IAEA Post Graduate Educational Course in Radiation Protection and Safety of Radiation Sources

Intervention for Chronic and Emergency Exposure Situations

Developing a National Capability for Response

Implementing Procedures

Lecture

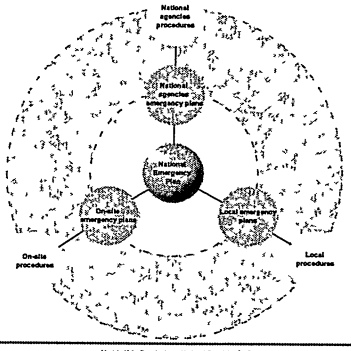
Introduction

- A set of procedures should be used as a basis for practical response to every emergency situation – to carry out the emergency response plan
- The objective of this lesson is to explain the process of developing and writing procedures

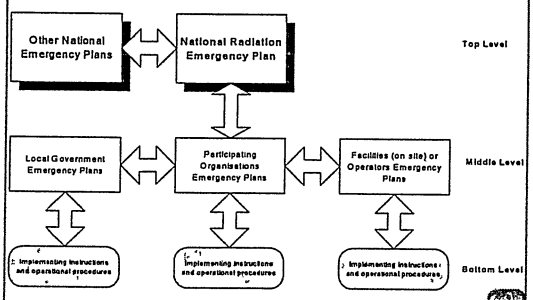
Content

- Emergency plans and procedures
- Why we need procedures
- Developing a procedure
- Writing a procedure
- QA system for procedures
- An example
- Summary

Integrated Planning Concept



Emergency Plans and Procedures



Procedures

- A procedure is a step by step description of the actions
- The procedure should be:
  - Connected to your response plan
  - Integrated into a system
  - Easily readable and traceable
- A procedure is not a stand-alone document

Why We Need Procedures

- Emergencies can happen at any time
  - The most experience staff may be on leave, sick, etc.
  - There is a relatively high turnover in emergency response staff
- Without written documentation the response system can be dangerously ineffective
- Procedures form basis for training the emergency staff

Development Steps

- Gather needed information
- Define the objective(s)
- Define the process (concept of operation)
- Write and distribute procedure
- Train the response staff
- Maintain procedure up to date

Needed Information

- You will need:
  - an overall concept of operations
  - organisation-specific concepts of operations
  - Specific objective(s)
  - Position(s) according to the organisational structure

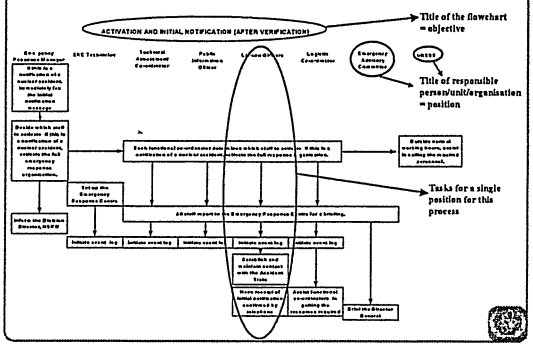
Procedure Objective(s)

- Extract the objectives (the major goals) of your response plan
- Define specific tasks during the response and all possible positions (experts, units, organisations) that are responsible for performing those tasks

The Process

- Define a process to meet a single objective
- A process is the description of the tasks and the positions to meet a single objective

Define the Process – An Example



Write the Procedure

- Define the common structure and information that should be covered in each procedure
- The procedure must be written in a manner suitable for the user
- A balance between training needs and details in the procedures must be found

QA System for Procedures

- There needs to be a system for preparation, approval, release and distribution of procedures
- Changes to the procedures need to be controlled
  - Reviewed, approved, released and distributed regularly

Procedure Structure

- Title page
- Header
- Purpose
- Discussion
- Scope and Application
- Definitions
- Responsibilities
- Precautions/Limitations

Procedure Structure – cont'd

- Equipment/Supplies
- Procedure Steps
- Reporting
- References
- Supporting Documentation
- Changes and Updates
- Distribution
- Attachments

Train the Staff

- Approved procedures should not be implemented immediately
- Before procedure become effective, staff will need to be trained

Maintain up to Date

- Procedures are not static
- They need to be reviewed, updated, approved, released and distributed regularly
- Measures should be provided for ensuring those performing a procedure are aware of and use the appropriate, correct procedures

Document: NREP-OP-A1
Introduced: 1999
Version: 01
Valid from: 1 October 2001

INITIATION OF THE RESPONSE

NCPO QA
Copy No.: 2
Receiver: John Initiator

	Full Name	Date	Signature
Prepared by	Working Paul	08/23/2001	
Reviewed by	Clever Mary	09/24/2001	
Approved by	Ruling Papa	09/26/2001	

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- Purpose: To initiate formal response upon notification of a radiological emergency.
- Discussion: This procedure should be known and followed by all members and staff of official organizations who may be the first to be notified of an emergency with potential radiological consequences.

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- Input
  - Notification of a potential or real radiological emergency situation
- Output
  - Emergency registry on Worksheet A1
  - Alerted/Activated emergency responders (Worksheet A2)
  - Initial instructions to the caller

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Step 1

- Obtain emergency or accident description from the reporting person using Accident Registry Form (Worksheet A1).
- Verify the call.

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Step 2

- Advise the caller to take the following actions as applicable:
  - Do not handle any objects on the accident scene.
  - Provide first aid if qualified.
  - Please leave the hazard area and ask other people present to leave the area.

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- Confine the area if possible.
- Do not eat, drink or smoke near the accident area.
- Ask people present to remain on location, away from the hazard, until the arrival of emergency response services.
- Wait for emergency response services and brief the On-Scene Controller.

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Step 3

- Alert the Emergency Manager and provide him with the information from the Accident Registry Form (Worksheet A1).

Step 4

- Obtain from the Emergency Manager a list of responders to be alerted/activated.
- Alert/activate them and complete Alerted Emergency Responders Form (Worksheet A2).

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Step 5

- Keep recording all events in a logbook.
- This include all notifications, communications, emergency actions and any other information that may be useful in documenting the emergency.

Summary

- Procedures are needed to carry out the emergency response plan
- A procedure is a step-by-step description of the actions
- A procedure is not a stand-alone document
- A system for preparation, approval, release, distribution and maintenance should be in place

Where to Get More Information

INTERNATIONAL ATOMIC ENERGY AGENCY

Method for the edevelopment of emergency preparedness for nuclear or radiological accidents

IAEA-TECDOC-953

(New addition)