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**ADDENDUM J
CONTINGENCY PLAN**

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ADDENDUM J
CONTINGENCY PLAN

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1 **J CONTINGENCY PLAN**

2 The requirements in this Contingency Plan are applicable to waste that is regulated by [WAC 173-303](#)
 3 (e.g. dangerous and mixed waste). Pursuant to [WAC 173-303-350](#)(2), and according to the provisions of
 4 this Addendum J, the Hanford Facility Permit WA7890008967 (Permit) Attachment 4, *Hanford*
 5 *Emergency Management Plan* (DOE/RL-94-02), and the Building Emergency Plan specific to Low Level
 6 Burial Grounds Trench 94 (LLBG) will be amended to incorporate requirements of [WAC 173-303-350](#)
 7 and [WAC 173-303-360](#) within 30 days of the effective date of the permit.

8 Table J.1 identifies the sections of the unit-specific building emergency plan written to meet [WAC 173-](#)
 9 [303-350](#)(3) contingency plan requirements identified in this addendum. In addition, Section 12.0 of the
 10 unit-specific LLBG Trench 94 building emergency plan is written to meet [WAC 173 303-350](#) and [WAC](#)
 11 [173-303-360](#) requirements. Copies of Permit Attachment 4, *Hanford Emergency Management Plan*
 12 (DOE/RL-94-02) and the building emergency plan are located and maintained on the Hanford Facility
 13 and available as identified in Section J.6. Revisions to Addendum J require a Permit modification subject
 14 to [WAC 173-303-830](#) and Permit Condition I.C.3.

15 The unit specific building emergency plan also serves to satisfy a broad range of other requirements
 16 [e.g., Occupational Safety and Health Administration standards [[29 CFR 1910](#)], *Toxic Substance Control*
 17 *Act of 1976* [[40 CFR 761](#)] and U.S. Department of Energy Orders. Therefore, revisions made to portions
 18 of this unit specific building emergency plan that are not governed by the requirements of [WAC 173-303-](#)
 19 [350](#) and [WAC 173-303-360](#) will not be considered as a modification subject to [WAC 173-303-830](#) or
 20 Permit Condition I.C.3.

21 Any changes to sections of Attachment 4 or the BEP that are governed by the requirements of [WAC 173-](#)
 22 [303-350](#) and [WAC 173-303-360](#) (identified in table J.1) will be provided to Ecology for review to ensure
 23 compliance with the requirements of Addendum J and to determine if a permit modification request is
 24 required.

25

Table J.1 Hanford Facility Documents Containing Contingency Plan Requirements of [WAC 173-303-350](#)(3)

Requirement	Permit Attachment 4 Hanford Emergency Management Plan (DOE/RL-94-02)	Building Emergency Plan ¹ (HNF-IP-0263-BG)	Addendum J
-350 (3)(a) - A description of the actions which facility personnel must take to comply with this section and WAC 173-303-360	X ² Section 1.3.4	X ² Sections 7.1, 7.2 through 7.2.5, and 7.3 ³ Sections 4.0, 8.2, 8.3, 8.4, and 11.0	X ² Sections J.3.1, J.3.2, through J.3.2.5, and J.3.3 ³ Sections J.3, J.3.4, J.3.5, J.3.6, and J.5

An 'X' indicates requirement applies.

¹ Portions of Permit Attachment 4, *Hanford Emergency Management Plan* (DOE/RL-94-02) are not enforceable through Appendix A of that document are not made enforceable by reference in the building emergency plan.

² Permit Attachment 4, *Hanford Emergency Management Plan* (DOE/RL-94-02) contains descriptions of actions relating to the Hanford Site Emergency Preparedness System. No additional descriptions of actions are required at the site level. If other credible scenarios that exist at LLBG Trench 94 and all emergency procedures at the LLBG Trench 94 unit that are different from those in Attachment 4, must be identified in the LLBG Trench 94 BEP. The description of actions contained in the building emergency plan will be used during an event by a building emergency director.

³ This footnote is intended to be left blank.

Table J.1 Hanford Facility Documents Containing Contingency Plan Requirements of WAC 173-303-350(3)

Requirement	Permit Attachment 4 Hanford Emergency Management Plan (DOE/RL-94-02)	Building Emergency Plan ¹ (HNF-IP-0263-BG)	Addendum J
- 350(3)(b) - A description of the actions which shall be taken in the event that a dangerous waste shipment, which is damaged or otherwise presents a hazard to the public health and the environment, arrives at the facility, and is not acceptable to the owner or operator, but cannot be transported pursuant to the requirements of WAC 173-303-370(5) , Manifest system, reasons for not accepting dangerous waste shipments	X ² Section 1.3.4	X ^{2,4} Section 7.2.5.1	X ^{2,4} Section J.3.2.5.1
- 350(3)(c) - A description of the arrangements agreed to by local police departments, fire departments, hospitals, contractors, and state and local emergency response teams to coordinate emergency services as required in WAC 173-303-340(4)	X Sections 3.2.3, 3.3.1, 3.3.2, 3.4, 3.4.1.1, 3.4.1.2, 3.4.1.3, 3.7, and Table 3-1		
- 350(3)(d) - A current list of names, addresses, and phone numbers (office and home) of all persons qualified to act as the emergency coordinator required under WAC 173-303-360(1) . Where more than one person is listed, one must be named as primary emergency coordinator, and others must be listed in the order in which they will assume responsibility as alternates.		X ⁵ Sections 3.1 and 13.0	X ⁵ Sections J.2 and J.7
- 350(3)(e) - A list of all emergency equipment at the facility (such as fire extinguishing systems, spill control equipment, communications and alarm systems, and decontamination equipment), where this equipment is required. This list must be kept up to date. In addition, the plan must include the location and a physical description of each item on the list, and a brief outline of its capabilities.		X Section 9.0	X Section J.4

⁴ This footnote is intended to be left blank.

⁵ Emergency Coordinator names and home telephone numbers are maintained with the Patrol Operations Center (telephone number 373-0911) in accordance with Permit Condition II.A.3, and will be updated, at a minimum, monthly.

Table J.1 Hanford Facility Documents Containing Contingency Plan Requirements of [WAC 173-303-350\(3\)](#)

Requirement	Permit Attachment 4 Hanford Emergency Management Plan (DOE/RL-94-02)	Building Emergency Plan ¹ (HNF-IP-0263-BG)	Addendum J
-350(3)(f) - An evacuation plan for facility personnel where there is a possibility that evacuation could be necessary. This plan must describe the signal(s) to be used to begin evacuation, evacuation routes, and alternate evacuation routes.	X ⁶ Figure 7-3 and Table 5-1	X ⁷ Section 1.5	X ⁷ Section J.1 and facility operating record

1 **J.1 Building Evacuation Routing (Building Layout)**

2 Evacuation routing maps will be maintained in the facility operating record and provide identification of
 3 the primary and secondary staging areas and a general layout of the Low-Level Burial Grounds.
 4 Alternate evacuation routes will be used on a case-by-case basis, based on meteorological conditions at
 5 the time of the event.

6 **J.2 Building Emergency Director**

7 The Incident Command System (ICS) and staff, with supporting on-call personnel, will meet the
 8 requirements of the Emergency Coordinator as identified in [WAC 173-303-360\(1\)](#). The Building
 9 Emergency Director (BED) will direct emergency response until the Incident Commander (IC) arrives.
 10 The BED becomes a member of the ICP and functions under the direction of the IC. In this role, the BED
 11 will continue to manage and direct LLBG operations. During events, LLBG personnel will perform
 12 response duties under the direction of the BED. The senior Hanford Fire Department official manages the
 13 Incident Command Post (ICP), unless the event is determined to be primarily a security event, in which
 14 case the Hanford Fire Department and Hanford Patrol will operate under a unified command system with
 15 Hanford Patrol making all the decisions pertaining to security. These individuals are designated as the IC
 16 and as such, have the authority to request and obtain any resources necessary for protecting people and
 17 the environment.

18 A listing of the BEDs by title, work location and work telephone number is contained in Section J.7. The
 19 BED will be on the premises or be available through an on-call list 24-hours-a-day. Names and home
 20 telephone numbers of the BEDs will be available from the Patrol Operations Center (POC) in accordance
 21 with Permit Condition II.A.3.

22 **J.3 Implementation of the Contingency Plan**

23 In accordance with [WAC 173-303-360\(2\)\(b\)](#), whenever there is a release, fire, or explosion, the BED will
 24 ensure that trained personnel identify the character, exact source, amount, and areal extent of any released
 25 materials. Identification of waste can be made by activities that can include, but are not limited to, visual
 26 inspection of containers, sampling activities in the field, reference to inventory records, or by consulting
 27 with facility personnel. During the emergency, if samples of materials are required, sampling will be
 28 performed by qualified personnel and the samples will be analyzed as appropriate.

29 The BED will use the emergency procedures of [WAC 173-303-360\(2\)\(d\)](#) to implement an emergency
 30 event:

31 “If the emergency coordinator determines that the facility has had a release, fire, or explosion which could
 32 threaten human health or the environment, he must report his findings as follows:

⁶ The Hanford Facility (site wide) signals are provided in Attachment 4, table 5.1. LLBG Trench 94 specific communication equipment and warning systems are provided in section J.4.3.

⁷ Evacuation routes for occupied buildings surrounding the DWMUs are posted on information boards within the buildings.

1 (i) If his assessment indicates that evacuation of local areas may be advisable, he must immediately
2 notify appropriate local authorities. He must be available to help appropriate officials decide whether
3 local areas should be evacuated; and

4 (ii) He must immediately notify the department and either the government official designated as the
5 on-scene coordinator, or the National Response Center (using their 24-hour toll free number (800)
6 424-8802).”

7 As soon as possible after stabilizing event conditions, the BED will determine, in consultation with the
8 site contractor environmental single-point-of-contact, if notification to Ecology is needed to meet
9 [WAC 173-303-360\(2\)\(d\)](#) reporting requirements. Additional information is found in Permit Attachment
10 4, *Hanford Emergency Management Plan* (DOE/RL-94-02), Section 4.2.

11 If review of all available information does not yield a definitive assessment of the danger posed by the
12 incident, a worst-case condition will be presumed and appropriate protective actions and notifications will
13 be initiated. The BED will be responsible for initiating any protective actions based on their best
14 judgment of the incident.

15 The BED must assess each incident to determine the response necessary to protect the personnel, facility,
16 and the environment. If assistance from Hanford Patrol, Hanford Fire Department, or ambulance units is
17 required, the Hanford Emergency Response Number (911 from site office phones/373-0911 from cellular
18 phones) will be used to contact the Patrol Operations Center and request the desired assistance. To
19 request other resources or assistance from outside the LLBG, the Patrol Operations Center business
20 number is used (373-3800).

21 **J.3.1 Protective Action Responses**

22 Protective action responses are discussed in the following sections. The steps identified in the following
23 description of actions do not have to be performed in sequence because of the unanticipated sequence of
24 incident events.

25 **J.3.1.1 Evacuation**

26 If an evacuation is ordered or the evacuation siren sounds in the area of the LLBG, personnel will proceed
27 to the staging areas (refer to Section J.1). Evacuation staging areas for the LLBG are specific to the burial
28 ground personnel and are assigned to at the time of the event. Designated signs will be placed at the
29 trailer/building for identification by personnel. The BED will direct personnel to an alternate location as
30 needed.

31 The BED or Staging Area Manager will direct evacuations; however, to ensure that evacuations will be
32 conducted promptly and safely, all personnel will be familiar with the correct evacuation procedure.

33 Area evacuations are rapid or controlled, as pointed out in the following steps. When possible, these steps
34 will be performed concurrently.

Area Evacuation Procedure
<ul style="list-style-type: none">• Halt any operations or work and place equipment and structures in a safe condition. Use emergency shutdown procedures for rapid evacuation.
<ul style="list-style-type: none">• Use whatever means are available (portable radios, bullhorns, runners, etc.) to pass the evacuation information to personnel.
<ul style="list-style-type: none">• Evacuate personnel to the staging area; group personnel as follows: potentially contaminated protective clothing, keys immediately available for vehicles, and those needing rides. Assist personnel that are temporary/permanently disabled.
<ul style="list-style-type: none">• Conduct personnel accountability. If unable to account for personnel, report personnel accountability results to the Protective Actions Coordinator in the Hanford-Emergency Operations Center (Hanford-EOC).
<ul style="list-style-type: none">• Inform IC of any potentially affected personnel (i.e., injured, contaminated, exposed, etc.) once the IC arrives at the ICP.
<ul style="list-style-type: none">• Relay pertinent evacuation information (routes, destination etc.) to drivers.
<ul style="list-style-type: none">• Dispatch vehicles as soon as the vehicles are loaded.
<ul style="list-style-type: none">• Report status to the Hanford-EOC, request additional transportation if required, and report if any personnel remain who are performing late shutdown duties.

1 **J.3.1.2 Take Cover**

2 When the Take Cover Alarm is activated, personnel will take cover in the nearest building or trailer.

3 A message followed by the Take Cover siren will be transmitted over the area emergency sirens.

4 Portable, hand-held radios will be used throughout the LLBG Trench 94 for communication. The following
5 actions will be taken or considered:

- 6 • Shut doors and windows and wait for further instructions
- 7 • Secure ventilation system
- 8 • Follow normal exit procedures from radiological areas
- 9 • Lock up classified documents and prepare for a possible evacuation
- 10 • Report your location to the Accountability Aid or the BED
- 11 • Accountability Aides will provide accountability status to the Staging Area Manager for LLBG
12 personnel during an event
- 13 • Inform IC of any potentially affected personnel (i.e., injured, contaminated, exposed, etc.) once
14 the IC arrives at the ICP.

15 **J.3.2 Response to Facility Operations Emergencies**

16 Whenever there is an imminent or actual emergency situation, the BED will review the site wide and
17 LLBG emergency response procedure(s) and, as required, categorize and/or classify the event. If
18 necessary, the BED will initiate area protective actions and Hanford Site Emergency Response
19 Organization activation. The steps identified in the following description of actions do not have to be
20 performed in sequence because of the unanticipated sequence of incident events.

21 **J.3.2.1 Loss of Utilities**

22 A case-by-case evaluation will be required for each event to determine loss of utility impacts. When a
23 BED determines a loss of utility impact, actions will be taken to ensure dangerous or mixed waste is

1 being properly managed. As necessary, the BED will stop operations and take appropriate actions until
2 the utility is restored.

- 3 • Loss of Electricity. Loss of electricity will not impair functions or constitute an emergency. ,
4 Loss of electricity does not constitute an emergency, but will be restored as soon as possible.
- 5 • Loss of Water - N/A
- 6 • Loss of Ventilation - N/A
- 7 • Loss of Steam - N/A
- 8 • Loss of Air - N/A

9 **J.3.2.2 Major Process Disruption/Loss of Plant Control**

10 N/A

11 **J.3.2.3 Pressure Release**

12 Personnel will immediately evacuate the hazard area. In the event of any injuries, personnel will
13 immediately call 911 from Hanford Site office phones/373-0911 from cellular phones for medical
14 response.

15 **J.3.2.4 Fire and/or Explosion**

16 In the event of a fire, the discoverer will activate a fire alarm (pull box); call 911 from Site office
17 phones/373-0911 from cellular phones) or verify that the Hanford Emergency Response Number has been
18 called. Automatic initiation of a fire alarm (through the smoke detectors and sprinkler systems) is also
19 possible.

- 20 • Unless otherwise instructed, personnel will evacuate the area/building by the nearest safe exit and
21 proceed to the designated staging area for accountability.
- 22 • On actuation of the fire alarm, ONLY if time permits, personnel will shut down equipment,
23 secure waste, and lock up classified materials (or hand carry them out). The alarm automatically
24 signals the Hanford Fire Department.
- 25 • The BED will proceed directly to the ICP, obtains all necessary information pertaining to the
26 incident and sends a representative to meet Hanford Fire Department.
- 27 • The BED will provide a formal turnover to the IC when the IC arrives at the ICP.
- 28 • The BED will inform the Hanford Site Emergency Response Organization as to the extent of the
29 emergency (including estimates of dangerous waste and mixed waste quantities released to the
30 environment).
- 31 • If operations are stopped in response to the fire, the BED will ensure that systems are monitored
32 for leaks, pressure buildup, gas generation and ruptures.
- 33 • Hanford Fire Department firefighters will extinguish the fire as necessary.

34 **J.3.2.5 Hazardous Material, Dangerous and/or Mixed Waste Spill**

35 Spills can result from many sources including process leaks, container spills or leaks, damaged packages
36 or shipments, or personnel error. Spills of mixed waste are complicated by the need to deal with the extra
37 hazards posed by the presence of *Atomic Energy Act* materials.

- 38 • The discoverer will notify the BED and initiate SWIMS response:
 - 39 – Stops work
 - 40 – Warns others in the vicinity
 - 41 – Isolates the area
 - 42 – Minimizes exposure to the hazards
 - 43 – Requests the BED Secure ventilation.

- 1 • The BED will determine if emergency conditions exist requiring response from the Hanford Fire
2 Department based on classification of the spill and injured personnel, and will evaluate the need
3 to perform additional protective actions.
- 4 • If the Hanford Fire Department resources are not needed, the spill will be mitigated with
5 resources identified in Section J.4 and proper notifications will be made.
- 6 • If the Hanford Fire Department resources are needed, the BED will call 911 from Hanford Site
7 office phones/373-0911 from cellular phones.
- 8 • The BED will send a representative to meet the Hanford Fire Department.
- 9 • The BED will provide a formal turnover to the IC when the IC arrives at the ICP.
- 10 • The BED will inform the Hanford Site Emergency Response Organization as to the extent of the
11 emergency (including estimates of dangerous waste and mixed waste quantities released to the
12 environment).
- 13 • If operations are stopped in response to the spill, the BED will ensure that systems are monitored
14 for leaks, pressure buildup, gas generation, and ruptures.
- 15 • Hanford Fire Department will stabilize the spill.

16 **J.3.2.6 Damaged or Unacceptable Shipments**

17 During the course of receiving dangerous or mixed waste at LLBG Trench 94, an unanticipated event
18 could be discovered resulting in a conformance issue concerning the waste. In some cases, the
19 conformance issue will result from receiving an off-site shipment, manifested pursuant to Permit,
20 Condition II.N.2 or [WAC 173-303-370](#) that is damaged or otherwise presents a hazard and cannot be
21 transported. Damaged or unacceptable shipments resulting from onsite transfers are not subject to
22 [WAC 173-303-370](#); however conformance issues will be resolved in order to maintain proper records.

- 23 • Regardless of whether the waste is received as an off-site shipment or onsite transfer, the
24 following actions will be taken:
- 25 • Operations management will be notified of the damaged or unacceptable waste to be received.
- 26 • If the conformance issue results in a spill or release, actions described in Section J.3.2.5 will be
27 taken.
- 28 • The generating organization will be notified of the conformance issue.
- 29 • An operations representative, in conjunction with the generating organization, will determine the
30 course of action to resolve the conformance issue.

31 **J.3.3 Prevention of Recurrence or Spread of Fires, Explosions, or Releases**

32 The BED, as part of the ICP, will take the steps necessary to ensure that a secondary release, fire, or
33 explosion does not occur. The BED will take measures, where applicable, to stop processes and
34 operations; collect and contain released wastes and remove or isolate containers. The BED will also
35 monitor for leaks, pressure buildups, gas generation, or ruptures in valves, pipes or other equipment,
36 whenever this is appropriate.

37 **J.3.4 Incident Recovery and Restart of Operations**

38 A written recovery plan is needed following an event when the recovery actions could result in further
39 risk to human health or the environment. This written recovery plan will be developed when necessary in
40 accordance with Permit Attachment 4, *Hanford Emergency Management Plan* (DOE/RL-94-02), Section
41 9.2. Permit Attachment 4, *Hanford Emergency Management Plan* (DOE/RL-94-02), Section 5.1, also
42 discusses different reports to outside agencies.

43 If the contingency plan was implemented, Ecology will be notified before operations can resume [[WAC](#)
44 [173-303-360](#)(2)(j)]. This notification must include the following statements.

- 1 • No waste that may be incompatible with the released material is treated, stored, or disposed of
2 until cleanup procedures are completed [WAC 173-303-360(2)(i)]; and
- 3 • All emergency equipment listed in the contingency plan is cleaned, and fit for its intended use
4 before operations are resumed [WAC 173-303-360(2)(i)(ii)].

5 The notification required by [WAC 173-303-360\(2\)\(j\)](#) may be made via telephone conference and
6 documentation of the notification will be included in the WESF operating record. Additional information
7 that Ecology requests will be included in the required 15 day report identified in Section J.5 and required
8 by [WAC 173-303-360\(2\)\(k\)](#).

9 For emergencies not involving activation of the Hanford-EOC, the BED will ensure that conditions are
10 restored to normal before operations are resumed. If the Hanford Site Emergency Response Organization
11 was activated and the emergency phase is complete, a special recovery organization could be appointed at
12 the discretion of RL to restore conditions to normal. This process is detailed in RL and contractor
13 emergency procedures. The makeup of this organization depends on the extent of the damage and the
14 effects. The onsite recovery organization will be appointed by the appropriate contractor's management.

15 **J.3.5 Incompatible Waste**

16 After an event, the BED or the onsite recovery organization will ensure that no waste that might be
17 incompatible with the released material is treated, stored, or disposed of until cleanup procedures are
18 completed pursuant to [WAC 173-303-360\(2\)\(i\)](#). Clean up actions are taken by LLBG Trench 94
19 personnel or other assigned personnel. Permit Attachment 4, *Hanford Emergency Management Plan*
20 (DOE/RL-94-02), Section 9.2.3, describes actions to be taken.

21 Waste from cleanup activities is designated and managed as newly generated waste. A field check for
22 compatibility is performed before storage, as necessary. Incompatible wastes will not be placed in the
23 same container and will follow the requirements of [WAC 173-303-630\(9\)](#). Containers of waste will be
24 placed in approved storage areas appropriate for their compatibility class.

25 If incompatibility of waste was a factor in the incident, the BED or the onsite recovery organization will
26 ensure that the cause is identified and corrected.

27 **J.3.6 Post Emergency Equipment Maintenance and Decontamination**

28 The BED will ensure that all emergency equipment listed in the J.4 is cleaned and fit for its intended use
29 before operations are resumed in accordance with [WAC 173-303-360\(2\)\(i\)\(ii\)](#). Depleted stocks of
30 neutralizing and absorbing materials will be replenished; protective clothing will be cleaned or disposed
31 of and restocked, etc.

32 All equipment used during an incident will be decontaminated (if practicable) or disposed of as spill
33 debris. Decontaminated equipment will be checked for proper operation before storage for subsequent
34 use. Consumable and disposed materials will be restocked. Fire extinguishers will be replaced.

35 **J.4 Emergency Equipment**

36 Emergency resources and equipment for the LLBG are presented in this section.

37 **J.4.1 Fixed Emergency Equipment**

FIXED EMERGENCY EQUIPMENT

Type	Location	Capability
None		

38 **J.4.2 Portable Emergency Equipment**

PORTABLE EMERGENCY EQUIPMENT

Type	Location	Capability
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Fire Extinguisher	In motorized equipment (e.g., trucks, etc.), nearby structures (e.g., change trailers, storage buildings, etc.)	Use on any Class A, B, or C fires. (Note: Some are only B and C.) Do NOT use on sodium
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1 **J.4.3 Communications Equipment/Warning Systems**

COMMUNICATIONS EQUIPMENT

Type	Location	Capability
Hand-held radios	Portable	Communication

2 Note: Site wide communications and warning systems are identified in Permit Attachment 4, *Hanford*
 3 *Emergency Management Plan* (DOE/RL-94-02), Table 5.1.

4 **J.4.4 Personal Protective Equipment**

PERSONAL PROTECTIVE EQUIPMENT

Type	Location	Capability
Respirators	MO-614, 200 West Area	Protection from respiratory hazards
PPE Clothing	Emergency Response Trailers	Protection from specific exposure hazards

5 **J.4.5 Spill Control and Containment Supplies**

SPILL KITS AND SPILL CONTROL EQUIPMENT

Type	Location	Capability
Absorbents	Emergency Response Trailers	Contain or clean up spills
Overpack containers	Central Waste Complex (CWC)	Provide containment for leaking or damaged containers
Shovels	Emergency Response Trailers	Clean up hazardous material spills
Spill kit	Trench 34, Emergency Response Trailers	Clean up hazardous material spills

6 **J.4.6 Incident Command Post**

7 The ICPs will be identified in a fixed location or the IC will determine a location appropriate for the
 8 event. Emergency resource materials will be stored at each location. The IC will activate the Hanford
 9 Fire Department Mobile Command Unit if necessary.

10 **J.5 Required Reports**

11 Post incident written reports are required for certain incidents on the Hanford Site. The reports are
 12 described in Permit Attachment 4, *Hanford Emergency Management Plan* (DOE/RL-94-02), Section 5.1.

13 Facility management must note in the Hanford Facility Operating Record, LLBG Trench 94 File, the
 14 time, date and details of any incident that requires implementation of the contingency plan (refer to
 15 Section J.3). Within fifteen (15) days after the incident, a written report must be submitted to Ecology.
 16 The report must include the elements specified in [WAC 173-303-360\(2\)\(k\)](#).

17 **J.6 Plan Location and Amendments**

18 Copies of Attachment 4 [*Hanford Emergency Management Plan* (DOE/RL-94-02)] will be maintained
 19 per permit condition I.M.1. Copies of the Building Emergency Plan, and LLBG Trench 94 Permit
 20 Addendum J, and will be maintained at the following locations:

- 1 • MO-720 Conference room
- 2 • MO-438

3 These documents will be available in either hard copy or electronic form.

4 This plan will be reviewed and immediately amended as necessary, in accordance with Permit
5 Attachment 4, *Hanford Emergency Management Plan* (DOE/RL-94-02), Section 14.3.1.1.

6 **J.7 Facility/Building Emergency Response Organization**

7 **J.7.1 Building Emergency Director**

LLBG BED

Title	Work Location	Work Phone
Operations Management	MO-720 Complex	373-1068

8 Names and home telephone numbers of the BEDs are available from the Patrol Operations Center (373-
9 0911) in accordance with Permit Condition II.A.3.

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