



INTEROFFICE MEMORANDUM

DATE: September 6, 2000

TO: Distribution

FROM: *B.D. Francisco*  
Procedure Control, Administrative Services, WNP-2 (927A)

SUBJECT: WNP-2 PLANT PROCEDURES MANUAL - VOLUME 13  
PACKAGE NO. 2000-426

REFERENCE:

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following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed:

<u>Procedure</u>	<u>Rev.</u>	<u>Title</u>
13.10.9	28	Operations Support Center Manager and Staff Duties
13.10.14	5	Maintenance Manager Duties
13.14.4	33	Emergency Equipment

The following procedure(s) have been CANCELLED, and are to be removed from your controlled copy as it is no longer needed:

<u>Procedure</u>	<u>Rev</u>	<u>Title</u>
13.10.10	14	Health Physics, Chemistry, Operations Support Center Duties
13.10.12	14	Repair Team Duties

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USE CURRENT REVISION

COLUMBIA GENERATING STATION  
PLANT PROCEDURES MANUAL

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*13.10.9	MPR for DWC - Revision 28	09/06/00
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
PLANT EMERGENCY FACILITIES		
TITLE		
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1.0 PURPOSE

To describe the responsibilities of the Operations Support Center Manager and staff for the operation of the Operations Support Center (OSC). The General Service Building lunchroom will normally serve as the center. Other General Service Building areas can be used for OSC operations as needed.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 5 and 6
- 2.2 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.3 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.4 PPM 13.11.18, Information Coordinator Duties
- 2.5 PPM 13.13.4, After Action Reporting
- 2.6 Repair Team Briefing/Debriefing Form, 968-25560
- 2.7 Personnel Accountability Log, 968-25691

3.0 PROCEDURE

- 3.1 The OSC Manager shall implement Attachment 4.1 "OSC Manager Checklist"
- 3.2 The OSC Repair Team Coordinator shall implement Attachment 4.2 "OSC Repair Team Coordinator Checklist"
- 3.3 The OSC Team Tracker shall implement Attachment 4.3 "OSC Team Tracker Checklist"
- 3.4 The OSC Information Coordinator shall implement Attachment 4.4 "OSC Information Coordinator Checklist"
- 3.5 The OSC Craft Leads (Mechanical, Electrical, I&C and SSS) shall each implement Attachment 4.5 "OSC Craft Lead Checklist"
- 3.6 The OSC Health Physics Lead shall implement Attachment 4.6 "OSC HP Lead Checklist"
- 3.7 The OSC Health Physics and Chemistry Technicians shall be responsible for activities as outlined in Attachment 4.7 "OSC HP & Chemistry Technician Responsibilities"

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4.0 ATTACHMENTS

- 4.1 OSC Manager Checklist
- 4.2 OSC Repair Team Coordinator Checklist
- 4.3 OSC Team Tracker Checklist
- 4.4 OSC Information Coordinator Checklist
- 4.5 OSC Craft Leads (Mechanical, Electrical, I&C, SSS) Checklist
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- 4.7 OSC HP & Chemistry Technician Responsibilities
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- 4.10 OSC Staff Briefing Guidelines
- 4.11 OSC Organization Chart

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## OSC MANAGER CHECKLIST

The following checklist provides guidance for the performance of the duties of the **OSC Manager**. Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

### Initial & Activation

- 1.0 Activate OSC
- 2.0 Assume Control of In-Plant Repair Teams
- 3.0 Receive & Perform Initial Briefings

### Continuous Actions

- 4.0 Establish & Monitor OSC Habitability
- 5.0 Establish and Maintain OSC & Protected Area Access Controls
- 6.0 Establish and Maintain Protected Area Personnel Accountability
- 7.0 Maintain Awareness of OSC Task Status and Priorities
- 8.0 Ensure Timely and Safe Completion of TSC Assigned Tasks
- 9.0 Assess Need for and Facilitate Authorization of Emergency Exposure Controls

### Turnover - Termination Actions

- 10.0 Conduct Turnover for Temporary Absence
- 11.0 Conduct Turnover for Shift Change
- 12.0 Complete Emergency Termination

Attachment 4.1

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## OSC MANAGER CHECKLIST (Contd.)

### INITIAL & ACTIVATION ACTIONS

#### 1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if OSC activation is directed during an Unusual Event, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Manager's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Sign in on the OSC staffing board and accountability log.
- 1.3 Establish operational readiness of the OSC by verifying the following minimum positions are filled or that actions are being taken to fill them:

- Electricians (2)
- Mechanics (3)
- I&C Technicians (2)
- Health Physics Technicians (8)
- Chemistry Technicians (1)
- Equipment Operators (2)
- Electrical Lead
- Mechanical Lead
- I/C Lead
- HP Lead
- Support Shift Supervisor

- 1.4 Declare the OSC activated when the main responsibilities of the OSC can be assumed, even if the positions listed above may not all be present. The main responsibilities of the OSC include:

- Dispatching of plant repair teams
- Accountability of plant personnel
- Establishment of access controls as needed
- Establishment and maintenance of OSC habitability

NOTE: The OSC Manager may use judgement in determining whether a qualified person can perform a task to fulfill OSC responsibilities even though the personnel may not be identified as normally assigned to the task.

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**OSC MANAGER CHECKLIST (Contd.)**

- 1.5 Notify the TSC Maintenance Manager and Shift Manager that the OSC is activated.
- 1.6 Announce to the OSC staff that the center is now activated and you are the OSC Manager.

**OSC Declared Activated @ \_\_\_\_\_ hrs.**

- 1.7 Direct a staff member to complete an OSC staffing chart and fax to the Plant Administrative Manager in the TSC.

**2.0 Assume Control of In-Plant Repair Teams**

- 2.1 Obtain from the Shift Manager the status of currently dispatched repair teams, including:

- Team member names
- Assignment description
- Team location
- Methods of communications
- Time dispatched and expected time of return

- 2.2 Obtain agreement from the Shift Manager that the OSC is now taking control of the repair teams currently in the plant as well as for all subsequent teams dispatched.

NOTE: Designated on-shift Fire Brigade (FB) Equipment Operator members may remain under direction of the Control Room when agreed to by the Shift Manager.

- 2.23 Direct the Repair Team Coordinator to take control of the repair teams by establishing communications with and informing each team currently in the plant.

NOTE: Initially, it may be necessary to send an individual from the OSC (with radio communications) to join the repair teams already in the field to facilitate the OSC taking responsibility for repair teams.

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## OSC MANAGER CHECKLIST (Contd.)

### 3.0 Receive and Perform Initial Briefings

3.1 Obtain the following information from the TSC Maintenance Manager:

- Current plant status
- Major equipment out of service
- Current priorities for equipment repair and in-plant operations

3.2 Instruct the HP Lead to contact the RPM to determine:

- In-plant radiological conditions including any ongoing or potential releases
- Whether a site evacuation has been ordered or if there is a need to perform personnel accountability

3.3 Brief the OSC staff using Attachment 4.9 "OSC Manager Briefing Guidelines" and communicate expectations concerning OSC operations, including:

- OSC mission
- Protection of OSC and repair team personnel from hazards
- Goals for promptness of repair team dispatch
- Status board maintenance
- Dissemination of pertinent information
- Maintenance of personnel accountability by signing in and out of the OSC on the Personnel Accountability Log
- Staff participation in periodic OSC update briefings
- Directing any incoming media calls to the JIC
- Teamwork
- Consistent use of 3-way communications when appropriate

Attachment 4.1

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## OSC MANAGER CHECKLIST (Contd.)

### CONTINUOUS ACTIONS

#### 4.0 Establish and Monitor OSC Habitability

- 4.1 Direct the Health Physics Lead to initiate and continue to monitor OSC habitability
- 4.2 If informed of abnormal radiological conditions existing within the OSC, assess the need to relocate and/or evacuate the OSC based upon discussions with the TSC RPM.
- 4.3 If the OSC is determined to be uninhabitable:
- Confer with TSC Maintenance Manager, RPM and HP Lead to select an Alternate OSC site
  - Relocate necessary OSC personnel to alternate OSC
  - Notify other plant emergency centers of OSC relocation
  - Evacuate unnecessary OSC personnel per PPM 13.5.1 or stage them in a safe location (e.g., EOF)

#### 5.0 Establish and Maintain OSC & Protected Area Access Controls

- 5.1 Direct the OSC Team Tracker to establish OSC access controls by posting OSC traffic control signs and ensuring all OSC personnel sign in and out on the staffing board and accountability log.
- 5.2 If the ED or TSC Manager directs restriction of Protected Area entry or exit:
- Coordinate establishment of access restrictions with CGS Security Force and the OSC Team Tracker
  - Notify the Control Room, TSC and the Security Lieutenant that movement of personnel within areas of the Protected Area must be reported to the OSC Team Tracker to ensure worker protection and accountability are maintained
  - Ensure that prior to personnel moving within the Protected Area that they either receive a briefing on the radiologically hazardous areas and safe access routes or are provided HP monitoring support.

Attachment 4.1

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## OSC MANAGER CHECKLIST (Contd.)

### 6.0 Establish and Maintain Protected Area Personnel Accountability

- 6.1 If a Protected Area Evacuation has been ordered or as directed by the ED, establish and maintain Protected Area personnel accountability per PPM 13.5.5.
- 6.2 For any unaccounted for personnel, ensure the Team Tracker initiates search and rescue activities per PPM 13.5.5.

### 7.0 Maintain Awareness of OSC Task Status and Priorities

- 7.1 Periodically contact the TSC Maintenance Manager and ensure that OSC task status and priorities properly fulfill TSC needs relative to:
  - Equipment repairs and system restoration
  - Equipment and system operations
  - Radiological surveys and Chemistry samples
  - Current plant status
- 7.2 Conduct periodic briefings for OSC staff using the Attachment 4.9 "OSC Manager Briefing Guidelines"
- 7.3 Direct the OSC Information Coordinator to transmit information on OSC tasks that personnel in other centers may need to know.
- 7.4 When a reactor coolant sample is needed, staff the chem lab.
- 7.5 Maintain a chronology of significant events, actions taken and their resolutions on an Emergency Response Log (this log shall be attached to the After Action Report).

Attachment 4.1

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## OSC MANAGER CHECKLIST (Contd.)

### 8.0 Ensure Timely and Safe Completion of TSC Assigned Tasks

8.1 Monitor repair/re-entry team activities to ensure the following:

- Team assignments and actions remain consistent with priorities set by the TSC.
- Teams are being adequately manned and appropriately briefed prior to dispatch.
- Teams are adequately equipped and, when necessary, have adequate guidance for the performance of assigned tasks.
- Appropriate personnel protection and safety considerations are being implemented.
- Teams are being dispatched "in-plant" in a timely manner.

8.2 If additional OSC manpower is needed, notify the Plant Administrative Manager in the TSC.

### 9.0 Assess Need for and Facilitate Authorization of Emergency Exposure Controls

9.1 Upon notification from the Health Physics Lead that emergency repair team personnel may exceed legal exposure limits in the performance of duties, contact the RPM in the TSC to discuss the need for emergency exposure authorization per PPM 13.2.1.

9.2 If emergency exposure authorization is required for one or more OSC staff personnel, ensure that authorization is obtained from the RPM and the HP Lead documents the emergency exposure on the applicable Repair Team Briefing Form (968-25560).

## TURNOVER - TERMINATION ACTIONS

### 10.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

Attachment 4.1

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## OSC MANAGER CHECKLIST (Contd.)

### 11.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Manager:

- Fully brief the on-coming OSC Manager on current status of the emergency and work underway.
- Review and turnover any active paperwork and the OSC Manager Emergency Response Log.
- Direct the relieving OSC Manager to notify the TSC Maintenance Manager that he has now assumed OSC Manager duties.
- Direct a staff member to update the OSC staffing chart and fax to the Plant Administrative Manager in the TSC.
- Prepare an individual After Action Report per PPM 13.13.4.

### 12.0 Complete Emergency Termination

Upon termination of the emergency:

- Direct OSC personnel to prepare After Action Reports per PPM 13.13.4.
- Collect After Action Reports prepared by staff personnel and review them.
- Conduct an after action critique of OSC performance with the OSC staff and summarize significant performance issues.
- Deliver all After Action Reports, logs and other documentation to the TSC Maintenance Manager.

Attachment 4.1

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## OSC REPAIR TEAM COORDINATOR CHECKLIST

The following checklist provides guidance for the performance of the duties of the **OSC Repair Team Coordinator**. Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

### Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Assume Control of In-Plant Repair Teams

### Continuous Actions

- 3.0 Establish OSC Repair Team Task Priorities
- 4.0 Coordinate Formation of Repair Teams
- 5.0 Prepare and Brief Repair Teams Prior to Team Dispatch
- 6.0 Dispatch & Control Repair Teams In-Plant
- 7.0 Debrief Repair Teams Upon Return to OSC
- 8.0 Participate in OSC update briefings

### Turnover - Termination Actions

- 9.0 Conduct Turnover for Temporary Absence
- 10.0 Conduct Turnover for Shift Change
- 11.0 Complete Emergency Termination

Attachment 4.2

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## OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

### INITIAL & ACTIVATION ACTIONS

#### 1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Repair Team Coordinator's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Manager of your presence in the OSC and sign in on the OSC staffing board and accountability log.
- 1.3 Establish operational readiness of the OSC by informing the OSC Manager when the following minimum positions are available or take action to fulfill them:

- Electricians (2)
- Mechanics (3)
- I&C Technicians (2)
- Health Physics Technicians (8)
- Chemistry Technicians (1)
- Equipment Operators (2)
- Electrical Lead
- Mechanical Lead
- I/C Lead
- HP Lead
- Support Shift Supervisor

NOTE: The OSC Manager may use judgement in determining whether a qualified person can perform a task to fulfill OSC responsibilities even though the personnel may not be identified as normally assigned to the task.

- 1.4 Inform the OSC Manager when you are ready to dispatch in-plant repair teams.

#### Attachment 4.2

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## OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

### 2.0 Assume Control of In-Plant Repair Teams

- 2.2 Coordinate with the OSC Manager to obtain from the Shift Manager the status of currently dispatched repair teams, including:
- Team member names
  - Assignment description
  - Team location
  - Methods of communications
  - Time dispatched and expected time of return.
- 2.2 Inform the OSC Manager when ready to take control of the repair teams currently in the plant as well as for all subsequent teams dispatched.
- NOTE: Designated on-shift Fire Brigade (FB) Equipment Operator members may remain under direction of the Control Room when agreed to by the Shift Manager.
- 2.3 Take control of the repair teams by establishing communications with and informing each team currently in the plant.

### CONTINUOUS ACTIONS

### 3.0 Establish OSC Repair Team Task Priorities

- 3.1 Frequently contact the TSC Maintenance Manager and ensure that OSC task status and priorities properly fulfill TSC needs relative to:
- Equipment repairs and system restoration
  - Equipment and system operations
  - Chemistry samples and radiological surveys
  - Current plant status
- 3.2 Keep the OSC Manager and Craft Leads informed of any changes in task priorities.

Attachment 4.2

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## OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

### 4.0 Coordinate Formation of Repair Teams

- 4.1 Task assignment information from the TSC will be received via telephone and/or fax and documented in the Task Assignment section of the Repair Team Briefing/Debriefing Form (968-25560).

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

- 4.2 Based upon the scope and kind of task assigned, determine the number and type of repair team(s) required to accomplish the task.
- 4.3 For each team, specify a Craft Lead (Mechanical, Electrical, I&C, SSS or HP). Complete the Team Assignment section of the Repair Team Briefing/Debriefing Form including the time the TSC request was received.

NOTE: The "TSC request received" time is the time at which the OSC received sufficient technical information to begin team assembly.

- 4.4 For each team, direct the Craft Lead to assign team members as appropriate. All repair teams shall be composed of a minimum of two (2) individuals with one individual assigned as the team leader.

### 5.0 Prepare and Brief Repair Teams Prior to Team Dispatch

- 5.1 Direct Craft Leads to obtain any special resources the team may need to perform assigned tasks.
- 5.2 If any special guidance is necessary for the conduct of the assigned team tasks, contact the TSC Maintenance Manager and request guidance from the TSC. Special procedural guidance is required if the assigned task requires deviation from approved procedures.
- 5.3 Direct the team Craft Lead to complete the Team Assembly section of the Repair Team Briefing/Debriefing Form (968-25560).

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## OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

5.4 Direct the team Craft Lead to conduct the team briefing ensuring:

- Team assignment and actions are consistent with priorities set by the TSC.
- Team is being adequately manned and briefed prior to dispatch without undue delay.
- Team is adequately equipped and has adequate procedural guidance for the performance of assigned tasks.
- Appropriate personnel protection and safety considerations are being implemented.
- Communications methods have been established between the OSC and team.

NOTE: An HP Technician may be dispatched with an "urgent" team in lieu of a radiological briefing.

5.5 Confer with the HP Lead to determine if the team may experience abnormal radiological conditions. If so, request that the HP Lead complete the Radiological Assessment section of the briefing form and conduct the health physics portion of the team briefing.

### 6.0 Dispatch & Control Repair Teams In-Plant

- 6.1 Ensure that the team Craft Lead completes the Team Briefing & Dispatch section of the briefing form.
- 6.2 Ensure that the Team Tracking Board is updated upon dispatch of the team.
- 6.3 Consult with the Security Force and determine if security conditions exist which may impact team access or if Security escort is necessary.
- 6.4 Direct Team Tracker and assigned Craft Leads to maintain communications with the team(s) in the field and to provide periodic status updates.

### 7.0 Debrief Repair Teams Upon Return to OSC

- 7.1 Upon return to the OSC, repair teams shall be debriefed by the assigned Craft Lead and HP Lead (if radiological hazards were identified during the briefing or while in the field).

Attachment 4.2

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## OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

- 7.2 Ensure that the HP Lead/designee has completed the Radiation Exposure Review section of the debriefing form.
  - 7.3 Review and sign the completed debriefing form. Forward the completed form to the Team Tracker.
  - 7.4 Provide a status update to the OSC Manager and TSC Maintenance Manager.
- 8.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."**

### TURNOVER - TERMINATION ACTIONS

#### 9.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

#### 10.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Repair Team Coordinator:

- Fully brief the on-coming OSC Repair Team Coordinator on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Repair Team Coordinator Emergency Response Log
- Direct the relieving OSC Repair Team Coordinator to notify the OSC Manager that he has now assumed OSC Repair Team Coordinator duties
- Prepare an individual After Action Report per PPM 13.13.4.

#### 11.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.2

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## OSC TEAM TRACKER CHECKLIST

The following checklist provides guidance for the performance of the duties of the **OSC Team Tracker**. Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

### Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Establish Initial Protected Area Accountability (*Plant Card Reader System Operational*)
- 3.0 Establish Initial Protected Area Accountability (*Plant Card Reader System NOT Operational*)

### Continuous Actions

- 4.0 Maintain Continuous PA Accountability
- 5.0 Track Repair Team Activities
- 6.0 Participate in OSC update briefings

### Turnover - Termination Actions

- 7.0 Conduct Turnover for Temporary Absence
- 8.0 Conduct Turnover for Shift Change
- 9.0 Complete Emergency Termination

Attachment 4.3

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## OSC TEAM TRACKER CHECKLIST (Contd.)

### INITIAL & ACTIVATION ACTIONS

#### 1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Team Tracker's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Place the OSC Personnel Accountability Log in the OSC. Remind personnel to:

- Sign in on the OSC Sign in Board
- Keycard into the cardreader at the GSB Lunchroom
- Log in and log out when leaving from and returning to the OSC

NOTE: Personnel (Repair Teams) listed on the Team Tracking Log are exempted from signing in and out on the OSC Personnel Accountability Log.

- 1.3 Inform the Repair Team Coordinator of your presence in the OSC and sign in on the OSC staffing board and accountability log.
- 1.4 Obtain dosimetry provided by the HP Lead.
- 1.5 Close the south OSC entry door and post OSC traffic control signs on the outside of both entry doors.
- 1.6 Activate, if necessary, the dedicated OSC fax and send a test fax to the TSC requesting return fax. Contact Telecommunications to correct problems at extension 8600. Monitor the fax for information.
- 1.7 Activate, if necessary, the OSC radio base station and perform a radio check. Contact Telecommunications at extension 8600 to correct problems. Monitor radio traffic and inform the OSC Manager of any traffic of interest.

Attachment 4.3

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## OSC TEAM TRACKER CHECKLIST (Contd.)

### 2.0 Establish Initial Protected Area Accountability (*Plant Card Reader System Operational*)

Upon declaration of a Protected Area Evacuation:

**NOTE:** Initial accountability must be complete within 30 minutes of the PA announcement to evacuate the Protected Area

- 2.1 Contact the designated accountability coordinators in the Control Room and the Plant Admin Manager in the Technical Support Center (TSC) to ensure they have taken personnel accountability actions and remind personnel to keycard in.
- 2.2 Request CAS to prepare an EMERGENCY PERSONNEL ACCOUNTABILITY report sorted by AREAS, EXCLUDING EMERGENCY CENTERS.
- 2.3 Determine from the Emergency Accountability Report which individuals cannot be accounted for. An unaccounted for individual is one who is listed in the Protected Area or Vital Areas, but is not listed on the OSC Personnel Accountability Log, OSC Team Tracking Log, TSC Personnel Accountability Log, CAS Manning Roster, or Control Room Personnel Accountability Log.

**NOTE:** This report should be blank when nonessential personnel have evacuated the Protected Area, and emergency responders have keycarded into their Emergency Centers. It will identify personnel in Vital Areas as they are dispatched from the Control Room or OSC, however.

- 2.4 Inform the OSC Manager and TSC Plant Admin Manager of accountability results.

### 3.0 Establish Initial Protected Area Accountability (*Plant Card Reader System NOT Operational*)

Upon declaration of a Protected Area Evacuation:

**NOTE:** Initial accountability must be complete within 30 minutes of the PA announcement to evacuate the Protected Area

- 3.1 Request the Site Security Supervisor deliver the last available Emergency Personnel Accountability Report to you for review and determination of unaccounted for individuals.

Attachment 4.3

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## OSC TEAM TRACKER CHECKLIST (Contd.)

- 3.2 If an Emergency Personnel Accountability Report is not available, obtain personnel accountability and team tracking logs from the TSC, Control Room and OSC.
- 3.3 Use the emergency accountability badge report, visitors logs, OSC Team Tracker logs, personnel accountability logs, and badge accountability results as needed to account for personnel remaining on site
- 3.4 Inform the OSC Manager and TSC Plant Admin Manager of accountability results.

### CONTINUOUS ACTIONS

#### 4.0 Maintain Continuous Protected Area Accountability

- 4.1 Maintain continuous accountability by requesting the Site Security Supervisor to periodically provide updated Emergency Personnel Accountability Reports sorted by AREAS, EXCLUDING EMERGENCY CENTERS to you and review them for changes in Protected Area accountability status.

NOTE: This report should be blank when nonessential personnel have evacuated the Protected Area, and emergency responders have keycarded into their Emergency Centers. It will identify personnel in Vital Areas as they are dispatched from the Control Room or OSC, however.

- 4.2 Remind OSC staff personnel to sign in and out of the OSC on the Personnel Accountability Log, (Form 968-25691) if they leave the OSC to go into the plant or another emergency center.
- 4.3 Periodically contact the Security Shift Supervisor in order to keep the OSC Manager informed of Security Force CGS locations and actions.

#### 5.0 Track Repair Team Activities

- 5.1 Maintain the Team Tracking Log. Use one sheet for each team dispatched from the OSC.
- 5.2 Participate in Team Briefings. Team status communications shall be maintained with the teams once dispatched in the field.
- 5.3 Issue a portable radio to the Team Leader of each team.

#### Attachment 4.3

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## OSC TEAM TRACKER CHECKLIST (Contd.)

- 5.4 Prior to dispatch, instruct the Repair Team Leader to contact the Team Tracker upon reaching the assigned destination. Obtain the number of the telephone nearest to the team's work location as back-up communication method.
  - 5.5 Instruct the Team Leader to contact the assigned Craft Lead when requesting technical information, tools, materials or equipment.
  - 5.6 When repair teams return to the OSC, ensure that the repair team debriefing forms are completed by the Craft Lead and reviewed by the HP Lead/designee and Repair Team Coordinator.
  - 5.7 Keep the OSC Repair Team Coordinator informed of the status and activities of all teams in the field.
  - 5.8 Monitor the OSC fax machine for incoming requests and route all messages to the Repair Team Coordinator, unless addressed otherwise.
- 6.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."**

### TURNOVER - TERMINATION ACTIONS

#### 7.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

#### 8.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Team Tracker:

- Fully brief the on-coming OSC Team Tracker on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Team Tracker Emergency Response Log
- Direct the relieving OSC Team Tracker to notify the OSC Repair Team Coordinator that he has now assumed OSC Team Tracker duties
- Prepare an individual After Action Report per PPM 13.13.4.

Attachment 4.3

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## OSC TEAM TRACKER CHECKLIST (Contd.)

### 9.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.3

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## OSC INFORMATION COORDINATOR CHECKLIST

The following checklist provides guidance for the performance of the duties of the **OSC Information Coordinator**. Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

### Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Activate the Information Network

### Continuous Actions

- 3.0 Maintain Communications with Emergency Facilities
- 4.0 Maintain the Significant Events Status Board
- 5.0 Participate in OSC update briefings

### Turnover - Termination Actions

- 6.0 Conduct Turnover for Temporary Absence
- 7.0 Conduct Turnover for Shift Change
- 8.0 Complete Emergency Termination

Attachment 4.4

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## OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

### INITIAL & ACTIVATION ACTIONS

#### 1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Information Coordinator's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Manager of your presence in the OSC and sign in on the OSC staffing board and accountability log.

#### 2.0 Activate the Information Network

- 2.1 Activate the Information Network for your center by using either the Jackset and attached headset, or the cordless headset unit.

If using attached jackset:

- Plug the headset into the Jackset adapter attached to the Information Coordinator phone.
- Attach the headset control unit to your belt.
- Push the rocker switch on the Jackset so the red bar is showing.

NOTE: If you are using the phone handset rather than the headset push the rocker switch on the Jackset so the red bar does not show.

Attachment 4.4

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## OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

If using the cordless headset, set up the unit as follows:

- Disconnect the Information Coordinator phone line from the desk phone and connect the line to the cordless phone base unit.
- Connect the AC adapter to the base unit and plug in to an outlet.
- Plug the head set with microphone into the handset. Use the PHONE button to turn the phone on, and the MUTE button to mute the phone when not speaking. Push the MUTE button again to speak.
- If the batter is changed out for a fresh one, place the handset back in the base unit momentarily to synchronize.

2.2 Announce your presence on line to the other emergency centers.

**NOTE:** The Technical Support Center (TSC) Information Coordinator is the Lead Coordinator for the system. Coordinators are also located at the:

- Control Room
- Emergency Operations Facility (EOF)
- Joint Information Center (not continuously monitored)

2.3 Notify the TSC Information Coordinator of your intention to be off the air for short absences, and check in upon your return.

Attachment 4.4

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## OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

### CONTINUOUS ACTIONS

#### 3.0 Maintain Communications with Emergency Facilities

3.1 Announce significant incoming information to your center manager and staff such as:

- Time other emergency centers were activated.
- Significant information announced from other emergency centers.
- Significant items appearing on your center data displays. If assigned responsibility, record information on center status boards. Use up or down arrows to indicate trends, as appropriate.

3.2 Announce significant information to other centers, such as:

- Time your emergency center was activated.
- Items announced to your center staff.
- Items ordered transmitted by the center manager.
- Significant Repair Team activities and findings.
- Inquiries to establish personnel accountability.

3.3 Use three way communications for specific center communications and for specific communications within your center.

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

#### 4.0 Maintain the Significant Events Status Board

Record significant incoming information as necessary on the information board in your center provided for that purpose.

#### 5.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."

Attachment 4.4

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## OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

### TURNOVER - TERMINATION ACTIONS

#### 6.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

#### 7.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Information Coordinator:

- Fully brief the on-coming OSC Information Coordinator on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Information Coordinator Emergency Response Log
- Direct the relieving OSC Information Coordinator to notify the OSC Manager that he has now assumed OSC Information Coordinator duties
- Prepare an individual After Action Report per PPM 13.13.4.

#### 8.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.4

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## OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST

The following checklist provides guidance for the performance of the duties of the OSC Craft Leads

- Mechanical
- Electrical
- I&C
- Shift Support Supervisor

Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

### Initial & Activation Actions

- 1.0 Activate OSC

### Continuous Actions

- 2.0 Assist OSC Repair Team Coordinator in Repair Team Formation
- 3.0 Conduct Repair Team Briefings
- 4.0 Conduct Repair Team Debriefings

### Turnover - Termination Actions

- 5.0 Conduct Turnover for Temporary Absence
- 6.0 Conduct Turnover for Shift Change
- 7.0 Complete Emergency Termination

Attachment 4.5

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## OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

### INITIAL & ACTIVATION ACTIONS

#### 1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Information Coordinator's duties.

**NOTE:** You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Repair Team Coordinator of your presence in the OSC and sign in on the OSC staffing board and accountability log.
- 1.3 Ensure craft personnel have modesty clothing available in case team dispatch into areas needing protective clothing is required.
- 1.4 Maintain a chronology of significant inputs, actions, events and their resolutions on the Emergency Response Log, for attachment to your After Action Report.

### CONTINUOUS ACTIONS

#### 2.0 Assist OSC Repair Team Coordinator in Repair Team Formation

- 2.1 When designated as a repair team Craft Lead by the OSC Repair Team Coordinator, coordinate establishment of the work scope, team composition and hazards that need to be briefed for team members.
- 2.2 Receive from the OSC Repair Team Coordinator a Repair Team Briefing/Debriefing Form (968-25560) for each team assigned.
- 2.3 Choose appropriate craft personnel (minimum of 2) as team members based on qualifications, experience and radiological requirements. Assign one individual as Repair Team Leader.
- 2.4 Arrange for tools, materials, equipment, spare parts and documents (drawings, procedures, CVI manuals, etc.) as necessary.
- 2.5 Ensure that the Team Leader receives a portable radio and appropriate telephone numbers from the Team Tracker. Ensure that the Team Leader has the appropriate Craft Lead's phone number.
- 2.6 Instruct the Team Leader to keep the Craft Lead informed of Team progress on the assigned task(s). Inform the Team Tracker after each communication with the Team.

Attachment 4.5

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## OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

### 3.0 Conduct Repair Team Briefings

- 3.1 Ensure the Task Assignment and Team Assignment sections of the briefing form has been filled out and complete the Team Assembly section as follows:
- Fill in your name and the time/date that the TSC requested the task.
  - Fill in each team member name and craft (M for Mechanic, E for Electrician, I&C for I&C Tech, HP for HP Tech, EO for Equipment Operator, CHEM for Chemistry Tech).
  - Record the estimated task duration time.
  - List the instructions/actions to be performed and any precautions to be observed.
  - Identify, as appropriate, any special considerations, special reentry procedures to be used, communications to be used, need for security keys, or required tagging.
- 3.2 Ensure the HP Lead records the current and allowable dose for each team member and specifies authorization for any required emergency exposure.
- 3.3 Ensure the HP Lead/designee completes the Radiological Assessment section of the repair team briefing form.
- 3.4 Complete the Team Briefing & Dispatch section of the briefing form as follows:
- In coordination with the HP Lead/designee, conduct the team briefing in accordance with the information on the briefing form.
- NOTE: If practicable and timely team dispatch will not be affected, repair team briefing may be held in the GSB hallway or conference room to minimize congestion in the OSC.
- Record the name(s) of the person(s) performing the briefing.
  - When the team is dispatched, fill in the dispatch time and sign the form.
- 3.5 Update the Team Tracking Board.
- 3.6 Give the repair team briefing form to the Team Tracker.

#### Attachment 4.5

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## OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

### 4.0 Conduct Repair Team Debriefings

4.1 Coordinate team debriefing with the HP Lead.

NOTE: If practicable, repair team debriefing may be held in the GSB hallway or conference room to minimize congestion in the OSC.

4.2 Complete the Team Debriefing section of the repair team debriefing form noting significant observations, problems encountered by the team, and any follow-up actions that may be needed, and dose received by each team member.

4.3 Ensure that the HP Lead/designee completes the Radiation Exposure Review section of the debriefing form.

4.4 Update Team Tracking Board.

4.5 Give the debriefing form to the Repair Team Coordinator for review.

### TURNOVER - TERMINATION ACTIONS

### 5.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

### 6.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Craft Lead:

- Fully brief the on-coming OSC Craft Lead on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Craft Lead Emergency Response Log
- Direct the relieving OSC Craft Lead to notify the OSC Repair Team Coordinator that he has now assumed OSC Craft Lead duties
- Prepare an individual After Action Report per PPM 13.13.4.

Attachment 4.5

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## OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

### 7.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.5

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## OSC HEALTH PHYSICS LEAD CHECKLIST

The following checklist provides guidance for the performance of the duties of the OSC HP Lead. Initial & Activation Actions are to be performed during initial facility activation only. Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

### Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Establish Initial OSC Habitability
- 3.0 Assess Current In-Plant Radiological Conditions
- 4.0 Establish Initial Radiological Controls and Issue Dosimetry

### Continuous Actions

- 5.0 Monitor and Maintain Emergency Facility Habitability
- 6.0 Implement Protective Measures for OSC Personnel
- 7.0 Conduct Health Physics Briefings and De-Briefings for Repair Teams
- 8.0 Provide HP Support to Repair Teams
- 9.0 Participate in OSC update briefings

### Turnover - Termination Actions

- 10.0 Conduct Turnover for Temporary Absence
- 11.0 Conduct Turnover for Shift Change
- 12.0 Complete Emergency Termination

Attachment 4.6

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## OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

### INITIAL & ACTIVATION ACTIONS

#### 1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC HP Lead's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Manager of your presence in the OSC and sign in on the OSC staffing board and accountability log.

- 1.3 Establish operational readiness of the OSC by informing the OSC Manager when the following minimum positions are available or take action to fulfill them:

- Health Physics Technicians (8)
- Chemistry Technicians (1)

NOTE: The OSC Manager may use judgement in determining whether a qualified person can perform a task to fulfill OSC responsibilities even though the personnel may not be identified as normally assigned to the task.

- 1.4 Inform the OSC Manager when you are ready to support facility habitability monitoring and the dispatch of in-plant repair teams.

#### 2.0 Establish Initial OSC Habitability

- 2.1 Determine appropriate location for setup of CAM and portable ARM for OSC habitability monitoring and then direct an HP Technician to perform setup.
- 2.2 Direct an HP Technician to conduct radiation and contamination surveys of the OSC and GSB work areas not monitored by the CAM/ARM/IPM-8s.
- 2.3 Verify the general area radiation levels are  $\leq 5$  mrem/hr and unidentified airborne radioactivity levels are  $\leq 1E-9$   $\mu$ Ci/cc.
- 2.4 If radiological conditions exceed either of the above levels inform the OSC Manager and RPM. Consideration should be given to the relocation of the OSC.
- 2.5 Enter the results of initial OSC habitability surveys in the Emergency Response Log.

Attachment 4.6

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## OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

### 3.0 Assess Current In-Plant Radiological Conditions

Obtain a briefing from the OSC Manager and RPM to determine the status of current plant radiological conditions, including:

- In-plant area and airborne radiation levels
- Ongoing or anticipated radiological releases
- Ongoing plant system and equipment operations
- Status of team personnel currently dispatched in-plant
- Any known radiation exposures received by emergency response personnel

### 4.0 Establish Initial Radiological Controls and Issue Dosimetry

- 4.1 Obtain the current exposure history report from the HP Lead computer. This report is downloaded to the HP Lead computer daily.
- 4.2 Direct OSC staff to obtain an electronic dosimeter and log into TES. If TES is not available, direct issuance of dosimeters and REC cards as necessary to OSC staff.
- 4.3 Determine, based on discussions with the RPM, the need to establish access control points for the OSC and the General Services Building.

## CONTINUOUS ACTIONS

### 5.0 Monitor and Maintain Emergency Facility Habitability

- 5.1 Remain aware of OSC habitability and advise the OSC Manager and RPM of any change that may indicate the need for evacuating and relocating the OSC.
  - $> 5$  mrem/hr or,
  - unidentified airborne radioactivity levels  $> 1E-9$   $\mu$ Ci/cc
  - unidentified airborne radioactivity levels  $> 0.3$  DAC (approximately 750 ccpm on a 40 ft<sup>3</sup> air sample in the field).
- 5.2 Ensure operability status of the CAM and ARM and the HP Access Control IPM-8s is periodically verified and results logged in the Emergency Response Log.
- 5.3 Direct an HP Technician to conduct routine radiation and contamination surveys of the OSC and GSB work areas not monitored by the CAM/ARM/IPM-8s.

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5.4 If plant conditions are worsening or radiological release conditions are anticipated, contamination of OSC work areas can be minimized by any or all of the following:

- Restricting GSB access to only one access point and posting the remaining doors as not available for access
- Staging a step-off-pad and frisker inside the access point if background conditions allow, or  
Routing personnel entering the GSB through the access control IPM-8s for contamination monitoring prior to entering the OSC
- Setting up a controlled area for isolating contaminated personnel as necessary

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

## 6.0 Implement Protective Measures for OSC Personnel

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

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

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

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

### Attachment 4.6

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## OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

### 7.0 Conduct Health Physics Briefings and De-Briefings for Repair Teams

- 7.1 Direct or conduct the Health Physics briefing for teams dispatched from the OSC ensuring that:
- The current annual accumulated dose and remaining allowable dose are identified for each team member (panel H030 in TES) in the Team Assembly section of the repair team briefing form.
  - The emergency worker exposure limits for each team member will not be exceeded without approval from the Emergency Director or designee.
  - If exposure above the 5 Rem emergency worker exposure limit is authorized, each team member acknowledges authorization by signing the Team Assembly section of the repair team briefing form.
  - Applicable radiological protection requirements are determined and communicated to the team.
  - The Radiological Assessment section of the repair team briefing form is completed.
  - Briefing on applicable Health Physics procedures and practices to be followed is provided.
- 7.2 Contact the RPM for requesting changes in exposure limits in accordance with PPM 13.2.1 guidelines when required for dispatched teams.
- 7.3 When prescribing SCBA use for repair teams to protect against radiological hazard, the requirements for documentation of atmosphere evaluations, protection factor calculations, exposure time, etc., may be waived commensurate with the need for prompt emergency actions.
- 7.4 Direct or conduct the Health Physics debriefing of teams returning to OSC when needed and ensure that the Radiation Exposure Review section of the debriefing form is completed.

Attachment 4.6

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## OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

### 8.0 Provide HP Support to Repair Teams

- 8.1 As required, assign HP Technicians to accompany plant repair teams.
- 8.2 When advised of the need for post-accident sampling, assign a qualified HP Technician to accompany the Chemistry Post Accident Sample System (PASS) team.

### 9.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."

## TURNOVER - TERMINATION ACTIONS

### 10.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

### 11.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC HP Lead:

- Fully brief the on-coming OSC HP Lead on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC HP Lead Emergency Response Log
- Direct the relieving OSC HP Lead to notify the OSC Manager that he has now assumed OSC HP Lead duties
- Prepare an individual After Action Report per PPM 13.13.4.

### 12.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.6

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# OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES

## OSC Health Physics Technician Responsibilities

### 1.0 Facility Activation

- Upon notification of an Alert, Site Area Emergency, General Emergency, or if so directed proceed to the Operations Support Center (OSC)
- Present your keycard to the OSC cardreader located by the south door of the GSB lunchroom to establish electronic Personnel Accountability.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- Sign the Accountability Log located in the OSC command area.
- Write your name on the OSC staffing board designated for your position.
- If you leave the OSC temporarily (and are not a part of a team being dispatched) log out on the OSC Accountability Log and back in upon your return.

### 2.0 Perform Radiation & Contamination Surveys as Directed

- Perform radiation and contamination surveys in accordance with PPM 11.2.13.1 and airborne radioactivity surveys in accordance with PPM 11.2.13.8. Report survey results to the HP Lead.

### 3.0 If Directed, Perform TSC Habitability Monitoring

- Log out on the OSC Accountability Log, obtain appropriate monitoring equipment and report to the TSC.
- Keycard into the TSC and enter your name on the TSC Accountability Log.
- Report your arrival to the RPM, or if not present, to the TSC Manager.
- If not already completed, perform startup of the TSC radiation monitor in accordance with the startup checklist, Attachment 4.3, PPM 13.10.4, Radiation Protection Manager Duties.

Attachment 4.7

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## OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES (Contd.)

- Verify operability of the TSC ARM and HVAC radiation monitors.
- Perform radiation and contamination surveys in accordance with PPM 11.2.13.1.
- Document results on Emergency Response Log (Form 968-23895) and report survey results to the RPM.
- As directed, ensure the inner and outer TSC entrance doors are closed.
- When directed, stage a step-off-pad and frisker at TSC entrance for contamination control.
- Inform the RPM immediately if either of the following conditions are noted:
  - TSC general area radiation levels exceed 5 mrem/hr or are trending upward;  
OR
  - TSC unidentified airborne radioactivity levels exceed  $1E-9 \mu\text{Ci/cc}$ .
- When released from the TSC, log out on the TSC Accountability Log and report to the OSC.
- Upon arrival back at the OSC, keycard in and log in on the OSC Accountability Log.

### 4.0 If Directed, Perform OSC Habitability Monitoring

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

### Attachment 4.7

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## OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES (Cond.)

- Document all survey results on Emergency Response Log (Form 968-23895) and report results to the HP Lead.
- Inform the HP lead immediately if either of the following conditions are noted:
  - TSC general area radiation levels exceed 5 mrem/hr or are trending upward;  
OR
  - TSC unidentified airborne radioactivity levels exceed  $1E-9 \mu\text{Ci/cc}$ .

### 5.0 Provide Assistance to the HP Lead, as Requested in the Following:

- Issuing and logging dosimetry or monitoring and tracking personnel exposures.
- If assigned as PASS team HP Tech, provide required radiological coverage for the PASS team during the sampling and analysis evolutions.
- Assist the OSC Team Tracker with recording administration of KI.
- If assigned to accompany Chemistry personnel transporting PASS samples out of the Protected Area, advise Security personnel at the access point on avoiding radiological hazards.
- When directed, proceed to designated plant or Protected Area egress locations and provide necessary contamination monitoring when Protected Area evacuation is ordered. Inform the HP Lead of personnel monitoring or decontamination concerns.
- Ensure OSC personnel are wearing appropriate dosimetry.
- Ensure in-plant repair team members have dosimetry as stipulated on the team briefing form.
- Log dose received by each team member of returning OSC teams on the Repair Team Briefing/Debriefing Form (968-25560).
- Ensure OSC personnel are monitoring their exposure and completing the required documentation.
- At shift change or event termination, ensure dosimetry records are updated.
- Review collected exposure documentation for discrepancies and report those to the HP Lead as necessary

### Attachment 4.7

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## OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES (Contd)

### OSC Chemistry Technician Responsibilities

#### 1.0 Facility Activation

- Upon notification of an Alert, Site Area Emergency, General Emergency, or if so directed proceed to the Operations Support Center (OSC).
- Present your keycard to the OSC cardreader located by the south door of the GSB lunchroom to establish electronic Personnel Accountability.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- Sign the Accountability Log located in the OSC command area.
- Write your name on the OSC staffing board designated for your position.
- If you leave the OSC temporarily (and are not a part of a team being dispatched) log out on the OSC Accountability Log and back in upon your return.

#### 2.0 Perform Sampling & Analysis in Accordance with Volume 12 Procedures

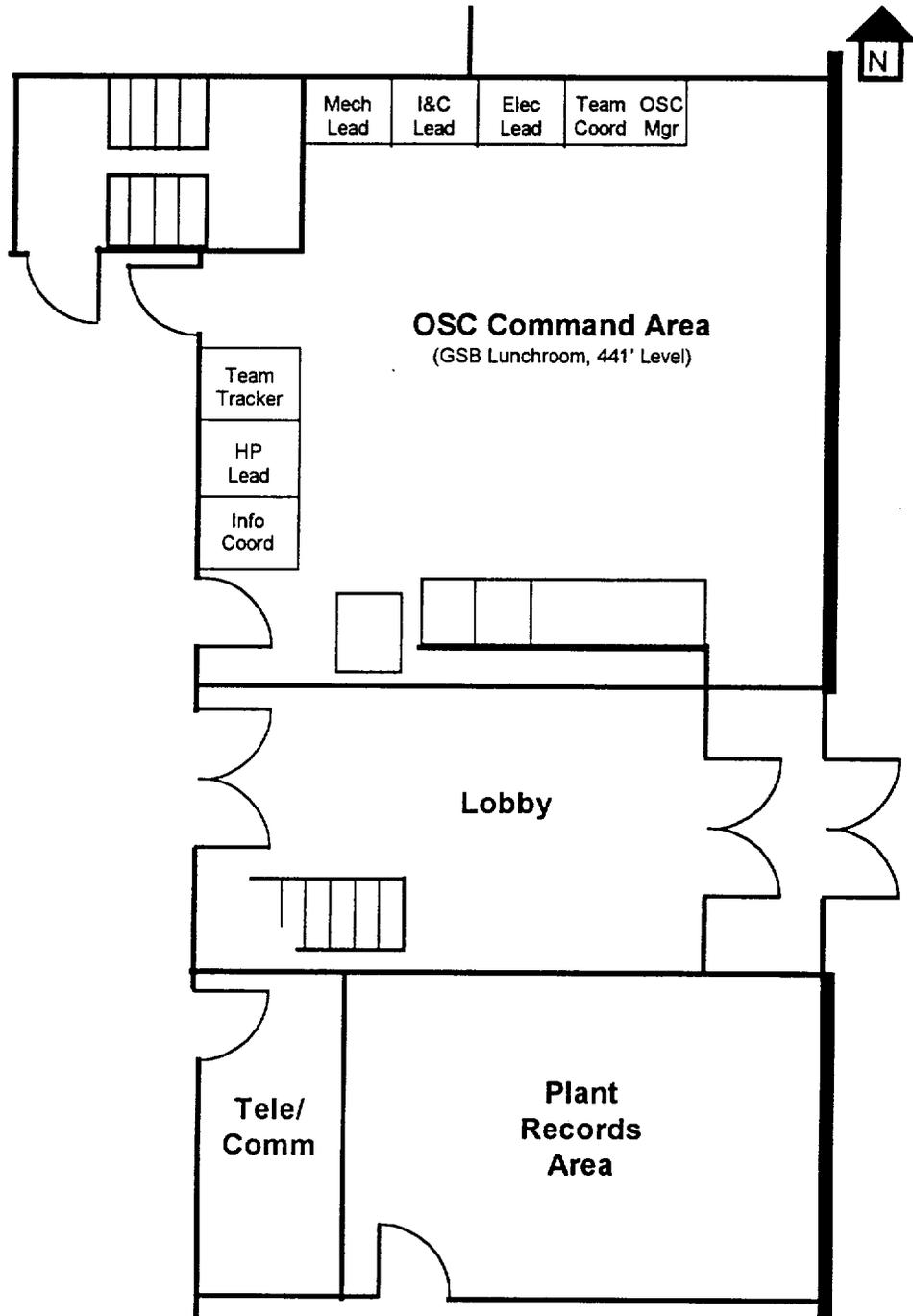
#### 3.0 If assigned as a member of the Post Accident Sample System (PASS) team:

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

Attachment 4.7

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# OSC FLOOR PLAN



Attachment 4.8

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## OSC MANAGER BRIEFING GUIDELINES

### Attributes of Excellent Briefings

- 2-3 minute duration
- Briefing is for status, not to solve problems
- Discussions crisp & well controlled
- Speak at levels that can be heard (use microphones properly)
- Repeat back required actions

### When should briefings be done?

- Routinely - on hour and half-hour, as needed
- Following a significant change (Emergency Classification, Plant status, PAR's, PAD's, etc.)

### At First Briefing

- Clearly identify who is in charge.
- Review briefing format/expectations.
- Review how to handle interruptions.

### Attachment 4.9

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## OSC MANAGER BRIEFING GUIDELINES (Contd.)

### Before the Briefing:

- Pre-announce - 5 minute warning.
- Tell staff to review their briefing guides.

### Briefing Conduct:

- Call attention for the brief.
- Begin briefing after obtaining staff attention (no side conversations or phone calls).
- Conduct status update:

Information Coordinator - Plant Status

HP Lead - OSC Habitability, Control Points, Plant Radiological Status & Hazards, Personnel Exposure Status

Team Tracker - Accountability Status

Repair Team Coordinator -Repair Team status, System/Component status

- Ask if any others need to report "important" information
- Ask if there are any questions?
- Summarize by restating priorities.
- Instruct staff to update subordinates with applicable information from the briefing.
- Select time of next routine briefing.
- Announce "End-of-Brief."

Attachment 4.9

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## OSC STAFF BRIEFING GUIDELINES

**NOTE:** These are suggested topics for routine update briefing. Items actually presented should be based on existing or projected plant conditions. To ensure timely completion of the briefing, limit discussion to items that have changed since the last briefing. Do not discuss items that have not changed.

### Information Coordinator

- Time other emergency centers were activated
- Significant information announced from other emergency centers
- Significant items appearing on the OSC data displays

### HP Lead

- Personnel exposure status, contamination, etc.
- Radiological protective actions implemented or control points established
- OSC habitability survey results
- Plant radiological survey results
- Problem areas needing resolution

### Team Tracker

- Time initial Protected Area accountability completed
- Number of unaccounted persons
- Status of search and rescue for unaccounted persons

Attachment 4.10

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## OSC STAFF BRIEFING GUIDELINES

### Repair Team Coordinator

- Review priorities of repair/recovery efforts
- Summarize significant discussion with the Maintenance Manager and scope of anticipated tasks
- Review tasks in progress (repair teams dispatched, problems or delays experienced by teams)
- Review manpower availability
- Offsite agencies assisting with tasks
- Problem areas needing resolution

Attachment 4.10

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# CGS OSC ORGANIZATION CHART

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Attachment 4.11

HP Lead responsible for:

- ✗ Establishment and monitoring of TSC/OSC habitability and access control
- ✗ Tracking of OSC personnel exposure
- ✗ Directing Hp support of repair teams
- ✗ Coordinating emergency exposure authorizations with the RPM

Responsible for:

- ✗ Establishing the Information Network
- ✗ Maintenance of OSC Status boards
- ✗ Providing "information updates" to OSC staff
- ✗ Providing "plant status updates" During OSC briefings

All Craft Leads responsible for:

- ✗ Providing applicable support to the OSC Manager & Repair Team Coordinator in the formation, briefing & debriefing of repair teams which utilize one or more members of their craft area
- ✗ Ensuring repair team members from their craft area have adequate instructions and are adequately equipped to perform repair team tasks
- ✗ Providing in-field control of and communication with all repair teams
- ✗ Obtaining HP support as needed for repair team coverage and protection from radiological hazards
- ✗ Repair team personnel protection from non-radiological hazards

Responsible for overall C&C of OSC including::

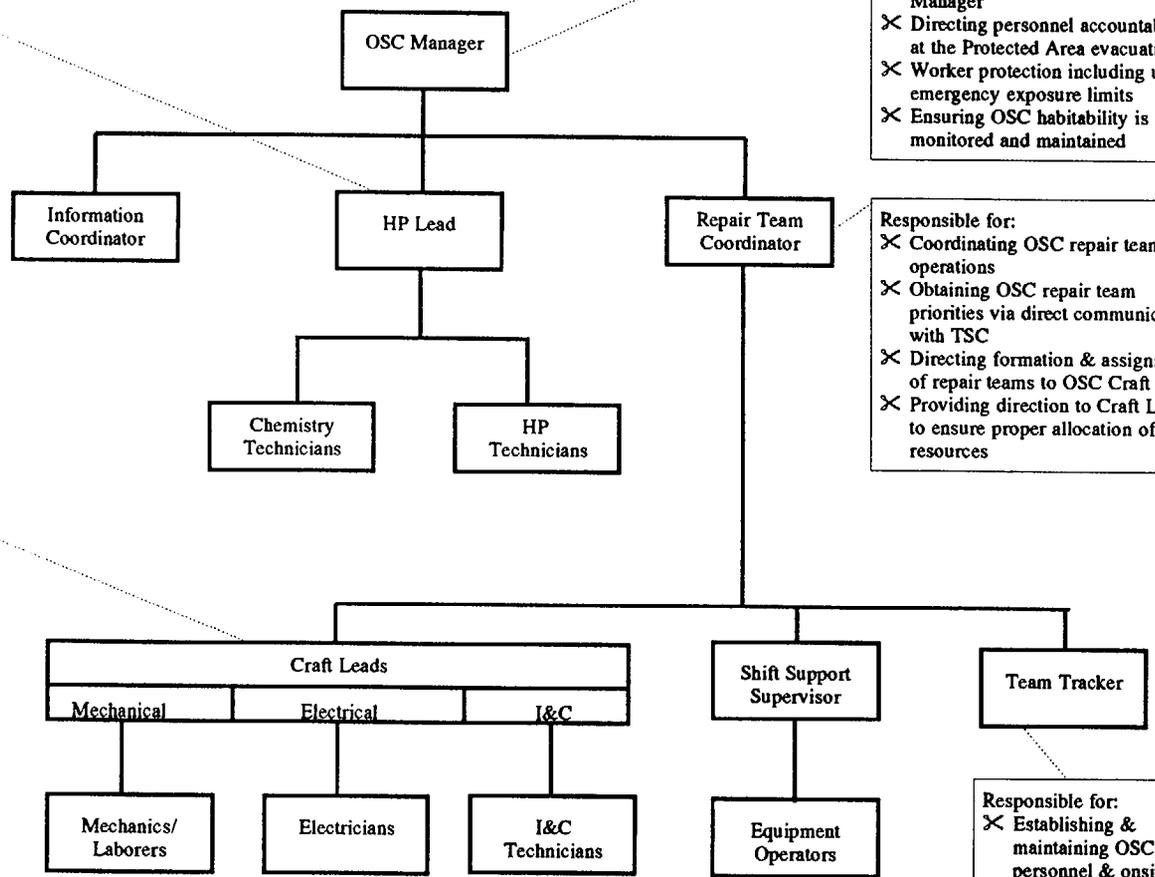
- ✗ Staffing, activation and readiness of the OSC
- ✗ Ensuring timely completion of TSC assigned tasks
- ✗ Periodically discussing task priorities with the TSC Maintenance Manager
- ✗ Directing personnel accountability at the Protected Area evacuation
- ✗ Worker protection including use of emergency exposure limits
- ✗ Ensuring OSC habitability is monitored and maintained

Responsible for:

- ✗ Coordinating OSC repair team operations
- ✗ Obtaining OSC repair team priorities via direct communications with TSC
- ✗ Directing formation & assignment of repair teams to OSC Craft Leads
- ✗ Providing direction to Craft Leads to ensure proper allocation of OSC resources

Responsible for:

- ✗ Establishing & maintaining OSC personnel & onsite personnel accountability
- ✗ Maintaining repair team status board and logs
- ✗ Assisting Craft Leads as requested





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1.0 PURPOSE

This procedure describes the Technical Support Center (TSC) Maintenance Manager's responsibility for assigning tasks to be performed by Operations Support Center (OSC) teams, determining the priority to be assigned to each task, and acting as the focal point of the work control process between the TSC and the OSC.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 5, 6
- 2.2 PPM 13.10.9, Operations Support Center Manager and Staff Duties
- 2.3 PPM 13.13.4, After Action Reporting
- 2.4 Emergency Response Log, 968-23895
- 2.5 Repair Team Briefing/Debriefing Form, 968-25560

3.0 PROCEDURE

3.1 Maintenance Manager Responsibilities

- 3.1.1 Upon declaration of an Alert or higher emergency, or if so directed, log in on TES using the emergency RWP. Present your keycard to the card reader to establish accountability.
- 3.1.2 Enter your name on the TSC Accountability Log, and on the TSC Staffing board.
- 3.1.3 If you leave the TSC temporarily, inform the TSC Manager of your destination and approximate time of return. Note your destination on the TSC Accountability Log.
- 3.1.4 Obtain a briefing from the TSC Manager on plant status and specifics regarding the following:
  - Location and task assignments for the Fire Brigade (FB)
  - Known or anticipated plant hazardous areas

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- 3.1.5 Direct the TSC/OSC Communicator to implement the actions contained in Attachment 4.1
- 3.1.6 Coordinate the development of repair or damage control plans with the TSC Manager and TSC staff.
- 3.1.7 Advise the OSC Manager of repair and damage control plans developed by the TSC.

a. Assigning Task Priorities:

NOTE: Urgent tasks depend on skill of the craft and are designated "urgent" by the Shift Manager. Urgent tasks require only a radiological briefing. The Shift Manager has the final authority in determining if a task is "urgent."

b. Urgent Tasks

- When it is determined that a task is "urgent", quickly confer with the Operations Manager and Radiation Protection Manager and determine any radiological or hazardous conditions relating to the task.
- Immediately communicate the "urgent" task to the OSC via telephone.

c. Other Tasks

NOTE: Emphasis should be placed on maintaining an adequate water level in the reactor (Priority 1) and minimizing or terminating radiological releases to the environment (Priority 2).

1. Determine which task should be completed first, by discussion with the Shift Manager, Technical and Operations Managers, and assign that task as Priority 1.
2. Determine the task to be performed next, and assign that task as Priority 2.

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NOTE: Do not duplicate priority numbers. Other than "Urgent" tasks, the number of open tasks will equal the number of priorities.

3. Determine the task to be performed next, and assign it a Priority 3. Follow this sequence for additional tasks. Be aware that the list of prioritized tasks will be re-evaluated as more information becomes available and plant conditions change. Periodically reassess the priorities assigned as tasks are completed or plant conditions change.
  4. Notify the OSC when task priorities are changed and update the repair team status board.
  5. Periodically, direct the TSC/OSC Communicator contact the OSC to ensure task priorities align between TSC and OSC Team Tracking boards.
  6. Gather task information for the OSC. Complete the Task Assignment section of the Repair Team Briefing form (968-25560), being sure to include the following information:
    - Radiological conditions that may affect repair team activities (Confer with the RPM ).
    - Special instruction, drawings, safety concerns, etc. (Confer with the Technical Manager or Operations Manager).
  7. Communicate task information to the OSC.
- 3.1.8 When requests are received from the OSC for deviation from established procedures or work instructions for repair team work already in progress, inform the TSC Manager, obtain necessary change approvals, and provide guidance for making change decisions.
  - 3.1.9 Monitor repair team activities and provide technical advice to the OSC as needed.
  - 3.1.10 As required, provide maintenance expertise for response to inquiries from regulatory agencies.
  - 3.1.11 Participate in TSC briefings regarding maintenance activities in accordance with the guidelines contained in Attachment 4.2.

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- 3.1.12 If the need for relief shifts are anticipated, coordinate with the Plant Administrative Manager. Relief shifts should normally be the next scheduled work week team. Refer to the Maintenance Work Week schedule.
- 3.1.13 When plant conditions stabilize and a recovery phase is being entered, assist with developing plans and procedures for maintenance actions to recover plant systems or components.
- 3.1.14 On shift change, turn over logs and notes of your activities and fully brief your relief on the current status of the emergency and OSC tasks that are being performed.
- 3.1.15 On shift change or termination of the emergency:
  - a. Prepare your individual After Action Report. Refer to PPM 13.13.4.
  - b. Collect After Action Reports prepared by the TSC/OSC Communicator.
  - c. Review TSC/OSC Communicator After Action Report.
  - d. Deliver the After Action Reports, logs, summary reports, etc., to the TSC Manager.
  - e. At event termination, participate in the critique of TSC performance. Consolidate the critique results of the TSC maintenance activities with those of the OSC Maintenance staff and prepare a summary of performance factors that require recognition or followup action.

4.0 ATTACHMENTS

- 4.1 TSC/OSC Communicator Duties
- 4.2 Maintenance Manager Briefing Guidelines

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Duties of: TSC/OSC Communicator  
Assignment Location: Technical Support Center (TSC)  
Report To: Maintenance Manager  
Activation Level: Alert or Higher Classification

Responsibilities

1. Report to the TSC, sign in on the accountability log and staffing boards, then obtain briefing from the Maintenance Manager on the current status of the emergency and anticipated accident mitigation actions that the TSC will be communicating to the OSC.
2. Establish communication with the OSC Repair Team Coordinator/designee via the TSC/OSC ring-down line, and if you use the telephone headset:
  - a. Plug headset unit into receptacle located on the right side of the ring-down unit.
  - b. Push the belt clip unit rocker switch so red bar shows.
  - c. Set the recessed white plastic screw located just below the push-to-talk switch to the nonlockable position by turning it so it is perpendicular to the control unit.
  - d. Headset is now activated for use.
3. Maintain the TSC repair team tracking/work control board with information you receive from the OSC Repair Team Coordinator/designee and Maintenance Manager. Periodically confer with the OSC to ensure that the TSC and OSC Team Tracking board priorities are aligned as priorities change.
4. Relay instructions or information on repair team activities and announce significant events that impact TSC operations.
5. Maintain a chronology of your significant inputs, actions and resolutions on the Emergency Response Log, 968-23895.
6. Offer only factual information you are given by the Maintenance Manager or OSC Repair Team Coordinator/designee. Avoid speculative information or editorializing on data. Do not engage in problem solving discussions.

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7. Ensure transmissions are distinct and understood. Minimize the use of acronyms unless you are sure they are understood. Use the phonetic alphabet to clarify when necessary, i.e., ALPHA for "A" BRAVO for "B" or CHARLIE for "C".
8. Notify the Maintenance Manager and OSC Repair Team Coordinator/designee of your intention to be off-line for absences, and announce your return.
9. Upon shift change, brief your relief on responsibilities, duties and the current status of work being performed.
10. On shift change or termination of the emergency:
  - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
  - b. Deliver your After Action Report with logs attached to the Maintenance Manager.

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MAINTENANCE MANAGER BRIEFING GUIDELINES

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

1. Maintenance Manager update items (check as reviewed):

- \_\_\_\_\_ a. Status of plant structures, systems or components.
- \_\_\_\_\_ b. OSC repair teams dispatched and their assigned tasks.
- \_\_\_\_\_ c. Task status and prognosis.
- \_\_\_\_\_ d. Problems or delays experienced by repair teams.
- \_\_\_\_\_ e. Offsite agencies assisting with plant repair activities.
- \_\_\_\_\_ f. Problem areas needing resolution.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. TSC briefing updates from other organizations or offsite agencies of OSC interest. (List items as they are reviewed and have key OSC personnel brief subordinates.)

- a. Agency or Organization: \_\_\_\_\_  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Agency or Organization: \_\_\_\_\_  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. Agency or Organization: \_\_\_\_\_  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. Agency or Organization: \_\_\_\_\_  
Notes: \_\_\_\_\_  
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1.0 PURPOSE

This procedure describes requirements for inspection, inventory, and functional testing of emergency equipment and supplies which are maintained for emergency operations, and are not listed under other approved procedures. Items in this procedure are identified as REQUIRED or DESIRED. {R-5928}

2.0 DISCUSSION

Items or functional tests that are REQUIRED meet the intent of the WNP-2 Emergency Plan's requirements.

Items or functional tests that are DESIRED are in place to assist emergency functions. The Corporate Emergency Preparedness, Safety and Health Officer may make determinations for changes to desired quantities, types of items, or functional tests as required for good emergency preparedness practices. Changes to DESIRED types or quantities of items should not be less conservative than REQUIRED.

A Level 1 library is maintained by Administrative Services as part of the Technical Support Center. Sufficient Level 1 Procedures, drawings, and other documentation are maintained in this library to support the Technical Support Center staff.

3.0 REFERENCES

- 3.1 WNP-2 Final Safety Analysis Report (FSAR), Section 13.3, Emergency Plan, Appendix 3, Emergency Kits
- 3.2 WNP-2 Final Safety Analysis Report (FSAR), Section 13.3, Emergency Plan
- 3.3 NUREG-0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans And Preparedness In Support Of Nuclear Power Plants, Section H (10)
- 3.4 Problem Evaluation Request (PER) 293-1343
- 3.5 10CFR50, Appendix E {R-5756, R-5928}
- 3.6 10CFR50, Appendix R {R-6917, R-6918, R-10307, R-10309, R-10311}
- 3.7 GO2-92-257, letter to NRC regarding ERDS Data Point Library, 11-24-92
- 3.8 WNP-2 Final Safety Analysis Report, Appendix F, Table F.3-2, Section III.H
- 3.9 PPM 2.9.5, Plant Communications Systems

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- 3.11 PPM 13.10.6, Plant/NRC Liaison Duties
- 3.12 Emergency Response Log, 968-23895
- 3.13 Classification Notification Forms, 968-24075
- 3.14 Event Notification Worksheet, NRC Form 361, 968-25665
- 3.15 Repair Team Briefing/Debriefing Form, 968-25560
- 3.16 Emergency Director Turnover Sheet, 968-25810
- 3.17 10 Mile EPZ Dose Projection and Data Map Form, 968-25831
- 3.18 Skin/Clothing Contamination Report, 968-24080

4.0 PROCEDURE

4.1 Supervisor, Health Physics Operations Responsibilities

- 4.1.1 Ensure cabinets or vehicles containing emergency first aid, fire brigade equipment, or radiological protection equipment are checked at the locations, and per instructions outlined in Attachments 5.1-1, 5.1-2, 5.1-3, 5.1-4, 5.1-5, and 5.1-7.
- 4.1.2 Ensure the following are checked per the instructions outlined in Attachment 5.2, EOF/ROC Emergency Equipment:

Field Monitoring Kits:

Location:

- Plant Support Facility and Richland Office Complex (ROC)

Decon Storage Area:

Location:

- ROC Room 1-208A

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River Evacuation Kits:

Location:

- ROC

Equipment for Post Accident Sample System (PASS):

Location:

- Ambulance Bay
- Counting Room
- Chemistry Lab

4.1.3 Ensure that the HVAC is checked per instructions outlined in Attachment 5.8, Ventilation Radiation Monitoring.

4.1.4 Completed task sheets are to be forwarded to the Preventative Maintenance Program Group.

4.2 Shift Manager Responsibilities

4.2.1 Ensure the Fire Brigade Leader, per the Columbia Generating Station Fire Marshal, performs inventories and operational checks of locations containing emergency fire equipment outlined in Attachment 5.1-1 after each use.

4.2.2 Ensure an onsite, six hour supply of reserve air is provided to permit quick replenishment of exhausted air supply cylinders as they are returned. {R-10309}

4.2.3 Ensure that the following alarm systems are demonstrated per the instructions outlined in Attachment 5.1-6, Plant Emergency Alerting Signals:

Plant Exclusive Use Signals:

Location: Control Room

- Alerting Tone

4.2.4 Complete task sheets and forward them to the Preventative Maintenance Program Group.

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4.3 Operations Manager Responsibilities

4.3.1 Ensure the Control Room is checked per the instructions outlined in Attachment 5.7, Emergency Center Equipment and Supplies.

4.3.2 Completed task sheets are to be forwarded to the Preventative Maintenance Program Group.

4.4 Manager, Security Programs Responsibilities

4.4.1 Ensure the Security Communications Center is checked per the instructions outlined in Attachment 5.7, Emergency Center Equipment and Supplies.

4.4.2 Completed task sheets are to be forwarded to the Preventative Maintenance Program Group.

4.5 Supervisor, Telecommunications Installation And Maintenance Responsibilities

4.5.1 Ensure that the Communications Systems are checked per the instructions outlined in Attachment 5.5, Communications System Tests.

4.5.2 Completed task sheets are to be forwarded to the Preventative Maintenance Program Group.

4.6 Supervisor, Facilities Maintenance Responsibilities

4.6.1 Ensure that the HVAC and diesel generators are tested per instructions outlined in Attachment 5.9, Facilities Systems Tests.

4.6.2 Completed task sheets are to be forwarded to the Preventative Maintenance Program Group.

4.7 Corporate Emergency Preparedness, Safety and Health Officer

4.7.1 Ensure the Technical Support Center, Operations Support Center, the Joint Information Center, and the Emergency Operations Facility is checked per the instructions outlined in Attachment 5.7, Emergency Center Equipment and Supplies.

4.7.2 Completed task sheets are to be forwarded to the Preventative Maintenance Program Group.

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- 4.7.3 Ensure that the Building 100 medical equipment and supplies are checked per Attachment 5.6, Building 100 Medical Equipment and Supplies.
- 4.7.4 Ensure the following cabinets are checked in accordance with the instructions outlined in Attachment 5.3, Hospital Radiological Emergency Kits:

Hospital Radiological Emergency Kits:

Locations:

- Kadlec Medical Center, Emergency Room Storage Cabinet
- Kennewick General Hospital, Emergency Room Entrance Area
- Our Lady of Lourdes, Nuclear Medicine Area

- 4.7.5 Ensure the Emergency Phone Directory is maintained per the instructions outlined in Attachment 5.4, Emergency Planner Communications System Tests.
- 4.7.6 Ensure the dedicated telephone lines are checked per the instructions outlined in Attachment 5.4, Emergency Planner Communications System Tests.
- 4.7.7 Ensure the Emergency Response Data System (ERDS) is tested quarterly as outlined in Attachment 5.5, Communications System Tests.
- 4.7.8 Hardware or software changes that affect transmitted ERDS data points identified in Attachment 5.10 shall be provided to NRC within 30 days after the change is made.
- 4.7.9 Hardware or software changes, except data point modifications, that could affect ERDS data transmission format or computer communication protocol with ERDS shall be provided to NRC at least 30 days prior to implementing the modification.
- 4.7.10 Monitor compliance with this procedure's requirements, and take action to ensure discrepancies are corrected. Auditable records of performance of all required checks are located in the Scheduled Maintenance System portion of the Passport work control module.

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5.0 ATTACHMENTS

- 5.1 Columbia Generating Station Emergency Equipment
- 5.2 EOF/ROC Emergency Equipment
- 5.3 Hospital Radiological Emergency Kits
- 5.4 Emergency Planner Communications System Tests
- 5.5 Communications System Tests
- 5.6 Building 100 Medical Equipment and Supplies
- 5.7 Emergency Center Equipment and Supplies
- 5.8 Ventilation Radiation Monitoring
- 5.9 Facilities Systems Tests
- 5.10 Emergency Response Data System (ERDS)

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COLUMBIA GENERATING STATION EMERGENCY EQUIPMENT

- 5.1-1 Fire Brigade Stations {3.1}
- 5.1-2 Decontamination Kits {3.1}
- 5.1-3 First Aid Kit, Type A {3.1}
- 5.1-4 First Aid Kit, Type B {3.1}
- 5.1-5 Emergency Protective Equipment Kit (TSC) {3.1}
- 5.1-6 Plant Emergency Alerting Signals
- 5.1-7 Emergency Protective Equipment Kit (OSC)

Attachment 5.1

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ITEMS IN/NEAR  
FIRE BRIGADE STATIONS

{R-6917, R-10307,  
R-10311, R-6918}

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u>
Battery, 6 Volt Lantern		5
Bolt Cutter		1
Chain Wrench		1
Sledge		1
Fire Axe		1
Pinch Bar		1
Hacksaw Frame/Blade		1
Pocket Knife		1
Spanner Wrench		5
Pipe Wrench		2
6 Volt Lantern		5
Nylon Rope, 100 feet		1
Leather Gloves		5 Pair
Firefighter Turnout Gear		
- Boots		15 Pair
- Coats		15
- Gloves		15 Pair
- Helmet/Shield/light w/batteries		15
Personal Alert Safety System (PASS) devices		10
SCOTT Self Contained Breathing Apparatus	10	10
SCOTT Spare Cylinders	20	20
Stretcher		1
Smoke evacuation fan and exhaust trunk		1
* Radios (Motorola HT-1000) on charger		6
* Radio batteries (alkaline)		6
Megaphone		1

\* Items only found at TG 441', Station 1

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ITEMS IN/NEAR  
FIRE BRIGADE STATIONS

{R-6917, R-10307,  
R-10311, R-6918}

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u>
* Fire Brigade Leader cart, including:		1
- Spanner wrenches		2
- Pipe Wrench		1
- Nylon rope, 100 feet		1
- Gloves (one Large, one XL)		2 pair
- Nomex hoods		2
- Power Block Pre-fire Plans		1 set
- Radios		2
- Radio batteries		2
- Flashlights, 6V lantern		2
- Batteries, 6V		2
- Flashlights, helmet style		2
- Hose nozzle (with ball shut off valve)		1
- Mechanical timers		2
- Dry erase board		1
- Telephone, with cord		1

\* Items only found at TG 441', Station 1

Attachment 5.1-1  
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ITEMS IN/NEAR  
FIRE BRIGADE STATIONS (Cont.)

EMERGENCY RESPONSE VAN

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
1 1/2" hose - 200 feet	1	1
2 1/2" hose - 300 feet	1	2
1 1/2" Adjustable Fog Nozzles	1	2
Hydrant Wrench	1	2
2 1/2" x 1 1/2" x 1 1/2" Gated Wye		1
2 1/2" Gate Valve		1
20# ABC Extinguisher	1	2
Foaming agent		4
Foaming agent eductor		1
Halon Extinguisher		1

+ Includes required quantities

Attachment 5.1-1  
Page 3 of 4

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**INSTRUCTIONS**  
**FIRE BRIGADE STATIONS** (Cont.)

Passport Activity:      FPSYS108

Locations:

- Kit 1E - 441' elevation, Turbine Building, Fire Brigade Station 1
- Kit 2E - Building 62, Fire Brigade Station 2
- Kit 3E - Fire Response Van - Protected Area

Monthly (and after use):

NOTE:

- SCBA's are inspected monthly under Work Item HPSCHD105.
- FSAR Appendix F requires one hour of spare air for each SCBA unit. Credit is allowed for spare cylinders at other staging locations on site to meet required inventory minimum quantities, provided one hour of spare air is available for all required inventory SCBA units.

**SCBA's**

- Verify that the seal on the SCBA containers is intact.  
If it is not then inspect the SCBA as follows:
  - Verify the calibration date on the SCBA regulator will not be exceeded prior to its next check
  - Verify spare air cylinders full, GTE 4000 psi
  - Inspect Scott Air Packs
  - Reseal cabinet/case when done

**Remainder of equipment:**

- Verify calibration/expiration dates will not be exceeded prior to next monthly check.
- Inventory contents and ensure required quantities are correct
- Perform operational checks
  - Six-volt battery lanterns/flashlights
- Check physical condition of station/van contents and replace items, as necessary

Attachment 5.1-1

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ITEMS IN/NEAR  
DECONTAMINATION KITS

{R-5756}

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Body Outline Forms	4	6
Facial Tissue		2 Boxes
Cotton Rolls or Balls		2 Boxes
Cotton Tip Applicators		100
Liquid soap		1 Bottle
Washcloths		25
Procedures	1 Set	1 Set
Masking Tape		1 Roll
Disposable Cups		25
Plastic Bags		10
Sample Envelopes		20
Scissor		1
Skin Conditioner		1 Jar
Soft Scrub Brush		2
Nail Brush		1
Surgical Gloves		10 Pair
Toweling (487' RW only)		1 Set

+ Includes required quantities.

Attachment 5.1-2  
Page 1 of 2

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INSTRUCTIONS  
DECONTAMINATION KITS (Cont.)

Passport Activity: HPSCHD114

Locations:

- Kit 1D - Radwaste Building, 487' elevation, Men's Locker Room
- Kit 2D - Radwaste Building, 487' elevation, Women's Locker Room
- Kit 3D - Service Building, 441' elevation, Emergency Equipment Area

Quarterly (and after use):

- Inventory contents and ensure required quantities are correct.
- Verify expiration dates on chemicals will not be exceeded prior to next quarterly check.
- Check physical condition of cabinet contents and replace items, as necessary.
- Insert changes in procedure book and update all forms.

Attachment 5.1-2  
Page 2 of 2

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ITEMS IN/NEAR  
FIRST AID KIT - TYPE A (SILVER BOX)

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Clam Shell		1
Spider Strap		1
Kendrick Extraction Device (K.E.D.)		1
Emergency Life Saving Kit (set of airways)		1
Burnsheets		2
Ladder Splints		2
Ambulance Blankets		2
Disposable Obstetrical Kit		1
"SAM" Splints		2
Towels (Terry Cloth)		2
Ring Cutter		1
Stiff Neck Device (1 each in sizes - Noneck, Short, Regular, Tall)		4
Sager Traction Splint		1
Large Bio-Hazard Bag		1
Face Shield		3
Gown, Infection Control		2
Body Fluid Clean-up Kit		2
Stretcher		1

+ Includes required quantities

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INSTRUCTIONS  
FIRST AID KIT - TYPE A (SILVER BOX) (Cont.)

Passport Activity:      FPSYS108

Locations:

- Kit 1FA - 441' elevation, Turbine Building Fire Brigade Station 1
- Kit 2FA - Building 62, Fire Brigade Station 2
- Kit 3FA - 501' elevation, Turbine Building Corridor

Monthly (and after use):

- Inventory contents
- Check physical condition of contents and replace items, as necessary

Attachment 5.1-3  
Page 2 of 2

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ITEMS IN/NEAR  
FIRST AID KIT - TYPE B (TRAUMA KIT)

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Extraction Scissor		2
Tweezers		1
Penlight		2
Multi-trauma Dressing		4
Surgical Gloves		5 pair
Face Shield		5
Adhesive Tape		2 rolls
Band-Aids		10
Triangular Bandage		12
Eye Pads		6
Cold Packs		2
4" x 4" Dressing		5
Blankets (Disposable)		2
CPR Micro-Shields/Pocket Mask		3
Oxygen Cylinder (with kit)		1
Air Passage BVM and V-Vac		1
Gauze, 4 or 5 inch rolls		10
Blood Pressure Kit		1
Stethoscope		1
Saline Solution		1 bottle
Burn Sheet		1
Bio-Hazard Bags		3
Instant Glucose		1 tube
Patient Information Sheet		5
Gown, Infection Control		2
Body Fluid Clean-up Kit		1

+ Includes required quantity.

Attachment 5.1-4  
Page 1 of 2

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INSTRUCTIONS  
FIRST AID KIT - TYPE B, TRAUMA (Cont.)

Passport Activity:      FPSYS108

Locations:

- Kit 1FB - 441' elevation, Turbine Building, Fire Brigade Station 1
- Kit 2FB - Building 62, Fire Brigade Station 2
- Kit 3FB - 501' elevation, Turbine Building Corridor
- Kit 4FB - 467' elevation, Radwaste Control Room

Monthly (and after use):

- Inventory contents.
- Check physical condition of contents and replace items, as necessary.
- Verify oxygen cylinder is full (needle in green band). If low, replace with a full one.
- Perform operational check on penlights, (if dim or not working and a disposable type, replace).

Attachment 5.1-4  
Page 2 of 2

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ITEMS IN/NEAR  
EMERGENCY PROTECTIVE EQUIPMENT KIT (TSC)

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Protective Clothing	10 sets	25 sets
- Coveralls		
- Hoods/caps		
- Plastic Booties		
- Rubber Boots		
- Rubber Gloves		
- Glove Liners		
Respirators (particulate)	10, (2 small, 2 large)	25
Combination Filters (respirator)	20	50
Pocket Dosimeters	10	25
Dosimeter Charger		1
Duct Tape		1 roll
Masking Tape		1 roll

+ Includes required quantities.

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INSTRUCTIONS  
EMERGENCY PROTECTIVE EQUIPMENT KIT (TSC) (Cont.)

Passport Activity: HPSCHD6

Location:

- Technical Support Center

Monthly (and after use):

- Verify that the respirators have been inspected within the past month.
- Inventory contents and ensure required quantities are correct.
- Perform operational checks
  - Dosimeter charger
  - Dosimeters (re-zero)
- Check physical condition of cabinet contents and replace items, as necessary

Attachment 5.1-5  
Page 2 of 2

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## PLANT EMERGENCY ALERTING SIGNALS

Passport Activity: EMERG.ALERT SYSTEM

Location: Control Room

Monthly: (Required) Perform operational check.

The following demonstrations should be immediately preceded by voice announcement over the high power public address system.

Demonstrations should be conducted on all shifts on the first day of each month, at approximate times as follows:

Day Shift - 1400

Mid Shift - 0200

The following public address format should be adhered to:

A. Alerting Tone:

- Announce: "This is a demonstration of the ALERTING TONE. This is a demonstration of the ALERTING TONE."
- Sound the ALERTING TONE (pulsed tone-constant level) for approximately 5 seconds seconds by depressing the "ALERT" push button.
- Stop the ALERTING TONE by depressing the "CAN-CEL" push button.
- Announce: "This concludes the demonstration of the ALERTING TONE."
- "This concludes all signal demonstrations, regard all further signals as real."

Attachment 5.1-6

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ITEMS IN/NEAR  
EMERGENCY PROTECTIVE EQUIPMENT KIT (OSC)

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u> +
Protective Clothing:		
Large	5	
XL	20	
XXL	10	
Gloves, size 8/9	35	
Totes:		
Large	15	
XL	20	
Glove Liners	50	
Disposable Shoe Covers	50	
Skull Caps	35	
Hoods	35	
Paper PCs	1 box	
Plastic PCs	1 box	
Masking Tape	5 rolls	
Battery Powered Air Samplers	0	3
2" Filter Paper	1 box	
Scott Air Packs	4	4
Spare air, per each SCBA unit	1 hr	1 hr
CAM, AC Powered	1	1
Silver Zeolite Cartridge	6	6
Area Radiation Monitor	1	

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INSTRUCTIONS  
EMERGENCY PROTECTIVE EQUIPMENT KIT (OSC) (Cont'd)

Passport Activity: HPSCHDOSCPCKIT

Location:

- Operations Support Center

Annually (and after use)

- Inventory contents and ensure required quantities are correct
- Replace all rubber protective clothing and masking tape

Monthly (and after use)

- Inventory instrumentation and ensure required quantities are correct
- Verify the number of silver zeolite cartridges are available
- Ensure expiration date of Silver Zeolite Cartridges will not be exceeded prior to the next quarterly check; however:
  - If contained in manufacturer's sealed bags, cartridges are good for ten years;
  - If contained in other than manufacturer's sealed bags, cartridges are good for one year.
  - Replace as required.
- Verify calibration dates will not be exceeded prior to the next monthly check, and replace as necessary:
  - HP Instrumentation
- Perform operational checks on the following equipment:
  - Area Radiation Monitor
  - AMS-3 CAM
  - Battery Powered Air Samplers

Attachment 5.1-7  
Page 2 of 2

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EOF/ROC EMERGENCY EQUIPMENT

- 5.2-1 Field Sampling Kit
- 5.2-2 Protective Clothing Kit
- 5.2-3 Air Sampling Kit
- 5.2-4 Instrumentation Kit
- 5.2-5 Decon Cabinet
- 5.2-6 Extra Protective Clothing
- 5.2-7 River Evacuation Monitoring Kit
- 5.2-8 River Evacuation Decontamination Kit
- 5.2-9 Decon Storage Area
- 5.2-10 Equipment for PASS

Attachment 5.2

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ITEMS IN/NEAR  
FIELD SAMPLING KIT

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Case for Equipment		1
Plastic Bags (assorted)		60
Cubitainers (1 gallon)		15
Rubber Gloves		4 pair
Digging Tools (small)		3
Felt Tip Marker (permanent)		4
Note Pads (3x5)		3
Pens (black)		3
Masking Tape (2")		1 roll
Cutting Shears		1
Rubber Bands		1 box
Paper Towels		1 pkg.
Disposable Gloves		2 boxes
Smears and Holders		100
Radiation Signs		3
Barricade Tape		1 roll
Pocket Knife		1
Syphon Pump		1

+ Includes required quantities.

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INSTRUCTIONS  
FIELD SAMPLING KIT (Cont.)

Passport Activities:   FIELD SAMPLE KIT 1FS  
                                  FIELD SAMPLE KIT 2FS  
                                  FIELD SAMPLE KIT 3FS  
                                  FIELD SAMPLE KIT 4FS

Locations:

- Kit 1FS - Field Team Cabinet Number 1, PSF Ambulance Garage
- Kit 2FS - Field Team Cabinet Number 2, PSF Ambulance Garage
- Kit 3FS - Field Team Cabinet Number 3, PSF Ambulance Garage
- Kit 4FS - ROC, Cabinet Number 4, MPF, 1st Floor, Room 201

Quarterly (and after use or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary.

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ITEMS IN/NEAR  
PROTECTIVE CLOTHING KIT

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Case for Equipment		1
Hoods	2	3
Coveralls	2	3
Rubber Gloves	2 pair	3 pair
Rubber Boots	2 pair	3 pair
Masking Tape (2")	1 roll	2 rolls
Rain Suits		3
Razor and Shaving Cream		1 set
Plastic Bags		Assorted
Skull caps		3
Cotton glove liners		1 pkg.

+ Includes required quantities.

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INSTRUCTIONS  
PROTECTIVE CLOTHING KIT (Cont.)

Passport Activities:   PC KIT 1PC  
                              PC KIT 2PC  
                              PC KIT 3PC  
                              PC KIT 4PC

Locations:

- Kit 1PC - Field Team Cabinet Number 1, PSF Ambulance Garage
- Kit 2PC - Field Team Cabinet Number 2, PSF Ambulance Garage
- Kit 3PC - Field Team Cabinet Number 3, PSF Ambulance Garage
- Kit 4PC - ROC, Cabinet Number 4, MPF, 1st Floor, Outside Room 201

Quarterly (and after use or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary.

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ITEMS IN/NEAR  
AIR SAMPLING KIT

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Case for Equipment		1
Portable Air Sampler	1	1
Model H809C Air Sampler Manual		1
Paper Filters	25	100
Note Pads (3x5)		3
Pens (Black)		3
Charcoal Cartridges	3	6
Tweezers		1
Silver Zeolite Cartridges	3	6
Spare Fuse		1
Stopwatch		1
Alligator Forceps		1

+ Includes required quantities.

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INSTRUCTIONS  
AIR SAMPLING KIT (Cont.)

Passport Activities:     AIR SAMPLE KIT 1AS  
                                  AIR SAMPLE KIT 2AS  
                                  AIR SAMPLE KIT 3AS  
                                  AIR SAMPLE KIT 4AS

Locations:

- Kit 1AS - Field Team Cabinet Number 1, PSF Ambulance Garage
- Kit 2AS - Field Team Cabinet Number 2, PSF Ambulance Garage
- Kit 3AS - Field Team Cabinet Number 3, PSF Ambulance Garage
- Kit 4AS - ROC, Cabinet Number 4, MPF, 1st Floor, Room 201

Quarterly (and after use or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary .
- Verify air sampler calibration date will not be exceeded prior to the next quarterly check. Replace with a fresh calibrated air sampler as needed.
- Start-up air sampler.
- Perform operational check of stopwatch.
- Ensure expiration date of Silver Zeolite Cartridges will not be exceeded prior to the next quarterly check; however:
  - If contained in manufacturer's sealed bags, cartridges are good for ten years;
  - If contained in other than manufacturer's sealed bags, cartridges are good for one year.
  - Replace as required.
- Verify charcoal packets are sealed and if not sealed, replace.

Attachment 5.2-3  
Page 2 of 2

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ITEMS IN/NEAR  
INSTRUMENTATION KIT

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Case for Equipment		1
Low Range Dose Rate Meter (MicroR)	1	1
High Range Dose Rate Meter (Ion Chamber)	1	1
Count Rate Meter (w/G-M Pancake Probe)	1	1
Pocket Dosimeter (0-5 R Range)	2	3
Pocket Dosimeter (0-500 mR Range)	2	3
Dosimeter Charger		1
Portable Radio (located in radio storage cabinet)	2	
Radio battery (1 in kit, 1 in radio storage cabinet)	2	
AC Radio Charger		1
++ Check Source Cs-137		1
KI Tablets	2 bottles	2 bottles
Calculator		1
D-Cell Batteries		8
9-Volt Batteries		4
Note Pads (3x5)		3
Pens (black)		3
Compass		1
Battery Lantern (D - Cell)		1
Flashlight		1
Packet Containing (In lid pocket of equipment case)		1
- Credit Card		1
Wood Stakes, Survey Markers (In Cabinet)		10
First Aid Kit (In Cabinet)		1

+ Includes required quantities.

++ Source is stored in a shielded container (pig) in the radio storage cabinet

Attachment 5.2-4

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INSTRUCTIONS  
INSTRUMENTATION KIT (Cont.)

Passport Activities: QTRLY INST KIT 1IK  
QTRLY INST KIT 2IK  
QTRLY INST KIT 3IK  
QTRLY INST KIT 4IK  
CHANGEOUT RADIOS

Locations:

- Kit 1IK - Field Team Cabinet Number 1, PSF Ambulance Garage
- Kit 2IK - Field Team Cabinet Number 2, PSF Ambulance Garage
- Kit 3IK - Field Team Cabinet Number 3, PSF Ambulance Garage
- Kit 4IK - ROC, Cabinet Number 4, MPF, 1st Floor, Outside Room 201

Quarterly (and if used or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary.
- Ensure portable instrument calibration dates will not be exceeded prior to the next quarterly check. Replace with fresh calibrated instruments as needed.
- Perform operational checks:
  - Pocket dosimeters (re-zero)
  - Portable instruments (battery check)
  - Dosimeter charger
  - Calculator
  - Battery lantern
  - Flashlight
- Ensure expiration dates will not be exceeded prior to the next quarterly check:
  - Credit cards
  - Iodine tablets

Annually:

- Replace radios (obtain replacement radios and batteries from radio/battery charging unit in PSF Room 118A cabinet next to decon showers and deliver replaced radio/batteries to Telecommunications for operational check).

Attachment 5.2-4

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ITEMS IN/NEAR  
DECON CABINET

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Skin/Clothing Contamination Report (968-24080)		20
Clip board		1
Red markers		1
Black markers		5
Ink pens		3
3" x 5" note pads		3
Smears		1,000
Masking tape		1 roll
Cotton tip applicators		2,000
Yellow magenta tape		1
Bottles Pax-land soap		2
Scrubbing sponges		2
Lava soap		1
Ivory soap		2
Soft scrub brushes		2
Moist towelettes		200
4" x 4" gauze sponges		200
3" x 3" gauze sponges		300
Scissors		1
Paper towels		500
Blank signs		5
Paper coveralls		6
Rubber gloves		6 pr
Plastic booties		20 pr
Count Rate Meter (w/Alpha Probe)		1
Count Rate Meter (w/G-M Pancake Probe)		1
Yellow plastic bags		20
Clear plastic bags		20
Extra soap		2
Kim Wipe Tissue		1 box
Small Disposable Cups		1 box
Saline Solution		1 bottle
++ Camera, Polaroid (Mod. Impulse) with film		1
Tape Recorder, Dictaphone (Mod. 1252)		1
+ Includes required quantities.		

++ Ensure film has not exceeded its expiration date

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INSTRUCTIONS  
DECON CABINET (Cont.)

Passport Activity: DECON CABINET

Location:

- DC - Emergency Cabinet Number 14, PSF Decon Shower Area

Quarterly (and after use or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary.
- Ensure calibration/expiration dates will not be exceeded prior to next quarterly check, and replace as needed:
  - Portable instrument
  - Chemicals
- Perform operational check on portable instruments (battery check).

Attachment 5.2-5  
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ITEMS IN/NEAR  
EXTRA PROTECTIVE CLOTHING

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Case for Equipment		1
Coveralls		25
Plastic Shoe Covers		20 Pairs
Disposable Gloves		1 Box
Rubber Gloves		5 Pair
Hoods		12
Masking Tape		5 Rolls
Rubber Boots		2 Pair

+ Includes required quantities.

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INSTRUCTIONS  
EXTRA PROTECTIVE CLOTHING (Cont.)

Passport Activities:   EXTRA PC KIT 1XP  
                                  QTRLY CHK PC KIT 2PC

Location:

- Kit 1XP - Emergency Cabinet Number 6, PSF Ambulance Garage
- Kit 2XP - Emergency Cabinet Number 6, PSF Ambulance Garage

Quarterly (and after use or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary.

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ITEMS IN/NEAR  
RIVER EVACUATION MONITORING KIT

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Dosimeter Charger		1
Pocket Dosimeter:		
0-5 R	2	3
0-500 mR	2	3
High Range Dose Rate Meter (Ion Chamber)	1	1
Low Range Dose Rate Meter (microR)	1	1
++ Check Source		1
KI Tablets	2 bottles	2 bottles
Coveralls		3 pair
Hoods		3
Shoe covers		3 pair
Rubber gloves		3
Surgical gloves		1 box
Rain suits		3
Tape, masking		1 roll
Pens		5
Portable Radio	1	1
Radio headset		1
Writing Tablet		1
Personnel Exposure Record		5
Emergency Response Log (968-23895)		1 Pad

+ Includes required quantity.

++ Source is stored in a shielded container (pig).

Attachment 5.2-7  
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INSTRUCTIONS  
RIVER EVACUATION MONITORING KIT (Cont.)

Passport Activities: RIVER EVAC MON KIT  
CHANGEOUT RADIOS

Location:

- Kit 1RM - Cabinet Number 4, MPF, 1st Floor, Outside Room 201

Quarterly (or after use or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary.
- Ensure calibration/expiration dates will not be exceeded prior to next quarterly check and replace as needed:
  - Potassium Iodide (KI) tablets
  - Dose rate meter
- Perform operational checks:
  - Portable instrument (battery check)
  - Dosimeter charger
  - Radio

Annually

- Replace radio and batteries. (Obtain replacement radio and batteries from radio/battery charging unit in PSF Room 118A cabinet next to decon showers and deliver replaced radio/batteries to Telecommunications for operational check.)

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ITEMS IN/NEAR  
RIVER EVACUATION DECONTAMINATION KIT

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Dosimeter Charger		1
Pocket Dosimeter:		
0-5 R	2	3
0-500 mR	2	3
Bucket (in Cabinet)		1
Sponges		5
Soap		2
Toweling, disposable		10
Ribbon, Rad. Barrier		2 rolls
Signs, Rad. Warning w/inserts		4
Coveralls	2	5
Hoods	2	5
Shoe covers	2 pair	5 pair
Rubber gloves	2 pair	10 pair
Surgical gloves		1 box
Rain suits		3
Tape		1 roll
Plastic bags (50 gal. yellow)		2
Count Rate Meter		
(w/G-M Pancake Probe)	1	1
++ Check Source		1
Portable Radio	1	1
KI Tablets	2 bottles	2 bottles
Pens		5

+ Includes required quantity.

++ Source is stored in a shielded container (pig).

Attachment 5.2-8  
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INSTRUCTIONS  
RIVER EVACUATION DECONTAMINATION KIT (Cont.)

Passport Activities: RIVER EVAC DECON KIT  
CHANGEOUT RADIOS

Location:

- Kit 1RD - Emergency Cabinet Number 4, MPF, 1st Floor, Outside Room 201

Quarterly (and after use or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary. If otherwise in good condition, it is not necessary to open sealed containers to count individual items.
- Ensure calibration/expiration dates will not be exceeded prior to next quarterly check and replace as needed:
  - Portable instruments
  - Potassium Iodide (KI) tablets
- Perform operational checks:
  - Portable instrument (battery check)
  - Dosimeter charger
  - Radio

Annually:

- Replace radio and batteries. (Obtain replacement radio and batteries from radio/battery charging unit in PSF Room 118A cabinet next to decon showers and deliver replaced radio/batteries to Telecommunications for operational check.)

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ITEMS IN/NEAR  
DECON STORAGE AREA

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Stanchions		20
Rad. Rope spools		2
Rad. signs w/asst. inserts		20
Coveralls		4 cases
Protective clothing		20 sets
Rubber boots		10 pair
Rain suits		25
Plastic booties (yellow)		1 case
Totes (shoe covers)		100 pair
Rubber gloves		100 pair
Cotton glove liners		200 pair
Surgical gloves		5 boxes
Duct tape		20 rolls
Check source		1
Count Rate Meter (w/GM Pancake Probe)	1	3
Extra Probes/cables		3
High Range Dose Rate Meter (Ion Chamber)	1	2
Liquid soap		1 case
Granular hand soap		5 lbs
Cotton applicators		1 box
Envelopes (3" x 5")		1 box
Surgical scrub brushes		20
Smears		2 boxes
Plastic bags (50 gal., yellow)		2 rolls
Plastic bags (12" x 24", yellow)		1 roll
KI Tablets	3 bottles	3 bottles
Sponges		50
Buckets		6
Toweling		2 cases
Blankets		24
Collapsible water containers (1 gal)		5
Dosimeter Charger (with spare battery)		1
Vacuum Cleaners (12 volt)		3
Step off pads		2
+ Includes required quantities.		

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ITEMS IN/NEAR  
DECON STORAGE AREA (Cont.)

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u> +
Ground Cover		1
Pocket Dosimeter (0-500 mR)		4
Legal pads		1 box
Pens		2 boxes
Clipboards		5
Emergency Response Log (968-23895)		1 pad

+ Includes required quantities.

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INSTRUCTIONS  
DECON STORAGE AREA (Cont.)

Passport Activity: DECON SUPPLIES

Location:

- MPF Room 1-208A

Quarterly (and after use or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary.
- Ensure calibration/expiration dates will not be exceeded prior to next quarterly check and replace as needed:
  - Portable instruments
  - Chemicals
  - Iodine Tablets
- Perform operational checks:
  - Portable instrument (battery check)
  - Dosimeter charger

Attachment 5.2-9  
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EQUIPMENT FOR PASS

Passport Activity: EOF EQUIPMENT PASS

<u>Locations:</u>		<u>REQUIRED</u>	<u>DESIRED +</u>
Hoist - Crane	- (Ambulance Bay)	1	1
Ramp	- (Counting Room)		1
Handle for Cask	- (Counting Room)		1
Tongs	- (Chemistry Lab)	1	2
Syringes and Needles	- (Chemistry Lab)		4
Serum Bottles	- (Chemistry Lab)		4
pH Meter Probe	- (Chemistry Lab)	1	1

Quarterly:

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary

+ Includes required quantities.

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CONTENTS

HOSPITAL RADIOLOGICAL EMERGENCY KIT

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Action Cards Set		1
Body Outline Sketches		5
Clipboard		1
Marking Pens		2
Masking Tape (2") Rolls		2
Paper or Plastic Floor Covering Kit		1
Paper Pads (Note Pads)		2
Pencils and/or Pens		6
Plastic (cover Air Inlets and equipment)		Assorted
Procedures		4 copies
Radiation Control Signs		5
Radiation Rope		Assorted
Radiation Tags		5
Radiation Tape		1 Roll
Scissor		1
Smears and Envelopes		25
Count Rate Meter (w/G-M Pancake Probe)	1	1
Dose Rate Meter	1	1
TLDs (Includes 1 Control TLD)		7
Decontamination Kit		1
-Bulb Syringe		
-Ivory Soap		
-Hand Brush		
-Lava Soap		
-Potassium Permanganate		
Protective Clothing Sets		6
-Coveralls		
-Hood		
-Shoe Covers		
-Surgeon Gloves & Masks		
-Plastic Bags		8

+ Includes required quantities.

Attachment 5.3

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## INSTRUCTIONS

### HOSPITAL RADIOLOGICAL EMERGENCY KIT

PTL Activities: KADLEC EMERGENCY KIT, R 153967  
KENNEWICK EMERGENCY KIT, R 153968  
LOURDES EMERGENCY KIT, R 153969

#### Locations:

- Kit 1HK - Kadlec Medical Center Emergency Room Storage Cabinet
- Kit 2HK - Kennewick General Hospital Emergency Room Entrance Area
- Kit 3HK - Our Lady of Lourdes Hospital Nuclear Medicine Area

#### Quarterly (and after each use):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace items, as needed.
- Ensure portable instrument calibration and TLD dates will not be exceeded prior to quarterly check.
- Verify that all procedures and action cards are the current revision.

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## EMERGENCY PLANNER COMMUNICATIONS SYSTEM TESTS

PASSPORT Activities: OFFSITE COMM DRILL

PTL Activity: NRC PHONE TESTING, R 153957  
PHONE LIST, R 153960

### Monthly: (Required)

- Perform test (by two-way communication) of the following dedicated telephone lines:
  1. Crash System - establish ring-down and two-way communications satisfactorily between the Security Communications Center (SCC) and:
    - a. Control Room
    - b. State of Washington
    - c. Benton County
    - d. Franklin County
    - e. Department of Energy - Hanford Operations
  2. NRC Off-Site Emergency Notification System (ENS) - establish two-way communications satisfactorily between the USNRC Operations Center and:
    - a. Control Room
    - b. Technical Support Center (TSC)
    - c. Emergency Operations Facility (EOF)
  3. NRC Health Physics Network (HPN);  
Reactor Safety Counterpart Link (RSCL);  
Protective Measures Counterpart Link (PMCL); and  
Management Counterpart Link (MCL) - establish these two-way communications satisfactorily at the:
    - a. Control Room
    - b. Technical Support Center (TSC)
    - c. Emergency Operations Facility (EOF)

NOTE: Report unsatisfactory test results on Items 2 and 3 to the NRC Operations Center, via standard telephone using the numbers provided in the Emergency Phone Directory.

- Verify backup meteorological sources are available per PPM 13.8.1 and 13.8.2.

### Quarterly:

- Verify accuracy of Emergency Phone Directory. Revise and reissue, as needed.

Attachment 5.4

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COMMUNICATIONS SYSTEM TESTS

Passport Activities: EMERG.FAX TEST  
SIREN POLLING TEST  
EXCLUSION AREA SIREN  
DEDICATED PHONE TEST  
OPSSCHD135  
EOF RADIOS  
CHANGEOUT RADIOS  
OSC RADIO BATTERIES  
AAP CONSOLE  
COMM CONSOLE #2  
COMM CONSOLE #3  
EOF RADIOS  
RADIO CONTROLLERS

PTL Activities: ERDS Test, R 150208  
Pager Test, R 153965  
NRC Phone Testing, R 153957  
Data Circuit Testing, R 153956

A. Facsimile Network (Required)

Locations:

- Control Room
- Technical Support System
- Security Communications Center (SCC)
- Emergency Operations Facility
- Joint Information Center
- State of Washington Emergency Operations Center
- Benton County Emergency Operations Center
- Franklin County Emergency Operations Center
- Department of Energy-Richland (DOE-RL)

Monthly:

- Perform operational check of the facsimile transmission network by two-way transmission.

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COMMUNICATIONS SYSTEM TESTS (Cont.)

B. Siren System (Required)

Monthly:

- Document performance of bimonthly siren system status tests.

NOTE: Growl testing is not applicable to this siren system.

Annually

- Perform full operational test of siren system.

C. Dedicated Telephone Systems (Required)

Monthly:

- Test all lines of the following:
  - Emergency Response Crash System
  - Emergency Response Dial-up System
  - Emergency Response Ring-down System

Quarterly:

- Test all lines of the following:
  - Emergency Response Public Information Officer Network

D. Data Circuits (Required)

Monthly:

- Check status of data circuits between Energy Northwest facilities by ensuring terminals in the TSC and EOF are accessing plant data. {3.4}

Quarterly

- Perform ERDS testing. Refer to PPM 13.10.6.

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COMMUNICATIONS SYSTEM TESTS (Cont.)

E. Field Team Radios (Required)

Monthly

- Perform operational check on portable radios and batteries.

Annually:

- Check per FCC requirements.

G. Fire Brigade Team Equipment (Required)

Monthly:

- Replace batteries and perform operational checks on portable radios (OSC).

H. Communication Consoles (Required)

Locations:

- 1CC - Security Communications Center (1)
- 2CC - Central Alarm Station (1)
- 3CC - Secondary Alarm Station (1)
- 4CC - EOF Logistics Area (3)

Monthly:

- Perform operational check (by two-way transmission) on all channels.

I. Pagers (Required)

Quarterly:

- Perform quarterly activation test.

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COMMUNICATIONS SYSTEM TESTS (Cont.)

J. Auto Dialer (Required)

Quarterly:

- Perform quarterly activation test.

K. Radio Controllers (Required)

Locations:

- DOE Safety, Station 51- Dose Assessment
- Field Monitoring, KNBG 237 - Dose Assessment
- LERN Channel, KOM 785 - Logistics Area
- Security Area Wide Channel, KZI 509 - Logistics Area
- TSC1 - Technical Support Center
- TSC2 - Technical Support Center
- RSD1 - Remote Shutdown Room
- OSC1 - Operations Support Center

Monthly

- Perform two-way transmission check on all channels.

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BUILDING 100 MEDICAL EQUIPMENT AND SUPPLIES

ITEMS IN/NEAR  
Building 100

	<u>Minimum</u>
Supplies:	
Alcohol Pads	1 box
Betadine Pads	1 box
4x4 gauze sponges	1 box
CPR Barriers	1
Assorted sizes of Band-Aids	1 box
Blood Pressure Cuffs	2
Stethoscopes	2
Sterile Water	1 bottle
Assorted sizes of Bandage Tape	1 box
Cotton Balls	1 box
Tubular Elastic Dressings	1 box
Convenience Bags	1
Infection Control Clean-up Kit	1
Cotton Tipped Applicators	1 box
ACE Wraps	2
O2 Masks with tubing	2
Airways	6
Trauma Dressing	2
Burn Sheet	1
Obstetric Kit	1
Oxygen Cylinder	1
Gloves	1 box
Hydrogen Peroxide	1
Hot/cold Packs	1 box
Gauze, 4 or 5 inch rolls	5
Topical antibiotic ointment	2 tubes

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## INSTRUCTIONS

### BUILDING 100 MEDICAL EQUIPMENT AND SUPPLIES (Cont.)

PTL: R-161201

Quarterly (and after major use):

- Verify oxygen cylinder full (needle is the green band). If low, replace with full one.
- Check oxygen regulator.
- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace items, as necessary.
- Ensure expiration/calibration dates of equipment/supplies will not be exceeded prior to next quarterly check.
- Perform operational checks as appropriate.

Attachment 5.6

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EMERGENCY CENTER EQUIPMENT AND SUPPLIES

- 5.7-1 Instructions Emergency Centers
- 5.7-2 Control Room Inventory List
- 5.7-3 Technical Support Center Inventory List
- 5.7-4 Operations Support Center Inventory List
- 5.7-5 Emergency Operations Facility Inventory List
- 5.7-6 Alternate EOF Inventory List
- 5.7-7 Security Communications Center Inventory List
- 5.7-8 EOF Engineering Library Inventory List
- 5.7-9 Joint Information Center Inventory List

Attachment 5.7

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INSTRUCTIONS  
EMERGENCY CENTERS

Quarterly:

- Perform inventory and ensure required quantities are correct.
- When performing the EOF inventory, take the Global Position System (GPS) units outside and turn them on to refresh the memory. Turn the power off when done.
- Check physical condition of center contents.
- Verify potassium iodide (if present) will not exceed expiration date prior to next quarterly check.
- Perform operational checks on center contents as appropriate to insure all listed equipment is functional.
- Arrange replacement of missing items, as necessary.

NOTE: No equipment inventory is established for an Alternate OSC because its location will be determined by plant conditions. Therefore, the person in charge at the OSC and support personnel that are requested to staff the Alternate OSC will need to determine what equipment should be relocated from the primary OSC to the Alternate OSC location.

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CONTROL ROOM

Passport Activity: OPSSCHD164

INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired +</u>
Columbia Generating Station Emergency Plan (Shift Manager's Office)		1
Emergency Plan Implementing Procedures (Vol. 13) (One in MCR, one in Shift Manager's Office)	1 Set	2 Sets
Technical Support Guidelines (TSG) (Six binders in Shift Managers Office)		1 Set
Emergency Phone Directory (One in Shift Manager's Office, one in CRS Desk)	1	2
Classification Notification Forms (968-24075)	25	50
After Action Report Forms		25
Emergency Response Log (968-23895)		1 Pad
Potassium Iodide Bottles (Shift Manager's Desk)	7 Bottles	7 Bottles
Facsimile Machine	1	1
Facsimile Machine Spare Paper Roll	1	2
Event Notification Worksheet, NRC Form 361 (968-25665)	25	50

+ Includes required quantities.

Attachment 5.7-2

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## TECHNICAL SUPPORT CENTER

PTL Activity: TSC Inventory, R 153961

### INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired ++</u>
Printer/Plotter Device (HP DeskJet 1600C)	1	1
Schematic Printer (D-Scan)	1	
Aperture Card Reader/Printer	1	1
+ Emergency Response Data System (ERDS) User's Manual		1
Classification Notification Forms (968-24075)	25	50
Event Notification Worksheet, NRC Form 361 (968-25665)	25	
Repair Team Briefing/Debriefing Form (968-25560)	25	
Emergency Director Turnover Sheet (968-25810)	25	
10 Mile EPZ Dose Projection and Data Map Form (968-25831)	25	
After Action Report Forms		25
Battery powered lanterns	2	
Emergency Equipment Cabinet Key Box Mounted on Side of Cabinet (Key is there and glass front is intact)	1	
Sign in Board		1
Ten-Mile Emergency Planning/Plume Zone Map		2
Washington State Road Atlas		1
Protective Action Recommendation Flow Charts		1 Set
Site Map		1
Clock (24 hour display)		1
Electronic White Boards (Plant Status, Significant Events)		2
Containers of Miscellaneous Office Supplies (pens, pencils, tape, markers, staplers, etc.)		As Needed
Individual Position Baskets		As Required for designated positions
• Pad of paper		1
• Pad of Emergency Response Log Forms		1
• Position Badge		1
• Miscellaneous Office Supplies (pens, pencils, etc.)		As Needed

+ Custodian is Administrative Services.

++ Includes required quantities.

Attachment 5.7-3

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TECHNICAL SUPPORT CENTER

INVENTORY LIST (Cont.)

<u>Item</u>	<u>Required</u>	<u>Desired</u> ++
IBM Dose Projection PC with Monitor	1	
Laserjet Printer	1	
Full set of EOPs		1
EAL Matrix from PPM 13.1.1 (full size)		1
EAL Matrix from PPM 13.1.1 (half size)		1
Emergency Classification/Protective Action Status Board		1
System Description Manuals		1 set
FAX Machine	1	
Columbia Generating Station Emergency Plan		1
INPO Resources Manual		1
Emergency Phone Directories		4
Cordless PA Microphone		2
Scientific Calculator		2
Individual Position Specific Procedures for the Following:		
TSC Manager	1	
TSC Technical Manager	1	
Operations Manager	1	
Radiation Protection Manager	1	
Maintenance Manager	1	
Administrative Services Manager	1	
Plant/NRC Liaison	1	
Information Coordinator	1	
Chemistry/Effluent Manager	1	
TSC Manager Secretary	1	
KI tablets	25 bottles	25 bottles
Technical Support Guidelines (TSG)		1 set

++ Includes required quantities

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OPERATIONS SUPPORT CENTER

PTL Activity: OSC Inventory, R 153962

INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired ++</u>
WNP-2 Emergency Plan		
Emergency Plan Implementing Procedures (Vol. 13)	1 Set	1 Set
Emergency Phone Directory	1	2
Shielding Evaluation Report	1	1
Sign in Board		1
Plant Status Board		1
OSC Team Locator Tiles		1
Electronic White Board		1
Site Map		1
Clock (24 hour display)		1
After Action Report Forms		25
Radio - Base Station	1	1
Radio - Portable	2	6
HP Radiation Exposure Records, Reports of Training and Medical Records		1 Set
+Complete Set of EWD Drawings		1 Set
+Set of AED Top Tier Drawings		1 Set
Battery - Powered Razor		1
KI Tablets	25 bottles	25 bottles
Individual Position Specific Procedures for the Following:		
OSC Manager	1	
HP Lead	1	
Craft Lead, Mechanical	1	
Craft Lead, I&C	1	
Craft Lead, Electrical	1	
Team Tracker	1	
Containers of Miscellaneous Office Supplies (pens, pencils, tape, markers, staplers, etc.)		As Needed
Individual Position Baskets		As Required for designated positions
• Pad of paper		1
• Pad of Emergency Response Log Forms		1
• Position Badge		1
• Miscellaneous Office Supplies (pens, pencils, etc.)		As Needed

++ Includes required quantities.

+ Maintained also as part of Clearance Order Review Committee (CORC) files.

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EMERGENCY OPERATIONS FACILITY

PTL Activity: EOF Inventory, R 153964

INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired +</u>
WNP-2 Emergency Plan:		2
Emergency Operations Area		
Dose Assessment Area		
Oregon WNP-2/Hanford Emergency Response Plan		1
Emergency Plan Implementing Procedures: (Vol. 13)	2 Sets	3 Sets
Emergency Operations Area		
Dose Assessment Area		
Emergency Phone Directory:	4	6
Emergency Operations Area		
Dose Assessment Area		
Logistical Support Area		
INPO Emergency Resources Manual		1
NRC Telephone Directory		1
Washington State Road Atlas		2
Sign in Boards		1 Set
System Description Manual		1 Set
Ten-Mile Emergency Planning Plume Zone Map		1
Fifty-Mile Emergency Planning Ingestion Zone Map		1
Electronic White Board		1
Emergency Classification/Protective Action Area Status Board		1
Plant Status Board (Electronic White Board)		1
Protective Action Checklists (SAE & GE)/PAR Flow Charts		1 Set
Station Cutaway Poster		1
Clock (24 hour display)	1	2
Individual Position Signs		As required
Classification Notification Forms (968-24075)	25	50
After Action Report Forms		50
Binder Containing Maps of Local Areas	1	1
Information Coordinator Remote Headset	1	1
Cordless Phone		2
Containers of Miscellaneous Office Supplies (pens, pencils, tape, markers, staplers, etc.)		As Needed
Individual Position Baskets		As Required for designated positions
• Pad of paper		1
• Pad of Emergency Response Log Forms		1
• Position Badge		1
• Miscellaneous Office Supplies (pens, pencils, etc.)		As Needed
Benton County Emergency Plan	1 Set	1 Set
Franklin County Radiological Emergency Response: WNP-2	1 Set	1 Set
Washington State Emergency Plan		1
FEMA Manual for Guidance on Offsite Emergency		
Radiation Measurement Systems		1
Area Radiation Monitor (Victoreen)		1

+ Includes required quantities.

Attachment 5.7-5

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EMERGENCY OPERATIONS FACILITY

INVENTORY LIST (Cont.)

<u>Item</u>	<u>Required</u>	<u>Desired +</u>
LAN Laser Printer	1	1
Overhead Projector		1
Dose Projection PCs	2	3
KI Tablets	75 bottles	75 bottles
EDPS User's Manual		1
State Response Procedures for Radiation Emergencies		1
Plant 2 Plume Exposure Pathway Field Team Map Booklets		4
Plant 2 50 Mile Ingestion Exposure EPZ Map		1
Evacuation Route/Assistance Center Map		1
Tri-Cities Map		2
SAE/GE Radiological EAL Chart		1
PPM 13.1.1 Wall Chart		1
Columbia Generating Station Site Map		1
Plume EPZ Field Team Display Map		1
Plant 2 Vicinity Map		1
Radio Console with Microphone (DOE Safety and Field Team) 2		2
Radio Console (Weather Station Monitor)		1
Radio Dispatch Headset (with push-to-talk clip-on adapters, in cabinet)		2
GPS Units		3
Packets containing Applicable Field Team Operating Procedures and Forms		6 ++
- 10 mile and 50 mile EPZ Map Books		1 in each Field Team Packet
- Clipboard with Tablet		1 in each Field Team Packet
- Emergency Response Log (968-23895)		1 in each Field Team Packet

+ Includes required quantities

++ (3 packets in MUDAC cabinet; 3 packets at the Hdqtrs/MPF cabinet, outside room 201)

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EMERGENCY OPERATIONS FACILITY

INVENTORY LIST (Cont.)

<u>Item</u>	<u>Required</u>	<u>Desired +</u>
Individual Volume 13 Procedures for the Following: EOF Manager Assistant EOF Manager Radiological Emergency Manager Dose Projection HP Engineering Manager (includes PPM 9.3.22) Offsite Agency Coordinator Site Support Manager Security Manager EOF PIO EOF Manager's Secretary	1	
Cordless PA Microphone	1	
Audio Link Headsets for Crash Phone		12
Technical Support Guidelines (TSG)		1 Set

+ Includes required quantities

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ALTERNATE EOF INVENTORY LIST

PTL Activity: Alternate EOF Inventory, R 156869

INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired</u>
WASH DOH State Response Procedures for Radiation Emergencies		1
Plant 2 Plume Exposure Pathway Field Team Map Booklet		1
Benton County Emergency Response Plan		1
Franklin Country Emergency Response: WNP-1		1
WASH. DEM Comprehensive Emergency Management Plan		1
Technical Support Guidelines (TSG)		1 Set
EAL Tables 3 & 4 Chart		1
PPM 13.1.1 Wall Chart		1
SAE & GE Protective Action Checklists & Offsite PAR Flow Chart		1
Meteorological and Plume Data Status Board		1
Plume EPZ Map with Lat./Long.		1
Ten Mile Emergency Planning Zone Map		1
Fifty Mile Emergency Planning Zone Map with Lat./Long.		1
Emergency Classification Action Status Board		1
Emergency Phone Directories		4
Classification Notification Forms (968-24075)		25

Attachment 5.7-6

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SECURITY COMMUNICATIONS CENTER

Passport Activity: ALT ACCESS POINT

INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired +</u>
EPIP Position Book		1 Book
Emergency Phone Directory	1	1
NEFAX Paper (Spare)		1 Roll
Classification Notification Forms (968-24075)	25	50
After Action Report Forms		25
Emergency Response Log (968-23895)		1 Pad
KI Tablets	6 bottles	6 bottles

+ Includes required quantities.

Attachment 5.7-7

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EOF ENGINEERING LIBRARY

PTL Activity: EOF Records Room, R 144294

INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired</u> ++
WNP-2 Emergency Plan	1	1
Shielding Evaluation Report	1	1
+ Top Tier Drawing List (E556)	1	1
Technical Specifications	1	1
Plant Operating Procedures	1 Set	1 Set
WNP-2 Final Safety Analysis Report	1 Set	1 Set
Top Tier Drawings	1 Set	1 Set
Aperture Card Reader/Printer	1	1
INPO Emergency Resources Manual		1
Set of AED/CVI Aperture Cards		1 Set
Washington State Emergency Response Plan (Controlled Manual Holder's Copy No. 73)		1
Washington State Response Procedures for Radiation Emergencies (Controlled Manual Holder's Copy No. 105)		1
Benton County Emergency Response Plan (Controlled Manual Holder's Copy No. 30)		1
Franklin Country Emergency Response: WNP-2		1

+Quarterly

Ensure that document contains the most recent published revision.

++ Includes required quantities.

Attachment 5.7-8

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JOINT INFORMATION CENTER

PTL Activity: JIC Equipment, R 153963

INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired</u> +
WNP-2 Emergency Plan		1
Emergency Plan Implementing Procedures	1 Set	1 Set
Emergency Phone Directory	1	4
Columbia Generating Station Systems Manuals (6 Vols)		1 Set
Media Information Packages		15
Slides Representing Plant Systems (in Auditorium Projection Booth)		1 Set
Clock		3
Emergency Classification Action Status Board		1
TV Monitor (broadcast)		2
EBS Radio Monitor		2
Fifty-Mile Emergency Planning Ingestion Zone Map		1
Ten-Mile Emergency Planning Plume Zone Map		1
Evacuation Route/Assistance Center Map		3
After Action Report Forms		25
Emergency Response Log (968-23895)		1 Pad
Phone Team Resource Books		10
Plant Status Update (968-25918)		1 pad
Office Supplies		++

+ Includes required quantities.

++ Per posted inventory on cabinet, Room 1-222

Attachment 5.7-9

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## VENTILATION RADIATION MONITORING

Passport Activity: EOF HVAC TESTING

HVAC (Required)

Location:

- Emergency Operations Facility (EOF)

Quarterly

- Perform radiological check of HVAC in accordance with HPI 7.45 with assistance from Facilities personnel for verification.
- Document this check by signing the Passport task sheet and return it to the PM Program Group.

Attachment 5.8

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## FACILITIES SYSTEMS TESTS

Passport Activities: AMA CF 52  
OFMA HF 1H  
OFMA HF 1C  
EOF HVAC TESTING  
HDQTRS AND EOF DG  
HDQTRS & EOF DG, QTR

A. HVAC (Required)

Location:

- Emergency Operations Facility (EOF)

Quarterly

- Perform electrical check of HVAC in accordance with manufacturer's specifications.
- Verify radiological check with assistance from HP Operations personnel.
- Document this check by signing the Passport task sheet and return it to the PM Program Group.

B. 18 Months

- Perform Carbon and HEPA DOP tests for the applicable EOF and TSC units.

C. Diesel Generators (Required)

Locations:

- ROC
- Emergency Operations Facility (EOF)

Monthly

- Perform load test of diesel generators in accordance with manufacturer's specifications.

Quarterly

- Verify operation of transfer switch in accordance with manufacturer's specifications.

Attachment 5.9

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EMERGENCY RESPONSE DATA SYSTEM (ERDS)

Data Point Library Reference

<u>EPN</u>	<u>TDAS</u>	
APRM-CH-A	X194	{3.5} { 3.6}
CMS-H2E-1301/CMS-CP-1301	X471	
CMS-LT-6A	X354	
CMS-02E-1302/CMS-CP-1302	X456	
CMS-PT-5	X442	
PRM-LCRM-1C	X392	
CMS-RIS-27E	X432	
CMS-SUM-1	X118	
COND-LT-40A	X434	
COND-LT-40B	X373	
EDR-SQRT-37	X181	
FDR-SQRT-38	X167	
HPCS-FT-5	X122	
IRM-EMSQ-601A	X184	
LPCS-FT-3	X164	
MS-LT-26A	X130	
RFW-CRM-L104	X159	
MS-PT-51A	X151	
MS-RIS-610A	X169	
OG-RIS-601A	X088	
RCIC-FT-3	X142	
RFW-DPT-17	X327	
RFW-FT-802A	X149	
RFW-FT-802B	X135	
RHR-FT-15A	X163	
RHR-FT-15B	X043	
RHR-FT-15C	X058	
SPTM-SUM-1	X355	
SRM-EMSQ-600A	X296	

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EMERGENCY RESPONSE DATA SYSTEM (ERDS) (Cont'd)

The following computer points have the instrument loop listed.

<u>EPN</u>	<u>COMPUTER POINT</u>	
MET-TE-10	F146AV	{3.5} {3.6}
MET-TE-11		
MET-TRL-1/PC8		
MET-TRL-1/PC10		
MET-TRL-1/PC11		
MET-TRL-1/PC7		
MET-WDT-1	F143AV	
MET-TRL-1/PC2		
MET-TRL-2/PC2		
MET-WDT-2	F145AV	
MET-TRL-1/PC4		
MET-TRL-2/PC4		
MET-WST-1	F142AV	
MET-TRL-1/PC1		
MET-TRL-2/PC1		
MET-WST-1	F144AV	
MET-TRL-1/PC3		
MET-TRL-2/PC3		

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