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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: 340585

\*The current revision can be verified on EDMS.

## 1. PURPOSE AND SCOPE

This procedure provides instructions and defines responsibilities for initiating and completing initial and follow-up notifications to onsite facilities and offsite agencies for an operational emergency (OE) at an Idaho Cleanup Project-operated facility to provide protective actions and event status information.

Specifically, this procedure defines the process used to ensure that onsite facilities and offsite agencies are notified of an event as required by DOE O 151.1C, “Comprehensive Emergency Management System,” the Resource Conservation and Recovery Act, and the Nuclear Regulatory Commission.

Notifications, including environmental release notifications, are initiated by the originating facility emergency response organization (ERO) members in accordance with this procedure. Notifications, except environmental release notifications, are completed by the:

- Warning Communications Center (WCC), if the WCC is available to complete notifications, in accordance with approved WCC operating instructions with interface from the originating-facility ERO members.

OR

- Originating facility ERO members if the WCC is unavailable to complete notifications, in accordance with this procedure.

Originating-facility ERO members complete environmental release notifications to appropriate regulatory agencies in accordance with facility-specific procedures as determined by the Idaho Cleanup Project spill notification team, as appropriate. The appropriate spill notification team assists the facility ERO members in completing notifications and completing necessary environmental reporting requirements.

Notification of the Idaho State Communication Center in accordance with this procedure meets the Resource Conservation and Recovery Act requirement for notifying the Director of the Idaho Department of Environmental Quality. For the Idaho Cleanup Project-operated facility, originating-facility management is responsible for providing the written report in accordance with MCP-1382, “Spill and Release Notification.”

Criteria for initial and follow-up notifications for an OE, including time limits, are specified in Appendix A.

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**2. INITIATING CONDITION**

An event at an Idaho Cleanup Project-operated facility is categorized as an OE.

**NOTE 1:** *The functions performed by ERO members are defined as separate titles, but may be performed by any ERO member with the appropriate training.*

**3. RESPONSIBILITIES**

- 3.1 **Emergency Action Manager (EAM)**: The EAM is responsible for ensuring that initial and follow-up notifications are initiated and completed to onsite facilities and offsite agencies within the applicable time frame, and for environmental release notifications. The EAM is also responsible for briefing the Emergency Director (ED) via the telephone prior to making any follow-up notification to onsite facilities and offsite agencies.
- 3.2 **Notifications Specialist/Support Manager**: The notifications specialist/support manager is responsible for initiating and completing notifications as specified in this procedure.
- 3.3 **Planning Manager**: The planning manager is responsible for notifying the appropriate spill notification team of the event.

**4. INSTRUCTIONS****4.1 Division of Responsibility**

**NOTE:** *CWI shall ensure emergency notification forms are faxed to the WCC at least five (5) minutes before the notifications are due to allow the WCC to bring offsite agencies onto the conference call. (ICP Statement of Work for Emergency Management Services FY-14, SOW-3683)*

- 4.1.1 **EAM**: Perform the following:
- 4.1.1.1 Ensure initial and follow-up notifications are initiated and completed in accordance with Subsection 4.2 and the time limits specified in Appendix A.
  - 4.1.1.2 Ensure any significant changes in event information are shared via the Planning Bridge.
  - 4.1.1.3 If the event involves the release of hazardous material, ensure environmental release notifications are initiated in accordance with Subsection 4.3.

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**4.2 Initiating and Completing Initial and Follow-up Notifications**

4.2.1 **Notifications Specialist/Support Manager**: Initiate initial and follow-up notifications as follows:

4.2.1.1 Complete the applicable blocks of Form 150.06, “Idaho National Laboratory Initial Emergency Notification Form,” or Form 150.06A, “Idaho National Laboratory Follow-Up Emergency Notification Form,” as specified on the reverse side of the form. Obtain and include as much information as possible; however, do not delay the notification process to wait for missing information.

4.2.1.2 Have the EAM approve the notification form by completing the applicable block.

4.2.2 **Notifications Specialist/Support Manager**: If the WCC is available, complete initial and follow-up notifications as follows:

4.2.2.1 Fax the completed Form 150.06, “Idaho National Laboratory Initial Emergency Notification Form,” or Form 150.06A, “Idaho National Laboratory Follow-up Emergency Notification Form,” to the WCC (See LST-26, “INL Emergency Telephone Numbers”).

4.2.2.1.1 If a fax machine is unavailable, contact the WCC by phone and read the form to the WCC.

4.2.2.1.2 Verify the WCC received the notification form and it is legible, and provide the telephone number at which you can be reached.

4.2.2.1.3 Retain the original notification form for inclusion with records generated from the event.

4.2.3 **Notifications Specialist/Support Manager**: If the WCC is unavailable, complete notifications as follows:

4.2.3.1 Fax the approved notification form to the offsite agencies listed in Appendix B and INL facilities/areas listed in Appendix C.

4.2.3.1.1 If a fax machine is unavailable, contact the INL facilities/areas listed in Appendix C using the

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“IEN/D” radio talkgroup and read them the form.

4.2.3.2 Notify each offsite agency listed in Appendix B individually via telephone (See LST-26).

4.2.3.2.1 Read the form to the offsite agencies.

4.2.3.2.2 Record the time of notification on the notification form.

4.2.3.2.3 Ensure each offsite agency understood the information and answer any questions; document agency confirmation of receiving the notification in the activity log.

4.2.3.2.4 If any county or state agency listed in Section I of Appendix B cannot be notified, notify the Idaho State Communication Center and request they notify those agencies.

4.2.3.2.5 Retain the original notification form for inclusion with records generated from the event.

### 4.3 Initiating Environmental Release Notifications

4.3.1 **Planning Manager**: If the event involves the release of hazardous material, ensure the appropriate facility technical specialist informs the appropriate spill notification team of the event at the Idaho Cleanup Project spill notification team cell phone (351-6663).

## 5. RECORDS

Form 150.06, “Idaho National Laboratory Initial Emergency Notification Form”

Form 150.06A, “Idaho National Laboratory Follow-Up Emergency Notification Form”

SOW-3683, “Statement of Work for Emergency Management Services FY-14”

## 6. APPENDICES

Appendix A, Initial and Follow-up Notification Criteria for an Operational Emergency

Appendix B, Offsite Agency Notification List

Appendix C, Idaho National Laboratory Facility/Area Notification List

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**Appendix A**

**Initial and Follow-up Notification Criteria for an Operational Emergency**

Notification Type	Event Type	Time Limit
Initial	Unclassified operational emergency	Within 30 min of event declaration. <sup>1</sup>
	Operational emergency further classified as an alert, a site area emergency, or a general emergency	Within 15 min of event classification. <sup>1</sup>
Follow-up	Unclassified or classified operational emergency	<ul style="list-style-type: none"> <li>• Approximately every 60 min.</li> <li>• Additionally, when mitigation efforts have been halted (by darkness, weather, or other circumstance), notifications will not be made until efforts resume or a significant change occurs.</li> <li>• For a significant change, in approximately 15 minutes. Significant changes may include :                             <ul style="list-style-type: none"> <li>– Emergency conditions</li> <li>– Meteorological conditions</li> <li>– Release data</li> <li>– Protective actions/protective action recommendations</li> <li>– Security conditions.</li> <li>– Upon event termination.<sup>2</sup>.</li> </ul> </li> </ul>

1. The Nuclear Regulatory Commission requirement for initial notification is within 1 hr of event declaration. However, to avoid confusion and ensure consistency with the company notification process, the Nuclear Regulatory Commission will be notified along with all other offsite agencies in accordance with the more stringent notification time limit of 30 or 15 min, as applicable.

2. Termination notification can be included with the initial notification if the emergency response organization was not activated and the event terminated within the first 30 min.

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**Appendix B****Offsite Agency Notification List**

**NOTE 1:** *This list is for use only if the Warning Communications Center is not available to complete notifications*

**NOTE 2:** *The offsite agencies listed in Sections I through III are notified of any operational emergency. The offsite agency listed in Section IV, the Nuclear Regulatory Commission, is notified only of an event involving the Three Mile Island Unit 2 Independent Spent Fuel Storage Installation at the Idaho Nuclear Technology and Engineering Center.*

**NOTE 3:** *Telephone and fax numbers for all offsite agencies listed in this appendix are identified in LST-26, "INL Emergency Telephone Numbers."*

**NOTE 4:** *When making notifications, the county where the event is occurring is the first offsite agency notified followed by the other offsite agencies listed in Appendix B, except the Department of Energy-Headquarters (DOE-HQ). DOE-HQ, at their request, is notified last immediately after the other offsite agencies have been notified.*

**I. State and County Agencies**

1. State of Idaho Communications Center
2. Idaho State Police — District 5 and 6 Combined Dispatch
3. Bingham County
4. Bonneville County
5. Butte County
6. Clark County
7. Jefferson County
8. Fort Hall Reservation

**II. Department of Energy Idaho Operations Office Management Duty Officer****III. Department of Energy-Headquarters Emergency Operations Center****IV. Nuclear Regulatory Commission Operations Center**

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**Appendix C****Idaho National Laboratory Facility/Area Notification List**

**NOTE 1:** *This list is for use only if the Warning Communications Center is not available to complete notifications*

**NOTE 2:** *Telephone and fax numbers for all facilities listed in this appendix are identified in LST-26, "INL Emergency Telephone Numbers."*

1. Advanced Mixed Waste Treatment Project Emergency Control Center
2. Advanced Test Reactor Complex shift supervisor
3. Central Facilities Area Bus Operations
4. Experimental Breeder Reactor-I on-duty tour guide

**NOTE:** *At the Experimental Breeder Reactor-I (EBR-I), a tour guide is only on-duty during dayshift from Memorial Day to Labor Day annually and can only be notified via telephone during that time. Notification of the EBR-I on-duty guide at any other time is not required.*

5. Fire Alarm Center
6. Materials and Fuels Complex (MFC) Fuel Conditioning Facility Control Room
7. Idaho Nuclear Technology and Engineering Center Security Post 505 (central alarm station)
8. Idaho Nuclear Technology and Engineering Center plant shift manager
9. National Oceanic and Atmospheric Administration
10. Naval Reactors Facility Security Post 601 (main gate)
11. Power Management Dispatch
12. Radioactive Waste Management Complex shift supervisor
13. Advanced Test Reactor Complex Security Post 401
14. Specific Manufacturing Capability (SMC) operations shift supervisor