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Title: Emergency Management Drills

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This document describes the requirements for conducting emergency management drills in support of the Emergency Management Program.

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REVISION LOG
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Revision Date	Description of Change	Pages Affected
03/13/01	DM/R Number 2001-EM-003. Included information on "No Notice Drills" in the form of notes and Appendix C .	All
11/01/00	DM/R Number N/A Blue Sheet Changes	1, 8
07/27/98	Complete revision of former procedure EM-125, <i>Emergency Management Drills</i>	All

Subject: Emergency Management Drills

PURPOSE

This document describes the requirements for conducting emergency management drills in support of the Emergency Management Program.

NOTE 1: An emergency management drill is a supervised “hands on” instruction session which develops, or maintains an operational or emergency response capability for individuals or teams. Drills are also used to develop skills and maintain proficiency among members of emergency response organizations (ERO) and individuals required to take protective actions in accordance with the Oak Ridge Reservation Emergency Plan or Building/Facility Emergency Plan.

NOTE 2: Department of Energy (DOE) guidance clearly distinguishes between a drill and an exercise. A drill is training, not an evaluation of the response activity. This does not preclude evaluating and grading the drill for training purposes (lessons learned, etc.) or from grading the drill as part of certification. The extent of evaluation or grading should be clearly stated in the scope section of the drill package.

APPLIES TO

This procedure applies to **ALL** emergency management drills conducted on the Oak Ridge Reservation, to include Health and Safety, Environmental, Safeguards and Security, and Transportation events.

This procedure does not apply to facility operational drills used for training and certifying operators or for activities (drills or Limited Scope Performance Tests) required by security orders to maintain qualification and proficiency.

**OTHER
DOCUMENTS
NEEDED**

Y15-012, *Hazard Identification Planning*

NOTE: Definitions of terms used in this procedure are contained in Appendix A, “Acronyms and Definitions.”

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WHAT TO DO A. Emergency Management Drill Program**Manager, Emergency Management Program Organization (EMPO)**

1. Ensure that the site emergency management drill program complies with federal law and applicable Standards/Requirements Identification Document.
2. Ensure efforts are made to combine several facility drills or functional areas when practical.

NOTE: The master emergency management drill schedule includes all drill activity which involves the emergency response organization and drills used for protective action familiarization.

Manager, EMPO

3. Coordinate, integrate, and manage the overall emergency management drill program to include the master drill schedule and drill scope review and approval.
4. Document the overall emergency management drill program in accordance with the applicable emergency response plan(s).

B. Emergency Management Drills (General)

NOTE: Assignments of responsibilities will be identified in the drill package.

Manager, EMPO

1. Assign, based upon location and type of event, responsibilities to either staff or line organizations to develop and conduct the drill.

Facility/Operations

2. Ensure that emergency management drills are conducted at least annually to enable personnel and response teams to maintain their ability to respond to abnormal or emergency situations.
3. Ensure annual protective action drills, based on the schedule developed by EMPO, for all workers who may have to take protective actions (e.g. accountability, assembly, evacuation, etc.) are conducted.

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B. Emergency Management Drills (General) (cont.)

NOTE: Evacuation drills are required in all areas annually. Provisions shall be made for transient personnel (visitor to facility).

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| Facility/Operations | <p>4. Ensure the safe conduct of drills in their facilities and that emergency management drills are preformed in accordance with this procedure.</p> <p>5. Ensure that significant drill findings are corrected and that significant lessons learned are promptly addressed.</p> |
| Fire Department Operations | <p>6. Conduct shift drills with Fire Department.</p> |
| Medical Services, Industrial Hygiene, Radiological Control, Fire Department Operations | <p>7. Conduct drills annually to train personnel in assessment, treatment, and disposition of injured personnel.</p> <p>8. Perform a hazard identification review for the proposed drill using Y15-012, <i>Hazard Identification Planning</i>.</p> <p>9. Ensure appropriate safety information is incorporated into the drill plan and safety briefing.</p> |
| All Participating Organizations, Line Organizations, Response Organizations | <p>10. Ensure that emergency management drills are documented (see Appendix B, "Emergency Management Drill Package") and approved prior to execution.</p> <p>11. Submit annual (fiscal year) emergency management drill schedules for all emergency management drills, including fire and security activities, to EMPO by August 30 each year.</p> |

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B. Emergency Management Drills (General) (cont.)

NOTE 1: The complexity of the drill package is based on complexity of the drill. Appendix B gives an explanation of the make up of a drill package. Each emergency management drill package shall include at a minimum:

- scope
- objectives to be demonstrated
- scenario
- design guidelines
- safety and security information
- detailed instructions for the drill team
- evaluation criteria/checklist
- termination and restoration

NOTE 2: In cases where No Notice Drills are conducted, the review and approval will be limited to EMPO, Safety, and the Plant Shift Superintendent (PSS) at a minimum.

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| Manager, EMPO | 12. IF a No Notice Drill is conducted in a facility, THEN Facility/Operations Manager will be notified. |
| All Participating Organizations, Line Organizations, Response Organizations | 13. Review and approve the completed drill package. |
| | 14. Submit a copy of the completed drill package to EMPO. |
| Safety Department | 15. Ensure that all drills are conducted safely and that drill location is walked down and deemed safe prior to the start of the drill. |
| Facility/Operations Manager | 16. Concur that the facility is ready to conduct the drill on the day that it is scheduled. |
| PSS | 17. Review and concur with all emergency management drill packages prior to execution. |
| Manager, EMPO | 18. Give final approval to conduct the drill as scheduled. |

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B. Emergency Management Drills (General) (cont.)**Participating Organizations**

19. Provide detailed information on specific requirements included in the drill package.

C. Criticality Event Drills

NOTE 1: In addition to the previous Section A, steps 1 through 4 and Section B, steps 1 through 19, the following are required for criticality event drills:

NOTE 2: Criticality event drills shall be announced in advance and preceded by written notice, posted signs, or voice announcement over a public address system.

EMPO

1. Schedule a drill planning meeting with Nuclear Criticality, Safety, Protective Forces, PSS, Nuclear Materials Control and Accountability, Nuclear Operations, and the Fire Department to discuss special requirements needed for the facility(s).

D. Drill Execution

NOTE: For a No Notice Drill, a generic drill safety briefing will be given at some date prior to the execution of the drill (Appendix C, "Generic Drill Safety Briefing").

All Participating Organizations, Response Organization, Facility/Operations

1. Ensure that all participants and controllers are trained and are knowledgeable of drill safety and rules of conduct prior to participating in an emergency management drill.
2. Conduct the drill in accordance with the drill package.

E. Post Drill Activities

NOTE: Drill deficiencies and weaknesses will be entered into the Electronic Site Action Management System. Improvement items and lessons learned will be entered into the EMPO corrective action tracking system.

All Participating Organizations, Response Organization, Facility/Operations

1. Ensure that feedback from drills is captured and documented as lessons learned and corrective actions are developed as needed and tracked accordingly.

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E. Post Drill Activities (cont.)**All Participating Organizations, Response Organizations, Facility/Operations**

2. Submit drill findings/corrective actions to EMPO.

Oak Ridge Reservation Drill and Exercise Committee

3. Assist, as needed, in the reservation emergency management drill program.
4. Review lessons learned from the drill for incorporation into the emergency management drill program.

EMPO

5. Incorporate lessons learned from the drill into the emergency management drill program, emergency plans and procedures.

RECORDS

Records generated as a result of performing this procedure will be maintained according to established BWXT Y-12, L.L.C., records management practices and approved records inventory and disposition schedules. Records include:

EMPO

- Emergency management drill schedules.
- Emergency management drill packages.
- Emergency management drill reports.

SOURCE DOCUMENTS

Standards/Requirements Identification Document Unit Identification 10232, 10230, 10145, 10148, 10149, 10213, 10262, 10541, 10690, 10821, 10838, 5059, 10529, 9688, 6899

APPENDIXES

- A. Acronyms and Definitions
- B. Emergency Management Drill Package
- C. Generic Drill Safety Briefing

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APPENDIX A
Acronyms and Definitions
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Acronyms:

DOE	Department of Energy
EMPO	Emergency Management Program Organization
ERO	Emergency Response Organization
PSS	Plant Shift Superintendent

Definitions:

Code October - A phrase to be communicated by any participant by radio, telephone, or in person that the drill or exercise in progress is to be immediately put on hold.

Controller - Personnel assigned to provide direction and control of the drill. They are responsible to ensure that responders do not respond in a manner that might jeopardize safety and that responders remain focused on drill play. Typically identified by a yellow vest.

Criticality Drill - A drill required by ANSI Standards to familiarize employees that work around fissile materials with evacuation and accountability.

Deficiency - A failure to meet the requirements of an applicable regulation, DOE Order, or procedure pertaining to emergency management resulting from the inability to meet a drill objective through demonstrated performance of a component of the Emergency Management Program.

The regulation, order, or procedure requirement addresses a situation which has a direct adverse impact on the health and safety of workers or the public, or on the environment.

Emergency (Management) Drill - A drill originating in a facility which requires the use and integration of emergency response organizations (ERO) which reside outside of the facility (these ERO members are site assets). Emergency Management drills typically include protective action drills, evacuation drills, criticality drills, and drills for emergency response organizations.

Evaluator - Evaluates and documents drill activities and conditions. Typically identified by a blue vest.

Finding - A finding is a statement of fact, based on objective evidence and criteria by which the functional area or performance was evaluated. A finding may describe a deficient condition in the Emergency Management Program or a variance from requirements or commonly accepted standards. Findings should be categorized as a deficiency, weakness, or improvement item.

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Appendix A
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Improvement Item - A requirement of an applicable regulation, DOE Order, or procedure pertaining to emergency management is met; however, one or more of the associated Emergency Management System drill-specific evaluation criteria are not satisfied.

No Notice Drill - An Emergency Management drill planned with limited participation but includes safety and other organizations as needed. The drill is reviewed and approved by the PSS immediately prior to execution.

Observer - Personnel not actively engaged in drill play as a controller, evaluator, or player who has a need to observe the drill. Typically identified by a green vest

Protective Action Drill - A drill that requires protective actions (evacuation, shelter, take cover, or relocation) to be practiced.

Weakness - A failure to meet the requirements of an applicable regulation, DOE Order, or procedure pertaining to emergency management resulting from the inability to meet an objective through demonstrated performance of a component of the Emergency Management Program.

The regulation or order requirement addresses a situation which has an indirect adverse impact or contributes to an adverse impact on the health and safety of workers or the public, or on the environment.

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APPENDIX B
Emergency Management Drill Package
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Each emergency management drill package contains the following:

- I. Scope - The scope identifies the participating organization(s), the extent of play, the purpose of the drill, and the requirements satisfied by the conduct of the drill.
- II. Objectives - Each drill objective should clearly state what is to be demonstrated. Objectives are based upon emergency procedures and must be measurable. Successful completion of the objectives determines the outcome of the drill.
- III. Scenario - The scenario should identify initial conditions, initiating events, and responses to be performed by the responders/occupants. The complexity of the scenario varies with the complexity of the drill. For example, an evacuation and accountability drill would only require a very simplistic scenario which merely describes that the occupants are notified to evacuate. The scenario should also describe how the drill will be initiated (public address, criticality alarm signal, etc.) and includes initial operating conditions.
- IV. Design Guidelines - Design guidelines include types of simulations, limitations, any pre-staging that is required, and rules of conduct.
- V. Safety and Security Information - Describe any special safety/security precautions or requirements necessary to conduct the drill. This should include any applicable Technical Safety Requirements (TSR). (Safety issues are identified during the job hazard identification/job hazard assessment process.)
- VI. Drill Team Duties - Describe the duties of the controllers, evaluators (if applicable), safety monitors, and observers.
- VII. Evaluation Criteria/Checklist - The criteria/checklist is developed to determine successful completion of the drill. They are based on response procedures.
- VIII. Termination and Restoration - Describe the indications that the drill has reached completion. Describe the necessary actions to restore to normal operations. Describe the means of termination in the event of a real emergency.

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APPENDIX C
Generic Drill Safety Briefing
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Drill Expectations

- Do not do anything that endangers you, other employees, or property.
- If you see an unsafe act or encounter a real emergency condition, report it to the Controller (yellow vest).
- Respond to drills just as you would in a real event.
- Use all resources available.
- Use all equipment available.
- If you are setting up an operation, use all equipment and personnel needed to perform that operation.
- **Do not simulate** unless it is approved. Ask your Controller if you are not sure.
- Controllers (yellow vests) are to be respected and listened to. Controllers have the final word. If you have a question, ask the controller.
- You must earn any data needed. If you are taking HF readings, you must demonstrate proper use of the equipment before you will get any data or credit for the use of that equipment.
- If there is a real emergency or an unsafe situation that cannot be resolved, the Controller will call a “Code October” to halt the drill /exercise.
- Begin and end each communication, both radio and telephone, with “This is a drill/exercise.”
- Conduct a self-critique (hotwash) after the drill/exercise and document findings, observations, and/or corrective actions.

NOTE: Discuss all safety issues identified in the job hazards analysis.