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Emergency Management	Emergency Plan Implementing Procedure	For Additional Info: <a href="http://EDMS">http://EDMS</a>	Effective Date: 01/22/14
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Manual: 16E – Emergency Management – Emergency Plan  
Implementing Procedures

**USE TYPE 3**

Change Number: 340515

\*The current revision can be verified on EDMS.

## 1. PURPOSE AND SCOPE

This procedure provides guidance for planning and implementing recovery operations after an operational emergency has been terminated.

The goal of any recovery effort is to restore affected facilities and areas (onsite and offsite) to normal conditions following the termination of emergency response.

**MITIGATIVE** activities may begin **ONLY** after response termination. Recovery activities and the level of effort required will be determined by the nature and magnitude of the emergency event.

A formal recovery plan may or may not be needed when terminating an operational emergency (OE) not requiring classification while for OEs requiring classification (alert, site area emergency or general emergency) a formal plan is needed. Preparation for recovery from an OE requiring classification should address the following general areas: recovery organizations, recovery planning and scheduling, accident assessment and investigation, and repair and restoration.

Recovery activities may require the coordinated efforts of the affected site/facility, its line management; the Office of Emergency Operations; the Office of Environment, Safety and Health, the Office of Congressional and Intergovernmental Affairs. Specific recovery requirements are established on a case-by case basis.

The recovery actions specified in this procedure are completed as determined applicable and appropriate by the recovery manager. For facilities/areas that have limited damage, recovery operations may be performed by affected ICP facility management without using this procedure. Permanent shutdown decisions may require detailed assessments and/or senior management involvement beyond the scope of this procedure and should be turned over to the Continuity Emergency Response Group (CERG) Chairman and Continuity of Operations (COOP) program.

## 2. INITIATING CONDITION

An emergency has been categorized and classified as an Operational Emergency, Alert, Site Area Emergency or General Emergency, the emergency response phase has been terminated, and the event has been formally turned over to the Recovery Manager.

## 3. RESPONSIBILITIES

**NOTE:** *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.*

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- 3.1 **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.
- 3.2 **Recovery Organization:** The recovery organization is responsible for implementing all recovery activities. Responsibilities include, but are not limited to; prioritization of and scheduling of activities, protection of worker and general public health and safety, dissemination of information, coordination of onsite and offsite activities, collection of data and assessment of long-term effects associated with the release of hazardous materials, formulation of and implementation of long-term protective actions for the affected areas, providing assistance as requested to state and local agencies in the formulation of long-term protective actions for affected INL site and offsite(public) areas.
- 3.3 **Affected Facility Management:** Affected facility management is responsible for coordinating with the Recovery Manager to identify the recovery organization and for ensuring the recovery organization and identified equipment and supplies are available. Affected Facility Management is also responsible for coordinating with the Recovery Manager and DOE-ID to establish an Investigation Board to determine the root cause of the event and prepare a formal accident report.

## 4. INSTRUCTIONS

**NOTE 1:** *Once the emergency is terminated, radiological emergency exposure limits may no longer be used. Radiological exposure limits revert to ICP administrative limits.*

### 4.1 Accident Assessment and Investigation

- 4.1.1 **Recovery Manager:** Prior to the start of repair and restoration, ensure the accident scene is preserved so that critical evidence will not be lost.
- 4.1.2 **Recovery Manager:** Coordinate with affected facility management and DOE-ID to establish an Investigation Board to determine the root cause of the event and prepare a formal accident report in accordance with DOE O 332.1A, Accident Investigations.
- 4.1.3 **Recovery Manager:** Obtain documents, records, information from reentry (if made), actions taken to stabilize the incident, status of hazardous material containment/confinement barriers and other information needed for recovery planning.

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- 4.1.4 **Recovery Manager:** Ensure an assessment of the incident scene and/or facility/site conditions is conducted consistent with the severity of the event.
- 4.1.4.1 Engineering/maintenance/operations personnel should assess the condition of the facility including structural integrity, equipment status, hazardous material containment/confinement barriers and safety systems.
- 4.1.4.2 Health Physics, Industrial Hygiene, environmental compliance, security, law enforcement and medical personnel should assess the impact/consequences of the event.
- 4.1.5 **Recovery Manager:** Perform a comprehensive assessment of contamination in all affected areas.
- 4.1.5.1 As soon as sufficient information is available, consideration should be given to modification or termination of facility/site protective actions instituted during emergency response.
- 4.1.5.2 Monitoring and laboratory analysis results should be used as the basis for determining long-term protective actions for affected areas (e.g., ingestion pathway). (More information on long-term protective actions is contained in the Environmental Protection Agency manual EPA 400-R-92-001, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents)
- 4.1.5.3 Local and State governments and Tribal Authorities should be notified of recommendations for long term protective actions and modifications or termination of existing protective actions.
- 4.1.6 **Recovery Manager:** Ensure that contacts with state and local authorities regarding the offsite effects of the incident are routed to the Office of General Counsel of the Department of Energy Idaho Operations Office and the legal staff of the company.

## 4.2 Developing Recovery Plan

- 4.2.1 **Recovery Manager:** Define objectives for recovery.
- 4.2.1.1 Establish specific criteria to be met prior to the resumption of normal site operations and/or facility use.
- 4.2.1.2 Prepare plans for the establishment of safe long-term conditions when the assessment indicates that a facility or affected incident area cannot be safely returned to normal operation or use.

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- 4.2.2 **Recovery Manager:** Determine and prioritize the necessary recovery activities to support the objectives (See Appendix A for possible objectives and Appendix C for possible recovery plan worksheets).
- 4.2.3 **Recovery Manager:** Perform the following:
- 4.2.3.1 Ensure temporary containment or control measures are adequate for the expected weather conditions until such time as additional long-term or permanent controls are in place.
  - 4.2.3.2 Provide for treating, storing, or disposing of recovered waste, contaminated soil, or any material that results from a release, fire, or explosion.
  - 4.2.3.3 Ensure that incompatible waste is not treated, stored, or disposed of in the affected area before cleanup processes have been completed.
  - 4.2.3.4 Ensure appropriate state and local authorities are notified that no waste which may be incompatible with the released material is treated, stored, or disposed of before operations are resumed in the affected area(s) of the facility.
- 4.2.4 **Recovery Manager:** Determine resources (e.g., personnel, equipment, and supplies) necessary for completing the recovery activities, including specialized and outside resources necessary to achieve recovery objectives.
- 4.2.5 **Recovery Manager/Affected Facility Management:** Determine and appoint a recovery organization that will meet the needs of objectives identified (see Appendix B for possible recovery organization).
- 4.2.6 **Recovery Manager:** Plan recovery activities and controls, as applicable.
- 4.2.6.1 Establish information requirements and reporting schedules for all recovery organization members.
  - 4.2.6.2 Establish a recovery documentation system.
  - 4.2.6.3 Maintain a roster of personnel working on the recovery team.
  - 4.2.6.4 If normal work control processes and procedures are not appropriate for conditions, develop and obtain line management approval of process and procedures to be conducted.

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### 4.3 Implementing Recovery Plan

- 4.3.1 **Recovery Manager:** Conduct recovery activities through normal work organizations, practices, limitations, and procedures, if possible.
- 4.3.1.1 Ensure personnel selected to perform recovery activities are qualified for the tasks assigned and skilled in the use of protective equipment.
- 4.3.1.2 Apply normal limits of occupational exposure.
- 4.3.1.3 Direct recovery personnel to monitor for leaks, pressure buildup, gas generation, and ruptures in valves, pipes, other equipment, etc.
- 4.3.1.4 Control any discharges caused by recovery activities within regulatory and environmental limits.
- 4.3.1.5 Maintain inventory of supplies and equipment used in recovery activities.
- 4.3.1.6 Conduct a pre-job briefing and provide the following information to recovery personnel:
- A. Conditions in the recovery area
  - B. Tasks to be completed
  - C. Objectives for recovery operations
  - D. Special exposure limits (if required)
  - E. Safety considerations
  - F. Potential variances from normal conditions that can be expected
  - G. Other appropriate information.
- 4.3.1.7 Provide recovery personnel with the most current information about the event conditions.
- 4.3.1.8 Provide each recovery team with appropriate means of communication.
- 4.3.1.9 Observe and implement all applicable radiological control and occupational safety and health requirements, consulting with the appropriate safety professionals, as necessary.
- 4.3.1.10 Provide information during recovery operations to employees and Public Affairs about the health and safety of personnel and the public.

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- 4.3.1.11 Obtain necessary assistance from other INL/ICP facilities.
- 4.3.1.12 Provide security control at temporary work locations and the event site.
- 4.3.1.13 Refer inquiries from employees, the news media, the public, and outside agencies to Public Information Director.  
(See LST- 26, “INL Emergency Telephone Numbers,” for phone number.)

#### 4.4 Terminating Recovery

**NOTE:** *Work occurring within the scope of normal operations may continue after recovery has officially terminated.*

- 4.4.1 **Recovery Manager:** Terminate recovery actions and return to normal operations as follows:
  - 4.4.1.1 Ensure all emergency equipment used in the event and the recovery has been cleaned or replaced and is ready for use.
  - 4.4.1.2 Ensure appropriate state and local authorities are notified that all emergency equipment listed in the contingency plan is cleaned and fit for its intended use before operations are resumed in the affected area(s) of the facility.
  - 4.4.1.3 Ensure all criteria established by the recovery organization in the recovery plan have been met.
  - 4.4.1.4 Ensure all approvals have been granted by cognizant organizations and agencies. At a minimum, compliance should be required with technical specifications, technical safety requirements, health and safety regulations and environmental regulations.
  - 4.4.1.5 Federal tribal, state and local organizations should be consulted prior to terminating recovery operations, if required by regulation or Memorandum of agreement/Understanding.
  - 4.4.1.6 Restore the affected area to accommodate normal operations or prepare for shutdown status or decommissioning.
  - 4.4.1.7 If assessments indicate that a facility or area cannot be safely returned to normal use, establish safe permanent shutdown and terminate recovery actions.
- 4.4.2 **Recovery Manager:** Conduct and document a post-job debriefing with recovery personnel.

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4.4.3 **Recovery Manager:** Ensure the following organizations are notified when the recovery has been terminated and normal activities have resumed or safe permanent shutdown has been established:

- A. Department of Energy Idaho Operations Office
- B. Federal, state, local, and tribal authorities
- C. Other INL/ICP facilities
- D. Facility personnel.

4.4.4 **Recovery Manager:** Ensure that all required environmental reports are issued to appropriate state and local authorities.

4.4.5 **Recovery Manager:** Coordinate with Public Affairs regarding the development and release of a public information statement on the termination of the recovery and resumption of normal operations.

**Recovery Manager:** Collect and process all documentation generated by the recovery operations for permanent storage as part of the records management program

4.4.6 **Recovery Manager:** As required, develop a final report in accordance with DOE O 231.1A Chg 1. Environmental Safety and Health Reporting.

## 5. RECORDS

Recovery plan worksheet(s).

## 6. APPENDICES

Appendix A, Possible Recovery Activities

Appendix B, Possible Recovery Organization

Appendix C, Recovery Plan Worksheet

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## Appendix A

### Possible Recovery Activities

1. Mitigate any personnel health (including psychological) and sanitation effects caused by evacuation.

**NOTE:** *An onsite or offsite population dose assessment may be required. The population dose assessment may be beyond the scope of the INL Emergency Operations Center ERO consequence assessment team capabilities and may require support from the non--ERO personnel from the Radiological Control organization, Health Physics Instrumentation Laboratory, and Applied Geosciences organization for environmental pathway analysis (i.e., dose reconstruction).*

2. Initiate/address ingestion exposure pathway evaluations; implement measures for estimating and assessing dosage and controlling exposures of workers and the public to radiation or hazardous material. (Resources: Radiological Health Support Services Department for bioassay and dosimetric assessment support; Risk Assessment Group for offsite consequence assessment support.)
3. Restore vital support and utility systems such as power, ventilation, water, fire protection, computer systems, and communications.
4. Reestablish the necessary level of security; prevent facility accessibility.
5. Verify the current condition of facilities and areas with hazardous conditions resulting from fires, radiation or hazardous materials incidents, or other events.
6. Determine and initiate necessary facility repairs and modifications.
7. Develop and perform test programs to confirm facility system operability.
8. Implement measures for appropriate control, handling, and disposition of contaminated equipment and waste.
9. Verify that an appropriate level of fire protection is in place.
10. Identify and acquire necessary additional federal assistance.
11. Ensure that all required onsite and offsite notifications have been made.
12. Verify that all emergency equipment is cleaned and ready for its intended use prior to resuming normal operations.
13. Continue medical surveillance of exposed individuals, as necessary.

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14. Contact environmental permitting personnel to ensure that new or amended environmental permits are prepared, if needed.
15. Inform the media and public about recovery operations and status.
16. Coordinate with appropriate personnel for cleanup, as needed.
17. Provide for site characterization (e.g., radiation/hazardous material contamination levels, building damage, security concerns) of affected areas.
18. Reestablish nonemergency exposure limits and require use of proper protective clothing and equipment for recovery activities.
19. Ensure continual review of protective actions that are in place.
20. Evaluate Emergency Plans to determine if adequate emergency preparedness status can be maintained, while the incident scene and/or facility conditions are degraded (i.e., critical infrastructure protection, inaccessibility of assembly areas, inoperative emergency/safety instrumentation and equipment, etc)
21. Identify required repair and restoration work based on the assessment results.
22. Plan for the proper handling and disposal of all hazardous waste generated during recovery activities.
23. Establish a tracking group to monitor all assigned tasks, including developing work packages, scheduling, activities and estimating costs.
24. Form a procedures review group to determine if specialized procedures are required and should be developed to review and approve all special procedures.
25. Continued evaluation of site or facility hazards and contamination levels as well as estimating exposures to workers. Evaluate requirements for return to normal operations.

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**Appendix B**

**Possible Recovery Organization**

Team/Function	Members	Tasks
Recovery decisions	<ul style="list-style-type: none"> <li>• Recovery manager</li> <li>• Team leaders:                             <ul style="list-style-type: none"> <li>Administrative support</li> <li>Projects and activities</li> <li>Security</li> <li>Plant support</li> <li>Long-term recovery</li> </ul> </li> <li>• Environment, Safety, Health, and Quality director.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform initial evaluation of the event</li> <li>• Assess priorities and alternatives</li> <li>• Provide initial direction</li> <li>• Ascertain environment, safety, health, and quality impacts</li> <li>• Allocate available resources.</li> </ul>
Administrative support	<ul style="list-style-type: none"> <li>• Administrative Services (Idaho Cleanup Project).</li> <li>• Financial operations director.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop emergency purchasing procedures</li> <li>• Obtain emergency funds</li> <li>• Acquire work space, equipment, reference materials, supplies, and other resources.</li> </ul>
Projects and activities	<ul style="list-style-type: none"> <li>• Project Management manager/ Project Planning and Integration department manager (Idaho Cleanup Project)</li> <li>• Members assigned as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a framework for support from other Idaho Cleanup Project facilities</li> <li>• Identify priority tasks and resources needed to support those tasks.</li> </ul>
Personnel	<ul style="list-style-type: none"> <li>• Human Resources director</li> <li>• Members assigned as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate communications with employees and the public</li> <li>• Arrange for special personnel policies necessitated by the event.</li> </ul>
Security	<ul style="list-style-type: none"> <li>• Safeguards and Security director</li> <li>• Security Operations manager</li> <li>• Safeguards and Personnel Security manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that security and safeguards are maintained at the facility and any temporary work locations.</li> </ul>
Plant support	<ul style="list-style-type: none"> <li>• Area projects manager</li> <li>• Operations manager</li> <li>• Emergency planner</li> <li>• Members assigned as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Direct facility operations during recovery</li> <li>• Implement all facility operating and emergency procedures during recovery</li> <li>• Ensure emergency equipment readiness during recovery.</li> </ul>
Long-term recovery	<ul style="list-style-type: none"> <li>• Project Management manager/Project Planning and Integration department manager (Idaho Cleanup Project)</li> <li>• Engineering department manager</li> <li>• Members assigned as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Direct reconstruction of damaged facilities</li> <li>• Identify and procure replacement equipment.</li> </ul>

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**Appendix C**

**Recovery Plan Worksheet**

The following shows a sample of the Recovery Plan Worksheet referred to in the body of this procedure.

RECOVERY PLAN WORKSHEET			
Date:		Page:	of
Activity:		Priority: _____	
<i>Immediate Needs:</i>			
<i>Short-Term Needs:</i>			
<i>Long-Term Needs:</i>			
Activity:		Priority: _____	
<i>Immediate Needs:</i>			
<i>Short-Term Needs:</i>			
<i>Long-Term Needs:</i>			
Activity:		Priority: _____	
<i>Immediate Needs:</i>			
<i>Short-Term Needs:</i>			
<i>Long-Term Needs:</i>			