

**Department of Energy  
Rocky Flats Environmental Technology Site**

***Controller Handbook***

**TABLETOP DRILL**

**01-TT-01**

**Revision 0  
January 16, 2001**

**Prepared for Kaiser-Hill, L.L.C.  
by**



**EXCALIBUR**  
ASSOCIATES, INC.

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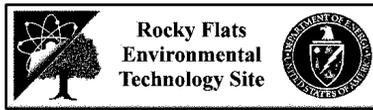
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## EMERGENCY PREPAREDNESS TABLETOP DRILL PACKAGE

<b>1. Participating Organization:</b> Building 891	<b>2. Drill Type:</b> HAZMAT and Security Event	<b>3. Drill ID Number:</b> 01-TT-01
<b>4. Date Scheduled:</b> January 16, 2001	<b>5. Initiation Time:</b> 0900-1030 & 1300-1430	<b>6. Duration of the Drill:</b> EOC - 1 1/2 hrs. / B060 - 1 1/2 hrs.
<b>7. Emergency Preparedness Facilitator:</b> R.D. Campbell, Excalibur Associates, Inc. (X - 7078 )		<b>8. Drill Facilitators:</b> Peg Melberg (X - 7157)

<b>9. Participant Organizations:</b> <b>Morning Session Only</b> Building 891 Operations Manager <b>Afternoon Session Only</b> B374 Fac. Mgr./Ops. Mgr. CMT JIC Manager TOC HAC positions not required to report at ALERT level	<b>Morning and Afternoon Sessions</b> Shift Superintendent FD Battalion Chief LIMA-1 CSS PI Mgr/PI Team	HAC Manager RFFO H&S Hazards Specialist Rad. Ops. IH DAC Coord.
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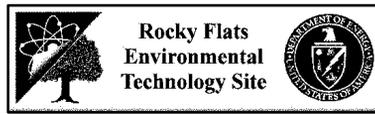
**10. Drill Purpose/Scope:**  
 The purpose of 01-TT-01 is to validate the Emergency Management Organization's (EMO) ability to implement the graded approach for responding to an Operational Emergency involving two concurrent events: a hazardous material spill and a security incident. The drill is designed primarily to provide training to the Crisis Support Staff (CSS) in responding to a hazardous material spill resulting in an operational emergency at Alert level. Training activities in the Morning Session will include validating the processes for: reviewing/validating the Operational Emergency classification, completing consequence assessment activities, making onsite and offsite notifications within the required timeframes, establishing and maintaining communications between facility personnel and the EOC, disseminating accurate and timely information to the Site populous, the offsite public, and the media. A security incident will be introduced just prior to the end of the Morning Session. The security incident will provide an opportunity to initiate dialogue with Protective Force (Pro Force) personnel related to their response capabilities following the reconfiguration of the Protected Area and associated Pro Force personnel reductions. The tabletop will reconvene in the afternoon beginning with a turnover briefing from the Emergency Director to the Crisis Management Team. The Afternoon Session will focus on validating the integration of the response efforts of the CSS, CMT, Shift Superintendent, and Protective Force to the two separate events. The CSS will be further challenged to separately track the response activities for two separate events. Discussions pertaining to response efforts will be facilitated by controllers to include discussion and resolution on ensuring emergency response vehicles are able to access the B371/374 facility through the north emergency access gate.

**11. Drill Objectives:**

**Terminal Objective:**

Given an Operational Emergency, demonstrate the Emergency Management Organization's ability to implement the graded approach to staffing the Emergency Operations Center and respond to two concurrent events of different classifications.

- Supporting Objectives:**
1. Demonstrate the Site's ability to activate and operate the EOC at the Alert level with the **CSS Only** reporting.
  2. Demonstrate the Crisis Support Staff's ability to recognize and prioritize emergency conditions and take the appropriate response actions.
  3. Demonstrate the Crisis Support Staff's ability to conduct a briefing and accurately communicate the status of response activities to the Crisis Management Team.
  4. Demonstrate the Incident Command Organization's (ICO) (Shift Superintendent, Battalion Chief, LIMA-1) ability to recognize and prioritize
  5. Demonstrate the Crisis Support Staff's ability to track the status of response activities for two separate events. the response actions for two separate events.
  6. Demonstrate the Public Information Team's ability to accurately communicate the facts to the workers and the public as they pertain to two separate events.
  7. Demonstrate the ability of the Protective Force to prioritize emergency conditions and effectively maintain physical control of all locations relevant to the events, including access to and from the event scene.
  8. Demonstrate the Crisis Management Team's ability to identify and verbalize the criteria for selecting a Recovery Manager for each event.



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### 12. Drill Scenario Narrative Summary:

The initiating event for this drill will involve the intentional release/spill of 50% hydrogen peroxide ( $H_2O_2$ ) resulting from a failed valve on Tank 120 in Building 891. The technical basis for this event is derived from the Building 891 Emergency Preparedness Hazards Assessment, Scenario 5 - Spill of 400 Gallons of Hydrogen Peroxide. The release duration (>60 minutes) must be the equivalent to allow for the spill of 60 gallons of  $H_2O_2$  in order to classify the event as an operational emergency at the level of an Alert.

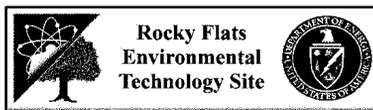
Building 891 is normally open Monday through Friday, first shift only, with a maximum population of six personnel. Routine occupancy is two personnel. The timeframe for this event is between 4:00 and 5:00 p.m. The spill is detected just as the personnel are getting ready to leave the facility at the end of the day. Personnel make notification to the Shift Superintendent via radio transmission. The Shift Superintendent reviews the Emergency Action Levels for this Building 891, categorizes the event as an Alert, determines the required onsite Protective Actions (PAs) and offsite Protective Action Recommendations (PARs), and then initiates the necessary onsite and offsite notifications. The Shift Superintendent then directs the activation of the Emergency Operations Center - CSS ONLY.

Shortly after the EOC is activated, a laundry truck is being processed through Portal 2. During routine explosive detection procedures, a positive result is obtained from the initial observations and smear. Protective Force personnel at Portal 2 notify Protective Force personnel at PACS 2 to detain the driver of the laundry truck. When the second test also comes back positive, Portal 2 and PACS 2 are locked down. Notification is made to Pro Force supervision, who in turn notifies the Shift Superintendent, to initiate the required emergency response to this event. Pro Force supervision also requests offsite support from Local Law Enforcement Agencies to provide a canine (K-9) unit to validate the third test. The Shift Superintendent classifies the event as an operational emergency at the level of a Site Area Emergency following the confirmation by the K-9 unit. The technical basis for this event is derived from the Sitewide Emergency Action Levels for Safeguards and Security - Scenario #3 - A credible bomb threat. This event results in the full activation of the EMO including the Crisis Management Team and Hazards Assessment Center.

The Emergency Director provides a briefing on the status of events to the Crisis Manager. The Crisis Manager initiates contact with the Shift Superintendent and assumes the role of Crisis Manager for the Site, while the Shift Superintendent retains authority for events at the scene. The Shift Superintendent will be challenged in trying to determine which event to maintain direct control over. Pro Force personnel will be challenged to address a security event during shift change taking into consideration the reconfiguration of the Protected Area and the recent downsizing of Pro Force personnel. The Crisis Support Staff will be challenged to accurately track the status for each event, including notifications to offsite organizations. The Crisis Management Team will be challenged to focus on strategic planning efforts. The emergencies will be terminated with the designation of Recovery Manager(s) from the recently appointed cadre of trained Recovery Managers.

### 13. Drill Control and Simulation Requirements:

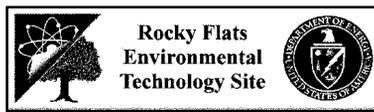
- 1. Drill Control:** Drill control will be performed by qualified Emergency Preparedness personnel. All drill activities will be conducted under the direction of the Lead Drill Controller who is responsible for the overall conduct of the drill. Drill activities may be suspended or terminated by drill controllers, observers or participants in the event of an actual emergency, a security or safety violation, or when other conditions or situations occur that otherwise preclude the timely and effective conduct of the drill. The drill will also be terminated when it is determined that all drill objectives have been accomplished. Drill controllers will be required to document their observations of significant events during the drill using Appendix 1, Drill Chronology of Key Events and Observations.
- 2. Drill Simulations:** All emergency events and conditions will be simulated. However, all emergency response and protective actions are expected to be verbalized by emergency responders in the same manner required during an actual emergency, unless otherwise stipulated and approved by the Lead Drill Controller. However, no action(s) shall be taken by facility management or other functionaries that would otherwise effect the normal operating configuration of facility during the drill.
- 3. Drill Security and ES&H Requirements:** Drill controllers are responsible for the safe conduct of all drill activities, and must ensure that all security and ES&H requirements are observed at all times. Detailed information concerning these requirements are provided in the RFETS Drill and Exercise Controller/Evaluator Guide.



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### 14. Drill Time Line/Master Scenario Event List:

Time	Message #	Drill Event/Activity
- 48 Hours 01/12/01		<p>All essential RFETS EMO participants are reminded of the date and time of the drill and reporting locations.</p> <p>Pre-drill briefing conducted with facility management and designated drill control staff.</p> <p><b>MORNING SESSION</b></p>
0900 01/16/01	Drill Msg. #01	<p><b>INITIATE THE DRILL.</b> Message detailing the circumstances, conditions, and/or consequences of a hydrogen peroxide spill is provided to the Building 891 Operations Manager to initiate the drill, and the required emergency response and protective actions at the facility-level. This includes all required onsite notifications.</p> <p><i>(ICO Controller: Since this is a tabletop training evolution, the B891 Facility Manager, Battalion Chief, and LIMA-1 will be pre-staged in the B115 EOC/CMT Room. Communication links to the EOC will still be implemented by means of radio transmissions.)</i></p>
0905 - 0910		<p>Notification is made to the Shift Superintendent via radio transmission. The Shift Superintendent reviews the EALs for B891, categorizes the event as an Alert, determines the required onsite PAs and offsite PARs, and then initiates the necessary onsite notifications. Fire Dispatch initiates the offsite notifications.</p>
0910	Drill Msg. #01-C	<p>Shift Superintendent activates the EOC at CSS only and reports to the scene (<i>B115 EOC/CMT Room</i>). <b>[OBJECTIVE 1]</b></p>
0910 - 0925		<p>EOC is activated at the ALERT level.</p>
0925		<p>Crisis Support Staff, the HAC Manager selected HAC positions, PI Manager, and PI Team report to the EOC and begin response activities including: reviewing/validating the Operational Emergency classification making offsite notifications with required timeframes, establishing and maintaining communications between facility personnel and the EOC, disseminating accurate and timely information to the Site populous, the offsite public, and the media <b>[OBJECTIVE 2]</b>.</p>
0945	Drill Msg. #02	<p>As a laundry truck is being processed through Portal 2, a positive result is obtained from a smear taken by an SPO. A physical sweep is made of the vehicle and a second smear is taken which also tests positive. The SPO contacts supervision.</p> <p><i>(Security Controller: SPO and Supervisor are pre-staged in the B115 EOC/CMT Room for the purpose of facilitating the tabletop.)</i></p>
0945 - 0950	Drill Msg. #02-C	<p>The SPO Supervisor requests support from the LLEA K-9 unit that is scheduled to be onsite that day. The SPO Supervisor also notifies the Shift Superintendent that there is a “credible bomb threat” near Portal 2.</p>
0945 - 0950		<p>Shift Superintendent delegates responsibility for Incident Command for one of the events and serves as Incident Commander for the other event.</p>



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### 14. Drill Time Line/Master Scenario Event List:

Time	Message #	Drill Event/Activity
0950 - 1000		The Shift Superintendent reviews the Sitewide EALs for Safeguards and Security and classifies the second event as a Site Area Emergency.
1000 - 1015		The Shift Superintendent communicates with the Emergency Director regarding the details of the second event and informs the ED of the classification.
1015 - 1030		<i>(Note to All Controllers: Controllers will facilitate "team" discussions in relation to the ERJA actions and how to implement those actions for multiple events).</i>
1300		<i>(NOTE to Drill Director: The drill "play" will terminate when the Shift Superintendent declares a second operational emergency at the Site Area Emergency level. Remind responders to attend Afternoon Session by reporting to B060, Rooms 112, 113, and 114, promptly at 1:00 p.m. The Afternoon Session will begin with the activation of the entire EMO in response to the SAE.)</i>
1310 - 1315		<b>AFTERNOON SESSION</b>
1315 - 1330		CMT, CSS, HAC, PI Team, B371 Facility Manager, and Shift Superintendent report to B060.
1330 - 1350		Emergency Director briefs the Crisis Manager on the hazardous materials event [OBJECTIVE 3]. The Shift Superintendent briefs the Crisis Manager on the Security event.
1400 - 1415		<i>Drill Director:</i> Initiates first group discussion on the priorities and response actions for each functional area.
1415 - 1430		<i>ICO Controller/Security Controller:</i> Ensure the ICO discusses the prioritization of the emergency conditions related to the two events, including establishing command and control of the scene, requests for offsite mutual aid support, and access routes for emergency response vehicles to, from, and within the reconfigured Protected Area. [OBJECTIVE 4, 7]
		<i>CSS Controller:</i> Ensure CSS discusses how the activities will be tracked for two separate events. [OBJECTIVE 5]
		<i>PI Controller:</i> Facilitate discussion with Public Information Team as to the content and frequency of site announcements and news releases. [OBJECTIVE 6]
		<i>HAC Controller:</i> Facilitate discussion with the Hazards Assessment Center as to the types of resources needed, including modeling, to determine potential consequences from an explosive device near B371/374.
		<i>CMT Controller:</i> Ensure CMT discusses strategic planning activities and criteria for selection of a Recovery Managers for each event. [OBJECTIVE 8]
1330 - 1350		<i>Drill Director:</i> Functional areas share the results of small group discussions.
1350 - 1400		<i>Drill Director:</i> Initiates second group discussion on the Portal 2 incident (security) being the first event and a second event involving hazardous materials occurs inside B371. Functional areas are asked to evaluate priorities, identify potential stumbling blocks, and brainstorm resolution.
1400 - 1415		<i>Drill Director:</i> Functional areas share the results of small group discussions.
1415 - 1430		<i>Drill Director:</i> Hotwash and Closing Remarks.