State of West Virginia
Field Team Center
Standard Operating Procedures (SOP)

State of West Virginia Field Team Center SOP

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Background

The West Virginia Field Team Center (FTC) Standard Operating Procedures (SOP) were developed to provide a systematic approach to operations at the FTC for the State of West Virginia. These procedures were specifically developed to address protective actions required around a nuclear power plant; however, many of the functions described in the procedures are basic activities that may be used for any incident involving radiological materials. The WV FTC may be activated to assist in the oversight of Field Sampling Teams (FST) responding to an emergency at a nuclear power plant.

Overview

The State of West Virginia has no nuclear power plants within its borders, however, the Beaver Valley Power Station, located in Shippingport, PA, directly affects the northern panhandle of West Virginia. The northern parts of Hancock County fall within the 10-mile radius Emergency Planning Zone (EPZ). Additionally, Hancock, Brooke, Ohio, and the northern portions of Marshall County fall within the 50-mile radius EPZ for ingestion planning and actions necessary for the protection of the food chain.

If a radiological release occurs, actions to protect the public and food chain would involve the collection and lab analyses of soil, water, and foodstuffs from areas where deposition is suspected. Samples would also be collected from areas where deposition did not occur to verify the safety of the public and their food. The data from all samples will be used for recommendations and decisions for relocation of the public, re-entry of personnel into the restricted zone (RZ) and return of the public to evacuated areas.

Responsibilities

The FTC is activated and operated by the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM) to support the sampling activities of the State of West Virginia. This support includes maintaining sampling supplies, oversight of sampling, and providing personnel trained in radiological exposure/contamination control to escort FST dispatched into the RZ. Additional support for personnel and field sampling techniques/expertise is provided by the Department of Environmental Protection (DEP), Department of Agriculture (Dept. of Ag), Division of Natural Resources (DNR), and Department of Health and Human Resources (DHHR).

Division of Homeland Security and Emergency Management (WVDHSEM)

- Operates Field Team Center
- Maintains sampling supplies
- Provides consumable items used in sampling
- Provides communication personnel
- Provides personnel trained in radiological exposure/contamination control to escort field sampling teams into the RZ
- Provides dosimetry, protective clothing, and equipment to teams sampling in the RZ

DEP

- Leads FST
- Provides personnel for FST
- Serves as subject matter expert in sampling of soil, surface water, ground water, air, and leafy vegetation

Dep. Of Ag)

- Provides personnel for FST
- Serves as subject matter expert in sampling of produce, animal feed and grain, meat and meat products, poultry and poultry products, eggs, and honey

DNR

- Provides personnel for FST
- Serves as subject matter expert in sampling of game and fish

DHHR

- Provides briefing on occupational dose limits (Annex 15, Tab 4)
- Provides personnel for FST and/or Sample Reception Center (SRC)
- Serves as subject matter expert for dose assessment and sampling of air

Duties and Required Actions

Field Team Center Coordinator (FTCC)

1. Ensure the following are delivered/available to the FTC
    - Monitoring instruments
    - Extra dosimetry and dosimetry report forms
    - Protective clothing
    - Sampling kits/supplies
    - Sampling Team Dispatch forms (Appendix 2)
    - Sample and Laboratory Data Sheets (Annex Q of Field Sampling Team SOP)
    - Ingestion Zone map(s)
    - County map(s)
    - Markers, glass pens, and pens
    - Clipboards
    - Procedures and plans
2. Establish communications
    - Perform radio communications verification with SRC, FST, and State Emergency Operations Center (SEOC). Verify backup communications of phone connections to SRC, FTC, and SEOC.
    - Provide communications personnel with Field Team Center Communications Log (Appendix 1) and Sampling Team Dispatch Form (Appendix 2).
    - Brief communications personnel on recording all communication with FST on FTC Communications Log and completion of Sampling Team Dispatch Form with information from SEOC.
3. Prepare for sampling operations
    - Begin a Field Team Center Sign-in Sheet (Appendix 3) and ensure all personnel complete the required information.
    - Post all graphic information such as maps of potential ingestion zone and road maps.
    - Assign personnel to inventory sampling kits and report needs. Items required for sampling that are identified as a need, should be purchased locally, if possible. Otherwise, needs may be secured through the assistance of the SEOC.
    - Complete Field Team Center Information Sheet (Appendix 4) through contact with SEOC.
    - Ensure that bottled water is available for FST. (Drinking, eating, or smoking shall not occur while field sampling teams are conducting their sampling duties.)
    - Direct all personnel to review their plans and procedures as they arrive.
4. Prepare the FST
    - Provide a copy of the Field Sample Team Leader (FSTL) duties and FST Member duties to the appropriate personnel
    - Brief the FST on information from SEOC on accident and potential impacted areas as well as operations of the FTC and support available.
    - Ensure that any shortfalls identified in field sampling kits are addressed.
    - Review administrative dose limits and turn-back values for occupational workers (1 R or 0.5 R/hr) and how to read direct-read-dosimeters.
    - Review the requirements for dosimeter readings to be communicated to FTC every 30 minutes while sampling is being conducted.
    - Describe proper personal protective equipment (PPE) and donning/doffing procedures for FST members working in the RZ, as well as procedures for entering/exiting the RZ.
    - Assign the sampling tasks to the FST using the Sampling Team Dispatch Form. Be sure to ensure that the FSTL has assigned appropriate personnel to the team and if the sample is inside the RZ issue a State of West Virginia Restricted Zone Pass (Appendix

5) to the FSTL. Samples inside the RZ also require an escort trained in radiological monitoring and contamination control.

5. Assist and monitor the FST
    - Review the sampling task with the FSTL, FST members, and escort (if present).
    - Ensure the Sample Team Dispatch Form is completed with locations of sample screening point, access control points, intended routes, and location of monitoring and decontamination, as well as date/time dispatched, the name of the FTC Coordinator, and phone number for the FTC.
    - Retain the bottom copy of the Sample Team Dispatch Form for records and give the remaining copies to the FSTL.
    - Communicate with the FST to ensure that dosimeters are checked every 30 minutes to adhere to administrative dose limits.
6. Finalize the shipment of samples to the lab by
    - Collecting any items delivered from the SRC including both copies of the Sample Team Dispatch Form. Give the bottom copy to FSTL. Match the original with the earlier retained copy.
    - Take note of any comments from SRC and discuss with FSTL and FST, as appropriate.
    - Conducting a debriefing of the FST

Field Sampling Team Leader

1. Prepare for sampling activities
    - Sign-In at the FTC
    - Review procedures and sampling kits to identify problems or shortages
    - Receive briefing from FTCC on dosimetry, field sampling team needs, status of the accident, and other procedures.
    - Discuss sampling kit shortfalls with FTC Coordinator.
    - Provide information to FST members and request that members standby to begin sampling.
2. Prepare FST for departure
    - Receive assignment from FTCC and review Sample Team Dispatch form.
    - Assign members to the FST, being sure to record members on Sample Team Dispatch form.
    - Review assignment (route, access control point, monitoring and decontamination station if inside RZ) and sample screening location with field sampling team.
    - Ensure that vehicle has a State of West Virginia Restricted Zone Pass from FTCC if samples are to be taken inside the RZ.
    - Advise FTCC of readiness to depart
3. Lead field sampling team in obtaining samples by
    - Ensuring the field sampling team members follow procedures.
    - Reporting dosimeter readings every 30 minutes while participating in sampling activities.
    - Assuring that communications to FTC are working and backups have been verified.

Field Sampling Team Member

1. Prepare for sampling activities
    - Sign-In at the FTC
    - Review procedures and sampling kits to identify problems or shortages
    - Receive briefing from FTCC on dosimetry, field sampling team needs, status of the accident, and other procedures.
    - Receive briefing on field sampling team activities and duties from FSTL.
2. Prepare for departure

- Receive assignment from FTCC and review Sample Team Dispatch Form with FSTL.
- Review assignment (route, access control point, monitoring and decontamination station if inside RZ) and sample screening location with FSTL.
- Advise FSTL of readiness to depart

3. Complete sampling task

- Follow Sample Team Dispatch Form
- Follow FST SOPs.
- Report dosimeter readings every 30 minutes while participating in sampling activities.

Appendix 1
Field Team Center Communications Log
Date _____
Page _____ of _____

Time	*From*	*To*	*Message*

Appendix 2
Sample Team Dispatch Form

SAMPLING TEAM DISPATCH FORM

Agency Responsible For: _____ Agency Log # _____

Sample Site Location: _____

_____

Is the location within the Restricted Zone: Yes ____ No ____

Date and Time Requested: _____

Air Sample Requested: Yes____ No____

Access Control Point: _____

Route within Restricted: _____

Monitoring/Decon Station: _____

Escort: _____

Sample Screening: _____

Team Members:

Name: _____Agency: _____ Last Four SSN_____

Name: _____Agency: _____ Last Four SSN_____

Name: _____Agency: _____ Last Four SSN_____

Name: _____Agency: _____ Last Four SSN_____

Date/Time Team Dispatched: _____

Field Team Center Coordinator: _____

Field Team Center: _____

Received By: _____

Comments: _____

_____

Appendix 3
Field Team Center Sign-In Sheet

Date ____________________

Page _________ of _________

Name	Agency	Phone Number	Email	Time In	Time Out

Appendix 4
Field Team Center Information Sheet

Date / Time: _____

This information should be updated daily
or when boundaries and/or advisories change

Restricted Zone Boundary (Mark on map if possible): _____

_____

Expected dose rate within RZ: _____

Areas expected to exceed Protective Action Guides or Derived Intervention Levels:

_____

_____

_____

Manned Access Control Point(s): _____

_____

Sample Screening Point: _____

Monitoring and Decon Center Location(s): _____

_____

Did release contain particulates? Yes ____ No ____

Areas included in advisory for emergency workers to take KI: _____

_____

_____

Other advisories that are in effect that could impact field sampling team activities:

_____

_____

_____

Appendix 5
State of West Virginia Restricted Zone Pass

Figure II-M-2 No._____

State of West Virginia Restricted Zone Pass Non-Transferable

SECTION I: **Issuing Agency**

Issuing Authority: _____Phone #: _____

Issued To: _____Phone #: _____

Access Point: _____

Designated Route: _____

_____

Time Restriction: _____

Monitoring Station: _____

TLD S/N: _____ SRD #1 S/N: _____ SRD #2 S/N: _____

Initial Reading SRD #1: _____SRD #2: _____

Date / Time Issued: _____

I understand that I am entering a restricted area and agree to follow the instructions and limitation listed on this pass. I have received instruction on the use of dosimetry and understand that this pass is not transferable. In accepting this pass, I acknowledge responsibility for my own safety.

Signature: _____Date: _____

SECTION 2: **Access Point Officer**

Access Point Officer: _____ Agency: _____

Entry Time _____ Expected Exit Time (entry time plus time restriction) _____

Actual Exit Time: _____

SECTION 3: **Monitoring Station**

Monitoring Station Official: _____Station: _____

Date / Time: _____

Final Readings: SRD #1 _____SRD #2 _____

Appendix 6
Field Team Center Emergency Vehicle Pass Log
Date: _____
Page _____ of _____

Date Issued	*Issued to (Agency/Name)*	*Issued by (Agency/Name)*	*Expires*

Appendix 7
State of West Virginia Status Report

Fill form out in entirety, leaving no blanks. If not applicable, mark as such

Time: _____ Date: _____

The governor declared a "State of Emergency" at _____ on _____

for the following areas: _____

_____

State Emergency Operations Center Activated at _____ on _____

West Virginia requested assistance from:

Federal Emergency Management Agency at _____ on _____

US Coast Guard to broadcast a "Special Local Notice to Mariners" at _____ on

_____

US Coast Guard to assist clearing the waterways in the EPZ via FEMA at

_____ on _____

Department of Energy at _____ on _____

Federal Radiological Monitoring & Assessment Center at _____ on _____

Federal Aviation Administration restrict air space at _____ on _____

Restrict rail traffic at _____ on _____

Beaver Valley Plant Classification and Status:

Classification: _____ at _____ on _____

Reason for Classification: _____

Plant Status: _____

Release stopped at _____ on _____

Protective Action Recommendations (PAR):

Emergency Alert System and Sirens at _____ on _____

Protective Action Recommendations are: _____

_____

Advisory to shelter farm animals was issued at _____ on _____

for the following areas: _____

_____

Potassium Iodide was recommended for emergency workers and the general public

at _____ on _____

Waterways/parks were/will be cleared at _____ on _____

Other PARs issued: _____

Response Actions

Receptions and Care Centers are located at _____

_____

Monitoring and Decontamination Stations are located at _____

_____

Recovery Actions:

Protective Action Guidance boundaries: _____

_____

Restricted Zone boundaries: _____

Embargos on the following products: _____

_____

Re-entry by critical workers is authorized for the following areas: _____

_____

Critical workers should report to the Re-entry and Verification Orientation Center located at _____

Other Actions:

WV National Guard _____

_____

WV Department of Agriculture _____

_____

WV Bureau of Public Health _____

_____

WV Public Service Commission _____

_____

WV Division of Homeland Security and Emergency Management _____

_____

WV Department of Environmental Protection _____

_____

WV Division of Natural Resources_____

_____

WV Department of Transportation _____

_____

Other State Agencies _____

_____

County/Federal Agencies _____

_____

Appendix 8
State of West Virginia Protective Action Recommendations

These recommendations are effective as of _____on _____

The State of West Virginia recommends the following to the general public (circle all that apply):

Evacuate _____

_____

Shelter-in-place _____

_____

Take Potassium Iodide in accordance with instructions in the following areas _____

_____

Do not take Potassium Iodide _____

_____

Farm animals should be placed on stored feed and water in the following areas _____

_____

Other _____

_____

Reviewed by:

- WV DHSEM _____
- WV DEP _____
- WV DNR _____
- WV BPH _____
- WV Agriculture _____

Appendix 9
Reference Documents

NUREG-0654/FEMA-REP-1, Rev. 1, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants*, November 1990.

NUREG-0654/FEMA-REP-1, Rev. 1, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, Addenda*, March 2002.

NUREG-0654/FEMA-REP-1, Rev. 1, Supplement 1, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants-Criteria for Utility Offsite Planning and Preparedness*, September 1988.

NUREG-0654/FEMA-REP-1, Rev. 1, Supplement 2, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants-Criteria for Emergency Planning in an Early Site Permit Application*, April 1996.

NUREG-0654/FEMA-REP-1, Rev. 1, Supplement 3, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants-Guidance for Protective Action Strategies*, October 2011.

NUREG-0654/FEMA-REP-1, Rev. 1, Supplement 4, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants-Criteria for National Preparedness Initiative Integration, Exercise Enhancement, and Backup Alert and Notification Systems*, October 2011.

FEMA-REP-2, *Guidance on Offsite Emergency Radiation Measurement Systems, Phase 1 – Airborne Release*, June 1990.

FEMA-REP-5, Rev. 2, *Guidance for Developing State, Tribal, and Local Radiological*

Emergency Response Planning and Preparedness for Transportation Accidents, November 2000.

FEMA-REP-10, *Guide for Evaluation of Alert and Notification Systems for Nuclear Power Plants*, November 1985.

FEMA-REP-12, *Guidance on Offsite Emergency Radiation Measurement Systems, Phase 2 - The Milk Pathway*, September 1987.

FEMA-REP-13, *Guidance on Offsite Emegency Radiation Measurement Sytems, Phase 3 Water and Non-Dairy Food Pathway*May 1990.

NUREG-1442/FEMA-REP-17, Rev. 1, *The Emergency Response Resources Guide for Nuclear Power Plant Emergencies*, July 1992.

FEMA-REP-21, *Contamination Monitoring Standard for Portal Monitors used in Radiological Emergency Response*, March 1995.

FEMA-REP-22, Contamination Monitoring Guidance for Portable Instruments used in Radiological Emergency Response to Nuclear Power Plant Accidents, October 2002.

FEMA *Program Manual – Radiological Emergency Preparedness, October 2011*. FEMA *Federal Policy on Use of Potassium Iodide (KI)*, January 2002.

FEMA REP *Guidance to States and Local Governments for Shelf Life Extension of Potassium Iodide (KI)*, April 2007.

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 106-390, October 2000.

44 CFR 350, *Review and Approval of State and Local Radiological Emergency Plans and Preparedness*.

44 CFR 351, *Radiological Emergency Planning and Preparedness*.

44 CFR 352, *Commercial Nuclear Power Plants: Emergency Preparedness Planning*.

National Response Framework, January 2008.

10 CFR 20, *Standards for Protection Against Radiation*.

EPA-400-R-92-001, *Manual of Protective Action Guides and Protective Actions for Nuclear Incidents*, May 1992.

Food and Drug Administration Accidental Radioactive Contamination of Human Food and Animal Feeds Recommendations for State and Local Agencies, August 1998.

Food and Drug Administration Guidance on Use of Potassium Iodide as a Thyroid Blocking Agent in Radiation Emergencies, December 2001.

United States Department of Agriculture Radiological Emergency Manual for Livestock, Poultry and Animal Products, December 1987.

West Virginia Emergency Operations Plan, February 2008.

West Virginia Radiological Emergency Preparedness Plan, February 2012.

West Virginia Division of Homeland Security and Emergency Management Standard Operating Procedure for BVPS, February 2012.

West Virginia Field Team Center Standard Operating Procedure, February 2012. *West Virginia Field Sampling Team Standard Operating Procedure*, February 2012. *West Virginia Field Monitoring Team Standard Operating Procedure*, February 2012. *West Virginia Sample Reception Center Standard Operating Procedure*, February 2012.

WV Division of Homeland Security and Emergency Management REP Public Information Standard Operating Procedure, February 2012.

WV 15-5, *State Emergency Services Act*, .

Radiological Emergency Information for Farmers and Food Processors in the State of West Virginia, February 2012.

West Virginia University Disaster Handbook for Extension Agents, As amended. *West Virginia Emergency Alert System Plan*, August 2010.

West Virginia Division of Health and Human Resources Bureau of Public Health Policy on Distribution and Use of Potassium Iodide, As amended.

Hancock County Radiological Emergency Response Plan, As amended. *Beaver Valley Power Station Emergency Preparedness Plan*, As amended

Appendix 10
NUREG Evaluation Criteria Crosswalk
The references for each Evaluation Criterion are for this plan only and are not all inclusive

NUREG-0654/FEMA REP-1 Criterion		Description	Reference in Plan
Assignment of Responsibility (Organization Control)	A.1.a	Agencies Identified in EPZ Response	p. 3
	A.1.b	Concept of Ops and Inter-relations	p. 3-7
	A.1.c	Block Diagram of Inter-relations	
	A.1.d	Individual in charge of Response	p. 4
	A.1.e	24-Hour Response/Communications	p. 3
	A.2.a	Responsibilities of Major Elements	p. 3
	A.2.b	Legal Basis for Such Authorities	p. 17
	A.3	Written Agreements Between Parties	
	A.4	24-Hour Operations and Responsibility	
Emergency Response and Support Resources	C.1.a	Title of Requester of Fed Assistance	
	C.1.b	Expected Federal Resources	
	C.1.c	Local Support for Feds	
	C.2.a	EOF Representatives Dispatched	
	C.3	Radiological Laboratories/Capability	
	C.4	Individuals Able to Assist in Nuclear	
Emergency Classification System	D.3	Classification Scheme Consistent	
	D.4	Actions Consistent with Recommendation	
Notification Methods and Procedures	E.1	Warning Points and Verification	
	E.2	Alerting/Mobilizing Personnel	
	E.5	Public Notification/EAS	
	E.6	Instructions to EPZ Public	
	E.7	Protective Action Instructions to Public	
Emergency Communications	F.1.a	24-Hour Communications/Response	p. 3
	F.1.b	Communications with EPZ Governments	
	F.1.c	Communications with Federal OROs	
	F.1.d	Communications with EOF	
	F.1.e	Alerting/Activating Personnel in OROs	
	F.2	Communication for Medical Support	
	F.3	Periodic Testing of Emergency Comm.	
Public Education and Information	G.1	Annual Info and Education	
	G.2	Annual Info and Education for Transients	
	G.3.a	Points of Contact for Media in Emergency	
	G.4.a	Spokesperson Designation	
	G.4.b	Exchange of Information for PIOs	
	G.4.c	Rumor Control Procedures	
	G.5	Annual Media Outreach	
Emergency Facilities and Equipment	H.3	Establish EOC	
	H.4	Activation of Facilities	
	H.7	Offsite Rad Monitoring Near Facility	
	H.10	Maintain Emergency Equipment	
	H.11	Appendix of Emergency Kits/Equipment	
	H.12	Central Receiving for Monitoring Data	
Accident Assessment	I.7	Field Monitoring Capability	
	I.8	Methods of Rapid Assessment	
	I.9	Field Detection of Radioiodine in EPZ	
	I.10	Relating Measurements to Dose Rates	
	I.11	Locating/Tracking Airborne Plume	
Protective Response	J.2	Evacuation Route Provisions	

NUREG-0654/FEMA REP-1 Criterion		Description	Reference in Plan
	J.9	Capability to Implement Protective Actions	
	J.10.a	Route Maps with Sample Locations	
	J.10.b	Map Showing Population Distribution	
	J.10.c	Means for Notification to Entire Population	
	J.10.d	Protection of Special Populations	
	J.10.e	Provisions for Radioprotective Drugs	
	J.10.f	Decision Method for Radioprotective Drugs	
	J.10.g	Means of Relocation	
	J.10.h	Relocation Centers 5mi from EPZ	
	J.10.i	Traffic Capacities of Evacuation Routes	
	J.10.j	Access Control to Evacuated Areas	
	J.10.k	Control of Impediments to Evacuation	
	J.10.l	Time Estimates for Evacuation	
	J.10.m	Bases for Protective Action Choices	
	J.11	Ingestion Pathway Protective Actions	p. 3-7
	J.12	Registration/Monitoring of Evacuees	
Radiological Exposure Control	K.3.a	Capability for 24-hour Dose Projection	
	K.3.b	Dosimetry Read at Appropriate Intervals	p. 4-7
	K.4	Decision Chain for Authorizing Higher Doses	
	K.5.a	Action Levels for Decontamination	
	K.5.b	Means for Decontamination	
Medical and Public Health Support	L.1	Local/Backup Medical Services	
	L.3	Hospitals Capable of Admitting Contaminated	
	L.4	Medical Transportation	
Recovery and Reentry Planning and Post Accident Operations	M.1	Reentry Plans/Procedures	
	M.3	Informing Public of Recovery Operations	
	M.4	Estimation of Population Exposure	
Drills and Exercises	N.1.a	Exercises Require Offsite Response	
	N.1.b	Mobilization of State Adequate to Emergency	
	N.2.a	Monthly Communication Drills in EPZ	
	N.2.c	Annual Medical Emergency Drill	
	N.2.d	Annual Radiological Monitoring Drills	
	N.2.e	Semi-Annual Health Physics Drills	
	N.3.a	Identification of Basic Objectives for Drills	
	N.3.b	Identification of Date, Time, and Place for Drills	
	N.3.c	Identification of Simulated Events for Drill	
	N.3.d	Identification of Schedule of Events for Drill	
	N.3.e	Identification of Narrative Summary for Drill	
	N.3.f	Description of Arrangements for Observers	
	N.4	Critique at the End of Drills/Exercises	
	N.5	Means of Corrections from Exercises	
Radiological Emergency Response Training	O.1	Training of Appropriate Individuals	
	O.1.b	Offsite Agency Training	
	O.4.a	Offsite Training Program for Directors	
	O.4.b	Offsite Training Program for Assessment	
	O.4.c	Offsite Training Program for Rad Monitoring	
	O.4.d	Offsite Training Program for Police/Fire	
	O.4.f	Offsite Training Program for Rescue	
	O.4.g	Offsite Training Program for Local EM	
	O.4.h	Offsite Training Program for Medical Persons	
	O.4.j	Offsite Training Program for Communicators	

NUREG-0654/FEMA REP-1 Criterion		Description	Reference in Plan
	O.5	Annual Training/Retraining of Personnel	
Responsibility for Planning Effort: Development, Periodic Review, and Distribution of Emergency Plans	P.1	Planning Individuals Training	
	P.2	Planning Authority by Title	
	P.3	Plan Update Responsibility	
	P.4	Annual Update Provision	
	P.5	Revisions Communicated to Organizations	
	P.6	List of Support Plans	p. 17-19
	P.7	List of Required Procedures	
	P.8	Table of Contents/Cross-Reference	p. 1, 20-22
	P.10	Quarterly Update of Telephone Numbers	