

Distribution Transmittal/Acknowledgement

Station Number : 1078
Station Level : 2
Station Location : MAILOUT
Station Name : NUCLEAR REGULATORY COMMISSION
Station Description : NRC PUBLIC DOCUMENT DESK, 2120 L STREET NW,
Transmittal Number : WASHINGTON, DC 20003-1527
Distribution Date : TR0000003765
 08/31/2000
Special Instructions :

Document No/Amend No	Unit	Sheet	Rev	Sub/ Supp	Sec Class	Media	Copy	Instructions
ANNEX W PROC			3		U	8X11	1	DESTROY REVISED
ANNEX W PROC			4		U	8X11	1	INSERT
ANNEX W PROC-10			3		U	8X11	1	DESTROY REVISED
ANNEX W PROC-10			4		U	8X11	1	INSERT
ANNEX W PROC-11			3		U	8X11	1	DESTROY REVISED
ANNEX W PROC-11			4		U	8X11	1	INSERT
ANNEX W PROC-12			3		U	8X11	1	DESTROY REVISED
ANNEX W PROC-12			4		U	8X11	1	INSERT
ANNEX W PROC-13			3		U	8X11	1	DESTROY REVISED
ANNEX W PROC-13			4		U	8X11	1	INSERT
ANNEX W PROC-14			5		U	8X11	1	DESTROY REVISED
ANNEX W PROC-14			6		U	8X11	1	INSERT
ANNEX W PROC-20			3		U	8X11	1	DESTROY REVISED
ANNEX W PROC-20			4		U	8X11	1	INSERT
ANNEX W PROC-21			3		U	8X11	1	DESTROY REVISED

Instructions:
 Follow the instructions above, sign, date and return this document distribution transmittal/acknowledgement report to RMS(N1002) within 10 work days from the distribution date. If any questions, call ext. 7220.

ATTENTION: SIGNATURE IS NOT REQUIRED FOR LEVEL TWO STATIONS. PLEASE DO NOT RETURN.

Signature of Recipient

Date

STPEGS Mailing Address

STPEGS
 RMS/NSC
 P.O. Box 289
 Wadsworth, Texas 77483

A045

Distribution Transmittal/Acknowledgement

Station Number : 1078
Station Level : 2
Station Location : MAILOUT
Station Name : NUCLEAR REGULATORY COMMISSION
Station Description : NRC PUBLIC DOCUMENT DESK, 2120 L STREET NW,
Transmittal Number : WASHINGTON, DC 20003-1527
Distribution Date : TR0000003765
 08/31/2000
Special Instructions :

Document No/Amend No	Unit	Sheet	Rev	Sub/ Supp	Sec Class	Media	Copy	Instructions
ANNEX W PROC-21			4		U	8X11	1	INSERT
ANNEX W PROC-22			3		U	8X11	1	DESTROY
								REVISED
ANNEX W PROC-22			4		U	8X11	1	INSERT
ANNEX W PROC-23			3		U	8X11	1	DESTROY
								REVISED
ANNEX W PROC-23			4		U	8X11	1	INSERT
ANNEX W PROC-24			3		U	8X11	1	DESTROY
								REVISED
ANNEX W PROC-24			4		U	8X11	1	INSERT
ANNEX W PROC-30			3		U	8X11	1	DESTROY
								REVISED
ANNEX W PROC-30			4		U	8X11	1	INSERT
ANNEX W PROC-40			3		U	8X11	1	DESTROY
								REVISED
ANNEX W PROC-40			4		U	8X11	1	INSERT
ANNEX W PROC-41			4		U	8X11	1	DESTROY
								REVISED
ANNEX W PROC-41			5		U	8X11	1	INSERT
ANNEX W PROC-42			6		U	8X11	1	DESTROY
								REVISED
ANNEX W PROC-42			7		U	8X11	1	INSERT

Instructions:
 Follow the instructions above, sign, date and return this document distribution transmittal/acknowledgement report to RMS(N1002) within 10 work days from the distribution date. If any questions, call ext. 7220.

ATTENTION: SIGNATURE IS NOT REQUIRED FOR LEVEL TWO STATIONS. PLEASE DO NOT RETURN.

Signature of Recipient

Date

STPEGS Mailing Address

STPEGS
 RMS/NSC
 P.O. Box 289
 Wadsworth, Texas 77483

Distribution Transmittal/Acknowledgement

Station Number : 1078
Station Level : 2
Station Location : MAILOUT
Station Name : NUCLEAR REGULATORY COMMISSION
Station Description : NRC PUBLIC DOCUMENT DESK, 2120 L STREET NW,
 WASHINGTON, DC 20003-1527
Transmittal Number : TR0000003765
Distribution Date : 08/31/2000
Special Instructions :

Document No/Amend No	Unit Sheet	Rev	Sub/ Supp	Sec Class	Media	Copy	Instructions
ANNEX W PROC-50		4		U	8X11	1	DESTROY REVISED
ANNEX W PROC-50		5		U	8X11	1	INSERT
ANNEX W PROC-60		3		U	8X11	1	DESTROY REVISED
ANNEX W PROC-60		4		U	8X11	1	INSERT
ANNEX W PROC-61		3		U	8X11	1	DESTROY REVISED
ANNEX W PROC-61		4		U	8X11	1	INSERT
ANNEX W PROC-62		3		U	8X11	1	DESTROY REVISED
ANNEX W PROC-62		4		U	8X11	1	INSERT
ANNEX W PROC-63		4		U	8X11	1	DESTROY REVISED
ANNEX W PROC-63		5		U	8X11	1	INSERT
ANNEX W PROC-64	-	1		U	8X11	1	DESTROY REVISED
ANNEX W PROC-64	-	2		U	8X11	1	INSERT
ANNEX W PROC-70		3		U	8X11	1	DESTROY REVISED
ANNEX W PROC-70		4		U	8X11	1	INSERT
ANNEX W PROC-71		4		U	8X11	1	DESTROY REVISED

Instructions:

Follow the instructions above, sign, date and return this document distribution transmittal/acknowledgement report to RMS(N1002) within 10 work days from the distribution date. If any questions, call ext. 7220.

ATTENTION: SIGNATURE IS NOT REQUIRED FOR LEVEL TWO STATIONS. PLEASE DO NOT RETURN.

Signature of Recipient

Date

STPEGS Mailing Address

STPEGS
 RMS/NSC
 P.O. Box 289
 Wadsworth, Texas 77483

Distribution Transmittal/Acknowledgement

Station Number : 1078
Station Level : 2
Station Location : MAILOUT
Station Name : NUCLEAR REGULATORY COMMISSION
Station Description : NRC PUBLIC DOCUMENT DESK, 2120 L STREET NW,
Transmittal Number : WASHINGTON, DC 20003-1527
Distribution Date : TR0000003765
 08/31/2000
Special Instructions :

Document No/Amend No	Unit Sheet	Rev	Sub/ Supp	Sec Class	Media	Copy	Instructions
ANNEX W PROC-71		5		U	8X11	1	INSERT
ANNEX W PROC-72	-	3		U	8X11	1	DESTROY
							REVISED
ANNEX W PROC-72	-	4		U	8X11	1	INSERT

Instructions:

Follow the instructions above, sign, date and return this document distribution transmittal/acknowledgement report to RMS(N1002) within 10 work days from the distribution date. If any questions, call ext. 7220.

ATTENTION: SIGNATURE IS NOT REQUIRED FOR LEVEL TWO STATIONS. PLEASE DO NOT RETURN.

Signature of Recipient

Date

STPEGS Mailing Address

STPEGS
 RMS/NSC
 P.O. Box 289
 Wadsworth, Texas 77483

**SUMMARY OF CHANGES FOR THE EMERGENCY MANAGEMENT PLAN
(Annex W) RADIOLOGICAL EMERGENCY PLAN (REP) PROCEDURES FOR
MATAGORDA COUNTY, BAY CITY AND PALACIOS**

August 31, 2000

GENERAL REVISIONS

1. Revision numbers were updated and effective date was revised to August 31, 2000.
2. Global changes, typing format and typos corrected.
3. Minor revisions to the alpha numeric listings in various procedures. Revision bars not added.
4. Page numbers revised in various procedures due to format adjustments. Revision bars not added.
5. Reformatted various procedure checklists to provide consistency in presentation of Emergency Classifications.
6. Minor verbal revisions from passive to active. (e.g., If directed by... to At the direction of...).
7. Minor revisions to correct Procedure Title references.

PROCEDURE NUMBER/ REVISION NUMBER	/CHANGE NUMBER	DESCRIPTION OF PROCEDURAL CHANGE (Provide general verbal description of change [reference paragraph, attachment number, page number, etc., as necessary])	REASON FOR CHANGE (Administrative, Procedural Change, Procedural Enhancement, Regulatory [e.g., ARCA, FEMA Recommendation, etc.], New Criteria, Other)
10/4	1.	Removed the phrase..Emergency Operations Facility.	Administrative to ensure EMD properly locate the STP Emergency Director.
	2.	Added step to dispatch Public Information Officer to JIC.	Administrative. Rephrased for clarification.
	3.	Added reference to Sheriff in conjunction to issuance of EAS messages	This is a coordinated effort with the Emergency Management Coordinator
	4.	Added NOTE to direct activation of backup Emergency Alert System if telephone contact cannot be established with KMKS radio.	Clarification to ensure use of backup system.
	5.	Added DPS, Pierce to peripheral counties bullet.	Clarification of checklist item.
	6.	Added instruction and NOTE to issue EAS message upon approval of Protective Action Recommendations and instruction for use of the backup EAS.	Clarification to ensure EAS message is issued in conjunction with the Sheriff and Emergency Management Coordinator.
	7.	Added instructions for Mayor position to ensure availability of Civic Center and Service Center in Bay City and to brief key department heads on an hourly basis.	Clarification to ensure proper completion of necessary activities.

11/4	1.	Added, "If the Sheriff is not available" to Emergency Management Coordinator checklist to advise appropriate action in Sheriff's absence.	Clarification to ensure notification of EOC personnel at the Alert.
	2.	Reformatted instructions for establishment of traffic and access control points.	Clarification of checklist item to ensure proper notification of emergency personnel.
	3.	Added Route Alerting to checklist item 14.	Administrative. Enhancement of checklist item.
	4.	Added item 15.d, Request equipment and supplies as required to support the emergency situation.	Clarification of checklist item to remind personnel of equipment needs
	5.	Reformatted item 15 and added item c. to provide the Support Organization Director a status of EOC response	Clarification of the checklist item and addition of step to ensure proper notifications.
	6.	Added checklist item 3.e, to provide a status update of EOC response activities.	Enhancement of checklist item 3.
	7.	Rephrase item 8. a. b. and c. to ensure the American Red Cross Director performs specified duties in each step.	Checklist enhancement and clarification of duties of the American Red Cross Director.
	8.	Add NOTE to Inform the Emergency Management Director, if telephone contact with KMKS radio station cannot be established. (two locations)	Enhancement of procedure to ensure proper notification of the general public.
	9.	Added checklist item 10 to ensure Sheriff and Environmental Health Director coordinates delivery of dosimetry to Celanese and Equistar, if required.	Procedural change to ensure dosimetry is delivered to local Industry, if required.
	10.	Added DPS, Pierce to item 20.	Clarification of checklist item to define location.
12/4	1.	Added checklist item to ensure various equipment is operational. Removed redundant information already listed in checklist.	Enhancement and clarification of instructional checklist information.
	2.	Added directional information to include American Red Cross Director.	Enhancement of checklist.
	3.	Removed reference to special needs list obtained from Emergency Management Coordinator.	Enhancement. Removed redundant checklist item previously mentioned.

13/4	1.	Added County Judge's title when EOC is activated to Emergency Management Director.	Enhancement and Clarification of title description.
	2.	Removed "jail captain" from checklist item.	Clarification of checklist item.
	3.	Added checklist item to perform operability test of backup emergency generator.	Enhancement and clarification of duties.
	4.	Added reference to Emergency Management Coordinator and Mayors to duties performed.	Enhancement and clarification of duties for the EMD/EMC Assistant.
	5.	Added item c. News Advisories message number and brief content to checklist.	Enhancement and clarification of duties for the EMD/EMC Assistant.
14/5	1.	Removed 2 mile radius evacuation zone reference in NOTE.	Revision coincides with current STP Plant Procedures.
20/4	1.	Added reference to 800MHz radio telephone to checklist item.	Procedural enhancement.
	2.	Added definition of 800MHz radio telephone system.	Procedural enhancement.
	3.	Added checklist item to instruct SO Dispatcher to review attachment to override the lead EAS Station.	Procedural enhancement.
	4.	Added NOTE regarding clarification of Backup Emergency Alert System activation.	Procedural enhancement and clarification.
	5.	Added direction for activation and override of Public Warning System including direction to read Emergency Alert Message.	Procedural enhancement and checklist guidance.
21/4	1.	Added reference to materials list for Hand held radio.	Procedural enhancement and clarification.
	2.	Reformatted checklist items for clarification.	Procedural enhancement and clarification.
	3.	Changed reference from Emergency Management Director to Sheriff.	Procedural correction and clarification.
	4.	Changed reference from Emergency Management Director to Sheriff.	Procedural correction and clarification.
	5.	Removed reference to Emergency Management Director and Emergency Management Coordinator.	Procedural correction and clarification.
	6.	Added NOTE referencing Sheriff's notification to DPS, Pierce.	Procedural Enhancement.
	7.	Removed reference to Emergency Management Coordinator.	Procedural correction and clarification.
	8.	Reformatted checklist items for clarification.	Procedural enhancement and clarification.
	9.	Removed reference to Emergency Management Coordinator.	Procedural correction and clarification.

22/4	1.	Attention system changed to Warning system	Clarification of procedural guidance.
	2.	Changed county road names to current route numbering system.	Update procedural guidance to coincide with County 911 data.
	3.	Changed reference to Houston Industries, Inc to Reliant Energy Inc.	Update procedural reference.
	4.	Rephrased checklist item for ease of use.	Procedural enhancement and clarification.
	5.	Changed county road names to current route numbering system.	Update procedural guidance to coincide with County 911 data..
	6.	Added CP29 to Traffic and Access Control Point Location.	Procedural upgrade. Enhanced TACP scheme.
	7.	Rephrased Route Alerting Messages for Shelter and Evacuation.	Procedural enhancement and clarification.
23/4	1.	Included 32 nd siren to the procedure.	Procedure upgrade.
	2.	Added backup EAS Activation steps.	Procedure upgade.
	3.	Changed county road names to current route numbering scheme.	Update procedural guidance to coincide with County 911 data..
	4.	<i>Added description of EAS purpose</i>	<i>Placed in bracket</i>
24/4	1.	Changed NOTE content to better provide guidance for the checklist user.	Procedural enhancement
	2.	Corrected titles of Emergency Management Director and Emergency Management Coordinator.	Procedural clarification.
	3.	Added references to FM 521 Park, Matagorda Beach, Game Wardens, and Precinct Constables.	Procedural claraification and enhancement.
	4.	Added checklist item to activate backup EAS if telephone contact cannot be established with KMKS radio.	Procedural enhancement.
	5.	Added checklist item for coordination with EHD to distribution of dosimetry to Celanese and Equistar.	Procedural change and enhancement.
	6.	Removed reference to Communications Officer for arranging for augmented resources from DPS, Pierce.	Procedural change and enhancement.
	7.	Added reference to Game Warden to assist with warning watercraft on the Intracoastal Waterway.	Procedural change and enhancement.
	8.	Removed reference to Communication Officer notifying Coast Guard.	Procedural change and enhancement.
	9.	Changed NOTE reference form Public Information Calendar to Public Information materials.	Procedural change and clarification.
	10.	Added reference to TLETS in checklist item.	Procedural clarification.
	11.	Added reference to Public Information Staff to checklist item.	Procedural enhancement.
	12.	Added reference to Public Information Staff to checklist item.	Procedural enhancement.
30/4	1.	Added reference to the Emergency Management Coordinator to checklist	Procedural enhancement.

Added instruction
 to contact STEPS
 EOP in the event
 the County is unable to
 activate divisions

		item.	
	2.	Added reference to the Emergency Management Coordinator to checklist item.	Procedural enhancement.
	3.	Added reference to Matagorda County Sheriff to checklist item.	Procedural enhancement.
40/4	N/A	No Changes	-----
41/5	1.	Added checklist item to notify Celanese and Equistar of escalating emergency situation and need for dosimetry supplies.	Procedural change and enhancement.
	2.	Rephrased checklist item for clarification.	Procedural clarification.
	3.	Rephrased checklist item for brevity and clarification.	Procedural clarification and enhancement.
42/7	1.	Added bullet items to Category 2 Emergency Worker definition.	Reformatted definition for clarification.
	2.	Changed Category 2 to Category 1 Emergency Worker needing 0-5R DRD.	Procedural change due to change in FEMA guidelines.(South Carolina Letter).
	3.	Added diagram example of Ludlum 14-C Beta Gamma Detector.	Procedural enhancement.
50/5	1.	Verbal enhancement of checklist item.	Procedural enhancement and clarification.
	2.	Revised checklist verbiage, no content change.	Checklist item clarification.
	3.	Moved items d. and e. from item 8 to 7.	Procedural enhancement and clarification
	4.	Added item to arrange for support staff to communicate with bus drivers in field.	Procedural enhancement.
60/4 General Revision No Rev. Bars	1.	Added direction to receive briefing from the Emergency Management Director/Coordinator or report to the JIC and check in with the JIC Director.	Procedural enhancement and enhanced guidance.
	2.	Moved items 3, (Set up filing system) and 4, Initiate contact with radio stations from PIO to PI Writer.	Procedural enhancement.
	3.	Moved item regarding collection of information and obtaining approval of news advisories prior to issuance from PIO to PIW.	Procedural enhancement. These items are covered in other areas.
	4.	Rephrased section regarding preparing a news advisory concerning the STP Alert.	Procedural enhancement.
	5.	Added bullet ensuring County news releases are consistent with Federal, State and STP releases.	Procedural enhancement and clarification.
	6.	Added checklist item to establish contact and provide a briefing to various PI personnel/Agencies at SAE to PIO and PIW positions.	Procedural enhancement and guidance.

	7.	Added CAUTION to PIO and PIW checklists to ensure EAS messages are immediately followed with a Supplemental Message, if necessary.	Procedural enhancement and guidance.
	8.	Added checklist item to establish contact and provide a briefing to various PI personnel/Agencies at GE.	Procedural enhancement and guidance.
	9.	Added item top ensure press releases are faxed to appropriate agencies using blast fax.	Procedural enhancement and guidance.
	10.	Added Attachment 3, Public Information Assistant Checklist.	Procedural enhancement.
61/4	1.	Revised Facts Sheet and Media Guide to "media information.	Procedural enhancement.
	2.	Added checklist item to remind M.C. Officials to test phone lines prior to sending EAS message.	Procedural guidance enhancement.
	3.	Revised list of available materials and information.	Procedural enhancement.
62/4	1.	Revised Facts Sheet and Media Guide to "media information.	Procedural enhancement.
	2.	Revised list of available materials and information.	Procedural enhancement.
63/6	1.	Modified phrases in News advisory messages. (e.g., substitute equipment problems for safety hazard)	Procedural enhancement and improved wording.
	2.	Removed reference to Emergency Preparedness Calendar and added reference to Southern Directory.	Now using the Southern Telephone Directory as the method for distributing emergency information to the public.
	3.	Changed recommendation to pack essential item from one to two weeks to about three days.	Procedural enhancement to parallel FEMA guidelines.
	4.	Revised county road names for route numbers in the Protective Response Zone Description.	Procedure update to coincide with the County 911 program.
64/2	1.	Revised Facts Sheet and Media Guide to "media information.	Procedural enhancement.
	2.	Revised list of available materials and information.	Procedural enhancement.
70/4	1.	Reformatted direction to coordinate with the Environmental Health Director to ensure contact with EMS Director, Hospital District Administrator and Hospital Social Services Administrator.	Procedural enhancement and guidance.
	2.	Added checklist item to consider evacuating special needs individuals from potentially affected areas.	Procedure enhancement and guidance.
	3.	Added reference to the number of special needs that can be expected at the Reception Center.	Procedural enhancement and guidance.

	4.	Removed question "Need to notify next of kin?" from Attachment 2.	Procedural change. Red Cross personnel does not perform this duty.
71/4	1.	Added various wording improvements to clarify direction.	Procedural clarification.
	2.	Added checklist items to ensure ARC Director provides pertinent information regarding special needs population that will be reporting to Reception Center and that appropriate provision have been made to accept these people.	Procedural enhancement and guidance.
	3.	Added NO SMOKING instructions on school property (Reception Center)	Procedural enhancement.
	4.	Deleted nonessential positions and added Mental Health Officer and Disaster Health Officer to 24-Hour Shift Rotation Form.	Procedural change.
72/4	1.	Added reference to BRC representatives that provide assistance as requested by the county to augment Reception Center staff.	This reference was deleted from checklist and rephrased and added to Discussion section. Procedure change.
	2.	Deleted reference to BRC Decontamination Assistance Team.	This name does not appear in State Procedures. Procedure change.
	3.	Various minor wording changes to enhance and clarify procedure.	Procedural enhancement and clarification.
	4.	Added reference to special needs individuals to checklist.	Procedural update.
	5.	Removed reference to 0-5R direct reading dosimeters as a requirement for Category 2 and 3 Emergency Workers.	Procedural update. Reference South Carolina FEMA guidance memorandum.
	6.	Changed 24 Hour Shift Rotation table to reflect BRC Representative vs. BRC Decontamination Assistance Team.	Procedure change.

**EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS
ANNEX W PROCEDURES
FIXED NUCLEAR FACILITIES RESPONSE**

**RADIOLOGICAL EMERGENCY PREPAREDNESS (REP) PLAN
(SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION)**

RECORD OF REVISIONS

Revision Number	Effective Date	Date Entered	Signature
0	05-31-93		
1 and 2	09-22-94		
2 and 3	02-29-96		
3, 4, 5	05-28-98		
6	07-16-98		
4, 5, 6, 7	08-31-00		

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W PROCEDURES
FIXED NUCLEAR FACILITIES RESPONSE

**ANNEX W PROCEDURES
DISTRIBUTION LIST
(Page 1 of 4)**

<u>Jurisdiction/Agency</u>	<u>Control Number</u>	<u>Number of Copies</u>
Amateur Radio Emergency Services	069	1
American Red Cross, Matagorda County Chapter	691	1
Bay City		
Mayor	683	1
Police Department	644	1
Public Library		
Bay City	060	1
Matagorda Branch	116	1
Sargent Branch	117	1
Public Works Director	696	1
Celanese	042	1
Emergency Medical Services		
Bay City Emergency Medical Service	698	1
Matagorda Emergency Medical Service	078	1
Midfield Emergency Medical Service	045	1
Palacios Area Emergency Medical Service	049	1
Sargent Area Volunteer Emergency Service (SAVES)	068	1
Equistar	101	1
FEMA Headquarters	014	1
Region VI, Denton, Texas	071	10
Independent School Districts ISD		
Bay City Independent School District, Central Office	701	1
Bay City Independent School District, Transportation Director	685	1
Matagorda Independent School District	686	1

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W PROCEDURES
FIXED NUCLEAR FACILITIES RESPONSE

**ANNEX W PROCEDURES
DISTRIBUTION LIST
(Page 2 of 4)**

<u>Jurisdiction/Agency</u>	<u>Control Number</u>	<u>Number of Copies</u>
Independent School Districts ISD (continued)		
Palacios Independent School District	688	1
Tidehaven Independent School District	687	1
Van Vleck Independent School District	072	1
Van Vleck Independent School District, Transportation Director	073	1
Joint Information Center - Matagorda Hotel	378	1
KIOX Radio	737	1
KMKS Radio	692	1
KXGJ Radio	1008	1
Local Emergency Planning Committee	113	1
Matagorda County Aerostat Site	706	1
Matagorda County		
Clerk's Office	090	1
County Judge	682	1
Emergency Operations Center	645	1
Environmental Health	699	1
Hospital District		
Matagorda General Hospital	648	1
Wagner General Hospital	649	1
Office of Emergency Management	046	1
Precinct Commissioners		
Precinct 1	066	1
Precinct 2	051	1
Precinct 3	040	1
Precinct 4	096	1

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W PROCEDURES
FIXED NUCLEAR FACILITIES RESPONSE

**ANNEX W PROCEDURES
DISTRIBUTION LIST
(Page 3 of 4)**

<u>Jurisdiction/Agency</u>	<u>Control Number</u>	<u>Number of Copies</u>
Public Information Officer	106	1
Sheriff	1039	1
Palacios		
City Administrator	684	1
Police Department	647	1
Public Library	112	1
State of Texas		
Bureau of Radiation Control	367	1
Department of Public Safety, Pierce, Texas	360	1
Division of Emergency Management, State EOC	571	1
STP Nuclear Operating Company		
Emergency Operations Facility	016	1
Emergency Response Division	205/770	2
Nuclear Support Center Library	900	1
MOF Library	999	1
Records Management Systems	FDC	1
United States Nuclear Regulatory Commission		
USNRC Public Document Desk, Washington D.C.	1078	1
USNRC, Operations Center	1079	1
USNRC, Region IV	564	1
USNRC Public Document Room, Wharton County Junior College	114	1
Volunteer Fire Departments of Matagorda County		
Bay City Volunteer Fire Department	082	1
Blessing Volunteer Fire Department	064	1

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W PROCEDURES
FIXED NUCLEAR FACILITIES RESPONSE

ANNEX W PLAN AND PROCEDURES
ANNEX W PROCEDURES
DISTRIBUTION LIST
(Page 4 of 4)

<u>Jurisdiction/Agency</u>	<u>Control Number</u>	<u>Number of Copies</u>
Volunteer Fire Department of Matagorda County (continued)		
Collegeport Volunteer Fire Department	050	1
Markham Volunteer Fire Department	047	1
Matagorda Volunteer Fire Department	689	1
Midfield Volunteer Fire Department	058	1
Palacios Volunteer Fire Department	690	1
Sargent Volunteer Fire Department	067	1
Selkirk Volunteer Fire Department	293	1
Sweeny Volunteer Fire Department	062	1
Tres Palacios Oaks Volunteer Fire Department	084	1
Van Vleck Volunteer Fire Department	074	1
Wadsworth Volunteer Fire Department	038	1
TOTAL		81

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W PROCEDURES
FIXED NUCLEAR FACILITIES RESPONSE

TABLE OF CONTENTS
(Page 1 of 2)

Section I:	<u>Direction and Control</u>		
	Procedure 10,	Emergency Management Director	P-10-1
	Procedure 11,	Emergency Management Coordinator	P-11-1
	Procedure 12,	EOC Administrative Assistant	P-12-1
	Procedure 13,	Emergency Operations Center Concept of Operation and Activation	P-13-1
	Procedure 14,	Protection Action Guides	P-14-1
Section II:	<u>Law Enforcement/Traffic Control/Warning</u>		
	Procedure 20,	Sheriff's Office Dispatcher	P-20-1
	Procedure 21,	Communications Officer	P-21-1
	Procedure 22,	Warning and Evacuation/Traffic and Access Control	P-22-1
	Procedure 23,	Activation of the Public Warning System	P-23-1
	Procedure 24,	Matagorda County Sheriff	P-24-1
Section III:	<u>Fire and Rescue</u>		
	Procedure 30,	Fire Services Coordinator	P-30-1
Section IV:	<u>Health and Medical</u>		
	Procedure 40,	Hospital District Administrator	P-40-1
	Procedure 41,	Environmental Health Director	P-41-1
	Procedure 42,	Exposure Control for Emergency Workers	P-42-1
Section V:	<u>Transportation</u>		
	Procedure 50,	Transportation Officer	P-50-1

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W PROCEDURES
FIXED NUCLEAR FACILITIES RESPONSE

TABLE OF CONTENTS
(Page 2 of 2)

Section VI: Public Information

Procedure 60,	Public Information Officer	P-60-1
Procedure 61,	KMKS Radio Operations	P-61-1
Procedure 62,	KIOX Radio Operations	P-62-1
Procedure 63,	Emergency Alert System Messages	P-63-1
Procedure 64,	KXGJ Radio Operations	P-64-1

Section VII: Reception Centers and Congregate Care

Procedure 70,	American Red Cross Director	P-70-1
Procedure 71,	Reception Center Operations (American Red Cross)	P-71-1
Procedure 72,	Reception Center Operations (Environmental Health Department)	P-72-1

31166471 / 21808

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

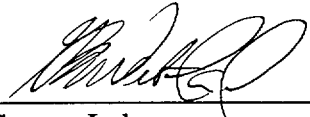
Procedure 10

Table of Contents

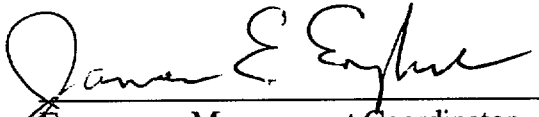
1.0	Purpose	P-10-2
2.0	Discussion	P-10-2
3.0	References	P-10-6
4.0	Equipment Required	P-10-7
5.0	Precautions and Limitations	P-10-7
6.0	Prerequisites	P-10-7
7.0	Procedure	P-10-7
8.0	Attachments	P-10-8
	Attachment 1: Emergency Management Director Checklist	P-10-9
	Attachment 2: Mayor's Checklist	P-10-28
	Attachment 3: Instructions for Requesting Disaster Declaration	P-10-31
	Attachment 4: Declaration of Local Disaster Form	P-10-32
	Attachment 5: Nuclear Energy Liability Insurance	P-10-33
	Attachment 6: Initial Emergency Operations Center (EOC) Briefing Sheet	P-10-35
	Attachment 7: Acronyms List	P-10-37

Effective Date: August 31, 2000

APPROVED:



County Judge



Emergency Management Coordinator

EMERGENCY MANAGEMENT DIRECTOR

Procedure 10

1.0 Purpose

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

2.0 Discussion

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

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

- 2.6 The conditions and actions that occur during a radiological emergency are commonly referred as being in three phases; early, intermediate, and late.
- 2.6.1 **Early phase:** The beginning of a nuclear incident when immediate decisions for effective use of protective actions are required, usually based on the status of the facility and the prognosis for worsening conditions. Protective actions based on the Protective Action Guidelines (PAG) may be preceded by precautionary actions during this period. Early phase actions include sheltering, evacuation, control of access, administration of KI, decontamination.
- 2.6.2 **Intermediate phase:** Period beginning after the source of release has been brought under control and reliable environmental measurements are available. May overlap early and late phase and may last from weeks to months.
- 2.6.3 **Late phase (recovery):** Period beginning when recovery action designed to reduce radiation levels in the environment to acceptable levels for unrestricted use are commenced. This is the period beginning after the source of release has been brought under control and environmental measurements are available for use as a basis for decisions on protective actions and extending until these protective actions are terminated. This phase may last from weeks to months.
- 2.7 **Recovery** consists of several activities necessary to return to normal operations. These include re-entry, restoration, return, and relocation. The implementation of these activities should be conducted in conjunction with the Bureau of Radiation Control (BRC) if radiological contamination exists in the environment. Procedure 22 to Appendix 7 of the State of Texas Radiological Emergency Management Procedures entitled "Recovery Operations" provides detailed guidance on conducting recovery operations.
- 2.7.1 **Re-entry** refers to temporary entry of individual(s) into a restricted zone under controlled conditions.
- 2.7.2 **Restoration** refers to the process of reducing exposure rates and concentrations in the environment to acceptable levels for unrestricted use.
- 2.7.3 **Return** refers to reoccupation of areas cleared for unrestricted residence or use by previously evacuated or relocated populations.

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

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

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

NOTE

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

- 2.10 Precautionary protective actions for the public should be evaluated throughout the event. Considerations should be given to weather conditions, the potential for the situation to become more serious, public perception of the event, and the needs of special populations.
- 2.11 State assistance procedures require that requests for State or Federal assistance be made by the Chief Executive, or by another official specifically authorized to perform the function in the name of the Chief Executive. In Matagorda County, either the Mayor of Bay City or the Mayor of Palacios may transmit such requests if the County Judge is not available.
- 2.12 An Emergency Alert System (**EAS**) **Message** gives direction to the public on actions that should be taken during an emergency, or may only direct the public to stand by for further information. Regular programming should be suspended and the message broadcast to the public as soon as the message is received by the EAS station. The current EAS message should be broadcast at least every 15 minutes until a new message is received.
- 2.13 A **News Advisory** gives further information regarding the situation, or provides information that is not directly related to protective actions for the public. A news advisory may be transmitted to the public at the discretion of the Matagorda County EOC Officials.
- 2.14 **Special populations** are groups of individuals with physical or mental handicaps that need assistance when protective actions are implemented.

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

- 2.15 Responsibilities of the Emergency Management Director include the following:
 - 2.15.1 Direct operations of the local government and volunteer organizations.
 - 2.15.2 Make emergency policy decisions and declare a state of emergency or disaster.
 - 2.15.3 Approve and provide for emergency expenditures.
 - 2.15.4 Request assistance from state, federal, and volunteer organizations and agencies.
 - 2.15.5 Provide for and authorize the release of information and instructions to the public.
 - 2.15.6 Determine protective actions to be taken by the public based on recommendations from the STPEGS Emergency Director and/or the Bureau of Radiation Control.
 - 2.15.7 Approve radiological exposures for County emergency response personnel in excess of Bureau of Radiation Control administrative limits, up to the Environmental Protection Agency (EPA) limits.
 - 2.15.8 Approve the administration and use of Potassium Iodide (KI) for County Emergency Workers.
 - 2.15.9 Assist the STPEGS by supporting the evacuation of onsite personnel.
 - 2.15.10 Assist the state in controlling physical movement of food.

3.0 References

- 3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios
- 3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response
- 3.3 Emergency Management Plan, Annex W Procedure 13, "Emergency Operations Center Concept of Operations and Activation"
- 3.4 Emergency Management Plan, Annex W Procedure 14, "Protective Action Guides"
- 3.5 Emergency Management Plan, Annex W Procedure 23, "Activation of the Public Warning System"

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

- 3.6 Emergency Management Plan, Annex W Procedure 42, "Exposure Control for Emergency Workers"
- 3.7 Emergency Management Plan, Annex W Procedure 63, "Emergency Alert System Messages and News Advisories"
- 3.8 State of Texas Radiological Emergency Management Procedures, Procedure 22 to Appendix 7, "Recovery Operations"
- 3.9 Environmental Protection Agency, EPA/400-R-92-001 "Manual of Protective Action Guides and Protective Actions for Nuclear Incidents", October 1991
- 4.0 Equipment Required
 - 4.1 None
- 5.0 Precautions and Limitations
 - 5.1 None
- 6.0 Prerequisites
 - 6.1 An emergency declaration issued by the STPEGS Emergency Director has been received.
- 7.0 Procedure
 - 7.1 When notified of an **Unusual Event** at the STPEGS by the Sheriff's Office dispatcher, ensure that you remain available for further contact by the dispatcher until the event is terminated.
 - 7.1.1 If required to leave the area or if you may become unavailable to respond should the event escalate in severity, direct the dispatcher to contact an alternate Emergency Management Director.
 - 7.2 When notified of an **Alert, Site Area Emergency, or General Emergency** at the STPEGS by the Sheriff's Office Dispatcher, report to the EOC and implement Attachment 1, "Emergency Management Director Checklist." Use this checklist as a guide to assist in directing emergency activities.

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

NOTE

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

8.0 Attachments

- 8.1 Attachment 1, Emergency Management Director Checklist
- 8.2 Attachment 2, Mayor's Checklist
- 8.3 Attachment 3, Instructions for Requesting Disaster Declaration
- 8.4 Attachment 4, Declaration of Local Disaster Form
- 8.5 Attachment 5, Nuclear Energy Liability Insurance
- 8.6 Attachment 6, Initial Emergency Operations Center (EOC) Briefing Sheet
- 8.7 Attachment 7, Acronyms List

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 1 of 19)**

Name	Date
------	------

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

I. ALERT

1. Report to the EOC and sign in on the Staffing Board. _____
2. Supervise the set up of the EOC, if Emergency Management Coordinator or Sheriff have not arrived. Utilize Procedure 13, "EOC Concept of Operations and Activation," Attachment 1, "EOC Activation Checklist." Resolve any problems encountered. _____
3. Review the Offsite Agency Notification Message Form(s) with the Emergency Management Coordinator. Form should be available at the EOC facsimile machine or from the dispatcher's office.
4. Obtain a briefing of the current plant status from the Emergency Management Coordinator or the STPEGS Emergency Director.

NOTE

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

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 2 of 19)**

ACTION	TIME/LOG
5. Initiate and maintain an Emergency Action Log.	LOG
a. Track telephone calls, key information obtained, actions taken, and other information needed to document the response actions taken.	
b. Maintain the log until termination of the emergency.	
6. Verify with the Emergency Management Coordinator and Communications Officer that all required notifications have been completed. Verify that the following key personnel are available to respond to the EOC.	
• Emergency Management Coordinator	_____
• Sheriff or designee	_____
• Transportation Officer	_____
• Communications Officer	_____
• Public Information Officer	_____
• Environmental Health Director	_____
• American Red Cross Director	_____
• Security Officer	_____
7. If conditions warrant (i.e., STPEGS reports plant conditions are degrading or a heightened awareness is needed to allay public concern), consideration should be given to fully activating the EOC. If activation becomes necessary, it should be accomplished in accordance with Steps 5 through 9 of Section II, Site Area Emergency, of this checklist.	N/A

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 3 of 19)**

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

8.	Notify or ensure notification of Department and Agency Heads, in your chain of command, of the Alert.	_____
----	---	-------

<u>Matagorda County</u>	<u>Bay City</u>	<u>Palacios</u>
Commissioners	Councilmen/women	Councilmen/women
County Surveyor	City Attorney	City Attorney
Chief Appraiser	Chief of Police	Chief of Police
County Auditor	City Treasurer	City Treasurer
Fire Departments	Building Inspector	Building Inspector
County Attorney	Public Works Director	Public Works Director
Treasurer	Utilities Director	
Clerk		
Tax Assessor/Collector		

9.	Determine if any additional organizations or personnel should be notified and/or activated and instruct the Emergency Management Coordinator to ensure notifications are complete.	LOG
----	--	-----

10.	Upon the arrival of key staff, coordinate the following activities:	_____
a.	Provide the initial briefing on the status of the emergency using Attachment 6 Initial Emergency Operations Center (EOC) Briefing Sheet.	
b.	Instruct the EOC staff to implement their procedures and to be prepared to provide a briefing on available resources (i.e., personnel, equipment, etc.) to support the emergency response.	

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 4 of 19)**

ACTION	TIME/LOG
11. Ensure the Emergency Management Coordinator contacts DPS, Pierce and provides a briefing of the status of the County response actions.	_____
12. Upon activation of the Joint Information Center, ensure the Public Information Officer is dispatched to the facility.	_____
13. Discuss with the Transportation Officer and Emergency Management Coordinator whether special actions for the Tidehaven or Matagorda Independent School Districts should be taken such as:	LOG
a. If school is in session:	_____
<ul style="list-style-type: none"> • Positioning school buses at the schools in case an evacuation is needed. (Transportation Officer responsibility) • Recommending early dismissal of schools. Notify affected School Superintendents. (Transportation Officer responsibility) • Recommending a precautionary evacuation of the schools to a designated location. 	
b. If school is not in session:	_____
<ul style="list-style-type: none"> • Canceling classes for the day. • Canceling after hours extra curricular activities (e.g., clubs, sporting events, etc.). 	
c. Issuing news advisories concerning the status of the schools and the actions that have been taken relating to school children. (PIO staff responsibility)	_____

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 5 of 19)**

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

- | | | |
|-----|---|-------|
| 14. | Coordinate with the Public Information Officer (PIO) or Public Information Writer to issue a news advisory. | _____ |
| 15. | Ensure Emergency Management Coordinator maintains periodic contact with DPS, Pierce Lieutenant and the STPEGS Support Organization Director. | LOG |
| 16. | Ensure staffing is available for 24 hour coverage by directing the EOC Administrative Assistant to establish a roster of positions with the names of primary and alternates listed. | _____ |

NOTE

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

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

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 6 of 19)**

ACTION

TIME/LOG

II. SITE AREA EMERGENCY

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

CAUTION

If STPEGS has already recommended public protective actions, postpone completion of the steps on the "Alert" checklist and complete the next three steps without delay.

2. Review the Offsite Agency Notification Message Form with the Emergency Management Coordinator. _____
3. If recommendations for protective actions for the public are issued by STPEGS, implement Procedure 14, "Protective Action Guides," and direct the Environmental Health and American Red Cross Directors to activate the Reception Center(s). _____
4. If public protective actions are being taken, direct the Sheriff to develop and implement traffic and access control points for the affected areas. _____

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 7 of 19)**

ACTION

TIME/LOG

5. When notified that the STPEGS Emergency Operations Facility (EOF) is activated, contact the STPEGS Emergency Director in the EOF, review the status of the situation, and, as appropriate, ask for the Supplemental Notification Form be issued to the County for the remainder of the emergency whenever conditions change.

NOTE

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

6. If not already accomplished at the Alert, verify with the Emergency Management Coordinator that the EOC is ready for activation when the following three conditions are met:
- a. The EOC equipment is operational or a functional method has been devised to overcome equipment problems.

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 8 of 19)**

ACTION

TIME/LOG

- b. Minimum staffing has been satisfied per Annex W Procedure 13, "Emergency Operations Center (EOC) Concept of Operation and Activation." Minimum staffing includes:
- Emergency Management Director
 - Emergency Management Coordinator
 - Sheriff or designee
 - Public Information Officer
 - Communications Officer
 - Environmental Health Director
 - Transportation Officer
 - American Red Cross Director
 - Security Officer

NOTE

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

7. Announce to the EOC staff that the EOC is fully activated at this time and that you (say your name) are the Emergency Management Director. _____
8. Ensure the Emergency Management Coordinator notifies the STPEGS Support Organization Director (ask for name) in the EOF that the Matagorda County EOC is fully activated. _____
9. Ensure the Emergency Management Coordinator notifies DPS, Pierce, that the Matagorda County EOC is fully activated. _____

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 9 of 19)**

ACTION	TIME/LOG
10. Direct the issuance of EAS messages in conjunction with the Emergency Management Coordinator and Sheriff.	_____
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"><p style="text-align: center;"><u>NOTE</u></p><p>If telephone contact with KMKS radio station cannot be established, instruct the Sheriff to activate the backup Emergency Alert System.</p></div>	
11. If the Reception Center(s) have not been activated and a request from the STPEGS is received for support of evacuated STPEGS site employees, direct the Environmental Health and American Red Cross Directors to activate the Reception Center(s).	_____
12. Request the Emergency Management Coordinator to initiate and send an "Initial Disaster Report" to the Disaster District office at DPS in Pierce, Texas.	_____
13. Request Mayors and Precinct Commissioners to organize an inventory of supplies, equipment, and personnel that can be made available.	_____
14. Direct activation of off-duty City/County personnel who are needed to support the emergency response through the Mayors and Precinct Commissioners.	LOG

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 10 of 19)**

ACTION

TIME/LOG

15. Establish hourly (approximately) status briefings to be conducted in the EOC. LOG
- a. Inform EOC personnel 5 minutes before each briefing to prepare key information. The following positions will be expected to provide a briefing:
- 1) Emergency Management Coordinator
 - 2) Commissioner (if present)
 - 3) Mayors (if present)
 - 4) Sheriff
 - 5) Transportation Officer
 - 6) Environmental Health Director
 - 7) American Red Cross Director
 - 8) Public Information Officer
 - 9) STPEGS Representative (if present)
 - 10) Federal Agency Representative (if present)
 - 11) BRC Representative (if present)
- b. Limit the briefings to 10 minutes (i.e., 1-2 minutes per person). Should issues that require discussion or evaluation be introduced, arrange a separate meeting with individuals affected.

NOTE

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

16. Ensure Emergency Management Coordinator maintains periodic contact with DPS, Pierce and the STPEGS Support Organization Director. LOG

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 11 of 19)**

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

- | | | |
|-----|---|-----|
| 17. | Periodically review activities of the EOC staff, and determine if additional support is needed from outside resources.
<ul style="list-style-type: none">a. Direct the Emergency Management Coordinator to request support from the appropriate organizations.b. Assign an EOC liaison to coordinate requested support.c. Additional support resources may include, but are not limited to:<ul style="list-style-type: none">• Peripheral Counties through DPS, Pierce• Local DPS Troopers• Local Game Wardens• Additional communications personnel such as HAM Radio Operators• All State Agencies through DPS, Pierce, as listed in Attachment 18 to the Basic Plan• Federal Agencies through DPS, Pierce | LOG |
| 18. | Ensure contact is maintained with County Public Information Officer (PIO) in the Joint Information Center and keep this person informed of EOC activities. | LOG |
| 19. | If the emergency is terminated by STPEGS, proceed to Section VI, "Termination," of this procedure. | LOG |
| 20. | Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist. | LOG |

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 12 of 19)**

ACTION

TIME/LOG

III. GENERAL EMERGENCY

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

CAUTION

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

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 13 of 19)**

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

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

NOTE

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

- | | |
|---|-------|
| 3. Based on the Protective Action Recommendations issued as part of the Offsite Agency Notification Message Form from STPEGS, implement Annex W Procedure 14, "Protective Action Guides." | _____ |
| 4. Upon approving the Protection Action Recommendation (PAR), direct the issuance of an EAS message in conjunction with the Emergency Management Coordinator and Sheriff. | _____ |

NOTE

If telephone contact with KMKS radio station cannot be established, instruct the Sheriff to activate backup of Emergency Alert System.

- | | |
|---|-------|
| 5. If not already accomplished, direct the Environmental Health and American Red Cross Directors to activate the Reception Center(s). | _____ |
| 6. Direct the Sheriff to develop and implement traffic and access control points for the affected areas. | _____ |

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 14 of 19)**

ACTION

TIME/LOG

NOTE

Whenever public protective actions change, ensure the Sheriff assesses the need to modify the established traffic and access control points and if necessary, implements changes.

- | | | |
|----|---|-----|
| 7. | Provide approval for County Emergency Workers to exceed radiation exposure administrative limits if extraordinary measures are needed to protect the public or perform life saving actions. | LOG |
| 8. | Provide approval for County Emergency Workers who will be entering the 10 mile EPZ to take potassium iodide (KI) if recommended by the Bureau of Radiation Control or STPEGS. | LOG |
| 9. | Ensure hourly (approximately) status briefings are conducted in the EOC. | LOG |
| | a. Inform EOC personnel 5 minutes before each briefing to prepare key information. The following positions will be expected to provide a briefing: | |
| | 1) Emergency Management Coordinator | |
| | 2) Mayors (if present) | |
| | 3) Sheriff | |
| | 4) Communications Officer | |
| | 5) Transportation Officer | |
| | 6) Environmental Health Director | |
| | 7) American Red Cross Director | |
| | 8) Public Information Officer/Writer | |
| | 9) STPEGS Representative (if present) | |
| | 10) Federal Agency Representative (if present) | |
| | 11) BRC Representative (if present) | |
| | b. Limit the briefings to 10 minutes (i.e., 1-2 minutes per person) | |

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 15 of 19)**

ACTION	TIME/LOG
10. Request a Presidential Disaster Declaration, if necessary, by letter to the Governor. Refer to Attachment 3, "Instructions for Requesting Disaster Declaration."	_____
11. Declare a local disaster using Attachment 4, "Declaration of Local Disaster," if necessary.	_____
12. Maintain periodic contact with DPS, Pierce and the STPEGS Emergency Director in the EOF. Provide a status of County activities underway. Request support, as needed.	LOG
13. Ensure an "Operational Situation Report" is sent at the end of each day to the Disaster District office at DPS Pierce, Texas. The report will be initiated by the Emergency Management Coordinator.	_____
14. Continually reassess data and information available on the current situation and the prognosis for future developments to determine if protective actions should be expanded or changed.	_____
15. Review activities of the EOC staff, and determine if additional support is needed from federal or state organizations. Direct the Communications Officer to request support of the appropriate organizations. Assign an EOC liaison to coordinate requested support.	LOG
16. Assist with the set up of the Federal Response Center at the Bay City Convention Center by coordinating activities through the STPEGS EOC (Matagorda County) Liaison.	LOG
17. Ensure contact is maintained with County Public Information Officer (PIO) in the Joint Information Center (JIC) and keep this person informed of protective actions determined necessary for the public and of EOC activities (e.g., Reception Centers, status of schools, etc.).	LOG
18. Once the emergency has been terminated, initiate County recovery activities using Section V, "Recovery," of this checklist.	LOG

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 16 of 19)**

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

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 17 of 19)**

ACTION	TIME/LOG
V. RECOVERY	
1. Announce to the EOC staff that Recovery has been declared.	_____
2. Declare a local disaster using Attachment 4, "Declaration of Local Disaster Form," if necessary, and if not already completed.	_____
3. Direct the EOC Staff to develop a list of activities and tasks which should be completed as part of the recovery effort using their "Recovery Activities Lists." Consideration should be given to restoration of services and facilities (i.e., schools, industry, etc.).	_____
4. Activate the Damage Assessment Team to gather information and prepare reports to be sent to the necessary State and Federal agencies. (Refer to Damage Assessment Team list kept on file in the Dispatchers' Office).	_____
5. Coordinate with the Bureau of Radiation Control to confirm acceptable return levels for any areas evacuated, to determine the areas in which return can be permitted, and to assess the need for relocation of population, including, special facilities, transportation, and clothing needs of those affected by evacuation.	LOG
6. Keep the public informed of the situation and the status of activities underway through periodic news advisories.	LOG

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 18 of 19)**

ACTION	TIME/LOG
8. Provide a Disaster Situation Outline/Situation Report (kept on file in the EOC), to the Governor of Texas as soon as possible.	_____
9. Work with American Nuclear Insurers (ANI) in seeking direct reimbursement for costs incurred during evacuation by the County in providing emergency food, shelter, transportation, or police services. Refer to Attachment 5, "Nuclear Energy Liability Insurance."	LOG
10. Deactivate positions that are no longer required.	_____
11. Terminate County recovery activities when recommended by the Bureau of Radiation Control and the Emergency Management Coordinator, and implement steps 4, 5, and 6 of section VI, "Termination," of this checklist.	LOG

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 19 of 19)**

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

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

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

Name	Date
------	------

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

This checklist is to be implemented at the **Site Area Emergency or General Emergency Classification** by the Mayors of Bay City and Palacios to ensure City resources are available to support the emergency response effort.

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

BAY CITY

PALACIOS

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

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

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

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

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

ACTION	TIME/LOG
3. Ensure Department heads contact staff/volunteers and place them on standby.	_____
4. Notify (or coordinate with) the Fire Chief to review the following activities: <ul style="list-style-type: none">a. Ensure the Fire Department has sufficient volunteers to perform route alerting if required.b. Prioritize vehicles equipped with PA systems to perform route alerting.c. If route alerting is requested, assemble volunteers, at the Fire Station, and review route alerting procedures.d. If requested, dispatch a pumper truck and department personnel to the McAllister and/or Palacios Reception Center(s) to assist with decontamination of evacuee vehicles.	_____
5. Notify the Precinct Commissioner or the Public Works Director to review the following: <ul style="list-style-type: none">a. Key roads and highways to determine if any potential or actual impediments exist.b. Available staff and equipment to assist with the set-up (i.e., cones, barricades, etc.) of the McAllister Jr. High and/or Palacios High School Reception Centers.	_____
6. Notify (or coordinate with) the Police Chief to review the following activities: <ul style="list-style-type: none">a. Available personnel to provide second shift staffing of Traffic and/or Access Control Points.	_____

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**MAYORS CHECKLIST
Attachment 2
(Page 3 of 3)**

ACTION

TIME/LOG

- b. Available personnel to assist with security at the McAllister Jr. High and Palacios High School Reception Centers. _____
- c. Available personnel to assist with Route Alerting if required.
- 7. Provide periodic emergency status updates to key staff.
- 8. Reserve hotel/motel space for federal and state officials assisting with the emergency response if so requested.
- 9. Ensure City Treasurer maintains a record of all city expenditures associated with the emergency response effort.
- 10. In Bay City, ensure the Civic Center is available to accommodate State and Federal resources (i.e., personnel and equipment).
- 11. If requested by STPEGS, ensure the Service Center is available to support utility State and Federal personnel.
- 12. On an hourly basis, contact and brief key department heads.

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

INSTRUCTIONS FOR REQUESTING DISASTER DECLARATION

Attachment 3

(Page 1 of 1)

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

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

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

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

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

DECLARATION OF LOCAL DISASTER (COUNTY)

Attachment 4

(Page 1 of 1)

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

_____;

and

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

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

Section 1. That a state of disaster is declared for the County of Matagorda.

Section 2. That the County's Emergency Management Plan has been implemented.

Section 3. Whereas Section 418.108 of the Texas Disaster Act of 1975, as amended, Vernon's Texas Codes Annotated, Government Code Chapter 418, provides that the state of disaster shall continue for a period of not more than seven days of the date hereof, unless the same is continued by consent of the Commissioners Court of the County of Matagorda, Texas.

Section 4. That this proclamation shall take effect immediately from and after its issuance.

ORDERED this the ____ day of _____, 2000__.

County of Matagorda, Texas, County Judge

ATTEST:

Matagorda, County Clerk

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

NUCLEAR ENERGY LIABILITY INSURANCE
Attachment 5
(Page 1 of 2)

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

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

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

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

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

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

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

1. Any incident involving nuclear weapons.
2. Any incident due to war, civil war, insurrection, rebellion, resolution, etc.
3. Additional costs incurred for services rendered by a charitable organization.

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

NUCLEAR ENERGY LIABILITY INSURANCE
Attachment 5
(Page 2 of 2)

4. Obligations covered by workers compensation, unemployment, or disability benefit laws.

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

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

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

INITIAL EMERGENCY OPERATIONS CENTER (EOC) BRIEFING SHEET
(TYPICAL)
Attachment 6
(Page 1 of 2)

Upon EOC ACTIVATION Announce the following:

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

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

INITIAL EMERGENCY OPERATIONS CENTER (EOC) BRIEFING SHEET

Attachment 6

(Page 2 of 2)

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

**EMERGENCY MANAGEMENT DIRECTOR
Procedure 10**

**ACRONYMS LIST
Attachment 7
(Page 1 of 1)**

<u>Acronym</u>	<u>Applies To</u>
ACP	Access Control Point
ARC	American Red Cross
BRC	Bureau of Radiation Control
CAN	Community Alert Network
DEM	Division of Emergency Management
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
EAS	Emergency Alert System
ECL	Emergency Classification Level
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
STPEGS	South Texas Project Electric Generating Station
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter

31166474 / E1808

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

Procedure 11

Table of Contents

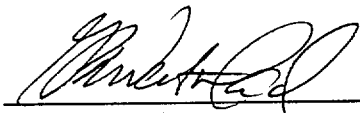
1.0	Purpose	P-11-2
2.0	Discussion	P-11-2
3.0	References	P-11-4
4.0	Equipment Required	P-11-4
5.0	Precautions and Limitations	P-11-4
6.0	Prerequisites	P-11-4
7.0	Procedure	P-11-5
8.0	Attachments	P-11-5
	Attachment 1: Emergency Management Coordinator Checklist	P-11-6
	Attachment 2: Briefing Sheet	P-11-23
	Attachment 3: Recovery Activities List	P-11-24
	Attachment 4: Initial Disaster Report	P-11-25
	Attachment 5: Operational Situation Report	P-11-26
	Attachment 6: Acronyms List	P-11-30

Effective Date: August 31, 2000

APPROVED:



Emergency Management Coordinator



County Judge

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

1.0 Purpose

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

2.0 Discussion

- 2.1 The Emergency Management Coordinator and alternate to the Coordinator are appointed by the County Judge.
- 2.2 The Emergency Management Coordinator will assist the Emergency Management Director in all phases of the emergency preparedness effort.
- 2.3 The Emergency Management Coordinator will serve as day-to-day liaison between the County, Cities, and State emergency management organizations, and the STPEGS.
- 2.4 The Emergency Management Coordinator is responsible for the preparation of procedures for the Emergency Operations Center (EOC) as well as maintenance of other applicable procedures, charts, rosters, maps, and supplies necessary for the operation of the EOC.
- 2.5 The Emergency Management Coordinator will respond to the EOC at an Alert or higher emergency classification and direct the activities of the EOC Administrative Assistant and Communications Officer to prepare the EOC for activation and operation.
- 2.6 Event-related responsibilities of the Emergency Management Coordinator include, but are not limited to the following:
 - 2.6.1 Coordinate County activities and operations during emergencies.
 - 2.6.2 Act as a liaison between the Direction and Control Group and other emergency resources.
 - 2.6.3 Assist the Emergency Management Director with EOC staff briefings.

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

- 2.6.4 Ensure Public Information Staff at the Joint Information Center are provided updates on Matagorda County response activities.
 - 2.6.5 Coordinate response efforts with nearby communities, industry, and State and Federal emergency management agencies.
 - 2.6.6 Ensure sufficient staff and equipment are available to support emergency response activities.
 - 2.6.7 Ensure status boards are kept up to date and staff are informed of major event changes.
 - 2.6.8 Oversee field operations ensuring sufficient staff and resources are available to support deployment of field personnel
 - 2.6.9 Coordinate emergency and recovery actions for the Emergency Management Director.
- 2.7 Day-to-day responsibilities of the Emergency Management Coordinator include, but are not limited to the following:
- 2.7.1 Coordinate with and receive assistance from County/City departments, schools, American Red Cross, hospitals, etc., in the development of the Emergency Management Basic Plan.
 - 2.7.2 Coordinate other agencies' emergency plans, i.e., schools, American Red Cross, hospitals, private utilities, and industries with the Emergency Management Basic Plan.
 - 2.7.3 Maintain liaison with nearby communities, industry, and State and Federal emergency management agencies.
 - 2.7.4 Provide training for local emergency response agencies and personnel.
 - 2.7.5 Coordinate funding for the County emergency response program.
 - 2.7.6 Coordinate an annual assessment of County/City resources.
 - 2.7.7 Coordinate an annual assessment of Special Needs populations and maintain a list.
 - 2.7.8 Coordinate the activities of local volunteer groups.
- 2.8 An **Initial Disaster Report** is a short report designed to provide State officials with basic information about an emergency situation.

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

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

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

7.0 Procedure

7.1 When notified of an **Unusual Event** at the STPEGS by the Sheriff's Office Dispatcher, then;

7.1.1 Verify the Dispatcher is implementing the call list for an Unusual Event.

7.1.2 If a fire was the cause of event, verify Bay City and Palacios Fire Departments have been notified.

7.1.3 If required to leave the area or if you become unavailable to respond should the event escalate in severity, request the Dispatcher to contact an alternate Emergency Management Coordinator.

7.2 When notified of an **Alert, Site Area Emergency, or General Emergency**, at the STPEGS by the Sheriff's Office Dispatcher, report to the EOC and implement Section I of Attachment 1, "Emergency Coordinator Checklist." Use this checklist as a guide to assist in performing position responsibilities.

NOTE

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

8.0 Attachments

8.1 Attachment 1, Emergency Management Coordinator Checklist

8.2 Attachment 2, Briefing Sheet

8.3 Attachment 3, Recovery Activities List

8.4 Attachment 4, Initial Disaster Report

8.5 Attachment 5, Operational Situation Report

8.6 Attachment 6, Acronyms List

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

(Page 1 of 17)

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

NOTE

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

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

(Page 2 of 17)

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

- | | | |
|----|---|-------|
| 6. | Obtain ESTED Reports and/or weather bulletins from Dispatcher. | LOG |
| 7. | Contact STPEGS to obtain current plant status and the potential for the situation to escalate to a Site Area Emergency. Obtain information from the Support Organization Director or Emergency Director at the EOF, or use the Orange Ringdown Phone (i.e., pick up handset and press "1"). | _____ |

NOTE

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

- | | | |
|-----|---|-----|
| 8. | Get hurricane information in TLETS by typing EVAC, then MSA1 and MSA2 for impact points. Matagorda County Sheriff's Office (MCSO) printer name is BCSP. Bay City Police Department (BCPD) TELETS printer name is BCPP. | LOG |
| 9. | Review with the Sheriff the availability of supplies, equipment, and personnel to establish traffic and access control points.

a. As required, contact the Mayors and/or Precinct Commissioners for additional supplies and equipment.

b. As required, contact DPS, Pierce for additional (TACP) personnel. | LOG |
| 10. | Review status of supplies and equipment with County and City Officials. | LOG |

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

(Page 3 of 17)

ACTION	TIME/LOG
11. Notify Mayors and law enforcement personnel in Palacios and Bay City of the possible need to support emergency response activities.	_____
12. Based on the emergency, determine with the Emergency Management Director which additional organizations or personnel should be notified and/or activated.	_____
13. Ensure the Communication Officer contacts STPEGS, Celanese, Equistar, Matagorda Aerostat Site, and Markham Industrial Group (MIG), etc. to determine status of plants and provide them with the status of the emergency situation.	LOG
14. Ensure Fire Chiefs in potentially affected areas are notified that their assistance may be required in fire services, evacuation, route alerting, and at traffic and access control point locations. Provide a briefing of key information.	_____
15. Contact DPS Pierce and provide a briefing of the status of the County Response actions.	_____
a. Verify that DPS, Pierce has a current EOC telephone number for future contact.	_____
b. Obtain the name and telephone number of the contact person at the Disaster District at DPS, Pierce.	LOG
c. Inform DPS, Pierce that the EOC is either partially or fully activated at this time.	_____
d. Request equipment and supplies as required to support the emergency situation.	_____
16. Call the National Weather Service (NWS) periodically and get weather updates.	LOG
17. Notify the Disaster District Regional Liaison Officer of the event and status of actions.	_____

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

(Page 4 of 17)

ACTION

TIME/LOG

NOTE

When time permits, fill out an "Initial Disaster Report," Attachment 4, and an "Operational Situation Report," Attachment 5, and fax them to the Region Liaison Officer. If the emergency is of long duration, continue to provide the Operational Situation Report on a daily basis.

- | | | |
|-----|---|-------|
| 18. | Periodically contact the Support Organization Director in the EOF and review the following: | LOG |
| a. | Obtain a status of plant conditions and activities. | |
| b. | Ensure new information is posted on the status boards, as appropriate, and to keep the Emergency Management Director updated. | |
| c. | Provide the Support Organization Director a status of EOC response. | |
| 19. | Ensure that status boards are maintained current and accurate. | N/A |
| 20. | Instruct personnel that if they are required to leave the facility to assign another member of the EOC staff to temporarily fill their position until they return and to inform the Emergency Management Director when this occurs. | _____ |
| 21. | If the emergency condition may continue for an extended period, direct all personnel to contact their alternates and assist the EOC Administrative Assistant in establishing a 12 hour shift schedule. | _____ |

NOTE

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

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

(Page 5 of 17)

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

- | | |
|---|-----|
| 22. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist. | N/A |
|---|-----|

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

(Page 6 of 17)

ACTION

TIME/LOG

II. SITE AREA EMERGENCY

- | | | |
|----|--|-------|
| 1. | Complete the activities in Section I, Alert, if not already completed, including the set-up of the EOC. | N/A |
| 2. | Ensure the emergency classification is updated on the Event Status Board. | _____ |
| 3. | Contact the STPEGS Support Organization Director to perform the following: | _____ |
| a. | Determine if STPEGS requires assistance during the evacuation of non-essential personnel from the site, particularly when the Reception Center is activated to receive the evacuees. | |
| b. | Review the latest plant conditions and to ask for further explanation on items from the emergency notification forms if necessary. | |
| c. | Request that STPEGS provide the EOC with additional information using the Supplemental Notification Form for the duration of the emergency. | |
| d. | Inform the Emergency Operations Facility that EOC is fully activated. | |
| e. | Provide a status update of EOC response activities. | |
| 4. | Notify DPS, Pierce Office that the Matagorda County EOC is fully activated. | _____ |
| 5. | Ensure the County Public Information staff are provided updates on Matagorda County emergency response activities. | _____ |

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

(Page 7 of 17)

ACTION	TIME/LOG
6. Ensure contact is maintained with County Public Information staff at the Joint Information Center and personnel are informed of County response activities.	_____
7. Ensure Environmental Health Director establishes contact with the Bureau of Radiation Control (BRC) in Austin and discusses the radiological implications of the emergency condition.	_____
8. Initiate an assessment of the special populations' needs.	
a. Request the American Red Cross Director to contact special populations to determine if assistance will be needed should an evacuation be ordered. Advise the American Red Cross Director to provide the list of those needing assistance to the Transportation Officer and to brief you upon completion.	_____
b. Ensure the American Red Cross Director provides the Reception Center Manager the number of special population persons to expect at the Reception Center and any special provisions which should be established.	_____
c. Ensure the American Red Cross notifies the Hospital District Administrator of any special provisions that should be taken by the hospital to support the Special Populations evacuation.	_____
d. Review status of evacuation of hospital, nursing homes, home bound, and physically and mentally handicapped, if needed.	LOG
9. When an EAS message is to be issued, complete the following steps:	LOG
a. Quickly review the content of the EAS message with the Emergency Management Director.	

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

(Page 8 of 17)

ACTION

TIME/LOG

- b. Verify activation of the sirens by the Sheriff's Office Dispatcher and the Community Alert Network (CAN) system by the Communications Officer.
- c. Verify faxing of the approved EAS message to KMKS, KIOX and KXGJ by the EOC Administrative Assistant.
- d. Verify that activation of the EAS system, including alert radios, and issuance of the EAS message has been confirmed by the Public Information Officer (PIO).
- e. Verify with the Communications Officer that special facilities within the 10-mile Emergency Planning Zone of STPEGS have been notified.
- f. Verify with the Sheriff that appropriate traffic and access control points are being established.
- g. If time permits, condense the EAS message into an announcement/notice and transmit to the Mayors and Law Enforcement Agencies of Bay City and Palacios. If time does not permit condensing the message, then transmit the EAS message as is.

NOTE

Inform the Emergency Management Director, if telephone contact with KMKS radio station cannot be established..

- 10. Ensure the Sheriff and Environmental Health Director coordinates delivery of dosimetry to Celanese, and Equistar, if required.
- 11. Keep the STPEGS Emergency Operations Facility informed of EOC activities, including siren and EAS activation, public protective actions being issued, and traffic control points established, etc.

LOG

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

(Page 9 of 17)

ACTION	TIME/LOG
12. Ensure the Communications Officer establishes continuing communications with: <ul style="list-style-type: none">a. Appropriate County and State Officialsb. Field Teamsc. Response organizations - voluntary and charityd. Emergency response personnel at other locationse. Special facilities	_____
13. Ensure the status boards are kept current and accurate with information on activities underway by the EOC and with information provided by the STPEGS Liaison.	N/A
14. When requested by the Emergency Management Director to provide a status update at the hourly EOC briefing, provide the information in Attachment 2, "Briefing Sheet" plus any additional information of value to the EOC staff.	LOG
15. Track activities of the BRC/DPS Field Monitoring teams with the assistance of the BRC EOC Representative. Provide this information to DPS, Pierce via the Communications Officer.	LOG
16. Notify Regional Liaison Officer of events status.	_____
17. Evaluate with the Emergency Management Director the need to supplement County resources. <ul style="list-style-type: none">a. If State and Federal assistance is needed, contact DPS, Pierce.b. If STPEGS assistance is required, contact the Support Organization Director in the EOF.c. Request support from surrounding counties through their respective Emergency Management Offices.	_____ LOG LOG LOG

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1
(Page 10 of 17)

ACTION	TIME/LOG
18. Keep DPS, Pierce informed of County activities and information received from STPEGS.	LOG
19. Direct all departments to ensure that emergency workers are debriefed at the end of their shifts and that all dose information is provided to the Environmental Health Director. Direct the departments to provide briefings of key information to the EOC staff.	_____
20. Evaluate the need to request assistance from the Division of Emergency Management (DEM) via DPS, Pierce to restrict air, rail, and water traffic. If necessary, request DEM via DPS, Pierce take appropriate actions.	_____
<p>NOTE</p> <p>More timely actions may be needed to restrict water traffic. In this case, ask the Sheriff if the Sheriff's Office boat can be used to notify boaters on the Intracoastal Waterway and ask the Fire Services Coordinator if there are any Fire Department volunteers with boats that could notify boaters on the Colorado River.</p>	
21. If the emergency is of long duration, perform shift turnovers in accordance with Section IV of this checklist.	N/A
22. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.	N/A

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1
(Page 11 of 17)

<u>ACTION</u>	<u>TIME/LOG</u>
---------------	-----------------

III. GENERAL EMERGENCY

- | | |
|---|-------|
| 1. Complete the activities in Section II, Site Area Emergency, if not already completed. | N/A |
| 2. Ensure the emergency classification is updated on the Event Status Board. | _____ |
| 3. When an EAS message is issued, complete the following steps. | LOG |
| a. Quickly review the content of the EAS message with the Emergency Management Director. | |
| b. Verify activation of the sirens by the Sheriff's Office Dispatcher and Community Alert Network (CAN) system by the Communications Officer. | |
| c. Verify faxing of the approved EAS message to KMKS, KIOX, and KXGJ by the EOC Administrative Assistant. | |
| d. Verify activation of the EAS system, including alert radios, and issuance of the EAS message has been confirmed by the EOC Administrative Assistant. | |
| e. Verify with Communications Officer that special facilities within the 10-mile Emergency Planning Zone of STPEGS have been notified. | |
| f. Verify with the Sheriff that appropriate traffic and access control points have been or are in the process of being established. | |

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1

(Page 12 of 17)

ACTION

TIME/LOG

- g. If time permits, condense the EAS message into an announcement/notice and transmit to the Mayors and Law Enforcement Agencies of Bay City and Palacios. If time does not permit condensing the message, then transmit the EAS message as is.

NOTE

Inform the Emergency Management Director, if telephone contact with KMKS has not been established.

4. Notify the Disaster District Regional Liaison Officer of the event status. LOG
5. Monitor the status of the protective actions being implemented. Keep the Emergency Management Director and Public Information staff updated and the status boards current on the following information. LOG
- a. Protective Response Zones evacuating
 - b. Protective Response Zones sheltering
 - c. Status of notifications to the public
 - d. Status of evacuation
 - e. Estimated time to complete evacuation
 - f. Availability of the Reception Center and/or Congregate Care Facilities
 - g. Road and weather conditions
 - h. Closure of tourist and recreational areas
 - i. Closure and evacuation of schools
 - j. Closure and evacuation of affected industries
 - k. Security of the evacuated area
 - l. Status of Traffic and Access Control Points
 - m. Status of evacuation of special groups (i.e., pregnant females, children, etc.)

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

Attachment 1 (Page 13 of 17)

ACTION	TIME/LOG
6. Ensure the Environmental Health Director contacts and confers with the BRC or the STPEGS Radiological Director in the EOF to determine if Potassium Iodide (KI) should be issued to County Emergency Workers.	_____
7. Ensure that the status boards are kept current with information on activities underway by the EOC and with information provided by the STPEGS Liaison.	_____
8. Periodically check with the Environmental Health and American Red Cross Directors on the operations of the Reception Center and Congregate Care Facilities. Determine if support is needed.	LOG
9. When requested by the Emergency Management Director to provide a status update at the hourly EOC briefing, provide the information in Attachment 2, "Briefing Sheet" plus any additional information of value to the EOC staff.	LOG
10. Evaluate with the Emergency Management Director the need to supplement County resources.	_____
a. If State and Federal assistance is needed, contact DPS, Pierce.	LOG
b. If STPEGS assistance is required, contact the Support Organization Director in the EOF.	LOG
c. Request support from surrounding counties through their respective Emergency Management Offices, if necessary	LOG
11. Keep DPS, Pierce informed of County activities and information received from STPEGS.	LOG
12. Maintain the EOC General Emergency classification activities until the emergency is terminated and recovery activities are implemented.	N/A

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1
(Page 14 of 17)

ACTION

TIME/LOG

IV. SHIFT TURNOVER

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

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1
(Page 15 of 17)

ACTION

TIME/LOG

RECOVERY

1. Develop a list of activities and tasks which should be completed as part of the recovery effort using Attachment 3, "Recovery Activities List." The following items should be considered. _____
 - a. If an evacuation has taken place, temporarily designate these areas as "restricted zones" until BRC assessment actions are complete and restoration plans made.
 - b. If "restricted zones" are established, law enforcement should be coordinated to maintain around the clock access control points in conjunction with BRC who will staff these points for radiological controls.
 - c. If necessary, coordinate with the BRC to identify members of the general public who may require entry into the restricted zones and temporary identification as an emergency worker (e.g., ranchers with livestock in the zones).
 - d. Ensure congregate care is maintained until relocation plans take effect for those evacuees unable to return to their homes.
 - e. Ensure clear communications and instructions are provided to those evacuees who reside outside of restricted zones prior to returning to their homes.
 - f. If any County emergency workers were exposed to a radiological release from STPEGS, ensure they receive a medical screening and examination as provided by the BRC or STPEGS.

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1
(Page 16 of 17)

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

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

Attachment 1
(Page 17 of 17)

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

VI. TERMINATION

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

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

BRIEFING SHEET Attachment 2 (Page 1 of 1)

1. Review the latest Offsite Agency Notification Message Form and Supplemental Notification Form received from STPEGS.

Message # _____ or S- _____

2. The latest status of the plant is:

3. Status of Protective Actions being taken:

4. Top 3 priorities as determined from last hourly status briefing:

#1: _____
Status: _____

#2: _____
Status: _____

#3: _____
Status: _____

5. As the last activity during the briefing, develop the 3 new top priorities:

#1: _____
Assigned to: _____

#2: _____
Assigned to: _____

#3: _____
Assigned to: _____

Date: _____

Time: _____

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

RECOVERY ACTIVITIES LIST
Attachment 3
(Page 1 of 1)

(Name)

(EOC Position)

(Date)

ITEM #	LOCATION	ACTION/DESCRIPTION	ASSIGNED TO	PRIORITY

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

INITIAL DISASTER REPORT

Attachment 4

(Page 1 of 1)

1. What happened: _____

2. When it happened: _____

3. Where it happened: _____

4. Extent of Damage of Loss: _____

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

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

7. Additional remarks pertinent to situation: _____

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

OPERATIONAL SITUATION REPORT

Attachment 5

(Page 1 of 4)

(Content and Format, Standard Daily Situation Report)

FROM: Matagorda County

(Date)

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

SUBJECT: Situation Report No. _____

1. TYPE OF EMERGENCY

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

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

2. DAMAGE

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

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

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

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

OPERATIONAL SITUATION REPORT

Attachment 5

(Page 2 of 4)

3. STATE AND LOCAL ACTIONS

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

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

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

- d. Include Disaster Declarations.

4. FEDERAL ACTIONS

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

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

OPERATIONAL SITUATION REPORT

Attachment 5

(Page 3 of 4)

5. MILITARY ACTION

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

- b. Describe action by Army Corps of Engineers.

6. OTHER FEDERAL AGENCIES

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

7. ORGANIZED VOLUNTEER ACTION

Identify American Red Cross and other volunteer agency participation in emergency actions, and describe major actions they have taken.

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

OPERATIONAL SITUATION REPORT

Attachment 5

(Page 4 of 4)

8. OTHER

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

ACRONYMS LIST

Attachment 6

(Page 1 of 1)

<u>Acronym</u>	<u>Applies To</u>
ACP	Access Control Point
ARC	American Red Cross
BRC	Bureau of Radiation Control
CAN	Community Alert Network
DEM	Division of Emergency Management
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
EAS	Emergency Alert System
ECL	Emergency Classification Level
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
STPEGS	South Texas Project Electric Generating Station
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter

31166 477 / 21808

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**

EOC ADMINISTRATIVE ASSISTANT

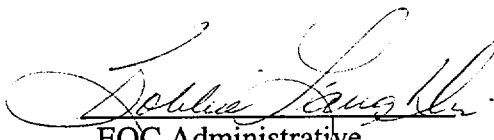
Procedure 12

Table of Contents

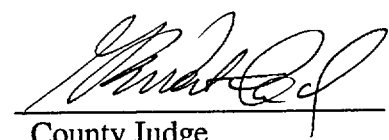
1.0	Purpose	P-12-2
2.0	Discussion	P-12-2
3.0	References	P-12-2
4.0	Equipment Required	P-12-2
5.0	Precautions and Limitations	P-12-3
6.0	Prerequisites	P-12-3
7.0	Procedure	P-12-3
8.0	Attachments	P-12-3
	Attachment 1: EOC Administrative Assistant Checklist	P-12-4
	Attachment 2: EOC Staffing Sheet	P-12-14
	Attachment 3: 24 Hour Shift Rotation	P-12-16
	Attachment 4: Facsimile Log	P-12-17
	Attachment 5: Acronyms List	P-12-18

Effective Date: August 31, 2000

APPROVED:


EOC Administrative
Assistant


Emergency Management
Coordinator


County Judge

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

1.0 Purpose

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

2.0 Discussion

- 2.1 The EOC Administrative Assistant responds to the EOC at an Alert and assists the Emergency Management Coordinator with EOC activities.
- 2.2 The Administrative Assistant is responsible for preparing the EOC for activation and operation, including ensuring that necessary equipment, materials and supplies are in place. If assistance is needed with preparation of the EOC for activation, administrative support from the City or County staffs may be obtained.
- 2.3 Responsibilities of the EOC Administrative Assistant include the following:
 - 2.3.1 Respond to EOC organization needs and ensure availability of necessary supplies, meals, etc.
 - 2.3.2 Keep a log of incoming and outgoing facsimiles (faxes). Ensure prompt delivery of faxes.
 - 2.3.3 Assist in other EOC functions as needed.

3.0 References

- 3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.
- 3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.
- 3.3 Emergency Management Plan, Annex W, Procedure 13, "Emergency Operations Center Concept of Operations and Activation."

4.0 Equipment Required

- 4.1 None.

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

5.0 Precautions and Limitations

5.1 None.

6.0 Prerequisites

6.1 An emergency has been declared by STPEGS and notification received from Matagorda County to mobilize.

7.0 Procedure

7.1 When notified of an **Alert, Site Area Emergency, or General Emergency** at the STPEGS by the Sheriff's Office Dispatcher report to the EOC and assist in the implementation of Annex W, Procedure 13, "EOC Concept of Operations and Activation."

7.2 Upon completion of preparation of the EOC for activation, implement Attachment 1, "EOC Administrative Assistant Checklist." Use this checklist as a guide in performing position responsibilities.

8.0 Attachments

8.1 Attachment 1, EOC Administrative Assistant Checklist

8.2 Attachment 2, EOC Staffing Sheet

8.3 Attachment 3, 24 Hour Shift Rotation

8.4 Attachment 4, Facsimile Log

8.5 Attachment 5, Acronyms List

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

(Page 1 of 10)

Name	Date
------	------

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

I. ALERT

1. Sign in on the Staffing Board. _____
2. Report to the Emergency Management Coordinator for a briefing on the status of the emergency. _____
3. Assist in preparation of the EOC using the "EOC Activation Checklist" and "EOC Floor Plan" attachments to Annex W, Procedure 13, "Emergency Operations Center Concept of Operations and Activation."
 - a. Ensure position name tags and telephones are in the required positions. _____
 - b. Test the telephones, facsimile machines, and wireless microphone system in accordance with Procedure 13, Emergency Operations Center, Concept of Operations and Activation. _____
 - c. Distribute materials. _____
 - 1) Set out clipboards for:
 - EAS Messages
 - News Advisories
 - 2) Check copier paper and toner
 - 3) Position Manuals
 - 4) Emergency Action Logs with clipboards
 - 5) Supplies needed for Status Board Keeper
 - Eraser
 - Wide black and red erasable markers
 - Board cleaner
 - Camera from the Emergency Management Coordinator

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST Attachment 1 (Page 2 of 10)

ACTION

TIME/LOG

- d. Ensure that necessary plans and procedures are available. _____
- e. Put blue overlay on Protective Response Zone Map indicating STPEGS property. _____
- f. Have EOC staff synchronize their watches, facsimile machines and facility clock with the County Dispatcher. _____
- 4. Issue the EOC Security Officer a copy of his or her checklist, necessary forms to begin logs, and a copy of the EOC layout. _____
- 5. Notify the Emergency Management Coordinator when the set-up of the EOC is complete. _____
- 6. Ensure the American Red Cross Director receives the special needs cards or list from the Emergency Management Coordinator. _____

NOTE

The special needs cards or list identifies those members of the public who will need assistance in the event protective actions are initiated at higher emergency classifications.

- 7. Complete Attachment 2, the "EOC Staffing Sheet," using information from the EOC Staffing Board. Distribute completed staffing sheet to:
 - a. Emergency Management Director
 - b. Emergency Management Coordinator
 - c. STPEGS Representative
 - d. Public Information Officer/Writer
 - e. Joint Information Center, as soon as activatedInform the Emergency Management Coordinator if any positions are unfilled. _____

Update and redistribute as significant changes in staffing occur and at shift changes.

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

(Page 3 of 10)

ACTION	TIME/LOG
8. Fax copies of outgoing documents, EAS messages and news advisories to locations as programmed into facsimile machine, and in the order in which they are programmed.	LOG
a. If conducting a drill or exercise, stamp message <u>THIS IS A DRILL</u> .	
b. Keep log of transmitted faxes using Attachment 4, "Facsimile Log."	
c. If you have a backlog of documents to fax and a new document is initiated, stop sending the older message and send the newer one instead. If you do send a message out of sequence, let those receiving it know this is going to happen.	
9. Contact Primary and backup EAS stations to ensure they received fax.	_____
10. Log incoming faxes.	LOG
11. Immediately give incoming faxes to Emergency Management Coordinator.	N/A

NOTE

The fax should be quickly reviewed by the Emergency Management Coordinator to determine if any essential information (e.g., change in emergency classification or radiation release) should be immediately announced to the EOC staff and then returned to you so that copies can be made.

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

(Page 4 of 10)

ACTION	TIME/LOG
11. Make 16 copies of faxes and distribute to: a. Emergency Management Director b. Communications Officer c. Transportation Officer d. Environmental Health Director e. American Red Cross Director f. Mayors/Commissioners g. Other Agencies Table h. STPEGS Representative i. Public Information Officer or Staff Representative j. EOC Security Control Point k. EMD/EMC Assistant l. Status Board Keeper m. Keep 1 copy with facsimile log	N/A
12. If fax machine malfunctions, inform the Emergency Management Coordinator, then:	_____
<p>NOTE</p> <p>Refer to Matagorda County Emergency Response Telephone Directory for a prioritized list of locations requiring EAS messages, news advisories and the applicable facsimile telephone numbers.</p>	
a. Use the fax machine at the Sheriff's Office Dispatcher or, if necessary telephone radio station KMKS to broadcast the EAS message live over the air. b. Request Communications Officer notify STPEGS Support Organization Director of the malfunction and request support to fix the facsimile machine immediately.	
13. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.	N/A

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

(Page 5 of 10)

<u>ACTION</u>	<u>TIME/LOG</u>
II. SITE AREA EMERGENCY	
1. Complete the activities in Section I, Alert, if not already completed.	N/A
2. Maintain adequate supplies to meet EOC staff needs.	N/A
3. Respond to facility personnel needs	N/A
4. Deliver EAS message to the Status Board Keeper after EAS messages are sent.	N/A
5. Assist the Status Board Keeper in maintaining the EOC boards up-to-date, concise and accurate.	N/A
6. Request names of key utility positions from STPEGS EOC Liaison for the following and post on the Status Board.	LOG
a. Emergency Director	
b. Emergency Operations Facility (EOF) Offsite Communicator	
c. Support Organization Director (at EOF)	
d. Radiological Director (at EOF)	
e. Technical Support Center (TSC) Manager	
f. Security Manager (at TSC)	
g. Shift Supervisor (at affected unit)	
7. If directed by the Emergency Management Director or Emergency Management Coordinator, develop a two shift rotational schedule using Attachment 3, "24 Hour Shift Rotation."	_____

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

(Page 6 of 10)

ACTION	TIME/LOG
<p>8. If the shift is scheduled to pass a normal meal time frame, order meals as follows:</p> <ul style="list-style-type: none">a. Solicit approval from the Emergency Management Director.b. Request American Red Cross Director provide meal count for entire Reception Center Staff including American Red Cross, Environmental Health, and Bureau of Radiation Control personnel.c. Include field teams. Communications Officer can provide count.d. Place order for meals and ask the Transportation Officer to coordinate delivery of the meals to the EOC field teams and Reception Center.	_____
<p>9. In the event the emergency is of long duration, perform shift turnovers in accordance with Section IV of this checklist.</p>	N/A
<p>10. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.</p>	N/A

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

(Page 7 of 10)

ACTION	TIME/LOG
III. GENERAL EMERGENCY	
1. Complete activities in Section I, Alert, and Section II, Site Area Emergency, if not already completed.	N/A
2. Update Protective Response Zone map using colored overlays. a. Yellow - Shelter b. Red - Evacuation	N/A
3. Assist the Status Board Keeper in maintaining the status boards up-to-date, concise and accurate.	N/A
4. Assist in secretarial support.	N/A
5. If EOC supplies near depletion, obtain necessary material from local sources, with approval of Emergency Management Coordinator.	N/A
6. Maintain the General Emergency classification activities until the emergency has ended and recovery has commenced, then proceed to Section V of this checklist.	N/A

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

(Page 8 of 10)

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

SHIFT TURNOVER

- | | | |
|----|--|-------|
| 1. | Provide briefing of events to the relief person on the current status of: | _____ |
| | a. EOC Operations and problems including any supplies needed. | |
| | b. Status of meals. | |
| 2. | Inform the Emergency Management Coordinator of the transfer of responsibilities to the oncoming shift replacement. | _____ |
| 3. | Update Staffing Board. | _____ |
| 4. | Agree to your return time. | _____ |
| 5. | Document names, date and time of turnover. | LOG |

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

(Page 9 of 10)

ACTION

TIME/LOG

V. RECOVERY

- | | | |
|----|---|-----|
| 1. | Maintain adequate supplies to meet EOC staff needs. | N/A |
| 2. | Respond to facility personnel needs. | N/A |
| 3. | Keep event status board current. | N/A |
| 4. | Maintain fax operations. | N/A |

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

(Page 10 of 10)

ACTION

TIME/LOG

VI. TERMINATION

- | | | |
|----|--|-----|
| 1. | Collect all documents generated during the emergency and combine into groups (e.g., all EOC documents, all Reception Center documents, all traffic control documents). | N/A |
| a. | Include forms, checklists, supplies required, logs, summary reports, etc. | |
| b. | Recovery Activities Lists. | |
| c. | Fax log and copies of faxes generated during the emergency. | |
| d. | Request the American Red Cross and Environmental Health Director's provide all the Reception Center documentation. | |
| e. | Request the Sheriff send someone to Radio Stations KMKS, KIOX and KXGJ to pick up checklists and copies of the station logs that show when EAS messages were broadcast and personnel shift changes occurred. | |
| 2. | Forward the assembled documents to the Emergency Management Coordinator. | N/A |

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC STAFFING SHEET

Attachment 2

Page 1 of 2

As of - Date: _____

Time: _____

X	POSITION	NAME
	Administrative Assistant	
	Amateur Radio Operator	
	BRC Liaison	
	Communications Officer	
	DEM Liaison	
	EMD/EMC Assistant	
	Emergency Management Director	
	Emergency Management Coordinator	
	Environmental Health Director	
	EOC Runner	
	EOC Security	
	FEMA Liaison	
	Fire Services Coordinator	
	Public Affairs	
	Hospital District Administrator	
	Industry Liaison	
	Mayor of Bay City	
	Mayor of Palacios	
	JIC Assistant	
	NRC Liaison	
	Precinct Commissioner	

X - Denotes change in staff

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC STAFFING SHEET

Attachment 2

Page 2 of 2

As of - Date: _____

Time: _____

X	POSITION	NAME
	Public Information Officer	
	Public Information Writer	
	Radio Amateur Civil Emergency Services	
	Reception Center - McAllister	
	Director	
	Environmental Control Supervisor	
	Assistant	
	Reception Center - Palacios	
	Director	
	Environmental Control Supervisor	
	Assistant	
	Sheriff or Designee	
	Status Board Keeper	
	STPEGS Liaison	
	Transportation Officer	
	United States Coast Guard	

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

24 HOUR SHIFT ROTATION

Attachment 3

(Page ___ of ___)

POSITION:	1ST SHIFT		2ND SHIFT			
	START TIME: _____	NAME	TELEPHONE #	START TIME: _____	NAME	TELEPHONE #
*Emerg Mgmt Director						
*Emerg Mgmt Coordinator						
*Mat'da County Sheriff						
+Precinct Commissioner						
*Public Info. Officer						
*Envir. Health Director						
*ARC Director						
*Transportation Officer						
*Communications Officer						
*Security Officer						
Hospital Dist. Admin'r						
Fire Services Coord.						
EOC Admin Assistant						
EMD/EMC Assistant						
STPEGS Representative						
Pub Affairs Rep.						
DEM Liaison						
BRC Liaison						
Coast Guard Rep.						
Amateur Radio Operator						
Status Board Keeper						
FEMA Liaison						
NRC Liaison						

* Minimum staffing positions.

+ Note: The Precinct Commissioner becomes a minimum staffing position when the Emergency Management Director position is not filled by the County Judge.

DATE: _____

Signature

**EOC ADMINISTRATIVE ASSISTANT
Procedure 12**

**FACSIMILE LOG
Attachment 4
(Page __ of __)**

Date: _____

TO*	FROM	SUBJECT	INCOMING	OUTGOING	TIME

* "Broadcast" (BC) sends to ten locations. See list on fax machine.

**EOC ADMINISTRATIVE ASSISTANT
Procedure 12**

**ACRONYMS LIST
Attachment 5
(Page 1 of 1)**

<u>Acronym</u>	<u>Applies To</u>
ACP	Access Control Point
ARC	American Red Cross
BRC	Bureau of Radiation Control
CAN	Community Alert Network
DEM	Division of Emergency Management
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
EAS	Emergency Alert System
ECL	Emergency Classification Level
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
STPEGS	South Texas Project Electric Generating Station
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES
EMERGENCY OPERATIONS CENTER
CONCEPT OF OPERATIONS AND ACTIVATION**

Procedure 13


Table of Contents

1.0	Purpose	P-13-2
2.0	Discussion	P-13-2
3.0	References	P-13-6
4.0	Equipment Required	P-13-6
5.0	Precautions and Limitations	P-13-7
6.0	Prerequisites	P-13-7
7.0	Procedure	P-13-7
8.0	Attachments	P-13-7
	Attachment 1: EOC Activation Checklist	P-13-8
	Attachment 2: EOC Floor Plan	P-13-11
	Attachment 3: EOC Task Groups	P-13-13
	Attachment 4: EOC Security Control Point Checklist	P-13-14
	Attachment 5: EOC Entry Log	P-13-20
	Attachment 6: Status Board Keeper Checklist	P-13-21
	Attachment 7: EMD/EMC Assistant Checklist	P-13-23

Effective Date: August 31, 2000

APPROVED:


Emergency Management Coordinator


County Judge

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

1.0 Purpose

- 1.1 This procedure specifies the concept of operations and the process for activating the Emergency Operations Center (EOC).
- 1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response specific to EOC activation and operation.

2.0 Discussion

- 2.1 Set up of the Emergency Operations Center (EOC), which is located in the Matagorda County Sheriff's Office, is the responsibility of the Emergency Management Coordinator or the Sheriff. The first of these to arrive should perform Section of 7.0.
- 2.2 The EOC is to be set up at **Alert** and activated at a **Site Area Emergency or General Emergency**, unless directed otherwise by the Emergency Management Director.
- 2.3 Concept of Operations
 - 2.3.1 The County Judge will assume overall direction and control of EOC staff activities as the Emergency Management Director. The Mayors of Bay City and Palacios will serve as alternates or as relieves if shifts are established. When the Mayors serve as Emergency Management Director, a County Commissioner will be collocated at the EOC to provide legal authority for decisions involving unincorporated areas of the County.
 - 2.3.2 The Emergency Management Coordinator is responsible for the ongoing EOC operations. The County Judge is responsible for designating the Emergency Management Coordinator and alternates.
 - 2.3.3 The Emergency Management Coordinator will serve as the primary operational liaison between the EOC and outside governmental agencies.
- 2.4 Heads of agencies, departments, and organizations are responsible for emergency functions as assigned in the Emergency Management Basic Plan or by Standard Operating Procedures (SOPs).

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

- 2.5 Emergency operations will be conducted by government agency personnel augmented, as required, by trained auxiliaries, volunteer groups, and personnel supplied through mutual aid agreements.
- 2.6 The EOC will operate on a 24-hour basis during an emergency. Typically, staffs will be assigned to work 12-hour shifts.
- 2.7 Task Groups
 - 2.7.1 Direction and Control: This group is responsible for overall direction of the governmental response to an emergency.
 - 2.7.1.1 Primary functions include:
 - a. Emergency policy decisions
 - b. Emergency purchases/allocations
 - c. Declaration of a state of emergency
 - d. Invocation of emergency powers
 - e. Requesting/directing outside assistance
 - f. Activating the EOC
 - g. Recommending and implementing protective actions to the public
 - h. Requesting a Presidential disaster declaration
 - i. Law Enforcement decisions
 - 2.7.1.2 Group Members include:
 - a. Matagorda County Judge
 - b. The Mayors of Bay City and Palacios
 - c. County Commissioners
 - d. Emergency Management Coordinator
 - e. Matagorda County Sheriff or Designee

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

2.7.1.3 Special Considerations:

- a. Only the Chief Executive of a County or City may declare an emergency for that jurisdiction, except that the County Judge may declare a county-wide emergency.
- b. State assistance procedures require that requests for State or Federal assistance be made by the Chief Executive, or by another official specifically authorized to perform the function in the name of the Chief Executive. In Matagorda County, either the Mayor of Bay City, or the Mayor of Palacios may transmit such requests if the County Judge is not available.
- c. The Emergency Management Director is responsible for the activation of the EOC.

2.7.2 Operations Group: This group is responsible for mobilizing and coordinating personnel and resources in response to an emergency. Representatives from this group may or may not locate in the EOC.

2.7.2.1 Functions include:

- a. Law Enforcement actions
- b. Fire Services
- c. Search & Rescue
- d. Emergency Medical/Hospital
- e. Monitoring & Decontamination
- f. Transportation
- g. Shelter - evacuee registration
- h. Public Information
- i. Security

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

2.7.2.2 Group Members include:

- a. Fire Services Coordinator
- b. Hospital District Administrator
- c. Environmental Health Director
- d. Transportation Officer
- e. American Red Cross Director
- f. Public Information Officer/Writer
- g. Communications Officer
- h. EOC Security Officer

2.7.3 Administrative Group: This group provides administrative and logistical support for the EOC operations.

2.7.3.1 Functions include:

- a. Procurement of supplies
- b. General administrative activities
- c. Updating the Status Boards
- d. Maintaining logs and documentation of EOC response activities.

2.7.3.2 Group Members include:

- a. EMD/EMC Assistant
- b. EOC Administrative Assistants
- c. Status Board Keepers
- d. Runners

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

2.7.4 Support Group: Representatives of other jurisdictions (Federal, State, other cities/counties, industry advisors, etc.) This group is responsible for assisting Matagorda County with resources and technical support during an emergency. This group may provide support services from remote locations. It is expected, however, that in the event of an incident at the STPEGS, technical advisors from the Bureau of Radiation Control and the STPEGS will report to the EOC.

2.7.4.1 Functions include:

- a. Providing technical advice and support.
- b. Provide supplies and resources from outside the County.

2.7.4.2 Group Members may include:

- a. Division of Emergency Management (DEM) Liaison
- b. Bureau of Radiation Control (BRC) EOC Liaison
- c. STPEGS EOC Liaison
- d. Federal Emergency Management Agency (FEMA) Liaison
- e. Nuclear Regulatory Commission (NRC) Liaison
- f. U. S. Coast Guard
- g. Others, as requested by the Emergency Management Director

3.0 References

3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.

3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.

4.0 Equipment Required

4.1 All equipment for the Emergency Operations Center is stored in the EOC with additional office supplies available in the supply cabinet of the Sheriff's Office.

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

5.0 Precautions and Limitations

5.1 None.

6.0 Prerequisites

6.1 An Alert or higher Emergency Classification has been declared by the STPEGS or the Emergency Management Director has ordered activation of the EOC.

7.0 Procedure

7.1 Activation of the EOC is supervised by the Matagorda County Sheriff or the Emergency Management Coordinator and carried out with assistance from EOC Staff members, including the Administrative Assistant and the Communications Officer. Matagorda County jail trustees can also be utilized to assist in the set up of the EOC.

7.2 The EOC is to be setup using Attachment 1, "EOC Activation Checklist," Section I.

7.3 EOC activation is declared by the Emergency Management Director in accordance with Procedure 10, "Emergency Management Director."

7.4 The EOC is to be deactivated using Attachment 1, "EOC Deactivation," Section II.

8.0 Attachments

8.1 Attachment 1, EOC Activation Checklist

8.2 Attachment 2, EOC Floor Plan

8.3 Attachment 3, EOC Task Groups

8.4 Attachment 4, EOC Security Control Point Checklist

8.5 Attachment 5, EOC Entry Log

8.6 Attachment 6, Status Board Keeper Checklist

8.7 Attachment 7, EMD/EMC Assistant Checklist

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EOC ACTIVATION CHECKLIST
Attachment 1
(Page 1 of 3)**

Name	Date
------	------

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

I. EOC SET-UP

1. Establish security at the EOC entrance in accordance with Attachment 4, "EOC Security Control Point Checklist." _____
2. Set up furnishings in accordance with Attachment 2, "EOC Floor Plan." _____
3. Verify telephones are operational by checking for a dial tone after each phone is plugged in to its designated outlet. _____
4. Obtain EOC radio from the dispatch office and ensure operability by doing a radio check with the Sheriff's Office Dispatcher. _____
5. Ensure all maps and status boards have been erased or cleared of any old information and only current data has been posted. _____
6. Of the available personnel, establish a status board keeper to maintain the status boards in accordance with Attachment 6, "Status Board Keeper Checklist." _____
7. Check with the Sheriff's Office Dispatcher to ensure that all Emergency Response Call List personnel have been notified and at least a primary or alternate has been reached for each of the minimum staffing positions listed in Attachment 3, "EOC Task Groups." _____

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EOC ACTIVATION CHECKLIST
Attachment 1
(Page 2 of 3)**

ACTION	TIME/LOG
8. Verify the Prompt Notification System equipment is operational if time permits (i.e., a fast breaking emergency has not occurred) as follows: a. Fax Machine (by sending a test fax to Radio Stations KMKS, KIOX and KXGJ). b. Sirens (by doing a growl test of the STPEGS Siren System). c. Alert Radios (by calling Radio Station KMKS and verifying availability).	_____
9. Verify operability of the fax machine "Broadcast" capability by faxing a test message to each of the agencies, with a follow-up phone call.	_____
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"><p style="text-align: center;"><u>NOTE</u></p><p style="text-align: center;">Ensure Sheriff's Department staff discontinues use of facsimile for the duration of the Emergency Condition.</p></div>	
10. Verify operability of the wireless microphone system by testing all frequencies.	_____
11. Check administrative supplies and food stock for availability with assistance from the jail supervisor.	_____
12. Perform operability test of the backup emergency generator.	_____
13. Report any problems or unmet needs to the Emergency Management Director.	_____

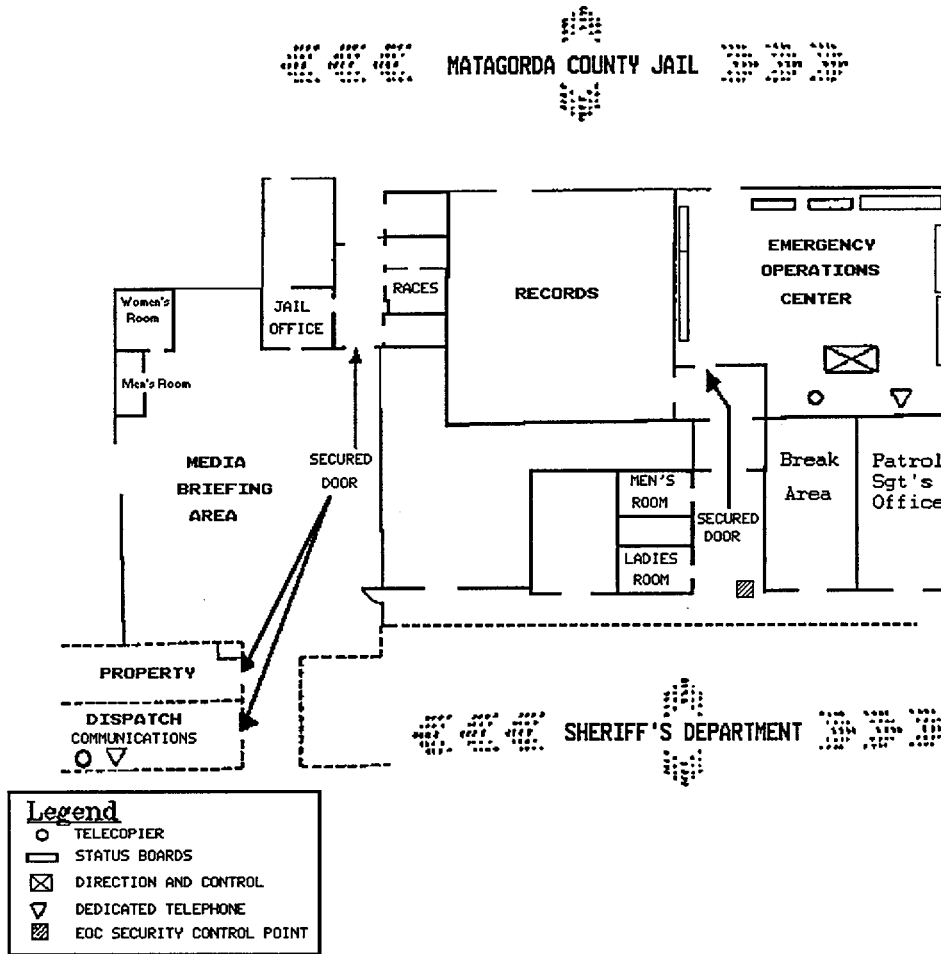
**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EOC ACTIVATION CHECKLIST
Attachment 1
(Page 3 of 3)**

ACTION	TIME/LOG
II. EOC DEACTIVATION	
1. When directed by the Emergency Management Director, deactivate the EOC at the termination of the STPEGS emergency response activities as follows:	_____
a. Ensure all messages, logs, and event documentation is assembled and forwarded to the EOC Administrative Assistant.	_____
b. Clear all EOC status boards of event information.	_____
c. Store all EOC plans, procedures, and position manuals in designated areas.	_____
d. Unplug all EOC telephones and store in designated areas.	_____
e. Fold all EOC tables and chairs and store against the walls.	_____
f. Assemble all EOC survey meters, remove batteries, and store in designated area.	_____
g. Check EOC inventory using the posted list and inform the Emergency Management Coordinator of any missing equipment or shortages in supplies.	_____
2. Once all personnel have exited the EOC, ask a member of the Sheriff's Office to lock the EOC entrance.	_____

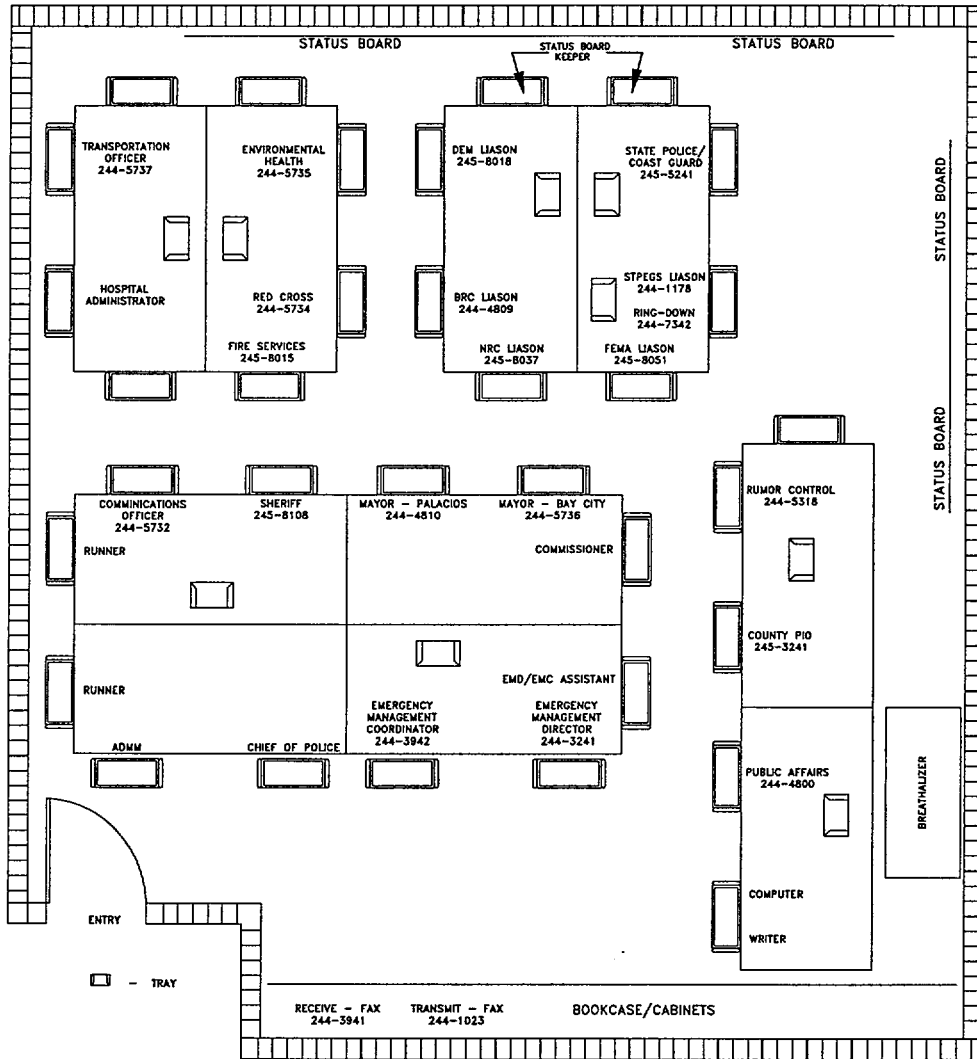
**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EOC FLOOR PLAN
Attachment 2
(Page 1 of 2)**



**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EOC FLOOR PLAN
Attachment 2
(Page 2 of 2)**



Matagorda County
Emergency Operations Center
Sheriff's Office
2323 Avenue F
Bay City, Texas
(409) 245-5526

AD100364
03/04/98

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EOC TASK GROUPS
Attachment 3
(Page 1 of 1)**

Direction and Control

- * Emergency Management Director
- * Emergency Management Coordinator
- * Matagorda County Sheriff
Precinct Commissioner (See Note)

Operations Group

- * Public Information Officer
Fire Services Coordinator
Hospital District Administrator
- * Environmental Health Director
- * American Red Cross Director
- * Transportation Officer
- * Communications Officer
- * Security Officer

Administrative Group

EOC Administrative Assistant
EMD/EMC Assistant
Status Board Keeper
Runner

Support Group

- Division of Emergency Management Liaison
- Bureau of Radiation Control Liaison
- South Texas Project Electric Generating Station Representative
- Federal Emergency Management Agency Liaison
- Nuclear Regulatory Commission Liaison
- U. S. Coast Guard
- Amateur Radio Operators
- Others, as necessary
- * Minimum staffing required to activate EOC

Note: This becomes a minimum staffing position when the Emergency Management Director position is not filled by the County Judge.

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EMERGENCY OPERATIONS CENTER
SECURITY CONTROL POINT CHECKLIST
Attachment 4
(Page 1 of 6)**

Name	Date
ACTION	TIME/LOG
I. ALERT, SITE AREA EMERGENCY	
1. Sign in on the EOC Staffing Board	_____
2. Report to the Emergency Management Coordinator for a briefing on the status of the emergency.	_____
3. Obtain the following material from the EOC.	_____
• EOC Security Control Point Manual	
• Pens	
• Roster	
• Identification Badges	
4. If any staff are already present in the EOC have them sign in on Attachment 5, " EOC Entry Log."	
5. Establish access control near the entrance of the EOC (refer to Attachment 2).	
a. Verify arriving personnel are part of the emergency response organization as listed on the call list or roster.	
b. Have arriving personnel sign in on the EOC Entry Log.	
c. Provide an identification badge.	
d. For arriving personnel not on the call list or roster, radio the Communications Officer or go to the EOC entrance and direct the EOC Administrative Assistant to notify the Emergency Management Coordinator or Sheriff to obtain approval for their entry. DO NOT get out of visual range of or otherwise leave the security control point unattended.	

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EMERGENCY OPERATIONS CENTER
SECURITY CONTROL POINT CHECKLIST
Attachment 4
(Page 2 of 6)**

ACTION	TIME/LOG
6. Request the Administrative Assistant regularly provide you with copies of EAS messages, press releases and Offsite Agency Notification Message Forms.	_____
7. Log people out as they leave EOC (if leaving building).	_____

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EMERGENCY OPERATIONS CENTER
SECURITY CONTROL POINT CHECKLIST
Attachment 4
(Page 3 of 6)**

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

II. GENERAL EMERGENCY

- | | |
|---|-------|
| 1. Obtain a survey instrument from Environmental Health Director. | _____ |
| 2. Validate that the survey instrument is in working order. | _____ |
| a. Do a battery check and obtain new batteries if the battery check fails. | |
| b. Turn the instrument to the x1 scale. | |
| c. Allow 15 seconds for the instrument to stabilize, before taking reading. | |
| d. Open window on probe. | |
| e. Place probe near the check source on the side of the instrument. | |
| f. Make sure the instrument responds with the indicator moving upscale. | |
| g. Notify Environmental Health Director if instrument is not working properly and obtain a replacement. | |

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EMERGENCY OPERATIONS CENTER
SECURITY CONTROL POINT CHECKLIST
Attachment 4
(Page 4 of 6)**

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

3. Before allowing people into the EOC, question them to see if they have been inside the 10 mile EPZ. _____

If they have, survey them before they enter the EOC.

- a. Verify meter is turned on to the x1 scale
- b. Perform a whole body survey, emphasizing the head, nose area, hands and bottom of shoes.

NOTE

A whole body frisk should take approximately one minute. Instruct the individual to stand with arms at side, palms facing out, and legs together. Then scan the individual with the survey probe held about one-half inch away from the surface, moving at a rate of about 2 to 3 inches per second. Frisk the individual's head, face, and shoulders, then scan the front of the body from the top to bottom using a single sweep, frisk the elbows, hands, and buttocks, then scan the back of the body from top to bottom using a single sweep. Finally frisk the feet and soles of shoes.

- c. If a reading above background is detected while performing the survey, immediately notify the Environmental Health Director.

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EMERGENCY OPERATIONS CENTER
SECURITY CONTROL POINT CHECKLIST
Attachment 4
(Page 5 of 6)**

ACTION	TIME/LOG
III. SHIFT TURNOVER	
1. Provide a briefing of events to the relief person and include the following:	
a. Review completed checklist	_____
b. Review Entry Log	_____
2. Inform the Emergency Management Coordinator of the transfer of responsibilities to the incoming shift replacement.	_____
3. Update Staffing Board	_____
4. Document names, date and time of turnover. (The log entry should be made on the Sheriff's "Emergency Action Log".)	LOG

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EMERGENCY OPERATIONS CENTER
SECURITY CONTROL POINT CHECKLIST
Attachment 4
(Page 6 of 6)**

ACTION	TIME/LOG
IV. TERMINATION	
1. Provide a list of any supplies or forms needing replenishing to the Administrative Assistant.	_____
2. Collect, and organize in chronological order, all documents, checklists, and logs. a. Sign checklists and logs	_____
3. Turnover all documents generated during the emergency to the EOC Administrative Assistant.	_____
4. Return your area to pre-event status.	N/A

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EOC ENTRY LOG
Attachment 5
(Page ___ of ___)**

Date: _____

PRINTED NAME		SS#	Department	Time In	Time Out	Signature
Last MI	First					

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**STATUS BOARD KEEPER CHECKLIST
Attachment 6
(Page 1 of 2)**

Name	Date
ACTION	TIME/LOG
1. Sign in on the EOC Staffing board.	_____
2. Report to the Emergency Management Coordinator (EMC) for a briefing on the status of the emergency.	_____
3. Obtain the following materials. <ul style="list-style-type: none"> • Broad tip, black and red erasable markers • Erasers • Status board Cleaner • Obtain Camera (Polaroid) from the EMC 	_____
4. Print legibly and use concise statements.	N/A
5. Record the time and pertinent information throughout the exercise or event on the Event board and Significant Event board, but not necessarily in this order: <ul style="list-style-type: none"> a. Event declarations b. EOC activation time c. News Advisories message numbers (eg., NA-1, NA-2, etc.) and brief content (initial message, supplemental information, etc.) d. Emergency Alert System (EAS) message numbers and brief content, (e.g. EAS-1, EAS-2, etc.) e. Traffic Control Points f. Field Team dispatch, location, and survey results g. Protective Action Recommendations (PARs) 	N/A

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**STATUS BOARD KEEPER CHECKLIST
Attachment 6
(Page 2 of 2)**

ACTION	TIME/LOG
h. Reception Center/Congregate Care Facility status	
i. School district decisions	
j. Outside assistance requested	
k. Activation of the Prompt Notification System; Sirens, Alert Radios, EAS message broadcast, Community Alert Network, route alerting	
l. South Texas Project Electric Generating Station (STPEGS) facility activation times, especially the Emergency Operations Facility (EOF)	
m. Notification of special facilities	
n. Considerations of special needs populations	
6. If different actions occur at the same time, record the time once, then list on a separate line each event that occurred at that time.	N/A
7. If information for the Status Boards is not forthcoming, request key directors, coordinators, and officers to provide input.	N/A
8. Obtain hard copy documentation of status board information prior to erasing a status board.	N/A

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EMD/EMC ASSISTANT CHECKLIST
Attachment 7
(Page 1 of 3)**

Name	Date
ACTION	TIME/LOG
1. Sign in on the EOC Staffing board.	_____
2. Report to the EMC for a briefing on the status of the emergency.	_____
3. Obtain the following materials:	_____
• Log sheets	
• Pens and other writing material	
• Other materials as directed by the EMC	
4. Initiate and maintain an Emergency Action Log.	_____
a. Track telephone calls, key information obtained, factors affecting the event or decisions made, and other information needed to document the response actions taken.	
b. Maintain the log for the EMD/EMC/Mayors, etc. until termination of the emergency or recovery activities, as directed.	
c. Provide periodic updates of emergency status to the EOC Public Information Staff.	
5. Print legibly and use short and concise statements.	N/A
6. Perform an operational check of the speakerphone by checking for a dial tone.	_____

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EMD/EMC ASSISTANT CHECKLIST
Attachment 7
(Page 2 of 3)**

ACTION	TIME/LOG
7. Ensure the Public Information group provides the county JIC staff updates on the following type of information:	_____
a. Event declarations	
b. EOC activation time	
c. News Advisories message numbers and brief content	
d. Emergency Alert System (EAS) message numbers and brief content	
e. Traffic Control Points	
f. Field Team dispatch, location, and survey results	
g. Protective Action Recommendations (PARs)	
h. Reception Center/Congregate Care Facility status	
i. School district decisions	
j. Outside assistance requested	
k. Activation of the Prompt Notification System; Sirens, Alert Radios, EAS message broadcast, community alert network, route alerting	
l. South Texas Project Electric Generating Station (STPEGS) facility activation times, especially the Emergency Operations Facility (EOF)	
m. Notification of special facilities	
n. Considerations of special needs populations	

**EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13**

**EMD/EMC ASSISTANT CHECKLIST
Attachment 7
(Page 3 of 3)**

ACTION	TIME/LOG
8. As directed, assist the EMD/EMC with the following activities: <ul style="list-style-type: none">a. EOC staff briefings.b. Ongoing EOC operations.c. Securing EOC or field operations unmet needs.d. Ensuring 24 hour staffing is maintained.	N/A
9. Assist the EOC staff with their concerns and questions associated with EOC response activities.	N/A
10. Ensure all EOC boards are maintained up-to-date, concise and accurate.	

31166512/Z1808

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**

PROTECTIVE ACTION GUIDES

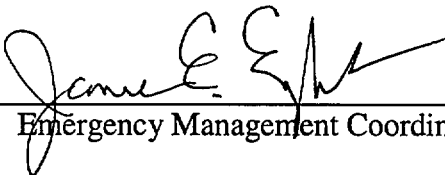
Procedure 14

Table of Contents


1.0	Purpose	P-14-2
2.0	Discussion	P-14-2
3.0	References	P-14-4
4.0	Equipment Required	P-14-4
5.0	Precautions and Limitations	P-14-4
6.0	Prerequisites	P-14-4
7.0	Procedure	P-14-4
8.0	Attachments	P-14-5
	Attachment 1: Plume Exposure Pathway Protective Action Worksheet	P-14-6
	Attachment 2: Explanation of Protective Action Recommendations	P-14-11
	Attachment 3: Protective Response Zone Populations, Special Facilities, and Evacuation Times	P-14-15
	Attachment 4: EAS Message Input Form	P-14-17
	Attachment 5: Protective Action Decision Making Flowchart	P-14-18
	Attachment 6: Protective Response Zone Table	P-14-19

Effective Date: August 31, 2000

APPROVED:



Emergency Management Coordinator



County Judge

PROTECTIVE ACTION GUIDES

Procedure 14

1.0 Purpose

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

2.0 Discussion

- 2.1 The Emergency Management Director is responsible for ensuring that protective actions are effectively taken to protect the public around the STPEGS site. This includes preplanned actions for the public living within the 10 mile Emergency Planning Zone (EPZ).
- 2.2 The Emergency Management Director is responsible for ensuring that protective actions are effectively taken to secure food crops within Matagorda County and to coordinate with the Texas Department of Health, Bureau of Radiation Control, concerning the impact on food crops outside Matagorda County.
- 2.3 The STPEGS Emergency Director and the Bureau of Radiation Control are responsible for providing the Matagorda County Emergency Management Director with information concerning plant conditions, releases of radioactive material, the potential magnitude of radiological exposures to the emergency workers and the public which could occur, and recommended protective actions for the public.
- 2.4 The Emergency Management Director is responsible for determining the protective actions to be taken based on the recommendations of STPEGS and the State. Consideration should also be given to the current and forecasted weather conditions, time required to evacuate the public, impediments to an evacuation, plant conditions, potential for release of radioactive material, potential magnitude of radiological exposures to the public, and the prognosis for the situation to become worse.
- 2.5 **Protective Action Guide (PAG)** refers to projected dose to an individual in the general population that warrants the implementation of protective action. Specific PAGs have been recommended in terms of the level of projected dose that warrants the implementation of evacuation (or sheltering if factors such as severe weather make it a greater risk to evacuate than to shelter), respiratory protection, relocation, and limiting the use of contaminated food, water, and animal feed.

PROTECTIVE ACTION GUIDES

Procedure 14

- 2.6 **Plume dose projections** are estimates of radiation dosage to the public from exposure to the plume, over a period of time, in the absence of initiating protective actions.
- 2.7 **Plume exposure pathway:** The principal exposure sources from this pathway are whole body external exposure to gamma radiation from the plume and from deposited materials, and inhalation exposure from the passing radioactive plume.
- 2.8 **Ingestion exposure pathway:** The principal exposure sources from this pathway are from ingestion of contaminated water or foods, such as milk or fresh vegetables.
- 2.9 **Recovery** refers to the process of reducing radiation exposure rates and concentrations to acceptable levels for return by the general public for unconditional occupancy or use after the emergency phase.
- 2.10 **Reentry:** Emergency workers perform detailed radiation dose rate surveys and conduct environmental samplings. The results will be utilized as the basis for protective actions or release to restricted or unrestricted use. Routes of exposure during this phase are external (ground deposition) and internal (inhalation of re-suspended particles).
- 2.11 **Relocation** represents the inability to restore affected areas to unrestricted use. People are removed or excluded from these areas in order to avoid chronic radiation exposures in excess of established limits. Factors, on which decisions to relocate or attempt restoration will be based, include both technological and economic considerations.
- 2.12 **Restricted zone** refers to an area of controlled access from which the population has been evacuated or relocated or within which certain activities should be avoided.
- 2.13 **Return Phase:** Individuals are permitted to re-occupy previously restricted areas. Depending on residual exposure rates and the potential for resuspension, precautions or limitations may be recommended. Routes of exposure during this phase are the same as during reentry. However, an additional ceiling on exposure, total dose commitment, is now being considered.
- 2.14 **Special populations** are transportation dependent populations, special facilities and groups of individuals with physical or mental handicaps that need assistance when protective actions are implemented.

PROTECTIVE ACTION GUIDES

Procedure 14

3.0 References

- 3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.
- 3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.
- 3.3 EPA 400-R-92-001, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents, May, 1992.
- 3.4 State of Texas, Bureau of Radiation Control, "Radiological Emergency Management Procedure" (Procedures 1 and 22).

4.0 Equipment Required

- 4.1 None.

5.0 Precautions and Limitations

- 5.1 Once a decision is made by the Emergency Management Director to implement a plume phase protective action, the public is to be notified within 15 minutes.
- 5.2 A failure of any component of the primary public notification system (i.e., sirens, alert radios, or Emergency Alert System (EAS) announcements) requires that the public be notified by route alerting within 45 minutes.

6.0 Prerequisites

- 6.1 A verified **Site Area Emergency or General Emergency** has been declared by the STPEGS.

7.0 Procedure

- 7.1 Upon receiving a notification from STPEGS recommending protective actions for the general public, review the recommendation and implement Attachment 1, "Plume Exposure Pathway Protective Action Worksheet." Implement a new worksheet for each protective action recommendation.
 - 7.1.1 If any questions or concerns are identified during the review, contact the Emergency Director at STPEGS and obtain the necessary clarifications before implementing the protective actions.
 - 7.1.2 To obtain an independent verification of the appropriateness of the STPEGS recommended protective actions, contact the Bureau of Radiation Control.

PROTECTIVE ACTION GUIDES

Procedure 14

NOTE

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

- 7.1.3 Attachment 2, "Explanation of Protective Action Recommendations" (review as necessary).
- 7.2 Upon completion of plume exposure pathway protective actions for the public, arrange with the Bureau of Radiation Control (BRC) to evaluate the potential for contamination of agricultural products and to take necessary actions for the ingestion exposure pathway based on BRC policy and procedures.
- 8.0 Attachments
 - 8.1 Attachment 1, Plume Exposure Pathway Protective Action Worksheet
 - 8.2 Attachment 2, Explanation of Protective Action Recommendations
 - 8.3 Attachment 3, Protective Response Zone Populations, Special Facilities, and Evacuation Times
 - 8.4 Attachment 4, EAS Message Input Form
 - 8.5 Attachment 5, Protective Action Decision Making Flowchart
 - 8.6 Attachment 6, Protective Response Zone Table

PROTECTIVE ACTION GUIDES

Procedure 14

PLUME EXPOSURE PATHWAY PROTECTIVE ACTION WORKSHEET Attachment 1 (Page 1 of 5)

Name

Date

ACTION

TIME/LOG

1. When a recommendation is received from STPEGS or the BRC to implement protective actions for the public, counsel with key EOC personnel to review the basis and the implementation of the protective actions. This should include:
 - a. Complete Attachment 4, "EAS Message Input Form" and forward to the Public Information writer. _____
 - b. Direct the Public Information Writer to initiate development of an EAS message based on the recommendations just received. _____
 - c. Determine if the recommended actions for the public appear to be appropriate by considering the following: _____
 - If the emergency classification is a **Site Area Emergency** and a radiological release is in progress, then evacuation of a 5 mile radius may be prudent. Review Attachment 5, "Protective Action Decision Making Flow Chart." _____

NOTE

At Site Area Emergency, STPEGS Officials will not recommend sheltering. STPEGS will only recommend evacuation of a 5 mile radius under the following two conditions:

- 1) It is determined that there is reactor core damage, or
- 2) Escalation to a General Emergency is imminent (within 1 or 2 hours).

PROTECTIVE ACTION GUIDES

Procedure 14

PLUME EXPOSURE PATHWAY PROTECTIVE ACTION WORKSHEET

Attachment 1

(Page 2 of 5)

ACTION

TIME/LOG

- If the emergency classification is **General Emergency** and a release of radiation is in progress, then evacuation of a 5 mile radius is prudent as a minimum. Sheltering may also be prudent at distances from 5 to 10 miles downwind. If projected doses from the radiological release exceed EPA guidelines beyond 5 miles, then evacuation of a 10 mile radius would be prudent.
 - If there is no radiological release in progress, then evacuation of a 2 mile (as a minimum) or 5 mile radius may be prudent. If a loss of two of the three fission product barriers has occurred, then evacuation of the 5 mile radius would be prudent.
- c. Using the current wind direction data from STPEGS and the recommended radius, review Attachment 6 "Protective Response Zone Table" to verify the correctness of the area(s) selected by STPEGS or BRC. _____
- d. If an evacuation is being considered: _____
- Verify with the Sheriff that no major impediments exist to implementing the evacuation, such as severe weather or other impediments (i.e., flooding, car wreck, or chemical accident) on evacuation routes.
 - Verify with the Environmental Health and American Red Cross Directors that a Reception Center has been or can be activated.
- e. Determine with the Transportation Officer if special actions should be taken for Tidehaven and Matagorda schools. _____
- f. Consider, in consultation with the EOC staff, the needs of special populations and the transportation dependent within the affected area. _____

PROTECTIVE ACTION GUIDES

Procedure 14

PLUME EXPOSURE PATHWAY PROTECTIVE ACTION WORKSHEET
Attachment 1
(Page 3 of 5)

ACTION	TIME/LOG
2. Review the draft EAS message prepared by the Public Information Writer and incorporate any changes or additions that were determined in Step 1 above.	_____
<p><u>NOTE</u></p> <p>The siren and alert radio activation and EAS message to the public must occur within 15 minutes of the decision to take protective actions.</p>	
3. Direct the Public Information Writer with assistance from the Public Information Officer (if present in the EOC) to finalize the EAS Message.	_____
a. Review and approve the message.	_____
b. Direct the Administrative Assistant to contact the EAS stations.	_____
c. Direct the EOC Administrative Assistant to fax the EAS message to the EAS stations.	_____
4. Direct the Sheriff or Communications Officer to activate the sirens [using the correct tone (Alert) for a STPEGS emergency] and the Community Alert Network.	_____
5. Log the following information:	LOG
a. Shelter Zones _____	
b. Evacuate Zones _____	
c. Time sirens sounded _____	
d. EAS Message number issued _____	
e. Time EAS Message issued _____	
f. STPEGS Offsite Agency Notification Message Form No., which recommended the protective actions. _____	

PROTECTIVE ACTION GUIDES

Procedure 14

PLUME EXPOSURE PATHWAY PROTECTIVE ACTION WORKSHEET

Attachment 1

(Page 4 of 5)

ACTION

TIME/LOG

6. Direct the Emergency Management Coordinator to verify activation of the sirens, the alert radio system, the EAS including the actual announcement of the EAS message and the Community Alert Network System. LOG
- a. If any portion of these systems fail to function, direct the Sheriff to initiate route alerting in the affected areas.

NOTE

If route alerting is initiated due to a failure in the primary notification methods, it must be completed within 45 minutes.

- b. If the contents of the EAS message were incorrectly read over the air, direct the Public Information Writer to contact the radio station involved and request they correct their announcement immediately and on subsequent re-broadcasts.
7. Upon issuance of the initial protective action for the public, determine if additional precautionary protective actions should be taken for other facilities. _____
- a. Review Attachment 3, "Protective Response Zone Populations, Special Facilities, and Evacuation Times" to determine if schools, industries, or recreational areas should be included in the protective actions.
- 1) Ensure Transportation Officer contacts County School Districts with recommendations.
 - 2) Ensure Communications Officer contacts local jurisdictions and private entities with recreational facilities such as Bay City, Palacios, golf courses, parks, boat landings, etc.

PROTECTIVE ACTION GUIDES

Procedure 14

PLUME EXPOSURE PATHWAY PROTECTIVE ACTION WORKSHEET

Attachment 1

(Page 5 of 5)

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

PROTECTIVE ACTION GUIDES

Procedure 14

EXPLANATION OF PROTECTIVE ACTION RECOMMENDATIONS

Attachment 2

(Page 1 of 4)

I. Protective Actions for the Plume Exposure Pathway

Two types of protective actions can be taken for the public. These are sheltering and evacuation.

Sheltering: This type of protective action is most effective in situations where an evacuation may result in the public receiving a higher dose by entering the plume during the evacuation, or when the plume is a short puff and will not result in extended or high exposures in the area where sheltering is recommended. This protective action rather than evacuation may also be appropriate when severe weather conditions exist, another disaster exists that is more threatening, when persons are not readily mobile, or when impediments to an evacuation may be present.

Precautionary sheltering is an effective way of providing additional time for persons in rural areas to take actions to prepare for an evacuation, such as ensuring all field workers have been notified, preparing animals to remain behind, securing equipment, packing clothing and supplies for an evacuation, notifying relatives of the situation, etc.

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

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

PROTECTIVE ACTION GUIDES

Procedure 14

EXPLANATION OF PROTECTIVE ACTION RECOMMENDATIONS

Attachment 2

(Page 2 of 4)

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

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

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

II. Protective Actions for the Ingestion Exposure Pathway

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

III. Role of the Bureau of Radiation Control (BRC)

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

PROTECTIVE ACTION GUIDES

Procedure 14

EXPLANATION OF PROTECTIVE ACTION RECOMMENDATIONS

Attachment 2

(Page 3 of 4)

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

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

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

PROTECTIVE ACTION GUIDES

Procedure 14

EXPLANATION OF PROTECTIVE ACTION RECOMMENDATIONS

Attachment 2

(Page 4 of 4)

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

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

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

PROTECTIVE ACTION GUIDES

Procedure 14

PROTECTIVE RESPONSE ZONE POPULATIONS, SPECIAL FACILITIES, AND EVACUATION TIMES

Attachment 3

(Page 1 of 2)

I. PROTECTIVE RESPONSE ZONE POPULATION AND EVACUATION TIME

<u>ZONES</u>	<u>POPULATION</u>	<u>EVACUATION TIMES</u>
1	STPEGS	1 hour 25 minutes
2	29	2 hours 30 minutes
3	360	2 hours 30 minutes
4	64	2 hours 30 minutes
5	98	2 hours 35 minutes
6	609	2 hours 35 minutes
7	559	3 hours
8	0	N/A
9	468	2 hours 35 minutes
10	708	2 hours 35 minutes
11	145	2 hours 35 minutes

II. INDUSTRIAL FACILITIES

<u>FACILITY</u>	<u>EST. POPULATION</u>	<u>ZONE</u>
ChemWay & Way Energy	20	6
Equistar	200	3
Seahawk - Oyster Lake	7	8
Celanese	500	2
Matagorda Aerostat Site	29	3
Seahawk - Matagorda Gas Plant	5	10
STPEGS	1700	1
STPEGS Visitor's Center	2	1
USACOE Locks	4	9

PROTECTIVE ACTION GUIDES

Procedure 14

PROTECTIVE RESPONSE ZONE POPULATIONS, SPECIAL FACILITIES, AND EVACUATION TIMES

Attachment 3

(Page 2 of 2)

III. RECREATIONAL FACILITIES

<u>FACILITY</u>	<u>ESTIMATED TRANSIENT POPULATION</u>	<u>ZONE</u>
Bay-Cel Club	50	2
Riverside Park	200	6
Rio Colorado Golf Course	N/A	

IV. SCHOOLS

<u>SCHOOL</u>	<u>STUDENTS</u>	<u>ZONE</u>
Matagorda Elementary School	100	7
Tidehaven Administration	6	10
Tidehaven High School	300	10
Tidehaven Junior High	220	10

V. RECEPTION CENTERS & SHELTERS

PRIMARY FACILITY

McAllister Junior High

Brandon Drive

Bay City

BACK UP FACILITY

Palacios High School

Shark Drive

Palacios

A complete list of shelters are maintained on file with the American Red Cross.

PROTECTIVE ACTION GUIDES

Procedure 14

EAS MESSAGE INPUT FORM

Attachment 4

(Page 1 of 1)

Date/Time: _____

1. Message Number: _____
2. Is this message in addition to the last message? Yes / No (circle one)
3. Choose one: Alert Site Area Emergency General Emergency
4. Choose the appropriate attachment:

____ Alert Advisory - Schools In Session

____ Alert Advisory - Schools Not In Session

____ Site Area Emergency

____ Site Area/General Emergency-Evacuation/Shelter

____ Shelter Advisory Supplemental Information

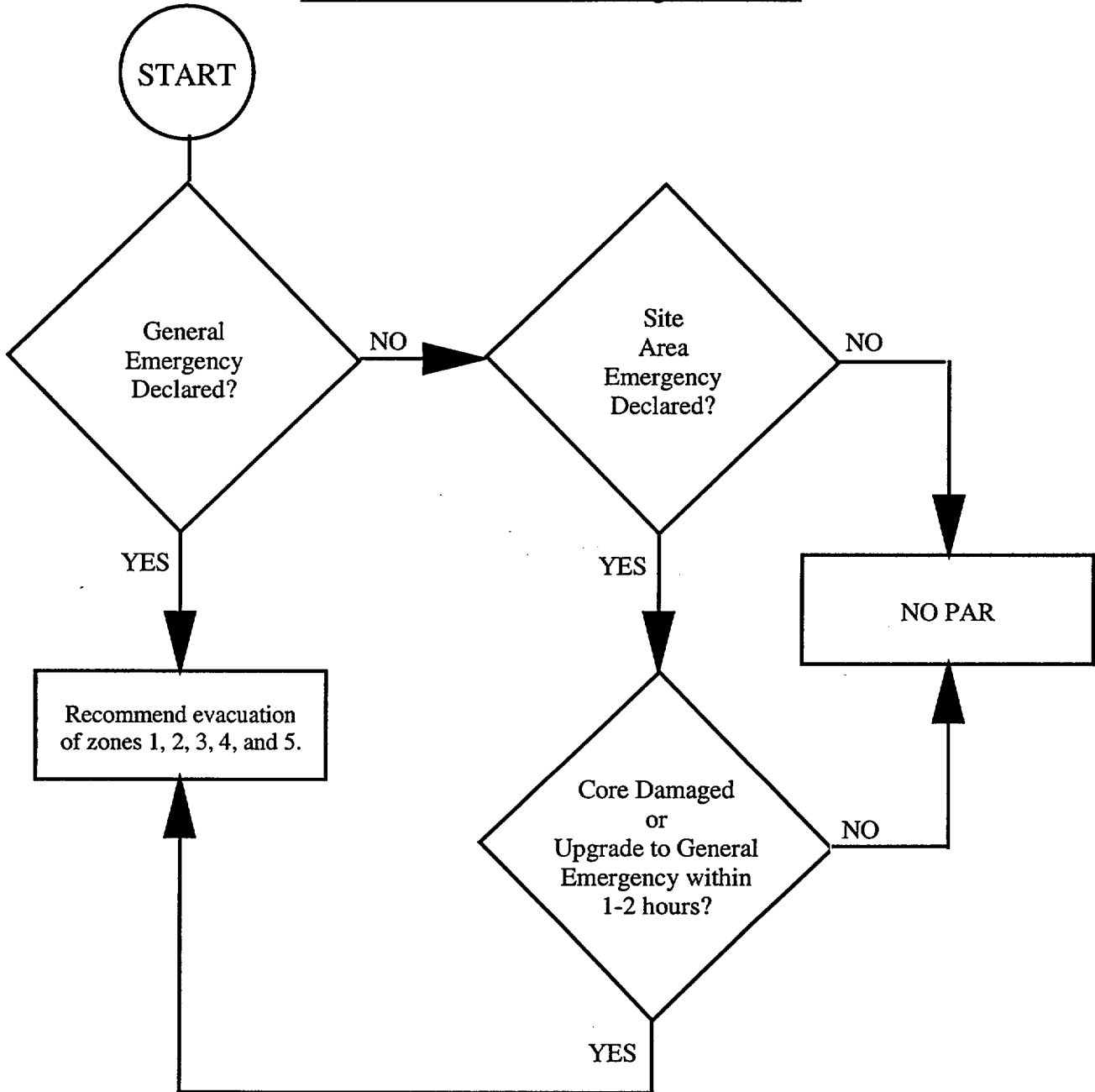
____ Evacuation Advisory Supplemental Information
5. Have there been releases
of radiation from the plant? Yes / No (circle one)
6. Are Schools in Session? Yes / No (circle one)
7. Is this a drill? Yes / No (circle one)
8. Choose Reception Center: N/A McAllister Palacios
9. Choose Evacuation Zones: N/A 1 2 3 4 5 6 7 8 9 10 11 Beach
10. Choose Shelter Zones: N/A 1 2 3 4 5 6 7 8 9 10 11 Beach

PROTECTIVE ACTION GUIDES

Procedure 14

PROTECTIVE ACTION DECISION MAKING FLOWCHART Attachment 5 (Page 1 of 1)

Default PARs without a Radiological Release:



PROTECTIVE ACTION GUIDES

Procedure 14

PROTECTIVE RESPONSE ZONE TABLE

Attachment 6

(Page 1 of 1)

WIND DIRECTION FROM	0 - 10 MILES DOWNWIND	2 - 5 MILES DOWNWIND	5 - 10 MILES DOWNWIND
349 to 11	1, 8, 9	NONE	8, 9
11 to 34	1, 8, 9	NONE	8, 9
34 to 56	1, 4, 8, 9	4	8, 9
56 to 79	1, 4, 5, 9, 10	4, 5	9, 10
79 to 101	1, 4, 5, 9, 10	4, 5	9, 10
101 to 124	1, 5, 9, 10, 11	5	9, 10, 11
124 to 146	1, 5, 10, 11	5	10, 11
146 to 169	1, 2, 5, 10, 11	2, 5	10, 11
169 to 191	1, 2, 6, 11	2	6, 11
191 to 214	1, 2, 6, 11	2	6, 11
214 to 236	1, 2, 6	2	6
236 to 259	1, 2, 3, 6, 7, MB	2, 3	6, 7, MB
259 to 281	1, 2, 3, 6, 7, MB	2, 3	6, 7, MB
281 to 304	1, 3, 7, 8, MB	3	7, MB
304 to 326	1, 3, 7, 8, MB	3	7, 8, MB
326 to 349	1, 7, 8, MB	NONE	7, 8, MB

Two Mile Radius: Zone 1

Five Mile Radius: Zone 1, 2, 3, 4, and 5

MB = Matagorda Beach

31166513 / Z1808

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**

SHERIFF'S OFFICE DISPATCHER

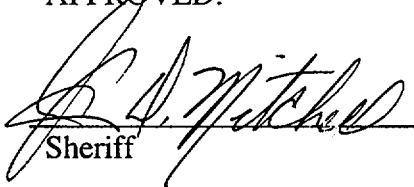
Procedure 20

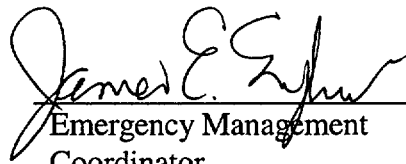
Table of Contents

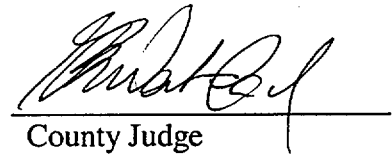
1.0	Purpose	P-20- 2
2.0	Discussion	P-20- 2
3.0	References	P-20- 3
4.0	Equipment Required	P-20- 3
5.0	Precautions and Limitations	P-20- 3
6.0	Prerequisites	P-20- 3
7.0	Procedure	P-20- 3
8.0	Attachments	P-20- 4
	Attachment 1: Sheriff's Office Dispatcher Checklist	P-20- 5
	Attachment 2: Immediate Public Notification Checklist	P-20-16
	Attachment 3: General Emergency/Protective Actions Notification	P-20-18
	Attachment 4: False Siren Activation Checklist	P-20-19
	Attachment 5: Acronyms List	P-20-20

Effective Date: August 31, 2000

APPROVED:


Sheriff


Emergency Management
Coordinator


County Judge

SHERIFF'S OFFICE DISPATCHER

Procedure 20

1.0 Purpose

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

2.0 Discussion

- 2.1 The Sheriff's Office Dispatcher is responsible for receiving notification of emergencies at STPEGS and for communications with field Law Enforcement personnel.
- 2.2 The Sheriff's Office Dispatcher shall verify, if necessary, notifications of declared emergencies from the STPEGS.
- 2.3 For each classification of the emergency, the Sheriff's Office Dispatcher shall initiate notification of the Matagorda County Emergency Response Organization personnel as specified in the Matagorda County Emergency Response Call List.
- 2.4 The Sheriff's Office Dispatcher implements the false siren activation instructions, if a spurious activation is reported.
- 2.5 Responsibilities for the Sheriff's Office Dispatcher include, but are not limited to the following:
 - 2.5.1 Verifying the declared emergency.
 - 2.5.2 Notifying key Emergency Response personnel.
 - 2.5.3 Maintaining a log of available key officials.
 - 2.5.4 Sounding the sirens upon request from the Sheriff, Communications Officer, or Emergency Management Director or Coordinator.
 - 2.5.5 Sounding the sirens and initiating the Emergency Alert System in the case of a fast-breaking event when the Emergency Management Director is unavailable and the senior Sheriff's Department official present (i.e., the Detention/Patrol Sergeant) approves.
 - 2.5.6 Maintaining communications with field Law Enforcement personnel.

SHERIFF'S OFFICE DISPATCHER

Procedure 20

2.5.7 Interfacing with the Communications Officer concerning the status and dispatch of units to traffic and access control points.

2.5.8 Assisting and coordinating with the Communications Officer as may be required.

3.0 References

3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.

3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.

3.3 Emergency Management Plan, Annex W, Procedure 22, "Warning and Evacuation/Traffic and Access Control Points."

3.4 Emergency Management Plan, Annex W, Procedure 23, "Activation of the Public Warning System."

3.5 Matagorda County Emergency Response Call List.

4.0 Equipment Required

4.1 None.

5.0 Precautions and Limitations

5.1 None.

6.0 Prerequisites

6.1 An emergency has been declared at STPEGS or member of the public has reported a false siren activation.

7.0 Procedure

7.1 When notified of an emergency at the STPEGS, implement Section I of Attachment 1, "Sheriff's Office Dispatcher Checklist." Use this checklist as a guide to assist in performing position responsibilities.

7.2 For emergencies of long duration, perform shift turnovers in accordance with Section VI of Attachment 1.

7.3 When notified of a false STPEGS siren activation, implement the actions of Attachment 4, "False Siren Activation Checklist."

SHERIFF'S OFFICE DISPATCHER

Procedure 20

8.0 Attachments

- 8.1 Attachment 1, Sheriff's Office Dispatcher Checklist
- 8.2 Attachment 2, Immediate Public Notification Checklist
- 8.3 Attachment 3, General Emergency/Protective Actions Notification
- 8.4 Attachment 4, False Siren Activation Checklist
- 8.5 Attachment 5, Acronyms List

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

(Page 1 of 11)

Name	Date
------	------

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

I. NOTIFICATION OF AN EMERGENCY AT STPEGS

1. If notified of an emergency or of a change in emergency classification at the STPEGS, obtain an "Offsite Agency Notification Message Form" from the Sheriff's Office Dispatcher's Position Manual and record the information given by STPEGS, then sign, date and record the time on the bottom of the form in Item 12. Based on the emergency classification level provided by STPEGS, skip to the appropriate section of this checklist as follows:
 - a. For an Unusual Event go to Section II
 - b. For an Alert go to Section III
 - c. For a Site Area Emergency go to Section IV
 - d. For a General Emergency go to Section V
2. If supplemental information is being provided by STPEGS, obtain a "Supplemental Notification Form" from the Sheriff's Office Dispatcher's Position Manual and record the information provided, then sign the form in Item 17.
3. Forward all STPEGS message forms to the Emergency Management Director at the Emergency Operations Center (EOC) when it is activated.

NOTE

If the EOC is not activated, i.e., if the emergency does not escalate beyond an Unusual Event, attach the message forms to the Dispatcher's Log.

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

(Page 2 of 11)

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

II. UNUSUAL EVENT

- | | |
|--|-----|
| 1. If notification of the emergency is received by any means other than the orange ringdown telephone, then verify the emergency by one of the following methods. | LOG |
| a. Contact the Control Room at STPEGS directly via the orange ringdown phone, 800 MHz radio telephone, or by telephone using the phone number provided in the Matagorda County Emergency Response Telephone Directory. | |

NOTE

The orange ringdown telephone is a dedicated line and is not intended for routine communications. To contact STPEGS directly via the dedicated line, lift the receiver, press 1, and wait for an answer. Identify yourself and ask for the Emergency Director or Shift Supervisor.

- | | |
|--|--|
| b. <u>Telephone</u> the DPS, Pierce office. If during daylight hours, ask for the Communications Supervisor. Ask if notification from, or regarding STPEGS has been verified; or | |
| c. <u>Radio</u> DPS, Pierce on Intercity frequency. Ask the DPS, Pierce operator to contact the Communications Supervisor and have the Supervisor contact you via telephone. Provide your telephone number. When the Supervisor returns your call, verify the STPEGS emergency; or | |
| d. <u>Teletype</u> via TLETS the DPS, Pierce office. In the message, ask the Communications Supervisor to advise you whether they have verified any information regarding an emergency at STPEGS. Allow ten (10) minutes maximum for reply. | |
| e. <u>800 MHz Radio Telephone System</u>
A backup communications pathway to communicate emergency information with the STPEGS and DPS Pierce. | |

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

(Page 3 of 11)

ACTION	TIME/LOG
2. Call for assistance with dispatching duties.	N/A
3. Notify key personnel listed in the Matagorda County Emergency Response Call List of the Unusual Event. No further notification should be made until event termination, unless event escalates.	_____
4. Upon notification that the Unusual Event has been terminated, notify all personnel previously contacted and advise them of the termination.	_____

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

(Page 4 of 11)

ACTION

TIME/LOG

III. ALERT

- | | | |
|----|--|-------|
| 1. | If notification of the Alert was not received over the orange ringdown telephone then verify the call by one of the methods described in Section II, Unusual Event, Step 1. | _____ |
| 2. | Call for assistance with dispatching duties. | N/A |
| 3. | Notify key personnel listed for call out at Alert in the Matagorda County Emergency Response Call List of the Alert. Advise those designated to report at Alert to proceed to the EOC. | _____ |
| 4. | Advise all mobile units of the declared emergency and direct them to standby for further information. | _____ |
| 5. | Notify field personnel of emergency situation. | _____ |

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

(Page 5 of 11)

ACTION

TIME/LOG

NOTE

In the event that notifications to some officials cannot be achieved by radio or telephone, dispatch units to the officials presumed locations. If local resources are insufficient for this task, request support from DPS, Pierce.

6. Contact all persons on the Alert Call List that are not reporting to the EOC of the emergency. Direct them to standby should additional support be needed. Maintain a log of the whereabouts of these personnel.
7. Take Rumor Control messages for the Public Information Officer (PIO) using a "Rumor Control Information Form" from the Sheriff's Office Dispatcher's Position Manual. N/A
8. Upon notification that the Alert has been terminated. _____
 - a. Notify personnel previously contacted and advise them of the termination.
 - b. Notify the on duty Sheriff's Office supervisor (i.e., Detention/Patrol Sergeant) of event termination.
 - c. Advise all mobile units of the Alert termination.
9. If the emergency classification escalates prior to the EOC being staffed, proceed with the appropriate section of the checklist. If the EOC has been activated, allow the EOC staff to assume responsibility for the orange ring-down telephone notifications and for notifying individuals on the Matagorda County Emergency Response Call List. N/A

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

(Page 6 of 11)

ACTION

TIME/LOG

IV. SITE AREA EMERGENCY

- | | | |
|----|---|-------|
| 1. | If notification of the Site Area Emergency was not received over the orange ringdown telephone then verify the call by one of the methods described in Section II, Unusual Event, Step 1, if the EOC has not been activated. | _____ |
| 2. | Call for assistance with dispatching duties. | LOG |
| 3. | Notify key personnel listed for call out at Site Area Emergency in the Matagorda County Emergency Response Call List. Advise them to report to the EOC. | _____ |
| 4. | Notify on duty Sheriff's Office supervisor (i.e., Detention/Patrol Sergeant) to receive instructions for information to be given to field personnel. | _____ |
| 5. | Notify field personnel of emergency situation. | _____ |
| 6. | Contact all persons on the Site Area/General Emergency Call List that are not reporting to the EOC, and inform them of the emergency. Direct them to standby should additional support be needed. Maintain a log of the whereabouts of these personnel. | _____ |
| 7. | Interface with the Communications Officer concerning the status of dispatch of units to Traffic and Access Control Points. Log locations. | LOG |

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

(Page 7 of 11)

ACTION

TIME/LOG

8. When the Public Information Officer notifies you that the Joint Information Center (JIC) at the Matagorda Hotel has been activated, refer all Rumor Control telephone calls to the Rumor Control telephone number listed in the Emergency Communications Directory under Joint Information Center, Rumor Control.

NOTE

Calls concerning rumors and long term information are routed to the Joint Information Center (JIC) at the Matagorda Hotel, e.g., potable water, milk, crops, etc. Calls concerning emergency operations should be routed to the EOC, e.g., search and rescue, traffic and access control, etc.

9. Keep the Communications Officer, Sheriff or Emergency Management Coordinator abreast of all pertinent communications received from the field.
10. When requested by the Sheriff or Emergency Management Coordinator, dispatch personnel to Reception Centers/Congregate Care Facilities for traffic control and security. Assistance may be derived from local police departments and reserve deputies, as well as other law enforcement officers available locally.
11. When time permits review the Siren System Operations Guide attachment to Annex W Procedure 23, "Activation of the Public Warning System."
12. When time permits, review the attachment to override the lead Emergency Alert System Station in accordance with Annex W Procedure 23, "Activation of the Public Warning System."

N/A

LOG

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1
(Page 8 of 11)

ACTION

TIME/LOG

NOTE

The Backup Emergency Alert System will only be activated if contact with the lead Emergency Alert Station cannot be established.

- | | | |
|-----|--|-------|
| 13. | Upon notification that the Site Area Emergency has been terminated, confer with the Communications Officer. Advise mobile units of the termination. | _____ |
| 14. | If the emergency classification escalates prior to the EOC being staffed, perform all steps in Section V, General Emergency; otherwise, perform steps 6 through 12 in Section V. | N/A |

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

(Page 9 of 11)

ACTION	TIME/LOG
V. GENERAL EMERGENCY	
1. If notification of the General Emergency was not received over the orange ringdown telephone then verify the call by one of the methods described in Section II, Unusual Event, Step 1, if the EOC has not been activated.	_____
2. Notify an Emergency Management Director in the Matagorda County Emergency Response Call List within ten (10) minutes of the General Emergency notification.	_____
3. If an Emergency Management Director can <u>not</u> be contacted within ten (10) minutes following a confirmed notification from the STPEGS that a General Emergency exists, immediately implement Attachment 2 and complete Section I within the next five (5) minutes.	_____
4. Call for assistance with dispatching duties.	_____
5. Contact the remainder of the personnel listed for call out at General Emergency in the Matagorda County Emergency Response Call List, if not previously notified.	N/A
6. Complete activities in Section IV, Site Area Emergency Steps 4 through 11, if not already completed.	_____
7. Advise all mobile units of the following:	_____
a. STPEGS has issued a "General Emergency."	
b. Evacuation of some or selected segments of the public may be necessary.	
c. All units should standby for further information.	

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

(Page 10 of 11)

ACTION	TIME/LOG
8. Assign mobile units to provide information to the public at various locations, as designated by the Sheriff or Communications Officer, and to begin implementation of the attachment on Route Alerting Warning messages in Annex W Procedure 22, "Warning and Evacuation/Traffic and Access Control Points." Advise mobile units to use either in-place shelter or evacuation message.	LOG
9. If evacuation is recommended, request field teams to note location and name of residents who opt not to evacuate, if possible. Log this information and report it to the Sheriff.	LOG
10. Upon direction from the Sheriff or Communications Officer, activate the siren system in accordance with Annex W Procedure 23, "Activation of the Public Warning System." If directed by the Sheriff or Communications Officer, override the lead Emergency Alert System in accordance with Annex W Procedure 23, "Activation of the Public Warning System."	
a. Read the Emergency Alert Message.	
10. Keep the Sheriff or Communications Officer updated concerning the status of Traffic and Access Control Points.	N/A
11. Keep the Sheriff or Communications Officer informed of all pertinent information received from the field.	N/A
a. Relay to the Sheriff or Communications Officer information such as name and location of persons opting not to evacuate, if evacuation is recommended.	
12. Upon notification that the General Emergency has been terminated, obtain any special instructions for Law Enforcement from the Communications Officer. Advise these personnel of the termination and any special instructions.	_____

NOTE

Do not release Traffic and Access Control Points unless specifically directed to do so. Restricted zones may be required to be maintained during the recovery efforts following a General Emergency.

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1
(Page 11 of 11)

ACTION

TIME/LOG

VI. SHIFT TURNOVER

- | | | |
|----|--|-------|
| 1. | Provide a briefing of events to the relief person and include the following: | _____ |
| | a. Review completed checklist | |
| | b. Review log entries | |
| | c. Review current status of Sheriffs Office personnel | |
| 2. | Inform the Communications Officer of transfer of responsibilities to the oncoming shift replacement. | _____ |
| 3. | Document names, date, and time of turnover. | LOG |

SHERIFF'S OFFICE DISPATCHER

Procedure 20

IMMEDIATE PUBLIC NOTIFICATION CHECKLIST

Attachment 2

(Page 1 of 2)

Name

Date

ACTION

TIME/LOG

I. IMMEDIATE ACTIVATION OF THE PUBLIC ALERT/NOTIFICATION SYSTEM

NOTE

The Steps in this section of Attachment 2 must be completed within five (5) minutes. Prepare for these actions while trying to reach an Emergency Management Director.

1. Contact the on-shift Sheriff's Office supervisor (i.e., the Detention/Patrol Sergeant) and obtain approval to continue this attachment. _____

Supervisor's Signature

2. Activate all sirens in the STPEGS siren system in accordance with Emergency Management Plan, Annex W Procedure 23, "Activation Of The Public Warning System." _____
3. Contact Radio Station KMKS using the phone number provided in the Matagorda County Emergency Response Telephone Directory and inform them that the STPEGS has declared a General Emergency, the sirens have been activated, notification of the public is required through EAS, and to standby for a fax of the EAS message. _____
4. Fax Attachment 3 of this procedure to Radio Station KMKS using the Dispatcher's preprogrammed facsimile machine or the facsimile located in the Emergency Operations Center (EOC). _____

SHERIFF'S OFFICE DISPATCHER

Procedure 20

IMMEDIATE PUBLIC NOTIFICATION CHECKLIST

Attachment 2

(Page 2 of 2)

ACTION	TIME/LOG
II. FOLLOW-UP ACTIONS	
1. Complete activities in Section V, General Emergency Steps 4 through 12.	N/A
2. Until an Emergency Management Director is reached or until directed otherwise, continue to try to notify, by any means available, an Emergency Management Director as listed in the Matagorda County Emergency Response Telephone Directory.	N/A

SHERIFF'S OFFICE DISPATCHER

Procedure 20

GENERAL EMERGENCY/PROTECTIVE ACTIONS NOTIFICATION

Attachment 3

(Page 1 of 1)

EMERGENCY ALERT SYSTEM MESSAGE
Matagorda County Emergency Operations Center

THIS IS A DRILL _____
THIS IS NOT A DRILL _____

NOTICE 1
DATE _____
TIME _____

Attention Matagorda County residents and visitors in the area. The South Texas Project Electric Generating Station has declared a General Emergency. Residents and visitors are recommended to evacuate a five mile radius surrounding the plant. An evacuation zone map can be found in the current Southern Directory telephone book or posted in public facilities.

The area to be evacuated includes the Citrus Grove Community north of County Road 391 (Robbins Slough Road), the Tin Top area, the area east of Tres Palacios Oaks over to the Colorado River, the area south of the Celanese Plant down to and including Selkirk Island. If referring to your evacuation zone map, it is zones 1, 2, 3, 4, and 5 that should be evacuated.

Take spare clothing, medications you regularly need, and other essential items. Residents or visitors without transportation or who need help should check first with neighbors for assistance. If necessary, call the Sheriff's Office at (979) 245-5526 and transportation will be provided. You will be advised when it is safe to return to your home. In the meantime, law enforcement officers are being dispatched to block off the evacuated zones to protect property.

Stay tuned to this station for further announcements.

Again, the South Texas Project Electric Generating Station has declared a General Emergency. Residents and visitors are recommended to evacuate a five mile radius surrounding the plant. The area to be evacuated includes the Citrus Grove Community north of County Road 391 (Robbins Slough Road), the Tin Top area, the area east of Tres Palacios Oaks over to the Colorado River, the area south of the Celanese Plant down to and including Selkirk Island. If referring to your evacuation zone map, it is zones 1, 2, 3, 4, and 5 that should be evacuated.

- end -

SHERIFF'S OFFICE DISPATCHER

Procedure 20

FALSE SIREN ACTIVATION CHECKLIST

Attachment 4

(Page 1 of 1)

Name	Date
------	------

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

1. Record the name and phone number of the individual reporting the false siren activation as well as the location of the siren. LOG

NOTE

If the sirens have been activated by the Sheriff's Office, inform the caller that it is not a false activation and give the reason for the activation, i.e., fire, tornado, hurricane, or an STPEGS emergency. If the EAS is being used, inform the caller to turn to radio stations KMKS, KIOX and KXGJ for further information.

2. Notify the STPEGS Control Room at 361-972-8614 or 361-972-7953 of the false siren activation and ask them to:
 - a. Notify the on-call telecommunications technician to immediately remedy the problem, and
 - b. Have the technician call you at 979-245-5526 as soon as information is available regarding the siren.
3. Respond to the person who reported the incident as to how it has been handled. LOG

SHERIFF'S OFFICE DISPATCHER

Procedure 20

ACRONYMS LIST

Attachment 5

(Page 1 of 1)

<u>Acronym</u>	<u>Applies To</u>
ACP	Access Control Point
ARC	American Red Cross
BRC	Bureau of Radiation Control
CAN	Community Alert Network
DEM	Division of Emergency Management
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
EAS	Emergency Alert System
ECL	Emergency Classification Level
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
STPEGS	South Texas Project Electric Generating Station
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter

31166514 / Z1808

MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

COMMUNICATIONS OFFICER



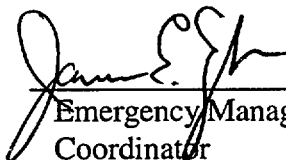
Procedure 21

Table of Contents

1.0	Purpose	P-21-2
2.0	Discussion	P-21-2
3.0	References	P-21-3
4.0	Equipment Required	P-21-4
5.0	Precautions and Limitations	P-21-4
6.0	Prerequisites	P-21-4
7.0	Procedure	P-21-4
8.0	Attachments	P-21-4
	Attachment 1: Communications Officer Checklist	P-21-5
	Attachment 2: Siren Map	P-21-16
	Attachment 3: Industrial, Recreational and Special Facilities Map	P-21-17
	Attachment 4: Acronyms List	P-21-18

Effective Date: August 31, 2000

APPROVED:

			
Communications Officer	Sheriff	Emergency Management Coordinator	County Judge

COMMUNICATIONS OFFICER

Procedure 21

1.0 Purpose

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

2.0 Discussion

- 2.1 The Communications Officer is the direct link between the EOC operations and the Sheriff's Office Dispatcher.
- 2.2 Once the EOC is activated, the Communications Officer shall verify notifications of declared emergencies from the STPEGS not received on the orange ringdown telephone.
- 2.3 Responsibilities for the Communications Officer include, but are not limited to the following:
 - 2.3.1 Assisting in EOC setup.
 - 2.3.2 Verifying the upgraded classification of a declared emergency.
 - 2.3.3 Requesting the Sheriff's Office Dispatcher to sound the sirens when requested by the Emergency Management Director or designee.
 - 2.3.4 Activating the Community Alert Network (CAN) when the sirens are activated, and as directed by the Sheriff, Emergency Management Director or Emergency Management Coordinator.
 - 2.3.5 Requesting additional communications personnel, if required.
 - 2.3.6 Establishing communications with appropriate officials, organizations, field teams, and other emergency personnel.
 - 2.3.7 Keeping the Sheriff's Office Dispatcher informed of the Reception Center activation, location and available routes to the Center.
 - 2.3.8 Maintaining a log of activities.

COMMUNICATIONS OFFICER

Procedure 21

- 2.3.9 Interfacing and coordinating with the Sheriff's Office Dispatcher, the Transportation Officer and the Public Information Officer regarding Traffic and Access Control Points.
- 2.3.10 Contacting industrial, recreational and special facilities listed in the Matagorda County Emergency Response Telephone Directory.
- 2.4 **Recovery** refers to the process of reducing radiation exposure rates and concentrations of radioactive material in the environment to acceptable levels for return by the general public for unconditional occupancy or use after the emergency phase of a radiological emergency.
- 2.5 **Return** refers to reoccupation of areas cleared for unrestricted residence or use by previously evacuated or relocated populations.

3.0 References

- 3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.
- 3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.
- 3.3 Emergency Management Plan, Annex W, Procedure 14, "Protective Action Guides."
- 3.4 Emergency Management Plan, Annex W, Procedure 20, "Sheriff's Office Dispatcher."
- 3.5 Emergency Management Plan, Annex W, Procedure 22, "Warning and Evacuation/Traffic and Access Control Points."
- 3.6 Emergency Management Plan, Annex W, Procedure 23, "Activation of the Public Warning System."
- 3.7 Matagorda County Emergency Response Call List.
- 3.8 FEMA REP-14, Radiological Emergency Preparedness Exercise Manual.

COMMUNICATIONS OFFICER

Procedure 21

4.0 Equipment Required

- 4.1 Radio to communicate with dispatch and field teams,
- 4.2 Siren Map,
- 4.3 Industrial, Recreational, and Special Facilities Map, and
- 4.4 Industrial, Recreational, and Special Facilities Call List (located in the Matagorda County Emergency Response Telephone Directory)

5.0 Precautions and Limitations

- 5.1 None.

6.0 Prerequisites

- 6.1 An emergency has been declared by STPEGS and notification received from Matagorda County to mobilize.

7.0 Procedure

- 7.1 When notified of an **Alert, Site Area Emergency, or General Emergency** at the STPEGS by the Sheriff's Office Dispatcher, report to the EOC and implement Attachment 1, "Communications Officer Checklist." Use this checklist as a guide to assist in performing position responsibilities.

NOTE

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

8.0 Attachments

- 8.1 Attachment 1, Communications Officer Checklist
- 8.2 Attachment 2, Siren Map
- 8.3 Attachment 3, Industrial, Recreational and Special Facilities Map
- 8.4 Attachment 4, Acronyms List

COMMUNICATIONS OFFICER

Procedure 21

COMMUNICATIONS OFFICER CHECKLIST

Attachment 1

(Page 1 of 11)

Name	Date
ACTION	TIME/LOG

I. ALERT

1. Sign in on the Staffing Board. _____
2. Report to the Sheriff or designee for a briefing on the status of the emergency. _____
3. Assist in set up of the EOC. _____
4. Gather materials: _____
 - a. Map (See Attachments 2 and 3 "Siren Map" and "Industrial, Recreational and Special Facilities Map"),
 - b. Checklist,
 - c. Position Manual,
 - d. Industrial, Recreational and Special Facilities Call List (located in the Matagorda County Emergency Response Telephone Directory), and
 - e. Hand held radio (Sheriff department frequency).
5. Initiate Emergency Action Log _____
 - a. Track telephone calls, key information obtained, actions taken, and any other information needed to document response actions taken.
 - b. Maintain the log until termination of the emergency.

COMMUNICATIONS OFFICER

Procedure 21

COMMUNICATIONS OFFICER CHECKLIST

Attachment 1

(Page 2 of 11)

ACTION	TIME/LOG
6. Take over responsibility of call out of the Matagorda County Emergency Response Organization from the Sheriff's Office Dispatcher as soon as possible.	
<p><u>NOTE</u></p> <p>If the orange ringdown line is inoperable or becomes inoperable, ensure Sheriff's Dispatcher re-directs calls, related to the emergency, to the EOC.</p>	
7. Contact industrial, recreational and special facilities listed in the Matagorda County Emergency Telephone Directory.	_____
8. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.	N/A

COMMUNICATIONS OFFICER

Procedure 21

COMMUNICATIONS OFFICER CHECKLIST
Attachment 1
(Page 3 of 11)

ACTION

TIME/LOG

II. SITE AREA EMERGENCY

- | | | |
|----|---|----------------------------|
| 1. | Complete activities in Section I, Alert, if not already completed. | N/A |
| 2. | At the direction of the Sheriff, contact mobile units to report to the EOC, then:

a. Report to the Environmental Health Director for issuance of emergency worker supplies and a briefing on radiological exposure limits, and

b. Report to the Sheriff for assignment and briefing on the emergency mission. | LOG |
| 3. | When directed by the Sheriff or Emergency Management Director, ensure activation of:

a. Siren System in accordance with Annex W, Procedure 23, "Activation of the Public Warning System" via Sheriff's Office Dispatcher.

b. Community Alert Network (CAN) in accordance with Annex W, Procedure 23, "Activation of the Public Warning System." |

_____ |

COMMUNICATIONS OFFICER

Procedure 21

COMMUNICATIONS OFFICER CHECKLIST

Attachment 1

(Page 4 of 11)

ACTION	TIME/LOG
4. Whenever an Emergency Alert System (EAS) message is approved by the Emergency Management Director for release to the public, contact the facilities listed on the Industrial Recreational and Special Facility Call List (located in the Matagorda County Emergency Response Telephone Directory) and inform them of the EAS message content.	LOG
5. Keep the Sheriff's Office Dispatcher informed of the Reception Center activations, locations, and routes the public should take during evacuation.	LOG
6. Inform state and local law enforcement field teams of Reception Center activations, location, and routes the public should take during evacuation.	_____
7. Upon direction of the Sheriff, assign mobile units to establish control points or to begin route alerting in accordance with Procedure 22, "Warning and Evacuation/Traffic and Access Control Points."	_____
8. Establish periodic communications with the following: a. Appropriate County and State officials as instructed by the Sheriff, b. County field teams, c. Response organizations, volunteer and charity, if instructed by the Sheriff, and d. Facilities, as identified, on the Industrial, Recreational and Special Facilities Call List (located in the Matagorda County Emergency Response Telephone Directory).	LOG

COMMUNICATIONS OFFICER

Procedure 21

COMMUNICATIONS OFFICER CHECKLIST

Attachment 1

(Page 5 of 11)

ACTION	TIME/LOG
<p>9. If directed by the Sheriff, arrange with DPS, Pierce for any equipment or personnel which may be needed that is not available locally. Advise DPS, Pierce of types and quantities of support which may be needed.</p> <ul style="list-style-type: none">a. Identify yourself,b. Describe types of resources needed and how they will be utilized (law enforcement, fire fighter, vehicles, etc.),c. Quantity needed (four two-man units, two helicopters, etc.),d. How long they will be needed,e. Where support personnel are to go and to whom they are to report, andf. Request estimated time of arrival.	LOG
<p>NOTE</p> <p>The Sheriff will complete the first notification to DPS Pierce, then delegate follow-up notifications and resource requests, as appropriate.</p>	
<p>10. At the direction of the Sheriff, notify Fire Chiefs in potentially affected areas of the change in classification, and the possible need to support an evacuation.</p>	LOG

COMMUNICATIONS OFFICER

Procedure 21

COMMUNICATIONS OFFICER CHECKLIST

Attachment 1

(Page 6 of 11)

ACTION	TIME/LOG
11. Contact the U. S. Coast Guard, advise them of the emergency situation and if directed, request Coast Guard assistance to control access on the intercoastal waterway. a. Freeport Coast Guard Station b. Port O'Connor Coast Guard Station c. Corpus Christi Coast Guard Station d. Galveston Coast Guard Station	_____
12. Upon direction from the Sheriff, contact industrial, recreational and special facilities listed in the Matagorda County Emergency Response Telephone Directory. Advise them of the emergency and request assistance as directed by the Emergency Management Coordinator.	LOG
13. If the emergency is of long duration, perform shift turnovers in accordance with Section IV of this checklist.	N/A
14. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.	N/A

COMMUNICATIONS OFFICER

Procedure 21

COMMUNICATIONS OFFICER CHECKLIST

Attachment 1

(Page 7 of 11)

ACTION	TIME/LOG
III. GENERAL EMERGENCY	
1. Complete activities in Section I, Alert and Section II, Site Area Emergency, if not already completed.	N/A
2. Contact Flying Services to notify them of the emergency, and to tell them to instruct pilots to stay away from the air space around STPEGS.	LOG
a. Fehmel Dusting Service	
b. Farming and Ranch Aerial Services, Inc.	
3. Upon direction from the Sheriff, reassign mobile units to designated traffic and access control points if the public protective zones are changed due to changing conditions at STPEGS.	_____
4. When directed by the Sheriff or Emergency Management Director, ensure activation of:	_____
a. Siren System in accordance with Annex W, Procedure 23, "Activation of the Public Warning System" via Sheriff's Office Dispatcher.	
b. Community Alert Network (CAN) in accordance with Annex W, Procedure 23, "Activation of the Public Warning System."	
5. Keep the Sheriff's Office Dispatcher and State and local law enforcement field teams informed of any changes in Reception Center activations and the evacuation routes that the public should be taking.	_____

COMMUNICATIONS OFFICER

Procedure 21

COMMUNICATIONS OFFICER CHECKLIST

Attachment 1

(Page 8 of 11)

ACTION	TIME/LOG
6. Keep Status Board Keeper informed of significant events.	_____
7. Keep the Sheriff informed of the status of notifications.	_____
8. Maintain the General Emergency classification activities until the emergency is terminated and recovery activities are implemented, then refer to Sections V and VI of this checklist as appropriate.	N/A

COMMUNICATIONS OFFICER

Procedure 21

COMMUNICATIONS OFFICER CHECKLIST

Attachment 1

(Page 9 of 11)

ACTION	TIME/LOG
IV. SHIFT TURNOVER	
1. Provide a briefing of events to the relief person and include the following:	_____
a. Review of Completed Checklist Items	
b. Review of Log	
c. Status Board Information	
d. Staffing Availability	
e. Locations of Traffic and Access Control Points	
f. Location of the Activated Reception Center	
g. Any Action Items	
2. Inform the Sheriff of the transfer of responsibilities to the oncoming shift replacement.	_____
3. Inform the Sheriff's Office Dispatcher of your shift replacement.	_____
4. Update Staffing Board.	_____
5. Agree to your return time.	_____
6. Document names, date and time of turnover.	LOG

COMMUNICATIONS OFFICER

Procedure 21

COMMUNICATIONS OFFICER CHECKLIST

Attachment 1
(Page 10 of 11)

ACTION	TIME/LOG
V. RECOVERY	
1. Assist in the development of recovery plans.	_____
2. Maintain logs until termination of the event.	_____

COMMUNICATIONS OFFICER

Procedure 21

COMMUNICATIONS OFFICER CHECKLIST

Attachment 1
(Page 11 of 11)

ACTION**TIME/LOG**

VI. TERMINATION

1. Provide a list of supplies or forms needing replenishing to the EOC Administrative Assistant. _____
2. Collect and organize, in chronological order, all documents, checklists, forms, and logs, including any documentation generated by Law Enforcement and support personnel. _____
 - a. Sign checklists and logs.
3. Turnover all documentation generated during the emergency to the EOC Administrative Assistant.

SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION 10-MILE EPZ

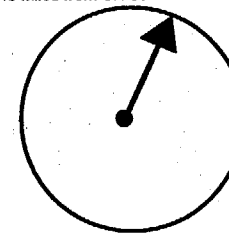
COMMUNICATIONS OFFICER
Procedure 21

SIREN LOCATIONS

SIREN MAP
Attachment 2
(Page 1 of 1)

SIREN LOCATION

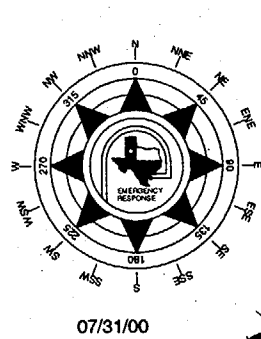
1. AAA Wadsworth Volunteer Fire Department
2. ABA Selkirk North
3. ABB Selkirk South
4. ABC Matagorda Volunteer Fire Department
5. ABD Matagorda Beach at end of road
6. ADA Markham Volunteer Fire Department
7. ADB El Maton at FM 1095
8. AEA SH 35 at SH 71
9. AEB Blessing Volunteer Fire Department
10. AEC Tidewater Oaks at FM 2853
11. AED Tres Palacios Volunteer Fire Department
12. AEE Collegeport Volunteer Fire Department
13. ABE FM 2668, 0.5 mi. (S) of Riverside Park
14. ABF Selkirk Volunteer Fire Department
15. BAA FM 3057 at FM 2668
16. BBA CR 222 at SH 60
17. BAB FM 2078 at FM 2668
18. BBB Equistar Plant (SH 60)
19. BAC CR 242
20. BBC CR 259
21. BAD River Bend Boat Access
22. CAA FM 1468 (Railroad Tracks)
23. CBA CR 352 at FM 1095
24. CAB FM 521, 1.0 miles (E) of SH 35
25. CBB FM 2853 at FM 521
26. CCA FM 1095 at Tin Top
27. CCB CR 385 at FM 1095
28. CDA CR 378 / CR 379
29. CDB CR 323 at FM 2853
30. CCD West Side of Reservoir (STP)
31. CCE East Side of Reservoir (STP)
32. CCF FM 1468 1.6 Miles from SH 35



APPROXIMATE SIREN RANGE = 1 1/2 MILE RADIUS

● DESIGNATES THAT SIREN IS IN A LOCATION OTHER THAN ACTUALLY SHOWN ON MAP.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24

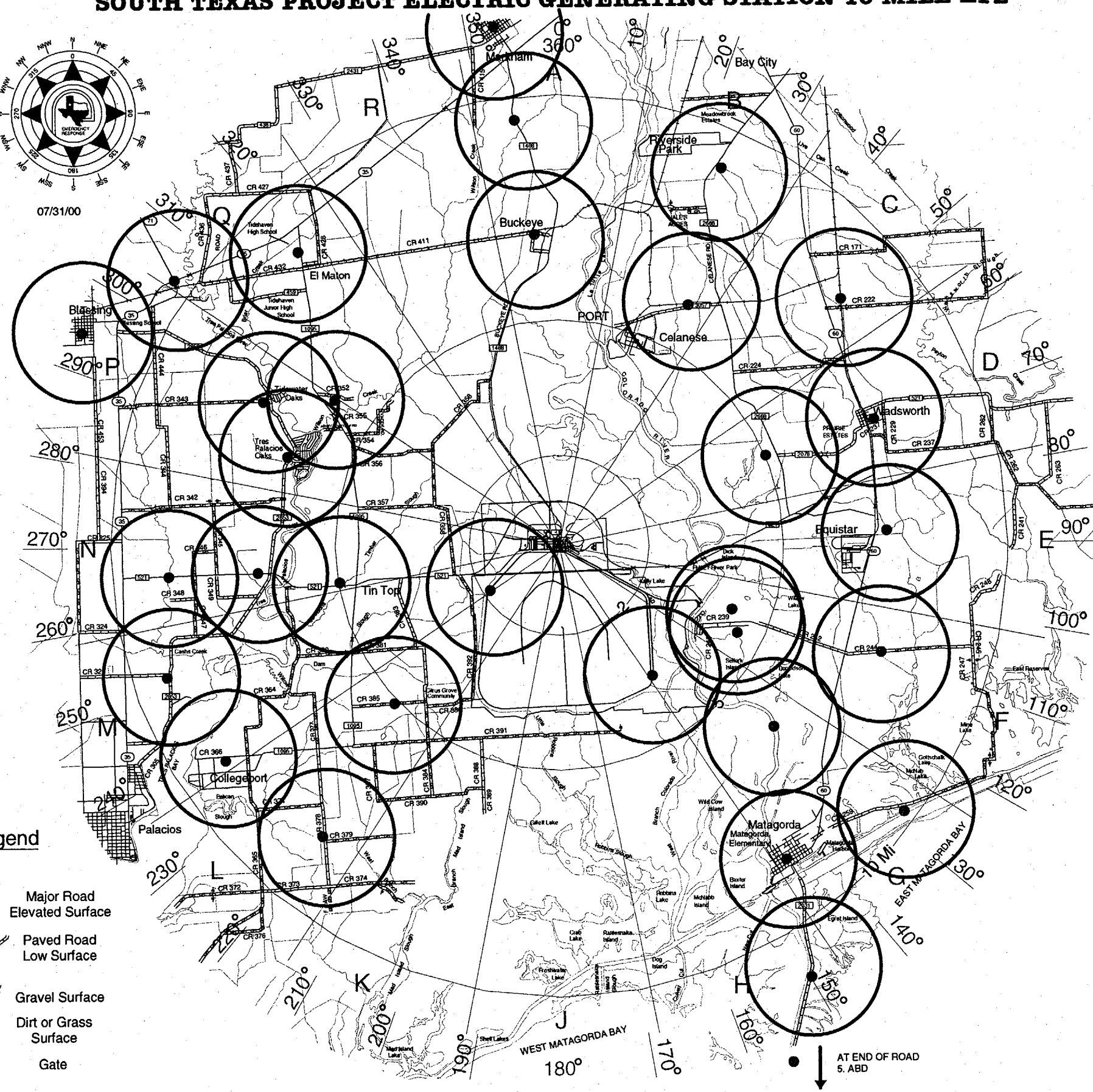


07/31/00

SCALE IN MILES

Legend

- Major Road Elevated Surface
- Paved Road Low Surface
- Gravel Surface
- Dirt or Grass Surface
- Gate



SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION 10-MILE EPZ

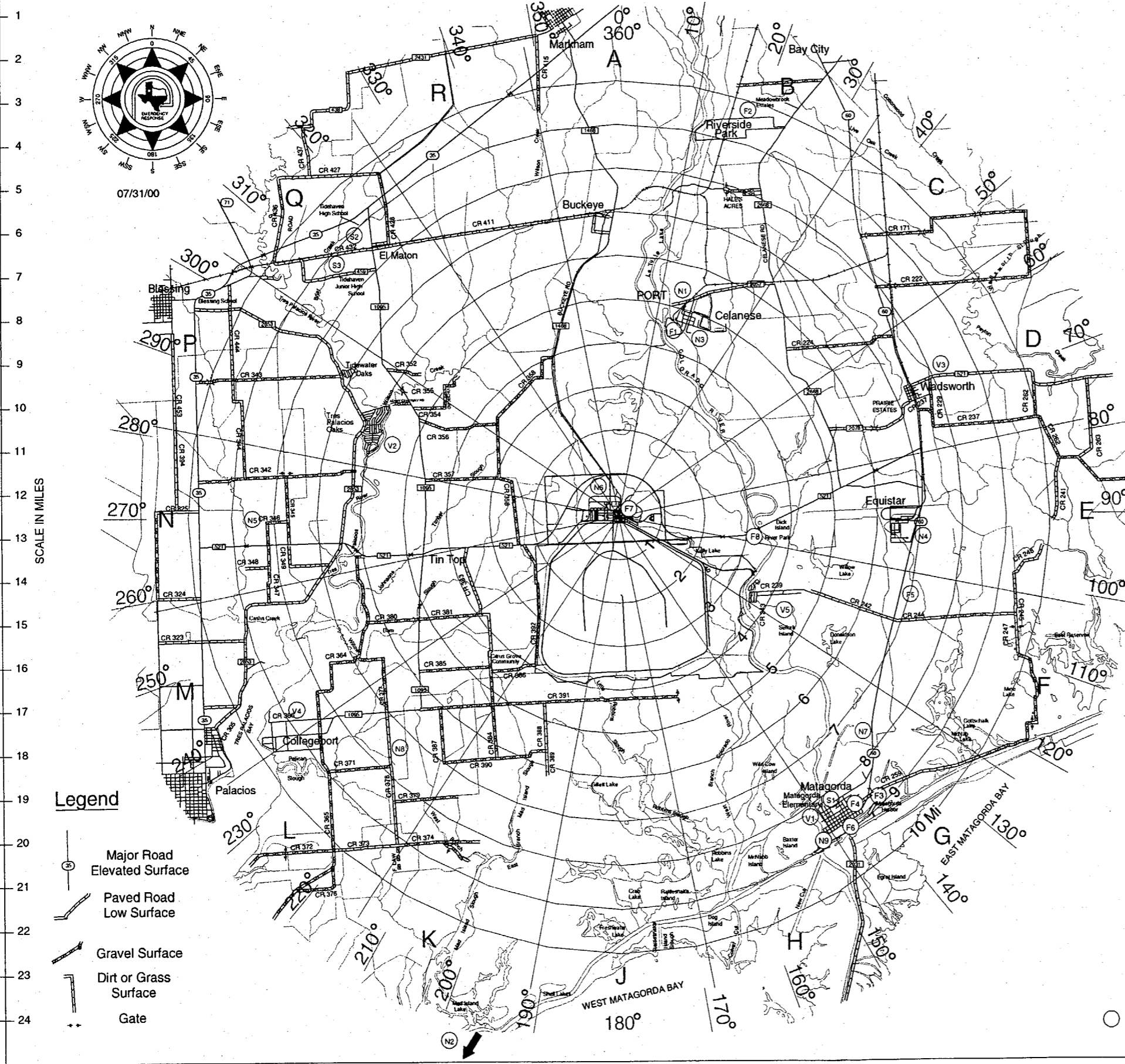
INDUSTRIAL RECREATIONAL AND SPECIAL FACILITIES (TYPICAL)

TOTAL PLUME EXPOSURE PATHWAY EPZ POPULATION: 3,040 (Residents) + 2,845 = 5,885¹

FACILITY	POPULATION
Airports	
20 Agricultural Landing Strips Intermittent	
Industry	
(N1) ChemWay	10
(N2) El Paso Field Services, Oyster Lake Plant	3
(N3) Celanese	456
(N4) Equistar	270
(N5) Seahawk, Matagorda Gas Plant	10
(N6) South Texas Project Electric Generating Station	1400
(N7) Matagorda Aerostat	29
(N8) Apache	2
(N9) U.S. Army Corp of Engineers	12
Law Enforcement	
None	
Recreational	
(F1) Bay-Cel Club	Transient (50)
(F2) Riverside Park/Rio Colorado Golf Course	Transient (200)
(F3) Matagorda Harbor & RV Park	Transient (65)
(F4) Fisherman's Motel	Transient
(F5) Lighthouse RV Park	Transient
(F6) Matagorda Court	Transient
(F7) STP Visitors Center	Transient
(F8) FM 521 River Park	Transient
Schools	
(S1) Matagorda Elementary School	110
(S2) Tidehaven High School / Administration Office	293
(S3) Tidehaven Junior High School	250
Volunteer Fire Departments	
(V1) Matagorda VFD ²	
(V2) Tres Palacios Oaks VFD ²	
(V3) Wadsworth VFD ²	
(V4) Collegeport VFD ²	
(V5) Selkirk VFD ²	
Total	2,845 (Recreational not included)

COMMUNICATIONS OFFICER Procedure 21

INDUSTRIAL RECREATIONAL AND SPECIAL FACILITIES MAP Attachment 3 (Page 1 of 1)



Legend

- Major Road Elevated Surface
- Paved Road Low Surface
- Gravel Surface
- Dirt or Grass Surface
- Gate

¹ Includes resident, industrial, and special facilities population.
² The Volunteer Fire Departments are only staffed in preparation for fire fighting activities.
 ○ Designates operation is in a location other than actually shown on map.

COMMUNICATIONS OFFICER

Procedure 21

ACRONYMS LIST

Attachment 4

(Page 1 of 1)

<u>Acronym</u>	<u>Applies To</u>
ACP	Access Control Point
ARC	American Red Cross
BRC	Bureau of Radiation Control
CAN	Community Alert Network
DEM	Division of Emergency Management
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
EAS	Emergency Alert System
ECL	Emergency Classification Level
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
STPEGS	South Texas Project Electric Generating Station
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter

31166515 / 71808

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**

WARNING AND EVACUATION/TRAFFIC and ACCESS CONTROL

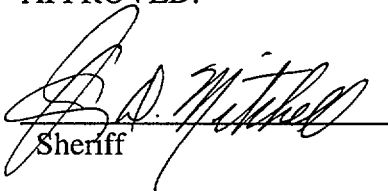
Procedure 22

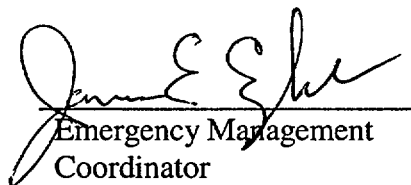
Table of Contents

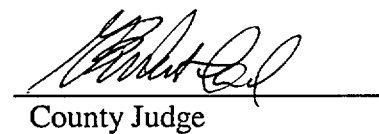
1.0	Purpose	P-22-2
2.0	Discussion	P-22-2
3.0	References	P-22-4
4.0	Equipment Required	P-22-5
5.0	Precautions and Limitations	P-22-5
6.0	Prerequisites	P-22-5
7.0	Procedure	P-22-5
8.0	Attachments	P-22-6
	Attachment 1: Public Warning Checklist	P-22-7
	Attachment 2: Evacuation Controls Checklist	P-22-12
	Attachment 3: Traffic and Access Control Point Guidelines and Locations	P-22-18
	Attachment 4: Route Alerting Guidelines and Warning Messages	P-22-23
	Attachment 5: Access Control Point Log	P-22-26

Effective Date: August 31, 2000

APPROVED:


Sheriff


Emergency Management
Coordinator


County Judge

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

1.0 Purpose

- 1.1 This procedure covers the broad based categories of Warning and Evacuations/Traffic and Access Control Points to be implemented by Law Enforcement with assistance from other agencies, as required.
- 1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios, and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.

2.0 Discussion

- 2.1 The Sheriff is responsible for ensuring this procedure is carried out when so directed by the Emergency Management Director.
- 2.2 The Sheriff or designee is responsible for directing the activities of field Law Enforcement personnel.
- 2.3 Warnings
 - 2.3.1 Warnings are issued to provide for effective and timely protective actions.
 - 2.3.2 The public will be issued warnings for protective actions based upon protective action decisions made by County Officials using information provided by the Bureau of Radiation Control (BRC), and/or officials of South Texas Project Electric Generating Station (STPEGS). The public will be advised to seek shelter where they are (in-place) or to evacuate (relocate).
 - 2.3.3 Warning systems are used to attract the attention of the public. Information provided is a notification of an emergency at the STPEGS. The County has three systems:
 - 2.3.3.1 Outdoor pole-mounted sirens can provide the public with three basic messages, depending upon which signal is transmitted. The three minute slow wavering tone alerts the public to take cover, as in an attack situation. The steady tone alerts the public to tune their radios to an EAS station or to stand by to receive information from the alert radios. A third tone is used for notification of fires.

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

2.3.3.2 Alert radios are distributed to designated residents, industrial, recreational and special facilities within the ten-mile Emergency Planning Zone (EPZ). The alert radios can provide both an attention message and detailed emergency information.

2.3.3.3 Community Alert Network (CAN) is an electronic auto dialer. CAN notifies, via telephone, the residents within the ten mile EPZ of the STPEGS. The CAN is activated when directed by the Emergency Management Director.

2.3.4 Information systems

2.3.4.1 Emergency Alert System

The primary method for providing information to the public, once the sirens and alert radios have alerted them, is the Emergency Alert System (EAS).

Except in the case of a fast-breaking emergency, the Emergency Management Director authorizes activation of this system with assistance from the Public Information Officer and/or Public Information Writer. The EAS is activated by contacting KMKS 102.5 FM radio and instructing them to initiate EAS procedures. KIOX 96.9 FM and KXGJ 101.7 FM are voluntary EAS stations, who only rebroadcast EAS messages and news advisories.

2.3.4.2 Route Alerting

In the event the EAS cannot be utilized, or as a complement to that system, the County's mobile public address units may be dispatched to provide information to the public. Route alerting of the protective response zones should be completed within approximately 45 minutes.

Messages for use during route alerting are provided in Attachment 4, "Route Alerting Guidelines and Warning Messages."

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

- 2.4 Evacuation and Traffic and Access Control Points
 - 2.4.1 Should evacuation become necessary, traffic and access control points will be established based on natural boundaries and roads.
 - 2.4.2 The Emergency Management Director will receive advice and guidance from the Bureau of Radiation Control, and/or the STPEGS, regarding the areas for which traffic and access control points should be established.
 - 2.4.3 If conditions warrant, obtain tow truck services to remove traffic impediments as reported by the Transportation Officer or Law Enforcement representatives in the field.

- 3.0 References
 - 3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.
 - 3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.
 - 3.3 Emergency Management Plan, Annex W, Procedure 14, "Protective Action Guide."
 - 3.4 Emergency Management Plan, Annex W, Procedure 20, "Sheriff's Office Dispatcher."
 - 3.5 Emergency Management Plan, Annex W, Procedure 21, "Communications Officer."
 - 3.6 Emergency Management Plan, Annex W, Procedure 23, "Activation of the Public Warning System."
 - 3.7 Emergency Management Plan, Annex W, Procedure 42, "Exposure Control for Emergency Workers."
 - 3.8 Emergency Management Plan, Annex W, Procedure 60, "Public Information Officer."
 - 3.9 Emergency Management Plan, Annex W, Procedure 63, "Emergency Alert System Messages and News Advisories."

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

4.0 Equipment Required

4.1 None.

5.0 Precautions and Limitations

5.1 Route alerting and traffic/access control point personnel should limit their exposure to radiation by following the guidelines of Annex W, Procedure 42, "Exposure Control For Emergency Workers."

6.0 Prerequisites

6.1 Direction from the Emergency Management Director or designee, such as the Emergency Management Coordinator.

7.0 Procedure

7.1 When instructed by the Emergency Management Director to implement the public warning system, implement Attachment 1, "Public Warning Checklist." Use this checklist as a guide when notification of the public is required. Refer to Section I of this checklist for implementation of the prompt notification systems and Section II for route alerting.

7.2 When instructed by the Emergency Management Director to implement measures to assist in evacuating the public and establishing traffic and access control points, implement Attachment 2, "Evacuation Controls Checklist."

NOTE

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

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

8.0 Attachments

- 8.1 Attachment 1, Public Warning Checklist
- 8.2 Attachment 2, Evacuation Controls Checklist
- 8.3 Attachment 3, Traffic and Access Control Point Guidelines and Locations
- 8.4 Attachment 4, Route Alerting Guidelines and Warning Messages
- 8.5 Attachment 5, Access Control Point Log

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

PUBLIC WARNING CHECKLIST

Attachment 1

(Page 1 of 5)

Name	Date
ACTION	TIME/LOG

I. Prompt Notification Systems

1. Ensure the Sheriff's Office Dispatcher activates all the sirens in the 10 mile EPZ as follows:
 - a. The Dispatcher should activate the siren system in accordance with Annex W, Procedure 23, "Activation of the Public Warning System."
 - b. The Dispatcher should then check the siren status report to ensure all sirens activated. If the report indicates a siren(s) failed to operate, the Emergency Management Director should be informed in the event route alerting is deemed appropriate.
 - c. If the entire siren system fails, the Dispatcher should notify STPEGS and request they attempt to activate the system from the control console in the EOF. If STPEGS is unable to activate the sirens, notify the Emergency Management Director so route alerting can be immediately initiated.

2. Ensure that Radio Station KMKS has been notified to activate the alert radios.

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

PUBLIC WARNING CHECKLIST

Attachment 1

(Page 2 of 5)

ACTION

TIME/LOG

3. Ensure the approved EAS message was faxed to Radio Stations KMKS, KIOX and KXGJ for dissemination to the public. _____
 - a. The broadcasts made by the radio stations should be monitored for completeness and accuracy.
 - b. If the EAS message is not being announced correctly, contact the radio station and inform them of the corrections needed.

4. If supplementary public notification methods are deemed appropriate by the Emergency Management Director, ensure: _____
 - a. Route alerting is accomplished as identified in Section II of this checklist.

NOTE

If assistance is needed to perform route alerting and with permission of the Emergency Management Director, contact DPS, Pierce to obtain additional resources.

- b. The Community Alert Network is implemented in accordance with Annex W, Procedure 23, "Activation of the Public Warning System."
- c. The Cable Television Warning System is implemented in accordance with Annex W, Procedure 23, "Activation of the Public Warning System."

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

PUBLIC WARNING CHECKLIST

Attachment 1

(Page 3 of 5)

ACTION

TIME/LOG

II. Route Alerting

1. When directed by the Emergency Management Director, ensure route alerting units are dispatched to provide information to the public.
 - a. Routes should be selected based on the zones where public protective actions have been recommended and whether backup notifications are required due to full or partial failure of the primary public warning systems.

NOTE

The primary public warning systems include the siren system, alert radio system, and Emergency Alert System. A full or partial failure of any of these systems warrants the implementation of route alerting. All routes initiated due to a failure of one or more of these systems must be completed within 45 minutes from the time the decision was made by the Emergency Management Director to implement public protective actions. If the alert radio system fails to operate, use Figure 1, "Siren Locations," from the Annex W, Plan Tab 1 to determine those areas outside of siren coverage that would require route alerting.

- b. Route alerting units may be comprised of Law Enforcement, Game Wardens, or Fire Department personnel.
- c. Emergency vehicles used for route alerting shall be equipped with public address systems, flashing warning lights, and radios.

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

PUBLIC WARNING CHECKLIST

Attachment 1

(Page 4 of 5)

ACTION

TIME/LOG

2. Route alerting units should be issued a "Warning and Traffic Control Kit" and be briefed on:
 - a. Their areas of responsibility.
 - b. The need to follow the instructions provided in Attachment 4, "Route Alerting Guidelines and Warning Messages" of this procedure.
 - c. Radiation exposure control measures as provided in Annex W, Procedure 42, "Exposure Control for Emergency Workers."
3. Once their routes have been completed and if conditions permit, have each vehicle remain in its assigned area, broadcasting emergency information until:
 - a. All residents have taken shelter, if shelter is being recommended, or
 - b. Evacuation is complete, if evacuation has been recommended, or
 - c. Recalled or reassigned by the Dispatcher.
4. If available, the Sheriff's Office boat should be placed on the Colorado River near Bay City and be directed to head South to the Intracoastal Waterway, alerting all river traffic encountered. It should then traverse the Intracoastal Waterway alerting traffic encountered on the Waterway up to four miles in both directions from the FM 2031 swing bridge.

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

PUBLIC WARNING CHECKLIST

Attachment 1

(Page 5 of 5)

ACTION	TIME/LOG
<p>5. With permission from the Emergency Management Director, obtain additional assistance for alerting areas inaccessible by road.</p> <ul style="list-style-type: none">a. Instruct the U.S. Coast Guard to issue an alerting message over marine band radio and to dispatch craft to patrol the Intracoastal Waterway and Tres Palacios Bay.b. Contact local Game Wardens and, if available, request their assistance in patrolling local waterways to notify any boaters in the affected zones of the recommended protective actions.c. If additional resources are needed to alert the public on local waterways, contact the Fire Services Coordinator and determine the availability of Fire Department volunteers with boats who are willing to assist in this process. If volunteers are available, ensure they are briefed and assigned to designated areas before being dispatched.	
<p>NOTE</p> <p>Each vehicle, including boats, used for route alerting shall have radio communications with County Officials in order to be informed of changes in assignment or in the recommended protective actions.</p>	
<p>6. If a radiation release occurred from STPEGS during the emergency, ensure that each route alerting unit is checked for contamination at an Emergency Worker monitoring and decontamination facility located at the Reception Centers in Palacios and/or Bay City, once the unit is released from duty at the end of a shift or at the termination of the emergency.</p>	
<p>7. Ensure each route alerting unit turns in their documentation, dosimetry, and contents of their "Warning and Traffic Control Kit" to the County EOC upon completion of their assignment.</p>	

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

EVACUATION CONTROLS CHECKLIST

Attachment 2

(Page 1 of 6)

Name	Date
ACTION	TIME/LOG

I. Traffic and Access Control

1. When directed by the Emergency Management Director, ensure Traffic and Access Control Point (TACP) units are dispatched to establish evacuation controls.
 - a. TACPs should be selected based on the zones where public protective actions have been recommended.

NOTE

All TACPs should be established in time to perform their functions before the arrival of evacuation traffic. Refer to Figure 1, "Evacuation Routes and Traffic Control Points," from the Annex W, Plan Tab 3 to determine specified locations of all pre-selected TACPs.

- b. The following locations are recommended as TACPs if an evacuation of just a 2 mile radius is being implemented:
 - Intersection of FM 521 and FM 2668
 - Intersection of FM 521 and FM 1468
 - Intersection of FM 521 and CR 392

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

EVACUATION CONTROLS CHECKLIST

Attachment 2

(Page 2 of 6)

ACTION

TIME/LOG

- c. The TACPs listed in Attachment 3 of this procedure can be used as a basis for assigning units to control the evacuation of the public in a 10 mile radius of the STPEGS. The following locations are recommended as TACPs if an evacuation of just a 5 mile radius is being implemented:

- Intersection of CR 242 road and St. Hwy. 60
- Intersection of FM 521 and FM 2668
- Intersection of CR 411 and FM 1468
- Intersection of FM 1095 and CR 358
- Intersection of FM 1095 and FM 521
- Intersection of FM 1095 and CR 380
- Intersection of FM 1095 and CR 391
- Intersection of FM 2668 and FM 3057
- Colorado River at the Riverside Park
- Colorado River at the South end of Selkirk Island

NOTE

If assistance is needed to establish the necessary TACPs and with permission of the Emergency Management Director, contact DPS, Pierce to obtain additional resources.

2. TACP units should be issued a "Warning and Traffic Control Kit" and be briefed on:
- a. Their assigned TACP.
 - b. The need to follow the instructions provided in Attachment 3, "Traffic and Access Control Point Guidelines and Locations" of this procedure.

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

EVACUATION CONTROLS CHECKLIST

Attachment 2

(Page 3 of 6)

ACTION

TIME/LOG

- c. Radiation exposure control measures as provided in Annex W, Procedure 42, "Exposure Control For Emergency Workers." _____
- d. Where to obtain additional roadblocks or barriers if needed.
3. Determine the need for waiving normal traffic regulations, such as changing two-way streets to one-way, allowing the use of unlicensed vehicles, etc., if necessary to implement a more timely evacuation.

NOTE

If certain traffic regulations are waived, ensure that this information is included in EAS messages, as well as the time period in which the waivers are valid.

4. Coordinate with the Emergency Management Director and the Environmental Health Director to determine organizations which will be allowed access to affected zones. These may include:
- STP Nuclear Operating Company
 - Reliant Energy Incorporated, or its subcontractors
 - AEP CPL, or its subcontractors
 - The U.S. Nuclear Regulatory Commission
 - Ambulance, fire, law enforcement, and rescue personnel
 - Bureau of Radiation Control
 - Texas Department of Public Safety personnel
5. Coordinate with the Bureau of Radiation Control (BRC) to phase BRC Contamination Control Team personnel in with appropriate TACP units. The BRC personnel will be responsible for issuing dosimetry to members of the public who receive authorization to reenter the evacuated areas. _____

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

EVACUATION CONTROLS CHECKLIST

Attachment 2

(Page 4 of 6)

ACTION **TIME/LOG**

- | | | |
|----|---|-------|
| 6. | If a radiation release occurred from STPEGS during the emergency, ensure that each TACP unit is checked for contamination at an Emergency Worker monitoring and decontamination facility located at the Reception Centers in Palacios and Bay City, once the unit is released from duty at the end of a shift or at the termination of the emergency. | _____ |
| 7. | Ensure each TACP unit turns in their documentation, dosimetry, and contents of their "Warning and Traffic Control Kit" to the County EOC upon completion of their assignment. | _____ |

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

EVACUATION CONTROLS CHECKLIST

Attachment 2

(Page 5 of 6)

<u>ACTION</u>	<u>TIME/LOG</u>
II. Evacuation Assistance	
1. Coordinate with the Transportation Officer for transporting special populations.	_____
2. The primary evacuation routes for evacuating the public are:	N/A
a. FM 521 East and West	
b. FM 2668 North	
c. FM 1468 North	
d. FM 1095 North	
e. FM 2853 South	
f. St. Hwy. 35 East and West	_____
g. St. Hwy. 60 North	
h. Colorado River, North and South	
3. If inclement weather or flooding exists, ensure the Communications Officer with assistance from the Texas Department of Public Safety and Department of Highways and Public Transportation review the primary evacuation routes and determine alternate routes or actions that may be appropriate to ensure passability of evacuating vehicles.	
4. If STPEGS requires assistance in transporting personnel from the plant site, ensure the Communications Officer establishes pick-up, delivery locations, and evacuation routes in concert with recommendations of the STPEGS Emergency Director.	

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

EVACUATION CONTROLS CHECKLIST

Attachment 2

(Page 6 of 6)

ACTION

TIME/LOG

5. Ensure that tow truck services are obtained to remove any impediments that are reported to be blocking evacuation routes.
 - a. Impediments could include vehicle breakdowns, traffic accidents, trees or other debris that blocks the highway in a manner which severely restricts evacuation traffic flow.
 - b. Tow truck personnel should be issued dosimetry and briefed on radiation exposure controls by the Environmental Health Director prior to entering the 10 mile EPZ.

6. Ensure the Fire Services Coordinator is notified of any fires or requests for rescue reported by members of the public. If response is required inside the 10 mile EPZ, the Environmental Health Director should determine possible exposure levels and stay times if applicable of the responding fire department personnel. If it appears that stay times will be exceeded, mutual aid fire department personnel should be used to replace the initial responders at the scene.

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

TRAFFIC and ACCESS CONTROL POINT GUIDELINES AND LOCATIONS

Attachment 3

(Page 1 of 5)

GUIDELINES:

Traffic and access control point personnel assigned by County Officials should follow these guidelines:

1. Prior to dispatch, obtain a "Warning and Traffic Control Kit" at the County EOC and ensure you fully understand the briefing instructions on your assigned control point and on radiation exposure control measures. Then proceed to your assigned control point as quickly as possible.
2. Once at your control point location, turn on your flashing warning lights and proceed as follows:
 - a. Park the car on the side of the road near the intersection or assigned control point locations.
 - b. Place a roadblock or barrier across the incoming lane of traffic to restrict access to the evacuated areas. Traffic cones may suffice if a roadblock or barrier is unavailable.
 - c. If traffic is to flow in only one direction at an intersection, align traffic cones in an arc across the roadway in a manner which sends vehicles in the proper direction. Refer to the "Designated Evacuation Routes and Traffic Control Points" map provided in the kit you obtained at the EOC.
 - d. Remain in your vehicle with the windows rolled up and outside vents closed, unless required to assist motorists, answer questions, or provide traffic control signals at intersections.
3. Control access to the evacuated areas as follows:
 - a. Vehicles attempting to enter the zone should be stopped and asked for proper identification.

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

TRAFFIC and ACCESS CONTROL POINT GUIDELINES AND LOCATIONS

Attachment 3

(Page 2 of 5)

- b. Make radio contact with the County EOC/Sheriff's Office Dispatcher if in doubt as to whether a vehicle should be permitted to pass and ask if access should be allowed. The following organizations may get authorization to pass:
 - STP Nuclear Operating Company
 - The U.S. Nuclear Regulatory Commission
 - Ambulance, fire, law enforcement, and rescue personnel Bureau of Radiation Control
 - Texas Department of Public Safety
 - Other individuals with valid business in the evacuated zone may be permitted to enter on a case by case basis.
 - c. BRC Contamination Control Team personnel (who will staff the access control points) should issue dosimetry to individuals receiving authorization from the County EOC to enter the evacuation zone. If the BRC has not arrived, ask the EOC whether the individuals should report to the EOC to receive dosimetry prior to entering the zone.
 - d. Information regarding the occupants of each vehicle permitted access should be obtained and documented on Attachment 5, "Access Control Point Log."
4. Remain at your assigned control point until directed otherwise by County Officials.
- a. Read your pocket dosimeters on a periodic basis and notify the County EOC/Sheriff's Office Dispatcher if the readings approach the administrative limits.
 - b. Be sure you are updated on event conditions on at least an hourly basis by the County EOC/Sheriff's Office Dispatcher. If you have not received an update, request one.

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

TRAFFIC and ACCESS CONTROL POINT GUIDELINES AND LOCATIONS

Attachment 3

(Page 3 of 5)

5. Once the emergency is over or it is the end of your shift, proceed as appropriate:
 - a. If a radiation release from STPEGS had occurred, go to the nearest Reception Center, i.e., Palacios High School in Palacios or McAllister Junior High School in Bay City, for monitoring and decontamination (if necessary) at the Emergency Worker Facility being run by the Matagorda County Environmental Health Department with technical support provided by the Bureau of Radiation Control.
 - b. Return to the County EOC and report to the Environmental Health Director. Turn in all event paperwork, radiation dosimetry, and the contents of the "Warning and Traffic Control Kit."

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

TRAFFIC and ACCESS CONTROL POINT GUIDELINES AND LOCATIONS

Attachment 3

(Page 4 of 5)

LOCATIONS

Traffic and Access Control Points may be located at, but not limited to, the following locations:

<u>DESIGNATOR</u>	<u>LOCATION</u>
CP1	Intersection of FM 521 and FM 2668
CP2	Intersection of FM 521 and FM 1468
CP3	Intersection of FM 521 and CR 391
CP4	Intersection of FM 521 and FM 1095
CP5	Intersection of FM 1095 and FM CR 358
CP6	Intersection of CR 242 and Rt. 60
CP7	Intersection of FM 1468 and CR 411
CP8	Intersection of FM 1095 and CR 380/CR 381
CP9	Intersection of FM 1095 and CR 391
CP10	Intersection of FM 2668 and FM 3057
CP11	Intersection of FM 1095 and CR 354
CP12	Intersection of FM 521 and SH 60
CP13	Intersection of FM 2078 and SH 60 in Wadsworth
CP14	Intersection of FM 1095 and CR 411
CP15	Intersection of FM 521 and FM 2853
CP16	Intersection of FM 2668 and SH 60
CP17	Intersection of FM 1468 and SH 35
CP18	Intersection of FM 1095 and SH 35
CP19	Intersection of FM 521 and SH 35
CP20	Intersection of FM 2853 and CR 323 to SH 35
CP21	Intersection of FM 521 and CR 364 at the Palacios River
CP22	Intracoastal Waterway 3 miles east of Matagorda Locks at the waterway exit into East Matagorda Bay

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

TRAFFIC and ACCESS CONTROL POINT GUIDELINES AND LOCATIONS

Attachment 3

(Page 5 of 5)

<u>DESIGNATOR</u>	<u>LOCATION</u>
CP23	Intersection of FM 2031 and the Intracoastal Waterway at the swing bridge
CP24	Colorado River at the intersection with the Intracoastal Waterway
CP25	Intracoastal Waterway at the McNabb Island Cut
CP26	Intracoastal Waterway at the Rattlesnake Island Cut
CP27	Entrance to the Intracoastal Waterway at Tres Palacios Bay (East)
CP28	Tres Palacios River and Tres Palacios Bay at Collegeport
CP29	Riverside Park

Note: Refer to the "Designated Evacuation Routes and Traffic Control Points" map for these locations, which is provided in the Warning and Traffic Control Kit.

**WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL
Procedure 22**

**ROUTE ALERTING GUIDELINES AND WARNING MESSAGES
Attachment 4
(Page 1 of 3)**

GUIDELINES

Route alerting units assigned by County Officials should follow these guidelines:

1. Prior to dispatch, obtain a "Warning and Traffic Control Kit" at the County EOC and ensure you fully understand the briefing instructions on your assigned route and on radiation exposure control measures. Then proceed to your designated route as quickly as possible.
2. Once you begin your route, turn on your flashing warning lights and proceed as follows until you've reached the end of the route:
 - a. Travel vacant distances as quickly as possible.
 - b. If vehicles are encountered, stop them and relay the appropriate warning message, i.e., in-place shelter or evacuation, as provided in this attachment.
 - c. At housing or places of business where the general public could be located, slow down or stop, then initiate a brief siren signal to get their attention followed by a public address announcement of the appropriate warning message as provided in this attachment.
3. After completing your assigned route (zone), make radio contact with the County EOC/Sheriff's Office Dispatcher and identify yourself, the route you just completed, and any problems you may have identified.
4. Unless reassigned or recalled, backtrack your route repeating the warning in accordance with Step 2 above.
 - a. Attempt to ascertain that everyone in the zone has received the warning information.
 - b. If evacuation was recommended, note the presence and locations of residents who do not leave.

**WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL
Procedure 22**

ROUTE ALERTING GUIDELINES AND WARNING MESSAGES

Attachment 4

(Page 2 of 3)

5. Once you have completed backtracking the route, make radio contact with the County EOC/Sheriff's Office Dispatcher and identify yourself, that you've completed a second pass of your route, and that you are standing by for further instructions. In addition, if evacuation was recommended and there were residents who did not leave, report this data to the EOC/Dispatcher also.
6. If requested, remain in the assigned area broadcasting emergency information as needed.
 - a. Read your pocket dosimeters on a periodic basis (roughly 30 minutes) and notify the County EOC/Sheriff's Office Dispatcher if the readings approach the administrative limits.
 - b. Be sure you are updated on event conditions on at least an hourly basis by the County EOC/Sheriff's Office Dispatcher. If you have not received an update, request one.
7. If you are reassigned to a traffic and access control point, follow the guidelines in Attachment 3 of this procedure as appropriate.
8. Once the emergency is over or it is the end of your shift, proceed as appropriate:
 - a. If a radiation release from STPEGS had occurred, go to the nearest Reception Center, i.e., Palacios High School in Palacios or McAllister Junior High School in Bay City, for monitoring and decontamination (if necessary) at the Emergency Worker Facility being run by the Matagorda County Environmental Health Department with technical support provided by the Bureau of Radiation Control.
 - b. Return to the County EOC and report to the Environmental Health Director. Turn in all event paperwork, radiation dosimetry, and the contents of the "Warning and Traffic Control Kit."

**WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL
Procedure 22**

ROUTE ALERTING GUIDELINES AND WARNING MESSAGES

Attachment 4

(Page 3 of 3)

WARNING MESSAGES:

1. **IN-PLACE SHELTER:**

"Your attention please! The South Texas Project nuclear power plant is experiencing operational problems.

Please go inside and close all doors and windows, turn off outside sources of ventilation. Tune to KMKS 102.5 FM, KIOX 96.9 FM or KXGJ 101.7 FM radio for further information."

2. **EVACUATION:**

"Your attention please! The South Texas Project nuclear power plant is experiencing operational problems. For your safety, evacuate. Please read the evacuation information in your local phone book, or on public information postings.

You should evacuate in a (Northerly, Southerly, Easterly, Westerly) direction on highway (number or name) to the Reception Center at (name of Center-McAllister Junior High School or Palacios High School).

NOTE

You must select the appropriate information to fill in for the shaded text above.

There is no need to hurry, but don't waste time. Go as soon as you can get ready. Tune to KMKS 102.5 FM, KIOX 96.9 FM or KXGJ 101.7 FM radio for further information."

**WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL
Procedure 22**

ACCESS CONTROL POINT LOG

Attachment 5

(Page __ of __)

Officer in Charge

Location of Control Point

Date

Entry Time	Vehicle License No.	Dos. or TLD Y/N	Name	Destination/ Representing	Exit Time

This form may be replaced with a Bureau of Radiation Control form upon the arrival of the BRC Contamination Control Team.