

Prompt Notification to DOE/HQ/OC

- **All Significance Category 1 occurrences, as well as any occurrences for Significance Category 2, 3, and 4 identified with an asterisk in the reporting criteria, require prompt notification to DOE/HQ/OC no later than two (2) hours after categorization.** This requirement is met by sending an e-mail containing the information listed below to DOE/HQ/OC at this address:
doehqeoc@oem.doe.gov
 - a) Occurrence Significance Category:
 - b) Location and description of the event:
 - c) Date and time of discovery:
 - d) Damage and casualties:
 - e) Impact of event on other activities and operations:
 - f) Protective actions taken or recommended:
 - g) Weather conditions at the scene:
 - h) Level of media interest at scene/facility/site:
 - i) Other notifications made:
- Once you have entered the required information (a-i), please copy and paste it into the body of your e-mail.
- Be sure to include your name and phone number in the e-mail.
- After sending the e-mail, follow up with a phone call to DOE/HQ/OC (phone number: (202) 586-8100) to ensure receipt of the e-mail. However please allow adequate time for the transmission of the e-mail to occur prior to placing the call.

IMPORTANT NOTES

Be sure that you comply with:

- [ES&H Early Notification Requirements](#)
- [Executive Early Notification Requirements](#)
- Management Notification Process
 - [Extract from June 21, 2005 John Stichman e-mail to SNL-ALL-Sites](#)
 - [SNL Internal Management-Notification Process of Employee Injuries](#)
 - [Interim Report to Laboratory Director Form](#)
 - Note - this form is sent from the Level II Manager to Lab Director, with a copy to John Stichman

On the Prompt Notification to DOE/HQ/OC, be sure a Derivative Classifier has reviewed your information prior to e-mailing or discussing it on the phone.