

ENERGY NORTHWEST

INTEROFFICE MEMORANDUM

DATE: August 01, 2001

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

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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following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed: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>
13.14.9	19	EMERGENCY PROGRAM MAINTENANCE

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58	*WNP-2 Security (SAS-CR) (13.1.1, 13.4.1, 13.5.1, 13.5.3, 13.5.5, 13.10.8, 13.11.10, 13.12.19, 13.13.4)	927A
59	*WNP-2 Security (CAS-AAP) (13.1.1, 13.4.1, 13.5.1, 13.5.3, 13.5.5, 13.10.8, 13.11.10, 13.12.19, 13.13.4)	927A
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75	Dept. of Health Radiation Protection	----
78	*Control Room - (501) STA's Desk	927A
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87	Document Control Desk, NRC	----
++90	*Joint Information Center (J. Ittner)	PE30
94	*EOF	1050
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127-130 (4)	Licensed Training (PSF Rm. 248)	1027
132	Licensed Training (PSF Rm. 248)	1027
134-136 (3)	*MUDAC Field Team Kits (13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4)	1050
++137	*MPF Field Team Kits (13.7.5, 13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4) (J. Ittner)	PE30
142	Hanford UDAC	----
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155	*Maintenance Library (Memo to Georgia)	927A
160	*OSC Emergency Support	927A
161	Equipment Operator Training	1027
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219-221 (3)	Licensed Training (PSF Rm. 248)	1027
223	Franklin County Emergency Management	----

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COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER	APPROVED BY	DATE
*13.14.9	DWC - Revision 19	08/01/01
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURE		
SECTION		
SUPPORTING INFORMATION PROCEDURES		
TITLE		
EMERGENCY PROGRAM MAINTENANCE		

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1.0 PURPOSE

This procedure identifies the activities necessary to maintain a current emergency preparedness program in accordance with commitments made in the Columbia Generating Station Emergency Plan. {R-1710}

2.0 REFERENCES

- 2.1 10CFR50.47(b), Emergency Plans {R-1605}
- 2.2 10CFR50.54(q), Condition of Licenses {R-1700}
- 2.3 10CFR50.54(t), Conditions of Licenses, (audits) (R-1710, R-1712)
- 2.4 10CFR50 Appendix E, IV and V {R-5728, R-5730, R-5896, R-5928 R-5930}
- 2.5 NUREG-0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants {R-2878, R-4114}
- 2.6 FSAR, Chapter 13.3, Columbia Generating Station Emergency Plan
- 2.7 OQAPD, Appendix III {R-1368}
- 2.8 SWP-LIC-02, Licensing Basis Impact Determinations
- 2.9 SWP-LIC-03, Licensing Document Change Process
- 2.10 PPM 13.14.4, Emergency Equipment

3.0 DISCUSSION

The Emergency Preparedness (EP) Program for Columbia Generating Station has many facets which require ongoing review and assessment to ensure they are being maintained. Many of these are attended to by groups outside of the Emergency Preparedness Department. For example, field survey instruments are checked and calibrated by the Radiation Protection Department, field team vehicles are maintained by the Facilities Group, pagers and sirens are maintained by the Telecommunications Group, Emergency Operations Facility (EOF), Energy Northwest Office Complex (ENOC) HVAC and, emergency diesel generators by the Facilities Services Group, etc. If organizations that assist in the process of maintaining the EP Program are not diligent in performing their portion of the effort, the Program could be adversely affected. For this reason, the Emergency Preparedness Department will maintain an oversight role to ensure that all program maintenance requirements are being performed.

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4.0 PROCEDURE

4.1 Corporate Emergency Preparedness, Safety and Health Officer

- 4.1.1 Coordinate, as appropriate, with Energy Northwest managers to implement the requirements of Attachment 5.1, Topics Requiring Periodic Review Or Action.
- 4.1.2 Maintain, prepare, and archive records generated as a result of Emergency Preparedness program implementation in accordance with SWP-REC-01.
{R-2878}
- 4.1.3 Notify the Vice President, Operations Support/PIO of any condition which would preclude or interfere with the ability of Energy Northwest to implement the requirements of the Columbia Generating Station Emergency Plan.

4.2 Applicable Energy Northwest Managers

- 4.2.1 Coordinate, as appropriate, with the Corporate Emergency Preparedness, Safety and Health Officer to implement the requirements of Attachment 5.1, Topics Requiring Periodic Review Or Action.
- 4.2.2 Notify the Corporate Emergency Preparedness, Safety and Health Officer of any condition which would preclude or interfere with the ability of Energy Northwest to respond to emergency conditions.

5.0 ATTACHMENTS

5.1 Topics Requiring Periodic Review Or Action

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
1. Columbia Generating Station Emergency Plan Review (P-156728)	Corporate Emergency Preparedness, Safety and Health Officer {R-1605}	Annually	<p>A. Utilize guidance from SWP-LIC-03, to coordinate review, revision, approval, and issuance of the plan to incorporate changes resulting from new regulations, critiques of drills/exercises, audit findings, and comments from personnel or agencies inside and outside Energy Northwest.</p> <p>B. Ensure that the Washington State Emergency Management, the Benton and Franklin County Departments of Emergency Management, and the Department of Energy-Richland Operations are contacted early in the review/revision process and that their comments are solicited and considered for input into the process. Document this portion of the review.</p> <p>C. Ensure a Licensing Basis Impact review is performed as required by SWP-LIC-03.</p> <p>D. Ensure the supporting documentation is submitted for POC review consistent with the proposed change.</p> <p>E. Ensure the Emergency Plan is sent to the NRC per 10CFR50.4(b)(5) within 30 days of making the changes. {R-1700, R-5930}</p> <p>F. Ensure Emergency Plan is reviewed, revised, and approved per 10CFR50 Appendix E, V. {R-5928}</p>

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
2. Columbia Generating Station Emergency Plan Implementing Procedures (EIPs)	Corporate Emergency Preparedness, Safety and Health Officer	As Necessary	<p>A. Utilize guidance from SWP-PR0-02 to coordinate reviews, revisions, and deviations required by revisions to the Emergency Plan or other requirements.</p> <p>B. Ensure Licensing Basis Impact reviews are completed as required by SWP-LIC-02.</p> <p>C. Ensure documentation is submitted for POC review, as required, and approved changes are placed in locations where they are likely to be used. {R-1368}</p> <p>D. Ensure that revisions affecting offsite response are coordinated with the appropriate agencies.</p>
3. Columbia Generating Station EIPs Telephone Numbers (P-153960)	Corporate Emergency Preparedness, Safety and Health Officer	Quarterly	<p>A. Review telephone numbers listed in the Emergency Phone Directory and EIPs, and change as required.</p>
4. National Weather Service (P-140185)	Corporate Emergency Preparedness, Safety and Health Officer	Monthly	<p>A. Check communications with the NWS first order station and NWS forecasting station to ensure routine meteorological observations and forecasts can be accessed. Refer to NUREG-0654, Annex 1 to Appendix 2, (3)(i).</p>
5. Emergency Action Level (EAL) Review (P-150780)	Corporate Emergency Preparedness, Safety and Health Officer	Annually {R-5730}	<p>A. Ensure officials from the State of Washington, Benton and Franklin Counties, and DOE-RL are afforded the opportunity to review EAL classification scheme. {R-5728}</p>

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
6. Letters Of Agreement (P-149861, P-149860, P-146145, P-146144, P-146143, P-146142, P-141499, P-141501, P-149862)	Corporate Emergency Preparedness, Safety and Health Officer	Annually	<p>A. Coordinate review and revision (as necessary) of letters of agreement with involved agencies.</p> <p>B. Maintain file of current letters of agreement.</p> <p>C. Review supporting plans and contracts. Update as needed.</p>
7. Emergency Response Organization (ERO) Assignment List (P-153966)	Corporate Emergency Preparedness, Safety and Health Officer	Quarterly (or after substantial change)	A. Maintain and coordinate an Emergency Response Organization position assignment list that meets Emergency Plan Section 2 requirements for review, revision, approval, and issuance of current list.
8. ERO Training (P-153959, P156282, P-146899)	Corporate Emergency Preparedness, Safety and Health Officer	Monthly	A. Review status of Emergency Response Organization personnel in the training database to ensure emergency position qualifications are being met by assigned personnel.
		As Necessary	B. Review and approve new or revised Emergency Training lessons.
		Annually	C. Ensure that a radiological training program is made available to local services personnel such as fire company and hospital personnel. {R-5896}
		Annually	D. Ensure that a radiological training program is made available to state and county agencies, and personnel involved with the emergency preparedness effort, at least annually.

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
9. Emergency Phone Directory/ERO Phone List (P-153960)	Corporate Emergency Preparedness, Safety and Health Officer	Quarterly	A. Coordinate review and update of the emergency phone directory and ERO Phone List to ensure it is current and correct. Distribute as required.
10. Emergency Equipment and Supplies (Passport tasks and P-153956, P-153967, P-153957, P-153968, P-153969)	Corporate Emergency Preparedness, Safety and Health Officer ¹	Monthly, Quarterly, Semi-Annually, or Annually (as required)	A. Ensure tasks are performed as required by PPM 13.14.4.
11. Emergency Facilities (P-153963, P-153961, P-153962, P-153964)	Corporate Emergency Preparedness, Safety and Health Officer ¹	As Necessary	A. Ensure facilities are maintained and that modifications to any of Energy Northwest's Emergency Centers are documented and approved by the Corporate Emergency Preparedness, Safety and Health Officer.
12. Duty Rosters (for pager carriers) (P-153960)	Corporate Emergency Preparedness, Safety and Health Officer	Monthly	A. Ensure issuance of current duty rosters providing 24 hour per day availability of key Emergency Response Organization personnel.
13. EP Program Audit (P-159956)	Corporate Emergency Preparedness, Safety and Health Officer	Biennially, or more frequently if required	A. Ensure an audit is conducted that meets the OQAPD requirements and includes the Emergency Plan and Implementing Procedures, training, readiness testing, equipment, and interfaces with state and local governments. {R-1712, R-4114}

¹ And other Energy Northwest managers, such as Health Physics, Operations, Chemistry, Security, Administrative Services, Telecommunications, and Maintenance.

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
		As Necessary	<ul style="list-style-type: none"> B. Ensure the Audit Report is submitted to the applicable Vice President for evaluation of findings and resolutions. C. Ensure that findings requiring Energy Northwest corrective action are tracked to completion.
		Annually	<ul style="list-style-type: none"> D. Ensure the results of the review and recommendations are forwarded to appropriate Corporate and Plant Managers, and that portions pertinent to interface with the state and counties are made available to those jurisdictions.
14. Drill/Exercise Program	Corporate Emergency Preparedness, Safety and Health Officer	Annually	<ul style="list-style-type: none"> A. Prepare and conduct a drill/exercise program schedule in accordance with Emergency Plan, Section 8, and 10CFR50, Appendix E, Section IV F requirements. B. Coordinate drill/exercise controllers and evaluators to control and evaluate the ability of emergency responders to perform their Emergency Plan responsibilities. C. Ensure that drill/exercise evaluation and critique findings are formally documented, and management controls are established to ensure that needed corrective actions are implemented.

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
15. Emergency Planning Staff qualifications	Corporate Emergency Preparedness, Safety and Health Officer	As Necessary	A. Ensure Emergency Planning staff members maintain their professional qualifications by periodic attendance at industry seminars, training courses, and through observation of, or participation in, emergency exercises conducted at other facilities.
16. Evacuation Time Studies (P-156729)	Corporate Emergency Preparedness, Safety and Health Officer	Annually	A. Review Emergency Plan Section 5, and update as necessary.
17. Population Studies (P-156729)	Corporate Emergency Preparedness, Safety and Health Officer	Annually	A. Review Emergency Plan Section 5, and update as necessary.
18. Media Briefing (P-145627)	Corporate Emergency Preparedness, Safety and Health Officer	Annually	A. Ensure annual media briefing is conducted in accordance with Emergency Plan, Section 9.
19. Public Information (P-145565)	Corporate Emergency Preparedness, Safety and Health Officer	Annually or As Needed	A. Ensure preparation and distribution of public information instructions on essential actions to be taken during emergencies in accordance with Emergency Plan Section 9.
20. Energy Northwest Alert & Notification System Tests (P-150208, P-153965, P-145923)	Corporate Emergency Preparedness, Safety and Health Officer	Annually or As Required	A. Schedule and conduct operational tests of the Energy Northwest Emergency Alert and Notification System described in Emergency Plan, Section 6. B. Document and transmit reports of test results as required by FEMA Guidance Memorandum for offsite activities.
21. Severe Accident Guidelines (P-149871)	Technical Services/System Engineering Manager	Biennially	A. Review and update Technical Support Guidelines as necessary.

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