

**TEXAS**  
**EMERGENCY MANAGEMENT**  
**PROCEDURES**

PROCEDURE 13

EMERGENCY NOTIFICATION AND DEPLOYMENT PROCEDURE

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**APPROVAL AND IMPLEMENTATION**

This procedure is hereby approved for implementation and supersedes all previous editions.

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Date

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## EMERGENCY NOTIFICATION AND DEPLOYMENT PROCEDURE

### I. PURPOSE

This procedure provides guidelines for the notification and deployment of the Radiation Control Program (RCP) Emergency Response Team for radiological accidents, incidents, or emergencies.

### II. DISCUSSION

This procedure will be used in the event a decision is made for deployment of the Emergency Response Team to Comanche Peak Nuclear Power Plant (CPNPP), South Texas Project Electric Generating Station (STPEGS), Pantex Plant, or any other location in or out of state that requires a significant mobilization and response effort. In some instances, recall and mobilization may be initiated prematurely to ensure the RCP is ready to respond in the event the accident or incident escalates in severity.

A limiting factor in the proper response by the Department of State Health Services (DSHS) to a radiological accident is the amount of time it takes for the appropriate number of personnel and the proper equipment and resources to arrive at the scene of an incident. This procedure will prioritize the notification of the members of the Emergency Response Team and agencies in the State of Texas. Rapid communication is paramount to a successful response of the Emergency Response Team. Members of the Emergency Response Team are located in all 11 regions in the state.

### III. RESPONSIBILITIES

- A. The Environmental Monitoring Group Emergency Planners in the Inspection Unit in the Division for Regulatory Services are responsible for:
1. maintaining this procedure;
  2. assuring the Exchange Building phone operators and Hastings Answering Service have current telephone numbers and updated procedures for contacting personnel for incidents, accidents, and emergencies;
  3. assisting Emergency Response Team managers in coordinating the RCP emergency response;
  4. updating Emergency Response Team personnel and contact information in the Texas Public Health Information Network (TXPHIN) database for notification and alert capability;
  5. maintaining an accurate access database of work, home, and cell phone numbers for members of the RCP Emergency Response Team. Access to this data should be limited to maintain privacy of numbers;

6. maintaining a database of trained personnel for each position on the Emergency Response Team;
  7. contacting Federal Emergency Management Agency (FEMA) Region VI, Nuclear Regulatory Agency (NRC) Region IV, Department of Energy (DOE), States under the Southern Mutual Radiation Assistance Plan (SMRAP), and others as appropriate for an emergency at a nuclear power plant or Pantex at the Emergency Classification Level (ECL) of Alert or higher;
  8. developing the RCP Emergency Response Team roster for deployment;
  9. identifying Emergency Response Team training needs, coordinating and tracking training status; and
  10. keeping emergency response equipment and supplies functional and ready for deployment.
- B. The Environmental Monitoring Group Manager in the Inspection Unit in the Division for Regulatory Services is responsible for:
1. reviewing the currency of this procedure;
  2. coordinating approval of the RCP Emergency Response Team roster for deployment;
  3. organizing strategy meeting of the following personnel for initial planning of the response to an emergency that would require deployment of personnel:
    - (a) Radiation Program Officer (RPO);
    - (b) Inspection Unit Manager;
    - (c) Radiation Inspection Branch Manager;
    - (d) Policy/Standards QA Unit manager
    - (e) Regulatory Licensing Unit Manager: and
    - (f) Emergency Planners
- C. All DSHS RCP Emergency Response Team personnel are responsible for:
1. assuring the privacy of personal telephone numbers used for notification of Emergency Response Team members;
  2. informing emergency planners of any change of contact phone numbers;

3. documenting all information pertaining to an emergency event; and
4. carrying employee ID, badge, state issued cell phone, assigned radiological response equipment, and dosimetry during response to a radiological emergency.

#### IV. **PROCEDURE**

##### A. Radiation Emergency Phone Calls.

1. During normal working hours, a DSHS Exchange Building switchboard operator answers all incoming radiation emergency phone calls. The calls may be received on the 24-Hour Radiation Control Emergency Hotline number or on routine radiation control phone numbers to the Exchange Building. The switchboard operator routes the calls to personnel in the Radiation Branch Environmental Monitoring Group in accordance with Attachment 1.

Attachment 1 is the DSHS Inspection Unit Radiation Branch Emergency/ Drill Phone Call procedure. An emergency planner updates the procedure with changes in personnel and phone numbers and changes are routed to the switchboard operators and all personnel assigned to provide phone coverage in the Exchange Building. The procedure is posted at both switchboard phones.

2. After normal working hours, Hastings Answering Service provides an answering service for all radiation emergency phone calls. Hastings Answering Service can be contacted at (512) 476-6358. An emergency planner will review and update the Hastings call instructions monthly. The Environmental Monitoring Group administrative assistant is responsible for submitting approved changes to the call procedure to Hastings Answering Service.
3. Although Hastings Answering Service primarily answers emergency calls after hours, they are contracted to receive calls 24 hours a day, seven days a week. In the event the Exchange Building switchboard operator cannot answer the 24-Hour Radiation Control Emergency Hotline, the call will automatically forward to Hastings Answering Service.

##### B. Deployment Decision.

Tab 1 and Tab 2 of Annex D, Texas Radiological Emergency Management Plan explains specifics about the decision to deploy personnel to CPSES, STPEGS, and the Pantex Plant. The RCP staff will determine the appropriate course of

action for other accidents and incidents. The RCP will consider other factors such as the degree of uncertainty and the lead-time required to position RCP response personnel should something more serious develop. For any class of accident, actions appropriate to the situation may be initiated at the discretion of the RPO or his/her assigned designee.

Briefly, the types of RCP response indicated for various classes of accident are:

**ALERT: ADVISORY** - One of the individuals assigned to Accident Assessment will establish contact with the plant or site, obtain data to evaluate the event, and either keep an open line to the plant or arrange for periodic updates until the situation is resolved. The RPO, the Incident Commander (Chief of Field Operations), and the Planning Section Chief (Accident Assessment Team Leader) will be advised that the plant has issued an ALERT, and will be given sufficient information to permit independent evaluation.

**SITE AREA EMERGENCY: PRECAUTIONARY** - The Accident Assessment Team will establish contact with the plant or site, obtain data to evaluate the event, and maintain contact until the incident is resolved. The RCP, the Incident Commander (Chief of Field Operations) and the Planning Section Chief (Accident Assessment Team Leader) will be kept informed of significant events and any plant, federal, state, or local response. At least one shift of response team personnel will be notified, and either placed on stand-by or deployed at the discretion of the RPO.

**GENERAL EMERGENCY: OPERATIONAL** - Response team personnel will be deployed and will maintain 24-hour operational capability until the event is resolved, or until it is downgraded to a lesser classification.

#### C. Coordination of Response.

The three emergency planners will divide up responsibilities to ensure a successful recall and deployment of personnel. The planners should be assigned to lead the following major operations:

1. Emergency Operations Coordinator (Planner #1) - The Emergency Operations Coordinator will be assigned by the Radiation Branch Environmental Monitoring Group Manager. In the case of a plant emergency, the assigned emergency planner will be the Emergency Operations Coordinator. The Emergency Operations Coordinator will organize the planning meeting, initiate contact with the emergency location, and coordinate initial actions with RCP managers. The Emergency Operations Coordinator will do the following:
  - a. coordinate initial actions with concurrence from the RPO;

- b. assist the RPO in assigning the Incident Commander (Chief of Field Operations);
  - c. immediately assign a Logistics Chief, Public Information Staff, a State Operations Center (SOC) representative, and personnel to Accident Assessment in Room N110 in the Exchange Building;
  - d. organize a planning meeting; and
  - e. contact emergency location to determine additional information and details of the emergency.
2. Planner #2 will do the following:
    - a. coordinate with the Logistics Chief (Staging Area Coordinator) to recall personnel;
    - b. write the team roster based on planned response and availability of personnel. Ensure the roster has a minimum of two teams that can support continuous 24-hour day operations; and
    - c. develop driver and rider list for deployment.
  3. Planner #3 will do the following
    - a. develop plan for air and ground transportation for response personnel;
    - b. coordinate the loading of response equipment in the Emergency Response Vehicle (ERV) and state vehicles; and
    - c. ensure the towing vehicle and mobile laboratory are prepared for use in the event the decision is made to utilize these resources.
- D. Recall of EMERGENCY RESPONSE TEAM Personnel.

Procedure for Recall:

- (a) The DSHS person receiving the emergency phone call should contact the following personnel in the listed order immediately (Phone numbers for these personnel are located in the DSHS Radiation Emergency Response Call List):
  - Radiation Program Officer
  - Environmental Monitoring Group Manager
  - Emergency Planner (affected plant)
  - Radiation Branch Manager
  - Inspection Unit Manager

- (b) The Emergency Planner (affected plant) should contact the other planners to initiate response in accordance with paragraph C.
- (c) The Logistics Chief (Staging Area Coordinator) will initiate the notification of personnel as directed by the emergency planners. The TXPHIN website can be used to support the quick notification of personnel with an email and phone message with specific instructions for managers and/or all Emergency Response Team personnel.
  - (i) The following managers should be contacted initially to support the Logistics Chief (Staging Area Coordinator) in recall of their personnel:
    - Inspection Unit Radiation Branch
      - Radioactive Materials Group
      - X-ray Group
      - Mammography Group
    - Regulatory Licensing Unit, Radiation Safety Licensing Branch
      - Machine Source Group
      - Radioactive Materials Group
      - Technical Assessment Group
      - Operations and Records Group
    - Policy/Standards/Quality Assurance Unit
      - Radiation Group
    - Community Preparedness Section Planning, Response and Recovery Branch
      - Radiological Emergency Preparedness Program
    - Laboratory Services Section Laboratory Operations Unit
      - Inorganic and Nuclear Chemistry Group Manager
  - (ii) During planning for the response, Austin personnel will be recalled to the Exchange Building to support logistics, planning, and operations of the required response. The Emergency Response Team roster will be developed based on available personnel. In some case, personnel will be recalled to the Exchange Building, but may not be deployed to the location of the emergency.

- (iii) During planning for the response, appropriate regional radiation control personnel should be ready to deploy with available instruments and equipment. Regional personnel closest to the emergency will be directed to report to the Incident Commander (Chief of Field Operations), local jurisdiction's Emergency Operations Center, and the Incident Command Post. Initial responsibilities will include providing technical assistance to local government and first responders and to provide information to DSHS Radiation Control personnel in Austin.

E. Response Planning.

1. The Emergency Operations Coordinator should contact and schedule a meeting as soon as possible with the following personnel:
  - Emergency Planners;
  - Radiation Program Officer;
  - Incident Commander (Chief of Field Operations)
  - Inspection Unit Manager;
  - Radiation Branch Manager; and
  - Environmental Monitoring Group Manager.
2. Although initial planning will start with phone communications with the above personnel, it is essential that a meeting take place to discuss the state response to an emergency. Attachment 5, Emergency Planning Brief form, should be used to plan actions for the RCP response.

F. Transportation and Travel.

1. Time from notification of event to response of the first shift of the Emergency Response Team is primarily a function of distance to the incident or accident site. The following times are advertised for specific locations:
  - (a) CPSES: 4-5 hours
  - (b) STPSES: 4-5 hours
  - (c) Pantex Plant: 10-12 hours
2. Transportation Modes
  - (a) State Vehicles
    - (i) DSHS Division for Regulatory Services and Division for Prevention and Preparedness have a number of vehicles available at the Exchange Building.

- (ii) The State Operations Center (SOC) can be contacted to request support for transportation. The lead agency in the state to provide vehicles and transportation is the Texas Building and Procurement Commission.
- (iii) The Texas Department of Public Safety (DPS) and Texas Parks and Wildlife Department can provide additional resources and transportation. Since local personnel are familiar with the area of the incident or emergency, they are a significant asset and resource to support DSHS.
- (iv) In some cases, rental vehicles will be required for team members and field team deployment. DSHS Travel can reserve vehicles for the Emergency Response Team.

(b) Personal Owned Vehicle (POV)

POVs can be used to transport personnel. The vehicles should not be used to conduct operations that may result in contamination of vehicles.

(c) Air Transportation

- (i) The Texas Department of Transportation (TxDOT) Aviation Division Flight Services can provide air transportation to anywhere in the State of Texas with a flight time of two hours or less.
- (ii) If the Incident Commander (Chief of Field Operations) decides to send an advance team for emergency response by air, TxDOT Aviation Flight Services should be contacted at (512) 936-8900. Pilots are on standby during normal working hours and can be ready to fly within 30 minutes. After hours, a pilot and plane can be ready to deploy within two hours.
- (iii) TxDOT Aviation Flight Services has four Beechcraft King Air 200 planes that are capable of carrying 8-11 personnel each. Field Team equipment would reduce the number of personnel transported to eight total.
- (iv) Flight Services is located at 10335 Golf Course Road, Austin, TX 78719, off of State Highway 71, east of the Austin Bergstrom International Airport.

## G. Equipment.

1. The Logistics Chief (Staging Area Coordinator) and an emergency planner should coordinate the loading of response equipment in the ERV. Some of the equipment may be deployed with an advance team if an aircraft is used to transport personnel to the emergency location. A majority of the required equipment is located in Room N105 in the Exchange Building.
2. The Emergency Response Team Equipment and Supplies Checklist, Attachment 2, should be used to verify that all equipment is loaded for response. Normally, all equipment can be loaded in 30 minutes for deployment.

## H. Documentation

1. Recall Database In order to ensure that DSHS has the capability to recall personnel assigned to the RCP Emergency Response Team, the emergency planners will maintain a database of all available phone numbers to contact personnel 24 hours a day. The recall database is updated quarterly and maintained by emergency planners.
2. DSHS Radiological Emergency Response Call List The Response Call List contains home and cell phone numbers for Inspection Unit, Community Preparedness, and other designated personnel and agencies that can be contacted for incidents, complaints, and emergencies. The list has contact numbers for regional offices and personnel. Additionally, the list has phone numbers for state and federal agencies that need to be contacted in an emergency. The list is updated quarterly by the administrative assistant for the Environmental Group in the Inspection Unit.
3. Texas Public Health Information Network (TXPHIN) Database The TXPHIN database contains a primary phone number and email address for each member of the RCP Emergency Response Team. The database should be updated quarterly by the administrative assistant for the Environmental Group in the Inspection Unit. An emergency planner will conduct a quarterly test of the system to verify the ability to contact and alert Emergency Response Team personnel.
4. Emergency/Drill Phone Call Procedure (Attachment 1) The procedure is used to provide instructions for the call center in the Exchange Building. The procedure provides names and phone numbers of personnel in a specified order to contact for an incident, complaint, or emergency. The procedure is updated quarterly by the emergency planners. The document is distributed to the call center and to all alternate personnel in the Exchange Building who answers calls.

## DSHS INSPECTION UNIT – RADIATION BRANCH

**EMERGENCY/DRILL PHONE CALL PROCEDURE**

- All calls must be transferred to live person in the Radiation Branch.
- Always stay on the line until you reach someone.
- Never let the calls go to voice mail.

**Refer to the table for routing all incoming emergency or drill calls. Start with the first person on the list and keep calling until you reach someone that can take the incoming call.**

COMANCHE PEAK CALLS		SOUTH TEXAS PROJECT CALLS	
Name	Number	Name	Number
1. First/Last Name	xxxx	1. First/Last Name	xxxx
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
PANTEX CALLS		ALL OTHER INCIDENT AND EMERGENCY CALLS	
Name	Number	Name	Number
1. First/Last Name	xxxx	1. First/Last Name	xxxx
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	

-In the event that N110, the Accident Assessment Room, is being used for an emergency or drill, route the emergency or drill related calls to 2045 or 2098.

-All emergency or drill documents should be faxed to (512) 832-9715 in room N354 (moved to N110 when Accident Assessment Team is manned).

**In the event you are not able to contact someone using the above numbers, attempt to contact the appropriate person using the following cell phone numbers:**

Name	Cell Phone Number	Name	Cell Phone Number
First/Last Name	(XXX) XXX-XXXX		

### **EMERGENCY RESPONSE TEAM EQUIPMENT AND SUPPLIES**

This equipment list does not include a detailed inventory of each box. Each box is inventoried in applicable procedures.

- 12 - Ludlum Model 14-C or Eberline E600 portable survey meter or equivalent with batteries
- 12 - Ludlum Model 44-6 Thin Wall Gamma or Eberline SHP-270 probe or equivalent
- 12 - Ludlum Model 44-9 or Eberline SHP-360 Pancake probe or equivalent
- 12 - Ludlum Model 44-2 High Energy Gamma Scintillation or Eberline SSPA-8 probe (1" x 1")
- 6 - RADeCO/SAIC air sampler and 2 sample heads (filter holder)
- 4 - Power inverters
- 20 - Mini Radiacs
- 160 - Self Reading Pocket Dosimeters
- 8 - GPS Units
- 4 - Laptops
- 2 - Diesel Generators
- 1 - Radio Box (includes 12 mobile radios/cables/speakers/handsets/antennas)
- 4 - Field Team Boxes
- 2 - Contamination Control Box
- 1 - Emergency Planner Box
- 2 - Staging Area Box
- 2 - Extra Supplies Box
- 2 - Administrative Emergency Operations Facility (EOF) Briefcases with supplies
- 2 - Projectors
- 1 - Contamination Control Instrument Kits
- 40 - Batteries (AAA, AA, C, D)
- 1 - Joint Information Center (JIC) Printer
- 1 - Staging Area Fax Machine
- 1 - 30 gallon cooler
- 6 - Collapsible Cooler
- 1 - Staging Area Forms Box
- 2 - SAMS units
- 2 - Thermo Electron Interceptor units



















