

RECORDS MANAGEMENT DEPARTMENT

50-201

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

NRC HEADQUARTERS

DATE: 05/09/2002
 PAGE: 1

TRANSMITTAL NUM: 000018257

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136	EMAP-204	5		05/08/2002	FACILITIES AND EQUIPMENT

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A045

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WVDP EMERGENCY MANAGEMENT ADMINISTRATIVE
PROCEDURES
WVDP-139 VOL II
INDEX

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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	5		FACILITIES AND EQUIPMENT	ACTIVE	05/08/2002	CHILSON, L. J.
EMAP-206	1		EMAP-EMERGENCY MANAGEMENT DEPARTMENT INTERNAL SELF-ASSESSMENT PROGRAM	ACTIVE	10/20/2000	CHILSON, L. J.

EMAP-204 Facilities and Equipment

GENERAL REVISION

1.0 PURPOSE

This procedure describes the examination and/or inspection requirements for the emergency response facilities and equipment that are provided and maintained at the West Valley Demonstration Project (WVDP).

2.0 SCOPE

WVDP provides and maintains facilities and equipment to support the Emergency Response Organization (ERO). Examination of equipment is conducted to maintain a minimum level of inventory at all times. Facilities include the Emergency Operations Center (EOC), the Alternate Emergency Operations Center (AEOC), the Technical Support Center (TSC), the Operations Support Center (OSC), Bertrand Chaffee Hospital (BCH) and Erie County Medical Center (ECMC). Emergency equipment includes appropriate equipment for a medical emergency, a fire, or a release of radioactive materials, hazardous materials, or radioactive mixed waste as well as dosimetry to be issued to off-site emergency responders.

3.0 REQUIREMENTS AND REFERENCES

3.1 Requirements

DOE O 151.1, "Comprehensive Emergency Management System."
WVDP-010, "WVDP Radiological Controls Manual."
WVDP-071, "External Dosimetry Program Manual."
WVDP-139, "WVDP Emergency Management Implementing Procedures."
WVDP-022, "WVDP Emergency Plan."
10 CFR 835/B1, "Radiation Protection Program."
RC-EMRG-01, "Personnel Decontamination."

3.2 References

WV-108, "Preventative Maintenance Recall Tracking System."
WVDP-262, "WVNS Manual for Records Management and Storage."
FHS-RESP-5, "Maintaining Respiratory Equipment Designated for Emergency Use."
RC-IOC-8, "Operation and calibration instructions for the Ludlum Model 3-2 Geiger Counter (rate meter)."

4.0 RESPONSIBILITIES

NOTE *It is the responsibility of each person performing examinations and/or inspections to ensure that they are completed by the scheduled due date, the equipment is operating as manufactured, materials have not exceeded the recommended shelf-life and do not show signs of degradation. Inventory discrepancies and comments pertaining to the examination and/or inspection will be documented on the visual examination comment sheet and submitted to the appropriate department.*

- 4.1 Emergency Management (EM) Program Manager ensures that the EOC, AEOC, TSC, OSC, BCH, and ECMC are adequately equipped. The EM program manager is responsible to ensure that the inventory lists of emergency response equipment is kept current.
- 4.2 Employee Health Services (EHS) is responsible for the procurement of medical equipment, maintaining the minimum required inventory levels, storage locations, maintenance of equipment and examination of medical supplies to ensure that materials have not exceeded the recommended shelf-life and do not show signs of degradation.
- 4.3 Main Plant Operations (MPO) is responsible for the contents, maintenance and examination of Emergency Rescue Packs, the Emergency Vehicle, and the Incident Commander (IC) Vehicle.
- 4.4 Radiological Controls Operations (RCO) directs the inventory and periodic examination and maintenance of the decontamination supplies in the Chemical Viewing Aisle (CVA), and Bulk Storage Warehouse (BSW).
- 4.5 Industrial Hygiene & Safety (IH&S) maintains and examines the Self-Contained Breathing Apparatus (SCBAs) and air-purifying respirators.
- 4.6 Radiological Engineering (RE) maintains and examines radiological instrumentation (which includes the hand-held frisker at BCH used by Radiological Controls). Radiological Engineering also maintains the emergency dosimetry stored with Security for issuance to off-site emergency response personnel.

5.0 PROCEDURE

- 5.1 Examinations and/or inspections of facilities and equipment shall be tracked in accordance with WV-108, "Preventative Maintenance Recall Tracking System."
- 5.2 Response equipment shall be maintained at predetermined (by the users) levels for adequate emergency response.
- 5.3 All equipment shall be examined, replaced, decontaminated, and cleaned immediately following use. When the equipment has been inspected and returned to service, the cognizant individuals shall complete the appropriate forms within this procedure. Completed forms shall be transferred to Records Management, AOC-21, for storage in accordance

with WVDP-262, "WVNS Manual for Records Management and Storage." Copies of the RCRA operating records shall be submitted to the RCRA file custodian at mail stop WV-VH-5, and the EM program manager, as scheduled.

- 5.4 Any deficiency that is noted and cannot be resolved during an inspection shall be documented on the appropriate form. Items which exceed the recommended shelf-life will be removed from service by the person who identifies the deficiency and replaced as soon as practical. When the problem is resolved, the equipment shall be examined and documented as no longer deficient. Completed forms from this procedure shall be transferred to Records Management, AOC-21, for storage in accordance with WVDP-262. Copies of the RCRA operating records shall be submitted to the Site RCRA file custodian at mail stop WV-VH-5, and the EM program manager, as scheduled.
- 5.5 If emergency equipment is to be relocated for any reason, the Main Plant Operations Shift Supervisor (MPOSS) and the EM program manager shall be notified prior to equipment relocation. The MPOSS and the EM program manager, along with managers of personnel who may be affected by the equipment relocation shall receive notification of the new location.
- 5.6 Using the forms within this document, individual departments and cognizant managers have the responsibility to conduct regular examinations of emergency equipment. If inventories do not contain the minimum quantities specified, the inventory shall be restocked as soon as practical by the cognizant owner(s).
- 5.7 Main Plant Operations (MPO) shall perform monthly examinations of:
 - 5.7.1 Emergency Rescue Packs (Attachment A) located in the Main Control Room, 1st floor Main Plant North Stairs (MOA), the Analytical Aisle & the Utility Room and document the results on Form WV-2468.
 - 5.7.2 Emergency Vehicle (Attachment B) and document the results on Form WV-2469.

- 5.7.3 Incident Command Vehicle (Attachment C) and document the results on Form WV-3321.
- 5.8 Radiological Control Operations (RCO) shall perform monthly Decontamination Materials Inventory located in the CVA and the BSW in accordance with Radiological Control Operations procedure RC-EMRG-01.
- 5.9 IH&S shall perform monthly inspections of Emergency Respirators and document the results on WV-1190 and WV-1191 as identified in Industrial Hygiene and Safety (IH&S) procedure FHS-RESP-5.
- 5.9.1 Perform weekly pressure check inspections of SCBA's and document the results on IH&S form WV-1199 as identified in procedure FHS-RESP-5.
- 5.10 Environmental Laboratory personnel shall perform quarterly examinations of the Environmental Laboratory Emergency Response Equipment (Attachment E) and document the results on Form WV-2473.
- 5.12 Emergency Management shall perform examinations of emergency response equipment and facilities as assigned and/or required by job task cards.

Perform and document results of the quarterly functional examinations of the equipment located in the TSC, EOC, OSC, and the AEOC on forms WV-3317, WV-3322, and WV-3323.

Perform and document results of the semi-annual examinations of the WVDP Decontamination equipment and materials stored at BCH and ECMC on forms WV-3324 and WV-3326.

Semi-annually (January and July), retrieve newly calibrated instruments from the Radiation Protection Laboratory, rotate out the hand held friskers located at BCH and ECMC to and ensure that the calibration of the unit is current.

6.0 RECORDS MAINTENANCE

- 6.1 Temporary records generated as a result of implementing this procedure are as follows:
- 6.1.1 WV-2468, "Emergency Rescue Pack Inventory"
 - 6.1.2 WV-2469, "Emergency Vehicle Inventory"
 - 6.1.3 WV-3321, "Incident Command Vehicle Inventory"
 - 6.1.4 WV-2470, "Emergency Medical Supplies and Equipment Locations"
 - 6.1.5 WV-2473, "Environmental Laboratory Emergency Response Equipment Inventory"
 - 6.1.6 WV-3317, "Emergency Operations Center (EOC) Equipment Inventory and Functional Check"
 - 6.1.7 WV-3322, "Alternate Emergency Operations Center (AEOC) Equipment Inventory and Functional Check"
 - 6.1.8 WV-3323, "Technical Support Center (TSC) Equipment Inventory and Functional Check" and "Operations Support Center (OSC) Equipment Inventory and Functional Check"
 - 6.1.9 WV-3324, "Bertrand Chaffee Hospital (BCH) Equipment Inventory and Functional Check"
 - 6.1.10 WV-3326, "WVNS/Erie County Medical Center (ECMC) Inventory and Functional Check"
- 6.2 Records are identified on Emergency Management's Records Inventory and Disposition Schedule (RIDS). These records are part of the RCRA operating record.
- 6.3 Original records shall be prepared, maintained, and transferred to the Records and Information Department for storage in accordance with WVDP-262, "WVNS Manual for Records Management and Storage." Copies of the RCRA operating records shall be submitted to the Site RCRA file custodian at mail stop WV-VH-5, and the Emergency Management Program Manager.

7.0 ATTACHMENTS

Attachment A	WV-2468	Emergency Rescue Pack Inventory
Attachment B	WV-2469	Emergency Vehicle Inventory
Attachment C	WV-3321	Incident Command Vehicle Inventory
Attachment D	WV-2470	Emergency Medical Supplies and Equipment Locations
Attachment E	WV-2473	Environmental Laboratory Emergency Response Equipment Inventory
Attachment F	WV-3317	Emergency Operations Center (EOC) Equipment Inventory and Functional Check
Attachment G	WV-3322	Alternate Emergency Operations Center (AEOC) Equipment Inventory and Functional Check
Attachment H	WV-3323	Technical Support Center (TSC) Equipment Inventory and Functional Check and Operations Support Center (OSC) Equipment Inventory and Functional Check
Attachment I	WV-3324	WVNS/Bertrand Chaffee Hospital (BCH) Equipment Inventory and Functional Check
Attachment J	WV-3326	WVNS/Erie County Medical Center (ECMC) Equipment Inventory and Functional Check

EMERGENCY RESCUE PACK INVENTORY
 RESPONSIBLE ORGANIZATION
 MAIN PLANT OPERATIONS

ITEM	Min Qty	Current Qty	STATUS CONDITION ACCEPTABLE	UR CR ANA MOA			
Air Purifying Respirator	4						
P100 Filters	4						
Anti-C Coveralls	4						
Anti-C Gloves pr.	4						
Rubber Boots pr.	4						
Duct Tape	1						
Masking Tape	1						
Anti-C Hoods	4						
Plastic Bags 14x18	8						
20' Rope	1						
Scissors	1						
Gauze Bandages	6						
Utility Knife	1						
Skindex gloves	8						
Anti-C Paper suits	4						

Both types of tape in January, April, July, October.

NOTE:

The monthly visual examination of items is to include a review of current shelf-life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If the emergency Rescue Packs inventory does not contain the listed minimum quantities, the Main Plant Operations department shall restock the inventory as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

EMERGENCY VEHICLE INVENTORY
 RESPONSIBLE ORGANIZATION
 MAIN PLANT OPERATIONS

Min Qty	Current Qty	EMERGENCY VEHICLE	Condition Acceptable	Item Removed or Replaced
Deleted		Deleted		
1		Traction Splint		
4		Full Face Respirators - Various sizes		
3		Organic Vapor Canisters		
2		Foam Splints		
1		4000 Watt Dayton Generator		
1		M.A.S.T. (Anti Shock Trousers)		
1		K.E.D. (Kendrix Extrication Device)		
1		Bag of Assorted Splints		
2		Danger (Keep Out) Signs		
2		Sets of Anti-C Garments		
1		Blanket and Pillow		
3		ABC Multipurpose Fire Extinguishers		
2		Continuous Loop Slings		
1		Rescue Rope Rapper		
1		Voice Gun		
1		CO ₂ Fire Extinguisher		

Service tag should be checked on the fire extinguishers. Voice Gun and flashlight batteries should be changed semi-annually.

NOTE:

The visual examination of items is to include a review of current shelf life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If there is any inventory missing from the Emergency Vehicle that does not meet minimum quantity, the MPOSS shall be notified and inventory re-stocked, as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

EMERGENCY VEHICLE INVENTORY
 RESPONSIBLE ORGANIZATION
 MAIN PLANT OPERATIONS

Min Qty	Current Qty	EMERGENCY VEHICLE	Condition Acceptable	Item Removed or Replaced
6		Collars		
2		Stretcher (Sked)		
1		Basket Stretcher (2 Basket Restraints & 7 Straps)		
1		Folding Stretcher		
1		Backboard & Spiders		
2		Oregon Spine Splints		
1		Front hook and rear hook harness		
1		Oxygen Bottle		
4		SCBA's		
2		Flash Lights (Big Jims)		
2		Top Spot II Flashlights		
1		EMT Kit - Health Services Administrator responsible for Contents.		
1		Exhaust Fan		
1		Rope Edge Roller		
4		Prusik Knot Ropes		
1		MCI (Multi-Casualty Incident) Kit		

NOTE:

The visual examination of items is to include a review of current shelf life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If there is any inventory missing from the Emergency Vehicle that does not meet minimum quantity, the MPOSS shall be notified and inventory re-stocked, as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

EMERGENCY VEHICLE INVENTORY
 RESPONSIBLE ORGANIZATION
 MAIN PLANT OPERATIONS

Min Qty	Current Qty	EMERGENCY VEHICLE	Condition Acceptable	Item Removed or Replaced
1		Safety Goggles		
1		2½" to 1½" Reducer		
1		Spanner Wrench		
1		1½" Fire Hose - 50'		
1		Tarp		
1		Extension Cord - 100'		
		Pieces of Rope -Large Diameter		
1		Small Diameter Rope		
1		Bolt Cutter		
1		Pry bar		
2		Shovels - Square		
1		Roll Caution Tape		
1		Role Hazardous Material Tape		
2		Continuous loop slings- 10'		
4		Gibbs Ascenders for 7/16" ½" rope		
4		4 each - Single Wheel & Double Wheel Pulleys		
1		Lifesaver		

NOTE:

The visual examination of items is to include a review of current shelf life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If there is any inventory missing from the Emergency Vehicle that does not meet minimum quantity, the MPOSS shall be notified and inventory re-stocked, as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

EMERGENCY VEHICLE INVENTORY
 RESPONSIBLE ORGANIZATION
 MAIN PLANT OPERATIONS

Min Qty	Current Qty	EMERGENCY VEHICLE	Condition Acceptable	Item Removed or Replaced
4		Hard Hats		
1		1½" Fire Nozzle		
1		Safety Strap		
1		2½" Fire Hose - 50'		
1		Pair Rain Pants		
4		Full Body Harnesses		
1		Spool of Yellow Rope		
6		Webbing		
1		Wrecking Bar		
1		Sledge Hammer		
1		Pig Pan		
2		Caution Lights		
1		Bag of Anhydrous Calcium Chloride		
3		Continuous loop slings- 6'		
3		Drop Bags - Each With 100' Rope of Different Color		
4		Figure "8's" - 4 with Safety Rings (Ears)		

NOTE:

The visual examination of items is to include a review of current shelf life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If there is any inventory missing from the Emergency Vehicle that does not meet minimum quantity, the MPOSS shall be notified and inventory re-stocked, as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

EMERGENCY VEHICLE INVENTORY
 RESPONSIBLE ORGANIZATION
 MAIN PLANT OPERATIONS

Min Qty	Current Qty	TOOL BOX CONTENTS	Condition Acceptable	Item Removed or Replaced
1		Knife		
2		12" Crescent Adjustable Wrenches		
1		10" Crescent Adjustable Wrench		
2		Flat Head Screwdrivers		
2		Phillips Head Screwdrivers		
3		14" Pipe Wrenches		
1		18" Pipe Wrench		
1		Claw Hammer		
1		Ball Peen Hammer		
1		Pliers		

NOTE:

The visual examination of items is to include a review of current shelf life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If there is any inventory missing from the Emergency Vehicle that does not meet minimum quantity, the MPOSS shall be notified and inventory re-stocked, as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

INCIDENT COMMAND VEHICLE INVENTORY
 RESPONSIBLE ORGANIZATION
 MAIN PLANT OPERATIONS

Min Qty	Current Qty	LOCATION/DESCRIPTION	Condition Acceptable	Item Removed or Replaced
		Vehicle Inventory		
1		WVVHC (Chief 5) Radio		
1		WVDP Permanent Mounted Radio		
1		Incident Commander Vest		
		Current copies of:		
1		Incident Command Manual		
1		EMIP-102 Attachments C & D		
1		EMIP-103 Attachment D		
1		EMIP-105		

NOTE:

The visual examination of items is to include a review of current shelf-life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If the Incident Command Vehicle inventory does not contain the listed minimum quantities, the Main Plant Operations department shall restock the inventory as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

EMERGENCY MEDICAL EQUIPMENT/LOCATIONS
 RESPONSIBLE ORGANIZATION - HEALTH SERVICES

Min Qty	Current Qty	LOCATION/DESCRIPTION	Condition Acceptable	Item Removed or Replaced
		MAIN GATE HOUSE (UNDER DESK)		
1		(Next to cabinet) EMT Kit		
1		Bio-Hazard Bag		
1		ALS KIT		
1		EMU Run Sheets		
1		Defibrillator,		
1		O ₂		
1		AMBU Bag		
1		(Outside of cabinet) Orange Plastic Stretcher		
		ANNEX CLOSET		
1		(Next to Conference Room C) Chair stretcher		
		MAIN PLANT MPOSS OFFICE		
1		EMT Kit		
1		O ₂		
1		AMBU BAG		
		SHIPPING DEPOT OFFICE		
1		KED		
1		Folding stretcher		
1		Backboard		
1		EMT Kit		
1		O ₂		
1		Cervical Collars (various sizes.)		
		EMERGENCY VAN		
1		Hare Traction Splint		
1		EMT Kit		
1		MAST		
1		KED		
1		Stiff neck cervical collars		
2		Back Boards		
2		Orange plastic stretchers		
1		Board splints/air splints		
1		O ₂		
1		AMBU BAG		
1		MCI Kit		

NOTE: The visual examination of items is to include a review of current shelf life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If the Emergency Medical Supply inventory does not contain the listed minimum quantities, Employee Health Services shall restock the inventory as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Department Manager, AOC-18, and the Site RCRA file custodian at mail stop WV-VH-5.

Checked by EHS (Initials) _____; Date _____

EMERGENCY MEDICAL EQUIPMENT/LOCATIONS
 RESPONSIBLE ORGANIZATION -- HEALTH SERVICES

Min Qty	Current Qty	LOCATION/DESCRIPTION	Condition Acceptable	Item Removed or Replaced
		EMPLOYEE HEALTH SERVICES (TRAILER F)		
1 1 1 1 1 1 1 1 1		EMT Kit O ₂ AMBU BAG Breakaway aluminum stretcher Wooden splints Air splints Hare traction splint Wheelchair CPR Board		
		MAINTENANCE (HALLWAY)		
1 1 1 1 1 1 1		EMT Kit Bio-Hazard Bag Breakaway aluminum stretcher O ₂ AMBU BAG Backboard Cervical Collars (various sizes.)		
		OB-1 SW ENTRANCE		
1 1 1 1 1 1		EMT Kit Bio-Hazard bag Backboard O ₂ Blanket Cervical Collars (various sizes.)		
		FIRE PUMP HOUSE		
1 1 1		Backboard Orange stretcher Breakaway aluminum stretcher		

NOTE: The visual examination of items is to include a review of current shelf life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.
 If the Emergency Medical Supply inventory does not contain the listed minimum quantities, Employee Health Services shall restock the inventory as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Department Manager, AOC-18, and the Site RCRA file custodian at mail stop WV-VH-5.

Checked by EHS (Initials) _____; Date _____

EMERGENCY MEDICAL EQUIPMENT/LOCATIONS (continued)
 RESPONSIBLE ORGANIZATION - HEALTH SERVICES

Min Qty	Current Qty	LOCATION/DESCRIPTION	Condition Acceptable	Item Removed or Replaced
1		4X4 Cover sponges		
1		2x2 Cover sponges		
1		Assorted bandages		
1		Blanket		
1		Scissors		
1		Stethoscope		
1		Sphygmomanometer		
1		Oval eye pads		
1		Sling		
1		Ace bandages		
1		Trauma dressing		
1		Umbilical clamps		
1		Burn sheets		
1		Penlight		
1		Instant Glucose		
1		Pencil/pad		
1		Cold packs		
1		Adhesive tape		
1		Airways		
		INFECTION CONTROL ITEMS		
1		Bio-Hazard bags		
1		Mask/eye shields		
1		Gloves		
1		Barrier gowns		
1		CPR barriers		

Checked by EHS (Initials) _____; Date _____

ENVIRONMENTAL LABORATORY
 EMERGENCY RESPONSE EQUIPMENT INVENTORY
 RESPONSIBLE ORGANIZATION
 ENVIRONMENTAL MONITORING

Min Qty	Current Qty	LOCATION/DESCRIPTION	Condition Acceptable	Item Removed or Replaced
		Miscellaneous Items		
1		50 Foot Extension Cord		
1		25 Foot Extension Cord with Work Light		
2		100 Foot Tape Measures		
1		First Aid Kit		
1		50 Foot Nylon Rope		
6		Rolls of Tape (3 Each of Duct and 2" Wide Masking Tape)		
3		Boxes of 47mm Glass Fiber Air Filters		
1		Bag of Miscellaneous Items: Pens, Paper clips, etc.		
		Chase Cars		
1		Crate with 2 Complete Anti-C Suit-Ups		
1		Crate with Miscellaneous Sampling Equipment		
1		Metal Suitcases Containing ESP-2 Survey Meters with Sensors		
		NOTE <i>Equipment is in labeled bins located in the green outside lockup.</i>		
1		Crate with 5 Complete Anti-C Suit-Ups		
1		Crate with Miscellaneous Sampling Equipment		

NOTE:

The visual examination of items is to include a review of current shelf-life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed immediately.

If the Emergency Response Equipment inventory does not contain the minimum quantities, the Environmental Laboratory department is to restock or replace the inventory as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

ENVIRONMENTAL LABORATORY
 EMERGENCY RESPONSE EQUIPMENT INVENTORY
 RESPONSIBLE ORGANIZATION
 ENVIRONMENTAL MONITORING

Min Qty	Current Qty	ANTI-CONTAMINATION ITEMS	Condition Acceptable	Item Removed or Replaced
9		Can mask respirators (1sm., 1med., 1lg.)		
20		Spare respirator canisters (P100 filters)		
24		Spare Yellow Anti-C paper suits		
6		Large Plastic Bags (3 ea. Yellow and Clear)		
24		Small plastic bags (12 ea. Yellow and Clear)		
3		Pre-bagged Gloves (10 pr. ea. - Anti-C, Cloth and Sandpaper)		

NOTE:

The visual examination of items is to include a review of current shelf-life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed immediately.

If the Emergency Response Equipment inventory does not contain the minimum quantities, the Environmental Laboratory department is to restock or replace the inventory as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

ENVIRONMENTAL LABORATORY
 EMERGENCY RESPONSE EQUIPMENT INVENTORY
 RESPONSIBLE ORGANIZATION
 ENVIRONMENTAL MONITORING

Min Qty	Current Qty	INSTRUMENTATION	Condition Acceptable	Item Removed or Replaced
1		Ludlum Micro R Meter Model 19-4		
2		Ludlum Model 3-2 Survey Meter with Model 44-9 GM Probe		
1		Ludlum Model 3-2 Survey Meter with Model 43-5 Alpha Probe		
2		RADeCO Portable Air Sampler 4669 & 4670		
1		Bicron Micro Rem Survey Meter - A779Q		
1		Eberline Mini Scaler (portable)- 1605		
4		Eberline ESP-2 Survey Meter 00773, 00764, 00771 and 00768		
1		Eberline ESP-1 Survey Meter - 1167		
1		Reuter-Stokes HPIC (portable) AE-3/C8342		
5		Y.S.I. Inc. Model 3500 Ph and Cond. Field Meter - (A) G9004462, (B) E9002260 (C) 90F016276, (D) 93J09257, (E) 93J09014		
2		GasTech Inc. NH ₃ Vapor Monitor Model NH-275 - NH0009 - 9409156		
2		Interscan Corp. NO ₂ Gas Monitor Model 1152 - 210184		

NOTE:

The visual examination of items is to include a review of current shelf-life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed immediately.

If the Emergency Response Equipment inventory does not contain the minimum quantities, the Environmental Laboratory department is to restock or replace the inventory as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

EMERGENCY OPERATIONS CENTER (EOC)
 EQUIPMENT INVENTORY AND FUNCTIONAL CHECK
 RESPONSIBLE ORGANIZATION
 EMERGENCY MANAGEMENT

Min Qty	Current Qty	EQUIPMENT	Condition Acceptable	Item Removed or Replaced
1		486 Compaq Computer & Monitor		
Deleted		Deleted		
1		Fax Machine		
4		4 Channel VGA Signal Splitters		
3		32" JVC TV Monitors		
1		2 Channel Splitter		
1		Quasar 19" TV/VCR (all in one)with remote		
4		286 Computers		
4		Masterpiece Plus Surge Protectors		
1		HP Laser Jet 4 Plus printer		
17		Standard Telephones		
4		VGA to Video Portable Plus Converters		
2		VGA Switcher Boxes		
Deleted		Deleted		
2		American Power Conversion Backup Units		
1		Kodak Slide Projector		
1		Overhead Projector		
3		Polaroid Portable Cameras		

NOTE:

The visual examination of items is to include a review of current shelf life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If there is equipment/inventory missing, the Emergency Management department is to restock or replace as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

ALTERNATE EMERGENCY OPERATIONS CENTER (AEOC)
 EQUIPMENT INVENTORY AND FUNCTIONAL CHECK
 RESPONSIBLE ORGANIZATION
 EMERGENCY MANAGEMENT

Min Qty	Current Qty	EQUIPMENT	Condition Acceptable	Item Removed or Replaced
5		Cellular Telephones		
9		Standard Telephones		
1		Overhead Projector and Screen		
1		Computerized Data Display Computer (286) and Monitor		
1		Laser Jet 4 Printer		
1		Computer/Monitor for Public Information		
1		Electronic Board		
1		HP Laser Jet 2 Printer (Public Info.)		
1		286 Computer/Monitor for Consequence Assessment		
1		IBM Printer		
1		Fax Machine		

NOTE:

The visual examination of items is to include a review of current shelf-life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If the AEOC equipment inventory does not contain the listed minimum quantities, the Emergency Management department shall restock the inventory as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

TECHNICAL SUPPORT CENTER (TSC)
 EQUIPMENT INVENTORY AND FUNCTIONAL CHECK
 RESPONSIBLE ORGANIZATION
 EMERGENCY MANAGEMENT

Min Qty	Current Qty	EQUIPMENT	Condition Acceptable	Item Removed or Replaced
1		486 Compaq Computer		
5		11" Computer Monitor		
1		HP Laser Jet 4 Plus printer		
2		Masterpiece Plus Surge Protector		
1		Master Surge Protector		
1		Surge Arrest Plug Bar		
1		Wireless Microphone System		
2		Texas Instrument TI-36X Scientific Calculators		
1		Radio Shack Scanner		
1		Fax Machine		
1		VGA Switcher Box		
1		VGA Splitter		
1		Epson Dot Matrix Printer		
Deleted		Deleted		
Deleted		Deleted		
1		Speaker Telephone		
7		Standard Telephones		

NOTE:

The visual examination of items is to include a review of current shelf-life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If the TSC facility and equipment inventory does not contain the listed minimum quantities, the Emergency Management department shall restock the inventory as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

OPERATION SUPPORT CENTER (OSC)
 EQUIPMENT INVENTORY AND FUNCTIONAL CHECK
 RESPONSIBLE ORGANIZATION
 EMERGENCY MANAGEMENT

Min Qty	Current Qty.	EQUIPMENT	Condition Acceptable	Item Removed or Replaced
1		Radio Shack Scanner		
1		PC Monitor		
1		Log Book		

NOTE:

The visual examination of items is to include a review of current shelf-life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If the TSC facility and equipment inventory does not contain the listed minimum quantities, the Emergency Management department shall restock the inventory as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

WVNS/BERTRAND CHAFFEE HOSPITAL (BCH) INVENTORY
 RESPONSIBLE ORGANIZATION - EMERGENCY MANAGEMENT

Min Qty	Current Qty	EQUIPMENT	Condition Acceptable	Item Removed or Replaced
2		Red step off pads		
2		Green step off pads		
1		Ruler		
1		Decontamination table		
1		Hand held Frisker (WVNS - rotated out semi-annually)		
4		Plastic specimen containers		
50'		Yellow/Magenta rope		
4		Soft scrubbing brushes		
3		Rolls of duct tape		
4		Radiological postings		
2		Rolls of masking tape		
2		Large clear plastic bags		
10		Large yellow plastic bags or clear Rad Waste bags		
1		Yellow herculite		
2		Anti-C gloves sizes		
8		Pre-packaged protective clothing sets: Anti-C hats Anti-C suits Shoe covers - 8 pairs Rubber boots- 8 pairs Plastic bags		

NOTE:

The visual examination of items is to include a review of current shelf-life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If the BCH inventory does not contain the listed minimum quantities, the Emergency Management department shall restock the inventory as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

WVNS/ERIE COUNTY MEDICAL CENTER (ECMC)
 EQUIPMENT INVENTORY AND FUNCTIONAL CHECK
 RESPONSIBLE ORGANIZATION - EMERGENCY MANAGEMENT

Min Qty	Current Qty	EQUIPMENT	Condition Acceptable	Item Removed or Replaced
1		Emergency Response Guide Book		
Deleted		Deleted		
2		Contaminated area exit procedure, wall charts		
Deleted		Deleted		
2		Anti-C Donning wall charts		
2		Anti-C Doffing wall charts		
1		Patient, disposable decon tray		
24		Furnace filters		
3		Plastic drop cloths		
1 Gross		Cotton swabs		

NOTE:

The visual examination of items is to include a review of current shelf-life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If the ECMC inventory does not contain the listed minimum quantities, the Emergency Management department shall restock the inventory as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

WVNS/ERIE COUNTY MEDICAL CENTER (ECMC)
 EQUIPMENT INVENTORY AND FUNCTIONAL CHECK
 RESPONSIBLE ORGANIZATION - EMERGENCY MANAGEMENT

Min Qty	Current Qty	EQUIPMENT	Condition Acceptable	Item Removed or Replaced
96		X-Large Tyvec suits		
4		"D" Batteries		
9 pr.		Plastic eye goggles		
Deleted		Deleted		
Deleted		Deleted		
1		Ludlum, hand held Frisker (WVNS)		
50'		Yellow/Magenta Rope		
6 rolls		Duct Tape		
5 rolls		Masking tape - assorted widths		
90		Zip loc bags		
2		Green step off pads		
20		Large plastic bags		
1		Dosimetry issue log book		
Deleted		Deleted		
100		Blue - latex gloves		

NOTE:

The visual examination of items is to include a review of current shelf-life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If the ECMC inventory does not contain the listed minimum quantities, the Emergency Management department shall restock the inventory as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

WVNS/ERIE COUNTY MEDICAL CENTER (ECMC)
 EQUIPMENT INVENTORY AND FUNCTIONAL CHECK
 RESPONSIBLE ORGANIZATION - EMERGENCY MANAGEMENT

Min Qty	Current Qty	EQUIPMENT	Condition Acceptable	Item Removed or Replaced
2		Portable eyewash stations		
1		Green herculite - Roll (WVNS)		
1		Yellow herculite - Roll (WVNS)		
Deleted		Deleted		
Deleted		Deleted		
15		Prepackaged Anti-C (RMC)		
2		Red step off pads		
Deleted		Deleted		
Deleted		Deleted		
16		Rad signs		
2		Decon kits (RMC)		
2		Garden hose		
2		Splash reduction spray nozzles		
1		Decon table with backboard		
2		Waste water collection container		
2		Sample collection kit		
4		Stanchions		
Deleted		Deleted		

NOTE:

The visual examination of items is to include a review of current shelf-life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If the ECMC inventory does not contain the listed minimum quantities, the Emergency Management department shall restock the inventory as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

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 Deleted references to HazMat Team Deleted Attachment on HazMat Response Equipment form WV-2479 Repaginated as needed The ERO is affected by this change	All	05/08/02