

## SUBMISSION REQUIREMENTS FOR FINAL EMERGENCY REPORTS

**QUESTION:** According to DOE O 151.1C, a Final Emergency Report is required to be submitted to the Director, Office of Emergency Operations. Should the Final Emergency Report also be submitted to the Cognizant Field Element or Program Office in addition to the Director, Office of Emergency Operations?

**ANSWER:** The requirement for the final emergency report is found in DOE O 151.1C in Chapter VIII and the Contractors Requirements Document (CRD).

DOE O 151.1C, Chapter VIII, paragraph 4d: “Following termination of emergency response, and in conjunction with the Final Occurrence Report (see DOE M 231.1-2), each activated Emergency Management Team must submit a final report on the emergency response to the Emergency Manager for submission to the Director, Office of Emergency Operations.”

DOE O 151.1C, Attachment 1 (CRD), paragraph 12i: “Each activated Emergency Management Team must submit a final report on the emergency response to the Emergency Manager for submission to the Director, Office of Emergency Operations, following termination of emergency response, and in conjunction with the Final Occurrence Report (see DOE M 231.1-2).”

The purpose of the Final Emergency Report is to capture lessons learned during actual emergencies that can be used for continuous improvement in the emergency management program. As such, the Final Emergency Report is similar to the exercise evaluation report [i.e. After Action Report (AAR)] required by the Order. DOE O 151.1C, Chapter IV, paragraph 4b(1)(e) [CRD, paragraph 6b(5)] requires that: “Evaluation reports for facility and site exercises must be completed within 30-working days and submitted to the Cognizant Field Element, the Program Secretarial Officer(s), and the Director, Office of Emergency Operations.” However, the involvement of the Cognizant Field Element and Program Office was inadvertently omitted from the Final Emergency Report requirement in DOE O 151.1C.

It was intended by NA-41 that the Order require the submission of the Final Emergency Report to the Associate Administrator, Office of Emergency Operations (NA-40), the Cognizant Field Element, and the Program Secretarial Officer(s), similar to exercise evaluation reports. The only difference between the exercise evaluation report and emergency report requirements in the Order should have been the timing of the reports. The exercise evaluation reports are required to be completed within 30-working days, while the Final Emergency Report is tied to submission of the Final Occurrence Report, which is required by DOE M 231.1-2 to be submitted within 45 calendar days.