



<b>ONR INSTRUCTION</b>			
<b>Initial Notification and Event Classification</b>			
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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.
- 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 staff on the designated floor on the emergency phone rota and out of office hours by the HSE Duty Officer. **See ONR-EA-ROG-022 for the Nuclear Emergency Telephone Instructions.**
- 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 5.3 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 (Band 1) receives the notification and then determines what action should be taken.

## 3. RESPONSIBILITIES

- 3.1 **ONR staff** on Emergency Phone rota (or the **HSE Duty Officer**) receiving an event notification **via the ONR emergency telephone** shall record the details given by the caller and forward these details promptly to a Nominated Inspector. If the call relates to an exercise, pass details to EP&R team.
- 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 Nominated 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
  - 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 Nuclear Emergency Telephone ONR staff shall:

1. State clearly to the caller that they are through to the ONR Emergency Number and ask what the call is for.
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 Part 1 (Appendix 1) to obtain the required information from the caller.

**Note:** Notifications may be made by an automated message – if such a message is received make a note of all relevant information on the Notification and Classification Checksheet Part 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.

4. Inform the caller that an ONR Inspector will call back shortly.
  5. Immediately identify an available Band 1 inspector from the nominated inspector list in your emergency phone pack, which is kept next to the emergency phone. For exercises pass the details to the EP&R team.
  6. Take Checksheet 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 Nominated Inspector.
- 5.3 When informed of a nuclear event by a call to the Nuclear Emergency Telephone (in hours) or (if outside normal working hours) by a telephone call from the HSE Duty Officer, the **Nominated Inspector** shall:
1. If the notification call is from a licensed (civil) or authorised (MoD) nuclear site, make a return call to the telephone number recorded on the checksheet
  2. Obtain the necessary information from this contact to complete the relevant parts of the Notification and Classification Checksheet Part 2 (see Appendix 1).

3. Consider the information obtained, and classify the event according to the definitions given in Section 4, recording the classification on Checksheet Part 2.
4. Initiate the procedures or undertake the actions specified in Table 1 below

**Table 1: Nominated Inspector Actions by Event Type**

<b>Class 1:</b> <i>Off-site Nuclear Emergency (UK)</i>	<b>Initiate</b> ONR-EP-IN-003 - Off-Site Nuclear Emergency Response
<b>Class 2:</b>	<b>Initiate</b> ONR-EP-IN-005 - Potential Nuclear or Radiological Emergency Response <b>AND</b> <b>Notify</b> relevant organisation(s) – <i>see below</i>
<b>Other</b>	<b>Notify</b> relevant organisation(s) – <i>see below</i>
<b>Class 2 or Other events involving ...</b>	
<i>Re-entry of satellite containing a radioisotope thermoelectric generator</i>	<b>Notify</b> Home Office CBRN Operations Support Team
<i>Potential CBRN Event</i>	<b>Notify</b> Home Office CBRN Operations Support Team
<i>Potential security event on Civil nuclear site</i>	<b>Notify</b> ONR Civil Nuclear Security Inspector [via CNC Control Centre outside office hours]
<i>Radioactive materials in transport by road or rail</i>	<b>Notify</b> ONR Inspector competent to deal with a Transport Incident from EACD/ONR-EA-ROG-022
<i>Radioactive materials in transport by air</i>	<b>Notify</b> Civil Aviation Authority
<i>Radioactive materials in transport by sea</i>	<b>Notify</b> Maritime and Coastguard Agency
<i>Potential nuclear emergency in the UK</i>	<b>Notify</b> BEIS (civil nuclear sites only)
<i>Declared or Potential nuclear emergency overseas</i>	<b>Notify</b> BEIS
<i>Incidents involving radioactive materials not described above</i>	<b>Refer</b> the caller to their local Police HQ.

Contact details for all organisations that ONR may **notify** are in the Emergency Arrangements Communications Directory (EACD)

## **6. APPENDICES**

*APPENDIX 1 – ONR-EPR-TEMP-Notification and Classification Check Sheet*  
*CM9 Ref: 2017/120466*

## APPENDIX 1: NOTIFICATION AND CLASSIFICATION CHECK SHEET



Office for  
Nuclear Regulation

## Event Notification and Classification Check Sheet

Part 1 – Initial Call Receipt

<b>Date / Time:</b>	
<b>Name of staff receiving call:</b>	
<b>Person calling:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Role</li> <li>• Organisation</li> </ul>	
<b>Telephone number:</b>	
<b>Site / Dutyholder affected:</b>	
<b>Condition declared* (*e.g. incident, site emergency or incident, off-site emergency)</b>	
<p><b>Some use format of:</b>  <b>M</b> – Major Incident  <b>E</b> – Exact Location  <b>T</b> – Time of Incident  <b>H</b> – Hazards  <b>A</b> – Access  <b>N</b> – Numbers injured  <b>E</b> – Emergency services present and those required</p> <p>Aim to capture the same details if possible</p>	

**Part 2 – ONR Inspector Call Back**

Call back telephone number:		Time:	
Name of person contacted:			
Name of Site / duty holder: (Country if overseas)			
Details of <ul style="list-style-type: none"> <li>• Reactor/Plant</li> <li>• Package type</li> </ul>			
Date and time incident occurred:			
Number of fatalities/injured:			
State of safety parameters:			
Other information given by caller:			
<b><u>EVENT CLASSED AS:</u></b>			
Additional action taken:			
Name of Inspector		<b><u>ONR Notebook Serial #:</u></b>	