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revised 5/15/91

SUBJECT: Revised plant procedures manual including,procedures 13.7.7, 12.7.8,13.8.1 & 13.11.15.

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WASHINGTON PUBLIC POWER SUPPLY SYSTEM

INTEROFFICE MEMORANDUM

DATE: April 30, 1991

TO: Distribution

FROM: J. L. Schnell, Plant Administration, WNP-2 (927A)

SUBJECT: WNP-2 PLANT PROCEDURES MANUAL - VOLUME 13
PACKAGE NO. 91-91

REFERENCE: PPM *1.2.4

The following Procedure have been revised/approved and are to be inserted in your controlled copy of Volume 13 Plant Procedures Manual:

Procedure	Rev.	Title
13.7.7	6	Emergency Operations Facility First Aid Center Operations
13.7.8	6	Transportation of Injured or Contaminated Injured Personnel To An Offsite Medical Facility
13.8.1	5	Computerized Emergency Dose Projection System Operations
13.11.15	8	Communications Center Operations
13.11.16	6	Health Physics Center Operations
13.11.17	4	Nearby Nuclear Facility Emergencies/Requests for Assistance
13.11.18	4	Information Coordinator Duties
13.13.4	4	Post Incident Reporting

Due to an editorial change, please replace the following page in your Volume 13 Plant Procedures Manual:

Procedure	Rev.	Title	Page No.
13.12.5	8	Assistant JIC Director Duties	11 of 12

To verify receipt and inclusion of these Procedures, please sign, date and return this receipt to Georgia Lunsford, MD 927A within TEN (10) WORKING DAYS of the date of this IOM.

87

Date	Signature of Manual Holder	Controlled Copy Holder

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Attachments

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54	Dept. Soc. & Health Serv. (Seattle)	#
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WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.7.7	J W Baker	04/28/89

VOLUME NAME
13 EMERGENCY PLAN IMPLEMENTING PROCEDURE

SECTION
13.7 PERSONNEL MONITORING, DECONTAMINATION, FIRST AID

TITLE
13.7.7 EMERGENCY OPERATIONS FACILITY FIRST AID CENTER OPERATIONS

Rewritten per EPPI 13.7.7, 12.7.8, 13.8.1 & 13.11.15 rev ~~[illegible]~~ 4/30/89 SD-89-[illegible] # 910378 0053

13.7.7.1 Purpose

To provide instruction for the Emergency Operations Facility first aid center operations.

13.7.7.2 Reference

A. RPI 12.53, Personnel Contamination Survey

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

C. EPIP 13.13.4, Post Incident Reporting

13.7.7.3 Procedure

Responsibility		Action
Plant Emergency Director	1.	If a first aid facility in addition to the one at the WNP-2 Plant is required, advise the Recovery Manager and either contact the Safety Manager at the Emergency Operations Facility or, if he is not available, activate the Emergency Operations Facility first aid center utilizing Plant personnel.
Safety Manager	2.	Activate, as needed, the Emergency Operations Facility First Aid Center, with selected first aid qualified personnel, as indicated on the Emergency Organization List, and obtained by coordination with the Manpower Scheduler.

Responsibility	Action
Safety Manager (Cont'd)	3. If personnel exposure and/or contamination is involved, request health physics assistance from the Radiological Emergency Manager.
Selected First Aid Personnel	4. Report to the Emergency Operations Facility first aid center, assess the type and severity of injuries, and provide first aid as necessary.
	5. When practical, have health physics personnel determine extent of contamination and exposure.
	6. Keep the Safety Manager and the Radiological Emergency Manager informed of the medical and contamination status of injured personnel.
	7. If transport to a medical facility is required, refer to EPIP 13.7.8 "Transportation of Injured or Contaminated Injured Personnel to an Offsite Medical Facility" and notify Control Room for possible event classification.
	8. Complete the First Aid Report (similar to Attachment A) following treatment and route it to the Safety Manager.
	9. Upon shift change, brief your relief on responsibilities, duties, and current status.
	10. 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 Safety Manager.

Responsibility	Action
Radiological Emergency Manager	11. If requested by the Safety Manager, select health physics personnel to handle any contaminated/exposed injured persons.
Selected Health Physics Personnel	12. Report to the Emergency Operations Facility first aid center as directed.
	13. Assess and evaluate the extent of contamination and exposure of the injured personnel. Refer to RPI 12.53 "Personnel Contamination Survey".
	14. Perform necessary decontamination of injured personnel as medical conditions permit. NOTE: Consult with qualified first aid personnel to determine if decontamination would endanger injured person.
	15. Upon shift change, brief your relief on responsibilities, duties, and current status.
	16. 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 Safety Manager.

13.7.7.4 Attachment

A. First Aid Report

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FIRST AID REPORT

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

FIRST AID REPORT

☐ HQP ☐ 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

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Attachment A

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WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.7.8	J.W. Baker	04/28/89

VOLUME NAME
13. EMERGENCY PLAN IMPLEMENTING PROCEDURE

SECTION
13.7 PERSONNEL MONITORING, DECONTAMINATION, FIRST AID

TITLE
13.7.8 TRANSPORTATION OF INJURED OR CONTAMINATED INJURED PERSONNEL TO AN OFFSITE MEDICAL FACILITY

13.7.8.1 Purpose

To provide instruction for transporting injured or contaminated injured personnel from WNP-2 or from the Emergency Operations Facility to an offsite medical facility, and to provide for next-of-kin notification in the event of injury or death.

13.7.8.2 References

A. RPI 12.34, Decontamination of Personnel

B. RPI 12.53, Personnel Contamination Survey

C. PPM 11.2.15 Series, Contamination Control

D. EPIP 13.1.1, Classifying the Emergency

E. EPIP 13.1.2, Plant Emergency Director Duties

F. EPIP 13.7.7, Emergency Operations Facility First Aid Center Operations

G. EPIP 13.13.4, Post Incident Reporting

13.7.8.3 Procedure

A. In the event of an accident that results in injury or death, obtain name(s) of person and coordinate next-of-kin notification with the Human Resources Manager of Benefits and Compensation.

B. Transport from WNP-2

Responsibility	Action
Operations Support Center Director or Plant Emergency Team Leader (when OSC not activated)	1. When need for offsite medical treatment has been determined, inform the Plant Emergency Director: a. Of the severity of injuries. b. Of the need for offsite medical treatment. c. Of the need for transportation of injured person(s) and the location to which transportation should report. d. If injured personnel will be transported in a contaminated condition requiring the Emergency Decontamination Center activation and/or hospital notification.
	2. Coordinate transfer of injured person(s) to the transportation crew.
	3. Select an attendant. He should be a Health Physics person if contamination is involved; otherwise, a first aid qualified person is sufficient. If a Health Physics person is not available and contamination is involved, request the Plant Emergency Director to direct an in-town, off-shift Health Physics person to meet the ambulance at the medical facility. The name of an off-duty person can be obtained from the overtime roster maintained in the HP or Chemistry areas.
Health Physics Plant Emergency Team Member	4. Non-Life-Threatening Injuries--Remove all contaminated clothing from the person and decontaminate as needed. Refer to PPM 11.2.15 Series, "Contamination Control".
	5. Life-Theatening Injuries--Administer first aid as necessary. Perform decontamination only if it does not interfere with first aid procedures.

Responsibility	Action
Health Physics Plant Emergency Team Member (Cont)	6. Provide contaminated injured personnel with clean clothing if injuries permit. As a minimum, wrap the individual such that the outer covering is radiologically clean.
	7. Insure that patient vital signs, extent of injury and contamination levels are provided to attending ambulance Health Physics technician.
Plant Emergency Director	8. Arrange for transportation of the injured by selecting the appropriate means:

a. Minor injuries and no contamination:

Designate a Supply System vehicle and driver. The driver should have a valid Washington State driver's license.

b. Contamination and any degree of injuries:

Contact the Emergency Operations Facility Communications Center (EOFCC) and request an ambulance from Hanford be dispatched. Inform the EOFCC of:

- Nature of emergency and number of injured personnel.
- Contamination status.
- Location ambulance should respond to.

c. Serious injuries and no contamination:

Contact the EOFCC and request a Hanford ambulance be dispatched. Inform the EOFCC of:

- Nature of emergency and number of injured personnel.
- Location ambulance should respond to.

Responsibility	Action
Plant Emergency Director (Cont)	9. If appropriate, request Security position the transportation vehicle for receiving the injured person(s), and assure Plant personnel are available to escort the vehicle and personnel to the scene and then offsite.
	10.. Insure attendant assignment has been made or designate someone. (Refer to Step 3)
	11. Request EOFCC verify the medical facility has been advised that an injured individual is being transported and provide the estimated time of arrival.
	12. When advised that the individual to be transported offsite for medical treatment IS CONTAMINATED:
	a. Implement EPIP 13.1.1, "Classifying the Emergency" and EPIP 13.1.2, "Plant Emergency Director's Duties".
	b. If there are no available Health Physics personnel to accompany the ambulance, then call an off-duty Health Physics technician and direct him to meet the ambulance at the medical facility. The name of an off-duty person can be obtained from the overtime roster maintained in the HP or Chemistry areas.
	c. Request EOFCC to verify with Hanford Patrol Operations Center (POC) that the Hanford Environmental Health Foundation's (HEHF) Emergency Decontamination Facility (EDF) is being activated.
Attendant/Responding Health Physics Person	13. Minimize the spread of contamination per PPM 11.2.15 Series, "Contamination Control".
	14. Advise the offsite medical personnel of radiological hazards.

Responsibility	Action
Attendant/Responding Health Physics Person (Cont)	15. Assist in surveying and decontamination efforts as necessary.
	16. Assist medical personnel in performing dose assessment evaluation as directed.
	17. Upon shift change, brief your relief on responsibilities, duties and current status.
	18. Refer all media contact to the Joint Information Center.
	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 Reports to the Operations Support Director.
EOF Communication Center Duty Officer	20. Implement Security "Man Down/Ambulance Response" Checklist.

C. Transport from the Emergency Operations Facility

Responsibility	Action
Assigned First Aid Personnel	1. Administer first aid and determine the need for offsite medical treatment.
	2. Inform the Safety Manager or Shift Manager (when EOF is not activated) of the need for offsite medical treatment, the extent of injuries and any contamination involvement.
Assigned Health Physics Personnel	3. Non-Life-Threatening Injuries--Remove all contaminated clothing from the person and decontaminate as required. Refer to RPI 12.34, "Decontamination of Personnel", and RPI 12.53, "Personnel Contamination Survey".
	4. Life-Theatening Injuries--Perform decontamination only if it does not interfere with first aid procedures.

Responsibility	Action
Assigned Health Physics Personnel (Cont)	5. Provide contaminated injured personnel with clean clothing if injuries permit. As a minimum wrap the individual such that the outer covering is radiologically clean.
Safety Manager or Shift Manager (when EOF is not activated)	6. Arrange for transportation of the injured by selecting the appropriate means:

a. Minor injuries and no contamination:

Designate a Supply System vehicle and driver. The driver should have a valid Washington State driver's license.

b. Contamination and any degree of injuries:

Contact the Emergency Operations Facility Communications Center (EOFCC) and request an ambulance from Hanford be dispatched. Inform the EOFCC of:

- Nature of emergency and number of injured personnel.
- Contamination status.
- Location ambulance should respond (normally the PSF ambulance garage).

c. Serious injuries and no contamination:

Contact the EOFCC and request a Hanford ambulance or a Richland ambulance be dispatched. Inform EOFCC of:

- Nature of injury and number of personnel.
- Location ambulance should respond to.

Responsibility	Action
Safety Manager or Shift Manager (when EOF is not activated (Cont)	7. If the INDIVIDUAL TO BE TRANSPORTED OFFSITE for medical treatment IS CONTAMINATED: a. Request the Radiological Emergency Manager to provide a Health Physics person to accompany the ambulance and injured personnel to the medical facility. b. If the Radiological Emergency Manager position has not been activated, contact the Plant Emergency Director and advise him that an injured contaminated individual is being transported offsite and Health Physics assistance is required. c. Request EOFCC verify with Hanford Patrol Operations Center (POC) that the Hanford Environmental Health Foundation's (HEHF) Emergency Decontamination Facility (EDF) is being activated.
Radiological Emergency Manager	8. When requested by the Safety Manager, direct a Health Physics person to accompany the ambulance and contaminated injured individual to the offsite medical facility. 9. If there are no available Health Physics personnel to accompany the ambulance, then coordinate with the Radiation Protection Manager and/or Manpower Scheduler for this function. 10. Notify the Plant Emergency Director and the Recovery Manager that a contaminated individual is being transported offsite and status of an accompanying Health Physics person.
Plant Emergency Director	11. When advised of the transportation of a contaminated individual to an offsite medical facility, implement EPIP 13.1.1, "Classifying the Emergency" and EPIP 13.1.2, "Plant Emergency Director Duties".

Responsibility	Action
Responding Health Physics Person (Cont)	12. Minimize the spread of contamination. Refer to RPI 12.34, "Decontamination of Personnel" and RPI 12.53, "Personnel Contamination Survey".
	13. Advise the offsite medical personnel of radiological hazards.
	14. Assist in surveying and decontamination efforts as necessary.
	15. Assist medical personnel in performing a dose assessment evaluation as directed.
	16. Refer all media contact to the Joint Information Center.
	17. Upon shift change, brief your relief on responsibilities, duties and current status.
	18. 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 Safety Manager.
EOF Communications Center Duty Officer	19. Implement Security's "Man Down/Ambulance Response" Checklist.

13.7.8.4 Attachments

None

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.8.1		04/28/89

VOLUME NAME

13 EMERGENCY PLAN IMPLEMENTING PROCEDURE

SECTION

13.8 OFFSITE DOSE CALCULATIONS

TITLE

13.8.1 COMPUTERIZED EMERGENCY DOSE PROJECTION SYSTEM OPERATIONS

13.8.1.1 Purpose

This procedure provides instructions for the use of the computerized emergency dose projection system to predict off-site whole body and thyroid dose rates, and integrated doses and integrated iodine deposition for locations within the 10-mile emergency planning zone. Actual manipulation of system display terminal is described in the Emergency Dose Projection System Users Manual herein referred to as the "Users Manual."

The dose levels and affected areas indicated by this system should be used as guidance for directing actual measurements to be taken by environmental field teams. Field measurements, when available, are to be used as the primary indicators of offsite dose rates. The system displays (projected dose rates) may be adjusted only at the discretion of the Radiological Emergency Manager when he determines that this action is sufficiently justified. The justification which supports any adjustment should be based on the trends of compiled measured and projected dose rates and the professional judgement of the Radiological Emergency Manager. This justification will be documented and assigned a reference file number by the Radiological Emergency Manager before the display may be adjusted. The attachments to this procedure are intended as discretionary guidance for the Radiological Emergency Manager and his staff.

13.8.1.2 References

Emergency Dose Projection System Users Manual

13.8.1.3 Procedure

Responsibility	Action
MUDAC Coordinator and Dose Projection Health Physicist, Analyst and Meteorologist	1. For an Alert, Site Area or General Emergency or if so directed, activate and operate the Emergency Dose Projection System in accordance with specified log-in and operational steps. Refer to the Emergency Dose Projection System Users Manaul
	2. Use the AUTOMATIC MODE of operation described in the Users Manual unless the, TSC or the meterologist indicate inputs may be questionable.
	3. As necessary, use the MANUAL MODE of operation to input parameters not available as real-time inputs. Consult with the Technical Support Center (via REM when possible) to help verify plant effluent signals as needed.
	4. Use the PREDICTIVE MODE of operation described in the Users Manual to obtain dose projections based on predicted or possible parameter values not necessarily occurring at the present time. This mode of operation will not cause changes in the actual parameter values being accumulated in historical files.
	5. Refer to the Users Manual for a description of the following function selections available on the Emergency Dose Projection System. a. METEOROLOGICAL DATA ENTRY b. EFFLUENT DATA ENTRY c. FIELD MONITORING ADJUSTMENT ENTRY d. MAP DISPLAY e. PARAMETER DISPLAY f. FIELD DATA g. LOGOUT
	6. As necessary, use METEOROLOGICAL DATA ENTRY or EFFLUENT DATA ENTRY functions to enter manual data.

Responsibility	Action
MUDAC Coordinator and Dose Projection Health Physicist, Analyst and Meteorologist (contd)	7. If in MANUAL MODE, approximately every 30 minutes or as conditions change verify manually input parameters with the Technical Data Center.
	8. Monitor projected offsite exposure or exposure rates or other desired indicators by selecting one of the following menu items listed when the MAP DISPLAY function is keyed: a. WHOLE BODY DOSE RATE b. WHOLE BODY INTEGRATED DOSE c. THYROID DOSE RATE d. THYROID INTEGRATED DOSE e. IODINE INTEGRATED DEPOSITION
Radiological Emergency Manager and/or MUDAC Coordinator	9. If measured and predicted dose rates vary by more than a five factor, direct MUDAC staff to complete the following actions: a. Compile a listing of measured vs projected whole body dose rate ratios. Refer to Attachment A and Attachment A worksheet. b. Compile a listing of ratios of projected thyroid dose rates to "measured" thyroid dose rates from field data. Refer to Attachment B and Attachment B worksheet.
Radiological Emergency Manager	10. If the measured values are considerably higher than the predicted, determine on the basis of professional judgment and Attachment A and/or Attachment B worksheets whether a whole body or thyroid dose rate adjustment is indicated. If an adjustment is indicated perform the following: a. Collect and retain all supporting information including the worksheets.

Responsibility	Action
Radiological Emergency Manager (Contd)	b. Assign an alpha-numeric reference file number (e.g., E9) to the package of supporting material. Refer to the Emergency Dose Projection Systems User's Manual as necessary.
	c. Direct staff to enter the adjustment factor into the Emergency Dose Projection System and provide the assigned file number.

13.8.1.4 Attachments

A. Instructions for Compiling Measured vs Projected Whole Body Dose Rate Ratios

B. Instructions for Compiling Ratios of Projected Thyroid Dose Rates to "Measured" Thyroid Dose Rates

INSTRUCTIONS FOR COMPILING MEASURED VS PROJECTED
WHOLE BODY DOSE RATE DATA RATIOS

A. On the Attachment A worksheet, record the following information from the environmental field teams:

- o Measured Whole Body Dose Rate (MWBDR) at the plume centerline (mrem/hr)
- o Measurement date (DATE) and time (TIME) on a 24 hour clock
- o Grid Square location (GRID) of measurement

B. Review Met. and Effluent status board to see if the parameters have changed significantly during the time it would take for released material to reach the measurement location at the average existing wind speed. If they have changed (e.g., stability class change, wind direction change more than 10 degrees effluent release rate changes by more than 50 percent) then this approach is invalid.

C. Use EDPS "POWER" capabilities or a printout of dose rate map from the time period in question to determine the projected dose at the centerline location where the measurement was made.

D. Record the Projected Whole Body Dose Rate (PWBDR) at the plume centerline measurement location (GRID).

E. Calculate the ratio of the measured Whole Body Dose Rate to the Projected Whole Body Dose Rate (MWBDR)/(PWBDR) and record the result (RATIO) on the Attachment A worksheet.

NOTE: This procedure may be used either for a continuous or a "Puff" release, however for a "Puff" release the field team would have to be at the plume centerline location throughout the duration of the release to be sure of obtaining the peak value for (MWBDR). The effluent release rate will of course change for a "Puff" release but the selected (PWBDR) should correspond to the maximum release rate observed during time period of concern. As a check, for "Puff" release conditions, the time the measurement was made should approximate the time of the selected maximum release rate plus the time it would take for released material to reach the measurement location at the then existing wind speed.

Attachment A
Page 1 of 2

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(Whole Body Adjustments)

	MWBDR (mrem/hr)	DATE (MM/DD/YY)	TIME (HHMM)	GRID	PWBDR (mrem/hr)	RATIO (MWBDR)/(PWBDR)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Attachment A
Page 2 of 2

INSTRUCTIONS FOR COMPILING RATIOS OF PROJECTED THYROID DOSE RATES TO "MEASURED" THYROID DOSE RATES

A. On the Attachment B worksheet, record the following information from the field teams and/or radiological laboratory.

1. "Measured" Iodine Concentration (MIC) in the field at the plume sample point in Curie/m^3 (I-131 equivalent)

2. Sample date (DATE) and time started (TIME) on a 24 hour clock

3. Grid square location (GRID) of sample

4. Average Projected Thyroid Dose Rate (PTDR) during time sample was being taken

B. To calculate "Measured" Thyroid Dose Rate (MTHYDR). Multiply (MIC) by 3.42×10^9 (mRem · m^3)/(Curie · hr) to get MTHYDR (mRem/hr) and record on worksheet.

C. Calculate the ratio of the Projected Thyroid Dose Rate to the "Measured" Thyroid Dose Rate (PTDR)/(MTHYDR) and record the result (RATIO) on the Attachment B worksheet.

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(Thyroid Adjustments)

	MIC (Curie/m^3)	DATE (MM/DD/YY)	TIME (HHMM)	GRID	PTDR (mrem/hr)	MTHYDR (mRem/hr)	RATIO (PTDR)/(MTHYDR)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

Attachment B
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WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.11.15	Cill Bowers	03/22/90

VOLUME NAME	13 EMERGENCY PLAN IMPLEMENTING PROCEDURE
SECTION	13.11 EMERGENCY OPERATIONS FACILITY
TITLE	13.11.15 COMMUNICATIONS CENTER OPERATIONS

13.11.15.1 Purpose

This procedure provides for the manning and operation of the communications center at the Emergency Operations Facility, along with operating instructions for the duration of the emergency.

13.11.15.2 References

A. EPIP 13.4.1, Notifications

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

C. EPIP 13.13.4, Post Incident Reporting

13.11.15.3 Procedure

Responsibility	Action
Duty Officer	1. Upon notification of an emergency, perform notifications per EPIP 13.4.1 "Notifications".
	2. If directed, activate the cross roads siren, the Industrial Area/Offsite Warehouse Complex siren, and the PSF/EOF Evacuation Signal. Refer to EPIP 13.5.3 "Evacuation of Exclusion Area and/or Nearby Facilities".
	3. Respond to all incoming messages. Refer to EPIP 13.11.17, "Nearby Nuclear Facility/ Request for Assistance".
	4. Time permitting answer incoming switchboard calls until the assigned operator arrives.

Responsibility	Action
Duty Officer (Cont'd)	5. Supervise arriving staff members and maintain control of all communication center functions until arrival of the Communications Center Coordinator. Refer to Communications Center Coordinator duties below.
	6. Upon arrival of the Communications Center Coordinator, brief the coordinator on significant events, and relinquish control of center functions to the Center Coordinator.
	7. Refer all calls from the media to the Joint Information Center.
	8. Upon shift change, brief your relief as to significant events and responsibilities.
	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 all After Action Reports, Communications Logs and call rosters to the Communication Center Coordinator
Communications Center Coordinator	10. Upon notification of any classification of emergency, proceed to the EOF Communication Center in the Emergency Operations Facility.
	11. Insure that responding staff members sign in on the manning chart.
	12. Upon their arrival insure that responding staff members are briefed on the situation and perform assigned duties. Refer to Attachment A, "Staff Duties".
	13. For Alert or higher classification, notify the Administrative Manager as soon as the Communications Center is operational.

Responsibility	Action
Communications Center Coordinator (Cont'd)	14. Insure the smooth functioning of the Communications Center by taking necessary action to resolve any problems.
	15. Coordinate the functions of the Center Staff, arrange reliefs and rotation of on-shift staff members as necessary.
	16. For Alert or higher classification, or as otherwise directed, keep the Security Decision Center Supervisor informed of significant events as necessary.
	17. Refer all calls from the media to the Joint Information Center.
	18. Upon shift change, brief your relief as to significant events and responsibilities.
	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. Collect the individual After Action Reports prepared by staff personnel.
	c. Deliver all After Action Reports to Emergency Planning for an Unusual Event and to the Security Manager for Alert or higher classification.

13.11.15.4 Attachments

A. Staff Duties

B. Telecopier Cover Letter and Telefax Operator Log

CONTROLLED COPY

EMERGENCY OPERATIONS FACILITY COMMUNICATIONS CENTER

STAFF DUTIES

A-1 Helper

A-2 TELEFAX Operator

A-3 Communications Runner

Duties of: Helper

Report To: Communications Center Coordinator

Location: EOF Communications Center

Activate At: Alert

Responsibilities

1. Relieve the Telephone Switchboard Operator, TELEFAX Operator, and the Communications Runner as necessary.

2. Refer all calls from the media to the Joint Information Center.

3. Upon shift change, brief your relief as to significant events and responsibilities.

4. Upon shift change or termination of the event, prepare an individual After Action Report and deliver it to the Communications Center Coordinator. Refer to EPIP 13.13.4, "Post Incident Reporting".

Duties of: TELEFAX Operator

Report To: Communications Center Coordinator

Location: EOF Communications Center

Activate At: Alert

Responsibilities

1. When a message is received at the Communications Center to be forwarded by TELEFAX, send it as follows:

   a. If addressee(s) are marked on the message, TELEFAX it to the designated recipient(s).

   b. If no addressee information is marked, TELEFAX the message to the following emergency centers:

o	TSC (Technical Support Center)	207
o	HCC (HQ Communications Center) if activated	205
o	State EOC (Washington State Emergency Operation Center)	203
o	County EOC (County Emergency Operation Center)	201
o	DOE (Department of Energy)	202

   c. Complete Telecopier Cover Letter (similar to Attachment B-1) and Telefax Operator Log (similar to Attachment B-2) prior to transmitting.

2. Upon receipt of a TELEFAX message, place the message in the Communications Center Out Basket.

3. Relieve the Telephone Switchboard Operator, Telephone Helper, and Communications Runner as necessary.

4. Refer all calls from the media to the Joint Information Center.

5. Upon shift change, brief your relief as to significant events and responsibilities.

6. Upon shift change or termination of the event, prepare an individual After Action Report and deliver it to the Communications Center Coordinator. Refer to EPIP 13.13.4, "Post Incident Reporting".

Duties of: Communications Runner

Report To: Communications Center Coordinator

Location: EOF Communications Center

Activate At: Alert

Responsibilities

1. Obtain the message folders from the Communications Center.

2. Obtain contents of Communications Center Out Basket and the contents of the folder labelled "Pick-Up" (if any) and put messages in the appropriate folders as follows:

   a. Telephone messages with addressee location noted on the message - put in folder for that location.

   b. Telephone messages with no addressee location - put in folder labelled "Location Unknown".

   c. Messages addressed to EOF emergency center(s) - make two copies for each center to which it is addressed, and put both copies in the appropriate folder.

   d. Communications (other than telephone messages) with no addressee information - make two copies for each of the emergency centers listed below and put the copies in the appropriate folder.

      - SSDC (Supply System Decision Center)
      - SDC (Security Decision Center)
      - TDC (Technical Data Center)
      - MUDAC (Meteorology and Unified Dose Assessment Center)
      - OACC (Offsite Agency Coordination Center)
      - Media Briefing Preparation Area
      - NRC Work Area

3. Go to the SSDC and perform the following:

   a. Put the contents of the SSDC message folder into the SSDC In Basket.

Duties of: Communications Runner (continued)

b. If there are messages in the "Location Unknown" folder, check the Shift Manning Roster and the Center Manning Chart to attempt to determine the addressee's location. If a location is found, place the message in the appropriate folder.

c. Put the contents of the SSDC Out Basket in the folder labelled "Pick-Up".

4. Go to each of the following emergency centers:

- o SSDC
- o SDC
- o TDC
- o MUDAC
- o OACC
- o Media Briefing Preparation Area
- o NRC Work Area

At each emergency center, perform the following:

a. Put the contents of that emergency center's message folder into the center's In Basket.

b. Put the contents of the center's Out Basket in the folder labelled "Pick-Up".

c. Make two (2) copies for each center and put both copies in the appropriate folder for distribution.

d. Check the center's Manning Chart against the messages in the "Location Unknown" folder. If the message addressee appears on that center's Manning Chart, leave the message in the center's In Basket.

Duties of: Communications Runner (continued)

5. If any messages remain in the "Location Unknown" folder after completion of Step 4 above, go to the Reception Area and attempt to determine the addressee's location from the Registration Log.

   a. If a location is found, put the message in the appropriate folder for delivery.

   b. If no location is found, mark "Location Unknown" on the message and post on the message board outside the Communications Center upon return.

6. Return to the Communications Center and put contents of Communications Center message folder into the Communications Center In Basket.

7. Repeat Steps 2 through 6.

8. As directed by the Communications Center Coordinator, relieve the Helper or TELEFAX Operator.

9. Refer all calls from the media to the Joint Information Center.

10. Upon shift change, brief your relief as to significant events and responsibilities.

11. Upon shift change or termination of the event, prepare an individual After Action Report and deliver it to the Communications Center Coordinator. Refer to EPIP 13.13.4 "Post Incident Reporting".

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TELECOPIER COVER LETTER

DATE: _____ TOTAL NUMBER OF PAGES-INCLUDING COVER SHEET _____

PLEASE DELIVER THE FOLLOWING PAGES TO:

NAME: _____ TELECOPY NUMBER: _____

PLANT/DEPT: _____ VERIFICATION NO: _____

****

IF YOU DON'T RECEIVE ALL THE PAGES OR IF THE PAGES ARE NOT READABLE
PLEASE CALL
WASHINGTON PUBLIC POWER SUPPLY SYSTEM
(509)377-8065 OR (509)377-8184

SENT BY: _____

COMMENTS: _____

_____

_____

_____

Attachment B-1
Page 1 of 2

CONTROLLED COPY

TELEFAX OPERATOR LOG

EMERGENCY EXERCISE _____

Telefax Operator: _____ Date: _____

DOCUMENT NUMBER	COUNTY EOC 201	DOE 202	STATE EOC 203	JIC 204	TSC 207	MISC.

Attachment B-2
Page 2 of 2

CONTROLLED COPY

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.11.16		04/28/89

VOLUME NAME
13 EMERGENCY PLAN IMPLEMENTING PROCEDURE

SECTION
13.11 EMERGENCY OPERATION FACILITY

TITLE
13.11.16 HEALTH PHYSICS CENTER OPERATIONS

13.11.16.1 Purpose

This procedure provides personnel manning the Health Physics Center, located within the Emergency Operations Facility, with a guide for set up of health physics operations and post accident analysis during an emergency. These operations include internal and external dosimetry, respiratory protection testing, environmental sample analysis, and analysis of plant samples if plant analytical capabilities become unusable. (Specific procedures for operation of equipment and sample analysis will be found in Radiological Programs Instruction Manual.) Results of sample analysis will be used for accident and offsite dose assessment and will provide information relevant to recovery operations.

13.11.16.2 References

A. EPIP 13.5.5, Personnel Accountability

B. EPIP 13.7.4, Personnel Decontamination Operations at the Emergency Operations Facility

C. EPIP 13.13.4, Post Incident Reporting

D. Prime Computer Operator's Manual

E. Radiological Programs Instruction Manual

13.11.16.3 Procedure

Responsibility	Action
Health Physics Center Coordinator	1. Upon notification of an Alert, Site Area or General Emergency, or if so directed, proceed to the Meteorology and Unified Dose Assessment Center in the Emergency Operations Facility, sign in on the Health Physics Center Sign-In Board, and notify the Radiological Emergency Manager and MUDAC Coordinator of your availability.
	2. Direct activation of the Health Physics Center.
	3. Assign personnel to set up equipment and areas based on conditions. If an evacuation of the protected area has been ordered, give priority to set up of the ambulance bay area. NOTE: To ensure 24-hour coverage, consider dismissing half of the staff to form a second shift.
	4. Maintain a chronological log of significant events, instructions and communications. (See Attachment A, Significant Events Status form.)
	5. Maintain awareness of meterological data as updated by MUDAC. Verify area and airborne monitors are frequently checked. Direct implementation of protective health physics actions based on conditions.
	6. At Site Area or General Emergency, be prepared to receive TLD's from the plant access points.
	7. Direct the preparation, issuance, collection and processing of pocket dosimeters and TLDs for emergency personnel as needed. Report exposure results to the Radiological Emergency Manager.

Responsibility	Action
Health Physics Center Coordinator (Contd.)	8. Direct decontamination, whole body counting and internal dose assessment for personnel suspected of inhaling or ingesting radioactive material. Report results to the Radiological Emergency Manager.
	9. If advised that the EOF decontamination area is not available for use, request the Radiological Emergency Manager to activate an offsite decontamination location.
	10. Arrange for respirator training and fit testing for emergency support personnel, vendors, and contractors who must enter areas requiring respiratory protection.
	11. Report respiratory fitting and training results to the Radiological Emergency Manager.
	12. As necessary, direct chemistry personnel to prepare the Emergency Operations Facility Radiological Laboratory for the analysis of post-accident samples.
	13. Upon notification of imminent arrival of field samples or PASS samples, quickly brief HPC staff on projected radiological problems and direct staff to make provisions for adequate protective measures.
	14. As necessary, direct Health Physics Center staff to receive, survey, catalog, store, and analyze all samples delivered. If additional storage area for samples is needed, utilize empty drawers in the Radiological Cold Lab. Report analyses results to the Radiological Emergency Manager or Field Team Coordinator. NOTE: Direct the monitoring of radiation levels in any area where samples are stored. Have area(s) posted as needed or move samples to a shield area.

Responsibility	Action
Health Physics Center Coordinator (Contd.)	15. During protected area or exclusion area evacuation, direct Health Physics staff to assist the Safety Officer with necessary evacuee assembly in the PSF ambulance bay area, collection of badges/key cards, and completion of accountability logs. Refer to EPIP 13.5.5, "Personnel Accountability."
	16. Provide PASS analysis results to the Radiation Protection Manager to aid in accident assessment.
	17. Provide input, as requested, to the Radiological Emergency Manager for preparation of the recovery program/procedures.
	18. Assure proper volume settings of the EOF PA set speakers in each of the center areas.
	19. Upon shift change, turn over chronological log and fully brief relief as to events which have transpired.
	20. 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 staff personnel. c. Deliver all After Action Reports and Status Board logs to the Radiological Emergency Manager.
Health Physics Center Personnel	21. Upon notification of an Alert, Site Area or General Emergency, or if so directed, proceed to the Meteorology and Unifed Dose Assessment Center in the Emergency Operations Facility. Sign in on the Health Physics Center Sign-In Board and notify the Health Physics Center Coordinator or Radiological Emergency Manager of your availability.

Responsibility	Action
Health Physics Center Personnel (Contd.)	22. Maintain a chronological of significant inputs, actions, events and their resolutions on an already established log, or on a log similar to the "Emergency Response Log", for attachment to your After Action Report. See EPIP 13.13.4, "Post Incident Reporting".
	23. Receive, survey, sort and catalog samples as they are delivered by Environmental Field Teams. Refer to Attachment B, "Sample Tracking".
	24. Refer to Attachment E, "Duties of Health Physics Center Staff", for a description of specific duties.
	25. Upon shift change, turn over any chronological log and fully brief relief as to events which have transpired.
	26. Upon 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 Health Physics Center Coordinator.

13.11.16.4 Attachments

A. Significant Events Status Form

B. Sample Tracking

C. Sample Identification Form

D. Sample Receipt Log

E. Duties of Health Physics Center Staff

F. Map of PSF Showing Critical Stations

G. Map for Setup of HP Center Receiving Area (PSF Ambulance Garage)

CONTROLLED COPY

HEALTH PHYSICS CENTER

SIGNIFICANT EVENTS STATUS FORM

Event	Time	Status

Date:_____ Initials_____

Attachment A

SAMPLE TRACKING

Responsibility	Action
Health Physics Center Staff	1. Adhere to appropriate radiological precautions and good practices in the handling of samples throughout the sampling and survey sequence.
	2. Question Field Team members delivering samples on whether self-frisking has been performed by, or under the supervision of a qualified HP member, and if not, perform a frisk.
	3. For receipt and handling of PASS samples ensure that appropriate cautions are in place and that all personnel are properly dressed out for all aspects of survey and handling procedures.
	4. Perform radiation and contamination surveys on all incoming samples. Rebag all samples which are contaminated on the outer surface. Sort and store samples based on radiation levels to control exposures in the ambulance bay.
	5. Write sample I.D. data on outside of bag with indelible pen.
	6. Enter date, time and survey results on Attachment C, "Sample Identification Form".
	7. Place the sample in storage and note the storage location on the form.
	8. Enter date and time on Attachment D, "Sample Receipt Log".
	9. Distribute copies of Sample Identification Form as designated.
	10. When analysis of a specific sample is requested, retrieve sample and the appropriate copies of the Sample ID Form.

Attachment B
Page 1 of 2

Responsibility	Action
Health Physics Center Staff (Continued)	11. Record the new location (where sample is being sent to) and the date and time of transfer.
	12. Send the sample to the lab or other assigned destination with the accompanying first (white) form copy.
	13. Refile the second (canary) copy of the Sample Identification Form in the HP Center file.
	14. Record date and time that the sample leaves the storage area on the Sample Receipt Log.
	15. When samples are returned to the storage area, retrieve Sample Identification Form from HP Center file.
	16. Note storage locations on both forms (white and canary).
	17. Return the second (canary) copy to the HP Center file.
	18. Return the first (white) copy with the sample back to storage.
	19. Enter date and time in the Sample Receipt Log.

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WASHINGTON PUBLIC POWER SUPPLY SYSTEM

SAMPLE IDENTIFICATION

SAMPLE OR PLANT ID NO.

FIELD TEAM DATA

FIELD TEAM NO.	TEAM MEMBER NAME	
SAMPLE START	**SAMPLE STOP**	**SAMPLE COLLECTED**
DATE	DATE	DATE
TIME	TIME	TIME
FLOW RATE	FLOW RATE	FLOW RATE
TOTAL VOLUME / WEIGHT		
SAMPLE LOCATION - GRID COORDINATES		
SAMPLE STATION		
SAMPLE DOSE RATE	DOSE RATE AT SAMPLE SITE	
REMARKS		

FIELD LAB DATA

FIELD TEAM NO.	TEAM MEMBER NAME
SAMPLE RECEIVED	**SURVEYS**
DATE	RADIATION
TIME	CONTAMINATION
ANALYSIS RESULTS	

HEALTH PHYSICS CENTER

SAMPLE RECEIVED	SURVEYS
DATE	RADIATION
TIME	CONTAMINATION
RECEIVING TECHNICIAN NAME	
SAMPLE PREPARATION	
REMARKS	

SAMPLE DISPOSITION

LOCATION	DATE	TIME
1.		
2.		
3.		
4.		
5.		
6.		
7.		
RESULTS REPORTED TO		
BY		

968-19324 (5-85)

DISTRIBUTION: WHITE - ACCOMPANIES SAMPLE; CANARY - HP CENTER FILE; PINK - FIELD LABORATORY; GOLDENROD - ORIGINATOR

Attachment C

CONTROLLED COPY

SAMPLE RECEIPT LOG

SAMPLE IDENTIFICATION NUMBER	STORAGE		LAB		STORAGE		REMARKS
	DATE	TIME	DATE	TIME	DATE	TIME	

Attachment D

CONTROLLED COPY

DUTIES OF HEALTH PHYSICS CENTER STAFF

E-1 Health Physics/Chemistry Staff

E-2 Health Physics Center Staff

Duties of: Health Physics/Chemistry Staff

Assigned Location: Health Physics Center Work Areas

Report to: Health Physics Center Coordinator

Activation Level: Alert

Responsibilities

1. Prepare the thermoluminescent dosimeter (TLD) readers, whole body counting equipment and Prime RER System for operation.

2. Prepare ambulance garage, and decontamination facility to receive samples and personnel.

3. Prepare the Radiological Laboratory and Counting Room to receive and analyze environmental and in-plant samples.

4. Post Controlled Areas as needed.

5. Obtain friskers and dose rate instruments, perform daily checks, and distribute to receiving, decontamination, and radiological laboratories.

6. Provide a Continuous Air Monitor (CAM) in EOF in front of restrooms.

7. Provide an area radiation monitor for MUDAC.

8. Prepare the portable instrument calibration facility for use. Calibrate survey instruments as required.

9. Routinely take contamination surveys in all areas of the Plant Support Facility (PSF)/EOF and Laundry and evaluate.

10. Frequently observe the area and airborne monitors provided.

11. Monitor status of HVAC isolation dampers.

12. Obtain and analyze hi-volume air samples both inside and outside of PSF.

13. Obtain protective clothing and respirators from Laundry Facility as needed.

14. Prepare respiratory fit booths and testing equipment for operation.

15. Report to the Health Physics Center Coordinator or Radiological Emergency Manager when all assigned systems are in a state of readiness.

Duties of Health Physics/Chemistry Staff (Continued)

16. Read and rezero pocket dosimeters as needed.

17. Perform decontamination and whole body counting of personnel, who have potential external or internal contamination.

18. Report whole body counting and decontamination results to the Health Physics Center Coordinator or the Radiological Emergency Manager.

19. Receive, survey, sort and catalog samples as they are delivered by Environmental Field Teams or Couriers. Refer to Attachment B, "Sample Tracking.

20. Prepare and analyze samples in accordance with RPI's and report the results to the Health Physics Center Coordinator or the Radiological Emergency Manager.

21. Perform post accident sample analyses per RPI's in the Emergency Operations Facility Radiological Laboratory (if the plant radiochemistry laboratory becomes unusable).

22. Insure the use of appropriate radiological precautions and good practices by all individuals involved with handling of samples throughout the sampling and survey sequence.

23. Question Field Team members delivering samples on whether self-frisking has been performed by, or under the supervision of a qualified HP member, and if not, perform a frisk.

Duties of: Health Physics Center Staff

Assigned Location: Health Physics Center Work Area

Report to: Health Physics Center Coordinator

Activation Level: Alert

Responsibilities:

1. As directed, verify that all emergency support agency personnel, vendors, and contractors who must enter areas requiring respiratory protection have been properly fitted, trained and medically qualified. (Medical and training status may be verified by checking the Tra-Med file on the system primary computer.)

2. Advise the Health Physics Center Coordinator of needs for respiratory medical qualification, training and/or fit testing as needed.

3. Issue zeroed pocket dosimeters and TLDs to emergency personnel coming on shift.

4. Enter data in the Radiation Exposure Records (RER) System each shift or as required.

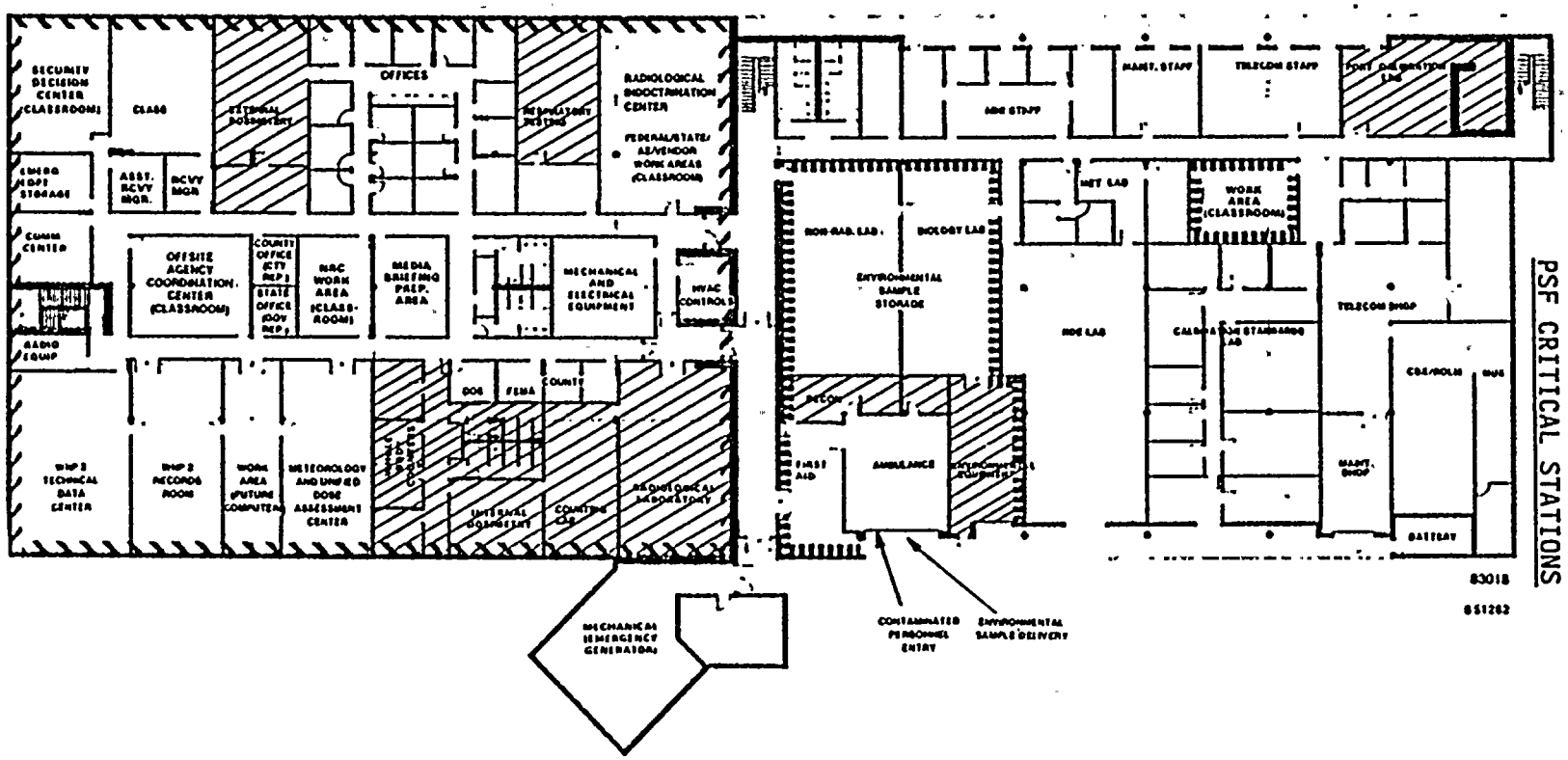
5. Enter TLD data into the Radiation Exposure Records system.

6. Enter internal dose assessment results into the Radiation Exposure Records system.

7. Prepare ambulance garage and decontamination facility to receive samples and personnel.

8. Report to the Health Physics Center Coordinator or Radiological Emergency Manager when all assigned systems are in a state of readiness.

Attachment F



PSF CRITICAL STATIONS

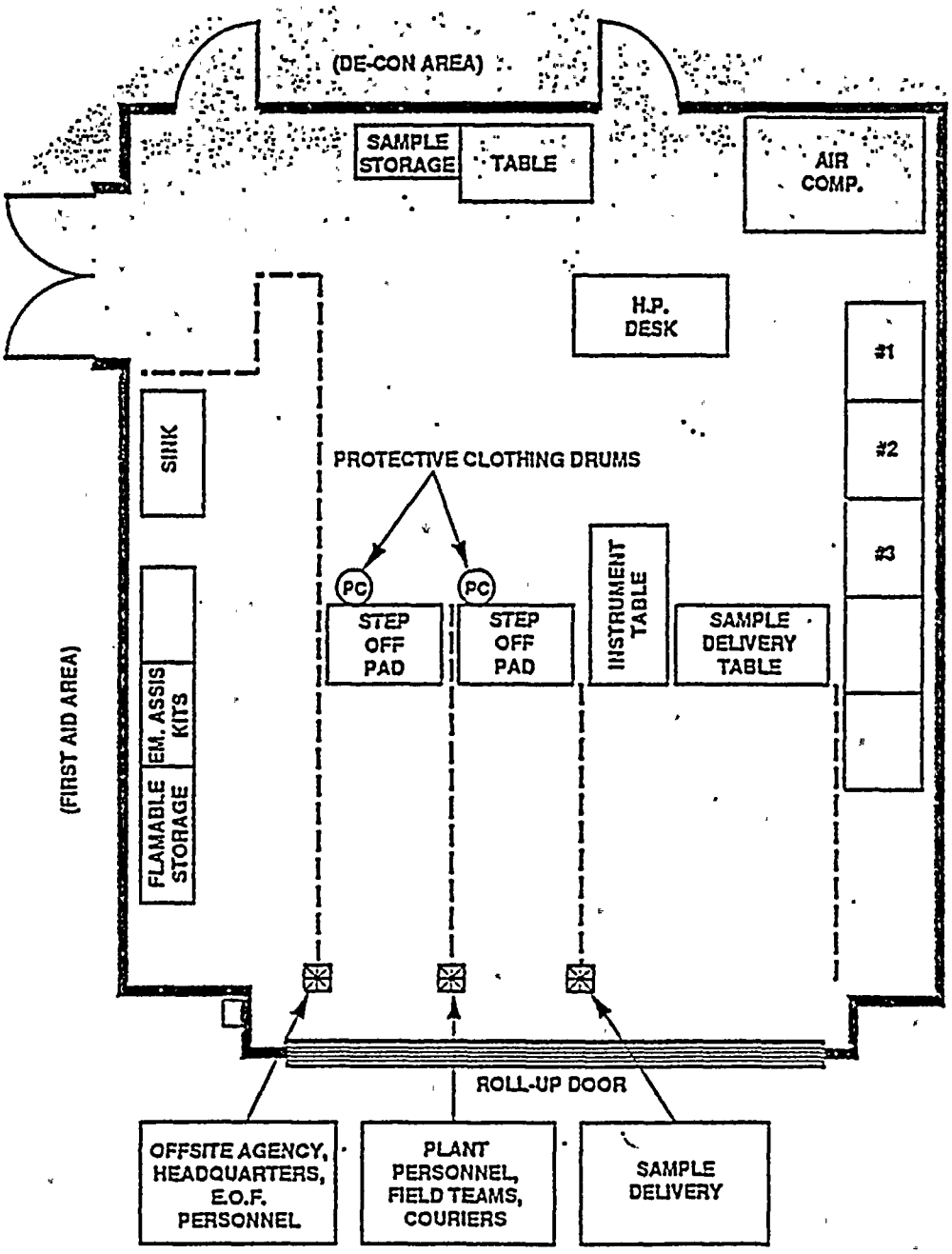
CONTROLLED COPY

PSF CRITICAL STATIONS

851251.10A

CONTROLLED COPY

TYPICAL SET-UP FOR PSF HEALTH PHYSICS CENTER RECEIVING AREA



LEGEND:

1. — — — INDICATES WHERE TO PLACE ROPE BARRIERS
2. ⊠ INDICATES WHERE TO POST SIGNS

Attachment G

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.11.17		04/28/89

VOLUME NAME
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 for handling the Supply System response to a nearby nuclear facility emergency, or if Supply System assistance is requested from outside agencies.

13.11.17.2 References

A. EPIP 13.1.1, Classifying the Emergency

B. SSI 2.2, "Mutual Emergency Response"

13.11.17.3 Procedure

Responsibility		Action
Recipient	1.	Upon notification of a Request for Assistance, if other than by EOF Communications Center, contact Security Officer at the EOFCC.
Security Duty Officer	2.	Upon receiving a request for assistance or notification from an off-site agency declaring an emergency, complete Attachment A, "Emergency Information/Request for Assistance Checklist".
	3.	Make notifications as outlined in the Emergency Information/Request for assistance checklist.
	4.	Be prepared to respond as directed by the Radiological Programs Personnel or the Shift Manager/Plant Emergency Director.

Responsibility	Action
Security Duty Officer (Cont'd)	5. Be prepared for arrival of Response Personnel in order to obtain equipment should a request for assistance be received.
	6. Refer any calls from the media to Public Affairs/Joint Information Center (372-5663).
Shift Manager	7. When notified of a nearby facility emergency, refer to EPIP 13.1.1, Classifying the Emergency, and determine if a Supply System emergency classification is warranted.
	8. Refer any calls from the media to Public Affairs/Joint Information Center (372-5663).
On-Call Emergency Planner	9. When notified of a request for assistance, obtain further information as necessary by direct contact with the requester.
	10. Obtain approval to respond from the on-call Recovery Manager.
	11. Initiate appropriate level of response by selecting, contacting and instructing Emergency Response Team Leader(s) and members. NOTE: If more than one Team Leader is dispatched, designate a leader in charge.
	12. Instruct Team Leader and members to report to the Emergency Operations Facility for briefing and necessary equipment.
	13. Provide a copy of this procedure to Team Leader.
	14. Notify the EOF Security Officer to provide Response Team access to emergency equipment in the Emergency Operations Facility if necessary.
	15. Secure necessary transportation.

Responsibility	Action
On-Call Emergency Planner (Cont'd)	16. Relay pertinent status reports to the on-call Recovery Manager, Plant Emergency Director, and Public Affairs personnel as appropriate.
	17. Acquire and provide additional resources to the emergency scene as needed and provide relief response team(s) as necessary.
	18. In the case of Supply System transportation accidents notify the Radwaste Program Leader or designee.
Designated Emergency Response Team Leader(s)	19. Report to the Emergency Operations Facility.
	20. Assemble equipment, transportation, and other resources as needed.
	21. Advise the on-call Emergency Planner when teams are ready to depart.
	22. Proceed in a safe manner to the scene of the emergency.
	23. Coordinate with on-scene authorities and direct emergency response team activities as appropriate to protect life, health, and property.
	24. Direct, to the extent possible, press or other noninvolved inquires to the involved authorities or the Supply System Public Relations personnel.
	25. Establish communications with the Radiological Programs personnel as conditions allow.
	a. Provide status reports as appropriate.
	b. Request additional resources as necessary.

Responsibility	Action
Designated Emergency Response Team Leader(s) (Cont'd)	26. Notify the on-call Emergency Planner of emergency termination and return.
	27. Provide a written report to Manager, Emergency Preparedness 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. Emergency Information/Request for Assistance Checklist

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EMERGENCY INFORMATION/REQUEST FOR ASSISTANCE CHECKLIST

Action Notice — Receipt of message

Initial Actions — Upon receipt of NAWAS message, Request for Assistance, or Notification from an Offsite Agency declaring an emergency, obtain the following information:

- o Date _____
- o Time Received _____
- o Received By _____
- o Name of Caller _____ Telephone No. _____
- o Organization of Caller _____
- o Classification/Nature of Emergency _____

  _____
- o Radiological Release: Yes |__| No |__| Possible |__|
- o Additional Information: _____

  _____

  _____

  _____

  _____
- o Is Assistance Required: Yes |__| No |__|

  Type: _____

  _____

  _____

  _____

  _____

Attachment A
Page 1 of 2

Follow On Actions

When assistance is required, notify the following:

_____ On-call Emergency Planner (Hi-lighted individual on the Emergency Notification Roster first)

Name: _____ Time: _____

_____ Notify the Shift Manager

Name: _____ Time: _____

_____ Notify the Security Force Lieutenant

Name: _____ Time: _____

_____ Notify one of the Security Managers

Name: _____ Time: _____

_____ When assistance IS NOT required, make the following notifications:

_____ Notify the Shift Manager

Name: _____ Time: _____

_____ Stand by for instructions

Continual Actions

_____ Keep all persons notified of further developments

_____ Complete all actions directed by the Shift Manager or other notified managers

Termination Actions

_____ Notify all personnel previously notified of termination

Date: _____

Time: _____

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WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.11.18	JW Baker	04/28/89

VOLUME NAME
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 notification of an Alert, Site Area or General Emergency, report to your designated emergency center. a. Plant Information Coordinators: o OSC/TSC Coordinators report to Operations Support Center if activated. o TSC Information Coordinator proceed from OSC by designated route to TSC. o Sign in on staffing boards and accountability logs in appropriate centers.

Responsibilies	Action
All Information Coordinators (Cont)	b. EOF Information Coordinators o Enter PSF through ambulance bay door if activated. o Proceed to assigned center and sign in on staffing board. 2. Establish the Information Network for your center: a. Obtain headset from emergency storage cabinet in center. b. Plugg headset into Information Coordinators phone. c. Clip control unit to your belt. d. Push rocker switch so red bar is showing. NOTE: If phone receiver is to be used instead of head-set push rocker switch so red bar does NOT show. 3. Respond to polls by other Information Coordinator by stating your center. 4. Announce intention to be off the air for short absences over net and check back on with TSC Information Coordinator. 5. Coordinate incoming information. a. Record all incoming information on log similar to Attachment B. b. Announce significant information to center director and staff. c. Record information on center status boards if assigned this responsibility.

Responsibilies	Action
All Information Coordinators (Cont)	6. Coordinate outgoing information. a. Assure other Information Coordinators are on line by polling using log similar to Attachment B to document. b. Record outgoing message on form. c. Perform a followup announcement to any center not responding to poll. 7. Transmit appropriate information over net using the following examples as a guide. a. All centers: o Center activation o Items announced to the center staff. o Items as ordered by the center director. o Significant items appearing on center data displays. b. CR/TSC/SSOC: o Changes in emergency classification. o Protective Action Decisions made and executed for Supply System areas and emergency workers, e.g. Protected or Exclusion Area evacuation, KI for emergency workers, etc. o Protective Action Recommendations made for the public and implementation status.

Responsibilies	Action
All Information Coordinators (Cont)	c. TSC: o All entries on the Plant Status Chart (especially inoperable systems). o Release start/stop. d. OSC: o Significant Reentry Team activities and findings. o Significant system repair results. o Significant equip ODS or returned to service. e. SDC: o Status of river evacuation. o Changes in security classification. o Significant on-site and off-site security developments. f. OACC: o Arrival of major off-site agency representatives. o Status of airspace closure. o Protective Action Decisions for the public as reflected in EBS radio broadcasts. g. MUDAC: o Arrival of participating agency representatives. o First field team deployed. o First field team reading above background.

Responsibilies	Action
All Information Coordinators (Cont)	o Significant dose reading and dose projection results. o Wind speed/direction and any significant weather changes. h. TDC: o Significant changes in Plant status not already announced. o Significant technical analyses results. i. Control Room (manned on an optional basis) plant status information. 8. Refer any calls from the media to the Joint Information Center. 9. Upon shift change, brief your relief on responsibilities, duties, and current status. 10. 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 logs to the Center Director/Manager/ Supervisor/Coordinator.
Technical Support Center (TSC) Information Coordinator	11. Perform as Lead Information Coordinator. Open and maintain the Information Network: a. Establish contact with all other information coordinators utilizing the headset system or phone hand set.

Responsibilies	Action
Technical Support Center (TSC) Information Coordinator (Cont)	b. Periodically poll the center information coordinators, in turn, and log all temporary absences from the net utilizing a checklist similar to Attachment B, Information Coordinator Checklist, to record names and time of poll.
	c. Re-establish contact with any who drop off by use of alternate means, such as telephone relay through another information coordinator or staff member. Call on the Offsite Agency Coordination Center Information Coordinator for any required assistance at the PSF.

13.11.18.4 Attachments

A. Information Coordination Flow Diagram

B. Information Coordinator Checklist

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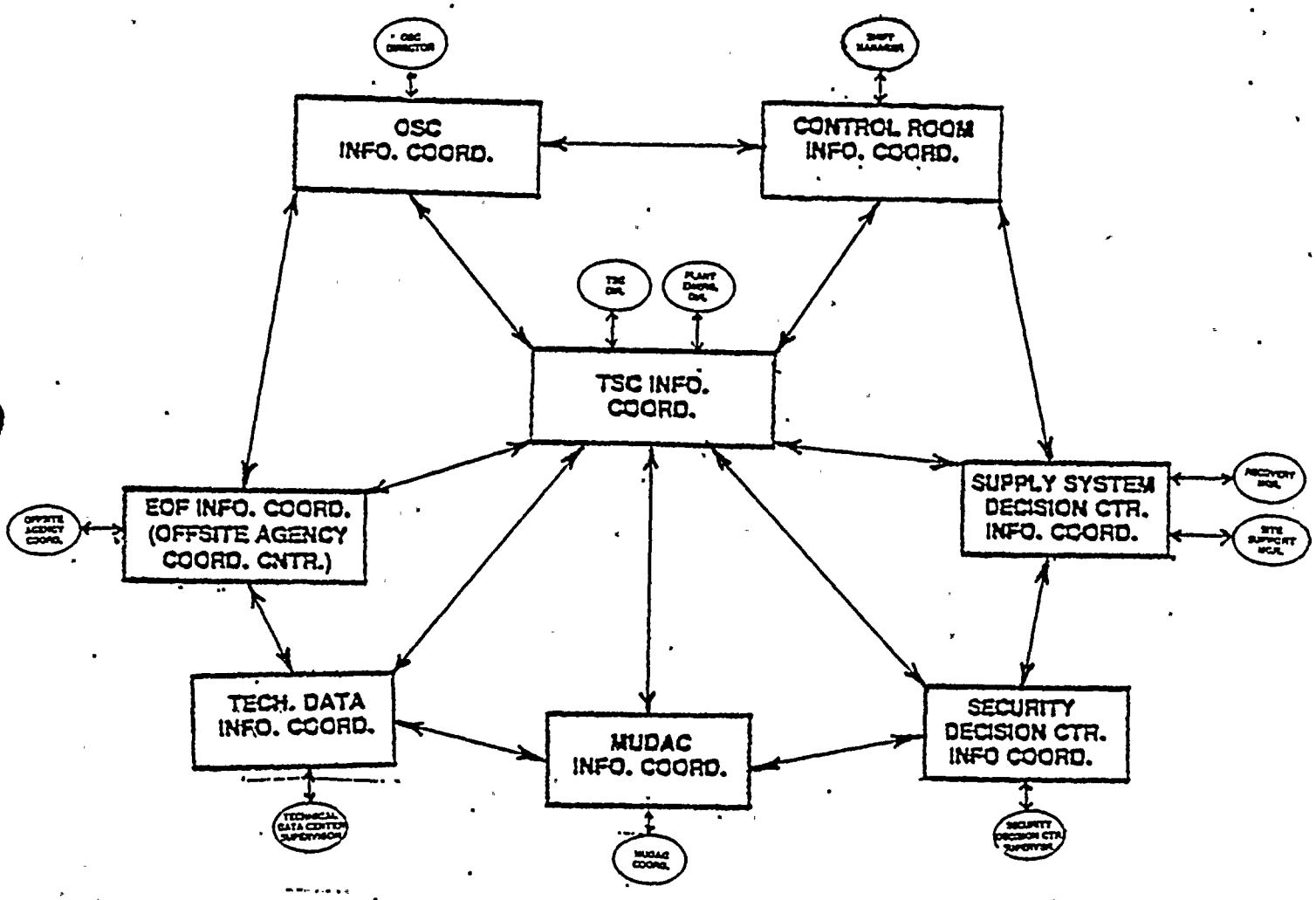
INFORMATION COORDINATION

PARTY LINE



Attachment A

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INFORMATION COORDINATOR

CHECKLIST

Page _____

Name _____

Date _____

Time	Information	CONTACT NAME							
		TSC:	OSC:	SSDC:	SDC:	OACC:	MUDAC:	TDC:	CR

Attachment B

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DISTRIBUTION FORM CHECKLIST

Document Description: _____

Document Number: _____ Runner: _____

Part A Standard Distribution (No. of copies to distribute)	Time Delivered
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4. Media Telephone Team (5)	_____
5. Public Information Telephone Team (5)	_____
6. American Red Cross (1) (When activated)	_____
7. Control Cell (5) (When activated)	_____
8. Managing Director's Office (2)	_____
9. Crisis Management Center (5) (When activated)	_____
10. NEFAX Operator, transmit to State & County Centers (1)	_____
11. BPA Office	_____
12. Federal Responding Agencies (10) (When activated)	_____

- -

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Attachment 4.4

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WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
13.13.4	G N Baker	04/28/89

VOLUME NAME
13 EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION
13.13 REENTRY/RECOVERY

TITLE
13.13.4 POST INCIDENT REPORTING

13.13.4.1 Purpose

This procedure establishes the steps for documenting the events and actions taken by individuals during the emergency and recovery phases of a declared incident. All members of the emergency organization are responsible for maintaining documentation of their roles during the emergency/recovery or drill/exercise and providing After-Action Reports to their immediate supervisors. For an Unusual Event, Emergency Planning will develop the Final After Action Report. For an Alert or higher classification, A Final After-Action Report Committee will be established to write the report and submit it to the Recovery Manager for approval.

13.13.4.2 References

None.

13.13.4.3 Procedure

Responsibility	Action
Individual Emergency Organization Member	1. Upon shift change and termination of the emergency/recovery or drill/exercise, complete an After-Action Report similar to Attachment A, "After Action Report". Include the following information: a. Specific problems encountered or observed. b. Recommendations for corrective actions.

Responsibility	Action
Individual Emergency Organization Member (Cont)	c. Any logs, such as those maintained on forms similar to the Emergency Response Log (Attachment B) or other compilations of data kept during the emergency response.
	2. Deliver the After-Action Report and all attachments to your immediate supervisor (i.e., person you reported to during the emergency/recovery).
Emergency Organization Supervisors/Managers	3. Collect the After-Action Reports and attachments.
	4. Review all completed After Action Reports for accuracy and completeness.
	5. For Alert or higher classification, Complete an After-Action Report detailing actions taken during the emergency/recovery and explaining any erroneous or misleading entries that appear in the reports of subordinate personnel.
	6. Deliver After Action Reports, attachments, checklists and logs through the emergency organization chain to:
	a. The Plant Emergency Director (for Protected Area personnel).
	b. Assistant Recovery Manager (for all personnel outside of the Protected Area).
Plant Emergency Director	7. Collect Protected Area After-Action Reports and attachments and deliver them to Emergency Planning for an Unusual Event and to the Assistant Recovery Manager for an Alert or higher classification.

Responsibility	Action
Manager, Emergency Planning	8. For emergencies which are only classified as Unusual Events, prepare a Final After Action Report from available data.
	9. Submit the Unusual Event Final After Action Report to the Plant Manager for review signature.
Assistant Recovery Manager	10. For emergencies which were classified as Alert or higher establish a Final After-Action Report Committee consisting of the following participating members as a minimum: a. Plant Emergency Director b. Radiological Emergency Manager c. Radiation Protection Manager d. Any others deemed appropriate based on the nature of the emergency
	11. Function as the chairman of the committee and complete a draft of the Final After Action Report documenting the actions taken during the emergency/recovery. Include in the report an executive summary.
	12. As necessary, interview selected persons to obtain first-hand information, or assign persons to develop special sections for the overall report.
Recovery Manager	13. Review and approve the Final After-Action Report prepared by the Assistant Recovery Manager and Final After-Action Report Committee.

13.13.3.4 Attachments

A. After Action Report

B. Emergency Response Log

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AFTER ACTION REPORT+

Name: _____ Emergency Center: _____

Emergency Position: _____ Normal Office Ext.: _____ MD: _____

Date: _____ Event: (Check One)

Time: (From) _____ (To)

|___| Drill

|___| Exercise

|___| Actual Emergency Classification

Include in the report:

1). Specific problems encountered or observed (i.e., equipment or procedural deficiencies, etc.)

2) Recommendations for corrective actions (See Attachment B)

3) Attach all logs or compilations of data kept

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature

+Forward to the emergency center Supervisor/Director via your emergency organization chain-of-command.

Attachment A

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EMERGENCY RESPONSE LOG

Center/Team:	Emergency Position:	Name:

Period Covered	From Date:	Time:	To Date:	Time:	Page No:	Total Pages:

TIME	ITEM	CLOSED

Attachment B