

RETURN TO 396-SS

PDR

*Docket*  
70-984



**Battelle**

Pacific Northwest Laboratories  
P.O. Box 999  
Richland, Washington U.S.A. 99352  
Telephone (509) 376-4238  
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November 4, 1985

W. T. Crow  
NRC, Office of Nuclear Material  
Safety & Safeguards  
Division of Materials & Fuel  
Cycle Facility Licensing  
Uranium Fuel Licensing Branch  
Washington, DC 20555



Dear Mr. Crow:

Enclosed is a partial revision to PNL-MA-11. Please revise per attached instructions on memo dated October 30, 1985, and return the memo to us, signed and dated. If you have any questions, please call me on (509) 376-4238.

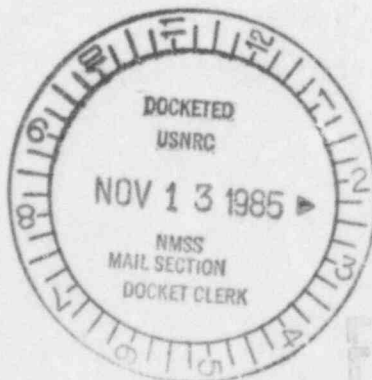
Thank you.

Sincerely,

*Tonia M. Graham*

Tonia M. Graham, Specialist  
Emergency Planning Office

TMG/lms



**FEE EXEMPT**

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DESCRIPTION:

enclosed is a  
partial revision  
to PNL-MA-11

11/13/85 INITIAL Cec

**Battelle**

Pacific Northwest Laboratories

Project Number \_\_\_\_\_

Internal Distribution

Date October 30, 1985

To Holders of PNL-MA-11

From Patti Snorek

Subject 1985 Revision #3 of PNL-MA-11, Emergency Preparedness

192

TM GRAHAM

318 T-3

Revision Remove the following pages (dated 7/85, 7/83 and 7/82) from your manual and replace them with the attached pages (dated 10/85).

Remove

Contents pp 1-4  
Section 8.0 Contents 1-2  
pp 1-4, 13-16

Insert

Contents pp 1-4  
Section 8.0 Contents 1-2  
pp 1-4, 13-16

Comments Section 8.0, "Maintaining Emergency Preparedness," has been updated to clarify the training responsibilities in regard to alternate Building Emergency Directors.

The vertical bar in the right margin denotes the sections where changes have been made in the manual text.

Contact Tonia Graham, 376-4238.

Action 1) Sign and date the receipt below.

1) Fold, staple, and return the receipt to:

Lisa Stoetzel  
318 Trl. 3  
300 Area/PNL

I received 1985 Revision #3 to PNL-MA-11, Emergency Preparedness, and have inserted it in my copy\*.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Copy #\_\_\_\_\_  
Date

\* Your assigned copy # is located on the title page of your manual.

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Revisions approved by: C. L. Simpson  
C. L. Simpson, Director  
Personnel and Support Services

10-21-85  
Date

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## 8.0 MAINTAINING EMERGENCY PREPAREDNESS

### 8.1 ADMINISTRATIVE RESPONSIBILITIES

#### *PNL Emergency Director*

The responsibilities of the PNL Emergency Director include:

1. Ensure that the emergency preparedness effort has the support required to fulfill its mission.
2. Overview PNL's general state of emergency preparedness.
3. Ensure that the comprehensive internal review of PNL's emergency preparedness program is performed and action items identified are resolved.

#### *Emergency Advisory Staff*

The responsibilities of the Emergency Advisory staff include:

1. Maintain an awareness of and familiarity with Battelle's emergency preparedness planning and the emergency action responsibilities (Section 5.2.2).
2. Maintain familiarity with the various emergency control centers.
3. Provide assistance to the PNL Emergency Director in evaluating the general state of emergency preparedness at Battelle.

#### *Coordinator for Emergency Preparedness*

The responsibilities of the Emergency Preparedness Coordinator include:

1. Ensure that Battelle's emergency preparedness meets contractual and regulatory requirements.
2. Serve as liaison between Battelle and DOE and between Battelle and other Hanford contractors in matters concerning emergency preparedness.
3. Provide coordination among the various Battelle internal organizations to ensure the integrity of emergency preparedness.
4. Respond to the findings of internal reviews and audits, DOE-RL appraisals; and NRC and Washington State License inspections.
5. Maintain emergency preparedness records.
6. Keep PNL-MA-11, Emergency Preparedness current.
7. Provide advice and counsel on Building Emergency Procedures.

8. Ensure training of the PNL Representatives to RL-EACT, the Area Emergency Directors, the Building Emergency Directors, and the respective alternates.
9. Ensure that appropriate useful information is maintained at the PNL Emergency Control Centers.
10. Observe and participate in evacuation exercises.
11. Develop emergency exercises that involve the entire structure of emergency preparedness.
12. Approve all Building Emergency Procedures after reviewing for compliance with this manual.

*Area Emergency  
Director*

The responsibilities of the Area Emergency Director include:

1. Select personnel to fill the ECC staff positions identified in Section 5.2.
2. Train the ECC staff to perform the emergency procedures shown in Section 10.4 or 10.8, as appropriate.
3. Notify the Coordinator for Emergency Preparedness of changes in ECC staffing and phone numbers.
4. Plan, conduct and obtain a review of an area evacuation practice<sup>(a)</sup> at least once in any calendar year.
5. Keep the Coordinator for Emergency Preparedness informed of all plans for evacuation practices and of changes in your area that may have an effect on emergency preparedness.
6. Maintain PNL equipment and supplies in the ECC.
7. Respond to audit findings.

*ECC Staff*

The responsibilities of the ECC staff include:

1. Stay familiar with the emergency procedures pertaining to your position.
2. Participate in training, drills and exercises.

(a) The 300 Area Emergency Director must coordinate his/her activities with the 300 Area Emergency Directors from Hanford Engineering Development Laboratory and United Nuclear Corporation.

*Building Emergency  
Director*

The responsibilities of the Building Emergency Director includes:

1. Establish primary and secondary assembly areas for building occupants in case of a building evacuation.
2. Maintain a familiarity with the appropriate Area Emergency Organization and procedures.
3. Write, update, and maintain your Building Emergency Procedures.

Note: All Building Emergency Procedures must be reviewed annually. This task may not be delegated to an alternate.

4. Before issuing Building Emergency Procedures, obtain review by the Building Manager (if not the BED) and approval by the Coordinator for Emergency Preparedness.
5. Post Part One of the Building Emergency Procedures at appropriate locations within the building.
6. Train building occupants as requested by line management.
7. Train the Building Emergency organization as specified in Section 8.4.2.
8. Conduct building practice evacuations as specified in Section 8.4.2 of this manual.
9. Inform the Coordinator for Emergency Preparedness of scheduled exercises (see Section 8.4).
10. Document the results of such exercises using the form shown in Figure 8.1.
11. Keep the Area Emergency Director informed of changes in your building that may have an effect on emergency preparedness.
12. Ensure that Zone Wardens are aware of any handicapped person in their zone.
13. Keep the Building Manager (when not the BED) fully informed of the Building Emergency Procedures and practices.
14. Respond to audit findings.
15. Inform the Emergency Planning Office of changes in alternate Building Emergency Director assignments (see Section 8.4).

EMERGENCY REPORT FORM

BUILDING \_\_\_\_\_

DATE OF EMERGENCY OR EXERCISE \_\_\_\_\_ TIME \_\_\_\_\_

TYPE: \_\_\_\_\_ Actual  
          \_\_\_\_\_ False Alarm  
          \_\_\_\_\_ Drill

EVENT: \_\_\_\_\_ Fire  
          \_\_\_\_\_ Bomb Threat  
          \_\_\_\_\_ Power failure  
          \_\_\_\_\_ Criticality  
          \_\_\_\_\_ Emergency in another building  
                    (Bldg. \_\_\_\_\_ Area \_\_\_\_\_)  
          \_\_\_\_\_ Other

CRASH ALARM RECEIVED BY: \_\_\_\_\_

PUBLIC ADDRESS SYSTEM INSTRUCTIONS: \_\_\_\_\_

Given by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Evacuation Required: \_\_\_\_\_ Yes \_\_\_\_\_ NO

Evacuation Report (if Yes):

Total Time to evacuate: \_\_\_\_\_ Minutes

Personnel: Missing (if event site) \_\_\_\_\_

extras: \_\_\_\_\_

Comments (or attach copy of critique);

List observations, problems noted, corrective actions and recommendations.

Use additional sheets if necessary.

cc: PNL Coordinator for Emergency Preparedness

FIGURE 8.1 Emergency Report Form

### 8.3 MAINTENANCE OF EMERGENCY FACILITIES, EQUIPMENT & SUPPLIES

#### 8.3.1 Crash Alarm System

The PNL/UNC 300 Area Crash Alarm System shall be tested weekly by Hanford Patrol. The current revision of the form shown in Figure 7.4 shall be used to record results of the test. Test results are to be forwarded to the Coordinator for Emergency Preparedness (CEP) for review, maintenance action (if required), and filing.

The system test shall be conducted as follows:

- 1) Activate the crash alarm system.
- 2) Repeat the following message until most phones are answered: "Please standby, this is a test of the Crash Alarm System."
- 3) Then say: "I will now call the roll, please respond as I call out your name. You may hang up after your name is called."
- 4) Proceed with the roll call recording the results on the form.
- 5) When completed ask: "Is there anyone left on the line?"
- 6) If someone answers record the name(s) and phone number(s) on the test form.
- 7) Hang up
- 8) Distribute copies of the test form as indicated on the form.

#### 8.3.2 300 Area ECC

Most of the equipment in this ECC is maintained by the facility landlord (HEDL). A schedule for maintaining PNL equipment and supplies in the ECC shall be developed and followed. All PNL equipment and supplies in the ECC shall be checked at least annually.

#### 8.3.3 0000 Area ECC

Most of the equipment designated for use in this facility is used routinely by the PNL Security Section in the course of their daily work. This helps to provide assurance that the equipment remains functional and available for use in emergencies. Nevertheless a schedule for maintaining the equipment and supplies shall be developed and followed. All equipment and supplies shall be checked at least annually by the Area Emergency Director.



#### 8.4 TRAINING AND TESTING

With the exception of routine fire and evacuation drills, DOE-RL must approve all emergency test exercises i.e., those simulating special instructions such as threats or acts of violence, nuclear excursion, sabotage, or natural disaster. Notify the CEP, Radiation and Nuclear Safety (R&NS) and Industrial Health and Safety (IH&S) of each test exercise at least two weeks before the planned exercise date to comply with this requirement. R&NS will complete the required forms for submittal to DOE-RL. Routine fire or evacuation drills are exempted from this procedural requirement but the BED should informally notify the CEP and IH&S.

The minimum data required are:

- date and time of exercise
- type of exercise
- purpose of exercise
- assumed conditions of the incident and method of initiation.

Training, retraining and testing requirements for specific groups are shown below.

##### 8.4.1 All Staff

Training: Upon assignment to a facility, each staff member shall receive documented instruction on:

- the Hanford standard emergency signals, their meaning and the expected response
- the emergency signals that may be heard within the facility
- the building layout including evacuation routes and emergency exits
- the location of evacuation staging areas
- the location of fire alarm pull boxes and fire extinguishers
- the detailed emergency actions specific to the facility as spelled out in the BEP (if the building has one)

Retraining: Annually the Building Emergency Procedure (if the building has one) shall be reviewed with all building occupants and documented. This review shall include listening to the standard emergency signals (a recording of these signals, their meaning and expected response can be heard by dialing 376-3333).

Drills and Exercises: All staff shall participate in drills and exercises that are conducted periodically unless instructed otherwise.



#### 8.4.2 Building Emergency Organization

Training: Upon assignment to the building emergency organization, all staff members shall receive documented instruction in their emergency procedures and administrative responsibilities as outlined in Sections 8.1 and 10, and the contents of the Building Emergency Procedure (BEP).

Retraining: Annually the emergency procedures, administrative responsibilities and the BEP shall be reviewed with the building emergency organization. The retraining shall be documented.

Test and Drills: At least twice per year an evacuation drill shall be held utilizing the fire alarm or other means to cause building occupants to evacuate the facility and the building emergency procedures to be exercised.

All buildings in the 300 Area shall participate in an area evacuation drill scheduled annually. This drill may serve as one of the two drills required per year.

#### Building Emergency Director

Training: Within three months of their assignment, all Building Emergency Directors (BEDs) and their alternates shall receive documented instruction in their emergency procedures and administrative responsibilities as outlined in Sections 8.1 and 10, and in the contents of the appropriate BEPs.

Retraining: Annually the emergency procedures, administrative responsibilities and the appropriate BEP(s) shall be reviewed with the Building Emergency Directors and their alternates. The retraining shall be documented.

#### 8.4.3 Area Emergency Organization

Training: Upon assignment to the area emergency organization all staff members shall receive documented instruction in the emergency procedures for their position as specified in Section 10. In addition, they shall be instructed in the purpose and objectives of the area emergency organization, the general duties of the other positions, and the relationship of the area emergency organization to the building emergency organization. The objective of this training is to develop in the organization an understanding of individual duties in relationship to the overall emergency response scheme.

Retraining: The emergency procedures shall be reviewed with each member of the organization at least once per year stressing any changes that have been made. The retraining shall be documented.

Tests and Drills: At least once per year, an exercise or drill shall be held that gives each member in the organization an opportunity to practice the procedures. The area evacuation drill, with some additions, can be used to meet this requirement.

#### 8.4.4 PNL Emergency Director

Training: Upon appointment, the PNL Emergency Director shall be provided with a complete documented review of PNL's emergency organization, equipment, facilities, classification, and protective measures. Interface with other contractors and DOE-RL during emergencies shall also be reviewed. Finally, the PNL Emergency Director shall be instructed in his/her specific emergency procedures.

Retraining: At least annually the PNL Emergency Director and alternates shall meet with the Coordinator for Emergency Preparedness. They shall review the items covered under "Training" and discuss changes that have had an impact on emergency preparedness and/or response. This review shall be documented as retraining.

Tests and Drills: The PNL Emergency Director shall participate in at least one exercise per year designed to test a major portion of the PNL emergency organization.

#### 8.4.5 Emergency Advisory Staff

Training: Upon appointment, the staff member shall be provided with a complete documented review of PNL's emergency organization, equipment, facilities, classification, protective measures, and interface with DOE-RL and other contractors. In addition, their emergency responsibilities shall be reviewed with them.

Retraining: At least annually, the Emergency Advisory Staff shall meet with the Coordinator for Emergency Preparedness for a documented review of the items covered under "Training" above.

Test and Drills: The Emergency Advisory Staff shall participate in at least one exercise per year designed to test a major portion of the PNL Emergency Organization.

#### 8.4.6 Unescorted Visitors

Unescorted visitors shall receive instruction in the emergency signals that can be heard in PNL-managed facilities and the appropriate response. In addition they shall participate in drills and exercises that involve the facility in which they are an occupant.