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Emergency Management	Emergency Plan Implementing Procedures	For Additional Info: http://EDMS	Effective Date: 01/22/14
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Manual: 16E – Emergency Management – Emergency Plan
Implementing Procedures

USE TYPE 3

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*The current revision can be verified on EDMS.

1. PURPOSE AND SCOPE

Idaho National Laboratory (INL) buses are the primary means of transportation for personnel evacuated from INL and Idaho Cleanup Project (ICP) facilities.

This procedure provides instructions for requesting evacuation buses and releasing the buses from the affected facility. This procedure applies to ICP facilities that request evacuation buses from Central Facilities Area (CFA) Bus Operations.

The CFA Emergency Action Manager (EAM) is responsible for assuming control of the evacuation buses when they leave the affected facility. This includes determining and providing route information to the bus drivers, as well as determining the appropriate Emergency Relocation Center. The Emergency Director (ED) is responsible for assuming the CFA EAM's duties for request and control of evacuation buses in the event the CFA Emergency Control Center (ECC) is unavailable to provide support to affected ICP facilities.

2. INITIATING CONDITION

During normal working hours, the EAM of an ICP facility has ordered an evacuation of the facility and has determined that personnel need to be relocated.

3. RESPONSIBILITIES

NOTE 1: *The functions performed by the Emergency Response Organization (ERO) are defined as separate titles, but they may be performed by any ERO member with the appropriate training.*

3.1 **EAM:** The EAM is responsible for determining the need to evacuate the facility and relocate personnel. The EAM is responsible for authorizing the loading and release of the evacuation buses.

3.2 **Planning Manager/Planning Communicator:** The planning manager/planning communicator is responsible for requesting evacuation buses from CFA Bus Operations.

3.3 **Personnel Accountability Leader (PAL)/ Designated Area Warden Coordinator (DAWC)/Area Warden Coordinator (AWC)/Area Warden (AW):** The PAL/DAWC/AWC/AW are responsible for initiating the loading of

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evacuation buses, as authorized by the EAM, and are responsible for ensuring personnel are loaded on the evacuation buses.

3.4 **Bus Monitors:** The bus monitors are responsible for completing Form 150.16, “Evacuation Relocation Form,” and gathering relocation information from all personnel on the bus. Bus monitors pass the form around the bus prior to getting to the relocation area.

3.5 **ICP Radiation Control Technician (RCT):** RCTs are responsible for implementing radiation protection and contamination control measures, and provide support to injured personnel wherever they are transported.

4. INSTRUCTIONS

4.1 Determine Need for Relocation of Evacuated Personnel

4.1.1 **EAM:** Perform the following:

4.1.1.1 Determine which personnel will be required to evacuate and relocate.

4.1.1.2 Ensure technical support and other essential personnel are identified and staged in the ECC as necessary.

4.1.1.3 Ensure all nonessential facility personnel are evacuated and accounted for.

4.1.1.4 Ensure the CFA EAM is notified of need to relocate facility personnel.

4.1.1.5 If the potential for contamination exists, then inform the CFA EAM that monitoring is necessary.

4.1.1.6 **Determine the need for an additional bus for ERO relocation.**

4.2 Requesting Evacuation Buses

4.2.1 **Planning Manager/Planning Communicator:** Request that evacuation buses be sent to the facility.

4.2.1.1 If the CFA ECC is operational, request evacuation buses through the CFA Logistics Manager.

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4.2.1.2 If the CFA ECC is not available to provide support, request evacuation buses through the Warning Communications Center (WCC).

NOTE: *Appendix A contains a list of facilities and the number of buses required for evacuation of those facilities.*

4.2.1.3 Provide the following information when requesting evacuation buses:

- A. Position name
- B. Facility evacuation area to which buses should respond
- C. Reason for evacuation
- D. Number of buses needed
- E. Call back number of the requestor
- F. Safest route to the affected facility.

4.3 Loading Evacuation Buses

4.3.1 **PAL**: Inform the EAM when the evacuation buses arrive at the evacuation/assembly area(s).

4.3.2 **PAL**: Coordinate with the EAM to determine when evacuation buses should be loaded.

4.3.2.1 Obtain authorization to load the evacuation buses from the EAM.

4.3.3 **EAM**: Inform the PAL/DAWC/AWC/AW of decision to load buses.

NOTE: *A minimum of 65 personnel should be loaded on each bus during emergency conditions. Some buses may accommodate up to 75 personnel.*

4.3.4 **PAL/AWCs/AWs**: Instruct personnel to load the evacuation buses.

4.3.4.1 Instruct personnel to load the buses from back to front, filling the window seats first.

4.3.4.2 Load the bus last, and act as the bus monitor.

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- 4.3.5** **RCT**: Ensure personnel in personal protective clothing or who are suspected of being contaminated load a separate bus.
- 4.3.5.1 Ensure radiological monitoring is provided.
 - 4.3.5.2 Load the bus last and accompany potentially contaminated personnel to the relocation area.
 - 4.3.5.3 Support relocation area activities as needed.
- 4.3.6** **PAL**: Inform the EAM when personnel have completed loading the evacuation buses and the evacuation buses are ready for departure.
- 4.3.7** **Bus Monitor**: Distribute Form 150.16, “Evacuation Relocation Form,” to evacuees and request they complete the form.
- 4.3.7.1 Collect the completed Form 150.16, “Evacuation Relocation Form,” from evacuees.
 - 4.3.7.2 Provide the completed Form 150.16, “Evacuation Relocation Form,” to the Security Officer at the relocation area.
 - 4.3.7.3 Support relocation area activities as needed.
- 4.4** **Control of Evacuation Buses**
- 4.4.1** **EAM**: If the CFA ECC is not available to provide support, then determine where to relocate the evacuees.
- 4.4.1.1 Determine relocation routes for the evacuation buses based on the hazards present and wind direction.
 - 4.4.1.1.1 Request support from the INL EOC for determining the relocation destination and safe routes for the evacuation buses.
 - 4.4.1.2 Ensure relocation routes and destination points are continually evaluated based on current conditions.
- 4.4.2** **EAM**: Contact the CFA EAM and inform the CFA EAM that the buses are loaded and ready to depart the affected facility for the relocation destination.
- 4.3.3.1 Upon acceptance of responsibility by the CFA EAM for evacuated personnel, release the evacuation buses to the CFA EAM for dispatch to the relocation destination.

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5. RECORDS

Form 150.16, “Evacuation Relocation Form”

6. APPENDICES

Appendix A, Site Evacuation Resources

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Appendix A

Site Evacuation Resources

Onsite transportation resources are available to evacuate **nonessential** personnel from the Site during normal working hours. If **essential** personnel need to be evacuated, emergency response organization decision-makers can authorize the use of government vehicles and personally owned vehicles (POV) or buses if available.

During backshifts, workers can be evacuated using emergency evacuation buses (school buses), government vehicles, and POVs.

A	B	C	D	E
Facility	Population	Buses Needed (65 Persons/Bus)	Rounded Number of Buses Needed	School Buses Onsite
INTEC	600	9.23	10	2
RWMC	250	3.85	4	0

INTEC East Gate	2 buses
INTEC South Gate (ICDF)	1 bus
INTEC West Gate	7 buses
RWMC (WMF-637)	4 buses