

Synopsis of Changes

to

151.1
Comprehensive Emergency Management System

Revised Version Issued as 151.1A of 10/4/02

NETL Order 151.1, Comprehensive Emergency Management System, of 6/1/00, has undergone revisions. This Order is being updated to adopt the DOE language of DOE Order 151.1A, Comprehensive Emergency Management System. Please replace NETL Order 151.1 with NETL Order 151.1A.

Directives Coordinator

U.S. Department of Energy

ORDER

National Energy Technology Laboratory

151.1A

DATE: 10/4/02

SUBJECT: COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM

1. OBJECTIVE. To establish the National Energy Technology Laboratory's Emergency Management System and to provide a platform from which the program will be administered at NETL.
2. CANCELLATION. NETL Order 151.1, Comprehensive Emergency Management System, of 6/1/00.
3. APPLICABILITY. This Order applies to all NETL employees, contractors, and subcontractors who conduct operations on the site.
4. REQUIREMENTS.
 - a. Establish policy and assign and describe roles and responsibilities for the NETL Emergency Management System. The Emergency Management System provides the framework for administration, development, coordination, control, and direction of all emergency planning, preparedness, readiness assurance, response, and recovery actions to meet the requirements of DOE Order 151.1A, Comprehensive Emergency Management System.
 - b. Establish requirements for comprehensive planning, preparedness, response, recovery, and assessment activities of emergency management programs for NETL.
 - c. Coordinate development of and integration of emergency management programs with NETL's Integrated Safety Management (ISM) system to provide a seamless approach to protection of the public, workers, and the environment.
 - d. Describe an approach to effectively integrate planning, preparedness, response, and recovery activities for a comprehensive, all-emergency management concept.
 - e. Integrate public information and emergency planning to provide accurate, candid, and timely information to site workers and the public during all emergencies.

DISTRIBUTION: All NETL Elements **INITIATED BY:** Office of the Director

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.

- f. Promote more efficient use of resources through greater flexibility (i.e., tailoring the program to commensurate with hazards) in addressing emergency management needs consistent with the changing missions of NETL.
- g. Ensure implementation of a CEMS that shall integrate plans and procedures to ensure prompt, efficient, and effective response to emergencies on the NETL sites. Resources shall be applied to mitigate consequences and protect workers, the public, the environment, and national security.
- h. Integrate various requirements promulgated by other agencies (such as EPA, OSHA, or the state) into NETL's Emergency Management System in accordance with provisions of the DOE Order; National Presidential direction; Contingency Plan; tribal, State, and legal agreements for mutual aid; and the ISM and ISO 14001 compliance initiatives.
- i. Establish an incident command system compliant with 29 CFR 1910.120.
- j. Establish a working relationship with community emergency response organizations to ensure an efficient unified command system is in place.

5. RESPONSIBILITIES.

- a. The NETL Director shall:
 - (1) Approve and submit the Emergency Response Program budget as part of the 5-year ES&H management planning and budgeting process.
 - (2) Monitor the overall quality and implementation of the CEMS.
- b. The NETL Deputy Director for Operations shall sign Memoranda of Understandings with local agencies to conduct emergency response on the site.
- c. The Associate Director, OBL shall:
 - (1) Be accountable for developing and implementing a NETL Comprehensive Emergency Management System that conforms with DOE Order 151.1A.
 - (2) Approve operating plans and procedures for the CEMS.
 - (3) Ensure compliance with NETL and DOE directives that implement the CEMS.

- d. The Director, Environmental, Safety and Health shall:
- (1) Appoint Emergency Response Program Managers.
 - (2) Provide oversight to the CEMS to ensure the technical quality of the program.
 - (3) Ensure that CEMS budgets adequately fund the program as part of the 5-year planning process.
- e. The Emergency Response Program Managers shall:
- (1) Establish the program assessment schedule.
 - (2) Receive feedback from employees and investigate any problems.
 - (3) Ensure that corrective actions associated with assessments or feedback are implemented.
 - (4) Be the technical experts of program implementation and regulatory evaluation.
 - (5) Generate operating plans and procedures to implement the program in compliance with Federal, state, and local laws and regulations.
 - (6) Provide input for budgeting the program.
 - (7) Provide input to the 5-year plan to incorporate the CEMS.
 - (8) Generate or oversee the generation of Statements of Work that implement any portion of the CEMS.
 - (9) Ensure development of hazards and risk assessments.
 - (10) Determine policy of program operations.
 - (11) Analyze hazards and tailor the program accordingly.
- f. The Site Support Contractor shall:
- (1) Provide support, coverage, and expertise as specified in their contracts.
 - (2) Participate in the ERO as specified in the contracts or other agreements with NETL.

- g. NETL Employees shall complete General Employee Emergency Response Training annually, and respond as directed to emergencies at NETL sites.

6. POLICY.

- a. To generate an emergency operations plan.
- b. To generate procedures that describe responders' roles and ensure that general employees and emergency responders are trained to respond to emergencies.
- c. To generate procedures that ensure emergencies are properly categorized and reporting requirements are met.
- d. To generate procedures that establish emergency responder appointment criteria.
- e. To generate procedures that establish the drill and exercise program.
- f. To evaluate and comply with regulations that govern emergency response.
- g. Develop hazard surveys and assessments on which to base the scope of the Emergency Response Program.
- h. Generate hazards surveys, hazards assessments, program evaluation criteria and schedules, and corrective action plan development and tracking.

7. REFERENCES. DOE Order 151.1A, Comprehensive Emergency Management System, of 11/1/00.

8. DEFINITIONS.

- a. CEMS -- Comprehensive Emergency Management System.
- b. ERO -- Emergency Response Organization.
- c. NETL -- National Energy Technology Laboratory.

Deputy Director for Operations