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Emergency Management	Emergency Plan Implementing Procedures	For Additional Info: http://EDMS	Effective Date: 12/12/12
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Manual: 16E – Emergency Management – Emergency Plan
Implementing Procedures

USE TYPE 3

Change Number: 338000

*The current revision can be verified on EDMS.

1. PURPOSE AND SCOPE

This procedure provides instructions for disseminating information to key stakeholders, the media, and the general public for an emergency event at the Fort St. Vrain (FSV) Independent Spent Fuel Storage Installation (ISFSI).

The process for disseminating emergency public information provides timely, accurate, and relevant information to personnel and the public who may be affected by an emergency.

A memorandum of understanding (MOU) with the Department of Energy (DOE) Golden Field Office in Colorado establishes that they support public information and media briefings occurring at FSV ISFSI.

2. INITIATING CONDITION

An emergency event occurs or is occurring at FSV ISFSI that requires disseminating emergency information to the public.

3. RESPONSIBILITIES

- 3.1 FSV Emergency Coordinator (EC): The FSV EC is responsible for providing data for news and media releases, reviewing news releases and providing concurrence, and overseeing media support activities at the FSV ISFSI.
- 3.2 FSV Security: FSV Security is responsible for controlling access at FSV ISFSI.
- 3.3 Idaho Cleanup Project (ICP) Senior Management Advisor (SMA): The SMA is responsible for monitoring public information concerning events at FSV ISFSI and ensuring news releases are accurate, reviewed for proprietary material, and are approved by CWI for review/approval by the DOE-ID Management Duty Officer (MDO) as needed; dissemination of approved news releases is performed by the INL Public Information Director (PID). CWI Communications will provide support in an advisory role as requested by the SMA.
- 3.4 Fort St. Vrain Advisor (FSVA): The FSVA is responsible for assisting in the development and dissemination of public information releases in coordination with public information personnel, including the SMA, DOE Golden Field Office, and CWI Communications staff as appropriate.

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- 3.5 DOE Golden Field Office in Colorado: The DOE Golden Field Office in Colorado is responsible for assisting in the development and dissemination of public information releases in coordination with public information personnel, including the FSVA, CWI Communications staff as appropriate, North Colorado Medical Center (NCMC) public information staff as appropriate, other offsite emergency support organizations as appropriate, and SMA.

4. INSTRUCTIONS**4.1 Activating Emergency Public Information Process**

- 4.1.1 FSV EC: Notify WCC of emergency condition and request activation of Key Staffing of the INTEC ECC and INL EOC.
- 4.1.2 FSV EC: Request dispatch of DOE Golden Field Office Public Information representative to FSV ISFSI if needed.
- 4.1.3 SMA: Coordinate with the DOE Golden Field Office Public Information staff, FSVA, PID, and CWI Communications staff as appropriate, to develop and approve news releases; approved news releases are disseminated by the PID.
- 4.1.4 FSV Security: Secure all FSV ISFSI site access points from unauthorized access by the media.

4.2 Developing and Disseminating News Releases

- 4.2.1 DOE Golden Field Office in Colorado: Perform the following:
- 4.2.1.1 Ensure news releases include the appropriate telephone number for Colorado public inquiries.
- 4.2.1.2 Ensure personnel monitor the appropriate telephone line for Colorado public inquiries.
- 4.2.1.3 Ensure news releases refer to the appropriate Colorado agencies. (See Appendix A for a list of government agencies and LST-26, "INL Emergency Telephone Numbers," for telephone and fax numbers.)
- 4.2.1.4 Ensure FSVA reviews, SMA approves, and PID disseminates, news releases, with support from CWI Communications as needed.

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4.3 Coordinating and Conducting Media Briefings

NOTE: *The DOE Golden Field Office dispatches a public information representative upon activation in accordance with the established MOU.*

4.3.1 FSV EC: Ensure the public information representative conducts media briefings at least hourly or as conditions change.

4.3.2 FSV EC: Ensure the public information personnel, including the CWI Communications staff as appropriate, FSVA and SMA keep informed of current media/public interface at FSV ISFSI.

4.3.3 Ensure the public information personnel coordinate media with the NCMC public information staff as appropriate and other offsite emergency support organizations as appropriate (See LST 26, “INL Emergency Telephone Numbers,” for telephone number).

5. RECORDS

News releases

6. APPENDIXES

Appendix A, Fort St. Vrain Government Agencies and Media Contact List

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Appendix A

Fort St. Vrain Government Agencies and Media Contact List

Government Agency	Media
Colorado Governor's Office	
Senator Udall — Colorado	Denver Post
Senator Bennet — Colorado	Associated Press, Denver Bureau
Representative Gardner — Colorado	Reuters, Denver Bureau
Nuclear Regulatory Commission	Boulder Daily Camera
PA-1, Department of Energy Headquarters, D.C.	Greeley Tribune
Idaho Governor's Office	Fort Collins Coloradoan
Senator Risch — Idaho	Loveland Reporter Herald
Senator Crapo — Idaho	Longmont Times — Call
Representative Simpson — Idaho	
Roy Rudisill, Office of Emergency Management — Weld County, Colorado	KWGN — Channel 2
	KCNC — Channel 4
	KMGH — Channel 7
	KUSA — Channel 9
	KOA — AM
	KHOW — AM

NOTE: Telephone and fax numbers for government agency and media contacts are identified in LST-26, "INL Emergency Telephone Numbers."