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# ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE

## MAN-020-FLEPPM REVISION 1

### FACILITY-LEVEL EMERGENCY PREPAREDNESS PROGRAM MANUAL

Copy

Responsible K-H Organization: RISS Project Effective Date: 12/15/00

Approved By: VICE PRESIDENT AND PROJECT MANAGER / 12/13/00  
Title Date

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Print Name Approval Signature

Robert E. Kopplin  
Print Name of Responsible Manager (N/A if RM is Approval Authority)

The Responsible Manager Has Determined The Following Organizations' Review Is Required. Review Documentation Is Contained In The Document History File:

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Building 707 Closure Project

Building 776/777 Closure Project

Building 771 Closure Project

Independent Oversight & Quality Assurance

Material Stewardship and Offsite Shipment Project

Remediation, Industrial Building D&D, and Site Services Project

Emergency Preparedness Department

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## 1. PURPOSE

The purpose of the Facility-Level Emergency Preparedness Program Manual (FLEPPM) is to delineate the elements and requirements for establishing and maintaining specific aspects of the Rocky Flats Environmental Technology Site (RFETS) Emergency Management System in the facilities under the six closure projects.

## 2. SCOPE

This manual further defines the applicable requirements of Department of Energy (DOE) Order 151.1, Comprehensive Emergency Management System, and the RFETS Emergency Plan (EPLAN) that pertain to the facilities' role in planning and preparing for an integrated response to emergencies. The FLEPPM also implements emergency planning and response requirements delineated in 29 CFR 1910.38, Employee Emergency Plans and Fire Prevention Plans, and 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response. Implementation of the requirements is based on a graded approach commensurate with the hazards in the facilities. The requirements of this manual apply to all personnel performing work under the direction of the Integrating Management Contractor (IMC) at RFETS, regardless of company affiliation or subcontractor level. The requirements contained in this manual are presented on the fundamental premise that the end user is familiar with and understands the Site-level requirements as delineated in the EPLAN.

## 3. PROGRAM SUMMARY

The Facility-Level Emergency Preparedness Program (FLEPP) is an integral part of the Comprehensive Emergency Management System at RFETS. Hazardous materials in the RFETS facilities increase the risk of an emergency situation that can potentially affect the health and safety of employees. Facility-level response is essential to the effectiveness of the site emergency response effort. However, before that response can take place, personnel must be identified and trained, resources positioned, and response instructions developed. The EPLAN requires that Project Managers ensure appropriate emergency preparedness requirements are implemented in buildings, facilities, or areas for which they are responsible. Administration of the FLEPP consists of implementation of four functional areas: Planning, Preparedness, Readiness, and Response.

### 3.1 Administration

The Kaiser-Hill (K-H) President accepts responsibility for the RFETS Emergency Management System and delegates its implementation and administration through the Remediation, Industrial Decontamination and Decommissioning, and Site Services (RISS) Project and its Site Operations Organization. The K-H Emergency Services Integrator, a function of the Site Operations Division, is responsible for the integration of the program at the site and facility levels. The Emergency Preparedness Department (EPD) is responsible for monitoring the implementation and maintenance of the program at the facility-level.

The administrative requirements of the FLEPP apply to the responsible managers for the individual facilities within the closure projects. Project Managers **should** formally delegate, in writing, administration of the FLEPP to an Emergency Preparedness Coordinator (EPC). The assignment of responsibilities, maintenance of records, performance of self-assessments, and reporting and tracking of program status is included in program administration. Specific responsibilities are delineated in Section 5, Responsibilities. Maintenance of records is addressed in Section 6, Records Processing. Requirements for self-assessments are discussed further in Section 3.4, Readiness.

The K-H Emergency Services Integrator is responsible for reporting the status of RFETS' readiness capabilities to DOE. A FLEPP Report form was developed in order to facilitate the collection and dissemination of accurate information related to the administration of the RFETS program. The FLEPP Report **shall** be used on a quarterly basis to document programmatic activities related to Planning, Preparedness, and Readiness at the facility level. Appendix 1 provides an example and associated instructions for the FLEPP Report.

### 3.2 Planning

Emergency Planning considers those hazards that necessitate actions for the protection, health, and safety of the employees working in the facilities, the public, and the environment. The RFETS Site Hazards Survey lists facilities containing hazardous materials and identifies those facilities with the potential for an Operational Emergency. Facility-specific Emergency Preparedness Hazards Assessments (EPHAs) provide a comprehensive basis for emergency planning in these facilities.

The following tiers will be used to classify RFETS facilities for emergency planning purposes:

Tier I

An occupied facility having an EPHA that indicates the potential, through Emergency Action Levels (EALs), for an Operational Emergency classified as an Alert, Site Area Emergency (SAE), or General Emergency. Facility personnel expected to assist in handling the emergency are designated in the BERO.

Tier II

An un-occupied facility that may or may not have an EPHA that indicates the potential, through EALs, for an Operational Emergency classified as an Alert, SAE, or General Emergency. Facility personnel expected to assist in handling the emergency are designated in the BERO.

Tier III

An occupied facility that does not have an EPHA or EAL documentation.

Tier IV

An un-occupied facility that does not have an EPHA or EAL documentation.

A Building Emergency Response Operations (BERO) procedure is required for all occupied facilities. The BERO procedure is an event-based set of instructions, tailored for the facility, and is intended for use by facility management at the time an emergency occurs within the facility. Appendix 2 provides the example format for a BERO Procedure. The list of attachments provides a comprehensive selection of the types of potential events for any given facility. Facility Managers should select those attachments that provide the best response tool for the accident scenarios identified in their facility's respective EAL, EPHA, and Authorization Basis documentation.

### **3.3 Preparedness**

#### **3.3.1 Training**

All facility personnel are required to receive an orientation to the response actions expected of them in the event of an emergency. This includes knowing and understanding hazards contained within the facility, the various alarm systems, evacuation routes, method of accountability, location of assembly areas and protective actions. This training is conducted and documented by means of a formal indoctrination program or briefings presented by facility management, pre-evolution briefings conducted in accordance with the Integrated Work Control Program (IWCP) Manual and Site Conduct of Operations Manual (COOP), and participation in facility emergency response drills.

Facility personnel assigned to the facility Emergency Response Organization (ERO) positions delineated in the BERO **shall** satisfactorily complete the training requirements in accordance with the EPLAN, Section 12.1, Training, and Table 12-1, Emergency Preparedness Training Requirements, before they are permitted to take part in actual emergency operations on an incident.

A one-time satisfactory completion of ERO Initial training course is recommended for EPCs who are designated with the responsibility of FLEPP administration.

All facility personnel who participate in the development, conduct, and control of drills and exercises are required to attend Controller/Evaluator Training.

#### **3.3.2 Drills**

The purpose of drills is to properly train facility personnel in facility-specific emergency events and enhance facility ERO decision-making capability. Facility drills are required for each occupied facility with an EPHA and associated EAL documentation.

Tier I facilities **shall** conduct emergency response drills on a routine basis, to include a minimum of four (4) field drills per fiscal year. These drills **shall** be sufficient in scope and frequency to ensure adequate training of response capabilities in the following areas:

- Recognition of events/conditions
- Notification
- Emergency communications
- Personnel accountability and evacuation
- Protective actions implementation
- Facility ERO activation and decision-making
- Interface with the Incident Command Organization (ICO)

Additional drills **may** consist of, but are not limited to, any number or combination of the following types of suggested training activities:

- Read-only training of procedures accompanied by verbal or physical walkthroughs of emergency response job aids.
- Performance-based training that involves the actual implementation of emergency response procedures through the use of realistic scenarios.
- Tabletop scenarios with the core management group responsible for managing an incident within a particular facility.
- Expanded tabletop scenarios that include functional organizations such as the Building Emergency Support Team (BEST), Industrial Hygiene, Radiological Operations, Fire Department, Security, Shift Superintendent, etc.
- Limited scope field event that involves all facility personnel and specific Sitewide response organizations.

Tier II facilities **should** conduct a quarterly drill and a minimum of one exercise every three years. Tier III facilities **shall** conduct an annual evacuation/accountability drill. There are no drill requirements for Tier IV facilities.

Coordination with the EPD is mandatory for drills that require support from other Site disciplines, such as the Fire Department, including Fire Dispatch, Security, Shift Superintendent, and Occupational Medicine. EPCs **shall** complete the Proposed Facility Emergency Response Drill/Exercise Schedule by October 30 of each year for drills requiring external support. EPD **shall** consolidate the facility drill/exercise schedules into

an RFETS Emergency Response Drill/Exercise Program schedule. Appendix 3 provides the template and instructions for completing the Proposed Facility Emergency Response Drill/Exercise Schedule.

Facility drills **shall** be designed, conducted, and documented in accordance with this manual and MAN-071-IWCP, Integrated Work Control Program Manual. Appendix 4 provides an example of a Facility-Level Drill Package that **may** be used to document a drill for which training credit will be requested.

Facility personnel, who participate in drills, **may** receive credit for ERO Refresher and Controller/Evaluator Refresher training. Training rosters **should** be obtained from the EPD Training Program Administrator, prior to the conduct of the training event, for those drills for which training credit is being requested. Signed rosters **should** be returned to the EPD Training Program Administrator, along with the drill documentation, within 48-hours of completion of the drill, in order to ensure Training, Scheduling and Records (TSR) processing requirements are met.

The K-H Emergency Services Integrator **shall** make the determination of whether or not an actual event can be credited for a drill. The documentation required for the drill records will be dependent upon the scope and magnitude of the actual event, and will be negotiated between the K-H Emergency Services Integrator and the respective Facility Manager.

## **3.4 Readiness**

### **3.4.1 Exercises**

Exercises are required for Tier I and III facilities and recommended for Tier II facilities. Formally evaluated facility emergency response exercises will be conducted on a limited scale as directed by the EPLAN and Nuclear Criticality Safety Manual (NCSM). These exercises are in addition to the drills required under Section 3.3.2. The types and frequency of exercises conducted are:

- Criticality Exercise (CRITEX)  
Required annually in occupied facilities equipped with criticality alarm systems. Other facilities in the general area that **may** be affected by a criticality incident **should** be considered for participation.
  
- Hazardous Materials Exercise (HAZMAT)  
Required annually in occupied facilities with the potential for an Operational Emergency classified as an Alert, Site Area Emergency, or General Emergency.
  
- Evacuation/Accountability Exercise  
Required annually in occupied facilities with the potential of an event classified at less than an Alert.

For the purposes of meeting Emergency Preparedness requirements, facilities that have the potential for a criticality and hazardous materials incident will only be required to do a CRITEX or a HAZMAT exercise. The EPD will work with EPCs to select and design an exercise that best meets the EPLAN and NCSM requirements. EPD **shall** work with the EPCs to incorporate their input on the date and time of the facility exercise into the RFETS Emergency Response Drill/Exercise Program schedule by October 30 of each year.

Facility exercises **shall** be designed, conducted, and documented in accordance with this manual and MAN-071-IWCP, Integrated Work Control Program Manual.

Facility personnel, who participate in exercises, **may** receive credit for ERO Refresher and Controller/Evaluator Refresher training. The EPD Training Program Administrator **shall** submit signed rosters to TSR within 48-hours of completion of the exercise.

Annual exercises **shall** be documented by the EPD using the example Facility HAZEX/CRITEX Exercise Packages provided by EPD. The EPD **shall** evaluate annual exercises against the Facility-Level Safety Management Program (SMP) cards provided in Appendix 5.

### 3.4.2 Self-Assessments

An annual self-assessment **shall** be conducted to evaluate the efficiency and adequacy of the implementation of the FLEPP. A standard set of programmatic criteria **shall** be used to evaluate FLEPP implementation in Tier I, II, and III facilities. Facility Management teams **should** use the Facility-Level SMP cards to determine whether or not the FLEPP requirements are properly established and implemented. EPD **shall** use the Facility-Level SMP cards to determine the implementation of the FLEPP across the Site.

## 3.5 Response

Facility-level response to an emergency is part of the RFETS integrated emergency response system as outlined in the EPLAN. The level of response is dictated by the severity of the event. The level of response **may** range from facility-level only to the recall of the RFETS Emergency Management Organization (EMO) and activation of the RFETS Emergency Operations Center (EOC). It is the facility-level response to an event that has the greatest impact on minimizing the impacts of the emergency. The facility-specific EALs and Protective Actions are included as an attachment in each facility BERO to facilitate implementation of recommended initial response actions.

## 4. DEFINITIONS AND ACRONYMS

### Definitions

BERO. A written emergency response procedure that describes what actions facility personnel **should** take in the event of an emergency. The BERO is maintained at the workplace and made available for facility personnel to review.

Drill. A supervised, hands-on instruction period intended to train, develop and/or maintain a specific response capability. A non-evaluated event.

Emergency Action Level. Specific, predetermined, observable criteria used to detect, recognize and determine the class of an Operational Emergency. An EAL can be an observable event, results of analysis or another observed phenomenon that indicates entry into a particular Operational Emergency class.

Emergency Management Organization. The EMO is the senior decision-making component of the ERO. It is comprised of the Crisis Management Team, Crisis Support Staff, Hazards Assessment Center, Public Information Team, and Offsite Coordination Center.

Emergency Preparedness Coordinator. Designated individual to serve as the primary point of contact for implementation of the Emergency Preparedness Program at the facility-level.

Emergency Preparedness Department. Designated organization responsible for the development and maintenance of a DOE-compliant Comprehensive Emergency Management System based on the contractual guidance of the Kaiser-Hill Emergency Services Integrator.

Emergency Response Council. Group of personnel responsible for various aspects of RFETS Emergency Management System program administration. Primary membership consists of the Kaiser-Hill Emergency Services Integrator, the EPCs, selected members of the EPD staff, Facility Managers, and Closure Project Managers.

Emergency Response Organization. The designated group(s) of personnel responsible for coping with and minimizing or mitigating the effects of an Operational Emergency.

Exercise. A scheduled and evaluated large-scale activity that tests the integrated capability of selected core elements of the EP Program.

Facility. Any equipment, structure, system, process or activity that fulfills a specific purpose. Several structures or component units with a common or related purpose may constitute a single facility when under common management and operational control. Additionally, a complex of dissimilar buildings, operations, and equipment may be considered a single facility if they are physically adjacent, under common management, and contribute to a common programmatic mission.

Facility Manager. That individual or a designee who has direct-line responsibility for the operation of a facility or a group of related facilities, including the authority to direct physical changes to the facility.

Hazard. A process, condition, material, or asset that has the potential to adversely impact the health and safety of personnel, the public, the environment, or national security. For purposes of emergency planning, the hazards of primary concern are hazardous materials which, if released to the environment, immediately threaten those who are in close proximity, have the potential for dispersal beyond the immediate vicinity in quantities which threaten the health and safety of onsite personnel or the public in co-located facilities and/or offsite, and have a rate of transport and dispersion sufficient to require time-urgent emergency response to implement protective actions.

Operational Emergency. Operational Emergencies are unplanned, significant events or conditions that require time-urgent response from outside the immediate/affected site/facility or area of the incident. These emergencies are further classified as Alert, Site Area Emergency or General Emergency. Such emergencies are caused by, involve, or affect DOE facilities, sites, or activities and represent, cause, or have the potential to cause the events described in Section 4 of the EPLAN.

Project Manager. That individual who is the single point of accountability for his/her project scope of work.

## Acronyms

BERO	Building Emergency Response Operations
BEST	Building Emergency Support Team
COOP	Site Conduct of Operations Manual
CRITEX	Criticality Exercise
DOE	Department of Energy
EAL	Emergency Action Level
EMO	Emergency Management Organization
EOC	Emergency Operations Center
EPC	Emergency Preparedness Coordinator
EPD	Emergency Preparedness Department
EPHA	Emergency Preparedness Hazards Assessment
EPLAN	Emergency Plan
ERC	Emergency Response Council
ERO	Emergency Response Organization
FLEPP	Facility-Level Emergency Preparedness Program
FLEPPM	Facility-Level Emergency Preparedness Program Manual
HAZEX	Hazardous Materials Exercise
ICO	Incident Command Organization
IMC	Integrating Management Contractor
IWCP	Integrated Work Control Program Manual
K-H	Kaiser Hill
NCSM	Nuclear Criticality Safety Manual
RFETS	Rocky Flats Environmental Technology Site
RISS	Remediation, Industrial Building Decontamination and Decommissioning, and Site Services Project
RFFO	Rocky Flats Field Office
SMP	Safety Management Program
TSR	Training, Scheduling and Records

## **5. RESPONSIBILITIES**

### **5.1 Vice-President for Remediation, Industrial Building Decontamination and Decommissioning, and Site Services Project**

#### **Administration**

- ensure implementation and maintenance of the RFETS Emergency Management System consistent with the requirements of applicable Federal regulations, DOE Orders, DOE Rocky Flats Field Office (RFFO) guidance, and commercial industry practices.
- ensure integration of the RFETS Emergency Management System within the K-H Team.
- provide oversight for all aspects of the RFETS Emergency Management System.

#### **Planning**

- **should** assign an individual to serve as the project EPC for the purpose of coordinating the organization's compliance with the FLEPPM.
- approve the FLEPPM.

#### **Preparedness**

- ensure other functional areas (i.e. Safety and Health, Radiological Operations, Engineering, Occupational Medicine, Nuclear Safety, etc.) provide technical support in the conduct, control, and evaluation of drills/exercises.

#### **Readiness**

- resolve conflicts between the scheduling of sitewide exercises and facility operations that are deemed to be critical to meeting the RFETS mission.

**Response**

- ensure that the facility-level emergency response capability is maintained and supports the RFETS Emergency Management System.

## **5.2 Project Managers**

**Administration**

- ensure compliance with the applicable provisions of the EPLAN and implementing procedures.
- designate, in writing, an individual to serve as EPC for the purpose of coordinating the organization's compliance with the FLEPPM.

**Planning**

- review and provide concurrence on the FLEPPM.

**Preparedness**

- ensure facility personnel are designated and trained to provide support for a facility-level response.

**Readiness**

- support the resolution of conflicts between the scheduling of sitewide exercises and facility operations that are deemed to be critical to the RFETS mission.

**Response**

- ensure that the facility-level emergency response capability is maintained and supports the RFETS Emergency Management System.

## **5.3 Facility Managers**

**Administration**

- request assistance from the respective EPC and/or the EPD on any FLEPP issues.

- implement the FLEPP requirements of the EPLAN and this manual for buildings, facilities, and areas under their control.
- coordinate with their respective EPC and/or the EPD for emergency preparedness training/guidance.
- assign facility personnel to designated ERO positions.
- ensure the conduct of an annual self-assessment of facility-level implementation of the Emergency Preparedness Program.

### **Planning**

- ensure the development and maintenance of and approve BERO procedures and, if applicable, EPHAs.
- provide to the EPD any changes or new response actions to be included in the BERO procedure and any changes in facility mission, inventories, or other configuration changes that **may** affect the EPHA.
- ensure the technical content of BERO procedures and, if applicable, EPHAs for the buildings, facilities, and areas under their control is accurate.

### **Preparedness**

- ensure all facility personnel are aware of the hazards of their work locations and the appropriate emergency response actions.
- ensure management personnel for Tier I and III facilities tasked with the responsibility to implement the BERO procedure (i.e., Facility Manager, Configuration Control Authority, Operations Manager) in the event of an emergency, are formally designated and trained in accordance with the EPLAN and facility qualification requirements.
- ensure the preparation, scheduling, and conduct of facility emergency response drills and exercises.

- determine the method of personnel accountability to be used in the event of an emergency evacuation in accordance with PRO-A44-EP-06.14, Emergency Protective Actions and the BERO, ensuring proper employee training has been accomplished to support this method.
- ensure equipment, facilities, and supplies used to support emergency response are available, inspected, and maintained as required by the EPLAN, Radiological Safety Practices, and Health and Safety procedures.
- ensure that facility emergency response drills and exercises comply with the EPLAN, IWCP Manual, and COOP.

#### **Readiness**

- assist in the conduct and evaluation of required facility exercises.
- during the last quarter of each fiscal year, work with the EPC to determine the number and types of drills necessary to meet the EPLAN requirements for the upcoming year and forward a schedule for the conduct of those drills requiring external support to the EPD.
- perform internal tracking of emergency preparedness issues and track to resolution all identified actions.

#### **Response**

- ensure an emergency response capability exists within the facilities and areas under their control through accomplishment of the planning and preparedness requirements of this manual.
- implement the facility-specific BERO procedure in the event of an emergency or condition within facilities and areas under their control.

## **5.4 Kaiser-Hill Emergency Preparedness Emergency Services Integrator**

### **Administration**

- provide oversight of the implementation of the integrated FLEPP.
- ensure administration of the FLEPP is assigned to an individual within each closure project.

### **Planning**

- ensure that a process is established and maintained for the development of EPHAs and BEROs.
- review and provide concurrence on the FLEPPM.

### **Preparedness**

- ensure that a training program is established and maintained for developing and maintaining an emergency response capability at the facility level.

### **Readiness**

- support the resolution of conflicts between the EPD and Facility Managers regarding the scheduling of sitewide exercises and facility operations that are deemed to be critical to the RFETS mission.

### **Response**

- ensure that the facility-level emergency response capability is maintained and supports the RFETS Emergency Management System.

## 5.5 Emergency Preparedness Department

### Administration

- develop and maintain the FLEPPM to ensure consistency with the EPLAN.
- assign an EPD point of contact to work with the EPCs and Facility Managers to assist, facilitate, and coordinate implementation of the FLEPPM.
- conduct an annual assessment of the FLEPPM as outlined in PRO-172-EP-14.03, EP Management Assessment Program.
- develop a process of trend analysis to track the status of the emergency management program at the facility-level using the FLEPP report, annual assessment reports, and emergency response exercise reports.
- provide at least quarterly, the results of the trend analysis to the six (6) closure project managers, the Environmental, Health, and Safety Council and the ERC.
- designate a chairperson for the ERC.

### Planning

- develop the technical content requirements and format for BERO procedures and EPHAs.
- prepare and maintain BERO procedures and, when applicable, facility-specific EPHAs.
- ensure the consistent integration of requirements as documented in the EPLAN.

### Preparedness

- provide technical support to the EPCs in the development and conduct of drills at the facility-level.

- ensure the development of the RFETS Emergency Response Drill/Exercise Program schedule for those drills/exercises requiring external support.
- ensure the drill/exercise training attendance rosters are processed through TSR.

#### **Readiness**

- develop, conduct, and evaluate annual facility emergency response exercises.
- prepare and submit to the applicable Facility Manager, a report of each facility emergency response exercise outlining deficiencies, weaknesses, and improvement items.
- provide exercise results to the K-H Emergency Services Integrator.

#### **Response**

- ensure facility-level emergency response planning is integrated into the BEROs.

## **5.6 Emergency Preparedness Coordinators**

#### **Administration**

- complete and submit a quarterly FLEPP report to EPD.
- conduct an annual self-assessment of the emergency preparedness program at the facility-level.

#### **Planning**

- ensure that the implementation of the RFETS Emergency Management System at the facility-level meets the requirements of the EPLAN and implementing procedures.
- coordinate with the EPD for emergency preparedness training and guidance.
- coordinate with the EPD on the development and maintenance of BERO procedures.

- coordinate with EPD on the development and maintenance of EPHAs.

**Preparedness**

- support the Facility Manager in ensuring all employees are aware of the hazards in their work locations and the appropriate emergency response actions.
- ensure personnel assigned to designated facility Emergency Response Organizations (EROs) and controller/evaluator positions are trained.
- ensure equipment, facilities, and supplies used to support emergency response are available, inspected, and maintained as required by the EPLAN, Radiological Safety Practices, and Health and Safety Procedures.
- ensure the conduct of sufficient facility emergency response drills to train facility employees in emergency response actions.
- forward original training rosters completed by participants to the EPD Training Program Administrator for updating of training records.
- coordinate the conduct of facility drills with the Facility Manager and requests for external support (i.e. Shift Superintendent, Fire, Protective Forces, etc.) with the EPD.
- determine, in coordination with the Facility Manager, the method of personnel accountability in accordance with PRO-A44-EP-06.14, Emergency Protective Actions.
- ensure facility evacuation routes, personnel accountability tag boards, and assembly areas are designated, marked, and maintained.
- ensure that personnel, training, and resources required in support of the facility-level implementation of the RFETS Emergency Management System are considered in the annual budget process.

- maintain a record set of all completed facility-level emergency response drills and forward copies of the drill packages for which training credit is requested to EPD.

**Readiness**

- determine, during the last quarter of each fiscal year, the type of exercise necessary to meet the EPLAN requirements and forward a proposed date for that exercise by October 30 to the EPD for inclusion in the RFETS Emergency Response Drill/Exercise Program schedule.
- perform internal tracking of exercise results to identify requirements and procedures needing modification, and track to resolution all identified actions.

**Response**

- ensure an emergency response capability exists through facility-level implementation of the RFETS Emergency Management System planning, preparedness, and readiness requirements.

## 6. RECORDS PROCESSING INSTRUCTIONS

This section is used to describe the processing instructions and methods for the various documents that are initiated, processed or maintained as a result of the manual.

Record Identification	Record Type Determination	Protection/Storage Methods	Processing Information
<p><b>1. Document History File Package for the BERO:</b></p> <ul style="list-style-type: none"> <li>(a) Document Change Form</li> <li>(b) Review Comment Sheets</li> <li>(c) Approval documentation</li> </ul>	<p><b>in-Process QA Document</b></p>	<p>1. Document Writers <b>SHALL</b> implement a reasonable level of protection to prevent loss prior to completion of the final package. Document History File package materials <b>SHALL</b> be kept with the EPD until transfer to Site Document Control.</p>	<p>1. The EPD <b>SHALL</b> transfer Document History File Package to Site Document Control for authentication and issuance in accordance with MAN-098-SDRM.</p>
<p><b>2. Facility-Level Drill Packages</b></p>		<p>2. Facility-Level Drill Packages will be maintained by the EPC at the facility and by the EP Training Program Administrator for the drills for which training credit is requested.</p>	<p>2. The facility will maintain the record set of Facility-Level Drill Packages.</p>
<p><b>3. Facility-Level Exercise Packages</b></p>		<p>3. Facility-Level Exercise Packages will be maintained by EPD.</p>	<p>3. The EPD will maintain the record set of Facility-Level Exercise Packages</p>
<p><b>4. Self-Assessment SMP Cards</b></p>		<p>4. Self-Assessment Facility-Level SMP Cards will be maintained by the EPC at the facility and copies forwarded to the EPD at the time of the annual programmatic assessment.</p>	<p>4. The EPD will maintain the record set of facility-level SMP assessments.</p>

## 7. REFERENCES

1. 29 CFR 1910.38, Employee Emergency Plans and Fire Prevention Plans.
2. 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response.
3. 3-W24-MA-002, Rev. 1, Kaiser-Hill Company, L.L.C. Management Assessment Program, February 22, 1999.
4. DOE Order 151.1, Comprehensive Emergency Management System, Chg. 2, August 21, 1996.
5. EPLAN-99, Rev. 0, Rocky Flats Environmental Technology Site, Emergency Plan, December 15, 1999.
6. INS-816-DM-02, Rev. 0, Writing Instruction Guide, May 31, 2000.
7. Kaiser-Hill Company, Interoffice Memorandum, Nancy Tuor to Distribution, "Implementation of the Emergency Management System at the Facility-Level", June 15, 2000.
8. Kaiser-Hill Company, Rev 0, Project Management Policy, March 20, 2000.
9. MAN-001-SDRM, Rev. 3, Site Document Requirements Manual, May 31, 2000.
10. MAN-066-COOP, Rev. 1, Site Conduct of Operations Manual, October 30, 2000.
11. MAN-071-IWCP, Rev 3, Integrated Work Control Program Manual, October 30, 2000.
12. MAN-088-NCSM, Rev 2, Nuclear Criticality Safety Manual, March 31, 2000.
13. MAN-094-TPM, Training Program Manual, September 18, 2000.
14. PRO-A44-EP-06.14, Rev. 1, Emergency Protective Actions, June 1, 1999.
15. PRO-172-EP-14.03, Emergency Preparedness Management Assessment Program, Rev. 1, DRAFT, July 3, 2000.
16. PRO-815-DM-01, Rev. 0, Developing, Maintaining, and Controlling Documents, May 31, 2000.
17. RFETS Hazards Survey, Rev. 1, August 2000.
18. Site Safety Analysis Report, Rev. 2, May 2000.

APPENDIX 1  
Example FLEPP Report  
(Page 1 of 2)

**FACILITY-LEVEL EMERGENCY PREPAREDNESS PROGRAM (FLEPP) REPORT**

Facility \_\_\_\_\_ for the \_\_\_\_ Quarter of 200\_\_

**1. Emergency Preparedness Hazards Assessment (EPHA) Status**

Effective Date \_\_\_\_\_ Current: \_\_\_\_ Yes \_\_\_\_ No (if no, provide description of changes)

Facility Configuration Changes:

**2. Facility Emergency Response Organization Status** (attach additional sheet if necessary)

Name

Position

**3. Drill Information**

Date: \_\_\_\_\_ Type of Drill \_\_\_\_\_

Overview:

**4. PATS Items Involving EP Issues/Tracking & Trending:**

**5. Submitted By:**

(print name)

(signature)

(date)

**APPENDIX 1**  
**Example FLEPP Report**  
**(Page 2 of 2)**

**INSTRUCTIONS**

**Title:** Self-explanatory

**Block 1** Enter information on the EPHA. If changes are required to the EPHA, check NO, and provide any configuration changes which have occurred or will occur which impact the EPHA, such as inventory changes, relocation of assembly areas, process changes, etc.

**Block 2** For the first quarter, provide the contact information for designated ERO members identified in the BERO (i.e. Facility Manager, Configuration Control Authority, Shift Manager, Operations Manager). For subsequent quarters, enter any changes to the personnel assigned to the Facility ERO. (NOTE: Contact information for personnel who support the ERO (i.e. Industrial Hygiene, Radiological Operations, etc. is not required)

**Block 3** Report the date and type of drill conducted during the previous quarter. Include a brief overview of the scenario and any concerns identified OR attach a copy of the drill package. For facility ERO members to receive credit for refresher training, ensure a signed training attendance roster is submitted within 48-hours upon completion of the drill.

**Block 4** List any PATS items identified through exercise, assessment, or occurrence reports. Include ID number, issue, and status.

**Block 5** Sign, date, and mail to EPD, Bldg. T130E, OR forward via email to EPD point of contact.

APPENDIX 2

Example BERO Procedure Format  
(Page 1 of 4)

ROCKY FLATS  
ENVIRONMENTAL TECHNOLOGY SITE

PRO-XXX-XXXX  
REVISION 0, DRAFT X

BUILDING XXX EMERGENCY RESPONSE  
OPERATIONS

Responsible K-H Organization: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ / \_\_\_\_\_  
Title Date

\_\_\_\_\_  
Print Name Approval Signature

\_\_\_\_\_  
Print Name of Responsible Manager (N/A if RM is Approval Authority)

The Responsible Manager Has Determined The Following Organizations' Review Is Required. Review Documentation Is Contained In The Document History File:

Project Manager  
Facility Manager

Emergency Preparedness Department  
Emergency Preparedness Coordinator

**IMPORTANT NOTES**

Periodic Review Frequency 1 year from  
Effective Date  
ISR/Review:

Documents Superseded (if any)  
SES/USQD Review:

REVIEWED FOR CLASSIFICATION/ UCNI  
(If Required)

By: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX 2**  
**Example BERO Procedure Format**  
**(Page 2 of 4)**

PROCEDURE  
TITLE

EFFECTIVE DATE

PRO-XXX-XXXX  
REVISION NO.  
PAGE NO.

**LIST OF EFFECTIVE PAGES**

<u>Page</u>	<u>Effective Date</u>	<u>Page</u>	<u>Effective Date</u>
-------------	-----------------------	-------------	-----------------------

**EXAMPLE**

Total number of pages:

The following changes are active for this document

None

**APPENDIX 2**  
**Example BERO Procedure Format**  
**(Page 3 of 4)**

PROCEDURE  
TITLE

EFFECTIVE DATE

PRO-XXX-XXXX  
REVISION NO.  
PAGE NO.

**TABLE OF CONTENTS**

Section

Page

TITLE PAGE.....	
LIST OF EFFECTIVE PAGES.....	
TABLE OF CONTENTS.....	
1. PURPOSE.....	
2. SCOPE.....	
3. OVERVIEW.....	
3.1 Building XXX Emergency Response Organization (ERO).....	
3.2 Appendices and Attachments.....	
4. RESPONSIBILITIES.....	
4.1 Building XXX ERO.....	
4.4 Configuration Control Authority (CCA).....	
4.5 Facility Manager.....	
5. ACRONYMS AND DEFINITIONS.....	
5.1 Acronyms.....	
5.2 Definitions.....	
6. INSTRUCTIONS.....	
6.1 Building XXX ERO.....	
6.2 CCA.....	
6.3 Facility Manager.....	
7. RECORDS - RECORDS PROCESSING.....	
8. REFERENCES.....	
<u>Figures</u>	
Figure 1 Example of Incident Command Organization (ICO) Structure.....	
Figure 2 Incident Command Designation.....	
<u>Appendixes</u>	
Appendix 1 Location of Building XXX Complex, Assembly Areas, and Personnel Accountability Tag Boards.....	
Appendix 2 Building XXX Complex Evacuation Routes and Emergency Equipment Locations.....	

**APPENDIX 2**  
**Example BERO Procedure Format**  
**(Page 4 of 4)**

PROCEDURE  
TITLE

EFFECTIVE DATE

PRO-XXX-XXXX  
REVISION NO.  
PAGE NO.

**TABLE OF CONTENTS (Continued)**

Section

Page

Attachments

Attachment 1	General Response .....	
Attachment 2	Adjacent Building Emergency .....	
Attachment 3	Bomb Threat .....	
Attachment 4	Building Evacuation .....	
Attachment 5	Personnel Accountability .....	
Attachment 6	Building Sheltering Actions .....	
Attachment 7	Criticality Alarm and Evacuation .....	
Attachment 8	Fire/Explosion .....	
Attachment 9	Fissile Solution Spill .....	
Attachment 10	Non-Fissile Hazardous Material Release/Personnel Contamination .....	
Attachment 11	Kidnap/Hostage Situation .....	
Attachment 12	Loss of Normal and Alternate Power .....	
Attachment 13	Life Safety/Disaster Warning (LS/DW) System Malfunction .....	
Attachment 14	Medical Illness/Injury .....	
Attachment 15	Radiological Release/Personnel Contamination .....	
Attachment 16	Continuvs Air Monitor (CAM)/Selective Alpha Air Monitor (SAAM) Alarm .....	
Attachment 17	Terrorist/Hostile Attack/Civil Disturbance .....	
Attachment 18	Threat of SNM Theft/Diversion .....	
Attachment 19	Tornado Watch & Warning .....	
Attachment 20	Wind and Winter Storm .....	
Attachment 21	Earthquake/Seismic Event .....	
Attachment 22	Building XXX Emergency Action Levels and Recommended Protective Actions .....	

**APPENDIX 3**

**Example Proposed Drill/Exercise Schedule  
(Page 1 of 2)**

<b>PROPOSED FY __ FACILITY EMERGENCY RESPONSE DRILL SCHEDULE</b>			
<b>1. FACILITY MANAGER SIGNATURE</b>		<b>2. SUBMITTAL DATE</b>	<b>3. EPC PHONE, DP, FAX</b>
<b>4. BUILDING</b>	<b>5. DRILL TYPE</b>	<b>6. PROPOSED DATE</b>	<b>7. REMARKS</b>
<b>EMERGENCY PREPAREDNESS COORDINATION</b>			
<b>8. DATE RECEIVED</b>		<b>9. DATE APPROVED AND SIGNATURE OF EMERGENCY PREPAREDNESS</b>	
<b>10. EPD REMARKS</b>			

**APPENDIX 3**

**Example Proposed Drill/Exercise Schedule  
(Page 2 of 2)**

**BOX #**

**INSTRUCTIONS**

1. **Facility Manager Name and Signature:** Printed name and signature.
2. **Submittal Date:** Actual date transmitted to EPD – required to be forwarded not later than October 30 of each year.
3. **EPC, Pager, Phone and Fax Numbers:** Pager, phone number, and fax number.
4. **Building:** Facility numbers/locations of all facilities that have emergency response drill requirements.
5. **Type of Emergency Response Drill:** Criticality, evacuation/accountability, radiological protection, hazardous materials, or other type of facility-specific drill.
6. **Proposed Dates:** Dates desired to conduct each event. EPD will use these dates in developing the Site master schedule and will accommodate on a first come first served basis. The reason for consolidating dates centrally is to ease the burden on agencies required to support these events. WSLLC, Safeguards, and the Fire Department cannot support multiple drills on a given day.
7. **Remarks:** Any comments required clarifying or explaining an entry.
8. **Date Received:** Date received for review at EPD.
9. **Date Approved and Signature:** Date approved, corrections included, as required, and returned to sender.
10. **EPD Remarks:** Explanation of changes, etc.

**APPENDIX 4**

**Example Facility-Level Drill Package  
(Page 1 of 8)**

<b>FACILITY-LEVEL DRILL PACKAGE</b>		
<b>1. Participating Facility:</b>	<b>2. Drill Type:</b>	<b>3. Drill ID Number:</b>
<b>4. Date Scheduled:</b>	<b>5. Initiation Time:</b>	<b>6. Duration of the Drill:</b>
<b>7. Facility Manager:</b>		<b>8. Facility Emergency Preparedness Coordinator:</b>
<b>9. Participant organizations:</b>		
<b>10. Drill Purpose/Scope:</b>		
<b>11. Drill Objectives:</b>		

**EXAMPLE**

**APPENDIX 4**

**Example Facility-Level Drill Package  
(Page 2 of 8)**

**FACILITY-LEVEL DRILL PACKAGE (continued)**

**12. Drill Scenario Narrative Summary:**

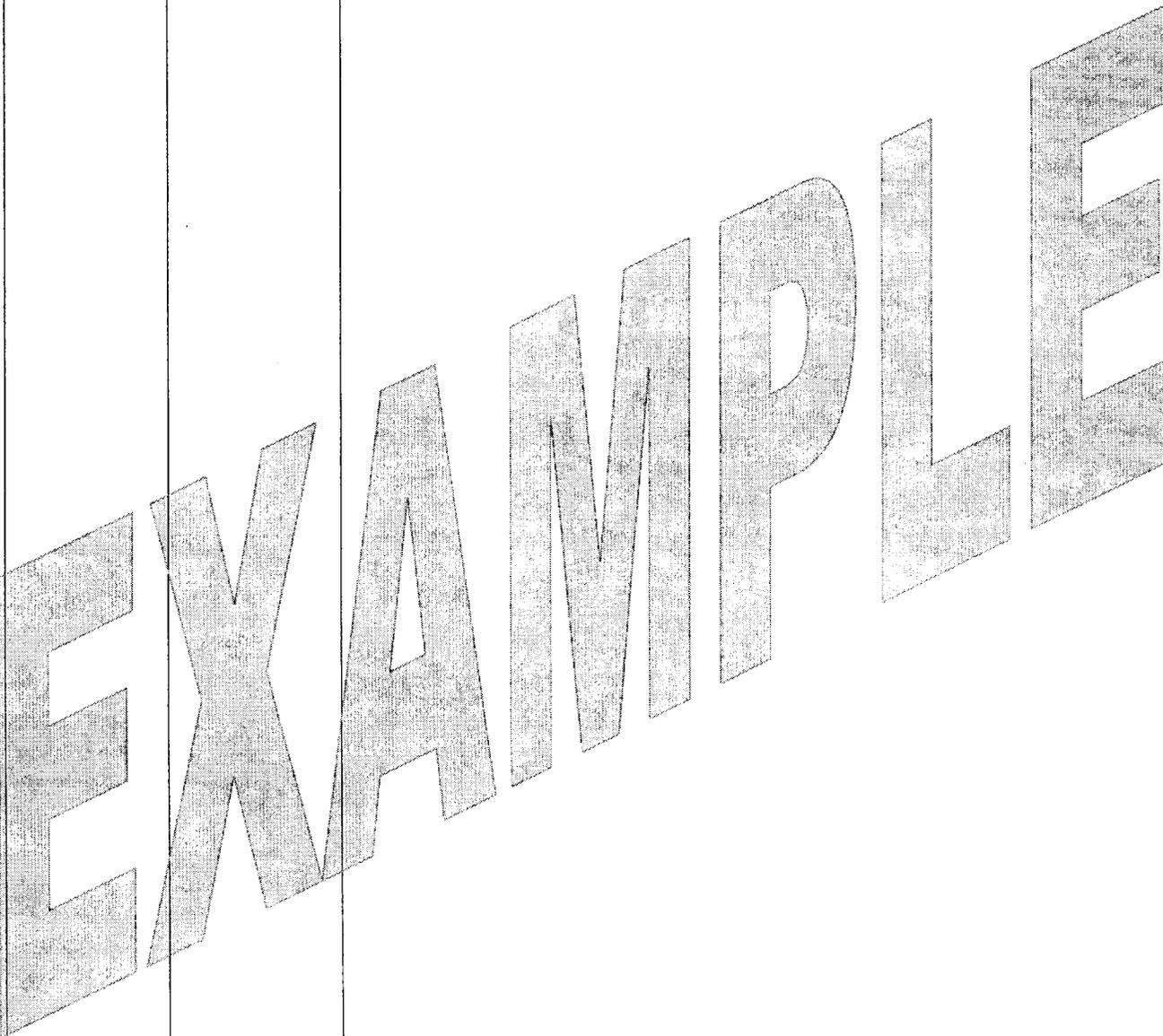
**13. Drill Criteria Reference:**

**EXAMPLE**

**APPENDIX 4**  
**Example Facility-Level Drill Package**  
**(Page 3 of 8)**

**FACILITY-LEVEL DRILL PACKAGE (continued)**

**14. Drill Time Line/Master Scenario Event List**

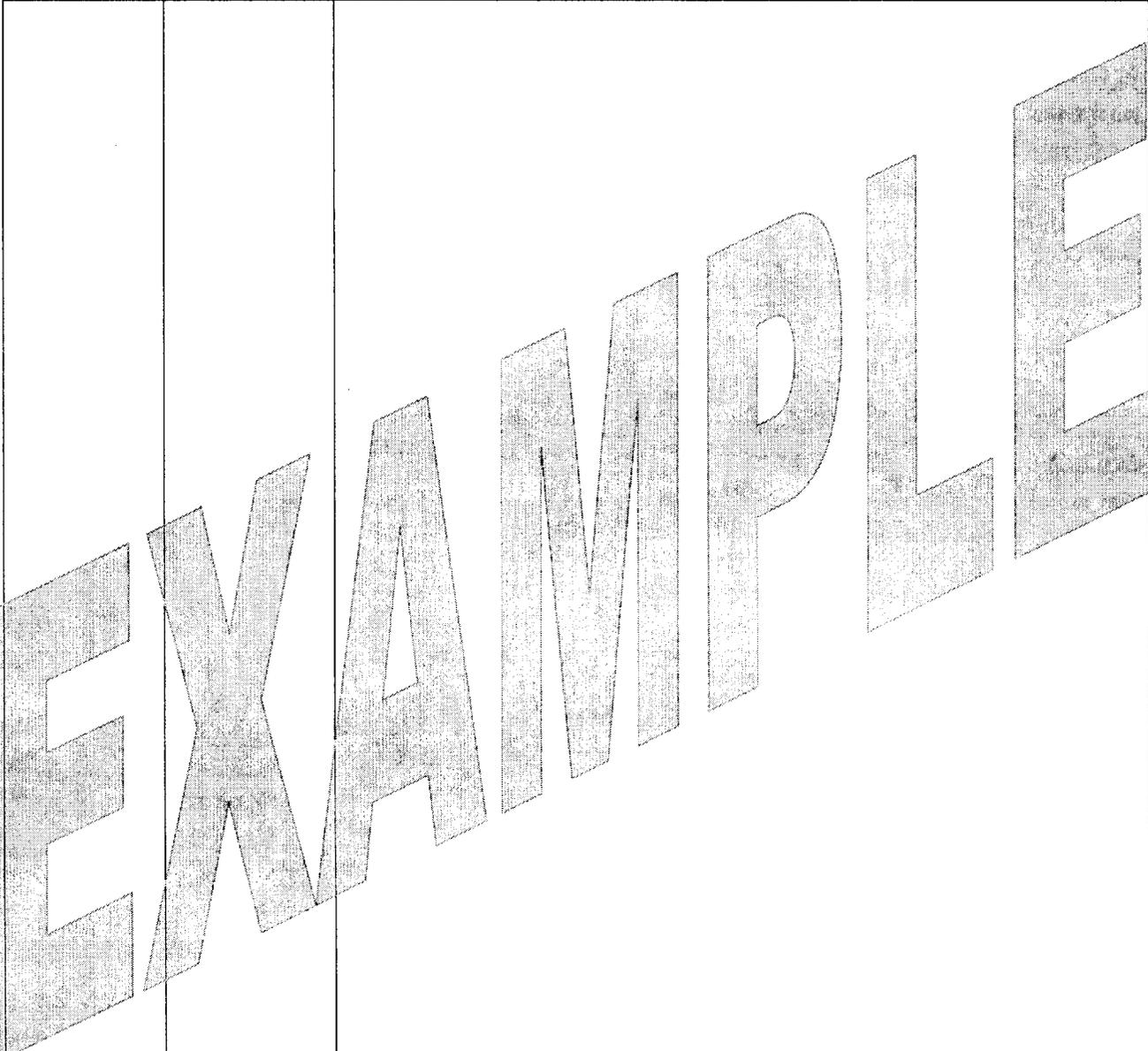
Time	Message #	Drill Event/Activity
		

**APPENDIX 4**

**Example Facility-Level Drill Package  
(Page 4 of 8)**

**FACILITY-LEVEL DRILL PACKAGE (continued)**

**14. Drill Time Line/Master Scenario Event List (continued)**

Time	Message #	Drill Event/Activity
		

15. Date Submitted for Approval:

16. Signature of Building/Facility Manager:

17. date:

18. Date Submitted for Approval:

19. Signature Manager Emergency Preparedness Dept:

20. date:

**APPENDIX 4**

**Example Facility-Level Drill Package  
(Page 5 of 8)**

**INSTRUCTIONS**

<b>BLOCK</b>	<b>TITLE</b>	<b>INSTRUCTIONS</b>
1	Facilities Participating:	List of facilities (by number) that will be affected by this specific drill.
2	Drill Type	Criticality, HAZMAT, evacuation/accountability, etc.
3	Identification Number	Sequential
4	Date Scheduled	Self explanatory
5	Initiation Time	Time the drill will begin
6	Duration	Estimated time to conduct the drill
7	Facility Manager	Name, organization, and phone number
8	Facility EPC	Name, organization, and phone number
9	Participant Organizations	Description of organizations expected to participate ( WSLLC, Fire Dept., Safeguards, added controllers/evaluators, etc.)
10	Drill Purpose/Scope	Define the purpose of the drill. Include regulatory and EP requirements satisfied by conducting this drill.
11	Objectives	List learning objectives to be demonstrated, including corrective actions for deficiencies or weaknesses from previous exercises.
12	Drill Narrative Summary	A written summary of the scenario events in layman's terms. Describe the sequence of events as you envision they will unfold. Include safety requirements, simulations and exemptions in this section.
13	Criteria References	List criteria against which the drill will be conducted (e.g. BERO checklists, procedures, job aids, etc.).
14	Scenario Timeline	This section should be a timed, chronological sequence of the events that will constitute the drill. It should also provide a reference to the intended result of the drill.
15-17	Date Submitted and Signature of FM/EPC	Ten working days prior to date noted on the FY schedule.
16-20	Date Approved and EPD Signature	Not later than two working days before the scheduled drill, the package will be returned to the EPC. NOTE: Pre-notification of drill time is to be limited to the absolute minimum number of personnel required for safety and security purposes.





## APPENDIX 4

### Example Facility-Level Drill Package (Page 8 of 8)

#### FACILITY-LEVEL DRILL OBJECTIVES

##### 1. GENERIC OBJECTIVES

- Demonstrate the ability to establish command and control at the facility level
- Demonstrate the ability to perform emergency notifications
- Demonstrate the use of Building Emergency Response Operations procedures, emergency equipment, and emergency communications
- Demonstrate the use of Emergency Response Job Aids at the facility level
- Demonstrate the ability to assess the emergency event, and execute the required emergency response and protective actions
- Demonstrate the capability to relinquish and execute formal turnover of command
- Demonstrate the capability to limit and control exposures to contamination

##### 2. CRITICALITY/EVACUATION

- Demonstrate the ability to respond to criticality alarms
- Demonstrate the ability to evacuate the facility and account for personnel, if necessary

##### 3. HAZARDOUS MATERIALS

- Determine the ability to recognize hazardous materials releases
- Demonstrate the ability to notify the appropriate authorities
- Demonstrate the ability to evacuate the area and account for personnel, if necessary
- Demonstrate the ability to respond to a HAZMAT release

**APPENDIX 5**

**Facility-Level SMP Cards  
(Page 1 of 18)**

<b><u>Card #</u></b>	<b><u>Title</u></b>
1.	Emergency Preparedness Hazards Assessments
2.	Building Emergency Response Operations
3.	Emergency Response Organization Training
4.	Emergency Facilities and Equipment
5.	Scheduling and Conducting Facility Drills
6.	Exercises

**APPENDIX 5**  
**Facility-Level SMP Cards**  
**(Page 2 of 18)**

*This checklist is intended to aid the user in evaluating the facility's involvement in the development and maintenance of Emergency Preparedness Hazards Assessments (EPHAs).*

<b>1. EMERGENCY PREPAREDNESS HAZARDS ASSESSMENTS</b>				
<b>Y</b>	<b>N</b>	<b>N/O N/A</b>	<b>Line #</b>	<b>TASK</b>
			<b>1.1</b>	<p>Does the Facility Manager maintain a controlled copy of the current EPHA? (FLEPPM-5.3)</p> <p><b>Observation/Documentation:</b></p> <p>Location: _____</p> <p>Copy Number: _____ Approval Date: _____</p>
			<b>1.2</b>	<p>Did the Facility Manager or designee participate with the EPHA Team Lead in the facility walkdown and inventory compilation? (FLEPPM-5.3)</p> <p><b>Observation/Documentation:</b></p> <p>Name and title/position of personnel as identified in the Facility Walkdown Checklist.</p> <p>Name: _____ Title: _____</p>
			<b>1.3</b>	<p>Has the Facility Manager reviewed the EPHA scenarios and provided comments? (FLEPPM-5.3)</p> <p><b>Observation/Documentation:</b></p> <p>Provide copy of review/comment form.</p>
			<b>1.4</b>	<p>Did the Facility Manager approve the facility inventory and walkdown information? (FLEPPM-5.3)</p> <p><b>Observation/Documentation:</b></p> <p>Name and date of approval signature from the Facility Walkdown.</p> <p>Name: _____ Title: _____</p>

**APPENDIX 5**  
**Facility-Level SMP Cards**  
**(Page 3 of 18)**

<b>1. EMERGENCY PREPAREDNESS HAZARDS ASSESSMENTS (continued)</b>				
<b>Y</b>	<b>N</b>	<b>N/O N/A</b>	<b>Line #</b>	<b>TASK</b>
			<b>1.5</b>	<p>Has the Facility Manager approved the EPHA? (FLEPPM-5.3) <b>Observation/Documentation:</b></p> <p>Date of approval signature: _____ Name: _____</p>
			<b>1.6</b>	<p>Has the Facility Manager advised the EPD whenever there have been modifications to building operations? (EPLAN-1.4.2, FLEPPM-5.3) <b>Observation/Documentation:</b></p> <p>Identify the process that the Facility Manager uses to notify the EPD of a significant change: (i.e., annually, IWCP, DOE O 5480.23, SARA Title III, etc.)</p>
			<b>1.7</b>	<p>Has the Facility Manager advised the EPD whenever there have been modifications to the hazard inventory? (EPLAN-1.4.2, FLEPPM-5.3) <b>Observation/Documentation:</b></p> <p>Identify the process that the Facility Manager uses to notify EPD of a significant change: (i.e., annually, IWCP, DOE O 5480.23, SARA Title III, etc.)</p>
			<b>1.8</b>	<p>Has the Facility Manager advised the EPD whenever there have been modifications to the building configuration? (EPLAN-1.4.2, FLEPPM-5.3) <b>Observation/Documentation:</b></p> <p>Identify the process that the Facility Manager uses to notify EPD of a significant change: (i.e., annually, IWCP, DOE O 5480.23, SARA Title III, etc.)</p>
			<b>1.9</b>	<p>Did the EPC assist the Facility Manager with the development and maintenance of EPHAs? (FLEPPM-5.6) <b>Observation/Documentation:</b></p> <p>Identify type of support provided by the EPC. (i.e., facility walkdown, technical review, etc.)</p>

**APPENDIX 5**  
**Facility-Level SMP Cards**  
**(Page 4 of 18)**

*This checklist is intended to aid the user in determining whether the management and administrative control of the RFETS Emergency Management System has been effectively organized at the facility level.*

<b>2. BUILDING EMERGENCY RESPONSE OPERATIONS</b>				
<b>Y</b>	<b>N</b>	<b>N/O N/A</b>	<b>Line #</b>	<b>TASK</b>
			<b>2.1</b>	Does the Facility Manager maintain a controlled copy of the current BERO? (EPLAN-14.2, FLEPPM-5.3) <b>Observation/Documentation:</b>  Location: _____ Copy Number: _____
			<b>2.2</b>	Is a BERO maintained at the Assembly Area OR readily available if the facility is evacuated? (Best Management Practice) <b>Observation/Documentation:</b>  Location: _____
			<b>2.3</b>	Does the BERO accurately identify the occupied administrative or support facilities under the Facility Manager's control? (FLEPPM-5.3) <b>Observation/Documentation:</b>  Provide page number of facility description. _____
			<b>2.4</b>	Does the BERO contain floor plans indicating evacuation routes and location of emergency equipment? (FLEPPM-5.3) <b>Observation/Documentation:</b>  Provide page number in BERO that contains the information. _____
			<b>2.5</b>	Does the BERO contain maps indicating the location of assembly areas and accountability tag boards? (FLEPPM-5.3) <b>Observation/Documentation:</b>  Provide page number in BERO that contains the information. _____
			<b>2.6</b>	Does the BERO establish the type of personnel accountability in the event of a facility evacuation? (FLEPPM-5.3) <b>Observation/Documentation:</b>  Provide a description and reference page number from the BERO.

**APPENDIX 5**  
**Facility-Level SMP Cards**  
**(Page 5 of 18)**

<b>2. BUILDING EMERGENCY RESPONSE OPERATIONS (continued)</b>				
Y	N	N/O N/A	Line #	TASK
			2.7	<p>Has a system been established to ensure facility employees are issued an accountability tag? (FLEPPM-5.3) <b>Observation/Documentation:</b></p> <p>Provide a description of the system and reference page number from the BERO.</p>
			2.8	<p>Does the BERO identify the Facility ERO by position? (FLEPPM-5.3) <b>Observation/Documentation:</b></p> <p>Provide list of positions and page number.</p>
			2.9	<p>Has the Facility Manager assigned personnel, in writing, to the Facility ERO positions? (Interoffice Memorandum, M. D. Brailsford to Distribution, dated 11/30/98) <b>Observation/Documentation:</b></p> <p>Provide copies of documentation showing designation to ERO.</p>
			2.10	<p>Do the individuals assigned to the facility ERO have the EMR RESP designation on their badge? (EPLAN, Section 14.6.2) <b>Observation/Documentation:</b></p> <p>Review list of ERO personnel with the Badging Office to validate EMR RESP designation.</p>
			2.11	<p>Are the BERO Emergency Response Job Aids based on the Emergency Action Level and Emergency Preparedness Hazards Assessment documentation? (FLEPPM – 3.2) <b>Observation/Documentation:</b></p> <p>Document any discrepancies, if any.</p>
			2.12	<p>Does the Facility Manager conduct an annual self-assessment of facility level implementation the RFETS Emergency Management System? (FLEPPM-5.3) <b>Observation/Documentation:</b></p> <p>Review Facility-Level MAP Cards. Date conducted: _____</p>

**APPENDIX 5**  
**Facility-Level SMP Cards**  
**(Page 6 of 18)**

*This checklist is intended to aid the user in determining the status of the designation and training of the Facility's Emergency Response Organization (ERO).*

<b>3. EMERGENCY RESPONSE ORGANIZATION TRAINING</b>				
Y	N	N/O N/A	Line #	TASK
			<b>3.1</b>	<p>Are the following members of the Facility ERO in compliance with the ERO training requirements established by the Site EPLAN, Table 1, Training Requirements, and facility-specific BERO procedure(s)? [EPLAN, Section 12.1]</p> <p><b>Observation/Documentation:</b></p> <p>Obtain copies of position-specific qualification cards for each of the following positions:</p>
			<b>3.1.a</b>	Facility Manager
			<b>3.1.b</b>	Shift Manager/Configuration Control Authority (CCA)
			<b>3.1.c</b>	Operations Manager
			<b>3.1.d</b>	Stationary Operating Engineer (SOE)/Foreman/Supervisor
			<b>3.1.e</b>	Building Emergency Support Team (BEST)

**APPENDIX 5**  
**Facility-Level SMP Cards**  
**(Page 7 of 18)**

<b>3. EMERGENCY RESPONSE ORGANIZATION TRAINING (continued)</b>				
<b>Y</b>	<b>N</b>	<b>N/O N/A</b>	<b>Line #</b>	<b>TASK</b>
			<b>3.2</b>	Have facility employees been briefed on the following: [FLEPPM-5.3, MAN-072-OS&IH PM-5.0] <b>Observation/Documentation:</b>  Obtain copies of Briefing Handouts and Building Indoctrination Acknowledgment Form and/or Training Roster.
			<b>3.2.a</b>	Assembly areas?
			<b>3.2.b</b>	Building emergency plans?
			<b>3.2.c</b>	Building entry?
			<b>3.2.d</b>	Emergency egress?
			<b>3.2.e</b>	Eyebaths and safety showers?
			<b>3.2.f</b>	Fire reporting telephones?
			<b>3.2.g</b>	Floor plans?
			<b>3.2.h</b>	Hazardous materials?
			<b>3.2.i</b>	Location of fire extinguishers?
			<b>3.2.j</b>	Operations?
			<b>3.2.k</b>	Signs and postings?
			<b>3.2.l</b>	Emergency phone numbers?
			<b>3.2.m</b>	Building tour? (initial building indoctrinations only)

**APPENDIX 5**  
**Facility-Level SMP Cards**  
**(Page 8 of 18)**

<b>3. EMERGENCY RESPONSE ORGANIZATION TRAINING (continued)</b>				
<b>Y</b>	<b>N</b>	<b>N/O N/A</b>	<b>Line #</b>	<b>TASK</b>
			<b>3.3</b>	Have facility visitors been briefed on: [FLEPPM-4.B, MAN-072-OS&IH PM-5.0] <b>Observation/Documentation:</b>  Obtain copies of Briefing Handouts and Building Indoctrination Acknowledgment Form and/or Training Roster.
			<b>3.3.a</b>	Assembly areas?
			<b>3.3.b</b>	Building emergency plans?
			<b>3.3.c</b>	Building entry?
			<b>3.3.d</b>	Emergency egress?
			<b>3.3.e</b>	Eyebaths and safety showers?
			<b>3.3.f</b>	Fire reporting telephones?
			<b>3.3.g</b>	Floor plans?
			<b>3.3.h</b>	Hazardous materials?
			<b>3.3.i</b>	Location of fire extinguishers?
			<b>3.3.j</b>	Operations?
			<b>3.3.k</b>	Signs and postings?
			<b>3.3.l</b>	Emergency phone numbers?
			<b>3.3.m</b>	Building tour? (initial building indoctrinations only)

**APPENDIX 5**

**Facility-Level SMP Cards  
(Page 9 of 18)**

*This checklist is intended to aid the user in determining whether the facilities and equipment for supporting emergency response are available, operable, and maintained*

<b>4. EMERGENCY FACILITIES AND EQUIPMENT</b>				
<b>Y</b>	<b>N</b>	<b>N/O N/A</b>	<b>Line #</b>	<b>TASK</b>
			<b>4.1</b>	Are equipment and supplies available as identified in the BERO? (EPLAN-11.2, FLEPPM-5.3, 5.6) <b>Observation/Documentation:</b>  Compare actual inventory with list in facility-specific documents.
			<b>4.2</b>	Are the equipment and supplies identified in BERO accessible at all times? (EPLAN-11.2, FLEPPM-5.3, 5.6) <b>Observation/Documentation:</b>  Document method of inventory control. (i.e., locked cabinet, TID, etc.)
			<b>4.3</b>	Are equipment and supplies available as identified in Rad Protection RSPs? (EPLAN-11.2, FLEPPM-5.3, 5.6) <b>Observation/Documentation:</b>  Compare actual inventory with list in facility-specific documents.
			<b>4.4</b>	Are equipment and supplies identified in Rad Protection RSPs accessible at all times? (EPLAN-11.2, FLEPPM-5.3, 5.6) <b>Observation/Documentation:</b>  Document method of inventory control. (i.e., locked cabinet, TID, etc.)
			<b>4.5</b>	Are equipment and supplies available as identified in the Occupational Safety and Industrial Hygiene Program Manual? (EPLAN-11.2, FLEPPM-5.3, 5.6) <b>Observation/Documentation:</b>  Compare actual inventory with list in facility-specific documents.

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<b>4. EMERGENCY FACILITIES AND EQUIPMENT (continued)</b>				
Y	N	N/O N/A	Line #	TASK
			4.6	<p>Are equipment and supplies identified in the Occupational Safety and Industrial Hygiene Program Manual accessible at all times? (EPLAN-11.2, FLEPPM-5.3, 5.6)</p> <p><b>Observation/Documentation:</b></p> <p>Document method of inventory control. (i.e., locked cabinet, TID, etc.)</p>
			4.7	<p>Are communications systems and equipment available and functional? (EPLAN-11.2.2, FLEPPM-5.3, 5.6)</p> <p><b>Observation/Documentation:</b></p> <p>Identify types of communication systems and most recent test date.</p>
			4.8	<p>Are backup communications systems and equipment available and functional? (EPLAN- 11.2.2, FLEPPM-5.3, 5.6)</p> <p><b>Observation/Documentation:</b></p> <p>Identify types of communication systems and most recent test date.</p>
			4.9	<p>Are emergency alarm, warning and announcement systems available and functional? (EPLAN-11.2.1, FLEPPM-5.3, 5.6)</p> <p><b>Observation/Documentation:</b></p> <p>Identify types of warning and announcement systems and most recent test date.</p>
			4.10	<p>Are decontamination showers available and functional? (EPLAN-11.2.3, FLEPPM-5.3, 5.6)</p> <p><b>Observation/Documentation:</b></p> <p>Identify location of decontamination showers and most recent test date.</p>
			4.11	<p>Is emergency power generation equipment available and functional? (EPLAN-11.2.5, FLEPPM-5.3, 5.6)</p> <p><b>Observation/Documentation:</b></p> <p>Identify type and location of emergency power generation equipment and most recent test date.</p>

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<b>4. EMERGENCY FACILITIES AND EQUIPMENT (continued)</b>				
<b>Y</b>	<b>N</b>	<b>N/O N/A</b>	<b>Line #</b>	<b>TASK</b>
			<b>4.12</b>	Are building floor plans available and maintained/current for the facility? (EPLAN-11.2.10, FLEPPM-5.3, 5.6) <b>Observation/Documentation:</b>  Location: _____  Date of floor plan: _____

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*This checklist is intended to aid the user in ensuring that drills provide supervised, hands-on training and/or validation of classroom training for members of the Facility Emergency Response Organization.*

<b>5. SCHEDULING AND CONDUCTING FACILITY DRILLS</b>				
<b>Y</b>	<b>N</b>	<b>N/O N/A</b>	<b>Line #</b>	<b>TASK</b>
			<b>5.1</b>	Does the Facility Manager forward a facility drill schedule to EPD for drills requiring external support? (FLEPPM, 5.3) <b>Observation/Documentation:</b>  Confirm receipt of schedule with EPD.
			<b>5.2</b>	Does the EPC contact the EPD for coordination of external drill support? (FLEPPM-5.6) <b>Observation/Documentation:</b>  Confirm method of contact with EPD Drill and Exercise Program Lead.
			<b>5.3</b>	Does the Facility Manager/EPC use Appendix 4, Facility Drill Package? (BEST Management Practice) <b>Observation/Documentation:</b>  Provide copy of Facility Drill Package.
			<b>5.4</b>	Does the Facility Manager participate in the development of facility drill learning objectives, reports, and corrective actions (except when scheduled to participate)? (Best Management Practice) <b>Observation/Documentation:</b>  Provide copy of completed Drill Package or SDG meeting minutes.
			<b>5.5</b>	Do the drill scenarios test the events contained in the EPHAs? (Best Management Practice) <b>Observation/Documentation:</b>  Provide copy of scenarios and validate against checklists in BEROs.

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<b>5. SCHEDULING AND CONDUCTING FACILITY DRILLS (continued)</b>				
<b>Y</b>	<b>N</b>	<b>N/O N/A</b>	<b>Line #</b>	<b>TASK</b>
			<b>5.6</b>	Does the Facility Manager review and approve Facility Drill Packages? (Best Management Practice) <b>Observation/Documentation:</b>  Provide a signed copy of a Facility Drill Package.
			<b>5.7</b>	Does the Facility Manager maintain a record set of all completed facility drills? (FLEPPM, 5.3) <b>Observation/Documentation:</b>  Review files and provide dates of completed drill packages conducted over the past 6 months.
			<b>5.8</b>	Does the EPC ensure all assigned controllers are trained? (FLEPPM-5.6) <b>Observation/Documentation:</b>  Provide listing of trained controllers and/or Training Rosters.
			<b>5.9</b>	Does the Lead Controller conduct a pre-evolution briefing for controllers and responders? (Best Management Practice) <b>Observation/Documentation:</b>  Provide copy of Training/Attendance Roster.
			<b>5.10</b>	Are open critique/report items from previous drills/exercises applied? (Best Management Practice) <b>Observation/Documentation:</b>  Provide copy of SDG meeting minutes.

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<b>5. SCHEDULING AND CONDUCTING FACILITY DRILLS (continued)</b>				
<b>Y</b>	<b>N</b>	<b>N/O N/A</b>	<b>Line #</b>	<b>TASK</b>
			<b>5.11</b>	Are participant debriefs conducted immediately upon termination of the drill? (Best Management Practice) <b>Observation/Documentation:</b>  Provide copy of Training/Attendance Roster.
			<b>5.12</b>	Are findings defined as observations AND are recommendations provided? (Best Management Practice) <b>Observation/Documentation:</b>  Provide copy of Drill Report.
			<b>5.13</b>	Were the results of the drill documented on the FLEPP Report form? (FLEPPM, App. 1) <b>Observation/Documentation:</b>  Provide copy of FLEPPM Report.
			<b>5.14</b>	Does the EPC forward the Rocky Flats Training Roster to the EPD for disposition? (FLEPPM, 5.6) <b>Observation/Documentation:</b>  Provide copy of Training Roster with the EPD signature/approval.
			<b>5.15</b>	Does the Facility Manager/EPC ensure the maintenance and disposition of records in accordance with 1-V41-RM-001, Records Management Guidance for Records Sources? (EPLAN-14.5.1) <b>Observation/Documentation:</b>  Location of files: _____  Schedule for disposition: _____

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*This checklist is intended to aid the user in evaluating responder performance during an emergency response exercise.*

<b>6. EXERCISES</b>				
<b>Y</b>	<b>N</b>	<b>N/O N/A</b>	<b>Line #</b>	<b>TASK</b>
			<b>6.1</b>	Did facility management use the Building Emergency Response Job Aids located in the BERO? (BERO) <b>Observation/Documentation:</b>
			<b>6.2</b>	Did facility management recognize the event conditions as contained in the EALs? (PRO-T56-EP-04.00) <b>Observation/Documentation:</b>
			<b>6.3</b>	Did facility management correctly identify the emergency event? (EPLAN-99-2.2) <b>Observation/Documentation:</b>
			<b>6.4</b>	Did facility management notify the Shift Superintendent, Fire Dispatch, and the Central Alarm Station (CAS) of the alarm condition and the specific parameters associated with the alarm conditions? (BERO) <b>Observation/Documentation:</b>
			<b>6.5</b>	Did the facility pass information of known or suspected event parameters to the Shift Superintendent? (PRO-T56-EP-04.00) <b>Observation/Documentation:</b>

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<b>6. EXERCISES (continued)</b>				
<b>Y</b>	<b>N</b>	<b>N/O N/A</b>	<b>Line #</b>	<b>TASK</b>
			<b>6.6</b>	Did facility management compare event information to EALs? (PRO-T56-EP-04.00; BERO) <b>Observation/Documentation:</b>
			<b>6.7</b>	Did facility management assist in categorization and classification of the event? (PRO-T56-EP-04.00; BERO) <b>Observation/Documentation:</b>
			<b>6.8</b>	Did LS/DW announcements depict the emergency situation? (95-EPIP-0048, EPLAN-99-5.0, PRO-642-EP-05.01) <b>Observation/Documentation:</b>
			<b>6.9</b>	Did LS/DW announcements include specific actions to be taken by facility personnel? (EPLAN-99-5.0, PRO-642-EP-05.01) <b>Observation/Documentation:</b>
			<b>6.10</b>	Could the evacuation notification be heard by all building occupants? (1-15200-EPIP-12.24) <b>Observation/Documentation:</b>
			<b>6.11</b>	Was time taken to shut down equipment prior to evacuation? (BERO) <b>Observation/Documentation:</b>

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6. EXERCISES (continued)				
Y	N	N/O N/A	Line #	TASK
			6.12	Did all personnel evacuate the facility? (BERO) <b>Observation/Documentation:</b>
			6.13	Did personnel assemble at the primary assembly area? (BERO) <b>Observation/Documentation:</b>
			6.14	Were personnel accountability tag boards available at the primary assembly area or outside of the 12 Rad boundary? (BERO) <b>Observation/Documentation:</b>
			6.15	Was the alternate assembly area checked for facility personnel? (Best Management Practice) <b>Observation/Documentation:</b>
			6.16	Was accountability of facility personnel completed within 30-45 minutes of building evacuation? (PRO-A44-EP-06.14) <b>Observation/Documentation:</b>
			6.17	Was a listing of any missing personnel provided to the Incident Commander within 30-45 minutes? (PRO-A44-EP-06.14) <b>Observation/Documentation:</b>
			6.18	Were initial protective actions based on EALs? (PRO-T56-EP-04.00) <b>Observation/Documentation:</b>

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<b>6. EXERCISES (continued)</b>				
<b>Y</b>	<b>N</b>	<b>N/O N/A</b>	<b>Line #</b>	<b>TASK</b>
			<b>6.19</b>	Were affected personnel sheltered, evacuated or relocated to a safe area upwind of the incident? (BERO) <b>Observation/Documentation:</b>
			<b>6.20</b>	Was there a formal transfer of command and control between the Facility Manager and the Fire Department/Shift Superintendent? (EPLAN-99-2.0) <b>Observation/Documentation:</b>