

Copy No.

192

TM GRAHAM

318 T-3

## Emergency Planning Office

### EMERGENCY PREPAREDNESS

In case of termination or transfer, return this manual  
to Emergency Planning Office, 318 T-3

Responsible Staff Member:

T. M. Graham  
T. M. Graham  
Emergency Planning Office

Approved for Use  
and Application by:

C. L. Simpson  
C. L. Simpson, Director  
Personnel and Support Services

Battelle  
Pacific Northwest Laboratories  
Richland, Washington 99352

## CONTENTS

	Page No.	Issue Date
FOREWORD . . . . .	i	1/82
RECORD REVISIONS . . . . .	ii	1/82
INTRODUCTION		
Policy . . . . .	Intro-1	12/85
Authority . . . . .	Intro-1	12/85
1.0 DEFINITIONS		
Table of Contents		
1.1 Definitions . . . . .	1-1	7/83
1.2 Abbreviations and Acronyms . . . . .	1-9	7/83
2.0 SCOPE AND APPLICABILITY		
Table of Contents		
2.1 Emergency Plan Scope . . . . .	2-1	12/85
2.2 Activation of Emergency Plan . . . . .	2-2	12/85
2.3 Authority to Implement Plan . . . . .	2-2	12/85
3.0 SUMMARY OF PLAN		
Table of Contents		
3.1 Summary . . . . .	3-1	7/83
3.2 Emergency Classification . . . . .	3-1	7/83

Revisions approved by:

Charles L. Simpson  
C. L. Simpson, Director  
Personnel and Support Services

12-12-85  
Date

	<u>Page No.</u>	<u>Issue Date</u>
4.0 EMERGENCY CONDITIONS		
Table of Contents		
4.1 Emergency Action Levels . . . . .	4-1	7/82
4.2 Types of Emergencies Expected . . . . .	4-5	1/82
5.0 ORGANIZATIONAL CONTROL OF EMERGENCIES		
Table of Contents		
5.1 PNL Organizational Structure . . . . .	5-1	7/83
5.2 PNL Emergency Organization . . . . .	5-3	9/84
5.3 Onsite Contractor Emergency Support . . . . .	5-15	1/82
5.4 Coordination with DOE and Onsite Contractors . . .	5-19	7/83
6.0 EMERGENCY MEASURES		
Table of Contents		
6.1 Event Response . . . . .	6-1	7/83
6.2 Activation of the Emergency Organization . . . .	6-7	7/83
6.3 Protective Response Recommendations . . . . .	6-9	1/82
7.0 EMERGENCY FACILITIES AND EQUIPMENT		
Table of Contents		
7.1 PNL 300 Area Emergency Control Center . . . . .	7-1	7/83
7.2 PNL 3000 Area Emergency Control Center . . . . .	7-5	7/83
7.3 Other Emergency Control Centers . . . . .	7-9	7/83
7.4 Emergency Communications . . . . .	7-11	1/82
7.5 Emergency Equipment . . . . .	7-16	7/82

## INTRODUCTION

### Policy

PNL's Management Guide 11.6 establishes the basic emergency policy. The safety of staff members, other contractor personnel, visitors, and the general public is the primary concern in an emergency.

Facilities, equipment, processes, and procedures are designed with personnel safety foremost. In addition, staff members are responsible for performing their work in accordance with safety instructions and procedures and for remaining alert to unsafe conditions or acts. These safeguards are important in preventing an emergency from occurring. A failure of these safeguards, either by an engineered safety control malfunction and/or by staff member neglect to execute his safety responsibilities, may result in an emergency. Emergencies that are beyond the preventive control of the company may also arise.

Whatever the cause of an emergency, appropriate measures must be taken to control it. These control measures must be performed in a manner that minimizes the threat to personnel safety and facilities.

PNL policy is to provide for personnel safety primarily by preventing an emergency. If an emergency does occur, PNL policy is to provide for the safety of personnel throughout the emergency.

### Authority

PNL's Management Guide 11.6 requires that emergency procedures established by PNL meet all applicable requirements. The applicable guidelines for emergency planning are contained in DOE Orders 5500.2, 5500.3, 5500.4, and the DOE-RL Emergency Plan.

The Emergency Planning Office is designated as the cognizant PNL organization for PNL-wide emergency planning, reviewing Building Emergency Procedures and setting up training and drill requirements. Building Emergency Directors are responsible for emergency planning for their specific building(s) using guidance provided in this manual.

## 2.0 SCOPE AND APPLICABILITY

Page No.

2.1	EMERGENCY PLAN SCOPE . . . . .	2-1
2.2	ACTIVATION OF EMERGENCY PLAN . . . . .	2-2
2.3	AUTHORITY TO IMPLEMENT PLAN . . . . .	2-2

## 2.0 SCOPE AND APPLICABILITY

### 2.1 EMERGENCY PLAN SCOPE

Battelle must provide for the coordination and direction of planning, preparedness and response to emergency conditions and/or off-normal events in which there is a potential for (1) personal injury, (2) damage to facilities or equipment, (3) release of toxic or hazardous materials, (4) impact on projects or programs, (5) and/or security events. Battelle policy (MG 11.6 and 11.8), as well as relevant DOE Orders (DOE 5500.2), provide guidance for the formulation of a system structured to meet the perceived needs. The Emergency Preparedness manual (PNL-MA-11) and the Off-Normal Event Reporting System manual (PNL-MA-7) contain the Battelle-specific details for planning, preparedness, and response to events that may have adverse impacts on personnel, facilities and/or programs.

PNL-MA-11, Emergency Preparedness, is Battelle's Emergency Plan. This plan establishes an organization to handle emergencies that cannot be adequately dealt with by the individual Building Emergency Organization. It also ties Battelle's system for dealing with emergencies with that of the Richland Operations Office of the Department of Energy (DOE-RL), its contractors and other outside agencies.

PNL-MA-7, Off-Normal Event Reporting System, identifies the requirements and procedural steps for the notification, investigation and reporting of all emergency conditions and/or off-normal events that may occur at Battelle.

PNL-MA-11:

- applies to all PNL facilities
- presents a comprehensive PNL emergency plan
- describes the procedures for implementing PNL-wide emergency response
- describes plans for coping with and stabilizing emergencies
- establishes content and format for individual Building Emergency Procedures.

PNL-MA-11 does not:

- contain individual Building Emergency Procedures
- describe specific recovery and restoration operations.



2.2 ACTIVATION OF  
EMERGENCY PLAN

The Emergency Plan shall be activated wherever an emergency or potential emergency situation exists that affects PNL personnel or a PNL facility.

2.3 AUTHORITY TO  
IMPLEMENT PLAN

The PNL Director, Area Emergency Directors and Building Emergency Directors and their alternates all have the authority to implement the Emergency Plan.

---

**PNL-MA-11**

**Emergency  
Planning Office**

**EMERGENCY  
PREPAREDNESS**