

INTEROFFICE MEMORANDUM

DATE: January 10, 2001

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FROM: *Vicenta DeLeon*
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SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13**
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This list was developed from equipment locations identified in FSAR Table 3.2-1, Seismic Category I. Equipment in Safe Shutdown Buildings is identified in FSAR Table 3.2-1, Seismic Category I.

REFERENCE(S):

Title 10 of the Code of Federal Regulations, Part 50, Domestic Licensing of Production and Utilization Facilities, Appendix R, Fire Protection Program for Nuclear Power Facilities

NUMARC NESP-007, Methodology for Development of Emergency Action Levels, Rev. 2, Unusual Event HA2

PPM 4.12.1.1, Control Room Evacuation and Remote Cooldown

FSAR Appendix F, Fire Protection Evaluation

WNP-2 Plant Specific EAL Guideline, HA2.1

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1.0 PURPOSE

This procedure provides instructions for notification of Federal, State and County organizations should a classified emergency provided for in PPM 13.1.1 be declared, upgraded, down graded, terminated, or a Protective Action Recommendation (PAR) be made or modified. It also provides instruction for notification, acknowledgement, and response actions by Energy Northwest emergency response personnel. {R-1586, R-1587, R-1588, R-1589, R1590}

2.0 REFERENCES

- 2.1 10CFR50.47(b), Emergency Plans {R-1586, R-1587, R-1588, R-1589, R-1590}
- 2.2 10CFR50.72, Immediate Notification Requirements for Operating Nuclear Power Reactors {R-1932}
- 2.3 10CFR26, Fitness for Duty Program
- 2.4 10CFR50 Appendix E (IV)(C), Activation of Emergency Organization {R-5731}
- 2.5 NUREG-0654/FEMA-REP-1, Rev. 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
- 2.6 NUREG-1022, Rev. 1, Event Reporting Systems
- 2.7 IEN 98-08, Information Likely to be Requested if an Emergency is Declared
- 2.8 FSAR, Chapter 13.3, Emergency Plan, Section 4
- 2.9 SWP-FFD-01, Fitness For Duty
- 2.10 PPM 13.1.1, Classifying the Emergency
- 2.11 PPM 13.2.2, Determining Protective Action Recommendations
- 2.12 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.13 PPM 13.10.6, Plant/NRC Liaison Duties
- 2.14 PPM 13.13.4, After Action Reporting
- 2.15 Classification Notification Form, 968-24075

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2.0 REFERENCES (cont'd)

2.16 Emergency Classification or Other Emergency Messages, 968-26045

2.17 Followup Notifications, 968-26098

2.18 Partial Activation or Manpower Schedule Message, 968-26095

3.0 DISCUSSION

Initial notification of Washington State and local authorities must be made within 15 minutes following declaration of the emergency event. For Energy Northwest, local authorities are defined as Benton County, Franklin County and Washington State. DOE-RL should be notified within 15 minutes to allow protective action implementation for DOE workers, although this is not required by regulation. Initial notification of the NRC via the Emergency Notification System (ENS) should be made immediately after notification of the appropriate state and local authorities, and must be made not later than one (1) hour after emergency event declaration. Immediate notifications are outlined in Attachment 6.1, Part A - Immediate Notification List. Notification of other offsite agencies is outlined in Attachment 6.1, Part C - Offsite Agency Notification List. {R-5731}

If a Transitory Event is discovered as outlined in PPM 13.1.1, ENS notification to the NRC must be made within one (1) hour of the discovery of the undeclared (or misclassified) event. State and county authorities will be notified via the Crash phone system within one (1) hour of the event.

Emergency notifications are one of the responsibilities assigned to the designated Emergency Director (ED) and will transfer along with the ED function from the Shift Manager to the TSC Manager or EOF Manager. The ED cannot delegate the decision to notify offsite authorities responsible for offsite emergency measures, but may delegate notification actions to other individuals in accordance with this procedure.

4.0 PRECAUTIONS AND LIMITATIONS

- 4.1 State and local authorities are required to receive emergency event notifications within 15 minutes of event classification, a change in event classification, or changes in Protective Action Recommendations (PARs).
- 4.2 If after beginning to fill out a Classification Notification Form (CNF), but before the event is communicated to anyone offsite, event conditions change which make it necessary to reclassify the event or change PARs, discontinue completing the first CNF and begin filling out a new one. Mark the discontinued CNF void and include it with the After Action Report per PPM 13.13.4. The initial 15 minute notification

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EMERGENCY NOTIFICATION LISTS
PART B - ERO NOTIFICATION LIST

Discussion

- The Part B notification list represents the essential and augmenting Emergency Response Organization (ERO) positions for Energy Northwest that shall be notified as soon as possible after classification of an emergency event.
- A complete list of ERO work, home, and pager numbers is maintained in selected Emergency Phone Directories for use by the Plant Administrative Manager, Site Support Manager, JIC Support Manager, or SCC Duty Officer. Any of these positions may use the Part B Notification List to contact ERO personnel in the event of an auto-dialer or paging system failure.
- These positions are normally notified by pager, computerized phone system, or public address system.

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EMERGENCY NOTIFICATION LISTS
PART C - OFFSITE SUPPORT AGENCY NOTIFICATION LIST

Discussion

- These offsite agencies are notified as soon as possible after Part A notifications are made. Notification is made at the indicated emergency classification level and at any subsequent reclassification (except as noted below), including termination.
- Notifications are made via commercial phone, radio or facsimile. An Offsite Agency Notification Checklist is located in the Offsite Agency Section of the Emergency Phone Directory.
- These agencies are normally provided information contained in items 2 through 6 of the CNF.
- The agencies are listed in the order of preferred notification. However, Energy Northwest reserves the right to modify the order as required for effective emergency preparedness coordination.
- After two (2) unsuccessful attempts to contact a listed agency, further attempts will be discontinued and an "unable to contact" notice given to the Site Support Manager.

AGENCY NOTIFICATION LIST

At Unusual Event or Above

1. Bonneville Power Administration (BPA)
2. Federal Emergency Management Agency (FEMA)
3. Oregon Office of Energy

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EMERGENCY RESPONSE ORGANIZATION (ERO) NOTIFICATION AND RESPONSE INSTRUCTIONS

General Instructions

If the ERO is summoned during freezing or snowy weather, call the Hanford Patrol Operations Center and request that the roads to the plant be cleared or sanded as necessary. Refer to the Emergency Phone Directory for the number.

If an evacuation is necessary beyond the Exclusion Area, contact the Benton and Franklin County Emergency Operations Centers and request that the Benton and Franklin County road supervisors be contacted to assist in determining evacuation risk. Refer to the Emergency Phone Directory for the number.

At Alert or higher emergency classification, on call and Support personnel are to respond to their assigned emergency centers. Selected ERO personnel may also be instructed to respond at the Unusual Event classification. Security personnel at Energy Northwest roadblocks will direct Plant responders reporting from home to the Health Physics Center (HPC) at the Yakima Building before going to the Plant if there are hazardous conditions to consider. Otherwise, personnel will report directly to their assigned emergency center.

On call ERO members must meet Energy Northwest's Fitness for Duty criteria contained in the General Information Handbook (GIH), GIH 4.6.1. Personnel should not acknowledge a telephone or pager notification unless Fitness for Duty criteria is met.

10CFR26 and Energy Northwest procedures, such as SWP-FFD-01, specify that the consumption of alcohol is prohibited for five hours prior to "any scheduled working tour" and "during the period of any scheduled working tour". Abstinence is not specifically required for other periods. For Emergency Preparedness purposes, a scheduled drill/exercise is considered as a scheduled working tour. Response to an actual event is considered as a call-in situation or unscheduled working tour.

10CFR26 and SWP-FFD-01 address alcohol consumption for call-in/unscheduled working tours. The called-in person(s) must state whether alcohol has been consumed within the preceding 5 hours, and the Supervisor/Manager must ensure this information is provided. For those reporting for a call-in/unscheduled working tour and not meeting the 5 hour abstinence period, a determination of fitness must be made (including any necessary controls or conditions such as supervision or monitoring).

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Notification Acknowledgement/Response During Normal Work Hours

While at work, ERO personnel may be notified of emergency classifications by one of the following:

- Pager notification
- Public address (PA) announcements
- Word of Mouth
- Telephone message from an automatic dialer

On call responders report directly to their assigned emergency center following notification of an Alert or higher emergency classification. All ERO personnel designated as Support should report to their assigned emergency center following notification of an Alert or higher emergency classification.

On call ERO members acknowledge all emergency pager notifications by:

- Calling 375-6201. (This is an outside number and should be preceded by 9 if you call from an Energy Northwest internal extension.)
- Following the directions provided.
- If there is no answer at the call in number, respond directly to your emergency center at Alert or higher classifications, and report to the center manager.

If a second notification upgrading the emergency from an Unusual Event to an Alert or higher classification is received, personnel will again need to follow the instructions and acknowledge this notification as well.

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- Inclement weather (e.g., high winds or hazardous road conditions may preclude a safe evacuation of plant personnel).
- Radiological hazards exist (determine which action would result in lowest dose to evacuating personnel).
- Other hazards exist which might subject evacuees to a higher risk to personnel safety than not evacuating.

If the need for a Protected Area evacuation is indicated, but the decision is made to retain personnel onsite due to safety concerns, plant personnel will assemble at the Yakima Building, 441' conference room or other areas as specified.

- 3.3 The area selected for a localized evacuation should have well-defined boundaries (e.g., Radwaste Building, 422' Reactor Building, 501' Turbine Building, etc.). The assembly area for localized evacuations will be the onsite Yakima Building conference room or other areas as specified.

Normally, Protected Area evacuations will be conducted at a Site Area or General Emergency, or when other conditions warrant. Personnel Accountability will be established for those personnel remaining onsite within 30 minutes of the declaration of the Protected Area evacuation. Protected area evacuees may assemble at the Kootenai Building Health Physics Center or the Energy Northwest Office Complex (ENOC) assembly area after leaving the plant and, if required, radiological monitoring and decontamination will be performed.

For localized evacuations that may be conducted without being in a declared emergency condition, the decision to evacuate is the responsibility of the Control Room Supervisor/Shift Manager (CRS/SM).

- 3.4 When a Protected Area evacuation is ordered, personnel accountability actions of PPM 13.5.5 will be implemented.

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- 4.2.4 Determine, if necessary, any other special protective measures which should be taken by plant evacuees.
- 4.2.5 Determine the appropriate evacuation route and assembly area in accordance with the table below:

Condition A: The wind direction is away from the Protected Area Access Point (PAAP), the west parking lots, and the Kootenai Building (wind from any direction other than between 20° and 90°). Wind directions and a site map showing Condition A evacuation route and assembly area are presented in Attachment 5.2.

Condition B: The wind direction is toward the PAAP, the west parking lots, and the Kootenai Building (wind from between 20° and 90°). Wind directions and a site map showing Condition B evacuation route and assembly area are presented in Attachment 5.3.

| Parameter | Condition A | Condition B |
|------------------|---|---|
| Evacuation Route | Out PAAP parking lot to Kootenai Building by any available means. | Out PAAP parking lot, north around plant to ROC assembly area by any available means. |
| Assembly Area | Kootenai Building (Health Physics Center) | Energy Northwest Office Complex assembly area |

- 4.2.6 Ensure evacuees sign in on the WNP-2 Emergency Center Accountability Log (968-25691). Direct the Security Supervisor to instruct the evacuees to standby until released by the Manpower Scheduler.
- 4.2.7 If a security event or other unforeseen condition prevents or alters implementation of these preplanned evacuation plans, designate alternate exit point(s) and assembly area(s), and revise the public address announcements accordingly.
- 4.2.8 Perform steps on form 968-26050, WNP-2 Public Address Emergency Message Format - Protected Area Evacuation, for evacuation of the Protected Area using Condition A or Condition B routing.
- If the PA announcement is made from the Control Room, use the PA system override switch for announcements. Return the switch to the normal position when done.

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direct plant personnel to assemble at the 441 conference room or other areas as specified and keycard in at the OSC card reader for accountability purposes.

4.1.2 OSC Manager Responsibilities

- a. When the OSC is activated, ensure the OSC Team Tracker has initiated OSC Personnel accountability.
- b. Determine what assembly area the TSC Manager has designated for evacuees and contact the Site Security Supervisor to dispatch a Security Officer or designated coordinator to the assembly area to establish radio or phone contact with the Security Supervisor.
- c. Inform the TSC Plant Administrative Manager and Security Manager in the EOF (or Shift Manager if TSC not activated) of accountability progress and results.

4.1.3 Site Security Supervisor Responsibilities

- a. Initiate the Protected Area electronic accountability system by directing the Central Alarm Station (CAS) activate all Protected Area keycard cardreaders by OPENING GROUP 10 (Group Door Open Display):
 - When directed to perform personnel accountability, or
 - You become aware that an evacuation of personnel in the Protected Area has been ordered.
- b. Delay generating the Initial Accountability report for 20 minutes after declaration of Protected Area Evacuation. Then direct CAS to run an Emergency Accountability Report, sorted by NAME and AREA.
- c. Forward the report to the OSC Team Tracker or OSC Manager. If the OSC Manager is not yet present, forward the report to the TSC Manager; otherwise, inform the Shift Manager.

NOTE: Initial Accountability must be completed within 30 minutes whenever a Protected Area Evacuation is directed, and is considered to be complete when the report is delivered to the appropriate recipient, and when the final list of missing individuals for whom search and rescue will be initiated has been defined.

- d. If the OSC is not activated, determine from the Emergency Personnel Accountability Report what individuals cannot be accounted for by identifying those names not identified as present in an Emergency Center. An unaccounted for individual is one who is listed in the Protected Area or Vital Areas, but is not listed on the OSC Personnel Accountability Log, OSC Team Tracking Log, TSC Personnel

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Accountability Log, CAS Manning Roster, or Control Room Personnel Accountability Log. Report the results to the Emergency Director.

- e. When informed that an evacuation of the Protected Area has been ordered, direct a Security Officer (with radio) go to the designated evacuation assembly area and:
- Establish radio and/or phone contact with you or the OSC Team Tracker and act as a point of contact for checking personnel accountability at the assembly area
 - Maintain order at the designated assembly area and relay message or directions to evacuees
 - When monitoring or decontamination of assembly area evacuees is necessary, assist Health Physics personnel with segregating contaminated or potentially contaminated personnel or vehicles
- f. If unaccounted for persons are identified, as determined by performing Step 4.1.4.e of this procedure, implement Section 4.2 actions to locate unaccounted for personnel in the Protected Area and report your results to the OSC Manager.

4.1.4 OSC Team Tracker Responsibilities

- a. Place the OSC Personnel Accountability Log in the OSC. Remind personnel to:
- Sign in on the OSC Sign in Board
 - Keycard into the cardreader at the Yakima Building Lunchroom
 - Log in and log out when leaving from and returning to the OSC

NOTE: Personnel (Repair Teams) listed on the Team Tracking Log are exempted from signing in and out on the OSC Personnel Accountability Log.

- b. Contact the designated accountability coordinators in the Control Room and the Plant Admin Manager in the Technical Support Center (TSC) to ensure they have taken personnel accountability actions and remind personnel to keycard in.

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1.0 PURPOSE

The purpose of this procedure is to provide guidance for the setup and operation of the offsite assembly area for accountability of personnel and for monitoring and, when necessary, decontamination of potentially contaminated personnel and vehicles.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 5.7.3
- 2.2 SPIP-SEC-04, Officer Responding to PSF Ambulance Bay/Offsite Assembly Area
- 2.3 PPM Volume 11, Health Physics Procedures
- 2.4 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.5 PPM 13.5.3, Evacuation of Exclusion Area and Nearby Facilities
- 2.6 PPM 13.13.4, After Action Reporting
- 2.7 Skin/Clothing Contamination Report, Form 968-24080
- 2.8 Emergency Response Log, Form 968-23895

3.0 DISCUSSION

Personnel evacuated from the WNP-2 Protected Area are normally instructed to assemble at the Kootenai Building, which is intended to be the primary assembly area. When the Kootenai Building is not available, personnel are directed to the Energy Northwest Office Complex (ENOC), which is the designated alternate assembly area. Personnel evacuated from the Exclusion Area are instructed to go home when no radiological hazard exists. When radiological concerns warrant, Exclusion Area evacuees are instructed to assemble at an offsite assembly area for monitoring and, when necessary, decontamination.

During activation of the ENOC as an offsite assembly area, the Security Manager is responsible for dispatching a Security Officer for accountability purposes and the Radiological Emergency Manager (REM) is responsible for personnel and vehicle monitoring and decontamination activities.

Monitoring and decontamination operations for nonEnergy Northwest evacuees at other offsite locations, i.e., at Leslie Groves Park for Columbia River evacuation, are normally processed by Washington State Department of Health (DOH) personnel. In the absence of DOH personnel, or when Supply System support is requested, the EOF Manager should direct the REM to provide the necessary resources or assistance.

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- 4.2.5 Periodically request dosimetry readings from field team members to ensure they are within limits and notify the Field Team Coordinator of results.
- 4.2.6 Maintain radio communications capability until all field teams have returned to the Kootenai Building.
- 4.2.7 Act as Field Team Coordinator when requested.
- 4.2.8 Upon shift change, brief your relief on the current status of the emergency and field team activities.
- 4.2.9 Upon shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Deliver After Action Report, and logs to the Field Team Coordinator.

4.3 Environmental Field Team Member Duties

- 4.3.1 Upon notification of Alert or higher classification, or as directed, proceed to the Emergency Operations Facility, or if directed, to Energy Northwest Alternate EOF at the MPF, and report to the Radiological Emergency Manager or Field Team Coordinator.

NOTE: If none of the above personnel are present, proceed with those procedure steps listed for getting field team equipment ready for use. Check back with one of the listed personnel when ready for dispatch.

- 4.3.2 Sign in on the EOF staffing board designated for listing field team members and obtain a field team identification designator number (i.e., EN-1, EN-2, etc.).

NOTE: Additional field team kits and the River Evacuation and Monitoring Kits are located outside Room 201 of the MPF. Keys for the cabinet are located in the glass front key box on the wall adjacent to the Room 201 door. Enter the MPF via the southeast keycard sliding door.

- 4.3.3 The first team member to arrive at the EOF should retrieve the Field Team Emergency Cabinet keys (key to the First Aid Room for entry to the ambulance bay, and the key to the field team radio cabinet) from the red key box on the EOF Field Team Supply Cabinet.

- 4.3.4 Obtain keys for the Energy Northwest designated field team vehicles from the EOF Field Team Supply Cabinet.

NOTE: Two of the designated field team vehicles are pool vehicles. One is normally located at the Chelan Building. The second vehicle is usually located on the east side of the Willamette Building. Use of another Energy Northwest or personal vehicle may be required to obtain these vehicles. Keys to all four designated field team vehicles are located in the EOF Field Team Supply Cabinet.

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- 4.3.5 Obtain bundled Field Team Document Packet of Maps, Forms and Procedures, and a GPS unit from the EOF Field Team Supply Cabinet.

NOTE: The electronic dosimeter dose rate alarm is set to 500 mrem per hour. The dose alarm is set to 1800 mrem. If the dosimeter goes into alarm, immediately leave the area and contact the Field Team Coordinator.

- 4.3.6 Obtain an electronic dosimeter from the EOF Field Team Cabinet. To activate the dosimeter, press the button on the side.

- 4.3.7 Report to the Ambulance Bay and unlock the following:

- a. Field Team Emergency Cabinets #1 through #3 (Yakima Building Health Physics Center). Leave the key in the last lock.
- b. Radio Charger Cabinet (Yakima Building, Room 118A, by decon shower).

- 4.3.8 Obtain field team equipment from the designated cabinets which includes the following:

NOTE: The combination to the field team kits is 911.

- a. Protective Clothing Kit
 - b. Instrumentation Kit
 - c. Ribbonded Stakes for marking sample locations
 - d. Air Sampling Kit
 - a. Field Sampling Kit
 - b. Field Team Portable Radios (2) and Spare Batteries (2) located in the Radio Charging Cabinets in Yakima Building, Room 118A.
- 4.3.9 If the inventory seal on any of the kits is broken, inventory the contents of that kit per the PPM 13.14.4 inventory list (located in the Field Team Document Packet) and notify the Field Team Coordinator if anything is missing.
- 4.3.10 Using the field team radio cabinet key, obtain the source to be used for performing instrument response checks located in the field team source cabinet in Room 118A. The source shall be returned to this cabinet when response checks are complete, and the cabinet locked.
- 4.3.11 Perform battery and response check, as applicable, on all radiation survey instruments in the instrumentation kit and record the information on the Checklist for Equipment Test, Attachment 5.1, located in the Field Team Document Packet, using the guidance contained in Attachment 5.1 and Attachment 5.2.

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STABILITY CLASS TABLE

| Stability Classification | NRC Categories (Stability) |
|--------------------------|-------------------------------|
| Extremely unstable | <i>A (1)</i> |
| Moderately unstable | <i>B (2)</i> |
| Slightly unstable | <i>C (3)</i> |
| Neutral | <i>D (4)</i> |
| Slightly stable | <i>E (5)</i> |
| Moderately stable | <i>F (6)</i> |
| Extremely stable | <i>G (7)</i> |

- 4.3.18 Notify the Field Team Dispatcher upon arrival at your assigned location.
- 4.3.19 As directed, perform general area surveys, ground contamination surveys and portable air samples following the instructions contained in Attachments 5.3 through 5.6.
- 4.3.20 Maintain a chronology of significant inputs, actions, events and their resolutions on an already established log, or on the Emergency Response Log (Form 968-23895), for attachment to your After Action Report per PPM 13.13.4.
- 4.3.21 If directed to perform River Evacuation Monitoring refer to PPM 13.9.8.
- 4.3.22 If directed to retrieve environmental TLDs and/or fixed air samples, refer to Attachment 5.7.
- 4.3.23 When relieved at shift change, or termination of emergency event:
- a. Brief your relief on responsibilities, duties and current status of actions being performed.
 - b. Report to the Yakima Building Health Physics Center for survey, and, if necessary, decontamination.
 - c. Turn in personal dosimetry to the Health Physics Center staff and report to MUDAC for debriefing.
 - d. Prepare an individual After Action Report per PPM 13.13.4.
 - e. Deliver After Action Reports to the Field Team Coordinator.
- 4.3.24 When assigned as relief for the on shift Environmental Field Team Members:

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- a. Report to the Field Team Coordinator in MUDAC.
- b. Receive an update on present conditions, and instructions for relieving the on shift team members.
- c. Prior to beginning the assignment, obtain electronic dosimetry from the EOF Field Team Cabinet, and report to the Health Physics Center for a complete set of protective clothing.
- d. Obtain replacement radio batteries from the radio charging cabinets in the Yakima Building, Room 118A, if needed.
- e. Proceed to the field team location you are relieving, receive briefing and relieve the on shift field team.
- f. Perform a battery check on all applicable instrumentation. Complete the Checklist for Equipment Test, Attachment 5.1.
- c. Upon return of field team equipment:
 - a. Restore equipment to correct field team kit container and place in designated cabinet.
 - b. Refer to PPM 13.14.4, Emergency Equipment, for a list of kit contents. If kits contain the required items, reseal the kits.
 - c. Complete the Field Team Kit Replenishment Log located on the inside of the field team cabinet door noting any items used out of the kits. Refer to Attachment 5.10.
- Include the replenishment log with your After Action Report.
- a. Prepare an Individual After Action Report per PPM 13.13.4.
- b. Deliver all logs, data work sheets, and After Action Reports to the Field Team Coordinator.

1.0 ATTACHMENTS

5.1 Radiation Survey Instruments: Battery and Response Checks

5.2 Radio, Cellular Phone and GPS Operation Instructions

5.3 Field Radiation Surveys (General Area and Ground Contamination)

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