



**DEPARTMENT OF  
ENERGY/NATIONAL NUCLEAR  
SECURITY ADMINISTRATION  
HEADQUARTERS  
EMERGENCY MANAGEMENT  
TEAM PLAN  
OFFICE OF EMERGENCY OPERATIONS**

**January 2007**



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A handwritten signature in cursive script, appearing to read "Joe Krol", written over a horizontal line.

Joseph Krol, Associate Administrator NA-40 Office  
of Emergency Operations

1/25/07  
Date

<b>Headquarters Emergency Management Team Plan Change Log</b>			
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## **1.0 INTRODUCTION**

The Headquarters Emergency Management Team (HQ EMT) Plan describes the organization and process for supporting DOE and NNSA sites and facilities during an Operational and Energy Emergency and providing Emergency Assistance Response in accordance with the provisions of DOE O 151.1C. This plan has been re-named from the Headquarters Emergency Response Plan to minimize confusion with occupant emergency plans and to better indicate its application only to the Headquarters Emergency Management Team.

Headquarters response to a localized emergency at one of the Department's Headquarters facilities (Forrestal, Germantown, other Washington Metropolitan Area locations) is described in the Occupant Emergency Plans for Headquarters Buildings. These plans are maintained and activated by the Office of Management, Budget, and Evaluation. The specific Occupant Emergency Plans are:

- Occupant Emergency Plan for all Headquarters Buildings
- Occupant Emergency Plan for James Forrestal Building
- Occupant Emergency Plan for Germantown Complex
- Occupant Emergency Plan for 950 L'Enfant Plaza
- Occupant Emergency Plan for 270 Corporate Center

The Headquarters' response for Continuity of Operations and Continuity of Government is outlined in the DOE and NNSA Continuity of Operations Plans.

## **2.0 GENERAL**

### **2.1 Purpose**

The Department of Energy (DOE) Headquarters (HQ) Emergency Management Team Plan implements DOE O 151.1C, Section 4.a (12), to establish, as necessary, a Headquarters Emergency Management Team (HQ EMT) for Operational Emergencies, Energy Emergencies, and Emergency Assistance..

### **2.2 Scope**

In accordance with DOE O 151.1C, Section 4.c (4), the HQ Emergency Management Team Plan describes the organization, missions, and functions of the HQ EMT, and establishes the structure of the team to: monitor the response; provide appropriate support and assistance; assist with issue resolution; and, coordinate interagency, congressional, and public information activities at the national level. Each emergency is unique, and the team structure and support resources will vary depending on the nature and severity of the emergency event.

### **2.3 Applicability**

In accordance with DOE O 151.1C, Section 4.c (4) (b), the HQ EMT uses a matrix approach to provide technical and support personnel from appropriate HQ organizational elements. As described in DOE O 151.1C, Chapter I.8, all Program Secretarial Officers have responsibilities for supporting the HQ EMT as necessary.

### **3.0 DEPARTMENTAL RESPONSE**

Departmental response to an Operational Emergency, Energy Emergency, and Emergency Assistance differs, as described below.

#### **3.1 Operational Emergency**

Departmental response to an operational emergency involving or affecting DOE/NNSA sites and facilities may involve activities at three different organizational levels. The specific activities will depend on Departmental roles and responsibilities and the severity of the emergency.

##### **3.1.1 Site/Facility Level**

Response to an Operational Emergency at the site/facility level will vary by the nature, severity, and location of the event. An Incident Commander, whose primary role is event mitigation; controls response activities at the incident scene. The Incident Commander typically reports directly to an emergency manager or director at the facility or site Emergency Operations Center. The emergency manager or director further reports to a counterpart at the Cognizant Field Element (CFE).

##### **3.1.2 Cognizant Field Element Level**

The Cognizant Field Element may be an area, site, field, or operations office. At this level, response to a site or facility-level Operational Emergency also varies by the nature, severity, and location of the event. Response typically involves activation of its own emergency management team when the emergency involves or affects facilities, sites, and/or activities under its cognizance. Depending on the facility, the Cognizant Field Element's emergency management team may be located at the facility (contractor) EOC or in its own EOC. The emergency manager or director has direct communication with his/her counterpart on the HQ EMT.

##### **3.1.3 Headquarters Level**

At the Headquarters level, response to an Operational Emergency focuses on supporting the field response and providing strategic direction for the overall departmental response.

Activation of the HQ EMT will normally be considered for all emergencies. The Associate Administrator for the Office of Emergency Operations or designated representative may recommend a partial or full activation of an EMT. The HQ EMT is led by an Emergency Manager and will normally have a direct communications link to the Cognizant Field Element.

If events do not warrant full activation of the HQ EMT, the Office of Emergency Management, in conjunction with the PSO, LPSO, and/or CSO, may partially activate or establish a monitoring team. The monitoring team will be led by senior Federal personnel and have direct communications with the Cognizant Field Element.

### **3.2 Energy Emergencies**

Response to a regional or national Energy Emergency is typically a Headquarters-specific activity. The Headquarters response focuses on event understanding and mitigation strategies, with support provided through the National Response Plan structure. This support involves expertise from the Office of Electricity Distribution and Energy Reliability and may include expertise from the Power Marketing. If the energy emergency adversely affects DOE/NNSA sites and facilities, Headquarters response will be similar to that described in the Operational Emergency section above. DOE also provides assistance, expertise, resources, or assets, for Continuity of Government (COG), Continuity of Operations (COOP) Programs, and Homeland Security.

### **3.3 Emergency Assistance**

#### **3.3.1 Facility Level**

Emergency Assistance at the Facility level typically involves support via mutual aid agreements with State and local community organizations for services such as fire or medical support.

#### **3.3.2 Cognizant Field Element Level**

Emergency Assistance at the Cognizant Field Element level typically includes activation and deployment of Departmental emergency response assets at the request of Headquarters. These assets include national radiological emergency response assets, energy-related expertise and equipment or other Departmental assets as appropriate to the event. The Cognizant Field Element, in conjunction with Headquarters, may designate a Senior Energy Official or an On-Scene Commander/Coordinator (OSC) in accordance with appropriate Federal emergency plans and procedures.

#### **3.3.3 Headquarters Level**

Emergency Assistance at the Headquarters level typically includes activation and deployment of Departmental emergency response assets in conjunction with the Cognizant Field Element. Deployment of any of the national radiological emergency response assets typically includes activation of a Nuclear Incident Team, which also supports the HQ EMT if formed.

## **4.0 HQ EMERGENCY MANAGEMENT TEAM MISSION & FUNCTIONS**

### **4.1 Mission**

During an operational emergency, energy emergency, or emergency assistance event, the mission of HQ EMT is to: provide strategic direction and leadership for the overall Departmental response; support the field response; ensure that the Departmental response is coordinated with all appropriate HQ-level offices; serve as the Departmental point-of-contact for national level coordination; and the development of briefing packages for the administrator of NNSA and the Secretary of Energy and the updating of these briefings as the event unfolds.

The HQ EMT ensures that Departmental obligations are met in interactions with the White House, Congress, Department of Homeland Security (DHS), other Federal Agencies, other State, Tribal and local governments, the national media, and the public.

### **4.2 Functions**

To fulfill its mission during an Operational Emergency, the HQ EMT performs the following functions:

- Collects and analyzes information about the event and proposed and completed response operations.
- Identifies HQ-level concerns resulting from the emergency and its impacts.
- Prepares, coordinates, and communicates information in briefings and reports to senior officials about the status of the emergency and its impacts. These briefings and reports are provided internally to senior management and to Cognizant Field Elements, if appropriate. Similar briefings and reports may also be provided to the White House, Congress, DHS, other Federal Agencies, the national media, and the public.
- Coordinates HQ-level Public Affairs and Congressional Affairs-related activities.
- Coordinates with the Office of Emergency Response representative to activate any specialized support teams, and incorporates the activities of Departmental emergency response assets, as appropriate, into HQ EMT operations.
- Provides advice and/or departmental level direction on technical and programmatic emergency response related issues.
- Responds to requests for information or assets support from within the Department.
- Responds to requests for support from other Federal Agencies, including providing liaisons, if appropriate, under Federal emergency plans.

During an Energy Emergency, the HQ EMT:

- Assesses the impact on energy supply or infrastructure in a limited local area, region of the country, or the nation as a whole;

- Provides timely assessments of the dimensions of the energy emergency as required under interagency plans or as requested by the Secretary;
- Establishes communications, consultation, and liaison with appropriate energy industry entities and other Federal agencies, in coordination with the affected HQ program Office; and,
- Notifies appropriate Departmental energy emergency response assets, experts, and resources to respond according to the severity of the situation.

During Emergency Assistance, the HQ EMT

- Supports the DOE response to national security threats or other events or conditions requiring DOE assistance, expertise, resources, or assets, including Continuity of Government (COG), Continuity of Operations (COOP) Programs, and Homeland Security.
- Assesses the impact on energy supply or infrastructure in a limited local area, region of the country, or the nation as a whole;

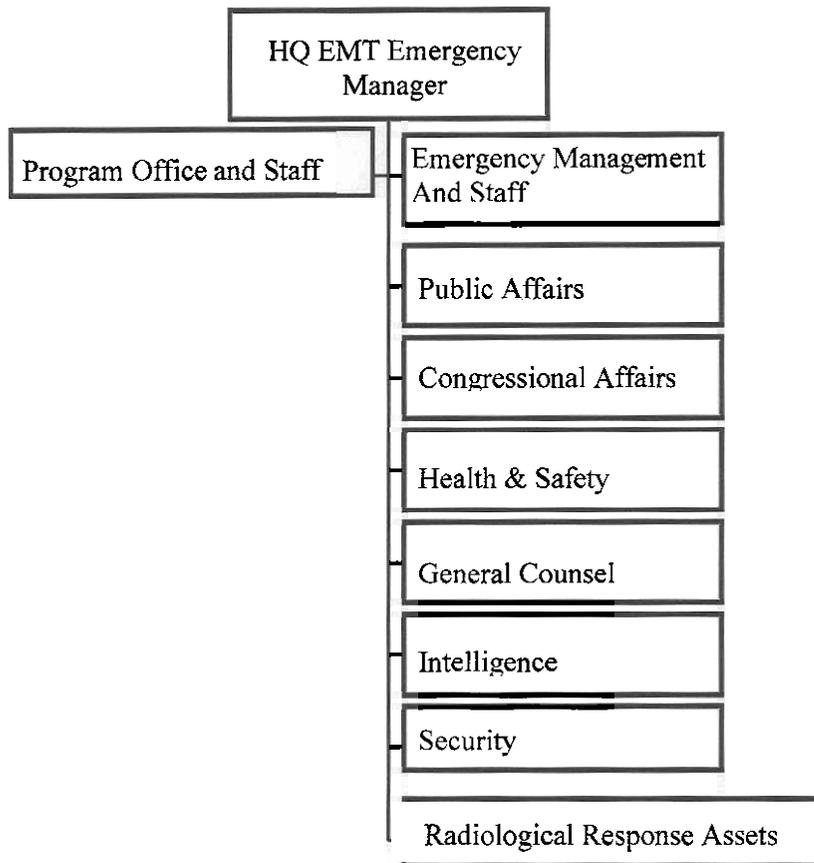
## **5.0 HQ EMT RESPONSE**

The HQ EMT typically performs its mission and functions in the primary HQ Operations Center (HQ OC) in the Forrestal Building. If this facility is not available or functional, HQ EMT functions are performed at the Alternate Operations Center (AOC) at the Germantown building.

### **5.1 Structure**

The HQ EMT is headed by the designated HQ EMT Emergency Manager and is functionally organized and staffed. The HQ EMT is organized into support functions, with specialized personnel who respond per the direction and guidance of the HQ EMT Emergency Manager.

The structure of the EMT is illustrated in Figure 1.



**Figure 1: HQ Emergency Management Team Structure**

Staff from the Office of Emergency Operations provides emergency management and operational support. The affected PSO, LPSO, and/or CSO provide programmatic and technical advice and support to the HQ EMT Emergency Manager based on knowledge of the facility, site, and/or activity involved in the emergency. Specialized support offices include: public affairs; congressional and intergovernmental affairs; security; intelligence; energy assurance; and safety, and health.

## 5.2 Staffing

The HQ EMT Emergency Manager determines the size of the HQ EMT based on the nature and severity of the emergency and the focus of HQ-level emergency response activities. As the event develops, the size and composition of the HQ EMT may be adjusted. Figure 2 shows the potential areas of expertise that may be needed by a HQ EMT. Areas of expertise typically staffed when a HQ EMT is activated are indicated by an “\*”. Specific implementing procedures identify tasks that need to be accomplished when the HQ EMT is activated.

Headquarters Emergency Management Team Plan

January 2007

TEAM	AREA OF EXPERTISE/ POSITION	SOURCE (S)
Emergency Management Support Staff	* Primary Advisor	Office of Emergency Management
	*Data Collector	Office of Emergency Management
	*Open-Line Communicator	Office of Emergency Management
	*Emergency Operations Response Coordinator	Office of Emergency Operations Support
	*Briefing Team	Office of Emergency Operations
	* HQ OC Systems & Support	Office of Emergency Operations Support
	* HQ OC Access & Physical Security	Office of Emergency Operations Support
	Radiological Emergency Response Assets (Radiological Emergencies)	▪ Office of Emergency Response
	Federal Agency Coordinator/ Liaison	▪ Office of Emergency Management
	Administrative Support	▪ Office of Emergency Operations ▪ Program Secretarial Officer (PSO)/Lead Program Secretarial Officer (LPSO)/Cognizant Secretarial Officer (CSO)
	Other Federal Agency Representatives	Other Federal Agencies
Program Office Support Staff	* Program Office	PSO
	Facility, Site, Program, or Activity Advisors	PSO / LPSO / CSO
	Other Program Office Support	PSO / LPSO / CSO
Specialized Support	* Health & Safety, Hazards & Consequences	Office of Health, Safety, and Security and/or NNSA counterpart
	* Public Affairs	Office of Public Affairs and/or NNSA counterpart
	* Congressional Affairs	Office of Congressional and Intergovernmental Affairs and/or NNSA counterpart
	Intelligence	Office of Intelligence
	Security Operations	Office of Health, Safety and Security
	Energy	Office of Electricity Distribution and Energy Reliability Office of Fossil Energy
	Intergovernmental Affairs	Office of Congressional and Intergovernmental Affairs and/or NNSA counterpart
	Legal Issues	Office of the General Counsel and/or NNSA counterpart

**Figure 2: Areas of Expertise & Sources**

### 5.3 Operational Phases

The phases of operations for the HQ EMT are: activation; and response. The Associate Administrator for Office of Emergency Operations or designee is the Headquarters Emergency Manager, and draws EMT staff from the sources identified in Figure 2, "Areas of Expertise and Sources."

#### 5.3.1 Activation

Upon notification from a site, facility or activity of an emergency, the HQ Watch Office provides initial notification and a situational briefing to the Administrator. Based upon the situational briefing the Associate Administrator for Office of Emergency Operations may consult with the appropriate representative of the affected PSO, LPSO, and/or CSO, and decide whether to activate a HQ EMT. If the designated senior official from the PSO, LPSO, and/or CSO can not be reached the Associate Administrator for Office of Emergency Operations may unilaterally activate a HQ EMT and determine its initial staffing. Personnel designated and notified per direction of the Associate Administrator for Office of Emergency Operations are initially used to fill required positions (e.g., HQ EMT Emergency Manager, Primary Advisor, Emergency Operations Response Coordinator, Briefing Team), and begin to gather information for subsequent communication to the HQ EMT as a whole.

If events do not warrant full activation of the HQ EMT, the Office of Emergency Management, in conjunction with the PSO, LPSO, and/or CSO, may partially activate or establish a monitoring team.

#### 5.3.2 Response Phase

In the Response Phase, the HQ EMT collects and analyzes information about the emergency and proposed and completed response operations; identifies HQ-level concerns; prepares and conducts briefings for senior officials; coordinates HQ-level Public Affairs and Congressional Affairs-related activities; provides advice and strategic level direction (e.g., the Field, HQ-level senior management, etc.) on both technical and programmatic issues; and responds to requests for information and support. Emergency-related communications should also be coordinated through the HQ EMT.

#### **5.4 Transfer of Responsibilities**

During HQ emergency response operations, the HQ EMT Emergency Manager may need to delegate responsibility to an alternate HQ EMT Emergency Manager and to rotate HQ EMT members. This situation may occur when an emergency runs for an extended period or there is a need to relocate from the HQ OC to an alternate location. The transfer of responsibilities will normally be conducted similar to a shift change.

#### **5.5 Shift Change, Termination and Recovery Activities**

Shift change, termination and recovery are addressed in ERPIP-2 Response Phase

## **6.0 RESPONSIBILITIES**

In addition to the responsibilities identified in DOE O 151.1C, specific responsibilities for support of the HQ EMT include:

### **6.1 Associate Administrator for Emergency Operations**

1. Activates the HQ EMT, typically in consultation with the Program Secretarial Officer(s).
2. Ensures that DHS and other Federal agencies are notified of HQ EMT activation in accordance with requirements in Homeland Security Presidential Directives, the National Response Plan, and current agreements.
3. Provides staff for the DOE Desk at DHS to ensure communications between this position and the HQ EMT when activated.
4. Ensures that documents (i.e., Emergency Plan and Procedures, hazards Assessments, etc.) for the HQ EMT are available at the primary and alternate emergency operations locations.
5. Ensures records of and/or documentation associated with HQ EMT activation and operations are maintained.

### **6.2 Program Secretarial Officers**

1. Develop office-specific procedures to implement this plan including support team leadership and technical and administrative functions. Provide office-specific procedures to the Associate Administrator for Office of Emergency Operations for review to ensure consistency with the HQ EMT Plan.
2. Provide specialized technical representatives and subject matter experts that have knowledgeable of DOE/NNSA facility or activity involved in the event when a HQ EMT is convened.
3. Maintain up to date facility- and site-specific reference material in the HQ OC and alternate operating centers for each facility and site under his or her purview.
4. Ensures that documents (i.e. Emergency Plan and Procedures, Hazards Assessment etc.) for the HQ EMT are available at the primary and alternate emergency operations locations.

### **6.3 Heads of Specialized Support Offices**

1. Develop office-specific procedures to implement the HQ EMT Plan, including technical and administrative functions. Provide office-specific procedures to the Associate Administrator for Office of Emergency Operations for review, to ensure consistency with the HQ EMT Plan.

2. Provide specialized technical representatives and subject matter experts when a HQ EMT is convened.
3. Ensures that Emergency Operating Records (i.e. Emergency Plan and Procedures, Hazards Assessments etc) for the HQ EMT are available at the alternate emergency operations locations.

#### **6.4 HQ EMT Emergency Manager**

1. Maintain an overall assessment of the emergency situation and its strategic implications.
2. Designates membership of the HQ EMT, in conjunction with the Program Secretarial Officers and appropriate Support Offices.
3. Make initial contact with the site/facility emergency manager to offer assistance and to facilitate communications with the HQ EMT.
4. As necessary, reviews OC staffing and support with the Emergency Operations Response Coordinator.
5. Review staffing requirements and schedule for operations (i.e., 24 hr operations, 12 hr shift schedule, business hrs schedule).
6. Decides, in consultation with the PSO senior management, when the HQ EMT should be deactivated and if a HQ recovery team is needed.

#### **6.5 Emergency Management Support Staff**

##### **6.5.1 Primary Advisor**

The Primary Advisor supports and advises the HQ EMT Emergency Manager regarding the HQ EMT response to the emergency. This position functions as a Deputy to the HQ EMT Emergency Manager and may also fill the HQ EMT Emergency Manager role when the Emergency Manager is absent.

The Primary Advisor is responsible for:

1. Ensuring appropriate staffing of the Emergency Management Support Team and supervising its activities. As necessary, review facility support staffing and support with the Emergency Operations Response Coordinator.
2. Ensuring HQ EMT capabilities and resources are adequate and effective and request additional assistance as needed.
3. Review with the Data Collector and the Briefing Team Leader what information will be collected, coordinated, and included in HQ EMT briefings and reports.
4. In coordination with the Emergency Operations Response Coordinator determine what information will be displayed within the HQ OC and to ensure security measures are required during emergency operations.

5. Assisting the HQ EMT Emergency Manager with regards to obtaining and interpreting emergency management policy, requirements, and guidance (e.g., DOE O 151.1C and Emergency Management Guides).
6. Keeping the HQ EMT Emergency Manager apprised of the most current information, analyses, and concerns regarding the emergency and the Federal Response effort.
7. As directed, communicating, and coordinating DOE/NNSA interests, capabilities, and requirements with counterparts in other Federal agencies.
8. Ensuring that a chronological log of significant events or information in the HQ EMT is preserved by the Data Collector.

#### 6.5.2 Emergency Response Officer

The Emergency Response Officer (Office of Emergency Response, NA-42) coordinates activities of the NA-42 response. This position provides reports and advises the HQ EMT Emergency Manager on radiological assets response actions.

#### 6.5.3 Data Collector

1. Supports the HQ EMT Emergency Manager and Primary Advisor in documenting significant events, information and actions occurring within the HQ EMT.
2. Documents significant actions within the HQ EMT (e.g. Team Member tasks and requests, Team Member phone calls to and from counterparts in DOE/NNSA field EOC, HQ EMT Emergency Manager tasking and requests for information to HQ EMT members and counterparts in the DOE/NNSA field EOC).
3. Records significant information on a laptop computer using a standard form and forwards the information to be posted on the electronic status boards at HQ EOC.
4. Maintains a chronological listing of events within the HQ EMT, (i.e. time activated, time the EMT is declared operational, EMT termination and all other significant events during the time the EMT is operational).
5. Reviews with the Primary Advisor information to be collected.
6. Keeps track of any task assignments made by the HQ EMT Emergency Manager or Primary Advisor.

#### 6.5.4 Open-Line Communicator

1. As directed by the HQ EMT Emergency Manager, identifies a point of contact at the Site/Facility/Activity involved in the emergency event; establishes and maintains an open line of communication.
2. Keeps individual on other end of open line informed of pending HQ issues and current HQ activities.

3. Passes HQ guidance, tasking, and other information to the field as directed by the HQ EMT Emergency Manager.
4. Assists in the exchange of information, tasking, queries, and coordination pertaining to emergency reporting and the status of response efforts between the EMT and the responsible DOE Operations Office or Site.
5. Assist to make arrangements for video conferencing with the affected Site/Facility/Activity should a videoconference be requested by the HQ EMT Emergency Manager.
6. Provide information to the Operations Support personnel for posting on the status boards.

#### 6.5.5 Briefing Team

The Briefing Team Leader will review with the Primary Advisor what information will be collected, coordinated, and included in HQ EMT briefings and reports and is responsible to ensure all briefings are clear, concise and accurate.

The Briefing Team is responsible for:

1. Developing briefings and reports (internal and external to the EMT) about the status of the emergency and its impacts.
2. Providing briefings and reports to the EMT for review and approval.
3. Providing input on the development of schedules for recurring briefings to Departmental senior management, other Agencies, and the EMT.
4. Working with EMT personnel (i.e., the Public Affairs and Congressional and Intergovernmental representatives, the Data Collector and the Open-Line Communicator) to gather essential information from the site and/or Cognizant Field Elements.

#### 6.5.6 Emergency Operations Response Coordinator

The Emergency Operations Response Coordinator is a key player in OC support and response to any emergency. The Emergency Operations Response Coordinator: 1) Prepares the OC for emergency operations; 2) staffs the OC positions to include a security advisor; 3) manages the OC infrastructure support and; 4) provides 24x7x365 watch office support to assist in notifications and dissemination of information.

#### 6.5.7 Federal Agency Coordinator/Liaison

The Federal Agency Coordinator Liaison coordinates interagency information requirements and identify support requirements of departmental liaisons dispatched to other federal agency headquarters and field locations. The Liaison is also responsible for coordinating activities for other federal agency liaisons reporting and working in the HQ EMT.

### **6.6 Program Office Support Staff**

#### 6.6.1 The Program Office (PSO, LPSO, CSO)

1. Represents senior line management on the HQ EMT and keeps them informed about the status of the emergency and the response.
2. Staffs the Program Office Support Team with programmatic and/or technical experts with a team leader to supervise their activities.
3. Provides programmatic and/or technical information and/or advice to the HQ EMT Emergency Manager and Primary Advisor.
4. Ensures that all HQ EMT briefings and reports appropriately reflect PSO programmatic and/or technical issues and concerns.

#### 6.6.2 Program Office Support Members

1. Provide technical support and advice to the HQ EMT Emergency Manager and Team members.
2. Review technical data from the field and the conditions at the facility/site/activity to determine impacts on the facility/site/activity, and if possible, on the DOE complex.
3. Provide a facility/site/activity perspective to briefings, and reports developed by the HQ EMT.
4. Ensure the facility/site/activity information is provided to the HQ EMT for display on the OC status boards and that it is current and accurate.

#### 6.7 **The Office of Emergency Operations Support**

The Office of Emergency Operations Support provides HQ Operation Center (OC) equipment support, facility access and security support. The Office of Emergency Operations Support ensures the HQ OC and the Alternate OC (AOC) are capable of meeting information management requirements, maintains all equipment in the OC and the AOC and operating procedures for all equipment.

The Emergency Response Coordinator is the Director of the Office of Emergency Operations Support (NA-44). The Directors of the two operating divisions, NA-44.1 (Watch Office Division) and NA-44.2 (Emergency Operations Support Division) provide active management and support in their areas of expertise to facilitate EMT response activities.

OC Capabilities/Functions include but are limited to:

- Security:
  - Rooms cleared for classified operations
  - Classified and unclassified voice, data, video, and videoconferencing
  - Review of information generated by the EMT to determine if they contain sensitive or classified information.
- Dedicated connectivity between the DOE/NNSA OC Watch Office, DOE/NNSA Site Offices, National Laboratories, and other selected Government Agencies

- Access to a number of specialized databases:
  - Web EOC for Event Logs and Status Boards
  - GIS and Mapping
  - National Atmospheric Release Advisory Center (NARAC) for consequence assessment

#### **6.8 Health Safety and Security - Health and Safety Advisor**

1. Provides technical support and advice to the HQ EMT Emergency Manager and HQ EMT members
2. Reviews technical data from the field and conditions at the facility/site to ensure they appropriately assess the impacts on the health and safety of workers and the public, and on the environment.
3. Reviews protective action recommendations made and measures taken by the Cognizant Field Element emergency manager.
4. Reviews plume/deposition plots from site and NARAC plots.
5. Provides HSS health and safety perspective to various briefings developed by the Briefing Team.
6. Establishes contact with Operations Office or Site/facility health and safety experts to exchange information regarding event consequences to ensure their concerns and perspectives are addressed.
7. Advises HQ EMT Emergency Manager if additional or specific subject-matter-expert HSS Advisors are needed.

#### **6.9 Health, Safety and Security - Security Advisor**

1. Provides technical support and advice on security issues to the HQ EMT Emergency Manager and HQ EMT members.
2. Discuss with the Program Office any security issue related to the site/facility/activity involved in the emergency.
3. Establish contact with Cognizant Field Element offices or site/facility activity security personnel to ensure their concerns and perspectives are addressed.
4. If necessary, establish initial contact with security counterparts in the field and at other Federal agencies.

#### **6.10 Public Affairs**

The HQ DOE and/or National Nuclear Security Administration (NNSA) Public Affairs Office is the HQ liaison and spokesperson in responding to the public and news media requests for information directed to HQ DOE/NNSA.

The Public Affairs representative:

1. After the first news release is provided by the Site/Field activity, the HQ Public Affairs personnel, reviews and coordinates all follow-on news releases submitted by the Site/Field activity prior to their release.
2. Prepares and coordinates all HQ DOE news releases with the HQ EMT Emergency Manager, the affected site/facility, and as necessary with other HQ and field-level DOE/NNSA Offices.
3. Serves as the principal HQ point of contact on the HQ EMT for emergency event-related information to and from the on-site departmental senior public affairs official and between other departmental or field elements.
4. Ensures, that media and public information activities are coordinated as needed with the White House Press Office, HQ Program Offices, public affairs offices of the appropriate Operations Office(s), and public affairs offices of other Federal agencies (including those which have established a Joint Information Center (JIC)).
5. Coordinates the release of information to the media and public with the HQ EMT Congressional, and Intergovernmental Advisors.
6. Coordinates the HQ press/media briefings. Coordinates input with the HQ EMT Emergency Manager, Primary Advisor, Program Support Team, and Briefing Team prior to the briefings.
7. Supports the Briefing Team in the collection and assembly of information needed for periodic briefings.
8. Coordinates with the Emergency Operations Response Coordinator to ensure that all information to be briefed (e.g., all written and if possible, oral text) is reviewed by an authorized derivative classifier to ensure that classified information is not being released.
9. Ensures that the HQ EMT Emergency Manager and Primary Advisor are informed of any informational needs and activities at the HQ level related to the emergency.
10. Ensures that misinformation and/or rumors identified in the media, public information, and press releases are identified to the affected Field element for correction prior to or in subsequent disseminations (as appropriate).

#### **6.11 Congressional Affairs**

The HQ DOE and/or National Nuclear Security Administration (NNSA) Congressional Affairs Office is the HQ liaison and spokesperson in responding to members of Congress, Governors and other State and local officials. The liaison will interface with the public affairs office and the HQ EMT Emergency Manager and coordinate all HQ DOE/NNSA news releases.

#### **6.12 Team Members**

General team member responsibilities include:

1. Monitoring emergency information on the HQ OC status board displays.

2. Regularly reviewing field SITREPS
3. Identifying information shortfalls/gaps
4. Supporting development of HQ EMT briefings and SITREPS
5. Responding to tasking
6. Maintaining awareness of security consideration

#### **6.13 Team Member Qualification**

1. All HQ EMT members need to attend a training class provided by the Office of Emergency Operations. The training describes HQ EMT operations and procedures. Each year, all HQ EMT members should attend refresher training and participate in at least one exercise or actual event to maintain minimum proficiency for designation as a member of a HQ EMT.
2. All HQ EMT members must have a Q-level access authorization for unescorted access in the HQ OC and use of its capabilities.

### **7.0 REPORTING REQUIREMENTS**

#### **7.1 Initial Reporting**

Initial reporting from the affected facility/site is in accordance with DOE O 151.1C, Chapter VIII, and DOE O 231.1A. The minimum initial reporting requirements are specified in DOE O 151.1C, Chapter VIII, Section 3a (3) [Also Contractor Requirements Document, Attachment 2, Section 12e.] A standard format is available in DOE G 151.1-1, Volume III, Chapter 4, Appendix D and draft DOE G 151.1-1A, Part 1, Volume IV, Appendix C.

The initial report includes either a follow-up email or fax containing the same information related via telephone communications per DOE O 151.1C referenced above.

#### **7.2 Open Line**

An open line will normally be established between the HQ EMT and the Cognizant Field Element/site to facilitate meeting the requirement in DOE O 151.1C, Chapter VIII, Section 3c [Also Contractor Requirements Document, Attachment 2, Section 12f.]

#### **7.3 Emergency Status Updates**

To meet the requirements of DOE O 151.1C, Chapter VIII, section 3b [Also Contractor Requirements Document, Attachment 2, Section 12h], the HQ EMT Emergency Manager will contact their counterpart at the Cognizant Field Element/site immediately after HQ EMT activation. During this initial contact, frequencies for the Cognizant Field Element/site's initial and follow-up reports on the status of the emergency will be established.

#### **7.4 Final Emergency Report**

In accordance with DOE O 151.1C, Chapter VIII, Section [Also Contractor Requirements Document, Attachment 2, Section 12i], the Emergency Manager or Emergency Director of each activated level below DOE HQ must submit a final report on the emergency response to the HQ Emergency Manager for submission to the Associate Administrator for Emergency Operations (NA-40), following termination of emergency response, and in conjunction with the Final Occurrence Report (see DOE M 231.1-2).

#### **7.5 Type A or B Investigation Reports**

In accordance with DOE O 225.1A, the site/facility Emergency Manager or Emergency Director must ensure that copies of Type A or B Investigation Reports involving events categorized as an Operational Emergency in accordance with DOE O 151.1C are submitted to the HQ EMT Manager (NA-40) for review.

### **8.0 FEEDBACK AND IMPROVEMENT**

The HQ EMT Emergency Manager will conduct a Hot Wash to identify any weakness in the response and associated corrective actions. A formal and detailed debriefing will be conducted once an analysis of the event response has been completed. The Office of Emergency Operations will develop a formal After Action Report (AAR).

The AAR will outline EMT related issues discovered during the event/drill/exercise and recommendations for resolution. The AAR summarizes tasks identified as critical to the response. The AAR also analyzes the demonstrated capacity of the EMT to accomplish the overall mission outcomes, such as protecting the public or hazard mitigation. The draft AAR includes recommendations for improvements based on the analysis.

#### **8.1 Lessons Learned**

The Office of Emergency Operations will track weaknesses and corrective actions involving policy, HQ EMT Plan, and implementation procedures as identified in the AAR. HQ Offices are responsible for providing status on their office specific corrective actions to the Associate Administrator for Emergency Operations. Any formal lessons learned and deemed potentially generic documented and submitted to the DOE Corporate lessons learned system.

#### **8.2 Evaluated Exercises**

The Departmental Corrective Actions & Tracking System will be used for tracking of findings and corrective actions resulting from an evaluation by the Office of Emergency Management Oversight (HA-63) within the Office of Health, Safety and Security

**ATTACHMENT A: EMERGENCY PLAN IMPLEMENTING PROCEDURES**

<b>HQ EMT Plan Implementing Procedure</b>			
<b>Title: Activation Phase</b>			
<b>Procedure No.:</b> EMTPIP - 1	<b>Revision No:</b> 0	<b>Date:</b> January 2007	<b>Page:</b> 1 of 5

## ACTIVATION PHASE

### 1.0 PURPOSE

This procedure provides instructions for the activation of personnel and facilities to staff an Office of Emergency Operations Emergency Management Team (EMT).

### 2.0 SCOPE

This procedure provides specific direction for the call-out and activation of personnel and facilities for partial and full activation of an EMT during duty hours and after normal duty hours.

### 3.0 PROCEDURE

#### 3.1 Activation

Upon notification from a site, facility, or activity of an emergency, the Watch Office provides an initial notification and situational briefing to the Associate Administrator for Office of Emergency Operations or the designated representative. The Watch Office will also notify and brief the affected Program's Emergency point-of-contact. (See **Attachment 1: Notification – Activation Job Aid** for an overview of the activation process)

**Note: If the details of the emergency are classified, the only information provided will be that an emergency has happened, the location of the event and that the information received is classified. To receive a full briefing, the Associate Administrator for Office of Emergency Operations and the affected Program Secretarial Officer will need to go to the HQ Watch Office or call from a secure phone.**

Based upon the situational briefing from the Watch Office, the Associate Administrator for Office of Emergency Operations or designated representative may establish a conference call with **the representative of the affected Program Secretarial Officer (PSO), Lead Program Secretarial Officer (LPSO) and/or Cognizant Secretarial Officer (CSO)**, providing all available information about the emergency.

After determining that activation is necessary, the Associate Administrator for Emergency Operations, or the designated representative, will recommend a full or partial activation of a Headquarters Emergency Management Team (HQ EMT) or establishment of a Monitoring Team. The level of activation will be based on conditions (actual and /or projected) at a site, facility, or activity and/or the classification level of the emergency (Site Area Emergency or General Emergency) and related strategic concerns (significant impacts beyond DOE/NNSA controlled areas).

**Note: If the designated senior official from the PSO, LPSO, and/or CSO cannot be reached, the Associate Administrator for Office of Emergency Operations may unilaterally activate a HQ EMT and determine its initial staffing.**

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- The Associate Administrator for Emergency Operations, in conjunction with the PSO, LPSO, and/or CSO will determine the composition of a partially activated HQ EMT or monitoring team (See step 3.4).
- For less than a full activation, NA-40 may activate elements to respond to the emergency: 1) from their normal duty station, 2) Alternate Operations Center (AOC) in Germantown or 3) the HQ Operations Center (OC).

If a full activation of the HQ EMT is determined to be necessary, the Associate Administrator for Emergency Operations, or designated representative, will coordinate the activation of the HQ EMT at the HQ OC with **the representative of the affected PSO, LPSO, and/or CSO**. The Associate Administrator for Office of Emergency Operations or designated representative assumes the position of HQ EMT Emergency Manager.

### 3.2 Selection and Call Out of HQ EMT Members

The HQ EMT Emergency Manager will determine the level of required staffing for the HQ EMT based on the circumstances of the emergency and will request the HQ Watch Office to notify pre-designated personnel. The size and composition of the EMT may be revised by the HQ EMT Emergency Manager in response to the severity and scope of the event (See Attachment 2: Areas of Expertise and Sources).

### 3.3 Composition of the HQ EMT

Minimum composition of a HQ EMT must include sufficient personnel to perform the functions of managing emergency event information, external coordination, and preparation of briefings and press releases, as required.

#### 3.3.1 Criteria for declaring the partial activation of the HQ EMT Operational

The HQ EMT Emergency Manager declares the HQ EMT operational when the minimum staff and equipment are ready to perform the following functions:

- Manage HQ EMT activities
- Coordinate external information
- Provide briefing support

#### 3.3.2 Criteria for declaring the full activation of the HQ EMT Operational.

During the full activation of an HQ EMT, the following actions must occur **before** the HQ EMT can be declared operational.

- HQ EMT Emergency Manager or senior NA-40 personnel present receive a turn over briefing from the Watch Office including status of the emergency, request for assistance, actions taken by Field and/or HQ and status of HQ notifications.
- Adequate staff and resources are in place to perform the functions of the HQ EMT: monitor the response; provide appropriate support and assistance; assist with issue

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resolution; and, coordinate interagency, congressional, and public information activities at the national level.

The HQ EMT Emergency Manager declares the HQ EMT operational when satisfied that the necessary staff and resources are in place.

The HQ EMT Emergency Manager conducts an initial briefing of the HQ EMT and directs that the Cognizant Field Element be informed that the HQ EMT has been activated.

Once activated, the HQ EMT will collect and evaluate information necessary to keep DOE Senior Management informed about the status of the emergency.

### **3.4 If a HQ EMT is not activated:**

A monitoring team may be established at the OC to monitor response activities at the affected site or facility, as determined by the Associate Administrator for Emergency Operations, in consultation with the affected PSO after an evaluation of the emergency.

The Associate Administrator for Office of Emergency Operations will determine the composition of the monitoring team, in conjunction with the affected PSO.

The monitoring team will forward any information received about the emergency to the Associate Administrator for Emergency Operations, or designee, and the PSO emergency point-of-contact as appropriate.

This same information will be provided to the appropriate representatives of other HQ Office emergency points-of-contact, the LPSO, and/or the CSO, as directed by the Associate Administrator for Emergency Operations.

If a monitoring team is not established, the Associate Administrator for Office of Emergency Operations will direct the HQ Watch Office to collect information about the emergency. This information is subsequently provided to the Associate Administrator for Emergency Operations, or designee, and the PSO emergency point-of-contact, and as directed by the Associate Administrator for Office of Emergency Operations or designee.

## **ATTACHMENTS**

**Attachment 1: Notification – Activation Job Aid**

**Attachment 2: Areas of Expertise & Sources**



# HQ EMT Plan Implementing Procedure

**Title: Activation Phase**

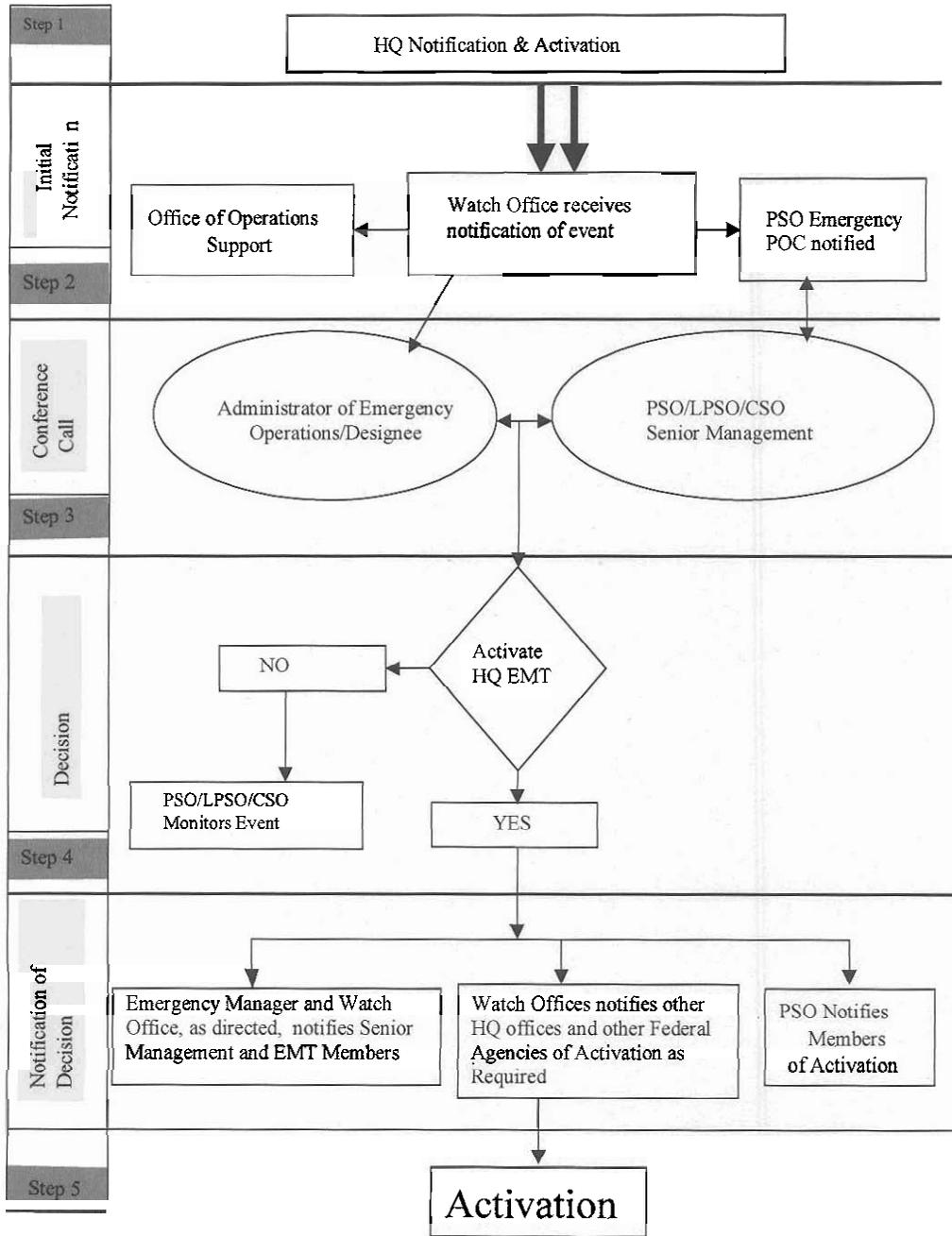
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## Attachment 1: Notification – Activation Job Aid



**HQ EMT Plan Implementing Procedure**

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**Attachment 2: Areas of Expertise & Sources**

TEAM	AREA OF EXPERTISE	SOURCE (S)
Emergency Management Support	*Primary Advisor	Office of Emergency Management
	*Data Collector	Office of Emergency Management
	*Open-Line Coordinator	Office of Emergency Management
	*Emergency Operations Response Coordinator	Office of Emergency Operations Support
	*Briefing Team	Office of Emergency Operations
	*HQ OC Systems & Support	Office of Emergency Operations Support
	*HQ OC Access & Physical Security	Office of Emergency Operations Support
	Radiological Emergency Response Asset (radiological emergencies)	▪ Office of Emergency Response
	Federal Agency Coordinator/Liaison	▪ Office of Emergency Management
	Administrative Support	▪ Office of Emergency Operations ▪ Program Secretarial Officer (PSO)/Lead Program Secretarial Officer (LPSO)/Cognizant Secretarial Officer (CSO)
Other Federal Agency Representative	Other Federal Agencies	
Program Office Technical Support	*Program Office	PSO
	Facility, Site, Program, or Activity Advisors	PSO / LPSO / CSO
	Other Program Office Support	PSO / LPSO / CSO
Specialized Functions and Support	*Health & Safety, Hazards & Consequences	Office of Health, Safety and Security and/or NNSA counterpart
	*Public Affairs	Office of Public Affairs and/or NNSA Public Affairs
	*Congressional Affairs	Office of Congressional and Intergovernmental Affairs and/or NNSA counterpart
	Intelligence	Office of Intelligence
	Security Operations	Office of Health, Safety and Security
	Energy	Office of Energy Assurance Office of Fossil Energy
	Intergovernmental Affairs	Office of Congressional and Intergovernmental Affairs and/or NNSA counterpart
	Legal Issues	Office of the General Counsel and/or NNSA counterpart

**NOTE: “\*” indicates positions typically staffed when HQ EMT activated.**

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## **RESPONSE PHASE**

### **1.0 PURPOSE**

This procedure provides instructions for the successful management of the Office of Emergency Operations Emergency Management Team (EMT) to respond to incidents and emergencies involving DOE/NNSA facilities.

### **2.0 SCOPE**

This procedure provides specific instructions and guidance direction for 1) liaison with Watch Office for event turnover; 2) management of EMT operations, including task assignment and tracking; 3) EMT interface with senior DOE/NNSA management.

The provisions of this procedure apply to personnel performing emergency response tasks and activities.

### **3.0 PROCEDURE**

#### **3.1 Initial Actions**

All personnel immediately on arrival at the HQ OC will:

- Sign in on HQ EMT access roster, go to the Executive Team Room, and report presence to senior emergency manager or program office representative.
- Review information on status board monitors, initial notification report, field element situation reports (*e.g., facility, site, Area/Field/Operations Office SITREPs*), and other materials regarding incident status, significant events, and actions taken by HQ.
- Determine operational equipment requirements are met (i.e., telephones).
- Begin a position-specific log to document position activities.

When sufficient personnel are in place to provide minimum functions (i.e., manage HQ EMT activities, coordinate external information, provide briefing support) Operations Center staff will begin transferring responsibility for the HQ response upon arrival of EMT personnel.

When adequate staff and resources are in place to perform the functions of the EMT the HQ EMT Emergency Manager declares the team operational. For additional information on the criteria for an operational declaration refer to ERPIP-1, Activation, section 3.3.1 and 3.3.2.

When the EMT is activated and declared operational, initial event information is received from the Watch Office through a turnover briefing. Senior HQ Watch Office personnel will brief the HQ EMT Emergency Manager and EMT personnel on event conditions, requests for assistance, actions taken in the field and by headquarters, and status of headquarters notifications and provide copies of any faxes, emails, and notification forms. This initial information is compared

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with existing event information from the watch officers and current information received from the field.

- The HQ EMT Emergency Manager is responsible for ensuring all initial event information is collected from all available sources.
- The HQ EMT Emergency Manager and Primary Advisor coordinate with the Watch Office to verify all information is complete and accurate.

This briefing is provided as soon as possible after declaring the EMT operational.

### **3.2 EMT Management Responsibilities**

The EMT Management Group consists of the following positions:

- HQ EMT Emergency Manager
- Primary Advisor

The EMT Management Group is responsible for the overall operation of the EMT. In managing the operations of the EMT, the EMT Management Group:

- Coordinates with DOE Senior management
  - Direct EMT emergency response activities
  - Assign and track tasks with the EMT
- Conduct periodic EMT status reports to disseminate and exchange latest event information

#### 3.2.1 Coordination with DOE/NNSA Senior Management

- The EMT Management Group coordinates the activities of the EMT and interface with senior management on:
  - Information on the status of the emergency
    - Response activities of the effected field elements
    - EMT coordination of support to the effected field elements

#### 3.2.2 Direct the activities of the EMT

- The EMT Management Group directs the activities of EMT and works closely with:
  - PSO technical representatives and SMEs for accuracy and consistency of technical information.
  - The Briefing Team to coordinate development, review, and approval of external information releases.
  - The Briefing Team for approval of information to be presented to DOE Senior Management.

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Administrative support to ensure support for EMT activities.

### 3.2.3 Assign and Track Tasks

- The EMT Management Group receives all incoming event information, determine actions required, and issue tasks to the EMT. The Data Collector tracks assigned tasks until completion and keep the EMT Management Group informed on the progress of all tasks assigned.

### 3.2.4 Schedule and Conduct Periodic EMT Status Reports

- The EMT Management Group announces the schedule for EMT status reports (i.e., usually a report every hour or as new information becomes available). Specific topics to be covered include: current status of the emergency response, outstanding issues, updates from individual EMT members, and status of pending action items.

## **3.3 General Responsibilities of the EMT**

In managing the operations of the EMT, the EMT Management Group must ensure that the members of the EMT provide effective response to operational and strategic issues.

The following sections discuss the general responsibilities of the EMT.

### 3.3.1 Gather and Document Event Information

An open telephone line serves as the primary link between the EMT and the DOE/NNSA field element. All event information is passed to the HQ EMT Emergency Manager and Primary Advisor for assessment and task assignments.

The Primary Advisor ensures that new event information is disseminated, as necessary, through periodic status reports. The data collector coordinates with the Primary Advisor as necessary to ensure new information is accurately posted on the electronic status board.

### 3.3.2 Notify External Organizations and Coordinate the Release of External Information

Notifications and external information between the EMT and the field Joint Information Center (JIC), the media, and other governmental organizations, are coordinated through the Public Affairs (PA) and Congressional and Intergovernmental (CI) Affairs EMT representatives. As instructed by the HQ EMT Emergency Manager the PA EMT representative may contact the field JIC or the field Public Information officer to request copies of the press releases. As soon as contact is made the PA EMT representative should notify the Primary Advisor. Copies of press releases should be forwarded to the Congressional, Intergovernmental, PA, HQ EMT Emergency Manager and the Primary Advisor.

Prior to release of information the PA EMT representative should assure that the information is technically accurate and internally consistent by consulting with the with the Program Office Support group and other members of the EMT.

The PA and CI EMT representatives should keep the Management Group informed about the

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need to release information externally.

The HQ EMT Emergency Manager coordinates Federal Agency updates and the release of external information as follows:

- Confer with the Primary Advisor to ensure updates to Federal agencies are conducted.
- Confer with the CI and PA representatives concerning; 1) the release of information to Congressional delegations, the White House press office, States, Tribal representatives, local government representatives, and international interests, and 2) DOE/NNSA media information releases and ensuring coordination with the field JIC.

### 3.3.3 Provide Response Asset Support

Depending on the severity of the event and the field response resources, it may be necessary to activate and deploy additional emergency response resources. For events involving radioactive material the Emergency Response Officer advises the HQ EMT Emergency Manager and Primary Advisor and coordinates activities of the NA-42 response and support assets.

### 3.3.4 Ensuring Security is maintained in the HQ OC

The Emergency Operations Response Coordinator on the EMT ensures that measures necessary to protect operations and classified/sensitive information are taken and that information created by EMT personnel that may be classified/sensitive will be reviewed by an Authorized Derivative Classifier **prior** to release. The Emergency Operations Response Coordinator also coordinates with the Watch Office on the status of secure communications equipment and will inform the Management Group of any security issues regarding EMT operations.

### 3.3.5 Keep DOE/NNSA Senior Management Informed and Updated about Emergency Events

A primary duty of the EMT is to inform senior management about the status of response activities to an incident. This is accomplished primarily through the preparation of briefings that identify major issues related to the emergency. The EMT Briefing Team will assist the HQ EMT Emergency Manager in the development of briefings for DOE/NNSA Senior Management.

Issues that should be included in briefings include:

- Injuries or fatalities
- Onsite/offsite protective actions
- Personnel Accountability
- Offsite exposures to hazardous materials
- Actual or potential environmental consequences
- Long term health or environmental consequences, on-site or off-site
- Press releases in the field or at HQ
- Reaction of media, including misinformation

## HQ EMT Plan Implementing Procedure

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- Requests for information from Congress or the White House
- Requests for information from Tribal, State, and local officials
- Operational impact to the affected programs

These operational issues may relate to one or more of these strategic concerns:

Overall impact on the DOE/NNSA complex

- Costs of recovery, including clean up
- Legal ramifications for DOE/NNSA
- Media attention
- Public health and safety
- Long term environmental impact
- National security

### **3.4 EMT Shift Changes**

When it is necessary to continue EMT operations for an extended period, the HQ EMT Emergency Manager decides when shift changes should occur. When 24-hour operation is anticipated, personnel may work 8-12 hour shifts, depending on the requirements of the situation.

Shift changes should generally occur in early morning and evening hours; this allows the incoming morning shift to ready a briefing for incoming senior management, and provides the structure for reduced staffing during the overnight shift, if emergency events allow.

A formal shift turnover occurs between incoming and outgoing personnel to ensure continuity of operations. Outgoing personnel are responsible for providing incoming personnel with a thorough update on position activities, with a special emphasis on important developments, changes in status, and pending action tasks, including the time and applicable topics for the next scheduled senior management briefing.

Shift changes are carried out in the following manner.

- HQ EMT Emergency Manager/Primary Advisor with input from the senior Program Office representative project required staffing for next shift change.
- Primary Advisor request CI, PA, NA-42 Emergency Response Officer and HSS identify and notify their replacements.
- HQ EMT Emergency Manager/Primary Advisor coordinates the call out of NA-40 replacement personnel.
- All RELIEF PERSONNEL report to OC, sign-in, and receive update on position activities from outgoing personnel.

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### **3.5 Termination Activities**

When the emergency event has been downgraded to non-emergency status, the HQ EMT Emergency Manager/Primary Advisor may decide to:

- Continue operations to address remaining operational and strategic issues.
- Operate at reduced staffing levels to respond to remaining issues, such as recovery.
- Terminate all activities and begin after action reporting.

### **3.6 Recovery Activities**

Upon initiation of the recovery phase, the HQ EMT may be responsible for oversight of recovery decisions until EMT operations are terminated. This is a transitional phase for the EMT from activated to deactivate status. The EMT focus is likely to be on programmatic corrective actions, budgeting considerations, operational clean up, environmental restoration, and the strategic impact of the event.

## HQ EMT Plan Implementing Procedure

**Title: Information Management**

**Procedure No.: EMTPIP - 3**

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## INFORMATION MANAGEMENT

### 1.0 PURPOSE

This procedure provides instructions and guidance for the flow of information within the Office of Emergency Operations Emergency Management Team (EMT) including guidance for using electronic and manual information flow systems to document and distribute incoming information; assign tasks and report on their completion; and process information requests and queries. (See Figure 2, Information Flow)

### 2.0 SCOPE

This procedure provides specific information on information flow during emergency response activities. It addresses procedures for employing electronic and manual information flow systems within the DOE/NNSA Operations Center.

The provisions of this procedure apply to personnel performing emergency response tasks and activities.

### 3.0 PROCEDURE

#### 3.1 Incoming information

The Open-Line Communicator documents incoming information from the open telephone line with the Field. The information is then provided to the HQ OC support staff for posting on the electronic status board.

Incoming field information is distributed via posting on the electronic status board/HQ OC display systems. EMT members will review information on the status board monitors and are responsible to report incorrect or misleading entries. Detailed specific information from the affected facility/site/program/activity is necessary to satisfy the needs and request of Departmental senior management and meet other requirements associated with requests from the White House, Congress, other Federal agencies, and the media.

Critical emergency information must be immediately reported to the HQ EMT Emergency Manager/Primary Advisor. This is information that changes the scope of the emergency and/or DOE/NNSA's response requirements. Examples of critical information:

- Any change in emergency classification
- Determination of a security event.
- Field request for assistance.
- Projected or actual off-site hazards (population, agricultural areas or international borders).

## HQ EMT Plan Implementing Procedure

**Title: Information Management**

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- Projected or actual contamination of public primary water sources or crops, dairy products, soils, grasses/feed, and livestock.
- Re-entry plan information.

When Critical Emergency Information becomes known, the recipient should:

- Document the information, recording the name of the source.
- Immediately report the information to the HQ EMT Emergency Manager/Primary Advisor.
- Document the report on individual position and with the Data Collector.

### **3.2 Task Assignments**

The HQ EMT Emergency Manager/Primary Advisor reviews incoming information, formulate a course of action and decide actions to be taken. Tasks are assigned as required and communicated to the Data Collector. The Data Collector logs the task assignment and passes the assignment to the assignee.

The Data Collector is responsible to record the following information.

- Time task assigned
- Responsible person
- Disposition of task

The Data Collector follows up with EMT members on task assignments to ensure progress and identify additional resources. The Data Collector will keep the HQ EMT Emergency Manager/Primary Advisor informed on the progress of all tasks assigned.

When a task assignment is completed, the responsible EMT member reports the results to the HQ EMT Emergency Manager/Primary Advisor. The Data Collector logs when the task as completed, time completed and what action was performed (i.e., verbal report or hard copy of information).

### **3.3 Status Reports**

The HQ EMT Team Members will provide periodic status reports to disseminate and gather new event information. The HQ EMT Emergency Manager/Primary Advisor will schedule status reports at regular intervals (normally one hour) or if information is received that changes the status of the event or response.

Specific topics to be covered during status reports include,

- Current status of the emergency response
  - Outstanding issues
  - Updates from individual team members
  - Status of pending actions items
-

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EMT positions engaged in critical response activities during a status report, such as Open-Line Communicator, should continue their activities and obtain updated information from the status boards.

**3.4 Position Log**

HQ EMT members will maintain a separate, individual Log with information about their activities. The Log will identify when activities happened, what happened, and who entered them in the Log. (Figure 2 below depicts sample Log entries.)

The individual Logs of HQ EMT members will be collected once the HQ EMT is deactivated and used in developing the post-event After Action Report (AAR).

HQ EMT LOG: _____			
DATE	TIME	INFORMATION	INITIALS
9/11/03	0730	Arrived at OC and checked in w/ Emergency Mgmt Team and ..... (on previous shift)	WMB
	0740	Conducted shift change with ..... and reviewed all open taskings assigned to me/my position	WMB
	0810	HQ Emergency Mgr gave briefing on current status of the HQ and field response and issued new guidance and priorities for shift.	WMB

**Figure 2: Log Form Sample**

**3.5 Shift Change, Termination and Recovery Activities**

Shift change, termination and recovery are addressed in ERPIP-2 Response Phase.

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Figure 2: Information Flow (Typical)

