



Interoffice Communication

Environment, Safety, Health & Assurance

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To: Tom Wessels

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Subject: **Verification of Emergency Preparedness Review Findings**

During the week of April 18th, 2005, the Chicago Operations staff conducted a review of the Ames Laboratory Emergency Preparedness Program. This verification is to assess the state of Ames Laboratory responses to the three findings and one recommendation of the audit team. The requirements had been assigned September 1st of each year for completion, with a compliance review completion target date of September 15th.

On September 15, 2008, Mark Grootveld requested that the due date for the annual review be moved to September 30th, as this matches the due date reported in the Emergency Readiness Assurance Program. At Tom Wessels' direction, the reminder date was set for 9/15 and the due date for the annual review was set for 10/15 on the ALCATS Reminders System.

This year's verification was conducted with Mark Grootveld on January 11, 2012. Results of this year's review of the three findings and one recommendation are given below.

Finding: *"The Ames Emergency Plan and Implementing Procedure needs to be reviewed and documented annually."*

Both documents have been updated, and sign-off sheets were completed on 12-29-11. Both documents will be made available electronically this year, with the request that print copies should only be made as needed.

NOTE: A Recommendation from the 2005 Safeguards and Security Review identified Memoranda of Understanding with the Ames Fire Department, Mary Greeley Medical Center and ISU Department of Public Safety that were not updated annually. This has been accomplished in the past via e-mail. It was suggested that the laboratory start sending the e-mails with a receipt/respond setting installed. The e-mails requesting continuance were sent this year, and all three responded.

Finding: “The annual requirement for testing communications systems with DOE to ensure they are operational is not being met.”

- The annual testing of communications with CH EOC and HQ EOC were completed in this year’s communications drill for the Ames Site Office, on April 6, 2011.

Finding: *Ames Laboratory needs to conduct a self-assessment of the Emergency Management Program annually.*”

For the purposes of this verification, the self-assessment guides given in the most recent iteration of the Emergency Plan/Implementation Procedure were used to verify completion. The self-assessment has been completed by the Emergency Coordinator, and verifies the findings summarized below.

- Review/Update Emergency Plan and Implementation Procedure
 - Both documents have been reviewed and changes have been made as of December 29, 2011. The updated document is being circulated for signatures.
- Review MOU, contact Off-site responders
- E-mails have been sent to the off-site organizations, and confirming return e-mails have been received from all three respondents.
- Hazard Survey Update
 - All Ames Laboratory data has been evaluated, including the annual Tier 2 Report from ISU, a review of security threats by the Story County Emergency Management office, confirmation that all new Readiness Reviews were at or below Level 2 activities.
- Completion of drills and exercises
 - Fire Evacuation Drill (09-22-11), Weather Relocation Drill (04-06-11), Annual Communications Test (04-06-11), table-top exercise (09-13-11)
- Annual Refresher completed for Emergency Response Organization
 - Refresher training was held on 09-13-11, with additional training provided on 11-11 and 11-14-11, for those unable to attend the earlier classes.
 - In earlier editions, four Institutional Training Modules are identified for Emergency Coordinators: HazWOPER (AL-027), Fire Extinguishers (AL-146), BBP (AL-035) and Waste Management Contingency Planning (AL-140). The current issue identifies three courses, with AL-146 dropped. Training records for the four ECs show all are current with training requirements.
- Emergency Readiness Assurance Program submissions
 - FY09 ERAP was submitted 11-23-11.

Recommendation: “Ames Laboratory needs to conduct refresher training for all members of the Emergency Response Organization.”

Refresher training was given on September 13, 2011. This also included a table-top exercise involving a chemical spill/injury in a waste chemical accumulation site. Make-up training sessions were held on November 11th and 14th, to provide training to all who missed the initial offering.

During the week of September 26/28, 2011, an assessment of the Ames Laboratory Emergency Management program was made by the AMSO and SC-CH support staff. From that assessment, nine Level 3 findings were identified and documented in the categorization for Event E11-068:

L3-1 Ensure that the update of applicable plans (e.g. emergency, public affairs) consistently reflects the appropriate Cognizant Field Element as the Ames Site Office.

The Emergency Plan, Implementation Procedure, Public Affairs Emergency Procedures and Waste Management Contingency Plan are compliant. The Public Affairs Emergency Plan has been corrected, as well.

L3-2 Revise any reference to the Chicago Operations Office to Office of Science-Chicago Office (SC-CH).

The Emergency Plan, Implementation Procedure, the Public Affairs Emergency Procedures and Waste Management Contingency Plan are compliant.

L3-3 Include reference to the Vital Records Plan and the Ames Laboratory Continuity of Operations Implementation Plan in the Ames Laboratory Emergency Plan.

The Emergency Plan and Implementation Procedure are compliant.

L3-4 It is recommended that during the next annual review, all Memorandums of Understanding between the Ames Laboratory and offsite response agencies be updated to reflect current dates and signatures.

This is scheduled to be implemented during the 2012 review and update.

L3-5 Add Vital Records Training to the Emergency Management Annual Refresher Training.

This is scheduled to be implemented during the 2012 training cycle.

L3-6 Verify completion of all applicable Emergency Management training as part of the annual self-assessment.

All training for Emergency Team personnel was evaluated, and all but one individual is current with required training. The one individual not current is also the most recent Incident Commander appointee, and he is in the process of acquiring the required training. There are no training requirements in the Public Affairs Emergency Procedure. All of the individuals identified in the Waste Management Contingency Plan are current with that document's training requirements.

L3-7 Document the resolution of suggestions made after conducting emergency management drills.

This is scheduled for implementation during the 2012 drill cycle.

L3-8 Combine the Ames Laboratory annual communications test with the Ames Site Office communications test.

This is scheduled for implementation during the 2012 cycle.

L3-9 Include additional local agencies in the communications test (e.g., Story County Emergency Management and Iowa Department of Natural Resources).

This is scheduled for implementation during the 2012 communications test.

Summary: The Emergency Preparedness program has been reviewed and found to be compliant with the document changes and completion dates effective this year.