

# **Emergency Preparedness Program Requirements**

**MSC-RD-7647**

**Revision 4**

**Effective Date: January 20, 2011**

**Topic: Emergency Management**

# Emergency Preparedness Program Requirements

## 1.0 PURPOSE AND SCOPE

U.S. Department of Energy (DOE) Order 151.1C (DOE O 151.1C), *Comprehensive Emergency Management System*, Contractor Requirements Document (CRD), DOE-Richland Operations Office (RL) [DOE/RL-94-02](#), *Hanford Emergency Management Plan*, and DOE-0223, *Emergency Plan Implementing Procedures* (prefixed as 'RLEP,' for RL Emergency Procedure), establish the emergency preparedness requirements for the Hanford Site.

This Level 2 Requirements Document identifies the additional requirements applicable to all work under the Mission Support Contract (MSC). It applies to work performed by the Mission Support Alliance, LLC (MSA), and MSA Team employees, and to work performed under subcontracts managed by MSA. This document partially implements ISMS guiding principles 5 'Identification of ES&H Standards and Requirements' and 6 'Hazard Controls Tailored to Work Being Performed,' and core functions 2 'Identify Hazards' and 3 'Develop and Implement Hazard and Environmental Controls.'

## 2.0 REQUIREMENTS

### 2.1 General

**NOTE:** For the tables in this section under the requirement "Type" column, "V" means verbatim and "I" means interpreted.

#	Requirement	Type V or I	Source
1.	Project/facility emergency preparedness programs shall be managed in accordance with <a href="#">DOE/RL-94-02</a> .	I	CRD O 151.1C, Attach. 2, Items 1, 2, and 3; DOE/RL-94-02
2.	Project/facility documentation used to meet Washington Administrative Code (WAC) 173-303, <i>Dangerous Waste Regulations</i> shall be kept current.	V	WAC 173-303-350(4)
3.	Changes to documentation included within the Hanford Site Permit governing WAC 173-303 activities (Hanford Facility Resource Conservation and Recovery Act [RCRA] Permit) must be coordinated through MSA Environmental Integration in accordance with <a href="#">MSC-PRO-15333</a> , <i>Environmental Protection Processes</i> .	I	WAC 173-303-350

### 2.2 Hazards Surveys and Hazards Assessments

#### 2.2.1 Hazards Surveys

**NOTE:** The basic requirements for preparing Hazards Surveys are delineated in DOE O 151.1C, Chapter III, and DOE/RL-94-02, Section 1.3.3. Additional project/facility-specific requirements are delineated below.

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1.	MSA Emergency Management Program (EMP) is responsible for preparing, revising, and issuing hazard surveys in accordance with DOE-0223, RLEP 3.27.	I	CRD O 151.1C, Attach. 2, Item 2
2.	The hazards survey shall be updated whenever operations warrant a change, but no less than every three years.	I	CRD O 151.1C, Attach. 2, Item 2; DOE/RL-94-02, Section 1.3.3.1

### 2.2.2 Emergency Planning Hazards Assessments

**NOTE:** *The basic requirements for preparing Emergency Planning Hazards Assessments (EPHA) are delineated in DOE O 151.1C, Chapter IV, and DOE/RL-94-02, Section 1.3.3.2. Additional project/facility-specific requirements are delineated below.*

1.	EPHA Format		
	<p>a. Projects/facilities shall develop and revise the project/facility Emergency Planning Hazards Assessment (EPHA) using the guidance and format in DOE-0223, RLEP 3.22.</p> <p><b>NOTE:</b> <i>Additional guidance on MSA EPHA development is available in <a href="#">MSC-IP-1201</a>, 'Guidance for Conducting Emergency Planning Hazards Assessments.'</i></p>	I	CRD O 151.1C Attach. 2, Item 3; DOE-0223, RLEP 3.22
	<p>b. Projects/facilities shall assign a qualified EPHA Analyst to perform the hazards characterization, consequence models and classification criteria within the EPHA.</p> <p><b>NOTE:</b> <i>Refer to <a href="#">TPD-0042</a>, 'MSA Emergency Management (EM) Training Program Description' for qualification requirements.</i></p>	I	DOE-0223, RLEP 3.22
	<p>c. The consequence models used for the analysis in the EPHA shall be those approved for use in Hanford Information Systems Inventory (HISI) or those used in the facility safety basis documentation.</p>	I	DOE-0223, RLEP 3.22
2.	EPHA Control		
	<p>a. MSA EPHAs shall be managed as controlled documents in accordance with <a href="#">MSC-RD-8310</a>, <i>Document Control Program</i>.</p>	I	DOE-0223, RLEP 3.22
	<p>b. MSA EPHAs are technical documents and, as such, shall be reviewed and approved in accordance with <a href="#">MSC-PRO-8635</a>, <i>Review and Approval of Technical Documents</i>.</p>	I	DOE-0223, RLEP 3.22
	<p>c. MSA EPHAs shall be issued in accordance with <a href="#">MSC-PRO-440</a>, <i>Engineering Document Change</i>.</p>	I	DOE-0223, RLEP 3.22

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	d. MSA EPHAs shall be reviewed for information clearance in accordance with <a href="#">MSC-PRO-184</a> , <i>Information Protection and Clearance</i> .	I	DOE-0223, RLEP 3.22
3.	EPHA Review and Approval		
	a. A peer review of any new or revised accident analysis shall be conducted prior to final review and approval.	I	DOE-0223, RLEP 3.22
	b. Projects/facilities shall document the final review of the EPHA and ensure the appropriate technical organizations (e.g., nuclear safety, operations, engineering, safety, emergency management, etc.) are involved in the final review process.	I	DOE-0223, RLEP 3.22
	c. The Manager, MSA Contractor EM Support shall be included in the final review and approval of the EPHA to ensure programmatic adequacy and compliance with applicable requirements.	I	DOE-0223, RLEP 3.22
4.	EPHA Maintenance		
	a. Projects/facilities shall update EPHAs prior to any changes or upon discovery of any conditions (i.e., hazardous material inventory changes, changes in operating status, facility modifications, etc.) that affects the analysis in the EPHA, but no less than every three years.	I	DOE-0223, RLEP 3.22
	b. Projects/facilities shall notify the EP Coordinator and the EPHA Analyst of changes in facility processes or inventories for evaluation of impact to hazards surveys or the EPHA.	I	DOE-0223, RLEP 3.22
	c. Projects/facilities shall document the completion of required periodic reviews by sending an internal memo to the MSA Director of EMP. If changes are needed, include a brief description of the reason for the change and the estimated time for completion.	I	DOE-0223, RLEP 3.22

### 2.3 Event Categorization and Classification

**NOTE:** *The basic requirements for event categorization and classification are delineated in DOE/RL-94-02, Sections 4.1.1, 4.1.2, 4.1.2.1, 4.1.2.2, 4.1.2.3, 4.2, and 4.3. Additional project/facility-specific requirements are delineated below.*

1.	Abnormal Events shall be reported in accordance with <a href="#">MSC-PRO-060</a> , <i>Reporting Occurrences and Processing Operations Information</i> , Appendix B.	I	DOE/RL-94-02, Section 4.3; DOE-0223, RLEP 3.24
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2.	For a facility event, the Building Emergency Director/Building Warden (BED/BW) at Hazardous Facilities and Low-Hazards Facilities shall determine if the contingency plan has been implemented based on whether the requirements of WAC-173-303-360 (2)(d) were met by means of an evaluation and assessment in consultation with their environmental single point-of-contact. For General Purpose Facilities, the BW shall notify the environmental single point-of-contact and the environmental single-point of contact shall make the determination. For transportation events, the respective site contractor environmental single point-of-contact shall make the determination.	I	WAC 173-303-360 (2)(d); DOE/RL-94-02, Section 4.2
3.	Site/facility-specific Emergency Action Levels (EAL) shall be developed for the spectrum of potential Hazardous Material Operational Emergencies (HMOE) identified by the EPHA.	I	CRD O 151.1C, Attach. 2, Item 11; DOE/RL-94-02, Section 4.4.3; DOE-0223, RLEP 3.21 and RLEP 3.22
4.	EALs shall be issued to synchronize as closely as possible with the issuance of the governing EPHA, not to exceed 45 days.	I	DOE-0223, RLEP 3.21
5.	EALs shall be reviewed annually and revised as necessary.	I	DOE-0223, RLEP 3.21
6.	If the EALs do not need annual revision, projects/facilities shall document the completion of the annual review by sending an internal memo to the MSA EMP Director.	I	DOE-0223, RLEP 3.21, Section 3.1

### 2.4 Building Emergency Plans, Facility Response Plans, and Emergency Procedures

#### 2.4.1 Building Emergency Plans/Facility Response Plans

**NOTE 1:** *The requirements for Building Emergency Plans (BEP) and Facility Response Plans (FRP) are delineated in DOE/RL-94-02, Sections 1.2, 2.2.1.1.3, the RCRA contingency plan requirements of WAC 173-303.350, and Hazardous Waste Operations (HAZWOPER) requirements of 29 CFR 1910.120 as referenced by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) requirements of 40 CFR 300.150. Additional project/facility-specific requirements are delineated below.*

**NOTE 2:** *HAZWOPER requirements in 29 CFR 1910.120 allow for facilities to choose between an Emergency Response Plan [29 CFR 1910.120(l) and (p)] or an Emergency Action Plan [29 CFR 1910.38(a)]. The BEP template meets both sets of requirements. The FRP template meets the requirements for Emergency Action Plans.*

**NOTE 3:** [Appendix C](#) provides a crosswalk depicting MSC Resource Conservation and Recovery Act (RCRA) contingency planning program requirements.

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1.	<p>Projects/facilities with occupied hazardous facilities shall issue a BEP addressing their hazardous facilities and the BEP shall be completed in accordance with the instructions and template in <a href="#">Appendix A</a>.</p> <p><b>NOTE:</b> <i>It is permissible for projects/facilities to issue a FRP in lieu of a BEP for non-occupied hazardous facilities (see below).</i></p>	I	<p>29 CFR 1910.38, 120(l) or 120(p); WAC 173-303-350; DOE/RL-94-02, Section 1.1 and 2.2.1.1.3</p>
2.	<p>a. Projects/facilities with Low-Hazards Facilities, non-occupied Hazardous Facilities, or non-occupied units subject to WAC 173-303-350 shall issue a FRP addressing their facilities.</p> <p><b>NOTE 1:</b> <i>It is permissible for projects/facilities to issue a BEP in lieu of a FRP for Low-Hazards Facilities, non-occupied Hazardous Facilities or non-occupied units, although not required.</i></p> <p><b>NOTE 2:</b> <i>It is permissible for projects/facilities with CERCLA units/activities subject to 29 CFR 1910.120 Emergency Response Plan or Emergency Action Plan requirements to incorporate BEP or FRP template information into a Site-Specific Health and Safety Plan (SSHASP) if all the information from the template is incorporated in the SSHASP.</i></p> <p><b>NOTE 3:</b> <i>Projects/facilities with activities subject to Spill Prevention, Control and Countermeasure Plans (SPCC) requirements through either the Clean Water Act (40 CFR 112) or through the Toxic Substances Control Act (40 CFR 761) can prepare a separate SPCC plan in lieu of a BEP/FRP provided the SPCC plan is consistent with the MSA EMP requirements and procedures.</i></p>	I	<p>29 CFR 1910.38; WAC 173-303-350; DOE/RL-94-02, Section 1.1 and 2.2.1.1.2</p>
	<p>b. FRPs shall be completed in accordance with the instructions and template in <a href="#">Appendix B</a>.</p>	I	<p>DOE/RL-94-02, Section 2.2.1.1.2</p>
3.	<p>General Purpose Facilities on the Hanford Site may develop and issue emergency plans as determined necessary based upon the hazards and activities in the facility (i.e., open campus, special activities, unique response actions, hazardous material storage/handling with minimal or no regulatory requirements for an emergency response plan, etc.). Such plans must meet the format outlined in 29 CFR 1910.38.</p> <p><b>NOTE:</b> <i>Contact MSA EMP for guidance on planning requirements and format/content for these types of plans/procedures. If regulatory requirements for emergency response plans are minimal, Facility Emergency Response</i></p>	I	<p>DOE/RL-94-02, Section 2.2.1.1.1; MSC-MP-003</p>

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	<i>Information Boards (FERIB) may be adequate (See Section 2.8.2).</i>		
	<p>a. General Purpose Facilities, within the City of Richland jurisdiction, that meet the requirements in WAC 51-54, <i>State building code adoption and amendment of the 2009 edition of the International Fire Code</i> shall develop an approved fire and evacuation plan in accordance with WAC 51-54-0400, <i>Emergency planning and preparedness</i>.</p> <p><b>NOTE:</b> <i>Contact MSA EMP for guidance on planning requirements and format/content for these types of plans.</i></p>	V	WAC 51-54-0400
4.	Projects/facilities are responsible for ensuring the following actions are completed:		
	<p>a. Submit the draft BEP/FRP to facility management, project/facility Environmental Compliance Officer, Hanford Fire Department and MSA EMP for review comment and approval. MSA EMP shall be the final signatory agency to review, approve and sign the draft BEP/FRP.</p> <p><b>NOTE:</b> <i>Prior to forwarding the BEP/FRP to MSA EMP, the plan must be provided to the project/facility Derivative Classifier (DC) for a sensitive information review. If the project/facility does not have a DC available, the MSA EMP DC will provide the review.</i></p>	I	DOE/RL-94-02, Section 14.3.1
	b. A BEP/FRP shall be prepared, published, and cleared for public release in accordance with <a href="#">MSC-RD-8310</a> .	I	DOE/RL-94-02, Section 14.3
5.	An electronic copy of the finalized and approved BEP/FRP shall be provided to MSA EMP. Three controlled copies shall be distributed to MSA EMP to meet emergency operating records requirements and a record copy provided to Central Files.	I	DOE/RL-94-02, Section 14.3.5
6.	A copy of the BEP/FRP shall be co-located with a copy of DOE/RL 94-02 at specified locations identified in Section 12.0 of the BEP, or Section 7.0 of the FRP.	I	WAC 173-303-350 (4)(a)
	<b>NOTE:</b> <i>The Washington State Department of Ecology recognizes these two documents as contingency plan documentation for a particular Hanford Site location.</i>		
7.	The employer shall review with each employee upon initial assignment, whenever the employee's responsibilities or designated actions under the plan change, whenever the plan is changed, and annually thereafter, those parts of the plan, which the employee must know to protect the employee in the event of an emergency.	I	29 CFR, 1910.38 (a)(5)(ii), (iii), and 29 CFR, 1910.120; WAC 173-303-330 (1)(b)

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8.	Projects/facilities shall document and maintain initial and annual reviews of the BEP/FRP using the Facility Emergency Hazard Information Checklist (FEHIC, Site Form A-6000-784) or other facility-specific documentation in accordance with <a href="#">MSC-PRO-249</a> , <i>Training Records Administration</i> .  <b>NOTE:</b> <i>Initial is defined as 30 days.</i>	I	WAC 173-303-330 (1)(b); 29 CFR 1910.38 (a)(5)
9.	If a facility undergoes a change affecting employee response actions, then employees shall review the BEP/FRP as soon as possible, not to exceed 30 days.	I	29 CFR 1910.38 (a)(5) and 120
10.	Projects/facilities can include additional information in a BEP/FRP with the intention of using the plan as an Emergency Response Procedure (ERP) as long as the approved format and language in the templates located in <a href="#">Appendix A</a> and <a href="#">Appendix B</a> are not changed.	I	DOE/RL-94-02, Section 14.3

### 2.4.2 Review/update and control of Building Emergency Plans and Facility Response Plans

1.	Projects/facilities shall review the BEP/FRP for their facilities at least annually to identify any required changes as applicable. In addition, the BEP/FRP shall be updated upon facility changes known to affect the content of the plan unless an agreement with Ecology allows for a delayed implementation.	I	WAC 173-303-350 (5); DOE/RL-94-02, Section 14.3.1
a.	If the BEP/FRP does not need annual revision, projects/facilities shall document the completion of the annual review by sending an internal memo or email to the MSA EMP Director.	I	DOE/RL-94-02, Section 14.3.1
b.	If revisions are required, an updated BEP/FRP must be distributed within three months of the review date unless the document must be immediately amended.	I	WAC 173-303-350 (3)(e) and (5); DOE/RL-94-02, Section 14.3.1.1
c.	If the BEP/FRP is included in the Hanford Site Permit governing WAC 173-303 activities, coordinate changes with MSA Environmental Integration in accordance with <a href="#">MSC-PRO-15333</a> . These coordination activities can allow extension of the three month requirement in Item 2.4.2.b.	I	DOE/RL-94-02 Section 14.3
2.	Any change to the BEP/FRP must be completed as a new revision to the document. Page changes are not suitable for BEP/FRP review and update.	I	DOE/RL-94-02, Section 14.3
3.	The BEP/FRP shall be controlled using an approved document control system in accordance with <a href="#">MSC-RD-8310</a> .	I	DOE/RL-94-02, Section 14.3

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### 2.4.3 Alarm and Emergency Response Procedures

**NOTE:** *Alarm Response Procedures (ARP) and Emergency Response Procedures (ERPs) are designed to complement the governing BEP/FRP and DOE-0223 RLEPs. ARPs/ERPs provide facility-specific mitigative actions for emergency or abnormal plant conditions with the potential for adverse health, safety or environmental impacts. The basic requirements for ERPs are delineated in DOE/RL-94-02, Section 2.2.1.1.3. Additional project/facility-specific requirements are below.*

1.	ARPs		
	a. ARPs shall include steps to direct the user towards the appropriate ERP or RLEP, and <a href="#">MSC-PRO-060</a> as necessary.	I	DOE-0223, RLEP 3.24
2.	ERPs		
	a. Projects/facilities shall develop ERPs for abnormal or emergency conditions where facility-specific mitigative actions are required.  <b>NOTE:</b> <i>Projects/facilities are not required to maintain ERPs if they have ARPs, BEP or other safety documentation that provides the necessary information for initial response to all potential emergency conditions. Applicable documents (ARP, BEP etc.) have a reference that directs the user towards implementing the appropriate DOE-0223 RLEP when necessary, for activating the Incident Command System (ICS).</i>	I	DOE/RL-94-02, Section, 2.2.1.1.3
	b. ERPs that meet the definition of a vital record shall be managed in accordance with Section 2.10.6	I	DOE/RL-94-02, Section 14.3.5
	c. For simplification and ease of use, each ERP shall provide for response to a single event or support to an emergency activity (e.g., response to spill, fire or explosion).  <b>NOTE:</b> <i>When writing ERPs consider the following:</i> <ul style="list-style-type: none"> <li>• <i>Initiating conditions.</i></li> <li>• <i>Immediate mitigative actions including links to plant operating procedures.</i></li> <li>• <i>Protective actions.</i></li> <li>• <i>Reporting/notification actions.</i></li> <li>• <i>Safety and health precautions for responders.</i></li> <li>• <i>Subsequent actions.</i></li> </ul>	I	DOE/RL-94-02, Section 2.2.1.1.3
	d. ERPs shall include links to the appropriate RLEP and/or <a href="#">MSC-PRO-060</a> as applicable.	I	DOE/RL-94-02, Section 2.2.1.1.3
	e. ERP terminology shall be consistent with, but not duplicate steps contained in DOE-0223, RLEP 1.1, <i>Hanford Incident Command System and Event Recognition and Classification</i> .	I	DOE/RL-94-02, Section 2.2.1.1.3

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	f. ERPs shall be validated according to the process described in <a href="#">MSC-PRO-589</a> , <i>Mission Support Contract Management System Documents</i> .	I	DOE/RL-94-02, Section 2.2.1.1.3
	g. MSA EMP shall be included in the ERP review process to ensure appropriate integration with site EMP standards, prior to being issued.	I	DOE/RL-94-02, Section 2.2.1.1.3
	h. An ERP must be kept congruent with the governing BEP or FRP to provide a consistent description in both documents of facility emergency response actions and implementing procedures in accordance with <a href="#">MSC-PRO-589</a> .	I	DOE/RL-94-02, Sections 14.3 and 14.3.1

### 2.5 Hanford Emergency Operations Center and Facility Emergency Response Organization

#### 2.5.1 Hanford Emergency Operations Center Emergency Response Organization

**NOTE:** *The basic requirements for providing Hanford Emergency Operations Center (EOC) Emergency Response Organization (ERO) staff are delineated in DOE/RL-94-02, Section 2.1.1. Additional project/facility-specific requirements are delineated below.*

1.	Projects/facilities shall identify management and technical staff to support the Hanford EOC ERO. Exempt and nonexempt employees may be assigned to this organization.	I	DOE/RL-94-02, Section 2.1.1
2.	Personnel who have been assigned to serve on the Hanford EOC ERO shall receive initial training and annual refresher training, and be assigned to the roster for the appropriate project/facility or organization.  <b>NOTE:</b> <i>Annual refresher training for Hanford EOC personnel is required yearly in January (365 day requirement for other ERO positions do not apply for Hanford EOC ERO positions).</i>	I	DOE/RL-94-02, Section 12.2
3.	Hanford EOC ERO members assigned on-call responsibilities shall meet the requirements of <a href="#">MSC-PRO-042</a> , <i>Fitness for Duty</i> . Nonexempt personnel shall not be assigned on-call responsibilities.	I	DOE-0223, RLEP 3.12
4.	Personnel shall be trained for their emergency response duties and shall attend drills and exercises, based on the assigned tasks that they are expected to perform during an emergency.	I	DOE/RL-94-02, Section 12.2
5.	Projects/facilities with personnel assigned to emergency response duties shall budget for their time in training including drills and exercises. Managers shall also budget for pagers.	I	DOE/RL-94-02, Section 2.1.1.1
6.	In an actual emergency, MSA shall have a mechanism to track costs associated with response to the event.	I	DOE/RL-94-02, Section 2.1.1.1

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### 2.5.2 Facility/Building Emergency Response Organization

**NOTE:** *The basic requirements for providing Facility/Building Emergency Response Organization (FERO) staff are delineated in DOE/RL-94-02, Sections 2.1.1, 2.1.1.1, 2.2, 2.2.1, 2.2.1.1, 2.2.1.1.3, and 2.2.1.3.2. Additional project/facility-specific requirements are delineated below.*

1.	Projects/facilities with hazardous facilities shall appoint an appropriate number of BEDs, minimum of two, and maintain a FERO as warranted by the hazard and required response duties. The FERO has overall responsibility for timely initial response to mitigate the emergency, while completing required emergency management activities, and interface with the Hanford EOC ERO using a graded approach based upon facility hazards and operation. FERO personnel with RLEP 1.1 checklist duties shall be documented formally by name and maintained by the project/facility. Current BED rosters shall be provided to MSA EMP.	I	CRD O 151.1C, Attach. 2, Item 8; DOE/RL-94-02, Section 2.2.1.1.3; DOE-0223, RLEP 1.1
	a. A BED (primary or alternate) must be present onsite and within reasonable proximity to the facility (as defined by contractor policy) if work is being performed which could generate an Alert or higher emergency classification. On-call BEDs, where assigned, may be used for facilities where hazardous materials are in storage and stable, and the work being performed is that of surveillance.	I	DOE/RL-94-02, Section 2.2.1.1.3
	b. Hazardous facilities that do not maintain 24-hour BED staffing at the facility shall maintain a 24-hour on-call BED for timely incident response, and provide the names to the Occurrence Notification Center (ONC) for inclusion in the Hanford Site Weekly On-Call Directory.	I	DOE/RL-94-02, Section 2.2.1.1.3; DOE-0223, RLEP 3.12
	c. BEDs assigned to on-call duties shall meet the requirements of <a href="#">MSC-PRO-042</a> .	I	DOE-0223, RLEP 3.12
	d. BEDs performing on-call duties shall have at their disposal, controlled copies of applicable DOE-0223 Procedures, facility ERPs, plant operating procedures, FERO rosters, and any other documentation needed for an effective and timely incident response.	I	DOE/RL-94-02, Section 2.2.1.1.3; DOE-0223, RLEP 3.12
	e. BEDs performing on-call duties shall acknowledge receipt of a page within 10 minutes.	I	DOE-0223, RLEP 3.12

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2.	Projects/facilities with Low-Hazards and/or General Purpose Facilities shall appoint an appropriate number of BWs, minimum of two, and maintain a FERO to effectively implement protective actions for their occupants using a graded approach based upon facility hazards and operation. BWs have the authority to determine whether personnel can perform multiple roles depending on the size and population of their buildings. Current BW rosters shall be provided to MSA EMP.	I	CRD O 151.1C, Attach. 2, Item 8; 29 CFR 1910.38 and 120; DOE/RL-94-02, Section 2.2.1.1.1 and 2.2.1.1.2
3.	Building management, or designee, shall ensure that Staging Area Managers (SAMs) and Personnel Accountability Aides (PAAs) are appointed for all occupied Hazardous, Low-Hazards and General Purpose Facilities	I	DOE/RL-94-02, Section 12.2.2.1 and Table 12-1
4.	Projects/facilities shall notify MSA EMP as soon as possible (provide 30 days advance notice if possible) of changes to the BEDs or BWs in their facilities in order to update the list of emergency coordinator personnel required by the Hanford Site RCRA permit governing WAC 173-303 activities.	I	WAC 173-303-350 (3)(d); Hanford Facility RCRA Permit, Condition II.A.4
5.	Projects/facilities shall maintain on-call single points-of-contact in order to provide site resources to respond to events as necessary.	I	DOE/RL-94-02, Section 2.1.1
6.	Personnel assigned to on-call duties shall meet the requirements of <a href="#">MSC-PRO-042</a> if they provide a response capability.	I	DOE-0223, RLEP 3.12

### 2.6 Training and Drills

#### 2.6.1 Training

**NOTE:** The basic requirements for training are delineated in DOE/RL-94-02, Sections 12.0, 12.1.1, 12.2, 12.2.2, 12.2.2.1.3, 12.2.2.2.3.2, Table 12-1, and [TPD-0043](#), 'Emergency Response Organization (ERO) Training Program Description.' Additional project/facility-specific requirements are delineated below.

1.	Project/facility requirements:		
	a. Personnel assigned as FERO members shall complete the required initial training prior to assuming their respective FERO assignment and refresher training annually thereafter.	I	DOE/RL-94-02, Sections 12.2, 12.2.2 and 12.2.2.1
	<b>NOTE 1:</b> See Table 2.6.1 for a detailed listing of training required for each FERO assignment.		

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<p><b>NOTE 2:</b> <i>Annual is defined as every 12 months (365 days) after which a new training date is set 12 months from the date training is taken. Individuals who do not complete refresher training on or prior to the 365<sup>th</sup> day are not considered fully trained, and are unable to perform ERO functions until they have completed the required refresher course. The required training remediation plans are approved and implemented by the Facility Training Manager (or other manager as determined by the EMP interpretive authority) prior to the individual completing the annual refresher course(s). The Facility Training Manager (or other manager as determined by the EMP interpretive authority) requests access from the EMP Training Coordinator to allow the individual to complete the refresher course(s). Extensions may be granted on a case-by-case basis in accordance with <a href="#">MSC-PRO-179</a>, 'Obtaining Training Equivalencies, Waivers, and Extensions,' but only if the extension is granted prior to the expiration date of their 365-day retrain window.</i></p>		
<p>b. Projects/facilities that have appointed personnel to respond into a potential toxic or confined space environment shall have appropriate training for specific hazards relevant to their assigned emergency response duties. Each project/facility shall evaluate, as applicable, the need for training, and the training level requirements for each emergency response duty. Duties shall be evaluated for required training in areas such as first aid, cardiopulmonary resuscitation (CPR), blood borne pathogen, and Self-Contained Breathing Apparatus (SCBA).</p>	I	29 CFR 1910.120(p)(8) (iii) and .134; DOE/RL-94-02, Section 12.2.2.1.3
<p>c. Project/facility management shall ensure that employees, who work in areas that pose a risk of exposure to hazardous chemicals during an emergency, are provided with information and training on the hazardous chemical(s); if additional hazardous chemicals are introduced to the work area, those employees shall be provided with additional information and training to ensure they are informed of the new hazardous chemical(s) prior to potential exposure in accordance with <a href="#">MSC-RD-13299</a>, <i>Hazards Communication</i>.</p> <p><b>NOTE:</b> <i>The 'Facility Emergency and Hazard Information Checklist' (FEHIC, Site Form A-6000-784) can be used to document project/facility-specific Hazard Communication training.</i></p>	I	29 CFR 1910.1200(h)(2) and (h)(3)
<p>d. Building management or designee shall ensure that personnel who are appointed to the FERO are oriented in the use of equipment that might be used by them during an</p>	I	DOE/RL-94-02, Section 12.2.2.1.3

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	emergency (e.g., radios, fax, machines, and staging area equipment).		
	e. Projects/facilities can provide EP training normally given by HAMMER/Hanford Training if the following conditions are met:	I	DOE/RL-94-02, Sections 12.0, 12.1.1, 12.2, 12.2.2.1, 12.2.2, 12.2.2.2.3.2, 12.3, 12.4 and 12.5
	i. Training shall be conducted by competent, qualified instructors knowledgeable of the training subject matter in accordance with <a href="#">MSC-MP-599</a> , <i>Quality Assurance Program Description</i> .	I	DOE/RL-94-02, Section 12.9
	ii. Qualified instructors shall have completed an EP instructor qualification checklist for each MSA EMP course they plan to instruct.	I	DOE/RL-94-02, Section 12.9
	iii. MSA lesson plans are used for HAMMER/Hanford Training to ensure it is consistent with MSA EMP training course material.	I	DOE/RL-94-02, Sections 12.0, 12.2, 12.3, 12.4 and 12.5
	iv. Periodic evaluations and assessments of the training are scheduled with HAMMER/Hanford Training and EP subject matter experts as agreed to by HAMMER/Hanford Training in accordance with <a href="#">MSC-MP-599</a> .	I	DOE/RL-94-02, Section 12.3
2.	<p>ONC Duty Officers, Patrol Operations Center personnel, and Hanford Fire Department Command Staff shall complete initial and annual training as part of the Transportation Emergency Preparedness Program (TEPP), i.e., ONC-course 020240, POC-course 020230, HFD-course 020260.</p> <p><b>NOTE 1:</b> Refer to <a href="#">TPD-0042</a> for qualification requirements.</p> <p><b>NOTE 2:</b> As the TEPP classification authority, the ONC Duty Officers shall participate in at least one TEPP drill annually.</p>	I	49 CFR 172.604
3.	All FERO training shall be documented and retained according to <a href="#">MSC-PRO-249</a> .	I	DOE/RL-94-02, Section 12.5
4.	The systematic approach to training (SAT) methodology shall be employed for all EP training activities in accordance with <a href="#">MSC-MP-599</a> .	I	DOE/RL-94-02, Section 12.2

**Table 2.6.1 – FERO Training**

FERO Assignment	Frequency	Required Training
<b>Hazardous Facility</b>		
Building Emergency Director	Before Assignment	HAMMER/Hanford Training: <ul style="list-style-type: none"> <li>• BED (# 02028B)</li> <li>• Hanford ICS (# 038100)</li> </ul>

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		<ul style="list-style-type: none"> <li>• Introduction to Occurrence Reporting (#170640)</li> </ul> <p>As applicable, project/facility-specific training to address:</p> <ul style="list-style-type: none"> <li>• Hazard communication and waste management</li> <li>• Safety Basis, EPHA, BEP, etc.</li> <li>• Facility emergency response procedures (EALs, ERPs, etc.)</li> <li>• Demonstrate proficiency in evaluated drill or exercise</li> </ul>
	Annually after assignment	<p>HAMMER/Hanford Training:</p> <ul style="list-style-type: none"> <li>• BED refresher (# 037515)</li> <li>• Hanford ICS refresher (# 038105)</li> </ul> <p>As applicable, project/facility-specific training to address:</p> <ul style="list-style-type: none"> <li>• Hazard communication and waste management</li> <li>• Safety Basis, EPHA, BEP, etc.</li> <li>• Facility emergency response procedures (EALs, ERPs, etc.)</li> <li>• Demonstrate proficiency in evaluated drill or exercise</li> </ul>
Facility Operations Specialist	Before Assignment	<p>HAMMER/Hanford Training:</p> <ul style="list-style-type: none"> <li>• Hanford ICS (# 038100)</li> </ul> <p>As applicable, project/facility-specific training to address:</p> <ul style="list-style-type: none"> <li>• Hazard communication and waste management</li> <li>• Safety Basis, EPHA, BEP, etc.</li> <li>• Facility emergency response procedures (EALs, ERPs, etc.)</li> </ul>
	Annually after assignment	<p>HAMMER/Hanford Training:</p> <ul style="list-style-type: none"> <li>• Hanford ICS refresher (# 038105)</li> </ul> <p>As applicable, project/facility-specific training to address:</p> <ul style="list-style-type: none"> <li>• Hazard communication and waste management</li> <li>• Safety Basis, EPHA, BEP, etc.</li> <li>• Facility emergency response procedures (EALs, ERPs, etc.)</li> <li>• Demonstrate proficiency in evaluated drill or exercise</li> </ul>

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ICP Communicator ICP Hazards Communicator Hazards Assessor (Chemical/Radiological)	Before Assignment	HAMMER/Hanford Training: <ul style="list-style-type: none"> <li>• Hanford ICS (#038100)</li> </ul> As applicable, project/facility-specific training to address: <ul style="list-style-type: none"> <li>• Hazard communication and waste management</li> <li>• Safety Basis, EPHA, BEP, etc.</li> <li>• Facility emergency response procedures (EALs, ERPs, etc.)</li> </ul>
	Annually after assignment	HAMMER/Hanford Training: <ul style="list-style-type: none"> <li>• Hanford ICS refresher (# 038105)</li> </ul> As applicable, project/facility-specific training to address: <ul style="list-style-type: none"> <li>• Hazard communication and waste management</li> <li>• Safety Basis, EPHA, BEP, etc.</li> <li>• Facility emergency response procedures (EALs, ERPs, etc.)</li> <li>• Demonstrate proficiency in evaluated drill or exercise</li> </ul>
Facility Staging Area Manager	Before Assignment	HAMMER/Hanford Training: <ul style="list-style-type: none"> <li>• Hanford ICS (# 038100)</li> </ul> As applicable, project/facility-specific training to address: <ul style="list-style-type: none"> <li>• Hazard communication and waste management</li> <li>• Safety Basis, EPHA, BEP, etc.</li> <li>• Facility emergency response procedures (EALs, ERPs, etc.)</li> </ul>
	Annually after assignment	HAMMER/Hanford Training: <ul style="list-style-type: none"> <li>• Hanford ICS refresher (# 038105)</li> </ul> As applicable, project/facility-specific training to address: <ul style="list-style-type: none"> <li>• Hazard communication and waste management</li> <li>• Safety Basis, EPHA, BEP, etc.</li> <li>• Facility emergency response procedures (ERPs)</li> </ul>
Personnel Accountability Aides	Before Assignment and annually thereafter	<ul style="list-style-type: none"> <li>• PAA/SAM Orientation (# 038200)</li> </ul>
Other FERO Personnel (RCTs, NCOs, etc.)	Before Assignment and annually thereafter	<ul style="list-style-type: none"> <li>• Overview of Hanford ICS (# 038110)</li> </ul>
<b>Low-Hazards Facility</b>		
Building Warden	Before Assignment	HAMMER/Hanford Training: <ul style="list-style-type: none"> <li>• BW General Purpose Facility (# 037505)</li> </ul>

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		<ul style="list-style-type: none"> <li>BW Low-Hazards Facility (# 037500)</li> </ul> <p>As applicable, project/facility-specific training to address:</p> <ul style="list-style-type: none"> <li>Hazard communication and waste management</li> <li>Safety Basis, EPHA, BEP, etc.</li> <li>Facility emergency response procedures (EALs, ERPs, etc.)</li> </ul>
	Annually thereafter	<p>HAMMER/Hanford Training:</p> <ul style="list-style-type: none"> <li>BW Low-Hazards Facility Refresher (# 037525)</li> </ul> <p>As applicable, project/facility-specific training to address:</p> <ul style="list-style-type: none"> <li>Hazard communication and waste management</li> <li>Safety Basis, EPHA, BEP, etc.</li> <li>Facility emergency response procedures (ERPs)</li> </ul>
Staging Area Manager Personnel Accountability Aide	Before Assignment and annually thereafter	<ul style="list-style-type: none"> <li>PAA/SAM Orientation (# 038200)</li> </ul>
<b>General Purpose Facility</b>		
Building Warden	Before Assignment	<p>HAMMER/Hanford Training:</p> <ul style="list-style-type: none"> <li>BW General Purpose Facility (# 037505)</li> </ul>
	Annually thereafter	<p>HAMMER/Hanford Training:</p> <ul style="list-style-type: none"> <li>BW General Purpose Facility Refresher (# 037526)</li> </ul>
Staging Area Manager Personnel Accountability Aide	Before Assignment and annually thereafter	<p>PAA/SAM Orientation (# 038200)</p>

### 2.6.2 Drills

**NOTE:** *The basic requirements for drills are delineated in [DOE/RL-94-02](#), Sections, 12.0, 12.10, 12.10.1.1, 12.10.1.2, 12.10.1.3, 12.10.2, 12.10.3 and 29 CFR 1910.38, and 1910.120. Additional project/facility-specific requirements are delineated below. These requirements apply to all drills performed to train and/or evaluate FEROs, and are not intended to apply to operational drills.*

1.	Projects/facilities shall develop a drill program for maintaining specific operational and emergency response capabilities at Hazardous Facilities using the guidance and format in DOE-0223, RLEP 3.30. Drill programs shall provide supervised, performance-based training for members of emergency response organizations and shall include the range of emergency response and emergency management activities that could be performed by the organizations, based on hazards analysis at the facility.	I	DOE/RL-94-02, Section 12.10.2; DOE-0223, RLEP 3.30
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2.	<p>Projects/facilities with occupied Low-Hazards Facilities that store/handle hazardous material of a type or form that could result in minor spills and the need to provide immediate medical care to personnel affected by the spill, or other specific hazards requiring facility personnel response shall develop a drill program for those types of events using the guidance and format in DOE-0223, RLEP 3.30.</p> <p><b>NOTE:</b> <i>Low-Hazards Facilities operating under the governing requirements of 29 CFR 1910.38, which means that facilities where personnel evacuate from the danger area when an emergency occurs and are not permitted to assist in handling the emergency, need only meet the annual protective action drill requirement.</i></p>	I	DOE/RL-94-02, Section 12.10.2.2; DOE-0223, RLEP 3.30
3.	<p>General Purpose Facilities may develop a drill program as determined necessary based upon the hazards and activities in the facility (i.e., open campus, special activities, unique response actions, hazardous material storage/handling with minimal or no regulatory requirements for an emergency response plan, etc.).</p> <p><b>NOTE:</b> <i>Contact MSA EMP for assistance on planning, conducting and evaluating drills.</i></p>	I	MSC-MP-003
4.	<p>Notification must be made to MSA EMP if drills include siren or facility alarm activations that can be heard outside of the facility or by the general public.</p>	I	DOE-0223, RLEP 3.1
5.	<p>Projects/facilities shall ensure their occupied facilities within the boundary of the Hanford Site conduct or participate in a minimum of one protective action (e.g., take cover or evacuation) drill every calendar year.</p> <p><b>NOTE:</b> <i>Projects/facilities participating in annual take cover and/or evacuation drills coordinated by MSA EMP shall provide support for planning, conduct, and documentation of their area protective action drills as required.</i></p>	I	DOE/RL-94-02, Sections 12.1.1, 12.2, 12.2.2, 12.2.2.1.3, 12.2.2.2.3.2 and 12.10.2
6.	<p>General Purpose Facilities, within the City of Richland jurisdiction, that meet the requirements outlined in WAC 51-54, shall conduct or participate in fire drills in the frequency prescribed in WAC 51-54-0400.</p> <p><b>NOTE:</b> <i>Contact MSA EMP for assistance on planning, conducting and evaluating drills.</i></p>	V	WAC 51-54-0400
7.	<p>Personnel assigned formal RLEP 1.1 checklist FERO responsibilities shall participate in at least one evaluated performance-based drill every calendar year in order to demonstrate proficiency at their respective FERO position.</p>	I	DOE/RL-94-02, Sections 12.10 and 12.10.2.3

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	<b>NOTE:</b> See Table 2.6.1 for a listing of FERO assignments requiring evaluated proficiency drills.		
8.	BEDs/BWs assigned to act in other positions within the FERO need only demonstrate their proficiency at the BED/BW position during EP drills.	I	DOE/RL-94-02, Section 12.10.2.3
9.	Participation in an actual event may be credited as participation in a drill for FERO proficiency, if the response is documented in accordance with <a href="#">MSC-RD-7648</a> 'Emergency Preparedness Drill Program Requirements.'	I	DOE/RL-94-02, Section 12; DOE-0223, RLEP 3.30
10.	Projects/facilities shall implement drill programs in accordance with <a href="#">MSC-RD-7648</a> .	I	CRD O 151.1C, Attach. 2, Item 5; DOE/RL-94-02, Section 12.10.2
11.	Drills shall be conducted by a trained, qualified and experienced control organization (controllers/evaluators).  <b>NOTE:</b> Refer to <a href="#">TPD-0042</a> for qualification requirements.	I	DOE/RL-94-02, Section 12.10.2.3

### 2.7 Exercises

**NOTE:** The basic requirements for exercises are delineated in [DOE/RL-94-02](#), Section 13.1. Additional project/facility-specific requirements are delineated below.

1.	The FERO of Hazardous Facilities shall participate in an annual evaluated exercise.  <b>NOTE:</b> An evaluated drill may be conducted for exercise credit.	I	DOE/RL-94-02, Section 13.1
2.	MSA EMP shall ensure that exercises are conducted by a trained, qualified and experienced control organization (controllers/evaluators).  <b>NOTE:</b> Refer to <a href="#">TPD-0042</a> for qualification requirements.	I	DOE/RL-94-02, Section 13.3

### 2.8 Emergency Facilities and Equipment

**NOTE:** The basic requirements for emergency facilities and equipment are delineated in [DOE/RL-94-02](#), Sections 7.2.5, 11.0, 11.2, 11.2.1, 11.2.2, 11.2.3, 11.2.4, 11.2.6, 11.3 and 11.4. Additional project/facility-specific requirements are delineated below.

1.	Projects/facilities shall ensure that adequate personal protective equipment (PPE) and other equipment and supplies are available and operate to meet emergency preparedness requirements and the needs determined by the results of the EPHA.	I	29 CFR 1910.134; DOE/RL-94-02, Section 11.0
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	a. EPHAs shall be used to determine and select emergency equipment and materials (equipment and materials selection are based on potential and credible emergencies). At a minimum, all equipment types listed in <a href="#">DOE/RL-94-02</a> , 11.2, shall be considered when determining facility emergency equipment needs.	I	DOE/RL-94-02, Section 6.0 and 11.2
	b. Emergency equipment and materials determined necessary shall be listed in BEP/FRPs.	I	DOE/RL-94-02, Section 7.2.5
	c. Formal documented inventory/preventative maintenance programs shall be developed and based on emergency equipment listed in BEP/FRPs. The inventory program shall ensure all emergency equipment is routinely inspected and operable to ensure readiness.	I	DOE/RL-94-02, Section 11.2 and 11.4
	d. Emergency equipment and backup equipment shall be located in readily accessible areas away from the scene of the potential accident.	I	DOE/RL-94-02, Section 11.2
	e. Facilities that rely on other facilities for primary emergency resources shall develop formal understandings (MOU) between facilities to ensure coordination and availability of equipment.	I	DOE/RL-94-02, Sections 7.2.5, 11.0, 11.2, 11.2.1, 11.2.2, 11.2.3, 11.2.4, 11.2.6, 11.3 and 11.4
2.	Projects/facilities with occupied facilities classified as General Purpose Facilities, consistent with the description found in <a href="#">DOE/RL-94-02</a> , Section 2.2.1.1.1, shall maintain a Facility Emergency Information Board (FERIB). At least one FERIB shall be posted near the building entrance or other conspicuous location. The following information shall be included on each board as applicable.	I	29 CFR 1910.38
	a. Evacuation routes and staging area locations.	I	29 CFR 1910.38
	b. Utility disconnects information (locations may be shown on floor plan).  <b>NOTE:</b> <i>Occupants should be directed to shutoff facility ventilation through an appropriately labeled breaker on the master electrical panel and not a thermostat.</i>	I	29 CFR 1910.38
	c. Hanford Site emergency instructions (e.g., responses for take cover sirens).	I	29 CFR 1910.38
	d. Names, work location, and phone numbers for BWs and other FERO members.	I	29 CFR 1910.38
	e. Emergency numbers and their use (i.e., 911, 373-0911 for cellular telephones when on the Hanford Site, etc.).	I	29 CFR 1910.38
	f. Project/facility EP point-of-contact telephone number, or MSA EMP representative as applicable.	I	29 CFR 1910.38
	g. Spills, releases and permit non-compliances shall be reported in accordance with the requirements found in	I	29 CFR 1910.38

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	<u>MSC-PRO-48217</u> , <i>Environmental Event Notification (Including Spills/Releases and Agency Notifications) and Response.</i>		
	h. Other useful telephone numbers.	I	29 CFR 1910.38
	i. Hazards from nearby facilities (e.g., chlorine gas for buildings located next to the 283W Water Treatment Plant).	I	29 CFR 1910.38
3.	<p>Each occupied Hazardous, Low-Hazards, and General Purpose Facility shall designate an appropriate number of staging areas for the evacuation of personnel.</p> <p><b>NOTE:</b> <i>When selecting a staging area, the following should be considered as applicable:</i></p> <ul style="list-style-type: none"> <li>• <i>Distance from the facility, 31 meters (100 ft., if possible); if applicable, use the hazards in the facility EPHA to determine a greater distance.</i></li> <li>• <i>Distance from potential hazards from adjacent facilities.</i></li> <li>• <i>Prevailing winds and potential plume course.</i></li> <li>• <i>Adequacy of lighting and possible night evacuation.</i></li> <li>• <i>Accessibility and location relative to transportation, terrain, and area available in relation to the number of individuals expected.</i></li> <li>• <i>Location with respect to emergency vehicle access routes.</i></li> </ul>	I	DOE/RL-94-02, Sections 7.2.5, 11.0, 11.2, 11.2.1, 11.2.2, 11.2.3, 11.2.4, 11.2.6, 11.3 and 11.4
	a. As applicable, each staging area shall be capable of segregating persons who are contaminated with radiological or non-radiological hazardous material from non-contaminated personnel.	I	DOE/RL-94-02, Sections 7.2.5, 11.0, 11.2, 11.2.1, 11.2.2, 11.2.3, 11.2.4, 11.2.6, 11.3 and 11.4
	b. Each staging area should have a means of determining wind direction (e.g., wind sock, weather vane, flag pole in vicinity) to determine staging area habitability for evacuations.	I	DOE/RL-94-02, Sections 7.2.5, 11.0, 11.2, 11.2.1, 11.2.2, 11.2.3, 11.2.4, 11.2.6, 11.3 and 11.4

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	<p>c. Each staging area should be posted with the approved signage for staging areas. Staging area signs should meet the following criteria:</p> <ul style="list-style-type: none"> <li>i. Size/color: 12 inches wide and 18 inches high; background in white; lettering in red.</li> <li>ii. Text: STAGING – centered, 1-inch from the top, 2-inch letters; AREA – centered, 1-inch from the bottom, 2-inch letters; staging area number in center of sign, 6-inch numeral.</li> <li>iii. Border: 1/2 inch red.</li> </ul>	I	DOE/RL-94-02, Sections 7.2.5, 11.0, 11.2, 11.2.1, 11.2.2, 11.2.3, 11.2.4, 11.2.6, 11.3 and 11.4
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### 2.9 Emergency Medical Support

The basic requirement for facility emergency medical support is delineated in [DOE/RL-94-02](#), Section 8.0. Other emergency medical support requirements are the responsibility of Hanford Fire Department and the Hanford Site Occupational Health Provider.

### 2.10 Program Administration

#### 2.10.1 Emergency Preparedness Program Administrator

**NOTE:** *The basic requirements for program administration are delineated in DOE/RL-94-02, Section 14.0. Additional project/facility-specific requirements are delineated below.*

1.	MSA EMP shall administer the emergency preparedness program for the MSA and serve as the interpretive authority for all matters related to emergency preparedness.	I	CRD O 151.1C, Attach. 2, Item 4; DOE/RL-94-02, Section 14.1
2.	MSA EMP shall ensure a qualified EP Coordinator is assigned to support all MSA Hazardous, Low-Hazards and General Purpose Facilities.  <b>NOTE:</b> Refer to <a href="#">TPD-0042</a> for qualification requirements.	I	CRD O 151.1C, Attach. 2, Item 4; DOE/RL-94-02, Section 12.10.2.3 and 14.1
3.	The EP Coordinator assigned to support Hazardous, Low-Hazards and General Purpose Facilities shall be involved in the chemical management process for those facilities, where applicable, in accordance with <a href="#">MSC-PRO-10468</a> , <i>Chemical Management Process</i> .	I	CRD O 151.1C, Attach. 2, Item 4; DOE/RL-94-02, Section 12.10.2.3 and 14.1

#### 2.10.2 Readiness Assurance/Assessments

**NOTE:** *The basic requirements for facility assessments are delineated in DOE/RL-94-02, section 14.2.2. Additional project/facility-specific requirements are delineated below.*

1.	MSA EMP shall conduct an annual self-assessment of the emergency preparedness program for HMOE facilities and	I	CRD O 151.1C, Attach. 2, Item 7;
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	Base Program Operational Emergency (BPOE) facilities (i.e., Low-Hazards and General Purpose Facilities). Self-assessments shall be based on applicable program elements and criterion using the guidance and format in DOE-0223, RLEP 3.29 and <a href="#">MSC-PRO-246</a> , <i>Management Assessments</i> .		CRD O 414.1C, Attach. 2, Item 3.i; DOE/RL-94-02, Section 14.2.2; DOE-0223, RLEP 3.29
2.	MSA EMP shall ensure that assessment team members are qualified to conduct Management Assessments.  <b>NOTE:</b> Refer to <a href="#">TPD-0042</a> for qualification requirements.	I	MSC-PRO-246

### 2.10.3 Corrective Actions

1.	Corrective actions associated with the evaluations of conditions and correction of identified issues resulting from internal or external evaluations, appraisals and assessments; exercises or actual events shall be managed in accordance with <a href="#">MSC-PRO-052</a> , <i>Corrective Action Management</i> .  <b>NOTE:</b> EP drills conducted for training purposes are not required to be processed through <a href="#">MSC-PRO-052</a> unless determined by project/facility management.	I	CRD O 151.1C, Attach. 2, Item 7; CRD O 414.1C, Attach. 2, Item 3.c; DOE/RL-94-02, Sections 12.10.2.3 and 14.2.2
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### 2.10.4 Vital Records

The basic requirement for vital records is delineated in DOE/RL-94-02, Section 14.3.5. Projects/facilities shall implement a vital records program in accordance with [MSC-PRO-10588](#), *Records Management Processes* and identify emergency operating records in accordance with [MSC-RD-210](#), *Records Management Program*.

### 2.10.5 Emergency Records

1.	Projects/facilities shall ensure records of event response are established and provide for documentation of emergency records that contain information for review and reconstruction of major communications and actions taken during an emergency or facility upset (e.g., timeline of activities).	I	DOE/RL-94-02, Section 14.3.6
2.	Projects/facilities shall ensure all records associated with emergency preparedness be maintained in a manner that meets the requirements in <a href="#">MSC-RD-210</a> .	I	DOE/RL-94-02, Section 14.3.6
3.	The Hanford Site Exercise Program shall maintain records of exercises, and the Hanford EOC shall maintain records of events activating the Hanford EOC in accordance with <a href="#">MSC-PRO-10588</a> .	I	DOE/RL-94-02, Section 14.3.6

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### 2.10.6 Investigations and Emergency Response Evaluations

When an event has occurred that resulted in a DOE emergency classification, the investigation or emergency response evaluation shall be performed in accordance with RL internal procedures.

### 2.10.7 Long Term/Total Facility Evacuation

1.	Emergencies on the Hanford Site may result in long-term and total evacuation of facilities. Low-Hazards and Hazardous Facilities shall consider preparing for long-term and total evacuation. If the facility determines that preplanning is necessary, those actions identified shall be integrated into the appropriate facility plans and/or procedures.	V	DOE/RL-94-02, Section 7.2.3.2.5
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### 2.10.8 Emergency Preparedness in Pre-Job Planning

**NOTE:** *The basic requirements for emergency response are delineated in DOE/RL-94-02, Sections 2.2.1.1 and 7.2.3 and DOE-0223, RLEP 1.1, Section 2.0 and RLEP 3.8 Appendix I and J. Additional project/facility-specific requirements are delineated below. Pre-job planning requirements are contained in [MSC-PRO-14047](#) 'Conducting Pre-Job Briefings and Post-Job Reviews.'*

1.	<p>Pre-Job Planning shall include emergency preparedness requirements as applicable:</p> <ol style="list-style-type: none"> <li>a. Emergency response actions for specific hazards including hazards from nearby locations.</li> <li>b. Identify suitable location for outdoor workers to take cover or location to report to if sirens activate. Things to consider are: <ul style="list-style-type: none"> <li>• Communications capabilities.</li> <li>• Restrooms.</li> <li>• Long term comfort (will not heat up or cool down quickly once the ventilation is shut off, small building).</li> </ul> </li> <li>c. How notification of protective actions will be received (i.e., siren, tone alert radio, pager, radio, etc.).</li> <li>d. Notifications to be made by workers upon arrival at take cover location.</li> <li>e. Facility-specific training on alarms and response actions if working within facility boundaries.</li> <li>f. Emergency notification methods.</li> <li>g. Normal emergency evacuation egress routes, accountability, and staging areas.</li> <li>h. Alternate emergency evacuation egress routes and staging areas.</li> </ol>	I	DOE/RL-94-02, Sections 2.2.1.1 and 7.2.3
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	<b>NOTE:</b> <i>If assistance is needed, contact MSA EMP for guidance.</i>		
2.	Discuss emergency response actions at the pre-job briefing.  <b>NOTE:</b> <i>Documentation (formal pre-job briefing) is not required, except when alternate emergency evacuation routes or staging areas or take cover locations for remote workers have been identified for the job per step 1b and 1h above.</i>	I	DOE/RL-94-02, Sections 2.2.1.1 and 7.2.3

### 2.10.9 Essential Personnel

1.	Essential Personnel are the minimum personnel needed for positions that are required to: a. Be continuously attended (i.e., during week days/night, weekends, and holidays); to provide a safety or security function; or b. Place/maintain facilities/equipment in a safe shutdown mode per authorization basis documents for nuclear facilities or per operating documents for non-nuclear facilities; or c. Specifically support an emergency event/condition that is in process.	I	DOE/RL-94-02, Section 7.2.3.2.4; DOE-0223, RLEP 3.6
2.	Essential personnel are to be identified by the group manager. In the case of some functions, such as infrastructure operations (e.g., snow removal, electrical switching activities, telecommunications, water/sewer system operations), essential personnel may only be required for certain events as determined by their manager.  <b>NOTE 1:</b> <i>Managers are responsible for ensuring that new hires, employee transfers and incumbent employees are notified if their job responsibilities include performing essential tasks and to ensure employees understand the conditions or events in which those tasks shall be required.</i>  <b>NOTE 2:</b> <i>Personnel designated as essential are expected to report to work and remain at work either on their regularly scheduled shift or as directed by their manager/supervisor.</i>	I	DOE/RL-94-02, Section 7.2.3.2.4; DOE-0223, RLEP 3.6

## 3.0 REFERENCES

### 3.1 Source References

29 CFR 1910.38, *Employee Emergency Plans and Fire Prevention Plans*  
 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*  
 29 CFR 1910.134, *Respiratory Protection*

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29 CFR 1910.1200, *Hazard Communication*  
40 CFR 112, *Oil Pollution Prevention*  
40 CFR 300, *National Oil and Hazardous Substances Pollution Contingency Plan*  
40 CFR 761, *Polychlorinated Biphenyls (PCBS) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions*  
49 CFR 172.604, *Emergency Response Telephone Number*  
CRD O 151.1C, *Comprehensive Emergency Management System*  
CRD O 414.1C, *Quality Assurance*  
[DOE/RL-94-02](#), *Hanford Emergency Management Plan*, as amended  
DOE-0223, *Emergency Plan Implementing Procedures*  
Hanford Facility RCRA Permit Number 7890008967, Condition II.A.4  
WAC 51-54, *State building code adoption and amendment of the 2009 edition of the International Fire Code*  
WAC 173-303, *Dangerous Waste Regulations*

### 3.2 Working References

[MSC-IP-1201](#), *Guidance for Conducting Emergency Planning Hazards Assessments*  
[MSC-MP-003](#), *Integrated Environment, Safety, and Health Management System Description*  
[MSC-MP-599](#), *Quality Assurance Program Description*  
[MSC-PRO-042](#), *Fitness for Duty*  
[MSC-PRO-052](#), *Corrective Action Management*  
[MSC-PRO-060](#), *Reporting Occurrences and Processing Operations Information*  
[MSC-PRO-179](#), *Obtaining Training Equivalencies, Waivers and Extensions*  
[MSC-PRO-184](#), *Information Protection and Clearance*  
[MSC-PRO-246](#), *Management Assessments*  
[MSC-PRO-249](#), *Training Records Administration*  
[MSC-PRO-440](#), *Engineering Document Change*  
[MSC-PRO-589](#), *Mission Support Contract Management System Documents*  
[MSC-PRO-8635](#), *Review and Approval of Technical Documents.*  
[MSC-PRO-10468](#), *Chemical Management Process*  
[MSC-PRO-10588](#), *Records Management Processes*  
[MSC-PRO-14047](#), *Conducting Pre-Job Briefings and Post-Job Reviews*  
[MSC-PRO-15333](#), *Environmental Protection Processes*  
[MSC-PRO-48217](#), *Environmental Event Notification (Including Spills/Releases and Agency Notifications) and Response*  
[MSC-RD-210](#), *Records Management Program*  
[MSC-RD-7648](#), *Emergency Preparedness Drill Program Requirements*  
[MSC-RD-8310](#), *Document Control Program*  
[MSC-RD-13299](#), *Hazard Communication*  
[TPD-0042](#), *MSA Emergency Management (EM) Training Program Description*  
[TPD-0043](#), *Emergency Response Organization (ERO) Training Program Description*

# Emergency Preparedness Program Requirements

## APPENDIX A

### Building Emergency Plan Template

#### Hazardous Facility Building Emergency Plan

##### Writer Information

When issued, a Building Emergency Plan (BEP) is used to demonstrate compliance with emergency preparedness planning requirements at hazardous facilities as defined by DOE/RL-94-02, *Hanford Emergency Management Plan*. Specifically, this guidance document discusses contingency plan development/preparedness requirements applicable to hazardous facilities.

Certain sections of this template are identified to help the writer determine which sections can be deleted and which sections are required. BEPs must be prepared according to the instructions contained within this template.

This document contains instructional paragraphs that indicate the appropriate compliance information to be included in each section of a Hazardous Facility BEP. The term "Hazardous Facility" is defined in DOE/RL-94-02, Section 2.2.1.1.3 and generally includes facilities that are not Low-Hazards Facilities or General Purpose Facilities. Writers using this document to assist in preparing their plan should read the instructional paragraphs, gather or provide the necessary information, and delete the instructions as indicated. For example, the instructional information written in *Italics*, signifies that it is for the writer's information only, and should be deleted from their BEP before final review and approval. In addition, information that is to be included in the BEP verbatim is written in **bold text**. When bold text is qualified through use of notes and italics text, the writer does not have to use the bold text verbatim based on the content of the note and italics text. Writers of BEPs shall use this appendix as their template for preparing the BEP. Conformance to the format, the arrangement of the sections and the language is mandatory. Writers should use Microsoft word to prepare the document for final review and approval.

**NOTE:** *When preparing RCRA Permit documentation for a RCRA contingency plan, the writer needs to copy the text, tables, figures etc, from the enforceable sections (See Section 2.0 of the template). When copying this information, the writer can copy the entire section, or part of the section, as appropriate, to meet the RCRA Permitting needs for a particular facility. For example, if a response action or a particular piece of equipment should not be used for RCRA permitting, it can be omitted from the RCRA Permit documentation.*

## Emergency Preparedness Program Requirements

*The following is what your first page should look like, including the header.*

---

<b>YOUR PROJECT/FACILITY NAME</b>	<b>Document: XXX-IP-0263-XXX</b>
	<b>Revision X</b>
<b>BUILDING EMERGENCY PLAN</b>	<b>Page: X of XX</b>
<b>FOR {Facility Name}</b>	<b>Effective Date: {Date}</b>

---

**This plan covers the following buildings and structures:** \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

**Approved:**

---

**Facility Management**

---

**Date**

---

**Environmental Compliance Officer**

---

**Date**

---

**Mission Support Alliance Emergency Management**

---

**Date**

**This document will be reviewed at least annually and updated if necessary by Facility Management unless Hanford Facility RCRA Permit coordination requirements provide otherwise. The Building Emergency Director has the authority to carry out the provisions of this plan.**

# Emergency Preparedness Program Requirements

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## Emergency Preparedness Program Requirements

### 1.0 GENERAL INFORMATION

The *{facility name}* is located on the Hanford Site, a 560-square-mile (1,450-square kilometer) U.S. Department of Energy Richland Operations Office (DOE-RL) site in southeastern Washington State. The *{facility name}* is located in the *{center, East, West,}* portion of the *{100, 200,}* Area near the *{center, North End, South End,}* of the Hanford Site. The Hanford Site Emergency Preparedness Program is based on the incident command system that allows a graded approach for response to emergency events. This plan contains a description of facility specific emergency planning and response and is used in conjunction with Hanford Facility RCRA Permit (Permit) Attachment 4, *Hanford Emergency Management Plan (DOE/RL-94-02)*. Response to events is performed using facility specific and/or Hanford Site level emergency procedures.

#### 1.1 Facility Name:

U.S. Department of Energy  
Hanford Site  
*{Facility name}*

#### 1.2 Facility Location:

Benton County, Washington within the *{100, 200,}* Area.

**Buildings/facilities covered by this plan are:** *(List all buildings. This includes all treatment, storage and disposal units as well as 90-day accumulation areas and 90-day tank systems covered by this BEP)*

#### 1.3 Owner:

U.S. Department of Energy  
Richland Operations Office  
825 Jadwin Avenue  
Richland, Washington 99352

#### FACILITY MANAGER:

*Mission Support Alliance  
P.O. Box 650  
Richland, Washington 99352-1000*

# Emergency Preparedness Program Requirements

## 1.4 Description of the Facility and Operations

*Provide a brief (a few paragraphs) description of the facility, its purpose, and use. In addition, identify all RCRA Waste Management units, except satellite accumulation areas in this section. This includes all treatment, storage and disposal units as well as 90-day accumulation areas and 90-day tank systems. Where appropriate, associate each RCRA Waste Management unit with a corresponding building number. Lastly, indicate what type of Treatment, Storage, and/or Disposal (TSD) unit is being described (i.e., contains storage, tank system, landfill, etc.)*

## 1.5 Building Evacuation Routing

*Provide a plot plan showing the layout of the facility and the location of the evacuation staging area(s). Consider results from the consequence assessment (DOE/RL-94-02 Section 6.0) when determining evacuation routes. **Figure {provide figure(s) identifier} provides identification of the primary and secondary staging areas and a general layout of the {facility name}. Alternate evacuation routes will be used on a case-by-case basis based on meteorological conditions at the time of the event.***

## 2.0 PURPOSE

**This plan describes both the facility hazards and the basic responses to upset and/or emergency conditions within the {facility name}. These events may include spills or releases caused by processing, fires and explosions, transportation activities, movement of materials, packaging, storage of hazardous materials, and natural and security contingencies. When used in conjunction with Permit Attachment 4, *Hanford Emergency Management Plan* (DOE/RL-94-02), this plan meets the requirements for contingency planning as required by WAC 173-303. If your facility's BEP requires configuration control through the Hanford Facility RCRA permit or permitting process, include the following two sentences: "Sections 1.5, 3.1, 4.0, 7.1, 7.1.1, 7.1.2, 7.2, 7.2.1, 7.2.2, 7.2.3, 7.2.4, 7.2.5, 7.2.5.1, 7.3, 8.2, 8.3, 8.4, 9.0, 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 11.0, 12.0, 13.0 of the Building Emergency Plan (BEP) are enforceable sections meeting RCRA contingency planning requirements. Enforceable sections cannot be changed without coordinating the change with the Permit modification process."**

## 3.0 FACILITY/BUILDING EMERGENCY RESPONSE ORGANIZATION

*Include in this section the concept for how the BED fills the role at your facility (i.e., facility staffed 24 hours a day, BED on call at certain times, etc.), and how the facility will staff both facility and ICP roles during an emergency. If reference is made to titles or names such as Building Emergency Director, Incident Commander, Incident Command System or Incident Command Post, etc. in this section, follow up with the appropriate acronym (e.g., BED, IC, ICS, ICP), then the acronym or abbreviation should be used throughout the remainder of the plan, including Section 3.1.*

## Emergency Preparedness Program Requirements

### 3.1 Building Emergency Director

Emergency response will be directed by the Building Emergency Director (BED) until the Incident Commander (IC) arrives. The Incident Command System (ICS) and staff with supporting on-call personnel fulfill the responsibilities of the Emergency Coordinator as discussed in WAC 173-303-360. During events, *{facility name}* personnel perform response duties under the direction of the BED. The Incident Command Post (ICP) is managed by the senior Hanford Fire Department official, unless the event is determined to primarily be a security event, in which case the Hanford Fire Department and Hanford Patrol will operate under a unified command system with Hanford Patrol making all decisions pertaining to security. These individuals are designated as the IC, and as such, have the authority to request and obtain any resources necessary for protecting people and the environment.

The BED becomes a member of the ICP and functions under the direction of the IC. In this role, the BED continues to manage and direct *{facility name}* operations.

A listing of BEDs by title, work location, and work telephone number is contained in Section 13.0 of this plan. The BED is on the premises or is available through an "on-call" list 24 hours a day. Names and home telephone numbers of the BEDs are available from the Patrol Operations Center (POC) in accordance with Permit Condition II.A.4.

### 3.2 Other Members

As a minimum, Facility Management appoints and ensures training is provided to individuals to perform as Personnel Accountability Aides and Staging Area Managers. The Personnel Accountability Aides are responsible for facilitating the implementation of protective actions (evacuation or take cover) and for facilitating the accountability of personnel after the protective actions have been implemented. Staging Area Managers are responsible for coordinating and conducting activities at the staging area. In addition, the BED can identify additional support personnel (radiological control, maintenance, engineering, hazardous material coordinators, etc.) to be part of the Facility/Building Emergency Response Organization.

The complete Facility/Building Emergency Response Organization listing of positions, names, work locations, and telephone numbers for the *{facility name}* is maintained in a separate location in a format determined appropriate by *{facility name}* management. Copies are distributed to appropriate *{facility name}* locations and to Emergency Preparedness.

## Emergency Preparedness Program Requirements

### 4.0 IMPLEMENTATION OF THE PLAN

*The 3-step criteria Step 2a applies to all Hanford Site activities based on applicability of the Hanford Facility RCRA Permit to the Hanford Site. The phrase “subject to RCRA contingency planning requirements” in Step 2b applies to TSD units, 90-day accumulation areas, and transportation activities as stated in DOE/RL-94-02 Section 1.1.*

**In accordance with WAC 173-303-360(2)(b), the BED ensures that trained personnel identify the character, source, amount, and areal extent of the release, fire, or explosion to the extent possible. Identification of waste can be made by activities that can include, but are not limited to, visual inspection of [insert one or more from the following: involved containers, dangerous waste, dangerous/mixed waste, mixed waste capsules],, sampling activities in the field, reference to inventory records, or by consulting with facility personnel. Samples of materials involved in an emergency might be taken by qualified personnel and analyzed as appropriate. These activities must be performed with a sense of immediacy and shall include available information.**

**The BED shall use the following guidelines to determine if an event has met the requirements of WAC 173-303-360(2)(d):**

**1. The event involved an unplanned spill, release, fire, or explosion,**

**AND**

**2. a. The unplanned spill or release involved a dangerous waste, or the material involved became a dangerous waste as a result of the event (e.g., product that is not recoverable.),**

**OR**

**2. b. The unplanned fire or explosion occurred at the {facility name} or transportation activity subject to RCRA contingency planning requirements,**

**AND**

**3. Time-urgent response from an emergency services organization was required to mitigate the event or a threat to human health or the environment exists.**

**As soon as possible, after stabilizing event conditions, the BED shall determine, in consultation with the MSA environmental single point-of-contact, if notification to the Washington State Department of Ecology (Ecology) is needed to meet WAC 173-303-360 (2)(d) reporting requirements. If all of the conditions under 1, 2, and 3 are met, notifications are to be made to Ecology. Additional information is found in Permit Attachment 4, *Hanford Emergency Management Plan (DOE/RL-94-02)*, Section 4.2.**

## Emergency Preparedness Program Requirements

If review of all available information does not yield a definitive assessment of the danger posed by the incident, a worst-case condition will be presumed and appropriate protective actions and notifications will be initiated. The BED is responsible for initiating any protective actions based on their best judgment of the incident.

The BED must assess each incident to determine the response necessary to protect the personnel, facility, and the environment. If assistance from Hanford Patrol, Hanford Fire Department, or ambulance units is required, the Hanford Emergency Response Number (911 or 373-0911 if using a cell phone) must be used to contact the POC and request the desired assistance. To request other resources or assistance from outside the *facility name*, the POC business number is used (373-3800).

### 5.0 FACILITY HAZARDS

*This section is intended to provide an overview of hazardous materials, processes and/or operations that may be encountered at your facility. Include any transportation activities associated with the specific section below where applicable. If a listed hazard is not applicable, provide a statement to that effect.*

#### 5.1 Hazardous Materials

*Provide a basic description of the types of materials and the associated hazard (toxic, corrosive etc.) for non-radioactive hazardous materials stored in bulk quantities. Reference the location where MSDSs and detailed hazardous material inventories are located. DOE/RL-94-02, Section 1.2, contains a definition of hazardous substances as they pertain to WAC 173-303.*

#### 5.2 Industrial Hazards

*Provide a basic description of the industrial hazards (steam, pressurized containers, compressed air systems, confined spaces, rotating equipment, lifting operations etc.) associated with the facility and where they could be encountered.*

#### 5.3 Dangerous/Mixed Waste

*Provide a basic description of the general physical and chemical properties of wastes that are designated according to WAC 173-303 as a dangerous or mixed waste that are managed within the facility. Identify the different waste types and identify the organization(s) responsible for the waste areas.*

#### 5.4 Radioactive Materials

*Provide a basic description of radioactive material processes, and the hazards.*

## Emergency Preparedness Program Requirements

### 5.5 Criticality

*If applicable, discuss the potential for a criticality event in your facility; include a description of mitigative features and administrative controls.*

### 6.0 POTENTIAL EMERGENCY CONDITIONS

**Potential emergency conditions, under both WAC 173-303 and DOE may include one of three basic categories: (1) operations (process upsets, fires, explosions, loss of utilities, spills, and releases), (2) natural phenomena (e.g., earthquakes), and (3) security contingencies (bomb threat, hostage situation, etc.). The following are conditions that may lead to an emergency at the {facility name}.**

#### 6.1 Facility Operations Emergencies

##### **6.1.1. Loss of Utilities**

*If losing any utilities (water, electricity, steam, air, ventilation) could result in a potential emergency condition or require facility personnel to implement protective actions, describe what they are and how losing them would adversely affect the facility (e.g., losing ventilation requires evacuation of some or all of the facility).*

##### **6.1.2. Major Process Disruption/Loss of Plant Control**

*Discuss the effects of major process disruptions in the event that they may lead to an emergency condition e.g., tank overflows, and misroutings.*

##### **6.1.3. Pressure Release**

*Discuss the effects of failures of pressure containing systems (steam, compressed air bottles etc.)*

##### **6.1.4. Fire and/or Explosion**

*Discuss the potential effects of a fire or explosion (release of hazardous materials, toxic fumes and/or vapors etc.)*

##### **6.1.5. Hazardous Material Spill**

*Discuss the potential effects from the accidental release of hazardous materials e.g., caustic tank overflows.*

##### **6.1.6. Dangerous/Mixed Waste Spill**

*Discuss the hazards associated with a dangerous/mixed waste spill. If there is no dangerous/mixed waste managed at the facility, indicate "none".*

## Emergency Preparedness Program Requirements

### **6.1.7. Transportation and /or Packaging Incidents**

*If your facility ships or receives containers of hazardous materials, dangerous or mixed waste or radioactive materials or waste, discuss the potential consequences of related incidents including receipt of damaged or unacceptable shipments.*

### **6.1.8. Radioactive Material Release**

*As applicable, include information on gaseous and liquid effluents and their monitoring systems, as well as contamination spreads due to spills or leaks.*

### **6.1.9. Criticality**

*If applicable, discuss the hazards associated with a criticality event*

## **6.2 Natural Phenomena**

*The following information presents a very basic standard approach to the potential hazards of natural phenomena type events. Use, modify or enhance as necessary.*

**Natural phenomena are discussed in the following sections.**

**NOTE:** *Although the language below is bold text, you can use, modify or enhance as necessary. If there are no hazards at the facility, you can enter not applicable in the section.*

### **6.2.1. Seismic Event**

**Depending on the magnitude of the event, severe structural damage can occur resulting in serious injuries or fatalities and the release of hazardous materials to the environment. Damaged electrical circuits and wiring could result in the initiation of fires.**

### **6.2.2. Volcanic Eruption/Ash fall**

**Though not expected to cause structural damage, the ash resulting from a volcanic eruption could cause shorts in electrical equipment and plug ventilation system filters.**

### **6.2.3. High Winds/Tornadoes**

**High winds or tornadoes may cause structural damage to systems containing hazardous materials resulting in a release of the materials to the environment.**

## Emergency Preparedness Program Requirements

### 6.2.4. Flood

Flooding can cause the release of hazardous materials depending on the type of storage containers. Floods can also cause short circuits in electrical wiring located at or below ground level. This may then result in an increased likelihood of fires.

### 6.2.5. Range Fire

The hazards associated with a range fire are the same as those associated with a building fire plus potential site access restrictions and travel hazards such as poor visibility.

### 6.2.6. Aircraft Crash

In addition to the potential for serious injuries or fatalities, an aircraft crash could result in the direct release of hazardous materials to the environment or cause a fire that could lead to the release.

## 6.3 Security Contingencies

*The following information presents a very basic standard approach to the potential hazards of security type events.*

Security contingencies are discussed in the following sections.

*NOTE: The following text meets minimum requirements. Text can be added for additional security contingencies as necessary.*

### 6.3.1. Bomb Threat/Explosive Device

A bomb threat may be received by anyone who answers the telephone or receives mail. The major effect on the *{facility name}* is that personnel will need to perform emergency shutdown of the facility before evacuation. If an explosive device detonates, the effects are the same as those discussed under fire and explosion.

### 6.3.2. Hostage Situation/Armed Intruder

A hostage situation or the entry of an armed hostile intruder(s) can pose an emergency if either of these conditions has the potential to adversely affect facility operations.

### 6.3.3. Suspicious Object

If a suspicious object is discovered, the major effect on the *{facility name}* is that personnel may need to perform an emergency shutdown of the facility before evacuation.

## Emergency Preparedness Program Requirements

### 6.4 Unexpected/Unidentified Odors

Unexpected or unidentified odors have the potential to cause health effects and could be indicative of other events.

### 7.0 INCIDENT RESPONSE

The initial response to any emergency is to immediately protect the health and safety of persons in the affected area. Identification of released material is essential to determine appropriate protective actions. Containment, treatment, and disposal assessment are secondary responses.

The following sections describe the process for implementing basic protective actions as well as descriptions of response actions for the events listed in Section 6.0 of this plan. Permit Attachment 4, *Hanford Emergency Management Plan* (DOE/RL-94-02), Section 1.3, provides concept of operations for emergency response on the Hanford Site.

This section provides a discussion of protective action responses, response to facility operations emergencies, response to natural phenomena, and response to security contingencies. In addition, a section addressing prevention of secondary release, fires or explosions is provided.

*Whenever a response is governed by specific facility alarm response, emergency response or other operating procedures, make ONLY a general reference to them and include the document titles and numbers in Attachment A.*

#### 7.1 Protective Action Responses

Protective action responses are discussed in the following sections. The steps identified in the following description of actions do not have to be performed in sequence because of the unanticipated sequence of incident events.

*NOTE: If feasible, classified matter shall be secured in a security container and, if applicable, the intrusion detection system activated. If the emergency is life threatening, the health and safety of personnel shall take precedence over the need to secure classified matter. Security containers, vaults, and vault type rooms shall be inspected on return to the facility to determine whether classified information has been compromised or if any classified matter is missing. If your facility does not have, or maintain classified material, do not include language in this plan about its care and safeguarding during evacuation or take cover.*

## Emergency Preparedness Program Requirements

### **7.1.1 Evacuation**

*Describe the process followed at your facility for personnel evacuation. The description needs to provide adequate information for employees to understand their response actions during an evacuation. Specific elements that shall be included, if applicable, are:*

- *Notifications to employees.*
- *Notification of warning siren activation to the POC.*
- *How and/or what operations (make general reference to operating procedures if applicable) are shut down including waste handling.*
- *Protection of classified matter (e.g., documents, disks).*
- *Normal exit procedures from radiological areas etc.*
- *Include a statement to the effect that evacuation routes and exits are clearly marked and evacuation routes are maintained clear of obstructions.*
- *Processes to identify potentially exposed personnel and assure they receive appropriate follow up evaluation.*
- *Include whether you have a siren, how accountability is determined, special provisions for any persons temporarily or permanently disabled, and reference staging area location(s) in subsection 1.5 of this plan.*

*Describe the process followed at your facility for an area wide evacuation (if different than a facility evacuation). Contact MSA Emergency Management Program for assistance.*

### **7.1.2. Take Cover**

*Describe the process followed at your facility for take cover. The description needs to provide adequate information for employees to understand their response actions during a take cover. Specific elements that shall be included, if applicable, are:*

- *Notification of warning siren activation to the POC.*
- *How and/or what operations (including ventilation and waste handling) are shut down (make **ONLY** general reference to operating procedures if applicable).*
- *Lock up classified documents (include only if your facility maintains classified material); follow normal exit procedures from radiological areas (in preparation for a possible evacuation) etc.*

## Emergency Preparedness Program Requirements

- *Include whether you have a siren, how accountability is determined, if applicable.*
- *Processes to identify potentially exposed personnel and assure they receive appropriate follow up evaluation.*

### 7.2 Response to Facility Operations Emergencies

*If there is a potential for categorization of an Occurrence or classification into an Alert, Site Area or General Emergency, in the following facility operations emergency sections, reference shall be made to the site/facility occurrence reporting procedure or the event recognition and classification procedure using the following statement. **“Depending on the severity of the event, the BED reviews the site-wide and {facility name} emergency response procedure(s) and, as required, categorizes and/or classifies the event. If necessary, the BED initiates area protective actions and Hanford Site Emergency Response Organization activation. The steps identified in the following description of actions do not have to be performed in sequence because of the unanticipated sequence of incident events. Attachment A provides a list of procedures.”** For each emergency condition that has a facility-warning signal e.g., fire, include a description of what the warning signal sounds like.*

*Whenever a response is governed by specific facility alarm response, emergency response or other operating procedures make **ONLY** a general reference to them and include the document titles and numbers in Attachment A.*

#### **7.2.1. Loss of Utilities**

*Describe the responses taken at your facility in the event that losing one or more utilities (water, electricity, steam, air, and ventilation) could result in a potential emergency condition. Include general reference to response procedures and any protective actions (evacuation) required*

*The following information presents a very basic standard approach to the possible response actions associated with the loss of utilities. Although the language below is bold text, you can use, modify or enhance as necessary.*

**A case-by-case evaluation is required for each event to determine loss of utility impacts. When a BED determines a loss of utility impact, actions are taken to ensure dangerous and/or mixed waste is being properly managed, to the extent possible given event circumstances. As necessary, the BED will stop operations and take appropriate actions until the utility is restored.**

#### **7.2.2. Major Process Disruption/Loss of Plant Control**

*Describe the responses i.e., emergency shutdown, facility evacuations etc., in the event that there is a major disruption in processing operations or loss of control. Include general reference to response procedures.*

## Emergency Preparedness Program Requirements

### 7.2.3. Pressure Release

*Describe the response(s) taken in the event that a pressurized system (steam, gas cylinders etc.) fails. Include general reference to response procedures and any protective actions required.*

### 7.2.4. Fire and/or Explosion

**In the event of a fire, the discoverer activates a fire alarm (pull box); calls 911 (373-0911 if using a cell phone) or verifies that 911 has been called. Automatic initiation of a fire alarm (through the smoke detectors and sprinkler systems) is also possible.**

*If there are additional facility specific actions, document them below based on the Safety Plan approved by Hanford Fire Department to allow the difference. For a generic listing of actions, refer to DOE-0223, RLEP 1.1.*

- **Unless otherwise instructed, personnel shall evacuate the area/building by the nearest safe exit and proceed to the designated staging area for accountability.**
- **On actuation of the fire alarm, ONLY if time permits, personnel should shut down equipment, secure waste, and lock up classified materials (or hand carry them out). The alarm automatically signals the Hanford Fire Department.**
- **The BED proceeds directly to the ICP, obtains all necessary information pertaining to the incident and sends a representative to meet Hanford Fire Department.**
- **The BED provides a formal turnover to the IC when the IC arrives at the ICP.**
- **The BED informs the Hanford Site Emergency Response Organization as to the extent of the emergency (including estimates of dangerous waste and mixed waste quantities released to the environment).**
- **If operations are stopped in response to the fire, the BED ensures that systems are monitored for leaks, pressure buildup, gas generation and ruptures.**
- **Hanford Fire Department firefighters extinguish the fire as necessary.**

*If the facility has a dangerous/mixed waste tank system, include the following note.*

**NOTE: Following a fire and/or explosion, {pick one: WAC 173-303-640(7) for final status/generator tanks or 40 CFR 265.196 for interim status tanks} will be addressed for the {tank system name} regarding fitness for use.**

## Emergency Preparedness Program Requirements

### **7.2.5. Hazardous Material, Dangerous and/or Mixed Waste Spill**

Spills can result from many sources including process leaks, container spills or leaks, damaged packages or shipments, or personnel error. Spills of mixed waste are complicated by the need to deal with the extra hazards posed by the presence of (choose one of the following terms: “radioactive” or “Atomic Energy Act”) materials.

*If there are additional facility specific actions, document them here. For a generic listing of actions, refer to DOE-0223, RLEP 1.1.*

- **The discoverer notifies the BED and initiates SWIMS response:**
  - **Stops work,**
  - **Warns others in the vicinity,**
  - **Isolates the area,**
  - **Minimizes the spill if possible,**
  - **Requests the BED Secure ventilation.**
- **The BED determines if emergency conditions exist requiring response from the Hanford Fire Department based on classification of the spill and injured personnel, and evaluates the need to perform additional protective actions.**
- **If the Hanford Fire Department resources are not needed, the spill is mitigated with resources identified in Section 9.0 of this plan and proper notifications are made.**
- **If the Hanford Fire Department resources are needed, the BED calls 911 (373-0911 if using a cell phone).**
- **The BED sends a representative to meet the Hanford Fire Department.**
- **The BED provides a formal turnover to the IC when the IC arrives at the ICP.**
- **The BED informs the Hanford Site Emergency Response Organization as to the extent of the emergency (including estimates of dangerous waste and mixed waste quantities released to the environment).**
- **If operations are stopped in response to the spill, the BED ensures that systems are monitored for leaks, pressure buildup, gas generation, and ruptures.**
- **Hanford Fire Department stabilizes the spill.**

*If the facility has a dangerous/mixed waste tank system, include the following note.*

**NOTE:** *For response to leaks or spills and disposition of leaking or unfit-for-use tank systems, refer to {pick one: WAC 173-303-640(7) for final status/generator tanks or 40 CFR 265.196 for interim status tanks}.*

## Emergency Preparedness Program Requirements

### 7.2.5.1 Damaged or Unacceptable Shipments

*Facility specific responses may be required depending on whether the shipment is defined under WAC 173-303 as an offsite shipment. Where applicable to the TSD unit, include steps in this section to describe those additional considerations.*

*Select text from one of the following three options. If your facility receives both onsite transfers and off-site shipments, use the following text for Section 7.2.5.1.*

**During the course of receiving dangerous and/or mixed waste at {facility name}, an unanticipated event could be discovered resulting in a conformance issue concerning the waste. In some cases, the conformance issue will result from receiving an off-site shipment, manifested pursuant to Permit Condition IL.P.1 or WAC 173-303-370 that is damaged or otherwise presents a hazard and cannot be transported. Damaged or unacceptable shipments resulting from onsite transfers are not subject to WAC 173-303-370; however conformance issues must be resolved in order to maintain proper records.**

**Regardless of whether the waste is received as an off-site shipment or onsite transfer, the following actions are taken:**

- **Operations management is notified of the damaged or unacceptable waste to be received.**
- **If the conformance issue results in a spill or release, actions described in Section 7.2.5 are taken.**
- **The generating organization is notified of the conformance issue.**
- **An operations representative, in conjunction with the generating organization, determines the course of action to resolve the conformance issue.**

*If your facility receives onsite transfers but not off-site shipments, use the following text for Section 7.2.5.1.*

**During the course of receiving an onsite transfer of dangerous and/or mixed waste at {facility name}, an unanticipated event could be discovered resulting in a conformance issue concerning the waste. Damaged or unacceptable shipments resulting from onsite transfers are not subject to WAC 173-303-370 however conformance issues must be resolved in order to maintain proper records.**

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The following actions are taken to resolve the conformance issue:

- Operations management is notified of the damaged or unacceptable waste to be received.
- If the conformance issue results in a spill or release, actions described in Section 7.2.5 are taken.
- The generating organization is notified of the conformance issue.

An operations representative, in conjunction with the generating organization, determines the course of action to resolve the conformance issue.

*If your facility does not receive either onsite transfers or off-site shipments of dangerous and or mixed waste, use the following text for Section 7.2.5.1. In addition, if your facility receives only radioactive wastes, use this language.*

**The {facility name} does not receive onsite transfers or off-site shipments of dangerous and/or mixed waste.**

### **7.2.6. Radioactive Material Release**

*Evaluate whether additional steps from Section 7.2 are required to address a radiological material release at the facility.*

*If additional steps are necessary, describe the basic response actions to a spill or leak of radioactive materials in or around the facility (Stop, Warn, Isolate, and Minimize), as well as responses to abnormal levels of radioactivity in gaseous or liquid effluent streams. If necessary, include description of how contaminated personnel are taken care of. If Section 7.2 requirements suffice, make the following statement.*

**Section 7.2 addresses the requirements for a radiological material release.**

### **7.2.7. Criticality**

*Evaluate whether additional steps from Section 7.2 are required to address a criticality at the facility. If additional steps are necessary, describe the response actions for a criticality (e.g., rapid evacuation, quick sorts, verification surveys etc.). If your facility does not have the possibility for this event, enter not applicable.*

## Emergency Preparedness Program Requirements

### 7.3 Prevention of Recurrence or Spread of Fires, Explosions, or Releases

The BED, as part of the ICP, takes the steps necessary to ensure that a secondary release, fire, or explosion does not occur. The BED will take measures, where applicable, to stop processes and operations; collect and contain released wastes and remove or isolate containers. The BED shall also monitor for leaks, pressure buildups, gas generation, or ruptures in valves, pipes or other equipment, whenever this is appropriate.

### 7.4 Response to Natural Phenomena

*If there is a potential for categorization of an Occurrence or classification into an Alert, Site Area or General Emergency, in the following facility operations emergency sections, reference shall be made to the site/facility occurrence reporting procedure or the event recognition and classification procedure using the following statement. “Depending on the severity of the event, the BED reviews sitewide and {facility name} emergency response procedure(s) and, as required, categorizes and/or classifies the event. If necessary, the BED initiates area protective actions and Hanford Site Emergency Response Organization activation. The steps identified in the following description of actions do not have to be performed in sequence because of the unanticipated sequence of incident events. Attachment A provides a list of procedures.” For each emergency condition that has a facility-warning signal e.g., fire, include a description of what the warning signal sounds like.*

*Whenever a response is governed by specific facility alarm response, emergency response or other operating procedures make **ONLY** a general reference to them and include the document titles and numbers in Attachment A.*

#### **7.4.1. Seismic Event**

*Evaluate whether additional steps from Section 7.4 are required to address a seismic event at the facility. If addition steps are necessary, describe the basic response actions. If Section 7.4 requirements suffice, make the following statement.*

**Section 7.4 addresses the requirements for a seismic event.**

*The following information presents a very basic standard approach to the potential hazards for natural phenomena type events*

**NOTE:** *Although the language below is bold text, you can, use, modify or enhance as necessary to reflect what actually occurs in your facility.*

**The Hanford Site Emergency Response Organization's primary role in a seismic event is coordinating the initial response to injuries, fires, fire hazards and acting to contain or control radioactive and/or hazardous material releases.**

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Individuals should remain calm and stay away from windows, steam lines, and hazardous material storage locations. Once the shaking has subsided, individuals should evacuate carefully and assist personnel needing help. The location of any trapped individuals should be reported to the BED or is reported to 911 (373-0911 if using a cell phone).

The BED takes whatever actions are necessary to minimize damage and personnel injuries. Responsibilities include the following:

- Coordinating searches for personnel and potential hazardous conditions (fires, spills, etc.).
- Conducting accountability.
- Securing utilities and facility operations.
- Arranging rescue efforts, and notifying 911 (373-0911 if using a cell phone) for assistance.
- Determining if hazardous materials were released.
- Determining current local meteorological conditions.
- Warning other facilities and implementing protective actions if release of hazardous materials poses an immediate danger.
- Providing personnel and resource assistance to other facilities, if required and possible.

### **7.4.2. Volcanic Eruption/Ash fall**

*Evaluate whether additional steps from Section 7.4 are required to address a volcanic eruption/ash fall at the facility. If addition steps are necessary, describe the basic response actions If Section 7.4 requirements suffice, make the following statement.*

**Section 7.4 addresses the requirements for a volcanic eruption/ash fall.**

*The following information presents a very basic standard approach to the potential hazards for natural phenomena type events*

**NOTE:** *Although the language below is bold text, you can, use as is or modify or enhance as necessary to reflect what actually occurs in your facility.*

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When notified of an impending ash fall, the BED will implement measures to minimize the impact of the ash fall. BED actions include the following:

- Installing filter media over building ventilation intakes.
- Installing filter media or protective coverings on outdoors equipment that may be adversely affected by the ash (diesel generators, equipment rooms, etc.).
- Shutting down some or all operations and processes.
- Sealing secondary use exterior doors.

If other emergency conditions arise as a result of the ashfall (e.g., fires due to electrical shorts or lightning), response is as described in other sections of this plan.

### **7.4.3. High Winds/Tornadoes**

*Evaluate whether additional steps from Section 7.4 are required to address high winds/tornadoes at the facility. If addition steps are necessary, describe the basic response actions. If Section 7.4 requirements suffice, make the following statement.*

**Section 7.4 addresses the requirements for high winds/tornadoes.**

*The following information presents a very basic standard approach to the potential hazards for natural phenomena type events.*

**NOTE:** *Although the language below is bold text, you can, use as is or modify or enhance as necessary to reflect what actually occurs in your facility.*

**Upon notification of impending high winds, the BED takes steps necessary to secure all outdoor waste and hazardous material containers and storage locations. All doors and windows are shut, and personnel are warned to use extreme caution when entering or exiting the building. Ventilation, utilities, and operations will be shut down as appropriate to lessen the severity of the impact.**

### **7.4.4. Flood**

*Provide a description of the actions taken at your facility for flooding conditions. If your facility does not have the potential for this event then state "Not applicable."*

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### 7.4.5. Range Fire

Responses to range fires are handled by preventive measures (i.e., keeping hazardous material and waste accumulation areas free of combustible materials such as weeds and brush). If a range fire breaches the *{facility name}* boundary, the response is as described in Section 7.2.4.

### 7.4.6. Aircraft Crash

The response to an aircraft crash is the same as for a fire and/or explosion (Section 7.2.4).

## 7.5 Security Contingencies

*If there is a potential for categorization of an Occurrence or classification into an Alert, Site Area or General Emergency, in the following facility operations emergency sections, reference shall be made to the site/facility occurrence reporting procedure or the event recognition and classification procedure using the following statement. “Depending on the severity of the event, the BED reviews sitewide and {facility name} emergency response procedure(s) and, as required, categorizes and/or classifies the event. If necessary, the BED initiates area protective actions and Hanford Site Emergency Response Organization activation. The steps identified in the following description of actions do not have to be performed in sequence because of the unanticipated sequence of incident events. Attachment A provides a list of procedures.” For each emergency condition that has a facility-warning signal e.g., fire, include a description of what the warning signal sounds like.*

*Whenever a response is governed by specific facility alarm response, emergency response or other operating procedures make **ONLY** a general reference to them and include the document titles and numbers in Attachment A.*

### 7.5.1. Bomb Threat/Explosive Device

Response to a bomb threat/explosive device is discussed in the following sections.

#### 7.5.1.1 Telephone Threat

Individuals receiving telephoned threats attempt to get as much information as possible from the caller (using the bomb threat checklist if available). Upon conclusion of the call, or during the call if possible, notify the BED and Hanford Patrol by calling 911 (do not use wireless communications devices for reporting a bomb threat/explosive device unless beyond 300 feet from the suspected object).

The BED evacuates the *{facility name}* and questions personnel at the staging area regarding any suspicious objects. When Hanford Patrol personnel arrive, follow their instructions.

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*As an alternative, the facility can choose to replace the preceding two sentences with the following text.*

**When notified, the BED ensures the {facility name} is evacuated and questions personnel at the staging area regarding any suspicious objects. When Hanford Patrol personnel arrive, follow their instructions.**

### **7.5.1.2 Written Threat**

**Receivers of written threats handle the letter as little as possible. Notify the BED and Hanford Patrol by calling 911 (do not use wireless communications devices for reporting a bomb threat/explosive device unless beyond 300 feet from the suspected object). Depending on the content of the letter, the BED might evacuate the affected locations. The letter is turned over to Hanford Patrol and their instructions are followed.**

### **7.5.2 Hostage Situation/Armed Intruder**

**The discoverer of a hostage situation or armed intruder reports the incident to 911 (373-0911 if using a cell phone) and to the BED if possible. Hanford Patrol will determine the remaining response actions.**

### **7.5.3 Suspicious Object**

**The discoverer of a suspicious object reports this object to the BED and to 911 (do not use wireless communications devices for reporting a bomb threat/explosive device unless beyond 300 feet from the suspected object), if possible, and ensures that the object is not disturbed.**

### **7.6 Response to Unexpected/Unidentified Odors**

**Unexpected and unidentified odors should be investigated by the facility or project safety and health personnel. If the odor can be traced to an identifiable source and controlled safely with local resources, it can be resolved at the facility level. Air monitoring may aid in identification of a source and help determine if the odor is indicative of a health threat or is merely a nuisance. If facility or project safety and health personnel concur that the odor may be indicative of a health threat and cannot be safely controlled with local resources or an odor is found to be the result of an action or condition that requires emergency response, the Hanford Fire Department would be notified and respond accordingly**

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### 8.0 TERMINATION OF EVENT, INCIDENT RECOVERY, AND RESTART OF OPERATIONS

Permit Attachment 4, *Hanford Emergency Management Plan* (DOE/RL-94-02), Section 9.0, describes actions for event termination, incident recovery, and restart of operations. The extent by which these actions are employed is based on the incident classification of each event. In addition, Permit Attachment 4, *Hanford Emergency Management Plan* (DOE/RL-94-02), also contains actions for the management of incompatible wastes that might apply.

#### 8.1 Termination of Event

For events where the Hanford Emergency Operations Center (Hanford-EOC) is activated, the DOE /RL or DOE Office of River Protection Emergency Manager has the authority to declare event termination. This decision is based on input from the BED, IC, and other emergency response organization members. For events where the Hanford-EOC is not activated, the ICS and staff will declare event termination.

#### 8.2 Incident Recovery and Restart of Operations

A recovery plan is developed when necessary in accordance with Permit Attachment 4, *Hanford Emergency Management Plan* (DOE/RL-94-02), Section 9.2. A recovery plan is needed following an event where further risk could be introduced to personnel, the *{facility name}*, or the environment through recovery action and/or to maximize the preservation of evidence.

If this plan was implemented according to Section 4.0 of this plan, Ecology is notified before operations can resume. Permit Attachment 4, *Hanford Emergency Management Plan* (DOE/RL-94-02), Section 5.1, discusses different reports to outside agencies. This notification is in addition to those required reports and must include the following statements.

- There are no incompatibility issues with the waste and released materials from the incident.
- All the equipment has been cleaned, fit for its intended use, and placed back into service.

The notification required by WAC 173-303-360(2)(j) may be made via telephone conference. Additional information that Ecology requests regarding these restart conditions will be included in the required 15-day report identified in Section 11.0 of this plan.

For emergencies not involving activation of the Hanford-EOC, the BED ensures that conditions are restored to normal before operations are resumed. If the Hanford Site Emergency Response Organization was activated and the emergency phase is complete, a special recovery organization could be appointed at the discretion of RL to restore

## Emergency Preparedness Program Requirements

conditions to normal. This process is detailed in RL and contractor emergency procedures. The makeup of this organization depends on the extent of the damage and the effects. The onsite recovery organization will be appointed by the appropriate contractor's management.

### 8.3 Incompatible Waste

After an event, the BED or the onsite recovery organization ensures that no waste that might be incompatible with the released material is treated, stored, and/or disposed of until cleanup is completed. Clean up actions are taken by *{facility name}* personnel or other assigned personnel. Permit Attachment 4, *Hanford Emergency Management Plan* (DOE/RL-94-02), Section 9.2.3, describes actions to be taken.

*If your facility has additional actions identified, list them here.*

Waste from cleanup activities is designated and managed as newly generated waste. A field check for compatibility is performed before storage, as necessary. Incompatible wastes are not placed in the same container. Containers of waste are placed in approved storage areas appropriate for their compatibility class.

If incompatibility of waste was a factor in the incident, the BED or the onsite recovery organization ensures that the cause is corrected.

### 8.4 Post Emergency Equipment Maintenance and Decontamination

All equipment used during an incident is decontaminated (if practicable) or disposed of as spill debris. Decontaminated equipment is checked for proper operation before storage for subsequent use. Consumable and disposed materials are restocked. Fire extinguishers are replaced.

The BED ensures that all equipment is cleaned and fit for its intended use before operations are resumed. *(Determine which items to list based on review of Sections 9.1 through 9.5 and modify following sentence as necessary)* Depleted stocks of neutralizing and absorbing materials are replenished; protective clothing is cleaned or disposed of and restocked, etc.

## 9.0 EMERGENCY EQUIPMENT

*Consult sections 6.0 and 11.2 of DOE/RL-94-02, to complete the tables in the following sections. Facility personnel can choose to identify equipment within Section 9.0 tables as equipment intended exclusively for addressing radiological emergency circumstances. In addition, Facility personnel should make this claim when their facility operations are controlled by the Hanford Facility RCRA Permit to preclude Ecology from regulating such equipment. If the equipment will be used to address emergency circumstances for mixed waste, then the equipment should not be identified with an asterisk. Facility personnel will have to demonstrate to Ecology that the equipment will be used exclusively for radiological considerations. When such equipment is*

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identified, place an asterisk after the equipment in the left hand column of the table and insert the following text immediately following the table. \* = **This equipment is for radiological emergency response purposes only. It is not Ecology's intent to regulate radionuclides. However, it is necessary to maintain an up-to-date complete BEP.**

Hanford Site emergency resources and equipment are described and listed in Permit Attachment 4, *Hanford Emergency Management Plan (DOE/RL-94-02)*, Appendix C. Emergency resources and equipment for the {facility name} are presented in this section.

### 9.1 Fixed Emergency Equipment

In the following table list the fixed emergency equipment available at the facility, include fire suppression systems, eye wash stations, safety showers, decontamination rooms etc.

**NOTE:** Do not include communication systems, as they are listed separately.

<b>FIXED EMERGENCY EQUIPMENT</b>		
<b>TYPE</b>	<b>LOCATION</b>	<b>CAPABILITY</b>

### 9.2 Portable Emergency Equipment

In the following table, list available portable emergency equipment, fire extinguishers, portable eyewashes, etc.

**NOTE:** for fire extinguishers, the exact location is not necessary especially if you have a large number located throughout your facility, also, do not list spill control equipment or personal protective clothing as they are listed separately.

<b>PORTABLE EMERGENCY EQUIPMENT</b>		
<b>TYPE</b>	<b>LOCATION</b>	<b>CAPABILITY</b>

### 9.3 Communications Equipment/Warning Systems

In the following table, list all communications and warning systems, fire alarms, public address systems etc. used by the BED to communicate with and warn facility personnel during an emergency. Do not list any site-wide warning systems such as the Hanford Emergency Alerting System.

**NOTE:** Cellular Telephones should not be used as a primary means of communications.

<b>COMMUNICATIONS EQUIPMENT</b>
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**NOTE:** Before each use, check MSC Docs Online to ensure this copy is current.

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TYPE	LOCATION	CAPABILITY

**NOTE:** *Site-wide communications and warning systems are identified in Permit Attachment 4, Hanford Emergency Management Plan (DOE/RL-94-02), Table 5.1.*

### 9.4 Personal Protective Equipment

List the types of protective equipment available in the table below; include Anti-Cs, respirators, SCBA acid suits etc.

PERSONAL PROTECTIVE EQUIPMENT		
TYPE	LOCATION	CAPABILITY

### 9.5 Spill Control and Containment Supplies

List the location of spill kits (include a basic listing of contents) and other storage locations for spill control equipment in the table below.

SPILL KITS AND SPILL CONTROL EQUIPMENT		
TYPE	LOCATION	CAPABILITY

### 9.6 Incident Command Post

If your facility has a designated room or area identified for use in an emergency (OSC, Shift Office etc.) identify the room or area and list any equipment or resources that are specifically maintained at the location for use in emergencies.

**The ICPs for the {facility name} are in {list Section 12.0 locations}. Emergency resource materials are stored at each location. The IC could activate the Hanford Fire Department Mobile Command Unit if necessary.**

## 10.0 COORDINATION AGREEMENTS

**RL has established a number of coordination agreements or memoranda of understanding (MOU) with various agencies to ensure proper response resource availability for incidents involving the Hanford Site. A description of the agreements is contained in Permit Attachment 4, Hanford Emergency Management Plan (DOE/RL-94-02), Section 3.0, Table 3-1.**

# Emergency Preparedness Program Requirements

## 11.0 REQUIRED REPORTS

Post incident written reports are required for certain incidents on the Hanford Site. The reports are described in Permit Attachment 4, *Hanford Emergency Management Plan (DOE/RL-94-02)*, Section 5.1.

*If your facility only has generator activities subject to contingency planning requirements, replace the phrase “TSD-unit operating records” with “generator activity record” in the following sentence. If your facility has both TSD units and generator activities, do not change the sentence.*

Facility management must note in the TSD-unit operating record, the time, date and details of any incident that requires implementation of the contingency plan (refer to Section 4.0 of this plan). Within fifteen (15) days after the incident, a written report must be submitted to Ecology. The report must include the elements specified in WAC 173-303-360(2)(k).

## 12.0 PLAN LOCATION AND AMENDMENTS

Copies of this plan are maintained at the following locations:

*List offices of personnel with assigned emergency responsibilities  
TSD Unit's Operating/generator activity Record Location*

This plan will be reviewed and immediately amended as necessary, in accordance with Permit Attachment 4, *Hanford Emergency Management Plan (DOE/RL-94-02)*, Section 14.3.1.1.

## 13.0 FACILITY/BUILDING EMERGENCY RESPONSE ORGANIZATION

*In the following table, list the BEDs by job title.*

### BUILDING EMERGENCY DIRECTOR

<i>{Facility Name} BEDs</i>		
TITLE	WORK LOCATION	WORK PHONE

Names and home telephone numbers of the BEDs are available from the POC (373-3800) in accordance with Permit Condition II.A.4.

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### 14.0 REFERENCES

DOE/RL-94-02, *Hanford Emergency Management Plan*

DOE O 231.1A, *"Environment, Safety, and Health Reporting"*, U.S. Department of Energy, Washington D.C.

DOE M 231.1-2, *"Occurrence Reporting and Processing of Operations Information"*, U.S. Department of Energy, Washington D.C.

WAC 173-303, *"Washington State Dangerous Waste Regulations," Washington Administrative Code*, Washington State Department of Ecology, Olympia, Washington

Ecology, *Hanford Facility Resource Conservation and Recovery Act Permit for the Treatment, Storage, and Disposal of Dangerous Waste, Permit Number WA7890008967*, Washington State Department of Ecology, Olympia, Washington, as amended.

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### ATTACHMENT A

#### Listing of Procedures

*If general reference was made to facility procedures or other documents within the body of the BEP, a listing of the documents must be maintained here. Include the following documents on your list as a minimum:*

**DOE-0223, Emergency Plan Implementing Procedures, RLEP 1.0 "Recognizing and Classifying Emergencies," Appendix 1-X.X (if applicable).**

**DOE-0223, Emergency Plan Implementing Procedures, RLEP 1.1 "Hanford Incident Command System and Event Recognition and Classification"**

**DOE-0223, Emergency Plan Implementing Procedures, RLEP 3.4 "Emergency Termination, Reentry, and Recovery"**

*Facility specific procedures provided with reference within the body of the BEP.*

## Emergency Preparedness Program Requirements

### APPENDIX B

#### Facility Response Plan

##### Writer Information

Mission Support Alliance, LLC (MSA) Document [MSC-RD-7647](#), *Emergency Preparedness Program Requirements*, references this document. When issued, a Facility Response Plan (FRP) is used to demonstrate compliance with emergency preparedness planning requirements at Low-Hazards Facilities as defined in DOE/RL-94-02, *Hanford Emergency Management Plan*. Specifically, this guidance document discusses contingency plan planning/preparedness requirements applicable to dangerous waste management activities. Dangerous waste management activities include the following:

- Treatment-by generator activities in accordance with WAC 173-303-170(3)(b).
- 90-day accumulation activities in accordance with WAC 173-303-200(1).
- Interim status TSD unit activities in accordance with WAC 173-303-400.
- Final status TSD unit activities in accordance with WAC 173-303-600 and the Hanford Facility RCRA Permit (HF RCRA Permit; Ecology 1994 as amended).
- Permit-by-rule activities in accordance with WAC 173-303-802(5).
- Non-permitted TSD units managed according to the *Tri-Party Agreement*.

This document contains instructional paragraphs that indicate the appropriate compliance information to be included in each section of a Low-Hazards Facility FRP. The term "Low-Hazards Facility" is defined in the Hanford Emergency Management Plan, DOE/RL-94-02, Section 2.2.1.1.2, and generally includes Hanford Site facilities that are not hazardous facilities or General Purpose Facilities. Writers using this document to assist in preparing their plan should read the instructional paragraphs, gather or provide the necessary information, and delete the instructions in italics. Instructional information written in italics, is for the writer's information only, and must be deleted from the FRP before final review and approval. In addition, information that is to be included in the FRP verbatim is written in bold text. Writers of FRPs shall use this guidance document as their template for preparing the FRP. Conformance to the format, the arrangement of the sections and the language is mandatory. This guidance document was prepared in Microsoft Word; accordingly, to facilitate using this document as a template, writers should use Microsoft word to prepare the document for final review and approval.

This document is written to provide guidance to personnel responsible for contingency plan documentation requirements at certain *Resource Conservation and Recovery Act of 1976* waste management units (RCRA units). RCRA units required to have an FRP are those classified as "Low-Hazards Facilities." This classification is not a RCRA classification. A RCRA unit would

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be classified as a Low-Hazards Facility after an emergency planning hazard assessment is performed. In accordance with MSC-RD-7647, a Low-Hazards Facility either can be a generating unit such as a 90-day accumulation area or a treatment, storage, and/or disposal (TSD) unit. Contact MSA Environmental Integration and/or MSA EMP for any questions relating to the facility classification.

The information published under the FRP provides the information needed to fully comply with Washington Administration Code (WAC) 173-303-350(3) elements of a contingency plan for Low-Hazards Facilities. In effect, the FRP supplements the Hanford Emergency Management Plan (DOE/RL-94-02) as the DOE/RL-94-02 document meets certain contingency plan requirements identified in Appendix A of DOE/RL-94-02. [Appendix C](#) of MSC-RD-7647 discusses RCRA contingency plan requirements and identifies where contingency plan requirements are documented.

The FRP is also used to meet the requirements of 29 CFR 1910.38(a), *Emergency Action Plans*, for activities subject to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) requirements in 40 CFR 300.150.

On issuance of the FRP, the FRP needs to be maintained to provide for response to events that occur at the waste management unit. Furthermore, the FRP must be provided to a regulatory agency inspector upon request. The FRP does not need to be maintained at the 90-day accumulation area or the TSD unit. Additional documents need to be maintained with the FRP to comply with RCRA contingency plan requirements: (1) *Hanford Emergency Management Plan* (DOE/RL-94-02) and (2) response procedures. Response procedures include sitewide response procedures and facility-specific response procedures. The sitewide response procedures include DOE-0223 RLEP 1.1, Hanford Incident Command System and Event Recognition and Classification and DOE-0223 RLEP 3.4, Emergency Termination, Reentry, and Recovery. Although DOE/RL-94-02 is not used to respond to events, DOE/RL-94-02 must be maintained with the FRP as DOE/RL-94-02 meets certain contingency plan requirements

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*The following is what your first page should look like, including the header.*

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**YOUR PROJECT/FACILITY NAME**

**Document: XXX-IP-0603-XXX**

**Revision X**

**FACILITY RESPONSE PLAN**

**Page: X of XX**

**FOR {Facility Name}**

**Effective Date: {Date}**

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**This plan covers the following buildings and structures:** \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

**Approved:**

---

**Cognizant Manager**

---

**Date**

---

**Environmental Compliance Officer**

---

**Date**

---

**Mission Support Alliance Emergency Management**

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**Date**

**This document will be reviewed and updated if necessary by Facility Management. The Building Warden has the authority to carry out the provisions of this plan.**

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### 1.0 DANGEROUS WASTE MANAGEMENT DESCRIPTIONS

*Describe the Low-Hazards Facilities and associated 90-day accumulation area or TSD unit or CERCLA activity. For inactive TSD units, indicate when waste was last managed and when the RCRA closure plan was or will be written for the unit.*

### 2.0 EMERGENCY ORGANIZATION PERSONNEL

*The Emergency Coordinator duties identified in WAC 173-303-360 are met through completing the position checklists contained in DOE-0223 RLEP 1.1, Hanford Incident Command System and Event Recognition and Classification and following DOE-0223 RLEP 3.4, Emergency Termination, Reentry, and Recovery. Personnel from Low-Hazards Facilities must be supplied to fulfill the duties of the building warden checklist contained in RLEP 1.1. MSA Emergency Management Program (EMP) maintains the list of names and work and home telephone numbers of personnel fulfilling the building warden checklist position. The file is maintained at the Hanford Patrol Operations Center. The list is updated monthly. For monthly updating, MSA EMP must be notified promptly of any personnel changes.*

*Other non-Incident Command System positions pertaining to a building emergency organization that must be filled by personnel (e.g., Staging Area Managers and Accountability Aids) could be identified. Individuals could be responsible for one or more of these positions. This decision depends on the number of personnel available to fill applicable positions and the applicable building emergency organization positions that are identified. An MSA EMP representative can assist in identifying the appropriate building emergency positions required for a particular Low-Hazards Facility. This FRP will not require updating for Incident Command System personnel unless the job title, work location, or work telephone number changes.*

**The complete building emergency organization list of positions, names, work locations, and telephone numbers for the {insert Low-Hazards Facility's name} is maintained separately. Copies of this list are distributed and placed at the following locations: (list all locations where the building emergency organization list is maintained, include Emergency Management).**

Building Warden (Emergency Coordinator)		
Job title	Work location	Work phone

**The names and home phone numbers of personnel are maintained at the single point-of-contact (the Hanford Patrol Operations Center) telephone number 373-3800 in accordance with the Hanford Facility RCRA Permit, Condition II.A.4.**

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### 3.0 EMERGENCY EQUIPMENT: LOCATION, PHYSICAL DESCRIPTION, AND CAPABILITIES

*Evaluate the types of required emergency equipment to be maintained at the Low-Hazards Facilities based on the types of waste described in Section 1.0. The types of equipment that must be evaluated are identified in WAC 173-303-340(1)(a-d). To aid in this evaluation, annual building fire safety inspections performed by the Hanford Fire Department (HFD) and HFD pre-fire plans can provide information concerning fire protection needs. Consult DOE/RL-94-02, Section 6.0 and 11.2 before completing the tables in this section.*

**This section indicates the types of emergency equipment available at the facility.**

#### 3.1 Fixed Emergency Equipment

*In the following table, list the fixed emergency equipment available at the Low-Hazards Facilities. Include fire suppression systems; eye wash stations, safety showers, etc. Do not include communication systems as these are listed separately.*

**The following table lists fixed emergency equipment.**

<b>Fixed Emergency Equipment</b>		
<b>Type</b>	<b>Location</b>	<b>Capability</b>

#### 3.2 Portable Emergency Equipment

*In the following table, list available portable emergency equipment (e.g., fire extinguishers and eyewashes).*

*For fire extinguishers, the exact location is not necessary, especially if a large number are located throughout the Low-Hazards Facilities.*

*Do not list spill control equipment or personal protective clothing as these are listed separately.*

**The following table lists portable emergency equipment.**

<b>Portable Emergency Equipment</b>		
<b>Type</b>	<b>Location</b>	<b>Capability</b>

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### 3.3 Communications Equipment/Warning Systems

*In the following table, list all communications and warning systems (e.g., fire alarms, and public address systems). Do not list any site-wide warning systems such as the Hanford Emergency Alerting System.*

**The following table lists communications equipment.**

Communications Equipment		
Type	Location	Capability

**NOTE:** *Site-wide communications and warning systems are identified in DOE/RL-94-02, Hanford Emergency Management Plan, Table 5.1.*

### 3.4 Personal Protective Equipment

*In the following table, list the types of protective equipment available [e.g., anti-contamination clothing (Anti-Cs), respirators, and self-contained breathing apparatus (SCBA) acid suits].*

**The following table lists personal protective equipment.**

Personal Protective Equipment		
Type	Location	Capability

### 3.5 Spill Control and Containment Supplies

*In the following table, list the location of spill kits (include a basic list of contents) and other storage locations for spill control equipment.*

**The following lists spill kits and spill control equipment.**

Spill Kits and Spill Control Equipment		
Type	Location	Capability

## 4.0 IMPLEMENTATION OF THE PLAN

*The 3-step criteria Step 2a applies to all Hanford Site activities based on applicability of the Hanford Facility RCRA Permit to the Hanford Site. The phrase “subject to RCRA contingency planning requirements” in Step 2b applies to Treatment, Storage, and/or Disposal (TSD) units, 90-day accumulation areas, and transportation activities as stated in DOE/RL-94-02 Section 1.1.*

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In accordance with WAC 173-303-360(2)(b), the Building Warden (BW) ensures that trained personnel identify the character, source, amount, and areal extent of the release, fire, or explosion to the extent possible. Identification of waste can be made by activities that can include, but are not limited to, visual inspection of *[insert one or more from the following: involved containers, dangerous waste, dangerous/mixed waste, mixed waste capsules]*, sampling activities in the field, reference to inventory records, or by consulting with facility personnel. Samples of materials involved in an emergency might be taken by qualified personnel and analyzed as appropriate. These activities must be performed with a sense of immediacy and shall include available information.

The BW shall use the following guidelines to determine if an event has met the requirements of WAC 173-303-360(2)(d):

1. The event involved an unplanned spill, release, fire, or explosion,

AND

2. a. The unplanned spill or release involved a dangerous waste, or the material involved became a dangerous waste as a result of the event (e.g., product that is not recoverable.),

OR

2. b. The unplanned fire or explosion occurred at the *{facility name}* or transportation activity subject to RCRA contingency planning requirements,

AND

3. Time-urgent response from an emergency services organization was required to mitigate the event or a threat to human health or the environment exists.

As soon as possible, after stabilizing event conditions, the BW shall determine, in consultation with the MSA environmental single point-of-contact, if notification to the Washington State Department of Ecology is needed to meet WAC-173-303-360 (2)(d) reporting requirements. If all of the conditions under 1, 2, and 3 are met, notifications are to be made to Ecology. Additional information is found in DOE/RL-94-02, *Hanford Emergency Management Plan*, Section 4.2.

If review of all available information does not yield a definitive assessment of the danger posed by the incident, a worst-case condition will be presumed and appropriate protective actions and notifications will be initiated. The BW is responsible for initiating any protective actions based on their best judgment of the incident.

The BW must assess each incident to determine the response necessary to protect the personnel, facility, and the environment. If assistance from Hanford Patrol, Hanford Fire Department, or ambulance units is required, the Hanford Emergency Response Number

## Emergency Preparedness Program Requirements

**(911 or 373-0911 if using a cell phone) must be used to contact the POC and request the desired assistance. To request other resources or assistance from outside the {facility name}, the POC business number is used (373-3800).**

### 5.0 EVACUATION

*At a minimum, provide a map or schematic of the Low-Hazards Facilities evacuation information (including the 90-day accumulation area or TSD unit). Consider DOE/RL-94-02 Section 6.0 in designing evacuation routes.*

*If the FRP must meet the Emergency Action Plan requirements of 29 CFR 1910.38(a) ensure the section meets the following requirements:*

- *Emergency escape procedures and emergency escape route assignments;*
- *Procedures to be followed by employees who remain to operate critical plant operations before they evacuate; and*
- *Procedures to account for all employees after emergency evacuation have been completed.*

### 6.0 EMERGENCY RESPONSE PROCEDURES

*When there are unique credible emergency events associated with a Low-Hazards Facilities (e.g., TSD unit or 90-day accumulation area), include the responses in this section. Review the checklists contained in DOE-0223 RLEP 1.1, Hanford Incident Command System and Event Recognition and Classification, and review DOE-0223 RLEP 3.4, Emergency Termination, Reentry, and Recovery. In many cases, these two procedures will suffice for Low-Hazards Facilities.*

*The changes associated with Sections 6.0 through 6.2 will be implemented on the next annual review cycle for each individual facility FRP/SSHASP, subsequent to the release date posted to this requirements document.*

*[If applicable, insert text here to identify separate emergency response procedure(s).]*

*If the FRP must meet the Emergency Action Plan requirements of 29 CFR 1910.38(a) ensure the section meets the following requirements:*

- *Rescue and medical duties for those employees who are to perform them.*

### 6.1 Fire and/or Explosion

*Facility specific responses may be required depending on whether the response is in a building or structure or at a remote location such as a waste site or drilling site. Select text from one of the following two options.*

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*If your plan is for a building or structure, use the following text.*

**In the event of a fire, the discoverer activates a fire alarm (pull box); calls 911 (373-0911 if using a cell phone) or verifies that 911 has been called. Automatic initiation of a fire alarm (through the smoke detectors and sprinkler systems) is also possible.**

*If there are additional facility specific actions, document them below based on the Safety Plan approved by Hanford Fire Department to allow the difference. For a generic listing of actions, refer to DOE-0223, RLEP 1.1.*

- **Unless otherwise instructed, personnel shall evacuate the area/building by the nearest safe exit and proceed to the designated staging area for accountability.**
- **On actuation of the fire alarm, ONLY if time permits, personnel should shut down equipment, secure waste, and lock up classified materials (or hand carry them out). The alarm automatically signals the Hanford Fire Department.**
- **The BW proceeds directly to the ICP, obtains all necessary information pertaining to the incident and sends a representative to meet Hanford Fire Department.**
- **The BW provides a formal turnover to the IC when the IC arrives at the ICP.**
- **The BW informs the Hanford Site Emergency Response Organization as to the extent of the emergency (including estimates of dangerous waste and mixed waste quantities released to the environment).**
- **If operations are stopped in response to the fire, the BW ensures that systems are monitored for leaks, pressure buildup, gas generation and ruptures.**
- **Hanford Fire Department firefighters extinguish the fire as necessary.**

*If the facility has a dangerous/mixed waste tank system, include the following note.*

**NOTE: Following a fire and/or explosion, {pick one: WAC 173-303-640(7) for final status/generator tanks or 40 CFR 265.196 for interim status tanks} will be addressed for the {tank system name} regarding fitness for use.**

*If your plan is for a remote site (not a building or structure), use the following text.*

**In the event of a fire, the discoverer announces a local verbal fire alarm; calls 373-0911 or verifies that 373-0911 has been called.**

- **Unless otherwise instructed, personnel shall evacuate the area by the safest exit route (upwind and proceed to the designated staging area for accountability).**

## Emergency Preparedness Program Requirements

- On verbal annunciation of the fire event, **ONLY** if time permits, personnel should shut down equipment, and secure waste.
- The BW proceeds directly to the Staging Area, obtains all necessary information pertaining to the incident and sends a representative to meet the Hanford Fire Department.
- The BW provides a formal turnover to the Incident Commander (IC) when the IC arrives at the ICP.
- The BW informs the Hanford Site Emergency Response Organization as to the extent of the emergency (including estimates of dangerous waste and mixed waste quantities released to the environment).
- If operations are stopped in response to the fire, the BW ensures that systems are monitored for leaks, pressure buildup, gas generation, and ruptures.
- Hanford Fire Department firefighters shall extinguish the fire as necessary.

*If the facility has a dangerous/mixed waste tank system, include the following note.*

**NOTE:** *Following a fire and/or explosion, 40 CFR 265.196 will be addressed for the {tank system name} regarding fitness for use.*

### 6.2 Hazardous Material, Dangerous and/or Mixed Waste Spill

Spills can result from many sources including process leaks, container spills or leaks, damaged packages or shipments, or personnel error. Spills of mixed waste are complicated by the need to deal with the extra hazards posed by the presence of (choose one of the following terms “radioactive” or “Atomic Energy Act”) materials.

*If there are additional facility specific actions, document them here. For a generic listing of actions, refer to DOE-0223, RLEP 1.1.*

- The discoverer notifies the BW and initiates SWIMS response:
  - Stops work,
  - Warns others in the vicinity,
  - Isolates the area,
  - Minimizes the spill if possible,
  - Requests the BED Secure ventilation.
- The BW determines if emergency conditions exist requiring response from the Hanford Fire Department based on classification of the spill and injured personnel, and evaluates the need to perform additional protective actions.

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- **If the Hanford Fire Department resources are not needed, the spill is mitigated with resources identified in Section 3.0 of this plan and proper notifications are made.**
- **If the Hanford Fire Department resources are needed, the BW calls 911 (373-0911 if using a cell phone).**
- **The BW sends a representative to meet the Hanford Fire Department.**
- **The BW provides a formal turnover to the IC when the IC arrives at the ICP.**
- **The BW informs the Hanford Site Emergency Response Organization as to the extent of the emergency (including estimates of dangerous waste and mixed waste quantities released to the environment).**
- **If operations are stopped in response to the spill, the BW ensures that systems are monitored for leaks, pressure buildup, gas generation, and ruptures.**
- **Hanford Fire Department stabilizes the spill.**

*If the facility has a dangerous/mixed waste tank system, include the following note.*

**NOTE:** *For response to leaks or spills and disposition of leaking or unfit-for-use tank systems, refer to {pick one: WAC 173-303-640(7) for final status/generator tanks or 40 CFR 265.196 for interim status tanks}.*

### 7.0 PLAN LOCATION AND AMENDMENTS

**Copies of this plan are maintained at the following locations:**

*List offices of personnel with assigned emergency responsibilities.  
TSD Unit's Operating/generator activity Record Location.*

**This plan will be reviewed and immediately amended, as necessary, in accordance with DOE/RL-94-02, Hanford Emergency Management Plan, Section 14.3.1.1.**

### 8.0 REFERENCES

*Include a list of references in the following format and delete any references as applicable.*

**DOE-0223, Emergency Plan Implementing Procedures, RLEP 1.1, Hanford Incident Command System and Event Recognition and Classification**

**DOE-0223, Emergency Plan Implementing Procedures, RLEP 3.4, Emergency Termination, Reentry, and Recovery**

**DOE/RL-94-02, Hanford Emergency Management Plan**

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Ecology, EPA, and DOE, 1996, *Hanford Federal Facility Agreement and Consent Order*, as amended, Washington State Department of Ecology, U.S. Environmental Protection Agency, and U.S. Department of Energy, Olympia, Washington

Ecology, *Resource Conservation and Recovery Act Permit for the Treatment, Storage, and Disposal of Dangerous Waste*, Permit Number: WA7890008967, Washington State Department of Ecology, as amended

[MSC-RD-7647](#), *Emergency Preparedness Program Requirements*

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## APPENDIX C MSC RCRA Contingency Planning Program Table

Emergency Preparedness Classification	RCRA Classification	Ecology's Enforceability	Documentation Required	Minimum Personnel Training	Emergency Coordinator Training (WAC 173-303-360)
Hazardous Facility	A. Final Status Treatment, Storage or Disposal (TSD) Units under Part B Permits (Part III) <sup>1</sup>	A. Permit Condition and WAC 173-303-600	<u>For A, B, C and D:</u> 1. Hanford Emergency Management Plan (DOE/RL-94-02)  2. Building Emergency Plan (MSC-IP-0263-XXX)	<u>For A, B, C and D:</u> 1. Hanford General Employee Training (HGET)  2. Facility Emergency and Hazard Information Checklist (e.g., 03EXXX) or equivalent computer-based training course <sup>2</sup>	<u>For A, B, C and D:</u>  Building Emergency Director (BED) and alternates (initial and requalification 02028B, 037515)
	B. Interim Status TSD units managing dangerous waste	B. WAC 173-303-400			
	C. 90 day accumulation areas	C and D. WAC 173-303-200			
	D. 90 day tank systems				
Low-Hazards Facilities	A. TSD Units undergoing closure (Part V and VI) <sup>1</sup>	A. Permit Condition	<u>For A:</u> 1. Hanford Emergency Management Plan  2. Part V or Part VI Closure Plan	<u>For A, B, C, D and E :</u> 1. HGET	<u>For A, B, C, and D:</u>  Building Wardens (BW) and alternates (initial and requalification 037500, 037525)
	B. Inactive interim status TSD Units or interim status TSD units receiving non-dangerous effluents	B. WAC 173-303-400			
	C. 90 day accumulation areas	C and D. WAC 173-303-200			
	D. 90 day tank systems				
	E. Satellite accumulation areas <sup>3</sup>	E. WAC 173-303-145	<u>For E:</u> Facility Emergency Response Information boards	<u>For E:</u> 1. HGET 2. Facility Emergency and Hazard Information Checklist (03E500) or equivalent computer-based training course <sup>2,4</sup>	

**NOTES:**

- Part III, V, and VI refer to the section of the Hanford Facility RCRA Permit.
- Hanford Fire Department and Hanford Patrol receive equivalent training and are excluded from these requirements.
- This classification is applicable to buildings or complexes that do not manage other RCRA waste management areas (e.g., 90 day accumulation area).
- 03E500 is specifically designed to accommodate unit/building specific Hazard Communication, EP and Satellite Accumulation Area considerations and is used for all Unit/buildings not requiring a specific course number.