Administrative Procedure

PRC-PRO-EM-40318

Upset Condition Notification Process

Revision 0, Change 0

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Project: CH2M HILL Plateau Remediation Company
Topic: Emergency Management

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Administrative Use

CH2MHILL
Plateau Remediation Company

CHANGE SUMMARY

AJHA: N/A   **HRB Date:** N/A
Periodic Review Due Date: **Validation Date:** N/A

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                                          BOS: BOS-S&M-2010-074
                                          WESF: WESF-10-083
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                                          SWOC: 10-070
                                          TP: Excluded (LTE 1A2)
                                          100K: 0162-2010
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Description of Change

Rev 0-0 (6/28/10, PRC-50154)
New procedure to incorporate PRO-PRC-MD-40293, Upset Condition Notification Process management directive requirements.

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1.0 INTRODUCTION

1.1 Purpose

This procedure provides direction and establishes expectations for response to an upset condition that does not meet the criteria of an Emergency Action Level (EAL).

1.2 Scope

This Level 1 Management Control Procedure applies to all CHPRC Team employees involved in CHPRC work. Projects are responsible for ensuring subcontractors meet the expectations of this procedure.

1.3 Applicability

This procedure is applicable when an upset or anomalous condition occurs outdoors, or within a facility or structure not serviced by operating HEPA filtered ventilation and results in one of the following conditions:

- The facility/project response is visible and/or audible to non-facility/project personnel

- The event may concern personnel outside the affected project or facility

1.4 Implementation

This document is effective upon publication.

2.0 RESPONSIBILITIES

The Building Emergency Director (BED), Building Warden (BW), Field Work Supervisor (FWS) or designee is responsible for making upset condition notifications.

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3.0 PROCESS

Actionee	Step	Action
BED/BW/FWS or designee	1.	If hazard controls/protective measures are beyond the capability of the facility, or hazards extend beyond the facility boundary, exit this procedure, implement facility/project protective actions, call **911** (373-0911 on cell phone), and request a take cover for the area.

- Exit this procedure and implement the check listed duties from DOE-0223, RLEP 1.1.

2. When an upset condition occurs that may concern non-facility co-located workers, notify the Patrol Operation Center (POC) at 373-3800, and provide the following information:

- This is an upset condition situation.

- Your name, facility or location, and call-back number.

- The type or nature of the event.

- Whether an Initial Incident Command Post has been established. If so, state the location.

- Who is currently in charge of the situation?

- What, if any, assistance is required (e.g., Hanford Fire Department, Hanford Patrol, access control).

  o If access control is necessary to prevent personnel from entering or approaching the isolation zone for the event, request Hanford Fire Department Battalion Chief and Hanford Patrol Shift Commander report to the Incident Command Post to plan and implement personnel notifications, access control, etc.

NOTE: *If notification to the POC is made per this procedure, the POC will dispatch a Hanford Fire Department Battalion Chief to the Incident Command Post.*

3. Follow-up actions:

- If a radiological or chemical release occurred, contact personnel that were present during the initial upset condition to arrange follow-up monitoring.

4.0   FORMS

None

5.0   RECORD IDENTIFICATION

There are no records generated by the use of this procedure.

6.0   SOURCES

6.1   Requirements

None

6.2   References

DOE-0223, Emergency Plan Implementing Procedure Recognizing and Classifying Emergencies, RLEP 1.1.