30-397

ENERGY NORTHWEST

INTEROFFICE MEMORANDUM

DATE: April 13, 2000

TO: Distribution

Becky D. Francisco

FROM: Procedure Control, Administrative Services, WNP-2 (927A)

SUBJECT: **WNP-2 PLANT PROCEDURES MANUAL - VOLUME 13**
PACKAGE NO. 2000-177

REFERENCE:

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following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed:

Procedure	**Rev.**
13.11.3	17

To verify receipt or cancellation of the subject Procedure(s), please sign, date and **return this receipt to Procedure Control, MD 927A** within TEN (10) WORKING DAYS of the date of this IOM.

Date	Signature of Manual Holder	87 Controlled Copy Number

Attachments:
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5	Licensed Training	1027
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12	PEC Library	PEC
25	Bruce Bond	911
26	Region IV, NRC	[redacted]
28	Region IV, NRC	[redacted]
30	EOF Support Engineering Library	1050
31	*TSC Emergency Response	927A
35	NRC Resident Inspector	[redacted]
42	Maintenance Training	184
52	State of Washington, Military Department	[redacted]
53	State of Washington, Military Department	[redacted]
55	Federal Emergency Mgmt. Agency	[redacted]
57	Benton County Dept of Emerg. Mgmt.	[redacted]
~~58~~	*WNP-2 Security (SAS-CR) (13.1.1, 13.4.1, 13.5.1, 13.5.3, 13.5.5, 13.10.8, 13.11.10, 13.12.19, 13.13.4)	927A
~~59~~	*WNP-2 Security (CAS-AAP) (13.1.1, 13.4.1, 13.5.1, 13.5.3, 13.5.5, 13.10.8, 13.11.10, 13.12.19, 13.13.4)	927A
60	WNP-2 Security	956
63	Emergency Training	PE30
64	*Radwaste Control Room	927A
66	*Simulator, Shift Manager	1027
~~68~~	*Remote Shutdown Room (13.1.1, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.10.1, 13.10.9)	927A
75	Dept. of Health Radiation Protection	[redacted]
78	*Control Room - STA's Desk	927A
83	*MUDAC	1020
86	*Simulator - STA's Desk	1034
87	Document Control Desk, NRC	[redacted]
++90	*Joint Information Center	PE30
94	*EOF	1020
97	*EOF	1020
114	EP Manager	PE30
127-130 (4)	Licensed Training	1027
132	Licensed Training	1027
~~134-136~~ (3)	*MUDAC Field Team Kits (13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4)	1020
~~++137~~	*MPF Field Team Kits (13.7.5, 13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4)	PE30
142	Hanford UDAC	[redacted]
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161	Equipment Operator Training	1027
164	Oregon State Dept. of Energy	[redacted]
218	U.S. Nuclear Regulatory Commission	[redacted]
219-221 (3)	Licensed Training	1027
223	Franklin County Emergency Management	[redacted]

++ Procedure Control assures delivery is arranged/made to J. Ittner

* Level 1 File

ENERGY NORTHWEST	USE CURRENT REVISION

WNP-2
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER	APPROVED BY	DATE
*13.11.3	DBH - Revision 17	04/13/00

VOLUME NAME
EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION
EMERGENCY OPERATIONS FACILITY

TITLE
SITE SUPPORT MANAGER AND STAFF DUTIES

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1.0 PURPOSE

This procedure describes responsibilities and duties of the Site Support Manager. The Site Support Manager provides support to the plant and secures assistance and supplies during the emergency and recovery phases. The Site Support Manager supervises the EOF Information Coordinator, the Telecommunications Manager, the Offsite Agency Coordinator, Manpower Scheduler, and the EOF Admin Support Staff.

2.0 REFERENCES

2.1 FSAR, Chapter 13.3, Emergency Plan, Section 4.4.2.2

2.2 OER SIL324R6, BWR Emergency Support Program

2.3 PPM 13.4.1, Emergency Notifications

2.4 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities

2.5 PPM 13.11.18, Information Coordinator Duties

2.6 PPM 13.13.4, After Action Reporting

2.7 Emergency Response Log, Form 968-23895

2.8 Classification Notification Form, Form 968-24075

2.9 EOF Staffing and Organization Chart, Form 968-26061

2.10 Emergency Manpower Schedule, Form 968-26094

2.11 Manpower Schedule Message, Form 968-26095

3.0 PROCEDURE

3.1 Site Support Manager Duties

3.1.1 Report to the EOF when notified of an Alert, Site Area or General Emergency, or if directed.

3.1.2 Notify the EOF Manager of your availability.

3.1.3 Maintain an Emergency Response Log (Form No. 968-23895) of the actions you take.

3.1.4 Determine if ERO personnel have been notified for all EOF positions:

- Obtain the Dialogics printout available in the Logistics Area.
- Compare the list of individuals indicating they are responding to the positions listed on the EOF Staffing Chart. If all positions are responding, inform the EOF Manager that personnel have been notified for all EOF positions.
- For unfilled positions, obtain a copy of the Emergency Phone Directory and begin contacting qualified responders for the open positions. Notify the EOF Manager of any positions which cannot be contacted.

3.1.5 Ensure that the Significant Events Status Board and other appropriate displays such as the classification, plant status, and Emergency Classification/Protective Action Status display are maintained by the Information Coordinator.

3.1.6 Complete an EOF Staffing and Organization Chart (968-26061). Distribute copies to EOF Managers.

3.1.7 Compile a copy of staffing and organization charts received from the JIC, TSC and OSC and forward them to the Manpower Scheduler.

3.1.8 Obtain outside assistance, equipment or personnel as directed by the Emergency Director. Coordinate deliveries with the Security Manager and the Radiological Emergency Manager.

3.1.9 Assign and supervise administrative support staff as they arrive.

3.1.10 Arrange transportation for evacuation of personnel in the Exclusion Area, if needed. Confer with the Security Manager and Radiological Emergency Manager to determine an assembly area for Exclusion Area evacuees needing transportation.

3.1.11 Direct TSC Plant Administrative Manager to announce the assembly area for Exclusion Area evacuees requiring transportation, and request that personnel with transportation assist evacuees needing transportation to the assembly area.

a. Coordinate orderly departure with the Security Manager.

b. Instruct those with transportation to make room for those without transportation in their vehicle.

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

3.1.12 Support EOF briefings per Attachment 4.7.

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

NOTE: The on call procurement person should be contacted to assist with procurement and purchasing services. Refer to the Emergency Phone Directory for the roster.

a. Administrative services and equipment

b. Accommodations and transportation for responding offsite personnel, including GE personnel responding to the site under the BWR Emergency Support Program.

c. Finance and purchasing services

d. Commissary services

e. Emergency Response Organization shift relief (for prolonged emergencies)

f. Labor Relations or Human Resources services

g. Legal or insurance services

h. Facility Services

3.1.14 Coordinate with the Plant Administrative Manager on providing personnel, equipment, training, or other administrative resource support for the plant staff.

3.1.15 Coordinate delivery of food and other services with the Security Manager and the Radiation Emergency Manager and the JIC Support Manager.

3.1.16 Discuss relief shift scheduling with the Emergency Director, and arrange for Emergency Response Organization (ERO) relief staffing, if necessary, according to instructions outlined in Attachment 4.2.

3.1.17 When preparing to enter the recovery phase, compile the recovery action lists developed by the TSC and OSC, which identify short and long term recovery items. Forward these action lists to the EOF Manager for input into the master recovery plan.

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

3.1.19 Brief your relief on items of note that happened during your shift and on status of ongoing work.

3.1.20 Upon shift change or termination of the emergency:

a. Prepare an individual after action report. Refer to PPM 13.13.4.

b. Collect the individual after action reports prepared by staff personnel.

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

3.1.21 Participate as a member of the After Action Report Committee chaired by the Assistant EOF Manager when required.

4.0 ATTACHMENTS

4.1 EOF Information Coordinator Duties

4.2 Manpower Scheduler Duties

4.3 EOF Administrative Support Staff Duties

4.4 Telecommunications Manager Duties

4.5 Offsite Agency Coordinator Duties

4.6 General Emergency Airspace or Airport Closure Request

4.7 Site Support Manager Briefing Guidelines

Duties Of: EOF Information Coordinator

Assigned Location: Emergency Operations Facility

Report To: Site Support Manager

Activation Level: Alert, or Higher Classification

Responsibilities

1. On arrival at EOF, sign in on the staffing board and report your availability to the Site Support Manager.

2. Assemble cordless headset/fanny pack unit for operation on the Information Coordinator Network. Announce your presence to others on the network and obtain current status, if available.

3. Transmit and/or request data, as appropriate, per PPM 13.11.18, or at the direction of the Site Support Manager.

4. Maintain assigned data displays and logs. These include:

   a. Significant Events Status Board

   b. Plant Status Display

   c. Emergency Classification/Protective Action Recommendation/Decision Display

5. Advise EOF Manager of significant changes in plant or equipment status.

Duties of: Manpower Scheduler

Assigned Location: Emergency Operations Facility (EOF)

Report To: Site Support Manager

Activation Level: Alert, or Higher Classification

Responsibilities

1. On arrival at the EOF, sign in on the staffing board and report your availability to the Site Support Manager.

2. Maintain an Emergency Response Log (Form 968-23895) of the actions you take.

3. Assist the Site Support Manager with preparing an EOF Staffing and Organization Chart, obtaining charts from other emergency centers, and compiling charts for distribution to EOF Managers. Distribute completed EOF staffing charts to the TSC, OSC, and JIC.

4. Assist the Site Support Manager with contacting and obtaining resources to support the Emergency Response Organization (ERO).

5. When directed by the Site Support Manager, initiate actions for staffing relief shifts.

   NOTE: Plant Operations and Security are on rotating schedules. Additional ERO positions will be coordinated by Operations and Security management.

7. Contact the REM to:

   - Identify safe access routes to the plant.

   - When it is determined that a shift change is required, activate the autodialer at 9-375-6201 and initiate an on the fly message to the ERO using the Manpower Schedule Message (form number 968-26095), and the following instructions:

CAUTION: If you initiate a scenario and a scenario is already running, select the CANCEL option to cancel the running scenario before you activate the new scenario. Do not suspend a running scenario.

Team B should be contacted to relieve Team A, Team C contacted to relieve Team B, Team D contacted to relieve Team C, and Team A contacted to relieve Team D.

a) Call the autodialer. As soon as the Dialogics voice begins, enter INFO (4636) as the password and the pound sign. If the initial greeting completes before being interrupted, hang up and call back.

b) Enter 1000 for the scenario number. This will activate the pagers and phones.

c) Read the prepared message on form 968-26095 when prompted. Hit the pound key when done.

d) The dialer will prompt you for verification. Press 9 for yes or 6 for no.

8. Approximately two hours prior to shift change, initiate an informational announcement.

9. Prior to contacting ERO members, determine from the Radiological Emergency Manager (REM) and Security Manager if any hazardous or security conditions require special response instructions to responding personnel. Consideration may need to be given for responding personnel to assemble at a remote location so that pool transportation or monitoring escort may be arranged.

   a) Contact the autodialer at 9-375-6201. As soon as the Dialogics voice begins, enter the password (INFO) and the pound sign. If the initial greeting completes before being interrupted, hang up and call back.

   b) Enter 1010 for the scenario number. This will <u>not</u> activate the pagers or phones.

   c) Record your announcement.

   d) The dialer will promt you for verification. Press 9 for yes or 6 for no.

10. Review the autodialer report for unfilled positions. If positions are unfilled, refer to the Emergency Phone Directory for qualified responders and contact them via the telephone.

11. Notify the Site Support Manager or the JIC Support Manger, as appropriate, of any ERO positions you are unable to fill.

12. Furnish a copy of the compiled list of relief/supplemental staff to center managers.

13. When contacted with requests for information about employees involved with the emergency:

    - Take a call back number and message, and forward the message and number to the individual.
    - Refer emergency messages to personnel as needed.
    - Refer to the autodialer report to determine ERO personnel present.

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

15. Brief your relief on items of note that happened during your shift and on status of ongoing work.

16. On shift change or termination of the emergency:

    a. Prepare an individual After Action Report. Refer to PPM 13.13.4.

    b. Deliver all After Action Reports and logs to the Site Support Manager.

Duties of: EOF Administrative Support Staff

Assigned Location: Emergency Operations Facility EOF

Report To: Site Support Manager

Activation Level: Alert, or Higher Classification

Responsibilities

1. On arrival at the EOF, sign in on the staffing board and advise the Site Support Manager of your availability.

2. As necessary, assist with preparing the EOF for operations and answer phones for EOF staff that have not arrived. Take down basic information from callers or get a number for the EOF staff member to call back.

3. Check the EOF facsimile machines to ensure power is on and the date and time is correctly set. Set facsimile time with the EOF's 24-hour clock time.

4. Install batteries in the Crash phone headsets and distribute to positions around the horseshoe area.

5. Check operability of cordless microphones and distribute the primary microphone to the EOF Manager, and the backup to the Information Coordinator.

6. Distribute the position supply baskets from the cabinet to their locations.

7. Make a copy of PPM 13.11.3, Site Support Manager and Staff Duties, and distribute the attachments to the Manpower Scheduler, Admin Support Staff, Information Coordinator, and Offsite Agency Coordinator.

8. Perform general support tasks for EOF staff which includes:

   a. Take or deliver messages, or assist with log keeping.

      NOTE: Emergency center staffing and organization charts that identify the ERO positions and the personnel staffing those positions can be obtained from the Site Support Manager.

   b. Provide facsimile transmittal and EOF distribution services for emergency-related documents.

   c. During drills, stamp all outgoing documents with "Drill Use" prior to distribution or faxing.

1) When you receive a Classification Notification Form (CNF) (Form 968-24075) that is originated by the EOF, transmit the CNF using the group dial according to the distribution list located at the facsimile machine or obtain direction from the Site Support Manager.

2) Notify the Site Support Manager immediately if there are any malfunctions or other delays in transmitting the CNF.

3) For all other document transmittals or distributions, ask for direction from the Site Support Manager if needed.

4) Retain all originals of facsimile documents, with facsimile activity reports.

5) Maintain a log of incoming and outgoing facsimile documents by sequential number and description.

c. Locate and replenish EOF office supplies

NOTE: If you must leave the EOF area of the PSF to obtain supplies, check with the Radiological Emergency Manager (REM) first to obtain information on any hazardous areas to avoid.

d. Provide duplicating services.

e. Verify or duplicate procedures for EOF staff use.

NOTE: Volume 13 Plant Procedure Manuals (PPMs) located in the EOF procedure bookcase on the south wall are Controlled Level 1 copies. EOF Library PPM manuals are Control Level 2. Before use, they must be verified using Passport Document Management System or verified from a Level 1 source such as the TSC or Control Room.

f. Assist with distributing food or beverage services to EOF personnel.

g. Assist with calls to ERO relief/supplemental personnel if requested.

NOTE: An ERO Phone Directory which lists home phone numbers for ERO personnel and an Energy Northwest Directory containing work phone numbers are included in the Emergency Phone Directories.

9. Refer any calls from the Media to the Joint Information Center (JIC).

10. Provide administrative assistance to EOF PIO as requested.

11. On shift change or termination of the event:

    a. Brief your relief on items of note that happened during your shift and on status of ongoing work.

    b. Prepare an After Action Report. Refer to PPM 13.13.4.

    c. Deliver your After Action Report and any logs to the Site Support Manager.

12. At event termination, assist with collating EOF staff after action documentation and returning the EOF to ready configuration.

Duties of: Telecommunications Manager

Assigned Location: Emergency Operations Facility EOF

Report To: Site Support Manager

Activation Level: Alert, or Higher Classification

Responsibilities

1. On arrival at the EOF, sign in on the staffing board and advise the Site Support Manager of your availability.

2 Maintain a chronology of significant events, actions, or problems and resolutions on an Emergency Response Log, Form 968-23895.

3 Monitor telecommunication problem calls and assign technicians to correct system problems.

4 Prioritize work assignments to assure that maintenance or repair of communication systems described in Section 8 of the Energy Northwest's Emergency Preparedness Plan are provided for first.

- Prior to dispatching telecommunications personnel to the Plant, contact the Radiological Emergency Manager (REM), to determine safe approach routes, and the need for protective clothing.

- Direct personnel you dispatch to the Plant to notify Operations Support Center (OSC) of their arrival for accountability purposes.

- Refer any calls from the Media to the Joint Information Center (JIC).

8. On shift change or termination of the event:

   a. Brief your relief on items of note that happened during your shift and on status of ongoing work.

   b. Prepare an After Action Report. Refer to PPM 13.13.4.

   c. Deliver your After Action Report and any logs to the Site Support Manager.

Duties of: Offsite Agency Coordinator

Assigned Location: Emergency Operations Facility EOF

Report To: Site Support Manager

Activation Level: Alert, or Higher Classification

Responsibilities

1. Upon notification of an Alert, Site Area or General Emergency or, if so directed, proceed to the Emergency Operations Facility (EOF) and notify the Site Support Manager of your arrival.

2. If the state or county is not represented at the EOF, obtain information on county response actions from the Energy Northwest representative at the Washington State, Benton, and Franklin County Emergency Operations Centers (EOC).

3. Contact the Security Communications Center (SCC) Duty Officer and assume responsibility for making the Part C Notifications in accordance with PPM 13.4.1.

   Make the Part C notifications as required for the appropriate event classifications by providing information on items 2-6 on the CNF, as requested (phone numbers are located in the Emergency Phone Directory under Offsite Notification Checklist).

   NOTE: The SCC provides Part C notifications of plant emergency classification levels until relieved of this responsibility.

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

5. At General Emergency, recommend an airspace or airport closure request with the Federal Aviation Administration (FAA), Attachment 4.6.

   a. Copy the completed Attachment 4.6 airspace closure request form and provide it per the distribution list on the Attachment.

   b. If airspace or airport closure occurs, and you become aware that aircraft providing support for emergency operations may need airspace or airport access, request exceptions with the FAA.

6. Refer any calls from the media to the Joint Information Center (JIC).

7. Upon shift change, brief your relief on items of note that happened during your shift and on status of ongoing work.

8. Upon termination of the emergency:

   a. Prepare an individual After Action Report. Refer to PPM 13.13.4

   b. Deliver your After Action Report and any pertinent logs to the Site Support Manager.

GENERAL EMERGENCY
TEMPORARY FLIGHT RESTRICTION (TFR) REQUEST

Call the Auburn office of the FAA (Refer to Emergency Telephone Directory for current number) and make a statement similar to the following:

I am _____ of the Energy Northwest Emergency Operations Facility staff. Emergency conditions exist at WNP-2 on the Hanford Reservation. We are releasing (expect to release) radioactive gas to the atmosphere. Accordingly, we recommend that the airspace for 10 miles around the Pasco approach vector (Pasco 305 radial, 18 DME, surface to 5,000 feet above mean sea level) be closed for unauthorized aircraft.

At the present time the plume is (or expected to be) located at: _____

_____

(Obtain plume direction and distance from REM)

Restrictions:

☐ This is expected to infringe upon the approaches to the Richland Airport, therefore, operations should not be authorized for Richland Airport.

☐ This is not expected to infringe upon the approaches to the Richland Airport, therefore, operations should be authorized for Richland Airport.

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

NOTE: If airport closure is authorized, you may need to call FAA for authorization to land (or take off) aircraft bringing outside responders, or conducting aerial monitoring activity. FAA will need to know the aircraft's identification and arrival (or departure) time for each instance.

I may be reached at (509) (__ __) if you need further information verification, or if someone wishes to request authorization into the area.

CALL COMPLETED BY: _____ DATE: _____ TIME: _____

Copy & distribute to the following EOF personnel:

Radiological Emergency Manager
Security Manager
Benton County Representative
Franklin County Representative
DOE Representative

Comments: _____

Attachment 4.6

SITE SUPPORT MANAGER BRIEFING GUIDELINES

NOTE: Items listed here are suggested topics for routine update briefing. Items actually selected should be based on existing or projected situation conditions.

Site Support Manager update items:

a. Status of administrative and logistics support being provided (administrative supplies, copy machines, facsimiles, etc.).

b. Status of coordinating offsite agency personnel/equipment response.

c. Status of relief shift or meal scheduling (if applicable).

d. Problem areas needing resolution.

e. NRC counterpart status report (if present).

Notes: _____

_____

_____

Attachment 4.7