

## EMERGENCY READINESS ASSURANCE PLANS - FY 2003 SUBMISSION

All sections apply to both Base and Hazardous Materials Programs, unless otherwise stated.

Examples for reporting information in Tables are provided in *italics*.

1. **Executive Summary:** Provide a **brief** summary statement of the overall status (e.g., mature, evolving) and level of readiness (commendable/acceptable/marginal) of your emergency management program.
  - a. If applicable, briefly describe any significant changes that have occurred in your program since the last ERAP submission.
  - b. Briefly describe significant planned activities for the next fiscal year and the outyears when known. If planned activities for the outyears are not known, provide the statement "future planned activities unknown."
  - c. Briefly address corrective actions and resource requirements. Detailed information on these topics should be addressed in their respective sections of the ERAP.
  - d. Briefly compare actual achievements for the fiscal year just completed to previously projected goals, milestones, and objectives. Detailed information should be addressed in the respective section of the ERAP
  
2. **Program Description:**
  - a. Based on the results of your Hazards Surveys/Hazards Assessments, **briefly** describe the rationale for determining your site to be a Base or Hazardous Material Program.
  - b. In narrative format, provide the status of your emergency plan and implementing procedures (date of last review, and if appropriate, date of revision).
  - c. In narrative format, briefly discuss the concept of operations for your emergency response organization.

3. **Exemptions:** Complete the table below for any exemptions that have been requested. If none have been requested, provide the statement “no exemptions requested.”

Table 3 - Exemptions				
Exemption	Reason	Date of Submission	Approval Date	Duration
<i>Change time for notification to state and local agencies</i>	<i>Consistency with approved MOU</i>	<i>6/1/02</i>	<i>1/28/03</i>	<i>review annually</i>

4. **Hazards Surveys/Hazards Assessments:**

- a. Briefly discuss the status of your hazards surveys. If a survey has not been completed, provide information on completing the surveys, as outlined in the table format below.

Table 4.1 - Hazards Survey Status			
Building/Facility	Planned Completion Date	Completion Date	Update (whenever operations change, but not less than 3 years)
<i>Bldg. XYZ</i>	<i>9/1/02</i>	<i>10/25/02</i>	
<i>N-Area</i>	<i>5/31/02</i>	<i>6/12/02</i>	

- b. Briefly describe the generic types of operational emergencies (as listed in your hazards survey) that could affect your site, facility, or operation.

- c. **(APPLIES TO HAZARDOUS MATERIALS PROGRAMS ONLY.)** Briefly discuss the status of your hazards assessments. Additionally, provide the status of all hazards assessments (complete/incomplete) across the site, utilizing the table format below:

Table 4.2 - Emergency Preparedness Hazard Assessments Status			
Building/Facility	Planned Completion Date	Completion Date	Review Date (annually)
<i>Bldg. XYZ</i>	<i>3/25/03</i>	<i>02/28/03</i>	<i>02/28/04</i>
<i>N-Area</i>	<i>12/12/02</i>	<i>11/22/02</i>	<i>11/22/03</i>

d. **(APPLIES TO HAZARDOUS MATERIALS PROGRAMS ONLY.)** The following table should reflect the dominant hazards on the site in terms of the most severe consequences (i.e., GE, SAE, or Alerts) from potential Operational Emergencies on the site, what facilities have the most severe Operational Emergencies, and what are the hazardous materials that cause the most severe consequences. List the facility, each associated Operational Emergency classification, whether it is radiological or non-radiological, and the specific radionuclide or chemical involved. The table should contain the majority of the most severe potential hazardous material releases.

<b>Table 4.3 - Dominant Potential Operational Emergencies</b>				
<b>Facility</b>	<b>Emergency Class</b>			<b>Radionuclide/Chemical-Material</b>
	<b>GE</b>	<b>SAE</b>	<b>A</b>	
<i>Building XYZ</i>	<b>X</b>	<b>X</b>		<i>Chemical - Arsine Radionuclide - Plutonium</i>
<i>Laboratory 9999</i>		<b>X</b>		<i>Chemical - Chlorine</i>

5. **External Coordination:**

- a. Summarize coordination activities involving external emergency response organizations and resources, including noteworthy external participation in training, drills, or exercises.
- b. Identify current or in-process Memoranda of Understandings (MOUs), Memoranda of Agreements (MOAs), and/or Mutual Aid Agreements (MAAs), utilizing the table format below:

<b>Table 5 - Onsite/Offsite Agreements</b>				
<b>MOU/MOA/MAA</b>	<b>Date of Agreement</b>	<b>Expiration</b>	<b>Date of Last Review</b>	<b>Date of Renewal</b>
<i>Roane County</i>	<i>9/1/00 (renewal required every two yrs.)</i>	<i>8/31/02</i>	<i>7/1/02</i>	<i>8/25/02</i>
<i>Boulder City</i>	<i>5/17/01</i>	<i>None (annual review only)</i>	<i>4/1/03</i>	<i>N/A</i>

6. **Training:**

a. Identify training programs for Emergency Response Organization (ERO) members, following the table format below:

<b>Table 6 - Emergency Management Training Summary</b>			
<b>Functional Area</b> (i.e., Incident Command, EOC, JIC, etc.)	<b>Type of Personnel</b> (EOC, Monitoring Teams, Fire, Medical, etc.)	<b>Percent Trained</b>	<b>Total Number Requiring Training</b>
<i>JIC</i>	<i>Public Affairs staff</i>	<i>100</i>	<i>12</i>
<i>Tactical Operations</i>	<i>Federal and Contractor S&amp;S personnel</i>	<i>70</i>	<i>15</i>

b. Briefly describe training plans and goals for the current and next fiscal years.

c. Cite circumstances prohibiting fulfillment of training requirements. Information is to be submitted in narrative format.

7. **Exercises:**

a. Briefly describe the overall objectives for your exercise program for the next five years.

b. Following the table format below, identify exercises for the current and subsequent (FY 2004 - FY 2008) fiscal years:

<b>Table 7 - Planned Exercises</b>				
<b>Projected/Scheduled Date</b> (MM/DD/YY)	<b>Category</b> (H&S; Envir; S&S; Offsite DOE Trans; Hazmat)	<b>Impacted Facility</b>	<b>Purpose/Activity</b> (Training/Drill/Annual Exercise/Full Participation Exercise)	<b>Hazard to be Simulated</b> (Based on site hazards)
<i>5/25/04</i>	<i>Envir.</i>	<i>Spill Cntr.</i>	<i>Full Participation Exercise</i>	<i>Damage to an Anhydrous Ammonia 1 ton cylinder</i>

c. Summarize the tracking of major open exercise findings and related corrective actions identified through **internal evaluations**. Include information on the use of exercise results and training course critiques to improve plans, procedures, training, and exercises. Findings and related corrective actions identified through **external evaluations** should be addressed in **Section 9, Findings and Corrective Actions**.

8. **Evaluations, Appraisals, and Assessments:** For FY 2004, and if known through FY 2008, identify evaluations, appraisals, and assessments. Internal self-assessments may be included, but ensure they are clearly identified. Provide information using the table format below:

Table 8 - Emergency Management Evaluation, Appraisal, and Assessments Schedule		
FY/Quarter	Activity	Conducting Organization
<i>FY04/Q2</i>	<i>Annual Exercise</i>	<i>OA-30</i>
<i>FY04/Q3</i>	<i>Self-Assessment</i>	<i>Internal</i>
<i>FY06/Q2</i>	<i>Evaluation</i>	<i>HQ Program Office</i>

9. **Findings and Corrective Actions:**

a. With a focus on major findings, provide in narrative format a summary of findings identified through **external** (i.e., OA-30, EH) evaluations/appraisals that have been resolved during the past fiscal year. Address each completed finding separately.

b. Following the table format below, provide outstanding evaluation/appraisal findings (issues) identified by **external** sources (i.e., OA-30, EH). This applies to findings reported in the Departmental Corrective Action Tracking System (CATS) only:

Table 9 - Status of Findings/Corrective Actions (as reported in CATS)			
CAP Finding/Issue No. (identify no. of corrective actions for each issue in parentheses)	Due Date	Status	Projected Completion
<i>NTS-06/28/1999-10001 (24)</i>	<i>07/30/03</i>	<i>On schedule</i>	<i>07/30/03</i>

10. **Resource Requirements:**

a. Complete the table below, providing the total number of full-time/part-time site/facility personnel requirements for the previous, current and outyears. Break down information by Federal and contractor staff levels. In narrative format, provide justification for changes in staffing levels.

<b>Table 10.1 - Emergency Management Personnel - Full Time Equivalents</b>						
<b>Organization</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>
<i>Federal</i>	2.5	2	2			
<i>Contractors</i>	15	15	10			
<b>Justification:</b>						

b. Using the table below, summarize the Emergency Management Program operational budget. In narrative format, provide justification to support additional funding requirements.

<b>Table 10.2 - Emergency Management Operational Budget</b>						
<b>Organization</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>
<i>Federal</i>	\$700K	\$1,005K				
<i>Contractors</i>	\$2,200K	\$3,000K				
<b>Justification:</b>						

c. If equipment requirements are not included in the Operational Budget, provide budget estimates for equipment requirements using the table below. This list should include necessities such as EOC equipment, field monitoring equipment, and Radiological Assistance Program Team equipment:

<b>Table 10.3 - Equipment Requirements</b>						
<b>Item</b>	<b>FY03</b>	<b>FY 04</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>
<i>Plotter Printer</i>	\$50K					
<i>Replace TV Monitors in the EOC</i>				\$6K		
<b>Justification:</b>						

11. **Other:** Briefly discuss concerns pertinent to the emergency readiness assurance program. Specifically, this section is for issues that are unique to the site/facility that need to be brought to the attention of senior management (i.e., concerns

with state and local agencies, funding, resources, etc.). Include suggestions or methods to resolve these issues.

12. **Program Achievements:** For the fiscal year just completed, describe in detail actual achievements accomplished to previously projected goals, milestones, and objectives.