



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

OFFICE OF THE
INSPECTOR GENERAL

March 25, 2009

MEMORANDUM TO: R. William Borchardt
Executive Director for Operations

FROM: Stephen D. Dingbaum **/RA/**
Assistant Inspector General for Audits

SUBJECT: STATUS OF RECOMMENDATIONS: AUDIT OF NRC'S
OCCUPANT EMERGENCY PROGRAM (OIG-09-A-07)

REFERENCE: DEPUTY EXECUTIVE DIRECTOR FOR CORPORATE
MANAGEMENT, OFFICE OF THE EXECUTIVE DIRECTOR
FOR OPERATIONS, MEMORANDUM DATED
MARCH 11, 2009

Attached is the Office of the Inspector General's analysis and status of recommendations 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12 as discussed in the agency's response dated March 11, 2009. Based on this response, recommendations 1, 2, 3, 4, 5, 7, 8, 10, 11, and 12 are resolved and recommendations 6 and 9 are closed. Please provide an updated status of the resolved recommendations by November 30, 2009.

If you have any questions or concerns, please call me at 415-5915 or Beth Serepca, Team Leader, at 415-5911.

Attachment: As stated

cc: V. Ordaz, OEDO
J. Arlidsen, OEDO
P. Shea, OEDO

Audit Report

AUDIT OF NRC'S OCCUPANT EMERGENCY PROGRAM

OIG-09-A-07

Status of Recommendations

Recommendation 1: Require annual training for those with responsibilities, such as floor and stair monitors, during an emergency.

Agency Response Dated
March 11, 2009:

Agree. The Office of Administration (ADM) will schedule and conduct annual training sessions for all floor and stair monitors at all Nuclear Regulatory Commission (NRC) Headquarters buildings this calendar year and every year thereafter. The annual training for 2009 will be completed no later than November 6, 2009.

OIG Analysis:

The corrective action addresses the intent of this recommendation. This recommendation will be closed when OIG receives verification that the training took place and determines that it included staff with emergency responsibilities.

Status:

Resolved.

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Status of Recommendations

Recommendation 2: Require annual, unannounced, full-scale evacuation drills, including mustering and accountability assessments, at all headquarters and regional complexes.

Agency Response Dated
March 11, 2009:

Agree. ADM will work with the Office of Human Resources (HR), other appropriate offices, regions and the Technical Training Center (TTC) to plan and conduct such exercises on an annual basis.

ADM completed emergency evacuation drills at the following headquarters buildings: Twinbrook 1st floor (October 22, 2008), Executive Boulevard (October 23, 2008), OWFN and TWFN (October 29, 2008), and Gateway (October 30, 2008). In addition, the emergency evacuation drills at the Executive Boulevard, Twinbrook, and Gateway buildings included assembly and accountability for all staff. It is anticipated that the emergency drills for all locations for calendar year 2009 will be completed no later than November 6, 2009.

OIG Analysis: The corrective action addresses the intent of this recommendation. This recommendation will be closed when OIG receives verification that the exercises have been planned and determines that it was accomplished at all headquarter buildings and regional complexes.

Status: Resolved.

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Status of Recommendations

Recommendation 3: Provide employees with periodic guidance reinforcing key points of the agency's occupant emergency plans (OEP) and emergency procedures.

Agency Response Dated
March 11, 2009:

Agree. ADM will provide periodic OEP training, briefings and network announcements to highlight key points of the OEPs and other emergency procedures for all employees and contractors that work in NRC space.

ADM has conducted OEP related training for designated officials, occupant emergency coordinators and emergency response team members at the following interim buildings: Church Street (February 5, 2009), Twinbrook (October 15, 2008, and March 4, 2009) and Executive Boulevard Building (June 24, 2008).

OIG Analysis: The corrective action addresses the intent of this recommendation. This recommendation will be closed when OIG receives documentation that employees have been provided guidance and determines that it contains key points of the occupant emergency plans and procedures.

Status: Resolved.

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Status of Recommendations

Recommendation 4: Develop procedures for ensuring that automated external defibrillators (AEDs) are routinely maintained and checked for operability.

Agency Response Dated
March 11, 2009: Agree. HR is in the process of writing procedures to ensure that these actions continue to be taken on a routine basis. It is anticipated that these procedures will be completed no later than August 31, 2009.

OIG Analysis: The corrective action addresses the intent of this recommendation. This recommendation will be closed when OIG receives documentation of the procedure and verifies that it contains steps to ensure that the AEDs are routinely maintained and checked for operability.

Status: Resolved.

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Status of Recommendations

Recommendation 5: Post contact information and, where necessary, a telephone in the immediate vicinity of all AED devices.

Agency Response Dated
March 11, 2009:

Agree. HR, ADM and Office of Information Services (OIS) will take the necessary individual and coordinated actions to implement this recommendation. HR and ADM are in the process of developing signage for workstations of individuals who are CPR certified and expect to have these in place by August 31, 2009.

ADM and OIS will install telephones where necessary and feasible in the immediate vicinity of all AED devices. It is anticipated that this action will be completed no later than November 6, 2009.

OIG Analysis:

The corrective action addresses the intent of this recommendation. This recommendation will be closed when OIG verifies that both the signage was accomplished on the workstations of the individuals who are CPR certified and the telephones were installed where necessary.

Status:

Resolved.

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Status of Recommendations

Recommendation 6: Publicize the location of each AED (e.g., on the internal Web site or in the agency's OEP).

Agency Response Dated
March 11, 2009:

Agree. HR issued a network announcement entitled, "Health/Wellness – CPR/AED Certification Courses Offered" on February 25, 2009, and information about the locations of AEDs is on the HR website. To document these actions, ADM sent the appropriate website links to the OIG on March 11, 2009. We consider this recommendation closed.

OIG Analysis:

OIG reviewed the documentation and determined that it publicizes the location of each AED in all headquarters buildings as well as the available training. This recommendation is therefore closed.

Status:

Closed.

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Status of Recommendations

Recommendation 7: Include information on the AED program in the agency's occupant emergency plan.

Agency Response Dated
March 11, 2009: Agree. ADM will include the necessary information in the OEPs no later than November 6, 2009.

OIG Analysis: The corrective action addresses the intent of this recommendation. This recommendation will be closed when OIG verifies that information regarding the AED program is included in the agency's occupant emergency plan.

Status: Resolved.

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Status of Recommendations

Recommendation 8: Develop procedures for consistently issuing personal emergency kits (PEKs).

Agency Response Dated
March 11, 2009:

Agree. ADM will develop internal written procedures for the consistent issuance of PEKs. It is anticipated that a written procedure for issuing PEKs to staff and contractors who work onsite will be completed no later than June 30, 2009.

OIG Analysis:

The corrective action addresses the intent of this recommendation. This recommendation will be closed when OIG verifies that internal written procedures were developed and issued to staff and contractors.

Status:

Resolved.

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Status of Recommendations

Recommendation 9: Develop procedures for properly maintaining PEKs.

Agency Response Dated
March 11, 2009:

Agree. ADM is using its internal tracking system to assure that an agency announcement is sent to staff every six months, reminding them to check their PEKs and, if something is missing or outdated, to contact the Division of Facilities and Security (DFS) to obtain replacement items. This item has been ticketed in ADM's Office Ticket Tracking System and a copy of the ticket assignment is enclosed. We consider this recommendation closed.

OIG Analysis:

OIG reviewed the Office of Administration Ticket Tracking System and determined that it will regularly trigger instructions to employees to check their PEKs and on how to maintain them.

Status:

Closed.

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Status of Recommendations

Recommendation 10: Update maps so they are compliant with industry best practices and can function as evacuation tools.

Agency Response Dated
March 11, 2009:

Agree. ADM will conduct an assessment of the design and location of emergency exit maps, to include how they might be useful as evacuation tools. The recommendations resulting from the assessment will be implemented no later than November 6, 2009.

OIG Analysis:

The corrective action addresses the intent of this recommendation. This recommendation will be closed when OIG verifies that the maps have been updated and can be used as evacuation tools.

Status:

Resolved.

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Status of Recommendations

Recommendation 11: Consistently place maps in the same location on every floor of the White Flint complex.

Agency Response Dated
March 11, 2009:

Agree. As previously stated in the response to Recommendation 10, ADM will conduct an assessment of the design and location of emergency exit maps on every floor of the White Flint complex and will implement the recommendations identified in the assessment no later than November 6, 2009. ADM will conduct an assessment of the design and location of emergency exit maps, to include how they might be useful as evacuation tools. The recommendations resulting from the assessment will be implemented no later than November 6, 2009.

OIG Analysis:

The corrective action addresses the intent of this recommendation. This recommendation will be closed when OIG verifies that the maps are consistently placed in the same location on every floor.

Status:

Resolved.

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Status of Recommendations

Recommendation 12: Post photo luminescent signs and markings at both eye and floor levels, along all exit accesses indicating the direction of travel to the nearest exit.

Agency Response Dated
March 11, 2009: Agree. ADM will post photo luminescent signs and markings at both eye and floor levels, along all exit accesses indicating the direction of travel to the nearest exit by November 6, 2009.

OIG Analysis: The corrective action addresses the intent of this recommendation. This recommendation will be closed when OIG verifies that luminescent signs have been posted indicating the direction of travel to the nearest exit.

Status: Resolved.