



INTEROFFICE MEMORANDUM

DATE: August 06, 2003

TO: Distribution

FROM: Procedure Control, Administrative Services, (901A) *Vicenta DeLeon*

SUBJECT: PLANT PROCEDURES MANUAL - VOLUME 13
Distribution Package: 2003-516

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following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed: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</u>
13.2.2	13	DETERMINING PROTECTIVE ACTION RECOMMENDATIONS
13.4.1	28	EMERGENCY NOTIFICATIONS
13.5.1	17	LOCALIZED AND PROTECTED AREA EVACUATIONS
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13.14.1	18	NEARBY NUCLEAR FACILITY EMERGENCIES/REQUESTS FOR ASSISTANCE
13.14.8	16	DRILL AND EXERCISE PROGRAM
13.14.9	23	EMERGENCY PROGRAM MAINTENANCE

The following procedure(s) have been CANCELED and are to be removed from your controlled copy as it is no longer needed:

<u>Procedure</u>	<u>Rev.</u>	<u>Title</u>
13.11.8 9		LICENSING MANAGER DUTIES

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<u>Control Copy</u>	<u>Location</u>	<u>Mail Drop</u>
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59	*CGS Security (CAS-AAP) (13.1.1, 13.4.1, 13.5.1, 13.5.3, 13.5.5, 13.10.8, 13.11.10, 13.12.19, 13.13.4)	901A
60	CGS Security	988A
63	Emergency Training	PE30
64	*Radwaste Control Room (467)	901A
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83	*MUDAC	1020
86	*Simulator - STA's Desk	1050
87	Document Control Desk, NRC	----
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94	*EOF	1050
97	*EOF	1050
114	EP Manager	PE30
127-130 (4)	Licensed Training (Rms. 225, 247 or 248)	1050
132	Licensed Training (Rms. 225, 247 or 248)	1050
134-136 (3)	*MUDAC Field Team Kits (13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4)	1050
+ + 137	*MPF Field Team Kit (13.7.5, 13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4)	901A
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146	FEMA RX Liaison	----
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164	Oregon State Dept. of Energy	----
219-221 (3)	Licensed Training (Rms. 225, 247 or 248)	1050
223	Franklin County Emergency Management	----
236	Site 1 (B.Lyons) (13.5.3, 13.4.1, 13.5.7, 13.13.4, 13.14.9)	817
+ + 238	*Alternate EOF (Keys)	901A

+ + Procedure Control does the filing at downtown - Bring keys

* Level 1 File



13.2.2



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**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

NUMBER *13.2.2	APPROVED BY SLS - Revision 13	DATE 08/06/03
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION PROTECTIVE MEASURES		
TITLE DETERMINING PROTECTIVE ACTION RECOMMENDATIONS		

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1.0 PURPOSE

The purpose of this procedure is to provide instructions and guidance for the formulation of onsite protective action decisions and offsite Protective Action Recommendations (PARs) based on plant conditions or radiological releases. {R-1595}, {R-1596}

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan Section 5
- 2.2 NUREG-0654/FEMA-REP-1, Rev. 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, Supplement 3
- 2.3 10 CFR 20, Standards for Protection Against Radiation
- 2.4 10 CFR 47(b)(10) {R-1595}, {R-1596}
- 2.5 State of Washington - Department of Health, "Response Procedures for Radiation Emergencies"
- 2.6 U. S. Environmental Protection Agency, "Manual of Protective Action Guides and Protective Actions for Nuclear Incidents", EPA 400, May 1992
- 2.7 PPM 13.1.1, Classifying The Emergency
- 2.8 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides
- 2.9 PPM 13.4.1, Emergency Notifications
- 2.10 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.11 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.12 PPM 13.8.1, Emergency Dose Projection System Operations
- 2.13 PPM 13.13.3, Intermediate Phase MUDAC Operations
- 2.14 Classification Notification Form (CNF), 24075
- 2.15 Federal Emergency Management Agency, Area Requiring Corrective Action, ARCA S873 {2.15}

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REFERENCES, cont'd

2.16 Site Area Emergency Protective Action Checklist, 950198.1

2.17 General Emergency Protective Action Checklist, 950198.3

2.18 Decision Guide for Off-site Protective Action Recommendations, 950198.2

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3.0 DISCUSSION

- 3.1 The responsibility for determining and making offsite Protective Action Recommendations (PARs) resides with the individual who has responsibility for Emergency Direction and Control, the Emergency Director. The Emergency Director should obtain input from the Radiation Protection Manager (RPM) in the TSC for onsite radiological conditions and recommendations for onsite protective actions, and from the Radiological Emergency Manager (REM) in the EOF for offsite radiological conditions and recommendations for offsite protective actions. PARs are based on radiological conditions or plant conditions. Recommendations based on plant conditions may result in more conservative PARs.
- 3.2 Site One personnel are evacuated at the Site Area Emergency classification per PPM 13.5.3. Part C Notifications implemented by the SCC and PA announcements made to Site One by either SAS or the Security Manager meets this requirement.
- 3.3 Implementation of protective actions for offsite areas within the 10 mile EPZ is the responsibility of Benton and Franklin Counties. There are precautionary offsite protective actions that are implemented automatically at Site Area Emergency and General Emergency classifications. These are specified under the Site Area Emergency and General Emergency boxes (Item #5) on the Classification Notification Form (CNF) (Form 24075). If there are PARs in addition to those that are automatic, they are addressed in Item # 5 for the General Emergency.
- 3.4 The protective actions outlined in this procedure are limited to actions for minimizing the exposure of the public within the 10 mile EPZ to external and internal radiation exposure from plume passage or inhalation of the radioactive plume. Other protective actions for minimizing public exposure via the ingestion pathway will be determined and implemented by Energy Northwest and Washington State in accordance with Reference 2.12.
- 3.5 Plant and offsite officials should continue assessment actions based on additional plant information, dose projections, and field monitoring results. After performing the initial early evacuation actions near the plant, licensee and offsite officials should modify their protective action recommendations as necessary based on (1) field monitoring to locate areas with high levels of contamination (hot spots) and (2) dose projections which indicate that EPA protective action guide doses may be exceeded in areas beyond those that have been evacuated. On the basis of this information, plant and offsite officials may expand the evacuations to encompass other areas in the plume EPZ and, for the worst case accidents, protective actions may be required beyond the plume EPZ.

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4.0 PROCEDURE

NOTE: Protective actions are not required at the Unusual Event or Alert emergency classification levels.

NOTE: Attachments 5.1, 5.2, and 5.3 are also displayed in the TSC and EOF as job aids.

4.1 Protective Actions For Site Area Emergency Classifications

Refer to Attachment 5.1, Site Area Emergency Protective Action Checklist.

4.2 Initial PARs For General Emergency Classifications

4.2.1 Refer to Attachment 5.2, General Emergency Protective Action Checklist.

4.2.2 If a PAR is being made in addition to PARs required by a General Emergency, indicate the recommendation on the Classification Notification Form (CNF), Form 24075, and make the required offsite notifications in accordance with PPM 13.4.1.

4.2.3 If the PAR is being made independent of a classification change, complete the CNF, and make the required notifications in accordance with PPM 13.4.1.

4.2.4 The EOF Manager should ensure the status of PARs is tracked until implementation is complete and status is indicated on the PAR Status Board. Completed PARs are indicated on the PAR status board by the use of colored marker.

4.2.5 After making the initial Protective Action Recommendations for the General Emergency classification, continue with event assessment based on available plant, meteorological data, dose projection, and field monitoring information. Continuing assessments should be used to determine if a protective action should be expanded, with field monitoring data being the preferred basis by which to determine if people should be relocated from sheltered areas.

4.3 Offsite PARs Based On Projected Doses

NOTE: Do not delay recommending offsite protective actions while waiting for field monitoring results to verify the accuracy of the dose projection results.

4.3.1 Obtain and review applicable offsite dose projection data.

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- 4.3.2 Determine the appropriate offsite PAR by comparing the plume projected dose with the Protective Action Guidelines (PAGs) and guidance provided in Attachment 5.4, PAGs for the Early Phase of a Nuclear Incident.
- 4.3.3 Based on current meteorological data, determine the affected Plume EPZ sector(s) population centers within those affected areas and estimated plume arrival time in those areas.
- 4.3.4 Based on available weather forecast data, evaluate the potential for wind direction changes during the estimated duration of the release and the potential effect on the identified areas.
- 4.3.5 Refer to the Summary of Results of Evacuation Times Analysis, Attachment 5.5, for the affected sectors to determine if prompt evacuation or sheltering with delayed evacuation is appropriate.
 - a. If there is time to notify the public and evacuate before plume arrival, there are no local constraints (i.e., severe weather), and evacuation appears to offer a significant reduction in dose, recommend evacuation.
 - b. If travel conditions present extreme hazard or there are local constraints, evaluate the benefits of sheltering vs. evacuation.
- 4.3.6 If the above actions result in a change to established PARs, complete the appropriate parts of the CNF, and make the required notifications in accordance with PPM 13.4.1.
- 4.3.7 When circumstances such as weather, distance or concurrent emergencies may impact specific areas for which PARs are being proposed, inform the Benton and Franklin County EOCs which sections are affected so that routes to be taken or avoided may be identified, or other special considerations in the notification to offsite agencies.
- 4.3.8 If, as a result of continuing assessment, dose projection results or meteorological conditions change significantly, reevaluate the previously implemented protective actions and, if necessary, update the protective actions by issuing another PAR.
- 4.3.9 Plume PARs should be considered beyond 10 miles if dose projections indicate PAGs at 10 miles may be exceeded. {2.15}
 - a. For the Control Room, notify the offsite agencies via the Crash phone that dose projections indicate that PAGs beyond 10 miles may be exceeded. Indicate that the TSC or EOF will formulate PARs for affected areas.

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b. For the TSC or EOF:

1. Obtain downwind field team readings to verify dose projection results.
2. If time permits, consult with Benton and Franklin County EOCs on the recommendation to evacuate beyond 10 miles.
3. For PARs beyond 10 miles, do not use the 90 degree sector boundaries to define the affected area beyond 10 miles.
4. To define the boundaries of the PAR beyond 10 miles, use geopolitical boundaries such as roads, rivers and county lines.
5. The area of the PAR should include those areas downwind where the PAG values are projected to be exceeded.
6. If plume PARs are issued for areas beyond 10 miles that could affect areas outside Benton and Franklin county, the Emergency Director should ensure that the State EOC is notified.

5.0 ATTACHMENTS

NOTE: Update wall mounted aids in the TSC, EOF and Alternate EOF (Attachments 5.1, 5.2, and 5.3) when this procedure is revised. Refer to references 2.16, 2.17, and 2.18.

5.1 Site Area Emergency Protective Action Checklist

5.2 General Emergency Protective Action Checklist

5.3 Decision Guide For Offsite Protective Action Recommendations

5.4 PAGs For The Early Phase of a Nuclear Incident

5.5 Summary Of Results Of Evacuation Times Analysis

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SITE AREA EMERGENCY PROTECTIVE ACTION CHECKLIST

NOTE: Completion of the following action steps may be delegated to the appropriate ERO individuals.

-
1. IF plant accident conditions result in a SITE AREA EMERGENCY (SAE) being declared, THEN:
 - Evacuate the Protected Area by implementing PPM 13.5.1
 - Evacuate the Exclusion Area and Site One personnel per PPM 13.5.3
 - Implement PPM 13.8.1 (if not already done), if a release is in progress, or containment leakage is suspected.
 - Ensure Security has established access control roadblocks on plant access roads by contacting the SCC.

 2. IF an SAE has been declared, the above actions have been taken, and plant conditions appear to be worsening, i.e., release of radioactivity is imminent, or offsite radiological conditions dictate, THEN:
 - Evaluate protective actions for Emergency Workers outside the Protected Area but within Energy Northwest's area of authority in accordance with PPM 13.2.1.
 - The Radiological Emergency Manager should determine if wind direction requires special consideration of EOF habitability.
 - Ensure Security roadblocks on plant access roads are located to avoid plume exposure if a release occurs, or containment leakage is suspected.
 - Ensure that offsite dose calculations are updated approximately every 15 minutes if a release is ongoing.

Attachment 5.1

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GENERAL EMERGENCY PROTECTIVE ACTION CHECKLIST

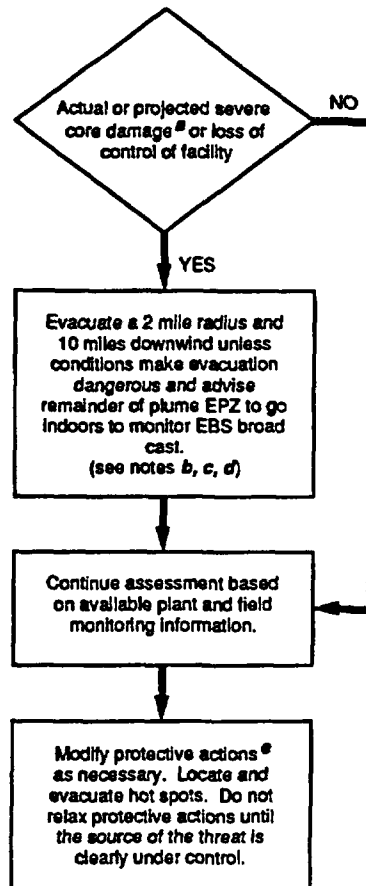
NOTE: Completion of the following action steps may be delegated to the appropriate ERO individuals.

1. IF plant accident conditions result in a GENERAL EMERGENCY (GE) being declared (and the following actions have not been performed), THEN:
 - Evacuate the Protected Area by implementing PPM 13.5.1
 - Evacuate the Exclusion Area and Site One personnel by implementing PPM 13.5.3.
 - Implement PPM 13.8.1 and ensure results are updated approximately every 15 minutes if a release is ongoing, or if containment leakage is suspected.
 - Ensure Security has established access control roadblocks on plant access roads and the roadblocks are located to avoid plume exposure if a release occurs.
 - Evaluate protective actions for Emergency Workers outside the Protected Area but within Energy Northwest's area of authority in accordance with PPM 13.2.1.
 - The Radiological Emergency Manager should determine if wind direction requires special consideration of EOF habitability.
 - Recommend evacuation 2 mile radius and 10 miles downwind, sheltering the remaining sections, or other PARs based on Attachment 5.3 evaluation.
 - Determine if additional offsite Protective Action Recommendations are required by referring to the Flowchart for Offsite Protective Action Recommendations, Attachment 5.3.
 - Plume PARs should be considered beyond 10 miles if dose projections indicate PAGs (1 rem TEDE or 5 rem CDE thyroid) at 10 miles may be exceeded. For the Control Room, notify the off-site agencies via the Crash phone that dose projections indicate that PAGs beyond 10 miles may be exceeded.
 - For the TSC or EOF, obtain downwind field team readings to verify dose projection results. If time permits, consult with Benton/Franklin County EOC on the recommendation to evacuate beyond 10 miles. For PARs beyond 10 miles, do not use the 90 degree sector boundaries to define the affected area beyond 10 miles. To define the boundaries of the PAR beyond 10 miles, use geo-political boundaries such as roads, rivers and county lines. The area of the PAR should include those areas downwind where the PAG values are projected to be exceeded. If plume PARs are issued for areas beyond 10 miles that could affect areas outside Benton and Franklin county, the Emergency Director should ensure that the State EOC is notified.

Attachment 5.2

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DECISION GUIDE FOR OFFSITE PROTECTIVE ACTION RECOMMENDATIONS



^a Severe core damage is indicated by (1) loss of critical functions for core protection (e.g., loss of injection combined with loss of cooling accident); (2) partially uncovered core; or (3) very high radiation levels in area or process monitors.

^b If there are very dangerous travel conditions, initially shelter rather than evacuate the population until conditions improve.

^c Transit-dependent persons should be advised to remain indoors until transportation resources arrive, if possible.

^d Shelter may be the appropriate action for controlled releases of radioactive material from the containment if there is an assurance that the release is short term (puff release) and the area near the plant cannot be evacuated before plume arrives.

^e Consider EPA PAGs in modifying initial protective actions.

Source: NUREG-0654, Supplement 3

990025

Attachment 5.3

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PAGs FOR THE EARLY PHASE OF A NUCLEAR INCIDENT

PROTECTIVE ACTION	PAG (projected dose)	COMMENTS
Evacuation (or sheltering ¹)	1-5 rem TEDE OR 5-25 rem CDE thyroid OR 50-500 rem skin	Evacuation (or, for some situations, sheltering ¹) should normally be initiated at the lowest level of the range.

From EPA 400, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents

- ¹ Sheltering may be the preferred protective action when it will provide protection equal to or greater than evacuation, based on consideration of factors such as source term characteristics, and temporal or other site-specific conditions.

Evacuation vs. Sheltering

Because of the higher risk associated with evacuation of some special groups in the population (e.g. those who are not readily mobile), sheltering may be the preferred alternative for such groups as a protective action at projected doses up to 5 rem TEDE. In addition, under unusually hazardous environmental conditions, use of sheltering at projected doses up to 5 rem to the general population (and up to 10 rem to special groups) may be justified.

Illustrative examples of situations or groups for which evacuation may not be appropriate at 1 rem include: a) the presence of severe weather, b) competing disasters, c) institutionalized persons who are not readily mobile, and d) local physical factors which impede evacuation.

Attachment 5.4

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SUMMARY OF RESULTS OF EVACUATION TIMES ANALYSIS

DESCRIPTION	TOTAL WITHIN 2 MILES	AREAS WITHIN 5 MILES				AREAS WITHIN 10 MILES			
		I	II	III	TOTAL	I	II	III	TOTAL
GENERAL POPULATION EVACUATION TIME NORMAL CONDITIONS HOURS:MINUTES	1:30	1:30	1:30	2:00	2:00	2:00	1:50	2:45	2:45
GENERAL POPULATION EVACUATION TIME ADVERSE CONDITIONS HOURS:MINUTES	2:00	1:30	1:30	2:30	2:30	2:00	2:00	3:00	3:00
CONFIRMATION TIME MINUTES	30	60	60	60	60	60	60	60	60

NOTE: Evacuation time analysis includes the 30 minutes notification time performed by the county.

Attachment 5.5

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13.4.1



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**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

NUMBER	APPROVED BY	DATE
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EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
NOTIFICATIONS		
TITLE		
EMERGENCY NOTIFICATIONS		

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1.0 PURPOSE

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

2.0 REFERENCES

- 2.1 10CFR50.47(b), Emergency Plans {R-1586, R-1587, R-1588, R-1589, R-1590}
- 2.2 10CFR50.72, Immediate Notification Requirements for Operating Nuclear Power Reactors {R-1932}
- 2.3 10CFR26, Fitness for Duty Program
- 2.4 10CFR50 Appendix E (IV)(C), Activation of Emergency Organization {R-5731}
- 2.5 NUREG-0654/FEMA-REP-1, Rev. 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
- 2.6 NUREG-1022, Rev. 1, Event Reporting Systems
- 2.7 IEN 98-08, Information Likely to be Requested if an Emergency is Declared
- 2.8 FSAR, Chapter 13.3, Emergency Plan, Section 4
- 2.9 SWP-FFD-01, Fitness For Duty
- 2.10 PPM 13.1.1, Classifying the Emergency
- 2.11 PPM 13.2.2, Determining Protective Action Recommendations
- 2.12 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.13 PPM 13.10.6, Plant/NRC Liaison Duties
- 2.14 PPM 13.13.4, After Action Reporting
- 2.15 Classification Notification Form, 24075
- 2.16 Emergency Classification or Other Emergency Messages, 26045
- 2.17 Followup Notifications, 26098
- 2.18 Partial Activation or Manpower Schedule Message, 26171

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3.0 DISCUSSION

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

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

Notification of selected non-ERO supervisory staff is intended to prompt them to notify personnel they are responsible for of an emergency declaration so that appropriate protective action may be initiated for individuals in high noise environments or otherwise out of public address range within the owner controlled area.

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

4.0 PRECAUTIONS AND LIMITATIONS

- 4.1 State and local authorities are required to receive emergency event notifications within 15 minutes of event classification, a change in event classification, or changes in Protective Action Recommendations (PARs).
- 4.2 If after beginning to fill out a Classification Notification Form (CNF), but before the event is communicated to anyone offsite, event conditions change which make it necessary to reclassify the event or change PARs, discontinue completing the first CNF and begin filling out a new one. Mark the discontinued CNF void and include it with the After Action Report per PPM 13.13.4. The initial 15 minute notification requirement is not waived and the new CNF must be completed within 15 minutes of declaring the previous classification.

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- 4.3 If event conditions change which make it necessary to reclassify the event or change PARs and offsite notifications are in progress, the current 15 minute notification requirement is not waived. Notifications in progress for the lower level classification or PARs must be completed. Inform the offsite agencies on the Crash phone that classification or PARs will be upgraded and another notification will be forthcoming shortly.

5.0 PROCEDURE

Form 26045, Emergency Classification or Other Emergency Messages, should be used when completing emergency classification notifications and public address announcements.

5.1 Information Requested by NRC

The following information may be requested by the Headquarters Operations Officer:

- Is there any change to the classification of the event?
- What is the ongoing/imminent damage to the facility, including affected equipment and safety features?
- Have toxic or radiological releases occurred or been projected, including changes in the release rate? If so, what are the projected onsite and offsite releases and what is the basis of assessment?
- What are the health effects or consequences to onsite and offsite people? How many onsite or offsite people will be or are affected, and to what extent?
- Is the event under control? When was control established, or what is planned to bring the event under control? What mitigative action is planned or underway?
- What onsite protective measures have been taken or planned?
- What offsite protective actions have been recommended to state or local officials?
- What is the status of state, local or other federal agencies responses, if known?
- If applicable, what is the status of public information activities, such as alarm, broadcast, or press releases by the state, local, or other federal response agency? Has a Joint Information Center been activated?

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5.2 Notifications Made By the Shift Manager Acting as Emergency Director (ED)

NOTE: When making a classification change and full Emergency Response Organization (ERO) activation was initiated by a previous classification, it is not necessary to repeat ERO notification.

NOTE: The following steps may be performed out of sequence.

- 5.2.1 Refer to Attachment 6.2 to assist in determining public evacuation recommendations during inclement weather.
- 5.2.2 If the need to activate the TSC and OSC exists at the Unusual Event classification, refer to the instructions contained on form 26171, Partial Activation or Manpower Schedule Message, to start the autodialer and record an "on-the-fly" message. Use WNP2 as the password. Otherwise, follow the normal notification protocol.
- Notify the SCC that the Control Room will initiate the autodialer scenario. Override step 1 of form 26045.
 - If an autodialer scenario is already running, cancel the operating scenario.
- 5.2.3 If special instructions are required for ERO activation, prepare an "on-the-fly" message notification using form 26171. Use "WNP2" as the password.
- 5.2.4 If security event conditions exist for an emergency classification, declare the appropriate classification and initiate the offsite agency notification process, but do not summon the ERO or activate emergency centers until it is safe to do so. Confer with the Security Supervisor to make that determination.

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However:

- If it is determined that is safe to activate the ERO and all emergency centers, initiate the appropriate autodialer scenario.
- If it is determined that it is NOT safe to activate the ERO or any emergency center, AND after hours ERO response is required, initiate the security contingency autodialer scenario (#191).
 - 1) Based on consultation with the Security Supervisor, instruct on-site TSC and OSC responders to delay reporting to their emergency centers. Refer to form 26045 (pink form) to prepare an appropriate PA announcement for on-site responders. Otherwise, inform the OSC and TSC responders to report to their emergency center directly.

- 5.2.5 When emergency classification decisions are made, notify the SCC Duty Officer on the dedicated ring down line or available phone line if the dedicated line is unavailable to initiate the appropriate ERO notification system.
- 5.2.6 At Site Area Emergency, Direct the SCC to initiate Site One evacuation, and inform the SCC if an offsite radiological release is in progress.
- Complete the Classification Notification Form (CNF), Form 24075. Refer to PPM 13.2.2 to determine if the event classification also requires Protective Action Recommendations (PARs).
- 5.2.7 Ensure that plant PA announcements are made using the format of Form 26045. Also ensure that the override switch for the public address system is in the "override" position. Return it to the normal position when done.
- 5.2.8 Transmit the CNF to the SCC and offsite agencies via facsimile. If facsimile failure occurs, go directly to Crash phone notification, Step 5.2.10.

NOTE: If Crash system failure requires that you provide notification by other means, the SCC ringdown line may be used to contact the SCC Duty Officer. The Duty Officer will follow up to ensure notifications are completed. If using an alternate method, you may receive call backs to verify the notification is authentic.

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- 5.2.9 Verify the SCC Duty Officer has received the CNF and is prepared to address the offsite agencies on the Crash phone.
- 5.2.10 Initiate the Crash phone system by dialing 400. If initiated on the Shift Manager's phone, push the red button labeled "Crash" and dial 400.
- 5.2.11 Ensure that immediately after notification of the appropriate state and local agencies but not later than one hour after event classification, a designated communicator: {R-1932}
- Provides the NRC with event information using guidance contained in the Event Notification Worksheet (Form 25665) via the NRC Emergency Notification System (ENS) by dialing:

(301) 816-5100, (301) 951-0550 or (301) 415-0553

If ENS is not available, use any commercial phone and dial:

9-1-301-816-5100, 9-1-301-951-0550 or 9-1-301-415-0553
 - Provides information to the NRC on event classification changes.
 - Maintains continuous communication with the NRC for whatever period they request or until relieved by the Plant/NRC Liaison in the TSC.
 - When the Plant/NRC Liaison comes on line, provides turnover information via ENS which includes, as a minimum, classification level, reactor status and other relevant plant status items.
 - Obtains permission from the NRC ENS communicator prior to transferring ENS responsibilities to the Plant/NRC Liaison.
- 5.2.12 Direct that the Control Room's facsimile transmittal activity reports be attached to applicable CNFs and that CNFs and NRC Event Notification work sheets be attached to After Action Reports.
- 5.2.13 Monitor Plant conditions and, if changes in the emergency classification are required, repeat Steps 5.2.1 - 5.2.7.

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5.3 Notifications Made By the TSC Manager Acting as Emergency Director (ED)

NOTE: The following steps should be completed in order, however, under certain circumstances such as equipment failure or time constraints, steps may be performed out of sequence.

- 5.3.1 If a change in event classification or PARs is indicated, confer with the Shift Manager using the Emergency Director ringdown phone as necessary.
- 5.3.2 Complete the CNF, Form 24075. Refer to PPM 13.2.2 to determine needs for additional PARs.
- 5.3.3 Ensure that Plant PA announcements are made using the format of Form 26045.
- 5.3.4 Direct that the CNF be sent to the offsite agencies via facsimile. If facsimile failure occurs, go directly to Crash phone notification, Step 5.3.5.

NOTE: If Crash system failure requires that you provide notification by other means, the preferred alternate method is the Dial-Up phone system (refer to Emergency Phone Directory, Crash section, for instructions). If using an alternate method, you may receive call backs to verify the notification is authentic.

- 5.3.5 Initiate the Crash phone system by dialing 400.
- 5.3.6 Review CNF information with the offsite agencies on the Crash phone, ensure their questions are answered and that they understand the information regarding current conditions.
- 5.3.7 Direct that facsimile transmittal activity reports be attached to all original CNFs and retained for records.

NOTE: If the Columbia River/Horn Rapids siren alerting system cannot be activated by Benton County Emergency Dispatch Center (EDC) personnel, the EDC may request that Security Communications Center (SCC) personnel activate the sirens and announce the prescribed messages over the alerting system.

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5.4 Notifications Made By the EOF Manager Acting as Emergency Director (ED)

NOTE: The following steps should be completed in order, however, under certain circumstances such as equipment failure or time constraints, steps may be performed out of sequence.

- 5.4.1 If a change in event classification or PARs is indicated, confer with the TSC Manager and the Shift Manager using the Emergency Director ringdown phone as necessary.
- 5.4.2 Complete the CNF, Form 24075. Refer to PPM 13.2.2 to determine PAR impact.
- 5.4.3 Coordinate with the TSC Manager to have announcements of plant conditions, hazardous areas to avoid, or security conditions be made to personnel in or near the plant, using the public address system microphone in the TSC.
- 5.4.4 Direct that the CNF be sent to the offsite agencies via facsimile. If facsimile failure occurs, go directly to Crash phone notification, Step 5.4.5.

NOTE: If Crash system failure requires that you provide notification by other means, the preferred alternate method is the Dial-Up phone system (refer to Emergency Phone Directory, Crash section, for instructions). If using an alternate method, you may receive call backs to verify the notification is authentic.

- 5.4.5 Initiate the Crash phone system by dialing 400.
- 5.4.6 Review CNF information with the offsite agencies on the Crash phone, ensure their questions are answered and that they understand the information regarding current conditions.
- 5.4.7 Direct that the facsimile transmittal activity reports are attached to all original CNFs and retained for records.

NOTE: If the Columbia River/Horn Rapids area Public Alerting system cannot be activated by the Benton County Emergency Dispatch Center (EDC) personnel, the EDC may request SCC personnel to activate the sirens and announce prescribed messages on the alerting system.

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5.5 Followup Notifications

5.5.1 About once per hour, or when radiological or plant conditions change, initiate a followup message by Crash phone and fax to offsite agencies. Use form 26098, Followup Notifications. Provide updates on applicable information as follows: {R-1587}

- Name and phone number of caller
- Location of incident
- Date and time of incident
- Emergency classification
- Type of actual or projected release, estimated duration, and arrival time
- Estimate of the quantity of radioactive material released or being released, and the point of the release
- Chemical and physical form of released material including estimates of relative quantities and concentration of noble gases, iodines, and particulates
- Meteorological conditions or changes
- Actual or projected dose at the site boundary; projected integrated dose at the site boundary
- Projected dose and integrated dose at the projected peak and at 2 miles and 10 miles, including affected sectors
- Estimate of any surface radioactive contamination; in plant, on site or offsite
- Emergency response actions underway
- Recommended emergency actions, including PARs
- Requests for offsite organization support needed onsite
- Prognosis for worsening or termination of event based on plant information

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5.6 Notifications Made By the Security Communications Center (SCC)

- 5.6.1 If notified of event classification by other than the Crash or alternate dial up phone system, call the Shift Manager back on the dedicated line for verification prior to providing notification to offsite agencies.**
- 5.6.2 Upon receipt of official notification of emergency event classification, implement the SCC Notifications Checklist.**
- 5.6.3 For notifications of event classifications or changes prior to ERO activation, activate the ERO notification system using the automatic dialer. Do not initiate a new scenario if the Control Room has activated the auto-dialer at the Unusual Event classification unless upgrading to an Alert or higher emergency.**
- 5.6.4 For event notifications or changes prior to ERO activation when automatic dialer is not operational, activate the ERO paging system.**
- 5.6.5 Monitor Crash system CNF notifications to offsite agencies, and for notifications from the Shift Manager, follow up with any necessary clarifications or missed data.**
- 5.6.6 Log a record of offsite agency CNF notifications.**
- 5.6.7 Instruct the Central Alarm Station (CAS) Operator to inform the Security Supervisor of the incident, and request a responder to the Security Communications Center to provide notification assistance.**
- 5.6.8 When the responder arrives, give briefing on event notification status, Benton County EDC requests for siren activation or PA announcements, and direct the responder to assist with SCC operations.**
- 5.6.9 For initial or fast breaking classifications where the Site Support Manager has not yet arrived at the EOF to take over Part C notifications and make no more than two (2) attempts to contact the listed agencies in the Part C notification list (Attachment 6.1) If requested, provide Items 2-6 on the CNF. Inform the EOF Manager of those listed agencies you were unable to contact.**
- 5.6.10 Each time the classification is changed, and the Emergency Director function is still in the Control Room, cease the notification sequence and start over from Step 5.5.1. If the ERO Notification system was already activated at the Alert or higher classification, do not reactivate it.**

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5.6.11 When contacted by the Site Support Manager in the EOF, turn over responsibility for Part C Offsite Support Agency Notifications.

5.7 Notifications Made by the Site Support Manager

5.7.1 Upon arrival at the EOF, contact the SCC Duty Officer and assume responsibility for making the Attachment 6.1, Part C Notifications.

5.7.2 Make the Part C notifications as required for appropriate event classifications. Provide items 2-6 on the CNF as requested.

5.7.3 Make no fewer than two (2) attempts to contact the agencies/locations listed in Part C. Inform the EOF Manager of those listed agencies you were unable to contact.

5.8 Emergency Response Data System (ERDS) Operations

NOTE: Activation of ERDS shall occur as soon as possible, but not later than one (1) hour after declaring an Alert or higher emergency classification. {R-1932, R-1936}

NOTE: The responsibility for ERDS activation resides with the Plant/NRC Liaison in the TSC. The on call Emergency Planner and the PDIS Analyst in the EOF may activate ERDS if not already accomplished.

For an Alert or higher classification, activate/ensure ERDS activation per PPM 13.10.6, Attachment 4.1. This should be done from a terminal that can access the Plant Display Information System (PDIS).

5.9 Notification of Transitory Events

NOTE: This notification is the responsibility of the Shift Manager or Emergency Director following discovery of the event.

If a Transitory Event has been discovered per PPM 13.1.1, complete the following notifications:

- a. Complete the Transmittal of Information Section of Attachment 6.3, Notification of Transitory Event
- b. Obtain approval for release of this information from the Shift Manager or Emergency Director as appropriate.
- c. Transmit the notification form to the offsite agencies (state and county) via facsimile.

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NOTE: When making the following verbal notifications, fill in the Date, Time and Person Notified in the Notification Documentation Section of the form.

- d. Ensure that the following notifications are made within one (1) hour of the discovery of the undeclared (or misclassified) event:
- ENS notification to the NRC, and
 - Crash phone notification (by dialing 400) to the offsite authorities.
- e. Upon completion of notifications of the event, attach the form to the After Action Report for the event.

6.0 **ATTACHMENTS**

6.1 Emergency Notification Lists

Part A - Immediate Notification List

Part B - ERO Notification List

Part C - Offsite Support Agency Notification List

6.2 Emergency Response Organization (ERO) Notification and Response Instructions

6.3 Notification of Transitory Event

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EMERGENCY NOTIFICATION LISTS
PART A - IMMEDIATE NOTIFICATION LIST

Discussion

- This is a list of State and local authorities that shall be notified within fifteen (15) minutes of all emergency event classifications, changes in classification and Protective Action Recommendations (PARs) as required by 10CFR50.72.
- Notification to these agencies is normally by Crash dedicated phone, but in the event of Crash system failure, the dial-up system should be used for contact. The agencies should be contacted in order of listing when using the dial-up system.
- These offsite agencies are entitled to know ALL information contained on the Classification Notification Form (CNF). A copy of the CNF should be transmitted by facsimile concurrent with phone notification.

Agency Notification List

1. Benton County EOC
2. Franklin County EOC
2. Washington State EOC
3. DOE-RL: Contact the DOE/RL Occurrence Notification Center (ONC).

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EMERGENCY NOTIFICATION LISTS
PART B - ERO NOTIFICATION LIST

Discussion

- The Part B notification list represents the essential and augmenting Emergency Response Organization (ERO) positions for Energy Northwest that shall be notified as soon as possible after classification of an emergency event.
- A complete list of ERO work, home, and pager numbers is maintained in selected Emergency Phone Directories for use by the Plant Administrative Manager, Site Support Manager, JIC Support Manager, or SCC Duty Officer. Any of these positions may use the Part B Notification List to contact ERO personnel in the event of an auto-dialer or paging system failure.
- Selected Energy Northwest supervisory staff not on the ERO are also included in this notification list. This assures that Energy Northwest staff and contractor personnel out of public address system range or in high noise environments within the owner controlled area will be notified of an emergency declaration at Columbia Generating Station.
- These positions are normally notified by pager, computerized phone system, or public address system.

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EMERGENCY NOTIFICATION LISTS
PART C - OFFSITE SUPPORT AGENCY NOTIFICATION LIST

Discussion

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

AGENCY NOTIFICATION LIST

At Unusual Event or Above

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

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EMERGENCY NOTIFICATION LISTS
PART C - OFFSITE SUPPORT AGENCY NOTIFICATION LIST (Contd.)

At Alert or Above

4. Site One Manager (or Designated Site One Authority (DSA))
- 5.* Energy Northwest Visitor's Center
6. Security Training Facility
7. Maintenance Training Facility (includes Electrical Lab and Mechanical High Bay areas)
8. Circ Water Pumphouse
9. Waste Water Treatment Plant
10. Institute of Nuclear Power Operations (INPO)
11. American Nuclear Insurer (ANI)

At Site Area Emergency or Above

12. Framatome ANP
13. General Electric of San Jose

* Renotification for subsequent classifications not required.

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EMERGENCY RESPONSE ORGANIZATION (ERO)
NOTIFICATION AND RESPONSE INSTRUCTIONS

General Instructions

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

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

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

Emergency centers are required to be activated within about one hour of notifying the ERO to report. The one hour time window starts at the time ERO pagers activate.

On call ERO members must meet Energy Northwest's Fitness for Duty criteria contained in SWP-FFD-01. Personnel should not acknowledge a telephone notification or report to their emergency center unless Fitness for Duty criteria is met.

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

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

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Notification Acknowledgement/Response

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

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

Required response to the autodialer is detailed below.

If you receive an ERO notification on your home phone:

- Follow the scripted directions using a touch tone phone. The auto-dialer cannot recognize a Rotary dial or pulse tone phone.
- If you miss part of the message, you may call 375-6201. Otherwise, report directly to your emergency center, or as directed.

ERO Response Expectations

Essential Category

1. When an ERO Call-out occurs, all available "ESSENTIAL" personnel from all four ERO teams (A, B, C, and D) are to report to their emergency centers within 60 minutes, regardless of which ERO team is the scheduled duty team at the time of the Call-out. All four teams are required to respond to assure that at least one person arrives in time to fill each "ESSENTIAL" position within 60 minutes so as to provide the best chance that all emergency centers will be activated within the 60-minute criterion.
2. All ERO personnel in positions classified as "ESSENTIAL" are to report to their emergency centers immediately when paged and are not to call the auto-dialer. The auto-dialer will in parallel attempt to call all "ESSENTIAL" personnel on all four ERO teams (A, B, C, and D) in the event a pager fails to notify an "ESSENTIAL" individual. Only if an "ESSENTIAL" ERO member first learns of the ERO Call-out from the auto-dialer is that "ESSENTIAL" member to respond to the auto-dialer.

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3. "ESSENTIAL" members not on-call are not required to remain fit for duty when not on-call. "ESSENTIAL" members not on call are expected to carry their pagers with them at all times. However, if an ERO Call-out occurs, all available "ESSENTIAL" members not on-call are to report if fit for duty.
4. The 60-minute response time criterion for "ESSENTIAL" personnel is measured from the point in time when the pagers are activated, not at the time the event is declared by the Shift Manager.

Augmenting Category

1. All "AUGMENTING" personnel are to first call the auto-dialer when paged before reporting to preclude the auto-dialer from attempting to fill the position with members from the ERO teams that are not on-call.
2. However, if an "AUGMENTING" ERO member from a team that is not on-call is contacted by the auto-dialer, that means the on-call member in that position has not responded to the auto-dialer and presumably will not respond. In this event, that "AUGMENTING" team member not on-call is needed to support the on-call ERO team and is to respond to the dialer and report to the emergency center if fit for duty.
3. "AUGMENTING" members not on-call are not required to remain fit for duty when not on-call. However, if an ERO Call-out occurs, all "AUGMENTING" members not on-call who are contacted by the auto-dialer are to report if fit for duty.
4. Although a strict 60-minute response criterion does not apply to "AUGMENTING" members, all "AUGMENTING" ERO members responding to a Call-out are to report as soon as possible.

Support Category

1. All "SUPPORT" personnel are to respond to the auto-dialer when called before reporting to preclude the auto-dialer from attempting to fill the position with members from the ERO teams that are not on-call.
2. However, if a "SUPPORT" ERO member from a team that is not on-call is contacted by the auto-dialer, that means the on-call member in that position has not responded to the auto-dialer and presumably will not respond. In this event, that "SUPPORT" team member not on-call is needed to support the on-call ERO team and is to respond to the dialer and report to the emergency center if fit for duty.

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3. Although a strict 60-minute response criterion does not apply to "SUPPORT" members, all "SUPPORT" ERO members responding to a Call-out are to report as soon as possible.
4. "SUPPORT" members not on-call are not required to remain fit for duty when not on-call. However, if an ERO Call-out occurs, all "SUPPORT" members not on-call who are contacted by the auto-dialer are to report if fit for duty.

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NOTIFICATION OF TRANSITORY EVENT

I. TRANSMITTAL OF INFORMATION

A. An event occurred at _____ on _____ which would have
Time Date
required the declaration of a(n):

☐ Unusual Event ☐ Alert ☐ Site Area Emergency ☐ General Emergency

B. This event was exited at _____ on _____ prior to
Time Date
any offsite notifications. Current emergency classification at WNP-2 is:

☐ None ☐ Unusual Event ☐ Alert ☐ Site Area Emergency

C. T h e e v e n t w a s :

Approval signature for release of this information: ☐ Shift Manager ☐ Emergency Director

Print Name	Signature	Date	Time

II. NOTIFICATION DOCUMENTATION

NOTE: This notification of Transitory Event is for information purposes only. NO RESPONSE ACTION is required on the part of the individual receiving this notification.

The following notifications were made for the event:

	DATE	TIME	PERSON NOTIFIED
Benton County EOC			
Franklin County EOC			
WA. State EOC			
NRC			

Attachment 6.3

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13.5.1



**ENERGY
NORTHWEST**
People • Vision • Solutions

USE CURRENT REVISION

**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

NUMBER *13.5.1	APPROVED BY SLS - Revision 17	DATE 08/06/03
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURE		
SECTION EVACUATION AND ACCOUNTABILITY		
TITLE LOCALIZED AND PROTECTED AREA EVACUATIONS		

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1.0 PURPOSE

This procedure provides direction for conducting localized evacuations within the Protected Area and evacuation of non-essential personnel from the Protected Area in the event of a declaration of a Site Area Emergency or as other conditions warrant.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 5
- 2.2 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.3 PPM 13.5.5, Personnel Accountability/Search and Rescue
- 2.4 PPM 13.7.5, Offsite Assembly Area Operations
- 2.5 Public Address Emergency Message Format - Localized Evacuation, 26048
- 2.6 Public Address Emergency Message Format - Protected Area Evacuation, 26050
- 2.7 Emergency Center Accountability Log, 25691

3.0 DISCUSSION

- 3.1 The principle consideration when contemplating an evacuation is the safety of plant personnel. A localized evacuation is the orderly withdrawal of personnel from a selected area within the Protected Area. A localized evacuation will be announced using the alerting tone followed by an instructional message. A Protected Area evacuation is the orderly withdrawal of all personnel, except those required to respond to the emergency situation, from the Protected Area. A Protected Area evacuation will be announced using the alerting tone followed by an instructional message.
- 3.2 The Emergency Director (ED) is responsible for determining what type of evacuation is to be conducted. The decision to evacuate personnel should be based on the course of action which presents the minimum risk to employees. Some examples of conditions which make offsite evacuation NOT advisable include, but are not limited to:
 - An ongoing security threat within the Protected Area (consult with the Security Shift Supervisor to aid in determining the safest course of action).

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

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

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

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

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

- 3.4 A Protected Area evacuation should be conducted if a confirmed, credible insider threat exists. Confirmation of this threat should come from Security. All non-essential Protected Area personnel should be directed to evacuate and proceed to the designated assembly area. Personnel on shift and not assigned to the Control Room should be directed to report to the OSC or other areas as specified. The only personnel remaining in the Protected Area will be individuals assigned to the Control Room or those filling an on-shift position.
- 3.5 When a Protected Area evacuation is ordered, personnel accountability actions of PPM 13.5.5 will be implemented.

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4.0 PROCEDURE

4.1 CRS/Shift Manager/Emergency Director Responsibilities for Localized Evacuations

If conditions exist requiring localized evacuation, initiate localized evacuation by performing steps on form 26048, Public Address Emergency Message Format - Localized Evacuation.

4.2 Emergency Director Responsibilities for Protected Area Evacuation:

4.2.1 Determine if any of the extenuating conditions listed below, or other conditions which might preclude safe evacuation, are present:

1. An ongoing security threat within the Protected Area (consult with the Security Shift Supervisor to aid in determining the safest course of action).
2. Inclement weather (e.g., high winds or hazardous road conditions may preclude a safe evacuation of plant personnel).
3. Radiological hazards exist (determine which action would result in lowest dose to evacuating personnel).
4. Other hazards exist which might subject evacuees to a higher risk to personnel safety than not evacuating.

4.2.2 If it is determined that a "safe" evacuation is possible, initiate Protected Area evacuation when a Site Area Emergency is declared, or in response to any of the following conditions:

1. General area radiation levels outside of a Radiologically Controlled Area exceed 5 mrem/hr indicating a loss of control of radioactive material and the threat cannot be confined to a well-defined area.
2. Unidentified airborne radioactivity exceeds 0.3 DAC (0.3 DAC equates to approximately 750 ccpm on a 40 ft³ air sample in the field) which is attributed to a loss of control of radioactive material.
3. An uncontrolled toxic gas leak (originating either onsite or offsite) where the hazard is not confined to a localized area.

4.2.3 Determine if any areas of the plant should be avoided during the evacuation.

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4.2.4 Determine, if necessary, any other special protective measures which should be taken by plant evacuees.

4.2.5 Determine the appropriate evacuation route and assembly from the following conditions:

Condition A: The wind direction is away from the Protected Area Access Point (PAAP), the west parking lots, and the Kootenai Building (wind from any direction other than between 20° and 90°). Wind directions and a site map showing Condition A evacuation route and assembly area are presented in Attachment 5.1.

Condition B: The wind direction is toward the PAAP, the west parking lots, and the Kootenai Building (wind from between 20° and 90°). Wind directions and a site map showing Condition B evacuation route and assembly area are presented in Attachment 5.2.

Condition C: A credible insider threat has been received. Provided it is safe for personnel to evacuate, all personnel not assigned to the Control Room or filling an emergency response position should be directed to proceed out the PAAP and report to the Offsite Assembly Area at the ENOC, or other area as identified, and await further instructions.

Parameter	Condition A	Condition B	Condition C
Evacuation Route	Out PAAP parking lot, to the Offsite Assembly Area by any available means.	Out PAAP parking lot, north around plant to Offsite Assembly Area by any available means.	Out the PAAP parking lot to the Offsite Assembly Area by any available means.
Assembly Area	Energy Northwest Office Complex assembly area	Energy Northwest Office Complex assembly area	Energy Northwest Office Complex assembly area

4.2.6 Ensure evacuees sign in on the Emergency Center Accountability Log (25691). Direct the Security Supervisor to instruct the evacuees to standby until released by the Manpower Scheduler.

4.2.7 If a security event or other unforeseen condition prevents or alters implementation of these preplanned evacuation plans, designate alternate exit point(s) and assembly area(s), and revise the public address announcements accordingly.

4.2.8 Perform steps on form 26050, Public Address Emergency Message Format - Protected Area Evacuation, for evacuation of the Protected Area using Condition A, Condition B or Condition C routing.

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- If Condition B is selected, direct the Security Manager prepare the South evacuation route for use.
- If the PA announcement is made from the Control Room, use the PA system override switch for announcements. Return the switch to the normal position when done.
- If the EOF Manager is the Emergency Director, coordinate with the TSC Manager to make PA announcements using the PA microphone in the TSC.

4.2.9 Direct the Radiation Protection Manager provide Health Physics coverage at the designated plant exit location portal monitors and at the Protected Area exit point.

4.2.10 Implement PPM 13.5.3 actions for evacuation of the Exclusion Area/Nearby Facilities.

4.3 Security Supervisor Responsibilities

4.3.1 The preferred method of site exit uses the normal exit protocol. If desired, the gate between the egress turnstiles at the Protected Area Access Point (PAAP) can be opened to expedite personnel exit.

4.3.2 If the gate between the turnstiles is opened, log personnel offsite as quickly as possible, using the Personnel Accountability Log for System Outages.

4.4 Radiation Protection Manager Responsibilities

4.4.1 Dispatch HP technicians to the portal monitors at the designated plant exit location to provide instructions to evacuating personnel as outlined below, and assist in personnel monitoring as necessary.

- If personnel were in a contaminated area, remove protective clothing (if not already removed), and perform personnel monitoring at Access Control. If contamination is found, contact the RPM at the TSC at Ext. 2852 for further instructions.
- If personnel alarm the exit portal monitors, direct personnel to the appropriate assembly area for monitoring and decontamination.

4.4.2 Inform the Radiological Emergency Manager (REM) if personnel or vehicle monitoring or decontamination is necessary for evacuating personnel.

4.5 Radiological Emergency Manager Responsibilities

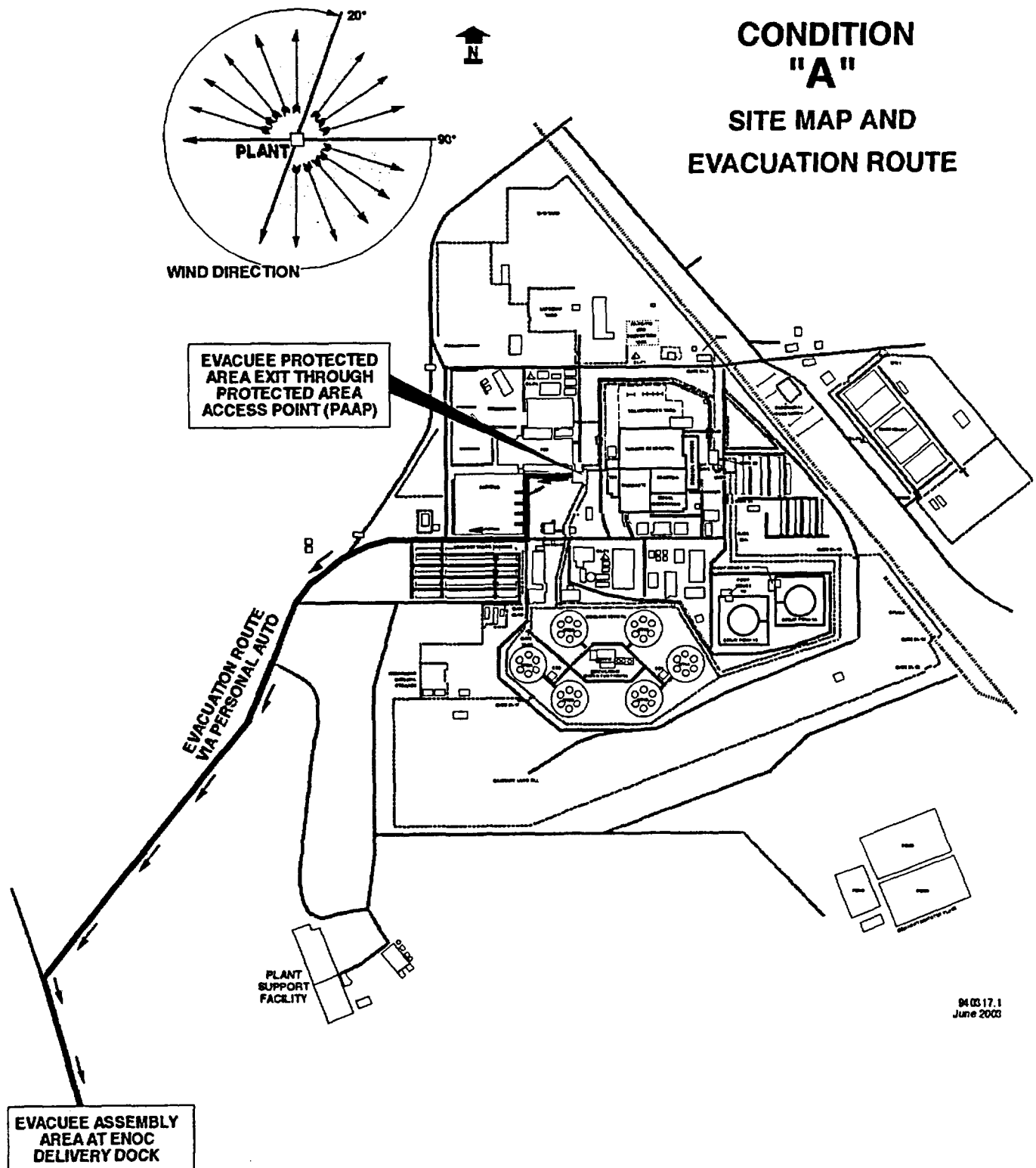
Implement the actions of PPM 13.7.5 as necessary to conduct offsite assembly area monitoring and decontamination operations at the ENOC assembly area.

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5.0 ATTACHMENTS

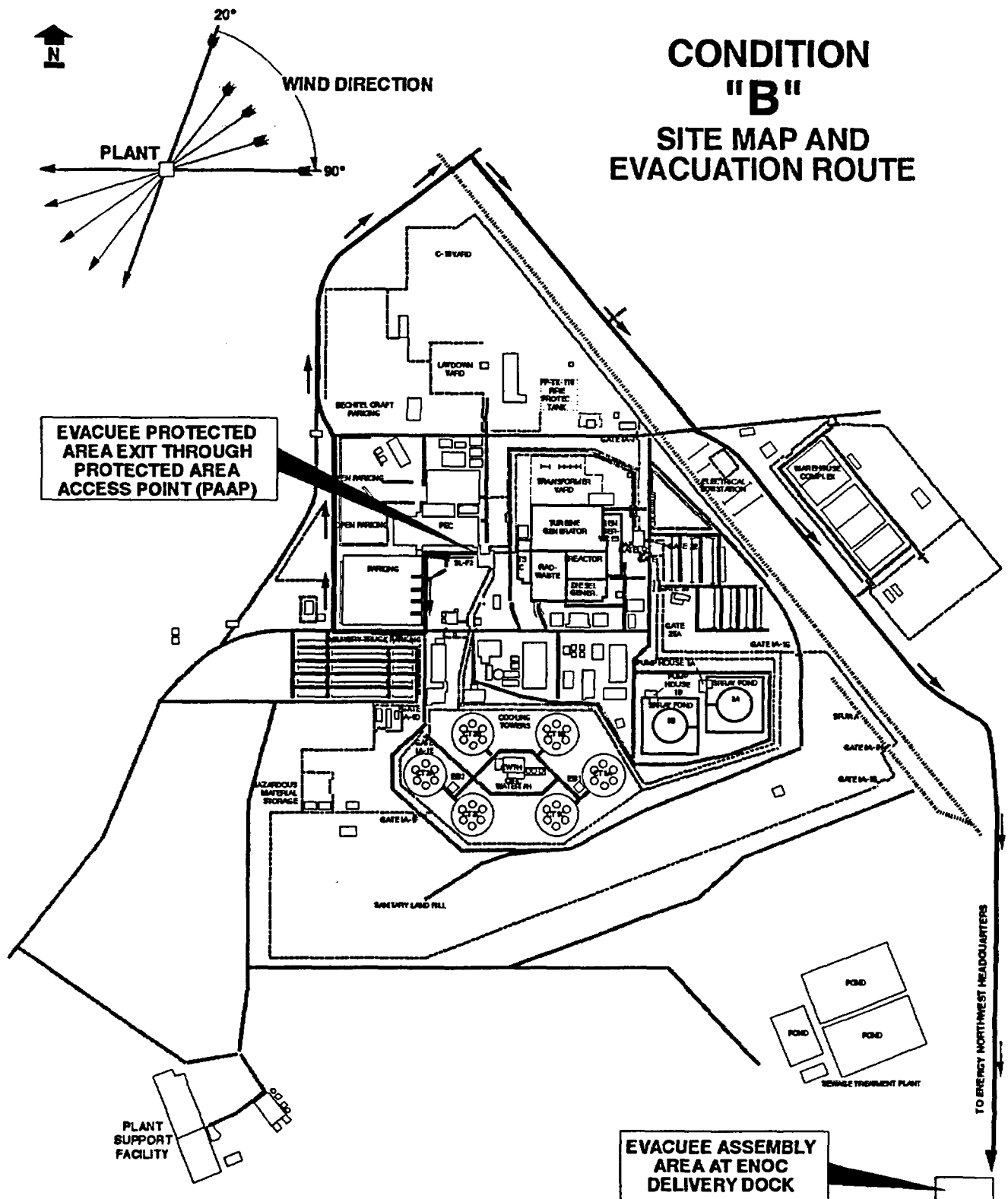
- 5.1 Condition A Site Map and Evacuation Route**
- 5.2 Condition B Site Map and Evacuation Route**

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SLS - Revision 19

DATE

08/06/03

VOLUME NAME

EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION

PLANT EMERGENCY FACILITIES

TITLE

TECHNICAL MANAGER AND STAFF DUTIES

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1.0 PURPOSE

This procedure provides instructions and guidance for activities of the Technical Manager and engineering staff in the Technical Support Center (TSC) during an emergency.

2.0 REFERENCES

- 2.1 FSAR Chapter 13.3, Emergency Plan, Sections 2 & 3
- 2.2 OER SIL324R6, BWR Emergency Support Program
- 2.3 PPM 5.7.1, Severe Accident Guidelines
- 2.4 Technical Memorandum 2113, Technical Support Guidelines for Electrical Engineer
- 2.5 Technical Memorandum 2114, Technical Support Guidelines for Technical Manager
- 2.6 Technical Memorandum 2115, Technical Support Guidelines for Mechanical Engineer
- 2.7 Technical Memorandum 2116, Technical Support Guidelines for Trending Forecaster
- 2.8 Technical Memorandum 2117, Technical Support Guidelines for Core Thermal Engineer
- 2.9 PPM 13.1.1, Classifying the Emergency
- 2.10 PPM 13.10.6, Plant/NRC Liaison Duties
- 2.11 PPM 13.13.4, After Action Reporting
- 2.12 Work Release Order C-0875
- 2.13 Repair Team Briefing/Debriefing, 25560
- 2.14 Technical Support Center (TSC) Briefing Guidelines, 25860

3.0 RESPONSIBILITIES

The Technical Manager is responsible for overall direction and supervision of the TSC engineering staff in parameter trending, system operational assessment following EOP/ACP, or Severe Accident Guideline (SAG) implementation, and trouble shooting. The manager is also responsible for coordinating engineering support from the EOF or from assisting contractor or vendor organizations.

The Technical Manager should structure the engineering staff by recommending a variety of accident assessment and evaluation activities that may be undertaken to mitigate emergency conditions that may include:

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- Evaluation of events which have or are occurring to gain understanding of the event
- Investigation of aspects which are not understood or that deviate from the expected
- Assessment of events or transients which may adversely affect accident mitigation efforts
- Development of plans that involve the analysis of potential system or component failures
- Development of contingency plans to manage failures as they occur
- General trending of critical plant parameters, assessment of inoperable systems or components and problem solving

Technical Support Guidelines (TSGs) Technical Memoranda may be used to aid in development of mitigation strategies.

The term mitigation refers to those activities identified by the engineering staff which are intended to mitigate or minimize the consequences of the particular accident and may include cooling the Reactor, maintaining or regaining containment integrity and terminating or reducing any radioactive release to the environment.

The Technical Manager will confer and support mitigation, reentry and recovery efforts with the TSC Manager, Operations Manager and Maintenance Manager in the TSC and coordinate OSC implementation of mitigation plans via the Maintenance Manager.

4.0 PROCEDURE

4.1 Technical Manager

- 4.1.1 Upon notification of an Alert, Site Area, or General Emergency, or if so directed, proceed to the Technical Support Center (TSC).
- 4.1.2 Obtain an electronic dosimeter and log in on the emergency RWP.
- 4.1.3 Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.

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- 4.1.4 Enter your name on the TSC Accountability Log located on the table just inside the TSC to establish manual Personnel Accountability.
- 4.1.5 Write your name on the TSC staffing board in the space next to your emergency position.
- 4.1.6 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.
- 4.1.7 Determine if plant computerized system displays are operating and direct the TSC Computer Engineer to activate any that are not.
- 4.1.8 Assess engineering staffing and augment as necessary. Your minimum staffing should consist of:
- 1 Core/Thermal Engineer
 - 1 Mechanical Engineer
 - 1 Electrical Engineer
 - 1 Computer Engineer
- Descriptions of staff duties are contained in Attachments 5.1 through 5.4.
- 4.1.9 Request the assistance of the Plant Administrative Manager if additional engineering personnel must be contacted.
- 4.1.10 As engineering staff become available, assign an individual to monitor the computerized plant system displays and trend or plot critical plant parameters that you determine are significant to the emergency event.
- 4.1.11 Evaluate available data related to the event to:
- Determine what has or is happening including its overall effect on plant operations
 - Ascertain if the events that have occurred or are occurring are completely understood
 - Investigate aspects of the event that are not completely understood or that don't make sense
 - Identify any anomalies in trends or data and determine their cause

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4.1.12 Based on the evaluation of events:

- Assign available engineers to assess the event in their areas of expertise
- Follow implementation of ACPs/EOPs, and SAGs
- Use TSGs to support EOP and SAG implementation as appropriate
- Refer to and implement Technical Memorandum 2114, Technical Support Guideline actions when required
- Monitor transients or evolutions and evaluate their effect on accident mitigation objectives
- Recommend preventative actions to avoid the anticipated occurrence, or
- Recommend contingency actions should the anticipated occurrence be unavoidable
- Assess inoperable systems or components crucial to accident mitigation and determine corrective actions or alternative methods to restore lost capabilities
- Monitor trends and determine their potential consequences to accident mitigation objectives
- When in Severe Accident Management conditions or the Recovery phase and when requested by the EOF Engineering Manager, direct the Core/Thermal Engineer to perform a core damage evaluation using TM 2117.

4.1.13 Remain aware of plant conditions and critical parameters and as significant changes occur confer with the TSC Operations Manager so their impact on Emergency Action Level (EAL) initiating conditions contained in PPM 13.1.1 can be assessed.

4.1.14 With your staff, evaluate plant situations collectively and provide accident mitigation conclusions and recommendations promptly for discussion jointly with the TSC Manager, Operations Manager and Maintenance Manager to determine:

- Preventative or corrective action tasks that need to be pursued or may be deferred

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- Priority to be assigned tasks that need to be pursued
- Impact the prioritized task may have on other tasks being performed
- Need for an engineering staff member to accompany and advise the OSC team performing the task

- 4.1.15 Caution your staff to take the most recent plant design modifications into account when evaluating mitigation actions and identifying tasks.
- 4.1.16 When tasks are selected, assist the Maintenance Manager with outlining task descriptions and special work instructions or procedure requirements that will need to be transmitted to the OSC Manager for task implementation.
- 4.1.17 Monitor the Team Tracking board to observe team progress on tasks selected, or review completed Repair Team Briefing/Debriefing (Form 25560) received by the Maintenance Manager from the OSC.
- 4.1.18 Determine if EOF engineering assistance may be required and coordinate that support with the EOF Engineering Manager.
- 4.1.19 Periodically inform the EOF Engineering Manager of TSC prioritized actions.
- 4.1.20 If General Electric (GE) emergency support is required under provisions of Energy Northwest contract work release order No. C-0875, determine the extent of support to be requested such as:
- a. Dedicated telephone communications with the GE Technical Support Center in San Jose.
 - b. Dispatch local GE service personnel to the site (TSC or EOF) to establish dedicated telephone communications with San Jose.
 - c. Dispatch a GE team of technical personnel to the site (TSC or EOF). A 24 hour response time is anticipated.
- 4.1.21 Once the extent of GE emergency support has been identified:
- a. Contact the EOF Engineering Manager and request that GE be notified of the need for their services.
 - b. Brief the TSC Manager and TSC staff on the arrangements made for GE response.

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- 4.1.22 If contractor or vendor assistance is required coordinate response with the Site Support Manager in the EOF for logistical and point of control arrangements.
- 4.1.23 If prolonged operations for the emergency are anticipated, determine relief shift staffing from the Emergency Response Organization (ERO) list in the Emergency Telephone Directory and coordinate call out with the Plant Administrative Manager.
- 4.1.24 Coordinate site departure of relieved personnel in accordance with normal or evacuation instructions that are in effect at the time.
- 4.1.25 Continuously reevaluate priorities for the engineering staff and redirect the staff's effort as necessary.
- 4.1.26 As required, provide technical and engineering expertise for response to inquiries from regulatory agencies.
- 4.1.27 Monitor, and have your staff monitor, updates to the plant status boards in the TSC for timeliness and accuracy and offer corrections where needed.
- 4.1.28 When requested, conduct TSC briefings of technical and engineering activities. Refer to the Technical Manager's portion of the Technical Support Center (TSC) Briefing Guidelines (25860) located in the TSC.
- 4.1.29 Upon shift change brief your relief on responsibilities, duties, current status of the plant emergency conditions, and status of work being performed.
- 4.1.30 Upon shift change or termination of the emergency:
- a. Prepare an individual After Action Report in accordance with PPM 13.13.4.
 - b. Collect the individual After Action Reports and attachments prepared by your staff.
 - c. Review the reports and attachments then deliver them to the TSC Manager.

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5.0 ATTACHMENTS

- 5.1 TSC Electrical Engineer Duties
- 5.2 TSC Mechanical Engineer Duties
- 5.3 TSC Core Thermal Engineer Duties
- 5.4 TSC Computer Engineer Duties

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Duties of: TSC Electrical Engineer
Assignment Location: Technical Support Center (TSC)
Reports to: Technical 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 Technical Support Center (TSC). Obtain appropriate dosimetry.
2. Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.
3. Enter your name on the TSC Accountability Log located on the table just inside the TSC to establish manual Personnel Accountability.
4. Write your name on the TSC staffing board in the space next to your emergency position.
5. If you leave the TSC temporarily, inform the Technical Manager of your destination and approximate time of return. Note your destination on the TSC Personnel Accountability Log.
6. Obtain a briefing from the Technical Manager on the status of emergency conditions.
7. Follow EOP/ACP implementation.
8. From TSC status boards, computerized system displays and most recent prints, drawings, technical manuals, vendor literature, etc., evaluate data related to the event and:
 - Assess the event in your area of expertise
 - Monitor transients or evolutions and evaluate their effect on accident mitigation objectives
 - Recommend preventative actions to avoid the anticipated occurrence
 - Recommend contingency action should the anticipated occurrence be unavoidable
 - Assess inoperable systems or components crucial to accident mitigation and determine corrective actions or alternative methods to restore lost capabilities
 - Monitor trends and determine their potential consequences to accident mitigation objectives.

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9. Use the data to collectively discuss with the TSC Engineering staff conclusions and recommendations that determine:
- Preventative or corrective action tasks that need to be pursued or may be deferred
 - Priority to be assigned tasks that need to be pursued
 - Impact the prioritized task may have on other tasks being performed
 - Special work instructions, procedure requirements, tools or equipment needed to perform tasks
 - Need for an engineering staff member to accompany and advise an OSC team sent to perform the task
10. Monitor the Team Tracking board in the TSC to observe team progress on selected tasks, or review completed Repair Team Briefing/Debriefing (Form 25560) when they are received from the OSC.
11. Provide input for development and review of proposed recovery actions and assist with development of special procedures that may be required.
12. Implement the actions of Technical Memorandum 2113, Technical Support Guidelines as applicable:
- Tab 2, System Status Evaluation
 - Tab 3, System Dependency Matrix
 - Tab 4, Support System Dependency Matrix
 - Tab 5, Component Cooling Survey
13. Upon shift change brief your relief on responsibilities, duties, current status of plant emergency conditions, and status of work being performed. Provide a phone number where you can be reached for questions related to your TSC duties.
14. Upon shift change or termination of the emergency:
- a. Prepare an individual After Action Report in accordance with PPM 13.13.4.
 - b. Attach pertinent logs, notes, etc., to your After Action Report and deliver it to the Technical Manager.

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Duties of: TSC Mechanical Engineer
Assignment Location: Technical Support Center (TSC)
Reports to: Technical 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 Technical Support Center (TSC). Obtain appropriate dosimetry.
2. Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.
3. Enter your name on the TSC Accountability Log located on the table just inside the TSC to establish manual Personnel Accountability.
4. Write your name on the TSC staffing board in the space next to your emergency position.
5. If you leave the TSC temporarily, inform the Technical Manager of your destination and approximate time of return. Note your destination on the TSC Personnel Accountability Log.
6. Obtain a briefing from the Technical Manager on the status of emergency conditions.
7. Follow EOP/ACP implementation.
8. From TSC status boards, computerized system displays and most recent prints, drawings, technical manuals, vendor literature, etc., evaluate data related to the event and:
 - Assess the event in your area of expertise
 - Monitor transients or evolutions and evaluate their effect on accident mitigation objectives
 - Recommend preventative actions to avoid the anticipated occurrence
 - Recommend contingency action should the anticipated occurrence be unavoidable
 - Assess inoperable systems or components crucial to accident mitigation and determine corrective actions or alternative methods to restore lost capabilities
 - Monitor trends and determine their potential consequences to accident mitigation objectives.

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9. Use the data to collectively discuss with the TSC Engineering staff conclusions and recommendations that determine:
- Preventative or corrective action tasks that need to be pursued or may be deferred
 - Priority to be assigned tasks that need to be pursued
 - Impact the prioritized task may have on other tasks being performed
 - Special work instructions, procedure requirements, tools or equipment needed to perform tasks
 - Need for an engineering staff member to accompany and advise an OSC team sent to perform the task
10. Monitor the Team Tracking board in the TSC to observe team progress on selected tasks, or review completed Repair Team Briefing/Debriefing (Form 25560) when they are received from the OSC.
11. Provide input for development and review of proposed recovery actions and assist with development of special procedures that may be required.
12. Implement the actions of Technical Memorandum 2115, Technical Support Guidelines as applicable:
- Tab 2, System Status Evaluation
 - Tab 3, System Dependency Matrix
 - Tab 4, Support System Dependency Matrix
 - Tab 5, Component Cooling Survey
13. Upon shift change brief your relief on responsibilities, duties, current status of plant emergency conditions, and status of work being performed. Provide a phone number where you can be reached for questions related to your TSC duties.
14. Upon shift change or termination of the emergency:
- a. Prepare an individual After Action Report in accordance with PPM 13.13.4.
 - b. Attach pertinent logs, notes, etc., to your After Action Report and deliver it to the Technical Manager.

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Duties of: TSC Core Thermal Engineer
Assignment Location: Technical Support Center (TSC)
Reports to: Technical 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 Technical Support Center (TSC). Obtain appropriate dosimetry.
2. Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.
3. Enter your name on the TSC Accountability Log located on the table just inside the TSC to establish manual Personnel Accountability.
4. Write your name on the TSC staffing board in the space next to your emergency position.
5. If you leave the TSC temporarily, inform the Technical Manager of your destination and approximate time of return. Note your destination on the TSC Personnel Accountability Log.
6. Obtain a briefing from the Technical Manager on the status of emergency conditions.
7. Follow EOP/ACP implementation.
8. From TSC status boards, computerized system displays and most recent prints, drawings, technical manuals, vendor literature, etc., evaluate data related to the event and:
 - Assess the event in your area of expertise
 - Monitor transients or evolutions and evaluate their effect on accident mitigation objectives
 - Recommend preventative actions to avoid the anticipated occurrence
 - Recommend contingency action should the anticipated occurrence be unavoidable
 - Assess inoperable systems or components crucial to accident mitigation and determine corrective actions or alternative methods to restore lost capabilities
 - Monitor trends and determine their potential consequences to accident mitigation objectives.

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9. Use the data to collectively discuss with the TSC Engineering staff conclusions and recommendations that determine:
- Preventative or corrective action tasks that need to be pursued or may be deferred
 - Priority to be assigned tasks that need to be pursued
 - Impact the prioritized task may have on other tasks being performed
 - Special work instructions, procedure requirements, tools or equipment needed to perform tasks
 - Need for an engineering staff member to accompany and advise an OSC team sent to perform the task
10. Monitor the Team Tracking board in the TSC to observe team progress on selected tasks, or review completed Repair Team Briefing/Debriefing (Form 25560) when they are received from the OSC.
11. Provide input for development and review of proposed recovery actions and assist with development of special procedures that may be required.
12. Implement the actions of Technical Memorandum 2117, Technical Support Guidelines as applicable:
- Tab 2, Estimate RPV Injection Flow
 - Tab 3, Confirm Reactor Shutdown
 - Tab 4, Identify RPV Breach
 - Tab 5, Assess Fuel Damage
 - Tab 6, Assess Source Term and Release Path
 - Tab 7, SAG Branch Determination

NOTE: Core damage assessment is a Severe Accident Management and Recovery Phase activity and typically is not necessary when in the Plume Phase of an accident. Emergency Action Levels have been established to declare a General Emergency based on 1 Rem TEDE or 5 Rem CDE Thyroid dose at the site boundary.

13. Implement the actions of Technical Memorandum 2116, Technical Support Guidelines as applicable:
- Tab 2, Control Parameter Assessment (CPA)
 - Tab 3, Trend CPA Data Forecast Projected Values
 - Tab 4, Feedback on Survivability of Instruments
 - Tab 5, Containment Flooding Related Impacts

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14. Upon shift change brief your relief on responsibilities, duties, current status of plant emergency conditions, and status of work being performed. Provide a phone number where you can be reached for questions related to your TSC duties.
15. Upon shift change or termination of the emergency:
 - a. Prepare an individual After Action Report in accordance with PPM 13.13.4.
 - b. Attach pertinent logs, notes, etc., to your After Action Report and deliver it to the Technical Manager.

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Duties of: TSC Computer Engineer
Assignment Location: Technical Support Center (TSC)
Reports to: TSC Technical 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 Technical Support Center (TSC). Obtain appropriate dosimetry.
 2. Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.
 3. Enter your name on the TSC Accountability Log located on the table just inside the TSC to establish manual Personnel Accountability.
 4. Write your name on the TSC staffing board in the space next to your emergency position.
 5. If you leave the TSC temporarily, inform the Technical Manager of your destination and approximate time of return. Note your destination on the TSC Personnel Accountability Log.
 6. Obtain a briefing from the Technical Manager on the status of emergency conditions.
- NOTE: Computer activation steps can be performed without waiting for TSC activation.
7. Log in to the PPC and PDIS computers. (PPC - Plant Process Computer, PDIS - Plant Data Information System)
 8. If the Plant/NRC Liaison has not arrived, verify ERDS status and log on as necessary using instructions contained on PPM 13.10.6, Attachment 4.1.
 9. Periodically verify that the ERDS link with NRC is functioning per Attachment 4.1 of PPM 13.10.6.

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10. As requested, provide the following:
- activate the PDIS Real Time Print Monitor function and select a print frequency of requested parameters once every ten (10) minutes.
 - Plant Status Report.
 - PPCRS Emergency Menu.
 - Assist the TSC engineering staff by generating appropriate computer displays and edits needed to perform accident or event analysis.
 - Periodically verify the correct operation of the PPC nodes, and PDIS.
11. In the event of TSC or Plant computer hardware or software problems, request assistance from the Computer System Engineer, or from the Maintenance Manager for I&C computer repair expertise.
12. Upon shift change brief your relief on responsibilities, duties, current status of plant emergency conditions, and status of work being performed. Provide a phone number where you can be reached after leaving the site for questions related to your TSC duties.
13. Upon shift change or termination of the emergency:
- a. Prepare an individual After Action Report in accordance with PPM 13.13.4.
 - b. Attach pertinent logs, notes, etc., to your After Action Report and deliver it to the Technical Manager.

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13.10.4



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**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

NUMBER *13.10.4	APPROVED BY SLS - Revision 26	DATE 08/06/03
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION PLANT EMERGENCY FACILITIES		
TITLE RADIATION PROTECTION MANAGER DUTIES		

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1.0 PURPOSE

This procedure describes the emergency responsibilities and duties of the Radiation Protection Manager. The Radiation Protection Manager (RPM) is responsible for directing Plant Health Physics staff, assessing radiological conditions, reviewing radiological data and providing recommendations concerning radiation protection measures to the TSC Manager. The Radiation Protection Manager, upon activation of the TSC, is responsible for Protective Action Decisions (PADs) within the Protected Area and, when the TSC Manager is the Emergency Director, is responsible for PARs outside the Protected Area until relieved by the Radiological Emergency Manager.

2.0 REFERENCES

- 2.1 FSAR Chapter 13.3, Emergency Plan, Section 2
- 2.2 10CFR50.72, Immediate Notification Requirements for Operating Nuclear Power Reactors
- 2.3 PPM 2.10.12, Technical Support Center HVAC
- 2.4 PPM 12.10.1, Sample Station Operation
- 2.5 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides
- 2.6 PPM 13.2.2, Process for Determining Protective Action Recommendations and Protective Action Decisions
- 2.7 PPM 13.5.1, Localized and Protected Area Evacuation
- 2.8 PPM 13.7.5, Offsite Assembly Area Operations
- 2.9 PPM 13.8.1, Emergency Dose Projection System Operations
- 2.10 PPM 13.11.7, Radiological Emergency Manager Duties
- 2.11 PPM 13.13.1, Reentry Operations
- 2.12 PPM 13.13.4, After Action Reporting
- 2.13 PPM 13.14.1, Nearby Nuclear Facility Emergencies/Request for Assistance

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REFERENCES, cont'd

- 2.14 Emergency Response Log, 23895
- 2.15 Technical Support Center (TSC) Briefing Guidelines, 25860
- 2.16 PERA 202-2918-01, TSC Access and Habitability Control
- 2.17 PERA 203-0396-01, On-call Emergency Planner Considerations

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3.0 PROCEDURE

3.1 Radiation Protection Manager Responsibilities

- 3.1.1 Upon notification of an Alert or higher emergency, or if directed, log in on TES, obtain an electronic dosimeter, and proceed to the Technical Support Center (TSC).

NOTE: If you desire, a qualified RPM on the ERO list may be contacted via the EOF Manpower Scheduler to respond as Assistant RPM.

- 3.1.2 Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.

- 3.1.3 Enter your name on the TSC Accountability Log located on the table just inside the TSC to establish manual Personnel Accountability.

- 3.1.4 Write your name on the TSC staffing board in the space next to your emergency position.

- 3.1.5 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.

- 3.1.6 Establish TSC habitability:

- If necessary based on radiological conditions, contact HP Lead in the OSC to dispatch an HP Tech to establish/monitor TSC habitability. Once TSC habitability is established, the HP Tech may be released to the OSC.
- Ensure both TSC vestibule doors are closed to maintain TSC environmental integrity.

NOTE: It may be necessary to establish the vestibule door as the contamination control boundary if radiological conditions prevent the use of the IPMs.

- When a radiological release has started, ensure a step-off-pad and frisker are set up at the vestibule door. Post the "Release in Progress" sign above the 10 Mile EPZ map and inform the TSC staff.
- Set up a swing gate and post the south TSC entrance door as "No Entry", and Radiological Controlled Area boundary.

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- Direct the Admin Support staff to require visitors, support personnel or other non-TSC staff to obtain dosimetry, frisk, key card into the TSC, and sign in on the manual accountability log to maintain TSC habitability.
- Verify the TSC normal or emergency ventilation system operation. Note and refer any local annunciators that indicate problems to the Operations Manager and Maintenance Manager.
 1. Refer to the local TSC HVAC annunciator panel in the TSC Equipment Room.
 - a) If the TSC HVAC is operating in the normal mode, there should be no alarms on the annunciator panel, TSC-1.
 - b) If the TSC HVAC is operating in the emergency mode, alarm drop 1-2, FAZ SIGNAL ALARM PLANT EMERGENCY IN PROGRESS, should be in alarm.
 - c) All control switches on TSC Control Panel TSC-1 should be in the ON or AUTO position unless otherwise tagged.

NOTE: If the TSC ventilation monitor is inoperable, request an HP Technician to set up suitable air monitoring equipment in the TSC. Manual TSC HVAC operation may be necessary to maintain TSC habitability per PPM 2.10.12.

- Request an HP Technician to activate the TSC ventilation radiation monitor per Attachment 4.1.

3.1.7 Monitor the status of TSC habitability and advise the TSC Manager of any change that may require evacuating or relocating the TSC.

3.1.8 If the following conditions exist:

- a. TSC general area radiation levels exceed 5 mrem/hr as indicated by the TSC radiation monitor or Victoreen area radiation monitor, or
- b. TSC unidentified airborne radioactivity exceeds 0.3 DAC: (0.3 DAC equates to approximately 750 ccpm on a 40 ft³ air sample in the field).
 - Immediately notify the TSC Manager of the condition
 - Direct surveillance of airborne activity be increased to once per hour and results reported to you
 - Direct dose rates in the area be determined approximately every

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15 minutes and results reported to you

- Direct that projected accumulated doses for TSC personnel be evaluated and appropriate stay times be established

- 3.1.9 If the emergency worker dose limit is projected to exceed 5 REM over the course of the event for TSC staff, inform the TSC Manager so that plans to evacuate the TSC are initiated.
- 3.1.10 Refer to PPM 13.2.1 when guidance on increasing exposure limits for emergency workers or recommending Potassium Iodide (KI) is appropriate.
- 3.1.11 When contacted by the REM for HPC staffing, contact the OSC HP Lead for personnel.
- 3.1.12 Following declaration of a Site Area Emergency, use the guidance provided in PPM 13.5.1 to recommend to the TSC Manager the appropriate evacuation routes and assembly areas for a Protected Area Evacuation.
- a. Support Health Physics Center staffing by dispatching an HP Technician to the HPC when requested.
 - b. Assist the Plant Admin Manager in completing the Protected Area Evacuation announcement form.
- 3.1.13 Following implementation of a Protected Area evacuation, ensure HP coverage is provided at the designated plant exit location portal monitor, and at the Protected Area exit point in accordance with PPM 13.5.1.
- 3.1.14 If evacuation of onsite personnel is ordered by the TSC Manager, determine hazardous areas to avoid and safe routes for evacuees.
- 3.1.15 Determine if radiological monitoring is required for personnel leaving site and coordinate locations for setting up monitor activities with the REM.
- 3.1.16 Review radiological data and provide briefings to the TSC Manager on recommendations for radiological protection measures.
- NOTE:** An HPN phone is also located in the EOF. An HPN communicator in the EOF may be designated by arrangement with the Radiological Emergency Manager, after EOF activation.
- 3.1.17 If the NRC Operations Center requests event information on the TSC's Health Physics Network (HPN) phone, designate a knowledgeable HP person to implement Attachment 4.2, HPN Communicator Duties.

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3.1.18 If the TSC is activated before the EOF:

- a. Determine if the TSC needs to relieve the Control Room of responsibility for offsite dose assessment calculations.**
- b. Determine if Protective Action Recommendations (PARs) for the public based on offsite dose projections need to be recommended to the TSC Manager.**
- c. When required, coordinate initial radiological field team actions on or offsite.**
- d. Until relieved, perform the duties of the Radiological Emergency Manager (REM) contained in PPM 13.11.7.**

3.1.19 When the designated REM arrives, provide briefing and turnover on the following:

- Current plant status and conditions that could cause offsite radiological release.**
- Significant radiological conditions and hazardous areas on and offsite.**
- Dose projection results to this point, if any, including discussion of whether any of the documentation results for those dose projections need to be forwarded to offsite agencies and if so, who will arrange for them to be sent.**
- Current status of any protective action decisions made by offsite agencies on PARs.**

3.1.20 Review plant radiological data and provide necessary in plant direction to Health Physics personnel through the Lead Health Physics person in the Operations Support Center.

3.1.21 When it is determined that a PASS sample should be obtained, direct the Maintenance Manager to dispatch a PASS team. Refer to PPM 12.10.1 and consider the following when requesting the taking of a PASS sample:

- Conditions allow taking a PASS sample.**
- Location for taking the sample.**
- Whether sample or samples to be taken are reactor coolant and/or containment atmosphere.**
- Radiation levels in areas where samples are to be collected.**

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- 3.1.22** Implement the actions and guidance of PPM 13.2.1 when it becomes necessary to increase exposure guides/limits for Plant emergency workers.
- Declaration of an Alert or higher emergency classification automatically waives Energy Northwest administrative exposure holdpoints.
 - The individuals' occupational dose is subtracted from the Emergency Worker dose limit of 5 rem.
 - Request for exposure limits above 5 rem TEDE is approved by the Emergency Director. The Emergency Director may verbally delegate this responsibility to the RPM or REM as applicable.
 - If an Emergency Exposure Request is authorized, follow guidance in PPM 13.2.1.
- 3.1.23** As necessary, request augmenting Health Physics personnel to support plant radiological assessment and protection measures via the Plant Admin Manager.
- 3.1.24** Assess the need to recommend radiological protection, respiratory protection, sheltering or evacuation for personnel within the Protected Area.
- 3.1.25** Periodically, contact the Security Supervisor in the Central Alarm Station (CAS) to determine any habitability concerns. Ensure the Security Supervisor is kept informed of radiological conditions and protective actions for Security Force personnel.
- 3.1.26** As requested, provide periodic TSC update briefings on radiological concerns. Refer to the Radiation Protection Manager's portion of the Technical Support Center (TSC) Briefing Guidelines (Form 25860), located in the TSC.
- 3.1.27** When plant conditions make it necessary, periodically direct that:
- a. Plant areas where food is stored or consumed be surveyed.
 - b. Plant drinking water samples be collected and analyzed.
- 3.1.28** When the recovery phase is entered, provide Radiation Protection and ALARA assistance with developing plans and procedures.
- a. As required, direct appropriate staff to perform whole body counting and internal dose assessment.

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- 3.1.29 Refer incoming media calls to the Joint Information Center.
- 3.1.30 Assist the Emergency Director and on-call Emergency Planner in coordinating an Energy Northwest response to a request for assistance or notification of a DOE emergency.
- 3.1.31 Upon shift change, fully brief your relief as to events which have transpired and status of work being performed.
- 3.1.32 Upon shift change or termination of the emergency:
 - a. Prepare individual After Action Report in accordance with PPM 13.13.4.
 - b. Deliver After Action Reports of you and your staff to the TSC Manager.

4.0 ATTACHMENTS

- 4.1 Radiation Monitor Startup Checklist
- 4.2 Health Physics Network (HPN) Communicator Duties

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RADIATION MONITOR STARTUP CHECKLIST

1. Open power panel door to PP-TSC1-DIV A, located in the TSC mechanical equipment room.
2. Ensure that Breaker 11 is ON then close power panel door.
3. Proceed to Rack TSC-SR-1 (TSC-RAD-1).
4. If the unit is not already running, place the TSC-FN-21 switch in the RUN position.

<p>Warning: Powering up or turning on the High Voltage for the RIS units may cause the alarm to sound. The alarm is very loud.</p>

5. Verify that TSC-RIS-1A, 1B, and 1C are operating as follows:
 - A. Verify that the power for each RIS is on. (Bottom switch (OFF-PWR) depressed on each RIS, and light on.)
 - B. Verify that the high voltage is on (second from bottom switch (OFF-HV) depressed on each RIS, and light is on).
6. Switch recorder TSC-RR-1 from standby to run as follows:
 - A. Press RCD on TSC-RR-1 until RCD light is lit.
 - B. Date, time and initial the chart paper.
7. Perform a response check of each RIS by depressing the NOR-CS push button and hold down until the appropriate meter reaches maximum steady reading, or alarm sounds.
8. Mark the response check trace on the chart recorder.
9. To place the unit in standby:
 - A. Momentarily place TSC-FN-21 switch in the STOP position. The LOW FLOW light will come on.
 - B. Press RCD on TSC-RR-1 until the RCD light is extinguished.

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Duties: Health Physics Network (HPN) Communicator

Assigned Location: Technical Support Center (TSC)

Report To: Radiation Protection Manager (RPM)

Activation Level: Alert or Higher Classification

Responsibilities:

1. Upon assignment, obtain a briefing from the RPM on the current status of the emergency and the known or anticipated radiological conditions and/or releases.
2. Activate the TSC extension of the HPN phone, introduce yourself to the NRC communicator and provide information you have on the current status of onsite and offsite radiological conditions.
3. After assuming this responsibility, observe the requirements of 10CFR50.72(c)(3) by maintaining continuous communications when requested by the NRC. If you leave the phone for any reason, find someone to maintain the phone in your absence.
4. Maintain a log of your communications with the NRC on the Emergency Response Log, (Form -23895).
5. Notify the RPM when you require assistance with resolving NRC information requests or when you are asked to make commitments you do not feel you are authorized to make.
6. As conditions allow, brief the RPM on the status of HPN communications with the NRC.
7. Ensure transmissions you relay are distinct and understood. Avoid the use of acronyms unless you are sure they are understood and ensure the correct letters of acronyms are understood by using phonetic spelling to clarify, i.e., "B" as in Bravo or "D" as in Delta.
8. Ensure data you transmit to the NRC represents factual information only. Avoid speculative information or editorializing on data and do not engage in problem solving discussions.

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9. When relieved of HPN Communicator duties by an EOF Communicator:
- a. Brief your relief on the status of the plant radiological conditions and on pertinent information you have given to the NRC communicator.
 - b. Obtain an acknowledgment from the EOF HPN Communicator that they are ready to assume HPN communications.
 - c. Obtain permission from NRC to discontinue communications from the TSC.
 - d. Notify the RPM you have been relieved.
 - e. Submit all logs of your communications with the NRC to the RPM.
10. Upon shift change, brief your relief on responsibilities, duties and the current status of HPN communications with the NRC.
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 Report and logs to the RPM.

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13.10.9



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**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

NUMBER *13.10.9	APPROVED BY SLS - Revision 34	DATE 08/06/03
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION PLANT EMERGENCY FACILITIES		
TITLE OPERATIONS SUPPORT CENTER MANAGER AND STAFF DUTIES		

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1.0 PURPOSE

To describe the responsibilities of the Operations Support Center Manager and staff for the operation of the Operations Support Center (OSC). The Yakima Building lunchroom will normally serve as the center. Other areas can be used for OSC operations as needed.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 5 and 6
- 2.2 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.3 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.4 PPM 13.11.18, Information Coordinator Duties
- 2.5 PPM 13.13.4, After Action Reporting
- 2.6 PERA 201-1590, Battery Powered Air Sampler Operation Instruction {P-180041}
- 2.7 Repair Team Briefing/Debriefing Form, 25560
- 2.8 Personnel Accountability Log, 25691

3.0 PROCEDURE

- 3.1 The OSC Manager shall implement Attachment 4.1 "OSC Manager Checklist"
- 3.2 The OSC Repair Team Coordinator shall implement Attachment 4.2 "OSC Repair Team Coordinator Checklist"
- 3.3 The OSC Team Tracker shall implement Attachment 4.3 "OSC Team Tracker Checklist"
- 3.4 The OSC Information Coordinator shall implement Attachment 4.4 "OSC Information Coordinator Checklist"
- 3.5 The OSC Craft Leads (Mechanical, Electrical, I&C and SSS) shall each implement Attachment 4.5 "OSC Craft Lead Checklist"
- 3.6 The OSC Health Physics Lead shall implement Attachment 4.6 "OSC HP Lead Checklist"

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- 3.7 The OSC Health Physics and Chemistry Technicians shall be responsible for activities as outlined in Attachment 4.7 "OSC HP & Chemistry Technician Responsibilities"

4.0 **ATTACHMENTS**

- 4.1 OSC Manager Checklist
- 4.2 OSC Repair Team Coordinator Checklist
- 4.3 OSC Team Tracker Checklist
- 4.4 OSC Information Coordinator Checklist
- 4.5 OSC Craft Leads (Mechanical, Electrical, I&C, SSS) Checklist
- 4.6 OSC Health Physics Lead Checklist
- 4.7 OSC HP & Chemistry Technician Responsibilities
- 4.8 OSC Floor Plan
- 4.9 OSC Manager Briefing Guidelines
- 4.10 OSC Staff Briefing Guidelines
- 4.11 OSC Organization Chart
- 4.12 Portable Air Sampler Operation {P180041}
- 4.13 Repair Team Briefing/Debriefing Form Flowpath

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OSC MANAGER CHECKLIST

The following checklist provides guidance for the performance of the duties of the **OSC Manager**. Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

Initial & Activation

- 1.0 Activate OSC
- 2.0 Assume Control of In-Plant Repair Teams
- 3.0 Receive & Perform Initial Briefings

Continuous Actions

- 4.0 Establish & Monitor OSC Habitability
- 5.0 Establish and Maintain OSC & Protected Area Access Controls
- 6.0 Establish and Maintain Protected Area Personnel Accountability
- 7.0 Maintain Awareness of OSC Task Status and Priorities
- 8.0 Ensure Timely and Safe Completion of TSC Assigned Tasks
- 9.0 Assess Need for and Facilitate Authorization of Emergency Exposure Controls

Turnover - Termination Actions

- 10.0 Conduct Turnover for Temporary Absence
- 11.0 Conduct Turnover for Shift Change
- 12.0 Complete Emergency Termination

Attachment 4.1

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OSC MANAGER CHECKLIST (Contd.)

INITIAL & ACTIVATION ACTIONS

1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if OSC activation is directed during an Unusual Event, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Manager's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Sign in on the OSC staffing board and accountability log.
- 1.3 Establish operational readiness of the OSC by verifying the following Essential positions are filled or that actions are being taken to fill them:

- OSC Manager
- Electricians (2)
- Mechanics (3)
- I&C Technicians (2)
- Health Physics Technicians (8)
- Chemistry Technicians (2)
- Equipment Operators (2)
- HP Lead

- 1.4 Establish an appropriate craft staging area. If the command area of the OSC is selected, relay your expectations of the craft to maintain background noise at a minimum.
- 1.5 Declare the OSC activated when the main responsibilities of the OSC can be assumed, even if the positions listed above may not all be present. The main responsibilities of the OSC include:
- Dispatching of plant repair teams
 - Accountability of plant personnel
 - Establishment of access controls as needed
 - Establishment and maintenance of OSC habitability

Attachment 4.1

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OSC MANAGER CHECKLIST (Contd.)

NOTE: The OSC Manager may use judgement in determining whether a qualified person can perform a task to fulfill OSC responsibilities even though the personnel may not be identified as normally assigned to the task.

- 1.6 Notify the TSC Maintenance Manager and Shift Manager that the OSC is activated.
- 1.7 Announce to the OSC staff that the center is now activated and you are the OSC Manager.

OSC Declared Activated @ _____ hrs.

- 1.8 Direct a staff member to complete an OSC staffing chart and fax to the Plant Administrative Manager in the TSC.

2.0 Assume Control of In-Plant Repair Teams

- 2.1 Obtain from the Shift Manager the status of currently dispatched repair teams, including:
 - Team member names
 - Assignment description
 - Team location
 - Methods of communications
 - Time dispatched and expected time of return
- 2.2 Obtain agreement from the Shift Manager that the OSC is now taking control of the repair teams currently in the plant as well as for all subsequent teams dispatched.

NOTE: Designated on-shift Fire Brigade (FB) Equipment Operator members may remain under direction of the Control Room when agreed to by the Shift Manager.

- 2.23 Direct the Repair Team Coordinator to take control of the repair teams by establishing communications with and informing each team currently in the plant.

NOTE: Initially, it may be necessary to send an individual from the OSC (with radio communications) to join the repair teams already in the field to facilitate the OSC taking responsibility for repair teams.

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OSC MANAGER CHECKLIST (Contd.)

3.0 Receive and Perform Initial Briefings

3.1 Obtain the following information from the TSC Maintenance Manager:

- Current plant status
- Major equipment out of service
- Current priorities for equipment repair and in-plant operations

3.2 Instruct the HP Lead to contact the RPM to determine:

- In-plant radiological conditions including any ongoing or potential releases
- Whether a site evacuation has been ordered or if there is a need to perform personnel accountability

3.3 Brief the OSC staff using Attachment 4.9 "OSC Manager Briefing Guidelines" and communicate expectations concerning OSC operations, including:

- OSC mission
- Protection of OSC and repair team personnel from hazards
- Goals for promptness of repair team dispatch
- Status board maintenance
- Dissemination of pertinent information
- Maintenance of personnel accountability by signing in and out of the OSC on the Personnel Accountability Log
- Staff participation in periodic OSC update briefings
- Directing any incoming media calls to the JIC
- Teamwork
- Consistent use of 3-way communications when appropriate

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OSC MANAGER CHECKLIST (Contd.)

CONTINUOUS ACTIONS

4.0 Establish and Monitor OSC Habitability

- 4.1 Direct the Health Physics Lead to initiate and continue to monitor OSC habitability
- 4.2 If informed of abnormal radiological conditions existing within the OSC, assess the need to relocate and/or evacuate the OSC based upon discussions with the TSC RPM.
- 4.3 If the OSC is determined to be uninhabitable:
 - Confer with TSC Maintenance Manager, RPM and HP Lead to select an Alternate OSC site
 - Relocate necessary OSC personnel to alternate OSC
 - Notify other plant emergency centers of OSC relocation
 - Evacuate unnecessary OSC personnel per PPM 13.5.1 or stage them in a safe location (e.g., EOF)

5.0 Establish and Maintain OSC & Protected Area Access Controls

- 5.1 Direct the OSC Team Tracker to establish OSC access controls by posting OSC traffic control signs and ensuring all OSC personnel sign in and out on the staffing board and accountability log.
- 5.2 If the ED or TSC Manager directs restriction of Protected Area entry or exit:
 - Coordinate establishment of access restrictions with Columbia Generating Station Security Force and the OSC Team Tracker
 - Notify the Control Room, TSC and the Security Lieutenant that movement of personnel within areas of the Protected Area must be reported to the OSC Team Tracker to ensure worker protection and accountability are maintained
 - Ensure that prior to personnel moving within the Protected Area that they either receive a briefing on the radiologically hazardous areas and safe access routes or are provided HP monitoring support.

Attachment 4.1

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OSC MANAGER CHECKLIST (Contd.)

6.0 Establish and Maintain Protected Area Personnel Accountability

- 6.1** If a Protected Area Evacuation has been ordered or as directed by the ED, establish and maintain Protected Area personnel accountability per PPM 13.5.5.
- 6.2** For any unaccounted for personnel, ensure the Team Tracker initiates search and rescue activities per PPM 13.5.5.

7.0 Maintain Awareness of OSC Task Status and Priorities

- 7.1** Periodically contact the TSC Maintenance Manager and ensure that OSC task status and priorities properly fulfill TSC needs relative to:
 - Equipment repairs and system restoration
 - Equipment and system operations
 - Radiological surveys and Chemistry samples
 - Current plant status
- 7.2** Conduct periodic briefings for OSC staff using either the Attachment 4.9 "OSC Manager Briefing Guidelines", or the laminated briefing guide.
- 7.3** Direct the OSC Information Coordinator to transmit information on OSC tasks that personnel in other centers may need to know.
- 7.4** When a reactor coolant sample is needed, staff the chem lab.
- 7.5** Maintain a chronology of significant events, actions taken and their resolutions on an Emergency Response Log (this log shall be attached to the After Action Report).

Attachment 4.1

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OSC MANAGER CHECKLIST (Contd.)

8.0 Ensure Timely and Safe Completion of TSC Assigned Tasks

8.1 Monitor repair/re-entry team activities to ensure the following:

- Team assignments and actions remain consistent with priorities set by the TSC.
- Teams are being adequately manned and appropriately briefed prior to dispatch.
- Teams are adequately equipped and, when necessary, have adequate guidance for the performance of assigned tasks.
- Appropriate personnel protection and safety considerations are being implemented.
- Teams are being dispatched "in-plant" in a timely manner.

8.2 If additional OSC manpower is needed, notify the Plant Administrative Manager in the TSC.

9.0 Assess Need for and Facilitate Authorization of Emergency Exposure Controls

9.1 Upon notification from the Health Physics Lead that emergency repair team personnel may exceed legal exposure limits in the performance of duties, contact the RPM in the TSC to discuss the need for emergency exposure authorization per PPM 13.2.1.

9.2 If emergency exposure authorization is required for one or more OSC staff personnel, ensure that authorization is obtained from the RPM and the HP Lead documents the emergency exposure on the applicable Repair Team Briefing Form (25560).

TURNOVER - TERMINATION ACTIONS

10.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

Attachment 4.1

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OSC MANAGER CHECKLIST (Contd.)

11.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Manager:

- Fully brief the on-coming OSC Manager on current status of the emergency and work underway.
- Review and turnover any active paperwork and the OSC Manager Emergency Response Log.
- Direct the relieving OSC Manager to notify the TSC Maintenance Manager that he has now assumed OSC Manager duties.
- Direct a staff member to update the OSC staffing chart and fax to the Plant Administrative Manager in the TSC.
- Prepare an individual After Action Report per PPM 13.13.4.

12.0 Complete Emergency Termination

Upon termination of the emergency:

- Direct OSC personnel to prepare After Action Reports per PPM 13.13.4.
- Collect After Action Reports prepared by staff personnel and review them.
- Conduct an after action critique of OSC performance with the OSC staff and summarize significant performance issues.
- Deliver all After Action Reports, logs and other documentation to the TSC Maintenance Manager.

Attachment 4.1

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OSC REPAIR TEAM COORDINATOR CHECKLIST

The following checklist provides guidance for the performance of the duties of the **OSC Repair Team Coordinator**. Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Assume Control of In-Plant Repair Teams

Continuous Actions

- 3.0 Establish OSC Repair Team Task Priorities
- 4.0 Coordinate Formation of Repair Teams
- 5.0 Prepare and Brief Repair Teams Prior to Team Dispatch
- 6.0 Dispatch & Control Repair Teams In-Plant
- 7.0 Debrief Repair Teams Upon Return to OSC
- 8.0 Participate in OSC update briefings

Turnover - Termination Actions

- 9.0 Conduct Turnover for Temporary Absence
- 10.0 Conduct Turnover for Shift Change
- 11.0 Complete Emergency Termination

Attachment 4.2

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OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

INITIAL & ACTIVATION ACTIONS

1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Repair Team Coordinator's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Manager of your presence in the OSC and sign in on the OSC staffing board and accountability log.
- 1.3 Establish operational readiness of the OSC by informing the OSC Manager when the following Essential positions are available or take action to fulfill them:

- OSC Manager
- Electricians (2)
- Mechanics (3)
- I&C Technicians (2)
- Health Physics Technicians (8)
- Chemistry Technicians (2)
- Equipment Operators (2)
- HP Lead

NOTE: The OSC Manager may use judgement in determining whether a qualified person can perform a task to fulfill OSC responsibilities even though the personnel may not be identified as normally assigned to the task.

- 1.4 Inform the OSC Manager when you are ready to dispatch in-plant repair teams.

Attachment 4.2

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OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

2.0 Assume Control of In-Plant Repair Teams

2.2 Coordinate with the OSC Manager to obtain from the Shift Manager the status of currently dispatched repair teams, including:

- Team member names
- Assignment description
- Team location
- Methods of communications
- Time dispatched and expected time of return.

2.2 Inform the OSC Manager when ready to take control of the repair teams currently in the plant as well as for all subsequent teams dispatched.

NOTE: Designated on-shift Equipment Operator members may remain under direction of the Control Room when agreed to by the Shift Manager.

2.3 Take control of the repair teams by establishing communications with and informing each team currently in the plant.

CONTINUOUS ACTIONS

3.0 Establish OSC Repair Team Task Priorities

3.1 Frequently contact the TSC Maintenance Manager and ensure that OSC task status and priorities properly fulfill TSC needs relative to:

- Equipment repairs and system restoration
- Equipment and system operations
- Chemistry samples and radiological surveys
- Current plant status

3.2 Keep the OSC Manager and Craft Leads informed of any changes in task priorities.

Attachment 4.2

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OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

4.0 Coordinate Formation of Repair Teams

- 4.1 Task assignment information from the TSC will be received via telephone and/or fax and documented in the Task Assignment section of the Repair Team Briefing/Debriefing Form (25560).

NOTE: Tasks of an immediate nature are prefaced by the term "urgent". The Shift Manager will usually confer with the Operations Manager on tasks of an urgent nature but the Shift Manager has the final authority in determining if a task is "urgent". Urgent tasks are typically performed by Equipment Operators and only require a radiological briefing. An HP Technician may be dispatched with the team in lieu of the radiological briefing.

- 4.2 Based upon the scope and kind of task assigned, determine the number and type of repair team(s) required to accomplish the task.
- 4.3 For each team, specify a Craft Lead (Mechanical, Electrical, I&C, SSS or HP). Complete the Team Assignment section of the Repair Team Briefing/Debriefing Form including the time the TSC request was received.

NOTE: The "TSC request received" time is the time at which the OSC received sufficient technical information to begin team assembly.

- 4.4 For each team, direct the Craft Lead to assign team members as appropriate. All repair teams shall be composed of a minimum of two (2) individuals with one individual assigned as the team leader.

5.0 Prepare and Brief Repair Teams Prior to Team Dispatch

- 5.1 Direct Craft Leads to obtain any special resources the team may need to perform assigned tasks.
- 5.2 If any special guidance is necessary for the conduct of the assigned team tasks, contact the TSC Maintenance Manager and request guidance from the TSC. Special procedural guidance is required if the assigned task requires deviation from approved procedures.
- 5.3 Give the team Craft Lead the Repair Team Briefing/Debriefing Form (25560).

Attachment 4.2

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OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

6.0 Debrief Repair Teams Upon Return to OSC

- 6.1 Review and sign the completed debriefing form. Forward the completed form to the Team Tracker.
- 6.2 Provide a status update to the OSC Manager and TSC Maintenance Manager.

7.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."

TURNOVER - TERMINATION ACTIONS

8.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

9.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Repair Team Coordinator:

- Fully brief the on-coming OSC Repair Team Coordinator on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Repair Team Coordinator Emergency Response Log
- Direct the relieving OSC Repair Team Coordinator to notify the OSC Manager that he has now assumed OSC Repair Team Coordinator duties
- Prepare an individual After Action Report per PPM 13.13.4.

10.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.
Attachment 4.2

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OSC TEAM TRACKER CHECKLIST

The following checklist provides guidance for the performance of the duties of the OSC Team Tracker. Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Establish Initial Protected Area Accountability (*Plant Card Reader System Operational*)
- 3.0 Establish Initial Protected Area Accountability (*Plant Card Reader System NOT Operational*)

Continuous Actions

- 4.0 Maintain Continuous PA Accountability
- 5.0 Track Repair Team Activities
- 6.0 Participate in OSC update briefings

Turnover - Termination Actions

- 7.0 Conduct Turnover for Temporary Absence
- 8.0 Conduct Turnover for Shift Change
- 9.0 Complete Emergency Termination

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OSC TEAM TRACKER CHECKLIST (Contd.)

INITIAL & ACTIVATION ACTIONS

1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Team Tracker's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Place the OSC Personnel Accountability Log in the OSC. Remind personnel to:

- Sign in on the OSC Sign in Board
- Keycard into the cardreader at the Yakima Building Lunchroom
- Log in and log out when leaving from and returning to the OSC

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

- 1.3 Inform the Repair Team Coordinator of your presence in the OSC and sign in on the OSC staffing board and accountability log.
- 1.4 Obtain additional dosimetry if required by the HP Lead.
- 1.5 Close the south OSC entry door and post OSC traffic control signs on the outside of both entry doors.
- 1.6 Activate, if necessary, the dedicated OSC fax and send a test fax to the TSC requesting return fax. Contact Telecommunications to correct problems at extension 8600. Monitor the fax for information.
- 1.7 Activate, if necessary, the OSC radio base station and perform a radio check. Contact Telecommunications at extension 8600 to correct problems. Monitor radio traffic and inform the OSC Manager of any traffic of interest.

Attachment 4.3

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OSC TEAM TRACKER CHECKLIST (Contd.)

2.0 Establish Initial Protected Area Accountability (*Plant Card Reader System Operational*)

Upon declaration of a Protected Area Evacuation:

NOTE: Initial accountability must be complete within 30 minutes of the PA announcement to evacuate the Protected Area

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

2.2 Request CAS to prepare an EMERGENCY PERSONNEL ACCOUNTABILITY report sorted by NAME AND AREA.

2.3 Determine from the Emergency Accountability Report which individuals cannot be accounted for. An unaccounted for individual is one who is listed in the Protected Area or Vital Areas, and is not listed on the OSC Personnel Accountability Log, OSC Team Tracking Log, TSC Personnel Accountability Log, CAS Manning Roster, or Control Room Personnel Accountability Log.

NOTE: This report should be blank when nonessential personnel have evacuated the Protected Area, and emergency responders have keycarded into their Emergency Centers. It will identify personnel in Vital Areas as they are dispatched from the Control Room or OSC, however.

2.4 Inform the OSC Manager and TSC Plant Admin Manager of accountability results.

3.0 Establish Initial Protected Area Accountability (*Plant Card Reader System NOT Operational*)

Upon declaration of a Protected Area Evacuation:

NOTE: Initial accountability must be complete within 30 minutes of the PA announcement to evacuate the Protected Area

3.1 Request the Site Security Supervisor deliver the last available Emergency Personnel Accountability Report to you for review and determination of unaccounted for individuals.

Attachment 4.3

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OSC TEAM TRACKER CHECKLIST (Contd.)

- 3.2 If an Emergency Personnel Accountability Report is not available, obtain personnel accountability and team tracking logs from the TSC, Control Room and OSC.
- 3.3 Use the emergency accountability badge report, visitors logs, OSC Team Tracker logs, personnel accountability logs, and badge accountability results as needed to account for personnel remaining on site
- 3.4 In the OSC Manager and TSC Plant Admin Manager of accountability results.

CONTINUOUS ACTIONS

4.0 Maintain Continuous Protected Area Accountability

NOTE: OSC repair team dispatch may be delayed in the event of a security contingency.

- 4.1 Maintain continuous accountability by requesting the Site Security Supervisor to periodically provide updated Emergency Personnel Accountability Reports sorted by AREAS, EXCLUDING EMERGENCY CENTERS to you and review them for changes in Protected Area accountability status.

NOTE: This report should be blank when nonessential personnel have evacuated the Protected Area, and emergency responders have keycarded into their Emergency Centers. It will identify personnel in Vital Areas as they are dispatched from the Control Room or OSC, however.

- 4.2 Remind OSC staff personnel to sign in and out of the OSC on the Personnel Accountability Log, (Form 25691) if they leave the OSC to go into the plant or another emergency center.

5.0 Track Repair Team Activities

- 5.1 Maintain the Team Tracking Log. Use one sheet for each team dispatched from the OSC.
- 5.2 Issue the Team Leader of each team teams a portable radio before dispatching the team.
- 5.3 Prior to dispatch, instruct the Repair Team Leader to contact the Team Tracker upon reaching the assigned destination. Obtain the number of the telephone nearest to the team's work location as back-up communication method.

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OSC TEAM TRACKER CHECKLIST (Contd.)

- 5.4 Instruct the Team Leader to contact the assigned Craft Lead when requesting technical information, tools, materials or equipment, and to contact the assigned craft lead with periodic updates.
 - 5.5 Fill out dispatch time on the Repair Team Briefing/Debriefing form and update the Team Tracking Board.
 - 5.6 When repair teams return to the OSC, fill out the team number and time of return to the OSC on the debriefing section of the form, then provide the assigned craft lead the form for the debriefing.
 - 5.7 Keep the OSC Repair Team Coordinator informed of the status and activities of all teams in the field.
 - 5.8 Monitor the OSC fax machine for incoming requests and route all messages to the Repair Team Coordinator, unless addressed otherwise.
 - 5.9 The Repair Team Briefing/Debriefing form will be received from the Repair Team Coordinator after their review. Keep the completed form with other documentation until emergency termination. Forward all documentation to the OSC Manager for review.
- 6.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."

TURNOVER - TERMINATION ACTIONS

7.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

8.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Team Tracker:

- Fully brief the on-coming OSC Team Tracker on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Team Tracker Emergency Response Log

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OSC TEAM TRACKER CHECKLIST (Contd.)

- Direct the relieving OSC Team Tracker to notify the OSC Repair Team Coordinator that he has now assumed OSC Team Tracker duties
- Prepare an individual After Action Report per PPM 13.13.4.

9.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.3

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OSC INFORMATION COORDINATOR CHECKLIST

The following checklist provides guidance for the performance of the duties of the **OSC Information Coordinator**. Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Activate the Information Network

Continuous Actions

- 3.0 Maintain Communications with Emergency Facilities
- 4.0 Maintain the Significant Events Status Board
- 5.0 Participate in OSC update briefings

Turnover - Termination Actions

- 6.0 Conduct Turnover for Temporary Absence
- 7.0 Conduct Turnover for Shift Change
- 8.0 Complete Emergency Termination

Attachment 4.4

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OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

INITIAL & ACTIVATION ACTIONS

1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Information Coordinator's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Manager of your presence in the OSC and sign in on the OSC staffing board and accountability log.

2.0 Activate the Information Network

- 2.1 Activate the Information Network for your center by using either the Jackset and attached headset, or the cordless headset unit.

If using attached jackset:

- Plug the headset into the Jackset adapter attached to the Information Coordinator phone.
- Attach the headset control unit to your belt.
- Push the rocker switch on the Jackset so the red bar is showing.

NOTE: If you are using the phone handset rather than the headset push the rocker switch on the Jackset so the red bar does not show.

Attachment 4.4

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OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

If using the cordless headset, set up the unit as follows:

- Disconnect the Information Coordinator phone line from the desk phone and connect the line to the cordless phone base unit.
- Connect the AC adapter to the base unit and plug in to an outlet.
- Plug the head set with microphone into the handset. Use the PHONE button to turn the phone on, and the MUTE button to mute the phone when not speaking. Push the MUTE button again to speak.
- If the battery is changed out for a fresh one, place the handset back in the base unit momentarily to synchronize.

2.2 Announce your presence on line to the other emergency centers.

NOTE: The Technical Support Center (TSC) Information Coordinator is the Lead Coordinator for the system. Coordinators are also located at the:

- Control Room
- Emergency Operations Facility (EOF)
- Joint Information Center (not continuously monitored)

2.3 Notify the TSC Information Coordinator of your intention to be off the air for short absences, and check in upon your return.

Attachment 4.4

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OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

CONTINUOUS ACTIONS

3.0 Maintain Communications with Emergency Facilities

3.1 Announce significant incoming information to your center manager and staff such as:

- Time other emergency centers were activated.
- Significant information announced from other emergency centers.
- Significant items appearing on your center data displays. If assigned responsibility, record information on center status boards. Use up or down arrows to indicate trends, as appropriate.

3.2 Announce significant information to other centers, such as:

- Time your emergency center was activated.
- Items announced to your center staff.
- Items ordered transmitted by the center manager.
- Significant Repair Team activities and findings.
- Inquiries to establish personnel accountability.

3.3 Use three way communications for specific center communications and for specific communications within your center.

3.4 Refer any calls from the media to the Joint Information Center.

4.0 Maintain the Significant Events Status Board

Record significant incoming information as necessary on the information board in your center provided for that purpose, and announce that information to the OSC Manager.

5.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."

Attachment 4.4

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OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

TURNOVER - TERMINATION ACTIONS

6.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

7.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Information Coordinator:

- Fully brief the on-coming OSC Information Coordinator on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Information Coordinator Emergency Response Log
- Direct the relieving OSC Information Coordinator to notify the OSC Manager that he has now assumed OSC Information Coordinator duties
- Prepare an individual After Action Report per PPM 13.13.4.

8.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.4

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OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST

The following checklist provides guidance for the performance of the duties of the OSC Craft Leads

- Mechanical
- Electrical
- I&C
- Shift Support Supervisor

Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

Initial & Activation Actions

- 1.0 Activate OSC

Continuous Actions

- 2.0 Assist OSC Repair Team Coordinator in Repair Team Formation
- 3.0 Conduct Repair Team Briefings
- 4.0 Conduct Repair Team Debriefings

Turnover - Termination Actions

- 5.0 Conduct Turnover for Temporary Absence
- 6.0 Conduct Turnover for Shift Change
- 7.0 Complete Emergency Termination

Attachment 4.5

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OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

INITIAL & ACTIVATION ACTIONS

1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Information Coordinator's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Repair Team Coordinator of your presence in the OSC and sign in on the OSC staffing board and accountability log.
- 1.3 Ensure craft personnel have modesty clothing available in case team dispatch into areas needing protective clothing is required.
- 1.4 Maintain a chronology of significant inputs, actions, events and their resolutions on the Emergency Response Log, for attachment to your After Action Report.

Attachment 4.5

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OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

CONTINUOUS ACTIONS

2.0 Assist OSC Repair Team Coordinator in Repair Team Formation

- 2.1 When designated as a repair team Craft Lead by the OSC Repair Team Coordinator, coordinate establishment of the work scope, team composition and hazards that need to be briefed for team members.

NOTE: Industrial safety/confined space hazards may change rapidly. Craft personnel need to be briefed on current and potential hazards and consider completing a Confined Space Pre-entry Checklist if warranted.

- 2.2 Receive from the OSC Repair Team Coordinator a Repair Team Briefing/Debriefing Form (25560) for each team assigned.
- 2.3 Choose appropriate craft personnel (minimum of 2) as team members based on qualifications, experience and radiological requirements. Assign one individual as Repair Team Leader.
- 2.4 Arrange for tools, materials, equipment, spare parts and documents (drawings, procedures, CVI manuals, etc.) as necessary.
- 2.5 Ensure the Task Assignment and Team Assignment sections of the briefing form has been filled out. Complete the Team Assembly section as follows:
- Fill in each team member name and craft (M for Mechanic, E for Electrician, I&C for I& C Technician, HP for HP Technician, EO for Equipment Operator, and Chem for Chemistry Technician).
 - Record the estimated task duration time.
 - List the instructions/actions to be performed and any precautions to be observed.
 - Identify, as appropriate, any special considerations (security escort, etc.), special reentry procedures to be used, communications to be used, need for security keys, or required tagging.
- 2.6 Ensure the HP Lead records the current and allowable dose for each team member and specifies authorization for any required emergency exposure.
- 2.7 Ensure the HP Lead/designee completes the Radiological Assessment section of the form.

Attachment 4.5

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OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

3.0 Conduct Repair Team Briefings

- 3.1 In coordination with the HP Lead/designee, conduct the team briefing in accordance with the information on the Briefing form prior to team dispatch without undue delay.

NOTE: If practicable, and timely team dispatch will not be affected, repair team briefing may be held in the Yakima Building hallway or conference room to minimize congestion on the OSC.

NOTE: An HP Technician may be dispatched with an "Urgent" priority team in lieu of a radiological briefing.

- Ensure that the Repair Team has the appropriate Craft Lead's phone number.
- Instruct the Team Leader to keep the Craft Lead informed of the Team's progress on the assigned task (s) frequently.
- Record the name(s) of the person(s) performing the briefing.
- HP Lead and Craft Lead should sign the appropriate blocks on the form.

- 3.2 Give the Repair Team Briefing form to the Team Tracker.

- 3.3 Update the Team Tracking Board.

4.0 Conduct Repair Team Debriefings

- 4.1 Coordinate team debriefing with the HP Lead.

NOTE: If practicable, repair team debriefing may be held in the Yakima Building hallway or conference room to minimize congestion in the OSC.

- 4.2 Complete the Team Debriefing section of the repair team debriefing form noting significant observations, problems encountered by the team, and any follow-up actions that may be needed, and dose received by each team member.

- 4.3 Update Team Tracking Board.

- 4.4 Give the debriefing form to the HP Lead for review.

Attachment 4.5

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OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

TURNOVER - TERMINATION ACTIONS

5.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

6.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Craft Lead:

- Fully brief the on-coming OSC Craft Lead on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Craft Lead Emergency Response Log
- Direct the relieving OSC Craft Lead to notify the OSC Repair Team Coordinator that he has now assumed OSC Craft Lead duties
- Prepare an individual After Action Report per PPM 13.13.4.

7.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

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OSC HEALTH PHYSICS LEAD CHECKLIST

The following checklist provides guidance for the performance of the duties of the OSC HP Lead. Initial & Activation Actions are to be performed during initial facility activation only. Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Establish Initial OSC Habitability
- 3.0 Assess Current In-Plant Radiological Conditions
- 4.0 Establish Initial Radiological Controls and Issue Dosimetry

Continuous Actions

- 5.0 Monitor and Maintain Emergency Facility Habitability
- 6.0 Implement Protective Measures for OSC Personnel
- 7.0 Conduct Health Physics Briefings and De-Briefings for Repair Teams
- 8.0 Provide HP Support to Repair Teams
- 9.0 Participate in OSC update briefings

Turnover - Termination Actions

- 10.0 Conduct Turnover for Temporary Absence
- 11.0 Conduct Turnover for Shift Change
- 12.0 Complete Emergency Termination

Attachment 4.6

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OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

INITIAL & ACTIVATION ACTIONS

1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC HP Lead's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Manager of your presence in the OSC and sign in on the OSC staffing board and accountability log.

- 1.3 Establish operational readiness of the OSC by informing the OSC Manager when the following minimum positions are available or take action to fulfill them:

- Health Physics Technicians (8)
- Chemistry Technicians (2)

NOTE: The OSC Manager may use judgement in determining whether a qualified person can perform a task to fulfill OSC responsibilities even though the personnel may not be identified as normally assigned to the task.

- 1.4 Inform the OSC Manager when you are ready to support facility habitability monitoring and the dispatch of in-plant repair teams.

2.0 Establish Initial OSC Habitability

- 2.1 Determine appropriate location for setup of CAM and portable ARM for OSC habitability monitoring and then direct an HP Technician to perform setup.
- 2.2 Direct an HP Technician to conduct radiation and contamination surveys of the OSC and Yakima Building work areas not monitored by the CAM/ARM/IPM-8s.
- 2.3 Verify the general area radiation levels are ≤ 5 mrem/hr and unidentified airborne radioactivity levels are $\leq 1\text{E-}9$ $\mu\text{Ci/cc}$.
- 2.4 If radiological conditions exceed either of the above levels inform the OSC Manager and RPM. Consideration should be given to the relocation of the OSC.
- 2.5 Enter the results of initial OSC habitability surveys in the Emergency Response Log.

Attachment 4.6

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OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

3.0 Assess Current In-Plant Radiological Conditions

Obtain a briefing from the OSC Manager and RPM to determine the status of current plant radiological conditions, including:

- In-plant area and airborne radiation levels
- Ongoing or anticipated radiological releases
- Ongoing plant system and equipment operations
- Status of team personnel currently dispatched in-plant
- Any known radiation exposures received by emergency response personnel

4.0 Establish Initial Radiological Controls and Issue Dosimetry

- 4.1 Obtain the current exposure history report from the HP Lead computer. This report is available by double clicking on the "Exposure History Report" icon.
- 4.2 Direct OSC staff to obtain an electronic dosimeter and log into TES. If TES is not available, direct issuance of dosimeters and REC cards as necessary to OSC staff.
- 4.3 Determine, based on discussions with the RPM, the need to establish access control points for the OSC and the Yakima Building.

CONTINUOUS ACTIONS

5.0 Monitor and Maintain Emergency Facility Habitability

- 5.1 Remain aware of OSC habitability and advise the OSC Manager and RPM of any change that may indicate the need for evacuating and relocating the OSC.
 - $> 5 \text{ mrem/hr}$ or,
 - unidentified airborne radioactivity levels $> 1\text{E-}9 \text{ } \mu\text{Ci/cc}$
 - unidentified airborne radioactivity levels $> 0.3 \text{ DAC}$ (approximately 750 ccpm on a 40 ft³ air sample in the field).
- 5.2 Ensure operability status of the CAM and ARM and the HP Access Control IPM-8s is periodically verified and results logged in the Emergency Response Log.
- 5.3 Direct an HP Technician to conduct routine radiation and contamination surveys of the OSC and Yakima Building work areas not monitored by the CAM/ARM/IPM-8s.

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5.4 If plant conditions are worsening or radiological release conditions are anticipated, contamination of OSC work areas can be minimized by any or all of the following:

- Restricting Yakima Building access to only one access point and posting the remaining doors as not available for access
- Staging a step-off-pad and frisker inside the access point if background conditions allow, or
Routing personnel entering the Yakima Building through the access control IPM-8s for contamination monitoring prior to entering the OSC
- Setting up a controlled area for isolating contaminated personnel as necessary

5.5 If the emergency worker dose limit of 5 REM is projected to be exceeded during the event for OSC staff, inform the OSC Manager so that OSC evacuation plans may be initiated.

6.0 Implement Protective Measures for OSC Personnel

6.1 If radiological release conditions exist or radioiodine is suspected or detected:

- Instruct OSC personnel to read their dosimeters frequently.
- Contact the RPM for direction on the use of Potassium Iodide (KI) by emergency workers per PPM 13.2.1
- Have HP personnel inform individuals in the Protected Area when KI has been recommended
- Provide assistance to the OSC Team Tracker in recording when individuals take (or refuse to take) KI on the OSC Accountability Log
- Evaluate and implement appropriate actions to replace or evacuate personnel unable or unwilling to take personnel protective measures

6.2 If OSC relocation is deemed necessary, assist the OSC Manager in relocating necessary OSC resources.

6.3 If notified of Protected Area evacuation actions, determine when HP resources should be sent to evacuation egress or assembly points for radiological monitoring of evacuating personnel.

Attachment 4.6

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OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

7.0 Conduct Health Physics Briefings and De-Briefings for Repair Teams

NOTE: An HP Technician may be dispatched with an "Urgent" priority team in lieu of a radiological briefing.

- 7.1 Direct or conduct the Health Physics briefing for teams dispatched from the OSC ensuring that:
- The current annual accumulated dose and remaining allowable dose are identified for each team member (panel H030 in TES) in the Team Assembly section of the repair team briefing form.
 - The emergency worker exposure limits for each team member will not be exceeded without approval from the Emergency Director or designee.
 - If exposure above the 5 Rem emergency worker exposure limit is authorized, each team member acknowledges authorization by signing the Team Assembly section of the repair team briefing form.
 - Applicable radiological protection requirements are determined and communicated to the team.
 - The Radiological Assessment section of the repair team briefing form is completed.
 - Briefing on applicable Health Physics procedures and practices to be followed is provided.
 - Repair team members are instructed to read their dosimeters frequently.
- 7.2 Contact the RPM for requesting changes in exposure limits in accordance with PPM 13.2.1 guidelines when required for dispatched teams.
- 7.3 When prescribing SCBA use for repair teams to protect against radiological hazard, the requirements for documentation of atmosphere evaluations, protection factor calculations, exposure time, etc., may be waived commensurate with the need for prompt emergency actions.
- 7.4 Direct or conduct the Health Physics debriefing of teams returning to OSC when needed and ensure that the Radiation Exposure Review section of the debriefing form is completed.

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OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

7.5 Complete the HP Lead review portion of the Debriefing form.

7.6 Give the Debriefing form to the Repair Team Coordinator.

8.0 Provide HP Support to Repair Teams

8.1 As required, assign HP Technicians to accompany plant repair teams.

8.2 When advised of the need for post-accident sampling, assign a qualified HP Technician to accompany the Chemistry Post Accident Sample System (PASS) team.

9.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."

TURNOVER - TERMINATION ACTIONS

10.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

11.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC HP Lead:

- Fully brief the on-coming OSC HP Lead on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC HP Lead Emergency Response Log
- Direct the relieving OSC HP Lead to notify the OSC Manager that he has now assumed OSC HP Lead duties
- Prepare an individual After Action Report per PPM 13.13.4.

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OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

12.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.6

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OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES

OSC Health Physics Technician Responsibilities

1.0 Facility Activation

- Upon notification of an Alert, Site Area Emergency, General Emergency, or if so directed proceed to the Operations Support Center (OSC)
- Present your keycard to the OSC cardreader located by the south door of the Yakima Building lunchroom to establish electronic Personnel Accountability.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- Sign the Accountability Log located in the OSC command area.
- Write your name on the OSC staffing board designated for your position.
- If you leave the OSC temporarily (and are not a part of a team being dispatched) log out on the OSC Accountability Log and back in upon your return.

2.0 Perform Radiation & Contamination Surveys as Directed

- Perform radiation and contamination surveys in accordance with PPM 11.2.13.1 and airborne radioactivity surveys in accordance with PPM 11.2.13.8. Report survey results to the HP Lead.

3.0 If Directed, Perform TSC Habitability Monitoring

- Log out on the OSC Accountability Log, obtain appropriate monitoring equipment and report to the TSC.
- Keycard into the TSC and enter your name on the TSC Accountability Log.
- Report your arrival to the RPM, or if not present, to the TSC Manager.
- If not already completed, perform startup of the TSC radiation monitor in accordance with the startup checklist, Attachment 4.3, PPM 13.10.4, Radiation Protection Manager Duties.

Attachment 4.7

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OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES (Contd.)

- Verify operability of the TSC ARM and HVAC radiation monitors.
- Perform radiation and contamination surveys in accordance with PPM 11.2.13.1.
- Document results on Emergency Response Log (Form 23895) and report survey results to the RPM.
- As directed, ensure the inner and outer TSC entrance doors are closed.
- When directed, stage a step-off-pad and frisker at TSC entrance for contamination control.
- Inform the RPM immediately if either of the following conditions are noted:
 - TSC general area radiation levels exceed 5 mrem/hr or are trending upward;
OR
 - TSC unidentified airborne radioactivity levels exceed $1\text{E-}9 \mu\text{Ci/cc}$.
- When released from the TSC, log out on the TSC Accountability Log and report to the OSC.
- Upon arrival back at the OSC, keycard in and log in on the OSC Accountability Log.

4.0 If Directed, Perform OSC Habitability Monitoring

- As directed by the HP Lead, set up a CAM and portable ARM to provide monitoring of OSC radiological conditions.
- If the battery powered air sampler is used, refer to Attachment 4.12 for use and set up instructions.
- Periodically verify operability status of the CAM and ARM and the HP Access Control IPM-8s which provide area radiological monitoring for the OSC.
- Log the results of these checks on Emergency Response Log (Form 23895).
- At Site Area and General Emergencies, perform routine radiation and contamination surveys of the OSC and Yakima Building work areas not monitored by the CAM/ARM/IPM-8s.

Attachment 4.7

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OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES (Cond.)

- Document all survey results on Emergency Response Log (Form 23895) and report results to the HP Lead.
- Inform the HP lead immediately if either of the following conditions are noted:
 - TSC general area radiation levels exceed 5 mrem/hr or are trending upward;
OR
 - TSC unidentified airborne radioactivity levels exceed $1\text{E-}9 \mu\text{Ci/cc}$.

5.0 Provide Assistance to the HP Lead, as Requested in the Following:

- Issuing and logging dosimetry or monitoring and tracking personnel exposures.
- If assigned as PASS team HP Tech, provide required radiological coverage for the PASS team during the sampling and analysis evolutions.
- Assist the OSC Team Tracker with recording administration of KI.
- If assigned to accompany Chemistry personnel transporting PASS samples out of the Protected Area, advise Security personnel at the access point on avoiding radiological hazards.
- When directed, proceed to designated plant or Protected Area egress locations and provide necessary contamination monitoring when Protected Area evacuation is ordered. Inform the HP Lead of personnel monitoring or decontamination concerns.
- Ensure OSC personnel are wearing appropriate dosimetry.
- Ensure in-plant repair team members have dosimetry as stipulated on the team briefing form.
- Log dose received by each team member of returning OSC teams on the Repair Team Briefing/Debriefing Form (25560).
- Ensure OSC personnel are monitoring their exposure and completing the required documentation.
- At shift change or event termination, ensure dosimetry records are updated.
- Review collected exposure documentation for discrepancies and report those to the HP Lead as necessary

Attachment 4.7

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OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES (Contd)

OSC Chemistry Technician Responsibilities

1.0 Facility Activation

- Upon notification of an Alert, Site Area Emergency, General Emergency, or if so directed proceed to the Operations Support Center (OSC).
- Present your keycard to the OSC cardreader located by the south door of the Yakima Building lunchroom to establish electronic Personnel Accountability.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- Sign the Accountability Log located in the OSC command area.
- Write your name on the OSC staffing board designated for your position.
- If you leave the OSC temporarily (and are not a part of a team being dispatched) log out on the OSC Accountability Log and back in upon your return.

2.0 Perform Sampling & Analysis in Accordance with Volume 12 Procedures

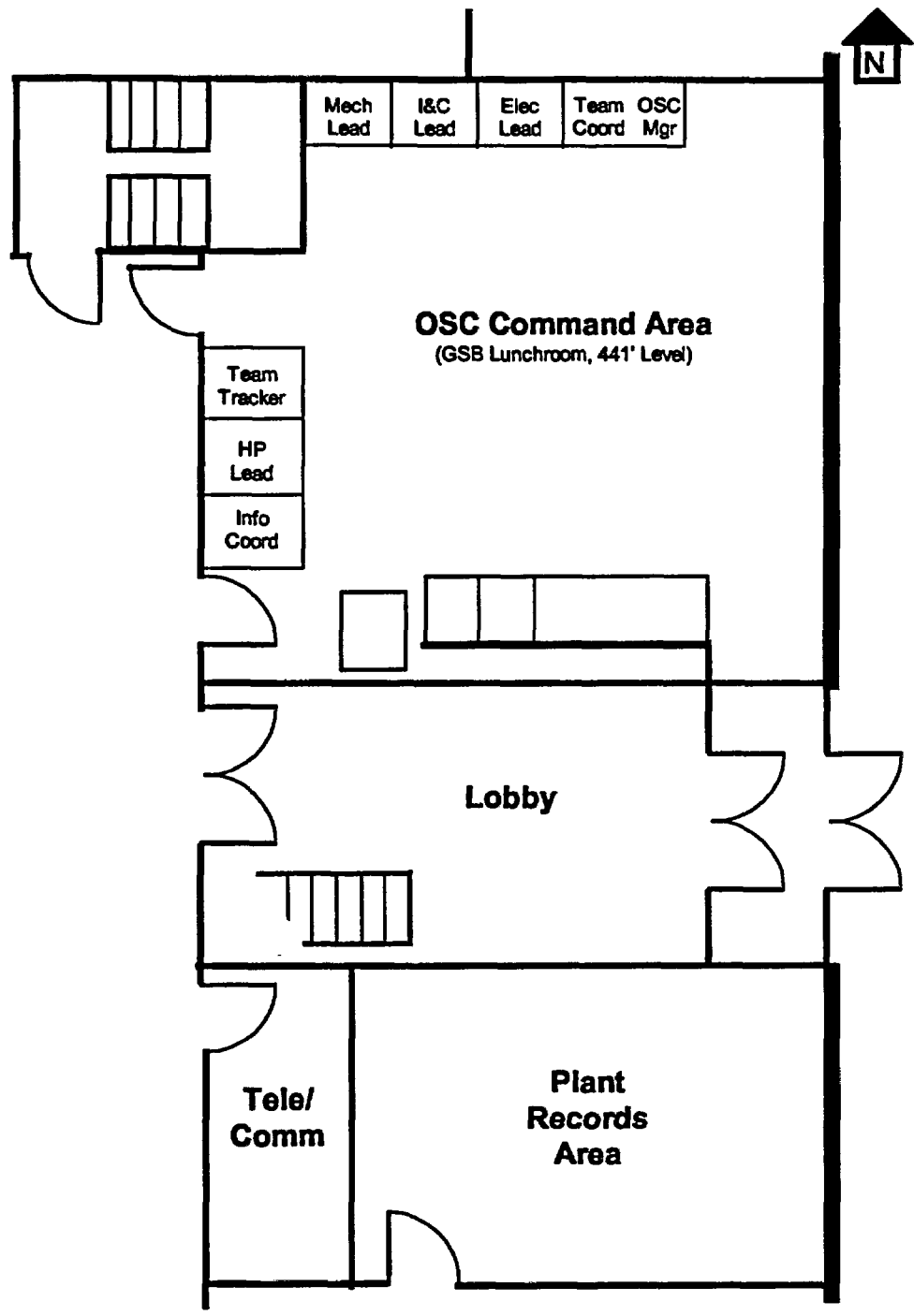
3.0 If assigned as a member of the Post Accident Sample System (PASS) team:

- Attend team briefing as directed.
- Perform assigned functions as directed and in accordance with applicable Volume 12 Procedures.

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OSC FLOOR PLAN



Attachment 4.8

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OSC MANAGER BRIEFING GUIDELINES

Attributes of Excellent Briefings

- 2-3 minute duration
- Briefing is for status, not to solve problems
- Discussions crisp & well controlled
- Speak at levels that can be heard (use microphones properly)
- Repeat back required actions

When should briefings be done?

- Routinely - on hour and half-hour, as needed
- Following a significant change (Emergency Classification, Plant status, PAR's, PAD's, etc.)

At First Briefing

- Clearly identify who is in charge.
- Review briefing format/expectations.
- Review how to handle interruptions.

Attachment 4.9

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OSC MANAGER BRIEFING GUIDELINES (Contd.)

Before the Briefing:

- Pre-announce - 5 minute warning.
- Tell staff to review their briefing guides.

Briefing Conduct:

- Call attention for the brief.
- Begin briefing after obtaining staff attention (no side conversations or phone calls).
- Conduct status update:

Information Coordinator - Plant Status

HP Lead - OSC Habitability, Control Points, Plant Radiological Status & Hazards, Personnel Exposure Status

Team Tracker - Accountability Status

Repair Team Coordinator -Repair Team status, System/Component status

- Ask if any others need to report "important" information
- Ask if there are any questions?
- Summarize by restating priorities.
- Instruct staff to update subordinates with applicable information from the briefing.
- Select time of next routine briefing.
- Announce "End-of-Brief."

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OSC STAFF BRIEFING GUIDELINES

NOTE: These are the suggested topics for routine update briefing. Items actually presented should be based on existing or projected plant conditions. To ensure timely completion of the briefing, limit briefing items to those that have changed since the last briefing. Do not brief items that have not changed.

Information Coordinator

- Time other emergency centers were activated
- Significant information announced from other emergency centers
- Significant items appearing on the OSC data displays

HP Lead

- Personnel exposure status, contamination, etc.
- Radiological protective actions implemented or control points established
- OSC habitability survey results
- Plant radiological survey results
- Problem areas needing resolution

Team Tracker

- Time initial Protected Area accountability completed
- Number of unaccounted persons
- Status of search and rescue for unaccounted persons

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OSC STAFF BRIEFING GUIDELINES

Repair Team Coordinator

- Review priorities of repair/recovery efforts
- Summarize significant discussion with the Maintenance Manager and scope of anticipated tasks
- Review tasks in progress (repair teams dispatched, problems or delays experienced by teams)
- Review manpower availability
- Offsite agencies assisting with tasks
- Problem areas needing resolution

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COLUMBIA GENERATING STATION OSC ORGANIZATION CHART

HP Lead responsible for:

- ✗ Establishment and monitoring of TSC/OSC habitability and access control
- ✗ Tracking of OSC personnel exposure
- ✗ Directing HP support of repair teams
- ✗ Coordinating emergency exposure authorizations with the RPM

Responsible for:

- ✗ Establishing the Information Network
- ✗ Maintenance of OSC Status boards
- ✗ Providing "information updates" to OSC staff
- ✗ Providing "plant status updates" During OSC briefings

All Craft Leads responsible for:

- ✗ Providing applicable support to the OSC Manager & Repair Team Coordinator in the formation, briefing & debriefing of repair teams which utilize one or more members of their craft area
- ✗ Ensuring repair team members from their craft area have adequate instructions and are adequately equipped to perform repair team tasks
- ✗ Providing in-field control of and communication with all repair teams
- ✗ Obtaining HP support as needed for repair team coverage and protection from radiological hazards
- ✗ Repair team personnel protection from non-radiological hazards

Responsible for overall C&C of OSC including:

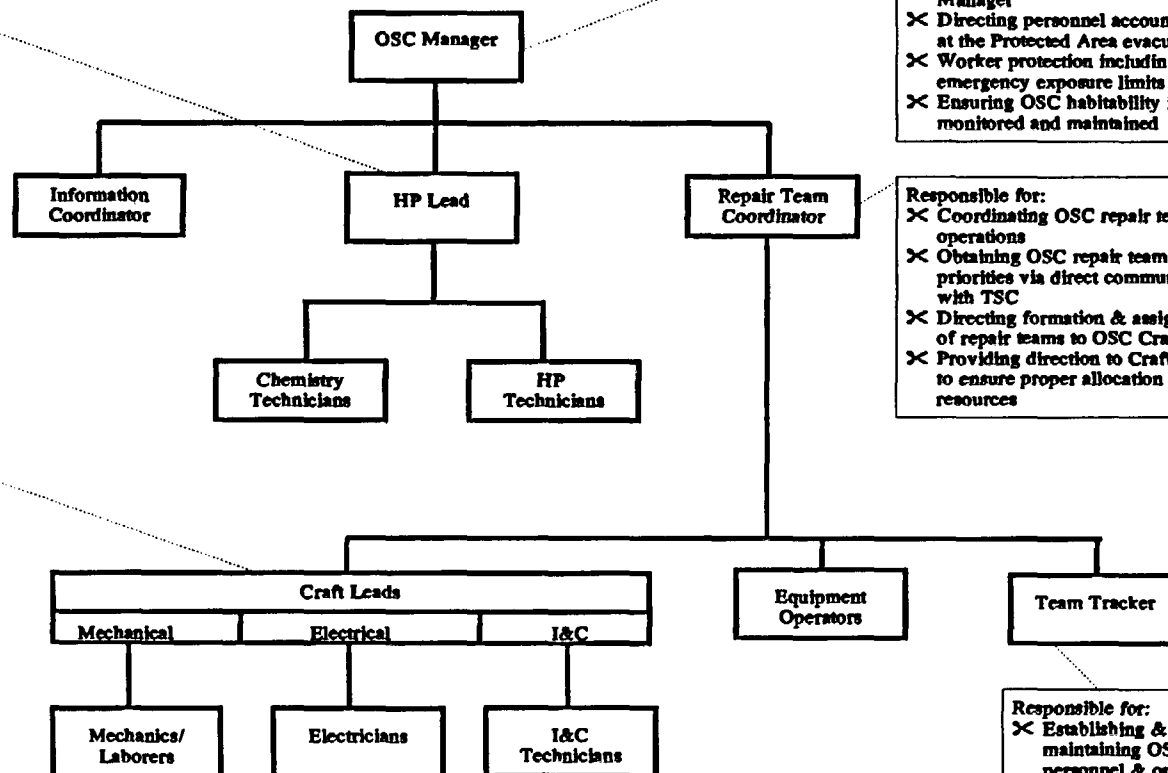
- ✗ Staffing, activation and readiness of the OSC
- ✗ Ensuring timely completion of TSC assigned tasks
- ✗ Periodically discussing task priorities with the TSC Maintenance Manager
- ✗ Directing personnel accountability at the Protected Area evacuation
- ✗ Worker protection including use of emergency exposure limits
- ✗ Ensuring OSC habitability is monitored and maintained

Responsible for:

- ✗ Coordinating OSC repair team operations
- ✗ Obtaining OSC repair team priorities via direct communications with TSC
- ✗ Directing formation & assignment of repair teams to OSC Craft Leads
- ✗ Providing direction to Craft Leads to ensure proper allocation of OSC resources

Responsible for:

- ✗ Establishing & maintaining OSC personnel & onsite personnel accountability
- ✗ Maintaining repair team status board and logs
- ✗ Assisting Craft Leads as requested



NOTE: Air sampler preparation (sample head assembly) initiation should be performed outside the airborne contamination area.

1. Use a portable air sampler, equipped with a two-inch sample head, to obtain particulate and radioiodine samples.
2. Continue to monitor your exposure during performance of this procedure.

NOTE: During drills, use the charcoal cartridges marked for drill use. **DO NOT** use silver zeolite cartridges during drills.

3. Insert a clean two-inch filter paper, (spongy side facing outward), into the air sample head, and attach to the sampler. Refer to the diagram in this Attachment.

- Operate the air sampler with the filter media in place until the air flow stabilizes, then turn it off.

4. Proceed to assigned sample location.

5. Ensure the following conditions of operation are met:

- If at all possible, do not place sampler on a known contaminated surface
- 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

6. Turn the air sampler on. Determine initial flow rate from the rotometer on the side of the air sampler.

7. Perform area dose rate survey for sample location.

8. Based on air sampler flow rate, determine the sample time necessary to obtain a sample of 10 cubic feet.

9. Leave the area of suspected airborne contamination to complete your survey and analysis.

10. Label the plastic bags for the filter and charcoal cartridges with the sample identification number, location, date, and time collected.

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11. If using charcoal cartridge vs. Silver Zeolite, purge noble gases by running the air sampler and drawing clean air through filter and cartridge for a minimum of 2 minutes.
12. Disassemble sample head to allow access to the particulate filter and the cartridge.
13. Determine filter and cartridge dose rate or count rate by placing the appropriate instrument detector on the inlet side of the filter or cartridge.
14. Inform the HP Lead of the sample readings.
15. Remove the filter (using tweezers) and the cartridge from sample head and place filter and cartridge in separate plastic bags then seal bags.

a. Calculate the $\mu\text{Ci/cc}$ of Iodine Activity or Particulate Activity using the equations:

Cartridge Filter: AgZ Filter Charcoal Filter

Iodine Filter:

(Sample CPM _____) - (Background CPM _____) = Net CPM _____

$$\frac{\text{Net CPM}}{(1.89 \times 10^8) \times (\text{sample volume ft}^3)} = \text{_____ } \mu\text{Ci/cc I Activity}$$

NOTE 1: $1.89 \times 10^8 = 0.003 \text{ (eff)} \times 2.83 \times 10^4 \text{ cc/ft}^3 \times 2.22 \times 10^6 \text{ dpm}/\mu\text{Ci}$

NOTE 2: If using charcoal cartridge, ensure cartridge is purged of noble gases.

Particulate Filter:

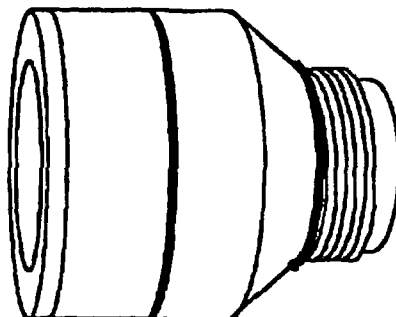
(Sample CPM _____) - (Background CPM _____) = Net CPM _____

$$\frac{\text{Net CPM}}{(5.65 \times 10^9) \times (\text{sample volume ft}^3)} = \text{_____ } \mu\text{Ci/cc Particulate Activity}$$

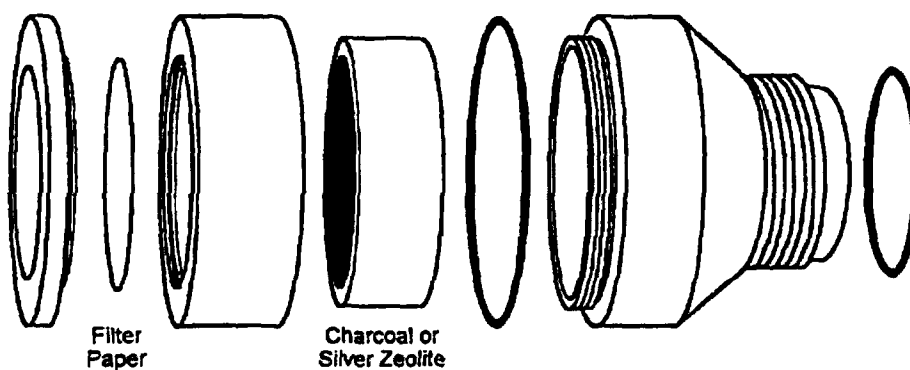
NOTE: $5.65 \times 10^9 = 0.09 \text{ (eff)} \times 2.83 \times 10^4 \text{ cc/ft}^3 \times 2.22 \times 10^6 \text{ dpm}/\mu\text{Ci}$.

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SAMPLE HEAD DIAGRAM



Sample Head - Assembled



Sample Head - Disassembled

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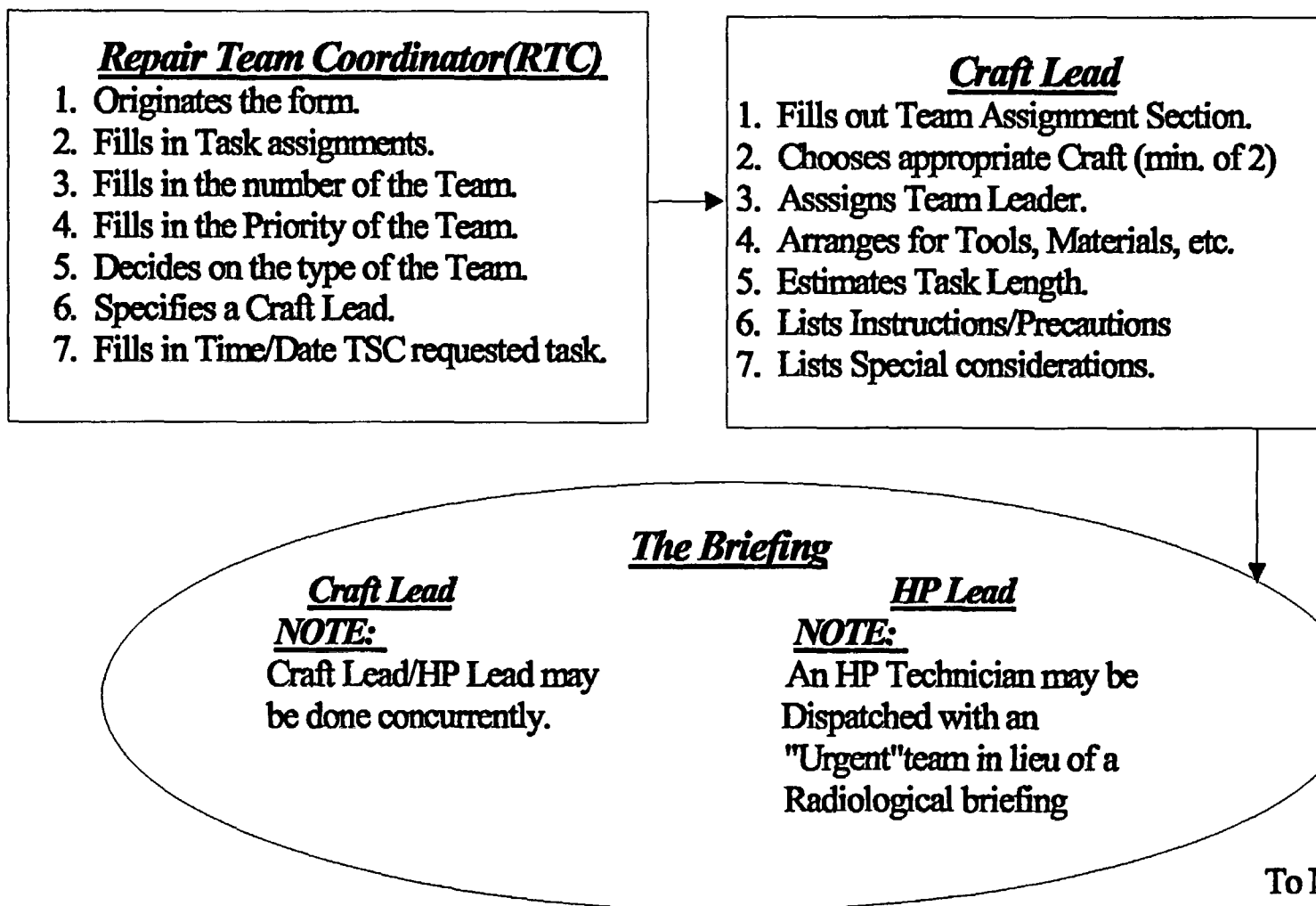
**Filter Cartridge and Sample Head for High Volume Air Sampling Pumps
Model CFH-30**

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Repair Team Briefing/Debriefing Form Flow Path

Note: This flow path also has activities that happens at the various stops in the OSC.



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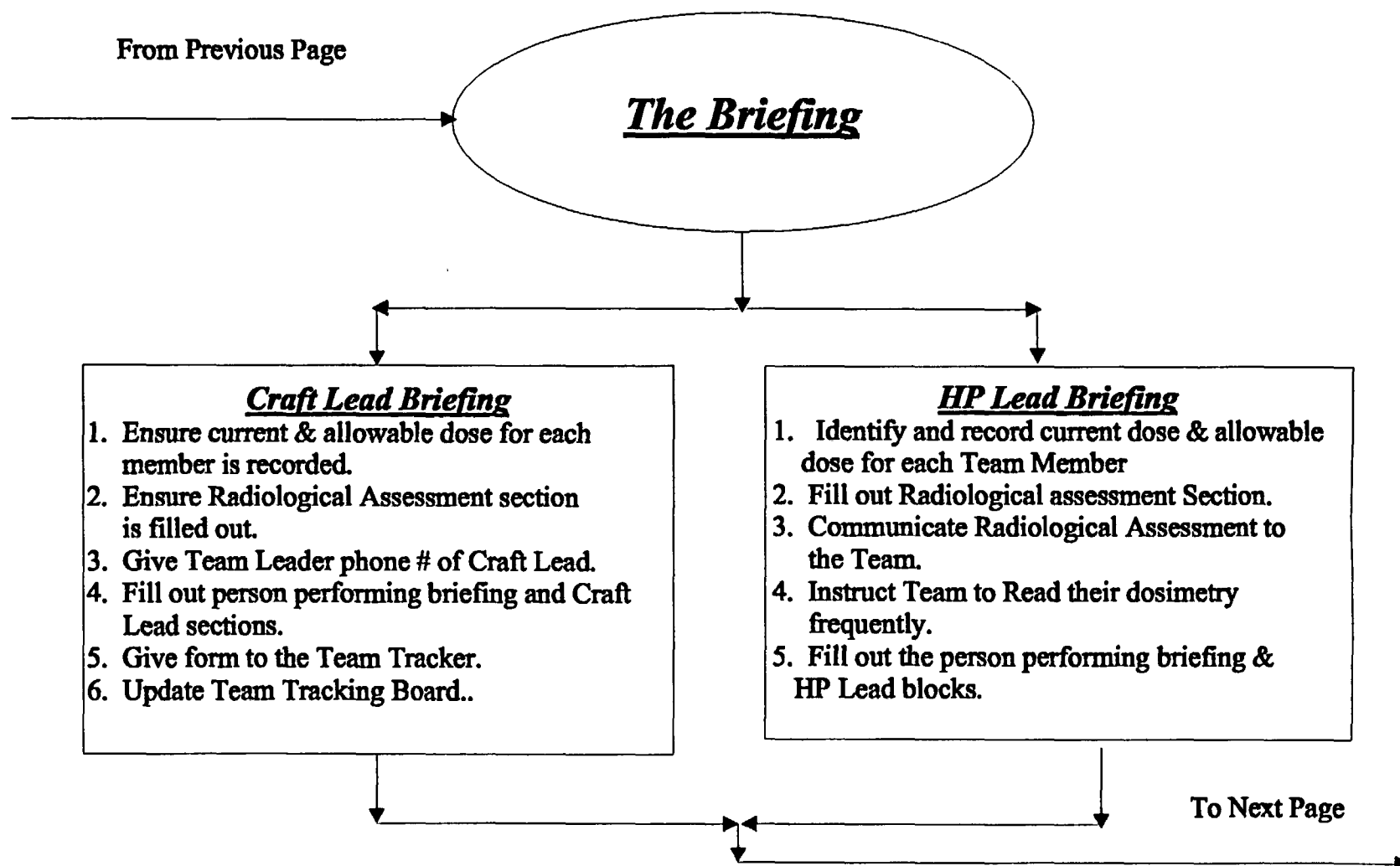
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Repair Briefing/Debriefing Form Flow Path (continued)



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Repair Briefing/Debriefing Form Flow Path (continued)

Team Tracker

1. Issue portable radio.
2. Tell Team Leader to report when reaching the assigned destination.
3. Give the telephone # closest to the Team's work location as backup.
4. Tell the Team Leader to contact Craft Lead Periodically with a status update.
5. Fill out dispatch time on briefing form.
6. Update Team Tracking Board.

Note: The Team Tracker will keep the form until the return of the Team from the field, when the form becomes the **Debriefing form.**

1. Once the Team has returned, fill out the Team # and time of return to the OSC on the form.
2. Retrieve the radio from the returning Team.
3. Give the form to the assigned Craft Lead.
4. Update the Team Tracking Board.

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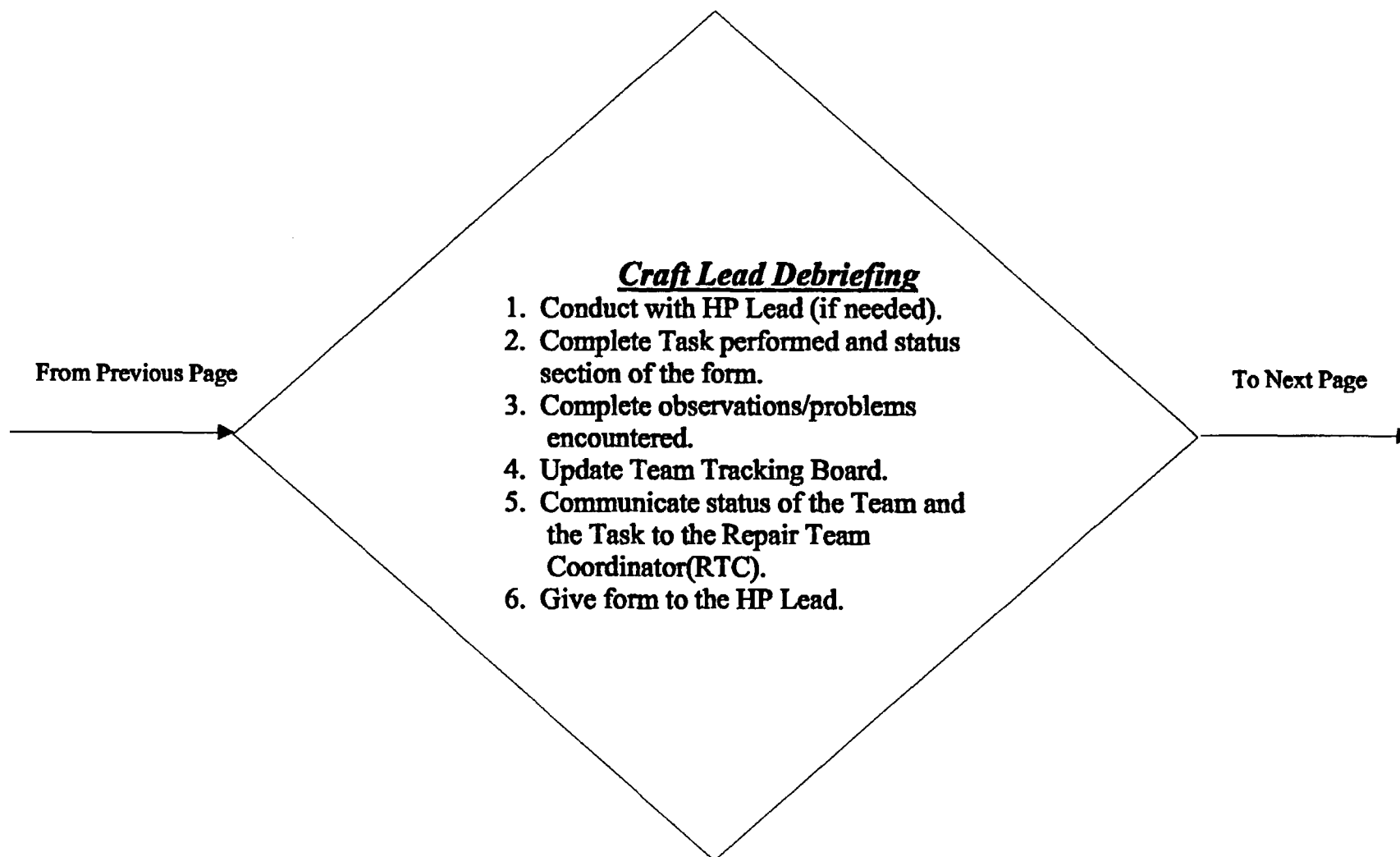
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Repair Team Briefing/Debriefing Form Flow Path (continued)



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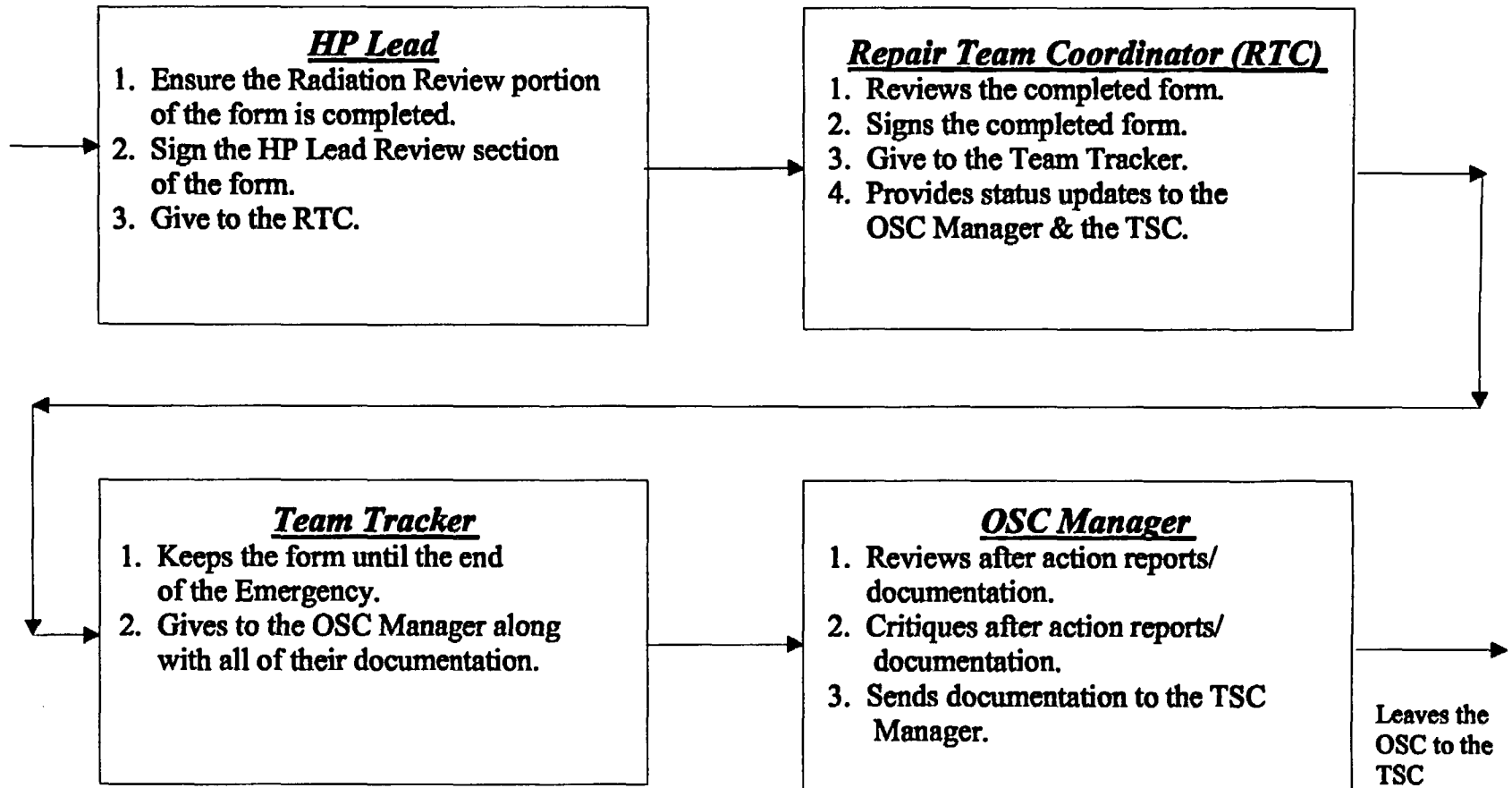
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13.11.1



**ENERGY
NORTHWEST**
People • Vision • Solutions

USE CURRENT REVISION

**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

PROCEDURE NUMBER	APPROVED BY	DATE
*13.11.1	SLS - Revision 27	08/06/03
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
EMERGENCY OPERATIONS FACILITIES		
TITLE		
EOF MANAGER DUTIES		

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1.0 PURPOSE

This procedure describes the emergency responsibilities and duties of the Emergency Operations Facility (EOF) Manager. {R-5695, R-5708}

2.0 REFERENCES

- 2.1 GO2-83-529, Backup Emergency Operations Facilities (EOF) {2.1}
- 2.2 10CFR50 Appendix E (IV)(A) {R-5695, R-5708}
- 2.3 10CFR50.47 (b)(3) {R-1584}
- 2.4 FSAR, Chapter 13.3, Emergency Plan, Section 2 & 6
- 2.5 Safeguards Contingency Plan
- 2.6 PPM 1.3.1, Operating Policies, Programs and Practices
- 2.7 PPM 1.9.14, Onsite Medical Emergencies
- 2.8 PPM 5.7.1, Severe Accident Guidelines
- 2.9 PPM 13.1.1, Classifying the Emergency
- 2.10 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides
- 2.11 PPM 13.2.2, Determining Protective Action Recommendations
- 2.12 PPM 13.4.1, Emergency Notifications
- 2.13 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.14 PPM 13.13.2, Emergency Event Termination and Recovery Operations
- 2.15 PPM 13.13.3, Intermediate Phase MUDAC Operations
- 2.16 PPM 13.13.4, After Action Reporting
- 2.17 PPM 13.14.1, Nearby Nuclear Facility Emergencies/Requests for Assistance

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REFERENCES, cont'd

- 2.18 Classification Notification Form, 24075.
- 2.19 Emergency Director Turnover Sheet, 25810.
- 2.20 Emergency Response Log, 23895.
- 2.21 Emergency Operations Facility Briefing Guidelines, 26028.
- 2.22 Follow-up Offsite Notifications, 26098

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3.0 DISCUSSION

- 3.1 The Emergency Director is the Energy Northwest individual on shift at all times who has the authority and responsibility to immediately and unilaterally initiate any emergency actions.
- 3.2 The Shift Manager normally acts as the Emergency Director when an emergency classification is initially declared. Emergency Director responsibilities will transfer from the Shift Manager to the TSC Manager or the EOF Manager depending upon time of facility activation.
- 3.3 The EOF Manager is responsible for the overall management of Energy Northwest resources and will be in charge of Energy Northwest emergency and recovery operations.
- 3.4 The EOF Manager must authorize requests for outside assistance, including resources available from the federal government.
- 3.5 Severe Accident Guidelines (SAGs) are entered and Emergency Operating Procedures (EOPs) are exited when primary containment flooding is required. The TSC Manager is responsible to communicate this to the EOF Manager or Assistant EOF Manager when this occurs.
- 3.6 The Emergency Director approves mitigating actions identified as requiring Emergency Director concurrence on SAGs or EOPs prior to implementation, using the Emergency Director ringdown phone, or other means if this method is not available.
- 3.7 The EOF Manager coordinates response when notified of an offsite request for assistance or a Hanford emergency notification has been received.

4.0 PROCEDURE

NOTE: Procedural steps may be implemented using Attachment 5.2, EOF Manager Checklist.

4.1 EOF Manager Duties At Unusual Event Classification

- 4.1.1 No action is required unless you are contacted by the Shift Manager or Emergency Director.

4.2 EOF Manager Duties For Alert Or Higher Emergency Classifications

NOTE: If you are unable to respond to the EOF, respond to the Alternate EOF located at the Richland Office Complex.

- 4.2.1 Respond to the Emergency Operations Facility (EOF). Then,

- Sign in on the staffing board

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- Obtain the EOF Manager basket and other equipment
- Start an Emergency Response Log

4.2.2 Contact the Emergency Director for a briefing on the status of the emergency and offsite notifications.

4.2.3 Contact the JIC Manager to provide status information for the follow-up news releases.

4.2.4 Verify responding EOF staff promptly set up the EOF and obtain assistance, if necessary, to resolve any activation problems.

NOTE: Failure to staff the required positions within one hour of classification is a violation of the Emergency Plan response requirements.

4.2.5 Ensure required EOF positions are being filled as specified:

- Radiological Emergency Manager
- Environmental Field Team Members (6)
- Field Team Coordinator
- Telecommunications Manager

OR

Use judgment in determining when qualified personnel will perform a task to fulfill EOF responsibilities even though the personnel may not be identified as normally assigned to the task.

NOTE: The EOF may be activated without all required positions filled.

4.2.6 Declare the EOF activated when the following main responsibilities of the EOF can be assumed.

EOF Main Responsibilities

- Manage the overall Energy Northwest emergency effort.
- Evaluate the magnitude and consequences of actual or potential radiological releases.
- Coordinate emergency response activities with local, state and federal agencies.

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- Provide offsite protective action recommendations.

4.2.7 When the EOF is activated, then:

- Direct the EOF Information Coordinator to announce center activation to other emergency centers
- Direct the TSC Manager to have the Plant/NRC Liaison to report activation to NRC.
- Conduct an initial briefing, including:
 - Current emergency classification, cause of event and corrective actions being taken or in progress
 - Current plant status
 - Onsite personnel status of injuries, contaminations, exposures, etc.
 - Whether the event involves radioactive releases
 - Status of notifications to offsite agencies
 - Status of offsite emergency response activities in progress or planned and PARs if issued

4.2.8 Assume the Emergency Director duties per Section 4.6. Then:

- Initiate a Crash call per Section 4.6.
- Inform the SCC that the EOF Manager has assumed responsibility for Crash notifications.

4.2.9 Evaluate staff recommendations on assistance from outside agencies and direct the Site Support Manager to coordinate this response.

4.2.10 Conduct periodic briefings:

- If an NRC site response team is enroute, ensure a briefing in accordance with Attachment 5.1 is prepared. {R-1584}
- Conduct briefings for EOF staff approximately every 30 minutes using EOF Briefing Guidelines, form 26028.
- Brief the Chief Executive Officer/Representative as developments occur using form 26028.

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4.2.11 Ensure EOF staff are assessing plant conditions and conferring collectively to provide you with accident mitigation conclusions/recommendations to determine decisions on:

- Changes to Emergency Classification or PARs
- Prioritizing tasks that need to be pursued
- Radiological or other hazards that impact offsite emergency workers
- The need to request augmenting staff or offsite assistance
- Protective actions for plant/offsite personnel

4.2.12 Direct the TSC Plant/NRC Liaison to immediately inform the NRC Headquarters Operations Officer (HOO) of declaration of emergency classifications, or changes to emergency classifications, and PARs made to offsite agencies, or PADs made for Energy Northwest personnel.

4.2.13 Refer calls from the news media to the JIC.

NOTE: A radioactive release is defined if any of the following are met:

- A valid reading exists which exceeds any PPM 13.1.1 Table 3 Column UE value, OR
- Offsite dose calculations meet or exceed PPM 13.1.1 Table 4 UE levels for TEDE or CDE thyroid, OR
- Field teams measure 100 microR or more at 1.2 miles from the plant.

4.2.14 When it is determined that a radioactive release is in progress, perform the following:

- Complete an informational CNF;
- Initiate a Crash call;
- Direct the Information Coordinator to notify all emergency centers.

4.2.15 If elevated radiological conditions exist within the EOF or outside the Kootenai Building/EOF:

EOF general area radiation levels exceed 5 mrem/hr

EOF unidentified airborne radioactivity exceeds 0.3 DAC (0.3 DAC equates to approximately 750 ccpm on a 40 ft³ air sample in the field):

Then:

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- Immediately notify the EOF staff of the condition
- Direct surveillance of airborne activity be increased to once per hour and results reported to you
- Direct dose rates in the area be determined approximately every 15 minutes and results reported to you
- Direct that projected accumulated doses for the EOF personnel be evaluated and appropriate stay times be established
- Prohibit eating or drinking in the EOF until advised of resolution of the EOF airborne activity problem.

4.2.16 If airborne activity levels outside the Kootenai Building/EOF could exceed 50 mR/hr, direct the Radiological Emergency Manager to monitor the intake and return air monitors and to ensure that Kootenai Building/EOF ventilation is in the correct operating mode.

4.2.17 If the emergency worker dose limit is projected to exceed 5 REM over the course of the event for EOF staff, confer with EOF staff and determine if selected staff will be directed to continue emergency duties from the TSC or the alternate EOF.

NOTE: The alternate EOF meets the functions of establishing required communications between the primary EOF and the TSC. It also serves as an assembly area for EOF responders unable to respond to the primary EOF due to hazards that prevent access to the primary facility from off site. {2.1}

4.2.18 If near site conditions present sufficient hazards to EOF responders that have not yet arrived at the primary EOF, direct Security road blocks to redirect EOF responders to the alternate EOF, located near the Joint Information Center at the Richland Office Complex. {2.1}

4.2.19 Ensure that mitigating action concurrence is obtained prior to implementing actions that require Emergency Director concurrence on EOPs or SAGs.

4.2.20 Terminate the event and initiate recovery operations via PPM 13.13.2 when appropriate.

4.2.21 Initiate ingestion zone operations per PPM 13.13.3 when appropriate. Coordinate the implementation through the Washington State Emergency Operations Center.

4.2.22 Determine staffing levels for the EOF and the JIC when the emergency is downgraded or terminated using PPM 13.13.2 guidelines.

4.2.23 At shift change or termination of emergency:

- Brief your relief on the current status of the plant and emergency activities.

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- Prepare an individual After-Action Report. Refer to PPM 13.13.4.
- At event termination, direct an after action critique of EOF performance to summarize actions taken and identify corrective actions needed.
- Deliver EOF After-Action Reports and summary to the Final After Action Committee or to the Emergency Preparedness Department.
- If an Alert or higher classification was declared, delegate a chairperson and establish a Final After Action Report Committee in accordance with PPM 13.13.4. If the emergency classification was Unusual Event, Emergency Preparedness will compile the report.

4.3 Specific Actions to Take at Site Area Emergency:

- Ensure notifications are completed to State, County, and DOE within 15 minutes.
- Evacuate the Protected Area per PPM 13.5.1.
- Evacuate Site One personnel per PPM 13.5.3
- Direct the Security Manager to make appropriate PA announcement for Site 1.
- Ensure dose assessment is in progress if a release is in progress or containment leakage is suspected.
- Ensure Security has established road blocks on plant access roads.
- Consider an Exclusion Area evacuation per PPM 13.5.3.
- Direct the TSC to make the appropriate PA announcements.

4.4 Specific Actions to Take at General Emergency:

- Ensure notifications are completed to State, County, and DOE within 15 minutes.
- Ensure the Protected Area is evacuated if not completed at Site Area Emergency per PPM 13.5.1.
- Ensure the Exclusion Area is evacuated per PPM 13.5.3.
- Direct the TSC to make the appropriate PA announcements.
- Direct the Security Manager to make appropriate PA announcements for Site 1.
- Ensure dose projections are updated.

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- Ensure roadblocks are established and properly located to avoid the plume.
- Evaluate protective actions for emergency workers.
- Consult with the REM to determine wind direction and EOF habitability considerations.
- Review the PARs in PPM 13.2.2 to ensure that the PARs declared reflect current Plant or radiological conditions.
- Determine if additional PARs are required per PPM 13.2.2.

4.5 Specific Actions for the Ingestion Phase:

- Initiate ingestion zone operations via PPM 13.13.3 when appropriate. Coordinate with Washington State EOC.
- Determine staffing levels for the EOF and JIC when the emergency is downgraded or terminated using PPM 13.13.2.

4.6 Transfer Of Emergency Director Duties

1. If assuming the Emergency Director (ED) duties:
 - a. Contact current ED and determine a time when conditions would permit turnover process.
 - b. At a time when conditions permit, conduct a turnover using the Classification Notification Form or Emergency Director Turnover Sheet as a guide.
 - c. Once current conditions and proposed actions are fully understood, relieve current ED of duties.
 - d. Announce transfer of authority to facility staff and ensure other Energy Northwest emergency facilities are notified.
 - e. Complete a Crash call to offsite agencies, i.e., state, county, and DOE of the transfer. The Plant/NRC Liaison in the TSC should be directed to notify the NRC on the ENS line.
 - f. Log the transfer in the facility log.
 - g. As ED, follow guidance in Section 4.7.
2. If transferring the ED duties:

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- a. When contacted by an oncoming ED, give a time when conditions would permit the turnover process.
- b. At the time when conditions permit, contact oncoming ED and conduct a turnover using the Classification Notification Form or the Emergency Director Turnover Sheet as a guide.
- c. Once the oncoming ED fully understands current conditions and proposed actions, transfer ED duties.
- d. Announce the transfer to the facility staff.
- e. Log the transfer in the facility log.

4.7 Actions As Emergency Director

4.7.1 Assume the following responsibilities:

NOTE: The EOF Manager must authorize requests for outside assistance, including resources available from the federal government.

NOTE: Items a through e may not be delegated.

- a. Classification of emergencies in accordance with PPM 13.1.1, Classifying The Emergency, and periodically reviewing the classification to ensure that it reflects current plant conditions.
- b. Making protective action recommendations in accordance with PPM 13.2.2 to offsite authorities responsible for implementing emergency measures for the public.
- c. Approving official notifications/communications (e.g., Crash calls) to local, state, and Federal agencies.
- d. Authorizing recovery actions not specifically authorized by procedure which have a potential for radioactive release to the environment.
- e. Requesting assistance from offsite organizations and agencies as needed.
- f. Making followup notifications to offsite agencies per PPM 13.4.1. Refer to Follow-up Offsite Notifications, 26098.
- g. Approving the technical content of press releases.

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- h. Ensuring, through the facility managers, that the appropriate emergency procedures are implemented.
- i. Ensuring the requisite emergency response facilities are activated and properly staffed.
- j. If advised of a personnel injury or death, then:
 - 1. Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.
 - 2. Ensure details of the incident, e.g., individuals name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.
- k. Authorizing venting of the primary containment when in SAGs.

NOTE: The Shift Manager as Emergency Director may terminate an Unusual Event. Due to the commitment of onsite and offsite manpower and resources, only the EOF Manager as the Emergency Director may terminate an event classified as Alert or greater.

- 1. Terminating the emergency and entering the recovery phase in accordance with PPM 13.13.2.
- 4.7.2 If response to the event requires departure from Technical Specifications or license conditions, refer to PPM 1.3.1 to invoke 10CFR 50.54(x) actions.
- 4.7.3 Approximately every 30 minutes, or when conditions change, perform the following:
- a. Review the emergency action levels (EALs) in procedure PPM 13.1.1 to ensure the emergency classification declared reflects current Plant conditions.
 - b. Review the protective action recommendations (PARs) in procedure PPM 13.2.2 to ensure the PARs declared reflect current Plant or radiological release conditions.
 - c. Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.
 - d. Conduct briefings using EOF Briefing Guidelines (26028).

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4.7.4 When conditions warrant a change in emergency classification or protective action recommendations, then perform the following:

a. Complete a Classification Notification Form (CNF).

NOTE: Notifications to the state, counties and DOE (Hanford) are required within 15 minutes of time noted on the Classification Notification Form.

b. Initiate a Crash call to provide notification per PPM 13.4.1, using the completed CNF as a basis.

- If the Crash phone is out of service, the primary back up is the dial up system. To ensure completing notification within 15 minutes, contact the Benton and Franklin EOCs, DOE, and the Washington State EOC prior to other notifications.

c. Direct the Information Coordinator to inform the other Energy Northwest emergency facilities of the change in emergency classification and/or protective actions and ensure a copy of the CNF is sent to the appropriate organizations.

4.7.5 Determine if Protected Area evacuation actions need to be taken in accordance with the following:

- Alert - Evacuation is optional, depending on event prognosis. Consider evacuating plant personnel who are not part of the ERO.
- Site Area Emergency or General Emergency - Protected Area evacuation is required for most situations per PPM 13.5.1 for personnel who are not part of the ERO. Site 1 evacuation is required for most situations per PPM 13.5.3.

4.7.6 Consider exclusion area evacuation in accordance with PPM 13.5.3 when a Site Area Emergency is declared and order an exclusion area evacuation when a General Emergency is declared.

4.7.7 Authorize increases to emergency worker radiation exposure limits when recommended by the Radiation Protection Manager or Radiological Emergency Manager in accordance with PPM 13.2.1.

4.7.8 Authorize personnel to take potassium iodide (KI) when recommended by the Radiation Protection Manager or Radiological Emergency Manager in accordance with PPM 13.2.1.

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4.7.9 When notified of a request for assistance or a Hanford emergency notification, coordinate response with the on call Radiation Protection Manager and Emergency Planner. For Hanford emergency notifications, pay particular attention to:

- Emergency classification
- Type and location of incident
- Release information (alpha, beta, gamma)
- Wind speed and direction

5.0 ATTACHMENTS

- 5.1 NRC Response Team Briefing Guidelines
- 5.2 EOF Manager Checklist
- 5.3 EOF Manager Secretary Duties

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NRC RESPONSE TEAM BRIEFING GUIDELINES

1. Date and time of this status briefing: Date _____ Time _____
2. Current Classification (Check): _____ UE _____ Alert _____ SAE _____ GE _____
Declared at: Date _____ Time _____
3. Reason for classification (include failed systems/components):

Previous classification history:

- a. Classification _____ declared at _____ for the following reason:
- b. Classification _____ declared at _____ for the following reason:
- c. Classification _____ declared at _____ for the following reason:

4. Offsite PARs and implementation status for current classification:
5. Affected plant parameters (attach copy of most recent Plant Status Board display):

Fuel cladding:	Intact	Challenged	Failed
RCS boundary:	Intact	Challenged	Failed
Containment Integrity:	Intact	Challenged	Failed
6. Prognosis (check): _____ Stable _____ Improving _____ Degrading _____ N/A

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7. Meteorological Data:

- a. Wind direction from _____(Degrees) b. Wind Speed _____(MPH)
- c. Stability class: (circle) A B C D E F G
- d. Precipitation (check): ___ None ___ Rain ___ Sleet ___ Snow

8. Offsite radiological conditions (check):

- ___a. No release is involved.
- ___b. Release is imminent.
- ___c. Release is occurring. Release path:
- ___d. Release started. Time:_____ Est. Duration:
- ___e. Release occurred previously. Duration:
- ___f. Release stopped. Time:_____ Date:
- ___g. Release Inventory Isotopes Release Rate

Iodines	Ci/s
Noble gases	Ci/s
Airborne particulates	Ci/s
Liquid	Ci/s
Other	Ci/s

9. Current dose projections:

<u>Plume Centerline</u>	<u>Thyroid Dose Rate (CDE)</u>	<u>TEDE Dose Rate</u>
Site Boundary (1.2 miles)	mrem/hr	mrem/hr
2 miles	mrem/hr	mrem/hr
5 miles	mrem/hr	mrem/hr
10 miles	mrem/hr	mrem/hr

10. Onsite protective Actions:

- ___a. Protected Area Evacuation. Status:
- ___b. Exclusion Area Evacuation. Status:
- ___c. KI recommended.
- ___d. Restricted areas.

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11. Offsite agencies responding (check and list):

- ___a. Local:
- ___b. State:
- ___c. Federal:
- ___d. INPO Mutual Aid:
- ___e. Contractor/Vendor:

12. Current mitigation activities and their priority:

13. Security information:

14. Other information:

Emergency Center Status:

TSC:
OSC:
EOF:
JIC:

15. Additional Energy Northwest information sources:

<u>Information</u>	<u>Energy Northwest ERO Position</u>	<u>Location</u>
Offsite dose projections:	Radiological Emergency Mgr. (REM)	EOF
PARs & Field Team status:	REM	EOF
EOF habitability:	REM	EOF
Core damage assessment:	Engineering Manager	EOF
Containment status:	Engineering Manager	EOF
Plant equipment problems:	Technical Manager	TSC
Repair team status:	Maintenance Manager	TSC
Plant operations status:	Operations Manager	TSC
Onsite radiological status:	Radiation Protection Mgr. (RPM)	TSC
Security status:	Security Manager	EOF

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EOF MANAGER CHECKLIST

<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
4.1 <u>EOF Manager Duties At Unusual Event Classification</u>		
1. No action is required unless you are contacted by the Shift Manager or Emergency Director.		
4.2 <u>EOF Manager Duties For Alert Or Higher Classifications</u>		
<u>NOTE:</u> The numbers in parentheses correspond to the step in the body of this procedure.		
1. Contact JIC Manager and provide update for follow-up news release. (4.2.3)	_____	_____
2. Declare the center activated when minimum staffing positions are present. (4.2.6)	_____	_____
3. Have EOF Information Coordinator announce activation to the other emergency centers. Direct the TSC Manager have the Plant/NRC Liaison report it to NRC. (4.2.7)	_____	_____
4. Conduct initial status briefing and periodic followup briefings approximately every 30 minutes. (4.2.7.c)	_____	_____
5. Assume the Emergency Director (ED) duties per Section 4.6. Ensure that a Crash call to offsite agencies is completed upon transfer of ED duties. (4.2.8.a)	_____	_____
6. Inform the SCC that the EOF has assumed responsibility for Crash notification. (4.2.8.b)	_____	_____
7. If the Radiological Emergency Manager advises you of EOF airborne activity problems, verify the EOF emergency ventilation has been initiated. (Refer to step 4.2.14)	_____	_____
8. If habitability of EOF becomes questionable, confer with EOF staff and determine if selected staff will be directed to continue emergency duties from the TSC or be evacuated offsite. (4.2.14)	_____	_____

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<u>Response Actions</u>	<u>Completed</u>	<u>Initials</u>
4.3 <u>Specific Actions to Take at Site Area Emergency: (4.3)</u>		
• Ensure notifications are completed to State, County, and DOE within 15 minutes.	_____	_____
• Evacuate the Protected Area per PPM 13.5.1.	_____	_____
• Evacuate Site One personnel per PPM 13.5.3	_____	_____
• Direct the Security Manager to make appropriate PA announcement for Site 1.	_____	_____
• Ensure dose assessment is in progress if a release is in progress or containment leakage is suspected.	_____	_____
• Ensure Security has established road blocks on plant access roads.	_____	_____
• Consider an Exclusion Area evacuation per PPM 13.5.3.	_____	_____
• Direct the TSC to make the appropriate PA announcements.	_____	_____
4.4 <u>Specific Actions to Take at General Emergency: (4.4)</u>		
• Ensure notifications are completed to State, County, and DOE within 15 minutes.	_____	_____
• Ensure the Protected Area is evacuated if not completed at Site Area Emergency per PPM 13.5.1.	_____	_____
• Ensure the Exclusion Area is evacuated per PPM 13.5.3.	_____	_____
• Direct the Security Manager to make appropriate PA announcements for Site One.	_____	_____
• Direct the TSC to make the appropriate PA announcements.	_____	_____
• Ensure dose projections are updated.	_____	_____
• Ensure roadblocks are established and properly located to avoid the plume.	_____	_____
• Evaluate protective actions for emergency workers.	_____	_____
• Consult with the REM to determine wind direction and EOF habitability considerations.	_____	_____

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<u>Response Actions</u>	<u>Completed</u>	<u>Initials</u>
• Review the PARs in PPM 13.2.2 to ensure that the PARs declared reflect current Plant or radiological conditions.	_____	_____
• Determine if additional PARs are required per PPM 13.2.2.	_____	_____
4.5 <u>Specific Actions for the Ingestion Phase: (4.5)</u>		
• Initiate ingestion zone operations via PPM 13.13.3 when appropriate. Coordinate with Washington State EOC.	_____	_____
• Determine staffing levels for the EOF and JIC when the emergency is downgraded or terminated using PPM 13.13.2.	_____	_____
4.6 <u>Transfer Of Emergency Director Duties (4.6)</u>		
1. If assuming the Emergency Director (ED) duties:		
a. Contact current ED and determine a time when conditions would permit turnover process.	_____	_____
b. At a time when conditions permit, conduct a turnover using the Classification Notification Form or Emergency Director Turnover Sheet as a guide.	_____	_____
c. Once current conditions and proposed actions are fully understood, relieve current ED of duties.	_____	_____
d. Announce transfer of authority to facility staff and ensure other Energy Northwest emergency facilities are notified.	_____	_____
e. Complete a Crash call to offsite agencies, i.e., state, county, and DOE of the transfer. The Plant/NRC Liaison in the TSC should be directed to notify the NRC on the ENS line.	_____	_____
f. Log the transfer in the facility log.	_____	_____
g. As ED, follow guidance in Section 4.7.	_____	_____
2. If transferring the ED duties:		
a. Conduct a turnover using the Classification Notification Form or the Emergency Director Turnover Sheet as a guide.	_____	_____

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Response Actions**Completed****Initials**

b. Transfer ED duties.

c. Announce the transfer to the facility staff.

d. Log the transfer in the facility log.

4.7 Actions As Emergency Director (4.7)

Once EPIPs have been entered (emergency classification occurs), recovery actions not specifically authorized by plant procedures which have a potential for radioactive release to the environment require Emergency Director concurrence.

1. Assume the following responsibilities.

NOTE: Items a through e cannot be delegated.
Items f through g may be delegated if desired.

a. Classify emergencies per PPM 13.1.1 and periodically review the classification to ensure that it reflects current plant conditions.

b. Make protective action recommendations per PPM 13.2.2 to offsite authorities responsible for implementing emergency measures for the public.

c. Approve official notifications/communications to local, state, and Federal agencies.

d. Authorize recovery actions not specifically authorized by procedures which have a potential for radioactive release to the environment.

e. Request assistance from offsite organizations and agencies as needed.

f. Make followup notifications to offsite agencies per PPM 13.4.1. Refer to Follow-up Offsite Notifications, 26098.

g. Approve the technical content of press releases.

h. Ensure, through facility managers, that appropriate emergency procedures are implemented.

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- i. Ensure the requisite emergency response facilities are activated and properly staffed.
- j. If advised of a personnel injury or death, then:
 - 1) Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.
 - 2) Ensure details of the incident, e.g., individuals name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.
- k. Authorizing venting of the primary containment when in SAGs.
 - l. Terminate the emergency and enter the recovery phase per PPM 13.13.2.
- 2. Refer to PPM 1.3.1 to invoke 10CFR 50.54(x) actions as necessary. (4.7.2) _____
- 3. Approximately every 30 minutes, or when conditions change, perform the following: (4.7.3) _____
 - a. Review the EALs in procedure PPM 13.1.1 to ensure the emergency classification declared reflects current Plant conditions.
 - b. Review the PARs in procedure PPM 13.2.2 to ensure the PARs declared reflect current Plant or radiological release conditions.
 - c. Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.
 - d. Conduct briefings using the EOF Briefing Guidelines.
- 4. When conditions warrant a change in emergency classification or protective action recommendations, perform the following: (4.7.4) _____
 - a. Complete a Classification Notification Form (CNF).
 - b. Ensure notifications are performed per PPM 13.4.1 using the completed CNF as a basis.
 - c. Direct the Information Coordinator to inform the other Energy Northwest emergency facilities of the change in emergency classification and/or protective actions.
 - d. Ensure a copy of the CNF is sent to the appropriate organizations.

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5. Determine if Protected Area evacuation actions need to be taken. (4.7.5) _____
- a. Alert - Evacuation is optional, depending on event prognosis. Consider evacuating plant personnel who are not part of the ERO.
- b. Site Area Emergency or General Emergency - Protected Area evacuation is required for most situations per PPM 13.5.1 for personnel who are not part of the ERO.
- c. Evacuate Site 1 per PPM 13.5.3.
6. Consider exclusion area evacuation per PPM 13.5.3 when a Site Area Emergency is declared and order an exclusion area evacuation when a General Emergency is declared. (4.7.6) _____
7. Authorize increases to emergency worker radiation exposure limits when recommended by the Radiation Protection Manager or Radiological Emergency Manager per PPM 13.2.1. (4.7.7) _____
8. Authorize personnel to take potassium iodide (KI) when recommended by the Radiation Protection Manager or Radiological Emergency Manager per PPM 13.2.1. (4.7.8) _____

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Duties of: EOF Manager Secretary

Assignment Location: Emergency Operations Facility

Report To: EOF Manager

Responsibilities:

1. On arrival at the EOF, sign in on the staffing board, obtain your procedure book from the wall rack and your supply drawer from the EOF supply cabinet.
2. Maintain a log of EOF Manager actions, significant events and activities on an Emergency Response Log, Form 23895, with emphasis on:
 - a. Receipt of notifications of changes in emergency classification.
 - b. The time and content of center briefings.
 - c. Significant telephone conversations or Public Address announcements.
 - d. Entries requested by EOF decision makers.
 - e. Assignment of action items.
3. When directed, initiate Crash Network calls for the EOF Manager (acting as emergency director) by utilizing the Crash Network System Log located in the Emergency Phone Directory to perform the following:
 - a. Initiate Crash call by dialing 400.
 - 1) If there is a failure of the Crash phone, the dial up phone is the primary backup. When making notifications using the dial up, contact Benton and Franklin counties, Washington State and DOE first to ensure that 15 minute time requirement is met.
 - b. Perform a roll call of agencies contacted.
 - 1) When initiating roll call inform responding parties to standby for a call from the Emergency Director.
 - 2) Following completion of roll call indicate to the Emergency Director that parties are ready for the Crash call.
 - 3) Note on Crash call log the time of call, message, and parties online.
 - 4) Inform the EOF Manager of any offsite agency failing to respond to the roll call.

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Duties of: EOF Manager Secretary (Contd.)

4. When the EOF Manager (as Emergency Director) completes filling out the Classification Notification Form (CNF):
 - a. Make a copy of the original and provide the copy to the Admin support personnel for faxing and internal distribution.
 - b. Return the original to the EOF Manager prior to initiating Crash call notification.
5. Answer and monitor the EOF Manager's phones and record messages as necessary.
6. Monitor the EOF Manager's procedure checklist (Attachment 5.2 of this procedure) and remind him of actions required as necessary.
7. Make briefing announcements to EOF staff as directed, similar to, "There will be a briefing in five minutes. Please refer to your briefing guides."
8. Perform other EOF administrative support duties as requested by the EOF Manager.
9. Refer incoming media calls to the Joint Information Center.
10. Upon shift change:
 - a. Fully brief your relief on responsibilities, duties and the current status of work being performed.
 - b. Forward your log for review by the EOF Manager.
11. Upon shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Provide support to EOF Manager as necessary in collating EOF After Action Reports or logs.
 - c. Deliver After Action Reports to the Site Support Manager.

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13.11.3



**ENERGY
NORTHWEST**
People • Vision • Solutions

USE CURRENT REVISION

**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

PROCEDURE NUMBER	APPROVED BY	DATE
*13.11.3	SLS - Revision 21	08/06/03
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, 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 23895
- 2.8 Classification Notification Form, Form 24075
- 2.9 EOF Staffing and Organization Chart, Form 26061
- 2.10 Emergency Manpower Schedule, Form 26094
- 2.11 Manpower Schedule Message, Form 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 (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 As personnel arrive for center activation, complete an EOF Staffing and Organization Chart (26061) for all first shift responders. Complete a second staffing chart for second shift Essential personnel. 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

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evacuees needing transportation.

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

3.1.12 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).

3.1.13 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.

3.1.14 Keep the EOF Manager informed of offsite agencies' decisions, requests, and offers of assistance that are brought to your attention.

3.1.15 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.

3.1.16 At General Emergency, recommend an airspace or airport closure request with the Federal Aviation Administration (FAA), Attachment 4.4.

- a. Copy the completed Attachment 4.4 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.

3.1.17 Support EOF briefings per Attachment 4.5.

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

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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
- 3.1.19 Coordinate with the Plant Administrative Manager on providing personnel, equipment, training, or other administrative resource support for the plant staff.
- 3.1.20 Coordinate delivery of food and other services with the Security Manager, Radiation Emergency Manager, and the JIC Support Manager.
- 3.1.21 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 4.1.
- 3.1.22 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.
- 3.1.23 Refer any calls from the media to the Joint Information Center.
- 3.1.24 Brief your relief on items of note that happened during your shift and on status of ongoing work.
- 3.1.25 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.

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- c. Deliver all individual after action reports and Emergency Response Logs to the Assistant EOF Manager.

3.1.26 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 General Emergency Airspace or Airport Closure Request
- 4.5 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 (23895) of the actions you take.
3. Assist the Site Support Manager with preparing an EOF Staffing and Organization Chart for for all first shift responders. Complete a second staffing chart for second shift Essential personnel. Obtain completed 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 (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 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 (scenario 1010).
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.

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- d) The dialer will prompt you for verification. Press 9 for yes or 6 for no.
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.
 12. Notify the Site Support Manager or the JIC Support Manger, 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.

Attachment 4.1
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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 and Admin Support Staff.
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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Page 1 of 3

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- 1) When you receive a Classification Notification Form (CNF) (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 Level 1 Control copies. EOF Library PPM manuals are Level 2 Control. 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, 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 6 of the Columbia Generating Station Emergency 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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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.

NOTE: If Richland 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.

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

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 4.4

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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 4.5

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13.11.10



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**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

PROCEDURE NUMBER

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SECTION

EMERGENCY OPERATIONS FACILITY

TITLE

SECURITY MANAGER DUTIES

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1.0 PURPOSE

This procedure describes the emergency responsibilities of the Security Manager in coordinating the actions of the Security Force and, when necessary, local law enforcement agencies during emergency events.

2.0 REFERENCES

- 2.1 FSAR Chapter 13.3, Emergency Plan, Sections 2 and 6
- 2.2 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.3 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.4 PPM 13.10.8, Security Lieutenant Duties
- 2.5 PPM 13.13.4, After Action Reporting

3.0 PROCEDURE

3.1 Security Manager Responsibilities

- 3.1.1 Proceed to the Emergency Operations Facility (EOF) when notified of an Alert, Site Area Emergency or General Emergency, or if so directed.
- 3.1.2 Sign in on the Sign-In Board, obtain procedure book from wall rack and supply drawer from EOF supply cabinet.
- 3.1.3 Notify the Site Support Manager or EOF Manager of your availability.
- 3.1.4 Establish and maintain periodic communication with the Security Supervisor and Security Communications Center (SCC).
 - If the South Powerplant Loop road is selected as an evacuation route, verify the roadblock officer has been dispatched to open Gate 1-8, the South Power Plant Loop vehicle gate.
- 3.1.5 Contact the SCC and the Security Lieutenant to inform them that you are present at the EOF. Advise the Security Lieutenant that you are assuming the Security Manager responsibilities, and assuming Site 1 evacuation notification responsibilities.
- 3.1.6 Record significant actions, events and their resolutions on the Emergency Response Log for attachment to your After Action Report. See PPM 13.13.4 for after action reporting.

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- 3.1.7 Direct Energy Northwest Security assigned to roadblocks to control access as follows:
- Admit personnel with identification establishing employment with Energy Northwest, DOE (or one of their subcontractors), state (Washington or Oregon), county, FBI, NRC, FEMA, Coast Guard, BPA or local law enforcement agencies without further clearance.
- 3.1.8 Obtain clearance for emergency vehicles and personnel to enter the Protected Area from the TSC Manager.
- 3.1.9 Make decisions on authorizing unbadged personnel access through Energy Northwest roadblocks or access to the EOF.
- 3.1.10 Evaluate Security manning needs and authorize the call out of additional personnel, as required. Coordinate with HP Center staff and responding Security Officer for accountability of evacuees reporting to the EOF.
- 3.1.11 Confer with the EOF Manager to determine if the emergency requires a Safety representative. If so, coordinate call-out with the Site Support Manager.
- 3.1.12 When an offsite accident results in injury or death to an Energy Northwest employee, obtain the name(s) and coordinate next-of-kin notification with the Human Resources Manager of Compensation and Benefits.
- 3.1.13 Coordinate response actions with local law enforcement agencies as necessary. Provide information that may affect offsite traffic control point operations to the Local Law Enforcement Agency representative in the Benton or Franklin County EOC.
- 3.1.14 If the Offsite Assembly Area is expected to be used, contact the REM at an Alert to determine if a Security Offer should be dispatched to the Offsite Assembly Area.
- 3.1.15 At a Site Area Emergency, implement actions for evacuation of the Exclusion Area and Site 1 personnel. Refer to PPM 13.5.3 for Exclusion Area and Site One evacuation information.
- 3.1.16 If evacuation or relocation of onsite or offsite Security personnel is necessary due to an actual or potential radioactive release, coordinate with the REM regarding where to relocate and hazardous conditions to avoid.

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- 3.1.17 Brief the EOF Manager on all Security operations and be prepared to offer update briefings to EOF staff in accordance with the guidelines of Attachment 4.1.
- 3.1.18 If a report is received of missing person(s) outside the Protected Area but within the Exclusion Area, coordinate search and rescue operations using the following as general guidelines:
- Attempt to locate the missing individual by using portable communications or public address systems available in the TSC.
 - Determine the missing individual(s) last known location and/or job assignment through the individual's supervisor/manager.
 - Using whatever resources are available (call-out as necessary), assign appropriate personnel to a search and rescue team.
 - If a radiological hazard is suspected, consult with the REM to determine radiological equipment needed, acceptable dose limits, and safe routes to and from search area(s).
- 3.1.19 Brief the search and rescue team members on:
- Who is designated team leader
 - Identity of missing individual(s)
 - Last known location(s)
 - Area(s) to be searched
 - Expected conditions and hazards to be anticipated in the search area(s), and equipment needed
 - Safe routes in, out, and within search area(s)
 - Acceptable limits of exposure to hazards in search area(s)
- 3.1.20 Direct the team leader to establish and maintain radio communication with the EOF throughout search and rescue, and that you be informed of progress and any problems encountered.
- 3.1.21 Keep the EOF Manager informed of search and rescue progress and problems encountered.

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- 3.1.22 When the search operation is terminated, ensure team members return equipment and receive radiological monitoring and decontamination, as necessary.
- 3.1.23 Direct team members to prepare an After Action Report per PPM 13.13.4.
- 3.1.24 Upon shift change, fully brief your relief on responsibilities, duties and current status of security actions being taken.
- 3.1.25 Upon shift change or termination of the emergency:
- Prepare an individual After Action Report. Refer to PPM 13.13.4. Forward the completed After Action Report to the EOF admin staff.

4.0 ATTACHMENTS

4.1 Security Manager Briefing Guidelines

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SECURITY 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.

Security Manager update items:

- a. Security activities in support of emergency operations.
- b. Review Security requirements for EOF access, access roadblocks, plant badge issuance, etc.
- c. Status of Protected Area and Exclusion Area evacuation and accountability issues.
- d. Status of offsite agency response and civil authority roadblocks or river evacuation activities, if applicable.
- e. Summarize any significant discussions/direction from local law enforcement authorities.
- f. Problem areas needing resolution.
- g. NRC counterpart status report (if present).

Notes: _____

Attachment 4.1

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13.11.12



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EOF ENGINEERING MANAGER AND STAFF DUTIES

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1.0 PURPOSE

This procedure provides instructions and guidance for activities of the EOF Engineering Manager and staff during an emergency.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 3, and 6
- 2.2 OER SIL324R6, BWR Emergency Support Program
- 2.3 Work Release Order C-0875
- 2.4 Plant Data Information System (PDIS) Users Manual
- 2.5 PPM 9.3.22, Core Damage Assessment Based on PASS Sample
- 2.6 PPM 13.2.2, Determining Protective Action Recommendations
- 2.7 PPM 13.13.2, Emergency Event Termination and Recovery Operations
- 2.8 PPM 13.13.4, After Action Reporting
- 2.9 Tech Memo 2117, Core Thermal or Reactor Engineer
- 2.10 Emergency Response Log, 23895

3.0 RESPONSIBILITIES

- 3.1 The EOF Engineering Manager is responsible for overall direction and supervision of the EOF engineering staff in parameter trending, system operations assessment and trouble shooting. The manager is also responsible for coordinating engineering support from contractors or vendors with the TSC.
- 3.2 The EOF Engineering Manager should determine the makeup of the engineering staff to support accident assessment and evaluation activities appropriate for the emergency conditions. These activities may include:
 - Evaluation of plant conditions to gain understanding of the emergency event
 - Investigation of events not understood or that deviate from the expected

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- Assessment of events or transients which may adversely affect accident mitigation efforts
 - Assisting the TSC in the analysis of potential system or component failures
 - Development of contingency plans for the TSC to recover failed safety equipment or maintain operating equipment
 - General trending of critical plant parameters, assessment of inoperable systems or components and problem solving
 - Assignment of engineering resources to respond to the State Emergency Operations Center (EOC)
 - Calculating core damage when in Recovery
- 3.3 The manager (or designee) will ensure the necessary technical information is provided for the INPO Nuclear Network releases and that the technical accuracy of those releases is verified. The Engineering Manager or designee will approve INPO Nuclear Network releases being made by Energy Northwest.
- 3.4 The EOF Engineering Manager is the primary interface for coordination of the GE BWR Emergency Support Program. The GE Emergency Response Team will report to the EOF, and may be used in the plant as required. When in the plant, the TSC Technical Manager acts as the primary interface for coordination of the Response Team members.

4.0 PROCEDURE

- 4.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, proceed to the EOF and sign in on the Sign-In board.
- 4.2 Obtain your procedure book from the wall rack and your supply drawer from the EOF supply cabinet. There is also a binder containing a Level 1 copy of PPM 9.3.22 located in, or in the vicinity of, the procedure book wall rack.
- 4.3 Based on the situation and the prognosis, call out additional engineering staff as required. The Emergency Phone Directory contains the home phone numbers of all ERO personnel under the ERO Phone List section.
- 4.4 If the EOF staff is required to evacuate to the Alternate EOF at the ENOC, determine if selected engineering personnel should be directed to report to the TSC to provide support.

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- 4.5 As requested, support the TSC in analyzing plant information.
- 4.6 Direct your staff to maintain a chronology of significant items on a log similar to Emergency Response Log, Form No. 23895.
- 4.7 Provide the EOF Manager and the Radiological Emergency Manager (REM):
- Information on plant conditions that might affect Protective Action Recommendations.
 - Plant status and analysis of events throughout the emergency.
- 4.8 During a Site Area or General Emergency, coordinate with the TSC to determine if technical support from contractors or vendors should be requested, and make appropriate recommendations to the EOF Manager.
- 4.9 Review information or documents received by information network, facsimile, or other means and announce any pertinent information to your staff.
- 4.10 Coordinate core damage assessment activities with the TSC Technical Manager as necessary. Notify the EOF Manager and REM of core damage assessment results and any indications that could lead to fuel damage.
- 4.11 Coordinate activities of contractors, consultants, and vendors summoned for technical support.

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4.12 If emergency support from GE Nuclear Energy is desired at Site Area Emergency, provide the Security Operations Center Duty Officer at GE your name, telephone number, an alternate number for use in the event of a facility evacuation, the name of the utility, and the name of the affected plant. Refer to the Emergency Phone Directory for the number. The following responsibilities may be delegated by the EOF Engineering Manager to the Site Support Manager, or other organizations as appropriate.

4.12.1 When the GE Emergency Support Program Duty Manager returns your call, be prepared to indicate the nature of the request and define the scope of assistance desired from GE, such as:

- **Dedicated phone communications with the GE Technical Support Center in San Jose;**
- **Dispatch of local GE service personnel to the site at General Emergency, to establish dedicated telephone communications with San Jose;**
- **Dispatch of GE team of technical personnel to the site at General Emergency. A 24 hour response time is anticipated.**

4.12.2 Provide instructions to the GE Emergency Support Program Duty Manager that describe the site admission procedures, and identify the conduct expected of local GE nuclear service personnel and the Emergency Response Team while at the site.

4.12.3 Provide the GE Technical Support Center in San Jose the name and telephone number of the Site Support Manager responsible for coordination of Response Team arrival. Provide the following information:

- **Identify the landing location for aircraft on which the Emergency Response Team will arrive;**
- **Indicate whether local transportation and escort for the Emergency Response Team to minimize delays in arriving at the EOF is available.**

4.13 Direct the Site Support Manager to coordinate the transportation and housing of offsite technical resource personnel as necessary.

4.14 Coordinate with the Site Support Manager to arrange for an Energy Northwest representative and a relief to respond to the State EOC at Site Area Emergency or higher.

4.15 When required, direct your staff in preparation of plant recovery operation plans and

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procedures. Refer to PPM 13.13.2, Recovery Planning section.

- 4.16 When requested by the INPO Network Coordinator, review the Nuclear Network emergency bulletins for technical accuracy and approve for release.
- 4.17 Refer all calls from the media to the Joint Information Center.
- 4.18 Upon shift change, turn over Emergency Response Logs and fully brief relief as to responsibilities, duties and current status of work being performed.
- 4.19 Upon shift change or termination of the emergency:
 - 4.19.1 Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - 4.19.2 Collect the individual After Action Reports prepared by staff personnel.
 - 4.19.3 Deliver all After Action Reports and Logs to the EOF Manager.

5.0 ATTACHMENTS

- 5.1 Core Damage Assessment
- 5.2 State/County Technical Liaison
- 5.3 Energy Northwest Representatives to State and County EOCs
- 5.4 EOF Engineering Staff
- 5.5 INPO Network Coordinator
- 5.6 EOF Engineering Manager Briefing Guidelines

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CORE DAMAGE ASSESSMENT

PLANT PARAMETERS

1. ____ % Core Damage Actual? ____ Potential? ____

2. Basis for core damage assessment:

a) Hydrogen: %H₂ ____

b) Radiation monitor: Reading: ____

3) Check with the TSC Technical Manager for concurrence.

Technical Manager Agreed ____ Disagreed ____

4. Comments: _____

Engineering Manager

Date _____

Time _____

Attachment 5.1

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Duties of: STATE/COUNTY TECHNICAL LIAISON

Assignment Location: Emergency Operations Facility (EOF)

Report To: EOF Engineering Manager

RESPONSIBILITIES:

1. Review Plant Status updates and other technical data on plant emergency conditions.
2. Establish contact with the Energy Northwest Representatives at the State EOC and the Benton and Franklin County EOCs and keep them advised on current plant conditions or other relevant technical information and questions. Provide the following information:
 - Radiological release status
 - Plant status
 - Meteorological data
 - Protective Action Recommendations made by Energy Northwest
 - Emergency classification and the Emergency Action Level

NOTE: The phone numbers for the Energy Northwest Representatives at the State EOC and Benton and Franklin County EOCs are listed in the Offsite Agency Phone Numbers section of the Emergency Phone Directory located in the EOF bookcase. The County Representatives are listed under the County extension numbers. For the State Representative, call the number listed for the EOC and ask for the Energy Northwest Representative (obtain a specific number from that individual when you have established communication). Ensure both of these individuals have the phone number at which you can be reached. The Benton and Franklin County representatives may also be contacted on the 300 Dial-up line. Refer to the aid attached to the phone or the Emergency Phone Directory for the number.

3. If the Nuclear Engineer, Department of Health, State EOC contacts you prior to arrival of the Energy Northwest State EOC Representative, verify the individual's identity, (by calling back to the EOC or checking information against an assignment list), then provide desired technical information that is available.
4. Refer all calls from the media to the Joint Information Center.
5. Upon shift change, brief your relief on responsibilities, duties, and current status of work being performed.
6. Upon 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 all logs to the Engineering Manager.

Attachment 5.2

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**ENERGY NORTHWEST REPRESENTATIVES AT STATE/COUNTY
EMERGENCY OPERATIONS CENTERS**

Duties of: Energy Northwest Representatives at State/County Emergency Operations Centers

Assigned Location: State/County Emergency Operations Center (EOC)

Report To: State/County Technical Liaison

Activation Level: Alert, or Higher Classification

Responsibilities

1. Benton and Franklin County Representatives: Upon notification, proceed to the Benton or Franklin County EOC and sign in on any roster boards that identifies your position.
2. State Representative: Upon notification, respond to the EOF. When dispatched at Site Area Emergency, proceed to the State EOC and sign in on any roster boards that identifies your position.
3. Obtain the Energy Northwest reference material stored at the EOC and set up the designated work area.
4. Determine what phone is designated for your use, and establish communications with the staff at the EOF. Contact is normally the State/County Technical Liaison, on the 300 dialup phone to obtain plant emergency status information.
5. Utilize established EOC logs and message forms for a record of actions taken, but maintain copies for submission with your Energy Northwest After Action Report. Refer to PPM 13.13.4.
6. Verify pertinent emergency data posted on EOC data displays and maintain any essential data displays you are assigned responsibility for.

NOTE: As an Energy Northwest representative at a State/County EOC, you should observe the requirements of EOC procedures. Be cooperative to information requests, but if the authority of persons requesting information is not known, you may request the Site Support Manager to authorize release of Energy Northwest information.

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**ENERGY NORTHWEST REPRESENTATIVE AT STATE/COUNTY
EMERGENCY OPERATIONS CENTERS (Contd.)**

7. Utilize information obtained from the EOF staff to update key EOC staff members, or provide explanations where appropriate of Energy Northwest actions and recommendations, or provide EOC (but not media) briefings, as requested, in as nontechnical and acronym-free terminology as possible on topics such as:
 - a. Meteorological and radiological conditions
 - b. Plant conditions prognosis
 - c. Energy Northwest emergency responses
 - d. Emergency classification and protective action recommendations
 - e. Other topics as requested by the EOC Director
8. Assist the EOC staff members with interpretation or confirmation of emergency information received from other sources, be alert for EOC use of unverified data, and resolve any EOC data conflicts where possible.
9. Monitor the EOC Protective Action Decision implementation, and inform the State and County Technical Liaison immediately if it appears that actions being taken may vary from those recommended by Energy Northwest.
10. Inform the EOF staff, (State and County Technical Liaison) of emergency actions being directed by the EOC staff, and the current status of supporting organization assistance.
11. Refer any requests for media information, briefings or interviews to the Joint Information Center.
12. Brief your relief on items of note that happened during your shift and on status of ongoing work.
13. 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, logs, or other pertinent documentation to the Engineering Manager.

Attachment 5.3
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Duties of: EOF ENGINEERING STAFF

Assignment Location: Emergency Operations Facility (EOF)

Report To: EOF Engineering Manager

RESPONSIBILITIES:

Computer Systems PDIS Analyst

NOTE: The responsibility for ERDS activation resides with the Plant/NRC Liaison in the TSC. The on-call Emergency Planner or the PDIS Analyst in the EOF should activate ERDS if not already accomplished. Refer to PPM 13.10.6, Attachment 4.1.

- 1) If necessary, boot up the PC at the work station. Log onto the LAN using your USERID and password:
- 2) Start PDIS by double-clicking on the appropriate PDIS icon on the Windows desktop.
- 3) Access RSTAT by pulling down the EOP menu from the PDIS menu bar. Select Rad Status to obtain key radiation monitor data, meteorological, and effluent data.
 - Other PDIS pulldown menus may be selected to view other plant parameters or trends as desired.
- 4) Assess the plant status through use of the PDIS and keep the Engineering Manager and staff advised on plant systems parameters.
- 5) Perform any PDIS required trouble shooting. Call repair personnel to perform trouble shooting and repair, as appropriate.
- 6) Refer all calls from the media to the Joint Information Center.
- 7) Upon shift change, brief your relief on responsibilities, duties, and current status of work being performed.

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Duties of: **EOF ENGINEERING STAFF (Contd.)**

- 8) Upon 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 all logs to the Engineering Manager.

Radiation Detection Systems Engineer

- 1) If necessary, boot up the PC at the work station using your LAN user ID and password.
- 2) Initiate PDIS by double clicking on the appropriate icon. Use the PDIS Simulator icon for drills and exercises, and use the PDIS Plant icon for actual emergencies.
- 3) Monitor radiation status displays for radiation detection system status trends and radiation trends in the plant.
- 4) Interface with dose assessment and core damage staff. Provide information on radiation values in the plant to dose assessment personnel on MUDAC.
- 5) Provide updates to the REM and EOF Engineering Manager on equipment status or failures that have the potential to affect initiation or termination of radioactive releases to the environment.
- 6) Inform the REM and EOF Engineering Manager of major developments in the plant such as changes to fuel clad barriers.
- 7) Attend and participate in periodic briefings with EOF staff.

Technical Staff

- 1) Monitor plant status information on EOF Status Boards and PDIS displays.
- 2) Analyze plant conditions and project trends in area of expertise, or provide advice and technical support assistance to EOF and TSC staff members as appropriate.
- 3) Assess plant conditions to determine if protective actions are necessary.
- 4) When in the Recovery Phase, conduct core damage assessment as necessary using Tech Memo 2117, and complete Attachment 5.1, Core Damage Assessment. Forward to the Engineering Manager.

Attachment 5.4

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- 5) Brief any responding technical support personnel from contractor, architect/engineers, consultants, vendors, and other technical support on the status of the reactor and other plant systems.
- 6) When directed, provide input to the EOF staff on preparation of plant reentry/recovery procedures.
- 7) Provide other assistance as directed.
- 8) Refer all calls from the media to the Joint Information Center.
- 9) Upon shift change, brief your relief on responsibilities, duties and current status of work being performed.
- 10) Upon 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 all logs to the Engineering Manager.

Attachment 5.4
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Duties of: INPO NETWORK COORDINATOR

Assignment Location: Emergency Operations Facility (EOF)

Report To: EOF Engineering Manager

RESPONSIBILITIES:

1. On arrival at the EOF, sign in on staffing board and report your availability to the Engineering Manager.
2. Set up equipment for preparation and transmittal of information to INPO.

Instructions for operation of the INPO Network are located near the INPO Network work station.
3. Utilize communication equipment located in the EOF to access the network. If equipment is inoperable or cannot be accessed, inform the Engineering Manager.
4. If the network or the computer is not working, contact INPO using alternate communication methods, such as fax or fill in the information contained in this Attachment for verbal transfer to INPO.
5. Prepare Nuclear Network emergency bulletins in accordance with the format on Page 2 of this attachment.
6. Request that the Engineering Manager or designee review the bulletins for technical accuracy prior to approval and transmittal.
7. Request that the Engineering Manager or designee approve the bulletins for release.
8. Request that the Public Information Officer (PIO) review the bulletin prior to transmittal. This review is to ensure that the information provided to INPO is consistent with that provided to the media and to coordinate the timing of the releases.
9. Transmit the bulletin to INPO and retain hard copy for records.

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FORMAT FOR NUCLEAR NETWORK INFORMATION BULLETIN

NT Topic (specified by INPO)

(IF THIS IS A DRILL - SO NOTE AT THE BEGINNING AND END OF TRANSMISSION)

GENERAL INFORMATION

Utility Energy Northwest

Plant Columbia Generating Station

Location Richland, Washington

Date _____

Classification _____

Time _____

Release No. _____

SUBJECT:

MESSAGE:

INFORMATION CONTACT:

PHONE:

Approved By: _____ Date: _____ Time: _____

Attachment 5.5
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EOF ENGINEERING MANAGER BRIEFING GUIDELINES

NOTE: Items listed below are suggested topics for routine update briefings. Items actually selected should be based on existing or projected plant conditions.

Engineering Manager Update Items:

1. Reactor conditions, core cooling systems operations status.
2. Containment status, current trends, event prognosis.
3. Review of accident mitigation objectives, priorities and strategies.
4. Status of engineering evaluations in progress.
5. Engineering support being provided to EOF or TSC by offsite agencies.
6. Problem areas needing resolution.
7. NRC counterpart status report (if present).
8. Core Damage Assessment information as available (Recovery item)

Comments:

Attachment 5.6

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13.14.1



**ENERGY
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USE CURRENT REVISION

**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

NUMBER *13.14.1	APPROVED BY SLS - Revision 18	DATE 08/06/03
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION EMERGENCY OPERATIONS FACILITY		
TITLE NEARBY NUCLEAR FACILITY EMERGENCIES/REQUESTS FOR ASSISTANCE		

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1.0 PURPOSE

This procedure describes how requests for assistance and notifications of emergencies or classified events from other facilities will be received, and identifies which members of the Energy Northwest Emergency Response Organization will be notified.

It also outlines notifications and actions to be taken when accidents occur involving radiologically hazardous material shipped by Energy Northwest.

2.0 REFERENCES

- 2.1 OER 81081W, Emergency Response Information Requirements for Radioactive Material Shipments {2.1}
- 2.2 FSAR, Chapter 13.3, Emergency Plan, Appendix 4
- 2.3 PPM 1.10.1, Notifications and Reportable Events
- 2.4 PPM 13.1.1, Classifying the Emergency
- 2.5 PPM 13.13.4, After Action Reporting
- 2.6 NRC Information Notice 93-07, Classification Of Transportation Emergencies
- 2.7 PERA 203-0396-01
- 2.8 Emergency Response Log, Form No. 968-23895

3.0 DISCUSSION

The guidelines in this procedure are intended to prescribe actions to be taken when organizations not covered by the Columbia Generating Station Emergency Plan notify Energy Northwest of emergencies, request assistance, or notify Energy Northwest of accidents that involve hazardous material being shipped by Energy Northwest.

In the case of a transportation accident that does not require classification per PPM 13.1.1, Classifying The Emergency, i.e., the accident does not have the potential to threaten the Plant site, it should be referred to as a "transportation emergency" when communicating the event to State or local authorities and the Nuclear Regulatory Commission.

Requirements for licensee action for offsite shipments of radiological material are contained in 10CFR71 and 49CFR. The carrier is instructed, via the shipping manifest, the exclusive use permit, bill of lading, and the radioactive shipment record (all contained in the shipping

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package), to call the Radiation Protection Manager or the 24 hour telephone number of the Security Communication Center (SCC) in the event of an accident.

In the case of requests for assistance or notification of an emergency at another facility, it should be referred to as a Request for Assistance when communicating the event to State or local authorities, and the NRC. When notified, Energy Northwest (licensee), as available, provide assistance, as required, to control or mitigate the consequences of the accident, up to and including direct on-scene assistance and resource allocation. On scene assistance is provided by an Energy Northwest Emergency Response Team, assembled by the Radiation Protection Manager (RPM). This Team is different from a Field Team assembled under the requirements of the Columbia Generating Station Emergency Plan, in that the Emergency Response Team members do not need to be ERO qualified.

4.0 PROCEDURE

4.1 SCC Officer Actions

- 4.1.1 Upon receiving notification of an emergency event or a request for assistance from an off-site organization, complete Attachment 5.1.
- 4.1.2 Make notifications as outlined on Attachment 5.1.
- 4.1.3 Refer any calls from the media to the On-call Public Affairs Duty Officer.

4.2 Shift Manager Actions

- 4.2.1 When notified of a nearby facility emergency, determine if an Energy Northwest emergency classification is warranted per PPM 13.1.1.
- 4.2.2 If the event involves a shipment of Energy Northwest nuclear fuel or radioactive material, and does NOT pose a threat to the Plant site or is otherwise NOT classifiable per PPM 13.1.1, it shall be classified as a "Transportation Emergency" and reported as such.
- 4.2.3 Coordinate response with the on call Emergency Planner.
- 4.2.4 Refer any calls from the media to the on-call Public Affairs Duty Officer.
- 4.2.5 Provide requested information to NRC and FEMA.

4.3 On-call Emergency Planner Actions

- 4.3.1 When notified of a request for assistance, obtain further information as

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necessary by direct contact with the requester.

- 4.3.2 When notified of a DOE event, review the information provided on the Hanford emergency notification form. Pay particular attention to the following areas:
- a. Emergency classification
 - b. Type and location of incident
 - c. Type of release, if any (alpha, beta, gamma, airborne, waterborne, etc.)
 - d. Wind speed and direction
- 4.3.3 Ensure the Shift Manager is made aware of all event notification information so that determination of classification or reportability actions per PPM 1.10.1 or PPM 13.1.1 can be made.
- 4.3.4 Contact the on-call Radiation Protection Manager and other Energy Northwest management as needed. Assistance may include logistical support for a response team.
- 4.3.5 Brief the on-call EOF Manager and Public Affairs personnel as appropriate.
- 4.3.6 Assist the Shift Manager with obtaining requested information for NRC and FEMA.
- 4.3.7 Maintain a log of actions taken on an Emergency Response Log form.
- 4.3.8 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 Assist the on call Emergency Planner in reviewing the information contained in the Hanford emergency notification form. Pay particular attention to the affect this event may have on Energy Northwest facilities and personnel.

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- 4.4.3 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.

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.

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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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Nearby Nuclear Facility Emergencies and
Request for Assistance Checklist

DATE _____

TIME _____

Action Notice Upon receipt of a NAWAS message, a request for assistance, or a notification from an offsite agency declaring an emergency (i.e., DOE), obtain the following information:

NOTE: Be prepared to copy information onto a CNF sheet if necessary.

- Name of Caller _____
- Telephone Number _____
- Organization of Caller _____
- Classification/Description of Emergency _____

- Radiological Release Yes _____ No _____ Possible _____
- Recommended Protective Actions _____

- Is assistance requested? Yes _____ No _____
- Type _____

_____ Inform the Shift Manager x2278 of this request, and that this notification is made per EPIP 13.14.1.

_____ If a medical facility requests Health Physics support, contact the on-call Radiation Protection Manager.

_____ If notified of an emergency regarding a shipment of radioactive materials, contact the on-call Radiation Protection Manager and advise him/her to call the person requesting the assistance. {2.1}

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Nearby Nuclear Facility Emergencies and
Request for Assistance Checklist (cont'd)

_____ Inform the on call EOF Manager of this request, and that this notification is made per EPIP 13.14.1.

_____ Inform the on call Emergency Planner of this request, and that this notification is made per EPIP 13.14.1.

_____ Notify the Security Force Lieutenant

Termination Actions

_____ Provide termination notification to all personnel previously notified.

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13.14.8



**ENERGY
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USE CURRENT REVISION

**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

PROCEDURE NUMBER	APPROVED BY	DATE
*13.14.8	SLS - Revision 16	08/06/03
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
SUPPORTING INFORMATION PROCEDURES		
TITLE		
DRILL AND EXERCISE PROGRAM		

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1.0 PURPOSE

This procedure outlines the Energy Northwest emergency drill and exercise program. A description of the different types of drills and, where applicable, the minimum required frequencies for each are indicated. The process to administer drills and exercises and to correct problem area findings are included.

2.0 REFERENCES

- 2.1 Letter No. GO2-93-125, Supply System [Energy Northwest] to NRC,
dated May 27, 1993 {2.1}
- 2.2 FSAR Chapter 13.3, Emergency Plan, Section 8.0
- 2.3 10CFR50 Appendix E, Section IV.F {R5902}
- 2.4 10CFR70.24, Criticality Accident Requirements
- 2.5 NUREG-0654/FEMA-REP-1, Rev. 1, Section II N {R3956}
- 2.6 INPO 88-019, Emergency Preparedness Drill and Exercise Manual, and Casualty
Control Drill Supplement
- 2.7 EPI-21, Drill and Exercise Performance
- 2.8 SWP-CAP-01, Problem Evaluation Requests (PERs)
- 2.9 PPM 1.3.32, Plant Tracking Log
- 2.10 SWP-CAP-02, Root Cause Analysis
- 2.11 PPM 13.14.4, Emergency Equipment

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3.0 PROCEDURE

An important part of emergency preparedness is the ability to train personnel in an environment similar to what they might see during an actual emergency. This type of training is conducted in a "drill" format. Participants in a drill can be assisted and coached to reinforce appropriate measures that would need to have been taken had it been a real emergency.

The ability to evaluate the capabilities of these personnel is a requirement of both the Nuclear Regulatory Commission and the Federal Emergency Management Agency. An evaluation is conducted in an "exercise" format, which is similar to a drill, but where participants can NOT be assisted or coached. Participants in an exercise must demonstrate that they can take the appropriate emergency response actions on their own.

3.1 Supervisor, Emergency Preparedness

- 3.1.1 Prepare an annual drill and exercise program proposal which outlines the tentative schedule, desired organization/agency participation, and scope for each intended drill and exercise.
- 3.1.2 Schedule and coordinate the annual drill/exercise program with the following:
 - a. Energy Northwest
 - Manager, Resource Protection
 - Plant General Manager
 - b. Offsite Agencies
 - (1) Inform offsite agencies at least 180 days in advance of dates for scheduled drills or exercises.
 - Directors of any potentially participating agencies, normally the Division of Emergency Management for Washington;
 - Benton County and Franklin County Emergency Management for bi-county response agencies;
 - Department of Energy - Richland Operations for Hanford response organizations, and individually for any other involved federal agencies; and

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- For ingestion zone participation, the Department of Energy for the State of Oregon and the ingestion zone counties response agencies.

- 3.1.3 Implement the appropriate drill or exercise which meets the required frequency for conduct of drills and exercises defined in Attachment 4.1.
- 3.1.4 Appoint a "drill/exercise coordinator" for each drill or exercise.
- 3.1.5 A scenario development committee may be established to assist with direction and technical review of drill and exercise scenario development. The committee should include representatives from:
- Operations and/or Training
 - Maintenance Training
 - Engineering and/or Technical
 - Health Physics and/or Chemistry
 - Security
 - Emergency Preparedness
 - Outside Agencies {2.1}

If participating as a player, package review must be delegated to a non-player.

- 3.1.6 Review all completed exercise packages to ensure the requirements of 10CFR50 Appendix E, Section IV F and NUREG-0654/FEMA-REP-1, Rev. 1, Section II N have been met. {R5902} {R3956}
- 3.1.7 Obtain approval from the participating authorities listed in Step 3.1.2 above for each exercise package on a scenario signoff sheet.
- 3.1.8 Provide exercise packages to those federal agencies that will be conducting performance evaluations within required time frames.
- 3.1.9 Ensure drills and exercises are conducted in a safe and effective manner.

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- 3.1.10 Review all drill/exercise evaluation reports to ensure appropriate actions are taken to resolve findings and to pursue any delinquent responses to assure timely closure.
- 3.1.11 If significant findings are included in a report, evaluate the findings per the requirements of SWP-CAP-01.
- If the findings are a result of ineffective previous corrective action, evaluate the finding per the requirements of SWP-CAP-01. {2.2}
- 3.1.12 When analysis indicates conditions adverse to the Plant's ability to meet:
- An Emergency Plan commitment, or
 - An Emergency Plan Implementing Procedure action step, or
 - A NRC regulatory criterion

Evaluate these conditions per the requirements of SWP-CAP-01.

3.2 Licensing Manager Duties

- 3.2.1 Review Emergency Preparedness NRC Inspection Report findings that require resolution, i.e., open items, follow-up items, unresolved items, notices of violation, etc.

3.3 Drill/Exercise Coordinator Duties

- 3.3.1 Take all actions necessary to make preparations for conduct of the drill or exercise utilizing the guidance contained in EPI-21, Drill and Exercise Performance.
- 3.3.2 Prepare the drill/exercise package per EPI-21.
- 3.3.3 Incorporate the input and efforts of the scenario development committee and ensure the correctness of technical data, and that plant and environmental monitoring conditions are as realistically portrayed as is practicable.
- 3.3.4 Conduct the drill/exercise per EPI-21.
- 3.3.5 With assistance from the drill controllers, prepare the drill/exercise report that summarizes performance.

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- 3.3.6 Ensure unresolved deficiencies are entered into the Plant Tracking Log (PTL) for corrective action tracking. Refer to PPM 1.3.32.
- 3.3.7 Ensure resolution of corrective actions by appropriate individuals or departments.
- 3.3.8 Ensure personnel respond to assigned corrective action items tracked in the PTL by the specified due date.

4.0 ATTACHMENTS

4.1 Drill/Exercise Frequency

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DRILL/EXERCISE FREQUENCY

<u>Activity</u>	<u>Description</u>	<u>Frequency</u>
Communications System Tests	As described in PPM 13.14.4.	As specified in PPM 13.14.4.
Communications Drills	As described in Table 8-1, b. of the Emergency Plan	As specified in Table 8-1, b. of the Emergency Plan
Fire Brigade Drill	The Fire Brigade will be activated to respond to a simulated fire or may respond to a training area to actually fight a fire under the supervision of the Fire Brigade Leader. It may be incorporated into an annual exercise or another drill.	Controlled under the Fire Protection Plan.
Medical Emergency Drill	This drill involves a simulated injury with contamination and will include provisions for participation by ambulance personnel and off-site medical treatment facilities. If not incorporated into the annual exercise it will be evaluated separately by FEMA.	Annually, supporting each local area hospital biannually, including FEMA evaluation.
Radiological Monitoring Operations Drill	This drill involves the Environmental Field Teams. Annually Field activities involve conducting surveys and collecting and analyzing various samples, such as soil, water, air, and vegetation. Provisions for communications and record keeping will also be tested. This drill may be incorporated into another drill or exercise.	
Health Physics Lab Drill	This drill involves the response to and analysis of simulated elevated airborne and liquid samples, and direct radiation measurements in the environment. It also may be incorporated into another drill/exercise.	Semi-annual
Health Physics In plant Liquid Sample Drill	This drill involves the analysis of in plant liquid samples with actual elevated radiation levels.	Annually

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DRILL/EXERCISE FREQUENCY

<u>Activity</u>	<u>Description</u>	<u>Frequency</u>
Casualty Control Drill	Performance of these drills is optional. They may incorporate several other drills into a combined functional drill approaching the scope of the annual exercise.	Optional
Dress Rehearsal	Performance of these drills is optional. It usually is of the same scope as the annual exercise as a means to provide a preliminary test of the emergency response organizations.	Optional (usually held the month prior to the exercise)
Exercise	<p>This is a test of Energy Northwest's overall capability to respond to an emergency resulting in offsite radiological releases requiring response by offsite authorities. It will involve participation by the Plant staff and offsite agencies. Scenarios will be varied from exercise to exercise to provide for the following:</p> <ul style="list-style-type: none">A. Testing of all major elements of the preparedness organization and the plan, such as ingestion zone plans, within 6 years.B. Starting between 6:00 PM and 4:00 AM each 6 years.C. Conducting some exercises unannounced.D. Conducting exercises under various weather conditions.E. Accommodation of offsite agencies any year they want to participate, but assuring the minimum participation specified in 10CFR50, Appendix E, Section IV F are met.	Biennially

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13.14.9



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**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

PROCEDURE NUMBER

*13.14.9

APPROVED BY

SLS - Revision 23

DATE

08/06/03

VOLUME NAME

EMERGENCY PLAN IMPLEMENTING PROCEDURE

SECTION

SUPPORTING INFORMATION PROCEDURES

TITLE

EMERGENCY PROGRAM MAINTENANCE

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1.0 PURPOSE

This procedure identifies the activities necessary to maintain a current emergency preparedness program in accordance with commitments made in the Columbia Generating Station Emergency Plan. {R-1710}

2.0 REFERENCES

- 2.1 10CFR50.47(b), Emergency Plans {R-1605}
- 2.2 10CFR50.54(q), Condition of Licenses {R-1700}
- 2.3 10CFR50.54(t), Conditions of Licenses, (audits) (R-1710, R-1712}
- 2.4 10CFR50 Appendix E, IV and V {R-5728, R-5730, R-5896, R-5928 R-5930}
- 2.5 10CFR 72.44, License Conditions {R-11222}
- 2.6 NUREG-0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants {R-2878, R-4114}
- 2.7 FSAR, Chapter 13.3, Columbia Generating Station Emergency Plan
- 2.8 OQAPD, Appendix III {R-1368}
- 2.9 SWP-LIC-02, Licensing Basis Impact Determinations
- 2.10 SWP-LIC-03, Licensing Document Change Process
- 2.11 PPM 13.14.4, Emergency Equipment
- 2.12 PERA 201-1793-02
- 2.13 PERA 202-0098-23
- 2.14 PERA 202-0430-03
- 2.15 PERA 202-0558-03
- 2.16 PERA 202-0635-01
- 2.17 PERA 202-0684-02
- 2.18 PERA 202-0728-06

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3.0 DISCUSSION

The Emergency Preparedness (EP) Program for Columbia Generating Station has many facets which require ongoing review and assessment to ensure they are being maintained. Many of these are attended to by groups outside of the Emergency Preparedness Department. For example, field survey instruments are checked and calibrated by Radiological Services, field team vehicles and emergency diesel generators are maintained by Construction and Maintenance Services, pagers and sirens are maintained by the Network Services, etc. If organizations that assist in the process of maintaining the EP Program are not diligent in performing their portion of the effort, the Program could be adversely affected. For this reason, the Emergency Preparedness Department will maintain an oversight role to ensure that all program maintenance requirements are being performed.

4.0 PROCEDURE

4.1 Supervisor, Emergency Preparedness

- 4.1.1 Coordinate, as appropriate, with Energy Northwest managers to implement the requirements of Attachment 5.1, Topics Requiring Periodic Review Or Action.
- 4.1.2 Maintain, prepare, and archive records generated as a result of Emergency Preparedness program implementation in accordance with SWP-REC-01.
{R-2878}
- 4.1.3 Notify the Manager, Resource Protection, of any condition which would preclude or interfere with the ability of Energy Northwest to implement the requirements of the Columbia Generating Station Emergency Plan.

4.2 Applicable Energy Northwest Managers

- 4.2.1 Coordinate, as appropriate, with the Supervisor, Emergency Preparedness to implement the requirements of Attachment 5.1, Topics Requiring Periodic Review Or Action.
- 4.2.2 Notify the Supervisor, Emergency Preparedness of any condition which would preclude or interfere with the ability of Energy Northwest to respond to emergency conditions.

5.0 ATTACHMENTS

5.1 Topics Requiring Periodic Review Or Action

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
1. Columbia Generating Station Emergency Plan Review (P-156728)	Supervisor, Emergency Preparedness {R-1605}	Annually	<p>A. Utilize guidance from SWP-LIC-03, to coordinate review, revision, approval, and issuance of the plan to incorporate changes resulting from new regulations, critiques of drills/exercises, audit findings, and comments from personnel or agencies inside and outside Energy Northwest.</p> <p>B. Ensure that the Washington State Emergency Management, the Benton and Franklin County Departments of Emergency Management, and the Department of Energy-Richland Operations are contacted early in the review/revision process and that their comments are solicited and considered for input into the process. Document this portion of the review.</p> <p>C. Ensure a Licensing Basis Impact review is performed as required by SWP-LIC-03.</p> <p>D. Ensure the supporting documentation is submitted for POC review consistent with the proposed change.</p> <p>E. Ensure a report of Emergency Plan changes is sent to the NRC per 10CFR50.4(b)(5) within 30 days of making the changes and/or per 10CFR72.44(f) within six months after the change is made. {R-1700, R-5930, R11222}</p> <p>F. Ensure Emergency Plan is reviewed, revised, and approved per 10CFR50 Appendix E, V. {R-5928}</p>

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
2. Columbia Generating Station Emergency Plan Implementing Procedures (EPIPs)	Supervisor, Emergency Preparedness	As Necessary	<p>A. Utilize guidance from SWP-PR0-02 to coordinate reviews, revisions, and deviations required by revisions to the Emergency Plan or other requirements.</p> <p>B. Ensure Licensing Basis Impact reviews are completed as required by SWP-LIC-02.</p> <p>C. Ensure documentation is submitted for POC review, as required, and approved changes are placed in locations where they are likely to be used. {R-1368}</p> <p>D. Ensure that revisions affecting offsite response are coordinated with the appropriate agencies.</p>
3. Columbia Generating Station EPIPs Telephone Numbers (WO 01046211)	Supervisor, Emergency Preparedness	Quarterly	<p>A. Review telephone numbers listed in the Emergency Phone Directory and EPIPs, and change as required.</p>
4. National Weather Service (WO 01046212)	Supervisor, Emergency Preparedness	Monthly	<p>A. Check communications with the NWS first order station and NWS forecasting station to ensure routine meteorological observations and forecasts can be accessed. Refer to NUREG-0654, Annex 1 to Appendix 2, (3)(i).</p>
5. Emergency Action Level (EAL) Review (WO 01047076)	Supervisor, Emergency Preparedness	Annually {R-5730}	<p>A. Ensure officials from the State of Washington, Benton and Franklin Counties, and DOE-RL are afforded the opportunity to review EAL classification scheme. {R-5728}</p>

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
6. Letters Of Agreement (WO: 01046835, 01046836,01046834, 01046833, 01046832, 01046831, 01046830, 01046829, 01059364, 01046826, 01059757, 01059760, 01059761)	Supervisor, Emergency Preparedness	Annually	<p>A. Coordinate review and revision (as necessary) of letters of agreement with involved agencies.</p> <p>B. Maintain file of current letters of agreement.</p> <p>C. Review supporting plans and contracts identified in the Emergency Plan Figure 3-1 and Appendix 1. Update as needed.</p>
7. Emergency Response Organization (ERO) Assignment List (WO 01046282)	Supervisor, Emergency Preparedness	Quarterly (or after substantial change)	<p>A. Maintain and coordinate an Emergency Response Organization position assignment list that meets Emergency Plan Section 2 requirements for review, revision, approval, and issuance of current list.</p>
8. ERO Training (P- 158645, P156282, P- 146889; WO 01047291)	Supervisor, Emergency Preparedness	Monthly	<p>A. Review status of Emergency Response Organization personnel in the training database to ensure emergency position qualifications are being met by assigned personnel.</p>
		As Necessary	<p>B. Review and approve new or revised Emergency Training lessons.</p>
		Annually	<p>C. Ensure that a radiological training program is made available to local services personnel such as fire company and hospital personnel. {R-5896}</p>
		Annually	<p>D. Ensure that a radiological training program is made available to state and county agencies, and personnel involved with the emergency preparedness effort, at least annually.</p>

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
		Annually	E. Conduct a review of GET materials and update as necessary.
9. Emergency Equipment and Supplies (Passport and PTL tasks)	Supervisor, Emergency Preparedness ¹	Monthly, Quarterly, Semi-Annually, or Annually (as required)	A. Ensure tasks are performed as required by PPM 13.14.4.
		Annually	B. Review EP maintenance and testing activities in Passport and PTL. Verify that Emergency Plan and EPIP maintenance and testing activities are effectively scheduled and tracked in either system.
10. Emergency Facilities (WO 01046164, 01046158, 01046161, 01046162)	Supervisor, Emergency Preparedness ¹	As Necessary	A. Ensure facilities are maintained and that modifications to any of Energy Northwest's Emergency Centers are documented and approved by the Supervisor, Emergency Preparedness.
11. Emergency Phone Directory/ERO Phone List/Duty Rosters (for pager carriers) (WO 01046211)	Supervisor, Emergency Preparedness	Quarterly	A. Verify listed numbers in the emergency phone directory are current. Ensure Parts A & C phone numbers are correct. Revise as needed and make appropriate distribution. Verify phone numbers in EPIPs are accurate. If changes are made, inform SCC to ensure Parts A & C are updated.
12. EP Program Audit (P-159956)	Supervisor, Emergency Preparedness	Biennially, or more frequently if required	A. Ensure an audit is conducted that meets the OQAPD requirements and includes the Emergency Plan and Implementing Procedures, training, readiness testing, equipment, and interfaces with state and local governments. {R-1712, R-4114}

¹ And other Energy Northwest managers, such as Health Physics, Operations, Chemistry, Security, Administrative Services, Telecommunications, and Maintenance.

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
		As Necessary	<p>B. Ensure the Audit Report is submitted to the applicable Vice President for evaluation of findings and resolutions.</p> <p>C. Ensure that findings requiring Energy Northwest corrective action are tracked to completion.</p> <p>D. Ensure the results of the review and recommendations are forwarded to appropriate Corporate and Plant Managers, and that portions pertinent to interface with the state and counties are made available to those jurisdictions.</p> <p>E. Ensure that the EP program audit includes an evaluation of the emergency evacuation notification of individuals in the Owner Controlled Area (i.e., Site One, et al) and their response.</p>
13. Drill/Exercise Program	Supervisor, Emergency Preparedness	Annually	<p>A. Prepare and conduct a drill/exercise program schedule in accordance with Emergency Plan, Section 8, and 10CFR50, Appendix E, Section IV F requirements.</p> <p>B. Coordinate drill/exercise controllers and evaluators to control and evaluate the ability of emergency responders to perform their Emergency Plan responsibilities.</p> <p>C. Ensure that drill/exercise evaluation and critique findings are formally documented, and management controls are established to ensure that needed corrective actions are implemented.</p>

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
14. Emergency Planning Staff qualifications	Supervisor, Emergency Preparedness	As Necessary	A. Ensure Emergency Planning staff members maintain their professional qualifications by periodic attendance at industry seminars, training courses, and through observation of, or participation in, emergency exercises conducted at other facilities.
15. Population Study and Evacuation Time Estimate (WO 01047162)	Supervisor, Emergency Preparedness	Annually	A. Review Emergency Plan Section 5, and update as necessary.
16. Media Briefing (WO 01046892)	Supervisor, Emergency Preparedness	Annually	A. Ensure annual media briefing is conducted in accordance with Emergency Plan, Section 9.
18. Public Information (WP 01046891)	Supervisor, Emergency Preparedness	Annually or As Needed	A. Ensure preparation and distribution of public information instructions on essential actions to be taken during emergencies in accordance with Emergency Plan Section 9.
19. Energy Northwest Alert & Notification System Tests (WO 01046213, 01046214, 01046918)	Supervisor, Emergency Preparedness	Annually or As Required	<p>A. Schedule and conduct operational tests of the Energy Northwest Emergency Alert and Notification System described in Emergency Plan, Section 6.</p> <p>B. Document and transmit reports of test results as required by FEMA Guidance Memorandum for offsite activities.</p>
20. Severe Accident Guidelines (P-149871)	Reactor/Fuels Engineering Manager	Annually	A. Review and update Technical Support Guidelines as necessary.

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
21. Site One Implementation of Columbia Generating Station Eplan (P182667, P185635, P186912, R186159)	Supervisor, Emergency Preparedness	Annually	A. Conduct an annual assessment of the Site One implementation of the Columbia Generating Station Emergency Plan.
		Annually	B. Ensure participation of Site One personnel during Columbia Generating Station emergency response drills.
	Manager, WNP-1/HGP	Monthly	C. Contact entities resident in the Site One area whose personnel have neither blue nor green badges, and for whom emergency response training is appropriate, to confirm that no new or untrained personnel are employed or present.
	Supervisor, Security Force	As necessary	D. Ensure SPIPs used to govern security actions for Site One protective actions are reviewed by Emergency Preparedness.

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