

2. STANDARD FORMAT AND CONTENT FOR EMERGENCY PLANS

2.1 Introduction

Emergency Management Programs for each DOE site/facility and Operations/Field Office are documented in an emergency plan, which describes the provisions for responses to Operational Emergencies. Recommended emergency plan format and content for both Operational Emergency Base Programs and Operational Emergency Hazardous Material Programs are provided in this chapter. Every DOE site/facility is required to have a Base Program. A site/facility with no Hazardous Material Program would develop an Emergency Plan for the Base Program; the Base Program requirements for a hazardous material site/facility should be seamlessly integrated with the Hazardous Material Emergency Plan.

Section 2.2 contains a recommended format and content for a Base Program emergency plan. Section 2.3 addresses the format and content of the Hazardous Materials Program emergency plan. Both plans address the same topical and functional areas, but the Base Program plan only explicitly addresses the minimum requirements specified in the Order, while more extensive requirements of the Base Program derived from other sources (e.g., other DOE orders, Federal/state regulations, local ordinances) can be referenced. Base Programs with substantial response requirements (i.e., those having organizational structures and functions similar to a hazardous material program) may use the more detailed plan structure addressed in Section 2.3.

Facilities/sites also have the option of following the National Response Team's guidance on Integrated Contingency Planning, also known as the "One-Plan". The One-Plan is a cooperative effort by the 16 member agencies of the NRT to illustrate how a facility can develop one emergency response plan to address the myriad of emergency planning requirements. Using the One-Plan guidance to address the requirements of DOE O 151.1 and other federal requirements is encouraged. The guidance is available in the Federal Register and on the NRT's web site at <http://www.nrt.org>.

Base Program. Section 2.2 provides a candidate format and associated content for the Base Program Emergency Plan.

2.2 Operational Emergency Base Program Emergency Plan

EXECUTIVE SUMMARY

Summarize the Emergency Plan by briefly stating its purpose and a description of what is included in each chapter.

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See Figure 2.1.

1. INTRODUCTION

State the overall function and mission of the site. Broadly describe the site and the buildings and facilities within the site. Use maps as appropriate to describe the site. Do not use classified information. State the maximum number of employees in each facility described. Provide facility floor plans where appropriate.

The qualitative Hazards Survey establishes the scope of the Operational Emergency Base Program required at a site by identifying potential hazards, possible consequences, and the applicable emergency planning and preparedness requirements. Include or summarize the results of the Hazards Survey. Describe known hazards originating outside the DOE facility that could affect the health and safety of onsite personnel or other DOE interests.

2. EMERGENCY RESPONSE ORGANIZATION (INTERNAL)

List the individual (e.g., building manager, facility manager, or similar position) who has been assigned to manage and control all aspects of the site/facility planning, preparedness, and response.

3. OFFSITE RESPONSE INTERFACES

Outline any and all coordination with state, tribal, and local agencies and organizations responsible for emergency response and/or protection of the health and safety of the public. If there is no offsite coordination, provide a brief justification statement.

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**Figure 2.1. Recommended Format for Operational Emergency Base Program
Emergency Plan.**

4. EMERGENCY CATEGORIZATION

This section should provide criteria for determining quickly if an event is an Operational Emergency.

5. NOTIFICATIONS AND COMMUNICATIONS

Discuss the required and proceduralized notification process for onsite and offsite notifications for all Operational Emergencies. Specify time limits in which notifications are required and the authority for the time limit. Identify personnel (positions) responsible for both initiating and receiving notifications. Discuss the method of notification (e.g., beepers, telephone). Discuss notification procedure for termination of an incident. Include copies of all notification record forms, particularly those forms used in response to DOE O 232.1 and its successors.

Describe the communications systems and equipment that would be employed by emergency personnel at the site or any specific facility for any notifications, sirens, or warnings to the public, including a description of primary and alternate systems. Discuss communications interface with offsite organizations. Identify what portions of the system are dedicated to the Emergency Management System. Describe the equipment, back-up equipment, readiness assurance, and testing procedures.

6. CONSEQUENCE ASSESSMENT

Since there are no minimum requirements specified for this area, this section may only contain references to consequence assessment types of functional areas required by other orders or regulations.

7. PROTECTIVE ACTIONS AND REENTRY

Describe the procedures to determine personnel accountability and evacuation. Discuss the method and procedures for accountability of onsite personnel and visitors, locations of shelters, and other conditions. Describe access control procedures for evacuated areas. Describe the system to ensure safe shutdown of operations following the declaration of an emergency. Describe the plan and criteria for reentry at each facility, where applicable, for the entire site, and identify all reentry plans.

8. EMERGENCY MEDICAL SUPPORT

Identify onsite medical support, if applicable, as well as offsite medical response agencies and facilities responsible for providing support in normal and mass casualty situations.

9. PUBLIC INFORMATION

List the organization and personnel responsible for providing information to the media during an emergency event.

10. EMERGENCY TERMINATION AND RECOVERY

Detail notifications associated with termination of an Operational Emergency and the criteria for resumption of normal operations.

11. EMERGENCY FACILITIES AND EQUIPMENT

Identify the facility capabilities and specific equipment in place that is used to support an emergency response, including systems and equipment used to notify and evacuate employees.

12. TRAINING AND DRILLS

List all drills and training programs (including fire drills and other building evacuation drills) that are provided to all employees, as well as refresher training for employees who are certified operators or supervisors and those workers who are likely to witness a hazardous material release. List annual testing of all emergency notification equipment.

13. EXERCISES

Describe exercise program. Describe how exercises will be controlled and evaluated and how lessons learned from exercises, improvements, and/or corrective actions are incorporated into emergency planning. List all offsite agencies involved in the exercise program (i.e., Headquarters, other Federal agencies, and local agencies).

14. PROGRAM ADMINISTRATION

State the name, position, mailing address, and telephone number of the Program Administrator at the site or facility level. (This information should also be listed in the appendix which lists the Emergency Management Personnel.) Indicate, where appropriate, whether the Program Administrator has been given emergency management responsibility through delegation of authority.

All facilities are expected to conduct self-assessments annually. Ensure that the procedure for self-assessment is listed in this section.

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Agreements (MOU, MOA, etc)

Maps (site, offsite, buildings, floor plans, etc)

List of Emergency Management Personnel (phone number, position, etc)

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2.3 Operational Emergency Hazardous Materials Program Emergency Plan

EXECUTIVE SUMMARY

Summarize the Emergency Plan by briefly stating its purpose and a description of what is included in each chapter.

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Figure 2.2. Recommended Format for Operational Emergency Hazardous Materials Program Emergency Plan (continued).

1. INTRODUCTION

1.1 Purpose of Emergency Plan.

State that the purpose of this Emergency Plan is to provide the DOE community with an effective and efficient emergency management operation that will provide acceptable levels of protection. For example, the Emergency Plan provides an efficient and effective response operation that, should an emergency occur, will protect the health and safety of workers, responders, the public, and the environment. State the DOE Orders and legislation that require this plan and that this Emergency Plan satisfies. Describe the operational use of the Emergency Plan and Emergency Plan Implementing Procedures (EPIPs).

1.1.1 Update of Emergency Plan.

State the process and time table for Emergency Plan updates, including required periodic updates and updates made necessary by changes in emergency planning or site operations.

1.1.2 Distribution of Copies.

Identify which organizations, DOE and non-DOE, are to receive copies of the Emergency Plan.

1.2 Scope.

State the types of emergencies, per DOE O 151.1, to which this Emergency Plan applies and does not apply. (Emergency Plans generally are for Operational Emergencies and not Energy or Emergency Assistance emergencies.) Identify the boundaries and define the site to which this Emergency Plan applies (i.e., site emergency plan versus building or facility Emergency Plan).

1.3 Concept of Operation.

Describe the concept on which sitewide emergency planning is based. State the documents, reports, surveys, and assessments used to develop this Emergency Plan, or refer to where this information can be found in the Emergency Plan.

1.4 Site Description.

1.4.1 Overview Site Description.

State the overall function and mission of the site. Broadly describe the site and the buildings and facilities within the site. Use maps as appropriate to describe the site. Do not use classified information.

1.4.1.1 Detailed Facility Description.

In detail, describe the specific facilities that, by the nature of the hazards present, could cause an emergency to be declared. Do not use classified information in the facility description. State the maximum number of employees in each facility described. Provide facility floor plans where appropriate.

1.4.1.2 Hazard Survey and Hazards Assessment.

A Hazards Survey shall be used by the site/facility/activity Emergency Manager to identify the planning requirements addressed in the Operational Emergency Base Program. A DOE site/facility/activity may then be required to establish and maintain a quantitative Hazards Assessment. The quantitative Hazards Assessment analyzes hazards significant enough to warrant consideration in a facility's Operational Emergency Hazardous Material Program.

Include or summarize the results of the Hazards Survey. Describe known hazards originating outside the DOE facility that could impact the health and safety of onsite personnel or other DOE interests.

List and/or summarize the significant radiological and non-radiological hazards present. Describe the system for updating the hazard assessment. The hazard assessment may be included as a separate appendix, if desired or necessary for completeness. Identify technical supporting documents that describe the methodology and information of Hazards Assessments used as the bases for emergency planning.

1.4.1.3 Contractors.

State the major contractors and their contractual commitments and responsibilities.

1.4.2 Physical Attributes of the Site**1.4.2.1 Geography.**

Identify the state, county, and any other appropriate local subdivision in which the site is located. Discuss the site location with respect to prominent natural and man-made features such as rivers, lakes, or dams. Describe land use of surrounding area. Discuss any groundwater features. Identify other vital features, such as fault lines or flood plains.

1.4.2.2 Topography and Geology.

Briefly describe the terrain of the site and the surrounding area, including ground cover and elevations. Describe the geology of the site and the surrounding area, particularly as it relates to possible seismic activity.

1.4.2.3 Population Distribution.

Describe the surrounding area (offsite) population, including population density. Provide maps identifying potentially affected onsite population groupings and, based on the most recent census information available, offsite populations to distances of 10 and 50 miles from the site boundary. Discuss projected population growth or change trends and the basis for these projections.

1.4.2.4 Meteorology.

Briefly describe the general climate of the region, including types of air masses, synoptic features (high- and low-pressure systems and frontal systems), general airflow patterns, temperature and humidity, precipitation, and relationships between synoptic-scale atmospheric processes and local meteorological conditions.

1.4.2.5 Natural Phenomena.

Describe seasonal and annual frequencies of severe weather phenomena, including hurricanes, tornadoes, and waterspouts, thunderstorms, lightning, hail, severe drought, and high air pollution potential.

1.4.2.6 Transportation System.

Describe major public and private transportation systems used by employees and the surrounding public. This includes waterways, airports, rail systems, major highways located on, through, and near the site, and major local accesses. Describe any transportation systems operated within the site. Describe any transportation interfaces required for site evacuations.

1.4.2.7 Utility System.

Describe the public and private utility systems used by the site that would be affected by an actual emergency or declaration of an emergency. Describe how the utilities would be affected and the effect on the surrounding population. State and describe any back-up utility systems present and the plan for their use.

2. EMERGENCY RESPONSE ORGANIZATION (INTERNAL)

2.1 Organization Structure.

Generally describe the overall organizational structure of the site and describe in detail the emergency response organization, including its relationship to the overall structure. The use of figures, diagrams, and organization charts may be used to show lines of authority between the various government officials, the emergency manager, and head of various departments. Specifically delineate the functions, authority, and responsibility of all internal organizational elements with emergency responsibilities. Outline the relationship of all emergency organizations to each other, with DOE (field and Headquarters) and other Federal, state, local, and tribal organizations.

2.1.1 Committees.

List all committees with emergency management or emergency planning responsibilities. Describe the purpose and make-up of each committee. Include both onsite and offsite committees in which employees serve either as a working member, a participant, or an observer. List the members, the authority and responsibility of each committee, and the authority and position of each member. State the meeting frequency and any other pertinent details to describe the committee.

2.2 Emergency Direction and Control.

Delineate the site chain of command in the event of an emergency. Discuss the organizational structure, authorities and responsibilities, and roles played by each position. Include an organization chart specifying, at a minimum, the positions responsible for emergency direction and control, both during routine operations and emergency conditions.

2.2.1 Succession of Authority.

State the succession of authority for emergency positions.

2.3 Emergency Management Operations. *Describe the actions and activity for the following.*

*Declaration of an emergency
Activation of the EOC
Emergency response
Reentry
Emergency termination*

The actions describing the activation of the EOC include the time required for staffing (during both normal duty hours and non-duty hours) and the minimum positions required for activation. Note that this section is not intended to include detailed emergency procedures, which are contained in separate implementing procedures.

2.3.1 Emergency Management Personnel.

Describe each position's emergency management responsibilities, its place in the overall organization, and the authority and responsibility of each position.

3. OFFSITE RESPONSE INTERFACES

3.1 Overview.

Provide an overview of relationships, both formal and informal, with offsite organizations, including other DOE departments and other Federal government, state, local, and tribal organizations with emergency management or emergency planning responsibilities. MAAs, MOAs, and MOUs should be described in this section.

3.2 Other Federal Agencies.

Describe agreements with other Federal agencies, specifying the role of the agency, potential response, regulatory control, and notification chain required. Examples of Federal agencies that may be involved in a DOE response are as follows.

*Department of Defense
Defense Special Weapons Agency
U.S. Forest Service
Federal Bureau of Investigation
Federal Aviation Administration
U.S. Coast Guard
U.S. Environmental Protection Agency
Nuclear Regulatory Commission
Federal Emergency Management Agency
National Oceanic and Atmospheric Administration*

3.3 State Government

Describe the roles of state organizations with emergency response or regulatory control responsibilities relevant to DOE facilities. Summarize primary and secondary support roles. Describe state emergency plans or procedures with

impact upon the DOE facility or program. Specify the nature of any MAAs, MOAs, or MOUs with the State.

3.4 Local Organizations

Describe the roles of local organizations with emergency response or regulatory control duties as they pertain to DOE facilities. Summarize primary and secondary support roles. Describe local emergency plans or procedures that affect the DOE facility or program. Specify the nature of any MAAs, MOAs, or MOUs with the local authorities.

3.5 Tribal Organizations

Describe the roles of tribal organizations with emergency response or regulatory control responsibilities relevant to DOE facilities. Summarize primary and secondary support roles. Describe tribal emergency plans or procedures that affect the DOE facility or program. Specify the nature of any MAAs, MOAs, or MOUs with the local tribal organizations.

3.6 Private Organizations

Describe the roles of private organizations with emergency response responsibilities relevant to DOE facilities. Summarize primary and secondary support roles. Describe private emergency plans or procedures that affect the DOE facility or program. Specify the nature of any MOAs or MOUs with the local private organizations. Describe any contractual arrangements and annual funding obligations in order to maintain the desired level of emergency preparedness.

3.7 MAAs, MOAs, and MOUs

List all MAAs, MOAs, and MOUs with offsite organizations. Include in the list the parties to the agreement, points of contact, the date of the agreement, and the expiration date of the agreement. Identify all organization(s) responsible for negotiating, executing, and maintaining agreements. Specify where documents are on file, and include copies of the unclassified MAAs, MOAs, and MOUs in an appendix to this Emergency Plan. List all classified MAAs, MOAs, and MOUs, identify unclassified points of contact, and state where the agreement can be viewed.

3.8 Offsite Medical Facilities

Discuss capabilities of local medical centers to support mass casualties and contamination events.

4. EMERGENCY CATEGORIZATION AND CLASSIFICATIONS

4.1 Definitions

State the definitions of Operational Emergencies and emergency classes per DOE O 151.1. In the interest of consistency, the definitions as provided in the DOE Orders can be repeated.

4.2 Criteria for Operational Emergencies Not Requiring Classification

State the criteria used to define an emergency. Briefly describe the methodologies used to develop criteria and reference specific technical supporting documents.

4.3 Emergency Action Levels (EALs)

State the EALs used to define an emergency. Briefly describe the methodologies used to develop EALs and reference technical supporting documents. The EALs should be described for all potential emergencies at the site, including radiological, non-radiological, terrorism, sabotage, fire, explosion, security, and natural phenomena. Describe the criteria for each classification of emergency at the facility or site. Identify personnel (positions) responsible for determining the classification and action level. Discuss level of emergency staffing required at each level. Identify where the complete EALs are kept on file.

5. NOTIFICATIONS AND COMMUNICATIONS

5.1 Notifications

Discuss the required and proceduralized notification process for onsite and offsite notifications for all operational emergencies. Specify time limits in which notifications are required, and the authority for the time limit. Identify personnel (positions) responsible for both initiating and receiving notifications. Discuss the method of notification (e.g., beepers, telephone). Discuss notification procedure for termination of an incident. Discuss the procedure variance for classified

notifications. Include copies of all notification record forms, particularly those forms used in response to DOE O 232.1 and its successors.

5.1.1 Offsite Notifications

State the applicable requirements for notification and communication with appropriate offsite agencies and organizations, including, at a minimum, state government; local government; local fire, police, and medical organizations; private organizations; contractor organizations; other Federal agencies; and any organization for which an agreement of notification has been signed.

5.1.2 Onsite Notifications

Identify personnel (positions) required to be notified for any emergency, specifying any differences for day shift or night shift. Discuss, if appropriate, the duty officer program and specific responsibilities.

5.1.3 DOE Assets

State the notification procedure for requesting DOE radiological emergency response assets, and the specific circumstances under which notification is permitted or required.

5.1.4 Field and Headquarters EOC Notifications

State the circumstances under which the operations/field and/or Headquarters EOCs are notified of an emergency and describe the procedures for notification, including the responsible personnel.

5.2 Communications

Describe the communications systems and equipment employed by emergency personnel at the site or any specific facility for any notifications, sirens, or warnings to the public, including a description of primary and alternate systems. Discuss communications interface with offsite organizations. Identify what portions of the system are dedicated to the Emergency Management System. Describe the equipment, back-up equipment, readiness assurance, and testing procedures. Describe the troubleshooting system for ensuring that problems noted during tests and drills are identified, tracked, and resolved. Reference to

any listing of communication equipment in the Emergency Equipment chapter is acceptable.

5.2.1 Secure Communications

Describe the procedures and plans for communicating classified information.

6. CONSEQUENCE ASSESSMENT

6.1 Consequence Determination

Describe the procedure(s) used to determine the potential consequences based on the results of hazard assessments and input from all other pertinent areas, such as intelligence and meteorologic information. Describe the methodologies used for consequence assessment and reference technical supporting documentation.

6.1.1 Continuous Consequence Determination

Describe the procedures to continually and in real time, where appropriate, monitor an emergency or continuing situation to update the consequence assessment.

6.2 Coordination

Describe the procedure to coordinate with other Federal, state, local, and tribal organizations information necessary to make accurate and timely consequence determinations.

7. PROTECTIVE ACTIONS AND REENTRY

State the purpose and intended use of protective actions. Describe protective actions used at the site and under what circumstances they are implemented.

7.1 Protective Action Guides

List and summarize existing radiological Protective Action Guides. Present the assumptions for the development of protective actions for both offsite and onsite populations. Discuss the process for implementing the protective actions.

Discuss the procedures for ensuring that the protective actions are timely, communicated, safe, and complete. Discuss what constitutes potential protective actions at the site, such as monitoring activities and accounting of personnel. Reference technical supporting documentation if applicable.

7.2 Emergency Response Planning Guidelines (ERPGs)

List and summarize existing ERPGs. Present the assumptions for the development of protective actions for both off and onsite populations. Discuss the process for implementing the protective actions. Discuss the procedures for ensuring that the protective actions are timely, communicated, safe, and complete. Discuss what constitutes potential protective actions at the site, such as monitoring activities and accounting of personnel. Reference technical supporting documentation, if applicable.

7.3 Records

Describe the procedure and the responsible organization to maintain an accurate log of the events of the emergency, including all follow-up health and hygiene surveys. Describe the coordination procedure with medical personnel and facilities. State the length of time and method of storing the records.

7.4 Personnel Accountability/Evacuation

Describe the procedures to determine personnel accountability and evacuation. Discuss the method and procedures for accountability of onsite personnel and visitors, locations of shelters, and other conditions. Discuss provisions for onsite relocation, including conditions likely to cause such a protective action.

Identify notification process and responsibilities. Discuss conditions requiring evacuation (full or partial). Identify onsite evacuation routes and include maps. Discuss the method for accounting for all personnel and visitors. Discuss the method for collecting and housing the evacuated individuals. Describe access control procedures for evacuated areas.

7.5 Reentry

Describe the plan and criteria for reentry at each facility, where applicable, for the entire site, and identify all reentry plans. State and discuss, where appropriate, the criteria for reentering areas under emergency conditions or

which have had access restricted during the emergency. Describe the procedure used to assess damage and/or contamination. Identify personnel, and their relationship to the emergency organization, who can develop, approve, or implement reentry. The plan shall also include methods for protection of workers from hazardous exposure, exposure guides for rescue personnel, facility accessibility, security considerations, access to protective clothing and equipment, availability of medical assistance, and debriefing procedures. Reference technical supporting documentation if applicable. Note that some activities of reentry may be relevant to recovery.

7.6 Emergency Planning Zones (EPZs)

Describe the procedures and/or the predetermined emergency planning zones in determining potentially affected areas. Use maps, as appropriate, for an accurate and complete description. Identify the persons (positions) responsible for determining and recommending protective actions for the public within the plume exposure EPZ. Specify the evacuation routes to be used in an emergency. Discuss sheltering and evacuation plans for the EPZ. Define the size of the plume EPZ limit, specifically noting what portions of the EPZs fall onsite and offsite. Describe the exposure pathways. Describe conditions, procedures, and authorities for evacuation of local populations.

Describe the ingestion pathway EPZ. Identify the persons (positions) responsible for determining and recommending protective actions for the public within the ingestion pathway EPZ.

7.7 Communication

Describe the communications to notify other Federal, state, local, private, and tribal organizations of the necessary actions required for their protection or for which they are responsible for informing the public or otherwise need to take action. Define and list, if necessary, sources of information used by Federal, state, local, and tribal organizations in further determining their course of action.

7.8 Termination of Protective Actions

Describe how protective actions are lifted or modified, authorities for removal of protective actions, how this information is communicated, both onsite and offsite, and how the activity is accomplished. Describe any post emergency communications or follow-up actions.

7.9 Shutdown of Operations

Describe the system to ensure safe shutdown of operations following the declaration of an emergency.

8. EMERGENCY MEDICAL SUPPORT

Describe the medical capabilities available onsite and offsite to respond to an emergency.

8.1 System

Describe the onsite organization of medical care for managing injured and/or contaminated personnel. Describe the onsite medical care and facilities. Describe the provisions in place to ensure coordination among medical, industrial hygiene, health physics, environmental response, security, and management personnel during emergencies.

8.2 Staff

Identify the lead medical emergency director. Describe the staff available both permanently and on call, outlining qualifications and training required. State the minimum requirements for offsite medical assistance including contractual arrangements and offsite staff training requirements.

8.3 Equipment

Describe the health services available onsite and offsite for response to emergencies. Describe the equipment available for extrication, rescue, and transport of injured personnel. Describe the onsite facilities and equipment for decontamination of injured personnel. Describe the equipment available for bioassay and whole body counting. Identify the types of medical supplies maintained onsite and any special equipment maintained offsite for emergencies. Describe how the quality and quantity of these supplies are determined, maintained, and ensured.

8.4 Transportation and Evacuation

Describe the transportation and evacuation capabilities, equipment, and the process for moving contaminated and noncontaminated casualties. Identify

person/positions with responsibility and authority for evacuation of injured or ill personnel.

8.5 Communications

Describe the communications procedures in place for emergencies. Identify the persons/positions responsible for notifying emergency medical teams, security, administration, offsite hospital and offsite emergency services.

9. EMERGENCY TERMINATION AND RECOVERY

Describe the plan and criteria for declaring the emergency condition terminated and transitioning to recovery at each facility, where applicable, and for the entire site, and identify all termination and recovery plans. The plan includes termination authority and responsibility and recovery criteria for protection of workers and the general public from hazardous exposure, exposure guides for recovery personnel, facility accessibility, security considerations, access to protective clothing and equipment, availability of medical assistance, and requirements for establishing the recovery organization. Reference technical supporting documentation if applicable.

9.1 Emergency Termination

Describe the procedure for terminating the state of emergency, including the personnel responsible for decision-making and their relationship to the overall emergency organization described in Chapter 2 of the plan. Address the special circumstances of an error in initial categorization that necessitate an emergency downgrade. Describe the conditions, or state the document, under which the emergency may be terminated and initiation of recovery activities may occur.

9.2 Recovery

Describe the recovery (transition) process from an emergency condition to the restoration of a safe, pre-emergency environment. Discuss the plan to restore vital systems, such as power, water, and communications. Include a discussion of the areas that must be verified for safety, such as fire hazards, toxic gas, and radiation. Describe the measures taken to ensure that security procedures are maintained. Describe the continued recovery (transition) process from a safe environment to the pre-emergency conditions.

9.2.1 Recovery Organization

Describe the recovery organization and the authority and responsibility chain of command that restores pre-emergency conditions. Describe how this organization may differ from the emergency organization described in Chapter 2. Describe the plan, either here or in Chapter 10, to notify the media and the public as to the condition of the emergency recovery.

10. PUBLIC INFORMATION

Describe the program to provide information concerning the emergency to the media and the general public, including information release approval. State the recommended time requirements for information release.

10.1 Public Information Organization

Describe the organization, including the relationship to the overall emergency organization, which will be used to disseminate information to the media and the general public. State the personnel authorized to release information, including the designated spokesperson.

10.2 Public Information Facilities

Describe the facilities and communications equipment used to disseminate information to the public. Include meeting rooms, press areas, and communications facilities.

10.2.1 Joint Information Center

Describe the function and staffing of the Joint Information Center (JIC). Discuss the coordination roles at the JIC (both onsite and offsite).

10.3 Public Education

Describe the public education program to inform the public and the workers as to the dangers present, and information that can be used for emergency actions, including recommended evacuation routes and sheltering.

10.4 Public Inquiries

Describe the plan to respond to public and worker inquiries, including rumor control.

10.5 Security

Describe the plan to ensure that security is not being compromised with the release of sensitive or classified information to the public.

10.6 Field and Headquarters Coordination

Describe the plan to coordinate with the operations/field office and Headquarters on the release of information to the public.

11. EMERGENCY FACILITIES AND EQUIPMENT

11.1 Emergency Facilities

List and provide a brief description of the following facilities. Distinguish between dedicated and non-dedicated facilities. Maps and floor plans of facilities should be used when it will benefit in providing a complete description of the facility.

11.1.1 EOC or Command Center

11.1.2 Alternate or Secondary EOC

11.1.3 Emergency Response Facilities

11.1.4 Technical Support Center

11.1.5 JIC

11.1.6 Offsite Communications Center

11.1.7 Decontamination Facilities

11.1.8 Medical Facilities

11.1.9 Security Control Centers**11.2 Emergency Equipment**

List and describe the equipment likely to be used for responding to emergencies. Include in the list: equipment capability and limitations, quantity of equipment, locations (both fixed and portable equipment), consumables, maintenance requirements, certification requirements, expiration dates, and computer/communications compatibilities.

- 11.2.1 Communications Equipment**
- 11.2.2 Heavy Construction Equipment**
- 11.2.3 Decontamination Equipment**
- 11.2.4 Alarm Equipment**
- 11.2.5 Rescue Team Equipment**
- 11.2.6 Sanitation and Survival Equipment**
- 11.2.7 Transportation Equipment**
- 11.2.8 Personnel Protection Equipment**
- 11.2.9 Gas and Liquid Monitoring Equipment**
- 11.2.10 Damage Containment Equipment**
- 11.2.11 Fire Fighting Equipment**
- 11.2.12 Emergency Power Equipment**
- 11.2.13 Logistic Support Equipment (maps, plans, etc.)**

12. TRAINING AND DRILLS

Describe the goals and objectives of the training and drills program.

12.1 Courses

List the available courses for emergency planning and analysis, including title, length of course, target audience, a brief summary, and the periodicity or schedule.

12.2 Training Requirements

Describe courses given to emergency management personnel. Identify training requirements for key emergency management positions and response teams. Identify periodicity of courses and employee requirement for training and retraining or refresher training.

12.3 Examination

Describe the examinations, if any, required for emergency response organization personnel qualification.

12.4 Record Keeping

Describe the system of record keeping to verify training requirements are met.

12.5 Offsite Personnel

Describe the system of training available to and required for visitors, vendors, and subcontractors.

12.6 Offsite Training Support

Describe the available training resources available offsite which can substitute or complement existing training courses.

12.7 Offsite Personnel Training

Describe the in-house training available to offsite organizations in order to support their abilities to participate in site emergency response actions. Describe training available, if any, for the general public.

12.8 Instructor Training and Qualification

Describe the plan to provide qualified instructors for the available training and the qualification of instructors, including instructor training courses.

12.9 Drills

Describe the drill program, per DOE O 151.1, including the goals, frequency, complexity, and integration of lessons learned into emergency planning. Describe how the drills develop expertise in emergency activities such as notification, communication, fire control, medical planning, and HAZMAT.

12.9.1 Evaluation and Corrective Action

Describe how drills will be controlled and evaluated, and how lessons learned from drills, improvements, and/or corrective actions, are incorporated into emergency planning.

13. EXERCISES

Discuss the intended purpose of the exercise program.

13.1 Exercises

Describe the emergency management exercise program and how it conforms to the requirements of DOE O 151.1 and any applicable state and local legislation.

13.1.1 Evaluation and Corrective Action

Describe how exercises will be controlled and evaluated, and how lessons learned from exercises, improvements, and/or corrective actions, are incorporated into emergency planning.

13.2 Offsite Coordination

Describe the method of coordination with DOE Headquarters and participating Federal, local, state, tribal, and private organizations for drill or exercise planning, and the level of participation.

14. PROGRAM ADMINISTRATION

14.1 Emergency Management Program Administrator

State the name, position, mailing address, and telephone number of the Program Administrator at the site or facility level. (This information should also be listed in the appendix which lists the emergency management personnel.) Indicate, where appropriate, whether the Program Administrator has been given emergency management responsibility through delegation of authority.

14.2 Document Control

State the procedure used to control the Emergency Plan and to assure annual review and update.

14.3 Self-Assessment

Describe the site internal assessment program, which requires an internal assessment to be conducted annually.

Appendixes

List of Figures

List of Tables

List of Acronyms

List of Definitions

Agreements

Maps

Listing of Emergency Management Personnel

References

2.4 Bibliography

DOE O 151.1 Chg 2. Comprehensive Emergency Management Program. August 21, 1996.

DOE O 232.1A. Occurrence Reporting and Processing of Operations Information. July 21, 1997.

Title 61 FR 28642. National Response Team's Integrated Contingency Plan Guidance. April 18, 1996.