



USE CURRENT REVISION

WNP-2
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER	APPROVED BY	DATE
*13.5.3	DWC - Revision 18	06/28/00
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
EVACUATION AND ACCOUNTABILITY		
TITLE		
EVACUATION OF EXCLUSION AREA AND/OR NEARBY FACILITIES		

TABLE OF CONTENTS

	<u>Page</u>
1.0 PURPOSE	2
2.0 DISCUSSION	2
3.0 REFERENCES	3
4.0 PROCEDURE	3
4.1 Emergency Director Responsibilities	3
4.2 Security Manager Responsibilities	4
4.3 Security Supervisor Responsibilities	5
4.4 Site Support Manager Responsibilities	5
5.0 ATTACHMENTS	5
5.1 Exclusion Area Map	6

PROCEDURE NUMBER	REVISION	PAGE
13.5.3	18	1 of 6

1.0 PURPOSE

The purpose of this procedure is to identify the emergency actions and responsibilities of the Emergency Director to cause evacuation of the WNP-2 Exclusion Area when conditions so dictate.

The procedure also identifies actions to be taken in the event the need for evacuation may impact other facilities in the local area, including the Department of Energy's Fast Flux Test Facility.

2.0 DISCUSSION

2.1 The principle consideration when contemplating an Exclusion Area evacuation is the safety of personnel. An Exclusion Area evacuation is the orderly withdrawal of all personnel, except those required to respond to the emergency situation, from areas outside the Protected Area but within the Exclusion Area boundary, and including those portions of the Owner Controlled Area outside the Exclusion Area. An Exclusion Area evacuation will be announced using sirens, PA announcements and telephone notifications

2.2 The Emergency Director is responsible for determining when an Exclusion Area evacuation should be conducted. The decision to evacuate personnel should be based on the course of action which presents the minimum risk to employees. Some examples of conditions which make an Exclusion Area evacuation not advisable include, but are not limited to:

- An ongoing security threat affecting personnel in the Exclusion Area (consult with the Security Manager to aid in determining the safest course of action)
- Inclement weather (e.g., high winds or hazardous road conditions may preclude a safe evacuation of personnel)
- Radiological hazards exist (determine which action would result in lowest dose to evacuating personnel)
- Other hazards exist which might subject evacuees to a higher risk to personnel safety than not evacuating

If conditions for an Exclusion Area evacuation are present, but the decision is made to not evacuate personnel due to safety concerns, personnel will normally remain at their work locations unless directed otherwise.

2.3 Normally, Exclusion Area evacuations will be considered at a Site Area Emergency, or when other conditions warrant and is an automatic action at General Emergency. Exclusion Area evacuees will normally be directed to proceed home.

If a radiological contamination problem is identified, evacuees will be directed to an alternate location for radiological monitoring and decontamination. The Richland Office Complex (ROC) is the primary offsite assembly area.

PROCEDURE NUMBER	REVISION	PAGE
13.5.3	18	2 of 6

3.0 REFERENCES

- 3.1 FSAR, Chapter 13.3, Emergency Plan, Sections 4, 5
- 3.2 PPM 13.2.2, Determining Protective Action Recommendations
- 3.3 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 3.4 PPM 13.7.5, Offsite Assembly Area Locations
- 3.5 WNP-2 Public Address Message Format - Exclusion Area Evacuation, 968-26051

4.0 PROCEDURE

4.1 Emergency Director Responsibilities

4.1.1 Determine the need for an Exclusion Area evacuation at Site Area Emergency. Exclusion Area evacuations are automatic at the General Emergency classification.

4.1.2 The decision to evacuate personnel should be based on the course of action which presents the minimum risk to employees. Some examples of conditions which make an Exclusion Area evacuation not advisable include, but are not limited to:

- An ongoing security threat (consult with the Security Manager to aid in determining the safest course of action)
- Inclement weather (e.g., high winds or hazardous road conditions may preclude a safe evacuation of personnel)
- Radiological hazards exist (determine which action would result in lowest dose to evacuating personnel)
- Other hazards exist which might subject evacuees to a higher risk to personal safety than not evacuating

If conditions for an Exclusion Area evacuation are present, but the decision is made to retain personnel on site due to safety concerns, personnel will normally remain at their work locations unless directed otherwise.

4.1.3 If the decision is made to evacuate the Exclusion Area, determine if radiological hazards exist or are suspected within the Exclusion Area. If a radiological hazard does exist or a release is in progress, then direct evacuees

PROCEDURE NUMBER	REVISION	PAGE
13.5.3	18	3 of 6

to report to the ROC assembly area. If the assembly area is not available, select an alternate assembly area. Determine safe evacuation routes and hazardous areas to avoid.

4.1.4 If evacuation routes are unavailable due to hazards or severe weather, consider sheltering in place until conditions improve.

4.1.5 Use form 968-26051, WNP-2 Public Address Emergency Message Format - Exclusion Area Evacuation to complete a public address announcement.

NOTE: The EOF Manager, if acting as Emergency Director, must coordinate with the TSC Manager to have PA announcements made.

4.1.6 Immediately repeat the announcement. Continue repeating the announcement periodically while the evacuation remains in effect and until the TSC is activated. The TSC will assume responsibility for PA announcements when activated.

4.1.7 Direct the Security Manager (or Security Supervisor if Security Manager is not yet activated) to implement their actions for Exclusion Area evacuation.

4.2 Security Manager Responsibilities

4.2.1 Direct the Secondary Alarm Station Operator broadcast over Energy Northwest Maintenance and Security Radio Channels:

- a. The Exclusion Area is being evacuated.
- b. That Exclusion Area personnel not assigned emergency duties report home or to the designated assembly location.
 - Specify alternate assembly area, if designated, and any known hazards/areas to avoid

4.2.2 Direct the SCC Duty Officer to activate the "Crossroads" Exclusion Area evacuation siren.

4.2.3 If an assembly area is established, direct the Site Security Supervisor to dispatch an officer with radio to the assembly area to assist with accountability or message relay.

4.2.4 Provide telephone evacuation notification and the above instructions to the following:

WNP-1 Emergency Manager/Site Manager - Day Shift
WNP-1 Designated Site Authority - Back Shifts

PROCEDURE NUMBER	REVISION	PAGE
13.5.3	18	4 of 6

NOTE: The Roving Security Patrol responds to the WNP-1 gate as resources are available. Their function is to be prepared to sound the alarms to evacuate the site to the designated assembly area.

Circulating Pumphouse
Visitor's Center
Waste Water Treatment Plant
Security Training Facility
Plant Maintenance Training

4.2.5 Keep the Emergency Director informed on the status of the Exclusion Area Evacuation.

4.3 Security Supervisor Responsibilities

4.3.1 Direct a Security Officer to the designated assembly area if established to perform accountability duties per PPM 13.7.5.

4.3.2 Instruct the officer at the assembly area to communicate on the Security area wide radio channel to coordinate accountability and relay messages.

4.3.3 Direct the mobile patrol to perform a visual check of evacuation progress within the Exclusion Area Boundary, including the Security Firing Range and that portion of the Owner Controlled Area outside the Exclusion Area boundary. Refer to Attachment 5.1.

4.4 Site Support Manager Responsibilities

4.4.1 Confer with the Security Manager and Radiological Emergency Manager to determine evacuation assembly area for PSF/EOF evacuees needing transportation.

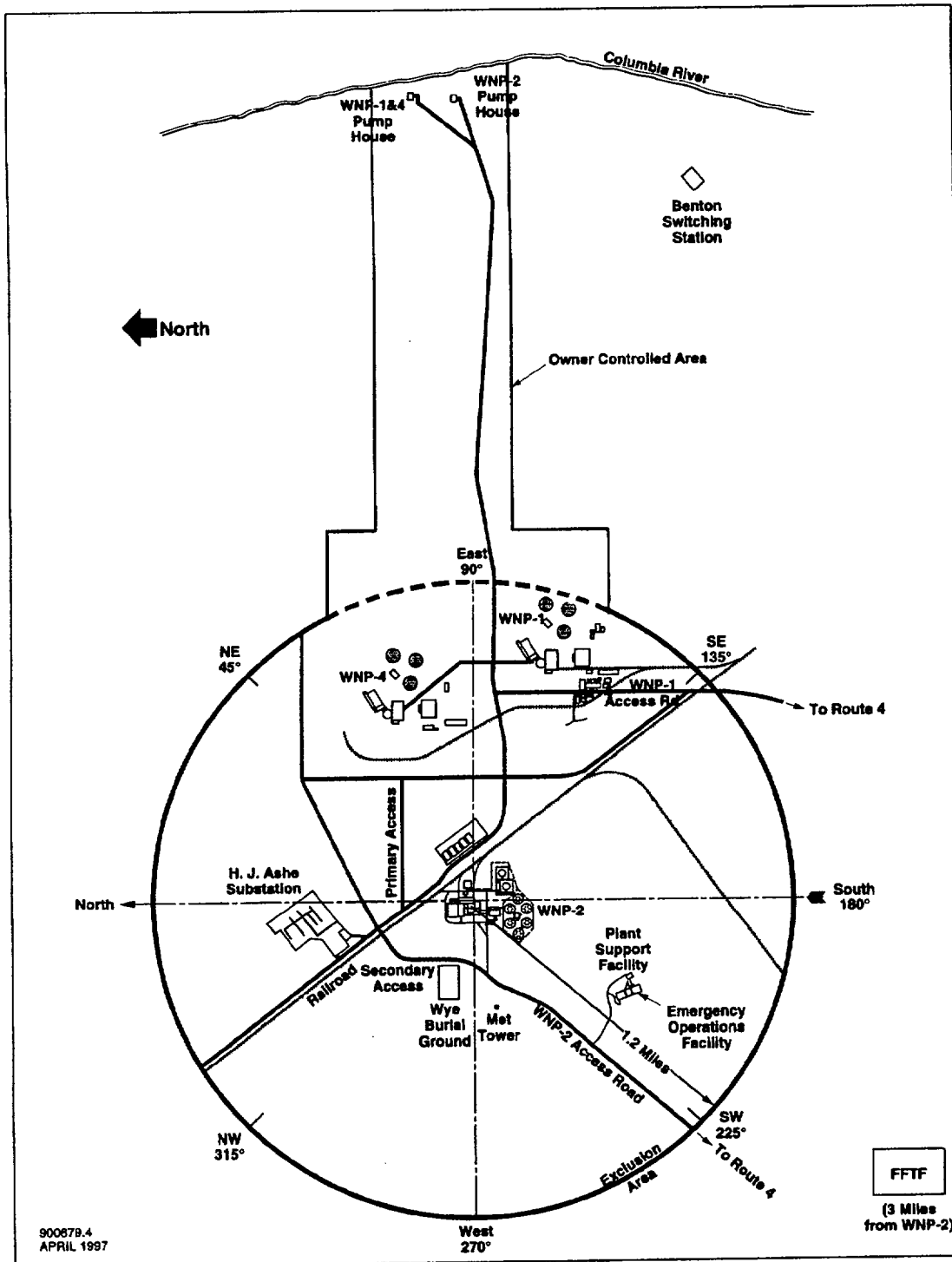
4.4.2 Contact the FFTF Control Room and inform them of Exclusion Area evacuation PADs made by Energy Northwest.

5.0 ATTACHMENTS

5.1 Exclusion Area Map

PROCEDURE NUMBER	REVISION	PAGE
13.5.3	18	5 of 6

EXCLUSION AREA MAP
Includes Owner Controlled Area



Attachment 5.1

PROCEDURE NUMBER	REVISION	PAGE
13.5.3	18	6 of 6



USE CURRENT REVISION

WNP-2
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER	APPROVED BY	DATE
*13.10.1	DWC - Revision 19	06/28/00
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
PLANT EMERGENCY FACILITIES		
TITLE		
CONTROL ROOM OPERATIONS AND SHIFT MANAGER DUTIES		

TABLE OF CONTENTS

Page

1.0 PURPOSE 2

2.0 REFERENCES 2

3.0 DISCUSSION 4

4.0 PROCEDURE 4

 4.1 Shift Manager Actions 4

 4.2 Control Room Supervisor Actions 7

 4.3 Control Room Operator Actions 8

 4.4 Shift Technical Advisor Actions 8

 4.5 All Control Room Personnel 9

 4.6 Transfer Of Emergency Director Duties 10

 4.7 Actions As Emergency Director 10

5.0 ATTACHMENTS 13

 5.1 Shift Manager Checklist 14

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	1 of 18

1.0 PURPOSE

To describe the responsibilities of the Shift Manager, Control Room Operators, and Shift Technical Advisor, 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.

2.0 REFERENCES

- 2.1 10CFR50.72, Immediate Notification Requirements for Operating Nuclear Power Reactors {R-1932}
- 2.2 10CFR50, Appendix E (IV)(A) {R-5695, R-5708}
- 2.3 FSAR, Chapter 13.3, Emergency Plan
- 2.4 Technical Specification 5.1.2 {R1343}
- 2.5 OER 79071C, Unauthorized Forced Entry into the Protected Area at Three Mile Island Unit 1 on February 7, 1993
- 2.6 PPM 1.3.1, WNP-2 Operating Policies, Programs, and Practices
- 2.7 PPM 1.9.14, Onsite Medical Emergencies
- 2.8 PPM 4.10.3.1, Control Room HVAC High Radiation
- 2.9 PPM 5.7.1, Severe Accident Guidelines
- 2.10 Technical Memorandum 2117, Technical Support Guidelines for Core Thermal Engineer
- 2.11 PPM 13.1.1, Classifying the Emergency
- 2.12 PPM 13.10.2, TSC Manager Duties
- 2.13 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides
- 2.14 PPM 13.2.2, Determining Protective Action Recommendations
- 2.15 PPM 13.4.1, Emergency Notifications
- 2.16 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.17 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.18 PPM 13.5.5, Personnel Accountability, Search and Rescue

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	2 of 18

- 2.19 PPM 13.8.1, Emergency Dose Projection System Operations
- 2.20 2.20.1 PPM 13.13.4, After Action Reporting
- 2.21 Classification Notification Form, 968-24075
- 2.22 Emergency Director Turnover Sheet, 968-25810
- 2.23 Emergency Response Log, 968-23895
- 2.24 Emergency Classification or Other Emergency Messages, 968-26045
- 2.25 WNP-2 Public Address Emergency Message Format - Localized Evacuation, 968-26048
- 2.26 WNP-2 Public Address Emergency Message Format - Protected Area Evacuation, 968-26050
- 2.27 WNP-2 Public Address Emergency Message Format - Exclusion Area Evacuation, 968-26051
- 2.28 Follow-up Notifications, 968-26098
- 2.29 Partial Activation or Manpower Schedule, 968-26171

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	3 of 18

3.0 DISCUSSION

- 3.1 The Emergency Director (ED) is the Energy Northwest individual on site at all times who shall have the authority and responsibility to immediately and unilaterally initiate any emergency actions. {R-5708}
- 3.2 The WNP-2 Shift Manager will normally act as ED when an emergency classification is initially declared. ED responsibilities will transfer from the Shift Manager to the TSC Manager or the EOF Manager depending upon time of facility activation.
- 3.3 The Shift Manager is responsible for plant operations and during an emergency will be in charge of directing the activities of on shift personnel in taking those actions necessary to mitigate the emergency conditions. The Shift Manager is the ultimate authority in prioritizing and initiating all phases of plant operations. {R-5695}
- 3.4 The Shift Manager and Security Lieutenant are responsible to determine the appropriate course of action to deal with a security contingency that has the potential to threaten emergency response center activation and personnel safety.
- 3.5 Severe Accident Guidelines (SAGs) are entered and Emergency Operating Procedures (EOPs) are exited when primary containment flooding is required.
- 3.6 Once emergency operations commence and EIPs are entered, normal work control practices are superceded by EPIP repair team work task methodology. When the emergency is terminated or recovery operations begin, normal work control practices are reinstated.

4.0 PROCEDURE

4.1 Shift Manager Actions

NOTE: Shift Manager procedural steps may be documented using Attachment 5.1, Shift Manager Checklist.

- 4.1.1 Diagnose plant conditions and direct necessary actions to alleviate abnormal conditions.
- 4.1.2 Implement the actions of Section 4.7 until relieved by the responding Emergency Director in accordance with Section 4.6.
 - a. With assistance from the STA, determine the necessity to change the emergency classification in accordance with PPM 13.1.1. Make the necessary public address announcements:

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	4 of 18

CAUTION: At the Unusual Event level when it is desired to activate the TSC and OSC, DO NOT activate the standard auto-dialer scenario for Unusual Event. Record an on-the-fly message to summon TSC and OSC staff using form 968-26171, Partial Activation or Manpower Schedule, instead.

- Emergency center activation. Refer to Emergency Classification or Other Emergency Messages, 968-26045.
- Localized evacuation. Refer to WNP-2 Public Address Emergency Message Format - Localized Evacuation, 968-26048.
- Protected Area Evacuation. Refer to WNP-2 Public Address Emergency Message Format - Protected Area Evacuation, 968-26050.
- Exclusion Area Evacuation. Refer to WNP-2 Public Address Emergency Message Format - Exclusion Area Evacuation, 968-26051.

- b. Ensure appropriate Control Room log entries are made for the emergency classifications and offsite notification actions.
- c. At Site Area Emergency or higher classification, assign an individual in the Control Room to perform center accountability duties per PPM 13.5.5 if manual accountability is necessary.

4.1.3 If it becomes necessary to activate the TSC and OSC at an Unusual Event for additional support, activate both centers.

- Use form 968-26171, Partial Activation or Manpower Schedule, to record an on-the-fly auto-dialer message to summon OSC and TSC staff at Unusual Event.

4.1.4 For any potential security scenario that could pose a threat to emergency response center activation and personnel safety, confer with the Security Lieutenant to determine:

- appropriate areas for TSC and OSC operations
- avenues of safe access
- communications abilities
- the ability of Security to keep the area safe

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	5 of 18

4.1.5 If neither the EOF nor the Technical Support Center (TSC) have been activated, and:

- a. An effluent release approaching or in excess of PPM 13.1.1 Emergency Action Levels has occurred, or is occurring; or
- b. An abnormal release of radioactive effluents is indicated;

Then direct a qualified individual to initiate offsite dose calculations per PPM 13.8.1 and determine if Protective Action Recommendations (PARs) for the public in accordance with PPM 13.2.2, or classifications in accordance with PPM 13.1.1, are required.

4.1.6 If the Technical Support Center (TSC) is activated, transfer responsibilities for peripheral duties not directly related to reactor systems manipulation to the TSC.

4.1.7 Maintain communications with the TSC Operations Manager concerning plant status. Use the Emergency Director ringdown phone as appropriate to discuss mitigating actions prior to implementation of those actions.

4.1.8 Keep the Operations Manager in the TSC informed of plant conditions and actions which may impact in plant or offsite activities.

4.1.9 Request the Operations Manager call in additional Control Room support personnel as needed.

4.1.10 If notified of an emergency situation that requires Fire Brigade response, perform the following:

- a. Activate the alerting tone.
- b. Announce the type of emergency.
- c. Give the emergency's location.
- d. Request the Fire Brigade respond to the emergency.
- e. Repeat the announcement.
- f. Establish communications with the Fire Brigade Leader at the scene of the emergency to obtain situational reports, confer on action plans,

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	6 of 18

and assess manpower and equipment needs for mitigating the emergency.

- g. Ensure the Control Room maintains accountability for emergency personnel performing Fire Brigade or Emergency Operating Procedure (EOP) activities until the OSC is activated.

NOTE: When not used for Control Room dispatched activities, emergency personnel may be staged in the OSC or at a location determined by the Shift Manager and the OSC Manager.

NOTE: When activated, the OSC becomes responsible for accountability of plant emergency workers.

4.1.11 Inform the OSC of:

- Known or suspected Plant hazards
- Names of dispatched Fire Brigade or EOP team members
- Assignment
- Location
- Time dispatched and expected time of return

NOTE: Tasks of an immediate nature should be prefaced by the term "urgent". The Shift Manager will usually confer with the Operations Manager on tasks of an urgent nature, but the Shift Manager has the final authority in determining if a task is "urgent".

- 4.1.12 If a task is identified as requiring an immediate response, designate it as "urgent" and communicate the task to the TSC Operations Manager or TSC Manager.
- 4.1.13 If more than one "urgent" task is identified, select a priority for each and inform the TSC Operations Manager.
- 4.1.14 If notified of the need for offsite medical assistance for injured or contaminated injured personnel, implement PPM 1.9.14.
- 4.1.15 Refer any incoming media calls to the Joint Information Center.
- 4.1.16 Maintain a log of events and actions.

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	7 of 18

4.1.17 For termination of emergency:

- a. Collect the individual After Action Reports prepared by staff personnel.
- b. Prepare an individual After Action Report as per PPM 13.13.4.
- c. Deliver all After Action Reports to the Operations Manager.

4.2 Control Room Supervisor Actions

4.2.1 Advise the Shift Manager of abnormal conditions and perform duties as directed.

4.2.2 Take actions to terminate the conditions causing the emergency.

4.2.3 Continuously monitor the Control Room habitability in accordance with PPM 4.10.3.1.

NOTE: If you initiate PPM 4.10.3.1 while the TSC is occupied, notify the TSC Manager that an air stagnation condition will exist.

4.2.4 If the TSC is determined to be uninhabitable, initiate TSC isolation actions specified in PPM 4.10.3.1.

4.2.5 In the absence of the Shift Manager or higher authority, assume Shift Manager responsibilities, including Emergency Director responsibilities and authority as per Section 4.7. {R1343}

4.2.6 Direct the activities of Control Room Operators and Equipment Operators.

4.2.7 Refer any incoming media calls to the Joint Information Center.

4.3 Control Room Operator Actions

4.3.1 Recognize unusual plant conditions and take necessary actions under direction of Control Room Supervisor and/or Shift manager to terminate the condition causing the emergency.

4.3.2 Keep the Control Room Supervisor informed of unusual conditions.

4.3.3 Refer any incoming media calls to the Joint Information Center.

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	8 of 18

4.4 Shift Technical Advisor Actions

- 4.4.1 If an off-normal condition is indicated, or if directed by the Shift Manager, man the duty station in the control room and maintain a log of your actions.
- 4.4.2 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 PPM 13.1.1.
- 4.4.3 Utilize the computer outputs (such as, TDAS, PDIS and GDS) to evaluate the potential for core damage or worsening of an abnormal event.
- 4.4.4 If core damage is suspected, make a qualitative assessment of plant parameters using Technical Memorandum 2117, Technical Support Guidelines for Core Thermal or Reactor Engineer during and following an abnormal event if the TSC is not activated. Provide the Shift Manager with a Plant Status Assessment.
- 4.4.5 Provide the Shift Manager with recommendations to minimize or control the consequences of an emergency condition.

NOTE: A radioactive release is in progress when any of the following conditions exist:

- A valid reading exists which exceeds PPM 13.1.1 Table 3 Column UE, OR
- Offsite dose calculations meet or exceed PPM 13.1.1 Table 4 Column UE levels for TEDE or CDE thyroid, OR
- Field teams measure GE 100 microR at 1.2 miles.

NOTE: Refer to PPM 13.8.1 for dose projection guidance.

- 4.4.6 Perform offsite dose assessment using the Quick Emergency Dose Projection System (QEDPS).
- 4.4.7 Provide input to the Emergency Director for emergency classification and/or protective action decisions as necessary in accordance with PPM 13.2.2 guidance.
- 4.4.8 Coordinate turn over of offsite dose projection functions to the TSC or EOF when they are activated and able to assume procedural responsibility.
- 4.4.9 Provide information to the Shift Manager on Emergency Plan Implementing Procedures that prescribe emergency response actions that provide for employee and public safety.

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	9 of 18

4.4.10 Continuously reassess plant conditions and keep the Shift Manager informed of new data and your recommendations.

4.4.11 Refer incoming media calls to the Joint Information Center.

4.5 All Control Room Personnel

4.5.1 Upon shift change, brief your relief on responsibilities, duties and current status of tasks being performed.

4.5.2 Upon shift change or termination of the emergency:

- a. Prepare individual After Action Report as per PPM 13.13.4.
- b. Deliver all After Action Reports to Shift Manager for delivery to the Operations Manager.

4.6 Transfer Of Emergency Director Duties

The Shift Manager remains a part of the decision making team when in SAGs. Announce the transition of SAG entry and EOP exit to the Control Room and TSC Operations Manager.

4.6.1 Transferring the Emergency Director duties:

- a. When contacted by an oncoming Emergency Director, give a time when conditions would permit the turnover process.

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

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

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	10 of 18

4.7 Actions As Emergency Director

Once EPIPs have been entered (emergency classification occurs), recovery actions not specifically authorized by plant procedures which have a potential for radioactive release to the environment require Emergency Director concurrence.

- 4.7.1 Assume the following responsibilities, delegating tasks as needed with the exception of items a., through d., which may not be delegated to any other member of the Emergency Response Organization:
- a. Classification of emergencies in accordance with PPM 13.1.1, and periodically review the classification to ensure that it reflects current plant conditions.
 - b. Making protective action recommendations in accordance with PPM 13.2.2, to offsite authorities responsible for implementing emergency measures for the public.
 - c. Approving official notifications/communications (i.e., Crash calls) to local, state, and Federal agencies.
 - 1) Ensure that immediately after notification of the appropriate state and local agencies, but not later than one hour after event classification, a designated communicator: {R1932}
 - a) Provides the NRC with event information using guidance contained in the Event Notification Worksheet (Form 968-25665) via the NRC Emergency Notification System (ENS), or by dialing:

(301) 816-5100 or (301) 951-0550; and
 - b) Maintains continuous communication with the NRC for whatever period they request or until relieved by the Plant/NRC Liaison position in the TSC.
 - d. Requesting assistance from offsite organizations and agencies as needed.
 - e. Approving the technical content of press releases.
 - f. Ensuring, through the facility managers, that the appropriate emergency procedures are implemented.
 - g. Ensuring the requisite emergency response facilities are activated and properly staffed.

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	11 of 18

- h. If advised of a personnel injury or death, then:
 - 1) Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.
 - 2) Ensure details of the incident, e.g., individuals name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.
- i. Authorizing venting of the primary containment when in SAGs.

NOTE: The Shift Manager, as Emergency Director, may terminate an Unusual Event. Due to the commitment of onsite and offsite manpower and resources, only the EOF Manager as the Emergency Director may terminate an event classified as Alert or greater.
- j. Terminating the emergency and entering the recovery phase in accordance with PPM 13.13.2, Emergency Event Termination And Recovery Operations.

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

4.7.3 Approximately every 30 minutes, or when conditions change, perform the following:

- a. Review the emergency action levels (EALs) in procedure PPM 13.1.1 to ensure the emergency classification declared reflects current Plant conditions.
- b. Review the protective action recommendations (PARs) in procedure PPM 13.2.2 to ensure the PARs declared reflect current Plant or radiological release conditions.
- c. Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.
- d. Conduct facility briefing.

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	12 of 18

- 4.7.4 When conditions warrant a change in emergency classification or protective action recommendations, then perform the following:
- a. Complete a Classification Notification Form (CNF).

NOTE: Notifications to the state, counties and DOE (Hanford) are required within 15 minutes of time noted on the Classification Notification Form.
 - b. Ensure initial and follow-up notifications are performed in accordance with PPM 13.4.1, using the completed CNF as the basis. Refer to 968-26098, Follow-up Notifications, for follow-up notifications.
 - c. Direct the Information Coordinator to inform the other WNP-2 emergency facilities of the change in emergency classification and/or protective actions and to ensure a copy of the CNF is sent to the appropriate organizations.
- 4.7.5 Determine if Protected Area evacuation actions need to be taken in accordance with the following:
- a. Alert - Evacuation is optional, depending on event prognosis, consider evacuating plant personnel who are not part of the ERO.
 - b. Site Area Emergency and General Emergency - Protected Area evacuation is required for most situations per PPM 13.5.1 for personnel who are not part of the ERO.
- 4.7.6 Consider exclusion area evacuation in accordance with PPM 13.5.3 when a Site Area Emergency is declared and order an exclusion area evacuation when a General Emergency is declared.
- 4.7.7 Authorize personnel to take potassium iodide (KI) when recommended by the Radiation Protection Manager or Radiological Emergency Manager in accordance with PPM 13.2.1.

5.0 ATTACHMENTS

5.1 Shift Manager Checklist

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	13 of 18

SHIFT MANAGER CHECKLIST

<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
<u>Shift Manager Actions</u>		
1. Diagnose plant conditions and direct necessary actions to alleviate abnormal conditions.	_____	_____
2. Implement actions of Section 4.1 or 4.7 until relieved by the responding ED per Section 4.6.	_____	_____
3. If it becomes necessary to activate the TSC and OSC for additional support, activate both centers.	_____	_____
4. For security contingencies, confer with the Security Lieutenant to determine appropriate areas for TSC/OSC operations, safe routes, communications ability, and the ability of Security to keep the area safe.	_____	_____
5. If EOF nor the TSC have activated and an abnormal release of radioactive effluents is indicated, direct a qualified individual to initiate offsite dose calculations and determine if PARs per PPM 13.2.2 or classification per PPM 13.1.1 are required.	_____	_____
6. If TSC or EOF is activated, transfer responsibilities not directly related to reactor manipulation to the TSC.	_____	_____
7. Keep Operations Manager in TSC informed of plant conditions which may impact in plant or offsite activities.	_____	_____
8. Maintain communications with the TSC Operations Manager concerning plant status. Use the Emergency Director ringdown phone as appropriate to discuss mitigating actions prior to implementation of those actions.	_____	_____
9. Request Operations Manager call in additional CR support personnel as needed.	_____	_____

PROCEDURE NUMBER 13.10.1	REVISION 19	PAGE 14 of 18
-----------------------------	----------------	------------------

<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
10. If notified of emergency situation that requires FB response, perform the following:	_____	_____
a. Activate the alerting tone.		
b. Announce the type of emergency.		
c. Give the emergency's location.		
d. Request the FB respond to the emergency.		
e. Repeat the announcement.		
f. Ensure Control Room maintains accountability for personnel performing FB or EOP activities until the OSC is activated.		
g. Establish communications with FB Leader at scene to obtain situational reports, confer on action plans, and assess manpower and equipment needs.		
11. When activated, inform OSC of known or suspected Plant hazards, and names of dispatched FB or EOP teams, assignment, location, time dispatched and expected time to return.	_____	_____
12. If task requires immediate response, designate it as "urgent" and communicate to TSC Operations Manager or TSC Manager.	_____	_____
13. If more than one "urgent" task is identified, select a priority for each and inform the TSC Operations Manager.	_____	_____
14. If notified of need for offsite medical assistance, implement PPM 1.9.14.	_____	_____
15. Refer any incoming media calls to the JIC.	_____	_____
16. Maintain log of events and actions.	_____	_____
17. For termination of emergency, collect After Action Reports (AAR) from staff, prepare an individual AAR per PPM 13.13.4, and deliver AARs to Operations Manager.	_____	_____

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	15 of 18

Transfer Of Emergency Director Duties

The Shift Manager remains a part of the decision making team when in SAGs. Announce the transition of SAG entry and EOP exit to the Control Room and TSC Operations Manager.

1. If transferring the ED duties:

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

Actions As Emergency Director

Once EPIPs have been entered (emergency classification occurs), recovery actions not specifically authorized by plant procedures which have a potential for radioactive release to the environment require Emergency Director concurrence.

- 1. Assume the following responsibilities, delegating as necessary with the exception of items a., through d., which are nondelegable: _____
 - a. Classification of emergencies per PPM 13.1.1 and periodically review the classification to ensure that it reflects current plant conditions.
 - b. Making protective action recommendations per PPM 13.2.2 to offsite authorities responsible for implementing emergency measures for the public.
 - c. Approving official notifications/communications to local, state, and Federal agencies.
 - d. Requesting assistance from offsite organizations and agencies as needed.

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	16 of 18

e. Approving the technical content of press releases.

f. If advised of a personnel injury or death, then:

Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.

Ensure details of the incident, e.g., individuals name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.

g. Authorizing venting of the primary containment when in SAGs.

h. Terminating the emergency and entering the recovery phase per PPM 13.13.2.

<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
2. Refer to PPM 1.3.1 to invoke 10CFR 50.54(x) actions as necessary.	_____	_____
3. Approximately every 30 minutes, or when conditions change, perform the following:	_____	_____
a. Review the EALs in procedure PPM 13.1.1 to ensure the emergency classification declared reflects current Plant conditions.		
b. Review the PARs in procedure PPM 13.2.2 to ensure the PARs declared reflect current Plant or radiological release conditions.		
c. Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.		
4. When conditions warrant a change in emergency classification or protective action recommendations, perform the following:	_____	_____
a. Complete a Classification Notification Form (CNF).		
b. Ensure notifications are performed per PPM 13.4.1 using the completed CNF as a basis.		

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	17 of 18

- c. Direct the Information Coordinator to inform the other WNP-2 emergency facilities of the change in emergency classification and/or protective actions and ensure a copy of the CNF is sent to the appropriate organizations.
5. Determine if Protected Area evacuation actions need to be taken. Protected Area evacuations are required for most situations at Site Area Emergency per PPM 13.5.1. _____
 6. Consider exclusion area evacuation per PPM 13.5.3 when a Site Area Emergency is declared and order an exclusion area evacuation when a General Emergency is declared. _____
 7. Authorize increases to emergency worker radiation exposure limits when recommended by the Radiation Protection Manager or Radiological Emergency Manager per PPM 13.2.1. _____
 8. Authorize personnel to take potassium iodide (KI) when recommended by the Radiation Protection Manager or Radiological Emergency Manager per PPM 13.2.1. _____

PROCEDURE NUMBER	REVISION	PAGE
13.10.1	19	18 of 18



USE CURRENT REVISION

WNP-2
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER *13.10.4	APPROVED BY DWC - Revision 22	DATE 06/28/00
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION PLANT EMERGENCY FACILITIES		
TITLE RADIATION PROTECTION MANAGER DUTIES		

TABLE OF CONTENTS

	<u>Page</u>
1.0 PURPOSE	2
2.0 REFERENCES	2
3.0 PROCEDURE	3
3.1 Radiation Protection Manager Responsibilities	3
4.0 ATTACHMENTS	8
4.1 Radiation Monitor Startup Checklist	9
4.2 Health Physics Network (HPN) Communicator Duties	10

PROCEDURE NUMBER 13.10.4	REVISION 22	PAGE 1 of 11
-----------------------------	----------------	-----------------

1.0 PURPOSE

This procedure describes the emergency responsibilities and duties of the Radiation Protection Manager. The Radiation Protection Manager (RPM) is responsible for directing Plant Health Physics staff, assessing radiological conditions, reviewing radiological data and providing recommendations concerning radiation protection measures to the TSC Manager. The Radiation Protection Manager, upon activation, is responsible for Protective Action Decisions (PADs) within the Protected Area and is responsible for PARs outside the Protected Area until relieved by the Radiological Emergency Manager.

2.0 REFERENCES

- 2.1 FSAR Chapter 13.3, Emergency Plan, Section 2
- 2.2 PPM 12.10.1, Sample Station Operation
- 2.3 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides
- 2.4 GEN-RPP-08, Planned Special Exposures
- 2.5 PPM 13.2.2, Process for Determining Protective Action Recommendations and Protective Action Decisions
- 2.6 PPM 13.7.5, Offsite Assembly Area Operations
- 2.7 PPM 13.8.1, Emergency Dose Projection System Operations
- 2.8 PPM 13.8.2, Backup Emergency Dose Projection System Operations
- 2.9 PPM 13.11.7, Radiological Emergency Manager Duties
- 2.10 PPM 13.13.1, Reentry Operations
- 2.11 PPM 13.13.4, After Action Reporting
- 2.12 PPM 2.10.12, Technical Support Center HVAC
- 2.13 PPM 13.5.1, Localized and Protected Area Evacuation
- 2.14 Emergency Response Log, 968-23895
- 2.15 Technical Support Center (TSC) Briefing Guidelines, 968-25860

PROCEDURE NUMBER	REVISION	PAGE
13.10.4	22	2 of 11

3.0 PROCEDURE

3.1 Radiation Protection Manager Responsibilities

3.1.1 Upon notification of an Alert or higher emergency, or if directed, log in on TES, obtain an electronic dosimeter, and proceed to the Technical Support Center (TSC).

NOTE: If you desire, a qualified RPM on the ERO list may be contacted to respond as Assistant RPM.

3.1.2 Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.

3.1.3 Enter your name on the TSC Accountability Log located on the table just inside the TSC to establish manual Personnel Accountability.

3.1.4 Write your name on the TSC staffing board in the space next to your emergency position.

3.1.5 If you leave the TSC temporarily, inform the TSC Manager of your destination and approximate time of return. Note your destination on the TSC Personnel Accountability Log.

3.1.6 Establish TSC habitability:

- If necessary based on radiological conditions, contact HP Lead in the OSC to request an HP Tech to establish/monitor TSC habitability. Once TSC habitability is established, the HP Tech may be released to the OSC.
- Ensure both TSC airlock doors are closed to maintain TSC environmental integrity.

NOTE: It may be necessary to establish the airlock door as the contamination control boundary if radiological conditions prevent the use of the IPMs.

- Ensure a step-off-pad and frisker are staged at the airlock door when necessary.
- Verify the TSC normal or emergency ventilation system operation. Note and refer any local annunciators that indicate problems to the Operations Manager and Maintenance Manager.

PROCEDURE NUMBER	REVISION	PAGE
13.10.4	22	3 of 11

1. Refer to the local TSC HVAC annunciator panel in the TSC Equipment Room.
 - a) If the TSC HVAC is operating in the normal mode, there should be no alarms on the annunciator panel, TSC-1.
 - b) If the TSC HVAC is operating in the emergency mode, alarm drop 1-2, FAZ SIGNAL ALARM PLANT EMERGENCY IN PROGRESS, should be in alarm.
 - c) All control switches on TSC Control Panel TSC-1 should be in the ON or AUTO position unless otherwise tagged.

NOTE: If the TSC ventilation monitor is inoperable, request an HP Technician to set up suitable air monitoring equipment in the TSC. Manual TSC HVAC operation may be necessary to maintain TSC habitability per PPM 2.10.12.

- Ensure the TSC ventilation radiation monitor is activated in accordance with operational checklist, Attachment 4.1.

3.1.7 Monitor the status of TSC habitability and advise the TSC Manager of any change that may require evacuating or relocating the TSC.

3.1.8 If the following conditions exist:

- a. TSC general area radiation levels exceed 5 mrem/hr as indicated by the TSC radiation monitor or Victoreen area radiation monitor, or
- b. TSC unidentified airborne radioactivity exceeds 0.3 DAC: (0.3 DAC equates to approximately 750 ccpm on a 40 ft³ air sample in the field).
 - Immediately notify the TSC Manager of the condition
 - Direct surveillance of airborne activity be increased to once per hour and results reported to you
 - Direct dose rates in the area be determined approximately every 15 minutes and results reported to you
 - Direct that projected accumulated doses for TSC personnel be evaluated and appropriate stay times be established

3.1.9 If the emergency worker dose limit is projected to exceed 5 REM over the course of the event for TSC staff, inform the TSC Manager so that plans to evacuate the TSC are initiated.

PROCEDURE NUMBER	REVISION	PAGE
13.10.4	22	4 of 11

- 3.1.10 Refer to PPM 13.2.1 when guidance on increasing exposure limits for emergency workers or recommending Potassium Iodide (KI) is appropriate.
- 3.1.11 When contacted by the REM for HPC staffing, contact the OSC HP Lead for personnel.
- 3.1.12 Following declaration of a Site Area Emergency, use the guidance provided in PPM 13.5.1 to recommend to the TSC Manager the appropriate evacuation routes and assembly areas for a Protected Area Evacuation.
 - a. Support Health Physics Center staffing by dispatching an HP Technician to the HPC when requested.
 - b. Assist the Plant Admin Manager in completing the Protected Area Evacuation announcement form.
- 3.1.13 Following implementation of a Protected Area evacuation, ensure HP coverage is provided at the designated plant exit location portal monitor, and at the Protected Area exit point in accordance with PPM 13.5.1.
- 3.1.14 If evacuation of onsite personnel is ordered by the TSC Manager, determine hazardous areas to avoid and safe routes for evacuees.
- 3.1.15 Determine if radiological monitoring is required for personnel leaving site and coordinate locations for setting up monitor activities with the REM.
- 3.1.16 Review radiological data and provide briefings to the TSC Manager on recommendations for radiological protection measures.
- 3.1.17 If the NRC Operations Center requests event information on the TSC's Health Physics Network (HPN) phone, designate a knowledgeable HP person to implement Attachment 4.2, HPN Communicator Duties.

NOTE: An HPN phone is also located in the EOF. An HPN communicator may be designated by arrangement with the Radiological Emergency Manager, after EOF activation.
- 3.1.18 If the TSC is activated before the EOF:
 - a. Determine if the TSC needs to relieve the Control Room of responsibility for offsite dose assessment calculations.
 - b. Determine if Protective Action Recommendations (PARs) for the public based on offsite dose projections need to be recommended to the TSC Manager.
 - c. When required, coordinate initial radiological field team actions on or offsite.

PROCEDURE NUMBER	REVISION	PAGE
13.10.4	22	5 of 11

- d. Until relieved, perform the duties of the Radiological Emergency Manager (REM) contained in PPM 13.11.7.
- 3.1.19 When the designated REM arrives, provide briefing and turnover on the following:
- Current plant status and conditions that could cause offsite radiological release.
 - Significant radiological conditions and hazardous areas on and offsite.
 - Dose projection results to this point, if any, including discussion of whether any of the documentation results for those dose projections need to be forwarded to offsite agencies and if so, who will arrange for them to be sent.
 - Current status of any protective action decisions made by offsite agencies on our PARs.
- 3.1.20 Review plant radiological data and provide necessary in plant direction to Health Physics personnel through the Lead Health Physics person in the Operations Support Center.
- 3.1.21 When it is determined that a PASS sample should be obtained, direct the Maintenance Manager to dispatch a PASS team. Refer to PPM 12.10.1 and consider the following when requesting the taking of a PASS sample:
- Conditions allow taking a PASS sample.
 - Location for taking the sample.
 - Whether sample or samples to be taken are reactor coolant and/or containment atmosphere.
 - Radiation levels in areas where samples are to be collected.
- 3.1.22 Implement the actions and guidance of PPM 13.2.1 when it becomes necessary to increase exposure guides/limits for Plant emergency workers.
- Declaration of an Alert or higher emergency classification automatically waives Energy Northwest administrative exposure holdpoints.
 - The Emergency Worker dose limit is 5 rem and is subtracted from the individuals occupational dose.

PROCEDURE NUMBER	REVISION	PAGE
13.10.4	22	6 of 11

- Request for exposure limits above 5 rem TEDE is approved by the Emergency Director.
 - When considering increasing exposure limits, a Planned Special Exposure should be considered to allow preserving the individuals occupational exposure.
 - An individuals Planned Special Exposure cannot exceed 5 rem in a year
 - If a Planned Special Exposure is issued, follow guidance in GEN-RPP-08.
- 3.1.23 As necessary, request augmenting Health Physics personnel to support plant radiological assessment and protection measures via the Site Support Manager.
- 3.1.24 Assess the need to recommend radiological protection, respiratory protection, sheltering or evacuation for personnel within the Protected Area.
- 3.1.25 Ensure the Security Supervisor in the Central Alarm Station (CAS) is kept informed of radiological conditions and protective actions for Security Force WNP-2 personnel.
- 3.1.26 As requested, provide periodic TSC update briefings on radiological concerns. Refer to the Radiation Protection Manager's portion of the Technical Support Center (TSC) Briefing Guidelines (Form 968-25860), located in the TSC.
- 3.1.27 When plant conditions make it necessary, periodically direct that:
- a. Plant areas where food is stored or consumed be surveyed.
 - b. Plant drinking water samples be collected and analyzed.
- 3.1.28 When the recovery phase is entered, provide Radiation Protection and ALARA assistance with developing plans and procedures.
- a. As required, direct appropriate staff to perform whole body counting and internal dose assessment.
- 3.1.29 Refer incoming media calls to the Joint Information Center.

PROCEDURE NUMBER	REVISION	PAGE
13.10.4	22	7 of 11

3.1.30 Upon shift change, fully brief your relief as to events which have transpired and status of work being performed.

3.1.31 Upon shift change or termination of the emergency:

- a. Prepare individual After Action Report in accordance with PPM 13.13.4.
- b. Deliver After Action Reports of you and your staff to the TSC Manager.

4.0 ATTACHMENTS

4.1 Radiation Monitor Startup Checklist

4.2 Health Physics Network (HPN) Communicator Duties

PROCEDURE NUMBER	REVISION	PAGE
13.10.4	22	8 of 11

RADIATION MONITOR STARTUP CHECKLIST

1. Open power panel door to PP-TSC1-DIV A, located in the TSC mechanical equipment room.
2. Ensure that Breaker 11 is ON then close power panel door.
3. Proceed to Rack TSC-SR-1 (TSC-RAD-1).
4. If the unit is not already running, place the TSC-FN-21 switch in the RUN position.

<p><u>Warning:</u> Powering up or turning on the High Voltage for the RIS units may cause the alarm to sound. The alarm is very loud.</p>

5. Verify that TSC-RIS-1A, 1B, and 1C are operating as follows:
 - a. Verify that the power for each RIS is on. (Bottom switch (OFF-PWR) depressed on each RIS, and light on.)
 - b. Verify that the high voltage is on (second from bottom switch (OFF-HV) depressed on each RIS, and light is on).
6. Switch recorder TSC-RR-1 from standby to run as follows:
 - a. Press RCD on TSC-RR-1 until RCD light is lit.
 - b. Date, time and initial the chart paper.
7. Perform a response check of each RIS by depressing the NOR-CS push button and hold down until the appropriate meter reaches maximum steady reading, or alarm sounds.
8. Mark the response check trace on the chart recorder.
9. To place the unit in standby:
 - a. Momentarily place TSC-FN-21 switch in the OFF position. The LOW FLOW light will come on.
 - b. Press RCD on TSC-RR-1 until the RCD light is extinguished.

Attachment 4.1

PROCEDURE NUMBER	REVISION	PAGE
13.10.4	22	9 of 11

Duties: Health Physics Network (HPN) Communicator

Assigned Location: Technical Support Center (TSC)

Report To: Radiation Protection Manager (RPM)

Activation Level: Alert or Higher Classification

Responsibilities:

1. Upon assignment, obtain a briefing from the RPM on the current status of the emergency and the known or anticipated radiological conditions and/or releases.
2. Activate the TSC extension of the HPN phone, introduce yourself to the NRC communicator and provide information you have on the current status of onsite and offsite radiological conditions.
3. After assuming this responsibility, observe the requirements of NRC Information Notice No. 86-97 by maintaining continuous communications when requested by the NRC. If you leave the phone for any reason, find someone to maintain the phone in your absence.
4. Maintain a log of your communications with the NRC on the Emergency Response Log, (Form 968-23895).
5. Notify the RPM when you require assistance with resolving NRC information requests or when you are asked to make commitments you do not feel you are authorized to make.
6. As conditions allow, brief the RPM on the status of HPN communications with the NRC.
7. Ensure transmissions you relay are distinct and understood. Avoid the use of acronyms unless you are sure they are understood and ensure the correct letters of acronyms are understood by using phonetic spelling to clarify, i.e., "B" as in Bravo or "D" as in Delta.
8. Ensure data you transmit to the NRC represents factual information only. Avoid speculative information or editorializing on data and do not engage in problem solving discussions.

PROCEDURE NUMBER	REVISION	PAGE
13.10.4	22	10 of 11

9. When relieved of HPN Communicator duties by an EOF Communicator:
 - a. Brief your relief on the status of the plant radiological conditions and on pertinent information you have given to the NRC communicator.
 - b. Obtain an acknowledgement from the EOF HPN Communicator that they are ready to assume HPN communications.
 - c. Notify the RPM you have been relieved.
 - d. Submit all logs of your communications with the NRC to the RPM.
10. Upon shift change, brief your relief on responsibilities, duties and the current status of HPN communications with the NRC.
11. Upon shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Deliver After Action Report and logs to the RPM.

PROCEDURE NUMBER	REVISION	PAGE
13.10.4	22	11 of 11

DATE 06/28/00

EDITORIAL

13.10.7

3.0 PROCEDURE

3.1 Plant Administrative Manager Responsibilities

- 3.1.1 Upon notification of an Alert, Site Area Emergency, or General Emergency, or if so directed, proceed to the Technical Support Center (TSC).
- 3.1.2 Log into TES and obtain dosimetry.
- 3.1.3 Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.
- 3.1.4 Enter your name on the TSC Accountability Log to establish manual Personnel Accountability.
- 3.1.5 Enter your name on the TSC staffing board in the space next to your emergency position.
- 3.1.6 If not already out, obtain the Plant Administrative Manager emergency response basket from the TSC Emergency Equipment Cabinet and ensure the Admin Support positions are appropriately staffed.
- 3.1.7 If you leave the TSC temporarily, inform the TSC Manager of your destination and approximate time of return. Note your destination on the TSC Personnel Accountability Log.
- 3.1.8 Obtain a briefing from the TSC Manager, the Technical Manager or the Operations Manager on the current status of the plant and the actions being taken to mitigate the emergency.
- 3.1.9 Assure early establishment of Center accountability by ensuring TSC personnel present key cards to the card reader, and manual accountability log is completed and personnel have signed in on the staffing chart.
- 3.1.10 Determine if ERO personnel have been notified for all TSC and OSC positions:
 - Obtain the Dialogic printout available in the TSC Conference area.
 - Compare the list of individuals indicating they are responding to the positions listed on forms 968-26062, TSC Staffing Chart, and 968-26063, OSC Staffing Chart. If all positions are responding, inform the TSC Manager, EOF Manager, and the OSC Manager that personnel have been notified for all positions.

PROCEDURE NUMBER	REVISION	PAGE
13.10.7	17	3 of 13

ENERGY NORTHWEST		USE CURRENT REVISION
WNP-2 PLANT PROCEDURES MANUAL		
PROCEDURE NUMBER	APPROVED BY	DATE
*13.10.10	DWC - Revision 14	06/28/00
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
PLANT EMERGENCY FACILITIES		
TITLE		
HEALTH PHYSICS, CHEMISTRY, OPERATIONS SUPPORT CENTER DUTIES		

TABLE OF CONTENTS

	<u>Page</u>
1.0 PURPOSE	2
2.0 REFERENCES	2
3.0 PROCEDURE	2
3.1 HP Lead Responsibilities	2
3.2 Health Physics Technician Responsibilities	6
3.3 Chemistry Technician Responsibilities	9
4.0 ATTACHMENTS	10
4.1 Portable Air Sampler Operation	11

PROCEDURE NUMBER	REVISION	PAGE
13.10.10	14	1 of 13

1.0 PURPOSE

This procedure describes the emergency responsibilities and duties of the Operations Support Center (OSC) HP Lead and other responding health physics or chemistry support personnel.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2.0 and 6.0
- 2.2 GO2-89-032, OSC Radiation Safety Maintenance {9370}
- 2.3 PPM 11.2.13.1, Area Radiation and Contamination Surveys
- 2.4 PPM 11.2.13.8, Airborne Radioactivity Surveys
- 2.5 PPM 13.2.1, Protective Action Guides
- 2.6 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.7 PPM 13.10.3, Technical Manager and Staff Duties
- 2.8 PPM 13.10.9, Operations Support Manager and Staff Duties
- 2.9 PPM 13.10.12, Repair Team Duties
- 2.10 PPM 13.13.4, After Action Reporting
- 2.11 Emergency Response Log, Form 968-23895
- 2.12 Repair Team Briefing/Debriefing Form, 968-25560

3.0 PROCEDURE

3.1 HP Lead Responsibilities

- 3.1.1 Upon notification of an Alert, Site Area Emergency, General Emergency or, if so directed, proceed to the Operations Support Center (OSC).
- 3.1.2 Present your keycard to the OSC cardreader located by the south door of the GSB lunchroom to establish electronic Personnel Accountability.
- 3.1.3 Sign the Accountability Log located in the OSC command area.
- 3.1.4 Write your name on the OSC staffing board designated for your position.
- 3.1.5 If you leave the OSC temporarily (and are not a part of a team being dispatched) log out on the OSC Accountability Log. Log back in upon your return.

PROCEDURE NUMBER	REVISION	PAGE
13.10.10	14	2 of 13

- 3.1.6 Report to the OSC Manager, or if not yet present, to the Shift Support Supervisor (SSS) and obtain briefing on the status of the plant emergency.
- 3.1.7 Obtain the HP Lead emergency response basket from the OSC Emergency Cabinet and ensure the following task responsibilities are appropriately assigned. Coordinate with the TSC RPM.
- TSC Habitability Monitoring
 - OSC Habitability Monitoring
 - Dosimetry Support
 - EOF Health Physics Center
- 3.1.8 Obtain the HP Lead position specific procedure book.
- 3.1.9 Obtain the current exposure history report from the HP Lead computer. This report is downloaded to the HP Lead computer daily. Double click on the View Dose Report icon to obtain this information.
- 3.1.10 Obtain the current respirator qualification report by double clicking on the View Respirator Report icon to obtain current respirator qualification data.
- 3.1.11 Direct OSC staff to obtain an electronic dosimeter and log into TES. If TES is not available, direct issue of dosimeters and REC cards as necessary to OSC staff.
- 3.1.12 Contact the RPM to discuss radiological circumstances of the emergency and determine if access control points for the OSC and General Service Building are necessary.
- 3.1.13 Determine appropriate location for setup of CAM and portable ARM for OSC habitability monitoring.
- 3.1.14 Determine the status of onsite radiological conditions and keep the OSC Manager and RPM advised of significant Health Physics actions and:
- Abnormal Area Radiation Monitor (ARM) data
 - Abnormal survey results from onsite monitoring teams
- 3.1.15 Remain aware of OSC habitability and advise the OSC Manager and RPM of any change that may indicate the need for evacuating or relocating the OSC.
- 3.1.16 As required:
- Assist in tracking and monitoring OSC personnel exposure

PROCEDURE NUMBER	REVISION	PAGE
13.10.10	14	3 of 13

- Issue appropriate dosimetry to inplant repair teams
- 3.1.17 As required, assign HP Technicians to accompany plant repair teams.
- 3.1.18 When prescribing SCBA use for Repair Teams to protect against radiological hazard, the requirements for documentation of atmosphere evaluations, protection factor calculations, exposure time, etc., may be waived commensurate with the need for prompt emergency actions.
- 3.1.19 Direct or conduct the Health Physics briefing for teams dispatched from the OSC in accordance with 13.10.12, and ensure that:
- a. The current annual accumulated dose and remaining allowable dose are identified for each team member (panel H030 in TES).
 - b. The emergency worker exposure limits for each team member will not be exceeded without approval from the Emergency Director or designee.
 - c. Applicable radiological protection requirements are determined and communicated to the team.
 - d. Briefing on applicable Health Physics procedures and practices to be followed is provided.
 - e. Team Briefing/Debriefing form is signed by the HP performing the briefing.
- 3.1.20 When required for dispatched teams, contact the RPM for requesting changes in exposure limits in accordance with PPM 13.2.1 guidelines.
- 3.1.21 Direct or conduct the Health Physics debriefing of teams returning to OSC in accordance with PPM 13.10.12, when needed and sign the debriefing form indicating your review.
- 3.1.22 If either of the following conditions are noted or reported to you:
- a. OSC general area radiation levels exceed 5 mrem/hr or are trending upward; or
 - b. OSC unidentified airborne radioactivity levels exceeds 0.3 DAC: (0.3 DAC equates to approximately 750 ccpm on a 40 ft³ air sample in the field).

THEN

- Immediately notify the RPM of the condition

PROCEDURE NUMBER	REVISION	PAGE
13.10.10	14	4 of 13

- If continuous monitoring is in place, direct that surveillance of airborne radioactivity be increased to once per hour and results reported to you
- If continuous monitoring is not in place, direct that dose rates in the area are determined approximately every 15 minutes and results reported to you
- Direct that projected personnel accumulated doses are evaluated and appropriate stay times are established
- Keep RPM informed of OSC radiological conditions, as necessary

3.1.23 If radiological release conditions exist or radioiodine is suspected or detected:

- Contact the RPM for direction on the use of Potassium Iodide (KI) by emergency workers per PPM 13.2.1
- Have HP personnel inform individuals in the Protected Area when KI has been recommended
- Provide assistance to the OSC Team Tracker in recording when individuals take (or refuse to take) KI on the OSC Accountability Log
- Evaluate and implement appropriate actions to replace or evacuate personnel unable or unwilling to take personnel protective measures

3.1.24 If the emergency worker dose limit of 5 REM is projected to be exceeded during the event for OSC staff, inform the OSC Manager so that OSC evacuation plans may be initiated.

3.1.25 If OSC relocation is deemed necessary, assist the OSC Manager in relocating necessary OSC resources.

3.1.26 If notified of Protected Area evacuation actions, determine when HP resources should be sent to evacuation egress or assembly points for radiological monitoring of evacuating personnel.

3.1.27 When advised of the need for post-accident sampling, assign a qualified HP Technician to accompany the Chemistry Post Accident Sample System (PASS) team.

PROCEDURE NUMBER	REVISION	PAGE
13.10.10	14	5 of 13

3.2 Health Physics Technician Responsibilities

- 3.2.1 Upon notification of an Alert, Site Area Emergency, General Emergency, or if so directed proceed to the Operations Support Center (OSC).
- 3.2.2 Present your keycard to the OSC cardreader located by the south door of the GSB lunchroom to establish electronic Personnel Accountability.
- 3.2.3 Sign the Accountability Log located in the OSC command area.
- 3.2.4 Write your name on the OSC staffing board designated for your position.
- 3.2.5 If you leave the OSC temporarily (and are not a part of a team being dispatched) log out on the OSC Accountability Log and back in upon your return.
- 3.2.6 Report to the HP Lead or if absent, to the OSC Manager, or if absent, to the Shift Support Supervisor (SSS) and obtain briefing on the status of the emergency.
- 3.2.7 If assigned as a member of an inplant repair team, perform duties as specified in 13.10.12.
- 3.2.8 Perform radiation and contamination surveys in accordance with PPM 11.2.13.1 and airborne radioactivity surveys in accordance with PPM 11.2.13.8. Report survey results to the HP Lead.
- 3.2.9 As directed, perform TSC habitability monitoring.
 - a. Log out on the OSC Accountability Log, obtain appropriate monitoring equipment and report to the TSC.
 - b. Keycard into the TSC and enter your name on the TSC Accountability Log.
 - c. Report your arrival to the RPM, or if not present, to the TSC Manager.
 - d. If not already completed, perform startup of the TSC radiation monitor in accordance with the startup checklist, Attachment 4.3, PPM 13.10.4, Radiation Protection Manager Duties.
 - e. Verify operability of the TSC ARM and HVAC radiation monitors.

PROCEDURE NUMBER	REVISION	PAGE
13.10.10	14	6 of 13

- f. Perform radiation and contamination surveys in accordance with PPM 11.2.13.1.
- g. Document results on Emergency Response Log (Form 968-23895) and report survey results to the RPM.
- h. As directed, ensure the inner and outer TSC entrance doors are closed.
- i. When directed, stage a step-off-pad and frisker at TSC entrance for contamination control.
- j. Inform the RPM immediately if either of the following conditions are noted:
 - TSC general area radiation levels exceed 5 mrem/hr or are trending upward;

OR

 - TSC unidentified airborne radioactivity levels exceed $1E-9 \mu\text{Ci/cc}$.
- k. When released from the TSC, log out on the TSC Accountability Log and report to the OSC.
- l. Upon arrival back at the OSC, keycard in and log in on the OSC Accountability Log.

3.2.10 As directed, perform OSC habitability monitoring.

- a. As directed by the HP Lead, set up a CAM and portable ARM to provide monitoring of OSC radiological conditions. {9370}
- b. If the battery powered air sampler is used, refer to Attachment 4.1 for use and set up instructions.
- c. Periodically verify operability status of the CAM and ARM and the HP Access Control IPM-8s which provide area radiological monitoring for the OSC.
- d. Log the results of these checks on Emergency Response Log (Form 968-23895).
- e. At Site Area and General Emergencies, perform routine radiation and contamination surveys of the OSC and GSB work areas not monitored by the CAM/ARM/IPM-8s. {9370}

PROCEDURE NUMBER	REVISION	PAGE
13.10.10	14	7 of 13

- f. Document all survey results on Emergency Response Log (Form 968-23895) and report results to the HP Lead.
 - g. If plant conditions are worsening or radiological release conditions are anticipated, minimize contamination of OSC work areas by any or all of the following:
 - Restricting GSB access to only one access point and posting remaining doors as not available for access
 - Staging a step-off-pad and frisker inside the access point if background conditions allow
 - Routing personnel entering the GSB through the access control IPM-8s for contamination monitoring prior to entering the OSC
 - Setting up a controlled area for isolating contaminated personnel as necessary
 - h. Inform the HP Lead immediately if either of the following conditions are noted:
 - OSC general area radiation levels exceed 5 mrem/hr or trending upward;

OR

 - OSC unidentified airborne radioactivity levels exceed $1E-9 \mu\text{Ci/cc}$
- 3.2.11 Provide assistance with issuing and logging dosimetry or monitoring and tracking personnel exposures as necessary.
- 3.2.12 As directed, assist the OSC Team Tracker with recording administration of KI.
- 3.2.13 If assigned as PASS team HP Tech, provide required radiological coverage for the PASS team during the sampling and analysis evolutions.
- 3.2.14 If assigned to accompany Chemistry personnel transporting PASS samples out of the Protected Area, advise Security personnel at the access point on avoiding radiological hazards.
- 3.2.15 When directed, proceed to designated plant or Protected Area egress locations and provide necessary contamination monitoring when Protected Area evacuation is ordered. Inform the HP Lead of personnel monitoring or decontamination concerns.

PROCEDURE NUMBER	REVISION	PAGE
13.10.10	14	8 of 13

- 3.2.16 Ensure OSC personnel are wearing appropriate dosimetry.
- 3.2.17 Ensure inplant repair team members have dosimetry as stipulated on the team briefing form.
- 3.2.18 Log dose received by each team member from returning OSC teams on the Repair Team Briefing/Debriefing form (968-25560).
- 3.2.19 Ensure OSC personnel are monitoring their exposure and completing the required documentation.
- 3.2.20 At shift change or event termination, ensure dosimetry records are updated.
- 3.2.21 Review collected exposure documentation for discrepancies and report those to the HP Lead as necessary.

3.3 Chemistry Technician Responsibilities

- 3.3.1 Upon notification of an Alert, Site Area Emergency, General Emergency, or if so directed proceed to the Operations Support Center (OSC).
- 3.3.2 Present your keycard to the OSC cardreader located by the south door of the GSB lunchroom to establish electronic Personnel Accountability.
- 3.3.3 Sign the Accountability Log located in the OSC command area.
- 3.3.4 Write your name on the OSC staffing board designated for your position.
- 3.3.5 If you leave the OSC temporarily (and are not a part of a team being dispatched) log out on the OSC Accountability Log and back in again upon your return.
- 3.3.6 Report to the OSC Manager and obtain briefing on the status of the emergency.
- 3.3.7 As directed, perform sampling and analysis in accordance with applicable Volume 12 Procedures.
- 3.3.8 Report all sample results to the OSC Manager.

PROCEDURE NUMBER	REVISION	PAGE
13.10.10	14	9 of 13

3.3.9 If assigned as a member of a repair team, perform duties as specified in PPM 13.10.12.

3.3.10 If assigned as a member of the Post Accident Sample System (PASS) team:

- Attend team briefing as directed
- Perform assigned functions as directed and in accordance with applicable Volume 12 Procedures

4.0 ATTACHMENTS

4.1 Portable Air Sampler Operation

PROCEDURE NUMBER	REVISION	PAGE
13.10.10	14	10 of 13

PORTABLE AIR SAMPLER OPERATION

NOTE: Air sampler preparation (sample head assembly) initiation should be performed outside the airborne contamination area.

1. Use a portable air sampler, equipped with a two-inch sample head, to obtain particulate and radioiodine samples.
2. Continue to monitor your exposure during performance of this procedure.

NOTE: During drills, use the charcoal cartridges marked for drill use. DO NOT use silver zeolite cartridges during drills.

3. Insert a clean two-inch filter paper, (spongy side facing outward), into the air sample head, and attach to the sampler. Refer to the diagram in this Attachment.
 - Operate the air sampler with the filter media in place until the air flow stabilizes, then turn it off.
4. Proceed to assigned sample location.
5. Ensure the following conditions of operation are met:
 - If at all possible, do not place sampler on a known contaminated surface
 - Do not point air sampler inlet toward any object which may restrict air flow
 - Do not stand in front of sampler inlet when running or allow loose clothing to restrict air flow
6. Turn the air sampler on. Determine initial flow rate from the rotometer on the side of the air sampler.
7. Perform area dose rate survey for sample location.
8. Based on air sampler flow rate, determine the sample time necessary to obtain a sample of 10 cubic feet.
9. Upon completion of sampling, note stop flow rate and sample stop time, then turn off and disconnect sampler. Disconnect the negative lead, then the positive lead.
10. Leave the area of suspected airborne contamination to complete your survey and analysis.

Attachment 4.1

Page 1 of 3

PROCEDURE NUMBER	REVISION	PAGE
13.10.10	14	11 of 13

11. Label the plastic bags for the filter and charcoal cartridges with the sample identification number, location, date, and time collected.
12. If using charcoal cartridge vs. Silver Zeolite, purge noble gases by running the air sampler and drawing clean air through filter and cartridge for a minimum of 2 minutes.
13. Disassemble sample head to allow access to the particulate filter and the cartridge.
14. Determine filter and cartridge dose rate or count rate by placing the appropriate instrument detector on the inlet side of the filter or cartridge.
15. Inform the HP Lead of the sample readings.
16. Remove the filter (using tweezers) and the cartridge from sample head and place filter and cartridge in separate plastic bags then seal bags.

a. Calculate the $\mu\text{Ci}/\text{cc}$ of Iodine Activity or Particulate Activity using the equations:

Cartridge Filter: AgZ Filter Charcoal Filter

Iodine Filter:

(Sample CPM _____) - (Background CPM _____) = Net CPM _____

$$\frac{\text{Net CPM}}{(1.89 \times 10^8) \times (\text{sample volume ft}^3)} = \text{_____ } \mu\text{Ci}/\text{cc I Activity}$$

NOTE 1: $1.89 \times 10^8 = 0.003 \text{ (eff)} \times 2.83 \times 10^4 \text{ cc}/\text{ft}^3 \times 2.22 \times 10^6 \text{ dpm}/\mu\text{Ci}$

NOTE 2: If using charcoal cartridge, ensure cartridge is purged of noble gases.

Particulate Filter:

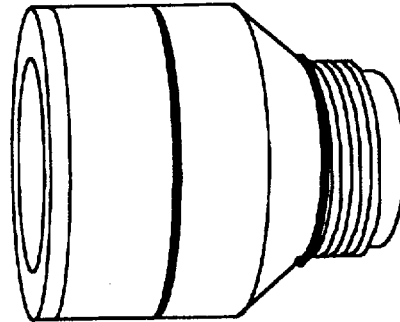
(Sample CPM _____) - (Background CPM _____) = Net CPM _____

$$\frac{\text{Net CPM}}{(5.65 \times 10^9) \times (\text{sample volume ft}^3)} = \text{_____ } \mu\text{Ci}/\text{cc Particulate Activity}$$

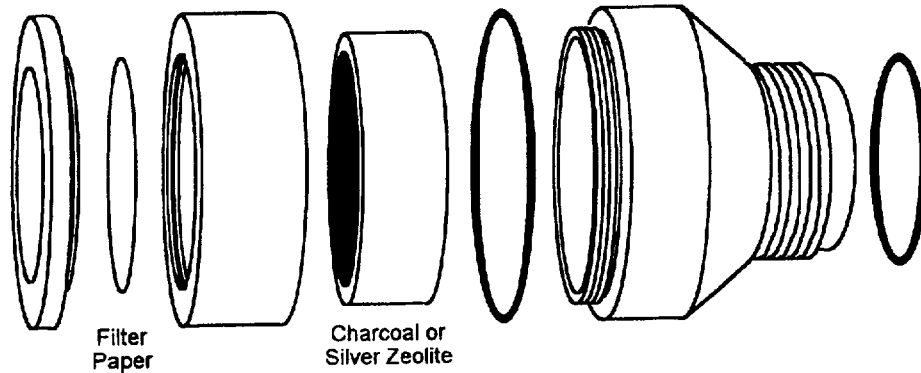
NOTE: $5.65 \times 10^9 = 0.09 \text{ (eff)} \times 2.83 \times 10^4 \text{ cc}/\text{ft}^3 \times 2.22 \times 10^6 \text{ dpm}/\mu\text{Ci}$.

PROCEDURE NUMBER	REVISION	PAGE
13.10.10	14	12 of 13

SAMPLE HEAD DIAGRAM



Sample Head - Assembled



Sample Head - Disassembled

970713
Nov 1997

Filter Cartridge and Sample Head for High Volume Air Sampling Pumps Model CFH-30

Attachment 4.1
Page 3 of 3

PROCEDURE NUMBER	REVISION	PAGE
13.10.10	14	13 of 13

DATE 06/28/00

EDITORIAL

13.11.12

- 4.5 Direct your staff to maintain a chronology of significant items on a log similar to Emergency Response Log, Form No. 968-23895.
- 4.6 Provide the EOF Manager and the Radiological Emergency Manager (REM):
- Information on plant conditions that might affect Protective Action Recommendations.
 - Plant status and analysis of events throughout the emergency.
- 4.7 During a Site Area or General Emergency, coordinate with the TSC to determine if technical support from contractors or vendors should be requested, and make appropriate recommendations to the EOF Manager.
- 4.8 Review information or documents received by information network, facsimile, or other means and announce any pertinent information to your staff.
- 4.9 Coordinate core damage assessment information with the TSC Technical Manager. Notify the EOF Manager and REM of core damage assessment results and any indications that could lead to fuel damage.
- 4.10 Coordinate activities of contractors, consultants, and vendors summoned for technical support.
- 4.11 If emergency support from GE Nuclear Energy is desired at Site Area Emergency, provide the Security Operations Center Duty Officer at GE your name, telephone number, an alternate number for use in the event of a facility evacuation, the name of the utility, and the name of the affected plant. Refer to the Emergency Phone Directory for the number. The following responsibilities may be delegated by the EOF Engineering Manager to the Site Support Manager, or other organizations as appropriate.
- 4.11.1 When the GE Emergency Support Program Duty Manager returns your call, be prepared to indicate the nature of the request and define the scope of assistance desired from GE, such as:
- Dedicated phone communications with the GE Technical Support Center in San Jose;
 - Dispatch of local GE service personnel to the site at General Emergency, to establish dedicated telephone communications with San Jose;
 - Dispatch of GE team of technical personnel to the site at General Emergency. A 24 hour response time is anticipated.

PROCEDURE NUMBER	REVISION	PAGE
13.11.12	22	4 of 15

DATE 06/28/00

EDITORIAL

13.11.18

NOTE: When activated, allow the Control Room Information Coordinator to report Radiological Status and Met Data if PDIS is not available.

- Time checks according to the Control Room digital time display.
- TSC Information Coordinator Responsibilities
 - Transmit significant information from the TSC such as:
 - Plant status information with emphasis on inoperable systems. Refer to WNP-2 Plant Status form for examples of information to broadcast.
 - Significant equipment out of service (OOS) or returned to service that is not listed on the WNP-2 Plant Status form or the Plant Status board.

NOTE: When activated, allow the EOF Information Coordinator to report Radiological Status and Met Data.

- Significant system repair results.
- Protective Action Decisions for Energy Northwest emergency workers, e.g., Protected Area evacuations, KI for emergency workers.
- OSC Information Coordinator Responsibilities
 - Transmit significant information from the OSC such as:
 - Significant Repair Team activities and findings.
 - Inquiries to establish personnel accountability.
- EOF Information Coordinator Responsibilities
 - Transmit significant information from the EOF such as:
 - Significant on-site and off-site coordination activities with outside agencies.
 - Field team deployment and significant readings above background.
 - Significant technical analyses results reported by the Engineering staff.
 - Dose projection results

4.0 ATTACHMENTS

None

PROCEDURE NUMBER	REVISION	PAGE
13.11.18	10	5 of 5



USE CURRENT REVISION

WNP-2
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER	APPROVED BY	DATE
*13.11.3	DWC - Revision 18	06/28/00
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
EMERGENCY OPERATIONS FACILITY		
TITLE		
SITE SUPPORT MANAGER AND STAFF DUTIES		

TABLE OF CONTENTS

	<u>Page</u>
1.0 PURPOSE	2
2.0 REFERENCES	2
3.0 PROCEDURE	2
3.1 Site Support Manager Duties	2
4.0 ATTACHMENTS	5
4.1 EOF Information Coordinator Duties	6
4.2 Manpower Scheduler Duties	7
4.3 EOF Administrative Support Staff Duties	10
4.4 Telecommunications Manager Duties	13
4.5 Offsite Agency Coordinator Duties	14
4.6 General Emergency Airspace or Airport Closure Request	16
4.7 Site Support Manager Briefing Guidelines	17

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	1 of 17

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.

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	2 of 17

- 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.

NOTE: All requests for outside assistance must first be approved by the Emergency Director.

- 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.

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	3 of 17

- 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.

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	4 of 17

- 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

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	5 of 17

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.

Attachment 4.1

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	6 of 17

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.

Attachment 4.2
Page 1 of 3

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	7 of 17

- 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. Press 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 not activate the pagers or phones.
 - c) Record your announcement.
 - d) The dialer will prompt 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.

Attachment 4.2
Page 2 of 3

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	8 of 17

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.

PROCEDURE NUMBER 13.11.3	REVISION 18	PAGE 9 of 17
-----------------------------	----------------	-----------------

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.

Attachment 4.3
Page 1 of 3

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	10 of 17

- 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).

Attachment 4.3

Page 2 of 3

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	11 of 17

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.

Attachment 4.3
Page 3 of 3

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	12 of 17

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.

Attachment 4.4

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	13 of 17

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. When the Exclusion Area is evacuated, contact the FFTF Control Room and inform them of this action. This is a courtesy call and no action is required of FFTF at this time. Refer to the Emergency Phone Directory, Offsite Agency tab, for the phone number.

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	14 of 17

6. 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.
7. Refer any calls from the media to the Joint Information Center (JIC).
8. Upon shift change, brief your relief on items of note that happened during your shift and on status of ongoing work.
9. 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.

Attachment 4.5
Page 2 of 2

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	15 of 17

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

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	16 of 17

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

PROCEDURE NUMBER	REVISION	PAGE
13.11.3	18	17 of 17



USE CURRENT REVISION

WNP-2
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER	APPROVED BY	DATE
*13.12.21	DWC - Revision 2	06/28/00
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
JOINT INFORMATION CENTER (JIC)		
TITLE		
JIC SUPPORT ACTIVITIES		

TABLE OF CONTENTS

	<u>Page</u>
1.0 PURPOSE	2
2.0 PROCEDURE	2
2.1 JIC Activation	2
2.2 Responding to the JIC	2
2.3 JIC Operations	3
2.4 Shift Change	3
2.5 Event Termination	4
3.0 REFERENCES	4
4.0 ATTACHMENTS	5
4.1 Distribution Team Supervisor	6
4.1.1 Duplicating Documents	8
4.1.2 Distributing Documents	9
4.1.3 Facsimile Services	10
4.2 Support Manager	12
4.2.1 Audio-Visual Team	15
4.2.2 Facilities Setup	16
4.2.3 JIC Security Staff	17
4.3 Joint Information Center Organization Chart	18
4.4 Typical Joint Information Center (JIC) Arrangement	19

PROCEDURE NUMBER	REVISION	PAGE
13.12.21	2	1 of 19

1.0 PURPOSE

This procedure describes administrative and facility support for Joint Information Center (JIC) and its lead role in providing timely and accurate emergency information to the public and conducting public information and media relations activities.

2.0 PROCEDURE

2.1 JIC Activation

2.1.1 ERO personnel assigned to the JIC will respond when an Alert, Site Area Emergency or General Emergency has been declared, or as directed by the JIC Manager.

2.1.2 The fitness of ERO personnel responding to the JIC will be assessed prior to personnel engaging in emergency response activities. Refer to PPM 13.4.1 and GIH 4.6.1 for Fitness for Duty criteria and controls for assessing FFD in an emergency situation.

2.2 Responding to the JIC

2.2.1 ERO personnel responding to the JIC:

- log in for their position on the board located in the Support Manager's office.
- ERO personnel responding to the JIC obtain from the Support Manager's office the identification badge with their name or write their name on a blank badge for their position.

2.2.2 JIC responders set up and check the operability of their assigned equipment and work stations upon arrival. Request support for setup and maintenance from telecommunications and facilities staff via Support Manager.

2.2.3 At shift change or JIC downsizing, departing JIC responders return their badge to the Support Manager's office and remove their name from the JIC log-in board.

PROCEDURE NUMBER	REVISION	PAGE
13.12.21	2	2 of 19

2.3 JIC Operations

2.3.1 Attached Duty Description:

- Duty description items are not necessarily in sequential order of performance. The user should scan the entire list and prioritize activities as appropriate to the situation. JIC personnel should not rely upon these guides alone to determine how to accomplish the items for which they are responsible.
- JIC Manager and management team have full authority to modify this guidance for Energy Northwest personnel should the situation warrant modification.

2.3.2 Recording Action:

- JIC responders, other than distribution team members, should maintain a record of their emergency actions on an Emergency Response Log (Form 968-23895).

2.4 Shift Change

2.4.1 When shift turnover occurs, the oncoming ERO member should log into the JIC as described in 2.2.1 and 2.2.2.

2.4.2 Oncoming JIC personnel should attend a JIC staff briefing conducted by the departing and oncoming JIC Managers and scheduled for the beginning of each shift.

2.4.3 JIC personnel being relieved should complete an After Action Report, brief their relief on the current status of the emergency and relevant position-related functions being performed, and turn over to their relief all pertinent documents, forms and supplies.

2.4.4 Oncoming JIC responders should advise their JIC supervisor or manager when turnover briefing is complete and position duties are being assumed.

2.4.5 Oncoming JIC managers should advise the JIC Manager when responsibilities for positions under their supervision have been assumed by oncoming shift.

PROCEDURE NUMBER 13.12.21	REVISION 2	PAGE 3 of 19
------------------------------	---------------	-----------------

2.5 Event Termination

- 2.5.1 Upon being relieved, or when the event is terminated, JIC responders should complete an After Action Report per PPM 13.13.4, attach all logs and pertinent documents, unless these are required for use by the next shift, and deliver the package to the Support Manager.
- 2.5.2 At event termination, all JIC responders should participate in the post-event critique to discuss JIC performance.
- 2.5.3 When the JIC is deactivated, all JIC responders should replenish supplies in their work area and return the area to normal work conditions.

3.0 REFERENCES

- 3.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 6, and 9
- 3.2 INPO 93-013, Emergency Public Communications Manual
- 3.3 NUREG-0654/FEMA-REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
- 3.4 GIH 4.6.1, Fitness for Duty
- 3.5 PPM 13.4.1, Emergency Notifications
- 3.6 PPM 13.12.19, JIC Management
- 3.7 PPM 13.12.20, Media and Information Management
- 3.8 PPM 13.13.4, After Action Reporting
- 3.9 Form 968-26058, JIC Distribution Team Document Log
- 3.10 Form 968-23895, Emergency Response Log

PROCEDURE NUMBER	REVISION	PAGE
13.12.21	2	4 of 19

4.0 ATTACHMENTS

- 4.1 Distribution Team Supervisor
 - 4.1.1 Duplicating Documents
 - 4.1.2 Distributing Documents
 - 4.1.3 Facsimile Services
- 4.2 Support Manager
 - 4.2.1 Audio-Visual Team
 - 4.2.2 Facilities Setup
 - 4.2.3 JIC Security Staff
- 4.3 Joint Information Center Organization Chart
- 4.4 Typical Joint Information Center (JIC) Arrangement

PROCEDURE NUMBER 13.12.21	REVISION 2	PAGE 5 of 19
------------------------------	---------------	-----------------

Duties: DISTRIBUTION TEAM SUPERVISOR

Normal Reporting Location: JIC Distribution Team Supervisor's Office

Reports To: Assistant JIC Manager

Personnel Supervised: Distribution Team Members (FAX operators, duplicating clerks, runners)

A. Primary Responsibilities

The Distribution Team Supervisor is responsible for managing the duplication and distribution of incoming and outgoing documents required to support timely and accurate information for emergency communications efforts. The Supervisor directs the work and assigns tasks to Distribution Team Members.

B. Duties

1. Immediate Actions

- a. If notified of an Alert or higher classification report immediately to the MPF.
- b. Obtain the Distribution Team basket from the cabinet in the facsimile room and ensure that task responsibilities under your position are appropriately assigned:
 - Attachment 4.1.1, Duplicating Documents
 - Attachment 4.1.2, Distributing Documents
 - Attachment 4.1.3, Facsimile Services
- c. Verify that Distribution team equipment, including facsimile and copy machine(s), is operable. Request the Support Manager have Facilities move a higher capacity/capability copier from another Energy Northwest office in the MPF.
- d. Deliver any facsimile documents received prior to JIC activation to the Assistant JIC Manager for distribution instructions.
- e. Establish log using Form 968-26058, Document Log, to record both incoming and outgoing documents.
- f. Review operation of distribution team activities with distribution team members.

PROCEDURE NUMBER	REVISION	PAGE
13.12.21	2	6 of 19

2. Ongoing Actions

- a. Attend JIC staff briefings as requested by the Assistant JIC Manager.
- b. Manage the timely distribution of news releases.
 - Receive approved and coordinated news releases from the News Release Editor.
 - Assign a sequential JIC number and record time document was received and distributed on Document Log.
 - Direct the duplication and distribution of documents in accordance with Attachment 4.1.1, Duplicating Documents and Attachment 4.1.2, Distributing Documents. Retain original for JIC files.
- c. Manage the timely distribution of incoming documents received via facsimile to those present in the JIC.
 - Review Energy Northwest's incoming documents to determine which representatives in the JIC should receive copies.
 - Ensure that a letter has been assigned and record time document was received, duplicated and distributed on Document Log. Retain the original document for JIC files.
 - Direct the distribution of incoming documents.

3. Special Actions to Be Implemented as Necessary

- a. Identify additional equipment needs to the Support Manager as soon as needs are known.
- b. If additional distribution team staffing is required, request that the Support Manager have additional personnel called out.
- c. If facsimile and/or copy equipment is inoperable, request that the Assistant JIC Manager notify agency and jurisdiction representatives in the JIC and, if possible, request the Support Manager provide them with a backup system.

Attachment 4.1
Page 2 of 2

PROCEDURE NUMBER	REVISION	PAGE
13.12.21	2	7 of 19

Duties: DUPLICATING DOCUMENTS

Assigned To: Distribution Team Member

1. Report to the Distribution Team Supervisor for instructions.
2. Provide duplicating services in accordance with the following instructions:
 - a. Distribution Team Supervisor will provide a numbered or lettered original and indicate how many copies will be needed of that document.
 - b. Reduce anything duplicated to an 8.5" X 11" size (e.g., an 8.5" X 14" document should be reduced to 74%).
 - c. Documents of more than one page should be collated and stapled.
 - d. Prior to copying for distribution, provide two copies of the prepared document to the facsimile team member for facsimile distribution.
 - e. Duplicate the number of copies requested by the Distribution Team Supervisor. For copies to be provided to the media or to be faxed outside Energy Northwest, cover the sequential number or letter before copying.
 - f. Return duplicated documents as well as the original to the Distribution Team Supervisor.

Attachment 4.1.1

PROCEDURE NUMBER 13.12.21	REVISION 2	PAGE 8 of 19
------------------------------	---------------	-----------------

Duties: DISTRIBUTING DOCUMENTS

Assigned To: Distribution Team Member

1. Report to the Distribution Team Supervisor for instructions.
2. Provide distribution services in accordance with the following instructions:
 - a. Receive from the Distribution Team Supervisor documents to be distributed.
 - b. Distribute documents to locations as noted in the Distribution Team Supervisor's handbook and provided to you for each event. Ensure that copies provided for the media do not show JIC sequential number or letter.
 - c. When distributing to Phone Teams, ensure that Phone Team Supervisor is aware that new material has been delivered.
 - d. Report to the Distribution Team Supervisor upon your return to establish a completion time for log.

Attachment 4.1.2

PROCEDURE NUMBER	REVISION	PAGE
13.12.21	2	9 of 19

Duties: FACSIMILE SERVICES

Assigned To: Distribution Team Member

1. Report to the Distribution Team Supervisor for instructions.
2. Receive facsimile documents in accordance with the following instructions:

NOTE: All documents addressed to Energy Northwest received by facsimile will be given to the Distribution Team Supervisor who will determine their distribution.

- Assign a JIC Sequential letter to the first page of each incoming document.
- Make one copy of document.
- Give original to Distribution Team Supervisor and file copy.

For documents NOT addressed to Energy Northwest:

- Assign a JIC Sequential letter to the first page of each incoming document.
- Make one copy of document for file.

NOTE: If the addressee determines that no copy should be made, make a note in the log, e.g., "Fax to Oregon State Rep. in JIC, no copy made per their direction".

- Give original facsimile to addressee (person/agency).
3. Distribute by facsimile in accordance with the following instructions:
 - a. For final news releases for drills and exercises:
 - Receive two copies of the final news release from duplicating team member for simultaneous use on facsimile equipment.
 - Send one facsimile copy to each of the following agencies: Energy Northwest EOF, Department of Energy (DOE), Benton and Franklin County EOCs, and Washington State. Use the dedicated facsimile located in the distribution team work area. This equipment is preprogrammed for the noted destinations (Group 1 button). Current facsimile phone numbers are in the Distribution Team Supervisor's handbook.

PROCEDURE NUMBER	REVISION	PAGE
13.12.21	2	10 of 19

- For Oregon State and Washington ingestion counties (Yakima, Walla Walla, Grant, and Adams), use the JIC commercial equipment (x5450) in the distribution team area. (Group 1 button on commercial facsimile machine.) Send one facsimile copy to each county or state listed.
 - File the copies, including any applicable completion sheets stapled to them.
 - Notify Distribution Team Supervisor upon completion for log time.
- b. For news releases for an actual event:
- Obtain two cover sheets which list Group 1, Media, and Group 2, Other Audiences, from the Distribution Team Supervisor's handbook.
 - Copy the cover sheets for use in sending facsimile copies.
 - Prepare three copies of final news releases.
 - Using the commercial facsimile equipment in the JIC, distribute final news releases to preprogrammed Groups 1 and 2.
 - Distribute to the EOF, states, and counties as for drills and exercises.
4. If time allows and does not interfere with distribution of final news releases, documents in draft form or other information may be transmitted to the EOF, states and counties by facsimile.
- a. Require that the requester address the document noting who it is being sent to and who it is from.
- b. Transmit using the dedicated emergency facsimile equipment or, if necessary, the commercial facsimile equipment.
5. If equipment fails, immediately notify the Distribution Team Supervisor or Support Manager.

PROCEDURE NUMBER 13.12.21	REVISION 2	PAGE 11 of 19
------------------------------	---------------	------------------

Duties: SUPPORT MANAGER

Normal Reporting Location: JIC Office Area

Reports To: JIC Manager

Personnel Supervised: AV Team, and as necessary: Security Staff, Telecommunications Staff, and Facilities Staff

A. Primary Responsibilities

The Support Manager is responsible for the administrative, staffing and logistical support functions required to operate the JIC. This person may have to work closely with the Site Support Manager and other support staff in the EOF to ensure adequate equipment and facilities are provided in the JIC.

B. Duties

1. Immediate Actions

- a. If notified of an Alert or higher classification report immediately to the MPF. Upon arrival at the MPF, immediately contact facilities staff for assistance in setting up the JIC.
- b. Upon arrival, depress the message button on the two Digital Call Recorders in the Support Manager's office to position number 2. Dial 5100 to verify that the Media message requests callers to stay on the line. Do the same for the Public phone line, 5011.
- c. Obtain JIC materials from emergency cabinet, set up office area, and post signs.
- d. Ensure arriving staff are recording their name on the sign-in board in the Support Manager's office and obtaining their name badge or preparing a badge with their name and position.
- e. Two Security Officers will be dispatched to the JIC by Security. If JIC Security has not been established within one hour of declaration of an emergency, request that EOF Security Manager dispatch at least two Security Officers to assist in JIC access control. When officers report, review their duties in Attachment 4.2.3, JIC Security Staff.
- f. If required, request that Telecommunications dispatch a technician to support setup of phones and FAX equipment.

Attachment 4.2

Page 1 of 3

PROCEDURE NUMBER	REVISION	PAGE
13.12.21	2	12 of 19

- g. Determine if ERO personnel have been notified for all JIC positions:
- Obtain Dialogics printout, when available, in Room 1-203.
 - Compare the list of individuals indicating they are responding to the positions listed on the JIC Organization Chart (Attachment 4.3). If all positions are responding, inform the JIC Manager that all personnel have been notified.
 - For unfilled positions, obtain a copy of the Emergency Phone Directory and begin contacting qualified responders for the open positions. Notify the JIC Manager of any positions which cannot be contacted.
- h. Ensure that duties under your responsibility are assigned:
- Attachment 4.2.1, Audio Visual Team
 - Attachment 4.2.2, Facilities Team
 - Attachment 4.2.3, JIC Security Officers
- i. Guide facility staff and AV team members in setup of auditorium and other JIC facilities.
- j. Contact each JIC manager and supervisor to verify that equipment is operational and needed materials and supplies are available.
- k. Ensure pager for Audio Visual team is operable and provided to team.
- l. Assist other JIC staff or offsite agencies to obtain necessary supplies to set up their work areas or to connect telephones in emergency cabinet or work area.
- m. Using Attachment 4.3, prepare a JIC staff roster of those reporting to the JIC and provide copies to the EOF Manpower Scheduler, offsite representatives and all supervisors and managers in the JIC. If possible, provide a roster of offsite representatives present in the JIC.

Attachment 4.2
Page 2 of 3

PROCEDURE NUMBER	REVISION	PAGE
13.12.21	2	13 of 19

2. Ongoing Actions

- a. Arrange, as needed, facility and logistical support for JIC staff, responding offsite agency representatives and media.
- b. As directed by the JIC Manager, coordinate the assignment of a relief shift with the EOF Site Support Manager.
- c. Ensure setup of the news conference area for each news conference.
 - As soon as notified of time scheduled for news conferences, inform AV team members so they have sufficient time to prepare.
 - Report readiness of AV Team and auditorium setup to JIC Manager following seating of media representatives in auditorium.
 - Report to the JIC Manager any problems that occur that may delay a scheduled news conference.
 - Secure doors to the auditorium once the news conference has begun and post sign, "News Conference in Progress, ENTER THROUGH REAR DOORS."
 - Assign a security officer to auditorium doors. Once news conference has begun, restrict front entry to only JIC staff who may have an urgent update to report. All others enter through the rear doors of the auditorium.

3. Termination

- a. With assistance from the A/V Team and Facilities, ensure that all equipment and signs set up in the lobby and auditorium are returned to storage.
- b. Ensure that the message buttons on the Digital Call Recorders are set to Position 1. Call 5100 and 5011 to verify that all Phone Team phones are deactivated and that the message says there is no emergency.
- c. If any Phone Team phones ring while testing per Step b. above, locate and deactivate these phones and then retest.

PROCEDURE NUMBER	REVISION	PAGE
13.12.21	2	14 of 19

Duties: AUDIO-VISUAL TEAM

Normal Reporting Location: JIC/MPF Auditorium

Reports To: Support Manager

1. After sign-in and badging, obtain pager from Support Manager.
2. Set up auditorium with necessary equipment and lighting for conduct and video-taping of news conferences.
3. Set up auditorium with random access slide projector, carousel with emergency event slides, overhead projector and microphones for spokespersons use. Test microphones and other equipment used for news conferences.
4. Set up television monitors in JIC office area, MPF lobby, and Phone Team Room. Test the microphone and other equipment used for news conferences.
5. If equipment is not operable, notify the Support Manager for assistance and as necessary request the Support Manager contact telecommunications staff.
6. Notify the Support Manager when equipment for video monitors and news conferences is set up and operable.
7. Respond to other requests for audio-visual support as directed by the Support Manager.
8. Provide copies of any video tapes or photographs taken of JIC activities to the Support Manager.
9. Coordinate with agency spokespersons any slides that will be required for use in a news conference.
10. Upon termination of JIC operation, take down audio-visual equipment and return to its normal location.

Attachment 4.2.1

PROCEDURE NUMBER	REVISION	PAGE
13.12.21	2	15 of 19

Duties: FACILITIES SETUP

Assigned To: Called out facilities staff

1. Using the facility setup guidance provided by the Support Manager, set up rooms in the following sequence:
 - a. Lobby of the MPF
 - Set up one table/desk from the lobby area for the JIC receptionist or use the existing receptionist counter.
 - Set up work stations for media representatives as directed by the Support Manager. Each should have one table and two chairs and one telephone connection (stored in Elevator Room). Set up two electrical cords (in Elevator Room) with 3-4 plugs on each near tables.
 - Move display boards and other items as directed by the Support Manager.
 - b. Media Briefing/News Conference Area in the MPF Auditorium
 - Arrange podium and 4 tables in front of the room. Arrange curtains, stored in room behind auditorium, around tables. Place two chairs at each table.
2. Assist with other setup as directed by the Support Manager.

Attachment 4.2.2

PROCEDURE NUMBER 13.12.21	REVISION 2	PAGE 16 of 19
------------------------------	---------------	------------------

Duties: JIC SECURITY STAFF

Assigned To: Called Out Security Staff

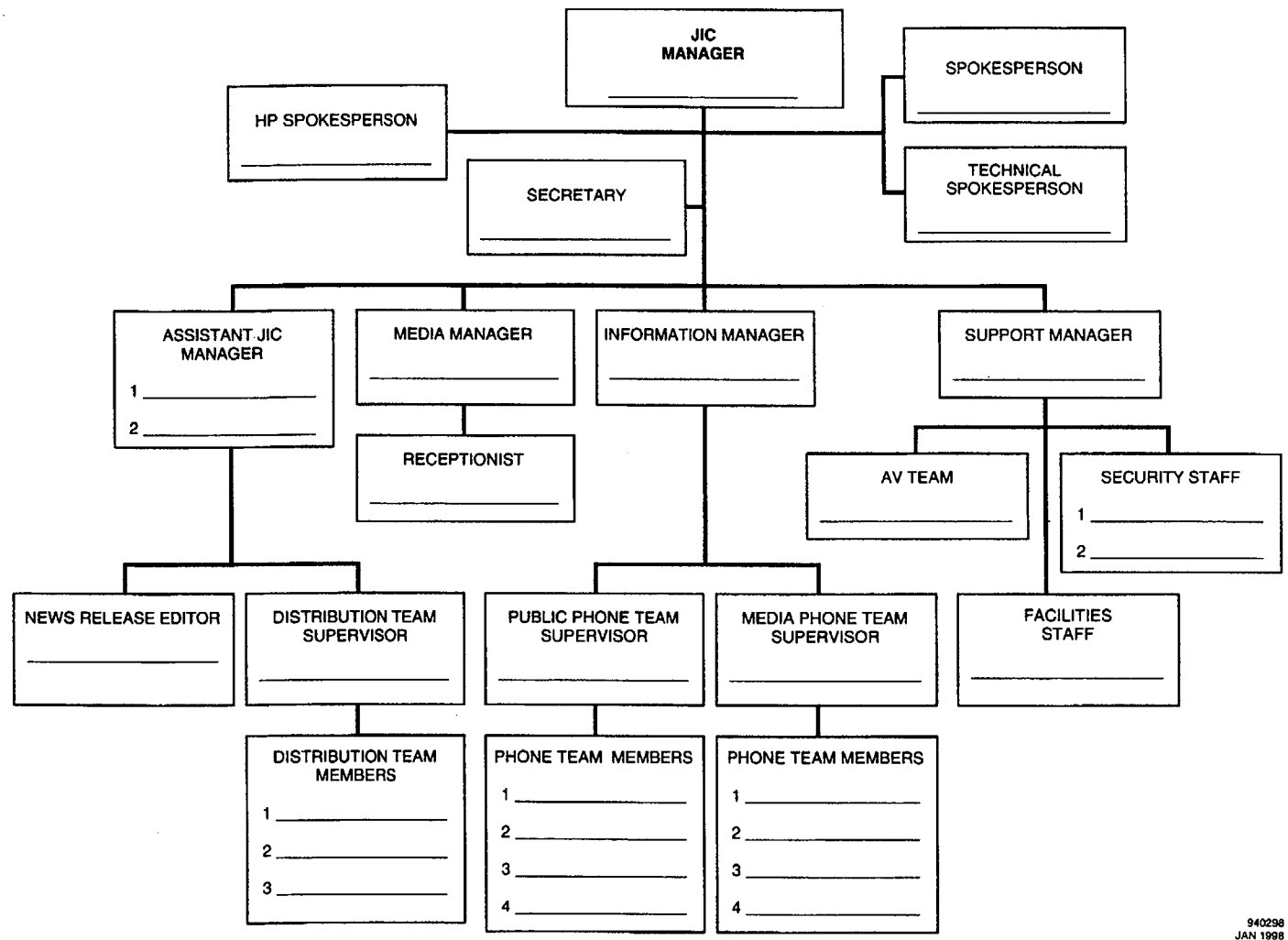
1. Upon arriving at the MPF, report to the Support Manager for instructions.
2. Control access to areas within the MPF as specified below:
 - a. All persons entering the JIC will be required to sign-in with the Support Manager and obtain a badge. Energy Northwest personnel should be allowed to enter upon showing a standard Energy Northwest badge. Direct offsite responders to the Support Manager's office.
 - b. The only areas open to the media and public are the MPF lobby and auditorium. Restrict access to all other areas to properly badged or escorted personnel. This includes areas occupied by building tenants, who are badged.
 - c. Post a security guard at the main lobby entrance to the JIC Office area and the Port of Benton entrance lobby.
 - d. The media and public may use the restroom facilities located in the northwest corner of the Lobby.
3. Provide assistance to control media or public behavior that is disruptive to JIC operations or threatens the safety of the public or employees.
4. Restrain disruptive persons and report their actions to the Support Manager who will determine if local law enforcement assistance is required.
5. Advise the JIC Support Manager periodically on the status of your access control activities.

Attachment 4.2.3

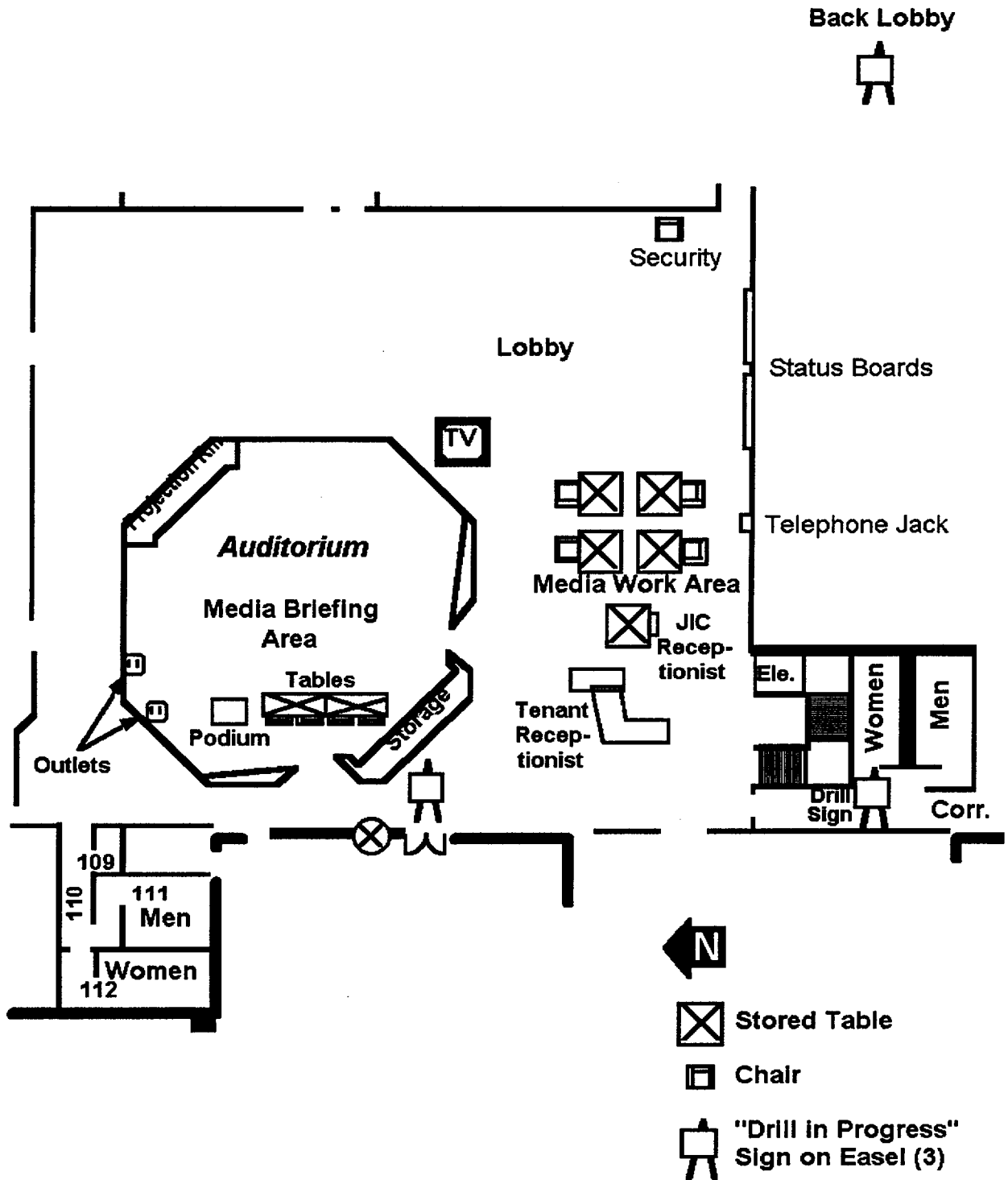
PROCEDURE NUMBER	REVISION	PAGE
13.12.21	2	17 of 19

JOINT INFORMATION CENTER ORGANIZATION CHART

Attachment 4.3



TYPICAL JOINT INFORMATION CENTER (JIC) ARRANGEMENT



901001.3
Sept 1999

Attachment 4.4

PROCEDURE NUMBER	REVISION	PAGE
13.12.21	2	19 of 19



USE CURRENT REVISION

WNP-2
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER *13.14.9	APPROVED BY DWC - Revision 18	DATE 06/28/00
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURE		
SECTION SUPPORTING INFORMATION PROCEDURES		
TITLE EMERGENCY PROGRAM MAINTENANCE		

TABLE OF CONTENTS

	<u>Page</u>
1.0 PURPOSE	2
2.0 REFERENCES	2
3.0 DISCUSSION	2
4.0 PROCEDURE	3
4.1 Corporate Emergency Preparedness, Safety and Health Officer	3
4.2 Applicable Energy Northwest Managers	3
5.0 ATTACHMENTS	3
5.1 Topics Requiring Periodic Review Or Action	4

PROCEDURE NUMBER 13.14.9	REVISION 18	PAGE 1 of 10
-----------------------------	----------------	-----------------

1.0 PURPOSE

This procedure identifies the activities necessary to maintain a current emergency preparedness program in accordance with commitments made in the WNP-2 Emergency Plan. {R1710}

2.0 REFERENCES

- 2.1 10CFR50.47(b), Emergency Plans {R-1605}
- 2.2 10CFR50.54(q), Condition of Licenses {R-1700}
- 2.3 10CFR50.54(t), Conditions of Licenses, (audits) (R-1710, R-1712)
- 2.4 10CFR50 Appendix E, IV and V {R-5728, R-5730, R-5896, R-5928 R-5930}
- 2.5 NUREG-0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants {R-2878, R-4114}
- 2.6 FSAR, Chapter 13.3, WNP-2 Emergency Plan
- 2.7 OQAPD, Appendix III {R-1368}
- 2.8 SWP-REC-01, Records Management
- 2.9 PPM 1.3.43, Licensing Basis Impact Determinations
- 2.10 PPM 1.4.5, Processing of Licensing Document Changes
- 2.11 PPM 13.14.4, Emergency Equipment

3.0 DISCUSSION

The Emergency Preparedness (EP) Program for WNP-2 has many facets which require ongoing review and assessment to ensure they are being maintained. Many of these are attended to by groups outside of the Emergency Preparedness Department. For example, field survey instruments are checked and calibrated by the Radiation Protection Department, field team vehicles are maintained by the Facilities Group, pagers and sirens are maintained by the Telecommunications Group, Emergency Operations Facility (EOF), Richland Office Complex (ROC) HVAC and, emergency diesel generators by the Facilities Services Group, etc. If organizations that assist in the process of maintaining the EP Program are not diligent in performing their portion of the effort, the Program could be adversely affected. For this

PROCEDURE NUMBER	REVISION	PAGE
13.14.9	18	2 of 10

reason, the Emergency Preparedness Department will maintain an oversight role to ensure that all program maintenance requirements are being performed.

4.0 PROCEDURE

4.1 Corporate Emergency Preparedness, Safety and Health Officer

- 4.1.1 Coordinate, as appropriate, with Energy Northwest managers to implement the requirements of Attachment 5.1, Topics Requiring Periodic Review Or Action.
- 4.1.2 Maintain, prepare, and archive records generated as a result of Emergency Preparedness program implementation in accordance with the Emergency Preparedness Records Management Plan and SWP-REC-01.
- 4.1.3 Notify the Vice President, Operations Support/PIO of any condition which would preclude or interfere with the ability of Energy Northwest to implement the requirements of the WNP-2 Emergency Plan.

4.2 Applicable Energy Northwest Managers

- 4.2.1 Coordinate, as appropriate, with the Corporate Emergency Preparedness, Safety and Health Officer to implement the requirements of Attachment 5.1, Topics Requiring Periodic Review Or Action.
- 4.2.2 Notify the Corporate Emergency Preparedness, Safety and Health Officer of any condition which would preclude or interfere with the ability of Energy Northwest to respond to emergency conditions.

5.0 ATTACHMENTS

5.1 Topics Requiring Periodic Review Or Action

PROCEDURE NUMBER	REVISION	PAGE
13.14.9	18	3 of 10

TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
1. WNP-2 Emergency Plan Review (PTL R156728)	Corporate Emergency Preparedness, Safety and Health Officer {R-1605}	Annually	<p>A. Utilize guidance from PPM 1.4.5, to 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 or agencies inside and outside Energy Northwest.</p> <p>B. Ensure that the Washington State Emergency Management, the Benton and Franklin County Departments 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. Document this portion of the review.</p> <p>C. Ensure a Licensing Basis Impact review is completed in accordance with PPM 1.3.43.</p> <p>D. Ensure the supporting documentation is submitted for POC review consistent with the proposed change.</p> <p>E. Ensure the Emergency Plan is sent to the NRC per 10CFR50.4(b)(5) within 30 days of making the changes. {R-1700, R-5930}</p>

PROCEDURE NUMBER	REVISION	PAGE
13.14.9	17	4 of 10

TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
2. WNP-2 Emergency Plan Implementing Procedures (EIPs)	Corporate Emergency Preparedness, Safety and Health Officer	As Necessary	<p>F. Ensure Emergency Plan is reviewed, revised, and approved per 10CFR50 Appendix E, V. {R-5928}</p> <p>A. Utilize guidance from SWP-PRO-02 to coordinate reviews, revisions, and deviations required by revisions to the Emergency Plan or other requirements.</p> <p>B. Ensure Licensing Basis Impact reviews are completed, where required, in accordance with PPM 1.3.43.</p> <p>C. Ensure documentation is submitted for POC review, as required, and approved changes are placed in locations where they are likely to be used. {R-1368}</p> <p>D. Ensure that revisions affecting offsite response are coordinated with the appropriate agencies.</p>
3. WNP-2 EIPs Telephone Numbers (PTL R153960)	Corporate Emergency Preparedness, Safety and Health Officer	Quarterly	<p>A. Review telephone numbers listed in the Emergency Phone Directory and EIPs, and change as required.</p>
4. National Weather Service (PTL R140185)	Corporate Emergency Preparedness, Safety and Health Officer	Monthly	<p>A. Check communications with the NWS first order station and NWS forecasting station to ensure routine meteorological observations and forecasts can be accessed. Refer to NUREG-0654, Annex 1 to Appendix 2, (3)(i).</p>
5. Emergency Action Level (EAL) Review (PTL R150780)	Corporate Emergency Preparedness, Safety and Health Officer	Annually {R-5730}	<p>A. Ensure officials from the State of Washington, Benton and Franklin Counties, and DOE-RL are afforded the opportunity to review EAL classification scheme. {R-5728}</p>

PROCEDURE NUMBER 13.14.9	REVISION 17	PAGE 5 of 10
-----------------------------	----------------	-----------------

TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
6. Letters Of Agreement (PTL R149861, R149860, R146145, R146144, R146143, R146142, R141499, R141501, 149862)	Corporate Emergency Preparedness, Safety and Health Officer	Annually	A. Coordinate review and revision (as necessary) of letters of agreement with involved agencies. B. Maintain file of current letters of agreement. C. Review supporting plans and contracts. Update as needed.
7. Emergency Response Organization (ERO) Assignment List (PTL R153966)	Corporate Emergency Preparedness, Safety and Health Officer	Quarterly (or after substantial change)	A. Maintain and coordinate an Emergency Response Organization position assignment list that meets Emergency Plan Section 2 requirements for review, revision, approval, and issuance of current list.
8. ERO Training (PTL R153959, R156282)	Corporate Emergency Preparedness, Safety and Health Officer	Monthly	A. Review status of Emergency Response Organization personnel in the training database to ensure emergency position qualifications are being met by assigned personnel.
		As Necessary	B. Review and approve new or revised Emergency Training lessons.
9. Emergency Phone Directory/ERO Phone List (PTL R153960)	Corporate Emergency Preparedness, Safety and Health Officer	Quarterly	A. Coordinate review and update of the emergency phone directory and ERO Phone List to ensure it is current and correct. Distribute as required.
10. Emergency Equipment and Supplies (Passport tasks and PTL R153956, R153967, R153957, R153968, R153969)	Corporate Emergency Preparedness, Safety and Health Officer ¹	Monthly, Quarterly, Semi-Annually, or Annually (as required)	A. Ensure tasks are performed as required by PPM 13.14.4.

¹ And other Energy Northwest managers, such as Health Physics, Operations, Chemistry, Security, and Administration, Telecommunications, and Maintenance.

Attachment 5.1 Page 3 of 7

PROCEDURE NUMBER	REVISION	PAGE
13.14.9	17	6 of 10

TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
11. Emergency Facilities (PTL R153963, R153961, R153962, R153964)	Corporate Emergency Preparedness, Safety and Health Officer ¹	As Necessary	A. Ensure facilities are maintained and that modifications to any of Energy Northwest's Emergency Centers are documented and approved by the Corporate Emergency Preparedness, Safety and Health Officer.
12. Duty Rosters (for pager carriers) (PTL R153960)	Corporate Emergency Preparedness, Safety and Health Officer	Monthly	A. Ensure issuance of current duty rosters providing 24 hour per day availability of key Emergency Response Organization personnel.
13. EP Program Audit (PTL R159956)	Corporate Emergency Preparedness, Safety and Health Officer	Biennially, or more frequently if required	A. Ensure an audit is conducted that meets the OQAPD requirements and includes the Emergency Plan and Implementing Procedures, training, readiness testing, equipment, and interfaces with state and local governments. {R-1712, R-4114}
		As Necessary	B. Ensure the Audit Report is submitted to the Vice President for evaluation of findings and resolutions.
		Annually	C. Ensure that findings requiring Energy Northwest corrective action are tracked to completion.
			D. Ensure the results of the review and recommendations are forwarded to appropriate Corporate and Plant Managers, and that portions pertinent to interface with the state and counties are made available to those jurisdictions.

PROCEDURE NUMBER	REVISION	PAGE
13.14.9	17	7 of 10

TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
14. Drill/Exercise Program	Corporate Emergency Preparedness, Safety and Health Officer	Annually	<p>A. Prepare and conduct a drill/exercise program schedule in accordance with Emergency Plan, Section 8, and 10CFR50, Appendix E, Section IV F requirements.</p> <p>B. Coordinate drill/exercise controllers and evaluators to control and evaluate the ability of emergency responders to perform their Emergency Plan responsibilities.</p> <p>C. Ensure that drill/exercise evaluation and critique findings are formally documented, and management controls are established to ensure that needed corrective actions are implemented.</p>
15. Emergency Planning Staff qualifications	Corporate Emergency Preparedness, Safety and Health Officer	As Necessary	<p>A. Ensure Emergency Planning staff members maintain their professional qualifications by periodic attendance at industry seminars, training courses, and through observation of, or participation in, emergency exercises conducted at other facilities.</p>
16. Evacuation Time Studies (PTL R156729)	Corporate Emergency Preparedness, Safety and Health Officer	Annually	<p>A. Review Emergency Plan Section 5, and update as necessary.</p>
17. Population Studies (PTL R 156729)	Corporate Emergency Preparedness, Safety and Health Officer	Annually	<p>A. Review Emergency Plan Section 5, and update as necessary.</p>
18. Media Briefing (PTL R145627)	Corporate Emergency Preparedness, Safety and Health Officer	Annually	<p>A. Ensure annual media briefing is conducted in accordance with Emergency Plan, Section 9.</p>

PROCEDURE NUMBER	REVISION	PAGE
13.14.9	17	8 of 10

TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
19. Public Information (PTL R145565)	Corporate Emergency Preparedness, Safety and Health Officer	Annually or As Needed	A. Ensure preparation and distribution of public information instructions on essential actions to be taken during emergencies in accordance with Emergency Plan Section 9.

PROCEDURE NUMBER 13.14.9	REVISION 17	PAGE 9 of 10
-----------------------------	----------------	-----------------

TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
20. WNP-2 Alert & Notification System Tests (PTL R150208, R153965, R145923)	Corporate Emergency Preparedness, Safety and Health Officer	Annually or As Required	<p>A. Schedule and conduct operational tests of the WNP-2 Emergency Alert and Notification System described in Emergency Plan, Section 6.</p> <p>B. Document and transmit reports of test results as required by FEMA Guidance Memorandum for offsite activities.</p>
21. Severe Accident Guidelines (PTL R149871)	Technical Services/System Engineering Manager	Biennially	<p>A. Review and update Technical Support Guidelines as necessary.</p>

PROCEDURE NUMBER	REVISION	PAGE
13.14.9	17	10 of 10