

Emergency Management Initial CR 141.01



Terminal Objective

Upon completion of this course, the trainee will understand the site Emergency Management Program.

Enabling Objectives

- EO1 Identify the Purpose of the Emergency Management Program.
- EO2 Describe Employees' Responsibilities.
- EO3 Describe the Notification of an Operational Emergency(OE)/Continuity Event Process.
- EO4 Explain the Purpose of the Emergency Response Organization (ERO).

Enabling Objectives

- E05 Describe Building Warden/Building Emergency Warden (BEW) Program.
- E06 Define Protective Actions/Protective Measures.
- E07 Identify Actions for a Bomb Threat.
- E08 Identify Actions for a Suspicious Package.
- E09 Identify Post Emergency Self-Help Actions.

EO1

Identify the Purpose of the
Emergency Management Program.

Emergency Management Department **Purpose**

- ***Minimize** the consequences associated with emergencies*
- ***Protect** the health and safety of workers and the public*
- ***Prevent** damage to the environment*
- ***Promote** effective and efficient integration of emergency response assets (local and national levels)*

Operational Emergencies (OEs)

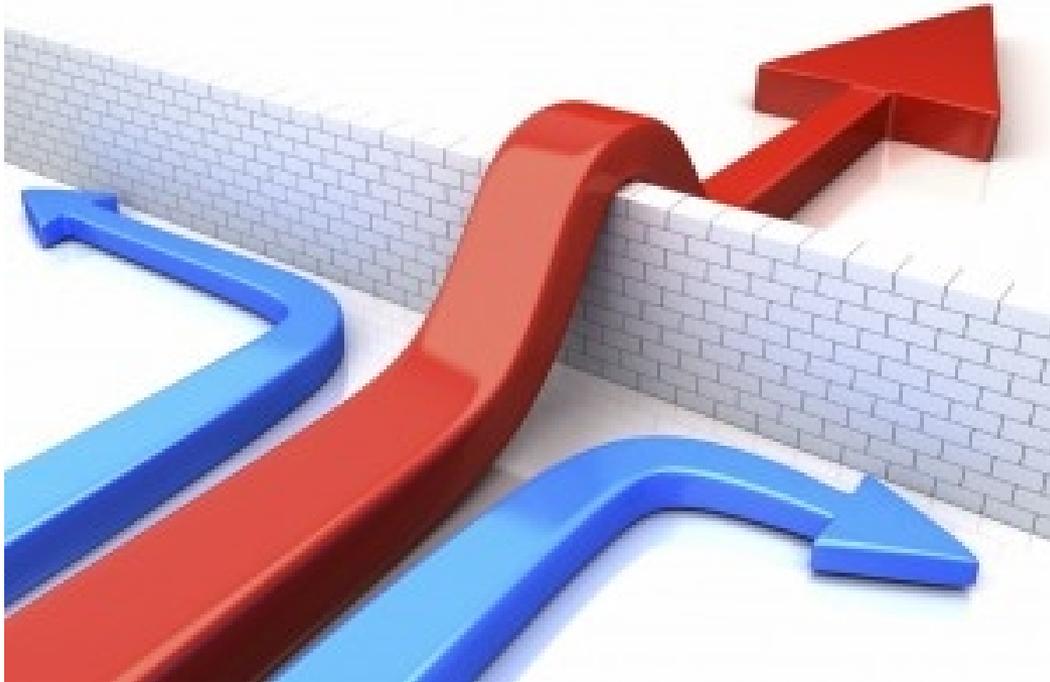
- Emergencies that can affect the plant
- Major unplanned or abnormal events/conditions that involve or affect plant facilities and activities by:
 - Causing or having the potential to cause serious health and safety or environmental impacts.
 - Requiring time-urgent notifications to initiate response activities beyond event-scene.



EO1



Continuity of Operations (COOP)



Ensures the capability to continue essential functions during a continuity event and to efficiently and effectively resume operations following interruption.

Continuity of Operations (COOP)

Three action categorizations under COOP

- Primary Mission Essential Functions (PMEFs)
- Mission Essential Functions (MEFs)
- Essential Support Activities (ESAs)

EO2

Describe Employees' Responsibilities.

Employees' Responsibilities

1. Report hazards/abnormal events to supervision and/or:
 - Pantex=Operations Center (OC) @ (806) 477-5000
2. Be familiar with Protective Actions
3. Take reasonable actions to ensure your own safety
4. Spread the word to others around you

Employees' Responsibilities

5. Lend assistance to others
6. Follow directions provided by emergency response personnel or as communicated via:
 - Public address (PA) announcement
 - Pager
 - Two-way radio
 - Pantex Outdoor Warning Sirens
 - Y-12 Emergency Notification System (ENS)

Employees' Responsibilities

- 7. Take appropriate actions to preserve conditions as long as they *DO NOT* interfere with personal safety.**
- 8.** If you are working outdoors or preparing to do so with a storm approaching, contact the OC/PSS for weather warning confirmation.



Employees' Responsibilities

NOTE: The designated point of contact (POC) for visitors or subcontractors working on the site must coordinate a communication method to notify visitors or subcontractors who are working in remote areas not covered by warning systems.

9. If a drone is observed over Pantex/Y-12 property, notify the OC/PSS immediately with the following information:

- Location
- Identifying marks, if observed (i.e. color, numbers, etc.)
- Direction of travel
- Any observable objects hanging from the drone

EO3

Describe the Notification of an Operational Emergency (OE)/ Continuity Event.



Notification can come in different forms:

- Alarms
- Communicator System
- Computer/Intranet
- Fax Machines
- Instant Messenger
- Pantex Outdoor Warning System
- Paging Systems
- Public Announcement (PA) System
- Telephone
- Two-Way Radio
- Y-12 Emergency Notification System (ENS)

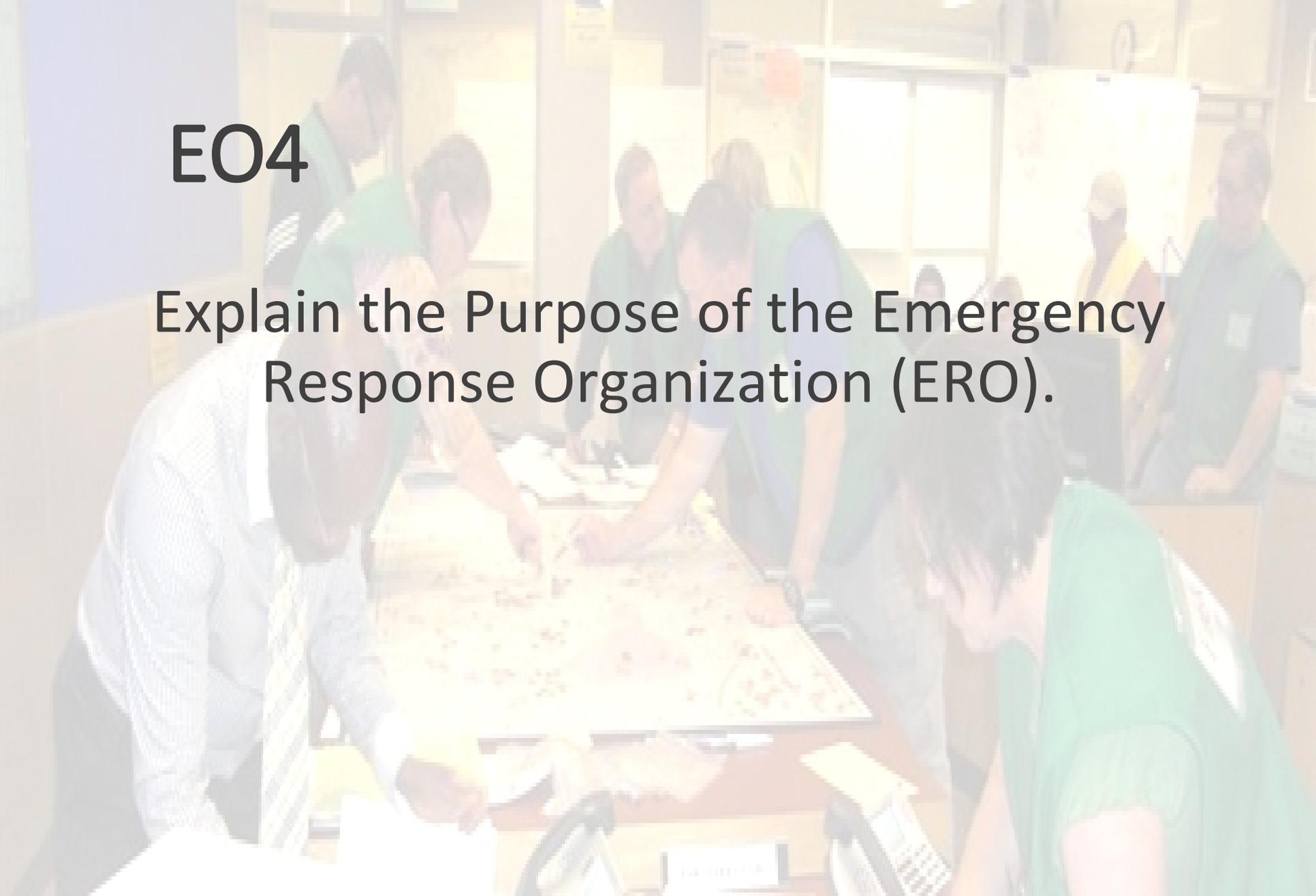
Operations Center (OC)/ Plant Shift Superintendent (PSS)

- Focal point for emergency event response 24/7/365
- Recalls the Emergency Response Organization (ERO)
- Notifies off-site agencies if necessary



EO4

Explain the Purpose of the Emergency Response Organization (ERO).



Emergency Response Organization (ERO)

Team of people responsible for the management, response, mitigation, and recovery from emergency and continuity events.



EO5

Describe Building Warden/
Building Emergency Warden (BEW)
Program.

Building Warden/ Building Emergency Warden (BEW) Program

- *An important component in emergency management planning.*
- Responsible for ensuring that building/facility personnel have properly responded to the announced protective action.

EO6

Define Protective Actions/
Protective Measures.

Protective Actions/Measures

- *Designed to protect the health and safety of workers and the public*
- Employees are required to implement protective actions when notified by:
 - OC/PSS Office
 - Supervisors/Managers
 - Emergency Response Personnel
- Adherence to procedures is expected

Protective Actions/Measures

- Personnel **MUST NOT** leave the shelter area or re-enter a building/facility unless the “**all clear**” has been given or as directed by emergency response personnel.
- Promptly and effectively implemented to minimize emergency-related consequences

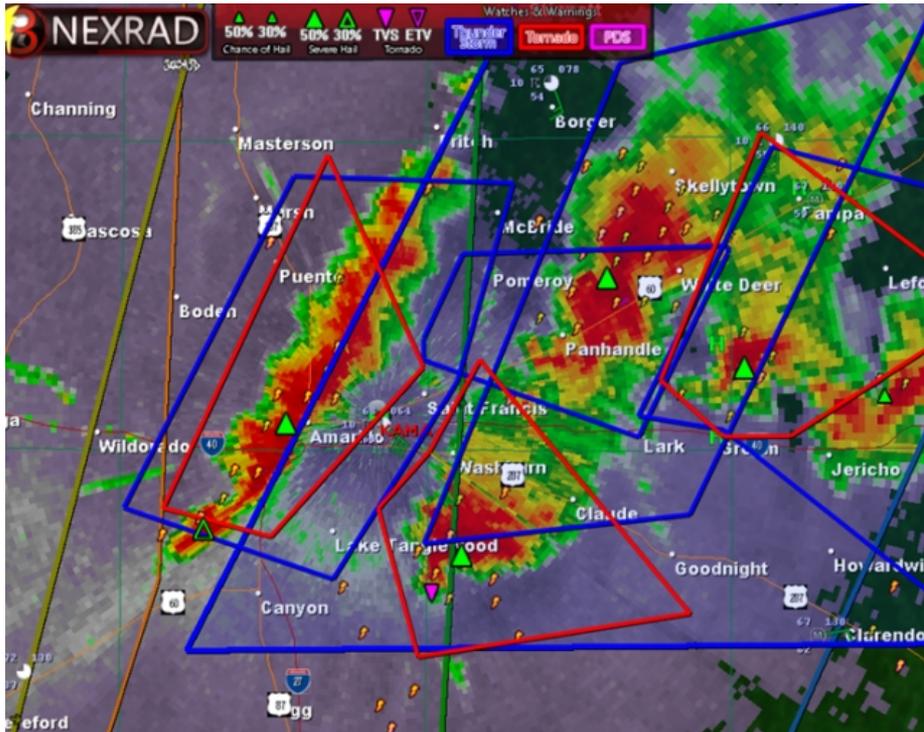
PanTEX Protective Actions

- Avoid the Area
- Shelter for Severe Weather
- Shelter for Hazardous Material Release
- Shelter for Security Event
- Evacuation
 - Personnel Accountability

Avoid the Area

- Keeps personnel away from a potentially hazardous area until emergency responders can evaluate the event.
- Personnel in **affected area** are to:
 - Discontinue activities in progress.
 - Implement appropriate protective actions.
- All other personnel are to:
 - Avoid the area of the potential emergency condition.
 - Remain alert to take additional protective actions that may be announced.

Shelter for Severe Weather



- Protect personnel from the potential impact of a tornado or other weather phenomena.
- Once announced, perform the following actions:
 - If time permits, move to the best available severe weather shelter location immediately.



Shelter for Severe Weather

- If working outdoors or while traveling in a vehicle and a tornado is approaching:
 - Stop work.
 - Seek out the best available shelter in the immediate area of your location.
- The best place to seek shelter is a preferred shelter location.



Shelter for Severe Weather

All Weather Notifications—please see handout.



Shelter for Hazardous Material Release



Goal is to minimize the exposure of the threatened personnel to the dangerous chemical or radiological material(s) by using a structure and its indoor atmosphere to temporarily separate people from a hazardous outdoor atmosphere.



Shelter for Hazardous Material Release

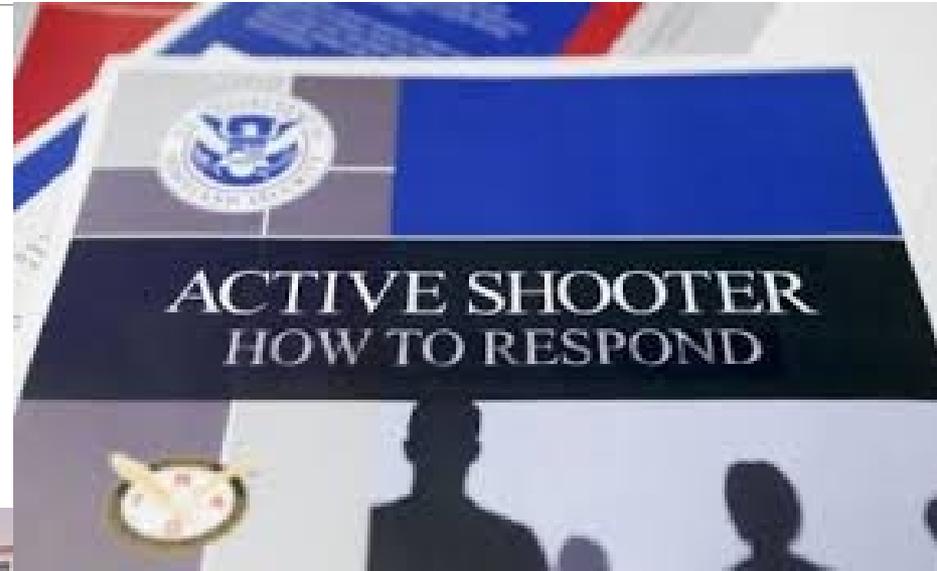
- Stop work and attempt to secure classified materials/systems/repositories.
- Go inside and/or stay inside.
- If possible, turn off air conditioning etc.
- Close as many interior windows and doors as possible.
- Take advanced measures to reduce infiltration.
- Refrain from eating, drinking, smoking, applying cosmetics, using tobacco products, or chewing gum.

Shelter for Hazardous Material Release

- If personnel attempt to enter the building, allow them to come in, but segregate potentially contaminated personnel to avoid potential cross-contamination.
- Maximize your safety by minimizing movement within the site.
- Personnel in vehicles should roll up the windows and close vents that draw in outside air, including heaters and air-conditioners, and proceed to a safe area upwind from the event.
- If caught outside, you can create a make-shift respirator.

Shelter for Security Event

Involves a series of protective measures that protect national security assets and limit the exposure of plant personnel to adverse impacts.



Examples: overdue items, door alarms, or active shooter events.

Shelter for Security Event

- Remain in your current location.
- Implement personnel and/or material accountability if directed by the OC or emergency response personnel.
- Implement Deny Access protective measures, if applicable to your work location.
- Secure access to shelter location, if possible.
- Stay clear of doors and windows.
- Contact the OC at 5000, to report suspicious personnel or activities.

Building Evacuation

- Use safest and fastest route possible
- Go to the muster station
- Follow required accountability
- **Building warden/supervisor/POC** provide information to the OC at ext. 5000 or Fax
- Follow directions/instructions from emergency responders, supervisors or the OC
- Do not re-enter an evacuated building

Zone Evacuation/ Plant Wide Controlled Release

- Follow instructions/directions from emergency response personnel to avoid delays
- May be required to travel to a designated destination/off-site location
 - Using personal or company vehicles, off-site agency buses



Personnel Accountability

- Critical step
- All sites are subject to this basic safety requirement.
- Needs to be completed **within 30 – 45 minutes.**
- Considered satisfied when:
 - Verified that no one remains inside

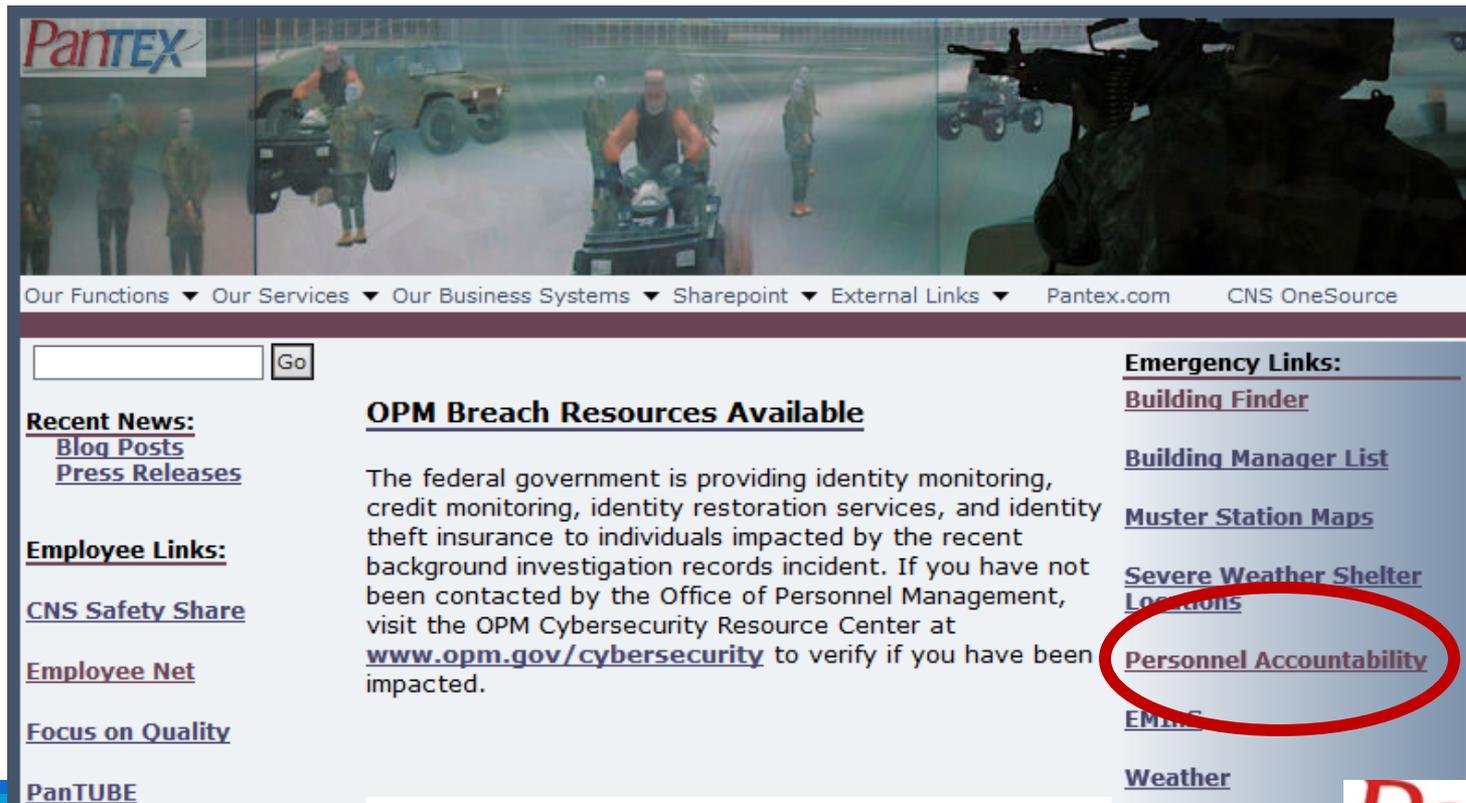
Personnel Accountability

- Once at the muster station:
 - Building warden/supervisor/POC initiates the collection of personnel information.
 - Send info to the OC.



Accountability With A Computer

Personnel Accountability System (PAS)



The screenshot shows the Pantex website interface. At the top left is the Pantex logo. Below it is a navigation menu with items: Our Functions, Our Services, Our Business Systems, Sharepoint, External Links, Pantex.com, and CNS OneSource. A search bar with a 'Go' button is located below the navigation. The main content area is divided into three columns. The left column contains links for Recent News (Blog Posts, Press Releases), Employee Links (CNS Safety Share, Employee Net, Focus on Quality, PanTUBE), and Emergency Links (Building Finder, Building Manager List, Muster Station Maps, Severe Weather Shelter Locations, Personnel Accountability, EMAC, Weather). The middle column features a section titled 'OPM Breach Resources Available' with a paragraph of text and a link to 'www.opm.gov/cybersecurity'. The right column contains the Emergency Links section, with 'Personnel Accountability' circled in red.

Recent News:
[Blog Posts](#)
[Press Releases](#)

Employee Links:
[CNS Safety Share](#)
[Employee Net](#)
[Focus on Quality](#)
[PanTUBE](#)

OPM Breach Resources Available

The federal government is providing identity monitoring, credit monitoring, identity restoration services, and identity theft insurance to individuals impacted by the recent background investigation records incident. If you have not been contacted by the Office of Personnel Management, visit the OPM Cybersecurity Resource Center at www.opm.gov/cybersecurity to verify if you have been impacted.

Emergency Links:
[Building Finder](#)
[Building Manager List](#)
[Muster Station Maps](#)
[Severe Weather Shelter Locations](#)
[Personnel Accountability](#)
[EMAC](#)
[Weather](#)

Personnel Accountability

BADGE NUMBER:

PLEASE ENTER BADGE NUMBER IN THE BOX ABOVE

v2.0.1

Personnel Accountability

38319 - Rios, Jonas

IS THIS THE CORRECT BADGE?

v2.0.1

Accountability Without A Computer

- Contact your immediate **supervisor or appropriate site representative.**
- Reply to a radio roll call (if you are in possession of a radio).
- Contact the OC for accountability only as a last resort.

Protective Actions

- Sheltering in Place
- Take Cover
- Lock Down
- Curfew
- Active Shooter
- Evacuation
- Warning Signals

Sheltering-In-Place

- Primary protective action in response to most hazardous material releases.
 - Go indoors immediately.
 - Close all windows and doors.
 - Turn off all sources of outdoor air i.e. fans, A/C
 - Attempt to minimize outside air infiltration
 - Shut down equipment and processes as necessary
 - Remain indoors
 - Listen for additional information on the ENS/PA

Take Cover & Lock Down

- Take Cover
 - Seek refuge in a strong, sheltered part of building for weather warnings.
 - Notifications via ENS/PA, pagers and radios.
- Lock Down
 - Population control measure designed to be used in a security situation.
 - Notifications via ENS/PA and radios.

Curfew & Active Shooter

- Curfew
 - Population control which restricts the site population in the announced designated areas to remain within their building or to enter the nearest building
 - Notifications via ENS/PA and radios
- Active Shooter
 - There is a hostile threat in the building or area specified by the PSS.

Active Shooter Cont.

- Take the following actions:
 - Evacuate if safe escape path exists
 - Leave personal belongings behind
 - Keep hands visible
 - Prevent individuals from entering an area where an Active Shooter may be
 - Follow instructions of Security or Police Officers
 - Call 911 (landline) or PSS (865) 574-7172 (cell phone) provide as much info as possible

Active Shooter Cont.

- Hide out if evacuation is not possible
- Hide in an area out of the shooter's view
- Lock and barricade the door
- Close blinds
- Turn off radio, computers, etc.
- Silence your cell phone and/or pager
- Hide behind large items (i.e. cabinets, desks)
- Remain quiet

Take action **ONLY** as a last resort

Evacuation



- To Onsite Location
 - Certain emergency conditions (i.e. fire, security threat, CASS, etc.) may require onsite personnel to be relocated
 - Direction provided by the PSS over the ENS/PA
 - Assembly stations are the gathering points
- To Offsite Location
 - Direction provided by the PSS over the ENS/PA
 - Generally by individually owned vehicles
 - Reassembly stations will be determined on site conditions

Warning Signals

- Two emergency alarm signals
 - Criticality Accident Alarm System (CAAS)—clarion horn sound
 - Standard Alerting Tone—a high/low sound
- Call (865) 576-3587 to hear the alarms.



Criticality Accident Alarm System (CAAS)

- Sounds if there is a criticality accident onsite
- In some areas where the installed CAAS is deficient, Personal Radiation Detection Instruments (PRDI) may be used
- Is installed only in buildings with the potential for criticality incidents
- May be supplemented with visible alarms such as magenta/blue strobe lights

Criticality Accident Alarm System (CAAS)

- **Entering a CAAS Location (Non-resident)**
 - Badge in– OR – Sign in
 - Receive approval from Shift Manager
 - Badge out – OR – Sign out
- **Personnel must stop and read signs before entering the buildings.**

Criticality Accident Alarm System (CAAS) Evacuation

- **EVACUATE IMMEDIATELY!**
- Proceed to the nearest assembly station.
- Remain away and DO NOT enter the immediate evacuation zone (200 ft.) unless directed by authorized personnel.
- Follow all postings in the area and instructions of authorized personnel
- Wait until an announcement is made on the ENS/PA

Standard Alerting Tone

- An important announcement concerning emergency response or actions is about to be made
- You must do the following:
 - Stop working.
 - Listen carefully.
 - Follow instructions given over the ENS/PA
 - **In all cases, SAFETY COMES FIRST.**

E07

Identify Actions for a Bomb Threat.



Bomb Threat via Telephone...

- Be calm and courteous.
- Listen.
- Do not interrupt the caller.
- Extract basic information from caller and record info.



Written Threat

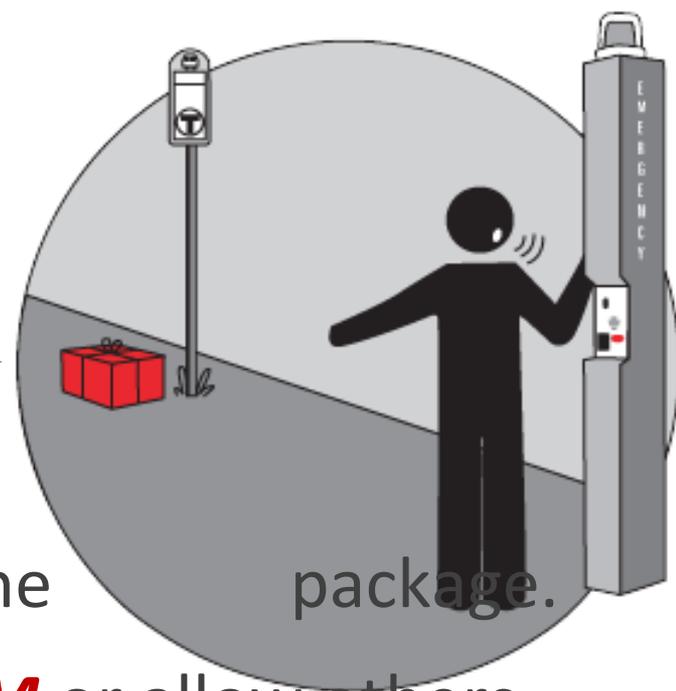
- Avoid further unnecessary handling.
- Save all materials (envelope, packaging, etc.).
- **Preserve evidence as effectively as possible to protect things like fingerprints, handwriting, postal marks, and paper.**
- Record method by which threat was received.
- Call the OC/PSS to report the threat.
- Provide all requested information to the OC/PSS.
- Follow instructions given by the OC/PSS or Security.

EO8

**Identify Actions
for
Suspicious Package.**

Suspicious Package

- Personnel discovering the package should ask other personnel in the immediate area if they can identify the package.
- **DO NOT MOVE or DISTURB THE ITEM** or allow others to do so unless they can identify the package.
- If the package is identified, the owner/identifier should stow it away and/or label it appropriately.



Suspicious Package

- If unidentified in immediate area:
 - Secure the area
 - Notify the Building Manager/Facility Representative
 - Notify all personnel in the building/area and ask them to attempt to identify the package
- If package remains unidentified:
 - Leave package undisturbed
 - Notify OC @ 5000 or the PSS @ (865) 574-7172



Suspicious Package

- If package is still not identified:
 - Stop work
 - Secure classified
 - Evacuate
 - Follow instructions from the OC/PSS
 - Leave doors, drawers and cabinets open



- Do not return to work area until “**All Clear**” has been given by the OC/PSS or emergency responders

E09

**Identify Post Emergency Self-Help
Actions.**



Priorities



- Use your judgment and take reasonable actions for your own safety.
- Warn others and communicate available information to others (consider this a duty).
- Remain calm and help others to avoid panic.



Priorities

- Help others to stay safe or render aid to others including aiding the injured as appropriate to your level of training.
- Find shelter and keep yourself away from hazardous conditions.
- Consider multiple routes to receive emergency-related information (PA, telephone, pager, two-way radio, etc.).



Important

After accountability procedures have been accomplished, and Shelter Conditions have been lifted by the Plant Shift Superintendent, **personnel with minor injuries who are capable should report to the onsite medical facility to determine their medical needs. Those who are not capable of reporting to the medical facility should call for emergency services.** Triage and transportation of injured personnel on-scene will be administered by Pantex Fire Department responders, as per PX-OE-019.

Review

- EO1 Identify the Purpose of the Emergency Management Program.
- EO2 Describe Employees' Responsibilities.
- EO3 Describe the Notification of an Operational Emergency/Continuity Event Process.
- EO4 Explain the Purpose of the Emergency Response Organization (ERO).

Review

- E05 Describe Building Warden/Building Emergency Warden (BEW) Program.
- E06 Define Protective Actions/Protective Measures.
- E07 Identify Actions for a Bomb Threat.
- E08 Identify Actions for a Suspicious Package.
- E09 Identify Post Emergency Self-Help Actions.