

WP 12-ER3002

Revision 19

Emergency Operations Center Activation

Management Control Procedure

EFFECTIVE DATE: 12/28/10

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APPROVED FOR USE

TABLE OF CONTENTS

CHANGE HISTORY PAGE 2

INTRODUCTION 3

REFERENCES 4

PERFORMANCE 4

1.0 ACTIVATION OF THE EOC/JIC DURING NORMAL HOURS 4

2.0 ACTIVATION OF THE EOC/JIC DURING OFF-SHIFT HOURS 5

3.0 OPERATION OF THE EOC 6

4.0 DEACTIVATION OF THE EOC/JIC 8

CHANGE HISTORY PAGE

Revision No.	Date Issued	Description of Changes
18	10/13/10	Editorial revision to remove (1) the reference to Attachment F of the HWFP, and (2) EA examples from procedure.
19	12/28/10	Added section to deactivate the EOC/JIC, and clarification/editorial changes throughout the procedure.

INTRODUCTION ^{1,2}

The purpose of this procedure is to provide instructions for activating and operating the Waste Isolation Pilot Plant (WIPP) Emergency Operations Center (EOC) and the Joint Information Center (JIC) in the event of an emergency. The EOC/JIC shall be activated by the Facility Shift Manager (FSM) in the event of an operational emergency. The FSM may activate the EOC/JIC in any emergency when deemed necessary.

The Facility Shift Manager (FSM) is the Resource Conservation and Recovery Act (RCRA) Emergency Coordinator for the WIPP facility. The FSM will act as the Emergency Director and Initial Incident Commander (IC). The FSM will assume his position (post) in the Central Monitoring Room (CMR) (during an emergency designated as the Technical Support Center/Command Post).

The EOC/JIC are support teams to assist the FSM when requested. The EOC/JIC does not direct field activity unless directed by the FSM.

The following positions are required to be filled for the EOC to activate:

- Crisis Manager (CM) or Deputy Crisis Manager (DCM)
- Safety Representative
- Operations Representative

The EOC is fully staffed when the CM, the DCM, the Operations Representative, the Safety Representative, and the EOC Coordinator are present.

The JIC requirements are contained in WP 11-EA3000.

Personnel who are on-call are required to keep at least one of the following means of communication available 24 hours per day: pager, cell phone, or home phone. The EOC and/or the JIC are activated using the site automated notification system. When notification of activation is received, on-call personnel will report to the EOC or the JIC.

Performance of this procedure generates the following records, which are maintained by Emergency Management in accordance with the Emergency Management Records Inventory and Disposition Schedule.

- Crisis Manager Checklist (EA12ER3002-1-0)
- Safety Representative Checklist (EA12ER3002-2-0)

REFERENCES

BASELINE DOCUMENTS

- DOE Order 151.1C, *Comprehensive Emergency Management System*
- DOE G 151.1.4, *Response Elements - Emergency Management Guide*
- Hazardous Waste Facility Permit, Waste Isolation Pilot Plant, Permit NM4890139088-TSDF, RCRA Contingency Plan, issued by the New Mexico Environment Department
- WP 12-9, WIPP Emergency Management Program

REFERENCED DOCUMENTS

- Title 30 *Code of Federal Regulations* (CFR) §50.2, "Definitions"
- WP 04-AD3025, State Mine Accident Emergency Operations Center Notification Plan
- WP 11-EA3000, Joint Information Center Operations
- WP 12-ER3903, Termination, Reentry, and Recovery
- WP 12-ER3906, Categorization and Classification of Operational Emergencies
- WP 12-ES3918, Reporting Occurrences in Accordance with DOE Order 231.1A

PERFORMANCE

1.0 ACTIVATION OF THE EOC/JIC DURING NORMAL HOURS

- 1.1 FSM, instruct the Central Monitoring Room Operator (CMRO) to activate the EOC/JIC.
- 1.2 CMRO, using the Public Address (PA) system, announce "Activate the EOC."
- 1.3 CMRO, activate the EOC/JIC using the telephone pager system as follows:
 - 1.3.1 Dial 8850.
 - 1.3.2 Use pager 422, followed by 111 when prompted.

- 1.4 EOC personnel, report to the site EOC, which is located in Building 452, if not directed to another location. JIC personnel report to Rooms T-111 and T-112 in the SWB.
- 1.5 CM, contact the FSM for briefing.
- 1.6 FSM, brief the CM on the event and delegate functions to be completed by the EOC/JIC staff.

2.0 ACTIVATION OF THE EOC/JIC DURING OFF-SHIFT HOURS

NOTE

User will be able to activate only those scenarios for which they have been given access by the Communicator Administrator.

- 2.1 CMRO, if activation is after hours, complete the following actions:
 - 2.1.1 Using the automated notification system, activate the EOC/JIC as follows:
 - [A] Dial 8616.
 - [B] At the prompt, enter your User ID number followed by #.
 - [C] At the prompt, enter your Security PIN (same as User ID) followed by #.
 - [D] Follow the prompts given to start a scenario:
 1. Enter scenario number followed by #.
 2. Enter scenario PIN (same as scenario number) followed by #.
 3. Follow instructions to change recorded message:
 - (a) Press 1 to hear the current message, **OR**
 - (b) Press 2 to re-record a message, **AND**
 - (c) Press 3 to activate the scenario.
 - (d) Press # to return to the main menu.

NOTE

When the scenario activation is complete and the Communicator prompts again to start a scenario, the user may hang up or wait for additional instructions.

2.1.2 **IF** notification cannot be completed using the automated notification system,
THEN GO TO Step 1.3 to activate the EOC/JIC, **AND RETURN TO** Step 2.1.3.

2.1.3 **IF** the notification cannot be completed using the automated notification system or the site paging system,
THEN FSM or designee, call the personnel on call for the five positions:

- CM
- DCM
- EOC Coordinator
- Safety Representative
- Operations Representative

2.2 EOC personnel, report to the Skeen Whitlock Building Alternate Emergency Operations Center) (AEOC), if not directed to another location.

2.3 CM, upon arrival to the Skeen Whitlock Building AEOC, contact the FSM for briefing.

2.4 FSM, brief the CM on the event and delegate functions to be completed by the EOC/JIC staff.

3.0 OPERATION OF THE EOC

NOTE

Steps 3.1 through 3.6 may be performed concurrently.

3.1 CM, perform the following:

3.1.1 Declare the EOC activated when required personnel are present.

3.1.2 Complete Crisis Manager Checklist.

3.1.3 Assist the FSM as requested.

3.2 Operations Representative, establish open line with the CMR using Extension 8219 to relay information between the CM and the FSM.

3.3 DCM, assist the CM as directed.

- 3.4 Safety Representative, perform the following:
- 3.4.1 Complete Safety Representative Checklist.
- 3.4.2 Complete/update:
- [A] WP 12-ER3906, Attachment 1, Initial Notification Information for Operational Emergencies
- [B] WP 12-ER3906, Attachment 2, Follow-Up Notification Information for Operational Emergencies, within the time frame according to WP 12-ER3906 and
- [C] Provide a copy to the EOC Coordinator.
- 3.5 EOC Public Affairs Representative, if available, maintain communications with the JIC.

NOTE

Final approval of all news releases is given by the U.S. Department of Energy (DOE) Carlsbad Field Office (CBFO) Public Information Officer.

- 3.6 EOC Coordinator, perform the following actions during the activation:
- 3.6.1 Turn on required equipment.
- 3.6.2 Provide blank checklists to the CM, DCM, and Safety Representative.
- 3.6.3 When Attachments 1 and 2 of WP 12-ER3906 are completed, fax to the JIC.
- 3.6.4 Coordinate technical review and approval of the news release with the Public Affairs Representative, Safety Representative, CM, and the CBFO Facility Representative.
- 3.6.5 Instruct Data Recorder to print the EOC data report periodically.
- 3.6.6 Provide copies of the EOC data report to the following personnel periodically:
- Crisis Management Team (CMT)
 - Security Representative
 - Consequence Assessment Personnel
- 3.6.7 Ensure that unauthorized personnel do not enter the EOC during activation.

3.6.8 Provide support to the CMT as requested.

3.6.9 Obtain all completed attachments and place in record file.

4.0 DEACTIVATION OF THE EOC/JIC

4.1 FSM, review the criteria for termination from an emergency event in accordance with WP 12-ER2903.

4.2 FSM, brief the CM and obtain concurrence to terminate the event.

4.3 FSM, upon termination, deactivate EOC/JIC personnel when all action items are complete.

4.4 FSM, CM, and JIC Manager, perform a hotwash of the emergency response and identify lessons learned and improvement items.