

Honeywell/CenterPoint Zimmer National Security Campus Emergency Plan



Prepared by Honeywell Emergency Management

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LIST OF ACRONYMS

ADC	Authorized Derivative Classifier
AED	Automatic External Defibrillator
BIR	Brief Initial Report
BOC	Building Operations Center
COOP	Continuity of Operations
CPZ	Center Point Zimmer
DOE	Department of Energy
DOT	Department of Transportation
DU	Depleted Uranium
eLMS	electronic Learning Management System
EM	Emergency Management
ENS	Emergency Notification System
EPHA	Emergency Planning Hazards Assessment
EPZ	Emergency Planning Zone
ERO	Emergency Response Organization
ERPG	Emergency Response Planning Guidelines
FBI	Federal Bureau of Investigation
FM&T	Federal Manufacturing & Technologies
GFD	Grandview Fire Department
GSA	General Services Administration
HQ	Headquarters
HR	Human Resources
HS&E	Health Safety & Environment
IC	Incident Command or Incident Commander
IMS	Incident Management System
IT	Information Technology
KCFD	Kansas City Fire Department
KCFO	Kansas City Field Office
KCMO	Kansas City, Missouri
KCP&L	Kansas City Power and Light
KCPD	Kansas City Police Department
LEPC	Local Emergency Planning Committee
MARC	Mid-America Regional Council
MFL	Maximum Foreseeable Loss
NIMS	National Incident Management System
NFPA	National Fire Protection Association
NM	New Mexico
NNSA	National Nuclear Security Administration
NSC	National Security Campus
OC	Operations Center
PHA	Preliminary Hazard Analysis
PPE	Personal Protective Equipment
SARA	Superfund Amendments & Reauthorization Act
SCAPA	Subcommittee for Consequence Assessment & Protective Actions
SEMA	State Emergency Management Agency
STU	Secure Telephone Unit
TPQ	Threshold Planning Quantity

APPROVAL PAGE

Honeywell/CPZ National Security Campus Emergency Plan

September 2014

Original copy signed by

Kevin Allgeyer
HS&E Manager, Sr.

9/4/14
Date

EXECUTIVE SUMMARY

This Emergency Plan implements an emergency response program commensurate with the hazard level of the Department of Energy's (DOE) National Security Campus – (NSC). Worst case spills or process upsets involving hazardous materials do not reach a level requiring offsite protective actions. To create an event that could possibly necessitate offsite protective actions would require a major uncontrolled fire, natural disaster, malevolent act or possible insider threat event in which onsite control systems failed.

The NSC is located in a major metropolitan area with police, fire, hazardous material response, and ambulance services that are quickly available. This higher level of emergency service is not duplicated with onsite personnel. The NSC does maintain around the clock protective force personnel onsite but they are staffed with the knowledge that the additional services of the major metropolitan response organizations are readily available.

The NSC has an onsite trained and routinely drilled emergency response organization to respond to emergency events to include the major events that could possibly extend offsite. This onsite response organization uses pre-planned protective actions and routinely drills with offsite response organizations that supplement onsite resources. These offsite response organizations would implement the offsite protective actions should they be needed.

This Emergency Plan defines the Industrial Standards Emergency Management (EM) System for the NSC. This plan has been developed using Federal Laws and Regulations, a Department of Energy (DOE) Order, specific portions of one other DOE Order, National Fire Protection Association Standard on Disaster/Emergency Management and Business Continuity Programs, and the *NSC Emergency Planning Hazards Survey* (May 2012).

Honeywell/CPZ NSC EMERGENCY PLAN

1.0 INTRODUCTION

1.1 PURPOSE OF THE EMERGENCY PLAN

This Emergency Plan incorporates into one document a description of the process designed to plan, prepare, and respond to an emergency at the NSC. The purpose of this Emergency Plan is to provide an effective and efficient emergency management operation that will provide acceptable levels of protection. The Emergency Plan provides the response operation that, should an emergency occur, will protect the health and safety of workers, responders, the public, and the environment. Emergencies are significant accidents, incidents, events, or natural phenomena that seriously degrade the safety or security of this DOE leased facility.

Additionally, the Emergency Plan explains Honeywell Federal Manufacturing & Technologies (FM&T's) policy and requirements regarding the Emergency Response Organization (ERO), facilities and equipment, onsite and offsite interfaces, notifications, training, drills and exercises, and administration of the NSC EM System. This plan uses the graded approach to emergency planning. It is based on the *NSC Hazards Survey (May 2012)*. Contact the EM Coordinator at (816) 488-2262 to review this document.

The standards for the program are contained in the table below which was developed using the necessary and sufficient process as defined in DOE P 450.3. The table is organized using five phases of emergency management activities. The five activities are Planning, Preparedness, Readiness Assurance, Response, and Re-entry/Recovery/Termination. These five activities are further broken down into elements under each of the activities.

Emergency Management Elements	Necessary & Sufficient Set of Standards
Planning	
Emergency Planning Hazards Assessment (EPHA)	<ul style="list-style-type: none"> • 40 CFR 112.20 (h)(4) hazard evaluation of oil spills • 40 CFR 112 App. F, 1.4 hazard evaluation of oil spills • 29 CFR 1910.120(c)(3) identify hazards • 49 CFR 172.200 description of hazardous materials on shipping papers • National Fire Protection Association (NFPA) 1600 Chapter 5.4 Risk Assessment , Chapter 5.7 Mitigation • ISO 9001 (International Standards Organization) maintain EPHA current <p><u>Emergency Planning Hazards Assessment Screening Criteria for Planning Thresholds include the following:</u></p> <ul style="list-style-type: none"> • 10 Part 30.72 Schedule C thresholds for radioactive materials • 29 Part 1910.119 Appendix A, Highly Hazardous Chemicals • 40 Part 68.130 Table 1, List of Regulated Substances and Threshold Quantities • 40 Part 355 Appendix A list of extremely hazardous substances and their Threshold Planning Quantity (TPQ) • 40 CFR 302.4 list of hazardous substances and reportable quantities (RQ)
Program Administration	<ul style="list-style-type: none"> • 29 CFR 1910.38(c)(6) identify person to explain program • 36 CFR 1236 Subpart A & B protect vital records • 40 CFR 264.54 & 55 plan revision frequency • NFPA 1600 Chapter 6.4 Operational Procedures
Emergency Plans	<ul style="list-style-type: none"> • 29 CFR 1910.38(c) elements of emergency plan • 29 CFR 1910.38 (f) review plan with employees • 29 CFR 1910.120(q)(1), & (2) emergency response plan and elements of the plan • 40 CFR 112.20(a)(1), & (h) response plan • 40 CFR 264 Subpart D facility contingency plan required • 41 CFR 102-74.230 occupant emergency plan (General Services Administration (GSA)) • NFPA 1600 5.2 Common Plan Requirements
Preparedness	
Training	<ul style="list-style-type: none"> • 29 CFR 1910.38(e) train employees to assist in evacuation • 29 CFR 1910.38 (f) review plan with employees • 29 CFR 1910.120(q)(6), (7), & (8) train hazardous material responders, trainer requirements, refresher training • 40 CFR 112.20(h)(8) plan to include description of training program • 40 CFR 112.21(a), (b) develop and implement response training program • 40 CFR 112 App. F 1.8.3 develop and implement response training program • 49 CFR 172 704 (a)(3)(i) training requirements for emergency response • NFPA 1600 Emergency Management Chapter 6.11 Training and Education
Drills and Exercises	<ul style="list-style-type: none"> • 40 CFR 112.20(h)(8) plan to include description of drill/exercise program • 40 CFR 112.21 develop program for facility response drills/exercises to include evaluation procedures • 40 CFR 112 App. F 1.8.2 drill/exercise program to include evaluation procedures • NFPA 1600 Chapter 7 Testing and Exercises 7.1 Entity Evaluation, 7.2 Exercise Evaluation, 7.3 Methodology, 7.4 Frequency, and 7.5 Exercise Design

Emergency Management Elements	Necessary & Sufficient Set of Standards
Emergency Response Organization (ERO)	<ul style="list-style-type: none"> • 29 CFR 1910.120(q)(2)(ii), & (3) response personnel roles to include individual in charge (incident command system) • 40 CFR 112.20(h) list personnel for cleanups • 40 CFR 112 App. F 1.3.4 listing of emergency response personnel • 40 CFR 264.52 response actions facility personnel must take • NFPA 1600 Chapter 6.1 Resource Management, 6.9 Incident Management • DOE Order 232.-2 – Occurrence Reporting and Processing of Operations Information, used for event reporting guidance
Offsite Response Interfaces	<ul style="list-style-type: none"> • 29 CFR 1910.120(q)(2)(i) pre-planning with offsite organizations • 40 CFR 264.52 plan describes interfaces with offsite response organizations, plan identifies onsite emergency coordinator • NFPA 1600 Chapter 5.2 Common Plan Elements
Emergency Facilities and Equipment	<ul style="list-style-type: none"> • 29 CFR 1910.120(q)(2)(xi) plan to include Personal Protective Equipment (PPE) and emergency equipment • 40 CFR 112.20(h)(7) response plan to include equipment to be used for cleanup (oil spills) • 40 CFR 112 App. F 1.3.2 response equipment list (oil spills) • 40 CFR 264. 31 & 32 facility design and equipment for hazardous waste facilities • 40 CFR 264.35 facility aisle space • 40 CFR 264.52(e) plan to include list of equipment • NFPA 1600 Chapter 6.1 Resource Management
Readiness Assurance	
Readiness Assurance	<ul style="list-style-type: none"> • 48 CFR Department of Energy Acquisition Regulations (DEAR) 970.5223-1 Integrated Safety Management (ISM) Clause • 40 CFR 40 264.33 Testing and maintenance of equipment • 29 CFR 1910.165 Alarm system readiness test requirements • DOE O151.1C Chapter X paragraph 4(a) – Emergency Readiness Assurance Plan • NFPA 1600 Chapter Testing and Exercises 7.1 – 7.5 Exercises, Evaluations, and Corrective Actions • ISO 9001 (International Standards Organization) management systems conform to ISO standards
Response	
Emergency Categorization and Classification	<ul style="list-style-type: none"> • 29 CFR 1910.120(q)(2)(iii) emergency recognition • DOE Manual 231.1-2 – Occurrence Reporting and Processing of Operations Information • DOE O151.1C Chapter V
Notifications and Communications	<ul style="list-style-type: none"> • 29 CFR 1910.38(d) employee alarm system • 29 CFR 1910.120(q)(2)(ix) emergency alerting and response procedures • 29 CFR 1910.165(b)(3) employee alarm system • 40 CFR 264.32(a) & (b) employee alarm system, capability to summon emergency assistance • 40 CFR 355.40(b) details to provide on releases (to include precautions to take if unknown to the community) • NFPA 1600 Chapter 6.8 Crisis Communications and Public Information • DOE Order 232.2 – Occurrence Reporting and Processing of Operations Information • DOE O151.1C Chapter VIII 4.a.(1)(a - c) initial notification • DOE O151.1C Chapter VIII 4.b – emergency status updates

Emergency Management Elements	Necessary & Sufficient Set of Standards
Consequence Assessment	<ul style="list-style-type: none"> • 29 CFR 1910.120(q)(2)(iv) determine safe distances • 40 CFR 264.56(b), (c), & (d) assess releases to determine if evacuation is needed • NFPA 1600 Chapter 5.4 Risk Assessment
Protective Actions	<ul style="list-style-type: none"> • 29 CFR 1910.38(c)(4) protective action elements of emergency plan, personnel accountability • 29 CFR 1910.120(q) emergency response to hazardous substances releases • 40 CFR 112.20(h)(3)(vii) facility & community evacuation plans • 40 CFR 112 App. F 1.3.5 evacuation plans • 40 CFR 264.52(f) & 56 evacuation plans and protective actions for impacted areas • 40 CFR 355.40(b) details to provide on releases (to include precautions to take if unknown to the community) • 49 CFR 172.600 emergency response information • NFPA 1600 Chapter 6.4 Operational Procedures
Medical Support	<ul style="list-style-type: none"> • 29 CFR 1910.38(c)(5) medical duties in the Emergency Plan • 40 CFR 264.37(a)(4) familiarize hospitals with hazards and expected injuries • 40 CFR 112 App. F 1.3.5 evacuation plan to include transporting injured to medical facilities • 40 CFR 355.40(b)(3)(iii) medical advice on exposed individuals • 29 CFR 1910.120(q)(9) medical monitoring for responders
Emergency Public Information	<ul style="list-style-type: none"> • 40 CFR 264.56(d)(1) & (2) inform public of hazards through appropriate officials • 40 CFR 355.40(b) notify Local Emergency Planning Committee (LEPC) of areas affected by a release • NFPA 1600 Chapter 6.8 Crisis Communications and Public Information
Re-entry, Recovery, and Termination	
Re-entry, Recovery, and Termination	<ul style="list-style-type: none"> • 29 CFR 1910.120(q)(11) clean up requirements for hazardous materials • 40 CFR 112.20(h)(3)(ix)(I), & (J) identify person responsible for funding cleanup and directing cleanup activities • NFPA 1600 Chapter 6.9 Incident Management

This plan provides the framework for the EM System program elements. Honeywell FM&T command media documents are equivalent to the Emergency Plan Implementing Procedures.

1.1.1 Update of the Emergency Plan

This Emergency Plan is updated based on changes in the NSC Emergency Planning Hazards Survey (HS) changes in the emergency management process, and general changes in the mission of the NSC. The Emergency Plan will be republished annually or sooner if significant changes occur in the HS and the site’s mission that have an impact on the Emergency Plan. The plan is available on the Health, Safety, and Environment (HS&E) web page. The review cycle begins with the update of the NSC HS and concludes with a review of changes throughout the NSC. The NSC HS is reviewed after the submission of the Superfund Amendments and Reauthorization Act (SARA) Title III (Section 312 Tier II) report. The EM Coordinator(s) conducts the HS review with assistance from the HS&E Division. The HS&E Management approves changes to the Emergency Plan. See Section 1.4.1.2 for the details of the EPHA review. EM Coordinator will review changes in the HS.

1.1.2 Distribution of Copies

The EM Coordinator controls the plan’s implementing procedures documented in Honeywell FM&T command media (see Section 1.1.3). Distribution and changes will be made according to command media for “Control of Documents.” Information that changes frequently is placed in the appendices. The EM Coordinator will make revisions to maintain accuracy, revisions will be reviewed by either

one peer or department manager to ensure practice and procedure match. The NSC KC's Emergency Plan and implementing procedures are available electronically using the site wide computer network system. This provides real time updates to all emergency documentation and is controlled by the EM Coordinator.

A copy of this Emergency Plan and the results of the site's EPHA will be shared on an annual basis with the Missouri Department of Natural Resources, the Missouri Emergency Response Commission, Local Emergency Planning Committee (LEPC), and the Kansas City Missouri Fire Department and Grandview Missouri Fire Department to ensure these are integrated with their response procedures.

1.1.3 Emergency Management Implementing Procedures

The NSC uses the Honeywell FM&T command media to document the implementing procedures for various functions within the EM System. The implementing procedures are reviewed and revised as needed annually or as changes occur.

1.2 SCOPE

This plan addresses the entire NSC EM System and will be used to respond to onsite emergency events. The NSC uses and stores hazardous materials over the Threshold Planning Quantities (TPQ). Additionally, technological and natural phenomenon emergency events are addressed within the plan. The plan does not cover Energy or Emergency Assistance emergencies. The site boundaries are defined in Section 1.4. The Emergency Planning Zone (EPZ) is detailed in Section 7.6.

1.3 CONCEPT OF OPERATIONS

Emergency planning at the NSC uses the graded approach based on the hazards identified in the Hazards Survey (HS) (May 2012) Personnel, facilities, equipment, and training requirements are based on Federal, state, and local regulations; the *NSC Spill Control Plan*, and the *NSC Hazards Survey and EPHA*.

During emergency conditions, the NSC concept of operations is based on centralized authority maintained by the Incident Commander (IC) and responsibilities coordinated with the Incident Management System (IMS). During the response and make-safe operations, the NSC EM System effort centers on providing resources to the IMS. Resources are defined as information related to consequence assessment (*see Section 6.0*); trained emergency response personnel, including offsite assistance (*see Sections 2.0 and 3.0*); and personnel who approve regulatory notifications and communications (*see Sections 2.3, 3.0, and 5.0*).

As the emergency response operations move into re-entry and recovery, the EM System develops plans to quickly bring the NSC back to normal operating conditions.

1.4 SITE DESCRIPTION

1.4.1 Overview Site Description

The NSC is situated on approximately 185 acres at the northwest corner of 150 Highway (147th Street) and Botts Road in Kansas City, Missouri. The NSC produces non-nuclear components for the DOE Nuclear Weapons Program under a prime contract (DE-NA0000622) between Honeywell FM&T and the DOE. The prime contract is administered locally by the National Nuclear Security Administration (NNSA) Kansas City Field Office (KCFO). The NSC facility is privately owned by Center Point Zimmer (CPZ) and leased by GSA on behalf of DOE/NNSA. Facilities, Maintenance, and Utilities are provided by CPZ under contractual agreements with GSA. No special nuclear material or completed weapons exist at the NSC.

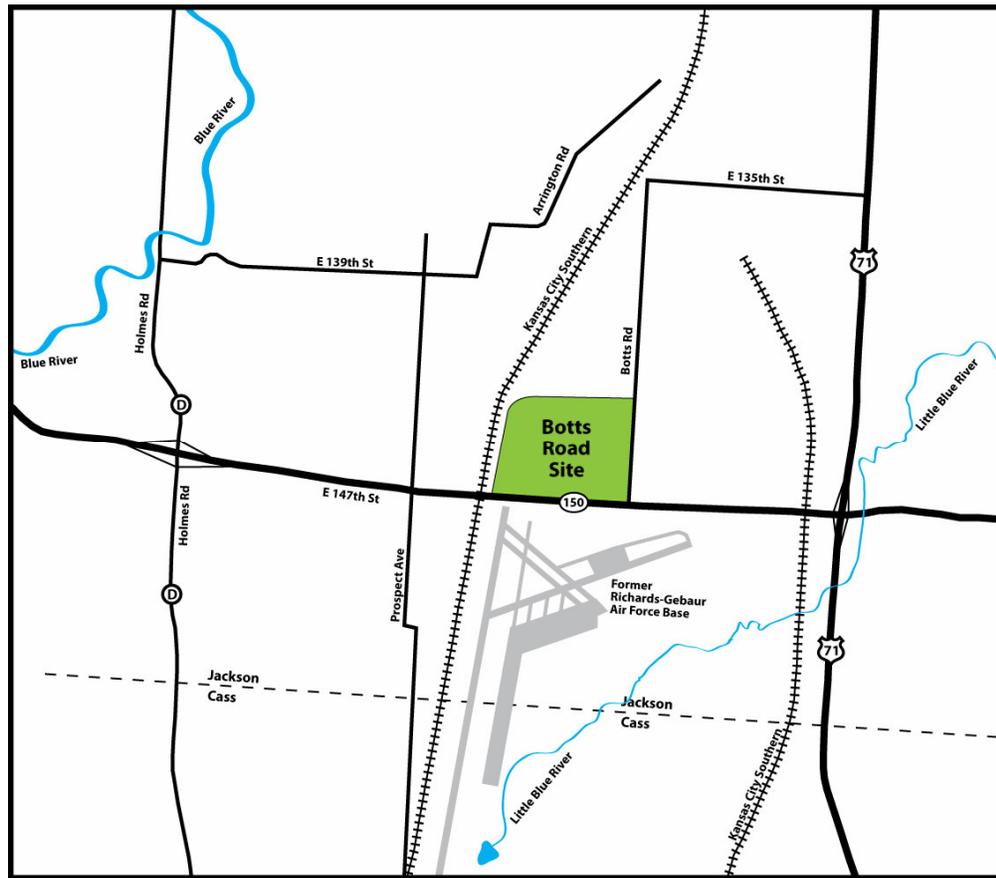


Figure 1: NSC and the surrounding area

1.4.1.1 Detailed Facility Description

The NSC is located within the incorporated city limits of Kansas City, Missouri, 16 miles south of the city's center. The NSC is located at 14500 Botts Road, bordered on the south side by Missouri Highway 150, an east west traffic artery for southern Kansas City and on the east side by Botts Road a north south smaller secondary street. The site is bordered on the west by an active railroad line owned by the Kansas City Southern Railroad Company and on the north by the city limits of Grandview, Missouri, and property owned by the Kansas City Southern Railroad Company for possible future extension of the railroad. (*see figure 1*)

The NSC is a production facility engaged in manufacturing weapons components for the DOE. The primary mission of the government-leased (DOE), contractor-operated facility is to produce and procure non-nuclear electric, electronic, electromechanical, mechanical, plastic, and nonfissionable metal components for the DOE Nuclear Weapons Program. This activity involves metals and plastic machining, plastic fabrication, plating, microelectronics, and electrical and mechanical assembly. The NSC manufactures and assembles piece-parts and subassemblies that are shipped to other locations for subsequent assembly into nuclear weapons. The NSC also maintains a major engineering organization with supporting research and development capabilities to supplement manufacturing operations. Also the NSC provides products and services to other Federal agencies, Non-Federal entities, the Department of Defense and the DOE through the Work for Others programs.

The number of residents on the campus at any given time varies with the work shift, the day of the week, and the size of the transient population of subcontracted employees assigned to the site. Effective July 2104 the plant population at the NSC facility has completed the transition from the Bannister facility. The population at the new facility is approximately 2,800 workers, including landlord maintenance and operations workers, government employees, and government contracted and subcontracted personnel.

The newly constructed NSC occupies a privately owned industrial campus situated on approximately 185 acres and owned by CenterPoint Zimmer, LLC, a Missouri Limited Liability Company. The campus was constructed to NNSA and Global Security specifications and is leased from the developer by the GSA. The NNSA and the Global Security occupy the facilities and pay the lease and operating costs as defined in the Occupancy Agreements with GSA. The developer operates the central utility plant and provides infrastructure surveillance and maintenance and custodial services for the entire campus. In addition, the developer is bound by the lease agreement to support the government's emergency plan and adhere to the procedures and processes defined by the plan.



Figure 2: NSC site layout

The NSC consists of five main buildings. (See figure 2) The NSC occupies approximately 1.5 million square feet of floor space at the campus.

Building 1 is a 3-floor office building with a partial basement and a utility penthouse level. The building has a total gross square footage of 352,010 square feet and also houses the data center,

cafeteria, and fitness center. The office building is of Type II-B construction. This is a noncombustible construction and is non-rated.

Building 2 is the main manufacturing building and covers 762,178 square feet on one floor. Included in this total is a small mezzanine level and a utility penthouse level. This building is Type II-B construction. It is non-rated and provided with Maximum Foreseeable Loss (MFL) walls to segregate the finished goods storage and machining areas from the remainder of the facility.

Building 3 is a one story 101,546 square foot manufacturing facility which houses production processes including specialty material production. This total also includes small mezzanine and penthouse levels. It is constructed of Type I-B construction. This construction provides a 2-hour rated structural frame, 2-hour floors, and a 1-hour rated roof. Hazardous materials are handled in this building, including special material production which includes chemical reactors and a Hydrogen furnace.

Building 4 is an electrical assembly and fabrication building used for special projects. It has one story and a small penthouse level which total 327,918 square feet. This building houses both production processes and offices for the NSMC. This building is of the same construction type and has similar manufacturing capabilities as Building 2; however projects requiring special security are located in this building.

Buildings 1, 2, 3, and 4 are inter-connected.

The remaining buildings on the campus include Building 5, the 25,612 square foot Central Utility Plant, a covered ware yard, a radio control building, a guard shack with a small contractor training room, and a covered storage lot. The central utility plant provides heating hot water, chilled water, compressed air, and reverse osmosis water to the entire campus. The boilers are natural gas fired with the capability of burning No. 2 diesel fuel as a backup in the event of a natural gas curtailment or emergency condition. The industrial wastewater treatment system is also housed in Building 5. Building 5 is constructed of Type II-B (noncombustible, non-rated) construction. The fuel oil is stored in two 20,000-gallon above-ground storage tanks.

Building 6 is the Wareyard. It is a non-sprinklered building approximately 61,000 square feet in area and is of non-combustible, nonrated construction. Approximately 46,700 square feet is used for storage of metal components' on metal racks. Some metal components are on wooden pallets.

The 14,300 square feet east portion of the Wareyard building contains seven prefabricated chemical storage units (PODS) where flammable and hazardous materials are stored. The 2-hour rated PODS occupy 3,600 square feet of this area. There is no fire resistive separation between the two areas. A dry-chemical fire extinguishing system is provided within each of the PODS containing chemical materials. This fire system is automatically actuated upon release of a fusible link and is provided with manual release capabilities. The campus-wide fire alarm system is tied into these dry chemical systems to monitor discharge. Explosion-proof electrical equipment is used within the PODS containing flammable and combustible materials.

The Wareyard is provided with a roof structure primarily to keep the materials and workers out of the weather elements. The exterior of the building is provided with four feet high knee walls and eight feet tall wire fence up to the 12 feet eave line. The building will be normally unoccupied. A small 13 feet by 27 feet office area is provided. Normally no more than six people are in the Wareyard to retrieve materials needed for the plant. The building is located 100 feet away from any adjacent structures.

Steel framed penthouses house the mechanical and electrical equipment for each facility. All outdoor air intakes in the penthouse walls are on the roof.

1.4.1.2 Hazards Survey and Emergency Planning Hazards Assessment

An analysis of potential emergencies that could occur at the NSC KC is based on the *NSC Emergency Planning Hazards Survey (HS) (May 2012)* and is the basis for the NSC EM program. The HS was conducted to establish the nature of each hazard. A range of potential accidents was prepared for the facility. Worst-case incidents are postulated.

Onsite Hazards

The NSC contains routine manufacturing processes typically found in large manufacturing operations. Operations at the NSC are limited to incorporating small amounts of Depleted Uranium (DU) into a product, use of small radioactive material sources, handling of weapon components containing DU and industrial x-ray systems. Occasionally irradiated components are assessed onsite. None of these activities, sources, or radiation poses an environmental hazard.

Worst case events are those that involve extensive damage and consequences. The EPA process defines the worst case events for the NSC. Using the *NSC HS* as its planning basis, the NSC EM program is designed to effectively implement both facility and site protective actions, in addition to making notifications, to offsite emergency groups for offsite protective actions for each of the specific hazards identified at the NSC.

The HS provides information critical to identification of the boundaries of the EPZ, within which special planning is required to ensure prompt and effective protective actions. Consequence assessments are conducted to qualify and quantify the hazards, determine the nature and extent of release characteristics, and establish potential exposure onsite and offsite.

The HS was prepared by (1) defining and describing each NSC facility and its operations, (2) identifying and screening the hazards, (3) characterizing the hazards remaining after screening, (4) developing event scenarios, and (5) estimating the consequences of the events.

The HS analyzes and documents the hazards having an impact on operations of the NSC. The hazards include those resident on the NSC and offsite hazards that may have an impact on the safety of site employees. The primary sources for the information contained in the NSC HS are the SARA Title III (Section 312, Tier II) Community Right-to-Know and the automated database of the extremely hazardous materials located at the NSC.

The HS begins with a broad overview of the entire site, including a description of all buildings and structures, as well as fire, monitoring, and safety barriers. Additionally, the overview provides details on site characteristics, environmental protection, waste management, and safety management activities at the NSC. Also provided are the individual descriptions of NSC buildings or groups of buildings that support the HS report.

Radiation sources at the NSC consist of radioactive materials, radiation generating devices and irradiated components. These sources are totally confined and do not pose an environmental hazard. Specifically, the inventory consists of: reference standards used for measurement and instrument calibration, industrial radiography systems, depleted uranium, and radioactive material sources. The NSC is a nonreactor radiological facility. The primary source of radiation is from industrial x-ray systems and small sealed or plated radioactive material sources. Small radioactive material sources are used for calibration, instrument operational checks, laboratory and testing equipment. In addition to these sources, small amounts of depleted uranium are incorporated into product. Additional information on these materials can be found in the NSC Radiation Protection Program document located in the HS&E Division and section 6.2 in the NSC HS. Tables 6-2 and 6-3 of the HS list the radioactive sources onsite.

Offsite Hazards

An examination of offsite transportation accidents and their subsequent impact on NSC operations was performed. In the analysis, a list of chemicals was compiled that was representative of those typically handled during transport. Additionally, both the Kansas City Southern Railroad and the LEPC, coordinated through the Mid-America Regional Council (MARC) were contacted to obtain site-specific information. The railroad information regarding the types of chemicals typically handled and the number shipped over the line near the NSC was formally requested but not received to date.

The LEPC was contacted to provide information about hazardous chemicals used by companies within a two-mile radius of the NSC. The results of the survey indicated that within a two-mile radius there were no major users of large amounts of hazardous materials that would impact the NSC if they were spilled.

Maintaining the Emergency Planning Hazards Assessment (EPHA)

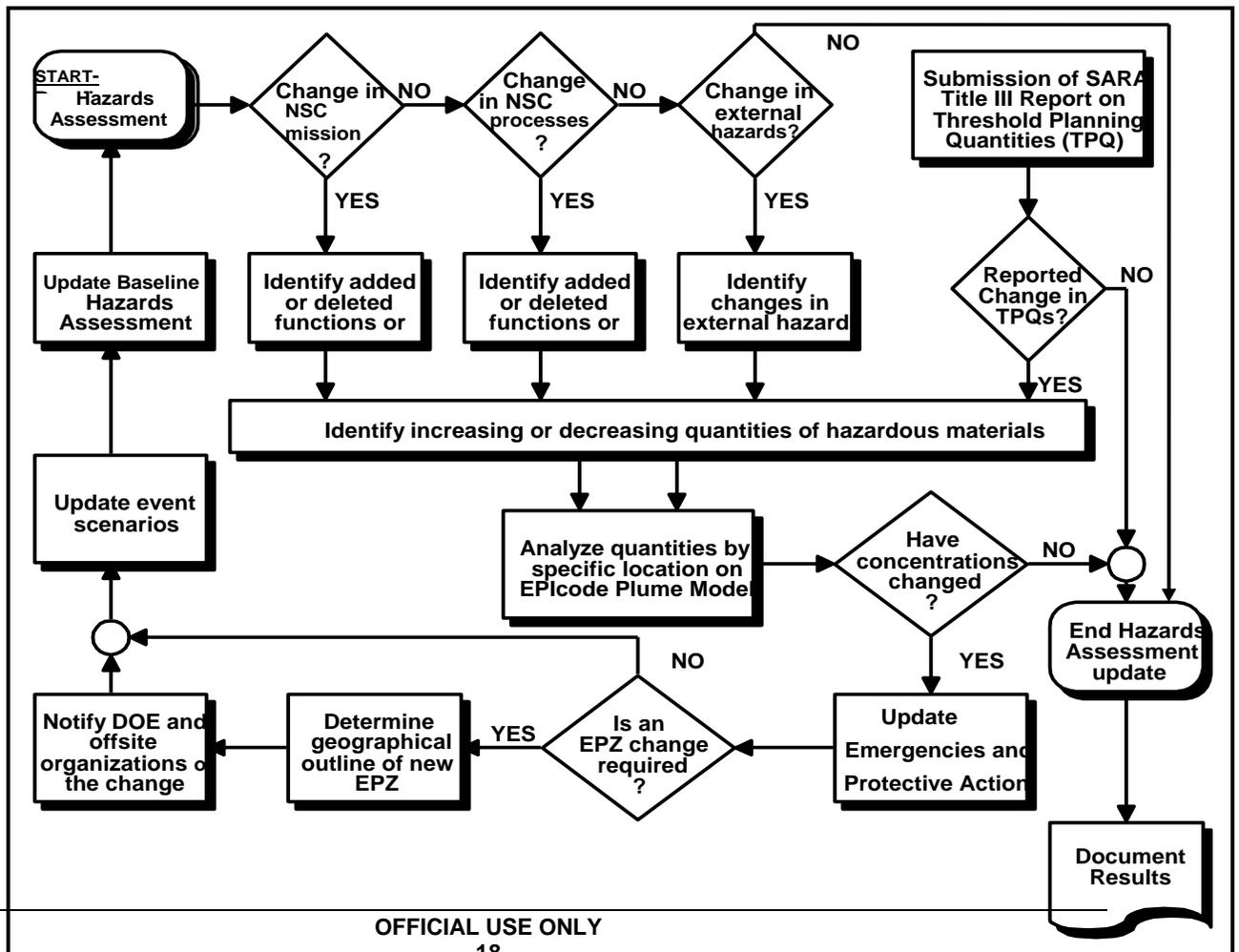
The EM Coordinator with assistance from the Health, Safety, and Environment organization is responsible for maintaining and updating the HS and the EPHA. The EPHA will be reviewed annually and republished when significant changes have occurred. The Preliminary Hazard Analysis (PHA) process is a principle mechanism used to identify and evaluate new business, mission changes, changes in processes, and the procurement of equipment and hazardous chemicals. The PHA process is included as a component of the HS&E function.

Through the hazard analysis process, the PHA Coordinator(s) will notify the coordinator of the EM program when the site's mission changes, new processes are initiated, or when significantly increased quantities of chemicals are reported. If none of these occur during the year, the EPHA is reviewed upon receipt of the annual SARA Title III report (see figure3). Changes in the NSC HS and EPHA are reviewed against the Emergency Plan to ensure capability exists to meet the additional (or reduced) hazards at the site.

1.4.1.3 Contractors

Honeywell is the only onsite prime contractor at the NSC. Honeywell is the managing and operating contractor for the United States Department of Energy and is therefore responsible for the planning, implementation, and management of the NSC EM System according to regulations. The NSC facility is privately owned by CPZ and leased by GSA on behalf of DOE/NNSA. Facilities, Maintenance, and Utilities are provided by CPZ under contractual agreements with GSA. All onsite residents are informed that any emergency announcements will be made over the Emergency

Figure 3: Review and update of Emergency Planning Hazards Assessment



Notification System (ENS) and they are instructed to follow the ENS announcements in the event of an emergency at the NSC.

1.4.2 Physical Attributes of the Site

1.4.2.1 Geography

The NSC site is zoned for industrial use, with the surrounding area characterized by commercial establishments, industrial districts, and agricultural lands. (see figure 4) The NSC site is located in the headwaters of the Little Blue River Watershed. Site runoff flows into unnamed tributaries that flow generally to the east into the Little Blue River. The Little Blue River then drains into Longview Lake and then into the Missouri River. The NSC site does not lie within the 100- or 500-year floodplains.

There are numerous public facilities or institutions, such as hospitals, schools, parks, and other recreational areas, within five miles of NSC. Butcher-Greene Elementary is located approximately one mile northeast of the site. The closest medical facility is the Midwest Trauma Treatment Center 4.9 miles northwest of the site and the closest hospital is St. Joseph Medical Center 5.8 miles to the northwest. Approximately 13 miles north of the NSC is the 117,542-seat Harry S. Truman Sports Complex, with its twin stadiums for professional baseball and football.

Several small parks are present in the neighboring communities within 5 miles of the NSC. The closest major park is the 4,852-acre Longview Lake Park located approximately 4.5 miles to the east. This park includes a 930-acre lake, beaches, public campgrounds and picnic shelters, and hiking/biking trails. Swope Park, a 1772-acre site, is located approximately 9.4 miles to the north. Included in Swope Park are tennis courts, picnic grounds, an outdoor amphitheater (7,947 seats), the Kansas City Zoo, and Swope Park Golf Course.

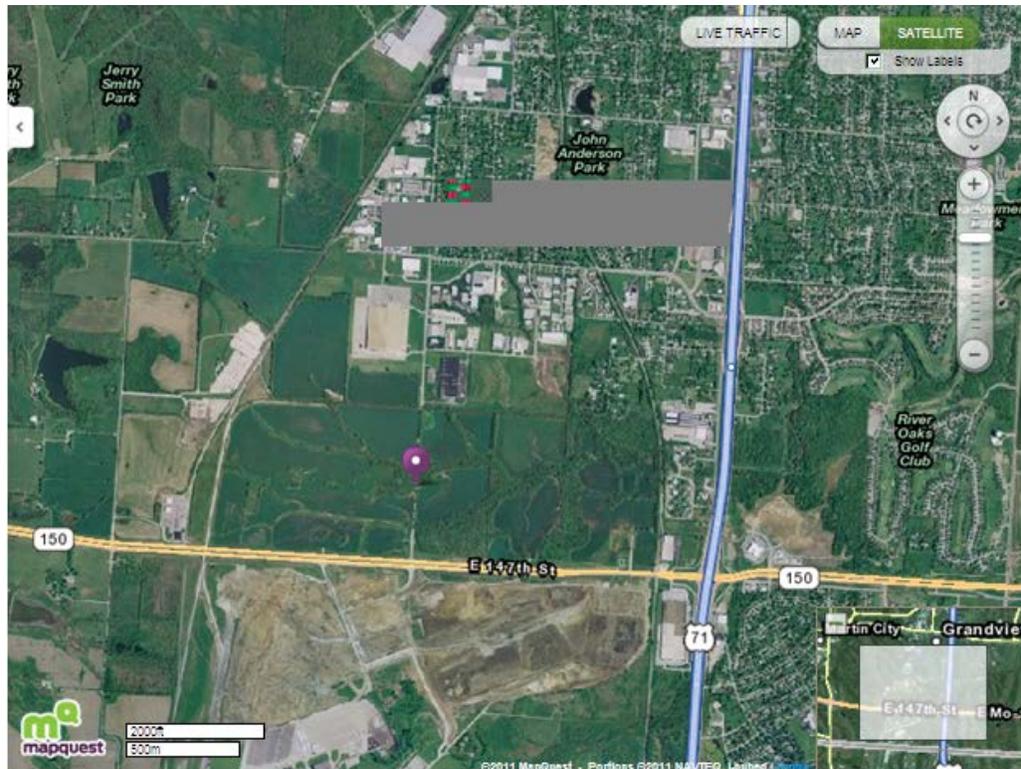


Figure 4 NSC Location - before construction began

1.4.2.2 Topography, and Geology

The NSC is situated on 185 acres at the headwaters of unnamed tributaries to the Little Blue River. These tributaries were impacted by building construction and relocated to accommodate site improvements such as buildings, roads, and parking lots. As part of the mitigation of impacts to small wetlands that existed on the site prior to facility construction, two small wetlands have been constructed on the site. The wetland on the southern tributary was newly constructed in 2010. The larger wetland on the northern tributary represents an expansion of a small wetland that existed prior to construction. Woodlands surrounding this wetland are protected from further development as buffer areas for the stream and wetlands. To ensure post construction storm water runoff volumes and velocities remain consistent with pre-construction values, dry detention basins and a retention pond has also been constructed on the site. The southern tributary runs through the larger pond prior to discharge off site. These two small tributaries join just east of the property and then merge with the Little Blue River approximately one mile east of the site and approximately 2.5 miles upstream of Longview Lake. The Longview Lake spillway is 42.9 river miles from the Missouri River. The NSC does not lie within either the 100-year or 500-year floodplains.

With regard to site geology, the NSC site is underlain by the Bonner Springs Formation, which consists of the Bonner Springs Shale. The Bonner Springs Shale is composed principally of silty, gray, micaceous shale, but includes lenticular sandstone and locally, silty limestone in the upper part.

The soil on the western and southwestern portion of the NSC site is Sharpsburg silt loam, with 2% to 5% slopes. This loam is characterized by deep, gently sloping, moderately well drained soil on convex ridge tops. Permeability is moderately slow and surface runoff is medium. Natural fertility and available water capacity are high. Organic matter content is high and the shrink-swell potential is moderate.

Greenton silty clay loam, with 5% to 9% slopes, is located on the eastern portion of the property. This deep, moderately sloping, somewhat poorly drained soil occurs on upland side slopes. Permeability is slow and surface runoff from cultivated areas is medium. The available water capacity and natural fertility are high. Organic matter content is moderate. The shrink-swell potential is high in the subsurface.

1.4.2.4 Meteorology

The climate in the region is characterized as humid and continental, with warm summers, moderately cold winters, and moderate annual precipitation. From 1971 to 2000, the annual mean temperature in Kansas City was 56.5° F. The coldest month is January, with a mean temperature of 29.3° F and the warmest month is July, with a mean temperature of 81.3° F. The coldest recorded temperature was -19° F in December 1989 and the highest recorded temperature was 112° F in July 1954. The annual mean precipitation is 35.51 inches and the annual mean snowfall is 12.6 inches. Normally, more than 70% of the precipitation falls during the growing season of April through September.

Although the average wind speed in the Kansas City area is only 10 mph, winds as strong as 72 mph have been recorded. Winds at the NSC, though variable, are predominately southerly, with stronger winds occurring during winter.

1.4.2.5 Natural Phenomena

NSC is subject to tornado activity as Kansas City's climate and location are suited to create super cell thunderstorms, which commonly spawn tornados. Missouri averages 30 tornados a year and Kansas averages 56 tornados a year.

The NSC is located in Uniform Building Code seismic zone 2A. Buildings were designed to meet current Kansas City area building codes.

The NSC site does not lie within the 100- or 500-year floodplains.

In the event of site structural damage, all locations would be evacuated until it was determined that they were safe to occupy. A safe location would be identified for operations. The mobile command post serves as the Command Center.

1.4.2.6 Transportation System

The NSC is served by Missouri Highway 150 and Botts Road a smaller secondary road. U.S. Interstate 49 intersects Highway 150 approximately 1 mile to the east of the site. U.S. Interstate 49 intersects Interstates 470 and 435 approximately 4.5 miles north on U.S. Interstate 49.

Within the complex, CPZ maintains roadways that serve the parking, shipping, and receiving, as well as providing site security and inter-site circulation. The site's receiving area is on the northwest side of the site. Vehicle access to this area is from Botts Road on the east side of the site. Receiving, shipping, and service traffic requiring access to the site enter through a Security Post.

The NSC provides 2,125 surface parking spaces. These parking spaces are accessed without going through a security checkpoint. These parking spaces are inspected and repaired as needed.

The Kansas City Southern Railroad Company has an active line that borders the west side of the site.

1.4.2.7 Utility System

Electricity is delivered to the NSC from the onsite Kansas City Power & Light (KCP&L) Substation by two 12.4KV circuits (A&B) via two underground duct banks to the 12.4KV Primary Switchgear Building located just west of the Central Utility Plant. Building 1 has (4) Substations, Building 2 (4) Substations, Building 3 (1) Substation, Building 4 (3) Substations, & Building 5 (5) Substations (17 Total Substations). Through a series of double-ended substations and low voltage bus ties at buildings 1 through 5, the facility will have two sources of utility power to all electric loads.

The Missouri Gas Energy Company supplies natural gas from a 6-inch main. This line is the primary source of supply for the NSC. The supply main's 50-psig supply is reduced to 30 psig for use in the various buildings and further reduced as needed for in-site use.

Potable and process water are supplied by an 8-inch, 50-60-psig line from a Kansas City main. A booster pump system is used to increase the supply pressure.

The NSC is served by a force and gravity sanitary sewer system. The campus system flows into a 10-inch gravity line that enters a lift station near Botts Road. Output from the lift station is pumped into the Kansas City sanitary sewer system. Within the NSC, the sanitary sewer system consists of sanitary and industrial wastewater. All the industrial wastewater ejectors within the site pump their discharge into overhead lines and are fed into the Industrial Wastewater Pretreatment Facility. The wastewater is processed before being released into the sanitary sewer system.

CPZ supplies the central utilities, such as chilled water, heating hot water, compressed air, and reverse osmosis water from a single central utilities facilities located onsite. Building 5 includes the Central Utilities Facility, the Industrial Waste Pretreatment Facility, and the De-Ionized Water Reverse Osmosis Facility. Utility areas are designed and operated so that only authorized personnel have access. Emergency power backup is maintained on a limited basis. The details for emergency generators is provided in the Building Operation Plan (BOP) 5.2. The outdoor air intakes are located on a secure roof or high sidewall and not within 30 feet of a loading dock. Roofs with HVAC systems are secured. Roof access is controlled through keyed locks, keycards, or similar measures. Lobbies, mailroom, and loading docks do not share a return-air system with the remaining areas of buildings. Lobby, mailroom, and loading dock ventilation systems outside air intakes and exhausts are provided with low leakage, fast acting, isolation dampers that can be closed to isolate their systems. Air-handling units are able to be shut down from the Building Operations Center (BOC).

2.0 EMERGENCY RESPONSE ORGANIZATION

2.1 ORGANIZATIONAL STRUCTURE

The Honeywell/ CPZ NSC Emergency Response Organization (ERO) consists primarily of the Incident Management System (IMS), the BOC and the Emergency Press Center. Additionally, the Honeywell FM&T / CPZ ERO has at its full disposal the Kansas City, Missouri, fire, police, ambulance, and hazardous materials response organizations. The ERO may request additional Honeywell FM&T/CPZ resources to assist in any phase of the stabilization and make-safe operations, re-entry, or recovery. These assets may include CPZ Facilities' trade personnel (pipefitters, heating & cooling personnel, electricians, millwrights, and welders), motor transportation personnel and vehicles, engineering personnel, and food services. These additional FM&T /CPZ resources are not considered part of the NSC ERO.

The Honeywell FM&T / CPZ NSC ERO are under the management and control of the FM&T IC using the National Incident Management System (NIMS) and consist of these groups:

- IMS using the NIMS
- The BOC
- NSC Emergency Press Center

2.1.1 Emergency Response Organization

The IC supports the initial response to and mitigation of the emergency, as well as the more long-term re-entry/recovery operations. A summary of duties and responsibilities for key members of the IMS is provided below. The Emergency Press Center responsibilities are detailed in Section 10.

Additional information is provided in [Appendix C](#) (position job aids).

Security

This Honeywell FM&T position is responsible for coordinating security activities. This staff member is responsible for the security activities during the emergency and ensuring Protective Force resources are available to support the IMS.

Facilities / Utilities / Maintenance

This CPZ position is responsible for coordinating facilities' management activities. Initially, responsibilities include the re-establishment of utilities and procurement of personnel, current facility maps and drawings, equipment, and supplies in support of initial response and rescue. Once these have been provided, the focus shifts to recovery from the emergency and determining the overall status of utilities, identifying the status of maintenance equipment, estimating structural or facility damage, and identifying subcontractor construction activities at or near the event scene. These actions are in support of the mitigation and are used as a baseline for re-entry activities.

Health, Safety, and Environment

This Honeywell FM&T- position is responsible for coordinating HS&E activities. HS&E staff is responsible for safety, consequence assessment, and environmental monitoring activities during the emergency and ensuring resources are available to support the IMS.

Situation Reporter

This Honeywell FM&T position is responsible for providing DOE/NNSA HQ Operations Center (OC) with an initial situation report for FM&T events as soon as enough information is available and then provides updates approximately every 30 minutes. This position will also monitor Occurrence Reporting and Honeywell FM&T event reporting activities to ensure they are completed and provide the IC with assistance on categorization and classification (quantities of hazardous chemicals) of the

event. This position will make notifications to the above organizations for CPZ events occurring at the NSC that would have been declared as operational emergencies under the DOE system or have media interest.

2.1.2 Emergency Press Center

The Emergency Press Center is controlled by the Public Affairs Officer and is located onsite. Details describing the organization of the Press Center and their responsibilities can be found in Section 10, "Emergency Public Information."

2.1.3 Incident Management System

The IMS is a task-organized ERO that controls and deploys the emergency response assets at the event scene. This system is designed to provide unity of command and efficiency of effort. The IC manages the IMS using NIMS. During normal daytime operations, the IC is the Director of HS&E and Facilities.

The IC during the second and third shifts, weekends and holidays is the Security Command Staff until relieved by the FM&T IC.

Task Organization

Support staff, located at the mobile command post consists of the following:

- FM&T IC
- FM&T IC Assistant
- FM&T Senior Management (FM&T & KCFO) Communicator
- FM&T HS&E Team – Safety, Industrial Hygiene, Plume Modeling
- FM&T Environmental
- KCFO Representative
- FM&T Security
- FM&T Liaison
- FM&T National Secure Manufacturing Center Support
- FM&T Medical
- FM&T Spill Cleanup
- CPZ Logistics (Facilities, Utilities, & Maintenance)
- FM&T Manufacturing
- FM&T Situation Reporter

The NIMS IMS structure is task-organized to effectively mitigate the event. The establishment of sections accomplishes the task organization. Each section represents one or more functional disciplines, that is, security, environment, safety officer (HS&E team), logistics (facilities & utilities, maintenance), manufacturing, medical, and spill cleanup. All response assets report to their section leader at the command post, who in turn reports to the IC.

Duties and Responsibilities

The IC is responsible for the efficient and effective coordination and direction of the emergency response at the scene. The IC duties are detailed in Appendix C of this plan and are summarized as follows.

- Position and make operational the IMS mobile command post

- Coordinate immediate search and rescue
- Ensure the event scene is secured
- Develop the strategy, in coordination with the IMS staff to mitigate the event
- Ensure branch officers maintain personnel accountability
- Coordinate the flow of information
- Ensure safe implementation of the mitigation strategy
- Assist and/or coordinate during the re-entry and recovery phase
- Assist in the after-action and lessons-learned reporting after the event is terminated

The IC for onsite events is the Security Command Staff until relieved by the IC. The BOC personnel will dispatch protective force personnel to emergency events. Protective force personnel will secure and control the site at a safe distance as prescribed by the HS&E Department.

The IMS staff is responsible for the safe implementation of the mitigation strategy. Duties are summarized as follows.

- Gather and coordinate the flow of information, within their functional areas
- Provide recommendations to the IC on the deployment of assets
- Request additional personnel, equipment, and supplies
- Implement the mitigation strategy
- Stage and deploy assets
- Coordinate requests
- Ensure event safety
- Assist in the after-action and lessons-learned reporting

2.1.4 New Mexico (NM) NSC Emergency Operations

NM NSC Emergency Response Organization is based upon IC System components. The Command functions are directed by the IC. A Sr. Environmental Compliance Engineer and HS&E Sr. Engineer provide Command Staff support as needed for liaison and safety functions. General staff sections are activated as needed by the IC based upon the complexity of the situation. General staff positions (Operations/Logistics/ Planning/Administration) are filled by members of the Emergency Action Team. Local community fire departments respond in Unified Command with Honeywell FM&T NM's IC.

In the event of an emergency occurrence, the NSC IC may activate to support the NM operations. Details and contact information of the NM emergency management operations can be found in the FM&T NM Emergency Action Plan.

The NSC IC is reached through the NSC 24-hour emergency number in the BOC, 816-488-3600. IC activation updates to the NSC IC should be made to the Sr. Management (FM&T&KCFO) Communicator at 816-394-4908. Direct contact to the NSC IC is made by calling 816-820-0895.

2.2 EMERGENCY DIRECTION AND CONTROL

The IC directs the activities of the Incident Management System and has overall responsibility for response and recovery operations during an emergency at the NSC. Direction and control flows from the IC to those positions responsible for specific emergency response or recovery functions. The IC KCFO Representative will provide oversight to the emergency operation.

2.2.1 Succession of Authority

IC positions are staffed with a primary and at least one alternate. Some positions are staffed with additional alternates.

2.3 EMERGENCY MANAGEMENT OPERATIONS

The focus of EM activities at NSC is to provide the IC with the tools and resources needed to respond to and mitigate the emergency event. Once the event is mitigated or made safe, the focus shifts to the development and implementation of the re-entry and recovery plans. A summary of key elements of these operations is provided in Sections 2.3.2, 2.3.3, and 2.3.4.

2.3.1 Declaring, Categorizing, Classifying, and Reporting Events

During normal workdays, the decision to declare, categorize/classify an emergency at NSC is made by a Honeywell FM&T Facility Manager/designee. Categorization and classification will be made based on actual happenings or the potential for an event.

During evenings, weekends, and holidays, a Honeywell FM&T Facility Manager/designee, can categorize/classify an emergency and make necessary notifications. The Facility Manager/designee will immediately notify the DOE Headquarters (HQ) OC of events categorized or classified as emergencies or non-emergency significant events requiring prompt notification.

Other events that could be categorized under any of the Significance Categories of DOE Order 232.2 could cause the EM System to become operational.

Initial calls by Honeywell FM&T / CPZ personnel observing an event are made to the BOC (telephone number 3600). For incidents that could be categorized/classified as an emergency or for non-emergency significant events, a BOC person contacts the Facility Manager/designee. The BOC personnel or the acting IC at the scene will brief the Facility Manager/designee on the situation.

2.3.2 Activation of the Emergency Response Organization

The decision to activate the ERO can be made by the Facility Manager or Facility Manager Designee based on the categorization/classification of an emergency or the specific circumstances regarding the situation. The on-scene IC or acting IC can also activate the ERO based on the magnitude or potential magnitude of the incident and the capabilities of Honeywell FM&T / CPZ responders. The ERO will be activated for incidents having potential off-site impact (classified events) and will normally be activated when an event has been categorized as an emergency. The ERO may be activated for any other events on a case-by-case basis.

Activation of the ERO may include all of the following:

- Activation of the IMS
- Activation of the Press Center
- Notification of NNSA HQ OC
- Notification of state and city organizations

Once the decision has been made to activate the ERO, upon request BOC personnel will do the following.

- During normal working hours, announce the activation of the ERO on the site emergency notification system.
- At all other times, contact the Facility Manager/designees who will activate the automated Notification System. Home telephone numbers of IC members are included in the automated emergency notification system.

If the automated IC call-in system fails to operate, the Facility Manager/designees will manually make notification to key members of the Honeywell FM&T / CPZ ERO.

Personnel assigned to the IC post shall immediately report to the mobile command post upon hearing the activation announcement or upon receiving a phone call or page during off duty hours. If the location of the command post is unknown IC response personnel shall report to the President's Conference Room Building 1 third floor east.

2.3.3 Incident Command Activation

Activation of the IC

The most knowledgeable member in the field will quickly brief the IC staff. The IC will activate the mobile command post and establish it in an area that allows for safe observation and control of the event scene. The location of the mobile command post will be announced over site radios and possibly the emergency notification system depending on the event. If the location is not given personnel shall initially report to President's Conference Room, Building 1 third floor east. The senior member of each response team that makes up the IMS will activate additional personnel based on the needs of the event.

Activation of the Press Center

The Press Center will automatically activate when the IC is activated. During off-duty hours, the automated notification system will be used to notify key members. State and local government public information personnel may be notified of the activation as well as the media.

Notifications are detailed in Section 5.0 of this plan.

2.3.4 Emergency Response Activities

Emergency response activities include securing the event scene, search-and-rescue operations, mitigation, consequence assessment (Section 6.0), protective actions (Section 7.0), decontamination, medical operations (Section 8.0), re-entry and recovery (Section 9.0), and emergency public information (Section 10.0).

Securing the Event Scene

Protective Force is responsible for securing the event scene. Securing the scene begins with controlling the access to NSC, only allowing emergency response vehicles and personnel access.

Based on the initiating event, protective force personnel will block nonessential vehicle and personnel access at a safe distance from the event scene to ensure their safety and to allow sufficient room for the ERO to mitigate the event. For hazardous material spills, the IMS will dictate a safe location.

Search and Rescue Operations

Confined space search and rescue operations will be conducted by local Kansas City, Missouri (KCMO) Fire Department personnel.

Mitigating the Event

Event mitigation and make-safe operations cover a wide range of duties and functions and are based on the type and intensity of the event. The IC, with advice from the IMS staff, will develop a plan to quickly and safely terminate the event.

The FM&T IC Post Senior Management Communicator will provide a detailed update at least every 15 minutes to the Senior Leadership until directed otherwise.

Re-entry and Recovery

During the mitigation of the event, the re-entry and recovery process begins (see Section 9.0). The primary purpose of re-entry and recovery is to bring site operations to pre-event conditions. Information flows from the response teams at the scene to the IC for development of the re-entry and recovery plan. Once the plan is approved, response teams, assisted by various other resources, implement the plan.

2.3.5 Termination of Emergency Response Operations

Termination of emergency response operations is the responsibility of the IC, based on recommendations from the IMS. Emergency response operations are generally terminated when conditions exist that can no longer be categorized/classified as an emergency. These conditions occur after

- Accountability is complete,
- Make-safe operations are complete, and
- Re-entry and recovery operations have been initiated.

Although emergency response operations may be complete, the re-entry and recovery phases of the response to the emergency may continue for a long time. This is dependent on the condition of the site, level of residual contamination, program management concerns, legal concerns, and public affairs concerns.

During the termination process, the IC may reduce the IC staff and/or various response teams in the IMS. Care is taken during this reduction of response forces to ensure that there are sufficient assets available to complete re-entry and recovery tasks.

2.4 AFTER-ACTION REPORTING AND LESSONS LEARNED

After the termination of the event, the after-action and lessons-learned process begins. The FM&T process for developing and tracking lessons learned will be used for FM&T events.

Key members of the ERO will meet to discuss and document the emergency response and lessons learned. The purpose of these discussions is to identify those areas that worked well and those areas that need attention. The EM Coordinator or designated representative will facilitate this meeting.

Each emergency response action, from identification of the event through termination, will be evaluated for

- Adequacy of training;
- Adequacy of the Emergency Plan and implementing procedures
- Adequacy of other plans;
- Adequacy of facilities, equipment, and communications; and
- Interaction with offsite agencies.

The results of this meeting will be documented. Action items will be identified, assigned, and scheduled for corrective action through a Honeywell FM&T After Action Report. Honeywell FM&T action items will be addressed and documented in updates of the appropriate plans and procedures. Other items will be included in the annual review and update of the Emergency Plan and implementing procedures.

3.0 OFFSITE RESPONSE INTERFACES

Offsite response interfaces and coordination with local, state, and federal agencies are vital to ensure a comprehensive EM program and can be mutually beneficial. The NSC and offsite organizations share common concerns and responsibilities for timely and effective emergency response, the health and safety of people onsite and offsite, and protection of the environment.

Honeywell FM&T has an excellent working relationship with the City of Kansas City, Missouri, Police and Fire Departments and the Grandview, MO Fire Department. Both KCMO Police and Fire departments visit the NSC at least annually. The Grandview Fire Department toured the NSC in 2014. The Kansas City, Missouri, Police Department has uniformed staff that can respond onsite. The closest police station (South Patrol) is 10 miles from the site. The Kansas City, Missouri, Fire Department has a fire station approximately 5 miles north of the NSC. The KCFD vehicle dispatch is managed by a computer system to send the closest available personnel and vehicles. The closest Fire Station is a Grandview, Missouri, Fire Station which is approximately 3 miles to the east of the site. NSC the KCMO Fire Department has mutual aid agreements with Grandview, Missouri, Fire Department and is linked thru MARC and the State of Missouri Mutual Aid System.

The NSC has established onsite emergency response capabilities to provide trained, capable personnel to handle emergency situations. However, should emergencies and disasters be of such magnitude that they require more resources or are extensive enough to impact the surrounding community, offsite assistance and expertise could be vital to emergency response and operations. The NSC has an established program to interface with federal, state, and local offsite response organizations to ensure timely, effective support and expertise should assistance be needed from or by offsite entities. The liaison maintained through the interface program provides guidance for bringing NSC and offsite emergency response personnel and resources into a unified, cooperative effort to contain, mitigate, and resolve any emergency or disaster situation. NSC will provide the opportunity for offsite agencies to participate in the hazard refresher sessions, (*Section 12.8*) and exercises (*Section 13.6*) to ensure integration of response capabilities.

This section contains brief descriptions of the liaison and agreements with other federal, state, and local organizations and their specific roles and means of notification and communications.

3.1 OTHER FEDERAL AGENCIES

The Federal government has historically been involved in mitigation, preparedness, response, and recovery programs for natural hazards. This involvement primarily covers specialized technical expertise. The roles and relationships of various federal agencies related to the emergency preparedness status and potential disaster needs of NSC are detailed on the following pages.

Federal Bureau of Investigation, Kansas City Field Office

NSC may, under certain circumstances, come under the jurisdiction of the Federal Bureau of Investigation (FBI). The FBI's role is to respond if there are hostile actions, terrorism, or other situations that might involve hostages, armed invasions, or bomb threats. The FBI also provides information and any pertinent data relevant to national and company security. For immediate emergency response, the BOC will notify the FBI and then inform KCFO Security of the notification. For general notification of an emergency, KCFO Security would obtain concurrence from the IC before notifying the FBI. The NNSA KCFO maintains a Memorandum of Understanding with the FBI.

National Weather Service Storm Prediction Center

The National Weather Service Storm Prediction Center (www.spcc.noaa.gov) is responsible for providing local, area, regional, and national weather forecasts, including alerts of all forms of severe or threatening weather. To ensure timely alerts and warnings, Honeywell FM&T has developed a command media procedure to alert NSC employees to severe weather. Honeywell FM&T employees are notified by pager and the Emergency Notification System when lightning is sighted in the area.

After the initial notification the BOC continues to monitor the weather conditions for additional warnings and updates.

Access to alerts and warnings from the National Weather Service, in conjunction with local weather reports, and the use of Weather Call is invaluable in implementing appropriate safety procedures for onsite personnel. The NSC is a National Weather Service (NWS) StormReady site. StormReady sites receive an inspection by the NWS to ensure proper equipment and trained personnel are on site to monitor weather conditions.

Federal Response Plan

The Federal Response Plan is designed to provide a flexible and rapid Federal response in a catastrophic disaster by providing state and local governments with personnel, technical expertise, equipment, and other resources, and assumes an active role in managing the response. One or more of 26 Federal departments/agencies and the American Red Cross provide resources. The Federal Response Plan is signed by all agencies involved. Resources are grouped into 12 primary emergency support functions each headed by a primary agency, with other Federal agencies providing support as necessary and responding within their own respective authorities.

Should the need arise, NSC and the Kansas City jurisdiction can access the Federal resources available through the Federal Response Plan. The ultimate goal for NSC is the ability to act decisively and effectively in the response and recovery of a disaster or emergency. Access to national resources is an important factor in achieving this goal. Other national resources offer on-scene assistance in the form of expert teams and personnel, as well as specific expertise, guidance, and training before an actual emergency or disaster.

3.2 MISSOURI STATE GOVERNMENT

The role of state government is to know and determine EM needs and capabilities of the respective political jurisdictions or subdivisions within its boundaries. State government has many resources, as well as those in the Federal Government. One of the state's most important functions is to channel state and federal resources to local governments. These resources include training and technical assistance along with operational support in times of emergency or disaster.

The state, and more specifically, the Governor of each state, has the statutory authority for establishing the State Emergency Response Commission (SERC) under Title III of the Superfund Amendments and Reauthorization Act (SARA), and the Emergency Planning and Community Right-to-Know Act of 1986. Title III requires that state and local governments in conjunction with the private business and industry sectors have emergency plans in place for protection from chemical and other hazardous materials incidents. Title III also provides the right, through proper channels, for citizens to request government and company plans, procedures, and other pertinent information related to hazardous materials used, stored, and manufactured in the community.

Within the framework of SARA Title III, the state of Missouri has designated various state agencies to the SERC, and LEPCs are established within respective emergency planning districts. The roles and responsibilities of the various state agencies that relate to the NSC and its emergency preparedness program follow.

State Emergency Management Agency (Missouri)

The State Emergency Management Agency (SEMA) is the primary point of notification for state resources in the event of any type of emergency at the NSC. SEMA has a 24-hour emergency telephone number (573-751-2748) and non-emergency telephone number (573-526-9100) 7:30 - 4:30 M-F. If needed and requested, SEMA will provide one or more representatives of the state to facilitate/maintain the flow of information, coordinate news releases to the Governor's Public Information Office, and/or serve other coordination purposes to secure needed resources.

Missouri State Highway Patrol

The nearest local office of the Missouri State Highway Patrol is located at Lee's Summit, Missouri. . The Missouri State Highway Patrol resources are available to NSC if local law enforcement agencies request additional resources because of the magnitude of the incident.

Missouri National Guard

The National Guard (www.moguard.com) (1-888-526-MONG) is available to the Governor when public safety is in jeopardy or during other extraordinary circumstances, such as catastrophic disasters and riots. The Guard's mission is to:

- Provide units of trained and equipped personnel to protect life and property
- Maintain peace, order, and public safety under the authorities of the state and Federal governments

The Missouri National Guard has two primary missions related to the NSC.

- If the U.S. Army Land Defense Plan is implemented, the Missouri National Guard may be Federalized; local units of the National Guard, which are located in Kansas City, are designated to protect the NSC.
- The Governor of Missouri, when requested by the Mayor of Kansas City, Missouri, may mobilize the National Guard to assist the Kansas City area during catastrophic disasters or other major emergencies; if NSC is involved or threatened, the National Guard may be called on to supplement protective forces.

3.3 LOCAL ORGANIZATIONS

Honeywell FM&T works with local government agencies and organizations to ensure the understanding, knowledge, and cooperation necessary to maintain an effective working relationship and effective response and support in time of emergency or disaster. Specific listings and notification procedures for local offsite response agencies are found in Section 5.0.

Kansas City, Missouri, Police Department

The Kansas City, Missouri, Police Department's primary responsibilities are to protect life and property, maintain law and order, and control traffic and access. Response to the NSC would be in keeping with these responsibilities in the case of a security incident or an evacuation from the site, including movement of emergency medical personnel/transport of injured personnel to and from the scene and securing and controlling access to the site. Additionally, they may notify residents who live near the site. The Kansas City, Missouri, Police Department is familiar with the NSC and maintains the liaison with Honeywell FM&T Protective Force personnel. The Kansas City, Missouri Police Department would also be called to investigate a fatality onsite before the body is moved in order to protect evidence. The NNSA KCFO maintains a Memorandum of Understanding with the Kansas City Police Department.

Kansas City, Missouri, Fire Department

The Kansas City Fire Department (KCFD) is trained and equipped for medical first-responder service, rescue, fire suppression, and hazardous materials response. The Fire Department is authorized by city charter and codes to operate within the Kansas City, Missouri, jurisdiction to accomplish its responsibilities to the community. The NSC is included within this jurisdiction. Honeywell FM&T works closely with the Kansas City Missouri Fire Department to ensure their familiarity with the premises and the NSC in-house safeguards to expedite efficient responses should the KCFD be needed in an emergency. If mass evacuations are needed and employees cannot use their personal vehicles the KCFD or Kansas City Police Department (KCPD) can call in city busses to transport employees to safe locations. Nearby public access points like local malls would be used as the drop off points. The KCFD and Grandview FD are included in periodic onsite meetings and exercises to further enhance the relationship and understanding of the NSC facilities and operational procedures.

If a situation requires the assistance of the KCFD and Grandview FD, the BOC will request response from the KCFD and Grandview FD. Honeywell FM&T Protective Force shall direct responding fire personnel and quickly account for the number of responders entering the site.

Periodic onsite visits by the KCFD keeps them familiar with the hazards and layout of the NSC.

Kansas City, Missouri, Office of Emergency Preparedness

The Kansas City, Missouri, Office of Emergency Preparedness is organized under the Kansas City, Missouri, Fire Department. The Emergency Preparedness Office is responsible for working with all governmental departments to maintain and enhance local government's response and recovery capability, as well as plan and coordinate all forces and resources available in the Kansas City area. The Kansas City, Missouri, Fire Department, notifies this office. Kansas City MO Emergency management controls the activation of all public warning sirens throughout the city.

Hospitals and Healthcare Systems

The Kansas City area is served by over 30 hospitals and medical centers. Seven of these hospitals are located within approximately 14 miles of the NSC. The Mid-America Regional Council Emergency Rescue (MARCER) Committee implemented EM System a web based system that provides real-time information on hospital emergency department diversion status, hospital patient capacity, availability of staffed beds and available specialized treatment status. EM System is used to coordinate both routine and emergency medical operations (such as mass casualty incidents) of the metropolitan Kansas City area hospitals. The hospitals and healthcare systems in the region work together on a regular basis and participate in the Kansas City Metropolitan Medical Response System Plan for planning and preparedness activities to strengthen the region's hospital capabilities. KCFD Ambulance based in KCFD fire stations is used to transport NSC personnel to area hospitals and is dispatched by a centralized communications facility. KCFD Ambulance is contacted by initiating a 911 call; a non-emergency phone number for KCFD Ambulance is (816) 300-2400. If a full-scale implementation of the Kansas City Metropolitan Medical Response Plan is warranted, mobile command-communications units are dispatched to the scene to coordinate the transport of victims to area hospitals.

Mid-America Regional Council, Local Emergency Planning Committee

The MARC is funded by governmental entities of the five counties of the Kansas City area and addresses issues and problems related to the area. MARC manages the Local Emergency planning Committee (LEPC) and its planning. The LEPC maintains a Hazardous Materials Emergency Preparedness Plan that outlines the organization and assignment of responsibilities of the various departments and disciplines involved in the emergency response and operational aspects of a hazardous materials incident. The plan establishes policies and procedures for operations in the plan service area including five counties in Missouri and three counties in Kansas when an emergency occurs involving hazardous materials. The LEPC operates under the authority of Public Laws 81-920 and 93-288, SARA Title III (Public Law 99-499), and the Executive Order of the Missouri Governor, Executive Order 87-5.

As part of the community and in compliance with SARA Title III requirements, Honeywell FMT is cognizant of provisions of the Mid-America LEPC Hazardous Materials Emergency Preparedness Plan. The NSC Emergency Plan is aligned with the provisions of the local plan.

Johnson County, Kansas, Office of Emergency Preparedness

This office provides and maintains a severe weather/tornado spotting and reporting program within Johnson County. Johnson County EM controls the activation of all public warning sirens throughout the county. It also operates an EM VHF (153.995 MHz) radio channel that provides severe weather advisories and warning information related to public safety.

Cass County, Missouri, Sheriff's Department

Honeywell FM&T has responsibility for offsite DOE property located in Cass County, Missouri. The Cass County, Missouri Sheriff's Department's role is similar to that of the Kansas City,

Missouri, Police Department. The NNSA KCFO maintains a Memorandum of Understanding with the Cass County Sheriff's Department.

City of Belton, Missouri, Fire Department

Honeywell FM&T has responsibility for offsite DOE property located in Cass County, Missouri, which falls within the fire service area of the city of Belton, Missouri. The Belton, Missouri, Fire Department's role is similar to that of the Kansas City, Missouri, Fire Department.

3.4 AMERICAN RED CROSS

The Greater Kansas City chapter of the American Red Cross (816) 931-8400 (www.kcredcross.org) has the responsibility to help meet the human needs in the event of an emergency or natural disaster. These needs may include food, clothing, shelter, first aid, health services, and other basic elements for comfort and survival. In disasters with company liability implications, such as hazardous material, transportation accidents, building collapses, etc., the customary emergency services are extended on either a mass care basis or to individuals and families if such help is not or cannot be provided immediately by the owner of the property involved.

The American Red Cross will conduct shelter and feeding operations at facilities in coordination with the Kansas City, Missouri, Division of Emergency Preparedness and officials of the facility. The Greater Kansas City Chapter of the American Red Cross will be accessed through the Kansas City, Missouri, Fire Department Emergency Communications Center.

3.5 KANSAS CITY AREA HOSPITALS

The following table (*figure 5*) is a listing of Kansas City Area Hospitals. Emergency Responders have access to the Metropolitan Emergency Information System which contains an extensive listing of metropolitan area hospitals and their capabilities.

Hospital	Phone Number	Trauma Level I/II
Centerpoint Medical Center	(816) 698-7000	<i>Level II Trauma Center</i>
Children's Mercy Medical Center	(816) 234-3000	<i>Level I Trauma Center</i>
Lee's Summit Medical Center	(816) 282-5000	
North Kansas City Hospital	(816) 691-2000	<i>Level II Trauma Center</i>
Overland Park Regional Medical Center	(913) 541-5000	<i>Level II Trauma Center</i>
Providence Medical Center	(913) 596-4000	
Research Belton Hospital	(816) 348-1200	
Research Medical Center	(816) 276-4000	<i>Level II Trauma Center</i>
Saint Joseph Medical Center	(816) 942-4400	
Shawnee Mission Medical Center	(913) 676-2000	
St. Luke's Hospital - K.C.	(816) 932-2000	<i>Level I Trauma Center</i>
St. Luke's Hospital – Lee's Summit (East)	(816) 347-5000	
St. Luke's Hospital – Barry Road (Northland)	(816) 891-6000	
St. Luke's Hospital – (South)	(913) 317-7000	
Truman Medical Center Hospital Hill	(816) 404-1000	<i>Level I Trauma Center</i>
Truman Medical Center Lakewood	(816) 404-7000	
University of Kansas Hospital	(913) 588-1227 (800) 332-6048	<i>Level I Trauma Center</i>

Figure 5: Kansas City Area Hospitals

State and Local Public Health Authorities

City of Kansas City Missouri Health Department (816) 513-6252, Jackson County Health Department (816) 404-6415 and the State of Missouri Department of Health & Senior Services emergency/disease reporting 24/7 (800) 392-0272 and normal business phone is (573) 751-6400.

Poison Control

Poison Control Center (800) 222-1222 and (913) 588-6633.

4.0 EMERGENCY CATEGORIZATION AND CLASSIFICATION

Emergencies are significant accidents, incidents, events, or natural phenomena that seriously degrade the safety or security of DOE leased facilities. Hazards exist at the NSC where an emergency event may occur. Operational Emergencies are listed in *figure 6* below. Protective action's references are located in *Appendix B*.

INITIATING CONDITION	OPERATIONAL EMERGENCIES	PROTECTIVE ACTION NO.
Fire	Burning that requires offsite help in extinguishing the fire (including fire from a lightning strike)	1
Tornado or Severe Thunderstorm	Tornado or severe thunderstorm with damage to building integrity, and involves injuries	2
Earthquake	Building damage and personal injuries	3
Security	Security activity involving degradation in the level of protection of the site requiring offsite assistance	4
Onsite Chemical or Biological Release (Airborne)	Spill of a hazardous chemical that creates a visible moving plume, harmful symptoms at a distance, or an Emergency Response Planning Guidelines (ERPG) -2 level onsite extending at least 100 feet from the site of the spill, may require classification. Release of biological agent, after being brought onsite, none currently onsite.	5
Offsite Chemical Release impacting the NSC (Airborne)	Spill of a hazardous material that creates a visible plume moving toward the site, employees onsite report harmful symptoms, or an ERPG-2 level onsite requiring personnel chemical sheltering	6
Environmental Release (Water)	Spill of a hazardous material that damages the offsite waterways	7
Structural, Utilities, Equipment Damage	Damage requiring time-urgent offsite help and involving personal injuries (includes explosions: examples, steam, gas line, boiler, pressure vessel)	8
Transportation	Offsite release of a NSC shipment requiring the establishment of a Department of Transportation (DOT) initial protective action zone (DOT RSPA 5800.6)	9
Electrical Power loss with freezing temperatures	No electrical power to the NSC for an extended period with freezing temperatures	10

Figure 6: Emergencies and Initiating Condition

4.1 DEFINITIONS (DOE's)

Operational Emergencies are unplanned, significant events or conditions that require time-urgent response from outside the immediate area of the incident. Operational Emergencies are either categorized (Significance Categories 1-4) or classified (Alert, Site Area, or General) based on increasing level of severity. This plan addresses events categorized as an operational emergency or events requiring classification.

EVENTS THAT DO NOT REQUIRE CLASSIFICATION

An Operational Emergency shall be declared when events occur that represent a significant degradation in the level of safety and that require time-urgent response efforts from the outside but do not reach classification levels. These events do not require classification.

EVENTS REQUIRING CLASSIFICATION

Operational Emergencies shall be classified as either an Alert, Site Area, or General Emergency, in order of increasing severity, when events occur that represent a threat to workers and the public due to the release or potential release of hazardous materials. Events listed in this section will be classified as follows.

Alert

An Alert shall be declared when events are predicted, are in progress, or have occurred that result in actual or potential substantial degradation in the level of control over hazardous materials. It is not expected that the Response Planning Guideline will be exceeded at or beyond facility boundary.

Site Area Emergency

A Site Area Emergency shall be declared when events are predicted, in progress, or have occurred that result in an actual or potential failure of functions necessary for the protection of workers or the public. The concentration in air from release of hazardous material is expected to exceed the applicable Emergency Response Planning Guideline beyond the facility boundary. The Emergency Response Planning Guideline is not expected to be exceeded at or beyond the site boundary.

General Emergency

A General Emergency shall be declared when events are predicted, in progress, or have occurred that result in an actual or imminent catastrophic reduction of facility safety or security systems with potential for the release of large quantities of hazardous materials to the environment. The concentration in air from any release of other hazardous material is expected to exceed the Emergency Response Planning Guideline at or beyond the site boundary.

FACILITY BOUNDARY = 30 meters (100 yards) from facility or event point.

SITE BOUNDARY = Point where the NSC does not maintain control.

4.2 OPERATIONAL EMERGENCIES NOT REQUIRING CLASSIFICATION

Using the DOE event labeling system the table below lists events required to be categorized as an Operational Emergency. For each event an emergency action level is given. Additional information on events can be found in the NSC Emergency Planning HS. Additional information on categorizing events can be found in the Facility Manager Manual for Occurrence Reporting and Processing of Operations Information. Facility Managers for occurrence reporting are responsible for categorizing the event. Emergency staffing levels for operational emergencies will be the same as for classified events.

<u>Emergency Action Level (EAL)</u>	<u>As Indicated By</u>	<u>Categorization</u>
Spills and Leaks (during transportation)		
<ul style="list-style-type: none"> • Puncture/spill of five 15-gallon nitric acid kegs • Puncture/spill of five 15-gallon hydrochloric acid kegs • Puncture/spill of three 55-gallon acetic anhydride drums. 	Direct observation of outdoor handling or transportation event spilling, puncturing, or crushing one of these materials AND the material is being released	Operational Emergency (requiring categorization as an Operational Emergency, but not requiring classification)

4.3 EMERGENCY ACTION LEVELS

Using the DOE event labeling system this table lists events requiring classification as a General (highest event), Site Area or Alert Emergency. For each broad event the emergency action level is given as well as the indicator for each event. Additional information on events can be found in the NSC Emergency Planning HS. Additional information on classifying events can be found in the Facility Manager Manual for Occurrence Reporting and Processing of Operations Information. Facility Managers for occurrence reporting are responsible for classifying the event. Emergency staffing levels for each of the three classification levels will be the same.

<u>Emergency Action Level (EAL)</u>	<u>As Indicated By</u>	<u>Classification with Protective Action</u>
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Process Upsets

None	None	None
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Fire or Explosion (to include fire or explosion caused by aircraft crash)

Major fire or explosion at Buildings 3, 4, 5 or 6 with offsite consequences <ul style="list-style-type: none"> • A portion known to house hazardous materials is involved in fire or is damaged by an explosion • Walls, roof or other structural features are breached by blast or flame • Initial offsite response unit commander requests backup units or specialized equipment 	Direct observation of flames or smoke extending beyond the NSC boundary (100 yards) AND Fire not extinguished by automatic suppression systems AND Additional units or specialized equipment needed to control event	GENERAL Emergency Protective Action #1
Fire or explosion at Buildings 3, 4, 5 or 6 with onsite consequences <ul style="list-style-type: none"> • Sprinklers or other engineered features do not suppress the fire • Offsite responders are employed to suppress the fire or mitigate releases • Unless controlled, fire or potential explosion threatens to involve hazardous materials 	Direct observation of flames or smoke AND Fire not extinguished by automatic suppression systems	Site Area Emergency Protective Action #1
Fire or explosion at Buildings 3, 4, 5 or 6 readily controlled but may have degraded safety or control over hazardous materials. Integrity of containers and packages may not readily be established by initial responders.	Direct observation of flames or smoke	Alert Emergency Protective Action #1

Natural Phenomena – High Wind / Tornado / Seismic

Complete involvement with loss of control of hazardous materials at Buildings 3, 4, 5 or 6.	Direct observation of damage extending beyond the NSC boundary (100 yards)	GENERAL Emergency Protective Action #2 for high wind, Protective Action # 3 for seismic
Major damage with loss of control of hazardous materials at Buildings 3, 4, 5 or 6.	Direct observation of damage	Site Area Emergency Protective Action #2 for high wind, Protective Action # 3 for seismic

<u>Emergency Action Level (EAL)</u>	<u>As Indicated By</u>	<u>Classification with Protective Action</u>
Minor damage but potentially safety-significant mixing or spilling of hazardous materials at Buildings 3, 4, 5 or 6.	Direct observation of damage	Alert Emergency Protective Action #2 for high wind, Protective Action # 3 for seismic

Security – Bomb Threat / Explosive Device / Sabotage / Hostage Situation / Armed Intruder

Possible damage could cause offsite dispersal of hazardous materials from Buildings 3, 4, 5 or 6	Unauthorized person observed in Buildings 3, 4, 5 or 6 AND EITHER Evidence of tampering with hazardous materials OR Evidence of sabotage to hazardous materials	GENERAL Emergency Protective Action #4
Discovery or detonation at Buildings 3, 4, 5 or 6, dispersal not expected to go offsite	Unauthorized person observed in Buildings 3, 4, 5 or 6 AND EITHER Evidence of tampering with hazardous materials OR Evidence of sabotage to hazardous materials	Site Area Emergency Protective Action #4
Discovery or credible threat anywhere onsite expected result to be impairment of control over hazardous materials.	Threat is confirmed by FM&T Security as credible	Alert Emergency Protective Action #4

Miscellaneous

Any degradation of safety not otherwise directly covered in other specific EALs	IC / Facility Manager Judgment	General, Site Area, or Alert Emergency Protective Action(s) based on the event.
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5.0 NOTIFICATIONS AND COMMUNICATIONS

Provisions are in place at the NSC for prompt initial notification of emergency response personnel and response organizations, including appropriate DOE/NNSA elements and other Federal, state, and local organizations, and for continuing effective communication among the response organizations throughout an emergency. Specific requirements of ERO members for notifications are detailed in their individual position checklists (*see Appendix C*).

5.1 NOTIFICATIONS

Initial notification of Facility Managers, Centerpoint Zimmer, and KCFO officials is detailed in *Section 2.3* of this plan.

5.1.1 Onsite Notifications

The BOC will use one or more of the following to make notifications: the Emergency Notification System, telephone, pagers, and site radios. Appropriate information and the location of the incident are communicated by the BOC operator who:

- Notifies the site residents of sheltering (chemical or tornado) or evacuation requirements over the Emergency Notification System
- Notifies the Facility Manager who initiates the automated notification system, when necessary
- Notifies Centerpoint Zimmer of any environmental alarms or other operational issues
- Notifies the IC of any information received concerning trapped or injured personnel
- Notifies Protective Force staff to provide traffic control for the emergency area if conditions warrant and manpower is available
- Notifies the Central Computer Center if the emergency event threatens the operation of the center and its facilities

NOTE: Should the automated notification fail to operate properly, the Facility Manager for occurrence reporting will initiate a manual notification of response personnel.

5.1.2 Offsite Notifications

If the event is categorized or classified as an emergency, notifications to NNSA and state and local governments shall be completed immediately not to exceed 15 minutes for classified events and 30 minutes for categorized events. After initial notification is completed, offsite agencies are updated as new information becomes available or at intervals agreed upon during response to the event until an agreed-upon frequency has formally been established. When appropriate, any termination of the incident will be coordinated with federal, state, and local authorities before resuming normal operations.

Under the Comprehensive Environmental Response, Compensation, & Liability Act and Title III of the SARA, information about hazardous chemical releases more than reportable quantities that have been released to the environment must be immediately reported. For Honeywell FM&T the information is reported by Waste Management or Environmental Compliance to KCFO, who in turn reports to the National Response Center, the State Emergency Response Commission (SERC), and the LEPC. Required written reports will be submitted per 40 CFR 265.56. Honeywell FM&T will be responsible for reporting releases of their materials; CPZ will be responsible for reporting releases of their materials.

The Kansas City, Missouri, Police Department is responsible for warning and/or advising the population at risk of an emergency or an impending emergency. The local jurisdiction has established plans and procedures for notification of local residents.

The IC KCFO Representative position is responsible for regulatory notifications and updates.

IC KCFO Representative notifies, if necessary and directed, and provides update information to the following.

- GSA
- State and local officials
- Kansas City, Missouri, Fire Department
- DOE –HQ Operations Center

The Facility Manager/Designee notifies Honeywell Corporate Headquarters.

Honeywell FM&T Medical Care Services Department is responsible for notifying, through the BOC, the KCFD Ambulance dispatcher of multiple-casualty incidents requiring hospitalization. This notification may result in activation of the Kansas City Area Hospital Association Disaster Plan. Local hospitals and KCFD Ambulance use the Metropolitan Emergency Radio System on frequency 158.820 KHz. During second shift, third shift, weekends and holidays the BOC will notify KCFD Ambulance without going through the Medical Care Services Department.

5.1.3 DOE Assets

All requests for DOE assets are made through the NNSA. They will forward the request to the EM Team in the DOE HQ OC. The EM Team will authorize and coordinate the deployment of DOE assets.

5.1.4 NNSA HQ Notifications

The Facility Manager for occurrence reporting is responsible for the initial notification of DOE/NNSA HQ OC of Honeywell FM&T related events. The Facility Manager for occurrence reporting will make courtesy notifications to DOE/NNSA HQ OC of onsite CPZ events that may be news worthy.

The IC Situation Reporter is responsible for ensuring that DOE/NNSA HQ OC is notified as changes occur in the emergency.

5.2 COMMUNICATIONS

The BOC is the control point for emergency communications within the NSC. A dedicated alternate power source is available for communications systems used at the BOC. The independent communications systems at the BOC are as follows:

- Emergency Notification System
- Two-way radio system linking the BOC with security vehicles, guard posts and IC.
- Public telephone service to onsite and offsite locations, including cellular phones

The BOC provides additional communications support systems including:

- Secure Telephone
- Dial-up Unclassified Facsimile

Internal Transportation provides radio communications between the transportation dispatcher and onsite transportation vehicles.

5.2.1 Secure Communications

Security of classified systems must not be compromised. The IC Security position is responsible for deciding how to handle secure communications situations that were not foreseen during emergency response planning. A Secure Telephone for classified conversations is available at the BOC.

5.2.2 HQ Emergency Communications Network (ECN)

The NSC is connected to the HQ ECN system for communications during emergency events. The system includes four modes of communication. The four modes include classified and unclassified video and a classified and unclassified data system. The four modes are located in Building 1, IT War Room Conference Room first floor west. The systems will be used as directed by the HQ OC after initial telephone and email notifications.

6.0 CONSEQUENCE ASSESSMENT

Consequence assessment is conducted to qualify and quantify the hazards associated with a hazardous material incident, to determine the nature and extent of the incident, and establish potential exposure onsite and offsite. Consequence assessment is done as a part of the EPHA and then again as a part of the implementation of the Emergency Plan.

6.1 CONSEQUENCE DETERMINATION

Determining the dimensions of the dispersion pathway of a chemical plume requires a meteorological capability. This capability is provided by the National Weather Service and Weather Call.

The NSC emergency management program includes the methodology, equipment, and measuring capability to make estimates and ensure the estimates are made available during emergencies. The assessments are made using EPIcode computer modeling software. EPIcode produces a quantitative estimate of consequences.

6.1.1 Initial Consequence Determination

The initial consequence assessment at the time of the emergency event follows a predetermined sequence of actions, which provides for the initial determination of toxic chemical release projections for each event.

INITIAL DETERMINATION

Emergency Responder	Response Action Sequence
Incident Commander	<ul style="list-style-type: none"> Receives report of chemical spill
Incident Commander with support from HS&E at the command post	<ul style="list-style-type: none"> Gathers information about the spill, to include location, chemical name or number, estimated quantity, estimated depth of spill, estimated spill area (feeds this information to the plume modeler) Consults EPHA to determine if spilled material has been pre-modeled, takes action based on the pre-modeling results If no pre-model or if material is unknown default to protective distances for unknown material (protective action # 5, appendix B) Modify protective distances based on results obtained from plume modeling of the specific event
Plume Modeler	<ul style="list-style-type: none"> Takes information about this specific spill and current weather conditions and models the release using EPIcode Models materials as requested from IC that may not have been pre-modeled Communicates results to IC and IC Industrial Hygiene position Continues to monitor weather conditions and remodels with changes in weather conditions Communicates new plume modeling data to the IC and to the IC Industrial Hygiene position Confirms reasonableness of the plume modeling results and informs the IC Industrial Hygiene position

Emergency Responder	Response Action Sequence
	<ul style="list-style-type: none"> Notifies the IC KCFO Representative of plume modeling results so that the results can be communicated to DOE HQ

A listing of pre-calculated consequences for the hazardous chemical events and their DOE emergency classification level are listed in Section 4 of this document. Emergency Action Levels (EALs) are also listed in Section 4 of this document. Protective Actions are detailed in Appendix B of this document.

A listing of how the onsite hazardous materials are stored and used, physical properties, health hazards, flammability hazards, and reactivity hazards of the onsite hazardous chemicals screened as potentially harmful to onsite or offsite personnel is detailed in Section 4, Hazard Characterization, of the EPHA.

Onsite emergency response facilities (example: BOC) are within the NSC EPZ. These facilities do not have the capability to purify air. Air intake to these facilities can be shut off or the personnel located in the facilities can be moved to alternate locations when the facilities are located within the plume in concentrations that pose a risk to personal health.

The IC will identify any buildings in the path of the plume and will have the air intake shut down and/or relocate personnel inside the buildings to locations outside of the plume’s path. If the plume is suspected to possibly go offsite in harmful concentrations this information is shared with the KCMO Fire/Hazardous Material responding units who will also plume model the event and decide to what extent to warn, shelter in place, or evacuate offsite areas.

Field monitoring teams are not sent inside the plume to take readings. Personnel will be kept outside of the harmful area until the plume has dissipated according to the plume modeling software and/or the spilled material has been neutralized by trained responders wearing appropriate personnel protective equipment.

6.1.2 Continuous Consequence Assessment

Continuous assessment is defined as the continuous refinement of the plume footprint based on field input and current meteorological data. Worst case data from the EPHA is used initially until more accurate data can be developed.

The EPHA has documented the largest amounts of hazardous chemicals onsite and the worst-case meteorological for each potential release of hazardous chemicals not screened out by the EPHA screening process. The plume modeler will plume the specific event using current meteorological data and estimates of actual amounts spilled. The plume modeler will continually monitor meteorological conditions and update the plumes as meteorological conditions change.

The IC with help from HS&E staff will provide the plume modeler a list of any chemicals that are adjacent to the event scene that could be released by the ongoing event. The EPHA will be consulted for worst case possibilities of the adjacent chemicals. The plume modeler will model these chemicals of concern using current meteorological conditions.

The reentry and recovery may include sampling by appropriately equipped and trained emergency responders. The results are integrated into the protective action decision-making process.

Collection and retention of data for post-accident assessments are undertaken during the reentry and recovery phase. The data collection will not be permitted to interfere with consequence assessments or protective actions during the course of the emergency.

6.2 COORDINATION

Consequence assessment information regarding release potential is shared with offsite emergency response organizations, and DOE HQ. The offsite emergency response organizations take our consequence assessment information compare it with the consequence assessment information they develop. The offsite emergency response organizations will then take steps to warn, shelter in place, or evacuate offsite areas based on their evaluation of the potential for the event to impact offsite areas.

6.2.1 Sharing of Information

The IC Situation Reporter will inform the HQ OC of the results of the plume modeling. IC is responsible for informing the offsite response groups of the results of the plume modeling.

DOE HQ will be provided modeling results during updates, upon request, or when significant changes occur.

7.0 PROTECTIVE ACTIONS AND REENTRY

Protective actions are predetermined activities designed to protect not only the work force and visitors onsite, but also offsite populations, if necessary. The two primary protective actions at the NSC are sheltering and evacuation. Evacuation and sheltering diagrams are posted throughout the NSC and made available electronically on the HS&E web page. There are two different sheltering events possible at the NSC. Sheltering from tornados is accomplished by going to the most structurally protected areas inside buildings. Tornado Protection Selecting Refuge Areas in Buildings FEMA P-431 is used as guidance to shelter in best available refuge areas. Building 1 employees will shelter in inner hall ways on the first floor where there is a minimal amount of glass area. Buildings 2, 3, 4, 5 and 6 employees will shelter in inner hall ways that do not depend on exterior walls. Sheltering from chemical releases is accomplished by going to the most protected area from outside air entering the sheltering location. Building 1 employees will proceed to the third floor for chemical sheltering. Buildings 2, 3, 4, 5, and 6 employees will shelter in the inner hall ways of these buildings. This section is supported by [Appendix B](#), Protective Actions.

This section provides guidance for selecting a protective action based on the emergencies (see [figure 6 Section 4.0](#)) that could affect the NSC. This section also reviews the concept of operations supporting the NSC protective actions and initiating actions and inter relates them with those events requiring a decision to notify offsite organizations of onsite events.

7.1 PROTECTIVE ACTION GUIDES

Based on the *NSC Emergency Planning HS* May 2012, the NSC does not have the possibility of a radiological release causing an emergency. Therefore, protective action guides do not pertain to the NSC.

7.2 EMERGENCY RESPONSE PLANNING GUIDELINES (ERPGs)

7.2.1 Definitions

ERPG-1: The maximum airborne concentration below which it is believed that nearly all individuals could be exposed up to one hour without experiencing other than mild transient adverse health effects or perceiving a clearly defined objectionable odor.

ERPG-2: The maximum airborne concentration below which it is believed that nearly all individuals could be exposed up to one hour without experiencing or developing irreversible or other serious health effects or symptoms that could impair their abilities to take protective actions.

ERPG-3: The maximum airborne concentration below which it is believed that nearly all individuals could be exposed up to one hour without experiencing or developing life-threatening health effects.

7.2.2 ERPGs and Other Standards Used at the NSC

ERPGs are derived, approved, and published by the American Industrial Hygiene Association. For those chemicals that do not have an approved ERPG, the NSC uses the Temporary Emergency Exposure Limits as published by the Subcommittee for Consequence Assessment and Protective Actions (SCAPA). SCAPA is a DOE committee made up of technical experts from DOE organizations throughout the complex. The ERPG-2s and SCAPA recommendations were used to evaluate event scenarios in the *NSC Emergency Planning HS* (May 2012).

7.3 PROTECTIVE ACTION IMPLEMENTATION

Protective actions are based on the emergency actions developed from the *NSC Emergency Planning HS* (May 2012). The protective actions are developed to provide for immediate response at the event location, followed by site wide protective actions (see [Appendix B](#)). The basic premises for the

protective actions are evacuation at the event location and sheltering when required, for the rest of the facility. Protective actions are immediately taken at the event scene, such as evacuation of the immediate area to an assembly point.

Details of the event are communicated to KCMO Fire and KCMO Haz Mat who then decides if offsite populations should be warned, sheltered in place, or evacuated based on the potential of the onsite events. Honeywell FM&T will not provide protective action information directly to the NSC neighbors.

7.4 RECORDS

EM is responsible for the official copy of all records, logs, notes, and technical data generated during a real event (*see Section 14.0*). The Medical Care Services Department is responsible for maintaining medical records of injured or contaminated personnel at the event scene.

7.5 PERSONNEL ACCOUNTABILITY/EVACUATION

The protective actions in *Appendix B* indicate that evacuation and accountability may occur at the facility level of operations. A personnel accountability system has been adopted by the NSC that applies to all residents. Honeywell FM&T personnel accountability is completed by designated persons. Unaccounted for and trapped personnel are reported to the BOC.

7.6 EMERGENCY PLANNING ZONE

An EPZ has been established based on the possible generation of an ERPG-2 level release offsite. The EPZ is thought of as an area within which facilities managers determine that special planning and preparedness efforts are warranted. The following EPZ has been established for NSC.

The EPZ is bounded to the north, south, east, and west by the NSC site boundaries. The boundary to the north is the site fence line, south is 150 Highway, east is Botts Road, and the west is the Kansas City Southern Railroad line. The EPZ is entirely within Jackson County and Kansas City, Missouri city limits.-(*see figure 7*)

The EPZ encompasses the entire NSC. The planning activities for response actions within the EPZ involve each of the organizations on the campus. Lines of communication and decision processes involving each of these entities have been established.

Major traffic arteries leading to the EPZ provide access for response assets. Access control can be established at each of the two roads and the railroad adjacent to the EPZ.

Since the EPZ is within a one-county jurisdiction, which is part of the Kansas City, Missouri, jurisdiction, and extension would not expand into other jurisdictions, no added value would be achieved in extending the selected EPZ radius.

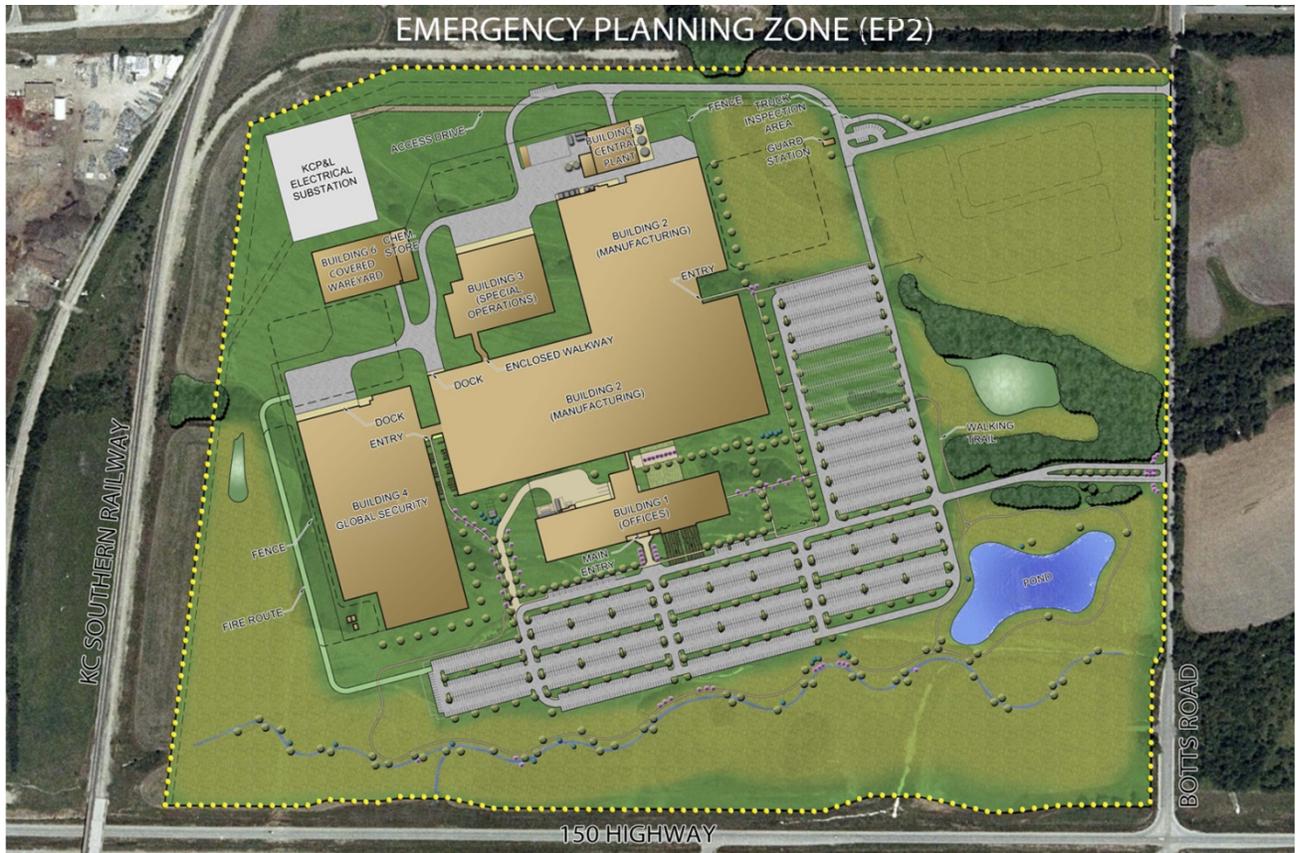


Figure 7 Emergency Planning Zone

7.7 NATURAL PHENOMENA

Natural phenomena in the form of severe weather and earthquake could possibly occur at the NSC. In preparation for such an event, protective actions (*Appendix B*) were developed based on Emergency Actions (*see figure 6 Section 4.0*). Protective actions are used in determining steps necessary to protect onsite and offsite personnel.

Figure 8 shows the planning zone for tornadoes. WeatherCall monitors four locations and will notify the BOC for National Weather Service tornado warnings and severe thunderstorm warnings that impact the NSC. The BOC will also monitor weather conditions and shelter employees based on the map in figure 8. All personnel at the NSC will be directed to immediately shelter for National Weather Service tornado warnings impacting the facility, and upon activation of the KC, MO outdoor warning sirens.

7.8 TERMINATION OF PROTECTIVE ACTIONS

Protective actions are continued until formally revised by the IMS. Notification of changes or termination of protective actions will be made over the Emergency Notification System for onsite personnel. Notification of changes in the event status will be made by telephone to offsite authorities. Changes or termination of offsite protective actions will be announced by the offsite organization which initiated the protective action.

7.9 SHELTERING AND EVACUATION PLANNING

Sheltering and evacuation planning is the responsibility of all departments. EM ensures evacuation routes and sheltering areas are designated on the HS&E web page and posted at various locations at the NSC. The NSC (Departmental) Emergency Plan located in HS&E Documents in the Enterprise Content Management system describes the evacuation and sheltering routes and assembly locations and provide links to the evacuation and sheltering diagrams.

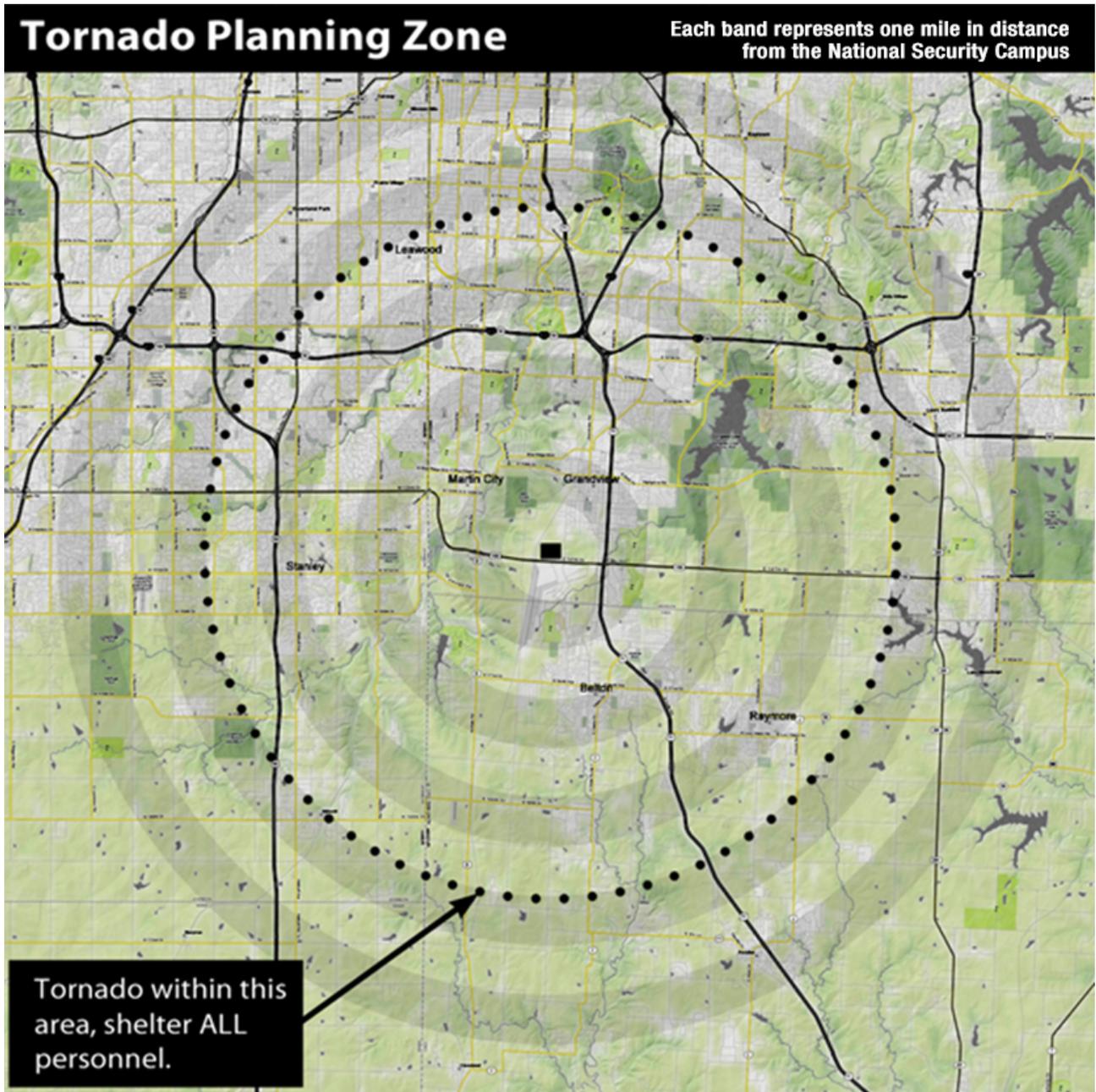


Figure 8: Tornado Planning Zones

8.0 MEDICAL SUPPORT

Honeywell FM&T staffs and operates a medical clinic at the NSC. Qualified Health Care personnel diagnose, treat, stabilize sick and injured patients, and coordinate transportation to local hospitals.

8.1 SYSTEM

The Honeywell FM&T Medical Care Services Department works with employees in the IMS to provide medical assistance to injured personnel as a result of the event. If injured personnel are contaminated as a result of the event, medical will work closely with Waste Management so proper decontamination and medical attention can be provided. Decontamination of personnel will be performed as directed by medical personnel. For life threatening injuries (example: severe bleeding), Protective Force personnel will apply first aid before decontamination and/or transportation. If a contaminated individual is transported before decontamination, medical will communicate the contaminant to receiving medical personnel (example: hospital and KCFD Ambulance personnel).

A team of employees from the HS&E and Integrated Supply Chain Organizations will coordinate decontamination of areas and equipment. Decontamination of areas and equipment will be completed during recovery and reentry.

8.1.1 Sequence of Events

The medical teams will be alerted to respond either by an announcement over the appropriate site radio frequency or telephone. They will immediately check in with the IC at the scene and obtain instructions for mitigating the event.

The Sr. Occupational Nurse will select a location for establishing treatment and triage based on recommendations from the initial responders. This center will be located adjacent to the scene and accessible to a route to transport patients. KCFD Ambulance and Grandview Fire personnel will assist with triage, as they are available.

If decontamination is necessary, a member of the triage team will be present in the decontamination part of the center to assist in stabilizing injured whose conditions may worsen during the decontamination process.

8.1.2 Post-Event Tracking

Personnel who have been contaminated, injured, or contaminated and injured and were involved with stressful occurrences at the event scene will be tracked by the Honeywell FM&T Medical Care Services Department for follow-up evaluation and treatment for post-traumatic stress syndrome. Following an emergency, critical incident stress debriefings can be provided to employees through Health Resource the employee assistance program.

Honeywell FM&T Medical Care Services Department will take the lead on notification of family members should an incident result in personal injury or fatality. Family notifications will be coordinated with the KCMO Police if they are involved. Human Resources will take the lead for other events requiring family notifications.

For injuries, the Medical Care Services Sr. Occupational Nurse or a designee will contact family members using the emergency number list provided on-line in PeopleSoft.

For fatalities, the Medical Care Services Sr. Occupational Nurse or a designee will put a team of employees together to meet with the closest family member. If the injured person or fatality is a contractor, the Medical Care Services Sr. Occupational Nurse or a designee will notify the contractor's office.

For fatalities occurring onsite the KCMO Police department will be called to the scene before the body is moved or the scene is disturbed.

The Medical Care Services Sr. Occupational Nurse will check on the medical condition of the injured employee, keep the site (HS&E or IC) updated on the injury status, support family members, and be a resource for additional information for hospital personnel or family members. Information about how the injury occurred will not be given, but instead the questioner will be referred to the FM&T HS&E organization. Inquiries from the news media will be referred to Honeywell FM&T Public Affairs. During other than normal day shift, the Sr. Occupational Nurse carries an event notification pager to respond as appropriate.

8.2 STAFF

Medical Care Services provides medical assistance staffed with a licensed health care professional from 7:00 a. m. until 3:00 p.m. during the normal work week (Monday through Friday). At other times there is First Aid/Cardio-Pulmonary Resuscitation - Automatic External Defibrillator (AED) trained Protective Force personnel on duty.

8.3 EQUIPMENT

The following mobile equipment available for emergency response:

- Protective Force has AEDs on their response vehicles inside and outside of the NSC.
- AEDs are located throughout the NSC.
- Over the road ambulance service is provided by Grandview Fire Department and KCFD Ambulance.

Note: Equipment located in the Medical Facility is detailed in Section 11.

8.4 TRANSPORTATION AND EVACUATION

The Honeywell FM&T medical philosophy is to decontaminate personnel, if necessary and if medically possible, stabilize, and coordinate transportation to a local hospital (see Figure 5 located in section 3.0). When it is expected that the event will generate patients needing offsite medical attention, KCFD Ambulance will be called and used to transport the injured.

Medical will make the decision NOT to decontaminate an injured individual based on the extent of injuries and the decision to transport the injured to a local hospital.

If a contaminated person is to be transported to a local hospital, the ambulance's interior will be covered in plastic before loading the contaminated person. Contaminated injured will not be transported with non-contaminated injured. Vehicles transporting contaminated injured will be decontaminated before being reused.

8.5 COMMUNICATIONS

Communications are maintained between the medical triage and the Medical Facility by NSC radio or telephone. Communications between Grandview Fire Department, KCFD Ambulance and Honeywell FM&T Medical or Protective Force personnel will occur by telephone. Cellular telephones are located at the mobile command post for their use. KCFD Ambulance will communicate patient information to the receiving hospital.

9.0 RE-ENTRY AND RECOVERY

This section provides guidance and direction about re-entry and recovery. Most emergency events will present unique re-entry and recovery problems. This section will provide general guidance on activities such as search and rescue, damage and environmental assessment, facility and environmental restoration, and dissemination of emergency information.

9.1 RE-ENTRY

Re-entry is a series of planned activities conducted to accomplish specific objectives prescribed by the ERO before the termination of emergency response. Such activities involve re-entering a facility or affected areas that have been evacuated or closed to personnel access during the emergency.

Decisions concerning re-entry into damaged/demolished facilities at the NSC are the responsibility of the IC with concurrence from the CPZ representatives at the ICP. Because each accident or disaster is unique, requirements for re-entry activities will depend on a number of factors. The response structure for conducting re-entry activities must remain flexible, and personnel must be capable of responding to a wide range of conditions and situations.

9.1.1 Emergency Planning Hazards Assessment and Re-entry Planning

The hazard event scenarios associated with each building at the NSC have been identified in the *NSC Emergency Planning HS*. These hazards have been used to determine the range of conditions to be considered in emergency conditions, re-entry planning, drills, and exercises. An analysis of this information shows that hazards may range from natural to technological incidents.

9.1.2 Re-entry Staff and Decision Making

Because re-entry activities may involve high-risk, time-urgent actions, managers will often be called upon to make rapid risk-versus-benefit type decisions and then to establish priorities for selected activities.

To accomplish this, the IC has been designated as the individual within the ERO with both the authority and the responsibility to authorize re-entry activities at the scene.

Specific decision-making considerations include such things as gathering and prioritizing information, disposition of pertinent data, tracking activities, coordinating with other agencies, coordinating with CPZ, and monitoring exposures.

9.1.3 Exposure Guide for Re-entry Personnel

Every effort will be made to ensure re-entry exposures to all personnel are maintained within existing occupational or administrative exposure limits. However, exceptions such as lifesaving rescue missions may occur. Re-entry personnel must be properly trained and qualified before activities are performed.

9.2 TERMINATING AN EMERGENCY

An emergency may be terminated when the affected facility or site is in a stable condition and is expected to remain so, or when a natural or technological hazard no longer constitutes a threat. The IC staff makes the recommendation for termination. The IC makes the final decision to terminate the emergency response operations.

9.3 RECOVERY

Recovery involves reestablishing operations and activities, especially those most essential to the company, as rapidly as possible, to its normal pre-emergency condition.

In most cases, recovery activities will begin during the emergency response phase and will continue until all affected areas meet predetermined criteria for the resumption of normal operations.

Some of the activities that need to be implemented during re-entry are similar to those performed during recovery in that they may involve entering a facility or affected area in which hazardous materials have been released. Therefore, some of the considerations discussed in this section may also be applicable to re-entry operations.

9.3.1 Recovery Organization

The individuals staffing the recovery organization shall be activated as rapidly as possible during the initial stages of response. It is imperative that the recovery function begin during, and continue throughout, the response phase of the emergency incident, since response operations need to be monitored in order to formulate better short-range and/or long-range strategies. The makeup of the staff will depend on the nature of the event.

For emergency events that result in only a minor impact to the NSC, regular operations and CPZ maintenance personnel may be able to accomplish all necessary recovery functions.

9.3.2 Recovery Operations

Every effort will be made to reestablish all essential or critical functions as rapidly as possible following an event at the NSC. Any functions that are not crucial may be curtailed until overall conditions improve, or they may be subcontracted.

Information gathered during the response phase of the emergency shall be used to formulate long-range recovery planning and operations strategies. Remote observations, as well as re-entry activities, shall provide information on the condition of the facility and its immediate environment. Some recovery activities may need to be conducted under conditions similar to those of re-entry activities.

Recovery operations may be divided into the following two general areas.

Detailed Incident Assessment and Investigation

The detailed incident assessment and investigation includes broad-based evaluations conducted to determine causes and effects in order to identify lessons learned and mitigation strategies. Such efforts generally involve an analysis of all documentation generated during the response phase of the incident, as well as a comprehensive assessment of structural integrity, hazardous materials containment, and the capability of Honeywell FM&T Protective Force to quickly establish and maintain surveillance and protection of the subject facilities.

Recovery Planning and Scheduling

Information gathered from monitoring response activities, as well as the results of the assessments and investigations discussed above, should be used to plan and schedule recovery operations. The IC Team has the primary responsibility of ensuring recovery planning and scheduling of the activities.

9.4 RESUMPTION OF NORMAL OPERATIONS

The goal of recovery operations is to return the facility operations to normal conditions. Particular attention should be given to technical specifications, operational safety requirements, health and safety concerns, and environmental regulations.

Federal, state, and local government officials should be consulted and allowed to provide input concerning the decision to terminate recovery operations whenever such a situation has or is perceived to have potential offsite ramifications. In any event, courtesy notifications should be made to these individuals or agencies before resumption of normal operations or use.

The EM Coordinator should process all documentation of recovery operations for record keeping purposes. Lessons learned from assessments and other investigations should be used to implement

mitigation strategies and incorporated in future revisions of this plan (*see Section 1.1.1*). Lessons learned corrective actions shall be tracked.

10.0 EMERGENCY PUBLIC INFORMATION

This section establishes a basis for providing timely, accurate, and relevant information to the media, NSC personnel, their families, and the public who may be affected by emergency conditions at the NSC.

Human Resources representatives will be available to the Public Affairs offices during emergency events to respond to any family inquiries that may be received by the Public Affairs office. The general site phone number published on the web page and in the KC, MO white pages (816-488-2000) is answered by an offsite contractor.

This section describes the functions of the NSC emergency public information program as it relates to (1) the ERO, (2) the major facilities used during an emergency, (3) the means for interfacing with the public, (4) appropriate broadcast and print media, (5) informative and directive news releases, (6) training, (7) non-crisis public education, (8) information coordination among public information response organizations, and (9) information security. This section also identifies public information management, staff positions, responsibilities, management, and staff interactions required before, during, and after an emergency at the NSC.

10.1 EMERGENCY PUBLIC INFORMATION ORGANIZATION AND RESPONSIBILITIES

As a member of the NSC ERO, the Communications Department has assigned emergency public information responsibilities to members of its staff.

The emergency public information staff members are as follows:

- Public Affairs Officer
- Press Center Support Staff (news writers, media/public inquiries team and video/photographers)
- Internal Communications Support Staff
- Outside Agency Public Information Officers

The overall response to and handling of an emergency at the NSC is directed and coordinated by the IC. The emergency public information organization supports the IC by providing public information functions. The primary responsibilities of each member of the public information organization are identified as follows:

Public Affairs Officer

This staff member is responsible for management of the Press Center and for the timely release of accurate and understandable information to the public, media, and employees. This position has oversight over the Press Center support staff to coordinate accurate and current information at the Press Center.

This position also acts as the facility spokesperson, interfaces with public affairs representatives from other organizations, and coordinates the Press Center Support Staff. This individual assists media coming to the site, accommodates the needs of news media in the Media Center, and provides press packets and news releases to the media.

Press Center Support Staff

The Press Center Support staff provides:

- Contact with the media upon activation of the Press Center, ensures that press announcements to the media are relayed, provides updates to the media not present at the Press Center, and provides responses to incoming telephone queries. It also acts rapidly upon any rumors or misinformation conveyed by the media by documenting the rumor and informing the Public Affairs Officer.

- Up-to-date information to the public to prevent the spread of misinformation. For example updates could be provided using the 488-INFO line.
- Written news releases. They also monitor television and radio broadcasts and provide the Public Affairs Officer with reports.
- Outgoing and incoming fax services, such as distribution of fax notifications to designated recipients.
- Incoming fax messages to the Public Affairs Officer as soon as possible, reproduction and distribution of news releases to the media and the Press Center staff
- Telephone services and other administrative needs
- Video and still photographers report to the Public Affairs Officer at the Press Center and are then dispatched as needed. Still and video equipment are available to record the emergency.

Outside Agency Public Information Officers

The Outside Agency Public Information Officers are Public Information Office representatives of outside emergency response organizations and county, state and regulatory agencies. They assist the Public Affairs Officer by coordinating the release of information to the media, providing accurate and timely information to the public regarding possible or ongoing emergency operations within their jurisdictions, and participating whenever possible in news conferences.

10.2 EMERGENCY PUBLIC INFORMATION FACILITIES AND EQUIPMENT

The NSC uses dedicated and situational facilities and equipment to support the emergency public information program. The following facilities, to include equipment requirements, are used during an emergency.

Press Center

The Press Center develops and releases emergency information. The Press Center will be activated during an emergency. Based on the NSC's EPHA, an offsite Joint Information Center is not necessary for the NSC.

Media Center

The Media Center is used to conduct press briefings and provide updates to media personnel. The primary location of the Media Center will be in Building 1 Conference Rooms adjacent to the Main Lobby of Building 1. Adjacent parking lots could also be used for press briefings.

10.2.1 Emergency Public Information Facility Equipment

Equipment associated with the functions addressed is readily accessible in the Press Center.

- Telephone lines for media and public inquiry teams
- Televisions and radios for media monitoring
- Computer(s) and printing capability for news release preparation and/or chronological files maintenance
- Dedicated telephone lines for use between the Public Affairs Officer and other emergency response facilities and phone lines for use by outside agency Public Information Officers, as necessary
- Video and still photography equipment
- Facsimile machines and copiers

- "Hard copy" media kits and information pamphlets that include information regarding the site, and general schematics and photographs

The arrangement of the Media Center provides the capability to accommodate multiple news teams and camera crews where media briefings and associated media activities can be accomplished.

10.2.2 Emergency Public Information for Family Members

In the event that numerous family members would show up at the entrances to the facility wanting information about family members and that information is not available the following actions will be taken.

If the gathering of numerous families causes safety or security concerns, family members will be directed by security or Human Resources (HR) to assemble at the Local Lodge 778 at 9404 Grandview Road (machinist union hall) phone number 816-363-7070. Honeywell Olathe will be used as a backup.

A HR representative will also go to the union hall to give them updates on approximately when information could be available.

Family members will be requested to sign in giving the following information:

- Name of Honeywell FM&T Employee
- Their Name and a contact phone number
- Relationship to the Honeywell FM&T Employee

The HR representative at the union hall will call the HR representative and/or medical representative onsite with their phone number at the union hall. As information is available the HR or Medical representative onsite will call the HR representative at the union hall with information that can be passed on to the family member(s).

The HR representative at the union hall will check the list of family members present to see if the information received is pertinent for the family members gathered at the union hall.

The HR representative at the union hall will use the small office areas to pass on information to impacted family members.

In the event a family member or small group of family members would show up at the entrance and want information concerning a family member and the information is available Medical or HR will meet with or phone the family member with the pertinent information.

If the police are involved in the event they will take the lead on family notifications and FM&T will support.

The site 488-INFO line and the NSC Website will be used to communicate information to family members on when to expect information about employees detained at the facility and not able to communicate to family members. The INFO line numbers and the NSC Website would be released to the mass media to inform family members on how to obtain information.

During first shift hours family inquiry calls will be transferred to 816-488-4833 or 816-488-5937 or if IC is activated (816- 820-0895). During other than first shift phone calls to 816-488-2000 are transferred to 816-488-3601 who will notify HR representatives of the call.

Phone number 816-488-2000 will be turned on during second shift, third shift, weekends, and holidays in the event numerous calls are expected. If only a few calls are expected during off-hours the phones will continue to be transferred to 816-488-3601.

10.3 MEDIA RELATIONS

During an emergency at the NSC, the emergency public information staff members are the authoritative source of public information regarding the emergency, corrective actions, and potential ramifications. When the health and safety of the public and site personnel are in jeopardy, the emergency will be addressed immediately and candidly through the Press Center.

A timely response to the emergency is imperative. The public information organization will provide timely information to the media and media direction and control, such as directing the media to the Media Center for briefings to be held at designated times.

Media briefings will only be held if the emergency takes on a national presence and will be driven by the appropriate response organization (Fire, Police, FBI, Honeywell Aerospace).

10.4 NEWS RELEASES AND MEDIA BRIEFINGS

10.4.1 News Releases

A timely release will ultimately help guide the media early to the NSC Media Center for more information. An early news release will also provide the public and media a telephone number at the Press Center where further information might be obtained during the emergency.

News releases will be prepared and distributed as soon as possible.

10.4.2 Media Briefings

Media will be given in-depth information on occurring events and questions will be obtained and answered to avoid rumors and misinformation. Media briefings will be announced so maximum attendance and maximum information dissemination can be achieved. In the absence of hard news, previously approved information and education briefings will be presented. The Public Affairs Officer will hold a meeting before media briefings to ensure that information is consistent among participating organizations.

Chronological files of news releases, media inquiries, and rumors will be maintained for reference. Hard copy releases to the media will be numbered for easy reference, ending with the latest information.

10.5 PUBLIC EDUCATION

Periodic emergency preparedness information is distributed to the public by reference on kcp.com.

10.6 OFFSITE INTERFACE

Information provided at NSC media briefings or in news releases will be closely coordinated with offsite response organizations and agencies to ensure that other response groups are aware of the information to be communicated.

10.7 INTERNAL COMMUNICATIONS

Communication with NSC employees during and after an emergency is necessary to protect the health and safety of employees, as well as to ensure the overall effectiveness of the emergency public information system. It is necessary to communicate information to onsite employees regarding protective actions to be taken status of the emergency and when they can return to work.

During an emergency, internal communications at the NSC will be facilitated through the emergency notification system. Additionally, information will be provided from the Press Center through media briefings and press releases. Employee communications will also be facilitated by providing information through the Press Center Support Staff located in the Press Center.

10.8 EMERGENCY PUBLIC INFORMATION TRAINING, DRILLS, AND EXERCISES

10.8.1 Training

Personnel with response roles in the emergency public information program will be sufficiently drilled using appropriate emergency scenarios.

Emergency public information staff members receive on the job instructions in their respective functions, as well as in the concept of operations of the entire emergency public information organization and its relationship to the total site emergency response effort. Emergency news release writing and spokesperson instructions are provided to persons assigned to those tasks. NSC emergency public affairs officer and support staff assigned as ERO members receive initial training upon assignment and annual refresher training.

10.8.2 Drills and Exercises

Drills and/or exercises are conducted periodically, but at least annually, for members of the emergency public information organization.

11.0 EMERGENCY FACILITIES AND EQUIPMENT

11.1 EMERGENCY FACILITIES

11.1.1 Mobile Command Post

Honeywell FM&T maintains mobile command supplies for use by the ERO. The mobile command supplies are designed for use inside or outside the NSC. The vehicle is located at the east entrance to Building 2. Supplies are also contained in suitcase styled containers with rollers for easy transport to any indoor location. They can also be easily loaded into a vehicle for movement to an outside location. For a chemical sheltering event the IC post will be located in a designated chemical sheltering location. The Mobile Command Post contains the following key equipment:

- Hand held radios (two radios dedicated to the Security and all other talk groups, six radios for all talk groups except Security).
- Assorted batteries, extra radio power supplies, and flashlights
- Documentation - NSC Emergency Plan, Emergency Planning Hazards Survey, Spill Control Plan, Pre-Fire Plans (on a laptop computer), Safety Data Sheets (on a laptop computer), Facility Manager Manual (for occurrence reporting), and Personnel Accountability listings.

The Mobile Command Post suitcase contains the following key equipment:

- Cellular telephones

11.1.2 Emergency Press Center

Honeywell FM&T maintains an Emergency Press Center in the Public Affairs Department on the third floor of Building 1. This center maintains dedicated telephone lines for use during an emergency.

11.1.3 Medical Facilities

Medical Care Services is located in Building 1. In addition to administrative support areas, the clinic maintains a treatment room equipped standard medical treatment equipment and supplies.

11.2 EMERGENCY EQUIPMENT

11.2.1 Communications Equipment

Communications equipment is detailed with the appropriate facility or vehicles discussed in this section.

11.2.2 Miscellaneous Equipment

A limited supply of equipment is available through the CPZ Facilities/Maintenance Department to support the IC. A listing of the equipment is contained in the CPZ Safety Manual. The CPZ Facilities position at the IC Post may request the equipment necessary to support mitigation activities.

A wide range of equipment is available through offsite agencies. This equipment is documented in the *Emergency Resources Catalog, Greater Kansas City Metropolitan Region*. This resource book is published and maintained by the Plan Bulldozer Committee of the Heavy Constructors Association of the Greater Kansas City Area and the Kansas City Chapter of the Associated General Contractors of America. Copies of this book are maintained on the Mobile Command Post.

11.2.3 Spill Response/Decontamination Equipment

The Honeywell FM&T Waste Management Department's Spill Response Team has a range of equipment available for cleanup and decontamination operations. A typical list of the equipment and supplies available to the spill team is:

Two-way radios

Battery-powered scooter

Spill response vehicle equipped with:

- Electric chemical pump
- Hazardous waste bags
- Shovel, scoop, and broom
- - Sodium bicarbonate
- Absorbents (absorbent mat material, Sepedi-dry)
- Neutralizer and Spill Kits (Sodium bicarbonate neutralizer and mercury, acid, caustic spill kits)
- Personnel safety equipment (air packs, acid-resistant suits, gloves, face shields, boots, aprons,)

11.2.4 Alarm Equipment

Each building is provided with a manual fire alarm system. Manual pull stations are installed at building exits and floor exits, including exits from penthouse areas.

Per the requirements of NFPA 72, additional manual pull stations are installed to maintain a maximum travel distance of 200 feet from any point in a building to a pull station. Upon initiation of a manual pull station the associated building notification system is activated and alarm annunciation is reported at the building fire alarm panel, the building annunciator, the network control station in Building 1 and an alarm signal is sent to the off-site monitoring station via the system digital alarm communicator.

Audible emergency notification throughout the entire facility is an emergency voice/alarm communication system. The voice notification control panel located at Building 1 is provided with the capability of manually initiating a pre-programmed fire alarm evacuation message on a selective or all-call basis and manual control for making voice announcements or initiating pre-programmed mass notification announcements on a selective or all-call basis for all buildings. Buildings 2, 3, 4, and 5 are provided with stand-alone voice notification control panels integrated with the building fire alarm control panels with the same menu of pre-programmed emergency messages and live voice capability.

Visible notification appliances are installed throughout the entire complex in accordance with the coverage requirements of NFPA 72. Individual offices are not provided with visible notification appliances as allowed by the Americans with Disabilities Act Guidelines.

Exterior notification horn/strobes are provided outside of each automatic sprinkler valve room for each building. Exterior horn/strobes are arranged to operate upon activation of any water flow switch on the risers located in the associated valve room.

An on-site fire brigade is not maintained for the NSC. Facility fire training is limited to use of incipient firefighting with portable fire extinguishers for selected personnel.

11.3 EQUIPMENT MAINTENANCE CHECKS

Quarterly checks of the mobile command supplies are conducted by HS&E employees.

All other equipment listed is the responsibility of the primary using organization. It is each department's responsibility to maintain the equipment in good repair.

11.4 KANSAS CITY FIELD OFFICE'S (KCFO) CONTINUITY OF OPERATIONS PLAN (COOP)

KCFO is not responsible for the accomplishment of the Department of Energy's Mission Essential Functions or Primary Mission Essential Functions identified but it does perform some of the Essential Supporting Activities. This KCFO COOP Plan provides the management and operational framework for ensuring the continued execution of these.

The KCFO's Essential Supporting Activities are fundamentally administrative functions to ensure that contact with its employees, the M&O Contractor, and with NNSA HQ is maintained and to ensure protection of individuals and protection of federal property. The NSC has classified information and material directly related to national security, but it does not maintain special nuclear materials in support of the weapons production mission. The focus of the KCFO COOP Plan is only those NNSA/KCFO operations located in Kansas City, Missouri. This plan will be activated only for an event that precludes the KCFO's essential functions from being managed, directed, and executed from the NSC site buildings.

Because of the limited activities conducted under the plan, the KCFO does not maintain an alternate facility. KCFO personnel will work at home as necessary and as conditions allow. Critical KCFO personnel can be reached by phone at 816-935-1263 or 816-582-5496 Refer to the KCFO COOP plan for further details.

11.5 Honeywell FM&T HEALTH CRISIS MANAGEMENT PLAN

Honeywell FM&T has established a process contained in a Supporting Information (SI) document that identifies actions necessary to establish and maintain business during a pandemic health crisis. The actions identified will be implemented based on the level of health hazard impacting the NSC. Honeywell FM&T has designated a Site Crisis Leader and a back-up crisis leader.

The three primary objectives are to: 1) Limit disease exposure and disease transmission among employees. 2) Minimize the business impact of a health crisis upon Honeywell FM&T customers and return to normal operations as soon as possible, and 3) Provide timely, accurate and actionable information to employees, customers, suppliers, and other stakeholders as appropriate throughout the health crisis

Honeywell CONTINUITY OF OPERATIONS PLAN

The Honeywell Continuity of Operations (COO) plan has been developed to provide an understanding of the tactics and strategies used by Honeywell to ensure sustained production commitments, financial expectations, and maintain a controlling position of the contract in the event of a realized effect.

The COO plan serves as a consolidated portfolio and principal handling plan for major effects which are identified in four categories:

Major Effect

Loss of Workforce

Loss of Systems

Loss of Material & Procured Services

Loss of Facilities

Each category provides a list of actions, owners and timing necessary to investigate, validate, and contain the immediate impact of the significant event, organize and mobilize the appropriate functional stakeholders, reestablish operations, and transition back to normal operations (refer to RASICs, Appendix A).

This consolidated plan also incorporates near-term contingency actions for the four major effects and exists to ensure continuous and proactive management of impacts for threats that have been identified as both likely and impactful.

12.0 TRAINING

12.1 GOALS & OBJECTIVES

The EM Training Program is a graded approach to performance-based training. Implementation of this goal will ensure that personnel who perform functions in the NSC ERO during exercises or actual emergency situations are qualified to perform their assigned tasks. The training program described herein applies to all FM&T/CPZ employees who have been assigned to perform duties in the NSC ERO. Training will also be extended to KCFO personnel.

The objective of the EM Training Program is to provide FM&T / CPZ personnel the tools and skills necessary to carry out their responsibilities in an exercise, drill, or actual emergency.

- in an emergency, the objective of the NSC ERO is to manage the emergency condition and to perform response functions for which emergency response personnel are responsible.
- The NSC emergency response personnel will be trained to perform assigned tasks so that the functions of the ERO are performed successfully and on time.

12.2 COURSES

Training course content provides the trainee with the knowledge and skills needed to perform tasks associated with the objectives of the training being conducted. The training curricula will be determined based on the outcome of the ongoing analysis of the EM system. Courses are presented to various groups using the task lists for each position as a basis for the training. Courses include the initial course presented one on one with each new ERO member covering the tasks for the individual position. The second course is the annual refresher training presented in group settings with teams of responders. Job tasks for each individual position are covered during the annual refresher training.

The EM Coordinator presents the initial and refresher training on each positions duty during an emergency response and how they relate to other responders. This training is based on task listings that have been jointly developed between the subject matter experts and the EM Coordinator. Task listings are reviewed and revised by the subject matter expert after drills, exercises, and real events to ensure their accuracy.

Specialized technical training occurs within departments that provide the necessary technical expertise to perform their job. The EM Coordinator uses those specially trained employees to staff the ERO and provide technical guidance to the ERO. The technical response (examples: spill response, security, and medical) personnel are persons trained and currently working in their area of expertise.

The EM Coordinator is responsible for implementing a performance-based training model that incorporates a graded approach to course design. This course design process is supported by Honeywell FM&T Command Media.

The primary focus of the graded approach is to minimize the level of effort associated with the analysis and development phases of the systematic approach process. In parallel with the phases, constant evaluation shall occur to ensure that quality, efficiency, and consistency are achieved in the re-design and implementation of all emergency response training programs.

12.3 TRAINING REQUIREMENTS

Training requirements include the instruction and qualification of primary and alternate personnel comprising the ERO, to include initial training and annual refresher training.

The types of emergency situations for which the IC is activated and for which NSC ERO personnel must be trained include:

- Emergencies at the NSC site to include technological and natural disasters
- Any other emergency situation in which the FM&T / CPZ and KCFO management elects to use the capabilities of the trained ERO personnel

The elements of the ERO training program are as follows:

- Training will be provided to employees listed as a primary or alternate prior to IC activation or exercises.
- Each participant will be required to attend an initial training course upon assignment to the ERO and an annual refresher course.
- The training program corresponds to each team (Incident Management, and Press Center).
- Each training class includes basic orientation on EM operations, training on the specific functional or support position using the task list for each position, and training on equipment and procedures.
- Outside training specialists will be used as necessary for special classes (example: Hazardous Waste Operations and Emergency Response (HAZWOPER).
- Training classes will be conducted within the confines of the NSC.
- Training will include how Honeywell FM&T implements the NIMS and how the NSC NIMS interfaces with offsite response organization's NIMS.

12.4 EXAMINATION

Performance validation is conducted during drills and exercises by evaluators observing ERO members performing their jobs against an established set of performance criteria. ERO members also perform a self-audit during the exercises. This method of evaluation provides a realistic look at the application of the employee's training. Level of evaluation may vary based on the objective of the drill or exercise.

12.5 RECORD KEEPING

The EM Coordinator will provide input to Honeywell FM&T's electronic Learning Management System (eLMS) database for site wide tracking. Records (eLMS) will be used to manage scheduling of initial and annual refresher training to maintain ERO capabilities. Managers and Divisional Training Representatives track the employee's training status to ensure employees keep updated on their training requirements.

12.6 OFFSITE PERSONNEL

Visitors to the NSC are given a visitor's brochure that details the actions they should take during an emergency. Vendors and subcontractors are given site orientations on actions they should take during an emergency event. Specific oral emergency announcements are given over the site wide emergency notification system and employees are trained to clear areas of all persons when exiting their areas.

12.7 OFFSITE TRAINING SUPPORT

Offsite training specialists are used for special classes (example: HAZWOPER). Other courses will be utilized as needs arise.

12.8 OFFSITE PERSONNEL TRAINING

The EM Coordinator offers facility-specific information on hazards and emergency response to offsite EROs on an annual basis during tours of the facility.

12.9 INSTRUCTOR TRAINING AND QUALIFICATION

The EM Coordinator presents the initial and annual refresher training on each position's duties during an emergency response. The EM Coordinator is an emergency management subject matter expert with NSC emergency management work experience.

12.10 DRILLS

The EM Coordinator has the responsibility for preparing, conducting, and critiquing emergency response drills for NSC and offsite support. Drills are used as a training tool to evaluate the NSC's EM system. Drill and exercise schedules are published annually in the *Emergency Readiness Assurance Plan*. Additional information on the drill program is presented in Section 13 on Drills and Exercises.

13.0 DRILLS AND EXERCISES

The Drill and Exercise Program is a key element to ensure the readiness of the NSC ERO. Drills and exercises are conducted to develop, maintain, and evaluate response capabilities of emergency personnel, facilities, equipment, procedures, and training. This program follows the graded approach to EM and is based on those hazards identified and documented in the *NSC Emergency Planning HS*.

An internal Honeywell FM&T HS&E procedure serves as the guidance document for preparation, conduct, and follow-up of emergency response drills and exercises. The process outline in the procedure is recommended for organizations developing drills or exercises for the training and evaluation of the ERO.

The Drill and Exercise Program is managed through the direction of the EM Coordinator. A Drill and Exercise Schedule is published annually in the NSC and NSC NM Emergency Readiness Assurance Plan.

13.1 DRILLS

A drill is a scheduled, planned emergency preparedness training activity, either announced or unannounced, that tests portions of the emergency plan. A drill limits play to specific components of the ERO or to specific emergency events, and thus provides scenario-based training for members of the ERO. Drills may be conducted on:

- Individuals, such as the staff member responsible for making notifications
- Evacuation and sheltering (tornado or chemical) of employees
- The spill team and the Protective Force

Drills are used to ensure that individuals or teams know their duties, responsibilities, and procedures as well as procedures of other individuals/teams within the ERO. Drills may be conducted as a response to scenario-based problems or as individual questions and answers to team members. The drill scenarios are based on the event scenarios developed in the EPHA.

13.2 EXERCISE

The NSC Exercise Program is designed to provide comprehensive performance tests of the integrated capability of most aspects of the NSC ERO. The exercises test the adequacy and effectiveness of the ERO, command and control, notifications, communications, offsite interfaces, and facilities and equipment. NSC exercises are designed and conducted for maximum realism and attempt to duplicate the sense of stress inherent in actual emergency situations.

The full-participation exercise is intended to provide a test of the entire EM system. While drills test the capabilities of individual emergency plan elements, a full-scale exercise tests the entire plan. A full-scale exercise should, in addition to testing the entire plan, involve coordination with governmental and community organizations. This type of exercise is usually of a longer duration and places more stress on and requires more precision by responders. The scenario prepared for the full-scale exercise describes a hypothetical situation that serves as the basis for emergency response actions. Scenarios vary and are designed to minimize simulation. Scenario information is not given to participants before a drill or exercise. Full participation exercises are conducted every other year.

13.3 DRILL OR EXERCISE CONTROL

Drill or exercise control is the responsibility of a FM&T Drill or Exercise Coordinator. This individual is responsible for the planning, safe conduct, and evaluation of the drill or exercise. The Drill or Exercise Coordinator is assisted by a group of controllers.

The primary duties of the control group are to ensure exercise safety and to maintain the exercise timeline. Consideration of safety includes monitoring player actions at responder locations and providing exercise suspension/termination if a real incident occurs. The control group must also provide maintenance of the exercise timeline. Delay in, or lack of, performance of a duty or function in one area will cause either the delay in performance or lack of initiating conditions for performance in another function. Maintenance of the timeline can be accomplished by controller injects.

13.3.1 Controller/Evaluator Selection

A core group, consisting of controllers and evaluators, forms the majority of the drill and exercise organization. Members of the core group will control the following functions for NSC drills and exercises:

- IMS Team
- Security operations
- Medical operations
- Emergency Public Information
- Chemical spill operations
- Drill or exercise safety

Other controllers will be assigned based on drill or exercise objectives and scenario requirements.

13.3.2 Controller/Evaluator Training

Controllers and evaluators will receive two blocks of instruction. Both blocks of instruction are normally conducted in conjunction with the evaluator training. The first block of instruction is basic controller/evaluator training. This training will cover:

- Purpose, organization, and function of the drill or exercise package
- Basic drill or exercise communications
- Maintaining timeline
- Techniques in documenting the players' critique
- Drill or exercise injects
- Interaction with participants
- Managing exercise "free-play"
- Techniques in conducting the players' critique
- Duties and responsibilities in the evaluation of an exercise (see *Section 13.4*)

The second block of instruction consists of a refresher of the initial block of instruction and the detailed duties and responsibilities for a particular drill or exercise. In addition to the refresher material, the following may be included in drill- or exercise-specific training:

- Schedule
- Purpose, scope, and objectives
- Limitations and considerations
- Controller/Evaluator organization (to include control cells)
- Scenario (including map, narrative, and timeline)
- Simulations
- Suspension, restart, and termination procedures

- Injects and messages
- Contingencies

13.4 EXERCISE EVALUATION

Exercise evaluation is the cornerstone in gauging the effectiveness of the Honeywell FM&T EM System. Evaluation is used to ensure the following:

- Honeywell FM&T KC plans and procedures are tested for simplicity, effectiveness, and compliance with Federal, state, and local legislation
- Offsite interfaces are tested for effectiveness
- The NSC ERO staff is adequately trained in the use of plans, procedures, and functional expertise
- Communications, equipment, and supplies are adequate and readily available for use
- Response procedures are identified for improvement

13.4.1 Evaluation Planning

The NSC's exercise evaluation is the performance-based evaluation checklists. These checklists are developed from the evaluation criteria documented in an HS&E internal procedure. The evaluators use them as they monitor the players' performance during the exercise.

13.4.2 Evaluation Process

The evaluation process at the NSC is a responsibility of the FM&T EM Coordinator. The EM Coordinator will develop exercise objectives and evaluator checklists. Additionally, the EM Coordinator is responsible for staffing the evaluator organization, scheduling and presenting training, scheduling and facilitating post-exercise meetings for evaluators and controllers to discuss their observations, and drafting the exercise report. Offsite organizations are encouraged to participate in the evaluation process.

Post Exercise Meeting(s)

The evaluation process includes a series of post-exercise meeting(s). They include the players' critique, the evaluator/controller critique, a management briefing, and evaluator meeting(s) to draft the exercise report.

Players' Critique

The players' critique is conducted immediately after the exercise. A controller will facilitate the critique. Players will be asked to complete the players' critique sheet. The sheet will be turned in immediately after the critique. Credit for participation in the exercise will be accomplished by a sign-in sheet, log sheet, completed critique sheet, controller/evaluator observation or badge reader. Players will review and revise, if needed, the task list for their position after drills, exercises, and real events.

Evaluator/Controller Critique

The evaluator/controller critique is conducted within 24 hours, if possible, or upon completion of the exercise. The Honeywell FM&T Drill and Exercise Coordinator from the Honeywell FM&T EM staff may facilitate the critique. The critique will be conducted along the exercise timeline, with the intent to reconstruct actual times that events occurred.

The critique also encourages the evaluators to identify initial problem areas and areas of superior performance by various individuals or emergency response teams. This information will be used in the management briefing.

The controllers are present to add their observations to the evaluation process. The controllers are the "extra set of eyes" at the individual team locations. Since they also maintain a timeline to ensure the exercise remains on schedule, they frequently add critical information to the evaluation process.

Exercise Report The EM Coordinator is responsible for the development of the evaluation report. Based on the evaluator/controller critiques and evaluator checklists, the coordinator will complete the report. The exercise report will include an introduction that documents the exercise date, time, place, participants, purpose, scope, and objectives. The body of the report will address the scenario narrative description and timeline of significant information, and the findings of the evaluators for each objective, followed by a section addressing other concerns. The conclusion will consist of lessons learned and required corrective actions (*see Section 13.5*). Evaluator checklists and other supporting documentation may be destroyed by the Drill and Exercise Coordinator after approval of the exercise report.

13.5 LESSONS LEARNED AND CORRECTIVE ACTION TRACKING

Assembling lessons learned and tracking corrective actions are the responsibilities of the FM&T EM Coordinator.

Lessons Learned Lessons learned are developed from the annual exercise and real events. The Drill and Exercise Coordinator will share the lessons learned with the ERO staff members.

The lessons learned will be incorporated into updates of these documents, as appropriate.

Lessons learned should also identify those areas not needing improvement. Lessons learned should reinforce as well as show the need for improvement. Positive reinforcement will make a stronger ERO.

Completion of corrective actions will be monitored by the EM Coordinator.

13.6 OFFSITE COORDINATION

Drills and exercises that include offsite participation should be planned far enough in advance to ensure the offsite organization's participation. There is, however, the possibility of last minute incidents occurring that would restrict offsite organizations from participating.

There are two aspects of offsite coordination during the planning, execution, and evaluation of drills and exercises. The first is public education, which is used to inform the public of upcoming events where drill or exercise participants will be performing emergency response functions in the public eye. The second is the coordination with offsite drill or exercise participants.

Offsite coordination for purposes of drill and exercise participation falls under two categories. The first category is those organizations resident on the NSC. These include the NNSA, GSA, CPZ, and CPZ support personnel. The second category is those federal, state, city, county, and private organizations not resident on the NSC.

Based on the scope of the drill or exercise various offsite organizations may be requested to participate. Offsite organizations may be requested to provide a non-playing individual to serve on the planning group. This representative will be responsible for representing the organization in the development of drill or exercise objectives, scenarios, and evaluation checklists. This representative will be privy to controlled scenario information that cannot be passed to members of the represented organization who will play as responders during the exercise.

Upon the conclusion of the exercise, offsite evaluators will participate in evaluating the exercise. Each participating organization may be asked to participate in the corrective actions' process when it concerns offsite interface and notifications.

14.0 PROGRAM ADMINISTRATION

14.1 EMERGENCY MANAGEMENT PROGRAM ADMINISTRATOR

HS&E Management is responsible for the administration of the NSC EM System. These responsibilities are summarized in the paragraphs below. The administrator also has the responsibility to maintain a staffing level that will ensure an effective EM program.

The EM Point of Contact at the KCFO is

Anthony George
U. S. Department of Energy
Kansas City Site Operations
14500 Botts Road
P.O. Box 410202
Kansas City, MO 64030
(816) 488-2747

The NSC EM Program Coordinator/Administrator is

Clyde Hicks
Honeywell Inc.
Health, Safety & Environment (D/SE1)
14500 Botts Road
P.O. Box 419159
Kansas City, MO 64030
(816) 488-2262

14.2 DOCUMENT CONTROL

Document control of the Emergency Plan is supported by FM&T Command Media. Update of this plan is discussed in Section 1.1.1.

14.2.1 **Filing System**

The NSC EM System program will maintain a formal filing system. These files will be maintained in the HS&E Office in Building 1 first floor east.

Included within the filing system will be:

- Training records (electronic files)
- Lessons learned from assessments, audits, drills and exercises, and events
- Documentation generated in association with an actual emergency

14.2.2 **Maintenance and Update of the NSC Emergency Plan**

The Program Administrator will ensure this Emergency Plan is maintained and updated annually.

14.2.3 Vital Records Program

The Emergency Plan and the process based command media details how to respond to an emergency, gives the order of succession, staffing assignments, and other information that assists in conducting Emergency Operations.

The EM Coordinator has staff responsibility for keeping the EM part of the vital records program current, complete, protected, and to keep the ERO informed of the vital records.

The NSC Information Technology (IT) Disaster Recovery Plan details the plan of action to recover mission critical applications when an event causes major damage, disruption and/or inaccessibility to computing resources. Mission critical applications are detailed in the NSC IT Disaster Recovery Plan. This program preserves records on the organization's functions, policies, procedures, decisions, essential transactions, and necessary program records. These records provide for the continued functioning or reconstitution of operations during and after an emergency.

The information technology staff has responsibility for keeping vital records current, complete, protected, and to deal with major operating disruptions which could leave information technology functions partially inoperable and/or inaccessible. Information technology response personnel are listed in the NSC IT Disaster Recovery Plan. These records are adequately protected and available for immediate use.

EM will annually review vital records program, revisions will be made as needed. Documentation of the review will be placed in RIDS for EM (Emergency Operations Test file 950C).

14.2.4 Emergency Readiness Assurance Plan

The Program Administrator is responsible for the development and submission of the *Emergency Readiness Assurance Plan* for the NSC. This plan will be developed annually.

The Honeywell FM&T Sr. HS&E Manager of the EM function, or designee, will ensure the completion of the *Emergency Readiness Assurance Plan*. The *Emergency Readiness Assurance Plan* will be developed and submitted to the KCFO annually. Submission to KCFO is required by September 30th of each year. Submission by KCFO to DOE HQ is required by November 30th of each year.

14.3 SELF-ASSESSMENT

Internal assessments will be conducted annually using either an internal audit group or the EM Coordinator. In years where external audits of EM are performed, internal audits are not required.

Periodic assessments are conducted by various groups within DOE/NNSA.

Appendices

Appendix A

NSC NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

POSITION	PRIMARY	ALTERNATE (S)
FM&T IC	Don Fitzpatrick	Kevin Allgeyer, Craig Miller (Security Command Staff 2 nd & 3 rd shift & weekends)
FM&T Security	Stu MacArthur	Ben Werner/Security Command Staff
FM&T Medical	Marcia Todd	
FM&T Spill Response	Bob Beauchamp	Dale Brown
FM&T HS&E	Safety - Ron Gough	Don Stedem
	Industrial Hygiene – Bill Frede	Vicki Bender
FM&T Environmental	Mike Stites	Joe Baker
CPZ Logistics (Facilities, Utilities, & Maintenance)	Vern Walters	Ken Shoemaker
FM&T Manufacturing	Greg Makin	Dan Stoltz
FM&T IC Assistant	Steve Ramm	Garry LaBelle
FM&T Public Affairs	Tanya Snyder	Shaunda Parks
FM&T Plume Modeling	Mike Stites	Joe Baker
FM&T Situation Reporter	Clyde Hicks	Scott White & Brent Nasca
FM&T Liaison	Denny Fulmer	Kent Klug
KCFO Representative	Tony George	Bob Schmidt
FM&T Global Security	Jamie Norris	Kelvin May, Melanie Sanders
FM&T Sr. Mgt. Communicator	Steve Penyock	Dave Huyett

National Incident Management System

- National response system is to be used by responders, NSC will utilize NIMS.
- How NSC fits into offsite response organizations using NIMS
 - If offsite event impacting the NSC the IC will send a representative to meet with the KCMO/or other agency liaison position
 - If onsite event that KCMO/or another agency is responding to, the NSC FM&T IC will partner with the responders
 - NSC FM&T will provide support the offsite Public Information Officer in charge of coordinating public information
- NIMS will grow or shrink to fit the event, and different stages of the event. NIMS Planning, Finance/Administration, or Intelligence Sections will be appointed by the NSC FM&T IC as needed based on the event.

Appendix B

PROTECTIVE ACTION No. 1 – FIRE (verified)

Local Response

Activate the nearest fire alarm.

Call the BOC, 3600, and report the fire.

Close all entrances and fire doors, if it can be done safely.

Ensure that all personnel have evacuated the facility (ies) in accordance with evacuation procedures.

Protective Action Decision Sequence

The BOC notifies the Kansas City Missouri Fire Department. The direct phone line is located in the BOC for placing calls to outside emergency response organizations. (911 system to KC and Grandview Fire, Police, & KCFD Ambulance)

The BOC alerts and notifies, by the EMERGENCY NOTIFICATION SYSTEM, the work force involved in the area of the fire and will notify all other areas to stand by for further information.

The initial IC on the scene, which is the Protective Force Command Staff as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent ICs may increase or decrease the level of implementation based on additional information.

Levels of IC implementation:

- NSC field IC only,
- NSC field IC transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

If time allows Spill Response will cover storm drains to limit firewater runoff from entering nearby storm drains located adjacent to inside or outside fire areas.

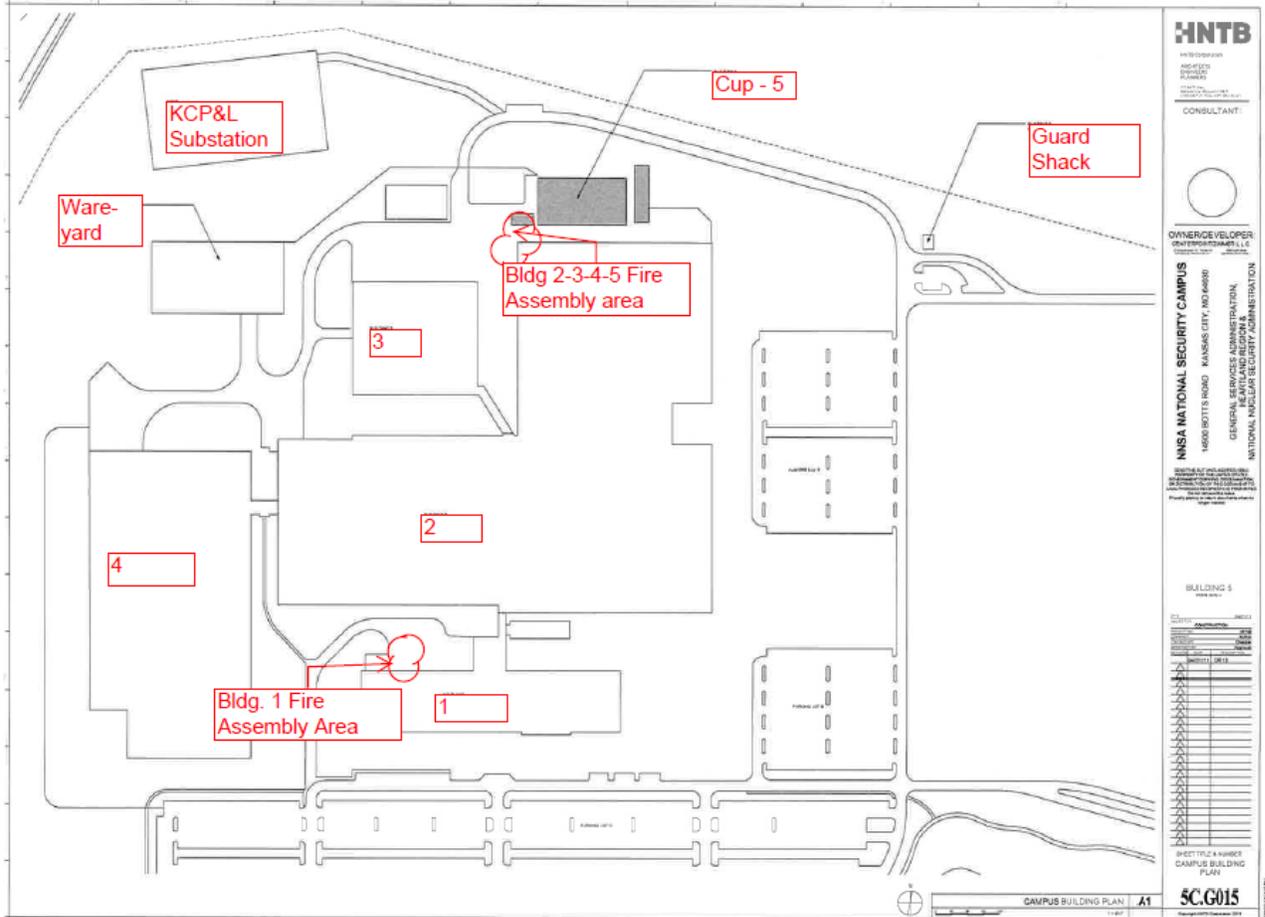
The BOC notifies the Facility Manager of the emergency and describes the event. Decision is made on whether to activate the IC in the event that the on-scene IC has not activated the IC.

The Facility Manager declares and categorizes/classifies the emergency based on the efforts required to extinguish the fire and makes NNSA notifications. (KCFO & HQs)

The CPZ fire assembly areas are shown on the following map.

Honeywell/CPZ National Security Campus Emergency Plan

Rev 1
9/14



PROTECTIVE ACTION No. 2 – TORNADO/SEVERE THUNDERSTORM

Local Response (The BOC)

WeatherCall monitors four locations and will notify the BOC for National Weather Service tornado warnings and severe thunderstorm warnings that impact the NSC. The BOC identifies a severe thunderstorm or tornado path threatening the NSC.

The BOC alerts and notifies, by the EMERGENCY NOTIFICATION SYSTEM, all onsite personnel of a severe thunderstorm warning or tornado warning. Personnel are alerted and moved inside during a severe thunderstorm warning.

Moving personnel to tornado sheltering activities shall be performed per figure 8 of the NSC Emergency Plan. Make tornado sheltering announcements in accordance with sheltering procedures.

The BOC activates the IC if tornado sheltering is required (normal day shift only).

The BOC calls the National Weather Service (NWS) **1-816-540-5147** (this number is answered at the Pleasant Hill location) to report damage or significant weather occurring onsite. The BOC may also contact the NWS to confirm weather forecast predicted for the site.

Protective Action Decision Sequence

The BOC notifies the Facility Manager of the emergency and describes the event.

IMS will be activated and will coordinate rescue efforts of trapped personnel.

Emergency response personnel assess damage and helps in rescue efforts as appropriate.

The initial IC on the scene, which is the Protective Force Command Staff as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent ICs may increase or decrease the level implemented based on additional information.

Levels of IC implementation:

- NSC field IC only,
- NSC field IC transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

The Facility Manager declares and categorizes/classifies the emergency based on the damage and injuries and makes NNSA notifications. (KCFO & HQs)

PROTECTIVE ACTION No. 3 – EARTHQUAKE

Local Response

Initiate immediate sheltering in place. Personnel shelter under desks or tables staying clear of windows. Hold onto the desks or tables as you shelter. If there are no desks or tables to shelter under, stand by or against inside walls or small hallways.

Evacuate the building after earthquake activity has stopped. Move away from the building walls.

Accountability procedures for personnel are initiated as the building is evacuated. Ensure that all personnel have evacuated the facilities in accordance with evacuation procedures.

Protective Action Decision Sequence

The BOC is notified or identifies earthquake activity at the NSC.

The initial IC on the scene, which is the onsite Protective Force Command Staff as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent ICs may increase or decrease the level implemented based on additional information.

Levels of IC implementation:

- NSC field IC only,
- NSC field IC transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

The BOC alerts, by the Emergency Notification System, all NSC residents of the situation and instructs them to shelter in place. Personnel are instructed to take shelter under desks or tables.

The BOC notifies, by the Emergency Notification System, all NSC personnel that the earthquake has stopped and to evacuate the site and perform personnel accountability, as directed.

The BOC notifies the Facility Manager of the emergency and describes the event.

The Facility Manager declares and categorizes/classifies the emergency based on building damage and personnel injuries and makes NNSA notifications. (KCFO & HQs)

IMS will coordinate personnel accountability and the rescue effort for trapped personnel.

PROTECTIVE ACTION No. 4 -- SECURITY

Local Response

The Protective Force employee or any member of the work force calls the BOC, 3600, to report the incident.

Identify the precise location where the security event was observed, and note the direction of the individual's travel.

Identify if the security threat carries firearms or a bomb, if this was observed.

Report if any malevolent act has occurred or appears about to occur that might result in catastrophic degradation of protective systems leading to an actual or potential substantial release of hazardous material that could lead to substantial onsite or offsite impacts.

Protective Action Decision Sequence

The BOC ensures that Protective Force personnel are provided all available information regarding the security event.

The initial IC on the scene, which is the onsite Protective Force Command Staff as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent ICs may increase or decrease the level implemented based on additional information.

Levels of IC implementation:

- NSC field IC only,
- NSC field IC transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA OC could activate based on the impact of the event.

The BOC notifies offsite agencies for help as appropriate.

The BOC notifies the Facility Manager of the emergency and describes the event.

The Facility Manager declares and categorizes/classifies the emergency based on the level of actual or potential security degradation and makes NNSA notifications. (KCFO & HQs)

PROTECTIVE ACTION No. 5 -- ONSITE SPILL or SUSPICIOUS MATERIAL

Local Response

Initiate immediate evacuation of the spill site and secure the site to prevent entry. See table below for default distances.

Waste Management Spill Response Team is notified of a spill and responds per spill response procedures. The Protective Force Command Staff provides the initial response and monitors the scene until the spill team can be notified and arrives at the site for off-shift spills.

Additional information on spill response can be found in the NSC Spill Control Plan.

SPECIAL ACTIONS FOR SUSPICIOUS PACKAGE IDENTIFIED

- Report the incident to the emergency number 3600 and remain calm.
- Avoid contact with the suspicious materials.
- Leave the immediate area and go to a nearby safe area until the emergency responders can get to you, letting the responders know of your new location. (A nearby safe area would be an area separated by solid ceiling high walls.)
- Stay in the nearby safe area and avoid other employees not spreading the possible contaminant.
- Emergency medical personnel will come to you.

Emergency responders may need to decontaminate an employee prior to transporting to a medical facility.

Special Instructions for Handling and Screening Mail

MAIL CENTER EMPLOYEE:

- ◆ Requirements:
 1. An identified container for isolation of suspicious letter and/or packages.
 2. Nitrile gloves (store code #59201116-9) available in area for use with suspicious letters or packages.
 3. Emergency wash station in proximity.
- Procedure:
 1. FM&T Mail Center employee ***visually screens mail and looks for:***
 - Letters or packages that appear to be empty or contain a powdery substance
 - parcels with an incorrect title or name
 - restrictive markings (i.e., "PERSONAL") or other unusual messages or language on wrapper
 - no return address
 - a poorly typed or written address
 - misspelled words
 - excessive securing material (e.g., tape or string)
 - excessive postage
 - oily stains or discoloration
 - strange odor
 - unusually rigid, heavy or lopsided

- protruding wires or tin foil
 - other suspicious characteristics or just looks strange
2. If all packages and letters appear to be satisfactory, go ahead and proceed with the mail sorting.

If any suspicious letters or packages are encountered, follow these steps:

1. Leave the package or letter inside the identified isolated container.
2. Immediately call the BOC at 3600 and provide your name, location, and problem. Tell the BOC to initiate a Facility Manager Group page. The Facility Manager will notify Honeywell Corporate.
3. Temporarily secure area. Close the doors, block entry to the area.
4. Use emergency eye wash to wash hands and face.
5. Leave the immediate area, but wait nearby for emergency responders to arrive.
6. Brief emergency responders about the letter/package of concern.
7. Remain available to the emergency responders. If you believe any foreign substance might be on your clothes, stay in this area and responders will assist you. Do not brush off your clothes.
8. Finally, go to Medical Care Services for further decontamination assistance and examination.

Protective Action Decision Sequence

The initial IC on the scene, which is the onsite Protective Force Command Staff as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent ICs may increase or decrease the level implemented based on additional information.

Levels of IC implementation:

- FM&T field IC only,
- FM&T field IC transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

The BOC alerts and notifies the work force, by the Emergency Notification System, of the spill and for personnel to move to their chemical shelter area or to take actions as directed by the onsite IC.

IC notifies the Power Houses to shut off intake air in certain areas or the entire site. Intake air can be shut off remotely.

The IC or support personnel will initially use the current DOT Emergency Response Guidebook and /or the NSC EPHA results to determine appropriate protective actions for responders and workers. Information concerning the event will be shared with KCMO Fire/Haz Mat groups for their evaluation and action on whether to move to a chemical shelter area, evacuate, or barricade offsite areas.

During an emergency with loss of power, Incident Command - Industrial Hygiene will assess potential health affects to NSC residents.

The BOC or the Spill Coordinator notifies the Facility Manager of the emergency and describes the event

The Facility Manager declares and categorizes/classifies the emergency based on precautions taken and makes NNSA notifications. (KCFO & HQs).

The following checklists will be used by the first on-scene IC to size up the event and to initiate actions to control the event.

<u>Brief Initial Report (BIR)</u>
1. Confirm Address
2. Incident Description
3. Incident Conditions
4. Request assistance (if needed)
5. Incident Action Plan
6. Assumption of Command

<u>Incident Command Priorities</u>
1. Size up scene and do BIR
2. Evacuate area
3. Secure scene-set up perimeter
4. Request Assistance (if needed, ERO, KCFD, KCFD Ambulance)
5. Account for Occupants
6. Page Facility Manager
7. Contact Facility Manager

The initial IC can use the following chart as default evacuation distances for unknown and known onsite materials.

Event & Material Quantity	Isolation Distance
Spill or Fire less than 55 gallons	Isolate 100 yards
Spill or Fire greater than 55 gallons	Chemical shelter shut off intake air
Offsite tanker or rail car event with plume heading toward the site	Chemical shelter shut off intake air

PROTECTIVE ACTION No. 6 -- OFFSITE SPILL

Local Response

Initiate immediate evacuation of the area impacted by the spill. Secure the area impacted to prevent entry.

Kansas City Missouri Hazardous Material team is notified of a spill and responds.

Protective Action Decision Sequence

The BOC is notified by KCMO Hazardous Material team or by the KCMO police department of a hazardous chemical spill and of the need to chemical shelter personnel, or to take other actions.

The initial IC on the scene, which is the onsite Protective Force Command Staff as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent ICs may increase or decrease the level implemented based on additional information.

Levels of IC implementation:

- NSC field IC only,
- NSC Field IC transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

The BOC alerts and notifies the work force, by the Emergency Notification System, of the spill and for personnel to move to chemical shelter areas or to take actions as directed by the KCMO Hazardous Material team or the KCMO police.

The BOC notifies the Facility Manager of the emergency and describes the event. IC notifies the BOC to shut off intake air. The Protective Force Lt. will provide the BOC operator the password to initiate the shut down. The BOC will input the commands needed to complete the shut down.

During an emergency with loss of power, Incident Command - Industrial Hygiene will assess potential health affects to NSC residents.

The Facility Manager declares and categorizes/classifies the emergency based on the precautions taken and makes NNSA notifications. (KCFO & HQs)

***PROTECTIVE ACTION No. 7 -- ENVIRONMENTAL RELEASE
(WATER)***

Local Response

Initiate immediate evacuation of the spill site and secure the site to prevent entry.
Waste Management Spill Response Team is notified of a spill and responds per NSC's Spill Control Plan.

Protective Action Decision Sequence

The initial IC on the scene, which is the onsite Protective Force Command Staff as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent ICs may increase or decrease the level implemented based on additional information.

Levels of IC implementation:

- NSC field IC only,
- NSC field IC transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

Waste Management Spill Response Team evaluates the amount released to the storm drains.

Waste Management Spill Response Team will dike or cover storm drains to control the spill.

The BOC notifies the Facility Manager of the emergency and describes the event.

The Facility Manager declares and categorizes/classifies the emergency based on the environmental damage and makes NNSA notifications. (KCFO & HQs)

PROTECTIVE ACTION No. 8 -- STRUCTURAL DAMAGE

Local Response

Call the BOC, 3600, and report damage.

Evacuate the building. Move away from the building walls.

Accountability procedures for personnel are initiated as the building is evacuated.

Ensure that all personnel have evacuated the facility in accordance with evacuation procedures.

Protective Action Decision Sequence

The BOC is notified or identifies structural damage at the NSC

The BOC notifies CPZ. CPZ will respond to the scene and will notify, via the BOC, NSC personnel of the situation and instruct them to exit the building.

The initial IC on the scene, which is the onsite Protective Force Command Staff as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent ICs may increase or decrease the level implemented based on additional information.

Levels of IC implementation:

- NSC field IC only,
- NSC field IC transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

The BOC alerts, by the Emergency Notification System, NSC personnel of the situation and instructs them to exit the building.

The BOC notifies the Facility Manager of the emergency and describes the event.

The Facility Manager declares and categorizes/classifies the emergency based on building damage and personnel injuries and makes NNSA notifications. (KCFO & HQs)

IMS will coordinate personnel accountability and rescue effort for trapped personnel.

PROTECTIVE ACTION No. 9 -- OFFSITE TRANSPORTATION SPILL

Local Response

Initiate immediate evacuation of the spill site by local offsite authorities.

Local Hazardous Material team or contractor is notified of the spill and responds to the site.

Protective Action Decision Sequence

The BOC is notified by a local offsite response authority of a hazardous chemical spill involving a NSC shipment. While still on the phone with the offsite response authorities, the BOC contacts the FM&T employee listed on the bill of lading so that the offsite responders can talk directly with the FM&T expert about the hazards of the shipment.

The initial IC on the scene, which is the onsite Protective Force y Command Staff as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent ICs may increase or decrease the level implemented based on additional information.

Levels of IC implementation:

- NSC field IC only,
- NSC Field IC transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

The BOC notifies the Facility Manager of the emergency and describes the event.

The Facility Manager declares and categorizes/classifies the emergency if the local authorities have established an initial protective action zone as defined by the current version of the DOT EMERGENCY RESPONSE GUIDEBOOK and makes NNSA notifications. (KCFO & HQs)

***PROTECTIVE ACTION No. 10 – ELECTRICAL POWER LOSS
WITH FREEZING TEMPERATURES***

Local Response

The BOC or CPZ Facilities identifies electrical power loss to the NSC.

Protective Action Decision Sequence

The BOC pages CPZ of the electrical power outage.

CPZ performs an on-scene evaluation of the weather conditions and contacts KCP&L to determine the anticipated length of the electrical power outage.

CPZ starts draining systems susceptible to freezing based on the information on the length of the power outage obtained from KCP&L. If information cannot be obtained from KCP&L draining will start based on worst case scenario.

The initial IC on the scene, which is the onsite Protective Force Command Staff as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent ICs may increase or decrease the level implemented based on additional information.

Levels of IC implementation:

- NSC field IC only,
- NSC field IC transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

The Facility Manager declares and categorizes/classifies the emergency based on the length of time that the facility is shut down and based on damage to the facility or the environment from the freezing temperatures.

During an emergency with loss of power, Incident Command - Industrial Hygiene will assess potential health affects to NSC residents.

The Facility Manager makes NNSA notifications. (KCFO & HQs)

Appendix C

INCIDENT COMMAND JOB AIDS

FM&T INCIDENT COMMANDER

- Take command of the IC staff for the FM&T/CPZ emergency response group directing the IC staff, determine level of Incident Management System implementation based on magnitude of the event and the capabilities of NSC FM&T/CPZ responders, request off-site support if potential for off-site impact
- Establish command location – default location is President’s Conference Room in Building 1 third floor east, - Consider event and wind direction. Chemical sheltering location is President’s Conference room Building 1 third floor east.
- Initiate the actions necessary to put in place the onsite or offsite protective actions. Request the BOC to use pre-recorded messages to impacted areas if possible.
- Coordinate with Offsite ICs, transfer command if necessary
- Ensure incident scene is secure
- Determine if notifications need to be made to 911.
- Initiate the actions necessary to notify offsite responders of the incident.
- Information for 911
 1. What happened
 2. Materials involved (if known)
 3. Quantities involved (if known)
 4. Protective Actions taken for onsite personnel
 5. Site entry point (based on event and wind direction)
- Complete IC Priorities and Status Worksheet. Complete duties in priority order. (Life Safety, Environment, Facilities)
- Use the DOT Emergency Response Guidebook as a reference and confirmation on corrective actions taken, PPE, and fire suppressant.
- Use the EPHA as a reference for impact of onsite chemicals.
- Use the Emergency Plan Appendix B as a check to see if Protective Actions for this type of emergency have been taken.
- Use chemical shelters for a rail car or road trailer wreck impacting NSC KC.
- Shelter (chemical or tornado) or evacuate onsite personnel for potential or real emergencies that could potentially impact them.
- Coordinate with offsite response organizations on sheltering in place or evacuating offsite personnel for potential or real emergencies that could potentially impact them.
- If mass evacuations are needed and employees cannot use their personal vehicles coordinate with the KCFD or KCPD on using city busses to transport employees to safe locations. Use nearby public access points (example: Truman Corners shopping area) as the drop off points.

INCIDENT COMMANDER ASSISTANT

- Set up IC equipment to have a close working relationship with the IC.
- Complete IC Priorities and Status Worksheet, prompting IC of items needing attention.
- Keep track of time since last IC briefing and remind IC that a briefing is needed, assist in briefing using IC Priorities and Status Worksheet as a checklist of items to cover.
- Keep a running log of key events with time each occurred.
- Develop a list of personnel at the Command Post at the conclusion of each activation
- Turn in log of events, the IC Priorities and Status Worksheet, and the attendance list to the emergency management coordinator at the conclusion of each activation.
- Look up in the DOT Emergency Response Guidebook the material in question, read or give book to the IC (to confirm that appropriate corrective actions have been taken)
- Plume model chemical releases using EPIcode on the lap top computer at the command location (back-up duty to the plume modeler).
- Look up in the Emergency Planning Hazards Assessment (Section 7.4) the material(s) involved and brief the IC on the results
- Look up in the Emergency Plan (Appendix B) the Protective Actions for the event and brief the IC on the actions to ensure all protective actions are being taken.
- Coordinate the return of equipment and supplies to the Command Post at the conclusion of the activation.
- Ensure IC positions are filled. If positions are vacant, consult with the IC and fill positions with the most knowledgeable and available extras. Have new personnel consult job aids for duties. Assist them as needed or until the assigned member shows up.
- Keep the Safety Data Sheet file on the Mobile Command Post laptop computer updated at least monthly.

INITIAL INCIDENT COMMANDER (SECURITY COMMAND STAFF)

- Upon arrival at the incident perform the “Brief Initial Report” activities listed on the security department response card
 - Brief Initial Report (BIR)
 1. Confirm Address
 2. Incident Description
 3. Incident Conditions
 4. Request assistance (if needed)
 5. Incident Action Plan
 6. Assumption of Command
- After completing the “Brief Initial Report” continue with the “Incident Command Priorities” listed on the Security Department response card
 - Incident Command Priorities
 1. Size up scene and do BIR
 2. Evacuate area
 3. Secure scene-set up perimeter
 4. Account for Occupants
 5. Search & Rescue
 6. Request Assistance (if needed, ERO, KCFD, KCFD Ambulance)
 7. Page Facility Manager
 8. Contact Facility Manager
- Coordinate response activities with Security staff and the BOC
- Provide medical aid until relieved by onsite medical, Grandview Ambulance, or KCFD Ambulance
- Set entry/exit point to hot zone (coordinate with HS&E if time allows), coordinate with spill response for decontamination
- Use the fire pre-plans and procedures to complete tasks
- Use the DOT Emergency Response Guidebook as a reference on corrective actions planned.
- Complete Incident Command Priorities and Status Worksheet. Use the worksheet to ensure that each entry on the worksheet is accomplished in priority order.
- Perform the role of the IC for the FM&T/CPZ emergency response group directing the IC staff until relieved
- Ensure incident scene is secure
- Coordinate with Offsite ICs, transfer command if necessary
- Determine if onsite and/or offsite protective actions need to be made.
- Initiate the actions necessary to put in place the onsite protective actions.

Continued on next page

- Initiate the actions necessary to notify offsite responders (have the BOC make the calls)

Information for 911

1. What happened
 2. Materials involved (if known)
 3. Quantities involved (if known)
 4. Protective Actions taken for onsite personnel
 5. Site entry point (based on event and wind direction)
- Have a working knowledge of the impact of onsite chemical hazards, rail car or road trailer wreck.
 - Know when and how to shelter (chemical or tornado) or evacuate onsite and offsite populations for potential or real emergencies that could potentially impact them.
 - Know where to look or how to determine wind direction.
 - Carry individual security radio numbers to talk with security during emergency events.

SECURITY AT INCIDENT COMMAND

- Direct the Protective Force staff from the IC Post
- Ensure incident scene is secure, for events involving chemicals set up perimeter at a safe point as prescribed by IC or HS&E.
- Coordinate security concerns with IC. Security Command Staff will be the initial IC.
- Ensure a Protective Force escort is provided to the scene for the emergency responders.
- In the event of a loss of power direct Protective Force escort to open south vehicle gate for emergency responders.
- Complete IC Priorities and Status Worksheet items related to security. Use the worksheet to ensure that each security entry on the worksheet is accomplished in priority order.
- Determine how onsite and/or offsite protective actions may impact security.
- Support the IC in initiating the actions necessary to put in place the onsite protective actions.
- Provide recommendations to the IC on security concerns.
- Review location of Mobile Command Post for use of wireless equipment including laptop wireless card.
- Inform IC Assistant of approved location for use of wireless equipment.
- Ensure the BOC is staffed to support notifying offsite responders of the incident.
- Provide containment around the event scene at a safe distance as directed by HS&E.
- Announce shelter (chemical or tornado) to onsite populations for potential or real emergencies that could potentially impact them as directed by HS&E.
- Provide first aid assistance until relieved by Medical.
- Provide spectator control for the incidents.
- Secure the scene after injured have been removed to ensure scene is undisturbed for possible accident scene investigation.
- Coordinate with owners of the impacted areas for any classified information or parts that were not secured upon evacuation. Secure the classified information or parts as soon as it can be performed safely.
- Contact the IC communicating that security can make available additional Protective Force to support the emergency event as needed. Examples: securing the perimeter, coordinating offsite emergency vehicle entry onto the site.
- Ensure that security's portion of the protective action recommendations are appropriate for the incident and make recommendation to change if necessary. Provide security oversight for the event independently assessing the initial and potential impacts and concerns of the emergency response and protective actions.
- Coordinate security concerns with the security position at the IC post ensuring that command post security personnel have established interfaces with the police and / or FBI as appropriate for the event
- Ensure that notifications on security events are made to offsite response agencies.

MEDICAL

- Establish triage and treatment areas based on recommendations from initial responders.
- Request Grandview Ambulance, KCFD Ambulance and other medical resources as needed, inform IC that requests have been made.
- Advise Security of requested resources and for Security to escort them to the scene.
- Advise IC if additional off-site agency assistance is needed.
- Accompany or arrange for someone to accompany patients to area hospitals if needed
- Arrange for notification of families of injured, for fatalities coordinate through Human Resources. Medical to take the lead on family notifications for injuries and fatalities. Human Resources will make family notifications for reasons other than injuries or fatalities.
- Prepare injury/illnesses reports and records of administered treatment or medication.
- Ensure medical staffs entering the scene are properly protected.
- Complete medical section of the IC Priorities and Status Worksheet. Use the worksheet to ensure that each medical entry on the worksheet is accomplished.
- Have a working knowledge of the impact of onsite chemical hazards
- Have familiarity with the medical impact of chemical & biological weapons of mass destruction
- Provide critical incident stress debriefing to employees following an emergency as appropriate.
- Prepare Medical Care Services Occupational Injury/Illness Report (computerized) and records of administered treatment or medication.

FM&T SPILL RESPONSE

- Coordinate spill response team activities.
- Use FM&T Spill Control Plan as a reference to ensure proper activities.
- Provide IC recommendations on hazardous materials response planned activities.
- Advise IC if off-site agency assistance is needed.
- Set-up and provide decontamination as needed.
- Develop and implement cleanup plan for any spilled chemicals.
- Ensure hot warm and cold zones are properly setup prior to entry.
- Complete spill response IC Priorities and Status Worksheet items. Use the worksheet to ensure that spill response worksheet items are accomplished in priority order.
- Determine the protective equipment for each level of response and each response zone.
- Initiate the actions necessary to put in place the onsite spill response protective actions.
- Use the DOT Emergency Response Guidebook as a reference on corrective actions taken.
- Have a working knowledge of the impact of onsite chemical hazards and the protective actions that may need to be taken.
- Have a working knowledge of the protective actions that may need to be taken for a rail car or road trailer wreck near the NSC.
- Know where to look or how to determine wind direction.

FM&T SAFETY/INDUSTRIAL HYGIENE/ENVIRONMENTAL

ALL

- Establish a team leader based on the event, Safety will act as the team leader until it is decided otherwise. Safety will wear the HS&E Team Leader tag and transfer it when the team leader is changed. Direct the Safety/Industrial Hygiene/Environmental staff at the IC Post.
- Coordinate Safety/Industrial Hygiene/Environmental concerns with the FM&T IC.
- Complete IC Priorities and Status Worksheet items related to Safety/Industrial Hygiene/Environmental. Use the Worksheet to ensure that each Safety/Industrial Hygiene/Environmental entry on the Worksheet is accomplished in priority order.
- Ensure NSC FM&T/CPZ Pre-fire Plan documentation is provided to the KCFD Commander.
- Determine how onsite and/or offsite protective actions may impact Safety/Industrial Hygiene/Environmental.
- Have a working knowledge of the protective actions that may need to be taken for a rail car or road trailer wreck near the NSC operations.
- Know how to shelter (chemical or tornado) or evacuate onsite populations for potential or real emergencies that could potentially impact them.
- Coordinate safe re-entry into impacted areas. Use direct reading instruments to evaluate the air quality to ensure air to OK for re-entry without using respiratory protection. Survey impacted areas for hazards created by the event. Ensure hazards are eliminated or isolated before allowing temporary or permanent re-entry to the area.
- Coordinate with area owners for any operations that were not shutdown upon evacuation that could be a hazard left unattended.

FM&T Industrial Hygiene

- IH (or others if IH is not available) determine the material spilled, quantity involved, spill surface area, spill depth, type of spill (leak etc.) and any other available information about the spill and call the information to the plume modeler.
- Get the plume modeling results from the plume modeler share them with the IC.
- Make recommendations to the IC on whether appropriate protective actions have been taken based on the plume modeling results.
- Prescribe level of PPE necessary for entering the incident scene.
- Prescribe for security the safe perimeter distance if chemicals are involved in the event
- Set entry/exit point to hot zone, coordinate with spill response for decontamination.
- Request the BOC to shut down air intakes based on the incident

Continued on next page

- Consider ventilation systems emergency response in the event of a power loss.
- Look up in the Hazards Assessment (Section 7.4) the material(s) involved to check for appropriate safe evacuation distances.
- Share and compare modeling results with any that may have been developed by the KCMO Haz Mat response group.
- Look up in the DOT Emergency Response Guidebook the material in question, read or give book to the IC (to confirm that appropriate corrective actions have been taken) Compare DOT guidebook results with EPIcode results.

FM&T Safety

- Ensure safety during mitigation activities, provide recommendations.
- Check with security to assist in personnel accountability (both for responders and all personnel on site).
- Contact employees in chemical shelter areas of the campus as needed to ensure their safety and/or to give them special instructions on actions to take. Contact numbers for employees in the chemical shelter areas of the campus are as follows. CUP extension. Security Guard Post extension. Ware yard.
- Depending on the event decide if any additional supplies will be needed and if needed secure them for emergency responders. Examples: water, sheltering, food, tables, chairs, protection from temperature extremes.

FM&T Environmental

- Determine if Reportable Quantities have been reached; notify IC of findings, Situation Reporter will make the notifications.
- Advise IC if off-site agency assistance is needed.
- Ensure environmental compliance and provide recommendations to IC.
- Support the IC in initiating the actions necessary to put in place the onsite protective actions.
- Ensure that Safety/Industrial Hygiene/Environmental is staffed to support the incident
- Have a working knowledge of the impact of onsite chemical hazards and the protective actions that may need to be taken.

FM&T PLUME MODELER

- Provide IC wind direction and speed (use assigned radio talk group or use telephone to IC cell phones)
- Determine the material and quantity involved (IH position to supply the plume modeler with material, quantity, spill surface area, spill depth, type of spill (leak etc.) and any other available information)
- Determine if Emergency Planning Hazards Assessment has already modeled the event, if so point out the results to the IC.
- Model the event on EPIcode on the lap top at the Command Post, using current spill information and current weather conditions. Inform the IC of the and the Industrial Hygiene position of the results
- Continually monitor weather conditions and remodel as weather conditions change, informing the IC of the weather changes and the changes to the plume modeling results that the change in the weather has caused
- Models other materials as requested by IC

IC Communications:

- Industrial Hygiene cell phone: 816-394-4915
- IC: 816-820-0895

CPZ FACILITIES/UTILITIES/MAINTENANCE

- Direct the facilities/utilities/maintenance staff at the IC Post.
- Coordinate facilities/utilities/maintenance concerns with IC.
- Provide recommendations to the IC on facilities/utilities/maintenance impacted by the incident.
- Complete IC Priorities and Status Worksheet items related to facilities/utilities/maintenance. Use the worksheet to ensure that each facilities/utilities/maintenance entry on the worksheet is accomplished in priority order.
- Determine how onsite and/or offsite protective actions may impact facilities/utilities/maintenance.
- Support the IC in initiating the actions necessary to control facilities/utilities/maintenance concerns.
- Ensure that necessary facilities/utilities/maintenance staff is available to support the incident.
- Have a working knowledge of the impact of onsite chemical hazards and the protective actions that may need to be taken.
- Have a working knowledge of the protective actions that may need to be taken for a rail car or road trailer wreck near the NSC.
- Provide recommendations on re-entry and short term recovery.
- Coordinate the facilities/utilities/maintenance emergency shutdown procedures. Dispatch personnel to these locations if necessary and after the area has been determined safe to enter. Provide technical support for these areas.
- Based on where the event is occurring locates drawings / photos of the impacted area and shows them to the IC. Drawings / photos are located with the IC Supplies.

Emergency Shutdown

- Refer to the CPZ Utility Outage Plan for specific shutdown items.
- Ensure all facilities/maintenance activities are addressed. Contact additional resources, if necessary.
- Consider ventilation systems emergency response in the event of a power loss.
- Aid in contacting additional resources as requested by personnel in the field. Use the Emergency Resources Catalog (Operation Bulldozer) as a resource.
- Coordinate recommendations for use or nonuse of facilities receiving structural damage.

RECOVERY

- Advise IC on resources available to support emergency response recovery operations.
- Coordinate and prioritize with Honeywell FM&T efforts to reestablish manufacturing process.
- Coordinate with facilities management to identify alternate locations for both onsite and offsite high priority projects.

BOC

- Monitor and answer emergency calls received on extension 3600.
- Dispatch Protective Force to all events, informing them if chemicals are involved
- Dispatch Medical and Protective Force if injuries are involved (if chemicals involved, do not send Medical or Security in until Industrial Hygiene, or KCFD, Grandview FD, /KCFD Haz Mat indicates it is safe to enter).
- Dispatch Spill Response (FM&T Waste Management) to the scene if chemicals are involved.
- Call 911 based on information received from the IC (see checklist table below for the required information).
- IC must indicate entry point for emergency response vehicles if chemicals are involved.
- Dispatch outside rover to Botts Road to escort incoming emergency response vehicles to the event scene or Command Post as directed by the IC.
- In the event of a loss of power direct Protective Force escort for emergency response vehicles to open the south vehicle gate.
- Make ENS announcements (prerecorded or created) based on information received from the IC, sheltering employees, activating Emergency Response Organization (IC Group and Press Center), make announcements to keep employees informed of event happenings
- Dispatch additional Protective Force personnel to the scene as directed by the security officer in charge of securing the scene.
- Page Occurrence Reporting Facility Managers of events.
- Receive personnel accountability notifications for persons sweeping areas during evacuations, reporting damage or trapped employees. Forward information on to Security at the Command Post.
- Coordinate offsite transportation shipment accidents as they are reported to the BOC. Get spill response representative on line for 3-way call with personnel at the spill site.
- Monitor and respond to weather related events
 - Tornado – ENS site notification if site is in warning zone, announce site wide sheltering if tornado sighting is in the shelter zone (see section 7 figure 8 of Emergency Plan for shelter zone) Emergency Plan is on Portal; HS&E>Programs>Emergency Management>NSCHSE INFO>Emergency Plan.
 - Thunderstorm -- ENS site notification if site is in a severe thunderstorm warning area.

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Notifications for Possible Offsite Impact from Hazardous Material/Fire Event Occurring Onsite

Who makes notification/ call & to whom	Based on what	Type of notification/ call	Expected actions
The BOC operator to 911 dispatcher	Call from IC requesting the BOC to call 911, give BOC Operator the following details of what to tell 911 operator Details: <ol style="list-style-type: none"> 1. What happened? 2. Materials involved (if known). 3. Quantities involved (if known). 4. Protective actions taken for onsite personnel (sheltering & shutting off intake air). 5. Site entry point based on event location and wind direction (request Haz Mat if needed). 	Phone – outside line, in the BOC	KCMO Fire and KCMO Hazmat should respond to the site Security to meet at Botts Road & escort outside responders to the command post or impacted area
The BOC Operator to site personnel	Call from IC requesting the BOC to make ENS announcement to the site giving them information to include in the announcement of areas/routes to take to avoid the hazards. If possible use pre-recorded messages to specific NSC Buildings.	ENS announcement, ENS message-Hazardous material impact	Site personnel to take shelter (chemical or tornado) or evacuate
IC or designate to Hazmat in route	Possible impact offsite and/or assistance needed	Radio call on Mutual Aid Radio, or KCMO Fire radio	Hazmat to plume model in route, take offsite protective actions as they consider appropriate

MANUFACTURING OPERATIONS REPRESENTATIVE

- Establish communication with the IC when the IC is available to see if the IC has any specific actions, needs any information, or needs to talk with any specific individuals.
- Listen to IC staff and gather information about the event and its locations, determine the areas impacted by the event.
- Identify and be ready to contact employees with the most knowledge (management and bargaining unit) of the impacted areas and have them report to a location near the IC post as directed by the IC
- Coordinate with IC HS&E Safety Officer position supplying information on unattended operations in the areas needed to be shutdown.
- Consider ventilation systems emergency response in the event of a power loss.
- Coordinate with IC Security position supplying information on unsecured classified information in impacted areas.
- Prepare recommendations for the IC on who should or should not be sent home during the current shift. If needed provide input on content to the Public Affairs staff that will write the Emergency Notification System (ENS) announcement for sending personnel home. Public Affairs staff will write the message and get it approved.
- Prepare recommendations for the IC on who should or should not report to work for the next and following shifts. If needed, provide input on content to the Public Affairs staff that will write the ENS announcement for when personnel should return to work. Public Affairs staff will write the message and get it approved by Senior Leadership.
- If needed, provide input on content to the Public Affairs staff that will write the communication announcements (488-INFO) for future work schedules. Public Affairs staff will write the message and get it approved by Senior Leadership.
- Coordinate personnel needing to re-enter impacted areas prior to leaving the site. Example: cars keys are inside the impacted areas
- After approval by the IC that areas are safe to re-enter coordinate reentry for personal items. If personnel cannot re-enter areas for personal items such as car keys help them find rides home.

Cell phone: 816-394-4925

COMMUNICATOR to SENIOR MANAGEMENT

- Develop communication with Senior Leadership (488-3212) letting the BOC know that IC is activated and the initial report will be ready as soon as possible.
- Contact Press Center Representatives (488-4833 or 488-5937) to notify them IC has been activated.
- Use the chart of IC duties and the IC Priorities and Status Worksheet as a guide for the reports to Honeywell FM&T and KCFO Senior Management members.
- Observe events in the field and listen to reports at the IC post, from this information call Senior Management and inform them of what is happening in the field.
- Ask questions of various IC members to gather information about the event and pass the information on to Senior Management.
- Receive questions from Senior Management members relayed by a representative.
- Research the questions received from Senior Management and reply back to Senior Management with answers to their questions (if answers cannot quickly be determined call Senior Management with an estimated time of when answers can be obtained).
- Provide the Press Center with the event categorization and classification information.
- Operate cell phone at the IC Post.
- Relay initial and periodic (at least every 15 minutes) information from the IC to Senior Management.
- Complete IC job assignments as listed on the IC Priorities and Status Worksheet.
- Operate portable radios as a backup to the phone system for communication.
- When communicating to Senior Leadership move to a quiet location to eliminate background noise that would also transmit to Senior Leadership on a speaker phone.
- Ensure Notification of Honeywell Corporate of the NSC's emergency status.

SAFETY

Kent Hart 913-712-2607 (office)
913-544-4459 (mobile)

Alternate

Evan van Hook 973-455-4132 (office)
862- 222-7705 (mobile)

ENVIRONMENTAL

Kent Hart 913-712-2607 (office)
913-544-4459 (mobile)

Alternate

Jean Sedilo 973-455-4358(office)
973-727-0319(mobile)

OR

Honeywell Corporate Security Operations 973-455-2177
This number is answered 7 days a week 24 hours a day.

Cellular Phone Number (Incident Management System)
Manufacturing Representative at IC Post (cell phone) 816-210-6258

SITUATION REPORTER

- The following requirements apply to FM&T related events. For CPZ events make courtesy notifications to the organizations described below.
- Document specific times for event information on the Prompt E-Mail Notification Information Sheet in Facility Manager Manual for use in press releases and written reports.
- Assign an IC staff member responsibility for providing information to Press Center.
- Determine categorization and classification level.
- Check Protective Actions for any specifics required by event type.

Notifications (Make notifications to DOE, Honeywell, New Mexico, and Others)

1. Ensure Facility Manager makes a telephone notification to HQ OC. 202-586-8100
Must be within 15 minutes for emergencies.
Must be within 30 minutes of categorization
Stay on line for questions.
2. Have IC Assistant note specific times for notifications on IC Worksheet.
3. Send email to HQ OC doehqoc@oem.doe.gov
4. Follow email with a phone call to ensure email was received. 202-586-8100
5. Conduct or coordinate with the Strategic Business Group Leader or Designee the Honeywell Corporate event reporting per Health Safety Environment Remediation-1. See current copy of same at Situation Reporter position. Note: Voice mail or email is not acceptable.
6. Submit on-line Occurrence Reporting and Processing System Report(s). Website: <https://orps.hss.doe.gov>
 - Must address report items 1-19. See folder.
 - Ensure draft notification occurrence report is reviewed by an Authorized Derivative Classifier (ADC) (The FM&T EM Coordinator is an ADC).
 - Fax completed draft report to HQ OC at fax 202-586-8485.
 - Update draft occurrence report and fax to HQ OC at least each hour.
 - Transmit notification occurrence report after approval of Facility Manager and KCFO Manager by close of next business day not to exceed 90 hours.
7. Assist KCFO Manager in conducting periodic phone briefings.
8. Situation Reporter position will keep the HQ OC updated by email throughout the event.
9. If event impact New Mexico operations, contact Bruce Gillen at 505-844-6303, pager 505-978-3125.
10. Notify HQ OC of event termination.
11. Based on event and impact to site operations call in additional personnel to plan recovery from event. Examples: FM&T IT Business Contingency Planning team, Continuity of Operations Plan, Purchasing, Accounting, ISC, Program Management, Transportation/Stores, and Engineering.

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Contact information for Department of Energy HQ OC and Alternate OC (AOC)

Department of Energy HQ OC	Forrestal Building
24-hour non-secure voice	202-586-8100
24-hour secure voice	202-287-2325
24-hour non-secure fax	202-586-8485
24-hour secure fax	202-586-0420
24-hour unclassified e-mail	doehqeoc@oem.doe.gov
<i>Numbers are also to be used for a COOP event.</i>	

DOE HQ AOC	Germantown Campus
AOC Watch Office non-secure voice	202-586-8100 (primary) 301-903-5555 (direct dial)
AOC Watch Office secure voice	301-903-7831
AOC Watch Office non-secure fax	301-903-7829
AOC Watch Office secure fax	301-903-7832
AOC Watch Office unclassified e-mail	doehqeoc@oem.doe.gov
<i>AOC Watch Office numbers are active 24-hours/day, 7-days/week but the AOC Watch Office is staffed on a situational basis. Notification of the DOE HQ AOC activation will be proliferated to DOE/NNSA Field, HQ and Energy Industry Points of Contact by available methods of delivery (i.e., e-mail, fax, etc.).</i>	

Cell phone: 816-394-4912

KCFO REPRESENTATIVE

- Provide oversight to the overall emergency response operations.
- Ensure communications have been established with HQ and that the Situation Reporter has **first** made a telephone notification to the HQ Operations Center. Make subsequent communications to HQ.
- Provide official DOE/NNSA guidance/direction/position as requested or as needed
- Conduct or assign persons to conduct video teleconferences as requested by HQ Operation Center using the emergency communication network located in the Building 1 first floor west Conference Center. Ensure two knowledgeable persons about the event and classification/categorization levels conduct the briefing. Take a copy of the situation report, generated by the Situation Reporter position, to use as a resource during the briefing.
- Complete State and local notifications for General, Site Area and Alert emergencies.
 - [] State Emergency Management Agency 573-751-2748 (24 hr. duty officer)
 - [] Emergency Management Office of Kansas City 816-513-8640
Duty Officer 1-866- 417-6400 after 5 pm holidays and weekends
 - [] Local Emergency Planning Committee Coordinator 816-701-8390 (during Office hours ONLY) (911 Call meets requirement).
- Contact the following organizations for incident and all-clear notifications based on the spill information collected on the IC worksheet.
 - [] EPA Region VII 913-281-0991
 - [] Missouri Emergency Management Agency Emergency Response Commission
24 hour phone for spills 573-634-2436.
 - [] National Response Center 1-800-424-8802
 - [] Kansas City, Missouri Air Quality Control 816-513-6314

PRESS CENTER

Once the NSC NIMS Command System is activated, a representative from the Press Center will go to the IC Post to gather information.

The Press Center will perform the following functions for FM&T events.

- [] Notify NNSA HQ Public Affairs Office, Honeywell Aerospace Public Affairs Director, and Honeywell International Public Affairs Directors, once all the facts have been verified and updated by the Press Center Representative.
- [] Prepare internal releases through MyPortal, ENS Announcement, and/or INFO Line (488-4636). Facts will be verified and updated by the Situation Reporter to the Press Center. Press Center will have site announcements reviewed by Sr. Leadership for approval. NOTE: Evacuation or sheltering announcements will not require Senior Leadership approval.
- [] Prepare external releases through a press release or media alert. Facts will be verified and updated by the Press Center Representative. Releases will be approved by Senior Leadership, NNSA HQ, Public Affairs Office and Honeywell Aerospace Public Affairs Director. Once approvals have been granted, fax releases or inquiries to the appropriate news organizations.
 - a. If the offsite response organizations are involved, they will be rolled into the above approval process unless they have been granted as the driver of releases or inquiries.
 - b. If the situation warrants, information can be posted on www.kcp.com as a resource to the public.
- [] Media conferences will only be held if the emergency takes on a national presence and will be driven by the appropriate response organization. (KCMO Fire, KCMO Police, Grandview Fire, FBI, and Honeywell Aerospace).
- [] Direct family inquiries to Human Resources.

FM&T LIAISON

- Coordinate with Offsite ICs by providing pre-fire plan information and event size up information to offsite responders.
- Provide current Tier II reporting information.
- Assist off-site responders with site access (escort) and assistance as needed.
- Assist with the completion of the IC Priorities and Status Worksheet. Use the worksheet to ensure that each entry on the worksheet is accomplished in priority order. (Life Safety, Environment, Facilities)
- Assist the IC in the performance of the IC duties as requested.

GLOBAL SECURITY SUPPORT

- Establish communication with the IC when the IC is available to see if the IC has any specific actions, needs any information, or needs to talk with any specific individuals.
- Listen to the IC staff and gather information about the event and its locations, determine the areas impacted by the event.
- Coordinate security concerns with the IC (Security at the IC Post, IC, Response Team Leader, or Security Command Staff).
- Review Global Security Standard Operations Procedure Section 9 Emergency Plans and Procedures for unique guidelines concerning specific Global Security areas.
- Complete applicable Global Security notification and reporting requirements.
 - Identify Area Owners, Program Support Office, Management and Customers.
- After approval by the IC that the areas are safe to re-enter coordinate with IC Security position on entry and exit guidelines.
 - Supply information on unsecured classified information and parts in impacted areas. Secure the classified information and parts as soon as it can be performed safely.
- Assist with the completion of the IC Priorities and Status Worksheet. Use the worksheet to ensure that each entry on the worksheet is accomplished in priority order. (Life Safety, Environment, Facilities).
- Assist the IC in the performance of the IC duties as requested.

Note: The above job aids may be revised during the year to reflect changes occurring before the next revision of the total plan. The annual publishing of this plan will reflect the current version of the job aids in place at the time of publishing.

END of DOCUMENT

