

RECORDS MANAGEMENT DEPARTMENT

TO: J. PARROTT  
FROM: L.S. DICKSON

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NRC HEADQUARTERS

DATE: 03/02/2000  
PAGE: 1

TRANSMITTAL NUM: 000015294

CONTROLLED COPY TRANSMITTAL / RECEIPT ACKNOWLEDGEMENT

Attached is a CONTROLLED COPY of the following document(s) and its applicable index. Add or replace your existing copy with the attached.

CONTROLLED COPY#	PROC ID	REV#	FC#	ISSUE DATE	PROCEDURE TITLE
136	EMAP-202	3		03/02/2000	TRAINING OF THE EMERGENCY RESPONSE ORGANIZATION (ERO)

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Jason D. Parrott      3/6/00  
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RETURN BY: 03/16/2000

FOR YOUR CONVENIENCE, A SELF-ADDRESSED, STAMPED ENVELOPE HAS BEEN INCLUDED.

WVNS CONTROLLED DOCUMENT SYNOPSIS FORM

Date: 01/05/00

Page 1 of 1

Document ID Number: EMAP-202 Revision: 3

Field/Page Change (if applicable): N/A

Document Title: Training of the Emergency Response Organization (ERO)

Cognizant Author: T. C. Neal Ext. 4182  
(Printed Name)

Describe the following information below:

(1) Where the change appears in the procedure. (2) What was changed. (3) Why the change was made. (4) What organizations/personnel [by title] are affected by change.

All changes are marked in the margin with slash marks. This change was made to proceduralize the method for tracking ERO training status of ERO members. Also, section 5.9 has been added to better define the difference between drills and exercises, in accordance with DOE G 151.1-1.

FOR INFORMATION ONLY

DATE: 03/02/2000  
TIME: 10:22

WVDP EMERGENCY MANAGEMENT ADMINISTRATIVE  
PROCEDURES  
WVDP-139 VOL II  
INDEX

PAGE: 1

<u>PROC ID</u>	<u>REV</u>	<u>EC</u>	<u>PROCEDURE TITLE</u>	<u>STATUS</u>	<u>ISSUE DATE</u>	<u>COGNIZANT MANAGER</u>
EMAP-201	0		ADMINISTRATION OF THE EMERGENCY MANAGEMENT PROGRAM	ACTIVE	09/29/1995	ESTEP,R.E.
EMAP-201	0	1	ADMINISTRATION OF THE EMERGENCY MANAGEMENT PROGRAM	ACTIVE	05/21/1997	ESTEP,R.E.
EMAP-201	0	2	ADMINISTRATION OF THE EMERGENCY MANAGEMENT PROGRAM	ACTIVE	10/07/1998	ESTEP,R.E.
EMAP-201	0	3	ADMINISTRATION OF THE EMERGENCY MANAGEMENT PROGRAM	ACTIVE	06/25/1999	ESTEP,R.E.
EMAP-201	0	4	ADMINISTRATION OF THE EMERGENCY MANAGEMENT PROGRAM	ACTIVE	01/10/2000	ESTEP,R.E.
EMAP-202	3		TRAINING OF THE EMERGENCY RESPONSE ORGANIZATION (ERO)	ACTIVE	03/02/2000	ESTEP,R.E.
EMAP-203	3		EMERGENCY PREPAREDNESS EXERCISES	ACTIVE	01/19/2000	ESTEP,R.E.
EMAP-204	3		FACILITIES AND EQUIPMENT	ACTIVE	06/28/1999	ESTEP,R.E.
EMAP-206	0		EMAP-EMERGENCY MANAGEMENT DEPARTMENT INTERNAL SELF-ASSESSMENT PROGRAM	ACTIVE	05/28/1999	ESTEP,R.E.
EMAP-206	0	1	EMAP-EMERGENCY MANAGEMENT DEPARTMENT INTERNAL SELF-ASSESSMENT PROGRAM	ACTIVE	11/04/1999	ESTEP,R.E.
EMAP-206	0	2	EMAP-EMERGENCY MANAGEMENT DEPARTMENT INTERNAL SELF-ASSESSMENT PROGRAM	ACTIVE	12/16/1999	ESTEP,R.E.

WVNS RECORD OF REVISION

DOCUMENT

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- Placing the words GENERAL REVISION at the beginning of the text.
- Placing either FC#> or PC#> (whichever applies) in the left-hand margin at the beginning of the paragraph or section where the field/page change has been made AND placing a vertical black line in the margin adjacent to the actual change.
- Placing the words "New-Type Revision" or "On-Hold" in the description of changes.

Example:

The vertical line in the margin indicates a change. |

**FC1>** The FC#> in the margin along with the vertical line (redline) indicates a change. |

Rev. No.	Description of Changes	Revision On Page(s)	Dated
0	Original Issue	All	9/95
PC1	Addition of submittal of ERO rosters to EM on a quarterly or as needed basis.	2 & 7	10/13/95
1	General Revision	All	11/06/96
PC1	Step 5.4 added "and Timely Notification Center (TNC)"	2	12/31/97
2	Minor Change Revision	1, 2, 3, & 4	06/10/98
PC1	Section 5.1 - Removed "non-dosimetry"	2	06/18/99
	Section 5.5 - Added: "WVDP ERO Training Annual Refresher" (EM153C.F)	2	
	Section 2.2 - Moved WVDP-193 to the front of Emergency .....	4	
	Section 2.3.3 - Added: site	4	
	Section 2.3.4 - Deleted step referencing TR100C	4	
PC2	Section 2.8 - Change to ensure annual documented review of required training for ERO members per EMAP 206.	5	06/25/99
	Attachment C - Deleted "Waste Management Manager"	7	

WVNS RECORD OF REVISION CONTINUATION FORM

<u>Rev. No.</u>	<u>Description of Changes</u>	<u>Revision On Page(s)</u>	<u>Dated</u>
PC3	Section 4.1 - Revised sentence and incorporated responsibility for EM to audit training of ERO members ; Section 4.3 - Deleted word "on-site;" Section 5.1 - Deleted word "non-dosimetry;" Section 5.5 - Deleted word "on-site" and added "WVDP ERO Training Annual Refresher EM 153C.F); Section 2.3.1 - Deleted word "on-site;" Section 2.3.2 - Added course number EM153C.Q; Section 2.3.3 - Added word "site;" Section 2.4 - Deleted reference to EM128B; Section 2.5 - Added word "response;" Sections 2.6, 2.7 - Deleted word "on-site;" Section 2.8 - Revised step; Attachment C - Revised Table 1 Attachment D - Section 2.4 - Updated WV-730 to WV-262; added "WVNS Manual for Records Management and Storage."	2     4   5  7 11	07/30/99
3	General Revision	All	03/02/00

EMAP-202 Training of the Emergency Response Organization (ERO)

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1.0 PURPOSE

This procedure describes a coordinated training program which provides all members of the West Valley Demonstration Project (WVDP) Emergency Response Organization, off-site emergency response organizations, and the general site population with sufficient knowledge to respond appropriately in emergency situations.

2.0 SCOPE

This procedure outlines the requirements for periodic training of on-site and off-site individuals who may be required to respond to an emergency at the WVDP site. Affected personnel will be trained in the elements of WVDP-022, "WVDP Emergency Plan," WVDP-139, "WVDP Emergency Management Implementing Procedures," and manuals, procedures or plans pertinent to his or her responsibilities.

3.0 REQUIREMENTS AND REFERENCES

3.1 Requirements

WVDP-022, "WVDP Emergency Plan."  
WVDP-139, Volume I, "WVDP Emergency Management Implementing Procedures."  
WVDP-106, "Westinghouse Conduct of Operations Manual."  
DOE Order 151.1, "Comprehensive Emergency Management System."  
29 CFR 1910.120, "Hazardous Waste Operations and Emergency Response."  
29 CFR 1910.146, "Permit-Required Confined Spaces"  
40 CFR 264.16, "Personnel Training RCRA Requirements."  
NFPA 600, "Standard on Industrial Fire Brigades."  
6 NYCRR Subpart 373-2.H, "Personnel Training for TSDF."

3.2 References

DOE G 151.1-1, Emergency Management Guide, Vol. V, "Administration and Training."  
WVDP-126, "Performance-Based Training Program Manual."  
WVDP-126, T-60, "Training Records Management System."  
WV-552, "Required Reading for WVNS Personnel."  
WV-538, "Personnel Indoctrination and Training."  
WVDP-262, "WVNS Manual for Records Management and Storage."

4.0 DEFINITIONS

4.1 ERO Training - Those training activities identified on Form WV-1396, "WVDP Emergency Response Organization Training Determination."

- 4.2 ERO Job Competencies - Those elements identified for each job title on the "WVDP Emergency Response Organization Job Competency Requirements List."
- 4.3 Sponsoring Organization Manager - The following departments are responsible for specific ERO Training and are considered as the sponsoring organizations: 1) Emergency Management, 2) Industrial Hygiene and Safety, 3) Radiation Protection, 4) Health Services, 5) Training and Development.

## 5.0 RESPONSIBILITIES

- 5.1 Emergency Management (EM) Manager - provides oversight for all emergency management training and transmits required training documentation to the Records Management (RM) Department in accordance with T-60, Training Records Management System. The Emergency Management Department is responsible for training Emergency Operations Center (EOC), and Technical Support Center (TSC) Emergency Response Organization (ERO) personnel, and offering emergency preparedness training to off-site interfaces. EM is also responsible for all training required in support of drills and exercises and training of ERO Membership Training Records.
  - 5.1.1 The Emergency Management Manager shall maintain the "WVDP Emergency Response Organization Job Competency List." This list is available on the "S" Drive of the LAN under S:\WPFORMS/LIST/EROJBCMP.WPD.
  - 5.1.2 The Emergency Management Manager shall provide changes to this list to Records Management for updates on the site LAN.
  - 5.1.3 The Emergency Management Manager shall assess all ERO members functional position assignments who have NOT met requalification requirements and ensure ERO members do not participate in their specific ERO functional positions until requalification requirements are met.
  - 5.1.4 The Emergency Management Manager shall ensure that WV-1396 forms are completed for all ERO Members and WV-1397 forms are completed for ERO Members as position changes occur.
- 5.2 Training and Development Manager - ensures the preparation and presentation of appropriate training material for new employees and visitors, ensures that all employees maintain a required level of training.
- 5.3 Response Team Cognizant Managers - ensure the required specialized training for ERO response teams is completed, transmit required training documentation to the RM in accordance with T-60, maintain updated rosters, and submit revised roster of team members to the Emergency Management department. Rosters shall be updated quarterly or as needed. Managers retain training responsibilities for their respective emergency response teams. Minimal requirements for response teams are included in Attachment C, Table 1.

- 5.4 Records Management Manager - ensures receipt, control, and maintenance of a Records Management System program, and individual training records and annual training records for ERO members in accordance with T-60. Provides "ERO Employee Missing Requirements Summary" report to Emergency Management.
- 5.5 ERO Members - Shall maintain current ERO Training Qualifications. **Do Not** perform ERO duties where qualification requirements are not met.

6.0 PROCEDURE

- 6.1 All WVDP employees shall receive initial training in emergency responsibilities in their initial General Employee Training (GET). This training is required to be completed biennially by all badged personnel to maintain their picture badges.
- 6.2 All WVDP employees shall receive the "Annual Mandatory Briefing" (TR508B) which contains general instructions to follow during actual or potential emergency situations.
- 6.3 Employees joining or assigned to a response field team must successfully complete the required training/practicals (i.e., confined space rescue, HazMat, fire brigade, medical response) within the governing regulation before becoming an active member of the ERO.
- 6.4 Employees identified as members of the Emergency Operations Center (EOC) or Technical Support Center (TSC) and Timely Notification (TN) Process staff shall receive specific training in their functional area commensurate with their duties and responsibilities prior to becoming an active or eligible member.
- 6.5 All ERO members are required to attend one "WVDP ERO Training Course" (EM153C.Q) and complete "WVDP ERO Training Annual Refresher" (EM153C.F).
- 6.6 Any changes or revisions in the Emergency Management Implementing Procedures (EMIPs) shall be presented to those affected personnel in a timely manner or may be incorporated into the ERO Training Course if the changes do not affect actual responses.
- 6.7 Training shall be provided by qualified instructors and in appropriate methods in accordance with WVDP-126, "WVNS Performance Based Training Program Manual," and/or WV-552, "Required Reading for WVNS Personnel."
- 6.8 Training for on site ERO members will assure that each individual is prepared to respond to those emergencies he or she may encounter at the WVDP. Position specific training requirements for all ERO members are delineated in the "ERO Job Competency List: (EROJBCMP.WPD)."
- 6.9 Drills are supervised hands-on instruction and application sessions for individuals or teams. These sessions provide an opportunity to demonstrate and maintain individual and organizational proficiency. Drills should be of sufficient scope, duration and frequency to ensure

adequate training for all elements applicable to the facility. The size and complexity of any drill will depend on the objectives. Many drills will be functional, focusing on training responders involved in a specific response function (e.g., formulating protective action recommendations, medical response, etc.). Drills can range from hands-on instruction in one simple procedure to a multi-organizational, scenario-driven event. The distinction in DOE activities between a drill and an exercise is that the primary purpose of a drill is training, not evaluation of the response activity.

- 6.10 ERO members must maintain current status on all position specific training or they will be denied eligibility to participate in ERO activities.
- 6.11 The EM Manager shall complete form WV-1396 for new ERO members to specify position specific training requirements. These forms shall be submitted to Records Management upon completion.
- 6.12 The EM Manager shall complete form WV-1397 for existing ERO members who are changing positions within the ERO to specify training requirements for new positions. These forms shall be submitted to Records Management upon completion.
- 6.13 "ERO Employee Missing Requirements Summary" reports for ERO members who do not maintain current status will be sent to the ERO Member, the ERO Member's Training Coordinator, the Emergency Management Training Coordinator and the Emergency Management Manager at the end of the month in which the ERO Member fails to complete necessary training.

## 7.0 RECORDS MAINTENANCE

- 7.1 Records documenting the Emergency Preparedness Training received by individuals are quality records and shall be maintained in accordance with WVDP-126, T-60, "Training Records Management System", and WVDP-262, "WVNS Manual for Records Management and Storage." Position specific ERO training for all ERO members will be tracked using the Training Records Management System (TRMS).
- 7.2 Records generated as a result of this procedure are as follows:
  - 7.2.1 WV-1396, WVDP Emergency Response Organization Training Determination.
  - 7.2.2 WV-1397, WVDP Emergency Response Organization Training Determination Change Form.
  - 7.2.3 WVDP Emergency Response Organization Job Competency List (EROJBCMP.WPD).

8.0 ATTACHMENTS

Attachment A	Emergency Management Department
Attachment B	Training and Development Manager
Attachment C	Records Management Manager
Attachment D	WV-1396, WVDP Emergency Response Organization Training Determination
Attachment E	WV-1397, WVDP Emergency Response Organization Training Determination Change Form.

**EMERGENCY MANAGEMENT DEPARTMENT**

1.0 Administrative Guidelines

The Emergency Management (EM) Department works with a liaison from each on site field response team for the purpose of planning, scheduling, and documenting emergency response training.

EM is responsible for providing annual training to the on site ERO on the Incident Command System, communications, ERO structure, changes to the program, and a review of site hazards and consequences through the "WVDP ERO Training Annual Refresher" (EM153C.F).

EM is responsible for the presentation of training for Emergency Operations Center (EOC), Technical Support Center (TSC) personnel, and the Emergency Medical Response Team (EMRT). EM also offers training for off site personnel involved in emergency response at the WVDP.

2.0 Administrative Duties

- 2.1 Oversee the planning, scheduling, presentation and documentation of emergency preparedness training as delineated in this procedure.
- 2.2 Prepare appropriate training relevant to changes in the Emergency Plan, WVDP-022, Emergency Management Implementing Procedures, WVDP-139, Volume I, and (WVDP-193) Emergency Action Derivation and Guidance Manual (EADGM).
- 2.3 Ensure the following training is offered annually:
  - 2.3.1 Initial training for any new member of the ERO, to include, applicable procedures, individual duties, and responsibilities for the position.
  - 2.3.2 "WVDP ERO Training Course," EM153C.Q, for new ERO personnel. The refresher course is in an annual briefing format and includes updated information for ERO personnel.
  - 2.3.3 WVDP site specific emergency response training offered to off-site personnel (hospital staff, fire, state and local officials).
- 2.4 Prepare and present training needed to administer on-site drills and control and evaluate exercises.
  - 2.4.1 Provide training as necessary for Drill and Exercise Coordinators. Training should provide both a clear understanding of controller and evaluator roles in the particular drill/exercise scenario.

**Attachment A**

- 2.5 Document participation in drills and exercises as part of emergency response training. The following documentation system will be used:
  - The identifier "EM215D" will be used to document participation in all drills and exercises.
- 2.6 Identify minimum training requirements for all members of the Emergency Response Organization (ERO).
- 2.7 Communicate requirements and expectations to Response Team Cognizant Managers and ensure that liaisons conduct/facilitate training required for their cognizant field response team.
- 2.8 Using Training Records Management System (TRMS) for records verification, ensure annual documented review of required training for ERO members is completed per EMAP-206, "Emergency Management Department Internal Self-Assessment Program," Section 7.5A and Attachment D-1, "Functional Area Element Review - Emergency Response Organization."
- 2.9 Forward training records to the RM Department in accordance with T-60.
- 2.10 Review and update the emergency management portions of the Visitor Orientation video tape, General Employee Training, Radworker and HAZWOPER Manuals, and the Annual Mandatory Briefing.

**TRAINING AND DEVELOPMENT MANAGER**

1.0 Administrative Guidelines

The Training and Development Manager is responsible to ensure preparation and presentation of appropriate training material for WVDP personnel and visitors.

2.0 Administrative Duties

- 2.1 Incorporate information from Emergency Management Implementing Procedure (EMIP)-101 into the initial WVDP General Employee Training (GET) and biennial refresher (TR236Q) as requested by the Emergency Management Manager.
- 2.2 Ensure that emergency management training is prepared, conducted and documented in accordance with WVDP-126.
- 2.3 Incorporate Emergency Management procedures from Emergency Management Implementing Procedure (EMIP)-101 into the "Annual Mandatory Briefing." (TR508B)

**RECORDS MANAGEMENT MANAGER**

1.0 Administrative Guidelines

The Records Management Manager is responsible for ensuring the receipt, control and maintenance of Records Management System of program and individual training records for ERO members in accordance with T-60.

2.0 Administrative Duties

- 2.1 Maintain all individual training records for all Emergency Response Organization personnel. Maintain individual training records for general site population relative to emergency preparedness and response.
- 2.2 Establish, implement, and ensure maintenance of the TRMS database.
- 2.3 Ensure training program records are maintained in accordance with T-60.
- 2.4 Maintain, retain, and disposition training records as quality assurance records in accordance with WV-262, "WVNS Manual for Records Management and Storage."

**Attachment D**

WVDP Emergency Response Organization Training Determination

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
 Employee Job Title: \_\_\_\_\_ Department: \_\_\_\_\_  
 EM Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name/Signature

JOB CODE	JOB ACRONYM	JOB TITLE	ACTIVITY #	REQUAL INTERVAL	YES	NO
N1	ERO-ED	Emergency Director	EM181B	12		
N2	ERO-AED	Assistant Emergency Director	EM182B	12		
N3	ERO-OAM	Operations Assessment Manager	EM184B	12		
N4	ERO-REAM	Radiological and Environmental Assessment Manager	EM185B	12		
N5	ERO-TSC	Technical Support Center	EM186B	12		
N6	ERO-VL	Vitrification Liaison	EM187B	12		
N7	ERO-DOE-PD	Department of Energy Project Director	EM188B	12		
N8	ERO-NYS	New York State Energy Research and Development Authority Representative	EM189B	12		
N9	ERO-SEAM	Safety and Environmental Assessment Manager	EM190B	12		
N10	ERO-SEC.MGR	Security Manager	EM191B	12		
N11	ERO-PID	Public Information Director	EM192B	12		
N12	ERO-NO	Notification Officer	EM193B	12		
N13	ERO-DOE-C	Department of Energy Communicator	EM194B	12		
N14	ERO-EOC-FAC	Emergency Operations Center Facilitator	EM195B	12		
N15	ERO-OSC-FAC	Operations Support Center Facilitator	EM196B	12		
N16	ERO-OAAC	Off-Site Assembly Area Coordinator	EM197B	12		
N17	ERO-DOE-FR	Department of Energy Facility Representative	EM198B	12		
N18	ERO-HR	Human Resources Manager	EM199B	12		
N19	ERO-DR	Data Recorder	EM200B	12		
N20	ERO-SEC	Secretary	EM201B	12		
N21	ERO-AEOC	Alternate Emergency Operations Center Facilitator	EM202B	12		
N22	ERO-TNO	Timely Notification Officer	EM203B	12		
N23	ERO-EPI-ORG	Emergency Public Information Organization	TR823B	12		
N24	ERO-IC-FR	Incident Commander	EM206B	12		
N25	ERO-ORT-FR	Operations Response Team	EM207B	12		
N26	ERO-RCT-FR	Radiological Protection and Controls	EM208B	12		
N27	ERO-HMT-FR	HazMat Team	EM209B	12		
N28	ERO-SEC-FR	Security	EM210B	12		
N29	ERO-EMRT-FR	Emergency Medical Response Team	EM211B	12		
N30	ERO-EMT-FR	Environmental Monitoring Team	EM212B	12		

NOTE: Forward original, completed list to the Records Management Department (MS-AOC-20)

**ANY CHANGE TO THIS FORM REQUIRES A CHANGE TO FORM WV-1397 AS WELL**



Attachment E

WVDP Emergency Response Organization Training Determination Job Codes and Title

JOB CODE	JOB ACRONYM	JOB TITLE	ACTIVITY #
N1	ERO-ED	Emergency Director	EM181B
N2	ERO-AED	Assistant Emergency Director	EM182B
N3	ERO-OAM	Operations Assessment Manager	EM184B
N4	ERO-REAM	Radiological and Environmental Assessment Manager	EM185B
N5	ERO-TSC	Technical Support Center	EM186B
N6	ERO-VL	Vitrification Liaison	EM187B
N7	ERO-DOE-PD	Department of Energy Project Director	EM188B
N8	ERO-NYS	New York State Energy Research and Development Authority Representative	EM189B
N9	ERO-SEAM	Safety and Environmental Assessment Manager	EM190B
N10	ERO-SEC.MGR	Security Manager	EM191B
N11	ERO-PID	Public Information Director	EM192B
N12	ERO-NO	Notification Officer	EM193B
N13	ERO-DOE-C	Department of Energy Communicator	EM194B
N14	ERO-EOC-FAC	Emergency Operations Center Facilitator	EM195B
N15	ERO-OSC-FAC	Operations Support Center Facilitator	EM196B
N16	ERO-OAAC	Off-site Assembly Area Coordinator	EM197B
N17	ERO-DOE-FR	Department of Energy Facility Representative	EM198B
N18	ERO-HR	Human Resources Manager	EM199B
N19	ERO-DR	Data Recorder	EM200B
N20	ERO-SEC	Secretary	EM201B
N21	ERO-AEOC	Alternate Emergency Operations Center Facilitator	EM202B
N22	ERO-TNO	Timely Notification Officer	EM203B
N23	ERO-EPI-ORG	Emergency Public Information Organization	TR823B
N24	ERO-IC-FR	Incident Commander	EM206B
N25	ERO-ORT-FR	Operations Response Team	EM207B
N26	ERO-RCT-FR	Radiological Protection and Controls	EM208B
N27	ERO-HMT-FR	HazMat Team	EM209B
N28	ERO-SEC-FR	Security	EM210B
N29	ERO-EMRT-FR	Emergency Medical Response Team	EM211B
N30	ERO-EMT-FR	Environmental Monitoring Team	EM212B