

M-32

RECORDS MANAGEMENT DEPARTMENT

TO: J. PARROTT --- NRC HEADQUARTERS
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DATE: 05/25/2000
PAGE: 1

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CONTROLLED COPY#	PROC ID	REV#	FC#	ISSUE DATE	PROCEDURE TITLE
136	EMIP-102	5		05/24/2000	EMERGENCY FIELD RESPONSE

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WVDP EMERGENCY MANAGEMENT IMPLEMENTING
PROCEDURES
WVDP-139 VOL I
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<u>PROC_ID</u>	<u>REV</u>	<u>FC</u>	<u>PROCEDURE TITLE</u>	<u>STATUS</u>	<u>ISSUE DATE</u>	<u>COGNIZANT MANAGER</u>
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EMIP-104	2	1	RECOVERY	ACTIVE	06/18/1999	ESTEP,R.E.
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EMIP-105	4		PERSONNEL PROTECTION ALARM RESPONSE	ACTIVE	07/13/1998	ESTEP,R.E.
EMIP-105	4	1	PERSONNEL PROTECTION ALARM RESPONSE	ACTIVE	10/05/1998	ESTEP,R.E.
EMIP-105	4	2	PERSONNEL PROTECTION ALARM RESPONSE	ACTIVE	11/17/1998	ESTEP,R.E.
EMIP-105	4	3	PERSONNEL PROTECTION ALARM RESPONSE	ACTIVE	11/03/1999	ESTEP,R.E.
EMIP-106	0		MERCY FLIGHT UTILIZATION	ACTIVE	05/13/1998	ESTEP,R.E.
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WVNS CONTROLLED DOCUMENT SYNOPSIS FORM

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Document Title: Emergency Field Response

Cognizant Author: A. F. White Ext. 4599
(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.

Updated Requirements and References section 3.0 and Responsibilities section 4.0.

Added step 4.3.4. Revised 5.2, revised 5.6.2., revised section 6.0. Section 2.16.1 of Attachment C.

Made minor grammatical changes throughout the document.

Section 2.3 - Updated Document number of "Confined Space Entry Operations" from SOP-00-35 to WV-925 to reflect recent change.

Replaced WVDP Emergency Dosimetry Registration form with updated form 3312.

Revised attachment F.

WVNS RECORD OF REVISION

<u>Rev. No.</u>	<u>Description of Changes</u>	<u>Revision On Page(s)</u>	<u>Dated</u>
5	General Revision Section 3.0 - Updated Requirements and References Section 4.0 - Responsibilities Added step 4.3.4, revised steps 5.2, 5.6.2, 6.0 and Section 2.16.1 of Attachment C Made minor grammatical changes throughout the document. Section 2.3 - Updated Document number of "Confined Space Entry Operations" from SOP 00-35 to WV-925 to reflect recent change. Replaced WVDP Emergency Dosimetry Registration Form with updated Form WV-3312. Revised Attachment F.	ALL	05/24/00

EMIP-102 Emergency Field Response

GENERAL REVISION

1.0 PURPOSE

This procedure describes the field response element of the West Valley Demonstration Project (WVDP) Emergency Response Organization (ERO).

2.0 SCOPE

The WVDP Emergency Response Organization (ERO) is comprised of three components - the timely notification component (the Timely Notification Process), the strategic response (the Emergency Operations Center (EOC)/ Technical Support Center (TSC)) and the tactical field response (field response teams). This procedure describes the positions and duties of personnel involved in the field response. The timely notification component and the strategic response component are described in EMIP-103.

Situations which involve actual or potential damage to personnel, the environment, or the facilities may be considered emergency situations, and may require activation of the WVDP Emergency Plan and the ERO field response. This procedure defines the field response available to mitigate emergency situations in the most expeditious manner and with minimum impact to personnel, the environment, or facilities. It includes a description of the field positions and their duties as well as the emergency response teams that may be activated in an emergency.

3.0 REQUIREMENTS & REFERENCES

3.1 Requirements

DOE Order 151.1, "Comprehensive Emergency Management System"

OSHA 29 CFR 1910.146, "Permit Required Confined Space."

10 CFR 835 "Occupational Radiation Protection."

29 CFR 1910.1030, "OSHA Occupational Exposure to Bloodborne Pathogens."

Title 40, CFR, Part 264, Subpart D, "Contingency Plan and Emergency Preparedness."

WVDP-010, "WVDP Radiological Controls Manual."

OSHA 29 CFR 1910.120, "Hazardous Waste Operations and emergency Response"

3.2 References

29 CFR 1910.1030, "OSHA Occupational Exposure to Bloodborne Pathogens"

DOE O 440.1, "Worker Protection Management for DOE Federal and Contractor Employees"

WVDP-022, "WVDP Emergency Plan"

WVDP-026, "WVNS Occupational Health Manual"

WVDP-139, "WVDP Emergency Management Implementing and Administrative Procedures"

WVDP-145, "WVNS Exposure Control Plan for Bloodborne Pathogens"

WVDP-242, "Event Investigation and Reporting Manual"

EMIP-101, "General Instructions"

EMIP-103, "Emergency Operations Management"

ER 100, "Emergency Response Plan for the West Valley Site Management Program"

WV-925, "Confined Space Entry"

WVDP-262, "WVNS Manual for Records Management and Storage"

WVDP-106, "Westinghouse Conduct of Operations Manual"

COS-SOP-074, "Emergency Call List Activation"

WVDP-354, "HazMat Team Manual"

4.0 RESPONSIBILITIES

- 4.1 ERO Based on the minimum training requirements identified in Attachment D of EMAP-202, in order to participate as an active member of the ERO, all members are to complete and maintain current qualifications.
- 4.2 Incident Commander (IC) is the Main Plant Operations Shift Supervisor (MPOSS) on duty at the time of the emergency. The IC investigates the emergency situation, activates the appropriate field response teams, directs and coordinates all activities at the scene, and retains tactical command of response activities. The IC acts as the Emergency Director (ED) until relieved by a higher authority.

- 4.3 Operations Response Team (ORT) is a designated group of on shift employees who are organized, trained, and qualified to perform emergency response activities. The Main Plant Operations Manager provides overall coordination of the ORT.
- 4.3.1 Fire Brigade (FB) performs incipient stage firefighting operations.
- 4.3.2 Search and Reentry Team (SRE) locates and recovers missing personnel in potentially contaminated areas. The SRE is made up of members from Radiological Controls, HAZMAT, and ORT.
- 4.3.3 Confined Space Rescue Team (CSRT) conducts emergency and rescue services which may result from any on site confined space activity.
- 4.3.4 First Responders (FR's) respond to the scene of medical emergencies, deliver appropriate emergency equipment, provide initial first aid, and assist with patient care as necessary.
- 4.4 Radiological Protection and Controls consists of the Radiation Protection Operations Manager (RPOM), the Radiological Protection Operations Supervisors (RPOSSs), and the Radiological Controls Technicians (RCTs). The RPOM monitors on-scene radiological activities in order to minimize hazards to people, facilities, and the environment; report to the Radiological and Environmental Assessment Manager (REAM) in the EOC; and provides a liaison between the field and the EOC. The RPOSSs direct the activities of the RCTs and interfaces and consults with the RPOM. RCTs ensure control of radioactive material and radiation exposure to personnel.
- 4.5 HAZMAT Team is responsible for controlling or stabilizing incidents that involve a release of hazardous materials.
- 4.5.1 HAZMAT Team preparedness (team organization, training and drills) and readiness assurance (exercises, evaluations, and assessments) activities are managed by the Emergency Management Department.
- 4.5.2 During an emergency response, the HAZMAT Team Leaders reports to and receives direction from the IC.
- 4.6 Security Supervisor reports to the Security Manager in the EOC and is responsible for directing the actions of the Security Team. Security accounts for all personnel, makes notifications as directed, and controls movement of personnel and vehicles around the WVDP site. Ensures a security vehicle is available for EMRT use as requested.

- 4.7 Emergency Medical Response Team (EMRT) provides initial emergency medical care to injured personnel in an area free from recognizable hazards for either the responders or the victim. The EMRT Leader will interface with the IC.
- 4.8 Environmental Monitoring Team (EMT) provides radiological or non-radiological environmental data, including meteorological and field data, release trajectory and dose estimates, and/or concentration calculations. Contacts Security to obtain an emergency vehicle if required.

5.0 PROCEDURE

EMIP-101, "General Instructions," includes a set of general rules, actions and instructions to be followed by all personnel, including emergency responders, during emergencies, at the WVDP. The IC is responsible for all field response activities and must know the status of emergency response teams. The following information applies to EMRT members during emergencies requiring sheltering, on site relocation, or off site evacuation.

- 5.1 Personnel who witness or discover an emergency situation will take action, report the situation, and request assistance per EMIP-101.
- 5.2 The emergency situation will be reported to the Main Plant Operations Shift Supervisor (MPOSS). When an emergency requires implementation of any element of WVDP-022, "WVDP Emergency Plan," the MPOSS will assume the duties of the IC and will determine if EOC activation is required.
- 5.3 The IC will report to the incident scene, assess the emergency situation, categorize the emergency and initiate the timely notification process, and proceed as described in Attachment C.
- 5.4 All activities at the Incident Scene(s) will be under the direction of the IC. The IC will assess the emergency situation and activate the appropriate field response.
- 5.5 The duties of each of the field response elements are contained in Attachments C-I:
- Attachment C Incident Command
 - Attachment D Operations Response
 - Attachment E Radiological Protection and Controls
 - Attachment F HAZMAT Team
 - Attachment G Security Supervisor
 - Attachment H Emergency Medical Response Team
 - Attachment I Environmental Monitoring Team
- 5.6 Communication among field respondents and between the field and the EOC is both demanding and critical. Information flow and communication guidelines should be followed.

5.6.1 Field communication is centered in Field Command, as illustrated on Attachment A. Field Command is comprised of eight positions:

- Incident Commander (IC)
- Main Plant Senior Operations Specialist (MPSOS)
- Vitrification Operations Shift Supervisor (VOSS)
- Radiological Controls Supervisor (RCO)
- HAZMAT Team Leader
- Emergency Medical Response Team (EMRT) Leader
- Environmental Laboratory Manager
- Security Supervisor

These eight individuals should interact closely. If they cannot physically be in the same location, they should maintain radio contact. The IC communicates only with the EOC and the members of Field Command.

5.6.2 All communication between the Timely Notification Officer (TNO), the Emergency Operations Center (EOC) and the field is routed through the IC. All orders flow through the IC. The following field positions have direct liaisons in the EOC:

<u>FR</u>		<u>EOC</u>
IC	-	Operations Assessment Manager (OAM)
VOSS	-	Vit Liaison
RPOM	-	Rad/Env Assessment Manager (REAM)
Security Supervisor	-	Security Manager
Env. Labs Manager	-	Dose Assessment personnel
DOE FR	-	DOE Project Director

These positions will communicate with their EOC liaisons. However, any direct orders issued through these channels will be confirmed through the IC. It is the responsibility of each field response team leader to assure that no action is taken without cognizance of the IC.

5.6.3 Comply with the communication methodology found in the WVDP-106, "Westinghouse Conduct of Operations Manual," as summarized in Attachment B, Guidance for Emergency Response Communications.

5.7 Main Plant Operations personnel are not all assigned to a specific field response teams or functions of the ERO.

5.7.1 Main Plant Operations (MPO) personnel should report to the MPSOS who will stage them in an appropriate location.

5.7.2 High Level Waste (HLW) Operations personnel should report to the VOSS who will stage them in an appropriate location.

6.0 RECORDS MAINTENANCE

6.1 Records generated as a result of implementing this document are identified as follows:

6.1.1 WVNS Emergency Dosimetry Registration Form, WV-3312

6.2 Records are identified on Emergency Management's, Records Inventory and Disposition Schedule (RIDS).

6.3 Records shall be prepared, maintained, and transferred to Records Management for storage in accordance with WVDP-262.

7.0 ATTACHMENTS

Attachment A	Guidance for Emergency Response Communication
Attachment B	Incident Command Information Flow
Attachment C	Incident Command
Attachment D	Operations Response Team
Attachment E	Radiological Protection and Controls Emergency Dosimetry Registration Form, WV-3312
Attachment F	HAZMAT Team
Attachment G	Security Supervisor
Attachment H	Emergency Medical Response Team
Attachment I	Environmental Monitoring Team

Guidance for Emergency Response Communication From Westinghouse Conduct of Operations Manual

1.0 Remember the Key Concepts

- Anticipate the results of your next action. Think ahead.
- Believe your instrument readings to be accurate unless proven otherwise.
- Report events, conditions, and concerns to your immediate supervisor. Follow chains of command.

2.0 Make oral instructions clear and concise.

- Paraphrase and repeat back instructions to ensure they are correctly understood.
- Do not include multiple actions in a verbal instruction. Write instructions or give complex directions in several short steps. Give additional instructions after each step is completed.
- Report the completion of ordered actions. Be sure your report is acknowledged.
- Minimize the use of abbreviations and acronyms.
- Use the phonetic alphabet to avoid misinterpretation.

3.0 Use radios and telephones wisely.

- Answer phone and radio with your name and position. Begin the communication by stating your name and position if you are the caller.
- Use clear precise terminology. No slang.
- Use both the noun name and the number of equipment.
- Repeat back messages paraphrased or verbatim.
- Speak distinctly and deliberately

4.0 Double check everything.

- Ensure independent verification when returning equipment to or removing equipment from service.
- Be sure there is no doubt.

- Use self verification. Ask yourself what you should expect. Knowing what to expect will minimize chances for errors.

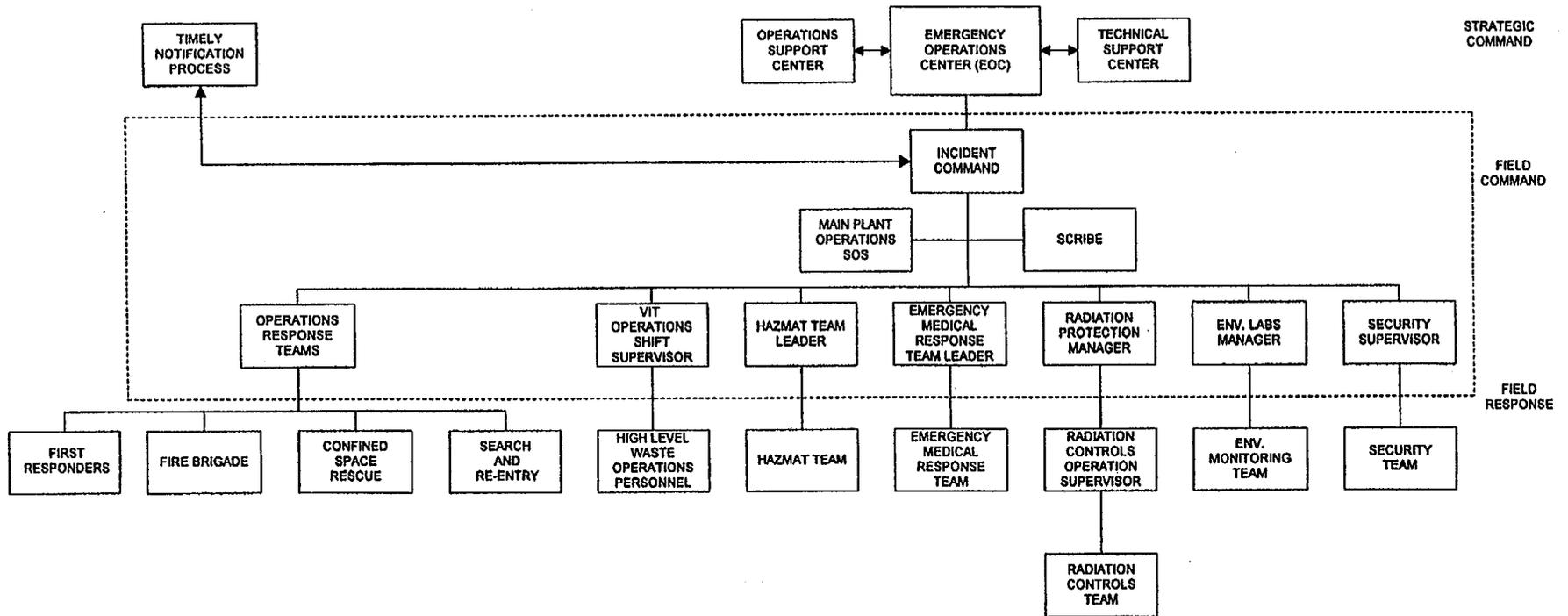
5.0 Keep careful logs. Logs may include any of the following:

- Facility status
- Abnormal facility conditions
- Status changes to safety-related and other major equipment
- Changes in radiological or hazardous substance conditions
- Security incidents
- Personnel injuries or contaminations
- Out-of-specification chemistry or process results
- Shift reliefs, including off-going and on-coming crews
- Related engineering, maintenance activities and/or related activities from other departments, department activities
- Actions taken in response to emergency orders or conditions
- Any other information deemed necessary

6.0 Brief others conscientiously. Provide briefings at shift changes or whenever conditions warrant. Include:

- Review of facility status
- New and continuing problems with systems or equipment
- Abnormal line-ups or conditions
- Changes in radiological or hazardous substance conditions
- Maintenance planned or in progress
- Waste management status
- Changes in personnel assignments

INCIDENT COMMAND COMMUNICATIONS FLOW



Position Checklist C

INCIDENT COMMAND

1.0 Position Guidelines

When an emergency requires implementation of any element of WVDP-022, the "WVDP Emergency Plan" the on duty Main Plant Operations Shift Supervisor (MPOSS) will assume the duties of the Incident Commander (IC). If the MPOSS is unavailable or incapacitated, the Main Plant Senior Operations Specialist (MPSOS) will assume the duties of IC.

All emergency response activities are under the overall direction of the IC until relieved by the ED. During emergencies, the IC has the authority to use whatever resources necessary to mitigate the situation. The IC is authorized to communicate to anyone he/she feels necessary to obtain data, assistance, and/or additional resources. The IC will activate the EOC without consultation whenever it has been determined that EAL's have been met or exceeded.

2.0 Position Duties

- 2.1 Perform an "812" All Page announcement identifying yourself (IC), stating the hazard, the location, and the support needed. Identify the route to be used to report to the scene (if not the normal route), the location of the Incident Command Post (ICP), and protective actions to be taken, if needed.
- 2.2 Establish and implement action plan(s) to ensure that the priorities of people, plant and environment are maintained.
- 2.3 Investigate and verify the emergency condition. Identify self as IC to others, visually and audibly. Categorize and classify the emergency using guidance presented in EMIP-103, Tables D-1 and D-2.
- 2.4 Authorize dispatch of the emergency vehicle or the appropriation of additional plant vehicles or equipment as necessary.
- 2.5 Establish an ICP and designate a scribe to record emergency actions.
- 2.6 Activate the EOC and contact the TNO to initiate the timely notification process. Assume duty of the emergency director ED to direct the ERO during the early stages of an emergency until officially relieved by the ED. (Duties of ED are found in EMIP-103.)
- 2.7 Establish and maintain communications. The ICP will provide the communications link between all response team leaders and the EOC. Assure that all response team leaders coordinate communications through the ICP. Maintain contact with the activated field response leaders.

- 2.8 Once contacted by the EOC, transfer duties to the ED when the EOC is declared operational.
- 2.9 Provide liaison, independently or through the MPO Manager, between the scene of the emergency and the Operational Assessment Manager (OAM) in the EOC, if activated. EOC phone extension for the OAM is 4718.
- 2.10 Upon determining that activation of the EOC is required and the EOC is deemed uninhabitable, the IC will direct ERO personnel to the AEOC.
- 2.11 Keep the Main Plant Operations Manager and the OAM advised of all field actions and results. Consult with OAM on field responsibilities if necessary.
- 2.12 Notify, activate, warn and instruct others on a continuing basis via one or more of the following: "812" All Page, by telephone, face to face, by radio, by runners, or by the plant "222" paging system.
- 2.13 Direct mitigative actions. Using the "812" all page, the IC may need to activate and direct the necessary response teams.
 - 2.13.1 Activate HAZMAT Team when necessary.
 - A. Verify that a hazardous spill or release has occurred.
 - B. If mitigation needs exceed the capability of Waste Management Operations (WMO), activate the HAZMAT Team. During off-normal hours, notify the Security Supervisor to initiate notification of HAZMAT members using roster E of EMIP-103, Attachment A.
 - C. Provide spill/release information to the HAZMAT Team Leader, Technical Advisor and the affected area supervisor.
 - D. If needed, the HazMat Team Leader will deploy the Hazardous Materials Response Trailer.
 - 2.13.2 Support Emergency Medical Response Team (EMRT) activities.
 - A. Ensure, to the extent possible, that injured personnel are evacuated to a safe location.
 - B. Request ambulance service if medical transport is required.
 - C. Verify that the offsite medical facility is contacted and all pertinent information regarding the injured personnel, including the estimated time of arrival (ETA) of the patient is relayed.

- 2.13.3 Assure that Radiological Controls Technician accompany any radiologically contaminated victims transported to a medical treatment facility.
 - 2.13.4 Assure that personnel with knowledge of the contaminant and its hazards accompany any chemically contaminated victims transported to a medical treatment facility.
 - 2.13.5 Brief the Search and Reentry Team Leader if the ED has authorized reentry.
 - 2.13.6 Activate the Operations Response Team (ORT) via "812" All Page if additional resources are needed.
 - 2.13.7 Serve as WVDP Fire Chief if needed. (See Attachment D, 2.1, Fire Brigade.)
 - 2.13.8 Designate a Confined Space Rescue Team (CSRT) Chief. (See Attachment D, 2.2, Confined Space Rescue Team.)
 - 2.13.9 Direct activities of Radiological Protection and Controls through the Radiation Protection Operations Manager (RPOM) and the Radiological Protection Operations Supervisor (RPOS).
 - 2.13.10 Activate the Environmental Monitoring Team (EMT) through the Environmental Laboratory (E-Lab) Manager.
 - 2.13.11 Coordinate activities of the Security Team through the Security Supervisor.
- 2.14 Continuously assess the status of the emergency and its consequences on the environment while directing all response efforts at the scene of the emergency.
- 2.14.1 During off-normal hours, the IC shall direct Security to contact Secrephone (vendor providing ERO phone notification services) and activate the necessary response teams as dictated by the emergency, delivering message #3 "Emergency", message #4 "Call WVDP," #5 "Emergency" or message #6 "Off-Site Transportation Event" (See EMIP-103 Attachment A for response teams and Secrephone messages).
- 2.15 Provide detailed documentation in the MPOSS logbook to validate compliance and completion of this procedure.

- 2.16 Interface with the NYSERDA Representative during State Licensed Disposal Area (SDA) emergencies:
- 2.16.1 During normal work hours, contact the NYSERDA Representative (who also serves as the Emergency Coordinator) per NYSERDA procedure ER 100, "Emergency Response Plan for the West Valley Site Management Program." The NYSERDA Representative has the ultimate responsibility for response measures undertaken at the SDA and must be closely apprised of and consulted on response measures being implemented for SDA emergencies.
 - 2.16.2 During back shift, weekends and holidays, instruct Security to notify NYSERDA personnel using Roster F of EMIP-103, Attachment A.
 - 2.16.3 Direct emergency response for conditions at the SDA, in the same manner as that for a WVDP emergency.

OPERATIONS RESPONSE TEAM

1.0 Position Guidelines

The WVDP Operations Response Team (ORT) includes all Main Plant Operations (MPO) personnel. ORT activities include search and reentry, damage control, equipment shutdown, mitigative actions, inspections, and initial first aid care. Specialized units of the ORT are the Fire Brigade (FB), the Search and Reentry Team (SRE), the Confined Space Rescue Team (CSRT), and the First Responders (FR's).

Exercising a safe approach, the first person from the ORT to arrive at or near the scene shall assume the responsibility of apprising the IC of conditions, investigating the emergency condition or alarm, and directing the response until relieved of command by a higher authority.

Personal Protective Equipment (PPE) is available to ORT personnel. PPE will be used based on the conditions of the emergency.

If the EOC is activated, the OSC becomes a standby assembly point for ERO field response teams that have not been activated. Any ERO respondent who is not directed to a specific location should report to the OSC for briefings, possible activation, dismissal, or support activities as directed.

The MPO Manager provides overall coordination of the WVDP ORT. All ORT emergency response activities are under the overall direction of the IC.

The IC shall maintain overall control of all ORT emergency activities. All emergency response activities are under the over all direction of the IC.

2.0 Position Duties

2.1 **Fire Brigade (FB)**

- 2.1.1 Shall be composed of trained and qualified MPO personnel.
- 2.1.2 Respond upon activation by the IC.
- 2.1.3 Assume charge of fire containment operations until the West Valley Volunteer Hose Company (WVVHC) arrives at the scene and takes control of all fire fighting activities. The IC acts as the FB chief until relieved by the WVVHC fire chief. The IC retains tactical command of the emergency response. The WVVHC fire chief or other local fire chief is in charge of only the fire fighting activities.
- 2.1.4 FB members perform only incipient stage fire fighting operations. Conditions beyond the capability of the WVDP FB include interior structure fires and environments which require crouching or crawling beneath smoke to fight the fire.

2.2 Search and Re-Entry (SRE) Team

For radiological and mixed radioactive waste emergencies, the SRE Team Leader is the Radiological Controls Team Leader. For non-radiological hazardous material emergencies, the SRE Team Leader position is to be filled by the HAZMAT Team Leader.

NOTE *There shall be no re-entry into an evacuated area unless authorized by the Emergency Director (ED). SRE Teams shall consist of at least two people.*

2.2.1 If the access is for general safety consideration, a written reentry plan must be submitted to the ED. The plan should include:

- Entry scope and purpose,
- The number of people required for the reentry,
- Protective clothing requirements,
- Identification of specific area or areas to be entered,
- Identification of hazards associated with the area to be reentered,
- Dose estimate,
- Other information required by the ED.

2.2.2 The Search and Re-entry Team Leader shall:

- A. Organize the search for injured, trapped or missing personnel.
- B. Request medical care for injured personnel.
- C. Ensure operation or shutdown of equipment.
- D. Identify exclusion zones and access routes.
- E. Evaluate the emergency and determine hazardous conditions.
- F. Ensure SRE Team consists of a minimum of two members. Brief all team members prior to reentry.
- G. Request volunteers for lifesaving actions which would result in exposures beyond 25 rem to the whole body. Emergency exposures are authorized in accordance with the provisions contained in WVDP-010, "WVDP Radiological Controls Manual," and WVDP-022, "WVDP Emergency Plan."

- H. Verify the SRE Team personnel are properly equipped with appropriate personnel protective equipment (PPE) with consultation from Industrial Hygiene and Safety (IH&S) and Radiation Protection.
- I. Report findings of Search and Reentry team to the IC.

2.2.3 The Search and Reentry Team members shall:

- A. Wear protective clothing appropriate for the types of chemical and radiologic hazards expected to be encountered. Personnel monitors should include a thermoluminescent dosimeter contained in a badge, one low range direct reading dosimeter, and any other items specified by the search and reentry team leader.
- B. Follow the designated route into the affected areas and perform the assigned tasks.
- C. Monitor reentry route and identify radiation areas and/or chemical areas. Monitoring will be conducted by:
 - 1. Radiological Controls Technicians (RCTs) for radiological and/or mixed radioactive waste emergencies.
 - 2. The Environmental Monitoring Team or HazMat Team for non-radiological hazardous emergencies.
- D. Follow self-monitoring and personnel decontamination procedures when reentry is completed, as specified by WVDP-010.
- E. Record and report to the SRE Team Leader the radiological conditions and/or non-radiological hazardous conditions, the extent of damage in the affected area, and the condition of the operating equipment.
- F. For reentry other than rescue, the reentry personnel, in addition to shutdown duties assigned by the ED or IC, will attempt the following:
 - Establish personnel exclusion area boundaries, with support from security,
 - Assist in evacuating injured or incapacitated personnel from the affected area,
 - Search for unaccounted personnel or ascertain that all personnel who were in the affected area have been evacuated,

- Evaluate and report equipment and facilities damage,
- Measure and record radiation levels and chemical exposure levels,
- Perform operations to mitigate the effect of the emergency or hazardous condition,
- Take smear samples near the emergency area and after exiting monitor for gross contamination.

NOTE *EMAP-204 under "Emergency Response Equipment - Surveillance and Maintenance," lists the available emergency response equipment and locations.*

2.3 **Confined Space Rescue Team (CSRT)**

A Confined Space Entry (CSE) attendant or any other individual who discovers an emergency related to any CSE shall summon rescue/emergency services by contacting the Main Plant Operations Shift Supervisor (MPOSS) via radio or "812" All Page or other method. The attendant shall not leave the area or attempt entry rescue and shall provide a status briefing at the time of the Rescue Team Chief's arrival.

The shift turnover for the MPOSS shall include all confined space entries being conducted and planned for the upcoming shift. All confined space activities shall be performed in accordance with WV-925, "Confined Space Entry," and OSHA 29 CFR 1910.146, "Permit Required Confined Space."

2.3.1 Confined Space Rescue Team Chief shall

- A. Assess the emergency situation and request assistance if necessary.
- B. Review Industrial Work Permit (IWP), and Radiation Work Permit (RWP) job documentation, interview attendants or witnesses, and evaluate the emergency situation prior to beginning rescue operations.
- C. Identify rescue team personnel and equipment. Each team must consist of a minimum of two members, one of whom will be in charge at the point of entrapment.
- D. Develop the rescue team's plan of action, brief the team, and maintain accountability for all rescue team personnel making confined space rescue entry.
- E. Maintain lines of communication with the IC.

- F. Provide documentation of the emergency response in the MPOSS logbook, and ensure that the equipment in the emergency vehicle is returned to operational readiness.
- G. Notify IH&S and job supervisors for other confined space jobs (terminated by emergency situation) once the CSRT is back in service and inform IH&S and job supervisors when confined space jobs may be restarted.

2.3.2 Confined Space Rescue Team shall:

- A. Be comprised of qualified MPO personnel.
- B. Respond to the emergency in accordance with WV-925, which includes training requirements.

2.3.3 First Responders (FR)

- A. Deliver appropriate emergency equipment to the scene of all medical emergencies.
- B. Respond to medical emergencies, provide initial first aid, and assist with continuing patient care as necessary.

RADIOLOGICAL PROTECTION AND CONTROLS

1.0 Position Guidelines

Radiological Protection and Controls consists of Radiation Protection Operations Manager (RPOM), the Radiological Protection Operations Supervisor (RPOS) and the Radiological Controls Technicians (RCTs).

The RPOM is the liaison between Radiological Controls in the field and the Radiological and Environmental Assessment Manager (REAM) in the Emergency Operations Center (EOC).

All actions performed by the RPOM, RPOS and RCTs shall be based on professional expertise and those practices established in WVDP-010, the "WVDP Radiological Controls Manual." For radiological and mixed radiological waste emergencies, the RCOS will act as the Search and Re-entry team leader.

If the EOC is activated, the OSC becomes a standby assembly point for ERO field response teams that have not been activated. Any ERO respondent who is not directed to a specific location should report to the OSC for briefings, possible activation, dismissal or support activities as directed.

All emergency response activities are under the over all direction of the Incident Commander.

2.0 Position Duties

2.1 The Radiation Protection Operations Manager (RPOM) shall:

- 2.1.1 Report to the scene of the emergency and establish contact with the RPOS and the IC.
- 2.1.2 Establish a system of communications (via radio, telephone, or other method) with the REAM if the EOC has been activated. The EOC phone extension for the REAM is 4719.
- 2.1.3 Provide on-going recommendations on radiological control to the IC and the EOC.
- 2.1.4 Ensure personnel and equipment are available or augmented as warranted.
- 2.1.5 Ensure all response personnel are briefed on the appropriate radiological precautions, equipment, and the maximum permissible dose.
- 2.1.6 Ensure the implementation of appropriate radiological controls, decontamination, and assessment procedures as warranted by existing conditions and in accordance with WVDP-010, "WVDP Radiological Controls Manual" and RC-EMRG-01.

- 2.1.7 Consult and coordinate with the IC and RPOS on all activities regarding: on site relocation, off-site evacuation, sheltering, or the deactivation of response teams.
- 2.1.8 Report to REAM in the EOC for assignment of post emergency required activities which may include reports, notifications, corrective actions, follow-through on injured personnel, decontamination efforts, and activities leading to the resumption of normal operations.
- 2.1.9 Provide assistance in recovery planning as assigned.
- 2.2 **The Radiological Protection Operations Supervisors (RPOS) shall:**
 - 2.2.1 Conduct response activities in accordance with WVDP-010.
 - 2.2.2 Notify the RPOM as soon as possible after activation of RCTs and initiation of mitigation efforts.
 - 2.2.3 Coordinate response activities.
 - 2.2.4 For all medical incidents dispatch RCTs to the scene. Determine the need for radiological controls, and coordinate the care of the patient with the Emergency Medical Response Team (EMRT) Leader and the IC.
 - A. Assist with the transport of contaminated injured in accordance with WVDP-022, "WVDP Emergency Plan," and WVDP-010 and RC-EMRG-01, Personnel Decontamination.
 - B. Relay radiological information to the RPOM, and to the receiving medical facility through the IC.
 - C. Maintain communications with the RCT who accompanies the injured personnel to the medical facility.
 - 2.2.5 Assign RCTs to accompany the HAZMAT Team for emergencies involving both a radiological and hazardous materials concern.
 - 2.2.6 If the SRE Team activation is authorized by the ED, the RPOS will lead the minimum two man SRE team. Evaluate the situation and the advisability of reentry. Provide direct supervision of the initial reentry and all subsequent reentries until radiation areas have been properly marked and safe routes determined. (See Attachment D, 2.2, SRE Team.)
 - 2.2.7 If the Confined Space Rescue Team (CSRT) is activated, dispatch a RCT to the scene to determine the need for radiological controls.

- 2.2.8 Ensure that any dosimeters issued by Security to off site emergency response personnel (fire fighters, ambulance crews) are collected and forwarded to Dosimetry with required paperwork (i.e., Form WV-3312).
- 2.2.9 If an off site evacuation is declared, dispatch RCTs to perform personnel monitoring and/or decontamination at the off site assembly area located at the Bulk Storage Warehouse (BSW) or other designated location.

2.3 **Radiological Controls Technicians (RCTs) shall:**

As directed by the RPOS

- 2.3.1 Report to the scene of an emergency as directed to determine the need to implement radiological controls.
- 2.3.2 Report to the OSC if not directed to the incident scene.
- 2.3.3 Perform personnel monitoring and/or decontamination at the Offsite Assembly Area (OAA).
- 2.3.4 Accompany any contaminated-injured personnel to the medical facility.
- 2.3.5 Begin decontamination of injured persons under the supervision of the EMRT in accordance with RC-EMRG-01.
- 2.3.6 Accompany FB HAZMAT, CSRT or SRE teams as directed for emergencies in which there is a radiological concern.
- 2.3.7 In the event of an actual release of radiological materials, monitor EOC TSC and OSC personnel.
- 2.3.8 Assist any off site emergency personnel in the use of emergency dosimetry.
 - A. Ensure that at least one emergency responder in a radiological area is wearing dosimetry.
 - B. Instruct emergency responders who entered a radiological area to complete Form WV-3312, "Emergency Dosimetry Registration Form" and collect the dosimeters from all individuals prior to the responders' departure from the site.
 - C. In medical emergencies where it is impractical to obtain dosimetry and completed WV-3312 forms, arrange for later collection of dosimetry and completion of forms.
 - D. Return collected dosimetry and paper work to WVDP Dosimetry Lab.

WEST VALLEY NUCLEAR SERVICES CO.
EMERGENCY DOSIMETRY REGISTRATION FORM

Directions: A form is to be completed by each member of an emergency entry team in which one or more member is assigned an Emergency Thermoluminescent Dosimeter (TLD). Print clearly using black ink. Radiological Control Operations will return the completed form to the Dosimetry Lab along with the used TLDs.

Name (please print): _____

Date of Birth: _____ Social Security # _____ - _____ - _____ Sex: _____ M _____
F

Mailing Address: _____

City State Zip

Today's Date: _____ Time entered radiological area: _____
Time exited radiological area: _____

Radiological Area(s) Entered (if known): _____

Did you wear a dosimeter? _____ Yes _____ No

If Yes, complete the following:

1. TLD Number: EMER _____
2. Direct Reading Dosimeter (DRD) Serial Number _____
3. DRD Results (if known):
_____ mR Before entering the radiological area.
_____ mR After exiting the radiological area.

If No, complete the following:

1. Was a dosimeter issued to a group? _____ Yes _____ No
2. Name of person in the group you were working with who wore the dosimeter (if known): _____
3. Names of other people who you worked closely with while you were in the radiological area (if known): _____

Include any other information you feel is important on the reverse side of this form. The above information is complete and correct to the best of my knowledge.

Signature

Date

=====

TO BE COMPLETED BY THE DOSIMETRY LAB

PDN: _____

Deep Dose Equivalent: _____ mrem

Control PDN(s): _____

Shallow Dose Equivalent: _____ mrem

Logical Group Name: _____

Processing Date: _____

Processed By: _____

Date: _____

Reviewed By: _____

Date Exposure Report Sent: _____

HAZMAT TEAM

1.0 Position Guidelines

The purpose of this procedure is to provide the WVNS HAZMAT Team with instructions for the initial response to a hazardous materials incident.

As well as the WVDP-354, HazMat Team Manual, this procedure applies to all members of the WVNS HAZMAT Team as well as personnel who provide direction to the team and is to be used for response involving actual or potential hazardous materials releases responses at the WVDP.

All emergency response activities are under the overall direction of the IC.

2.0 POSITION DUTIES

2.1 Incident Commander (IC)

- 2.1.1 In accordance with this procedure, activates the HAZMAT Team by "812 All Page" or alternative means of communication.
- 2.1.2 If necessary, designates an alternate assembly point for the team.
- 2.1.3 Ensures that the team has a "Team Leader" designated at the assembly point.
- 2.1.4 Informs the Team Leader of the suspected hazards.
- 2.1.5 Informs the Team Leader of a safe route to the incident.
- 2.1.6 Reviews proposed response actions with the Team Leader.
- 2.1.7 Determines when to terminate the emergency phase of the response.
- 2.1.8 Determines which resources to use for clean up activities.

2.2 HAZMAT Team Leader:

- 2.2.1 Follows this procedure and WVDP-354 during hazardous materials emergencies.
- 2.2.2 Assembles the HAZMAT Team at the Test and Storage Building (TSB) or designated alternate location.
- 2.2.3 Reports to and obtains a briefing from the IC.
- 2.2.4 Designates a HAZMAT Team Safety Officer and a Decontamination Officer for the response.
- 2.2.5 Assigns team members additional duties as needed for response.
- 2.2.6 Communicates to the Team a safe approach route to the incident.

- 2.2.7 Ensures the Hazardous Materials Response Trailer is brought to the incident scene.
 - 2.2.8 Ensures that a hazards assessment for the incident is conducted and documented.
 - 2.2.9 Ensures that communications are sufficient for the response.
 - 2.2.10 Reports information about activities and events to the IC.
- 2.3 HAZMAT Team Members:
- 2.3.1 Use this procedure for response to hazardous materials emergencies.
 - 2.3.2 Assemble at the TSB or designated location.
 - 2.3.3 Follow the scene safety plan.
 - 2.3.4 Implement actions to safely control and contain hazardous materials using standard response practices in accordance with WVDP-354 and as outline in OSHA 29 CFR 1910.120.

3.0 NOTIFICATION

- 3.1 HAZMAT Team Leader:
- 3.1.1 The WVNS MPOSS will activate the HAZMAT Team by "812 All Page" or alternative means of communication.
 - 3.1.2 The team leader or designee will contact the IC for instructions on a safe approach to the incident and record incident information.
 - 3.1.3 Prior to the team starting any activities at the incident scene, the team leader will designate personnel to fill the positions of Decontamination Officer and Safety Officer and ensure assignments are recorded.
- 3.2 Safety Officer
- 3.2.1 Develop scene safety plan, including work zones, decontamination, and entry requirements.
 - 3.2.2 The Safety Officer will ensure safe work practices as identified in OSHA 29 CFR 1910.120.

3.3 Site Control

3.3.1 To minimize the potential contamination of workers, protect the public and deny unauthorized entry into contaminated areas the team leader will designate work zones as identified in OSHA 29 CFR 1910.120.

3.4 Communications

3.4.1 The team leader will ensure that communications are sufficient to meet the needs of the specific response.

3.5 Hazard Assessment

3.5.1 Suspected conditions that may pose inhalation or skin absorption hazards that are immediately dangerous to life or health (IDLH), or other conditions that may cause death or serious harm, shall be identified during a preliminary size up of the event, and evaluated during the detailed survey.

3.5.2 Hazardous materials information should be recorded and evaluated.

3.5.3 Evaluate the assignment of work zones based on hazards assessment updates.

3.6 Medical Support and Evaluation

3.6.1 The Team Leader ensures provisions are made for emergency medical treatment of victims or responders.

3.7 Decontamination

3.7.1 A Decontamination Officer must be designated and decontamination protocols addressed in accordance with WVDP-354 and as outlined in OSHA 29 CFR 1910.120.

3.7.2 A decontamination plan should be developed as part of the scene safety plan and decontamination set up before any personnel or equipment may enter areas where the potential for exposure to hazardous substances exists.

3.8 Entry

3.8.1 Specific objectives for the entry team must be developed, communicated, and understood by all members.

3.9 Termination

3.9.1 Termination activities should include decontamination, containment of wastes, completing documentation and restoration of response equipment to a ready status.

SECURITY SUPERVISOR

1.0 Position Guidelines

The Security Supervisor interfaces with both the Security Manager in the EOC and the IC.

The Security Supervisor will interface with the Security representative at the Ashford Office Complex (AOC) to keep him/her apprised of emergency situations on site.

All emergency response activities are under the overall direction of the IC, therefore, all activities at the incident scene are coordinated through the IC.

2.0 Position Duties

- 2.1 Report to the scene of the incident and establish contact with the IC.
- 2.2 Control access and egress at the scene of the emergency. Establish control boundaries around the incident scene(s) and inform the IC that boundaries have been established and are controlled.
- 2.3 With assistance from the EOC and Operations Support Center (OSC) Facilitators account for all personnel on site during an off site evacuation or an on site relocation.
- 2.4 Maintain access and egress control to and from the site. Control movement of personnel and vehicles throughout the site. If personnel are permitted access to the site be sure that each individual is aware of the current emergency situation and informed of areas which are to be.
- 2.5 Establish a security boundary around evacuated areas. Once a protective action such as sheltering or relocation has occurred, the Security Supervisor shall take measures to control and enforce security boundaries.
- 2.6 Maintain contact with the Security Manager. The EOC phone extension for the Security Manager is 4892.
- 2.7 Issue dosimetry to off site personnel when necessary.
 - 2.7.1 Locate the emergency dosimeters stored in the Main Gatehouse in a briefcase marked "Dosimeters for Emergency Medical and Fire Use Only." Issue to off site emergency response personnel. Direct permanently badged radiation workers who did not have time to retrieve their permanent dosimetry to report to the Incident Command Post (ICP) for dosimetry.
 - 2.7.2 Issue the emergency dosimetry suitcase to the lead vehicle of the off site response personnel arriving on site when informed by the IC that the emergency is in a controlled area.

- 2.7.3 Instruct the off site emergency response personnel to take one of the emergency dosimetry packages prior to entering a radiological area. Instruct the lead vehicle personnel to distribute dosimetry to other emergency response personnel.
- 2.8 At the direction of the IC, initiate Security procedure COS-SOP-074, "Emergency Call List Activation" to notify required WVDP emergency responders.
- 2.9 Upon receipt of an "812" for a drill/exercise or emergency, the Security Alarm Monitoring Station (AMS) operator will disable the site 222 paging system. When the "812" message to terminate the emergency is broadcasted, security will ensure that the site 222 paging system has been restored.
- 2.10 Security will establish communications (if necessary,) with the AOC shuttle driver at (716) 560-6302 to inform he/she of the emergency condition at the site.
- 2.11 Deliver or make available a security vehicle for use as an emergency vehicle to EMT personnel at the request of the ELAB Manager.

EMERGENCY MEDICAL RESPONSE TEAM

1.0 Position Guidelines

All medical emergencies, regardless of shift, shall be handled with the personnel available on site at the time of the emergency. Additional Emergency Medical Services (EMS) support shall be requested through off site emergency response organizations. Due to the availability of local EMS providers, off site EMRT members shall not be activated, through a Strict Order of Call or other means, to return to the site for medical emergencies.

The Incident Commander (IC) is responsible for managing all aspects of the field portion of any emergency response. The EMRT responds under the direction of the IC.

If the Emergency Operations Center (EOC) is activated, the Operations Support Center (OSC) becomes a standby assembly point for Emergency Response Organization (ERO) field response teams that have not been activated. Any ERO respondent who is not directed to a scene staging area should report to the OSC for briefings, possible future activation or release, or support activities as directed by the EOC.

The primary concern at any emergency scene is personnel safety. When responding to a scene, EMRT responders should not compromise personal safety attempting to gain access to a victim(s). Care, safety and comfort of injured personnel is the goal of EMRT treatment. In the event of an injury/contamination situation, life threatening conditions have priority over contamination concerns.

All EMRT response activities must comply with the WVNS Exposure Control Plan for Bloodborne Pathogens (WVDP-145) which eliminates or minimizes occupational exposure to bloodborne pathogens in accordance with 29 CFR 1910.1030, "OSHA Occupational Exposure to Bloodborne Pathogens." Universal Precautions, as defined in WVDP-145, should be used for all patients, especially in emergency care situations where risk of blood exposure is increased.

WVDP-253, "Emergency Medical Response Team (EMRT) Manual," describes the overall EMRT program at the WVDP. Mercy Flight Utilization is addressed in EMIP-106. The EMRT response actions are described in Section 2.0 of this attachment.

2.0 Position Duties

Regardless of the type or location of the medical emergency, a basic set of response criteria always apply. Since each member of the EMRT has been trained and certified in the principles of patient care, information related to the management of specific medical emergencies is not included in this attachment.

NOTE No EMRT members will respond to the WVDP from the Ashford Office Complex (AOC) for a medical emergency.

2.1 Upon hearing an "812" All Page, available, on site, members of the EMRT shall respond immediately to the scene of the emergency unless directed to an alternate location. The IC is in charge of all emergency responses.

3.0 Site Wide Protective Actions

3.1 Sheltering

3.1.1 EMRT members shall shelter and **NOT** compromise personal safety to respond to a medical emergency during a sheltering order because there may be risks to responder(s).

3.1.2 EMRT members should immediately request assistance, via the "812" All Page or other expeditious means, for any medical emergencies occurring in the same area where they are sheltered.

3.1.3 EMRT members shall contact Security and provide their location and phone number, at that location.

3.2 On site Relocation

3.2.1 All personnel, including EMRT members, shall relocate if the work location they are in at the time of an alarm or an announcement is being relocated.

3.2.2 During a response, the IC may order emergency responders to relocate, especially if the risks have increased.

A. EMRT personnel shall immediately leave scene.

B. If accessible, patients not yet transported off site shall be relocated with EMRT personnel.

C. The EMRT leader shall establish a new treatment/staging area and report its location to the IC.

3.3 Off site Evacuation

- 3.3.1 EMRT personnel are members of the ERO. In the event of an off site evacuation, EMRT personnel shall report to the OSC and standby, unless activated for response.
- 3.3.2 If activated, EMRT personnel shall respond to the scene or other location identified by IC or the Emergency Director (ED).

ENVIRONMENTAL MONITORING TEAM

1.0 Position Guidelines

The Environmental Monitoring Team (EMT) is composed of several units, each with a team leader and one or more team members. The EMT is directed by the Environmental Laboratory Manager. Reports of the team leaders are forwarded to the Environmental Laboratory Manager and then on to the Safety and Environmental Assessment Manager (SEAM) in the Emergency Operations Center (EOC).

Each team leader is an environmental scientist responsible for providing direction and supervision for the collection of radiological and/or non-radiological data. All team members are knowledgeable in sample collection techniques, mapping and communications.

If the EOC is activated, EMT members who have not been directed elsewhere will assemble and standby in Trailer 47 or the Expanded Environmental Laboratory for briefings, possible future activation or release, or support activities as directed by the EOC.

All EMT activities are under the overall direction of the Incident Commander.

2.0 Position Duties

- 2.1 Assemble and standby in the Environmental Laboratory, Trailer 47 or the Expanded Environmental Laboratory.
- 2.2 Ready support equipment that is stored in either the Mobile Lab or in the Environmental Lab.
- 2.3 Obtain a minimum of two emergency vehicles for off site response. Contact the Security Supervisor if necessary to obtain a security vehicle.
- 2.4 Designate team support members to remain in the Environmental Laboratory to handle meteorological and field data, communications, and team dispatch.
- 2.5 Perform sampling as directed and report results to Environmental Laboratory Manager.