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CP3-EP-1023 **FRev. 1**	**TITLE**: Security Emergencies	Page 1 of 17

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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure provides direction for reporting and responding to security-related emergency events.

1.2 Scope

This procedure applies to United States (U.S.) Department of Energy (DOE) Paducah Site personnel involved in responding to security emergencies at the Paducah Site.

Security-related emergency response actions may be required in conjunction with other emergency response activities originating from criticality, earthquake, hazardous material, medical, severe weather, or other events. The exact nature of the emergency may dictate to some extent the structure of the security emergency response. Also, some security emergencies may be of short duration and not require an extensive response.

2.0 REFERENCES

2.1 Use References

- CP2-EP-1003, *DOE Paducah Site Superfund Amendments and Reauthorization Act (SARA) of 1986 Title III Hazardous Materials Facility Emergency Plan*
- CP3-EP-1000, *Personnel Accountability*
- CP3-EP-1006, *Emergency Classification*
- CP3-EP-1010, *Termination and Recovery After Emergencies*
- CP3-EP-1011, *Medical Emergencies*
- CP3-EP-1012, *Off-Site Emergency Response Assistance*
- CP3-EP-1014, *Emergency Operations Center*
- CP3-EP-1019, *Emergency Notification*
- CP3-QA-3008, *Fact Finding*

2.2 Source References

- CP2-EP-1000, *Paducah Site Emergency Management Plan*
- CP3-EP-1016, *Emergency Management Training*
- CP3-EP-1017, *Emergency Response Drills and Exercises*
- U.S. DOE Guide 151.1-3, *Programmatic Elements Emergency Management Guide*

3.0 COMMITMENTS

- CP1-NS-3001, *Technical Safety Requirements for the Department of Energy Paducah Site Deactivation Project*
- U.S. DOE Order 151.1C, *Comprehensive Emergency Management System*

4.0 RESPONSIBILITIES

4.1 Emergency Management Program Manager

The Emergency Management Program Manager has ownership and approval for this procedure and is responsible for the implementation and maintenance of this document.

4.2 Plant Shift Superintendent (PSS)/Incident Commander (IC)

NOTE:

The IC's responsibilities may be performed by the PSS or PSS may direct other qualified personnel to assume these responsibilities. Some security emergencies may be of short duration and not require an extensive response.

4.2.1 Responds and/or dispatches qualified individuals for security emergencies, as appropriate.

4.2.2 Determines the need to activate the Emergency Operations Center (EOC) for an event of concern or an event categorized as an Operational Emergency (OE) not requiring further classification. See CP3-EP-1006, *Emergency Classification* for more information.

4.2.3 Activates the EOC for an Alert or Site Area Emergency (SAE), in accordance with CP3-EP-1006, *Emergency Classification*.

4.2.4 Obtains offsite assistance, if necessary.

4.2.5 Establishes the Incident Command System (ICS).

4.2.6 Conducts personnel accountability for the affected facilities in accordance with CP3-EP-1000, *Personnel Accountability*, as appropriate.

4.2.7 Establishes a hazard zone and other zones, as needed.

4.2.8 Maintains communications with the Shift Coordinator and/or EOC Crisis Manager (CM).

NOTE:

IC may rely on the Protective Force (PF) Lieutenant (LT) (PF LT) to develop the response strategy and tactics for security emergencies.

4.2.9 Determines the overall strategy.

4.2.10 Requests resources as needed.

4.2.11 Determines the event categorization/classification.

4.2.12 Ensures the reporting of the accountability of all emergency responders involved in the incident response.

4.2.13 Determines need for roadblocks.

4.3 PF LT/Security Sector Officer

4.3.1 Reports directly to PSS/IC and operates within ICS.

4.3.2 Develops response tactics including tactical objectives and tactical priorities, and manages incident tactical response activities.

4.3.3 Monitors incident conditions, activities, and operations and advises PSS/IC on the status of the incident including information on hazard recognition, hazard assessment, and risk management related to the incident and all affected facilities and areas.

4.3.4 Briefs all tactical activities with PSS/IC, as time permits.

4.3.5 Determines incident needs and requests additional resources, as necessary.

4.3.6 Assigns resources based upon tactical objectives and priorities.

4.3.7 Oversees all on-scene security activities.

4.3.8 Supervises PF and/or other security on-scene personnel.

4.3.9 Establishes and monitors site and facility access control measures including entry and exit activities and roadblocks.

4.3.10 Ensures the safe movement and placement of response vehicles.

4.3.11 Monitors radio transmissions and other modes of communications to detect any missed, unclear, or incomplete communications and to detect any emergency responder calls of distress or duress.

4.4 Crisis Manager (CM)

4.4.1 Maintains overall management of the DOE Paducah site during an Alert or SAE incident.

4.4.2 Directs policy and decision-making activity in EOC.

4.4.3 Supports IC activities.

4.5 EOC Protective Force Advisor

4.5.1 Serves as the liaison between the EOC and PF LT.

4.5.2 Advises CM on security tactics; nomenclature; authorities; and, security operations.

4.6 Protective Force

4.6.1 Executes tactical assignments, as directed.

4.6.2 Establishes roadblocks, as needed and if possible.

4.6.3 Secures specific areas or materials as directed by the PF LT.

4.6.4 Provides site access for responding offsite law enforcement and other mutual aid organizations, as directed.

4.7 Shift Coordinator

4.7.1 Maintains communications interface with IC.

4.7.2 Makes emergency notifications as required by IC according to CP3-EP-1019, *Emergency Notifications.*

4.7.3 Makes emergency announcements over the ALL CALL system, as directed and if determined safe to do so.

4.7.4 Assists in the call-in of additional personnel.

4.8 Staging Sector Officer

4.8.1 Informs IC of the number and functional status of staged operations and resources.

4.8.2 Provides each external agency organization lead with a copy of CP2-EP-1003, DOE Paducah Site Superfund Amendments and Reauthorization Act (SARA) of 1986 Title III Hazardous Materials Facility Emergency Plan, upon their arrival at the site.

4.8.3 Replenishes staged resources, as necessary.

4.9 Emergency Squad (E-Squad)

4.9.1 Responds to the emergency scene, as directed.

4.9.2 Performs on-scene support activities.

4.10 Fire Services

4.10.1 Responds to the emergency scene, as directed.

4.10.2 Performs on-scene support activities.

4.10.3 Provide fire suppression services and other security emergency support activities, as directed.

4.11 Local Emergency Director (LED)

4.11.1 Ensures personnel within their assigned areas take protective actions as directed by the PSS/IC.

4.11.2 Initiates a local accountability, as needed.

4.11.3 **B**riefs IC on the facility or area situation and conditions, if possible.

5.0 GENERAL INFORMATION

WARNING:

DO NOT make an ALL CALL or public address (PA) system site-wide announcement during a security emergency if such an announcement could compromise the response situation and jeopardize those involved in the incident.

Using the ALL CALL or PA systems may jeopardize emergency responders and personnel in the vicinity of the incident by placing them into an overtly dangerous position.

5.1.1 An integral part of the emergency response organization's ICS includes components of the National Incident Management System.

5.1.2 Due to the unique circumstances of a security emergency, PSS/IC, LED or other responsible persons may not be able to provide guidance on life-saving protective actions. Onsite personnel may need to exercise their best judgment in responding safely to a potentially dangerous situation in their facility or area.

5.1.3 In consideration of the dangers that could be posed by the nature and circumstances of a security-related emergency, the PSS/IC may decide to establish a command post at a location not in physical proximity to the reported area of the emergency.

5.1.4 Acts of terrorism or other security emergencies may result in response from federal agencies such as the Federal Bureau of Investigation (FBI), Department of Justice (DOJ) or others, based upon national security level concerns. During these instances, command and control of the security event may be transferred to those Federal jurisdictions, in which case the Paducah Site Emergency Response Organization (ERO), including PF, will support these Federal agencies as required.

5.1.5 The transfer of command and control functions to another emergency facility, within an emergency facility, or to a command external to the ERO or ICS (e.g. FBI, DOJ, etc.), will be completed in an orderly and formal manner and ERO personnel will be informed of the transfer.

6.0 INSTRUCTIONS

6.1 Response to a Security Emergency Incident

NOTE:

PSS/IC, Fire Services and the E-Squad will provide a support role in a security emergency and may stage at a designated location away from the actual security emergency scene until PF has secured the scene and requests resources to the emergency scene.

PSS/IC

NOTE:

In consideration of the nature and circumstances of a security-related emergency, communications activities including radio transmissions should be conducted in a manner that prevents the release of sensitive information.

6.1.1 Determine, with input from the PF LT, if activation of the hi-lo tone and use of the PA ALL CALL system could impair or jeopardize an effective response to the security emergency.

6.1.2 Advise the Shift Coordinator on whether to call out the emergency responders by using the PA ALL CALL system.

6.1.3 **If** appropriate, **then** respond to the scene or to another appropriate location and function as IC **or** direct other qualified person to assume authority as IC.

6.1.4 **If** necessary, **then** request the call-in of additional PF staff.

6.1.5 **If** two or more emergency events occur simultaneously and cannot be effectively managed as a single incident, **then** may designate one or more IC to manage these events.

6.2 Establishing Incident Command and Control

PSS/IC

6.2.1 **If** appropriate, **then** respond to the identified security emergency scene by approaching from the safest direction.

6.2.2 **If** able to respond to the scene, **then** perform the following as appropriate:

A. Establish a command post.

B. Initiate a time line to document all relevant events and decisions made during the course of the emergency.

C. Assess the scene for hazards in coordination with the PF LT.

D. Designate appropriate sectors with responsible Sector Officers based upon the on-scene assessment.

E. Establish a hazard zone and other zones, as appropriate.

PF LT

6.2.3 Establish the most secure and appropriate mode of communication.

6.2.4 Establish a security sector **and** act as the Security Sector Officer.

PF

6.2.5 Respond as directed by the PF LT.

Fire Services

6.2.6 Respond to the area designated by PSS/IC or responding IC.

6.2.7 Stage equipment in position as directed by PSS/IC or Fire Services Shift Commander.

PSS/IC

6.2.8 **If** the security-related emergency incident occurs within the Limited Area or Property Protection Area, **then** designate personnel to open and monitor security gates to provide scene access control, as appropriate.

6.2.9 **If** additional scene access control is required, **then** request offsite law enforcement agencies support according to CP3-EP-1012, *Offsite Emergency Response Assistance*.

6.3 Security Emergency Response Operations

PSS/IC

6.3.1 Evaluate the incident for categorization/classification according to CP3-EP-1006, *Emergency Classification*.

NOTE:

Examples of situations that may require EOC activation for an emergency not requiring categorization/ classification include events with the following needs:

Additional personnel and/or material resources; additional management support especially for coordination of a widespread emergency or multiple-scene emergency; additional technical assessment support; additional resources for the mitigation of conditions that could lead to a more serious event; and the need for additional management support to those events which may attract media attention or a response from external organizations.

6.3.2 **If** the security emergency does not meet the criteria in CP3-EP-1006, *Emergency Classification* for categorization as an OE or further classification as an Alert or SAE, **then** activate the EOC for addressing the event according to CP3-EP-1014, *Emergency Operations Center* for additional management coordination of resources.

NOTE:

Emergency response to a medical or other emergency may be delayed due to the hazards posed by a security event.

6.3.3 **If** personnel have sustained injuries requiring medical transport and treatment, **then** implement CP3-EP-1011, *Medical Emergencies*.

6.3.4 **If** the security emergency involves a bomb or other hazardous and/or explosive device or the presence of such a hazardous device is suspected, **then** perform the following:

A. Evaluate the event for categorization/classification according to CP3-EP-1006, and **if** warranted, declare an OE;

B. Determine if further classification as an Alert or SAE is warranted.

6.3.5 **If** emergencies such as hazardous materials release, a fire, a criticality, or other emergencies have occurred, **then** use procedural guidance consistent with the nature of the emergency.

NOTE:

Emergency response actions may impact technical safety requirements (TSRs). Appendix B, TSR Section 5.7.3.4 (Deactivation), *Conditions Outside TSR*, provides the IC with guidance for determining if the TSR for *Conditions Outside TSR* should be implemented.

6.3.6 **If** facility systems and/or processes are involved, **then** coordinate any shutdown or manipulation of equipment with the Shift Coordinator or directly with facility management, as appropriate.

6.3.7 **If** indicated by an incomplete local accountability and if appropriate, **then** initiate site-wide accountability according to CP3-EP-1000, *Personnel Accountability*.

6.3.8 Coordinate the development of an effective strategy and tactics with the PF LT for resolving the incident.

6.3.9 Establish sectors based upon the incident assessment, as appropriate, to support security emergency response operations **and** determine the sectors that will report directly to the PF LT.

PF LT/Security Sector Officer

6.3.10 Establish the security sector **and** perform the following:

NOTE:

Circumstances of security emergencies may prevent the PF LT from reporting directly to IC.

A. Report directly to PSS/IC and operate with ICS, if possible.

B. Develop response tactics and manage incident tactical activities.

C. Advise PSS/IC on any expansion of the security sector and the resulting need for additional resources.

D. Monitor conditions, activities, and operations and advise IC of scene status including information on hazard recognition, hazard assessment, and risk management and all affected facilities and areas.

E. Coordinate all tactical activities with PSS/IC, as appropriate.

F. Brief PSS/IC on the status to tactical objectives.

G. Determine incident needs and request additional resources, as needed.

H. Assign resources based upon tactical objectives and priorities.

I. Establish and monitor facility access control measures including entry and exit activities.

J. Ensure the safe movement and placement of response vehicles.

K. Monitor radio transmissions and other modes of communication to detect any missed, unclear or incomplete communications to detect any emergency responder calls of distress or duress.

PF

6.3.11 Execute tactical assignments, as directed.

6.3.12 Secure specific areas or materials as directed by the PF LT.

6.3.13 Coordinate access for responding offsite law enforcement, security and emergency assistance (mutual aid) organizations.

PSS/IC

6.3.14 **If** indicated by the magnitude of the security emergency or the lack of available resources, **then** perform the following:

A. Request offsite assistance according to CP3-EP-1012, *Off-Site Emergency Response Assistance*.

B. Provide information to responding offsite organizations on the appropriate route to the site.

C. Designate a staging sector and a Staging Sector Officer to coordinate responding offsite mutual aid and assistance organizations.

D. Determine staging sector location.

E. Ensure communications are made with the incoming offsite assistance organizations.

6.3.15 **If** entering into the Limited Area, ensure issuance of thermoluminescent dosimeters (TLDs) to off-site emergency response organization personnel.

6.3.16 **If** entering into the Limited Area, ensure issuance of a copy of CP2-EP-1003, *DOE Paducah Superfund Amendments and Reauthorization Act (SARA) Title III Hazardous Materials Facility Emergency Plan* to each chief officer or ranking supervisory officer of responding external security and emergency response organizations.

Staging Sector Officer

6.3.17 Upon direction from PSS/ IC, direct responding offsite emergency response assistance organizations to appropriate staging areas.

6.3.18 Brief PSS/IC periodically on the functional status of resources.

6.3.19 Ensure that each responding external security and emergency organization lead has received a copy of CP2-EP-1003, *DOE Paducah Superfund Amendments and Reauthorization Act (SARA) Title III Hazardous Materials Facility Emergency Plan*.

6.3.20 **If** possible, **then** replenish staged resources as necessary.

NOTE:

Some offsite emergency response organizations such as emergency medical service agencies may need to make a rapid egress from the Limited Area due to urgent patient transport and care duties or other extraordinary obligations.

If necessary, offsite emergency response personnel may exit the site without returning their TLDs to a post drop-off box. These TLDs will be retrieved from the responders at a later time.

PSS/IC

6.3.21 Communicate, as needed, with CM and PF LT regarding the following considerations:

- Personnel injuries
- Hazards to emergency responders and other personnel in hazardous locations or conditions
- Resource requirements
- Progress of security response activities
- Progress of other emergency response activities
- Actual or potential environmental impacts
- Actual or potential equipment and/or operational impacts

6.3.22 Upon their exit from the Limited Area, ensure the return of TLDs from offsite emergency response personnel after the security emergency incident.

6.3.23 After evaluating the incident, request additional resource support from the Staging Sector Officer, if necessary.

6.3.24 Direct the Shift Coordinator to make periodic PA system emergency announcements to remind the DOE Paducah site population of the existence of an emergency to avoid the affected area, if determined safe to do so.

NOTE:

Briefings or notifications to DOE, Federal, state, or local government or other offsite emergency response organizations and/or agencies shall not impair, impede, nor interrupt security emergency operations activities.

6.3.25 Provide briefings to offsite emergency response organization representatives at appropriate and convenient times.

6.3.26 **If** the FBI or other DOJ agency or the U. S. Department of Homeland Security (DHS) responds to the emergency, **then** provide a comprehensive oral briefing to their respective representatives.

6.3.27 **If** the FBI, DHS, DOJ or other federal agency assumes command and control of the emergency, **then** ensure transfer of command and control is completed in an orderly and formal manner and ERO personnel are informed of the transfer.

6.3.28 **If** the Commonwealth of Kentucky's Department of State Police, Office of Homeland Security, Office of the State Fire Marshal, Division of Emergency Management or other state agencies responds to the emergency, **then** provide a comprehensive oral briefing to their respective representatives, as needed.

6.4 Termination of a Security Emergency

PF LT/Security Sector Officer

6.4.1 Report to IC that the security emergency or the security-related aspect of the emergency has been concluded.

CM/IC

6.4.2 **If** IC and CM concur on termination of the event and the necessity of recovery activities or if required following a classified emergency, **then** initiate recovery activities according to CP3-EP-1010, *Termination and Recovery after Emergencies.*

PSS/IC

6.4.3 **If** applicable, **then** secure **and** preserve the incident scene for further event investigation activities according to CP3-EP-1010.

6.4.4 **If** the security emergency involves a fatality, **then** notify the McCracken County Coroner according to CP3-EP-1011, *Medical Emergencies*.

6.4.5 Ensure notification is made to Federal and/or state agencies of the termination of the security emergency.

6.4.6 **If** EOC was not activated for a security emergency, **then** perform the following:

A. **If** appropriate, **then** return control of the affected facility or area to its owner in a formally documented turnover and note any applicable limiting conditions of operations and/or safety concerns.

B. **If** applicable, **then** release the emergency responders from the scene.

C. Ensure offsite emergency response personnel receive an incident briefing.

D. Prepare the incident time line and event documentation for transfer to the Emergency Management office for retention.

CM

6.4.7 **If** EOC was activated for a security emergency, **then** perform the following:

A. Make turnover to the Recovery Manager according to CP3-EP-1010.

B. Terminate the emergency according to CP3-EP-1010.

C. Release the emergency responders from the scene with concurrence of IC.

NOTE:

Do **not** release off-site emergency response personnel until they have been debriefed.

D. Ensure offsite emergency response personnel receive an incident debriefing.

E. Ensure preparation of position time lines and other event documentation for transfer to the Emergency Management office for retention.

PSS/IC

NOTE:

Due to the site's mission, critiques may potentially include classified information.

6.4.8 Conduct a critique of response actions for emergency responders according to CP3-QA-3008, *Fact Finding*.

CM

6.4.9 **If** the EOC was activated, **then** conduct a critique for EOC cadre members according to CP3-QA-3008.

7.0 RECORDS

7.1 Records Generated

The following records may be generated by this procedure:

- Incident time lines (for actual emergency)
- Event documentation (for actual emergency)

Forms are to be completed in accordance with CP3-OP-0024, *Forms Control*.

7.2 Records Disposition

The records are to be maintained in accordance with CP3-RD-0010, *Records Management Process*.

Appendix A – Acronyms/Definitions

ACRONYMS

CM — Crisis Manager

DHS — Department of Homeland Security

DOE — Department of Energy

DOJ — Department of Justice

EOC — Emergency Operations Center

ERO — Emergency Response Organization

E-Squad — Emergency Squad

FBI — Federal Bureau of Investigation

IC — Incident Commander

ICS — Incident Command System

LED — Local Emergency Director

LT — Lieutenant

OE — Operational Emergency

PA — Public Address

PF — Protective Force

PSS — Plant Shift Superintendent

SAE — Site Area Emergency

SARA — Superfund Amendment and Reauthorization Act

TLD — Thermoluminescence Dosimeter

TSR — Technical Safety Requirements

U.S. — United States

DEFINITIONS

ALL CALL (ALL CALL) — A broadcast system that overrides the PA system and all normal radio talk groups. This system allows an announcement to be made simultaneously on the PA system and the DOE Paducah site radio system.

Appendix A – Acronyms/Definitions (Continued)

COMMAND POST — A distinctly marked vehicle or specific area equipped with communications capabilities and other resources required to manage an incident, providing the IC and emergency response personnel with a location as close as possible to the actual scene from where they can operate and assess the situation.

EVENT DOCUMENTATION — Includes paperwork on the cause of the incident, personnel and equipment involved, extent of injury and damage (both on-site and off-site) resulting from the incident, locations of contamination with final decontamination survey results (**if** a hazardous material is involved), corrective actions taken to terminate the emergency, measures taken to restore the DOE Paducah site to normal conditions, and action taken or planned to prevent a recurrence of the incident. The documentation includes DOE Paducah site and off-site support requested and received and any program changes resulting from emergency response activities.

INCIDENT COMMANDER (IC) — The person responsible for all decisions relating to the on-scene management of the incident. The IC is in charge of the incident. The National Fire Protection Association identifies this person as incident commander or fire ground commander. The Occupational Safety and Health Administration identifies this person as the on-scene incident commander. Due to the possible hazards posed by a security emergency event, IC may decide to establish a command post in an area remote from the actual event scene. Although in charge of the incident, IC may not be "on-scene."

INCIDENT COMMAND SYSTEM (ICS) — A system instituted by IC of an emergency scene for providing overall coordination and control of the event.

NATIONAL INCIDENT MANAGEMENT SYSTEM — An emergency incident command system that provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation.

SECTOR — A tactical management unit having responsibility for either a geographic or functional assignment. Designated geographical sectors may include north, south, east, or west divisions of the emergency scene or may include specifically designated facility or areas. Sectors include the functional areas of operations, fire services, medical services, environmental monitoring activities, rehabilitation services, occupational safety and health activities, and all other functional operational areas considered necessary by IC. The assignment of sectors assists the incident commander in increasing organizational and operational effectiveness for managing

SENSITIVE INFORMATION — Information handled and protected by law in such a manner that maintains the business interests of the company, the national security of the government, and the trust and reliability of the company in the eyes of its stakeholders.

Deactivation
TSR
5.7.3.4

Appendix B - TSR SECTIONS 5.7.3.4 (Deactivation)
Conditions Outside TSR

Emergency actions that depart from an approved TSR may be taken when no actions consistent with the TSR are immediately apparent, and when these actions are needed to protect workers, the public, or the environment from imminent and significant harm. Such actions must be approved by a person in authority as designated in the TSR. This authority is delegated to the NUCLEAR FACILITY MANAGER or the Plant Shift Superintendent.

In an emergency, if a situation develops that is not addressed by the TSR, the NUCLEAR FACILITY MANAGER or the Plant Shift Superintendent is expected to use his/her training and expertise to take actions to correct or mitigate the situation. Also, the NUCLEAR FACILITY MANAGER or the Plant Shift Superintendent may take actions that depart from a requirement in the TSRs provided that (1) an emergency situation exists; (2) these actions are needed IMMEDIATELY to protect the workers, public, and environment from imminent and significant harm; and (3) no action consistent with the TSR can provide adequate or equivalent protection. If emergency action is taken, a verbal notification shall be made to DOE-PPPO and a written report shall be made to DOE-PPPO as soon as practical.

FOR INFORMATION ONLY

The IC must consider TSR requirements when responding to an emergency including those emergencies which are classified as “ALERTS” or “SITE AREA EMERGENCY.” TSR Section *Conditions Outside TSR* allows facility operations to depart from the TSRs in specific situations. Application of these conditions during events can require complex analysis of the site’s regulatory requirements. The Nuclear Facility Manager or the PSS must decide whether to implement TSR Section *Conditions Outside TSR* and discontinue TSR actions and surveillance.

When confronted with a situation which appears to warrant application of TSR Section *Conditions Outside TSR*, the IC should take advantage of available management resources. This request for advice on invoking TSR Section *Conditions Outside TSR* can be relayed through the C-300 PSS, if necessary. **However, at no time should this consultation result in a deferral of actions which would jeopardize personnel safety.**

Once conditions permit, the IC should allow resumption of TSR actions and surveillance. This permission to resume may be accomplished prior to termination of the emergency response.