

APPENDIX E

THE SECRETARY'S DIRECTIVE ON NOTIFICATIONS

On August 27, 1997, the Secretary of Energy issued a directive on "Timely Notification of Emergencies and Significant Events," which emphasizes the importance of prompt recognition of significant events and the timely notification of these events to all relevant parties. Two new elements were included in the directive: 1) notification of state, local, and tribal officials and the Headquarters Operations Center even if the applicability of standing guidance is in question for a specific event; and, 2) implementation of a new threshold of reporting for non-emergency significant events.

The following discussion incorporates the guidance of the Secretary's directive.

Emergencies:

Oral notification of all emergencies is to be made immediately to the Headquarters Operations Center and state, tribal and local officials in accordance with DOE O 151.1, "Comprehensive Emergency Management System," applicable regulations, ordinances, and mutual agreements. Other Federal agencies are to be notified in accordance with DOE O 151.1 and applicable regulations. Managers of Operations and Field Offices should ensure that emergency notification procedures to offsite agencies contain provisions for confirming receipt of the notification by appropriate personnel and not, for example, by answering machines.

In accordance with DOE O 151.1, emergencies are to be declared at DOE sites and facilities when events represent a significant degradation in the level of safety and require urgent response efforts from outside the facility. In addition, through training and drills, personnel must become accustomed to using common sense in making judgements about the need for notification and the urgency of notifications. Events that represent a specific threat to workers and/or the public due to the release or potential release of significant quantities of radiological and non-radiological hazardous materials should be further classified as Alert, Site Area, or General Emergencies in order of increasing severity.

Non Emergencies:

Oral notification of **ALL** non-emergency significant events is to be made immediately to the Headquarters Operations Center and State and local officials are to be notified in accordance with applicable regulations, ordinances, and mutual agreements. Other Federal agencies are to be notified in accordance with applicable regulations. In addition, through training and drills, personnel must become accustomed to using common sense in making judgements about the need for notification and the urgency of notifications. Managers of Operations and Field Offices should ensure that emergency notification procedures to offsite agencies contain

provisions for confirming receipt of the notification by appropriate personnel and not, for example, by answering machines.

Non-emergency significant events may include unusual occurrences (see DOE O 232.1A, "Occurrence Reporting and Processing of Operations Information") such as: explosions, serious fires, building evacuations or other personnel protective actions, fatality or multiple injuries, release of radioactive and non-radioactive materials in excess of permits or requirements, doses or exposures above established statutory limits, bomb-related incidents, sabotage, loss of special nuclear material, disruption of operations (e.g., weather-related). In addition, any occurrence that may result in a significant concern by the affected state, tribal, local officials, press, or general population or could damage the credibility of the Department or that may result in inquiries to Headquarters are to be reported immediately.

Notifications:

Oral notifications are to be succinct, and provide, when available, the following information: 1) a description of the occurrence; identify injuries to personnel, environmental releases and/or personnel exposures, protective actions implemented, include numbers when possible; 2) the location of the facility or incident; 3) an indication of whether the occurrence is over or is still in progress; 4) the name and call back number of the person reporting the occurrence; 5) the time of the occurrence; and, 6) what other notifications have been made, including media interest.

When information, including event categorization, is not immediately available for the oral notification, the caller should identify who has responsibility for making the categorization, what specific information is needed, and when the additional information is estimated to be available.

Upon receipt of this information, the Headquarters Operations Center will notify the cognizant program office and the Office of the Secretary and make other required notifications.