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Emergency Management	Emergency Plan Implementing Procedure	For Additional Info: http://EDMS	Effective Date: 01/31/13
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Manual: 16E – Emergency Management – Emergency Plan
Implementing Procedures

USE TYPE 3

Change Number: 338246

*The current revision can be verified on EDMS.

1. PURPOSE AND SCOPE

This procedure provides guidance for planning and initiating recovery operations during an event and determining when conditions are sufficiently stabilized to terminate the emergency response phase of a declared operational emergency occurring at the Idaho Cleanup Project facility. Emergency event termination is the conclusion of an emergency and includes determining when it is appropriate to terminate emergency response activities and associated notifications.

2. INITIATING CONDITION

An operational emergency has been declared at an ICP facility, conditions at the affected facility have stabilized, and no definable emergency condition exists.

3. RESPONSIBILITIES

3.1 **Emergency Action Manager (EAM)**: The EAM is responsible for documenting existing conditions, initiating recovery planning, including coordinating with affected ICP facility management to appoint a recovery manager, supervising the emergency response organization (ERO) in the transition from emergency to recovery, ensuring the conditions outlined in this procedure have been met before terminating emergency response activities, formally transferring responsibility to the recovery manager, and releasing the ERO to return to normal duties. The EAM is responsible for obtaining review and concurrence of the decision to terminate emergency response activities from the Department of Energy Idaho Operations Office (DOE-ID) management duty officer (MDO).

3.2 **Recovery Manager**: The recovery manager is responsible for directing the overall recovery operation, determining, acquiring and allocating available resources, developing and implementing the recovery plan, including assigning personnel to the recovery organization support functions (e.g., engineering, purchasing, other functions related to the recovery operations), coordinating with other INL or ICP facilities recovery personnel as required, providing support and assistance for accident investigation teams, and terminating recovery.

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4. INSTRUCTIONS**4.1 Assessing Initial Recovery Planning**

NOTE 1: *Prior to terminating the emergency, the Recovery Manager should establish the initial recovery organization and ensure that resources are available to begin recovery operations.*

NOTE 2: *If the damage to a facility is limited in nature, a recovery manager may not need to be appointed. Affected facility management will take responsibility for recovery operations outside this procedure.*

4.1.1 **EAM:** Coordinate with affected facility management to identify a recovery manager, if warranted, with management authority commensurate with the requirements of recovery activities. ICP senior management shall appoint a recovery manager for large scale/multiple facility recovery activities or turn the actions over to the Continuity Emergency Response Group (CERG) Chairman and Continuity of Operations (COOP) program.

4.1.2 **EAM:** Appoint the identified Recovery Manager.

4.1.2.1 Brief the Recovery Manager on event status.

4.1.2.2 Ensure Recovery Manager reviews EPI-78, “Event Termination”

4.1.2.3 Ensure Recovery Manager reviews EPI-80, “Recovery”

4.1.3 **Recovery Manager:** Review EPI-80, “Recovery”.

4.1.4 **EAM/Recovery Manager:** Conduct a comprehensive assessment to determine the status of the affected facility/area as follows while maintaining preservation of event scene:

4.1.4.1 Extent of damage to the affected facility/area, including structural integrity.

4.1.4.2 Extent of damage to equipment.

4.1.4.3 Status of hazardous material containment and confinement barriers.

4.1.4.4 Status of safety systems.

4.1.4.5 Status of heating and ventilation systems.

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4.1.4.6 Status of essential resources such as electrical power, water, and sanitation.

4.1.4.7 Types and quantities of any radionuclides released.

4.1.4.8 Types and quantities of hazardous material released.

4.1.4.9 Comprehensive contamination assessment of all affected areas using data from monitoring, radiological consequence assessments, and other necessary resources.

4.1.5 **Recovery Manager:** Record assessment information (see Appendix A).

4.1.6 **EAM/Recovery Manager:** Ensure initial recovery activities are being clearly identified and prioritized.

4.1.7 **Recovery Manager:** Identify and allocate personnel for the initial recovery organization, coordinating with management, based on the incident and recovery actions needed.

4.1.7.1 Include key personnel (e.g., criticality safety, engineering, maintenance, environmental, radiological safety, Industrial Safety/Industrial Health, emergency management, security, quality assurance) in the recovery organization as appropriate.

4.1.7.2 Document initial recovery organization staffing.

4.2 Assessing Emergency Termination Criteria

4.2.1 **EAM:** Ensure the following facility conditions have been met:

- A. The affected facility, site, or incident scene is in a stable condition, and there is a high probability that it can be maintained in that condition.
- B. Fire, flood, earthquake, or similar emergency conditions and/or security considerations no longer constitute a hazard to critical systems/equipment or to personnel.
- C. Existing conditions no longer meet the established emergency categorization/classification criteria and it appears unlikely that conditions will deteriorate.

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- D. All contaminated and/or injured personnel have been treated and/or transported to medical facilities.
- E. All initial emergency notifications have been completed.
- F. Accountability of personnel is complete.
- G. Security measures have been reviewed and it has been determined that operational levels of security can be maintained.
- H. Protective actions have been reviewed and adjusted (as needed) for extended recovery operations.
- I. Radiation or hazardous material exposure levels within the affected facility or areas are stable or decreasing with time.
- J. Releases of hazardous material to the environment have ceased or are controlled within permissible regulatory limits, and the potential for an uncontrolled release is low.
- K. Contaminated areas are identified, isolated and secured.
- L. No surveillance relative to protective actions is needed, except for ingestion pathway concerns and contamination and/or environmental assessment activities.
- M. Access to affected areas necessary for conducting recovery operations has been assessed.
- N. Event scene is preserved until responsible investigative authorities determine that recovery or normal operations can resume.
- O. Initial recovery activities have been clearly identified and prioritized.
- P. The recovery staffing plan has been developed, approved, and can be implemented.
- Q. Recovery Manager and staff have been fully briefed.

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4.3 Event Termination Concurrence and Notification

4.3.1 **EAM**: Obtain concurrence for event termination from the DOE-ID MDO.

4.3.1.1 Brief the DOE-ID MDO and the INL Emergency Director via the command bridge.

4.3.2 **EAM**: Ensure the transition from emergency response to recovery operations has been announced to the ERO.

4.3.3 **EAM**: Ensure notification of event termination has been made per EPI-9, “Emergency Event Notifications” including the name of the Recovery Manager who is taking over recovery operations.

4.4 Critique and Follow Up

4.4.1 **EAM**: Conduct a response critique with all ERO members in the ECC allowing each participant to critique performance and identify strengths, weaknesses, and items for continuous improvement of the emergency response.

4.4.1.1 Appoint a scribe to capture the following critique items:

- Organizational items
- Safety items
- Equipment items
- Documentation items
- Procedures.

4.4.1.2 Discuss critique items with emergency management personnel and relevant management.

4.4.1.3 Provide critique items to emergency management for development of a corrective action plan.

4.5 Deactivating Emergency Response Organization

4.5.1 **EAM**: Relieve Emergency Response Organization personnel of duties associated with emergency response.

4.5.2 **EAM**: Ensure an inventory of emergency equipment and supplies has been completed.

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- 4.5.2.1 Develop a list of any supplies and equipment needing replacement.
- 4.5.2.2 Provide the list of replacement supplies and equipment to the facility manager.
- 4.5.3 **EAM**: Formally transfer responsibility for recovery activities to the appointed recovery manager.
 - 4.5.3.1 Provide a briefing and documentation to the appointed recovery manager.
 - 4.5.3.2 Document termination of the emergency response phase of the event and transfer of responsibility for recovery activities to the appointed recovery manager.

5. RECORDS

None

6. APPENDICES

Appendix A

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Appendix A

Typical Format for Recovery Assessment Data

The following is a sample format for recording recovery assessment data. The actual information recorded depends on the event type and severity. However, all applicable information identified through the assessment process identified in Subsection 4.1 of this procedure should be included.

Personnel Information

1. Status of injured personnel

2. Status of contaminated personnel

Protective Actions

1. Status of onsite protective actions

2. Status of offsite protective actions

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Facility Conditions

1. Extent of damage to facility/affected area

2. Status of equipment

3. Status of hazardous material containment and confinement barriers

4. Status of safety systems

5. Status of heating and ventilating systems

6. Status of essential resources

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Environmental Conditions

1. *Extent of any release to the environment onsite and offsite. (Include types of radionuclides and/or types of hazardous material released. Also, include any consequence assessment data that have been generated.)*

Radiological and/or Hazardous Material Conditions

1. *Describe the conditions. (Attach prepared maps of Idaho Cleanup Project areas with radiological and/or hazardous material information noted.)*
