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ANNEX W PROC-11	14	EMERGENCY MANAGEMENT COORDINATOR PROCEDURE 11	09/28/2016			
ANNEX W PROC-12	10	EOC ADMINISTRATIVE ASSISTANT PROCEDURE 12	04/16/2015			
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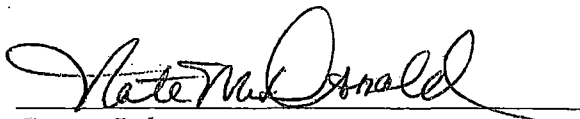
MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES
EMERGENCY MANAGEMENT DIRECTOR

Procedure 10

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Effective Date: September 28, 2016

APPROVED:


County Judge


Emergency Management Coordinator

EMERGENCY MANAGEMENT DIRECTOR

Procedure 10

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by the Emergency Management Director in the Matagorda County Emergency Operations Center (EOC) during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).
- 1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response, specific to the Emergency Management Director.

2.0 Discussion

- 2.1 The County Judge is the designated Emergency Management Director during emergency operations. An Emergency Commissioner appointed by Commissioner's Court will be present in the EOC, in the Judge's absence, to verify decisions regarding non-incorporated areas of the County
- 2.2 The Emergency Management Director is responsible for ensuring that initial and correct emergency response actions are taken when Matagorda County is notified of an emergency situation at the STPEGS. The response will depend on the severity of the incident based on the emergency classification declared.
- 2.3 In the event Matagorda County Dispatch office receives an **Accelerated Phone Call** based on a Hostile Action Based event, consider activating the Emergency Operations Center.
- 2.4 For the least severe classification of an **Unusual Event**, no response action by Matagorda County is expected unless support is requested by the STPEGS. Key County and City personnel will be notified by the Sheriff's Office Dispatcher.
- 2.5 For an **Alert**, the Emergency Management Director responds to the Matagorda County EOC, and ensures that key personnel are notified and available to respond to the EOC, if needed. Precautionary, limited staffing of the EOC by key personnel will be initiated. Further implementation of the Emergency Plan is at the discretion of the active Emergency Management Director.
- 2.6 For a **Site Area Emergency or General Emergency**, the EOC is to be activated, and all Emergency Response personnel informed to report to their assigned locations.

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- 2.7 The conditions and actions that occur during a radiological emergency are commonly referred as being in three phases; early, intermediate, and late.
- 2.7.1 **Early phase:** The beginning of a nuclear incident when immediate decisions for effective use of protective actions are required, usually based on the status of the facility and the prognosis for worsening conditions. Protective actions based on the Protective Action Guidelines (PAG) may be preceded by precautionary actions during this period. Early phase actions include sheltering in place, evacuation, control of access, administration of KI, decontamination.
- 2.7.2 **Intermediate phase:** Period beginning after the source of release has been brought under control and reliable environmental measurements are available. May overlap early and late phase and may last from weeks to months.
- 2.7.3 **Late phase (recovery):** Period beginning when recovery action designed to reduce radiation levels in the environment to acceptable levels for unrestricted use are commenced. This is the period beginning after the source of release has been brought under control and environmental measurements are available for use as a basis for decisions on protective actions and extending until these protective actions are terminated. This phase may last from weeks to months.
- 2.8 **Recovery** consists of several activities necessary to return to normal operations. These include re-entry, restoration, return, relocation and as needed, temporary Buffer Zones. The implementation of these activities should be conducted in conjunction with the Department of State Health Services (DSHS) if radiological contamination exists in the environment. Procedure 22 to Appendix 7 of the State of Texas Radiological Emergency Management Procedures entitled "Recovery Operations" provides detailed guidance on conducting recovery operations.

NOTE

Temporary Buffer Zones may be needed outside portions of the restricted zone in which occupants will not be allowed to return until monitoring confirms the stability of deposited contamination.

- 2.8.1 **Re-entry** refers to temporary entry of individual(s) into a restricted zone under controlled conditions.
- 2.8.2 **Restoration** refers to the process of reducing exposure rates and concentrations in the environment to acceptable levels for unrestricted use.
- 2.8.3 **Return** refers to reoccupation of areas cleared for unrestricted residence or use by previously evacuated or relocated populations.

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- 2.8.4 **Relocation** refers to an action, taken in the post-emergency phase, through which individuals not evacuated during the emergency phase are asked to vacate a contaminated area to avoid chronic radiation exposure from deposited radioactive material.
- 2.9 **Recovery** can be declared when certain conditions are met. These include:
 - 2.9.1 Notification from STPEGS that they are prepared to declare Recovery.
 - 2.9.2 The potential for uncontrolled releases of radioactive material to the environment no longer exist.
 - 2.9.3 The plume has dissipated and all significant deposits, if any, have subsided.
 - 2.9.4 Protective actions that have been initiated (i.e., evacuation) are completed and declaring a Recovery would not complicate the actions underway by the public.
 - 2.9.5 The State and Federal agencies that were activated to support the emergency response concur with the decision to enter Recovery.
- 2.10 **Termination** can be declared when the following conditions, as applicable, are met:
 - 2.10.1 All portions of the restricted zone have been surveyed, as necessary.
 - 2.10.2 Work under the decontamination plan has been completed to a stage where continued effort does not appear to be cost effective.
 - 2.10.3 Long-term exposures have been calculated for residences and places of employment where some significant potential for exposure continues to exist.
 - 2.10.4 Occupancy or use limitations have been posted for all buildings and areas where continued restrictions are necessary.
 - 2.10.5 Residents and workers have been afforded the opportunity to return to all areas for which restrictions have been lifted.
 - 2.10.6 Relocation to permanent or long-term temporary facilities has been accomplished for those persons who could not be allowed to return following completion of work under the formal decontamination plan.

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NOTE

Access control to restricted zones may be a continuing requirement, and environmental monitoring activities are likely to continue for many years following a major release of radioactive materials. Periodically, as a result of weathering and radioactive decay, additional portions of the restricted zone will be eligible for release to unrestricted use. As this occurs, portions of the recovery organization may be temporarily reactivated on an as needed basis.

- 2.11 Precautionary protective actions for the public should be evaluated throughout the event. Considerations should be given to weather conditions, the potential for the situation to become more serious, public perception of the event, and the needs of special populations.
- 2.12 State assistance procedures require requests for State or Federal assistance be made by the Chief Executive, or by another official specifically authorized to perform the function in the name of the Chief Executive. In Matagorda County, the Emergency Commissioner may transmit such requests if the County Judge is not available.
- 2.13 An Emergency Alert System (**EAS**) **Message** gives direction to the public on actions that should be taken during an emergency, or may only direct the public to stand by for further information. Regular programming should be suspended and the message broadcast to the public as soon as the message is received by the EAS source. The current EAS message should be broadcast at least every 15 minutes until a new message is received.
- 2.14 A **News Advisory** gives further information regarding the situation, or provides information that is not directly related to protective actions for the public. A news advisory may be transmitted to the public at the discretion of the Matagorda County EOC Officials.
- 2.15 **Functional Needs populations** are groups of individuals in need of assistance when protective actions are implemented.
- 2.16 Responsibilities of the Emergency Management Director include the following:
 - 2.16.1 Direct operations of the local government and volunteer organizations.
 - 2.16.2 Make emergency policy decisions and declare a state of emergency or disaster.
 - 2.16.3 Approve and provide for emergency expenditures.
 - 2.16.4 Request assistance from state, federal, and volunteer organizations and agencies.

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- 2.16.5 Provide for and authorize the release of information and instructions to the public.
- 2.16.6 Determine protective actions to be taken by the public based on recommendations from the STPEGS Emergency Director and/or the Department of State Health Services (DSHS).
- 2.16.7 Approve radiological exposures for County emergency response personnel in excess of Department of State Health Services (DSHS) administrative limits, up to the Environmental Protection Agency (EPA) limits.
- 2.16.8 Approve the administration and use of Potassium Iodide (KI) for County Emergency Workers.
- 2.16.9 Assist the STPEGS by supporting the evacuation of onsite personnel.
- 2.16.10 Assist the state in controlling physical movement of food.

3.0 References

- 3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios
- 3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response
- 3.3 Emergency Management Plan, Annex W, Procedure 13, 'Emergency Operations Center Concept of Operations and Activation'
- 3.4 Emergency Management Plan, Annex W, Procedure 14, 'Protective Action Guides'
- 3.5 Emergency Management Plan, Annex W, Procedure 23, 'Activation of the Public Warning System'
- 3.6 Emergency Management Plan, Annex W, Procedure 42, 'Exposure Control for Emergency Workers'
- 3.7 Emergency Management Plan, Annex W, Procedure 63, 'Emergency Alert System Messages and News Advisories'
- 3.8 State of Texas Radiological Emergency Management Procedures, Procedure 22 to Appendix 7, "Recovery Operations"
- 3.9 Environmental Protection Agency, EPA/400-R-92-001 "Manual of Protective Action Guides and Protective Actions for Nuclear Incidents", October 1991

4.0 Equipment Required

- 4.1 None

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5.0 Precautions and Limitations

5.1 None

6.0 Prerequisites

6.1 An emergency declaration issued by the STPEGS Emergency Director has been received.

7.0 Procedure

7.1 When notified of an **Unusual Event** at the STPEGS by the Sheriff's Office dispatcher, ensure you remain available for further contact by the dispatcher until the event is terminated.

7.1.1 If required to leave the area or if you may become unavailable to respond should the event escalate in severity, direct the dispatcher to contact the alternate Emergency Management Director.

7.2 When notified of an **Alert, Site Area Emergency, or General Emergency** at the STPEGS by the Sheriff's Office Dispatcher, report to the EOC and implement Attachment 1, "Emergency Management Director Checklist." Use this checklist as a guide to assist in directing emergency activities.

NOTE

When required by the checklist to make contacts with individuals or agencies outside of the EOC, refer to the Emergency Communications Directory.

8.0 Attachments

8.1 Attachment 1, Emergency Management Director Checklist

8.2 Attachment 2, Mayor's Checklist

8.3 Attachment 3, Hostile Action Based Checklist

8.4 Attachment 4, Instructions for Requesting Disaster Declaration

8.5 Attachment 5, Request for Emergency Declaration

8.6 Attachment 6, Declaration of Local Disaster (County)

8.7 Attachment 7, Nuclear Energy Liability Insurance

8.8 Attachment 8, Initial Emergency Operations Center (EOC) Briefing Sheet

8.9 Attachment 9, Acronyms List

**EMERGENCY MANAGEMENT DIRECTOR
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EMERGENCY MANAGEMENT DIRECTOR CHECKLIST

**Attachment 1
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Name _____	Date _____
ACTION	TIME/LOG

I. ALERT

NOTE

If this emergency is due to a HOSTILE ACTION BASED (HAB) event at STPEGS it is IMPORTANT that resources, law enforcement, fire, and medical services are priority. An Incident Command Post and Offsite Staging Area should be established using Attachment 3 "Hostile Action Based Event Checklist" and Procedure 75 "STP Onsite Assistance Coordination".

1. Report to the EOC Security Post, sign in, and receive a badge. _____
2. Supervise the setup of the EOC, if Emergency Management Coordinator or Sheriff has not arrived. Utilize Procedure 13, "EOC Concept of Operations and Activation," Attachment 1, "EOC Activation Checklist." Resolve any problems encountered. _____
3. Review the Offsite Agency Notification Message Form(s) with the Emergency Management Coordinator. The form should be available at the EOC facsimile machine or from the Dispatcher's office.
4. Obtain a briefing of the current plant status from the Emergency Management Coordinator or the STPEGS Emergency Director. LOG

NOTE

If the event occurs during hours other than normal working hours, the Emergency Operations Facility (EOF) staff may not arrive for up to 75 minutes. The Offsite Agency Notification Message Form, item 3 identifies the facility i.e., Control Room (CR), Technical Support Center (TSC) or Emergency Operations Facility (EOF) where the Emergency Director can be located. If necessary, contact the Emergency Director at the indicated facility for clarification of plant conditions.

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ACTION

TIME/LOG

5. Initiate and maintain an Emergency Action Log
- a. Track telephone calls, key information obtained, actions taken, and other information needed to document the response actions taken.
 - b. Maintain the log until termination of the emergency.
6. Verify with the Emergency Management Coordinator and Communications Officer that all required notifications have been completed. Verify the following key personnel are available to respond to the EOC.
- Emergency Management Director
 - Emergency Management Coordinator
 - Sheriff
 - Communications Officer
 - Transportation Officer
 - Public Information Officer
 - Radiological Officer
 - Mass Care Officer
 - Security Officer
7. If conditions warrant (i.e., STPEGS reports plant conditions are degrading or a position of monitoring and preparing is needed to allay public concern), consideration should be given to fully activating the EOC. If activation becomes necessary, it should be accomplished in accordance with Steps 5 through 9 of Section II, Site Area Emergency, of this checklist.
8. Notify or ensure notification of Department and Agency Heads, in your chain of command, of the Alert.

N/A

Matagorda County

Commissioners
County Auditor
Fire Departments (rural)
County Attorney
Treasurer
Tax Assessor/Collector

Bay City

Councilmen/women
City Attorney
Chief of Police
City Treasurer
Public Works Director
Fire Department

Palacios

City Manager
Councilmen/women
City Attorney
Chief of Police
City Treasurer
Public Works Director

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ACTION	TIME/LOG
9. Determine if any additional organizations or personnel should be notified and/or activated and instruct the Emergency Management Coordinator to ensure notifications are complete.	LOG
10. Upon the arrival of key staff, coordinate the following activities: a. Provide the initial briefing on the status of the emergency using Attachment 7, Initial Emergency Operations Center (EOC) Briefing Sheet. b. Instruct the EOC staff to implement their procedures and to be prepared to provide a briefing on available resources (i.e., personnel, equipment, etc.) to support the emergency response.	_____
11. Ensure the Emergency Management Coordinator contacts DPS, Pierce and provides a briefing of the status of the County response actions.	_____
12. Upon activation of the Joint Information Center, ensure the Public Information Officer is dispatched to the facility.	
<p style="text-align: center;"><u>NOTE</u></p> <p>During a Hostile Action Based (HAB) incident, consider areas where hostile activity has occurred when determining which protective actions to implement.</p>	
13. Discuss with the Transportation Officer and Emergency Management Coordinator whether special actions for the Tidehaven or Matagorda Independent School Districts should be taken such as:	LOG

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ACTION	TIME/LOG
a. If school is in session:	_____
• Positioning school buses at the schools in case an evacuation is needed. (Transportation Officer responsibility)	
• Recommending early dismissal of schools. Notify affected School Superintendents. (Transportation Officer responsibility)	
• Recommending a precautionary evacuation of the schools to a designated location.	
b. If school is not in session:	_____
• Canceling classes for the day.	
• Canceling after hours extra curricular activities (e.g., clubs, sporting events, etc.).	
c. If Hostile Action Based threat occurs:	_____
• Consider if evacuation routes are safe to travel	
• Recommend lock-down / shelter-in-place of students if it is deemed safer than evacuation.	
d. Issuing news advisories concerning the status of the schools and the actions that have been taken relating to school children. (PIO staff responsibility)	_____
14. Coordinate with the Public Information Officer (PIO) or Public Information Writer to issue a news advisory.	_____
15. Ensure Emergency Management Coordinator maintains periodic contact with DPS, Pierce Lieutenant and the STPEGS Support Organization Director.	LOG

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ACTION	TIME/LOG
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- | | |
|---|-------|
| 16. Ensure staffing is available for 24 hour coverage by directing the EOC Administrative Assistant to establish a roster of positions with the names of primary and alternates listed. | _____ |
|---|-------|

NOTE

If it appears the event will be of a long duration, establish a time when the second shift should take over EOC operations and inform these individuals to get some rest before their shift begins.

- | | |
|---|-----|
| 17. If the emergency is of a long duration, perform shift turnovers in accordance with Section IV. Shift Turnover of this checklist. | N/A |
| 18. If the emergency is terminated by STPEGS, proceed to Section VI. Termination, of this procedure. | LOG |
| 19. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist. | LOG |

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ACTION

TIME/LOG

II. SITE AREA EMERGENCY

NOTE

If this emergency is due to a HOSTILE ACTION BASED (HAB) event at STPEGS it is IMPORTANT that resources, law enforcement, fire, and medical services are priority. An Incident Command Post and Offsite Staging Area should be established.

1. If the emergency escalates, formally announce the new classification to the EOC staff.

 - a. Direct EOC staff to proceed to the appropriate checklist in their procedure.
 - b. Remind personnel, when time permits, to go back and complete applicable steps in Section I. Alert of this procedure.
 - c. Ensure status boards are promptly updated with current, concise and accurate emergency status.
2. Review the Offsite Agency Notification Message Form with the Emergency Management Coordinator.

NOTE

If the event occurs during hours other than normal working hours, the Emergency Operations Facility (EOF) staff may not arrive for up to 75 minutes. The Offsite Agency Notification Message Form, item 3 identifies the facility i.e., Control Room (CR), Technical Support Center (TSC) or Emergency Operations Facility (EOF) where the Emergency Director can be located. If necessary, contact the Emergency Director at the indicated facility for clarification of plant conditions.

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ACTION

TIME/LOG

3. When notified the STPEGS Emergency Operations Facility (EOF) is activated, contact the STPEGS Emergency Director in the EOF, review the status of the situation, and as appropriate, ask for the Supplemental Notification Form to be issued to the County whenever conditions change for the remainder of the emergency.
4. If not already accomplished at the Alert, verify with the Emergency Management Coordinator the EOC is ready for activation when the following three conditions are met:
 - a. The EOC equipment is operational or a functional method has been devised to overcome equipment problems.
 - b. Minimum staffing has been satisfied per Annex W Procedure 13, "Emergency Operations Center (EOC) Concept of Operations and Activation." Minimum staffing includes:
 - Emergency Management Director
 - Emergency Management Coordinator
 - Sheriff
 - Public Information Officer
 - Communications Officer
 - Radiological Officer
 - Transportation Officer
 - Mass Care Officer
 - Security Officer

NOTE

If the Mayor(s) of Bay City and Palacios are present in the EOC, ensure they implement Attachment 2, Mayor's Checklist.

5. Announce to the EOC staff the EOC is fully activated at this time and you (say your name) are the Emergency Management Director.

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ACTION	TIME/LOG
6. Ensure the Emergency Management Coordinator notifies the STPEGS Support Organization Director (ask for name) in the EOF that the Matagorda County EOC is fully activated.	_____
7. Ensure the Emergency Management Coordinator notifies DPS, Pierce, that the Matagorda County EOC is fully activated.	_____
8. Direct the issuance of EAS messages in conjunction with the Emergency Management Coordinator and Sheriff.	_____
9. If a request from the STPEGS is received for support of evacuated STPEGS site employees, direct the Environmental Health Director or designee and the Matagorda County Reception Center Care Director to activate the Reception Center(s).	_____
10. In the event schools are unable to evacuate prior an offsite release at STP, a Reception Center will be activated (if not already done so) and students will be transported there for monitoring and decontamination instead of being taken to their pre-designated host schools.	_____
11. Request the Emergency Management Coordinator to initiate and send an 'Initial Disaster Report' to the Disaster District office at DPS in Pierce, Texas.	_____
12. Request Mayors and Precinct Commissioners to organize an inventory of supplies, equipment, and personnel that can be made available.	_____
13. Request activation of off-duty City/County personnel who are needed to support the emergency response through the Mayors and Precinct Commissioners.	_____

NOTE

Ensure EOC staff does not wait for the briefing, is new information requires an immediate response.

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ACTION	TIME/LOG
14. Establish hourly (approximately) status briefings to be conducted in the EOC. Coordinate briefings with the STPEGS Emergency Director to avoid conflicts	LOG
a. Inform EOC personnel 5 minutes before each briefing to prepare key information. The following positions will be expected to provide a briefing: <ul style="list-style-type: none">• Emergency Management Coordinator• Commissioner (if present)• Mayors (if present)• Sheriff• Transportation Officer• Radiological Officer• Mass Care Officer• Public Information Officer• STPEGS Representative (if present)• Federal Agency Representative (if present)• DSHS Representative (if present)	
b. Limit briefings to 10 minutes (i.e., 1-2 minutes per person). Should issues require discussion or evaluation be introduced, arrange a separate meeting with individuals affected.	
15. Ensure Emergency Management Coordinator maintains periodic contact with DPS, Pierce and the STPEGS Support Organization Director.	
16. Periodically review activities of the EOC staff, and determine if additional support is needed from outside resources.	
a. Direct the Emergency Management Coordinator to request support from the appropriate organizations.	
b. Assign an EOC Liaison to coordinate requested support.	

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September 28, 2016
Revision 13

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ACTION

TIME/LOG

III. GENERAL EMERGENCY

CAUTION

STPEGS shall provide recommended public protective actions at a General Emergency. Once they are received, postpone completion of the steps on the 'Site Area Emergency' checklist and complete the next four steps without delay.

1. If the emergency escalates, formally announce the new classification to the EOC staff.
 - a. Direct EOC staff to proceed to the General Emergency checklist in their procedures. _____
 - b. Remind personnel, when time permits, to go back and complete applicable steps in Section II. SITE AREA EMERGENCY of this procedure. _____
 - c. Ensure status boards are promptly updated with accurate, concise and current emergency status. _____

NOTE

The Offsite Agency Notification Message Form, item 3, identifies the facility, i.e., the Control Room (CR), Technical Support Center (TSC), or Emergency Operations Facility (EOF), where the STPEGS Emergency Director can be located. If necessary, contact the Emergency Director at the indicated facility for clarification of plant conditions or recommended protective actions.

2. Review the Offsite Agency Notification Message Form with the Emergency Management Coordinator. _____

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 12 of 18)**

ACTION

TIME/LOG

NOTE

Per SAFER (Strategic Alliance for FLEX [Diverse and Flexible Coping Strategies] Emergency Response), if the event is a STP major nuclear accident, STP may require accessibility to a pre-planned secured Staging Area (Matagorda County Fairgrounds or Wharton County Youth Fairgrounds) for delivery of emergency response equipment from one of the Regional Response Centers (RRCs) via ground and/or air. Ensure roads accessing the requested staging area are cleared of any debris and coordinate this activity with Disaster District 16 (DD16) Department Public Safety (DPS) office in Pierce, TX. Any additional State required assets (i.e., supplies, equipment, manpower, etc.) will also be requested via (DD16, DPS Pierce). Validate Law Enforcement Officers have been dispatched to the requested Staging Area location.

3. Based on the Protective Action Recommendations issued as part of the Offsite Agency Notification Message Form from STPEGS, implement Annex W, Procedure 14, 'Protective Action Guides.' _____
4. Upon approving the Protection Action Recommendation (PAR), direct the issuance of an EAS message in conjunction with the Emergency Management Coordinator and Sheriff. _____
5. If not already accomplished, direct the Matagorda County Environmental Health Director and the Matagorda County Reception Center Care Director to activate the Reception Center(s). _____
6. In the event schools are unable to evacuate prior to an offsite release at STP, a Reception Center will be activated (if not already done so) and students will be transported there for monitoring and decontamination instead of being taken to their pre-designated host schools. _____
7. Direct the Sheriff to develop and implement Traffic and Access Control Points for the affected areas. _____

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
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ACTION

TIME/LOG

NOTE

Whenever public protective actions change, ensure the Sheriff assesses the need to modify the established traffic and access control points and if necessary, implements changes. In addition, if STPEGS provides a recommendation of a PAR beyond 10-miles, refer to Procedure 14, Protection Actions Guides for additional procedure guidance.

- | | | |
|-----|--|-----|
| 8. | Provide approval for County Emergency Workers to exceed radiation exposure administrative limits if extraordinary measures are needed to protect the public or perform lifesaving actions. | |
| 9. | Provide approval for County Emergency Workers who will be entering the 10 mile EPZ to take Potassium Iodide (KI) if recommended by the Department of State Health Services (DSHS) or STPEGS. | LOG |
| 10. | Ensure hourly (approximately) status briefings are conducted in the EOC. Coordinate county briefings with STPEGS Emergency Director to avoid conflicts. | LOG |
| a. | Inform EOC personnel 5 minutes before each briefing to prepare key information. The following positions will be expected to provide a briefing: <ul style="list-style-type: none">• Emergency Management Coordinator• Mayors (if present)• Sheriff• Communications Officer• Transportation Officer• Radiological Officer• Mass Care Officer• Public Information Officer/Writer• STPEGS Representative (if present)• Federal Agency Representative (if present)• DSHS Representative (if present) | |
| b. | Limit the briefings to 10 minutes (i.e., 1-2 minutes per person) | |

EMERGENCY MANAGEMENT DIRECTOR
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EMERGENCY MANAGEMENT DIRECTOR CHECKLIST

Attachment 1

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ACTION	TIME/LOG
11. Request a Presidential Disaster Declaration, if necessary, by letter to the Governor. Refer to Attachment 3, Instructions for Requesting Disaster Declaration.	
12. Declare a local disaster using Attachment 5, Declaration of Local Disaster, if necessary.	_____
13. Maintain periodic contact with DPS, Pierce and the STPEGS Emergency Director in the EOF. Provide a status of County activities underway. Request support, as needed.	LOG
14. Ensure an 'Operational Situation Report' is sent at the end of each day to the Disaster District office at DPS Pierce, Texas. The report will be initiated by the Emergency Management Coordinator.	_____
15. Continually reassess data and information available on the current situation and the prognosis for future developments to determine if protective actions should be expanded or changed.	_____
16. Review activities of the EOC staff, and determine if additional support is needed from federal or state organizations. Direct the Communications Officer to request support of the appropriate organizations. Assign an EOC liaison to coordinate requested support.	LOG
17. Assist with the setup of the Federal Response Center at the Bay City Civic Center by coordinating activities through the Bay City Mayor, DSHS and federal liaison, if available.	LOG
18. Ensure contact is maintained with County Public Information Officer (PIO) in the Joint Information Center (JIC) and keep this person informed of protective actions determined necessary for the public and of EOC activities (e.g., Reception Centers, status of schools, etc.).	
19. Once the emergency has been terminated, initiate County recovery activities using Section V. Recovery/Re-Entry/Return, of this checklist.	LOG

**EMERGENCY MANAGEMENT DIRECTOR
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**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
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ACTION	TIME/LOG
IV. SHIFT TURNOVER	
1. Provide a briefing of events to the relief person and include the following:	_____
a. Review completed checklist	
b. Review log	
c. Review status boards	
2. Inform the EOC staff of the transfer of responsibilities to the oncoming shift replacement.	_____
3. Update Staffing Board.	_____
4. Agree to your return time.	_____
5. Document names, date, and time of turnover.	LOG

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
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(Page 16 of 18)**

ACTION	TIME/LOG
V. RECOVERY/RE-ENTRY/RETURN	
1. Announce to the EOC staff that Recovery has been declared.	_____
2. Declare a local disaster using Attachment 5, Declaration of Local Disaster (County) if necessary, and if not already completed.	_____
3. Direct the EOC Staff to develop a list of activities and tasks which should be completed as part of the recovery effort using their 'Recovery Activities Lists. Consideration should be given to restoration of services and facilities (i.e., schools, industry, etc.).	_____
4. Activate the Damage Assessment Team to gather information and prepare reports to be sent to the necessary State and Federal agencies. (Refer to Damage Assessment Team list kept on file in the Dispatchers' Office).	_____
5. Coordinate with the Department of State Health Services (DSHS) to determine areas where re-entry can be allowed and stay times to confirm acceptable return levels for any areas evacuated, to determine the areas in which return can be permitted, and to assess the need for relocation of population, including, special facilities, transportation, and clothing needs of those affected by evacuation.	LOG
6. Ensure Emergency Management Coordinator is implementing Recovery/Re-Entry Return per procedure.	_____
7. Keep the public informed of the situation and the status of activities underway through periodic news advisories.	LOG
8. Provide a Disaster Situation Outline/Situation Report (kept on file in the EOC) to the Governor of Texas as soon as possible.	_____

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**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
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ACTION	TIME/LOG
9. Work with American Nuclear Insurers (ANI) in seeking direct reimbursement for costs incurred during evacuation by the County in providing emergency food, shelter, transportation, or police services. Refer to Attachment 6, Nuclear Energy Liability Insurance.	LOG
10. Deactivate positions no longer required.	_____
11. Terminate County recovery activities when recommended by the Department of State Health Services (DSHS) and the Emergency Management Coordinator, and implement steps 4, 5, and 6 of section VI. Termination, of this checklist.	LOG

**EMERGENCY MANAGEMENT DIRECTOR
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**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
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ACTION	TIME/LOG
VI. TERMINATION	
1. Announce termination of the emergency condition to the EOC staff.	_____
2. Issue a news advisory that the emergency has been terminated.	_____
3. Provide a list of supplies or forms that need replenishing to the EOC Administrative Assistant.	_____
4. Assign a committee and a chairperson to develop a report of the actions taken by Matagorda County in response to the incident.	_____
5. Direct the Sheriff and Emergency Management Coordinator to deactivate the EOC in accordance with Annex W, Procedure 13, 'EOC Concept of Operations and Activation.'	_____
6. Direct the Matagorda County Reception Center Director and the Radiological Officer to deactivate the Reception Centers.	_____
7. Direct the Sheriff to notify County Emergency Workers in the field.	_____
8. Collect and organize, in chronological order, all documents, checklists, and logs.	_____
a. Ensure checklists and logs are signed.	
b. Submit documents to the Administrative Assistant.	
9. Dismiss the EOC staff.	N/A

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

MAYOR'S CHECKLIST
Attachment 2
(Page 1 of 3)

Name	Date
ACTION	TIME/LOG

This checklist is to be implemented at the **Alert, Site Area Emergency or General Emergency Classification** by the Mayors of Bay City and Palacios to ensure City resources are available to support the emergency response effort, including a Hostile Action Based Event. As the Emergency Classification level changes, update the appropriate steps.

- | | | |
|----|---|-----|
| 1. | Ensure key department heads are contacted and provided a briefing on the status of the emergency. | LOG |
|----|---|-----|

BAY CITY

City Councilmen/women
City Attorney
Chief of Police
Fire Chief
City Treasurer
Public Works Director

PALACIOS

City Manager
City Councilmen/women
City Attorney
Chief of Police
Fire Chief
City Treasurer
Public Works Director

- | | | |
|----|--|-----|
| 2. | Instruct department heads to assess available resources to support the emergency response. | LOG |
| a. | Inventory equipment/supplies (i.e., cones, barricades, fire trucks, flashlights, etc.). | |
| b. | Inspect all vehicles and equipment, including reserve fuel supply. | |
| c. | Assess available staff/volunteers who may be needed to support the emergency response. | |
| d. | Report back any shortages or unmet needs. | |
| e. | Request telephone number(s) for call back purposes. | |

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

MAYOR'S CHECKLIST
Attachment 2
(Page 2 of 3)

ACTION	TIME/LOG
3. Ensure Department heads contact staff/volunteers and place them on standby.	_____
4. Notify (or coordinate with) the Fire Chief to review the following activities:	_____
a. Ensure the Fire Department has sufficient volunteers to perform route alerting if required.	
b. Prioritize vehicles equipped with PA systems to perform route alerting.	
c. If route alerting is requested, assemble volunteers at the Fire Station and review route alerting procedures.	
d. If requested, dispatch a pumper truck and department personnel to the McAllister and/or Palacios Reception Center(s) to assist with decontamination of evacuee vehicles.	
e. Ensure the Fire Department has volunteers to assist the Police Department with local traffic and access control points, as required.	
f. Ensure assigned personnel receive a radiological briefing and appropriate supplies, if entering the 10 mile EPZ.	
5. Notify the Precinct Commissioner or the Public Works Director to review the following:	
a. Key roads and highways to determine if any potential or actual impediments exist.	
b. Available staff and equipment to assist with the setup (i.e., cones, barricades, etc.) of the McAllister Middle School and/or Palacios High School Reception Centers.	
c. Provide periodic updates to the cities of Bay City and Palacios.	

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

MAYORS CHECKLIST

Attachment 2

(Page 3 of 3)

ACTION

TIME/LOG

- | | | |
|-----|---|-------|
| 6. | Notify (or coordinate with) the Police Chief to review the following activities: | _____ |
| a. | Available personnel to provide second shift staffing of Traffic and/or Access Control Points. | |
| b. | Available personnel to assist with security at the McAllister Middle School and Palacios High School Reception Centers. | _____ |
| c. | Available personnel to assist with Route Alerting if required. | |
| d. | Available personnel to assist with Joint Information Center security. | |
| e. | Ensure personnel receive a radiological briefing and appropriate supplies, if entering the 10 mile EPZ. | |
| 7. | Provide periodic emergency status updates to key staff. | |
| 8. | Reserve hotel/motel space for federal and state officials assisting with the emergency response, if so requested. | |
| 9. | Ensure City Treasurer maintains a record of all city expenditures associated with the emergency response effort. | |
| 10. | In Bay City, ensure the Civic Center is available to accommodate State and Federal resources (i.e., personnel and equipment). | |
| 11. | If requested by STPEGS, ensure the Bay City Service Center is available to support utility, State, and Federal personnel. | |
| 12. | Consider using the auto dialers (Bay City, Palacios) to provide periodic updates of the emergency. | |
| 13. | On an hourly basis, contact and brief key department heads. | |

EMERGENCY MANAGEMENT DIRECTOR
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HOSTILE ACTION BASED CHECKLIST
Attachment 3
(Page 1 of 2)

Name _____	Date _____
ACTION	TIME/LOG

I. HOSTILE ACTION BASED EVENT

1. Upon notification of an accelerated call for a Hostile Action Based (HAB) event at STP, instruct the Dispatch Office to activate the EOC via the auto dialer system. _____
2. If the EOC is not activated and STP has declared a Site Area Emergency (SAE), instruct the Dispatch Office to issue the default SAE EAS Message, activate the sirens, and fax the EAS Message to the National Weather Service. _____

NOTE

Procedure 75 "STP Onsite Assistance Coordination" should be implemented for a HAB or natural disaster event.

3. Upon arrival at the EOC, ensure an Incident Command Post (ICP) and an Offsite Staging Area (OSA) are staffed and activated. Ensure law enforcement, fire departments, Public Information Officer and Emergency Medical Services (if needed) are available to staff ICP and OSA. _____
4. Ensure these emergency workers receive a radiological briefing on emergency response conditions and receive dosimetry and needed supplies before instructing them to deploy to their assigned locations. _____
5. In conjunction with the Unified Command team, perform an assessment of the HAB event. _____
6. Ensure appropriate resources are obtained and dispatched. _____

**EMERGENCY MANAGEMENT DIRECTOR
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**HOSTILE ACTION BASED CHECKLIST
Attachment 3
(Page 2 of 2)**

ACTION	TIME/LOG
7. If additional personnel, equipment and supplies are required for on scene response, and for Traffic and Access Control Points, Reception Center support, etc. ensure the Emergency Management Coordinator obtains the resources from DPS Pierce (State of Texas Access Request (STAR) form or adjoining counties.	_____
8. Review and approve all information from the ICP to the Joint Information Center staff prior to information being released to the media.	_____
9. Conduct briefings with ICP and OSA staff prior to the EOC briefings.	_____

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

INSTRUCTIONS FOR REQUESTING DISASTER DECLARATION

Attachment 4

(Page 1 of 1)

Submission of a Disaster Situation Outline/Situation Report (kept on file in the EOC), along with a letter addressed to the Governor from the Emergency Management Director, constitutes the initial appeal for federal disaster financial assistance. The letter should include a brief description of the event, a statement that the calamity has overwhelmed the capacity of the County to independently recover, and a request that the Governor ask the President to declare the County eligible to receive federal disaster assistance under the provisions of Government Code, Chapter 418, as amended. The Disaster Situation Outline/Situation Report should be completed as fully as possible. In cases in which exact figures are unavailable, estimates are acceptable. If a category does not apply, leave blank or put N/A.

Completion of the form and the letter should be accomplished within 24 hours or as soon as possible during or after the emergency.

Fax a copy, then mail the form to the Coordinator, Division of Emergency Management, Department of Homeland Security, Texas' Division of Emergency Management, 5805 N. Lamar, Austin, TX 78773-0001.

This form and letter comprise the preliminary petition. It is understood the data is subject to revision and refinement on the basis of subsequent damage surveys.

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REQUEST FOR EMERGENCY DECLARATION
Attachment 5
(Page 1 of 2)

The Honorable _____
Governor of Texas
c/o State Coordinator
Division of Emergency Management
P.O. Box 4087
Austin, Texas 78773-0001

Date: _____

Dear Governor _____:

The County/City of _____, Texas, is facing significant threats to life, health and property due to (provide description):

The potential impact of this threat is (provide estimate of impact):

I have determined that this incident is of such severity and magnitude that an effective response is beyond the capability of the city to control. Pursuant to §433.001 of the Texas Government Code, I am requesting you declare a state of emergency for Texas, and issue appropriate directives to deal with the emergency; including (what measures you want Governor to take):

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**REQUEST FOR EMERGENCY DECLARATION
Attachment 5
(Page 2 of 2)**

Furthermore, I am asking successive proclamations be issued and remain in effect until the threat of loss of life, injury, or damage property is contained.

A timely response to this request would be appreciated.

County Judge/Mayor*
(Signature)

** NOTE: The statute provides that either the chief elected or the governing body of a city or county may request the Governor issue an emergency declaration. If a governing body makes a request, this letter should be appropriately modified.*

EMERGENCY MANAGEMENT DIRECTOR
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DECLARATION OF LOCAL DISASTER (COUNTY)

Attachment 6

(Page 1 of 1)

WHEREAS, the County/City of _____ on the ____ day
of _____, 20__ has suffered widespread or severe damage, injury, or loss of life or
property (or there is imminent threat of same) resulting from _____;
and

WHEREAS, the Judge of the County of Matagorda has determined that extraordinary
measures must be taken to alleviate the suffering of people and to protect or rehabilitate
property;

NOW, THEREFORE, BE IT PROCLAIMED BY THE COUNTY JUDGE OF MATAGORDA
COUNTY:

1. A local state of disaster is hereby declared for _____
pursuant to §418.108(a) of the Texas Government Code.
2. Pursuant to §418.018(b) of the Government Code, the state of disaster shall
continue for a period of not more than seven days from the date of this declaration
unless continued or renewed by the Commissioner's Court of _____.
3. Pursuant to §418.018(c) of the Government Code, this declaration of a local state of
disaster shall be given prompt and general publicity and shall be filed promptly
with the County Clerk.
4. Pursuant to §418.018(d) of the Government Code, this declaration of a local state of
disaster activates the county emergency management plan.
5. This proclamation shall take effect immediately from and after its issuance.

ORDERED this the _____ day of _____, 20_____.

County of Matagorda, Texas, County Judge

ATTEST:

Matagorda, County Clerk

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

NUCLEAR ENERGY LIABILITY INSURANCE
Attachment 7
(Page 1 of 2)

The following is a synopsis of a document sent to Brokers and Risk Managers, representing power reactor insured, by John L. Quattrocchi, Vice President, Underwriting on December 14, 1992.

American Nuclear Insurers (ANI) provides new coverage to STP's Nuclear Liability Insurance Policies (Coverage D). The coverage was effective June 1, 1993, and will reimburse the State, or political subdivisions of the State (i.e., County Sheriff, DPS, School Districts, etc.), for the following expenses:

Reasonable additional costs necessarily incurred by the State or political subdivision to provide for the following in the event evacuation of the public from the 10 mile Emergency Planning Zone is recommended.

1. Emergency food
2. Shelter
3. Transportation
4. Police Services

ANI will pay for reasonable expenses up to 30 days immediately following an evacuation if the following occur:

1. The incident caused or posed an imminent danger of bodily injury or property damage from the nuclear energy hazard, during the police period.
2. If the evacuation is reasonable and necessary to protect the public and is initiated by the State or political subdivision official authorized by State law (i.e., County Judge) to initiate an evacuation.

The following are exclusions that ANI will not provide coverage for:

1. Any incident involving nuclear weapons.
2. Any incident due to war, civil war, insurrection, rebellion, resolution, etc.
3. Additional costs incurred for services rendered by a charitable organization.
4. Obligations covered by workers compensation, unemployment, or disability benefit laws.

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**NUCLEAR ENERGY LIABILITY INSURANCE
Attachment 7
(Page 2 of 2)**

To file a claim for costs covered under Coverage D the agency must:

1. Complete a statement of all additional costs claimed for the evacuation to include:
 - a. Why evacuation was recommended
 - b. Who recommended evacuations
 - c. When and where evacuation occurred
2. Relate each and every cost to the evacuation.
3. Send a Proof of Loss to ANI within 12 months of evacuation.
4. Provide for examination of all records and knowledgeable persons by ANI.

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

INITIAL EMERGENCY OPERATIONS CENTER (EOC) BRIEFING SHEET
(TYPICAL)
Attachment 8
(Page 1 of 2)

Upon EOC ACTIVATION, Announce the following:

- The EOC is officially activated at _____ AM/PM. I am County Judge _____ and am acting in my official capacity as Emergency Management Director.
- If this is a drill, say "This is a drill". Use prior to and at the conclusion of each telephone or radio transmission.
- The clock on the wall is the official time. Please reset your watches.
- If you have a pager or cell phone, please place in the silent mode ("on stun").
- There will be hourly briefings or when there is a major change in emergency status. When these are taking place, I ask everyone hold telephone calls and pay special attention. I also ask that when giving your briefings, do so clearly and loudly and if possible, stand up. End the briefing with "This concludes my briefing". All EOC staff shall respond "I understand".
- If additional support is needed or important information needs to be known, come to me immediately. Do not wait for the hourly briefing.
- The following positions will be expected to provide a briefing :
 - 1) Emergency Management Coordinator
 - 2) Matagorda County Sheriff
 - 3) Commissioners
 - 4) Mayors
 - 5) Transportation Officer
 - 6) Radiological Officer
 - 7) Mass Care Officer
 - 8) Hospital Representative
 - 9) Public Information Officer
 - 10) STPEGS Representative (If present)
 - 11) Coast Guard (If present)
 - 12) DSHS Representative (If present)
- DPS Pierce, Disaster District Office will be contacted hourly & Disaster Summary Outline prepared at the end of each day and faxed to the Division of Emergency Management.

EMERGENCY MANAGEMENT DIRECTOR
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INITIAL EMERGENCY OPERATIONS CENTER (EOC) BRIEFING SHEET
(TYPICAL)
Attachment 8
(Page 2 of 2)

- **Public Information Officer:** Please begin work on the initial news release and be prepared to issue an Emergency Alert System (EAS) message if an SAE is declared. Should there be a need for an EAS message, do not issue one without my signature. I will not consider the EAS message official until I sign and put the time on the document. Stamp the approved message with the word "Drill," if it is in fact a drill.
- **Transportation Officer:** Establish and periodically maintain contact with the County School Superintendents and provide them with the emergency status. Should the event escalate to Site Area Emergency, be prepared to evacuate Tidehaven and Matagorda School, as well as contacting the Superintendents.
- **Matagorda County Reception Center Care Director:** Determine readiness of the Reception Center or readiness to activate the facility should the South Texas Project personnel or the public require evacuations. In addition, ensure the appropriate mass care shelters are available to support an evacuation.
- **Mayors and Commissioner:** Begin organizing supplies, equipment, and personnel that can be made available to support the event.
- **Emergency Management Coordinator:** Send initial disaster Summary Outline to DPS Pierce Disaster District Office. Ensure appropriate EOC positions are filled or replacements are assigned.
- **Matagorda County Sheriff:** Determine if there are any unusual circumstances (i.e. bridges out, road repair, wreck, bad weather, etc.) that may impede an evacuation.
- Should this event escalate, please go at once to the appropriate section of your procedure. As time permits, go back and complete all procedure steps.
- Keep the facility quiet, calm, and organized.
- Reference and continually follow procedures. Record time each step was completed on the Emergency Action Log. These may become public and legal documents.
- The first briefing will be in 30 minutes. I will announce hourly, 5 minutes prior to holding a briefing, to provide preparation time.
- If you need to leave the EOC for any length of time, check with security, and the Emergency Management Coordinator and ensure you brief your replacement.
- Contact your back-up and ensure they are prepared to relieve you. Event is estimated to last for _____ hours. Shift and relief should be prepared to come in at _____ (time).

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**ACRONYMS LIST
Attachment 9**

Page 1 of 1

<u>Acronym</u>	<u>Applies To</u>
ACP	Access Control Point
DHS	Department of Homeland Security
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
DSHS	Department of State Health Services
EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPD	Electronic Personal Dosimeter
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
ORO	Offsite Response Organization
PAD	Protective Action Decision
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
SOC	State Operations Center
STPEGS	South Texas Project Electric Generating Station
TDEM	Texas Division of Emergency Management
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter


**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES
EMERGENCY MANAGEMENT COORDINATOR**

Procedure 11

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Effective Date September 28, 2016

APPROVED:


County Judge


Emergency Management
Coordinator

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by the Emergency Management Coordinator in the Matagorda County Emergency Operations Center (EOC) during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).
- 1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response, specific to the Emergency Management Coordinator.

2.0 Discussion

- 2.1 The Emergency Management Coordinator and alternate to the Coordinator are appointed by the County Judge.
- 2.2 The Emergency Management Coordinator will assist the Emergency Management Director in all phases of the emergency preparedness effort.
- 2.3 In the event Matagorda County Dispatch office receives an **Accelerated Phone Call** based on a Hostile Action Based event, the Emergency Management Director should consider activating the Emergency Operations Center.
- 2.4 The Emergency Management Coordinator will serve as day-to-day liaison between the County, Cities, and State emergency management organizations, and the STPEGS.
- 2.5 The Emergency Management Coordinator is responsible for the preparation of procedures for the Emergency Operations Center (EOC) as well as maintenance of other applicable procedures, charts, rosters, maps, and supplies necessary for the operation of the EOC, including documents such as the emergency call out list, updated quarterly.
- 2.6 The Emergency Management Coordinator will respond to the EOC at an Alert or higher emergency classification and direct the activities of the EOC Administrative Assistant and Communications Officer to prepare the EOC for activation and operation.
- 2.7 Event-related responsibilities of the Emergency Management Coordinator include, but are not limited to the following:
 - 2.7.1 Coordinate County activities and operations during emergencies.

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

- 2.7.2 Act as a liaison between the Direction and Control Group and other emergency resources.
 - 2.7.3 Assist the Emergency Management Director with EOC staff briefings.
 - 2.7.4 Ensure Public Information Staff at the Joint Information Center are provided updates on Matagorda County response activities.
 - 2.7.5 Coordinate response efforts with nearby communities, industry, and State and Federal emergency management agencies.
 - 2.7.6 Ensure sufficient staff and equipment are available to support emergency response activities.
 - 2.7.7 Ensure status boards are kept up to date and staff are informed of major event changes.
 - 2.7.8 Oversee field operations ensuring sufficient staff and resources are available to support deployment of field personnel.
 - 2.7.9 Coordinate emergency and recovery actions for the Emergency Management Director.
- 2.8 Day-to-day responsibilities of the Emergency Management Coordinator include, but are not limited to the following:
- 2.8.1 Coordinate with and receive assistance from County/City departments, schools, Mass Care Officer, hospitals, etc., in the development of the Emergency Management Basic Plan.
 - 2.8.2 Coordinate other agencies' emergency plans, i.e., schools, Mass Care Officer, hospitals, private utilities, and industries with the Emergency Management Basic Plan.
 - 2.8.3 Maintain liaison with nearby communities, industry, and State and Federal emergency management agencies.
 - 2.8.4 Provide training for local emergency response agencies and personnel.
 - 2.8.5 Coordinate funding for the County emergency response program.
 - 2.8.6 Coordinate an annual assessment of County/City resources.

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Procedure 11

- 2.8.7 Coordinate an annual assessment of Functional Needs populations and maintain a list.
- 2.8.8 Coordinate the activities of local volunteer groups.
- 2.9 An **Initial Disaster Report** is a short report designed to provide State officials with basic information about an emergency situation.
- 2.10 An **Operational Situation Report (SITREP)** is a report compiled daily and forwarded to the Disaster District in order to keep State officials informed about the current status of operations.
- 2.11 **Recovery** refers to the process of reducing radiation exposure rates and concentrations of radioactive material in the environment to acceptable level for return by the general public for unconditional occupancy or use after the emergency phase of a radiological emergency.
- 2.12 **Re-entry** refers to temporary entry of an individual into a restricted zone under controlled conditions.
- 2.13 **Relocation** refers to a protective action, taken in the post-emergency phase, through which individuals not evacuated during the emergency phase are asked to vacate a contaminated area to avoid chronic radiation exposure from deposited radioactive material.
- 2.14 **Return** refers to reoccupation of areas cleared for unrestricted residence or use by previously evacuated or relocated populations.
- 3.0 References
 - 3.1 Emergency Management Basic Plan for Matagorda County, Bay City and Palacios.
 - 3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.
 - 3.3 Emergency Management Plan, Annex W Procedure 13, "Emergency Operations Center Concept of Operations and Activation."
 - 3.4 Emergency Communications Directory.
- 4.0 Equipment Required
 - 4.1 None.
- 5.0 Precautions and Limitations
 - 5.1 None.

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

6.0 Prerequisites

- 6.1 An emergency has been declared by the STPEGS Emergency Director.

7.0 Procedure

- 7.1 When notified of an **Unusual Event** at the STPEGS by the Sheriff's Office Dispatcher, then;
 - 7.1.1 Verify the Dispatcher is implementing the call list for an Unusual Event.
 - 7.1.2 If a fire was the cause of event, verify Bay City and Palacios Fire Departments have been notified.
 - 7.1.3 If required to leave the area or if you become unavailable to respond should the event escalate in severity, request the Dispatcher to contact the alternate Emergency Management Coordinator.
- 7.2 When notified of an **Alert, Site Area Emergency, or General Emergency**, at the STPEGS by the Sheriff's Office Dispatcher, report to the EOC and implement Section I of Attachment 1, Emergency Management Coordinator Checklist. Use this checklist as a guide to assist in performing position responsibilities.

NOTE

When required by the checklist to make contacts with individuals or agencies outside of the EOC, refer to the Emergency Communications Directory.

8.0 Attachments

- 8.1 Attachment 1, Emergency Management Coordinator Checklist
- 8.2 Attachment 2, Briefing Sheet
- 8.3 Attachment 3, Recovery Activities List
- 8.4 Attachment 4, Initial Disaster Report
- 8.5 Attachment 5, Operational Situation Report
- 8.6 Attachment 6, Acronyms List

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

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ACTION

TIME/LOG

I. ALERT

NOTE

If this emergency is due to a HOSTILE ACTION event at STPEGS, it is IMPORTANT that resources, law enforcement, fire, and medical services are priority. In addition, ensure an Incident Command Post (ICP) and an Offsite Staging Area (OSA) is established as appropriate.

1. Report to the EOC Security Post, sign in, and receive a badge. _____
2. If the Sheriff is not available and the EOC has not been setup, then supervise the setup of the EOC, utilizing Procedure 13, 'EOC Concept of Operations and Activation, Attachment 1, EOC Activation/De-Activation Checklist. _____
3. If the Sheriff is not available, verify with the Sheriff's Office Dispatcher the status of notification of personnel on the call list for an Alert. Reassign this task to the Communications Officer upon his/her arrival. _____
4. Obtain the Offsite Agency Notification Message Forms received by the Dispatcher from STPEGS and review with the Emergency Management Director. _____
5. Initiate and maintain an Emergency Action Log. LOG
 - a. Track telephone calls, key information obtained, actions taken, and other information needed to document the response actions taken.
 - b. Maintain the log until termination of the emergency.

NOTE

If the STPEGS, Matagorda County/DPS, Pierce ringdown line is inoperable or becomes inoperable ensure the County Sheriff's Office dispatcher forwards STPEGS telephone calls to the STPEGS Liaison. Then inform the Sheriff of the problem.

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

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ACTION	TIME/LOG
--------	----------

- | | | |
|----|---|-----|
| 6. | Direct support staff to send a test Email to the National Weather Service and back up Emergency Alert Station KKHA 92.5FM as designated in the Communications Directory ensuring equipment is functioning properly; <u>IF NOT</u> : | |
| a. | Inform the Emergency Management Director of the malfunction and discuss an alternate solution. | |
| 7. | Ensure a News Advisory is prepared informing the public of the STPEGS emergency. | LOG |
| a. | Review the content of message with the Emergency Management Director. | |
| b. | Verify with Support Staff the Emailing of the advisory to National Weather Service Emergency Alert Station KKHA 92.5FM as designated in the Communications Directory, and if necessary, the County Joint Information Center. | |
| c. | Verify with Support Staff the Emergency Alert Sources (National Weather Service and back-up Emergency Alert Station KKHA 92.5FM) as designated in the Communications Directory) and if necessary, the County Joint Information Center received the Email for immediate broadcast. | |
| 1. | With NWS Representative, coordinate the sounding of sirens with the broadcasting of EAS Messages. Sounding of sirens <u>must</u> occur prior to the EAS Message being broadcast. | |

NOTE

If the event occurs during hours other than normal working hours, the Emergency Operations Facility (EOF) staff may not arrive for up to one hour. The Offsite Agency Notification Form; item 3 identifies the location, i.e., the Control Room (CR), Technical Support Center (TSC), or Emergency Operations Facility (EOF), where the Emergency Director can be found. If necessary, contact the Emergency Director at the indicated facility for clarification of plant conditions.

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

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ACTION	TIME/LOG
8. If directed by the Emergency Management Director, contact STPEGS to obtain current plant status and the potential for the situation to escalate to a Site Area Emergency.	_____
9. Review status of personnel, (e.g.; Police Department, Fire Department, Public Works, etc.) supplies and equipment with the Mayors of Bay City/Palacios and the Precinct Commissioner.	LOG
10. Based on the emergency, determine with the Emergency Management Director which additional organizations or personnel should be notified and/or activated.	LOG
11. Ensure the Communication Officer contacts, industrial, recreational and special facilities within the 10-mile EPZ of the STPEGS, etc. to determine status of the facilities and provide them with the status of the emergency situation.	LOG
12. Ensure Fire Chiefs in potentially affected areas are notified their assistance may be required in fire services, evacuation, route alerting, and at traffic and access control point locations. Provide a briefing of key information.	_____
13. Contact DPS Pierce and provide a briefing of the status of the County Response actions.	_____
a. Verify that DPS, Pierce has a current EOC telephone number for future contact.	
b. Obtain the name and telephone number of the contact person at the Disaster District at DPS, Pierce.	
c. Inform DPS, Pierce that the EOC is either partially or fully activated at this time.	
d. Request equipment and supplies as required to support the emergency situation using Form State of Texas Assistance Request (STAR).	

EMERGENCY MANAGEMENT COORDINATOR

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EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

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ACTION

TIME/LOG

- | | | |
|-----|---|-------|
| 14. | Notify the District Coordinator of the event and status of actions. | _____ |
| 15. | As required, periodically contact the National Weather Service (NWS) and receive weather updates. | LOG |

NOTE

When time permits, fill out Attachment 4, Initial Disaster Report and Attachment 5, Operational Situation Report and fax them to the District Coordinator, DPS, Pierce. If the emergency is of long duration, continue to provide the Operational Situation Report on a daily basis.

- | | | |
|-----|--|-------|
| 16. | Periodically contact the Support Organization Director in the EOF and review the following:
a. Obtain a status of plant conditions and activities.
b. Provide the Support Organization Director a status of EOC response activities. (e.g.; EOC activation, news advisory issuance, response activities, road impediments, if any, etc.) | LOG |
| 17. | Ensure status boards are maintained current and accurate. | N/A |
| 18. | Instruct personnel that if they are required to leave the facility to assign another member of the EOC staff to temporarily fill their position until they return and to inform the Emergency Management Director when this occurs. | _____ |

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

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ACTION

TIME/LOG

NOTE

If shift rotation is necessary, assign times to each position for the turnover. The times should be staggered over a 2 to 4 hour period. Have the shift change information posted on the Staffing Status Board.

19. If the emergency condition continues for an extended period, direct all personnel to contact their alternates and assist the EOC Administrative Assistant in establishing a 12-hour shift schedule.
20. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.

N/A

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

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ACTION

TIME/LOG

II. SITE AREA EMERGENCY

NOTE

If this emergency is due to a HOSTILE ACTION event at STPEGS, it is IMPORTANT that resources, law enforcement, fire, and medical services are priority. In addition, ensure an Incident Command Post (ICP) and an Offsite Staging Area (OSA) are established as appropriate.

- | | | |
|----|--|-------|
| 1. | Complete the activities in Section I, Alert, if not already completed, including the setup of the EOC. | N/A |
| 2. | Ensure the emergency classification is updated on the Event Status Board. | _____ |

NOTE

Inform the Emergency Management Director, if telephone contact with Emergency Alert Sources (National Weather Service and back-up Emergency Alert Station KKHA 92.5FM) as designated in the Communications Directory cannot be established.

- | | | |
|----|--|-------|
| 3. | When an EAS message is to be issued, complete the following steps: | _____ |
| a. | Quickly review the content of the EAS message with the Emergency Management Director and upon approval. | |
| b. | Verify activation of the sirens by the Sheriff's Office Dispatcher and the auto dialer system by the Communications Officer. | |

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

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ACTION	TIME/LOG
--------	----------

- | | | |
|----|--|-------|
| c. | Verify Emailing of the approved EAS message to the Emergency Alert Sources (National Weather Service and Back-Up Emergency Alert Station KKHA 92.5FM) as designated in the Communications Directory and if necessary, the county | _____ |
| d. | Verify activation of the EAS system, including alert radios, and issuance of the EAS message has been confirmed by the EOC Support Staff. | |
| e. | Verify with the Communications Officer that special facilities, recreational facilities and industry within the 10-mile Emergency Planning Zone of STPEGS have been notified. | |
| 4. | Contact the STPEGS Support Organization Director to perform the following: | |

NOTE

During a site evacuation, ensure all EOC staff understand **whether or not** the plant requires a designated evacuation route and/or a Reception Center.

- | | | |
|----|--|-------|
| a. | Determine if STPEGS requires assistance during the evacuation of non-essential personnel from the site. If yes, obtain the evacuation scheme (e.g., Alpha, Charlie, etc.) and when the Reception Center will be needed to support site evacuation. | |
| b. | Request STPEGS provide the EOC with additional information using the Supplemental Notification Form for the duration of the emergency. | |
| c. | Inform the Emergency Operations Facility that the EOC is fully activated. | |
| d. | Provide a status update of EOC response activities. | |
| 5. | Notify DPS, Pierce Office that the Matagorda County EOC is fully activated. | _____ |

EMERGENCY MANAGEMENT COORDINATOR

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EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

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ACTION	TIME/LOG
6. Ensure the EOC Staff continuously updates the Public Information group on emergency response activities.	LOG
7. Ensure contact is maintained with County Public Information staff at the Joint Information Center and personnel are informed of County response activities.	LOG
8. Ensure Radiological Officer establishes contact with the Department of State Health Services (DSHS) in Austin or the DSHS EOC Liaison and discusses the radiological implications of the emergency condition.	LOG
9. Request the Mass Care Officer activate the Functional Needs Program by contacting those individuals identified on the Functional Needs list maintained by the Matagorda County Emergency Management office to determine if assistance will be required should an evacuation be recommended. In addition, the Mass Care Officer should coordinate evacuation assistance with the Transportation Coordinator and special lodging provisions with the Hospital Administrator.	
10. Ensure the Sheriff and Radiological Officer coordinate delivery of dosimetry to identified industrial locations (chemical plants), if required.	LOG
11. Keep the STPEGS Support Organization Director informed of EOC activities, including siren and EAS activation, and traffic control points established, etc.	LOG
12. Ensure the status boards are kept current, concise and accurate with information on activities underway by the EOC and with information provided by the STPEGS EOC Liaison.	N/A
13. When requested by the Emergency Management Director to provide a status update at the hourly EOC briefing, provide the information in Attachment 2, "Briefing Sheet" plus any additional information of value to the EOC staff.	LOG
14. Notify District Coordinator of event status.	

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ACTION	TIME/LOG
15. Evaluate with the Emergency Management Director the need to supplement County resources.	_____
a. If State and Federal assistance is needed, contact DPS, Pierce.	LOG
b. If STPEGS assistance is required, contact the Support Organization Director in the EOF.	LOG
c. Request support from surrounding counties through DPS, Pierce.	LOG
16. Keep DPS, Pierce informed of County activities and information received from STPEGS.	LOG
17. If the emergency is of long duration, perform shift turnovers in accordance with Section IV. Shift Turner of this checklist.	N/A
18. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.	N/A

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1
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ACTION

TIME/LOG

III. GENERAL EMERGENCY

- | | | |
|----|---|-------|
| 1. | Complete the activities in Section II, Site Area Emergency, if not already completed. | N/A |
| 2. | Ensure the emergency classification is updated on the Event Status Board. | _____ |
| 3. | When an EAS message is issued, complete the following steps. | LOG |
| a. | Quickly review the content of the EAS message with the Emergency Management Director. | |

NOTE

Inform the Emergency Management Director, if telephone contact with the Emergency Alert Sources (National Weather Service and back-up Emergency Alert Station KKHA 92.5FM) as designated in the Communications Directory has not been established.

- | | | |
|----|---|--|
| b. | Upon approval of the message, verify activation of the sirens by the Sheriff's Office Dispatcher and auto dialer system by the Communications Officer. | |
| c. | Verify Emailing of the approved EAS message to the Emergency Alert Sources (National Weather Service and Back-Up Emergency Alert Station KKHA 92.5FM) as designated in the Communications Directory and if necessary, County Joint Information Center by the EOC Support Staff. | |
| d. | Verify activation of the EAS system, including alert radios, and issuance of the EAS message has been confirmed by the EOC Support Staff. | |
| e. | Verify with Communications Officer that special facilities, industry, etc. within the 10-mile Emergency Planning Zone of STPEGS have been notified. | |

EMERGENCY MANAGEMENT COORDINATOR

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EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

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ACTION	TIME/LOG
<ul style="list-style-type: none">f. Verify with the Sheriff that appropriate traffic and access control points have been or are in the process of being established.g. Ensure personnel, who are assigned to missions in the 10-mile Emergency Planning Zone, are provided the appropriate briefings (i.e., bus drivers, TCP/ACP personnel, etc.)	
4. Notify the District Coordinator of the event status and County response actions.	LOG
5. Monitor the status of the protective actions being implemented. Keep the Emergency Management Director and Public Information staff updated and the status boards current on the following information.	LOG
<ul style="list-style-type: none">a. Protective Response Zones evacuatingb. Protective Response Zones shelteringc. Status of notifications to the publicd. Status of evacuatione. Estimated time to complete evacuationf. Availability of the Reception Center and/or Congregate Care Facilitiesg. Road and weather conditionsh. Closure of tourist and recreational areasi. Closure and evacuation of schoolsj. Closure and evacuation of affected industriesk. Security of the evacuated areal. Status of Traffic and Access Control Pointsm. Evacuation status of Functional Needs individuals	

NOTE

In addition, if STPEGS provides a recommendation of a PAR beyond 10-miles, refer to Procedure 14, Protection Actions Guides for additional procedure guidance.

EMERGENCY MANAGEMENT COORDINATOR

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EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

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ACTION

TIME/LOG

NOTE

More timely actions may be needed to restrict water traffic. In this case, ask the Sheriff if the Sheriff's Office boat can be used to notify boaters on the Intercoastal Waterway and ask the Fish and Game Wardens if there are staff or volunteers with boats that could notify boaters on the Colorado River.

- | | | |
|-----|---|-------|
| 6. | Evaluate the need to request assistance from the Division of Emergency Management (DEM) via DPS, Pierce to restrict air, rail, and intercoastal waterway traffic. If necessary, request DEM via DPS, Pierce take appropriate actions. | |
| 7. | Ensure the Radiological Officer contacts and confers with the DSHS EOC Liaison or the STPEGS Radiological Director in the EOF to determine if Potassium Iodide (KI) should be ingested by County Emergency Workers. | LOG |
| 8. | Ensure status boards are kept current with information on activities underway by the EOC and with information provided by the STPEGS Emergency Director and/or EOC Liaison. | _____ |
| 9. | Periodically check with the Environmental Health Director and the Matagorda County Reception Center Care Director on the operations of the Reception Center and Congregate Care Facilities. Determine if support is needed. | LOG |
| 10. | When requested by the Emergency Management Director to provide a status update at the hourly EOC briefing, provide the information in Attachment 2, Briefing Sheet plus any additional information of value to the EOC staff. | LOG |

EMERGENCY MANAGEMENT COORDINATOR

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EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

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ACTION	TIME/LOG
11. Evaluate with the Emergency Management Director the need to supplement County resources.	_____
a. If State and Federal assistance is needed, contact DPS, Pierce.	LOG
b. If STPEGS assistance is required, contact the Support Organization Director in the EOF.	LOG
c. Request support from surrounding counties through their respective Emergency Management Offices, if necessary	LOG
12. Keep DPS, Pierce (District Coordinator) informed of County activities and information received from STPEGS.	LOG
13. Track activities of the DSHS/DPS Field Monitoring teams with the assistance of the DSHS EOC Representative. Provide this information to DPS, Pierce via the Communications Officer.	LOG
14. Direct all departments to ensure Emergency Workers are debriefed at the end of their shifts and all radiological dose provided to the Radiological Officer, if applicable. Direct the departments to provide briefings of key information to the EOC staff.	
15. Maintain the EOC General Emergency classification activities until the emergency is terminated and recovery activities are implemented.	N/A

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

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ACTION

TIME/LOG

IV. SHIFT TURNOVER

- | | | |
|----|---|-------|
| 1. | Provide a briefing of events to the relief person and include the following: | _____ |
| a. | Review completed checklist | |
| b. | Review log | |
| c. | Review status boards | |
| 2. | Inform the EOC staff of the transfer of responsibilities to the oncoming shift replacement. | _____ |
| 3. | Update Staffing Board. | _____ |
| 4. | Agree to your return time. | _____ |
| 5. | Document names, date, and time of turnover. | LOG |

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

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ACTION

TIME/LOG

V. RECOVERY/RE-ENTRY/RETURN

1. Develop a list of activities and tasks which should be completed as part of the recovery effort using Attachment 3, Recovery Activities List. The following items should be considered.
 - a. If an evacuation has taken place, temporarily designate these areas as 'restricted zones' until DSHS assessment actions are complete and restoration plans made.
 - b. If 'restricted zones' are established, Law Enforcement should be coordinated to maintain around the clock access control points in conjunction with DSHS who will staff these points for radiological controls.
 - c. If necessary, coordinate with the DSHS and Reception Center to identify members of the general public who may require re-entry into the restricted zones and temporary identification as an Emergency Worker (e.g., ranchers with livestock in the zones).
 - d. Ensure Reception Center is ready to support temporary Emergency Worker processing.
 - e. Ensure congregate care is maintained until relocation plans take effect for those evacuees unable to return to their homes.
 - f. Ensure clear communications and instructions are provided to those evacuees who reside outside of 'restricted zones' prior to returning to their homes.
 - g. If any County Emergency Workers were exposed to a radiological release from STPEGS, ensure they receive a medical screening and examination as provided by the DSHS or STPEGS.
 - h. Ensure media operations are continued in order to assure affected persons receive periodic information updates.

EMERGENCY MANAGEMENT COORDINATOR

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EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

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ACTION	TIME/LOG
2. Collect Attachment 3, Recovery Activities Lists from the EOC staff and begin organizing activities and assigning priorities.	_____
3. Evaluate the planned recovery activities with the Emergency Management Director and appropriate State and Federal Agencies.	_____
4. Assign recovery activities and track progress	_____
5. Maintain logs until termination of the event	_____
6. Recommend termination of the County recovery activities to the Emergency Director, in conjunction with the termination of State (DSHS) recovery activities, when the following conditions have been met:	_____
a. All portions of the 'restricted zones' have been surveyed by DSHS.	
b. Work under the State's decontamination plan has been completed to a stage where continued effort does not appear to be cost effective.	
c. Long-term exposures have been calculated by DSHS for residences and places of employment where the potential for exposure continues to exist.	
d. Occupancy or use limitations have been posted for all buildings and areas where continued restrictions are necessary.	
e. Residents and workers have been afforded the opportunity to return to all areas for which restrictions have been lifted.	
f. Relocation to permanent or long-term temporary facilities has been accomplished for those persons who could be allowed to return following completion of work under the formal decontamination plan.	

EMERGENCY MANAGEMENT COORDINATOR

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EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

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ACTION

TIME/LOG

VI. TERMINATION

1. Provide list of supplies or forms needing replenishing to the EOC Administrative Assistant. _____
2. Collect and organize in chronological order all documents checklists, and logs. _____
 - a. Sign checklists and logs. _____
3. Submit all documents generated during the emergency to the EOC Administrative Assistant. _____
4. Deactivate the EOC in accordance with Annex W, Procedure 13 "EOC Concept of Operations and Activation," when directed by the Emergency Management Director. N/A

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

BRIEFING SHEET

Attachment 2

(Page 1 of 1)

1. Discuss mobilization of personnel (complete or incomplete).

2. Provide updates on contacts with STPEGS, DPS Pierce, National Weather Services, etc.

3. Review times of current news advisories and/or Emergency Alert System messages.

4. Discuss any outstanding or unmet needs with the EOC staff.

5. Remind staff to continue filling out procedures, Emergency Action Logs, etc.
6. Remind staff to ensure status boards are updated by providing information to the Status-Board Keepers.
7. Remind the EOC to continue providing informational updates to the Public Information staff for transfer to the Joint Information Center.
8. Remind the staff to ensure to check with you if they need to leave the EOC. Replacement staff will receive briefing on the status of the Emergency.

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

RECOVERY ACTIVITIES LIST

Attachment 3

(Page 1 of 1)

(Name)

(EOC Position)

(Date)

ITEM #	LOCATION	ACTION/DESCRIPTION	ASSIGNED TO	PRIORITY

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

INITIAL DISASTER REPORT

Attachment 4

(Page 1 of 1)

1. What happened: _____

2. When it happened: _____

3. Where it happened: _____

4. Extent of Damage of Loss: _____

5. Best estimate of injured, homeless, fatalities: _____

6. Type and extent of assistance required, if known: _____

7. Additional remarks pertinent to situation: _____

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

OPERATIONAL SITUATION REPORT

Attachment 5

(Page 1 of 4)

(Content and Format, Standard Daily Situation Report)

FROM: Matagorda County

(Date)

TO: Disaster District Sub 2C, DPS, Pierce, Texas

SUBJECT: Situation Report No. ____

1. TYPE OF EMERGENCY

a. Identify the type of emergency, by name if it is due to a tropical storm or hurricane.

b. Describe where it happened and when, or if it is likely to happen.

2. DAMAGE

a. Determine the number of dead and injured and their location(s).

b. Determine the type and extent of property damage, especially as to how this directly affects people (e.g., major highways, bridges, rail routes, airports, deep water ports), or military facilities.

c. Determine any additional damage potential as a result of the emergency.

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

OPERATIONAL SITUATION REPORT

Attachment 5

(Page 2 of 4)

3. STATE AND LOCAL ACTIONS

- a. Describe major emergency management actions, such as dissemination of warning, activation and use of EOC, activation of the Reception Center and Congregate Care facilities, coordination of rescue operations, management of evacuations, arranging for needed emergency supplies, and work with mass media to get official information to the people.

- b. Include requests for assistance from state and/or federal civil agencies.

- c. Include military support requests and whether support actions are to be performed by National Guard or Federal Active Duty Forces. (Make clear whether such requests are anticipated or actually have been made.)

- d. Include Disaster Declarations.

4. FEDERAL ACTIONS

Describe participation by FEMA Regional Staff members in assisting the affected localities.

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

OPERATIONAL SITUATION REPORT

Attachment 5

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5. MILITARY ACTION

- a. State whether State National Guard or Federal Active Duty Forces are involved, describe in terms of number of trips and type of equipment committed, and the mission(s).

- b. Describe action by Army Corps of Engineers.

6. OTHER FEDERAL AGENCIES

List actions by other Federal Government Civil Agencies in support of operations.

7. ORGANIZED VOLUNTEER ACTION

Identify volunteer agency participation in emergency actions, and describe major actions they have taken.

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

OPERATIONAL SITUATION REPORT

Attachment 5

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8. OTHER

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

ACRONYMS LIST

Attachment 6

(Page 1 of 1)

<u>Acronym</u>	<u>Applies To</u>
ACP	Access Control Point
DHS	Department of Homeland Security
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
DSHS	Department of State Health Services
EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPD	Electronic Personal Dosimeter
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
NWS	National Weather Service
ORO	Offsite Response Organization
PAD	Protective Action Decision
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
SOC	State Operations Center
STPEGS	South Texas Project Electric Generating Station
TDEM	Texas Division of Emergency Management
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**


PROTECTIVE ACTION GUIDES


Procedure 14

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Effective Date: September 28, 2016

APPROVED:


County Judge


Emergency Management
Coordinator

PROTECTIVE ACTION GUIDES

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1.0 Purpose

- 1.1 This procedure provides decision making guidance on protective actions to be taken by the public during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).
- 1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response specific to protective actions for the public.

2.0 Discussion

- 2.1 The Emergency Management Director is responsible for ensuring that protective actions are effectively taken to protect the public around the STPEGS site. This includes preplanned actions for the public living within the 10-Mile Emergency Planning Zone (EPZ).
- 2.2 The Emergency Management Director is responsible for ensuring that protective actions are effectively taken to secure food crops within Matagorda County and to coordinate with the Texas Department of Health, Department of State Health Services (DSHS), concerning the impact on food crops outside Matagorda County.
- 2.3 The STPEGS Emergency Director and the Department of State Health Services (DSHS) are responsible for providing the Matagorda County Emergency Management Director with information concerning plant conditions, releases of radioactive material, the potential magnitude of radiological exposures to the emergency workers and the public which could occur, and recommended protective actions for the public.
- 2.4 The Emergency Management Director is responsible for determining the protective actions to be taken based on the recommendations of STPEGS and the State. Consideration should also be given to the current and forecasted weather conditions, time required to evacuate the public, impediments to an evacuation, plant conditions, potential for release of radioactive material, potential magnitude of radiological exposures to the public, and the prognosis for the situation to become worse.

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3.0 Definitions

- 3.1 **Monitor and Prepare** is a type of precautionary action intended to advise the public within the EPZ that a serious emergency at the nuclear power plant exists and that it should monitor the situation and prepare for the possibility of evacuation, SIP, or other protective actions. Further, if an evacuation is underway, officials should ask individuals who are not involved in the evacuation to remain off the roadways to allow those who are instructed to evacuate to do so.
- 3.2 **Protective Action Guide (PAG)** refers to projected dose to an individual in the general population that warrants the implementation of protective action. Specific PAGs have been recommended in terms of the level of projected dose that warrants the implementation of evacuation (or Sheltering in Place if factors such as severe weather make it a greater risk to evacuate than to Shelter in Place), respiratory protection, relocation, and limiting the use of contaminated food, water, and animal feed.
- 3.3 **Plume dose projections** are estimates of radiation dosage to the public from exposure to the plume, over a period of time, in the absence of initiating protective actions.
- 3.4 **Plume exposure pathway:** The principal exposure sources from this pathway are whole body external exposure to gamma radiation from the plume and from deposited materials, and inhalation exposure from the passing radioactive plume.
- 3.5 **Ingestion exposure pathway:** The principal exposure sources from this pathway are from ingestion of contaminated water or foods, such as milk or fresh vegetables.
- 3.6 **Recovery** refers to the process of reducing radiation exposure rates and concentrations to acceptable levels for return by the general public for unconditional occupancy or use after the emergency phase.
- 3.7 **Reentry:** Emergency workers perform detailed radiation dose rate surveys and conduct environmental samplings. The results will be utilized as the basis for protective actions or release to restricted or unrestricted use. Routes of exposure during this phase are external (ground deposition) and internal (inhalation of re-suspended particles).
- 3.8 **Relocation** represents the inability to restore affected areas to unrestricted use. People are removed or excluded from these areas in order to avoid chronic radiation exposures in excess of established limits. Factors, on which decisions to relocate or attempt restoration will be based, include both technological and economic considerations.

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- 3.9 **Restricted zone** refers to an area of controlled access from which the population has been evacuated or relocated or within which certain activities should be avoided.
- 3.10 **Return Phase:** Individuals are permitted to re-occupy previously restricted areas. Depending on residual exposure rates and the potential for re-suspension, precautions or limitations may be recommended. Routes of exposure during this phase are the same as during reentry. However, an additional ceiling on exposure, total dose commitment, is now being considered.
- 3.11 **Special populations** are transportation dependent populations, special facilities and groups of individuals with physical or mental handicaps that need assistance when protective actions are implemented.

4.0 References

- 4.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.
- 4.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.
- 4.3 EPA 400-R-92-001, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents, May, 1992.
- 4.4 State of Texas, Department of State Health Services (DSHS), "Radiological Emergency Management Procedure" (Procedures 1 and 22).
- 4.5 NUREG 0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, Supplement 3, Criteria for Protective Action Recommendations for Severe Accidents
- 4.6 Evacuation Time Estimate Report, 2012 (KLD Engineering)
- 4.1 Food and Drug Administration, Guidance on "Potassium Iodide as a Thyroid Blocking Agent in Radiation Emergencies

5.0 Equipment Required

- 5.1 None.

6.0 Precautions and Limitations

- 6.1 This procedure is for information and may be used as a guide, if needed to assist in the decision making process.
- 6.2 Once a decision is made by the Emergency Management Director to implement a plume phase protective action, the public is to be notified within a timely manner, without undue delay.

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- 6.3 A failure of any component of the primary public notification system (i.e., sirens, alert radios, or Emergency Alert System (EAS) announcements) requires that the public be notified by route alerting.

7.0 Prerequisites

- 7.1 A verified (e.g., verbal or written) **General Emergency** has been declared by the STPEGS.

8.0 Procedure

- 8.1 Upon receiving a notification from STPEGS recommending protective actions for the general public, review the recommendation and implement Attachment 1, "Plume Exposure Pathway Protective Action Worksheet." Implement a new worksheet for each protective action recommendation.

- 8.1.1 If any questions or concerns are identified during the review, contact the Emergency Director at STPEGS and obtain the necessary clarifications before implementing the protective actions.

NOTE

When required by the procedure to make contacts with individuals or agencies outside of the Emergency Operations Center (EOC), refer to the Emergency Communications Directory.

- 8.1.2 To obtain an independent verification of the appropriateness of the STPEGS recommended protective actions, contact the Department of State Health Services (DSHS).

- 8.1.3 Attachment 2, "Explanation of Protective Action Recommendations" (review as necessary).

- 8.2 Upon completion of plume exposure pathway protective actions for the public, arrange with the Department of State Health Services (DSHS) to evaluate the potential for contamination of agricultural products and to take necessary actions for the ingestion exposure pathway based on DSHS policy and procedures.

9.0 Attachments

- 9.1 Attachment 1, Plume Exposure Pathway Protective Action Worksheet
- 9.2 Attachment 2, Explanation of Protective Action Recommendations

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- 9.3 Attachment 3, Protective Response Zone Populations, Special Facilities, and Evacuation Times
- 9.4 Attachment 4, EAS Message Input Form
- 9.5 Attachment 5, Protective Action Decision Making Flowchart
- 9.6 Attachment 6, Protective Response Zone Table

PROTECTIVE ACTION GUIDES
Procedure 14

PLUME EXPOSURE PATHWAY PROTECTIVE ACTION WORKSHEET

Attachment 1

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Name Date

ACTION **TIME/LOG**

1. When a recommendation is received from STPEGS or the DSHS to implement protective actions for the public, counsel with key EOC personnel to review the basis and the implementation of the protective actions. This should include:
 - a. Ensure the Public Information Writer completes Attachment 4, "EAS Message Input Form", if needed. _____
 - b. Direct the Public Information Writer to initiate development of an EAS message based on the recommendations just received. _____
 - c. Determine if the recommended actions for the public appear to be appropriate by considering the following: _____
 - Review Attachment 5 "Protective Decision Making Flow Chart".
 - If the emergency classification is **General Emergency**, then STPEGS may recommend a range of protective actions. These protective action recommendations are based on the status of the reactor core, the status of the Reactor Containment Building, and if a radiological release is in progress, the results of dose projections and/or field team measurements. This range may include:

NOTE

The recommendations may be expanded by the Matagorda County Emergency Management Director based on additional information that could affect the health and safety of the public. These actions will be documented.

PROTECTIVE ACTION GUIDES
Procedure 14

PLUME EXPOSURE PATHWAY PROTECTIVE ACTION WORKSHEET
Attachment 1
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ACTION	TIME/LOG
<ol style="list-style-type: none">1. A 2-mile radius evacuation,2. A 2-mile radius evacuation with a recommendation to evacuate downwind zones to 5 miles,3. A 2-mile radius evacuation with a recommendation to evacuate downwind sectors beyond 10 miles.4. If Protection Action Guides are exceeded at 10-miles, evacuate in 2-mile increments downwind until the limits are not exceeded.	
d. Using the current wind direction data from STPEGS and the recommended radius, review Attachment 6, "Protective Response Zone Table", to verify the correctness of the area(s) selected by STPEGS or DSHS.	<hr/>
e. If an evacuation is being considered: <ul style="list-style-type: none">• Verify with the Sheriff that no major impediments exist to implementing the evacuation, such as severe weather or other impediments (i.e., flooding, car wreck, hostile activity or chemical accident) on evacuation routes.• Verify with Radiological Officer and Matagorda County Reception Center Care Director that a Reception Center has been or can be activated.• Refer to the Table 1 of the Evacuation Time Estimate Study, 2012 (KLD Engineering) to support determining recommended Protective Decisions. (See attachment 3 of this procedure)	<hr/>
f. Determine with the Transportation Officer if special actions should be taken for Tidehaven and Matagorda schools.	<hr/>

PROTECTIVE ACTION GUIDES
Procedure 14

PLUME EXPOSURE PATHWAY PROTECTIVE ACTION WORKSHEET

Attachment 1

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ACTION

TIME/LOG

- g. Consider, in consultation with the EOC staff, the needs of special populations and the transportation dependent within the affected area.

NOTE

The siren and alert radio activation and EAS message to the public should occur in a timely manner, without undue delay, of the decision to take protective actions.

2. Review the draft EAS message prepared by the Public Information Writer and incorporate any changes or additions that were determined in Step 1 above. _____
3. Direct the Public Information Writer with assistance from the Public Information Officer (if present in the EOC) to finalize the EAS Message. _____
- a. Review and approve the message. _____
- b. Direct the EOC Administrative Assistant to fax the EAS message to the EAS stations. _____
- c. Direct the Public Information Writer/Officer to contact the EAS stations to confirm receipt of the message. _____
4. After verification of sounding the sirens, direct the Sheriff or Communications Officer to activate the sirens [using the correct tone (Alert) for a STPEGS emergency] and the Auto Dialer System. _____
5. Log the following information: **LOG**
- a. Shelter in Place Zones _____
- b. Evacuate Zones _____
- c. Time sirens sounded _____
- d. EAS Message number issued _____

PROTECTIVE ACTION GUIDES
Procedure 14

PLUME EXPOSURE PATHWAY PROTECTIVE ACTION WORKSHEET

Attachment 1

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ACTION	TIME/LOG
e. Time EAS Message issued _____	
f. STPEGS Offsite Notification Message No., which recommended the protective actions. _____	
6. Direct the Emergency Management Coordinator to verify activation of the sirens, the alert radio system, the EAS including the actual announcement of the EAS message and the Auto Dialer System.	LOG
a. If any portion of these systems fail to function, direct the Sheriff to initiate route alerting in the affected areas.	
b. If the contents of the EAS message were incorrectly read over the air, direct the Public Information Writer to contact the radio station involved and request they correct their announcement immediately and on subsequent re-broadcasts.	
7. Upon issuance of the initial protective action for the public, determine if additional precautionary protective actions should be taken for other facilities.	_____
a. Review Attachment 3, "Protective Response Zone Populations, Special Facilities, and Evacuation Times", to determine if schools, industries, or recreational areas should be included in the protective actions.	
1) Ensure Transportation Officer contacts County School Districts with recommendations.	
2) Ensure Communications Officer contacts local jurisdictions and private entities with recreational facilities such as Bay City, Palacios, golf courses, parks, boat landings, etc.	
3) Ensure the Communications Officer contacts local industry with recommendations.	_____

PROTECTIVE ACTION GUIDES
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PLUME EXPOSURE PATHWAY PROTECTIVE ACTION WORKSHEET

Attachment 1

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ACTION	TIME/LOG
b. Determine if precautionary evacuation of special populations such as pregnant women, children, disabled, and handicapped should be implemented.	_____
c. Confer with the EOC staff and DSHS to evaluate the need to implement additional precautionary protective actions.	_____
d. If any special population (mobility impaired) individuals have remained inside evacuated areas, ensure the Radiological Officer arranges for potassium iodide (KI) to be provided to them.	_____
8. If protective actions being implemented are different from the recommendations of STPEGS and the DSHS, identify reasoning behind the change.	LOG
9. If protective actions being implemented are different from the recommendations of STPEGS or the DSHS, notify the STPEGS EOC Liaison and/or the Support Organization Director and the DSHS Liaison and explain the difference.	_____
10. If any problems occur in the implementation of the protective actions, list the problems.	LOG
11. Post on the status boards information on the protective actions recommended and the status of implementation.	_____
12. Periodically inform the STPEGS EOC Liaison and the DSHS Liaison and advise them of the progress of the protective actions being taken.	LOG
13. Protective Actions completed (time).	LOG
14. Inform the STPEGS EOC Liaison and the DSHS Liaison when implementation of the protective actions have been completed.	_____

PROTECTIVE ACTION GUIDES
Procedure 14

PROTECTIVE RESPONSE ZONES BEYOND 10-MILES

Attachment 2

(Page 1 of 2)

Name Date

ACTION **TIME/LOG**

1. If the Protective Action Guides are exceeded at 10-mil, evacuate in 2-mile increments downwind until the limits are not exceeded.
2. Determine with the Command and Control team the geographical boundaries for the recommended STP Protective Action Recommendations.
 - a. Consider utilizing E911 GIS program to determine geographic boundaries. (DOUG).
 - b. Coordinate with the Sheriff for Route Alerting evacuation control measures and T/ACP within the extended area.
 - c. Coordinate with the Transportation Officer needed bus resources to support evacuation of the exceeded area.
 - d. If the exceeded area crosses a State Hwy, coordinate with DPS Pierce and the DOT to re-route traffic.
 - e. Coordinate with the Public Information Officer a News Advisory to inform those residents and transients in the exceeded area.
 - f. Inform the Reception Center Director of those individuals that might be responding to the facility for the exceeded area.
3. Provide STPEGS Emergency Operations Facility with an update of response actions taken in the exceeded area.

PROTECTIVE ACTION GUIDES
Procedure 14

PROTECTIVE RESPONSE ZONES BEYOND 10-MILES

Attachment 2

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4. As required, request additional resources from the Department of State Health Services to support the needs of the exceeded evacuation area and staffing resources for the Reception Center mon/decon activities. _____
5. As required, request through the WebEOC STAR process additional Department Public Safety law enforcement support. _____
6. Ensure WebEOC Emergency Action Logs and the Status Board for Traffic and Access Control Point are updated documenting the exceeded area. _____

PROTECTIVE ACTION GUIDES
Procedure 14

EXPLANATION OF PROTECTIVE ACTION RECOMMENDATIONS

Attachment 3

(Page 1 of 3)

I. Protective Actions for the Plume Exposure Pathway

Two types of protective actions can be taken for the public. These are Shelter in Place and Evacuation.

Shelter in Place: This type of protective action is most effective in situations where an evacuation may result in the public receiving a higher dose by entering the plume during the evacuation, or when the plume is a short puff and will not result in extended or high exposures in the area where Shelter in Place is recommended. This protective action rather than evacuation may also be appropriate when severe weather conditions exist; another disaster exists that is more threatening (including hostile activity along evacuation routes that could put evacuees in danger), when persons are not readily mobile, or when impediments to an evacuation may be present.

When persons are sheltering in Place in an area affected by a radioactive release, special instructions should be issued to reduce the effects of the exposure. Persons should seek shelter in permanent, reasonably airtight structures. Windows and doors should be closed and air conditioners which draw air in from the outside should be turned off. These actions reduce the air flow into the facility.

The use of a handkerchief or other cloth over the nose and mouth is effective in reducing the intake of radioactive contaminants into the body. The public should be warned not to eat or drink foods that may be contaminated. However, foods that are canned or kept in the refrigerator can be consumed if care is taken to avoid contact with other items that may have radioactive contamination. Water taken from wells or covered water supplies can also be consumed. Anyone who may be contaminated should wash off or shower immediately and obtain clean clothing.

All other residents in the 10-Mile Emergency Planning Zone should be told to Monitor and Prepare. This action can be accomplished by Sheltering in Place. This is an effective way of providing additional time for persons in rural areas to take actions to prepare for an evacuation, such as ensuring all field workers have been notified, preparing animals to remain behind, securing equipment, packing clothing and supplies for an evacuation, notifying relatives of the situation, etc.

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EXPLANATION OF PROTECTIVE ACTION RECOMMENDATIONS

Attachment 3

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Persons traveling by motor vehicle should close windows, close outside vents, turn off air conditioners that cannot be placed in the recirculation setting and proceed out of the area to a Reception Center to be surveyed and decontaminated.

Shelter in Place should not be continued if the radioactive plume has deposited contamination which will result in external exposures to persons Sheltering in Place or may result in internal exposures due to high airborne levels or re-suspension of contaminants. Evacuation should be conducted as soon as practical.

Evacuation: This type of protective action is most effective when conducted prior to a release of radioactive material. Evacuation is also necessary when exposure levels could approach or exceed the EPA Protective Action Guides of 1 Rem Total Effective Dose Equivalent (TEDE) or 5 Rem Committed Dose Equivalent (CDE) Thyroid exposure.

II. Protective Actions for the Ingestion Exposure Pathway

A decision to restrict movement of agricultural products from the affected area will be made by the Texas Department of Health.

III. Role of the Department of State Health Services (DSHS)

The Department of State Health Services (DSHS) is responsible and has the capability to monitor for radioactive releases and contamination. This agency will provide information, technical advice, and personnel to support the County during a radiological problem. Additional guidance for accident assessment and protective actions for the public and for agricultural products has been developed by the DSHS and is available in the State of Texas "Radiological Emergency Management Procedures Manual."

During the emergency phase of an accident, for the plume exposure pathway, DSHS resources will primarily be used to assure that persons within about 10 miles of the nuclear power facility receive exposures less than EPA guidelines by performing dose projections and field monitoring to determine public protective actions. Then at the first opportunity, DSHS will perform an evaluation of the ingestion exposure pathway. Appropriate preventive and emergency protective action recommendations will be developed as soon as possible. Examples include covering wells used for human or animal drinking water; covering animal feed supplies, not using vegetables from gardens in the affected area; removing animals from pasture and placing them on stored feed, and providing uncontaminated drinking water.

PROTECTIVE ACTION GUIDES
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EXPLANATION OF PROTECTIVE ACTION RECOMMENDATIONS

Attachment 3

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The DSHS accident assessment team will make a determination of radiological hazards within the ingestion exposure pathway. Two levels of criteria will be used to determine protective actions necessary to minimize exposure of the public to contaminated food. They are:

- a. Preventive Protective Action Guides, which consist of:
 - 1.5 Rem dose commitment to the thyroid or,
 - 0.5 Rem dose commitment to the bone marrow or whole body for an exposed individual in the population.
- b. Emergency Protective Action Guides, which consist of:
 - 15 Rem dose commitment to the thyroid, or
 - 5 Rem dose commitment to the bone marrow or whole body for an exposed individual in the population.

Preventive ingestion pathway protective action recommendations are generally advisory in nature and may be released directly by the DSHS to appropriate federal, state, and local officials and to the public via news advisories or announcements over the emergency broadcast system. In some instances, specifically involving the introduction of food stuffs into commerce, these recommendations may be regulatory in nature. In those instances, enforcement by the appropriate authority will be coordinated prior to release of the recommendation.

Emergency protective action recommendations are expected to result in some form of enforcement by appropriate regulatory authorities. Release of these recommendations may be made either by the appropriate regulatory agency, or by the DSHS's Public Information Coordination team.

DSHS follow-up of protective action implementation will involve monitoring public and emergency broadcast systems to ensure that recommendations have been disseminated to the affected producers, processors and consumers. Follow-up will also involve consultation with regulatory authorities to identify supplemental sampling activities necessary to ensure compliance with regulatory protective action recommendations.

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**PROTECTIVE RESPONSE ZONE POPULATIONS,
SPECIAL FACILITIES AND EVACUATION TIMES**
Attachment 4
(Page 1 of 3)

I. EVACUATION TIME ESTIMATE (90%)

Table 1. Time to Clear the Indicated PRZ for a Summer, Weekend, Midday, Rainy Scenario

PRZ	General Population ²	Individual PRZ Evacuation		Entire EPZ Evacuation	
		90 th Percentile (minutes)	100 th Percentile (minutes)	90 th Percentile (minutes)	100 th Percentile (minutes)
1 ³	1,349	50	70	50	70
2	55	65	330	70	330
3	1,010	105	330	110	330
4	208	95	330	75	330
5	102	90	330	85	330
6	781	115	330	120	330
7	933	110	330	110	330
8	0	0	0	0	0
9	229	140	330	130	330
10	823	155	330	145	340
11	173	155	330	155	330

² General population includes residents, transients, and employees.

³ PRZ 1 includes the STP site.

PROTECTIVE ACTION GUIDES

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PROTECTIVE RESPONSE ZONE POPULATIONS, SPECIAL FACILITIES AND EVACUATION TIMES

Attachment 4

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II. INDUSTRIAL FACILITIES

<u>FACILITY</u>	<u>EST. POPULATION</u>	<u>ZONE</u>
Apache	5	9
Oxea/Celanese	304	2
Lyondellbasell	135	3
Enterprise Products	12	8
Gulf Stream	5	2
STPEGS	1420	1
USACOE Locks	12	9

III. RECREATIONAL FACILITIES

<u>FACILITY</u>	<u>ESTIMATED TRANSIENT POPULATION</u>	<u>ZONE</u>
Bay-Cel Club	6	2
Carl Park	5	9
FM 521 Park	71	3
Fishermen's Hotel	18	7
Golf Course	24	3
Light House	90	7
Matagorda Bay Nature Park	350 (Jul, Nov)	7
Matagorda Harbor & RV Park	157	7
Riverside Park	50	6
Rio Colorado	N/A	
Seabird RV Park	30	7

IV. SCHOOLS

<u>SCHOOL</u>	<u>STUDENTS/ STAFF</u>	<u>ZONE</u>
Matagorda School	135	7
Tidehaven Admin	6	10
Tidehaven High School	216	10
Tidehaven Junior High	210	10

PROTECTIVE ACTION GUIDES
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**PROTECTIVE RESPONSE ZONE POPULATIONS,
SPECIAL FACILITIES AND EVACUATION TIMES**

Attachment 4
(Page 3 of 3)

V. RECEPTION CENTERS & SHELTERS
PRIMARY FACILITY

McAllister Middle School
4100 Hiram Brandon
Bay City, TX 77414

BACK UP FACILITY

Palacios High School
Hornet Drive
Palacios, TX 77465

A complete list of shelters are maintained on file with the Matagorda County Emergency Management office.



- 

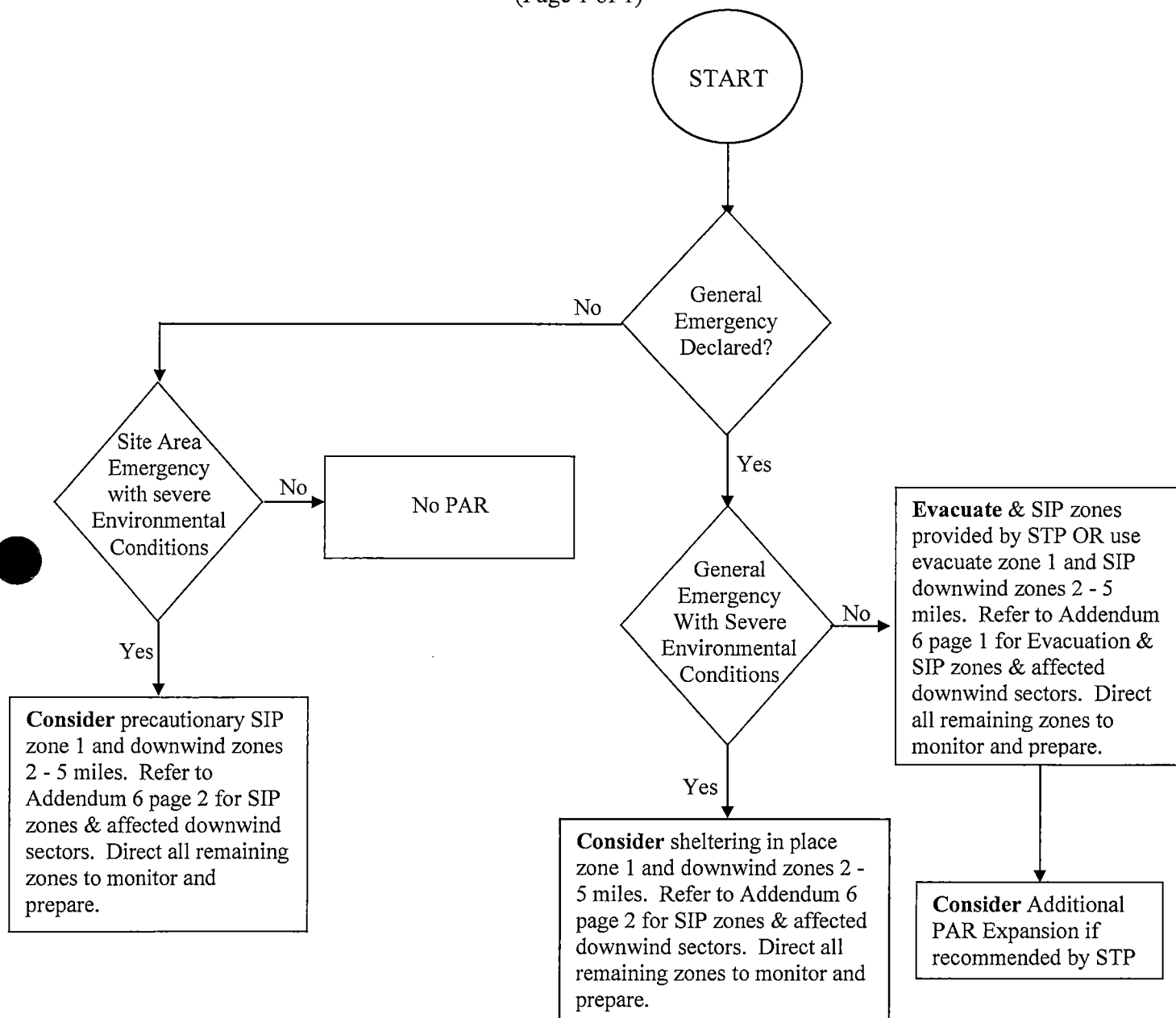
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PROTECTIVE ACTION DECISION MAKING FLOWCHART

Attachment 6

(Page 1 of 1)



NOTE: A rapidly progressing severe accident challenging all 3 fission product barriers with the Emergency Director in the Control Room (Prompt General Emergency) STP will recommend: Evacuate downwind zones 10 miles. Refer to addendum 6 page 1 for evacuated & affected downwind sectors. Direct all remaining zones to monitor and prepare.

SIP = Shelter In Place

PAR = Protective Action Recommendation

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Procedure 14

PROTECTIVE RESPONSE ZONE TABLE
Attachment 7
(Page 1 of 2)

AFFECTED ZONES: Determine Shelter in Place (SIP) protective response zones and affected downwind sectors.

WIND DIRECTION FROM IS BETWEEN	AFFECTED DOWNWIND SECTORS	EVACUATE DOWNWIND ZONES 2 MILES; SIP DOWNWIND ZONES 2 - 5 MILES		EVACUATE DOWNWIND ZONES 5 MILES; SIP DOWNWIND ZONES 5 - 10 MILES		EVACUATE DOWNWIND ZONES 10 MILES
		EVACUATE ZONE	SIP ZONE(S)	EVACUATE ZONE(S)	SIP ZONE(S)	EVACUATE ZONE(S)
355° to 5°	H,J,K	1	None	1,4	8,9	1,4,8,9
6° to 16°	H,J,K,L	1	None	1,4	8,9	1,4,8,9
17° to 28°	J,K,L	1	None	1,4	8,9	1,4,8,9
29° to 39°	J,K,L,M	1	4	1,4	8,9	1,4,8,9
40° to 50°	K,L,M	1	4	1,4	8,9	1,4,8,9
51° to 61°	K,L,M,N	1	4,5	1,4,5	8,9,10	1,4,5,8,9,10
62° to 73°	L,M,N	1	4,5	1,4,5	9,10	1,4,5,9,10
74° to 84°	L,M,N,P	1	4,5	1,4,5	9,10	1,4,5,9,10
85° to 95°	M,N,P	1	4,5	1,4,5	9,10	1,4,5,9,10
96° to 106°	M,N,P,Q	1	4,5	1,4,5	9,10,11	1,4,5,9,10,11
107° to 118°	N,P,Q	1	5	1,5	9,10,11	1,5,9,10,11
119° to 129°	N,P,Q,R	1	5	1,5	9,10,11	1,5,9,10,11
130° to 140°	P,Q,R	1	5	1,5	10,11	1,5,10,11
141° to 151°	P,Q,R,A	1	2,5	1,2,5	10,11	1,2,5,10,11
152° to 163°	Q,R,A	1	2,5	1,2,5	10,11	1,2,5,10,11
164° to 174°	Q,R,A,B	1	2,5	1,2,5	6,10,11	1,2,5,6,10,11
175° to 185°	R,A,B	1	2	1,2	6,11	1,2,6,11
186° to 196°	R,A,B,C	1	2	1,2	6,11	1,2,6,11
197° to 208°	A,B,C	1	2	1,2	6,11	1,2,6,11
209° to 219°	A,B,C,D	1	2	1,2	6,11	1,2,6,11
220° to 230°	B,C,D	1	2	1,2	6	1,2,6
231° to 241°	B,C,D,E	1	2,3	1,2,3	6,7	1,2,3,6,7
242° to 253°	C,D,E	1	2,3	1,2,3	6,7	1,2,3,6,7
254° to 264°	C,D,E,F	1	2,3	1,2,3	6,7	1,2,3,6,7
265° to 275°	D,E,F	1	2,3	1,2,3	6,7	1,2,3,6,7
276° to 286°	D,E,F,G	1	2,3	1,2,3	6,7	1,2,3,6,7
287° to 298°	E,F,G	1	3	1,3	7	1,3,7
299° to 309°	E,F,G,H	1	3	1,3	7,8	1,3,7,8
310° to 320°	F,G,H	1	3	1,3	7,8	1,3,7,8
321° to 331°	F,G,H,I	1	3	1,3	7,8	1,3,7,8
332° to 343°	G,H,I	1	None	1	8	1,8
344° to 354°	G,H,I,K	1	None	1,4	8,9	1,4,8,9

PROTECTIVE ACTION GUIDES
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PROTECTIVE RESPONSE ZONE TABLE

Attachment 7

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AFFECTED ZONES: Determine Shelter in Place (SIP) protective response zones and affected downwind sectors.

WIND DIRECTION FROM IS BETWEEN	AFFECTED DOWNWIND SECTORS	SIP DOWNWIND ZONES 5 MILES	SIP DOWNWIND ZONES 10 MILES
355° to 5°	H,J,K	1,4	1,4,8,9
6° to 16°	H,J,K,L	1,4	1,4,8,9
17° to 28°	J,K,L	1,4	1,4,8,9
29° to 39°	J,K,L,M	1,4	1,4,8,9
40° to 50°	K,L,M	1,4	1,4,8,9
51° to 61°	K,L,M,N	1,4,5	1,4,5,8,9,10
62° to 73°	L,M,N	1,4,5	1,4,5,9,10
74° to 84°	L,M,N,P	1,4,5	1,4,5,9,10
85° to 95°	M,N,P	1,4,5	1,4,5,9,10
96° to 106°	M,N,P,Q	1,4,5	1,4,5,9,10,11
107° to 118°	N,P,Q	1,5	1,5,9,10,11
119° to 129°	N,P,Q,R	1,5	1,5,9,10,11
130° to 140°	P,Q,R	1,5	1,5,10,11
141° to 151°	P,Q,R,A	1,2,5	1,2,5,10,11
152° to 163°	Q,R,A	1,2,5	1,2,5,10,11
164° to 174°	Q,R,A,B	1,2,5	1,2,5,6,10,11
175° to 185°	R,A,B	1,2	1,2,6,11
186° to 196°	R,A,B,C	1,2	1,2,6,11
197° to 208°	A,B,C	1,2	1,2,6,11
209° to 219°	A,B,C,D	1,2	1,2,6,11
220° to 230°	B,C,D	1,2	1,2,6
231° to 241°	B,C,D,E	1,2,3	1,2,3,6,7
242° to 253°	C,D,E	1,2,3	1,2,3,6,7
254° to 264°	C,D,E,F	1,2,3	1,2,3,6,7
265° to 275°	D,E,F	1,2,3	1,2,3,6,7
276° to 286°	D,E,F,G	1,2,3	1,2,3,6,7
287° to 298°	E,F,G	1,3	1,3,7
299° to 309°	E,F,G,H	1,3	1,3,7,8
310° to 320°	F,G,H	1,3	1,3,7,8
321° to 331°	F,G,H,I	1,3	1,3,7,8
332° to 343°	G,H,I	1	1,8
344° to 354°	G,H,I,K	1,4	1,4,8,9