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WVDP EMERGENCY MANAGEMENT IMPLEMENTING  
PROCEDURES  
WVDP-139 VOL I  
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WVDP-139	3		PREFACE - EMERGENCY MANAGEMENT IMPLEMENTING PROCEDURES	ACTIVE	06/04/2001	CHILSON,L.J.
EMIP-101	5		GENERAL INSTRUCTIONS	ACTIVE	01/02/2002	CHILSON,L.J.
EMIP-102	8		EMERGENCY FIELD RESPONSE	ACTIVE	03/05/2002	CHILSON,L.J.
EMIP-103	13		EMERGENCY OPERATIONS MANAGEMENT	ACTIVE	01/15/2002	CHILSON,L.J.
EMIP-104	3		RECOVERY	ACTIVE	12/13/2000	CHILSON,L.J.
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EMIP-106	1		MERCY FLIGHT UTILIZATION	ACTIVE	11/13/2000	CHILSON,L.J.

## **EMIP-102 Emergency Field Response**

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### 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 to onsite emergency events as well as offsite transportation emergency events. The timely notification component and the strategic response component are described in EMIP-103. This procedure also outlines duties and responsibilities for personnel involved in response to offsite transportation events. The WVDP Transportation Emergency Plan is described in total in WVDP-022, "WVDP Emergency Plan."

Situations which involve actual or potential injury to personnel, or damage to 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 the health and safety of workers, the public, and the environment, and limit loss of damage to the facilities and plant equipment as appropriate. It includes a description of the field positions and duties as well as response teams that may be activated in an emergency.

#### 3.0 REQUIREMENTS & REFERENCES

##### 3.1 Requirements

DOE Order 151.1A, "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"
- DOE G 151.1-1, "Introduction to the Emergency Management Guide"
- WV-228, "WVNS Emergency Response Organization Program"
- WVDP-022, "WVDP Emergency Plan"
- WVDP-026, "WVNS Occupational Health Manual"
- WVDP-139, "WVDP Emergency Management Implementing and Administrative Procedures," Volumes I and II
- WVDP-145, "WVNS Exposure Control Plan for Bloodborne Pathogens"
- WVDP-242, "Event Investigation and Reporting Manual"
- EMP-001, Butler Construction Co. Emergency Management Plan for the RHWF Project"
- EMIP-101, "General Instructions"
- EMIP-103, "Emergency Operations Management"
- EMAP-204, "Equipment and Facilities"
- RC-EMRG-01, "Personnel Decontamination"
- 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.
- 4.3 Operations Response Team (ORT) is a designated group of Main Plant personnel who are organized, trained, and qualified to perform emergency response activities. The Site Operations Manager provides overall coordination of the ORT.
- 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.
  - Fire Brigade (FB) performs incipient stage firefighting operations.
  - 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.
  - Confined Space Rescue Team (CSRT) conducts emergency and rescue services which may result from any on site confined space activity.
- 4.4 Radiological Protection and Controls consists of the Radiation Protection Operations Manager (RPOM), the Radiological Control Operations Supervisors (RCOSs), and the Radiological Controls Technicians (RCTs). The RPOM monitors on-scene radiological activities in order to minimize hazards to people, facilities, and the environment; reports to the Radiological Assessment Manager (RAM) in the EOC; and provides a liaison between the field and the EOC. The RCOSs direct the activities of the RCTs and interfaces and consults with the RPOM and IC. RCTs ensure control of radioactive material and radiation exposure to personnel.
- 4.4.1 **During an emergency, the Radiological team leader is the RCOS, who reports to and receives direction from the IC.**
- 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 Site Operations Department.
- 4.5.2 **During an emergency response, the HAZMAT Team Leader reports to and receives direction from the IC.**

- 4.6 Security Supervisor reports to the Security Manager 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 EMT use as requested.
- 4.6.1 **During an emergency, the Security team leader is the Security Supervisor, who will report to and receive direction from the IC.**
- 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.
- 4.7.1 The first team member to arrive at the scene will be designated the Team Leader until relieved by any other qualified Team member.
- 4.7.2 **The EMRT Leader will report to and receive direction from 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.
- 4.8.1 **During an emergency, the Environmental Lab team leader is the Lab Manager or designee. During emergencies, all Environmental Monitoring activities are under the direction of the IC.**
- 4.9 Transportation Emergency Management Team (TEMO) - a subset of the WVDP ERO responsible for monitoring and providing assistance to incident responders to an offsite transportation emergency event involving a WVDP shipment. The TEMO includes the following ERO personnel and their alternates:
- West Valley Nuclear Services Company (WVNSCO) President
  - WVNSCO Regulatory and Compliance Programs (R&CP) Manager
  - WVNSCO Site Services Manager
  - WVNSCO Technical Services Manager
  - WVNSCO Process Plant Decontamination Project Manager
  - Notification Officer
  - Public Information Director

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 all personnel during emergencies requiring sheltering or on site relocation.

- 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 assess the emergency situation and activate the appropriate field response as appropriate. All activities at the Incident scene(s) will be under the direction of the IC.
- 5.4 The IC will categorize (and classify, if appropriate) the emergency, initiate the timely notification process, and proceed as described in Attachment C.
- 5.5 The duties of each of the field response elements are contained in Attachments C-J:

Attachment C	Incident Command
Attachment D	Operations Response Team
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
Attachment J	Transportation Event Management Organization

- 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)
    - Vitrification Operations Shift Supervisor (VOSS) - (TNO)
    - Radiological Control Operations Supervisor (RCOS)
    - 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 Assessment Manager (RAM)
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 Attachment B, Guidance for Emergency Response Communications.

- 5.7 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 WVNSCO Emergency Dosimetry Registration Form, WV-3312

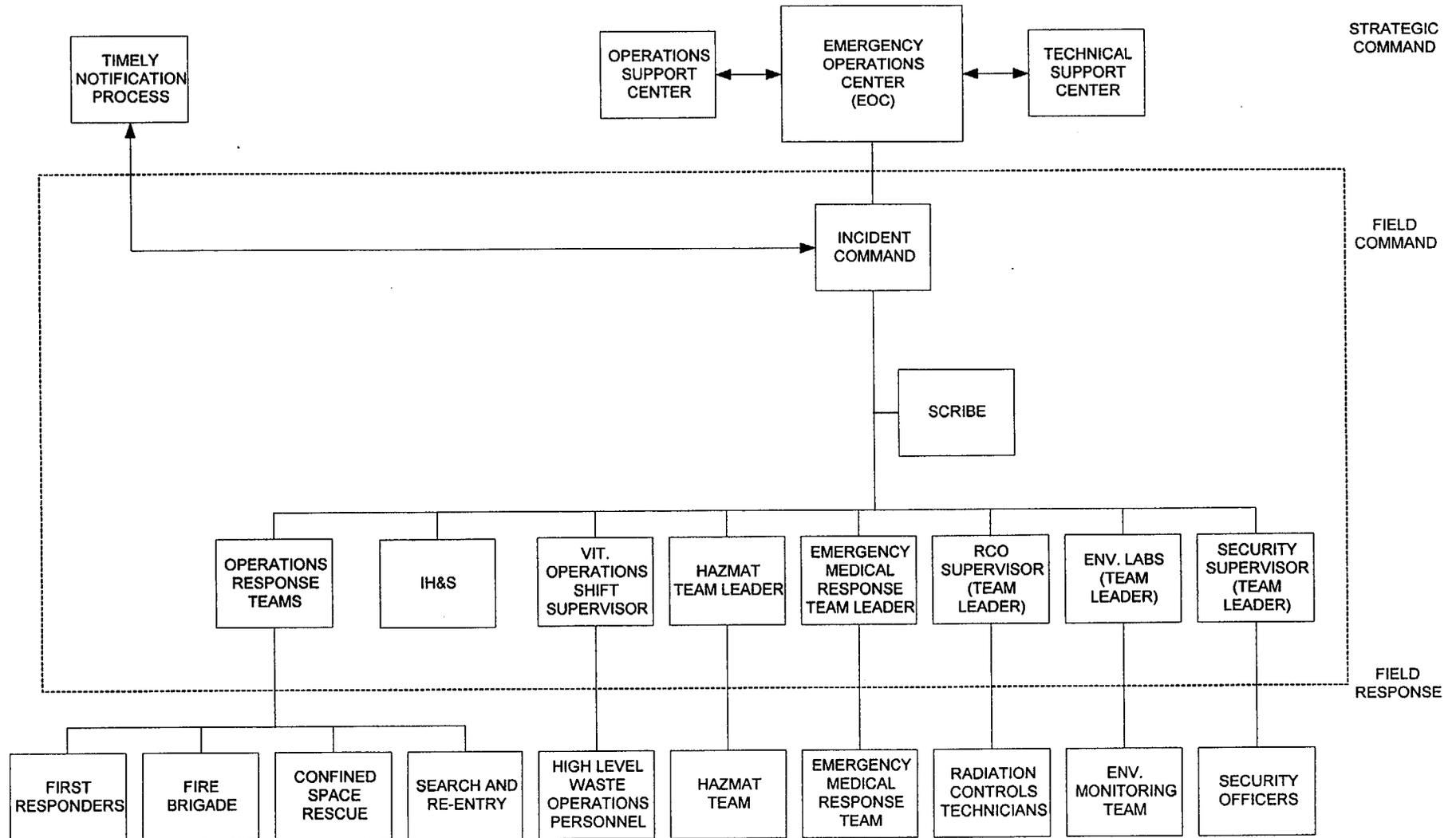
- 6.2 Records are identified on Emergency Management's, Records Inventory and Disposition Schedule (RIDS).

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

7.0 ATTACHMENTS

Attachment A Incident Command Information Flow  
Attachment B Guidance for Emergency Response Communication  
Attachment C Incident Command  
Attachment D Operations Response Team  
Attachment E Radiological Protection and Controls  
Attachment F HAZMAT Team  
Attachment G Security Supervisor  
Attachment H Emergency Medical Response Team  
Attachment I Environmental Monitoring  
Attachment J Transportation Event Management Organization

## INCIDENT COMMAND COMMUNICATIONS FLOW



## **Guidance for Emergency Response Communication**

### ***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.

### ***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.

### ***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

### ***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.

### ***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

**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

## Position Checklist C

### **INCIDENT COMMAND (EM206B) N24**

#### 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 may partially or fully activate the EOC without consultation when the emergency has been categorized and it has been determined that EAL's have been met or exceeded. The IC will fully activate the EOC for any emergency which requires classification.**

When notified by Security of an offsite transportation event, the MPOSS will assume the duties of the WVDP IC according to Attachment J and implement a partial activation of the EOC for assembly of the Transportation Event Management Organization (TEMO).

Additionally, the MPOSS as IC may implement a partial activation of the EOC when requested by any of the following: the Emergency Director (ED), Regulatory and Compliance Programs (R&CP) Manager, Site Services Manager, Technical Services Manager, Process Plant Decontamination Project Manager, or Human Resources (HR) Manager (for security events), or for any event which he feels would benefit from resources available in the EOC.

#### 2.0 POSITION DUTIES

- 2.1 If not already done, perform an "812" All Page announcement identifying yourself (IC), stating the hazard, the location, and the support needed 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 Identify self as IC to others, visually or audibly. All activities at the Incident scene(s) will be under the direction of the IC.
- 2.4 Assess the emergency situation and activate the appropriate field response as appropriate.
- 2.5 Authorize dispatch of the emergency vehicle or the appropriation of additional plant vehicles or equipment as necessary.

- 2.6 Establish and announce to response team leaders the location of the ICP. If warranted, request a scribe to record emergency actions.
- 2.7 Categorize and classify (if appropriate) the emergency using guidance presented in Figure 1 and Tables C1 and C2.
- 2.8 If the event is an Operational Emergency (Tables C1 and C2) contact the TNO to initiate the timely notification process.
- 2.9 Activate the EOC if appropriate. Assume duty of the ED to direct the ERO during the early stages of an emergency until officially relieved by the ED. (Duties of ED are found in Attachment D of EMIP-103.)
- 2.10 Establish and maintain communications. The IC will provide the communications link between all response team leaders and the EOC (if activated). Maintain contact with the activated field response leaders.
- 2.11 If the EOC is activated, transfer duties to the ED when the EOC is declared operational.
- 2.12 Provide liaison, independently or through the Site Operations Manager, between the scene of the emergency and the Operational Assessment Manager (OAM) in the EOC, if activated. Keep the OAM apprized of all field actions and results. Consult with OAM on field responsibilities if necessary. EOC phone extension for the OAM is 4719.
- 2.13 Upon determining that activation of the EOC is required and the EOC is deemed uninhabitable, the IC will direct ERO personnel to the AEOC.
- 2.14 If the EOC is not activated, keep the Site Operations Manager apprized of all field actions and results.
- 2.15 Upon receipt of notification that the "812" All Page system is inoperative instruct Security to implement operation aid posting (under the glass) #404. (COS-POS-001, AMS Procedure 7.6.13)
- 2.16 Notify, activate, warn and instruct others as needed 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. Provide periodic updates to the Site Operations Manager, or the OAM if the EOC is activated.
- 2.17 Direct mitigative actions. Activate and direct field response teams as necessary to mitigate the emergency.
  - 2.17.1 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 D 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.
- 2.17.2 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. Contact Security to request that the offsite medical facility be contacted if contaminated personnel are to be transported. Provide initial information regarding the level (1,2,or 3)of contamination.
- 2.17.3 Assure that Radiological Control Technician(s) (RCTs) accompany or are dispatched to the medical facilities to which patients are being transported.
- 2.17.4 Assure that a Material Safety Data Sheet or personnel with knowledge of the contaminant and its hazards, accompany any chemically contaminated victims transported to a medical treatment facility.
- 2.17.5 Brief the Search and Reentry Team Leader if the ED has authorized reentry.
- 2.17.6 Activate the Operations Response Team (ORT) if additional resources are needed.
- 2.17.7 Serve as WVDP Fire Chief if needed. (See Attachment D, 2.1, Fire Brigade.)
- 2.17.8 Directs activities of the Confined Space Rescue Team (CSRT) Chief. (See Attachment D, 2.3, Confined Space Rescue Team.)
- 2.17.9 Direct activities of Radiological Protection and Controls through the Radiological Control Operations Supervisor (RCOS).
- 2.17.10 Activate the Environmental Monitoring Team (EMT) through the Environmental Laboratory (E-Lab) Manager.
- 2.17.11 Coordinate activities of Security Officers through the Security Supervisor.

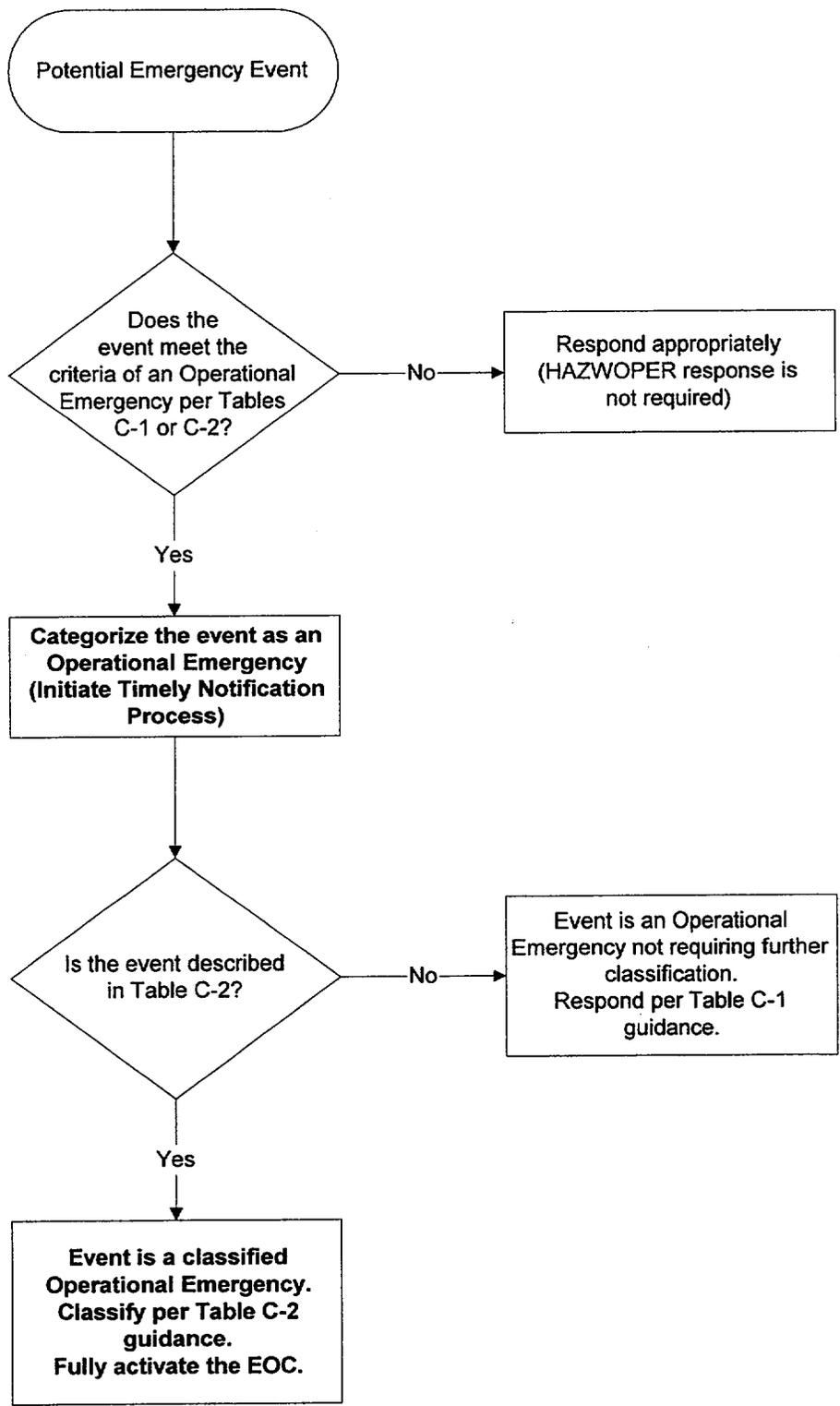
- 2.18 Continuously assess the status of the emergency and its consequences on the environment while directing all response efforts at the scene of the emergency.
- 2.18.1 During off-normal hours, the IC shall direct Security to activate the necessary response teams as dictated by the emergency.  
(See EMIP-103, Attachment A for response team rosters).
- 2.19 Provide detailed event information in the MPOSS logbook.
- 2.20 Interface with the NYSERDA Representative during State Licensed Disposal Area (SDA) emergencies:
- 2.20.1 During normal work hours, notify Security to contact NYSERDA per NYSERDA procedure ER 100, "Emergency Response Plan for the West Valley Site Management Program." NYSERDA 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.
- 2.20.2 During back shift, weekends and holidays, instruct Security to notify NYSERDA personnel using the Security Quick Call List.
- 2.20.3 Direct emergency response for conditions at the SDA, in the same manner as that for a WVDP emergency.
- 2.21 Interface as requested with Butler Construction Subcontractor during Remote Handled Waste Facility (RHWF) emergencies:
- 2.21.1 Butler Construction has the ultimate responsibility for response measures undertaken at the RHWF.

Per the Butler Construction "Clarification of Emergency Management Requirements" and EMP-001, "Butler Construction Co. Emergency Management Plan," WVNSCO will direct medical emergency response for **life threatening** injuries or illnesses at the RHWF.

When WVNSCO is requested to respond to the RHWF and assist during emergencies other than **life threatening** injuries or illnesses, the IC will use his discretion for response to other RHWF emergencies.

During RHWF emergency response, the IC will advise and consult with Butler Construction on response measures being implemented during RHWF emergencies.

**FIGURE C-1: Response to Potential Emergency Events at the WVP**



**TABLE C-1 OPERATIONAL EMERGENCIES NOT REQUIRING CLASSIFICATION**

**CRITERIA AND ACTIONS**

Event	Criteria	Immediate Actions	Immediate Protective Actions
<b>Aircraft Crash</b>	Aircraft crash at the WVDP.	Determine casualties in immediate area. Administer first aid. Activate Emergency Medical Response Team (EMRT). Notify WVVHC.	Treat wounded personnel. Verify systems are in a safe mode.
<b>Armed Assault</b>	Hostile, armed person on the WVDP premises.	Security respond to area to provide assistance.  Establish safe boundaries, isolate and confine intruder.  Notify Local Law Enforcement Agencies (LLEAs).	<b>Do not use "812" All Page.</b>  Relocate employees as needed. Employees seek cover, report all unusual activities to Security. Await further instructions.
<b>Biological Release</b>	An actual or potential release of a biological agent to the environment at WVDP.  An actual or potential exposure of personnel to a biological agent at the WVDP.	Identify area threatened.  Shelter the exposed person(s) in place.  Notify Local Law Enforcement Agencies (LLEAs).	Shelter the area affected by the release. Instruct other personnel to stay clear of the area. Instruct employees not to touch anything in the affected area. Contact the appropriate personnel to treat affected person(s). Evaluate the need for personnel relocation.
<b>Bomb Threat</b>	Any confirmed or credible bomb threat at the WVDP.	Identify area threatened.  Initiate search teams. Notify Local Law Enforcement Agency (LLEA). Notify WVVHC.	<b>Do not use "812" All Page.</b>  Using face to face communications, instruct employees not to touch anything.  Evaluate local or site personnel relocation.

**TABLE C-1 OPERATIONAL EMERGENCIES NOT REQUIRING CLASSIFICATION**

**CRITERIA AND ACTIONS**

Event	Criteria	Immediate Actions	Immediate Protective Actions
<b>Demonstration</b>	On-site assembly of persons with the potential to disrupt facility operations.	Establish observation team. Ensure internal continuity of protective force. Establish contingency protective force for critical areas. Inform management of all unusual activities.	Instruct employees to avoid contact with demonstrators or strikers.  Schedule observation team personnel to maintain 24 hour surveillance.
<b>Emergency Director Judgement</b>	Emergency Director judgement based on assessment of event.	Emergency situation dependent.	Emergency situation dependent.
<b>Explosion</b>	An explosion anywhere on site.	Notify WVVHC and ensure personnel accountability procedures have been implemented.	Relocate personnel within the affected facility and immediate area.
<b>Fire</b>	A fire anywhere on site that has advanced beyond the incipient stage.	Notify West Valley Volunteer Hose Company (WVVHC) and ensure personnel accountability procedures have been implemented.	Relocate personnel within the affected facility and immediate area.
<b>Flood</b>	Accumulation of greater than six inches of standing water at the WVDP.	Verify that affected systems are in a safe mode.  Initiate Radiological monitoring, environmental readings and/or fire watches as necessary and ensure personnel accountability procedures have been implemented.	Instruct all personnel to remain indoors and await further instructions.
<b>High Winds</b>	Winds predicted by authorities or actually sustained for 15 minutes or more at the WVDP in excess of 73 mph at the Met Tower 10 m above ground level.	Evaluate WVDP operations and shut down as necessary (i.e. crane or roof work) and ensure personnel accountability procedures have been implemented.	Instruct all personnel located in site trailers <b>(that are not)</b> grouped with the Administrative Building to safely relocate to the Administrative Building Conference rooms and await further instructions.

**TABLE C-1 OPERATIONAL EMERGENCIES NOT REQUIRING CLASSIFICATION**

**CRITERIA AND ACTIONS**

Event	Criteria	Immediate Actions	Immediate Protective Actions
<b>Hostage</b>	Confirmed hostage situation involving WVDP personnel.	Consult with Security to initiate negotiations. Establish 360 degree perimeter of area. Notify LLEA.	<b>Do not use "812" All Page.</b> Relocate employees as needed. Employees take cover, leave immediate area if possible, report to Security with any information of value to identify hostage taker, equipment, etc.
<b>Loss of Annunciators</b>	Loss of "812" All Page, Sheltering Signal, high or low differential pressure alarm annunciators and/or PSR process alarm annunciators are lost in an operating system.  and  Restoration is not imminent.	Verify that affected systems are in a safe mode.  Initiate Radiological monitoring, environmental readings and/or fire watches as necessary.	Situation dependent, relocate personnel from the affected facility to a safe location.  If necessary, instruct all personnel to remain indoors and await further instructions.
<b>Loss of Electrical Power</b>	Unexpected loss of normal and standby electrical power.  and  Restoration is not imminent.	Verify that affected systems are in a safe mode.  Initiate Radiological monitoring, environmental readings and/or fire watches as necessary.	Situation dependent, relocate personnel from the affected facility to a safe location.  If necessary, instruct all personnel to remain indoors and await further instructions.
<b>Non-Transportation Mass Casualty</b>	Any event that results in at least three injuries and/or fatalities at the WVDP.	Determine casualties in the immediate area. Administer first aid. Activate EMRT. Notify WVVHC.	Treat wounded personnel. Verify systems are in a safe mode.
<b>Offsite Hazardous Material Event</b>	Detection or notification of offsite hazards which require personnel protective actions at the WVDP.	Verify all systems are in a safe mode.  Initiate environmental readings.	Instruct all personnel to remain indoors and await further instructions.

**TABLE C-1 OPERATIONAL EMERGENCIES NOT REQUIRING CLASSIFICATION**

**CRITERIA AND ACTIONS**

Event	Criteria	Immediate Actions	Immediate Protective Actions
<b>Offsite Transportation Accident</b>	<p>"Any transportation accident involving a WVDP shipment that:</p> <ol style="list-style-type: none"> <li>1. requires the WVDP 24-hr. emergency information phone number be provided with the shipping papers, or</li> <li>2. contains radiological waste that meets the definition of DOE radioactive, or</li> <li>3. is a hazardous material that requires response guide information to be included with the shipping papers</li> </ol> <p><b>AND</b></p> <p>Results in an actual or potential release of the material, or actual or potential damage to the structural integrity of the shipping container."</p>	<p>Refer to WVDP-139, <i>Emergency Management Implementing Procedures</i>, EMIP-102, <i>Emergency Field Response</i>, attachment J. WVDP-022, <i>WVDP Emergency Plan, Appendix I, Transportation Emergency Plan (TEP)</i>.</p>	<p>Per EMIP-102, <i>Emergency Field Response</i>, attachment J, and WVDP-022, <i>WVDP Emergency Plan, Appendix I, Transportation Emergency Plan (TEP)</i>.</p>
<b>On-site Vehicle Accident</b>	<p>A vehicle accident at the WVDP causing structural damage and confirmed or suspected personal injury or death.</p>	<p>Determine casualties in immediate area. Activate EMRT. Notify WVVHC.</p>	<p>Treat wounded personnel. Verify systems are in a safe mode.</p>

**TABLE C-1 OPERATIONAL EMERGENCIES NOT REQUIRING CLASSIFICATION**

**CRITERIA AND ACTIONS**

Event	Criteria	Immediate Actions	Immediate Protective Actions
<b>Seismic Event</b>	Any seismic event felt by WVDP personnel with reported damage to any WVDP structure, operating system, or component.	Verify that affected systems are in a safe mode.  Initiate Radiological monitoring, environmental readings and/or fire watches as necessary and ensure personnel accountability procedures have been implemented.	Situation dependent, instruct all personnel to remain indoors and await further instructions.
<b>Spill/ Uncontrolled Release of Hazardous or Unknown Materials</b>	Activation of at least one of the WVDP Emergency Response Teams that are responsible for spill mitigation (See <b>Note</b> Below).	Verify all systems are in a safe mode.  Initiate environmental readings.	Relocate or shelter personnel as determined by the incident commander.  Respond per Emergency Response Guidebook.
<b>NOTE</b> A HAZMAT team investigating a report of an unusual odor or firefighters responding to a reported smell of smoke without any indication of fire does not constitute an Operational Emergency.			
<b>Tornado</b>	Projection by the authorities of an imminent tornado within the vicinity of the WVDP. A visual sighting of a tornado within the vicinity of the WVDP, or a tornado strike at the WVDP resulting in damage to facilities.	Verify that affected systems are in a safe mode.  Initiate Radiological monitoring, environmental readings and/or fire watches as necessary and ensure personnel accountability procedures have been implemented.	Direct all personnel located outside and trailer occupants to move to a structurally sound building and remain indoors and await further instructions.
<b>Vandalism</b>	Any confirmed attempt to vandalize WVDP facilities or equipment.	Investigate cause. Repair equipment, system, or area damaged.	Situation dependent.  Evaluate local or site personnel relocation.

**TABLE C-1 OPERATIONAL EMERGENCIES NOT REQUIRING CLASSIFICATION**

**CRITERIA AND ACTIONS**

Event	Criteria	Immediate Actions	Immediate Protective Actions
<b>Workplace Violence</b>	Hostile, armed or unarmed person(s) on the WVDP premises exhibiting violent behavior which has or could cause personnel injury, equipment or facility degradation.	Identify location of hostile persons(s).  Security respond to area to provide assistance.  Establish safe boundaries.  Notify Local Law Enforcement Agencies (LLEA).	Employees leave the area.  Seek shelter.  Warn others to stay clear of the area.  Evaluate the need to locate personnel.

**TABLE C-1 OPERATIONAL EMERGENCIES NOT REQUIRING CLASSIFICATION**

**FACILITY SPECIFIC EVENTS**

Facility/Event	Criteria or Assumptions	Immediate Actions	Immediate Protective Actions
<b>LIQUID WASTE TREATMENT SYSTEM</b> Rupture of LWTS transfer pipe during evaporator acid wash	Material mass balance procedures prevent the accumulation of fissile isotopes from exceeding the bounding masses established by criticality analysis.	Terminate the evaporator acid wash	Initiate SWIMS, instruct personnel to relocate to the appropriate assembly area.
<b>FUEL RECEIVING AND STORAGE FACILITY</b> Cask drop in FRS CUP	Penetration of CUP liner and cracking of floor	Terminate fuel handling operations.	Instruct FRS personnel to safely relocate to an appropriate assembly point and await recovery planning.
<b>VITRIFICATION LOAD-IN FACILITY</b> Breach of chemical drums in the Vitrification Load-In facility	Two 55 gallon chemical drums are spilled	Evaluate the spill, activate the HazMat Team if appropriate	Relocate Vitrification Load-In facility personnel to the appropriate assembly area
<b>COLD CHEMICAL BUILDING</b> Breach of Sodium Hydroxide Tank 65-D-06	500 gallons of sodium hydroxide are spilled from the tank	Evaluate the spill, activate the HazMat Team if appropriate	Consult the 2000 Emergency Response Guidebook
<b>WAREHOUSE</b> Breach of chemical drums in the New Warehouse	Two 55 gallon chemical drums or 1 330 gallon tote are spilled	Evaluate the spill, activate the HazMat Team if appropriate	Relocate warehouse personnel to the appropriate assembly area

**TABLE C-2 OPERATIONAL EMERGENCIES REQUIRING CLASSIFICATION**

Facility and Emergency Event	Emergency Action Levels	Event Class	Immediate Actions	Recommended Protective Actions
<b>VITRIFICATION FACILITY</b> Ammonia Storage Tank Loading Hose Failure	White vapor being released from the loading hose.	ALERT	Stop transfer of ammonia, Activate the EOC	Follow sheltering alarm procedures. Secure ventilation in occupied buildings on-site. Instruct all personnel to remain indoors and await further instructions
<b>VITRIFICATION FACILITY</b> Ammonia Storage Tank Over Pressurization	Activation of Deluge System, NH <sub>3</sub> Alarms, and Shelter Alarm.	ALERT	Investigate alarm, shut off vaporizer, Activate the EOC	Follow sheltering alarm procedures. Secure ventilation in occupied buildings on-site. Instruct all personnel to remain indoors and await further instructions
<b>VITRIFICATION FACILITY</b> Failure of both in-cell and ex-cell HEPA filters in the Vitrification Facility	Activation of stack monitor alarms AND Low Differential pressure indicated from PDT-056 (A, B, or C)	ALERT	Turn off exhaust blowers: 67K-001A (primary) or 67K-001B (backup) and switch to backup filter train: 67T-001A, B, or C, Activate the EOC	Follow sheltering alarm procedures. Secure ventilation in occupied buildings on-site. Instruct all personnel to remain indoors and await further instructions
<b>LAG STORAGE AREA</b> Fire in the LAG Storage Area that has advanced beyond the incipient stage	Fire that has advanced beyond the incipient stage	ALERT	Activate fire alarms, Activate the EOC	Relocate to the nearest appropriate sheltered facility.
<b>COLD CHEMICAL BUILDING</b> Breach in the Nitric Acid Storage Tank 65-D-05	Direct Observation of a tank Breach or tank volume decrease noted by level probe/transmitter 65-LE/LT-202	SAE	Close isolation valves, Activate the EOC	Follow sheltering alarm procedures. Relocate the Cold Chemical Building occupants. Personnel within 500 m should secure ventilation and

**TABLE C-2 OPERATIONAL EMERGENCIES REQUIRING CLASSIFICATION**

Facility and Emergency Event	Emergency Action Levels	Event Class	Immediate Actions	Recommended Protective Actions
<b>MAIN PLANT</b> Failure of one or more Main Plant Ventilation HEPA filters.	Activation of Main Plant stack monitor alarms (5A, 5B, 3A, or 3B) AND Low Differential pressure alarm (15PDAL-6 or 15PDAL-3)	SAE	Turn off exhaust blowers: 15K-10 (primary) or 15K-10A (Backup) AND verify switch to backup filter bank 15T-49 (Primary) or 15T-49A (Backup), Activate the EOC	Secure ventilation in occupied buildings on-site. Follow sheltering alarm procedures. Instruct all personnel to remain indoors and await further instructions. Evaluate the need to have WVDP Security contact local law enforcement and request that Rock Springs Road be patrolled and closed to incoming and outgoing pedestrian and vehicular traffic

## **OPERATIONS RESPONSE TEAM (EM207B) N25**

### 1.0 POSITION GUIDELINES

The WVDP Operations Response Team (ORT) is composed of all Main Plant Operations (MPO) personnel. ORT activities include search and reentry, damage control, equipment shutdown, mitigative actions, and inspections. Additionally, ORT members respond to medical emergencies, provide initial first aid, and assist with continuing patient care as necessary. Specialized units of the ORT are the First Responders (FR's), Fire Brigade (FB), the Confined Space Rescue Team (CSRT), and the Search and Reentry Team (SRE).

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.

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. 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 Site Services Manager provides overall coordination of the WVDP ORT.

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

- A. Entry scope and purpose,
- B. The number of people required for the reentry (minimum of two),
- C. Protective clothing requirements,
- D. Identification of specific area or areas to be entered,
- E. Identification of hazards associated with the area to be reentered,
- F. Dose estimate,
- G. 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 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 EMT 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:
  - 1. Establish personnel exclusion area boundaries, with support from security,
  - 2. Assist in evacuating injured or incapacitated personnel from the affected area,
  - 3. Search for unaccounted personnel or ascertain that all personnel who were in the affected area have been evacuated,
  - 4. Evaluate and report equipment and facilities damage,

5. Measure and record radiation levels and chemical exposure levels,
6. Perform operations to mitigate the effect of the emergency or hazardous condition,
7. 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 MPOSS via radio or "812" All Page or other method. The IC acts as the CSRT chief. The attendant shall not leave the area or attempt entry rescue and shall provide a status briefing at the time of the IC'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. Provide documentation of the emergency response in the MPOSS logbook, and ensure that the equipment in the emergency vehicle is returned to operational readiness.
- F. 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.

## **RADIOLOGICAL PROTECTION AND CONTROLS (EM208B) N26**

### 1.0 POSITION GUIDELINES

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

The RPOM is the liaison between Radiological Controls in the field and the Radiological Assessment Manager (RAM) in the Emergency Operations Center (EOC) as well as Subject Matter Expert liaison with the emergency medical facility.

All actions performed by the RPOM, RCOS 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 with the exception of the EMT, ORT, and HazMat Team. Members of the Radiological Controls Team report to the RCO Shift Office. 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 Establish a system of communications (via radio, telephone, or other method) with the RAM if the EOC has been activated. The EOC phone extension for the RAM is 4718.
- 2.1.2 Provide on-going recommendations on radiological control to the Lead RCOS and the EOC.
- 2.1.3 If personnel are to be transported to an emergency medical facility, provide radiological information as requested by the hospital.
- 2.1.4 Ensure personnel and equipment are available or augmented as warranted.
- 2.1.5 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.

- 2.1.6 Consult and coordinate with the Lead RCOS on all activities regarding: on site relocation, sheltering, or the deactivation of response teams.
- 2.1.7 Communicate with the RAM 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.
- 2.1.8 Provide assistance in recovery planning as assigned.

2.2 **The Lead Radiological Control Operations Supervisor (RCOS) shall:**

- 2.2.1 Report to the scene of the emergency and establish contact with the IC.
- 2.2.2 Conduct response activities in accordance with WVDP-010.
- 2.2.3 Ensure all response personnel are briefed on the appropriate radiological precautions, equipment, and the maximum permissible dose.
- 2.2.4 Notify the RPOM as soon as possible after activation of RCTs and initiation of mitigation efforts.
- 2.2.5 Coordinate response activities.
- 2.2.6 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. Assure that a dosimetry package is sent to the hospital with the victim if necessary.
  - C. Assure that RCTs accompany or are dispatched to the medical facilities to which patients are being transported.
  - D. If Mercy Flight Air Ambulance is called to transport contaminated-injured personnel to Erie County Medical Center (ECMC), immediately dispatch 2 RCTs to that facility.
  - E. Maintain communications with the RCT(s) who accompany the injured personnel or were dispatched to the medical facility.
- 2.2.7 If contaminated personnel are to be transported to a medical facility, inform the IC of the level of contamination (Level 1, 2, or 3, according to Figures E-1 and E-2).

- 2.2.8 Assign RCTs to accompany the HAZMAT Team for emergencies involving both a radiological and hazardous materials concern.
  - 2.2.9 If the SRE Team activation for a radiological emergency is authorized by the ED, an RCOS 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.)
  - 2.2.10 If the Confined Space Rescue Team (CSRT) is activated, dispatch a RCT to the scene to determine the need for radiological controls.
  - 2.2.11 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).
- 2.3 **Radiological Control Technicians (RCTs) shall:**
- 2.3.1 Report to the scene of an emergency as directed to determine the need to implement radiological controls.
  - 2.3.2 If not directed to the incident scene, report to the RCO Shift Office.
  - 2.3.3 If directed, accompany any contaminated-injured personnel to the medical facility.
  - 2.3.4 If Mercy Flight Air Ambulance is to be utilized to transport contaminated-injured personnel, if directed, report to Erie County Medical Center to assist with contamination control and decontamination if necessary.
  - 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, OSC, and field response 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 properly 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.

FIGURE E-1  
WVNS RADIOLOGICAL PERSONNEL CONTAMINATION AND CONTROL LEVELS

**Contact Information:**

**Erie County Medical Center**  
Nursing Emergency Services Line# 898-3696  
Back-up # 898-4444

**Bertrand Chaffee Hospital**  
Contact # 592-2871

WVNS Contact Phone Numbers:  
Radiation Protection Operations Manager  
Pager # 634-0644  
Site Contact # 942-4367  
Radiological Assessment Manager (EOC)  
Site Contact # 942-4718  
Radiological Control Operations Shift Office  
Site Contact # 942-4231

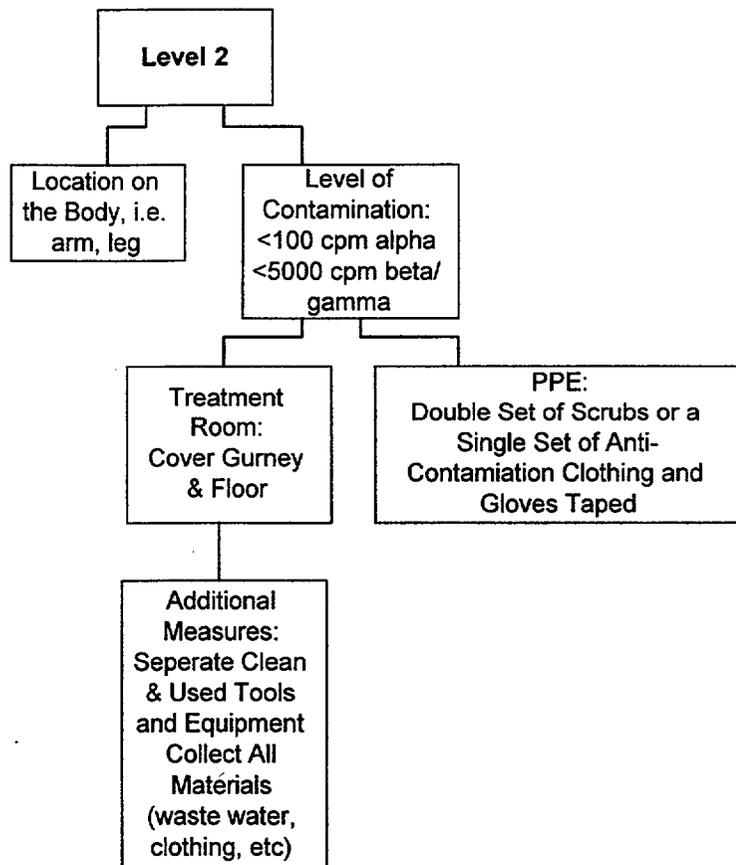
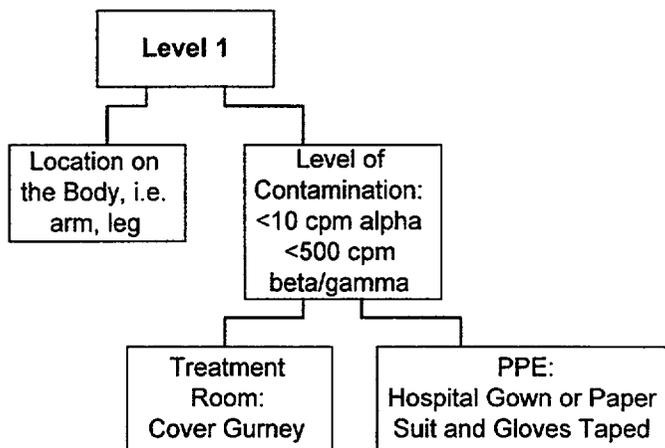
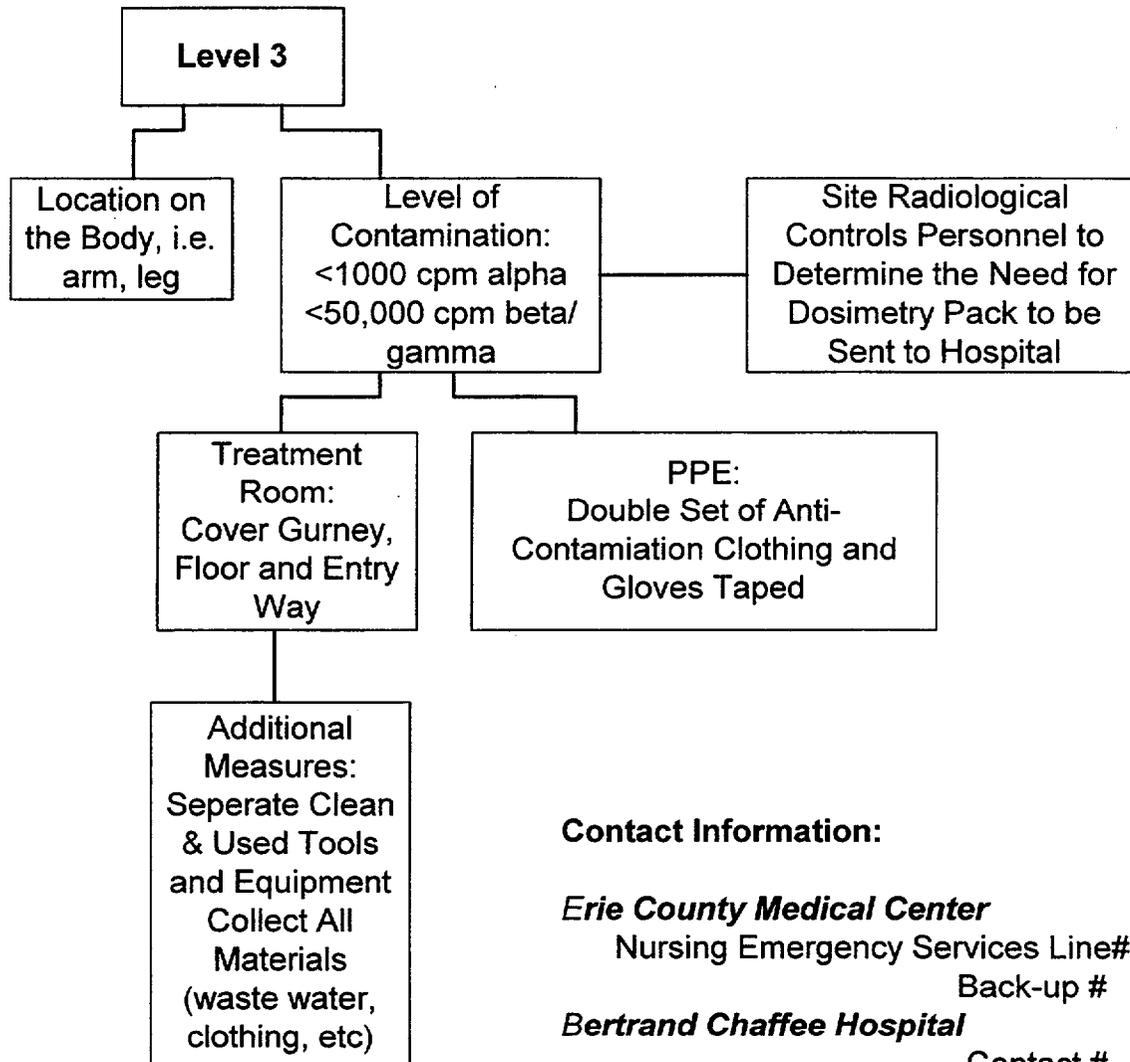


FIGURE E-2  
WVNS RADIOLOGICAL PERSONNEL CONTAMINATION AND CONTROL LEVELS



**Contact Information:**

***Erie County Medical Center***

Nursing Emergency Services Line# 898-3696

Back-up # 898-4444

***Bertrand Chaffee Hospital***

Contact # 592-2871

**WVNS Contact Phone Numbers:**

Radiation Protection Operations Manager

Pager # 634-0644

Site Contact # 942-4367

Radiological Assessment Manager (EOC)

Site Contact # 942-4718

Radiological Control Operations Shift Office

Site Contact # 942-4231

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 (EM209B) N27**

### 1.0 POSITION GUIDELINES

The purpose of this procedure is to provide the WVNSCO 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 WVNSCO 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 Per the IC, 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 outlined in OSHA 29 CFR 1910.120.

3.0 **ACTIVATION**

3.1 **Activation:**

- 3.1.1 The WVNSCO IC will activate the HAZMAT Team by "812" All Page or alternative means of communication.
- 3.1.2 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 (EM210B) N28

### 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 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 avoided.
- 2.5 Establish a security boundary around evacuated areas. Once a protective action such as sheltering or relocation has occurred, 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 Task 5 (Subtask 20), "Emergency Call List Activation" to notify required WVDP emergency responders.
- 2.9 At the direction of the IC, notify the receiving hospital of the intent to transport injured-contaminated personnel, providing basic information on the extent of contamination and the estimated time of arrival at the hospital.
- 2.10 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 event is broadcasted, security will ensure that the site "222" paging system has been restored when directed to do so by the IC.
- 2.11 Deliver or make available a security vehicle for use as an emergency vehicle to environmental monitoring personnel at the request of the ELAB Manager.

## **EMERGENCY MEDICAL RESPONSE TEAM (EM211B) N29**

### 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, 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 (with the exception of the EMT, ORT, and HazMat Team). Any ERO respondent who is not directed to a scene or staging area should report to the OSC for briefings, possible future activation or release, or support activities as directed by the OSC Facilitator.

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 WVNSCO 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. Air ambulance is addressed in EMIP-106, *Mercy Flight Utilization*. 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 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 first EMRT member on the scene is the Team Leader and initiates the required care for the patient until relieved by another EMRT responder.

**All EMRT activities are under the overall direction of the Incident Commander (IC).**

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 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.

## **ENVIRONMENTAL MONITORING TEAM (EM212B) N30**

### 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 (ELAB) Manager. Reports of the team leaders are forwarded to the ELAB and then on to the Consequence Assessment Manager (CAM) in the Technical Support Center (TSC). The ELAB manager is the team leader for the EMT.

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

## **TRANSPORTATION EVENT MANAGEMENT ORGANIZATION (EM214B) N31**

### 1.0 TRANSPORTATION EMERGENCY RESPONSE

In the event of a transportation accident involving a WVDP shipment of hazardous/radiological materials, WVDP may provide technical support and assistance to the on-scene responding IC as requested. WVDP will also coordinate with the DOE Transportation Regional Coordinating Office (RCO) in the incident region and the destination region.

Local emergency response personnel are typically the first responders in the event of a transportation accident, and operate under the Incident Command System. The Incident Commander (IC) (typically the senior fire official responding to the scene) has full authority over all responding organizations.

#### 1.1 Communication:

The WVDP Security Department is the 24 hour point of contact for WVDP shipments. Shipping papers for DOT hazardous materials shipments originating at the WVDP shall contain the telephone number for Security.

#### 1.2 Categorization:

Declaration of an offsite transportation emergency involving a WVDP shipment will be accomplished by evaluating the specific incident with the WVDP shipping papers and the Emergency Action Level (EAL) for transportation events.

Typically, the initial notification will be from the carrier or local response agency to WVDP Security. Security will then transfer the call to the MPOSS. The MPOSS will evaluate the situation using the WVDP shipping package and EAL for transportation events and categorize the event (see Figure J-1). WVDP shipping packages shall include pre-determined potential EAL status for each box being shipped based on contents.

The EAL for categorizing an off-site transportation event as an Operational Emergency is as follows:

EMERGENCY ACTION LEVEL

"Any transportation accident involving a WVDP shipment that:

- 1) requires the WVDP 24-hr. emergency information phone number be provided with the shipping papers, or
- 2) contains radiological waste that meets the definition of DOE radioactive, or
- 3) is a hazardous material that requires response guide information to be included with the shipping papers

**AND**

Results in an actual or potential release of the material, or actual or potential damage to the structural integrity of the shipping container."

If the event meets or exceeds the EAL, an Operational Emergency shall be declared and a partial activation of the EOC initiated. Staffing for this type of an event will include personnel who comprise the WVDP Transportation Event Management Organization (TEMO) as well as a scribe and notification to the Timely Notification Officer and the WVNSCO Emergency Management Manager.

2.0 WVDP TRANSPORTATION EMERGENCY PLAN (TEP) EMERGENCY RESPONSE ORGANIZATION STAFFING

2.1 The TEMO, a subset of the WVDP ERO, is responsible for monitoring the event and providing assistance to incident responders as requested. The TEMO includes the following ERO personnel and their alternates:

- West Valley Nuclear Services Company (WVNSCO) President
- WVNSCO Regulatory & Compliance Programs (R&CP) Manager
- WVNSCO Site Services Manager
- WVNSCO Technical Services Manager
- Process Plant Decontamination Project Manager
- Notification Officer
- Public Information Director

- 2.2 The OH/WVDP Emergency Management Program Manager (or the OH/WVDP Deputy Director if the Program Manager is not available) shall be notified upon activation of the TEMO.

Once assembled in the EOC, the TEMO shall reassess the event and validate the IC classification.

Upon request, the TEMO will provide assistance to the on-scene response personnel. Support to the on-scene response effort may include technical advice concerning shipment content and suggested mitigation and protective actions. The Transportation Emergency Response Organization (TERO) includes OH/WVDP, HazMat, and radiological control personnel/teams, and others as appropriate for field response and/or to provide information and consultation to on-scene ICs. The TEMO is responsible for determining TERO composition and response actions based on the nature, severity, and location of the event.

- 2.3 The WVDP RAP will provide radiological response if activated by the DOE Region I Regional Coordinating Office (Brookhaven Area Office).

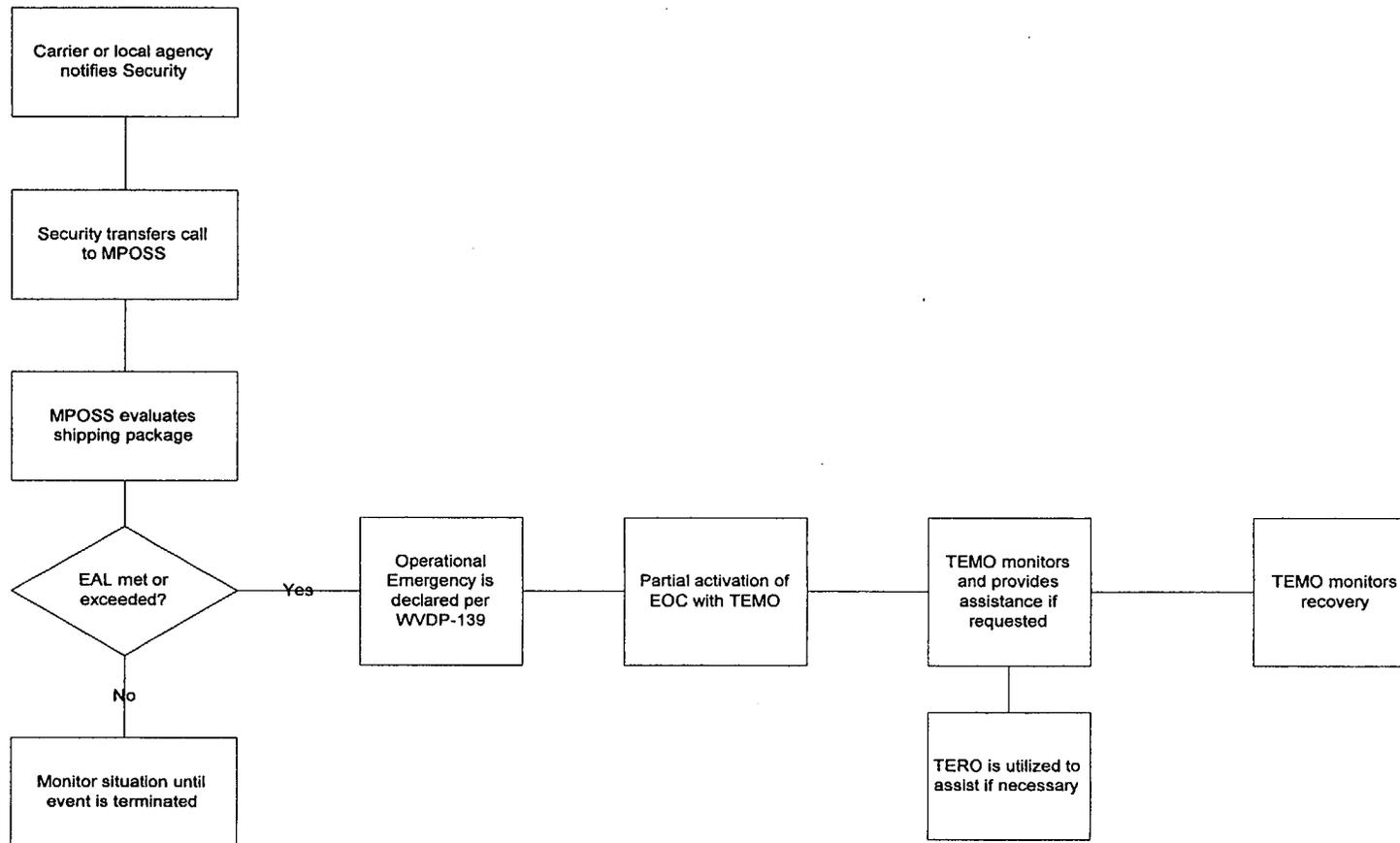
If the event includes a hazardous/radiological release to the environment the WVDP Emergency Director (ED) may implement a full activation of the WVDP Emergency Operations Center (EOC). Full activation of the WVDP EOC provides additional resources for events which require elevated attention.

### 3.0 NOTIFICATION: FEDERAL, STATE, TRIBAL, AND LOCAL AUTHORITIES

All Carriers contracted to carry hazardous materials shipments from WVDP are required to maintain the capability to make notifications required under Federal Regulations.

WVDP will manage DOE notifications in accordance with WVDP 139, Volume I, "WVDP Emergency Management Implementing Procedures."

Figure J-1 Transportation Event Plan Overview



WVNS RECORD OF REVISION

<u>Rev. No.</u>	<u>Description of Changes</u>	<u>Revision On Page(s)</u>	<u>Dated</u>
8	General Revision Revised and Reformatted Attachment A, Incident Command Communications Flow Revised and Reformatted Attachment B, Guidance for Emergency Response Communications Revised Attachment C, Incident Command; added: Categorization/Classification Flowchart; added: Cat./Class. Tables Revised Attachment E, Radiological Protection and Controls; Inserted Radiological Contamination Levels Figure Revised Attachment J, Transportation Emergency Organization The Emergency Response Organization is affected by these changes.	All	03/05/02