

DISTRIBUTION - VOLUME 13

<u>Control Copy</u>	<u>Location</u>	<u>Mail Drop</u>
2	*Control Room (501) (IOM to CRS)	927A
3	*Shift Manager (501)	927A
5	Licensed Training (PSF Rm. 249)	1027
6	*Simulator (PSF Rm. 235)	1027
12	PEC Library	PEC
25	Bruce Bond	911
26	Region IV, NRC	----
28	Region IV, NRC	----
30	EOF Support Engineering Library	1050
31	*TSC Emergency Response	927A
35	NRC Resident Inspector	----
52	State of Washington, Military Department	----
55	Federal Emergency Mgmt. Agency	----
57	Benton County Dept of Emerg. Mgmt.	----
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
60	WNP-2 Security	988A
63	Emergency Training	PE30
64	*Radwaste Control Room (467)	927A
66	*Simulator, Shift Manager (PSF Rm. 235)	1027
68	*Remote Shutdown Room (467) (13.1.1, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.10.1, 13.10.9)	927A
75	Dept. of Health Radiation Protection	----
78	*Control Room - (501) STA's Desk	927A
83	*MUDAC	1020
86	*Simulator - STA's Desk	1034
87	Document Control Desk, NRC	----
+ +90	*Joint Information Center (J. Ittner)	PE30
94	*EOF	1050
97	*EOF	1050
114	EP Manager	PE30
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	----
146	FEMA RX Liaison	----
155	*Maintenance Library (Memo to Veena)	927A
160	*OSC Emergency Support	927A
161	Equipment Operator Training	1027
164	Oregon State Dept. of Energy	----
218	U.S. Nuclear Regulatory Commission	----
219-221 (3)	Licensed Training (PSF Rm. 248)	1027
223	Franklin County Emergency Management	----

+ + Procedure Control assures delivery is arranged/made to J. Ittner

* Level 1 File

A045

ENERGY NORTHWEST

INTEROFFICE MEMORANDUM

DATE: September 20, 2001

TO: Distribution

FROM: Procedure Control, Administrative Services, (927A)

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13**
Distribution Package: 2001-590

REFERENCE:

The following EDITORIALS have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed: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>Page(s)</u>
13.8.1	21	7
13.10.7	17	2, 4, 5
13.11.1	24	4
13.14.4	35	15

To verify receipt or cancellation of the subject Procedure(s), please sign, date and **return this receipt to Procedure Control, MD 927A** within TEN (10) WORKING DAYS of the date of this IOM. Or the receipt may be FAXED back to (509)377-2476

Energy Northwest
Procedure Control (Mail Drop 927A)
PO Box 968
Richland, WA 99352

Date

Signature of Manual Holder

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Controlled Copy Number

- 4.2.7 Click on MAP to produce a projected plume map with TEDE and thyroid CDE values. If another dose projection is desired, click on RETURN.

NOTE: When RETURNing from the Centerline Dose Results table, you may archive the results by clicking Yes when prompted. Results are archived in a file called Qarchive found in the subdirectory called Output, which is a part of the subdirectory QEDPS. Results are appended to the existing file and can be viewed with any text editor.

- 4.2.8 Compare doses and dose rates at 1.2 and 10 miles with EALs (PPM 13.1.1 Table 4) and protective action guidelines (PPM 13.2.1).
- 4.2.9 To perform another dose calculation, click on RETURN. Previous entries are retained. Enter the new values and select RUN.
- 4.2.10 Label and sign printed data for distribution. Forward to the REM for approval during the plume phase. In the Control Room the Shift Manager has approval authority. The Washington Senior State Official approves release data for distribution during the ingestion phase. Maintain a binder of all original printouts.
- 4.2.11 When finished in QEDPS, select QUIT.

4.3 Dose Estimation Using EDPS

- 4.3.1 Verify that the system is operational by turning on the surge protector, CPU, monitor, and printer, as necessary.
- 4.3.2 Activate EDPS by double-clicking on the EDPS icon.
- 4.3.3 Starting at the bottom of the Log On screen, enter your name and click on your location, then exit this screen via the OK button. These actions will identify your model outputs.
- 4.3.4 An understanding of the following is necessary to successfully execute the programs:
- a. At several points in the program when a subprogram begins execution, a black window appears. Press Enter (Return) and, if necessary, click on the X in the upper right to continue.
 - b. Use the reactor power level default value of 100% unless the reactor has been operating at a different power level for some time. Radioactive decay correction of the source term depends on the interval between

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1.0 PURPOSE

This procedure describes the emergency responsibilities and duties of the Plant Administrative Manager in the Technical Support Center. These duties include administrative and logistical support in the procurement of critical supplies, equipment, and personnel scheduling for the plant emergency and recovery response. The Plant Administrative Manager will coordinate with the Emergency Operations Facility Site Support Manager for resources needed to support onsite emergency operations.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 2.0
- 2.2 PPM 13.13.4, After Action Reporting
- 2.3 PPM 13.14.1, Nearby Nuclear Facility Emergencies/Requests for Assistance
- 2.4 PPM 13.5.1, Localized and Protected Area Evacuation
- 2.5 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.6 PPM 13.10.3, Technical Manager and Staff Duties
- 2.7 PPM 13.11.3, Site Support Manager and Staff Duties
- 2.8 PPM 13.11.18, Information Coordinator Duties
- 2.9 Emergency Classification or Other Emergency Message, 968-26045
- 2.10 Columbia Generating Station Public Address Emergency Message Format - Protected Area Evacuation, 968-26050
- 2.11 Columbia Generating Station Public Address Emergency Message Format - Exclusion Area Evacuation, 968-26051
- 2.12 Emergency Response Log, Form 968-23895
- 2.13 Classification Notification Form, Form 968-24075
- 2.14 Technical Support Center (TSC) Briefing Guidelines, 968-25860
- 2.15 TSC Staffing Chart, 968-26062
- 2.16 Columbia Generating Station OSC Staffing Chart, 968-26063

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- For unfilled positions, notify the TSC Manager and OSC Manager of positions which have not been contacted. Obtain a copy of the Emergency Phone Directory and begin contacting qualified responders for the open positions.

3.1.11 Manage the activities of the administrative support staff in the TSC to include the duties of TSC Personnel Accountability, Facsimile and Records Assistance, and TSC Phone Communications.

3.1.12 When directed by the TSC Manager, make emergency PA announcements in the plant and direct the Secondary Alarm Station Officer to make emergency announcements over maintenance and security radio channels per the steps on form 968-26045, Emergency Classification or Other Emergency Message.

- If PA announcements require an action to be taken, sound the Alerting Tone. If no action is required, omit the use of the Alerting Tone.
- PA announcements following emergency classifications should be made as soon as possible and should occur within about five minutes of the announcement in the TSC. Announcements should include the time of the classifications, a brief description for the classifications, and follow the format on form 968-26045.
- Update announcements should occur as directed by the TSC Manager and should include as a minimum hazardous areas to avoid, the classification, and evacuations until complete.

3.1.13 When notified of a Protected Area Evacuation, confer with the Radiation Protection Manager to determine evacuation route and make PA announcements.

- PA announcements for Protected Area evacuations should occur as soon as possible following announcements for the Site Area Emergency. At Site Area Emergency an evacuation of the Protected Area must take place to ensure accountability within 30 minutes of the PA announcement. The PA announcement should use form 968-26050, Columbia Generating Station Public Address Emergency Message Format - Protected Area Evacuation.

3.1.14 When notified of an Exclusion Area evacuation, confer with the RPM for appropriate actions to take. An Exclusion Area evacuation is an automatic action at General Emergency.

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- PA announcements for Exclusion Area evacuation should occur as soon as possible following identification of the need to evacuate the Exclusion Area. PA announcements should use form 968-26051, Columbia Generating Station Public Address Emergency Message Format - Exclusion Area Evacuation.

3.1.15 Direct administrative staff to compile a TSC staffing report on form 968-26062 and an OSC staffing report on form 968-26063, and have it sent by facsimile to the Site Support Manager in the EOF.

3.1.16 Coordinate with the Site Support Manager in the Emergency Operations Facility (EOF) to:

- Establish relief schedules to provide continuous personnel support for the plant, as needed.
- Provide transportation, food, and other logistical support for plant emergency personnel.
- Arrange for required training of Energy Northwest or offsite agency personnel responding to support emergency or recovery operations.
- Obtain necessary offsite support services and equipment.
- Obtain assistance necessary for making offsite deliveries to the site.

3.1.17 If it becomes necessary for the TSC to initiate relief shift staffing, use the Emergency Manpower Schedule, (968-26094) to establish a relief shift schedule for two 12 hour shifts, with start times of 0600 and 1800 or other hours, as directed by the Emergency Director, at 24 hours duration. Establish three 12 hour shift staffing when additional staff becomes available.

Team B should be contacted to relieve Team A, Team C contacted to relieve Team B, Team D contacted to relieve Team C, and Team A contacted to relieve Team D.

Prior to contacting ERO members, determine from the Radiological Protection Manager and Security if any hazardous or security conditions require special response instructions to responding personnel. Consideration may need to be given for responding personnel to assemble at a remote location so that pool transportation or monitoring escort may be arranged.

- Maintain a projected 36 hour schedule until the emergency is terminated.
- Identify safe access routes to the plant.

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- 4.2.2 Contact the Emergency Director for a briefing on the status of the emergency and offsite notifications.
- 4.2.3 Contact the JIC Manager to provide status information for the follow-up news releases.
- 4.2.4 Verify responding EOF staff promptly set up the EOF and obtain assistance, if necessary, to resolve any activation problems.

NOTE: Failure to staff the required positions within one hour of classification is a violation of the Emergency Plan response requirements.

4.2.5 Ensure required EOF positions are being filled as specified:

- Radiological Emergency Manager
- Environmental Field Team Members (6)
- Field Team Coordinator
- Telecommunications Manager

OR

Use judgment in determining when qualified personnel will perform a task to fulfill EOF responsibilities even though the personnel may not be identified as normally assigned to the task.

NOTE: The EOF may be activated without all required positions filled.

4.2.6 Declare the EOF activated when the following main responsibilities of the EOF can be assumed.

EOF Main Responsibilities

- Manage the overall Energy Northwest emergency effort.
- Evaluate the magnitude and consequences of actual or potential radiological releases.
- Coordinate emergency response activities with local, state and federal agencies.

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ITEMS IN/NEAR
DECONTAMINATION KITS

{R-5756}

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

+ Includes required quantities.

Attachment 5.1-2
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