



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

OFFICE OF THE
INSPECTOR GENERAL

December 18, 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: DIRECTOR, OFFICE OF ADMINISTRATION,
MEMORANDUM DATED NOVEMBER 27, 2009

Attached is the Office of the Inspector General's analysis and status of recommendations as discussed in the agency's response dated November 27, 2009. Based on this response, recommendations 2, 10, 11, and 12 are resolved and recommendations 1, 3, 4, 5, 7, and 8 are closed. Recommendations 6 and 9 were previously closed. Please provide an updated status of the resolved recommendations by July 30, 2010.

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: N. Mamish, OEDO
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Audit Report

AUDIT OF NRC'S OCCUPANT EMERGENCY PROGRAM

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Status of Recommendations

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

Agency Response Dated
November 27, 2009:

The Office of Administration (ADM) and Office of Human Resources (HR) conducted training for staff with emergency response duties at all Nuclear Regulatory Commission (NRC) headquarters buildings in the calendar year 2009 on the following dates:

White Flint Complex Buildings – May 11, 2009;
Bethesda Gateway Building – May 19, 2009;
Executive Boulevard Building – October 27, 2009;
Twinbrook Metro Plaza Building – March 4, 2009, and
April 7, 2009; and
Church Street Building – February 5, 2009, and May 18, 2009.

Training will be conducted on an annual basis for floor and stairwell monitors at all headquarters buildings. ADM considers this recommendation closed.

OIG Analysis: OIG reviewed the training schedule and determined that annual training was completed. This recommendation is therefore considered closed.

Status: Closed.

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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
November 27, 2009:

ADM has worked with HR, other appropriate offices, regions, the Las Vegas Hearing Facility, and the Technical Training Center (TTC) in the planning and conducting of a variety of emergency preparedness exercises, including assembly and accountability (A&A) drills.

Full-scale emergency evacuation drills, including A&A, were conducted at all headquarters buildings in calendar year 2009 on the following dates:

White Flint Complex Buildings (i.e., OWFN and TWFN) – May 20, 2009;
Bethesda Gateway Building – November 4, 2009;
Executive Boulevard Building – November 24, 2009;
Twinbrook Metro Plaza Building – October 29, 2009; and
Church Street Building – June 4, 2009.

Full-scale emergency evacuation drills, including A&A, were conducted in Region III, Region IV, and the Las Vegas Hearing Facility in calendar year 2009 on the following dates:

Region III – June 11, 2009, and June 30, 2009;
Region IV – March 10, 2009; and
Las Vegas Hearing Facility – August 12, 2009.

Region I and the TTC have planned emergency evacuation drills, including A&A, which will be conducted by December 30, 2009. While Region II participated in emergency evacuations drills this calendar year under the leadership of the General Services Administration and the Federal Protective Service, the drills did not include the A&A of staff since there are over 10,000 people in the Federal building. Region II will conduct full-scale drills, including A&A, when it is relocated to a new building in February 2010.

Targeted Completion Date: March 1, 2010.

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Status of Recommendations

Recommendation 2 continued:

OIG Analysis: The proposed corrective action addresses the intent of this recommendation. This recommendation will be closed when OIG receives verification that the full-scale evacuation drills have been completed.

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
November 27, 2009:

ADM and HR provided headquarters staff training, briefings, and network announcements to highlight key points of the OEPs in calendar year 2009. The following network announcements were sent to staff:

NRC Announcement No.032 – Security/Safety: Personal Evacuation Kits – March 26, 2009;

NRC Announcement No.045 – Emergency Evacuation and Assembly and Accountability Exercise (pre-drill) – May 5, 2009;

NRC Announcement No.052 – Emergency Evacuation and Assembly and Accountability Exercise (pre-drill) – May 18, 2009;

Facilities Bulletin: Safety and Security – Emergency Evacuation Drill Concluded – May 20, 2009;

NRC Announcement No.059 – Emergency Evacuation and Assembly and Accountability Exercise at the White Flint Complex (post-drill update) – May 28, 2009; and

NRC Announcement No.107 – Security/Safety: Personal Evacuation Kits – October 21, 2009.

ADM also provided specific training for designated officials, occupant emergency coordinators, emergency response team members, and managers, at all headquarters buildings in calendar year 2009 on the following dates:

White Flint Complex Buildings (i.e., OWFN and TWFN) – January 6, 2009, February 11, 2009, February 13, 2009, and April 16, 2009;

Bethesda Gateway Building – May 19, 2009;

Executive Boulevard Building – October 27, 2009;

Twinbrook Metro Plaza Building – March 4, 2009 and April 7, 2009; and

Church Street Building – January 14, 2009, and April 14, 2009.

ADM considers this recommendation closed.

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Status of Recommendations

Recommendation 3 continued:

OIG Analysis: OIG reviewed the network announcements and determined that they provided employees with guidance on OEPs and emergency procedures. This recommendation is therefore closed.

Status: Closed.

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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
November 27, 2009: HR and ADM developed a Memorandum of Understanding (MOU) that outlines procedures used to ensure that AEDs are routinely maintained and checked for operability. A copy of the MOU (ML093230333) is enclosed. ADM considers this recommendation closed.

OIG Analysis: OIG reviewed the MOU and determined that it identified roles and responsibilities to ensure that AEDs are routinely maintained and checked for operability. This recommendation is therefore closed.

Status: Closed.

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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
November 27, 2009:

HR, ADM, and the Office of Information Services (OIS) developed and posted emergency contact information signs in the vicinity of AEDs at all headquarters buildings. The signage informs occupants that all security guards are trained in first aid, cardiopulmonary resuscitation (CPR), and the use of AEDs. HR also developed a placard for the workstations of individuals who are CPR certified and posted the placards on the appropriate workstations. A telephone is in the vicinity of each AED device. ADM considers this recommendation closed.

OIG Analysis:

OIG determined that the contact information and telephones were placed as needed. 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
November 27, 2009: ADM prepared appropriate wording relative to the AED program and incorporated it in the headquarters OEPs. The OEPs can be found on the internal NRC website by clicking on Security, then clicking on the links to the OEPs which are listed under Emergencies. ADM considers this recommendation closed.

OIG Analysis: OIG reviewed the OEP to verify if the information on the AED program was incorporated and determined that it was included. This recommendation is therefore closed.

Status: Closed.

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Status of Recommendations

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

Agency Response Dated
November 27, 2009:

ADM developed internal written procedures for the consistent issuance of PEKs. NRC Announcement numbers 032 and 107, both titled, Security/Safety: Personal Evacuation Kits, were sent to staff March 26, 2009, and October 21, 2009, respectively. ADM plans to issue an NRC announcement on PEKs every 6 months. The next scheduled announcement is April 1, 2010. ADM considers this recommendation closed.

OIG Analysis:

OIG reviewed the procedures and NRC announcements and determined that the procedures and announcements ensure that the PEKs will be consistently issued. This recommendation is therefore closed.

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
November 27, 2009:

ADM consulted with representatives from the GSA, Public Building Services (PBS), Division of Safety and Environmental Issues (DSEI) and concluded that the maps are consistent with applicable government standards. To further enhance evacuation maps at NRC buildings, ADM plans to award a contract to a qualified firm to identify industry best practices and advise the Division of Facilities and Security on how they might be useful as evacuation tools. ADM will implement the applicable contractor's recommendations by June 30, 2010.

Targeted Completion Date: June 30, 2010.

OIG Analysis: The proposed corrective action addresses the intent of this recommendation. This recommendation will be closed when OIG verifies that the contractor provided best practices for evacuation maps.

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
November 27, 2009:

As previously stated in the response to Recommendation 10, ADM consulted with the GSA and concluded that the placement of the maps is consistent with government standards. ADM will contract with an independent contractor to conduct an assessment of the design and location of emergency exit maps on every floor of the White Flint complex and will implement the applicable recommendations identified in the assessment by June 30, 2010.

Targeted Completion Date: June 30, 2010.

OIG Analysis:

The proposed corrective action addresses the intent of this recommendation. This recommendation will be closed when OIG verifies that contractor assessed the design and location of the emergency maps.

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
November 27, 2009:

Due to higher priority work, this recommendation was not implemented by November 6, 2009, as planned. The revised date for completion is February 26, 2010.

Targeted Completion Date: February 26, 2010.

OIG Analysis:

The proposed 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.