

# DOE/ORO CONTROL FORM - ORO FINAL DIRECTIVE

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## PART A (To be completed by the Division of Primary Interest (DPI))

1. NUMBER AND TITLE OF DIRECTIVE: **ORO O 150, Chapter I, Change 6, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM**

2. PURPOSE OF TRANSMITTAL:  New Directive  Revised Directive

3. THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS: (Check appropriate boxes)

No (all contractors)

Yes If yes, whom?  Bechtel Jacobs Co.  ORAU  UT-Battelle

Other contractors (list by type) Other contractors that have responsibility for operating DOE-owned facilities and contractors that have responsibility for protection of the public health and safety and the environment.

*Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.*

4. SIGNIFICANT PROVISIONS: Are there any significant changes or impact?

No  Yes If yes, describe:

Changes to this Chapter include editorial revisions to (1) update correlating DOE Directive; (2) revise Paragraphs 3, 4a(5), and 4m(6); (3) delete Paragraphs 4a(3) and 4c(3); (4) revise Attachment 1, Paragraph 1c; (5) delete Attachment 1, Paragraph 4c; and (6) add two new Paragraphs, 1g and 1h, to Attachment 1.

5. CONTACT POINT: Leon Duquella Assessment & Emergency Management Div., SE-32 576-9755  
Name Organization Telephone

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## PART B (To be completed by the Directives Management Group (DMG)):

6. FILING INSTRUCTIONS:

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO Control Form	02/28/2003	ORO Control Form	04/22/2004
ORO O 150, Ch. I, Chg. 5	02/28/2003	ORO O 150, Ch. I, Chg. 6	04/22/2004

*ORO Directives are available on the ORO Directives Management Home Page at [http://www.ornl.gov/doe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/doe_oro_dmg/oro_dir.htm). The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.*

7. APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:

Original Signed By  
Wayne H. Albaugh 04/22/2004  
Signature: DMG Team Leader, AD-440 Date

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INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

# U.S. Department of Energy

Oak Ridge Operations

ORO O 150  
Chapter I  
Change 6

DATE: 04/22/2004

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**SUBJECT: COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM**

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1. PURPOSE. This Chapter correlates to DOE O 151.1B, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM, dated October 29, 2003, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 150, Chapter I, Change 5, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM, dated February 28, 2003.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff, management and operating (M&O) and management and integration (M&I) contractors, and other contractors that have responsibility for protection of the public health and safety and the environment, to the extent set forth in their contracts.
4. RESPONSIBILITIES. Many ORO contractors have developed Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets that may not include requirements referenced or included in DOE O 151.1B, its attached Contractor Requirements Document, or this Chapter. Interpretation and performance of Federal responsibilities outlined below must take into account the approved standards set for each particular contract and must not be deemed to add any requirements to the approved set.
  - a. Manager, ORO.
    - (1) Performs those tasks identified in DOE O 151.1B, Chapter I, subparagraphs 8c (except (1) and (2) thereunder) and d.
    - (2) Approves the Oak Ridge Reservation Emergency Plan (ORREP) and forwards it to the Lead Program Secretarial Office (LPSO), Assistant Secretary for Environmental Management (EM-1), Office of Nuclear Energy, Science, and Technology (NE-1), and the Office of Security and Emergency Operations, Emergency Management (NA-41).
    - (3) Submits exemption requests for DOE O 151.1B to the LPSO with a copy to the appropriate Program Secretarial Office (PSO).

- (4) Approves and submits the Oak Ridge Reservation (ORR) emergency planning zone (EPZ), appropriate PSO(s); Assistant Secretary for Environment, Safety, and Health (EH-1); the Office of Independent Oversight and Performance Assessment (OA-1); and NA-41.
  - (5) Approves the ORO consolidated Emergency Readiness Assurance Plan (ERAP) and submits to the LPSO and NA-41.
- b. Emergency Manager, ORO Emergency Response Organization (ERO) performs or delegates those functions identified in DOE O 151.1B, subparagraph 4c(1)(b) and Chapter I, subparagraph 8n.
- c. Line Assistant Managers.
- (1) Submit exemption requests to the Manager, ORO, with concurrence of the Assistant Manager for Environment, Safety, Health and Emergency Management (AMESH).
  - (2) Review and concur with the ORREP and ORREP site-specific annex(es) for site(s) on which they have operations.
  - (3) Submit contractor ERAPs to the appropriate PSO and concur on the ORO consolidated ERAP.
- d. Director, Public Affairs Office (PAO).
- (1) Performs those tasks identified in DOE O 151.1B, Chapter I, subparagraph 8f.
  - (2) Participates in and coordinates the emergency public information activities at ORO facilities as described in DOE O 151.1B, Chapter IX.
  - (3) Establishes the functionality/capability requirements for the ORR Joint Information Center (JIC) with the concurrence of the ORR Lead Contractor Contracting Officer's Representatives (CORs).
- e. Assistant Manager for Environment, Safety, Health and Emergency Management.
- (1) Ensures evaluation of contractor Emergency Management Programs.
  - (2) Concurs with exemption requests.
  - (3) Negotiates annually a capability/usage fee for the ORR assets with the Assistant Manager for Environmental Management (AMEM) and Assistant Manager for Laboratories (AML).
  - (4) Concurs on the ORO consolidated ERAP.
- f. Assistant Manager for Environmental Management funds and manages the Tennessee Emergency Management Agency (TEMA) emergency management grant portion of the TOA with technical support from the ORO Emergency Management Team (EMT).

- g. Office of Chief Counsel (OCC) concurs with mutual assistance agreements and letters/memorandums of understanding (MAAs and MOUs/LOAs) for the Oak Ridge area.
- h. Director, Assessment and Emergency Management Division (DAEMD).
  - (1) Serves as the Organization of Primary Responsibility for DOE O 151.1B, and is responsible for ORO-level emergency management policy, guidance, standards, and implementing procedures.
  - (2) Develops and maintains the ORREP and submits to the Manager, ORO, for approval with the concurrence of the Line Assistant Managers, ORR Lead and Event Contractor CORs, and ORR Lead Contractors.
  - (3) Reviews exemption requests.
  - (4) Concurs with alternative approaches to the methodologies delineated in DOE G 151.1-1, EMERGENCY MANAGEMENT GUIDE (EMGs).
  - (5) Coordinates the integration of the EPZs for ORR sites into an overall ORR EPZ with standard sector boundaries and identification, and submits the ORR EPZ to the Manager, ORO, with concurrence of the ORR Lead Contractor CORs.
  - (6) Provides technical assistance to the CORs concerning requirements and standards interpretation and cross cutting issues.
  - (7) Manages and ensures operational readiness of the ORR assets.
  - (8) Performs operational assessments of the ORR assets.
  - (9) Develops and maintains the command media for the ORR Emergency Management Program.
  - (10) Develops non-security related MAAs and MOUs/LOAs for the Oak Ridge area; signs such agreements with the concurrence of the Director, Operations Division, appropriate CORs, and the OCC; and provides a copy to the Directives Management Group (DMG) and appropriate CORs.
  - (11) Coordinates the development of ORR intersite MAAs.
  - (12) Coordinates the development of the ORO consolidated exercise schedule.
  - (13) Participates in the planning and coordination of site drills or exercises involving participation by non-contractor organizations.
  - (14) Provides support and technical assistance to the PAO in planning emergency public information activities.
  - (15) Serves as the principal ORO point-of-contact for interface with TEMA on ORO emergency management issues, coordinates activities with affected CORs, and provides technical support to the AMEM on the TOA.

- (16) Develops the consolidated ORO ERAP.
  - (17) Serves as the principal ORO point-of-contact for NA-41.
  - (18) Manages and ensures the operational readiness of the Oak Ridge Operations Center (OROC).
  - (19) Manages the Federal Building Complex Emergency Management Program.
  - (20) Serves as the ORO member of the Headquarters Emergency Management Advisory Committee.
  - (21) Serves as the ORO Emergency Operating Records Program Officer.
  - (22) Ensures the Radiation Emergency Assistance Center and Training Site (REAC/TS) is maintained in an operational state of readiness.
  - (23) Coordinates ORO support to the Energy Emergency Management Team and ORO participation in energy emergency readiness exercises.
  - (24) Serves as the point-of-contact for the DOE Continuity of Operations Program.
  - (25) Coordinates with the Director, Office of Safeguards and Security, to ensure adequate support to OROC.
- i. Directors, Operations and Nuclear Safety Divisions, provide support and technical assistance to the CORs and the DAEMD relating to all emergency management activities.
  - j. Director, Operations Division.
    - (1) Concurs with non-security related MAAs and MOUs/LOAs for the Oak Ridge area.
    - (2) Provides support and technical assistance to the CORs and the DAEMD relating to all emergency management activities.
  - k. Director, Office of Safeguards and Security.
    - (1) Develops security-related MAAs and MOUs/LOAs for the ORR; signs such agreements with the concurrence of the DAEMD, appropriate CORs, and the OCC; and provides a copy to the DAEMD, DMG, and appropriate CORs.
    - (2) Provides support and technical assistance to the CORs and the DAEMD relating to all emergency management issues.
    - (3) Coordinates with DAEMD to ensure adequate support to OROC.

- l. Director, Information Resources Management Division.
  - (1) Ensures the readiness of communications systems (i.e., E911 systems, ORO Federal ERO pagers, and radio systems used for emergency response) critical to the ORR Emergency Management Program.
  - (2) Performs operational assessments of communication systems critical to the ORR Emergency Management Program.
  
- m. All Contracting Officer's Representatives.
  - (1) Perform those tasks identified in DOE O 151.1B, subparagraphs 4b(1)(a), (b), and 4c(1)(a); Chapter I, subparagraphs 8a, b, e, i, k, l, o, q, and subparagraphs 9a-d and f.
  - (2) Ensure each contractor-operated facility conducts internal readiness assurance assessments as required by DOE O 151.1B, Chapter X, subparagraph 4a.
  - (3) Perform operational assessments of their contractor's Emergency Management Program.
  - (4) Review and concur with exemption requests, and submit exemption requests to their Assistant Manager.
  - (5) Serve as the principal point-of-contact for EH-1 and OA-1 for their operations.
  - (6) Approve contractor-developed hazard assessments for the operations under their cognizance, and forward to the ORR Lead Contractor COR, where applicable.
  - (7) Approve contractor site ERAP and forward to the appropriate Line Assistant Manager.
  - (8) Ensure the ORO (Federal) Emergency Management Team Response concept of operations is incorporated in their Site Emergency Programs.
  - (9) Approve alternative approaches to the methodologies delineated in the EMGs with the concurrence of the DAEMD and the ORR Lead Contractor COR, if applicable.
  - (10) Ensure the DAEMD is provided the opportunity to participate in the planning for site drills or exercises involving participation by non-contractor organizations.
  
- n. Oak Ridge Reservation Lead Contractor Contracting Officer's Representatives.

NOTE: ORR Lead Contractor CORs are responsible for the following subparagraphs in addition to those listed under Paragraph 4m above.

- (1) Perform those tasks identified in DOE O 151.1B, Chapter I, subparagraph 8g and subparagraph 9e.
- (2) Approve the EPZ for their site, and submit to the DAEMD for integration into the ORR EPZ.
- (3) Concur with the ORR EPZ.

- (4) Concur with the Lead Contractor ORREP site-specific annex and provide to the DAEMD for inclusion in the ORREP.
  - (5) Concur with the ORREP.
  - (6) Serve as the point-of-contact for TEMA for the facilities/sites for which they are responsible.
  - (7) Ensure the Lead Contractor consolidates all site contractor information requested by DAEMD for preparation of the consolidated ORO ERAP.
  - (8) Concur with the functionality/capability requirements for the ORR JIC.
  - (9) Approve ORR intersite MAAs.
  - (10) Concur with non-security related MAAs and MOUs/LOAs.
  - (11) Ensure all site event contractor CORs provide copies of any hazard surveys, emergency management hazard assessments, and Emergency Action Levels (EALs) from their facilities.
- o. Oak Ridge Reservation Event Contractor Contracting Officer's Representatives.

NOTE: ORR Event Contractor CORs are responsible for the following paragraphs in addition to those listed under Paragraph 4m above.

- (1) Provide ORREP site-specific annex(es) information to the ORR Lead Contractor COR for site(s) on which they have operations.
  - (2) Concur with the ORREP.
  - (3) Serve as the point-of-contact for TEMA for the facilities for which they are responsible.
  - (4) Ensure contractor provides ERAP information to the Site Lead Contractor(s) for inclusion into the ORO consolidated ERAP.
  - (5) Provide copies of any hazard surveys, emergency management hazard assessments, and EALs produced by the event contractor to the appropriate Lead Contractor COR.
- p. Non-Oak Ridge Reservation Contracting Officer's Representatives.

NOTE: Non-ORR CORs are responsible for the following paragraphs in addition to those listed under Paragraph 4m above.

- (1) Perform those tasks identified in DOE O 151.1B, Chapter I, subparagraphs 8g, p, and subparagraph 9e.
- (2) If required for their operations, approve the EPZ for their site and forward to the Manager, ORO, through their Assistant Manager.

- (3) Approve emergency plans for facilities/sites under their cognizance, and submit them to the Manager, ORO, through their Assistant Manager.
  - (4) Participate in the development of and approve MAAs and MOUs/LOAs with state, tribal, and local authorities.
  - (5) Forward ERAP information from the contractor requested by DAEMD to develop the ORO consolidated ERAP.
5. REQUIREMENTS AND PROCEDURES. None.
  6. REFERENCES. DOE G 151.1-1, EMERGENCY MANAGEMENT GUIDE, dated August 21, 1997.
  7. DEFINITIONS.
    - a. ORR LEAD CONTRACTORS. UT-Battelle, LLC, for the Oak Ridge National Laboratory (ORNL), and Bechtel Jacobs Company, LLC, for the East Tennessee Technology Park (ETTP).
    - b. ORR EVENT CONTRACTOR. Any contractor operating on an ORR Lead Contractor managed site.
  8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.
  9. ATTACHMENTS.
    - a. Attachment 1 - Contractor Requirements Document.

## CONTRACTOR REQUIREMENTS DOCUMENT

### 1. All Contractors.

Contractors identified in Paragraph 3 of this Chapter will accomplish the following, to the extent set forth in their contract:

- a. Implement site/facility/activity-specific Comprehensive Emergency Management Programs based on a graded approach consistent with the requirements of DOE O 151.1B, Attachment 1, CONTRACTOR REQUIREMENTS DOCUMENT, Paragraphs 1, 3, 5, 6, 7, 9, 10, 11, 13, 14, and 15.
- b. Submit exemption requests to their Contractor Contracting Officer's Representatives (CORs) for review and concurrence.
- c. Submit hazard assessments to their COR for approval.
- d. Submit Emergency Readiness Assurance Plan (ERAP) to COR for approval.
- e. Develop implementation plans for the requirements of this Chapter based on information documented in the DOE EMERGENCY MANAGEMENT GUIDE (EMG). These guidance documents provide an acceptable approach to emergency planning activities. Other approaches may be used to develop implementation plans provided they are approved by the COR with the concurrence of the Director, Assessment and Emergency Management Division (DAEMD) and Lead Contractor's COR, if applicable.
- f. Perform all state notifications and reporting requirements specified in statutes, regulatory guides, and DOE Directives for all emergencies. This responsibility includes not only the initial notification, but also the continuing provision of information during the course of the emergency. If there is any doubt whether the affected state should be notified, operate conservatively and make the notification.
- g. Immediately notify the COR whenever any facility hazards analysis associated with an emergency management hazards assessment is determined to be potentially inadequate or it indicates that the size of the emergency planning zone (EPZ) may need to be increased.
- h. Immediately institute compensatory actions when it is determined that an existing emergency management hazards assessment is inadequate. Notify the COR of actions taken.

### 2. Oak Ridge Reservation (ORR) Lead Contractors.

ORR Lead Contractors are responsible for the following paragraphs in addition to those listed under Paragraph 1 above, to the extent set forth in their contract:

- a. Participate in the preparation of mutual assistance agreements and letters/memorandums of understanding (MAAs and MOUs/LOAs) with local, state, and tribal authorities.

- b. Submit proposed site EPZs to their COR for approval.
- c. Consolidate Site Lead and Event Contractors information and submit site input to the ORO consolidated ERAP to the DAEMD through the COR.
- d. Integrate emergency public information planning with the development and maintenance of the Oak Ridge Reservation Emergency Plan (ORREP).
- e. Develop and maintain their ORREP site-specific annex ensuring the incorporation of event contractor and lessee information and provide the annex to their COR for concurrence.
- f. Concur and comply with the ORREP.
- g. Establish any additional site-level standards and procedures for their site required to establish program consistency, where necessary, to ensure protection of workers, the public, and the environment.
- h. Support staffing of the ORR Joint Information Center (JIC) in accordance with ORR-wide implementing procedures.
- i. Provide and maintain their onsite emergency facilities (e.g., Technical Support Centers, Emergency Control Centers).
- j. Respond to and mitigate any emergency occurring in their geographical area of responsibility.

3. Oak Ridge Reservation Event Contractors.

ORR Event Contractors are responsible for the following paragraphs in addition to those listed under Paragraph 1 above, to the extent set forth in their contracts:

- a. Provide information to the Lead Contractor for the ORO consolidated ERAP.
- b. Provide information for the ORREP site-specific annex(es) to their COR.
- c. Comply with the ORREP and the ORR Lead Contractor-established emergency management standards, and procedures.

4. Non-Oak Ridge Reservation Contractors.

Non-ORR Contractors are responsible for the following paragraphs in addition to those listed under Paragraph 1 above, to the extent set forth in their contracts:

- a. Perform the tasks identified in, DOE O 151.1B, Attachment 1, Paragraphs 8 and 12.
- b. Provide site input for the ORO consolidated ERAP to DAEMD through the COR.

5. Contractors in the State of Tennessee.

Contractors performing work for ORO in the State of Tennessee will notify the Tennessee Emergency Management Agency (TEMA) within two hours of all Unusual Occurrences. Notification will be made orally followed by submission of the TEMA Notification Form by the Emergency Management Information System (EMInS) Lite. All notifications must be made through one of the following: the Oak Ridge Operations Center, the Park Shift Superintendent's Office at the East Tennessee Technology Park, or the Laboratory Shift Superintendent's Office at the Oak Ridge National Laboratory.

6. Other Contractors.

- a. Oak Ridge Associated Universities: Manage and maintain the Radiation Emergency Assistance Center and Training Site (REAC/TS) in an operational state of readiness.
- b. Oak Ridge Associated Universities: Support ORR command media and the ORR JIC.