

Chapter VIII

COMMUNICATIONS REQUIREMENTS

1. GENERAL. Requirements in this chapter pertaining to notification and reporting apply to Operational Emergencies, Energy Emergencies, and Emergency Assistance. This section emphasizes Operational Emergencies because of the criticality of timely notification and reporting during such emergencies. Communications requirements for emergencies do not supplant other required notifications and reporting delineated under other legislation, implementing regulations, and DOE Orders.
2. PLANNING PHASE.
 - a. For Operational Emergencies, provisions must be established for prompt initial notification of workers and emergency response personnel and organizations, including appropriate DOE/NNSA elements and other Federal, State, Tribal, and local organizations. Provisions must also be established for continuing effective communication among the response organizations throughout an emergency.
 - b. Notification and reporting responsibilities for Energy Emergencies and Emergency Assistance must be established to support appropriate plans and agreements.
3. PREPAREDNESS PHASE. Adherence to Operational Emergency notification and reporting requirements must be demonstrated in all emergency management exercises. Preparedness responsibilities for Energy Emergencies and Emergency Assistance must be established to support appropriate plans and agreements.
4. RESPONSE PHASE.
 - a. Initial Emergency Notifications. For Operational Emergencies, initial emergency notifications must be made to workers, emergency response personnel, and organizations, including DOE/NNSA elements and other local, State, Tribal, and Federal organizations.
 - (1) The Manager/Administrator of each DOE-/NNSA- or contractor-operated site/facility must—
 - (a) notify State and local officials and the Cognizant Field Element Emergency Operation Center and Headquarters Operations Center within 15 minutes and all other organizations within 30 minutes of the declaration of an Alert, Site Area Emergency, or General Emergency;

- (b) notify the Cognizant Field Element Emergency Operation Center and Headquarters Operations Center within 30 minutes of the declaration of an Operational Emergency not requiring classification; and
 - (c) notify local, State, and Tribal organizations within 30 minutes or as established in mutual agreements for declaration of an Operational Emergency not requiring classification.
 - (2) Headquarters Watch Office staff in the Headquarters Operations Center and Headquarters Emergency Management Team personnel must be responsible for the following.
 - (a) Receive notifications of Operational Emergencies and disseminate such information to Program Secretarial Officer representatives and, where appropriate, to Headquarters organizations of other Federal agencies. The Headquarters Operations Center must disseminate notifications involving Energy Emergencies and Emergency Assistance to the appropriate Headquarters Cognizant Secretarial Offices and affected DOE/NNSA offices in the field.
 - (b) Facilitate communications among Headquarters organizations, DOE/NNSA field organizations, and contractor personnel.
- b. Emergency Status Updates. Emergency status reports must be forwarded to the next-higher Emergency Management Team on a continuing basis until the emergency is terminated.
- c. Responder Communications. Effective communications methods must be established between event scene responders, emergency managers, and response facilities.
- d. Final Emergency Report. Following termination of emergency response, and in conjunction with the Final Occurrence Report (see DOE O 231.1A), each activated Emergency Management Team must submit a final report on the emergency response to the Emergency Manager for submission to the Director, Office of Emergency Operations.
- e. Recovery Reporting. Reporting requirements must be specified during recovery planning.
- f. Classified Information Reviews. All reports and releases must be reviewed for classified or Unclassified Controlled Nuclear Information prior to being provided

to uncleared personnel, entered into unclassified data bases, or transmitted using non-secure communications equipment.

- g. Energy Emergencies and Emergency Assistance Response. Responsibilities for Energy Emergencies and Emergency Assistance must be established to support appropriate plans and agreements.