

<p>OPERATIONAL EMERGENCY CATEGORIZATION/CLASSIFICATION AND PROTECTIVE ACTIONS FOR INTEC AREAS OF RESPONSIBILITY</p>	<p>Identifier: EPI-11 Revision*: 15 Page: 1 of 11</p>
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1. PURPOSE

This procedure provides guidance and defines related responsibilities for determining operational emergency (OE) categorization/classification and determining and/or implementing/initiating protective actions (PAs) based on predetermined emergency action levels (EALs) for events originating at or affecting the Idaho Nuclear Technology and Engineering Center (INTEC) areas of responsibility, which includes: the Three Mile Island Unit 2 Independent Spent Fuel Storage Installation (TMI-2 ISFSI), the Integrated Waste Treatment Unit (IWTU), the Idaho CERCLA Disposal Facility (ICDF), Test Area North (TAN), and ICP operated facilities at the Materials and Fuels Complex (MFC), and Idaho Clean Up Project (ICP) occupied portions of the Research and Education Complex (REC). This procedure also includes instructions and defines related responsibilities for initiating protective action recommendations (PARs) for other Idaho National Laboratory (INL) Site facility personnel affected by an event originating at the INTEC areas of responsibility, initiating PAs for field workers affected by an event originating at the INTEC areas of responsibility, and PARs to other INL facilities and offsite agencies for an event originating at the INTEC areas of responsibility. Emergency categorization/classification aids in the rapid communication of critical information and initiation of appropriate time-urgent response actions. Events are categorized as OEs with the least severe classification being an unclassified OE. OEs may be further classified as alerts, site area emergencies (SAE), or general emergencies (GE).

PAs are physical measures such as evacuation or sheltering taken to prevent potential health hazards resulting from the release of hazardous material to the environment from adversely affecting the INTEC area of responsibility employees. In addition, during a take shelter, the ventilation may need to be secured for the protection of personnel or property. PARs are recommendations provided by the Emergency Action Manager (EAM) to the INL and offsite agencies. A release of this nature could occur as a consequence of an accident, a security incident, or natural phenomenon.

Appendix A contains facility-specific EALs for the INTEC areas of responsibility. Appendix A also contains EALs for Unclassified Operational Emergencies and Discretionary EALs that pertain to all ICP owned facilities. Appendices B, and D contain an assessment of the sheltering suitability and HVAC control information for each building within the INTEC areas of responsibility.

2. INITIATING CONDITION

Conditions meet emergency action level (EAL) criteria or facility management is notified of an abnormal or hazardous condition that could result, or has resulted, in the release of hazardous material to the environment.

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3. RESPONSIBILITIES

- 3.1 **EAM:** The EAM is responsible for evaluating the situation and determining OE categorization/classification. The EAM is also responsible for determining and implementing/initiating PAs for personnel in affected INTEC areas of responsibility, personnel in other affected INL facilities, and affected field workers on the Site.
- 3.2 **Support Manager:** The support manager reports to the EAM and is responsible for recommending emergency categorization/classification and protective actions to the EAM.
- 3.3 **Planning Manager:** The planning manager gathers and analyzes data in relation to event consequences and operations. The planning manager also provides technical support to the EAM in determining categorization/classification and protective actions.
- 3.4 **Operations Manager:** The operations manager is responsible for gathering information from the incident command post and recommending emergency categorization/classification and protective actions to the EAM.

4. INSTRUCTIONS

4.1 Determine Initial Operational Emergency Categorization/Classification

NOTE: *Event must be Categorized as an Operational Emergency as promptly as possible, but no later than 15 minutes after event recognition/identification/discovery.*

- 4.1.1 **EAM:** Obtain the following information from the initial responder or person making the discovery:
- A. Type of incident (such as fire, explosion, release of hazardous material/waste, alarm activation)
 - B. Name, location, and telephone number of the person making the discovery
 - C. Location of the abnormal event or condition
 - D. Proximity of the event and of personnel to hazardous/radiological material
 - E. Personnel injuries and medical assistance required.
- 4.1.2 **Operations Manager:** Gather information from the event scene and report to the EAM.

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- 4.1.3 **Support Manager/Planning Manager:** Compare available data with EALs (Appendix A) and determine if initiating event/condition descriptors are met.
- 4.1.3.1 Recommend emergency Categorization/Classification including protective actions (PAs) as applicable, to the EAM.
- 4.1.4 **EAM:** If the current condition is described in the EALs (Appendix A), categorize the event as an operational emergency and, if necessary, further classify the event as Alert, SAE, or GE by declaring the appropriate EAL designator.
- 4.1.5 **EAM:** If the event or current condition is not identified in any of the facility EALs, and conditions warrant, categorize/classify the event in accordance with discretionary EALs.
- 4.1.5.1 Categorize the event as a discretionary unclassified OE if it is a major unplanned or abnormal event that meets all of the following criteria:
- Involves or affects DOE/NNSA facilities
 - Causes or has the potential to cause serious health, safety or environmental impacts
 - Requires resources from outside the immediate/affected area or local event scene to supplement initial response (i.e. more/different on-site response or off-site mutual aid groups)
 - Requires time-urgent notifications to initiate response activities at locations beyond the event scene (i.e. DOE/NNSA Headquarters, DOE/NNSA Field Offices, Tribal, State, and local response organizations, and/or, Federal authorities).
- 4.1.5.2 If there is an airborne release of radiological and/or hazardous material, further classify the event as discretionary Alert, SAE, or GE based on expected consequences.
- 4.1.6 **EAM:** If more than one EAL is applicable to a single event, declare the highest emergency classification with the most conservative protective action of the applicable EALs.

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- 4.1.7 **EAM:** If more than one event occurs simultaneously, declare all of the applicable EALs and implement the most conservative protective actions as necessary.
- 4.1.8 **EAM:** If the event does not meet the conditions of an OE notify facility management and request they categorize the event per MCP-190, “Event Investigation and Occurrence Reporting.”
- 4.1.9 **EAM:** If an operational emergency is declared, ensure PAs identified in the EAL are implemented as necessary.
- 4.1.9.1 Implement PAs for INTEC areas of responsibility personnel per Section 4.4.
- 4.1.9.2 Determine and initiate PARs for other INL facilities/offsite personnel, if applicable.
- 4.1.9.2.1 Direct the WCC to notify affected-facility EAMs of the applicable PAR.
- 4.1.9.2.2 Ensure WCC is notified of PARs per EPI-9.
- 4.1.9.3 Ensure PAs are initiated for field workers, if applicable.
- 4.1.9.3.1 If the CFA ECC is operational, direct the CFA EAM to notify field workers of the applicable PA.
- 4.1.9.3.2 If the CFA ECC is unavailable, direct the Fire Alarm Center to notify field workers of the applicable PA.
- 4.1.9.4 Assess the adequacy of PAs and implement broader PAs, as appropriate.
- 4.1.9.5 If directed by the INL medical director ensure Potassium Iodide (KI) is distributed.
- 4.1.10 **EAM:** If a discretionary EAL is declared, and the event involves a hazardous material release, refer to the current Department of Transportation Emergency Response Guidebook (ERG) and identify associated PAs.
- 4.1.10.1 If the incident is not adequately addressed in the EALs and is not adequately addressed in the ERG, then the initial assessment defaults to the best judgment of the ERO.

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Evacuation actions ordered for these incidents must be as follows:

4.1.10.1.1 Establish a minimum exclusion zone of 100 meters (328 feet) around the area.

4.1.10.1.2 Evacuate personnel to a location upwind of the incident.

4.2 Emergency Categorization/Classification of BEA owned INL Events

NOTE 1: BEA owned *INL events include Wildland fire and Security events.*

NOTE 2: *The ED in the Emergency Operations Center (EOC) has responsibility for emergency categorization/classification of BEA owned INL events per the EALs contained in EPI-16, "EOC Operational Emergency Categorization/Classification and Protective Actions."*

4.2.1 **EAM:** No action required unless the event conditions change to meet an ICP EAL.

4.2.1.1 If the event conditions change to meet an ICP EAL, refer to Section 4.1.4.

4.3 Change Emergency Categorization/Classification

4.3.1 **EAM:** Periodically reassess the initial emergency event categorization/classification. Upgrade the classification, if appropriate.

4.3.2 **EAM:** If the event no longer meets any EAL criteria and is stabilized, terminate the event per EPI-78, "Emergency Event Termination."

4.4 Implementing Protective Actions

4.4.1 MFC Evacuation

4.4.1.1 **INTEC EAM:** Determine the MFC areas to evacuate based on the event EAL or the determination to implement broader PAs, and communicate to the MFC D&D Facility Area Supervisor (FAS) and MFC EAM if activated.

4.4.1.2 **INTEC EAM:** Coordinate with the MFC D&D FAS and MFC EAM to ensure the evacuation is proceeding. MCP-2068, "MFC D&D Facility Requirements" may be consulted for specific actions to be taken.

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4.4.1.3 **EAM:** Ensure personnel accountability is completed for MFC D&D Workers.

4.4.2 **REC Evacuation**

4.4.2.1 **EAM:** Coordinate with the Incident Commander (Idaho Falls Fire Department/Police Department) through the Emergency Point of Contact (EPOC) or Facility Management to ensure adequate protective actions have been taken.

4.4.3 **INTEC Evacuation**

4.4.3.1 **EAM:** Determine the INTEC areas to evacuate based on the event EAL or the determination to implement broader PAs.

4.4.3.2 **EAM:** During normal working hours, ensure buses are requested to transport evacuees per EPI-19, "Request for Evacuation Buses and Evacuee Relocation" if necessary.

NOTE 1: *The Eastside facility emergency bus (old school bus) can be used for contaminated personnel.*

NOTE 2: *The Westside facility emergency bus (old school bus) can be used for evacuation of the ERO members.*

4.4.3.3 **EAM:** During off normal working hours, ensure staged evacuation buses are utilized to transport evacuees per EPI-21, "Emergency Bus Driver Operations".

4.4.3.4 When necessary, ensure separate transportation is available to transport contaminated personnel and adequate Radiological Control and/or Industrial Hygiene support is available to accompany/escort contaminated personnel.

4.4.3.5 **EAM:** Using the ECS and/or radios, notify personnel of the direction to evacuate, areas to avoid during evacuation, and where to assemble.

4.4.3.6 **EAM:** If necessary, contact the WCC and request that a notification be sent to the INTEC Area Warden Team directing personnel in the affected areas to evacuate.

4.4.3.7 **EAM:** During a total area evacuation, activate the evacuation alarm.

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- 4.4.3.8 **EAM**: Ensure personnel accountability is complete.
- 4.4.3.9 **EAM**: Ensure Security has established access control for all facilities/areas where PAs are in effect by setting up roadblocks to prevent personnel and the public from entering the applicable facilities/areas and any areas downwind from any expected hazardous plume.
- 4.4.3.10 **EAM**: If a phased evacuation is required, perform the following:
- 4.4.3.10.1 Determine the order in which to evacuate areas/buildings.
 - 4.4.3.10.2 If appropriate, initiate sheltering measures for affected areas per Section 4.4.6.
 - 4.4.3.10.3 Using the emergency communication system (ECS) and/or radios, notify personnel when to evacuate.
- 4.4.3.11 **EAM**: If necessary, ensure a relocation destination(s) is identified and activated per EPI-19, “Request for Evacuation Buses and Evacuee Relocation.”
- 4.4.3.11.1 **Ensure the relocation route(s) is determined.**
 - 4.4.3.11.2 Ensure provisions are made for personnel monitoring at the emergency relocation center as necessary.
 - 4.4.3.11.3 Notify the ED of evacuee relocation plans.
 - 4.4.3.11.4 Notify the WCC of the relocation destination(s).
 - 4.4.3.11.5 Ensure buses are loaded and released per EPI-19 and EPI-21.

NOTE 1: *For a radiological/non-radiological event, the take shelter PA should only be considered as a short-term PA. Provisions should be made to evacuate as soon as possible.*

NOTE 2: *A security take shelter PA can be used as a long-term PA depending on the security event.*

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4.4.4 MFC Take Shelter

4.4.4.1 **EAM:** Notify the MFC D&D FAS of the take shelter PA.

4.4.4.2 **EAM:** Coordinate with the MFC D&D FAS and MFC EAM to ensure Take Shelter actions are proceeding. MCP-2068 may be consulted for specific actions to be taken.

4.4.4.2.1 Determine what specific operations, activities, and equipment, if any, the facility should shut down.

4.4.4.2.2 Take into consideration the securing of heating ventilation and air conditioning (HVAC) during a release event. See Appendix D for panel/breaker/disconnect identification for securing ventilation for specific facilities.

4.4.4.2.2.1 Coordinate with the MFC D&D FAS and MFC EAM to have ventilation secured.

4.4.5 REC Take Shelter

4.4.5.1 **EAM:** Coordinate with the Incident Commander (Idaho Falls Fire Department/Police Department), through the EPOC or Facility Management, to ensure adequate protective actions have been taken.

4.4.6 INTEC Take Shelter

4.4.6.1 **EAM:** If INTEC personnel are placed in a Take Shelter and evacuation is not feasible, alternate buildings may be necessary depending on the scope of the event and weather conditions. Use Appendix B as a guideline for alternate building selection.

4.4.7 **EAM:** Notify INTEC personnel to take shelter.

4.4.7.1.1 If necessary, activate the take shelter alarm for the entire INTEC area.

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- 4.4.7.1.2 Using the ECS and/or radios, notify personnel of alternate habitable sheltering locations, if applicable.
- 4.4.7.1.2.1 Ensure facility personnel are notified of the reason for sheltering via the ECS and/or radios.
- 4.4.7.1.3 If necessary, contact the WCC and request that a notification be sent to the INTEC Area Warden Team directing personnel in the affected areas to take shelter.
- 4.4.7.2 **EAM:** Determine what specific operations, activities, and equipment, if any, the facility should shut down.
- 4.4.7.2.1 Take into consideration the securing of heating ventilation and air conditioning (HVAC) during a release event. See Appendix B for panel/breaker identification for securing ventilation for specific facilities.
- 4.4.7.2.2 Notify the facility manager (see drawing 623337) to have ventilation secured.
- 4.4.7.2.3 Ensure appropriate personnel receive direction to shut down applicable operations, activities, and equipment, if any.
- 4.4.7.3 **EAM:** Periodically assess the habitability of occupied buildings, including the ECC.
- 4.4.7.3.1 Determine whether to evacuate nonessential personnel based on the consequence assessment.
- 4.4.7.4 **EAM:** Ensure Security has established access control for all facilities/areas where PAs are in effect by setting up roadblocks to prevent personnel and the public from entering the applicable facilities/areas and any areas downwind from any expected hazardous plume.

5. RECORDS

None

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6. APPENDIXES

Appendix A, Emergency Action Levels

Appendix B, Sheltering Suitability and HVAC Control by Building (INTEC)

Appendix D, Sheltering Suitability and HVAC Control by Building (MFC Buildings)