

## CHAPTER 2 MANAGEMENT and ADMINISTRATION

### 2.1 MANAGEMENT RESPONSIBILITIES

#### 2.1.1 Management shall:

- A. Provide and maintain the necessary fire protection staff and resources to develop and maintain the fire protection program, and to provide technical expertise to achieve the Department of Energy's (DOE) fire protection goals and requirements.
- B. Provide and maintain the necessary staff and resources to ensure the implementation and documentation of the fire protection program.
- C. Minimize the potential for the occurrence of a fire or related perils.
- D. Ensure that fire does not cause an unacceptable on-site or off-site release of hazardous material that will threaten the public health and safety or the environment.
- E. Establish and define the requirements that will provide an acceptable degree of life-safety to all personnel, and to the public.
- F. Ensure that vital DOE programs will not suffer unacceptable delays as a result of fire and related perils.
- G. Ensure that property damage from fire and related perils does not exceed DOE-established levels.

2.1.2 Management is responsible for executing the Practices in this Program and for adhering to the requirements of the fire protection program for the facilities and/or operations under their jurisdiction. Whenever the requirements cannot be met, management shall consult with a representative from the fire protection engineering group and the fire department to determine the compensatory measures that must be implemented until compliance is achieved or an equivalent level of protection is provided.

- 2.1.3 If an exemption request is required, or an equivalent approach needed, the organization manager shall be responsible for preparing the request and submitting it to fire protection engineering for review and concurrence.
- 2.1.4 Department Heads are responsible for ensuring funding is secured for correcting fire-protection deficiencies involving their programs or facilities, and for consulting with fire protection engineering for prioritization of the deficiencies.
- 2.1.5 The FED is responsible for ensuring that fire protection equipment (except that maintained by the ESU), is maintained in full operating condition, and for initiating corrective action when repairs or maintenance are required.
- 2.1.6 When there is a conflict between the requirements of this Program and those of another discipline (e.g. Security), the Manager of Fire Protection Engineering and/or the Fire Chief, depending on the area involved, are responsible for resolving the conflict with the Manager of the other discipline. If a resolution cannot be reached, the issue shall be escalated to the next level(s) of management until resolved.

## **2.2 ORGANIZATIONAL STRUCTURE**

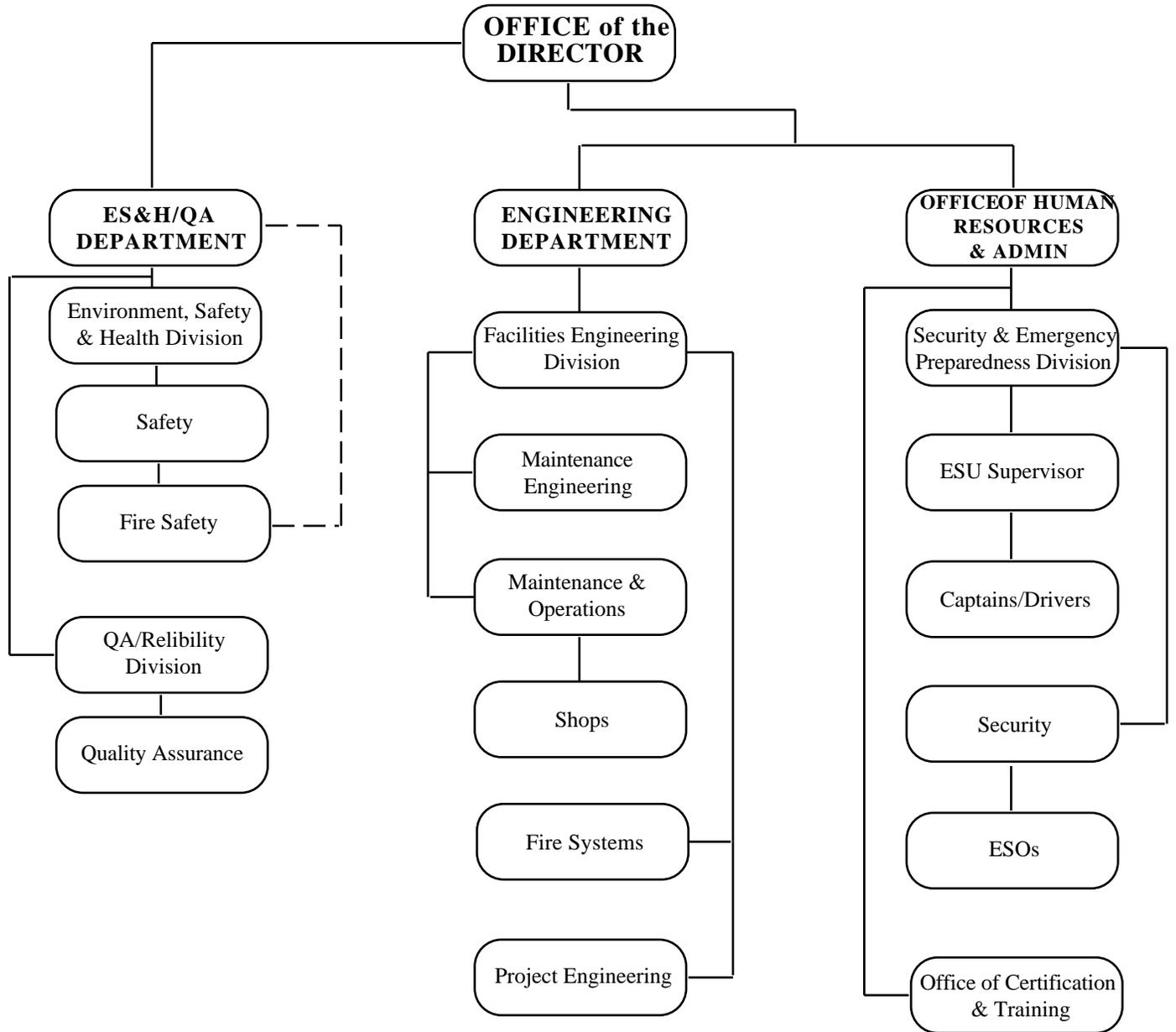
- 2.2.1 The Fire Protection Program is administered by four divisions and one office; Environmental Safety and Health; QA/R; Facility Engineering (FED); Security and Emergency Preparedness; and the Office of Certification and Training. Each Division/Office head reports to their Department Head, who in turn reports to the Director of the Laboratory.
- A. The Fire Safety Engineering Branch of the ES&H Division (ES&H/QA Department) has the responsibility of providing guidance to the Laboratory for the Fire Protection Program, performing inspections, evaluating compliance with the fire protection program, and assisting the QA/C Division with internal appraisals and audits.
- B. The QA/C Division (ES&H/QA Department) is responsible for managing the PPPL Appraisal Program, and tracking/trending of the results of audits/appraisals (internal and external).

- C. The Facilities Engineering Division (Engineering Department) is responsible for the installation, maintenance, and inspection of all fire protection systems.
- D. The Security and Emergency Preparedness Division (Office of Human Resources and Administration) is responsible for the development and implementation of the Emergency Preparedness Plan, providing adequate resources to address fire, medical, or similar type emergencies and providing support to the FED, via personnel, for testing and inspections.
- E. The Office of Certification and Training (Office of Human Resources and Administration) is responsible for the development and implementation of training programs dealing with the fire protection program.

2.2.2 Table 3, Appendix A, identifies the break-down of the individual responsibilities of the ES&HD, ESU, and FED Divisions.

2.2.3 The following organizational chart illustrates the relationship of these groups:

# FIRE PROTECTION ORGANIZATIONAL CHART



## 2.3 FIRE PROTECTION EXEMPTIONS

2.3.1 When compliance cannot be achieved with the required DOE Orders, or mandatory codes and standards relating to generic and life safety issues, an exemption request (temporary or permanent as applicable) shall be submitted to the DOE. The exemption shall be processed in accordance with DOE 5480.4, "Environmental Protection, Safety, and Health Protection Standards," and include the following information as a minimum:

- A. The specification of the standard from which the exemption is being requested.
- B. Detailed statements as to why compliance with the requirement cannot be achieved.
- C. A description of what measures will be implemented and maintained to provide equivalent protection to the requirement.
- D. An analysis of the benefit gained or negative impact avoided by receiving the exemption, versus the worst probable incident that may occur under the exemption.
- E. For temporary exemptions, a statement of when compliance will be achieved, and what actions have been and will be taken to meet compliance. A temporary exemption may be in effect for the time required to achieve compliance, but not to exceed one year. In some cases, the exemption may be renewed.

2.3.2 See Table 4, Appendix A, "Fire Protection Exemptions," for a current listing of the fire protection exemptions at PPPL.

## 2.4 FIRE PROTECTION EQUIVALENCIES

2.4.1 When compliance cannot be achieved with the required DOE Orders or mandatory codes and standards, and an alternate method of compliance is needed or desired, the equivalency concept shall include the following information as a minimum and be processed in accordance with the criteria outlined below:

- A. The specification of the standard for which the equivalency is being requested.

- B. Detailed statements as to why compliance with the requirement cannot be achieved, and why an alternate method is needed or desired.
- C. A description of the alternate method, and an explanation of how this method provides protection that is equivalent to the original requirement.
- D. The equivalency concept shall be submitted to the DOE-Chicago for approval and to DOE-Headquarters for concurrence.
- E. The equivalency concept may be approved on a temporary or permanent basis.

2.4.2. See Table 5, Appendix A, "Fire Protection Equivalencies," for a current listing of the permanent fire protection equivalencies approved for PPPL.

## **2.5 FUNDING PRIORITIZATION OF FIRE PROTECTION ITEMS**

2.5.1. A list of all open fire protection items (such as unfunded projects and findings from internal and external surveys, appraisals, and audits) shall be maintained and updated every six (6) months. Each item shall be prioritized based on the potential risk to assist management in the budgeting process, and to ensure the higher risk items receive priority funding. The following prioritization levels shall be used to identify the importance of each item.

**PRIORITY I:** A deficiency which presents an imminent threat to personnel safety or the environment, and warrants immediate compensatory action and/or correction. Priority I issues should be conveyed to plant and DOE management upon discovery for immediate action.

**PRIORITY II:** A deficiency which may present a threat to personnel safety or the environment, and must be corrected.

**PRIORITY III:** A deficiency which presents little threat to personnel safety or the environment, but if corrected, would improve the effective implementation of the fire protection program.