

RECORDS MANAGEMENT DEPARTMENT

50-201  
P00M-032

DATE: 04/30/2002  
PAGE: 1

TO: C. GLENN  
FROM: D.L. HORTON

--- NRC HEADQUARTERS  
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CONTROLLED COPY#	PROC ID	REV#	FC#	ISSUE DATE	PROCEDURE TITLE
136	ENAP-202	4	1	04/30/2002	TRAINING OF THE EMERGENCY RESPONSE ORGANIZATION (ERO)

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DATE: 04/30/2002  
TIME: 08:15

WVDP EMERGENCY MANAGEMENT ADMINISTRATIVE  
PROCEDURES  
WVDP-139 VOL II  
INDEX

PAGE: 1

<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>
EMAP-201	0		ADMINISTRATION OF THE EMERGENCY MANAGEMENT PROGRAM	ACTIVE	09/29/1995	CHILSON,L.J.
EMAP-201	0	1	ADMINISTRATION OF THE EMERGENCY MANAGEMENT PROGRAM	ACTIVE	05/21/1997	CHILSON,L.J.
EMAP-201	0	2	ADMINISTRATION OF THE EMERGENCY MANAGEMENT PROGRAM	ACTIVE	10/07/1998	CHILSON,L.J.
EMAP-201	0	3	ADMINISTRATION OF THE EMERGENCY MANAGEMENT PROGRAM	ACTIVE	06/25/1999	CHILSON,L.J.
EMAP-201	0	4	ADMINISTRATION OF THE EMERGENCY MANAGEMENT PROGRAM	ACTIVE	01/10/2000	CHILSON,L.J.
EMAP-202	4		TRAINING OF THE EMERGENCY RESPONSE ORGANIZATION (ERO)	ACTIVE	02/28/2002	CHILSON,L.J.
EMAP-202	4	1	TRAINING OF THE EMERGENCY RESPONSE ORGANIZATION (ERO)	ACTIVE	04/30/2002	CHILSON,L.J.
EMAP-203	3		EMERGENCY PREPAREDNESS EXERCISES	ACTIVE	01/19/2000	CHILSON,L.J.
EMAP-203	3	1	EMERGENCY PREPAREDNESS EXERCISES	ACTIVE	06/05/2000	CHILSON,L.J.
EMAP-203	3	2	EMERGENCY PREPAREDNESS EXERCISES	ACTIVE	12/20/2000	CHILSON,L.J.
EMAP-204	4		FACILITIES AND EQUIPMENT	ACTIVE	07/26/2000	CHILSON,L.J.
EMAP-204	4	1	FACILITIES AND EQUIPMENT	ACTIVE	03/20/2002	CHILSON,L.J.
EMAP-206	1		EMAP-EMERGENCY MANAGEMENT DEPARTMENT INTERNAL SELF-ASSESSMENT PROGRAM	ACTIVE	10/20/2000	CHILSON,L.J.

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

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1.0 PURPOSE

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

2.0 SCOPE

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

3.0 REQUIREMENTS AND REFERENCES

3.1 Requirements

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

3.2 References

DOE G 151.1-1, Emergency Management Guide, Vol. V, "Administration and Training."  
WVDP-126, "Performance-Based Training Program Manual."  
WVDP-126, T-60, "Training Records Management System."  
WVDP-126, T-28, "Facility Drills and Exercises"  
WV-228, "WVNS Emergency Response Organization Program."  
WV-552, "Required Reading for WVNS Personnel."  
WV-538, "Personnel Indoctrination and Training."  
WVDP-193, "WVDP Hazards Assessment"  
WVDP-262, "WVNS Manual for Records Management and Storage."

4.0 DEFINITIONS

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

- 4.2 ERO Job Competencies - Those elements identified for each job title on the "WVDP Emergency Response Organization Job Competency Requirements List."
- 4.3 Exercise - An evaluated demonstration of the integrated capabilities of emergency response resources (personnel, procedures, facilities, and equipment) conducted for the purpose of validating elements of an emergency management program.
- 4.4 Sponsoring Organization Manager - The following departments are responsible for specific ERO Training and are considered as the sponsoring organizations: 1) Industrial Safety & Emergency Management, 2) Radiation Protection, 3) Health Services, 4) Training and Development, 5) Main Plant, 6) Security, and 7) Environmental.
- 4.5 Drills are supervised hands-on instruction and application sessions for individuals or teams. These sessions provide an opportunity to demonstrate and maintain individual and organizational proficiency. Drills should be of sufficient scope, duration and frequency to ensure adequate training for all elements applicable to the facility. The size and complexity of any drill will depend on the objectives. Many drills will be functional, focusing on training responders involved in a specific response function (e.g., formulating protective action recommendations, medical response, etc.). Drills can range from hands-on instruction in one simple procedure to a multi-organizational, scenario-driven event. The distinction in DOE activities between a drill and an exercise is that the primary purpose of a drill is training, not evaluation of the response activity.

## 5.0 RESPONSIBILITIES

- 5.1 Emergency Management (EM) Manager - provides oversight for all emergency management training and ensures that required training documentation is transmitted to the Records and Information Department in accordance with T-60, Training Records Management System. The Emergency Management Department is responsible for training Emergency Operations Center (EOC), Technical Support Center (TSC), and Emergency Response Organization (ERO) personnel, and offering emergency preparedness training to off-site interfaces. EM is also responsible for training required in support of drills and exercises.

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5.1.1 The Emergency Management Department shall maintain the "WVDP Emergency Response Organization Job Competency List." This list is available in E-DOCS, WVDP WEB Publishing under "List".

5.1.2 The Emergency Management Department shall provide changes to this list to the Records and Information Department for updates on the site LAN.

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5.1.3 Requested, the EM Training Coordinator will print out and provide to the EM Manager Employee Missing Requirements Summary report.

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7.1.3 WVDP Emergency Response Organization Job Competency List.

7.2 Records are identified on Records and Information, Records Inventory and disposition Schedule (RIDS).

7.3 Records documenting the emergency preparedness training received by individuals are quality records and shall be maintained in accordance with WVDP-126, T-60, "Training Records Management System" and transferred for storage in accordance with WVDP-262, "WVNS Manual for Records Management and Storage."

8.0 ATTACHMENTS

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

WVDP EMERGENCY RESPONSE ORGANIZATION - MINIMUM TRAINING REQUIREMENTS

RESPONSE TEAM COGNIZANT MANAGERS

1.0 ADMINISTRATIVE GUIDELINES

The ERO Response Team Cognizant Managers will ensure that the required training for the ERO Response Team is completed and updated rosters are maintained. The ERO Response Team Cognizant Managers and their respective teams are:

Team and Responsible Manager	DOE/WVDP Requirements for Training	Federal Code, State Requirement, or Recognized Standard	WVDP Training Program Name	WVDP Training Course Code	Frequency Required by Code or Standard	WVDP Training Frequency
ERO Emergency Management	DOE 151.1 WVDP-139, Volume II, (EMAP-202)		ERO Training ERO Refresher Training ERO Position Briefing (EMIP-103) Annual Drill/Exercise	EM153C.Q EM153C.F (Applicable Attach D-Z) EM215E	Initial (DOE) Annual Annual Annual (DOE)	Initial Annual Annual Annual
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Emergency Medical Response Team (*Includes FR's) Emergency Management *Main Plant Operations for FR's	DOE 440.1 DOE 151.1 WVDP-139, Volume II (EMAP-202) WVDP-253 WVDP-026	NYSDOH FR OSHA 1910.1030	First Responders (or) Emergency Medical Technician Blood Borne Pathogens American Red Cross Adult CPR/AED ERO Training ERO Refresher Training ERO Position Briefing (EMIP-102) Annual Drill/Exercise	TR594Q  TR395C EM217C EM153C.Q EM153C.F EM211B EM215E	every 3 years (NYSDOH) every 3 years (NYSDOH) Annual (OSHA) Annual Initial Annual (DOE) Annual Annual (DOE)	3 years 3 years Annual Annual Initial Annual Annual Annual
Confine Space Rescue Team Job Code C18 Main Plant Operations	DOE 151.1 WVDP-139, Volume II (EMAP-202 Table 1) SOP 00-35	OSHA 1910.146 OSHA 1910.134	Confined Space Entry CS Rescue Team Training Respiratory Protection SCBA ERO Training ERO Refresher Training ERO Position Briefing (EMIP-102) Annual Drill/Exercise	TR509C TR517C HS107Q HS162P EM153C.Q EM153C.F EM207B EM215E	Initial (OSHA) Annual (OSHA) Proficiency (OSHA) Initial (OSHA) Initial Annual (DOE) Annual Annual (DOE)	Initial Annual 6 months Initial Initial Annual Annual Annual
Fire Brigade Team Job Code C30 Main Plant Operations	DOE 151.1 WVDP-139, Volume II (EMAP-202)	OSHA 1910.156	Respiratory Protection SCBA Briefing Practical Fire Brigade Annual Training ERO Training ERO Refresher Training ERO Position Briefing (EMIP-102) Annual/Drill Exercise	HS107Q HS162P HS153B EM153C.Q EM153C.F EM207B EM215E	Initial (OSHA) Initial (OSHA) Annual (OSHA) Initial Annual (DOE) Annual Annual (DOE)	Annual 6 months Annual Initial Annual Annual Annual

**WVDP Emergency Response Organization Training Determination**

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

JOB CODE	JOB ACRONYM	JOB TITLE	ACTIVITY #	REQUAL INTERVAL	YES	NO
N1	ERO-ED	Emergency Director	EM181B	12		
N2	ERO-RM	Recovery Manager	EM182B	12		
N3	ERO-OAM	Operations Assessment Manager	EM184B	12		
N4	ERO-RAM	Radiological Assessment Manager	EM185B	12		
N5	ERO-TSC	Technical Support Center	EM186B	12		
N6	ERO-VL	Vitrification Liaison	EM187B	12		
N7	ERO-DOE-PD	Department of Energy Project Director	EM188B	12		
N8	ERO-NYS	New York State Energy Research and Development Authority Representative	EM189B	12		
N9	ERO-CAM	Consequence Assessment Manager	EM190B	12		
N10	ERO-SEC.MGR	Security Manager	EM191B	12		
N11	ERO-PID	Public Information Director	EM192B	12		
N12	ERO-NO	Notification Officer	EM193B	12		
N13	ERO-DOE-C	Department of Energy Communicator	EM194B	12		
N14	ERO-EOC-FAC	Emergency Operations Center Facilitator	EM195B	12		
N15	ERO-OSC-FAC	Operations Support Center Facilitator	EM196B	12		
N16	deleted					
N17	ERO-DOE-FR	Department of Energy Facility Representative	EM198B	12		
N18	deleted					
N19	ERO-DR	Data Recorder	EM200B	12		
N20	deleted					
N21	ERO-AEOC	Alternate Emergency Operations Center Facilitator	EM202B	12		
N22	ERO-TNO	Timely Notification Officer	EM203B	12		

JOB CODE	JOB ACRONYM	JOB TITLE	ACTIVITY #	REQUAL INTERVAL	YES	NO
N23	ERO-EPI-ORG	Emergency Public Information Organization	TR823B	12		
N24	ERO-IC-FR	Incident Commander	EM206B	12		
N25	ERO-ORT-FR	Operations Response Teams	EM207B	12		
N26	ERO-RCT-FR	Radiological Protection and Controls	EM208B	12		
N27	deleted					
N28	ERO-SEC-FR	Security	EM210B	12		
N29	ERO-EMRT-FR	Emergency Medical Response Team	EM211B	12		
N30	ERO-EMT-FR	Environmental Monitoring Team	EM212B	12		
N31	ERO-TEMO	Transportation Event Management Organization	EM214B	12		
N32	ERO-EAM	Environmental Assessment Manager	EM243B	12		
N33	ERO-CD	Communications Director	EM256B	12		

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

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NOTE 2: New ERO member(s) who do not have an established EM215E shall be granted a one year grace period based on completion of EM153C.Q.

WVNS RECORD OF REVISION

<u>Rev. No.</u>	<u>Description of Changes</u>	<u>Revision On Page(s)</u>	<u>Dated</u>
4	<b>NEW-TYPE REVISION INCORPORATION OF FIELD CHANGES</b>	<b>ALL</b>	02/28/02
FC1	Revised last sentence of 5.1.1. Changed to begin sentence with uppercase "R" 5.1.3. 7.1.3 deleted reference to S drive. Deleted HazMat Team C11 code info. from table. Deleted Job Acronym and Title for HazMat Team. ERO and MPO are affected by these changes	2 5 10 12	04/30/02