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Rev. SW 12/2/86 mm

SUBJECT: Rev 5 to Emergency Plan Implementing Procedure 13.14.7, "Emergency Training."

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DATE: January 14, 1986

TO: Distribution

FROM: J. F. Peters, Plant Administration, WNP-2 (927S) J. Schell for

SUBJECT: WNP-2 PLANT PROCEDURES MANUAL - VOLUME 13
PACKAGE NO. 86-08

REFERENCE: PPM *1.2.5

The following Procedure is being redistributed as it had some editorial errors. Please pull the Procedure now is your Volume 13 Plant Procedures Manual which was distributed with Package No. 86-05.

Procedure	Rev.	Title
13.14.7	5	Emergency Training

Discard ONLY page 7 of the Table of Contents dated 01/06/86 and insert page 7 distributed with this package with the date 01/06/86 also.

JFP/dt

Attachments

A045
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73	Department of Social & Health Services	Seattle
74	Department of Social & Health Services	Seattle
75	Department of Social & Health Services	Seattle
78	Shift Technical Advisor (STA Desk)	927S
82	E.O.F. Decision Center	1020
83	MUDAC	1020
86	Document Control Desk - NRC	Wash. D.C.
87	Document Control Desk - NRC	Wash. D.C.
90	Corporate Communications	325
91	Emergency Preparedness Program	1020
92	Emergency Preparedness Program	1020
93	Radiological Programs	1020
94	Offsite Agency Center	1020
95	Security Decision Center	1020
96	Crisis Management Center	325
97	Technical Data Center	1020
98	Alternate OSC	927S
100	Engineering Services	965
102	Communications Services	185
104	Emergency Preparedness Program	1020
105	NRC Emergency Response	1020
	Admin File	927S

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1	Plant Administration	927S
2	Control Room	9270
3	Shift Manager	9270
4	Plant Manager	927M
5	Licensed Training (JE Wyrick)	1022
6	Simulator	1028
7	Technical Manager	988U
8	Operations Manager	927S
9	HP/Chemistry Manager	927S
10	Maintenance Manager	927S
11	Plant Admin. Manager	927S
12	Engineering Services	981D
21	Health Physics Supervisor	927S
24	Plant QA/QC Manager	956B
25	Project Manager, Bechtel	964D
26	Region V NRC	----
27	WNP-2 Security	1021
28	Region V NRC	----
29	WNP-3 Technical Library	700
30	E.O.F. Records Room	1020
31	Technical Support Center	927S
33	Admin Security Specialist	927S
34	Access Control	927S
36	Emergency Preparedness Program	1020
37	Mgr, Emergency Preparedness & Environ Program	1020
38	Radiological Training	1020
41	WNP-2 Security	1021
42	Maintenance Training	913
46	Safety	982B
47	Director, Engineering	520
49	Training/Evaluation	1021
50	Plant Emergency Director	TSC
51	Engergy Facility Site Evaluation Council	Olympia
52	Department of Emergency Services	Olympia
53	Department of Social & Health Services	Olympia
54	Department of Social & Health Services	Olympia
55	Federal Emergency Management Agency	Bothell
56	U.S. Department of Energy	Richland
57	Benton County Department of Emergency Management	Kennewick
58	WNP-2 Security	1021
59	WNP-2 Security	1021
60	WNP-2 Security	1021
61	Operations Support Center	Lunchrm
66	Modifications & Upgrades	982B

Distribution continued on page 2.....

Procedure Number	Rev	Total No. Pages	Approval Date	Required Review Date	Responsible Person	Title
13.14.3	2	8	06/05/85	06/87	HP/Chem Mgr.	Supply System Health Physics Procedures, Radiological Programs, Instructions, and Environmental Programs Instructions
13.14.4	3 - C	85	07/31/85	07/87	HP/Chem Mgr.	Emergency Equipment
13.14.5	3	15	06/05/85	06/87	HP/Chem Mgr.	Emergency Organization
13.14.6	2	7	06/05/85	06/87	HP/Chem Mgr.	Offsite Support and Assistance
13.14.7	5 - C	8	01/06/86	01/88	HP/Chem Mgr.	Emergency Training
13.14.8	2	13	01/24/85	01/87	HP/Chem Mgr.	Drills/Exercises
13.14.9	2	8	06/05/85	06/87	HP/Chem Mgr.	Emergency Program Maintenance
Appendix I		46	06/30/82		HP/Chem Mgr.	Emergency Notifications

P = Partial Review
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WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

Superseded Rel Rev 5 To Emergency Plan Implementing Procedure

PROCEDURE NUMBER	APPROVED	DATE
13.14.7		01/06/86
VOLUME NAME 13	EMERGENCY PLAN IMPLEMENTING PROCEDURES	
SECTION 13.14	SUPPORTING INFORMATION PROCEDURES	
TITLE 13.14.7	EMERGENCY TRAINING	

13.14.7.1 Purpose

The purpose of this procedure is to describe the necessary training for the WNP-2 Emergency Preparedness Organization.

13.14.7.2 References

A. WNP-2 Emergency Preparedness Plan and Implementing Procedures

B. PPM 1.2.5, Plant Procedure Distribution and Control

C. PPM 1.8.1, Training Program Administration

D. TIP 5.9, WNP-2 Emergency Preparedness Training Program Description

E. EPIP 13,14,5 Emergency Organization

F. NUREG 0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants

13.14.7.3 Procedure

A. Responsibilities		Action
Manager, Technical Training	1.	Establish an emergency training program, as described in the WNP-2 Emergency Preparedness Plan, which adequately trians members of the Emergency Preparedness Organization to perform their emergency functions. Ensure that the Manager, Emergency Planning and Environmental Programs is involved in the process.

Responsibilities	Action
Manager, Emergency Planning and Environmental Programs	2. Review and approve emergency training program as outlined in TIP 5.9, Emergency Preparedness Training Program Description, and any revisions.
	3. Approve individual training requirements of the emergency organization.
	4. Circulate all new or revised Emergency Plan Implementing Procedures (PPM Vol. 13) to out-of-plant Supply System emergency organization members significantly impacted by the revision, utilizing Emergency Plan Implementing Procedure Sign Off Logs (similar to Attachment B), and route completed logs to the Manager, Technical Training Development and Evaluation.
	5. Designate specific Emergency Organization positions e.g., certain administrative support personnel, which do not require position-specific classroom training for effective performance of the assigned role in the emergency organization: a. Assure personnel assigned to such positions receie, as a minimum, overview training for their respective center or mailout as indicated on attached matrix. b. Annually route Emergency Plan Implementing Procedure portions covering task performances of such positions to the assigned personnel. c. Document this routing, normally by use of the Emergency Plan Implementing Procedure Sign-Off Logs.
	6. Attend courses specified for your emergency organization position at the prescribed interval, and participate in whatever remedial training is necessary to obtain a satisfactory grade (70% or higher) on each course examination.

Responsibilities	Action
Personnel Assigned Emergency Functions	7. Receive routed new or revised procedures, read and understand the operating and safety significance, document this on the sign off log and route to the next addressee. Guidance for the handling of Plant staff routing appears in PPM 1.2.5, Plant Procedure Distribution and Control.
	8. Read received annual continuing training materials, complete and return the acknowledgement statements.
Managers of Plant and Corporate Departments	9. Coordinate with the Manager, Emergency Planning and Environmental Programs on the assignment of Emergency Organization personnel.
	10. Make Emergency Organization personnel available for required emergency training.

B. Program Implementation

1. This program consists of courses outlines in the POC approved "WNP-2 Emergency Preparedness Training Program Description, Rev. 0". The program provides selected personnel with the appropriate level of skills and knowledges as needed to perform the tasks of an assigned position within the Emergency Organization.

2. Annual continuing training should be completed within three months of the anniversary date of initial qualification.

3. Training requirements for positions within the Emergency Organization are as per the Emergency Preparedness Training Matrix, Attachment A.

SECTION 2: EOF EMERGENCY ORGANIZATION MEMBER TRAINING REQUIREMENTS

EMERGENCY RESPONSE TRAINING COURSES AND YEARS BETWEEN

Emergency Center and Position	1. 80-FAT-06-LP (3) First Aid Training	2. 82-ECC-P1-LP (1) Communications Center Operations	3. 82-ECC-P2-LP (1) Communications Center Operations	4. 82-ECM-P1-LP (1) Crisis Management Center	5. 82-ECR-P1-LP (1) Control Room Operations	6. 82-ECR-P2-LP (1) Control Room Operations	7. 82-ECR-P3-LP (1) Control Room Operations	8. 82-ECR-P4-LP (1) Control Room Operations	9. 82-EHP-P1-LP (1) Health Physics Center	10. 82-EHP-P2-LP (1) Health Physics Center	11. 82-EMU-P1-LP (1) MUDAC	12. 82-EMU-P2-LP (1) MUDAC	13. 82-EMU-P3-LP (1) MUDAC	14. 82-EMU-P4-LP (1) MUDAC	15. 82-EMU-P5-LP (1) MUDAC	16. 82-EOA-P1-LP (1) Offsite Agency Coord. Center	17. 82-EOA-P2-LP (1) Offsite Agency Coord. Center	18. 82-EOS-P1-LP (1) Operations Support Center	19. 82-EOS-P2-LP (1) Operations Support Center	20. 82-EOS-P3-LP (1) Operations Support Center	21. 82-ESD-P1-LP (1) Security Decision Center	22. 82-ESD-P2-LP (1) Security Decision Center	23. 82-ESD-P3-LP (1) Security Decision Center	24. 82-ESR-P1-LP (1) Security Emergency Response	25. 82-ESR-P2-LP (1) Security Emergency Response	26. 82-ESS-P1 (1) Supply System Decision Center	27. 82-ESS-P2-LP (1) Supply System Decision Center	28. 82-ETD-P1-LP (1) Technical Data Center	29. 82-ETD-P2-LP (1) Technical Data Center	30. 82-ETS-P1-LP (1) Technical Support Center	31. 82-ETS-P2-LP (1) Technical Support Center	32. 82-ETS-P3-LP (1) Technical Support Center	33. 80-FPT-06-LP (2) Fire Protection Trng.	34. 80-RPT-06-LP (2) Respiratory Prot. Trng.	35. 82-EJI-P1-LP (1) JIC	36. 82-EJI-P2-LP (1) JIC	37. 82-EJI-P3-LP (1) JIC	38. MAILOUT (1) MAILOUT	39. EMS (1) Emergency Medical Support
EOF																																									
SSDC																																									
RM & Assist.																										●	●														
Emer. Planner			●																			●				●	●														
Site Supt. Manager																										●															
Other Select Managers																										■														●	
Select Admin. Support Staff																										■														●	
Info Coord.																										●															
SDC																																									
Security Force Manager																					●	●	●																		
Center Supervisor																					●	●	●																		
LLEA Coordinator																					●	●	●																		
Staff Commo. Coord.																					●	●																			
Staff Posting/Runner																					●	●																			
EOFCC																																									
Coordinator		●	●																																						
Security Staff			●																																						
Notification Support			●																																						
Admin. Support																																								●	
Duty Officer			●																																						
Responder			●																																						
OACC																																									
Coordinator																●																									
Selected Admin. Supt.																■																								●	
Info Coord.																●																									
EOC'S																																									
State EOC																																									
SS Representative																●	●																								
CO EOC																																									
SS Representative																●	●																								

● Required Training

■ Required one-time class, mailout thereafter

○ Training available, attendance optional

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ATTACHMENT A: EMERGENCY PREPAREDNESS TRAINING MATRIX

SECTION 1: PLANT EMERGENCY ORGANIZATION MEMBER TRAINING REQUIREMENTS

EMERGENCY RESPONSE TRAINING COURSES AND YEARS BETWEEN

Emergency Center and Positions	1. 80-FAT-06-LP (3) First Aid Training	2. 82-ECC-P1-LP (1) Communications Center Operations	3. 82-ECC-P2-LP (1) Communications Center Operations	4. 82-ECM-P1-LP (1) Crisis Management Center	5. 82-ECR-P1-LP (1) Control Room Operations	6. 82-ECR-P2-LP (1) Control Room Operations	7. 82-ECR-P3-LP (1) Control Room Operations	8. 82-ECR-P4-LP (1) Control Room Operations	9. 82-EHP-P1-LP (1) Health Physics Center	10. 82-EHP-P2-LP (1) Health Physics Center	11. 82-EMU-P1-LP (1) MUDAC	12. 82-EMU-P2-LP (1) MUDAC	13. 82-EMU-P3-LP (1) MUDAC	14. 82-EMU-P4-LP (1) MUDAC	15. 82-EMU-P5-LP (1) MUDAC	16. 82-EOA-P1-LP (1) Offsite Agency Coord. Center	17. 82-EOA-P2-LP (1) Offsite Agency Coord. Center	18. 82-EOS-P1-LP (1) Operations Support Center	19. 82-EOS-P2-LP (1) Operations Support Center	20. 82-EOS-P3-LP (1) Operations Support Center	21. 82-ESD-P1-LP (1) Security Decision Center	22. 82-ESD-P2-LP (1) Security Decision Center	23. 82-ESD-P3-LP (1) Security Decision Center	24. 82-ESR-P1-LP (1) Security Emergency Response	25. 82 ESR-P2-LP (1) Security Emergency Response	26. 82-ESS-P1 (1) Supply System Decision Center	27. 82-ESS-P2-LP (1) Supply System Decision Center	28. 82-ETD-P1-LP (1) Technical Data Center	29. 82-ETD-P2-LP (1) Technical Data Center	30. 82-ETS-P1-LP (1) Technical Support Center	31. 82-ETS-P2-LP (1) Technical Support Center	32. 82-ETS-P3-LP (1) Technical Support Center	33. 80-FPT-06-LP (2) Fire Protection Trng.	34. 80-RPT-06-LP (2) Respiratory Prot. Trng.	35. 82-EJI-P1-LP (1) JIC	36. 82-EJI-P2-LP (1) JIC	37. 82-EJI-P3-LP (1) JIC	38. MAILOUT (1) MAILOUT	39. EMS (1) Emergency Medical Support
Plant Control Room																																									
SM					●	●	●	●																											●					
CRS					●	●	●	●																											●					
RO					●	●																													●					
STA					●	●	●	●																											●					
Operations Support Center																																									
OSC Director																		●	●																●					
PET Leader	●																	●	●														●	●	●					
EO	●																	●	●														●	●	●					
Maint. Support (Call-In)																		●	●																●					
Mech. Maint./Radwaste (Shift)																		●	●																●					
Elec. Maint./I & C Tech (Shift)																		●	●																●					
Health Physics (Lead)																		●	●	●															●					
Health Physics (others)	●																	●	●	●													●	●	●					
Chem Staff	●																	●	●														●	●	●					
Safety Support																		■																	●				●	
Selected Admin. Supt.																		■																	●				●	
Other Admin. Supt.																		●																	●					
Technical Support Center																																									
PED & Assist.						●																								●	●				●					
Emer. Planner						●												●												●					●					
TSC Director						●																								●					●					
Plant Technical Staff																																									
(NRC Required Staff)																														■					●				●	
(Other)																		■												■					●				●	
OPS Manager						●												●	●											●					●					
RPM																		●	●	●										●	●	●			●					
Selected Admin. Supt.																		■																	●				●	
Info. Coord.																		●																	●					
NRC Liaison																		■																	●				●	
Administrative Manager																		●																	●					
Other Work Areas																																									
Security Officers																									●										●					

● Required Training

■ Required one-time class, mailout thereafter

○ Training available, attendance optional

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EMERGENCY RESPONSE TRAINING COURSES AND YEARS BETWEEN

	1. 80-FAT-06-LP (3) First Aid Training	2. 82-ECC-P1-LP (1) Communications Center Operations	3. 82-ECC-P2-LP (1) Communications Center Operations	4. 82-ECM-P1-LP (1) Crisis Management Center	5. 82-ECR-P1-LP (1) Control Room Operations	6. 82-ECR-P2-LP (1) Control Room Operations	7. 82-ECR-P3-LP (1) Control Room Operations	8. 82-ECR-P4-LP (1) Control Room Operations	9. 82-EHP-P1-LP (1) Health Physics Center	10. 82-EHP-P2-LP (1) Health Physics Center	11. 82-EMU-P1-LP (1) MUDAC	12. 82-EMU-P2-LP (1) MUDAC	13. 82-EMU-P3-LP (1) MUDAC	14. 82-EMU-P4-LP (1) MUDAC	15. 82-EMU-P5-LP (1) MUDAC	16. 82-EOA-P1-LP (1) Offsite Agency Coord. Center	17. 82-EOA-P2-LP (1) Offsite Agency Coord. Center	18. 82-EOS-P1-LP (1) Operations Support Center	19. 82-EOS-P2-LP (1) Operations Support Center	20. 82-EOS-P3-LP (1) Operations Support Center	21. 82-ESD-P1-LP (1) Security Decision Center	22. 82-ESD-P2-LP (1) Security Decision Center	23. 82-ESD-P3-LP (1) Security Decision Center	24. 82-ESR-P1-LP (1) Security Emergency Response	25. 82-ESR-P2-LP (1) Security Emergency Response	26. 82-ESS-P1 (1) Supply System Decision Center	27. 82-ESS-P2-LP (1) Supply System Decision Center	28. 82-ETD-P1-LP (1) Technical Data Center	29. 82-ETD-P2-LP (1) Technical Data Center	30. 82-ETS-P1-LP (1) Technical Support Center	31. 82-ETS-P2-LP (1) Technical Support Center	32. 82-ETS-P3-LP (1) Technical Support Center	33. 80-FPT-06-LP (2) Fire Protection Trng.	34. 80-RPT-06-LP (2) Respiratory Prot. Trng.	35. 82-EJI-P1-LP (1) JIC	36. 82-EJI-P2-LP (1) JIC	37. 82-EJI-P3-LP (1) JIC	38. MAILOUT (1) MAILOUT	39. EMS (1) Emergency Medical Support
Emergency Center Positions																																							
EOF Continuation																																							
TDC																																							
Technical Manager																													●	●									
Sel. Technical Staff																													■									●	
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Sel. Admin. Support																													■									●	
Other Admin. Support																													●										
MUDAC																																							
REM											●	●	●																										
Dose Assess. Center Coord.											●	●	●																										
Protective Action Decis. Coord.											●	●																											
Meteorologist/Dose Proj. Coord.											●	●																											
Dose Assess Analyst											●	●																											
F.T. Coord.											●	●		●																		●							
Air/Ground Controller											●			●																									
F.T. Dispatcher											●			●																									
Environ. Field Team											●			●	●																	●							
Selected Admin. Support											■																											●	
Other Admin. Support											○																												
Systems Analyst											●	●																											
H.P. Center																																							
H.P.C. Coordinator									●	●																													
H.P.C. HP/Chem. Staff									●	●																						●							
Dosimetry Spec.									■																													●	
Helper									●																														
Media Brief/Prep Area																																							
PIO & Member																																		●	●				
Other Admin. Support Staff Work Areas																																							
Admin. Support																																						●	

● Required Training

■ Required one-time class, mailout thereafter

○ Training available, attendance optional

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SECTION 3: HEADQUARTERS AND OTHER EMERGENCY ORGANIZATION MEMBER TRAINING REQUIREMENTS

EMERGENCY RESPONSE TRAINING COURSES AND YEARS BETWEEN

Emergency Center and Positions	1. 80-FAT-06-LP First Aid Training (3)	2. 82-ECC-P1-LP Communications Center Operations (1)	3. 82-ECC-P2-LP Communications Center Operations (1)	4. 82-ECM-P1-LP Crisis Management Center (1)	5. 82-ECR-P1-LP Control Room Operations (1)	6. 82-ECR-P2-LP Control Room Operations (1)	7. 82-ECR-P3-LP Control Room Operations (1)	8. 82-ECR-P4-LP Control Room Operations (1)	9. 82-EHP-P1-LP Health Physics Center (1)	10. 82-EHP-P2-LP Health Physics Center (1)	11. 82-EMU-P1-LP MUDAC (1)	12. 82-EMU-P2-LP MUDAC (1)	13. 82-EMU-P3-LP MUDAC (1)	14. 82-EMU-P4-LP MUDAC (1)	15. 82-EMU-P5-LP MUDAC (1)	16. 82-EOA-P1-LP Offsite Agency Coord. Center (1)	17. 82-EOA-P2-LP Offsite Agency Coord. Center (1)	18. 82-EOS-P1-LP Operations Support Center (1)	19. 82-EOS-P2-LP Operations Support Center (1)	20. 82-EOS-P3-LP Operations Support Center (1)	21. 82-ESD-P1-LP Security Decision Center (1)	22. 82-ESD-P2-LP Security Decision Center (1)	23. 82-ESD-P3-LP Security Decision Center (1)	24. 82-ESR-P1-LP Security Emergency Response (1)	25. 82-ESR-P2-LP Security Emergency Response (1)	26. 82-ESS-P1 Supply System Decision Center (1)	27. 82-ESS-P2-LP Supply System Decision Center (1)	28. 82-ETD-P1-LP Technical Data Center (1)	29. 82-ETD-P2-LP Technical Data Center (1)	30. 82-ETS-P1-LP Technical Support Center (1)	31. 82-ETS-P2-LP Technical Support Center (1)	32. 82-ETS-P3-LP Technical Support Center (1)	33. 80-FPT-06-LP Fire Protection Trng. (2)	34. 80-RPT-06-LP Respiratory Prot. Trng. (2)	35. 82-EJI-P1-LP JIC (1)	36. 82-EJI-P2-LP JIC (1)	37. 82-EJI-P3-LP JIC (1)	38. MAILOUT MAILOUT (1)	39. EMS Emergency Medical Support (1)
Headquarters																																									
Mgr. Dir's Office or CMC																																									
Managing Director Rep.				●																																					
Admin. Supt. Supvr.				●																																					
Other Admin. Supt. Staff Work Areas																																									
Selected Admin. Support																																							●		
Comm. Coord.																											●														
Plant Comm. Coord.																											●														
Tele. Tech.																																	●								
JIC																																									
Director																																		●	●						
Asst. Director																																		●	●						
News Manager																																		●	●						
Media Manager																																		●	●						
JIC Support Manager																																		●	●						
Spokesperson																																		●	●						
Selec. Joint Info. Prod. Team																																		●	●						
Other Joint Info. Prod. Team																																		■	■			●			
Sel. SS Info. Prod. Team																																		●	●						
Other SS Info. Prod. Team																																		■	■			●			
Technical Spokesperson																																		●	●						
Audio Visual																																		●	●						
Select JIC Dist.																																		●	●						
Other JIC Dist.																																		■	■			●			
Rumor Control Team																																		●			●				
Media Response Team																																		●			●				
JIC Receptionist																																		■	■			●			

● Required Training

■ Required one-time class, mailout thereafter

○ Training available, attendance optional

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EMERGENCY RESPONSE TRAINING COURSES AND YEARS BETWEEN

Training Offered to Offsite Agencies (Attendance Optional)	1. 80-FAT-06-LP First Aid Training (3)	2. 82-ECC-P1-LP Communications Center Operations (1)	3. 82-ECC-P2-LP Communications Center Operations (1)	4. 82-ECM-P1-LP Crisis Management Center (1)	5. 82-ECR-P1-LP Control Room Operations (1)	6. 82-ECR-P2-LP Control Room Operations (1)	7. 82-ECR-P3-LP Control Room Operations (1)	8. 82-ECR-P4-LP Control Room Operations (1)	9. 82-EHP-P1-LP Health Physics Center (1)	10. 82-EHP-P2-LP Health Physics Center (1)	11. 82-EMU-P1-LP MUDAC (1)	12. 82-EMU-P2-LP MUDAC (1)	13. 82-EMU-P3-LP MUDAC (1)	14. 82-EMU-P4-LP MUDAC (1)	15. 82-EMU-P5-LP MUDAC (1)	16. 82-EOA-P1-LP Offsite Agency Coord. Center (1)	17. 82-EOA-P2-LP Offsite Agency Coord. Center (1)	18. 82-EOS-P1-LP Operations Support Center (1)	19. 82-EOS-P2-LP Operations Support Center (1)	20. 82-EOS-P3-LP Operations Support Center (1)	21. 82-ESD-P1-LP Security Decision Center (1)	22. 82-ESD-P2-LP Security Decision Center (1)	23. 82-ESD-P3-LP Security Decision Center (1)	24. 82-ESR-P1-LP Security Emergency Response (1)	25. 82-ESR-P2-LP Security Emergency Response (1)	26. 82-ESS-P1 Supply System Decision Center (1)	27. 82-ESS-P2-LP Supply System Decision Center (1)	28. 82-ETD-P1-LP Technical Data Center (1)	29. 82-ETD-P2-LP Technical Data Center (1)	30. 82-ETS-P1-LP Technical Support Center (1)	31. 82-ETS-P2-LP Technical Support Center (1)	32. 82-ETS-P3-LP Technical Support Center (1)	33. 80-FPT-06-LP Fire Protection Trng. (2)	34. 80-RPT-06-LP Respiratory Prot. Trng. (2)	35. 82-EJI-P1-LP JIC (1)	36. 82-EJI-P2-LP JIC (1)	37. 82-EJI-P3-LP JIC (1)	38. MAILOUT MAILOUT (1)	39. EMS Emergency Medical Support (1)
Environmental Field Teams											○			○	○																				○					
Hospital Staffs																																								○	
Offsite JIC Staff																																				○	○	○			
Offsite MUDAC Staff											○	○	○																												
Offsite Response Agency Personnel																○																									

● Required Training

■ Required one-time class, mailout thereafter

○ Training available, attendance optional

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WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.14.7	C M Powers	01/06/86

VOLUME NAME 13	EMERGENCY PLAN IMPLEMENTING PROCEDURES
SECTION 13.14	SUPPORTING INFORMATION PROCEDURES
TITLE 13.14.7	EMERGENCY TRAINING

13.14.7.1 Purpose

The purpose of this procedure is to describe the necessary training for the WNP-2 Emergency Preparedness Organization.

13.14.7.2 References

A. WNP-2 Emergency Preparedness Plan and Implementing Procedures

B. PPM 1.2.5, Plant Procedure Distribution and Control

C. PPM 1.8.1, Training Program Administration

D. TIP 5.9, WNP-2 Emergency Preparedness Training Program Description

E. EPIP 13,14,5 Emergency Organization

F. NUREG 0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants

13.14.7.3 Procedure

A. Responsibilities		Action
Manager, Technical Training	1.	Establish an emergency training program, as described in the WNP-2 Emergency Preparedness Plan, which adequately trains members of the Emergency Preparedness Organization to perform their emergency functions. Ensure that the Manager, Emergency Planning and Environmental Programs is involved in the process.

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Responsibilities	Action
Manager, Emergency Planning and Environmental Programs	2. Review and approve emergency training program as outlined in TIP 5.9, Emergency Preparedness Training Program Description, and any revisions.
	3. Approve individual training requirements of the emergency organization.
	4. Circulate all new or revised Emergency Plan Implementing Procedures (PPM Vol. 13) to out-of-plant Supply System emergency organization members significantly impacted by the revision, utilizing Emergency Plan Implementing Procedure Sign Off Logs (similar to Attachment B), and route completed logs to the Manager, Technical Training Development and Evaluation.
	5. Designate specific Emergency Organization positions e.g., certain administrative support personnel, which do not require position-specific classroom training for effective performance of the assigned role in the emergency organization: a. Assure personnel assigned to such positions receive, as a minimum, overview training for their respective center or mailout as indicated on attached matrix. b. Annually route Emergency Plan Implementing Procedure portions covering task performances of such positions to the assigned personnel. c. Document this routing, normally by use of the Emergency Plan Implementing Procedure Sign-Off Logs.
Personnel Assigned Emergency Functions	6. Attend courses specified for your emergency organization position at the prescribed interval, and participate in whatever remedial training is necessary to obtain a satisfactory grade (70% or higher) on each course examination.

Responsibilities	Action
	7. Receive routed new or revised procedures, read and understand the operating and safety significance, document this on the sign off log and route to the next addressee. Guidance for the handling of Plant staff routing appears in PPM 1.2.5, Plant Procedure Distribution and Control.
	8. Read received annual continuing training materials, complete and return the acknowledgement statements.
Managers of Plant and Corporate Departments	9. Coordinate with the Manager, Emergency Planning and Environmental Programs on the assignment of Emergency Organization personnel.
	10. Make Emergency Organization personnel available for required emergency training.

B. Program Implementation

1. This program consists of courses outlines in the POC approved "WNP-2 Emergency Preparedness Training Program Description, Rev. 0". The program provides selected personnel with the appropriate level of skills and knowledges as needed to perform the tasks of an assigned position within the Emergency Organization.

2. Annual continuing training should be completed within three months of the anniversary date of initial qualification.

3. Training requirements for positions within the Emergency Organization are as per the Emergency Preparedness Training Matrix, Attachment A.

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ATTACHMENT A: EMERGENCY PREPAREDNESS TRAINING MATRIX

SECTION 1: PLANT EMERGENCY ORGANIZATION MEMBER TRAINING REQUIREMENTS

EMERGENCY RESPONSE TRAINING COURSES AND YEARS BETWEEN

Emergency Center and Positions	1. 80-FAT-06-LP (3) First Aid Training	2. 82-ECC-P1-LP (1) Communications Center Operations	3. 82-ECC-P2-LP (1) Communications Center Operations	4. 82-ECM P1-LP (1) Crisis Management Center	5. 82-ECR-P1-LP (1) Control Room Operations	6. 82-ECR-P2-LP (1) Control Room Operations	7. 82-ECR-P3-LP (1) Control Room Operations	8. 82-ECR-P4-LP (1) Control Room Operations	9. 82-EHP-P1-LP (1) Health Physics Center	10. 82-EHP-P2-LP (1) Health Physics Center	11. 82-EMU P1-LP (1) MUDAC	12. 82-EMU-P2-LP (1) MUDAC	13. 82-EMU-P3-LP (1) MUDAC	14. 82-EMU P4-LP (1) MUDAC	15. 82-EMU-P5-LP (1) MUDAC	16. 82-EOA-P1-LP (1) Offsite Agency Coord. Center	17. 82-EOA-P2-LP (1) Offsite Agency Coord. Center	18. 82-EOS-P1-LP (1) Operations Support Center	19. 82-EOS-P2-LP (1) Operations Support Center	20. 82-EOS-P3-LP (1) Operations Support Center	21. 82-ESD-P1-LP (1) Security Decision Center	22. 82-ESD-P2 LP (1) Security Decision Center	23. 82-ESD-P3-LP (1) Security Decision Center	24. 82-ESR-P1-LP (1) Security Emergency Response	25. 82 ESR-P2-LP (1) Security Emergency Response	26. 82-ESS-P1 (1) Supply System Decision Center	27. 82-ESS-P2-LP (1) Supply System Decision Center	28. 82 ETD-P1-LP (1) Technical Data Center	29. 82-ETD P2-LP (1) Technical Data Center	30. 82-ETS-P1-LP (1) Technical Support Center	31. 82-ETS-P2-LP (1) Technical Support Center	32. 82-ETS-P3-LP (1) Technical Support Center	33. 80-FPT-06-LP (2) Fire Protection Trng.	34. 80 RPT-06-LP (2) Respiratory Prot. Trng.	35. 82-EJI P1-LP (1) JIC	36. 82-EJI-P2-LP (1) JIC	37. 82-EJI P3-LP (1) JIC	38. MAILOUT (1) MAILOUT	39. EMS (1) Emergency Medical Support
Plant Control Room																																									
SM					●	●	●	●																											●					
CRS					●	●	●	○																											●					
RO					●	●																													●					
STA					●	●	●	●																											●					
Operations Support Center																																									
OSC Director																		●	●																●					
PET Leader	●																	●	●														●		●					
EO	●																	●	●														●		●					
Maint. Support (Call-In)																		●	●																●					
Mech. Maint./Radwaste (Shift)																		●	●																●					
Elec. Maint./I & C Tech (Shift)																		●	●																●					
Hearth Physics (Lead)																		●	●	●															●					
Health Physics (others)	●																	●	●	●													●		●					
Chem Staff	●																	●	●														●		●					
Safety Support																		■																	●			●		
Selected Admin. Supt.																		■																	●			●		
Other Admin. Supt.																		●																	●					
Technical Support Center																																									
PED & Assist.						●																								●	●				●					
Emer. Planner						●												●												●					●					
TSC Director						●																								●					●					
Plant Technical Staff																																									
(NRC Required Staff)																														■					●			●		
(Other)																														■					●			●		
OPS Manager						●																								●	●				●					
RPM																														●	●	●	○		●					
Selected Admin. Supt.																														■					●			●		
Info. Coord.																														●					●					
NRC Liaison																														■					●			●		
Administrative Manager																														●					●					
Other Work Areas																																									
Security Officers																									●										●					

● Required Training

■ Required one-time class, mailout thereafter

○ Training available, attendance optional

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SECTION 2: EOF EMERGENCY ORGANIZATION MEMBER TRAINING REQUIREMENTS

EMERGENCY RESPONSE TRAINING COURSES AND YEARS BETWEEN

Emergency Center and Position	1. 80-FAT-06-LP (2) First Aid Training	2. 82-ECC-P1-LP (1) Communications Center Operations	3. 82-ECC-P2-LP (1) Communications Center Operations	4. 82-ECM-P1-LP (1) Crisis Management Center	5. 82-ECR-P1-LP (1) Control Room Operations	6. 82-ECR-P2-LP (1) Control Room Operations	7. 82-ECR-P3-LP (1) Control Room Operations	8. 82-ECR-P4-LP (1) Control Room Operations	9. 82-EHP-P1-LP (1) Health Physics Center	10. 82-EHP-P2-LP (1) Health Physics Center	11. 82-EMU-P1-LP (1) MUDAC	12. 82-EMU-P2-LP (1) MUDAC	13. 82-EMU-P3-LP (1) MUDAC	14. 82-EMU-P4-LP (1) MUDAC	15. 82-EMU-P5-LP (1) MUDAC	16. 82-EOA-P1-LP (1) Offsite Agency Coord. Center	17. 82-EOA-P2-LP (1) Offsite Agency Coord. Center	18. 82-EOS-P1-LP (1) Operations Support Center	19. 82-EOS-P2-LP (1) Operations Support Center	20. 82-EOS-P3-LP (1) Operations Support Center	21. 82-ESD-P1-LP (1) Security Decision Center	22. 82-ESD-P2-LP (1) Security Decision Center	23. 82-ESD-P3-LP (1) Security Decision Center	24. 82-ESR-P1-LP (1) Security Emergency Response	25. 82-ESR-P2-LP (1) Security Emergency Response	26. 82-ESS-P1 (1) Supply System Decision Center	27. 82-ESS-P2-LP (1) Supply System Decision Center	28. 82-ETD-P1-LP (1) Technical Data Center	29. 82-ETD-P2-LP (1) Technical Data Center	30. 82-ETS-P1-LP (1) Technical Support Center	31. 82-ETS-P2-LP (1) Technical Support Center	32. 82-ETS-P3-LP (1) Technical Support Center	33. 80-FPT-06-LP (2) Fire Protection Trng.	34. 80-RPT-06-LP (2) Respiratory Prot. Trng.	35. 82-EJI-P1-LP (1) JIC	36. 82-EJI-P2-LP (1) JIC	37. 82-EJI-P3-LP (1) JIC	38. MAILOUT (1) MAILOUT	39. EMS (1) Emergency Medical Support
EOF																																									
SSOC																																									
RM & Assist.																										●	●														
Emer. Planner			●																			●				●	●														
Site Supt. Manager																										●															
Other Select Managers																										■														●	
Select Admin. Support Staff																										■														●	
Info Coord.																										●															
SDC																																									
Security Force Manager																					●	●	●																		
Center Supervisor																					●	●	●																		
LLEA Coordinator																					●	●	●																		
Staff Commo. Coord.																					●	●																			
Staff Posting/Runner																					●	●																			
EOFCC																																									
Coordinator		●	●																																						
Security Staff			●																																						
Notification Support			●																																						
Admin. Support																																								●	
Duty Officer			●																																						
Responder			●																																						
OACC																																									
Coordinator																●																									
Selected Admin. Supt.																■																								●	
Info Coord.																●																									
EOC'S																																									
State EOC																																									
SS Representative																●	●																								
CO EOC																																									
SS Representative																●	●																								

● Required Training

■ Required one-time class, mailout thereafter

○ Training available, attendance optional

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EMERGENCY RESPONSE TRAINING COURSES AND YEARS BETWEEN

	1. 80-FAT-06-LP	2. 82-ECC-P1-LP	3. 82-ECC-P2-LP	4. 82-ECM-P1-LP	5. 82-ECR-P1-LP	6. 82-ECR-P2-LP	7. 82-ECR-P3-LP	8. 82-ECR-P4-LP	9. 82-EHP-P1-LP	10. 82-EHP-P2-LP	11. 82-EMU-P1-LP	12. 82-EMU-P2-LP	13. 82-EMU-P3-LP	14. 82-EMU-P4-LP	15. 82-EMU-P5-LP	16. 82-EOA-P1-LP	17. 82-EOA-P2-LP	18. 82-EOS-P1-LP	19. 82-EOS-P2-LP	20. 82-EOS-P3-LP	21. 82-ESD-P1-LP	22. 82-ESD-P2-LP	23. 82-ESD-P3-LP	24. 82-ESR-P1-LP	25. 82-ESR-P2-LP	26. 82-ESS-P1	27. 82-ESS-P2-LP	28. 82-ETD-P1-LP	29. 82-ETD-P2-LP	30. 82-ETS-P1-LP	31. 82-ETS-P2-LP	32. 82-ETS-P3-LP	33. 80-FPT-06-LP	34. 80-RPT-06-LP	35. 82-EJI-P1-LP	36. 82-EJI-P2-LP	37. 82-EJI-P3-LP	38. MAILOUT	39. EMS
	(2)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(2)	(2)	(1)	(1)	(1)	(1)	(1)
	First Aid Training	Communications Center Operations	Communications Center Operations	Crisis Management Center	Control Room Operations	Control Room Operations	Control Room Operations	Control Room Operations	Health Physics Center	Health Physics Center	MUDAC	MUDAC	MUDAC	MUDAC	MUDAC	Offsite Agency Coord. Center	Offsite Agency Coord. Center	Operations Support Center	Operations Support Center	Operations Support Center	Security Decision Center	Security Decision Center	Security Decision Center	Security Emergency Response	Security Emergency Response	Supply System Decision Center	Supply System Decision Center	Technical Data Center	Technical Data Center	Technical Support Center	Technical Support Center	Technical Support Center	Fire Protection Trng.	Respiratory Prot. Trng.	JIC	JIC	JIC	MAILOUT	Emergency Medical Support
Emergency Center Positions																																								
EOF Continuation TDC																																								
Technical Manager																												●	●											
Sel. Technical Staff																												■											●	
Other Tech Staff																												●												
Sel. Admin. Support																												■											●	
Other Admin. Support																												●												
MUDAC																																								
REM											●	●	●																											
Dose Assess. Center Coord.											●	●	●																											
Protective Action Decis. Coord.											○	●																												
Meteorologist/Dose Proj. Coord.											●	●																												
Dose Assess Analyst											○	●		○																			●							
F.T. Coord.											●			●																										
Air/Ground Controller											●			●																										
F.T. Dispatcher											○			●	●																		○							
Environ. Field Team											■																											■		
Selected Admin. Support											○																													
Other Admin. Support											●	●																												
Systems Analyst																																								
H.P. Center																																								
H.P.C. Coordinator									●	●																														
H.P.C. HP/Chem. Staff									●	●																									●					
Dosimetry Spec.									■																														●	
Helper									●																															
Media Brief/Prep Area																																								
PIO & Member																																			●	●				
Other Admin. Support Staff Work Areas																																								
Admin. Support																																							●	

● Required Training

■ Required one-time class, mailout thereafter

○ Training available, attendance optional

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SECTION 3: HEADQUARTERS AND OTHER EMERGENCY ORGANIZATION MEMBER TRAINING REQUIREMENTS

EMERGENCY RESPONSE TRAINING COURSES AND YEARS BETWEEN

Emergency Center and Positions	1. 80 FAT-08-LP (3) First Aid Training	2. 82-ECC-P1-LP (1) Communications Center Operations	3. 82-ECC-P2-LP (1) Communications Center Operations	4. 82-ECM P1-LP (1) Crisis Management Center	5. 82-ECR P1-LP (1) Control Room Operations	6. 82-ECR-P2-LP (1) Control Room Operations	7. 82-ECR-P3-LP (1) Control Room Operations	8. 82-ECR-P4-LP (1) Control Room Operations	9. 82-EHP-P1-LP (1) Health Physics Center	10. 82-EHP-P2-LP (1) Health Physics Center	11. 82-EMU-P1-LP (1) MUDAC	12. 82-EMU-P2-LP (1) MUDAC	13. 82-EMU-P3-LP (1) MUDAC	14. 82-EMU-P4-LP (1) MUDAC	15. 82-EMU-P5-LP (1) MUDAC	16. 82-EOA-P1-LP (1) Offsite Agency Coord. Center	17. 82-EOA-P2-LP (1) Offsite Agency Coord. Center	18. 82 EOS-P1-LP (1) Operations Support Center	19. 82-EOS-P2-LP (1) Operations Support Center	20. 82-EOS-P3-LP (1) Operations Support Center	21. 82-ESD P1-LP (1) Security Decision Center	22. 82 ESD-P2-LP (1) Security Decision Center	23. 82-ESD-P3-LP (1) Security Decision Center	24. 82-ESR-P1-LP (1) Security Emergency Response	25. 82-ESR-P2-LP (1) Security Emergency Response	26. 82-ESS-P1 (1) Supply System Decision Center	27. 82 ESS-P2-LP (1) Supply System Decision Center	28. 82-ETD-P1-LP (1) Technical Data Center	29. 82-ETD-P2-LP (1) Technical Data Center	30. 82-ETS-P1-LP (1) Technical Support Center	31. 82-ETS-P2-LP (1) Technical Support Center	32. 82-ETS-P3-LP (1) Technical Support Center	33. 80-FPT-08 LP (2) Fire Protection Trng.	34. 80-RPT-08-LP (2) Respiratory Prot. Trng.	35. 82-EJI P1-LP (1) JIC	36. 82-EJI P2-LP (1) JIC	37. 82-EJI-P3-LP (1) JIC	38. MAIL OUT (1) MAIL OUT	39. EMS (1) Emergency Medical Support
Headquarters																																									
Mgr's Office or CMC																																									
Managing Director Rep.				●																																					
Admin. Supt. Supvr.				●																																					
Other Admin. Supt. Staff Work Areas																																									
Selected Admin. Support																																								●	
Comm. Coord.																											●														
Plant Comm. Coord.																											●								●						
Tele. Tech.																																			●						
JIC																																									
Director																																				●	●				
Asst. Director																																				●	●				
News Manager																																				●	●				
Media Manager																																				●	●				
JIC Support Manager																																				●	●				
Spokesperson																																				●	●				
Selec. Joint Info. Prod. Team																																				●	●				
Other Joint Info. Prod. Team																																				■	■			●	
Sel. SS Info. Prod. Team																																				●	●				
Other SS Info. Prod. Team																																				■	■			●	
Technical Spokesperson																																				●	●				
Audio Visual																																				●	●				
Select JIC Dist.																																				●	●				
Other JIC Dist.																																				■	■			●	
Rumor Control Team																																				●		●			
Media Response Team																																				●		●			
JIC Receptionist																																				■	■			●	

● Required Training

■ Required one-time class, mailout thereafter

○ Training available, attendance optional

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EMERGENCY RESPONSE TRAINING COURSES AND YEARS BETWEEN

Training Offered to Offsite Agencies (Attendance Optional)	1. 80 FAT-06-LP (2) First Aid Training	2. 82-ECC-P1-LP (1) Communications Center Operations	3. 82-ECC-P2 LP (1) Communications Center Operations	4. 82-ECM-P1-LP (1) Crisis Management Center	5. 82-ECR-P1-LP (1) Control Room Operations	6. 82-ECR-P2-LP (1) Control Room Operations	7. 82-ECR-P3 LP (1) Control Room Operations	8. 82-ECR-P4-LP (1) Control Room Operations	9. 82-EHP-P1-LP (1) Health Physics Center	10. 82-EHP-P2-LP (1) Health Physics Center	11. 82-EMU-P1-LP (1) MUDAC	12. 82-EMU-P2-LP (1) MUDAC	13. 82-EMU-P3-LP (1) MUDAC	14. 82-EMU-P4-LP (1) MUDAC	15. 82-EMU-P5 LP (1) MUDAC	16. 82-EOA-P1-LP (1) Offsite Agency Coord. Center	17. 82-EOA-P2-LP (1) Offsite Agency Coord. Center	18. 82-EOS-P1-LP (1) Operations Support Center	19. 82-EOS-P2-LP (1) Operations Support Center	20. 82 EOS-P3 LP (1) Operations Support Center	21. 82-ESD P1-LP (1) Security Decision Center	22. 82 ESD P2-LP (1) Security Decision Center	23. 82-ESD-P3-LP (1) Security Decision Center	24. 82-ESR-P1-LP (1) Security Emergency Response	25. 82-ESR-P2-LP (1) Security Emergency Response	26. 82-ESS-P1 (1) Supply System Decision Center	27. 82-ESS-P2 LP (1) Supply System Decision Center	28. 82-ETD P1-LP (1) Technical Data Center	29. 82-ETD-P2-LP (1) Technical Data Center	30. 82-ETS-P1-LP (1) Technical Support Center	31. 82-ETS-P2-LP (1) Technical Support Center	32. 82-ETS-P3-LP (1) Technical Support Center	33. 80-FPT-06-LP (2) Fire Protection Trng.	34. 80-RPT-06-LP (2) Respiratory Prot. Trng.	35. 82-EJI P1-LP (1) JIC	36. 82-EJI P2 LP (1) JIC	37. 82 EJI P3-LP (1) JIC	38. MAILOUT (1) MAILOUT	39. EMS (1) Emergency Medical Support
Environmental Field Teams											○			○	○																				○					
Hospital Staffs																																									○
Offsite JIC Staff																																				○	○	○			
Offsite MUDAC Staff											○	○	○																												
Offsite Response Agency Personnel																○																									

● Required Training

◪ Required one-time class, mailout thereafter

○ Training available, attendance optional

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EMERGENCY PLAN IMPLEMENTING PROCEDURE REVISION SIGNOFF LOG

for

EPIP _____, REV _____

TO: Designated Emergency Organization Personnel

1. The referenced Emergency Plan Implementing Procedure/Revision has been approved. It affects the performance of your emergency duties.

2. When you receive this log, record the date in the "RECEIVED DATE" column next to your name.

3. When you have read the referenced information and understood the operating and safety significance of the change, complete the "Read/Passed On" and "Signature" columns by your name and route to the next person.

NAME	MD	RECEIVED DATE	READ/ PASSED ON DATE	SIGNATURE

When Complete:

Return To:
Emergency Planning
Mail Drop 1020

Emergency Planning
Start Date: _____
Completion Date: _____

Attachment B

1 Plant Admin.
2 Control Room
3 Shift Manager
4 Plant Manager
5 Licensed Training (JE Wyrick)
6 Simulator
7 Technical Manager
8 Operations Manager
9 HP/Chemistry Manager
10 Maintenance Manager
11 Plant Admin. Manager
12 Engineering Services
13 Not Issued
14 Not Issued
15 Not Issued
16 Not Issued
17 Not Issued
18 Unassigned
19 Not Issued
20 Not Issued
21 Health Physics Supervisor
22 Not Issued
23 Not Issued
24 Plant QA/QC Manager
25 Project Manager, Bechtel
26 Region V NRC
27 WNP-2 Security
28 Region V NRC
29 WNP-3 Technical Library
30 EOF Records Room
31 Technical Support Center
32 Unassigned
33 Admin Security Specialist
34 Access Control
35 Not Issued
36 Emergency Preparedness Program
37 Mgr. of Emerg Plann & Environ Prog
38 Radiological Training
39 Not Issued
40 Not Issued
41 WNP-2 Security
42 Maintenance Training
43 Not Issued
44 Not Issued
45 Not Issued
46 Safety
47 Director, Engineering
48 Not Issued
49 Training/Evaluation
50 Plant Emergency Director
51 Energy Fac. Site Eval. Council
52 Dept. of Emergency Services
53 Dept Soc. & Health Serv.
54 Dept Soc. & Health Serv. (Seattle)
55 Federal Emergency Mgmt. Agency
56 U.S. Department of Energy
57 Benton County Dept of Emerg. Mgmt.
58 WNP-2 Security
59 WNP-2 Security
60 WNP-2 Security
61 Operations Support Center
62 Not Issued
63 Unassigned
64 Not Issued
65 Not Issued
66 Modifications & Upgrades
67 Not Issued
68 Not Issued
69 Not Issued
70 Not Issued
71 Not Issued
72 Not Issued
73 Dept. Soc. & Health Serv.
74 Dept. Soc. & Health Serv.
75 Dept. Soc. & Health Serv.
76 Not Issued
77 Not Issued
78 Shift Technical Advisor
79 Not Issued
80 Not Issued
81 Not Issued
82 EOF Decision Center
83 MUDAC
84 Not Issued
85 Not Issued
86 Document Control Desk, NRC
87 Document Control Desk, NRC
88 Not Issued
89 Not Issued
90 Corporate Communications
91 Emergency Preparedness Program
92 Emergency Preparedness Program
93 Radiological Programs
94 Offsite Agency Center
95 Security Decision Center
96 Crisis Management Center
97 Technical Data Center
98 Alternate OSC
99 Not Issued
100 Unassigned
101 Not Issued
102 Communication Services
103 Not Issued
104 Emergency Preparedness Program
105 NRC Emergency Response
106 Emergency Preparedness Program
107 Not Issued
108 Not Issued
109 Not Issued
110 Not Issued
111 Not Issued
112 Not Issued
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114 Not Issued
115 Not Issued
116 Not Issued
117 Not Issued
118 Not Issued
119 Not Issued
120 Not Issued

VOLUME 13 - EMERGENCY PLAN IMPLEMENTING PROCEDURES

Procedure Number	Rev	Total No. Pages	Approval Date	Required Review Date	Responsible Person	Title
13.1	EMERGENCY CLASSIFICATION					
13.1.1	3 - C	21	04/29/86	04/88	HP/Chem Mgr.	Classifying the Emergency
13.1.2	3 - C	10	04/29/86	04/88	HP/Chem Mgr.	Plant Emergency Director Duties
13.2	MAN-CAUSED EMERGENCY ACTIONS					
13.2.1	3 - C	2	04/29/86	04/88	HP/Chem Mgr.	Fires/Explosions
13.2.2	2 - C	2	12/02/85	12/87	HP/Chem Mgr.	Transportation Accidents
13.2.3	2	2	01/24/85	01/87	HP/Chem Mgr.	Toxic or Flammable Gas Releases or Oxygen Deficient Atmosphere
13.2.4	2 - C	2	12/02/85	12/87	HP/Chem Mgr.	Missiles
13.2.5	2 - C	3	12/02/85	12/87	HP/Chem Mgr.	Bomb Threats
13.2.6	2 - C	2	12/02/85	12/87	HP/Chem Mgr.	Civil Disturbance
13.3	NATURAL EMERGENCY ACTIONS					
13.3.1	2 - C	3	12/02/85	12/87	HP/Chem Mgr.	Earthquakes
13.3.2	2 - C	3	12/02/85	12/87	HP/Chem Mgr.	High Winds/Tornados
13.3.3	2 - C	2	12/02/85	12/87	HP/Chem Mgr.	Floods
13.3.4	2 - C	2	12/02/85	12/87	HP/Chem Mgr.	Ash Fallout
13.4	NOTIFICATIONS					
13.4.1	3	23	11/19/84	11/86	HP/Chem Mgr.	Notifications
13.5	EVACUATION AND ACCOUNTABILITY					
13.5.1	3 - C	5	04/29/86	04/88	HP/Chem Mgr.	Controlled Evacuation of the Protected Area
13.5.2	3 - C	3	04/29/86	04/88	HP/Chem Mgr.	Immediate Evacuation of the Protected Area
13.5.3	4 - C	6	04/29/86	04/88	HP/Chem Mgr.	Evacuation of Exclusion Area and/or Nearby Facilities

P = Partial Review
C - Complete Review

Procedure Number	Rev	Total No. Pages	Approval Date	Required Review Date	Responsible Person	Title
13.5.4	3 - C	8	04/29/86	04/88	HP/Chem Mgr.	Columbia River Evacuation
13.5.5	2	11	06/05/85	06/87	HP/Chem Mgr.	Personnel Accountability
13.5.6	2	4	06/05/85	06/87	HP/Chem Mgr.	Personnel Search and Rescue
13.6	EMERGENCY SECURITY PROCEDURES					
13.6.1	3 - C	3	04/29/86	04/88	HP/Chem Mgr.	Security Procedures
13.6.2	Cancelled per POC 84-46					Nearby Nuclear Facility Emergencies/Requests For Assistance
13.7	PERSONNEL MONITORING, DECONTAMINATION, FIRST AID					
13.7.1	2	1	06/05/85	06/87	HP/Chem Mgr.	Personnel Monitoring
13.7.2	3 - C	2	06/19/86	06/88	HP/Chem Mgr.	Contamination Control
13.7.3	3 - C	2	06/19/86	06/88	HP/Chem Mgr.	Plant Personnel Decontamination
13.7.4	3 - C	2	06/19/86	06/88	HP/Chem Mgr.	Personnel Decontamination Operations at the Emergency Operations Facility
13.7.5	4 - C	10	06/19/86	06/88	HP/Chem Mgr.	Decontamination Operations at Remote Decontamination Locations
13.7.6	3 - C	5	06/19/86	06/88	HP/Chem Mgr.	Plant First Aid Facility
13.7.7	3 - C	4	06/19/86	06/88	HP/Chem Mgr.	Emergency Operations Facility First Aid Center Operations
13.7.8	3 - C	6	06/19/86	06/88	HP/Chem Mgr.	Transportation of Injured or Contaminated Injured Personnel to an Offsite Medical Facility
13.7.9	3 - C	2	06/19/86	06/88	HP/Chem Mgr.	Decontamination Within the Site Area Boundary
13.7.10	1 - C	4	06/19/86	06/88	HP/Chem Mgr.	Offsite Emergency Response Personnel Dosimetry
13.8	OFFSITE DOSE CALCULATIONS					
13.8.1	2	8	06/05/85	06/87	HP/Chem Mgr.	Computerized Emergency Dose Projection System Operations
13.8.2	2	17	02/19/85	02/87	HP/Chem Mgr.	Manual Offsite Dose Calculations
13.8.3	3 - C	2	06/19/86	06/88	HP/Chem Mgr.	Ingestion Pathway Dose Calculations

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Procedure Number	Rev	Total No. Pages	Approval Date	Required Review Date	Responsible Person	Title
13.9	ENVIRONMENTAL FIELD MONITORING					
13.9.1	3 - C	9	06/19/86	06/88	HP/Chem Mgr.	Environmental Field Team Operations
13.9.2	3 - C	5	06/19/86	06/88	HP/Chem Mgr.	Field Exposure Rate Surveys
13.9.3	3 - C	5	06/19/86	06/88	HP/Chem Mgr.	Portable Air Sampling
13.9.4	2	5	06/05/85	06/87	HP/Chem Mgr.	TLD and Fixed Air Sample Retrieval
13.9.5	3 - C	9	06/19/86	06/88	HP/Chem Mgr.	Environmental Sample Collection
13.9.6	4 - C	13	06/19/86	06/88	HP/Chem Mgr.	Field Analyses of Environmental Samples
13.9.7	3 - C	12	06/19/86	06/88	HP/Chem Mgr.	Aerial Monitoring
13.9.8	A				HP/Chem Mgr.	River Evacuation Monitoring
13.10	PLANT EMERGENCY FACILITIES					
13.10.1	4 - C	5	04/29/86	04/88	HP/Chem Mgr.	Control Room Operations and Shift Manager Duties
13.10.2	3 - C	3	04/29/86	04/88	HP/Chem Mgr.	Shift Technical Advisor Duties
13.10.3	3 - C	9	04/29/86	04/88	HP/Chem Mgr.	Technical Support Center Operations and Technical Support Center Director's Duties
13.10.4	3 - C	5	04/29/86	04/88	HP/Chem Mgr.	Plant Radiation Protection Manager Duties
13.10.5	3 - C	3	04/29/86	04/88	HP/Chem Mgr.	Operations Manager Duties
13.10.6	3 - C	4	04/29/86	04/88	HP/Chem Mgr.	Plant/NRC Liaison Duties
13.10.7	3 - C	13	04/29/86	04/88	HP/Chem Mgr.	Plant Administrative Manager Duties
13.10.8	3 - C	6	04/29/86	04/88	HP/Chem Mgr.	Security Force Lieutenant Duties
13.10.9	4 - C	25	04/29/86	04/88	HP/Chem Mgr.	Operations Support Center Operations and Operations Support Center Director Duties
13.10.10	2	5	06/05/85	06/87	HP/Chem Mgr.	Health Physics, Chemistry and Maintenance Support Duties
13.10.11	3 - C	5	04/29/86	04/88	HP/Chem Mgr.	Plant Emergency Team Duties
13.10.12	3 - C	9	04/29/86	04/88	HP/Chem Mgr.	Reentry Team Duties
13.10.13	3 - C	5	04/29/86	04/88	HP/Chem Mgr.	Recovery Team Duties

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Procedure Number	Rev	Total No. Pages	Approval Date	Required Review Date	Responsible Person	Title
13.11	EMERGENCY OPERATIONS FACILITY					
13.11.1	3 - C	9	06/19/86	06/88	HP/Chem Mgr.	Recovery Manager Duties
13.11.2	3 - C	4	06/19/86	06/88	HP/Chem Mgr.	Assistant Recovery Manager Duties
13.11.3	3 - C	12	04/29/86	04/88	HP/Chem Mgr.	Supply System Decision Center Operations and Site Support Manager Duties
13.11.4	3 - C	3	04/29/86	04/88	HP/Chem Mgr.	Safety Manager Duties
13.11.5	3 - C	2	04/29/86	04/88	HP/Chem Mgr.	Radioactive Waste Manager Duties
13.11.6	3 - C	2	04/29/86	04/88	HP/Chem Mgr.	Quality Assurance Manager Duties
13.11.7	3 - C	9	06/19/86	06/88	HP/Chem Mgr.	Radiological Emergency Manager Duties
13.11.8	3 - C	2	04/29/86	04/88	HP/Chem Mgr.	Licensing Manager Duties
13.11.9	3 - C	17	06/19/86	06/88	HP/Chem Mgr.	Administrative Support Manager Duties
13.11.10	3 - C	12	06/19/86	06/88	HP/Chem Mgr.	Security Decision Center Operations and Security Force Manager Duties
13.11.11	3 - C	18	06/19/86	06/88	HP/Chem Mgr.	Offsite Agency Coordination Center Operations and Offsite Agency Coordinator Duties
13.11.12	3 - C	21	06/19/86	06/88	HP/Chem Mgr.	Technical Data Center Operations and Technical Manager Duties
13.11.13	3 - C	2	06/19/86	06/88	HP/Chem Mgr.	EOF Public Information Officers Duties
13.11.14	2	25	06/05/85	06/87	HP/Chem Mgr.	Meteorology and Unified Dose Assessment Center Operations
13.11.15	4 - C	10	06/19/86	06/88	HP/Chem Mgr.	Communications Center Operations
13.11.16	3 - C	15	06/19/86	06/88	HP/Chem Mgr.	Health Physics Center Operations
13.11.17	1 - C	6	04/29/86	04/88	HP/Chem Mgr.	Nearby Nuclear Facility Emergencies/Requests for Assistance
13.11.18	1 - C	7	04/29/86	04/88	HP/Chem Mgr.	Information Network
13.12	HEADQUARTERS EMERGENCY CENTERS					
13.12.1	3 - C	3	04/29/86	04/88	HP/Chem Mgr.	Crisis Management Center Operations
13.12.2	2	2	06/05/85	06/87	HP/Chem Mgr.	Headquarters Communications Center Operations
13.12.3	2 - C	4	06/19/86	06/88	HP/Chem Mgr.	Joint Information Center News Coordination Team Duties

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Procedure Number	Rev	Total No. Pages	Approval Date	Required Review Date	Responsible Person	Title
13.12.4	2 - C	3	06/19/86	06/88	HP/Chem Mgr.	Joint Information Center Director Duties
13.12.5	2 - C	3	06/19/86	06/88	HP/Chem Mgr.	Assistant Joint Information Center Director Duties
13.12.6	2 - C	2	06/19/86	06/88	HP/Chem Mgr.	Joint Information Center Production Team Duties
13.12.7	2 - C	2	06/19/86	06/88	HP/Chem Mgr.	Joint Information Center Spokesperson Duties
13.12.8	2 - C	2	06/19/86	06/88	HP/Chem Mgr.	Joint Information Center Technical Spokesperson Duties
13.12.9	2 - C	2	06/19/86	06/88	HP/Chem Mgr.	Joint Information Center Supply System Information Production Team Duties
13.12.10	2 - C	2	06/19/86	06/88	HP/Chem Mgr.	Joint Information Center Media Management Team Duties
13.12.11	2 - C	3	06/19/86	06/88	HP/Chem Mgr.	Joint Information Center News Manager Duties
13.12.12	2 - C	6	06/19/86	06/88	HP/Chem Mgr.	Joint Information Center Media Telephone Response Team Duties
13.12.13	2 - C	5	06/19/86	06/88	HP/Chem Mgr.	Joint Information Center Public Information Telephone Team Duties
13.12.14	2 - C	3	06/19/86	06/88	HP/Chem Mgr.	Joint Information Center Distribution Team Duties
13.12.15	2 - C	5	06/19/86	06/88	HP/Chem Mgr.	Joint Information Support Manager Duties
13.12.16	2 - C	2	06/19/86	06/88	HP/Chem Mgr.	Joint Information Center Audio Visual Support Team Duties
13.12.17	2 - C	2	06/19/86	06/88	HP/Chem Mgr.	Joint Information Center Receptionist Duties
13.12.18	2 - C	2	04/29/86	04/88	HP/Chem Mgr.	Headquarters Administrative Support Supervisor and Staff Duties
13.13	REENTRY/RECOVERY					
13.13.1	2 - C	3	04/29/86	04/88	HP/Chem Mgr.	Reentry
13.13.2	2 - C	3	04/29/86	04/88	HP/Chem Mgr.	Recovery Operations
13.13.3	1	3	06/05/85	06/87	HP/Chem Mgr.	Offsite Reentry and Ingestion Pathways Monitoring/Sampling Plan
13.13.4	1	4	06/05/85	06/87	HP/Chem Mgr.	Post Incident Reporting

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Procedure Number	Rev	Total No. Pages	Approval Date	Required Review Date	Responsible Person	Title
13.14	SUPPORTING INFORMATION PROCEDURES					
13.14.1	1	17	03/01/85	03/87	HP/Chem Mgr.	Emergency Exposure Level/Protective Action Guides
13.14.2	3	16	06/05/85	06/87	HP/Chem Mgr.	Process for Determining Protective Action Recommendations
13.14.3	3 - C	8	06/19/86	06/88	HP/Chem Mgr.	Supply System Health Physics Procedures, Radiological Programs, Instructions, and Environmental Programs Instructions
13.14.4	4 - C	89	06/19/86	06/88	HP/Chem Mgr.	Emergency Equipment
13.14.5	4 - C	17	06/19/86	06/88	HP/Chem Mgr.	Emergency Organization
13.14.6	3 - C	7	06/19/86	06/88	HP/Chem Mgr.	Offsite Support and Assistance
13.14.7	5 - C	9	01/06/86	01/88	HP/Chem Mgr.	Emergency Training
13.14.8	3 - C	13	04/29/86	04/88	HP/Chem Mgr.	Drills/Exercises
13.14.9	3 - C	9	04/29/86	04/88	HP/Chem Mgr.	Emergency Program Maintenance
Appendix I		46	06/30/82		HP/Chem Mgr.	Emergency Notifications

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WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.1.1	C M Powers	06/05/85

VOLUME NAME
13 EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION
13.1 EMERGENCY CLASSIFICATION

TITLE
13.1.1 CLASSIFYING THE EMERGENCY

13.1.1.1 Purpose

The purpose of this procedure is to provide the Shift Manager, Plant Emergency Director, and plant operations personnel with the necessary information and a methodology to guide them in properly identifying and classifying an emergency situation. Refer to Attachment D, "Bases for the Classification Methodology," for a discussion of the strategy used in the development of this procedure, the general descriptions for each classification of emergency, and other background information.

CAUTION: This procedure is only a guide to emergency classification. The final consideration in all classifications is one of judgment on the part of the Plant Emergency Director.

13.1.1.2 References

A. WNP-1, 2 Emergency Preparedness Plan

B. NUREG-0654, FEMA-REP-1, Rev. 1

C. WNP-2 Technical Specifications

D. EPIP 13.1.2, Plant Emergency Director Duties

13.1.1.3 Procedure

A. Plant Emergency Director

Maintain the sole responsibility for timely classification and declaration of any WNP-2 emergency situation. Utilize guidance specified in this procedure and attachments, professional judgment, and the recommendations of the Operations Manager, Shift Manager, Control Room Supervisor, and Shift Technical Advisor.

1. Refer to Attachment A, "Guidance for Classifying Emergencies," for a listing of symptomatic initiating conditions and situation based initating conditions.

1 Plant Admin.
2 Control Room
3 Shift Manager
4 Plant Manager
5 Licensed Training (JE Wyrick)
6 Simulator
7 Technical Manager
8 Operations Manager
9 HP/Chemistry Manager
10 Maintenance Manager
11 Plant Admin. Manager
12 Engineering Services
13 Not Issued
14 Not Issued
15 Not Issued
16 Not Issued
17 Not Issued
18 Unassigned
19 Not Issued
20 Not Issued
21 Health Physics Supervisor
22 Not Issued
23 Not Issued
24 Plant QA/QC Manager
25 Project Manager, Bechtel
26 Region V NRC
27 WNP-2 Security
28 Region V NRC
29 WNP-3 Technical Library
30 EOF Records Room
31 Technical Support Center
32 Unassigned
33 Admin Security Specialist
34 Access Control
35 Not Issued
36 Emergency Preparedness Program
37 Mgr. of Emerg Plann & Environ Prog
38 Radiological Training
39 Not Issued
40 Not Issued
41 WNP-2 Security
42 Maintenance Training
43 Not Issued
44 Not Issued
45 Not Issued
46 Safety
47 Director, Engineering
48 Not Issued
49 Training/Evaluation
50 Plant Emergency Director
51 Energy Fac. Site Eval. Council
52 Dept. of Emergency Services
53 Dept Soc. & Health Serv.
54 Dept Soc. & Health Serv. (Seattle)
55 Federal Emergency Mgmt. Agency
56 U.S. Department of Energy
57 Benton County Dept of Emerg. Mgmt.
58 WNP-2 Security
59 WNP-2 Security
60 WNP-2 Security
61 Operations Support Center
62 Not Issued
63 Unassigned
64 Not Issued
65 Not Issued
66 Modifications & Upgrades
67 Not Issued
68 Not Issued
69 Not Issued
70 Not Issued
71 Not Issued
72 Not Issued
73 Dept. Soc. & Health Serv.
74 Dept. Soc. & Health Serv.
75 Dept. Soc. & Health Serv.
76 Not Issued
77 Not Issued
78 Shift Technical Advisor
79 Not Issued
80 Not Issued
81 Not Issued
82 EOF Decision Center
83 MUDAC
84 Not Issued
85 Not Issued
86 Document Control Desk, NRC
87 Document Control Desk, NRC
88 Not Issued
89 Not Issued
90 Corporate Communications
91 Emergency Preparedness Program
92 Emergency Preparedness Program
93 Radiological Programs
94 Offsite Agency Center
95 Security Decision Center
96 Crisis Management Center
97 Technical Data Center
98 Alternate OSC
99 Not Issued
100 Engineering Services
101 Not Issued
102 Communication Services
103 Not Issued
104 Emergency Preparedness Program
105 NRC Emergency Response

Procedure Number	Rev	Total No. Pages	Approval Date	Required Review Date	Responsible Person	Title
13.1	EMERGENCY CLASSIFICATION					
13.1.1	2	21	06/05/85	06/87	HP/Chem Mgr.	Classifying the Emergency
13.1.2	2	10	06/05/85	06/87	HP/Chem Mgr.	Plant Emergency Director Duties
13.2	MAN-CAUSED EMERGENCY ACTIONS					
13.2.1	2	2	01/24/85	01/87	HP/Chem Mgr.	Fires/Explosions
13.2.2	2 - C	2	12/02/85	12/87	HP/Chem Mgr.	Transportation Accidents
13.2.3	2	2	01/24/85	01/87	HP/Chem Mgr.	Toxic or Flammable Gas Releases or Oxygen Deficient Atmosphere
13.2.4	2 - C	2	12/02/85	12/87	HP/Chem Mgr.	Missiles
13.2.5	2 - C	3	12/02/85	12/87	HP/Chem Mgr.	Bomb Threats
13.2.6	2 - C	2	12/02/85	12/87	HP/Chem Mgr.	Civil Disturbance
13.3	NATURAL EMERGENCY ACTIONS					
13.3.1	2 - C	3	12/02/85	12/87	HP/Chem Mgr.	Earthquakes
13.3.2	2 - C	3	12/02/85	12/87	HP/Chem Mgr.	High Winds/Tornados
13.3.3	2 - C	2	12/02/85	12/87	HP/Chem Mgr.	Floods
13.3.4	2 - C	2	12/02/85	12/87	HP/Chem Mgr.	Ash Fallout
13.4	NOTIFICATIONS					
13.4.1	3	23	11/19/84	11/86	HP/Chem Mgr.	Notifications
13.5	EVACUATION AND ACCOUNTABILITY					
13.5.1	2	5	06/05/85	06/87	HP/Chem Mgr.	Controlled Evacuation of the Protected Area
13.5.2	2	3	06/05/85	06/87	HP/Chem Mgr.	Immediate Evacuation of the Protected Area
13.5.3	3	6	06/05/85	06/87	HP/Chem Mgr.	Evacuation of Exclusion Area and/or Nearby Facilities

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Procedure Number	Rev	Total No. Pages	Approval Date	Required Review Date	Responsible Person	Title
13.5.4	2	5	06/05/85	06/87	HP/Chem Mgr.	Columbia River Evacuation
13.5.5	2	11	06/05/85	06/87	HP/Chem Mgr.	Personnel Accountability
13.5.6	2	4	06/05/85	06/87	HP/Chem Mgr.	Personnel Search and Rescue
13.6	EMERGENCY SECURITY PROCEDURES					
13.6.1	2	3	06/05/85	06/87	HP/Chem Mgr.	Security Procedures
13.6.2	Cancelled per POC 84-46					Nearby Nuclear Facility Emergencies/Requests For Assistance
13.7	PERSONNEL MONITORING, DECONTAMINATION, FIRST AID					
13.7.1	2	1	06/05/85	06/87	HP/Chem Mgr.	Personnel Monitoring
13.7.2	2	2	06/05/85	06/87	HP/Chem Mgr.	Contamination Control
13.7.3	2	2	06/05/85	06/87	HP/Chem Mgr.	Plant Personnel Decontamination
13.7.4	2	2	06/05/85	06/87	HP/Chem Mgr.	Personnel Decontamination Operations at the Emergency Operations Facility
13.7.5	3	11	06/05/85	06/87	HP/Chem Mgr.	Decontamination Operations at Remote Decontamination Locations
13.7.6	2	4	06/05/85	06/87	HP/Chem Mgr.	Plant First Aid Facility
13.7.7	2	4	06/05/85	06/87	HP/Chem Mgr.	Emergency Operations Facility First Aid Center Operations
13.7.8	2	6	06/05/85	06/87	HP/Chem Mgr.	Transportation of Injured or Contaminated Injured Personnel to an Offsite Medical Facility
13.7.9	2	2	06/05/85	06/87	HP/Chem Mgr.	Decontamination Within the Site Area Boundary
13.7.10	0	3	07/25/84	07/86	HP/Chem Mgr.	Offsite Emergency Response Personnel Dosimetry
13.8	OFFSITE DOSE CALCULATIONS					
13.8.1	2	8	06/05/85	06/87	HP/Chem Mgr.	Computerized Emergency Dose Projection System Operations
13.8.2	2	17	02/19/85	02/87	HP/Chem Mgr.	Manual Offsite Dose Calculations
13.8.3	2	2	06/05/85	06/87	HP/Chem Mgr.	Ingestion Pathway Dose Calculations

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Procedure Number	Rev	Total No. Pages	Approval Date	Required Review Date	Responsible Person	Title
13.9	ENVIRONMENTAL FIELD MONITORING					
13.9.1	2	12	06/05/85	06/87	HP/Chem Mgr.	Environmental Field Team Operations
13.9.2	2	5	06/05/85	06/87	HP/Chem Mgr.	Field Exposure Rate Surveys
13.9.3	2	5	06/05/85	06/87	HP/Chem Mgr.	Portable Air Sampling
13.9.4	2	5	06/05/85	06/87	HP/Chem Mgr.	TLD and Fixed Air Sample Retrieval
13.9.5	2	9	06/05/85	06/87	HP/Chem Mgr.	Environmental Sample Collection
13.9.6	3	13	06/05/85	06/87	HP/Chem Mgr.	Field Analyses of Environmental Samples
13.9.7	2	12	06/05/85	06/87	HP/Chem Mgr.	Aerial Monitoring
13.10	PLANT EMERGENCY FACILITIES					
13.10.1	3	5	06/05/85	06/87	HP/Chem Mgr.	Control Room Operations and Shift Manager Duties
13.10.2	2	3	06/05/85	06/87	HP/Chem Mgr.	Shift Technical Advisor Duties
13.10.3	2	10	06/05/85	06/87	HP/Chem Mgr.	Technical Support Center Operations and Technical Support Center Director's Duties
13.10.4	2	5	06/05/85	06/87	HP/Chem Mgr.	Plant Radiation Protection Manager Duties
13.10.5	2	3	06/05/85	06/87	HP/Chem Mgr.	Operations Manager Duties
13.10.6	2	2	06/05/85	06/87	HP/Chem Mgr.	Plant/NRC Liaison Duties
13.10.7	2	12	06/05/85	06/87	HP/Chem Mgr.	Plant Administrative Manager Duties
13.10.8	2	5	06/05/85	06/87	HP/Chem Mgr.	Security Force Lieutenant Duties
13.10.9	3	23	06/05/85	06/87	HP/Chem Mgr.	Operations Support Center Operations and Operations Support Center Director Duties
13.10.10	2	5	06/05/85	06/87	HP/Chem Mgr.	Health Physics, Chemistry and Maintenance Support Duties
13.10.11	2	5	06/05/85	06/87	HP/Chem Mgr.	Plant Emergency Team Duties
13.10.12	2	6	11/19/84	11/86	HP/Chem Mgr.	Reentry Team Duties
13.10.13	2	3	11/20/84	11/86	HP/Chem Mgr.	Recovery Team Duties
13.11	EMERGENCY OPERATIONS FACILITY					
13.11.1	2	8	06/05/85	06/87	HP/Chem Mgr.	Recovery Manager Duties
13.11.2	2	3	06/05/85	06/87	HP/Chem Mgr.	Assistant Recovery Manager Duties
13.11.3	2	12	06/05/85	06/87	HP/Chem Mgr.	Supply System Decision Center Operations and Site Support Manager Duties

P = Partial Review
C = Complete Review

Procedure Number	Rev	Total No. Pages	Approval Date	Required Review Date	Responsible Person	Title
13.11.4	2	3	06/05/85	06/87	HP/Chem Mgr.	Safety Manager Duties
13.11.5	2	2	06/05/85	06/87	HP/Chem Mgr.	Radioactive Waste Manager Duties
13.11.6	2	2	06/05/85	06/87	HP/Chem Mgr.	Quality Assurance Manager Duties
13.11.7	2	9	06/05/85	06/87	HP/Chem Mgr.	Radiological Emergency Manager Duties
13.11.8	2	2	06/05/85	06/87	HP/Chem Mgr.	Licensing Manager Duties
13.11.9	2	16	06/05/85	06/87	HP/Chem Mgr.	Administrative Support Manager Duties
13.11.10	2	9	06/05/85	06/87	HP/Chem Mgr.	Security Decision Center Operations and Security Force Manager Duties
13.11.11	2	15	06/05/85	06/87	HP/Chem Mgr.	Offsite Agency Coordination Center Operations and Offsite Agency Coordinator Duties
13.11.12	2	19	06/05/85	06/87	HP/Chem Mgr.	Technical Data Center Operations and Technical Manager Duties
13.11.13	2	2	06/05/85	06/87	HP/Chem Mgr.	EOF Public Information Officers Duties
13.11.14	2	25	06/05/85	06/87	HP/Chem Mgr.	Meteorology and Unified Dose Assessment Center Operations
13.11.15	3	11	06/05/85	06/87	HP/Chem Mgr.	Communications Center Operations
13.11.16	2	15	06/05/85	06/87	HP/Chem Mgr.	Health Physics Center Operations
13.11.17	0	4	11/19/84	11/86	HP/Chem Mgr.	Nearby Nuclear Facility Emergencies/Requests for Assistance
13.11.18	0	7	06/05/85	06/87	HP/Chem Mgr.	Information Network
13.12	HEADQUARTERS EMERGENCY CENTERS					
13.12.1	2	3	06/05/85	06/87	HP/Chem Mgr.	Crisis Management Center Operations
13.12.2	2	2	06/05/85	06/87	HP/Chem Mgr.	Headquarters Communications Center Operations
13.12.3	1	4	06/05/85	06/87	HP/Chem Mgr.	Joint Information Center News Coordination Team Duties
13.12.4	1	3	06/05/85	06/87	HP/Chem Mgr.	Joint Information Center Director Duties
13.12.5	1	3	06/05/85	06/87	HP/Chem Mgr.	Assistant Joint Information Center Director Duties
13.12.6	1	2	06/05/85	06/87	HP/Chem Mgr.	Joint Information Center Production Team Duties
13.12.7	1	2	06/05/85	06/87	HP/Chem Mgr.	Joint Information Center Spokesperson Duties

P = Partial Review
C = Complete Review

Procedure Number	Rev	Total No. Pages	Approval Date	Required Review Date	Responsible Person	Title
13.12.8	1	2	06/05/85	06/87	HP/Chem Mgr.	Joint Information Center Technical Spokesperson Duties
13.12.9	1	2	06/05/85	06/87	HP/Chem Mgr.	Joint Information Center Supply System Information Production Team Duties
13.12.10	1	2	06/05/85	06/87	HP/Chem Mgr.	Joint Information Center Media Management Team Duties
13.12.11	1	3	06/05/85	06/87	HP/Chem Mgr.	Joint Information Center News Manager Duties
13.12.12	1	6	06/05/85	06/87	HP/Chem Mgr.	Joint Information Center Media Telephone Response Team Duties
13.12.13	1	5	06/05/85	06/87	HP/Chem Mgr.	Joint Information Center Public Concern/Rumor Control Team Duties
13.12.14	1	3	06/05/85	06/87	HP/Chem Mgr.	Joint Information Center Distribution Team Duties
13.12.15	1	5	06/05/85	06/87	HP/Chem Mgr.	Joint Information Support Manager Duties
13.12.16	1	2	06/05/85	06/87	HP/Chem Mgr.	Joint Information Center Audio Visual Support Team Duties
13.12.17	1	2	06/05/85	06/87	HP/Chem Mgr.	Joint Information Center Receptionist Duties
13.12.18	1	2	06/05/85	06/87	HP/Chem Mgr.	Headquarters Administrative Support Supervisor and Staff Duties
13.13	REENTRY/RECOVERY					
13.13.1	1	3	11/19/84	11/86	HP/Chem Mgr.	Reentry
13.13.2	1	3	11/19/84	11/86	HP/Chem Mgr.	Recovery Operations
13.13.3	1	3	06/05/85	06/87	HP/Chem Mgr.	Offsite Reentry and Ingestion Pathways Monitoring/Sampling Plan
13.13.4	1	4	06/05/85	06/87	HP/Chem Mgr.	Post Incident Reporting
13.14	SUPPORTING INFORMATION PROCEDURES					
13.14.1	1	17	03/01/85	03/87	HP/Chem Mgr.	Emergency Exposure Level/Protective Action Guides
13.14.2	3	16	06/05/85	06/87	HP/Chem Mgr.	Process for Determining Protective Action Recommendations

P = Partial Review
C = Complete Review

Procedure Number	Rev	Total No. Pages	Approval Date	Required Review Date	Responsible Person	Title
13.14.3	2	8	06/05/85	06/87	HP/Chem Mgr.	Supply System Health Physics Procedures, Radiological Programs, Instructions, and Environmental Programs Instructions
13.14.4	3 - C	85	07/31/85	07/87	HP/Chem Mgr.	Emergency Equipment
13.14.5	3	15	06/05/85	06/87	HP/Chem Mgr.	Emergency Organization
13.14.6	2	7	06/05/85	06/87	HP/Chem Mgr.	Offsite Support and Assistance
13.14.7	5 - C	9	01/06/86	01/88	HP/Chem Mgr.	Emergency Training
13.14.8	2	13	01/24/85	01/87	HP/Chem Mgr.	Drills/Exercises
13.14.9	2	8	06/05/85	06/87	HP/Chem Mgr.	Emergency Program Maintenance
Appendix I		46	06/30/82		HP/Chem Mgr.	Emergency Notifications

P = Partial Review
C = Complete Review

2. Refer to Attachment B, "Symptomatic Initiating Conditions Summary," for a quick reference listing of symptomatic initiating conditions.

3. Refer to Attachment C, "Situation Based Guidelines Summary," for a summary listing of situation based initiating conditions to be used in classifying abnormal events.

4. Refer to Attachment D, "Bases for the Classification Methodology," for background information used to develop this procedure.

5. Refer to EPIP 13.1.2, "Plant Emergency Director Duties," for actions and responsibilities necessary after an emergency has been classified.

B. Operations Manager

Function as the Plant Emergency Director until relieved by the Plant Manager or Assistant Plant Manager.

C. Shift Manager

1. Function as the Plant Emergency Director until relieved by the Operations Manager, Assistant Plant Manager, or Plant Manager.

2. Maintain primary responsibility for monitoring the status of plant parameters and other initiating conditions upon which emergency classification depends.

3. Recommend an appropriate emergency classification to the Plant Emergency Director or Operations Manager for any observed WNP-2 emergency condition. Utilize guidance specified in this procedure and attachments, professional judgment, and the recommendations of the Control Room Supervisor, Shift Technical Advisor, and Reactor Operators.

D. Control Room Supervisor, Shift Technical Advisor, Reactor Operators

Monitor the status of plant parameters and other initiating conditions upon which the emergency classification depends, and inform the Shift Manager if any parameter approaches or exceeds emergency action levels specified in attachments. Refer to Attachment A, "Guidance for Classifying Emergencies."

E. Control Room Supervisor, Shift Technical Advisor

Recommend an emergency classification to the Shift Manager and/or Plant Emergency Director based upon plant conditions and the guidance specified in the attachments to this procedure.

13.1.1.4 Attachments

A. Guidance for Classifying Emergencies

B. Symptomatic Initiating Conditions Summary

C. Situation Based Guidelines Summary

D. Bases for the Classification Methodology

GUIDANCE FOR CLASSIFYING EMERGENCIES

INTRODUCTION

Emergency classification is the final responsibility of the Plant Emergency Director based on the recommendations of technical and operations staff. These inputs may come from the Control Room, Technical Support Center, or Emergency Operations Facility. The most likely mechanism is for the Shift Manager to make recommendations based on plant parameters or initial dose assessments. Initially, however, during back-shifts, the Shift Manager will also function as the Plant Emergency Director, and recommendations will come to him from the operating crew.

The situation based and symptomatic initiating conditions (Emergency Action Levels) for each class of emergency are as follows: (Refer to Attachment D, "Bases for the Classification Methodology," for an explanation of the bases of all initiating conditions.)

CAUTION: This procedure is only a guide. Proper judgment based on a "safety first" principle must be used as the final consideration for all classifications.

A. Unusual Event (See EPIP 13.1.2, "Plant Emergency Director Duties", for Actions.)

If any of the following conditions exist, consider declaring an Unusual Event.

1. Symptomatic Initiating Conditions (Unusual Event)

   a. Lo Lo reactor vessel water level (-50 inches).

   b. Reactor pressure greater than or equal to 1148 psig.

   c. Drywell pressure greater than or equal to 1.88 psig.

   d. Drywell pressure less than or equal to -2 psig for a period of one hour or more.

   e. Drywell floor and equipment drain sump flow greater than or equal to 36,000 gallons in any 24-hour period.

   f. Drywell floor drain sump flow rate greater than or equal to 5 gpm.

   g. Drywell temperature greater than or equal to 135°F for a period of eight hours or more.

h. Suppression Pool water temperature greater than or equal to 110°F with reactor power greater than or equal to one percent.

i. Suppression Pool level greater than or equal to +2 inches or less than or equal to -2 inches for a period of one hour or more.

2. Situation Based Initiating Conditions (Unusual Event)

a. Any plant condition requiring plant shutdown as a result of exceeding the limiting conditions for operation and associated action items, (as defined in the WNP-2 Technical Specifications) and is of immediate safety concern or where other than a normal controlled shutdown takes place. Examples of this condition include, but are not limited to, the following:

1) A stuck-open main steam relief valve.

2) Loss of fire protection systems that threaten the normal level of plant safety.

3) Release of radioactive material in liquid, gaseous, or particulate form in excess of Technical Specification limits.

4) Exceeding the LCO for Containment Integrity.

b. Natural phenomena and other hazards at or near the site that threaten the normal level of safety of the plant. Examples of such hazards include, but are not limited to, the following:

1) Floods (River Pumphouse in danger of inundation as observed).

2) Earthquakes (any earthquake detected by the seismic instrumentation).

3) Tornados (actual sighting offsite within the exclusion area).

4) Unusual aircraft activity over facility, aircraft crash, or train derailment on site but not affecting safety-related equipment.

5) Explosions on site, but not affecting plant operation.

6) Toxic or flammable gas releases near or on site.

7) Visible ash fallout from volcanic activity.

8) High winds, sustained above 80 mph.

9) Range fires near the site which threaten to reduce the normal level of safety at the plant.

c. Any plant condition at or near the plant that warrants increased awareness on the part of plant personnel. Examples of this condition include, but are not limited to, the following:

1) Transportation of a contaminated injured individual from the plant to an offsite hospital.

2) Loss of all offsite power.

3) A fire requiring activation of the Plant Emergency Team (fire brigade).

4) Reactor scram initiated, all rods not full in, but reactor is subcritical.

5) A breach of security, such as attempted sabotage.

6) An area radiation alarm Hi and an increasing or sustained high level confirmed by direct measurement.

B. Alert (See EPIP 13.1.2 "Plant Emergency Director Duties" for Actions.)

If any of the following initiating conditions exist, consider declaring an Alert.

1. Symptomatic Initiating Conditions (Alert)

a. Power range monitoring system detects reactor power at greater than or equal to five percent, ten or more seconds after a scram.

b. Reactor water level less than or equal to -129 inches.

c. Main steam isolation valve closure logic met; both inboard and outboard valves on one or more lines fail to close.

d. Containment isolation logic met, but both inboard and outboard valves on one or more Reactor Coolant Pressure Boundary (RCPB) lines fail to close.

e. Reactor pressure greater than or equal to 1250 psig.

f. Site boundary dose rate greater than or equal to 0.5 mR/hr whole body or 2.5 mRem/hr thyroid.

2. Situation Based Initiating Conditions (Alert)

a. A condition where a safety system instrument has failed to initiate an automatic protective action such that the safety limits could be exceeded. Examples of this type of situation include, but are not limited to, the following:

Total loss of reactor vessel water level indication.

b. Natural phenomena and other hazards that represent a substantial degradation in the level of plant safety or warrant the use of additional personnel for accident assessment and in-plant response. Examples of such hazards include, but are not limited to, the following:

1) Flooding or potential flooding that directly affects plant safety systems.

2) Sustained wind speeds in excess of 100 mph.

3) Severe electrical storms that cause major failure of safety-related instruments.

4) A tornado within the protected area boundary, and compromising safety-related equipment.

5) An aircraft crash or train derailment compromising safety-related equipment.

6) An explosion causing plant damage that affects the operation of safety systems.

7) Entry of toxic or flammable gas into plant facilities.

8) Volcanic ash fallout severe enough to warrant plant shutdown.

9) Anticipated Control Room evacuation to Remote Shutdown Panel.

10) A fire affecting a safety system.

11) Ongoing security compromise requiring additional support.

12) An earthquake equivalent to an operating basis earthquake as indicated on the seismic monitoring system.

c. Situations where a release of radioactive material warrants offsite response or personnel to perform offsite monitoring, but does not require any protective actions. Examples include the following:

1) Measured or calculated site boundary whole body dose rates greater than or equal to 0.5 mR/hr or 2.5 mRem/hr thyroid.

2) Standby Service Water System high radiation level and inability to isolate.

C. Site Area Emergency (See EPIP 13.1.2 "Plant Emergency Director Duties" for Actions.)

If any of the following initiating conditions exist, consider declaring a Site Area Emergency.

1. Symptomatic Initiating Conditions (Site Area Emergency)

a. Reactor pressure greater than or equal to 1325 psig.

b. Drywell temperature greater than or equal to 340°F.

c. Primary containment integrity threatened based on exceeding the following limits from the Emergency Procedures (PPM 5.0 series):

1) Heat Capacity Temperature Limit (HCTL)

2) Suppression Pool Load Limit (SPLL)

3) Heat Capacity Level Limit (HCLL)

4) Primary Containment Pressure Limit (PCPL)

d. Site boundary dose rate greater than or equal to 50 mR/hr whole body or 250 mRem/hr thyroid.

e. Reactor power greater than five percent and Suppression Pool temperature greater than 110°F and a safety relief valve open or drywell pressure greater than 1.68 psig.

2. Situation Based Initiating Conditions (Site Area Emergency)

a. Conditions where the Safety Limits and associated action requirements have been violated. Examples include the following:

1) Significant failed fuel, as verified by reactor coolant sample analysis.

2) Failure of the ECCS systems and other water sources to adequately keep the core covered above 2/3 core height.

b. Situations where the level of safety has, or could be, degraded to the point of losing a plant function needed to protect the public. Examples include, but are not limited to, the following:

1) Failure of the Standby Gas Treatment System to function when needed.

2) Failure of fuel cladding (same as item C.2.a above).

3) Failure or potential failure of the primary containment in such a way that would allow significant leakage.

c. Any plant condition that threatens the safety of the plant and warrants the activation of the Technical Support Center, Operations Support Center, and Emergency Operations Facility for the purpose of accident assessment, in-plant response, and offsite response (e.g. monitoring teams) or precautionary public notification near the site. Examples include, but are not limited to, the following:

1) Fire affecting safety systems to the point of inadequate control of the plant.

2) Elevated hydrogen levels inside containment, coupled with oxygen concentrations sufficient to cause a potentially harmful pressure spike should the two gases ignite (this requires engineering analysis, refer to PPM later).

3) An earthquake greater than the safe shutdown earthquake as indicated on the seismic monitoring system.

4) Any natural or man-made event that jeopardizes the plant safety systems to the point of inadequate control of the plant.

5) Failure of secondary containment isolation when required.

6) Fuel Pool level below bottom of fuel transfer gate and decreasing (assumes spent fuel in the pool).

7) A security compromise seriously affecting the physical control of the plant.

d. A situation where significant release of radioactive material has or could take place. Examples include the following:

Measured or calculated site boundary dose rates greater than or equal to 50 mR/hr whole body or 250 mRem/hr to the thyroid at the exclusion area boundary (1.2 miles).

D. General Emergency (See EPIP 13.1.2 "Plant Emergency Director Duties" for Actions.)

If any of the following initiating conditions exist, consider declaring a General Emergency.

1. Symtomatic Initiating Conditions (General Emergency)

Site boundary dose rate greater than or equal to 1 R/hr whole body or 5 Rem/hr thyroid.

2. Situation Based Initiating Conditions (General Emergency)

a. Loss of, or high potential for loss of, primary containment and known core damage. Emergency Operating Procedures (PPM Volume 5) should be used as guidance in determining these conditions.

b. Any major event that could cause a degradation of plant safety such that the release of large amounts of radioactive material in a short period of time is possible. Examples include the following:

Measured or calculated site boundary doses greater than or equal to one rem whole body or five times this level to the thyroid, at the exclusion area boundary.

c. Any condition that warrants the activation of the Technical Support Center, the Operations Support Center, and the Emergency Operations Facility for accident assessment, in-plant response, and offsite emergency response to aid in the implementation of protective actions. Examples include the following:

A security compromise resulting in the total loss of control of the plant.

NOTE: A summary of symptomatic and situation based initiating conditions can be found in Attachments B and C, respectively.

SYMPTOMATIC INITIATING CONDITIONS SUMMARY

UNUSUAL EVENT

- o Rx Water Level LE -50 in
- o Rx Press GE 1148 psig
- o DW Press GE 1.88 psig
- o DW Floor Drain Sump Flow GE 5 gpm
- o Total DW Sump Flow GE 36,000 gal/ 24 hrs
- o DW Press LE -2 psig for 1 hr
- o DW Temp GE 135°F for 8 hr
- o Supp Pool Temp GE 110°F and Pwr GE 1%
- o Supp Pool Water Lvl GE +2 in for 1 hr
- o Supp Pool Water Lvl LE -2 in for 1 hr

ALERT

- o APRM GE 5%, 10 sec. after scram
- o Rx Water Level LE -129 in
- o MSIV Closure Logic met, but valves fail to close
- o Containment Isolation Logic met, but valves fail to close
- o Rx Pressure GE 1250 psig
- o Site Bndry dose rate GE 0.5 mR/Hr whole body
- o Site Bndry dose rate GE 2.5 mRem/hr thyroid

SITE AREA EMERGENCY

- o Rx Press GE 1325 psig
- o DW Temp GE 340°F
- o Rx Pwr GE 5% and Supp Pool Temp GT 110°F and a SRV open or DW Press GT 1.68 psig
- o Site Bndry Dose Rate GE 50 mR/Hr Whole Body
- o Site Bndry Dose Rate GE 250 mRem/hr Thyroid
- o HCTL Exceeded
- o SPLL Exceeded
- o HCLL Exceeded
- o PCPL Exceeded

GENERAL EMERGENCY

- o Site Bndry Dose Rate GE 1 R/hr Whole Body
- o Site Bndry Dose Rate GE 5 Rem/hr Thyroid

NOTE: GE = Greater than or equal to.
LE = Less than or equal to.

ATTACHMENT B

SITUATION BASED GUIDELINES SUMMARY

I. UNUSUAL EVENT

1. A condition that exceeds the Limiting Condition of Operation (LCO) and associated action requirements and is of immediate safety concern.

2. Situation threatens normal level of plant safety.

3. Situation warrants increased awareness on the part of plant personnel.

II. ALERT

1. A condition where a safety system instrument has failed to initiate automatic protective actions such that the design basis Safety Limits could be exceeded.

2. A situation which does or could represent a substantial degradation in the level of plant safety.

3. A situation which warrants the use of additional personnel for accident assessment and in-plant response.

4. A situation where a release of radioactive material warrants offsite response or monitoring, but does not require protective actions.

III. SITE AREA EMERGENCY

1. A condition where the Safety Limits and associated action requirements have been violated.

2. A situation where the level of safety has or could be degraded to the point of losing a plant function needed to protect the public (failed fuel or failed primary containment).

3. A condition that warrants use of additional personnel for accident assessment, in-plant response, and offsite emergency response.

4. A situation where a significant release of radioactive material has or could take place.

ATTACHMENT C
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IV. GENERAL EMERGENCY

1. Substantial core damage and loss of, or high potential for loss of, primary containment.

2. Large amounts of radioactive material has or could be released in a short period of time.

3. A condition that warrants use of additional personnel for accident assessment, in-plant response, and offsite emergency response to aid in the implementation of protective actions.

BASES FOR THE CLASSIFICATION METHODOLOGY

I. DISCUSSION

This procedure is based on the guidance provided in NUREG-0654, FEMA-REP-1, Rev. 1, and, where possible, uses the same symptomatic approach as the Plant Emergency Operating Procedures.

Using enhanced definitions of the various emergency classifications from NUREG-0654, Appendix 1, and the safety parameter groups from NUREG-0696, Section 5, a classification scheme has been developed that contains a dual methodology such that all abnormal conditions, even those beyond the design basis of the plant, will be accommodated.

Emergency classification is arrived at by two methods. The first method is by the use of predetermined safety parameters and their status. These are called symptomatic initiating conditions, and if any one of these parameters is in an unsafe condition, then the appropriate emergency classification is defined. To aid the operator in the implementation of this procedure, the symptomatic initiating conditions have been computerized. When a symptomatic initiating condition has been exceeded, the Graphic Display System (GDS) will display the appropriate emergency classification and the basis for that classification. If the GDS is not operational, Attachments B and C make useful quick reference guides.

Since it is virtually impossible to predefine a symptomatic initiating condition for every conceivable abnormal situation, a second method was developed to accommodate those plant conditions which cannot be quantitatively defined. The second method of determining emergency classification is by the use of a set of discretionary guidelines. Unlike the symptomatic conditions, which are distinct, usually singular, quantitative parameters, the situation based initiating conditions represent multiple input situations that are qualitative in nature and thus require more judgment in the classification process.

II. CLASSIFICATION

A. Unusual Event

1. Definition

An event at the plant or its surroundings where the level of safety has or could be degraded to the point of exceeding a limiting condition for operation (including associated action requirements), as defined in the WNP-2 Technical Specifications, and is of immediate safety concern. It is also an event where increased awareness on the part of plant operating personnel is warranted. Radioactive material releases are in the

order of technical specification limits that do not require offsite response.

2. Purpose

To bring the operating staff to a state of readiness and provide systematic handling of information and decision making.

B. Alert

1. Definition

A condition at the plant or its surroundings where the level of safety has or could be substantially degraded, such as the failure of safety system instrument settings which initiate automatic protective actions that preclude exceeding the design basis Safety Limits. It is also a condition where a small release of radioactive material warrants offsite response and/or monitoring, but does not require protective actions, or where the use of additional personnel for accident assessment and in-plant response is warranted.

2. Purpose

To provide additional help in responding to the situation and provide systematic handling of information and decision making. Declaring an Alert will provide additional manpower in the Technical Support Center to help the normal operating crew in those duties not directly related to plant control, such as offsite dose assessment, technical problem evaluation, and communications with outside organizations. It will also activate the Operational Support Center which will provide additional manpower to respond to plant conditions. It will partially activate the Emergency Operations Facility to provide assistance in radiological events, if needed, and bring it to a state of standby readiness.

C. Site Area Emergency

1. Definition

A condition at the plant or its surroundings where the level of safety has or could be degraded to the point of losing a plant function needed to protect the public. This includes the violation of Safety Limits and associated action requirements, as

defined in the WNP-2 Technical Specifications, or where a significant release of radioactive material has or could take place. It is a condition that warrants use of additional personnel for accident assessment, in-plant response, and offsite emergency response.

2. Purpose

To assure that all emergency response centers are activated, field monitoring teams dispatched, evacuation coordinators readied, and public informed. Declaring a Site Area Emergency will activate the Technical Support Center, Operational Support Center, and Emergency Operations Facility.

D. General Emergency

1. Definition

A condition at the plant or its surroundings where the level of safety has or could be degraded to the point of substantial core damage and where the loss of primary containment has occurred or is projected to occur. It is also a condition where large amounts of radioactive material have or could be released in a short period of time. This classification warrants the use of additional personnel for accident assessment, in-plant response, and off-site emergency response. The implementation of protective actions for the public is warranted.

2. Purpose

To initiate predetermined protective actions for the public; to provide for continuous offsite assessment; initiate additional measures, as indicated by radiological releases; and to provide for consultation and flow of information to and from the various offsite authorities.

III. ENGINEERING BASES FOR SYMPTOMATIC INITIATING CONDITIONS

Using the definitions in the previous section and a set of defined safety parameters based on NUREG-0696 safety groups+ the following bases were established for each symptomatic initiating condition.

+NUREG-0696 recommends use of five safety groups for defining the safety status of the plant. The five groups are reactivity control, core cooling parameters, coolant system integrity, containment integrity, and radioactivity control.

A. Unusual Event

1. Reactivity Control Initiating Conditions

None.

Basis--N/A.

2. Core Cooling Initiating Conditions

Lo Lo reactor water level (-50 inches).

Basis--Threatens normal level of plant safety and warrants increased awareness on part of plant personnel.

3. Coolant System Integrity Initiating Conditions

a. Drywell sump flow greater than or equal to 36,000 gal/24 hr.

Basis--Violates a Limiting Condition for Operation.

b. Drywell floor drain sump flow greater than or equal to 5 gpm.

Basis--Violates Limiting Condition for Operation.

c. Drywell pressure greater than or equal to 1.88 psig.

Basis--Condition is an early indication of a potential break in the reactor coolant pressure boundary that threatens the normal level of plant safety and warrants increased awareness on the part of plant personnel.

d. Reactor pressure vessel greater than or equal to 1148 psig.

Basis--Condition indicates a failure of pressure actuated relief valves and actuation of first set of safety relief valves and therefore represents a threat to the normal level of plant safety.

4. Containment Integrity Initiating Conditions

a. Drywell temperature greater than or equal to 135°F for eight hours.

Basis--Violates Limiting Condition for Operation.

b. Suppression Pool temperature greater than or equal to 110°F and power greater than or equal to one percent.

Basis--Violates Limiting Condition for Operation.

c. Drywell pressure less than or equal to -2 psig for greater than or equal to one hour.

Basis--Violates limiting condition for operation.

d. Suppression Pool level greater than or equal to +2 inches above normal for one hour.

Basis-Violates limiting condition for operation.

e. Suppression Pool level less than or equal to -2 inches below normal for one hour.

Basis--Violates Limiting Condition for Operation.

5. Radioactivity Control Initiating Conditions

None.

Basis-N/A.

B. Alert

1. Reactivity Control Initiating Conditions

APRM greater than or equal to five percent, ten seconds after a scram.

Basis--Condition indicative of a failure to scram and, since the automatic protective action (i.e., full scram) did not occur, the safety limits are jeopardized.

2. Core Cooling Initiating Conditions

Reactor water level less than or equal to -129 inches.

Basis--Safety Limits are jeopardized due to possible failure of automatic protective actions (i.e., high pressure core spray) to restore water level. This condition also represents a substantial degradation of the level of plant safety.

3. Coolant System Integrity Initiating Conditions

a. Main Steam Isolation Valve closure logic met, but both inboard and outboard values on at least one line not closed.

Basis--Situation represents a substantial degradation in the level of plant safety.

b. Reactor pressure greater than or equal to 1250 psig.

Basis--Same as 3.a above.

4. Containment Integrity Initiating Conditions

Containment isolation logic met, but both inboard and outboard valves on one or more Reactor Coolant Pressure Boundary (RCPB) lines do not close.

Basis--Situation represents a substantial degradation in the level of plant safety.

5. Radioactivity Control Initiating Conditions

Site boundary dose rate greater than or equal to 0.5 mR/hr whole body or 2.5 mRem/hr thyroid.

Basis--A condition where a small release of radioactive material warrants offsite response and/or monitoring.

C. Site Area Emergency

1. Reactivity Control Initiating Conditions

Reactor power greater than or equal to five percent and Suppression Pool temperature greater than 110°F and a Safety Relief Valve open or drywell pressure greater than or equal to 1.68 psig.

Basis--BWR Owners' Group accident analysis indicates this unlikely condition could degrade the level of safety to the point of losing a plant function (fuel failure or containment failure) needed to protect the public.

2. Core Cooling Initiating Conditions

None.

3. Coolant System Integrity Initiating Conditions

Reactor pressure greater than 1325 psig.

Basis--Safety Limit violated.

4. Containment Integrity Initiating Conditions

a. Drywell temperature greater than or equal to 340°F.

Basis--This condition represents a situation where the level of safety could degrade to the point of losing a plant function (i.e., primary containment) needed to protect the public.

b. Heat Capacity Temperature Limit (HCTL) Exceeded

Basis--This condition represents a situation where the level of safety could degrade to the point of losing the primary containment which is needed to protect the public.

c. Suppression Pool Level Limit (SPLL) Exceeded

Basis--Same as item c.4.b. above.

d. Pressure Suppression Pressure Limit (PSPL) Exceeded

Basis--Same as item c.4.b above.

e. Heat Capacity Level Limit (HCLL) Exceeded

Basis--Same as item c.4.b. above.

f. Primary Containment Pressure Limit (PCPL) Exceeded

Basis--Same as item c.4.b above.

5. Radioactivity Control Initiating Conditions

Site boundary dose rate greater than or equal to 50 mR/hr whole body or 250 mRem/hr thyroid.

Basis--A condition where a significant release of radioactive material has taken place.

D. General Emergency

1. Reactivity Control Initiating Conditions

None.

2. Core Cooling Initiating Conditions

None.

3. Coolant System Integrity Initiating Conditions

None.

4. Containment Integrity Initiating Conditions

None.

5. Radioactivity Control Initiating Conditions

Site boundary dose rate greater than 1 R/hr whole body or 5 Rem/hr thyroid.

Basis--A condition where large amounts of radioactive material has been released.

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WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.1.2	C M Powers	06/05/85

VOLUME NAME
13 EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION
13.1 EMERGENCY CLASSIFICATION

TITLE
13.1.2 PLANT EMERGENCY DIRECTOR DUTIES

13.1.2.1 Purpose

The purpose of this procedure is to identify the emergency actions and responsibilities of the Plant Emergency Director. The Plant Emergency Director will be responsible for the duties of the Recovery Manager until the Recovery Manager assumes his position. The line of succession for the position of Plant Emergency Director is the Plant Manager as primary, the Assistant Plant Manager, the Operations Manager and the Shift Manager. During off-shift hours, the position will be initially filled by the Shift Manager. Some duties may be delegated to subordinates, however, the decision to request outside assistance and to make recommendations concerning protective actions cannot be delegated. These two duties will be assumed by the Recovery Manager upon his arrival on site.

13.1.2.2 References

A. EPIP 13.1.1, Classifying the Emergency

B. EPIP 13.2 Series, Man-Caused Emergency Actions

C. EPIP 13.3 Series, Natural Emergency Actions

D. EPIP 13.4.1, Notifications

E. EPIP 13.5 Series, Evacuation and Accountability

F. EPIP 13.7 Series, Personnel Monitoring, Decontamination, First Aid

G. EPIP 13.8 Series, Offsite Dose Calculations

H. EPIP 13.9 Series, Environmental Field Monitoring

I. EPIP 13.11.17, Nearby Nuclear Facility Emergency/Requests for Assistance

J. EPIP 13.13 Series, Reentry/Recovery

K. EPIP 13.14.1, Emergency Exposure Levels/Protective Action Guides

L. EPIP 13.14.2, Procedures for Determining Protective Action Recommendations

M. EPIP 13.14.6, Offsite Support and Assistance

13.1.2.3 Procedure

Responsibility	Action
Plant Emergency Director	1. If notification of a nearby nuclear facility emergency or a request for assistance is received, implement EPIP 13.11.17 "Nearby Nuclear Facility Emergency/Requests for Assistance".
	2. If assuming the Plant Emergency Director duties from a alternate, formally relieve him and advise the other centers.
	3. In the event of off-normal plant parameters, implement EPIP 13.1.1, "Classifying the Emergency".
	4. Determine evacuation requirements for each classification as follows:
	a. Unusual event - evacuation optional. Specific areas may be evacuated as necessary.
	b. Alert - Instruct nonessential personnel to proceed to the Operations Support Center.
	c. Site Area or General Emergency
	o Evacuate nonessential personnel per EPIP 13.5.1 "Controlled Evacuation of the Protected Area" or EPIP 13.5.2 "Immediate Evacuation of the Protected Area".
	o Initiate an evacuation of the exclusion area per EPIP 13.5.3 "Evacuation of the Exclusion Area and/or Nearby Facilities".

Responsibility	Action
Plant Emergency Director (Cont'd)	5. Sound the alerting tone and announce each emergency classification over the public address system, evacuation instructions from the above as needed and instruct personnel to clear any known hazardous areas.
	6. Direct the Secondary Alarm Station Operator to announce each emergency classification over all Supply System Maintenance and Security Radio channels.
	7. If a Site Area or General Emergency is declared, refer to EPIP 13.14.2 "Process for Determining Protective Action Recommendations" for REQUIRED recommendations.
	8. Initiate notifications to offsite agencies and emergency response personnel in accordance with EPIP 13.4.1, "Notifications".
	9. For outside agency support refer to EPIP 13.14.6 "Offside Support and Assistance". Advise the Security Supervisor of the expected arrival time and authorize site entry.
	10. Maintain a log of calls, other communications, and any decisions made. Transfer record keeping duties to the stenographer as soon as possible.
	11. If in-plant actions are necessary which may result in radiation exposures above administrative limits, refer to EPIP 13.14.1 "Emergency Exposure Levels/Protective Action Guides" for guidance in authorization of exposures and exposure limits for Operational/Maintenance Actions.
	12. Determine areas requiring reentry, actions to be performed and advise the Operations Support Center Director per EPIP 13.13.1 "Reentry".

Responsibility	Action
Plant Emergency Director (Cont'd)	13. Coordinate with the Operations Support Center Director and Shift Manager for dispatch of emergency teams as needed.
	14. If the WNP-2 First Aid Facility becomes inadequate or unusuable and an additional First Aid Facility is required, implement EPIP 13.7.7 "Emergency Operations Facility First Aid Center Operations".
	15. If advised of the need for an offsite Medical Facility implement EPIP 13.7.8 "Transportation of Injured or Contaminated Injured to an Offsite Medical Facility".
	16. If advised by the Operations Support Center Director that both the Operations Support Center and alternate location (make-up Water Chemistry Laboratory) are uninhabitable, direct selected key personnel to the Technical Support Center and evacuate the remaining emergency personnel to the ambulance garage in the Plant Support Facility.
	17. If advised by the Technical Support Center Director or Radiation Protection Manager that the Technical Support Center is uninhabitable, select staff members to go to the Control Room or Emergency Operations Facility, based on functional needs.
	18. Upon his arrival, brief the Recovery Manager of events and the plant status. Be formally relieved of: a. Notification responsibilities per EPIP 13.4.1 "Notifications" b. Authority for requesting and coordinating assistance or supplies from offsite agencies or vendors per EPIP 13.14.6 "Offsite Support and Assistance".
	19. Advise the Technical Support Center staff when each Emergency Center is activated.

Responsibility	Action
Plant Emergency Director (Cont'd)	20. Notify the Recovery Manager of actions taken in the plant that are likely to result in a change in the release rates of radioactive material.
	21. As needed, request Supply System support personnel from the Plant Administrative Manager.
	22. Periodically update the Recovery Manager and plant staff of events, actions, hazards, and changes in classification.
	23. When plant stability is achieved confer with the Recovery Manager and advise him on termination of the emergency.
	24. Upon shift change, brief your relief on responsibilities, duties and current status.
	25. Upon shift change or termination of the emergency:
	a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
	b. Collect the individual After Action Reports and attachments prepared by staff personnel.
	c. Deliver all individual After Action Reports and attachments to the Assistant Recovery Manager.

13.1.2.4 Attachments

A. Automatic Center Activation

B. Checklist for Plant Emergency Director Duties

AUTOMATIC CENTER ACTIVATION

Plant

Control Room functional 24 hr/day

Technical Support Center - Alert

Operations Support Center - Alert

Emergency Operations Facility

EOF Communication Center - 24 hours/day

Supply System Decision Center - Alert - partial activation
- Site Area - full activation

Security Decision Center - Site Area

Offsite Agency Coordination Center - Site Area

MUDAC - Alert - Partial activation
Site Area - Full activation

Technical Data Center - Site Area

Health Physics Center in the EOF - Alert

Attachment A

CHECKLIST FOR PLANT EMERGENCY DIRECTOR DUTIES

I. ACTIONS TO TAKE FOR AN UNUSUAL EVENT

	Time Completed	Initials
A. Classify the Emergency per EPIP 13.1.1, "Classifying the Emergency"	_____	_____
B. Determine evacuation requirements (Unusual Event - evacuation optional)	As Needed	
C. Sound the alerting tone, announce the emergency classification and the evacuation instructions.	_____	_____
D. Direct SAS Operator to announce each classification.	_____	_____
E. Initiate notifications to offsite agencies and emergency response personnel per EPIP 13.4.1, "Notifications".	_____	_____
F. Maintain a log.		

II. ACTIONS TO BE TAKEN FOR AN ALERT

A. Same as Part I above.

B. Instruct non-essential personnel to report to the OSC.

III. ACTIONS TO BE TAKEN FOR A SITE AREA EMERGENCY

Same as Part I above.

A. As conditions dictate, evacuate non-essential personnel per:

EPIP 13.5.1, "Controlled Evacuation of the Protected Area"

or

EPIP 13.5.2, "Immediate Evacuation of the Protected Area".

B. As conditions dictate, evacuate the exclusion area per EPIP 13.5.3, "Evacuation of Nearby Facilities".

Attachment B
Page 1 of 4

C. If the Recovery Manager has not assumed his duties, initiate REQUIRED Protective Action Recommendations per EPIP 13.14.2, "Process for Determining Protective Action Recommendations".

IV. ACTIONS TO BE TAKEN FOR A GENERAL EMERGENCY

A. Same as Part I above.

B. Same as Part III above.

V. OTHER ACTIONS

	Time Completed	Initials
A. Upon his arrival, brief the Recovery Manager of events and the plant status. Be formally relieved of:		
1. Notification responsibilities per EPIP 13.4.1 "Notifications"		
2. Authority for requesting and coordinating assistance or supplies from off-site agencies or vendors per EPIP 13.14.6 "Offsite Support and Assistance".	_____	_____
B. If notification of a nearby nuclear facility emergency or a request for assistance is received, implement EPIP 13.11.17 "Nearby Nuclear Facility Emergency/Requests for Assistance".	_____	_____
C. For outside agency support refer to EPIP 13.14.6 "Offside Support and Assistance". Advise the Security Supervisor of the expected arrival time and authorize site entry.	_____	_____
D. Determine areas requiring reentry, actions to be performed and advise the Operations Support Center Director per EPIP 13.13.1, "Reentry".	_____	_____
E. If in-plant actions are necessary which may result in radiation exposures above administrative limits, refer to EPIP 13.14.1 "Emergency Exposure Levels/ Protective Action Guides" for guidance in authorization of exposures and exposure limits for Operational/Maintenance Actions.	_____	_____

		Time Completed	Initials
F.	Advise the Technical Support Center staff when each Emergency Center is activated.	_____	_____
G.	Notify the Recovery Manager of actions taken in the plant that are likely to result in a change in the release rates of radioactive material.	As Needed	
H.	As needed, request Supply System support personnel from the Plant Administrative Manager.	As Needed	
I.	Periodically update the Recovery Manager and plant staff of events, actions, hazards, and changes in classification.	As Needed	
J.	Coordinate with the Operations Support Center Director and Shift Manager for dispatch of emergency teams as needed.	_____	_____
K.	If the WNP-2 First Aid Facility becomes inadequate or unusuable and an additional first aid facility is required, implement EPIP 13.7.7 "Emergency Operations Facility First Aid Center Operations".	As Needed	
L.	If advised of the need for an offsite medical facility implement EPIP 13.7.8, "Transportation of Injured or Contaminated Injured to an Offsite Medical Facility".	As Needed	
M.	If advised by the Operations Support Center Director that both the Operations Support Center and alternate location (make-up Water Chemistry Laboratory) are uninhabitable, direct selected key personnel to the Technical Support Center and evacuate the remaining emergency personnel to the ambulance garage in the Plant Support Facility.	As Needed	

N. If advised by the Technical Support Center Director or Radiation Protection Manager that the Technical Support Center is uninhabitable, select staff members to go to the Control Room or Emergency Operations Facility, based on functional needs. As Needed

O. When plant stability is achieved, confer with the Recovery Manager and advise him on termination of the emergency. As Needed

P. Upon shift change or termination of the emergency:

1. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post-Incident Reporting". _____ _____

2. Collect the individual After Action Reports and attachments prepared by staff personnel. _____ _____

3. Deliver all individual After Action Reports and attachments to the Assistant Recovery Manager. _____ _____

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WASHINGTON PUBLIC POWER SUPPLY SYSTEM

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13.2.1	CM Powers	1/24/85

VOLUME NAME
13 EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION
13.2 MAN-CAUSED EMERGENCY ACTIONS

TITLE
13.2.1 FIRES/EXPLOSIONS

13.2.1.1 Purpose

This procedure provides instructions for taking actions during emergencies involving fires and/or explosions.

13.2.1.2 References

A. EPIP 13.1.1, Classifying the Emergency

B. EPIP 13.1.2, Plant Emergency Director Duties

C. EPIP 13.10.1, Control Room Operations and Shift Manager Duties

D. PPM 4.12.4.1, Fire

13.2.1.3 Procedure

Responsibility	Action
Observer	1. Upon becoming aware of a fire or explosion, notify those in the area of the fire and pull the nearest Fire Alarm box or activate Fire Protection System, if possible.
	2. Notify the Control Room by the best available means. Provide information on:
	a. Event, location and severity.
	b. Personnel injuries or involvement.
	c. Potential for fire spreading or being contained.
	3. Assist injured personnel if practical.

Responsibility	Action
Observer (contd.)	4. Fight the fire if practical and so trained. Otherwise, exit the immediate area and stand by to provide information to emergency response personnel and to keep other personnel from entering the affected area. CAUTION: If fire is in a contaminated or potentially contaminated area, exit immediately and do not attempt to fight the fire!
	5. If an evacuation has been ordered, proceed to assigned assembly location.
	6. Implement PPM 4.12.4.1.
Shift Manager	7. Notify plant personnel of the fire hazard by using the Alerting tone and the plant public address system.
	8. Activate the Plant Emergency Team per EPIP 13.10.1, Control Room Operations and Shift Manager Duties.
	9. Notify Hanford Fire Department of the emergency by activation of the Radio Alarm on FP-CP-FCP1 and telephone contact at (376-3301).
	10. Notify the Plant Emergency Director of the emergency situation.
Plant Emergency Director	12. Implement EPIP 13.1.1, Classifying the Emergency and EPIP 13.1.2, Plant Emergency Director Duties.

13.2.1.4 Attachments

None

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

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13.11.3	CM Powers	06/05/85

VOLUME NAME	
13	EMERGENCY PLAN IMPLEMENTING PROCEDURES
SECTION	
13.11	EMERGENCY OPERATIONS FACILITY
TITLE	
13.11.3	SUPPLY SYSTEM DECISION CENTER OPERATIONS AND SITE SUPPORT MANAGER DUTIES

13.11.3.1 Purpose

This procedure describes both the activation and operation of the Supply System Decision Center and the responsibilities and duties of the Site Support Manager. The basic duties of the Site Support Manager include providing support to the plant and making provisions to secure necessary assistance and supplies during the emergency and recovery phases.

13.11.3.2 References

A. EPIP 13.11.18, Information Network

B. EPIP 13.13.4, Post Incident Reporting

C. EPIP 13.14.6, Offsite Support and Assistance

13.11.3.3 Procedure

Responsibility	Action
Supply System Decision Center Staff	1. Upon notification of the appropriate emergency classification, or if so directed, report to the Supply System Decision Center.
	2. Sign in on the sign-in board, obtain identification and report your availability to the Site Support Manager.
	3. Refer to Attachment D, "Duties of Support Staff Personnel", or to an individual governing procedure, for a description of duties and activation level.

Responsibility	Action
Site Support Manager	4. Upon notification of an Alert Site Area or General Emergency, or if so directed, report to the Supply System Decision Center.
	5. Upon arrival notify the Plant Emergency Director or, if present, the Recovery Manager of your availability.
	6. Activate the Supply System Decision Center by:
	.a Directing physical set-up similar to Attachment A "Supply System Decision Center Diagram".
	b. Supervising support staff personnel (Attachment D, Duties of Support Staff Personnel).
	7. Notify the Administrative Support Manager when the center is operational.
	8. Ensure that the Significant Events Status Board is maintained. See Attachment B "Significant Events Status Board".
	9. Upon delivery of hard copy communication review the material and announce any pertinent information to the center personnel.
	10. When instructed by the Recovery Manager (or the Plant Emergency Director if the RM has not assumed his duties.) coordinate obtaining needed outside assistance, equipment, and personnel. (Refer to EPIP 13.14.6, "Offsite Support and Assistance.") Utilize the services of the Administrative Support Manager and staff to assist as needed. Contact the Security Manager and Radiological Emergency Manager for coordination of deliveries to the site.
	11. Attend the Supply System Decision Center meetings and provide a briefing on pertinent Plant support activities, if requested.

Responsibility	Action
Site Support Manager (Cont'd)	12. Direct the Information Coordinator to transmit announcements over the information network that personnel in the other centers should know.
	13. Determine distribution of hard copy material to other centers or personnel. Put a list of the center(s) and individuals on one copy and place it in the OUT box. Retain the second copy.
	14. Upon shift change, fully brief relief on responsibilities, duties and current status.
	15. Upon shift change or termination of the emergency:
	a. Prepare an individual after action report. Refer to EPIP 13.13.4, "Post Incident Reporting."
	b. Collect the individual after action reports prepared by Decision Center staff personnel.
	c. Deliver all individual after action reports and Status Board Logs to the Assistant Recovery Manager.
	d. Participate as a member of the After Action Report Committee chaired by the Assistant Recovery Manager.

13.11.3.4 Attachments

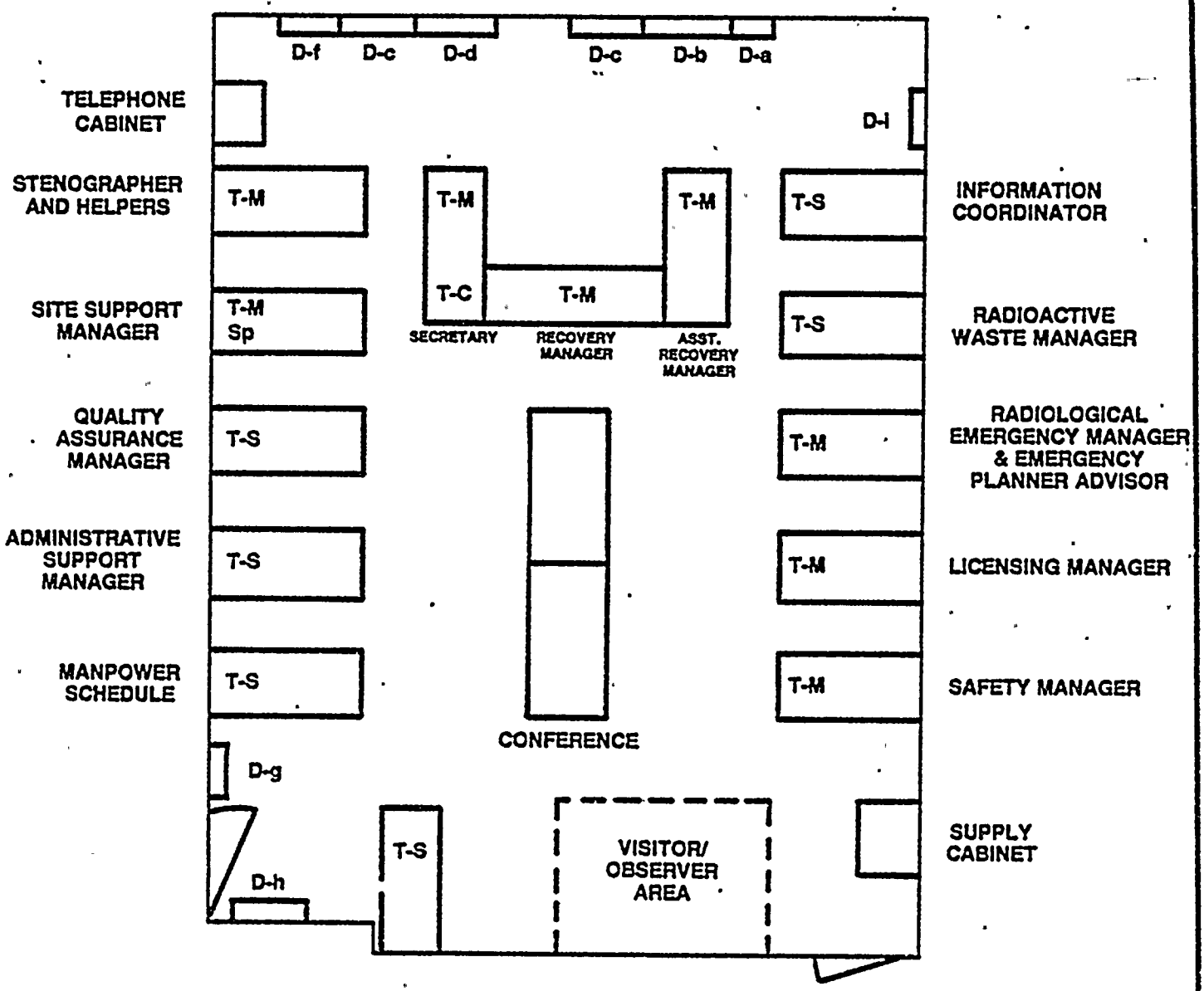
A. Attachment A, Supply System Decision Center Diagram

B. Attachment B, Significant Events Status Board

C. Attachment C, Supply System Decision Center Crash Network Communications System Form

D. Attachment D, Duties of Support Staff Personnel

SUPPLY SYSTEM DECISION CENTER DIAGRAM



D-Displays
- a-Classification Status Board
- b-Plant Status Chart
- c-Significant Events Status Board
- d-Site Evacuation Map
- e-10 mi EPZ Map
- f-Offsite Evacuation Map
- g-Center Manning Chart
- h-Offsite Reps Manning Chart
- i-Organization chart

T-Telephones
- C-Crash Ring-Down
- M-Multiline Telephone
- S-Single Line Telephone
- SP-Speaker Unit

Attachment A

850043.1A
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13.11.3	2	13.11.3-4 of 12

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SUPPLY SYSTEM DECISION CENTER

SIGNIFICANT EVENTS STATUS BOARD

Event	Time	Status

Date _____ Initials _____

Attachment B

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MESSAGE

SUPPLY SYSTEM DECISION CENTER
CRASH NETWORK COMMUNICATIONS SYSTEM

DATE:_____

INSTRUCTIONS:

(1) Take roll upon initiation of crash call. Check box (/) as each center responds.

(2) Follow-up with separate phone call to those who did not respond.

(3) Document time of call; give brief synopsis of message.

EXT		TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME
309	Control Room WNP-2								
307	Technical Support Ctr								
308	EOF Communications Ctr								
306	Offsite Agency Coord Ctr								
311	Crisis Management Ctr (if activated)								
305	HQ Communications Ctr (if activated)								
304	Joint Information Ctr								
301	Benton/Franklin County								
303	Washington State (Olympia)								
302	DOE/Hanford Patrol								
310	SS Decision Center								

Attachment C

DUTIES OF SUPPLY SYSTEM DECISION CENTER SUPPORT STAFF PERSONNEL

D-1	Information Coordinator
D-2	Stenographer
D-3	Secretary
D-4	Helpers

Attachment D

Duties of: Supply System Decision Center Information Coordinator

Assigned Location: Supply System Decision Center

Report to: Site Support Manager

Activation Level: Alert

Responsibilities

Transmit and/or request data, as appropriate, per EPIP 13.11.18, "Information Network".

Attachment D-1

Duties of: Supply System Decision Center Secretary

Assigned Location: Supply System Decision Center - EOF

Report to: Recovery Manager

Activation Level: Alert

Responsibilities

1. Assist in direction of the set up of the Supply System Decision Center similar to Attachment A. Ensure charts and maps are hung, position plates and badges are placed on tables and phone books, paper, pens, etc. are accessable.

2. At the Recovery Manager's direction initiate Crash calls utilizing Attachment C - "SSDC Crash Network Communications System".

   a. Make the roll call, document the time, and write a brief description of the conversation (for example, "0100 - Change in classification to ...").

   b. Follow-up each Crash call with separate phone calls to those not responding to the roll call, giving an abbreviated version of the same message.

   c. Prepare a hard copy of the message for transmittal on Crash network for documentation purposes.

   d. Assist in the determination of distribution of hard copy material to other centers or personnel. Put a list of the center(s) and individuals on one copy and place it in the OUT box. Retain the second copy.

3. Using the public address system, announce staff briefings and/or relay information needing to encompass a large audience.

4. Maintain a log of all major activities and events involving the Recovery Manager with emphasis on:

   a. changes in emergency classification;

   b. the content of briefings and the identify of persons with whom he interfaces;

   c. telephone conversations, using an extension phone;

   d. the input and orders for decisions made;

   e. meeting highlights;

f. assignment of action items;

g. any entry at his request.

5. Follow-up on all action items to ensure completion.

6. Monitor phones and take messages as necessary.

7. Perform other duties directed by the Recovery Manager and/or Assistant Recovery Manager.

8. Upon shift change or termination of emergency:

   a. brief relief on responsibilities, duties and current status;

   b. transcribe notes;

   c. prepare an After Action Report (EPIP 13.13.4, "Post Incident Reporting"), and;

   d. provide support to Recovery/Assistant Recovery Managers as necessary.

9. Upon termination of emergency, coordinate storage of emergency supplies and equipment and restoration of the Supply System Decision Center to its original configuration.

Duties of: Supply System Decision Center Stenographer

Assigned Location: Supply System Decision Center - EOF

Report to: Site Support Manager

Activation Level: Site Area Emergency

Responsibilities

1. Report to your work station for a briefing by the SSDC Secretary.

2. Provide primary administrative support to the Site Support Manager and secondary support to his organization (Radwaste Manager, Safety Manager, Quality Assurance Manager and Administrative Support Manager). This includes, but is not limited to:

   a. maintaining notes on activities related to the Site Support Manager;

   b. monitoring telephones and/or taking messages as necessary;

   c. documenting action items; and

   d. other recordkeeping duties.

3. Follow-up on all action items to ensure completion.

4. Perform other duties as directed by the Site Support Manager.

5. Upon shift change or termination of emergency:

   a. brief relief on responsibilities, duties and current status;

   b. transcribe notes;

   c. prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting", Deliver to Site Support Manager.

6. Upon termination of emergency, assist with restoration of the Supply System Decision Center to its original configuration.

Attachment D-3

Duties of: Supply System Decision Center Helpers

Assigned Location: Supply System Decision Center - EOF

Report to: Site Support Manager

Activation Level: Site Area Emergency

Responsibilities

1. Report to your work station for a briefing by the SSDC Stenographer

2. Primary duties include, but are not limited to:

   a. monitoring phones;

   b. delivering messages to personnel within the SSDC, as well as within the EOF;

   c. replenishing supply cabinet;

   d. running errands requested by SSDC staff;

   e. providing duplicating support;

   f. assisting in other areas as required.

3. Upon shift change or termination of emergency:

   a. Brief your relief of assignments, duties and current status.

   b. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting".

   c. Deliver the After Action Report to the Site Support Manager.

4. Upon termination of the emergency assist with restoration of the Supply System Decision Center to its original configuration.

Attachment D-4

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

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VOLUME NAME
13 EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION
13.5 EVACUATION AND ACCOUNTABILITY

TITLE
13.5.4 COLUMBIA RIVER EVACUATION

13.5.4.1 Purpose

This procedure identifies the steps necessary to close and evacuate the Columbia River. The U.S. Coast Guard has the authority for river closure and will coordinate its efforts with the Supply System, county agencies, and the Department of Energy. This procedure outlines the steps necessary to be taken by the Supply System and the actions which will be performed by outside agencies. River closure will be automatic for Site Area Emergencies or upon request of the Recovery Manager for emergencies of lesser classifications.

13.5.4.2 References

A. EPIP 13.7.5, Decontamination Operations at Remote Decontamination Locations

B. EPIP 13.14.2, Procedures for Determining Protective Action Recommendations

13.5.4.3 Procedure

Responsibility	Action
Recovery Manager/ Plant Emergency Director	1. If a Site Area or higher Emergency is declared, direct the Security Manager and the Radiological Emergency Manager to initiate the evacuation of the Columbia River.
	2. If notified by the Radiological Emergency Manager of potential radiological problems which could affect the Columbia River prior to the declaration of a Site Area Emergency, direct the Security Manager to implement river evacuation.
	3. Notify the County Emergency Operations Center of the action.

Responsibility	Action
Radiological Emergency Manager	3. Notify the Recovery Manager if radiological conditions warrant evacuation of the Columbia River. Refer to EPIP 13.14.2, "Procedures for Determining Protective Action Recommendations." Closure is automatic at Site Area Emergency or higher classification.
	4. When notified by the Recovery Manager to initiate river closure, instruct the Field Team Coordinator to dispatch an Environmental Field Team to meet and accompany the Coast Guard boat upstream.
	5. If it is determined that evacuated boats will need to be detained for contamination surveys, notify the County Emergency Operations Center, Washington State Emergency Operations Center, and the Coast Guard, Kennewick Station.
	6. If the State of Washington RADCON teams have not arrived, assign Health Physics personnel to conduct survey and decontamination operations per EPIP 13.7.5 "Personnel Decontamination Operations at Remote Decontamination Locations" until the State Team arrives.
Field Team Coordinator	7. Dispatch an Environmental Field Team with instruments, TLD's and protective clothing (including respirators) for themselves and at least two Coast Guard personnel, to Leslie Groves Park to accompany the Coast Guard boat upstream and monitor radiological conditions. Chiawana Park in Franklin County may be used as an alternate pick-up point.
	8. Establish communications with Field Team personnel on the Coast Guard boat and advise of any changes in radiological or plant conditions which could affect river evacuation.
	9. Maintain information on the status and location of the Coast Guard boats.

Responsibility	Action
Field Team Coordinator (Contd.)	10. Based upon boat location, wind direction, or whether a release has already occurred, determine if the evacuated boats need to be detained for contamination surveys. Advise the Radiological Emergency Manager if Health Physics personnel are required.
Security Manager	11. When directed by the Recovery Manager, contact the Coast Guard representative at the EOF, if present, or the Officer of the Day at the Kennewick-Coast Guard Station, and request evacuation and closure of the Columbia River from Leslie Groves Park to the White Bluffs Ferry Landing.
	12. Provide for transportation of a Coast Guard representative to the White Bluffs Ferry Landing by: .a Contacting the Radiological Emergency Manager for the use of the helicopter to pick up the Coast Guard representative at the Pasco Airport or, if the helicopter is not available, .b contacting the Benton County Sheriff's representative in the EOF, if present, or the Benton County Emergency Operations Center and requesting that the Sheriff arrange to pick up the Coast Guard representative at Clover Island and transport him to the White Bluffs Ferry Landing to meet the DOE boat.
	13. Contact the Benton County representative in the EOF, if present, or the Benton County Emergency Operations Center. Inform them that the Coast Guard is implementing the closure of the Columbia River from Leslie Groves Park to the White Bluffs Ferry Landing. Request: a. That Columbia River closure and evacuation information be provided over the Early Warning System.

Responsibility	Action
Security Manager, (Contd.)	b. That a Richland Police Officer report to Leslie Groves Park to aid in river evacuation.
	c. That the Franklin County Sheriff prevent the launching of boats from the Franklin County side of the river between Leslie Groves Park and the White Bluffs Ferry Landing.
	14. Contact the Department of Energy representative in the EOF, if present, (or the Department of Energy, Richland), and inform him of the following:
	a. That the Coast Guard is implementing the closure of the Columbia River from Leslie Groves Park to the White Bluffs Ferry Landing.
	b. That a Department of Energy boat with driver and environmental monitor will need to be dispatched to the White Bluffs Ferry Landing.
	c. That a Coast Guard member will meet them at the White Bluffs Ferry Landing to direct river closure.
	d. Request that they expedite passage of the Sheriff and Coast Guard member through the Hanford Reservation to the White Bluffs Ferry Landing.
	15. Provide for aerial surveillance of the river traffic and subsequent confirmation of evacuation, if V.F.R. conditions permit, by:
	a. Contacting the Radiological Emergency Manager for use of the helicopter, or
	b. Contacting the Meteorology and Unified Dose Assessment Center for use of the Environmental Monitoring plane, or

Responsibility	Action
Security Manager (Contd.)	c. Contacting Benton County Emergency Operations Center for a civil air patrol mission.
	16. Keep the Coast Guard informed of all actions taken.
	17. Contact the Radiological Emergency Manager to verify that Health Physics personnel have been dispatched to Leslie Groves Park to conduct surveys and decontamination operations of evacuated boats, as necessary.
	18. Notify the Coast Guard, Captain of the Port, Portland, Oregon, of all actions that have been taken regarding Columbia River evacuation if a Coast Guard Representative is not available in the EOF.
	19. Notify the State of Washington Emergency Operations Center, Olympia, Washington, of all actions that have been taken regarding Columbia River evacuation.

13.5.4.4 Attachments

None

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13	EMERGENCY PLAN IMPLEMENTING PROCEDURE
SECTION	
13.5	EVACUATION AND ACCOUNTABILITY
TITLE	
13.5.2	IMMEDIATE EVACUATION OF THE PROTECTED AREA

13.5.2.1 Purpose

This procedure identifies the steps necessary to initiate and accomplish an immediate evacuation of non-essential personnel from the entire Protected Area to a safe assembly area in the Plant Support Facility or other areas.

13.5.2.2 References

EPIP 13.1.2, Plant Emergency Director Duties

13.5.2.3 Procedure

Responsibility	Action
Plant Emergency Director	1. Determine need to initiate immediate evacuation per EPIP 13.1.2, "Plant Emergency Director Duties".
	2. To initiate immediate evacuation, direct the Control Room to sound the immediate evacuation alarm (wailing siren) and announce over the public address system the immediate evacuation order. (The alarm may be sounded from the Plant Manager's office or the Control Room.)
	3. Have the evacuees informed of any known hazard(s)/area(s) to avoid.
	4. Have evacuees directed to report to the assembly area at the Plant Support Facility ambulance garage or an alternate area as needed.

Responsibility	Action
Plant Emergency Director (Contd.)	5. Direct the Secondary Alarm Station Operator to announce the immediate evacuation of the protected area, the assembly area and any known hazards/areas to avoid over all Supply System maintenance and security radio channels.
	6. Direct Security to man the Primary Access Point, Alternate Access Point, and/or the Mobile Access Point as needed.
	7. Direct actuation of the Emergency Operations Facility.
	8. Direct the Operations Support Center Director to initiate personnel accountability for essential personnel remaining at the Plant.
Control Room Personnel	9. When directed to initiate an immediate evacuation of the entire Protected Area: a. Sound the immediate evacuation alarm for 5 to 10 seconds. b. Announce over the public address system that an immediate evacuation of the Protected Area is required. c. Specify hazards/areas to avoid. d. Direct evacuees to report to the Plant Support Facility ambulance garage or an alternate area.
	10. Repeat Steps 9.a through 9.d.
Secondary Alarm Station Operator	11. Announce the immediate evacuation of the entire Protected Area on all Supply System maintenance and security radio channels. Specify the Assembly Area and known hazards/areas to avoid. Inform Security personnel that they are to remain at their assigned posts unless these are local hazards.
	12. Direct the manning of the Primary, Alternate, and/or the mobile access points.

Responsibility	Actions
Secondary Alarm Station Operator (Cont'd)	13. Direct the Security Supervisor and one qualified CAS/SAS Security Officer to respond to the Secondary Alarm Station.
Non-essential Personnel (Evacuees)	14. Avoiding any specified hazards/area(s), exit the Protected Area by any available point (Primary Access Point, Secondary Access Point or Mobile Access Point).
	15. Utilize personal vehicles and/or share transportation with others.
	16. Proceed to the Plant Support Facility ambulance garage for accountability and await further instructions from the Safety Manager or Security Officer.
Emergency Response Personnel	17. If already in the plant, proceed to your designated emergency station.
	18. Avoid any specified hazard(s)/area(s).
	19. If you are already in the plant and your emergency location is other than in the Control Room or Technical Support Center, for accountability purposes, inform the Operations Support Center of your location.
	20. If accessing the plant from outside, report to the Operations Support Center for accountability and enter the plant via reentry routes under directions from the Operations Support Center. Proceed to your designated emergency station. Avoid any known hazards/areas.
	21. Implement emergency functions as directed or required.

13.5.2.4 Attachments

None.

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SECTION
13.5 EVACUATION AND ACCOUNTABILITY

TITLE
13.5.3 EVACUATION OF EXCLUSION AREA AND/OR NEARBY FACILITIES

13.5.3.1 Purpose

This procedure identifies the conditions and steps necessary to evacuate the Fast Flux Test Facility and the Exclusion Area (which includes the Plant Support Facility and BPA Substation).

The Exclusion Area evacuation is conducted for all Exclusion Area nonessential personnel when a Site Area or General Emergency is declared and conditions dictate.

The FFTF is not "automatically" evacuated, but the FFTF Control Room is advised of each classification of an emergency. (See EPIP 13.4.1, "Notifications".)

The recommendation for evacuation of FFTF non-essential personnel is made as a Protective Action Recommendation based on offsite dose projections. (See EPIP 13.14.2, "Process for Determining Protective Action Recommendations" for specific conditions of evacuation.) by the Recovery Manager or Plant Emergency Director acting for the Recovery Manager.

13.5.3.2 References

A. EPIP 13.5.5, Personnel Accountability

B. EPIP 13.4.1 "Notifications"

C. EPIP 13.14.2 "Procedures for Determining Protective Action Recommendations".

13.5.3.3 Procedure

A. Exclusion Area Evacuation

Responsibility	Action
Recovery Manager/ Plant Emergency Director	1. Determine the need to direct Exclusion Area evacuation automatically at Site Area Emergency or higher classification.
	2. Consult with the Radiological Emergency Manager (or Radiation Protection Manager). Based on radiological and weather conditions, determine the assembly area to be used. a. Supply System Headquarters (primary if feasible) b. North Richland remote decontamination area (alternate) c. Old Hanford Townsite (alternate)
	3. Advise the Plant Emergency Director of the assembly area.
	4. Contact the Safety Manager and advise him of the evacuation, the assembly area and to report to the PSF cafeteria to coordinate evacuation/transportation of PSF/EOF non-essential personnel.
	5. Initiate evacuation of the exclusion area by contacting the EOF Communication Center on the crash-dial-up at Ext. 308 or by an alternate method and: a. advise the Duty Officer in the Communication Center of the assembly area. b. direct the activation of the crossroads siren. c. direct the activation of PSF/EOF evacuation signal. NOTE: Expect a call back to verify authenticity if other than the dedicated line is used.
	6. Direct notification of the ASHE Substation at (376-0007) or if no answer call the Outage Dispatcher in Dittmer at (206-693-4703). If notification proceeds from the control room, use the BPA Dittmer Dispatcher phone number.

Responsibility		Action
Plant Emergency Director	7.	Advise the Security Supervisor of the assembly area and direct him to implement Evacuation of the Exclusion Area procedures.
Security Supervisor	8.	Instruct the Secondary Alarm Station operator to broadcast over the Supply System maintenance and security radio channels that the exclusion area boundary is being evacuated. Specify assembly area and any known hazards/areas to avoid and that all Exclusion Area nonessential personnel should report to the designated assembly location.
	9.	Direct a security officer to the remote assembly area to perform accountability duties per EPIP 13.5.5 "Personnel Accountability".
	10.	Direct the mobile patrol to perform a brief visual check of the evacuation status within the exclusion area boundary, to include the security firing range.
	11.	Keep the Safety Manager informed on the status of exclusion area boundary evacuation if he is activated.
Secondary Alarm Station Operator	12.	Announce exclusion area boundary evacuation, any known hazards/areas to avoid and specified assembly location over all Supply System maintenance and security radio channels.
Exclusion Area Boundary Evacuees	13.	Upon evacuation notification, proceed to the specified assembly location and sign in on the accountability form.
Radiological Emergency Manager	14.	Make recommendations to the Security Manager regarding establishment of a new radiologically safe security perimeter if necessary.
Security Manager	15.	Upon recommendations from the Radiological Emergency Manager, establish a new security perimeter at a safe distance from the site. Consider evacuation of security personnel based on radiological conditions.

Responsibility	Action
EOF Communication Center Officer	16. If the order to activate the crossroads siren and sound the PSF/EOF evacuation signal comes from the Recovery Manager or Plant Emergency Director via the dedicated phone system, no verification is necessary. If notification is received by other means, call back via the dedicated phone system for verification.
	17. Activate the crossroad siren per instruction on the communication panel.
	18. Activate the PSF/EOF evacuation signal for 10-15 seconds and make the following announcement: Your attention please. Your attention please. All personnel who do not have emergency duties are to report to the cafeteria at this time. Repeat No. 17.
Safety Manager	19. When advised to coordinate transportation for PSF/EOF non-essential evacuees, report to the cafeteria.
	20. When PSF/EOF evacuees arrive in the cafeteria, advise them of the site evacuation and the assembly area: a. Coordinate car pooling for evacuees. b. Coordinate orderly departure from site with Security.
PSF/EOF Evacuees	21. When the building evacuation alarm is sounded, follow instructions in the subsequent announcement.

B. Recommendation of Evacuation of Fast Flux Test Facility

Responsibility	Action
Recovery Manager/PED	1. When the Protective Action Recommendation to Evacuate Non-Essential Personnel from the FFTF is made and approved per EPIP 13.14.2, "Process for Determining Protective Action Recommendations", contact the FFTF Control Room (376-0456) and make the recommendation.
	2. Give additional information (if necessary or available) regarding evacuation route, expected time of release, etc.

13.5.3.4 Attachments

A. Exclusion Area Boundary Map

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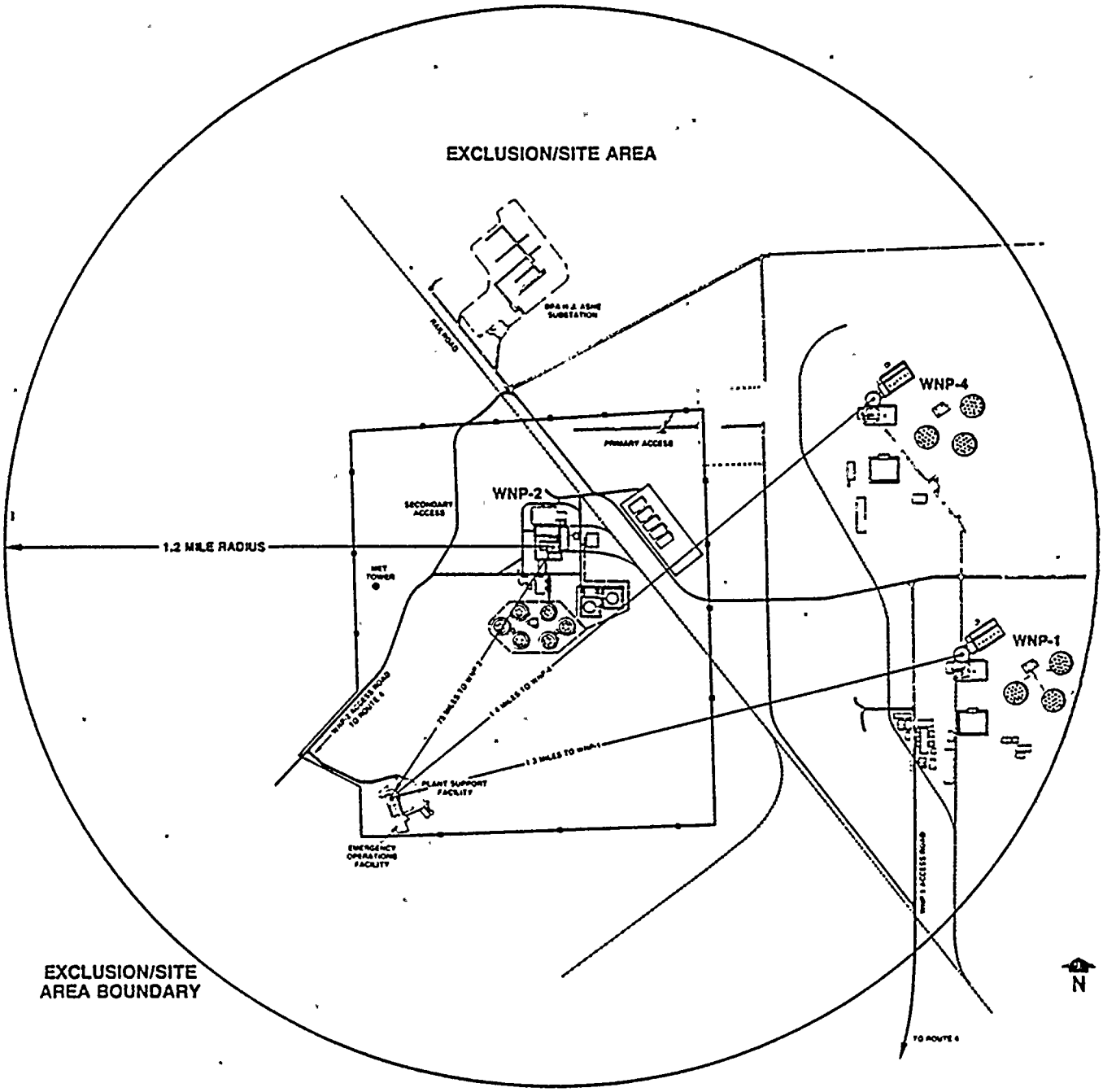

ATTACHMENT A

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SECTION
13.5 EVACUATION AND ACCOUNTABILITY

TITLE
13.5.1 CONTROLLED EVACUATION OF THE PROTECTED AREA

13.5.1.1 Purpose

This procedure identifies the steps necessary to initiate and accomplish a controlled evacuation of non-essential personnel from an endangered area or from the entire Protected Area and direct them to a safe assembly point. Evacuees may be directed to other assembly areas.

13.5.1.2 References

A. EPIP 13.10.9 Operations Support Center Operations and Operations Support Center Director Duties.

B. EPIP 13.5.5 Personnel Accountability

13.5.1.3 Procedure

Responsibility	Action
Plant Emergency Director	1. At a Site Area or General Emergency, determine the need to order a controlled evacuation of all non-essential personnel from the entire Protected Area.
	2. To implement a Protected Area Controlled Evacuation, direct the initiation of the alerting signal (pulsed tone-constant level) and announcement of a Protected Area Controlled Evacuation.
	3. Advise the Operations Support Center Director of the controlled evacuation and to activate the Operations Support Center.
	4. Have evacuees informed of any known hazard(s)/area(s) to avoid.

Responsibility	Action
Plant Emergency Director (Contd.)	5. Have evacuees report to the Operations Support Center Assembly Area or to an alternate assembly area as needed.
	6. Direct the Secondary Alarm Station Operator to announce over all Supply System Maintenance and Security radio channels the Protected Area Controlled Evacuation, the Assembly Area and known hazards/areas to avoid.
Control Room Personnel	7. When directed to initiate a Protected Area Controlled Evacuation: a. Sound the tone generated alerting signal for 5 to 10 seconds. b. Announce over the Public Address that a Protected Area Controlled Evacuation is required. Specify the area(s) affected and areas/hazards to avoid. c. Direct in-plant evacuees to report to the Operations Support Center (or other specified assembly area) via Access Control and all other personnel within the protected area to report directly to OSC.
	8. Repeat steps .7a, .7b, and .7c.
Secondary Alarm Station Operator	9. Announce the Protected Area Controlled Evacuation order on all Supply System maintenance and security radio channels. Specify the Assembly Area and known hazards/areas to avoid. Inform Security Personnel that they are to remain at their assigned posts unless there are local hazards.
Nonessential Personnel	10. Upon becoming aware of the controlled evacuation, proceed as directed to the Operations Support Center (or to a designated alternate assembly point). Avoid any specified hazard(s)/area(s).

Responsibility	Action
Nonessential Personnel (Cont'd)	11. Observe all in-plant requirements to evacuate local areas due to criticality alarms, area radiation monitor alarms, continuous air monitor, or at the direction of Health Physics personnel. Do not wait to be notified or directed to evacuate an alarming area.
	12. Follow accountability requirements at the assembly area per EPIP 13.5.5, "Personnel Accountability". Await further instructions.
Emergency Response Personnel	13. If accessing the plant from outside, report to the Operations Support Center for accountability and enter the plant via reentry routes under directions from the Operations Support Center. Proceed to your designated emergency station. Avoid any known hazard(s)/area(s).
	14. If you are already in the plant and your emergency location is other than in the Control Room or Technical Support Center, for accountability purposes, call and inform the Operations Support Center of your location.
	15. Observe all in-plant requirements to evacuate local areas due to criticality alarms, area radiation monitor alarms, continuous air monitor alarms, or at the direction of Health Physics personnel. Do not wait to be notified or directed to evacuate an alarming area.
	16. Implement emergency functions as directed or required.
Operations Support Center Director	17. Implement EPIP 13.5.5, "Personnel Accountability".
	18. At Site Area, General Emergency, if the OSC becomes uninhabitable, or if over-crowding in the assembly area occurs, implement movement of non-essential personnel to the Plant Support Facility Ambulance Garage (or alternate location) as follows:

Responsibility	Action
Operations Support Center Director (Contd.)	a. Contact the Radiation Protection Manager for current radiological conditions and determine: o If an alternate assembly area other than the Plant Support Facility Ambulance Garage should be used; o The best route to the Plant Support Facility (or alternate) assembly area; o If personal transportation can or cannot be used by Protected Area Evacuees. (If radiological factors prevent use of personal vehicles, advise the Safety Manager (if activated) or Administrative Support Manager to provide transportation.) o Handling of contaminated personnel (if any); b. For assembly and accountability coordination at the Plant Support Facility Ambulance garage: o During working day shifts or if the EOF is activated, contact the Safety Manager. o During off-shifts and if the EOF is NOT activated, contact the Security Supervisor and request a Security Officer respond to the Plant Support Facility Ambulance Garage. c. Advise the evacuees of the assembly area, route to the assembly area, transport means and hazards (if any). d. Direct the dispatch of evacuees.

Responsibility	Action
Safety Manager/Security Officer	19. If transportation of protected area evacuees is required, arrange with the Administrative Support Manager for evacuation vehicles and drivers.
	20. Coordinate with the Operations Support Center Director and Radiological Emergency Manager for a safe evaucation route.
	21. Direct accountability requirements per EPIP 13.5.5 "Personnel Accountability".

13.5.1.4 Attachments

None

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SECTION
13.6 EMERGENCY SECURITY PROCEDURES

TITLE
13.6.1 SECURITY PROCEDURES

13.6.1.1 Purpose

This procedure defines the immediate actions to be taken by the Security Force upon classification of an emergency at WNP-2. Changes to this procedure should be coordinated with the Security Force to ensure that appropriate changes are also made in Security Plan Implementing Procedures.

13.6.1.2 References

A. EPIP 13.4.1, Notifications

B. EPIP 13.7.10, Offsite Emergency Response Personnel Dosimetry

C. EPIP 13.10.8 Security Supervisor Duties

D. EPIP 13.13.4, Post Incident Reporting

E. SPIP 14.2.1, Vehicle Access Control

F. SPIP 14.5.12, Emergency Vehicle Access

13.6.1.3 Procedure

Responsibility		Action
EOF Communications Center Duty Officer	1.	Upon notification of an emergency by the Plant Emergency Director, implement EPIP 13.4.1, "Notifications".
	2.	Advise the Security Supervisor if a loss of the Emergency Operations Facility Communications Center occurs.
Security Supervisor	3.	When directed by the Officer at the EOF Communications Center, report to the Central Alarm Station.

Responsibility		Action
Security Supervisor (Contd.)	4.	Implement EPIP 13.10.8, "Security Supervisor Duties".
Security Shift Sergeant	5.	Upon notification of an Emergency report to the Central Alarm Station and assist the Security Supervisor as required.
	6.	Assume the duties of Security Supervisor in his absence.
	7.	If needed, direct the CAS operator to activate the Security Force response to emergency/contingency events to ensure safeguards of the protected and vital areas are maintained.
	8.	When directed by the Security Supervisor, proceed to the Secondary Alarm Station with another CAS/SAS trained officer by the safest route.
	9.	Direct entry of emergency personnel and vehicles.
Secondary Alarm Station (SAS) Operator	10.	Assume normal monitoring functions of the CAS during emergency/contingency response.
	11.	Provide expedient entry of emergency vehicles, such as ambulances and fire trucks, in accordance with the Security Plan Implementing Procedure 14.5.12, "Emergency Vehicle Access".
	12.	Issue dosimetry to offsite personnel per procedure EPIP 13.7.10, "Offsite Emergency Response Personnel Dosimetry".
	13.	Advise the Plant Emergency Director upon the arrival of the emergency equipment.
Central Alarm Station Operator	14.	Deploy and direct responding Security Force personnel during emergency/contingency situation and ensure safeguarding of protected/vital areas is maintained.
	15.	Maintain communications with security personnel, plant operations and local law enforcement agencies.

Responsibility	Action
Central Alarm Station Operator (Contd.)	16. Ensure plant personnel accountability is maintained via the Electronic Access Control System.
	17. Advise Security Force officers to maintain normal patrol duties until directed otherwise.
	18. Upon shift change, brief your relief on responsibilities, duties and current status.
EOF Comm Center Duty Officer/Security SGT/ CAS/SAS	19. Upon shift change or termination of the emergency:
	a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting".
	b. Deliver After Action Report to the Security Supervisor.

13.6.1.4 Attachments

None

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SECTION
13.10 PLANT EMERGENCY FACILITIES

TITLE
13.10.1 CONTROL ROOM OPERATIONS AND SHIFT MANAGER DUTIES

13.10.1.1 Purpose

The purpose of this procedure is to describe the responsibilities of the Shift Manager and control room operators and actions to be taken in the event it becomes necessary to activate and operate the control room as an emergency response facility during an emergency.

13.10.1.2 References

A. EPIP 13.1.1, Classifying the Emergency

B. EPIP 13.1.2, Plant Emergency Director Duties

C. EPIP 13.4.1, Notifications

D. EPIP 13.5.5, Personnel Accountability

E. EPIP 13.7.8, Transportation of Injured or Contaminated Injured to Offsite Medical Facilities

F. EPIP 13.13.4, Post Incident Reporting

G. PPM 4.10.3.1, Control Room, HVAC, High Radiation, or Chlorine Induction

H. PPM 4.12.4.4, Civil Disturbance

13.10.1.3 Procedure

Responsibility	Action
Shift Manager	1. Diagnose the abnormal plant conditions, data, parameters, and trends. Direct necessary actions to alleviate abnormal conditions.

13.10.1.3 Procedure

Responsibility	Action
Shift Manager (Cont'd)	2. With the assistance of the Shift Technical Advisor, determine the necessity to declare an emergency . Refer to EPIP 13.1.1, "Classifying the Emergency."
	3. If neither MUDAC nor the TSC have been activated and (1) an effluent release above Technical Specifications has or is occurring or (2) a Site Area or General Emergency has been declared, direct the STA to perform offsite dose calculations and determine required protective action recommendations for the public.
	4. Implement EPIP 13.1.2, "Plant Emergency Director Duties," until relieved by the Plant Emergency Director.
	5. Ensure that notifications are initiated in accordance with EPIP 13.4.1, "Notifications."
	6. Prior to turning over the duties to the Plant Emergency Director, provide a full briefing on plant conditions, status, and procedures implemented.
	7. Assign an individual to center accountability duties per EPIP 13.5.5, "Personnel Accountability".
	8. When the Technical Support Center is activated, transfer responsibilities for peripheral duties not directly related to reactor systems manipulation. Fully brief the TSC Director and keep him informed of plant conditions and actions which may impact in-plant or offsite activites.
	9. Provide direction to the Operations Support Center Director for operation of plant equipment. Keep him informed of changing plant conditions, and actions underway or planned which could have an impact on in-plant activities.

Responsibility	Action
Shift Manager (Cont'd)	10. Confer with the Operations Manager and have him call in additional Control Room support personnel as needed. Direct the utilization of the additional Control Room support personnel as they arrive.
	11. Assign an individual to function as the Control Room communicator.
	12. Monitor plant conditions and recommend any changes in emergency classification to the Plant Emergency Director.
	13. If notified of an emergency situation requiring personnel response, activate the Plant Emergency Team by sounding the alerting tone, announcing the type of emergency and location, and requesting Plant Emergency Team response.
	14. When communications are established with the Plant Emergency Team Leader maintain contact and supply additional information, direction, manpower or equipment as needed.
	15. If advised of the need for offsite medical assistance, implement EPIP 13.7.8 "Transportation of Injured or Contaminated Injured to Offsite Medical Facilities."
	16. Maintain a log of events and actions.
	17. Upon shift change, brief your relief on responsibilities, duties and current status.
	18. Upon shift change or termination of emergency:
	a. Collect the individual After Action Reports prepared by staff personnel.
	b. Prepare individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
	c. Deliver all After Action Reports to the Operations Manager.

Responsibility	Action
Control Room Supervisor	19. Advise the Shift Manager of abnormal conditions and perform duties as directed.
	20. Continuously monitor the Control Room habitability. Refer to PPM 4.10.3.1, "Control Room, HVAC, High Radiation, or Chlorine Induction."
	21. In the absence of the Shift Manager or higher authority from the Control Room, assume Shift Manager responsibilities, including Plant Emergency Director responsibilities and authority. Refer to EPIP 13.1.2, "Plant Emergency Director Duties."
	22. Direct the activities of Control Room Operators and Equipment Operators.
	23. Take actions to terminate the conditions causing the emergency.
Control Room Operators	24. Recognize unusual plant conditions. Take necessary actions under direction of Control Room Supervisor and/or Shift Manager to terminate the condition causing the emergency.
	25. Keep Control Room Supervisor informed of unusual conditions.
Control Room Support Personnel	26. Upon notification by Operations, report to the Shift Manager in the Control Room.
	27. Perform duties as directed by Shift Manager and assist your Control Room counterpart as needed.
All Control Room Personnel	28. Upon shift change, brief your relief on responsibilities, duties and current status.
	29. Upon upon shift change or termination of the emergency: a. Prepare individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

Responsibility	Action
Control Room Supervisor (Cont'd)	b. Deliver all After Action Reports to Shift Manager.

13.10.1.4 Attachments

None

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SECTION
13.10 PLANT EMERGENCY FACILITIES

TITLE
13.10.2 SHIFT TECHNICAL ADVISOR DUTIES

13.10.2.1 Purpose

The purpose of this procedure is to describe the emergency responsibilities and duties of the Shift Technical Advisor.

13.10.2.2 References

A. EPIP 13.1.1, Classifying the Emergency

B. EPIP Section 13.8, Offsite Dose Calculations

C. EPIP 13.13.4, Post Incident Reporting

D. EPIP 13.14.2, Process for Determining Protective Action Recommendations

13.10.2.3 Procedure

Responsibility	Action
Shift Technical Advisor	1. If an off-normal condition is indicated or if directed by the Shift Manager, man the duty station in the control room.
	2. Assist the Shift Manager in evaluating plant conditions relative to preestablished emergency action levels and initiating conditions and in declaring the appropriate emergency classification. Refer to EPIP 13.1.1, "Classifying the Emergency."

Responsibility	Action
Shift Technical Advisor (contd.)	3. Utilize the computer outputs, TDAS, PDIS and GDS to evaluate the potential for core damage or further worsening of an abnormal event. Make a qualitative assessment of plant parameters during and following an abnormal event in order to ascertain whether core damage has occurred. Provide the Shift Manager with Plant Status Assessment.
	4. In the event that critical parameters become unavailable due to instrument failure, calculate values for the parameters in question.
	5. Provide the Shift Manager with recommendations to minimize or control the consequences of an emergency condition.
	6. Under the following circumstances, access the Emergency Dose Projection System or perform hand calculations (see EPIP Section 13.8) to provide input to the Plant Emergency Director for emergency classification and/or protective action decisions: (Refer to EPIP 13.14.2, "Process for Determining Protective Action Recommendations".)
	a. During any effluent release above the WNP-2 Technical Specification limiting safety system setting when neither the Technical Support Center nor the Emergency Operations Facility dose assessment function (MUDAC) is activated. (As a minimum, check whole body and thyroid dose rates every 30 minutes or after a spike in the release.)
	b. Declaration of Site Area or General Emergency These Classifications-REQUIRE Protective Action Recommendations for the public.
	c. Whenever desired by Shift Technical Advisor or directed by Shift Manager or Plant Emergency Director.

Responsibility	Action
Shift Technical Advisor (contd.)	7. Coordinate turn over of offsite dose projection to the TSC (and/or MUDAC) when activated.
	8. Provide specific information to the Shift Manager concerning those Emergency Plan Implementing Procedures that prescribe the required emergency response actions.
	9. Continuously reassess plant conditions and keep the Shift Manager informed of all new data and your recommendations.
	10. Upon shift change, turn over your log and fully brief your relief as to current plant status and to events which have transpired.
	11. Upon shift change or termination of the emergency:
	a. Prepare your individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
	b. Deliver After Action Report to the Shift Manager.

13.10.2.4 Attachments

None

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VOLUME NAME 13	EMERGENCY PLAN IMPLEMENTING PROCEDURES
SECTION 13.10	PLANT EMERGENCY FACILITIES
TITLE 13.10.3	TECHNICAL SUPPORT CENTER OPERATIONS AND TECHNICAL SUPPORT CENTER DIRECTOR'S DUTIES

13.10.3.1 Purpose

This procedure describes the activation and operations of the Technical Support Center and the duties of the Technical Support Center Director. When activated, the Technical Support Center is staffed by predesignated technical, engineering, senior management, and other licensee personnel. During periods of activation, the Technical Support Center will operate to provide plant management and technical support to plant operations personnel and to relieve the reactor operators of peripheral duties and communications not directly related to reactor system manipulations. The Technical Support Center will be the primary in-plant communications center during an emergency. The Technical Support Center will perform primary Emergency Operations Facility functions for an Alert, Site Area Emergency or General Emergency, until the EOF is functional.

13.10.3.2 References

A. EPIP 13.5.5, Personnel Accountability

B. EPIP 13.11.18, Information Network

C. EPIP 13.13.4, Post Incident Reporting

13.10.3.3 Procedures

Responsibility	Action
Technical Support Center Director	1. Notify Plant Emergency Director upon arrival at Technical Support Center (TSC).
	2. Coordinate and direct the activation of the TSC.
	3. The TSC shall be considered operational when the TSC Director, Radiation Protection Manager and Operations Manager have arrived at the center. (See Attachment A for full staffing.) Report TSC operational to:

Responsibility	Action
Technical Support Center Director (Cont'd)	a. Plant Emergency Director b. Control Room c. Operations Support Center d. Emergency Operations Facility Site Support Manager (if activated) e. NRC via Emergency Notification System
	4. Assure that an individual is assigned to center personnel accountability duties. Refer to EPIP 13.5.5, "Personnel Accountability," for logs and procedure. This duty will be turned over to the TSC Accountability Coordinator as soon as possible.
	5. Direct a Technical Support Center staff member to verify the operability of the dedicated communications network with the Control Room, the Operations Support Center, and the Emergency Operations Facility.
	6. Ensure that a Significant Events Status Board (similar to Attachment C), a Plant Status Board (similar to Attachment D) and logs are being maintained.
	7. Ensure the Plant Status board is updated. Fax the "Plant Status" form (Attachment D) to the Technical Data Center with the updated information. Turn these duties over to the Status Board Keeper as soon as possible.
	8. Coordinate technical activities with the Emergency Operations Facility Technical Data Center.
	9. If the Technical Support Center becomes uninhabitable, the Plant Emergency Director, Radiation Protection Manager, and technical staff selected by the Plant Emergency Director will proceed to the control room. All others report to areas designated by the Plant Emergency Director.

Technical Support Center Director (contd.)

10. Direct the Technical Support Center Staff to assess Plant parameters including:

    a. Current plant status
    b. Incident sequence
    c. Alternative actions
    d. Mitigating actions
    e. Resultant plant damages
    f. Plant/Site status

11. Analyze plant data and develop plans and procedures in support of plant operations to achieve a safe shutdown condition in a manner which minimizes the effect on the health and safety of the public.

12. Keep the Plant Emergency Director informed of evaluations, recommended actions, and communications. Announce any change in emergency classification.

13. Coordinate with the Shift Manager and Operations Support Center Director for instrument and control modifications of Plant Equipment.

14. Assist the Plant Emergency Director in carrying out his duties as needed.

15. Direct the Information Coordinator to transmit announcements over the Information Network that personnel in the Operations Support Center and Emergency Operations Facility Centers should know.

16. Upon shift change brief your relief on responsibilities, duties and review current plant status.

17. Upon shift change or termination of the emergency:

    a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

    b. Collect the individual After Action Reports prepared by TSC staff personnel.

Responsibility	Action
Technical Support Center Director (Cont'd)	c. Deliver all After Action Reports to the Plant Emergency Director.
Information Coordinator	18. Refer to EPIP 13.11.18 "Information Network" for responsibilities.
Technical Support Center Staff	19. Upon notification of an Alert, Site Area, or General Emergency, or if so directed by the Plant Emergency Director, proceed to and activate the Technical Support Center.
	20. Set up the Technical Support Center similar to the diagram in Attachment B.
	21. Activate Technical Support Center Information System.
	22. Assess plant parameters and evaluate information, including: a. Current plant status b. Incident sequence c. Alternative actions d. Mitigating actions e. Resultant plant damages f. Plant/Site status g. Changes in status
	23. Advise the Technical Support Center Director of plant data and provide input for termination of the emergency condition.
	24. Upon shift change, fully brief your relief on responsibilities, dutes and current status.
	25. Upon shift change or termination of the emergency: a. prepare an individual After Action Report. Refer to EPIP 13.13.4 "Post Incident Reporting". b. Deliver all After Action Reports, and logs to the Technical Support Center Director.

13.10.3.4 ATTACHMENTS

A. Technical Support Center Staffing

B. Technical Support Center Floor Plan

C. Significant Events Status Board Logs

D. Plant Status Form

E. Technical Support Center/Operations Support Center (TSC/OSC) Liaison Duties

TSC STAFFING FOR ALERT OR HIGHER EMERGENCY CLASSIFICATION

1. Plant Emergency Director (Plant Manager)
2. Technical Support Center Director*
   (Plant Technical Manager)
3. Radiation Protection Manager*
   (Health Physics/Chemistry Manager)
4. Operations Manager*
5. Plant Administrative Manager
6. Plant/NRC Liaison
7. Administrative Staff
8. Plant Technical Staff
9. Information Coordinator

NOTE: Unusual Event staffing is optional at discretion of Plant Emergency Director.

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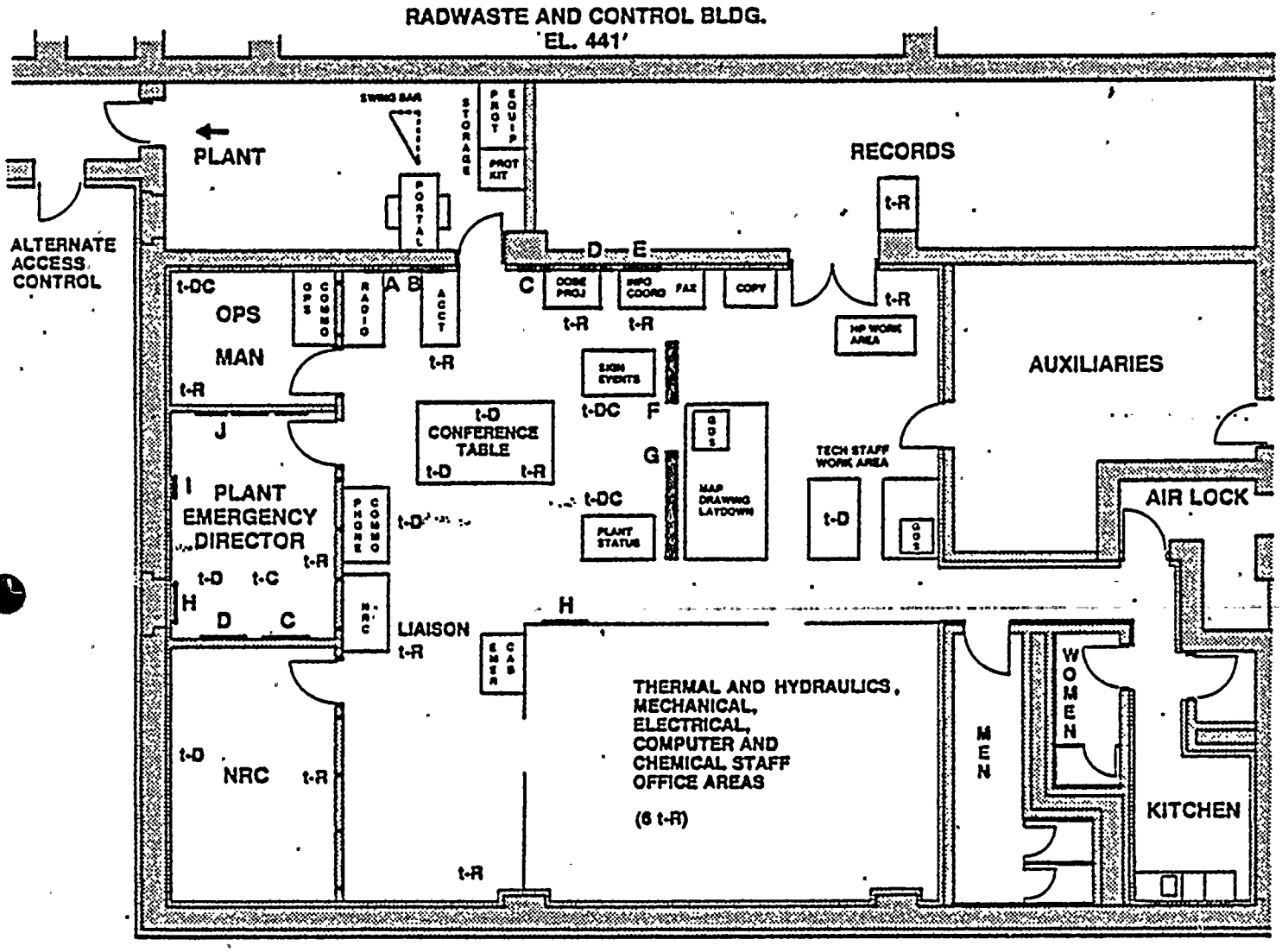
*Designates personnel who must be present to declare Center operational.

ATTACHMENT A

CONTROLLED COPY

TECHNICAL SUPPORT CENTER



LEGEND:

- A- 10 MILE EPZ FIELD TEAM MAP
- B- SIGN-IN BOARD
- C- 10 MILE EPZ DOSE PROJ MAP
- D- SITE MAP
- E- CLASSIFICATION STATUS BOARD
- F- SIGNIFICANT EVENTS STATUS BOARD
- G- PLANT STATUS BOARD
- H- EVACUATION ROUTES—BARRICADES—ASSISTANCE CENTERS
- I- PLANT PAGING MICROPHONE
- J- PAR DIAGRAMS
- t- TELEPHONES
  - C-CRASH
  - D-DEDICATED (multi-line)
  - R-ROLM (single-line)
  - DC-DIRECT CONTROL ROOM

ATTACHMENT B

CONTROLLED COPY

SIGNIFICANT EVENTS STATUS BOARD

EVENT	TIME	STATUS

DATE: _____ INITIALS: _____

ATTACHMENT C

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PLANT STATUS FORM

Technical Support Center
Fax to Technical Data Center only

Routing In the EOF	Room
SSDC	134
SDC	135
EOF-PIO	148
OACC	138
EOF Fax	137

Fax to:

201	SS Co Liaison
202	DOE
203	SS State Liaison

PLANT STATUS

TIME: _____ DATE: _____

REACTOR	RADIOLOGICAL STATUS	EQUIPMENT STATUS	
Power _____ %	Contain. Activity _____ R/hr	HPCS	LPCI-A
Level _____ Inches	Elevated Release _____ R/hr	RCIC	LPCI-B
Pressure _____ PSIG	Site Bndry Dose Rate _____	ADS	LPCI-C
Temp _____ °F	Other:	LPCS	SBGT
		CAC	

CONTAINMENT	MET DATA
Drywell Press. _____ PSIG	Wind from _____
Drywell Temp. _____ °F	Wind speed _____ mph
Supp. Pool Level _____	ΔT _____ °F
Supp. Pool Temp. _____ °F	Stability Class _____
Groups Isolated (circle)	
1 2 3 4 5 6 7 8 9 10	**AVAILABLE POWER**
Hydrogen Conc. ____%	

	Yes	No	Status
Main			
S.U.			
Benton			
DG-1			
DG-2			
DG-3			

COOLANT SYS. INTEGRITY
EDR Sump Flow _____ gpm
FDR Sump Flow _____ gpm

Technical Support Center Director

Technical Manager

Attachment D

Duties of: Technical Support Center/Operations Support Center (TSC/OSC) Liaison

Assignment Location: Technical Support Center

Report to: Technical Support Center Director

Activiation Level: Alert

Responsibilities

1. Establish communications with the Operations Support Center Director. Relay maintenance and operations instructions as directed.

2. Upon shift change, brief your relief on responsibilities, duties, and current status.

3. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting".

   b. Deliver After Action Report to the Technical Support Center Director.

Attachment E

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

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WNP-2

PROCEDURE NUMBER	APPROVED	DATE
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VOLUME NAME
13. EMERGENCY PLAN IMPLEMENTING PROCEDURE

SECTION
13.10 PLANT EMERGENCY FACILITIES

TITLE
13.10.4 RADIATION PROTECTION MANAGER DUTIES

13.10.4.1 Purpose

The purpose of this procedure is to describe the emergency responsibilities and duties of the Radiation Protection Manager. The Radiation Protection Manager is responsible for directing the Health Physics and Chemistry staff, assessing radiological conditions, reviewing radiological data received, and providing recommendations concerning radiation safety matters to the Plant Emergency Director.

13.10.4.2 References

A. EPIP 13.7.4, Personnel Decontamination Operations at the Emergency Operations Center

B. EPIP 13.7.5, Decontamination Operations at Remote Decontamination Locations

C. EPIP 13.8.1, Computerized Emergency Dose Projection System Operations

D. EPIP 13.8.2, Manual Offsite Dose Calculations

E. EPIP 13.13.1, Reentry

F. EPIP 13.13.4, Post Incident Reporting

G. EPIP 13.14.1, Emergency Exposure Levels/Protective Action Guides

H. EPIP 13.14.2, Procedures for Determining Protective Action Recommendations

I. EPIP 13.14.3, Supply System Health Physics Procedures, Radiological Programs Instructions and Environmental Programs Instructions

13.10.4.3 Procedure

Responsibility	Action
Radiation Protection Manager	1. Upon notification of an Alert, Site Area, or General Emergency, or if so directed, proceed to the Technical Support Center (TSC).
	2. If conditions require evacuation of the Technical Support Center, report to the Control Room.
	3. For a listing of permissible deviations to normal operation Health Physics procedures, refer to EPIP 13.14.3, "Supply System Health Physics Procedures, Radiological Programs Instructions, and Environmental Programs Instructions".
	4. In concurrence with the Plant Emergency Director authorize necessary planned exposure in excess of established exposure limits. Refer to EPIP 13.14.1, "Emergency Exposure Levels/Protective Action Guides."
	5. If MUDAC is not yet functional:
	a. Relieve the STA of the responsibility for offsite dose assessment calculations. Refer to EPIP 13.8.1 "Computerized Emergency Dose Projection System Operations" or EPIP 13.8.2 "Manual Offsite Dose Calculations".
	b. Relieve the STA of the responsibility of advising the Plant Emergency Director of protective action recommendations for the public based on offsite dose projections. Refer to EPIP 13.14.2. "Procedure for Determining Protective Action Recommendations".
	c. As needed, coordinate initial plant site surveys utilizing field team members.

Responsibility	Action
Radiation Protection Manager (Cont'd)	d. Until his arrival, assume the duties of the Radiological Emergency Manager where practical. Upon his arrival, brief him on significant events and the current status prior to turnover of the above duties. Keep him updated on events which will effect offsite conditions.
	6. Review Health Physics related data and provide necessary in-plant Health Physics and Chemistry direction.
	7. Direct and coordinate all Health Physics operations through the Lead Health Physics person in the Operations Support Center. Periodically provide him with Area Radiation Monitor readings.
	8. Provide the Plant Emergency Director with information concerning in-plant radiological conditions. Make recommendations to the Plant Emergency Director concerning potential radiological problems.
	9. As plant conditions change, assess the need to recommend respiratory protection, sheltering or evacuation for Plant and/or Security Personnel. (Refer to EPIP 13.14.1 "Emergency Exposure Levels/Protective Action Guides".) For in-plant implementation of the above protective actions, contact and advise the TSC and OSC Center Directors, the Control Room, the Security Supervisor, and the Plant Emergency Director.
	10. If the Radiological Emergency Manager has not yet assumed his duties, advise the Security Supervisor of radiological conditions and needed protective actions for Security Force personnel <u>outside</u> the protected area.

Responsibility	Action
Radiation Protection Manager (Cont'd)	11. Upon declaration of a General Emergency, or detected or projected radioiodine, refer to EPIP 13.14.1 "Emergency Action Levels/ Protective Action Guides" for guidance in KI administration.
	12. For a Site Area or General Emergency, coordinate with the Security Supervisor to have all TLD badges at the Security Access Points delivered to the Health Physics Center in the EOF. The EOF will assume responsibility for TLD badge issuance.
	13. If a radiological release is occurs, periodically contact Emergency Operations Facility Meteorological and Unified Dose Assessment Center for updates and keep Plant Emergency Director advised.
	14. Periodically request Operations Support Center Lead Health Physics person to: a. Collect and analyze drinking water samples. b. Survey areas where food is stored or consumed.
	15. If needed, advise the Plant Emergency Director and contact the Radiological Emergency Manager in the EOF and coordinate the manning and activation of the EOF Decontamination Facility or activation of the off-site decontamination facility. Refer to EPIP 13.7.4, "Personnel Decontamination Operations at the Emergency Operations Center", and EPIP 13.7.5, "Decontamination Operations at Remote Decontamination Locations".
	16. When Reentry teams are required, refer to EPIP 13.13.1 "Reentry" for guidance.
	17. Upon shift change, fully brief relief as to events which have transpired.

Responsibility	Action
Radiation Protection Manager (Cont'd)	18. Upon shift change or termination of the emergency: a. Prepare individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting." b. Deliver the After Action Report to the Plant Emergency Director.

13.10.4.4 Attachments

None

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VOLUME NAME
13 EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION
13.10 PLANT EMERGENCY FACILITIES

TITLE
13.10.5 OPERATIONS MANAGER DUTIES

13.10.5.1 Purpose

The purpose of this procedure is to describe the emergency responsibilities and duties of the Operations Manager. The Operations Manager is responsible for the safe and efficient operation of the plant.

13.10.5.2 References

EPIP 13.13.4, Post Incident Reporting

13.10.5.3 Procedure

Responsibility	Action
Operations Manager	1. Upon notification of an Alert, a Site Area, or General Emergency, or if so directed, proceed to the Technical Support Center.
	2. Establish contact with the Control Room, determine the status of the plant, and provide supervision to the operations staff.
	3. Direct the Operations Communicator in maintaining communications with the Control Room.
	4. Confer with the shift manager, to determine if additional Control Room support personnel are needed.
	5. Work with the technical staff to determine plant status, extent of any damage incurred, and potential problems in maintaining safe plant conditions.
	6. Interface with the Radiation Protection Manager concerning the potential for radiological problems resulting from operational activities.

Responsibility	Action
Operations Manager (contd.)	7. Interface with the Operations Support Center Director or TSC/OSC Liaison to coordinate operations and maintenance activities.
	8. Keep the Plant Emergency Director informed of all significant operational matters and assist him in assessing preventative or corrective actions.
	9. Provide any needed Control Room augmenting staff after obtaining concurrence from the Shift Manager.
	10. Maintain operating personnel schedules and make provisions for briefing shift relief or support personnel.
	11. Upon shift change, fully brief your relief as to events which have transpired.
	12. Upon shift change or termination of the emergency:
	a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
	b. Collect After Action Reports prepared by staff personnel.
	c. Deliver After Action Reports, Logs, Checklists, and Status Board Logs to the Plant Emergency Director.

13.10.5.4 Attachments

A. Operations Communicator Duties

Duties of: Operations Communicator

Assignment Location: Technical Support Center

Report to: Operations Manager

Activation Level: Alert

Responsibilities

1. As necessary and directed, man the control room Emergency Ring Down phone in the Operations Manager's Office.

2. Upon shift change, brief your relief on responsibilities, duties, and current status.

3. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

   b. Deliver After Action Reports to the Operations Manager.

Attachment A

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

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VOLUME NAME
13 EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION
13.10 PLANT EMERGENCY FACILITIES

TITLE
13.10.6 PLANT/NRC LIAISON DUTIES

13.10.6.1 Purpose

The purpose of this procedure is to describe the emergency responsibilities and duties of the Plant/NRC Liaison.

13.10.6.2 References

A. 13.4.1, Notifications

B. 13.13.4, Post Incident Reporting

13.10.6.3 Procedure

Responsibility	Action
Plant/NRC Liaison	1. Upon notification of an Alert, Site Area, or General Emergency, or if so directed, proceed to the Technical Support Center.
	2. Coordinate with the Operations Manager and assume the responsibility of periodically updating the NRC using Attachment F, ("NRC Event Notification Form") of EPIP 13.4.1 "Notifications" and the NRC ENS phone system. Maintain copies of forms with information transmitted.
	3. Keep the Licensing Manager in EOF advised and updated on current plant status and information transmitted to the NRC.
	4. Confer with the Plant Emergency Director and obtain his approval prior to making commitments to the NRC.

Responsibility	Action
Plant/NRC Liaison (Cont'd)	5. Maintain a log of events and commitments made to NRC.
	6. Interface with the NRC representatives concerning in-plant activities.
	7. If there are conflicts with the NRC direct them for resolution to the Licensing Manager.
	8. Upon shift change, turn over your log and fully brief your relief on responsibilities, duties and current status.
	9. Upon shift change or termination of the emergency:
	a. Prepare your individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
	b. Deliver After Action Report to the Plant Emergency Director.

13.10.6.4 Attachments

None

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13 EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION
13.10 PLANT EMERGENCY FACILITIES

TITLE
13.10.7 PLANT ADMINISTRATIVE MANAGER DUTIES

13.10.7.1 Purpose

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

13.10.7.2 References

A. EPIP 13.10.3, Technical Support Center Director Duties

B. EPIP 13.11.18, Information Network

C. EPIP 13.5.5, Personnel Accountability

D. EPIP 13.13.4, Post Incident Reporting

13.10.7.3 Procedure

Responsibility	Action
Plant Administrative Manager	1. Upon notification of an Alert, Site Area, or General Emergency, or if so directed, proceed to the Technical Support Center (TSC).
	2. Assign and supervise support personnel per Attachment A and coordinate administrative activation of the TSC.
	3. Provide other administrative services as requested by the Plant Emergency Director.
	4. Coordinate with the Administrative Support Manager in the Emergency Operations Facility to:

Responsibility	Action
Plant Administrative Manager (Contd.)	a. Establish schedules to insure continuous administrative support personnel for the plant, the TSC, and the Operations Support Center, as needed. b. Provide transportation, food, and other logistical support for plant emergency personnel. c. Secure needed equipment and supplies from offsite. 5. As directed by the Plant Emergency Director, provide the necessary administrative support for procedure writing during for the recovery effort. 6. Arrange for required training for Supply System or offsite agency emergency response/recovery personnel in coordination with the Emergency Operations Facility Administrative Support Manager. 7. Keep the Plant Emergency Director briefed on the status of administrative support activities. 8. Upon shift change, fully brief your relief on duties, responsibilities and current status. 9. Upon shift change or termination of the emergency: a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting." b. Collect the individual After Action Reports prepared by staff personnel. c. Deliver all After Action Reports to the Plant Emergency Director.

3.10.7.4 Attachments

A. Duties of Technical Support Center Administrative Support Staff

Duties of TSC Administrative Support Staff

A-1 Technical Support Center Stenographers

Assigned to the Plant Emergency Director
Assigned to the Technical Support Center Director

A-2 Technical Support Center Status Boardkeeper(s)

A-3 Technical Support Center FAX Operator

A-4 Technical Support Center Helper

A-5 Plant Information Coordinator

A-6 Technical Support Center Phone Communicator

A-7 Technical Support Center Radio Communicator

A-8 Technical Support Center Accountability Coordinator

A-9 Records Coordinator

Attachment A

Duties of: Technical Support Center Stenographer

Assignment Location: Technical Support Center

Report To: Plant Administrative Manager

Activation Level: Alert

Responsibilities

1. Maintain a log of major events and activities involving the Plant Emergency Director or the Technical Support Center Director with emphasis on:

   a. Receipt of notifications of changes in emergency classification.

   b. The content of briefings and the identify of persons with whom he interfaces.

   c. Significant telephone conversations.

   d. The input and orders for decisions made.

   e. Any entry at his request.

2. Perform other duties as requested.

3. Upon shift change:

   a. Fully brief your relief on responsibilities, duties and current status.

   b. Forward your log to the Plant Emergency Director or the Technical Support Center Director.

4. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting".

   b. Deliver After Action Reports to the Plant Emergency Director or the Technical Support Center Director.

5. Upon termination of the emergency, provide any required After Action Report typing and report consolidation needed.

Attachment A-1

Duties of: Technical Support Center Status Boardkeeper(s)

Assignment Location: Technical Support Center

Report to: Plant Administrative Manager

Activation Level: Alert

Responsibilities

1. Maintain assigned status board(s):

   a. Significant events
   b. Plant status
   c. Emergency Classification Status Board

2. Transmit Plant Status information to the Technical Data Center when updated. Refer to EPIP 13.10.3 "Technical Support Center Director Duties" Attachment D "Plant Status Form". Retain the original for After Action Report.

3. Assist with other administrative duties as directed by Plant Emergency Director or Plant Administrative Manager.

4. Upon shift change, fully brief your relief on responsibilities, duties, and current status.

5. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

   b. Deliver After Action Reports, and all logs to the Plant Administrative Manager.

Attachment A-2

Duties of: FAX Operator

Assignment Location: Technical Support Center

Report to: Plant Administrative Manager

Activation Level: Alert

Responsibilities

1. Using the Fax procedure in the Emergency phonebook, send data to the following location only unless specifically told to send elsewhere:

   Fax to the EOF Technical Data Center Extention 213

2. Special Case - FAX all forms entitled FNF Emergency Notification Form to the EOF Communication Center 208

3. Deliver all originals to the Plant Administrative Manager. Note on the original if copies were sent to locations other than those described above.

4. Deliver all material received to the Technical Support Center Director.

5. Upon shift change fully brief your relief on responsibilities duties and current status.

6. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

   b. Deliver After Action Reports, and all logs to the Plant Administrative Manager.

Attachment A-3

Duties of: Technical Support Center Helper

Assignment Location: Technical Support Center

Report to: Plant Administrative Manager

Activation Level: Alert

Responsibilities

1. Perform functions as assigned by the Plant Administrative Manager, which may include:

   a. Assist in maintaining the center's status boards.
   b. Assist in logkeeping.
   c. Photocopy material.
   d. Answer telephones.
   e. Deliver messages and other appropriate information.
   f. Procure additional equipment/supplies.

2. Upon shift change, fully brief your relief on responsibilities, duties, and status.

3. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

   b. Deliver After Action Reports, and all logs to the Plant Administrative Manager.

Attachment A-4

Duties of: Plant Information Coordinator

Assignment Location: Technical Support Center

Report to: Plant Administrative Manager

Activation Level: Alert or Higher Classification

Responsibilities

Refer to EPIP 13.11.18 "Information Network" for responsibilities.

Attachment A-5

Duties of: Technical Support Center Phone Communicator

Assignment Location: Technical Support Center

Report to: Plant Administrative Manager

Activation Level: Alert

Responsibilities

1. Act as overall phone communicator for the Technical Support Center as needed.

2. Buffer the Plant Emergency Director from incoming nuisance calls.

3. Upon shift change, brief your relief on responsibilities, duties, and current status.

4. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

   b. Deliver After Action Reports, and all logs to the Plant Administrative Manager.

Attachment A-6

Duties of: Technical Support Center Radio Communicator

Assignment Location: Technical Support Center

Report to: Plant Administrative Manager

Activation Level: Alert

Responsibilities

1. When directed, set up and maintain radio communications with other onsite and offsite emergency centers and staff.

2. As necessary maintain field team location(s) on the field team maps.

3. Transmit outgoing traffic as directed by the Radiation Protection Manager, Plant Emergency Director or Technical Support Center Director.

4. Receive and log incoming traffic and route messages to the designated staff members.

5. Assist the Plant Administrative Manager with other administrative duties, as directed.

6. Upon shift change, fully brief your relief on responsibilities, duties, and current status.

7. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

   b. Deliver After Action Reports, and all logs to the Plant Administrative Manager.

Attachment A-7

Duties of: Technical Support Center Accountability Coordinator

Assignment Location: Technical Support Center

Report to: Plant Administrative Manager

Activation Level: Alert

Responsibilities

1. Refer to EPIP 13.5.5 "Personnel Accountability Duties" and implement the applicable section.

2. Assist the Plant Administrative Manager in other administrative duties as directed.

3. Upon shift change, brief your relief on responsibilities, duties and current status.

4. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

   b. Deliver After Action Reports, and all logs to the Plant Administrative Manager.

Attachment A-8

Duties of: Records Coordinator

Assignment Location: Technical Support Center

Report to: Plant Administrative Manager

Activation Level: Alert

Responsibilities

1. When directed perform record/ document control duties.

2. Assist the Plant Administrative Manager with other administrative duties as directed.

3. Upon shift change, brief your relief on responsibilities, duties and current status.

4. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

   b. Deliver After Action Reports, and all logs to the Plant Administrative Manager.

Attachment A-9

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

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13.10.8	C M Powers	06/05/85

VOLUME NAME
13 EMERGENCY PLAN IMPLEMENTING PROCEDURE

SECTION
13.10 PLANT EMERGENCY FACILITIES

TITLE
13.10.8 SECURITY SUPERVISOR DUTIES

13.10.8.1 Purpose

This procedure defines actions to be taken by the Security Supervisor in the event of an emergency classification or when an outside request for radiological assistance has been received.

13.10.8.2 References

A. EPIP 13.5.3, Evacuation of Nearby Facilities

B. EPIP 13.5.5, Personnel Accountability

C. EPIP 13.6 Series, Emergency Security Procedures

D. EPIP 13.12.2, Headquarters Communications Center Operations

E. EPIP 13.13.4, Post Incident Reporting

13.10.8.3 Procedure

Responsibility	Action
Security Supervisor	1. If advised of a loss of EOF Communication Center Functions, dispatch a qualified Communications Center Duty Officer to activate the Multi Purpose Facility Communication Center. If possible, have him obtain the full set of procedures from the EOF Communications Center. Refer to EPIP 13.12.2 "Headquarters Communications Center Operations".
	2. Upon notification of any classified emergency, respond immediately to the Central Alarm Station.

Responsibility	Action
Security Supervisor (Contd.)	3. Dispatch an assisting officer to the EOF Communications Center to aid with offsite notifications.
	4. Contact the Plant Emergency Director upon arrival at the Central Alarm Station. Obtain information on plant status and access route instructions. Direct Security response actions accordingly.
	5. Assign one individual to accountability duties for Security Personnel per EPIP 13.5.5, "Personnel Accountability".
	6. Verify activation of EPIP 13.6 Series, "Emergency Security Procedures."
	7. If advised by the Plant Emergency Director that offsite emergency response personnel have been requested to respond to the plant site, contact and advise the Secondary Alarm Station of the impending arrival.
	8. If an immediate or controlled evacuation of personnel is directed, implement SPIP's on Badge Accountability. During off shifts and when the EOF is not activated, when requested by the Plant Emergency Director or the OSC Director, have an officer respond to the Plant Support Facility Ambulance Garage to aid with accountability per procedure EPIP 13.5.5 "Personnel Accountability".
	9. When directed by the PED:
	a. implement EPIP 13.5.3, "Evacuation of Exclusion Area and/or Nearby Facilities";
	b. establish roadblocks per Security Post Instructions;
	c. Have all TLD badges for personnel not on site delivered to the Health Physics Center Coordinator in the EOF.

Responsibility	Action
Security Supervisor (Contd.)	10. Consult with the Radiological Emergency Manager, or if he is not yet activated the Radiation Protection Manager, to insure that the placement of roadblocks is in a safe location.
	11. If roadblocks are established, instruct security personnel to:
	a. Control access to the EOF as follows:
	o Admit personnel with identification establishing employement with the Supply System, DOE, State, County, FBI, NRC, FEMA, Coast Guard or the Law Enforcement without further clearance.
	o All other individuals will be admitted only by clearance from the Security Manager, or if the Security Manager has not yet arrived, the Recovery Manager or Plant Emergency Director.
	b. Control access to WNP-2 as follows:
	o Admit personnel with Supply System badges who have picked up their dosimetry at the EOF.
	o Clearance for emergency vehicles shall be the responsibility of the Plant Emergency Director.
	o Clearance for all other personnel shall be from the Security Manager, or if the he has not yet arrived, the Plant Emergency Director or Recovery Manager.
	12. If directed by the Radiation Protection Manager or Radiological Emergency Manager to shelter or administer a thyroid-blocking agent, take the appropriate action as follows:

Responsibility	Action
Security Supervisor (Contd.)	a. If sheltering has been recommended, ensure that all members of the Security Force have moved inside established structures; vehicles should only be used for sheltering if nothing else is available.
	b. If thyroid-blocking agent or respirators are recommended, delegate an officer to obtain a sufficient amount from the Primary Access Point and distribute to all members of the Security Force. Distribute to personnel within WNP-2 protected area first.
	13. If evacuation of the Security Force is recommended:
	a. Contact the Operations Support Center Director for the safest route to the Secondary Alarm Station and direct the Shift Sergeant and one additional officer to report to the Secondary Alarm Station.
	b. Notify the Security Manager (if activated) in the Emergency Operations Facility Security Decision Center of plant security evacuation.
	c. Deploy Security Force personnel to set up road blocks in accordance with instructions from Security Manager.
	d. If the Security Manager has not assumed his duties, refer to SPI 2.7 "Owner Controlled Area Mobile Patrol" and consult with the Radiation Protection Manager to insure that placement of roadblocks is in a safe location.
	e. Direct security officers to evacuate to the new designated positions to establish the new security perimeter. Direct individuals not assigned or that may be contaminated to report to

Responsibility	Action
Security Supervisor (Contd.)	the Plant Support Facility Ambulance Garage for accountability and personnel monitoring and then assemble in the PSF Auditorium.
	f. Have all TLD badges for personnel not on site delivered to the Health Physics Center Coordinator in the Emergency Operations Facility.
	g. Instruct Security to not allow anyone (except as designated by the Plant Emergency Director) past the roadblocks to the plant unless they have picked up a TLD badge at the EOF.
	h. Instruct Security Officers at the roadblocks to direct persons leaving the area to proceed to the Health Physics Center at the EOF for personnel surveys and to deliver their TLD badges for processing.
	14. Keep the Security Manager and Security Shift Sergeant informed of developing events.
	15. Upon shift change, brief your relief on responsibilities, duties and current status.
	16. Upon termination of the emergency:
	a. Prepare individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
	b. Collect the individual After Action Reports and attachments prepared by staff personnel.
	c. Deliver all After Action Reports to the Security Manager.

13.10.8.4 Attachments

None

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.10.9	C M Powers	06/05/85

VOLUME NAME 13	EMERGENCY PLAN IMPLEMENTING PROCEDURE
SECTION 13.10	PLANT EMERGENCY FACILITIES
TITLE 13.10.9	OPERATIONS SUPPORT CENTER OPERATIONS AND OPERATIONS SUPPORT CENTER DIRECTOR DUTIES

13.10.9.1 Purpose

The purpose of this procedure is to describe the responsibilities of the Operations Support Center Director and the operation of the Operations Support Center. The Service Building lunchroom will normally serve as the center. If the need arises, the Makeup Water Chemistry Laboratory in the Service Building basement can serve as an alternate location for the Center.

13.10.9.2 References

A. EPIP 13.5.1, Controlled Evacuation of the Protected Area

B. EPIP 13.5.5, Personnel Accountability

C. EPIP 13.5.6, Personnel Search and Rescue

D. EPIP 13.7.8, Transportation of Injured or Contaminated Injured Personnel to an Offsite Medical Facility

E. EPIP 13.10.12, Reentry Team Duties

F. EPIP 13.10.13, Recovery Team Duties

G. EPIP 13.11.18, Information Network

H. EPIP 13.13.4, Post Incident Reporting

13.10.9.3 Procedure

Responsibility		Action
Operations Support Center Director	1.	Upon notification of an Alert, a Site Area or a General Emergency, or if so directed, proceed to the Operations Support Center (OSC) and assume the duties.

13.10.9.3 Procedure

Responsibility	Action
Operations Support Center Director (Cont'd)	2. Direct the initiation of accountability operations per EPIP 13.5.5, "Personnel Accountability.
	3. For personnel unaccounted for, initiate search and rescue per EPIP 13.5.6, "Personnel Search and Rescue".
	4. Advise the Technical Support Center Director of availability and when the OSC is functional (sufficiently staffed to handle the situation).
	5. Assign administrative support personnel as defined in Attachments D-1 through D-9.
	6. Ensure the monitoring for habitability of the OSC has been implemented. If the OSC becomes uninhabitable:
	a. Have the Lead Health Physics Person establish the habitability of the Makeup Water Chemistry Laboratory in the Service Building.
	b. Inform the Plant Emergency Director.
	c. Relocate essential personnel to the alternate OSC.
	d. Evacuate non-essential personnel per instructions in EPIP 13.5.1 "Controlled Evacuation of the Protected Area".
	7. If a controlled or immediate evacuation is implemented, refer to the appropriate section of EPIP 13.5.5 "Personnel Accountability" for guidance in accountability for emergency and non-essential personnel.
	8. Verify operability of communications equipment and establish communications with the Control Room.

Responsibility	Action
Operations Support Center Director (Cont'd)	9. Direct the Information Coordinator to transmit announcements over the information network that personnel in other centers should know.
	10. Ensure that the Significant Events Status Board Logs, similar to Attachment B, are being maintained.
	11. Contact the Plant Administrative Manager for any additional manpower needs.
	12. Control entry of personnel into all areas of the protected area.
	13. For medical emergencies requiring transportation of individual(s) offsite, refer to EPIP 13.7.8, "Transportation of Injured or Contaminated Injured Personnel to an Offsite Medical Facility."
	14. When advised by the Plant Emergency Director to initiate reentry into radiological areas for the manipulation or modification of equipment, confer with the Lead Health Physics Person and initiate the appropriate section of EPIP 13.10.12 "Reentry Team Duties".
	15. Keep the Plant Emergency Director and Shift Manager appraised of the Reentry Team's progress.
	16. When conditions allow, have the Chemistry Support personnel man the Chemistry Lab. Provide Health Physics coverage as required.
	17. When advised to have Chemistry personnel pull PASS samples, assign a Health Physics Technician to accompany the Chemist.
	18. When the recovery phase of an emergency is declared and entry into radiological areas is required for manipulation or modification of equipment, confer with the Lead Health Physics Person and implement EPIP 13.10.13 "Recovery Team Duties".

Responsibility	Action
Operations Support Center Director (Cont'd)	19. Upon shift change, turn over Log and fully brief your relief of responsibilities, duties and current status.
	20. Upon shift change or termination of the emergency: a. Prepare your individual After Action Reports. Refer to EPIP 13.13.4, "Post Incident Reporting." b. Collect After Action Reports prepared by staff personnel. c. Deliver all After Action Reports, Status Board Logs, and Significant Events Logs to the Plant Emergency Director.
Responding Support Personnel	21. Perform preassigned duties.
	22. Perform other assignments as directed.

13.10.9.4 Attachments

A. Emergency Team Tracking Log

B. Significant Events Log

C. Operations Support Center Activation Cards

D. Operations Support Center Administrative Staff

E. Service Building Checkout Log

CONTROLLED COPY

EMERGENCY TEAM TRACKING LOG

NO.	MEMBERS	TIME LEAVE	TIME RETURN	DESTINATION	PHONE #	COMMENTS

Attachment A

CONTROLLED COPY

OPERATIONS SUPPORT CENTER SIGNIFICANT EVENTS STATUS BOARD

EVENT	TIME	STATUS

Date _____ Initials _____

Attachment B

CONTROLLED COPY

OPERATIONS SUPPORT CENTER ACTIVATION CARDS

C-1 Person in Charge

C-2 Equipment Person

C-3 Radiological Monitor A

C-4 Radiological Monitor B

C-5 Accountability Person

OPERATIONS SUPPORT CENTER ACTIVATION CARDS

Activation Card #1: Person in Charge

A. Coordinate activation of Operations Support Center functions.

B. Assign Activation Cards sequentially to responding personnel. Observe any special instructions on each card. Ensure the actions are being carried out.

C. Ensure that incoming personnel are monitored for contamination.

D. Ensure that all arriving personnel log in via security keycard system and the manual accountability log system. Direct emergency personnel to the equipment lockers area, and nonessential personnel to the other side of the room.

E. Instruct arriving personnel to remain in the Operations Support Center until directed otherwise.

F. Notify the Control Room and the Technical Support Center of your arrival, name, emergency organization assignment and the status of the Operations Support Center. Keep the Shift Manager and the Plant Emergency Director informed of operational status.

G. Establish contact with the Shift Support Supervisor and provide information on personnel status and support as requested.

H. Properly brief and be relieved by the Operations Support Center Director upon his arrival.

Activation Card #2: Equipment Person (2nd arriving emergency response person)

A. If a Health Physics person with locker and cabinet keys is not available, proceed to Access Control and obtain Operations Support Center emergency equipment locker and emergency supplies cabinet keys from the key box.

B. Return to Operations Support Center and unlock the Operations Support Center emergency equipment locker and emergency supplies cabinet. Remove and set up overhead projector.

C. Distribute Significant Events Logs to overhead projector location.

D. Remove radio(s), charger(s), and base unit. Plug in.

E. Assist person in charge as needed.

F. Obtain the key from the inside of the cabinet door for the telephone box. Unlock the box and remove phones. Place all equipment in accordance with locations on Operations Support Center Operational Floor Plan. Refer to diagram posted on inside of emergency supplies cabinet.

SPECIAL INSTRUCTIONS: Assign this card to the first available Health Physics person arriving.

Activation Card #3: Health Physics Tech. A

A. Obtain portable monitoring equipment from the cabinet. Perform operational checks on equipment before using.

B. Establish a control point at the main entrance to the Service Building to monitor personnel as they enter. Survey personnel in the Center not surveyed for contamination as they entered. Segregate any personnel found contaminated.

C. Make arrangements for personnel decontamination as necessary.

D. Maintain a continuous surveillance of the radiological habitability of the Center (dose rate and airborne levels). Keep the Operations Support Center Director informed.

E. Brief the Lead Health Physics Person upon his arrival.

SPECIAL INSTRUCTIONS: Assign this card to the second available Health Physics person arriving.

Activation Card #4: Health Physics Tech. B

A. If Plant Emergency Teams or Reentry Teams are to be dispatched, assist team members with dress out (in anti-Cs or fire gear), and obtaining emergency dosimetry.

B. When assisting team members that are being dispatched into areas with a potential for airborne radioiodine exposure, check protective clothing to insure no skin areas are exposed.

C. Perform the following duties until relieved by the Health Physics Logkeeper.

- Distribute emergency dosimetry and keep a log of exposure history.
- Read and log in pencil dosimeters and estimated dose from returning teams.

Activation Card #5: Accountability Person

Refer to EPIP 13.5.5 "Personnel Accountability" Attachment A and implement "Activation Card #5 Accountability Duties".

OPERATIONS SUPPORT CENTER ADMINISTRATION STAFF DUTIES

D-1 Significant Events Logkeeper

D-2 Team Tracking Locator

D-3 Radio Communicator

D-4 Phone Communicator

D-5 Information Coordinator

D-6 Stenographer

D-7 Certified Vendor Information Clerk

D-8 Health Physics Logkeeper

D-9 Accountability Person

Attachment D

Duties of: Operations Support Center Significant Events Logkeeper

Assignment Location: Operations Support Center

Report to: Operations Support Center Director

Activation Level: Alert

Responsibilities

1. Maintain the Significant Events Log (i.e., status board via overhead projection).

2. When full, file the log in a notebook for the briefing of incoming personnel. Preserve the log for After Action Reports at the termination of the emergency.

3. Assist with other administrative duties as directed by Operations Support Center Director.

4. Upon shift change, fully brief your relief on responsibilities, duties, and current status.

5. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

   b. Deliver all After Action Reports to the OSC Director.

Attachment D-1

Duties of: Operations Support Center Team Tracking Locator

Assignment Location: Operations Support Center

Report to: Operations Support Center Director

Activation Level: Alert

Responsibilities

1. Maintain the Team Location Status Board up to date.

2. When full, make a log copy of the status board. Maintain the log for future reconstruction documentation upon termination of the emergency.

3. Assist the Operations Support Center Director in team control and other administrative duties as directed.

4. Assist the Radio Communicator and/or Phone Communicator in maintaining contact with the teams on assignment.

5. Upon shift change, fully brief your relief on responsibilities, duties, and current status.

6. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

   b. Deliver all After Action Reports to the OSC Director.

Attachment D-2

Duties of: Operations Support Center Radio Communicator

Assignment Location: Operations Support Center

Report to: Operations Support Center Director

Activation Level: Alert

Responsibilities

1. Set up and maintain radio communications with dispatched teams as necessary.

2. Assist the Team Tracking Locator.

3. Coordinate with the Operations Support Center Director in communicating duties and directions to each team.

4. Relay team messages to the Operations Support Center Director as necessary.

5. Assist the Operations Support Center Director with other administrative duties as directed.

6. Upon shift change, fully brief your relief on responsibilities, duties, and current status.

7. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

   b. Deliver all After Action Reports to the OSC Director.

Attachment D-3

Duties of: Operations Support Center Phone Communicator

Assignment Location: Operations Support Center

Report to: Operations Support Center Director

Activation Level: Alert

Responsibilities

1. Act as the phone communicator for the Operations Support Center Director.
2. Assist the Team Tracking Locator if teams are utilizing phones for communications.
3. Assist with other administrative duties as directed by Operations Support Center Director.
4. Upon shift change, brief your relief on responsibilities, duties, and current status.
5. Upon shift change or termination of the emergency:
   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
   b. Deliver all After Action Reports to the OSC Director.

Attachment D-4

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Duties of: Operations Support Center Information Coordinator

Assignment Location: Operations Support Center

Report to: Operations Support Center Director

Activation Level: Alert

Responsibilities

Implement duties as directed in EPIP 13.11.18 "Information Network".

Attachment D-5

Duties of: Operations Support Center Stenographer

Assignment Location: Operations Support Center

Report to: Operations Support Center Director

Activation Level: Alert

Responsibilities

1. Maintain a log of all major events and activities involving the OSC Director or his designee, with emphasis on:

   a. Receipt of notifications of changes in emergency classification.

   b. The content of briefings and the identity of persons with whom he interfaces.

   c. Significant telephone conversations.

   d. The input and orders for decisions made.

   e. Any entry at his request.

2. Perform other duties as requested by the OSC Director or his designee.

3. Upon shift change:

   a. Fully brief your relief of responsibilities, duties and current status.

   b. Forward your log to the OSC Director.

4. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

   b. Deliver all After Action Reports to the OSC Director.

5. Upon termination of the emergency, provide the OSC Director with any required After Action Report typing and report consolidation needed.

Attachment D-6

Duties of: Certified Vendor Information Clerk

Assignment Location: Operations Support Center

Report to: Operations Support Center Director

Activation Level: Alert

Responsibilities

1. Perform record searches, retrievals, and administrative duties as directed by the Operations Support Center Director.

2. Upon shift change, fully brief your relief on responsibilities, duties, and current status.

3. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

   b. Deliver all After Action Reports to the OSC Director.

Attachment D-7

Duties of: Health Physics Logkeeper

Assignment Location: Operations Support Center

Report to: Operations Support Center Lead Health Physicist

Activation Level: Alert

Responsibilities

1. Document all reported health physics data. Keep the Lead Health Physics Person informed.
2. Update the survey maps with the most current data.
3. Update the Hazardous Area(s) Status Board.
4. Assist the Lead Health Physics person as directed.
5. Distribute emergency dosimetry and keep a log of exposure history.
6. Read and log in pencil dosimeters and estimated dose from returning teams.
7. Upon shift change, fully brief your relief of responsibilites, duties and current status.
8. Upon shift change or termination of the emergency:
   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
   b. Deliver all After Action Reports to the Lead Health Physcis Person.

Attachment D-8

Duties of: Operations Support Accountability Coordinator

Assignment Location: Operations Support Center

Report to: Operations Support Center Director

Activation Level: Alert

Responsibilities

1. Refer to EPIP 13.5.5 "Personnel Accountability Duties" and implement the applicable section.

2. Assist the Operations Support Center Director in other administrative duties as directed.

3. Maintain a log similar to Attachment E "Service Building Checkout Log" of all personnel who leave the OSC.

4. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."

   b. Deliver all After Action Reports to the OSC Director.

Attachment D-9

CONTROLLED COPY

Service Building Checkout Log

NAME	DESTINATION	IN	OUT

Attachment E

CONTROLLED COPY

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.10.11	C H Powers	06/05/85

VOLUME NAME	
13	EMERGENCY PLAN IMPLEMENTING PROCEDURES
SECTION	
13.10	PLANT EMERGENCY FACILITIES
TITLE	
13.10.11	PLANT EMERGENCY TEAM DUTIES

13.10.11.1 Purpose

The purpose of this procedure is to describe the emergency responsibilities and duties of the Plant Emergency Team. All team members will be trained in fire fighting, emergency first aid, and respiratory protection. The team will normally operate from a command post or from the Operations Support Center under the direction of the Operations Support Center Director. Minimum team size is six, including the team leader, and at least two Health Physics/Chemistry Technicians. Portions of these duties are in effect whether an emergency has or has not been classified.

13.10.11.2 References

A. EPIP 13.7.8, Transportation of Injured or Contaminated Injured Personnel to an Offsite Medical Facility

B. EPIP 13.10.12, Reentry Team Duties

C. EPIP 13.10.13, Recovery Team Duties

D. EPIP 13.13.4, Post Incident Reporting

E. PPM Volume 11, Health Physics

F. WNP-2 Shielding Evaluation Report

13.10.11.3 Procedure

Responsibility	Action
Plant Emergency Team	1. Upon announcement of a situation requiring team response, respond to an emergency equipment cabinet for supplies.
	2. Establish communications with the team leader and dress out as directed.
	3. Proceed to the designated command post.

Responsibility	Action
Plant Emergency Team (Contd.)	4. Perform duties (i.e., firefighting, first aid, search and rescue, etc.), as directed by the Team Leader.
	.5 Respond to injured personnel, assess the type and severity of injuries and conduct first aid as necessary. When the nurse is on duty assistance may be requested but escort to the emergency scene will be required.
	.6 During a declared emergency be aware of vital area access routes, (refer as needed to "WNP-2 Shielding Evaluation Report").
	.7 For emergencies classified as Alert, Site Area, or General Emergency that do not necessitate an immediate response by the Plant Emergency Team, proceed to the Operations Support Center and standby for assignment.
	.8 Upon termination of the emergency:
	a. Assure that accident dosimetry is evaluated.
	b. Return equipment to assigned location.
	c. Replace spent or broken items.
	d. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
	e. Deliver After Action Report to the Plant Emergency Team Leader.
Health Physics Members	.9 Upon notification of an emergency involving radiological conditions, confer with the team leader and set the requirements for protective clothing, respiratory protection, and dosimetry as conditions dictate.
	.10 One Health Physics Technician shall enter the emergency area with the other emergency team members and provide radiological surveillance for the team per Plant Procedure Manual (PPM) Volume II, "Health Physics Procedures" as conditions permit.

Responsibility		Action
Health Physics Members (Contd.)	.11	An additional Health Physics Team member should remain at the command post to set up contamination controls, provide radiological surveillance of the command post area, and provide assistance to other team members as needed. The additional Health Physics member should be incorporated into team actions in the emergency area only if necessary.
	.12	As needed, inform the team leader to request additional Health Physics support from the Operations Support Center Director.
Team Leader	.13	Establish communications with the Control Room or Operations Support Center, if activated, and keep them informed of conditions.
	.14	Determining a location for a command post and direct team members to meet there.
	.15	Inform the Control Room (or Operations Support Center if activated,) of the location of the command post. Request guidance on elevator use.
	.16	Determine dress requirements for team members (i.e., protective clothing or fire gear) based on the specific incident and information received from the Control Room. If there are radiological conditions, confer with Health Physics Team members to determine specific protective clothing requirements.
	.17	Direct any needed response gear to be taken to the command post.
	.18	Direct team member activities.
	.19	If directed, assign team members to participate on reentry or recovery team(s) and provide support to the Operations Support Center Director. Refer to EPIP 13.10.13, "Recovery Team Duties," and EPIP 13.10.12, "Reentry Team Duties."

Responsibility	Action
Team Leader (Contd.)	.20 Inform the Operations Support Center Director (if OSC is activated) and the Control Room if transportation to an offsite medical facility will be required. Refer to EPIP 13.7.8, "Transportation of Injured or Contaminated Injured to an Off-site Medical Facility."
	.21 Interface with outside agency support as needed.
	.22 Upon termination of the emergency:
	a. Prepare individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
	b. Collect the individual After Action Reports prepared by the team.
	c. Deliver After Action Reports to the Operations Support Center Director.
	d. Ensure first aid reports similar to Attachment A, "First Aid Report" are completed for each injured individual.
Nurse	23. When notified that the Plant Emergency Team Leader has requested medical assistance, report to the Access Control Point for escort to the Emergency Team command post.
	24. Upon arrival at the command post, provide medical assistance or direction as needed.

13.10.11.4 Attachments

A. First Aid Report

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First Aid Report

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

FIRST AID REPORT

☐ HGP ☐ PACKWOOD ☐ RICHLAND ☐ WNP-1 ☐ WNP-2 ☐ WNP-3 ☐ OTHER _____

PATIENT NAME	EMPLOYEE NO.	JOB TITLE	DATE OF ACCIDENT _____ TIME _____ AM PM
SUPERVISOR	WORK PHONE	MAIL DROP	DATE OF TREATMENT _____ TIME _____ AM PM

☐ OCCUPATIONAL INJURY ☐ NON-OCCUPATIONAL INJURY ☐ OTHER

EMPLOYEE'S DESCRIPTION OF OCCURRENCE/LOCATION: _____

DISCRIPTION OF INJURY: _____

TREATMENT GIVEN: _____

NAME OF FIRST AIDER:	SIGNATURE:

WP-321 R4

DISTRIBUTION: WHITE: SITE SAFETY YELLOW: EMPLOYEE PINK: EMPLOYEE SUPERVISOR

Attachment A

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.10.12	CM Powers	11/19/84

VOLUME NAME: 13 EMERGENCY PLAN IMPLEMENTING PROCEDURE

SECTION: 13.10 PLANT EMERGENCY FACILITIES

TITLE: 13.10.12 REENTRY TEAM DUTIES

13.10.12.1 Purpose

This procedure provides Reentry Team duties during the emergency and recovery phases. The procedure is divided into two parts:

A. Immediate emergency phase reentry operations.

B. Preplanned reentry operations for the investigative stages of the emergency and recovery phases.

Reentry teams are formed as needed by the Operations Support Center Director and may be composed of members from the Plant Emergency Team and Health Physics/Chemistry/Maintenance Support/ and Security personnel. During the emergency, team size should not be reduced to less than two individuals.

13.10.12.2 References

A. EPIP 13.13.4, Post Incident Reporting

B. EPIP 13.14.1, Emergency Exposure Levels/Protective Action Guides

C. EPIP 13.14.3, Supply System Health Physics Procedures, Radiological Programs Instructions and Environmental Programs Instructions

D. PPM 11.2.8.1, Radiation Work Permit (RWP)

E. WNP-2 Shielding Evaluation Report

13.10.12.3 Procedure

A. Immediate Emergency Phase Reentry Operations

Responsibility		Action
Operations Support Center Director	.1	For reentry into areas with potential radiological hazards, assign a Health Physics Technician to the reentry team.

Operations Support Center Director (Contd.)

2. Establish the reentry team. If team members may be subject to a potential of exceeding 5 REM whole body, 25 REM thyroid, or 75 REM extremities, refer to EPIP 13.14.1, "Emergency Exposure Levels/ Protective Action Guides," for selective criteria and guidance.

3. Brief the team members on:

   a. Hazards, protective equipment, and actions to be performed.

   b. Safe entry and exit routes. Refer to WNP-2 Shielding Evaluation Report.

   c. Exposure limitations and special exposure limits authorized, if applicable.

4. Establish communications and direct immediate entry to commence.

5. Conduct debriefing of team members.

Reentry Team Members

6. Assemble at the Operations Support Center or other staging area designated.

7. Attend the reentry team briefing.

8. Make immediate reentry when directed, perform assigned task(s), and when directed exit area via preplanned exit route to control point.

9. Attend the important debriefing. Supply information on hazards or potential hazards found.

10. Prepare Individual After Action Report. Refer to EPIP 13.13.4, Post Incident Reporting. Deliver to the Team Leader.

Health Physics Member

11. Closely monitor personnel exposures and dose rates. Keep members aware of exposure hazards.

Responsibility	Action
Health Physics Member (Contd.)	12. For required postings and exceptions to normal operating Health Physics procedures during a declared emergency, refer to EPIP 13.14.3, Supply System Health Physics Procedures, Radiation Programs Instructions and Environmental Programs Instructions, Attachment A, Plant Health Physics Procedure Modifications For Onsite Emergency Activities.
	13. After immediate reentry team has exited, complete a Radiation Work Permit for the completed entry. Refer to PPM 11.2.8.1, Radiation Work Permit (RWP). Ensure that maps in OSC reflect current radiation levels found in your entry.
Team Leader	14. Make immediate reentry. Direct and coordinate team members to perform assigned tasks.
	15. Establish communications with the Operations Support Center, and keep them informed of conditions encountered during reentry. Do not deviate from planned actions without the Operations Support Center Director's concurrence.
	16. Upon Termination of the emergency: a. Prepare an individual After Action Report. Refer to EPIP 13.13.4 Post Incident Reporting. b. Collect the individual After Action Reports prepared by the team. c. Deliver the After Action Reports to the OSC Director.

B. Preplanned Reentry: Investigative

Responsibility	Action
Operations Support Center Director	1. Confer with the Lead Health Physics Person in the OSC for suspected radiological conditions and recommendations on reentry.

Responsibility	Action
Operations Support Center Director (Contd.)	2. Assign personnel and individual team leader(s) to the reentry team(s) and review all pertinent items with the team(s) members including at least: a. Special reentry procedures. b. Communication systems (between members, command post, and leaders). c. Intended route and provisions for route changes. Refer to WNP-2 Shielding Evaluation Report. d. Intended reentry mission. e. Potential and identified hazards. f. Equipment needed. Ensure that it is in proper working order prior to starting reentry. g. Follow-up actions after exiting. h. Assembly area for debriefing after emergency exit and/or operations completion.
	3. Contact the Safety Manager regarding any potential industrial safety concerns.
	4. Maintain status of reentry team locations.
	5. Keep the Shift Manager, Plant Emergency Director, and Radiation Protection Manager updated on any significant conditions observed.
	6. Conduct debriefing of members.
Lead Health Physics Person in the OSC	7. Establish communications with the Radiation Protection Manager.
	8. Provide input and update him as events occur.

Responsibility	Action
Lead Health Physics Person in the OSC (Contd.)	9. Implement the Radiation Protections Manager's instructions regarding radiation protection for reentry teams by briefing the Operations Support Center Director, Health Physics Technician and team members on special Health Physics requirements and procedures including the following: a. Dosimetry requirements. b. Special and Generic Health Physics Procedures. Refer to EPIP 13.14.3, Supply System Health Physics, RPIs, EPIs, for guidance. c. Current total accumulated dose of each team member and remaining allowable exposure limitations. d. Authorized exposure limits. Refer to EPIP 13.14.1, Emergency Exposure Levels/Protective Actions Guides, to select team members, if needed.
Reentry Team Members	10. Assemble at the Operations Support Center or other designated staging area. 11. Attend reentry team briefing. 12. When directed, make entry and perform assigned tasks. 13. Assess and report any noted hazards, potential hazards, or abnormalities to team leader. (Closely monitor your own accumulated exposure.) 14. Exit area via preplanned exit route to control point. 15. Attend the important debriefing and supply information on hazards or potential hazards found. 16. Upon termination of the emergency: a. Prepare individual After Action Report. Refer to EPIP 13.13.4, Post Incident Reporting.

Responsibility	Action
Reentry Team Member (Contd.)	b. Deliver After Action Reports to the Operations Support Center Director.
Health Physics Team Member	17. Closely monitor personnel exposures and dose rates. Keep members aware of exposure hazards.
	18. For required postings and exceptions to normal operating Health Physics procedures during a decalred emergency, refer to EPIP 13.14.3, Supply System Health Physics Procedures, Radiation Programs Instructions, and Environmental Programs Instructions, Attachment A, Plant Health Physics Procedure Modifications For Onsite Emergency Activities.
Team Leader	19. Direct and coordinate team members to perform assigned tasks.
	20. Establish communications with the Operations Support Center, and keep them informed of conditions encountered during reentry. Do not deviate from planned actions without the Operations Support Center Director's concurrence.
	21. Upon termination of the emergency:
	a. Prepare individual After Action Report. Refer to EPIP 13.13.4, Post Incident Reporting.
	b. Collect the individual After Action Reports prepared by the team.
	c. Deliver After Action Reports to the Operations Support Center Director.

13.10.12.4 Attachments

None

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13 EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION
13.10 PLANT EMERGENCY FACILITIES

TITLE
13.10.13 RECOVERY TEAM DUTIES

13.10.13.1 Purpose

This procedure provides guidance to and duties of the Recovery Team during the recovery phase operations. Recovery teams perform special preplanned tasks and may consist of Supply System and outside organization personnel, as needed.

13.10.13.2 References

A. EPIP 13.13.2, Recovery Operations

B. EPIP 13.13.4, Post Incident Reporting

13.10.13.3 Procedure

Responsibility	Action
Operations Support Center Director	1. Ensure that all Special Recovery Procedures have been completed and signed off as necessary to perform the task. Refer to EPIP 13.13.2, "Recovery Operations."
	2. Assign personnel to the recovery team(s). Consider current total accumulated dose and remaining allowable exposure when making assignments.
	3. Designate a team leader for each team.
	4. Coordinate with the Plant Administrative Manager for appropriate training of personnel as needed.

Responsibility	Action
Operations Support Center Director (Contd.)	5. Review all pertinent items with the team members: a. Special recovery procedures. b. Special equipment. c. Communications systems (between members, control and leaders). d. Intended route and provisions for route changes. e. Potential hazards. f. Emergency actions and exit. g. Follow-up actions after exiting.
	6. Conduct debriefing of members.
Recovery Team Members	7. Attend the very important recovery team briefing coordinated by the Operations Support Center Director.
	8. Assemble at the staging area when directed and make entry. Perform assigned tasks according to established procedures.
	9. Assess and report any noted hazards, potential hazards or abnormalities found to team leader.
	10. Closely monitor your own accumulated exposure.
	11. Exit area via preplanned exit route to control point.
	12. Attend the important debriefing and complete individual After Action Reports. Refer to EPEP 13.13.4, "Post Incident Reporting".
Health Physics Member	13. Review RWP items and requirements with all team members at the briefing.

Responsibility	Action
Team Leader	14. Direct and coordinate team members to perform assigned tasks by established procedures.
	15. Upon completion of the recovery entry, ensure that actions are documented.
	16. Upon termination of the emergency:
	a. Prepare individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
	b. Collect the individual After Action Reports prepared by the team.
	c. Deliver After Action Reports to the Operations Support Center Director.

13.10.12.4 Attachments

None

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SECTION
13.11 EMERGENCY OPERATIONS FACILITY

TITLE
13.11.4 SAFETY MANAGER DUTIES

13.11.4.1 Purpose

This procedure describes the emergency responsibilities and duties of the Safety Manager in providing advice to the plant and recovery organizations concerning safety and fire protection methods to mitigate emergency conditions. The Safety Manager is also responsible for coordination of evacuation of PSF/EOF personnel and accountability and first aid of personnel evacuated to the EOF. He will coordinate with the Radiological Emergency Manager concerning personnel decontamination. The Safety Manager also assists in developing recovery procedures to assure safety and fire protection concerns are addressed.

13.11.4.2 References

A. EPIP 13.5.1, Controlled Evacuation of the Protected Area

B. EPIP 13.5.3, Evacuation of the Exclusion Area and/or Nearby Facilities

C. EPIP 13.5.5, Personnel Accountability

D. EPIP 13.5.6, Personnel Search and Rescue

E. EPIP 13.7.7, EOF First Aid Center Operations

F. EPIP 13.7.8, Transportation of Injured or Contaminated Injured to an Offsite Medical Facility

G. EPIP 13.13.4, Post Incident Reporting

13.11.4.3 Procedure

Responsibility	Action
Safety Manager	1. Upon notification of a Site Area or General Emergency, or if so directed, proceed to the Supply System Decision Center in the Emergency Operations Facility and notify the Site Support Manager of your availability.
	2. Monitor activities relating to industrial safety and fire protection through the Site Support Manager.
	3. Advise the plant emergency organizations regarding actions to mitigate industrial safetyand fire protection concerns.
	4. Provide interface with offsite fire protection organizations to assure adequate response. On-site fire protection operations are under the direction of the Plant Emergency Director.
	5. Coordinate replenishment of site emergency equipment with the Administrative Support Manager.
	6. Refer to EPIP 13.5.5, "Personnel Accountability," for responsibilities during personnel evacuation from the plant.
	7. If requested by the Operations Support Center Director to provide transportation of plant evacuees, refer to EPIP 13.5.1 "Controlled Evacuation of the Protected Area" for guidance.
	8. When advised by the Recovery Manager of an exclusion area evacuation, coordinate the evacuation of nonessential personnel in the PSF/EOF per EPIP 13.5.3 "Evacuation of the Exclusion Area and/or Nearly Facilities."
	9. If advised of the need for additional first aid facilities implement EPIP 13.7.7 "Emergency Operations Facility First Aid Center Operations".

Responsibility	Action
Safety Manager (Cont'd)	10. If injured or contaminated injured personnel in the EOF First Aid Center require offsite medical assistance, refer to EPIP 13.7.8 "Transportation of injured or contaminated injured personnel to an Offsite Medical Facility".
	11. As needed/requested , coordinate personnel search and rescue operations within the exclusion area boundary. Refer to EPIP 13.5.6, "Personnel Search and Rescue."
	12. Assist the Recovery Manager and staff in the development and review of recovery procedures to ensure safety and fire protection concerns are adequately addressed.
	13. Upon shift change, fully brief your relief as to events which have transpired.
	14. Upon shift change or termination of the emergency:
	a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
	b. Collect the individual After Action Reports prepared by any staff personnel.
	c. Deliver all After Action Reports and Status Board Logs to the Site Support Manager.

13.11.4.4 Attachments

None

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13 EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION
13.11 EMERGENCY OPERATIONS FACILITY

TITLE
13.11.5 RADIOACTIVE WASTE MANAGER DUTIES

13.11.5.1 Purpose

This procedure describes the emergency responsibilities and duties of the Radioactive Waste Manager. These responsibilities include: overview of recovery phase processing and control of liquid, gaseous, and solid wastes in a manner consistent with the recovery organization objectives; and minimizing their effect on the health and safety of the public. Additional responsibilities include: developing decontamination plans in support of plant operations and procurement of systems and equipment needed to handle radwaste problems.

13.11.5.2 References

EPIP 13.13.4, Post Incident Reporting

13.11.5.3 Procedure

Responsibility	Action
Radioactive Waste Manager	1. Upon notification of a Site Area or General Emergency, or if so directed, proceed to the Supply System Decision Center in the Emergency Operations Facility and notify the Site Support Manager of your availability.
	2. Provide information and recommendations to the Site Support Manager concerning future operations which could effect the plant or environment.

Responsibility	Action
Radioactive Waste Manager (Contd.)	3. Obtain and maintain up-to-date status of liquid storage, gas, and solid waste systems.
	4. Coordinate with the Radiation Protection Manager to develop recovery phase decontamination procedures as conditions dictate. Include an overall plan to reduce all liquid, gaseous, and solid waste levels to normal status.
	5. Identify additional systems and equipment needed to handle radwaste, and coordinate procurement with the Administrative Support Manager.
	6. Keep the Site Support Manager advised on the radioactive waste status of the plant, and those actions being taken or contemplated which might affect that status.
	7. Upon shift change, fully brief your relief on responsibilities, duties and current status.
	8. Upon shift change or termination of the emergency:
	a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
	b. Collect the individual After Action Reports prepared by staff personnel.
	c. Deliver all After Action Reports and Status Board Logs to the Site Support Manager.

13.11.5.4 Attachments

None

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SECTION: 13.11 EMERGENCY OPERATIONS FACILITY

TITLE: 13.11.6 QUALITY ASSURANCE MANAGER DUTIES

13.11.6.1 Purpose

This procedure describes the emergency responsibilities and duties of the Quality Assurance Manager in providing technical assistance to the site concerning quality assurance aspects of the recovery effort.

13.11.6.2 References

EPIP 13.13.4, Post Incident Reporting

13.11.6.3 Procedure

Responsibility	Action
Quality Assurance Manager	1. Upon notification of a Site Area or General Emergency, or if so directed, proceed to the Supply System Decision Center in the Emergency Operations Facility and notify the Site Support Manager of your availability.
	2. Assist in the location of documentation needed in the recovery effort.
	3. Prepare the quality assurance requirements for the recovery phase.
	4. Review and approve overall quality assurance contents of all recovery procedures.
	5. Coordinate and verify implementation of the quality assurance program during recovery phase operations.

Responsibility	Action
Quality Assurance Manager (Contd.)	6. Upon shift change, fully brief your relief as to events which have transpired.
	7. Upon shift change or termination of the emergency:
	a. Prepare individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
	b. Collect the individual After Action Reports prepared by staff personnel.
	c. Deliver all After Action Reports and any Significant Events Status Board Logs to the Site Support Manager.

13.11.6.4 Attachments

None

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SECTION
13.11 EMERGENCY OPERATIONS FACILITY

TITLE
13.11.8 LICENSING MANAGER DUTIES

13.11.8.1 Purpose

This procedure describes the emergency responsibilities and duties of the Licensing Manager. These duties include serving as the primary interface between the Recovery Manager and the Regional Nuclear Regulatory Commission (NRC) on licensing issues during emergency and recovery phases.

13.11.8.2 References

A. EPIP 13.13.4, Post Incident Reporting

13.11.8.3 Procedure

Responsibility		Action
Licensing Manager	.1	Upon notification of a Site Area or General Emergency, or if so directed, proceed to the Supply System Decision Center in the Emergency Operations Facility and notify the Site Support Manager of your availability.
	.2	Review the available data in the Supply System Decision Center.
	.3	Establish communications with the Plant/NRC Liaison (or alternate) in the TSC to determine plant status.
	.4	Function as the official Supply System liaison between the emergency organization and NRC Regional Headquarters.
	.5	Confer with the Recovery Manager and provide the NRC with responses to their questions and concerns. Keep the Recovery Manager informed of commitments to the NRC.

Responsibility		Action
Licensing Manager (Contd.)	.6	Interface with the NRC representatives responding to the Emergency Operations Facility.
	.7	Upon shift change, fully brief your relief as to events which have transpired.
	.8	Upon shift change or termination of the emergency:
		a. Prepare individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
		b. Collect the individual After Action Reports prepared by staff personnel.
		c. Deliver all After Action Reports and any significant Events Status Board Logs to the Assistant Recovery Manager.

13.11.8.4 Attachments

None

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13	EMERGENCY PLAN IMPLEMENTING PROCEDURES
SECTION	
13.11	EMERGENCY OPERATIONS FACILITY
TITLE	
13.11.17	NEARBY NUCLEAR FACILITY EMERGENCIES/REQUESTS FOR ASSISTANCE

13.11.17.1 Purpose

This procedure describes the methods employed in response to a nearby nuclear facility emergency or when Supply System assistance is requested from outside agencies. Mutual Aid Agreements between the Supply System and other utilities are in place to ensure that trained individuals are available for shipping accidents or to supply needed aid to a requesting facility.

13.11.17.2 References

EPIP 13.1.1, Classifying the Emergency

13.11.17.3 Procedure

Responsibility		Action
Security Duty Officer	1.	Upon notification of nearby Nuclear Facility Emergency or Request for Assistance, refer to EPIP 13.4.1, Notifications, Part B, Notifications of Nearby Nuclear Facility Emergencies and Requests for Assistance.
Plant Emergency Directory	2.	When notified of a nearby facility emergency, refer to EPIP 13.1.1, Classifying the Emergency.
	3.	Upon notification of a request for assistance, contact the Security Officer at the EOF Communication Center and direct the implementation of EPIP 13.4.1, Notifications, Part B, Notifications of Nearby Facility Emergencies and Requests for Assistance.

Responsibility	Action
Responding Radiological Programs Personnel	4. When notified of a request for assistance, obtain further information as necessary by direct contact with the requester.
	5. Obtain approval to respond from the on-call Recovery Manager.
	6. Initiate appropriate level of response by contacting and instructing Emergency Response Team Leader(s) and members. See Attachment A, Assistance Personnel List. NOTE: If more than one Team Leader is dispatched, designate a leader in charge.
	7. Notify the EOF Security Officer to provide Response Team access to emergency equipment in the Emergency Operations Facility if necessary.
	8. Secure necessary transportation.
	9. Notify the on-call Public Relations personnel of events and provide status reports as necessary.
	10. Relay pertinent status reports to the on-call Recovery Manager, Plant Emergency Director, and Public Relations personnel as appropriate.
	11. Acquire and provide additional resources to the emergency scene as needed and provide relief response team(s) as necessary.
Emergency Response Team Leader(s)	12. Report to the Emergency Operations Facility.
	13. Assemble equipment, transportation, and other resources as needed.
	14. Advise the Radiological Programs Personnel when teams are ready to depart.
	15. Proceed in a safe manner to the scene of the emergency.

Responsibility	Action
Emergency Response Team Leader(s) (Contd.)	16. Coordinate with on-scene authorities and direct emergency response team activities as appropriate to protect life, health, and property.
	17. Direct, to the extent possible, press or other noninvolved inquires to the involved authorities or the Supply System Public Relations personnel.
	18. Establish communications with the Radiological Programs personnel as conditions allow.
	a. Provide status reports as appropriate.
	b. Request additional resources as necessary.
	19. Notify the Radiological Programs personnel of emergency termination and return.
	20. Provide a written report to Manager, Emergency Preparedness and Environmental Programs, including the following information:
	a. Nature and extent of emergency
	b. Action taken
	c. Radiological hazards encountered
	d. Radiological exposure data
	e. Injuries experienced

13.11.17.4 Attachments

A. Assistance Personnel List

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ASSISTANT PERSONNEL LIST

Security Communications
Control Center Officer

Radiological Emergency
Response Coordinator

Response Team Leaders:

L.G. Berry

J.O. Parry

E.E. Oscarson

Team Members:

A. Alexander	D.L. Beecher
L.L. Bradford	J. Bovingdon
J. Cooke	W.J. Flory
M. Gibson	H.H. Hansen
D. Jeffs	F. Klauss
V.L. Legore	L.L. Mayne
B. Mogle	L.D. Morrison
D.B. Ottley	S. Parong
G.D. Rhinehart	K. Smith
R. Smith	R. Utter
M.S. Valdez	R. Wardlow

Attachment A

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13 EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION
13.11 EMERGENCY OPERATIONS FACILITY

TITLE
13.11.18 INFORMATION NETWORK

13.11.18.1 Purpose

The purpose of this procedure is to define the duties of the information coordinators and operation of the Information Network.

13.11.18.2 References

EPIP 13.13.4, Post Incident Reporting

13.11.18.3 Procedure

Responsibility		Action
All Information Coordinators	.1	Upon arrival at the designated center, sign in on the sign-in board. If center assignment is in the Emergency Operations Facility, obtain a headset from the center storage cabinet.
	.2	Maintain a log of information incoming and outgoing on a checklist similar to Attachment B, Information Coordinator Checklist.
Technical Support Center (TSC) Information Coordinator	.3	Contact the Emergency Operations Facility (EOF) Information Coordinator the Operations Support Center (OSC) Information Coordinator and verbally transmit information when: a. the Emergency Classification Status Board is updated, or; b. directed by the Plant Emergency Director to make an announcement to other centers, or;

Responsibility	Action
Technical Support Center (TSC) Information Coordinator (Contd)	c. directed by the Technical Support Center Director to make an announcement to other centers.
	.4 As time permits, also transmit Plant Status Board information to the OSC Information Coordinator.
	.5 Inform the Emergency Operations Facility Information Coordinator of any announcement relayed from the OSC Information Coordinator.
	.6 Inform the Plant Emergency Director and the Technical Support Center Director of any announcement relayed from the EOF Information Coordinator or the OSC Information Coordinator.
	.7 Maintain a log of information relayed and received.
	.8 Upon shift change, brief your relief on responsibilities, duties, and current status.
	.9 Upon shift change or termination of the emergency:
	a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting".
	b. Deliver After Action Reports to the Plant Administrative Manager.
Operations Support Center (OSC) Information Coordinator	.10 When contacted by the TSC Information Coordinator:
	a. Update the Plant Status Board and/or the Emergency Classification Status Board;
	b. Inform the OSC Director of the changes in status boards and/or announcements.
	.11 Inform the TSC Information Coordinator of any announcement relayed by the OSC Director.

Responsibility		Action
Operations Support Center (SC) Information Coordinator (Contd)	.12	Maintain a log of information relayed and received.
	.13	Upon shift change, brief your relief on responsibilities, duties, and current status.
	.14	Upon shift change or termination of the emergency: a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting". b. Deliver After Action Reports to the OSC Director.
Emergency Operations Facility (EOF) Information Coordinator in the Offsite Agency Coordination Center	.15	When contacted by the TSC Information Coordinator: a. Update the Emergency Classification Status Board b. Inform the Offsite Agency Coordination Center Coordinator of the changes in the Classification Status Board and/or announcements.
	.16	By headset, contact the following: o Security Decision Center (SDC) Information Coordinator o Supply System Decision Center (SSDC) Information Coordinator o Technical Data Center (TDC) Information Coordinator o MUDAC Information Coordinator Inform them of the update of the Emergency Classification Status Board or the announcement.

Responsibility		Action
Emergency Operations Facility (EOF) Information Coordinator in the Offsite Agency Coordination Center (Contd)	.17	When an announcement is received from another Information Coordinator in the EOF, relay the announcement to remaining Information Coordinators in the EOF and to the TSC Information Coordinator in the Technical Support Center.
	.18	As directed by the OACC Coordinator, make announcements to other centers in the Emergency Operations Facility by headset.
	.19	Maintain a log of information relayed and received.
	.20	Upon the delivery of hardcopy data to the "IN" basket in the center, retrieve the data and distribute as follows: a. Deliver messages to addressees. b. For communications received in duplicate, deliver one copy to the center director. c. Post the second copy on the center information clip boards, noting the time received.
	.21	Upon shift change, brief your relief on responsibilities, duties, and current status.
	.22	Upon shift change or termination of the emergency: a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting". b. Deliver After Action Reports to the OACC Coordinator.
SSDC, TDC, SDC, MUDAC, Information Coordinators	.23	When contacted by the EOF Information Coordinator: a. Update the Plant Emergency Classification Status Board.

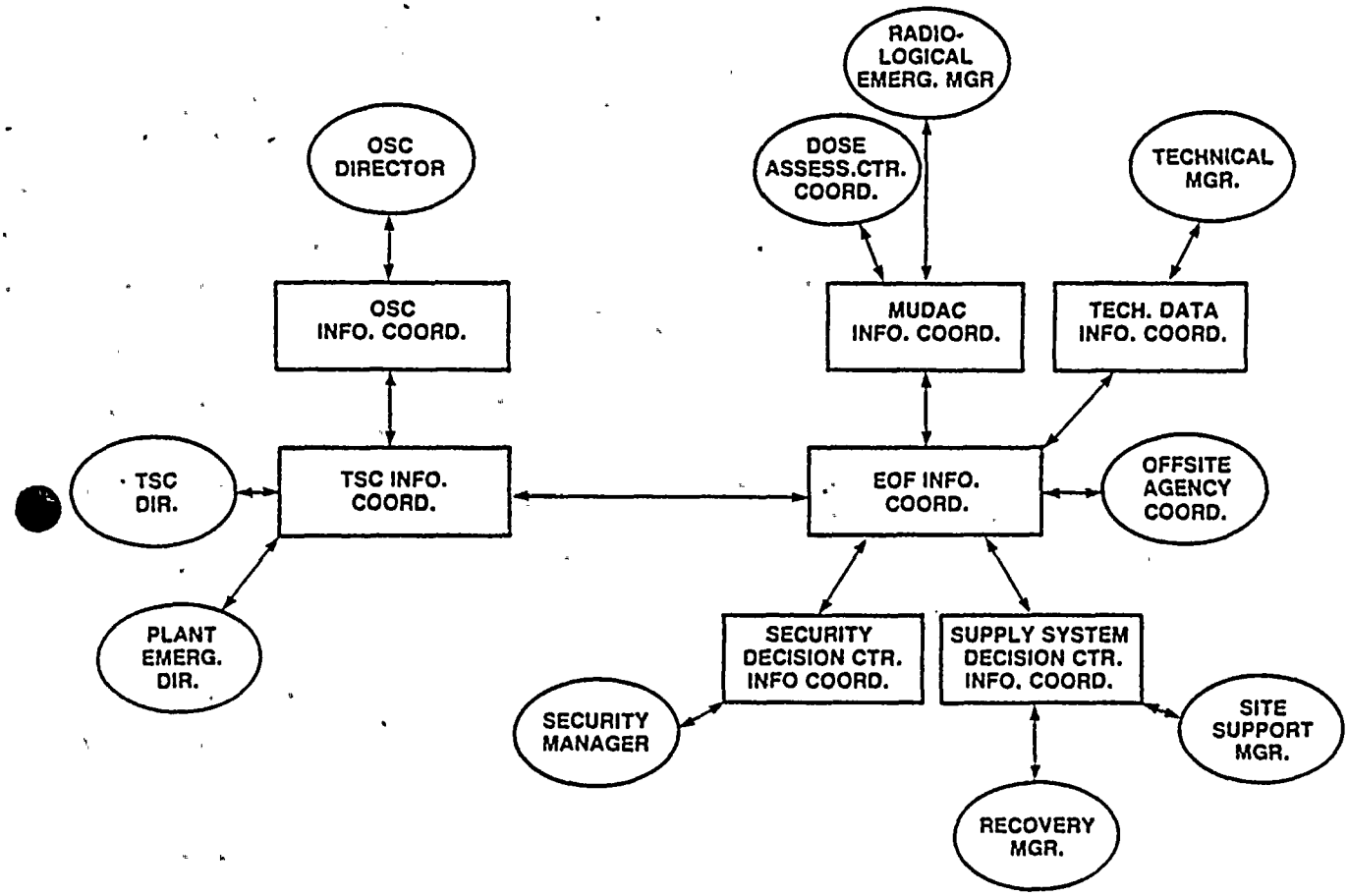
Responsibility	Action
SSDC, TDC, SDC, MUDAC, Information Coordinators (Contd)	b. Inform the center director of the change in the status board or announcements.
	.24 As directed by the Center Director, make announcements to other centers in the EOF via the headset.
	.25 Maintain a log of information relayed and received.
	.26 Upon the delivery of hardcopy data to the "IN" basket in the center, retrieve the data and distribute as follows:
	a. Deliver messages to addressees.
	b. For communications received in duplicate, deliver one copy to the center director.
	c. Post the second copy on the center information clip boards, noting the time received.
	.27 Upon shift change, brief your relief on responsibilities, duties, and current status.
	.28 Upon shift change or termination of the emergency:
	a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting".
	b. Deliver After Action Reports to the Center Director.

13.11.18.4 Attachments

A. Information Coordination Flow Diagram

B. Information Coordinator Checklist

INFORMATION COORDINATION



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Attachment A

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INFORMATION COORDINATOR

CHECKLIST

Page _____

Name _____

Date _____

Time	Information	CONTACT NAME						

Attachment B

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13	EMERGENCY PLAN IMPLEMENTING PROCEDURES
SECTION	
13.12	HEADQUARTERS EMERGENCY CENTERS
TITLE	
13.12.1	CRISIS MANAGEMENT CENTER OPERATIONS

13.12.1.1 Purpose

This procedure describes the optional activation and operation of the Crisis Management Center. The center may be activated on a discretionary basis by the Recovery Manager. The Managing Director or his representative would be the presiding official.

13.12.1.2 References

EPIP 13.13.4, "Post Incident Reporting"

13.12.1.3 Procedure

Responsibility		Action
Administrative Support Supervisor	.1	Upon notification of activation of the Crisis Management Center, direct the physical setup in a manner similar to Attachment A and assure concurrent activation of the Headquarters Communication Center is taking place.
	.2	Ensure to the administrative needs of the staff members are met.
	.3	Ensure the Crisis Management Center is incorporated into the information network for distribution of news releases, TELEFAX information, etc.
Crisis Management Center Staff Members	.4	Establish telephonic links with staff members at the EOF for receipt of emergency status information.
	.5	Post charts and maps.

Responsibility		Action
Crisis Management Center Staff Members (Cont'd)	.6	Review incoming TELEFAX, news release and any other written information.
	.7	Maintain an overview of the emergency situation.
	.8	Keep the Managing Director/representative informed on the emergency activities.
	.9	Perform other tasks as specified by the Managing Director/representative.
	.10	Upon shift change, fully brief your relief as to events which have transpired.
	.11	Upon shift change or termination of the emergency:
		a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
		b. Forward After Action Reports to the Assistant Recovery Manager at the Emergency Operations Facility.

13.12.1.4 Attachments

Crisis Management Center Diagram

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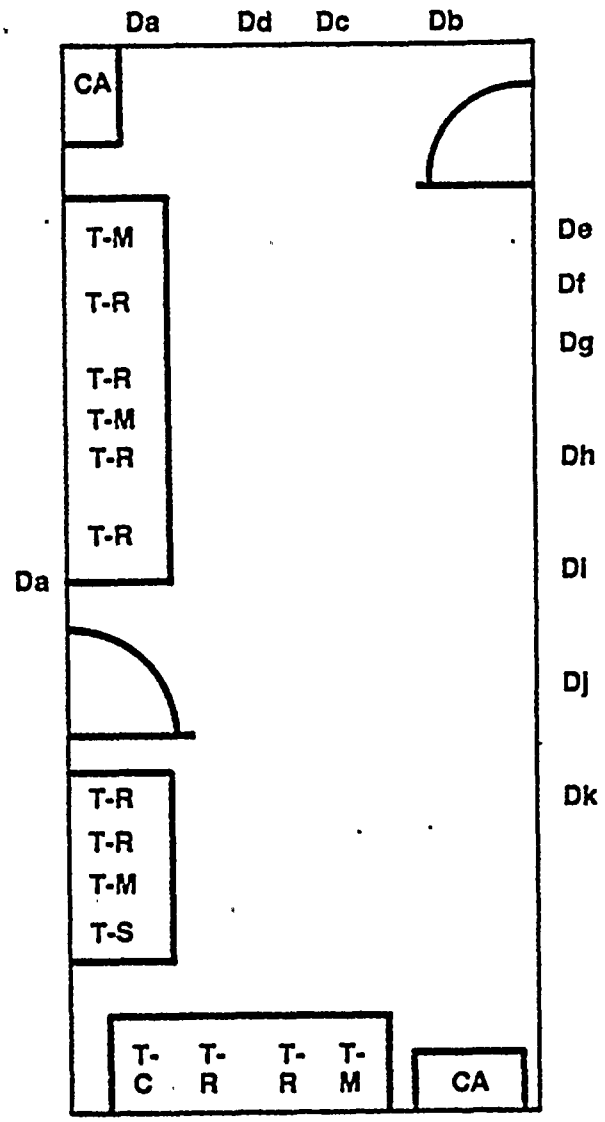
CRISIS MANAGEMENT CENTER DIAGRAM



Note:
Rolm Telephones currently connected on S wall for drills only

CA-Cabinets

D-Displays
- a-Center Manning Chart
- b-Emergency Classification Status Board
- c-Plant Status Chart
- d-24 Hour Clock
- e-Significant Events Status Board
- f-Exclusion Area Emergency Procedure Map
- g-Ten-Mile Emergency Planning Zone Map
- h-Evacuation Route, Barricade, Assistance Center Map
- i-Fifty-Mile Emergency Planning Zone Map
- j-Protective Action Recommendation Flow Chart
- k-WNP-2 Cutaway Drawing

T-Telephones
- C-Crash
- M-Multiline
- S-Speaker Phone
- R-Rolm

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ATTACHMENT A

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SECTION
13.12 HEADQUARTERS EMERGENCY CENTERS

TITLE
13.12.8 JOINT INFORMATION CENTER TECHNICAL SPOKESPERSON DUTIES

13.12.8.1 Purpose

This procedure describes the emergency responsibilities of the Joint Information Center Technical Spokesperson(s). Those responsibilities include supporting the Spokesperson with technical input at news conferences and interviews. The Technical Spokesperson reports to the JIC Director.

13.12.8.2 References

EPIP 13.13.4, Post Incident Reporting

13.12.8.3 Procedure

Responsibility		Action
Technical Spokesperson	.1	Upon notification of a Site Area or General Emergency, or as directed, proceed to the Joint Information Center (JIC) in the Multipurpose Facility.
	.2	Sign in at the Support Manager's Office, obtain an ID badge, and report to the JIC Director for status briefing.
	.3	Assist in analyzing status information as requested.
	.4	Assist in maintaining a communication link with Emergency Operations Facility (EOF) Public Information Officer, as requested.
	.5	Support the Spokesperson with technical input at news conferences, or interviews as requested.

Responsibility		Action
Technical Spokesperson	.6	Upon shift change, fully brief your relief as to events which have transpired.
	.7	Upon shift change or termination of the JIC function:
		a. Prepare an individual After Action Report. Refer to EPIP 13.13.4, "Post Incident Reporting."
		b. Deliver all After Action Reports to the JIC Director.

13.12.8.4 Attachments

None

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.13.1	CM Powers	11/19/84

VOLUME NAME	13 EMERGENCY PLAN IMPLEMENTING PROCEDURES
SECTION	13.13 REENTRY/RECOVERY
TITLE	13.13.1 REENTRY

13.13.1.1 Purpose

This procedure provides guidance for reentry planning during the investigative stages of an emergency.

13.13.1.2 References

A. EPIP 13.10.12, Reentry Team Duties

B. EPIP 13.14.1, Emergency Exposure Levels/PAG

C. EPIP 13.14.3, Supply System Health Physics, RPIs, EPIs

D. HPD 3.1.8, Radiation Work Permits

E. PPM 11.2.8.1, Radiation Work Permits

F. WNP-2 Shielding Evaluation Report

13.13.1.3 Procedure

A. Immediate Reentry

Responsibility		Action
Plant Emergency Director	1.	Determine areas requiring immediate reentry, actions to be accomplished and advise the Operations Support Center Director.
Operations Support Center Director	2.	Establish a reentry team in accordance with EPIP 13.10.12, Reentry Team Duties.

B. Preplanned Reentry: Investigative Phase

Responsibility		Action
Plant Emergency Director	1.	Determine if reentry can or should be delayed without affecting plant or personnel safety to allow radiological conditions to improve in the area.
Plant Emergency Director, Shift Manager, Radiation Protection Manager	2.	Determine areas requiring reentry and actions to be accomplished.
	3.	Inform Operations Support Center Director of reeentry needs.
Operations Support Center Director	4.	Establish a reentry team in accordance with EPIP 13.10.12, Reentry Team Duties.
Radiation Protection Manager	5.	Preplan the activities of the reentry teams entering areas involving radiological hazards with the Lead Health Physics person in the Operations Support Center. Confer on the following:

a. Determination of safe entrance and exit routes. Refer to the WNP-2 Shielding Evaluation Report.

b. All available radiation data (control room monitors, etc.) for determination of plant areas potentially affected by high radiation levels and contamination.

c. Adequacy and availability of portable radiation survey instrumentation.

d. Shielding requirements and availability.

e. Protective clothing, dosimetry and respiratory protection requirements.

f. Appropriate communication equipment availability for communication with personnel outside of the affected areas.

g. Exit points, change areas and procedures to minimize the spread of contamination.

Responsibility	Action
Radiation Protection Manager (Contd.)	h. Review the radiation exposure records of personnel participating in the re-entry operation. Refer to EPIP 13.14.1, Emergency Exposure Levels/ PAG, for guidance in authorization of exposure exceeding administrative limits.
	i. ALARA exposure reduction techniques.
	j. Special and Generic Health Physics Procedures. Refer to EPIP 13.14.3, Supply System Health Physics, RPIs, EPIs, for guidance.
	.6 Consult with Operations personnel to determine if it is practical to reduce the potential hazards to reentry personnel by ventilating, changing flow paths, securing systems, etc.

13.13.1.4 Attachments

None

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.13.2	CM Powers	11/19/84
VOLUME NAME		
13	EMERGENCY PLAN IMPLEMENTING PROCEDURES	
SECTION		
13.13	REENTRY/RECOVERY	
TITLE		
13.13.2	RECOVERY OPERATIONS	

13.13.2.1 Purpose

This procedure provides guidance for onsite recovery operations. Recovery operations are performed in accordance with written procedures developed and approved by the Recovery Manager and staff prior to implementation of any recovery action. These procedures shall be based upon all available information such as plant history, files, preemergency operating conditions, reentry team surveys and plant monitoring systems.

13.13.2.2 References

EPIP 13.13.1, Reentry

13.13.2.3 Procedure

Responsibility	Action
Recovery Manager	1. In consultation with the Plant Emergency Director, declare the plant to be in the recovery phase when the emergency has been terminated.
	2. Dismiss emergency organization elements/ personnel not required for recovery phase.
	3. Appoint a Recovery Procedure task force to be chaired by the Assistant Recovery Manager.
	4. Evaluate the results of reentry assessments, and define the areas of the plant that have been affected by the emergency, taking into account industrial safety, radiological safety, and operational safety.

Responsibility	Action
Recovery Manager (contd.)	5. Based on the above evaluations, direct preparation of specific recovery procedures which may include the following areas of concern:

a. Actions required to minimize or prevent the release of radioactive material to the environment.

b. Assessment of equipment damage.

c. Installation of shielding to minimize radiation exposure.

d. Required decontamination and clean up.

e. Repair and/or modification of plant systems and components.

f. Disposal of contaminated and potentially contaminated waste.

g. Testing and startup to determine fitness and operability of plant systems and components.

h. Onsite reentry criteria. Refer to EPIP 13.13.1, Reentry Operations.

i. Establishment of a recovery-phase Environmental Monitoring Program.

j. Determination of necessary bioanalysis programs for emergency workers.

k. Identification of Department of Energy contaminated property.

l. Identification of contaminated exclusion area boundary property.

6. Ensure that recovery procedures have been reviewed and approved by the Quality Assurance Manager, Safety Manager, Radiation Emergency Manager, Radiation Protection Manager, Plant Emergency Director and others as deemed appropriate prior.

Responsibility	Action
	7. Approve and sign procedures forwarded from the task force.
	8. Prior to initiating any recovery operation with a potential for a radiological release, ensure that appropriate offsite agencies are notified.
	9. Direct the investigation and documentation of the cause or causes of the accident.
	10. Direct the attainment of outside assistance from vendors, contractors, and consultants, as needed.
	11. Declare the conclusion of the recovery phase and resumption of normal operations.

13.13.2.4 Attachments

None

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.14.1	J Martin	03/01/85
VOLUME NAME		
13	EMERGENCY PLAN IMPLEMENTING PROCEDURES	
SECTION		
13.14	SUPPORTING INFORMATION PROCEDURES	
TITLE		
13.14.1	EMERGENCY EXPOSURE LEVELS/PROTECTIVE ACTION GUIDES	

13.14.1.1 Purpose

In the event of a radiological emergency, it may be necessary for emergency personnel to exceed routine/established Supply System administrative exposure limits. This procedure presents guidance and maximum exposure criteria. The Plant Emergency Director or the Plant Radiation Protection Manager has the authority to authorize planned exposures to Supply System personnel in excess of those administrative limits. To avoid restricting actions that may be necessary to save lives, it shall be left to the judgment of individuals to determine the amount of exposure he will accept to perform emergency life-saving actions. However, guidelines in Attachment B should be consulted, and whole body exposures should not exceed 75 rem.

Protective Action Guides (PAGs) are federal/state radiation dose guidelines established to identify the levels at which to consider or commence protective actions for emergency workers and the general public. The Recovery Manager is the Supply System representative with the responsibility for determining the need and making recommendations to the state and/or counties concerning public protective actions. Such recommendations will be developed in conjunction with county, state, and federal representatives assigned to and present in the Emergency Operations Facility.

13.14.1.2 References

A. Washington State Department of Social and Health Services, Response Procedures for Radiation Emergencies, Appendix A, "Protective Action Decision Making," October 1981.

B. Washington Public Power Supply System, Emergency Preparedness Plan WNP-1, 2, and 4, Section 13.4, "Protective Action Guides."

13.14.1.2 Procedure

Responsibility	Action
Plant Radiation Protection Manager	1. Refer to Attachment B, "Emergency Worker Protective Action Guides," for guidance in authorizing exposures in excess of Supply System Administrative Exposure Limits given in Attachment A.
	2. Prior to authorizing exposures with the potential to exceed Criteria I or II of Attachment B, ensure that:
	a. Persons involved are volunteers who are broadly familiar with the consequences of such exposures.
	b. Women of child-bearing age should not take part.
	c. Volunteers above the age of 45 receive first consideration.
	d. Best available respiratory protection equipment will be used, and thyroid-blocking agent Potassium Iodide is taken. Refer to Attachment K, "Guidance for Administering Potassium Iodide (KI)."
	e. Anti-C protective clothing providing the greatest contamination protection will be worn.
	f. Emergency exposures to the whole body above 25 REM will be limited to once in a liftime and should not exceed 75 REM. Hands and forearms should be limited to a maximum of 375 REM.
	g. Persons receiving emergency exposures above 25 REM should be sent to a hospital for observation and, upon release, be counseled to avoid procreation for a period up to a few months.

Responsibility	Action
Recovery Manager	3. Refer to Attachment C, "Protective Action Guides for Plume Exposure Pathway," Attachment D, "Preventive Level Protective Action Guides," and Attachment E, "Emergency Level Protective Action Guides," for guidance in recommending public protective actions.

a. In consultation with the Radiation Protection Manager, make recommendations to the Washington State Department of Social and Health Services (DSHS) and Benton/Franklin Counties on protective actions to be taken for general population in the plume exposure pathway, using Attachment E, "Emergency Level Protective Action Guides."

b. Coordinate activities with the Washington State DSHS representative upon arrival at the Supply System Emergency Operations Facility (EOF).

c. Coordinate plume Emergency Planning Zone (EPZ) pathway surveys with the Washington State DSHS representative and the Radiological Emergency Manager.

d. Coordinate activities with federal representatives upon arrival at the Emergency Operations Facility.

13.14.1.3 Attachments

A. Supply System Administrative Exposure Limits

B. Emergency Worker Protective Action Guides

C. Protective Action Guide for Plume Exposure Pathway

D. Preventive Level Protective Action Guides and Control Measures for Ingestion Exposure Pathway

E. Emergency Level Protective Action Guides and Control Measures for Ingestion Exposure Pathway

F. Surface Radioactivity Contamination Reentry Guide

G. Water Radioactivity Contamination Guide

H. Reentry Monitoring Plan Map

I. Environmental Sampling Points

J. 50-Mile Reentry Planning Zone

K. Guidance for Administering Potassium Iodide (KI)

SUPPLY SYSTEM ADMINISTRATIVE EXPOSURE LIMITS

A. The administrative exposure guide for the whole body dose is 300 mrem per day.

B. The external whole body dose exposure guide is 5000 mrem for the calendar year.

C. Whenever an individual's exposure is within 250 mrem of the 1250 mrem/ quarter limit, the individual's remaining exposure shall be controlled by the Health Physics/ Chemistry Manager. Workers reaching this administrative guide must have written approval from the Health Physics/Chemistry Manager to enter controlled areas of the plant.

ATTACHMENT A

EMERGENCY WORKER PROTECTIVE ACTION GUIDES

Criteria	Exposure Level Projected or Actual Dose/Rate	Emergency Action
I. Operational and maintenance actions to limit accident.	1. 5 rem whole body. 2. 25 rem thyroid. 3. 75 rem extremities.	1. Operations Emergency Procedures (OEP) and activities associated with performing the procedures. 2. Abnormal Transient Operational Guidelines (ATOG) and activities associated with performing these guidelines. 3. Maintenance activities to correct equipment and repair system under Operations Emergency Procedures and ATOG.
II. Liquid, air, and other environmental sampling under accident conditions.	1. 5 rem whole body. 2. 25 rem thyroid. 3. 75 rem extremities.	1. Collect in-plant airborne and liquid samples. Use the Post Accident Sampling System (PASS). 2. Determine offsite dose rate and collect environmental samples.
III. Corrective or protective actions.	1. 25 rem whole body. 2. 125 rem thyroid. 3. 375 rem extremities.	1. Provide first aid, ambulance service, fire fighting. 2. Any corrective or emergency action undertaken to plant systems and equipment for onsite and offsite safety purposes. May include activation under OEP and ATOG.
IV. Lifesaving or rescue.	1. 75 rem whole body. 2. No limit thyroid.[a]	1. Rescue or removal of injured personnel from plant or offsite area.

[a] Thyroid exposure should be minimized to the extent feasible by the use of respiratory protection and/or thyroid prophylaxis. However, no upper limit is specified for life-saving action since complete loss of thyroid function may be considered an acceptable risk for saving life.

Criteria	Exposure Level Projected or Actual Dose/Rate	Emergency Action
V. Use and/or administration of Potassium Iodide (KI) for emergency workers. Refer to Attachment K.	1. Thyroid projected dose rate greater than or equal to 250 mrem/hr or radioiodine concentration work are projected or measured to exceed 1.4×10^{-7} Ci/cc (15 MPC).	1. Personnel in the Control Room, Technical Support Center, Operations Support Center, and Emergency Operations Facility self-administer (KI). Potassium Iodide (KI) is available in kit located in each of the areas. 2. If (KI) is not available, avoid activities in areas with dose projected to be greater than 250 mrem/hr to the thyroid or above 15 MPC.
VI. Habitability—Critical Area[b] A. Noncritical Functions	1. 50 mrem/hr to whole body.	1. At 50 mR/hr whole body field, evacuate all emergency workers not critical to controlling the accident.[c] (Based on a 12-hour workday.)
B. Critical Functions	1. 250 mrem/hr to whole body.	1. At 250 mR/hr whole body field, limit time to critical workers to 12 hours or less. Take other corrective actions as appropriate to reduce exposure levels.

[b] Critical areas include Control Room, Technical Support Center, and Emergency Operations Facility.

[c] Evacuation of noncritical personnel to areas with lower exposure levels. Evaluations should be made to ensure that egress dose to the individual does not exceed the dose if the individual remained in the area.

PROTECTIVE ACTION GUIDE FOR PLUME EXPOSURE PATHWAY

Population at Risk	Projected Whole Body Gamma Dose (rem)	Projected Thyroid Dose (rem)
General population	1	5
Emergency workers	25	125
Lifesaving activities	75	(a)

(a) No specific upper limit is given for thyroid exposure since, in the extreme case, complete thyroid loss might be an acceptable penalty for a life saved. However, this should not be necessary since thyroid protection for emergency personnel will be available.

ATTACHMENT C

PREVENTIVE LEVEL PROTECTIVE ACTION GUIDES AND CONTROL MEASURES FOR INGESTION EXPOSURE PATHWAY

A. General Guidance

Whole body projected dose commitment	0.5 rem
Thyroid projected dose commitment	1.5 rem

B. Concentration Guides

	Concentrations			
	I-131	Cs-137	Sr-90	Sr-89
Initial Deposition (microcuries/square meter)	0.14	1.7	0.34	6.0
Peak Activity				
Pasture (microcuries/kilogram)	0.05	0.7	0.14	2.6
Milk (microcuries/liter)	0.012	0.34	0.007	0.13
Total Intake (microcuries)	0.09	7.0	0.2	2.6

Item	Recommended Control Measures
Pasture	1) Remove lactating dairy cows from contaminated pasturage and substitute uncontaminated stored feed. 2) Substitute source of uncontaminated water.
Milk	1) Withhold contaminated milk from the market to allow radioactive decay of short-lived radionuclides. This may be achieved by storage of frozen fresh milk, frozen concentrated milk, or frozen concentrated milk products. 2) Divert fluid milk to production of dry whole milk, nonfat dry milk, butter, or evaporated milk.
Fruits and Vegetables	1) Wash, brush, scrub, or peel to remove surface contamination. 2) Preserve by canning, freezing, or dehydrating, or store to permit radioactive decay of short-lived radionuclides.
Meats and Meat Byproducts	Withhold suspected contaminated item from the market pending radiochemical analysis. Consider on a case-by-case basis.
Grains and Other Food Products	Process to remove surface contamination.
Drinking Water	Restrict access and use. Substitute with noncontaminated sources.
Animal Feeds	See "Grains and Pasture." Other actions relative to animal feeds should be carried out on a case-by-case basis.

ATTACHMENT D

EMERGENCY LEVEL PROTECTIVE ACTION GUIDES AND CONTROL MEASURES FOR INGESTION EXPOSURE PATHWAY

I. PROTECTIVE ACTION GUIDE

A. General Guidance

Whole body projected dose commitment	5 rem
Thyroid projected dose commitment	15 rem

B. Concentration Guides (1)

	Concentrations			
	I-131	Cs-137	Sr-90	Sr-89
Initial Deposition (microcuries/square meter)	1.4	17.0	3.4	60.0
Peak Activity				
Pasture (microcuries/kilogram)	0.54	7.0	1.4	26.0
Milk (microcuries/liter)	0.12	3.4	0.08	1.3
Total Intake (microcuries)	0.9	70.0	2.0	26.0

II. CONTROL MEASURES

A. Isolate the food containing radioactivity to prevent its introduction into commerce.

B. Determine whether condemnation or another disposition of the contaminated food is appropriate. (See "Preventive Level Actions," Attachment D.)

(1) "Accidental Radioactive Contamination of Human and Animal Feed and Potassium Iodide as a Thyroid Blocking Agent in a Radiation Emergency," Federal Register, Part 7, Volume 43, Number 242, pp. 58790-58800, December 15, 1978, and revisions, February 28, 1981, based on unofficial FDA staff recommendations.

ATTACHMENT E

SURFACE RADIOACTIVITY CONTAMINATION AND REENTRY GUIDE

Areas and/or items that have radioactive contaminants exceeding the levels specified in this guide shall be decontaminated, restricted from access and/or use by the public, or removed, packaged, and disposed of as radioactive waste. This guide also applies to personnel that may become contaminated.

Item	Action Level[a]	Action
1. Personnel	$<$100 cpm[b]	Unconditional release.
	100-1000 cpm[b]	Decontaminate if time allows; may be released without decontamination if necessary.
	$>$1000 cpm[b]	Decontamination required.
2. Personal belongings, equipment, tools, vehicles, other materials/items	$<$1000 cpm[b]	Unconditional use.
	$\geq$1000 cpm[b] and/or $\geq$1 mR/hr	Decontaminate; hold for radioactive decay or disposal as radioactive waste.
3. Areas	$<$1 mR/hr general area or $<$1000 dpm[c]/100 cm^2 - contamination	Uncontrolled access to area.
	$\geq$1 mR/hr general area or $\geq$1000 dpm[c]/100 cm^2 - contamination	Control access to area until decay to below these levels or decontaminate area.

(a) Above background.

(b) At 1/2 inch, using beta-gamma pancake on thin-end-window G/M survey meter; cpm = counts per minute as read from the survey meter.

(c) dpm = disintegrations per minute, determined by correcting the cpm observed by the appropriate background, efficiency, and geometric factors for the counting instrument used.

ATTACHMENT F

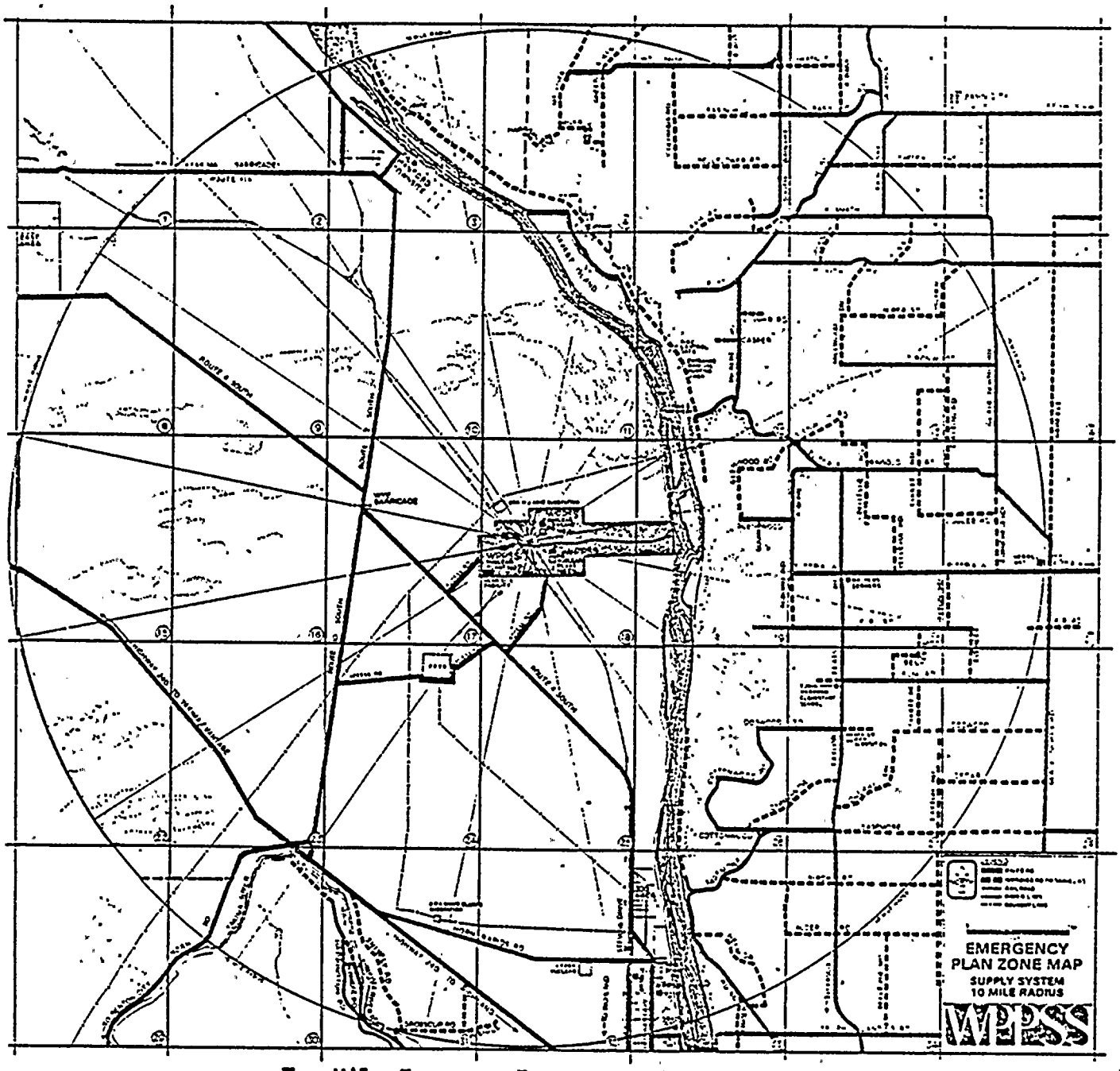
WATER RADIOACTIVITY CONTAMINATION GUIDE

Community or individual water supplies that have radioactive contaminants exceeding the levels specified in this table shall be restricted from use by the public or decontaminated to levels below these limits.

Nuclide	Concentration[a] (pCi/l)
H-3	2.0 E+4
Sr-90	8.0 E0
I-131	3.0 E0
Gross Beta	5.0 E+1

[a] Values for these nuclides are from the USEPA Primary Drinking Water Standard. Also refer to Washington Administrative Code 248-54, paragraph 740(8)(d). These concentrations are equivalent to a dose of 4 mrem/yr to the whole body or any organ.

ATTACHMENT G



Ten Mile Exposure Emergency Planning Zone

Hanford Reservation

WNP 1,2, and 4

Attachment H

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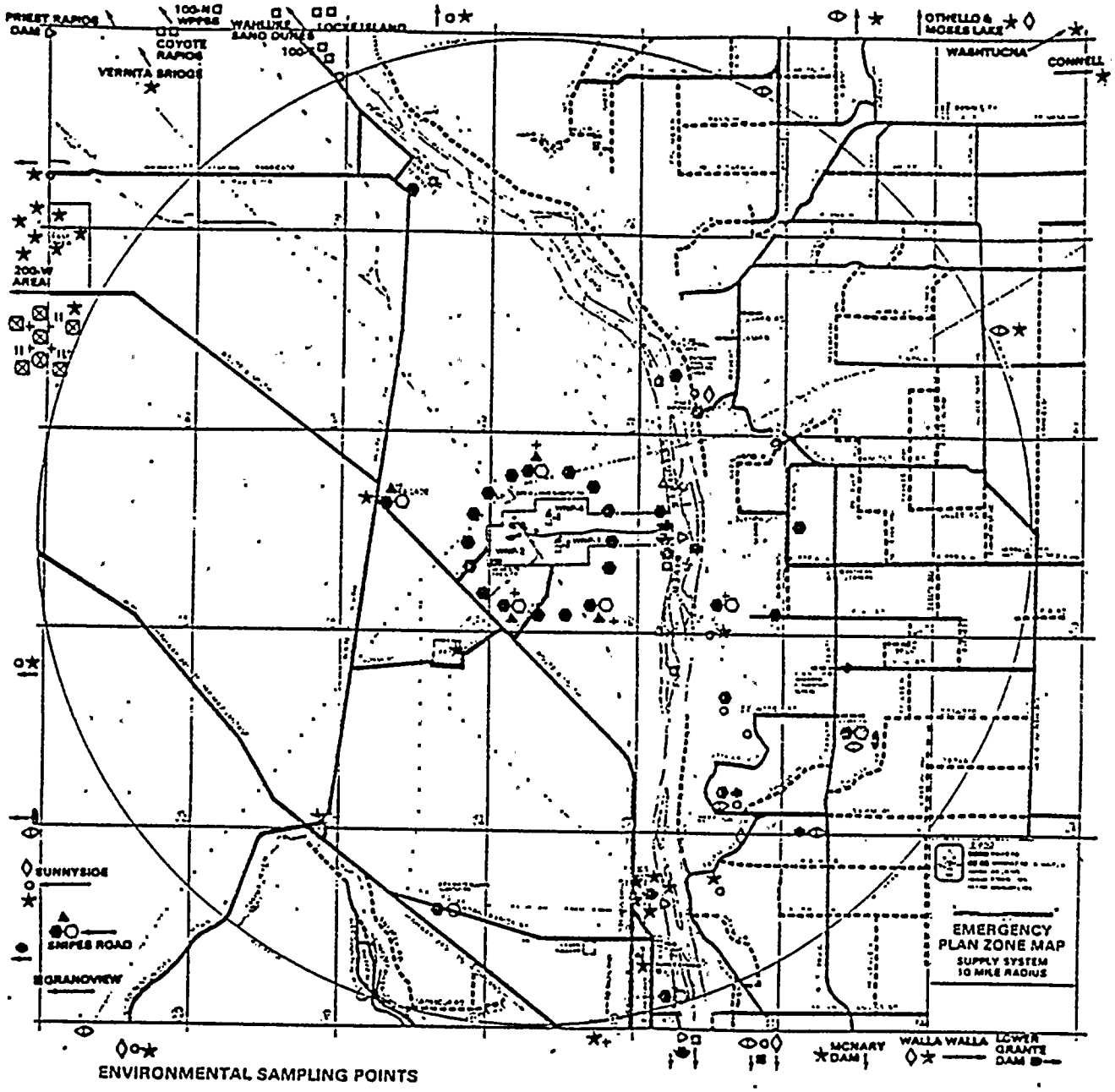

Supply System TLD
Supply System Air Sample
Supply System Milk Sample
Supply System Water Sample
Supply System Garden Produce Sample
Supply System Fish Sample
Supply System Soil Sample
Supply System Sediment Sample
Remote Milk Sample
Remote Air Sample TLD
Remote Water Sample
Remote Soil & Vegetation
Remote Fruit & Vegetable Sample
Remote TLD
Washington State DSHS TLD & Soil
Washington State DSHS Sediment Sample
Washington State DSHS Milk Sample
US Energy Soil & Vegetation
US Energy TLD
US Energy Air Sample

Attachment I

PROCEDURE NUMBER	REVISION NUMBER	PAGE NUMBER
13.14.1	1	13.14.1-14 of 17

WP-598 R1 (9-83)

50 MILE EMERGENCY PLANNING ZONE

Attachment J

GUIDANCE FOR ADMINISTERING POTASSIUM IODIDE (KI)

A. PURPOSE

This attachment provides guidelines for administration of potassium iodide (KI) to plant employees (including Field Monitoring Teams) as a thyroid-blocking agent to provide protection against airborne radioiodine.

B. LOCATION OF KI SUPPLIES

1. Control Room
2. Technical Support Center
3. Operations Support Center
4. In-plant emergency equipment cabinets
5. Emergency Operations Facility
6. Field Team kits

C. PROCEDURE FOR ADMINISTRATION

1. The Radiation Protection Manager shall recommend that personnel in the Control Room, Central Alarm Station, Operations Support Center, Technical Support Center, and any other onsite location deemed necessary, take KI when measured radioiodine concentrations in air exceed 1.4×10^{-7} µCi/cc (15 MPC).[a]

2. The Radiological Emergency Manager shall recommend that personnel in the Emergency Operations Facility take KI when measured radioiodine concentrations in air exceed 1.4×10^{-7} µCi/cc (15 MPC).

3. KI shall be carried by the Environmental Field Teams and should be taken if the measured airborne radioiodine concentration exceeds 1.4×10^{-7} µCi/cc (15 MPC).

4. KI should be taken by all in-plant personnel before entering areas where the airborne radioiodine concentration exceeds 1.4×10^{-7} µCi/cc (15 MPC).

   NOTE: The MPC (40 hours exposure) for Iodine-131 in air is 9×10^{-9} µCi/ml.

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[a] 10 CFR 20, Table I, Column I

Criteria	Exposure Level Projected or Actual Dose/Rate	Emergency Action
V. Use and/or administration of Potassium Iodide (KI) for emergency workers. Refer to Attachment K.	1. Thyroid projected dose rate greater than or equal to 250 mrem/hr or radioiodine concentration work are projected or measured to exceed 1.4×10^{-7} µCi/cc (15 MPC).	1. Personnel in the Control Room, Technical Support Center, Operations Support Center, and Emergency Operations Facility self-administer (KI). Potassium Iodide (KI) is available in kit located in each of the areas. 2. If (KI) is not available, avoid activities in areas with dose projected to be greater than 250 mrem/hr to the thyroid or above 15 MPC.
VI. Habitability—Critical Area[b] A. Noncritical Functions	1. 50 mrem/hr to whole body.	1. At 50 mR/hr whole body field, evacuate all emergency workers not critical to controlling the accident.[c] (Based on a 12-hour workday.)
B. Critical Functions	1. 250 mrem/hr to whole body.	1. At 250 mR/hr whole body field, limit time to critical workers to 12 hours or less. Take other corrective actions as appropriate to reduce exposure levels.

[b] Critical areas include Control Room, Technical Support Center, and Emergency Operations Facility.

[c] Evacuation of noncritical personnel to areas with lower exposure levels. Evaluations should be made to ensure that egress dose to the individual does not exceed the dose if the individual remained in the area.

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.14.9	CM Powers	06/05/85

VOLUME NAME
13 EMERGENCY PLAN IMPLEMENTING PROCEDURE

SECTION
13.14 SUPPORTING INFORMATION PROCEDURES

TITLE
13.14.9 EMERGENCY PROGRAM MAINTENANCE

13.14.9.1 Purpose

This procedure identifies the activities necessary on an on-going basis to maintain a current emergency preparedness program. This procedure is an overview reference and should not be utilized as a substitute for the detailed requirements contained in the referenced documents.

13.14.9.2 References

A. PPM 1.2.4, Plant Procedure Approval and Revision

B. PPM 1.2.5, Plant Procedure Distribution and Control

C. EPIP 13.14.4, Emergency Equipment

D. EPIP 13.14.5, Emergency Organization

E. EPIP 13.14.7, Emergency Training

F. EPIP 13.14.8, Drills/Exercises

G. 10CFR50, Appendix E, Section IV, F

13.14.9.3 Procedure

Responsibility		Action
Manager, Emergency Planning & Environmental Programs	.1	Coordinate, as appropriate, with the WNP-2 Health Physics/Chemistry Manager, Training Manager, and Director, Support Services to implement the requirements of Attachment A, Topics Requiring Periodic Review or Action.
	.2	Notify the Manager, Health Physics/ Chemistry of any condition which would preclude or interfer with the ability of the Supply System to respond to emergency conditions.

Responsibility		Action
Training Manager, Manager, Health Physics/Chemistry and Director, Support Services	.3	Coordinate, as appropriate, with the Manager, Emergency Planning and Environmental Monitoring to implement the requirements of Attachment A, Topics Requiring Periodic Review or Action.

13.14.9.4 Attachments

A. Topics Requiring Periodic Review or Action

TOPICS REQUIRING PERIODIC REVIEW OR ACTION

	Topic	Responsibility	Frequency	Scope
1.	WNP-1, 2 Emergency Preparedness Plan Review	Manager, Emergency Planning and Environmental Programs and WNP-2 Manager, Health Physics/ Chemistry	Annual	Coordinate review, revision, approval, and issuance of the plan to incorporate changes resulting from new regulations, critiques of drills/exercises, audit findings, and comments from personnel/ agencies inside and outside the Supply System. Insure that the Washington State Department of Emergency Management, the Benton/Franklin County Department of Emergency Management, and the Department of Energy-Richland Operations are contacted early in the review/revision process and that their comments are solicited and considered for input into the process.
2.	WNP-2 Emergency Plan Implementing Procedures	Manager, Emergency Planning and Environmental Programs and WNP-2 Manager, Health Physics Chemistry	As Necessary (at least once in two years for each EPIP)	Coordinate reviews, revisions, and deviations required by revisions to the Emergency Plan or other requirements such as findings from drills/exercises and audits. Insure deviations are placed in all locations where they are likely to be used. Insure that the Washington State Department of Emergency Management, the Benton/Franklin County Department of Emergency Management, and the Department of Energy Richland Operations are contacted early in the review/revision process and that their comments are solicited and considered for input into the process. Insure revisions are forwarded to NRC pursuant to PPM 1.2.5.
3.	Emergency Action Level Review	Manager, Emergency Planning and Enviromental Programs	Annually	Insure officials from the State of Washington, Benton and Franklin counties and DOE-RL are afforded the opportunity to review the EALs.

TOPICS REQUIRING PERIODIC REVIEW OR ACTION
(Continued)

	Topic	Responsibility	Frequency	Scope
4.	Agreement Letters	Manager, Emergency Planning and Environmental Programs	Annually	Coordinate review and revision (as necessary) of Agreement Letters. Maintain file of current agreement letters for inclusion in next annual revision of the Emergency Plan. Insure involved agencies are contacted to request their input to this review process.
5.	Emergency Organization Assignment List	Manager, Emergency Planning and Environmental Programs	Quarterly	Maintain in accordance with EPIP 13.14.5 "Emergency Organization". Notify Training Department of approved assignments in accordance with EPIP 13.14.7 "Emergency Training".
			Quarterly (or after substantial change)	Coordinate review, revision, approval, and issuance of current version.
6.	Emergency Training	Manager, Emergency Planning and Environmental Programs	On revision of Emergency Plan or Implementing Procedures	1. Review alignment of Emergency Training modules with Emergency Plan and Implementing Procedures.
			Quarterly (or more frequently as necessary)	2. Review status of Emergency Organization personnel training.
			As applicable	3. Review and approve new/revised Emergency Training modules.
				4. Insure revisions to EPIP's are circulated for review of out-of-plant Supply System Emergency Organization personnel per EPIP 13.14.7 "Emergency Training".

TOPICS REQUIRING PERIODIC REVIEW OR ACTION
(Continued)

	Topic	Responsibility	Frequency	Scope
7.	Notification Call-Trees	Manager, Emergency Planning and Environmental Programs	Quarterly	Review notifications Call-Trees to insure they are current and correct. Reissue updated list quarterly or after major changes.
8.	Emergency Equipment and Supplies	Manager, Emergency Planning and Environmental Programs	Monthly	Review status of task performance required by EPIP 13.14.4 "Emergency Equipment".
			Annually	Review discrepancies found to determine reliability of equipment and integrity of inventories.
9.	Duty Rosters (for pager holders)	Manager, Emergency Planning and Environmental Programs	Weekly	Insure issuance of current duty rosters providing 24 hour per day availability of key Emergency Organization Personnel.
			Monthly	Obtain and post in the WNP-2 Control Room and route to all individuals assigned as REM, the duty roster for HEHF duty physician.
10.	Annual Audit	Manager, Emergency Planning and Environmental Monitoring	Annually	1. Insure an annual audit, meeting WNP-2 Technical Specification requirements is conducted. The audit is to include the Emergency Plan and Implementing Procedures, training, readiness testing, equipment, and interfaces with state and local governments.

TOPICS REQUIRING PERIODIC REVIEW OR ACTION
(Continued)

Topic	Responsibility	Frequency	Scope
10. Annual Audit (Cont'd)	Manager, Emergency Planning and Environmental Programs	Annually	2. Insure the report on the annual audit is submitted to the Director, Support Services for evaluation and resolution of findings.
		As Necessary	3. Insure that corrective actions needed by the Supply System are tracked to completion.
		Annually	4. Insure the results of the review and recommendations are forwarded to appropriate corporate and plant management and involved federal, state, and local organizations.
		As Appropriate	5. Insure that the report and recommendations are retained for a minimum of five years.
11. Drill/Exercise Program	Manager, Emergency Planning and Environmental Programs	Annually	1. Prepare and issue a drill/exercise program schedule in accordance with EPIP 13.14.8 "Drills/Exercises".
			2. Review/revise multi-year exercise program to insure compliance with Attachment A of EPIP 13.14.8 "Drills/Exercises" and 10CFR50, Appendix E, Section IV F.
		As Necessary	3. Insure that corrective action records are completed for each drill/exercise critique item requiring action by the Supply System.
			4. Maintain record copies of drill/exercise packages.

TOPICS REQUIRING PERIODIC REVIEW OR ACTION
(Continued)

	Topic	Responsibility	Frequency	Scope
11.	Drill/Exercise Program (Cont'd)	Manager, Emergency Planning and Environmental Programs		5. Coordinate implementation of EPIP 13.14.8 "Drills/Exercises" to ensure all requirements are met.
			Monthly	6. Review status of all open corrective action records.
12.	Emergency Planning Staff Qualifications	Manager, Emergency Planning and Environmental Programs	As Necessary	Insure all Emergency Planners maintain their professional qualifications by periodic attendance of industry seminars and courses and through observation of and participation in emergency exercises conducted at other facilities.
13.	Evacuation Time Studies	Manager, Emergency Planning and Environmental Programs	Annually	Review and update as necessary.
14.	Population Studies	Manager, Emergency Planning and Environmental Programs	Annually	Review and update as necessary.
15.	Media Briefing	Manager, Emergency Planning and Environmental Programs	Annually	Insure annual media briefing is conducted.
16.	Public Information	Manager, Emergency Planning and Environmental Programs	Annually	Insure preparation and distribution of public information occurs.
17.	Emergency Telephone Directory	Manager, Emergency Planning and Environmental Programs	Annually	Review, revise as necessary and distribute directory.

TOPICS REQUIRING PERIODIC REVIEW OR ACTION
(Continued)

Topic	Responsibility	Frequency	Scope
18. Early Warning Systems	Manager, Emergency Planning and Environmental Programs	Annually	Generate report to FEMA on Siren System availability. Perform a coverage survey of Emergency Broadcast System warning effectiveness for a portion of the covered area. Rotate such that all areas are surveyed within a four year period.
19. Emergency Broadcast System Radio Maintenance	Manager, Emergency Planning and Environmental Programs	Annually	Insure that a portion of the in-service radios are returned to the Supply System for Preventative Maintenance. Maintenance should be done on a rotating basis such that each radio is serviced at least once each four years.
20. Off-Site Agency Notifications Call List	Manager, Emergency Planning and Environmental Programs	Annually (and as necessary)	Review and revise list annually. Note changes on list in EOF Communications Center as they occur.