

APPENDIX Q

EMERGENCY PROCEDURES

Emergency Procedures

Radioactive Material Licensees are required to develop, implement, and maintain Emergency Procedures, commensurate with the radioactive material possessed and used by the Licensee. The purpose of the emergency procedures is to provide Authorized Users and licensee personnel with specific instruction and guidance on how to safely respond to emergency or abnormal events that may occur at the licensee's facility. Applicants must develop emergency procedures that address a wide-spectrum of events (e.g., major spills, leaking source, medical events, interlock failure, stuck source, etc.). **A complete copy of the Emergency Procedures must be submitted to the Department as part of the application.**

Section 9	Applicability
RH-8500	Y
RH-8530	Y
RH-8550	Y
RH-8600	Y
RH-8620	Y
RH-8630	Y
RH-8670	Y

This section summarizes emergency procedures. The Licensee must develop, implement, and maintain specific emergency procedures which contain the following elements:

- Steps to take, and who to contact (e.g., RSO, local officials), when the following has occurred:
 - Leaking or damaged radioactive source or package containing a radioactive source,
 - Device containing radioactive material malfunctions or is damaged,
 - Radioactive material spills,
 - Theft or loss of radioactive material, or
 - Any other events involving radioactive material
- Steps for sealed source retrieval and access control of damaged sealed source(s) and/or malfunctioning devices containing sealed source(s)
- Steps to take if a therapy patient undergoes emergency surgery or dies.

AND

The licensee must insure the following:

- Make Emergency Procedures available to all users
- Maintain a current copy of the procedures at each location of use (or, if this is not practicable, post a notice describing the procedures and stating where they may be examined).

- Provide annual training on the Emergency Procedures to licensee personnel
- When developing the procedures described above, the licensee is reminded that RH-1004 requires that the licensee use, to the extent practical, procedures and engineering controls based on sound radiation protection principles to achieve occupational doses and doses to members of the public that are ALARA.
- Sealed sources and unsealed radioactive material used for therapy can deliver significant doses in a short time period. The Rules and Regulation, Paragraphs RH-1303.c, RH-1303.d, RH-1306.a, and RH-1308 describe access control to high and very high radiation areas and the security of radioactive material. Unauthorized access to radioactive material by untrained individuals could lead to a significant radiological hazard. This information must be incorporated into emergency procedures.

Additional Procedural Guidance (not covered elsewhere in the Licensing Guide)

The following Table lists additional topics that must be included/incorporated in the Emergency Procedures, as appropriate. These topics are not addressed elsewhere in the Licensing Guide. Additional discussion and procedural guidance is provided on each topic, as noted in the Table Q-1, Sub-Appendix. The Licensee may incorporate the guidance provided in the Sub-Appendix or may develop and submit equivalent procedures.

After the occurrence of an event becomes known to the Licensee, the Department must be notified that an event involving radioactive material has occurred. Refer to the Rules and Regulations, Sections 3 and 9 for a description of when notifications are required.

Table Q-1. Additional Guidance for Topics to be Included in Emergency Procedures, As Appropriate

Topic	Sub-Appendix
Safety Procedures and Instructions	Q-1
Spill Procedures	Q-2
Emergency Surgery	Q-3
Autopsy Procedures	Q-4