
Emergency Job Tasks

Nuclear Power Plant Incident

Specific tasks shall be assigned to staff members during an emergency based on the following criteria:

1. Administrator/Incident Commander
 - a. Listen to battery-operated radio for information regarding the incident and for specific instructions.
 - b. Establish contact with Emergency Management Office if necessary.
 - c. Activate Recall Roster and alert management staff to report to the Incident Command Post.
 - d. Instruct staff members, residents, and visitors to remain in the facility until further notice from the local authorities.
 - e. Shall be responsible for activating the Evacuation Emergency Procedures, if evacuation is ordered by local and state officials.
 - g. Shall be responsible for activating the Shelter-in-Place Procedures, if facility is instructed to remain indoors.
 - h. Account for all staff members and residents.
2. Management Staff of All Departments
 - a. Report to the Incident Command Post.
 - b. Instruct staff members, residents, and visitors to remain in the facility until further notice from the local authorities.
 - c. Instruct staff members to lock doors and windows.
 - d. Remain calm to not upset the residents.
 - e. Ensure food items are kept in covered containers or in the refrigerator. Uncovered food items should be washed before being put into containers.
 - f. Be prepared to activate Evacuation or Shelter-in-Place Procedures.
3. Maintenance
 - a. Report to the Incident Command Post.
 - b. Turn off the air conditioner, ventilation fans, furnace, and other air intakes.
 - c. Instruct staff members, residents, and visitors to remain in the facility until further notice from the local authorities.
 - d. Remain calm to not upset the residents.
 - e. Be prepared to activate Evacuation Procedures or Shelter-in-Place Procedures.
 - f. During evacuation, ensure that windows and vents are closed; utilize re-circulating air.
4. Staff Members of All Departments
 - a. Shut windows and doors.
 - b. Ensure residents and visitors remain in the facility until further notice from the local authorities. Again, KEEP DOORS CLOSED.
 - c. Remain calm to not upset the residents.
 - d. Ensure food items are kept in covered containers or in the refrigerator. Uncovered items should be washed before being put into containers.
 - e. Be prepared to activate Evacuation or Shelter-in-Place Procedures.
 - f. During Evacuation, ensure that windows and vents are closed; utilize re-circulating air.