

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

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

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 150, Chapter I, Chg. 3, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM**
2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)
 No (all contractors)
 Yes If yes, whom? LMES LMER ORAU SURA
 Bechtel Jacobs Company
 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, 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: This ORO Chapter is part of the ORO sunset review process. It has been extensively revised throughout to reflect current organizational titles, responsibilities, and policies.
5. **CONTACT POINT:** Steve Johnson Assessment & Emergency Management Division, SE-34 576-9740
Name Organization Telephone

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 O 150, Chapter I, Chg. 2,
Pages I-1 through I-20 | 03/31/1998 | ORO O Control Form
ORO O 150, Chapter I,
Chg. 3, Pages I-1 through I-11 | 03/17/2000
03/17/2000 |

ORO Orders are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe_oro_dmg/orchk1st.htm. The ORO Orders 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

Kenneth W. Warden, AD-440
Signature Management Analyst, AD-440

03/17/2000
Date

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

Rev. 11/30/1999

U.S. Department of Energy

Oak Ridge Operations

ORO O 150 Chapter I Change 3

DATE: 03/17/2000

SUBJECT: COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM

1. PURPOSE. This Chapter correlates to DOE O 151.1, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM, dated September 25, 1995, 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 DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 150, Chapter I, Chg. 2, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM, dated March 31, 1998.
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 (e.g., Bechtel National, Inc., and MK-Ferguson Company at Weldon Spring, Missouri), 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 151.1, 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.
 - (1) Performs those tasks identified in DOE O 151.1, 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 Defense Programs (DP-1), 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 (SO-41).
 - (3) Forwards non-Oak Ridge Reservation (ORR) emergency plans to the LPSO, appropriate Program Secretarial Office (PSO), and SO-41.
 - (4) Submits exemption requests to the LPSO with a copy to the appropriate PSO.

- (5) Approves and submits the ORR emergency planning zone (EPZ) and submits non-ORR EPZs as applicable to the LPSO; appropriate PSO(s); Assistant Secretary for Environment, Safety, and Health (EH-1); the Office of Independent Oversight and Performance Assessment (OA-1); and SO-41.
 - (6) Approves the ORO consolidated Emergency Readiness Assurance Plan (ERAP) and submits to the LPSO and SO-41.
- b. Emergency Manager, ORO Emergency Response Organization (ERO) performs or delegates those functions identified in DOE O 151.1, 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 non-ORR emergency plans and EPZs to the Manager, ORO.
 - (4) Submit contractor ERAPs to the appropriate PSO and concur on the ORO consolidated ERAP.
 - (5) Fund an equal share of the costs for telecommunications within or between state and local government organizations, costs for implementation of the state automated information management system, and costs for emergency management public education when they cannot be funded through the Tennessee Oversight Agreement (TOA). This applies only to the Assistant Managers for Defense Programs, Environmental Management, and Laboratories.
 - (6) Provide funding for their fair share portion of the operation and maintenance of the ORR assets.
- d. Director, Public Affairs Office (PAO).
- (1) Performs those tasks identified in DOE O 151.1, Chapter I, subparagraph 8f.
 - (2) Participates in and coordinates the emergency public information activities at ORO facilities as described in DOE O 151.1, 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 to the Manager for Environment, Safety, Health, and Emergency Management (AMESH).
- (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 Defense Programs (AMDP), 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 (AMEM) funds and manages the Tennessee Emergency Management Agency (TEMA) emergency management grant portion of the TOA with technical support from the ORO Emergency Management Program Office (EMPO).
- 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 151.1, 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 the Emergency Management Guides (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) Develops the ORO (Federal) Emergency Management Team Response concept of operations.
- (8) Manages and ensures operational readiness of the ORR assets.
- (9) Performs operational assessments of the ORR assets.
- (10) Develops and maintains the command media for the ORR Emergency Management Program, administration of the ORO Federal ERO Training and Qualification Program, and core training development and maintenance for the ORR contractor and Federal ERO.
- (11) Develops non-security related MAAs and MOUs/LOAs for the Oak Ridge area; signs such agreements with the concurrence of the Director, Technical Support Division, appropriate CORs, and the OCC; and provides a copy to the Directives Management Group (DMG) and appropriate CORs.
- (12) Coordinates the development of ORR intersite mutual assistance agreements.
- (13) Coordinates the development of the ORO consolidated exercise schedule.
- (14) Participates in the planning and coordination of site drills or exercises involving participation by non-contractor organizations.
- (15) Provides support and technical assistance to the PAO in planning emergency public information activities.
- (16) 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.
- (17) Develops the consolidated ORO ERAP.
- (18) Serves as the principal ORO point-of-contact for SO-41.
- (19) Manages and ensures the operational readiness of the Oak Ridge Operations Center (OROC).
- (20) Manages the Federal Building Complex Emergency Management Program.

- (21) Serves as the ORO member of the Headquarters (HQ) Emergency Management Advisory Committee.
 - (22) Serves as the ORO Emergency Operating Records Program Officer.
 - (23) Ensures the Radiation Emergency Assistance Center and Training Site (REAC/TS) is maintained in an operational state of readiness.
 - (24) Serves as the technical manager for the ORO mission activities associated with the Office of Security and Emergency Operations Emergency Response Training and Readiness Program, Joint Technical Operations Team, and Lincoln Gold Program.
 - (25) Coordinates ORO support to the Energy Emergency Management Team and ORO participation in energy emergency readiness exercises.
 - (26) Serves as the point-of-contact for the DOE Continuity of Operations Program.
 - (27) Coordinates with the Director, Safeguards and Security Division, 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, Technical Support 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, Safeguards and Security Division.
 - (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) Coordinate 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 151.1, 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 151.1, Chapter X, subparagraph 4a.
- (3) Perform operational assessments of their contractor's Emergency Management Program.
- (4) Review and concur with exemption requests. Submit 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 surveys, hazard assessments, and emergency action levels (EALs) 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. ORR Lead Contractor CORs.

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

- (1) Perform those tasks identified in DOE O 151.1, 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) Identify to the DAEMD the required EOC functionalities and capabilities necessary to support their site.
 - (9) Concur with the functionality/capability requirements for the ORR JIC.
 - (10) Approve ORR intersite mutual assistance agreements.
 - (11) Concur with non-security related MAAs and MOUs/LOAs.
- o. ORR Event Contractor CORs.

NOTE: ORR Event Contractor CORs are responsible for the following subparagraphs in addition to those listed under subparagraph 4l 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.

p. Non-ORR CORs.

NOTE: Non-ORR CORs are responsible for the following subparagraphs in addition to those listed under subparagraph 4l above.

- (1) Perform those tasks identified in DOE O 151.1, 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: Lockheed Martin Energy Research Corporation for the Oak Ridge National Laboratory (ORNL), Lockheed Martin Energy Systems, Inc. for the Y-12 Plant, 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.

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 151.1, Attachment 1, CONTRACTOR REQUIREMENTS DOCUMENT, paragraphs 1, 3, 5, 6, 7, 9, 10, 11, 13, 14, and 15.
- b. Submit exemption requests to their COR for review and concurrence.
- c. Submit hazard surveys, hazard assessments, and EALs to their COR for approval.
- d. Submit ERAP to COR for approval.
- e. Develop implementation plans for the requirements of this Chapter based on information documented in the DOE 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 DAEMD and Lead Contractor's COR, if applicable.
- f. Perform all state notifications and reporting requirements specified in statutes, regulatory guides, and DOE Orders 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.

2. ORR Lead Contractors.

ORR lead contractors are responsible for the following subparagraphs in addition to those listed under paragraph 1 above, to the extent set forth in their contract:

- a. Participate in the preparation of 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 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 JIC and ORR Offsite FMT in accordance with ORR-wide implementing procedures.
 - i. Provide and maintain their onsite emergency facilities (e.g., Technical Support Centers, Emergency Control Centers).
 - j. Determine the EOC functionalities and capabilities they wish to utilize and advise the DAEMD through their COR. Costs for any functionalities/capabilities desired by more than one of the ORR Lead Contractors will be split equally among them. Costs for any functionalities/capabilities desired by only one ORR Lead Contractor will be borne by that contractor.
 - k. Share equally in the EOC operating and maintenance costs with all ORR Lead Contractors using the facility.
 - l. Respond to and mitigate any emergency occurring in their geographical area of responsibility.
3. ORR Event Contractors.

ORR Event Contractors are responsible for the following subparagraphs 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-ORR Contractors.

Non-ORR contractors are responsible for the following subparagraphs 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 151.1, Attachment 1, paragraphs 8 and 12.
- b. Provide site input for the ORO consolidated ERAP to DAEMD through the COR.
- c. Submit proposed EPZs and emergency plans for their facilities to their COR for approval.

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 Off-normal and 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 OROC, the Park Shift Superintendent's Office at the ETTP, the Plant Shift Superintendent's Office at the Y-12 Plant, or the Laboratory Shift Superintendent's Office at the ORNL.

6. Other Contractors.

- a. Oak Ridge Associated Universities: Manage and maintain the REAC/TS in an operational state of readiness.
- b. Oak Ridge Associated Universities: Manage the Defense Programs Emergency Response Training and Readiness Program, Joint Technical Operations Team, and Lincoln Gold Program.
- c. Oak Ridge Associated Universities: Support ORR command media and provide ORR ERO training support.
- d. LMES: Manage and maintain the EOC, ORR JIC, ORR offsite FMT, and the Public Warning Siren System.
- e. LMER: Manage and maintain the Consequence Assessment System and the ORR Meteorological Monitoring System.