

# What Does the HQ Watch Office Do To Help and Who Is The HQ EMT And Why Are They Bothering Me During My Emergency

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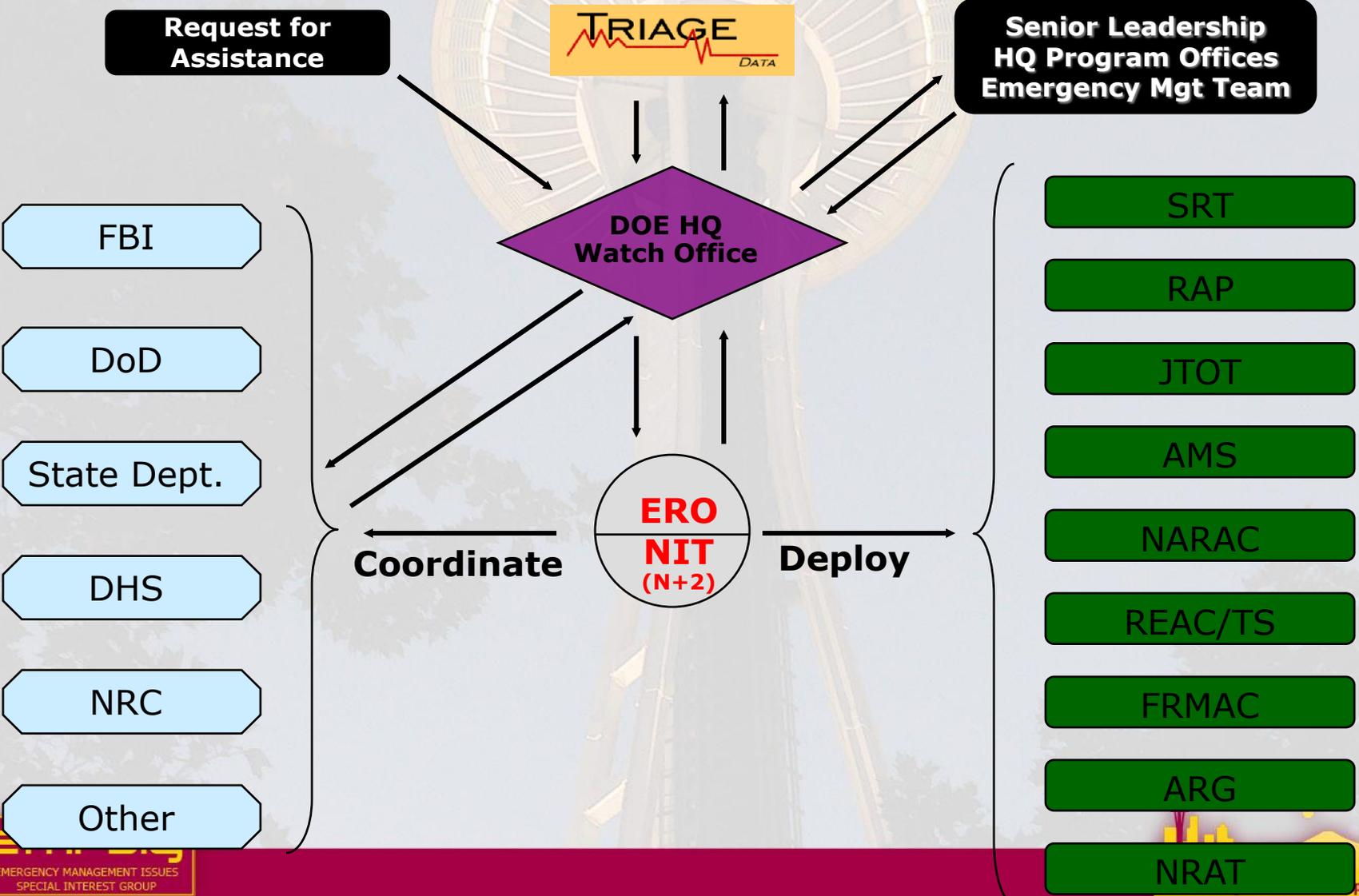
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Office of Emergency Management (NA-41)

# Mission of the Headquarters Emergency Operations Center Watch Office

**Serve as the 24/7/365 single point of contact for the U.S. Department of Energy Headquarters and the National Nuclear Security Administration, Washington, D.C. The Watch Office performs initial notification, and coordinates management, logistic and mobilization actions during periods of national emergencies, National Security Special Events, heightened international tension, Departmental emergencies, natural disasters, manmade disasters, acts of terrorism, or other extraordinary situations requiring centralized management notification.**

# Notification Process



# How We Do What We Do:

## **:00 - :10/15 Receive Initial Notification**

- Confirm Information
- Ask Second Level Questions

## **:10/15 - :25 Review Notification**

- Compare Notes
- Identify Areas for Follow Up Questions
- Determine Notifications

## **:25 - :70 Execute Notification Process**

- DEO/Program Office
- Other Stakeholders
- Emergency Management Team
- Tier 2 (DOE/NNSA Senior Staff)
- Operational Flow



**Questions?**  
**202.586.8100**

# HQ EMT Mission

- Provide strategic direction & leadership for overall Departmental response
- Support the field response as requested
- Coordinate response w/ appropriate HQ-level offices
- Serve as point-of-contact (POC) for national-level response coordination (e.g., w/other Federal agency HQs)
- Keep Secretary of Energy and Administrator, NNSA informed of all response activities

# Operational Emergency

(Response Philosophy)

Site / Facility  
Affected  
Area

- Appoints Incident Commander and responds using Incident Command System (ICS)
- May support response with one or more radiological response assets



Area/Site/  
Operations/  
Field Office

- Activates own EMT
- May deploy a command & control element to the field to coordinate Federal support to the event scene



DOE / NNSA  
HQ  
EMT

- Supports field response
- Provides strategic direction for Departmental response (includes national level coordination, monitoring of the crisis & consequence management actions)



*Integrated  
response at  
all levels*

# HQ EMT Structure

**EMERGENCY MANAGER**

**Program Office  
(Sr. Management Representative)**

**(& Support Staff)**

**SPECIALIZED SUPPORT**

**Public  
Affairs**

**Congressional  
Affairs**

**Safety &  
Health**

**Emergency Management Group  
(Primary Advisor)**

**(& Support Staff)**

**SPECIALIZED SUPPORT**

**General  
Counsel**

**Intelligence**

**Security**

**Radiological Response  
Assets**

# Emergency Manager Responsibilities

- Represents the Secretary of Energy
- Maintains situational awareness of the emergency, the response, & their impacts
- Support field response per field request or other obligation/commitment
- Manages the activities of the HQ EMT
- Ensure DOE & NNSA senior management is kept informed and advised throughout the response
- Approves HQ briefings and reports

# Program Office

- Positions filled by affected cognizant Program Office (“owner” of the site or Program experiencing the emergency)
- Advises Emergency Manager
  - provide programmatic and/or technical expertise based on their knowledge of the site, facility, or affected activity
  - support information management requirements of the HQ EMT

# Specialized Support Staff

- Provide advice to the Emergency Manager and the HQ EMT (associated w/their area of cognizance)

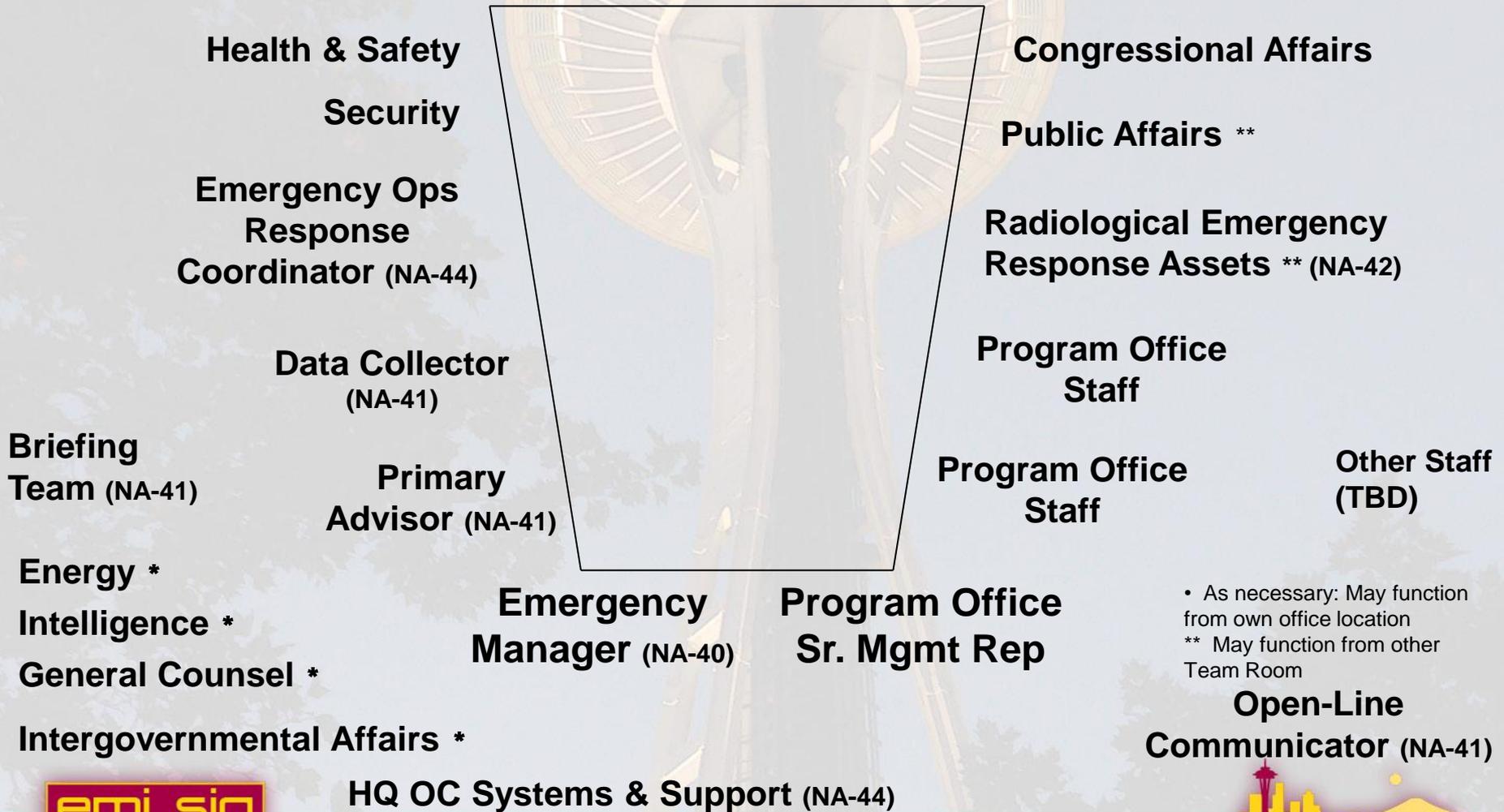
# Emergency Management Group

- Normally filled by the Office of Emergency Operations
- Positions include
  - Primary Advisor (Lead)
  - Data Collector
  - Briefing Team
  - Open Line Communicator
  - Emergency Operations Response Coordinator
  - HQ OC Systems and Support

# Radiological Response Assets

- Provides advice to the Emergency Manager and the HQ EMT regarding DOE's radiological emergency response assets
- Directs deployment and monitors changes in status and response of the assets
- Responsibilities may be carried out by the Nuclear Incident Team (NIT)

# Executive Team Room Configuration



• As necessary: May function from own office location  
 \*\* May function from other Team Room

# Response

- Incident is reported to the HQ Watch Office
- HQ Watch Office notifies NA-40 and the affected program office
- Upon a decision to activate an EMT, the HQ Watch Office notifies the appropriate offices per established protocols
- Upon arrival at the HQ EOC, the Emergency Manager will receive a briefing from the HQ Watch Office (status of the emergency and response at that point in time)

# Response (Cont'd)

- The Emergency Manager will establish initial contact with their field counterpart and exchange information
- Upon arrival and sign-in of other EMT members, the Emergency Manager will brief them of the event
- Once briefed, HQ EMT staff will carry out their responsibilities per their specific checklist

# Deactivation

- The Emergency Manager consults with the field, Program Office Senior Mgmt Rep (and others as appropriate) when determining the deactivation of the HQ EMT
- Deactivation starts when
  - site emergency response activities change from time critical to a recovery mode
  - a recovery plan has been developed and reviewed by the HQ EMT
- A Monitoring Team could be provided by the PSO



**Questions?**  
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