

October 20, 2003

MEMORANDUM TO: Melvyn N. Leach, Director  
Program Management, Policy Development  
And Analysis Staff  
Office of Nuclear Material Safety and Safeguards

FROM: E. William Brach, Director /RA/  
Spent Fuel Project Office  
Office of Nuclear Material Safety and Safeguards

SUBJECT: NMSS/SFPO EVACUATION PROCEDURE LESSONS LEARNED

Following NRC's October 9, 2003, planned evacuation, SFPO gathered lessons learned from management and staff. Attached are SFPO lessons learned and improvement recommendations. Combined with any other NMSS division comments, the recommendations may be useful to the Office of Administration in future evacuations.

Attachment: As stated

cc: S. Cornell, NMSS/PMDA/RAST

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<b>DATE:</b>	10/17/03		10/ 20 /03		/ /03		/ /03

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## EVACUATION PROCEDURE LESSONS LEARNED

- Emphasize the necessity for all floor monitors to wear their armbands.
- All staff should carry their emergency evacuation kit and remind employees to check their flashlight batteries in their emergency kit.
- Stairwells were backed up and would be even worse in a real emergency. Some process e.g., staged evacuation by floors might aid in this issue.
- Next evacuation should be unannounced.
- There should be a better process for accountability e.g., tracking via the badging system or some other method similar to mining operations.
- In the event of an actual/real emergency, the actual assembly location will be different from what we practiced. According to our e-plan, the NRC staff either goes out to the front plaza or down Marinelli Road. When we have drills, we should either practice at the actual site or should inform and make it very clear to the staff ahead of time that since this is a drill we are not going to the e-plan sites.
- Immediate supervisor is to pick up the chores/responsibilities of staff who have volunteered to support the floor evacuation if the staff member is absent at the time of the evacuation. This additional responsibility for the supervisor may conflict with or delay the supervisor's establishing accountability for all evacuated staff at the staff monitoring/gathering location.