

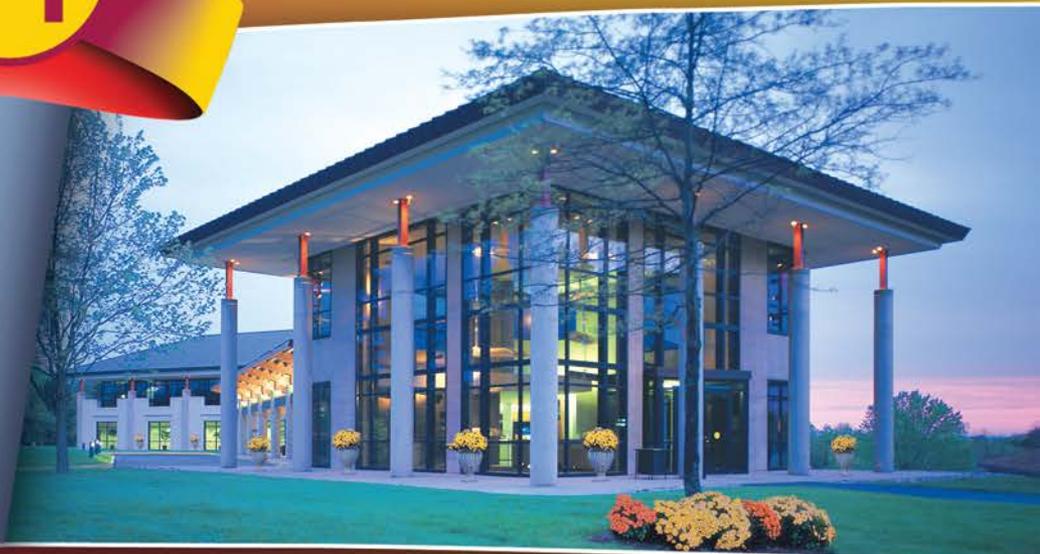
ADVANCING

**EMERGENCY
MANAGEMENT**

30 YEARS | 1986-2016



*The National Conference Center
Leesburg, Virginia*



DOE ORDER 151.1D

CORE PROGRAM

30th Annual Meeting • May 2-6, 2016



PRECEDING SECTIONS

- Attachment 1, Contractor Requirements Document
 - Applies to contractors that adopt the order into prime contract.
 - Allows equivalency of NFPA Standard 1600, Standard on Disaster/Emergency Management and Business Continuity Programs, with approval.
- Attachment 2, Definitions

ATTACHMENT 3

- CORE PROGRAM

- Program Administration and Management
- All-Hazards Planning Basis
 - Expands to a Technical Planning Basis (Attachment 4)
- Emergency Response Organization
- Emergency Operating System
- Training and Drills
- Emergency Medical Support
- Off-Site Response Interfaces
- Emergency Categorization
 - Emergency Classification (Attachment 4)
- Protective Actions
 - Consequence Assessment (Attachment 4)
- Emergency Facilities and Equipment
- Notifications and Communications
- Emergency Public Information
- Termination and Recovery
- Readiness Assurance

ALL-HAZARDS SURVEY

- Identify hazards (i.e., natural phenomena, technological, and human-caused).
 - Describe potential health, safety, or environmental impacts.
 - Identifies the needs for additional planning for hazmat
 - Include severe events.
 - Conduct a THIRA – CPG 201.
 - Uses other analysis (Safety Basis, Baseline Needs, Threat/Vulnerability Assessment).
 - Develop the Hazard Risk Profile for the site.

PROGRAM ADMINISTRATION

- Designate individual to operate/manage program.
 - Identify and maintain necessary program resources.
 - Identified through analysis for equipment, facilities, and personnel.
 - Integrate program with other organizations.
 - Oversee implementation of the order (identifies elements).
 - Determine if other attachments are applicable.
 - Responsible for Emergency Management Plan, procedures/controlled documents, agreements, and vital records.

EMERGENCY RESPONSE ORGANIZATION

- Structured organization with overall responsibility for initial and ongoing emergency response.
 - Consist of personnel with capabilities and resources based on the all-hazards planning basis.
 - Assign an individual with the authority to implement the emergency management plan and manage all aspects of the emergency.
 - Designate and train primaries and at least one alternate for each ERO position.
 - Excludes field and first responders.
 - Establish effective control at the event scene in accordance with ICS and NIMS.
 - Integrate ERO activities with local and federal agencies.
 - Provide ERO members with identification methods for response.



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EMERGENCY OPERATING SYSTEM

- Provide a mechanism for centralized collection, validation, analysis, and coordination of information related to an emergency.
 - Coordinates emergency response.
 - Activates for any declared Operational Emergency.
 - May activate for other events as needed.
 - May activate in a graded/scaled approach based on the event.
 - Complies with NIMS/ICS by:
 - Providing strategic management, operational support, planning/intelligence, logistics, and finance/administration.
 - Uses common terminology, management unity, delegation of authority, management by objectives, span of control, and action planning.
 - Supports on-scene response and secures additional resources.
 - Provides support to Incident Commander.
 - Uses standard operating procedures and checklists to activate, establish communications, maintain situational awareness, define and prioritize objectives, conduct personnel accountability, and establish operational periods.



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TRAINING AND DRILLS

- Worker Training
 - Provide annual training on hazards, protective actions, and expected actions.
 - Determine if additional training is needed for severe events or safe shutdown.
- Emergency Response Organization Training
 - Qualification program requires annual program training, NIMS/ICS, and position-specific.
 - Refresher must include lessons learned, best practices, and gaps or deficiencies.
- Off-Site Response Agencies Training
 - Offer annual program familiarization and hazards.

TRAINING AND DRILLS

- Worker Drills
 - Provide drills for protective actions and expected actions.
 - Conduct annual building evacuation drills (29 CFR 1910.38).
- Emergency Response Organization
 - Must participate annually in a drill, exercise, or real event .
 - Must capture lessons learned for program improvements.
- Off-Site Response Agencies
 - Must have an opportunity to participate annually in a drill, exercise, or real event.

EMERGENCY MEDICAL SUPPORT

- Include planning for mass casualty situations.
 - Mass casualty numbers are identified in the Baseline Needs Assessment (as required by DOE O 420.1C).
- Comply with Health Insurance Portability and Accountability Act (HIPAA, 42 USC 300).
- Sites with hazardous materials must develop agreements for the transport, treatment, and acceptance of potentially contaminated personnel.
 - This includes transport by air ambulance.



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OFF-SITE RESPONSE INTERFACES

- Maintain interfaces with local, state, tribal, and federal organizations who may provide emergency response.
- Identify interfaces that might provide emergency response during severe events.
- Establish site access protocol (routine and emergency).
- Establish process for:
 - Communications during response.
 - Coordination of emergency public information.

EMERGENCY CATEGORIZATION

- Operational Emergencies are designated for:
 - A significant degradation in level of safety resulting in potential health and safety hazards to workers/public.
 - Serious detrimental effects/consequences to the environment (hazmat release or pollutant).
 - Security incidents that degrade the security or safeguards of a site resulting in direct harm to people or the environment.
- Must be categorized as promptly as possible, but no later than 15 minutes after identification by the decision-maker.

OPERATIONAL EMERGENCIES

- Natural phenomena (i.e., tornadoes, earthquakes, pandemics).
- Significant structural damage to DOE facilities.
- Confirmed or suspected personal injuries or deaths (mass casualties).
- Human-caused emergencies such as kidnapping, terrorist attack, cyber security incident that impacts critical infrastructure, credible threat/ detonation of explosive device, active threat, sabotage incident.
- Technological emergencies (i.e., fire, explosion, hazmat release).
 - Discovery of legacy hazardous material contamination.
 - Off-site hazmat incident that may impact site operations or result in protective actions.
- Off-site DOE transportation activities causing hazmat release.

PROTECTIVE ACTIONS

- Based on the hazards and threats identified in the all-hazards planning basis.
 - Must be predetermined.
 - Develop a process to issue protective actions.
 - Develop a process for personnel accountability of employees.
- Determine if other protective actions (self help) is needed for severe events.

EMERGENCY FACILITIES AND EQUIPMENT

- Identify emergency facilities and equipment based on the hazards and threats identified in the all-hazards planning basis.
 - Emergency equipment must be:
 - Maintained and tested.
 - Documented in the Emergency Management Plan.
 - Emergency equipment must include an emergency notification system.
 - Communicate protective actions no later than ten minutes after the need has been identified.
 - Include an Emergency Operating System that provides the capability to support emergency response operations.

NOTIFICATIONS AND COMMUNICATIONS

- Emergency notifications must be:
 - Prompt, accurate, and effective to all stakeholders.
 - Must consist of follow-up notifications when conditions change or the emergency is terminated.
- Emergency notifications must include:
 - Description of emergency.
 - Date/time of discovery and termination.
 - Damage and casualties.
 - Protective actions implemented.
 - Potential impacts.
 - Agencies involved.
 - Level of media attention.
 - Contact information.

NOTIFICATIONS AND COMMUNICATIONS

- Emergency notifications are required when:
 - The Emergency Operating System is activated.
- Emergency notifications are provided to:
 - Emergency response personnel/organizations.
 - Cognizant Field Element/Federal Manager and DOE HQs Watch Office.
 - Notifications must be confirmed and consist of a phone call and electronic format with as much information is known.
 - Local, state, and tribal organizations.

NOTIFICATIONS AND COMMUNICATIONS

- Emergency communications must provide for continuous effective communications among the emergency manager and emergency responders/organizations throughout the emergency.
 - Ensure emergency communications provide a common operating picture and situational awareness among emergency responders.
- Emergency communications must be provided to workers throughout the emergency.
- Emergency communication systems must be tested annually.



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EMERGENCY PUBLIC INFORMATION

- Emergency public information must provide accurate, candid, and timely information to workers, the media, and the public during and throughout the emergency.
 - Consists of a documented Emergency Public Information Plan or Emergency Management Plan that identifies:
 - Identify public information media to be monitored (websites, social media).
 - Identify a location for necessary briefings and news conferences.
 - Establish provisions for coordination of public information.
- Emergency public information must be reviewed for classified and controlled unclassified information prior to release.
- Emergency public information must be coordinated with DOE HQs and approved by the Cognizant Field Element/Federal Manager.



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TERMINATION AND RECOVERY

- Predetermined criteria must be established for termination of an Operational Emergency.
 - The situation must be stabilized.
 - Emergency response activities must be completed.
 - There are no known potential threats to the workers or public, or the environment.
 - It is not likely for conditions to deteriorate.
 - Conditions that caused the original categorization of the Operational Emergency are no longer present.
- Decisions to terminate Operational Emergencies must be coordinated with the Cognizant Field Element/Federal Manager.

TERMINATION AND RECOVERY

- After termination, a Final Occurrence Report must be submitted in accordance with DOE O 232.2.
 - The must include a review of the Emergency Operations System, documenting their performance.
 - Include lessons learned and/or corrective actions.
- Recovery must consist of a plan that identifies:
 - An organization to conduct the actions necessary to restore the site to normal operations.
 - The necessary actions for recovery/restoration.

READINESS ASSURANCE

- Formal program to establish a framework to ensure:
 - Emergency resources are adequate, exercised, evaluated, and maintained.
 - Plans and procedures are adequate, exercised, evaluated, and maintained.
 - Ensures timely improvements are made.
 - Promote a culture of continuous improvement.
- Consists of an Emergency Readiness Assurance Plan that:
 - Highlights program status, significant changes, THIRA summary, open/unresolved/closed corrective actions, goals accomplished for fiscal year ending and planned goals for next fiscal year.
 - Submitted to the Cognizant Field Element/Federal Manager by October 15.

READINESS ASSURANCE

- Evaluations must consist of assessments, exercises, and performance indicators.
 - Assessments must be:
 - Performed annually.
 - Address all program elements so that each is validated over a five-year period.
 - Annual exercises must be conducted and be consistent with HSEEP.
 - Scenarios are rotated through the credible events identified in the all-hazards planning basis.
 - Exercise plans/schedules must be provided to Cognizant Field Element/Federal Manager.
 - Exercise plans are due 30 calendar days prior to the exercise.
 - After Action Reports must identify findings, issues, and improvement items and are submitted to the Cognizant Field Element/Federal Manager 45 calendar days after the exercise.
 - Performance indicators must be developed.

READINESS ASSURANCE

- Improvements must consist of:
 - Corrective actions are:
 - Identified during evaluations, assessments, drills, exercises, and actual emergencies.
 - Are documented in a corrective action plan that is submitted within 45 calendar days of an assessment, evaluation, or exercise.
 - Corrective action plans for findings are submitted to the Cognizant Field Element/Federal Manager.
 - Must be formally tracked through completion.
- Lessons Learned
 - Incorporate lessons learned from training, drills, actual responses, and the DOE Corporate Operating Experience Program.
 - Incorporate lessons learned from the DOE EA-33.



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CONCLUSION

- Questions?
- Up Next – Core Hazards Analysis Process



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