

# DISTRIBUTION - VOLUME 13

| <u>Control<br/>Copy</u> | <u>Location</u>                                                                                        | <u>Mail Drop</u> |
|-------------------------|--------------------------------------------------------------------------------------------------------|------------------|
| 2                       | *Control Room (501) (IOM to CRS)                                                                       | 901A             |
| 3                       | *Shift Manager (501)                                                                                   | 901A             |
| 5                       | Licensed Training (PSF Rm. 249)                                                                        | 1050             |
| 6                       | *Simulator (PSF Rm. 235)                                                                               | 1050             |
| 12                      | PEC Library                                                                                            | PEC              |
| 25                      | Bruce Bond                                                                                             | 964F             |
| 26                      | Region IV, NRC                                                                                         | ----             |
| 28                      | Region IV, NRC                                                                                         | ----             |
| 30                      | EOF Support Engineering Library                                                                        | 1050             |
| 31                      | *TSC Emergency Response                                                                                | 901A             |
| 35                      | NRC Resident Inspector                                                                                 | ----             |
| 52                      | State of Washington, Military Department/Lomax                                                         | ----             |
| 55                      | Federal Emergency Mgmt. Agency                                                                         | ----             |
| 57                      | Benton County Dept of Emergency Mgmt.                                                                  | ----             |
| 58                      | *CGS Security (SAS-CR) (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             |
| 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             |
| 66                      | *Simulator, Shift Manager (PSF Rm. 235)                                                                | 1050             |
| 68                      | *Remote Shutdown Room (467) (13.1.1, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.10.1, 13.10.9)                 | 901A             |
| 75                      | Dept. of Health Radiation Protection                                                                   | ----             |
| 78                      | *Control Room - (501) STA's Desk                                                                       | 901A             |
| 83                      | *MUDAC                                                                                                 | 1020             |
| 86                      | *Simulator - STA's Desk                                                                                | 1050             |
| 87                      | <u>Document Control Desk, NRC!</u>                                                                     | ----             |
| + +90                   | *Joint Information Center (Keys)                                                                       | 901A             |
| 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             |
| 142                     | Hanford EOC/SMT                                                                                        | ----             |
| 146                     | FEMA RX Liaison                                                                                        | ----             |
| 155                     | *Maintenance Library (Memo to Veena)                                                                   | 901A             |
| 160                     | *OSC Emergency Support                                                                                 | 901A             |
| 161                     | Equipment Operator Training                                                                            | 1050             |
| 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             |
| 244                     | Ron Jorgensen                                                                                          | PE30             |
| 245                     | Paul Ziemer                                                                                            | PE30             |

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

\* Level 1 File

AD45



## INTEROFFICE MEMORANDUM

DATE: November 13, 2003

TO: Distribution

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

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13**  
**PACKAGE NO. 2003-783**

**REFERENCE:**

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

| <u>Procedure</u> | <u>Rev</u> | <u>Title/Comments</u> |
|------------------|------------|-----------------------|
| 13.10.2          | 21         | TSC MANAGER DUTIES    |
| 13.11.1          | 29         | EOF MANAGER DUTIES    |

To verify receipt or cancellation of the subject Procedure(s), please sign, date and **return this receipt** to Procedure Control, MD 901A within TEN (10) WORKING DAYS of the date of this IOM.

Energy Northwest  
Procedure Control (Mail Drop 901A)  
PO Box 968  
Richland, WA 99352

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Manual Holder

*87*  
\_\_\_\_\_  
Controlled Copy Number



\*13.10.2\*



**ENERGY  
NORTHWEST**

People • Vision • Solutions

USE CURRENT REVISION

**COLUMBIA GENERATING STATION  
PLANT PROCEDURES MANUAL**

|                                                       |                                          |                  |
|-------------------------------------------------------|------------------------------------------|------------------|
| NUMBER<br>*13.10.2                                    | APPROVED BY<br>RJG for SLS - Revision 21 | DATE<br>11/13/03 |
| VOLUME NAME<br>EMERGENCY PLAN IMPLEMENTING PROCEDURES |                                          |                  |
| SECTION<br>PLANT EMERGENCY FACILITIES                 |                                          |                  |
| TITLE<br>TSC MANAGER DUTIES                           |                                          |                  |

TABLE OF CONTENTS

|                                                                  | <u>Page</u> |
|------------------------------------------------------------------|-------------|
| 1.0 PURPOSE .....                                                | 2           |
| 2.0 REFERENCES .....                                             | 2           |
| 3.0 DISCUSSION .....                                             | 3           |
| 4.0 PROCEDURE .....                                              | 4           |
| 4.1 TSC Manager Duties At Unusual Event Classification .....     | 4           |
| 4.2 TSC Manager Duties For Alert Or Higher Classifications ..... | 4           |
| 4.3 Transfer Of Emergency Director Duties .....                  | 8           |
| 4.4 Actions As Emergency Director .....                          | 9           |
| 5.0 ATTACHMENTS .....                                            | 12          |
| 5.1 Duties of TSC Manager Secretary .....                        | 13          |
| 5.2 TSC Manager Checklist .....                                  | 16          |

|                   |                |                 |
|-------------------|----------------|-----------------|
| NUMBER<br>13.10.2 | REVISION<br>21 | PAGE<br>1 of 22 |
|-------------------|----------------|-----------------|

## 1.0 PURPOSE

This procedure provides instructions for the duties and responsibilities of the Technical Support Center (TSC) Manager during declared emergencies.

## 2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 2
- 2.2 10CFR50, Appendix E (IV)(A) {R-5695, R-5708}
- 2.3 Safeguards Contingency Plan
- 2.4 PPM 1.3.1, Operating Policies, Programs, and Practices
- 2.5 PPM 1.9.14, Onsite Medical Emergencies
- 2.6 PPM 5.7.1, Severe Accident Guidelines
- 2.7 PPM 13.1.1, Classifying the Emergency
- 2.8 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides
- 2.9 PPM 13.2.2, Determining Protective Action Recommendations
- 2.10 PPM 13.4.1, Emergency Notifications
- 2.11 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.12 PPM 13.13.2, Emergency Event Termination and Recovery Operations
- 2.13 PPM 13.13.3, Intermediate Phase MUDAC Operations
- 2.14 PPM 13.13.4, After Action Reporting
- 2.15 Classification Notification Form, 24075
- 2.16 Emergency Director Turnover Sheet, 25810
- 2.17 Emergency Response Log, 23895
- 2.18 Technical Support Briefing Guidelines, 25860
- 2.19 Emergency Classification or Other Emergency Message, 26045

| NUMBER  | REVISION | PAGE    |
|---------|----------|---------|
| 13.10.2 | 21       | 2 of 22 |

### 3.0 DISCUSSION

- 3.1 The Emergency Director (ED) is the Energy Northwest individual on shift at all times who shall have the authority and responsibility to immediately and unilaterally initiate any emergency actions. {R-5708}
- 3.2 The Shift Manager will normally act as ED when an emergency classification is initially declared. ED responsibilities will transfer from the Shift Manager to the TSC Manager or the EOF Manager depending upon time of facility activation.
- 3.3 The TSC Manager is responsible for the plant management function during an emergency and will be in charge of directing plant activities in support of Control Room operations. The TSC Manager has the authority to implement any plant action deemed necessary to mitigate the emergency conditions. {R-5695}
- 3.4 Severe Accident Guidelines (SAGs) are entered and Emergency Operating Procedures (EOPs) exited when primary containment flooding is required. An announcement to the TSC and EOF should be made when this occurs.
- 3.5 The TSC Manager is responsible to ensure communications are maintained as necessary between the Shift Manager and EOF Manager/Emergency Director. The TSC Manager should also maintain an awareness of plant conditions and obtain concurrence of the Emergency Director prior to implementing mitigating actions identified as requiring Emergency Director concurrence on EOPs or SAGs.

| NUMBER  | REVISION | PAGE    |
|---------|----------|---------|
| 13.10.2 | 21       | 3 of 22 |

#### 4.0 PROCEDURE

NOTE: Once emergency operations commence and EIPs are entered, normal work control practices may be superseded by EPIP repair team methodology at the TSC Manager's discretion. Consideration should be given to the severity of the emergency when making this decision.

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

##### 4.1 TSC Manager Duties At Unusual Event Classification

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

##### 4.2 TSC Manager Duties For Alert Or Higher Classifications

4.2.1 Obtain an electronic dosimeter from HP Access Control. Direct all others in the TSC to obtain appropriate dosimetry (DRD or PIC).

4.2.2 Respond to the TSC, present your badge to the personnel accountability keycard reader, start and maintain an Emergency Response Log, and contact the Shift Manager for an initial briefing on the current status of the emergency, status of offsite notifications, and any known or anticipated plant hazardous areas.

4.2.3 If, after obtaining the initial Plant status briefing from the Shift Manager, the EOF Manager is not yet present, contact the JIC Manager to provide status information for the first followup news release.

4.2.4 Instruct responding TSC staff to promptly setup the TSC and obtain assistance if necessary to resolve any activation problems.

NOTE: You may assume the ED duties prior to TSC activation, but ensure you have sufficient personnel and communication links to assess accident conditions and communicate classification decisions or PARs to offsite authorities.

4.2.5 If acting as Emergency Director, contact the JIC Manager and provide initial information.

4.2.6 Assume the ED duties from the Shift Manager as per Section 4.3, unless the EOF Manager is prepared to assume, or has already assumed, these duties.

4.2.7 Inform the TSC staff of who has the ED responsibility.

| NUMBER  | REVISION | PAGE    |
|---------|----------|---------|
| 13.10.2 | 21       | 4 of 22 |

- 4.2.8 Direct the Plant Admin Manager to contact a qualified TSC Manager on the ERO list to respond as Assistant TSC Manager, if needed.
- 4.2.9 Monitor the progress of TSC activation and staff activities and declare the TSC activated when the following minimum staffing positions are present and main TSC responsibilities can be assumed:
- TSC Manager
  - Radiation Protection Manager (RPM)
  - Operations Manager
  - Plant/NRC Liaison
  - Technical Manager
  - Core/Thermal Hydraulics Engineer
  - Mechanical Engineer
  - Electrical Engineer
- 4.2.10 Main TSC Responsibilities
- a. Provide plant management and technical support to plant operations personnel during emergency conditions.
  - b. Relieve reactor operators of peripheral duties and communications not directly related to reactor system manipulations.
  - c. Ensure ERDS is activated by checking with Plant/NRC Liaison.
  - d. If the EOF is not activated, the TSC is also responsible for:
    - Managing the overall Energy Northwest emergency effort
    - Evaluating the magnitude and consequences of actual or potential radiological releases
    - Assessing plant conditions and determining appropriate emergency classifications
    - Coordinating emergency response activities with local, state and federal agencies and providing offsite PARs

| NUMBER  | REVISION | PAGE    |
|---------|----------|---------|
| 13.10.2 | 21       | 5 of 22 |

**NOTE:** The TSC Manager may use judgment in determining when qualified personnel will perform a task to fulfill TSC responsibilities even though the personnel may not be identified as normally assigned to the task; e.g., a knowledgeable person could perform the function of the Plant/NRC Liaison until additional personnel arrive.

- 4.2.11 Direct the TSC Information Coordinator announce activation to the other emergency centers and the Plant/NRC Liaison to report it to NRC.
- 4.2.12 Conduct an initial status briefing to TSC staff on turnover information obtained from the Control Room that includes:
- Current emergency classification, cause of event and corrective actions being taken or in-progress
  - Current plant status, i.e., operating, shutdown, reduced power, etc.
  - Onsite personnel status of injuries, contaminations, exposures, etc.
  - If event involves radioactive releases
  - Status of notifications to offsite agencies
  - Status of offsite emergency response activities in progress or planned and PARs if issued
- 4.2.13 If the event involves a security contingency, contact the EOF Manager and request the Security Manager to determine if access security needs to be established for the TSC.
- 4.2.14 Provide update briefing on the status of planned and anticipated TSC actions to the EOF Manager.
- 4.2.15 Ensure TSC technical, maintenance, operations and radiation protection personnel are assessing plant conditions and conferring collectively to provide the TSC Manager with accident mitigation conclusions and recommendations to determine decisions on:
- Changes to Emergency Classification or PARs
  - Preventative or corrective actions that need to be pursued or deferred
  - Tasks that need to be pursued
  - Radiological or other hazards that impact plant emergency workers
  - Need to request augmenting staff or offsite assistance
  - Evacuation actions for plant personnel

| NUMBER  | REVISION | PAGE    |
|---------|----------|---------|
| 13.10.2 | 21       | 6 of 22 |



- 4.2.16 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 Protective Action Recommendations or Decisions that have been made or changed.
- 4.2.17 When EAL or PAR changes are identified, notify the EOF Manager.
- 4.2.18 Direct that plant PA announcements of Emergency Classification changes or cautions to emergency workers about plant hazardous areas are made per steps on Form 26045, Emergency Classification or Other Emergency Message.

NOTE: Tasks of an immediate nature should be prefaced by the term "urgent". The Shift Manager has the authority to determine if a task is urgent. The Shift Manager also has final authority in determining the priority of urgent tasks if multiple urgent tasks exist and a question is raised as to which has priority.

- 4.2.19 Ensure that the Operations Manager, Technical Manager, Maintenance Manager, Radiation Protection Manager, Shift Manager and OSC Manager coordinate the repair team actions necessary to place and maintain the Plant in a stable condition.
- 4.2.20 If the RPM advises the TSC Manager of TSC radiological airborne activity problems, consider having the Control Room initiate HVAC isolation actions for the TSC specified in ABN-RAD-CR.
- 4.2.21 If the emergency worker dose limit is projected to exceed 5 REM over the course of the event for TSC staff, or if habitability is otherwise questionable, or if TSC functions can no longer be performed:
- a. If an access route to the Control Room is safe, direct TSC staff to continue their emergency duties from the Control Room. If selected TSC staff are not needed in the Control Room, direct them to the EOF or OSC as deemed appropriate.
  - b. If safe access to the Control Room is not available, direct all TSC staff to continue their emergency duties from the EOF or the OSC as deemed appropriate.
- 4.2.22 For any potential scenario that could pose a threat to emergency response center activation and personnel safety, confer with the Security Supervisor to determine:
- Appropriate areas for TSC and OSC operations
  - Avenues of safe access
  - Communications abilities
  - The ability of Security to keep the area safe

| NUMBER  | REVISION | PAGE    |
|---------|----------|---------|
| 13.10.2 | 21       | 7 of 22 |

- 4.2.23 If you are advised of a personnel injury or death, then:
- a. Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.
  - b. Ensure details of the incident, e.g., individual's name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.
- 4.2.24 Conduct periodic update briefings of TSC staff. Refer to Technical Support Center (TSC) Briefing Guidelines (Form 25860) located in the TSC.
- 4.2.25 Direct that an announcement be made to the TSC and EOF when EOPs are exited and SAGs are entered.
- 4.2.26 Obtain Emergency Director concurrence using the Emergency Director ringdown phone prior to implementing mitigating actions identified as requiring Emergency Director concurrence on EOPS or SAGs.
- 4.2.27 When plant stability is achieved, confer with the EOF Manager and consider event termination or recovery actions in accordance with PPM 13.13.2.
- 4.2.28 At event termination or shift change direct an after action critique of TSC performance to summarize actions taken and identify corrective actions needed.
- 4.2.29 At termination of an Alert or higher emergency classification, serve as a standing member of the Final After Action Report Committee in accordance with PPM 13.13.4. If the emergency does not go beyond Unusual Event, Emergency Preparedness will compile a Final After Action Report.

4.3 Transfer Of Emergency Director Duties

4.3.1 If assuming the Emergency Director duties:

- a. Contact the current Emergency Director and determine a time when conditions permit the turnover process.

NOTE: The Classification Notification Form (Form 24075), or the Emergency Director Turnover Sheet (Form 25810), can be used as a guide during the turnover process.

- b. At a time when conditions permit, conduct a turnover that includes a discussion of the Plant status and emergency conditions.
- c. Once current conditions and proposed actions are fully understood, relieve the current Emergency Director of ED duties.

| NUMBER  | REVISION | PAGE    |
|---------|----------|---------|
| 13.10.2 | 21       | 8 of 22 |

- d. Announce the transfer of authority to the facility staff and ensure the other Energy Northwest emergency facilities are notified.
- e. Complete a CRASH call to offsite agencies informing them of the transfer of Emergency Director duties. Direct the Plant/NRC Liaison to notify the NRC.
- f. Log the transfer in the Emergency Response Log.
- g. As Emergency Director, follow the guidance in Section 4.4.

4.3.2 If transferring the Emergency Director duties:

- a. When contacted by the Emergency Director, provide a time when conditions permit the turnover of the Emergency Director duties.

NOTE: The Classification Notification Form (Form 24075), or the Emergency Director Turnover Sheet (Form 25810), can be used as a guide during the turnover process.

- b. At the time when conditions permit, contact the EOF Manager and conduct a turnover of Emergency Director duties that includes a discussion of the Plant status and emergency conditions.
- c. Once the EOF Manager fully understands the current conditions and proposed actions, transfer the Emergency Director duties.
- d. Announce the transfer to the facility staff.
- e. Log the transfer in the Emergency Response Log.

4.4 Actions As Emergency Director

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.

4.4.1 Assume the following responsibilities:

NOTE: The Emergency Director 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.

|         |          |         |
|---------|----------|---------|
| NUMBER  | REVISION | PAGE    |
| 13.10.2 | 21       | 9 of 22 |

- 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.
- 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.

- l. Terminating the emergency and entering the recovery phase in accordance with PPM 13.13.2.

4.4.2 If action is determined to be necessary that causes the plant to depart from Technical Specifications or license conditions, refer to PPM 1.3.1 to invoke 10CFR 50.54(x) actions.

4.4.3 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.

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.10.2 | 21       | 10 of 22 |

- 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 the laminated briefing guide. Other TSC staff may use the Technical Support Center (TSC) Briefing Guidelines (Form 25860).

4.4.4 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. Ensure notifications are performed in accordance with 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 and ensure a copy of the CNF is sent to the appropriate organizations.

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

- a. Alert - Evacuation is optional, depending on event prognosis, consider evacuating plant personnel who are not part of the ERO.
- b. Site Area Emergency - Protected Area and Exclusion Area evacuation is required for most situations per PPM 13.5.1 and 13.5.3 for personnel who are not part of the ERO.

4.4.6 Implement a Protected Area and Exclusion Area evacuation in accordance with PPM 13.5.1 and 13.5.3 when a Site Area Emergency is declared.

4.4.7 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.

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.10.2 | 21       | 11 of 22 |

- 4.4.8 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.

5.0 ATTACHMENTS

5.1 Duties of TSC Manager Secretary

5.2 TSC Manager Checklist

|         |          |          |
|---------|----------|----------|
| NUMBER  | REVISION | PAGE     |
| 13.10.2 | 21       | 12 of 22 |

Duties of: Technical Support Center Manager Secretary

Assignment Location: Technical Support Center

Report To: Technical Support Center Manager

Responsibilities:

1. Maintain a log of TSC Manager actions on a form similar to the Emergency Response Log (Form 23895) of significant events and activities involving the TSC Manager or Technical Support Center Operations 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 TSC decision makers.
  - e. Assignment of action items.
2. When directed, initiate Crash calls for the TSC Manager to offsite agencies by:
  - a. Utilizing the Crash Network System Log located in the Emergency Phone Directory.

NOTE: In the event of a Crash phone failure, alternate means of notification is required.

    - i. Initiate Crash call by dialing 400.
    - ii. 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 on line.
      - (4) Inform the TSC Manager of offsite agencies failure to respond.

Attachment 5.1  
Page 1 of 2

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.10.2 | 21       | 13 of 22 |

3. When TSC Manager completes filling out the Classification Notification Form (CNF):
  - a. Make copy of original and provide copy to Admin Support for faxing and internal distribution.
  - b. Return original to TSC Manager prior to initiating Crash call notification.
4. Answer and monitor the TSC Manager's phones and record messages as necessary.
5. Monitor incoming Crash calls and inform the TSC Manager of their content and note in log.
6. Monitor the TSC Manager's checklist and notify him of actions required as necessary .
7. In the event of Crash phone failure, alternate methods of offsite agency notification are required. Use the Dial-Up system to contact each agency individually. Refer to the Emergency Phone Directory Crash and Call Roster tab for instructions.
8. In the event of dedicated emergency phone circuit failure, use the Rolm conferencing system to contact other emergency center staff. Refer to Section 1 of the Energy Northwest Telephone Directory for conference call instructions.
9. Make briefing announcements to TSC members as directed.
10. Perform other TSC administrative support duties as requested by the TSC Manager or Plant Administrative Manager.
11. Refer incoming media calls to the Joint Information Center.
12. 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 TSC Manager.
13. 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 TSC Manager as necessary in collating TSC Report or logs.
  - c. Deliver After Action Reports to the Plant Administrative Manager.

Attachment 5.1  
Page 2 of 2

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.10.2 | 21       | 14 of 22 |



## TSC MANAGER CHECKLIST

|     | <u>Response Actions</u>                                                                                                                                                                           | <u>Time Completed</u> | <u>Initials</u> |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------|
| 4.1 | <u>TSC Manager Duties At Unusual Event Classification</u>                                                                                                                                         |                       |                 |
|     | 1. No action is required unless contacted by the Shift Manager or Emergency Director.                                                                                                             |                       |                 |
| 4.2 | <u>TSC Manager Duties For Alert Or Higher Classifications</u>                                                                                                                                     |                       |                 |
|     | 1. Respond to TSC, present badge to the personnel accountability keycard reader and contact Shift Manager for a briefing on the current status, offsite notifications, and plant hazardous areas. | _____                 | _____           |
|     | 2. Instruct staff to setup TSC and obtain assistance if problems arise.                                                                                                                           | _____                 | _____           |
|     | 3. Assume ED duties from Shift Manager per Section 4.3, unless EOF Manager is prepared, or has already assumed, these duties.                                                                     | _____                 | _____           |
|     | 4. Contact JIC Manager if acting as Emergency Director and provide initial information.                                                                                                           | _____                 | _____           |
|     | 5. Make announcements to arriving TSC staff that you have assumed the ED duties.                                                                                                                  | _____                 | _____           |

|         |          |          |
|---------|----------|----------|
| NUMBER  | REVISION | PAGE     |
| 13.10.2 | 21       | 15 of 22 |

| <u>Response Actions</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <u>Time Completed</u> | <u>Initials</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------|
| 6. Contact a qualified TSC Manager on the ERO list to respond as Assistant TSC Manager, if needed.                                                                                                                                                                                                                                                                                                                                                                                                                                   | _____                 | _____           |
| 7. Monitor progress of TSC activation and staff activities and declare the TSC activated when the minimum staffing positions are present:                                                                                                                                                                                                                                                                                                                                                                                            | _____                 | _____           |
| <ul style="list-style-type: none"> <li>• TSC Manager</li> <li>• RPM</li> <li>• Operations Manager</li> <li>• Plant/NRC Liaison</li> <li>• Technical Manager</li> <li>• Core/Thermal Hydraulics</li> <li>• Mechanical Engineer</li> <li>• Electrical Engineer</li> </ul>                                                                                                                                                                                                                                                              |                       |                 |
| 8. Direct the TSC Information Coordinator announce activation to the other emergency centers and the Plant/NRC Liaison to report it to NRC.                                                                                                                                                                                                                                                                                                                                                                                          | _____                 | _____           |
| 9. Conduct initial status briefing to TSC staff on turnover information obtained from the Control Room that includes:                                                                                                                                                                                                                                                                                                                                                                                                                | _____                 | _____           |
| <ul style="list-style-type: none"> <li>• Current emergency classification, cause of event and corrective actions being taken or in-progress</li> <li>• Current plant status, i.e., operating, shutdown, reduced power, etc.</li> <li>• Onsite personnel status of injuries, contaminations, exposures, etc.</li> <li>• If event involves radioactive releases</li> <li>• Status of notifications to offsite agencies</li> <li>• Status of offsite emergency response activities in progress or planned and PARs if issued</li> </ul> |                       |                 |
| 10. If event involves a security contingency, contact the EOF Manager and request that the Security Manager determine if access security needs to be established for the TSC.                                                                                                                                                                                                                                                                                                                                                        | _____                 | _____           |

Attachment 5.2  
Page 2 of 8

|         |          |          |
|---------|----------|----------|
| NUMBER  | REVISION | PAGE     |
| 13.10.2 | 21       | 16 of 22 |

Response Actions

Time  
Completed      Initials

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| 11. Provide update briefing on the status of planned and anticipated TSC actions to EOF Manager.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | _____ | _____ |
| 12. Ensure TSC technical, maintenance, operations and radiation protection personnel are assessing plant conditions and conferring collectively to provide you with accident mitigation conclusions and recommendations, to determine decisions on: <ul style="list-style-type: none"><li>• Changes to Emergency Classification or PARs</li><li>• Preventative or corrective actions that need to be pursued or deferred</li><li>• Tasks that need to be pursued</li><li>• Radiological or other hazards that impact plant emergency workers</li><li>• Need to request augmenting staff or offsite assistance</li><li>• Evacuation actions for plant personnel</li></ul> | _____ | _____ |
| 13. When EAL or PAR changes are identified, notify EOF Manager.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | _____ | _____ |
| 14. Direct that plant PA announcements of Emergency Classification changes or cautions to emergency workers about plant hazardous areas are made in accordance per Form 26045 steps.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | _____ | _____ |
| 15. Ensure that the Operations Manager, Technical Manager, Maintenance Manager, Shift Manager, and OSC Manager coordinate repair team actions necessary to place and maintain Plant in a stable condition.                                                                                                                                                                                                                                                                                                                                                                                                                                                               | _____ | _____ |
| 16. If the RPM advises you of TSC radiological airborne activity problems, consider having the Control Room initiate HVAC isolation actions for the TSC specified in ABN-RAD-CR.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | _____ | _____ |

|         |          |          |
|---------|----------|----------|
| NUMBER  | REVISION | PAGE     |
| 13.10.2 | 21       | 17 of 22 |

| <u>Response Actions</u>                                                                                                                                                                                                                                                                                                    | <u>Time Completed</u> | <u>Initials</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------|
| 17. If the RPM advises the TSC Manager of TSC radiological airborne activity problems, consider having the Control Room initiate HVAC isolation actions for the TSC specified in ABN-RAD-CR.                                                                                                                               |                       |                 |
| 18. If the emergency worker dose limit is projected to exceed 5 REM over the course of the event for TSC staff, or if habitability is otherwise questionable, confer with TSC staff and determine if selected staff will be directed to continue emergency duties from the Control Room, the EOF, or be evacuated offsite. |                       |                 |
| 19. For security contingencies, confer with the Security Supervisor to determine appropriate areas for TSC/OSC operations, safe routes, communications ability, and the ability of Security to keep the area safe.                                                                                                         | _____                 | _____           |
| 20. If you are advised of a personnel injury or death, then:                                                                                                                                                                                                                                                               |                       |                 |
| a. Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.                                                                                                                                                                              | _____                 | _____           |
| b. Ensure details of the incident, e.g., individual's name, type of injury, duties when injury occurred, etc., are forwarded to the JIC.                                                                                                                                                                                   | _____                 | _____           |
| 21. Conduct periodic update briefings of TSC staff. Refer to Technical Support Center (TSC) Briefing Guidelines (Form 25860) located in the TSC.                                                                                                                                                                           | _____                 | _____           |
| 22. Obtain Emergency Director concurrence using the Emergency Director ringdown phone prior to implementing mitigating actions identified as requiring Emergency Director concurrence on EOPs or SAGs.                                                                                                                     | _____                 | _____           |
| 23. Direct that an announcement be made to the TSC and EOF when SAGs are entered and EOPs are exited.                                                                                                                                                                                                                      | _____                 | _____           |
| 24. When plant stability is achieved, confer with EOF Manager and consider event termination or recovery actions in accordance with PPM 13.13.2.                                                                                                                                                                           | _____                 | _____           |

Attachment 5.2  
Page 4 of 8

|         |          |          |
|---------|----------|----------|
| NUMBER  | REVISION | PAGE     |
| 13.10.2 | 21       | 18 of 22 |

| <u>Response Actions</u>                                                                                                                                                  | <u>Time Completed</u> | <u>Initials</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------|
| 25. At event termination or shift change direct an after action critique of TSC performance to summarize actions taken and identify corrective actions needed.           | _____                 | _____           |
| 26. At termination of an Alert or higher emergency classification, serve as a standing member of the Final After Action Report Committee in accordance with PPM 13.13.4. | _____                 | _____           |

#### 4.3 Transfer Of Emergency Director Duties

1. If assuming the Emergency Director (ED) duties:
  - a. Contact the Emergency Director and determine a time when conditions permit turnover of Emergency Director duties.
  - b. At a time when conditions permit, conduct a turnover using Classification Notification Form or Emergency Director Turnover Sheet as a guide.
  - c. Once current conditions and proposed actions are fully understood, relieve the current ED of Emergency Director duties.
  - d. Announce transfer of authority to facility staff and ensure other Energy Northwest emergency facilities are notified.
  - e. Initiate a Crash call to notify offsite agencies of the transfer to Emergency Director duties.
  - f. Log the transfer in the Emergency Response Log.
  - g. As ED, follow guidance in Section 4.4.

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

|         |          |          |
|---------|----------|----------|
| NUMBER  | REVISION | PAGE     |
| 13.10.2 | 21       | 19 of 22 |

| <u>Response Actions</u> | <u>Time Completed</u> | <u>Initials</u> |
|-------------------------|-----------------------|-----------------|
|-------------------------|-----------------------|-----------------|

2. If transferring the ED duties:

- |                                                                                                                                                                                       |       |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| a. When contacted by the proposed ED, provide a time when conditions permit the turnover of Emergency Director duties.                                                                | _____ | _____ |
| b. At the time when conditions permit, contact the proposed ED and conduct a turnover using the Classification Notification Form or the Emergency Director Turnover Sheet as a guide. |       |       |
| c. Once the EOF Manager fully understands current conditions and proposed actions, transfer ED duties.                                                                                | _____ | _____ |
| d. Announce the transfer to the facility staff.                                                                                                                                       | _____ | _____ |
| e. Log the transfer in the Emergency Response Log.                                                                                                                                    | _____ | _____ |

4.4 Actions As Emergency Director

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: 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.

Attachment 5.2

Page 6 of 8

|         |          |          |
|---------|----------|----------|
| NUMBER  | REVISION | PAGE     |
| 13.10.2 | 21       | 20 of 22 |

### Response Actions

- 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.
- 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:
- k. Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.
- l. Ensure details of the incident, e.g., individuals name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.
- m. 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.

- n. Terminating the emergency and entering the recovery phase in accordance with PPM 13.13.2.
- 2. Refer to PPM 1.3.1 to invoke 10CFR 50.54(x) actions \_\_\_\_\_ as necessary.
  - 3. Approximately every 30 minutes, or when conditions change, \_\_\_\_\_ perform the following:
    - 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.

Attachment 5.2  
Page 7 of 8

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.10.2 | 21       | 21 of 22 |

Response ActionsTime  
CompletedInitials

- c. Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.
  - d. Conduct periodic briefings using the laminated briefing guide. Other TSC staff may use the TSC Briefing Guidelines (Form 25860).
4. When conditions warrant a change in emergency classification or protective action recommendations, perform the following:
- 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 and ensure a copy of the CNF is sent to the appropriate organizations.
5. Determine if Protected Area and Exclusion Area evacuation actions need to be taken. Protected Area evacuations are required for most situations at Site Area Emergency per PPM 13.5.1 and 13.5.3.
6. Evacuate Site One personnel at Site Area Emergency per 13.5.3.
7. Implement a Protected Area and Exclusion Area evacuation in accordance with PPM 13.5.1 and 13.5.3 when a Site Area Emergency is declared.
9. Authorize increases to emergency worker radiation exposure limits when recommended by the Radiation Protection Manager or Radiological Emergency Manager per PPM 13.2.1.
10. Authorize personnel to take potassium iodide (KI) when recommended by the Radiation Protection Manager or Radiological Emergency Manager per PPM 13.2.1.

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.10.2 | 21       | 22 of 22 |





\*13.11.1\*



**ENERGY  
NORTHWEST**

People • Vision • Solutions

USE CURRENT REVISION

**COLUMBIA GENERATING STATION  
PLANT PROCEDURES MANUAL**

|                                                       |                                  |                  |
|-------------------------------------------------------|----------------------------------|------------------|
| NUMBER<br>*13.11.1                                    | APPROVED BY<br>SLS - Revision 29 | DATE<br>11/13/03 |
| VOLUME NAME<br>EMERGENCY PLAN IMPLEMENTING PROCEDURES |                                  |                  |
| SECTION<br>EMERGENCY OPERATIONS FACILITIES            |                                  |                  |
| TITLE<br>EOF MANAGER DUTIES                           |                                  |                  |

TABLE OF CONTENTS

|                                                                            | <u>Page</u> |
|----------------------------------------------------------------------------|-------------|
| 1.0 PURPOSE .....                                                          | 2           |
| 2.0 REFERENCES .....                                                       | 2           |
| 3.0 DISCUSSION .....                                                       | 4           |
| 4.0 PROCEDURE .....                                                        | 4           |
| 4.1 EOF Manager Duties At Unusual Event Classification .....               | 4           |
| 4.2 EOF Manager Duties For Alert Or Higher Emergency Classifications ..... | 4           |
| 4.3 Specific Actions to Take at Site Area Emergency: .....                 | 9           |
| 4.4 Specific Actions to Take at General Emergency: .....                   | 9           |
| 4.5 Specific Actions for the Ingestion Phase: .....                        | 10          |
| 4.6 Transfer Of Emergency Director Duties .....                            | 10          |
| 4.7 Actions As Emergency Director .....                                    | 11          |
| 5.0 ATTACHMENTS .....                                                      | 14          |
| 5.1 NRC Response Team Briefing Guidelines .....                            | 15          |
| 5.2 EOF Manager Checklist .....                                            | 18          |
| 5.3 EOF Manager Secretary Duties .....                                     | 24          |

|                   |                |                 |
|-------------------|----------------|-----------------|
| NUMBER<br>13.11.1 | REVISION<br>29 | PAGE<br>1 of 26 |
|-------------------|----------------|-----------------|

## 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

| NUMBER  | REVISION | PAGE    |
|---------|----------|---------|
| 13.11.1 | 29       | 2 of 26 |

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

|         |          |         |
|---------|----------|---------|
| NUMBER  | REVISION | PAGE    |
| 13.11.1 | 29       | 3 of 26 |

### 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.

NOTE: An Assistant EOF Manager from another ERO team may serve as a qualified EOF Manager in the event that personnel assigned to the EOF Manager qualification group are unavailable.

- 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 Energy Northwest Office Complex (ENOC).

| NUMBER  | REVISION | PAGE    |
|---------|----------|---------|
| 13.11.1 | 29       | 4 of 26 |

- 4.2.1 Respond to the Emergency Operations Facility (EOF). Then,
- Sign in on the staffing board
  - 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 about one hour of classification is a violation of the Emergency Plan response requirements.

- 4.2.5 Ensure Essential EOF positions are present. Activate the EOF when Essential personnel are present and the main EOF responsibilities can be assumed:
- EOF Manager
  - Radiological Emergency Manager
  - Environmental Field Team Members (6)
  - Field Team Coordinator
  - Telecommunications Manager

**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.
- Provide offsite protective action recommendations.

Use judgment in determining when qualified personnel will perform a task to

| NUMBER  | REVISION | PAGE    |
|---------|----------|---------|
| 13.11.1 | 29       | 5 of 26 |

fulfill EOF responsibilities even though the personnel may not be identified as normally assigned to the task.

4.2.6 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

4.2.7 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.

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

4.2.9 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.

| NUMBER  | REVISION | PAGE    |
|---------|----------|---------|
| 13.11.1 | 29       | 6 of 26 |

- 4.2.10 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
- 4.2.11 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.
- 4.2.12 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.
- 4.2.13 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.
- 4.2.14 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 ft<sup>3</sup> air sample in the field):

Then:

| NUMBER  | REVISION | PAGE    |
|---------|----------|---------|
| 13.11.1 | 29       | 7 of 26 |

- 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.

4.2.15 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.

4.2.16 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}

4.2.17 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 ENOC. {2.1}

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

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

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

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

4.2.22 At shift change or termination of emergency:

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

| NUMBER  | REVISION | PAGE    |
|---------|----------|---------|
| 13.11.1 | 29       | 8 of 26 |



- 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.
- Order 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.

| NUMBER  | REVISION | PAGE    |
|---------|----------|---------|
| 13.11.1 | 29       | 9 of 26 |

- 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:
  - a. When contacted by an oncoming ED, give a time when conditions

|         |          |          |
|---------|----------|----------|
| NUMBER  | REVISION | PAGE     |
| 13.11.1 | 29       | 10 of 26 |

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.
- h. Ensuring, through the facility managers, that the appropriate

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.11.1 | 29       | 11 of 26 |

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).

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.11.1 | 29       | 12 of 26 |

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 Order an exclusion area evacuation in accordance with PPM 13.5.3 when a Site Area Emergency is declared and, if not yet performed, 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.

4.7.9 When notified of a request for assistance or a Hanford emergency

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.11.1 | 29       | 13 of 26 |

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

|         |          |          |
|---------|----------|----------|
| NUMBER  | REVISION | PAGE     |
| 13.11.1 | 29       | 14 of 26 |

## 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

Attachment 5.1  
Page 1 of 3

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.11.1 | 29       | 15 of 26 |

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.

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.11.1 | 29       | 16 of 26 |



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             |

Attachment 5.1  
Page 3 of 3

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.11.1 | 29       | 17 of 26 |

## 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 Essential EOF positions are present and can assume main EOF responsibilities. (4.2.5)                                                                         | _____                 | _____           |
| 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. (4.2.6)                                | _____                 | _____           |
| 4.                                                                                            | Conduct initial status briefing and periodic followup briefings approximately every 30 minutes. (4.2.6)                                                                                         | _____                 | _____           |
| 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. (4.2.7)                                        | _____                 | _____           |
| 6.                                                                                            | Inform the SCC that the EOF has assumed responsibility for Crash notification. (4.2.7)                                                                                                          | _____                 | _____           |
| 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) | _____                 | _____           |

Attachment 5.2  
Page 1 of 6

|         |          |          |
|---------|----------|----------|
| NUMBER  | REVISION | PAGE     |
| 13.11.1 | 29       | 18 of 26 |

Response ActionsCompletedInitials4.3 Specific Actions to Take at Site Area Emergency: (4.3)

- 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.
- Order 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: (4.4)

- 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.

Attachment 5.2  
Page 2 of 6

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.11.1 | 29       | 19 of 26 |

| <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.                                                              | _____            | _____           |

Attachment 5.2  
Page 3 of 6

|         |          |          |
|---------|----------|----------|
| NUMBER  | REVISION | PAGE     |
| 13.11.1 | 29       | 20 of 26 |

Response ActionsCompletedInitials

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.

Attachment 5.2

Page 4 of 6

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.11.1 | 29       | 21 of 26 |

- 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.
  - 1. 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.

Attachment 5.2  
Page 5 of 6

|         |          |          |
|---------|----------|----------|
| NUMBER  | REVISION | PAGE     |
| 13.11.1 | 29       | 22 of 26 |

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. Order an 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) \_\_\_\_\_

Attachment 5.2  
Page 6 of 6

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.11.1 | 29       | 23 of 26 |

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 the system does not initiate as expected, reset the Crash system by dialing "\*\*\*". Hang up, and then attempt another Crash initiation by dialing 400.
    - 2) If a Crash initiation cannot be made, use the Dial-Up system to make notifications. 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.

Attachment 5.3

Page 1 of 3

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.11.1 | 29       | 24 of 26 |



Duties of: EOF Manager Secretary (Contd.)

- 4) Inform the EOF Manager of any offsite agency failing to respond to the roll call.

4. Receiving Crash calls:

NOTE: If you do not want to join a Crash call, lift the handset and push the "#" key. The system will not call that extension for that call again.

- i. Lift the handset and follow the voice prompt to push the "#" key.
  - ii. If you leave the Crash call or are disconnected, you may re-join the call in progress by dialing "444."
5. If you experience phone problems, call the ERO Telecommunication Manager at extension 8600 using any Rolm type phone.
  6. In the event of Crash phone failure, alternate methods of offsite agency notification are required. Use the Dial-Up system to contact each agency individually. Refer to the Emergency Phone Directory Crash and Call Roster tab for instructions.
  7. 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.
  8. Answer and monitor the EOF Manager's phones and record messages as necessary.
  9. Monitor the EOF Manager's procedure checklist (Attachment 5.2 of this procedure) and remind him of actions required as necessary.
  10. Make briefing announcements to EOF staff as directed, similar to, "There will be a briefing in five minutes. Please refer to your briefing guides."
  11. Perform other EOF administrative support duties as requested by the EOF Manager.
  12. Refer incoming media calls to the Joint Information Center.

Attachment 5.3  
Page 2 of 3

| NUMBER  | REVISION | PAGE     |
|---------|----------|----------|
| 13.11.1 | 29       | 25 of 26 |

13. 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.

14. 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.

|         |          |          |
|---------|----------|----------|
| NUMBER  | REVISION | PAGE     |
| 13.11.1 | 29       | 26 of 26 |