

# WP 04-AD3004

Revision 4

## Inclement Weather Response

Management Control Procedure

EFFECTIVE DATE: 10/20/10

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APPROVED FOR USE

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**CHANGE HISTORY SUMMARY**

<b>REVISION NUMBER</b>	<b>DATE ISSUED</b>	<b>DESCRIPTION OF CHANGES</b>
4	10/19/10	<p>Global change for all notifications to be 4:00 a.m. throughout procedure.</p> <p>Added Step 1.3.1 to assess road and weather conditions.</p> <p>Added Section 1.5 for inclement facility conditions.</p> <p>On Attachment 1, added contact information for the maintenance contractor for Carlsbad town facility.</p>

## INTRODUCTION

This procedure provides the steps necessary for assessing the local weather conditions and determining whether it is prudent to secure selected activities and to delay shift start times at the Waste Isolation Pilot Plant (WIPP) site and/or Skeen-Whitlock Building.

Records produced by performance of this procedure are contained in the Central Monitoring Room (CMR) Log.

## REFERENCES

### BASELINE DOCUMENTS

- 04-CO, Conduct of Operations

## PERFORMANCE

### 1.0 INCLEMENT WEATHER CONDITION RESPONSE ACTIONS

1.1 Facility Shift Manager (FSM), use the following guidelines when making an assessment of local weather conditions and determining the delay of shift start times at the WIPP site or Skeen-Whitlock Building:

- Upon receipt of a tornado warning from the National Weather Service or by local report
- If winds in excess of sixty (60) miles per hour (mph) are present at the WIPP site as indicated in the CMR
- If informed of road closure by local law enforcement agency
- During snow/ice storms:
  - Upon receipt of report from local law enforcement agency of extremely icy or snow packed road conditions
  - Greater than two inches of snow accumulation and snowing heavily
  - Heavy glaze of ice on road surfaces

1.2 If there is a potential need to delay the start of the normal shift, FSM, inform the Crisis Manager or designee.

- 1.3 Crisis Manager, perform the following:
- 1.3.1 Assess road and weather conditions between Carlsbad, Hobbs, and the WIPP site.
  - 1.3.2 If agreeing with FSM's determination, obtain concurrence from the U.S. Department of Energy (DOE) Carlsbad Field Office (CBFO) Safety and Site Operations Director or designee.
  - 1.3.3 Once the proper concurrence has been obtained, inform the FSM of the decision to delay start times.

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**NOTE**

At the discretion of the FSM, depending on weather and road conditions, facility operations and security shift personnel will be allowed to proceed to the site to relieve the watch.

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- 1.4 FSM, once concurrence to delay start times has been obtained, perform the following:
- 1.4.1 Contact the Repository Development Manager or designee prior to 4:00 a.m.

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**NOTE**

Contact with the regional radio and television stations should be made by 4:00 a.m. for broadcast by 6:00 - 6:15 a.m. All WIPP employees are responsible for tuning into their local radio and/or television station, or calling 234-8080 or 234-7070, to receive information concerning delays during periods of inclement weather. Contact with the contracted bus line must be made before 4:00 a.m.

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- 1.4.2 Use Attachment 1, Inclement Weather Call Out List, to inform the regional radio and television stations and the contracted bus line of the decision to delay.

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**NOTE**

The CMR and the hardened area in the Guard and Security Building shall remain manned to monitor facility status and initiate alarm/emergency response. These actions are necessary because the WIPP site ambulance may be unable to transfer personnel to town in the case of emergency.

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- 1.4.3 In the event of delayed starting times, **OR** if the shift is secured, enforce a stand down of normal activities for all personnel at the WIPP site and/or Skeen-Whitlock Building.

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**NOTE**

Notification of a delayed start time or closure due to inclement weather shall be made prior to 4:00 a.m. for the WIPP site and prior to 4:00 a.m. for the Skeen-Whitlock Building.

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1.4.4 Use Attachment 2, Instructions for Inclement Weather Voice Mail Announcement, to notify personnel of a delayed start time or closure.

1.5 FSM, perform the following for inclement facility conditions:

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**NOTE**

If assistance is required, maintenance personnel should be contacted.

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1.5.1 Initiate actions to ensure pedestrian pathways are clear of snow/ice. This may include spreading salt and/or scraping pathways.

1.5.2 Contact the maintenance contractor for Carlsbad town facilities (i.e., Skeen-Whitlock Building, etc.) to initiate actions to ensure pedestrian pathways are clear of snow/ice. This may include spreading salt and/or scraping pathways.

Attachment 1 - Inclement Weather Call Out List

<b>Inclement Weather Call Out List</b>	
KOAT-TV Albuquerque, NM (505) 884-6324 (505) 884-6354 (Fax)	KBIM-FM Roswell, NM (575) 623-9100 (575) 623-4775 (Fax)
KOB-TV Albuquerque, NM (505) 764-2453 (505) 764-2456 (Fax)	KATK-FM and KAMQ-AM Carlsbad, NM (575) 885-2151 (575) 887-5691 (Fax)
KRQE-TV Albuquerque, NM (505) 243-2285 (505) 764-5260 (Fax)	KCDY-FM Carlsbad, NM (575) 887-7563 (575) 887-7000 (Fax)
New Mexico Transportation Carlsbad, NM (575) 885-8848	KCCC-AM Carlsbad, NM (575) 887-5521 (575) 885-5481 (Fax)
Eddy County Road Office (575) 885-4835 (Road Clearance) 8:00 a.m. to 5:00 p.m. or (575) 887-9511 (Admin Office)	KSVP-AM Artesia, NM (575) 746-2751 (575) 748-3748 (Fax)
Eddy County Sheriff (575) 887-7551	KZOR-FM Hobbs, NM (575) 397-4969 (575) 393-4310 (Fax)
Carlsbad Police Depa/rtment (575) 885-2111	KPER-AM Hobbs, NM (575) 393-1551 (575) 397-6088 (Fax)
Cowperwood (maintenance contractor for Carlsbad town facilities) (575) 234-1217	

Attachment 2 - Instructions for Inclement Weather Voice Mail Announcement

Note: An additional phone line has been made available for employees to call for inclement weather information. Personnel updating inclement weather messages shall update both Voice Mail announcements with the same message.

Dial 8081  
Enter the application number 1007#  
Enter the password 08080#

**OR** press 5 to re-record message such as:

For Wednesday, January 2, 2008, work has been delayed at the WIPP site until 10:00 a.m. due to inclement weather. Work has been delayed until 8:00 a.m. for the Skeen-Whitlock Building.

**OR**

For Wednesday, January 2, 2008, work has been cancelled at the WIPP site and the Skeen-Whitlock Building due to inclement weather.

Press # key when complete and hang up.

Dial 8081  
Enter the application number 1008# for Skeen-Whitlock Building  
Enter the password 08080#

**OR** press 5 to re-record message such as:

For Wednesday, January 2, 2008, work has been delayed at the WIPP site until 10:00 a.m. due to inclement weather. Work has been delayed until 8:00 a.m. for the Skeen-Whitlock Building.

**OR**

For Wednesday, January 2, 2008, work has been cancelled at the WIPP site and the Skeen-Whitlock Building due to inclement weather.

Press # key when complete and hang up.