

Environmental Management - Grand Junction Office



# Moab UMTRA Project Emergency/Incident Response Plan

Revision 7

September 2012



U.S. Department  
of Energy

## **Office of Environmental Management**

**Moab UMTRA Project  
Emergency/Incident Response Plan**

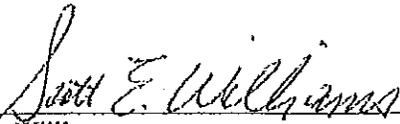
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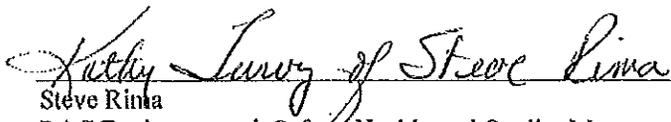
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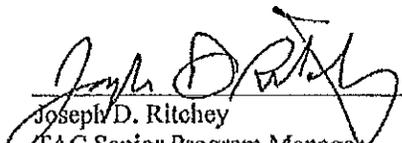
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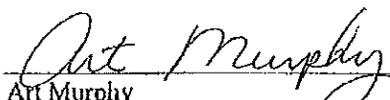
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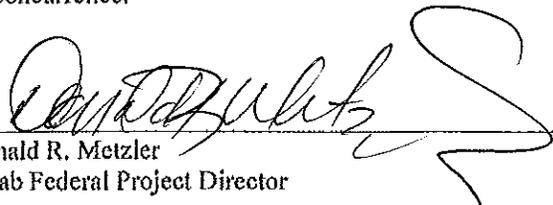
  
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## Revision History

<b>Revision No.</b>	<b>Date</b>	<b>Reason/Basis for Revision</b>
0	September 2007	Initial issue.
1	May 2008	Revision 1 includes modifications that align the Plan with the 2008 <i>Moab UMTRA Project Flood Mitigation Plan</i> (DOE-EM/GJ1640). Revision 1 of the Emergency Response Plan supersedes the initial issue in its entirety.
2	November 2008	Revision 2 includes modifications to address transportation emergencies and updates organizational and contact changes.
3	March 2009	Revision 3 includes modifications to address comments received by external stakeholders.
4	November 2009	Revision 4 identifies site safety kit components at the work locations and special requirements at the Crescent Junction site. Deletes Deputy Project Manager from RAC organizational responsibilities.
5	September 2011	Revision 5 includes modifications to align plan with NIMS and identifies additional areas for emergency response.
6	August 2012	Revision 6 includes new RAC contract number and new titles in Sections 2.0, 3.0, and 4.0. Clarifications and updates were also made in Purpose (Section 1.1), Roles and Responsibilities (Sections 2.1.7, 2.1.17, 2.2.5, and 2.2.6), Training (Section 3.3), Emergency Actions (Sections 4.0, 4.2, and 4.2.3), Millsite Riverside Trail Emergencies (Section 4.2.12), Operational Emergencies (Sections 4.3 and 4.3.1), Event Notification and Reporting (Section 5.0), Corrective Actions and Causal Analysis (Section 6.2), and Lessons Learned (Section 6.3).
7	September 2012	Revision 7 updates include deletion of Table 1 and replacement with expanded copy in Section 4.1.

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**Appendix**

Appendix A. Emergency/Incident Response Plan for the Grand Junction Office..... A-1

**Attachments**

- Attachment 1. Emergency/Incident Instructions
- Attachment 2. Emergency Checklists Forms 1520 and 1521
- Attachment 3. Incident Report Form 1743
- Attachment 4. Emergency Status Update Report

## Acronyms and Abbreviations

AED	automated external defibrillator
CA	Contamination Area
CFR	Code of Federal Regulations
CPR	cardiopulmonary resuscitation
DOE	U.S. Department of Energy
EMS	emergency medical services
ERP	Emergency/Incident Response Plan
ESH&Q	Environmental, Safety, Health, and Quality
ESH/QA	DOE Environmental, Safety, Health, and Quality Assurance Manager
FPD	Federal Project Director
GCEMS	Grand County Emergency Medical Services
H&S	Health and Safety
LEPC	Local Emergency Planning Committee
NIMS	National Incident Management System
OSHA	Occupational Safety and Health Administration
RAC	Remedial Action Contract or Contractor
RCT	Radiological Control Technician
RRM	residual radioactive material
SH&Q	Safety, Health, and Quality
SR 279	State Route 279
TAC	Technical Assistance Contract or Contractor
UMTRA	Uranium Mill Tailings Remedial Action
UP	Union Pacific Railroad Company
US 191	U.S. Highway 191

## **1.0 Introduction**

### **1.1 Purpose**

This Emergency/Incident Response Plan (ERP) is intended to minimize adverse impacts on the safety and health of the public and U.S. Department of Energy (DOE), Technical Assistance Contractor (TAC), Remedial Action Contractor (RAC), and subcontractor personnel from an emergency, incident, or unusual occurrence during performance of work on the Moab Uranium Mill Tailings Remedial Action (UMTRA) Project. The ERP outlines the roles and responsibilities of key personnel and the actions to be taken in the event of an emergency. The TAC and RAC are jointly referred to as the contractors. The ERP implements Occupational Safety and Health Administration (OSHA) medical services and first aid requirements of Title 29 Code of Federal Regulations Section 1910, Subpart K (29 CFR 1910K), “Occupational Safety and Health Standards” and the requirements of DOE Order (O) 151.1C, “Comprehensive Emergency Management System,” which establishes policy and assigns roles and responsibilities for the DOE Emergency Management System.

The Moab UMTRA Project identified Project personnel (listed in Section 2.1) who would be utilized in the event of a major emergency response. Selected individuals have been trained to the National Incident Management System (NIMS) program requirements in an effort to better coordinate Project emergency response resources with local response agencies. The Moab Valley Fire Department, managed by the Grand County Emergency Operation Center Director, who is also our designated Department of Homeland Security point of contact and head of the Local Emergency Planning Committee (LEPC), has been actively involved in drills and emergency response events at the Moab and Crescent Junction sites. Additionally, Project personnel meet regularly with the LEPC and members of the Grand County Emergency Management System and Moab Regional Hospital to exchange information and ideas to better prepare for a significant emergency response event.

### **1.2 Project Background**

The Moab site is a former uranium ore-processing facility located about 3 miles northwest of the city of Moab in Grand County, Utah. The site encompasses 480 acres, of which approximately 130 acres are covered by a mill tailings pile. The selected cleanup remedy involves relocating the tailings and other contaminated materials, known as residual radioactive material (RRM), from the Moab site to a permanent repository located 30 miles north in Crescent Junction, Utah.

The Moab site is bordered on the north and southwest by steep sandstone cliffs. The Colorado River forms the southeastern boundary of the site. U.S. Highway 191 (US 191) parallels the northern site boundary, and State Route 279 (SR 279) crosses the western portion of the site. Arches National Park is located north of the site across US 191. The Union Pacific Railroad Company (UP) traverses a small section of the site, just west of SR 279, before entering a tunnel that emerges several miles to the southeast. The Moab Wash runs in a southeasterly direction through the center of the site and joins with the Colorado River. The wash is an ephemeral stream that flows only when there is a precipitation event.

The Crescent Junction site is located northeast of the junction of Interstate 70 and US 191 between Crescent Junction and Thompson Springs, Utah. Five hundred acres at the Crescent Junction site were permanently transferred to DOE from the U.S. Department of Interior for the disposal cell. An additional 1,800 acres are in temporary withdrawal to support construction.

### **1.3 Project Description**

The Moab UMTRA Project involves four general activities, including:

1. Constructing and maintaining facilities at the Moab site and constructing Crescent Junction sites and excavating, preparing, and loading the RRM into containers.
2. Transporting the containers from the Moab site to the Crescent Junction site primarily by rail.
3. Constructing the disposal cell at Crescent Junction, placing RRM in it, and placing the cover.
4. Actively remediating contaminated ground water at the Moab site.

Vicinity properties that potentially contain RRM are adjacent to the Moab site and at several locations in Moab. Characterization of vicinity properties and, as necessary, remediation of those properties are included in Project activities.

To support remediation activities, DOE, RAC, and TAC have administrative offices located in Grand Junction, Colorado. Please refer to Appendix A for emergency procedures related to the Grand Junction office.

### **1.4 Scope**

This ERP is applicable to emergencies that may occur at or near the Moab or Crescent Junction sites or while transporting RRM between these sites or from vicinity properties to the disposal cell. This ERP is intended for use by all site workers. This plan complements the Project *Moab UMTRA Project Health and Safety Plan* (DOE-EM/GJ1038), which provides information on hazards and spill response. Appendix A to this document contains the ERP for activities occurring at the Grand Junction office.

## **2.0 Roles and Responsibilities**

This section identifies the roles and responsibilities of Project personnel and off-site response organizations that are crucial to handling an emergency. Contact information for key personnel is listed in the *Moab UMTRA Project Emergency/Incident Response Key Personnel/Agencies Contact Information (Emergency Contact List)* (DOE-EM/GJ1757). The latest revision of the *Emergency Contact List* resides on line on the Moab UMTRA Project SharePoint website's Emergency Response information; it is also posted in key locations at all Moab UMTRA Project sites.

### **2.1 Key Project Personnel**

Project personnel key to planning for, responding to, and reporting an emergency include DOE, RAC, and TAC staff who are identified along with a list of responsibilities in an emergency. If a key person is unavailable, his or her responsibilities will transfer to someone with equivalent training and authority.

The titles, “*Incident Commander*,” “*Safety Officer*,” and “*Liaison Officer*,” are used parenthetically in this document consistent with the NIMS. These titles will be shown in italics throughout the document.

### **2.1.1 Federal Project Director (*Public Information Officer*)**

Roles of the Federal Project Director (FPD) (*Public Information Officer*) include:

- Serving as the primary DOE spokesperson for the Moab UMTRA Project.
- Providing interface between DOE and the media.
- Notifying DOE headquarters and other agency contacts, listed in the *Emergency Contact List*, of emergency conditions, classifications, and status, as required.

### **2.1.2 DOE Environmental, Safety, Health, and Quality Assurance Manager**

Roles of the DOE Environmental, Safety, Health, and Quality Assurance (ESH/QA) Manager include:

- Providing program management, technical oversight, and expertise in the fields of health, safety, and quality assurance.
- Reviewing contractor plans, incident reports, and lessons learned.

### **2.1.3 DOE Facility Representative**

Roles of the DOE Facility Representative include:

- Providing oversight for contractor emergency planning.
- Serving as the on-scene emergency representative for DOE.
- Assisting the FPD as requested in making notifications.
- Keeping the FPD apprised of status of emergency.

### **2.1.4 RAC Project Manager (*Liaison Officer*)**

Roles of the RAC Project Manager (*Liaison Officer*) include:

- Managing the RAC scope of work.
- Interfacing with Moab and Crescent Junction site organizations, contractor management, and DOE personnel.
- Obtaining required RAC resources through coordination with the RAC Emergency Response Director (*Incident Commander*).
- Coordinating with the TAC Senior Program Manager.

### **2.1.5 RAC Emergency Response Director (*Incident Commander*)**

The Moab Operations/Site Manager and the Crescent Junction Operations/Site Manager are the RAC Emergency Response Directors (*Incident Commanders*) during emergencies at their respective sites. Roles of the RAC Emergency Response Director (*Incident Commander*) include:

- Maintaining executive control of on-site emergency situations.
- Directing emergency response actions using personnel and resources to mitigate the consequences of the emergency.
- Authorizing site-wide evacuations of personnel.
- Declaring an emergency.
- Verifying personnel accountability.
- Maintaining RAC succession of authority.
- Notifying DOE Facility Representative, for the respective site, of emergencies.

- Protecting the health and safety of the public and site personnel.
- Conducting a post-emergency critique as soon as practicable following stabilization of the emergency condition.

### **2.1.6 RAC Emergency Response Coordinator (*Safety Officer*)**

The Health and Safety (H&S) Manager and the H&S representatives assigned to the Moab and Crescent Junction sites serve as the RAC Emergency Response Coordinators. Roles of the RAC Emergency Response Coordinator (*Safety Officer*) include:

- Serving as on-scene coordinator during the emergency and advising the RAC Emergency Response Director (*Incident Commander*) on the emergency condition or event.
- Assisting the RAC Emergency Response Director (*Incident Commander*) with emergency response actions.
- Providing a current inventory of chemicals and hazardous substances, materials, or wastes on site and identifying storage locations to off-site response organizations.
- Ensuring emergency response communication systems are available and operational and conducting annual tests of these systems.
- Assisting in preparation of records of emergency response events, including incident investigation reports (see Incident Report Form 1743 in Attachment 3), for emergency response improvement and noteworthy practices.

### **2.1.7 RAC Environmental, Safety, Health, and Quality Manager (*Liaison Officer*)**

Roles of the RAC Environmental, Health, Safety, and Quality Manager (ESH&Q) (*Liaison Officer*) include:

- Managing and coordinating all health and safety activities for work at the Moab and Crescent Junction sites.
- Categorizing emergencies according to criteria in *Moab UMTRA Project Incident and Occurrence Reporting Procedure* (DOE-EM/GJ1549).
- Ensuring pertinent emergency information is adequately communicated to site personnel via training, briefings, and postings.
- Planning and coordinating training, drills, and other emergency preparedness activities.
- Coordinating and assisting in providing training to off-site response organizations and considering off-site emergency response organizations' concerns.
- Coordinating emergency response planning with TAC Safety, Health, and Quality (SH&Q) Manager (*Liaison Officer*).
- Administering the Emergency Management Program
- Developing and maintaining the emergency plan
- Developing the Emergency Readiness Assurance Plan and annual updates
- Developing and conducting emergency training and exercise programs
- Coordinating assessment activities
- Developing related documentation and coordinating emergency resources

### **2.1.8 RAC Radiological Control Manager**

Roles of the RAC Radiological Control Manager include:

- Managing and coordinating Radiological Control Technicians (RCTs) supporting activities within the Contamination Area (CA) or involving suspected radiological contamination during an emergency.
- Providing support for radiological assessment and decontamination of affected property or of injured personnel.

### **2.1.9 RAC Environmental Compliance/Permits Manager**

Roles of the RAC Environmental Compliance/Permits Manager include:

- Coordinating notifications regarding environmental aspects of emergencies.

### **2.1.10 RAC Security Personnel**

Roles of the RAC Security personnel include:

- Serving as the primary access control at the Moab and Crescent Junction site(s) entrance.
- Assisting in traffic control during an incident and directing emergency personnel to the incident scene.
- Notifying the appropriate RAC assigned off-hour manager of emergency conditions that occur during nonworking hours.

### **2.1.11 RAC Assigned On-Call Manager**

The RAC Assigned On-call Manager or designee leads the response for emergencies during non-working hours. Roles of the RAC Assigned On-call Manager or their designee include:

- Serving as or designating the RAC Emergency Response Coordinator (*Safety Officer*) and/or RAC Emergency Response Director (*Incident Commander*) during emergencies that occur during non-working hours until assigned key personnel are available.

### **2.1.12 TAC Senior Program Manager**

Roles of the TAC Senior Program Manager include:

- Managing the TAC scope of work.
- Obtaining required TAC resources through coordination with the RAC Emergency Response Director (*Safety Officer*).
- Coordinating with the RAC Project Manager.

### **2.1.13 TAC Public Affairs Manager**

Roles of the TAC Public Affairs Manager include:

- Serving as the primary spokesperson for the contractors for the Moab UMTRA Project during an emergency.
- Issuing news releases and contacting local, state, and federal agencies with the approval of the FPD.

### **2.1.14 TAC SH&Q Manager (*Liaison Officer*)**

Roles of the TAC SH&Q Manager (*Liaison Officer*) include:

- Assisting with emergency response actions.
- Assisting in providing training to off-site response organizations and considering off-site emergency response organizations' concerns.
- Coordinating emergency response planning with the RAC ESH&Q Manager (*Liaison Officer*).

### **2.1.15 Building Warden**

Roles of the Building Warden include:

- Coordinating personnel evacuation during emergencies requiring evacuation.

### **2.1.16 TAC Security Officer**

Roles of the TAC Security Officer include:

- Acting as primary contractor point of contact for security-related matters related to sites/facilities managed and activities conducted within the scope of the Moab UMTRA Project.

### **2.1.17 Recovery Manager**

Roles of the Recovery Manager include:

- Directing the recovery and cleanup effort when appointed by the Emergency Response Director

## **2.2 Off-Site Response Organizations**

Outside agencies will be utilized for emergency responses because of the specialized training and resources of those organizations. This section identifies the emergency services that each of the off-site emergency response organizations will provide at the DOE Project sites in Grand County or during an RRM transportation incident. The *Emergency Contact List* includes contact information for off-site agencies.

Memoranda of understanding have been executed with Grand County and Emery County emergency medical services (EMS) and Moab Regional Hospital to establish responsibilities for coordination of personnel and operations should an unplanned event occur.

DOE and its contractors will provide all reasonably available resources, including information and technical assistance, to these off-site response organizations as necessary to mitigate the effects of any emergency associated with the Project that may arise. DOE will also allow access to its property for all personnel and equipment required for emergency response, such as fire department equipment, police vehicles, ambulances, and flight-for-life helicopters.

Depending on the scope and severity of the emergency, any of these organizations, other than the hospitals, could provide an *Incident Commander* who is responsible for managing the emergency.

### **2.2.1 Moab Fire Department**

Roles of the Moab Fire Department include:

- Providing fire protection, hazardous materials emergency response, and all other emergency services consistent with reasonable and prudent industrial emergency management practices.
- Coordinating emergency services required by DOE and its contractors.

### **2.2.2 Grand County and Emery County EMS**

Roles of the Grand County and Emery County EMS include:

- Providing first response medical services for all injured or ill DOE, contractor, subcontractor, vendor employees, and site visitors.
- Transporting injured or ill personnel by ambulance to medical facilities from DOE-owned or managed property.

### **2.2.3 Grand County and Emery County Sheriff's Office**

Roles of the Grand County and Emery County Sheriff's Office include:

- Providing law enforcement protection, traffic control and coordination, and other law enforcement services consistent with reasonable and prudent practices.
- Coordinating emergency law enforcement services.
- Providing a suitable area or other accommodations for use as an emergency operations center.

### **2.2.4 Moab Regional Hospital**

Roles of Moab Regional Hospital include:

- Providing medical treatment of personnel who are ill or have non-life-threatening injuries associated with a Project emergency.

### **2.2.5 St. Mary's Hospital**

Roles of St. Mary's Hospital include providing CareFlight air ambulance from Grand Junction for life-threatening situations.

### **2.2.6 Moab UMTRA Project Emergency Response Assets**

The RAC maintains a medical support agreement with the Radiation Emergency Assistance Center and Training Site operated by the Oak Ridge Institute of Science and Education for the DOE. They maintain a 24-hour emergency contact list for assistance with the medical management of radiation accidents. They can be reached by telephone at 865-576-1005; ask for the Radiation Emergency Assistance Center and Training Site.

The Radiological Assistance Program is not currently set to respond to a radiological event dealing with residual radioactive material during either an on-site or off-site transportation event do to the low level activity associated with the mill tailing materials.

## **3.0 Contingency Planning**

The objective of contingency planning is to be prepared to respond to emergencies.

Contingency planning includes coordinating with emergency response organizations, preparing guidance describing actions during emergencies, conducting training, and performing drills.

The DOE ESH&QA Manager, the RAC ESH&Q Manager (*Liaison Officer*), and the TAC SH&Q Manager (*Liaison Officer*) will plan for emergencies and will coordinate with off-site emergency response organizations.

Preparation to meet the challenge of an emergency requires Project personnel to:

- Communicate with the Emergency Response Director (*Incident Commander*) that an emergency is in progress.
- Know the hazards in the area that may be affected by the emergency.
- Understand warning sounds and alarms and where to assemble.

The Project will make first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) training available to Project personnel on a voluntary basis, with the goal of designating Project First Responders, consistent with the requirements of 29 CFR 1910.151(b), on each shift in each location.

### **3.1 Coordination with Off-Site Emergency Response Organizations**

Good coordination with off-site organizations will result in effective responses to any emergency situation. Training and drills as described in Sections 3.3 and 3.4, respectively, will be periodically made available to off-site emergency response organizations. Under the direction of the RAC ESH&Q Manager (*Liaison Officer*), Project representatives will participate in LEPC meetings as practical. Coordination with response organizations will enable continuous improvement of performance in an emergency through feedback and lessons learned.

Additionally, the RAC Project Manager is responsible to meet with the St. Mary's CareFlight group at least annually to discuss potential issues at the Project sites. The goal of these meetings is to provide awareness and understanding about CareFlight's response capabilities and requirements, including Project locations, information related to potential mechanisms of injury, landing zone designations, communication requirements, and mutual aid procedures with Grand County and Emery County EMS.

### **3.2 Guidance for Emergency Actions**

Guidance for use during specific types of emergencies is provided as in Attachment 1 of the ERP and is meant to be used by any staff member in the event of an emergency. The purpose of this guidance is to provide instructions or checklists that, when followed, will increase the likelihood of a proper response to the event.

### **3.3 Training**

The Project maintains an established training program to help ensure personnel are adequately trained for the work they perform and for emergency preparedness. Training at some level is required for everyone entering the site.

Personnel who regularly work on a Project site receive the Moab Project Site Pre-entry Briefing and will be trained on the ERP. The site briefing includes information on site hazards, basic emergency notification, and response activities. Specific training is provided to workers who have special duties during emergencies, such as security personnel who direct responders to the incident scene. Training shall be provided when employee's expected actions change or when the ERP changes.

Site visitors and vendors will receive abbreviated training on emergency alarms and evacuation procedures commensurate with their time on site and the purpose for their visit.

Project-designated First Responders will be trained in procedures and protocol related to supporting Grand County and Emery County EMS response and CareFlight response.

Off-site response organization personnel will be offered training on pertinent information regarding: hazards present at the sites; the types of injuries and illnesses that could result from contamination by contact, ingestion, or inhalation of radioactive or hazardous substances; and contamination risks associated with fires, explosions, or other releases.

### 3.4 Drills

Drills will be conducted at least annually, by site location and by shift, to practice response to possible emergencies with Project personnel and to evaluate response to possible emergencies. Drills will be performed to simulate or practice a variety of emergencies and may involve a single field crew, the entire site, or off-site emergency response organizations. Drills may be desktop or may involve detailed coordination and physical role-playing.

## 4.0 Emergency Actions

Protective actions must be promptly and effectively implemented or recommended for implementation, as needed, to minimize the consequences of emergencies and to protect the health and safety of workers and the public. Protective actions must be implemented individually or in combination to reduce exposures to a wide range of hazards. Protective actions must be re-assessed throughout an emergency and modified as conditions change.

### 4.1 Actions Common to All Emergencies

The highest priority in an emergency is protecting the life and health of Project personnel and the public, followed by protecting the environment, and then property. In an emergency, site workers should immediately:

- Warn others in the area using whatever means are available (e.g., voice, telephone, radio, car horn).
- Notify the Emergency Response Director (*Incident Commander*).
- Survey the scene to obtain basic information regarding controlling the emergency and obtaining the proper resources needed by emergency personnel.
- Stop or secure the operation causing the emergency if it can be done safely.
- Minimize exposure to hazardous conditions that may exist as part of the emergency.
- Identify any other hazards that may be present (i.e., the potential for fire or explosion).
- Isolate the area and establish control boundaries, if possible.
- Direct the Emergency Response Coordinator (*Safety Officer*) to the scene; the Emergency Response Coordinator (*Safety Officer*) will assume control of on-scene emergency actions.

At no time should an emergency response action be performed if the Emergency Response Director (*Incident Commander*) determines it would be dangerous to persons in the area. Good communication is essential for effective response to an emergency.

During emergency and off-normal events, several methods are used to notify workers of the situation; the most common and effective methods are by two-way radios and cell phones. At both Moab and Crescent Junction, a radio channel has been designated for emergency use during the event. When an emergency is declared, the designated channel is cleared and used only for emergency communications and directions to be taken during the event. The channel used by each site is posted at the site and is reviewed with the workers at pre-shift safety meetings throughout the year.

A personnel lanyard card that designates site radio channels, including the emergency channel to be used, was created and distributed to employees to Cell phones are used when communication is needed where radio coverage is not available and to summon off-site emergency responders. Cell phones are also very effective when a lengthy conversation needs to take place as this does not tie up the radio channel by supervision and management. It is also effective for communications that are not appropriate to transmit over the radio (e.g., condition of any victims, trying to locate a worker that is unaccounted for, contacting personnel out of radio range).

On notification of an emergency, the Emergency Response Director (*Incident Commander*) will notify the TAC Senior Program Manager or RAC Project Manager, the DOE Facility Representative, and the FPD. Notifications to agencies and organizations other than the contractors and DOE will be determined by the FPD. Supplemental actions will be determined by the Emergency Response Director (*Incident Commander*) and should be carried out as quickly as is reasonable after immediate actions are completed.

#### **4.1.1 Site Safety Kit**

Each site will maintain a safety kit; the site safety kit will be available for transport to an emergency location. The kit includes but is not limited to:

- First response bags/first aid kits (located in the administrative offices in Crescent Junction and Moab and the Moab Support Area).
- AED (available for trained personnel in the administrative offices in Crescent Junction and Moab and the Moab Support Area).
- Eye wash kit (located in various areas at all sites).
- Spill response materials (available for trained personnel located in Moab or Crescent Junction).
- Minimum 10BC fire extinguisher (located in office trailers).
- Spotlight/flashlights.
- Medical oxygen (available for trained personnel in the administrative offices in Crescent Junction and Moab and the Moab Support Area).

#### **4.2 Additional Information for Specific Emergencies**

Additional information for specific emergencies includes:

- Bomb threats.
- Evacuations.
- Fires.
- Weather.
- Floods.
- Hazardous material spills.
- Medical emergencies.
- Public disturbances.
- Transportation/vehicle incidents.

##### **4.2.1 Bomb Threats**

If a bomb threat is received, keep calm as best as possible. Keeping the telephone caller on the telephone line is important so that as much information as possible can be obtained. The Bomb Threat Checklist (Form 1520) and Emergency Response Checklist (Form 1521) are provided in Attachment 2.

The receiver of the call should try to have someone else notify the Emergency Response Director (*Incident Commander*) of the bomb threat while he or she remains on the line. A bomb threat may be followed by a site evacuation depending on information obtained from the caller.

#### **4.2.2 Evacuations**

An evacuation may be called due to a fire, bomb threat, flood event, spill, public disturbance, or other situation. A call for an evacuation may be confined to a work area or may be for the entire site. An evacuation should be orderly and should include a sweep of the area by exiting personnel to ensure all workers received the order to evacuate.

A work area evacuation can be called by the area supervisor. For work area or CA evacuations, personnel should not leave the site, but should report to the designated assembly area or point of safe refuge for accountability.

A site-wide evacuation is authorized by the Emergency Response Director (*Incident Commander*).

Evacuation instructions are provided in Attachment 1. The Emergency Response Checklist in Attachment 2 should be completed at the direction of the Emergency Response Director (*Incident Commander*).

#### **Evacuation Routes**

The Emergency Response Coordinator (*Safety Officer*) shall establish evacuation routes to be used in the event that emergency evacuation of a site is ordered. The evacuation routes will be clearly communicated to Project employees by postings or radio directives as mandated by changing conditions.

The following guidelines shall be considered when establishing emergency evacuation routes.

- Locate evacuation routes upwind of the CA or exclusion zone, whenever possible, and strategically locate windsocks to determine wind direction.
- Establish an evacuation route through the access control point adjacent to the CA.
- Ensure primary and alternate routes are adequately separated from each other.
- Ensure evacuation routes are kept free of obstructions.
- If primary evacuation routes are unusable, workers shall be directed via radio to an alternate route.

The TAC SH&Q and RAC ESH&Q Managers (*Liaison Officers*) will ensure the use of evacuation routes is rehearsed as a part of the site drills.

#### **Assembly Areas**

Assembly areas are designated safe refuge zones during a site emergency. The following assembly areas have been established for the Moab site:

- Personnel inside the CA shall assemble at the Access Control Trailer and await further instructions.
- Personnel outside the CA shall assemble in their designated main parking lot assigned area.

- Personnel in the well field shall assemble at the site access gate located on SR 279 at mile marker 14 gate of the access road.
- If prevailing winds put the primary assembly areas downwind of the accident site, workers will be directed via radio.

The following assembly areas have been established for the Crescent Junction site:

- Personnel inside the CA shall assemble at the access control point and await further instructions.
- Personnel outside the CA shall assemble in the main parking lot assigned area, an area adjacent to the rail spur, or as directed where to assemble via radio.

### **Personnel Accountability**

The Emergency Response Coordinator (*Safety Officer*) shall determine that all personnel are accounted for and are either safe or being appropriately attended to by using the accountability list, which is a combination of the daily sign-in sheet for the morning safety meeting and the visitor's log.

The supervisor or most senior person at each assembly area will notify the Emergency Response Director (*Incident Commander*) by radio of the personnel present at that area. In the event that there are unaccounted for personnel, the Emergency Response Coordinator (*Safety Officer*) will contact the unaccounted employee's supervisor, and, together with the Emergency Response Director (*Incident Commander*), they will direct further actions.

### **4.2.3 Fire Actions**

The objective of fire actions is to take actions that might reduce the consequences of a fire. The actions taken in the event of a fire will depend on the amount of warning received. Fire lanes may be established to reduce the risk of a fire, spread of a fire, or for access for fire fighting activities.

Limited fire-fighting equipment is available on site. Because there are no fire alarms at the Moab or Crescent Junction sites, the warning signals provided in Table 1 should be used to notify personnel. Fire action instructions are provided in Attachment 1.

### **High Winds**

The Project sites are in areas that are susceptible to high winds. When sustained wind speeds begin to affect work manageability or dust becomes difficult to control, workers should contact the H&S Manager or Operations/Site Manager to determine if site activities should cease until the wind speed decreases.

### **Lightning**

When lightning is visible, and thunder is audible and appears to be within (approximately) 3 miles, all Moab Project employees working outdoors shall leave high points (e.g. roofs, ladders). Operators in tracked equipment will be picked up by an enclosed vehicle with rubber tires (crew van). Personnel in exposed areas (e.g., open areas, top of a cell) shall go inside a building or an enclosed vehicle with rubber tires. When a lightning shutdown is ordered, it will remain in effect for 20 minutes after the last strike within the 3 mile limit; at that time, H&S will lift the lightning shutdown and allow work activities to resume.

Employees will refrain from moving from one building to another while a shutdown is in effect unless they are authorized to move elsewhere by H&S or in emergency situations. If an approaching storm exhibiting electrical activity is likely to affect the site, a lightning shutdown may be put into effect before detection of lightning within 3 miles. H&S will monitor weather radar and activate the lightning detector when adverse weather and lightning is present.

When severe weather results in an immediate threat to personal safety, the Emergency Response Director (*Incident Commander*) shall be notified. The *Incident Commander* will direct emergency response actions as appropriate.

#### **4.2.4 Flood Actions**

Flood conditions will most likely occur from runoff associated with thunderstorms. Additionally, at the Moab site, spring runoff in the Colorado River could overtop the riverbanks for several days. Colorado River flooding is almost always predictable several days in advance of the event. The actions taken in the event of a flood will depend on the amount of warning received before a flood actually occurs.

Flooding associated with thunderstorms can result in rapid increase in flow in the Moab Wash and other drainages. In the event of such conditions, notify the RAC Emergency Response Director (*Incident Commander*).

The objective of flood instructions provided in Attachment 1 is to take actions that might reduce the consequences of a flood. Actions are directed first to protect personnel safety and then to protect DOE property, including materials, buildings, and equipment.

#### **4.2.5 Material Spills**

Actions in the event of a spill of petroleum products, hazardous substances, and RRM at Moab UMTRA Project sites are provided in the *Health and Safety Plan*.

#### **4.2.6 Medical Emergencies**

While all employees are responsible for immediate actions identified in the medical emergency instructions (Attachment 1) and are expected to carry them out, no employee is required to provide first aid for which he or she has not been trained or is uneasy about providing.

Never move a victim in need of medical assistance unless:

- Directed by a competent medical authority.
- The injury will obviously not be aggravated or complicated by a move.
- The victim is in a location where greater physical harm would be likely if not moved.
- Wound severity is such that a life-threatening situation arises.

Never delay EMS personnel access to the scene while applying administrative controls or prescribing personal protective equipment. Decontamination of victims, EMS personnel, and any associated equipment and materials will be in proportion to the nature and severity of the medical emergency. An RCT will determine the need for decontamination in the emergency room. Figure 1 identifies travel routes to Moab Regional Hospital from the Moab and Crescent Junction sites.

#### 4.2.7 Public Disturbance Actions

A public disturbance is defined as a demonstration by activists or a threat to DOE operations that is related to DOE or contractor operations conducted as a part of the Moab UMTRA Project and which:

- Disrupts DOE, contractor, or subcontractor operations.
- Adversely affects DOE or contractor property.
- Jeopardizes the safety and health of DOE, contractor, or subcontractor employees.
- Adversely affects the reputation or public image of DOE or the contractors.
- Threatens or causes bodily injury or radiological exposure to the general public.

If there is no immediate threat to personal safety, the Emergency Response Director (*Incident Commander*) will work with the FPD to determine the appropriate response actions needed to safeguard personnel and property. Public disturbances often occur with little or no warning.

#### 4.2.8 Transportation Incident

This section addresses emergency events involving rail or truck transport of RRM and outlines coordination among responders. The *Moab UMTRA Project Transportation Plan* (DOE-EM/GJ1639) describes transportation and disposal of RRM, including on-site staging, logistics, and packaging. Transportation incidents will be handled by off-site response organizations if they involve an injury requiring immediate medical attention.

Most transport of RRM will be by rail using UP as the carrier. A truck carrier has not been identified. Emergency coordination will include the carrier for transportation incidents.

UP staff is trained to prevent contamination of property by observing railcars for any leaking material and to respond to an emergency without endangering personal safety. UP is responsible for RRM cleanup activities from any rail transportation incident.

If able, on-train personnel will immediately notify the off-site emergency response organizations followed by the RAC Emergency Response Director (*Incident Commander*). The RAC Emergency Response Director (*Incident Commander*) will coordinate contractor emergency response support as requested by UP. Immediately following the incident, rail-loading activities will cease until UP develops a recovery plan (with RAC input as requested), and Project materials, including RRM, containers, and railcars, are recovered and placed in a safe area.

Transportation may also occur by truck. In the event of a truck incident, the truck carrier is responsible for RRM cleanup activities. If able, the driver will contact off-site emergency response organizations followed by contacting his or her supervisor or the RAC Emergency Response Director (*Incident Commander*). If off-site emergency responders are not present on scene, the RAC Emergency Response Director (*Incident Commander*) will coordinate response actions, including directing RAC personnel to the site to isolate the affected area, decontaminate it, and remove the vehicle and equipment from the scene. RRM-handling activities will cease until the RAC develops a restart plan, including an incident investigation with root cause analysis and corrective actions.

#### **4.2.9 Hillside Slippage Incident on Moab Rail Bench**

There is a potential for material to slough off and slide on the rail bench hillside, so measures are taken to prevent and protect the workers from this hazard. The hillside is monitored for movement, and a visual inspection of the area is performed after all major rain events, during the winter months during the freeze/thaw cycles, and after other activities that may affect the stability of the hillside.

If slippage is noticed before work begins, the slide area will be evaluated to determine if it is safe to work in the area. When a slippage occurs during work activities, all work in the area will be stopped, personnel in the area will seek a safe area to evacuate to, accountability of workers in the area taken, and notifications made to supervision. The area will be evaluated to determine if it is safe to resume work and what corrective actions are needed before work resuming.

Special care and rescue techniques for incident that occur on the rail bench need to be addressed before any rescue attempts. Area EMS and rescue services should be made aware of these conditions.

#### **4.2.10 Moab Utility Corridor Incident**

A utility corridor runs along the northern boundary of the Moab site that contains underground high-pressure gas lines and overhead high-voltage electrical lines. Work in these areas must follow specific guidelines to avoid damaging or hitting these lines and creating a catastrophic event.

If an incident occurs in this area, an evacuation of the site may be necessary by means of an alternative evacuation route(s). An alternative evacuation route(s) shall be established and site personnel notified of such route(s).

#### **4.2.11 Special Actions at the Crescent Junction Site**

Due to the remoteness of the Crescent Junction site, special actions are required to optimize emergency response at this location. Aid to employees on the site is based on the nature of the injury. However, when in doubt, Project personnel will always contact emergency responders via 9-911 by site phone (or 911 by cell phones). When calling 911, the caller may not reach the Moab dispatch call center, so specific location of the site may need to be transmitted.

If several calls or a followup call is necessary, the caller may reach a different call center, and this information needs to be considered when additional information is transmitted concerning the incident.

- For a non-emergency, the Project team may transport an injured employee to the hospital via a site vehicle.
- For any emergency, contact 911. Provide the 911 call center with specific directions to the location, including distance to Thompson Springs (approximately 5 miles) and Moab (approximately 30 miles). Follow the medical emergency instructions in Attachment 1, as appropriate.
- If the 911 call center determines that air transport is the best option, inform the center that the site has a marked helicopter pad as well as signaling devices to assist the pilot in identifying other potential landing areas.

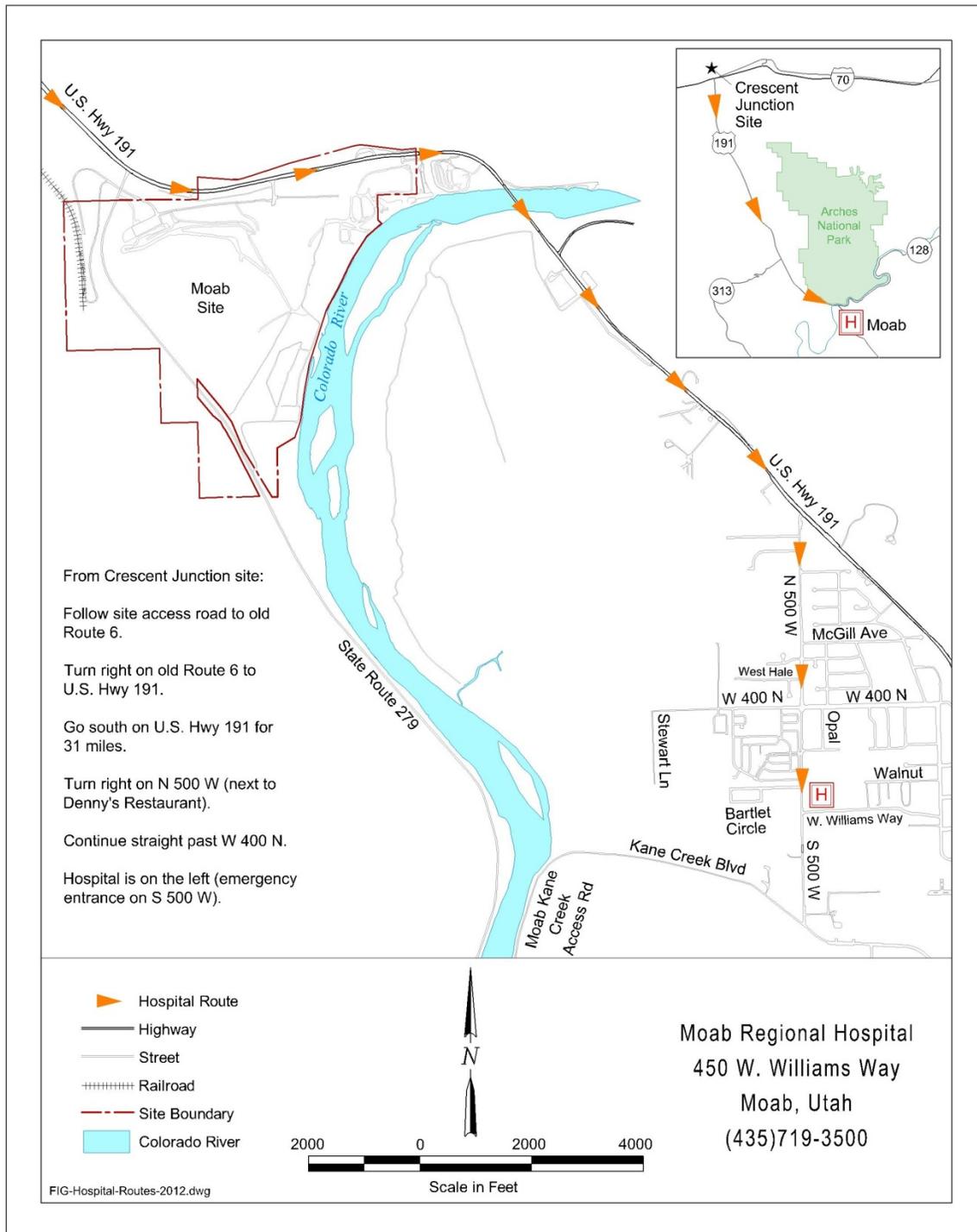


Figure 1. Travel Routes from Moab and Crescent Junction Sites to Moab Regional Hospital

The Project will mark and maintain a designated area to land a helicopter at the western end of the loading area adjacent to the rail spur. The Project will not store any immobile equipment or materials, including material handling containers, in this area. In the event that this is not the best location to land, the VS-17 signaling panel or lights may be used to direct the helicopter to a more suitable alternative.

#### **4.2.12 Millsite Riverside Trail Emergencies**

DOE has established a bike and pedestrian trail, known as the Millsite Riverside Trail, within the DOE property boundary of the Moab site. The trail is unpaved with a gravel or native soil base and extends a total of about 1.5 miles along the eastern side of the property, much of it along the Colorado River. The general public will be allowed access to the trail daily, including holidays. In the event of an incident or emergency, during and after water flow in the Moab Wash, or during Colorado River flooding, the trail may be closed to maintain site security.

The northern end of the trail connects to an existing paved trail constructed by Grand County via a connector trail under US 191 and the southern end of the trail connects to SR 279 at highway mile marker 14. Bollards have been installed at each trail entrance to prevent oversized vehicles or equipment from accessing the trail.

Each bollard is secured in place by a padlock to prevent unauthorized removal. A designated Grand County Emergency Medical Services (GCEMS) lockbox is located near each kiosk containing a key to unlock the bollards allowing for emergency responder entrance to the trail in the event of an emergency. DOE has coordinated with the GCEMS organization in an effort to adequately respond to an emergency event on the Millsite Riverside Trail. If a 911 call is placed requesting emergency assistance on the trail, the dispatcher who receives the call will summon EMS responders who will proceed to the trail entrance nearest the location of the incident, as best determined by the dispatcher from the caller's information.

After responders have been activated, the dispatcher will then place a call to the Moab UMTRA Project security guard station notifying the Project of an emergency response on the trail. If the emergency is being reported by Project personnel, the security guard will also be notified and will then notify other appropriate Project personnel. Project personnel will make any additional notifications and take appropriate measures to ensure the trail access is closed to the public until emergency vehicles have cleared the trail and it is determined to be safe for public use.

#### **4.3 Operational Emergencies**

Operational emergencies are major unplanned or abnormal events or conditions that: involve or affect the DOE facilities and activities by causing or having the potential to cause serious health and safety or environmental impacts; require resources from outside the immediate/affected area or local event scene to supplement the initial response; and, require time-urgent notifications to initiate response activities at locations beyond the event scene. In general, to be considered an operational emergency, an event or condition involving the uncontrolled release of a hazardous material must: immediately threaten or endanger personnel who are in close proximity of the event; have the potential for dispersal beyond the immediate vicinity of the release in quantities that threaten the health and safety of on-site personnel or the public in collocated facilities, activities, and/or off site; and have a potential rate of dispersal sufficient to require a time-urgent response to implement protective actions for workers and the public. Such emergencies represent, cause, or have the potential to cause the events or conditions described below.

Incidents that can be controlled by employees or maintenance personnel in the immediate/affected facility or area are not operational emergencies. Incidents that do not pose a significant hazard to safety, health, and/or the environment and that do not require a time-urgent response are not operational emergencies.

An operational emergency must be declared when events occur that represent a significant degradation in the level of safety at the site/facility and that require time-urgent response efforts from outside the site/facility. These events do not require classification (i.e., as Alert, Site Area Emergency, or General Emergency).

Such events include the following categories:

1. Health and Safety. The following events or conditions represent, cause, or have the potential to cause serious health and safety impacts to workers or members of the public.
  - a. The discovery of radioactive or other hazardous material contamination from past DOE operations that may have caused, is causing, or may reasonably be expected to cause uncontrolled personnel exposures exceeding protective action criteria.
  - b. An off-site hazardous material event not associated with DOE operations that is observed to have or is predicted to have an impact on the site, such that protective actions are required for onsite workers.
  - c. An occurrence (e.g., earthquake, tornado, aircraft crash, fire, explosion) that causes or can reasonably be expected to cause significant structural damage to DOE facilities, with confirmed or suspected personnel injury or death.
  - d. Any facility evacuation in response to an actual occurrence that requires time-urgent response by specialist personnel, such as hazardous material responders or mutual aid groups not normally assigned to the affected facility.
  - e. Any mass casualty event.
2. Environment. The following events or conditions represent, cause, or have the potential to cause serious detrimental effects on the environment.
  - a. Any actual or potential release of hazardous material or regulated pollutant to the environment, in a quantity greater than five times the reportable quantity specified for such material in 40 CFR 302 “Designation, Reportable Quantities, and Notification,” that could result in significant off-site consequences, such as major wildlife kills, wetland degradation, aquifer contamination, or the need to secure downstream water supply intakes.
  - b. Any release of greater than 1,000 gallons (24 barrels) of oil into inland waters, greater than 10,000 gallons (238 barrels) of oil to coastal waters, or a quantity of oil that could result in significant off-site consequences (e.g., need to relocate people, major wildlife kills, wetland degradation, aquifer contamination, need to secure downstream water supply intakes. Oil is defined by Title 33 United States Code Chapter 1251, “Clean Water Act,” means any kind of oil and includes petroleum.
3. Security and Safeguards. Security incidents are also subject to reporting in accordance with DOE O 471.4, “Incidents of Security Concern.” In accordance with DOE O 471.4, foreign involvement in security incidents must be reported to the Office of Counterintelligence. The following events or conditions represent, cause, or have the potential to cause degradation of security or safeguards conditions with actual or potential direct harm to people or the environment.
  - a. Actual unplanned detonation of an explosive device or a credible threat of detonation resulting from the location of a confirmed or suspicious explosive device.
  - b. An actual terrorist attack or sabotage event involving a DOE site/facility or operation.
  - c. Kidnapping or taking hostage(s) involving a DOE site/facility or operation.

4. Off-site DOE Transportation Activities. The following events or conditions represent an actual or potential release of hazardous materials from a DOE shipment.
  - a. Any accident/incident involving an off-site DOE shipment containing hazardous materials that causes the initial responders to initiate protective actions at locations beyond the immediate/affected area.

#### **4.3.1 Re-Entry**

Re-entry is a planned activity to accomplish a specific objective(s) set by the Emergency Response Organization, conducted before the termination of emergency response, which involves re-entering a facility or affected area that has been evacuated or closed to personnel access during the course of the emergency. Re-entry activities are time-urgent actions performed during emergency response, such as search and rescue, mitigation, damage control, and accident assessment.

Planning and actual conduct of re-entry activities must consider that each emergency event is unique. Therefore, the response structure for conducting re-entry activities must be flexible and capable of responding to a wide range of conditions. Once the decision has been made to perform a re-entry activity, planning for the re-entry activity should be performed by personnel responsible for managing the on-scene response. They should have direct access to the most current information, be familiar with the facility or event area, and have knowledge of the personnel and resource requirements of the task.

The Emergency Response Director (*Incident Commander*) must approve all re-entry activities.

#### **4.3.2 Formal Termination**

Formal termination of an operational emergency should be considered when local response authorities (such as the incident commander in charge of firefighting, rescue, or spill cleanup) determine that the response effort can be suspended or substantially scaled down. The Emergency Response Director (incident commander) is responsible for terminating the emergency phase, completing appropriate notifications, and entering into the recovery phase when the following general criteria are met:

- The affected facility, site, or incident scene is in a stable condition, and there is a high probability that it can be maintained in that condition.
- Fire, flood, earthquake, or similar emergency conditions and/or security considerations no longer constitute an emergency hazard to critical systems/equipment or to personnel.
- Existing conditions no longer meet the established emergency categorization criteria, and it appears unlikely that conditions will deteriorate.
- All contaminated and/or injured personnel have been treated and/or transported to medical facilities.
- All initial emergency notifications have been completed.
- Accountability of personnel is completed.

#### **4.3.3 Recovery**

The purpose of the recovery effort is to return the affected facilities and areas to normal operations following the termination of an emergency response. Recovery is the period beginning just before termination of the emergency until the facility is returned to operational status. Termination of the emergency initiates transitioning from the emergency phase to the recovery phase. Once the decision has been made to enter the recovery phase, response personnel will be informed of this transition.

The emergency response director (incident commander) will assign an individual to serve as recovery manager with full authority to direct the recovery effort. Once the emergency has been terminated, responsibility for recovery and cleanup is transferred from the response director to the recovery manager.

## **5.0 Event Notifications and Reporting**

### **5.1 Event Notifications**

The Emergency Response Coordinator (*Safety Officer*) or the Emergency Response Director (*Incident Commander*) will report the emergency as described in Sections 2.6 of the *Moab UMTRA Project Incident and Occurrence Reporting Procedure* (DOE-EM/GJ1549) and report it to contractor management and DOE in accordance with the criteria therein. The FPD will notify DOE headquarters personnel listed in *Emergency Contact List* of emergencies in accordance with DOE requirements. Incidents involving transport of RRM will be reported consistent with the reporting requirements of DOE Manual 460.2-1, “Radioactive Material Transportation Practices.”

### **5.2 Reporting Requirements**

All emergencies, regardless of their nature, will be reported using the Incident Report Form 1743 (see Attachment 3). Completion of this report shall be in accordance with the *Incident and Occurrence Reporting Procedure*.

Transportation incidents should be reported to the FPD within 15 minutes.

#### **5.2.1 Operational Emergencies**

For operational emergencies, initial emergency notifications must be made to workers, emergency response personnel, and organizations, including DOE elements and other local, state, tribal, and federal organizations.

Operational emergencies not requiring further classification require notification of the DOE Facility Representative and DOE Headquarters Emergency Operations Center no later than 30 minutes after categorization. At a minimum, emergency notification to the Headquarters Operations Center must consist of a phone call providing as much information as is known at the time. The same information must be provided by e-mail or a fax either immediately before or following the phone call. Initial notification includes as much as possible of the following information.

- Operational emergency has been declared and, if appropriate, the classification of the emergency
- Description of the emergency
- Date and time the emergency was discovered
- Damage and casualties
- Whether the emergency has stopped other facility/site operations or program activities
- Protective actions taken and/or recommended
- Notifications made
- Weather conditions at the scene of the emergency
- Level of any media interest at the scene of the emergency or at the facility/site
- Contact information of the DOE or NNSA on-scene point of contact.

### **5.2.2 Emergency Status Update Report**

Appendix D of DOE Guide 151.1-4, “Response Elements, Emergency Management Guide,” shows an emergency status update report (also known as a situation report or SITREP) shall be used to keep Headquarters updated on the progress of an operational emergency (see Attachment 4). These reports will be completed by the RAC and submitted to Project DOE for concurrence. The emergency status updates should be used to supplement the initial notification as information becomes available. The following information should be considered. All items should be included in the initial notification message, with the exception of item #8.

1. Location (site/facility/building) of the event, name, organization, location, and telephone number of the caller
2. Indication of whether event is still in progress
3. Categorization and classification of emergency and time of declaration
4. Brief description, date, time of the event, and time zone
5. Injuries or casualties involved
6. Status of the affected facility/site/activity
7. Status of other facilities/operations/activities on the site
8. Type of actual/projected release and duration (source term or release characterization)
- 8a. Release in progress (Yes/No)
- 8b. Actual or projected doses or dose rates that exceed Protective Action Criteria at a critical location (e.g., the site boundary, municipal jurisdiction, school, hospital, reservoir) relative to the organization receiving the notification
9. Recommended protective actions with timing considerations, where applicable
10. Notifications made
11. Meteorological conditions, including wind speed, wind direction, stability class, and precipitation
12. Level of any media interest at the scene of the emergency or at the facility/site
13. Contact information of the DOE or National Nuclear Security Administration point-of-contact

To document reports, the reporting organization should record the organizations notified and the names and positions of the persons contacted.

## **6.0 Post-Emergency Response Incident Investigation**

### **6.1 Post-Emergency Critique**

A post-emergency critique will be conducted by the Emergency Response Director (*Incident Commander*) as soon as practicable following stabilization of the emergency condition.

If classification of the emergency or results of the critique indicate that more extensive investigation is required, the Project Manager, Senior Program Manager, or the FPD will initiate the investigation.

## 6.2 Corrective Action and Causal Analysis

The post-emergency investigation should include an evaluation to determine the need for causal analysis and development of corrective actions to prevent recurrence. Determination of the cause(s) of events, issues, and conditions adverse to quality and corrective actions that, if implemented, will prevent or minimize the likelihood of recurrence of the event, issue, or condition shall be determined in accordance with the *Moab UMTRA Project Cause Analysis Procedure* (DOE-EM/GJ1663) and RAC and TAC corrective action procedures: *Moab UMTRA Project Condition Reports Procedure* (DOE-EM/GJRAC1671) and *Moab UMTRA Project Corrective Action Procedure* (DOE-EM/GJTAC1562).

## 6.3 Lessons Learned

Lessons learned from the emergency will be documented and distributed to appropriate Project personnel, incorporated into Project personnel training, and used to amend this plan and institute corrective measures and procedures in an effort to prevent a similar emergency condition in the future. In addition, the lessons learned will be incorporated in the Project Operating Experience/Lessons Learned Program. The *Moab UMTRA Project Operating Experience/Lessons Learned Procedure* (DOE-EM/GJ1568) describes the process for implementing and managing the *Moab UMTRA Operating Experience/Lessons Learned Program* in accordance with the requirements of DOE O 210.2, “DOE Corporate Operating Experience Program.”

## 7.0 Records

Records Management policy applies to all records of DOE, as defined under Title 44 United States Code Chapter 31 (44 USC 31), “The Federal Records Act of 1950,” regardless of medium (including paper, microform, electronic, audiovisual, and record copies of agency publications), that are created, collected, processed, used, stored, and/or disposed of by the Moab UMTRA Project contractor employees, organizations, and facilities, as well as those individuals acting as an agent. Additional requirements are imposed on the management and disposition of Project and DOE organizational records by site file plans. All records generated by emergency response activities will be managed in accordance with the *Moab UMTRA Project Records Management Manual* (DOE-EM/GJ1545).

## 8.0 References

29 CFR 1910 (Code of Federal Regulations), “Occupational Safety and Health Standards.”

33 USC 1251 (United States Code), “Clean Water Act.”

40 CFR 302 “Designation, Reportable Quantities, and Notification.”

44 USC 31 (United States Code), “The Federal Records Act of 1950.”

DOE (U.S. Department of Energy) Guide 151.1-4, “Response Elements, Emergency Management Guide.”

DOE (U.S. Department of Energy) Manual 460.2-1, “Radioactive Material Transportation Practices.”

DOE (U.S. Department of Energy), *Moab UMTRA Project Cause Analysis Procedure* (DOE-EM/GJ1663), October 2008.

DOE (U.S. Department of Energy), *Moab UMTRA Project Condition Reports Procedure* (DOE-EM/GJRAC1671), November 2010.

DOE (U.S. Department of Energy), *Moab UMTRA Project Corrective Action Procedure* (DOE-EM/GJTAC1562), February 2011.

DOE (U.S. Department of Energy), *Moab UMTRA Project Emergency/Incident Response Key Personnel/Agencies Contact Information* (DOE-EM/GJ1757), July 2012.

DOE (U.S. Department of Energy), *Moab UMTRA Project Flood Mitigation Plan* (DOE-EM/GJ1640), May 2011.

DOE (U.S. Department of Energy), *Moab UMTRA Project Health and Safety Plan* (DOE EM/GJ1038), October 2010.

DOE (U.S. Department of Energy), *Moab UMTRA Project Incident and Occurrence Reporting Procedure* (DOE-EM/GJ1549), March 2011.

DOE (U.S. Department of Energy), *Moab UMTRA Project Operating Experience/Lessons Learned Procedure* (DOE-EM/GJ1568), April 2012.

DOE (U.S. Department of Energy), *Moab UMTRA Project Radiation Protection Program Manual* (DOE-EM/GJRAC1885), September 2011.

DOE (U.S. Department of Energy), *Moab UMTRA Project Records Management Manual* (DOE-EM/GJ1545), July 2011.

DOE (U.S. Department of Energy), *Moab UMTRA Project Transportation Plan* (DOE EM/GJ1639), November 2010.

DOE (U.S. Department of Energy), Order 210.2, “DOE Corporate Operating Experience Program.”

DOE (U.S. Department of Energy), Order 471.4, “Incidents of Security Concern.”

**Appendix A.**  
**Emergency/Incident Response Plan for the Grand Junction Office**

## **Appendix A.**

### **Emergency/Incident Response Plan for the Grand Junction Office**

#### **1.0 Introduction**

This appendix to the ERP contains information intended to minimize adverse impacts on the safety and health of DOE, contractor, and subcontractor personnel during an emergency while working in support of the Moab UMTRA Project at the following location:

Bank of Colorado Building  
200 Grand Avenue, Suites 500 and 319  
Grand Junction, CO 81501

#### **1.1 Work Description**

Personnel at the Grand Junction office perform administrative and technical functions in an office setting in support of the Moab UMTRA Project.

#### **1.2 Scope**

This appendix is applicable to emergencies that may occur at or near the Grand Junction office.

### **2.0 Emergency Contact List**

This section identifies the responsibilities of personnel and agencies that are crucial to handling an emergency. Key contacts and phone numbers are contained in the *Emergency Contact List*.

#### **2.1 FPD (*Public Information Officer*) and TAC Public Affairs Manager**

Roles of the FPD (*Public Information Officer*) and TAC Public Affairs Manager include:

- Serving as the primary spokesperson for DOE for the Moab UMTRA Project.
- Providing interface between DOE and the media.
- Notifying DOE headquarters and other agency contacts listed in *Emergency Contact List* on emergency conditions, classifications, and status, as required.

#### **2.2 TAC Emergency Response Director (*Incident Commander*)**

Roles of the TAC Emergency Response Director (*Incident Commander*) include:

- Interfacing with the Grand Junction site personnel, landlord, and DOE personnel.
- Maintaining executive control of emergency situations on site.
- Directing emergency response actions using personnel and resources to mitigate the consequences of the emergency.
- Authorizing office-wide evacuation of personnel.
- Verifying site personnel accountability.
- Maintaining a TAC succession of authority.
- Protecting the safety and health of the public and office personnel.

## **Appendix A.**

### **Emergency/Incident Response Plan for the Grand Junction Office (continued)**

#### **2.3 TAC SH&Q Manager (*Liaison Officer*)**

Roles of the TAC SH&Q Manager (*Liaison Officer*) include:

- Advising the Emergency Response Director (*Incident Commander*) on the health and safety aspects of an emergency condition or event.
- Providing a current inventory of chemicals and hazardous substances, materials, or wastes on site and identifying storage locations to off-site emergency response organizations.

#### **2.4 TAC Emergency Response Coordinator (*Safety Officer*)**

Roles of the TAC Emergency Response Coordinator (*Safety Officer*) include:

- Assisting the SH&Q Manager with emergency response actions.
- Developing, implementing, and updating the Grand Junction office ERP.
- Ensuring pertinent emergency information is adequately communicated to Grand Junction office personnel via training, briefings, and postings.
- Coordinating emergency response activities with off-site response organizations.
- Ensuring the emergency intercom communication system is available and operational and conducting an annual test of the intercom.
- Planning and conducting training, drills, and other emergency preparedness activities.
- Assisting in preparation of records of emergency response events, including incident investigation reports, for emergency response improvement and noteworthy practices.

#### **2.5 TAC Public Affairs Manager (*Public Information Officer*)**

Roles of the TAC Public Affairs Manager (*Public Information Officer*) include:

- Serving as the primary spokesperson for both contractors at the Grand Junction site.
- Issuing news releases and contacting local, state, and federal agencies with the approval of the FPD.

#### **2.6 Receptionist**

Roles of the Receptionist include:

- Answering 222 calls and other emergency notifications.
- Maintaining current list of Grand Junction office personnel, visitors, contractors, and others that may be in the Grand Junction office.

### **3.0 Off-Site Emergency Response Organizations and Responsibilities**

Emergency services available in Grand Junction should be adequate for the emergency events likely to be associated with the Grand Junction office. This section identifies the emergency services that each of the off-site emergency response organizations will provide to the Grand Junction office. Contact information for off-site emergency response agencies is provided in the *Emergency Contact List*.

## **Appendix A.**

### **Emergency/Incident Response Plan for the Grand Junction Office (continued)**

#### **3.1 Grand Junction Police Department**

Roles of the Grand Junction Police Department include:

- Providing law enforcement protection, assisting in emergency response, and all other law enforcement services consistent with reasonable and prudent law enforcement practices.
- Coordinating emergency law enforcement services.
- Providing a suitable area or other accommodations for use as an emergency operations center if requested by DOE.

#### **3.2 Grand Junction EMS and Fire Department**

Roles of the Grand Junction EMS and Fire Department include:

- Providing emergency medical services for all injured or ill DOE, contractor, subcontractor, vendor employees, and office visitors.
- Transporting injured personnel by ambulance to medical facilities.

#### **3.3 St. Mary's Hospital**

Role of the St. Mary's Hospital include:

- Providing medical treatment of injured or ill personnel.

### **4.0 Contingency Planning**

The objective of contingency planning is to be prepared to safely respond to emergencies before they occur. Contingency planning also ensures this appendix is compatible with the emergency response plans and capabilities of the local emergency response service organizations.

#### **4.1 Training**

The following training shall be provided to and completed by subject personnel:

- Completion of the Grand Junction emergency response training course is required for all workers assigned to the Grand Junction office. Training will include information on basic emergency response procedures and any lessons learned from actual implementation of the ERP or training drills conducted to test the ERP.
- Completion of Grand Junction emergency response training for the administrative staff is required for those personnel whose job duties include receptionist activities. This training will include information on their roles and responsibilities as a receptionist during an emergency and event notification.

#### **4.2 Guidance for Emergency Actions**

Guidance for use during specific types of emergencies is provided in Attachment 1 the ERP and is meant to be used by any staff member in the event of an emergency. The purpose of this guidance is to provide instructions or checklists (see Attachment 2) that, when followed, will increase the likelihood of a proper response to the event. Because each incident is unique, the guidance is not mandatory and does not replace clear thinking.

## **Appendix A.**

### **Emergency/Incident Response Plan for the Grand Junction Office (continued)**

#### **4.3 Drills**

Drills will be periodically performed to practice response to a variety of possible emergencies and to evaluate response to possible emergencies. Drills may be desktop exercises or may involve detailed coordination and physical role-playing.

#### **5.0 Emergency Actions**

##### **5.1 Evacuation Actions**

If an evacuation of the Grand Junction office is required, personnel will be notified via the intercom system, phone, or word of mouth (verbal communication). In the event of an evacuation:

- Obtain urgent personal items if they are nearby.
- Evacuate through the nearest and safest stairway. Do NOT use the elevator during a fire. Go directly to the evacuation assembly area located by the dumpster north of the main building entrance.
- Building Wardens will sweep the area and will proceed to the evacuation assembly area once their area is confirmed clear of personnel.
- The most senior supervisor will obtain the list of personnel and visitors from the Reception desk and will take personnel accountability at the assembly area.
- ALL personnel will remain at the assembly area until directed otherwise by the Emergency Response Director (*Incident Commander*).

##### **5.2 Fire Actions**

In the event of a fire:

- Go to nearest fire alarm station and pull the alarm. Be sure to perform this action in an area safe to do so.
- Follow the instructions in Attachment 1.

##### **5.3 Shelter in Place Actions**

A shelter in place notification will be made via the intercom system. Once notified, go to the nearest work area and perform the following.

- Shut all doors, windows, and vents (as applicable).
- Turn off all outside air ventilation equipment (as applicable).
- Remain indoors until further direction is provided.

##### **5.4 Medical Emergency Actions**

In the event of a medical emergency (e.g., heart attack, severe bleeding, unconsciousness), perform the following.

- Call 9-911 to report the emergency.
- Call 222 to notify the Receptionist.

## Appendix A.

### Emergency/Incident Response Plan for the Grand Junction Office (continued)

- Provide first aid or CPR if trained and/or able.
- Assist responders as requested and able.

Figure A-1 shows the travel route from the Bank of Colorado building to St. Mary's Hospital.



Figure A-1. Travel Route to St. Mary's Hospital from the Bank of Colorado Building

### 5.5 Bank Robbery Actions

If a bank robbery occurs, the Bank of Colorado uses a silent alarm and locks all of its doors and the remaining building doors, if required. If they are able, Bank of Colorado personnel will notify our Receptionist of the event. The Receptionist will then notify the Emergency Response Director (*Incident Commander*).

## **Appendix A.**

### **Emergency/Incident Response Plan for the Grand Junction Office (continued)**

Employees will be notified to shelter in place at the nearest work area and perform the following.

- Lock the access doors to the area (e.g., stairways).
- The Receptionist should move to the main office area.
- Allow office entry only to recognizable personnel (e.g., police, coworkers, familiar building tenants).
- Await further instruction.

If Bank of Colorado personnel are unable to make notifications, and suspicious circumstances suggest a robbery is in progress (i.e., arrival of several police officers or observation of behavior suggestive of a bank robbery), notify the Emergency Response Director (*Incident Commander*) and shelter in place in the nearest work area and follow the instructions above.

#### **5.6 Bomb Threat Actions**

In the event of a bomb threat:

- Remain calm.
- Using the Bomb Threat Checklist (Attachment 2 to the ERP), obtain as much information as possible from the caller.
- When the call ends, report the situation immediately to the Receptionist (dial 222).
- Personnel will be directed by the Emergency Response Coordinator (*Safety Officer*) regarding further response actions.

If you do not feel safe remaining in your office, notify your supervisor and go directly to the evacuation assembly area.

### **6.0 Notifications, Communications, Evacuation Routes, Assembly Area, and Accountability**

#### **6.1 Event Notification**

Grand Junction office personnel are to report emergency events and their location to the Receptionist during normal working hours by dialing 222.

During non-working hours, personnel should dial 9-911 to report an emergency, its nature, and its location. Personnel shall then immediately report it to the Emergency Response Director (*Incident Commander*).

#### **6.2 Communication**

Communication can occur verbally, through the intercom system, by telephone, by cell phone, or by pulling a fire alarm.

#### **6.3 Evacuation Routes**

Evacuation of the Bank of Colorado building is to occur via the nearest and safest exit. During a fire emergency, personnel are to use the stairs, NOT the elevator.

## **Appendix A.**

### **Emergency/Incident Response Plan for the Grand Junction Office (continued)**

#### **6.4 Assembly Area and Accountability**

The Grand Junction office assembly area is by the dumpster located north of the main building entrance.

Accountability will be performed at the assembly area by the Emergency Response Director (*Incident Commander*) to ensure all personnel are present or accounted for.

#### **7.0 Reporting and Post-Emergency Response Incident Investigation**

##### **7.1 Reporting Requirements**

All emergencies must be reported using the Incident Report Form 1743 (see Attachment 3) regardless of the nature of the emergency involved. The Incident Report Form is an attachment to the ERP and is available on the Moab UMTRA Sharepoint site. Incident Report Forms are initiated by the person involved in the incident or by a person who has seen the incident. On completion, the Incident Report is submitted to the FPD.

The SH&Q Manager (*Liaison Officer*) categorizes the event in accordance with the criteria in *Incident and Occurrence Reporting Procedure*. The FPD will notify DOE headquarters personnel, listed in *Emergency Contact List*, of emergencies in accordance with DOE requirements.

##### **7.2 Post-Emergency Critique**

A post-emergency critique shall be initiated by the Emergency Response Director (*Incident Commander*) as soon as practicable following stabilization of the emergency condition.

If classification of the emergency or results of the critique indicate that further investigation is required, the Emergency Response Director (*Incident Commander*) and the SH&Q Manager (*Liaison Officer*) shall initiate additional investigation.

##### **7.3 Lessons Learned**

Lessons learned from the critique and investigation shall be formally documented and distributed to appropriate personnel in an effort to prevent a similar emergency condition. In addition, lessons learned will be incorporated into Project personnel training and used to amend this appendix and institute corrective measures and procedures to avoid similar occurrences in the future.

**Attachment 1.**  
**Emergency/Incident Instructions**

# Attachment 1. Emergency/Incident Instructions

## Emergency/Incident Action Instructions

**Remain calm.**

**Do not compromise your safety during the response.**

**Note: Actions do not need to be performed in a certain sequence.**

### **Site Evacuation**

- On notification by the Emergency Response Director (*Incident Commander*), **exit** the site, or affected area of the site, using the evacuation route established from your present location. In the event the designated area is inaccessible, listen to radio for instructions (except in Grand Junction).
- **Go** to the designated assembly area as follows:
  - Personnel inside the CA shall assemble at the Access Control Trailer and await further instructions.
  - Personnel outside the CA shall assemble in the main parking lot.
  - Personnel in the well field (Moab) shall assemble at the southern gate to the access road.
- In the event that prevailing winds put the primary assembly areas downwind of the accident site, workers shall be directed by radio as to where to assemble.
- Do not eat, drink, smoke, or chew during the evacuation or in the assembly area.
- **Help** disabled or impaired persons to evacuate the affected area.
- If able, the last person out should sweep the area to ensure all personnel are out before proceeding to the assembly area.
- The supervisor or most senior person at each assembly area will notify the Emergency Response Director (*Incident Commander*) by radio of the personnel present at that area.
- Await further instructions from the Emergency Response Director (*Incident Commander*).

### **Medical Emergency**

In the event of a medical emergency, follow the Medical Emergency Instructions.

### **Fire**

In the event of a fire, follow the Fire Action Instructions.

### **Shelter in Place**

- Shut all doors, windows, and vents.
- Turn off all outside air ventilation equipment.
- Remain indoors until further direction is provided.

### **Public Disturbance**

If DOE or contractor property is being damaged or site personnel are in immediate danger, dial “9-911” to request law enforcement assistance as appropriate. Contact the Emergency Response Director (*Incident Commander*) for declaration of a shelter in place or evacuation emergency. Follow instructions above for either declaration. Notify the DOE Facility Representative or the FPD and maintain communication with him or her.

---

## **Attachment 1. Emergency/Incident Instructions (continued)**

### **Emergency Event Reporting During Working Hours**

- Dial “222” (Moab or Grand Junction) to report the event to the Receptionist.
- Follow the response protocol previously identified for the type of event involved.
- If a phone is not available, announce via radio to report the event.

### **Emergency Event Reporting During Off Hours**

- Dial “9-911” if needed
- Notify the RAC Assigned Off-hour Manager verbally or by phone at 435-260-6148.

### **Additional Information**

#### **BLT — Breathe, Look, and Think**

Our minds can process a lot of information in a short period of time. Please breathe, look, and think before and while responding. Do what is reasonable and prudent. Do not compromise your own safety. If we work together as a team, we will get through the situation successfully.

---

## Attachment 1. Emergency/Incident Instructions (continued)

### Fire Action Instructions

**Note: Actions do not need to be performed in a certain sequence.**

#### **Immediate Actions**

- **Stop** the cause of the fire if possible (i.e., stop hot work, de-energize electrical equipment).
- **Warn** others in the area using whatever means available (e.g., voice, radio). If using a horn, signal an evacuation.
- **Dial** or have someone dial 222 (Moab or Grand Junction) to report the fire, or use a radio if necessary. In Crescent Junction, call the Emergency Response Coordinator (*Safety Officer*). Be sure to perform this action in an area safe to do so. Provide information on any other hazards that are known to be present in the fire area (e.g., radioactive or chemical hazards, presence of volatile or combustible materials).
- **Notify** the Emergency Response Director (*Incident Commander*) and DOE Facility Representative.
- **Do NOT attempt** to isolate the source of the fuel for the fire or approach a vehicle on fire.
- **Move** personnel upwind to a safe distance away from the affected area.
- **Isolate** the affected area and establish control boundaries, if possible.
- **Do NOT use** fire extinguishers to extinguish a fire unless the fire is small (i.e., just beginning), your evacuation route is clear, and you have been trained to do so.

#### **Supplemental Actions**

- Perform personnel accountability check.
- Establish an access control point at a safe distance upwind of the fire area.
- Remove and isolate personnel who may have initially responded to the fire in a hazardous materials area without appropriate personal protective equipment.
- Decontaminate personnel as necessary following the *Moab UMTRA Project Radiation Protection Program Manual* (DOE-EM/GJRAC1885) for radiological contamination.
- Obtain radiological and hazardous materials exposure monitoring data at the perimeter of the isolated fire area, when conditions permit, to determine the extent of any spread of radiological and hazardous materials outside the established control areas.

## **Attachment 1. Emergency/Incident Instructions (continued)**

### **Flood Action Instructions**

**Note: Actions do not need to be performed in a certain sequence.**

Refer to the *Moab UMTRA Project Flood Mitigation Plan* (DOE-EM/GJ1640) for detailed information on flood preparation and mitigation actions.

#### **Immediate Actions**

- **Notify** RAC Emergency Response Director (*Incident Commander*) of pending flood condition and wait for his or her declaration of a flood emergency. Personnel shall be called in if the emergency occurs during nonworking hours.
- **Notify** the supervisor and DOE Facility Representative.
- **Notify** the FPD and the TAC Public Affairs Manager (*Public Information Officer*).
- **Move** vehicles and equipment to high ground. Site vehicle keys are located in the administrative office.
- **If** protection of the Moab site well field is required, turn off the associated systems and apply lockout/tagout.

## Attachment 1. Emergency/Incident Instructions (continued)

### Medical Emergency Instructions

**Note: Actions do not need to be performed in a certain sequence.**

#### Immediate Actions

- **Dial** “9-911” to request EMS and site First Responders.
- **Dial** 222 in Moab or Grand Junction to report the nature and location of the emergency; use a radio if a phone is unavailable. In Crescent Junction, call the Emergency Response Coordinator (*Safety Officer*).
- **Warn** others in the area using whatever means available (e.g., voice, radio).
- **Be prepared** to meet the EMS on arrival and direct EMS personnel to the accident scene.
- **Provide** EMS personnel information on any hazards that are known to be present in the area (e.g., radioactive or chemical hazards, presence of volatile or combustible materials).
- **Provide** support requirements required for EMS access, including radiological controls support.
- **Set up** an accident corridor and access point for easy, fast, and safe transport of the victim.
- **If** the scene is safe to enter, commence providing first aid or CPR as required and if trained and able, until relieved by site First Responders or EMS personnel.

#### Supplemental Actions

- If the injured person is radiologically contaminated and will be transported to Moab Regional Hospital, notify Moab Regional Hospital that a person with contamination will be arriving at the hospital.
- The Radiological Control Manager will assign an RCT with radiological survey instruments to travel with the injured person to the hospital.
- The RCT continuously monitors radiological conditions and advises hospital staff on measures to minimize further contamination throughout treatment of the injured person.
- The RCT will perform radiological surveys of hospital staff, facilities, and equipment after treatment is complete and will assist with decontamination as necessary.

**Attachment 2.**  
**Emergency Checklist Forms 1520 and 1521**

# Attachment 2. Bomb Threat Checklist Form 1520

## Moab UMTRA Project Bomb Threat Checklist

Use Emergency Contact List (DOE-EM/GJ1757 on SharePoint) for All Phone Numbers

### STAY CALM

Keep the caller on the line.  
Ask the caller to repeat the message.

Try to obtain the following:

**1) Exact Message:** *\*Request more data by expressing desire to save lives.*

- A. TIME bomb set to go off: \_\_\_\_\_
- B. Exact LOCATION of bomb: \_\_\_\_\_  
*(building, floor, room, etc.)*
- C. What bomb LOOKS LIKE: \_\_\_\_\_  
*(type of explosive, how it is packaged, etc.)*
- D. WHY bomb was placed: \_\_\_\_\_
- E. WHO placed the bomb: \_\_\_\_\_

**2) Information about Caller/Call:**

- A. Caller's NAME: \_\_\_\_\_  
*(may inadvertently be said)*
- B. Background NOISES and noise levels: \_\_\_\_\_  
*(street sounds, baby crying, etc.)*
- C. SEX:  Male  Female
- D. AGE:  Adult  Child Estimated AGE: \_\_\_\_\_
- E. Pitch of VOICE:  Low  Moderate  High
- F. SPEECH:  Slow  Excited  Broken  
 Rapid  Loud  Accent: \_\_\_\_\_  
 Normal  Disguised  Sincere  
 Impediments: \_\_\_\_\_  
*(drunk, lisp, etc.)*

- 3) Time of Call:** Time Received: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Time Ended: \_\_\_\_\_ Date Ended: \_\_\_\_\_

**4) Person Receiving Call:**

Name: \_\_\_\_\_ Extension: \_\_\_\_\_  
Room: \_\_\_\_\_ Building: \_\_\_\_\_

**5) Witnesses:** *(if applicable)*

**6) 911 Notification:**  Yes  No \_\_\_\_\_

**7) Site/Operations/Program Manager Notification:**  Yes  No \_\_\_\_\_

**8) TAC Security Officer Notification:**  Yes  No \_\_\_\_\_

**9) DOE Notifications:**  Yes  No \_\_\_\_\_

# Attachment 2. Emergency Response Checklist Form 1521

## Moab UMTRA Project Emergency Response Checklist

Use Emergency Contact List (on SharePoint) for All Contacts' Phone Numbers

Site:  CJ    Moab    Grand Jct   Location: \_\_\_\_\_  
(trailer, room number, work area, etc.)

Type of Emergency: \_\_\_\_\_ Date/Time: \_\_\_\_\_  
(fire, medical, flood, public disturbance, bomb threat, etc.)

Is radiological contamination involved?    Yes    No    Unknown

Are there injuries?    Yes    No    Unknown   \_\_\_\_\_

<small>(Check box when item is complete.)</small>	<b>Performed By</b> <small>(Use "N/A" when appropriate.)</small>	<b>Time</b>
<input type="checkbox"/> 911 notified.		
<input type="checkbox"/> Directions to location provided to 911 dispatch.		
<input type="checkbox"/> Emergency Response Director and Incident Commander notified.		
<input type="checkbox"/> Receptionist notified.		
<input type="checkbox"/> H&S Manager notified.		
<input type="checkbox"/> Security Guard notified.		
<input type="checkbox"/> Project/Program Manager notified.		
<input type="checkbox"/> DOE Federal Project Director notified.		
<input type="checkbox"/> DOE Site Facility Representative notified.		
<input type="checkbox"/> ESH&Q and SH&Q Managers notified.		
<input type="checkbox"/> Evacuation ordered.		
<input type="checkbox"/> Shelter in place ordered.		
<input type="checkbox"/> Area sweep completed.		
<input type="checkbox"/> Accountability performed.		
<input type="checkbox"/> TAC Security Officer notified.		
<input type="checkbox"/> Public Affairs Manager notified.		

All clear/re-entry authorized:

**Health & Safety Manager**

<small>(printed name)</small>	<small>(signature)</small>	<small>(date/time)</small>

Checklist Completed By:

<small>(printed name)</small>	<small>(signature)</small>	<small>(date/time)</small>

**Attachment 3.**  
**Incident Report Form 1743**

# Attachment 3. Incident Report Form 1743

Environmental Management - Grand Junction Office



## Incident Report

Incident Report Number *(assigned by Health and Safety)*:

### Part 1 - To Be Completed by Originator

Date of Incident:  Time of Incident:  Location:

Report initiated by *(print)*:  Date/Time:

#### Category *(select all that apply)*

- |  |  |
|--|--|
| <input type="checkbox"/> Injury/Illness  | <input type="checkbox"/> Safety Condition                              |
| <input type="checkbox"/> Vehicle Accident  | <input type="checkbox"/> Environmental Spill or Release                |
| <input type="checkbox"/> Government Property Damage or Theft                           | <input type="checkbox"/> Facility Condition <i>(fire, flood, etc.)</i> |
| <input type="checkbox"/> Near Miss Accident <i>(determined by Health &amp; Safety)</i> | <input type="checkbox"/> Radiological Incident                         |
| <input type="checkbox"/> Other <input type="text"/>                                    |  |

### Part 2 - Description of Incident

*(Please provide a brief description.)*

### Attachment 3. Incident Report Form 1743 (continued)

**Part 3 - Immediate Correction Action**

*(Please describe what steps were taken to make the area safe and to correct the situation.)*

**Part 4 - Internal RAC/TAC Notifications**

	NAME	BY WHOM	DATE	TIME
Immediate Supervisor <i>(mandatory)</i>				
Site Operations/Office Manager <i>(mandatory)</i>				
Health and Safety <i>(mandatory)</i>				
Environmental Compliance <i>(as applicable)</i>				
Quality Assurance <i>(as applicable)</i>				

**Part 5 - External Notification by RAC/TAC Management *(as applicable)***

	NAME	BY WHOM	DATE	TIME
DOE Federal Project Director <i>(mandatory)</i>				
DOE Facility Representative <i>(mandatory)</i>				
DOE Health and Safety <i>(mandatory)</i>				

## Attachment 3. Incident Report Form 1743 (continued)

**Part 6 - Additional Reporting Requirements (to be completed by Health & Safety Manager or designee)**

### OCCURRENCE REPORTING DETERMINATION CHECKLIST

#### I. Description of Event:

#### II. Significance Category

Criteria Group (see CRD, Sections 1.1, 1.2)

Operational Emergency

Significance Category 1

Significance Category "R"

Significance Category 2

Significance Category 3

Significance Category 4

Group 1 Operational Emergency

Group 2 Personnel Safety

Group 3 Nuclear Safety Basis

Group 4 Facility Status

Group 5 Environmental

Group 6 Contamination/Radiation Control

Group 7 Nuclear Explosive Safety

Group 8 Transportation

Group 9 Noncompliance Notification

Group 10 Management Concern/Issue

Reporting Criterion Code (see Contractor Requirements Document [CRD] Attachment 3):

Does this incident classify as an ORPS reportable?

(If yes, proceed to section III.

If no, proceed to Section IV.)

Yes

No

## Attachment 3. Incident Report Form 1743 (continued)

III. Date/Time of Event Categorization:

Prompt Notification *(see CRD Section 1.3):*

DOE-EM Facility Representative *(if required)*:

Notified By:  Date/Time:

DOE-HQ Emergency Operations Center, email and phone notification *(if required)*:

Email: doehqoc@oem.doe.gov Phone: (202) 586-8100

Notified By:  Date/Time:

**IV. Federal Review/Concurrence of ORPS Determination**

<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>
DOE Safety Representative	DOE Safety Representative Signature	Date
<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>
DOE Facility Representative	Facility Representative Signature	Date
<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>
Federal Project Director <i>(if ORPS reportable)</i>	Federal Project Director Signature	Date

Reason for non-concurrence *(if applicable)*:

**V. Requirements**

	YES	NO	INSUFFICIENT INFORMATION
OSHA Recordable Injury/Illness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requires CAIRS Report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OSHA Recordable Injury/Illness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requires Other Local, State, or Federal Notification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Attachment 3. Incident Report Form 1743 (continued)

### Part 7 - Analysis by Responsible Manager

*[Include facts, contributing factors, root cause(s), and summary.]*

### Part 8 - Corrective Actions to Prevent Recurrence

*[Adequately describe the corrective action(s) and identify the assignee, due date, and date completed.]*

Responsible Supervisor/Line Manager

Signature

Date

---

#### **Instructions for Occurrence Reporting Checklist**

1. Provide a brief description of the event, such as, "electrician contacted energized line."  
Record the date of the event and the time that the event was recognized.  
Note the location where the event occurred, such as, "Moab Site, Maintenance Facility."
  2. Refer to the CRD, Appendix A of this standard, for guidance on assigning Significance Category, Criteria Group, and Reporting Criterion Code, or contact the RAC/TAC H&S Manager.  
Record the date and time of event categorization.
  3. Determine the correct, prompt notification requirements based on information in Section 2.  
Perform and document the necessary reporting.
  4. Determine when the Notification Report and Final Report must be issued and note on the checklist.
-

**Attachment 4.**  
**Emergency Status Update Report**

# Attachment 4. Emergency Status Update Report

D-2

DOE G 151.1-4  
7-11-07

## HQ EMT SITREP - Page 1 of 5

\_\_\_\_\_  
(Security Classification Level & Category)

HQ EMT SITREP # \_\_\_\_\_

Date/Time: \_\_\_\_\_

(The HQ EMT requires specific information from the affected facility/site/program/activity in order to satisfy the demands of Departmental senior management and meet the requirements associated with requests from the White House, Congress, other Federal agencies, and the media. At a minimum, the questions listed below need to be answered as soon as possible and then updated as appropriate and when changed over the course of the emergency and response.)

**1.0 Description of the emergency/event**

1.1	What happened?	
1.2	When did it happen or was it discovered?	
1.3	Where did it happen?	
1.4	What is the immediate impact/effect of the event on Departmental facilities, sites, programs, and/or activities? (i.e., damage to facilities, operations, etc.)	
1.5	Describe any off-site impact which has occurred, is occurring, or which may occur	
1.6	Who are the on scene senior emergency management POCs? (names, number/means for contacting site emergency manager/director, Senior Energy Official, and On Scene Commander)	
1.7	Depending on the nature of the event:	
	1.7.1 What is the category of the event (e.g., OE, Energy Emergency, and Emergency Assistance)	
	1.7.2 What is the classification of the event (only if event involves Hazardous Materials Program facility/site; e.g., General Emergency, Site Area Emergency, Alert)	
1.8	What hazardous materials were involved and their potential/actual impact:	
	1.8.1 Types, amounts, and/or concentrations	
	1.8.2 Status of leak/spill/release (e.g., ongoing or stopped)	

\_\_\_\_\_  
(Security Classification Level & Category)

# Attachment 4. Emergency Status Update Report

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## HQ EMT SITREP - Page 2 of 5

(Security Classification Level & Category)

HQ EMT SITREP # \_\_\_\_\_ Date/Time: \_\_\_\_\_

(Information is included and/or updated as appropriate and when changed.)

**1.0 Description of the emergency/event (continued)**

1.9	Current meteorological data at event scene:	
	1.9.1 Temperature	
	1.9.2 Humidity	
	1.9.3 Wind speed and direction	
	1.9.4 Precipitation type and/or forecast	
	1.9.5 Stability condition	
1.10	Information on effects measurements (e.g., actual measurements, dose estimates, and model predictions) and/or potential for increased severity	
1.11	What decontamination requirements are there? (if any)	
1.12	What other potential hazards associated with the site or operations are affected by the event?	
1.13	If the event is security-related:	
	1.13.1 What is the type and/or nature of the security threat(s)? (e.g., bomb, arson, shooting, hostage, etc.)	
	1.13.2 What is/are the threat or other deadlines?	
	1.13.3 What response actions have taken and are planned? (and anticipated outcomes)	
	1.13.4 What is the status of any hostages involved? (number, names, location, conditions, and demands)	
	1.13.5 What internal and external law enforcement involvement is on scene? (e.g., site security, FBI, state, local)	
	1.13.6 What information is there on perpetrators?	

(Security Classification Level & Category)

# Attachment 4. Emergency Status Update Report

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## HQ EMT SITREP - Page 3 of 5

(Security Classification Level & Category)

HQ EMT SITREP # \_\_\_\_\_ Date/Time: \_\_\_\_\_

(Information is included and/or updated as appropriate and when changed.)

### 2.0 Response/Protective Actions

2.1	What protective actions have taken and/or are planned onsite?	
2.2	What protective action recommendations have been made, planned, and/or provided to offsite agencies?	
2.3	What is the anticipated duration of onsite and offsite protective actions?	
2.4	Plume model (if available, provide to HQ)	
2.5	What is the recovery planning status?	

### 3.0 Casualties

3.1	DOE employee(s) (organization):	
	3.1.1 Number and nature of injuries	
	3.1.2 Number and cause of fatalities	
	3.1.3 Contamination status of injured and/or dead	
3.2	DOE contractor(s) (firm, DOE organization supported):	
	3.2.1 Number and nature of injuries	
	3.2.2 Number and cause of fatalities	
	3.2.3 Contamination status of injured and/or dead	
3.3	Others (e.g., if visitors, bystanders, etc.):	
	3.3.1 Number and nature of injuries	
	3.3.2 Number and cause of fatalities	
	3.3.3 Contamination status of injured and/or dead	
3.4	What is the current location(s)/ disposition(s)/status of next of kin notifications?	

(Security Classification Level & Category)

# Attachment 4. Emergency Status Update Report

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## HQ EMT SITREP - Page 4 of 5

(Security Classification Level & Category)

HQ EMT SITREP # \_\_\_\_\_ Date/Time: \_\_\_\_\_

(Information is included and/or updated as appropriate and when changed.)

### 4.0 Status of radiological emergency response assets

4.1	What assets are onsite and operational?	
4.2	What assets are onsite, but not yet operational?	
4.3	What assets are in route and what is their estimated time of arrival (ETA)?	
4.4	What additional assets are needed or anticipated?	

### 5.0 Notifications

5.1	DOE organization(s):	
	5.1.1 What support has been requested and provided?	
	5.1.2 What issues have been raised?	
5.2	Federal Department(s)/Agency(s):	
	5.2.1 What support has been requested and provided?	
	5.2.2 What issues have been raised?	
5.3	State, Tribal, and/or Local governments and/or response organization(s):	
	5.3.1 What support has been requested and provided?	
	5.3.2 What issues have been raised?	
5.4	Congress (Senate & House members, committees, staff, offices):	
	5.4.1 What support has been requested and provided?	
	5.4.2 What issues have been raised?	

(Security Classification Level & Category)

# Attachment 4. Emergency Status Update Report

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## HQ EMT SITREP - Page 5 of 5

(Security Classification Level & Category)

HQ EMT SITREP # \_\_\_\_\_ Date/Time: \_\_\_\_\_

(Information is included and/or updated as appropriate and when changed.)

### 5.0 Notifications (continued)

5.5	Energy industry firms and/or organizations (oil, gas, electric, pipeline):	
	5.5.1 What support has been requested and provided?	
	5.5.2 What issues have been raised?	
5.6	Media (local/regional/national):	

### 6.0 Public Affairs

6.1	Assessment of media interest (e.g., high, medium, low and description)	
6.2	What additional Press Releases have been issued? (number, date, & time)	
6.3	What press briefings have been conducted and/or planned? (information provided to HQ)	
6.4	What is the location and status of JIC?	
6.5	What are the media and public information contact numbers?	

### 7.0 Points-of-Contact

7.1	Who are the on-scene POCs? (names, position/functions, phone numbers)	
7.2	Who are the Field Element POCs? (names, position/functions, phone numbers)	

(Security Classification Level & Category)