

SAFEGUARDS, SECURITY & EMERGENCY MANAGEMENT RESPONSIBILITIES

DATED: 11/17/2008

SUBJECT: COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM

1. PURPOSE. This document addresses responsibility and accountability and providing administrative guidance to Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to ORO Principal Staff. The DOE O 151.1C requirements assigned to the Field Element Manager are further assigned to the appropriate ORO organizations in this document.
3. RESPONSIBILITIES.
 - a. Manager, ORO.
 - (1) If exemptions are requested for DOE O 151.1C, submits them to the Program Secretarial Officers (PSOs) and the Director, Office of Emergency Management and Policy (NA-41) [see DOE O 151.1C, 3c(5)].
 - (2) Ensures provisions are established to fulfill the role of the Lead Federal Manager for the Oak Ridge Reservation (ORR) as delineated in the memo dated March 24, 2003, Subject Title, "*Emergency Situation at or Near a DOE Field Site*," from the Deputy Secretary, Acting Administrator for the National Nuclear Security Administration, and the Under Secretary for Energy, Science and Environment. A copy of this memo is located in Volume 4 of the ORR Emergency Plan.
 - (3) Approves Volume 1 of the ORR Emergency Plan [see DOE O 151.1C, Chapter I, 9c(1)].
 - (4) Approves updates to the ORR Emergency Planning Zone (EPZ) basis document [see DOE O 151.1C, Chapter I, subparagraph 9c(2)].
 - (5) Approves the ORO consolidated Emergency Readiness Assurance Plan (ERAP) (see DOE O 151.1C, Chapter I, subparagraph 9h).
 - (6) Approves ORO emergency response agreements with Federal, state, and local organizations (see DOE O 151.1C, Chapter I, subparagraph 9j).
 - (7) Approves the exercise evaluation reports of the Full Participation Exercises (FPEs) and annual exercises [see DOE O 151.1C, Chapter IV, subparagraph 4b(1)(e)].
 - (8) Approves the after action reports of actual events.
 - b. Emergency Manager, ORO Emergency Response Organization (ERO). Performs or delegates those operational emergency response functions identified in DOE O 151.1C, subparagraph 4c(1)(b) and Chapter I, subparagraph 9n.
 - c. Operations Advisor ERO. The two Operations Advisor positions in the ORO Emergency Operations Center (OROEOC) [Operations Advisor-Environmental Management (EM); Operations Advisor-Science (SC)] serve as the ON-Scene Coordinator for events occurring at

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their operations when DOE is the lead agency for Federal responses under the National Contingency Plan or its replacement [see DOE O 151.1C, Chapter I, 9i(1)].

d. Director, Public Affairs Office (PAO).

In coordination with the Emergency Management Team (EMT):

- (1) Ensures emergency public information (EPI) planning is integrated with the development and maintenance of Emergency Plans (see DOE O 151.1C, Chapter I, subparagraph 9f).
- (2) Establishes the functionality/capability requirements for the ORR Joint Information Center (JIC) [see DOE O 151.1C, Chapter IX, subparagraph 4b(2)].

e. Assistant Manager for Security and Emergency Management.

- (1) Ensures development and maintenance of ORO-level emergency management policy, program, guidance and implementing procedures (see DOE O 151.1C, Chapter I, subparagraphs 9a and 9b).
- (2) Reviews, concurs with, and submits to the Manager, ORO, for approval the following: ORR Emergency Plan Volume 1, ORR EPZ basis document, emergency response agreements with Federal, state, and local organizations, and the annual ERAP [see DOE O 151.1C, Chapter I, subparagraph 9c(1)-(2), 9h, and 9j].
- (3) Coordinates and develops security-related emergency response agreements and submits them to the Manager, ORO, for approval with the concurrence of the Line Assistant Managers and Office of Chief Counsel (OCC), and provides a copy to the Directives Management Group (DMG) (see DOE O 151.1C, Chapter I, subparagraph 9j).

f. Assistant Manager for Environmental Management (AMEM). Funds and manages the Tennessee Oversight Agreement to include the emergency management grant in coordination with the EMT and Line Management (see DOE O 151.1C, Chapter I, subparagraph 9t).

g. Assistant Manager for Nuclear Fuel Supply.

- (1) Ensures that prior to lease of a facility, an inventory of the hazardous materials that will be used onsite is provided and reported to the site emergency management organization. A requirement is included in the lease to update this inventory when operations at the facility change. In addition, lease arrangements include integrating the lessee's emergency management program elements into the site-wide program (see DOE O 151.1C, Chapter I, subparagraph 9v).
- (2) Performs those activities in Section 3.13 as appropriate for leased facility operations.

h. Office of Chief Counsel. Reviews and concurs with ORO emergency response agreements (see DOE O 151.1C, subparagraph 9j).

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- i. Leader, Emergency Management Team (EMT).
 - (1) Serves as the Organization of Primary Responsibility for DOE O 151.1C.
 - (2) If exemption requests are submitted, reviews and concurs [see DOE O 151.1C, 3c(5)].
 - (3) Establishes and coordinates ORR-level emergency management policy, program, guidance, and implementing procedures (see DOE O 151.1C, Chapter I, subparagraphs 9a and 9b).
 - (4) Integrates the Lead Federal Manager roles and responsibilities into the ORR Emergency Management Program.
 - (5) Provides technical assistance to the Line Assistance Managers in matters regarding emergency management (see DOE O 151.1C, Chapter I, subparagraph 9a and 9b). This includes:
 - a. Review of contractor emergency management planning documents:
 1. Hazard Surveys (HSs)
 2. Emergency Planning Hazard Assessments (EPHAs)
 3. Site level Emergency Plan (Volumes 2 and 3 of ORR Emergency Plan)
 4. EPZ basis documents
 5. Contractor ERAPs
 - b. Assist with conduct of emergency management program assessments:
 1. 3-year assessment of contractor program
 2. Self-assessment of Line Management activities
 - c. Review of contractor reports documenting the annual emergency management program assessment
 - d. Planning, conduct, and evaluation of emergency exercises:
 1. Participates in exercise planning meetings and activities
 2. Reviews exercise planning documentation
 3. Serves as evaluators and controllers
 4. Reviews evaluation reports of FPEs and annual exercises
 5. Briefs ORO Manager and Safety Attainment Board (SAB) on the FPEs and annual exercises
 - e. Review of after action reports for actual events and conduct of a briefing for ORO Manager and SAB
 - (6) Develops and maintains Volumes 1 and 4 of the ORR Emergency Plan and their distribution, ensures annual review and updates as necessary, and submits to the Manager, ORO, for approval with the concurrence of the Line Assistant Managers and forwards to the PSOs and NA-41 [see DOE O 151.1C, Chapter I, subparagraph 9c(1)].

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- (7) Integrates EPI planning into the Emergency Plan (see DOE O 151.1C, Chapter I, subparagraph 9f).
- (8) Develops and maintains the ORO-level Emergency Plan Procedures ensuring annual review and updates as necessary (see DOE O 151.1C, Chapter I, subparagraph 9q).
- (9) Coordinates and develops non-security emergency response agreements with Federal, state, and local organizations; submits them to the Manager, ORO, for approval with the concurrence of the Line Assistant Managers and the OCC; and provides a copy to the DMG (see DOE O 151.1C, Chapter I, subparagraph 9j).
- (10) Coordinates the development and dissemination of the following (see DOE O 151.1C, Chapter I, subparagraphs 9a and 9b).
 - a. ORR consolidated exercise schedule
 - b. Monthly ORO and JIC ERO Duty Roster
 - c. Monthly pager test schedule
 - d. Annual Public Warning Siren System test schedule
- (11) Ensures maintenance and staffing of Federal ERO and contractor ERO assigned to the OROEOC ensuring the ERO participate in a continuing program of training, drills, and exercises (see DOE O 151.1C, Chapter I, subparagraph 9l).
- (12) If there are changes to a site EPZ, coordinates the integration of the site EPZs into the ORR EPZ and submits the ORR EPZ to the Manager, ORO, for approval with the concurrence of the Line Assistant Managers and submits the approved ORR EPZ to the PSOs and NA-41 [see DOE O 151.1C, Chapter I, subparagraph 9c(2)].
- (13) Manages and maintains, ensures the operational readiness of, and assesses annually the emergency management functions maintained by the EMT, which include the Oak Ridge Operations Center (OROC), OROEOC and alternate OROEOC, JIC, ERO Notification System, and the Emergency Management Mapping Application [see DOE O 151.1C, Chapter I, subparagraphs 9c(3) and 9p and Chapter IX, subparagraph 4b(2)].
- (14) Prepares After-Action Report reflecting the OROC, OROEOC, and JIC response to actual emergencies and forwards to Lead Contractor within 30 days for incorporation into the After Action Report for the emergency that is due within 45 days of event categorization (see DOE Order 151.1C, Chapter VIII, subparagraph 4.d).
- (15) Implement corrective actions and lessons learned from actual emergency responses and based on findings from evaluations, assessments, and appraisals for those emergency management activities maintained by EMT, which includes OROC, OROEOC, and JIC (see DOE O 151.1C, Chapter I, subparagraph 9o).
- (16) Develops the consolidated ORO ERAP annually, obtains concurrence from Line Management, submit by November 15 to the Manager, ORO, for approval and to the PSOs and NA-41 by November 30 each year (see DOE O 151.1C, Chapter I, subparagraph 9h).

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- (17) Serves as the principal ORO point-of-contact for NA-41 to include serving as the ORO representative on the Headquarters Emergency Management Advisory Committee (see DOE O 151.1C, Chapter I, subparagraph 9r).
- (18) Supports and participates in no-notice exercises conducted by NA-41 (see DOE O 151.1C, Chapter X, subparagraph 2d).
- (19) Manages the Federal Building Complex Emergency Management Program.
- (20) Serves as the principal ORO point-of-contact for interface with the Tennessee Emergency Management Agency (TEMA) to include coordination of state emergency activities and integration of TEMA response policies into the ORR Emergency Plan.
- (21) Provides subject matter expert assistance to AMEM for administration of the emergency management portion of the Tennessee Oversight Agreement.

j. Contracting Officer's Representatives.

- (1) Ensure measures of effectiveness are incorporated into contractual arrangements (see DOE O 151.1C, Chapter I, subparagraph 9c).
- (2) Ensure DOE O 151.1C is incorporated into the appropriate contracts (see DOE O 151.1C, Chapter I, subparagraph 9u).

k. Assistant Managers with Line Responsibilities.

- (1) If exemptions are requested for DOE O 151.1C, review and concur, provide to the EMT for review, and submit to the Manager, ORO, for approval [see DOE O 151.1C, subparagraph 3c(5)].
- (2) Assign a line management representative to serve as the emergency management program coordinator.
- (3) Ensure inventories reported in HSs and EPHAs are valid (i.e., review by Facility Representative) before the HS or EPHA is provided to EMT for review (see DOE O 151.1C, Chapter I, subparagraph 9k).
- (4) After review by EMT, approve HSs and ensure the contractor updates them every 3 years and prior to significant changes to the facility or to hazardous material inventories (see DOE O 151.1C, Chapter I, subparagraph 9k).
- (5) After review by EMT, approve EPHAs and ensure the contractor reviews them every 3 years and updates them prior to significant changes to the facility or hazardous material inventories. Forward EPHA documents to the EMT, TEMA, PSO, and NA-41 (see DOE O 151.1C, Chapter I, subparagraph 9k).

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- (6) Ensure contractor tracks and implements corrective actions from emergency events, evaluations, and assessments (see DOE O 151.1C, Chapter I, subparagraph 9o).
 - (7) Utilizing EMT and Line Management staff, lead assessments of contractor emergency management programs ensuring all elements are assessed at least once every 3 years to ensure compliance with DOE Directives and ORO policy and provide results to PSO and NA-41 with a copy to the EMT (see DOE O 151.1C, Chapter I, subparagraph 9m).
 - (8) Review contractor self-assessment programs annually to ensure compliance with DOE Directives and ORO policy and provide results to PSO and NA-41 with a copy to the EMT (see DOE O 151.1C, Chapter I, subparagraph 9m).
 - (9) Utilizing EMT and Line Management staff, assess the Line Assistant Manager's emergency management program responsibilities annually and record the results of the self-assessment in the Field Element portion of the ERAP [see DOE O 151.1C, Chapter I, subparagraph 9c(3)].
1. Assistant Managers with Line Responsibility for ORR Lead Contractors.
- (1) Line Management is responsible for the following paragraphs in addition to those listed under Section 3.11 above.
 - (2) Utilizing input from EMT regarding contractor activities, ensure implementation of a site-level emergency management program, guidance, and implementing procedures. (see DOE O 151.1C, Chapter I, subparagraphs 9a and 9b).
 - (3) Ensure appropriate resources are available to implement the site-level emergency management program and ensure appropriate emergency actions are conducted during an emergency (see DOE O 151.1C, Chapter I, subparagraphs 9d and 9n).
 - (4) Ensure leased facilities and event contractors are integrated into the site-level emergency management program (see DOE O 151.1C, Chapter I, subparagraph 9v).
 - (5) If there is a change to the site EPZ, after review by EMT, review and approve it and provide to the EMT for incorporation into the ORR EPZ, and then concur with the ORR EPZ before its submittal to the Manager. (see DOE O 151.1C, Chapter I, subparagraph 9c(2)).
 - (6) After review by EMT, review and approve the site-level emergency plan, forward it to the EMT for incorporation into ORR Emergency Plan, and concur with ORR Emergency Plan before its submittal to the Manager as described in ORR Emergency Plan Procedure 101, Performance Document Process (see DOE O 151.1C, Chapter I, subparagraph 9q).
 - (7) Utilize feedback from EMT to ensure the contractor emergency plan and supporting procedures are reviewed and updated as necessary (see DOE O 151.1C, Chapter I, subparagraph 9e and 9q).

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- (8) Ensure notification of Operational Emergencies is provided directly to OROC, DOE HQ and TEMA [see DOE O 151.1C, Chapter VIII, subparagraph 4a(1)(a)].
 - (9) Concur with emergency response agreements with Federal, state, and local organizations (see DOE O 151.1C, Chapter I, subparagraph 9j).
 - (10) Ensure the site EOC maintains effective communications with HQ Operations Center/Emergency Operations Center (EOC) during emergencies (see DOE O 151.1C, Chapter I, subparagraph 9g).
 - (11) After review by EMT, approve the contractor site ERAP and forward to the EMT by October 30 each year for inclusion in the ORO ERAP and concur with the ORO ERAP before its submittal to the Manager (see DOE O 151.1C, Chapter I, subparagraph 9h).
 - (12) Ensure the maintenance and staffing of site-level ERO personnel, and, utilizing training records maintained by EMT, ensure their participation in a continuing emergency preparedness program of training, drills, and exercises (see DOE O 151.1C, Chapter I, subparagraph 9l).
 - (13) Ensure the contractor maintains a site-level EOC and alternate EOC (see DOE O 151.1C, Chapter I, subparagraph 9p).
 - (14) After review by EMT, approve FPE and site-level annual exercise packages and provide to the EMT, PSO, and NA-41 30 working days prior to exercise in accordance with Volume 1, Section 13 of the ORR Emergency Plan [see DOE O 151.1C, Chapter I, subparagraph 9w and Chapter IV, subparagraph 4b(1)(d)].
 - (15) Participate with the EMT in briefing the Manager and SAB on the exercise evaluation reports of FPEs and annual exercises and reports of actual events.
 - (16) After review by EMT, concur with evaluation reports of the FPEs and annual exercises before approval by the Manager for submittal to the PSO and NA-41 within 30 working days of exercise [see DOE O 151.1C, Chapter IV, subparagraph 4b(1)(e)].
 - (17) Ensure contractor prepares an After Action Report addressing the site emergency response to actual events and incorporates the response of other activated response elements, such as OROC, OROEOC, and JIC. After review by EMT, concur with the After Action Report before approval by the Manager for submittal NA-41 within 45 days of event categorization (see DOE O 151.1C, Chapter VIII, subparagraph 4d).
 - (18) Support and participate in no-notice exercises conducted by NA-41 (see DOE O 151.1C, Chapter X, subparagraph 2d).
- m. Assistant Managers with Line Responsibility for ORR Event Contractors.

Line Management is responsible for the following paragraphs in addition to those listed under Section 3.11 above.

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- (1) Ensure the contractor provides information to the Lead Contractor for inclusion in the site emergency plan [see DOE O 151.1C, Chapter I, subparagraphs 9b, 9c(1), and 9v].
- (2) Ensure contractor provides the HSs and EPHAs addressed in subparagraph 4k(3)-(4) of this Chapter to the Lead Contractor for incorporation into the site-level emergency management program (see DOE O 151.1C, Chapter I, subparagraph 9k).
- (3) Ensure contractor provides personnel to serve on the site ERO.
- (4) Ensure contractor provides ERAP information to the Lead Contractor(s) for inclusion into the site ERAP (see DOE O 151.1C, Chapter I, subparagraph 9h).