

# ENERGY NORTHWEST

## INTEROFFICE MEMORANDUM

50-397

DATE: September 17, 2001

TO: Distribution

FROM: Procedure Control, Administrative Services, (927A)  
*Urcenta Schem*

SUBJECT: PLANT PROCEDURES MANUAL - VOLUME 13  
Distribution Package: 2001-579

**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following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed: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	22	EVACUATION OF EXCLUSION AREA AND/OR NEARBY FACILITIES
13.11.10	14	SECURITY MANAGER DUTIES

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USE CURRENT REVISION

COLUMBIA GENERATING STATION  
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER	APPROVED BY	DATE
*13.5.3	RJG for JEW - Revision 22	09/17/01
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
EVACUATION AND ACCOUNTABILITY		
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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.

This procedure also includes guidance for the Security Manager to direct sounding of the Crossroads and WNP-1 sirens at Site Area Emergency to initiate tenant evacuations at Site 1.

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 any combination of sirens, PA announcements, or 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.

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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.

### 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 for Site 1 Evacuation

- 4.2.1 At Site Area Emergency, direct the SCC Duty Officer to activate the Crossroads and Site 1 evacuation sirens.
- 4.2.2 Confer with the Radiological Emergency Manager to determine the appropriate announcement in the following step.
- 4.2.3 Initiate a Site 1 public address announcement by dialing 761 and reading the applicable Message 1 or Message 2:

Message 1 - No Radiological Conditions:

**THIS IS AN EMERGENCY ANNOUNCEMENT. SITE 1 PERSONNEL IMMEDIATELY EVACUATE THE HANFORD SITE AND PROCEED HOME.**

Message 2 - Radiological Conditions Exist:

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**THIS IS AN EMERGENCY ANNOUNCEMENT. SITE 1 PERSONNEL IMMEDIATELY EVACUATE THE HANFORD SITE AND REPORT TO THE ASSEMBLY AREA AT 3000 GEORGE WASHINGTON WAY."**

Repeat announcement.

- 4.2.4 Contact the Site 1 Designated Site Authority (DSA) and request that the Site 1 Call Tree be initiated. Refer to the Emergency Phone Directory, Part C Notifications, in the Offsite Agency section, for the phone number. If the DSA cannot be reached, contact the following Site 1 personnel and direct them to evacuate Site 1 to go home, or report to the assembly area at 3000 George Washington Way. Make two attempts, and then notify the Security Officer designated to sweep Site 1 of any tenant or contractor who does not answer.

Morrison Construction	727-4472
Durametal Brake Company	377-3000
Master-Lee Hanford Company	377-3842
Tri-Cities Asset Reinvestment Company	377-3205
CREHST Museum	377-1084

4.3 Security Manager Responsibilities for an Exclusion Area Evacuation

- 4.3.1 Perform actions identified in section 4.2 if not previously completed. Otherwise, go to the next step.
- 4.3.2 Contact the Secondary Alarm Station Operator to broadcast over Energy Northwest Maintenance and Security Radio Channels:
- 1) The Exclusion Area is being evacuated.
  - 2) 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
- 4.3.3 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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4.3.4 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
- Circulating Pumphouse
- Visitor's Center
- Waste Water Treatment Plant
- Security Training Facility/Firing Range
- Plant Maintenance Training
- Ashe Substation

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

4.4 Security Supervisor Responsibilities

4.4.1 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.

4.4.2 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.

4.4.3 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.

4.5 Offsite Agency Coordinator Responsibilities

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

4.6 Radiological Emergency Manager Responsibilities

4.6.1 Determine if an offsite release is in progress.

4.6.2 If an offsite release is in progress at the time of evacuation, evacuees should be directed to report to the ENOC assembly area.

4.6.3 If no offsite release is in progress at the time of evacuation, evacuees should be directed to report to their homes.

4.6.4 Contact the TSC Radiation Protection Manager (RPM) to coordinate the appropriate evacuation actions.

4.6.5 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.

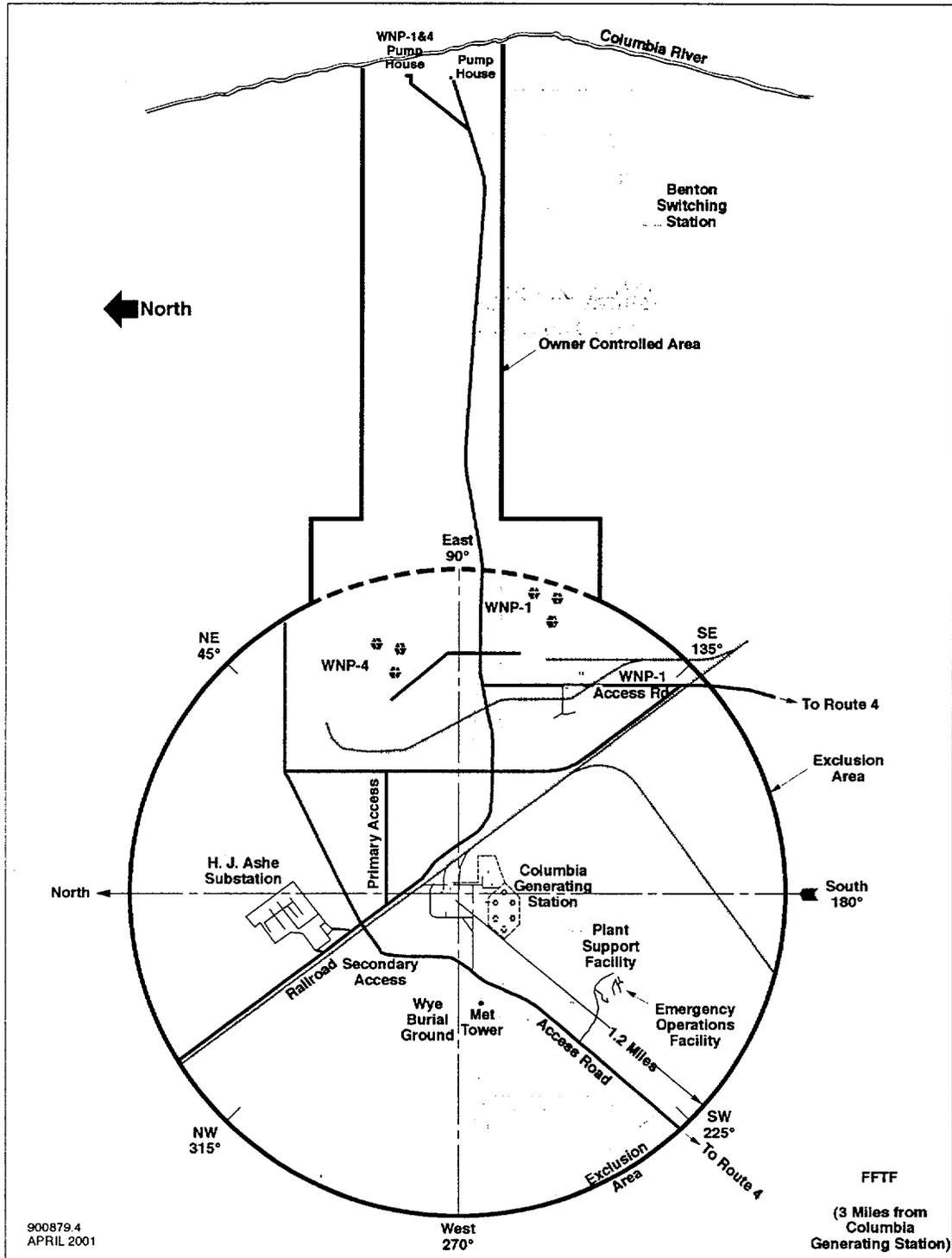
5.0 ATTACHMENTS

5.1 Exclusion Area Map

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# EXCLUSION AREA MAP

Includes Owner Controlled Area



Attachment 5.1

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## 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 Establish and maintain periodic communication with the Security Supervisor and Security Communications Center (SCC).
- 3.1.5 Contact the SCC and assume Site 1 evacuation notification responsibilities.
- 3.1.6 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.
- 3.1.7 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.

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- 3.1.8 Obtain clearance for emergency vehicles and personnel to enter the Protected Area from the TSC Manager.
- 3.1.9 Make decisions on authorizing unbadged personnel access through Energy Northwest roadblocks or access to the EOF.
- 3.1.10 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.
- 3.1.11 Confer with the EOF Manager to determine if the emergency requires a Safety representative. If so, coordinate call-out with the Site Support Manager.
- 3.1.12 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.
- 3.1.13 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.
- 3.1.14 At a Site Area Emergency, implement actions for evacuation of Site 1 personnel. Refer to PPM 13.5.3 for Site 1 and Exclusion Area evacuation information.
- 3.1.15 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.
- 3.1.16 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.
- 3.1.17 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.

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- 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).

3.1.18 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)

3.1.19 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.

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

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

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

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

3.1.24 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.

#### 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: \_\_\_\_\_  
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### Attachment 4.1

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