

## Summary of Changes

to

P 151.1-3A

Emergency Response Organization Position Specific Procedures

**Revised Version Issued as P 151.1-3B of 4/13/04**

NETL Procedure 151.1-3A, Emergency Response Organization Position Specific Procedures, of 9/29/03, has undergone major revisions. Changes were made to the ED, EOCC, and OSC procedures to remind them of notifications to the Research Ridge complex. Minor changes were made to correct errors found during procedure training to the ERO this year. Please replace NETL Procedure 151.1-3A with NETL Procedure 151.1-3B.

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# U.S. Department of Energy

## National Energy Technology Laboratory

# PROCEDURE

P 151.1-3B

DATE: 4/13/04

**SUBJECT:** EMERGENCY RESPONSE ORGANIZATION POSITION SPECIFIC PROCEDURES

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1. PURPOSE. To establish procedures and responsibilities for specific ERO positions.
2. CANCELLATION. NETL Procedure 151.1-3A, Emergency Response Organization Position Specific Procedures, of 9/29/03.
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 151.1-1, [Comprehensive Emergency Management System Administration](#).
  - d. Referenced Forms:
    - (1) NETL F 151.1-3/1, [On-Site Notification Report](#).
    - (2) NETL F 151.1-3/2, [Corrective Action/Task Plan](#).
    - (3) NETL F 151.1-3/3, [Emergency Personnel List](#).
    - (4) NETL F 151.1-3/4, [Emergency Response Organization Log](#).
    - (5) NETL F 151.1-3/5, [Handling of Calls](#).
    - (6) Incoming Calls Log (to be developed).
    - (7) NETL F 151.1-3/6, [Message Form](#).
    - (8) NETL F 151.1-3/7, [NETL Situation Report](#).
    - (9) NETL F 154.1-1/1, [Off-Site Notification Report](#).

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

- (10) NETL F 151.1-3/9, [Team Briefing Form](#).
- (11) NETL F 151.1-3/10, [Unaccounted-For Personnel List](#).
- (12) NETL F 151.1-3/11, [Corrective Action/Response Plan](#).
- (13) Emergency News Release (to be developed).

#### 4. DEFINITIONS.

- a. CEMS -- Comprehensive Emergency Management System.
- b. ERO -- Emergency Response Organization.
- c. ERPM --Emergency Response Program Manager.
- d. NETL -- National Energy Technology Laboratory.
- e. SSC -- Site Support Contractor.

5. QUALITY CONTROL. This NETL Directive will be reviewed (and revised as needed) by the Subject Matter Expert 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.

#### 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 attached to this Procedure.

7. TRAINING REQUIREMENTS. There is no training required in order to administer this Procedure. Training for the individual elements of positions listed in the handbook is addressed in Procedure 151.1-1.

#### 8. DOCUMENT CONTROL.

- a. The most recent and official controlled hard copy version of this Directive shall reside with NETL's Directives 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 uncontrolled documents.

- b. ERO members are encouraged to keep hard copies of documents they would need in the event of an emergency in case they are not available on the Intranet. Members will be advised to update their copies by the ERPSs when new revisions are released.
- 9. PROCEDURE. The procedures for each position in the ERO are attached in a handbook.
- 10. ATTACHMENT. ERO position procedures handbook.

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Associate Director, OIBO

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## INTRODUCTION

The purpose of the NETL Emergency Response Organization Position Specific Procedures Handbook is to provide direction for responding to emergency situations at NETL. This document includes the procedures for the Emergency Response Organization (ERO) and samples of ERO forms to be used during an emergency situation at NETL.

Each position is subject to training requirements found in NETL Procedure 151.1-1, Comprehensive Emergency Management System Administration. The procedures found in the handbook attachment to this Procedure remind the employees appointed to the roles what their primary responsibilities are during emergencies, helps ensure that hierarchy in the incident command system is maintained and that the most important activities are triggered for implementation first. These procedures do not substitute for training and experience. The procedures must be used in conjunction with training, including drills and other types of practice. Employees appointed to these roles should not attempt activities that can pose safety hazards for themselves or others for which they have not been trained or are not appropriately equipped.

The procedures in the attached handbook, in some chapters, contain forms. Instructions may be given for responders to log their activities and fill out forms. The ERPM's recognize that the performance of these duties may not be appropriate during emergencies. A responder should not delay important actions while he/she fills out forms. The forms are created for the convenience and aide of the responders to communicate information and keep a record of activities as they happened. During long term responses, responders will need to take a few moments to record important facts for subsequent shifts, but short term activities may legitimately necessitate that filling out the forms is relegated to a lower priority. The forms can be filled out later, but responders in key decision-making roles must make an attempt to note important information for record keeping activities. Documentation of events during the response must be finished within 24 hours after the emergency has terminated if response lasts a day or less, and within 24 hours after a shift change. For responses with complex activities and multiple hazards, OSC's must develop a written rescue plan. A form is provided for this activity. It is an important part of ensuring the safety of responders and ensuring that acts are prioritized and that team coordinators stay on task.

All logs and records must be given to the ERPM after the emergency for filing for use in developing corrective action plans.

The ERPM's of both sites recognize that there are some positions that may be assigned ad hoc during emergencies. These positions aren't always needed and do not appear to necessitate training outside of responders normal activities. These positions, while informal at this juncture, may be written into the formal procedures during a later revision. These positions include Liaison Officer, who facilitates communication and activity between command posts if more than one is sited; Decontamination Officer, who oversees decontamination activities to ensure that the many steps of a sometimes complicated process are achieved; and ad hoc assistants, such as fire wardens who help emergency operations by physically hand carrying information from one person to another.

The NETL ERO is composed of three teams: the Incident Evaluation Team; the Scene Emergency Response Team (SERT); and the Management Emergency Response Team (MERT).

The Incident Evaluation Team responds to reported incidents, evaluates whether a valid emergency exists, and activates the emergency organization. This team consists of the On-Scene Commander (OSC) and the Safety Officer and any technical experts they deem necessary. The members of the Incident Evaluation Team become members of the other teams when those teams are activated.

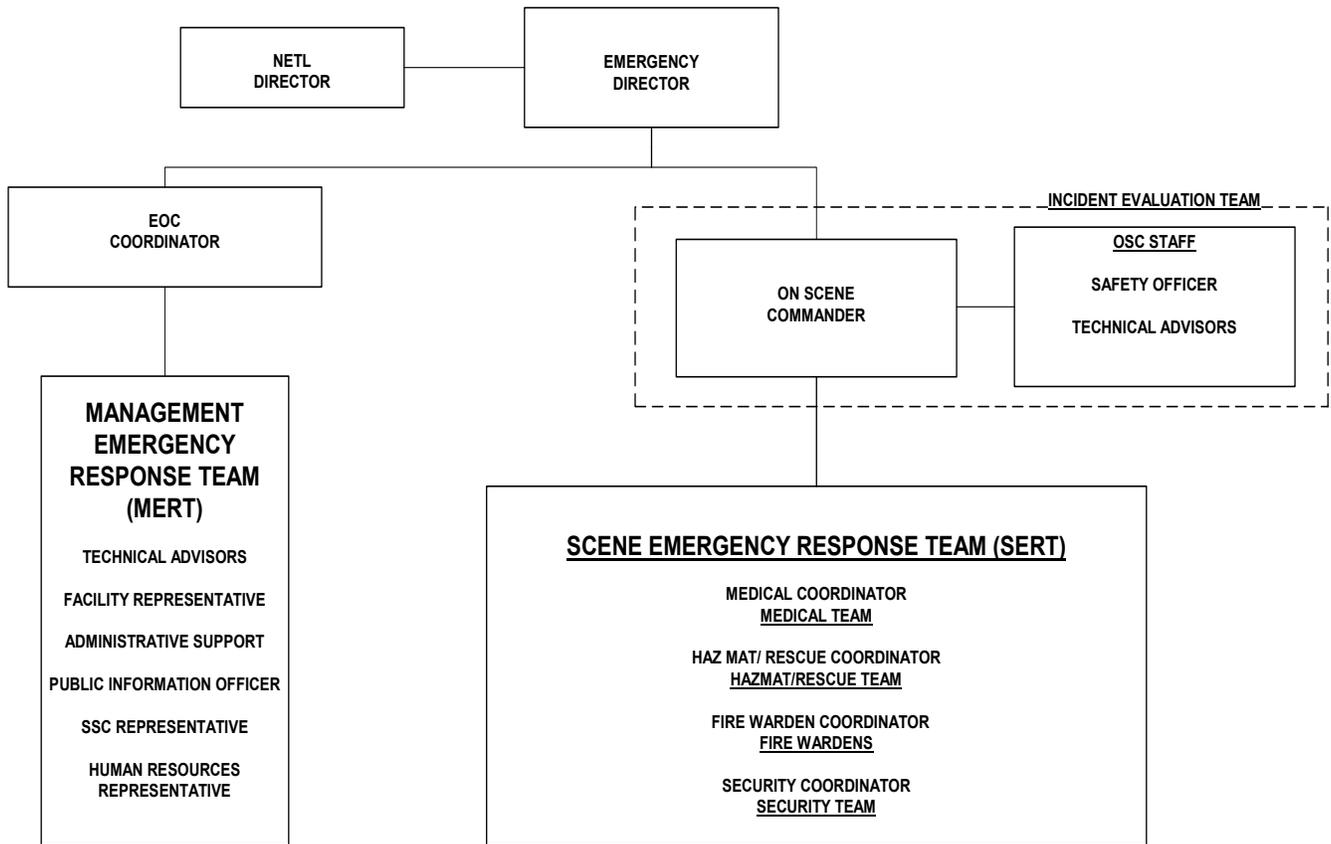
The SERT performs emergency operations at the scene as necessary to bring the emergency under control and mitigate the consequences of an occurrence. The SERT consists of several specialized, trained, and equipped teams to be activated as needed to mitigate site emergencies. This team is modular in composition so that response units can be mobilized based on need. The SERT operates from the Incident Command Post designated by the OSC, who heads the SERT.

The MERT occupies the Emergency Operations Center (EOC). This team supports the efforts of the SERT at the scene and interfaces with the public and external agencies, solves technical problems, performs required external notifications, keeps emergency records, and provides affected facility support and other resources. MERT maintains communications with State and County emergency management officials and DOE Headquarters.

The position specific procedures are implemented as determined by the Emergency Director, EOCC, and OSC. As described in 29 CFR 1910.120, the functions of the positions can be delegated according to need.

This document is distributed to the ERO, is available on the intranet, and is available in the EOC.

**NETL EMERGENCY RESPONSE ORGANIZATION**



**Figure 1. NETL Emergency Response Organization**

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## PROCEDURE 01 -- NETL DIRECTOR

### 1.0 OVERVIEW

The NETL Director follows this Procedure during an emergency at the NETL facility. The NETL Director interfaces with the Emergency Response Organization (ERO) to provide assistance as required. The Director stays informed on all aspects of the response. Attachment 01-A provides the NETL Director with information on the key ERO management contact for specific actions, updates, or information, i.e., the Emergency Director, the On-Scene Commander (OSC), or the Emergency Operations Center (EOC) Coordinator. Attachment 01-B provides a checklist of the responsibilities of the Management Emergency Response Team (MERT), and Attachment 01-C provides a checklist of the responsibilities of the Scene Emergency Response Team (SERT). The primary duties of the NETL Director during an emergency are to:

- 1.1 Serve as spokesperson for NETL during an emergency if the incident involves special sensitivities in the community. Otherwise, the Public Information Officer (PIO) is designated to interact with the press.
- 1.2 Commit significant DOE resources, as needed, for ERO operations.
- 1.3 Make major programmatic decisions related to the emergency.
- 1.4 Approve the recovery plan and make decisions regarding the closing or opening of the site if the extent of the emergency warrants it.

The NETL Director reports to the EOC, the Media Briefing Room, or works out of his/her regular office if there is no danger at that location. The NETL Director is provided with information and draft news releases by the PIO. The PIO or the PIO's assistant advises the NETL Director of media arrival and schedules media briefings for him/her. If the site is evacuated, the NETL Director reports to the alternate location offsite for the Media Briefing Room. The PIO will inform the Director of its location.

### 2.0 NOTIFICATION/EVALUATION/ACTIVATION

The NETL Director will be informed of events that are categorizable DOE occurrences or emergencies that involve required external regulatory agency notification; that involve injuries, illnesses, or fatalities; or that are deemed by the Emergency Director to be reportable.

Notification of an incident will be received through normal communication channels.

### 3.0 EMERGENCY RESPONSE

#### 3.1 Immediate Actions

- 3.1.1 Contact the PIO or Emergency Director to obtain updates on the status of the emergency.

- 3.1.1.1 Decide whether the situation warrants speaking directly to the press or delegating this responsibility to the PIO. Tell the PIO of this decision.
- 3.1.1.2 Determine the degree and scope of potential media interest and the need for a commitment of additional DOE resources.
- 3.1.1.3 Obtain periodic situation updates through briefings with the PIO, Emergency Director, and other ERO personnel, as appropriate.
- 3.1.2 If an immediate news release is required, review the PIO's draft, ensure the Emergency Director concurs, revise that draft as necessary, and give approval to the PIO to issue it. Ensure a revised copy is given to the Emergency Director. Follow this same procedure with all subsequent news releases.
- 3.1.3 If the situation warrants your direct interaction with the news media, perform the following:
  - 3.1.3.1 Handle all telephone calls from reporters or public officials.
    - 3.1.3.1.1 Ask if you are being taped or broadcast live. Presentation style may be adjusted if the interview is to be broadcast.
    - 3.1.3.1.2 Answer questions based on information in the news releases.
    - 3.1.3.1.3 Maintain a log of calls.
    - 3.1.3.1.4 Provide feedback to the PIO regarding the number and nature of the questions, and the tone of the contacts.
  - 3.1.3.2 If media interest is high and reporters are onsite, coordinate all media briefing activities with the PIO or the PIO's assistant.
    - 3.1.3.2.1 Prepare a media-briefing schedule with the PIO and learn where the Media Briefing Room is to be located.
    - 3.1.3.2.2 Have the PIO arrange to have technical personnel prepare for and attend the briefing, as needed.
    - 3.1.3.2.3 If media interest is not high, stand by to perform NETL spokesperson duties, if needed.
- 3.1.4 Interface, either at the EOC or over the telephone, with the NETL ERO to monitor ERO operations and remain knowledgeable of major emergency situations involving injuries, illnesses, or fatalities; significant facility damage; or offsite (community) involvement. Attachment 01-A provides the NETL Director with checklists of management responsibilities of the Emergency Director, OSC, and EOC Coordinator.

- 3.1.5 Commit significant DOE resources, as needed, for emergency response or recovery and reentry operations. This may include planning with personnel from Human Resources, Procurement, and Budget and Finance.
  - 3.1.5.1 If commitment of DOE resources beyond normal duty is required, arrange for additional personnel to serve in support roles as requested by the OSC or the EOC Coordinator by coordinating management support activities.
- 3.1.6 Make major programmatic decisions related to the emergency.

### 3.2 Ongoing Activities

Conduct and review the following steps as long as the event continues. Log significant event in the Emergency Response Position Log.

- 3.2.1 Continue to monitor the situation and be prepared to perform NETL spokesperson duties if not delegated to the PIO.
- 3.2.2 Continue to review, revise, and approve all news releases.
- 3.2.3 Continue to answer inquiries from reporters or public officials if the situation warrants your direct interaction.
- 3.2.4 When a media briefing is scheduled, make the necessary preparations if not delegated to the PIO.
  - 3.2.4.1 Review all news releases that have been issued.
  - 3.2.4.2 Discuss the situation with the PIO, the Emergency Director, and other ERO personnel, as appropriate.
  - 3.2.4.3 Instruct the PIO to prepare presentation materials (e.g., overheads, handouts, references) and a briefing agenda, noting any issues or follow-up items to include.
- 3.2.5 As the NETL spokesperson, provide accurate information in the media briefing and keep the media and public fully informed of the current status of events.
  - 3.2.5.1 Instruct the PIO to announce the agenda and introduce the senior NETL representative, the NETL spokesperson, and any other planned speakers.
  - 3.2.5.2 Review the latest news release with reporters.
  - 3.2.5.3 Present a statement or response on known issues, follow-up items, and answers to previous questions.

- 3.2.5.4 Instruct the technical personnel to give a presentation, if needed.
- 3.2.5.5 Open the session to questions, and either provide answers or refer the questions to the Technical Advisors to answer.
- 3.2.5.6 Inform reporters of the next scheduled briefing time and conclude the briefing.
- 3.2.6 After the media briefing, conduct a debriefing with the PIO and any Technical Advisors present.
  - 3.2.6.1 Review key issues raised (e.g., discrepancies, rumors) by reporters.
  - 3.2.6.2 Consider follow-up items to be addressed in the next briefing.
  - 3.2.6.3 Suggest improvements to briefings.
  - 3.2.6.4 Discuss actions needed to support media briefings.
  - 3.2.6.5 Propose adjustments to the media briefing schedule according to the number of new reporters and changes in the situation.
  - 3.2.6.6 Monitor broadcasts to determine if the media are relaying the proper information. This task may be delegated to the PIO and the PIO's staff.
- 3.2.7 When the event has been terminated, go to Recovery phase.

#### **4.0 RECOVERY/REENTRY**

- 4.1 Assist in the recovery and reentry operations as requested by the Emergency Director.
- 4.2 If reporters are still present, conduct a final media briefing. Determine and approve the type and amount of public information that should be developed after the event.
- 4.3 Document the actions you took during the emergency if not finished during the response. Collect all documents you generated pertinent to the event and give them to the ERPM.
- 4.4 Conduct a debriefing with the Emergency Director and the PIO, noting any procedure or equipment problems that occurred during the emergency.
- 4.5 Approve plans to manage any legal, environmental, health, safety, and community issues involved with the emergency response.

**Attachment 01-A -- ERO MANAGEMENT RESPONSIBILITIES**

This checklist provides the NETL Director with information on whether to contact the Emergency Director, the EOC Coordinator, or the OSC for specific actions, updates, or information.

<b>Action</b>	<b>Complete</b>
<i>Notification</i>	
<b>Emergency Director</b>	
Report to the EOC	
Ensure PIO and NETL Director are informed of the incident	
Ensure reporting to DOE HQs and to the community is initiated	
<b>OSC</b>	
Report to scene as part of IET	
Assess incident and determine need for ERO resources	
Disband IET and classify incident with EOC Coordinator and Emergency Director	
<b>EOC Coordinator</b>	
Report to EOC	
Ensure that all EOC team members have been notified	
<i>Protective Actions</i>	
<b>OSC</b>	
Determine Hazard Zone size and notify Security	
Determine need for immediate protective actions	
<i>Emergency Response</i>	
<b>Emergency Director</b>	
Interact with offsite response agencies	
Ensure that appropriate resources are being made available	
Manage the response	
<b>OSC</b>	
Determine location of Incident Command Posts for NETL personnel and offsite responders	
Establish emergency communications link with EOC	
Coordinate response actions with EOC	
Brief and direct SERT staff	
Determine location of Staging Area	
Identify Safety Officer	
Adjust Hazard Zone size on basis of new information	
Arrange for personnel shift changes through EOC Coordinator	
Recommend to, or concur with, Emergency Director's decision on incident termination	
<b>EOC Coordinator</b>	
Establish communication links with OSC	
Ensure that dose projections and monitoring are performed	
Classify incident with OSC and Emergency Director	
Ensure that notifications are completed as required	
Review draft news releases	
Request additional assistance as needed	

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**Attachment 01-B -- MERT RESPONSIBILITIES UNDER ED AND EOCC**

This checklist summarizes for the NETL Director the actions of the MERT for which the EOC Coordinator is responsible.

Action	Completed
<i>Notification</i>	
<b>Emergency Public Information Officer</b>	
Contact the EOC to determine if the media briefing area can be located onsite	
Notify other members of the team, if necessary	
<b>Information Coordinator</b>	
Report to the EOC	
<b>All Other Communications Team</b>	
Report to the media briefing area	
<b>Technical Advisors</b>	
Report to the EOC, collect materials	
<b>Other Notifications</b>	
Consider Child Care Center, personnel working outside, Credit Union. MGN: Research Ridge personnel and emergency responders. PGH: NIOSH.	
<i>Emergency Response</i>	
<b>Emergency Public Information Officer</b>	
Notify the EOC where the media briefing room is located	
Receive initial overview of the incident from reports the IC has prepared	
Conduct press releases as needed	
Act as the site's spokesperson if the NETL Director is not available or required	
<b>Information Coordinator</b>	
Collect information and generate news releases for the intranet and for the EPIO	
Verify accuracy of information	
Ensure that the news releases do not include sensitive or private information, or other information that should not be released to the press	
Be the chief point of contact for the EPIO inside the EOC	
<b>Briefing Room Logistics Coordinator</b>	
Establish the media briefing room location	
Take notes on the proceedings	
Be of general assistance to the EPIO or spokesperson	
Assist visitors through the badging and site visitor processes	
<b>Media Briefing Coordinator</b>	
Work with the EPIO to develop key messages for delivery to the press	
Ensure equipment is available and operational	
Establish communications link with the IC	
<b>Technical Consultant to Communications Team</b>	
Answer questions of a technical nature posed by the press	
Be present to clarify technical information	

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Action	Completed
<b>Technical Advisors</b>	
Verify adequacy of Hazard Zone	
Determine protective actions	
Ensure proper offsite notifications have been made if delegated to you	
Provide technical assistance as needed (obtaining MSDS, make personal protective equipment recommendations, make evacuation recommendations, research site utilities, perform plume modeling)	
<b>Human Resource, SSC Representatives</b>	
Collect information, support emergency response efforts as called upon especially if there are casualties or a need to commit additional resources, assist with development of accountability lists	
<b>Administrative Assistants/Recorder</b>	
Maintain log and status board, assist with staffing needs and notifications, assist with efforts to develop an accountability list	
<i>Recovery/Reentry</i>	
<b>Members of MERT</b>	
Collect all materials generated for record keeping and give them to the ERPM	
Serve on the Recovery Committee as requested	
Solve technical problems associated with re-entry and recovery	
<b>Emergency Public Information Officer</b>	
Inform the media that the emergency response has terminated	
Issue follow up press briefings as needed	
Participate in debriefings and response critiques	
Collect documents generated during the event and give them to the ERPM for recordkeeping/corrective action purposes	
<b>All Others</b>	
Ensure that the work areas have been returned to pre-event status	
Participate in debriefings as needed	

**Attachment 01-C -- SERT RESPONSIBILITIES**

This checklist summarizes for the NETL Director the actions of SERT for which the On-Scene Commander is responsible.

Action	Complete
<i>Notification</i>	
<b>HAZMAT/Rescue Team Leader</b>	
Call out HAZMAT/Rescue Team	
Ensure that Security has dispatched HAZMAT/Rescue Van	
As necessary, request delivery of decontamination and/or spill response equipment and materials and ensure delivery	
As necessary, ensure that EOC Coordinator calls out Environmental Monitoring and Environmental Safety and Health (ES&H) Teams	
<b>Medical Coordinator</b>	
Call out Medical Team	
Request outside resources as needed	
<b>Security Team Leader</b>	
Record all relevant information	
Call out Incident Evaluation Team if needed	
Notify ERO as needed	
Notify offsite responders as required	
Evacuate facility in event of a bomb threat	
Notify PRC if applicable	
<i>Emergency Response</i>	
<b>HAZMAT/Rescue Team Leader</b>	
Brief HAZMAT/Rescue Team	
Assign Team Leaders for needed activities, i.e., decontamination, spill response, environmental monitoring, and gas alarm	
Advise Medical Team of expected extent of injuries and ensure that Medical Team is standing by, as necessary	
Coordinate actions with offsite rescue teams	
As necessary, ensure the set up of the Decontamination Zone and ensure that decontamination equipment and line are prepared	
As necessary, ensure that adequate air supply is on hand	
As necessary, assess danger and coordinate with Safety Officer and ES&H Technical Advisors to identify hazardous materials involved, develop computer model projections, and conduct sampling and analysis outside area and offsite	
If gas alarm is activated, determine source of gas alarm, secure all gas sources to building, perform building monitoring, and determine status of area ventilation system	

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Action	Complete
<b>Medical Coordinator</b>	
Brief Medical Team	
Ensure that chemical-specific medical equipment and materials are prepared	
Provide appropriate medical care and triage services	
Request additional offsite support as necessary	
Prioritize victims for transport	
Monitor responders for problems	
<b>Security Team Leader</b>	
Brief Security Team	
Provide access control to site and scene	
Provide traffic control	
Consolidate site Personnel Accountability Checklists	
Search for and locate all unaccounted-for personnel	
<b>Fire Wardens</b>	
Ensure that exits are clear and open if evacuation is necessary	
Select appropriate evacuation route and direct personnel away from hazard	
Account for all personnel in their assigned areas and submit Personnel Accountability Checklists to Chief Fire Warden, noting any missing personnel	
Control building reentry and evacuee relocation	
Post signs for Shelter-in-Place condition	
<b>Chief Fire Wardens</b>	
Consolidate Personnel Accountability Checklists by zone	
Submit consolidated Personnel Accountability Checklists to Security Team Leader and notify him/her of any unaccounted-for personnel	
Assist in relocation of evacuees as needed	
<i>Recovery/Reentry</i>	
<b>HAZMAT/Rescue Team Leader</b>	
Ensure that equipment is cleaned, recharged, recalibrated, and repacked, and that replacements are identified	
As necessary, ensure that decontamination trailer is torn down under supervision of environmental engineer	
As necessary, ensure that gas monitors are inspected, cleaned, and returned to preactivation status	
<b>Medical Team</b>	
Advise in cleanup of body fluids	
<b>Fire Wardens</b>	
Remove signs if posted for Shelter-in-Place condition	

## PROCEDURE 02 -- EMERGENCY DIRECTOR

### 1.0 OVERVIEW

The Emergency Director has overall responsibility for direction and control of the Emergency Response Organization (ERO). He/she is responsible for the management of all emergency activities and the total response from the time the emergency is declared until it is terminated. That responsibility entails ensuring that primary objectives are prioritized, proper resources are available, and the response efforts are coordinated. The Emergency Director follows this Procedure during an emergency at the NETL facility. He/she shall initially report to the Emergency Operations Center (EOC), but may choose to respond to the Scene later. He/she shall stay informed on all aspects of the response and redirect operations only as necessary. Primary duties of the Emergency Director are as follows:

- 1.1 Ensure categorization of the event.
- 1.2 Keep the NETL Director informed of the emergency situation.
- 1.3 Establish and maintain communications with the DOE Headquarters (HQ) EOC in Washington, D.C. (202-586-8100) keeping them informed as conditions change.
- 1.4 Request Federal Assistance through the DOE HQs EOC at 202-586-8100, if necessary.
- 1.5 Ensure that the EOC Coordinator makes all onsite, local, State, and HAZMAT notifications as required.
- 1.6 Resolve disagreements between the On-Scene Commander (OSC) and the EOC Coordinator, if necessary.
- 1.7 Resolve disagreements between the NETL ERO and offsite emergency response organizations, if necessary.
- 1.8 If the incident may have an impact to the NETL security program, contact the NETL S&SO to brief him so that he may fulfill his assessment and reporting duties.
- 1.9 Review and concur with all press releases.
- 1.10 Make the determination to terminate the event.
- 1.11 Serve as the Recovery Manager.

The OSC, who heads the Scene Emergency Response Team (SERT), and the EOC Coordinator, who heads the Management Emergency Response Team (MERT), report directly to the Emergency Director. Attachments 02-A, 02-B, and 02-C provide the Emergency Director with checklists of responsibilities of the ERO Management, the MERT, and the SERT.

## 2.0 NOTIFICATION/EVALUATION/ACTIVATION

Notification of an incident will be received either by ENS (in MGN), telephone, hand-held two-way radio, or through the pager system, and will provide information about the nature of the event (e.g., fire, chemical spill). The Emergency Director is notified of an emergency by the OSC or his/her designee (usually the Security Dispatcher).

### 2.1 Categorization

- 2.1.1 Consult Procedure 151.1-2, Occurrence Categorization/Classification and Reporting.
- 2.1.2 Contact Security for specific information on the event.
  - 2.1.2.1 Determine if the ERO has been activated and which members, if any, are responding.
  - 2.1.2.2 Establish whether the Incident Evaluation Team (IET) is, or has been, at the Scene.
  - 2.1.2.3 Ascertain whether the EOC has been activated.
  - 2.1.2.4 Determine if the event has been categorized. Ensure event categorization is determined. This will be done in consultation with the OSC and EOC Coordinator.
- 2.1.3 If the event has been categorized and is not categorized as an “Unusual Occurrence,” or “Operational Emergency” exit this section of the Procedure.
- 2.1.4 If the event has been categorized as an “Unusual Occurrence,” or “Operational Emergency” and the EOC has been activated, report to the EOC to oversee emergency operations and ensure that proper notifications have been made.
- 2.1.5 Consult with the EOC Coordinator and the OSC to assist in determination of the categorization level for the incident.
- 2.1.6 Notify DOE HQ EOC of the categorization; notify the Director’s Office.
- 2.1.7 Ensure these activities are delegated if you must leave the EOC to go to the scene.

### 2.2 Protective Actions

- 2.2.1 If the predetermined EOC is within the Hazard Zone, consult with the EOC Coordinator to determine an alternate location and report to the alternate EOC, avoiding the Hazard Zone.

## PROCEDURE 02 -- EMERGENCY DIRECTOR

- 2.2.2 Consult with the EOC Coordinator and OSC to determine if protective actions are required for site personnel and if in-place sheltering or evacuations are required.
- 2.2.3 If site-wide evacuation is required, authorize activation of the warning systems.
- 2.2.4 Consult with the EOC Coordinator to determine if protective action recommendations should be made for offsite areas.

**NOTE:** In the event an Incident Command Post (ICP) for offsite emergency responders (e.g., police chief, EMS supervisor, fire chief) is necessary, it will be set up close to the SERT ICP. The OSC or the OSC's designee will represent DOE at the offsite emergency responders' ICP.

### 2.3 Official Notifications

- 2.3.1 Consult with the EOC Coordinator and the OSC to determine immediately if Federal assistance is needed.
- 2.3.2 Inform the NETL Director immediately of categorization determination and a decision to request Federal assistance, and give him/her updates as the situation changes.
- 2.3.3 Establish and maintain communication with DOE management.
  - 2.3.3.1 Contact the DOE HQ EOC in Washington, D.C. (202-586-8100). DOE HQ EOC will inform other HQ level organizations, including FE.
  - 2.3.3.2 Identify yourself as the NETL Emergency Director, the DOE FE point of contact at NETL.
  - 2.3.3.3 Inform DOE FE of the emergency situation, categorization, and major response actions that are being taken.
  - 2.3.3.4 If Federal assistance is needed, request it by specifying the resources needed at NETL.
  - 2.3.3.5 Give the DOE HQs EOC a phone number at which you can be reached if they have any questions.
  - 2.3.3.6 Establish a point of contact for the DOE HQs EOC.
- 2.3.4 Ensure that the EOC Coordinator makes all onsite, local, State, and HAZMAT notifications as required.
  - 2.3.4.1 Ensure that the EOC Coordinator has notified daycare, other onsite agencies, local emergency services, State emergency services, and, if HAZMAT is involved, the State Spill Center and the National Response Center.

- 2.3.4.2 Ensure that local notifications include areas that have personnel who may not be monitoring LAN traffic or the Intranet, or have access to ENS announcements at MGN. Additionally, notification requirements and categorization information are contained in two additional procedures. These are Procedure 231.1-1, Occurrence Reporting and Processing of Operations Information, and Procedure 151.1-2, Occurrence Categorizations/Classification and Reporting.

Both Sites: Consider the need to alert the Facility Representative or Facility Managers for Occurrence Reporting activities, the daycare centers, the site DOE facility Security Managers, cafeterias, credit unions, community response agencies and ORISE, or other DOE intern hire program managers. Grounds keepers, environment monitoring personnel, and maintenance crews at both sites may be in areas that are isolated from populated areas of the site.

MGN: Notifications to the Research Ridge complex, which include the DOE NETL-leased building and the Legacy Management-leased building, include emergency notifications to fire wardens and call outs of responders that are resident in those buildings. Calls to evacuate those buildings shall be made to the fire wardens of those buildings and to the building owner. If site emergency may impact Collins Ferry Road traffic or be so catastrophic to require community evacuation, the ED may determine that a call to Mylan Pharmaceutical directly is prudent for the health and safety of their employees. DOE does not have the authority to evacuate properties other than its own, so such calls should directly communicate information so that they may determine their action. An event so serious that it prompts such a call shall also be reported to county/city response agencies via 911.

PGH: Notification to NIOSH shall be made.

### 3.0 EMERGENCY RESPONSE

During the emergency response, the Emergency Director provides oversight, resolves conflicts, and maintains contact with the emergency support organizations, interfacing primarily with the EOC Coordinator, the OSC, and the NETL Director.

#### 3.1 Immediate Actions

- 3.1.1 Review all available information regarding the incident, including the notifications made and the incident evaluation results.
- 3.1.2 Begin and maintain an *Emergency Director's Emergency Response Organization Log* that contains event histories, including such information as decisions made, communications, and problems encountered.

- 3.1.3 Oversee emergency response organization operations.
  - 3.1.3.1 Sign in on the Sign-In Board at the EOC.
  - 3.1.3.2 Review the EOC status boards, technical data, messages, and other documentation.
- 3.1.4 Consult NETL Procedure 151.1-2 Occurrence Categorization/Classification and Reporting and ensure that categorizations and notifications are made.

## 3.2 Ongoing Actions

- 3.2.1 Continue actions as above.
- 3.2.2 Request updates from EOC staff as needed.
- 3.2.3 Resolve any disagreements that arise between the OSC and the EOC Coordinator.
- 3.2.4 Resolve any disagreements that arise between the NETL ERO and the offsite emergency response organizations.
- 3.2.5 Periodically brief the NETL Director on the status of the emergency operations.
- 3.2.6 Assist the EOC Coordinator and the OSC with response efforts and required support.
- 3.2.7 Review and concur with draft press releases prepared by the Information Coordinator.

## 3.3 Decision to Terminate

- 3.3.1 Obtain necessary guidance for a decision to terminate.
  - 3.3.1.1 Determine that the incident no longer poses a danger to the public or offsite property.
  - 3.3.1.2 Determine that the incident no longer poses a danger to NETL workers or property.
  - 3.3.1.3 Confirm that the situation is stable or improving.
  - 3.3.1.4 Ascertain that Emergency Action Levels are no longer exceeded. (If an Emergency Action Level is still exceeded, document why it is no longer appropriate to be in an emergency status.)
  - 3.3.1.5 Confirm that media interest is low enough to be handled normally.

**NOTE:** Public information activities may continue while emergency response activities are discontinued in all other areas.

- 3.3.1.6 The EOC Coordinator and the OSC should concur with the decision to terminate.
- 3.3.2 When you make the decision to terminate, inform concerned officials and issue necessary instructions.
  - 3.3.2.1 Inform the EOC Coordinator and the OSC that the emergency is being terminated.
  - 3.3.2.2 Instruct the EOC Coordinator to complete an *Off-Site Notification Report* and to notify the agencies listed in the site-specific emergency phone book.
  - 3.3.2.3 Inform the NETL Director that the emergency has been terminated.
  - 3.3.2.4 Inform DOE HQs EOC in Washington, D.C., and DOE FE that you have terminated the emergency. Send each a copy of the *Off-Site Notification Report*.
- 3.3.3 Proceed to the Recovery phase.

#### 4.0 RECOVERY/REENTRY

Recovery activities are started immediately after termination of the event. Recovery and facility reentry activities are performed only after the incident has been stopped and there is no longer a threat to offsite or onsite personnel, to NETL property, or to the environment.

- 4.1 Serve as Recovery Manager and perform related duties. Depending on the facility or the nature of the event, the Recovery Manager's role may be assigned to someone other than the Emergency Director.
  - 4.1.1 Select individuals to serve as members of a Recovery Committee.
  - 4.1.2 Chair meetings of the Recovery Committee to develop a Recovery Plan.
  - 4.1.3 Obtain the NETL Director's approval of the Recovery Plan.
  - 4.1.4 Inform NETL management of ongoing efforts.
  - 4.1.5 Oversee the completion of action items in the Recovery Plan.
  - 4.1.6 Approve worker reentry into evacuated areas.
- 4.2 Document the actions you took during the response if not finished during the response. Collect all documents that you generated during the event and give them to the Emergency Response Program Manager.

- 4.3 Participate in the critique of the emergency response.
  - 4.3.1 Consolidate all critiques received about the event.
  - 4.3.2 Debrief with the EOC Coordinator and the OSC to help in investigation of the event.
  - 4.3.3 Note any procedure or equipment problems that occurred during the emergency response.
  - 4.3.4 Ensure that all documents generated during the response are organized and delivered to the Emergency Response Program Manager.

**Attachment 02-A -- ERO MANAGEMENT RESPONSIBILITIES**

This checklist summarizes for the Emergency Director his/her own responsibilities as well as those of the OSC and EOC Coordinator.

Action	Complete
<i>Notification</i>	
<b>Emergency Director</b>	
Report to the EOC	
Ensure PIO and NETL Director are informed of the incident	
Ensure reporting to DOE HQs and to the community is initiated	
<b>OSC</b>	
Report to scene as part of IET	
Assess incident and determine need for ERO resources	
Disband IET and categorize incident with EOC Coordinator and Emergency Director	
<b>EOC Coordinator</b>	
Report to EOC	
Ensure that all EOC team members have been notified (MGN: Note Research Ridge)	
<i>Protective Actions</i>	
<b>OSC</b>	
Determine Hazard Zone size and notify Security	
Determine need for immediate protective actions	
<i>Emergency Response</i>	
<b>Emergency Director</b>	
Interact with offsite response agencies	
Ensure that appropriate resources are being made available	
Manage the response	
<b>OSC</b>	
Determine location of Incident Command Posts for NETL personnel and offsite responders	
Establish emergency communications link with EOC	
Coordinate response actions with EOC	
Brief and direct SERT staff	
Determine location of Staging Area	
Identify Safety Officer	
Adjust Hazard Zone size on basis of new information	
Arrange for personnel shift changes through EOC Coordinator	
Recommend to, or concur with, Emergency Director's decision on incident termination	
<b>EOC Coordinator</b>	
Establish communication links with OSC	
Ensure that dose projections and monitoring are performed	
Categorize incident with OSC and Emergency Director	
Ensure that notifications are completed as required	
Review draft news releases	
Request additional assistance as needed	

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**Attachment 02-B -- MERT RESPONSIBILITIES UNDER ED AND EOCC**

This checklist summarizes for the Emergency Director the actions of members of the MERT for which the EOC Coordinator is responsible.

Action	Completed
<i>Notification</i>	
<b>Emergency Public Information Officer</b>	
Contact the EOC to determine if the media briefing area can be located onsite	
Notify other members of the team, if necessary	
<b>Information Coordinator</b>	
Report to the EOC	
<b>All Other Communications Team</b>	
Report to the media briefing area	
<b>Technical Advisors</b>	
Report to the EOC, collect materials	
<b>Other Notifications</b>	
Consider Child Care Center, personnel working outside, Credit Union. MGN: Research Ridge personnel and emergency responders. PGH: NIOSH.	
<i>Emergency Response</i>	
<b>Emergency Public Information Officer</b>	
Notify the EOC where the media briefing room is located	
Receive initial overview of the incident from reports the IC has prepared	
Conduct press releases as needed	
Act as the site's spokesperson if the NETL Director is not available or required	
<b>Information Coordinator</b>	
Collect information and generate news releases for the intranet and for the EPIO	
Verify accuracy of information	
Ensure that the news releases do not include sensitive or private information, or other information that should not be released to the press	
Be the chief point of contact for the EPIO inside the EOC	
<b>Briefing Room Logistics Coordinator</b>	
Establish the media briefing room location	
Take notes on the proceedings	
Be of general assistance to the EPIO or spokesperson	
Assist visitors through the badging and site visitor processes	
<b>Media Briefing Coordinator</b>	
Work with the EPIO to develop key messages for delivery to the press	
Ensure equipment is available and operational	
Establish communications link with the IC	
<b>Technical Consultant to Communications Team</b>	
Answer questions of a technical nature posed by the press	
Be present to clarify technical information	

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Action	Completed
<b>Technical Advisors</b>	
Verify adequacy of Hazard Zone	
Determine protective actions	
Ensure proper offsite notifications have been made if delegated to you	
Provide technical assistance as needed (obtaining MSDS, make personal protective equipment recommendations, make evacuation recommendations, research site utilities, perform plume modelling)	
<b>Human Resource, SSC Representatives</b>	
Collect information, support emergency response efforts as called upon especially if there are casualties or a need to commit additional resources, assist with development of accountability lists	
<b>Administrative Assistants/Recorder</b>	
Maintain log and status board, assist with staffing needs and notifications, assist with efforts to develop an accountability list	
<i>Recovery/Reentry</i>	
<b>Members of MERT</b>	
Collect all materials generated for record keeping and give them to the ERPM	
Serve on the Recovery Committee as requested	
Solve technical problems associated with re-entry and recovery	
<b>Emergency Public Information Officer</b>	
Inform the media that the emergency response has terminated	
Issue follow up press briefings as needed	
Participate in debriefings and response critiques	
Collect documents generated during the event and give them to the ERPM for recordkeeping/corrective action purposes	
<b>All Others</b>	
Ensure that the work areas have been returned to pre-event status	
Participate in debriefings as needed	

**Attachment 02-C -- SERT RESPONSIBILITIES**

This checklist summarizes for the NETL Director the actions of members of the SERT for which the OSC is responsible.

Action	Complete
<i>Notification</i>	
<b>HAZMAT/Rescue Coordinator</b>	
Call out HAZMAT/Rescue Team	
Ensure that Security has dispatched HAZMAT/Rescue Van	
As necessary, request delivery of decontamination and/or spill response equipment and materials and ensure delivery	
<b>Medical Coordinator</b>	
Call out Medical Team	
Request outside resources as needed	
<b>Security Team Leader</b>	
Record all relevant information	
Call out Incident Evaluation Team if needed	
Mark off Hazard Zone	
Notify ERO as needed	
Notify offsite responders as required	
Evacuate facility in event of a bomb threat	
Notify PRC or _____ if applicable	
<i>Emergency Response</i>	
<b>HAZMAT/Rescue Coordinator</b>	
Brief HAZMAT/Rescue Team	
Assign Team Leaders for needed activities, i.e., decontamination, spill response, environmental monitoring, and gas alarm	
Advise Medical Team of expected extent of injuries and ensure that Medical Team is standing by, as necessary	
Coordinate actions with offsite rescue teams	
As necessary, ensure the set up of the Decontamination Zone and ensure that decontamination equipment and line are prepared	
As necessary, ensure that adequate air supply is on hand	
As necessary, assess danger and coordinate with Safety Officer and Technical Advisors to identify hazardous materials involved, develop computer model projections, and conduct sampling and analysis outside area and offsite	
If gas alarm is activated, determine source of gas alarm, secure all gas sources to building, perform building monitoring, and determine status of area ventilation system	
Ensure hazard zone is marked or taped off	

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Action	Complete
<b>Medical Coordinator</b>	
Brief Medical Team	
Ensure that chemical-specific medical equipment and materials are prepared	
Provide appropriate medical care and triage services	
Request additional offsite support as necessary	
Prioritize victims for transport	
Monitor responders for problems	
<b>Security Team Leader</b>	
Brief Security Team	
Provide access control to site and scene	
Provide traffic control	
Consolidate site Personnel Accountability Checklists and generate Unaccounted-For Personnel List	
Search for and locate all unaccounted-for personnel	
<b>Fire Wardens</b>	
Ensure that exits are clear and open if evacuation is necessary	
Select appropriate evacuation route and direct personnel away from hazard	
Account for all personnel in their assigned areas and submit Personnel Accountability Checklists to Chief Fire Warden, noting any missing personnel	
Control building reentry and evacuee relocation	
Post signs for Shelter-in-Place condition	
<b>Chief Fire Wardens</b>	
Consolidate Personnel Accountability Checklists by zone	
Submit consolidated Personnel Accountability Checklists to Security Team Leader and notify him/her of any unaccounted-for personnel	
Assist in relocation of evacuees as needed	
<b><i>Recovery/Reentry</i></b>	
<b>HAZMAT/Rescue Coordinator</b>	
Ensure that equipment is cleaned, recharged, recalibrated, and repacked, and that replacements are identified	
As necessary, ensure that decontamination line is dismantled	
As necessary, ensure that gas monitors are inspected, cleaned, and returned to preactivation status	
<b>Medical Team</b>	
Advise in cleanup of body fluids	
<b>Fire Wardens</b>	
Remove signs if posted for Shelter-in-Place condition	

**PROCEDURE 03 -- NETL EOC COORDINATOR****1.0 OVERVIEW**

The Emergency Operations Center (EOC) Coordinator follows this Procedure during an emergency at the NETL facility. With general direction from the Emergency Director, the EOC Coordinator directs the activities of the Management Emergency Response Team (MERT) in the EOC. The EOC Coordinator tracks emergency conditions and response actions of the Scene Emergency Response Team (SERT) and provides support to the SERT. As the operations officer of the EOC, the EOC Coordinator's primary responsibilities are to:

- 1.1 Directly control operation of the EOC when it is activated.
  - 1.1.1 Ensure that members of the MERT are notified and all needed EOC positions are staffed.
  - 1.1.2 Ensure that all EOC personnel are briefed on the situation.
  - 1.1.3 Ensure that the MERT performs exposure projections and that monitoring is performed.
- 1.2 Evaluate and categorize abnormal events at the NETL site with the On-Scene Commander (OSC) and the concurrence of the Emergency Director.
- 1.3 Facilitate obtaining onsite and offsite resources as needed to respond to the emergency.
- 1.4 Ensure notification of, and coordination with, offsite resources.
- 1.5 Provide the maximum possible support to the SERT.
  - 1.5.1 Establish a communication link with the OSC and communicate directions and information from the MERT to the SERT.
  - 1.5.2 Request additional assistance as required.
- 1.6 Make, or ensure, original and followup notifications are completed as required—i.e., State, local, and other onsite agency; spill (State and national); followup (minimum, hourly, or as conditions change); daycare; and termination.
- 1.7 Review draft news releases from the Information Coordinator if designated by the Emergency Director.
- 1.8 Assume Emergency Director's duties as designated. If the Emergency Director is unavailable, the EOC Coordinator assumes responsibility for all of the Emergency Director's duties, or calls out another Emergency Director.
- 1.9 Recommend, with OSC consultation, decision to terminate to the Emergency Director.

## PROCEDURE 03 -- NETL EOC COORDINATOR

The EOC Coordinator's primary communication links are with the OSC, the Emergency Director, and MERT members. Attachment 03-A provides the EOC Coordinator with checklists of the responsibilities of MERT personnel reporting to him/her. Attachments 03-B and 03-C are checklists of the duties of the ERO Management and SERT that the EOC Coordinator needs when filling in for the Emergency Director.

## 2.0 NOTIFICATION/EVALUATION/ACTIVATION

Notification of an incident will be received either by ENS (MGN only), telephone, hand-held two-way radio, or the pager system, and will provide information on the nature of the event, e.g., fire, chemical spill. The EOC Coordinator will report to the EOC if the EOC has been activated. In all cases, NETL's site-specific Activation Procedures will be followed. If the EOCC is the first MERT member notified, he/she will determine, with the OSC, whether a formal activation of the EOC is warranted.

**NOTE:** Before reporting to the EOC, the EOC Coordinator will determine if the EOC is at risk or may become at risk. If it is at risk, the EOC Coordinator will transfer the EOC to an out of risk area and notify EOC participants of the new location or delegate notification to the Security Dispatcher.

### 2.1 Categorization

**NOTE:** Refer to NETL Procedure 151.1-2, Occurrence Categorization/Classification and Reporting.

- 2.1.1 If adequate information is available, categorize the event using the *NETL Occurrence Categorization/Classification and Reporting Procedure*. The EOCC may begin this process if the Emergency Director is unavailable. If the Emergency Director is available, the Emergency Director's concurrence is required.
  - 2.1.1.1 *Determine* the nature of the event, e.g., fire, chemical spill, if the OSC is responding, and if offsite assistance has been requested.
  - 2.1.1.2 As soon as *possible*, ensure that the appropriate technical personnel are available in the EOC to advise on the categorization or recategorization.
  - 2.1.1.3 Consult with the OSC and the Emergency Director to determine the appropriate protective actions to be taken.
- 2.1.2 Inform *Security* of the categorization. If the event has not been categorized, inform EOC and request an update on the situation.
- 2.1.3 If, based on available information, this is not a categorizable event, complete the *NETL Situation Report* for filing.
- 2.1.4 If event is categorized as an "Off-Normal Occurrence" or "Unusual Occurrence," inform all interested authorities by appropriate means.

## PROCEDURE 03 -- NETL EOC COORDINATOR

- 2.1.4.1 If the event is of immediate interest to NETL senior management, inform the Emergency Director.
- 2.1.4.2 If the event is of immediate interest to offsite authorities, inform them of the situation.
- 2.1.4.3 If designated to do so by the Emergency Director, the EOCC may make notifications to the DOE HQ EOC.
- 2.1.4.4 Ensure that offsite emergency management authorities are informed of emergency.
- 2.1.5 If the event is categorized as an “Operational Emergency,” determine whether site evacuation is required and make all necessary arrangements consistent with that determination.

**NOTE:** Once site evacuation is called for, personnel accountability must be completed within **45 minutes**.

- 2.1.5.1 If a site evacuation is to be conducted, prepare an *On-Site Notification Report*. This report is given to Security to be read on the Emergency Notification System (MGN only) or communicated via Security Dispatcher and Fire Wardens.
  - 2.1.5.1.1 Include a brief description of the event.
  - 2.1.5.1.2 Indicate locations of the buildings directly involved.
  - 2.1.5.1.3 Specify the area and direction of the Hazard Zone.
  - 2.1.5.1.4 Identify the assembly area to be used (primary, alternate, other).
- 2.1.6 If, regardless of categorization, the situation is serious enough, activate all or specific members of the MERT
  - 2.1.6.1 Contact the Security Dispatcher to call out the specified MERT members to respond to the EOC.
  - 2.1.6.2 Contact the Emergency Director if the Emergency Director is not onsite or at the EOC and indicate the categorization, briefly describe the situation, and state that you are activating the EOC.
  - 2.1.6.3 Brief the PIO on the event using the *NETL Situation Report*, indicating the categorization, briefly describing the situation, and stating that you are activating the EOC.
- 2.1.7 Ensure that all MERT members have been notified of EOC activation.

- 2.1.8 Facilitate obtaining other onsite and offsite resources as needed to respond to the emergency.

## 2.2 Protective Actions

- 2.2.1 Determine if an evacuation of buildings, areas, or the entire site is required.
- 2.2.1.1 If a site-wide evacuation is required, request that the Emergency Director authorize the activation of warning systems.
- 2.2.1.2 If a building or area evacuation is required, notify Security to evacuate the building or area.
- 2.2.2 Determine if in-place sheltering is required. If it is, notify Security and implement in-place sheltering.
- 2.2.3 Determine if offsite Protective Action Recommendations (PARs) are required. If they are, communicate recommended offsite PARs to community emergency response agencies within **15 minutes** of that determination.
- 2.2.4 Determine if the Hazard Zone extends offsite. If it does, communicate offsite Hazard Zone parameters to local authorities within immediately of that determination.

## 2.3 Official Notifications

**NOTE:** Verbal notification of an Unusual Occurrence must be made within **2 hours** of initial categorization. Hazardous materials operational emergencies must be reported to local authorities, county, State, and DOE within **15 minutes** of classification. Refer to NETL Procedure 151.1-2 Occurrence Categorization/Classification and Reporting.

- 2.3.1 Notify local emergency response agencies:

Morgantown: Monongalia Emergency Centralized Communication Agency (call 911 Dispatcher)

Pittsburgh: County at (412) 833-3400

- 2.3.2 Notify State emergency services offices:

West Virginia: State of West Virginia Office of Emergency Services (1-348-5380 during business hours or 1-746-2158 after hours)

Pennsylvania: Commonwealth of Pennsylvania Region 3 Response Center, 215-814-9016

- 2.3.3 Inform them that the NETL EOC is in operation and is now the point of contact for offsite communications.

2.3.3.1 Inform them that they may send a representative to the EOC if they wish.

2.3.3.2 Give them a phone number to contact the EOC.

2.3.4 Ask the Emergency Director to notify the DOE HQ EOC at 202-586-8100.

2.3.5 After verbal notifications are complete, fax hard copies of the *Off-Site Notification Report* to all of the above locations.

As conditions change, such as recategorization or the updating of PARs, the entities cited in 2.3.1 and 2.3.2 above require followup notification. Followup notifications, with updates, are given a minimum of once an hour.

2.3.6 If advised by the Technical Advisors of a hazardous spill, make the following notifications:

State Spill Center: West Virginia: 1-800-642-3074.  
 Pennsylvania: 1-800-541-2050.

National Response Center: 1-800-424-8802; 1-202-426-2675 if the release is over the reportable quantity per Table 302.4, *List of Hazardous Substances and Reportable Quantities*, of 40 CFR 302.

## 2.4 Other Notifications

2.4.1 Make additional onsite notifications as necessary.

2.4.1.1 Notify daycare:

Morgantown: If Future Steps is occupied, notify them at extension 4993 or 285-5423.

2.4.1.2 Notify other concerned agencies:

Morgantown: Navy at 304-284-5310  
 Credit Union at 304-599-9600

Pittsburgh: NIOSH at 412-386-6601  
 Credit Union at 412-386-6631

2.4.2 Ensure that local notifications include areas that have personnel who may not be monitoring LAN traffic or the intranet, or have access to ENS announcements at MGN. Additionally, notification requirements and categorization information are contained in two additional procedures. These are Procedure 231.1-1, Occurrence Reporting and Processing of Operations Information, and Procedure 151.1-2, Occurrence Categorizations/Classification and Reporting.

Both Sites: Consider the need to alert the Facility Representative or Facility Managers for Occurrence Reporting activities, the daycare centers, the site DOE facility Security Managers, cafeterias, credit unions, community response agencies and ORISE, or other DOE intern hire program managers. Grounds keepers, environment monitoring personnel, and maintenance crews at both sites may be in areas that are isolated from populated areas of the site.

MGN Notifications to the Research Ridge complex, which include the DOE NETL-leased building and the Legacy Management-leased building, include emergency notifications to fire wardens and call outs of responders that are resident in those buildings. Calls to evacuate those buildings shall be made to the fire wardens of those buildings and to the building owner. If site emergency may impact Collins Ferry Road traffic or be so catastrophic to require community evacuation, the ED may determine that a call to Mylan Pharmaceutical directly is prudent for the health and safety of their employees. DOE does not have the authority to evacuate properties other than its own, so such calls should directly communicate information so that they may determine their action. An event so serious that it prompts such a call shall also be reported to county/city response agencies via 911.

PGH: Notification to NIOSH shall be made.

### 3.0 EMERGENCY RESPONSE

#### 3.1 Immediate Actions

- 3.1.1 Ensure that all EOC staff sign in on the sign-in board as they arrive.
- 3.1.2 If the Emergency Director is unavailable, assume his/her responsibility for the overall health and safety of NETL workers; overall direction and control of the ERO; review and approval of news releases; requests for Federal Assistance; and contacts with DOE HQs EOC, or call out another Emergency Director.
- 3.1.3 Personnel Accountability. To prevent duplication of efforts, closely coordinate activities with the Security Team Coordinator or his/her designee.
  - 3.1.3.1 Check with the Security Team Coordinator or his/her designee to verify that the NETL site has been notified to evacuate.
  - 3.1.3.2 If notified that there are persons unaccounted-for:
    - 3.1.3.2.1 Direct Security (1) to check assembly areas and call out the names of persons unaccounted-for to determine if they are present or if anyone knows their whereabouts, and (2) to check areas outside the Hazard Zone.
    - 3.1.3.2.2 Inform the OSC of unaccounted-for persons.

3.1.3.2.3 If individuals still cannot be located, advise the appropriate authorities as follows:

3.1.3.2.3.1 Inform the Emergency Director for purposes of a situation review.

3.1.3.2.3.2 Have the Human Resources Representative check with the person's supervisors or family members regarding the person's whereabouts.

3.1.4 Complete a *NETL Situation Report* if adequate information is available from Security or the OSC.

3.1.5 Begin documenting important information (events, decisions made, communications, problems) using the *Emergency Response Organization Log*.

3.1.6 If any injury or death has occurred, immediately inform the Emergency Director for purposes of a situation review and the Human Resources representative for the notification of family members.

3.1.7 Ensure that dose projections and environmental monitoring tasks are being completed. Ensure that, when available, data from the site meteorological tower is used. If data from the site meteorological tower is not available, data from the most local meteorological tower should be used.

3.1.8 Ensure that EOC functions are performed. See Attachment 03-A for a list of assigned responsibilities for the MERT.

3.1.9 Interface with NETL management and service departments (i.e., Human Resources, Procurement, Maintenance) to request additional assistance.

3.1.10 Ensure that information on weather (current and predicted), recommended personal protective equipment, chemicals involved or potentially involved, and facilities and buildings involved or potentially involved is gathered and used.

## 3.2 Ongoing Actions

3.2.1 If conditions change, review the *NETL Occurrence Categorization/Classification and Reporting Procedure* for possible recategorization of the event.

3.2.1.1 If a different categorization is required, recategorize the event in accordance with Procedure 151.1-2.

3.2.1.2 If you reclassify the event, complete an *Off-Site Notification Report*, verbally transmit the recategorization information within **30 minutes** to local, State, and Federal agencies as in the preceding notification procedures, and followup with a faxed hard copy.

- 3.2.1.3 Until the event is terminated, continue to update and transmit the *Off-Site Notification Report* to local, State, and Federal agencies at least hourly and as conditions change.

The following steps are constantly reviewed and conducted as long as the EOC is activated.

- 3.2.2 Review the adequacy of the protective action recommendation with the Technical Advisors.
- 3.2.2.1 If an updated protective action recommendation is required, obtain a completed *Off-Site Notification Report* from the Technical Advisors (complete it yourself, if necessary) and verbally transmit the recategorization information within **30 minutes** to local, State, and Federal agencies as in the preceding notification procedures, and followup with a faxed hard copy.
- 3.2.3 Support the SERT as required.
- 3.2.3.1 Obtain *resources* requested by SERT members.
- 3.2.3.2 Answer questions asked by SERT members.
- 3.2.3.3 Prioritize EOC staff efforts for maximum support to the Scene.
- 3.2.3.4 Inform the OSC of any problems identified and track progress of Scene mitigation.
- 3.2.3.5 Inform the OSC of any suggested remedies.
- 3.2.3.6 Maintain communications (at least every **1/2 hour**) with the OSC for updates.
- 3.2.4 Update and transmit (verbally and on hard copy) the *Off-Site Notification Report* to offsite local, State, and Federal authorities listed above at least once per hour or as conditions change.
- 3.2.5 Ensure that the *ERO* Log reflects important decisions and communications.
- 3.2.6 Periodically update the Emergency Director on the situation. Keep him/her apprised of any major changes.
- 3.2.7 If hazardous materials have been released, check with the Technical Advisors to see if additional reporting is required. If necessary, make Hazardous Spill notifications as specified above under Official Notifications.
- 3.2.8 Conduct periodic briefings with EOC staff (about every hour). Have EOC staff assist in briefings for their assigned areas of expertise. Use the following basic outline for briefings:

- Update on the situation
- Completion of assigned task
- Priority of task
- Problems
- Reassignment of tasks

3.2.9 Prepare, or have the IC prepare, a briefing memo at least hourly reflecting the current status, significant changes, and estimated duration of event.

3.2.9.1 During an alert, distribute the briefing memo to those workers who have not been evacuated. Distribution *shall* be by the local area network with followup by Fire Wardens using an *On-Site Notification Report*.

3.2.9.2 During a site-wide or partial evacuation, get the message to those workers in the assembly area. It can be delivered via the Emergency Notification System (MGN only) or personally by a representative of Security or a Fire Warden using a bullhorn.

3.2.10 Review, and have Technical Advisors review, draft news releases from the IC.

3.2.11 Review EOC status boards to ensure that accurate and timely information is posted.

3.2.12 Review the Message Log Book and the *Emergency Response Organization Position Logs* of MERT members.

3.2.13 If it appears that the event will last for more than **12 hours**, make the necessary personnel and shift arrangements.

3.2.13.1 Establish rosters for **24-hour** staffing of the MERT and the SERT.

3.2.13.2 If relief personnel are necessary, ask the Administrative Support Coordinator to notify relief personnel of the time that they are to report.

### 3.3 Decision to Terminate

Emergency response efforts can be stopped when there is no longer a danger to the public, NETL workers, or onsite or offsite property; the situation is stable or improving; and the Emergency Action Levels identified in the *NETL Occurrence Categorization/Classification and Reporting Procedure* are no longer exceeded.

3.3.1 When conditions improve and you feel that the ERO is no longer needed, recommend termination to the Emergency Director.

3.3.2 If the Emergency Director asks about terminating an event, give him/her your recommendation or concurrence after consulting with the OSC.

## PROCEDURE 03 -- NETL EOC COORDINATOR

3.3.3 When an event is terminated by the Emergency Director, notify onsite personnel and local and State officials that the emergency response has been terminated, and ask the Emergency Director to notify DOE HQ of the event termination.

3.3.4 Proceed to the Recovery phase.

#### 4.0 RECOVERY/REENTRY

4.1 Assist in the recovery and reentry operations as requested by the Emergency Director.

4.2 Inform NETL management of recommendations for recovery actions.

4.3 Return the EOC to its pre-event condition or implement any special measures needed to support recovery operations.

4.4 Ensure that all personnel who were contacted are notified of the termination.

4.5 Ensure that DOE, Federal, local, and State emergency service agencies are properly notified of recovery efforts.

4.6 Document the actions you took during the response if not finished during the response. Collect all documents generated during the event, write an event report, and deliver this information to the Emergency Response Program Manager.

4.6.1 Debrief EOC personnel, noting any information that may help in investigation of the event.

4.6.2 Note any procedure or equipment problems that occurred during the emergency.

4.6.3 Complete all Occurrence Reports per *NETL Occurrence Categorization/Classification and Reporting Procedure*.

**Attachment 03-A -- MERT RESPONSIBILITIES UNDER ED AND EOCC**

This checklist summarizes the actions of the members of the MERT for which the EOC Coordinator is responsible.

<b>Action</b>	<b>Completed</b>
<i>Notification</i>	
<b>Emergency Public Information Officer</b>	
Contact the EOC to determine if the media briefing area can be located onsite	
Notify other members of the team, if necessary	
<b>Information Coordinator</b>	
Report to the EOC	
<b>All Other Communications Team</b>	
Report to the media briefing area	
<b>Technical Advisors</b>	
Report to the EOC, collect materials	
<b>Other Notifications</b>	
Consider Child Care Center, personnel working outside, Credit Union. MGN: Research Ridge personnel and emergency responders. PGH: NIOSH.	
<i>Emergency Response</i>	
<b>Emergency Public Information Officer</b>	
Notify the EOC where the media briefing room is located	
Receive initial overview of the incident from reports the IC has prepared	
Conduct press releases as needed	
Act as the site's spokesperson if the NETL Director is not available or required	
<b>Information Coordinator</b>	
Collect information and generate news releases for the intranet and for the EPIO	
Verify accuracy of information	
Ensure that the news releases do not include sensitive or private information, or other information that should not be released to the press	
Be the chief point of contact for the EPIO inside the EOC	
<b>Briefing Room Logistics Coordinator</b>	
Establish the media briefing room location	
Take notes on the proceedings	
Be of general assistance to the EPIO or spokesperson	
Assist visitors through the badging and site visitor processes	
<b>Media Briefing Coordinator</b>	
Work with the EPIO to develop key messages for delivery to the press	
Ensure equipment is available and operational	
Establish communications link with the IC	
<b>Technical Consultant to Communications Team</b>	
Answer questions of a technical nature posed by the press	
Be present to clarify technical information	

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Action	Completed
<b>Technical Advisors</b>	
Verify adequacy of Hazard Zone	
Determine protective actions	
Ensure proper offsite notifications have been made if delegated to you	
Provide technical assistance as needed (obtaining MSDS, make personal protective equipment recommendations, make evacuation recommendations, research site utilities, perform plume modelling)	
<b>Human Resource, SSC Representatives</b>	
Collect information, support emergency response efforts as called upon especially if there are casualties or a need to commit additional resources, assist with development of accountability lists	
<b>Administrative Assistants/Recorder</b>	
Maintain log and status board, assist with staffing needs and notifications, assist with efforts to develop an accountability list	
<i>Recovery/Reentry</i>	
<b>Members of MERT</b>	
Collect all materials generated for record keeping and give them to the ERPM	
Serve on the Recovery Committee as requested	
Solve technical problems associated with re-entry and recovery	
<b>Emergency Public Information Officer</b>	
Inform the media that the emergency response has terminated	
Issue follow up press briefings as needed	
Participate in debriefings and response critiques	
Collect documents generated during the event and give them to the ERPM for recordkeeping/corrective action purposes	
<b>All Others</b>	
Ensure that the work areas have been returned to pre-event status	
Participate in debriefings as needed	

**Attachment 03-B -- ERO MANAGEMENT RESPONSIBILITIES**

This checklist summarizes the responsibilities of the Emergency Director, the OSC, and EOC Coordinator that the EOC Coordinator would need to know to fill in for the Emergency Director.

Action	Complete
<i>Notification</i>	
<b>Emergency Director</b>	
Report to the EOC	
Ensure PIO and NETL Director are informed of the incident	
Ensure reporting to DOE HQs and to the community is initiated	
<b>OSC</b>	
Report to scene as part of Incident Evaluation Team (IET)	
Assess incident and determine need for ERO resources	
Disband IET and classify incident with EOC Coordinator and Emergency Director	
<b>EOC Coordinator</b>	
Report to EOC	
Ensure that all EOC team members have been notified	
<i>Protective Actions</i>	
<b>On-Scene Commander</b>	
Determine Hazard Zone size and notify Security	
Determine need for immediate protective actions	
<i>Emergency Response</i>	
<b>Emergency Director</b>	
Interact with offsite response agencies	
Ensure that appropriate resources are being made available	
Manage the response	
<b>OSC</b>	
Determine location of Incident Command Posts for NETL personnel and offsite responders	
Establish emergency communications link with EOC	
Coordinate response actions with EOC	
Brief and direct SERT staff	
Determine location of Staging Area	
Identify Safety Officer	
Adjust Hazard Zone size on basis of new information	
Arrange for personnel shift changes through EOC Coordinator	
Recommend to, or concur with, Emergency Director's decision on incident termination	
<b>EOC Coordinator</b>	
Establish communication links with OSC	
Ensure that dose projections and monitoring are performed	
Classify incident with OSC and Emergency Director	
Ensure that notifications are completed as required	
Review draft news releases	
Request additional assistance as needed	

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**Attachment 03-C -- SERT RESPONSIBILITIES**

This checklist summarizes the actions of the members of the SERT for which the OSC is responsible. This information will be needed if the EOC Coordinator is required to fill in for the Emergency Director.

Action	Complete
<i>Notification</i>	
<b>HAZMAT/Rescue Coordinator</b>	
Call out HAZMAT/Rescue Team	
Ensure that Security has dispatched HAZMAT/Rescue Van	
As necessary, request delivery of decontamination and/or spill response equipment and materials and ensure delivery	
As necessary, ensure that Emergency Operations Center Coordinator calls out Environmental Monitoring and Environmental Safety and Health (ES&H) Teams	
<b>Medical Coordinator</b>	
Call out Medical Team	
Request outside resources as needed	
<b>Security Team Leader</b>	
Record all relevant information	
Call out Incident Evaluation Team if needed	
Mark off Hazard Zone	
Notify ERO as needed	
Notify offsite responders as required	
Evacuate facility in event of a bomb threat	
Notify PRC if applicable	
<i>Emergency Response</i>	
<b>HAZMAT/Rescue Coordinator</b>	
Brief HAZMAT/Rescue team	
Assign Team Leaders for needed activities, i.e., decontamination, spill response, environmental monitoring, and gas alarm	
Advise Medical Team of expected extent of injuries and ensure that Medical Team is standing by, as necessary	
Coordinate actions with offsite rescue teams	
As necessary, ensure the set up of the Decontamination Zone and ensure that decontamination equipment and line are prepared	
As necessary, ensure that adequate air supply is on hand	
As necessary, assess danger and coordinate with environmental engineer/industrial hygienist and ES&H Technical Advisors to identify hazardous materials involved, develop computer model projections, and conduct sampling and analysis outside area and offsite	
If gas alarm is activated, determine source of gas alarm, secure all gas sources to building, perform building monitoring, and determine status of area ventilation system	
Ensure hazard zone is marked or taped off	

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Action	Complete
<b>Medical Coordinator</b>	
Brief Medical Team	
Ensure that chemical-specific medical equipment and materials are prepared	
Provide appropriate medical care and triage services	
Request additional offsite support as necessary	
Prioritize victims for transport	
Monitor responders for problems	
<b>Security Team Leader</b>	
Brief Security Team	
Provide access control to site and Scene	
Provide traffic control	
Consolidate site Personnel Accountability Checklists	
Search for and locate all unaccounted-for personnel	
<b>Fire Wardens</b>	
Ensure that exits are clear and open if evacuation is necessary	
Select appropriate evacuation route and direct personnel away from hazard	
Account for all personnel in their assigned areas and submit Personnel Accountability Checklists to Chief Fire Warden, noting any missing personnel	
Control building reentry and evacuee relocation	
Post signs for Shelter-in-Place condition	
<b>Chief Fire Wardens</b>	
Consolidate Personnel Accountability Checklists by zone	
Submit consolidated Personnel Accountability Checklists to Security Team Leader and notify him/her of any unaccounted-for personnel	
Assist in relocation of evacuees as needed	
<b><i>Recovery/Reentry</i></b>	
<b>HAZMAT/Rescue Coordinator</b>	
Ensure that equipment is cleaned, recharged, recalibrated, and repacked, and that replacements are identified	
As necessary, ensure that decontamination line is disassembled	
As necessary, ensure that gas monitors are inspected, cleaned, and returned to preactivation status	
<b>Medical Team</b>	
Advise in cleanup of body fluids	
<b>Fire Wardens</b>	
Remove signs if posted for Shelter-in-Place condition	

**PROCEDURE 04 -- NETL ON-SCENE COMMANDER****1.0 OVERVIEW**

The NETL On-Scene Commander (OSC) follows this Procedure during an emergency at the NETL facility. The OSC is the person at the Scene responsible for activating the Emergency Response Organization (ERO) and directing its response actions. The OSC has full authority during an emergency response at the NETL site. Only in two instances may the OSC be overruled during the emergency response: (1) the Emergency Director may overrule the OSC in the event of a disagreement between the OSC and the Emergency Operations Center (EOC) Coordinator; and (2) the Safety Officer may overrule the OSC and alter or stop the response activity in the event that he/she identifies a situation immediately dangerous to life and health or a condition of imminent danger.

The OSC communicates with the Management Emergency Response Team (MERT), primarily the EOC Coordinator, and with team coordinators on the SERT. The OSC reports directly to the Emergency Director. Primary responsibilities of the OSC are as follows:

- 1.1 Initially, lead the Incident Evaluation Team (IET) at the Scene in assessing the situation and its consequences; determine what ERO resources, at the NETL and offsite, are required; disband the IET; and direct the response of the required resources.
- 1.2 Determine what immediate protective actions are required. Initiate protective actions to minimize injury to persons or damage to the facility; stop, contain, and mitigate the hazardous condition; and ensure the safety of all emergency responders. Direct implementation of appropriate protection actions.
- 1.3 Determine the perimeter of the "Hazard Zone" around the emergency area and notify the HAZMAT Team Coordinator to establish the Hazard Zone. Adjust the Hazard Zone's size as necessary on the basis of new information and changing conditions.
- 1.4 Categorize the incident with the EOC Coordinator and the Emergency Director.
- 1.5 Brief and direct the Scene Emergency Response Team (SERT) at the Scene of an emergency.
- 1.6 If the incident may have an impact to the NETL Security program, contact the NETL S&SO to brief him. Provide information so that the S&SO may perform assessments required by DOE security directives.
- 1.7 Establish a communication link with the EOC, establish response actions with the EOC, and keep the EOC informed of emergency conditions and operations at the Scene as the situation changes.
- 1.8 Establish the location of the Incident Command Post (ICP) for NETL personnel and designate nearby ICP locations for offsite responders. Establish a location for the Staging Area if needed. Designate a Staging Officer if needed.

## PROCEDURE 04 -- NETL ON-SCENE COMMANDER

- 1.9 Coordinate the emergency response actions of the NETL ERO with the offsite emergency responders at the Scene. Integrate NETL and offsite resources effectively. Ensure that an NETL liaison is assigned to each offsite responder ICP to facilitate communication.
- 1.10 Ensure effective and timely medical care for injured personnel. Activate the Medical Team or Occupational Health Unit if needed.
- 1.11 Plan for personnel shift changes, if necessary.
- 1.12 Consult with the EOC Coordinator to recommend or concur with the Emergency Director's determination to terminate the incident and begin the recovery process. If the EOC was not activated, consult with the IET to determine whether to terminate the incident.

Depending on the type of emergency, different actions are required to ensure accountability for all personnel and for the personal safety of ERO members as they respond to the emergency. Although the specific actions taken by the OSC will vary, these procedures represent the general actions that are to be followed in any emergency. Attachment 04-A is a list of OSC Emergency Response Actions to use during an emergency; Attachment 04-B, a checklist of the SERT Responsibilities; Attachment 04-C, a checklist of the MERT Responsibilities in the event the OSC has to fill in for the EOC Coordinator; and Attachment 04-D, a copy of the HAZMAT/Rescue Team Briefing Form used at the scene.

## 2.0 NOTIFICATION/EVALUATION/ACTIVATION

As the leader of the IET, the OSC will receive notification of an incident from Security as soon as Security is notified.

### 2.1 On-Scene Transfer of Command

The first responder arriving at the emergency Scene will automatically become the "Acting" OSC and assume command from an exterior, safe, and effective command position. He/she will maintain the command position until relieved by the OSC or Emergency Director or until the incident is stabilized or terminated. Arrival of the OSC or Emergency Director on the Scene does not mean that command has been transferred; command is transferred only when the following transfer-of-command process has been completed.

**NOTE:** Command shall not be passed to an OSC or Emergency Director who is not on the Scene.

The Acting OSC, who is being relieved, will brief the OSC or Emergency Director assuming command. That briefing will include at least the following actions:

- 2.1.1 Describe the incident conditions (e.g., fire location, extent of spill or release, number of patients).
- 2.1.2 Explain the incident action plan.

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- 2.1.3 Report progress toward completion of tactical objectives.
- 2.1.4 Point out safety considerations.
- 2.1.5 Advise of the assignment and deployment of ERO personnel and related manpower and equipment resources.
- 2.1.6 Provide an appraisal of the need for additional resources.

The Acting OSC, once relieved of command, will be reassigned other functions by the OSC or Emergency Director assuming command.

## 2.2 Event Evaluation

- 2.2.1 On notification by NETL Security, make an initial evaluation.
  - 2.2.1.1 Assess the situation after determining the nature and location or wind direction of the event (e.g., fire, chemical spill) on the information received from Security. Determine injuries or potential injuries; the criticality potential; personnel notified thus far; and urgent protective actions already initiated.
  - 2.2.1.2 If the situation does not require ERO assistance or your presence at the Scene, no further action is required if the incident is not reportable. Advise Security to call you if the situation changes. Exit this Procedure.
- 2.2.2 If warranted by the initial evaluation, commence a formal IET evaluation of the incident.

**NOTE:** The IET is composed of the OSC (who leads the team), the Safety Officer, and other technical expert deemed necessary. When notified of an abnormal situation, the IET has the responsibility to make an initial assessment of the conditions and criticality of the event and determine what resources are needed. Then the IET disbands to permit its members to perform their separate duties as part of the emergency response effort. (See the Implementation Procedure for the IET for more information.)

- 2.2.2.1 Go to the Scene of the incident and begin the evaluation. Upon arriving at the Scene, receive the *NETL Situation* Report from the Acting OSC or have the IET personally assess the situation and complete one.
  - 2.2.2.1.1 Lead the IET in assessing the situation and its consequences.
  - 2.2.2.1.2 Determine what ERO resources, NETL and offsite, are required.
    - Pittsburgh: Arrange transportation of OHU nurses if they are needed.
  - 2.2.2.1.2.1 Onsite resources: NETL
    - SERT. Identify SERT members needed.

## PROCEDURE 04 -- NETL ON-SCENE COMMANDER

MERT. Identify MERT members needed.

2.2.2.1.2.2 Offsite resources: fire, police, ambulance service

Morgantown: Monongalia County Emergency Medical Services, Morgantown Fire Department, Morgantown Police Department

Pittsburgh: Tri-Community Emergency Medical Services, Broughton Volunteer Fire Department, South Park Police Department

2.2.2.2 Give the EOC Coordinator an *NETL Situation Report*, a recommendation to activate the EOC, if needed, and a list of the identified SERT and MERT members who are needed. This duty may be delegated to the Security Dispatcher.

2.2.2.3 If the IET determines that no further emergency response action is required, notify Security and the EOC Coordinator.

2.2.2.4 Disband the IET.

2.2.3 OSCs would usually expect that emergency notifications would be made by the EOCC or ED. Some events may be time urgent and located in an area that may threaten the health and safety of personnel. Additionally, some personnel may not have regular access to the LAN or regularly monitor the Intranet. Notifications to these personnel may need to be directly made by the OSCs in order to effect immediate evacuations. In MGN, this determination is especially vital to employees in office buildings immediately adjacent to the site if an emergency involves the compressed gas cylinder pad or the tank farm. At PGH, this determination extends to NIOSH.

In MGN, call out of emergency response personnel extends to the Research Ridge complex. If insufficient personnel arrive at the scene, the OSC may need to remind the EOCC to notify responders located in Research Ridge buildings since they are not connected to the site by ENS.

2.2.4 If an incident precipitates the activation of the EOC, the ED or EOCC will perform notifications to HQ. However, if the incident does not trigger the activation of the EOC or a call out of the ED or EOCC, the OSC will need to determine if the incident falls into a category that requires prompt notification to HQ. In some cases, DOE will expect a prompt notification though the incident may not rise to the level of an emergency at NETL. OSCs shall consult Procedure 231.1-1, Occurrence Reporting and Processing of Operations Information, or Procedure 151.1-2, Occurrence Categorizations/Classification and Reporting, to determine whether the Facility Representative or a Facility Manager needs to be alerted so that this reporting requirement may be fulfilled.

## 2.3 Protective Actions

If further emergency response action is required, the following actions are to be taken.

**WARNING:** Approach hazardous areas with extreme caution. Do not allow emergency personnel to enter areas of unknown hazard unless protected.

- 2.3.1 Complete a preliminary *Corrective Action* Plan with input and concurrence from the Safety Officer. A written documentation of the plan is necessary for complex incidents requiring several teams in the ERO to respond.
  - 2.3.1.1 Identify, locate, and treat any injured, exposed, or contaminated workers.
  - 2.3.1.2 Prevent or minimize injury to other workers.
  - 2.3.1.3 Stop, contain, or mitigate any threat from existing or potential hazards.
  - 2.3.1.4 Ensure the safety of all emergency personnel.

**NOTE:** These required actions will vary, depending on such factors as the type of emergency, the accuracy and completeness of the initial report from Security or the Acting OSC, the time elapsed from the initial report to your arrival at the Scene, and the effectiveness of protective actions initiated by Security.

- 2.3.2 Consult with the Emergency Director and the EOC Coordinator (if the EOC has been activated) to find out the incident categorization level.
- 2.3.3 Determine the size of the initial Hazard Zone. If the Hazard Zone will extend offsite, coordinate the perimeter with the EOC Coordinator and the Emergency Director.
- 2.3.4 Notify Hazmat Team Coordinator to mark the Hazard Zone perimeter.
- 2.3.5 If urgent protective actions are required and SERT resources are not yet available, refer to the *North American Emergency Response Guidebook* or *Emergency Response Planning Guidelines*.
  - 2.3.5.1 Recruit available personnel and have them initiate protective actions and make notifications according to guidance.
  - 2.3.5.2 Ensure that Hazard Zone is marked off and that all personnel remain outside the Hazard Zone unless protected.
  - 2.3.5.3 Take the protective actions necessary to minimize exposure of personnel to the hazardous situation.

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- 2.3.6 If the SERT is to be activated, establish a location for the NETL ICP that is outside and upwind from the Hazard Zone and provides shelter, communications, and, if possible, visual access to the Scene.
- 2.3.7 Determine, with input from the Safety Officer, if immediate protective actions are required for workers within the Hazard Zone. If such protective actions are required, use the HAZMAT/Rescue Team to identify, locate, and, when possible, rescue any injured, exposed, or contaminated workers.
- 2.3.8 Ensure that decontamination capabilities are available. Dispatch the needed HAZMAT items, including the HAZMAT trailer, the decontamination (DECON) skid, and spill kits.

**3.0 EMERGENCY RESPONSE****3.1 Immediate Actions**

- 3.1.1 Once the EOC Coordinator activates the EOC, contact the essential NETL and offsite resources.
  - 3.1.1.1 Contact, or delegate someone to contact, the needed NETL personnel, using the Emergency Phone Directory.
  - 3.1.1.2 Direct the Security Dispatcher to notify the appropriate offsite agencies or individuals not already contacted.
  - 3.1.1.3 Ensure the appropriate evacuation or Shelter-in-Place notifications are initiated.
- 3.1.2 Assume responsibility to direct the response of those ERO resources called out.
  - 3.1.2.1 Determine, with input from the Safety Officer, the actions required to protect the employees, emergency responders, and offsite personnel close to the facility. This includes determining whether or not evacuations of the facility and neighboring areas are necessary.
  - 3.1.2.2 Take command of the SERT at the Scene.
  - 3.1.2.3 Identify SERT Safety Officer, if needed.
  - 3.1.2.4 Establish communications with the EOC.
- 3.1.3 If the EOC Coordinator cannot be reached, the OSC shall assume the EOC Coordinator role until an EOC Coordinator can be contacted.
- 3.1.4 Document decisions, directions, and recommendations in the *Emergency Response Organization Log*.

## PROCEDURE 04 -- NETL ON-SCENE COMMANDER

- 3.1.5 After the necessary protective actions are established, begin the emergency response.
  - 3.1.5.1 Isolate (i.e., rope off) the ICP to prevent unauthorized personnel from entering the area during the incident response.
  - 3.1.5.2 Establish ICPs for the offsite responders next to each other and as close to the NETL ICP as possible, to ensure a unified command system is established.
  - 3.1.5.3 Ensure that an NETL liaison is assigned to each offsite responder's ICP to facilitate a unified command system.
  - 3.1.5.4 Reassess the immediate on-scene requirements and establish preliminary response actions designed to stop, contain, or mitigate the threat from existing or potential hazards and ensure the safety of emergency response personnel, any other personnel remaining onsite, and the surrounding community.
- 3.1.6 Contact Security, provide them information, and request information and assistance from them.
  - 3.1.6.1 Tell Security the location of the ICP.
  - 3.1.6.2 Give them information from a current *NETL Situation Report*.
  - 3.1.6.3 Identify the Hazard Zone as you have determined it and confirm that Security has this information. Request the status of the Security Team's marking of the Hazard Zone.
  - 3.1.6.4 Relate any change to the original offsite Protective Action Recommendation (PAR), or the initiation of an offsite PAR. Request that the EOC Coordinator or Emergency Director notify the appropriate agencies immediately.
  - 3.1.6.5 Request an update on the expected arrival time of offsite resources, activation of the EOC (if applicable), and the situation or problems away from the Scene.
  - 3.1.6.6 Reinforce the need for Security to perform on-scene emergency response activities as required.
- 3.1.7 Contact the EOC Coordinator, provide updated information, and request information and assistance as necessary.
  - 3.1.7.1 Pass on information from a current *NETL Situation Report*.
  - 3.1.7.2 Report any changes to required onsite or offsite resources.
  - 3.1.7.3 Request an update on the status of EOC activation and agency notifications.

## PROCEDURE 04 -- NETL ON-SCENE COMMANDER

3.1.7.4 Request dose projections and monitoring data from the EOC.

3.1.8 Brief SERT members as they arrive at the Scene. Give them directions as necessary.

3.1.9 If the situation warrants, determine the location of an area near the NETL ICP to be established as a Staging Area or establish an alternative Staging Area.

**NOTE:** Typically, the location of the Staging Area is set and does not vary. However, should that location be affected by the incident, the OSC must determine a safe, alternative staging location.

3.1.10 Remember to document decisions and directives and outline corrective actions in the *Emergency Response Organization Log*.

3.1.11 Ensure that any needed equipment is being brought to the Scene.

## 3.2 Ongoing Actions

The following activities are to be performed throughout the entire emergency response.

3.2.1 Update, or delegate someone to update, the *Emergency Response Organization Log and Corrective Action Plan* to record key decisions, assignments, time sequences, events, and problems.

3.2.2 Adjust the Hazard Zone size on the basis of the dose projections and monitoring data received from the EOC. Be sure this is documented in the *Emergency Response Organization Log*.

3.2.3 If notified by the Security Team Coordinator and EOC that personnel are missing, initiate a search for them.

3.2.4 Coordinate the emergency response actions of the NETL ERO with the offsite emergency responders at the Scene. Ensure that SERT and offsite resources are effectively assigned and integrated. Organization and planning efforts must be made with the representatives of community response organizations.

3.2.5 Conduct timely briefings of the SERT, the EOC Coordinator, the MERT, the Emergency Director, and offsite responders as conditions change.

3.2.6 Maintain contact with the Emergency Director. Indicate any changes to resources required. Request the status of required notifications.

3.2.7 Ensure the safety of all ERO personnel, with particular attention to those going into the Hazard Zone. Ensure that the Team Leaders use the Team Briefing Form (Attachment 04-D) to brief their teams.

## PROCEDURE 04 -- NETL ON-SCENE COMMANDER

- 3.2.8 Use Technical Advisors at EOC or on the scene (e.g., Industrial Hygienist, Environmental Engineer, Safety Officer) to carefully and continually monitor hazard conditions, the safety area, and HAZMAT/Rescue Team protection.
- 3.2.9 If it appears that shift changes will be necessary, arrange through the EOC Coordinator for personnel shift changes.

### 3.3 Decision to Terminate

Emergency response efforts can be stopped when there is no longer a danger to the public, NETL workers, or onsite or offsite property; the situation is stable or improving; and the Emergency Action Levels identified in the *NETL Occurrence Categorization/Classification and Reporting Procedure* are no longer exceeded.

- 3.3.1 When conditions improve and the ERO is no longer needed, recommend termination to the Emergency Director.
- 3.3.2 If the Emergency Director asks about terminating an event, give him/her your recommendation or concurrence.
- 3.3.3 When an event is terminated by the Emergency Director, notify personnel at the Scene that the emergency response has been terminated.
- 3.3.4 Proceed to the Recovery phase.

### 4.0 RECOVERY/REENTRY

Recovery and facility reentry, including equipment or facility decontamination, are performed only after the incident has been stopped and there is no longer a threat to offsite or onsite personnel or to NETL property.

- 4.1 As needed, assist the Emergency Director in the recovery and reentry activities.
- 4.2 Recommend recovery actions to the Emergency Director.
- 4.3 Return the Scene to its pre-event condition or implement any special measures needed to support recovery operations.
- 4.4 Debrief the SERT members, noting any information that may help in the investigation of the event and any procedure or equipment problems that occurred during the emergency response.
- 4.5 Collect all documents generated at the Scene, organize them, and give them to the EOC Coordinator.
- 4.6 Submit a critique of the incident response to the Emergency Director.
- 4.7 Give all records collected during the emergency and recovery to the ERPM.

**Attachment 04-A -- OSC EMERGENCY RESPONSE ACTIONS**

- Respond to Scene as part of IET. First IET member responding assumes Acting OSC responsibility. If necessary, command is transferred to OSC on his/her arrival.
- Determine Hazard Zones as appropriate and adjust them as necessary during the incident. Have Security mark off the zones.
- Assess situation on basis of information received from Security and after determining nature and location/wind direction of event (e.g., fire, chemical spill), facts with respect to injuries or potential injuries; criticality potential; personnel notified thus far; and urgent protective actions already initiated.
- Determine personnel and materials necessary to mitigate the incident. This includes appropriate, immediate protective actions and alternative assembly points in the event of adverse weather.
- Disband IET.
- Direct response of those ERO resources called out.
- Direct implementation of appropriate protective actions.
- Classify incident with EOC Coordinator and Emergency Director.
- Establish ICPs for NETL personnel and offsite responders.
- If necessary, request or recommend activation of EOC.
- Activate members of ERO as appropriate.
- Request offsite assistance as needed throughout entire response action.
- Establish communication link with EOC.
- Coordinate emergency response actions with EOC Coordinator.
- Brief and direct SERT staff.
- Determine location of Staging Area if needed.
- Track all protective measures as appropriate.
- Interface with offsite response agencies.
- Arrange with Administrative Support Coordinator for personnel shift changes if needed.
- Provide status updates to EOC Coordinator.

**Attachment 04-B -- SERT RESPONSIBILITIES**

This checklist summarizes the actions of the members of the SERT for which the OSC is responsible.

Action	Complete
<i>Notification</i>	
<b>HAZMAT/Rescue Coordinator</b>	
Call out HAZMAT/Rescue Team	
Ensure that Security has dispatched HAZMAT/Rescue Van	
As necessary, request delivery of decontamination and/or spill response equipment and materials and ensure delivery	
<b>Medical Coordinator</b>	
Call out Medical Team	
Request outside resources as needed	
<b>Security Team Leader</b>	
Record all relevant information	
Call out Incident Evaluation Team if needed	
Notify ERO as needed	
Notify offsite responders as required	
Evacuate facility in event of a bomb threat	
Notify PRC if applicable	
<i>Emergency Response</i>	
<b>HAZMAT/Rescue Coordinator</b>	
Brief HAZMAT/Rescue team	
Assign Team Leaders for needed activities, i.e., decontamination, spill response, environmental monitoring, and gas alarm	
Advise Medical Team of expected extent of injuries and ensure that Medical Team is standing by, as necessary	
Coordinate actions with offsite rescue teams	
As necessary, ensure the set up of the Decontamination Zone and ensure that decontamination equipment and line are prepared	
As necessary, ensure that adequate air supply is on hand	
As necessary, assess danger and coordinate with Technical Advisors to identify hazardous materials involved, develop computer model projections, and conduct sampling and analysis outside area and offsite	
If gas alarm is activated, determine source of gas alarm, secure all gas sources to building, perform building monitoring, and determine status of area ventilation system	
Ensure that hazard zone is marked or taped off	
<b>Medical Coordinator</b>	
Brief Medical Team	
Ensure that chemical-specific medical equipment and materials are prepared	
Provide appropriate medical care and triage services	
Request additional offsite support as necessary	
Prioritize victims for transport	
Monitor responders for problems	

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## PROCEDURE 04 -- NETL ON-SCENE COMMANDER

Action	Complete
<b>Security Team Leader</b>	
Brief Security Team	
Provide access control to site and Scene	
Provide traffic control	
Consolidate site Personnel Accountability Checklists	
Search for and locate all unaccounted-for personnel	
<b>Fire Wardens</b>	
Ensure that exits are clear and open if evacuation is necessary	
Select appropriate evacuation route and direct personnel away from hazard	
Account for all personnel in their assigned areas and submit Personnel Accountability Checklists to Chief Fire Warden, noting any missing personnel	
Control building reentry and evacuee relocation	
Post signs for Shelter-in-Place condition	
<b>Chief Fire Wardens</b>	
Consolidate Personnel Accountability Checklists by zone	
Submit consolidated Personnel Accountability Checklists to Security Team Leader and notify him/her of any unaccounted-for personnel	
Assist in relocation of evacuees as needed	
<i>Recovery/Reentry</i>	
<b>HAZMAT/Rescue Coordinator</b>	
Ensure that equipment is cleaned, recharged, recalibrated, and repacked, and that replacements are identified	
As necessary, ensure that decontamination line is dismantled	
As necessary, ensure that gas monitors are inspected, cleaned, and returned to preactivation status	
<b>Medical Team</b>	
Advise in cleanup of body fluids	
<b>Fire Wardens</b>	
Remove signs if posted for Shelter-in-Place condition	

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**Attachment 04-C -- MERT RESPONSIBILITIES UNDER ED AND EOCC**

This checklist summarizes the actions of the members of the MERT for which the EOC Coordinator is responsible. This information is included here in the event the OSC will need to assume the duties of the EOC Coordinator.

Action	Completed
<i>Notification</i>	
<b>Emergency Public Information Officer</b>	
Contact the EOC to determine if the media briefing area can be located onsite	
Notify other members of the team, if necessary	
<b>Information Coordinator</b>	
Report to the EOC	
<b>All Other Communications Team</b>	
Report to the media briefing area	
<b>Technical Advisors</b>	
Report to the EOC, collect materials	
<b>Other Notifications</b>	
Consider Child Care Center, personnel working outside, Credit Union. MGN: Research Ridge personnel and emergency responders. PGH: NIOSH.	
<i>Emergency Response</i>	
<b>Emergency Public Information Officer</b>	
Notify the EOC where the media briefing room is located	
Receive initial overview of the incident from reports the IC has prepared	
Conduct press releases as needed	
Act as the site’s spokesperson if the NETL Director is not available or required	
<b>Information Coordinator</b>	
Collect information and generate news releases for the intranet and for the EPIO	
Verify accuracy of information	
Ensure that the news releases do not include sensitive or private information, or other information that should not be released to the press	
Be the chief point of contact for the EPIO inside the EOC	
<b>Briefing Room Logistics Coordinator</b>	
Establish the media briefing room location	
Take notes on the proceedings	
Be of general assistance to the EPIO or spokesperson	
Assist visitors through the badging and site visitor processes	
<b>Media Briefing Coordinator</b>	
Work with the EPIO to develop key messages for delivery to the press	
Ensure equipment is available and operational	
Establish communications link with the IC	
<b>Technical Consultant to Communications Team</b>	
Answer questions of a technical nature posed by the press	
Be present to clarify technical information	

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## PROCEDURE 04 -- NETL ON-SCENE COMMANDER

Action	Completed
<b>Technical Advisors</b>	
Verify adequacy of Hazard Zone	
Determine protective actions	
Ensure proper offsite notifications have been made if delegated to you	
Provide technical assistance as needed (obtaining MSDS, make personal protective equipment recommendations, make evacuation recommendations, research site utilities, perform plume modelling)	
<b>Human Resource, SSC Representatives</b>	
Collect information, support emergency response efforts as called upon especially if there are casualties or a need to commit additional resources, assist with development of accountability lists	
<b>Administrative Assistants/Recorder</b>	
Maintain log and status board, assist with staffing needs and notifications, assist with efforts to develop an accountability list	
<i>Recovery/Reentry</i>	
<b>Members of MERT</b>	
Collect all materials generated for record keeping and give them to the ERPM	
Serve on the Recovery Committee as requested	
Solve technical problems associated with re-entry and recovery	
<b>Emergency Public Information Officer</b>	
Inform the media that the emergency response has terminated	
Issue follow up press briefings as needed	
Participate in debriefings and response critiques	
Collect documents generated during the event and give them to the ERPM for recordkeeping/corrective action purposes	
<b>All Others</b>	
Ensure that the work areas have been returned to pre-event status	
Participate in debriefings as needed	

**Attachment 04-D -- HAZMAT/RESCUE TEAM BRIEFING FORM**

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<b>TEAM BRIEFING FORM</b>			
Team Member's Name _____		Suit # _____	
TASK:			
Entry #1 _____			
Entry #2 _____			
Entry #3 _____			
Protection Level    Entry #1 _____    Entry #2 _____    Entry #3 _____			
Completed By _____			
Entry #1	Entry #2	Entry #3	
			Briefed on Task
			Warned of Hazards
			Tools Ready (instrumentation, spill, repair, etc.)
			Performed Radio Check
			Dressed Properly (appropriate level, gloves, boots, etc.)
			Tested Face Piece Seal
			Checked Air Cylinder Pressure (psi)
			Time Put on Air
			Suit Properly Sealed (zipped, no damage, etc.)
			Time Dispatched
			Safety Officer Concurrence
			On-Scene Commander Approval
			Time Returned
			Decontamination Conducted (primary, all steps, etc.)
			Medical Check Performed

# CORRECTIVE ACTION/TASK PLAN

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

MAJOR SITUATION(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OBJECTIVES:**

1. \_\_\_\_\_  
\_\_\_\_\_

PRIORITY:  Urgent  ASAP  As Time Permits

Lead: \_\_\_\_\_ Estimated Completion Time: \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

PRIORITY:  Urgent  ASAP  As Time Permits

Lead: \_\_\_\_\_ Estimated Completion Time: \_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

PRIORITY:  Urgent  ASAP  As Time Permits

Lead: \_\_\_\_\_ Estimated Completion Time: \_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_

PRIORITY:  Urgent  ASAP  As Time Permits

Lead: \_\_\_\_\_ Estimated Completion Time: \_\_\_\_\_

**POSSIBLE PROBLEMS:**

(Hazards, Safety Concerns, Equipment Needs, Communications)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

(On-Scene Coordinator)

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# CORRECTIVE ACTION/RESPONSE PLAN

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**INITIATING EVENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TEAMS OR POSITIONS NEEDED:**  ED/EOCC  S&SO  MERT  HAZMAT  
 Medical  Tech Advisors  Medical Team  Security Team  
Other: \_\_\_\_\_

**EVACUATION:** Building(s) \_\_\_\_\_ Areas \_\_\_\_\_

**SHELTER IN PLACE:** Building(s) \_\_\_\_\_

**CHEMICALS INVOLVED IN INCIDENT:**  Yes  No

**LIST CHEMICALS AND RESPONSE ACTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FIRE RESPONSE:**  Yes  No **INJURIES:**  Yes  No

**CONTAMINATED PERSONNEL:**  Yes  No

**RESPONSE ACTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER HAZARDS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**KEY TASKS:**  Hazard Zone Determined  Monitoring  Personnel Warned  
 Safety and PPE Determinations  Task Plans Attached

**PRIORITY OF ACTIONS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Signature: \_\_\_\_\_  
(On-Scene Coordinator)

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.

## PROCEDURE 05 -- NETL SAFETY OFFICER

### 1.0 OVERVIEW

The NETL Safety Officer follows this Procedure during an emergency at the NETL facility. The Safety Officer monitors and protects the safety and health of Emergency Response Organization (ERO) personnel. The Safety Officer is a member of the Incident Evaluation Team (IET) and the Scene Emergency Response Team (SERT) and is authorized to move about the Emergency Scene as required. However, he/she must be properly trained and wear the correct personal protective equipment (PPE) and be properly protected while moving about the Emergency Scene. Primary duties of the Safety Officer are as follows:

- 1.1 If requested by the OSC, participates as a member of the IET to assess the situation and its consequences; determine what ERO resources, NETL and offsite, are required; and ensure the physical safety of all NETL workers, visitors, and members of the ERO.
- 1.2 Identify existing and potential physical hazards and ensure that every prudent action is taken to avoid unnecessary risk or injury.
- 1.3 Determine the necessary PPE requirements and make recommendations to the On-Scene Commander (OSC).
- 1.4 Help establish safety-related areas and activities, such as the Hazard Zone and decontamination areas.
- 1.5 Advise the OSC of risks, appropriate responses, and resources necessary to ensure safety.
- 1.6 Alter, suspend, or terminate Emergency Scene activities as required to ensure the safety and health of all emergency response personnel, other NETL personnel, visitors, and the public.
- 1.7 Ensure that decontamination victims are properly prepared for emergency medical treatment and transfer to the hospital. Request assistance from the Medical Team Leader and the Technical Advisors as needed.

The Safety Officer receives direction from the OSC and coordinates actions with Technical Advisors on the Management Emergency Response Team (MERT). However, the Safety Officer may overrule the OSC and alter or stop the response activity in the event that he/she identifies an imminent danger condition.

### 2.0 NOTIFICATION/EVALUATION/ACTIVATION

As a member of the IET, the Safety Officer will receive notification of an incident from Security as soon as Security is alerted. In all cases, the following actions are to be completed.

## 2.1 Event Evaluation

- 2.1.1 Initial Evaluation. On notification by NETL Security, make an initial personnel safety evaluation.
- 2.1.1.1 Assess the situation after determining the nature and location/wind direction of the event (e.g., fire, chemical spill) based on the information received from Security: What is involved, where, when, injuries or potential injuries, criticality, who has been notified to this point, have urgent protective actions been initiated, and if so, what actions?
- 2.1.1.2 If the situation does not require ERO assistance or your presence at the Scene, advise Security to call you if the situation changes. Exit this Procedure.
- 2.1.2 If warranted by the initial evaluation, proceed to the Emergency Scene and assist the OSC in a formal IET evaluation of the incident.

**NOTE:** The IET is composed of the OSC (who leads the team), the Safety Officer, and any technical experts, deemed necessary. When notified of an abnormal situation, the IET has the responsibility to make an initial assessment of the conditions and criticality of the event and determine what resources are needed. Then the IET disbands to permit its members to perform their separate duties as part of the emergency response effort. (See the Implementation Procedure for the IET for more information.)

- 2.1.2.1 Go to the Scene of the incident; review the *NETL Situation Report*; assist in assessing the situation and its consequences from the physical safety aspect; help determine what ERO resources, NETL and offsite, are required for the physical safety of personnel; identify what ERO members have to be called out; and determine the need for additional safety officers.
- 2.1.2.2 Identify existing and potential physical hazards and ensure that every prudent action is taken to avoid unnecessary risk or injury.
- 2.1.2.3 Help prepare a new *NETL Situation Report*.
- 2.1.2.4 If the IET determines that no further emergency response action is required, stand by for further direction from the OSC.
- 2.1.2.5 Once the OSC disbands the IET, if the SERT is activated, report to the Incident Command Post (ICP) with any needed equipment and supplies.

## 3.0 EMERGENCY RESPONSE

### 3.1 Immediate Actions

- 3.1.1 On arrival at the ICP, obtain a situation update from the OSC.

- 3.1.1.1 Make observations and review the situation with other SERT members.
- 3.1.1.2 Perform an initial survey of the area to identify the presence of existing and potential physical hazards.
- 3.1.1.3 Confer with the MERT's Technical Advisors to identify if, and obtain information about, any hazardous materials that are involved.
- 3.1.2 If there is immediate danger to SERT members (from hazardous materials, structural hazards, etc.), inform the OSC. (If he/she is not present, warn other individuals at the Scene.
- 3.1.3 After reviewing the OSC's preliminary and any subsequent *Corrective Action Plan* for thoroughness and completeness, concur with it. If any areas for correction or improvement are identified, notify the OSC immediately.
- 3.1.4 Determine the PPE requirements for incident response personnel. Notify the OSC and the affected team leaders of the determinations.
- 3.1.5 Help Security establish the Hazard Zone boundaries and access control points as determined by the OSC.
- 3.1.6 Ensure the establishment of a decontamination area.

## 3.2 Ongoing Actions

It is the Safety Officer's responsibility to review and conduct the following steps as long as emergency response activities continue at the Scene.

- 3.2.1 Assess actual or potential hazards and take appropriate action.
  - 3.2.1.1 Evaluate immediate dangers from a fire, hazardous materials, or structural damage to the building.
  - 3.2.1.2 Assess potential dangers attributable to response operations.
  - 3.2.1.3 Ensure that personnel are safe.
  - 3.2.1.4 Determine if PPE is appropriate for the hazards present.
- 3.2.2 Keep the OSC and the Emergency Operations Center (EOC) Coordinator informed of actual or potential dangers that are identified.

## PROCEDURE 05 -- NETL SAFETY OFFICER

- 3.2.3 Alter, suspend, or terminate Emergency Scene activities if an imminent danger condition is identified to ensure the safety and health of all emergency response personnel, other NETL personnel, visitors, and the public.
- 3.2.4 If an action being taken puts any individual at risk of physical injury, warn the individual, and inform the OSC of the risk.
- 3.2.5 Review the *Protective Action Guides*, then do the following and recommend corrective actions to the OSC as necessary:
  - 3.2.5.1 Check on the adequacy of, or identify, the size of a Hazard Zone.
  - 3.2.5.2 Check to see if the proper onsite protective actions have been or are being taken.
- 3.2.6 If emergency personnel are sent into the Hazard Zone to perform emergency tasks, observe them carefully to ensure that they are properly briefed, dispatched, and debriefed.

**NOTE:** For urgent actions, such as lifesaving or search and rescue, teams may be dispatched with an oral briefing. In such a case, ensure that the Team Leader fills out the *Team Briefing Form* after dispatch.

  - 3.2.6.1 Evaluate and monitor the physical condition of all response personnel at the incident scene.
- 3.2.7 Keep the OSC informed of important information (e.g., dangers, HAZMAT exposures, actions taken, assistance requested).
- 3.2.8 Ensure that safety regulations and standard operating procedures (SOPs) are being followed. Recommend corrective actions to the OSC.
- 3.2.9 Monitor the areas around the Hazard Zone for nonemergency personnel. Inform the OSC of any problems (e.g., congestion, interference) noted.
- 3.2.10 Participate in periodic SERT briefings to provide information on physical safety.
- 3.2.11 Assess and report actual or potential dangers to other areas and report if areas are safe for reentry.
- 3.2.12 Ensure that decontamination victims are properly prepared for medical treatment and transfer. Request assistance from the Medical Team Leader and the Technical Advisors as needed.
- 3.2.13 When the Emergency Director terminates the emergency, proceed to the Recovery phase.

#### 4.0 RECOVERY/REENTRY

- 4.1 Participate in the recovery operations to ensure that safety issues and concerns are addressed.
- 4.2 Collect all safety-related documents generated during the event, organize them, and give them to the ERPM.
- 4.3 Debrief with the OSC to help in the investigation and critique of the event. Note any procedure or equipment problems that occurred during the emergency response.

**PROCEDURE 06 -- NETL SECURITY TEAM COORDINATOR****1.0 OVERVIEW**

The Security Team Coordinator follows this Procedure during an emergency. The Security Team Coordinator monitors the activities of the Incident Evaluation Team. If it is safe for security officers to respond to the scene of the emergency and if they are needed in a response role, the Security Team Coordinator may respond himself or assign other officers duties to assist activities at the scene outside of hazardous areas as needed. The Security Team Coordinator ensures that dispatching services are provided and that security requirements for site access control are being met.

- 1.1 Ensure that officers are available during emergencies to provide dispatching services, traffic control, media control and protection of access points.
- 1.2 When the initial assessments and resources are determined and the IET has been disbanded, ensure that the Security Team responds to the requests of the Emergency Director and OSC by coordinating the emergency response functions of the Security Team.
- 1.3 Inform the DOE Safeguards and Security Officer in accordance with security procedures or post orders for security-related events.
- 1.4 Assist with personnel accountability by compiling the master *Unaccounted-for Personnel List* and reporting the findings to the EOC Coordinator or the OSC if the EOCC has not been called to duty.
- 1.5 Stay informed of safety considerations at the scene so that officers do not respond into situations for which they are not trained or protected.

Refer to NETL Procedure 151.1-2 Occurrence Categorization/Classification and Reporting Attachment 1 Security Officer/Dispatcher and IET Notification for notification details and responsibilities.

**NOTE:** If the incident is determined to be a security event, the DOE Safeguards and Security Officer may need special assistance from the Security Team Coordinator for interfacing with other Federal law enforcement agencies, local law enforcement agencies, and investigators.

**2.0 NOTIFICATION/EVALUATION/ACTIVATION**

Security is routinely notified about an incident at NETL. The Security Team Coordinator will be aware of the situation as soon as Security is contacted during normal working hours.

**WARNING:** Under typical emergency conditions, personnel will communicate with each other through the use of hand-held, two-way radios. If, however, the emergency is a bomb threat, hand-held radios cannot be used. Depending on the type of activation device used, the use of such radios may trigger the bomb. For a bomb threat, therefore, runners are to be used to facilitate communications between elements of the ERO. Further information is contained in NETL Procedure 151.1-4 Emergency Response to Workplace Violence.

## 2.1 Event Evaluation

The Security Dispatcher contacts the IET to evaluate the incident.

**NOTE:** The IET is composed, minimally, of the OSC and, if deemed necessary, the Safety Officer, and any technical advisors deemed necessary by the OSC. When notified of an abnormal situation, the IET has the responsibility to make an initial assessment of the conditions and criticality of the event and determine what resources are needed. Then the IET disbands to permit its members to perform their separate duties as part of the emergency response effort. (See the Implementation Procedure for the IET for more information.)

- 2.1.1 If asked to respond as a member of the IET to an area safe for entry, respond to the Scene, provide support and communications to the OSC and the Safety Officer, and help evaluate the event as a security risk.

**NOTE:** For any event on the Pittsburgh site on the research and development (R&D) plateau or in Building 141, the Security Team will immediately limit access to all personnel other than emergency responders in the area.

Since a Hazard Zone of 500 feet or greater at the R&D plateau or Building 141 may include areas beyond the site boundary, public roads may have to be closed. The Hazard Zone for events at Buildings 64, 64A, and 74 will also include offsite areas. It will be necessary to check with the OSC before marking off areas beyond the site boundary. Offsite agencies must be notified if a Hazard Zone of 400 feet or greater is established. (This notification is to be made only at the direction of the NETL Emergency Director.) Access control is to be coordinated with the Emergency Director and offsite resources—specifically, South Park Police and South Park Emergency Management.

- 2.1.2 Once the IET disbands, the Security Team Coordinator will report to the Command Post (if one has been sited) and receive direction from the Emergency Director or the OSC. The Security Team Coordinator then will coordinate the response of the Security Team in providing the requested services.

## 2.2 Protective Actions

Normally during an emergency, the Security Team receives direction from the OSC or Emergency Director to perform protective actions and assist response efforts. Under certain conditions, however, the Security Team Coordinator and Security Team may initiate protective actions without being so directed. Details of these roles are included in NETL Procedure 151.1-2 Occurrence Categorization/Classification and Reporting Attachment 1 Security Officer/Dispatcher and IET Notification.

- 2.2.1 During normal working hours, if there are severe weather watches or warnings, monitor weather reports and make protective action recommendations as required to the NETL Emergency Director.

## PROCEDURE 06 -- NETL SECURITY TEAM COORDINATOR

- 2.2.2 If there is imminent danger of severe wind or tornados and personnel are onsite in trailers, advise those individuals to move to a designated, safer area.
- 2.2.3 In a time-urgent situation after normal working hours, call in outside resources before contacting the IET.
- 2.2.4 If personnel are onsite after normal working hours and an event occurs that requires evacuation, initiate the evacuation and establish accountability for those personnel.

**3.0 EMERGENCY RESPONSE****3.1 Immediate Actions**

When onsite, the OSC controls and directs all operations at the Scene, including Security Team Coordinator and Security Team actions.

- 3.1.1 When the Command Post is sited, the Security Team Coordinator will report to the Command Post and sign in on the check-in board. The Security Team Coordinator ensures that the Security Team assists the Emergency Director and the OSC, within the limitations of their training and safety. The Security Team Leader Coordinator may assume Security Team duties for traffic control, site and Scene access, media control, evacuation and accountability, and dispatching; be a communications bridge; or be responsible for coordinating complex tasks such as traffic control and evacuation. The Security Team Coordinator's responsibilities are as follows:
  - 3.1.1.1 Coordinate the response actions of the Security Team members, making assignments as needed. Assign the requested Security Team members to the OSC at the Scene, and designate a Security Roving Guard (if an officer is available) to report directly to the OSC and to control Hazard Zone evacuation efforts.
  - 3.1.1.2 Brief and debrief all Security Team members as required for the response activities. Instruct the Security Team personnel responsible for interacting with the media not to discuss the event with media personnel.
  - 3.1.1.3 Ensure continued communication between the Emergency Director, the OSC, and the EOC.
  - 3.1.1.4 Ensure that the Security Team equipment is available and operational.
- 3.1.2 Inform or debrief the DOE Security Manager and/or Safeguards and Security Officer.

**3.2 Ongoing Actions**

- 3.2.1 During the emergency, continue to support the Emergency Director, OSC, and EOC Coordinator as requested.

## PROCEDURE 06 -- NETL SECURITY TEAM COORDINATOR

- 3.2.1.1 Support emergency scene and EOC operations.
- 3.2.1.2 Periodically review status of overall emergency operations.
- 3.2.1.3 Ensure that the Security Team response actions are posted on the EOC status boards.
- 3.2.1.4 Brief the Security Team on the on-going actions and receive their feedback to determine if staffing levels are appropriate. Forward concerns to the DOE Safeguards and Security Officer and Emergency Director.
- 3.2.1.5 Communicate any security-related concerns to the Emergency Director, OSC, and/or DOE Safeguards and Security Officer or DOE Security Manager.
- 3.2.1.6 Monitor emergency communications and pass along relevant information to the ERO staff.
- 3.2.1.7 Ensure that the Chief Fire Wardens receive status reports at least every **30 minutes**.
- 3.2.1.8 During an event that involves evacuation or Shelter in Place, assist with personnel accountability by compiling the master *Unaccounted-for Personnel List*.

**NOTE:** The Chief Fire Wardens must deliver the *Personnel Accountability Checklists* to the Security Team Coordinator within **45 minutes** of the time the evacuation begins.

- 3.2.1.8.1 Receive consolidated Evacuation Zone *Personnel Accountability Checklists* from the Chief Fire Wardens or Fire Wardens for all of the involved zones.
- 3.2.1.8.2 Compile a master Event *Personnel Accountability Checklist* and an *Unaccounted-for Personnel List*.
- 3.2.1.8.3 Reconcile the information on personnel. Check the names on the *Emergency Personnel List* and the names of people in the assigned assembly areas that were added to the original, preprinted lists against the names of unaccounted-for personnel, striking through the matches and adding a comment. Highlight or circle the name on the *Unaccounted-for Personnel List* for each person who still has to be located.
- 3.2.1.8.4 Inform the EOC Coordinator, and OSC of unaccounted-for people and request help in locating them.
- 3.2.1.8.5 Commence activities outside of the Hazard Zone to determine the whereabouts of the unaccounted-for individuals, as follows.

## PROCEDURE 06 -- NETL SECURITY TEAM COORDINATOR

- 3.2.1.8.5.1 Dispatch a Fire Warden or volunteer to the assigned assembly areas to call out the names of any unaccounted-for personnel to see if they are there or if anyone knows where they are.
- 3.2.1.8.5.2 Recruit Fire Wardens or volunteers from the assigned assembly areas to perform a quick sweep of their areas (outside of the Hazard Zone) to look for unaccounted-for workers. They will use a bullhorn to call out the names of unaccounted-for person(s) and then listen for a response. They are to do this in outside areas and in each room of each building starting where there is no verified sweep or where available information increases the probability of locating the unaccounted-for persons.
- 3.2.1.8.5.3 If, after the above actions, unaccounted-for personnel still cannot be located, inform the EOC Coordinator, and the OSC. Request that they contact each unaccounted-for individual's office; fellow employees; contacts from their department at the other NETL site; their home; and offsite authorities to determine the whereabouts of the unaccounted-for individuals.
- 3.2.1.8.5.4 Request frequent updates on the attempts to locate people, updating the *Unaccounted-For Personnel List* with notes as appropriate.
- 3.2.1.8.5.5 Keep the EOC Coordinator and OSC informed of the personnel accountability status.
- 3.2.1.8.5.6 Continue personnel accountability efforts until everyone listed on the *Unaccounted-For Personnel List* is accounted for.
- 3.2.1.8.6 As conditions change, ensure that a new *NETL Situation Report* is completed.

**3.3 Concluding Actions**

- 3.3.1 When the Emergency Director terminates the emergency, proceed to the Recovery phase.

**4.0 RECOVERY/REENTRY**

- 4.1 Ensure that directions from the OSC and Emergency Director are relayed to the personnel at the assigned assembly areas or in Shelter-in-Place locations.

## PROCEDURE 06 -- NETL SECURITY TEAM COORDINATOR

- 4.2 Provide for Security Team support for recovery operations as requested by the Emergency Director or his/her designee.
- 4.3 Ensure that Security Team emergency equipment and supplies are replenished.
- 4.4 Return Security Team operation to pre-event conditions.
- 4.5 Organize all documents generated by the Security Team and submit them to the ERPM.
- 4.6 Debrief with the Emergency Director, the OSC, and the EOC Coordinator. Note any information that may help in the investigation of the event and any procedure or equipment problems that occurred during the emergency response.

**PROCEDURE 07 -- NETL SECURITY TEAM DISPATCHER****1.0 OVERVIEW**

The Security Team Dispatcher follows this Procedure during an emergency at the NETL facility. As a member of the Security Team, the Security Team Dispatcher receives direction from the On-Scene Commander (OSC) and the Emergency Director or his/her designee. The Security Team Coordinator coordinates the Security Team's emergency response actions. Primary responsibilities of the Security Team Dispatcher are as follows:

- 1.1 Notify the Incident Evaluation Team (IET) of an abnormal condition at the facility.
- 1.2 Start an *Emergency Response Organization Log*.
- 1.3 Inform members of the Emergency Response Organization (ERO) of the incident as requested by the OSC or Emergency Director.
- 1.4 Notify onsite responders as directed by the EOC Coordinator and OSC.
- 1.5 Notify Chief Fire Wardens of a site evacuation as directed.
- 1.6 Notify Fire Wardens to begin building evacuation (Pittsburgh) or activate the Emergency Notification System (ENS) (Morgantown), as directed.
- 1.7 Notify the offsite responders and medical facilities as directed.
- 1.8 Act as the central point of communication for all elements of the ERO.

**2.0 NOTIFICATION/EVALUATION/ACTIVATION**

The Security Team is routinely alerted in the event of an emergency situation at NETL. The Roving Guard might be a first responder relaying information to the Security Dispatcher about an incident.

**2.1 Occurrence Notification**

Perform notifications as listed in NETL Procedure 151.1-2 Occurrence Categorization/Classification and Reporting.

- 2.1.1 Notify the IET (OSC, the Safety Officer, and the Security Team Coordinator) of an abnormal condition at the facility by using the Emergency Telephone Directory. If the OSC cannot be reached by phone, use the pager numbers or a runner. Continue the call down list in the Emergency Telephone Directory until an OSC is reached.
- 2.1.2 Take immediate actions as requested by the OSC.

## 2.3 Immediate Emergency Actions

2.3.1 If an employee calls Security to report an incident, the Security Dispatcher dispatches the IET to investigate, and if immediate offsite assistance or medical response is required, take the following actions:

2.3.1.1 Arrange for appropriate medical response in cases of serious injury or illness.

2.3.1.1.1 During working hours, contact the Occupational Health Unit (OHU) onsite.

2.3.1.1.2 Follow instructions as detailed in 151.1-2 Occurrence Categorization/Classification and Reporting.

2.3.1.1.3 When the offsite responders arrive, have the Security Team Security Post direct them to the Scene and give them a NETL radio.

2.3.1.2 In case of fire, call 911 in Morgantown or in Pittsburgh request a local fire department response.

**NOTE:** When the offsite responders arrive, the Security Team Security Post should direct them to the Scene and give them a NETL radio and the prefire plan book for the specific buildings involved.

2.3.1.3 Follow instructions of 151.1-2 Occurrence Categorization/Classification and Reporting, Attachment 1 for notification descriptions.

**WARNING:** Under typical emergency conditions, personnel will communicate with each other through the use of hand-held, two-way radios. If, however, the emergency is a bomb threat, hand-held radios cannot be used. Depending on the type of activation device used, the use of such radios may trigger the bomb. For a bomb threat, therefore, runners are to be used to facilitate communications between elements of the ERO. Details for response to potentially violent situations are contained in NETL Procedure 151.1-4 Emergency Response to Workplace Violence.

2.3.1.3.1 Notify the OSC and ask for direction

2.3.1.3.2 Sound the facility evacuation alarm (PGH) or use ENS (MGN) to evacuate all NETL personnel and activate the ERO.

2.3.1.3.3 Notify the local Police Department of the threat.

2.3.1.4 If the incident is a security event (e.g., bomb threat, worker kidnapping, hazardous material theft, riot), also implement the standard operating procedures for such events.

## PROCEDURE 07 -- NETL SECURITY TEAM DISPATCHER

**NOTE:** If the incident is determined to be a security event, the DOE Safeguards and Security Officer may need special Security Team assistance in interfacing with other Federal law enforcement agencies, local law enforcement agencies, and investigators.

**NOTE:** For any event on the Pittsburgh site on the research and development (R&D) plateau or in Building 141, the Security Team will immediately limit access to all personnel other than emergency responders in the area.

Since a Hazard Zone of 500 feet or greater at the R&D plateau or Building 141 may include areas beyond the site boundary, public roads may have to be closed. The Hazard Zone for events at Buildings 64, 64A, and 74 will also include offsite areas. It will be necessary to check with the OSC before marking off areas beyond the site boundary. Offsite agencies must be notified if a Hazard Zone of 400 feet or greater is established. (This notification is to be made only at the direction of the NETL Emergency Director.) Access control is to be coordinated with the Emergency Director and offsite resources—specifically, South Park Police and South Park Emergency Management.

## 2.4 Further Action

If the IET determines that no further emergency response action is required, exit this Procedure.

## 2.5 Protective Actions

Normally during an emergency, the Security Team receives direction from the OSC and the Emergency Director or his/her designee to perform protective actions. However, under certain conditions—and only those conditions—the Security Team may initiate protective actions without being directed to do so.

- 2.5.1 During normal working hours, if there are severe weather watches or warnings, the Security Team Leader will monitor weather reports and make protective action recommendations as required to the NETL Emergency Director.
- 2.5.2 If there is an imminent danger of severe wind or tornados, and there are personnel onsite in trailers, the Security Team will notify those individuals to move to a designated, safer area.
- 2.5.3 In a time urgent situation after normal working hours, the Security Team will call in outside resources before contacting the IET.
- 2.5.4 If there are personnel onsite after normal working hours and an event occurs that would require evacuation, the Security Team will initiate the evacuation and establish accountability for personnel.

## 3.0 EMERGENCY RESPONSE

### 3.1 Immediate Actions

When onsite, the OSC controls and directs all operations at the Scene, including Security Team Coordinator and Security Team actions.

- 3.1.1 Start an *Emergency Response Organization Log*.
- 3.1.2 Notify the other members of the Security Team of the situation.
- 3.1.3 Continue to monitor, record, and report the event.
- 3.1.4 If calls from the media or public are received, inform them of a number to call to contact the PIO. If a number has not yet been established, consult with the Emergency Director or EOCC to determine if a press briefing area has been established.
- 3.1.5 Request resources for the Scene, as determined by the OSC.
  - 3.1.5.1 If NETL resources are requested, use the Emergency Telephone Directory to contact the resource provider and transmit the request.
    - 3.1.5.1.1 Inform members of the Emergency Response Organization (ERO) of the incident.
    - 3.1.5.1.2 Notify onsite responders as directed by the EOC Coordinator and OSC.
    - 3.1.5.1.3 Notify Chief Fire Wardens of site evacuation, as directed.
    - 3.1.5.1.4 Notify the Fire Wardens to begin building evacuation (Pittsburgh) or activate the Emergency Notification System (ENS) (Morgantown), as directed.
  - 3.1.5.2 If offsite assistance is requested, call 911 and notify the offsite responders and medical facilities, as directed.
- 3.1.6 If necessary, prepare the Security Team's emergency equipment for use. This includes radios, cellular phones, bullhorns, and pre-event plan books.
- 3.1.7 Act as the central point of communication for all elements of the ERO.

## 3.2 Ongoing Actions

- 3.2.1 Notification of Support Elements
  - 3.2.1.1 If the OSC requests additional resources, contact the resource provider and transmit the request. Use the Emergency Telephone Directory to contact NETL support. Call 911 for local offsite support.

## PROCEDURE 07 -- NETL SECURITY TEAM DISPATCHER

## 3.2.1.2 Notification of All Onsite Workers During Normal Working Hours

- 3.2.1.2.1 If the OSC or the Emergency Director or his/her designee so requests, notify all onsite workers during normal working hours.
- 3.2.1.2.2 In MGN: Activate ENS to direct employee evacuations. In PGH: Use the Emergency Telephone Directory to contact a Chief Fire Warden or alternate in Emergency Evacuation Zone No. 1.

**NOTE:** To identify an alternate for a Chief Fire Warden, simply go down the list of Fire Wardens in the zone until you make contact. Tell the first Fire Warden you reach that the Chief is not in the area and that he/she is the “Acting” Chief Fire Warden in their Emergency Evacuation Zone.

- 3.2.1.2.3 In MGN: Activate ENS to notify employees. In PGH: Inform the Chief or Acting Chief Fire Warden of the situation using the *On-Site Notification Report*, direct him/her to initiate worker notification throughout Emergency Evacuation Zone 1. Provide information as directed by the OSC or Emergency Director.
  - 3.2.1.2.3.1 Report the type of event (e.g., fire, explosion, hazardous materials release, weather phenomenon).
  - 3.2.1.2.3.2 Indicate the point of origin or area of maximum danger (e.g., B-26, Hazard Zone 8, chillers east of B-26/south of B-5, all trailers and buildings above the first floor).
  - 3.2.1.2.3.3 Give the Hazard Zone location and size. If the criteria for a 150-foot Hazard Zone is not clearly and absolutely met, default to a 500-foot Hazard Zone. See that the Hazard Zone is defined using building designations (e.g., B-XX to B-XX.)
  - 3.2.1.2.3.4 Specify the protective action to be taken (evacuation, Shelter in Place, or storm sheltering).
    - 3.2.1.2.3.4.1 If evacuation is necessary, stipulate the Assembly Area (primary or alternate) to be used.
- 3.2.1.2.4 Repeat the above steps for each of the other Emergency Evacuation Zones.
- 3.2.1.2.5 Keep track of notification progress and log completion.
- 3.2.1.2.6 Notify the EOC Coordinator, OSC, and the Security Team Coordinator when site-wide notifications are complete.

## PROCEDURE 07 -- NETL SECURITY TEAM DISPATCHER

## 3.2.1.3 Notification of All Onsite Workers After Normal Working Hours

- 3.2.1.3.1 In MGN: Activate ENS. In PGH: If the OSC or Emergency Director or his/her designee requests notification of all onsite workers after normal working hours, and if there are workers still onsite, the Security Team will have to recruit volunteers to act as emergency notifiers.
- 3.2.1.3.2 Complete the Worker Notification Message portion of an *On-Site Notification Report* and make copies for each notifier. Give each notifier a bullhorn, a flashlight, and copies of the printed personal safety warning, as well as the *On-Site Notification Report*, and brief them on the task.
- 3.2.1.3.3 Assign Emergency Evacuation Zones to each notifier in accordance with the NETL Emergency Evacuation Assembly Area Map, giving each volunteer multiple areas. Request that each notifier return to the Security Team Office when all areas in his/her assigned zone have been notified.

**WARNING:** Do not jeopardize personal safety. Look out for ignition sources, toxic fumes, flying objects, and weakened structures. Approach potential fumes or smoke from upwind. Do not touch or inhale spilled material. Do not enter a room or building when an alarm is sounding unless directed to do so by the OSC.

- 3.2.1.3.4 Keep track of notification progress and log completion.
- 3.2.1.3.5 Notify the EOC Coordinator, the OSC, and the Security Team Coordinator when site-wide notifications are complete.

- 3.2.1.4 Ensure that members of the press are held in an area outside of the Hazard Zone until they are to be escorted to the Media Briefing Area. The Media Briefing Area will be selected by the PIO and its location will be based on the circumstances of the incident and the number of media representatives present.

**NOTE:** The Security Team personnel will not discuss the event with the press.

### 3.3 Termination

When the Emergency Director officially terminates the emergency, go to the Recovery phase.

## 4.0 RECOVERY/REENTRY

- 4.1 Support recovery operations as requested by the Emergency Director.

## PROCEDURE 07 -- NETL SECURITY TEAM DISPATCHER

- 4.2 Organize all Security Team Dispatcher-related documents generated since the beginning of the incident and submit them to the Security Team Coordinator.
- 4.3 Debrief with the Security Team Coordinator, noting any information that may help in the investigation of the event and any procedure or equipment problems that occurred during the emergency response.
- 4.4 Inventory or account for all Security Team Dispatcher emergency equipment and supplies as directed.
- 4.5 Return the Security Team Dispatcher operation to pre-event conditions.

**PROCEDURE 08 -- NETL SECURITY TEAM ROVING GUARD****1.0 OVERVIEW**

The Security Team Roving Guard, if available, follows this Procedure during an emergency at the NETL facility. As a member of the Security Team, the Security Team Roving Guard receives direction from the On-Scene Commander (OSC) or the Security Team Coordinator by designation. Emergency management recognizes that due to personnel staffing constraints or safety considerations, the roving guard function may not be available at all times. Primary responsibilities of the Security Team Roving Guard are as follows:

- 1.1 Establish the Hazard Zone as directed by the OSC or his designee and ensure that it is properly marked if the scene is safe to approach.
- 1.2 Ensure that entry into the Hazard Zone is physically monitored.
- 1.3 Provide services as requested by the OSC.
- 1.4 Provide evacuation or search assistance (if it is safe to do so) as directed.
- 1.5 Provide assistance to the Security Team Coordinator as requested.

**2.0 NOTIFICATION/EVALUATION/ACTIVATION**

The Security Team is routinely alerted in the event of an emergency situation at NETL. The Roving Guard might be a first responder relaying information to the Security Dispatcher about an incident. Instructions for notifications are addressed in NETL Procedure 151.1-2 Occurrence Categorization/Classification and Reporting.

**2.1 On-Scene Transfer of Command**

The first Security Team responder arriving at the Emergency Scene will automatically become the “Acting” OSC and assume command in an exterior, safe, and effective command position. He/she will maintain the command position until relieved by the OSC or Emergency Director. Arrival of the OSC or Emergency Director on the Scene does not mean that command has been transferred; command is only transferred when the following transfer-of-command process has been completed.

**NOTE:** Command shall not be passed to an OSC or Emergency Director who is not on the Scene.

- 2.1.1 Brief the OSC or Emergency Director assuming command, including the following at a minimum:
  - 2.1.1.1 Report the incident conditions (e.g., fire location, extent of spill or release, number of patients).

## PROCEDURE 08 -- NETL SECURITY TEAM ROVING GUARD

- 2.1.1.2 Describe the incident action plan.
- 2.1.1.3 Indicate progress toward completion of tactical objectives.
- 2.1.1.4 Advise of safety considerations.
- 2.1.1.5 Indicate the assignment and deployment of Emergency Response Organization (ERO) and related manpower and equipment resources.
- 2.1.1.6 Present an appraisal of the need for additional resources.

On transfer of command, the Acting OSC will be reassigned other functions by the OSC or the Emergency Director.

## 2.2 Roving Guard Immediate Response

- 2.2.1 Refer to 151.1-2 Occurrence Categorization/Classification and Reporting Attachment 1 for notification and response details.

**NOTE:** When the offsite responders arrive, the Security Team Security Post should direct them to the Scene and give them a NETL radio and the prefire plan book for the specific buildings involved.

- 2.2.2 If the incident is a bomb threat, take immediate steps to ensure an effective, safe communications protocol.

**WARNING:** Under typical emergency conditions, personnel will communicate with each other through the use of hand-held, two-way radios. If, however, the emergency is a bomb threat, hand-held radios cannot be used. Depending on the type of activation device used, the use of such radios may trigger the bomb. For a bomb threat, therefore, runners are to be used to facilitate communications between elements of the ERO.

- 2.2.3 If the incident is a security event (e.g., bomb threat, worker kidnapping, hazardous material theft, riot, etc.), also implement the standard operating procedures for such events. Details of this type of response are contained in NETL Procedure 151.1-4 Emergency Response to Workplace Violence.

**NOTE:** If the incident is determined to be a security event, the DOE Safeguards and Security Officer may need special assistance in interfacing with other Federal law enforcement agencies, local law enforcement agencies, and investigators.

- 2.2.3.1 Provide assistance to the Security Team Leader, as requested.

## 2.3 Security Team's Actions Prior to Incident Evaluation

If the IET is not immediately available, such as during off normal business hours or during site tours, security officers may be the first to respond to an incident.

## PROCEDURE 08 -- NETL SECURITY TEAM ROVING GUARD

- 2.3.1 Investigate the conditions and gather as much information as possible. Use *NETL Situation Report* to document findings. Take information from persons reporting an event. Obtain any alarm printouts, including those of the Central Fire Alarm Receiver and other alarm systems. Record any related instrument readings, such as temperature and pressure. Verify reported conditions and obtain all possible additional information, including additional instrument data and details on damage and injuries. Report all information to the Security Team Dispatcher.
- 2.3.2 Brief the OSC and the other members of the Incident Evaluation Team (IET) as they respond to the Scene, using the completed *NETL Situation Report* and providing any additional information, such as alarm printouts.
- 2.3.3 Take immediate actions as requested by the OSC.

**NOTE:** For any event on the Pittsburgh site on the research and development (R&D) plateau or in Building 141, the Security Team will immediately limit access to all personnel other than emergency responders in the area.

Since a Hazard Zone of 500 feet or greater at the R&D plateau or Building 141 may include areas beyond the site boundary, public roads may have to be closed. The Hazard Zone for events at Buildings 64, 64A, and 74 will also include offsite areas. It will be necessary to check with the OSC before marking off areas beyond the site boundary. Offsite agencies must be notified if a Hazard Zone of 400 feet or greater is established. (This notification is to be made only at the direction of the NETL Emergency Director.) Access control is to be coordinated with the Emergency Director and offsite resources—specifically, South Park Police and South Park Emergency Management.

## 2.4 Further Action

If the IET determines that no further emergency response action is required, exit this Procedure.

## 2.5 Protective Actions

Normally during an emergency, the Security Team receives direction from the OSC and the EOC Coordinator to perform protective actions. However, under certain conditions—and only those conditions—the Security Team may initiate protective actions without being directed to do so.

- 2.5.1 During normal working hours, if there are severe weather watches or warnings, the Security Team Coordinator will monitor weather reports and make protective action recommendations as required to the NETL Emergency Director.
- 2.5.2 If there is an imminent danger of severe wind or tornados and there are personnel onsite in trailers, the Security Team will notify those individuals to move to a designated, safer area.
- 2.5.3 In a time urgent situation after normal working hours, the Security Team will call in outside resources before contacting the IET.

## PROCEDURE 08 -- NETL SECURITY TEAM ROVING GUARD

- 2.5.4 If there are personnel onsite after normal working hours and an event occurs that would require evacuation, the Security Team will initiate the evacuation and establish accountability for personnel.

### 3.0 EMERGENCY RESPONSE

#### 3.1 Immediate Actions

When onsite, the OSC controls and directs all operations at the Scene.

- 3.1.1 After briefing the OSC, continue to investigate the conditions and gather as much information as possible. Use a new *NETL Situation Report* to document findings. Obtain additional information to the extent possible, including personal accounts of the incident, alarm printouts, instrument readings, and details on damage and injuries. Report all information to the Security Team Dispatcher.
- 3.1.2 Investigate the event further in preparation for securing the Scene, while keeping the OSC apprised of the situation.
- 3.1.3 Establish a Hazard Zone as directed by the OSC or the HAZMAT/Rescue Coordinator. Use, as appropriate, yellow “Caution” tape or red “Danger” tape to delineate the Hazard Zone or restricted area.

**WARNING:** Do not jeopardize your personal safety. Look out for ignition sources, toxic fumes, flying objects, and weakened structures. Approach potential fumes or smoke from upwind. Do not touch or inhale spilled material. Do not enter a room or building when an alarm is sounding unless directed to do so by the OSC.

- 3.1.4 Ensure that entry into the Hazard Zone is physically monitored.
- 3.1.4.1 If the Hazard Zone is 500 feet or greater, the Security Team should request additional personnel from the OSC to establish and monitor the Hazard Zone under the direction of the Security Team personnel.
- 3.1.5 Provide services as requested by the OSC and the EOC Coordinator.

#### 3.2 Ongoing Actions

- 3.2.1 Evacuation/Scene Control
- 3.2.1.1 Provide evacuation or search assistance as directed.
- 3.2.1.2 As conditions change, keep the OSC apprised of the situation.
- 3.2.1.3 Confirm that Fire Wardens or volunteers are evacuating persons from within the Hazard Zone.

## PROCEDURE 08 -- NETL SECURITY TEAM ROVING GUARD

- 3.2.1.4 Warn employees of the Hazard Zone and prevent entry of unauthorized employees into the Hazard Zone.
- 3.2.1.5 Continue to investigate the conditions and gather as much information as possible. Use a new *NETL Situation Report* to document findings. Obtain additional information to the extent possible, including personal accounts of the incident, alarm printouts, instrument readings, and details on damage and injuries. Report all information to the Security Team Dispatcher and the OSC.
- 3.2.1.6 In collaboration with the Security Team Security Post, provide Scene access control as directed by the OSC.
  - 3.2.1.6.1 Keep routes of ingress to, and egress from, the Scene and the Hazard Zone clear. Use safety cones as barriers to block roads and walkways.
  - 3.2.1.6.2 Ensure that emergency vehicles have access as required.
  - 3.2.1.6.3 Ensure that only emergency responders enter the Hazard Zone.

**NOTE:** The Security Team personnel will not discuss the event with the press.

### 3.3 Concluding Actions

- 3.3.1 When the Emergency Director officially terminates the emergency, go to the Recovery phase.

### 4.0 RECOVERY/REENTRY

- 4.1 Support recovery operations as requested by the Emergency Director or his/her designated Recovery Committee Chairperson.
- 4.2 Organize all documents you generated and submit them to the Emergency Response Program Manager if they are not otherwise required for the security files. Records specific to the response should be copied and submitted to the ERPM if the originals must be filed within security.
- 4.3 Debrief with the Security Team Coordinate, noting any information that may help in the investigation of the event and any procedure or equipment problems that occurred during the emergency response.
- 4.4 Inventory or account for all Security Team Roving Guard emergency equipment and supplies as directed.
- 4.5 Return Security Team Roving Guard operation to pre-event conditions.

**PROCEDURE 09 -- NETL SECURITY TEAM SECURITY POST****1.0 OVERVIEW**

The Security Team Security Post follows this Procedure during an emergency at the NETL facility. As a member of the Security Team, the Security Team Security Post receives direction from the On-Scene Commander (OSC) and the Emergency Director or his/her designee. The Security Team Coordinator coordinates the emergency response actions of the Security Team. Primary responsibilities of the Security Team Security Post are as follows:

- 1.1 Control access to the site.
- 1.2 Control the movement of media personnel, family members, and employees.
- 1.3 Control traffic of offsite emergency response vehicles, employee vehicles, and pedestrians.
- 1.4 Report observations and arrivals from post to the security dispatcher to be relayed to the EOC.

**2.0 EMERGENCY RESPONSE**

Direction for response will originate with the Emergency Director or EOCC during emergency responses, but the information may be relayed through runners or the Security Dispatcher.

**2.1 Immediate Actions**

- 2.1.1 Instructions for site access restrictions may come from the Emergency Director, Security Team Coordinator or the On Scene Commander, or from the DOE Safeguards and Security Officer if the event is determined to be security related.
- 2.1.2 Emergency response vehicles arriving from offsite community response agencies may require a radio, pre-fire plans, and directions to the staging area. Receive instructions for these materials and information from the Emergency Director, Security Team Coordinator or the On Scene Commander.
- 2.1.3 Control access to the site to restrict the entrance of the media and interested bystanders. Receive direction from the Emergency Director or On Scene Commander to determine where the media should be directed.
- 2.1.4 Report any observations from the post location that may be of interest to the responders.
- 2.1.5 Access NETL Procedure 151.1-2 Occurrence Categorization/Classification and Reporting for details of notifications and special instructions.

**3.0 ONGOING ACTIONS**

- 3.1 Provide site access control during an emergency event.

## PROCEDURE 09 -- NETL SECURITY TEAM SECURITY POST

**WARNING:** Do not jeopardize your personal safety. Look out for ignition sources, toxic fumes, flying objects, and weakened structures. Approach potential fumes or smoke from upwind. Do not touch or inhale spilled material. Do not enter a room or building when an alarm is sounding unless directed to do so by the OSC.

**NOTE:** Offsite responders always have the right-of-way at the gate.

- 3.1.2 Coordinate site access control with the local police on the basis of the local preestablished traffic control plan.
- 3.1.3 During an event after normal working hours, coordinate traffic control with available local police.
- 3.1.4 Request local police assistance through the NETL Security Team Dispatcher if help is needed with traffic at the gate.
  - 3.1.4.1 If offsite emergency response personnel are arriving (e.g., fire department, ambulance service), give the responders one NETL radio to be used for communications with NETL personnel and direct the responders to the Incident Command Post.
  - 3.1.4.2 Direct all traffic at the gate. Direct employee traffic headed onsite and offsite (if employees are permitted to leave the site). Other traffic may be permitted through the gate once all responders have arrived and are at the Scene. The Security Team has the responsibility of deciding whether and how to restrict traffic entering or exiting the site.
  - 3.1.4.3 With the Security Team Roving Guard, provide Scene access control as directed by the OSC.
    - 3.1.4.3.1 Keep ingress and egress routes to the Scene and the Hazard Zone clear. Use safety cones as barriers to block roads and walkways.
    - 3.1.4.3.2 Ensure that emergency vehicles have access as required.
    - 3.1.4.3.3 Ensure that only emergency responders enter the Hazard Zone.

**NOTE:** The Security Team personnel will not discuss the event with the press.

- 3.1.4.4 Hold members of the press in an area outside of the Hazard Zone until they are to be escorted to the Media Briefing Area. The Media Briefing Area will be selected by the Public Information Officer on the basis of circumstances of the incident and the number of media representatives present.

## 3.2 Termination

3.2.1 When the Emergency Director officially terminates the event, go to the Recovery phase.

## 4.0 RECOVERY/REENTRY

- 4.1 Provide Security Team Security Post support for recovery operations as requested by the Emergency Director.
- 4.2 Organize all documents you generated and submit them to the Security Team Coordinator.
- 4.3 Debrief with the Security Team Coordinator, noting any information that may help in an investigation of the event and any procedure or equipment problems that occurred during the emergency response.
- 4.4 Inventory or account for all Security Team Security Post emergency equipment and supplies as directed.
- 4.5 Return Security Team Security Post operation to pre-event conditions.

**PROCEDURE 10 -- NETL INCIDENT EVALUATION TEAM****1.0 OVERVIEW**

The Incident Evaluation Team (IET) is comprised minimally of an On-Scene Commander (OSC) and, if deemed necessary, a Safety Officer, and is headed by the first responding (PGH) or primary (MGN) OSC. The IET may include additional members, such as technical advisors or security officers, if they are available and it is safe for them to respond. When notified of an abnormal situation, the IET has the responsibility to:

- Make an initial assessment of the condition and criticality of the event.
- Determine what, if any, resources are needed.
- Request the response of those resources.

The IET then disbands, and its members perform their individual duties as part of the emergency response effort.

- 1.1 The OSC leads the IET in assessment of the situation and its consequences, obtaining information and advice from other members of the IET if necessary.
- 1.2 The OSC evaluates the event as a safety and health, hazardous material or security risk. If there are implications to security, the OSC is responsible for ensuring that the DOE Safeguards and Security Officer is notified. Notification may be delegated to the Security Dispatcher, initially, or to the Emergency Director if the EOC is activated.
- 1.3 The Safety Officer evaluates the event with a view to ensuring the physical safety of all NETL workers, visitors, members of the Emergency Response Organization (ERO), and the public. The Safety Officer also advises the OSC of risks and helps identify the appropriate response and the resources necessary to ensure the health and safety of all involved.
- 1.4 The OSC determines if there is an emergency and what ERO resources, NETL and offsite, are required.
- 1.5 The OSC requests that the Security Dispatcher alert all necessary ERO resources, NETL and offsite.
- 1.6 The OSC briefs the Emergency Director of the emergency situation.
- 1.7 The OSC disbands the IET.

In the initial stages of an abnormal event, the Security Officer or Security Team Coordinator may operate independently in that he/she assumes primary responsibility for immediate response to the Scene, especially if the IET cannot be reached, or if it is after normal working hours and decisions are required prior to the OSC's arrival. Details for the notification process are included in NETL Procedure 151.1-2B Occurrence Categorization/Classification and Reporting. The IET is authorized to move about

## PROCEDURE 10 -- NETL INCIDENT EVALUATION TEAM

the scene as required, but must wear the correct personal protective equipment and be otherwise properly protected in accordance with the expected hazards.

Depending on the type of incident, the specific actions taken by the IET will vary. The following procedures are general actions that are to be followed in any emergency.

## 2.0 NOTIFICATION/EVALUATION/ACTIVATION

### 2.1 Notification

The members of the IET receive notification from Security as soon as Security is notified or discovers the incident.

### 2.2 Evaluation

The IET members report to the Scene and participate in evaluation of the incident under the direction of the OSC.

**NOTE:** For any event in PGH on the R&D plateau or in Building 141, the Security Officer or Security Team Coordinator will immediately limit access to all personnel other than emergency responders in the area.

Since a Hazard Zone of 500 ft. or greater at the R&D plateau or Building 141 may include areas outside of the site boundary, it would require that public roads be closed. For events at Buildings 64, 64A, and 74, this will include offsite areas as well. Check with the OSC before marking off areas beyond the site boundary. Offsite agencies must be advised if a Hazard Zone of 400 ft. or greater is established. (This notification is to be performed only at the direction of the NETL Emergency Director.) Access control is to be coordinated with the Emergency Director and offsite resources - specifically, South Park Police and South Park Emergency Management.

**WARNING:** Do not jeopardize personal safety when investigating an event. Look out for ignition sources, toxic fumes, flying objects, and weakened structures. Approach potential fumes or smoke from upwind. Do not touch or inhale spilled material. Be extremely cautious when an alarm is sounding in a room or building. If the emergency condition is a bomb threat, do not use hand-held radios, as they may actually trigger the bomb; instead, use runners to facilitate communications. NETL Procedure 151.1-4 Emergency Response to Workplace Violence contains detailed information for responding to possibly violent situations and bomb threats.

2.2.1 The IET will review the *NETL Situation Report* (i.e., the turnover report) or personally assess the situation and complete a report, if the Security Officer or Security Team Coordinator is not at the Scene. The *NETL Situation Report* should contain information on:

- The nature of the event (e.g., fire, chemical spill)
- The location of the event
- The time of the report
- The current status of the situation

## PROCEDURE 10 -- NETL INCIDENT EVALUATION TEAM

- The name of the person making the report, if made on the emergency phone system
- 2.2.1.1 If the OSC cannot respond or has not yet responded to the Scene, the first responder will refer to the *Protective Action Guide* and take appropriate actions.
- 2.2.1.2 The Security Team Coordinator will provide support and communications to the OSC and Safety Officer in the initial stages of an incident.
- 2.2.1.3 The first responder arriving at the Emergency Scene will automatically assume command in an exterior, safe, and effective command position as the “Acting” OSC. He/she will maintain this position until relieved by the OSC or Emergency Director. Arrival of the OSC or Emergency Director on the Scene does not mean that command has been transferred; command is only transferred when the following transfer-of-command process has been completed.

**NOTE:** Command shall not be passed to an OSC or Emergency Director who is not on the Scene.

- 2.2.1.4 The “Acting” OSC will brief the OSC or Emergency Director assuming command, indicating at least the following:
- Incident conditions (e.g., fire location, extent of spill or release, number of patients)
  - Incident action plan
  - Progress toward completion of tactical objectives
  - Safety considerations
  - Deployment and assignment of ERO and other related manpower and equipment resources
  - Appraisal of need for additional resources.

The OSC or Emergency Director, who assumes command, will reassign the “Acting” OSC, to other duties.

- 2.2.2 The IET will assess the situation and its consequences. The OSC will designate a Safety Officer.
- 2.2.2.1 The OSC leads the assessment of the situation and its consequences, obtaining information and advice from the Security Team Coordinator, Security Officer, and the Safety Officer.
- 2.2.2.2 The OSC evaluates the event as a security risk and advises the Safeguards and Security Officer and Emergency Director on security-related matters.
- 2.2.2.3 The Safety Officer evaluates the event to ensure the physical safety of all NETL workers, visitors, members of the ERO, and the public. The Safety Officer also

## PROCEDURE 10 -- NETL INCIDENT EVALUATION TEAM

advises the OSC of risks and helps identify appropriate response and resources to ensure the health and safety of all involved.

2.2.2.4 Debrief the Security Officer at the Scene based on the completed *NETL Situation Report*. Obtain information, such as alarm printouts, information from person(s) reporting the event, temperature and pressure gauges' instrument readings, damage, injuries, etc.

2.2.2.5 Determine the following, being cognizant of safety concerns and security risks:

- What is the nature and location and/or wind direction of the event (e.g., fire, chemical spill) based on the information received from Security?
- Is the situation threatening to life, health, or property?
- What is involved, where, when, injuries or potential injuries, criticality?
- Who has been notified to this point?
- What, if any, urgent protective actions have been initiated?
- If initiated, are they effective, complete?
- Is the situation escalating or de-escalating?

2.2.2.6 Confirm that the Hazard Zone has been established.

2.2.3 The OSC determines if there is an emergency or not and what, if any, ERO resources are required.

2.2.3.1 The OSC identifies resources that are needed for security purposes and advises the Safeguards and Security Officer and Emergency Director.

2.2.3.2 The Safety Officer:

- Identifies existing and potential physical hazards,
- Determines the necessary personal protective equipment (PPE),
- Determines areas and activities, such as the Hazard Zone and decontamination areas, that are designed to protect response support personnel,
- Recommends Medical Team and Technical Advisors assistance to prepare decontamination victims for medical treatment and transfer, and
- Advises the OSC.

2.2.3.3 The OSC, with the assistance of the Safety Officer and the Security Team Coordinator will prepare a new *NETL Situation Report*.

2.2.3.4 If the event is "minor," handle as required and log actions taken.

2.2.3.4.1 If the OSC determines that the situation does not require ERO assistance at the Scene, he/she will contact the Emergency Director and apprise him/her of the situation. No further action is required if the incident is not reportable.

## PROCEDURE 10 -- NETL INCIDENT EVALUATION TEAM

- 2.2.3.4.2 The OSC advises the Security Dispatcher to call out the IET again if the situation changes.
- 2.2.3.4.3 The OSC disbands the IET and the IET members exit this Procedure.
- 2.2.3.5 If the situation is “significant” or “critical,” determine what NETL and offsite resources are required for the physical safety of personnel.
  - 2.2.3.5.1 Determine if additional onsite protective actions are required, such as Shelter-in-Place, or evacuation.
  - 2.2.3.5.2 Determine if there are existing or potential requirements for offsite protective actions.
  - 2.2.3.5.3 Determine if additional or fewer resources needed.
  - 2.2.3.5.4 The IET will identify needed MERT and SERT members.

## 2.4 IET Request for ERO Activation

- 2.4.1 The OSC-requests the Security Dispatcher to notify any necessary ERO resources, both NETL and offsite.
  - 2.4.1.1 If “critical” or “significant,” notify Pittsburgh Research Center (PRC) utilizing two-way radio on channel 3 [Pittsburgh] or 4 [Morgantown].
- 2.4.2 If fewer or no ERO resources are necessary, the OSC requests the Security Dispatcher to cancel those that may have been called out and are not needed.

## 3.0 TERMINATION/DISBANDING

Once the initial assessments are determined and resources are requested, the IET has completed its mission. The OSC disbands the IET. The members then go to perform their other duties as part of the emergency response effort.

## PROCEDURE 11 -- NETL SITE SUPPORT CONTRACTOR REPRESENTATIVES

**PROCEDURE 11 -- NETL SITE SUPPORT CONTRACTOR REPRESENTATIVES****1.0 OVERVIEW**

The NETL Site Support Contractor (SSC) Representatives follow this Procedure during an emergency at the NETL facility involving SSC employees. The SSC Representative would usually be on call for emergencies to perform those functions as needed. The SSC Representative need not report to the EOC, though he/she may be requested to do so by the Emergency Director. The SSC Representative must be in contact with the EOC, however. Primary responsibilities of the Site Support Contractor Representatives are to:

- 1.1 Keep SSC management informed of the situation and any involvement of their employees or resources.
- 1.2 Authorize action or expenditures outside of the normal contractual agreements between the SSC and DOE that are necessary to deal with the emergency, such as equipment, man-hours, and subcontract agreements.
- 1.3 Coordinate SSC resources outside of NETL that might be used to contain or mitigate the emergency.

The SSC Representative plays a supporting role in the Emergency Response Organization (ERO) at NETL. His/her primary communications are with the Emergency Director or EOC Coordinator. The SSC Representative's role is to provide emergency contract information from the employer's Human Resources department, and to provide technical information regarding the role of the contractor in the area involved in the emergency. The SSC Representative should be someone who is authorized to commit resources in an emergency.

**2.0 NOTIFICATION/EVALUATION/ACTIVATION**

When notified that the MERT is being activated, report to the EOC. If requested, notify responsible people within employer's organization according to internal policy and take the following actions, as appropriate.

**3.0 EMERGENCY RESPONSE****3.1 Immediate Actions If Asked to Report to the EOC**

- 3.1.1 On arrival at the EOC, sign in.
- 3.1.2 Obtain a situation briefing from the EOC Coordinator.
- 3.1.3 Request regular status reports with particular emphasis on the impact of the emergency on SSC employees and the role that SSC employees are playing in the emergency response.

## PROCEDURE 11 -- NETL SITE SUPPORT CONTRACTOR REPRESENTATIVES

- 3.1.4 Authorize actions or expenditures outside of the normal contractual agreements between the SSC and DOE that are necessary to deal with the emergency, such as equipment, man-hours, or subcontract agreements.
- 3.1.5 Keep SSC management informed of the situation and any involvement of their employees or resources.

**3.2 Immediate Actions If Not Asked to Report to the EOC**

- 3.2.1 Arrange to be available immediately to perform duties as needed as requested by the Emergency Director.
- 3.2.2 Inform and update the SSC management of situation according to internal policies of employer's organization.
- 3.2.3 Interface with Emergency Director to provide assistance on behalf of the SSC.
- 3.2.4 Remain available throughout the course of the emergency for debriefings and recovery operations that follow.

**3.3 Ongoing Actions**

Review and conduct the following steps as long as the event continues.

- 3.3.1 Log significant events on the *SSC Emergency Response Position Log*.
- 3.3.2 Monitor and track SSC personnel response efforts.
- 3.3.3 Interface with the Emergency Director on NETL's requests for assistance and SSC available resources.
- 3.3.4 Approve SSC expenditures of man-hours and materials, as necessary.
- 3.3.5 Coordinate SSC resources outside of NETL that might be used to contain or mitigate the emergency, identifying and requesting assistance as needed.
- 3.3.6 Keep the SSC employer informed of SSC activities onsite.
- 3.3.7 Support NETL PIO as requested.
- 3.3.8 Apprise SSC management of NETL news releases.
- 3.3.9 When the Emergency Director terminates the event, go to the Recovery phase.

## PROCEDURE 11 -- NETL SITE SUPPORT CONTRACTOR REPRESENTATIVES

**4.0 RECOVERY/REENTRY**

- 4.1 Inform SSC management when the event is terminated.
- 4.2 Collect all SSC-generated documents during the event and make copies for SSC files.
- 4.3 Debrief with the Emergency Director, note any procedure or equipment problems that occurred during the emergency response, and present an estimate of event-related SSC expenditures.
- 4.4 As soon as possible, collect and develop documentation of event-related SSC expenditures and submit them to the NETL Director.

## PROCEDURE 12 -- NETL HUMAN RESOURCES REPRESENTATIVE

**PROCEDURE 12 -- NETL HUMAN RESOURCES REPRESENTATIVES****1.0 OVERVIEW**

The Human Resources Representatives follow this Procedure during an emergency at the NETL facility. The Department of Energy (DOE) Human Resources Representative is appointed to the Management Emergency Response Team (MERT) and reports to the Emergency Operations Center (EOC). Each Site Support Contractor (SSC) should also appoint a Human Resources Representative to be available to the MERT. All Human Resources Representatives will take direction from the EOC Coordinator. Primary responsibilities of the Human Resources Representatives are to:

- 1.1 Provide support and information to the families of NETL employees during an emergency.
- 1.2 Ensure that relatives of injured NETL employees are treated with the utmost consideration and provided with the most complete and accurate information possible in a timely fashion.
- 1.3 Assist in the handling of inquiries from the general public as directed by the Public Information Officer (PIO) and as time allows.

The Human Resources Representatives will interface with the PIO. The EOC Coordinator and Security Team Coordinator develop a list of missing personnel from the personnel accountability lists. During an emergency, the Human Resources Representatives will assist in locating unaccounted-for personnel, as directed. The DOE and SSC Human Resource Representatives will cooperate fully to ensure coverage for all employees, visitors, temporary contractors, or guests who may be at the Scene.

**2.0 NOTIFICATION/EVALUATION/ACTIVATION**

Human Resources Representatives report to the EOC if requested by the Emergency Director during an emergency situation at NETL.

If requested to assist in calling out personnel, use the Emergency Telephone Directory or do as requested by the MERT.

**3.0 EMERGENCY RESPONSE**

When notified that there has been, or is the potential for, an emergency at the NETL facility, take the following actions, as appropriate.

**3.1 Immediate Actions If Asked to Report to the EOC**

- 3.1.1 On arriving at the EOC, complete the EOC Sign-In Board.
- 3.1.2 Obtain a situation update as follows:
  - 3.1.2.1 Meet with the EOCC and request current information.

## PROCEDURE 12 -- NETL HUMAN RESOURCES REPRESENTATIVE

- 3.1.2.2 Determine if there are any injuries to personnel by checking with other MERT members.
- 3.1.2.3 Review EOC Status Boards.
- 3.1.2.4 Review any messages received in the EOC.
- 3.1.3 Start an *Emergency Response Organization Log* of important information related to Human Resources (events, decisions, communications, problems, etc.).
- 3.1.4 Stand by for instructions from the EOC Coordinator.
- 3.1.5 Personnel Accountability. If evacuations or Shelter in Place are called for:

**NOTE:** Personnel Accountability Checklists are to be delivered to the Security Team Coordinator within **45 minutes** of the time the evacuation began. If the HR Representative is not required to report to the EOC, the Security Team Coordinator is responsible for personnel accountability list generation.

- 3.1.5.1 Generate an *Emergency Personnel List* from the EOC Sign-In Board and information from the Scene Emergency Response Team (SERT) at the Scene. Deliver it to the Security Team Leader.
- 3.1.5.2 As directed by the EOC Coordinator and OSC, assist in locating unaccounted-for people.

### 3.2 Immediate Actions If Not Asked to Report to the EOC

- 3.2.1 Arrange to make yourself immediately available to perform your duties if requested by the Emergency Director or Emergency Operations Center Coordinator.
- 3.2.2 Interface with the Emergency Director or Emergency Operations Center Coordinator to receive updates.
- 3.2.3 Arrange to be available to the Emergency Operations Center Coordinator through the course of the emergency and the debriefing and recovery operations which follow.

### 3.3 Ongoing Actions

Review and conduct the following steps as long as the MERT is activated.

- 3.3.1 Continue personnel accountability efforts until everyone is accounted for.
  - 3.3.1.1 Assist Security in determining the location of those people still on the *Unaccounted-For Personnel List*. To do this, contact their office; fellow employees; contacts from their department at the other NETL site; their home;

## PROCEDURE 12 -- NETL HUMAN RESOURCES REPRESENTATIVE

and offsite authorities. Update the *Unaccounted-For Personnel List* as appropriate making notes of contacts.

- 3.3.1.2 Report information to Security for updating the master event *Unaccounted-For Personnel List* as appropriate.
- 3.3.1.3 Keep the EOC Coordinator and OSC informed of the personnel accountability status.

**NOTE:** Human Resources activities to assist victims, victims' family members, other employees, or other employees' family members affected by the event takes precedence over other public information efforts.

- 3.3.2 Provide support and information to the families of NETL and SSC employees at the time of an emergency at the NETL facility.
- 3.3.3 Ensure that relatives of injured NETL and SSC employees are treated with the utmost consideration and provided with the most complete and accurate information possible in a timely fashion.
- 3.3.4 If there are any deaths or injuries to personnel, notify family members as follows.

**NOTE:** Whenever circumstances allow, notification should be made by the Human Resources Representative from the employee's specific company -- or by both representatives -- DOE and their SSC.

- 3.3.4.1 If there is a death, arrange for a personal visit to be made to the employee's or next of kin's residence by *the* Human Resources Department. If the employee's family does not live locally, consideration must be made to timeliness of the notification; a phone call to the employee's listed emergency contact must be made immediately.
- 3.3.4.2 If there are serious injuries, telephone family members and arrange for someone from Human Resources to visit the hospital.
- 3.3.5 Take calls from employee(s) and family members.
- 3.3.6 If duties related to employees' immediate families, relatives, or friends are not required, assist in the handling of inquiries from the general public as directed by the PIO.
- 3.3.7 When the Emergency Director terminates the event, go to the Recovery phase.

#### 4.0 RECOVERY/REENTRY

- 4.1 Provide any followup assistance to each victim's family members per normal Human Resources procedures.

## PROCEDURE 12 -- NETL HUMAN RESOURCES REPRESENTATIVE

- 4.2 Collect all documents generated by Human Resources during the event, organize them, and give them to the EOC Coordinator.
- 4.3 Debrief with the Emergency Director noting any procedure or equipment problems that occurred during the emergency response and suggesting corrective actions or improvements.

**PROCEDURE 13 -- NETL MEDICAL COORDINATOR****1.0 OVERVIEW**

The NETL Medical Coordinator follows this Procedure if an emergency occurs during working hours at the NETL facility. The Medical Coordinator reports to the Incident Command Post (ICP), receives direction from the On-Scene Coordinator (OSC), and directs the Medical Team. Primary responsibilities of the Medical Coordinator are to:

- 1.1 Determine what medical services are needed based on type of injury, exposure, contamination, or other trauma.
- 1.2 Coordinate the response actions of the Medical Team and direct its members.
- 1.3 Provide medical support to HAZMAT/Rescue personnel or other Emergency Response Organization (ERO) members.
- 1.4 Determine priority and treatment strategy (triage) for patients.
- 1.5 Be a liaison between the NETL OSC and Emergency Operation Center (EOC) Coordinator and the offsite emergency medical responders.

**2.0 NOTIFICATION/EVALUATION/ACTIVATION**

- 2.1 When notified, the Medical Coordinator will immediately:
  - 2.1.1 Determine if the problem is, or may become, a medical emergency.
  - 2.1.2 Determine if resources outside the capabilities of the facility staff are immediately required. This includes other members of the Medical Team and outside resources. If additional resources are required, the medical staff will advise Security to call them.
  - 2.1.3 Notify Security to transport the Medical Team to the triage point at the ICP if medical assistance is required at the Scene and the triage area is located far enough away from the OHU that transportation assistance is needed.
- 2.2 If called out by the OSC or Security Dispatcher and the building in which you are located is not being evacuated:
  - 2.2.1 Learn from the caller the location of the ICP, the nature of the event, the wind direction, and the size and location of the Hazard Zone.
  - 2.2.2 Gather tools, instruments, procedures, forms, etc., necessary to accomplish assigned tasks outside of the Hazard Zone.

## PROCEDURE 13 -- NETL MEDICAL COORDINATOR

- 2.3 When notified, the Medical Team will report directly to the ICP at the Scene. The Medical Coordinator will inform the OSC of the Medical Team's arrival and take action as directed. The Medical Coordinator will coordinate the actions of the other Medical Team members.
- 2.4 If you are notified directly by a NETL site employee, then respond and notify the OSC by calling X11. Request assistance as needed from Security.

**NOTE:** For medical emergencies and ERO support after hours, the Security Team Dispatcher will notify the primary OSC or IET.

### 3.0 EMERGENCY RESPONSE

When notified that there has been, or there is the potential for, an emergency at the NETL facility, take the following actions, as appropriate.

#### 3.1 Immediate Actions

- 3.1.1 At the Scene, if the OSC is present, establish contact and:
  - 3.1.1.1 Receive a briefing on the situation.
  - 3.1.1.2 Determine what medical services are needed based on type of injury, exposure, contamination, or other trauma.
    - 3.1.1.2.1 Determine the staffing and equipment requirements for the NETL Medical Team.
    - 3.1.1.2.2 Determine the requirements for offsite medical assistance.
- 3.1.2 If onsite and/or offsite medical assistance is required and the EOC is activated, contact the EOC Coordinator directly or through the OSC, and advise:
  - 3.1.2.1 The names of the needed Medical Team members and, if known, their normal building location.
  - 3.1.2.2 The specific offsite assistance required: ambulance, doctors, including numbers, special equipment, etc.
- 3.1.3 If onsite and/or offsite medical assistance is required and the EOC is not activated, have the OSC request assistance through the Security Team Dispatcher.
- 3.1.4 If the OSC is not present, evaluate the immediate onsite and offsite medical requirements based on the information available and inform the acting OSC and the Security Team Dispatcher requesting assistance as necessary.

## 3.2 Ongoing Actions

- 3.2.1 Take charge of the medical response and perform triage.
  - 3.2.1.1 Ensure Medical Team equipment is available and operational.
  - 3.2.1.2 Determine priority and treatment strategy for patients.
  - 3.2.1.3 Ensure that trauma care is provided as required.
  - 3.2.1.4 As conditions change, reevaluate the need for onsite and offsite resources and contact Security through the OSC for notification.
- 3.2.2 Coordinate the response actions of the NETL Medical Team and direct its members, assigning them their duties as they arrive at the Scene.
  - 3.2.2.1 Brief and debrief all Medical Team members as required based on the response activities.
  - 3.2.2.2 Ensure the safety of the Medical Team. Evaluate scene safety and locate the triage area accordingly.
- 3.2.3 Ensure continued communication with the OSC.
- 3.2.4 Be a liaison between the NETL OSC and EOC Coordinator and the offsite emergency medical responders.
  - 3.2.4.1 As offsite assistance arrives, advise them of the condition of each patient being prepared for transport.
  - 3.2.4.2 Keep Human Resources Representatives informed of each victim's status.
- 3.2.5 If there is contamination, or a possibility of contamination with a hazardous substance, coordinate with:
  - 3.2.5.1 HAZMAT/Rescue Coordinator, who directs the decontamination (DECON) team.
  - 3.2.5.2 Safety Officer to identify the hazards.
  - 3.2.5.3 The Environmental Engineer for proper decontamination of the victim in preparation for emergency medical treatment and transfer to a hospital.
  - 3.2.5.4 Offsite emergency responders for specific handling of victim, including briefing of medical and chemical information.

## PROCEDURE 13 -- NETL MEDICAL COORDINATOR

3.2.6 Provide medical support to HAZMAT/Rescue personnel or other ERO members.

3.2.6.1 Assist in monitoring and treating HAZMAT/Rescue Team members who are subject to the effects of heat exhaustion, injury, and contamination.

3.2.6.2 Coordinate with the OSC, HAZMAT/Rescue Coordinator, and Technical Advisors as required.

3.2.6.3 Coordinate with offsite medical resources as required.

3.2.6.4 Reassign onsite Medical Team members as required.

3.2.7 When the Emergency Director officially terminates the event, go to the Recovery phase.

#### 4.0 RECOVERY/REENTRY

4.1 Coordinate the Medical Team's efforts while assisting in the recovery and reentry efforts as requested by the Emergency Director.

4.2 Advise recovery personnel in the cleanup of bodily fluids (potential bloodborne pathogens material).

4.3 Ensure that the medical condition of all emergency responders is evaluated to ensure they have not been adversely affected by the response effort. Ensure that these actions are documented. As needed, ensure emergency personnel receive medical treatment.

4.4 Assist Occupational Health Unit (OHU) in documenting exposure histories of personnel so that they may be entered into a health monitoring program

4.5 Coordinate all rehabilitation efforts and critical incident stress debriefings.

4.6 Collect all documents generated by Medical Team members during the event, organize them, and give them to the EOC Coordinator.

4.7 Debrief with the OSC to identify any problems encountered during the event and propose needed changes.

## PROCEDURE 14 -- NETL MEDICAL TEAM

### 1.0 OVERVIEW

The NETL Medical Team follows this Procedure of general actions if an emergency occurs during working hours at the NETL facility. Specific actions taken by the NETL Medical Team will vary based on the type of emergency. The NETL Medical Team is directed by the Medical Coordinator, who reports directly to, and receives direction from, the On-Scene Commander (OSC). The NETL Medical Team includes the Medical Coordinator, physicians, medical technicians, site nurses, and other qualified personnel who provide First Aid to injured and ill personnel. The primary responsibilities of the NETL Medical Team are to:

- 1.1 Provide First Aid after identifying the type of injury sustained and determining the treatment needed (i.e., exposure - weather or chemical, broken bones, cuts, shock, etc.).
- 1.2 Establish a triage area.
- 1.3 Prioritize patients for offsite transport.
- 1.4 Provide medical support to the Emergency Response Organization (ERO) personnel.
- 1.5 Monitor the medical status of the ERO.

The Medical Team responds to the Scene of emergencies and provides emergency care until offsite medical assistance arrives. In addition, the NETL Medical Team responds to multiple injury/illness disasters and establishes a triage and/or medical response area that is used to provide emergency care and to ready victims for offsite transportation.

**NOTE:** A medical facility and staff are maintained onsite during normal working hours. The medical facility may also be open at other times, such as those when high-risk operations are being performed. It is the medical staff's job to provide routine care for common injuries.

### 2.0 NOTIFICATION/EVALUATION/ACTIVATION

The facility medical staff is notified of an emergency at the same time as Security if this notification is made through the emergency phone system. After normal working hours, Security calls the medical staff in and/or calls for offsite medical assistance if required. If the Medical Team is called in during an after normal working hours emergency, the Medical Team members should report to NETL, obtain the necessary response equipment, proceed to the Incident Command Post (ICP), and begin response activities.

### 3.0 EMERGENCY RESPONSE

NETL Medical Team personnel provide emergency care at the Scene. **Major** injuries have in the past been transported to offsite treatment areas.

The Medical Team will not enter a Hazard Zone (e.g., an area where there has been a chemical spill). The Medical Team will provide necessary emergency medical care without endangering their own personal health and safety.

### 3.1 Immediate Actions

At the ICP, the NETL Medical Team members will take direction from the Medical Coordinator to:

**NOTE:** The service provided by the Medical Team is limited to the professional qualifications of the attending personnel and the availability of equipment and facilities.

- 3.1.1 Provide First Aid after identifying the type of injury sustained and determining the treatment needed (i.e., exposure - weather or chemical, broken bones, cuts, shock, etc.).
- 3.1.2 If the incident involves more than one person and offsite response is required, the Medical Team will also provide triage services as follows:
  - 3.1.2.1 Establish a triage area approved by the OSC where adequate space is available to provide emergency treatment and to prepare patients for offsite transportation. This area must be accessible to stretchers and ambulances, be sheltered, and be safe from the hazard.
  - 3.1.2.2 Prioritize patients for offsite transport.
- 3.1.3 Notify the Medical Coordinator if additional personnel are needed to provide First Aid and/or triage onsite support. If designated to do so, call out additional resources.

### 3.2 Ongoing Actions

- 3.2.1 Provide medical support to the ERO personnel.
  - 3.2.1.1 Advise HAZMAT/Rescue Team members on the appropriate emergency care of personnel during the search and rescue operations.
- 3.2.2 If the Medical Team determines that additional offsite resources are required, the Medical Coordinator will notify Security through the OSC to call in those resources.
- 3.2.3 Monitor the medical status of the ERO members.
  - 3.2.3.1 Monitor all responders during the emergency to ensure they are not showing signs of chemical exposure, heat stress, exhaustion, etc. If any adverse health conditions are noted in any of the responders, notify the HAZMAT/Rescue Coordinator and the OSC that he/she is no longer available to assist in the response effort.

- 3.3 When the Emergency Director terminates the event, go to the Recovery phase.

#### 4.0 RECOVERY/REENTRY

- 4.1 Take direction from the Medical Coordinator to:
  - 4.1.1 Assist in the recovery and reentry efforts as requested by the Emergency Director.
  - 4.1.2 Advise recovery personnel in the cleanup of bodily fluids (potential blood borne pathogens material).
  - 4.1.3 Evaluate the medical condition of all emergency responders to ensure they have not been adversely affected by the response effort. Document these evaluations. As needed, ensure personnel receive medical treatment.
- 4.2 Collect all documents generated by the Medical Team members during the event and give them to the Medical Coordinator to relay to the ERPM.
- 4.3 Debrief with the Medical Coordinator and the OSC to identify any problems encountered during the event and to suggest needed improvements.

## PROCEDURE 15 -- NETL HAZMAT/RESCUE COORDINATOR

**PROCEDURE 15 -- NETL HAZMAT/RESCUE COORDINATOR****1.0 OVERVIEW**

The NETL HAZMAT/Rescue Coordinator follows this Procedure during an emergency at the NETL facility. The HAZMAT/Rescue Coordinator is the field director of the HAZMAT/Rescue Team, which consists of people who are equipped and trained to respond to missions involving hazardous materials and/or rescue of personnel. Primary duties of the HAZMAT/Rescue Coordinator are to:

- 1.1 Ensure the hazard zone has been established and marked.
- 1.2 Ensure the HAZMAT/Rescue Team equipment is operational and is brought to the Scene immediately.
- 1.3 Establish a Staging Area where determined by the On-Scene Commander (OSC) for the HAZMAT/Rescue Team.
- 1.4 Receive the HAZMAT/Rescue Team mission, priorities, and the preliminary *Corrective Action Plan* from the OSC.
- 1.5 Assign specific duties to each HAZMAT/Rescue Team member and ensure that staffing is adequate to ensure safety.
- 1.6 Coordinate operations with Medical Team and offsite rescue teams.
- 1.7 Brief the HAZMAT/Rescue Team prior to a mission and ensure that all elements, including the Entry Team, the Backup Team, and the Decontamination (DECON) Team, are properly prepared.
- 1.8 Direct the Entry Team(s) in the course of the mission.
- 1.9 Ensure all safety precautions are taken for HAZMAT/Rescue Team members.
- 1.10 Debrief the HAZMAT/Rescue Team elements after a mission.

The HAZMAT/Rescue Coordinator receives direction from the OSC in terms of command and control. Technical Advisors help to ensure that equipment and protective clothing are functioning properly, are sufficient for the incident, and are properly used. The HAZMAT/Rescue Coordinator directs the actions of the HAZMAT/Rescue Team members.

The HAZMAT/Rescue Coordinator consults with Technical Advisors in the Emergency Operations Center (EOC) or on the Scene to determine proper strategies and choices for decontamination, personal protective equipment, and recovery operations.

## 2.0 NOTIFICATION/EVALUATION/ACTIVATION

The following are actions taken generally from initial notification prior to arrival at the Incident Command Post (ICP).

- 2.1 If initial notification is a command to evacuate the building in which you are located:
  - 2.1.1 Contact or report to the nearest Security Post for information and to determine reporting status from the Security Dispatcher.
  - 2.1.2 If not needed at the Scene, report to assigned assembly area and Fire Warden.
  - 2.1.3 If the Scene Emergency Response Team (SERT) is activated, report to the ICP.
- 2.2 If called out by Security or the OSC and the building in which you are located is not being evacuated:
  - 2.2.1 Determine from the caller the location of the event, the nature of the event, the wind direction, and the size and location of the Hazard Zone. If it is a hazardous materials spill, if possible, determine the identity of the hazardous material(s) and what quantities are present or involved and what personal protective equipment (PPE) is required.
  - 2.2.2 If the HAZMAT/Rescue Team or associated Technical Advisors are needed, request that Security call them out immediately.
  - 2.2.3 Ensure that the HAZMAT trailer, the decontamination (DECON) skid, spill kits, and any other necessary HAZMAT items are delivered to the Scene immediately.
  - 2.2.4 Report to the Scene.

## 3.0 EMERGENCY RESPONSE

Take the following actions, as appropriate.

### 3.1 Immediate Actions

- 3.1.1 On arrival at the ICP, contact the OSC and get a briefing on the situation.
  - 3.1.1.1 Receive the mission and the preliminary *Corrective Action Plan* for the HAZMAT/Rescue Team from the OSC.
  - 3.1.1.2 Establish a working *Corrective Action Plan* (containment, clean up, mitigation, etc.), advise the OSC of it, and request Safety Officer concurrence and OSC approval to proceed.

## PROCEDURE 15 -- NETL HAZMAT/RESCUE COORDINATOR

- 3.1.2 Upon receiving OSC approval of the Corrective Action Plan and an OSC request for HAZMAT/Rescue Entry Team, implement the plan and request for action.
- 3.1.3 Establish a HAZMAT/Rescue Staging Area in the location determined by the OSC.
  - 3.1.3.1 Ensure that the staging area meets the following criteria: Outside the Hazard Zone (not optional); near the ICP; in shelter from the elements; and with a water supply.
- 3.1.4 Ensure the HAZMAT/Rescue Team is properly staffed and equipped.
  - 3.1.4.1 Check with Security to be sure that all necessary personnel have been notified and are responding.
  - 3.1.4.2 Coordinate with Safety Officer and Technical Advisors to identify the hazardous materials involved and ensure that PPE levels, decontamination methods, and contamination control measures (i.e., hot zone, warm zone, etc.) required for team members have been determined. Confirm this determination with the OSC.
  - 3.1.4.3 As HAZMAT/Rescue Team members arrive, assess available resources. How many people are available? What is their experience level? What is their capability level?
  - 3.1.4.4 If at any time additional HAZMAT/Rescue Team members are needed, notify the OSC and ensure that Security calls them out.
  - 3.1.4.5 Enforce accountability practices for the HAZMAT/Rescue Team using the tag switch or by noting names of entrants.
- 3.1.5 Assign specific duties to each HAZMAT/Rescue Team member and ensure that staffing is adequate to ensure safety. Assign sub-teams being sure to use the “buddy system.” Designate a Team Leader for each team. Consider the need for each of the following sub-teams.
  - 3.1.5.1 Entry Team. The team that enters a toxic or hazardous area to stop and/or contain HAZMAT releases and spills, clean up HAZMAT spills, or to rescue personnel depending of its mission.
  - 3.1.5.2 Backup Team. For each team that enters a toxic or hazardous area, a backup team must be available and ready to assist.
  - 3.1.5.3 Environmental Monitoring Team. This team performs air, soil, and sediment and water sampling in and around the emergency area as required. Sampling areas may include onsite and offsite locations, depending on the severity of the incident.

## PROCEDURE 15 -- NETL HAZMAT/RESCUE COORDINATOR

- 3.1.5.4 DECON Team. This team is in charge of contamination control through decontamination of all personnel and reusable equipment.
- 3.1.5.5 Gas Alarm Team (PGH Only). This team responds to all gas alarms to (1) verify that the gas detection system is operating properly; (2) acknowledge a gas release; (3) when feasible, secure the source; (4) survey the area surrounding the gas release; and (5) document the gas alarm. The Gas Alarm Team measures the concentration of gases in the alarm area and determines what protective actions (e.g., exhaust area, stop gas leak, etc.) are required. The team is equipped with instrumentation to measure oxygen level, explosive level, and toxicity of the gases they may encounter. Generally, the team will, at a minimum, verify the concentration measured by the fixed gas monitoring systems.
- 3.1.5.6 Equipment Team. This is the team that helps the Entry, Backup and Rescue Teams suit up. Each person suiting up should have a helper/dresser.
- 3.1.6 Ensure arrival of the HAZMAT trailer, DECON equipment, and other needed HAZMAT items. Assign HAZMAT/Rescue Team members to oversee or get the equipment.

**NOTE:** Do not send HAZMAT/Rescue Team members or any other personnel through the Hazard Zone to retrieve HAZMAT/Rescue items.

- 3.1.7 Coordinate unloading the HAZMAT trailer when it arrives. Ensure that all required equipment is there and that it is in working order.

**NOTE:** If all the equipment necessary for the rescue is not in working order, DO NOT send any rescue personnel into the affected area.

- 3.1.8 Consult with the Safety Officer and Technical Advisors to get the level of PPE required for HAZMAT/Rescue Team members.
- 3.1.9 Have the Entry Team, Backup Team, and DECON Team suit up and sit in the Staging Area when ready.
- 3.1.10 Ensure DECON Team has set up the Decontamination Zone properly and the DECON Team Leader is in charge, as follows.
- 3.1.10.1 The Decontamination Zone should be upwind, beginning in the Hazard Zone and ending outside the Hazard Zone.
- 3.1.10.2 The DECON Team Leader has consulted with the Safety Officer and Technical Advisors on the chemicals involved and the proper DECON solutions to be used.
- 3.1.10.3 The DECON equipment and line are prepared to begin DECON procedures as necessary.

## PROCEDURE 15 -- NETL HAZMAT/RESCUE COORDINATOR

- 3.1.11 Ensure that all of the teams have adequate air supply on hand to complete the mission. (This is critical when the mission requires multiple entries.)
- 3.1.12 Ensure that the tools (ladders, wrenches, etc.) necessary to complete the mission are available.
- 3.1.13 Ensure that the Medical Team knows the expected extent of injuries and is standing by with required, chemical-specific, medical response equipment.
- 3.1.14 Brief, or ensure the assigned Team Leader briefs, the HAZMAT/Rescue Teams. Use *HAZMAT/Rescue Team Briefing Form and Guides*, Attachment 15-A, to do the following:
  - 3.1.14.1 Review route for entry and exit (on a facility map, if possible).
  - 3.1.14.2 Perform equipment check.
  - 3.1.14.3 Perform communications check.
  - 3.1.14.4 Identify hazards, indicate wind direction.
  - 3.1.14.5 Review any specific contamination control issues relative to the specific mission.
- 3.1.15 Conduct a final check to ensure that all of the necessary resources are available at the Staging Area before sending a HAZMAT/Rescue Team into the incident area.
  - 3.1.15.1 Check that the HAZMAT/Rescue Entry, Backup, and DECON Teams are prepared.
  - 3.1.15.2 Check that the Medical Team is prepared.
- 3.1.16 Direct the HAZMAT/Rescue Entry Team(s) in the course of the mission. Remain in constant communication.
  - 3.1.16.1 Continuously provide team members with any information they may need to safely perform their duties.
  - 3.1.16.2 If the team is using self-contained breathing apparatus (SCBA), monitor the elapsed time and the time remaining to ensure the team leaves the affected area before their air supply has been depleted.
  - 3.1.16.3 If a gas alarm is activated, determine the source of the alarm, secure all gas sources to the building, perform building monitoring, and determine the status of the area ventilation system.

## PROCEDURE 15 -- NETL HAZMAT/RESCUE COORDINATOR

3.1.16.4 Ensure team members stay within the bounds of the team mission of containment, clean up, rescue, etc. Perform no fire suppression outside the limited training provided to NETL personnel.

3.1.17 Debrief the HAZMAT/Rescue Team(s) after each entry and at the completion of the mission.

3.1.18 Isolate and decontaminate people who have been contaminated and people who are out of the Hazard Zone but have not been removed from the Scene yet.

3.1.18.1 During the decontamination, prepare a list of all personnel who are decontaminated. When the decontamination is complete, submit this list to the OSC.

### 3.2 Ongoing Actions

3.2.1 Repeat all actions above as required.

3.2.2 If additional NETL resources are required, ask the OSC to contact the EOC and arrange to get them.

3.2.3 If resources are not available onsite to accomplish the mission, advise the OSC to contact the local fire department or HAZMAT Team.

3.2.4 Ensure proper DECON on all victims prior to emergency medical treatment and transport to the hospital.

3.2.5 Ensure proper DECON on all Entry Team members when they exit the Hazard Zone.

3.2.6 Keep OSC informed of HAZMAT/Rescue Team's progress or problems.

3.2.7 Keep an ongoing effort to account for ERO members that enter and exit the scene and hazard zone.

### 3.3 Turnover of HAZMAT/Rescue Activity Control

3.3.1 When qualified, offsite emergency responders arrive at the Scene, relinquish control of the rescue activities to the offsite responders.

3.3.1.1 NETL HAZMAT/Rescue Coordinator and Team members will fall back to a support role and support the offsite personnel as needed.

3.3.1.2 Coordinate actions with offsite responders as appropriate.

3.3.2 When all missions are complete and the Emergency Director terminates the event, go to the Recovery phase.

## PROCEDURE 15 -- NETL HAZMAT/RESCUE COORDINATOR

**4.0 RECOVERY/REENTRY**

- 4.1 Ensure full decontamination of all affected personnel and reusable equipment.
- 4.2 Direct team to dismantle the DECON line and properly recover any hazardous waste for disposal.
- 4.3 Ensure that all HAZMAT/Rescue Team equipment and/or materials are returned to pre-event condition.
  - 4.3.1 Direct Technical Advisors or HAZMAT/Rescue Team personnel to clean and repack equipment.
  - 4.3.2 Ensure SCBA gear and face pieces are cleansed, refilled, and replaced.
  - 4.3.3 Ensure that supplies, materials, and equipment on the HAZMAT/Rescue trailer and DECON skid are replenished.
  - 4.3.4 Ensure HAZMAT/Rescue trailer and other equipment are returned to storage.
- 4.4 Debrief the HAZMAT/Rescue Teams, noting problems encountered and possible improvements.
- 4.5 Document the actions you took during the emergency if these were not finished during the response. Collect all mission-related documents, organize them, and give them to the ERPM.
- 4.6 Debrief with the OSC, suggesting possible improvements for problems encountered.

**Attachment 15-A -- HAZMAT/RESCUE TEAM BRIEFING FORM AND GUIDES**

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.

<b>TEAM BRIEFING FORM</b>			
Team Member's Name _____		Suit # _____	
TASK:			
Entry #1 _____			
Entry #2 _____			
Entry #3 _____			
Protection Level    Entry #1 _____    Entry #2 _____    Entry #3 _____			
Completed By _____			
Entry #1	Entry #2	Entry #3	
			Briefed on Task
			Warned of Hazards
			Tools Ready (instrumentation, spill, repair, etc.)
			Performed Radio Check
			Dressed Properly (appropriate level, gloves, boots, etc.)
			Tested Face Piece Seal
			Checked Air Cylinder Pressure (psi)
			Time Put on Air
			Suit Properly Sealed (zipped, no damage, etc.)
			Time Dispatched
			Safety Officer Concurrence
			On-Scene Commander Approval
			Time Returned
			Decontamination Conducted (primary, all steps, etc.)
			Medical Check Performed

## PROCEDURE 15 -- NETL HAZMAT/RESCUE COORDINATOR

**HAZMAT/RESCUE TEAM RESCUE GUIDE**

The HAZMAT/Rescue Team Leader shall:

1. Review the use of the Hazardous Environment Entry Guide listed below with other HAZMAT/Rescue personnel.
2. Act as the point of contact between the Entry Team and other SERT members.
3. Assist in team selection for required entries.
4. Ensure that the HAZMAT/Rescue Team Hazardous Environment Entry Guide is being followed.
5. Assign another HAZMAT/Rescue Team member to coordinate with the SERT if the Leader will be in an Entry Team

**HAZMAT/RESCUE TEAM HAZARDOUS ENVIRONMENT ENTRY GUIDE**

1. The Buddy System will be used for all entries. (Two entry - Two backup personnel for each entry.)
2. Each team will have a designated leader.
3. Each team will have a Team Leader who remains outside the Hazard Zone.
4. The Team Leader will assist teams in preparations.
5. A method of communications will be established prior to entry.
6. The HAZMAT/Rescue Team Briefing Form will be used to document entries.
7. The OSC will authorize and/or approve all entries.
8. Each team will be briefed just prior to entry.
9. The Team Leader will track the team during entry.

## PROCEDURE 16 -- NETL HAZMAT/RESCUE TEAM

### 1.0 OVERVIEW

The HAZMAT/Rescue Team follows this Procedure during an emergency involving hazardous materials (HAZMAT) at the NETL facility. The personnel on the hazardous materials specialty teams who respond to missions involving hazardous materials are specifically trained and equipped to perform rescues to save lives and prevent injury to personnel, as well as perform actions to protect the environment and NETL property. They perform rescue operations required prior to the arrival of offsite support organizations. The HAZMAT/Rescue Coordinator is the field director of the HAZMAT/Rescue Team. The primary responsibilities of the HAZMAT/Rescue Team are to:

- 1.1 Control the event that has caused the emergency.
  - 1.1.1 Stop and/or contain HAZMAT releases and spills.
  - 1.1.2 Clean up small HAZMAT spills.
  - 1.1.3 Decontaminate equipment and personnel.
- 1.2 Perform rescue of personnel, possibly in a HAZMAT environment.
- 1.3 Protect NETL personnel, as necessary.
- 1.4 Protect the environment at the NETL facility, as necessary.
- 1.5 Protect NETL property, as necessary.

HAZMAT/Rescue Team members comprising entry and backup teams are trained and qualified in self-contained breathing apparatus (SCBA) use and confined space rescue techniques. Within the HAZMAT/Rescue Team, there may be mission elements designated to be an Entry Team, a Backup Team, an Environmental Monitoring Team, a Decontamination (DECON) Team, and an Equipment (Dressers) Team. Based on the type of emergency, the specific actions taken by the elements of the HAZMAT/Rescue Team may be separate, overlap, or be combined. These procedures present the general actions that are to be followed in any emergency.

### 2.0 NOTIFICATION/EVALUATION/ACTIVATION

The On-Scene Commander (OSC) will activate the necessary elements of the HAZMAT/Rescue Team via the Security Dispatcher and request that Security dispatch the necessary HAZMAT items to the Scene immediately. In all cases, personnel will be advised of the nature of the event (fire, chemical spill, etc.), the location of the event, if there are any personnel who are trapped and require rescue, and if offsite resources have been requested.

### 3.0 EMERGENCY RESPONSE

When notified that there has been, or is the potential for, an emergency at the NETL facility, the HAZMAT/Rescue Team, led by the HAZMAT/Rescue Coordinator, will take the following actions, as appropriate, depending on the situation.

**NOTE:** HAZMAT/Rescue Team members should respond to each alarm in a safe manner bringing the appropriate personal protective equipment (PPE) to the Scene with them. No rescue personnel are to go into the affected area if any the equipment necessary for the rescue is defective or unavailable.

#### 3.1 Immediate Actions

##### 3.1.1 HAZMAT/Rescue Team

3.1.1.1 Control the event that has caused the emergency.

3.1.1.1.1 Stop and/or contain HAZMAT releases and spills.

3.1.1.1.2 Clean up small HAZMAT spills.

3.1.1.1.3 Decontaminate equipment and personnel.

3.1.1.2 Perform rescue of NETL and contractor personnel, possibly in a HAZMAT environment.

3.1.1.3 Protect NETL and contractor personnel, as necessary.

3.1.1.4 Protect the environment at the NETL facility, as necessary.

3.1.1.5 Protect NETL property, as necessary.

**NOTE:** The “buddy system” is to be used at all times during the response action. This means that two people qualified for respirator or SCBA usage (whichever is appropriate for the emergency situation) are required. For each team that enters a toxic or hazardous area, a backup team must be available and ready to assist; therefore, in order for anyone to enter the area, there must be at least four qualified personnel available (two to go in and two for backup). If they are not available, the OSC will request that the Security Dispatcher call more NETL personnel and/or request offsite HAZMAT assistance. HAZMAT/Rescue Team members must act to ensure their own safety by observing accountability protocols. Any team member may refuse duty that he/she deems to be too dangerous to be carried out as planned.

##### 3.1.2 HAZMAT/Rescue Coordinator

The HAZMAT/Rescue Coordinator is the field director of the HAZMAT/Rescue Team. Ensuring the safety of the HAZMAT/Rescue Team members through adequate staffing and properly functioning equipment, he/she implements the OSC-approved *Corrective Action*

## PROCEDURE 16 -- NETL HAZMAT/RESCUE TEAM

*Plan.* (Refer to the HAZMAT/ Rescue Coordinator Implementing Procedure for further information.)

### 3.1.3 HAZMAT/Rescue Team Coordinator or Team Leader If Designated

The HAZMAT/Rescue Team Leaders receive direction from the HAZMAT/Rescue Coordinator for the mission of their team. They will ensure the implementation of the *Corrective Action Plan* through the use of the *HAZMAT/Rescue Team Briefing Form*. The HAZMAT/Rescue Team Leaders will take the following actions:

- 3.1.3.1 Use a *HAZMAT/Rescue Team Briefing Form* to assign tasks, identify equipment needs, identify communications paths, etc., for each person sent into the Hazard Zone or away from the Staging Area.
- 3.1.3.2 Use the *HAZMAT/Rescue Team Briefing Form* to brief teams just prior to dispatch.
- 3.1.3.3 Use the *HAZMAT/Rescue Team Briefing Form* to account for individuals sent into the Hazard Zone.
- 3.1.3.4 Maintain constant communications with the Entry Team and the OSC. If communications with the Entry Team are lost, notify the OSC immediately.
- 3.1.3.5 Document team debriefings (including medical concerns) on the *HAZMAT/Rescue Team Briefing Form* when the Entry Team returns from the incident.

### 3.1.4 HAZMAT/Rescue Team Members

- 3.1.4.1 Report to the Incident Command Post (ICP), advise the HAZMAT/Rescue Coordinator of arrival, and obtain an update of the situation.
  - 3.1.4.1.1 Receive a statement of the mission and an assignment from the HAZMAT/Rescue Coordinator.
  - 3.1.4.1.2 Suit up in appropriate rescue gear and prepare the necessary equipment for use.
  - 3.1.4.1.3 As requested, consult with Team Leader and HAZMAT/Rescue Coordinator to establish a working *Corrective Action Plan*.
- 3.1.4.2 As the *Corrective Action Plan* is implemented, each member of a response team will:
  - 3.1.4.2.1 Maintain constant two-way radio contact with the Team Leader.

## PROCEDURE 16 -- NETL HAZMAT/RESCUE TEAM

- 3.1.4.2.2 Stay within the bounds of the team mission of containment, clean up, rescue, etc., performing no primary fire suppression unless it can be done with a fire extinguisher within your training protocol and without endangering yourself or others of your team and/or is necessary to effect the immediate rescue of injured or trapped personnel.
- 3.1.4.2.3 Advise Team Leader of changes in the conditions at the Scene and of the types of injuries encountered.

### 3.2 Ongoing Actions

- 3.2.1 Continue to implement the *Corrective Action Plan*. Repeat all actions above as required.
- 3.2.2 Ensure proper DECON of victims and Entry Team members.

### 3.3 Turnover of HAZMAT/Rescue Activity Control

- 3.3.1 The OSC and Emergency Director will determine if it is appropriate for scene control to be turned over to offsite response agencies (either due to fire, exhaustion of onsite resources, or crime scene protection).
- 3.3.2 NETL HAZMAT/Rescue may be needed in supporting tasks or in other activities.
- 3.3.3 Go to the recovery phase when the Emergency Director has terminated the event.

### 4.0 RECOVERY/REENTRY

The HAZMAT/Rescue Team will assist in the recovery and reentry efforts as requested by the Emergency Director and directed by the HAZMAT/Rescue Coordinator.

- 4.1 Perform full DECON of all personnel and reusable equipment.
- 4.2 Tear down DECON and recover any hazardous waste for proper disposal.
- 4.3 Return all HAZMAT/Rescue Team equipment and/or materials to pre-event condition.
  - 4.3.1 Clean and repack HAZMAT/Rescue Team equipment.
  - 4.3.2 Cleanse, refill, and replace SCBA gear and face pieces, as necessary.
  - 4.3.3 Replenish supplies and materials on the HAZMAT/Rescue trailer and DECON skid.
  - 4.3.4 Return HAZMAT/Rescue trailer and other equipment to storage.

## PROCEDURE 16 -- NETL HAZMAT/RESCUE TEAM

- 4.4 Collect all mission-related documents, organize them, and give them to the HAZMAT/Rescue Coordinator.
- 4.5 Debrief with the HAZMAT/Rescue Coordinator, noting problems encountered and possible improvements.
- 4.6 As necessary, the Gas Alarm Team will inspect and calibrate the gas analyzer to reestablish the accuracy of the alarm function and return the analyzer to service.
- 4.7 As necessary, the Gas Alarm Team will document the response and any actions taken by the Gas Alarm Team by completing the *Gas Monitor Response Record Sheet*.
- 4.8 As necessary, the HAZMAT Team will verify that all environmental levels of all chemicals involved in the incident have returned to background levels.
- 4.9 As necessary, the HAZMAT Team will perform all air, water, soil, sediment and/or vegetation sampling as required.

**Attachment 16-A -- HAZMAT/RESCUE TEAM BRIEFING FORM AND GUIDES**

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<b>TEAM BRIEFING FORM</b>			
Team Member's Name _____		Suit # _____	
TASK:			
Entry #1 _____			
Entry #2 _____			
Entry #3 _____			
Protection Level    Entry #1 _____    Entry #2 _____    Entry #3 _____			
Completed By _____			
Entry #1	Entry #2	Entry #3	
			Briefed on Task
			Warned of Hazards
			Tools Ready (instrumentation, spill, repair, etc.)
			Performed Radio Check
			Dressed Properly (appropriate level, gloves, boots, etc.)
			Tested Face Piece Seal
			Checked Air Cylinder Pressure (psi)
			Time Put on Air
			Suit Properly Sealed (zipped, no damage, etc.)
			Time Dispatched
			Safety Officer Concurrence
			On-Scene Commander Approval
			Time Returned
			Decontamination Conducted (primary, all steps, etc.)
			Medical Check Performed

**HAZMAT/RESCUE TEAM RESCUE GUIDE**

The HAZMAT/Rescue Team Leader shall:

1. Review the use of the Hazardous Environment Entry Guide listed below with other HAZMAT/Rescue personnel.
2. Act as the point of contact between the Entry Team and the HAZMAT/Rescue Coordinator.
3. Assist in team selection for required entries.
4. Ensure that the HAZMAT/Rescue Team Hazardous Environment Entry Guide is being followed.

**HAZMAT/RESCUE TEAM HAZARDOUS ENVIRONMENT ENTRY GUIDE**

1. The Buddy System will be used for all entries. (Two entry - Two backup personnel for each entry.)
2. Each team will have a designated leader.
3. The Team Leader will assist teams in preparations.
4. A method of communications will be established prior to entry.
5. Observe accountability protocols.
6. The OSC will authorize and/or approve all entries.
7. Each team will be briefed prior to entry.
8. HAZMAT/Rescue Coordinator or designee will track the team during entry.

## PROCEDURE 17 -- NETL CHIEF FIRE WARDENS

### 1.0 OVERVIEW

A Chief Fire Warden shall follow this Procedure during an emergency at the NETL facility. Each of the emergency evacuation zones at NETL has a Chief Fire Warden. Chief Fire Wardens are responsible for ensuring that all NETL personnel are accounted for in the event of an incident at NETL. The Chief Fire Wardens report personnel accountability information directly to the Security Team Coordinator during an emergency situation. Primary responsibilities of each Chief Fire Warden are to:

- 1.1 Supervise the Fire Wardens' response to emergency situations within Chief Fire Warden's designated zone.
- 1.2 Notify the Fire Wardens within Chief Fire Warden's designated zone to inform workers in assigned areas of the proper protective response.
- 1.3 Ensure that all NETL personnel are accounted for within Chief Fire Warden's assigned emergency evacuation zone.
- 1.4 Collect *Personnel Accountability Checklists* and reports of missing personnel from Fire Wardens and consolidate them.
- 1.5 Deliver the consolidated *Personnel Accountability Checklists* to the Security Team Coordinator within **45 minutes** of the beginning of the incident.

The Chief Fire Warden appoints an alternate Chief Fire Warden for his/her zone during an absence. If the Chief Fire Warden is not available at the time of an incident, a Fire Warden in the assigned zone takes over these functions.

These procedures present the general actions that are to be followed by the Chief Fire Warden in any emergency. (Attachment 17-A summarizes the basic duties of the Fire Warden. Attachment 17-B contains a blank *Supplemental Personnel Accountability Checklist* form and instructions for completing it.)

### 2.0 NOTIFICATION/EVALUATION/ACTIVATION

- 2.1 Properly notify the Fire Wardens within designated zone, giving a description of the incident, and directing proper protective response.
- 2.2 Ensure that all buildings within assigned zone are covered by a Fire Warden and are notified.
- 2.3 Assist in worker notification and with notification in other zones, if required, after assigned zone is cleared.

### 3.0 EMERGENCY RESPONSE

#### 3.1 Immediate Actions

##### 3.1.1 Notification

3.1.1.1 Notify the Fire Wardens within Chief Fire Warden's designated zone to inform workers in assigned areas of the proper protective response.

##### 3.1.2 Evacuation

If a hazardous incident occurs that requires evacuation (fire, gas leak, hazardous material spill, etc.):

3.1.2.1 Notify personnel in the immediate area that the hazard exists and to evacuate the facility. Ask them to tell other people to evacuate on the way out.

3.1.2.2 If the hazard is a fire and a pull station is available, pull the fire alarm.

3.1.2.3 Contact Security if possible.

##### 3.1.3 Protective Action

If notified by Security, the On-Scene Commander (OSC), or the Emergency Operations Center (EOC) Coordinator that protective action is required:

3.1.3.1 Ensure that the following information is known and is clearly understandable:

3.1.3.1.1 Type of event.

3.1.3.1.2 Point of origin.

3.1.3.1.3 Protective Action Recommendation (PAR).

3.1.3.1.4 Definition of the Hazard Zone. (Size, direction it extends, width, etc. If possible get building numbers for definition purposes.)

3.1.3.1.5 Route of egress.

3.1.3.1.6 If evacuation, assembly area to be used (primary or secondary).

3.1.3.2 Inform Fire Wardens of PAR and information about the event.

3.1.3.3 Supervise recommended action as long as reasonable.

## PROCEDURE 17 -- NETL CHIEF FIRE WARDENS

- 3.1.3.4 Notify Security if the situation in assigned area changes from the information provided, or if recommendations are not being followed.

### 3.1.4 Zone Evacuation

If a fire alarm sounds, or an evacuation of assigned area is called for, immediately begin zone evacuation.

- 3.1.4.1 Obtain Personnel *Accountability Checklists*, the supplemental form, pens and markers, and the Chief Fire Warden's identification.
- 3.1.4.2 Supervise the evacuation of assigned Chief Fire Warden's zone, assisting as needed. Troubleshoot Fire Warden activity, evacuation interruptions, problems, etc.
  - 3.1.4.2.1 As extra Fire Wardens become available to assist, assign them duties such as to notify workers, perform accountability, assist with traffic flow, etc.
- 3.1.4.3 Direct the Fire Wardens or others, as appropriate, in facility evacuation to:
  - 3.1.4.3.1 Notify personnel in each assigned area to evacuate to the assembly area. If the location of the hazard is known, start notification in the area closest to the hazard, or as close as personal safety permits. If the location of the hazard is not known, have the notifiers work towards the exit performing a "sweep."
  - 3.1.4.3.2 During the sweep, check bathrooms, storerooms, and other areas where people might not have been notified.
  - 3.1.4.3.3 After a Fire Warden confirms that notification in his/her assigned area has been completed, decide if that Fire Warden may assist other Fire Wardens based on personal risk and additional responsibilities.
  - 3.1.4.3.4 Confirm with Security that they are aware of the problem.
  - 3.1.4.3.5 Go to the assigned assembly area to perform personnel accountability.

### 3.1.5 Shelter in Place

- 3.1.5.1 If the incident requires that personnel Shelter in Place, notify all Fire Wardens in the affected buildings to ensure that they keep their personnel inside the building.
- 3.1.5.2 Maintain communications with Security.

## PROCEDURE 17 -- NETL CHIEF FIRE WARDENS

- 3.1.5.3 Determine if there are medical emergencies. Report all findings to Security or directly to the EOC Coordinator or OSC, as directed.
- 3.1.5.4 Relay to the Fire Wardens what protective actions they should take. These would include the following.
  - 3.1.5.4.1 Shut windows.
  - 3.1.5.4.2 Shut off heating, ventilation, and air conditioning (HVAC) systems. Request instructions or help from Maintenance in shutting down any HVAC systems or ask that technicians be dispatched to the building.
- 3.1.5.5 Perform personnel accountability at Shelter-in-Place location.

### 3.2 Personnel Accountability

- 3.2.1 Ensure that all NETL personnel are accounted for within Chief Fire Warden's assigned emergency evacuation zone. Accountability occurs at the assembly area or during the Shelter-in-Place situation.

**NOTE:** The Chief Fire Wardens must deliver the *Personnel Accountability Checklists* to the Security Team Leader within **45 minutes** of the beginning of the incident. Do not leave Shelter-in-Place location to deliver *Personnel Accountability Checklists* to Security. Use telephone service or e-mail to report.

- 3.2.2 Put on Chief Fire Warden's identification.
- 3.2.3 Direct the accountability process and assist as needed.
- 3.2.4 Check with Fire Wardens within assigned zone to ensure that:
  - 3.2.4.1 A Fire Warden is assigned for every occupied area in your Chief Fire Warden's zone.
  - 3.2.4.2 Each Fire Warden has a *Personnel Accountability Checklist* of the people in his/her assigned area(s).
  - 3.2.4.3 The Fire Wardens complete their area *Personnel Accountability Checklists* properly.
- 3.2.5 *Personnel Accountability Checklist*. For reference, a blank *Supplemental Personnel Accountability Checklist* and the Instructions for Completing the *Personnel Accountability Checklist* are included as Attachment A. A summary of actions for completing the checklists is included here for your convenience. **NOTE:** This Procedure will not have copies of the Personnel Accountability Checklist since these are generated based on current employee seating assignments and distributed periodically.

## PROCEDURE 17 -- NETL CHIEF FIRE WARDENS

- 3.2.5.1 Fire Wardens at the assigned assembly area or during Shelter in Place will call roll from their *Personnel Accountability Checklist* and check off the names of all people who report they are present.
- 3.2.5.2 Fire *Wardens* will add the names of evacuated people in their assigned assembly area who are not on list to the bottom of the *Personnel Accountability Checklist* and make appropriate notes.
- 3.2.5.3 When people finish reporting, the Fire Warden will circle each remaining name.
- 3.2.5.4 The Fire Warden will determine as quickly and thoroughly as the circumstances allow, if anyone in his/her area of responsibility knows the whereabouts of the people whose names are circled. As information is learned, it is written next to the circled name. The Fire Warden does not cross the name off.
- 3.2.5.5 The Fire Wardens submit the completed *Personnel Accountability Checklist* to his/her Chief Fire Warden for consolidation.
- 3.2.6 Consolidate the Fire Wardens' area lists into one Chief Fire Warden zone list as follows:
  - 3.2.6.1 Collect *Personnel Accounting Checklist* forms and reports of missing personnel from Fire Wardens in assigned zone.
  - 3.2.6.2 Take a Chief Fire Warden's consolidated zone *Personnel Accountability Checklists*, which shows each Fire Warden's area of responsibility and the prefilled names of all the people within assigned Chief Fire Warden zone. As each Fire Warden's *Personnel Accountability Checklist* is received, circle the names on assigned Chief Fire Warden's consolidated zone *Personnel Accountability Checklist* that are marked or circled on each Fire Warden's form. Copy all applicable notes. Add names that have been added to each Fire Warden's form along with any notes, also.
- 3.2.7 Deliver the Chief Fire Warden's consolidated zone *Personnel Accountability Checklist* to the Security Team Leader. Notify the Security Team Leader of any unaccounted-for personnel and of personnel that were in the evacuated area but not included on original lists.

### 3.3 Ongoing Actions

Throughout the incident, remain in the vicinity of the evacuated personnel and remain in contact with the individual Fire Wardens. Patrol the assigned assembly area to ensure personnel remain in the authorized assigned assembly area unless directed otherwise or permitted to leave. This is for their safety and the safety of their coworkers.

- 3.3.1 Maintain contact with Security.

## PROCEDURE 17 -- NETL CHIEF FIRE WARDENS

- 3.3.2 Ensure that no personnel reenter the evacuated building unless permission to reenter has been given by the OSC and announced by the OSC or his designee (usually a Security Officer).
- 3.3.3 Ask Security if the assistance of the Fire Wardens is needed by other ERO elements.
  - 3.3.3.1 Ask through Security if assistance is needed in other zones to complete evacuation and personnel accountability.
  - 3.3.3.2 When personnel accountability is complete, release Fire Wardens to assist in other ERO activities if they are needed.
- 3.3.4 If an incident escalates or the weather changes such that the evacuated personnel may be affected, obtain guidance from the OSC through Security as to where to relocate the evacuated personnel. Assist the individual Fire Wardens in relocating their personnel.
- 3.3.5 Report to the Security Team Leader all requests received from personnel wishing to leave NETL before the incident has been terminated. If the OSC is allowing people to leave the facility, notify personnel that they may leave. Note employee's name and the time he/she left.
- 3.3.6 As requested, escort personnel knowledgeable of the incident to the Incident Command Post.
- 3.3.7 Request a status report from Security at least every **30 minutes**. Check with Security to see if they need volunteers when a status report is requested or received.

#### 4.0 RECOVERY/REENTRY

- 4.1 When the Emergency Director terminates the event or Security releases workers to leave the assembly area, release any remaining Fire Wardens and follow directions provided by Security to the group.
- 4.2 Debrief the Fire Wardens assigned to your Zone noting process improvement suggestions or concerns, problems experienced, etc.
- 4.3 Debrief with the Security Team Leader and the OSC, noting process improvement suggestions or concerns, problems experienced, etc.
- 4.4 Collect and organize all Fire Warden documentation related to the emergency situation and submit it to the EOC Coordinator.

**Attachment 17-A -- BASIC DUTIES OF FIRE WARDENS**

1. Keep *Personnel Accountability Checklist* forms up to date, including notes about disabled personnel.
2. Determine the appropriate evacuation route (primary or secondary) if not specified by the Chief Fire Warden or Security.
3. Ensure Emergency Exits are accessible and safe.
4. Assist any disabled personnel in evacuating the area.
5. Perform a visual “sweep” of the area on the way to the assigned assembly area.
6. Perform Shelter in Place when ordered to do so.
7. During Shelter-in-Place event, put up signs; contact Maintenance to shut off all air conditioning/ventilation; ensure all windows are shut; and notify all personnel of the emergency situation. Collect Shelter-in-Place signs on receiving “all clear” notification.
8. Perform personnel accountability at the assigned assembly area or during a Shelter-in-Place situation.
9. Report results to a designated Chief Fire Warden or the Security Team Leader.
10. Control reentry.
11. Provide instructions to personnel on relocation and/or reentry.



## PROCEDURE 17 -- NETL CHIEF FIRE WARDENS

**INSTRUCTIONS FOR COMPLETING PERSONNEL ACCOUNTABILITY CHECKLIST**

This form will help you (1) keep track of new or temporary employees until their names appear on the computer generated accountability list; (2) account for visitors that may evacuate to your area; and (3) document any special needs of employees in your area.

1. FIRE WARDEN: Your name. The primary Fire Warden and each alternative should prepare an accountability list of his/her own.
2. DATE: The date of the evacuation.
3. LOCATION: The location of your area. For examples: Bldg. 58, 3rd Floor.
4. ASSEMBLY AREA: The assembly area your personnel move to. For example: for Bldg. 58 the primary assembly area is the main parking lot, R&D plateau. If conditions dictate that you go to an alternate assembly area (167 parking area), change the information on the form.
5. TIME OF INCIDENT: Enter the time the alarm sounds.
6. TIME LIST SUBMITTED: Enter the time you gave the list to the Chief Fire Warden (**NOTE: should be less than 45 minutes from the "time of incident"**), or deliver it to the Security Team Leader.
7. TOTAL PERSONNEL IN AREA: Enter the number of people who are permanently assigned to your evacuation area during the normal working hours. Include full and part-time personnel.
8. NAME:
9. LOCATION AND ORGANIZATION: List each person's office, lab, or other assigned work station and their organization.
10. PHONE: List each person's business phone number. If an individual has a pager, also list their pager number.
11. ASST. NEEDED: If an individual would require assistance in evacuating during an emergency check this box. (**NOTE: In the event of a fire, elevators will not be used.**) You also want to indicate the specific type of assistance required. **PREFILL.**
12. ACCT. FOR AND NOT ACCT. FOR: During an event, call role and place a check in the appropriate box, either accounted for or not accounted for.
13. # UNACCOUNTED-FOR: After you have called the role, if you have people who are not physically present and you do not know specifically where they are, they are considered as unaccounted-for. Enter the total number of these people. At the same time highlight their names on your list by using a highlighter, colored marker, or clearly circle the names so they stand out.

If you need more than one checklist for your area, please write in bold letters at the top of each page, **x** of **number of total pages**, and staple the pages in advance. Fill out the header information on **each** page.

## PROCEDURE 18 -- NETL FIRE WARDENS

### 1.0 OVERVIEW

A Fire Warden follows this Procedure during an emergency at the NETL facility. There are designated emergency zones. Each zone has a Chief Fire Warden with multiple Fire Wardens assigned to each Chief Fire Warden.

Fire Wardens, who report to a Chief Fire Warden, are a group of trained individuals whose job is to ensure that all personnel assigned to their area(s) evacuate to the assigned assembly area in the event of an emergency at NETL. A primary Fire Warden is identified for each area. Each Fire Warden will designate his/her Fire Warden duties to an alternate when he/she is not available. All Fire Wardens must be able to identify and account for all personnel from their respective work areas. Primary responsibilities of a Fire Warden are to:

- 1.1 Take direction from the Chief Fire Warden during emergency situations.
- 1.2 Notify the workers within their designated zone(s) or area(s) of an abnormal occurrence at NETL and the protective action they should take.
- 1.3 Ensure assigned areas are physically checked and cleared of people if it is safe to do so.
- 1.4 Ensure accountability for all workers in their assigned area(s).
- 1.5 Assist with notification and/or accountability in other areas, if required, after specific assignments have been completed.
- 1.6 Ensure that air handling systems are shut off in a Shelter in Place incident.
- 1.7 Ensure that personnel remain in the authorized area until other emergency instructions are issued or the "all clear" notification is given.
- 1.8 Maintenance of accountability check lists.

These procedures present the general actions that are to be followed by the Fire Warden in any emergency.

### 2.0 NOTIFICATION/EVALUATION/ACTIVATION

Typically, the Fire Warden will be activated by the sounding of an evacuation alarm (Pittsburgh) or Emergency Notification System (ENS Morgantown). If the evacuation is the result of a security incident, an escalation of an event in an adjoining facility, or a chemical release in a lab where the alarm is not apparent, notification may be received verbally, personally, by ENS (MGN) or by the phone.

### 3.0 EMERGENCY RESPONSE

#### 3.1 Immediate Actions

##### 3.1.1 Initial Direction

- 3.1.1.1 Take direction from the Chief Fire Warden about performing notifications and other emergency actions during emergency situations.

##### 3.1.2 Notification of Workers

- 3.1.2.1 Notify the workers within assigned zone(s) or area(s) of an abnormal occurrence at NETL and the protective action they should take.

##### 3.1.3 Facility or Zone Evacuation

If a fire alarm sounds, if you are instructed to evacuate, or if a hazard (fire, gas leak, hazardous material spill, etc.) is serious, immediately begin facility evacuation.

**NOTE:** Direct workers to their primary assembly area unless told to do otherwise. Select the appropriate evacuation route (primary or secondary), based on the information received during the notification to evacuate. Direct personnel to evacuate the Scene of the incident or areas where chemical exposure is possible.

- 3.1.3.1 If notified to evacuate due to an alarm, quickly survey the area to determine what is happening and if the incident is in the area.

- 3.1.3.2 If you are near the hazard, notify personnel within ear-shot to evacuate the facility. Ask them to pass the word on, as they evacuate to the designated assembly area. If the hazard is known, start notification in the area closest to the hazard, or as close as your personal safety permits. Never let the hazard get between you and the exit. If the location of the hazard is not known, perform a “sweep” as you work towards the exit. During the sweep, check bathrooms, storerooms, and other areas where people might not have been notified.

- 3.1.3.2.1 Notify Security if possible.

- 3.1.3.3 If instructed to evacuate by the Security Team or the On-Scene Commander (OSC), request information on the type and location of the incident; its point of origin; the designated assembly area; the size and location of the Hazard Zone; any specific evacuation instructions that have been established by the Emergency Operations Center (EOC), the best evacuation route; and the wind direction if the event is a chemical release.

- 3.1.3.4 Set in place the established evacuation plan to move personnel away from potential danger (if a chemical release, away from, and cross-wind or upwind of, the incident).

## PROCEDURE 18 -- NETL FIRE WARDENS

- 3.1.3.5 Notify key personnel to check to see that all Emergency Exits are clear and open, to attend any exits that are not to be used, and to activate the fire alarm, if necessary.
- 3.1.3.6 Identify and assist, or designate someone else to assist, any handicapped personnel in the evacuation area.
- 3.1.3.7 During the employee notification process, extra Fire Wardens may come to assist. The extra Fire Wardens may be asked to notify workers, perform accountability, assist with the handicapped or traffic flow, etc.
- 3.1.3.8 Ensure assigned area is physically checked and cleared of people if it is safe to do so.
- 3.1.3.9 Once the area has been swept, ensure Security is aware of the hazard or problem and that evacuation of your assigned area is complete.
- 3.1.3.10 Notify your Chief Fire Warden that notification and evacuation in your assigned area is complete. Note any problems.
- 3.1.3.11 After completing notification in your assigned area, you may assist other Fire Wardens. Base the decision on whether or not to assist other Fire Wardens on the following:
  - 3.1.3.11.1 Personal Risk. Do not increase your personal risk. In general, do not move towards the hazard, or away from the nearest exit.
  - 3.1.3.11.2 Your Chief Fire Warden's Instructions. Always follow your Chief Fire Warden's instructions, as long as the instructions do not put you at personal risk.
  - 3.1.3.11.3 Additional Responsibilities. You may have responsibilities after notification, such as personnel accountability, which may be more important than assisting other Fire Wardens.
- 3.1.3.12 Put on Fire Warden identification. Collect personal protective equipment, pens and markers, and your *Personnel Accountability Checklists*. (Attachment 18-B is a copy of the *Supplemental Personnel Accountability Checklist* and instructions for completing it.) **NOTE:** This Procedure will not have copies of the *Personnel Accountability Checklist* since these are generated based on current employee seating assignments and distributed periodically.
- 3.1.3.13 Go to assigned assembly area to conduct personnel accountability.

**WARNING:** Once you exit the building, or if you are not in the building at the time of evacuation notification, do not reenter the building unless authorized by the OSC.

### 3.1.4 Shelter in Place

- 3.1.4.1 When notified to Shelter in Place, immediately place pre-printed signs on all exits that read, “Emergency, Emergency, Emergency. Hazardous condition exists outside. Do not exit the building under any circumstances!!! Return to your work station and await further instructions.”
- 3.1.4.2 Notify all personnel in the area to stay in the building, to close and stay away from all windows, and to turn off any ventilation systems that might bring outside air into the building.
- 3.1.4.3 Ensure that air handling systems are shut off in a Shelter in Place incident. Contact Maintenance and request that the heating, ventilation, and air conditioning (HVAC) systems be shut down. Survey the area to ensure all windows are shut and ensure that all personnel have been advised of the emergency.

**NOTE:** It is the Fire Warden’s responsibility to ensure that the HVAC systems have been shut off. If the hazard prevents HVAC technicians from coming to your area, you will need to call Security to ask the Dispatcher to request shut-down instructions from an HVAC technician if you can’t reach a technician by normal communication channels.

- 3.1.4.4 Notify the Chief Fire Warden when Shelter in Place is accomplished. Hold all personnel in place and await further instructions.
- 3.1.4.5 Perform personnel accountability at Shelter in Place location.
- 3.1.4.6 Ensure that personnel remain in the authorized area until other emergency instructions are issued or the “all clear” notification is given.

## 3.2 Personnel Accountability

- 3.2.1 Ensure accountability for all workers in your assigned area(s). You are sent listings of people with permanent offices in your zone and must bring these with you to the assembly area. Accountability occurs at the assembly area or at the Shelter in Place location.
  - 3.2.1.1 If evacuating, meet personnel from the evacuation area at the assigned assembly area. Each group from the evacuated area is to have a predesignated meeting station at the assigned assembly area.
  - 3.2.1.2 If Shelter in Place, go from group to group within the building.
  - 3.2.1.3 Call out the names from your *Personnel Accountability Checklist* (Attachment B is a supplemental form to list changes, visitors and any special instructions) and check off each name as people respond.
  - 3.2.1.4 Circle and highlight the name of any person on the *Personnel Accountability Checklist* whose location cannot be determined. Attempt to determine the

location of personnel from your group who are not at the assigned assembly area. If you get information, jot the information down next to the circled name; do not cross the name off. Do not guess. If the location of an individual is not definitely known, the person should be identified as unaccounted-for.

- 3.2.1.5 Identify any personnel at the assigned assembly area who are not from the evacuation area. Add their names to the checklist, add relative notes, and check them off.

**NOTE:** All employees must be accounted for within **30 minutes** (not to exceed **45 minutes**) from the time the evacuation was ordered.

- 3.2.2 Submit your area's *Personnel Accountability Checklist* to the Chief Fire Warden. If the Chief Fire Warden is unavailable, submit the Checklist to the Security Team Leader.
- 3.2.3 Ensure that personnel remain in the authorized area until other emergency instructions are issued or the "all clear" notification is given.

### 3.3 Ongoing Actions

- 3.3.1 Ensure that no personnel reenter the evacuated building/area unless permission to reenter has been given by the OSC.
- 3.3.2 After completing personnel accountability in your assigned area, you may assist other Fire Wardens. Base the decision on whether or not to assist other Fire Wardens on personal risk, your Chief Fire Warden's instructions, and any additional responsibilities you may have.
- 3.3.3 Maintain contact with the OSC through the Chief Fire Warden and the Security Team Leader to obtain instructions about relocating the evacuees and/or reentering the evacuated building/area. Relay these instructions to the evacuated personnel as you receive them.

### 4.0 RECOVERY/REENTRY

- 4.1 When in the assigned assembly area and the "all clear" notification is given, tell the people who reported to you that they may leave. If they start to leave the assembly area prior to the "all clear" announcement, loudly and firmly tell them to wait; immediately verify whether or not the "all clear" signal has been given, and relay this information to them.
- 4.2 When a Shelter in Place situation receives the "all clear" notification, relay this information. Collect and store all Shelter in Place signs previously placed at building exits, as necessary.
- 4.3 Assist in the recovery and reentry operations as requested by the Emergency Director through the Chief Fire Warden and the Security Team Leader.
- 4.4 Debrief with your Chief Fire Warden noting any process improvement suggestions or concerns.

**Attachment 18-A -- BASIC DUTIES OF FIRE WARDENS**

1. Keep *Personnel Accountability Checklist* forms up to date, including notes about disabled personnel.
2. Determine *the* appropriate evacuation route (primary or secondary) if not specified by the Chief Fire Warden or Security.
3. Ensure Emergency Exits are accessible and safe.
4. Assist any disabled personnel in evacuating the area.
5. Perform a visual “sweep” of the area on the way to the assigned assembly area.
6. Perform Shelter in Place when ordered to do so.
7. During Shelter in Place event, put up signs; contact Maintenance to shut off all air conditioning/ventilation; ensure all windows are shut; and notify all personnel of the emergency situation. Collect Shelter in Place signs on receiving “all clear” notification.
8. Perform personnel accountability at the assigned assembly area or during a Shelter in Place situation.
9. Report results to a designated Chief Fire Warden or the Security Team Leader.
10. Control reentry.
11. Provide instructions to personnel on relocation and/or reentry.



### INSTRUCTIONS FOR COMPLETING SUPPLEMENTAL PERSONNEL ACCOUNTABILITY CHECKLIST

This form will help you (1) keep track of new or temporary employees until their names appear on the computer generated accountability list; (2) account for visitors that may evacuate to your area; and (3) document any special needs of employees in your area.

1. FIRE WARDEN: Your name. The primary Fire Warden and each alternative should prepare an accountability list of his/her own.
2. DATE: The date of the evacuation.
3. LOCATION: The location of your area. For examples: Bldg. 58, 3rd Floor.
4. ASSEMBLY AREA: The assembly area your personnel move to. For example: for Bldg. 58 the primary assembly area is the main parking lot, R&D plateau. If conditions dictate that you go to an alternate assembly area (167 parking area), change the information on the form.
5. TIME OF INCIDENT: Enter the time the alarm sounds.
6. TIME LIST SUBMITTED: Enter the time you gave the list to the Chief Fire Warden (**NOTE: should be less than 45 minutes from the "time of incident"**), or deliver it to the Security Team Leader.
7. TOTAL PERSONNEL IN AREA: Enter the number of people who are permanently assigned to your evacuation area during the normal working hours. Include full and part-time personnel.
8. NAME:
9. LOCATION AND ORGANIZATION: List each person's office, lab, or other assigned work station and their organization.
10. PHONE: List each person's business phone number. If an individual has a pager, also list their pager number.
11. ASST. NEEDED: If an individual would require assistance in evacuating during an emergency check this box. (**NOTE: In the event of a fire, elevators will not be used.**) You also want to indicate the specific type of assistance required. **PREFILL.**
12. ACCT. FOR AND NOT ACCT. FOR: During an event, call role and place a check in the appropriate box, either accounted for or not accounted for.
13. # UNACCOUNTED-FOR: After you have called the role, if you have people who are not physically present and you do not know specifically where they are, they are considered as unaccounted-for. Enter the total number of these people. At the same time highlight their names on your list by using a highlighter, colored marker, or clearly circle the names so they stand out.

If you need more than one checklist for your area, please write in bold letters at the top of each page, **x** of **number of total pages**, and staple the pages in advance. Fill out the header information on **each** page.

## PROCEDURE 19 -- NETL TECHNICAL ADVISORS

### 1.0 OVERVIEW

The Technical Advisors follow this Procedure during an emergency at the NETL facility. The Management Emergency Response Team (MERT) includes several technical advisors, each with special skills and/or knowledge needed to support incident operations. The technical advisors evaluate the technical aspects of problems and situations arising from the emergency and support the Emergency Response Organization (ERO) as requested. They report directly to the Emergency Operations Center (EOC) Coordinator when assigned to the EOC; at the Scene they report to the On-Scene Commander (OSC) if they are reassigned to the Scene Emergency Response Team (SERT).

Based on the type of emergency, the specific actions taken by a Technical Advisor may vary. These procedures present the general duties and actions that are to be followed in any emergency.

#### 1.1 The Projects Coordinator's primary duties are to:

- 1.1.1 Determine the technicians, engineers, and project managers needed to provide information to the SERT members for an effective and safe response to mitigate adverse consequences of the event.
- 1.1.2 Call out and direct the activities of those people.
- 1.1.3 Provide project-specific information on existing or potential hazards resulting from projects at the scene of the emergency and methods of mitigating or eliminating adverse consequences.

#### 1.2 The Maintenance Supervisor's primary duties are to:

- 1.2.1 Provide to the SERT technical knowledge of buildings and utilities to help contain, mitigate, and recover from actual or potential emergencies.
- 1.2.2 Provide physical resources required by the SERT (for example, portable generators, lifts, tools, etc.).
- 1.2.3 Organize and assign duties to maintenance technicians who are called to assist the SERT.

#### 1.3 The Environmental Engineer/Industrial Hygienist's primary duties are to:

- 1.3.1 Determine the type and quantity of materials involved and the type of support required for an appropriate HAZMAT response.
- 1.3.2 Determine potential environmental consequences and the methods required to mitigate those consequences.
- 1.3.3 Assist the Safety Officer in determining potential health risks onsite, offsite, and to emergency personnel.

- 1.3.4 Ensure that personnel entering a hazardous materials environment are adequately protected (personal protective equipment, monitors, stay time).
- 1.3.5 Assist in coordinating offsite response resources.
- 1.3.6 Assist in health assessment and recommend decontamination procedures.
- 1.3.7 Assist in establishing contamination control and decontamination methods for emergency personnel.
- 1.3.8 Determine and ensure correct reporting as required (National Response Center, State Office of Emergency Services).
- 1.3.9 Assist in determining the time required for safe reentry.
- 1.3.10 Assist in recovery operations.
- 1.3.11 Maintain log of actions taken.

1.4 The Environment, Safety, and Health (ES&H) Advisor's primary duties include the following:

**NOTE:** These duties may be shared with the Industrial Hygienist if the Industrial Hygienist has been asked to report to the EOC.

- 1.4.1 Assist in determining existing or potential dangers to health or property that would result from hazardous chemicals that have been or may be released at the NETL site.
- 1.4.2 Assist in assessing dangers, both existing and potential, to the environment, health, and safety of NETL employees, emergency response personnel, and the public.
- 1.4.3 Help determine the scope and degree of risk to NETL workers, emergency response personnel, and the general public.
- 1.4.4 Help determine the proper Protective Action Recommendations (PARs) for workers, emergency response personnel, and the general public.
- 1.4.5 Help determine what actions must be taken to control, contain, or mitigate the release of hazardous materials and to track injuries and exposures.
- 1.4.6 Perform plume modeling to plot and quantify risk in the hazard area and to define a safe protective action zone.
- 1.4.7 Use the data in computer programs to determine the Hazard Zone after receiving empirical data on the concentration of hazardous chemicals in the environment from the Environmental Monitoring Team.

- 1.4.8 Provide any technical information requested by the OSC and maintain close communication with other Technical Advisors in the EOC and at the Scene.
- 1.4.9 Determine whether or not the release was of sufficient quantity to warrant reporting to local, State, and/or Federal agencies based on the monitoring data and ensure the EOC Coordinator makes the appropriate notifications.

## **2.0 NOTIFICATION/EVALUATION/ACTIVATION**

When notified, the Technical Advisors gather position-specific needs and supplies and report to the EOC. Thereafter, the following actions are to be completed.

## **3.0 EOC EMERGENCY RESPONSE ACTIONS**

### **3.1 Immediate Actions**

- 3.1.1 Sign in at the EOC, inform the EOC Coordinator, and receive a briefing.
- 3.1.2 Determine the nature (e.g., fire, spill) and the location of the event.
  - 3.1.2.1 Request current information.
  - 3.1.2.2 Review the EOC Status Boards.
  - 3.1.2.3 Review any messages received in the EOC.
- 3.1.3 Start an *ERO Position Log* of important information (events, decisions, communications, problems). Keep this log current.
- 3.1.4 Coordinate efforts with other Technical Advisors in the EOC.
- 3.1.5 Gather any technical resources needed for the given situation (e.g., manuals, drawings, inventories).

### **3.2 Ongoing Actions**

- 3.2.1 Receive periodic situation briefings from the EOC Coordinator or his/her designee and review the status board for information.
- 3.2.2 Collect, compile, and review technical information, as needed, to assist the EOC Coordinator in evaluating and/or solving technical problems such as:
  - 3.2.2.1 Risks due to chemical reactions.
  - 3.2.2.2 Building structural problems.

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- 3.2.2.3 Work or experiments in progress at or near the Scene of an emergency.
- 3.2.2.4 How to contain, control, or mitigate the risk to health or property.
- 3.2.2.5 Possible effects on NETL areas away from the Scene and whether actions should be taken to prevent further consequences.
- 3.2.2.6 Development of priorities of emergency response actions.
- 3.2.3 Review draft news releases to ensure that they are technically correct and provide the correct information to the Public Information Officer if needed.
- 3.2.4 Log significant events on the *ERO Position Log*.

### 3.3 Specific Technical Advisor Ongoing Actions

- 3.3.1 The ES&H Advisor has the primary responsibility to:
  - 3.3.1.1 Obtain as much information as possible on releases or possible releases of hazardous materials. Determine the nature of the event, the wind direction, and the size of the Hazard Zone from the EOC Coordinator.
  - 3.3.1.2 Review reference material in the EOC Library to gather information on chemicals involved in the incident. Some recommended sources are the Chemical Inventory, the DOT Emergency Response Guidebook, the Dose Projection Modeling Computer Program Disk, the Handbook of Chemical Hazard Analysis Procedures, the NIOSH Pocket Guide to Chemical Hazards, 40 CFR Parts 300-399, and Material Safety Data Sheets.
  - 3.3.1.3 Provide the EOC Coordinator with Material Safety Data Sheets for all materials in the affected building(s) and/or area(s).
  - 3.3.1.4 If a release of hazardous material is in progress, or there has been a release, immediately perform the following:
    - 3.3.1.4.1 If time permits, use the plume model computer program to calculate the proper evacuation area.
    - 3.3.1.4.2 If time does NOT permit use of the computer program immediately, perform the following:
      - 3.3.1.4.2.1 Use the ERPGs, or *Emergency Response Guidebook*, or PAGs, *Protective Action Guide*, to determine a default evacuation area.
      - 3.3.1.4.2.2 As soon as possible, use the plume model computer program to calculate a more accurate evacuation area.

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- 3.3.1.4.3 Determine proper offsite PARs.
- 3.3.1.4.4 Check with the EOC Coordinator or the OSC to determine what, if any, PARs were given to offsite authorities. If the proper PAR has not been given offsite, give the proper PAR information to the EOC Coordinator to relay.
- 3.3.1.4.5 Verify through the EOC Coordinator or the OSC that proper onsite protective actions are taken. Consider the need for site evacuation.
- 3.3.1.4.6 Inform the EOC Coordinator of any conflicts between your recommended protective actions and actual actions taken at the Scene.
- 3.3.1.5 Review current Chemical Inventory and inform the OSC and Safety Officer of hazardous materials in the affected areas.
- 3.3.1.6 Provide technical answers on hazardous materials and safety questions asked by SERT members.
- 3.3.1.7 If requested, provide guidance (stay times, use of personal protective equipment, etc.) on entries into hazardous areas.
- 3.3.1.8 If hazardous materials have been released, assist the EOC Coordinator in determining reportable quantities, as follows:
  - 3.3.1.8.1 Review 40 CFR 302, Table 302.4, *List of Hazardous Substances and Reportable Quantities*, for reporting requirements (values are for a 24-hour period).
  - 3.3.1.8.2 If a reportable quantity is exceeded, inform the EOC Coordinator that an immediate notification of the National Response Center at 1-800-424-8802 or 1-202-426-2675 is required.
  - 3.3.1.8.3 Verify that the EOC Coordinator has reported any reportable spill or release into the environment to the State Spill Center: West Virginia at 1-800-642-3074 or Pennsylvania at 1-800-541-2050.
- 3.3.1.9 Record any monitoring data received on the EOC Facilities Layout Map. Update as new readings are received.
- 3.3.1.10 Update dose projections and PAR information as real-time data is received.

**NOTE:** Report any reportable quantity, or more, of a hazardous substance released outside an enclosed structure (into the environment), whether or not the release potentially or actually extends beyond the site boundary.

### 3.4 On-Scene Emergency Response Actions

During an emergency, the OSC may request that various Technical Advisors report to the Scene. The specific actions taken by the Technical Advisors may vary based on the type of emergency. This Procedure presents the general actions that the Technical Advisor may follow.

#### 3.4.1 Technical Advisor Notification

##### 3.4.1.1 If you are called out by the OSC the EOC Coordinator, or Security:

3.4.1.1.1 Determine from the caller the location of the Incident Command Post (ICP), the nature of the event, the wind direction, and the size and location of the Hazard Zone.

3.4.1.1.2 Gather the tools, instruments, procedures, forms, and other materials that you will need to accomplish your tasks outside the Hazard Zone.

3.4.1.2 Based on your current understanding of the event (e.g., location, type of event), determine what personnel are required to support the Scene and inform the EOC Coordinator and the OSC. Use the Emergency Telephone Directory to call out project personnel, or contact Security to locate them.

3.4.1.3 Report to the Scene.

#### 3.4.2 Immediate Actions

3.4.2.1 On arrival, obtain a situation update.

3.4.2.1.1 Meet with the OSC and request current information.

3.4.2.1.2 Make observations and review the situation with other SERT members.

3.4.2.2 Receive direction from the OSC and coordinate actions with the HAZMAT/Rescue Coordinator.

#### 3.4.3 Ongoing Actions

3.4.3.1 Brief personnel as they arrive at the Scene and direct them to wait at the Staging Area or ICP for further instructions.

3.4.3.2 Coordinate efforts with the HAZMAT/Rescue Coordinator to ensure that all personnel sent into the Hazard Zone (or anywhere away from the ICP or Staging Area) to perform emergency tasks, are properly briefed, dispatched, and debriefed.

3.4.3.3 Keep the OSC advised of important information (e.g., dangers, actions taken, assistance requested).

3.4.3.4 Continue to provide support to other SERT members on projects and operations in your area of expertise.

3.4.3.5 Participate in periodic SERT briefings to provide information on projects and operations in the affected area.

#### 3.4.4 Specific Technical Advisor Ongoing Actions

3.4.4.1 The Projects Coordinator, while on the Scene, has the primary responsibility to:

3.4.4.1.1 *Coordinate* project personnel efforts to assess damage to projects and operations equipment.

3.4.4.1.2 Ensure that *all* emergency personnel at the Scene are aware of any immediate or possible dangers due to projects or operations, as follows:

3.4.4.1.2.1 Inform the Safety Officer and the OSC of hazardous materials being used (provide locations and quantities).

3.4.4.1.2.2 Inform the OSC of any potentially dangerous system failures (e.g., explosions, fire hazards, steam leaks).

3.4.4.1.3 Coordinate repairs of project systems to eliminate any threats to personnel or property as follows:

3.4.4.1.3.1 Direct the response activities of project personnel to support your efforts.

3.4.4.1.3.2 Poll personnel for likely or actual system failures in the affected area and for the best remedial actions to minimize the situation.

3.4.4.1.3.3 Use a *Corrective Action Plan* form to develop a strategy for large-scale events.

3.4.4.2 The Maintenance Supervisor, while on the Scene, has the primary responsibility to:

3.4.4.2.1 Provide maintenance support to SERT as follows:

3.4.4.2.1.1 Assist in obtaining resources (e.g., tools, equipment, parts, additional personnel).

3.4.4.2.1.2 Assist in the physical movement of items (e.g., large equipment, obstructions, supplies).

## PROCEDURE 19 -- NETL TECHNICAL ADVISORS

3.4.4.2.1.3 Provide instructions for isolation of power, gas, steam, and water supplies to affected areas. Arrange for needed assistance from local utility companies (e.g., electric, gas, water, phone) through the Security Dispatcher. Keep the EOC Coordinator and OSC informed of any need for offsite assistance.

3.4.4.2.1.4 Provide information on NETL utilities, equipment, or structures and the potential impacts of remedial efforts.

3.4.4.3 The Environmental Engineer/Industrial Hygienist, while on the Scene, has the primary responsibility to:

3.4.4.3.1 Assess actual or potential hazardous materials, spills, or releases. Provide answers to the following questions:

**NOTE:** Actions to stop and contain a spill or release of hazardous materials should be conducted as quickly as possible, ensuring that personnel safety is maintained.

3.4.4.3.1.1 What type and quantity of material(s) are involved? Is it over the reportable quantity?

3.4.4.3.1.1.1 Advise the EOC Coordinator to notify the State Spill Center and the National Spill Response Center if necessary.

3.4.4.3.1.1.2 If the EOC is not activated, contact the EOC Coordinator to notify the State Spill Center of any release and the National Spill Response Center if the release is over the reportable quantity.

3.4.4.3.1.2 What are the health hazards? Are personnel safe?

3.4.4.3.1.3 What personal protective equipment is required? Is it being used? What other resources are required to stop, contain, and control the spill?

3.4.4.3.1.4 What are the actual and potential environmental consequences of the event? (Inform the OSC immediately if you expect offsite environmental consequences.)

3.4.4.3.1.5 What methods are required to stop the spill or release?

3.4.4.3.1.6 What methods are required to contain the spill or release?

## PROCEDURE 19 -- NETL TECHNICAL ADVISORS

- 3.4.4.3.1.7 What methods will be used to clean up the spill or release once other, more urgent response actions are addressed?
- 3.4.4.3.2 Review support requirements and request the OSC to call for additional HAZMAT support as necessary. Support may include County HAZMAT Teams or Fire Departments and/or HAZMAT analytical laboratories.
- 3.4.4.3.3 If directed to do so by the OSC, perform or assist in performing air sampling to determine the presence and concentrations of hazardous materials and interpret these readings.
  - 3.4.4.3.3.1 When air sampling is conducted, use the Facilities Layout Map to identify and mark the points of sample.
  - 3.4.4.3.3.2 When reporting sample results to the ES&H Representative at the EOC, identify the location of a sample in detail.
  - 3.4.4.3.3.3 When taking second or subsequent readings, take the readings at the same points as the initial readings marked on the facilities map if it is safe to return to them. Additional points may be added, but initial points should always be repeated if it is possible to do so safely.
  - 3.4.4.3.3.4 If onsite and offsite personnel are in immediate danger from hazardous material, inform the OSC (or if he/she is not present, warn other individuals at the Scene and call 911 to notify offsite authorities of the hazards).
- 3.4.4.3.4 As directed by the OSC, assist the HAZMAT/Rescue Coordinator in efforts to stop, contain, and decontaminate a spill or release of hazardous materials. Coordinate efforts with other SERT members as follows:
  - 3.4.4.3.4.1 Use a *Corrective Action Plan* to develop strategies for remedial actions.
  - 3.4.4.3.4.2 Coordinate with the Safety Officer to ensure safety of emergency personnel (including personal protective equipment (PPE) requirements).
  - 3.4.4.3.4.3 Coordinate HAZMAT response efforts with offsite spill response units, if present.
  - 3.4.4.3.4.4 Assist in the establishment of contamination control measures (Hot Zone, Warm Zone, screening of emergency personnel, etc.).

3.4.4.3.4.5 Assist in establishing decontamination methods for emergency personnel (decontamination stations, monitoring of personnel, materials used, showers, etc.).

3.4.4.3.5 If hazardous materials have been released:

3.4.4.3.5.1 Review 40 CFR 302, Table 302.4, List of Hazardous Substances and Reportable Quantities, for reporting requirements (values are for a 24-hour period).

3.4.4.3.5.2 If the reportable quantity is exceeded, confirm that the EOC Coordinator has notified the National Response Center.

3.4.4.3.5.3 Confirm that the EOC Coordinator has notified the State Spill Center.

#### 4.0 RECOVERY/REENTRY

When the Emergency Director terminates the emergency event, the Technical Advisors will go to the Recovery phase, where they will assist in the recovery and reentry operations as requested by the Emergency Director. The Technical Advisors will:

##### 4.1 Initial Steps

4.1.1 Assess damage to facility property and report to NETL Management.

4.1.2 Collect and organize all documents generated during the event and give them to the EOC Coordinator.

4.1.3 Debrief with the EOC Coordinator and OSC to help in the investigation of the event, noting any procedure or equipment problems that occurred during the emergency response.

##### 4.2 Specific Technical Advisor Recovery/Reentry Actions

4.2.1 The Environmental Engineer/Industrial Hygienist, during the Recovery/Reentry phase, has the primary responsibility to:

4.2.1.1 Make arrangements for waste disposal.

4.2.1.2 Ensure that environmental concerns are addressed.

4.2.1.3 Ensure that HAZMAT containment and cleanup materials used during the event are resupplied.

4.2.1.4 Keep a log of actions taken during the emergency.

**PROCEDURE 20 -- EMERGENCY PUBLIC INFORMATION OFFICER****1.0 OVERVIEW**

The NETL Emergency Public Information Officer (EPIO) follows this Procedure during an emergency at the NETL facility. The EPIO works out of the media briefing room and receives direction primarily from the Emergency Director, EOC Coordinator and NETL Director (or her designated Spokesperson). The EPIO's team includes the Information Coordinator, the Media Briefing Room Coordinator, the Briefing Room Logistics Coordinator, and the Technical Consultant. Primary responsibilities of the EPIO are to:

- 1.1 Be the NETL Spokesperson for emergencies that do not require the NETL Director to make a statement.
- 1.2 Issue news releases and statements regarding the emergency.
- 1.3 Ensure the smooth operation of media briefing(s).
- 1.4 Provide information to the Communications Team and the Receptionist as appropriate.

**NOTE:** The role of the Receptionist is a Morgantown-only function.

Final approval of all news releases must come from the Emergency Director. The EPIO has a complex communications function; he/she primarily interfaces with the NETL Director, Communications Team, Human Resources Representative(s), EOC Coordinator, Emergency Director, and the media. The EPIO ensures the accomplishments of these actions but delegates specific tasks as appropriate.

**2.0 NOTIFICATION/EVALUATION/ACTIVATION**

On initial notification, the EPIO contacts the EOC to receive initial information on how to avoid the hazard zone and an overview of the incident. Notify other members of the Communications Team.

**3.0 EMERGENCY RESPONSE****3.1 Immediate Actions**

When notified by the EOCC (or made aware by any means) of a response incident at NETL, take the following actions, as appropriate:

- 3.1.1 If the Management Emergency Response Team (MERT) is being activated, contact the Information Coordinator (IC) or the EOCC to find out where the hazard zone is and determine if the media briefing room can be established onsite. If the incident is small and no press representatives are expected, the EPIO may activate members of the Communications Team at his discretion and, at his discretion, operate out of the EOC as a public affairs advisor.
  - 3.1.1.1 Receive initial report of an overview of the incident from the IC, EOCC or report to the EOC to read the situation reports.

## PROCEDURE 20 -- EMERGENCY PUBLIC INFORMATION OFFICER

- 3.1.1.2 Ensure that adequate EPIO support staff is available. Other members of the Communications Team include the Briefing Room Logistics Coordinator, the Information Coordinator, the Media Briefing Coordinator, and the Communications Team Technical Consultant.
- 3.1.1.3 Provide information to the Communications Team and the Receptionist as appropriate. Brief them on the current situation and media issues. Provide updates as appropriate.
- 3.1.1.4 Review the Handling of Calls form and the correct call-handling procedures with the Pittsburgh Research Center (PRC) Operator and/or the Receptionist. (Attachment 20-A contains guidelines for the handling of telephone calls.)
- 3.1.1.5 Start and maintain a EPIO Emergency Response Organization (ERO) Log of important information (events, decisions, communications, problems).
- 3.1.2 Ensure that news releases maintain rules of confidentiality of private information. If there has been a death or injury, ensure that the person's name is not released until family members have been notified. Usually, a Human Resources employee representing the employer will be called upon to make announcements of this type, but if he/she is unavailable the EPIO may release the information with approval of the press release from the Emergency Director.
- 3.1.3 Issue news releases and statements regarding the emergency. Follow these guidelines when preparing news releases.
  - 3.1.3.1 Site-Specific Announcements to DOE Headquarters (HQ). Include an evaluation of the public affairs aspects of the situation and a statement of whether a public announcement has been made or is planned, or that a decision has been made not to issue a public announcement. If a public announcement has been made or is planned, provide HQs with the text of the announcement, either by dictating it over the phone or transmitting it by fax.
  - 3.1.3.2 Agency-wide or National Implications of the Incident. All public information releases having agency-wide or national implications will be coordinated with the DOE Office of Public Affairs. If time is of the essence, the EPIO may issue a release and then inform the Office of Public Affairs concerning the action.
  - 3.1.3.3 International Implications of the Incident. Any public information having international implications must receive approval from the Director of the DOE Office of Public Affairs (202-586-4940) before it may be released.
- 3.1.4 Assess the situation to determine if the event would be of interest to the press. Prepare statements in the event there is contact from the press so that interactions with and statements to media agents are not delayed. Assess if there should be a press release issued for events of immediate interest if there has been no press contact.

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- 3.1.4.1 Prepare draft news releases for distribution to the media from the information provided by the IC. Include information on categorization (if known), activation of ERO, and where further information can be obtained. Provide accurate, candid, and timely information to establish facts, avoid speculation, and correct erroneous information.
- 3.1.4.2 Verify the accuracy of information through review and concurrence of the draft news release by the Technical Advisors, EOC Coordinator, and Emergency Director.
- 3.1.4.3 Obtain the approval of the Emergency Director for issuing the news release to the media.
- 3.1.4.4 Once it is approved, issue the news release.
- 3.1.4.5 Provide copies of the approved news release (LAN may be used) to the NETL Director or his/her designated spokesperson, the Site Support Contractor Representative(s), and the Receptionist.
- 3.1.4.6 Instruct the EPIO staff to fax the approved news release to the local media and to distribute it to any media representatives at the site.
- 3.1.5 Ensure the smooth operation of the media briefing(s). Prepare for this as follows.
  - 3.1.5.1 Determine which media briefing area (primary or alternate) will be set up to facilitate news briefings and conferences.
  - 3.1.5.2 Instruct the Communications Team to take the media kits to that location, set up the media briefing area, and send word when it is ready.
  - 3.1.5.3 Instruct the Front Gate Security Post to notify the EPIO or staff if any reporters arrive.
  - 3.1.5.4 Ensure that members of the media and reporters sign in, are directed to the briefing room, and are oriented to the process they can anticipate during the briefings on the event.
  - 3.1.5.5 Ensure that the NETL Director or his/her designated media spokesperson is available for media briefings.
    - 3.1.5.5.1 If the NETL Director is unavailable or if the EPIO is designated by the NETL Director as the media spokesperson, the EPIO will become the official spokesperson for the NETL facility during the emergency.
    - 3.1.5.5.2 Ensure the NETL Director or his/her designated official media spokesperson has assistance in the preparation and delivery of briefings.
- 3.1.6 If the MERT is not being activated but media interest requires further public information efforts, perform one of the following:

## PROCEDURE 20 -- EMERGENCY PUBLIC INFORMATION OFFICER

- 3.1.6.1 Initiate or continue public information operations with available resources; or
- 3.1.6.2 If the level of concern requires activation of the MERT to support public information response, call the EOC Coordinator and request MERT activation.
- 3.1.7 If the MERT is not being activated and no further public information activities are required, exit this Procedure. Use standard procedures to handle media or public concerns.

## 3.2 Ongoing Actions

Keep yourself informed of any changing conditions by talking with the IC. Review any *Off-Site Notification Reports* that have been issued.

- 3.2.1 Determine the required level of public information operations as follows:

- 3.2.1.1 Media Briefings. If there are reporters at the site, ensure that the media briefing area is operational. Have the EPIO staff arrange for the reporters at the site to be escorted to the media briefing area. The EPIO and/or his/her designated EPIO staff should go to or stay in the media briefing area and perform the following steps.
  - 3.2.1.1.1 Ensure that there is an official spokesperson for the facility (the NETL Director or his/her designated media spokesperson) available for all media briefings.
  - 3.2.1.1.2 Establish a briefing schedule with the NETL Director or his/her spokesperson. Plan to hold news briefings as necessary.
  - 3.2.1.1.3 Ensure the reporters have signed in and are oriented to the process they can anticipate during the event. Ensure that each of them has a media kit, a briefing schedule, and all news releases that have been issued. Only answer general NETL-related questions.
  - 3.2.1.1.4 Assist the NETL Director, or his/her designated spokesperson, in conducting the briefings, as follows:
    - 3.2.1.1.4.1 Help the NETL spokesperson prepare presentation materials; discuss the briefing agenda and any possible questions you have noted with him/her.
    - 3.2.1.1.4.2 Introduce the NETL spokesperson to the reporters and moderate the news briefings as appropriate.
  - 3.2.1.1.5 Stay informed on events happening in the media briefing area. Adjust the media briefing schedule with the NETL Director based on the number of new reporters and changes in the situation.

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- 3.2.1.1.5.1 Record all media releases and other significant events in the EPIO ERO Log.
- 3.2.1.1.5.2 Monitor the media's interest in the event, such as the number of reporters using the media briefing area and the types of questions asked. Record this information in the EPIO ERO Log. Inform the NETL Director of any trends.
- 3.2.1.1.6 Inform the EPIOs at other activated organizations (e.g., DOE HQs EOC, Allegheny County, state emergency operations centers, Office of Fossil Energy Communications) of the situation.
- 3.2.1.1.7 Monitor, or instruct the EPIO staff to monitor, news sources (TV, radio, and newspapers) to ensure the accuracy of the information presented or patterns for concern if equipment is available. The IC's in the EOC may have access to this information. Some offsite locations may be able to provide access to media outlets. Investigate misinformation if made aware of it and tell the NETL Director the correct information. If needed, issue news releases or contact media representatives to correct erroneous information. Note all media reports of the incident in the EPIO ERO Log, including notes of any erroneous information and the actions taken to correct the situation.
- 3.2.1.1.8 As needed, advise the NETL Director and the Emergency Director on public affairs issues.
- 3.2.1.2 Media Inquiries. If there are no reporters at the site, answer phone calls from the media as they are received.
- 3.2.2 Continue to gather information and, as conditions change, draft and issue news releases on onsite events and response actions, including a statement on whether there is any danger to the general public. Use the procedures listed above.
- 3.2.3 When the Emergency Director terminates the event, go to the Recovery phase.

**4.0 RECOVERY/REENTRY**

- 4.1 Ensure that the media briefing area is restored to pre-event status.
- 4.2 Draft followup news releases on the event to inform the media of the termination. Obtain Emergency Director approval prior to release.
- 4.3 Assist in the recovery and reentry operations as requested by the Emergency Director.
- 4.4 Collect all documents the EPIO staff generated during the event, organize them, and give them to the ERPM.

PROCEDURE 20 -- EMERGENCY PUBLIC INFORMATION OFFICER

- 4.5 Debrief with the ERPM noting any procedure or equipment problems that occurred during the emergency response and suggesting improvements.

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.

## PROCEDURE 20 -- EMERGENCY PUBLIC INFORMATION OFFICER

## Attachment 20-A -- COMMUNICATIONS TEAM RESPONSIBILITIES

Action	Completed
<i>Notification</i>	
<b>Emergency Public Information Officer</b>	
Contact the EOC to determine if the media briefing area can be located onsite	
Notify other members of the team, if necessary	
<b>Information Coordinator</b>	
Report to the EOC	
<b>All Other</b>	
Report to the media briefing area	
<i>Emergency Response</i>	
<b>Emergency Public Information Officer</b>	
Notify the EOC where the media briefing room is located	
Receive initial overview of the incident from reports the IC has prepared	
Conduct press releases as needed	
Act as the site's spokesperson if the NETL Director is not available or required	
<b>Information Coordinator</b>	
Collect information and generate news releases for the intranet and for the EPIO	
Verify accuracy of information	
Ensure that the news releases do not include sensitive or private information, or other information that should not be released to the press	
Be the chief point of contact for the EPIO inside the EOC	
<b>Briefing Room Logistics Coordinator</b>	
Establish the media briefing room location	
Take notes on the proceedings	
Be of general assistance to the EPIO or spokesperson	
Assist visitors through the badging and site visitor processes	
<b>Media Briefing Coordinator</b>	
Work with the EPIO to develop key messages for delivery to the press	
Ensure equipment is available and operational	
Establish communications link with the IC	
<b>Technical Consultant</b>	
Answer questions of a technical nature posed by the press	
Be present to clarify technical information	
<i>Recovery/Reentry</i>	
<b>Emergency Public Information Officer</b>	
Inform the media that the emergency response has terminated	
Issue follow up press briefings as needed	
Participate in debriefings and response critiques	
Collect documents generated during the event and give them to the ERPM for recordkeeping/corrective action purposes	
<b>All Others</b>	
Ensure that the work areas have been returned to pre-event status	
Participate in debriefings as needed	

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## PROCEDURE 21 -- NETL INFORMATION COORDINATOR

**PROCEDURE 21 -- NETL INFORMATION COORDINATOR****1.0 OVERVIEW**

The NETL Information Coordinator (IC) follows this Procedure during an emergency at the NETL facility. The IC works out of the EOC and receives information primarily from the Emergency Director (ED) or his designee. Primary responsibilities of the IC include:

- 1.1 Collect information and generate news releases appropriate for the intended audience and to suit the requirements of the PIO. This includes text releases for internal use, developed narrative for public release to media outlets, and info bullets or talking points for the PIO to deliver directly to the media.
- 1.2 Obtain Emergency Director or his/her designee's approval of the press releases before they are released.
- 1.3 Transmit press releases to the Emergency Public Information Officer, Media Briefing Coordinator, and Receptionist (when applicable) for dissemination.
- 1.4 Coordinates any necessary press release review and approval processes with DOE HQ Emergency Communications Office.
- 1.5 Transmit approved press releases to the media in circumstances for which representatives are not present on the site and attending press conferences.
- 1.6 The IC shall ensure that the information released to the EPIO is information that may be released to the public. Extraneous information, private information, and sensitive information shall be removed by the IC.

**2.0 NOTIFICATION/EVALUATION/ACTIVATION**

On initial notification, the IC reports to the EOC after receiving information on how to avoid the hazard zone.

**3.0 EMERGENCY RESPONSE****3.1 Immediate Actions**

When notified by the EOC Coordinator (or made aware by any means) of a response incident at NETL, take the following actions, as appropriate:

- 3.1.1 If the Management Emergency Response Team (MERT) is being activated, report to the EOC and complete the EOC sign in board.
  - 3.1.1.1 Read the NETL Situation Report to update yourself on the situation.
  - 3.1.1.2 Obtain as much as information as possible on the situation from the EOC Coordinator.

## PROCEDURE 21 -- NETL INFORMATION COORDINATOR

3.1.1.3 Review EOC status boards.

3.1.1.4 Review any messages and/or calls received in the EOC.

3.1.3 Follow these guidelines when preparing new releases:

Ensure that the message content does not include private information, speculative information, and other types of sensitive information. Follow guidelines in Emergency Press Release Guidance attached to this Procedure (Attachment 21-A).

3.1.3.1 Site-Specific Announcements to NETL employees. Do not include any conclusions based on speculation regarding the responsibility for an incident, causes or nature of injuries, or guesses about health and safety hazards to individuals, property, or the environment. Information of a private, personal, business, and confidential- or security-classified nature is released only if it is declassified or cleared for release by the responsible authorities.

3.1.3.2 Site-Specific Announcements to DOE Headquarters (HQ). Include an evaluation of the public affairs aspects of the situation and a statement of whether a public announcement has been made or is planned, or that a decision has been made not to issue a public announcement. If a public announcement has been made or is planned, provide HQs with the text of the announcement, either by dictating it over the phone or transmitting it by fax.

3.1.4 If you feel the event is of immediate interest to the news media, perform the following steps:

3.1.4.1 Prepare draft news releases for distribution to the media. Include information on categorization (if known), activation of ERO, and where further information can be obtained. Provide accurate, candid, and timely information to establish facts, avoid speculation, and correct erroneous information.

3.1.4.2 Verify the accuracy of information through review and concurrence of the draft news release by the Technical Advisors, EOC Coordinator, and Emergency Director.

3.1.4.3 Obtain the approval of the Emergency Director or his designee for issuing the news release to the media.

3.1.4.4 Once it is approved, contact key local media personnel and issue the news release to them.

3.1.4.5 Provide copies of the approved news release (LAN may be used) to the NETL Director or his/her designated spokesperson, the Site Support Contractor Representative(s), and the Receptionist (Morgantown only).

## PROCEDURE 21 -- NETL INFORMATION COORDINATOR

- 3.1.4.6 If members of the press have arrived onsite and the EPIO has assumed his duties, establish the location of the EPIO and his support team and establish a communications link.
- 3.1.4.7 Contact the Receptionist to determine whether preapproved responses to frequently asked questions need to be written.

### 3.2 Ongoing Actions

Keep yourself informed of changing conditions by talking with the Emergency Director, EOCC, and other members of the MERT. Review the EOC Status Boards. Receive any Off Site Communications Reports that have been issued. Participate in EOC briefings. Review and conduct the following steps as long as the EOC is activated:

- 3.2.1 Establish communications with the EPIO and his support team.
- 3.2.2 Prepare and update press releases as new information becomes available.
- 3.2.3 Text press releases following the guidelines in Attachment 21-A should be prepared for releases transmitted directly to employees onsite or directly to the press. Bulletined information should be prepared to accompany releases sent to the EPIO for press briefings.
- 3.2.4 Contact the EPIO with frequent updates.
- 3.2.5 Contact the Receptionist to determine numbers and types of phone calls being received. If needed, write scripted responses approved by the Emergency Director or his designee.
- 3.2.6 When the Emergency Director terminates the event, go the Recovery phase.

### 4.0 RECOVERY/REENTRY

- 4.1 Develop final press release to announce that the incident response has been terminated and that NETL has entered the Recover/Reentry phase. Obtain the Emergency Director's approval prior to release.
- 4.2 Ensure that the EOC IC workstation is restored to pre-event status.
- 4.3 Assist in recovery operations as requested by the Emergency Director.
- 4.4 Collect all documents generated during the event, organize them, and give them to the Emergency Director.
- 4.5 Debrief with the ERPM noting any procedure or equipment problems that occurred during the emergency response and suggest improvements.

## PROCEDURE 21 -- NETL INFORMATION COORDINATOR

**Attachment 21-A -- EMERGENCY PRESS RELEASE GUIDANCE**

**Reminder:** If the information is being generated for an exercise or drill, make a heading that states “THIS IS A DRILL. THIS IS A DRILL” or “THIS IS AN EXERCISE. THIS IS AN EXERCISE.”

- Do not include employees’ names. It will not be appropriate to discuss the names or status of employees until after the family, police, or other local officials have released the information.
- Do not release medical information or health status information.
- Do not include details about the jobs of employees. A generic “John Smith is an engineer” is sufficient.
- Do not include details about project work. There are rare cases where a confidentiality agreement might be breached. During an emergency, initially, do not discuss project details.
- Remarks should be simple and factual.
- Avoid acronyms and technical words or phrases.
- Start with the most important facts; end the release with the least important facts.
- Do not use adjectives that sensationalize the story.
- Do not include speculative or unconfirmed information. Do not draw conclusions that are not supported or may be formally investigated after the emergency.
- Have press releases approved by the Emergency Director or his/her designee.
- Regular updates should be issued on schedule.

Information given to the PIO:

- Do not include information that the PIO should not announce to the press. Avoid sidebar conversations with the PIO which casually reveal information that should not go to the press.
- If the information will be given to the PIO for his use during verbal media briefings, the information should be in short bullets.

Announcements transmitted electronically to the Intranet, media centers, HQ EOC:

- Announcements that are meant for direct dissemination to the press should be text (instead of bullets).
- Text should be simple but cohesive narrative.
- Use active voice.

## PROCEDURE 22 -- NETL BRIEFING ROOM LOGISTICS COORDINATOR

**PROCEDURE 22 -- NETL BRIEFING ROOM LOGISTICS COORDINATOR****1.0 OVERVIEW**

The Briefing Room Logistics Coordinator (BRLC) follows these procedures during an emergency at the NETL facility. The BRLC works with the Emergency Public Information Officer, NETL Director or the Director's designee to establish where the media briefing room will be located and to prepare the media briefing room. Primary responsibilities of the BRLC are to:

- 1.1 Assist the EPIO in determining where the media briefing room will be located and making arrangements to receive the press at that location.
- 1.2 Establish a media briefing room outside of the hazard zone. This may be a hotel room or other prearranged location if the site is evacuated, or a conference room on the site if there is no site wide evacuation.
- 1.3 Notify the IC and Emergency Director where the briefing room is established.
- 1.4 Coordinate movement of the media to the media briefing room. The BRLC will greet the media and gather contact information from each media representative.
- 1.5 The BRLC will maintain order and coordinate the logistics in the media briefing room and be of general assistance to the EPIO or spokesperson and the Media Briefing Coordinator (MBC).
- 1.6 Be the recorder during media briefings.

**2.0 NOTIFICATION/EVALUATION/ACTIVATION**

The BRLC may be called to action by the EPIO and notified by the EPIO or his designee, paging service or ENS announcement (Morgantown only).

**3.0 EMERGENCY RESPONSE****3.1 Immediate Actions**

When notified of a response incident at NETL, take the following actions as appropriate:

- 3.1.1 Contact the EOC to speak with the IC or the administrative support staff to inform them that you are responding.
- 3.1.2 Contact the EPIO to find out where the media briefing room will be located.
- 3.1.3 Establish contact with the EPIO to discuss the incident and agree upon the likely needs of the media during this event.
- 3.1.4 Establish the location of the media briefing room in a safe location that meets the needs of the event.

## PROCEDURE 22 -- NETL BRIEFING ROOM LOGISTICS COORDINATOR

- 3.1.5 Notify the Emergency Director and IC where the media briefing room will be located.
- 3.1.6 Determine if media representatives have arrived onsite. The BRLC may need to physically check the gates, contact the IC or EOCC, check with security officers or check with the receptionist to determine if media representatives have arrived.
- 3.1.7 Greet the media representatives and facilitate their processing through security to comply with requirements for identification, badging and visitor requirements, if they are allowed to come onto the site. The Safeguards and Security Officer may have instituted special security measures that further restrict access.
- 3.1.8 Gather information from media representatives: names, contact information, who each represents, and special needs.
- 3.1.9 Maintain frequent contact with the Media Briefing Coordinator (MBC) or EPIO to notify the communications team of the arrival of media representatives and to ensure that the media briefing room is adequate for the number of people present and in a safe location.
- 3.1.10 The BRLC will be present in the media briefing room and take notes.
- 3.1.11 The BRLC is responsible for maintaining records of the briefings and making notes of information that needs to be gathered in response to questions from the press if the answer is not immediately available.

### 3.2 Ongoing Actions

Keep yourself informed of changing conditions by talking with the EPIO, Spokesperson and IC. Participate in media briefings by being the recorder for proceedings during media briefings. Review and conduct the following steps as long as the event is active:

- 3.2.1 Inform the IC and EOCC if the media briefing room must change its location.
- 3.2.2 Maintain contact with the EOC and stay informed of the situation in the event that the hazard zone expands and the media briefing room must change location.
- 3.2.3 Be the recorder during press briefings and make note of information that must be gathered or verified in response to a query from press representatives if the answer is not known immediately.
- 3.2.4 Greet media representatives and facilitate their processing through security in compliance with directives on visitor identification, badging and foreign visitors if the media briefing room is onsite.
- 3.2.5 Be of general assistance to the EPIO, MBC or Spokesperson as directed.

## PROCEDURE 22 -- NETL BRIEFING ROOM LOGISTICS COORDINATOR

**4.0 RECOVERY/REENTRY**

- 4.1 When the emergency is terminated and the press representatives have left, ensure that the media briefing room is restored to its pre-event status.
- 4.2 Gather records of the event and ensure that they are given to the EPIO to determine proper disposition.
- 4.3 Debrief the ERPM to note any procedural or equipment problems and suggest improvements.

**PROCEDURE 23 -- MEDIA BRIEFING COORDINATOR****1.0 OVERVIEW**

The NETL Media Briefing Coordinator (MBC) follows this Procedure during an emergency at the NETL facility. The MBC works out of the media briefing room and receives direction primarily from the EPIO, NETL Director, or the Director's designee. Primary responsibilities of the MBC are to:

- 1.1 Obtain and arrange the necessary equipment and information in the media briefing room.
- 1.2 Ensure equipment is operational.
- 1.3 Establish communication links with the IC through which press releases will be received (fax, email, radio, and/or phone as needed).
- 1.4 Work with the EPIO to develop key messages for delivery by the EPIO or Spokesperson.
- 1.5 Present overview, background and NETL history types of information.
- 1.6 Be responsible for collecting information to answer questions posed by media representatives if the answer is not immediately available.
- 1.7 Establish contact with the EOC to speak with knowledgeable personnel to clarify technical information or verify information for rumor control

**2.0 NOTIFICATION/EVALUATION/ACTIVATION**

The MBC will be called to action by the EPIO or his designee and will be notified through a phone call, pager, or ENS (Morgantown only).

**3.0 EMERGENCY RESPONSE****3.1 Immediate Actions**

- 3.1.1 If the communications team is activated, establish contact with the EPIO or IC to find the location of the media briefing room.
- 3.1.2 Obtain and arrange the necessary equipment and information in the media briefing room.
- 3.1.3 Ensure the equipment is operational.
- 3.1.4 Establish communications link with the IC through which press releases and bulletins may be received. The link should be capable of supporting text messages, such as fax machine or email.
- 3.1.5 Receive press releases from the IC, and develop key messages for delivery to the press.

## PROCEDURE 23 -- MEDIA BRIEFING COORDINATOR

- 3.1.6 Present background, historical and overview information to the press.
- 3.1.7 If media representatives pose questions that cannot be answered by someone in the room, research the information to ensure accuracy.
- 3.1.8 Maintain contact with the EOC in order to verify information, clarify information in press releases, and ensure timely validation of independently gathered information or speculation for rumor control.

### 3.2 Ongoing Actions

Keep yourself informed of changing conditions by speaking with the EPIO, IC or EOCC. Participate in press briefings. Review and conduct the following steps:

- 3.2.1 Greet media representatives as they arrive in the press briefing room.
- 3.2.2 Maintain contact with the IC in order to receive press releases.
- 3.2.3 Develop key messages in concert with the EPIO for delivery to the press by the EPIO or Spokesperson.
- 3.2.4 Validate information and assure quality of the release to comply with the following:

Site-Specific Announcements to DOE Headquarters (HQ). Include an evaluation of the public affairs aspects of the situation and a statement of whether a public announcement has been made or is planned, or that a decision has been made not to issue a public announcement. If a public announcement has been made or is planned, provide HQs with the text of the announcement, either by dictating it over the phone or transmitting it by fax.

Agency-wide or National Implications of the Incident. All public information releases having agency-wide or national implications will be coordinated with the D DOE Office of Public Affairs.

International Implications of the Incident. Any public information having international implications must receive approval from the Director of the DOE Office of Public Affairs (202-586-4940) before it may be released.

Rumor control: Address persistent rumors of a non-trivial nature directly through press releases in order to prevent panic or further distrust of NETL.

### 4.0 RECOVERY/REENTRY

- 4.1 Ensure that all records and press releases generated during the event are collected and delivered to the EPIO to determine disposition.
- 4.2 Debrief the ERPM about any procedural or equipment problems.
- 4.3 Develop a press release in concert with the EPIO to announce that the emergency is terminated.
- 4.4 Follow up with on any questions left unanswered during the press briefings.

**NETL PROCEDURE 24 -- NETL COMMUNICATIONS TEAM TECHNICAL CONSULTANT****1.0 OVERVIEW**

The NETL Communications Team Technical Consultant (TC) follows this Procedure during an emergency at the NETL facility. The TC works with the EPIO, NETL Director or her designee and MBC and receives direction primarily from the EPIO. Primary responsibilities of the TC are to:

- 1.1 Answer questions of a technical nature posed by the press.
- 1.2 Clarify and validate information of a technical nature.

**2.0 NOTIFICATION/EVALUATION/ACTIVATION**

On initial notification, the TC reports to the media briefing room. Notification may be by phone call, paging service, or ENS (Morgantown only).

**3.0 EMERGENCY RESPONSE****3.1 Immediate Actions**

- 3.1.1 When notified by the EPIO (or become aware by other means) of a response incident, take the following actions as appropriate:
  - 3.1.1.1 If the Communications Team has been activated, establish contact with the IC, EPIO, or MBC to find out where the media briefing room will be located.
  - 3.1.1.2 Be present for the delivery of press briefings or question-answer sessions with the press in order to answer questions of a technical nature.
  - 3.1.1.3 Research the answers of technical questions whose answers are not immediately known.
  - 3.1.1.4 At the EPIO or Director's discretion, directly address the press to explain terms or situations of a technical nature, or explain the information to the EPIO for delivery.

**3.2 Ongoing Actions**

- 3.2.1 Be present at press briefings.
- 3.2.3 Research answers to technical questions whose answers are not immediately known.
- 3.2.4 Establish and maintain a means of contact with the EOC to validate technical information with the projects coordinator, EOCC, technical consultants or ES&H representative to clarify or validate technical information.

#### 4.0 RECOVERY/REENTRY

- 4.1 Debrief the ERPM with any procedural or equipment deficiencies.
- 4.2 Assist with the final press release, and any follow up actions of a technical information nature that needs to be done after the media representatives have left.

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## PROCEDURE 25 -- NETL RECEPTIONIST

### 1.0 OVERVIEW

The Receptionist follows this Procedure during an emergency at the NETL facility. Primary responsibilities of the Receptionist are to:

- 1.1 Direct all incoming calls regarding the emergency to the proper resources.
- 1.2 Direct reporters to sign in, ensure security procedures are followed for badging and sign-ins, orient them as to what to expect at the briefing, and direct them to the Media Briefing Room Coordinator (MBRC).

The Receptionist works closely with the Emergency Public Information Officer (EPIO) and the Emergency Communications Team. For calls regarding individual employees, the Receptionist interfaces with the Human Resources Representatives in the Emergency Operating Center (EOC).

**NOTE:** The Receptionist is a Morgantown-only position. The Receptionist will stay at the switchboard when an emergency occurs or report directly to the switchboard if called in from offsite (unless the site is evacuated).

### 2.0 NOTIFICATION/EVALUATION/ACTIVATION

When notified, the Receptionist remains in place and prepares to implement this Procedure (unless the site is evacuated).

### 3.0 EMERGENCY RESPONSE

#### 3.1 Immediate Actions

- 3.1.1 Respond to needs of the Emergency Communications Team to site a media briefing room and receive faxes and emails if they are not so equipped in the media briefing room.
- 3.1.2 Log onto PC at the Receptionist's desk using the user ID/Password provided in sealed envelope.
- 3.1.3 Establish contact with the EOC and EPIO.
- 3.1.4 Obtain a situation update as follows:
  - 3.1.4.1 Inform the EPIO of your arrival and request current information.
  - 3.1.4.2 If the EPIO is not present, contact the EOC Coordinator for a briefing.
  - 3.1.4.3 Start a Receptionist's Emergency *Position Log*.

- 3.1.5 Review and update a *Handling of Calls* form using the following guidance:
- 3.1.5.1 If it is normal working hours and the site has not been evacuated, attempt to route non-event, routine calls normally.
  - 3.1.5.2 If it is after normal working hours or the site has been evacuated, inform callers that the site is closed.
  - 3.1.5.3 Direct calls about specific employees to their desks. If employees have been evacuated, inform the caller that employees have been evacuated and that there is no further information. If the Emergency Director has released a statement regarding the status of employees, read the statement. Direct calls from the press to the media briefing room and the EPIO.
    - 3.1.5.3.1 Route all incoming calls from government officials and offsite emergency personnel to the EOC Coordinator or Emergency Director.
    - 3.1.5.3.2 Route calls concerning the event from DOE or Site Support Contractor employees and employees' family members to the appropriate Human Resources Representative.
    - 3.1.5.3.3 Route calls from the media or concerned citizens to the EPIO.
    - 3.1.5.3.4 Route calls concerning offsite response county emergency management officials.
  - 3.1.6 Direct all incoming calls regarding the emergency to the proper resources. Answer and route incoming calls as outlined on the *Handling of Calls* form. Keep an *Incoming Calls Log* regarding the emergency.

## 3.2 Ongoing Actions

- 3.2.1 When instructed by the EPIO, perform the following:
- 3.2.1.1 Direct reporters to sign in, ensure that security procedures for visitors are followed, direct members of the press to the BRLC, and direct them the media briefing area as follows.
    - 3.2.1.1.1 If news reporters arrive, have them identify who they are working for and sign in on the *Visitor Log*.
    - 3.2.1.1.2 Give each reporter a news media badge which has been supplied by the EPIO staff.
    - 3.2.1.1.3 Direct reporters to the media briefing room. Inform them that the EPIO staff will assist them once they get there. Notify reporters that

## PROCEDURE 25 -- NETL RECEPTIONIST

for their own safety, and the safety of personnel on the site, they will be restricted to the media briefing area conference rooms unless otherwise notified by the EPIO staff.

3.2.1.2 Notify the EPIO when any reporters arrive.

3.2.2 When directed by the EPIO staff, update the information on the *Handling of Calls* form with the proper information and re-route calls as instructed. Receive and direct faxes and emails to the proper authorities.

3.2.3 Continue to monitor incoming calls and transfer them to the proper location, as outlined on the form.

3.2.4 Keep the EPIO staff informed about incoming calls, including the following items summarized from your *Incoming Calls Log*:

3.2.4.1 Number of calls coming in.

3.2.4.2 Types of calls coming in (e.g., reporters, employees, family members).

3.2.4.3 Questions most frequently asked.

3.2.4.4 Tone of questions (e.g., panic, angry, confused).

3.2.5 When the Emergency Director terminates the event, go to the Recovery phase.

#### 4.0 RECOVERY/REENTRY

4.1 Restore the switchboard operations to pre-event status.

4.2 Collect all documents you generated during the event, organize them, and give them to the EPIO.

4.3 Debrief with the ERPM to note any procedure or equipment problems that occurred during the emergency response and make suggestions for improvement.

**Attachment 25-A -- HANDLING OF CALLS: ROUTING OF INCOMING CALLS FOR NETL INCIDENTS**

1. The Public Information Officer is to provide names and phone numbers to match the titles on the form below.
2. The Operator or Receptionist is to use this table to route incoming calls concerning the event.
3. Questions regarding Police/Fire Department, Township, County, or State response are to be directed to the appropriate offsite organizations. NETL personnel will not answer these questions.
4. Additional guidance may be found below the chart.
5. The Operator or Receptionist is not to answer calls, only to forward them to the appropriate personnel.

<b>CALLS FROM</b>	<b>REFER TO: (fill in name)</b>	<b>PHONE NUMBER</b>
Media representatives (e.g., reporters, editors) and concerned citizens	Public Information Officer:	
Employees/Employee family members and calls concerning injured workers	Human Resources Representative: DOE SSC	
Government officials and offsite emergency personnel	EOC Coordinator:	
Calls concerning offsite response	Local Emergency Operations Center Director:	

**ANSWERING INCOMING CALLS DURING A NETL INCIDENT**

1. If the EOC has not been activated and you have not been advised of the names and phone numbers for this Handling of Calls guide, call the OSC for information.
2. When advised by the NETL Public Information Officer of the names and phone numbers of personnel to be contacted with phone calls, fill the information in on the Handling of Calls form.
3. Answer the telephone using normal procedures. If the call is regarding an emergency at NETL:
  - a) Request the caller’s name and the subject of the call.
  - b) Record the time, caller’s name, subject of the call, and to whom you transferred the call.
4. Do not respond to questions or give out any information regarding the incident.
5. Refer all calls regarding offsite response to the Director of the Local Emergency Planning Committee (LEPC).

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## PROCEDURE 26 -- NETL ADMINISTRATIVE SUPPORT COORDINATOR

**PROCEDURE 26 -- NETL ADMINISTRATIVE SUPPORT COORDINATOR****1.0 OVERVIEW**

The Administrative Support Coordinator follows this Procedure during an emergency at the NETL facility. The Administrative Support Coordinator reports to the Emergency Operations Center (EOC) and directs the Administrative Support Staff. Primary duties of the Administrative Support Coordinator are to:

- 1.1 Assist the EOC Coordinator in calling out members of the Management Emergency Response Team (MERT).
- 1.2 Ensure that equipment in the EOC is on, correctly set, and operating.
- 1.3 Ensure that clerical supplies are adequate for all members of the MERT.
- 1.4 Ensure MERT members sign in immediately on arriving at the EOC.
- 1.5 Brief the MERT members on message handling and assist in recording and distributing messages.
- 1.6 Ensure that the Recorder maintains the EOC Status Boards.
- 1.7 Ensure that the Computer Information Specialist assists the MERT as necessary.
- 1.8 Ensure that the Administrative Support Staff provides assistance as necessary to the ERO.
- 1.9 Brief the Administrative Support Staff as they arrive and assign them duties.
- 1.10 Ensure that enough administrative support personnel are available. Call out extra administrative support personnel, as needed.

The Administrative Support Coordinator receives direction from the EOC Coordinator. He/she interfaces with all EOC personnel.

**2.0 NOTIFICATION/EVALUATION/ACTIVATION**

When the EOC is activated, call Administrative Support Staff and a Computer Information Specialist to report to the EOC, with instructions of how to avoid the hazard zone.

**3.0 EMERGENCY RESPONSE****3.1 Immediate Actions**

- 3.1.1 Complete the EOC Sign In Board on arriving at the EOC.

## PROCEDURE 26 -- NETL ADMINISTRATIVE SUPPORT COORDINATOR

- 3.1.2 If you were unable to fill each of the Administrative Support Staff or Computer Information Specialist slots, inform the EOC Coordinator.
- 3.1.3 Use the Emergency Telephone Directory to call additional personnel, if required.
- 3.1.4 Update yourself on the situation by getting a briefing from the EOC Coordinator, reviewing the EOC Status Boards), and reviewing any messages received in the EOC.
- 3.1.5 Perform an EOC equipment check as follows:
  - 3.1.5.1 Ensure that the computers are turned on and logged on to the LAN.
  - 3.1.5.2 Ensure that each printer is turned on, warmed up, and that there are extra paper and extra toner cartridges.
  - 3.1.5.3 Ensure that the copy machine is turned on, it is in working order, and there is extra paper for it.
  - 3.1.5.4 Ensure that the facsimile machine is turned on and functioning and there is extra paper for it.
  - 3.1.5.5 If any equipment does not function properly, make arrangements to replace or repair the faulty equipment immediately.
- 3.1.6 Ensure that clerical supplies are adequate (e.g., paper, pencils, white board markers) to support EOC operations. Obtain additional supplies, if needed.
- 3.1.7 Ensure that MERT members sign in immediately on arriving at the EOC.
- 3.1.8 Brief MERT staff on message handling procedures, how the administrative support staff can assist them (e.g., word processing, copying, taking phone messages, transmission of faxes), and how requests are made for assistance.
- 3.1.9 As they arrive, brief Administrative Support Staff on EOC support operations, task assignments, and potential requests from MERT members, then assign them duties.
  - 3.1.9.1 Provide one Administrative Support Staff member to support the Security Team.
  - 3.1.9.2 Determine if the PIO needs administrative assistance and provide it as necessary.
- 3.1.10 Ensure that enough Administrative Support Staff are available. Call out extra administrative support personnel, as needed.

## 3.2 Ongoing Actions

Review and conduct the following steps as long as the EOC is operational.

## PROCEDURE 26 -- NETL ADMINISTRATIVE SUPPORT COORDINATOR

- 3.2.1 Maintain sufficient Administrative Support Staff to cover miscellaneous tasks as they arise.
- 3.2.2 Distribute and log *Message Forms* per instructions on back of the form.
- 3.2.3 Ensure that the Recorder maintains the EOC Status Boards as follows:
  - 3.2.3.1 Post information provided by the EOC Coordinator.
  - 3.2.3.2 Post Message Forms marked as “Post on Status Board.” Summarize information on Message Form.
  - 3.2.3.3 Post copies of all news releases, *Off-Site Notification Reports*, and *NETL Situation Reports*.
  - 3.2.3.4 Maintain a hard copy of status board information on the *Emergency Response Position Log*.
- 3.2.4 Provide continuing administrative assistance to the MERT as follows:
  - 3.2.4.1 Ensure that sufficient supplies and equipment are available to support EOC operations.
  - 3.2.4.2 Make arrangements for office equipment operators, if needed.
  - 3.2.4.3 Call additional emergency personnel, if requested.
  - 3.2.4.4 Answer phones if other EOC staff are busy or unavailable.
  - 3.2.4.5 During an extended event, assist in calling out relief emergency personnel as instructed by the EOC Coordinator. Do this as follows.
    - 3.2.4.5.1 List the Scene Emergency Response Team (SERT) and MERT positions that are needed.
    - 3.2.4.5.2 Get time of shift change from the EOC Coordinator.
    - 3.2.4.5.3 Use the Emergency Telephone Directory to contact individuals and tell them what time to report.

**NOTE:** Relief personnel should be contacted approximately 4 hours before actual shift-change time.

- 3.2.5 When the Emergency Director terminates the event, go to the Recovery phase.

#### 4.0 RECOVERY/REENTRY

- 4.1 Collect all documents generated at the EOC or by the Administrative Support Staff during the event, organize them, and give them to the EOC Coordinator.

PROCEDURE 26 -- NETL ADMINISTRATIVE SUPPORT COORDINATOR

- 4.2 Ensure assistance to the EOC Coordinator in collating and organizing all the documents generated during the event.
- 4.3 Debrief with the EOC Coordinator noting any procedure or equipment problems and suggesting improvements.
- 4.4 Obtain new computer user ID and passwords for EOC computers.
- 4.5 Collect records generated during the emergency and deliver them to the ERPM.

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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.

**PROCEDURE 27 -- NETL ADMINISTRATIVE SUPPORT STAFF****1.0 OVERVIEW**

The Administrative Support Staff assists the Management Emergency Response Team (MERT) and other members of the Emergency Response Organization (ERO), as necessary during an emergency, as directed by the Administrative Support Coordinator. The Administrative Support Staff provides support in such areas as word processing, reproduction, fax transmission, telephone communications, relay of information, distribution of supplies, and preparation of media briefing materials. They will also perform various other emergency administrative tasks as needs arise. Individuals may be assigned to assist the Public Information Officer (PIO), the Security Team, and the NETL Director.

**2.0 NOTIFICATION/EVALUATION/ACTIVATION**

When notified, the Administrative Support Staff will report to the Emergency Operations Center (EOC) after being instructed in how to avoid the hazard zone.

**3.0 EMERGENCY RESPONSE**

- 3.1 Report to the EOC and sign in.
- 3.2 Receive a briefing and an assignment from the Administrative Support Coordinator.
- 3.3 Provide administrative support services as directed by the Administrative Support Coordinator.
- 3.4 When the Emergency Director terminates the emergency, go to the Recovery phase.

**4.0 RECOVERY/REENTRY**

- 4.1 Assist in the recovery and reentry operations as requested by the Emergency Director through the Administrative Support Coordinator.
- 4.2 Assist the Administrative Support Coordinator in gathering and organizing all documentation generated by the MERT at the EOC.
- 4.3 Assist the EOC Coordinator in organizing all documents generated during the event.
- 4.4 Debrief with the Administrative Support Coordinator, noting problems and suggesting improvements.

## PROCEDURE 28 -- NETL RECORDER

### 1.0 OVERVIEW

The Recorder follows this Procedure during an emergency at the NETL facility. With general direction from the Administrative Support Coordinator, the recorder is the person in the Emergency Operations Center (EOC) responsible for maintaining a record of all events that transpire during the incident. The Recorder ensures that the status board is up to date and that all information on the status board is copied and filed in the permanent *Emergency Response Position Log*.

### 2.0 NOTIFICATION/EVALUATION/ACTIVATION

The Recorder will be notified to report to the EOC as part of the Management Emergency Response Team (MERT).

### 3.0 EMERGENCY RESPONSE

- 3.1 Report to the EOC and sign in immediately.
- 3.2 Obtain a situation update from the EOC Coordinator.
- 3.3 Initiate and maintain the status board record of all events that transpire during the emergency in accordance with information received during the situation.
  - 3.3.1 Have the record reflect, at a minimum, the time of the recommendation or action, the person making the recommendation or taking the action, and the actual recommendation or action.
  - 3.3.2 Ensure that the status board is kept up to date.
  - 3.3.3 Ensure that copies are made of all information on the status board.

### 4.0 RECOVERY/REENTRY

- 4.1 Print a copy of all status board information using the automated board function, or copy and print the entries. Organize these records and submit them to the EOC Coordinator.
- 4.2 File a copy of the status board information in the permanent *Emergency Response Position Log*.
- 4.3 Assist in the recovery and reentry operations as requested by the Emergency Director.

## PROCEDURE 29 -- NETL EMERGENCY RESPONSE PROGRAM MANAGERS

**PROCEDURE 29 -- NETL EMERGENCY RESPONSE PROGRAM MANAGERS****1.0 OVERVIEW**

NETL's PGH and MGN sites have separate ERPM's who function to implement the programs in a way that is administratively seamless across the organization. The ERPM's daily activities are administrative ones, but because they will usually be updated on procedures and aware of programmatic implementation issues, they should be prepared to respond in emergencies. Unless trained and serving in ERO roles, her/his role in the response will be advisory to the Emergency Director and OSC, and of assistance in settling procedural and community issues, and committing resources. The ERPM is the technical expert for implementing DOE emergency response programs, will be involved with debriefings and investigations, and will be responsible for correcting deficiencies noted during responses. The primary responsibilities of the ERPM are to:

- 1.1 Be available as an advisor on technical issues regarding directives, community resources and relationships, and committing resources.
- 1.2 Be a participant in the Recovery Committee.
- 1.3 Conduct debriefings.
- 1.4 Track and implement corrective actions.

**2.0 NOTIFICATION/EVALUATION/ACTIVATION**

The ERPM will be activated with the ERO by the same means of communication. The ERPM may be serving an ERO role for which he/she is trained. If that role is filled by another employee, the ERPM shall report to the EOC in order to perform his/her functions.

**3.0 EMERGENCY RESPONSE**

When notified that there has been or there is the potential for an emergency at the NETL facility, the ERPM will take the following actions, as appropriate:

**3.1 Immediate Actions**

- 3.1.1 Determine if other ERO roles for which he/she has been trained are filled. If not, the ERPM assumes his/her duties in that role by exiting this Procedure and accessing that position's procedure.
- 3.1.2 If the ERPM will be responding his/her role as the ERPM:
  - 3.1.2.1 Report to the EOC and sign in
  - 3.1.2.2 Read any status board notifications and review documents, or speak directly with members of the MERT to be updated on the situation.

## PROCEDURE 29 -- NETL EMERGENCY RESPONSE PROGRAM MANAGERS

- 3.1.2.3 Determine if there are any immediate needs that ERPM can facilitate
- 3.1.2.4 Be available as the technical expert to administrative issues for the emergency response program.

**3.2 Ongoing Actions**

- 3.2.1 Continue to assess the situation and be informed of actions of the SERT and MERT
- 3.2.2 Address technical and administrative issues as needed.
- 3.2.3 Be available as a technical consultant
- 3.2.4 Assume ERO roles for which the ERPM is trained and qualified for if needed.

**4.0 RECOVERY/REENTRY**

The ERPM may serve as a participant on recovery/reentry committees because of his/her technical expertise, and to continue to monitor the performance of emergency responders.

- 4.1 Determine the need and timing of debriefings.
- 4.2 Review findings of investigations into the event in order to assess the reaction of the ERO and assess need for corrective actions.
- 4.3 Collect all documentation of actions taken during the response to examine for use in debriefings, corrective action development and complete recordkeeping for the organization.
- 4.4 Conduct debriefings with the ERO.
  - 4.4.1 If the event is small, one debriefing may be held to address the entire event.
  - 4.4.2 If the event is large and complex, multiple debriefings may be held in order to address any deficiencies that continue to hamper response or recovery efforts.
  - 4.4.3 If investigations and deficiency assessments are held internally, review the findings and write a corrective action plan.
  - 4.4.4 Enter findings that involve the ERO into AIIS.
  - 4.4.5 Implement and validate corrective actions for the ERO.

## FORMS

The forms listed below are used as referenced in the NETL Emergency Response Implementing Procedures. These forms are included on the following pages.

NETL F 151.1-3/1, On-Site Notification Report  
NETL F 151.1-3/2, Corrective Action/Task Plan  
NETL F 151.1-3/3, Emergency Personnel List  
NETL F 151.1-3/4, Emergency Response Organization Log  
NETL F 151.1-3/5, Handling of Calls  
Incoming Calls Log (to be developed)  
NETL F 151.1-3/6, Message Form  
NETL F 151.1-3/7, NETL Situation Report  
NETL F 151.4-1-1/1, Off-Site Notification Report  
NETL F 151.1-3/9, Team Briefing Form  
NETL F 151.1-3/10, Unaccounted-For List  
NETL F 151.1-3/11, Corrective Action/Response Plan  
Emergency News Release (to be developed)

## ON-SITE NOTIFICATION REPORT

**CAUTION: Do not broadcast this message inside the Hazard Zone.**

- I. When an Evacuation is called for, complete the Worker Notification Message below:
  - a. Categorization: Circle the appropriate categorization, cross off the other choices.
  - b. Type of Event: Fill in the type of event (fire, explosion, hazardous spill, security threat, etc.).
  - c. Hazard Area: Fill in the specific area of the emergency.
  - d. Hazard Zone: Fill in the area of risk. Only properly protected emergency personnel may enter this area and then only with the approval of the On-Scene Coordinator.
  - e. Assembly Area: Circle Primary Assembly Area unless the wind is blowing a hazardous material (smoke, gas, toxic fumes) towards it. Cross off the other choice.
- II. Use a bullhorn to read the completed message in your assigned area (ensuring as much as possible that everyone in your area gets the message).

### Worker Notification Message

---

A (Site Area Emergency) (General Emergency) has been declared at the NETL site.  
(a - Categorization)

There is a \_\_\_\_\_ at \_\_\_\_\_.  
(b - Type of Event) (c - Hazard Area)

The Hazard Zone is \_\_\_\_\_.  
(d - Hazard Zone)

Place equipment in a safe condition. Proceed in an orderly fashion to your:

(Primary Assembly Area) (Alternate Assembly Area).  
(e - Assembly Area)

Avoid the hazard zone. Stay together at the Assembly Area and await further instructions from Chief Fire Wardens.

# CORRECTIVE ACTION/TASK PLAN

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

MAJOR SITUATION(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OBJECTIVES:**

1. \_\_\_\_\_  
\_\_\_\_\_

PRIORITY:  Urgent  ASAP  As Time Permits

Lead: \_\_\_\_\_ Estimated Completion Time: \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

PRIORITY:  Urgent  ASAP  As Time Permits

Lead: \_\_\_\_\_ Estimated Completion Time: \_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

PRIORITY:  Urgent  ASAP  As Time Permits

Lead: \_\_\_\_\_ Estimated Completion Time: \_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_

PRIORITY:  Urgent  ASAP  As Time Permits

Lead: \_\_\_\_\_ Estimated Completion Time: \_\_\_\_\_

**POSSIBLE PROBLEMS:**

(Hazards, Safety Concerns, Equipment Needs, Communications)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

(On-Scene Coordinator)

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U.S. DEPARTMENT OF ENERGY

**EMERGENCY PERSONNEL LIST**

This is a list of known Emergency Personnel within the inner security fence:

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NAME		NAME	
1.		26.	
2.		27.	
3.		28.	
4.		29.	
5.		30.	
6.		31.	
7.		32.	
8.		33.	
9.		34.	
10.		35.	
11.		36.	
12.		37.	
13.		38.	
14.		39.	
15.		40.	
16.		41.	
17.		42.	
18.		43.	
19.		44.	
20.		45.	
21.		46.	
22.		47.	
23.		48.	
24.		49.	
25.		50.	

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm



U.S. DEPARTMENT OF ENERGY

**HANDLING OF CALLS**

**Routing of Incoming Calls**

1. Use this table to route calls concerning the event.
2. Route non-event calls normally.
3. Use the Emergency Telephone Directory to find numbers of Emergency Personnel.
4. Update this table if you are told to re-route calls.
5. Use the back of this form for guidance on answering calls.

Calls From	Answered By	At Phone No.
Media Representatives (Reporters, Editors, etc.) and Government Officials	NETL Director	
Concerned Public	Emergency Director	
Employees	Human Resources Representative	
Employee Family Members	Human Resources Representative	
Daycare	Daycare Director	
Emergency Personnel (NETL, Contractors, etc.)	EOC Coordinator	
Calls Concerning Injured Workers	Human Resources Representative	

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## HANDLING OF CALLS

### Routing of Incoming Calls

When you are taking calls from the public, employees and/or employee family members concerning the event, perform the following steps:

1. Request the caller to please give you their name and street address.
2. Record name, street address in your log.
3. Ask caller, "How may I assist you?"
4. Record caller's question in your log.
5. If the caller's question concerns county or city response activities, ask him or her to direct the inquiry to the responsible agency.
6. Answer caller's question ONLY with information approved for release (News Releases, Information in Media Kit, etc.). DO NOT SPECULATE. Direct questions to the Emergency Public Information Officer. If the caller is representing a Federal agency and is calling in an official capacity, direct the call to the Emergency Director.
7. Advise the caller to listen to local news broadcast for information about the event.
8. For any questions you cannot answer, perform the following steps:
  - a. Obtain caller's phone number. Inform the caller you will call him/her as soon as possible.
  - b. Record question and caller information on MESSAGE FORM and send it to Public Information Officer for an answer.
  - c. Return the call and give answer to the question.
9. If a caller requests information on worker injuries, DO NOT give out names of injured individuals. You may, however, inform the caller that their family member is not listed as injured. If you are not sure of a worker's condition, direct the call to the Human Resources Representative.
10. As time permits, review your log to ensure calls that required follow-up calls are made.

NETL F 151.1-3/6  
(05/2000) OPI=PS40  
(Previous Editions Obsolete)

U.S. DEPARTMENT OF ENERGY

MESSAGE FORM

RESPONSE REQUESTED:  Yes  None  Post on Event Board

PRIORITY:  Urgent  ASAP  As Time Permits

TO: \_\_\_\_\_ FROM: \_\_\_\_\_

CC: \_\_\_\_\_

MESSAGE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TIME: \_\_\_\_\_ SENDER'S SIGNATURE: \_\_\_\_\_

.....

ADDRESSEE'S RESPONSE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TIME: \_\_\_\_\_ ADDRESSEE'S SIGNATURE: \_\_\_\_\_

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# MESSAGE FORM INSTRUCTIONS

1. Individuals wishing to send a message will:
  - a. Complete a MESSAGE FORM.
  - b. Call an Administrative Support Staff member.
2. Administrative Support Staff member will:
  - a. Pick up the MESSAGE FORM.
  - b. Make copies of the form for Addressee, Sender, and "copied to" individuals.
  - c. Distribute copies to Addressee, Sender, and "copied to" individuals.
  - d. Enter information on event board if "Post on Event Board" is checked.
  - e. Put original in Message Log Book.
3. When addressee receives a MESSAGE FORM, he/she will:
  - a. Take actions required by message.
  - b. Respond to Sender, if "Response Requested" is checked "Yes" on the MESSAGE FORM.
  - c. Call an Administrative Support Staff member.
4. Administrative Support Staff member will:
  - a. Pick up the MESSAGE FORM.
  - b. Make copies of the form for Sender, Addressee, and "copied to" individuals.
  - c. Distribute copies to Sender, Addressee, and "copied to" individuals.
  - d. Enter information on event board if "Post on Event Board" is checked.
  - e. Put original in message log book.

# NETL SITUATION REPORT

TO: \_\_\_\_\_ FROM: \_\_\_\_\_

REPORT TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

1. **TYPE OF EVENT** (fire, explosion, chemical spill, leak, etc.):  
\_\_\_\_\_

2. **EXACT LOCATION** (site area, building, room, system, etc.):  
\_\_\_\_\_

3. **TIME EVENT DISCOVERED:** Time: \_\_\_\_\_ Date: \_\_\_\_\_

4. **INJURIES:**  No  Yes **TYPE & NUMBER:** \_\_\_\_\_

5. **OBSERVATIONS** (alarms sounding, instrument readings, damage, injuries, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **SITUATION:**  Improving  No change  Worsening

7. **HAZARDOUS MATERIAL RELEASE:**  No  Yes  Unknown

**MATERIAL AND QUANTITY RELEASED:** \_\_\_\_\_

8. **ACTIONS TAKEN OR REQUIRED** (workers notified, off-site support requested, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **OFF-SITE PAR MADE:**  No  Yes  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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# OFF-SITE NOTIFICATION REPORT

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1. This is \_\_\_\_\_ from the DOE National Energy Technology Laboratory in Morgantown, West Virginia.  
(Your Name & Title)

2. This is  Actual Event  Drill

3. We have  terminated  Unusual Occurrence  Off Normal Occurrence at \_\_\_\_\_ on \_\_\_\_\_  
 declared  Site Area Emergency (Time) (Date)  
 General Emergency  
 Operational Emergency

4. There has been (describe event)  
\_\_\_\_\_  
\_\_\_\_\_

5. (If there has been or is a release in progress, complete this section.)  
There is/has been a release of \_\_\_\_\_  
(Substance and Quantity Released)

into the  Air  Water  Ground

The release started at \_\_\_\_\_ and will end/ended at \_\_\_\_\_.

Possible health effects of this substance are  
\_\_\_\_\_  
\_\_\_\_\_

6. There  is no  is danger to the public off site at this time.

7. (If there is danger to public, give a NETL Protective Action Recommendation.)  
The recommended protective action for the public is  
\_\_\_\_\_  
\_\_\_\_\_

8. The situation is  improving  staying the same  degrading.

9. We can be contacted at \_\_\_\_\_. We will keep you updated on the situation.  
(Phone Number)

Approval Signature: \_\_\_\_\_  
(EOC Coordinator)

Complete after each notification: Date Notification made: \_\_\_\_\_

Name of person contacted and time contacted:  
County: \_\_\_\_\_ Time Contacted: \_\_\_\_\_  
State: \_\_\_\_\_ Time Contacted: \_\_\_\_\_  
DOE HQ EOC: \_\_\_\_\_ Time Contacted: \_\_\_\_\_

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# TEAM DEBRIEFING FORM

Task: \_\_\_\_\_

Location: \_\_\_\_\_

Team Coordinator (Tracks team from outside): \_\_\_\_\_

Team Leader (Goes with team): \_\_\_\_\_

	<u>Team Members</u>	<u>On Air</u>	<u>Cylinder Pressure</u>
No. 1	_____	_____	_____
No. 2	_____	_____	_____
No. 3	_____	_____	_____
No. 4	_____	_____	_____

**Briefing Items** (See Hazardous Environment Entry Guidelines on reverse side):

Task briefing	_____	Safety concerns	_____
Tools ready	_____	Hazard briefing	_____
Radio check	_____	Face piece sealed	_____
Breathing test	_____	Decon conducted	_____
Properly dressed	_____	Gas monitor check	_____

**Pre-Dispatch Check Complete** (Checked by Team Coordinator): \_\_\_\_ Yes \_\_\_\_ No

**Safety Officer Concurrence:** \_\_\_\_\_

**On-Scene Coordinator Approval:** \_\_\_\_\_

(On-Scene Coordinator shall approve all entries into the safety zone.  
Use proper forms to account for emergency personnel.)

**Team Dispatched:** \_\_\_\_\_ **Actual Return Time:** \_\_\_\_\_

**Debriefing** (Safety Report, problems encountered, task completion): \_\_\_\_\_

**Medical Staff:**

Health Check: \_\_\_\_\_ Problems: \_\_\_\_\_

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## GENERAL GUIDELINES

The HAZMAT/Rescue Coordinator shall:

- Review with technicians Hazardous Environment Entry Guidelines listed below.
- Act as the point of contact between the technicians and SERT members.
- Assist in selecting teams for required entries.
- Ensure that Hazardous Environment Entry Guidelines are being followed.
- Maintain communications with the entry teams and the On-Scene Coordinator.

If the HAZMAT/Rescue Coordinator is to be on a team, assign another technician to act as HAZMAT/Rescue Coordinator. If no one is available, inform the On-Scene Coordinator.

## HAZARDOUS ENVIRONMENT ENTRY GUIDELINES

1. Use the buddy system for all entries.
2. Follow each team's designated leader.
3. The HAZMAT/Rescue Coordinator will assist teams in preparations.
4. The HAZMAT/Rescue Coordinator shall remain outside of the hazard zone.
5. Establish a method of communications prior to entry.
6. Complete a team briefing form to document entries.
7. Have the Safety Officer and On-Scene Coordinator approve all entries.
8. Each team will be briefed just prior to dispatch. (The HAZMAT/Rescue Coordinator, SERT leader initiating entry, and/or other functional SERT members, e.g., medical technician, industrial hygienist, or environmental engineer, will provide briefings.)
9. The HAZMAT/Rescue Coordinator will track team during entry.
10. Teams will be debriefed when they return. (This debriefing shall include medical concerns if the team encountered a hazardous material.)

# UNACCOUNTED-FOR PERSONNEL LIST

List for Fire Zone Number: \_\_\_\_\_ Date: \_\_\_\_\_

This is a list of workers still thought to be within the inner security fence:

NAME		NAME	
1.		23.	
2.		24.	
3.		25.	
4.		26.	
5.		27.	
6.		28.	
7.		29.	
8.		30.	
9.		31.	
10.		32.	
11.		33.	
12.		34.	
13.		35.	
14.		36.	
15.		37.	
16.		38.	
17.		39.	
18.		40.	
19.		41.	
20.		42.	
21.		43.	
22.		44.	

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Completed by: \_\_\_\_\_ Time: \_\_\_\_\_

# CORRECTIVE ACTION/RESPONSE PLAN

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**INITIATING EVENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TEAMS OR POSITIONS NEEDED:**  ED/EOCC  S&SO  MERT  HAZMAT  
 Medical  Tech Advisors  Medical Team  Security Team

Other: \_\_\_\_\_

**EVACUATION:** Building(s) \_\_\_\_\_ Areas \_\_\_\_\_

**SHELTER IN PLACE:** Building(s) \_\_\_\_\_

**CHEMICALS INVOLVED IN INCIDENT:**  Yes  No

**LIST CHEMICALS AND RESPONSE ACTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FIRE RESPONSE:**  Yes  No **INJURIES:**  Yes  No

**CONTAMINATED PERSONNEL:**  Yes  No

**RESPONSE ACTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER HAZARDS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**KEY TASKS:**  Hazard Zone Determined  Monitoring  Personnel Warned  
 Safety and PPE Determinations  Task Plans Attached

**PRIORITY OF ACTIONS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Signature: \_\_\_\_\_

(On-Scene Coordinator)

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