

U.S. Department of Energy

Washington, D.C.

ORDER

DOE 5500.2B

4-30-91

SUBJECT: EMERGENCY CATEGORIES, CLASSES, AND NOTIFICATION
AND REPORTING REQUIREMENTS

1. PURPOSE. To establish Department of Energy (DOE) emergency categories, classes, and notification and reporting requirements to facilitate the communication and reporting of emergency events.
2. CANCELLATION. DOE 5500.2A, EMERGENCY NOTIFICATION, REPORTING, AND RESPONSE LEVELS, of 4-13-88.
3. SCOPE. The provisions of this Order apply to all DOE Elements and contractors performing work for DOE as provided for by law and/or contract and as implemented by the appropriate contracting officer.
4. EXCLUSIONS.
 - a. All DOE facilities subject to Nuclear Regulatory Commission (NRC) license requirements are specifically exempted from the requirements of this Order.
 - b. The Power Marketing Administrations are exempt from the reporting requirements of this Order for major electric power outages, disturbances, fuel shortages, or sabotage. These events are subject to the emergency power system reporting requirements as specified by 10 CFR 205, Parts 350 through 354, Report of Major Electric Utility System Emergencies. The Power Marketing Administrations are temporarily excluded from the other provisions of this directive provided that, within one calendar year of the effective date of this Order, the Power Marketing Administrations shall develop, in coordination with the Director of Emergency Operations (DEO), emergency management directives appropriate to their specific regional power missions, compatible with DOE's EMS and supplementary DOE EMS directives.
 - c. If a DOE Element or contractor can demonstrate that it is subject to emergency management program requirements under the authority of other Federal regulatory agencies that are at least as stringent as the requirements of this Order, then an exemption may be requested. Requests for exemptions from the requirements of this Order shall document the basis for each exemption and shall establish and justify alternatives equivalent to, or exceeding, this Order. Requests for exemptions shall be submitted for approval by the Under Secretary, with the concurrence of: the cognizant Program Senior Official (PSO); the Director of Emergency Operations (DEO); and, if applicable, the Assistant Secretary for Environment, Safety, and Health (EH-1). The Under Secretary shall resolve any differences among the PSO, DEO, and, if applicable, EH-1.

DISTRIBUTION:
All Departmental Elements

INITIATED BY:
Director of Emergency Operations

5. BACKGROUND.

- a. This Order revises the criteria used to determine classes of emergencies and standardizes terminology for both Operational and Energy emergencies. The emergency classes established by this Order parallel those established by the NRC for radiological releases from commercial nuclear power plants except that the "Unusual Event" class has been eliminated. Events and conditions previously defined as "Unusual Events" do not represent the most serious occurrences and do not require an increased alert status. These events and conditions are now covered by the categories of "Unusual Occurrence" and "Off-Normal Occurrence" established by DOE 5000.3A and are subject to the notification and reporting requirements contained therein. Additional notifications of "Unusual Occurrences" and "Off-Normal Occurrences" to offsite authorities can be negotiated separately to provide information which would have been previously provided to these entities for "Unusual Events."
- b. The emergency classes established by this Order have also been expanded to include a reference standard for non-radiological releases as well as radiological releases. The Environmental Protection Agency (EPA) has promulgated Protective Action Guides (PAGs) to which the exposure level resulting from releases of radiological material are compared to determine the appropriate emergency class. Because EPA has not promulgated exposure levels for releases of non-radiological material, this Order uses the Emergency Response Planning Guidelines (ERPGs) developed and approved by the American Industrial Hygiene Association in determining the appropriate emergency class for releases of non-radiological material. Generally comparable exposure levels (i.e., no irreversible health effects) should be considered for both radiological and non-radiological hazards. Further guidance on use of ERPGs is being developed to assist in the implementation of this Order.
- c. This Order is intended to complement and supplement DOE 5000.3A regarding emergency notification and reporting. It incorporates appropriate terminology from DOE 5000.3A regarding the occurrence categorization, notification, and reporting process.
- d. This Order is complemented by DOE 5500.8 and 5500.9, which discuss responses to Energy and Continuity of Government (COG) Emergencies, respectively.
- e. This Order uses a broad definition of the term "facility" that encompasses operations and activities.

6. REFERENCES.

- a. DOE 5500.1B, EMERGENCY MANAGEMENT SYSTEM, of 4-30-91, which establishes the DOE Emergency Management System.
- b. For all other references, see Attachment 1 to DOE 5500.1B.

7. DEFINITIONS.

- a. Facility. Any equipment, structure, system, process, or activity that fulfills a specific purpose. Examples include accelerators, storage areas, fusion research devices, nuclear reactors, production or processing plants, coal conversion plants, magnetohydrodynamics experiments, windmills, radioactive waste disposal systems and burial grounds, testing laboratories, research laboratories, transportation activities, and accommodations for analytical examinations of irradiated and unirradiated components.
- b. For all other definitions, see Attachment 2 to DOE 5500.1B.
- c. Acronyms, see Attachment 4 to DOE 5500.1B.

8. POLICY. It is DOE policy to promptly and accurately categorize all occurrences as part of the comprehensive reporting system outlined in DOE 5000.3A, determine the appropriate category and class of events categorized as emergencies, and make appropriate notifications and reports. Emergencies are continually monitored for the purpose of reclassification as they evolve towards increased or decreased severity.

9. CONCEPT OF OPERATIONS.

- a. The manager of the facility, whether a DOE or DOE contractor employee, is required to promptly notify state, tribal, local, DOE, and other Federal agencies of events categorized as emergencies. Heads of Field Elements shall oversee the contractor's or responsible DOE element's notification process. Heads of Field Elements shall make notifications of applicable DOE emergency events for situations not covered by a contractor's or other DOE element's notification process.
- b. Emergencies which involve or affect DOE are grouped into three broad categories defined as: Operational, Energy, and Continuity of Government (COG). These three broad categories of emergencies are further divided into classes by degree of severity, depending on the actual or potential consequence of the emergency situation.
- c. The DOE Headquarters (HQ) Emergency Operations Center (EOC) serves as the focal point for all emergency notifications and reports. The HQ EOC receives, coordinates, and disseminates emergency information to HQ Elements and Program Office emergency points of contact, Congressional offices, the White House Situation Room, and other Federal agencies.

- d. In addition to the notification requirements established in this Order, follow-up notification and communications between Field Elements and HQ Program Offices may be necessary to meet the reporting requirements of other Orders, particularly DOE 5000.3A. Additionally, this Order does not relieve any DOE facility from notification and reporting requirements legally mandated by, or negotiated with, other Federal, state, tribal, or local agencies. Specifically, the reporting requirements pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), and the Emergency Planning and Community Right-to-Know Act (EPCRA) must be followed.

10. RESPONSIBILITIES AND AUTHORITIES. These responsibilities and authorities are supplemental to those in DOE 5500.1B, although some authorities and responsibilities are repeated for emphasis within the context of this Order.

a. The Director of Emergency Operations (DEO) shall:

- (1) Manage and operate the HQ emergency operations facilities and attendant management support capabilities on a 24-hour basis, including the following:
 - (a) Develop plans and procedures for operation of HQ emergency operations facilities;
 - (b) Supervise the operation of HQ emergency operations facilities and personnel;
 - (c) Ensure that notifications received in the HQ EOC are properly authenticated and disseminated;
 - (d) Maintain listings of established points of contact for emergency notifications within HQ, Field Elements, and other Federal agencies; and
 - (e) In coordination with the Office of Administration and Human Resource Management, develop appropriate requirements for communications and information processing systems to facilitate the mission of the HQ EOC.
- (2) Coordinate with the PSOs to determine the requirements for and provide communications assets, management support resources (e.g., data bases, reference materials, analytical systems), and conference and office space for crisis monitoring and emergency response management to facilitate the coordination of the DOE response during emergencies; and
- (3) Review, coordinate, and maintain emergency notification procedures and current listings of emergency points of contact provided by Secretarial Officers and Heads of Field Elements. This includes established points of contact for secure and non-secure emergency

communications with PSOs, Field Elements, contract sites, other Federal agencies, state, tribal, and local government offices, and selected U.S. diplomatic missions.

- b. Program Senior Officials (PSOs) shall ensure that mechanisms are in place within their program office to receive and respond to notifications of actual or potential emergency conditions at facilities under their programmatic purview. In particular, PSOs shall:

- (1) Review and approve all:
 - (a) Emergency plans and procedures developed for DOE- or contractor-operated facilities under their purview after they have been approved by the Head of the Field Element;
 - (b) Field Element emergency plans and procedures developed for Government operated facilities under their purview after they have been approved by the Head of the Field Element; and
 - (c) Emergency plans and procedures developed by Heads of Field Elements under their program cognizance.
- (2) Coordinate the review and approval of all facility and Field Element emergency plans and procedures with the DEO to ensure consistency across DOE;
- (3) Establish and maintain specific points of contact on a 24-hour basis for initial receipt and further dissemination of emergency notifications. Routinely, provide to the DEO and maintain a current listing of the names of those Program Office personnel responsible for this function; and
- (4) Ensure that operational equipment is in place to support receipt and dissemination of emergency notifications.

- c. Heads of Field Elements shall:

- (1) Upon determination of the need for an EOC, establish and maintain an EOC for emergency events. DOE EOCs shall be equipped with communication, photo/video, and automated data processing support in accordance with standards specified by the DEO;
- (2) Develop appropriate plans and procedures for timely and accurate determination of the emergency class, notification and reporting of emergency events, and oversight of contractor notifications to HQ, state, tribal, local, and regional Federal authorities. Plans and procedures shall be approved by the cognizant PSO, in consultation with the DEO to ensure that appropriate and coordinated DOE notifications and reports to Congressional offices, other Federal agencies, and the media are effectively addressed;

- (3) Ensure that effective communications and coordination are maintained with the HQ EOC regarding emergencies involving or affecting facilities or materials under DOE jurisdiction or requiring DOE assistance;
- (4) Establish criteria for the pre-authorization of DOE and contractor emergency management personnel to disseminate notifications and emergency information; and
- (5) Ensure that the Manager/Administrator of each DOE- or contractor-operated facility, as the first or operating level of the line management structure, shall:
 - (a) Upon determination of the need for an EOC, establishes and maintains an EOC for emergency events. The contractor EOC shall be equipped with communication, photo/video, and automated data processing support in accordance with standards specified by the DEO;
 - (b) Develops appropriate plans and procedures for timely and accurate determination of the emergency class, notification, and reporting of emergency events. Plans and procedures shall be approved by the cognizant Field Element and forwarded to the cognizant PSO for final approval, in consultation with the DEO, to ensure that appropriate and coordinated DOE notifications and reports to Congressional offices, other Federal agencies, and the media are effectively addressed;
 - (c) Maintains effective communications and coordination with the HQ and Field Element EOCs, as well as with appropriate state, tribal, and local EOCs, regarding emergencies involving or affecting facilities or materials under DOE jurisdiction or requiring DOE assistance; and
 - (d) Directs and takes appropriate emergency response actions within the site boundary under its control and at the scene of the emergency.

11. CATEGORIES AND CLASSES OF EMERGENCY EVENTS. Emergencies which involve or affect DOE are grouped into three broad categories defined as Operational, Energy, and COG. These emergency events may result from operations of facilities, accidents, hostile attack, or catastrophic earthquakes or other natural phenomena. These three categories of emergencies are further divided into classes by degree of severity depending on the actual or potential consequence of the emergency situation. Emergency classes for each category of DOE emergency are defined as follows:

a. Operational Emergencies.

- (1) Operational Emergencies are significant accidents, incidents, events, or natural phenomena which have, or can potentially, seriously degrade

the safety or security of DOE facilities. Operational Emergencies apply to DOE reactors and other DOE facilities (nuclear and non-nuclear) involved with hazardous materials; DOE-controlled nuclear weapons, components, or test devices; DOE safeguards and security events; and transportation accidents involving hazardous material under DOE control.

- (2) The three classes of Operational Emergencies are defined as follows, listed in order of increasing severity: Alert, Site Area Emergency, and General Emergency. Differentiation of these classes by severity is for the purpose of specifying appropriate emergency actions, including required response activities and notifications, commensurate with the degree of hazard presented by the event. Less severe events are reported through the "Unusual Occurrence" and "Off-Normal Occurrence" process described in DOE 5000.3A.

- (a) Alert. Declaration of an Operational Alert requires the availability of personnel and resources to:

- 1 Provide continuous assessment of pertinent information for DOE decision makers, offsite authorities, the public, and other appropriate entities;
 - 2 Conduct appropriate assessments, investigations, or preliminary or confirmatory sampling and monitoring;
 - 3 Mitigate the severity of the occurrence or its consequences; and
 - 4 Prepare for other response actions should the situation become more serious, requiring emergency response organizations to mobilize or activate resources.
- a Reactors. An Alert shall be declared when events are in progress or have occurred which involve an actual or potential substantial degradation of the level of safety of the reactor. Any release of radioactive materials to the environment is expected to be limited to small fractions of the PAG exposure levels.
- b Non-reactor Facilities. An Alert shall be declared when events are in progress or have occurred which involve an actual or potential substantial degradation of the level of safety of the facility. Any release of hazardous materials (radiological or non-radiological) is expected to be limited to small fractions of the appropriate PAG or ERPG exposure levels.
- c Nuclear Weapons, Components, or Test Devices. An Alert shall be declared when events are in progress or have occurred which involve an actual or potential substantial

degradation of the level of safety of the weapon, component, or test device. The degradation would not involve an immediate threat to the facility nor to the general public.

- d Safeguards and Security. An Alert shall be declared when events are in progress, have occurred, or are anticipated which could involve an actual or potential substantial degradation in the level of protection of the facility or the loss or possible loss of Special Nuclear Material (SNM). Pre-emergency conditions which warrant increased safeguards and security measures shall be reported in accordance with DOE 5000.3A, Attachment 2, Group 5, procedures for non-emergency occurrences.
 - e Transportation. An Alert shall be declared when events are in progress or have occurred which involve an actual or potential substantial degradation of the safety of the shipment. Any release of hazardous materials (radiological or non-radiological) is expected to be limited to small fractions of the appropriate PAG or ERPG exposure levels.
 - (b) Site Area Emergency. Declaration of an Operational Site Area Emergency requires initiation of predetermined protective actions for onsite personnel and the notification and assembly of emergency response personnel and equipment to activate response centers to provide:
 - 1 Continuous assessment of pertinent information for DOE decision makers, offsite authorities, and other appropriate entities;
 - 2 Establish communications, consultation, and liaison with offsite authorities;
 - 3 Provide information to the public through offsite authorities and the media;
 - 4 Conduct or assist in any evacuations and sheltering;
 - 5 Conduct appropriate assessments, investigations, or sampling and monitoring;
 - 6 Mitigate the severity of the actual or potential consequences; and
 - 7 Mobilize appropriate emergency response groups or security forces for immediate dispatch should the situation become more serious.
 - a Reactors. A Site Area Emergency shall be declared when events are in progress or have occurred which involve actual

or potential major failures of plant functions necessary for protection of workers and the public. Any release of radioactive materials is expected to exceed PAG exposure levels onsite but is not expected to exceed PAGs offsite.

- b Non-reactor Facilities. A Site Area Emergency shall be declared when events are in progress or have occurred which involve actual or likely major failures of facility functions needed for protection of workers and the public. Any release of hazardous materials (radiological or non-radiological) is expected to exceed appropriate PAG or ERPG exposure levels onsite but is not expected to exceed the appropriate PAGs or ERPGs offsite.
 - c Nuclear Weapons, Components, or Test Devices. A Site Area Emergency shall be declared when events are in progress or have occurred which involve actual or potential safety or security system failures that threaten the integrity of the unit and may adversely impact the safety and health of the workers in the immediate area, but not personnel in a general public area.
 - d Safeguards and Security. A Site Area Emergency shall be declared when events are in progress or have occurred which involve actual malevolent acts resulting in major failures of protective systems.
 - e Transportation. A Site Area Emergency shall be declared when events are in progress or have occurred which involve an actual or potential major reduction in the safety of the shipment. Any release of hazardous materials (radiological or non-radiological) is expected to exceed appropriate PAG or ERPG exposure levels in the immediate vicinity of the accident or incident but is not expected to exceed the appropriate PAGs or ERPGs in a general public area.
- (c) General Emergency. Declaration of an Operational General Emergency requires the notification, mobilization, and dispatch of all appropriate emergency response personnel and equipment including appropriate DOE national response assets to:
 - 1 Activate the response centers and other emergency assets to provide continuous assessment of information;
 - 2 Establish communications, consultation, and liaison with offsite authorities and recommend predetermined protective actions for the public;
 - 3 Provide information to the public through offsite authorities and the media;

- 4 Conduct or assist evacuations and sheltering;
 - 5 Conduct appropriate assessments, investigations, or sampling and monitoring;
 - 6 Mitigate the severity of the actual or potential consequences; and
 - 7 Mobilize and dispatch appropriate emergency response groups or security forces.
- a Reactors. A General Emergency shall be declared when events are in progress or have occurred which involve actual or imminent catastrophic core degradation or melting with potential for loss of containment or confinement integrity (e.g., release of large quantities of fission products to the environs) and/or release of radioactive material that can reasonably be expected to exceed PAG exposure levels offsite.
 - b Non-reactor Facilities. A General Emergency shall be declared when events are in progress or have occurred which involve actual or imminent catastrophic reduction of facility safety systems with potential for loss of containment or confinement integrity, (e.g., release of large quantities of hazardous materials to the environs) and/or release of hazardous materials (radiological or non-radiological) that can reasonably be expected to exceed appropriate PAG or ERPG exposure levels offsite.
 - c Nuclear Weapons, Components, and Test Devices. A General Emergency shall be declared when events are in progress or have occurred which involve actual or likely catastrophic failures in safety or security systems threatening the integrity of the weapon, components, or test device or placing the general public at risk to releases of radiological materials that can reasonably be expected to exceed PAG exposure levels. (This class of emergency is also applicable to DOE in the event of an accident or incident involving a DOD nuclear weapon or component, categorized by DOD as a "Broken Arrow." Events categorized by DOD as a "Bent Spear" are typically similar to events categorized by DOE as an "Alert." Events categorized by DOD as a "Dull Sword" are categorized and handled by DOE according to the procedures established by DOE 5000.3A for an "Unusual Occurrence.")
 - d Safeguards and Security. A General Emergency shall be declared when events are in progress or have occurred which involve malevolent action resulting in catastrophic

degradation of protection systems that could lead to substantial offsite impacts.

- e Transportation. A General Emergency shall be declared when events have occurred which involve an actual or imminent catastrophic reduction in the safety of the shipment. Any release of hazardous materials (radiological or non-radiological) is expected to exceed appropriate PAG or ERPG exposure levels in a general public area. If the event has occurred on a DOE site, the release is expected to exceed appropriate PAG or ERPG exposure levels offsite.
- b. Energy Emergencies. Energy Emergencies result from conditions which adversely impact electric energy, crude or distillate oil, natural gas, propane or liquid natural gas, or coal or solid fuel supply and/or the distribution of supplies of energy. Departmental response to Energy Emergencies shall be coordinated by the Assistant Secretary for International Affairs and Energy Emergencies (IE-1), supported by the DEO and other DOE resources and assets as requested by IE-1. The three Energy Emergency categories are:
 - (1) Alert.
 - (a) An Energy Alert shall be declared when an event that has occurred or is in progress is noteworthy, but the potential impacts are not expected to be serious, and the impact on long-term supply is anticipated to be negligible. Examples of such events are: a Class 3 or higher hurricane within 100 miles of the United States or a U.S. territory, an earthquake in the United States or a U.S. territory measured at 5.1 to 6.0 on the Richter scale, other natural disasters with major impacts on the energy supply system, implementation of voltage reductions on the bulk electrical energy supply system to reduce peak system load, initiation of an oil embargo or other major economic action affecting the energy supply to the United States, or oil/gas pipeline leak or explosion in the United States with loss of life.
 - (b) Declaration of an Energy Emergency Alert requires the availability of appropriate DOE Energy Emergency personnel and resources to provide continuous assessment of pertinent information for DOE decision makers; conduct appropriate assessments, investigations, or monitoring to confirm recovery without DOE intervention to mitigate the severity of the occurrence or its consequences; and/or provide other response actions should the situation become more serious.
 - (2) Site Area Emergency.
 - (a) An Energy Site Area Emergency shall be declared when an event which poses a substantial impact on supply has occurred. Examples of such events are: a major power plant, refinery, or

pipeline explosion; a major electric energy supply outage with impacts in one or two states; a Class 3 or higher hurricane affecting/ impacting the United States or a U.S. territory; or an earthquake impacting the United States or a U.S. territory measuring 6.1 to 7.0 on the Richter scale.

- (b) Declaration of an Energy Site Area Emergency requires the notification and assembly of appropriate members of the Energy Emergency Management Team (EEMT) in the HQ EOC to provide the Secretary with a timely assessment of the dimensions of the Energy Emergency (Situation Analysis Report); provide continuous assessment of pertinent information for DOE decision makers and other appropriate entities; establish communications, consultation, and liaison with appropriate energy industry entities; provide information to the public through the media; and notify appropriate energy emergency response assets and resources to prepare for action if the situation becomes more serious.

(3) General Emergency.

- (a) An Energy General Emergency shall be declared when an event that has major energy supply impacts has occurred. Examples of such events are: major electric energy system outage affecting consumers in more than two states or an earthquake affecting the United States or a U.S. territory that measures over 7.1 on the Richter scale.
- (b) Declaration of an Energy General Emergency requires the immediate activation of the entire EEMT in the HQ EOC to provide the Secretary with a Situation Analysis Report and a timely Response Options Paper containing alternative Federal response actions with likely impacts and constraints for mitigating the severity of an occurrence and its actual or potential consequences; provide continuous assessment of information for DOE and other Federal decision makers; establish communications, consultation, and liaison with the impacted energy industries; provide information to the public through the media; and/or activate appropriate energy emergency response assets and resources.

c. Continuity of Government (COG) Emergencies.

- (1) General. The Federal Government COG program is an integrated program to ensure that the national leadership will survive and that the essential functions of the Government will be effectively executed during any threat to national security. The Federal Emergency Management Agency (FEMA) coordinates COG planning for the entire domestic Federal Government. Due to the critical nature of the nation's energy supply infrastructure and other critical DOE functions, the DOE COG program is of special importance for providing for essential defense and civilian needs.

- (2) Notification. As a situation worsens, FEMA recommends that other Federal entities institute their own COG plans. Notification of a COG Emergency could originate from the White House Military Office, the National Command Authority (NCA), or other Federal authorities, through FEMA, to other Federal departments and agencies. In addition, the DOE responsibility in the nuclear weapons area will result in the NCA, through the Nuclear Weapons Council, providing specific instructions regarding DOE nuclear weapons activities. The HQ EOC is the initially designated center for receiving COG Emergency notifications. Subsequent notifications will generally originate from the HQ EOC to the field. FEMA Regional Offices may receive and disseminate COG information directly to field elements.
 - (3) Classes. There are three notification, planning, and response classes within the COG program. They are crisis monitoring, emergency response, and recovery and reconstitution.
 - (a) Crisis Monitoring. During an emergency, all of the Executive Branch departments and agencies are expected to operate in an emergency mode. Each department and agency is expected to provide a Headquarters crisis management team having the emergency operating capability to monitor, respond to, and manage the emergency on a 24-hour basis. The HQ EOC is the designated center to be used during crisis monitoring.
 - (b) Emergency Response. When the President determines that the Executive Branch crisis management organizations in the Washington, D.C., metropolitan area are vulnerable or unable to manage the emergency, an alternate emergency management capability must be in place and prepared to assume operational responsibility for managing the emergency. DOE has identified cadres of senior officials to represent the Department on a functionally organized National Emergency Management Team (NEMT). These members of the NEMT, along with similar groups from the other Federal departments and agencies, would relocate to an alternate emergency operation facility outside the Washington, D.C., metropolitan area.
 - (c) Recovery and Reconstitution. When the emergency response period ends, the NEMT has the primary responsibility for national-level recovery and reconstitution efforts in the geographical areas affected. The Energy Functional Group members of the NEMT would perform their recovery and reconstitution activities in an alternate emergency operating facility outside the Washington, D.C., metropolitan area, along with similar groups from the other Federal departments and agencies.
12. NOTIFICATION REQUIREMENTS. All communications concerning an emergency shall be reviewed for classified information and unclassified controlled nuclear information prior to transmittal and shall be protected accordingly.

a. The Headquarters (HQ) Emergency Operations Center (EOC) shall:

- (1) Record incoming verbal notifications, receive emergency event information by other data transmission means or mechanisms, and disseminate such information to appropriate HQ organizations and other Federal agencies. Notifications involving Energy and COG Emergencies shall be disseminated by the EOC to the Heads of Field Elements; and
- (2) Facilitate communications among HQ organizations, DOE Field Organizations, and contractor personnel.

b. Heads of Field Elements shall ensure that:

- (1) All appropriate event information from the affected facility is transmitted and received in accordance with this Order and DOE 5000.3A and that verbal notification and follow-on reporting of emergency events, via secure communications if necessary, are made to the HQ EOC. Also, information is provided to the regional Federal, state, tribal, and local authorities; and
- (2) The Manager/Administrator of each DOE- or contractor-operated facility shall:
 - (a) Concurrently notify the HQ EOC and the Field Element of the emergency as soon as crucial information is available but no later than 15 minutes after categorization of the event as an Emergency;
 - (b) Concurrently notify the HQ EOC and the Field Element of all changes in the emergency class within 15 minutes of the redesignation;
 - (c) Concurrently notify the HQ EOC and the Field Element within 15 minutes of the occurrence of an emergency involving a complete nuclear weapon or test device and transmit follow-up reports as soon as possible thereafter;
 - (d) Provide written reports concerning the emergency event as soon as practical but within 24 hours of event categorization; and
 - (e) Notify appropriate regional Federal, state, tribal, and local agencies in accordance with the approved emergency plans and procedures and appropriate memoranda of understanding or other written agreements. Verbal notifications shall be made within 15 minutes of the categorization of the event as an emergency.

13. REQUEST FOR DOE RADIOLOGICAL ASSISTANCE. DOE has a variety of national response assets available in an emergency to DOE and other Federal, state, tribal, and local authorities, e.g., the Nuclear Emergency Search Teams, the Accident Response Group, the Radiological Assistance Program, the Aerial Measuring System, the Atmospheric Release Advisory Capability, the Federal Radiation Monitoring and Assessment Center, and the Radiation Emergency Assistance Center/Training Site. The HQ EOC, as the primary point of contact for all initial requests for DOE assistance, shall notify and refer the request to the appropriate Program Office with operational responsibility for the asset. In the event of a request for DOE national response assets outside of normal channels, the HQ EOC will be notified by the informed Departmental Element:
- a. Within 15 minutes after receipt of a request for emergency assistance, and
 - b. Within 15 minutes of offsite deployment of DOE/contractor personnel and resources for emergency radiological assistance.

BY ORDER OF THE SECRETARY OF ENERGY:



JOHN J. NETTLES, JR.
Director of Administration
and Human Resource Management