

ENERGY NORTHWEST

INTEROFFICE MEMORANDUM

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FROM: *Vicenta De Leon*
Procedure Control, Administrative Services, (927A)

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13
PACKAGE NO. 2001-15**

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following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed: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>
13.5.5	17	PERSONNEL ACCOUNTABILITY, SEARCH AND RESCUE
13.10.1	20	CONTROL ROOM OPERATIONS AND SHIFT MANAGER DUTIES
13.10.2	17	TSC MANAGER DUTIES
13.10.8	18	SECURITY LIEUTENANT DUTIES
13.10.9	29	OPERATIONS SUPPORT CENTER MANAGER AND STAFF DUTIES
13.11.10	13	SECURITY MANAGER DUTIES

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USE CURRENT REVISION

COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER	APPROVED BY	DATE
*13.5.5	DWC - Revision 17	01/08/01
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
EVACUATION AND ACCOUNTABILITY		
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PERSONNEL ACCOUNTABILITY, SEARCH AND RESCUE		

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1.0 PURPOSE

The purpose of this procedure is to establish a system for Personnel Accountability to determine and identify unaccounted for personnel. Accountability is required to be initiated whenever a Protected Area evacuation is performed. Search and rescue operations instructions are identified as follow up actions.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 5
- 2.2 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.3 Personnel Accountability Log, 968-25691

3.0 DISCUSSION

It is Energy Northwest's intent to complete personnel accountability and identify unaccounted for individuals within thirty (30) minutes whenever a Protected Area evacuation is directed. Initial accountability is considered to be complete when the final list of missing individuals for whom search and rescue will be initiated has been defined. Protected Area evacuations of non-essential personnel are performed at Site Area or General Emergency classifications, but may be directed for other hazardous conditions as well. Using the information from accountability reports, search and rescue steps will be conducted as needed to locate unaccounted for individuals.

Energy Northwest's primary means for establishing on site personnel accountability is an electronic badge accountability system. In the event of electronic system failure, a manual log system is used for onsite personnel. The manual log system may not meet the thirty (30) minute requirement.

4.0 PROCEDURE

4.1 Personnel Accountability

4.1.1 TSC Manager (or Shift Manager, if TSC not activated) Responsibilities

- a. When on site personnel accountability is necessary, direct the Operations Support Center (OSC) Manager or, if the OSC is not activated, the Site Security Supervisor, to implement actions starting with Step 4.1.2.
- b. If the need for a Protected Area evacuation is indicated, but the decision is made to retain personnel on site due to safety concerns,

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direct plant personnel to assemble at the GSB conference room or other areas as specified and keycard in at the OSC card reader for accountability purposes.

4.1.2 OSC Manager Responsibilities

- a. When the OSC is activated, ensure the OSC Team Tracker has initiated OSC Personnel accountability.
- b. Determine what assembly area the TSC Manager has designated for evacuees and contact the Site Security Supervisor to dispatch a Security Officer or designated coordinator to the assembly area to establish radio or phone contact with the Security Supervisor.
- c. Inform the TSC Plant Administrative Manager and Security Manager in the EOF (or Shift Manager if TSC not activated) of accountability progress and results.

4.1.3 Site Security Supervisor Responsibilities

- a. Initiate the Protected Area electronic accountability system by directing the Central Alarm Station (CAS) activate all Protected Area keycard cardreaders by OPENING GROUP 10 (Group Door Open Display):
 - When directed to perform personnel accountability, or
 - You become aware that an evacuation of personnel in the Protected Area has been ordered.
- b. Delay generating the Initial Accountability report for 20 minutes after declaration of Protected Area Evacuation. Then direct CAS to run an Emergency Accountability Report, sorted by NAME and AREA.
- c. Forward the report to the OSC Team Tracker or OSC Manager. If the OSC Manager is not yet present, forward the report to the TSC Manager; otherwise, inform the Shift Manager.

NOTE: Initial Accountability must be completed within 30 minutes whenever a Protected Area Evacuation is directed, and is considered to be complete when the report is delivered to the appropriate recipient, and when the final list of missing individuals for whom search and rescue will be initiated has been defined.

- d. If the OSC is not activated, determine from the Emergency Personnel Accountability Report what individuals cannot be accounted for by identifying those names not identified as present in an Emergency Center. 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

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Accountability Log, CAS Manning Roster, or Control Room Personnel Accountability Log. Report the results to the Emergency Director.

- e. When informed that an evacuation of the Protected Area has been ordered, direct a Security Officer (with radio) go to the designated evacuation assembly area and:
- Establish radio and/or phone contact with you or the OSC Team Tracker and act as a point of contact for checking personnel accountability at the assembly area
 - Maintain order at the designated assembly area and relay message or directions to evacuees
 - When monitoring or decontamination of assembly area evacuees is necessary, assist Health Physics personnel with segregating contaminated or potentially contaminated personnel or vehicles
- f. If unaccounted for persons are identified, as determined by performing Step 4.1.4.e of this procedure, implement Section 4.2 actions to locate unaccounted for personnel in the Protected Area and report your results to the OSC Manager.

4.1.4 OSC Team Tracker Responsibilities

- a. 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.
- b. 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.

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- c. Determine from the Emergency Accountability Report what 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. Report unaccounted for individuals to the OSC Manager.
- d. 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.

- e. In the event of electronic badge accountability system failure, perform the following:
 - (1) Request the Site Security Supervisor deliver the last available Emergency Personnel Accountability Report to you for review and determination of unaccounted for individuals.
 - (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) 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. Inform the OSC Manager of unaccounted for individuals.

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4.2 Search and Rescue Inside the Protected Area

4.2.1 OSC Manager Responsibilities

- a. Assign the Fire Brigade (FB) or other team if the FB is unavailable to search for unaccounted for personnel.
- b. If radiological hazard is suspected, consult with the OSC HP Lead, or the Radiation Protection Manager to determine search team equipment needs, specific hazards in area(s) to be searched, acceptable dose limits, and safe routes to and from search area(s).

NOTE: The areas to be searched for unaccounted for individuals are determined from accountability reports or reports from an individual's supervisor.

- c. If a security event is in progress, confer with the Security Supervisor to determine if a security escort is required and available for repair teams.
- d. Keep the TSC Manager informed of search and rescue operations and any problems encountered.
- e. Deliver After Action Reports to an Emergency Preparedness representative.

5.0 ATTACHMENTS

None

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PLANT EMERGENCY FACILITIES		
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CONTROL ROOM OPERATIONS AND SHIFT MANAGER DUTIES		

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1.0 PURPOSE

To describe the responsibilities of the Shift Manager, Control Room Operators, and Shift Technical Advisor, and actions to be taken in the event it becomes necessary to activate and operate the Control Room as an emergency response facility during an emergency.

2.0 REFERENCES

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

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

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3.0 DISCUSSION

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

4.0 PROCEDURE

4.1 Shift Manager Actions

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

- 4.1.1 Diagnose plant conditions and direct necessary actions to alleviate abnormal conditions.
- 4.1.2 Implement the actions of Section 4.7 until relieved by the responding Emergency Director in accordance with Section 4.6.

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- a) With assistance from the STA, determine the necessity to change the emergency classification in accordance with PPM 13.1.1. Make the necessary public address announcements:

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

- 1) Emergency center activation. Refer to Emergency Classification or Other Emergency Messages, 968-26045, or,
 - 2) Localized evacuation. Refer to WNP-2 Public Address Emergency Message Format - Localized Evacuation, 968-26048, or,
 - 3) Protected Area Evacuation. Refer to WNP-2 Public Address Emergency Message Format - Protected Area Evacuation, 968-26050, or
 - 4) Exclusion Area Evacuation. Refer to WNP-2 Public Address Emergency Message Format - Exclusion Area Evacuation, 968-26051.
- b) Ensure appropriate Control Room log entries are made for the emergency classifications and offsite notification actions.
- c) At Site Area Emergency or higher classification, assign an individual in the Control Room to perform center accountability duties per PPM 13.5.5 if manual accountability is necessary.

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

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

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

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- appropriate areas for TSC and OSC operations
- avenues of safe access
- communications abilities
- the ability of Security to keep the area safe
- if it is safe to summon the ERO or activate emergency centers

NOTE: If the SCC is not available to complete offsite notifications, the Control Room must complete offsite notifications until the SCC can resume this responsibility.

- 4.1.5 If security event conditions exist for an emergency classification, declare the appropriate classification and initiate the notification process, but do not summon the ERO or activate emergency centers until it is safe to do so. Confer with the Security Supervisor to make that determination.
- 4.1.6 If conditions still exist for an emergency classification at the time the security scenario is terminated, initiate the normal notification process. Refer to form 968-26045 (pink).
- 4.1.7 If conditions no longer exist for the emergency classification at the time the security event is terminated and it is desired to terminate the emergency classification, do not notify the ERO or activate emergency centers unless other emergency conditions make it necessary.
- a) If special instructions are required to the ERO, prepare an "on-the-fly" message notification, using form 968-26171, Partial Activation or Manpower Schedule Message, Use WNP2 as the password.
- 4.1.8 If a Transitory Event has been discovered per PPM 13.1.1, notify the NRC per the instructions in PPM 13.4.1, section 5.9, Notification of Transitory Events.
- 4.1.9 If neither the EOF nor the Technical Support Center (TSC) have been activated, and:
- a) An effluent release approaching or in excess of PPM 13.1.1 Emergency Action Levels has occurred, or is occurring; or
- b) An abnormal release of radioactive effluents is indicated;

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

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- 4.1.10 If the Technical Support Center (TSC) is activated, transfer responsibilities for peripheral duties not directly related to reactor systems manipulation to the TSC.
- 4.1.11 Maintain communications with the TSC Operations Manager concerning plant status. Use the Emergency Director ringdown phone as appropriate to discuss mitigating actions prior to implementation of those actions.
- 4.1.12 Keep the Operations Manager in the TSC informed of plant conditions and actions which may impact in plant or offsite activities.
- 4.1.13 Request the Operations Manager call in additional Control Room support personnel as needed.
- 4.1.14 If notified of an emergency situation that requires Fire Brigade response, perform the following:
- a) Activate the alerting tone.
 - b) Announce the type of emergency.
 - c) Give the emergency's location.
 - d) Request the Fire Brigade respond to the emergency.
 - e) Repeat the announcement.
 - f) Establish communications with the Fire Brigade Leader at the scene of the emergency to obtain situational reports, confer on action plans, and assess manpower and equipment needs for mitigating the emergency.
 - g) Ensure the Control Room maintains accountability for emergency personnel performing Fire Brigade or Emergency Operating Procedure (EOP) activities until the OSC is activated.

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

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

4.1.15 Inform the OSC of:

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

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

4.1.16 If a task is identified as requiring an immediate response, designate it as "urgent" and communicate the task to the TSC Operations Manager or TSC Manager.

4.1.17 If more than one "urgent" task is identified, select a priority for each and inform the TSC Operations Manager.

4.1.18 If notified of the need for offsite medical assistance for injured or contaminated injured personnel, implement PPM 1.9.14.

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

4.1.20 Maintain a log of events and actions.

4.1.21 For termination of emergency:

- a) Collect the individual After Action Reports prepared by staff personnel.
- b) Prepare an individual After Action Report as per PPM 13.13.4.

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c) Deliver all After Action Reports to the Operations Manager.

4.2 Control Room Supervisor Actions

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

4.2.2 Take actions to terminate the conditions causing the emergency.

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

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

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

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

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

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

4.3 Control Room Operator Actions

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

4.3.2 Keep the Control Room Supervisor informed of unusual conditions.

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

4.4 Shift Technical Advisor Actions

4.4.1 If an off-normal condition is indicated, or if directed by the Shift Manager, man the duty station in the control room and maintain a log of your actions.

4.4.2 Assist the Shift Manager in evaluating plant conditions relative to preestablished emergency action levels and initiating conditions and in declaring the appropriate emergency classification. Refer to PPM 13.1.1.

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- 4.4.3 Utilize the computer outputs (such as, TDAS, PDIS and GDS) to evaluate the potential for core damage or worsening of an abnormal event.
- 4.4.4 If core damage is suspected, make a qualitative assessment of plant parameters using Technical Memorandum 2117, Technical Support Guidelines for Core Thermal or Reactor Engineer during and following an abnormal event if the TSC is not activated. Provide the Shift Manager with a Plant Status Assessment.
- 4.4.5 Provide the Shift Manager with recommendations to minimize or control the consequences of an emergency condition.

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

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

NOTE: Refer to PPM 13.8.1 for dose projection guidance.

- 4.4.6 Perform offsite dose assessment using the Quick Emergency Dose Projection System (QEDPS).
- 4.4.7 Provide input to the Emergency Director for emergency classification and/or protective action decisions as necessary in accordance with PPM 13.2.2 guidance.
- 4.4.8 Coordinate turn over of offsite dose projection functions to the TSC or EOF when they are activated and able to assume procedural responsibility.
- 4.4.9 Provide information to the Shift Manager on Emergency Plan Implementing Procedures that prescribe emergency response actions that provide for employee and public safety.
- 4.4.10 Continuously reassess plant conditions and keep the Shift Manager informed of new data and your recommendations.
- 4.4.11 Refer incoming media calls to the Joint Information Center.

4.5 All Control Room Personnel

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

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4.5.2 Upon shift change or termination of the emergency:

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

4.6 Transfer Of Emergency Director Duties

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

4.6.1 Transferring the Emergency Director duties:

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

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

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

4.7 Actions As Emergency Director

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

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

(301) 816-5100 or (301) 951-0550; and
 - b) Maintains continuous communication with the NRC for whatever period they request or until relieved by the Plant/NRC Liaison position in the TSC.
 - d) Requesting assistance from offsite organizations and agencies as needed.
 - e) Approving the technical content of press releases.
 - f) Ensuring, through the facility managers, that the appropriate emergency procedures are implemented.
 - g) Ensuring the requisite emergency response facilities are activated and properly staffed.
 - h) If advised of a personnel injury or death, then:
 - 1) Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.

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

i) Authorizing venting of the primary containment when in SAGs.

NOTE: The Shift Manager, as Emergency Director, may terminate an Unusual Event. Due to the commitment of onsite and offsite manpower and resources, only the EOF Manager as the Emergency Director may terminate an event classified as Alert or greater.

j) Terminating the emergency and entering the recovery phase in accordance with PPM 13.13.2, Emergency Event Termination And Recovery Operations.

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

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

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

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4.7.4 When conditions warrant a change in emergency classification or protective action recommendations, then perform the following:

a) Complete a Classification Notification Form (CNF).

NOTE: Notifications to the state, counties and DOE (Hanford) are required within 15 minutes of time noted on the Classification Notification Form.

b) Ensure initial and follow-up notifications are performed in accordance with PPM 13.4.1, using the completed CNF as the basis. Refer to 968-26098, Follow-up Notifications, for follow-up notifications.

c) Direct the Information Coordinator to inform the other Columbia Generating Station emergency facilities of the change in emergency classification and/or protective actions and to ensure a copy of the CNF is sent to the appropriate organizations.

4.7.5 Determine if Protected Area evacuation actions need to be taken in accordance with the following:

a) Alert - Evacuation is optional, depending on event prognosis, consider evacuating plant personnel who are not part of the ERO.

b) Site Area Emergency and General Emergency - Protected Area evacuation is required for most situations per PPM 13.5.1 for personnel who are not part of the ERO.

4.7.6 Consider exclusion area evacuation in accordance with PPM 13.5.3 when a Site Area Emergency is declared and order an exclusion area evacuation when a General Emergency is declared.

4.7.7 Authorize personnel to take potassium iodide (KI) when recommended by the Radiation Protection Manager or Radiological Emergency Manager in accordance with PPM 13.2.1.

5.0 ATTACHMENTS

5.1 Shift Manager Checklist

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SHIFT MANAGER CHECKLIST

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

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
10. If notified of emergency situation that requires FB response, perform the following: <ul style="list-style-type: none"> a. Activate the alerting tone. b. Announce the type of emergency. c. Give the emergency's location. d. Request the FB respond to the emergency. e. Repeat the announcement. f. Ensure Control Room maintains accountability for personnel performing FB or EOP activities until the OSC is activated. g. Establish communications with FB Leader at scene to obtain situational reports, confer on action plans, and assess manpower and equipment needs. 	_____	_____
11. When activated, inform OSC of known or suspected Plant hazards, and names of dispatched FB or EOP teams, assignment, location, time dispatched and expected time to return.	_____	_____
12. If task requires immediate response, designate it as "urgent" and communicate to TSC Operations Manager or TSC Manager.	_____	_____
13. If more than one "urgent" task is identified, select a priority for each and inform the TSC Operations Manager.	_____	_____
14. If notified of need for offsite medical assistance, implement PPM 1.9.14.	_____	_____
15. Refer any incoming media calls to the JIC.	_____	_____
16. Maintain log of events and actions.	_____	_____
17. For termination of emergency, collect After Action Reports (AAR) from staff, prepare an individual AAR per PPM 13.13.4, and deliver AARs to Operations Manager.	_____	_____

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Transfer Of Emergency Director Duties

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

1. If transferring the ED duties:

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

Actions As Emergency Director

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

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

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e. Approving the technical content of press releases.

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

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

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

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

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

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

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

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USE CURRENT REVISION

COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER *13.10.2	APPROVED BY DWC - Revision 17	DATE 01/08/01
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION PLANT EMERGENCY FACILITIES		
TITLE TSC MANAGER DUTIES		

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1.0 PURPOSE

This procedure provides instructions for the duties and responsibilities of the Technical Support Center (TSC) Manager during declared emergencies.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 2
- 2.2 10CFR50, Appendix E (IV)(A) {R-5695, R-5708}
- 2.3 WNP-2 Safeguards Contingency Plan
- 2.4 PPM 1.3.1, WNP-2 Operating Policies, Programs, and Practices
- 2.5 PPM 1.9.14, Onsite Medical Emergencies
- 2.6 PPM 5.7.1, Severe Accident Guidelines
- 2.7 PPM 13.1.1, Classifying the Emergency
- 2.8 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides
- 2.9 PPM 13.2.2, Determining Protective Action Recommendations
- 2.10 PPM 13.4.1, Emergency Notifications
- 2.11 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.12 PPM 13.13.2, Emergency Event Termination and Recovery Operations
- 2.13 PPM 13.13.3, Intermediate Phase MUDAC Operations
- 2.14 PPM 13.13.4, After Action Reporting
- 2.15 Classification Notification Form, 968-24075
- 2.16 Emergency Director Turnover Sheet, 968-25810
- 2.17 Emergency Response Log, 968-23895
- 2.18 Technical Support Briefing Guidelines, 968-25860
- 2.19 Emergency Classification or Other Emergency Message, 968-26045

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3.0 DISCUSSION

- 3.1 The Emergency Director (ED) is the Energy Northwest individual on shift at all times who shall have the authority and responsibility to immediately and unilaterally initiate any emergency actions. {R-5708}
- 3.2 The Shift Manager will normally act as ED when an emergency classification is initially declared. ED responsibilities will transfer from the Shift Manager to the TSC Manager or the EOF Manager depending upon time of facility activation.
- 3.3 The TSC Manager is responsible for the plant management function during an emergency and will be in charge of directing plant activities in support of Control Room operations. The TSC Manager has the authority to implement any plant action deemed necessary to mitigate the emergency conditions. {R-5695}
- 3.4 Severe Accident Guidelines (SAGs) are entered and Emergency Operating Procedures (EOPs) exited when primary containment flooding is required. An announcement to the TSC and EOF should be made when this occurs.
- 3.5 The TSC Manager is responsible to ensure communications are maintained as necessary between the Shift Manager and EOF Manager/Emergency Director. The TSC Manager should also maintain an awareness of plant conditions and obtain concurrence of the Emergency Director prior to implementing mitigating actions identified as requiring Emergency Director concurrence on EOPs or SAGs.

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4.0 PROCEDURE

NOTE: Once emergency operations commence and EPIPs are entered, normal work control practices may be superseded by EPIP repair team methodology at the TSC Manager's discretion. Consideration should be given to the severity of the emergency when making this decision.

NOTE: Procedural steps may be implemented using Attachment 5.2, TSC Manager Checklist.

4.1 TSC Manager Duties At Unusual Event Classification

No action required unless you are contacted by the Shift Manager or Emergency Director.

4.2 TSC Manager Duties For Alert Or Higher Classifications

4.2.1 Obtain an electronic dosimeter from HP Access Control. Direct all others in the TSC to obtain appropriate dosimetry (DRD or PIC).

4.2.2 Respond to the TSC, present your badge to the personnel accountability keycard reader, start and maintain an Emergency Response Log, and contact the Shift Manager for an initial briefing on the current status of the emergency, status of offsite notifications, and any known or anticipated plant hazardous areas.

4.2.3 If, after obtaining the initial Plant status briefing from the Shift Manager, the EOF Manager is not yet present, contact the JIC Manager to provide status information for the first followup news release.

4.2.4 Instruct responding TSC staff to promptly setup the TSC and obtain assistance if necessary to resolve any activation problems.

NOTE: You may assume the ED duties prior to TSC activation, but ensure you have sufficient personnel and communication links to assess accident conditions and communicate classification decisions or PARs to offsite authorities.

4.2.5 Assume the ED duties from the Shift Manager as per Section 4.3, unless the EOF Manager is prepared to assume, or has already assumed, these duties.

4.2.6 Make announcements to arriving TSC staff that you have assumed the ED duties.

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4.2.7 Direct the Plant Admin Manager to contact a qualified TSC Manager on the ERO list to respond as Assistant TSC Manager, if needed.

NOTE: Activation of the TSC without all the required positions staffed may be declared, however, recognize that failure to staff the required positions within one hour of classification is a violation of the Emergency Plan response requirements.

4.2.8 Monitor the progress of TSC activation and staff activities and declare the TSC activated when the following minimum staffing positions are present:

- TSC Manager
- Radiation Protection Manager (RPM)
- Operations Manager
- Plant/NRC Liaison
- Technical Manager
- Core/Thermal Hydraulics Engineer
- Mechanical Engineer
- Electrical Engineer

OR

4.2.9 Declare the TSC activated when the main responsibilities of the TSC can be assumed, even though the positions listed above are not all present.

TSC Main Responsibilities

- a. Provide plant management and technical support to plant operations personnel during emergency conditions.
- b. Relieve reactor operators of peripheral duties and communications not directly related to reactor system manipulations.
- c. Ensure ERDS is activated by checking with Plant/NRC Liaison.
- d. If the EOF is not activated, the TSC is also responsible for:
 - Managing the overall Energy Northwest emergency effort
 - Evaluating the magnitude and consequences of actual or potential radiological releases
 - Assessing plant conditions and determining appropriate emergency classifications

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- Coordinating emergency response activities with local, state and federal agencies and providing offsite PARs

NOTE: The TSC Manager may use judgment in determining when qualified personnel will perform a task to fulfill TSC responsibilities even though the personnel may not be identified as normally assigned to the task; e.g., a knowledgeable person could perform the function of the Plant/NRC Liaison until additional personnel arrive.

- 4.2.10 Have the TSC Information Coordinator announce activation to the other emergency centers and have the Plant/NRC Liaison report it to NRC.
- 4.2.11 Conduct an initial status briefing to TSC staff on turnover information obtained from the Control Room that includes:
 - Current emergency classification, cause of event and corrective actions being taken or in-progress
 - Current plant status, i.e., operating, shutdown, reduced power, etc.
 - Onsite personnel status of injuries, contaminations, exposures, etc.
 - If event involves radioactive releases
 - Status of notifications to offsite agencies
 - Status of offsite emergency response activities in progress or planned and PARs if issued
- 4.2.12 If the event involves a security contingency, contact the EOF Manager and request the Security Manager to determine if access security needs to be established for the TSC.
- 4.2.13 Provide update briefing on the status of planned and anticipated TSC actions to the EOF Manager.
- 4.2.14 Ensure TSC technical, maintenance, operations and radiation protection personnel are assessing plant conditions and conferring collectively to provide you with accident mitigation conclusions and recommendations to determine decisions on:
 - Changes to Emergency Classification or PARs
 - Preventative or corrective actions that need to be pursued or deferred
 - Tasks that need to be pursued
 - Radiological or other hazards that impact plant emergency workers

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- Need to request augmenting staff or offsite assistance
- Evacuation actions for plant personnel

4.2.15 When EAL or PAR changes are identified, notify the EOF Manager.

4.2.16 Direct that plant PA announcements of Emergency Classification changes or cautions to emergency workers about plant hazardous areas are made per steps on Form 968-26045, Emergency Classification or Other Emergency Message.

NOTE: Tasks of an immediate nature should be prefaced by the term "urgent". The Shift Manager has the authority to determine if a task is urgent. The Shift Manager also has final authority in determining the priority of urgent tasks if multiple urgent tasks exist and a question is raised as to which has priority.

4.2.17 Ensure that the Operations Manager, Technical Manager, Maintenance Manager, Radiation Protection Manager, Shift Manager and OSC Manager coordinate the repair team actions necessary to place and maintain the Plant in a stable condition.

4.2.18 If the RPM advises you of TSC radiological airborne activity problems, consider having the Control Room initiate HVAC isolation actions for the TSC specified in ABN-RAD-CR.

4.2.19 If the emergency worker dose limit is projected to exceed 5 REM over the course of the event for TSC staff, confer with TSC staff and determine if selected staff will be directed to continue emergency duties from the Control Room, the EOF, or be evacuated offsite.

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

- Appropriate areas for TSC and OSC operations
- Avenues of safe access
- Communications abilities
- The ability of Security to keep the area safe

4.2.21 If you are advised of a personnel injury or death, then:

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

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- b. Ensure details of the incident, e.g., individual's name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.
- 4.2.22 Conduct periodic update briefings of TSC staff. Refer to Technical Support Center (TSC) Briefing Guidelines (Form 968-25860) located in the TSC.
 - 4.2.23 Direct that an announcement be made to the TSC and EOF when EOPs are exited and SAGs are entered.
 - 4.2.24 Obtain Emergency Director concurrence using the Emergency Director ringdown phone prior to implementing mitigating actions identified as requiring Emergency Director concurrence on EOPS or SAGs.
 - 4.2.25 When plant stability is achieved, confer with the EOF Manager and consider event termination or recovery actions in accordance with PPM 13.13.2.
 - 4.2.26 At event termination or shift change direct an after action critique of TSC performance to summarize actions taken and identify corrective actions needed.
 - 4.2.27 At termination of an Alert or higher emergency classification, serve as a standing member of the Final After Action Report Committee in accordance with PPM 13.13.4. If the emergency does not go beyond Unusual Event, Emergency Preparedness will compile a Final After Action Report.

4.3 Transfer Of Emergency Director Duties

- 4.3.1 If assuming the Emergency Director duties:
 - a. Contact the Shift Manager and determine a time when conditions permit the turnover process.

NOTE: The Classification Notification Form (Form 968-24075), or the Emergency Director Turnover Sheet (Form 968-25810), can be used as a guide during the turnover process.
 - b. At a time when conditions permit, conduct a turnover that includes a discussion of the Plant status and emergency conditions.
 - c. Once current conditions and proposed actions are fully understood, relieve the Shift Manager of Emergency Director duties.
 - d. Announce the transfer of authority to the facility staff and ensure the other WNP-2 emergency facilities are notified.

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- e. Initiate a CRASH conference call to notify the offsite agencies of the transfer of Emergency Director duties. Direct the Plant/NRC Liaison to notify the NRC.
- f. Log the transfer in the Emergency Response Log.
- g. As Emergency Director, follow the guidance in Section 4.4.

4.3.2 If transferring the Emergency Director duties:

- a. When contacted by the EOF Manager, provide a time when conditions permit the turnover of the Emergency Director duties.

NOTE: The Classification Notification Form (Form 968-24075), or the Emergency Director Turnover Sheet (Form 968-25810), can be used as a guide during the turnover process.

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

4.4 Actions As Emergency Director

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

4.4.1 Assume the following responsibilities, delegating tasks as needed with the exception of items a., through d., which may not be delegated to any other member of the Emergency Response Organization:

- a. Classification of emergencies in accordance with PPM 13.1.1, Classifying The Emergency, and periodically review the classification to ensure that it reflects current plant conditions.
- b. Making protective action recommendations in accordance with PPM 13.2.2, to offsite authorities responsible for implementing emergency measures for the public.
- c. Approving official notifications/communications (i.e., Crash calls) to local, state, and Federal agencies.
- d. Requesting assistance from offsite organizations and agencies as needed.

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- e. Making followup notifications per PPM 13.4.1
- f. Approving the technical content of press releases.
- g. Ensuring, through the facility managers, that the appropriate emergency procedures are implemented.
- h. Ensuring the requisite emergency response facilities are activated and properly staffed.
- i. Authorizing venting of the primary containment when in SAGs.

NOTE: The Shift Manager as Emergency Director may terminate an Unusual Event. Due to the commitment of onsite and offsite manpower and resources, only the EOF Manager as the Emergency Director may terminate an event classified as Alert or greater.

- j. Terminating the emergency and entering the recovery phase in accordance with PPM 13.13.2.

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

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

- a. Review the emergency action levels (EALs) in procedure PPM 13.1.1 to ensure the emergency classification declared reflects current Plant conditions.
- b. Review the protective action recommendations (PARs) in procedure PPM 13.2.2 to ensure the PARs declared reflect current Plant or radiological release conditions.
- c. Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.
- d. Conduct briefings using Technical Support Center (TSC) Briefing Guidelines (Form 968-25860).

4.4.4 When conditions warrant a change in emergency classification or protective action recommendations, then perform the following:

- a. Complete a Classification Notification Form (CNF).

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NOTE: Notifications to the state, counties and DOE (Hanford) are required within 15 minutes of time noted on the Classification Notification Form.

- b. Ensure notifications are performed in accordance with PPM 13.4.1, using the completed CNF as a basis.
 - c. Direct the Information Coordinator to inform the other WNP-2 emergency facilities of the change in emergency classification and/or protective actions and ensure a copy of the CNF is sent to the appropriate organizations.
- 4.4.5 Determine if Protected Area evacuation actions need to be taken in accordance with the following:
- a. Alert - Evacuation is optional, depending on event prognosis, consider evacuating plant personnel who are not part of the ERO.
 - b. Site Area Emergency and General Emergency - Protected Area evacuation is required for most situations per PPM 13.5.1 for personnel who are not responding to an emergency response facility.
- 4.4.6 Consider Exclusion Area evacuation in accordance with PPM 13.5.3 when a Site Area Emergency is declared.
- 4.4.7 Implement an exclusion area evacuation at General Emergency unless conditions will not allow evacuation.
- 4.4.8 Authorize increases to emergency worker radiation exposure limits when recommended by the Radiation Protection Manager or Radiological Emergency Manager in accordance with PPM 13.2.1.
- 4.4.9 Authorize personnel to take potassium iodide (KI) when recommended by the Radiation Protection Manager or Radiological Emergency Manager in accordance with PPM 13.2.1.

5.0 ATTACHMENTS

- 5.1 Duties of TSC Manager Secretary
- 5.2 TSC Manager Checklist

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Duties of: Technical Support Center Manager Secretary

Assignment Location: Technical Support Center

Report To: Technical Support Center Manager

Responsibilities:

1. Maintain a log of TSC Manager actions on a form similar to the Emergency Response Log (Form 968-23895) of significant events and activities involving the TSC Manager or Technical Support Center Operations with emphasis on:
 - a. Receipt of notifications of changes in emergency classification
 - b. The time and content of center briefings
 - c. Significant telephone conversations or Public Address announcements
 - d. Entries requested by TSC decision makers
 - e. Assignment of action items
2. When directed, initiate Crash Network calls for the TSC Manager to offsite agencies by:
 - a. Utilizing the Crash Network System Log located in the Emergency Phone Directory

NOTE: In the event of a Crash phone failure, refer to the Emergency Phone Directory section on Crash Calls for the alternate means of notification.

 - i. Initiate Crash call by dialing 400
 - ii. Perform a roll call of agencies contacted
 - (1) When initiating roll call inform responding parties to standby for a call from the Emergency Director
 - (2) Following completion of roll call indicate to the Emergency Director that parties are ready for the Crash call
 - (3) Note on Crash call log the time of call, message, and parties on line.

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3. When TSC Manager completes filling out the Classification Notification Form (CNF):
 - a. Make copy of original and provide copy to Admin Support for faxing and internal distribution.
 - b. Return original to TSC Manager prior to initiating Crash call notification.
4. Monitor incoming Crash calls and inform the TSC Manager of their content and note in log
5. Answer and monitor the TSC Manager's phones and record messages as necessary
6. Monitor the TSC Manager's checklist and notify him of actions required as necessary
7. Make briefing announcements to TSC members as directed
8. Perform other TSC administrative support duties as requested by the TSC Manager or Plant Administrative Manager.
9. Refer incoming media calls to the Joint Information Center.
10. Upon shift change:
 - a. Fully brief your relief on responsibilities, duties and the current status of work being performed.
 - b. Forward your log for review by the TSC Manager.
11. Upon shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Provide support to TSC Manager as necessary in collating TSC Report or logs.
 - c. Deliver After Action Reports to the Plant Administrative Manager.

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TSC MANAGER CHECKLIST

<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
4.1 <u>TSC Manager Duties At Unusual Event Classification</u>		
1. No action is required unless contacted by the Shift Manager or Emergency Director.		
4.2 <u>TSC Manager Duties For Alert Or Higher Classifications</u>		
1. Respond to TSC, present badge to the personnel accountability keycard reader and contact Shift Manager for a briefing on the current status, offsite notifications, and plant hazardous areas.	_____	_____
2. Instruct staff to setup TSC and obtain assistance if problems arise.	_____	_____
3. Assume ED duties from Shift Manager per Section 4.3, unless EOF Manager is prepared, or has already assumed, these duties.	_____	_____
4. Contact JIC Manager if acting as Emergency Director and provide initial information.	_____	_____
5. Make announcements to arriving TSC staff that you have assumed the ED duties.	_____	_____

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
6. Contact a qualified TSC Manager on the ERO list to respond as Assistant TSC Manager, if needed.	_____	_____
7. Monitor progress of TSC activation and staff activities and declare the TSC activated when the minimum staffing positions are present.	_____	_____
OR		
8. Declare TSC activated when main responsibilities of TSC can be assumed, even though the following positions are not all present:	_____	_____
<ul style="list-style-type: none"> • TSC Manager • RPM • Operations Manager • Plant/NRC Liaison • Technical Manager • Core/Thermal Hydraulics • Mechanical Engineer • Electrical Engineer 		
9. Have TSC Information Coordinator announce activation to the other emergency centers and have the Plant/NRC Liaison report it to NRC.	_____	_____
10. Conduct initial status briefing to TSC staff on turnover information obtained from the Control Room.	_____	_____
11. If event involves a security contingency, request the EOF Manager to contact the Security Manager to determine if access security needs to be established for the TSC.	_____	_____
12. Provide update briefing on the status of planned and anticipated TSC actions to EOF Manager.	_____	_____
13. Ensure TSC technical, maintenance, operations and radiation protection personnel are assessing plant conditions and conferring collectively to provide you with accident mitigation conclusions and recommendations.	_____	_____
14. When EAL or PAR changes are identified, notify EOF Manager.	_____	_____

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
15. Direct that plant PA announcements of Emergency Classification changes or cautions to emergency workers about plant hazardous areas are made in accordance per Form 968-26045 steps.	_____	_____
16. Ensure that the Operations Manager, Technical Manager, Maintenance Manager, Shift Manager, and OSC Manager coordinate repair team actions necessary to place and maintain Plant in a stable condition.	_____	_____
17. If the RPM advises you of TSC radiological airborne activity problems, consider having the Control Room initiate HVAC isolation actions for the TSC specified in ABN-RAD-CR.	_____	_____
18. If habitability of TSC becomes questionable, confer with TSC staff and determine if selected staff will be directed to continue emergency duties from the Control Room, the EOF, or be evacuated offsite.	_____	_____
19. For security contingencies, confer with the Security Supervisor to determine appropriate areas for TSC/OSC operations, safe routes, communications ability, and the ability of Security to keep the area safe.	_____	_____
20. If you are advised of a personnel injury or death, then:		
a. Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.	_____	_____
b. Ensure details of the incident, e.g., individual's name, type of injury, duties when injury occurred, etc., are forwarded to the JIC.	_____	_____
21. Conduct periodic update briefings of TSC staff. Refer to Technical Support Center (TSC) Briefing Guidelines (Form 968-25860) located in the TSC.	_____	_____
22. Direct the TSC Plant Administrative Manager to make a public address announcement when EOPs are exited and SAGs are entered.	_____	_____

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
23. Obtain Emergency Director concurrence using the Emergency Director ringdown phone prior to implementing mitigating actions identified as requiring Emergency Director concurrence on EOPs or SAGs.	_____	_____
24. Direct that an announcement be made to the TSC and EOF when SAGs are entered and EOPs are exited.	_____	_____
25. When plant stability is achieved, confer with EOF Manager and consider event termination or recovery actions in accordance with PPM 13.13.2.	_____	_____
26. At event termination or shift change direct an after action critique of TSC performance to summarize actions taken and identify corrective actions needed.	_____	_____
27. At termination of an Alert or higher emergency classification, serve as a standing member of the Final After Action Report Committee in accordance with PPM 13.13.4.	_____	_____

4.3 Transfer Of Emergency Director Duties

1. If assuming the Emergency Director (ED) duties:		
a. Contact the Shift Manager and determine a time when conditions permit turnover of Emergency Director duties.	_____	_____
b. At a time when conditions permit, conduct a turnover using Classification Notification Form or Emergency Director Turnover Sheet as a guide.	_____	_____
c. Once current conditions and proposed actions are fully understood, relieve the Shift Manager of Emergency Director duties.	_____	_____
d. Announce transfer of authority to facility staff and ensure other WNP-2 emergency facilities are notified.	_____	_____

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
f. Log the transfer in the Emergency Response Log.	_____	_____
e. Initiate a Crash call to notify offsite agencies of the transfer to Emergency Director duties.	_____	_____
f. Log the transfer in the Emergency Response Log.	_____	_____
g. As ED, follow guidance in Section 4.4.	_____	_____
2. If transferring the ED duties:		
a. When contacted by the EOF Manager, provide a time when conditions permit the turnover of Emergency Director duties.	_____	_____
b. At the time when conditions permit, contact the EOF Manger and conduct a turnover using the Classification Notification Form or the Emergency Director Turnover Sheet as a guide.	_____	_____
c. Once the EOF Manager fully understands current conditions and proposed actions, transfer ED duties.	_____	_____
d. Announce the transfer to the facility staff.	_____	_____
e. Log the transfer in the Emergency Response Log.	_____	_____

4.4 Actions As Emergency Director

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

- | | | |
|---|-------|-------|
| 1. Assume the following responsibilities, delegating as necessary with the exception of items a., through d., which are nondelegable: | _____ | _____ |
| a. Classification of emergencies per PPM 13.1.1 and periodically review the classification to ensure that it reflects current plant conditions. | | |
| b. Making protective action recommendations per PPM 13.2.2 to offsite authorities responsible for implementing emergency measures for the public. | | |

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
<ul style="list-style-type: none"> c. Approving official notifications/communications to local, state, and Federal agencies. d. Requesting assistance from offsite organizations and agencies as needed. e. Making followup notifications per PPM 13.4.1 f. Approving the technical content of press releases. g. Ensuring, through facility managers, that appropriate emergency procedures are implemented. h. Ensuring the requisite emergency response facilities are activated and properly staffed. i. Authorizing venting of the primary containment when in SAGs. j. Terminating the emergency and entering the recovery phase per PPM 13.13.2. 		
2. Refer to PPM 1.3.1 to invoke 10CFR 50.54(x) actions as necessary.	_____	_____
3. Approximately every 30 minutes, or when conditions change, perform the following:	_____	_____
a. Review the EALs in procedure PPM 13.1.1 to ensure the emergency classification declared reflects current Plant conditions.		
b. Review the PARs in procedure PPM 13.2.2 to ensure the PARs declared reflect current Plant or radiological release conditions.		
c. Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.		
d. Conduct periodic briefings using the TSC Briefing Guidelines (Form 968-25860).		
4. When conditions warrant a change in emergency classification or protective action recommendations, perform the following:	_____	_____
a. Complete a Classification Notification Form (CNF).		
b. Ensure notifications are performed per PPM 13.4.1 using the completed CNF as a basis.		

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
c. Direct the Information Coordinator to inform the other WNP-2 emergency facilities of the change in emergency classification and/or protective actions and ensure a copy of the CNF is sent to the appropriate organizations.		
5. Implement Protected Area evacuation per PPM 13.5.1 at Site Area Emergency, unless conditions will not allow evacuation.	_____	_____
6. Consider exclusion area evacuation per PPM 13.5.3 when a Site Area Emergency is declared.	_____	_____
7. Implement an Exclusion Area Evacuation at General Emergency unless conditions will not allow evacuation.		
8. Authorize increases to emergency worker radiation exposure limits when recommended by the Radiation Protection Manager or Radiological Emergency Manager per PPM 13.2.1.	_____	_____
9. Authorize personnel to take potassium iodide (KI) when recommended by the Radiation Protection Manager or Radiological Emergency Manager per PPM 13.2.1.	_____	_____

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USE CURRENT REVISION

COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER *13.10.8	APPROVED BY DWC - Revision 18	DATE 01/08/01
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION PLANT EMERGENCY FACILITIES		
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1.0 PURPOSE

This procedure defines actions to be taken by the Security Lieutenant in the event of an emergency classification or when an outside request for Energy Northwest assistance has been received.

2.0 REFERENCES

- 2.1 FSAR Chapter 13.3, Emergency Plan, Section 2
- 2.2 SPIP-SEC-03, Response Team Leader, Owner Controlled Area Mobile Patrol, Mobile and Walk Patrols
- 2.3 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.4 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.5 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.6 PPM 13.13.4, After Action Reporting
- 2.7 PPM 13.14.1, Nearby Nuclear Facility Emergencies/Requests For Assistance
- 2.8 Emergency Center Accountability Log, 968-25691

3.0 PROCEDURE

3.1 Security Lieutenant Responsibilities

- 3.1.1 When notification of a nearby nuclear facility emergency is received, or a request for Energy Northwest assistance is received from an outside agency, implement PPM 13.14.1.
- 3.1.2 Upon notification of an Energy Northwest classified emergency, respond to the Central Alarm Station.
- 3.1.3 If a second officer is not present or dispatched to the Security Communications Center, dispatch an officer to assist with offsite notifications.
- 3.1.4 At Unusual Event or higher classification, direct the Central Alarm Station (CAS) to activate emergency card readers by OPENING GROUP 10, (Group Door Open Display).

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3.1.5 Contact the Shift Manager prior to EOF activation to obtain information on emergency event status, then direct Security response actions accordingly. Following EOF activation, contact the Security Manager to obtain information on emergency event status. Direct security response actions accordingly.

3.1.6 Assign an individual to accountability duties for Security Personnel per PPM 13.5.5, and to assist you with telephone information calls to the CAS.

3.1.7 Brief the Shift Manager on security contingency events that could pose a threat to emergency center activation and personnel safety. This briefing should include, but is not limited to:

- a. Type or status of the contingency
- b. Avenues of safe access to the plant
- c. Appropriate areas for TSC and OSC operations

If an evacuation is warranted, determine whether an evacuation of plant personnel would put them at personal risk due to the security contingency, and then brief the Shift Manager.

3.1.8 At Alert or higher classifications:

- a. Establish contact with the Operations Support Center (OSC) Manager to coordinate security and accountability actions that may be impacted by OSC accident mitigation activities.
- b. Dispatch an officer to the EOF Health Physics Center to lock down the Plant Support Facility (PSF) and assist with EOF access control and with evacuation assembly area personnel accountability.

NOTE: Procedure instructions for the JIC access control officer are contained in JIC Procedures.

- c. Dispatch two security officers to the Joint Information Center (JIC) Support Manager to assist with JIC access control.

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- d. Direct the Security Officer to instruct arriving evacuees to record their arrival on the Emergency Center Accountability Log (968-25691).
- e. Establish plant access roadblocks and advise Security Officers to:
 - Admit personnel with identification of employment with the Energy Northwest, BPA, DOE, Benton or Franklin Counties, State of Washington, NRC, FEMA, FBI and Coast Guard.
 - Obtain permission to admit others from the Security Manager or designee.
 - When known, advise persons they admit of special instructions for safe routes or avoiding hazardous areas in the area of the plant.

3.1.9 When advised by the TSC Manager that offsite emergency personnel have been requested to respond to the plant site, advise the Secondary Alarm Station (SAS) of the impending arrival.

3.1.10 If Protected Area evacuation, or an Exclusion Area evacuation is directed, implement PPM 13.5.1 or 13.5.3 actions.

3.1.11 Periodically consult with the Radiological Emergency Manager (or, if not yet activated, the Radiation Protection Manager) to insure your roadblocks are in safe locations.

3.1.12 If directed by the Radiation Protection Manager or Radiological Emergency Manager to shelter or administer a thyroid-blocking agent, take the following actions:

- a. If sheltering has been ordered, direct Security Force Officers to move inside established structures, or use vehicles for sheltering if structures are not available.
- b. If thyroid-blocking agent (KI) is recommended or if respirators are required, delegate an officer to obtain a sufficient amount of KI from storage and distribute to Security Force Officers. Distribute to Security personnel within protected area first.

3.1.13 When evacuation is ordered:

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- a. Contact the Operations Support Center Manager for the safest route to the Secondary Alarm Station (SAS) and direct the Security Sergeant and one additional CAS/SAS operator to report to the SAS.
- b. Notify the Security Manager at the EOF (if activated) of plant security evacuation and set up additional roadblocks or a security perimeter.
- c. If the Security Manager is not activated, refer to SPIP-SEC-03, Owner Controlled Area Mobile Patrol, and consult with the Radiation Protection Manager to determine if relocation of roadblocks and a security perimeter is necessary.
- d. Direct movements of security officers to establish the new security perimeter and/or roadblocks.
- e. Direct evacuees, and those evacuees that may be contaminated, to report to the assembly area for accountability and personnel monitoring. When the Emergency Center Accountability Log (968-25691) is completed at the assembly area, forward it to the Manpower Scheduler in the EOF.
- f. Direct that the new Security perimeter not allow anyone access to the plant unless they have TLDs and are authorized plant access by the TSC Manager.
- g. Instruct Security Officers at the roadblocks to direct persons coming from the plant to proceed to the designated assembly area for monitoring and decontamination, as necessary.

- 3.1.14 Keep the Security Manager and Security Sergeant informed of developing events.
- 3.1.15. Provide the OSC Manager, Security Manager, and TSC Administrative Manager with periodic briefings on specific security contingency events that may influence the movement of Plant emergency personnel within Protected Area of the Plant.
- 3.1.16 Advise the OSC Manager, Security Manager, and the TSC Plant Administrative Manager of evacuation and accountability status.
- 3.1.17 Refer incoming media calls to the Joint Information Center.

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- 3.1.18 Upon shift change, brief your relief on responsibilities, duties and current status of security actions being taken.
- 3.1.19 Upon termination of the emergency:
- a. Direct CAS to deactivate the emergency card readers by locking GROUP 10.
 - b. Prepare individual After Action Report. Refer to PPM 13.13.4.
 - c. Collect the individual After Action Reports and attachments prepared by staff personnel.
 - d. Deliver all After Action Reports to the Security Manager or designee.

4.0 ATTACHMENTS

None

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PLANT EMERGENCY FACILITIES		
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OPERATIONS SUPPORT CENTER MANAGER AND STAFF DUTIES		

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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
- 4.6 OSC Health Physics Lead Checklist
- 4.7 OSC HP & Chemistry Technician Responsibilities
- 4.8 OSC Floor Plan
- 4.9 OSC Manager Briefing Guidelines
- 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.

Attachment 4.1

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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.

Attachment 4.1

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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).

Attachment 4.2

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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

PROCEDURE NUMBER	REVISION	PAGE
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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

NOTE: OSC repair team dispatch may be delayed in the event of a security contingency.

- 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 Supervisor to determine CAS habitability concerns.

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.

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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.

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Attachment 4.3

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 ≤ 5 mrem/hr and unidentified airborne radioactivity levels are $\leq 1E-9$ μ 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 $> 1E-9$ μ Ci/cc
 - unidentified airborne radioactivity levels > 0.3 DAC (approximately 750 cpm on a 40 ft³ 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.

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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.

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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.

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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.

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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

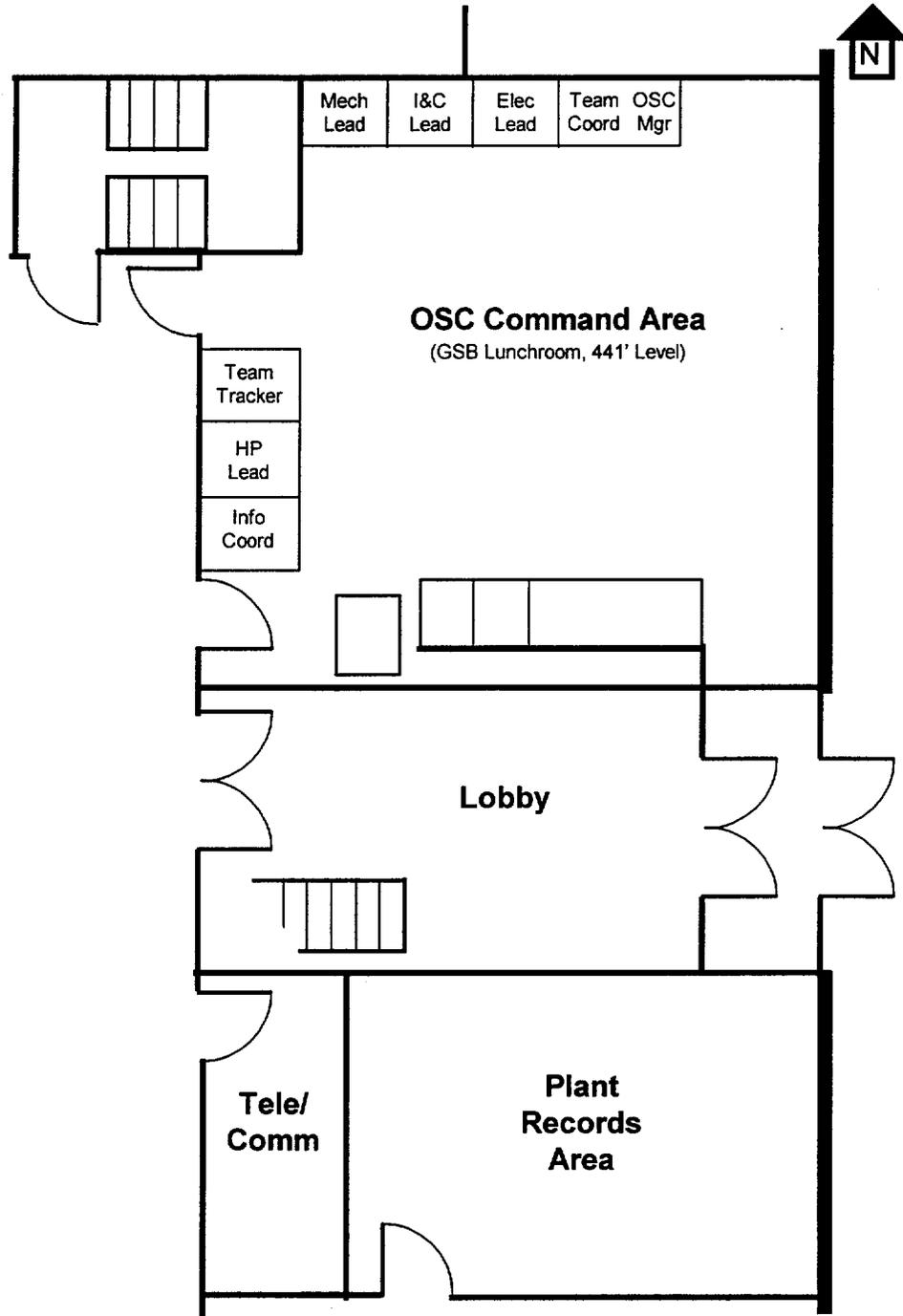
3.0 If assigned as a member of the Post Accident Sample System (PASS) team:

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

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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.

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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

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CGS OSC ORGANIZATION CHART

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::

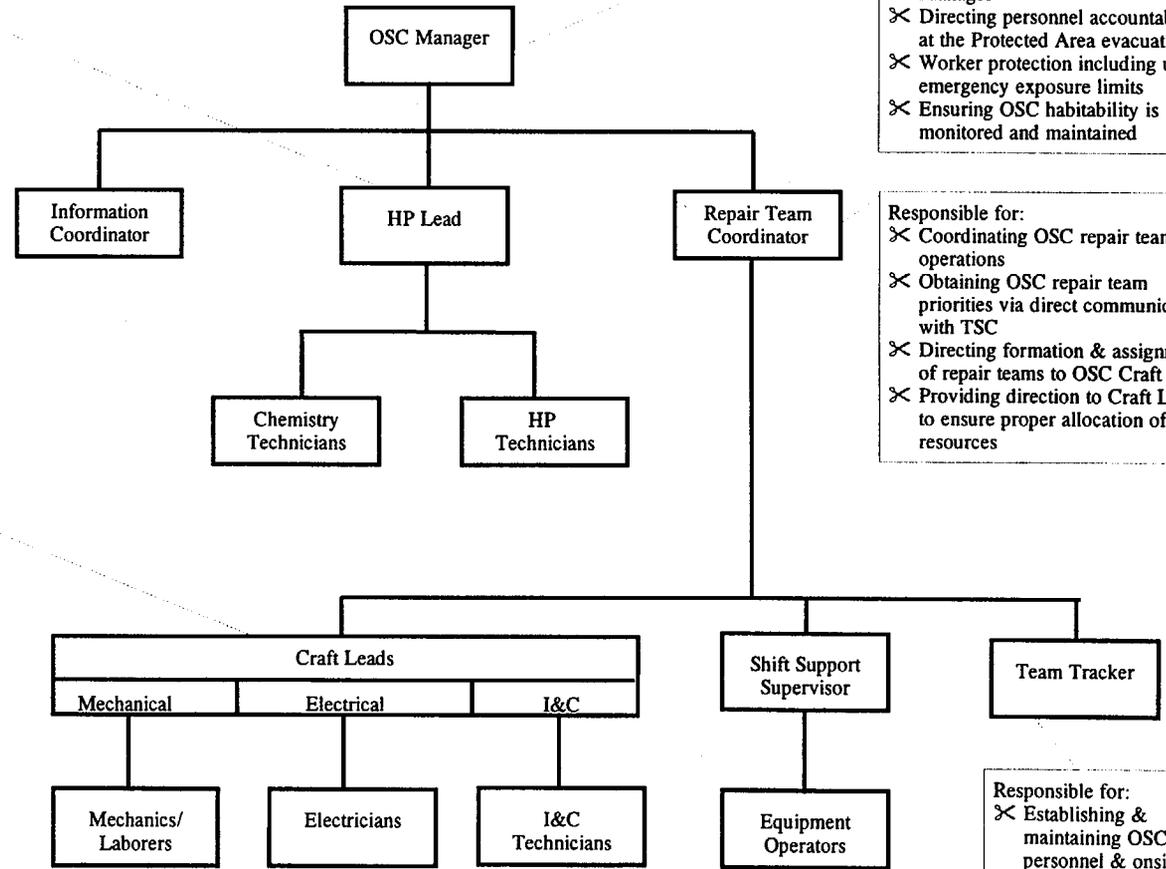
- ✗ Staffing, activation and readiness of the OSC
- ✗ Ensuring timely completion of TSC assigned tasks
- ✗ Periodically discussing task priorities with the TSC Maintenance Manager
- ✗ Directing personnel accountability at the Protected Area evacuation
- ✗ Worker protection including use of emergency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





USE CURRENT REVISION

COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER *13.11.10	APPROVED BY DWC - Revision 13	DATE 01/08/01
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION EMERGENCY OPERATIONS FACILITY		
TITLE SECURITY MANAGER DUTIES		

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1.0 PURPOSE

This procedure describes the emergency responsibilities of the Security Manager in coordinating the actions of the Security Force and, when necessary, local law enforcement agencies during emergency events.

2.0 REFERENCES

- 2.1 FSAR Chapter 13.3, Emergency Plan, Sections 2 and 6
- 2.2 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.3 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.4 PPM 13.13.4, After Action Reporting

3.0 PROCEDURE

3.1 Security Manager Responsibilities

- 3.1.1 Proceed to the Emergency Operations Facility (EOF) when notified of an Alert, Site Area Emergency or General Emergency, or if so directed.
- 3.1.2 Sign in on the Sign-In Board, obtain procedure book from wall rack and supply drawer from EOF supply cabinet.
- 3.1.3 Notify the Site Support Manager or EOF Manager of your availability.
- 3.1.4 Record significant actions, events and their resolutions on the Emergency Response Log for attachment to your After Action Report. See PPM 13.13.4 for after action reporting.
- 3.1.5 Establish and maintain periodic communication with the Security Supervisor and Central Alarm Station.
- 3.1.6 Direct Energy Northwest Security assigned to roadblocks to control access as follows:

Admit personnel with identification establishing employment with Energy Northwest, DOE (or one of their subcontractors), state (Washington or Oregon), county, FBI, NRC, FEMA, Coast Guard or local law enforcement agencies without further clearance.
- 3.1.7 Obtain clearance for emergency vehicles and personnel to enter the Protected Area from the TSC Manager.

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- 3.1.8 Make decisions on authorizing unbadged personnel access through Energy Northwest roadblocks or access to the EOF.
- 3.1.9 Evaluate Security manning needs and authorize the call out of additional personnel, as required. Coordinate with HP Center staff and responding Security Officer for accountability of evacuees reporting to the EOF.
- 3.1.10 Confer with the EOF Manager to determine if the emergency requires a Safety representative. If so, coordinate call-out with the Site Support Manager.
- 3.1.11 When an offsite accident results in injury or death to an Energy Northwest employee, obtain the name(s) and coordinate next-of-kin notification with the Human Resources Manager of Compensation and Benefits.
- 3.1.12 Coordinate response actions with local law enforcement agencies as necessary. Provide information that may affect offsite traffic control point operations to the Local Law Enforcement Agency representative in the Benton or Franklin County EOC.
- 3.1.13 If evacuation or relocation of onsite or offsite Security personnel is necessary due to an actual or potential radioactive release, coordinate with the REM regarding where to relocate and hazardous conditions to avoid.
- 3.1.14 Brief the EOF Manager on all Security operations and be prepared to offer update briefings to EOF staff in accordance with the guidelines of Attachment 4.1.
- 3.1.15 If a report is received of missing person(s) outside the Protected Area but within the Exclusion Area, coordinate search and rescue operations using the following as general guidelines:
 - a. Attempt to locate the missing individual by using portable communications or public address systems available in the TSC.
 - b. Determine the missing individual(s) last known location and/or job assignment through the individual's supervisor/manager.
 - c. Using whatever resources are available (call-out as necessary), assign appropriate personnel to a search and rescue team.
 - d. If a radiological hazard is suspected, consult with the REM to determine radiological equipment needed, acceptable dose limits, and safe routes to and from search area(s).

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3.1.16 Brief the search and rescue team members on:

- a. Who is designated team leader
- b. Identity of missing individual(s)
- c. Last known location(s)
- d. Area(s) to be searched
- e. Expected conditions and hazards to be anticipated in the search area(s), and equipment needed
- f. Safe routes in, out, and within search area(s)
- g. Acceptable limits of exposure to hazards in search area(s)

3.1.17 Direct the team leader to establish and maintain radio communication with the EOF throughout search and rescue, and that you be informed of progress and any problems encountered.

3.1.18 Keep the EOF Manager informed of search and rescue progress and problems encountered.

3.1.19 When the search operation is terminated, ensure team members return equipment and receive radiological monitoring and decontamination, as necessary.

3.1.20 Direct team members prepare an After Action Report per PPM 13.13.4.

3.1.21 Upon shift change, fully brief your relief on responsibilities, duties and current status of security actions being taken.

3.1.22 Upon shift change or termination of the emergency:

- a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
- b. Collect the individual After Action Reports prepared by staff personnel.
- c. Deliver all After Action Reports and Logs to the an Emergency Preparedness representative.

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4.0 ATTACHMENTS

4.1 Security Manager Briefing Guidelines

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SECURITY MANAGER BRIEFING GUIDELINES

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

Security Manager update items:

- a. Security activities in support of emergency operations.
- b. Review Security requirements for EOF access, access roadblocks, plant badge issuance, etc.
- c. Status of Protected Area or Exclusion Area evacuation and accountability issues.
- d. Status of offsite agency response and civil authority roadblocks or river evacuation activities, if applicable.
- e. Summarize any significant discussions/direction from local law enforcement authorities.
- f. Problem areas needing resolution.
- g. NRC counterpart status report (if present).

Notes: _____

Attachment 4.1

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