

ENERGY NORTHWEST

INTEROFFICE MEMORANDUM

DATE: June 07, 2001

TO: Distribution

FROM: *B. W. Francisco*
Procedure Control, Administrative Services, (927A)

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13**
Distribution Package: 2001-385

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following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed: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>
13.5.3	20	Evacuation of Exclusion Area and/or Nearby Facilities
13.7.5	12	Offsite Assembly Area Operations
13.13.1	9	Reentry Operations

Also included in this package are **EDITORIAL CHANGES**, please replace the pages located in your manual with the attached pages:

<u>Procedure</u>	<u>Rev.</u>	<u>Affected Page(s)</u>
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USE CURRENT REVISION

COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER *13.5.3	APPROVED BY DWM - Revision 20	DATE 06/07/01
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION EVACUATION AND ACCOUNTABILITY		
TITLE EVACUATION OF EXCLUSION AREA AND/OR NEARBY FACILITIES		

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1.0 PURPOSE

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

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

2.0 DISCUSSION

- 2.1 The principle consideration when contemplating an Exclusion Area evacuation is the safety of personnel. An Exclusion Area evacuation is the orderly withdrawal of all personnel, except those required to respond to the emergency situation, from areas outside the Protected Area but within the Exclusion Area boundary, and including those portions of the Owner Controlled Area outside the Exclusion Area. An Exclusion Area evacuation will be announced using sirens, PA announcements and telephone notifications
- 2.2 The Emergency Director is responsible for determining when an Exclusion Area evacuation should be conducted. The decision to evacuate personnel should be based on the course of action which presents the minimum risk to employees. Some examples of conditions which make an Exclusion Area evacuation not advisable include, but are not limited to:
- An ongoing security threat affecting personnel in the Exclusion Area (consult with the Security Manager to aid in determining the safest course of action)
 - Inclement weather (e.g., high winds or hazardous road conditions may preclude a safe evacuation of personnel)
 - Radiological hazards exist (determine which action would result in lowest dose to evacuating personnel)
 - Other hazards exist which might subject evacuees to a higher risk to personnel safety than not evacuating

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

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

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

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3.0 REFERENCES

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

4.0 PROCEDURE

4.1 Emergency Director Responsibilities

- 4.1.1 Determine the need for an Exclusion Area evacuation at Site Area Emergency. Exclusion Area evacuations are automatic at the General Emergency classification.
- 4.1.2 The decision to evacuate personnel should be based on the course of action which presents the minimum risk to employees. Some examples of conditions which make an Exclusion Area evacuation not advisable include, but are not limited to:
 - An ongoing security threat (consult with the Security Manager to aid in determining the safest course of action)
 - Inclement weather (e.g., high winds or hazardous road conditions may preclude a safe evacuation of personnel)
 - Radiological hazards exist (determine which action would result in lowest dose to evacuating personnel)
 - Other hazards exist which might subject evacuees to a higher risk to personal safety than not evacuating

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

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NOTE: If the EOF Manager is acting as Emergency Director, coordinate the following steps with the Radiological Emergency Manager (REM):

- 4.1.3 If the decision is made to evacuate the Exclusion Area, determine if radiological hazards exist or are suspected within the Exclusion Area. If a radiological hazard does exist or a release is in progress, then direct evacuees to report to the ENOC assembly area. Determine safe evacuation routes and hazardous areas to avoid.
- 4.1.4 If evacuation routes are unavailable due to hazards or severe weather, consider sheltering in place until conditions improve.
- 4.1.5 Use form 968-26051, Public Address Emergency Message Format - Exclusion Area Evacuation to complete a public address announcement.

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

- 4.1.6 Immediately repeat the announcement. Continue repeating the announcement periodically while the evacuation remains in effect and until the TSC is activated. The TSC will assume responsibility for PA announcements when activated.
- 4.1.7 Direct the Security Manager (or Security Supervisor if Security Manager is not yet activated) to implement their actions for Exclusion Area evacuation.

4.2 Security Manager Responsibilities

- 4.2.1 Direct the Secondary Alarm Station Operator broadcast over Energy Northwest Maintenance and Security Radio Channels:
 - a. The Exclusion Area is being evacuated.
 - b. That Exclusion Area personnel not assigned emergency duties report home or to the designated assembly location.
 - Specify alternate assembly area, if designated, and any known hazards/areas to avoid
- 4.2.2 Direct the SCC Duty Officer to activate the "Crossroads" Exclusion Area evacuation siren.
- 4.2.3 If an assembly area is established, direct the Site Security Supervisor to dispatch an officer with a radio to the assembly area to maintain order at the designated assembly area, and to relay messages or directions to evacuees.

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

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

NOTE: The Roving Security Patrol responds to the WNP-1 gate as resources are available. Their function is to be prepared to sound the alarms to evacuate the site to the designated assembly area. Instructions for sounding the WNP-1 alarms are contained in applicable security instructions.

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

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

4.3 Security Supervisor Responsibilities

- 4.3.1 Direct a Security Officer to the ENOC assembly area, if established, to maintain order at the designated assembly area, and to relay messages or directions to evacuees.
- 4.3.2 Instruct the Security Officer at the assembly area to communicate on the Security area wide radio channel to help coordinate evacuee processing and relay messages.
- 4.3.3 Direct the mobile patrol to perform a visual check of evacuation progress within the Exclusion Area Boundary, including the Security Firing Range and that portion of the Owner Controlled Area outside the Exclusion Area boundary. Refer to Attachment 5.1.

4.4 Offsite Agency Coordinator Responsibilities

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

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4.5 Radiological Emergency Manager Responsibilities

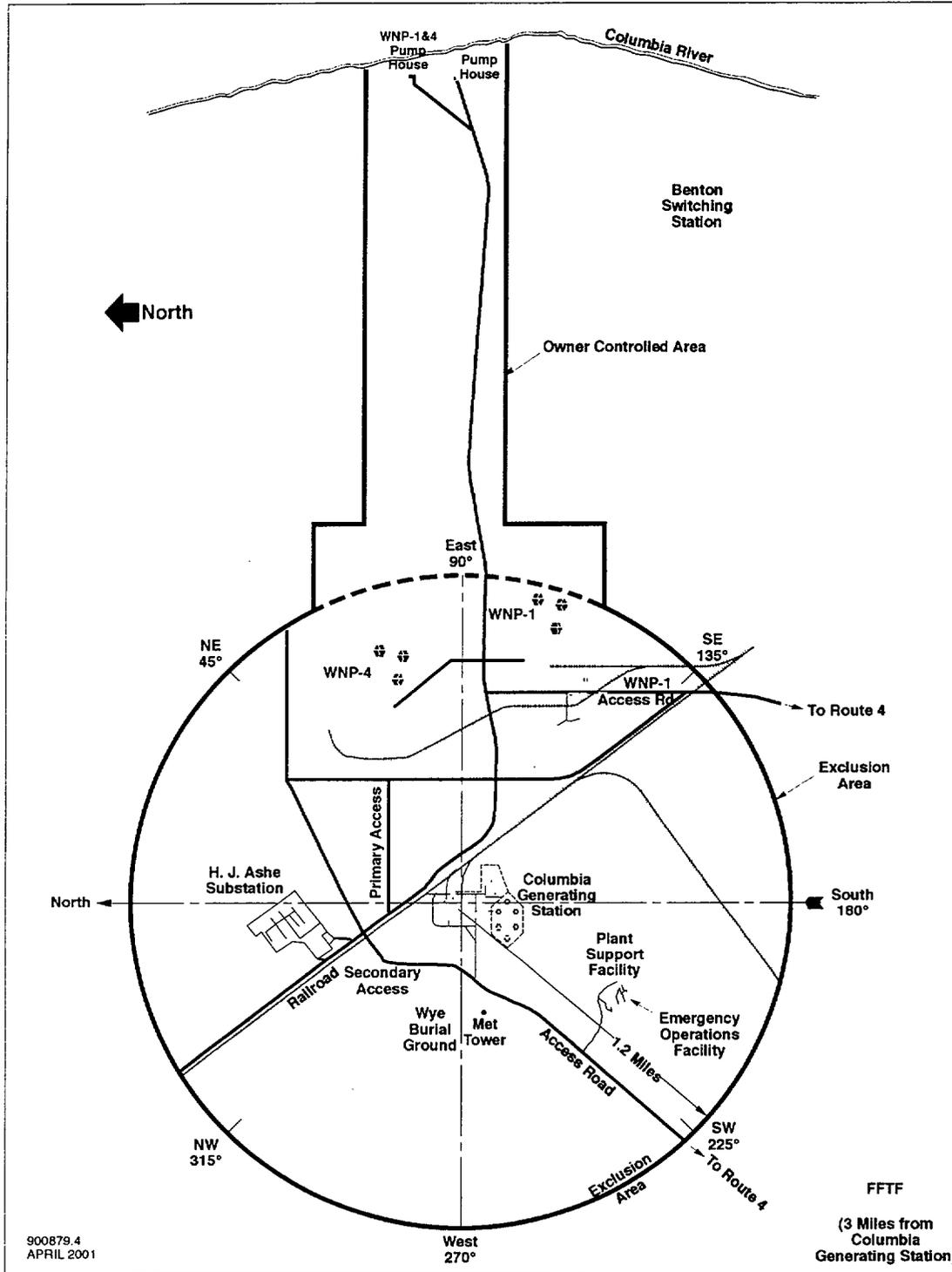
- 4.5.1 Determine if an offsite release is in progress.
- 4.5.2 If an offsite release is in progress at the time of evacuation, evacuees should be directed to report to the ENOC assembly area.
- 4.5.3 If no offsite release is in progress at the time of evacuation, evacuees should be directed to report to their homes.
- 4.5.4 Contact the TSC Radiation Protection Manager (RPM) to coordinate the appropriate evacuation actions.
- 4.5.5 In the event of an Exclusion Area evacuation requiring personnel to report to the ENOC, dispatch an HPC staff member to set up the assembly area. Refer to PPM 13.7.5 for guidance regarding setup and operations of the ENOC assembly area.

5.0 ATTACHMENTS

- 5.1 Exclusion Area Map

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EXCLUSION AREA MAP
Includes Owner Controlled Area



Attachment 5.1

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SECTION PERSONNEL MONITORING, DECONTAMINATION, FIRST AID		
TITLE OFFSITE ASSEMBLY AREA OPERATIONS		

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1.0 PURPOSE

The purpose of this procedure is to provide guidance for the setup and operation of the offsite assembly area for evacuee processing and for monitoring and, when necessary, decontamination of potentially contaminated personnel and vehicles.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 5.7.3
- 2.2 SPIP-SEC-04, Officer Responding to PSF Ambulance Bay/Offsite Assembly Area
- 2.3 PPM Volume 11, Health Physics Procedures
- 2.4 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.5 PPM 13.5.3, Evacuation of Exclusion Area and Nearby Facilities
- 2.6 PPM 13.13.4, After Action Reporting
- 2.7 Skin/Clothing Contamination Report, Form 968-24080
- 2.8 Emergency Response Log, Form 968-23895

3.0 DISCUSSION

Personnel evacuated from the Columbia Generating Station Protected Area are normally instructed to assemble at the Kootenai Building, which is intended to be the primary assembly area. When the Kootenai Building is not available, personnel are directed to the Energy Northwest Office Complex (ENOC), which is the designated alternate assembly area. Personnel evacuated from the Exclusion Area are instructed to go home when no radiological hazard exists. When radiological concerns warrant, Exclusion Area evacuees are instructed to assemble at an offsite assembly area for monitoring and, when necessary, decontamination.

During activation of the ENOC as an offsite assembly area, the Security Manager is responsible for dispatching a Security Officer for evacuee processing, crowd control, and message relay. The Radiological Emergency Manager (REM) is responsible for personnel and vehicle monitoring and decontamination activities when appropriate.

Monitoring and decontamination operations for non-Energy Northwest evacuees at other offsite locations, i.e., at Leslie Groves Park for Columbia River evacuation, are normally processed by Washington State Department of Health (DOH) personnel. In the absence of DOH personnel, or when Energy Northwest support is requested, the EOF Manager should direct the REM to provide the necessary resources or assistance.

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4.0 PRECAUTIONS

- 4.1 The safety of personnel takes precedence over the monitoring of personnel and/or vehicles for contamination control purposes. The monitoring of personnel or vehicles should be terminated (or not implemented) if the monitoring may increase the hazard to personnel.

5.0 PROCEDURE

5.1 Assigned Security Officer Duties

- a. When directed by the Security Manager or the Security Supervisor, report to the ENOC or alternate assembly area to assist with evacuee processing. Refer to SPIP-SEC-04, section 3.1.2.

5.2 Radiological Emergency Manager (REM) Duties

- a. Assign personnel to the offsite assembly area as follows:
- 1) A Health Physics (HP) person in charge to direct and coordinate monitoring and decontamination activities.
 - 2) HP or other qualified personnel to perform vehicle and personnel monitoring and decontamination.
 - 3) Admin support personnel to assist with logging evacuees being processed through the assembly area or other record keeping activities.
- b. Brief the HP person in charge on the nature of the emergency situation and the designated location to setup monitoring and decontamination operations. Refer to Attachment 6.1.
- c. If required, contact the Site Support Manager to request the Department of Energy (DOE) to dispatch a mobile decon unit to the assembly area for vehicle decontamination.

5.3 HP Person in Charge Duties

- a. Obtain briefing from the REM on the emergency situation. Setup monitoring and decon operations, with assistance from a HPC staff member. Use Attachment 6.1 as a guide.
- b. Obtain necessary monitoring and decon equipment from the decontamination supply cabinets.
- c. Ensure TLDs and dosimeters have been issued to all personnel assigned to the assembly area.
- d. Obtain a set of Environmental Field Team (EFT) procedures and forms from the EFT emergency equipment cabinet outside of Room 208 at the ENOC.

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- e. Upon arrival at the ENOC, ensure evacuating personnel are directed to the proper parking location and enter the ENOC through the roll-up door. Refer to Attachment 6.1.
 - f. Establish contact with the REM at extension 8182 and keep him/her advised of the status of your operations or problems encountered.
 - g. Direct monitoring and decon personnel to wear protective clothing appropriate for the radiological conditions.
 - h. Ensure all monitoring and decon operations are conducted in accordance with standard HP practices.
- NOTE: Copy machines are available in the JIC to make copies of necessary monitoring or decontamination procedures or forms.
- i. Coordinate the monitoring of evacuating personnel and segregate contaminated and noncontaminated personnel.
 - j. Escort contaminated individuals to the restrooms adjacent to the cafeteria on the second floor via Elevator 2 (see Attachment 6.1) and decon as necessary.
 - k. Release noncontaminated individuals/vehicles to go home.
 - l. If decon actions do not achieve desired results, inform the REM.
 - m. At shift change fully brief your relief on the status of operations being performed.
 - n. Upon completion of monitoring and decon operations, collect all relevant documentation and deliver to the REM.

5.4 Assigned Monitoring/Decontamination Personnel Duties

- a. Upon arrival at the offsite assembly area, setup the monitoring and decontamination areas as directed by the HP person in charge.
- b. Utilize dosimetry, equipment and protective clothing as directed.
- c. Periodically note the background count rate, and if it is greater than 300 counts per minute (cpm) or appears to be increasing, inform the HP person in charge.
- d. Survey personnel and vehicles in accordance with standard HP practices and complete a record of the survey on Attachment 6.2.
- e. If monitoring indicates a person is contaminated, complete a Skin/Clothing Contamination Report, Form 968-24080, found in the EFT forms packet.
- f. When personnel or vehicle contamination is found, inform the HP person in charge and await further instruction for decontamination.

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- g. Complete a record of decontamination activities on Attachment 6.2.
- h. At shift change fully brief your relief on the status of operations being performed.

5.5 Admin Support Personnel Duties

- a. As directed, maintain a log of significant actions taken by the monitoring and decontamination personnel on the Emergency Response Log, Form 968-23895.
- b. Provide assistance as requested by completing a record of personnel accountability, survey or decontamination on Attachment 6.2.
- c. At shift change fully brief your relief on the status of operations being performed.

6.0 ATTACHMENTS

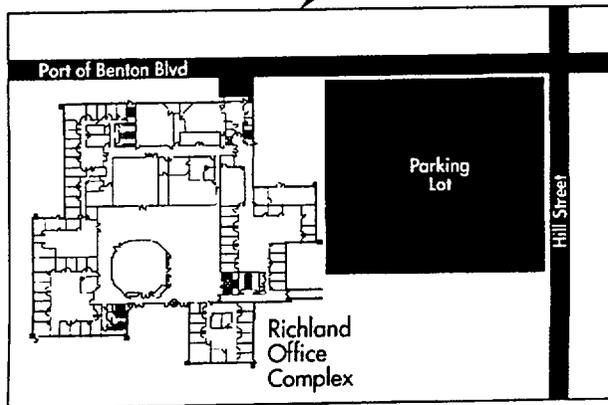
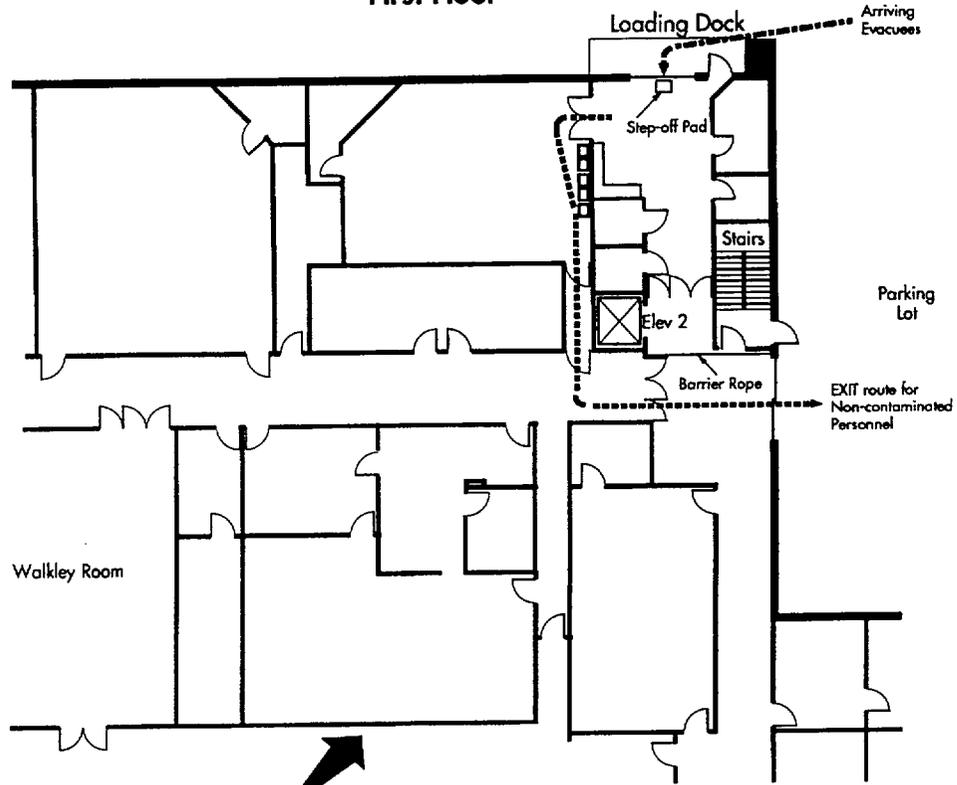
6.1 ROC Offsite Assembly Area Layout

6.2 Offsite Assembly Point Personnel and Vehicle Survey Log

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RICHLAND OFFICE COMPLEX (ROC)
OFFSITE ASSEMBLY AREA

Southeast Corner of Richland Office Complex
First Floor



960442.2

Attachment 6.1

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SECTION REENTRY/RECOVERY		
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1.0 PURPOSE

This procedure provides guidance for reentry operations planning during emergency conditions when entry into evacuated areas may be required for search and rescue or actions required to minimize further accident consequences. {R-1600}

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 7
- 2.2 10CFR50.47(b)(13) {R-1600}
- 2.3 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides
- 2.4 PPM 13.10.9, Operations Support Center Manager and Staff Duties
- 2.5 PPM 13.13.3, Intermediate Phase MUDAC Operations
- 2.6 Columbia Generating Station Shielding Evaluation Report
- 2.7 10CFR50 Appendix E, IV.H, Recovery R-5929

3.0 DISCUSSION

Reentry operations may be required both during and after emergency termination as part of the recovery effort. Cautious measures should be taken due to the potentially high or unknown radiation levels that may be present. During immediate or initial reentry activities following a Plant event, reentry operations should be based on monitoring to perform gross hazard analysis, isolation of identified hazardous areas, and to define lesser radiological problem areas that may require posting or measures to prevent the spread of contamination. This may include areas offsite, where the State of Washington may require monitoring and sampling assistance.

4.0 PROCEDURE

CAUTION: When reentry operations into evacuated areas are being considered, personnel exposure guidelines outlined in PPM 13.2.1 should not be exceeded without sufficient justification.

4.1 Emergency Director Actions

- 4.1.1 Determine plant areas and scope of work that may require reentry team action by conferring with the Radiation Protection Manager (RPM), Operations Support Center (OSC) Manager, and your staff to preplan reentry team work assignments.

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- 4.1.2 Ensure when special procedures are needed to support reentry operations that the proper reviews and approvals are obtained prior to implementation (refer to Attachment 5.1 for further guidance).
- 4.1.3 Ensure the OSC Manager selects and manages reentry team activities in accordance with PPM 13.10.12.
- 4.1.4 Ensure those directing reentry team operations, and reentry team members, do not deviate from special procedures or preplanned work assignments without your review and authorization.
- 4.1.5 Maintain contact with those directing reentry team activities and offer guidance when problems are encountered.
- 4.1.6 Provide reentry assistance to State and local agencies if requested (refer to Attachment 5.2 for further guidance).

4.2 Radiation Protection Manager Actions

- 4.2.1 Review reentry team preplanned activities with your staff to establish that:
 - a. Latest available radiation survey data has been obtained, and team exposure/contamination potential analyzed (refer to the Columbia Generating Station Shielding Evaluation Report).
 - b. Exposure records for team members have been reviewed and proper PPM 13.2.1 exposure guideline determinations have been made.
 - c. Appropriate Health Physics procedures or special reentry procedures, are understood by team members and that they are directed not to deviate from them unless reviewed and approved by the Emergency Director.
 - d. Proper radiological survey and sampling equipment has been selected.
 - e. Proper protective equipment and dosimetry has been selected.
 - f. Ensure communications between the TSC, OSC and repair teams are available.
- 4.2.2 Direct team radiological monitoring personnel to conduct comprehensive radiation surveys in order to define problem areas (refer to Attachment 5.1 for further guidance).
- 4.2.3 Instruct teams that when time permits, post appropriate warning signs in radiation and contaminated areas.

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4.3 OSC Manager Actions

- 4.3.1 Review reentry team preplanned activities with your staff to establish that:
- a. Reentry teams are selected and briefed in accordance with PPM 13.10.12.
 - b. Appropriate communication equipment has been provided.
 - c. Potential hazards associated with team activities have been analyzed, and support resources are obtained, or are available for use, if problem areas are encountered.
 - d. Team members understand procedures and work scope, and are directed not to deviate unless deviations are reviewed and approved by the Emergency Director.
- 4.3.2 Ensure your staff keeps you advised when problem areas are encountered, and the information is also given to the Emergency Director.

5.0 ATTACHMENTS

- 5.1 Onsite Reentry Guidelines
- 5.2 Offsite Reentry Guidelines

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ONSITE REENTRY GUIDELINES

R-5929

NOTE: Once the emergency is terminated and the event transitions into the Recovery phase, the Recovery Manager should take over the following actions from the Emergency Director.

The Recovery Manager shall authorize all entries into restricted or quarantined areas of the Plant using the following guidelines:

1. Direct that reentries be made onsite as necessary to perform a systematic investigation:
 - a. To determine which equipment has been damaged.
 - b. To determine the extent of damage.
 - c. To determine the hazards associated with repair or replacement activities.
2. Ensure that the following actions are performed prior to authorizing the start of reentry:
 - a. Available radiation surveillance data should be reviewed to determine the plant areas actually or potentially affected by radiation and/or contamination.
 - b. Radiation exposures of personnel who will participate in reentry operations should be reviewed to determine their exposure histories and capability to support the reentry activities. From this, staffing augmentation requirements can be determined.
 - c. A review of the adequacy of radiation survey instrumentation and equipment should be performed (i.e., type, ranges, number, calibration) to ensure adequate coverage can be provided for all expected reentry operations.
3. Ensure that all reentry/survey team activities are preplanned, including:
 - 1) Areas to be surveyed.
 - 2) Anticipated radiation and contamination levels, or other known or potential hazards to personnel.
 - 3) Radiation survey equipment required.
 - 4) Shielding requirements.
 - 5) Protective clothing and equipment.

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ONSITE REENTRY GUIDELINES

- 6) Access control procedures.
 - 7) Exposure control limits and personnel dosimetry required.
 - 8) Decontamination requirements.
 - 9) Communications requirements, both primary and backup.
4. Consult with other applicable emergency response personnel prior to each reentry to ensure the reentry is needed and the expected outcome/information will be obtained.
 5. Ensure that each reentry/survey team is thoroughly briefed prior to beginning the reentry, including:
 - a. The hazards or potential hazards associated with the reentry, including the findings of any previous entries.
 - b. The purpose for this particular reentry.
 - c. The route to take that minimizes radiation exposure to the team members (provided prior surveys or area monitors are available to make this determination).
 - d. The additional information the team should obtain while performing the entry, including:
 - 1) A comprehensive radiation surveillance as they pass through the Plant facilities.
 - 2) A detailed assessment of equipment damage.
 - 3) The potential for additional problems.
 - 4) The approximate amount of decontamination and cleanup necessary to unrestrict the area.
 - e. The need for the team to isolate and post any radiological or safety hazards they come across.
 6. Ensure that each reentry/survey team is thoroughly debriefed upon completion of the reentry and the information factored into the recovery effort.

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OFFSITE REENTRY GUIDELINES

R-5929

NOTE: Once the emergency is terminated and the event transitions into the Recovery phase, the Recovery Manager should take over the following actions from the Emergency Director.

The Emergency Director or designee shall work with federal, State and local authorities as necessary to coordinate all entries into restricted areas located outside of the Plant boundaries using the following guidelines:

1. Cross-check radiological information between Columbia Generating Station, State, and Federal Field Team surveys.
2. Using the guidance in PPM 13.13.3, Intermediate Phase MUDAC Operations, assist the State of Washington in developing an ingestion zone response plan.
3. Assist State officials as necessary to perform offsite reentry activities into contaminated areas by:
 - a. Providing assistance in obtaining additional survey team members and/or equipment as needed.
 - b. Assisting in providing information to the public via the Joint Information Center.
 - c. Coordinating transport and/or laboratory analysis capabilities, with Washington State, if needed, to analyze samples taken by State reentry teams.

Attachment 5.2

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EDITORIAL

13.14.4

INSTRUCTIONS
INSTRUMENTATION KIT (Cont.)

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

Locations:

- Kit 1IK - Field Team Cabinet Number 1, Kootenai Building Health Physics Center
- Kit 2IK - Field Team Cabinet Number 2, Kootenai Building Health Physics Center
- Kit 3IK - Field Team Cabinet Number 3, Kootenai Building Health Physics Center
- Kit 4IK - ENOC, Cabinet Number 4, MPF, 1st Floor, Outside Room 201

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

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

Annually:

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

Attachment 5.2-4

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