Fermilab

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Memorandum

June 8, 2009

To: Nancy L. Grossman

From: Martha Michels Martha Michels

Subject: Revised FESHM Chapter 2040 – Emergency Preparedness

FESHM chapter 2040, Emergency Preparedness, has been revised to include a section about the responsibilities of the D/S head that serve as a tenant in a building. There is no need to send it out for lab wide review. It is meant to clarify the roles and responsibilities of the D/S heads in Wilson Hall.

After final approval, please return this approval page to Elizabeth Bancroft at MS119 for posting on the web.

Encl.

Approved:

Nancy L. Grossman 6/8/09
Nancy L. Grossman Date

EMERGENCY PREPAREDNESS

INTRODUCTION

This chapter provides a general description of Fermilab's emergency preparedness program. More detailed information can be found in the Fermilab Emergency Response Plan (FERP), Fermilab Hazard Assessment Document (HAD), and local emergency procedures.

DEFINITIONS

Emergency Operations Center (EOC) - The physical location at which the coordination of information, including consequence assessment and resources to support domestic incident management activities normally takes place.

Emergency Response Organization (ERO) - The personnel from Communications, Fire, Security and EOC staff compromise the ERO.

Fermilab Emergency Response Plan (FERP) - The formal base line program on which all emergency response activities/procedures are based.

Facility Information Reporting Utility System (FIRUS) - A computerized system linking numerous monitoring sensors to a central dispatch location.

Hazard Assessment Document (HAD) - A formal analysis of the potential threats to Fermi and corresponding impacts. This document serves as the basis for the FERP.

Incident Commander - The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination

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of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.

RESPONSIBILITIES – Declared Emergency

The Chief Operating Officer (or designee) is responsible for

- acting for the Laboratory Director and functions as the Emergency Director (ED) during a declared emergency.
- assuming command and control of the EOC

The ESH Director (or designee) is responsible for

- serving as the Emergency Coordinator during a declared emergency
- activating the EOC
- the coordination of response/reporting efforts associated with an emergency.

The Associate ESH Section Head for Health & Safety (or designee) is responsible for

- serving as the Emergency Program Manager.
- the administrative functions associated with preparing for an emergency
- assuming the duties of Emergency Coordinator in the event the ESH Director is unavailable.

The BS Section Head (or designee) is responsible for

- serving as the lead for all Business Services support activities.
- assuming the role of Emergency Coordinator in the event the Associate Head for ESH is unable to assume the position.

The FESS Section Head (or designee) is responsible for

- serving as the lead for all Facilities Engineering Services support activities.

The Office of Communication (or designee) is responsible for

- serving as the lead for all media releases, press briefing and the handling of inquiries.

The DOE FSO Manager (or designee) is responsible for

- participating in the decision making process and media release approval during a declared emergency
- serving as information liaison between Fermilab with other DOE entities

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RESPONSIBILITIES – ADMINISTRATIVE

The ESH Section Head (or designee) is responsible for

- ensuring a functional emergency preparedness program is in place and is implemented.

The Associate ESH Section Head for Health & Safety (or designee) is responsible for

- The administrative functions associated with preparing for an emergency.
- Serves as liaison between Fermilab and DOE
- Prepares and transmits reports to DOE

The Emergency Planner is responsible for

- the development and maintenance of the Hazard Assessment Document, the FERP and support documents.
- the administrative functions associated monitoring and tracking local area drills and emergency plans.
- developing, implementing annual EOC Exercises and critiques associated with EOC exercises
- the administrative functions associated with preparing the EOC for an emergency.

The D/S Head that serves as landlord of an occupied facility are responsible for

- indentifying personnel to serve as a primary and alternate Emergency Warden for facilities under their control. For larger buildings, multiple wardens and backups will be required. Personnel designated as Emergency Wardens shall receive initial training from the respective landlord Division/Section and a yearly refresher or as the layout, mission or function of the facility, to which the Warden is assigned changes radically.
- asking tenant D/S for personnel to be assigned as Emergency Warden(s).
- assuring that Local Area Emergency Plans are developed and approved for occupied facilities under their control.
- assuring that local drills are conducted and reported to ESH Emergency Planning as required.
- assuring that Hazard Maps are prepared and maintained per FESHM 6010 Appendix B

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Division/Section responsibilities for emergency planning and response are described in detail in the FERP.

The D/S Head that serves as tenant of an occupied facility not under their control is responsible for :

- Indentifying personnel to serve as a primary and alternate Emergency Warden for their portion of the building when requested by the landlord of facility.
- When personnel designated as wardens are reassigned, D/S will ensure replacement(s) are identified and information forwarded to the Landlord
- Personnel designated as Emergency Wardens shall receive initial training from the landlord Division/Section and a yearly refresher or as the layout, mission or function of the facility to which the Warden is assigned changes radically.

PROGRAM DESCRIPTION

Fermilab has developed a comprehensive emergency plan that is based on an analysis of potential natural and manmade hazards, both in and around the site. Due consideration was given to guidance provided by DOE and other organizations. This analysis is documented in the HAD.

The FERP outlines the procedures and conditions under which management and emergency response personnel function during abnormal events. It relies on the execution of local procedures, and follows the principles and arrangements described in the FERP in order to mitigate and recover from abnormal situations.

IMPLEMENTATION OF THE EMERGENCY PLAN

In an emergency, the initial call for assistance is generated through the activation of a local sensor (smoke detector, water flow, etc.) or through someone placing a telephone call to the Communications Center at ext. 3131. Once informed of the situation, the Communications Center will dispatch fire and security personnel to the scene. If the notification was through the FIRUS system, the Communications Center will, after dispatching fire and security, make additional notifications as listed in the FIRUS message. Locally, the division/section emergency wardens take steps to clear the structure, consolidate personnel in an assembly area, and await the arrival of the Fire Department. Upon the arrival of the Fire Department, the warden provides information on personnel status and details of the emergency to the IC.

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The senior Fire Department representative, upon arrival at the incident site, assumes the role of IC in all non-security and non-vehicular incidents. This position is responsible for the tactical employment of all Fire and Security units at the scene. As required, the IC has the authority to call for and utilize off-site support as provided through various local agreements and mutual aid assistance programs for fire, medical, hazardous materials, law enforcement and emergency management support. If off-site agencies are requested, the IC will request that the Communication Center notify the Fire Chief (the Security Chief in security incidents).

Information is exchanged between the warden and the IC as to status of personnel, and the nature of the emergency. Accountability is achieved through the warden, verifying to the best of their knowledge that the area has been swept and personnel do not remain inside the facility.

If after the initial assessment of the situation it is determined by the IC that the incident is of a law enforcement nature, incident command responsibilities will be formally transferred to the Fermilab Security Supervisor or Security Chief after an appropriate situation briefing.

If the incident is from the on-set of a security or law enforcement nature including vehicular accidents, the Security Department is in charge of the incident and will act as the IC. As required, the IC may request additional resources including the activation of the EOC.

EVENT CATEGORIZATION/CLASSIFICATION

If the incident exceeds what is considered a "standard incident" (requires mutual aid beyond "Auto Aid" or may generate public inquiry) or otherwise meets the criteria outlined in the FERP, the IC will direct the Communications Center to place a conference call to the ESH Director. The IC will inform the ESH Director of the situation. During this conversation the ESH Director will, if the situation warrants, make the decision to categorize and classify the event, and to activate the EOC. If the incident requires the involvement of support staff, the ESH Director will assume the position of Emergency Coordinator (EC).

The Emergency Coordinator will initiate the ES&H EOC Notification Procedure. This procedure would assemble the staff of the EOC through the use of an internal call tree system. Call lists are available to the emergency operator who can assist in making notifications, if requested.

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EMERGENCY OPERATIONS CENTER (EOC)

The EOC is located on the ground floor of Wilson Hall and is staffed by the ERO, selected individuals from the Directorate, ESH, FESS, and DOE and, as required, other division/section or off-site personnel. The mission of the EOC is to support the resource needs of the IC, provide for reporting to the authorities, and to develop and implement a disaster recovery and re-entry program. Additionally, the EOC is responsible for ensuring the incident is properly classified and required notifications are made in accordance with DOE Orders and the FERP and within the prescribed time limits. The EOC Staff maintains contact with the IC and off-site agencies through internal radio and telephone equipment.

RECOVERY EFFORTS

As the field incident is terminated and activities brought into safe shutdown/operation, recovery efforts will commence under the direction of a Recovery Manager. The Recovery Manager will be appointed by the ED and will be given the responsibility and authority to affect appropriate repairs in the stricken area.

In the event of an actual emergency requiring an emergency response including the setup of the EOC, it may be required that an ORPS report be initiated in accordance with DOE O 231.1-2. When required a report on the emergency response is to be submitted through channels to the Director, Office of Emergency Operations.

In the event an investigation is required, the ED will appoint a person this responsibility. The designee will use the ESH Accident Investigation Guidelines as a job aid.

If it has been determined that an independent (DOE) investigation will take place, Fermilab will surrender, through chain of custody documents, all evidence associated with the incident to the investigation chair. The investigation chair will sign for and take physical responsibility for the incident site, equipment, etc. After completion of the investigation, Fermilab will receive the property using the same form that was used to turn the material over to DOE. At that point, recovery efforts may commence.

LOCAL REQUIREMENTS

For all occupied facilities, the Landlord of the facility will identify personnel to serve as a primary and alternate Emergency Warden. For larger buildings, multiple wardens

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and backups will be required. Personnel designated as Emergency Wardens shall receive initial training from their respective Division/Section and a yearly refresher or as the layout, mission or function of the facility, to which the Warden is assigned changes radically.

LOCAL AREA PLANS

For all facilities that are designated "Occupied", a Local Emergency Plan will be required. Buildings that are classified as residential (i.e. single family, multiple family and dorms) or are considered unoccupied (i.e. barns, sheds, refrigeration buildings, etc.) are exempt from this requirement. However, it is recommended for residential facilities that an information sheet on emergency signals and procedures be prepared and provided to the residents. At the minimum the Local Area Plan include: the warning signals of the building, specific procedures to be followed in case of Fire, Tornado, or Personal Injury along with any additional, credible threat posed by the facility or processes taking place within the facility.

LOCAL DRILL and REPORTING REQUIREMENTS

The D/S of all occupied buildings are required to conduct a minimum of two drills per year. These are normally the annual Tornado Awareness Drill and the Fire Prevention Evacuation Drill. Participation may range from tabletop discussions through the actual movement of personnel to evacuation/shelter locations. Buildings that are classified as residential (i.e. single family, multiple family and dorms) or are considered unoccupied (i.e. barns, sheds, refrigeration buildings, etc.) are exempt from physically participating in annual drills. Upon completion of the drill, a critique is to be completed. Critique forms can be found at: http://www-esh.fnal.gov/pls/default/esh_home_page.page?this_page=13123.

It is recommended that during the course of the year, occupied facilities should make an effort to conduct a drill based on other threats within the facility. Such drills may include: personal injury, chemical spill, etc.

Actual events occurring within a facility may count for drill credit, if a Drill Critique Sheet is completed and results forward to ESH-SEP.

Exercise/Drill critiques are to be sent to ESH-SEP Emergency Planning with the participant roster being retained at the Division/Section level. There is no requirement for personnel other than those in the ERO to record participation in a drill into the

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TRAIN database.

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