

Emergency Public Information Tabletop Drill



Tabletop Roles and Responsibilities

Moderator

Role of moderator is to:

- Administer the tabletop
- Control the timeline
- Briefs players
- Inject contingency messages
- Ensure objectives are addressed
- Provide feedback to players
- Lead discussion

Controller/Recorder

Role of controller/recorder is to:

- Assist moderator and facilitate discussion among participants
- Record results of the tabletop (i.e., followup training, procedure revisions, successes or problems in meeting tabletop objectives)

Role Players

Roleplayers will:

- Inject questions from news media, public, congress and employees
- Provide feedback from news media, public, congress and employees

EOC Simulator

The EOC simulator will:

- Serve as EOC management and technical advisor roles

Players

The players will:

- State response actions
- Observe other players' response actions
- Discuss response actions with moderator/other players

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Player Participants

DOE/NNSA Headquarters PIOs
DOE Headquarters Congressional Liaison
EOC EPI Manager
News release writer
JIC Manager
Deputy JIC Manager
Contractor Spokesperson
DOE/NNSA Spokesperson
News Manager
Community Relations Manager
Employee Communications Manager
Media Monitor
Administrative Support
Telephone Inquiry Staff Coordinator
City Public Information Officer
State Public Information Officer
Site Office PAO
Site Office Spokesperson

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Tabletop Drill Objectives

1. Familiarize participants with use of Tabletop to support EPI training.
2. Describe individual roles and responsibilities in support of emergency public information.
3. Given an operational emergency, make decisions for activation and staffing an initial news center and the JIC.
4. Establish contact with the EOC to communicate current emergency conditions and initial communication priorities and strategies based on the nature of the event.
5. Prepare accurate and timely initial and ongoing emergency information for the public, news media and employees.
6. Coordinate the review and approval process for emergency information release.
7. Communicate and coordinate with DOE/NNSA Headquarters PIOs and Congressional Affairs.
8. Coordinate the flow of information contractor, site office, City, State public information officers.
9. Given an operational JIC, describe the process and responsibilities for conduct of press briefings and information to be presented in the briefing based on scenario information provided.
10. Detect and describe how rumors are controlled.
11. Given an operational emergency, describe how a heavy onslaught of media and public phone calls will be dealt with by phone responders.

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EPI Tabletop Drill Scenario

Scenario:

Pre-existing Conditions:

It is afternoon of May 1, 2006. The Oak Ridge Plant (ORP), located in Oak Ridge, Tennessee, is in normal operation. Normal safety and security conditions exist.

Event Scene – Solid Uranium Facility (SUF); Chemical Processing (CPF)

The SUF and CPF is in normal operations. Both facilities have a full day-shift staff on duty. All safety, technical and administrative procedures are in effect. Both facilities are operating normally. Operations in the SUF include movement of uranium storage containers and instrumentation checks. The CPF is operating and has a scheduled delivery of four 55-gallon drums of Acetonitrile (ACN). The SUF and CPF are located within 100 feet of each other situated in the eastern portion of the Plant.

Initiating Event:

At 1:15 PM, a criticality alarm was sounded from the SUF. The Plant Control Center (24-hour duty office) received the criticality detection and alarm. All personnel within a 300 foot radius evacuated to their assigned rally points as outlined in their emergency operating procedures.

The Plant Control Officer reviewed the SUF Emergency Action Levels (EALs) and categorized and classified the event as a Site Area Emergency and began activating the ORP Emergency Plan, which includes activating the Emergency Response Organization and Joint Information Center (per agreement with the City of Oak ridge and the State of Tennessee). Onsite protective actions were directed by the Plant Control Officer which included evacuating a 300 foot radius and sheltering in place the rest of the plant. Offsite protective action recommendations were provided to the State.

At 1:20 PM, as employees were evacuating the CPF, a drum of ACN was knocked over spilling its entire contents on the floor of the receiving dock. The Supervisor activated the emergency SCRAM alarm and continued the evacuation of the facility. The Plant Control Center received the scram alarm followed by a Lower Explosive Limit (LEL) alarm from the CPF's receiving dock.

The Plant Control Officer reviewed the CPF EALs and categorized and classified the event as a Site Area Emergency. Updated notifications were sent to HQ and the State. Onsite protective actions were directed by the Plant Control Officer which included evacuating a 500 foot radius and sheltering in place the rest of the plant. Offsite protective action recommendations were provided to the State.

At 1:30 PM, the Plant Control Center confirmed no additional criticality detections have been noted from the SUF.

At 1:45 PM, personnel at the Incident Command Post heard a muffled explosion from the CPF. Witnesses reported seeing a huge fireball followed by large amounts of black smoke coming from the CPF. The Plant Control Officer reviewed the CPF Emergency Action Levels (EALs) and categorized and classified the event as a General Area Emergency. Note: The hazard from burning ACN is hydrogen cyanide. Updated notifications were sent to HQ and the State. Onsite protective actions were directed by the Plant Control Officer which included evacuating a 500 foot radius and sheltering in place the rest of the plant. Offsite protective action recommendations were provided to the State.

At 2 PM, the Emergency Operations Center was declared operational. Communications was established with DOE HQ EOC which was activated by the DOE HQ Watch Office. The ORP JIC was also activated.

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Tabletop Timeline/Master Scenario Event List

TIME	MESSAGE/INJECT	ANTICIPATED RESPONSE
<p>1:20</p>	<p>ERO and JIC receive activation message (PA and pager).</p> <p>Who makes decision to activate JIC?</p> <p>Who sends the initial notification to the Media?</p> <p>What info in notification?</p> <p>Concerned Employee calls are received.</p> <p>What are methods of employee communications in emergency?</p>	<ul style="list-style-type: none"> ▪ ERO and JIC respond to their emergency duty stations. ▪ ORP sends initial notification to the media of the emergency at the ORP and that the JIC is being activated. ▪ Fed or contractor? ▪ An emergency event has occurred. Location of JIC. Phone numbers for inquiries. ▪ Discuss methods of communication to employees and response to callers.
<p>1:30</p>	<p>Oak Ridge Police have established security.</p> <p>Contractor, federal, City, County, and State representatives begin arriving at the JIC.</p> <p>What are some of the main areas/functions of the JIC?</p>	<ul style="list-style-type: none"> ▪ Checklists/plans are used to set up the JIC. ▪ Contact is made with EOC. ▪ Media center, media monitoring, Spokesperson prep room, etc.
<p>1:50</p>	<p>Local Media begin arriving at JIC.</p> <p>What qualifications are needed for the Technical Advisor to be selected?</p> <p>Media starts asking specific questions!</p> <p>What EPI communications are occurring between site and Headquarters at this time and who is involved?</p>	<ul style="list-style-type: none"> ▪ Register media. ▪ Provide information kits to media. ▪ Pass on only information authorized by EOC. ▪ Place Media in Media center (keep them away from the rest of the JIC areas). ▪ Write down questions and provide to EOC for the answers to be included in first informational press release.
<p>2:10</p>	<p>JIC is operational.</p> <p>Calls from media begin pouring into Telephone response team.</p> <p>What resources are needed to respond to large number of calls?</p> <p>What information should be on the first informational press release?</p> <p>How should the hazards involved be categorized and explained?</p> <p>What approvals/coordinations are required for the press release?</p>	<ul style="list-style-type: none"> ▪ Schedule press conference. ▪ Push EOC for more information and press release. ▪ Discuss resources that can be called upon to support telephone response to onslaught of media and public calls. ▪ Event information, initial response actions, onsite protective actions, offsite protective actions directed by state and local agencies, hazard (or lack of) to the public. ▪ Reviewed by DC/UCNI RO, approved by Emergency Director (normally a fed), coordinated with state and HQ PRIOR to

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	<p>What are Headquarters expectations for information review before release?</p>	<p>release to JIC.</p>
<p>2:15</p>	<p>Media Monitoring reports local TV station reports large explosion at ORP, possibly from a terrorist bomb. Radioactive materials are possibly being spread over Oak Ridge.</p> <p>Who is involved in caucus? What is discussed?</p>	<ul style="list-style-type: none"> ▪ Monitoring reports inaccurate info to JIC staff. ▪ JIC staff drafts response, gets EOC approval, and corrects information with Media. ▪ Preparations and caucus for first press briefing. ▪ Discuss information that will be presented by contractor, DOE/NNSA, State, Local spokespersons and how this will be coordinated.
<p>2:20</p>	<p>Calls received by DOE Congressional liaison from office of congressman and senator for ORP area.</p> <p>Media Monitoring views another media report-- CNN.</p>	<ul style="list-style-type: none"> • Congressional liaison discusses information needs, sources, and responsibilities. • Media report is passed on to News Manager who initiates action to correct misinformation.
<p>2:25</p>	<p>First press briefing at JIC occurs.</p> <p>Who will moderate press briefing?</p> <p>In what order will spokespersons present?</p> <p>What are the messages to be presented?</p>	<ul style="list-style-type: none"> • Players to discuss messages to be disseminated. • Mock media to discuss media concerns, impressions of information presented at first press briefing. • Questions for followup response are noted.

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Message for Media Monitor

1. Local TV station reports large explosion at ORP:

“We do not have details yet about the source of the explosion, however the Oak Ridge Plant is considered a potential terrorist target, and the possibility of radioactive materials being spread over Oak Ridge is a fear that local citizens live with each day.”

2. CNN Report:

“A nuclear chemical accident occurred just this hour at the Oak Ridge Plant near Knoxville, Tennessee.

This is a serious emergency that is reportedly requiring the evacuation of over 500 plant workers as well as some citizens of the town of 8,000.

Reports from the area are that a reaction at the Department of Energy facility went out of control resulting in a chemical explosion that also sent radioactive contamination into the air.

Residents are being told to shelter in their homes, but reportedly many are leaving the area in the belief that it is better to be safe than sorry.

CNN should have a crew on the scene shortly and we'll provide more details very soon.

Stay tuned.”