

U.S. Department of Energy

Washington, D.C.

ORDER

DOE 5500.1B

**RETAIN
PERMANENTLY**

4-30-91

SUBJECT: EMERGENCY MANAGEMENT SYSTEM

1. PURPOSE. To establish overall policy and requirements for the Department of Energy (DOE) Emergency Management System (EMS). The EMS provides the framework for development, coordination, and direction of planning, preparedness, and readiness assurance activities. This Order addresses responses to Operational, Energy, and Continuity of Government (COG) Emergencies involving DOE or requiring DOE assistance.
2. CANCELLATION. DOE 5500.1A, EMERGENCY MANAGEMENT SYSTEM, of 2-26-87.
3. SCOPE. The provisions of this Order apply to all DOE Elements and contractors performing work for DOE as provided for by law and/or contract and as implemented by the appropriate contracting officer.
4. EXCLUSIONS.
 - a. All DOE facilities subject to Nuclear Regulatory Commission (NRC) license requirements are specifically exempted from the requirements of this Order.
 - b. Executive Order 12344, statutorily prescribed by Public Law (P.L.) 98-525 (42 USC 7158 note), establishes the responsibilities and authority of the Director, Naval Nuclear Propulsion Program (who is also the Deputy Assistant Secretary for Naval Reactors within DOE), over all facilities and activities that comprise the Program, a joint Navy-DOE organization. The policy principal promoted by these executive and legislative actions is cited in the Executive Order as "... preserving the basic structure, policies, and practices developed for this Program in the past" Accordingly, based on the Executive Order and this policy principle, the Naval Nuclear Propulsion Program is exempt from the provisions of the DOE-5500-series Orders.
 - c. The Power Marketing Administrations are temporarily exempted from the coverage of this directive provided that, within one calendar year of the effective date of this Order, the Power Marketing Administrations shall develop, in coordination with the Director of Emergency Operations (DEO), emergency management directives appropriate to their specific regional power missions, compatible with DOE's EMS and supplementary DOE EMS directives.
 - d. If a DOE Element or contractor can demonstrate that it is subject to emergency management program requirements under the authority of other Federal regulatory agencies that are at least as stringent as the requirements of this Order, then an exemption may be requested. Requests

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INITIATED BY:

Director of Emergency Operations

for exemptions from the requirements of this Order shall document the basis for each exemption and shall establish and justify alternatives equivalent to, or exceeding, this Order. Requests for exemptions shall be submitted for approval by the Under Secretary, with the concurrence of: the cognizant Program Senior Official (PSO); the DEO; and, if applicable, the Assistant Secretary for Environment, Safety, and Health (EH-1). The Under Secretary shall resolve any differences among the PSO, DEO, and, if applicable, EH-1.

5. BACKGROUND.

- a. This Order revises the Department's EMS, originally described in DOE 5500.1A, to reflect initiatives to improve the emergency preparedness and response capabilities of the Department and to reflect changes in missions and functions and corresponding organizational realignments.
- b. This Order uses a broad definition of the term "facility" that encompasses operations and activities. See Attachment 2, this Order, for the explicit definition of "facility" as used in the 5500 series Orders.

6. REFERENCES. See Attachment 1.

7. DEFINITIONS.

- a. Definitions, see Attachment 2.
- b. Acronyms, see Attachment 4.

8. POLICY. It is DOE policy to:

- a. Develop and maintain an emergency management system capable of responding to and mitigating the consequences resulting from Operational, Energy, and COG Emergencies by:
 - (1) Operating facilities and conducting operations and activities in a responsible manner, thereby assuring the safety and health of workers and members of the general public and protecting the environment;
 - (2) Developing and maintaining emergency planning, preparedness, and response capabilities, as well as effective public and interagency communications, to minimize the consequences to workers, national security, the public, and the environment from incidents involving DOE operations;
 - (3) Identifying emergency events, making appropriate notifications, and responding to emergencies in an effective and timely manner to mitigate the consequences and bring the emergency situation under control.

- b. Use appropriate organizations, plans, and implementing procedures; an integrated program of training, drills, and exercises; and appropriate procurement and maintenance of response resources, to minimize the consequences of emergencies to workers, national security, the public, and the environment by:
 - (1) Maintaining consistency in the general approach and nomenclature of emergency planning and preparedness among elements within DOE, other Federal agencies, private industry, and state, tribal, and local authorities;
 - (2) Providing support, within resource constraints, to other local, state, Federal agencies, and international organizations, as requested, and in accordance with pertinent Federal regulations and plans, appropriate interagency agreements, and international conventions;
 - (3) Complying with the provisions of applicable legislation, implementing regulations, Executive Orders, and Federal plans, such as:
 - (a) The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the Superfund Amendments and Reauthorization Act of 1986 (SARA);
 - (b) The Resource Conservation and Recovery Act (RCRA);
 - (c) The Emergency Planning and Community Right-to-Know Act (EPCRA);
 - (d) Executive Orders 12580 and 12656;
 - (e) Title 40 CFR 300, NATIONAL OIL AND HAZARDOUS SUBSTANCES POLLUTION CONTINGENCY PLAN;
 - (f) Title 40 CFR 302, DESIGNATION, REPORTABLE QUANTITIES, AND NOTIFICATION; and
 - (g) The various Federal Plans for responses to manmade and natural disasters (e.g., the Federal Radiological Emergency Response Plan, the Federal Radiological Monitoring and Assessment Plan, and the Federal Response Plan.)
 - (4) Establishing and maintaining readiness assurance for all aspects of the DOE EMS through development of Emergency Readiness Assurance Plans (ERAPs) and Appraisal Programs.

9. CONCEPT OF OPERATIONS.

- a. General. The DOE EMS provides the general framework for: the development, coordination, exercise, testing, and validation of emergency plans and procedures; ensuring the readiness of all DOE emergency response capabilities relative to the three broad categories of emergencies

procedures; ensuring the readiness of all DOE emergency response capabilities relative to the three broad categories of emergencies (Operational, Energy, and COG); and the management, coordination, and direction of responses to emergencies. The Under Secretary of Energy serves as the senior DOE policy official for emergency planning and preparedness activities, with implementation responsibilities assigned to the DEO. The Emergency Management Advisory Committee (EMAC), composed of DOE Headquarters (HQ) and field representatives responsible for their respective emergency preparedness programs, supports the DEO in the development of specific policy and technical recommendations affecting DOE emergency preparedness. The resolution of EMS crosscutting issues is provided by the Secretary's Executive Committee.

b. Emergency Management Teams. In response to an emergency, Emergency Management Teams (EMTs) are formed at the Facility, Field Element, and DOE HQ levels. EMTs provide management and direction of emergency response activities. The HQ EMT consists of an Executive Team and a Technical Operations Cadre. The Executive Team provides strategic direction to the response and evaluates the broad impacts of the emergency on the DOE complex. The Technical Operations Cadre provides oversight to the Field Element, coordinates with other Federal agencies, and provides information to the press, Congress, and other Federal agencies. Technical Operations Cadre personnel come from the cognizant Program Office, as well as specialized HQ Offices. EMTs for contractors and DOE Field Elements are organized as appropriate for the facility or organization.

c. Operational Emergencies.

(1) Operational Emergencies are significant accidents, incidents, events, or natural phenomena which have, or potentially can, seriously degrade the safety or security of DOE facilities. Operational Emergencies apply to DOE reactors; other DOE facilities (nuclear and non-nuclear) involved with hazardous materials; DOE-controlled nuclear weapons, components, or test devices; radiological assistance responses; DOE safeguards and security events; and transportation accidents involving hazardous material under DOE control.

(2) DOE has developed a three-tiered organizational approach that follows the line management chain within the Department for responding to Operational Emergencies. Responsibility begins at the facility level, rises through the cognizant DOE Field Element, and culminates at the cognizant HQ Program Office.

(a) The manager of the facility, whether a DOE or a DOE contractor employee, is responsible for:

- 1 Initial identification and categorization of an event;
- 2 Prompt initial notification of an Operational Emergency, including notifications to local, state, tribal, and

Federal authorities offsite as required by DOE Orders, such as DOE 5500.2B and 5000.3A, the provisions of legislation, such as CERCLA, RCRA, and EPCRA, or implementing regulations, such as 40 CFR 302;

- 3 Taking immediate mitigative and corrective actions to minimize the consequences to worker and public health and safety and the environment. Mitigative and corrective actions include recommending appropriate protective actions to local authorities;
- 4 Continuing such actions until the emergency is resolved;
- 5 Informing DOE line management about all aspects of the response to the emergency; and
- 6 Determining the root cause of the emergency and taking appropriate corrective actions following the emergency.

(b) The cognizant DOE Field Element is responsible for:

- 1 Assuring prompt initial notification to state, tribal, and local governments and others, as appropriate;
- 2 Assuring proper response by facility managers to any emergency within their facilities;
- 3 Providing additional technical assistance and support;
- 4 Monitoring the facility response activities and recommending additional actions, as necessary;
- 5 Predesignating an On Scene Coordinator for Federal responses under the National Contingency Plan (NCP);
- 6 Ensuring emergency response actions are coordinated with the cognizant local, state, tribal, and Federal regional organizations;
- 7 Coordinating additional DOE and other Federal agency resources, as required; and
- 8 Overseeing the local investigation and closeout of the occurrence, in coordination with the HQ Program Manager (PM).

(c) The cognizant HQ PSO, after consultation with the DEO and with the concurrence of the Under Secretary, convenes the HQ EMT which is responsible for:

- 1 Providing overall management and direction of the DOE emergency response;
 - 2 Coordinating activation and deployment, or assisting the On Scene Coordinator in the activation and deployment, of other DOE and Federal agency response assets;
 - 3 Coordinating overall public information activities; and
 - 4 Providing the interface with other national-level Federal agencies, Congress, the White House, and international agencies, as appropriate.
- (d) DOE HQ and the cognizant Field Element receive simultaneous notifications of emergencies from the facility manager. The scope and extent of additional DOE response actions will be determined by the cognizant HQ Program Office in conjunction with the cognizant DOE Field Element.
- (e) Each of the three organizational elements (Facility, Field Element, and HQ Program Office) is responsible for developing integrated and compatible plans and implementing procedures to effectively and efficiently carry out their responsibilities for responding to an emergency situation involving or affecting a DOE facility under their cognizance.
- (f) HQ programmatic responsibility for DOE's radiological emergency response assets is assigned to the Assistant Secretary for Defense Programs (DP-1). These assets include the Accident Response Group (ARG), Nuclear Emergency Search Team (NEST), Federal Radiological Monitoring and Assessment Center (FRMAC), Aerial Measuring System (AMS), Atmospheric Release Advisory Capability (ARAC), Radiological Emergency Assistance Center/Training Site (REAC/TS), and Radiological Assistance Program (RAP). Implementation responsibilities for these assets are assigned to specific DOE Operations Offices.
- d. Energy Emergencies. The Energy Emergency Management System (EEMS), a subset of the Departmental EMS, provides for DOE development, exercise, testing, and validation of Federal emergency preparedness programs for responding to actual or potential disruptions to the nation's energy supplies. Such disruptions may arise from emergencies caused by catastrophic earthquakes or other natural disasters, national security situations, malevolent acts, technical malfunctions, or economic boycotts and may affect a limited local area, a widespread geographic area, or the nation as a whole.
- (1) Within the context of the EEMS, the Office of the Deputy Assistant Secretary for Energy Emergencies (IE-20), in coordination with the Administrator of the Energy Information Administration (EI-1), monitors domestic and international energy supply events for

potential emergency situations. Should a situation arise which has the potential for or actually causes a serious disruption to energy supplies, the Assistant Secretary for International Affairs and Energy Emergencies (IE-1), after consultations with the DEO and with the concurrence of the Under Secretary, will establish a HQ EMT.

(2) For Energy Emergencies, the HQ EMT is responsible for:

- (a) Closely monitoring the energy situation;
- (b) Developing, coordinating, and implementing DOE HQ response actions;
- (c) Coordinating the use of resources from the various DOE Field Elements, contractors, DOE operated facilities, and other Federal agency regional offices;
- (d) Coordinating DOE-related public information activities; and
- (e) Maintaining interface and coordination with other national-level Federal agencies, the White House, Congress, and international agencies, as appropriate.

e. Continuity of Government (COG) Emergencies. The Federal COG emergency preparedness program, a mostly classified program, assures that the constitutional framework of Government will continue regardless of the type or severity of disaster or threat to the national security of the United States.

- (1) Upon declaration of a national security emergency, pre-identified COG Teams, i.e., the National Emergency Management Team (NEMT) and the Regional Emergency Management Teams (REMTs), from various Federal departments and agencies form a skeletal, constitutionally-based emergency Government organization to support the President and continue the executive functions of the U.S. Government.
- (2) Due to the critical nature of DOE energy-related functions, the DOE COG program is of special importance for providing essential defense and civilian energy needs. DOE has COG Teams identified for the HQ and field locations. IE-1 has the DOE lead for coordinating the DOE COG program and ensuring that the DOE satisfies appropriate Federal requirements.

10. RESPONSIBILITIES AND AUTHORITIES

a. The Under Secretary shall:

- (1) Serve as the senior DOE policy official for developing and maintaining the EMS;

- (2) Direct the HQ EMT and chair the HQ Executive Team or concur in the designation of the HQ EMT Director and Chair of the HQ Executive Team;
- (3) Concur in the selection of the DEO by DP-1;
- (4) Direct the mobilization of DOE resources to provide assistance in other types of emergencies not specified in this Order;
- (5) Resolve conflicts over program responsibility in cases where cognizant responsibility is unclear or, when appropriate, refer issues to the Secretary's Executive Committee for resolution; and
- (6) Advise the Secretary on the status of the DOE EMS and the emergency readiness assurance program on an annual basis.

b. The Director of Emergency Operations (DEO) shall:

- (1) Coordinate the development and operation of the overall EMS with appropriate DOE Elements to ensure that an integrated emergency preparedness program is maintained;
- (2) Advise the Under Secretary regarding problems and issues affecting EMS capabilities;
- (3) Provide an annual status report to the Under Secretary on DOE readiness assurance;
- (4) Serve as the DOE point of contact for inquiries concerning emergency preparedness and respond to such inquiries or direct them to appropriate principals;
- (5) Concur with the cognizant PSO in the selection of the DOE representative to Federal interagency and international level committees, working groups, and task forces concerning emergency preparedness in a single program area.
- (6) Appoint a primary representative from the DEO staff and coordinate with the cognizant PSOs to provide appropriate representatives to subcommittees, working groups, and task forces, when the emergency preparedness issues addressed by the Federal interagency and international level committees, working groups, and task forces involve the responsibilities of multiple Departmental elements;
- (7) Ensure that staff members appointed as DOE representatives to Federal interagency and international-level committees, working groups, and task forces concerning emergency preparedness attend meetings and provide the cognizant PSOs with minutes of meetings and reports concerning issues addressed during the meetings in a timely manner;

- (8) Prepare and maintain a listing of Federal interagency and international level committees, working groups, and task forces and the current DOE representation;
- (9) Develop the charter for, administer, schedule meetings of, convene, and chair the EMAC;
- (10) Manage and operate the HQ emergency operations facilities and attendant management support capabilities, including the following:
 - (a) Develop plans and procedures for operation of HQ emergency operations facilities;
 - (b) Supervise the operation of HQ emergency operations facilities and personnel;
 - (c) Ensure that notifications received in the HQ Emergency Operations Center (EOC) are properly authenticated and disseminated;
 - (d) Maintain listings of established points of contact for emergency notifications within HQ, Field Elements, and other Federal agencies; and
 - (e) In coordination with the Office of Administration and Human Resource Management, develop appropriate requirements for communications and information processing systems to facilitate the mission of the HQ EOC.
- (11) Upon declaration of an emergency, assist immediate response personnel in activating the HQ EOC. Support the initial response activity and provide continuity between the arrival of the initial response personnel and the Director of the EMT and the remainder of EMT and support personnel;
- (12) Using information provided by the HQ Program Offices and Field Elements, develop, coordinate, and maintain a listing of all DOE facilities indicating the cognizant HQ Program Office and Field Element responsible for same, and, where more than one Program Office has responsibilities at the same site, after consultation with those Program Offices and in coordination with the PSOs, recommend to the Under Secretary a single Program Office to be designated the Office of Primary Responsibility (OPR) for emergency preparedness and response actions;
- (13) In conjunction with the cognizant HQ Program Office, review all HQ and Field Element emergency preparedness plans and procedures to ensure that they are consistent with DOE policies, and, where appropriate, facilitate coordination between HQ Program Offices to avoid duplication of effort;

- (14) Through periodic appraisals of HQ and Field Elements, ensure that DOE policies and standards are appropriately applied in emergency management programs;
- (15) In conjunction with the cognizant HQ Program Office, evaluate all readiness assurance functions for HQ EMTs, Field Elements, and facilities, to include DOE's radiological emergency response assets;
- (16) After consultation with the cognizant PSO, advise the Under Secretary regarding the need to activate a HQ EMT;
- (17) Provide support to EMTs in training and preparing for emergency preparedness activities;
- (18) Ensure the coordinated development and implementation of a Departmental emergency exercise and exercise evaluation program;
- (19) Support PSO and EMT exercise programs by participating in exercise planning activities;
- (20) Establish and maintain a tracking system to document, monitor, and validate follow-up action on lessons learned from actual emergency responses, EMS appraisals, and exercises; and validate improvements to the EMS;
- (21) Ensure that Federal interagency agreements concerning emergency preparedness and response are maintained to meet DOE policies and objectives; and
- (22) To ensure consistency throughout the Department, concur in the PSO's approval of Emergency Planning Zones (EPZs) for DOE facilities.

c. The Emergency Management Advisory Committee (EMAC) shall:

- (1) Assist the DEO in the identification of problem areas and issues related to the EMS, provide recommended solutions to such problems, and assist with the development of policy and technical recommendations to enhance and implement the DOE emergency preparedness program;
- (2) Consist of individuals with emergency preparedness responsibilities, appointed by and representing the cognizant HQ PSOs and Heads of Field Elements; and
- (3) Be chaired by the DEO, who shall also be responsible for the EMAC charter, administration, coordination of agendas, and scheduling of meetings, as well as any subcommittee activities.

d. Program Senior Officials (PSOs) with programmatic responsibility for specific DOE facilities shall:

- (1) Ensure the preparation and maintenance of plans, procedures, and capabilities for responding to emergencies affecting their areas of cognizance.
 - (a) Ensure that these plans satisfy the requirements of DOE Orders; legislation, such as EPCRA and RCRA; and applicable implementing regulations, such as 40 CFR 302;
 - (b) Where applicable, ensure that emergency plans and procedures provide support to Energy and COG Emergencies and assistance during catastrophic natural disasters, such as earthquakes, as outlined in DOE policies. During an emergency, provide support, within resource constraints, to other HQ and Field Elements as directed or otherwise requested.
- (2) Designate staff member(s) with emergency preparedness responsibilities to serve on the EMAC;
- (3) Ensure that staff members appointed as DOE representatives to Federal interagency and international-level committees, working groups, and task forces concerning emergency preparedness attend meetings and provide the DEO with minutes of meetings and reports concerning issues addressed during the meetings in a timely manner;
- (4) Within areas of programmatic responsibility, ensure that:
 - (a) Organizational mission and function statements are modified, as necessary, to reflect responsibilities for implementation of this Order;
 - (b) Support to an activated HQ EMT and emergency preparedness exercises is provided, in accordance with documented and approved plans;
 - (c) Necessary resources and capabilities are funded, developed, acquired, and maintained to effectively implement emergency plans and procedures; and
 - (d) Budget requests include funding for emergency preparedness activities.
- (5) As predetermined or otherwise assigned by the Under Secretary, convene and direct a HQ EMT and provide support to other HQ EMTs, as necessary;
- (6) When an emergency has been declared at a facility within their program cognizance, or when directed to convene a HQ EMT:
 - (a) Direct the formation of the specialized HQ EMT from the cognizant program element;

- (b) Serve as the Deputy Chair of the HQ Executive Team when the Under Secretary serves as the Chair. Otherwise, serve as the Chair of the HQ Executive Team, providing strategic direction to the response; and
 - (c) Ensure that readily-available support cadre personnel are immediately dispatched to the HQ EOC. The primary focus of this initial-response group is to establish communications, gather and disseminate information, formulate issues, and facilitate the coordination of support for immediate mitigative and corrective actions until the HQ EMT is fully staffed.
- (7) In coordination with the DEO:
- (a) Ensure, through the preparation and maintenance of appropriate plans, procedures, and training and exercise programs and through the coordination of support from other PSOs, the capability to receive notifications, to take immediate HQ actions, and to activate and direct a HQ EMT for responding to emergencies affecting their areas of programmatic responsibility;
 - (b) Ensure the assignment of one Program Office as the OPR with the other(s) as the Office(s) of Collateral Responsibility for emergency preparedness activities at sites where more than one Program office shares responsibility to avoid duplication of effort;
 - (c) Participate in Federal interagency and international exercises, as directed or appropriate;
 - (d) Establish programs and procedures which provide for drills, exercises, and assessments to assure the readiness of each facility's emergency response capabilities;
 - (e) Within areas of primary management purview, maintain liaison with Federal and international agencies, as appropriate; ensure that emergency preparedness and response actions are properly coordinated; and negotiate necessary agreements;
 - (f) Review and approve emergency plans developed by organizations under their purview and provide copies of the plans to the DEO; and
 - (g) Assess the performance of DOE Field Elements in implementing the requirements of the emergency preparedness program as contained in the DOE 5500 series and other applicable DOE Orders and within their programmatic areas of responsibility.

- (8) Approve EPZs for facilities under their cognizance, with the concurrence of the DEO;
 - (9) Ensure that emergency preparedness documents, such as plans, procedures, scenarios, and assessments, are reviewed for classified and unclassified controlled nuclear information; and
 - (10) Ensure corrective action is taken for lessons learned and deficiencies noted in drills, exercises, assessments, appraisals, and actual emergencies.
- e. The Assistant Secretary for Defense Programs (DP-1), in addition to PSO responsibilities prescribed in Subparagraph 10d, page 10 above, shall also:
- (1) Select the DEO, with the concurrence of the Under Secretary;
 - (2) Provide management oversight and administrative support to the DEO's organization and ensure, as appropriate, direct access of the DEO to the Under Secretary and other PSOs;
 - (3) Ensure DOE participation in the planning and execution of multi-agency nuclear weapon accident and radiological incident exercises;
 - (4) During emergencies:
 - (a) Advise the Under Secretary and the EMT Director on arms control, nuclear explosives and weapon safety, and other nuclear weapon program activities. Provide support to an activated HQ EMT in these areas, as required;
 - (b) Serve as a member of the HQ Executive Team in accordance with Attachment 3;
 - (c) Act to maintain continuity of nuclear weapons production and transportation, as directed by the Secretary; and
 - (d) Provide assistance to the Federal Bureau of Investigation and the Department of State (DOS), as appropriate, in incidents involving nuclear threats;
 - (5) Provide programmatic oversight and guidance for the management, allocation of resources, and development of capabilities for the DOE radiological emergency response assets:
 - (a) Coordinate with other PSOs to ensure that their requirements for support from the radiological emergency response assets are met; and
 - (b) Serve as the DOE point of contact for authorizing the activation and deployment of these assets;

- (6) Coordinate and concur with the Office of Public Affairs on the release of information concerning nuclear weapon accidents and radiological incidents; and
 - (7) Establish and maintain a comprehensive Emergency Preparedness and Response Program for addressing emergency requirements to support the Nuclear Weapons Program and other radiological emergencies for which the Department is responsible for providing response assets and/or advice.
- f. The Assistant Secretary for International Affairs and Energy Emergencies (IE-1), in addition to PSO responsibilities prescribed in Subparagraph 10d, page 10 above, shall also;
- (1) In coordination with the DEO and other appropriate DOE Elements:
 - (a) Serve as the DOE lead for the development, operation, and maintenance of the EEMS; and
 - (b) Serve as the DOE lead for the development, coordination, and operation of the DOE COG program and ensure applicable Federal COG requirements are met.
 - (2) In coordination with the DEO, ensure, through the preparation and maintenance of appropriate plans, procedures, training and exercise programs, and coordination of support from other PSOs, the capability to monitor energy supply situations, receive emergency notifications, take immediate HQ actions, and activate and operate a HQ EMT for responding to Energy Emergencies;
 - (3) In coordination with EI-1, the Assistant Secretary for Fossil Energy (FE-1), and the Assistant Secretary for Conservation and Renewable Energy (CE-1), monitor domestic and international energy supply situations for potential emergency situations;
 - (4) Within the context of the EEMS, ensure appropriate DOE emergency preparedness and response actions to fulfill Federal and international responsibilities;
 - (5) Maintain liaison with appropriate Federal agencies, foreign nations, international agencies, commercial firms, and trade associations, as necessary, to accomplish assigned emergency management responsibilities;
 - (6) Advise the Under Secretary and the EMT Director, as a member of the Executive Team (See Attachment 3), when an emergency is expected to have international implications; provide advice on whether a planned response will conform to international policy and treaty obligations; and otherwise provide support to the activated HQ EMT, as required; and

- (7) Provide a mechanism for HQ liaison with DOS, international organizations, and foreign countries.
- g. The Assistant Secretary for Nuclear Energy (NE-1), in addition to PSO responsibilities prescribed in Subparagraph 10d, page 10 above, shall also:
 - (1) Develop and coordinate DOE policy and promulgate generic guidance to HQ and DOE Field Elements for operation of reactors and other nuclear facilities;
 - (2) Serve as the DOE lead for the preparation and maintenance of plans and procedures for the HQ and Field Element response to emergencies in which DOE provides technical assistance to user or support agencies involving space nuclear systems or isotope applications, including space launch or space flight aborts, in coordination with the appropriate Federal, state, tribal, and local agencies; and
 - (3) Serve as a member of the HQ Executive Team for nuclear-related Operational Emergencies (See Attachment 3), and provide support to an activated HQ EMT, as appropriate.
- h. The Assistant Secretary for Fossil Energy (FE-1), in addition to the PSO responsibilities prescribed in Subparagraph 10d, page 10 above, shall also:
 - (1) In coordination with IE-1, CE-1, and EI-1, monitor domestic and international energy supply situations for potential emergency situations;
 - (2) Within the context of the EEMS, ensure appropriate DOE energy emergency preparedness and response actions to fulfill Federal and international responsibilities and commitments; and
 - (3) Serve as a member of the HQ Executive Team for Energy Emergencies and non-nuclear Operational Emergencies, in accordance with Attachment 3.
- i. The Assistant Secretary for Conservation and Renewable Energy (CE-1), in addition to the PSO responsibilities prescribed in Subparagraph 10d, page 10 above, shall also:
 - (1) In coordination with IE-1, FE-1, and EI-1, monitor domestic and international energy supply situations for potential emergency situations;
 - (2) Within the context of the EEMS, ensure appropriate DOE energy emergency preparedness and response actions to fulfill Federal and international responsibilities and commitments; and

- (3) Serve as a member of the HQ Executive Team for Energy Emergencies and non-nuclear Operational Emergencies in accordance with Attachment 3.

j. The Assistant Secretary for Environmental, Safety, and Health (EH-1) shall, in coordination with the DEO:

- (1) Develop and coordinate DOE policy and promulgate generic guidance to HQ and Field Elements on those aspects of both radiological and non-radiological emergency management which affect environmental protection, radiation safety, worker safety, and those aspects of public health and safety that deal with epidemiology and exposure to hazardous materials (e.g., EPZs, hazards and consequence assessments, release characteristics and exposure pathways analysis) to ensure that these areas are properly addressed by programmatic elements;
- (2) Provide oversight of the EMS readiness assurance program at DOE facilities to assure compliance with DOE Orders and applicable laws for those aspects of both radiological and non-radiological emergency management which effect environmental protection, radiation safety, worker safety, and those aspects of public health and safety that deal with epidemiology and exposure to radiation and hazardous materials;
- (3) Maintain liaison with appropriate Federal and international agencies to accomplish assigned responsibilities;
- (4) As a member of the HQ Executive Team for all Operational Emergencies (see Attachment 3), advise the Under Secretary and/or the EMT Director concerning environmental, safety, health, security, and quality assurance issues and provide support to an activated HQ EMT, as appropriate;
- (5) Designate staff member(s) with emergency preparedness responsibilities to serve on the EMAC; and
- (6) Ensure the preparation and maintenance of plans, procedures, and capabilities for responding to emergencies requiring expertise in environmental protection, radiation safety, and those aspects of public health and safety that deal with epidemiology and exposure to hazardous materials and provide appropriate representation to the HQ EMT Technical Operations Cadre.
 - (a) Ensure that these plans satisfy the requirements of DOE Orders; legislation, such as EPCRA and RCRA; and applicable implementing regulations, such as 40 CFR 302.
 - (b) Where applicable, ensure that emergency plans and procedures provide support to Energy and COG Emergencies and assistance during catastrophic natural disasters, such as earthquakes, as

outlined in DOE policies. During an emergency, provide support, within resource constraints, to other HQ and Field Elements as directed or otherwise requested.

- k. The Assistant Secretary for Congressional and Intergovernmental Affairs (CP-1) shall:
 - (1) Ensure the preparation and maintenance of plans, procedures, and capabilities for responding to emergencies affecting their areas of cognizance;
 - (2) During an actual or potential emergency, ensure that appropriate committees and members of Congress, state governors, and tribal leaders are kept informed of the emergency and the status of DOE response activities; and
 - (3) Serve as a member of the HQ Executive Team for all emergencies in accordance with Attachment 3, and provide support to an activated HQ EMT, as appropriate.
- l. The Deputy Under Secretary and Director of the Office of Policy, Planning, and Analysis (PE-1) shall:
 - (1) Serve as a member of the HQ Executive Team in accordance with Attachment 3, and provide support to an activated HQ EMT, as appropriate; and
 - (2) Ensure the preparation and maintenance of plans, procedures, and capabilities for responding to emergencies affecting their areas of cognizance.
- m. The Director of the Office of Environmental Restoration and Waste Management (EM-1), in addition to PSO responsibilities prescribed in Subparagraph 10d, page 10 above, shall also:
 - (1) Within the context of the DOE EMS and in coordination with the DEO, DP-1, and other appropriate DOE Elements, establish and maintain a Transportation Emergency Preparedness Program (TEPP) for response to incidents involving the transportation of DOE hazardous materials;
 - (2) Maintain and operate the Transportation Tracking and Communications System (TRANSCOM) to facilitate emergency notifications and response to incidents involving the transportation of DOE hazardous materials; and
 - (3) Serve as a member of the HQ Executive Team for Operational Emergencies (See Attachment 3), and provide support to an activated HQ EMT, as appropriate.
- n. The Director of the Office of Public Affairs (PA-1) shall:

- (1) Within the context of the DOE EMS, develop and coordinate DOE policy and guidance concerning HQ and Field emergency public information activities;
 - (2) In response to emergencies, coordinate DOE public information activities with the EMT Director, HQ and Field Elements, the White House, and other Federal, state, tribal, local, and international agencies, as appropriate. Should a Joint Information Center (JIC) or corresponding facility be established near the scene of the emergency, maintain a continuing dialogue and coordination with DOE field public affairs representatives responsible for JIC activities to ensure that local public information activities are in concert with those being taken at the national level;
 - (3) Serve as a member of the HQ Executive Team for all emergencies in accordance with Attachment 3, and provide support to an activated HQ EMT, as appropriate; and
 - (4) Ensure the preparation and maintenance of plans, procedures, and capabilities for responding to emergencies affecting their areas of cognizance.
- o. The Director of the Office of Administration and Human Resource Management (AD-1), shall:
- (1) As appropriate, plan for, coordinate, administer, and direct logistics, communications, and administrative matters during and following emergencies, to include:
 - (a) Support to HQ and Field Element investigation, assessment of damage, and determination of the need to repair or replace damaged facilities;
 - (b) Support to HQ and Field Element assessment of remaining facilities and capabilities; and
 - (c) Coordination of maintenance services with the General Services Administration.
 - (2) Provide for on-scene direction and control of specific response activities for all types of Operational Emergencies except security related incidents involving DOE facilities in the Washington, D.C., area;
 - (3) Coordinate, administer, and direct all DOE telecommunications assets, including HQ computer services, in support of the EMS;
 - (4) In coordination with the DEO:

- (a) Serve as the DOE lead for the preparation and maintenance of plans, procedures, and capabilities for DOE emergency telecommunications services;
 - (b) Evaluate EMS telecommunications and information processing requirements and support;
 - (c) Provide input to the National Telecommunications Information Administration's Emergency Readiness Plan for the Use of the Radio Spectrum; and
 - (d) Provide input for the National Communications System's National Plan for Telecommunications Support in Non-Wartime Emergencies.
- (5) Represent DOE and serve as the HQ principal point of contact for telecommunications matters with the appropriate Federal agencies and committees to ensure:
- (a) Participation in the formulation of national security and emergency preparedness telecommunications policy recommendations; and
 - (b) Negotiation of necessary interagency telecommunications agreements.
- (6) Provide maintenance and support to HQ EMS facilities, including DOE COG relocation sites;
- (7) In coordination with relevant Program Offices and the DEO, evaluate and recommend DOE requirements for real property, personal property, materials, HQ emergency evacuation, and alternate HQ emergency operations sites for continuing the Department's programs during major emergencies;
- (8) Advise the EMT Director concerning telecommunications services, computer services, and communications networks and provide support to an activated EMT and emergency preparedness exercises, as required;
- (9) Serve as a member of the HQ Executive Team in accordance with Attachment 3, and provide support to an activated HQ EMT, as appropriate; and
- (10) Ensure the preparation and maintenance of plans, procedures, and capabilities for responding to emergencies affecting their areas of cognizance.
- (a) Ensure that these plans satisfy the requirements of DOE Orders; legislation, such as EPCRA and RCRA; and applicable implementing regulations, such as 40 CFR 302.

- (b) Where applicable, ensure emergency plans and procedures provide support to Energy and COG Emergencies and assistance during catastrophic natural disasters, such as earthquakes, as outlined in DOE policies. During an emergency, provide support, within resource constraints, to other DOE HQ and Field Elements as directed or otherwise requested.

p. The Director of the Office of Intelligence (IN-1) shall:

- (1) Provide domestic and international intelligence support and analysis to the DEO, an activated EMT, and emergency preparedness exercises, as required;
- (2) Provide accurate assessments of actual or potential threats to DOE facilities or field operations, to include programmatic and operational responsibility for the communicated threat credibility assessment program;
- (3) Provide a point of contact for DOE's technical, analytical, and research expertise which may assist the Intelligence Community;
- (4) Maintain a 24-hour single point of contact for on-call intelligence support to the foreign and domestic intelligence collection community in recognizing indicators of potential nuclear malevolent acts and to assure a rapid, secure communications channel into DOE for initial evaluation;
- (5) Serve as a member of the HQ Executive Team for all emergencies in accordance with Attachment 3; and
- (6) Ensure the preparation and maintenance of plans, procedures, and capabilities for responding to emergencies affecting their areas of cognizance.

q. The Director of the Office of Nuclear Safety (NS-1) shall, within the context of the EMS:

- (1) Monitor the preparation and maintenance of plans, procedures, and capabilities for responding to emergencies affecting all aspects of nuclear safety (except for nuclear explosive and weapons safety for which DP-1 has full responsibility), including Field Element and contractor performance, particularly with regard to circumstances that are indicative of deteriorating or poor performance while forming a bridge to commercial nuclear industry experience;
- (2) In coordination with the DEO, conduct oversight appraisals of the EMS readiness assurance program at DOE nuclear facilities to determine compliance with DOE Orders and applicable laws; and

- (3) Serve as a member of the HQ Executive Team during a nuclear-related operational emergency in accordance with Attachment 3, and provide support to an activated HQ EMT, as appropriate.
- r. The Director of the Office of Procurement, Assistance, and Program Management (PR-1) shall, as appropriate, plan for, coordinate, administer, and direct during and following emergencies:
- (1) Administration of the DOE Priorities and Allocations Program, per DOE 5560.1A; and
 - (2) Management of personnel and property.
- s. The Director of the Office of Security Affairs (SA-1) shall:
- (1) Provide for on-scene direction and control of specific response activities for security related Operational Emergencies involving DOE facilities in the Washington, D.C., area;
 - (2) Ensure DOE participation in the planning and execution of multi-agency safeguards and security exercises;
 - (3) Provide security classification and control guidance for preparation of emergency plans, procedures, exercises, assessments, and appraisals generated pursuant to directives;
 - (4) During emergencies, advise the Under Secretary and the EMT Director on safeguards and security and classification issues. Provide support to an activated HQ EMT in these areas, as required; and
 - (5) Coordinate and concur with the Office of Public Affairs on the release of information concerning safeguards and security incidents.
- t. The Administrator of the Energy Information Administration (EI-1) shall:
- (1) In coordination with IE-1, FE-1, and CE-1, monitor domestic and international energy supply conditions for potential emergency situations and, within the context of the EEMS, ensure appropriate DOE emergency preparedness and response actions to fulfill Federal and international responsibilities and commitments;
 - (2) Establish and maintain domestic and international data information systems to assist in assessments of emergencies affecting domestic energy supply and international energy agreements;
 - (3) Establish and maintain a consolidated DOE emergency data-base quality assurance procedure to ensure data completeness and to promote cost-effective operations;
 - (4) Maintain current (normally semiannual) interagency consensus assessments of the potential influence of oil supply disruptions;

- (5) Provide modeling and analytical support to DOE, DOE COG teams, EEMTs, and energy emergency preparedness exercises, as required, for assessing the influence of potential and actual supply disruptions on energy markets and the economy; and
- (6) Serve as a member of the HQ Executive Team for Energy Emergencies in accordance with Attachment 3, and provide support to an activated HQ EMT, as appropriate.

u. The General Counsel (GC-1) shall:

- (1) Serve as a member of the HQ Executive Team in accordance with Attachment 3, and provide support to an activated HQ EMT, as appropriate; and
- (2) Ensure the preparation and maintenance of plans, procedures, and capabilities for responding to emergencies affecting their areas of cognizance.

v. The Director of the Headquarters (HQ) Emergency Management Team (EMT) shall:

- (1) Provide guidance and direction for the DOE response effort and direct the activities of the EMT in ensuring prompt and effective response to assigned emergencies, including:
 - (a) Serve as the HQ principal point of contact with offices and/or agencies external to DOE HQ;
 - (b) Keep the Under Secretary informed when the Under Secretary is not the EMT Director/Chair of the Executive Team;
 - (c) Coordinate key management decisions and actions with appropriate PSOs; and
 - (d) Chair the Executive Team.
- (2) Prepare an after action report as soon as practical following an emergency and submit it through the DEO to the Under Secretary, or, if the Under Secretary is the EMT Director, have the cognizant PSO prepare the report;
- (3) Recommend modifications to existing procedures and organizational structures which result from lessons learned in a previous emergency or exercise; and
- (4) Concur with PA-1 on the release of public information.

w. The Heads of Field Elements shall:

- (1) Establish and maintain an effective, integrated emergency preparedness program consistent with the scope of operations, potential emergencies, and requirements in the DOE 5500 series and other applicable Orders for those facilities under their cognizance. Coordinate plans and procedures, through the cognizant PSO, with the DEO to ensure that appropriate and coordinated DOE notifications and reports are made;
- (2) In coordination with the cognizant PSO, establish and maintain necessary resources to implement the requirements of this Order and their integrated emergency preparedness program for facilities under their jurisdiction; and ensure that annual budgets and mission and function statements reflect implementation policies and decisions;
- (3) Ensure that facilities and intermediate level line management organizations (e.g., area offices) possess the capability to promptly and simultaneously notify line management and the HQ PM, through the HQ EOC, of emergencies and other reportable occurrences at facilities under their cognizance, in accordance with applicable DOE notification and reporting policies;
- (4) Ensure that effective management is provided for response to any emergency affecting facilities under their jurisdiction;
- (5) Ensure that immediate emergency response actions are initiated, to include shutdown or other operating actions, for maximum onsite and public health and safety. If practical, prior to shutdown or as time permits, notify the cognizant PSO and the HQ EMT of the decision to start shutdown operations;
- (6) Ensure that liaison personnel are dispatched, when requested, to support activation of a HQ, state, tribal, or local EMT/EOC;
- (7) Establish and maintain an EOC to respond to emergency events. Every DOE EOC shall be equipped in accordance with standardized communication, photo/video, and automatic data processing support specified by the DEO;
- (8) Where applicable, ensure that emergency plans and procedures provide support to Energy and COG Emergencies and assistance during catastrophic natural disasters, such as earthquakes, as outlined in DOE policies. During an emergency, provide support, within resource constraints, to other Field Elements as directed or otherwise requested;
- (9) Submit proposed EPZs and supporting documentation to the appropriate PSO for approval, with the DEO providing concurrence;
- (10) Ensure that emergency plans and procedures are prepared and updated, at least annually, for all facilities under their jurisdiction and

integrated within the overall Field Element emergency preparedness program, to include:

- (a) Identify and analyze preventive and mitigative response actions for potential emergencies, to include Emergency Action Levels (EALs) and designation of Emergency Planning Zones (EPZs), as appropriate;
 - (b) Review and concur with emergency plans and the appropriate analytical basis for plan content. Submit copies, and any subsequent revisions, to the cognizant PSO for review and final approval, with the DEO providing concurrence;
 - (c) Ensure that emergency plans and procedures provide for:
 - 1 A continuing program of emergency drills and exercise;
 - 2 Participation of workers in drills and exercises as required; and
 - 3 Opportunities for participation by local, tribal, and state organizations in such drills and exercises;
 - (d) Ensure that emergency plans and procedures:
 - 1 Are coordinated with the appropriate DOE Elements and where applicable, with state, tribal, and local governments;
 - 2 Supporting mutual assistance agreements are developed with state, tribal, and local governments, where appropriate; and
 - 3 Copies of such agreements to the cognizant PSO;
 - (e) Ensure that emergency plans satisfy all requirements of DOE Orders; legislation, such as EPCRA and RCRA; and applicable implementing regulations, such as 40 CFR 302;
 - (f) Establish a formal transmittal and filing system for ensuring that controlled copies of emergency plans, procedures, and associated documents are up to date and accessible at locations where they may be needed during an emergency.
- (11) In accordance with DOE policies, ensure that public affairs considerations are taken into account in all aspects of emergency planning and response, and ensure that:
- (a) Emergency planning information and requirements are periodically disseminated to employees, state, tribal, and local planning offices, and, as required, to the public and

the media. This shall include applicable educational background information on specific hazards, availability of additional information, and information on protective measures and points of contact for public information releases in an emergency. The degree of implementation of this responsibility should be consistent with the degree of hazard potential and security classification constraints; and

- (b) Periodic meetings are held, as necessary, with state, tribal, and local public information authorities and media in the vicinity of DOE facilities to inform them of plans for public information activities during an emergency.
- (12) Ensure that emergency preparedness documents, such as plans, procedures, scenarios, and assessments are reviewed for classified and unclassified controlled nuclear information;
- (13) When the EPZ extends beyond the site boundaries, assist state, tribal, and local governments in development of emergency plans, in coordination with the Federal Emergency Management Agency regional office, other Federal agencies, and state, tribal, and local governments, as appropriate;
- (14) Assess the performance of facilities under their cognizance in implementing the requirements of DOE EMS and the Emergency Readiness Assurance Program. Assessments shall be performed at a frequency based on the potential credible hazards for the particular facility, but not less than annually;
- (15) Designate a staff member with emergency preparedness responsibilities to serve on the EMAC;
- (16) Exercise any authority of the Secretary in connection with operations under their jurisdiction to the extent permitted by the Atomic Energy Act of 1954, as amended, and COG emergency documentation when determined necessary, or when all communications with the HQ are inoperable or not available;
- (17) Develop appropriate plans and procedures for timely and accurate determination of the emergency class, notification, and reporting of emergency events;
- (18) Oversee the contractor notifications to HQ and state, tribal, local, and regional Federal authorities;
- (19) Ensure that effective communications and coordination are maintained with the HQ EOC regarding emergencies involving or affecting facilities or materials under DOE jurisdiction or requiring DOE assistance;

- (20) Establish criteria for the pre-authorization of DOE and contractor emergency management personnel to disseminate notifications and emergency information;
- (21) Ensure that hazards assessments for emergency planning purposes are adequately performed and documented;
- (22) Accept, review, and approve facility ERAPs and annual updates from subordinate organizations; and consolidate and submit approved ERAPs and annual updates to the appropriate HQ PSO for final approval, with the DOE providing concurrence;
- (23) Review contractor compliance with the provisions of applicable legislation, such as CERCLA and RCRA, and implementing regulations, such as 40 CFR 302, as well as predesignate the Federal On Scene Coordinator for response under the NCP;
- (24) In coordination with, and based on guidance from, EH-1 and DP-1, provide required assistance and support under the NCP;
- (25) In coordination with, and based on guidance from, IE-1 and DP-1, provide required assistance and support for COG Emergencies and the Energy Emergency Plan; and
- (26) Ensure that the Manager/Administrator of each DOE- or contractor-operated facility, as the first or operating level of the line management structure, within the context of the integrated cognizant Field Element emergency preparedness program, performs the following functions:
 - (a) Prepare and maintain emergency plans, procedures, and technical resource capabilities that:
 - 1 Ensure the proper identification, categorization, and notification of emergencies or other reportable occurrences to line management and the HQ EOC, in accordance with applicable DOE policies and requirements;
 - 2 Ensure immediate mitigative and corrective emergency response actions and appropriate protective action recommendations to minimize the consequences of the emergency, protect worker and public health and safety, provide security, and ensure the continuance of such actions until the emergency is resolved;
 - 3 Ensure a continuing program of training, drills, and exercises for facility personnel, and provide for participation by state, tribal, and local authorities;
 - 4 Provide for public information activities and coordination with state, tribal, and local authorities;

- 5 Provide for investigation of root cause(s) and corrective actions to prevent recurrence;
 - 6 Comply with the requirements of applicable legislation, such as EPCRA and RCRA, and implementing regulations, such as 40 CFR 302; and
 - 7 Where applicable, ensure that emergency plans and procedures provide support to Energy and COG Emergencies and assistance during catastrophic natural disasters, such as earthquakes, as outlined in DOE policies. During an emergency, provide support, within resource constraints, to other Field Elements as directed or otherwise requested.
- (b) Coordinate and execute, where necessary, mutual assistance agreements with state, tribal, and local authorities and provide copies of these to the cognizant Field Element;
 - (c) Provide emergency plans and procedures, through intermediate level line management organization (e.g., area office), if any, to the cognizant Field Element for review and concurrence;
 - (d) Establish and maintain an internal assessment program to assure the readiness of emergency response capabilities and to ensure that requirements of the DOE emergency preparedness program are met; and
 - (e) Prepare ERAPs and annual updates.
- x. The Manager, Albuquerque Operations Office, in addition to the responsibilities prescribed in paragraph 10w above, shall also:
- (1) In coordination with DP-1, develop and maintain plans, procedures, and technical resource capabilities for response to emergencies involving nuclear weapons or strategic quantities of Government-owned Special Nuclear Materials in the possession of DOE and DOD:
 - (a) Manage and maintain the ARG in an operational state of readiness;
 - (b) Manage and maintain the DOE element of the Joint Nuclear Accident Coordination Center in an operational state of readiness; and
 - (c) Ensure that exercises are conducted and training provided for DOE and DOE contractor personnel involved in response to nuclear weapons accidents.

- (2) In coordination with DP-1, develop and maintain plans, procedures, and technical resource capabilities for training, exercises, and response to emergencies involving the Transportation Safeguards System (TSS); and
- (3) In coordination with NE-1 and DP-1, develop and maintain plans, procedures, and technical resource capabilities for response to emergencies involving DOE-owned or -provided space nuclear systems and isotope applications.

y. The Manager, Nevada Operations Office, in addition to the responsibilities prescribed in paragraph 10w above, shall also:

- (1) In coordination with DP-1, develop and maintain plans, procedures, and technical resource capabilities for response to nuclear threat, radiological incidents, offsite radiological monitoring and assessment, and radiological measurement activities:
 - (a) Manage and maintain the AMS, FRMAC, and NEST in an operational state of readiness; and
 - (b) Ensure that exercises are conducted and training is provided for DOE and DOE contractor personnel involved in a response to nuclear threat or radiological incidents for assets managed by the Nevada Operations Office.
- (2) In coordination with DP-1, provide FRMAC support for a radiological response under the NCP.

z. The Manager, Oak Ridge Operations Office, in addition to the responsibilities prescribed in paragraph 10w above, shall also:

- (1) In coordination with DP-1, manage and maintain the REAC/TS in an operational state of readiness; and
- (2) In coordination with EM-1, manage and maintain TRANSCOM in an operational state of readiness.

aa. The Manager, San Francisco Operations Office, in addition to the responsibilities prescribed in paragraph 10w above, shall also, in coordination with DP-1, manage and maintain the ARAC in an operational state of readiness.

- ab. The Managers of the Oak Ridge, Savannah River, Albuquerque, Chicago, Idaho, Richland, and San Francisco Operations Offices and the Manager of the Brookhaven Area Office each shall also establish and maintain a DOE Regional Coordinating Office, with attendant plans, procedures, and technical resource capabilities for providing assistance and support within their assigned regions as required under the RAP in coordination with and based on guidance from DP-1.

BY ORDER OF THE SECRETARY OF ENERGY:



JOHN J. NETTLES, JR.
Director of Administration
and Human Resource Management

REFERENCES

The following references apply to DOE 5500.1B and all other Orders in the 5500 series.

1. DIRECTIVES.

- a. DOE 5000.3A, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, of 5-30-90, which establishes a DOE system for identification, categorization, notification, analysis, reporting, follow-up, and closeout of occurrences.
- b. DOE 5300.1B, TELECOMMUNICATIONS, of 12-02-88, which establishes policy and general guidance for the use, review, coordination, and provision of telecommunications for DOE Headquarters and field organizations.
- c. DOE 5481.1B, SAFETY ANALYSIS AND REVIEW SYSTEM, of 9-23-86, which establishes uniform requirements for the preparation and review of safety analyses of DOE operations, including the identification of hazards, their elimination or control, assessments of risk, and the documentation of management authorization.
- d. DOE 5482.1B, ENVIRONMENT, SAFETY, AND HEALTH APPRAISAL PROGRAM, of 9-23-86, which establishes an environmental protection, safety, and health appraisal program for DOE.
- e. DOE 5484.1, ENVIRONMENTAL PROTECTION, SAFETY AND HEALTH PROTECTION INFORMATION REPORTING REQUIREMENTS, of 2-24-81, which establishes the requirements and procedures for the reporting of information having environmental protection and safety or health protection significance for DOE operations.
- f. DOE 5500.2B, EMERGENCY CATEGORIES, CLASSES, AND NOTIFICATION AND REPORTING REQUIREMENTS, of 4-30-91, which establishes DOE emergency categories and activities associated with facilitating the communication and reporting of emergency events.
- g. DOE 5500.3A, PLANNING AND PREPAREDNESS FOR OPERATIONAL EMERGENCIES, of 4-30-91, which establishes emergency management programs for response to Operational Emergencies.
- h. DOE 5500.4, PUBLIC AFFAIRS POLICY AND PLANNING REQUIREMENTS FOR EMERGENCIES, of 8-13-81, which establishes DOE public affairs actions for emergency situations.
- i. DOE 5500.7A, VITAL RECORDS PROTECTION PROGRAM, of 1-9-87, which establishes policy and requirements for protection of vital DOE records.
- j. DOE 5500.8, ENERGY EMERGENCIES PLANNING AND MANAGEMENT, of 7-5-89, which establishes responsibilities and authorities associated with responses to Energy Emergencies.

- k. DOE 5500.9, EMERGENCY PLANNING, PREPAREDNESS, AND RESPONSE TO CONTINUITY OF GOVERNMENT EMERGENCIES, of 11-16-90, which provides for coordination and direction of DOE activities involving Continuity of Government Emergencies.
- l. DOE 5500.10, EMERGENCY READINESS ASSURANCE PROGRAM, of 4-30-91, which establishes requirements for assuring the continued readiness of the Emergency Management System for response to an emergency.
- m. DOE 5530.1, RESPONSE TO ACCIDENTS AND SIGNIFICANT INCIDENTS INVOLVING NUCLEAR WEAPONS, of 1-28-83, which establishes DOE policy for response to accidents and significant incidents involving nuclear weapons.
- n. DOE 5610.3, PROGRAM TO PREVENT ACCIDENTAL OR UNAUTHORIZED NUCLEAR EXPLOSIVE DETONATIONS, of 12-18-80, Chapter VIII, "Nuclear Explosive Occurrence Reporting, Analysis, and Information Dissemination Program," which establishes a program whereby operating experiences, unusual occurrences, and incidents or accidents occurring during operations with nuclear explosives and having potential nuclear safety implications are reported and analyzed.
- o. DOE 5630.11, SAFEGUARDS AND SECURITY PROGRAM, of 1-22-88, which establishes the policy and responsibilities for the DOE Safeguards and Security Program.
- p. DOE 5631.5, VIOLATION OF LAWS, LOSSES, AND INCIDENTS OF SECURITY CONCERN, of 2-12-88, which sets forth Departmental procedures to assure timely and effective investigation and other follow-up action relating to violations of Federal laws and to certain losses with security implications.

2. REGULATIONS.

- a. PERFORMANCE OBJECTIVES AND CRITERIA FOR TECHNICAL SAFETY APPRAISALS, REV. 1, of 5-87, which describes the objectives and criteria to be used for DOE Technical Safety Appraisals.
- b. Executive Order 12344, NAVAL NUCLEAR PROPULSION PROGRAM, as codified in 42 U.S.C. 7158, which assigns to the Director of the Naval Nuclear Propulsion Program the responsibility for prescribing and enforcing operational safety standards and regulations for naval nuclear facilities.
- c. Executive Order 12656, ASSIGNMENT OF EMERGENCY PREPAREDNESS RESPONSIBILITIES, of 11-18-88, which describes the responsibilities of the Federal departments and agencies in national security emergencies.
- d. COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION, AND LIABILITY ACT OF 1980 (CERCLA; Public Law 96-510; commonly known as "Superfund"); SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT (SARA; Public Law 99-499), which includes the EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA, also known as SARA Title III); and Executive Order 12580, SUPERFUND

IMPLEMENTATION; which impose definite Federal emergency planning requirements on DOE.

- e. DISASTER RELIEF ACT OF 1974 (Public Law 93-288), which provides for assistance by the Federal Government following natural disasters.
- f. DISASTER RELIEF AND EMERGENCY ASSISTANCE AMENDMENTS OF 1988 (Public Law 100-707), also known as the STAFFORD ACT, of 11-23-88, which amends the DISASTER RELIEF ACT OF 1974 to provide for more effective assistance in response to major disasters and emergencies.
- g. EARTHQUAKE HAZARD REDUCTION ACT OF 1977 (Public Law 95-124), of 10-7-77, which establishes and maintains an effective earthquake hazards reduction program to reduce the risks to life and property from future earthquakes in the United States.
- h. RESOURCE CONSERVATION AND RECOVERY ACT (RCRA; Public Law 94-580) REGULATIONS found at 40 CFR 264.5 and 265.5, which outline emergency planning, preparedness, and response procedures for owners/operators of RCRA treatment, storage, and disposal facilities (TSDF).
- i. Title 10 CFR 205.350 through 205.353, REPORT OF MAJOR ELECTRIC UTILITY SYSTEM EMERGENCIES, which establishes a procedure to maintain current information regarding the status of electric energy supply systems in the United States.
- j. Title 40 CFR 300, NATIONAL OIL AND HAZARDOUS SUBSTANCES POLLUTION CONTINGENCY PLAN, which assigns responsibilities for efficient, coordinated, and effective response at the national and regional levels to minimize damage from oil and hazardous substances discharges, in accordance with CERCLA.
- k. Title 40 CFR 302, DESIGNATION, REPORTABLE QUANTITIES, AND NOTIFICATION, which lists hazardous substances, reportable quantities, and notification requirements under CERCLA.
- l. FEDERAL RESPONSE PLAN, of 12-20-90, which provides for Federal response actions to support State Governors in saving life and protecting property in response to natural disasters, including earthquakes, or other emergencies.
- m. FEDERAL RADIOLOGICAL EMERGENCY RESPONSE PLAN (50 FR 46542), of 11-8-85, which broadly describes the Federal Government response to radiological emergencies in support of Federal, state, and local government agencies.
- n. FEDERAL RADIOLOGICAL MONITORING AND ASSESSMENT PLAN, contained in the FEDERAL RADIOLOGICAL EMERGENCY RESPONSE PLAN, which coordinates Federal offsite radiological monitoring and assessment with that of the affected states.

- o. Federal Preparedness Circular 60, CONTINUITY OF THE EXECUTIVE BRANCH OF THE FEDERAL GOVERNMENT AT THE HEADQUARTERS LEVEL DURING NATIONAL SECURITY EMERGENCIES, of 11-20-90, which provides guidance to the Federal departments and agencies on measures required to preserve the continuity of the civil elements of the Federal Government and ensure Executive Branch performance of essential functions during national security emergencies.
- p. Federal Preparedness Circular 64, CONTINUITY OF THE EXECUTIVE BRANCH OF THE FEDERAL GOVERNMENT AT THE REGIONAL LEVEL DURING NATIONAL SECURITY EMERGENCIES, of 11-20-90, which provides general guidance to all Federal departments and agencies on the preservation of regional continuity of the civil elements of the Federal Government during national security emergencies.

ATTACHMENT 2 DEFINITIONS

The following definitions apply to all Orders in the DOE 5500 series.

1. Accident. A deviation from normal operations or activities associated with a hazard which has the potential to result in an emergency.
2. Accident Response Group (ARG). A group of technical and scientific experts composed of DOE and DOE contractor personnel assigned responsibility for providing DOE assistance to peacetime accidents and significant incidents involving nuclear weapons anywhere in the world.
3. Activity. A DOE supervised action within the DOE mandate.
4. Aerial Measuring System (AMS). An aerial detection system with the capability of measuring extremely low levels of gamma radiation and locating and tracking airborne radiation. The system also has aerial photography and multispectral sensing capabilities.
5. Agency. Any organization that acts in the place of a government and by its authority (e.g., the Federal Emergency Management Agency is an agency of the Federal Government).
6. Alert. An emergency class within the Operational and Energy categories of emergency. Within the Operational Emergency category, an Alert represents events in progress or having occurred which involve an actual or potential substantial reduction for the level of facility safety and protection. Any environmental release of hazardous materials are expected to be limited to small fractions of the appropriate Protective Action Guideline (PAG) or Emergency Response Planning Guideline (ERPG) onsite. During an Energy Emergency, an Alert represents an event which has occurred or is in progress that is noteworthy; the potential impacts are not expected to be serious; and a negligible long-term supply impact is anticipated.
7. Appraise. The formal process by which external or oversight organizations evaluate the ability of an organization or facility to comply with DOE and other applicable regulations, orders, plans, and procedures.
8. Assess. The internal process by which an organization evaluates its ability to comply with DOE and other applicable regulations, orders, plans, and procedures, conducted within a single, cognizant Program Office.
9. Category of Emergency. One of the three types of emergencies: Operational, Energy, and Continuity of Government (COG). The purpose of these groupings is to further divide emergencies by the cause of the occurrence.
10. Condition. Any as-found state, whether or not resulting from an event, which may have adverse safety, health, quality assurance, security, operational, or environmental implications.

11. Consequence. The result or effect (especially projected doses or dose rates) of a release of radioactive or hazardous materials to the environment.
12. Consequence Assessment. The evaluation and interpretation of radiological or other hazardous materials measurements and other information to provide a basis for decision making.
13. Contractor. A non-Federal party to a DOE contract, engaging in activities or operations involving hazards which could potentially affect the health and safety of employees or the public or the quality of the environment.
14. Corrective Actions. Those measures taken to terminate or mitigate the consequence of an emergency at or near the source of the emergency.
15. DOE Field Element. DOE operations offices, and where applicable, DOE area offices subordinate to an operations office.
16. Drill. A supervised, hands-on instruction period intended to test, develop, and/or maintain a specific emergency response capability. A drill is often a component of an exercise.
17. Emergency. An emergency is the most serious event and consists of any unwanted operational, civil, natural-phenomenon, or security occurrence which could endanger or adversely affect people, property, or the environment.
18. Emergency Action Level (EAL). Specific, predetermined, observable criteria used to detect, recognize, and determine the emergency class of Operational Emergencies. An EAL can be: an instrument reading; an equipment status indicator; a measurable parameter, onsite or offsite; a discrete, observable event; results of analyses; or another observed phenomenon that indicates entry into a particular emergency class.
19. Emergency Class. A subset under the categories of emergency (Operational, Energy, Continuity of Government). The class further differentiates an emergency by the degree of severity, depending on the actual or potential consequence of the emergency situation. For the Operational and Energy Emergency subcategories, the classes are: Alert, Site Area Emergency, and General Emergency. For the Continuity of Government (COG) subcategory, the three classes are: Crisis Monitoring, Emergency Response, and Recovery and Reconstitution.
20. Emergency Management. The development, coordination, and direction of planning, preparedness, and readiness assurance activities.
21. Emergency Management Advisory Committee (EMAC). The EMAC supports the DEO in the development of specific policy and technical recommendations affecting Departmental emergency preparedness. Its membership parallels that of the Secretary's Executive Committee, with emergency management representatives appointed by: the Assistant Secretaries (Nuclear Energy; Fossil Energy; Conservation and Renewable Energy; Defense Programs; Environment, Safety, and Health; International Affairs and Energy Emergencies; Congressional and

Intergovernmental Affairs), the Directors (Energy Research; New Production Reactors; Civilian Radioactive Waste Management; Environmental Restoration and Waste Management; Nuclear Safety; Administration and Human Resource Management; Public Affairs), and the Administrators (Energy Information Administration and the Power Administrations). In addition, the General Counsel and the Heads of Field Elements shall also appoint emergency management representatives to the EMAC.

22. Emergency Management Team (EMT). A DOE team formed to manage response actions during emergencies involving DOE facilities or requiring DOE assistance. EMTs are formed at the contractor, Field Element, and HQ levels. The HQ EMT consists of the Executive Team and the Technical Operations Cadre. EMTs are formed in response to Operational (OEMT), Energy (EEMT), and Continuity of Government (COGEMT) Emergencies.
23. Emergency Operations Center (EOC). A central facility from which management and support personnel carry out coordinated emergency response activities. The emergency operations center may be a dedicated facility or office, conference room, or other predesignated location having appropriate communications and informational materials to carry out the assigned emergency response mission and located, where possible, in a secure and protected location.
24. Emergency Plan. A brief, clear, and concise description of the overall emergency organization, designation of responsibilities, and procedures, including notifications, involved in coping with any or all aspects of a potential credible emergency.
25. Emergency Planning. The development and preparation of emergency plans and procedures and the identification of necessary personnel and resources to provide an effective response.
26. Emergency Planning Zone (EPZ). A geographic area surrounding a specific DOE facility for which special planning and preparedness efforts are carried out to ensure that prompt and effective protective actions can be taken to reduce or minimize the impact to onsite personnel, public health and safety, and the environment in the event of an Operational Emergency.
27. Emergency Preparedness. The training of personnel, acquisition and maintenance of resources, and exercising of the plans, procedures, personnel, and resources essential for emergency response.
28. Emergency Readiness Assurance Plan (ERAP). A plan to ensure that emergency plans, implementing procedures, and resources are adequate and sufficiently exercised and evaluated.
29. Emergency Response. The implementation of planning and preparedness during an emergency involving the effective decisions, actions, and application of resources that must be accomplished to mitigate consequences and recover from an emergency.

30. Emergency Response Organization (ERO). The designated group(s) of personnel responsible for coping with and minimizing or mitigating the effects of any emergency.
31. Emergency Response Planning Guidelines (ERPGs). A hazardous material personnel exposure level or range which, when exceeded by a short term or acute exposure, will cause irreversible or other serious health effects in humans. The ERPGs are approved by a committee of the American Industrial Hygiene Association.
32. Energy Emergency. A category of emergencies involving a condition or a potential condition affecting the supply of energy or the energy infrastructure with significant potential impact on the national economy or security, defense preparedness, and/or health and safety.
33. Energy Executive Committee. A committee, established by SEN-19-90, consisting of Program Senior Officials convened to improve executive oversight and coordination of long-term, crosscutting issues by recommending broad policies for DOE. (Also known as the Secretary's Executive Committee.)
34. Event. Any real-time occurrence or significant deviation from planned or expected behavior that could endanger or adversely affect people, property, or the environment.
35. Executive Team. A component of the Headquarters Emergency Management Team. The HQ Executive Team provides strategic direction to the emergency response and evaluates the impacts of the emergency on the DOE complex. The organization of the HQ Executive Team is outlined in Attachment 3.
36. Exercise. A scheduled and planned large-scale activity that tests the integrated capability and most aspects of the emergency management program associated with a particular DOE facility.
37. Facility. Any equipment, structure, system, process, or activity that fulfills a specific purpose. Examples include accelerators, storage areas, fusion research devices, nuclear reactors, production or processing plants, coal conversion plants, magnetohydrodynamics experiments, windmills, radioactive waste disposal systems and burial grounds, testing laboratories, research laboratories, transportation activities, and accommodations for analytical examinations of irradiated and unirradiated components.
38. Federal Radiological Emergency Response Plan (FRERP). A comprehensive, coordinated plan broadly describing the entire Federal Government response to radiological emergencies in support of Federal, state, tribal, and local government agencies.
39. Federal Radiological Monitoring and Assessment Center (FRMAC). A facility established by DOE, usually at an airport near the scene of a radiological emergency, from which the Offsite Technical Director conducts the Federal Radiological Monitoring and Assessment Plan response.

40. Federal Radiological Monitoring and Assessment Plan (FRMAP). A plan contained in the FRERP for coordinating Federal offsite radiological monitoring and assistance with that of the affected states.
41. Federal Radiological Preparedness Coordinating Committee (FRPCC). An interagency advisory group established by the FRERP.
42. Full Participation Exercise. An exercise for a particular DOE- or contractor-operated facility which demonstrates the integrated response capability of the facility emergency response organization, the DOE Program Office elements (both HQ and Field Element) with responsibilities for emergency response, along with those regional Federal, state, tribal, and local government agencies and private support organizations which elect to participate.
43. General Emergency. One of the classes of emergencies in the Operational and Energy Emergency categories. Within the category of Operational Emergency, a General Emergency represents events which are in progress or have occurred that involve actual or imminent catastrophic failure of facility safety systems with potential for loss of confinement integrity, catastrophic degradation of facility protection systems, or catastrophic failure in safety or protection systems threatening the integrity of a weapon or test device which could lead to substantial offsite impacts. Any environmental release of hazardous materials can reasonably be expected to exceed the appropriate PAG or ERPG exposure levels offsite. Within the category of Energy Emergency, a General Emergency is an event which has occurred that has major energy supply impacts. Examples of such events are a major electrical energy system outage affecting consumers in more than two states or an earthquake affecting the United States or a U.S. territory that measures over 7.1 on the Richter Scale.
44. Hazard. A process, condition, or asset which has the potential to adversely impact the health and safety of personnel, the public, the environment, or national security. Hazards are divided into three classes:
 - Low - Hazards which present minor onsite and negligible offsite impacts to people, the environment, or national security.
 - Moderate - Hazards which represent considerable potential onsite impacts to the people or the environment, but at most only minor offsite impacts to people, the environment, or national security.
 - High - Hazards with the potential for onsite and offsite impacts to large numbers of persons or with the potential for major impacts to the environment or national security.
45. Hazardous Materials. Any solid, liquid, or gaseous material that is toxic, flammable, radioactive, corrosive, chemically reactive, or unstable upon prolonged storage in quantities that could pose a threat to life, property, or the environment. This definition is applicable to DOE 5500 series Orders; it is an omnibus term used to include both "hazardous materials" as defined by the Hazardous Materials Transportation Act and "hazardous substances" as defined by CERCLA.

46. Incident. Any deviation from normal operations or activities which has the potential to result in an emergency. An incident usually refers to a malevolent act.
47. Joint Information Center (JIC). A centralized facility where organizations responding to an emergency coordinate the release of accurate and timely information to the public and the media and provide a central source for all instructions. A JIC is operated cooperatively by all responding levels of Federal, state, tribal, and local governments and organizations and the involved facility.
48. Joint Nuclear Accident Coordination Center (JNACC). A joint DOE and DOD capability responsible for maintaining current information on the location of specialized DOE and DOD teams or organizations capable of providing nuclear weapons accident assistance. The DOE and DOD elements of JNACC are also responsible for initiating actions to deploy response teams in the event of a nuclear weapon accident or significant incident.
49. Lead Federal Agency (LFA). The Federal agency that owns, authorizes, regulates, or is otherwise deemed responsible for the emergency and that has the authority to take whatever action is necessary to stabilize the situation.
50. National Emergency Management Team (NEMT). During a Continuity of Government (COG) Emergency, a team composed of representatives from various Federal departments. The NEMT reestablishes the essential domestic functions of the Executive Branch, providing guidance and policy, while delegating authority to the Regional Emergency Management Teams (REMTs).
51. Nuclear Emergency Search Team (NEST). A group of experts, assisted by radiation detection systems and associated personnel, assigned responsibility to provide assistance in nuclear threat emergencies for the search and identification of any ionizing radiation-producing materials that may have been lost or stolen or may be associated with bomb threats or radiation dispersal threats.
52. Off Normal Occurrence. An abnormal or unplanned event or condition, as described in DOE 5000.3A, that adversely affects, potentially affects, or is indicative of degradation in the safety, security, environmental or health protection performance, or operations of a facility.
53. Offsite. The area beyond the boundaries of the site.
54. Onsite. The facility/site area over which the Lead Federal Agency has access control authority. The onsite area includes any area that has been established as a National Defense Area or National Security Area.
55. Operation. A DOE process aimed at a specific result or product within the DOE mandate.
56. Operational Emergency. One of the three categories of emergencies. Operational Emergencies are significant accidents, incidents, events, or

natural phenomena which seriously degrade the safety or security of DOE facilities. Operational Emergencies apply to DOE reactors and other DOE facilities (nuclear and non-nuclear) involved with hazardous materials; DOE-controlled nuclear weapons, components, or test devices; DOE safeguards and security events; and transportation accidents involving hazardous material.

57. Program Senior Official (PSO). Heads of DOE offices who have responsibility for specific facilities. These include the Assistant Secretaries for Conservation and Renewable Energy, Nuclear Energy, Defense Programs, Fossil Energy; and the Directors of Energy Research, Civilian Radioactive Waste Management, New Productions Reactors, and Environmental Restoration and Waste Management.
58. Protective Action. Physical measures, such as evacuation or sheltering, taken to prevent potential health hazards resulting from a release of hazardous materials to the environment from adversely affecting employees or the offsite population.
59. Protective Action Guide (PAG). A radiation personnel exposure level or range beyond which protective action should be considered. PAG values should reflect a balance of risks and costs to onsite personnel, public health and safety, and the environment weighed against the benefits obtained from protective actions.
60. Radiation Emergency Assistance Center/Training Site (REAC/TS). A multipurpose medical facility, located in Oak Ridge, Tennessee, prepared to deal with all types of radiation exposure emergencies and prepared to provide medical and health physics advice and assistance in radiological emergencies.
61. Radiological Assistance Program (RAP). A DOE program which provides for radiological assistance to Federal, state, tribal and major Nuclear Regulatory Commission licensees in the event of an incident involving radioactive materials.
62. Radiological Assistance Team (RAT). Experienced DOE and/or DOE contractor professionals who are adequately equipped to conduct offsite radiological emergency monitoring. Radiological Assistance Teams are at all DOE operations offices, all national laboratories, and most area offices and associated contractors.
63. Recovery. Actions taken after a plant has been brought to a stable or shutdown condition to return the plant to normal operation.
64. Regional Emergency Management Team (REMT). During a COG Emergency, a team composed of representatives from various Federal departments which has been delegated the authority to coordinate and maintain liaison with state/local governments, private industry, and Federal field elements within their respective region.
65. Reportable Occurrence. Events or conditions to be reported in accordance with the criteria defined in DOE 5000.3A. Emergencies, Unusual Occurrences, and Off-Normal Occurrences are Reportable Occurrences.

66. **Safety Analysis.** A documented process to systematically identify the hazards of a DOE operation; to describe and analyze the adequacy of the measures taken to eliminate, control, or mitigate identified hazards; and to analyze and evaluate potential accidents and their associated risks.
67. **Secretary's Executive Committee.** See Energy Executive Committee (paragraph 30).
68. **Site.** The area over which DOE has access control authority. This includes any area that has been designated as a National Security Area.
69. **Site Area Emergency.** One of the classes of Emergency in the Operational and Energy categories. Within the context of an Operational Emergency, a Site Area Emergency represents events which are in progress or have occurred involving actual or likely major failure(s) of facility safety or safeguards systems needed for the protection of onsite personnel, the public health and safety, the environment, or national security. Any environmental releases of hazardous materials are not expected to exceed the appropriate PAG or ERPG exposure levels offsite. Within the Energy Emergency category, a Site Area Emergency represents an event in which a substantial supply impact is anticipated.
70. **Source Term.** The amount of material available for release.
71. **Special Nuclear Material (SNM).** Plutonium, uranium-233, uranium enriched in isotope 233 or 235; any material artificially enriched by any of these elements; or any other material which the NRC, pursuant to the provisions of Section 51 of the Atomic Energy Act, determines to be special nuclear material, not including source material.
72. **Technical Operations Cadre.** A component of the HQ EMT. The Technical Operations Cadre is made up of personnel from the cognizant Program Office and specialized HQ offices. The Technical Operations Cadre provides management and direction to the DOE response, coordinates with other Federal agencies, and provides information to the press, Congress and other Federal agencies.
73. **Tracking and Satellite Communications System (TRANSCOM).** A 24-hour, real-time tracking and two-way communications system designed to monitor the movement of radioactive materials including spent fuel, high-level waste, transuranic waste, and other high visibility shipments, as determined by DOE.
74. **Transportation Emergency Preparedness Program (TEPP).** A DOE coordinated emergency preparedness plan concentrating on non-weapons transportation activities and involving DOE shipments and DOE capabilities to carry out responsibilities under the NCP, FRERP, and other regulations.
75. **Transportation Safeguards System (TSS).** The program, managed and operated by the Manager, Albuquerque Operations Office, under the programmatic direction of the Deputy Assistant Secretary for Military Application (DP-20), which has the administrative and courier personnel, special transport and escort vehicles, and nationwide high frequency communications system required to carry out the total responsibility for the safe, secure, domestic transportation of all DOE-

owned or controlled nuclear explosives, Category I or II quantities of SNM (excluding naval reactor core shipments), and other cargos deemed appropriate and agreed to by the Manager, Albuquerque Operations Office, and respective Heads of DOE Elements.

76. Unusual Occurrence. An unusual or unplanned event, as defined by DOE 5000.3A, having programmatic significance such that it adversely affects, or potentially affects, the performance, schedule, reliability, security, or safety of a facility.

ORGANIZATION
HEADQUARTERS EXECUTIVE TEAM

1. GENERAL. The Headquarters (HQ) Emergency Management Team (EMT) consists of an Executive Team and a Technical Operations Cadre. The Executive Team provides strategic direction to the response and evaluates the impacts of the emergency on the DOE complex. This attachment describes the organization of the HQ Executive Team.
2. CHAIR. The HQ Executive Team is normally chaired by the Under Secretary, with the cognizant Program Senior Official (PSO) serving as the Deputy Chair. When the Under Secretary is not available, the cognizant PSO serves as the Chair.
3. MEMBERS.
 - a. The following individuals shall serve as a member of any Emergency Management System HQ Executive Team:

AD-1	PA-1
CP-1	PE-1
GC-1	IN-1
DEO	
 - b. The following individuals shall serve as a member of a HQ Executive Team for operational emergencies:
 - (1) For nuclear-related operational emergencies:

DP-1	EH-1
NE-1	EM-1
NS-1	
 - (2) For nonnuclear related operational emergencies:

FE-1	EH-1
DP-1	EM-1
CP-1	CE-1
- c. The following individuals shall serve as HQ Executive Team members for energy emergencies:

IE-1	CE-1
FE-1	EI-1

NOTE: IE-1 shall serve as an operational emergency HQ Executive Team member when an emergency is expected to have international implications. SA-1 shall serve as an operational emergency HQ Executive Team member when an emergency has safeguards and security implications.

ATTACHMENT 4
ACRONYMS

The following acronyms apply to all Orders in the DOE 5500 series.

AD-1	Director of the Office of Administration and Human Resource Management
AMS	Aerial Measuring Systems
ARAC	Atmospheric Release Advisory Capability
ARG	Accident Response Group
CE-1	Assistant Secretary for Conservation and Renewable Energy
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
COG	Continuity of Government
CP-1	Assistant Secretary for Congressional and Intergovernmental Affairs
DBA	Design Basis Accident
DEO	Director of Emergency Operations
DOD	Department of Defense
DOE	Department of Energy
DOS	Department of State
DP-1	Assistant Secretary for Defense Programs
EA	Environmental Assessment
EAL	Emergency Action Level
EEMS	Energy Emergency Management System
EEMT	Energy Emergency Management Team
EH-1	Assistant Secretary for Environment, Safety, and Health
EI-1	Administrator of the Energy Information Administration
EIA	Energy Information Administration
EIS	Environmental Impact Statement
EM-1	Director of the Office of Environmental Restoration and Waste Management
EMAC	Emergency Management Advisory Committee
EMS	Emergency Management System
EMT	Emergency Management Team
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPZ	Emergency Planning Zone
ERAP	Emergency Readiness Assurance Plan
ERO	Emergency Response Organization
ERPG	Emergency Response Planning Guideline
FE-1	Assistant Secretary for Fossil Energy
FEMA	Federal Emergency Management Agency
FR	Federal Register
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring and Assessment Center
FRMAP	Federal Radiological Monitoring and Assessment Plan
FRPCC	Federal Radiological Preparedness Coordinating Committee
GC-1	General Counsel

HQ	Headquarters
IE-1	Assistant Secretary for International Affairs and Energy Emergencies
IE-20	Deputy Assistant Secretary for Energy Emergencies
IN-1	Director of the Office of Intelligence
JIC	Joint Information Center
JNACC	Joint Nuclear Accident Coordination Center
LFA	Lead Federal Agency
MOU	Memorandum of Understanding
MSSA	Master Safeguards and Security Agreement
NCA	National Command Authority
NCP	National Contingency Plan
NE-1	Assistant Secretary for Nuclear Energy
NEMT	National Emergency Management Team
NEST	Nuclear Emergency Search Team
NRC	Nuclear Regulatory Commission
NRT	National Response Team
NS-1	Director of the Office of Nuclear Safety
OEMT	Operational Emergency Management Team
OPR	Office of Primary Responsibility
PA-1	Director of the Office of Public Affairs
PAG	Protective Action Guide
PE-1	Director of the Office of Policy, Planning, and Analysis
P.L.	Public Law
PM	Program Manager
PR-1	Director of the Office of Procurement, Assistance, and Program Management
PRA	Probabilistic Risk Assessment
PSO	Program Senior Official
RAP	Radiological Assistance Program
RAT	Radiological Assistance Team
RCRA	Resource Conservation and Recovery Act
REAC/TS	Radiological Emergency Assistance Center/Training Site
REMT	Regional Emergency Management Team
SA-1	Director of the Office of Security Affairs
SARA	Superfund Amendments and Reauthorization Act of 1986
SNM	Special Nuclear Material
TEPP	Transportation Emergency Preparedness Program
TRANSCOM	Tracking and Satellite Communications System
TSDF	Treatment, storage, and disposal facilities
TSS	Transportation Safeguards System
USC	United States Code

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