

# **GUIDELINES ON PREPARING EMERGENCY RESPONSE PLAN FOR FIXED SOURCE OPERATORS**

## **A. FACILITY (ON-SITE) EMERGENCY PLAN OUTLINE FOR EPC I (e.g. Nuclear power plants etc.), EPC II (e.g. Research reactors >100MW etc.) and EPC III (e.g. industrial irradiation e.g. gamma scanners etc. and some medical facilities e.g. teletherapy etc.)**

### **TITLE (COVER) PAGE**

- title of the plan,
- approval date,
- version number,
- signatures, facility and local off-site response / organizations

### **CONTENTS**

#### **1. INTRODUCTION**

##### **1.1 Purpose**

- Describe the purpose of the plan.

##### **1.2 Participating organizations**

- List all organizations participating in the plan.

##### **1.3 Scope**

- Describe the scope of the plan.

##### **1.4 Legal basis**

- List the national laws, codes or statutes that define responsibility for planning, decisions and actions governing the response to radiation and conventional emergencies and criminal activities.

##### **1.5 Related plans and documents**

- Describe the relationships to the local jurisdictions' emergency plan, the NREP and other plans that are to be used simultaneously with this plan.
- Provide a complete list of all the supporting documents in an appendix.

#### **2. PLANNING BASIS**

##### **2.1 Types of hazards and protection strategy**

- Give a brief description of the characteristics of facility emergencies that were considered in development of the plan. This should include the results of a comprehensive safety analysis and low probability events as well as nuclear security.

- Provide a brief description of the on-site protection strategy based on the same reference level and generic criteria as the off-site protection strategy with a set of protective actions for protecting the public and personnel inside the facility and for protection of the emergency workers performing response actions on the site. List the generic criteria and associated operational intervention levels included.

## 2.2 Terms

- List the standard definitions of terms that should be used consistently in other plans and procedures in order to promote co-ordination. Where possible, the terms used by the organizations involved in the response to conventional emergencies should be adopted.

## 2.3 Response roles and responsibilities

- Describe the roles and responsibilities of the on-site departments, off-site organizations and corporate management in this plan.
- Discuss responsibility for authorizing/activating the response (e.g. shift supervisor) and directing the total on-site response in relation to time.
- Show how responsibilities would differ as the on-site staff is augmented or in other circumstances (e.g. simultaneous execution of the security plan).
- Describe how responsibilities are delegated or transferred.

## 2.4 Response organization

- Provide a block diagram of the on-site response organization components (sections, groups, teams or positions) with a brief description of responsibilities of each “block” and the emergency facility or location where these organizational elements will probably perform.
- Show how the organization integrates into the off-site organization structure, and describe participation in the off-site response command group and other appropriate organizational components, such as the public information or radiological assessment groups.
- Provide a detailed discussion of authorities, responsibilities, and duties of the organizational components should be provided in the implementing procedures for the component.

## 2.5 Response facilities

- Describe the response facilities that may be functional during a response.

## 2.6 Response communications

- Describe systems used for communication with off-site officials, emergency services, in-plant personnel and teams, and environmental monitoring teams.
- Describe how continued compatibility of communications will be maintained.

## 2.7 Logistics/resource commitments (see Elements B5.1, B4.6)

- Describe the arrangements, including the organizational component responsible during a response for providing logistics support, for prompt procurement of needed supplies and services, possibly bypassing normal procurement arrangements.

- Describe the resources of that will be made available to meet their obligations under the plan or that could be provided as assistance to local governments or other States.
- Describe the conditions under which resources will be provided

## 2.8 Concept of operations

- Give a brief description of the ideal response of the organization in the context of the total response.

## 3. EMERGENCY RESPONSE PROCESS

- Describe the arrangements for the organizations to perform their functions assigned under the NREP or for local jurisdictions to carry out the functions in the following subsection and, where appropriate, to co-ordinate them under the NREP.
- Identify the response organization component responsible for performing the functions.
- Refer to the appropriate implementing procedures that will be used during an emergency to carry out each function.

### 3.1 Notification, activation and request for assistance

- Describe the arrangements, including those for the emergency organization responsible, for declaration of an emergency, off-site notification, activation of the response organization, and transition to the on-site response organizations.
- The classification system and the emergency action levels (EALs) used to decide on the level of emergency to declare should be consistent with the NREP and described in an appendix.

### 3.2 Emergency management

- Describe the command and control system used to manage the onsite response and the relationship to the local jurisdiction command and control system and, if appropriate, how it will function in the event of simultaneous response under other on-site plans (e.g. security plan).
- This should include a single on-site emergency manager and integration, as soon as practical, into the off-site ICS command group.
- Refer to the appropriate implementing procedures that will be used during an emergency to carry out these functions.
- This should include an overall procedure for on-site response for the on-site emergency manager guiding the response to each type of emergency (e.g. general emergency).

### 3.3 Performing mitigation

- Describe the arrangements for technical support for the operations staff, on-site damage control, fire fighting, and medical aid and describe arrangements to obtain off-site emergency services assistance.

### 3.4 Taking urgent protective action

- Describe the arrangements to promptly recommend off-site protective actions to off-site officials, including criteria based on facility conditions and environmental measurements.
- Describe the arrangements for protection of on-site personnel.

- Provide maps of the on-site area, showing assembly points, sheltered areas, and evacuation routes in an appendix.

### 3.5 Providing information, warnings and instructions to the public

- Describe the provisions for the on-site organization to support the local jurisdiction arrangements to perform this function.

### 3.6 Protecting emergency workers

- Describe the arrangements to protect on-site responders against all anticipated hazards

### 3.7 Providing medical assistance and mitigating the non-radiological consequences

- Describe the on-site arrangements for treatment/first aid, dose reconstruction, decontamination and transport of injured people and for initial off-site treatment.

### 3.8 Assessing the initial phase

- Describe the on-site system to assess plant conditions and environmental releases used to assess the course of the emergency and determine the event classification and potential off-site consequences.
- Describe the arrangements for conducting environmental monitoring on and near the site in co-ordination with off-site response, and include the default OILs to be used.
- Describe the teams available and other organization elements involved and provisions for participation in the radiological monitoring and assessment centre (RMAC).

### 3.9. Keeping the public informed (media relations)

- Describe the arrangements to co-ordinate providing information to the media with the off-site jurisdictions through a single spokesperson or during joint briefings with off-site officials at the Public Information Centre.

### 3.10 Taking agricultural, ingestion and long term countermeasures.

- Describe the arrangements to provide the agreed on support (if any) to off-site jurisdictions in this functional area.

### 3.11 Terminating a nuclear or radiological emergency

- Describe how the termination of the emergency will be co-ordinated with off-site officials.

### 3.12 Managing radioactive waste in a nuclear or radiological emergency

- Describe how radioactive waste will be managed and co-ordinated with off-site officials.

### 3.13 Mitigating non-radiological consequences of a nuclear or radiological emergency and of an emergency

- Describe how non-radiological consequences will be managed and coordinated with off-site officials

### 3.14 Requesting, providing and receiving international assistance for emergency preparedness and Response

- Describe the arrangements to ensure that relevant international assistance for emergency preparedness and response is obtained.

### 3.15 Analysing the nuclear or radiological emergency and the emergency response

- Describe the arrangements to ensure that the emergency response is analysed.

### 3.16 Financing operations

- Describe the system for financing of operations and reimbursement of organizations that provide support during a response and existing agreements.

### 3.17 Maintaining records and management of data

- Describe the arrangements to ensure that relevant information is recorded and retained for use in evaluations conducted after the emergency, and for long term health monitoring and follow-up of emergency workers and members of the public who may be affected.

## 4. EMERGENCY PREPAREDNESS PROCESS

- Describe the arrangements, and the responsible person, to perform the functions listed in the subsections below which are needed to develop and maintain the capability to respond to an emergency as described in the plan. Refer to the appropriate implementing procedures that will be used routinely to ensure these preparedness functions are adequately performed.

### 4.1 Authorities and responsibilities

### 4.2 Organization

### 4.3 Co-ordination

### 4.4 Plans and procedures

### 4.5 Logistical support and facilities

### 4.6 Training

### 4.7 Exercises

### 4.8 Quality assurance and programme maintenance

## REFERENCES

## LIST OF ABBREVIATIONS

## DISTRIBUTION LIST

- List (and distribute to) all individuals/organizations that are parties to this plan or that will be developing response arrangements that should be consistent with this plan.

## APPENDICES

- Appendix 1 - Organization authorities, responsibilities and capabilities
  - Describe (or refer to a publication describing) organization authorities, responsibilities, capabilities and resources in emergency situations.
- Appendix 2 - Agreements
  - List (or refer to a publication listing) summarized agreements to receive assistance from offsite emergency services and off-site medical institutions.
- Appendix 3 - Emergency planning maps and diagrams

- Provide (or refer to publications providing) maps/diagrams of the on-site area or facility showing assembly points, sheltered areas, evacuation routes, monitoring/sampling locations, emergency facilities, and areas that are potentially hazardous under emergency conditions.
- Appendix 4 - Emergency classification system
  - Provide (or refer to publications providing) a description of the emergency classification system and associated EALs.
- Appendix 5 – Protective Action
  - Provide (or refer to a publication providing) a summary of the protective actions to be implemented on-site and recommended to off-site authorities for each class of emergency.
- Appendix 6 - Facilities and specialized radiological resources
  - List (or refer to publications listing) major facilities and radiological resources that are needed to implement the plan and that may be provided to support local governments, and the organizations responsible for providing them.
  - This should include, as appropriate, the response teams.
  - List the organizations (e.g. research reactors, universities) that could be sources of additional specialized personnel and equipment.
- Appendix 7 - Supporting documentation
  - List all the supporting documentation relevant for maintenance and implementation of the plan.