Office for Nuclear Regulation

ONR INSTRUCTION			
Initial Notification and Event Classification			
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1. INTRODUCTION

1.1 Nuclear site licensees and operators, and other duty holders are required to make arrangements under the site licence and/or other legislation, to notify ONR of incidents and events relating to their premises and work activities. ONR may also receive notification of nuclear or radiological events by other means. Depending upon the nature of the nuclear event, there are three routes by which a telephone notification can be received by ONR and then forwarded to a Nominated Inspector (or a Superintending Inspector).

1.2 For events on nuclear sites where the approved emergency plan is invoked, initial notification is via the ONR emergency telephone number. During office hours this will be answered by Programme Delivery Support personnel and out of office hours by the HSE Duty Officer.

1.3 For other events an incoming call may be received by any person within ONR (or by the HSE Duty Officer).

1.4 For events on nuclear sites, the Nominated Inspector's call back procedure (section 5.2 below) verifies the authenticity of the notification.

2. PURPOSE AND SCOPE

2.1 This document describes the procedure to be followed when ONR is notified of an actual or potential nuclear or radiological emergency. Its purpose is to ensure that a Nominated Inspector (or Superintending Inspector) receives the notification and then determines what action should be taken

3. RESPONSIBILITIES

3.1 **Programme Delivery Support** personnel (or the **HSE Duty Officer**) receiving an event notification[1] **via the ONR emergency telephone** shall record the details given by the caller and forward these details promptly to a Superintending Inspector (or Nominated Inspector).

3.2 **Any member of ONR** receiving information relating to a potential radiation or nuclear emergency (or where they are uncertain as to whether or not there is such a potential) shall record the details given by the caller and forward these details promptly to a Superintending Inspector.

3.3 The **Superintending Inspector** (or **Nominated Inspector**) receiving details of the notification shall (as appropriate): make a return call to the site licensee or operator to confirm the nature of the event, categorise the event, and initiate the mobilisation and / or notification procedure(s) appropriate to the event category.

4. DEFINITIONS

4.1 **Class 1 event**: A declared off-site nuclear emergency at a GB Nuclear Site, or an authorised defence site or a nuclear warship site (*Operational Berth*). Class 1 events require the full mobilisation of ONR's emergency response capability (see ***ONR-EP-IN-003 - Off-Site Nuclear Emergency Response***).

4.2 **Class 2 Event:** In the opinion of the ONR:

- an event on a GB nuclear site, or an authorised defence site or a nuclear warship site that is not a declared off-site nuclear emergency, but has the potential to escalate into an off-site nuclear emergency; or

[1] Including notifications relating to emergency exercises.

- a transport or security related event that constitutes, or may escalate into, a radiation emergency; or
- a nuclear event likely to attract, or that have attracted, significant national media or public attention (including overseas nuclear events).

Class 2 events may require a partial mobilisation of ONR's emergency response capability (see ***ONR-EP-IN-005 - Potential Nuclear or Radiological Emergency Response***).

4.3 **Other Event:** An event that, in the opinion of the ONR, does not have the potential to escalate into an off-site nuclear emergency or a radiation emergency or attract significant national media or public attention, but which may require notification or referral to other agencies or specific programmes within ONR (see Table 1 below).

4.4 **Opinion of the ONR:** The opinion of the most senior ONR Inspector who has been informed of the event.

5. PROCEDURE

5.1 When receiving a call on via the ONR emergency telephone **the Programme Delivery Support** officer shall:

1. State clearly to the caller: "This is the Office for Nuclear Regulation. Do you wish to inform us of a Nuclear Event or Nuclear Emergency Exercise?".

   Note: Notifications may be made by an automated message – if such a message is received make a note of all relevant information on Notification and Classification Checksheet 1. If you are unable to capture all the information at the first attempt, stay on the line and the message will be repeated. **Ensure that you record the name of the site(s) affected**. Then go to step 5 below.

2. If the caller has the wrong number, inform them that they are on an emergency alerting number and ask them to clear the line.

3. If the caller wishes to report a nuclear incident or exercise, tell them that you have a number of questions you wish to ask. Then go through Checksheet 1 (Appendix 1) to obtain the required information from the caller.

4. Inform the caller that an ONR Inspector will call back shortly.

5. Immediately telephone the contact numbers on the nominated inspector list (Emergency Arrangements Communications Directory) until an available Nominated Inspector is identified. [Or, if a Superintending Inspector is available, pass the message directly to them.]

6. Input details in the red book. [Red Emergency Phone Handbook]

7. Take Checksheet 1 by hand to the identified Nominated Inspector, and complete the final parts of the checksheet.

5.2 When any other member of ONR receives information relating to a potential radiation or nuclear emergency (or where they are uncertain as to whether or not there is such a potential) shall record the details given by the caller, including the caller's telephone number and the location of the event and forward these details promptly to a Superintending Inspector.

5.3 When informed of a nuclear event by either a PDS officer or (if outside normal working hours) by a telephone call from the HSE Duty Officer, the **Nominated Inspector** (or **Superintending Inspector**) shall:

1. If the notification call is from a licensed (civil) or authorised (MoD) nuclear site, make a return call to the appropriate telephone number from the EACD [2](Ref. 6.1). For other callers, return the call to that person.
2. Obtain the necessary information from this contact to complete the relevant parts of the Notification and Classification Checksheet 2 (see Appendix 2).
3. Consider the information obtained, and classify the event according the definitions given in Section 4, recording the classification on Checksheet 2.
4. Initiate the procedures or undertake the actions specified in Table 1 below

Table 1: Nominated Inspector Actions by Event Type

***Class 1**: Off-site Nuclear Emergency (UK)*	**Initiate** ONR-EP-IN-003 - Off-Site Nuclear Emergency Response **Notify** PHE-CRCE (all sites) **Notify** DECC (civil nuclear sites only)
***Class 2**:*	**Initiate** ONR-EP-IN-005 - Potential Nuclear or Radiological Emergency Response **AND** **Notify** relevant organisation(s) – *see below*
Other	**Notify** relevant organisation(s) – *see below*
***Class 2** or **Other** events involving …*	
Re-entry of satellite containing a radioisotope thermoelectric generator	**Notify** Home Office CBRN Operations Support Team
Potential CBRN Event	**Notify** Home Office CBRN Operations Support Team
Potential security event on Civil nuclear site	**Notify** ONR Civil Nuclear Security Inspector [via CNC Control Centre outside office hours]
Radioactive materials in transport by road or rail	**Notify** ONR (Duty) RMT Inspector
Radioactive materials in transport by air	**Notify** Civil Aviation Authority
Radioactive materials in transport by sea	**Notify** Maritime and Coastguard Agency
Potential nuclear emergency in the UK	**Notify** DECC (civil nuclear sites only)
Declared or Potential nuclear emergency overseas	**Notify** DECC
Incidents involving radioactive materials not described above	**Refer** the caller to their local Police HQ.

Contact details for all organisations that ONR may **notify** are in the EACD

[2] If the site Emergency Control Centre has been declared operational, call back to the Site ECC, otherwise call back the Main Control Room or Site Shift Manager (or equivalent).

6. APPENDICES

Appendices follow on pages 5 and 6

APPENDIX 1: NOTIFICATION AND CLASSIFICATION CHECKSHEET 1

For completion by **Programme Delivery Support Officer**

Date	
Time	
Name of PDSO taking call	
Name of caller	
Company name and location	
Telephone no. of caller	
Name of site affected	
Condition declared*	
(* e.g. incident, site emergency or incident, **off-site nuclear emergency**)	
If emergency exercise, name	
No. of fatalities / injured persons	
Other information given by caller	
To Nominated / Superintending Inspector	
Time of message handover	

Please return completed sheets to the EP&R team in Redgrave Court 4.N.G

Note: This checklist can be completed in any format provided all the above details are recorded

APPENDIX 2: NOTIFICATION AND CLASSIFICATION CHECKSHEET 2

For completion by **Nominated Inspector** or **Superintending Inspector**

Call back telephone no.	
Time of return call	
Name of person contacted	
Company name and location	
Name of site (and country, if overseas)	
Date and time of incident	
Reactor/ plant affected	
No. of fatalities / injured	
State of plant safety parameters	
Other information given by caller	
EVENT CLASSED AS	
Additional Action Taken	
If event is CLASS 1 Off-Site Nuclear Emergency (or has potential to escalate) contact PHE-CRCE & DECC	Time PHE Notified: Time DECC Notified:

Please return completed sheets to the EP&R team in Redgrave Court 4.N.G. **Note:** This checklist can be completed in any format provided all the above details are recorded.