

Example: Notification Process

Exercise Objective PSS#5 is to complete the initial notification of the event to offsite agencies.

The event was reported, the Incident Commander gave an initial assessment of the situation and the Einsteinville Plant Shift Superintendent categorized the event as an **Operational Emergency** and classified it as a **Site Area Emergency**.

The procedure states that a Control Center Assistant (member of the Plant Shift Superintendent's staff) will complete the initial notification as follows:

1. Fill in (complete) the notification form with all available information.
2. Give it to the Plant Shift Superintendent for approval.
3. Once approved, fax it to the State and Local 24-hour notification point and the DOE Headquarters Watch Officer.
4. Once the notification form is faxed, call each notification point to ensure they received the form.
5. Log the calls to each notification point and record the time and who received it.

This is the sequence for one exercise objective to be used in the timeline and MSEL.