

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-O-048, R0-001**

(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: Dolores Stevenson Phone Ext: 3208

Department Name: ESH&S Department, Site Protection Division

Document Number: O-048 Revision No.: 0

Document Title: Emergency Management Review Committee Charter

Reason for change:

ES&H Executive Board recommends a staggered term as the committee's activities start, to avoid a complete turnover.

Change description: (Summarize and attach changed pages, with changes clearly indicated)

Staggered terms are added to the "Member" section of the Charter.

1. Does this TCR significantly alter the intent or scope of the document? YES: NO: X
2. Does this TCR significantly impact ES&H? YES: NO: X

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

Francis White
Department/Division Head Approval

7/25/14
Date

John DeLooper
Head, Best Practices and Outreach/designee

7/28/14
Date

Release/Effective date of this TCR: 7/28/14 Incorporate
this TCR into next revision of this document?

YES: X NO:

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|-------------|---|--|--|
| PPPL | PRINCETON PLASMA PHYSICS LABORATORY | ORGANIZATION/ MISSION | No. O-048 Rev. 0 Page 1 of 2 |
| | Subject: Emergency Management Review Committee Charter | Effective Date: June 20, 2014 | Initiated by: Adam Cohen ES&H Executive Board Chairperson |
| | Supersedes: NEW | Approved: Stewart Prager Director | |

Management System (Primary): 10.00 Safeguards and Security
Management System Owner: Head, ESH&S Department
Management Process: 10.02 Emergency Management
Process Owner: Head, ESH&S Department
Subject Matter Experts (SMEs): Head, ESH&S Department; Head, Site Protection; Deputy Head, Site Protection

Introduction

The Emergency Management Review Committee (EMRC) is a Resource Subcommittee of the ES&H Executive Board that focuses on the Emergency Management program at PPPL and compliance with DOE O 151.1C. The EMRC is a resource for emergency management program expertise to Laboratory projects and departments.

Members

- Head, Site Protection Division (Chair)
- Deputy Head, Site Protection Division
- SPD Emergency Planning & Training Coordinator
- Emergency Services Unit Representative
- ESH&S Department Representative
- Engineering Department Representative
- Plasma Science & Technology Department Representative
- Facility Manager Representative
- Emergency Response Organization Representative

Resource Members

- Communications Department Representative
- Information Technology Department Representative
- DOE/PSO Representative
- Princeton University Representative

Initial membership terms of the Committee will be staggered. One-third of the membership first appointed shall serve for a term of one (1) year; one-third shall serve for a term of two (2) years; and one-third shall serve for a term of three (3) years. Thereafter, as terms expire, members will serve for two years.

Members will serve for two years, at which time they may be re-appointed. New members may be recommended by the Committee, solicited from Department Heads, or members may be re-appointed.

Five members must be present to meet the quorum requirements for a meeting. No more than half the members will rotate off in a given period to ensure continuity of the discussions. Emergency Management Review Committee meetings will be held, at minimum, semiannually. The Emergency Management Review Committee can request the services of specific Laboratory employees to serve as non-voting Resource Members.

Responsibilities

The EMRC is responsible for providing guidance and advice to the ES&H Executive Board, as well as the Site Protection Division, on the Emergency Management program and program development at PPPL.

Activities that the EMRC may undertake include:

- Assessing and making recommendations for improving emergency management program performance, including assessing and adopting "best" industry practices.
- Reviewing the PPPL Emergency Preparedness Plan, Supplements and Implementing Procedures (EPIPs), and Laboratory-wide emergency management plans and procedures (e.g., Building Evacuation Monitor Program, emergency drills, etc.).
- Reviewing key facets of performance including trends, findings, and recommendations (including those from internal or external audits).
- Performing other tasks as requested by the Emergency Management Review Committee Chairperson or by the ES&H Executive Board Chairperson.

Reference Documents

DOE O 151.1C, Comprehensive Emergency Management Systems
O-021 ES&H Executive Board Charter