

GUIDELINES ON PREPARING EMERGENCY RESPONSE PLAN FOR MOBILE SOURCE OPERATORS

A. MOBILE SOURCE OPERATOR'S CONTINGENCY PLAN/PROCEDURE OUTLINE

This outline is for the plan for the operator of a practice involving a dangerous mobile source (e.g. **industrial radiography, brachytherapy, x-ray scanners, transport operators etc.**).

- Unlike other plans, the contingency plan for operators of mobile sources should contain the detailed procedures needed for implementation.
- Include information that should be updated regularly (e.g. phone numbers) as attachments.
- The procedures should be tested with typical users to ensure that they work under emergency conditions.

1. EMERGENCY RESPONSE

- On the title (cover) page write title of the plan, version No., and validation date.
- Other information such as: author(s) and preparation date, reviewer and review date, responsible manager and approval date, and signatures.

1.1. ENTRY CONDITIONS

- **Prominently display** the emergencies covered by the plan, e.g. operator injury, suspected overexposure, lost or stolen sources, stuck, damaged, or unshielded source, fire, suspected contamination, and unanticipated.

1.2 RESPONSIBILITY

- **Prominently display** who is responsible for implementation and maintenance of this plan, including the operator.

1.3 CAUTIONS

- **Prominently display** the safety steps performed before use of the plan, potential hazards and protective equipment/measures to be used.

1.4 IMMEDIATE RESPONSE ACTIONS

- Refer to the page number of the section in the plan that lists the immediate actions for the emergency.
- Have separate procedures for each emergency that list the immediate steps (actions) to be taken by the operator.
- Refer to appendices for lists of phone numbers and other supporting details.
- The steps should refer to information in an appendix to be used by the radiological assessor or radiation protection officer and local off-site officials.

2. NORMAL STANDING INSTRUCTIONS

2.1 OPERATOR DAILY CHECKS

- List the checks that the operator should complete before starting and finishing work.
- List equipment, procedures etc. to be taken to the job site.

2.2. TRAINING AND EXERCISES

- Describe the employee training requirements and process

2.3 PLAN AND EQUIPMENT MAINTENANCE

- Describe arrangements to maintain the contingency plan and equipment, calibration and other equipment checks and naming the person responsible.

DISTRIBUTION LIST

- List all individuals and organizations that are to receive the plan, including operators, their supervisors and the radiological assessors or radiation protection officers.

APPENDICES

- Appendix 1 - Contact numbers
 - List the phone numbers of the notification point for reporting emergencies, radiological assessors or radiation protection officers and sources of governmental radiation protection expertise and services.
- Appendix 2 - Information for radiological assessor or radiation protection officer
 - Provide information for the emergency assessment and mitigation actions to be performed by the radiological assessor or radiation protection officer.
- Appendix 3 - Information for local off-site officials
 - Describe and provide a picture of the device and a description of the associated hazard if lost or stolen.
 - Provide basic instructions to be given to local officials in the event of an emergency.