

31166516/21808

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**

ACTIVATION OF THE PUBLIC WARNING SYSTEM

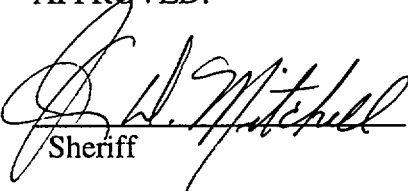
Procedure 23

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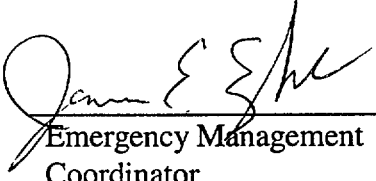
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Effective Date: August 31, 2000

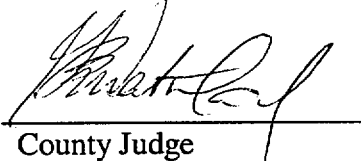
APPROVED:



Sheriff



Emergency Management
Coordinator



County Judge

ACTIVATION OF THE PUBLIC WARNING SYSTEM

Procedure 23

1.1.0 Purpose

- 1.1 This procedure provides specific requirements to activate the Public Warning System upon approval from the Emergency Management Director.
- 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.

2.2.0 Discussion

- 2.1 The Public Warning System consists of two (2) components as follows:

2.1.1 The Prompt Notification System

2.1.1.1 The primary method includes:

- a. The Siren System consists of 32 sirens in various locations in and around the ten (10) mile Emergency Planning Zone (EPZ).
- b. Alert Radios, preset to KMKS FM, 102.5 MHZ, are placed in the homes of residents, industrial, recreational and special facilities within the 10-mile EPZ of the South Texas Project Electric Generating Station (STPEGS). These Alert Radios are activated by KMKS upon transmission of an Emergency Alert System (EAS) message.

2.1.1.2 Supplemental methods include:

- a. The Community Alert Network (CAN) is an electronic auto dialer. CAN notifies, via telephone, the residents within the 10-mile EPZ of the STPEGS. The CAN is activated when directed by the Emergency Management Director.

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- b. Route Alerting will be used if or in the event of a failure of any of the primary notification systems. This could be used to notify agricultural and oil and gas production areas within the 10 mile EPZ. Law Enforcement personnel with assistance from other agencies as required will be dispatched to cover specific areas. Also, in the event the EAS can not be utilized, or as a complement to that system, the County's mobile public address units (route alerting) will be dispatched to provide information to the public

2.1.2 The Emergency Alert System

2.1.2.1 The Emergency Alert System (EAS), is a method of transmitting emergency messages across radios and television. The EAS process is covered in detail in the Emergency Management Plan, Annex W, Procedure 63, "Emergency Alerting System Messages and News Advisories."

2.1.2.2 An EAS message regarding a STPEGS emergency should always be issued following the activation of the 10 Mile EPZ Siren System.

2.1.2.3 The backup Emergency Alert System (EAS) is a method of activating the alert radios and reading messages over the airways from the Matagorda County Sheriff's Dispatch Office (see Attachment 4 for instructions on backup EAS activation).

2.2 In addition to the Public Warning System, the local cable company can broadcast emergency information using the Emergency Alert System and the Local Origination (Information) Channel. It is initiated upon direction of the Emergency Management Director or designee.

2.3 The activation of the Public Warning System is the responsibility of the Sheriff's Office. It is initiated upon direction of the Emergency Management Director or designee.

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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 20, "Sheriff's Office Dispatcher"
- 3.4 Emergency Management Plan, Annex W, Procedure 21, "Communications Officer"
- 3.5 Emergency Management Plan, Annex W, Procedure 22, "Warning and Evacuation/Traffic and Access Control"
- 3.6 Emergency Management Plan, Annex W, Procedure 63, "Emergency Alerting System Messages and News Advisories"
- 3.7 Matagorda County Emergency Response Call List

4.0 Equipment Required

- 4.1 None.

5.0 Precautions and Limitations

- 5.1 The Siren System's ATTACK and FIRE buttons shall not be used to identify a STPEGS emergency, however, they can be used by local officials in the event of other types of emergencies.

6.0 Prerequisites

- 6.1 Activation of the Public Warning System for a STPEGS emergency requires pre-approval from the Emergency Management Director.

7.0 Procedure

- 7.1 To activate the Siren System, implement Attachment 1, "Siren System Operations Guide."

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- 7.2 To activate the Alert Radios, contact radio station KMKS.

NOTE

The Siren System, Alert Radios, and Emergency Alert System make up the primary method for notifying the public within 15 minutes of the decision to recommend protective actions by the County Emergency Management Director. The Community Alert Network (CAN), although a supplemental alerting method, will be activated in conjunction with the primary systems. If the Alert Radios fail to function, implement route alerting in accordance with Annex W, Procedure 22, "Warning and Evacuation/Traffic and Access Control," as backup means to notify the public.

- 7.3 To activate the Community Alert Network (CAN) implement Attachment 2, "Community Alert Network (CAN) Utilization Guide."
- 7.4 To activate the Cable Television Warning System, implement Attachment 3, "Cable Television Warning Systems."

8.0 Attachments

- 8.1 Attachment 1, Siren System Operations Guide
- 8.2 Attachment 2, Community Alert Network (CAN) Utilization Guide
- 8.3 Attachment 3, Cable Television Warning Systems
- 8.4 Attachment 4, Backup Emergency Alert System Activation Instructions

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SIREN SYSTEM OPERATIONS GUIDE

Attachment 1

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The Siren System is activated by a key on the Computer Central Station Controller Model 860 Command Console.

1.0 Key Activation of the Siren System

- 1.1 Insert the key in the Computer Central Station Controller Model 860 control panel located above EMERGENCY ENABLE. (Key is attached to the control panel.)
- 1.2 Rotate the key clockwise. The ALERT, ATTACK, FIRE, and CANCEL buttons will illuminate. DO NOT remove the key until activation is complete.

CAUTION

Completion of the following steps will activate all 32 sirens within or near the STPEGS 10 mile Emergency Planning Zone (EPZ).

- 1.3 Depress the appropriate button:
 - a. The ALERT button is used for declared emergencies at STPEGS and hurricanes.
 - b. The ATTACK button is used for nuclear war.
 - c. The FIRE button is used for fires.
- 1.4 When the appropriate button (e.g. ALERT, ATTACK, FIRE) is depressed, the activation signal is sent to all 32 sirens.
- 1.5 Should the signal not transmit, re-perform steps 1.2 and 1.3 above. If activation occurs, continue with step 1.6. If after re-performing steps 1.2 and 1.3, activation is not accomplished, contact the Communications System Supervisor at the STPEGS Emergency Operations Facility.

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SIREN SYSTEM OPERATIONS GUIDE

Attachment 1

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NOTE

If the wrong button, ALERT, ATTACK, or FIRE, was pushed by mistake, push the CANCEL button. This will deactivate the signal transmission. If the CANCEL button is not pushed, the sirens will automatically deactivate after three (3) minutes.

- 1.6 Turn the key counterclockwise until the ALERT, ATTACK, FIRE and CANCEL button lights no longer illuminate.
- 1.7 To poll the sirens, perform the following steps:
 - a. Select status on the computer screen, using the mouse click on the "STATUS" icon.
 - b. The command POLL, GROWL and RESET STAT will appear on the screen.
 - c. Using the mouse click on the "POLL" icon.
 - d. The message send POLL to siren *** (send or abort) will appear on the screen.
 - e. At this time click on *** SEND. This will POLL all 32 sirens automatically, if a specific siren address is desired, type in the alpha code for the siren to be polled and click on the "SEND" icon. This will poll the siren.

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SIREN SYSTEM OPERATIONS GUIDE

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NOTE

If the specific tests needs to be canceled click the mouse on the abort icon.

- 1.8 After the polling is complete a print out of the report is needed for STPEGS records. Perform the following steps:
 - a. Select reports on the computer screen, using the mouse click on the "REPORTS" icon.
 - b. From the menu displayed select (NEW ACTIVITIES).
 - c. With the mouse click on (NEW ACTIVITIES) this will automatically print out all new activities including date, time and operational status of each siren.

- 1.9 To restatus sirens perform the following steps:
 - a. Select STATUS on the computer screen, using the mouse click on the "STATUS" icon.
 - b. The command POLL, GROWL, and RESET STAT will appear on the screen.
 - c. Using the mouse click on RESET STAT.
 - d. The message send RESET STAT to siren *** (send, abort) will appear.
 - e. Click on send to RESET STAT on all 32 sirens.

- 2.0 At this time repeat step 1.8 this should give a RF OKAY status on the print out of all 32 sirens.

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SIREN SYSTEM OPERATIONS GUIDE SIRENS WITH LOCATIONS Attachment 1 (Page 4 of 4)

<u>SIREN #</u>	<u>LOCATION OF THE SIREN</u>
AAA	Wadsworth Volunteer Fire Department
ABA	Selkirk North
ABB	Selkirk South
ABC	Matagorda Volunteer Fire Department
ABD	Matagorda Beach
ADA	Markham Volunteer Fire Department
ADB	El Maton
AEA	SH 35 at SH 71
AEB	Blessing Volunteer Fire Department
AEC	Tidewater Oaks
AED	Tres Palacios Volunteer Fire Department
AEE	Collegeport Volunteer Fire Department
ABE	FM 2668, 0.5 miles (South) of the entrance of Riverside Park
ABF	Selkirk Volunteer Fire Department
BAA	Celanese Road at FM 2668
BBA	CR 222
BAB	Highway 2078 at FM 2668
BBB	Equistar Plant (SH 60)
BAC	CR 244
BBC	CR 259
BAD	River Bend Boat Access
CAA	FM 1468 (Railroad Tracks)
CBA	CR 252
CAB	SH 35 at FM 521
CBB	FM 2853
CCA	FM 1095 at Tin Top
CCB	CR 385
CDA	CR 379
CDB	CR 323
CCD	West Side of Reservoir (STP)
CCE	East Side of Reservoir (STP)
CCF	FM 1468 (1.6 miles from SH 35)

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COMMUNITY ALERT NETWORK (CAN) UTILIZATION GUIDE

Attachment 2

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1.0 Initiate the telephone call as follows:

- 1.1 Obtain the password from the Emergency Management Director, Emergency Management Coordinator, or Sheriff.
- 1.2 Dial the number listed for CAN in the Matagorda County Emergency Response Telephone Directory.
- 1.3 A recorded message will ask for information. Wait for a **COMPUTER TONE PROMPT** before speaking, then provide the following information:
 - Your name.
 - Your password.
 - Your contractor (STP Nuclear Operating Company).
 - Your call back number.

If you **DO NOT** receive a **COMPUTER TONE PROMPT**:

- Call the 1-800 number listed in the Matagorda Emergency Response Telephone Directory.
 - Inform the person who answers that there is an emergency.
 - Leave your name and call back number.
- 1.4 Wait at the telephone you gave as a call back number for a CAN operator to respond back to you.

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COMMUNITY ALERT NETWORK (CAN) UTILIZATION GUIDE

Attachment 2

(Page 2 of 2)

2.0 Initiate the message as follows.

2.1 Instruct the operator to initiate one of the two following messages.

- Warning Message 1

"This is an emergency message from Matagorda County Officials. Tune your radio to KMKS 102.5 FM, KIOX 96.9 FM, or KXGJ 101.7 FM for further information. I repeat, this is an Emergency. Tune your radio to KMKS 102.5 FM, KIOX 96.9 FM or KXGJ 101.7 FM. Keep your telephone line open for further messages."

- Test Message (Only STP Nuclear Operating Company Employees will use this message).

"This is a test of the Community Alert Network. If this were an actual emergency, you would be asked to tune your radio to the Emergency Alert System Station. I repeat, this is only a test."

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CABLE TELEVISION WARNING SYSTEMS

Attachment 3

(Page 1 of 1)

There are two systems that can be activated to provide information over the local cable television network.

1.0 Emergency Alert System (for local cable)

- 1.1 The Emergency Alert System is an audio override system that is activated by calling a special telephone number and providing a code number. The telephone number and code number are kept in a sealed envelop in the Emergency Management Coordinator's Position Manual in the Matagorda County Emergency Operations Center (EOC).
- 1.2 After dialing the telephone number from any touch tone telephone, enter the code. This overrides all audio on the television. An audio message can then be provided to viewers concerning the emergency.

2.0 Local Information Channel - Channel 10

- 2.1 The Local Information Channel provides the capability to broadcast video information concerning an emergency. The information can display in a crawl line, can flash on, or a message can be scrolled on the screen. By scrolling, 256 spaces per page and 150 pages of information can be provided to viewers.
- 2.2 The system is activated by calling the Northland Cable Television Office and asking to speak to the Regional Manager. During off hour emergencies, the Manager, or an alternate, can be reached through the answering service. Inform the answering service that an emergency exists and ask that the Regional Manager or an alternate to the Regional Manager contact the Matagorda County EOC immediately. Provide a telephone number.
- 2.3 Information to be provided on the Local Information Channel can be faxed to the television station. The telephone number and fax number are provided in the Matagorda County Emergency Response Telephone Directory.

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BACKUP EMERGENCY ALERT SYSTEMS ACTIVATION INSTRUCTIONS

Attachment 4

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1.0 Backup Emergency Alert System Activation Instructions:

- 1.1 Energize both radio transmitter and ENDEC encoder before broadcast.
- 1.2 Activation steps for the ENDEC encoder:
 - a. The display will read MENU in the lower left corner----Press ENTER.
 - b. The arrow should be pointing to *ALERTS----Press ENTER.
 - c. The arrow should be pointing to ORIGINATE ALERT----ENTER.
 - d. To enter password, press ENTER four times.
 - e. To select TEMPLATE----Press the button underneath TEMPLATE.
 - f. The display will read OUTGOING TEMPLATE KMKS----Press ENTER
 - g. The display will read ADJUST TEMPLATE----Press the button underneath NO.
 - h. The display will read DURATION----Press ENTER.
 - i. The display will read KMKS ----Press ENTER.

NOTE

At this point, the radio should key up (red transmit light should be lit), and you will hear a series of attention tones.
THEN:

- 4.3 Transmission of the EAS message over KMKS airways:
 - a. Press the PTT button on the base of the microphone.
 - b. Speak clearly approximately six inches away from the microphone.

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BACKUP EMERGENCY ALERT SYSTEMS ACTIVATION INSTRUCTIONS

Attachment 4

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4.4 Termination of the EAS

At this point, you will hear another series of attention tones and then the radio will dekey (red transmit light will turn off). The broadcast is now complete.

- a. Press the button underneath END when your message is completed.
- b. Turn off the radio transmitter and ENDEC encoder.

NOTE

The EAS radios will automatically turn on upon activation of the EAS system.

31166518 / 71808

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**

MATAGORDA COUNTY SHERIFF

Procedure 24

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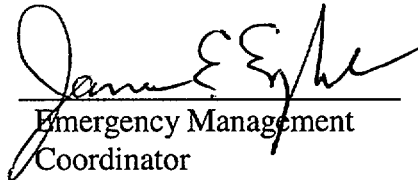
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	Attachment 2: Sheriff Deputies' Briefing Sheet	P-24-19
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Effective Date: August 31, 2000

APPROVED:



Sheriff



Emergency Management
Coordinator



County Judge

MATAGORDA COUNTY SHERIFF

Procedure 24

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by the Sheriff 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 Sheriff.

2.0 Discussion

- 2.1 The Sheriff or his designee directs law enforcement activities throughout the County during a County wide disaster.
- 2.2 The Sheriff serves as part of the Direction and Control Group when an emergency is declared in Matagorda County.
- 2.3 Responsibilities of the Sheriff include, but are not limited to the following:
 - 2.3.1 Ensuring 24 hour coverage of the local warning point and the capability of the warning point to communicate with various County and City departments and State agencies during emergency response and recovery.
 - 2.3.2 Overseeing the call out of the Matagorda County Emergency Response Organization.
 - 2.3.3 Assist with the setup of the Emergency Operations Center.
 - 2.3.4 Determining possible traffic and access control points and keeping the Sheriff's Office Dispatcher informed.
 - 2.3.5 Advising DPS, Pierce of types and quantities of law enforcement support that may be needed.
 - 2.3.6 Notifying Fire Chiefs in potentially affected areas of any support that may be needed.
 - 2.3.7 Maintaining regular and emergency communications systems.
 - 2.3.8 Determining if additional Communications personnel are required.

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- 2.3.9 Securing additional land line communications.
- 2.3.10 Coordinating the use of volunteer communication systems (amateur, industry, etc.).
- 2.3.11 Overseeing the activation of the public warning system involving sirens, community autodialer, and route alerting, when requested to implement these systems by the Emergency Management Director or designee.
- 2.3.12 Coordinating evacuation planning, and directing movement of people.
- 2.3.13 Directing Sheriff's Department personnel as needed in:
- Maintaining law and order.
 - Protecting life and property.
 - Enforcing existing and emergency laws, ordinances, court orders, policies, price controls, curfews.
 - Controlling access to affected emergency areas.
 - Assisting in rescue operations.
 - Establishing traffic and crowd control.
 - Performing weather watch service.
- 2.3.14 Assuring Sheriff's Office personnel are trained in radiological monitoring and are properly equipped.
- 2.3.15 Coordinating with other law enforcement agencies.
- 2.3.16 Maintaining procedures dealing with warning, communications, and law enforcement activities.
- 2.3.17 Ensuring Law Enforcement field teams (i.e., Sheriff Deputies, State Police, Local Police, etc.) are briefed on the responsibilities of the mission.
- 2.4 The **Local Warning Point** is the designated location where Matagorda County receives warning messages from local industries and the National Weather Service. The Matagorda County local warning point is the Sheriff's Office Dispatcher. This is the 24 hour notification point for declared emergencies at STPEGS.
- 2.5 **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.

MATAGORDA COUNTY SHERIFF

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- 2.6 **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 Operation and Activation."
- 3.4 Emergency Management Plan, Annex W, Procedure 14, "Protective Action Guides."
- 3.5 Emergency Management Plan, Annex W, Procedure 20, "Sheriff's Office Dispatcher."
- 3.6 Emergency Management Plan, Annex W, Procedure 21, "Communications Officer."
- 3.7 Emergency Management Plan, Annex W, Procedure 22, "Warning and Evacuation/Traffic and Access Control."
- 3.8 Emergency Management Plan, Annex W, Procedure 23, "Activation of the Public Warning System."

4.0 Equipment Required

- 4.1 None.

5.0 Precautions and Limitations

- 5.1 The public must be notified within 15 minutes of any decision by the Emergency Management Director to implement protective actions for the public.

6.0 Prerequisites

- 6.1 A declared emergency by the South Texas Project Electric Generating Station (STPEGS) Emergency Director has been received.

MATAGORDA COUNTY SHERIFF

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7.0 Procedure

- 7.1 When notified of an **Alert, Site Area Emergency or General Emergency** at the South Texas Project Electric Generating Station (STPEGS) by the Sheriff's Office Dispatcher, report to the EOC and implement Procedure 13, "Emergency Operations Center Concept of Operation and Activation," to activate the EOC.
- 7.2 Upon completion of set up of the EOC, implement Attachment 1, "Matagorda County Sheriff's Checklist." Use this checklist as a guide to assist in performing position responsibilities.

8.0 Attachments

- 8.1 Attachment 1, Matagorda County Sheriff's Checklist
- 8.2 Attachment 2, Sheriff Deputies' Briefing Sheet
- 8.3 Attachment 3, EOC Briefing Sheet
- 8.4 Attachment 4, Recovery Activities List
- 8.5 Attachment 5, Acronyms List

MATAGORDA COUNTY SHERIFF

Procedure 24

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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Name	Date
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ACTION	TIME/LOG
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I. ALERT

1. Report to the EOC and sign in on the Staffing Board. _____
2. Supervise the set up of the EOC by implementing Procedure 13, "Emergency Operations Center Concept of Operation and Activation." _____
3. Request Sheriff's Office staff to discontinue use of EOC facsimile equipment for the duration of emergency condition. _____
4. 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.
5. If available, meet with the Emergency Management Director and/or the Emergency Management Coordinator to review the status of the emergency.
6. Determine if additional communications personnel may be required as additional staffing. (Ham Radio operators, radio operators, etc.) Provide this information to the Emergency Management Coordinator, then ensure Communications Officer arranges for the necessary resources. LOG
7. Determine status of department staff available to support the emergency response.

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MATAGORDA COUNTY SHERIFF'S CHECKLIST

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ACTION	TIME/LOG
8. Ensure sufficient law enforcement staff are placed on standby for the following emergency duties: <ul style="list-style-type: none">• Joint Information Center Security• Reception Center Security and Traffic Control• Traffic and Access Control Points• Emergency Operations Center Security• Bureau of Radiation Control Staging Area Security	_____
9. If the STPEGS plant conditions are degrading, direct the Dispatcher to contact mobile units to report to the Environmental Health Director at the EOC, for issuance of Emergency Worker supplies.	_____
10. Consider law enforcement needs if South Texas Project Electric Generating Station (STPEGS) evacuation may be ordered.	_____
<div style="border: 1px solid black; padding: 5px;"><p>NOTE</p><p>If road barriers are needed, request assistance from the Precinct Barns and/or City Warehouses.</p></div>	
11. Report any personnel or equipment shortages to the Emergency Management Director or Emergency Management Coordinator.	N/A
12. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.	

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MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION

TIME/LOG

II. SITE AREA EMERGENCY

1. Complete activities in Section I, Alert, if not already completed. N/A
2. Direct the Communications Officer to have mobile units report to the Environmental Health Director at the EOC for issuance of Emergency Worker supplies. _____
3. Assign Sheriff Deputies (including reserves) to following emergency duties as needed:
 - Joint Information Center Security
 - Reception Center Security and Traffic Control
 - Traffic and Access Control Points
 - Emergency Operations Center Security
 - Route Alerting (if required), and BRC Staging Area.
4. Brief Law Enforcement field teams in conjunction with the Environmental Health Director (refer to Attachment 2, "Sheriff Deputies' Briefing Sheet" and to the Evacuation Warning Kits).
 - a. During patrol or route alerting for evacuation purposes, each field team should, if possible, note the location of residents or transients who decide not to evacuate and report this information to the Dispatcher.
 - b. Request the Dispatcher log this information and report it to you or the Communications officer.
 - c. Relay this information to the EOC staff during the hourly briefings.

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MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION

TIME/LOG

5. Obtain a copy of the latest Offsite Agency Notification Message Form and review the wind direction. Review Annex W, Procedure 22, "Warnings and Evacuation/Traffic and Access Control" to determine possible traffic and access control points in a five mile radius and down wind zones.
- a. If the wind direction has not been provided on the Offsite Agency Notification Message Form, ask the Emergency Management Coordinator to obtain this piece of data from the STPEGS.
 - b. If sheltering and/or evacuation has been recommended, determine the appropriate Traffic and Access Control Points and direct the Communications Officer to notify mobile units to report to the assigned points.
 - c. Coordinate closing FM 521 Park, Riverside Park, Rio Colorado Golf Course and Matagorda Beach with the Bay City Police, Game Wardens, and Precinct Constables, etc.
6. Obtain information from the Emergency Management Director or Coordinator concerning any STPEGS site evacuations and establish Traffic and Access Control Points to support the evacuation.

LOG

NOTE

The STPEGS will utilize a site evacuation scheme (Plan A-E) based on the wind direction and the activated Reception Center. Refer to STPEGS, OERP01-ZV-IN05, Site Evacuation located in the plant procedures or request assistance from the STPEGS Liaison.

7. When the need arises to initiate public warning, use Annex W, Procedure 23, "Activation of the Public Warning System" and:
- a. When deemed necessary by the Emergency Management Director, direct the Dispatcher to sound the sirens.

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MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION	TIME/LOG
b. Direct the Communications Officer to initiate activation of the Community Alert Network (CAN).	_____
8. If telephone contact with KMKS radio station cannot be established, activate the backup Emergency Alert System.	_____
9. Discuss with the Emergency Management Director and Emergency Management Coordinator the possible need to perform route alerting. If deemed necessary:	_____
a. Determine areas and populations for route alerting.	
b. Direct the Communications Officer to assign mobile units to perform route alerting for designated areas.	
10. Coordinate with the Environmental Health Director the distribution of dosimetry to Celanese and Equistar. Dispatch mobile units to deliver the dosimetry, as appropriate.	_____
11. If there are any shortages in equipment or manpower, arrange for augmented resources with DPS, Pierce.	_____
12. If the Fire Services Coordinator is unavailable, direct the Communications Officer to notify Fire Chiefs in potentially affected areas of the change in classification and the possible need to support an evacuation.	LOG
13. If traffic on the Intracoastal Waterway and Colorado River needs to be stopped, then:	_____
a. Dispatch the Sheriff's Office and/or Game Wardens boats to warn craft on the Waterway four miles on either side of the FM 2031 swing bridge at the town of Matagorda.	
b. Notify the Coast Guard requesting assistance to restrict river and intracoastal waterway traffic.	

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MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION	TIME/LOG
14. If the emergency is of long duration, perform shift turnovers in accordance with Section IV of this checklist.	N/A
15. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of the checklist.	N/A

MATAGORDA COUNTY SHERIFF

Procedure 24

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

(Page 7 of 13)

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. | Discuss with the Emergency Management Director or the Emergency Management Coordinator the need to initiate public warning. Use Annex W, Procedure 23, "Activation of the Public Warning System" and: | |
| a. | When deemed necessary by the Emergency Management Director, direct the Dispatcher to sound the sirens. | _____ |
| b. | Direct the Communications Officer to initiate activation of the Community Alert Network (CAN). | _____ |
| 3. | Confer with the Emergency Management Director and the Emergency Management Coordinator to determine which Protective Response Zones are to be evacuated or sheltered. | _____ |
| 4. | Review Annex W, Procedure 22, "Warning and Evacuation/Traffic and Access Control" to determine locations of traffic and access control points. | _____ |
| a. | Review the Traffic and Access Control Points with the Environmental Health Director to ensure no personnel will be placed in highly contaminated or hazardous areas. | _____ |
| b. | Direct the Communication Officer to assign mobile units or other Law Enforcement and support personnel to the Traffic and Access Control Points. | _____ |

MATAGORDA COUNTY SHERIFF

Procedure 24

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

(Page 8 of 13)

ACTION

TIME/LOG

NOTE

If traffic and access control points had been previously established, ensure they still meet the needs of the current protective actions. If not, direct the Communications Officer to move those affected mobile units to new traffic and access control points desired for the current response efforts.

- c. Direct the Status Board Keeper to indicate locations of control points on the Status Board and log the locations in your Emergency Action Log. _____
- 5. Initiate route alerting to special populations or the general public as directed by the Emergency Management Director or Coordinator. _____
 - a. Route alerting shall be performed in accordance with Procedure 22, "Warning and Evacuation/Traffic and Access Control."
 - b. Direct the Communications Officer to assign mobile units to begin route alerting as needed to meet the requests of the Emergency Management Director.

NOTE

The Public Information material includes two placards. The resident has been instructed to put the appropriate placard in the window or door when they have been notified or if they require assistance of an emergency at the STPEGS.

- 6. At the completion of their assigned task or shift, direct route alerting and traffic and access control personnel to a Reception Center for decontamination should they be potentially contaminated. _____

MATAGORDA COUNTY SHERIFF

Procedure 24

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

(Page 9 of 13)

ACTION	TIME/LOG
7. If the Fire Services Coordinator is unavailable, direct the Communications Officer to notify the Fire Chiefs in potentially affected areas of the emergency classification and the possible need of their support during an evacuation.	_____
8. Contact DPS, Pierce to advise them of the activities underway relating to public warning and protective actions, and to ensure the State EOC has made provisions to stop air, waterway, and rail traffic, with exceptions, should the County be currently involved in search and rescue or similar activities.	LOG
9. If normal teletype (TLETS) or radio communications are not sufficient, establish other communications with DPS, Pierce.	LOG
10. Keep Status Board Keeper and Public Information Staff informed of significant events.	_____
11. When requested by the Emergency Management Director to provide a status update at the hourly EOC briefing, provide the information in Attachment 3, "EOC Briefing Sheet" plus any additional information of value to the EOC staff.	N/A
12. Interface with the Environmental Health Director to determine special access restrictions to the evacuated areas. Forward this information to the Dispatcher or Communications Officer for distribution to field personnel.	_____
13. Interface with the Sheriff's Office Dispatcher concerning the status of dispatched units to traffic and access control points, and inform the following: a. Emergency Management Coordinator, b. Status Board Keeper for posting on the Event Status Board, and; c. Public Information Staff.	_____

MATAGORDA COUNTY SHERIFF

Procedure 24

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1
(Page 10 of 13)

ACTION	TIME/LOG
14. Advise Law Enforcement and support personnel to report back to the EOC for debriefing prior to shift turnover.	_____
15. 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

MATAGORDA COUNTY SHERIFF

Procedure 24

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1
(Page 11 of 13)

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. | Manpower Status. | |
| e. | Locations of Traffic and Access Control Points. | |
| f. | Location of the Activated Reception Center. | |
| g. | Any Action Items. | |
| 2. | Inform the Emergency Management Coordinator of the transfer of responsibilities to the oncoming shift replacement. | _____ |
| 3. | Inform the Sheriff's Officer Dispatcher of your shift replacement. | _____ |
| 4. | Update Staffing Board. | _____ |
| 5. | Agree to your return time. | _____ |
| 6. | Document names, date and time of turnover. | LOG |

MATAGORDA COUNTY SHERIFF

Procedure 24

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1
(Page 12 of 13)

ACTION

TIME/LOG

V. RECOVERY

- | | | |
|----|---|-------|
| 1. | Develop a list of activities and tasks which should be completed as part of recovery effort using Attachment 4, "Recovery Activities List." | _____ |
| 2. | Provide a copy of the Recovery Activities List to the Emergency Management Coordinator. | _____ |
| 3. | Assist in the development of recovery plans. | LOG |
| 4. | Maintain logs until termination of the event. | N/A |

MATAGORDA COUNTY SHERIFF

Procedure 24

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1
(Page 13 of 13)

ACTION

TIME/LOG

VI. TERMINATION

1. When informed by the Emergency Management Director that access and control requirements are no longer needed, confer with the Environmental Health Director as to whether additional personnel monitoring of individuals from the field should be conducted at the Reception Center. _____
 - a. Direct the Dispatcher or Communications Officer to inform Law Enforcement and support personnel of any special monitoring requirements. _____
2. Provide a list of supplies or forms needing replenishing to the EOC Administrative Assistant. _____
3. 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.
4. Write a summary of actions taken during event, with input from the Dispatcher, Communications Officer, and Law Enforcement Field Teams. _____
5. Provide the summary to the Emergency Management Coordinator. _____
6. Turnover all documentation generated during the emergency to the EOC Administrative Assistant. _____

MATAGORDA COUNTY SHERIFF

Procedure 24

SHERIFF DEPUTIES' BRIEFING SHEET Attachment 2 (Page 1 of 2)

1. Reception Center

- Traffic Control

Direct vehicles and evacuees through the facility.

Ensure emergency vehicles (e.g., ambulances and wheelchair vans) enter the Reception Center using a separate entrance.

Coordinate traffic control and security with either the Bay City or Palacios Police Department.

- Facility Security

Ensure internal and external facility operations are maintained.

Control access to contaminated parking areas and decontamination operations.

Ensure evacuees do not enter the American Red Cross' "Registration Center" without a designated white slip of paper.

2. Joint Information Center (JIC)

- Ensure media representative(s) present proper identification prior to facility entry.
- Maintain a physical presence in and around the facility.
- Communicate any civil disturbances or emergency services requirements via every day emergency response channels.
- Control overall access to the facility during active operations.

MATAGORDA COUNTY SHERIFF

Procedure 24

SHERIFF DEPUTIES' BRIEFING SHEET

Attachment 2

(Page 2 of 2)

3. Access/Traffic Control (TCP/ACP) Point Operations

- When the decision is made to implement protective measures for the ten-mile Emergency Planning Zone (EPZ), Sheriff Deputies will be dispatched to designated TCP/ACP's.
- Upon direction from the Sheriff or designee, the deputy will set-up the TCP/ACP to facilitate the flow of traffic out of the zone and eventually to control access into the restricted area.
- Make radio contact with the County/EOC Sheriff's Dispatcher or Communications Officer 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 teams,
 - 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, and
 - All other individuals without a valid reason to enter the restricted zone will be denied access.

NOTE

Review with the Sheriff Deputies the Evacuation Warning Kits. The kits will be assigned to the Deputy prior to dispatch. The kits provide more detailed information on Sheriff Deputy responsibilities (e.g. TCP/ACP setup, authorization pass, etc.)

Ensure the Sheriff Deputies report to the Mon/Decon Supervisor (Environmental Health staff) for additional instruction.

MATAGORDA COUNTY SHERIFF

Procedure 24

EOC BRIEFING SHEET
Attachment 3
(Page 1 of 1)

1. Field Team/Location Field Team/Location Field Team/Location

A. _____	E. _____	I. _____
B. _____	F. _____	J. _____
C. _____	G. _____	K. _____
D. _____	H. _____	L. _____

2. Traffic and Access Control Points

CP _____	CP _____	CP _____	CP _____	CP _____	CP _____	CP _____	CP _____	CP _____
CP _____	CP _____	CP _____	CP _____	CP _____	CP _____	CP _____	CP _____	CP _____

3. Protective Action Recommendations

4. Actions Initiated

5. Evacuation Initiated At _____
From Areas _____

6. Status of local industry protective actions _____

7. River and intracoastal waterway traffic controls initiated _____

8. Persons who have opted not to evacuate and, if known, the location.

_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Additional Information _____

Sheriff or Designee _____

Date _____ Time _____

**MATAGORDA COUNTY SHERIFF
Procedure 24**

**RECOVERY ACTIVITIES LIST
Attachment 4
(Page _ of _)**

(Name)		(EOC Position)	(Date)	
ITEM #	LOCATION	ACTION/DESCRIPTION	ASSIGNED TO	PRIORITY

MATAGORDA COUNTY SHERIFF
Procedure 24

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

31166520/71808

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**

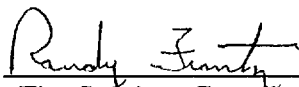
**FIRE SERVICES COORDINATOR
Procedure 30**

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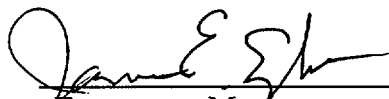
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2.0	Discussion	P-30-2
3.0	References	P-30-3
4.0	Equipment Required	P-30-3
5.0	Precautions and Limitations	P-30-3
6.0	Prerequisites	P-30-3
7.0	Procedure	P-30-3
8.0	Attachments	P-30-3
	Attachment 1: Fire Services Coordinator Checklist	P-30-4
	Attachment 2: Recovery Activities List	P-30-10
	Attachment 3: Acronyms List	P-30-11

Effective Date: August 31, 2000

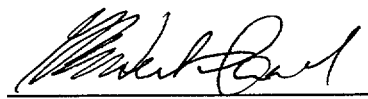
APPROVED:



Fire Services Coordinator



Emergency Management
Coordinator



County Judge

FIRE SERVICES COORDINATOR

Procedure 30

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by the Fire Services Coordinator 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 Fire Services Coordinator.

2.0 Discussion

- 2.1 The Bay City Volunteer Fire Department Fire Chief will act as the Fire Services Coordinator during emergencies at the STPEGS.
- 2.2 If necessary, the Fire Services Coordinator may report to the Emergency Operations Center (EOC) to carry out the checklist, but it is not mandatory.
- 2.3 The Fire Services Coordinator will coordinate all activities conducted by County Fire Departments, including search and rescue, warning, and evacuation assistance and radiation monitoring and decontamination support.
- 2.4 When a fire at the STPEGS is involved and County assistance has been requested by the STPEGS, incident command remains with the STPEGS Fire Brigade Leader.
- 2.5 **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.
- 2.6 **Restricted zone** refers to an area of controlled access from which the population has been evacuated or relocated.

FIRE SERVICES COORDINATOR

Procedure 30

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."

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 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 STPEGS, begin to implement Attachment 1, Fire Services Coordinator Checklist. Use this checklist as a guide to assist in performing position activities.

NOTE

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

8.0 Attachments

- 8.1 Attachment 1, Fire Services Coordinator Checklist
- 8.2 Attachment 2, Recovery Activities List
- 8.3 Attachment 3, Acronyms List

FIRE SERVICES COORDINATOR

Procedure 30

FIRE SERVICES COORDINATOR CHECKLIST

Attachment 1

(Page 1 of 6)

Name	Date
ACTION	TIME/LOG

I. ALERT

1. Initiate and maintain an Emergency Action Log to document contacts made and actions taken until the response activities are ended by the County Emergency Management Director. _____
2. Advise the Assistant Chief of the situation at the STPEGS. _____
3. Advise all mutual aid departments in the County of event at the STPEGS and ask them to be prepared for call out of personnel. _____
4. Inspect all vehicles and equipment. _____
5. Review call lists, equipment lists, and telephone numbers. _____
6. Keep Sheriff's Office Dispatcher informed of your location at all times to receive further information. N/A
7. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist. N/A

FIRE SERVICES COORDINATOR

Procedure 30

FIRE SERVICES COORDINATOR CHECKLIST

Attachment 1

(Page 2 of 6)

ACTION	TIME/LOG
II. SITE AREA EMERGENCY	
1. Complete activities in Section I, Alert, if not already completed.	_____
2. Advise mutual aid departments of the upgrade and what, if any, assistance is likely to be needed.	_____
3. Notify all County fire fighters of the upgrade and have them stand by for possible call out.	_____
4. Maintain contact with the Emergency Management Coordinator in the EOC.	N/A
5. Review Annex W, Procedure 22, "Warning and Evacuation/Traffic and Access Control Points" in the event fire services are needed to support route alerting or access control measures.	_____
6. Prepare to provide fire and/or rescue support to the STPEGS, as necessary.	_____
7. Ensure vehicles are fueled and be prepared to respond to a request from the County to support an evacuation of the general public.	_____
8. Confer with the Environmental Health Director in the EOC to determine if fire response vehicles within the 10 mile radius of the plant should be relocated.	_____
9. Provide personnel to assist at the Reception Center for monitoring and decontamination, if requested.	LOG
10. Ensure all personnel report to their team leader for shift briefing.	N/A
11. If the event is of long duration, perform shift turnovers in accordance with Section IV of this checklist.	N/A
12. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.	N/A

FIRE SERVICES COORDINATOR

Procedure 30

FIRE SERVICES COORDINATOR'S CHECKLIST

Attachment 1

(Page 3 of 6)

ACTION	TIME/LOG
III. GENERAL EMERGENCY	
1. Activate all fire response personnel immediately.	_____
2. Report to or maintain contact with the Emergency Management Coordinator in the EOC at all times.	N/A
3. Complete activities in Section I, Alert, and Section II, Site Area Emergency if not already completed.	_____
4. Notify all mutual aid departments of the upgrade and that they should be on standby in the even assistance is needed.	_____
5. When directed, assign personnel to assist Law Enforcement with notification and evacuation of the general public according to Annex W, Procedure 22, "Warning and Evacuation/Traffic and Access Control Points."	LOG
6. Assign personnel to assist in securing evacuated zones, if requested by the Matagorda County Sheriff.	LOG
7. If the event involved a release of radiation, ensure all potentially contaminated personnel report to the Reception Center prior to shift conclusion for monitoring and decontamination, if necessary.	_____
8. Ensure all personnel report to their respective team leader for shift turnover.	N/A
9. Maintain the General Emergency classification activities until the event is terminated or recovery is initiated, then proceed to the appropriate section of this checklist.	N/A

FIRE SERVICES COORDINATOR

Procedure 30

FIRE SERVICES COORDINATOR'S CHECKLIST

Attachment 1

(Page 4 of 6)

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. Discuss current conditions. | |
| 2. Inform the Emergency Management Coordinator in the County EOC of the transfer of responsibilities to the incoming shift replacement. | |
| 3. Document names, date and time of turnover. | LOG |

FIRE SERVICES COORDINATOR

Procedure 30

FIRE SERVICES COORDINATOR'S CHECKLIST

Attachment 1

(Page 5 of 6)

ACTION

TIME/LOG

V. RECOVERY

1. As personnel are released from other assignments, notify the Emergency Management Coordinator that personnel are available to assist with recovery activities. _____

2. Develop a list of activities and tasks which should be completed as a part of the recovery effort using Attachment 2, "Recovery Activities List." _____

3. Provide a copy of the Recovery Activities List to the Emergency Management Coordinator. _____

FIRE SERVICES COORDINATOR

Procedure 30

FIRE SERVICES COORDINATOR'S CHECKLIST

Attachment 1

(Page 6 of 6)

ACTION**TIME/LOG**

VI. TERMINATION

1. Upon termination of the emergency, advise all activated personnel of the termination, including the mutual aid departments. _____

2. Collect all documents, checklists, and logs used during the event and forward them to the EOC Administrative Assistant or the Emergency Management Coordinator. _____

FIRE SERVICES COORDINATOR

Procedure 30

RECOVERY ACTIVITIES LIST

Attachment 2

(Page ___ of ___)

(Name)

(Position)

(Date)

ITEM #	LOCATION	ACTION/DESCRIPTION	ASSIGNED TO	PRIORITY

FIRE SERVICES COORDINATOR

Procedure 30

ACRONYMS LIST

Attachment 3

(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
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

31166521 / 71808

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES
HOSPITAL DISTRICT ADMINISTRATOR**

Procedure 40

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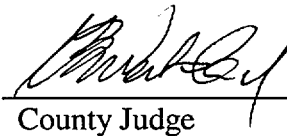
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2.0	Discussion	P-40-2
3.0	References	P-40-2
4.0	Equipment Required	P-40-3
5.0	Precautions and Limitations	P-40-3
6.0	Prerequisites	P-40-3
7.0	Procedure	P-40-3
8.0	Attachments	P-40-3
	Attachment 1: Hospital District Administrator Checklist	P-40-4
	Attachment 2: Acronyms Checklist	P-40-10

Effective Date: August 31, 2000

APPROVED:



Hospital District Administrator



County Judge

HOSPITAL DISTRICT ADMINISTRATOR

Procedure 40

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by the Hospital District Administrator 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 Hospital District Administrator.

2.0 Discussion

- 2.1 The Hospital District Administrator has primary responsibility for emergency medical services in Matagorda County.
- 2.2 The Hospital District Administrator makes provisions for the emergency medical care of evacuees and emergency workers by either local treatment or sending patients to other hospitals.
- 2.3 The Hospital District Administrator assists the Environmental Health Director and County Health Official, as well as advising County and State officials on health and medical problems.
- 2.4 Coordination of efforts by County and State medical personnel is directed by the Hospital District Administrator.
- 2.5 The Hospital District Administrator should coordinate any Hospital District Public Affairs activities with the Matagorda County Public Information Officer.
- 2.6 The Hospital District Administrator is responsible for providing medical support to Reception Center staff 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 Matagorda County Hospital District-Radiological Emergency Plan.

HOSPITAL DISTRICT ADMINISTRATOR

Procedure 40

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 STPEGS and notification received from Matagorda County.

7.0 Procedure

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

NOTE

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

8.0 Attachments

8.1 Attachment 1, Hospital District Administrator Checklist

8.2 Attachment 2, Acronyms List

**HOSPITAL DISTRICT ADMINISTRATOR
Procedure 40**

**HOSPITAL DISTRICT ADMINISTRATOR CHECKLIST
Attachment 1
(Page 1 of 6)**

	Name	Date
ACTION	TIME/LOG	
I. SITE AREA EMERGENCY		
1. Initiate and maintain an Emergency Action Log to document contacts made and actions taken until the response activities are terminated by the Matagorda County Emergency Management Director.		_____
2. Contact the Emergency Management Coordinator in the County EOC and request information available regarding the situation at STPEGS, with particular attention to injuries and/or fatalities.		LOG
3. Advise Matagorda General and Wagner General Hospitals of the situation.		_____
4. If the possibility exists that incoming patients may be contaminated, instruct the Director of Nursing to initiate "Matagorda County Hospital District Radiological Emergency Plan."		_____
5. Review call out lists, telephone numbers and equipment lists to ensure they are current.		_____
6. Interface with the Environmental Health and/or American Red Cross Directors regarding hospital support of medical emergencies at the Reception Center/Congregate Care Facilities.		_____
7. Keep the County Emergency Operations Center (EOC) advised of any changes in your location.		

HOSPITAL DISTRICT ADMINISTRATOR

Procedure 40

HOSPITAL DISTRICT ADMINISTRATOR CHECKLIST

Attachment 1

(Page 2 of 6)

ACTION	TIME/LOG
8. Instruct Matagorda General and Wagner General Hospitals to inventory all supplies necessary for the handling of radioactively contaminated patients and to report any deficiencies or needs.	_____
9. If information received from the plant indicates the possibility of a significant number of patients, alert supporting hospital facilities that their assistance may be required.	LOG
10. Advise the EOC of any unmet needs and possible areas where support may be required.	LOG
11. Assure that you or one of your staff are available at all times to receive information from STPEGS and/or the EOC.	N/A
12. Coordinate with the Matagorda County Public Information Officer concerning any Hospital District Public Affairs activities.	LOG
13. If the event is of long duration, perform shift turnovers in accordance with Section III 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

HOSPITAL DISTRICT ADMINISTRATOR

Procedure 40

HOSPITAL DISTRICT ADMINISTRATOR CHECKLIST

Attachment 1

(Page 3 of 6)

ACTION	TIME/LOG
II. GENERAL EMERGENCY	
1. Complete Section I, Site Area Emergency, if not already completed.	_____
2. Contact the Emergency Management Coordinator in the County EOC and request information regarding the situation at STPEGS with particular attention to special population needs and the potential for contaminated evacuees.	_____
3. Advise Matagorda General and Wagner General Hospitals of the General Emergency declaration and activate all personnel and systems.	_____
4. Direct hospital staff to make arrangements to meet the needs of special populations.	N/A
5. If the evacuation of the public may involve contaminated individuals, initiate setting up the Matagorda and Wagner General Emergency Rooms Radiation Emergency Area to receive contaminated/injured personnel.	_____
6. If requested, remain available to assist Matagorda County with the administration of thyroid blocking agents to emergency workers.	N/A
7. Assure that at least one individual with authority to make policy decisions on behalf of the hospital is available for contact by the County EOC.	N/A
8. When notified that the emergency has ended, proceed to the "Recovery" or "Termination" sections of this checklist as instructed by the Emergency Management Director.	N/A

HOSPITAL DISTRICT ADMINISTRATOR

Procedure 40

HOSPITAL DISTRICT ADMINISTRATOR CHECKLIST

Attachment 1

(Page 4 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 log. | |
| 2. | Inform the Emergency Management Coordinator in the County EOC of the transfer of responsibilities to the oncoming shift replacement. | _____ |
| 3. | Document names, date and time of turnover. | LOG |

HOSPITAL DISTRICT ADMINISTRATOR

Procedure 40

HOSPITAL DISTRICT ADMINISTRATOR CHECKLIST

Attachment 1

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

VI. RECOVERY

- | | |
|--|-----|
| 1. Continue to provide support for contaminated and injured personnel. | N/A |
| 2. Obtain radiological assistance, as needed, from the Bureau of Radiation Control or the STPEGS representative in the County EOC. | LOG |
| 3. Provide information to the Emergency Management Coordinator on any support needed. | LOG |

HOSPITAL DISTRICT ADMINISTRATOR

Procedure 40

HOSPITAL DISTRICT ADMINISTRATOR CHECKLIST

Attachment 1

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ACTION

TIME/LOG

V. TERMINATION

1. Replenish equipment and supplies used. _____
2. Collect and organize all pertinent documents generated during the emergency and provide copies to the Emergency Management Coordinator. N/A

HOSPITAL DISTRICT ADMINISTRATOR

Procedure 40

ACRONYMS LIST

Attachment 2

(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
ECL	Emergency Classification Level
EAS	Emergency Alert System
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

31166523/71808

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES
ENVIRONMENTAL HEALTH DIRECTOR**

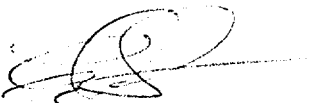
Procedure 41

Table of Contents

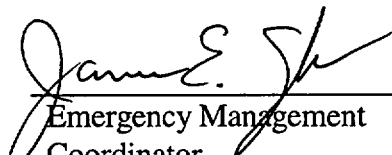
1.0	Purpose	P-41-2
2.0	Discussion	P-41-2
3.0	References	P-41-3
4.0	Equipment Required	P-41-4
5.0	Precautions and Limitations	P-41-4
6.0	Prerequisites	P-41-4
7.0	Procedure	P-41-4
8.0	Attachments	P-41-4
	Attachment 1: Environmental Health Director Checklist	P-41-5
	Attachment 2: Briefing Sheet	P-41-17
	Attachment 3: Recovery Activities List	P-41-18
	Attachment 4: Acronyms List	P-41-19

Effective Date: August 31, 2000


APPROVED:



Environmental Health
Director



Emergency Management
Coordinator



County Judge

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by the Environmental Health 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 Environmental Health Director.

2.0 Discussion

- 2.1 The Environmental Health Director will advise the Emergency Management Director and Emergency Management Coordinator regarding dose assessments and dose evaluation.
- 2.2 The Environmental Health Director is responsible for obtaining, maintaining, and issuing dosimetry, protective equipment and monitoring equipment as required, to meet emergency situations.
- 2.3 Dosimetry for County personnel working in a radiological environment will be provided through the Environmental Health Department. The Environmental Health Director will ensure emergency workers are briefed on the use of dosimetry, instrumentation, and Potassium Iodide (KI) before they are dispatched, in accordance with Emergency Management Plan, Annex W, Procedure 42, "Exposure Control for Emergency Workers."
- 2.4 The Bureau of Radiation Control (BRC) will be the primary State of Texas interface for exposure control and will assist in monitoring, dosimetry issuance, and contamination control. The BRC will provide advice and guidance as necessary for plume exposure and ingestion exposure control measures for emergency workers.

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

- 2.5 The Environmental Health Director will assist the American Red Cross in establishing a Reception Center which include radiation monitoring and decontamination.
- 2.5.1 The Environmental Health Director is responsible for notification and assigning of the Monitoring and Decontamination (Radiological Officer) Supervisor to implement the monitoring and decontamination of evacuees and emergency workers at the Reception Center.
- 2.5.2 The Environmental Health Director will notify and assign personnel to staff the Reception Center radiation monitoring/decontamination stations.
- 2.6 The Environmental Health Director will ensure availability of potassium iodide for emergency workers.
- 2.7 The Environmental Health Director will maintain radiological control of the Emergency Operations Center.
- 2.8 **Contaminated** refers to the presence of radioactive particles on individuals and objects.
- 2.9 **Dose limits for emergency workers** refers to the allowable (i.e., 200 mR, 1R, 5R, etc.) accumulated dose during the entire period of the emergency.
- 2.10 **Plume dose projections** are estimates of dosage to the public from exposure to the plume, over a period of time, in the absence of protective actions.
- 2.11 **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/sheltering, relocation, and limiting the use of contaminated food, water, or animal feed.
- 2.12 **Turn-back Values** are total accumulated external exposure limits or exposure rates, established by the offsite health authority, at which the emergency worker should leave the area without further consultation or direction.
- 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.

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

- 3.3 Emergency Management Plan, Annex W, Procedure 14, "Protective Action Guides."
- 3.4 Emergency Management Plan, Annex W, Procedure 42, "Exposure Control for Emergency Workers."
- 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 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, "Environmental Health Director Checklist." Use this Checklist as a guide to assist in performing position responsibilities.
- NOTE

When required by the checklist to make contacts with agencies or individuals outside the EOC, refer to the Matagorda County Emergency Response Telephone Directory.
- 8.0 Attachments
- 8.1 Attachment 1, Environmental Health Director Checklist
- 8.2 Attachment 2, Briefing Sheet
- 8.3 Attachment 3, Recovery Activities List
- 8.4 Attachment 4, Acronyms List

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

ENVIRONMENTAL HEALTH DIRECTOR CHECKLIST

Attachment 1

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Name	Date
ACTION	TIME/LOG
I. ALERT	
1. Report to the EOC and sign in on the Staffing Board.	_____
2. Inform the Emergency Management Coordinator of your arrival and obtain a briefing of the current situation.	
3. Verify the Environmental Health Director's Position Manual is available.	_____
4. Verify that emergency worker supplies are available.	_____
a. Refer to the Emergency Worker Supplies list in Annex W, Procedure 42, "Exposure Control for Emergency Workers."	
b. Verify available emergency supplies/equipment at the EOC, the Environmental Health Department and the Reception Center.	
c. Inform the Emergency Management Coordinator of any supply and equipment deficiencies.	_____
5. Initiate and maintain an Emergency Action Log.	LOG
a. Track telephone calls, key information obtained, actions taken, and any other information needed to document the response activities.	
b. Maintain the log until termination of the emergency.	
6. Contact the Monitoring and Decontamination Supervisors who will activate the Reception Center in Bay City or Palacios and ask them to stand by in the event the emergency escalates.	_____

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

ENVIRONMENTAL HEALTH DIRECTOR CHECKLIST

Attachment 1

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ACTION	TIME/LOG
7. Re-zero dosimeters to be used by emergency workers, if time permits, in accordance with Annex W, Procedure 42, "Exposure Control for Emergency Workers."	_____
8. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

ENVIRONMENTAL HEALTH DIRECTOR CHECKLIST

Attachment 1

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ACTION **TIME/LOG**

II. SITE AREA EMERGENCY

- | | | |
|----|--|-------|
| 1. | Complete the activities in Section I, Alert, if not already completed. | N/A |
| 2. | Monitor facility radiological habitability by hanging the EOC area control TLD, 0-200 mR, and 0-20R direct reading dosimeters on the bulletin board. Ensure the direct reading dosimeter is set to zero and checked at least every 30 minutes. | _____ |
| 3. | Document facility habitability by completing, as applicable, a "Dosimetry Issue Log" from Annex W, Procedure 42, "Emergency Worker Exposure Control." | _____ |
| 4. | If evacuation of the public is being considered/implemented or evacuation of the STPEGS site and monitoring of STPEGS evacuees will be necessary, then: | |
| a. | Coordinate with American Red Cross Director the activation of the Reception Center. | _____ |
| b. | Contact the Monitoring and Decontamination Supervisors notified at the Alert level and direct them to call out personnel to activate and staff the Reception Center. | _____ |

NOTE

STPEGS may require activation of the Reception Center. The particular center to be opened will be recommended by the STPEGS Emergency Director based on wind direction and other conditions at the plant site.

- c. Contact Public Health Office, Region 6 in Houston, to arrange for environmental and consumer health protection personnel to support Reception Center operation.

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

ENVIRONMENTAL HEALTH DIRECTOR CHECKLIST

Attachment 1

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ACTION	TIME/LOG
<p>5. If the Reception Center is being activated, contact the Monitoring and Decontamination Supervisors and brief on, or receive the following information:</p> <ul style="list-style-type: none">a. Emergency classification, protective actions initiated.b. STPEGS evacuation status.c. Status of radiological release.d. Request status of personnel equipment and supplies.e. Estimated time of activation.d. If additional soap and towels are needed request the STPEGS Support Organization Director to procure and have soap and towels delivered from the Hospital District to the Reception Center.	_____
<p>6. Once the Reception Center is activated, obtain updated status of the Reception Center monitoring and decontamination activities from the Monitoring and Decontamination Supervisor.</p>	
<p>7. Prior to Emergency Workers being dispatched to the field, implement the provisions in Annex W, Procedure 42, "Exposure Control for Emergency Workers."</p> <ul style="list-style-type: none">a. If conditions warrant, obtain approval from the Emergency Management Director for the ingestion of KI by emergency workers at risk.b. Once approval is obtained, direct the Communications Officer to notify those emergency workers who are recommended to take KI.	_____

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

ENVIRONMENTAL HEALTH DIRECTOR CHECKLIST

Attachment 1

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ACTION	TIME/LOG
8. Before issuing survey instruments to Emergency Workers, perform a background check at the EOC. Instruct the person being assigned the survey instrument to continually evaluate background levels at the location the instrument will be used. Move personnel monitoring activities to a lower background location if the instrument begins reading background levels greater than 0.05 mR/hr.	_____
9. Notify Celanese and Equistar (as listed in the Matagorda County Telephone Directory) of escalating emergency situations, and the need for delivery of dosimetry supplies.	_____
10. Contact the BRC in Austin and request the estimated time of arrival of the BRC Decontamination Assistance and Contamination Control Team personnel in Bay City (i.e., the BRC staging area at the Bay City Civic Center.)	_____
a. Discuss radiological conditions, emergency classification, and protective actions.	
b. Ensure BRC Contamination Control Team personnel are informed of any Traffic and Access Control Points being established.	
c. Ensure BRC Decontamination Assistance Teams are dispatched to the Reception Center.	
d. Periodically confer with the BRC in Austin concerning changing conditions, until the BRC Liaison arrives at the EOC.	
11. Update the BRC Liaison on current conditions upon arrival at the EOC.	_____
12. Inform Sheriff to notify Traffic and Access Control Point personnel of estimated time of arrival of the BRC Contamination Control Team personnel.	_____

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

ENVIRONMENTAL HEALTH DIRECTOR CHECKLIST

Attachment 1

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ACTION	TIME/LOG
13. Request additional Reception Center staff to assist in radiation monitoring and decontamination activities, coordinate with the BRC Liaison in the EOC or contact DPS Pierce, through the EOC Emergency Management Coordinator.	_____
14. Ensure contamination control is established at the EOC Security Point for access to the EOC.	_____
15. When requested by the Emergency Management Director to provide a status update at the hourly status briefing. Provide the information identified on Attachment 2, "Briefing Sheet," plus any additional information of value to the EOC staff.	_____
16. Contact the Mayors and/or Fire Services Coordinator to request assistance from fire department personnel for decontamination and monitoring activities as required.	_____
17. Track dose received by individual Emergency Workers. This can be performed by means of a computerized program and/or Dose Tracking Form from Annex W, Procedure 42, "Exposure Control for Emergency Workers."	_____
18. If the event is of long duration, perform shift turnovers in accordance with Section IV of this checklist.	N/A
19. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

ENVIRONMENTAL HEALTH DIRECTOR CHECKLIST

Attachment 1

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ACTION	TIME/LOG
III. GENERAL EMERGENCY	
1. Complete the activities in Section I, Alert, and Section II, Site Area Emergency, if not already completed.	N/A
2. Determine required support for radiological activities from out-of-county resources and request the Emergency Management Coordinator to solicit this assistance through DPS Pierce.	_____
3. Procure other needed supplies with the approval of the Emergency Management Director.	_____
4. Prior to Emergency Workers being dispatched to the field, implement the provisions in Annex W, Procedure 42, "Exposure Control for Emergency Workers."	_____
5. Contact and confer with the BRC in Austin, the BRC Chief of Field Operations in the STPEGS EOF, or in a fast breaking event the STPEGS Radiological Director in the EOF to determine if Potassium Iodide (KI) should be ingested by the County Emergency Workers. a. If conditions warrant, obtain approval from the Emergency Management Director for the ingestion of KI by emergency workers at risk. b. Once approval is obtained, direct the Communications Officer to notify those emergency workers who are recommended to take KI.	_____

ENVIRONMENTAL HEALTH DIRECTOR

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ENVIRONMENTAL HEALTH DIRECTOR CHECKLIST

Attachment 1

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ACTION

TIME/LOG

NOTE

If an emergency worker reports any side effects from ingesting the KI, instruct the worker to discontinue its use and make arrangements to assist the worker in leaving the affected area to obtain medical attention, if needed.

- | | | |
|-----|--|-----|
| 6. | Obtain updated status of the Reception Center monitoring and decontamination activities. | LOG |
| a. | Number of cars contaminated, if any. | |
| b. | Number of people processed through Reception Center decontamination facilities. | |
| 7. | Interface with the BRC EOC Liaison and provide the status of monitoring/decontamination activities at the Reception Center. Request any support needed, as well as offering assistance. | LOG |
| 8. | Act on any request made by the Emergency Management Coordinator or the BRC. | LOG |
| 9. | When requested by the Emergency Management Director to provide a status update at the hourly status briefing, provide the information identified on Attachment 2, "Briefing Sheet," plus any additional information of value to the EOC staff. | N/A |
| 10. | Perform radiological checks of the EOC by: | LOG |
| a. | Periodically checking room dosimetry. | |
| b. | Performing survey of EOC Security station. | |
| 11. | Maintain the General Emergency classification activities until the event has ended, then proceed with the "Recovery" or "Termination" sections of this checklist, as appropriate. | N/A |

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

ENVIRONMENTAL HEALTH DIRECTOR CHECKLIST

Attachment 1

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ACTION

TIME/LOG

IV. SHIFT TURNOVER

1. Provide a briefing of events to the relief person and include a review of the following:
 - a. Completed checklist items _____
 - b. Emergency Action Log _____
 - c. Information on status boards _____
 - d. Manpower status _____
 - e. Completed Briefing Sheets _____
 - f. Recovery Plans (if applicable) _____
2. Inform the Emergency Management Coordinator of the transfer of responsibilities to the oncoming shift replacement. _____
3. Inform the Reception Center of the shift change.
4. Update Staffing Board.
5. Document names, date and time of turnover, and sign log under last entries made on your shift. LOG

ENVIRONMENTAL HEALTH DIRECTOR

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ENVIRONMENTAL HEALTH DIRECTOR CHECKLIST

Attachment 1

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ACTION	TIME/LOG
V. 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."	_____
2. Provide a copy of the Recovery Activities List to the Emergency Management Coordinator.	_____
3. Assist in the development of recovery and return plans.	N/A
4. Maintain your log until termination of the event.	LOG

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

ENVIRONMENTAL HEALTH DIRECTOR CHECKLIST

Attachment 1
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ACTION	TIME/LOG
VI. TERMINATION	
1. Retrieve dosimetry and the Emergency Worker Radiation Exposure Record forms from all emergency workers and personnel issued dosimetry.	_____
2. Determine total dose of each emergency worker and provide summary to Emergency Management Director.	_____
3. Retrieve the EOC area control TLD and DRD. Ensure you log the final reading of the area DRD on the tracking form.	_____
4. Contact the Radiological Officer at the Reception Center and determine if there are any contaminated materials or vehicles that require disposition.	_____
5. Contact the STPEGS Support Organization Director to arrange for: a. Pick up of County TLDs. Include a copy of Emergency Worker Radiation Exposure Record form for each person issued a TLD. b. Pick up contaminated materials and ensure disposition of vehicles impounded at the Reception Center.	_____
6. Provide a list of supplies or forms needing replenishing to the EOC Administrative Assistant.	_____
7. Collect and organize in chronological order all documents, checklists, and logs. Be sure to sign checklists and logs.	_____
8. Turn over copies of all documentation generated during the emergency to the EOC Administrative Assistant.	_____

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

ENVIRONMENTAL HEALTH DIRECTOR CHECKLIST

Attachment 1

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ACTION	TIME/LOG
9. Maintain the original Emergency Worker Radiation Exposure Record.	_____
a. Contact STPEGS in approximately 30 days to obtain the Emergency Worker Radiation Record of the dose received by TLD readings.	
b. Document the TLD dose on the original.	
c. Keep a copy for the county files.	
d. Send the completed original to the BRC for permanent document filing.	
e. Send each participant a copy of their record.	

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

BRIEFING SHEET
Attachment 2
(Page 1 of 1)

1. Radiological information provided by BRC, STPEGS and Emergency Worker debriefings on the current situation:

2. Special radiological precautions for Emergency Workers.

3. Exposures received by Emergency Workers:
Highest Value Lowest Value Number of workers reporting doses

4. Traffic and Access Control Points reporting emergency workers being contaminated.

Location # Location #
Location # Location #
Location # Location #

5. Status of decontamination activities at the Reception Center:
a. Number of people found contaminated
b. Protective Response Zones from which contamination originated
c. Number of vehicles found contaminated

6. Potassium Iodide
KI issued Yes No
Reason

7. Staffing needs met/unmet? Unmet staffing needs are:

Date:
Time:

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

RECOVERY ACTIVITIES LIST

Attachment 3

(Page __ of __)

(Name)

(EOC Position)

(Date)

ITEM #	LOCATION	ACTION/DESCRIPTION	ASSIGNED TO	PRIORITY

ENVIRONMENTAL HEALTH DIRECTOR

Procedure 41

ACRONYMS LIST

Attachment 4

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<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

31166525 / 21808

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**

EXPOSURE CONTROL FOR EMERGENCY WORKERS


Procedure 42

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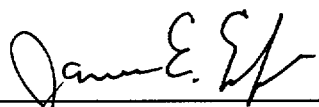
1.0	Purpose	P-42-2
2.0	Discussion	P-42-2
3.0	References	P-42-4
4.0	Equipment Required	P-42-4
5.0	Precautions and Limitations	P-42-4
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	Attachment 5: Dosimetry Issue Log	P-42-13
	Attachment 6: Dose Tracking Form	P-42-14
	Attachment 7: Use of Potassium Iodide	P-42-15
	Attachment 8: Emergency Worker Exposure Control Instructions	P-42-17
	Attachment 9: Radiological Equipment and Operational Checks	P-42-19

Effective Date: August 31, 2000


APPROVED:



 Environmental Health
 Director



 Emergency Management
 Coordinator



 County Judge

EXPOSURE CONTROL FOR EMERGENCY WORKERS

Procedure 42

1.0 Purpose

- 1.1 This procedure provides guidance concerning the allowable exposure limits, radiological controls, issuing dosimetry/KI supplies and performing equipment and operational checks for emergency workers responding to a radiological event.

2.0 Discussion

- 2.1 The Emergency Management Director has authority to approve exposures in excess of the limits specified in this procedure. If possible, this should be done after consultation with the Bureau of Radiation Control (BRC) or the Radiological Director at the South Texas Project Electric Generating Station (STPEGS).
- 2.2 The Environmental Health Director is responsible for the implementation of this procedure and for monitoring the status of personnel exposures to County emergency workers.
- 2.3 All exposures to emergency workers should be kept As Low As Reasonably Achievable (ALARA).
- 2.4 Emergency worker kits should be issued to emergency workers as follows:
 - 2.4.1 Emergency workers entering the plume exposure pathway will be provided 0-200 mR direct reading dosimeter, a 0-20R direct reading dosimeter, a thermoluminescent dosimeter (TLD), potassium iodide, (KI), instructions and Attachment 4, "Emergency Worker Radiation Exposure Record" Form.
 - 2.4.2 Emergency workers assigned to perform monitoring and decontamination will be assigned a 0-200 mR Direct Reading Dosimeter (DRD), a 0-5R Direct Reading Dosimeter (DRD), thermoluminescent dosimeter (TLD), instructions and Attachment 4, "Emergency Worker Radiation Exposure Record" Form.
- 2.5 Emergency workers should be moved to safe areas if a radiological plume is released. When emergency workers are in the affected area, they should remain out of the contaminated area and should minimize their exposure.
- 2.6 Dosimetry for emergency workers will be provided by STPEGS and/or the State of Texas and will be kept at the Emergency Operations Center and the Environmental Health Department.
- 2.7 STPEGS is responsible for the official reading of thermoluminescent dosimeters (TLD) provided to the county.
- 2.8 **Committed Dose** refers to an internal dose. The intake may be received at one time, but the dose is spread out over the person's lifetime. Therefore, 50 years are used to commit this dose to the person. (Time)

EXPOSURE CONTROL FOR EMERGENCY WORKERS

Procedure 42

- 2.9 **Committed Dose Equivalent Thyroid (CDE-Thyroid)** If projected CDE Thyroid is 25R or greater, then recommend administering stable iodine.
- 2.10 **Committed Effective Dose Equivalent (CEDE)** refers to internal dose. Without respiratory protection, it is 4 times the direct reading dosimeter (DRD) value if a worker is in an area where airborne contamination is possible.
- 2.11 **Deep Dose Equivalent (DDE)** is the same thing as whole body dose. It is equal to the value as read on the DRD.
- 2.12 **Effective Dose** refers to the weighting factors which compare the risk to an organ compared to the risk of the whole body.
- 2.13 **Emergency workers** are individuals who perform functions to protect the health and safety of the public in response to the declared emergency, or are individuals approved to reenter an area where access control has been established. Emergency workers could include:

Category 1 Emergency Worker refers to workers who will be working in a potentially high exposure rate area (greater than 0.1R per hour), such as:

- a. Transportation services (evacuation vehicle/bus drivers)
- b. Law Enforcement
- c. Fire fighting and rescue personnel, including ambulance crews
- d. Route alerting personnel
- e. Traffic control personnel
- f. Critical industrial facility personnel
- g. Utility essential personnel (electric, gas, water, telephone, etc.)
- h. And others as deemed necessary

Category 2 Emergency Worker refers to workers outside the ten mile EPZ, who will be working in a low exposure rate area (less than 0.1R per hour), such as:

- a. Monitoring/Decontamination personnel.
- b. Any others as deemed necessary

EXPOSURE CONTROL FOR EMERGENCY WORKERS

Procedure 42

Category 3 Emergency Worker refers to workers who will be working in a low exposure rate (less than 0.1R per hour), outside the 10-mile Emergency Planning Zone (EPZ) such as:

- a. EOC Staff
- b. Joint Information Center Staff
- c. Registration Staff at the Reception Center
- d. And others as deemed appropriate

- 2.14 **Dose Equivalent** is used to denote (or transform) all dose into the same terms, i.e., Rem. (Biological effects)
- 2.15 **Total Effective Dose Equivalent (TEDE)** is the equivalent of the whole body (external) and internal dose added together. That is $DDE + CEDE = TEDE$ or 5 times the DRD value if the worker is not wearing respiratory protection and is in an area where airborne contamination is possible.
- 2.16 **Turn-back Values** are total accumulated external exposure limits or exposure rates, established by the offsite health authority, at which the emergency worker should move back from the current area and contact the Environmental Health Director in the EOC to make arrangements to be replaced as soon as possible.

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 The State of Texas Radiological Emergency Management Plan and Procedures.

4.0 Equipment Required

- 4.1 Emergency Worker Supplies in accordance with Attachment 3.

5.0 Precautions and Limitations

- 5.1 Exposures will be maintained As Low As Reasonably Achievable (ALARA).
- 5.2 Prescribed dosimetry will be utilized while performing emergency worker activities.
- 5.3 A replacement will be obtained if any direct-reading dosimeter is lost or fails, or a TLD is lost.
- 5.4 An evaluation of an individual's exposure will be performed if any dosimeter is lost or a direct-reading dosimeter is noted to be off-scale.
- 5.5 A whole body count will be obtained for persons suspected of internal contamination. Whole body counts can be arranged through the STPEGS Liaison in the EOC.

EXPOSURE CONTROL FOR EMERGENCY WORKERS

Procedure 42

- 5.6 No person under the age of 18 will be assigned emergency response duties involving exposure to radiation above normal background.
- 5.7 Ingestion of Potassium Iodide (KI) for Category 1 workers will be by approval of the Emergency Management Director, preferably after consultation with the Bureau of Radiation Control or in a fast breaking incident the STPEGS Radiological Director.
- 5.8 Emergency Workers should be briefed on acceptable turn-back values established by the Emergency Management Director. The following recommended turn-back values should be considered.
 - 5.8.1 Greater than 100 mRem/hr above background, using a survey instrument (closed window), gamma dose rate or exposure rate.
 - 5.8.2 200 mRem dose limit (turnback valve), as per direct reading dosimeter.
- 6.0 Prerequisites
 - 6.1 None.
- 7.0 Procedure
 - 7.1 Ensure emergency workers are briefed prior to dispatch, by using Attachment 2, "Emergency Worker Briefing Sheet."
 - 7.1.1 Using Attachment 8, "Emergency Worker Exposure Control Instructions," brief emergency workers on dosimetry, exposure control, emergency exposure limits, and use of survey equipment.
 - 7.2 Issue Emergency Worker Supplies to each field team. Supplies available are listed in Attachment 3, "Emergency Worker Supplies" and stored in the EOC and the Environmental Health Department.
 - 7.3 Ensure emergency workers are provided with needed dosimetry and that dosimeter numbers are logged, using Attachment 5, "Dosimetry Issue Log."
 - 7.3.1 Using Attachment 9, "Radiological Equipment and Operational Checks," instruct emergency workers on the proper method to reset dosimeters to zero, reading the dosimeter scale, and operational checks of the CD V-700 or the Ludlum 14-C as applicable.
 - 7.4 Monitor ongoing exposures of emergency workers and the potential for high exposures due to changing radiological conditions. Evaluate exposures against Attachment 1, "Exposure Limits."
 - 7.5 Maintain a log of all emergency workers who have been issued dosimetry using Attachment 6, "Dose Tracking Form." Emergency workers are to document exposures at the end of each shift and forward documentation to the EOC.

EXPOSURE CONTROL FOR EMERGENCY WORKERS

Procedure 42

- 7.6 Determine alternate actions to keep personnel exposures low by rotating personnel between high exposure jobs and low exposure jobs, moving traffic access control points to areas further away from the effected area, limiting entry to only critical activities, etc.
 - 7.7 If radioactive iodine is present, consult with the BRC or the STP Radiological Director, if possible, concerning the use of KI tablets. Prior to recommending Category 1 emergency workers take KI, obtain approval from the Emergency Management Director. Refer to Attachment 7, "Use of Potassium Iodide."
 - 7.8 If dose limits or exposure limits must be exceeded in order to protect valuable property or to perform life saving measures, obtain approval from the Emergency Management Director, if time permits. Then direct only those emergency workers involved in the protection or lifesaving activities to exceed their normal exposure limits up to the emergency exposure limits identified in Attachment 1, "Exposure Limits."
 - 7.9 Make arrangements for potentially contaminated emergency workers to report to the Reception Center for monitoring and/or decontamination.
- 8.0 Attachments
- 8.1 Attachment 1, Exposure Limits
 - 8.2 Attachment 2, Emergency Worker Briefing Sheet
 - 8.3 Attachment 3, Emergency Worker Supplies
 - 8.4 Attachment 4, Emergency Worker Radiation Exposure Record
 - 8.5 Attachment 5, Dosimetry Issue Log
 - 8.6 Attachment 6, Dose Tracking Form
 - 8.7 Attachment 7, Use of Potassium Iodide
 - 8.8 Attachment 8, Emergency Worker Exposure Control Instructions
 - 8.9 Attachment 9, Radiological Equipment and Operational Checks

EXPOSURE CONTROL FOR EMERGENCY WORKERS

Procedure 42

EXPOSURE LIMITS

Attachment 1

(Page 1 of 2)

The following information is provided as guidance for limiting personnel exposures during a radiological accident. This information is intended to be consistent with the guidelines issued by the Bureau of Radiation Control (BRC), Texas Department of Health.

General

Persons exposed to radiation during an accident are subject to several limitations for their whole body and thyroid dose. A higher maximum exposure is permitted for life saving operations than is allowed for the performance of other response duties. Daily and cumulative exposure summaries will be used by the Environmental Health Director to evaluate exposure trends and will provide the basis for removal or reassignment of persons receiving unusually high exposures when compared to other team members.

Exposure Limits

To be consistent with the exposure limits developed by the Bureau of Radiation Control, the following limits will be used. These limits can be waived for individuals by the Emergency Management Director.

- 200 mrem Total Effective Dose Equivalent (TEDE) per shift
- 1 rem (1000 mrem) TEDE or 5 rem Committed Dose Equivalent (CDE) thyroid exposure in one day
- 5 rem (5000 mrem) TEDE or 25 rem Committed Dose Equivalent (CDE) thyroid during the entire event

Emergency Exposure Limits

Some situations may occur in which life saving activities or other urgent and critical tasks may be necessary and could result in higher exposures than those identified in the administrative limits. In these situations, the individual is responsible for making an on-the-spot decision to apply the higher exposure limit. This should only be done in extreme cases.

EXPOSURE CONTROL FOR EMERGENCY WORKERS

Procedure 42

EXPOSURE LIMITS

Attachment 1

(Page 2 of 2)

- 5 rem TEDE per event
- 10 rem TEDE protecting valuable property
- 25 rem TEDE lifesaving or protecting large populations
- >25 rem TEDE lifesaving or protecting large populations, must be a volunteer and informed of the risk.

Potassium Iodide (KI)

Potassium Iodide (KI) is a drug that can be used effectively to block the uptake of radioiodine by the thyroid gland.

Supplies of KI tablets are maintained by the County at the Emergency Operations Center for use by emergency workers who may be exposed to radioactive iodine during the performance of their duties.

KI does not provide protection from external exposure of radiation and is only effective for the uptake of ingested and/or inhaled radioactive iodine by the thyroid gland.

KI is effective when given before or immediately after an exposure. The effectiveness of KI drops off quickly and is of limited value when taken more than four hours after the exposure. An evaluation of the need to administer KI should be made in coordination with the Bureau of Radiation Control and/or the South Texas Project Electric Generating Station (STPEGS) Radiological Director, if possible.

KI should only be taken by Category 1 workers upon direction of the Emergency Management Director.

Additional information concerning exposure limits is provided in the State of Texas Radiological Emergency Management Procedures, in particular, Procedure 7, "Personnel Dosimetry and Exposure Records," Procedure 9, "Radioprotective Drugs" and Procedure 10, "Monitoring and Sampling Airborne Gamma Releases," Section VIII.F. Advice and information concerning decisions relating to radiological exposures should be obtained from the Bureau of Radiation Control or the STPEGS representative in the EOC.

EXPOSURE CONTROL FOR EMERGENCY WORKERS

Procedure 42

EMERGENCY WORKER BRIEFING SHEET

Attachment 2

(Page 1 of 2)

Emergency Workers are to be briefed by the Environmental Health Director or Environmental Health representative on the following items upon issue of Emergency Worker supplies.

NOTE

Briefing assistance may be obtained from the Transportation Officer, Sheriff department representative, STPEGS or BRC liaisons.

1. Mission
 - a. Purpose and scope of the mission is to protect the health & safety of the emergency worker and that it is voluntary.
 - b. Most potentially hazardous situation that could be encountered.
 - c. Safe entry and exit routes and alternative routes (information from Sheriff).
 - d. Potential changes in meteorological conditions (information from STPEGS Radiological Director).
 - e. Areas or roads to be avoided (information from law enforcement).
 - f. What to do in case of equipment or vehicle failure.
 - g. EOC contact person and method of contact (i.e., radio, cell telephone, etc.).

2. Personal Dosimetry and Survey Meters
 - a. How to zero, read and wear Direct-Reading Dosimeter (DRD).
 - b. TLD issuance and placement.
 - c. Where and to whom to turn in dosimetry at the end of the mission.
 - d. Review how to check and use survey meter.

EXPOSURE CONTROL FOR EMERGENCY WORKERS

Procedure 42

EMERGENCY WORKER BRIEFING SHEET

Attachment 2

(Page 2 of 2)

3. Radiological Exposure

- a. Dose limits or exposure limits.
- b. Estimate of likely exposure (information from BRC Liaison).
- c. Maximum authorized mission exposure limit.
- d. Minimizing contact with contaminants.
- e. Turn-back requirements.
- f. Monitoring and decontamination at the Reception Center, if applicable.
- g. Distribute and review exposure documentation, Attachment 4, "Emergency Worker Radiation Exposure Record."

4. Potassium Iodide (KI) (Category 1 Emergency Workers)

- a. Distribute KI.
- b. Distribute and review Attachment 7, "Use of Potassium Iodide."

EXPOSURE CONTROL FOR EMERGENCY WORKERS

Procedure 42

EMERGENCY WORKER SUPPLIES

Attachment 3

(Page 1 of 1)

The Emergency Worker Supplies include the following items:

1. 0 to 200 mR direct-reading dosimeter (DRD) (1 per emergency worker, Category 1 & 2)*
2. 0 to 20R direct-reading dosimeter (DRD) (1 per emergency worker, Category 1)
3. 0 to 5R direct-reading dosimeter (DRD) (1 per emergency worker, Category 1)*
4. Thermoluminescent dosimeter (TLD) (1 per emergency worker, Category 1 & 2)*
5. Survey meter (as per team assignment)
6. Potassium Iodide (KI) tablets (one bottle per emergency worker, Category 1)*
7. Instruction and information sheets for:
 - Emergency Worker Radiation Exposure Record, Attachment 4* (Category 1 & 2)
 - Use of Potassium Iodide (KI) Instructions, Attachment 7 (Category 1)
 - Emergency Worker Exposure Instructions, Attachment 8* (Category 1 & 2)
 - Radiological Equipment and Operational Checks, Attachment 9* (Category 1 & 2)
8. Issue the following to Traffic & Access Control Staff:
 - Annex W Procedure 22, "Warning and Evacuation/Traffic and Access Control"
 - Annex W REP Plan, Tab 3, Figure 1, "Designated Evacuation Routes and Traffic and Access Control Points" map
 - Annex W REP Plan, Tab 3, Figure 3, "Protective Response Zones and Population" map
 - Annex W REP Plan, Tab 3, Figure 4, "Industrial, Recreational and Special Facilities" map

*See Discussion 2.13 for definitions of Category 1 and Category 2 Emergency Workers.

EXPOSURE CONTROL FOR EMERGENCY WORKERS

Procedure 42

EMERGENCY WORKER RADIATION EXPOSURE RECORD

Attachment 4

(Page 1 of 1)

NAME _____ SEX M F AGE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SOCIAL SECURITY NUMBER _____ TELEPHONE _____
(Optional)

ORGANIZATION _____

EMERGENCY ASSIGNMENT _____

Check your dosimeter frequently (Approximately every 30 minutes).

ACTIVITY RECORD:

Entry Time/Date _____ Exit Time/Date _____

SURVEY INSTRUMENT:

DOSIMETRY USED:

Turn-Back Dose Rate: mR/hr _____
(closed window, gamma)

- TLD# _____ *
- 0-200 mR DRD # _____ *
- 0-5R DRD # _____ *
- 0-20R DRD # _____
- Other (Specify) _____

EXPOSURE RECORD: 0-200 mR DRD 0-5 R DRD _____ DRD

Reading at Entry _____ mR _____ R _____ R

Reading at Exit _____ mR _____ R _____ R

Indicated Dose _____ mR _____ R _____ R
(Exit-Entry)

THYROID BLOCKING:

Lot No. _____ Time/Date Taken _____

Turn-back dose rate is >100 mRem/hr above background or as specified for the assignment.
Turn-back dose is 200 mRem total effective dose equivalent (TEDE).

*Denotes emergency worker DRD's issued to monitoring & decontamination staff.

EXPOSURE CONTROL FOR EMERGENCY WORKERS
Procedure 42

DOSIMETRY ISSUE LOG

Attachment 5
 (Page ____ of ____)

DATE: _____

NAME	SOC. SEC. # (OPTIONAL)	TIME ISSUED	TLD #	0- 200mR DRD#	INITIAL READING	FINAL READING	* DRD #	INITIAL READING	FINAL READING	TIME COLLECTED	REMARKS

*Enter range of DRD.

 Signature

EXPOSURE CONTROL FOR EMERGENCY WORKERS
Procedure 42

DOSE TRACKING FORM

Attachment 6

(Page ___ of ___)

Date: _____

(OPTIONAL)

Full Printed Name	SS #	TLD No.	Dose Received by Direct Reading Dosimetry	Dose Received by TLD	Comments

Signature _____

USE OF POTASSIUM IODIDE

Attachment 7

(Page 1 of 2)

**THYRO-BLOCK
Tablets
(Potassium Iodide Tablets, USP)**

Take potassium iodide only when directed by the Emergency Management Director. In a radiation emergency, radioactive iodine may be released into the air. Potassium iodide (a form of iodine) can help protect you.

If you are told to take this medicine, take it once every 24 hours. Do not take it more often. More often will not help you and may increase the risk of side effects. Do not take this drug if you know you are allergic to iodide. (See side effects below.)

DIRECTIONS FOR USE

Use only when directed by state or local authorities in the event of a radiological emergency.

One (1) tablet once a day. Take for 10 days unless directed otherwise.

Store at controlled room temperature between 15° and 30°C (59° to 86°F). Keep container tightly closed and protect from light.

WARNING

Potassium iodide should not be used by people allergic to iodide. Keep out of the reach of children. In case of overdose or allergic reaction, contact a physician or the public health authority.

DESCRIPTION

Each THYRO-BLOCK TABLET contains 130 mg of potassium iodide. Other ingredients: magnesium stearate, microcrystalline cellulose, silica gel, sodium thiosulfate.

HOW POTASSIUM IODIDE WORKS

Certain forms of iodine help your thyroid gland work right. Most people get the iodine they need from foods, like iodized salt or fish. The thyroid can "store" or hold only a certain amount of iodine.

In a radiation emergency, radioactive iodine may be released in the air. This material may be breathed, or swallowed. It may enter the thyroid gland and damage it. The damage would probably not show itself for years. Children are most likely to have thyroid damage.

If you take potassium iodide, it will fill up your thyroid gland. This reduces the chance that harmful radioactive iodine will enter the thyroid gland.

USE OF POTASSIUM IODIDE

Attachment 7

(Page 2 of 2)

WHO SHOULD NOT TAKE POTASSIUM IODIDE

The only people who should not take potassium iodide are people who know they are allergic to iodide. You may take potassium iodide even if you are taking medicines for a thyroid problem (for example, a thyroid hormone or antithyroid drug). Pregnant, nursing women, babies, and children may also take this drug.

HOW AND WHEN TO TAKE POTASSIUM IODIDE

Potassium Iodide should be taken as soon as possible after direction is received from the EOC. You should take one dose every 24 hours. More will not help you because the thyroid can "hold" only limited amounts of iodine. Larger doses will increase the risk of side effects. You will probably be told not to take the drug for more than 10 days.

SIDE EFFECTS

Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.

Possible side effects include skin rashes, swelling of the salivary glands, and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold, and sometimes stomach upset and diarrhea). A few people have an allergic reaction with more serious symptoms. These could be fever and joint pains, or swelling of parts of the face and body and at times severe shortness of breath requiring immediate medical attention. Taking iodide may rarely cause over activity of the thyroid gland, under activity of the thyroid gland, or enlargement of the thyroid gland (goiter).

WHAT TO DO IF SIDE EFFECTS OCCUR

If the side effects are severe or if you have an allergic reaction, stop taking potassium iodide and contact the EOC immediately for instructions.

HOW SUPPLIED

THYRO-BLOCK TABLETS (Potassium Iodide Tablets, USP) bottles of 14 tablets (NDC 0037-0472-20). Each white, round, scored tablet contains 130 mg potassium iodide.

EXPOSURE CONTROL FOR EMERGENCY WORKERS
Procedure 42

EMERGENCY WORKER EXPOSURE CONTROL INSTRUCTIONS

Attachment 8

(Page 1 of 2)

DOSIMETRY/THYROID BLOCKING

1. Re-zero dosimeters prior to use and record initial reading on Attachment 4, "Emergency Worker Radiation Exposure Record."
2. Place TLD and self-reading dosimeter on upper half of body on outside of clothing between shoulders and waistline.
3. Check dosimeter reading frequently, approximately every 30 minutes, by holding it up to a light source, looking through the clip end, noting the position of the hairline, and obtaining a value from the scale.
4. If the indicated dose exceeds 200 mRem (0.2 Rem) report the reading as soon as possible and leave the area unless authorized to remain.
5. DO NOT permit your exposure to exceed 200 mRem (0.2 Rem) per shift without prior authorization. Anything above this reading on your dosimeter, and you should obtain approval from the EOC (Emergency Management Director as relayed by the Sheriff, the Dispatcher or Communications Office) to remain on your current mission.
6. Proceed to the Reception Center for monitoring and decontamination upon completion of your shift, if contamination is present.
7. Record your final dosimeter readings at the end of your shift or upon termination of the emergency on your Emergency Worker Radiation Exposure Record form.
8. DO NOT use thyroid blocking unless instructed to do so. (Issued to Category 1 Emergency Workers only)
9. Return the dosimetry, supplies, and exposure record to the Environmental Health Director at the EOC or as instructed for processing at the end of the work shift.

EXPOSURE CONTROL FOR EMERGENCY WORKERS
Procedure 42

EMERGENCY WORKER EXPOSURE CONTROL INSTRUCTIONS

Attachment 8

(Page 2 of 2)

GENERAL

1. **TO MINIMIZE EXTERNAL EXPOSURE:** Minimize time in the area. Maximize distance from the source of the radioactivity. Maximize shielding use if available.
2. **TO MINIMIZE INTERNAL EXPOSURE:** Use ad hoc methods such as damp cloth over nose and mouth. Use thyroid blocking when instructed to do so.
3. The maximum allowable dose you may receive is:
 - 200 mRem Total Effective Dose Equivalent (TEDE) per shift without authorization from the Emergency Management Director to exceed it.
 - 1 Rem TEDE per day without authorization from the Emergency Management Director to exceed it.
 - 5 Rem TEDE per event.
 - 10 Rem TEDE to protect valuable property with authorization from Emergency Management Director for emergency operations.
 - 25 Rem with authorization from Emergency Management Director for emergency operations.
 - >25 Rem to save a life. Must be a volunteer, fully aware of the risk, and have authorization from the Emergency Management Director.
4. The first observable effects of exposure to large amounts of radiation (greater than 50 Rem) will be nausea and fatigue. At exposures greater than 100 Rem, vomiting and diarrhea may be present. A dose of 450 Rem may be lethal.

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS

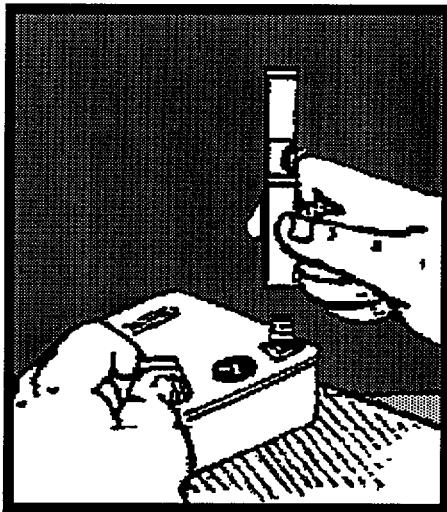
Attachment 9

(Page 1 of 12)

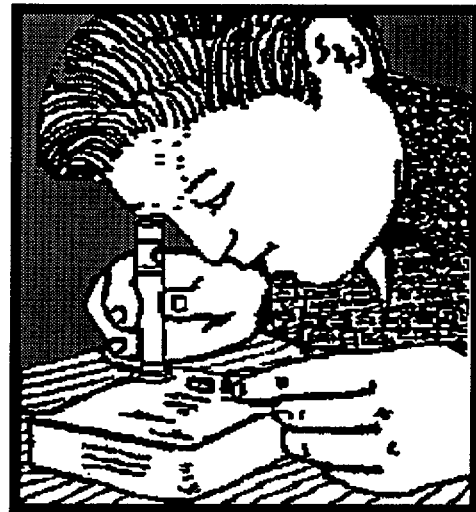
I. Direct Reading Dosimeter charger Setup and Operation

1. To check the dosimeter charger, loosen the thumbscrew in the top or bottom center of the charger with a coin or screwdriver, and remove the bottom case. Install the battery (in correct way observing the + and - polarity symbols) and reassemble.
2. Position the charger on a flat surface such as a table. Unscrew the cap on the charging contact and place the charging pin end of the dosimeter (opposite the pocket clip and eyepiece) on the charging contact of the charger (Figure I-1).

Figure I-1



Placing dosimeter on charger.



Resetting dosimeter to zero.

3. Apply firm downward pressure and you should see a meter scale and a vertical line while looking through the dosimeter. If no line is visible, rotate the voltage control knob located in the upper right hand corner or lower left hand corner (as shown in Figure I-1), until a line appears.

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS

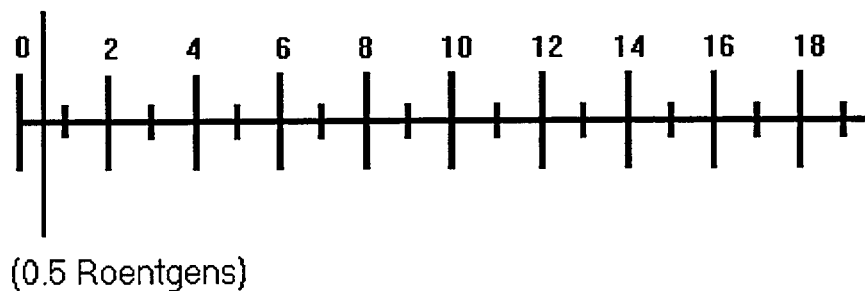
Attachment 9

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4. Set line at or near zero (Figure I-2) by rotating the voltage control knob.

Figure I-2

ROENTGENS



5. The charger is considered operational if the light source for reading dosimeters is working and the charger can move the hairline on a direct-reading dosimeter to or close to zero.
6. If the light source fails to work, replace the battery and repeat the check sequence (steps 1 thru 4 above). If the light still fails to operate, replace the light bulb with the spare provided inside the charger case and repeat the operational check sequence.
7. If the light source works but you are unable to move the line on the dosimeter, clean the charging contact on the charger with a pencil eraser or soft cloth which is free of grit, dirt, lint, and moisture. Do not use strong solvents or cleaning fluids to clean parts as they can dissolve the plastic. Repeat the operational check sequence.
8. If the check is still unsatisfactory, try another dosimeter or obtain another charger and repeat the operational check sequence.
9. If the check is satisfactory, remove the dosimeter and replace the cap over the charging contact and set the charger aside until it is needed.

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS

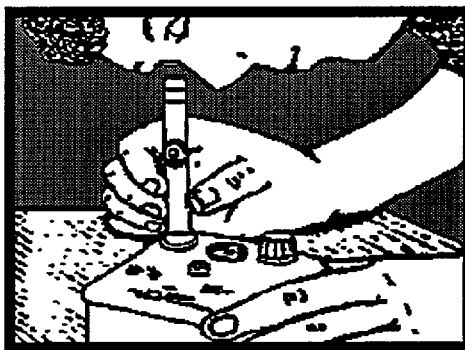
Attachment 9

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II. Zeroing Direct Reading Dosimeters

1. Place the charging pin end of the dosimeter (opposite the pocket clip and eyepiece) on the charging contact of the dosimeter charger (Figure II-1).

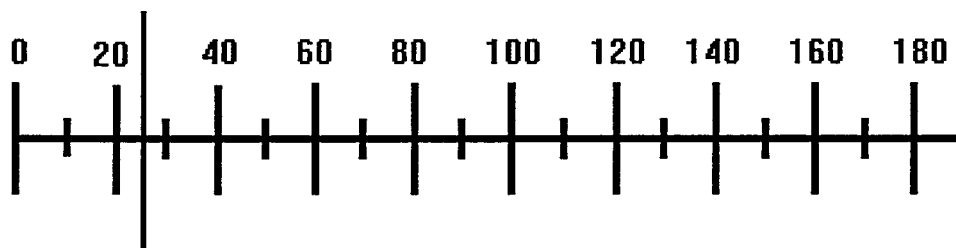
Figure II-1



2. Apply firm downward pressure on the dosimeter and you should see a meter scale and a hairline while looking through the dosimeter (Figure II-2). If no line is visible, rotate the voltage control knob of the dosimeter charger until a line appears.

Figure II-2

MILLIROENTGENS



RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS

Attachment 9

(Page 4 of 12)

NOTE

If you have trouble finding the line on a dosimeter:

- Apply more pressure on the dosimeter; or
- Clean the charging contacts on the dosimeter and the dosimeter charger with a pencil eraser or soft cloth; or
- Replace the battery in the dosimeter charger (see Section I of this attachment).

3. Set the line on the dosimeter to zero by turning the voltage control knob on the dosimeter charger.
4. Remove the dosimeter from the charging contact. Point the dosimeter towards a light source and look through the dosimeter to read it. Determine the position of the hairline on the scale.

NOTE

When reading the dosimeter, keep it as level as possible and ensure that the scale is parallel with the horizon.

5. Continue to Step 7 if the dosimeter reading is zero.
6. Repeat the procedure (Steps 1 thru 4 above) if the reading is not zero. While charging the dosimeter, set the line an equivalent amount away from zero in the opposite direction to compensate for movement when the dosimeter is removed from the charging contact.

NOTE

If time is critical, a reading of as close to zero as possible (but must be above zero) is an acceptable charge on a direct-reading dosimeter.

7. If time permits, remove any residual static charge from the charging pin end by briefly touching a pencil lead (or small metal item such as a paper clip) across the tip of the charging pin to the dosimeters' outside case. Reread the dosimeter (expect a slight increase in the reading).

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS

Attachment 9

(Page 5 of 12)

8. If a dosimeter is not to be issued immediately, allow it to sit for about 15 minutes, then read it again. If the reading has increased, the dosimeter has excessive drift and should not be used.

Operation of the Hand Held (trigger) Dosimeter Charger

BASIC OPERATION

The hand held (trigger) dosimeter charger (Fig. 1) is used to zero all Direct Reading Dosimetry (DRD) dosimeters. The charger is self powered, requiring no batteries. The voltage necessary to charge a dosimeter is generated by squeezing the generator lever. A discharge button allows the operator to set a dosimeter exactly on zero. The clamp trigger pulls back on the clamp to allow a dosimeter to be positioned on the charger or be removed from the charger.

The charger controls the movement of the hairline fiber inside the dosimeter. When the fiber is on zero, the dosimeter is said to be "zeroed".

POSITIONING THE DOSIMETER IN THE CHARGER

1. Hold the charger upright as shown in Fig. 1. Lift the clamp and pull it back to its maximum length. Place the dosimeter in the clamp and fit the dosimeter recess (opposite end from the lens) over the charging contact. This allows for electrical contact between the dosimeter and the charger.
2. Squeeze the clamp trigger. Push the clamp forward until the end is against the eyepiece of the dosimeter.
3. Release the trigger. Check the position of the dosimeter which should provide a good view through the lens. Refer to Fig. 2.

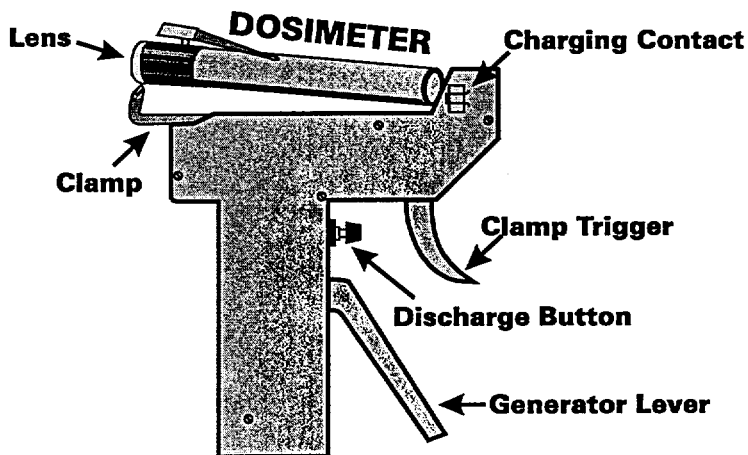


Figure 1

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS

Attachment 9

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CHARGING THE DOSIMETER

4. With the dosimeter locked in place and lens facing you, point towards a suitable light source, such as, a light fixture, window, candle, etc. as shown in Fig. 2.
5. Look through the lens and observe the scale (Fig. 3). Squeeze the generator lever and release lightly a few times. NOTE: if the dosimeter is not responding, you may need to apply more pressure with the clamp by gently pushing forward on the clamp against the end of the dosimeter. DO NOT PUSH TOO HARD as the dosimeter may be damaged.

Watch for movement of the fiber from the right of the scale towards 0. Squeeze the lever again if needed to zero the dosimeter. NOTE: If the fiber has traveled to the left of the zero but is still visible, push the discharge button and watch the fiber move to the right. If the fiber is not visible, repeat Step 5.

6. To remove the dosimeter, pull clamp trigger, lift dosimeter to just above the end of clamp and pull dosimeter straight back to disengage it from the charging contact. The length of the clamp will not change unless the clamp is manually adjusted.

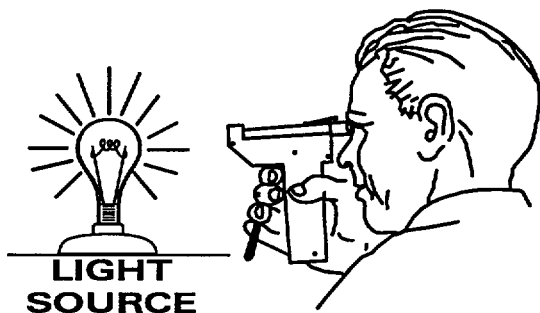


Figure 2

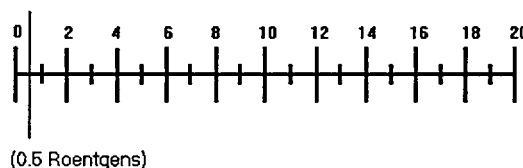


Figure 3

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS

Attachment 9

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III. Operational Check of the CDV-700 or equivalent Survey Meter

1. Visually check the instrument for signs of physical damage.
2. Ensure the selector switch is in the OFF position.
3. Open case and install batteries, observing polarity. Return instrument to case.
4. Turn the selector switch to the X10 position.
5. Connect the headphones to the audio jack, if available.
6. Put on the headphones.

NOTE

Ensure the survey instrument has been allowed to warm up for at least 30 seconds before beginning Step 8.

7. Open the probe shield.
8. Hold the probe's open window area against the operational check source located on the side of the survey instrument or in the kit. The meter should read about half-scale. An increase in the rate of clicks should be heard in the headphone.
9. Install new batteries and recheck the instrument if the meter reads too low. If no clicks are audible in the headphone, replace the headphone and recheck the instrument
10. If the instrument continues to fail the operations check, label the instrument as Out Of Service (OOS) and obtain a backup.

SURVEY METERS: CDV-700

Dose rate meters should be:

1. Warmed up for approximately 30 seconds.
2. Source checked (if a source is available on the side of the instrument or in the kit).

EXPOSURE CONTROL FOR EMERGENCY WORKERS
Procedure 42

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS

Attachment 9

(Page 8 of 12)

3. Used with window open, held at waist level. Allow 15 seconds for stabilization before taking reading.
4. **WARNING:** If an actual dose rate exceeds the highest dose rate the instrument is capable of reading, then the meter may falsely indicate zero, that is, in an extremely high dose rate area, the instrument may fail down scale and read zero.
5. Reading is obtained by reading the scale and multiplying the scale value by the multiplier setting.
6. Dose is determined by multiplying dose rate per hour times the number of hours in the area. For example: 200 mR/hr for 2 hours = 400 mR (dose).

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS

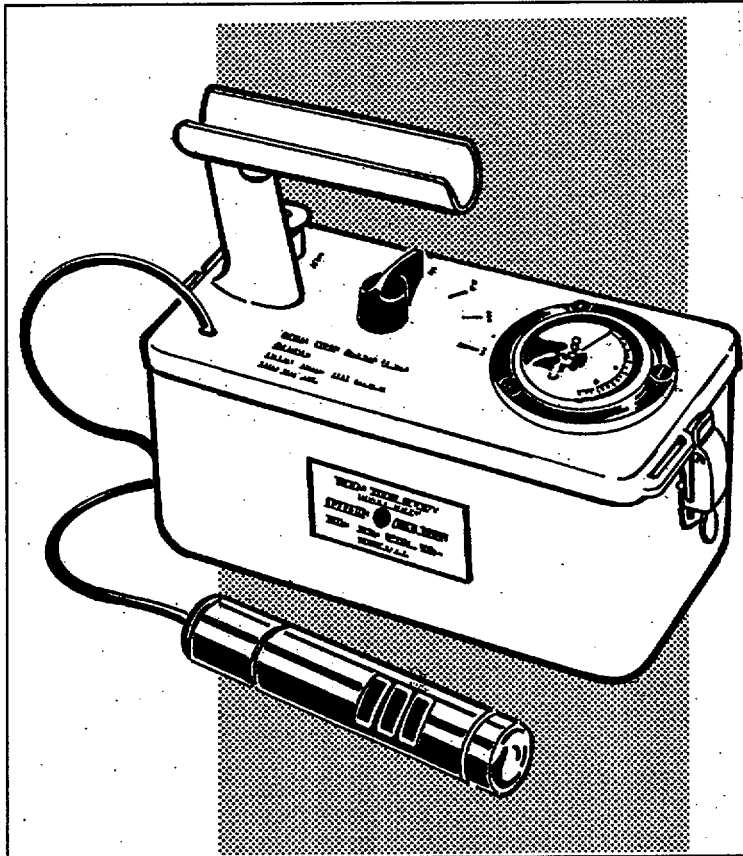
Attachment 9

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CONVERSIONS:

For beta/gamma 1R = 1 Rad = 1 Rem = 1000 mRem

Examples: 100mR = 0.1R; 200mR = 0.2R; 500 mR = 0.5R; 750 mR = 0.75R



RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS

Attachment 9
(Page 10 of 12)

SURVEY METERS: Ludlum 14-C

IV. Operational Check of the Ludlum Model 14-C Survey Meter

1. Visually check the instrument for signs of physical damage.
2. Slide the battery box button to the rear, open the lid, and install two "D" size batteries. Caution: do not twist the lid button - it slides to the rear.
3. Turn the instrument range switch to X1. Depress the BAT switch. The meter should deflect to the battery check position of the meter scale. If the meter does not respond, recheck to be certain that the batteries have proper polarity. If the meter continues to fail, change out the batteries.
4. Open the probe shield and expose the detector to a radiation check source. A positive response on the meter face should be noted. The speaker should click with the audio switch in the ON position.

NOTE

If the instrument fails the operations check, label the instrument as out of service and obtain backup meter(s).

5. Press the RES switch. The meter should zero.
6. Check for a valid calibration sticker and proceed to use the instrument.

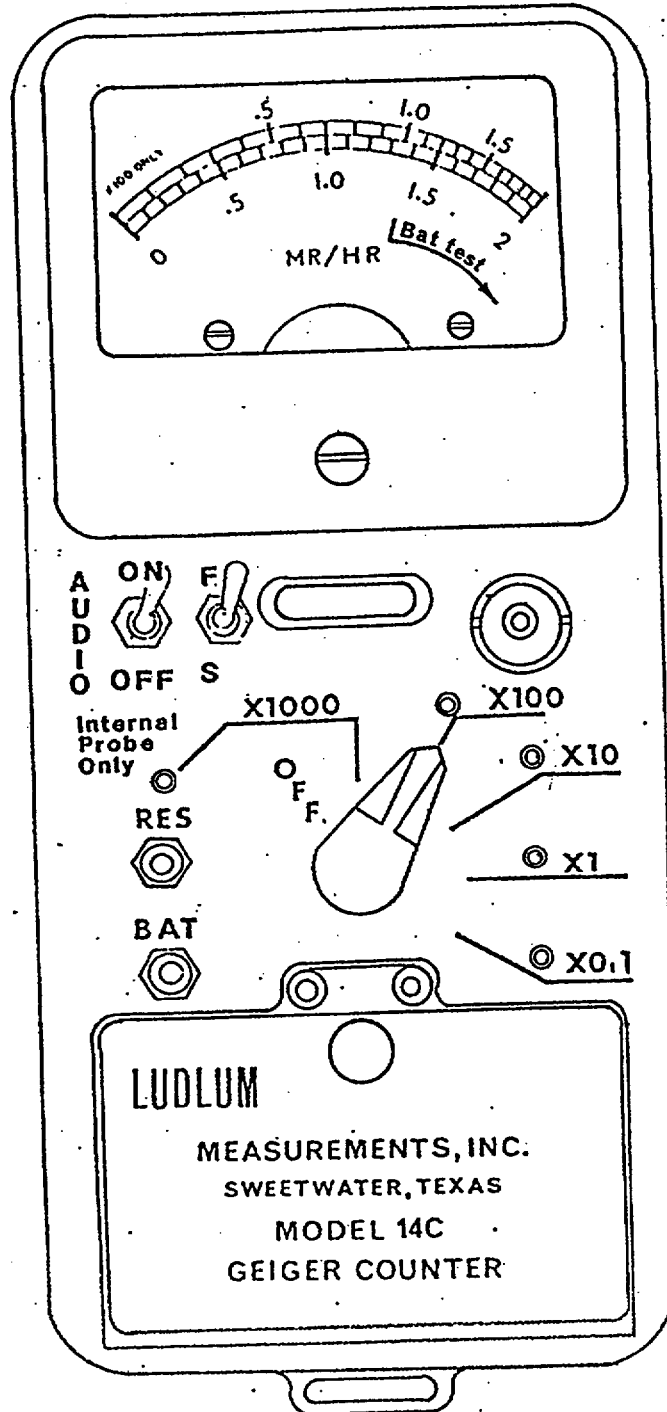
NOTE

An external detector probe, similar to the CDV-700's, is available for ranges X0.1 through X100 ranges; an internal detector is used for the X1000 range.

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS

Attachment 9
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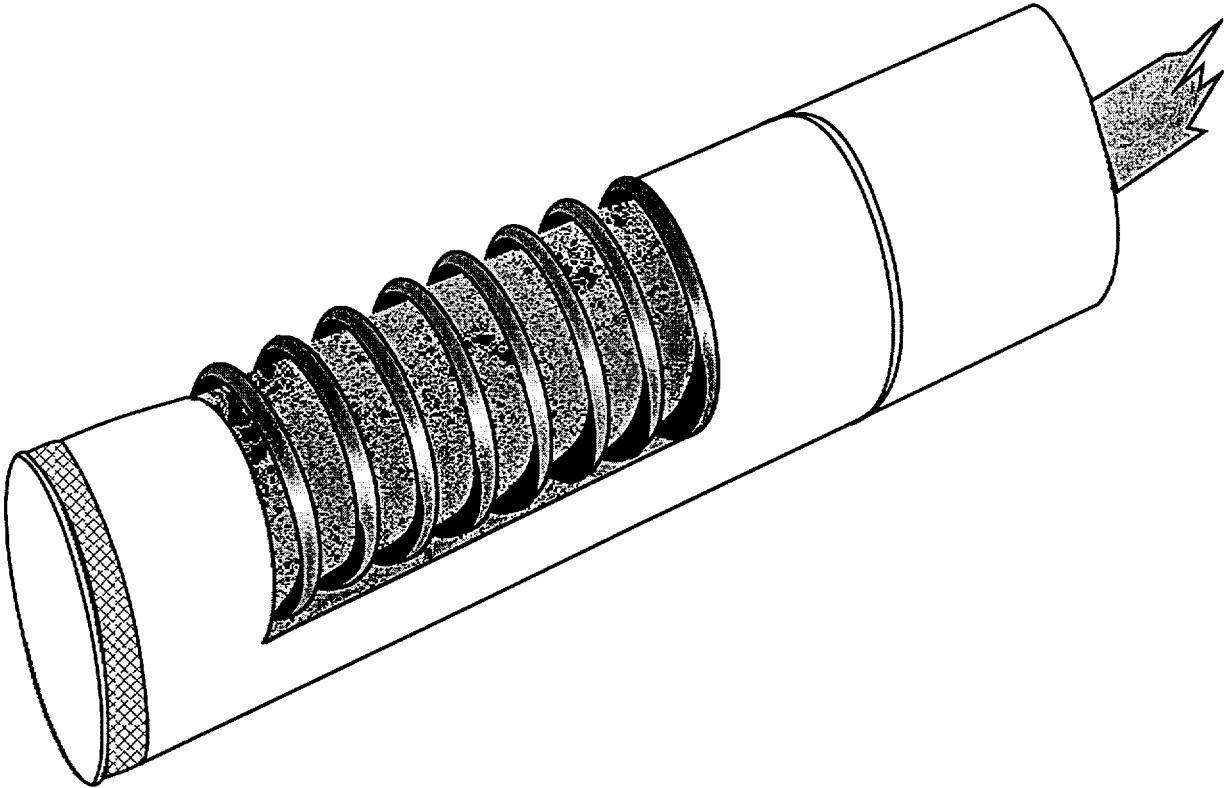
EXAMPLE OF A LUDLUM 14-C:



RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS

Attachment 9
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EXAMPLE OF LUDLUM 44-6 BETA GAMMA DETECTOR



Model 44-6 Beta -Gamma Detector

CDI0287A

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**

TRANSPORTATION OFFICER

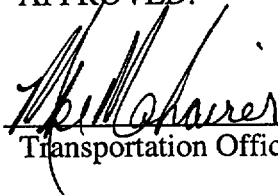
Procedure 50

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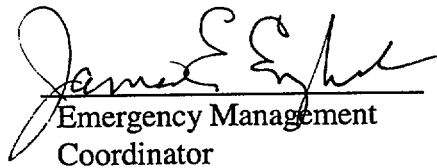
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Effective Date: August 31, 2000

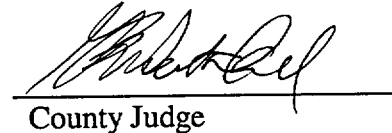
APPROVED:



Transportation Officer



Emergency Management
Coordinator



County Judge

TRANSPORTATION OFFICER

Procedure 50

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by the Transportation Officer 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, Palacios, and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response specific to the Transportation Officer.

2.0 Discussion

- 2.1 The Transportation Officer is the direct link between the EOC and the Independent School Districts (ISD) to ensure effective communications with schools.
- 2.2 The Transportation Officer is responsible for ensuring availability of transportation resources as required to support the evacuation effort, and for securing additional transportation as needed or requested.
- 2.3 At an **Alert**, the Transportation Officer reports to the EOC and ensures all School Superintendents are aware of the emergency condition and directs them to review and implement their procedures. Precautionary measures, such as dispatching the Matagorda school buses to Matagorda, may be taken at this time.
- 2.4 At a **Site Area Emergency**, the Transportation Officer dispatches all buses and other school vehicles for use in implementing school evacuations. A list of those persons needing special assistance in evacuating is developed, and special provisions for their evacuation are taken. Support is provided to STPEGS, if requested, to implement an evacuation of onsite personnel.
- 2.5 At a **General Emergency**, the Transportation Officer obtains additional transportation, as necessary, and dispatches equipment to begin evacuation of threatened areas.

TRANSPORTATION OFFICER

Procedure 50

- 2.6 Responsibilities of the Transportation Officer include the following:
 - 2.6.1 Provide emergency mass transportation through the use of school vehicles.
 - 2.6.2 Utilize mutual aid agreements with nearby districts to provide additional equipment, personnel and facilities upon request.
 - 2.6.3 Maintain rosters of qualified drivers and provide training where necessary.
 - 2.6.4 Ensure a driver notification system exists.
 - 2.6.5 Ensure operability of transportation equipment and service facilities.
 - 2.6.6 Provide transportation resources to support evacuations of both the general public and STPEGS onsite personnel.
 - 2.6.7 Provide transportation resources to identified persons requiring special assistance. An annual assessment of those needing special assistance will be made. A list will be kept by the Emergency Management Coordinator. The American Red Cross will determine if special assistance is required during an emergency.
 - 2.6.8 Maintain a record of the use of all privately-owned equipment.
- 2.7 **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.
- 2.8 **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 and Procedures, Annex W, Fixed Nuclear Facility Response.
- 4.0 Equipment Required
 - 4.1 None.

TRANSPORTATION OFFICER

Procedure 50

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, "Transportation Officer Checklist." Use this checklist as a guide to assist in performing position responsibilities.

NOTE

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

8.0 Attachments

8.1 Attachment 1, Transportation Officer Checklist

8.2 Attachment 2, Evacuation Plan for Tidehaven and Matagorda Independent School Districts

8.3 Attachment 3, Vehicle Driver Briefing Sheet

8.4 Attachment 4, EOC Briefing Sheet

8.5 Attachment 5, Private Equipment Usage

8.6 Attachment 6, Recovery Activities List

8.7 Attachment 7, Acronyms List

TRANSPORTATION OFFICER

Procedure 50

TRANSPORTATION OFFICER CHECKLIST

Attachment 1

(Page 1 of 14)

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

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

I. ALERT

1. Report to the EOC and sign in on the Staffing Board. _____
2. Inform the Emergency Management Coordinator of your arrival and obtain a briefing of the current situation.
3. Initiate and maintain an Emergency Action Log. LOG
 - a. Track telephone calls, key information obtained, actions taken, and any other information needed to document the response actions taken.
 - b. Maintain the log until termination of the emergency.
4. Notify School Superintendents of the Alert. LOG
 - a. Bay City ISD _____
 - b. Matagorda ISD _____
 - c. Palacios ISD _____
 - d. Tidehaven ISD _____
 - e. Van Vleck ISD _____
5. Review existing transportation plans, call out lists, telephone numbers, and equipment lists. _____

TRANSPORTATION OFFICER

Procedure 50

TRANSPORTATION OFFICER CHECKLIST

Attachment 1

(Page 2 of 14)

ACTION	TIME/LOG
6. Discuss with the Emergency Management Director whether to recommend to Tidehaven ISD and Matagorda ISD to implement early dismissal or cancellation of school classes.	_____
a. If schools are in session:	
• Contact the schools if early dismissal is determined to be advisable.	LOG
• Inform the Public Information Officer (PIO) or Writer of any early dismissal plans. Provide the PIO or Writer with marked up copies of Attachment 2, "Evacuation Plan for Tidehaven and Matagorda Independent School Districts."	_____
• If early dismissal is not being implemented, consider dispatching the Matagorda school buses to Matagorda, as a precautionary measure.	_____
b. If schools are not in session:	
• Contact the School Superintendents if cancellation of classes is determined to be advisable.	LOG
• Inform the PIO or Public Information Writer of any plans to cancel future classes.	_____
• Ensure the Superintendents utilize their normal methods for notifying parents (e.g., via local radio stations) and school bus drivers of the cancellation of future classes.	_____
• Recommend that the Superintendents cancel extra curricular school activities.	_____

TRANSPORTATION OFFICER

Procedure 50

TRANSPORTATION OFFICER CHECKLIST

Attachment 1

(Page 3 of 14)

ACTION	TIME/LOG
c. Assist the PIO or Public Information Writer with news advisories regarding school response.	_____
d. Determine the number of buses that would be needed to evacuate the schools, if early dismissal is not implemented.	LOG
7. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

TRANSPORTATION OFFICER

Procedure 50

TRANSPORTATION OFFICER CHECKLIST

Attachment 1

(Page 4 of 14)

ACTION

TIME/LOG

II. SITE AREA EMERGENCY

1. If schools are in session, implement evacuation of Tidehaven ISD and Matagorda ISD as follows:
 - a. Confirm with the Emergency Management Director that school evacuations should be implemented. _____

NOTE

Under normal circumstances, the Tidehaven ISD maintains sufficient buses to evacuate the schools. The drivers are not considered emergency workers and will not receive dosimetry and a briefing. Only supplemental transportation resources sent to the school will require dosimetry and an emergency worker briefing.

- b. Notify Matagorda and Tidehaven ISD Superintendents of the emergency classification and the need to evacuate the schools. Determine if supplemental transportation resources are needed. Provide directions in accordance with Attachment 2, "Evacuation Plan for Tidehaven and Matagorda Independent School Districts." LOG
- c. Contact the appropriate ISD Transportation Manager. Provide information on the number of students to be evacuated at Tidehaven ISD and Matagorda ISD. Request buses to be fueled and dispatched to the schools to implement evacuation. _____
- d. Inform the Communications Officer of the school evacuation and request law enforcement units be placed at the schools for traffic and crowd control and as police escorts, if available. _____

TRANSPORTATION OFFICER

Procedure 50

TRANSPORTATION OFFICER CHECKLIST

Attachment 1

(Page 5 of 14)

ACTION

TIME/LOG

- e. Inform the PIO or Public Information Writer of the school evacuation and request this information be included in the next news advisory or EAS message to be issued. _____
- f. Provide information for the status boards to the EOC Administrative Assistant and Status Board Keeper. Keep the Emergency Management Director/Coordinator advised of the status of the evacuation. _____
- g. If a release is in progress, ensure the buses are first sent to Reception Center for monitoring and decontamination, then on to the designated host school. _____
- 2. If schools are not in session, implement school closure and cancellation of classes for Tidehaven ISD and Matagorda ISD as follows:
 - a. Confirm with the Emergency Management Director that school closure or cancellation should be implemented. _____
 - b. Notify Matagorda and Tidehaven ISD Superintendents of the emergency classifications and the need for school closure and the cancellation of classes and extra curricular activities; (e.g., club meetings, detention hall, sports activities such as football games, etc.). _____
 - c. Ensure the School Superintendents utilize their normal methods for notifying parents (e.g., via local radio stations) and school bus drivers of the school closings. _____
 - d. Inform the PIO or Public Information Writer of the school closings and request this information be included in the next news advisory or EAS message to be issued. _____

TRANSPORTATION OFFICER

Procedure 50

TRANSPORTATION OFFICER CHECKLIST

Attachment 1

(Page 6 of 14)

ACTION	TIME/LOG
3. Complete the activities in Section I, Alert, if not already completed.	_____
4. Arrange with the Communications Officer to obtain reports concerning the progress of school evacuations from law enforcement units in the field.	_____
5. Keep the following Superintendents informed of the status of the school evacuations:	
a. Bay City ISD	_____
b. Palacios ISD	_____
c. Van Vleck ISD	_____
6. Arrange with the ISD Transportation Managers to have 25 buses, with radios, fueled and placed on standby ready to support an evacuation of the general public or STPEGS on site personnel.	_____
7. When provided the lists from the Emergency Management Coordinator and American Red Cross Director of persons requiring transportation or that may require special assistance in evacuation, make arrangements with the ISD Transportation Managers to provide transportation should an evacuation be recommended.	_____
a. Consult with the Emergency Management Coordinator and Emergency Management Director concerning the estimated time required to implement the evacuation of transportation dependent and special populations; and whether a precautionary evacuation of these individuals should be implemented.	_____
b. If an evacuation is recommended, coordinate with the Emergency Management Director as to whether only those in the affected zones should be evacuated or if all transportation dependent and special populations in the 10 mile Emergency Planning Zone should be evacuated.	LOG

TRANSPORTATION OFFICER

Procedure 50

TRANSPORTATION OFFICER CHECKLIST

Attachment 1

(Page 7 of 14)

ACTION

TIME/LOG

- | | | | |
|----|---|-------|--|
| c. | Coordinate with the Environmental Health Director to have dosimetry issued (if needed) to bus drivers prior to being dispatched to evacuate the transportation dependent and special populations. | _____ | |
| d. | Ensure bus drivers are provided a mission briefing and a map prior to dispatch (use Attachment 3, Vehicle Driver Briefing Sheet). | _____ | |
| e. | Dispatch the required number of buses by contacting the ISD Transportation Managers. | _____ | |
| 8. | If directed by the Emergency Management Coordinator to provide support for an STPEGS evacuation, then: | | |
| a. | Consult with the STPEGS Liaison in the EOC and determine the required number of buses. | _____ | |
| b. | Coordinate with the STPEGS Liaison in the EOC and the Environmental Health Director for the safest route for the buses to take to get to STPEGS. | _____ | |
| c. | Coordinate with the Environmental Health Director to have dosimetry issued to bus drivers prior to dispatch, if time allows. | _____ | |
| 9. | If additional Law Enforcement support is needed during the evacuation, coordinate with the Sheriff and Communications Officer. | LOG | |

TRANSPORTATION OFFICER

Procedure 50

TRANSPORTATION OFFICER CHECKLIST

Attachment 1

(Page 8 of 14)

ACTION	TIME/LOG
10. If required, arrange for support staff to communicate with the bus drivers in the field.	LOG
11. If extraordinary expenditures will be involved in the completion of these procedures, obtain approval from the Emergency Management Director prior to expenses being incurred.	N/A
12. As vehicles complete their initial evacuation assignments, assign them to additional evacuation needs.	LOG
13. Refuel vehicles and direct drivers to remain available in case additional evacuation requirements develop, or to return evacuees to their homes when the emergency has been terminated.	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 4, "EOC Briefing Sheet," plus any additional information of value to the EOC staff.	N/A
15. If the event is of long duration, perform shift turnovers in accordance with Section IV of this checklist.	N/A
16. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

TRANSPORTATION OFFICER

Procedure 50

TRANSPORTATION OFFICER CHECKLIST

Attachment 1

(Page 9 of 14)

ACTION	TIME/LOG
III. GENERAL EMERGENCY	
1. Perform step 1 or 2 of Section II, Site Area Emergency, if not already completed.	N/A
2. Complete the other activities in Section I, Alert, and Section II, Site Area Emergency, if not already completed.	N/A
3. Inform the following Superintendents of the change in emergency classification:	
a. Bay City ISD	_____
b. Matagorda ISD	_____
c. Palacios ISD	_____
d. Tidehaven ISD	_____
e. Van Vleck ISD	_____
4. Provide transportation resources to assist the general public, special needs individuals, and industrial facilities with evacuation. If local resources are inadequate, requests for assistance from outside the county should be made through the Emergency Management Director/Coordinator.	LOG
5. With the approval of the Emergency Management Director/Coordinator, secure additional transportation resources needed to support the emergency response through available agencies such as:	LOG
a. County Commissioners	_____
b. Police Departments (Bay City, Palacios)	_____
c. Public Works (Bay City, Palacios)	_____
d. Community Organizations (Churches)	_____
e. Lower Colorado River Authority	_____

TRANSPORTATION OFFICER

Procedure 50

TRANSPORTATION OFFICER CHECKLIST

Attachment 1

(Page 10 of 14)

ACTION	TIME/LOG
f. Game Wardens, locally assigned	_____
g. Private sources	_____
h. DPS Pierce (via the Emergency Management Coordinator)	_____
6. Maintain a record of the use of all privately owned equipment, as well as equipment used that belongs to sources other than Matagorda County or the cities of Bay City and Palacios.	N/A
a. Use Attachment 5, "Private Equipment Usage."	_____
b. Ensure the Communications Officer continually provides information regarding equipment used from private sources and sources outside the County.	_____
7. If extraordinary expenditures will be involved in the completion of these procedures, obtain approval from the Emergency Management Director prior to expenses being incurred.	_____
8. As vehicles complete their initial evacuation assignments, assign them to additional evacuation needs.	_____
9. Refuel vehicles and direct drivers to remain available in case additional evacuation requirements develop, or to return evacuees to their homes when the emergency is terminated.	_____
10. When requested by the Emergency Management Director to provide a status update at the hourly EOC briefing, provide the information in Attachment 4, "EOC Briefing Sheet" plus any additional information of value to the EOC staff.	_____

TRANSPORTATION OFFICER

Procedure 50

TRANSPORTATION OFFICER CHECKLIST

Attachment 1

(Page 11 of 14)

ACTION

TIME/LOG

- | | | |
|-----|---|-----|
| 11. | Maintain the General Emergency classification activities until the event has ended, then proceed with the "Recovery" or "Termination" sections of this checklist, as appropriate. | N/A |
|-----|---|-----|

TRANSPORTATION OFFICER

Procedure 50

TRANSPORTATION OFFICER CHECKLIST

Attachment 1
(Page 12 of 14)

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. _____
2. Inform the Emergency Management Coordinator of the transfer of responsibilities to the incoming shift replacement. _____
3. Update Staffing Board. _____
4. Agree to your return time. _____
5. Document names, date and time of turnover. LOG

TRANSPORTATION OFFICER

Procedure 50

TRANSPORTATION OFFICER CHECKLIST

Attachment 1
(Page 13 of 14)

ACTION

TIME/LOG

V. RECOVERY

1. Inform the following school districts of the change in emergency classification.
 - a. Bay City ISD _____
 - b. Matagorda ISD _____
 - c. Palacios ISD _____
 - d. Tidehaven ISD _____
 - e. Van Vleck ISD _____
2. Develop a list of activities and tasks which should be completed as a part of the recovery effort using Attachment 6, "Recovery Activities List." Include actions necessary to return school operations to normal. _____
3. Provide a copy of the Recovery Activities List to the Emergency Management Coordinator. _____
4. Assist in the development of recovery plans. N/A
5. Maintain your log until termination of the event. _____

TRANSPORTATION OFFICER

Procedure 50

TRANSPORTATION OFFICER CHECKLIST

Attachment 1

(Page 14 of 14)

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 and sign as necessary all documents, checklists, and logs. _____
3. Turn over all documents generated during the emergency to the EOC Administrative Assistant. _____

TRANSPORTATION OFFICER

Procedure 50

EVACUATION PLAN FOR TIDEHAVEN AND MATAGORDA INDEPENDENT SCHOOL DISTRICTS

Attachment 2

(Page 1 of 2)

If a radiological emergency occurs at the South Texas Project Electric Generating Station (STPEGS) requiring evacuation of schools in the Emergency Planning Zone, the following procedures will be employed by Matagorda and Tidehaven Independent School Districts.

News advisories or Emergency Alert Messages will be periodically issued by the Matagorda County Emergency Operations Center via KMKS (102.5 FM), KIOX (96.9 FM) and KXGJ (101.7 FM) with information regarding area school dismissal or evacuation.

ALERT

Upon notification of an ALERT, the School Superintendents will:

1. Provide for an early dismissal of students.
 - Students may be released directly to their parents.
 - Activate the school bus system to return students to their homes.
2. Students with their own transportation will be released and instructed to return home.

SITE AREA EMERGENCY

Upon notification of a SITE AREA EMERGENCY, the School Superintendents will discuss the situation with the Transportation Officer or the Emergency Management Coordinator in the Matagorda County Emergency Operations Center to determine which of the following alternatives to follow.

1. Provide for an early dismissal of students.
 - Superintendents should activate their bus system.
 - Students with their own transportation will be released and instructed where to report.
 - Students may also be released directly to their parents.
2. Evacuate students at each school district as designated in this attachment.

TRANSPORTATION OFFICER

Procedure 50

EVACUATION PLAN FOR TIDEHAVEN AND MATAGORDA INDEPENDENT SCHOOL DISTRICTS

Attachment 2 (Page 2 of 2)

GENERAL EMERGENCY

1. Evacuate students as designated below for each school district.
2. Students with their own transportation will be released and instructed where to report.

EVACUATION INSTRUCTIONS FOR MATAGORDA ISD

All students will be transported by bus to **Linnie Roberts Elementary School in Bay City**. Law enforcement units will be dispatched to assist in traffic and crowd control. If monitoring and decontamination is required, the students should first be transported to McAllister Junior High School. After monitoring/decontamination, the students should then be transported as follows:

Linnie Roberts Elementary School is located on Whitson, which is west of Highway 60. The buses will turn onto Whitson at the light where Highway 60 intersects with Whitson Road. The school is located on the left, four blocks down Whitson at Roberts Road. Students will be held at the campus until a parent picks up the student.

EVACUATION INSTRUCTIONS FOR TIDEHAVEN ISD

All students will be evacuated, as specified below. Law enforcement units will be dispatched to assist in traffic and crowd control. If monitoring and decontamination is required, the students should first be transported to McAllister Junior High School or the Palacios High School (Field House). After monitoring/decontamination, the students should then be transported as follows:

Students assigned to Tidehaven High School and Tidehaven Intermediate School will be transported by bus to **either Blessing Elementary Campus or Markham Elementary Campus, according to the attendance zone in which that student resides**. Students will be held at the campus until a parent picks up the student.

TRANSPORTATION OFFICER

Procedure 50

VEHICLE DRIVER BRIEFING SHEET

Attachment 3

(Page 1 of 1)

- Provide vehicle driver briefing on the status of the emergency (i.e., ECL status, county response activities, etc.).
- Assure the driver has communications available on the vehicle (e.g., radio, cellular telephone, etc.).
 - Instruct the driver to perform communication checks upon dispatch.
 - Inform the driver that if he/she loses communications to continue the mission.
- Provide the vehicle driver a map and a description of the mission.
- Review with the driver the evacuation route and host facility location.
 - The general public and industrial locations will be transported directly to a reception center.
 - Special facilities (i.e., schools, etc.) will be evacuated to a host facility unless directed to a Reception Center.
- If directed to a Reception Center, describe to the driver the facility activities:
 - The vehicle will be monitored for contamination and cleared (if clean) or impounded (if contaminated).
 - If the vehicle is impounded, alternate transportation will be provided.
 - Driver and occupants will be monitored for contamination and decontaminated, if necessary.
- Upon completion of the mission, direct the driver to the Bay City ISD Service Center to await additional missions.
- Prior to dispatch, ensure the vehicle has sufficient fuel to perform the mission.
- If not already accomplished, direct the driver to the Environmental Health Director for a radiological briefing and issuance of dosimetry.

TRANSPORTATION OFFICER

Procedure 50

**EOC Briefing Sheet
Attachment 4
(Page 1 of 1)**

1. The following schools have been notified of the current Emergency classification:

- Matagorda ISD
- Tidehaven ISD
- Bay City ISD
- Palacios ISD
- Van Vleck ISD

2. The status of the school evacuations:

- Matagorda: No actions underway
ISD Sheltering
 Preparing to evacuate
 Buses being dispatched
 Buses arrived at school
 Buses loaded and have left
 Buses arrived at Reception Center
Location: _____

- Tidehaven: No actions underway
ISD Sheltering
 Preparing to evacuate
 Buses being dispatched
 Buses arrived at school
 Buses loaded and have left
 Buses arrived at Reception Center
Location: _____

3. Transportation has also been requested and is being provided for:

4. Bus and transportation resources are/are not adequate.
Transportation resources are also being provided by: _____

5. Additional Information: _____

TRANSPORTATION OFFICER

Procedure 50

PRIVATE EQUIPMENT USAGE

Attachment 5

(Page ___ of ___)

DATE ACQUIRED	EQUIPMENT	OWNER NAME ADDRESS TELEPHONE	ASSIGNED OPERATOR	DAMAGE OR REPAIR STATUS	DATE RETURNED

TRANSPORTATION OFFICER

Procedure 50

RECOVERY ACTIVITIES LIST

Attachment 6

(Page ___ of ___)

(Name)

(EOC Position)

(Date)

ITEM #	LOCATION	ACTION/DESCRIPTION	ASSIGNED TO	PRIORITY

**TRANSPORTATION OFFICER
Procedure 50**

**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

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**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**

PUBLIC INFORMATION OFFICER

Procedure 60

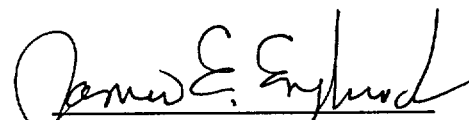
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	Attachment 7: Recovery Activities List	P-60-34
	Attachment 8: Acronyms List	P-60-35

Effective Date: August 31, 2000

APPROVED:


Public Information Officer


Emergency Management
Coordinator


County Judge

PUBLIC INFORMATION OFFICER

Procedure 60

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by the Public Information Officer or Writer in the Emergency Operations Center (EOC) or at the Joint Information Center (JIC) 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 Public Information Officer (PIO) and Public Information Writer.

2.0 Discussion

- 2.1 The PIO shall serve as spokesperson for Matagorda County and the cities of Bay City and Palacios. The PIO shall coordinate information and media releases with the EOC and appropriate agencies prior to release.
- 2.2 Based on the situation, the PIO may initially function from the EOC or JIC. The PIO will relocate to the JIC (located at the Matagorda Hotel and Conference Center in Bay City, Texas) as soon as possible after activation of the JIC. The Public Information Writer/Staff will then perform the duties of the PIO at the EOC.
- 2.3 Copies of media information shall be distributed within the EOC for information and rumor control.
- 2.4 All written information releases to the public, developed by the County, shall be approved by the Emergency Management Director.
- 2.5 The PIO or designee shall monitor news broadcasts to correct rumors.
- 2.6 Responsibilities for the Public Information Officer include, but are not limited to, the following:
 - 2.6.1 Provide educational information to the public regarding the County's fixed nuclear facility preparedness program by:
 - 2.6.1.1 Sponsoring periodic public meetings at which residents may ask questions and provide suggestions.
 - 2.6.1.2 Publicizing tests of the public warning system.
 - 2.6.1.3 Publicizing improvements or changes to the public warning system.

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- 2.6.1.4 Publicizing drills and exercises of the Emergency Response Organization.
- 2.6.2 Verify emergency information prior to dissemination to the public.
- 2.6.3 Contact the information officers of the State and the utility to exchange and update the data regarding the situation, prior to scheduled press briefings.
- 2.6.4 Coordinate the release of public information with other agencies also issuing news advisories. These may include spokespersons for the State of Texas (Division of Emergency Management [DEM] and the Bureau of Radiation Control [BRC]), Federal Emergency Management Agency (FEMA), Nuclear Regulatory Commission (NRC), STPEGS, and other participating agencies.
- 2.6.5 Notify the press of scheduled briefings and locations.
- 2.6.6 Keep the public informed of any recommended protective measures throughout the incident.
- 2.6.7 Publicize shelter and congregate care facility plans to the residents of the County.
- 2.7 **An EAS (Emergency Alert System) Message** gives direction to the public on actions that should be taken during an emergency. 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. EAS messages will be issued from the EOC.
- 2.8 **A News Advisory** gives further information regarding the situation or provides information that is not directly related to protective actions for the public. News Advisories will be issued from the EOC.

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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 23, "Activation of the Public Warning System."
- 3.4 Emergency Management Plan, Annex W, Procedure 63, "Emergency Alert System Messages."

4.0 Equipment Required

- 4.1 None.

5.0 Precautions and Limitations

- 5.1 The public must be notified within 15 minutes of any decision by the Emergency Management Director to implement protective actions for the public.

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, "Public Information Officer Checklist." Use this checklist as a guide to assist in performing position responsibilities.

NOTE

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

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8.0 Attachments

- 8.1 Attachment 1, Public Information Officer Checklist**
- 8.2 Attachment 2, Public Information Writer Checklist**
- 8.3 Attachment 3, EAS Message and News Advisory Content**
- 8.4 Attachment 4, Briefing Sheet**
- 8.5 Attachment 5, Message Log**
- 8.6 Attachment 6, Recovery Activities List**
- 8.7 Attachment 7, Acronyms List**

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PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

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Name	Date
ACTION	TIME/LOG

I. ALERT

1. Report to the EOC and sign in on the staffing board and receive a briefing from the Emergency Management Director/Coordinator or report to the JIC and check in with the JIC Director. Ensure Public Information Staff has been contacted to report. _____
2. Initiate emergency action log. 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.
3. Brief other Public Information Officers or staff _____
 - a. Review news advisories that have been issued from the EOC.
 - b. Do not leave if you are in the midst of, or close to issuing, an EAS message. Complete transmission of any EAS message in process.

NOTE

EAS messages are normally not needed at an Alert classification level, however, the Emergency Management Director may want to take precautionary actions for special cases, in which an EAS announcement may be prudent.

- c. Review Section IV, Shift Turnover, with oncoming public information personnel.

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PUBLIC INFORMATION OFFICER CHECKLIST

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ACTION	TIME/LOG
4. Assist the Public Information writer/staff in preparing a news advisory concerning the STPEGS Alert declaration.	_____
5. When notified of activation of the JIC, turn over EOC public information duties to the Public Information Writer, and announce to the EOC staff the transfer of responsibilities, and proceed to the JIC.	_____
a. Once at the JIC, ensure that any press releases or news advisories issued by Federal, State, and STPEGS personnel at the JIC are faxed to the EOC for informational purposes.	_____
b. Once the JIC staffing is complete, advise the Sheriff's Office dispatcher to refer all calls from the public and press to Rumor Control at the JIC. Give the dispatcher these numbers as listed in the Emergency Communications Directory.	_____
6. If the JIC is not activated, then implement provisions to interface with the press, including:	LOG
a. Notify press of scheduled press briefings.	
b. Conduct press briefings (approximately hourly) outside the EOC until the JIC is operational. Use Attachment 4, "Briefing Sheet" as a guide.	
c. Provide copies of news advisories and EAS messages to the press.	
7. Monitor television and radio stations and correct any misinformation in the next EAS message or news advisory.	_____
8. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

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PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

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ACTION

TIME/LOG

II. SITE AREA EMERGENCY

NOTE

DO NOT transmit an EAS message until the Emergency Management Director signs, dates and puts the time of approval on the message.

1. If the JIC has not been activated, then:
 - a. Coordinate with the Emergency Management Director or the Emergency Management Coordinator to issue a Site Area Emergency Notification EAS Message in accordance with Annex W, Procedure 63, "Emergency Alert System Messages," or by using the EAS message generator.
 - If time permits, have key members of the EOC staff review the EAS message for accuracy (e.g., correct information on whether or not a release is in progress, etc.).
 - Obtain approval of EAS message from Emergency Management Director.
 - Provide EAS message to EOC Administrative Assistant to be immediately faxed to KMKS, KIOX and KXGJ.
 - Contact radio stations and brief them on EAS message as it is being faxed.

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ACTION	TIME/LOG
b. With the approval of the Emergency Management Director, activate the Northland Cable TV Company's Emergency Alert System, and Local Information Channel and instruct residents to tune to the EAS stations (KMKS, KIOX and KXGJ) for emergency information. Activation information is available in Annex W, Procedure 23, "Activation of the Public Warning System."	_____
c. Obtain information on school closure or evacuation from the Transportation Officer. If needed, issue a school evacuation notification EAS message in accordance with Annex W, Procedure 63, "Emergency Alert System Messages and News Advisories," or the EAS message generator.	_____
d. Complete activities in Section I, Alert, if not already completed.	N/A
e. Establish contact with the public information personnel at the following locations and provide a briefing of any news advisories and EAS messages issued. <ul style="list-style-type: none">• STPEGS• BRC• DEM-Austin• FEMA	_____
f. As plant conditions or protective actions change, continue to prepare and disseminate EAS messages.	LOG
g. Continue to collect information and prepare news advisories related to emergency response activities.	N/A
h. Continue to hold hourly press briefings.	LOG

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PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

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<u>ACTION</u>	<u>TIME/LOG</u>
2. If the JIC has been activated, then:	
a. Collect information in regard to County response activities and recommended public protective actions.	_____
b. If requested, prepare press releases related to the county emergency response activities. <ul style="list-style-type: none">• Fax draft County press releases to the EOC.• Obtain the Emergency Management Director's approval.• Ensure County press releases are consistent with Federal, State, and STPEGS releases.• Ensure distribution of the approved press release to the other PIO's and news media at the JIC.	LOG
c. Represent the County during joint press briefings at the JIC.	LOG
d. Ensure press releases prepared by STPEGS, state and federal PIO's at the JIC are faxed to the EOC.	_____
3. Establish contact with the public information personnel at the following locations and provide a briefing of any news advisories and EAS messages issued. <ul style="list-style-type: none">• STPEGS• BRC• DEM-Austin• FEMA	

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ACTION	TIME/LOG
4. If the event is of long duration, perform shift turnovers in accordance with Section IV of this checklist.	N/A
5. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

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PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

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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. | As requested, draft updated press releases at the JIC for approval by the Emergency Management Director for dissemination to the news media and the public. | LOG |

CAUTION

Ensure EAS messages are IMMEDIATELY followed with a Supplemental Message, if necessary.

- | | | |
|----|--|-------|
| 3. | Continue to ensure all press releases issued by the JIC are faxed to the appropriate agencies/organizations. | N/A |
| 4. | Continue to participate in joint press briefings at the JIC. | LOG |
| 5. | Interface with rumor control at the JIC to ensure inquiries from the general public are being handled quickly and accurately. | _____ |
| 6. | Establish contact with the public information personnel at the following locations and provide a briefing of any news advisories and EAS messages issued. <ul style="list-style-type: none">• STPEGS• BRC• DEM-Austin• FEMA | |
| 7. | Maintain the General Emergency classification activities until the event has ended, then proceed with the "Recovery" or "Termination" sections of this checklist, as appropriate. | N/A |

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PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

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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 previous EAS messages, news advisories, and press releases | |
| 2. | Inform the Emergency Management Coordinator of the transfer of responsibilities to the oncoming shift replacement. | _____ |
| 3. | Inform the other public information staff, with whom contact has been made, of the change in shift and introduce your replacement | N/A |
| 4. | Ensure EOC Staffing Board is updated. | _____ |
| 5. | Agree to your return time. | _____ |
| 6. | Document names, date and time of turnover. | LOG |

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PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

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ACTION

TIME/LOG

V. RECOVERY

- | | | |
|----|--|-------|
| 1. | With the assistance of the public information staff, develop a list of activities and tasks which should be completed as a part of the recovery effort using Attachment 5, "Recovery Activities List." | _____ |
| 2. | Provide a copy of the Recovery Activities List to the Emergency Management Coordinator and the JIC Director. | _____ |
| 3. | Assist in the development of recovery plans. | N/A |
| 4. | Maintain your log until termination of the event. | _____ |

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Attachment 1

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ACTION

TIME/LOG

VI. TERMINATION

1. Provide a list of supplies or material needing replenishing to the JIC Administrative Manager. _____
2. Collect and organize in chronological order all documents, checklist, and logs. _____
 - a. Sign checklists and logs.
3. Turnover all documents generated during the emergency to the EOC Administrative Assistant. _____

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PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

(Page 1 of 11)

Name		Date
ACTION		TIME/LOG
I. ALERT		
1.	Report to the EOC and sign in on the Staffing Board.	_____
2.	Initiate emergency action log.	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.	
3.	Participate in EOC Staff briefings using Attachment 4, "Briefing Sheet", when required.	N/A
4.	Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A
5.	Set up filing system for Emergency Alert System (EAS) messages and news advisories.	_____

PUBLIC INFORMATION OFFICER

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PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

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Name	Date
ACTION	TIME/LOG

- 6. Initiate contact with the following agencies. Receive name of contact person for future use. Arrange for all news advisories and EAS messages to be faxed to these key media outlets first. Provide your telephone number for future contacts.
 - a. KMKS 102.5 – FM Radio
 - b. KIOX 96.9 – FM Radio
 - c. KXGJ 101.7 – FM Radio

NOTE

Fax using blast fax or refer to the Matagorda County Emergency Response Telephone Directory for a prioritized listing of locations requiring copies of all EAS messages and news advisories.

- 7. Coordinate with the Emergency Management Director or the Emergency Management Coordinator to issue a news advisory concerning the STPEGS Alert declaration. (Refer to example in Procedure 63, "Emergency Alert System Messages and News Advisories.")
 - a. Obtain approval of news advisory from Emergency Management Director.
 - b. Provide the news advisory to the EOC Administrative Assistant to be immediately faxed to KMKS, KIOX, and KXGJ.
 - c. Contact Radio Stations and brief them on the news advisory as it is being faxed.

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PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

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<hr/>		<hr/>
	Name	Date
ACTION		TIME/LOG
8	Brief other Public Information Officers or staff	_____
	a. Review news advisories that have been issued from the EOC.	_____
	b. Review Section IV, Shift Turnover, with oncoming public information personnel.	_____
9.	Collect information and prepare news advisories related to emergency response activities. Obtain Emergency Management Director approval for all news advisories. Review Attachment 4, "EAS Message and News Advisory Content" and Procedure 63, "Emergency Alert System Messages and News Advisories" and use as a guide.	LOG
10.	Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

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PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

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ACTION	TIME/LOG
II. SITE AREA EMERGENCY	
1. If the JIC has not been activated, then:	_____
a. Complete the activities in Section I, Alert, if not already completed.	LOG
b. Continue to assist the public information staff in preparing news advisories and EAS messages.	
2. If the JIC has been activated, then:	LOG
a. Coordinate with the Emergency Management Director or the Emergency Management Coordinator to issue a Site Area Emergency Notification EAS Message in accordance with Annex W, Procedure 63, "Emergency Alert System Messages and News Advisories," or the EAS message generator.	
• If time permits, have key members of the EOC staff review the EAS message for accuracy (e.g., correct information on whether or not a release is in progress, etc.).	
• Obtain approval of EAS message from Emergency Management Director.	
• Provide EAS message to Administrative Assistant to be <u>immediately</u> faxed to KMKS, KIOX, and KXGJ.	
• Contact radio stations and brief them on EAS message as it is being faxed.	

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PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

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ACTION

TIME/LOG

- b. With the approval of the Emergency Management Director, activate the Northland Cable TV Company's Emergency Alert System, and Local Origination (Information) Channel and instruct residents to tune to the EAS stations (KMKS, KIOX and KXGJ) for emergency information. Activation information is available in Annex W Procedure 23, "Activation of the Public Warning System."
- c. Obtain information on school closure or evacuation from the Transportation Officer. If needed, issue a school evacuation notification EAS message in accordance with Annex W, Procedure 63, "Emergency Alert System Messages and News Advisories," or the EAS message generator.
- d. Complete activities in Section I, Alert, if not already completed.
- e. As plant conditions or protective actions change, continue to prepare and disseminate EAS messages.
- f. Collect information related to County emergency response activities and forward to the Public Information Officer at the JIC.

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PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2
(Page 6 of 11)

ACTION	TIME/LOG
3. Participate in EOC Staff briefings using Attachment 4, "Briefing Sheet", when requested.	
4. If the event is of long duration, perform shift turnovers in accordance with Section IV of this checklist.	N/A
5. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

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PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

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ACTION

TIME/LOG

III. GENERAL EMERGENCY

1. Coordinate with the Emergency Management Director or the Emergency Management Coordinator to issue a General Emergency Notification EAS message in accordance with Annex W, Procedure 63, "Emergency Alert System Messages and News Advisories," or the EAS message generator. LOG

CAUTION

Ensure EAS messages are IMMEDIATELY followed with a Supplemental Message, if necessary.

- a. If time permits, have key members of the EOC staff review the EAS message for accuracy (e.g., correct information on whether or not a release is progress, etc.).
- b. Obtain approval of EAS message from Emergency Management Director.
- c. Provide the EAS message to the EOC Administrative Assistant to be immediately faxed to KMKS, KIOX and KXGJ.
- d. Contact radio stations and brief them on EAS message as it is being faxed.
- e. Ensure press releases are faxed to other appropriate agencies/organizations using blast fax.
2. Complete activities in Section I, Alert, and Section II, Site Area Emergency if not already completed. _____
3. As plant conditions or protective actions change, continue to prepare and disseminate EAS messages. LOG

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PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2
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ACTION

TIME/LOG

NOTE

EAS messages with supplementary information may be appropriate when complex protective actions are being implemented. Refer to Annex W, Procedure 63, "Emergency Alert System Messages and News Advisories."

- | | | |
|----|---|-----|
| 4. | Continue to collect information related to County emergency response activities and forward to the Public Information Officer at the JIC. | N/A |
| 5. | Participate in EOC staff briefings using Attachment 4, "Briefing Sheet," when required. | LOG |
| 6. | Maintain the General Emergency classification activities until the event has ended, then proceed with the "Recovery" or "Termination" sections of this checklist, as appropriate. | N/A |

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

(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 completed checklist | |
| | b. Review log | |
| | c. Review previous EAS messages and News Advisories | |
| 2. | Inform the Emergency Management Coordinator of the transfer of responsibilities to the oncoming shift replacement. | _____ |
| | | N/A |
| 3. | Inform the other Public Information Officers with whom contact has been made of the change in shift and introduce your replacement. | |
| 4. | Ensure EOC Staffing Board is updated. | _____ |
| 5. | Agree to your return time. | _____ |
| 6. | Document names, date and time of turnover. | LOG |

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PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2
(Page 10 of 11)

ACTION	TIME/LOG
V. RECOVERY	
1. Develop a list of activities and tasks which should be completed as a part of the recovery effort using Attachment 5, "Recovery Activities List."	_____
2. Provide a copy of the Recovery Activities List to the Emergency Management Coordinator.	_____
3. Assist in the development of recovery plans.	N/A
4. Maintain your log until termination of the event.	_____

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PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2
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ACTION

TIME/LOG

VI. TERMINATION

1. Contact the following agencies and inform them that the STPEGS emergency has been terminated and that the JIC and County EOC are being deactivated. _____
 - a. KMKS-FM Radio _____
 - b. KIOX-FM Radio _____
 - c. KXGJ-FM Radio _____
 - d. Northland Cable TV _____

NOTE

EAS messages with supplementary information may be appropriate when complex protective actions are being implemented. Refer to Annex W, Procedure 63, "Emergency Alert System Messages and News Advisories."

2. Provide a list of supplies or forms needing replenishing to the Emergency Management Coordinator. _____
3. Collect and organize in chronological order all documents, checklists, and logs. _____
 - a. Sign checklists and logs.
4. Turnover all documents generated during the emergency to the EOC Administrative Assistant. _____

PUBLIC INFORMATION OFFICER

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PUBLIC INFORMATION ASSISTANT CHECKLIST

Attachment 3

(Page 1 of 4)

ACTION	TIME/LOG
I. INITIAL ACTIVITIES	
1. Report to the EOC and sign in on the staffing board.	_____
2. Initiate an emergency action log.	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.	
II. ONGOING ACTIVITIES	
1. Continually communicate with JIC public information staff to:	
a. Provide immediate updates to EAS or public information.	LOG
b. Provide information regarding activities of various groups at the EOC.	LOG
c. Gather information from public information staff at JIC regarding:	
• Rumors	
• Concerns from media/public that need to be addressed in news advisories or EAS messages.	
2. If the event is of long duration, perform shift turnovers in accordance with Section IV of this checklist.	N/A
3. Maintain the activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

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PUBLIC INFORMATION ASSISTANT CHECKLIST

Attachment 3

(Page 2 of 4)

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 log
 - c. Review previous EAS messages, news advisories, and press releases

PUBLIC INFORMATION OFFICER

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PUBLIC INFORMATION ASSISTANT CHECKLIST

Attachment 3

(Page 3 of 4)

ACTION

TIME/LOG

IV. RECOVERY

- | | | |
|----|---|-------|
| 1. | Assist with development of the public information staff Recovery Activity List. | _____ |
| 2. | Maintain your log until termination of the event. | _____ |

PUBLIC INFORMATION OFFICER

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PUBLIC INFORMATION ASSISTANT CHECKLIST

Attachment 3

(Page 4 of 4)

ACTION

TIME/LOG

V. TERMINATION

- | | | |
|----|---|-------|
| 1. | Provide a list of supplies or material needing replenishing to the Public Information Writer. | _____ |
| 2. | Collect and organize in chronological order all documents, checklists, and logs. | _____ |
| a. | Ensure sign checklists and logs. | |
| 3. | Turnover all documents generated during the emergency to the Public Information Writer. | _____ |

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EAS MESSAGE AND NEWS ADVISORY CONTENT

Attachment 4

(Page 1 of 1)

The following types of information should be reviewed for possible inclusion in news advisories and EAS messages.

- Description of current emergency conditions at the nuclear power plant with reference to both the potential for or actual release of radioactivity and the current Emergency Classification Level (ECL)
- How to maximize protection when sheltering.
- Instructions for transients without shelter.
- What to leave behind and what to take along when evacuating.
- Evacuation routes.
- Location of reception centers where evacuees register and are monitored for contamination.
- Location of congregate care centers.
- Information and instructions for parents of students regarding protective actions for students.
- Information for transportation-dependent individuals.
- Information for special populations.
- Information and instructions on protective actions for ingestion.
- Relocation, re-entry, or return.
- Rumor control telephone numbers.
- Information to address false or misleading rumors.
- Use information provided in the brochure and in the Southern Directories telephone book.

PUBLIC INFORMATION OFFICER

Procedure 60

BRIEFING SHEET

Attachment 5

(Page 1 of 1)

1. Press operations established:

JIC activated: Y / N
Rumor control: Y / N

2. Summarize EAS messages and news advisories issued since last briefing:

Time: _____ Type: EAS [] News Advisory [] _____

Key information: _____

Time: _____ Type: EAS [] News Advisory [] _____

Key information: _____

Time: _____ Type: EAS [] News Advisory [] _____

Key information: _____

Time: _____ Type: EAS [] News Advisory [] _____

Key information: _____

3. Rumors:

Date _____

Time _____

**PUBLIC INFORMATION OFFICER
Procedure 60**

**MESSAGE LOG
Attachment 6
(Page 1 of 1.)**

MESSAGE #	TIME ISSUED	NA/EAS	SUMMARY OF MESSAGE

**PUBLIC INFORMATION OFFICER
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**RECOVERY ACTIVITIES LIST
Attachment 7
(Page 1 of 1)**

(Name)		(EOC Position)	(Date)	
ITEM #	LOCATION	ACTION/DESCRIPTION	ASSIGNED TO	PRIORITY

**PUBLIC INFORMATION OFFICER
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**ACRONYMS LIST
Attachment 8
(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
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
ORO	Offsite Response Organization
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**

KMKS RADIO OPERATIONS

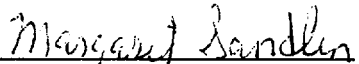
Procedure 61

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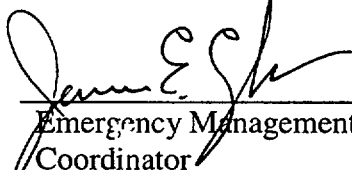
1.0	Purpose	P-61-2
2.0	Discussion	P-61-2
3.0	References	P-61-3
4.0	Equipment Required	P-61-3
5.0	Precautions and Limitations	P-61-3
6.0	Prerequisites	P-61-3
7.0	Procedure	P-61-4
8.0	Attachments	P-61-4
	Attachment 1: KMKS Checklist	P-61-5
	Attachment 2: Acronyms List	P-61-8

Effective Date: August 31, 2000

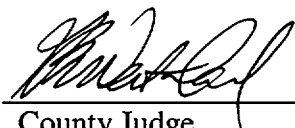
APPROVED:



KMKS Representative



Emergency Management
Coordinator



County Judge

KMKS RADIO OPERATIONS

Procedure 61

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by KMKS 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 KMKS.

2.0 Discussion

- 2.1 KMKS is the primary volunteer Emergency Alert System (EAS) Station for Matagorda County and will disseminate EAS messages. KIOX and KXGJ act as voluntary EAS Stations and only rebroadcast EAS messages.
- 2.2 KMKS or Matagorda County will activate the alert radios provided to residents in the emergency planning zone around the STPEGS.
- 2.3 KMKS will broadcast EAS messages as they are received. Messages will be rebroadcast at least every 15 minutes or as received on EAS Receiver until a new message is received or an all clear is given by the Matagorda County Emergency Operations Center (EOC).
- 2.4 KMKS or Matagorda County may send reporters to the Joint Information Center (JIC) when activated. The JIC is established at the Best Western Matagorda Hotel and Conference Center at Site Area Emergency, or earlier, if the situation warrants.
- 2.5 The STPEGS media information may be used by KMKS or Matagorda County to provide additional information, as appropriate.
- 2.6 An **EAS Message** gives direction to the public on actions that should be taken during an emergency. Regular programming should be suspended and the message broadcast to the public as soon as the message is received.
- 2.7 A **News Advisory** gives further information regarding the situation. A news advisory may be transmitted to the public at the discretion of the radio station.

KMKS RADIO OPERATIONS

Procedure 61

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 63, "Emergency Alert System Messages and News Advisories."
- 3.4 FEMA-REP-11, A Guide To Preparing Emergency Information Materials and Emergency Broadcast Instructions.

4.0 Equipment Required

- 4.1 None.

5.0 Precautions and Limitations

- 5.1 EAS messages regarding the STPEGS shall not be issued unless approved by the Matagorda County Emergency Management Director.
- 5.2 EAS messages for a fast-breaking emergency have been pre-approved by the Emergency Management Director and will be disseminated, if necessary, by the Matagorda County Sheriff's Office.

6.0 Prerequisites

- 6.1 An **Alert, Site Area Emergency, or General Emergency** has been declared by STPEGS, and KMKS has been requested to activate the EAS system by Matagorda County Officials.

KMKS RADIO OPERATIONS Procedure 61

7.0 Procedure

- 7.1 Upon notification by the County Emergency Management Director of an emergency at the STPEGS or of an impending EAS message or news advisory, refer to Attachment 1, "KMKS Checklist."

NOTE

When required by the checklist to make contact with individuals or agencies outside of the radio station, refer to the local Telephone Company Directory.

8.0 Attachments

- 8.1 Attachment 1, KMKS Checklist
- 8.2 Attachment 2, Acronyms List

**KMKS RADIO OPERATIONS
Procedure 61**

**KMKS CHECKLIST
Attachment 1
(Page 1 of 3)**

Name	Date
ACTION	TIME/LOG

I. ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY

- | | |
|--|-------|
| 1. When notified of an emergency condition by Matagorda County Officials, test the phone lines. | _____ |
| 2. When an <u>EAS Message</u> is received from the Matagorda County EOC, then immediately: | |
| a. Activate the Alert Radios. | _____ |
| b. Interrupt regular programming and broadcast the EAS message live. Do not read shaded or crossed out areas of faxed messages. | _____ |
| c. Tape the EAS message for future broadcast, if desired. | _____ |
| d. Rebroadcast EAS message at least every 15 minutes until a new message is received or an all clear is given by the Matagorda County EOC. | _____ |

<p><u>NOTE</u></p> <p>EAS messages issued by the County must be preceded by a telephone call.</p>
--

3. When a news advisory is received, broadcast the message immediately if the information is urgent, otherwise broadcast the information at your discretion.

KMKS RADIO OPERATIONS
Procedure 61

KMKS CHECKLIST
Attachment 1
(Page 2 of 3)

Name	Date
ACTION	TIME/LOG
4. Ensure the following materials/information are available:	_____
a. Set of laminated maps	
b. STPEGS media information	
c. EAS Message Back-Up Book	
5. Send a reporter to the Joint Information Center when informed of its activation, if desired.	_____
6. Request Law Enforcement from Chief of Bay City Police, if needed.	_____
7. Review STPEGS media information, and broadcast additional information on STPEGS, as appropriate.	_____
8. If the emergency is of long duration, perform shift turnovers in accordance with Section II of this checklist.	N/A

KMKS RADIO OPERATIONS
Procedure 61

KMKS CHECKLIST
Attachment 1
(Page 3 of 3)

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

II. SHIFT TURNOVER

- | | | |
|----|--|-------|
| 1 | Provide briefing to shift relief of situation at STPEGS. | _____ |
| 2. | Review Checklist with shift relief. | _____ |
| 3. | Document names, date and time of turnover. | LOG* |

*In the radio station's log book.

**KMKS RADIO OPERATIONS
Procedure 61**

**ACRONYMS LIST
Attachment 2
(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

KIOX RADIO OPERATIONS


Procedure 62

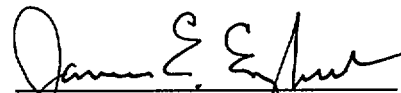
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5.0	Precautions and Limitations	P-62-3
6.0	Prerequisites	P-62-3
7.0	Procedure	P-62-4
8.0	Attachments	P-62-4
	Attachment 1: KIOX Checklist	P-62-5
	Attachment 2: Acronyms List	P-62-8

Effective Date: August 31, 2000

APPROVED:


KIOX Representative


Emergency Management
Coordinator


County Judge

KIOX RADIO OPERATIONS

Procedure 62

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by KIOX 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 KIOX.

2.0 Discussion

- 2.1 KIOX acts as a backup Emergency Alert System (EAS) Station for Matagorda County and will broadcast EAS messages. KMKS is the primary EAS station for Matagorda County and activates the alert radios provided to residents in the emergency planning zone around the STPEGS.
- 2.2 KIOX will broadcast EAS messages as they are received. Messages will be rebroadcast at least every 15 minutes until a new message is received or an all clear is given by the Matagorda County Emergency Operations Center (EOC).
- 2.3 KIOX may send reporters to the Joint Information Center (JIC), when activated. The JIC is established at the Best Western Matagorda Hotel and Conference Center at an Alert.
- 2.4 The STPEGS media information may be used by KIOX to provide additional information, as appropriate.
- 2.5 An **EAS Message** gives direction to the public on actions that should be taken during an emergency. Regular programming should be suspended and the message broadcast to the public as soon as the message is received. The current EAS message should be broadcast at least every 15 minutes until a new message is received.
- 2.6 A **News advisory** gives further information regarding the situation. A news advisory should be transmitted to the public as soon as possible.

KIOX RADIO OPERATIONS

Procedure 62

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 63, "Emergency System Alert Messages and News Advisories."
- 3.4 FEMA-REP-11, A Guide To Preparing Emergency Information Materials And Emergency Broadcast Instructions.

4.0 Equipment Required

- 4.1 None.

5.0 Precautions and Limitations

- 5.1 EAS messages regarding the STPEGS shall not be issued unless approved by the Matagorda County Emergency Management Director.
- 5.2 EAS messages for a fast-breaking emergency have been pre-approved by the Emergency Management Director and will be disseminated, if necessary, by the Matagorda County Sheriff's Office.

6.0 Prerequisites

- 6.1 **An Alert, Site Area Emergency, or General Emergency** has been declared by STPEGS, and KIOX has been requested to broadcast EAS messages or news advisories by Matagorda County Officials.

KIOX RADIO OPERATIONS

Procedure 62

7.0 Procedure

- 7.1 Upon notification by the County Emergency Management Director of an emergency at the STPEGS or of an impending EAS Message or news advisory, refer to Attachment 1, "KIOX Checklist."

NOTE

When required by the checklist to make contact with individuals or agencies outside of the radio station, refer to the local telephone company directory.

8.0 Attachments

- 8.1 Attachment 1, KIOX Checklist
- 8.2 Attachment 2, Acronyms List

KIOX RADIO OPERATIONS

Procedure 62

KIOX CHECKLIST

Attachment 1

(Page 1 of 3)

Name	Date
ACTION	TIME/LOG

I. ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY

1. When an EAS Message is received from the Matagorda County EOC, then immediately:
 - a. Interrupt regular programming and broadcast the EAS message live. Do not read shaded or crossed out areas of faxed messages. _____
 - b. Tape the EAS message for future broadcast, if desired. _____
 - c. Rebroadcast EAS message at least every 15 minutes until a new message is received or an all clear is given by the Matagorda County EOC.

NOTE

EAS messages issued by the County should be preceded by a telephone call. If no telephone call is received, verify the message with the Matagorda County EOC prior to broadcast.

2. When a news advisory is received, broadcast the message immediately if the information is urgent, otherwise broadcast the information as soon as possible. _____
3. Ensure the following materials/information are available: _____
 - a. Set of laminated maps
 - b. STPEGS media information

KIOX RADIO OPERATIONS

Procedure 62

KIOX CHECKLIST

Attachment 1

(Page 2 of 3)

ACTION	TIME/LOG
4. Send a reporter to the Joint Information Center when informed of its activation, and if desired.	_____
5. Request Law Enforcement from Sheriff's Office, if needed.	_____
6. Review STPEGS media information, and broadcast additional information on STPEGS, as appropriate.	_____
7. If the emergency is of long duration, perform shift turnovers in accordance with Section II of this checklist.	N/A

KIOX RADIO OPERATIONS

Procedure 62

KIOX CHECKLIST

Attachment 1

(Page 3 of 3)

ACTION**TIME/LOG**

II. SHIFT TURNOVER

- | | | |
|----|--|-------|
| 1. | Provide briefing to shift relief of situation at STPEGS. | _____ |
| 2. | Review Checklist with shift relief. | _____ |
| 3. | Document names, date and time of turnover. | LOG* |

*Log sheets are available in the radio station's STPEGS Position Manual.

KIOX RADIO OPERATIONS

Procedure 62

ACRONYMS LIST

Attachment 2

(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

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MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES
EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES

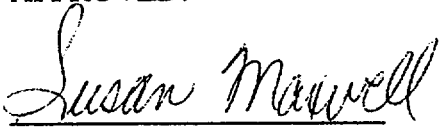
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5.0	Precautions and Limitations	P-63-3
6.0	Prerequisites	P-63-4
7.0	Procedure	P-63-4
8.0	Attachments	P-63-4
	Attachment 1: Alert Advisory - Schools In Session	P-63-5
	Attachment 2: Alert Advisory - Schools Not In Session	P-63-6
	Attachment 3: Site Area Emergency	P-63-7
	Attachment 4: Site Area Emergency - Evacuation / Shelter	P-63-9
	Attachment 5: General Emergency - Evacuation / Shelter	P-63-12
	Attachment 6: Shelter Advisory Supplemental Information	P-63-15
	Attachment 7: Evacuation Advisory Supplemental Information	P-63-17
	Attachment 8: EAS Messages And News Advisory Content	P-63-19
	Attachment 9: Protective Response Zone Descriptions	P-63-20

Effective Date: August 31, 2000

APPROVED:


Public Information Officer


Emergency Management
Coordinator


County Judge

EMERGENCY ALERT SYSTEM MESSAGES AND NEWS ADVISORIES

Procedure 63

1.0 Purpose

- 1.1 This procedure provides prescribed Emergency Alert System (EAS) messages and news advisories for use by the Emergency Management Director, the Public Information Officer (PIO), Public Information Writer, and STPNOC Public Affairs Emergency Operations Center Representative 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 EAS messages.

2.0 Discussion

- 2.1 An **EAS message** gives direction to the public on actions that should be taken during an emergency at the STPEGS. 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.
- 2.2 The **Prompt Notification System (PNS)** is usually only activated when an EAS message is issued. The Prompt Notification System in the 10-Mile Emergency Planning Zone for Matagorda County includes sirens and alert radios. Also available as a backup is the auto dialer, Community Alert Network (CAN), and route alerting.
- 2.3 **EAS messages** may be prescribed statements and are issued by the Emergency Management Director in conjunction with the Public Information Officer, Public Information Writer and/or the STPNOC Emergency Operations Center Liaison during emergencies at STPEGS. Except for the EAS message in the Sheriff's Office Dispatcher procedure for fast-breaking emergencies, all other EAS messages should be prepared according to the guidelines found in this procedure.
- 2.4 A **News Advisory** gives further information regarding the situation or provides information that is not directly related to protective actions for the public, or may direct the public to stand by for further information. The Prompt Notification System need not be activated when a news advisory is issued.
- 2.5 **Recovery** occurs when an accident at a fixed nuclear facility site is stabilized, the release is terminated, and other required conditions are met.

EMERGENCY ALERT SYSTEM MESSAGES AND NEWS ADVISORIES

Procedure 63

- 2.6 **Reentry:** emergency workers perform detailed radiation dose rate surveys and environmental sampling.
- 2.7 **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.
- 2.8 **Reception Center** refers to a facility where monitoring, decontamination, registration, and congregate care assignment of evacuees is conducted.
- 2.9 **Return:** Individuals are permitted to re-occupy previously restricted areas.
- 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 FEMA-REP-14, Radiological Emergency Preparedness Exercise Manual.
- 4.0 Equipment Required
 - 4.1 Emergency Alert System Message Generator (computer and software), printer, fax machine, telephone.
- 5.0 Precautions and Limitations
 - 5.1 EAS messages and news advisories shall be approved by the Emergency Management Director prior to issuance, except during a fast breaking event. During a fast breaking event, the Sheriff's office dispatcher may release a rescripted EAS message to the radio stations.
 - 5.2 The public must be notified within 15 minutes by an EAS message of any decision by the Emergency Management Director to implement protective actions for the public. The 15 minute requirement does not apply to news advisories; however, news advisories should be issued as quickly as possible.

EMERGENCY ALERT SYSTEM MESSAGES AND NEWS ADVISORIES

Procedure 63

6.0 Prerequisites

- 6.1 Direction by the Emergency Management Director to issue an Emergency Alert System Message or a news advisory, unless the event is a fast breaking emergency.

7.0 Procedure

- 7.1 Information is to be issued to the public concerning the emergency at the STPEGS. Information can be issued as news advisories or as EAS messages. **Any information recommending protective actions for the public shall be issued as an EAS message.**
- 7.2 EAS messages may be written to address a specific issue, or prescribed EAS messages may be used when appropriate.
- 7.3 All emergency broadcast messages shall be numbered sequentially beginning with an EAS (i.e., EAS-#1, EAS-#2, EAS-#3, etc.). All News Advisories shall be numbered sequentially beginning with a N (i.e., N-#1, N-#2, N-#3, etc.).
- 7.4 Attachments 1 through 7 are **samples** of Emergency Alert System messages and News Advisories.

8.0 Attachments

- 8.1 Attachment 1, Alert Advisory - Schools In Session
- 8.2 Attachment 2, Alert Advisory - Schools Not In Session
- 8.3 Attachment 3, Site Area Emergency
- 8.4 Attachment 4, Site Area Emergency - Evacuation/Shelter
- 8.5 Attachment 5, General Emergency - Evacuation/Shelter
- 8.6 Attachment 6, Shelter Advisory Supplemental Information
- 8.7 Attachment 7, Evacuation Advisory Supplemental Information
- 8.8 Attachment 8, EAS Messages and News Advisory Content
- 8.9 Attachment 9, Protective Response Zone Descriptions

EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES

Procedure 63

ALERT ADVISORY - SCHOOLS IN SESSION

Attachment 1

(Page 1 of 1)

NEWS ADVISORY

THIS IS / IS NOT (choose one) A DRILL

NOTICE N# _____

This supersedes message(s) _____

This is an addition to message(s) _____

Matagorda County Officials have received notification that an **ALERT** has been declared at the South Texas Project nuclear power plant. This means there is no danger to the public, although there may be equipment problems at the Plant.

There *have / have not* (choose one) been releases of radioactivity from the plant. Any release of radioactivity should not pose any danger to the public.

The Emergency Management Director for Matagorda County is activating the Emergency Operations Center. Matagorda County officials are in contact with South Texas Project and State of Texas emergency response officials.

There does not appear to be any danger to the public at this time, but, as a precautionary measure, School Superintendents have ordered early dismissal for Tidehaven High School, Tidehaven Jr. High School, and Matagorda Elementary. Parents or guardians are advised to pick up their children now.

At this time there is no threat to the public. If you know of any neighbors, co-workers, or family with hearing, language problems, or special needs, please inform them of this message. All persons within a 10 mile radius of the plant should review the emergency preparedness information in the Southern Directory telephone book, the back of the telephone directory or the emergency information posted at public facilities. If you need additional information, call (979) 244-5318 collect.

Again, an **ALERT** has been declared at the South Texas Project nuclear power plant.

Stay tuned to KMKS 102.5 FM, KIOX 96.9 FM, or KXGJ 101.7 FM. These radio stations are your only source of official information.

APPROVED _____ DATE _____ TIME _____

EAS CONTACT TIME _____ EAS RECEIPT TIME _____

**EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES**

Procedure 63

ALERT ADVISORY - SCHOOLS NOT IN SESSION

Attachment 2

(Page 1 of 1)

NEWS ADVISORY

THIS IS / IS NOT (choose one) A DRILL

NOTICE N-# _____

This supersedes message(s) _____

This is an addition to message(s) _____

Matagorda County Officials have received notification that an **ALERT** has been declared at the South Texas Project nuclear power plant. This means there is no danger to the public, although there may be equipment problems at the Plant.

There *have / have not* (choose one) been releases of radioactivity from the plant. Any release of radioactivity should not pose any danger to the public.

The Emergency Management Director for Matagorda County is activating the Emergency Operations Center. Matagorda County officials are in contact with South Texas Project and State of Texas emergency response officials.

At this time, there is no threat to the public. If you know of any neighbors, co-workers, or family with hearing, language problems, or special needs, please inform them of this message. All persons living within a 10 mile radius of the plant should review the emergency preparedness information in the Southern Directory telephone book, the back of the telephone directory or the emergency information posted at public facilities. If you need additional information, call (979) 244-5318 collect.

Again, an **ALERT** has been declared at the South Texas Project nuclear power plant.

Stay tuned to KMKS 102.5 FM, KIOX 96.9 FM, or KXGJ 101.7 FM. These radio stations are your only source of official information.

APPROVED _____ DATE _____ TIME _____

EAS CONTACT TIME _____ EAS RECEIPT TIME _____

**EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES**

Procedure 63

SITE AREA EMERGENCY

Attachment 3

(Page 1 of 2)

EMERGENCY ALERT SYSTEM MESSAGE

THIS IS / IS NOT (choose one) A DRILL

NOTICE EAS-# _____

This supersedes message(s) _____ This is an addition to message(s) _____

Matagorda County Officials have received notification that a **SITE AREA EMERGENCY** has been declared at the South Texas Project nuclear power plant. This means events are in progress or have occurred involving failures of plant safety equipment that may be needed for the protection of the public.

There *have / have not* (choose one) been releases of radioactivity from the plant. Any release of radioactivity may pose a danger to the public living near the plant.

If schools are in session, include the next portion. If not, cross it out.

The Tidehaven and Matagorda School Superintendents have begun evacuation of school children from Tidehaven High School and Jr. High School, and Matagorda Elementary. Students will remain under adult supervision until released to their parents or guardians.

- Students at Tidehaven High School and Jr. High School are being evacuated to the elementary school campuses of Blessing or Markham based on attendance zone.
- Students at Matagorda Elementary are being evacuated to Linnie Roberts Elementary in Bay City, four blocks west of State Highway 60 South on Whitson at Roberts Road.
- Parents or guardians of these students are advised to pick up their children at the appropriate host school.

If you know of any neighbors, co-workers, or family with hearing, language problems, or special needs, please inform them of this message. All persons within a ten mile radius of the plant should review the current emergency preparedness information in the Southern Directory telephone book, the back of the telephone directory, or the emergency information posted at public facilities.

**EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES**

Procedure 63

SITE AREA EMERGENCY

Attachment 3

(Page 2 of 2)

EMERGENCY ALERT SYSTEM MESSAGE

A special information telephone number has been established to respond to questions or concerns. Only use this number if it is absolutely necessary. Call (979) 244-5318 collect.

Again, a **SITE AREA EMERGENCY** has been declared at the South Texas Project nuclear power plant. The Emergency Management Director urges everyone to stay tuned to KMKS 102.5 FM, KIOX 96.9 FM, or KXGJ 101.7 FM for further information.

APPROVED _____ DATE _____ TIME _____

EAS CONTACT TIME _____ EAS RECEIPT TIME _____

**EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES**

Procedure 63

SITE AREA EMERGENCY - EVACUATION / SHELTER

Attachment 4

(Page 1 of 3)

EMERGENCY ALERT SYSTEM MESSAGE

THIS IS / IS NOT (choose one) A DRILL

NOTICE EAS-# _____

This supersedes message(s) _____

This is an addition to message(s) _____

Matagorda County Officials have received notification that a **SITE AREA EMERGENCY** has been declared at the South Texas Project nuclear power plant. This means events are in progress or have occurred involving failures of plant safety equipment that may be needed for the protection of the public.

There *have / have not* (choose one) been releases of radioactivity from the plant. Any release of radioactivity may pose a danger to the public living near the plant.

The Emergency Management Director recommends the EVACUATION of Zones: _____

Insert Zone Descriptions: Refer to Attachment 9, "Protective Response Zone Descriptions."

Evacuate using these routes: Refer to Designated Evacuation Routes Map.

If you are east of the plant, use the following routes: _____

If you are west of the plant, use the following routes: _____

If you are north of the plant, use the following routes: _____

If you are south of the plant, use the following routes: _____

Evacuees should report to: Cross out the one not applicable.

- The Reception Center located at McAllister Junior High School in Bay City, which is on Hiram Brandon Drive at Thompson Road, two blocks west of State Highway 60.
- The Reception Center located at Palacios High School in Palacios, which is on Hornet Drive, off State Highway 35, west.

If you are without transportation or need help, you should check with neighbors for assistance. If necessary, call the Sheriff's Office at (979) 245-5526 and assistance will be provided.

**EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES**

Procedure 63

SITE AREA EMERGENCY - EVACUATION / SHELTER

Attachment 4

(Page 2 of 3)

EMERGENCY ALERT SYSTEM MESSAGE

Do not use the telephone unless it is absolutely necessary.

The Emergency Management Director recommends the SHELTERING of Zones: _____.

Insert Zone Descriptions: Refer to Attachment 9, "Protective Response Zone Descriptions."

Refer to the emergency planning zone map printed in the emergency preparedness information in the Southern Directory telephone book, the back of telephone directory, or postings in public facilities to determine if you are in an affected zone.

Persons who are sheltering, should go inside, tightly close doors and windows, and turn off equipment that draws in outside air such as window fans. Systems that recirculate inside air may be left on. Pets should be brought inside the house. If you are in the area, and do not have a place to take shelter, please evacuate the area immediately by moving away from the plant.

If schools are in session, include the next portion. If not, cross it out.

The Tidehaven and Matagorda School Superintendents have begun evacuation of school children from Tidehaven High School and Jr. High School, and Matagorda Elementary. Students will remain under adult supervision until released to their parents or guardians.

- Students at Tidehaven High School and Jr. High School are being evacuated to the elementary school campuses of Blessing or Markham based on attendance zone.
- Students at Matagorda Elementary are being evacuated to Linnie Roberts Elementary in Bay City, four blocks west of State Highway 60 South on Whitson at Roberts Road.
- Parents or guardians of these students are advised to pick up their children at the appropriate host school.

A special information telephone number has been established to respond to questions or concerns. Only use this number if it is absolutely necessary. Call (979) 244-5318 collect.

**EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES**

Procedure 63

SITE AREA EMERGENCY - EVACUATION / SHELTER

Attachment 4

(Page 3 of 3)

EMERGENCY ALERT SYSTEM MESSAGE

Evacuees will be advised by county officials when it is safe to return. Access to evacuated areas will be controlled by law enforcement officers.

A **SITE AREA EMERGENCY** has been declared at the South Texas Project nuclear power plant. The Emergency Management Director urges everyone to stay tuned to KMKS 102.5 FM, KIOX 96.9 FM, or KXGJ 101.7 FM for further information.

APPROVED _____ DATE _____ TIME _____

EAS CONTACT TIME _____ EAS RECEIPT TIME _____

**EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES**

Procedure 63

GENERAL EMERGENCY - EVACUATION / SHELTER

Attachment 5

(Page 1 of 3)

EMERGENCY ALERT SYSTEM MESSAGE

THIS IS / IS NOT (choose one) A DRILL

NOTICE EAS-# _____

This supersedes message(s) _____

This is an addition to message(s) _____

Matagorda County Officials have received notification that a **GENERAL EMERGENCY** has been declared at the South Texas Project nuclear power plant. This means events are in progress or have occurred involving failures of plant safety equipment that may be needed for the protection of the public.

There *have / have not* (choose one) been releases of radioactivity from the plant. Any release of radioactivity may pose a danger to the public living near the plant.

The Emergency Management Director recommends the EVACUATION of Zones: _____.

Insert Zone Descriptions: Refer to Attachment 9, "Protective Response Zone Descriptions."

Evacuate using these routes: Refer to Designated Evacuation Routes Map.

If you are east of the plant, use the following routes: _____

If you are west of the plant, use the following routes: _____

If you are north of the plant, use the following routes: _____

If you are south of the plant, use the following routes: _____

Evacuees should report to: **Cross out the one not applicable.**

- The Reception Center located at McAllister Junior High School in Bay City, which is two blocks west of State Highway 60 on Thompson Road and Hiram Brandon Drive.
- The Reception Center located at Palacios High School in Palacios, which is on Hornet Drive, off State Highway 35, west.

If you are without transportation or need help, you should check with neighbors for assistance. If necessary, call the Sheriff's Office at (979) 245-5526 and assistance will be provided.

**EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES**

Procedure 63

GENERAL EMERGENCY - EVACUATION / SHELTER

Attachment 5

(Page 2 of 3)

EMERGENCY ALERT SYSTEM MESSAGE

Do not use the telephone unless it is absolutely necessary.

The Emergency Management Director recommends the SHELTERING of Zones: _____.

Insert Zone Descriptions: Refer to Attachment 9, "Protective Response Zone Descriptions."

Refer to the emergency planning zone map printed in the emergency preparedness information in the Southern Directory telephone book, the back of the telephone directory, or postings in public facilities to determine if you are in an affected zone.

Persons who are sheltering, should go inside, tightly close doors and windows, and turn off equipment that draws in outside air such as window fans. Systems that recirculate inside air may be left on. Pets should be brought inside the house. If you are in the area, and do not have a place to take shelter, please evacuate the area immediately by moving away from the plant.

If schools are in session, include the next portion. If not, cross it out.

The Tidehaven and Matagorda School Superintendents have begun evacuation of school children from Tidehaven High School and Jr. High School, and Matagorda Elementary. Students will remain under adult supervision until released to their parents or guardians.

- Students at Tidehaven High School and Jr. High School are being evacuated to the elementary school campuses of Blessing or Markham based on attendance zone.
- Students at Matagorda Elementary are being evacuated to Linnie Roberts Elementary in Bay City, four blocks west of State Highway 60 South on Whitson at Roberts Road.
- Parents or guardians of these students are advised to pick up their children at the appropriate host school.

A special information telephone number has been established to respond to questions or concerns. Only use this number if it is absolutely necessary. Call (979) 244-5318 collect.

**EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES**

Procedure 63

GENERAL EMERGENCY - EVACUATION / SHELTER

Attachment 5

(Page 3 of 3)

EMERGENCY ALERT SYSTEM MESSAGE

Evacuees will be advised by county officials when it is safe to return. Access to evacuated areas will be controlled by law enforcement officers.

Again, a **GENERAL EMERGENCY** has been declared at the South Texas Project nuclear power plant. The Emergency Management Director urges everyone to stay tuned to KMKS 102.5 FM, KIOX 96.9 FM, or KXGJ 101.7 FM for further information.

APPROVED _____ DATE _____ TIME _____

EAS CONTACT TIME _____ EAS RECEIPT TIME _____

**EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES**

Procedure 63

SHELTER ADVISORY SUPPLEMENTAL INFORMATION

Attachment 6

(Page 1 of 2)

NEWS ADVISORY

THIS IS / IS NOT (choose one) **A DRILL**

NOTICE N-# _____

This supersedes message(s) _____ This is an addition to message(s) _____

Matagorda County Officials recommend the following sheltering actions:

Go inside. Tightly close doors, windows, and fireplace dampers. Turn off any heating or cooling system that draws in outside air, such as window fans. Systems that recirculate inside air may be left on. Pets should be brought inside the house. Outdoor activities should be conducted only if absolutely necessary. Most homes and buildings provide some protection from the type of radiation being released into the atmosphere at the plant.

Stay indoors and listen to KMKS 102.5 FM, KIOX 96.9 FM, or KXGJ 101.7 FM for further information. You will be informed if evacuation in your area becomes advisable or when the emergency is over.

If you must go outside, take extra precautions. Wear outer garments such as long sleeved shirts and full leg pants, boots, hat, and gloves, (raincoat or overcoat during cool weather), and cover your mouth and nose with a damp cloth or dust mask. This will provide some protection against the possible inhalation of contaminated particles. Upon reentry to your home, these garments should be removed and cleaned. Shower or wash the parts of your body that were not covered.

Foods which were indoors at the time of the accident should be eatable, but do not eat any other home or locally grown fruits or vegetables until you are advised that it is safe to do so. To avoid possible contamination keep all food supplies covered or in closed containers, and, where practical, wash fresh fruits and vegetables before use.

Store water in bottles or other closed containers as a precaution against possible restrictions of water use.

Do not use the telephone unless it is absolutely necessary.

**EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES**

Procedure 63

SHELTER ADVISORY SUPPLEMENTAL INFORMATION

Attachment 6

(Page 2 of 2)

NEWS ADVISORY

If you know of any neighbors, co-workers or family with hearing, language problems, or special needs, please inform them of this message.

All persons located within a 10 mile radius of the plant should review the emergency preparedness information in Southern Directory telephone book, the back of the telephone directory, or the emergency information posted at public facilities.

Stay tuned to KMKS 102.5 FM, KIOX 96.9 FM, or KXGJ 101.7 FM for further information.

APPROVED _____ DATE _____ TIME _____

EAS CONTACT TIME _____ EAS RECEIPT TIME _____

**EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES**

Procedure 63

EVACUATION ADVISORY SUPPLEMENTAL INFORMATION

Attachment 7

(Page 1 of 2)

NEWS ADVISORY

THIS IS / IS NOT (choose one) A DRILL

NOTICE N-# _____

This supersedes message(s) _____

This is an addition to message(s) _____

Matagorda County Officials recommend the following evacuation actions:

Everyone in the described evacuation zone(s) should consult the emergency planning maps located in the emergency preparedness information located in the Southern Directory telephone book, the back of the telephone directory, or the emergency information posted at public facilities, and begin preparing to evacuate.

Remain calm, do not hurry, begin packing immediately. Pack enough essential items to last three days. Your other needs will be met at the Reception Center. No weapons, alcoholic beverages, or pets will be allowed in the Reception Center.

Pack all necessary clothing, blankets, medical supplies, prescription drugs, and personal items you may need: soap and towels, personal grooming items, identification, credit cards, and if applicable, baby food and disposable diapers. You may also have use for other supplies such as a portable radio, flashlight, extra batteries for each and plastic or paper bags. Do not forget foods for special diets.

Pets or other animals will not be allowed in public reception centers. Leave pets indoors with stored food and water, or take them to a private kennel. If you must evacuate with your pet, be sure to take a leash, cage, or a way to tie the pet outside. In addition, be sure to bring along adequate pet food.

Do not use the telephone unless it is absolutely necessary.

Before leaving your home, shut off all appliances except refrigerators and freezers. Lock all doors and windows.

**EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES**

Procedure 63

EVACUATION ADVISORY SUPPLEMENTAL INFORMATION

**Attachment 7
(Page 2 of 2)
NEWS ADVISORY**

Upon leaving and while moving between your home and vehicle, take extra precautions. Cover your mouth and nose with a damp cloth or dust mask. This will provide some protection against the possible inhalation of contaminated particles. Cover all exposed skin with clothing. Slip a large plastic bag or some other disposable covering over supplies that you are taking with you to prevent contamination of the supplies or their container.

Travel at normal speeds using the designated evacuation routes, and proceed to the appropriate Reception Center. The Reception Center will be staffed by the American Red Cross, Environmental Health Department, and volunteers. At the Reception Center, you will be monitored for radioactive contamination, registered, and provided assistance with temporary lodging in the event you do not have a place to stay outside the 10-mile Emergency Planning Zone.

If you are without transportation or need help, you should first check with neighbors for assistance. If necessary, call the Sheriff's Office at (979) 245-5526 and assistance will be provided.

Parents leaving the evacuated area should report to the appropriate Reception Center for monitoring and registration prior to picking up students at host schools.

Even if you plan to stay with friends or relatives outside the evacuation area, proceed directly to your designated Reception Center for monitoring and registration.

Traffic and access control points have been established around the evacuated area. No traffic will be allowed inside this area or toward the nuclear plant except for those vehicles or individuals with official business in the area. Anyone intending to travel through the restricted area, should find an alternate route, detouring at least 10 miles around the plant. Evacuees will be advised by county officials when it is safe to return.

If you know of any neighbors, co-workers, or family with hearing, language problems or special needs, please inform them of this message. Stay tuned to KMKS 102.5 FM, KIOX 96.9 FM, or KXGJ 101.7 FM for further information.

APPROVED _____ DATE _____ TIME _____

EAS CONTACT TIME _____ EAS RECEIPT TIME _____

EMERGENCY ALERT SYSTEM MESSAGES AND NEWS ADVISORIES

Procedure 63

EAS MESSAGES AND NEWS ADVISORY CONTENT

Attachment 8

(Page 1 of 1)

The following types of information should be reviewed for possible inclusion in EAS messages and news advisories.

- Description of current emergency conditions at the nuclear power plant with reference to both the potential for or actual release of radioactivity and the current emergency classification level (ECL).
- How to maximize protection when sheltering.
- Instructions for persons without shelter.
- What to leave behind and what to take when evacuating.
- Evacuation routes.
- Location of Reception Centers where evacuees register and are monitored for contamination.
- Information and instructions for parents of students regarding protective actions for students.
- Information for transportation-dependent individuals.
- Information for special populations.
- Relocation, re-entry, or return information.
- Assistance or information telephone numbers.
- Information to address false or misleading rumors.
- Use of public information materials.
- Information to address food and water contamination.
- Precautions for avoiding ingestion of contaminants.

**EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES**

Procedure 63

PROTECTIVE RESPONSE ZONE DESCRIPTIONS

Attachment 9

(Page 1 of 2)

These areas are identified by a number system:

Zone 1: An area generally northeast of the South Texas Project Electric Generating Station and FM 521, west of FM 1468, running in an arc around the northern portion of the Station.

(Note: No population lives in this area)

Zone 2: An area generally northeast of the South Texas Project Electric Generating Station within these boundaries: East of FM 1468, south of FM 3057, west of FM 2668, and north of FM 521, and includes the Celanese plant.

Zone 3: An area generally east of the South Texas Project Electric Generating Station within these boundaries: East of the Colorado River and Kelly Lake, south of FM 521, west of Highway 60, north of the protection levee at Matagorda, and includes Selkirk Island, Exotic Isle, and the Equistar Plant.

Zone 4: An area generally west of the South Texas Project Electric Generating Station within these boundaries: East of FM 1095, south of FM 521, west of CR 392, north of CR 391, and which includes Tin Top and Citrus Grove communities.

Zone 5: An area generally northwest of the South Texas Project Electric Generating Station within these boundaries: East of the Tres Palacios River, south of Wilson Creek, west of FM 1468, and north of FM 521.

Zone 6: An area generally northeast of the South Texas Project Electric Generating Station within these boundaries: East of the Colorado River and FM 2668, south and west of Live Oak Creek, west of CR 262, north of FM 521 and FM 3057, and includes Riverside Park, Hales Acres, and Meadowbrook Estates.

**EMERGENCY ALERT SYSTEM MESSAGES AND
NEWS ADVISORIES**

Procedure 63

PROTECTIVE RESPONSE ZONE DESCRIPTIONS

Attachment 9

(Page 2 of 2)

- Zone 7: An area generally southeast of the South Texas Project Electric Generating Station within these boundaries: East of Highway 60, west of CR 262, Chinquapin Road, and CR 248, north of St. Mary's Bayou, and includes the town of Matagorda and the Intracoastal Waterway east of the Colorado River.
- Zone 8: An area generally south of the South Texas Project Electric Generating Station within these boundaries: East of the Mad Island Slough and Mad Island Slough East Branch, south of the South Texas Project Electric Generating Station south property boundary, west of the Colorado River, and north of West Matagorda Bay.
- Zone 9: An area generally southwest of the South Texas Project Electric Generating Station within these boundaries: East of Highway 35, south of FM 521, and CR 391, FM 1095, Mad Island Slough, and Mad Island Slough East Branch, and which includes Collegeport and the northern portion of Tres Palacios Bay.
- Zone 10: An area generally north northwest of the South Texas Project Electric Generating Station within these boundaries: East and south of Highway 35, west of the northern portion of FM 1095 and the Tres Palacios River, north of FM 521, and which includes Tidewater Oaks and Tres Palacios Oaks.
- Zone 11: An area generally north of the South Texas Project Electric Generating Station within these boundaries: East of the northern portion of FM 1095, south of Highway 35, west of the northern portion of the Colorado River, north of Wilson Creek, and includes El Maton and Buckeye.

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MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

KXGJ RADIO OPERATIONS

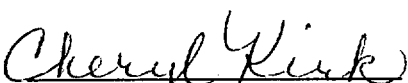
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6.0	Prerequisites	P-64-3
7.0	Procedure	P-64-3
8.0	Attachments	P-64-3
	Attachment 1: KXGJ Checklist	P-64-4
	Attachment 2: Acronyms List	P-64-7

Effective Date: August 31, 2000

APPROVED:


Cheryl Kirk
KXGJ Representative


James E. Egan
Emergency Management
Coordinator


County Judge

KXGJ RADIO OPERATIONS

Procedure 64

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by KXGJ 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 KXGJ.

2.0 Discussion

- 2.1 KXGJ acts as a voluntary Emergency Alert System (EAS) Station for Matagorda County and will disseminate EAS messages. KMKS is the primary EAS station for Matagorda County and activates the alert radios provided to residents in the emergency planning zone around the STPEGS.
- 2.2 KXGJ will broadcast EAS messages as they are received. Messages will be rebroadcast at least every 15 minutes until a new message is received or an all clear is given by the Matagorda County Emergency Operations Center (EOC).
- 2.3 KXGJ may send reporters to the Joint Information Center (JIC), when activated. The JIC is established at the Best Western Matagorda Hotel and Conference Center at an Alert.
- 2.4 The STPEGS media information may be used by KXGJ to provide additional information, as appropriate.
- 2.5 An **EAS Message** gives direction to the public on actions that should be taken during an emergency. Regular programming should be suspended and the message broadcast to the public as soon as the message is received.
- 2.6 A **News advisory** gives further information regarding the situation. A news advisory may be transmitted to the public at the discretion of the radio station.

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 63, "Emergency Alert System Messages and News Advisories."
- 3.4 FEMA-REP-11, A Guide To Preparing Emergency Information Materials and Emergency Broadcast Instructions.

KXGJ RADIO OPERATIONS

Procedure 64

4.0 Equipment Required

4.1 None.

5.0 Precautions and Limitations

5.1 EAS messages regarding the STPEGS shall not be issued unless approved by the Matagorda County Emergency Management Director.

5.2 EAS messages for a fast-breaking emergency have been pre-approved by the Emergency Management Director and will be disseminated, if necessary, by the Matagorda County Sheriff's Office.

6.0 Prerequisites

6.1 An **Alert, Site Area Emergency, or General Emergency** has been declared by STPEGS, and KXGJ has been requested to broadcast EAS messages or news advisories by Matagorda County Officials.

7.0 Procedure

7.1 Upon notification by the County Emergency Management Director, or designee, of an emergency at the STPEGS or of an impending EAS Message or news advisory, refer to Attachment 1, "KXGJ Checklist."

NOTE

When required by the checklist to make contact with individuals or agencies outside of the radio station, refer to the local telephone company directory.

8.0 Attachments

8.1 Attachment 1, KXGJ Checklist

8.2 Attachment 2, Acronyms List

KXGJ RADIO OPERATIONS

Procedure 64

KXGJ CHECKLIST

Attachment 1

(Page 1 of 3)

Name	Date
ACTION	TIME/LOG

I. ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY

1. When an EAS Message is received from the Matagorda County EOC, then immediately:
 - a. Interrupt regular programming and broadcast the EAS message live. Do not read shaded or crossed out areas of faxed messages. _____
 - b. Tape the EAS message for future broadcast, if desired. _____
 - c. Rebroadcast EAS message at least every 15 minutes until a new message is received or an all clear is given by the Matagorda County EOC. _____

2. When a news advisory is received, broadcast the message immediately if the information is urgent, otherwise broadcast the information as soon as possible. _____

3. Ensure the following materials/information are available: _____
 - a. Set of laminated maps
 - b. STPEGS media information

NOTE

EAS messages issued by the County should be preceded by a telephone call. If no telephone call is received, verify the message with the Matagorda County EOC prior to broadcast.

KXGJ RADIO OPERATIONS

Procedure 64

KXGJ CHECKLIST

Attachment 1

(Page 2 of 3)

ACTION	TIME/LOG
4. Send a reporter to the Joint Information Center when informed of its activation, and if desired.	_____
5. Request Law Enforcement from Chief of Bay City Police, if needed.	_____
6. Review STPEGS media information, and broadcast additional information on STPEGS, as appropriate and as desired.	_____
7. If the emergency is of long duration, perform shift turnovers in accordance with Section II of this checklist.	N/A

KXGJ RADIO OPERATIONS

Procedure 64

KXGJ CHECKLIST

Attachment 1

(Page 3 of 3)

ACTION

TIME/LOG

II. SHIFT TURNOVER

- | | | |
|----|--|-------|
| 1. | Provide briefing to shift relief of situation at STPEGS. | _____ |
| 2. | Review Checklist with shift relief. | _____ |
| 3. | Document names, date, and time of turnover. | LOG* |

*Log sheets are available in the radio station's STPEGS Position Manual.

KXGJ RADIO OPERATIONS

Procedure 64

ACRONYMS LIST

Attachment 2

(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**

AMERICAN RED CROSS DIRECTOR

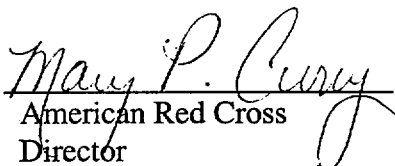
Procedure 70

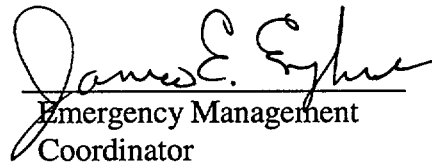
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	Attachment 3: Recovery Activities Sheet	P-70-14
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Effective Date: August 31, 2000

APPROVED:


Mary P. Curry
American Red Cross
Director


James E. Elyne
Emergency Management
Coordinator


County Judge

AMERICAN RED CROSS DIRECTOR

Procedure 70

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by the American Red Cross 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 American Red Cross Director.

2.0 Discussion

- 2.1 The American Red Cross will provide support to Matagorda County by managing and coordinating the registration portion of the Reception Center and will oversee Congregate Care Facility operations.
- 2.2 The American Red Cross will maintain agreements with school systems to use facilities for both Reception Center and Congregate Care Facility purposes.
- 2.3 The American Red Cross will activate the registration portion of the Reception Center and Congregate Care Facilities at the direction of the Emergency Management Director.
- 2.4 The American Red Cross will provide for registering evacuees at the Reception Center and Congregate Care Facilities.
- 2.5 The American Red Cross will coordinate the activities of other relief agencies such as the Salvation Army, and other welfare organizations.
- 2.6 The American Red Cross Director in conjunction with the Environmental Health Director will serve as the link between the Emergency Operations Center and the Reception Center/Congregate Care Facilities.
- 2.7 **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.
- 2.8 **Return** refers to reoccupation of areas cleared for unrestricted residence or use by previously evacuated or relocated populations.

AMERICAN RED CROSS DIRECTOR

Procedure 70

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 71, "Reception Center Operations."

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 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 STPEGS by the Sheriffs Office Dispatcher, report to the EOC and implement Attachment 1, American Red Cross Director Checklist. Use this checklist as a guide to assist in performing position responsibilities.

NOTE

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

8.0 Attachments

- 8.1 Attachment 1, American Red Cross Director Checklist
- 8.2 Attachment 2, Briefing Sheet
- 8.3 Attachment 3, Recovery Activities List
- 8.4 Attachment 4, Acronyms List

AMERICAN RED CROSS DIRECTOR

Procedure 70

AMERICAN RED CROSS DIRECTOR CHECKLIST

Attachment 1

(Page 1 of 9)

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. Ensure the following maps are available. _____
 - a. Protective Response Zones and Resident Population
 - b. Special Facilities
 - c. Congregate Care Facilities
4. Notify American Red Cross personnel responsible for activating the Bay City and Palacios Reception Centers to stand by in the event they are needed to respond to the emergency. _____
5. If time permits, review American Red Cross Congregate Care procedures as they would apply to a STPEGS emergency. _____
6. Maintain the Alert classification activities until the emergency escalates or terminates then proceed with the appropriate section of this checklist. _____

AMERICAN RED CROSS DIRECTOR

Procedure 70

AMERICAN RED CROSS DIRECTOR CHECKLIST

Attachment 1

(Page 2 of 9)

ACTION **TIME/LOG**

II. SITE AREA EMERGENCY

1. Complete activities in Section I, Alert, if not already completed. _____
2. Initiate and maintain an Emergency Action Log. LOG
 - a. Track telephone calls, key information obtained, actions taken, and any other information needed to document the response activities taken.
 - b. Maintain the log until termination of the emergency.
3. When evacuation of the STPEGS is instituted, request the following information: LOG
 - a. Will evacuees from STPEGS be arriving at a Reception Center?
 - b. Discuss with the Environmental Health Director opening of the Reception Center.
 - c. Notify the appropriate school superintendent of the possible need to evacuate children prior to use of the schools as a Reception Center. _____
4. At the direction of the Emergency Management Director or Coordinator, notify the American Red Cross office personnel to begin staffing of the Reception Center as per Procedure 71, "Reception Center Operations." Direct personnel to take supplies from the American Red Cross office to the Reception Center. _____

NOTE

Some ARC Supplies are stored in sheds located at the McAllister and Palacios Reception Center. The key to the shed(s) is kept at the Red Cross Office, 2417 Avenue G, Bay City, Texas.

5. As a Reception Center is activated, coordinate in conjunction with the Environmental Health Director, traffic control, security and set up of road blocks with the Mayor(s) of Bay City and/or Palacios. _____

AMERICAN RED CROSS DIRECTOR

Procedure 70

AMERICAN RED CROSS DIRECTOR CHECKLIST

Attachment 1

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ACTION

TIME/LOG

NOTE

Since the Bay City Police Chief reports to the County EOC, coordination requiring City resources for the McAllister Reception Center will include the Mayor and the Police Chief.

6. Discuss with the Environmental Health Director which Reception Center will be opened and when. _____
7. Coordinate the following with the Environmental Health Director: _____
 - a. Contact the local Emergency Medical Services Director to provide any necessary medical support.
 - b. Coordinate with the Hospital District Administrator regarding possible hospital support for medical emergencies at the Reception Center/Congregate Care Facility.
 - c. Coordinate with the Hospital Social Services Administrator regarding support to Reception Center and Congregate Care Facility for mental health issues.
8. Once the Reception Center is activated, make contact with the Reception Center Manager at: _____

Palacios High School and/or
McAllister Junior High School
9. Identify to the Manager at the Reception Center: LOG
 - a. Names of individuals acting as Emergency Management Director and Emergency Management Coordinator at the EOC.
 - b. Event progression which may be occurring at STPEGS. Use the event board for this information, or the STPEGS EOC Liaison.
 - c. Update previous information, as required.

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AMERICAN RED CROSS DIRECTOR CHECKLIST

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ACTION	TIME/LOG
10. Notify the Emergency Management Coordinator and Public Information Officer or Public Information Writer the location of the Reception Center being used. Include the name of the Reception Center and Congregate Care Facility Manager(s).	_____
11. Activate the Disaster Welfare Inquiry Office.	_____
12. Inform EOC staff and Joint Information Center (JIC) of Disaster Welfare Inquiry Office telephone number for inquires as to welfare of friends and family.	_____
13. Consider evacuating special needs individuals from potentially affected areas of the EPZ. Coordinate this activity with the Emergency Management Director and the Emergency Management Coordinator.	_____
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.	N/A
15. If the emergency is of long duration, perform shift turnovers in accordance with Section IV of this checklist.	N/A
16. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.	_____

AMERICAN RED CROSS DIRECTOR

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AMERICAN RED CROSS DIRECTOR CHECKLIST

Attachment 1

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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. Notify the Reception Center of the change in classification and instruct them to make preparations to receive evacuees.	_____
3. Request from the Administrative Assistant in the EOC that the Offsite Agency Notification Message Form be distributed to you.	_____
4. When the decision is made by the Emergency Management Director of the protective response zones to be evacuated, notify the Reception Center Manager of the following:	LOG
a. Use the Protective Response Zone map to total the population in the evacuation zone(s) and report this number to the Reception Center.	
b. Identify time evacuation was initiated.	
c. Identify probable time of evacuees' arrival at center.	
5. Determine with the Reception Center Manager which facilities will make the best available Congregate Care Facilities.	_____
6. Contact appropriate authority for facility selected to be used as Congregate Care Facilities and advise them that evacuation may be recommended, and to begin preparations for facility operations.	_____
7. Inform Reception Center personnel of the number of evacuees that have special needs, such as monitors, handicapped needs or equipment, etc.	LOG
a. Request this information from the Transportation Officer at the EOC or the EOC Administrative Assistant.	
b. Review list of individuals with special needs with the Emergency Management Coordinator.	

AMERICAN RED CROSS DIRECTOR

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ACTION	TIME/LOG
8. Notify Reception Center Manager when evacuation of the effected zones has been completed, according to the Emergency Management Director or Emergency Management Coordinator.	_____
9. Notify the Reception Center Manager to provide names of evacuees to the Disaster Welfare Inquiry Office.	_____
10. Provide periodic updates to the Reception Center using the Offsite Agency Notification Message Form and any information available off the status boards, and from briefings.	N/A
11. 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.	N/A
12. Maintain the General Emergency classification activities until the emergency is terminated and recovery activities are implemented.	N/A

AMERICAN RED CROSS DIRECTOR

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AMERICAN RED CROSS DIRECTOR CHECKLIST

Attachment 1

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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. Information on status boards	
d. Staff Availability	
e. Supplies and/or special needs	
2. Inform the Emergency Management Coordinator of the transfer of responsibilities to the on coming shift replacement.	_____
3. Update Staffing Board.	_____
4. Agree to your return time.	_____
5. Document names, date and time of turnover.	LOG

AMERICAN RED CROSS DIRECTOR

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AMERICAN RED CROSS DIRECTOR CHECKLIST

Attachment 1

(Page 8 of 9)

ACTION

TIME/LOG

V. RECOVERY

1. Inform the Reception Center and Congregate Care Facilities, if still activated, of the Recovery Declaration. _____
 - a. Maintain public shelter operations until restricted areas are cleared by the Texas Bureau of Radiation Control for evacuees to return.
 - b. Notify shelter managers when restricted areas are opened for evacuees to return.
2. Develop a list of activities and tasks which should be completed as a part of the recovery effort using Attachment 3, "Recovery Activities List." _____
3. Provide a copy of the Recovery Activities List to the Emergency Management Coordinator. _____
4. Assist in the development of recovery plans. _____
5. Update the Emergency Management Coordinator and the American Red Cross Chapter on: _____
 - a. The number of people requiring assistance, and
 - b. Type of assistance required.
6. Maintain your log until termination of the event. _____

AMERICAN RED CROSS DIRECTOR

Procedure 70

AMERICAN RED CROSS DIRECTOR CHECKLIST

Attachment 1

(Page 9 of 9)

ACTION

TIME/LOG

VI. TERMINATION

1. Inform the Reception Center and Congregate Care Facilities, if still activated, of the termination of the emergency condition. _____

2. Collect and organize in chronological order all documents, checklist and logs _____
 - a. Sign checklists and logs.

3. Turn in all documents to the EOC Administrative Assistant in the EOC. _____

AMERICAN RED CROSS DIRECTOR

Procedure 70

BRIEFING SHEET

Attachment 2

(Page 1 of 1)

RECEPTION CENTER ACTIVATION AND OPERATION

- 1. Reception Center activated: McAllister Jr. High School Palacios High School
2. Staff contacted to report, if required:
3. Adequate Staffing available: Number still needed at McAllister Number still needed at Palacios
4. Contact made with Environmental Health:
5. Contacts made for Reception Center traffic control and security:
6. Reception Center Managers: McAllister Jr. High School Palacios High School
7. Adequate supplies on hand: Need:
8. Other agencies contacted:

EVACUEE INFORMATION

- 1. Number of Evacuees received/registered: McAllister Jr. High School Palacios High School
2. Arrangements made for transportation of special populations:
3. Congregate Care Facilities established at:
4. Names of injured and/or contaminated people needing medical treatment:

ADDITIONAL INFORMATION

Date _____
Time _____

AMERICAN RED CROSS DIRECTOR
Procedure 70

RECOVERY ACTIVITIES LIST
Attachment 3
(Page ___ of ___)

(Name)

(EOC Position)

(Date)

ITEM #	LOCATION	ACTION/DESCRIPTION	ASSIGNED TO	PRIORITY

AMERICAN RED CROSS DIRECTOR

Procedure 70

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

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MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

RECEPTION CENTER OPERATIONS
(American Red Cross)


Procedure 71

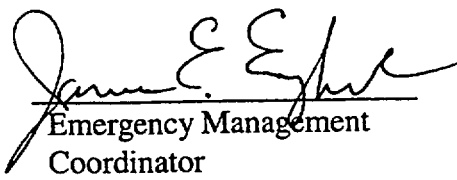
Table of Contents

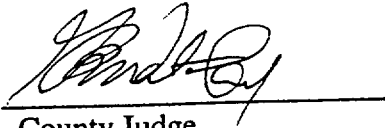
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	Attachment 12: American Nuclear Insurers (ANI) Information Sheet for Evacuees	P-71-27
	Attachment 13: 24 Hour Shift Rotation Form	P-71-29
	Attachment 14: Host School Map	P-71-30
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Effective Date: August 31, 2000

APPROVED:


American Red Cross
Director


Emergency Management
Coordinator


County Judge

RECEPTION CENTER OPERATIONS

(American Red Cross)

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1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by American Red Cross personnel operating the registration portion of the Reception Center 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 Reception Center operations.

2.0 Discussion

- 2.1 The Reception Centers are activated by notification from the Matagorda County Emergency Management Director or designated alternate, to the Directors of the Matagorda County Chapter of the American Red Cross and Environmental Health Department.
- 2.2 Evacuees will be advised by the Emergency Alert System (EAS) to report to the Reception Center for registration and radiological monitoring. Emergency workers will be instructed to report to the Reception Center for monitoring/decontamination if the potential existed for coming into contact with radioactive material in the restricted zones.
- 2.3 Reception Center Operations are conducted by joint efforts by the American Red Cross and the Matagorda County Environmental Health Department with technical assistance from the Texas Bureau of Radiation Control.
- 2.4 The American Red Cross Director is responsible for assigning a Reception Center Manager who will coordinate the registration portion of Reception Center activities.
- 2.5 The Environmental Health Director is responsible for establishing radiological monitoring and decontamination at the Reception Center.
- 2.6 The Registration portion of the Reception Center consists of registering all evacuees, crisis counseling, medical referral, disaster welfare services and assignment to congregate care centers.
- 2.7 The Matagorda County Sheriff and Chiefs of Police for Bay City and Palacios are responsible for maintaining law and order at the Reception Center and Congregate Care Facilities.
- 2.8 The Matagorda County Health Official is responsible for providing medical support to Reception Center and Congregate Care Facility staff as needed.

RECEPTION CENTER OPERATIONS

(American Red Cross)

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2.9 STPEGS will dispatch a liaison to each Reception Center activated. Each STPEGS Liaison will provide assistance to the Reception Center Managers and Monitoring and Decontamination Supervisors and provide for communications with the STPEGS Liaison at the EOC.

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 Matagorda County Chapter Disaster Plan.

4.0 Equipment Required

4.1 American Red Cross Supplies/Equipment stored at the McAllister and Palacios Reception Center sheds. The key to the shed(s) is kept at the Red Cross Office, 2417 Avenue G, Bay City, TX.

4.2 An American Red Cross "Shelter Supply Kit" and a registration computer, if available.

5.0 Precautions and Limitations

5.1 None.

6.0 Prerequisites

6.1 The declared emergency at the STPEGS has escalated to a **Site Area Emergency or General Emergency** and a request to activate a Reception Center has been received from the Emergency Management Director.

RECEPTION CENTER OPERATIONS

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7.0 Procedure

- 7.1 Upon notification from the American Red Cross Director to activate the Reception Center, the Reception Center Manager shall implement Attachment 1, "Reception Center Manager checklist."

NOTE

When required by the checklists to make contact with outside individuals or agencies, refer to the Matagorda County Emergency Response Telephone Directory.

8.0 Attachments

- 8.1 Attachment 1, Reception Center Manager Checklist
- 8.2 Attachment 2, Registration Coordinator
- 8.3 Attachment 3, Registration Center Entrance Staff
- 8.4 Attachment 4, Registration Support Staff
- 8.5 Attachment 5, Registration Assignment Staff
- 8.6 Attachment 6, Message Center Staff
- 8.7 Attachment 7, McAllister Reception Center Setup
- 8.8 Attachment 8, McAllister Reception Center Traffic Flow Diagram
- 8.9 Attachment 9, Palacios Reception Center Setup
- 8.10 Attachment 10, Palacios Reception Center Traffic Flow Diagram
- 8.11 Attachment 11, American Red Cross Volunteer Briefing Sheet
- 8.12 Attachment 12, American Nuclear Insurers (ANI) Information Sheet for Evacuees
- 8.13 Attachment 13, 24-Hour Shift Rotation
- 8.14 Attachment 14, Acronyms List

RECEPTION CENTER OPERATIONS

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RECEPTION CENTER MANAGER CHECKLIST

Attachment 1
(Page 1 of 5)

Name

Date

ACTION

TIME/LOG

NOTE

The Reception Center is normally opened at the General Emergency classification for members of the general public. However, the STPEGS may request the County to assist with monitoring and decontamination of site employees who are evacuated at Site Area Emergency.

I. SET UP OF RECEPTION CENTER

1. Receive notification to activate the Reception Center. _____

NOTE

If it is after normal working hours or when school is otherwise not in session (i.e., summer break), notify the school superintendent or the designated alternate using the American Red Cross Shelter Plan Phone List to gain access to the building and rooms designated as part of the Reception Center.

2. Alert basic staff to report to the designated Reception Center. _____
3. Proceed to the Reception Center. _____
4. Coordinate Reception Center setup with the Monitoring and Decontamination Supervisor. _____

RECEPTION CENTER OPERATIONS

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RECEPTION CENTER MANAGER CHECKLIST

Attachment 1

(Page 2 of 5)

ACTION	TIME/LOG
5. Set up Reception Center according to floor plan, Attachment 7, "McAllister Reception Center Setup," or Attachment 9, "Palacios Reception Center Setup." In Addition, the Registration Area floor plans are located in the American Red Cross Supply Kit.	_____
6. Check telephone and facsimile systems to ensure operability.	LOG
7. Establish contact with the American Red Cross Director at the EOC.	_____
a. Obtain current plant status.	
b. Obtain information regarding possible number of evacuees.	
c. Arrange for beverages, snacks and meal services for workers and evacuees.	
d. Report any resource outages (i.e., equipment, supplies, personnel, etc.).	
8. In conjunction with the Monitoring and Decontamination Supervisor, ensure Reception Center security is established using local and/or county Law Enforcement.	_____
9. Ensure key staff (i.e., Registration Coordinator, Message Center Staff, Communications, etc.) are assigned to the center.	_____
10. Once the Reception Center has been set up to receive evacuees, declare it to be operational, and notify the American Red Cross Director.	LOG

RECEPTION CENTER OPERATIONS

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RECEPTION CENTER MANAGER CHECKLIST

Attachment 1
(Page 3 of 5)

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

II. OPERATION

- | | |
|---|-----|
| 1. Use ARC Form 5972, Disaster Shelter Registration, found in the Shelter Supply Kit, to register evacuees. | N/A |
| 2. Assign evacuees to Congregate Care Centers if necessary.

a. Ensure registrants are provided with directions or a route map to the designated Congregate Care Center.

b. If the registrant's vehicle was impounded due to contamination, ensure transportation for the individual(s) is arranged as appropriate.

c. If the registrants do not need temporary shelter, instruct the staff to complete the registration form, allow the registrant to leave, and instruct the registrant to monitor news broadcasts on radio station KMKS 102.5 FM, KIOX 96.9 FM, or KXGJ 101.7 FM before attempting to return home. | N/A |
| 3. Update the ARC Form 5975, Disaster Mass Care Activity Report, found in the Shelter Supply Kit, as evacuees are registered, then add the total on an hourly basis, or as needed, and provide to the American Red Cross Director at the EOC. | N/A |
| 4. If registrants appear to be suffering from stress-related conditions, or need minor medical assistance, direct the evacuees to Disaster Health Services. | N/A |
| 5. Pets/animals are not permitted in the Reception Center, unless utilized to assist physically challenged individuals. Refer pet owners to the Animal Control Officer. | N/A |
| 6. Relay basic information (e.g., name, temporary lodging location) to the Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees. | LOG |

RECEPTION CENTER OPERATIONS

(American Red Cross)

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RECEPTION CENTER MANAGER CHECKLIST

Attachment 1

(Page 4 of 5)

<u>ACTION</u>	<u>TIME/LOG</u>
7. Periodically contact the EOC to provide and receive updates.	LOG
8. Provide information to evacuees on how to obtain ANI assistance.	N/A
9. If the evacuation remains in effect for a long duration, establish two shift 24-hour operations using Attachment 13 of this procedure. During shift turnovers, relief personnel should be briefed on: a. Current event conditions. b. Any unusual facility activities. c. Review of position responsibilities.	LOG
10. Maintain the Reception Center registration operations, if necessary, to support re-entry and recovery needs.	_____
11. Ensure American Red Cross Director at the EOC provides pertinent information regarding special needs population that will be reporting to the Reception Center.	LOG
12. Ensure that appropriate provisions have been made to accept any special needs personnel (e.g., non-ambulatory, hearing and/or sight impaired, etc.).	LOG

RECEPTION CENTER OPERATIONS

(American Red Cross)
Procedure 71

RECEPTION CENTER MANAGER CHECKLIST

Attachment 1
(Page 5 of 5)

ACTION

TIME/LOG

III. TERMINATION

- | | | |
|----|---|-------|
| 1. | When instructed by the American Red Cross Director to terminate operations, notify the Reception Center staff to cease operations and to properly dispose of materials and equipment. | LOG |
| 2. | Transfer all operations over to the Matagorda County Chapter Office. | |
| 3. | Assemble all records, forms, and other documentation generated during facility operation and forward to the EOC Administrative Assistant. | _____ |

RECEPTION CENTER OPERATIONS

(American Red Cross)
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REGISTRATION COORDINATOR

Attachment 2
(Page 1 of 2)

Name	Date
ACTION	TIME/LOG
1. Sign in on the staffing board.	_____
2. Pick up ARC Form 5922, Volunteer Identification Badge.	N/A
3. Complete ARC Form 1492A, Disaster Staff Registration.	N/A
4. Report to the Reception Center Manager for a briefing on the status of the emergency.	_____
5. Supervise the set up and activation of the Reception Center.	_____
6. Ensure sufficient staff and equipment are available to support facility operations.	_____
7. Report any resource (i.e., personnel, equipment, etc.) shortages to the Reception Center Manager.	_____
8. Brief Reception Center staff on the status of the emergency and facility operations.	_____
9. When directed by the Reception Center Manager, instruct the staff to stand by to receive evacuees.	LOG
10. Oversee staff in processing evacuees.	_____
a. Address any problems or questions that staff members may encounter during evacuee processing.	
b. If a backlog of evacuees occurs, assist setting-up additional processing areas.	
11. If an evacuee appears to be suffering from stress-related conditions or needs minor medical assistance, direct them to the Reception Center Manager.	_____

RECEPTION CENTER OPERATIONS

(American Red Cross)

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REGISTRATION COORDINATOR

Attachment 2

(Page 2 of 2)

ACTION	TIME/LOG
12. Ensure assistance is provided by Message Center staff to evacuees who need help in locating family members (e.g., school children, special needs individuals, etc.)	N/A
13. Ensure the Message Center is kept up-to-date on the emergency status and Matagorda County response activities.	_____
14. Ensure the Reception Center Manager is periodically updated on the number of evacuees requiring transportation to a Congregate Care Center.	N/A
15. Oversee staff activities and report any problems to the Reception Center Manager.	N/A
16. If you are required to temporarily leave the center, ensure the Reception Center Manager assigns another member of the staff to fill your position.	LOG

RECEPTION CENTER OPERATIONS

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REGISTRATION CENTER ENTRANCE STAFF

Attachment 3
(Page 1 of 2)

Name	Date
ACTION	TIME/LOG
1. Sign in on the staffing board.	_____
2. Pick up ARC Form 5922, Volunteer Identification Badge.	N/A
3. Complete ARC Form 1492A, Disaster Staff Registration Form.	N/A
4. Report to the Registration Coordinator for a briefing on the status of the emergency and facility operations.	_____
a. Receive emergency assignment and instructions.	_____
b. Obtain equipment and supplies from the Registration Coordinator.	_____
1. procedure	
2. easel	
3. registration area entrance sign	
4. flow chart and flow chart handout	
5. registration forms	
6. table/chairs	
7. administrative supplies	
5. Upon direction from the Registration Coordinator, setup the reception center entrance desk.	_____
6. Ensure each evacuee entering the registration area has a white (clean) slip.	N/A

RECEPTION CENTER OPERATIONS

(American Red Cross)

Procedure 71

REGISTRATION CENTER ENTRANCE STAFF

Attachment 3

(Page 2 of 2)

ACTION

TIME/LOG

NOTE

Only evacuees who have processed through the monitoring and decontamination center and have received a white slip will be permitted to enter the registration area. The purpose is to control the spread of contamination.

7. Coordinate security needs with the law enforcement officer assigned to the front entrance. _____
8. Provide the entering evacuee with a registration form and a registration area facility flow diagram. _____

NOTE

The diagram outlines the flow path through the facility (i.e., registration services, restrooms, first aid station, message locator services, etc.)

9. Direct the evacuee to the next station, registration support table.
10. Notify the Registration Coordinator if additional assistance is needed to process evacuees. _____
11. If an evacuee appears to be suffering from stress-related conditions or need minor medical assistance, direct them to the Reception Center Manager. N/A
12. Keep the Registration Coordinator informed of evacuee processing, and any problems that might arise. N/A
13. If you are required to temporarily leave the center, ensure the Registration Coordinator assigns another member of the staff to fill your position. LOG

RECEPTION CENTER OPERATIONS

(American Red Cross)
Procedure 71

REGISTRATION SUPPORT STAFF

Attachment 4
(Page 1 of 2)

Name	Date
ACTION	TIME/LOG
1. Sign in on the staffing board.	_____
2. Pick up ARC Form 5922, Volunteer Identification Badge.	N/A
3. Complete ARC Form 1492A, Disaster Staff Registration Form.	N/A
4. Report to the Registration Coordinator for a briefing on the status of the emergency and facility operations.	_____
a. Receive emergency assignment and instructions.	
b. Obtain equipment and supplies from the Registration Coordinator.	
1. procedures	
2. registration support signs	
3. table/chairs	
4. stanchions	
5. rope	
6. registration forms	
7. administrative supplies	
5. Upon direction from the Registration Coordinator, setup the registration support area.	LOG
6. When directed by the Registration Coordinator, stand by to receive evacuees.	LOG
7. Process evacuees as they arrive at the registration support desk, by having each individual or head-of-household, fill out a blank registration form.	N/A

RECEPTION CENTER OPERATIONS

(American Red Cross)

Procedure 71

REGISTRATION SUPPORT STAFF

Attachment 4

(Page 2 of 2)

ACTION

TIME/LOG

NOTE

Head-of-household is a mother, father, or guardian who, in the presence of other family, would complete one registration form, identifying family members.

- | | | |
|-----|--|-----|
| 8. | Ensure the evacuee completes the form prior to advancing to the Registration Services Table. | N/A |
| a. | All evacuees will be registered even if they do not need temporary shelter. | |
| b. | Inform the evacuee not to fill in congregate care center assignment section. This section is completed by the Reception Center staff. | |
| 9. | If the evacuee appears to be suffering from stress-related conditions or need minor medical assistance, direct them to the Reception Center Manager. | N/A |
| 10. | Keep the Registration Coordinator informed of evacuee processing, and any problems that might arise. | N/A |
| 11. | If you are required to temporarily leave the center, ensure the Registration Coordinator assigns another member of the staff to fill your position. | LOG |

RECEPTION CENTER OPERATIONS

(American Red Cross)

Procedure 71

REGISTRATION ASSIGNMENT STAFF

Attachment 5

(Page 1 of 3)

Name	Date
ACTION	TIME/LOG
1. Sign in on the staffing board.	_____
2. Pick up ARC Form 5922, Volunteer Identification Badge.	N/A
3. Complete ARC Form 1492A, Disaster Staff Registration Form.	N/A
4. Report to the Registration Coordinator for a briefing on the status of the emergency and Reception Center activities.	_____
a. Receive emergency assignment and instruction.	
b. Obtain equipment and supplies from the Registration Coordinator.	
1. procedures	
2. registration support signs	
3. table chairs	
4. registration forms	
5. administrative supplies	
6. stanchions and rope	
5. Review completed form for accuracy and appropriate detail.	_____
a. If the Registrant does not need temporary shelter:	
1. Inform the resident to monitor news broadcasts/EAS messages before attempting to return home, and	
2. Provide a copy of the completed form to the evacuee, message center staff and file the original at the registration desk.	

RECEPTION CENTER OPERATIONS

(American Red Cross)

Procedure 71

REGISTRATION ASSIGNMENT STAFF

Attachment 5

(Page 2 of 3)

ACTION

TIME/LOG

- b. Should the evacuee need temporary shelter:
1. Assign the evacuee to the designated Congregate Care Center,
 2. Write in the name and address of the designated center,
 3. Stamp the evacuee copy of the form with "SHELTER, "
 4. Provide a copy of the form to the evacuee, message center staff and file the original at the registration desk,
 5. Provide the evacuee with a map and directions to the temporary shelter, and
 6. Instruct the evacuees with impounded vehicles to proceed to the evacuee pickup area to wait for available transportation to the Congregate Care Center.

NOTE

Evacuees who demand to return to their impounded contaminated vehicle will be permitted to do so. They will, however, forfeit the right to temporary lodging.

6. Provide the evacuee with American Nuclear Insurance (ANI) information (if requested) and an explanation of how to obtain ANI assistance.
7. Periodically update the Registration Coordinator on the number of evacuees requiring transportation to the temporary shelter.

RECEPTION CENTER OPERATIONS

(American Red Cross)

Procedure 71

REGISTRATION ASSIGNMENT STAFF

Attachment 5

(Page 3 of 3)

ACTION	TIME/LOG
8. Forward any outstanding questions (i.e., prescription needs, contaminated personal items, insurance inquires, etc.) to the Registration Coordinator or Reception Center Manager.	_____
9. Individuals that express health related or emotional difficulties will be referred to Health Services Coordinator.	N/A
10. If an evacuee needs to locate the host school provide a map and directions.	LOG
11. If you are required to temporarily leave the center, ensure the Registration Coordinator assigns another member of the staff to fill your position.	LOG

RECEPTION CENTER OPERATIONS

(American Red Cross)

Procedure 71

MESSAGE CENTER STAFF

Attachment 6

(Page 1 of 2)

Name	Date
ACTION	TIME/LOG
1. Sign in on the staffing board.	_____
2. Pick up ARC Form 5922, Volunteer Identification Badge.	N/A
3. Complete ARC Form 1492A, Disaster Staff Registration Form.	N/A
4. Report to the Registration Coordinator for a briefing on the status of the emergency and facility operations.	_____
a. Receive emergency assignment and instruction.	
b. Obtain equipment and supplies from the Registration Coordinator.	
1. procedures	
2. framed EPZ map	
3. white board	
4. easels	
5. table/chairs	
6. memo message sheet	
7. administrative supplies, dry board erasers	
8. posting board	
5. Upon direction from the Registration Coordinator, setup the Message Center.	
6. Maintain list of evacuees and individuals with special needs (i.e., elderly, wheelchair bound, etc.).	_____
a. If information is requested on an individual by other family members, relatives or friends provide the information only if the evacuee has authorized the release.	

RECEPTION CENTER OPERATIONS

(American Red Cross)

Procedure 71

MESSAGE CENTER STAFF

Attachment 6

(Page 2 of 2)

ACTION	TIME/LOG
7. Assist evacuees in communicating with each other (i.e., family members, or friends) by coordinating a message transfer system.	_____
a. Record evacuees messages on a memo message sheet and pin to cork board.	
b. Assist the evacuees with determining if a message has been left for them.	
8. Log emergency status information (i.e., ECL, school closings, host schools, protective actions, etc.) on the Message Center Status Board.	_____
9. Tape red (evacuated areas) and/or yellow (sheltered areas) on the Ten-mile Emergency Planning Zone Map, when protective actions are recommended for Matagorda County.	_____
10. If an evacuee appears to be suffering from stress-related conditions or need minor medical assistance, direct them to the Reception Center Manager.	N/A
11. Keep the Registration Coordinator informed of Message Center activities and any problems that might arise.	N/A
12. If you are required to temporarily leave the center, ensure the Registration Coordinator assigns another member of the staff to fill your position.	LOG

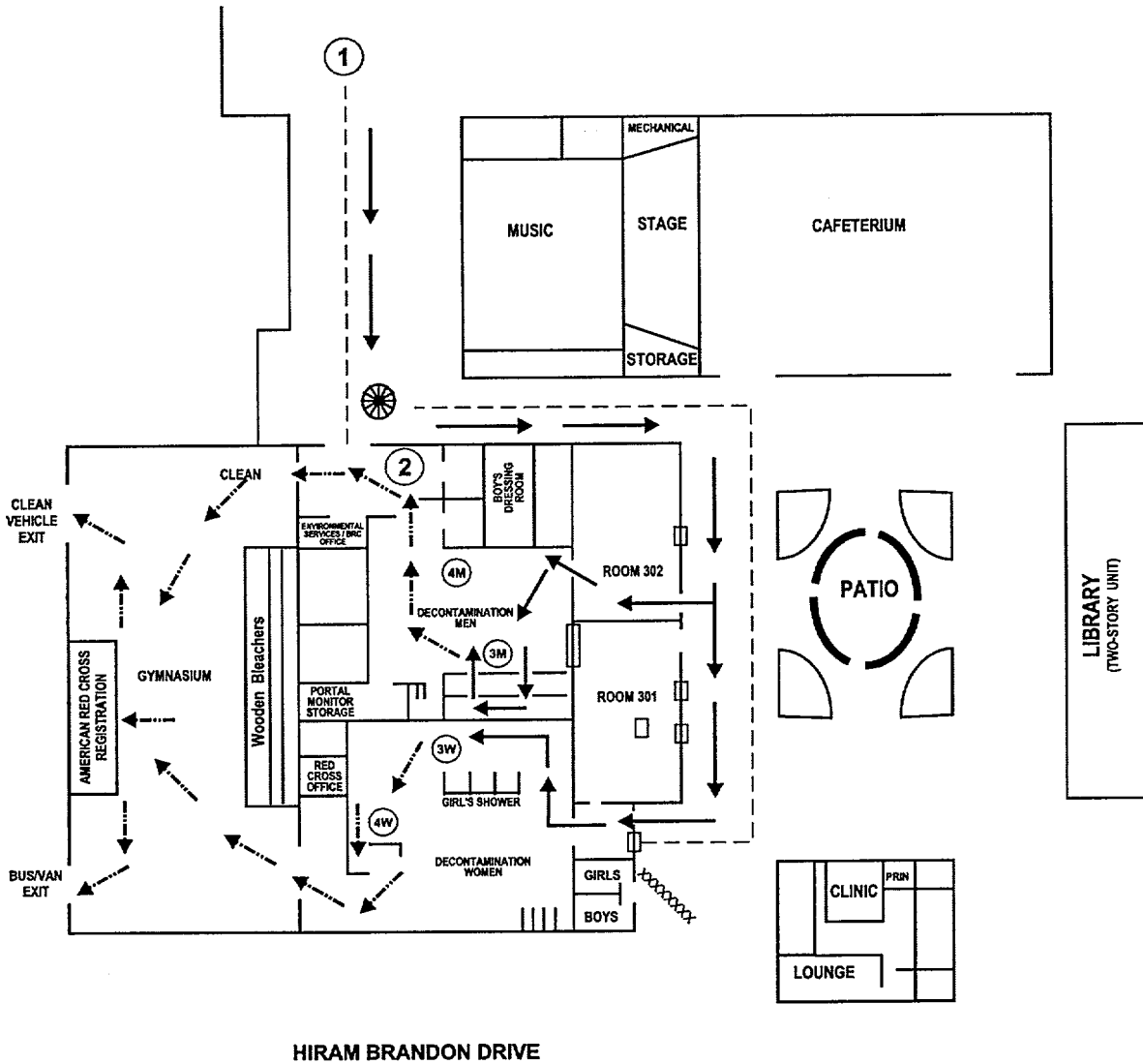
RECEPTION CENTER OPERATIONS

(American Red Cross)
Procedure 71

McALLISTER RECEPTION CENTER SETUP

Attachment 7

(Page 1 of 1)



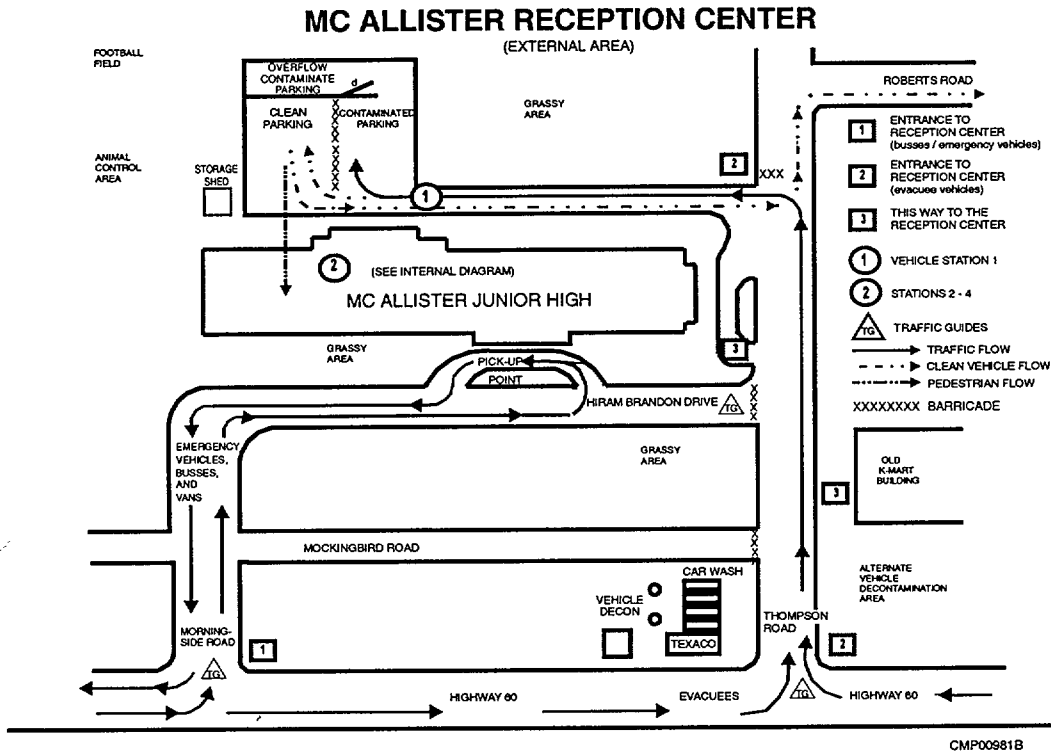
- > DECON PATH
- - - - -> CLEAN PATH
-> ROPED OFF AREA
- XXXXXXX BARRICADE
- ⊗ PORTAL MONITOR
- ① STATION 1
- ② STATION 2
- ③M ③W STATION 3 - MEN'S & WOMEN'S
- ④M ④W STATION 4 - MEN'S & WOMEN'S

CMP00981C

RECEPTION CENTER OPERATIONS

(American Red Cross)
Procedure 71

McALLISTER RECEPTION CENTER TRAFFIC FLOW DIAGRAM Attachment 8 (Page 1 of 1)



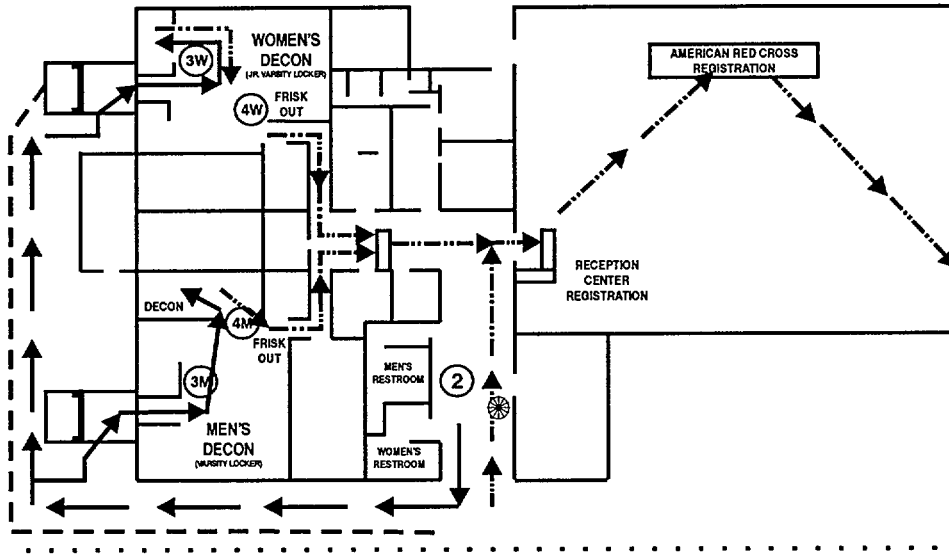
RECEPTION CENTER OPERATIONS

(American Red Cross)
Procedure 71

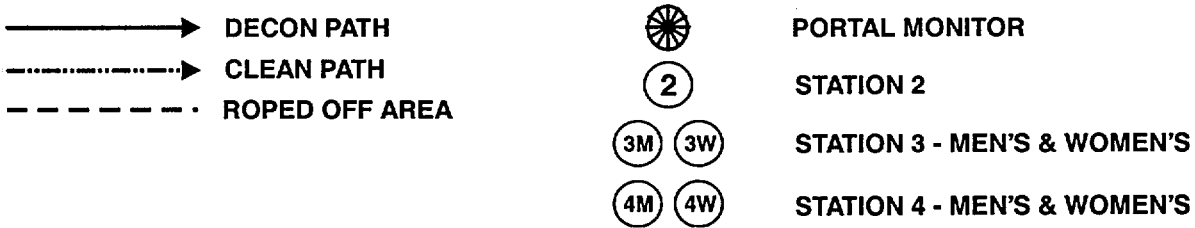
PALACIOS RECEPTION CENTER SETUP

Attachment 9

(Page 1 of 1)



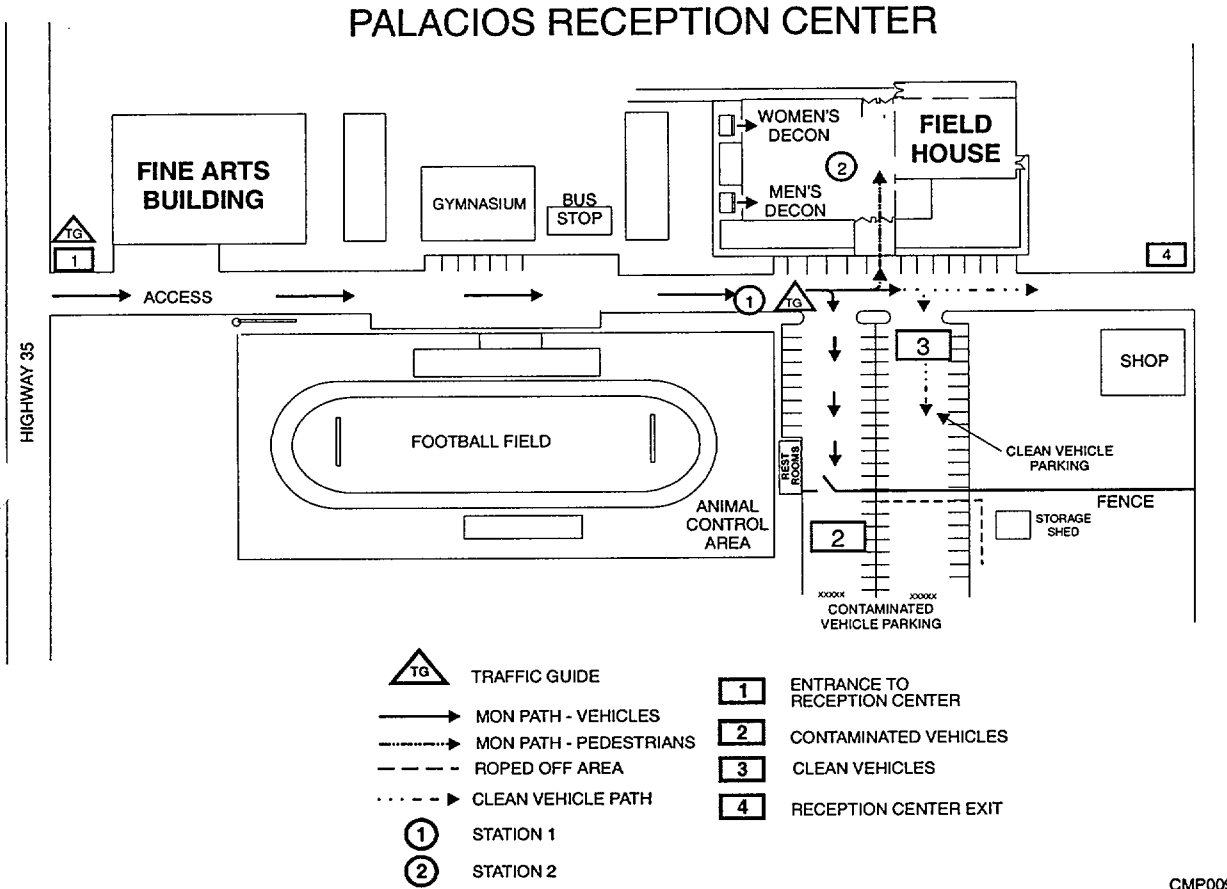
CMP00981D



RECEPTION CENTER OPERATIONS

(American Red Cross)
Procedure 71

PALACIOS RECEPTION CENTER TRAFFIC FLOW DIAGRAM Attachment 10 (Page 1 of 1)



CMP00981A

RECEPTION CENTER OPERATIONS

(American Red Cross) Procedure 71

AMERICAN RED CROSS VOLUNTEER BRIEFING SHEET

Attachment 11

(Page 1 of 2)

1. Introductions
 - a. Volunteer and Staff introductions.
 - b. The American Red Cross is mandated by Congress of the United States to provide Disaster Services for its citizens. You could be called on, if available and agreeable, to perform this service during a natural disaster (i.e., hurricane, flood, tornado) or during a man-made disaster (i.e., nuclear, hazardous chemical).
 - c. The activities performed today are very helpful in administering to the health and welfare of the citizens of Matagorda County.
 - d. Purpose of Nuclear Exercises.
2. Pass-out Identification Tags.
3. Fill in Volunteer Forms. Be sure they list their work telephone number.
4. Explain the Red Cross' role in the exercise/event.
 - a. Disaster Welfare Inquiries
 - b. Managing the Reception Center
 - 1) Ensure that the Matagorda County Emergency Management Plans and Annexes are administered as written.
 - 2) Explain American Nuclear Insurers and the role they play in a nuclear disaster.
 - 3) Administer to the welfare of the victims.
5. Explain Red Cross forms, including the addition of incoming time and zones.
6. Show and explain the maps (i.e., population, protective response zones, evacuation routes, etc.). Explain how to cover the zone maps with red for the incoming victims.

RECEPTION CENTER OPERATIONS

(American Red Cross)

Procedure 71

AMERICAN RED CROSS VOLUNTEER BRIEFING SHEET

Attachment 11

(Page 2 of 2)

7. Establish person(s) to be the computer operator. The software program is DataEase. (If no one knows the software, take time after briefing to explain use.)
8. Various exercises/events call for different skills to be tested. May be required to exhibit a shift change at which time there will be two Reception Center Directors, two EOC American Red Cross Directors, etc.

NOTE

During exercises, there are controllers and evaluators grading our performance. Do not ask these persons any questions. If they ask you a question, answer them if you know the answer. If not, call the director of the center for a reply.

9. Meals will be furnished for all staff and volunteers in the Reception Center. Do not eat or drink in the areas that are roped off as contaminated areas.
10. You are in a public school, which is a **NO SMOKING** facility. Smoking is prohibited on all school property (both inside and outside of buildings).
11. Refer all media to the Reception Center/Congregate Care Center Manager.

RECEPTION CENTER OPERATIONS

(American Red Cross)

Procedure 71

AMERICAN NUCLEAR INSURERS (ANI) INFORMATION SHEET FOR EVACUEES

Attachment 12

(Page 1 of 2)

I. ENGLISH

You may be eligible for emergency financial assistance during the nuclear emergency. You must meet the following condition to be eligible for emergency financial assistance:

1. Live in the area evacuated.
2. Evacuate the area at the direction of the authorized government official. (You will not be eligible, if you evacuate an area that has not been ordered evacuated.)
3. Provide proof that you live in the area evacuated (i.e., driver's license).

You must file a claim for emergency financial assistance with American Nuclear Insurers (ANI). Do not call STP Nuclear Operating Company about filing a claim. American Nuclear Insurers (ANI) claims adjusters will be coming into the areas in the next few days. The location to file a claim will be published in the local newspapers and broadcast over the local radio stations.

II. SPANISH

Pueda estar eligible para recibir ayuda financiero de emergencia durante una emergencia nuclear. Para estar eligible para recibir ayunda financiero de emergencia necesita encontra las condiciones que seguen:

1. Vivir en la area de evacuacion.
2. Evacuar la area en la direccion autorizado del gobierno ofical. (No estar eligible se evacuva una area que no esta ordenada evacuada.)
3. Prover prueba que vive en la area evacuado (i.e, licencia de manejar).

Necesita filar una reclamacion para recibir ayunda financiero de emergencia con American Nuclear Insurers (ANI). No habla a STP Nuclear Operating Company sobre de filar una reclamacion. ANI adjustadores de reclamaciones vienen a las areas en unos cuantos dias proximos. La colocacion para filar una reclamacion esta publicado en el periodico local y tambien sobre los estaciones de radio locales.

RECEPTION CENTER OPERATIONS

(American Red Cross)

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AMERICAN NUCLEAR INSURERS (ANI) INFORMATION SHEET FOR EVACUEES

Attachment 12

(Page 2 of 2)

III. VIETNAMESE

Quý vị có thể được giúp đỡ khẩn cấp về tài chính trong trường hợp có bảo động về chất nguyên tử năng. Quý vị cần những điều kiện sau đây thì mới được sự giúp đỡ này.

1. Cử ngụ trong những vùng phải di tản.
2. Những vùng di tản phải được công nhận bởi chính quyền. (Nếu quý vị tự ý di tản mà vùng quý vị ở không phải di tản thì sẽ không được sự giúp đỡ này.)
3. Phải có những giấy tờ chứng minh là cử ngụ trong vùng di tản.
Thi dụ: Bằng lái xe, v.v...

Quý vị phải điền đơn đề xin trợ cấp và gửi cho American Nuclear Insurers (Hãng Bảo Hiểm Nguyên Tử Năng Hoa-Kỳ). Xin đừng gọi STP hoặc HL&P về mẫu đơn. Các mẫu đơn này sẽ được gửi tới khu vực phải di tản trong vòng mấy ngày sau. Địa điểm cho đơn sẽ được đăng trên các báo và các đài phát thanh địa phương.

RECEPTION CENTER OPERATIONS

(American Red Cross)
Procedure 71

24-HOUR SHIFT ROTATION FORM Attachment 13 (Page 1 of 1)

POSITION:	1ST SHIFT		2ND SHIFT	
	START TIME: _____		START TIME: _____	
	NAME	TELEPHONE #	NAME	TELEPHONE #
*Reception Center Manager				
*Registration Coordinator				
*Message Center Staff Clerk				
Registration Entrance Staff				
Registration Entrance Staff				
Reception Assignment Staff				
Reception Assignment Staff				
Reception Assignment Staff				
Reception Assignment Staff				
Reception Assignment Staff				
Reception Assignment Staff				
Reception Center Support Staff				
Reception Center Support Staff				
Reception Center Support Staff				
Reception Center Support Staff				
Reception Center Support Staff				
Mental Health Officer				
Disaster Health Officer				

* Minimum staffing positions.

DATE: _____

Signature

RECEPTION CENTER OPERATIONS

**(American Red Cross)
Procedure 71**

**HOST SCHOOL MAP
Attachment 14
(Page 1 of 1)**

Maps are maintained on file in the American Red Cross Reception Center Kit.

Directions to each Host School are described in the Public Information Materials.

RECEPTION CENTER OPERATIONS

(American Red Cross)

Procedure 71

ACRONYMS LIST

Attachment 15

(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

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MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

RECEPTION CENTER OPERATIONS
(Environmental Health Department)


Procedure 72

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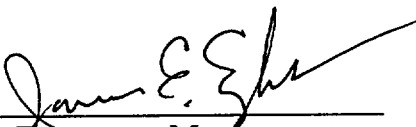
1.0	Purpose	P-72-2
2.0	Discussion	P-72-2
3.0	References	P-72-3
4.0	Equipment Required	P-72-3
5.0	Precautions and Limitations	P-72-3
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	Attachment 1: Monitoring and Decontamination Supervisor Checklist	P-72-6
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	Attachment 12: Station 4, Final Monitoring Checklist	P-72-36
	Attachment 13: 24 Hour Shift Rotation Form	P-72-39
	Attachment 14: Acronyms List	P-72-40

Effective Date: August 31, 2000

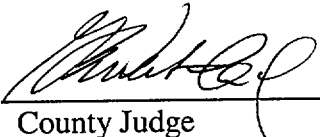
APPROVED:



Environmental Health
Director



Emergency Management
Coordinator



County Judge

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by Environmental Health Department personnel operating the monitoring and decontamination center portion of the Reception Center 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 Reception Center operations.

2.0 Discussion

- 2.1 The Reception Centers are activated by notification from the Matagorda County Emergency Management Director or designated alternate, to the Directors of the Matagorda County Chapter of the American Red Cross and Environmental Health Department.
- 2.2 Evacuees will be advised by the Emergency Alert System (EAS) to report to the Reception Center for registration and radiological monitoring. Emergency workers will be instructed to report to the Reception Center for monitoring/decontamination if the potential exists for coming into contact with radioactive material in the restricted zones.
- 2.3 Reception Center Operations are conducted by a joint effort of the American Red Cross and the Matagorda County Environmental Health Department with assistance from the Texas Department of Health, and Bureau of Radiation Control (BRC).
- 2.4 The American Red Cross Director is responsible for assigning a Reception Center Manager who will coordinate the registration portion of Reception Center activities.
- 2.5 The Environmental Health Director is responsible for establishing radiological monitoring and decontamination at the Reception Center.
- 2.6 A Monitoring and Decontamination Supervisor assigned by the Environmental Health Director, is located at the Reception Center and is responsible for issuing necessary dosimetry and overseeing monitoring and decontamination activities.
- 2.7 The local law enforcement officers are responsible for maintaining law and order at the Reception Center and Congregate Care Facilities, as assigned by the Sheriff and Chiefs of Police for Bay City and Palacios.

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

- 2.8 The Matagorda County Health Official is responsible for providing medical support to Reception Center and Congregate Care Facility staff as needed.
- 2.9 The Hospital District Administrator is responsible for notifying hospitals of contaminated patients due to arrive at their facility.
- 2.10 Bureau of Radiation Control (BRC) representatives may be able to provide assistance at the request of the county to augment Reception Center staff and fill a second shift.

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 42, "Exposure Control For Emergency Workers."

4.0 Equipment Required

- 4.1 Environmental Health Department supplies and equipment stored at department offices and in the sheds located at the Reception Center.
- 4.2 Equipment inventories are attached to each kit.

5.0 Precautions and Limitations

- 5.1 Individuals, vehicles, equipment, supplies, and facilities shall be considered contaminated when a monitoring survey has shown the presence of gamma or beta-emitting contamination exceeding 0.1 mR/hr above background using an instrument capable of measuring 0.05 mR/hr, such as CD V-700 or the Ludlum 14-C.

6.0 Prerequisites

- 6.1 **Site Area or General Emergency** has been declared and a request to activate a Reception Center has been received from the Emergency Management Director.

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

7.0 Procedure

- 7.1 Upon notification by the Environmental Health Director, a Monitoring and Decontamination Supervisor will respond to the Reception Center and establish monitoring and decontamination operations in accordance with Attachment 2, "McAllister Reception Center Setup" Attachment 3, "McAllister Reception Center Traffic Flow Diagram," Attachment 4, "Palacios Reception Center Setup" and Attachment 5, "Palacios Reception Center Traffic Flow Diagram."
- 7.2 The supervisor will conduct monitoring and decontamination operations in accordance with Attachment 1, "Monitoring and Decontamination Supervisor Checklist," Attachment 7, "Station 1, Vehicle Monitoring/Decontamination Checklist," Attachment 8, "Station 2, Initial Body Survey Checklist," Attachment 9, "Station 3, Shower and Decontamination Checklist," Attachment 10, "Station 3, Monitoring/Decontamination Accountability Form," Attachment 11, "Station 3, Personal Decontamination Record Form, and Attachment 12, "Station 4, Final Monitoring Checklist."

NOTE

When required by the checklists to make contact with outside individuals or agencies, refer to the Matagorda County Emergency Response Telephone Directory.

- 7.3 The Environmental Health Director has overall responsibility for exposure control of Reception Center workers. This is done by coordination with the Monitoring and Decontamination Supervisor located at the Reception Center. The Monitoring and Decontamination Supervisor will issue dosimetry and track exposures of workers. The Monitoring and Decontamination Supervisor will periodically brief the Environmental Health Director on the Reception Center radiological status.
- 8.0 Attachments
- 8.1 Attachment 1, Monitoring and Decontamination Supervisor Checklist
- 8.2 Attachment 2, McAllister Reception Center Setup
- 8.3 Attachment 3, McAllister Reception Center Traffic Flow Diagram
- 8.4 Attachment 4, Palacios Reception Center Setup
- 8.5 Attachment 5, Palacios Reception Center Traffic Flow Diagram
- 8.6 Attachment 6, Guidelines for Personnel Entering Reception Center

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
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- 8.7 Attachment 7, Station 1, Vehicle Monitoring/Decontamination Checklist
- 8.8 Attachment 8, Station 2, Initial Body Survey Checklist
- 8.9 Attachment 9, Station 2, Monitoring/Decontamination Accountability Form
- 8.10 Attachment 10, Station 3, Shower and Decontamination Checklist
- 8.11 Attachment 11, Station 3, Personal Decontamination Record Form
- 8.12 Attachment 12, Station 4, Final Monitoring Checklist
- 8.13 Attachment 13, 24 Hour Shift Rotation Form
- 8.14 Attachment 14, Acronyms List

**RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72**

**MONITORING AND DECONTAMINATION SUPERVISOR CHECKLIST
Attachment 1
(Page 1 of 6)**

ACTION

TIME/LOG

NOTE

The Reception Center is normally opened at the General Emergency classification for members of the general public. However, the STPEGS may request the County to assist with monitoring and decontamination of site employees who are evacuated at Site Area Emergency. The Environmental Health Director is responsible for notification and assignment of members for the monitoring and decontamination portion of the Reception Center Staff.

I. Setup of Reception Center

1. Set up Reception Center according to floor plan, Attachment 2, "McAllister Reception Center Setup," or Attachment 4, "Palacios Reception Center Setup." _____

NOTE

If it is after normal working hours or when school is otherwise not in session (i.e., summer break), the America Red Cross will notify the school principal or maintenance personnel to gain access to the building and areas designated as part of the Reception Center.

2. Check telephones, facsimile and radio communications systems to ensure operability. _____

**RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72**

**MONITORING AND DECONTAMINATION SUPERVISOR CHECKLIST
Attachment 1
(Page 2 of 6)**

ACTION	TIME/LOG
3. Establish contact with the Environment Health Director at the EOC and request the following information.	_____
a. Is radioactive release in progress?	
b. What should they expect to see on evacuees and vehicles arriving at the Reception Center with regards to radiation?	
c. Obtain information regarding the estimated time of evacuee's arrival.	_____
d. Obtain current emergency classification level.	_____
e. Ensure the Environmental Health Director has contacted Bureau of Radiation Control officials to determine if BRC decontamination assistance teams are enroute to support radiological monitoring and decontamination activities.	_____
4. Ensure each station has sufficient personnel to process vehicles and/or evacuees through the center.	_____ _____
5. Ensure appropriate dosimetry is issued to Reception Center emergency workers who will be involved with radiological monitoring and decontamination operations using the Dosimetry Issue Log in Annex W, Procedure 42.	_____ _____
6. Fax dosimetry issue logs with monitoring and decontamination personnel listed to the Environmental Health Director.	_____ _____
7. Review equipment and supplies for each station.	
a. Inventories of the equipment and supplies are located in each station's kit.	
b. Report any shortages to the Environmental Health Director.	

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
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MONITORING AND DECONTAMINATION SUPERVISOR CHECKLIST
Attachment 1
(Page 3 of 6)

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

- | | | |
|-----|---|-------|
| 8. | Brief all personnel assigned to each station on applicable procedures. | _____ |
| | a. Ensure personnel are aware of the radiation exposure control measures provided in Annex W, Procedure 42, "Exposure Control For Emergency Workers." | |
| | b. As appropriate, ensure personnel don gloves and booties prior to processing evacuees at their station. | |
| 9. | As appropriate, ensure each station is provided a radio for communication purposes. | _____ |
| 10. | In conjunction with the American Red Cross Reception Center Manager, ensure Reception Center security is established using local law enforcement. Precinct Barn and Public Works staff will set up signs/barricades located away from the Reception Center. | _____ |
| 11. | Ensure traffic cones, road blocks, and/or barriers are set up to separate contaminated from clean vehicles as shown in Attachment 3, "McAllister Reception Center Traffic Flow Diagram," or Attachment 5, "Palacios Reception Center Traffic Flow Diagram." | _____ |
| 12. | If additional personnel, supplies or equipment are required to support facility operations, notify the Environmental Health Director. | _____ |
| 13. | Once the Reception Center has been set up and staffed to receive evacuees, declare it to be operational and notify the Environmental Health Director. | _____ |

**RECEPTION CENTER OPERATIONS
(Environmental Health Department)
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**MONITORING AND DECONTAMINATION SUPERVISOR CHECKLIST
Attachment 1
(Page 4 of 6)**

<u>ACTION</u>	<u>TIME/LOG</u>
II. Operation	
1. If a radiological release has occurred at STPEGS, monitor and, if necessary, decontaminate the evacuees utilizing Attachments 1 and 6 through 12 of this procedure.	N/A
2. On hourly intervals, provide the following information to the Environmental Health Director at the EOC:	_____
a. Number of cars contaminated.	
b. Number of people processed through the Reception Center Decontamination Station.	
c. Any other necessary information (e.g., contaminated injured, medical referrals, etc.).	
d. Equipment, instrument or personnel needs (e.g., dosimetry, towels, soap, barricades, etc.).	
3. Once evacuees begin arriving, evaluate the activities at each station to ensure that the proper techniques are being employed including provisions to accept special needs personnel (e.g., non-ambulatory, hearing/sight impaired, etc.).	N/A
4. If background readings exceed 0.05 mR, consider moving the monitoring point.	
5. If the evacuation remains in effect for a long duration, establish two 12 hour operations shifts using Attachment 13 of this procedure. During shift turnovers, relief personnel should be briefed on:	N/A
a. Status of current event.	
b. Any unusual facility activities.	
c. Review of position responsibilities.	
6. Maintain the Reception Center mon/decon operations for those emergency workers providing services inside the restricted zones.	

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

MONITORING AND DECONTAMINATION SUPERVISOR CHECKLIST

Attachment 1
(Page 5 of 6)

ACTION

TIME/LOG

III. Termination

- | | | |
|----|--|-------|
| 1. | When instructed by the Environmental Health Director to terminate operations, notify the Monitoring and Decontamination staff to cease operations and to properly dispose of materials and equipment. | LOG |
| 2. | Workers should monitor each other for contamination and follow the same procedures established for evacuees, if they are found to be contaminated. | N/A |
| 3. | Ensure final dosimeter readings are recorded when workers turn in their dosimetry. TLDs will be collected and held by the supervisor for processing. | N/A |
| 4. | As appropriate, ensure Procedure 42, "Exposure Control for Emergency Workers" Attachment 6, Dose Tracking Form, is completed, and accompanies the dosimetry for processing. | |
| 5. | Ensure the monitoring and decontamination staff secures each station at the monitoring and decontamination facilities. | _____ |
| a. | All contaminated materials should be bagged for pickup by STPEGS personnel or a contracted rad waste disposal company. | |
| b. | If contaminated vehicles exist (that could not be decontaminated by local means), ensure they are impounded and the area appropriately designated a contamination area until such time as the Bureau of Radiation Control and/or STPEGS can address the situation. | |

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
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MONITORING AND DECONTAMINATION SUPERVISOR CHECKLIST
Attachment 1
(Page 6 of 6)

ACTION

TIME/LOG

NOTE

The gate leading from the impoundment area at Palacios High School will be locked by the Monitoring and Decontamination Supervisor.

- c. All portal monitors, rope barriers, road blocks, etc., should be taken down and stored in their designated storage locations after being monitored for contamination.
- d. All dosimetry and survey meters (with batteries removed) should be collected and stored. Any damaged meters should be reported to the Monitoring and Decontamination Supervisor. Batteries should be replaced immediately.

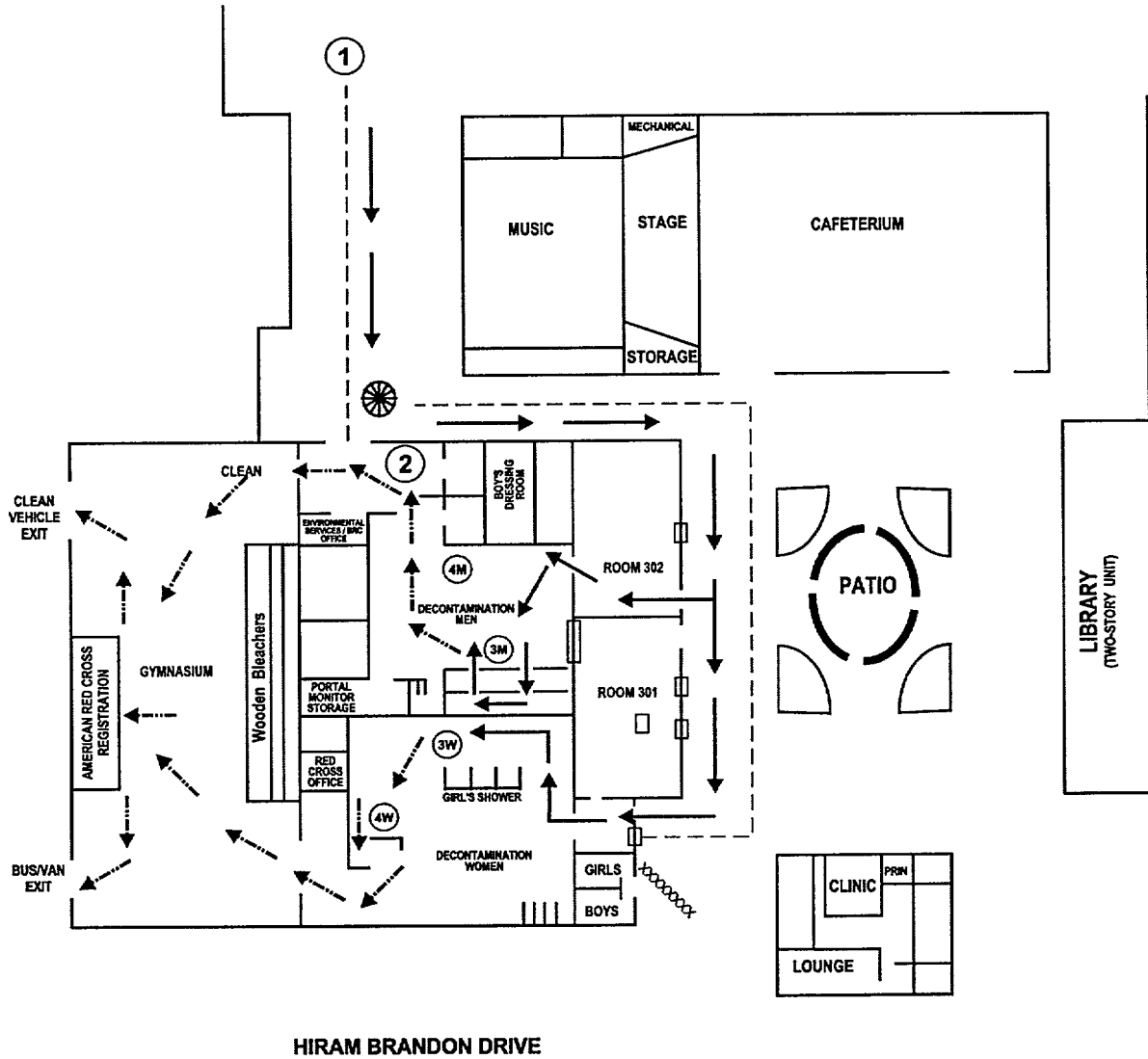
NOTE

Ensure you are able to account for the disposition of all facility equipment listed in its inventory.

- e. Inform the Environmental Health Director at the EOC that the mon/decon facilities have been de-activated and radioactive waste items have been appropriately labeled for pickup by STPEGS personnel.
6. Coordinate Radwaste pickup with the Environmental Health Director at the EOC. _____
7. Assemble all emergency worker exposure records, forms, and other documentation generated during facility operation and forward to the EOC Administrative Assistant. _____

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

McALLISTER RECEPTION CENTER SETUP
Internal Drawing
Attachment 2
(Page 1 of 1)

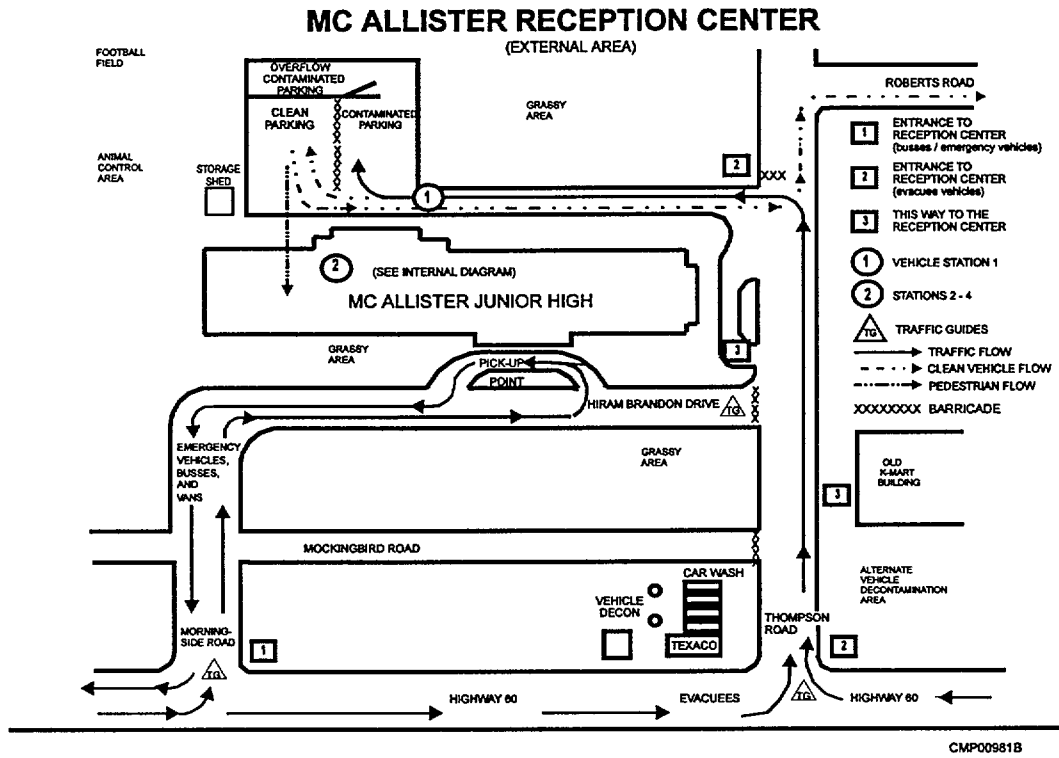


- | | | | |
|------------|----------------|-------|-----------------------------|
| —————> | DECON PATH | | PORTAL MONITOR |
| - - - - -> | CLEAN PATH | ① | STATION 1 |
| | ROPED OFF AREA | ② | STATION 2 |
| XXXXXXXX | BARRICADE | 3M 3W | STATION 3 - MEN'S & WOMEN'S |
| | | 4M 4W | STATION 4 - MEN'S & WOMEN'S |

CMP00981C

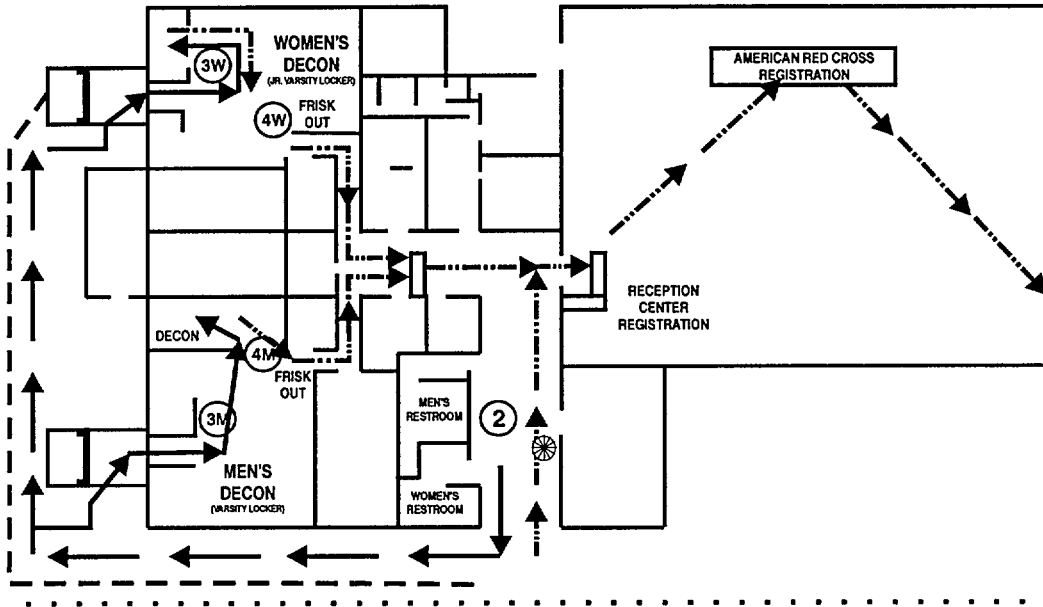
**RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72**

**McALLISTER RECEPTION CENTER TRAFFIC FLOW DIAGRAM
External Drawing
Attachment 3
(Page 1 of 1)**

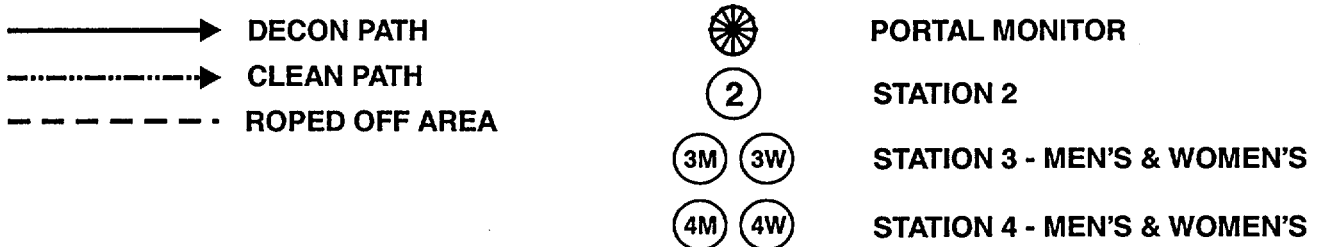


**RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72**

**PALACIOS RECEPTION CENTER SETUP
Internal Drawing
Attachment 4
(Page 1 of 1)**

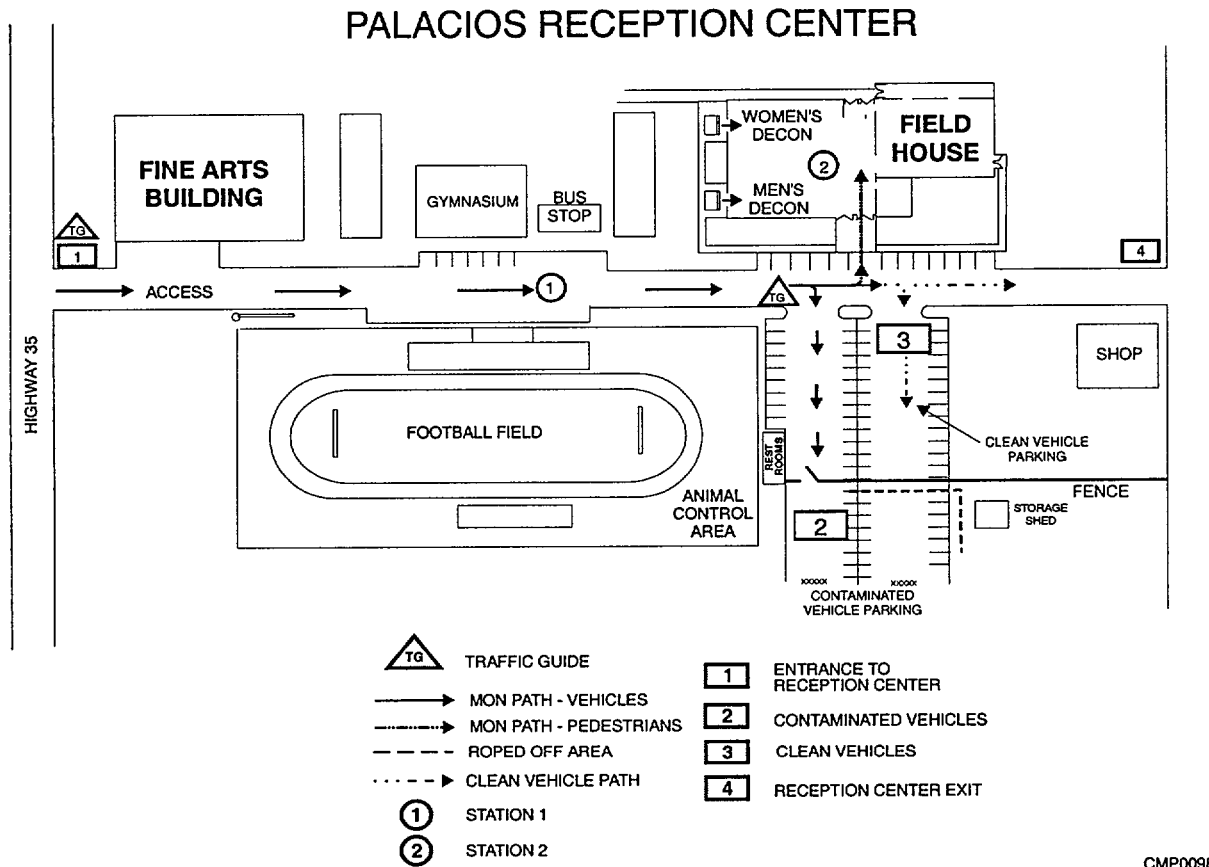


CMP00981D



RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

PALACIOS RECEPTION CENTER TRAFFIC FLOW DIAGRAM
External Drawing
Attachment 5
(Page 1 of 1)



CMP00981A

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

GUIDELINES FOR PERSONNEL ENTERING RECEPTION CENTER
Attachment 6
(Page 1 of 1)

You are at an evacuee Reception Center. Our goal is to provide for your shelter and needs as long as the evacuation remains in effect, and to determine if you are contaminated with radioactive particles.

As you enter the Reception Center, you will stand in a metal archway for about 10 seconds. This is a portal monitor which will check you for radioactive contamination. An operator will instruct you when to exit.

If you are not contaminated, you will be given a white card and directed to the American Red Cross, where you will be registered and provided shelter if needed.

If you are contaminated, you will be given a pink card and directed to the shower area for decontamination. At the shower area, trained staff will answer your questions, and assist you with decontamination procedures.

After decontamination, you will be given a white card and directed to the American Red Cross where personal information will be taken. You will receive further instructions there, including transportation requirements if your vehicle is contaminated.

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 1, VEHICLE MONITORING/DECONTAMINATION CHECKLIST
Attachment 7
(Page 1 of 8)

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

I. Initial Actions:

1. Review supplies and equipment in accordance with the inventory list located in the station kit.
2. Report supply and equipment shortages to the Monitoring and Decontamination Supervisor.
3. Set up Station 1 in accordance with Attachment 3, "McAllister Reception Center Traffic Flow Diagram" or Attachment 5, "Palacios Reception Center Traffic Flow Diagram."
5. Brief station personnel as follows:
 - a. Maintain a professional attitude at all times.
 - b. The Radiological Monitor should take steps to minimize the evacuee's concern. An evacuee will be concerned about his or her condition.
 - c. When possible, keep families together.
 - d. Pets are not allowed in the Reception Center. Pets can be tied to, or left in, the vehicle. When possible, pets may be monitored and the owner made aware of decontamination procedures. Provide bucket and soap and make water available at a drain so pets can be decontaminated by the owner. The Animal Control Officer will direct animal care operations.
 - e. If a question is asked that cannot be answered, inform the Monitoring and Decontamination Supervisor.
 - f. Report any DRD readings of 200 mR to the Monitoring and Decontaminating Supervisor.

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 1, VEHICLE MONITORING/DECONTAMINATION CHECKLIST
Attachment 7
(Page 2 of 8)

ACTION

TIME/LOG

NOTE

The following represents the emergency worker exposure limits: 200 mR turnback. Contact your supervisor to be replaced.

- g. Ensure station personnel are familiar with reporting mechanisms.
5. Dosimeters will be distributed to the station staff as follows:
- a. Issue direct reading dosimeters (0-200 mR), TLDs and Procedure 42, "Exposure Control for Emergency Workers," Attachment 4, Emergency Worker Radiation Exposure Record Form to the emergency workers at the station.
 - b. Ensure each worker completes a Procedure 42 "Exposure Control for Emergency Workers". Attachment 4, Emergency Worker Radiation Exposure Record Form.
 - c. Ensure Procedure 42, "Exposure Control for Emergency Workers," Attachment 5, "Dosimetry Issue Log" is completed for each emergency worker assigned to each station.
6. Re-zero dosimeters (0-200 mR) in accordance with the "Radiological Equipment and Operational Checks" Attachment 9 to Annex W, Procedure 42.
7. Set timer for 30 minutes, at the end of which dosimeters should be read. Reset timer, and continue process every 30 minutes.

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 1, VEHICLE MONITORING/DECONTAMINATION CHECKLIST
Attachment 7
(Page 3 of 8)

<u>ACTION</u>	<u>TIME/LOG</u>
8. Check CD V-700 or Ludlum 14-C Survey Meter in accordance with the "Radiological Equipment and Operational Checks" Attachment 9 in Annex W, Procedure 42.	_____
a. Ensure monitoring staff are issued gloves for survey purposes.	
b. Cover the survey meter probe with a baggie.	
9. Ensure individuals, especially the drivers, remain in vehicle until told otherwise by the monitors.	N/A
10. As appropriate, ensure Station 1 staff are issued a radio for communication purposes.	

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 1, VEHICLE MONITORING/DECONTAMINATION CHECKLIST
Attachment 7
(Page 4 of 8)

ACTION **TIME/LOG**

II. Ongoing Actions

1. Assign two monitors. Each will survey one-half of vehicle. _____

NOTE

As vehicles are being processed, periodically check the area background readings and notify the Monitoring and Decontamination Supervisor if background readings exceed 0.05 mR/hr.

2. To personnel in vehicles:

- a. Ask driver to step out of vehicle. If vehicle has passengers other than the driver, direct them to the Reception Center. If passengers wish to wait for the driver, assure they do not interfere with station duties. N/A

NOTE

Once contamination levels are detected, do not continue to monitor the vehicle.

- b. Survey N/A
- Front Grill
 - Area above Air Cleaner
 - Wheel Wells
 - Door Handles
 - Seat
 - Floor Board
 - Steering Wheel

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 1, VEHICLE MONITORING/DECONTAMINATION CHECKLIST
Attachment 7
(Page 5 of 8)

ACTION

TIME/LOG

3. If vehicle **IS** contaminated (greater than 0.1 mR/hr above background):
- a. Record the driver's name, vehicle tag number, date/time and surveyed by on the attached Vehicle Radiological Survey Map.
 - b. Mark the vehicle with the contamination marker tape.
 - c. Have the driver park the vehicle in the "Contaminated Vehicles" area.
 - d. Instruct driver to leave keys in the vehicle.
 - e. Direct driver to the Reception Center.
 - f. Drive vehicle to a decontamination site car wash or wash down using water trucks and hoses.

LOG

NOTE

County officials and the Bureau of Radiation Control may decide to wait until after the emergency to decontaminate evacuee vehicles. If the vehicles are impounded, do not implement the remaining steps under #3. Skip to step #4.

- g. After decontamination, resurvey the vehicle. If the dose rate after decon is less than 0.1 mR/hr above background, the vehicle can be released.
- h. If further contamination is found, repeat decontamination process.

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 1, VEHICLE MONITORING/DECONTAMINATION CHECKLIST
Attachment 7
(Page 6 of 8)

ACTION	TIME/LOG
i. If the vehicle can be released: <ul style="list-style-type: none">• Remove the contaminated marker tape from the vehicle.• Drive the vehicle back to the "Clean Vehicle" parking area at the Reception Center.• Return the keys to the vehicle owner inside the Reception Center and inform the owner that the vehicle was successfully decontaminated.	LOG
j. If the vehicle cannot be decontaminated using wash down methods: <ul style="list-style-type: none">• Impound the vehicle at the "Contaminated Vehicle" parking area at the Reception Center.• Inform the owner that the vehicle has been impounded for further processing.• Place the vehicle keys in a clear sandwich bag labeled with the vehicle make, model, color and license number and give to the Monitoring and Decontamination Supervisor.	LOG

**RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72**

STATION 1, VEHICLE MONITORING/DECONTAMINATION CHECKLIST
Attachment 7
(Page 7 of 8)

ACTION

TIME/LOG

NOTE

Assistance will be provided by the BRC. As vehicles are being processed, periodically check the area background readings and notify the Monitoring and Decontamination Supervisor if background readings exceed 0.05 mR/hr.

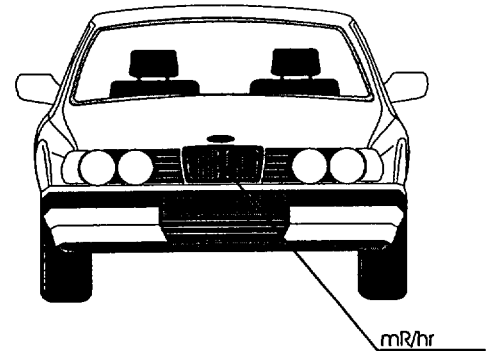
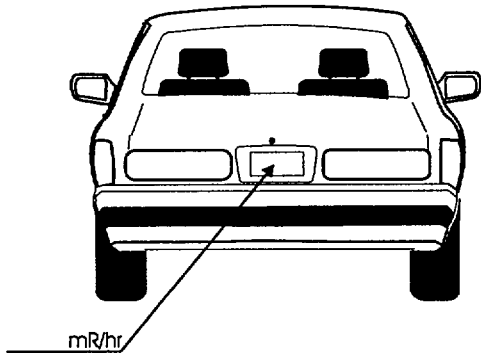
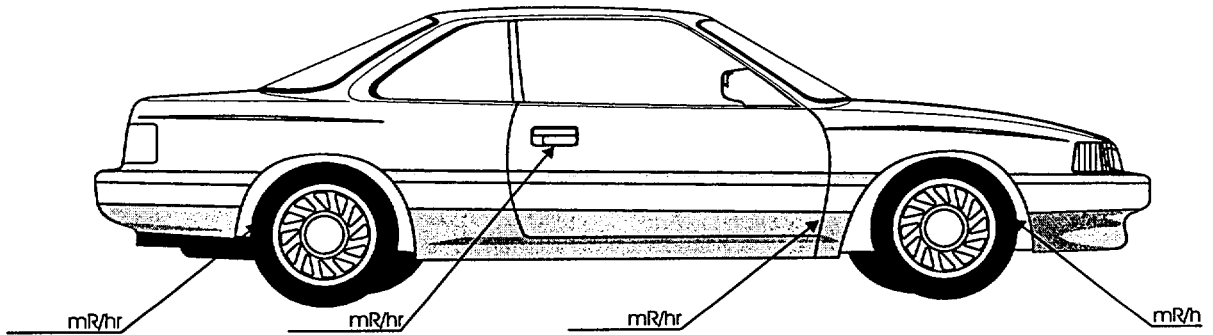
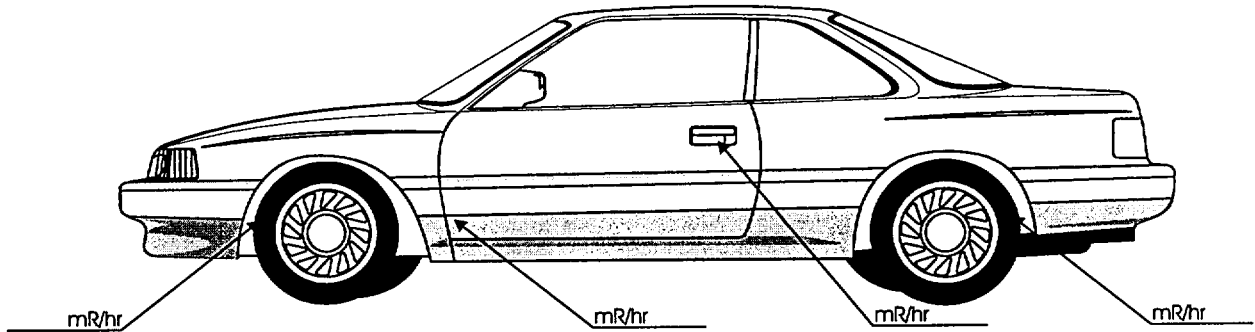
- | | | |
|----|---|-----|
| 4. | If monitoring staff come in contact with a contaminated vehicle: | |
| a. | Ensure the staff changes their gloves, | |
| b. | Ensure the staff replace the baggie on the survey meter probe, and; | |
| c. | Dispose of the contaminated articles in an approved container. | |
| 5. | If the vehicle IS NOT contaminated (less than 0.1 mR/hr above background): | N/A |
| a. | Have the driver park the vehicle in the "Clean Vehicle" area. | |
| b. | Direct the driver to the Reception Center. | |
| 6. | Maintain a total count of automobiles processed in both the contaminated and non-contaminated categories. | LOG |
| a. | Provide the Monitoring and Decontamination Supervisor hourly updates. | |

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 1, VEHICLE MONITORING/DECONTAMINATION CHECKLIST
Attachment 7
(Page 8 of 8)

Name: _____ Vehicle Tag # _____

Date/Time: _____ Surveyed by: _____



RESULTS

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 2, INITIAL BODY SURVEY CHECKLIST
Attachment 8
(Page 1 of 5)

<u>ACTION</u>	<u>TIME/LOG</u>
I. Initial Actions:	
1. Review supplies and equipment in accordance with the inventory list located in the station kit.	_____
2. Report supply and equipment shortages to the Monitoring and Decontamination Supervisor.	_____
3. Setup Station 2 in accordance with Attachment 2, "McAllister Reception Center Internal Setup" and/or Attachment 4, "Palacios Reception Center Setup."	
4. Dosimeters will be distributed to the station staff as follows:	_____
a. Issue direct reading dosimeters (0-200 mR), TLDs and Procedure 42, "Exposure Control for Emergency Workers," Attachment 4, Emergency Worker Radiation Exposure Record Form to the emergency workers at the station.	
b. Ensure each worker completes a Procedure 42 "Exposure Control for Emergency Workers". Attachment 4, Emergency Worker Radiation Exposure Record Form.	
c. Ensure Procedure 42, "Exposure Control For Emergency Workers," Attachment 5, "Dosimetry Issue Log" is completed for each emergency worker assigned to each station.	
5. Re-zero dosimeters (0-200 mR) in accordance with the "Radiological Equipment and Operational Checks" Attachment 9 in Annex W, Procedure 42.	_____
6. Set timer for 30 minutes, at which time dosimeters should be read. Reset timer, and continue process every 30 minutes.	N/A

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 2, INITIAL BODY SURVEY CHECKLIST
Attachment 8
(Page 2 of 5)

<u>ACTION</u>	<u>TIME/LOG</u>
7. Check CD V-700 or Ludlum 14-C Survey Meter in accordance with the "Radiological Equipment and Operational Checks" Attachment 9 in Annex W, Procedure 42.	_____
a. Ensure monitoring staff are issued gloves and booties, and	
b. Cover the survey meter probe with a baggie	
8. Ensure station personnel are familiar with reporting mechanisms.	_____
9. Set up appropriate barriers, signs and ropes.	_____
10. Position portal monitor in accordance with Attachment 2, "McAllister Reception Center Setup" and/or Attachment 4, "Palacios Reception Center Setup."	
a. Plug portal monitor in to regular 110 volt outlet.	
b. Turn portal monitor on and perform operational checks.	
c. Cover the floor of the portal monitor with several layers of brown paper.	

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 2, INITIAL BODY SURVEY CHECKLIST
Attachment 8
(Page 3 of 5)

ACTION

TIME/LOG

II. Ongoing actions:

1. Portal monitor use:

N/A

- a. When individuals enter Station 2, instruct them to step into the portal monitor and wait.
- b. In ten seconds, the portal monitor will determine if the individual is contaminated or not.
- c. Have the individual exit the portal monitor.
- d. Occasionally (or if an individual is contaminated) survey the portal monitor and the surrounding area.
 - Remove any radioactive material in the area of the portal monitor that may increase the background radiation levels and place materials in an approved container.
 - Take a general area (waist level) dose rate around the portal monitor, ensure the dose rate is less than 0.05 mR/hr.
 - Using a masslin cloth, take large area wipes of the floor (100 square feet).
 - Monitor the masslin for contamination; if greater than 0.1 mR/hr, the area is considered to be contaminated. Place used masslin in an approved container.

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 2, INITIAL BODY SURVEY CHECKLIST
Attachment 8
 (Page 4 of 5)

ACTION **TIME/LOG**

NOTE

Some segments of the population (i.e., wheelchair bound, small children, etc.) may not be able to use the portal monitor. Use a survey meter to perform a whole body survey (see Step 7). Only contaminated individuals will be sent through decontamination but all family members will be registered as one unit.

- | | | |
|----|---|-----|
| 3. | As required, ensure station staff change gloves and booties. Dispose of the articles in an approved container. | |
| 4. | Place disposable foot covers (i.e., booties) on individuals with contamination on their feet. | N/A |
| 5. | Maintain a total count of individuals processed in both contaminated and non-contaminated categories by recording the results on Attachment 9, Station 2, Monitoring/Decontamination Accountability Form. | LOG |
| 6. | Provide hourly updates to the Monitoring and Decontamination Supervisor. | |
| 7. | In case of power failure or individuals unable to use the portal monitor, use the CD V-700 or Ludlum 14-C Survey Meter to monitor the individuals. | N/A |
| | a. Wear gloves and cover probe with glove or baggie. | |
| | b. Survey the individual as follows: | |
| | • A whole body survey should take approximately two to three minutes. | |
| | • Instruct the individual to stand with arms at side, palms facing out, and legs together. | |
| | • 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. | |

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 2, INITIAL BODY SURVEY CHECKLIST
Attachment 8
(Page 5 of 5)

ACTION

TIME/LOG

- Scan the front of the body from the top to bottom using a single sweep.
 - Frisk the elbows, hands, and buttocks.
 - Scan the back of the body from top to bottom using a single sweep.
 - Frisk the feet and soles of shoes.
- c. The probe should not be allowed to come in contact with the individual. If the probe comes in contact with the individual, remove the cover and replace it. Dispose of cover in an approved container.
- d. An individual should be considered contaminated if a meter reading is greater than or equal to 0.1 mR/hr.
6. If the individual is not contaminated, present them with a white slip indicating they are not contaminated, and direct them to the American Red Cross Registration Area. N/A
7. If the individual is contaminated, present them with a pink slip and direct them to Station 3. N/A

NOTE

Even if only one member of a family is contaminated, send all to Station 3. Especially if small children are involved.

8. Remain in the designated monitoring area, taking care not to touch or allow the survey meter to come in contact with any object outside the designated monitoring area. N/A

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 2, MONITORING/DECONTAMINATION ACCOUNTABILITY FORM
Attachment 9
(Page 1 of 1)

DATE: _____ **OFFSITE MON/DECON ACCOUNTABILITY FOR** **SHIFT** _____
STATION _____

CONTAMINATED	NOT CONTAMINATED

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 3, SHOWER AND DECONTAMINATION CHECKLIST
Attachment 10
(Page 1 of 4)

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

I. Initial Actions:

- | | |
|--|-------|
| 1. Review supplies and equipment in accordance with the inventory list located in the station kit. | |
| 2. Report supply and equipment shortages to the Monitoring and Decontamination Supervisor. | |
| 3. Setup Station 3 in accordance with Attachment 2, "McAllister Reception Center Setup" or Attachment 4, "Palacios Reception Center Setup." | |
| 4. As appropriate, ensure each station is provided a radio for communication purposes. | |
| 5. Dosimeters will be distributed to station staff as follows: | _____ |
| a. Issue direct reading dosimeters (0-200 mR), TLDs and Procedure 42, "Exposure Control for Emergency Workers," Attachment 4, Emergency Worker Radiation Exposure Record Form to the emergency workers at the station. | |
| b. Ensure each worker completes a Procedure 42 "Exposure Control for Emergency Workers". Attachment 4, Emergency Worker Radiation Exposure Record Form. | |
| c. Ensure Procedure 42, "Exposure Control For Emergency Workers," Attachment 5, "Dosimetry Issue Log" is completed for each emergency worker assigned to each station. | |
| 6. Re-zero dosimeters (0-200 mR) in accordance with the "Radiological Equipment and Operational Checks" Attachment 9 to Annex W, Procedure 42. | _____ |

**RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72**

STATION 3, SHOWER AND DECONTAMINATION CHECKLIST

**Attachment 10
(Page 2 of 4)**

<u>ACTION</u>	<u>TIME/LOG</u>
7. Set timer for 30 minutes, at which time dosimeters should be read. Reset timer, and continue process every 30 minutes.	_____
8. Check CD V-700 or Ludlum 14-C Survey Meter in accordance with the "Radiological Equipment and Operational Checks" Attachment 9 in Annex W, Procedure 42.	_____
a. Ensure monitoring staff are issued gloves and booties, and	
b. Cover the survey meter with a baggie.	
9. Ensure station personnel are familiar with reporting mechanisms.	_____

NOTE

Maintain a professional attitude toward your duties at all times. The evacuee will be concerned about his/her condition and all efforts to minimize their concern should be taken by the monitor.

CAUTION

Ensure decontaminated individuals do not come in contact with contaminated individuals.

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 3, SHOWER AND DECONTAMINATION CHECKLIST

Attachment 10
(Page 3 of 4)

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

II. Ongoing Actions:

- | | |
|---|-----|
| 1. Decontaminate the individual as needed. Usually showering with a mild soap and washing hair with shampoo will be sufficient. | N/A |
| 2. Perform a whole body survey after each decontamination attempt. | |
| 3. If an individual cannot be decontaminated, ensure Station 3 personnel fill out Attachment 11, "Personal Decontamination Record Form." | LOG |
| 4. Personal items.
a. Survey personal articles.
b. Bag and mark contaminated articles with individual's name.
c. Articles that are not contaminated can be returned to the individual after personal decontamination has been completed. | LOG |
| 5. After decontamination, direct the individual to Station 4 for a white slip. | N/A |
| 6. Occasionally survey the floor area where radioactive material may have fallen.

• Remove any radioactive material in the area that may increase the background radiation levels, and place materials in an approved container.

• Perform a general area dose rate survey (waist level) to ensure less than 0.05 mR/hr background. | |

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 3, SHOWER AND DECONTAMINATION CHECKLIST

Attachment 10
(Page 4 of 4)

ACTION

TIME/LOG

- Using a masslin cloth, take large area wipes of the floor (100 square feet).
 - Monitor the masslin for contamination; if greater than 0.1 mR/hr, the area is considered to be contaminated. Place used masslin cloth in an approved container.
 - Restrict access into the area until decontaminated. N/A
- (1) Decontaminate the area by moping with masslin until contamination is no longer detected. Place used masslin in an approved container.
- (2) If the area cannot be decontaminated, consider covering the entire area with paper, or moving the monitoring station to a low background or uncontaminated area.

NOTE

Radiological Monitors are required to remain in the designated monitoring area making sure not to touch or allow the survey meter to come into contact with any potentially radioactive material.

7. If monitoring staff come in contact with contaminated material:
- a. Change the baggie on the probe
 - b. Change monitoring staff gloves and as appropriate, booties, and;
 - c. Dispose of the contaminated articles in an approved container.
8. If dispatching a messenger, assure the messenger is surveyed prior to leaving the station. N/A

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 3, PERSONAL DECONTAMINATION RECORD FORM
Attachment 11
(Page 1 of 1)

Time: _____ Date: _____

I. PERSONAL INFORMATION

Name: _____ S.S.N. _____

Date of Birth: _____ Sex: M F

Address: _____

Telephone: _____

II. RESULTS OF MONITORING FOR CONTAMINATION

Explain _____

Medical Assistance Required: YES NO

Transported To: _____ Hospital _____
Time/Date

Personal Items

Returned YES NO
Held for decontamination YES NO
Held for disposal as contaminated waste YES NO

Explain _____

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 4, FINAL MONITORING CHECKLIST
Attachment 12
(Page 1 of 3)

Name

Date

ACTION

TIME/LOG

I. Initial Actions:

1. Review supplies and equipment in accordance with the inventory list located in the station kit.

NOTE

Station 4 supplies and equipment are in the Station 3 kit.

2. Report supply and equipment shortages to the Monitoring and Decontamination Supervisor.
3. Set up the station in accordance with Attachment 2, "McAllister Reception Center Setup" or Attachment 4, "Palacios Reception Center Setup."
4. Dosimeters will be distributed to Station staff as follows:
 - a. Issue direct reading dosimeters (0-200 mR), TLDs and Procedure 42, "Exposure Control for Emergency Workers," Attachment 4, Emergency Worker Radiation Exposure Record Form to the emergency workers at the station.
 - b. Ensure each worker completes a Procedure 42 "Exposure Control for Emergency Workers". Attachment 4 , Emergency Worker Radiation Exposure Record Form.
 - c. Ensure Procedure 42, "Exposure Control For Emergency Workers," Attachment 5, "Dosimetry Issue Log" is completed for each emergency worker assigned to each station.

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 4, FINAL MONITORING CHECKLIST
Attachment 12
(Page 2 of 3)

ACTION **TIME/LOG**

5. Re-zero dosimeters (0-200 mR) to zero in accordance with the "Radiological Equipment and Operational Checks" Attachment 9 to Annex W, Procedure 42. |

6. Set timer for 30 minutes, at which time dosimeters should be read. Reset timer, and continue process every 30 minutes. _____

NOTE

An individual should not receive more than 200 mR per shift, 1 REM per day, and not more than 5 REM per event.

7. Ensure there are adequate supplies of white slips and Personal Decontamination Record Forms. _____

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

STATION 4, FINAL MONITORING CHECKLIST
Attachment 12
(Page 3 of 3)

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

II. Ongoing Actions:

- | | |
|---|-----|
| 1. Complete a "Personal Decontamination Record Form," Attachment 11, for all persons requiring decontamination. | N/A |
| 2. If the individual <u>is not</u> contaminated: | N/A |
| a. Present them with a white slip indicating they are not contaminated. | |
| b. Direct them to the American Red Cross registration portion of the building. | |
| 3. If the individual cannot be decontaminated: | N/A |
| a. Have the individual transported to the hospital. | |
| b. Request the Monitoring and Decontamination Supervisor to report all individuals sent to the hospital to the Environmental Health Director. | |
| c. Ensure American Red Cross staff receives a copy of the Attachment 11, "Personal Decontamination Record Form" and to which hospital the evacuee has been transported. | |

**RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72**

**24 HOUR SHIFT ROTATION FORM
Attachment 13
(Page 1 of 1)**

POSITION:	1ST SHIFT		2ND SHIFT	
	START TIME: _____	START TIME: _____	START TIME: _____	START TIME: _____
	NAME	TELEPHONE #	NAME	TELEPHONE #
Mon/Decon Supervisor				
*Vehicle Rad Monitor				
Vehicle Rad Monitor				
Vehicle Rad Decon				
Vehicle Rad Decon				
*Body Rad Monitor				
Body Rad Monitor				
*Body Shower/Decon - Male				
Body Shower/Decon - Male				
*Body Shower/Decon - Female				
Body Shower/Decon - Female				
*Final Body Monitor				
Final Body Monitor				
Mon/Decon Runner/Assistant				
*Reception Center Security				
*Traffic/Crowd Control				
Traffic/Crowd Control				
BRC Representative				
BRC Representative				
BRC Representative				
BRC Representative				

* Minimum staffing positions.

DATE: _____

Signature

RECEPTION CENTER OPERATIONS
(Environmental Health Department)
Procedure 72

ACRONYMS LIST
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<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