



INTEROFFICE MEMORANDUM

DATE: March 14, 2002

TO: Distribution

FROM: Procedure Control, Administrative Services, (927A) *Vicenta DeLeon*

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13**
Distribution Package: 2002 - 129

REFERENCE:

The following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed:

<u>Procedure</u>	<u>Rev.</u>	<u>Title/Comments</u>
13.9.1	27	ENVIRONMENTAL FIELD MONITORING OPERATIONS
13.10.7	18	PLANT ADMINISTRATIVE MANAGER DUTIES
13.11.3	20	SITE SUPPORT MANAGER AND STAFF DUTIES

Also included in this package are **EDITORIAL CHANGES**, please replace the pages located in your manual with the attached pages:

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13.14.1	17	4, 5

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+ + Procedure Control assures delivery is arranged/made to J. Ittner

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		USE CURRENT REVISION
COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL		
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*13.9.1	RJG for JEW - Revision 27	03/14/02
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1.0 PURPOSE

This procedure provides those individuals involved with Environmental Field Team (EFT), or Field Team, operations with instructions for responding to radiological emergencies at Energy Northwest nuclear facilities. The Environmental Field Teams will confirm radiological releases through actual measurements in the field to determine the extent of plume travel and contamination spread. Sampling and field analysis will be conducted following the instructions contained in attachments to this procedure.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 5
- 2.2 CI 4.10, Environmental Thermoluminescent Dosimeter (TLD) Distribution and Collection
- 2.3 CI 4.11, Trip Directions to TLD Stations
- 2.4 CI 4.12, Airborne Samples Distribution, Collection and Shipping
- 2.5 CI 4.13, Trip Directions to Environmental Air Sampler Stations
- 2.6 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides
- 2.7 PPM 13.9.5, Environmental Sample Collection
- 2.8 PPM 13.9.8, River Evacuation Monitoring
- 2.9 PPM 13.13.4, After Action Reporting
- 2.10 PPM 13.14.4, Emergency Equipment
- 2.11 Sample Identification Form, 968-19324
- 2.12 Emergency Response Log, 968-23895
- 2.13 Field Team Dispatch and Tracking Worksheet, 968-25815
- 2.14 Ten Mile EPZ Field Team Summary Map, 968-25130
- 2.15 Field Team Radiation Survey Data, 968-26097

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3.0 PRECAUTIONS AND LIMITATIONS

- 3.1 Environmental air sampling should be performed sufficiently downwind and not closer than 1.2 miles from the plant to minimize dose. All field team personnel should be instructed to contact MUDAC prior to entering the plume and should be made aware of expected dose rates. Air sampling should not be conducted in fields greater than 2 rem/hr.
- 3.2 When driving off-road during the dry summer months, Field Team personnel should be aware of the potential for grass fires started by the vehicle's hot exhaust.
- 3.3 Due to the potential hazard of explosion or fire, adhere to good safety practices when obtaining environmental air samples by connecting the sampler's positive battery terminal lead first, then connecting the negative lead to a ground away from the battery's negative lead cable post (a ground connection can be any metal object within the vehicle's engine compartment). When completed air sampling, disconnect the negative lead first.
- 3.4 Field Team personnel need to be aware of the potential for heat stress problems when dressed in protective clothing on a hot summer day. The Field Team Coordinator should request a Safety Representative be called out for advisory purposes if this is perceived to be a potential problem.

4.0 PROCEDURE

4.1 Field Team Coordinator Duties

NOTE: The Field Team Coordinator checklist (Attachment 5.8) is provided for guidance.

- 4.1.1 Provide overall direction of environmental field teams. Coordinate each organization's team activities with the responsible agency for their respective area:
 - a. Exclusion Area Boundary -- Energy Northwest
 - b. Hanford Reservation -- Energy Northwest and DOE-RL
 - c. Outside the Hanford Reservation -- Energy Northwest and Washington State Department of Health
 - d. Oregon -- Oregon Department of Energy
- 4.1.2 Assign each field team deployed an identification number for use in communications and reporting (e.g., EN-1, EN-2, DOE-1, DOE-2, etc.).

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- 4.1.3 Interface with the Dose Projection Health Physicist (DPHP) to determine the following:
- Projected release path.
 - Areas which may require surveys, air sampling, or environmental sampling to verify plume location and deposition.
 - Emergency worker dose correction factor. The REM may need to be consulted for this information.
 - the emergency worker dose adjustment factor should be multiplied by the PIC reading to determine total exposure.
- 4.1.4 Determine current year-to-date (YTD) dose of each Energy Northwest field team member. Using a dose projection computer, double click on the "Run Exposure Report" icon. This will download the most recent exposure report to the computer.
- Double click on the "View Exposure Report" icon. This will display a list of all Energy Northwest personnel and their exposure history. Scroll to the desired name or select "Edit" and use the "Find" option.
 - Close the window when all desired records have been obtained.
- 4.1.5 Log each field team member's current year-to-date (YTD) dose, available dose, electronic dosimeter number, and the emergency worker dose correction factor in the Emergency Worker Dose Worksheet Section of the Field Team Dispatch and Tracking Worksheet (Form 968-25815). Available dose is 5000 mrem minus current YTD dose.
- 4.1.6 If necessary, request a support person or additional field team member to assist with recording incoming field team data.
- 4.1.7 Perform initial briefing of field teams prior to dispatch per Attachment 5.9.
- Initial briefings should include individual exposures and limits.
 - Obtain field team vehicle license and cell phone numbers, and record them on the briefing guide.
- 4.1.8 Direct the Field Team Dispatcher in the control and routine briefing of field teams after they are dispatched.
- 4.1.9 Develop an initial plan of action to detect radiological effluent releases through the use of field teams taking into account computer generated data on current and potential effluent release exposure areas.

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CAUTION: Environmental air sampling should be performed sufficiently downwind to minimize dose. All field team personnel should be instructed to contact MUDAC prior to entering the plume and should be made aware of expected dose rates. Air sampling should not be conducted in fields, projected or actual, greater than 2 rem/hr.

- 4.1.10 During initial deployment, position field teams per the following guidelines:
- a. Locate one field team downwind in close proximity to the plant (about $\frac{1}{2}$ mile depending on wind conditions). Use grid locations rather than GPS coordinates when field teams are close to the plant.
 - b. Locate the other field teams farther downwind.
- 4.1.11 When a radioactive release is confirmed:
- a. Dispatch field teams to traverse at designated distances (i.e., 1.2, 5, and 10 miles) and verify dose rate levels above 100 microrem/hr.
 - b. Upon identification of a radioactive plume, commence air sampling activities.
 - c. Identify plume centerline and boundaries (i.e., 100 microrem/hr).
- 4.1.12 Direct field teams to contact the Field Team Coordinator for further instructions when they have located the plume boundary and prior to entering the plume for additional readings.
- 4.1.13 Keep the DPHP informed of field monitoring results.
- 4.1.14 Reposition field teams as necessary to track the plume's leading edge, the side boundaries and, when the release terminates, the trailing edge.
- 4.1.15 Consult with the REM to determine when an environmental air sample is necessary to determine specific isotopic content of the plume. If so, direct the field team to enter the plume and obtain the air sample keeping exposures ALARA. Air samples should be taken at least 1.2 miles downwind.
- a. Electronic dosimeters for field team members are set to alarm at 500 mrem per hour. Direct field team members to leave the plume and contact you for guidance if their dosimeters go into alarm.
- 4.1.16 Periodically request dosimeter readings of field team members to assure personnel do not exceed Energy Northwest guides. The Emergency Worker dose limit is 5 rem TEDE, minus any accumulated dose. Ensure dosimeter readings are logged on the Field Team Dispatch and Tracking Worksheet (Form 968-25815).

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- 4.1.17 Maintain up-to-date 10 mile and 50 mile MUDAC Field Team display maps, showing field team locations, and showing field team radiological monitoring results. Update Field Team Summary Maps (968-25130) as needed.
- 4.1.18 Periodically, or as requested, provide completed Field Team Summary Maps (Form 968-25130) to the REM.
- 4.1.19 When directed to assist with river evacuation monitoring, dispatch a field team to implement PPM 13.9.8.
- 4.1.20 Notify field teams when decisions are made to take KI, or to implement other protective measures.
- 4.1.21 Arrange for replacement of field team instrumentation or supplies when needed.
- 4.1.22 Upon shift change, brief your relief on current status of the emergency and field team activities.
- 4.1.23 Upon shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Collect Field Team Kit Inventory Sheets and After Action Reports from all field teams.
 - c. Deliver After Action Reports to the DPHP.

4.2 Field Team Dispatcher Duties

- 4.2.1 Assign and dispatch field teams as directed and record data on the Field Team Dispatch and Tracking Worksheet (Form 968-25815).
- 4.2.2 Maintain radio contact with field teams and enforce radio discipline and good practices.
- 4.2.3 When significant changes occur during the emergency, complete a Field Team Briefing Worksheet (Attachment 5.9), conduct a roll call of all field teams and provide a radio briefing of worksheet information. Record field team acknowledgment following the briefing.
 - a. Continue to follow up with any teams that fail to acknowledge the briefing. The Washington field team coordinator should be informed of state teams not receiving the briefing.
- 4.2.4 When directed, notify field teams of any Protective Action Decisions (PADs) affecting the field teams or the public.

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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 ENOC 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 ENOC MPF. Keys for the cabinet are located in the glass front key box on the wall adjacent to the Room 201 door. Enter the ENOC 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.

NOTE: Two of the designated field team vehicles are pool vehicles. One is normally located at the Chelan Building (bldg. 11). The second vehicle is usually located on the east side of the Willamette Building (bldg. 64). 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.

- 4.3.4 Obtain keys for the Energy Northwest designated field team vehicles from the EOF Field Team Supply Cabinet. Personnel going to get the other vehicles should carry both sets of keys to assure vehicle accessibility.

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4.3.5 Obtain keys to the Site One gates located on the River Corridor road between WNP-1 and WNP-4.

4.3.6 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.

4.3.7 Obtain an electronic dosimeter from the EOF Field Team Cabinet. To activate the dosimeter, press the button on the side. The dosimeter display should change from "Enter" to "d:"

4.3.8 Report to the Ambulance Bay and unlock the following:

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

4.3.9 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.

4.3.10 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.

4.3.11 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.

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- 4.3.12 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.
- 4.3.13 After the last Field Team completes instrument checks, return the source to the field team source cabinet, and return the key to the key box on the EOF Field Team Supply Cabinet.
- 4.3.14 Set up and test air sampler per Attachment 5.4.

NOTE: The field team vehicle radio needs to be turned on for the following step.

NOTE: If your radio is inoperable, establish contact by phone, or by cellular phone from a Field Team vehicle.

- 4.3.15 When equipment check and vehicle loading is complete, establish radio contact with MUDAC and conduct radio checks, using the vehicle radio and both portable radios. See Attachment 5.2, Radio, Cellular Phone and GPS Operation Instructions, for guidance.

NOTE: It is recommended that the GPS unit be connected to the vehicle's cigarette lighter.

- 4.3.16 Turn on the GPS unit and verify the following:
- a. The page with altitude, clock and position displays. If another page displays, press PAGES and select GROUP A.
 - b. Batteries are not low. Verify batteries by pressing PAGES, then select STATUS.
- 4.3.17 Obtain initial deployment assignment from MUDAC, and when directed by the MUDAC Field Team Coordinator, don appropriate protective clothing (PCs), and proceed to assigned location, continuously monitoring radiation levels.
- a. If you are dispatched to the river pump house area, unlock the gate, proceed through and immediately lock the gate behind you.
 - b. Security will open the gate near the treatment pond and leave the gate open so long as the Site One roadblock is in place.

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- 4.3.18 The following Stability Class tables are provided to complement the briefing information received from the Field Team Coordinator.

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>

- 4.3.19 Notify the Field Team Dispatcher upon arrival at your assigned location.
- 4.3.20 As directed, perform general area surveys, ground contamination surveys and portable air samples following the instructions contained in Attachments 5.3 through 5.6.
- 4.3.21 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.
- 4.3.22 If directed to perform River Evacuation Monitoring refer to PPM 13.9.8.
- 4.3.23 If directed to retrieve environmental TLDs and/or fixed air samples, refer to Attachment 5.7.
- 4.3.24 When relieved at shift change, or termination of emergency event:
- Brief your relief on responsibilities, duties and current status of actions being performed.
 - Report to the Kootenai Building Health Physics Center for survey, and, if necessary, decontamination.
 - Turn in personal dosimetry to the Health Physics Center staff and report to MUDAC for debriefing.
 - Prepare an individual After Action Report per PPM 13.13.4.
 - Deliver After Action Reports to the Field Team Coordinator.

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4.3.25 When assigned as relief for the on shift Environmental Field Team Members:

- 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 Kootenai 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.

4.3.26 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.
- d. Prepare an Individual After Action Report per PPM 13.13.4.
- e. Deliver all logs, data work sheets, and After Action Reports to the Field Team Coordinator.

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5.0 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)
- 5.4 Portable Air Sampling Instructions
- 5.5 Sample Identification Form (968-19234) Instructions
- 5.6 Environmental TLD and Fixed Air Sample Retrieval Instructions
- 5.7 Field Team Coordinator Checklist
- 5.8 Field Team Briefing Worksheet
- 5.9 Field Team Kit Replenishment Log

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RADIATION SURVEY INSTRUMENTS: BATTERY AND RESPONSE CHECKS, and OPERATION

Prior to departure from the EOF, all radiation survey instruments should be battery and response checked. The Cesium 137 check source for response checking the instruments is located in the Field Team Source Cabinet inside a lead container. When response checking the instruments you are looking for any indication of an elevated reading.

When response checking the RO-2A (Beta/Gamma Dose Rate Meter) you may need to remove the source from the lead container and check window open in order to see a response. When finished, return the source to its container, and the container to the field team source cabinet. Lock the cabinet to maintain adequate source control, and return the key to the EOF Field Team Supply Cabinet.

1. Ludlum Model 2 Count Rate Meter

The Ludlum Model 2 Count rate meter should be used when measuring gamma and beta radiation to determine Beta and Gamma contamination. It is used to take readings on air sample cartridges and filters. It is also used to detect levels of contamination on samples, equipment and on yourself.

The Count rate meter can be used to differentiate between Gamma and Beta radiation by placing a piece of cardboard over the probe. If uncovered readings are higher than covered readings then this is an indication of the presence of Beta radiation. If there is no difference between the readings, you are seeing only Gamma. An indication of Beta would mean you are in the plume. An indication of only Gamma would mean the plume is overhead.

a. Battery Check

1.1.1 Place Selector switch to BAT. The needle should deflect to BAT TEST portion of the scale.

- If the battery response does not deflect into the BAT TEST portion of the scale, replace the two D cell batteries and repeat the battery check.
- Check the calibration due date.

b. Response Check

1.2.1 Attach the HP 260 pancake probe to the count rate meter.

1.2.2 Press the RES button to ensure that scale reading goes to zero.

1.2.3 Set the Selector switch to X1.

Attachment 5.1
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- 1.2.4 Set the F-S switch to fast. The F-S response toggle switch dampens meter response from 3 seconds (F) to 11 seconds (S).
- 1.2.5 Set the audio toggle to ON
- 1.2.6 Slowly pass the probe over the surface of the source at about one centimeter.
- 1.2.7 If the response check was satisfactory; initial, date and check the SAT block on the checklist.
- 1.2.8 If the instrument fails the response check, contact the HP in the Health Physics Center for assistance.

2. Ludlum Model 3 Micro R Meter

The Ludlum Micro R meter should be used for detection of very low level gamma radiation. This instrument is used to determine plume boundaries (10 times background or approximately 100 micro R) and to determine dose rates. The Micro R meter has a range of 0 to 3000 Micro R/hr. When levels exceeding 2000 Micro R/hr are detected, the RO-2A should be used.

For initial surveys, the meter should be set to the X1 range. The Range selector switch positions for the Micro R meter includes a X0.1 scale. On the meter this indicates a range of 0 to 3 Micro R/hr. Because background is approximately 10 Micro R/hr, this scale will always be pegged.

a. Battery Check

- 2.1.1 Place Selector switch to BAT. The needle should deflect to BAT TEST portion of the scale.
 - If the battery response does not deflect into the BAT TEST portion of the scale, replace the two D cell batteries and repeat the battery check.
 - Check the calibration due date.

b. Response Check

- 2.2.1 Attach the probe to the instrument.
- 2.2.2 Press the RES button to ensure that scale reading goes to zero. The RES button should also be pushed when changing ranges to quickly re-zero the meter.

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- 2.2.3 Set the Selector switch to X1.
- 2.2.4 Set the F-S switch to fast. The F-S response toggle switch dampens meter response from 3 seconds (F) to 11 seconds (S).
- 2.2.5 Set the audio toggle to ON.
- 2.2.6 Slowly pass the probe over the surface of the source at about one centimeter.
- 2.2.7 If the response check was satisfactory; initial, date and check the SAT block on the checklist.
- 2.2.8 If the instrument fails the response check, contact the HP in the Health Physics Center for assistance.

3. Eberline Model RO-2A Meter

CAUTION: The chamber face of the RO-2A is a Beta window of ultra-thin mylar and is covered by a sliding Beta shield to allow Beta/Gamma differentiation. Caution should be taken not to puncture the mylar screen when the Beta shield is open.

The Eberline Model RO-2A meter should be used once levels of radiation exceed 2000 Micro R/hr detected by the Micro R meter.

The Beta window is moved by first depressing the friction release button located on the side of the instrument case. To slide the window, tilt the case either up or down while depressing the button.

Full instrument response time of the RO-2A is five seconds. This means the meter needle will move from a reading of zero to 90% of full scale in five seconds. To obtain accurate results, the instrument should be moved slowly enough to evaluate the extent of a change in meter reading.

To differentiate between Beta and Gamma radiation, a reading should first be taken with the window open and then with window closed. If there is no difference in readings you are seeing only Gamma. If there is a difference then you are seeing both Gamma and Beta. A reading with both Gamma and Beta detected would indicate that you are in the plume.

When calculating beta radiation, a correction factor must be applied to the difference between the beta and gamma readings, and the beta only reading (i.e., the window open and window closed readings). To determine the beta radiation, subtract the window closed reading (gamma) from the window open reading. Multiply the beta correction factor listed on the side of the RO-2A times the difference to determine the corrected beta reading.

Attachment 5.1

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a. Battery Check

3.1.1 The RO-2A has two battery checks for each test (one of the 9 volt batteries has been replaced with a 30 volt upgrade). Place the Range Selector switch in each BAT position and verify that the meter indicates above the BATT OK mark.

- If the battery response does not deflect into the BAT OK portion of the scale, replace the nine volt battery and repeat the battery check.
- Check the calibration due date.

b. Response Check

3.2.1 Place the Range Selector switch in the ZERO position and adjust ZERO knob until the meter indicates ZERO (0).

3.2.2 Set the Selector Switch to the 0-50 mR/hour position.

3.2.3 With the window open, slowly pass the instrument over the source at about one centimeter. (You may need to remove the source from the lead container to obtain a response.)

3.2.4 If the response check was satisfactory; initial, date and check the SAT block on the checklist.

3.2.5 If the instrument fails the response check, contact the HP in the Health Physics Center for assistance.

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CHECKLIST FOR EQUIPMENT TEST

NOTE: Return the check source to the field team source cabinet and lock the cabinet when done response checking instruments. Return the key to the EOF Field Team Supply Cabinet key box.

Instrumentation Kit	Serial Number	Cal Due Date	Correction Factor	Initials/Date & Time	Response Check		Battery Check	
					Sat	Unsat	Sat	Unsat
Micro R Meter			N/A					
Beta/Gamma Dose Rate Meter (RO-2A)								
Count Rate Meter/Pancake GM Probe (Frisker/Geiger counter)			N/A					
Portable Radio (Check operability with Field Team Coordinator)	N/A	N/A	N/A		N/A	N/A		
Verify Cell Phone operation	N/A	N/A	N/A		N/A	N/A	N/A	N/A

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Global Positioning System (GPS) Unit		N/A	N/A		N/A	N/A		
Check Electronic Dosimeters	N/A		N/A		N/A	N/A	N/A	N/A
Return Source to field team source cabinet; lock cabinet; return key to the field team cabinet.	N/A	N/A	N/A		N/A	N/A	N/A	N/A
Other (Specify)								
					Initial Flow Rate	10 cu ft Sample Time		
Air Sampler Operational Check			N/A				N/A	N/A

Attachment 5.1
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RADIO, CELLULAR PHONE AND GPS OPERATION INSTRUCTIONS

1. Radio Operating Procedures

- a. Turn on the radio (vehicle radios must be turned on each time the vehicle is turned off and back on).
- b. Set the frequency selector to the F-1 channel.
- c. Place the speaker toggle switch to normal position (speaker open).
- d. Rotate the squelch control counterclockwise until you receive squelch.
- e. Adjust the volume to desired level.
- f. Rotate the squelch control clockwise until the noise just stops. This is the threshold setting. Do not adjust further. Excessive squelch reduces radio sensitivity. If unable to silence squelch, the battery must be replaced. Contact the Field Team Dispatcher for replacement batteries.

2. Radio Transmitting Instructions

NOTE: Continuous transmissions lasting longer than approximately 30 seconds will be automatically interrupted by the repeater.

- a. Hold the radio upright with the speaker-microphone grill two or three inches from your mouth.
- b. Do not interrupt another user. If you do, someone will not be heard.
- c. When preparing to transmit, press the talk switch, and wait approximately one second before talking.
- d. Talk in a slow, clear, normal voice, with brief transmissions.
- e. When finished transmitting, release the talk switch to receive.
- f. State the station you are calling first, then state your identification number (e.g., MUDAC this is EN-2, or EN-2 this is MUDAC).

3. Cellular Phone Instructions

- a. The cellular phone is activated automatically when the vehicle's ignition switch is in the ON position (vehicle running or not). If the phone does not activate, check the ON/OFF push button on the left side of the stand. It must be IN for operation.
- b. To place a call:
 - Remove the phone from its stand (or leave in the stand to use the remote microphone), enter the phone number you are calling and press the SND key.
 - When the call is complete, press the END key and hold the CLR key until the number you called is removed from the display.
- c. To receive a call:
 - Remove the phone from its stand, or to use the remote microphone, press the SND key to answer the call. Your phone will be disconnected when the calling party hangs up.

Attachment 5.2

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GPS OPERATING INSTRUCTIONS

1. Start up

- a. Attach the cigarette lighter adapter to the GPS unit.
- b. Press the PWR button.

2. Obtaining a Position

- a. The unit activation requires the unit to lock onto several satellites. Depending upon the length of time since the last activation, this may take three to five minutes.
- b. If this information does not display, select PAGES and GROUP A. Press EXIT to close the options window.

3. Viewing Local map

- a. Press PAGES and select MAP 1, using the UP/DOWN arrow.
- b. Use the ZOUT/ZIN to enlarge or decrease the area to be viewed.
- c. Press the EXIT button to remove menu overlays.

3. Satellite Status Screen and Battery Level Indicator

- a. Appears each time the unit is turned on until unit locks onto several satellites.
- b. Satellite status and a battery level indicator may be viewed at any time by pressing PAGES, and selecting STATUS. Press EXIT to close the OPTIONS window.

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FIELD RADIATION SURVEYS

1.0 General Area Surveys

NOTE: Refer to Attachment 5.1 for instructions on instrument operation.

- 1.1 Before entering an affected area, perform a background measurement using the Micro-R Meter and record background reading and time on the Field Team Radiation Survey form, 968-26097.
- 1.2 As directed by MUDAC, proceed toward the plume using the Emergency Zone Map booklet from the Field Team Kit and GPS unit to determine the location of the plume.
- 1.3 Using the MicroR meter set on the x1 scale, search for the edge of the plume (defined as ten times background). Increase scales as radiation levels increase.
- 1.4 When the Micro-R Meter reads 2000 micro-R/hr (2 mrem/hr) or greater, change to the beta/gamma dose rate instrument, RO-2A.

NOTE: If your electronic dosimeter goes into alarm, immediately leave the area and contact the Field Team Coordinator. The dosimeter will reset when the dose rate returns to a level less than 500 mrem per hour.

- 1.5 When directed by MUDAC, traverse the plume constantly monitoring radiation levels and record locations, dose rates and other required information for the plume centerline and edges on form 968-26097 (indicate type of survey by G for general area). Proceed until the other edge of the plume is identified.
- 1.6 If the dose rate is greater than 2 mrem/hr, use the beta/gamma dose rate instrument to tell if you are in the plume or just seeing plume shine as follows:

NOTE: All open and closed readings must be done in the same location and not from a moving vehicle. Consider ALARA practices in choosing how many readings to take.

- a. When first entering the plume, and again at centerline, take open and closed window readings at 3 feet and 6 inches above the ground.
- b. If the open and closed window readings are approximately the same, then the plume is probably overhead and has not touched down.
 - When the open and closed window readings are the same, you are seeing gamma shine from the overhead plume. If the open window reading is higher than the closed window reading, you are seeing some beta radiation. When beta readings are detected, you are in the plume.

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- c. If the open window reading is higher than the closed window reading, (by approximately 20% or greater) then you are probably in the plume.
 - d. Record both sets of open and closed window readings.
- 1.7 If the Micro-R Meter indicates a plume reading of less than 2000 micro-R/hr, you can determine if you are actually in the plume (instead of under it) by repeating Step 1.6 using the Count Rate Meter/GM pancake probe as the instrument, and the cardboard from your notebook as a window.
 - 1.8 Do not stop to report data while in the plume. Report the plume edge and centerline readings and their locations to the Field Team Dispatcher at the earliest possible time.
 - 1.9 Leave the plume area when not taking readings, but leave the instrument turned on at all times for constant monitoring purposes.
 - 1.10 After being in the plume, periodically conduct a survey of yourself and your vehicle using the count rate meter, and if grossly contaminated, advise the Field Team Dispatcher.

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2.0 Ground Contamination Surveys

NOTE: Refer to Attachment 5.1 for instructions on instrument operation.

2.1 As directed by the Field Team Dispatcher, perform a ground contamination survey:

- a. Select small area of level ground (3' x 3') with minimal vegetation.

NOTE: The detector probe should not be allowed to touch the ground or come in contact with potentially contaminated vegetation.

- b. Using the Micro-R Meter and the count rate meter, take readings at ground level (1-2 inches (5 cm) above the surface) and at waist level, approximately 3 feet above the ground.
- c. If Micro-R Meter readings are above 2000 micro-R/hr, use the dose rate meter and repeat ground level and waist level readings at the same locations.
- d. If ground level reading is higher than waist level reading, assume the ground to be contaminated.

2.2 Record all four readings on the Field Team Radiation Survey Data Form, 968-26097 (indicate the type of survey by C for contamination).

2.3 Repeat the ground contamination survey in several locations.

2.4 Select the highest set of readings and report them to the Field Team Dispatcher.

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PORTABLE AIR SAMPLING INSTRUCTIONS

WARNING: Environmental air sampling should be performed sufficiently downwind to minimize dose. All field team personnel should be instructed to contact MUDAC prior to entering the plume and should be made aware of expected dose rates. Air sampling should not be conducted in fields, projected or actual, greater than 2 rem/hr and closer than 1.2 miles from the plant.

Portable Air Sampler Setup and Operational Test

1. Monitor your exposure during performance of this Attachment.

WARNING: Potential hazard of explosion or fire during connection of the sampler's leads to the vehicle's battery terminals exists.

2. Obtain the air sampler, cartridge and particulate filter.
3. If not already marked, mark a charcoal or silver zeolite (AgZ) cartridge with an arrow to indicate the direction of the air flow.
4. Insert the cartridge and a clean two-inch filter paper, (spongy side facing outward), into the air sample head. Refer to the diagram in this Attachment.
5. Connect the sampler's positive lead to the vehicle's battery first, then connect the negative lead to a ground away from the battery's negative terminal. A ground connection can be any metal object within the vehicle's engine compartment. Leave vehicle engine running while operating the air sampler to assure constant voltage.
6. Turn the air sampler on. Determine initial flow rate from the rotometer on the side of the air sampler. Note the flow rate information on the Sample Identification Form 968-19324 and Attachment 5.1.
7. If the flow rate is less than one or greater than five CFM, the air sampler is inoperable. Contact the Field Team Coordinator for further instructions, or obtain an new air sampler from the cal lab and retest.

Attachment 5.4

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8. Based on air sampler flow rate, determine the sample time necessary to obtain a sample of 10 cubic feet. Record the 10 cubic foot sample time on Attachment 5.1.
9. When the air sampling test is complete, disconnect the negative lead first, then the positive lead.

Obtaining an Air Sample

NOTE: Air sampler preparation (sample head assembly) and paperwork initiation should be performed outside the plume.

11. When directed by MUDAC, collect an environmental air sample in accordance with the following instructions:
12. Proceed to assigned sample location.
13. Ensure the following conditions of operation are met:
 - If at all possible, do not place sampler on a known contaminated surface
 - Keep sampler away from vehicle exhaust gases
 - Do not point air sampler inlet toward any object which may restrict air flow
 - Do not stand in front of sampler inlet when running or allow loose clothing to restrict air flow
14. Connect the sampler's positive lead to the vehicle's battery first, then connect the negative lead to a ground away from the battery's negative terminal. A ground connection can be any metal object within the vehicle's engine compartment. Leave vehicle engine running while operating the air sampler to assure constant voltage.
15. Turn the air sampler on.
16. If the flow rate is less than one or greater than five CFM, the air sample will be invalid. Leave the plume and contact the Field Team Coordinator for further instructions.
17. Perform area dose rate survey for sample location.
18. Record start flow rate, sample start time and sample location dose rate on the Sample Identification Form (Form 968-19324).

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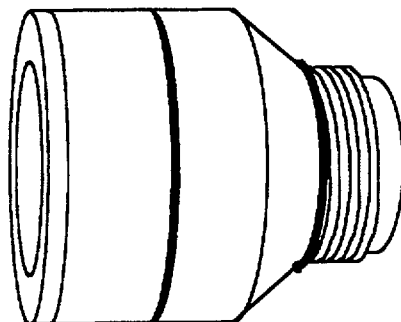
19. Upon completion of sampling, note stop flow rate and sample stop time, then turn off and disconnect sampler per step 9.
20. Leave the area of the plume to complete your documentation following the instructions in Attachment 5.5.
21. Label the plastic bags for the filter and charcoal cartridges with the sample identification number, location, date, and time collected.
22. If using charcoal cartridge vs. Silver Zeolite, purge noble gases by reconnecting air sampler to vehicle battery and drawing clean air through filter and cartridge for a minimum of 2 minutes.
23. Disassemble sample head to allow access to the particulate filter and the cartridge.

NOTE: Remove the filter (using tweezers) and the cartridge from sample head to assure appropriate probe geometry when counting.
24. Determine filter and cartridge dose rate or count rate by placing the appropriate instrument detector on the inlet side of the filter or cartridge.
25. Record sample readings on Sample Identification Form (968-19324). Note particulate and iodine sample readings in the Remarks section separately. Report the results to the Field Team Coordinator.
26. Place the filter and cartridge in separate plastic bags then seal bags.
27. Survey team members for contamination. If contaminated, advise the Field Team Dispatcher.
28. Transport the samples, with Sample Identification Forms, as directed by the Field Team Coordinator. Ensure that particulate filters and the corresponding cartridges are transported together and that Sample Identification Forms accompany the samples.

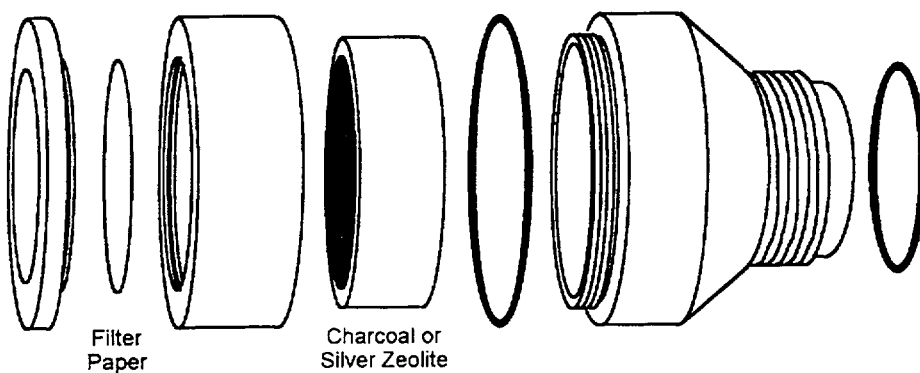
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SAMPLE HEAD DIAGRAM



Sample Head - Assembled



Sample Head - Disassembled

970713
Nov 1997

**Filter Cartridge and Sample Head for High Volume Air Sampling Pumps
Model CFH-30**

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SAMPLE IDENTIFICATION FORM (968-19234) INSTRUCTIONS

1. SAMPLE IDENTIFICATION FORM

List one sample per form. For air samples, use one sample form and one sample identification number for both the cartridge and particulate filter. Attach one copy of the form to the cartridge and one to the particulate filter.

2. SAMPLE IDENTIFICATION NUMBER DESIGNATION

SAMPLE ID NUMBERS will be in a two segment alpha-numeric code using the following format:

FIELD TEAM

AA0

SEQUENCE

000

FIELD TEAM CODES

Use a two-letter and single number designator, (e.g., EN-1 for Energy Northwest Field Team 1).

SEQUENCE

Use sequential numbers for each team throughout an event, (e.g., 003 for the third sample taken by a given team).

3. SAMPLE TYPE

Describe the type of sample being collected-air, soil, vegetation, water, etc.

4. FIELD TEAM SAMPLE LOCATION/DESIGNATION

Use sample station numbers where they exist, such as continuous environmental air sampling stations (e.g., Sample Station 3). Where no sample station number exists, as in emergency field samples, enter the GPS location.

Attachment 5.5

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ENVIRONMENTAL TLD AND FIXED AIR SAMPLE RETRIEVAL INSTRUCTIONS

1.0 ENVIRONMENTAL TLD RETRIEVAL

Radiological Emergency Manager/Field Team Coordinator Duties

- 1.1 Consult with the Washington DOH representative at the Emergency Operations Facility (EOF) and determine the need for collection and replacement of environmental TLDs during the emergency.

NOTE: If possible, involve the Radiological Environmental Monitoring Program (REMP) Supervisor in any nonscheduled collection or deployment of environmental TLDs.

- 1.2 When collection is determined advisable, dispatch an experienced REMP staff member as part of an Environmental Field Team, to replace the ANNUAL TLD badges at selected locations as described in CI 4.10 and CI 4.11.

NOTE: Copies of CI 4.10 and CI 4.11 are in the document packet of the Environmental Field Team kit located in the MUDAC emergency supply cabinet.

REMP Staff Member Duties

- 1.3 Contact the Energy Northwest TLD Administrator to obtain replacement environmental TLDs for distribution.
- 1.4 Ensure that the required number of TLDs are provided for each exchange group as directed by the Radiological Emergency Manager (REM).
- 1.5 Contact the Field Team Coordinator regarding radiological conditions in the field, and follow his/her directions on individual radiation protection measures.
- 1.6 Proceed to the TLD stations as directed by the Field Team Coordinator.
- 1.7 Exchange only the ANNUAL TLDs.
- 1.8 When the TLDs have been exchanged, return to the Health Physics Center and turn them in to the Health Physics Center Staff for processing.

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2.0 FIXED AIR SAMPLE RETRIEVAL

Radiological Emergency Manager/Field Team Coordinator Duties

- 2.1 Consult with the Washington DOH representative at the EOF and determine the need for collection of fixed air samples during the emergency.

NOTE: If possible, involve the REMP Supervisor in any nonscheduled collection of fixed air samples.

- 2.2 If collection is determined advisable, dispatch experienced REMP personnel as part of an Environmental Field Team to collect air samples at selected locations in accordance with CI 4.12 and CI 4.13.

NOTE: Copies of CI 4.12 and CI 4.13 are in the document packet of the Environmental Field Team kit located in the MUDAC emergency supply cabinet.

REMP Staff Member Duties

- 2.3 Contact the Field Team Coordinator regarding radiological conditions in the field and follow his/her directions on radiation protection measures to be taken.
- 2.4 Proceed to the fixed air sample stations as directed by the Field Team Coordinator.
- 2.5 Collect the air samples.

NOTE: If the emergency involved a radioactive release, calculations of the volume of air sampled may need to be restricted to the time during which the plume or puff was over the station. Request guidance from the Field Team Coordinator if the fixed air sample was in the path of a release during the sampling period.

- 2.6 When the air samples have been collected, return to the Health Physics Center and turn them in to the Health Physics Center Staff for processing.

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FIELD TEAM COORDINATOR CHECKLIST

DATE _____

	<u>Actions</u>	<u>Time Completed</u>	<u>Initials</u>
1.	Sign in on board, obtain supply drawer from EOF supply cabinet, and notify the REM of your availability.	_____	_____
2.	Brief the field team coordinators from other agencies supplying field teams and reach a consensus about management of their field teams.	_____	_____
3.	Determine current year-to-date exposure of Energy Northwest field team members prior to deployment.	_____	_____
4.	Assign field team members and a designate team identification number (one HP and one non HP per team, if possible).	_____	_____
5.	Ensure field teams have transportation and other equipment.	_____	_____
6.	Direct the Field Team Dispatcher(s) to brief the teams approximately each 30 minutes on current radiological projections or other appropriate information about emergency conditions.	-ongoing-	
7.	If necessary, assign an individual to act as field team recorder.	_____	_____
8.	Interface with the Dose Projection HP to determine projected plume path and emergency worker dose factor.	-ongoing-	
9.	Develop a strategy for assigning Field Teams initially, verifying plume path, and dealing with EOF inaccessibility.	-ongoing-	
10.	Direct field teams to perform field surveys per field team survey instructions contained in this procedure.	-ongoing-	
11.	Provide completed Field Team data summary maps to the Dose Projectionist Health Physicist (DHP) as new information is developed. During rapidly changing conditions, try to do this at least every 30 minutes.	-ongoing-	
12.	Provide field team air sample data to the Dose Projection Health Physicist (DHP) for use in calculating dose projections.	-ongoing-	
13.	If requested to assist with river evacuation monitoring, implement PPM 13.9.8 (kits are at ENOC, MPF).	_____	_____
14.	Direct the dispatcher to periodically ask for field team dosimetry readings. Keep exposure ALARA.	-ongoing-	

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	<u>Actions</u>	<u>Time Completed</u>	<u>Initials</u>
15.	Arrange for field team replacement supplies, as necessary.	-ongoing-	
16.	Provide completed Field Team Summary Maps to the REM.	-ongoing-	
17.	Notify field teams when decision is made to recommend KI.	_____	_____
18.	Upon shift change or change to State control, brief replacements.	_____	_____
19.	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, logs, and all field team work sheets to the REM.	_____	_____

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FIELD TEAM BRIEFING WORKSHEET

Date _____
Time _____

Plant Status: _____

Initial Briefing: 1) Cell Phone: EN-1: _____ EN-2: _____ EN-3: _____
2) YTD Exposures: _____

Safety Concerns: _____

Emergency Classification: _____

Release Point: _____ Release Type: _____

Environmental Release Time: _____ Duration: _____

Projected Dose/Location: _____

Weather: Wind Direction From: _____ Speed: _____

Forecast: _____

PAD for Public: _____

RADIOLOGICAL ASSESSMENT

Expected Conditions: __Hi Rad __Hi Contamination __Hi Airborne

Protective Clothing: __None __Single

Exposure Limitations: Individual Dose Limits _____

Dose/Dose Rate to Notify MUDAC: _____

Roll Call/Acknowledgment:

TEAM NO.	ACKNOWLEDGED AT: (Time)	COMMENTS

Attachment 5.8

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FIELD TEAM KIT REPLENISHMENT LOG

Date _____ Team Members _____

FIELD TEAM MEMBERS: List below the items used from each kit during the drill/event so that the kits can be restocked appropriately. Include the completed log with your After Action Report.

INSTRUMENTATION KIT:

AIR SAMPLING KIT:

PROTECTIVE CLOTHING KIT:

FIELD SAMPLING KIT:

MISCELLANEOUS (FORMS, MAPS, PROCEDURES, ETC.)

Return electronic dosimeters to the HP Technician in the HP Center for TES updates.

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ENERGY NORTHWEST		USE CURRENT REVISION
COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL		
PROCEDURE NUMBER	APPROVED BY	DATE
*13.10.7	RJG for JEW - Revision 18	03/14/02
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
PLANT EMERGENCY FACILITIES		
TITLE		
PLANT ADMINISTRATIVE MANAGER DUTIES		

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4.1 Technical Support Center Status Board/Information Coordinator	9
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1.0 PURPOSE

This procedure describes the emergency responsibilities and duties of the Plant Administrative Manager in the Technical Support Center. These duties include administrative and logistical support in the procurement of critical supplies, equipment, and personnel scheduling for the plant emergency and recovery response. The Plant Administrative Manager will coordinate with the Emergency Operations Facility Site Support Manager for resources needed to support onsite emergency operations.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 2.0
- 2.2 PPM 13.13.4, After Action Reporting
- 2.3 PPM 13.14.1, Nearby Nuclear Facility Emergencies/Requests for Assistance
- 2.4 PPM 13.5.1, Localized and Protected Area Evacuation
- 2.5 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.6 PPM 13.10.3, Technical Manager and Staff Duties
- 2.7 PPM 13.11.3, Site Support Manager and Staff Duties
- 2.8 PPM 13.11.18, Information Coordinator Duties
- 2.9 Emergency Classification or Other Emergency Message, 968-26045
- 2.10 Columbia Generating Station Public Address Emergency Message Format - Protected Area Evacuation, 968-26050
- 2.11 Columbia Generating Station Public Address Emergency Message Format - Exclusion Area Evacuation, 968-26051
- 2.12 Emergency Response Log, Form 968-23895
- 2.13 Classification Notification Form, Form 968-24075
- 2.14 Technical Support Center (TSC) Briefing Guidelines, 968-25860
- 2.15 TSC Staffing Chart, 968-26062
- 2.16 Columbia Generating Station OSC Staffing Chart, 968-26063

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3.0 PROCEDURE

3.1 Plant Administrative Manager Responsibilities

- 3.1.1 Upon notification of an Alert, Site Area Emergency, or General Emergency, or if so directed, proceed to the Technical Support Center (TSC).
- 3.1.2 Log into TES and obtain dosimetry.
- 3.1.3 Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.
- 3.1.4 Enter your name on the TSC Accountability Log to establish manual Personnel Accountability.
- 3.1.5 Enter your name on the TSC staffing board in the space next to your emergency position.
- 3.1.6 If not already out, obtain the Plant Administrative Manager emergency response basket from the TSC Emergency Equipment Cabinet and ensure the Admin Support positions are appropriately staffed.
- 3.1.7 If you leave the TSC temporarily, inform the TSC Manager of your destination and approximate time of return. Note your destination on the TSC Personnel Accountability Log.
- 3.1.8 Obtain a briefing from the TSC Manager, the Technical Manager or the Operations Manager on the current status of the plant and the actions being taken to mitigate the emergency.
- 3.1.9 Assure early establishment of Center accountability by ensuring TSC personnel present key cards to the card reader, and manual accountability log is completed and personnel have signed in on the staffing chart.
- 3.1.10 Determine if ERO personnel have been notified for all TSC and OSC positions:
 - Obtain the Dialogic printout available in the TSC Conference area.
 - Compare the list of individuals indicating they are responding to the positions listed on forms 968-26062, TSC Staffing Chart, and 968-26063, OSC Staffing Chart. If all positions are responding, inform the TSC Manager, EOF Manager, and the OSC Manager that personnel have been notified for all positions.

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- For unfilled positions, notify the TSC Manager and OSC Manager of positions which have not been contacted. Obtain a copy of the Emergency Phone Directory and begin contacting qualified responders for the open positions.
- 3.1.11 Manage the activities of the administrative support staff in the TSC to include the duties of TSC Personnel Accountability, Facsimile and Records Assistance, and TSC Phone Communications.
- 3.1.12 When directed by the TSC Manager, make emergency PA announcements in the plant and direct the Secondary Alarm Station Officer to make emergency announcements over maintenance and security radio channels per the steps on form 968-26045, Emergency Classification or Other Emergency Message.
- If PA announcements require an action to be taken, sound the Alerting Tone. If no action is required, omit the use of the Alerting Tone.
 - PA announcements following emergency classifications should be made as soon as possible and should occur within about five minutes of the announcement in the TSC. Announcements should include the time of the classifications, a brief description for the classifications, and follow the format on form 968-26045.
 - Update announcements should occur as directed by the TSC Manager and should include as a minimum hazardous areas to avoid, the classification, and evacuations until complete.
- 3.1.13 When notified of a Protected Area Evacuation, confer with the Radiation Protection Manager to determine evacuation route and make PA announcements.
- PA announcements for Protected Area evacuations should occur as soon as possible following announcements for the Site Area Emergency. At Site Area Emergency an evacuation of the Protected Area must take place to ensure accountability within 30 minutes of the PA announcement. The PA announcement should use form 968-26050, Columbia Generating Station Public Address Emergency Message Format - Protected Area Evacuation.
- 3.1.14 When notified of an Exclusion Area evacuation, confer with the RPM for appropriate actions to take. An Exclusion Area evacuation is an automatic action at General Emergency.

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- PA announcements for Exclusion Area evacuation should occur as soon as possible following identification of the need to evacuate the Exclusion Area. PA announcements should use form 968-26051, Columbia Generating Station Public Address Emergency Message Format - Exclusion Area Evacuation.

3.1.15 Direct administrative staff to compile a TSC staffing report on form 968-26062 and an OSC staffing report on form 968-26063, and have it sent by facsimile to the Site Support Manager in the EOF.

3.1.16 Coordinate with the Site Support Manager in the Emergency Operations Facility (EOF) to:

- Call out the ERO for all emergency centers in the event of a simultaneous failure of the Dialogic autodialer system and the radio paging system, making it impossible to contact the ERO normally. Refer to the Part B Notification Checklist to summon the on call ERO team for each center.
- Establish relief schedules to provide continuous personnel support for the plant, as needed.
- Provide transportation, food, and other logistical support for plant emergency personnel.
- Arrange for required training of Energy Northwest or offsite agency personnel responding to support emergency or recovery operations.
- Obtain necessary offsite support services and equipment.
- Obtain assistance necessary for making offsite deliveries to the site.

3.1.17 If it becomes necessary for the TSC to initiate relief shift staffing, use the Emergency Manpower Schedule, (968-26094) to establish a relief shift schedule for two 12 hour shifts, with start times of 0600 and 1800 or other hours, as directed by the Emergency Director, at 24 hours duration. Establish three 12 hour shift staffing when additional staff becomes available.

Team B should be contacted to relieve Team A, Team C contacted to relieve Team B, Team D contacted to relieve Team C, and Team A contacted to relieve Team D.

Prior to contacting ERO members, determine from the Radiological Protection Manager and Security if any hazardous or security conditions require special response instructions to responding personnel. Consideration may need to be given for responding personnel to assemble at a remote location so that pool transportation or monitoring escort may be arranged.

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- Maintain a projected 36 hour schedule until the emergency is terminated.
- Identify safe access routes to the plant.
- When it is determined that a shift change is required, activate the autodialer and initiate an on the fly message to the ERO using the Manpower Schedule Message (968-26095).

CAUTION: If you initiate a scenario and a scenario is already running, select the CANCEL option to cancel the running scenario before you activate the new scenario. Do not suspend a scenario.

- 1) Dial 9-375-6201. As soon as the Dialogic voice begins, enter the password and the pound sign. If the initial greeting completes before being interrupted, hang up and call back.
 - 2) Enter 1000 for the scenario number. This will activate the pagers and phones.
 - 3) Read the prepared message on form 968-26095 when prompted. Press the pound key when done.
 - 4) The dialer will prompt you for verification. Press 9 for yes or 6 for no.
- Approximately two hours prior to shift change, initiate an informational announcement:
 - 1) Contact the autodialer at 9-375-6201. As soon as the Dialogic voice begins, enter the password and the pound sign. If the initial greeting completes before being interrupted, hang up and call back.
 - 2) Enter 1010 for the scenario number. This will not activate the pagers or phones.
 - 3) Record your announcement.
 - 4) The dialer will prompt you for verification. Press 9 for yes or 6 for no.
 - Review the autodialer report for unfilled positions. If positions are unfilled, refer to the Emergency Phone Directory for qualified responders and contact them via the telephone.

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- 3.1.18 As appropriate, ensure requests for procedure TCNs are reviewed and approved in accordance with plant procedure requirements, or approved by a Licensed Senior Reactor Operator in accordance with 10CFR50.54(x) requirements.
- 3.1.19 Arrange Plant Operations Committee (POC) meetings as necessary and ensure meeting records are included with the Final After Action Report.
- 3.1.20 When necessary, provide the necessary administrative support for procedure writing during reentry/recovery operations.
- 3.1.21 If prolonged emergency operations are anticipated or additional staff resources are needed, refer to the ERO Phone List located in the Emergency Phone Directory and determine what Emergency Response Organization (ERO) members are qualified to provide shift relief along with a home phone number where they can be reached.
- 3.1.22 When necessary, obtain the necessary equipment and personnel to provide administrative support for writing special procedures during emergency or recovery operations and coordinate procedures requiring prior NRC approval through the TSC Plant/NRC Liaison position.
- 3.1.23 Keep the TSC Manager briefed on the status of administrative support activities. Refer to the Plant Administrative Manager's portion of the Technical Support Center (TSC) Briefing Guidelines (From 968-25860) located in the TSC.
- 3.1.24 Refer incoming media calls to the Joint Information Center (JIC).
- 3.1.25 Upon shift change, fully brief your relief on duties, responsibilities and current status of work being performed.
- 3.1.26 Upon shift change or termination of the emergency:
- Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - Collect the individual After Action Reports prepared by staff personnel.
 - Deliver all After Action Reports to the TSC Manager.
 - At termination of the event, provide the TSC Manager with administrative support in compiling TSC After Action Reports and developing a summary report of TSC performance.

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4.0 ATTACHMENTS

4.1 Technical Support Center Status Board/Information Coordinator

4.2 Technical Support Center Administrative Support Staff

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Duties of: Technical Support Center Status Board/Information Coordinator

Assignment Location: Technical Support Center

Report to: Plant Administrative Manager

Activation Level: Alert, or Higher Classification

Responsibilities

1. Log into TES and obtain dosimetry.
2. Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic personnel accountability.
3. Write your name on the TSC staffing board in the space next to your emergency position.
4. Enter your name on the TSC Accountability Log located in the divider in the table just inside the TSC.
5. Transmit and/or request data, as appropriate, per PPM 13.11.18 or at the direction of the TSC Manager.
6. Maintain assigned status board(s) that include, but are not limited to:
 - a. Significant events
 - b. Plant status
 - c. Emergency Classification
7. Retain a copy of plant status information forms you generate and attach them to your After Action Report.
8. Assist with other administrative duties as directed by TSC Manager or Plant Administrative Manager.
9. Refer incoming media calls to the Joint Information Center (JIC).
10. Upon shift change, fully brief your relief on responsibilities, duties, and the current status of work being performed.
11. 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 Reports, and all logs to the Plant Administrative Manager.

Attachment 4.1

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Duties of: Technical Support Center Administrative Support Staff

Assignment Location: Technical Support Center

Report to: Plant Administrative Manager

Activation Level: Alert, or Higher Classification

Responsibilities

1. Log into TES and obtain dosimetry.
2. Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic personnel accountability.
3. Write your name on the TSC staffing board in the space next to your emergency position.
4. Enter your name on the TSC Accountability Log located in the divider in the table just inside the TSC.
 - a. After the TSC is staffed, check the log against the wall staffing board to ensure all TSC personnel have signed in at both locations.
5. Ensure the Emergency Response Supply Cabinet is open. If necessary, obtain the padlock key from the red key case on the side of the cabinet.
6. Obtain your Emergency Response position ID and an Emergency Phone Directory from the cabinet.
7. Advise the Plant Administrative Manager of your arrival and, if required, assist with preparing the TSC for activation.
8. Perform the following TSC Administrative Support Staff functions as necessary:

NOTE: Should delays be encountered in performing assigned duties because of heavy work activity, request additional assistance from the Plant Administrative Manager, or ask other TSC staff members to assist if they are able.

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a. TSC Personnel Accountability

- 1) Place the Personnel Accountability Log located on the Admin Support Staff desk on the table at the entrance to the TSC and ensure personnel entering the TSC enter their name on the form.
- 2) When necessary, direct TSC personnel to obtain temporary dosimetry or keycard into the TSC.
- 3) Ensure that TSC personnel leaving the TSC:
 - Obtain briefing from the RPM in the TSC on radiological conditions that affect areas or routes they will be in;
 - Are properly logged out, and logged in when they return.
- 4) If KI is taken by personnel in the TSC, record the action on the Accountability Log.

b. TSC Phone Assistance

- 1) Assist the TSC staff with incoming telephone traffic by answering phones when TSC members are not available. Take down basic information from callers or obtain a call back number.
- 2) If a phone message is received that contains information you deem important, announce it loudly so that impacted TSC staff are aware.

c. TSC Facsimile Assistance

- 1) Upon arrival, check the dedicated receive facsimile machine and ensure the toggle switch located on the fax is set to 207 (the dedicated fax number). Ensure that the correct time and date are set on both receive and send fax machines.
- 2) Make a copy of documents provided to you for faxing and return the original to the person requesting you to fax.
- 3) Log all incoming and outgoing faxes into the Fax Log Book located on your desk.
 - a) Number all incoming and outgoing faxes beginning with No.1 and write the documents log number in the upper right corner of the document.

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- 4) For outgoing faxes, attach the confirmation slip to the document and file.
 - 5) For incoming faxes, log and make a copy for files, and route as addressed. If not addressed, deliver to the Plant Administrative Manager for routing directions.
 - 6) For incoming CNFs, copy the:
TSC Manager
Operations Manager
Technical Manager
Maintenance Manager
Radiation Protection Manager
Plant Administrative Manager
Plant/NRC Liaison
Chemistry/Effluent Manager
TSC Information Coordinator
All NRC personnel, if present
 - 7) Route outgoing fax messages as addressed or distributed in accordance with the Fax Outgoing Distribution Guide.
 - 8) When a CNF is originated from the TSC by the TSC Manager, transmit it to the following agencies or emergency centers, using Group Dial Button 61:
Benton County EOC
Franklin County EOC
State of Washington EOC
DOE-RL
SCC
EOF
OSC
JIC
- If the Group Dial Button fails to operate, send the fax to each location separately in the order listed above.

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d. TSC Records Assistance

- 1) Distribute copies of the Emergency Response Log (Form 968-23895) for use by the TSC staff to record their emergency activities.
- 2) Perform record searches, retrievals, or other administrative support tasks at the request of the Plant Administrative Manager or TSC staff.

NOTE: All PPMs located in the TSC are Level One Controlled.

- 3) When required, inspect and provide verification for the most up to date revision of records/drawings required for TSC emergency operations. If copies are made from these procedures, initial and date the cover sheet in the upper right corner.
- 4) Perform other functions within the scope of administrative support duties as assigned by the Plant Administrative Manager.
- 5) Refer incoming calls to the Joint Information Center.
- 6) Upon shift change, brief your relief on your work responsibilities, duties, and the current status of work being performed.
- 7) Upon shift change or termination of the emergency:
 - Distribute copies of After Action Reports (Attachment 6.1 of PPM 13.13.4) to the TSC staff.
 - Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - Deliver your After Action Report, with pertinent logs attached, to the Plant Administrative Manager.

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ENERGY NORTHWEST		USE CURRENT REVISION
COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL		
PROCEDURE NUMBER	APPROVED BY	DATE
*13.11.3	RJG for JEW - Revision 20	03/14/02
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
EMERGENCY OPERATIONS FACILITY		
TITLE		
SITE SUPPORT MANAGER AND STAFF DUTIES		

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1.0 PURPOSE

This procedure describes responsibilities and duties of the Site Support Manager. The Site Support Manager provides support to the plant and secures assistance and supplies during the emergency and recovery phases. The Site Support Manager supervises the EOF Information Coordinator, the Telecommunications Manager, the Offsite Agency Coordinator, Manpower Scheduler, and the EOF Admin Support Staff.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 4.4.2.2
- 2.2 OER SIL324R6, BWR Emergency Support Program
- 2.3 PPM 13.4.1, Emergency Notifications
- 2.4 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.5 PPM 13.11.18, Information Coordinator Duties
- 2.6 PPM 13.13.4, After Action Reporting
- 2.7 Emergency Response Log, Form 968-23895
- 2.8 Classification Notification Form, Form 968-24075
- 2.9 EOF Staffing and Organization Chart, Form 968-26061
- 2.10 Emergency Manpower Schedule, Form 968-26094
- 2.11 Manpower Schedule Message, Form 968-26095

3.0 PROCEDURE

3.1 Site Support Manager Duties

- 3.1.1 Report to the EOF when notified of an Alert, Site Area or General Emergency, or if directed.
- 3.1.2 Notify the EOF Manager of your availability.
- 3.1.3 Maintain an Emergency Response Log (Form No. 968-23895) of the actions you take.

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3.1.4 Determine if ERO personnel have been notified for all EOF positions:

- Obtain the Dialogic printout available in the Logistics Area.
- Compare the list of individuals indicating they are responding to the positions listed on the EOF Staffing Chart. If all positions are responding, inform the EOF Manager that personnel have been notified for all EOF positions.
- For unfilled positions, obtain a copy of the Emergency Phone Directory and begin contacting qualified responders for the open positions. Notify the EOF Manager of any positions which cannot be contacted.

3.1.5 In the event of a simultaneous failure of the Dialogic autodialer and the radio paging system, direct the Manpower Scheduler to coordinate with the TSC Plant Admin Manager to call out the ERO using the Part B Notification Checklist to summon the on call ERO team for each center.

3.1.6 Ensure that the Significant Events Status Board and other appropriate displays such as the classification, plant status, and Emergency Classification/Protective Action Status display are maintained by the Information Coordinator.

3.1.7 Complete an EOF Staffing and Organization Chart (968-26061). Distribute copies to EOF Managers.

3.1.8 Compile a copy of staffing and organization charts received from the JIC, TSC and OSC and forward them to the Manpower Scheduler.

NOTE: All requests for outside assistance must first be approved by the Emergency Director.

3.1.9 Obtain outside assistance, equipment or personnel as directed by the Emergency Director. Coordinate deliveries with the Security Manager and the Radiological Emergency Manager.

3.1.10 Assign and supervise administrative support staff as they arrive.

3.1.11 If evacuees in the Exclusion Area need transportation, coordinate with the Plant Admin Manager in the TSC to make a public address announcement to direct the evacuees to the appropriate assembly area.

- a. Arrange transportation for evacuation of personnel in the Exclusion Area, if needed. Confer with the Security Manager and Radiological Emergency Manager to determine an assembly area for Exclusion Area evacuees needing transportation.

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- b. Keys for a vehicle pool van are located in the field team cabinet for use during evacuations.

3.1.12 Support EOF briefings per Attachment 4.7.

3.1.13 Coordinate the obtaining of resources needed to support emergency operations that include, but are not limited to:

NOTE: The on call procurement person should be contacted to assist with procurement and purchasing services. Refer to the Emergency Phone Directory for the roster.

- a. Administrative services and equipment
- b. Accommodations and transportation for responding offsite personnel, including GE personnel responding to the site under the BWR Emergency Support Program.
- c. Finance and purchasing services
- d. Commissary services
- e. Emergency Response Organization shift relief (for prolonged emergencies)
- f. Labor Relations or Human Resources services
- g. Legal or insurance services
- h. Facility Services

3.1.14 Coordinate with the Plant Administrative Manager on providing personnel, equipment, training, or other administrative resource support for the plant staff.

3.1.15 Coordinate delivery of food and other services with the Security Manager and the Radiation Emergency Manager and the JIC Support Manager.

3.1.16 Discuss relief shift scheduling with the Emergency Director, and arrange for Emergency Response Organization (ERO) relief staffing, if necessary, according to instructions outlined in Attachment 4.2.

3.1.17 When preparing to enter the recovery phase, compile the recovery action lists developed by the TSC and OSC, which identify short and long term recovery items. Forward these action lists to the EOF Manager for input into the master recovery plan.

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- 3.1.18 Refer any calls from the media to the Joint Information Center.
- 3.1.19 Brief your relief on items of note that happened during your shift and on status of ongoing work.
- 3.1.20 Upon shift change or termination of the emergency:
- a. Prepare an individual after action report. Refer to PPM 13.13.4.
 - b. Collect the individual after action reports prepared by staff personnel.
 - c. Deliver all individual after action reports and Emergency Response Logs to the Assistant EOF Manager.
- 3.1.21 Participate as a member of the After Action Report Committee chaired by the Assistant EOF Manager when required.

4.0 ATTACHMENTS

- 4.1 Manpower Scheduler Duties
- 4.2 EOF Administrative Support Staff Duties
- 4.3 Telecommunications Manager Duties
- 4.4 Offsite Agency Coordinator Duties
- 4.5 General Emergency Airspace or Airport Closure Request
- 4.6 Site Support Manager Briefing Guidelines

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Duties of: Manpower Scheduler

Assigned Location: Emergency Operations Facility (EOF)

Report To: Site Support Manager

Activation Level: Alert, or Higher Classification

Responsibilities

1. On arrival at the EOF, sign in on the staffing board and report your availability to the Site Support Manager.
2. Maintain an Emergency Response Log (Form 968-23895) of the actions you take.
3. Assist the Site Support Manager with preparing an EOF Staffing and Organization Chart, obtaining charts from other emergency centers, and compiling charts for distribution to EOF Managers. Distribute completed EOF staffing charts to the TSC, OSC, and JIC.
4. Assist the Site Support Manager with contacting and obtaining resources to support the Emergency Response Organization (ERO).
5. Fill open positions in the emergency centers by contacting qualified individuals.
 - A. Refer to the Emergency Phone Directory, Part B Notifications section. This should be behind a tab titled, "ERO".
 - B. Locate the applicable emergency center position for qualified individuals' phone and pager numbers.
 - C. Confirm the individual contacted meets fitness for duty requirements.
6. When directed by the Site Support Manager, initiate actions for staffing relief shifts.

NOTE: Plant Operations and Security are on rotating schedules. Additional ERO positions will be coordinated by Operations and Security management.
7. In the event of a simultaneous failure of the Dialogic autodialer and radio paging system, and when directed by the Site Support Manager, coordinate with the TSC Plant Admin Manager to call out the ERO using the Part B Notification Checklist to summon the on call ERO team for each center.

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8. Contact the REM to:

- Identify safe access routes to the plant.
- When it is determined that a shift change is required, activate the autodialer at 9-375-6201 and initiate an on the fly message to the ERO using the Manpower Schedule Message (form number 968-26171), and the following instructions:

CAUTION: If you initiate a scenario and a scenario is already running, select the CANCEL option to cancel the running scenario before you activate the new scenario. Do not suspend a running scenario.

Team B should be contacted to relieve Team A, Team C contacted to relieve Team B, Team D contacted to relieve Team C, and Team A contacted to relieve Team D.

- a) Call the autodialer. As soon as the Dialogic voice begins, enter INFO (4636) as the password and the pound sign. If the initial greeting completes before being interrupted, hang up and call back.
 - b) Enter 1000 for the scenario number. This will activate the pagers and phones.
 - c) Read the prepared message on form 968-26171 when prompted. Press the pound key when done.
 - d) The dialer will prompt you for verification. Press 9 for yes or 6 for no.
9. Approximately two hours prior to shift change, initiate an informational announcement.
10. Prior to contacting ERO members, determine from the Radiological Emergency Manager (REM) and Security Manager if any hazardous or security conditions require special response instructions to responding personnel. Consideration may need to be given for responding personnel to assemble at a remote location so that pool transportation or monitoring escort may be arranged.
- a) Contact the autodialer at 9-375-6201. As soon as the Dialogic voice begins, enter the password (INFO) and the pound sign. If the initial greeting completes before being interrupted, hang up and call back.
 - b) Enter 1010 for the scenario number. This will not activate the pagers or phones.
 - c) Record your announcement.
 - d) The dialer will prompt you for verification. Press 9 for yes or 6 for no.

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11. Review the autodialer report for unfilled positions. If positions are unfilled, refer to the Emergency Phone Directory for qualified responders and contact them via the telephone.
 - A four digit code appears on the Dialogic report following the individual's name. The four digit code is associated with the respective emergency center, as follows:
 - 1000 are OSC responders
 - 2000 are TSC responders
 - 3000 are EOF responders
 - 4000 are JIC responders
12. Notify the Site Support Manager or the JIC Support Manager, as appropriate, of any ERO positions you are unable to fill.
13. Furnish a copy of the compiled list of relief/supplemental staff to center managers.
14. When contacted with requests for information about employees involved with the emergency:
 - Take a call back number and message, and forward the message and number to the individual.
 - Refer to the Emergency Phone Directory for individual center assignment and phone number.
 - Refer emergency messages to personnel as needed.
 - Refer to the autodialer report to determine ERO personnel present.
15. Refer any calls from the media to the Joint Information Center.
16. Brief your relief on items of note that happened during your shift and on status of ongoing work.
17. On shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Deliver all After Action Reports and logs to the Site Support Manager.

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Duties of: EOF Administrative Support Staff

Assigned Location: Emergency Operations Facility EOF

Report To: Site Support Manager

Activation Level: Alert, or Higher Classification

Responsibilities

1. On arrival at the EOF, sign in on the staffing board and advise the Site Support Manager of your availability.
2. As necessary, assist with preparing the EOF for operations and answer phones for EOF staff that have not arrived. Take down basic information from callers or get a number for the EOF staff member to call back.
3. Check the EOF facsimile machines to ensure power is on and the date and time is correctly set. Set facsimile time with the EOF's 24-hour clock time.
4. Install batteries in the Crash phone headsets and distribute to positions around the horseshoe area.
5. Check operability of cordless microphones and distribute the primary microphone to the EOF Manager, and the backup to the Information Coordinator.
6. Distribute the position supply baskets from the cabinet to their locations.
7. Make a copy of PPM 13.11.3, Site Support Manager and Staff Duties, and distribute the attachments to the Manpower Scheduler, Admin Support Staff, and Offsite Agency Coordinator.
8. Make a copy of PPM 13.11.18 for the EOF Information Coordinator.
9. Perform general support tasks for EOF staff which includes:
 - a. Take or deliver messages, or assist with log keeping.

NOTE: Emergency center staffing and organization charts that identify the ERO positions and the personnel staffing those positions can be obtained from the Site Support Manager.

- b. Provide facsimile transmittal and EOF distribution services for emergency-related documents.
- c. During drills, stamp all outgoing documents with "Drill Use" prior to distribution or faxing.

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- 1) When you receive a Classification Notification Form (CNF) (Form 968-24075) that is originated by the EOF, transmit the CNF using the group dial according to the distribution list located at the facsimile machine or obtain direction from the Site Support Manager.
- 2) Notify the Site Support Manager immediately if there are any malfunctions or other delays in transmitting the CNF.
- 3) For all other document transmittals or distributions, ask for direction from the Site Support Manager if needed.
- 4) Retain all originals of facsimile documents, with facsimile activity reports.
- 5) Maintain a log of incoming and outgoing facsimile documents by sequential number and description.

c. Locate and replenish EOF office supplies

NOTE: If you must leave the EOF area of the Kootenai Building to obtain supplies, check with the Radiological Emergency Manager (REM) first to obtain information on any hazardous areas to avoid.

d. Provide duplicating services.

e. Verify or duplicate procedures for EOF staff use.

NOTE: Volume 13 Plant Procedure Manuals (PPMs) located in the EOF procedure bookcase on the south wall are Controlled Level 1 copies. EOF Library PPM manuals are Control Level 2. Before use, they must be verified using Passport Document Management System or verified from a Level 1 source such as the TSC or Control Room.

f. Assist with distributing food or beverage services to EOF personnel.

g. Assist with calls to ERO relief/supplemental personnel if requested.

NOTE: An ERO Phone Directory which lists home phone numbers for ERO personnel and an Energy Northwest Directory containing work phone numbers are included in the Emergency Phone Directories.

10. Refer any calls from the Media to the Joint Information Center (JIC).

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11. Provide administrative assistance to EOF PIO as requested.
12. On shift change or termination of the event:
 - a. Brief your relief on items of note that happened during your shift and on status of ongoing work.
 - b. Prepare an After Action Report. Refer to PPM 13.13.4.
 - c. Deliver your After Action Report and any logs to the Site Support Manager.
13. At event termination, assist with collating EOF staff after action documentation and returning the EOF to ready configuration.

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Duties of: Telecommunications Manager
Assigned Location: Emergency Operations Facility EOF
Report To: Site Support Manager
Activation Level: Alert, or Higher Classification

Responsibilities

1. On arrival at the EOF, sign in on the staffing board and advise the Site Support Manager of your availability.
2. Maintain a chronology of significant events, actions, or problems and resolutions on an Emergency Response Log, Form 968-23895.
3. Monitor telecommunication problem calls and assign technicians to correct system problems.
4. Prioritize work assignments to assure that maintenance or repair of communication systems described in Section 8 of the Energy Northwest's Emergency Preparedness Plan are provided for first.
9. Prior to dispatching telecommunications personnel to the Plant, contact the Radiological Emergency Manager (REM), to determine safe approach routes, and the need for protective clothing.
10. Direct personnel you dispatch to the Plant to notify Operations Support Center (OSC) of their arrival for accountability purposes.
11. Refer any calls from the Media to the Joint Information Center (JIC).
8. On shift change or termination of the event:
 - a. Brief your relief on items of note that happened during your shift and on status of ongoing work.
 - b. Prepare an After Action Report. Refer to PPM 13.13.4.
 - c. Deliver your After Action Report and any logs to the Site Support Manager.

Attachment 4.3

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Duties of: Offsite Agency Coordinator

Assigned Location: Emergency Operations Facility EOF

Report To: Site Support Manager

Activation Level: Alert, or Higher Classification

Responsibilities

1. Upon notification of an Alert, Site Area or General Emergency or, if so directed, proceed to the Emergency Operations Facility (EOF) and notify the Site Support Manager of your arrival.
2. If the state or county is not represented at the EOF, request the State and County Liaison to obtain information on county response actions from the Energy Northwest representative at the Washington State, Benton, and Franklin County Emergency Operations Centers (EOC).
3. Contact the Security Communications Center (SCC) Duty Officer and assume responsibility for making the Part C Notifications in accordance with PPM 13.4.1.

Make the Part C notifications as required for the appropriate event classifications by providing information on items 2-6 on the CNF, as requested (phone numbers are located in the Emergency Phone Directory under Offsite Notification Checklist).

NOTE: The SCC provides Part C notifications of plant emergency classification levels until relieved of this responsibility.

4. Keep the EOF Manager informed of offsite agencies' decisions, requests, and offers of assistance that are brought to your attention.
5. When the Exclusion Area is evacuated, contact the FFTF Control Room and inform them of this action. This is a courtesy call and no action is required of FFTF at this time. Refer to the Emergency Phone Directory, Offsite Agency tab, for the phone number.

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6. At General Emergency, recommend an airspace or airport closure request with the Federal Aviation Administration (FAA), Attachment 4.6.
 - a. Copy the completed Attachment 4.6 airspace closure request form and provide it per the distribution list on the Attachment.
 - b. If airspace or airport closure occurs, and you become aware that aircraft providing support for emergency operations may need airspace or airport access, request exceptions with the FAA.
7. Refer any calls from the media to the Joint Information Center (JIC).
8. Upon shift change, brief your relief on items of note that happened during your shift and on status of ongoing work.
9. Upon termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4
 - b. Deliver your After Action Report and any pertinent logs to the Site Support Manager.

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GENERAL EMERGENCY
TEMPORARY FLIGHT RESTRICTION (TFR) REQUEST

Call the Auburn office of the FAA (Refer to Emergency Telephone Directory for current number) and make a statement similar to the following:

I am _____ of the Energy Northwest Emergency Operations Facility staff. Emergency conditions exist at Columbia Generating Station on the Hanford Reservation. We are releasing (expect to release) radioactive gas to the atmosphere. Accordingly, we recommend that the airspace for 10 miles around the Pasco approach vector (Pasco 305 radial, 18 DME, surface to 5,000 feet above mean sea level) be closed for unauthorized aircraft.

At the present time the plume is (or expected to be) located at: _____

(Obtain plume direction and distance from REM)

Restrictions:

- ☐ This is expected to infringe upon the approaches to the Richland Airport, therefore, operations should not be authorized for Richland Airport.
- ☐ This is not expected to infringe upon the approaches to the Richland Airport, therefore, operations should be authorized for Richland Airport.

This is not expected to infringe on the Pasco Airport or responding emergency support personnel.

NOTE: If airport closure is authorized, you may need to call FAA for authorization to land (or take off) aircraft bringing outside responders, or conducting aerial monitoring activity. FAA will need to know the aircraft's identification and arrival (or departure) time for each instance.

I may be reached at (509) (_ _) if you need further information verification, or if someone wishes to request authorization into the area.

CALL COMPLETED BY: _____ DATE: _____ TIME: _____

Copy & distribute to the following EOF personnel:

Radiological Emergency Manager
Security Manager
Benton County Representative
Franklin County Representative
DOE Representative

Comments: _____

Attachment 4.5

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SITE SUPPORT MANAGER BRIEFING GUIDELINES

NOTE: Items listed here are suggested topics for routine update briefing. Items actually selected should be based on existing or projected situation conditions.

Site Support Manager update items:

- a. Status of administrative and logistics support being provided (administrative supplies, copy machines, facsimiles, etc.).
- b. Status of coordinating offsite agency personnel/equipment response.
- c. Status of relief shift or meal scheduling (if applicable).
- d. Problem areas needing resolution.
- e. NRC counterpart status report (if present).

Notes: _____

Attachment 4.6

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ENERGY NORTHWEST		USE CURRENT REVISION
COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL		
PROCEDURE NUMBER	APPROVED BY	DATE
*13.13.4	GOS - Revision 8	11/06/97
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
REENTRY/RECOVERY		
TITLE		
AFTER ACTION REPORTING		

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approval. In order to record the findings and implement any identified corrective actions in a timely manner, the FAAR should be completed within 30 days following event termination.

4.1 Emergency Organization Member

- 4.1.1 Upon shift change or termination of the emergency, complete an Emergency Event Individual After Action Report, 968-26072, and include the following:
 - a. Specific problems encountered or observed.
 - b. Recommendations for corrective actions.
 - c. Any data sheets or log forms, such as the Emergency Response Log (Form 968-23895), or other compilations of data kept during the emergency.
- 4.1.2 Deliver your After Action Report and all attachments to the person designated as your Emergency Facility Manager, or to the Emergency Preparedness Supervisor, if the emergency facility was not activated.

4.2 Emergency Facility Managers

- 4.2.1 Collect the After Action Reports, logs and attachments applicable to your emergency area of responsibility.
- 4.2.2 Review After Action Reports for accuracy and completeness.
- 4.2.3 Evaluate any incomplete or inaccurate entries that appear in the reports of your staff and resolve or explain discrepancies.
- 4.2.4 Deliver After Action Reports, attachments, checklists and logs through the emergency organization chain to:
 - a. The TSC Manager (for Protected Area personnel).
 - b. Assistant EOF Manager (for all personnel outside of the Protected Area).

4.3 Supervisor, Emergency Preparedness

- 4.3.1 For emergencies classified as Unusual Events, direct that a Final After Action Report be prepared in accordance with Attachment 5.1.
- 4.3.2 Submit the Unusual Event FAAR to the Manager, Resource Protection, for review and approval.

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- 4.3.3 For emergencies classified as Alert or higher, obtain the approved Final After Action Report from the EOF Manager.

NOTE: Guidance for retention of nuclear liability insurance records is contained in NEIL/MAELU (Nuclear Electric Insurance Limited) Information Bulletin 80-1A, Revision 3.

- 4.3.4 Ensure completed FAARs are maintained and are retrievable.
- 4.3.5 Distribute approved FAARs to the Vice President, Generation/Plant General Manager, and the Vice President, Operations Support/PIO as a minimum.
- 4.3.6 Initiate actions to closeout program weaknesses identified in the FAAR.

4.4 Assistant EOF Manager

- 4.4.1 For emergencies classified as Alert or higher, establish a Final After Action Report Committee consisting of the following:
- a. TSC Manager
 - b. Radiological Emergency Manager
 - c. Radiation Protection Manager
 - d. Others, as deemed appropriate, based on the nature of the emergency event.
- 4.4.2 Function as chairman of the committee and complete a Final After Action Report as outlined in Attachment 5.1.
- 4.4.3 As necessary, interview selected persons to obtain first-hand information or assign persons to develop special sections for the overall report.

4.5 EOF Manager

- 4.5.1 Review and approve the FAAR prepared by the Final After Action Report Committee.
- 4.5.2 Deliver the approved FAAR to the Supervisor, Emergency Preparedness.

5.0 ATTACHMENTS

5.1 Final After Action Report Development Guidelines

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- 4.3.4 Assist the on-call Radiation Protection Manager and other Supply System management as needed. Assistance may include logistical support for a response team.
- 4.3.5 Brief the on-call EOF Manager, Shift Manager and Public Affairs personnel as appropriate.
- 4.3.6 Obtain an After Action Report from the Team Leader and when convenient, have the on-call EOF Manager review and approve the Report, then forward to the Supervisor, Emergency Preparedness as specified in PPM 13.13.4.

4.4 Radiation Protection Manager Actions

- 4.4.1 Upon request by a medical facility for assistance with a contaminated patient, dispatch a Health Physics (HP) person to the specified medical facility.

NOTE: The on-call Emergency Planner is available to assist in response logistics.

- 4.4.2 When notified of a problem with a shipment of radioactive materials, contact the person requesting assistance.

If a response is required:

- a. Coordinate activities with the on-call EOF Manager.
- b. Assemble the Emergency Response Team.
- c. Equip the response team as needed.
- d. Brief the response team and provide a copy of this procedure and Emergency Response Log forms to the team leader.
- e. Dispatch the team.
- f. Brief the on-call EOF Manager and Emergency Planner on actions taken.

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4.5 Designated Emergency Response Team Leader Actions

- 4.5.1 Report to the closest facility applicable and assemble equipment, transportation, and other resources as needed.
- 4.5.2 Maintain a log of response team actions on an Emergency Response Log form.
- 4.5.3 When team is ready to depart, proceed in a safe manner to the scene of the emergency.
- 4.5.4 Coordinate with on-scene authorities and direct emergency response team activities as appropriate to protect life, health, and property.
- 4.5.5 Direct requests for information from uninvolved agencies to the appropriate authorities or to the Energy Northwest Public Affairs office.
- 4.5.6 Establish communications with the RPM as conditions allow to:
 - a. Provide status reports as appropriate, and
 - b. Request additional resources as necessary.
 - c. Emergency termination and return.
- 4.5.7 Provide a written After Action Report in accordance with PPM 13.13.4 and include the following information when applicable:
 - Nature and extent of emergency,
 - Action taken,
 - Radiological hazards encountered,
 - Radiological exposure data, and
 - Injuries experienced.
- 4.5.8 Provide the written report along with any logs to the Supervisor, Emergency Preparedness.

5.0 ATTACHMENTS

5.1 SCC Near Site Emergency and Request for Assistance Checklist

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