



EM HQ Notification and Oversight Guide

October 2011

1. For any event listed below the Facility Representative (FR) shall be responsible for notifying the Assistant Manager for Environmental Management (AMEM), the Facility Operations Division (FOD) and the Federal Project Director (FPD) as soon as possible after being made aware of the event.
 - a. There are three types of notifications; IMMEDIATE (30 minutes), PROMPT (two hours), and ROUTINE (24 hours). Contact only one of the people listed below, within the timeframe dictated by the significance of the event, and then follow up with an email. ROUTINE notifications only require emails. These EM/Headquarters (HQ) notifications do not replace any required notifications (including Occurrence Reporting and Processing System (ORPS), Computerized Accident/Incident Reporting System (CAIRS), or the DOE HQ Watch Office).
 - b. For activation of an Emergency Operations Center (EOC) at ALERT level or Higher (see immediate notification requirements below) the EM Operations Advisor in the Oak Ridge Operations Center (OROC) makes the notification in lieu of the process outlined in these desktop guide instructions.
2. During internal notifications HQ reportability should be discussed.
3. If deemed reportable, the FOD will make the notification.
4. In the Event the team lead is not available, contact the senior FR and make the notification.

<p>Updated EM HQ Notification and Oversight Procedure - Oct. 27, 2011</p> <ul style="list-style-type: none"> • EM HQ Notification procedures pertain to all EM work, including that conducted under the American Recovery and Reinvestment Act. • Notification to HQ program management or staff does <u>not</u> supersede the additional notification required by this procedure. • These EM/HQ notifications do not replace any required notifications (ORPS, CAIRS, or the DOE HQ Watch Office). • Call if ANY chance of EM/HQ Senior management interest, or for any incident you believe may invoke public inquiry or result in “for cause” reviews by oversight organizations. <table border="1"> <thead> <tr> <th>No.</th> <th>Contact</th> <th>Office Number</th> <th>Cell Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Bob Goldsmith</td> <td>(301) 903-4954</td> <td>(240) 751-2647</td> </tr> <tr> <td>2</td> <td>Ed Westbrook</td> <td>(303) 236-3673</td> <td>(202) 494-6808</td> </tr> <tr> <td>3</td> <td>James Hutton</td> <td>(202) 586-0975</td> <td>(301) 830-3288</td> </tr> <tr> <td>4</td> <td>Matthew Moury</td> <td>(202) 586-1285</td> <td>(301) 861-7719</td> </tr> <tr> <td>5</td> <td>Steve O’Connor (Transportation)</td> <td>(301) 903-7854</td> <td>(240) 477-9217</td> </tr> </tbody> </table>	No.	Contact	Office Number	Cell Number	1	Bob Goldsmith	(301) 903-4954	(240) 751-2647	2	Ed Westbrook	(303) 236-3673	(202) 494-6808	3	James Hutton	(202) 586-0975	(301) 830-3288	4	Matthew Moury	(202) 586-1285	(301) 861-7719	5	Steve O’Connor (Transportation)	(301) 903-7854	(240) 477-9217	<p>IMMEDIATE (30 minutes)</p> <ul style="list-style-type: none"> • Fatality, either work-related or not (follow up with email to POCs) • Activation of an Emergency Operations Center at ALERT level or higher (follow up with email to POCs) • Security incident comprising actions, inactions, or events that pose the most serious threats to national security interests and/or critical DOE assets, create serious security situations, or could result in deaths in the workforce or general public (follow-up with explanatory email to POCs listed). • Offsite transportation incident or accident that result in, or has the potential to result in, harm to the environment or the public (follow up with email to the POCs, and Steve O’Connor).
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<p>PROMPT (2 hours)</p> <ul style="list-style-type: none"> • Situation that you believe warrants prompt EM/HQ notification. • Serious injury or illness requiring emergency offsite medical treatment (including heat stress, stroke, or heart attack). • Fire having the potential to affect EM operations or facilities. • Loss of control or any compromise of classified material, nuclear material, or personal identification information. • Categorization of any Significance Category 1 ORPS event. • Work stand-down initiated by site or HQ management. <p><u>Note: Follow-up email shall include:</u></p> <ul style="list-style-type: none"> • The reason for the stand-down; • Immediate actions to safely secure the facility; • The expected duration of the stand-down; and • The number of contractor employees who may be affected, and if they are being paid during the stand-down. 	<p>ROUTINE (email notification within 24 hrs.)</p> <ul style="list-style-type: none"> • Near miss. • Violation of hazardous energy controls. • Exposure to ionizing radiation above occupational limits. • Incident which might result in a confirmed radiological skin or internal contamination of a worker. • Release to the environment above legal limits. • Violation or non-compliance with a TSR, JCO compensatory measure, or Criticality Safety Evaluation control. <p style="text-align: right;"><small>CRCC1248</small></p>																								