

ENERGY NORTHWEST

INTEROFFICE MEMORANDUM

DATE: April 25, 2002

TO: Distribution

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

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13**
Distribution Package: 2002 - 219

REFERENCE:

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

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13.14.9

ENERGY NORTHWEST

COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL

PROCEDURE NUMBER *13.14.9	APPROVED BY JAG for JEW - Revision 21	DATE 04/25/02
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURE		
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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
- 2.11 PERA 201-1793-02
- 2.12 PERA 202-0098-23
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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 Radiological Services, field team vehicles and emergency diesel generators are maintained by Construction and Maintenance Services, pagers and sirens are maintained by the Network Services, 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.

4.0 PROCEDURE

4.1 Supervisor, Emergency Preparedness

- 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 Manager, Resource Protection, 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 Supervisor, Emergency Preparedness to implement the requirements of Attachment 5.1, Topics Requiring Periodic Review Or Action.
- 4.2.2 Notify the Supervisor, Emergency Preparedness 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)	Supervisor, Emergency Preparedness {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)	Supervisor, Emergency Preparedness	As Necessary	<p>A. Utilize guidance from SWP-PRO-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>
Columbia Generating Station EIPs Telephone Numbers (P-153960)	Supervisor, Emergency Preparedness	Quarterly	A. Review telephone numbers listed in the Emergency Phone Directory and EIPs, and change as required.
4. National Weather Service (P-140185)	Supervisor, Emergency Preparedness	Monthly	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).
5. Emergency Action Level (EAL) Review (P-150780)	Supervisor, Emergency Preparedness	Annually {R-5730}	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}

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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-183156, P-186936)	Supervisor, Emergency Preparedness	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 identified in the Emergency Plan Figure 3-1 and Appendix 1. Update as needed.</p>
7. Emergency Response Organization (ERO) Assignment List (P-153966)	Supervisor, Emergency Preparedness	Quarterly (or after substantial change)	<p>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.</p>
8. ERO Training (P-158645, P156282, P-146889, P186911)	Supervisor, Emergency Preparedness	Monthly	<p>A. Review status of Emergency Response Organization personnel in the training database to ensure emergency position qualifications are being met by assigned personnel.</p>
		As Necessary	<p>B. Review and approve new or revised Emergency Training lessons.</p>
		Annually	<p>C. Ensure that a radiological training program is made available to local services personnel such as fire company and hospital personnel. {R-5896}</p>
		Annually	<p>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.</p>

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
		Annually	E. Conduct a review of GET materials and update as necessary.
9. Emergency Equipment and Supplies (Passport tasks and P-153967, P-153957, P-153968, P-153969)	Supervisor, Emergency Preparedness ¹	Monthly, Quarterly, Semi-Annually, or Annually (as required)	A. Ensure tasks are performed as required by PPM 13.14.4.
10. Emergency Facilities (P-153963, P-153961, P-153962, P-153964)	Supervisor, Emergency Preparedness 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 Supervisor, Emergency Preparedness.
11. Emergency Phone Directory/ERO Phone List/Duty Rosters (for pager carriers) (P-153960)	Supervisor, Emergency Preparedness	Quarterly	A. Verify listed numbers in the emergency phone directory are current. Ensure Parts A & C phone numbers are correct. Revise as needed and make appropriate distribution. Verify phone numbers in EPIPs are accurate. If changes are made, inform SCC to ensure Parts A & C are updated.
12. EP Program Audit (P-159956)	Supervisor, Emergency Preparedness	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}
			B. Ensure the Audit Report is submitted to the applicable Vice President for evaluation of findings and resolutions.

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"> C. Ensure that findings requiring Energy Northwest corrective action are tracked to completion. 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. E. Ensure that the EP program audit includes an evaluation of the emergency evacuation notification of individuals in the Owner Controlled Area (i.e., Site One, et al) and their response.
Drill/Exercise Program	Supervisor, Emergency Preparedness	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>
14. Emergency Planning Staff qualifications	Supervisor, Emergency Preparedness	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.
15. Evacuation Time Studies (P-156729)	Supervisor, Emergency Preparedness	Annually	A. Review Emergency Plan Section 5, and update as necessary.
16. Population Studies (P- 156729)	Supervisor, Emergency Preparedness	Annually	A. Review Emergency Plan Section 5, and update as necessary.
17. Media Briefing (P-145627)	Supervisor, Emergency Preparedness	Annually	A. Ensure annual media briefing is conducted in accordance with Emergency Plan, Section 9.
18. Public Information (P-145565)	Supervisor, Emergency Preparedness	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.
19. Energy Northwest Alert & Notification System Tests (P-150208, P-153965, P-145923)	Supervisor, Emergency Preparedness	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.
20. Severe Accident Guidelines (P-149871)	Reactor/Fuels Engineering Manager	Annually	A. Review and update Technical Support Guidelines as necessary.

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
21. Site One Implementation of Columbia Generating Station Eplan (P182667, P185635, P186912)	Supervisor, Emergency Preparedness	Annually	A. Conduct an annual assessment of the Site One implementation of the Columbia Generating Station Emergency Plan.
		Annually	B. Ensure participation of Site One personnel during Columbia Generating Station emergency response drills.
	Manager, WNP-1/HGP	Monthly	C. Contact entities resident in the Site One area whose personnel have neither blue nor green badges, and for whom emergency response training is appropriate, to confirm that no new or untrained personnel are employed or present.
	Supervisor, Security Force	As necessary	D. Ensure SPIPs used to govern security actions for Site One protective actions are reviewed by Emergency Preparedness.

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DATE: 04/25/02

EDITORIAL

13.2.1



13.2.1

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PROCEDURE NUMBER *13.2.1	APPROVED BY DWC - Revision 15	DATE 02/22/01
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TITLE EMERGENCY EXPOSURE LEVELS/PROTECTIVE ACTION GUIDES		

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5.5	Emergency Exposure Request	14

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1.0 PURPOSE

This procedure outlines the authority and process for exceeding annual administrative exposure holdpoints and implementing EPA-400 limits for emergency worker Protective Action Guides (PAGs). Additionally, it provides guidance for administration of potassium iodide (KI) and authorization of Emergency Exposures above EPA-400 limits during emergency situations. {R-1599}

2.0 REFERENCES

- 2.1 Letter No. G02-93-125, Supply System [Energy Northwest] to NRC, Dated May 27, 1993 {2.1}
- 2.2 FSAR, Chapter 13.3, Emergency Plan, Section 5
- 2.3 10CFR50.47(b)(11) {R-1599}
- 2.4 10CFR20, Standards for Protection Against Radiation
- 2.5 State of Washington - Department of Health, "Response Procedures for Radiation Emergencies", June 1993
- 2.6 United States Environmental Protection Agency, "Manual of Protective Action Guides and Protective Actions for Nuclear Incidents", EPA 400, May 1992
- 2.7 GEN -RPP-05, Respiratory Program Description
- 2.8 GEN-RPP-07, Personnel Exposure Limits and Monitoring Requirements
- 2.9 GEN-RPP-10, Use of Respiratory Protection Equipment
- 2.10 PPM 13.2.2, Determining Protective Action Recommendations
- 2.11 PPM 13.13.3, Intermediate Phase MUDAC Operations

3.0 PRECAUTIONS AND LIMITATIONS

- 3.1 Declaration of an Alert or higher emergency classification automatically waives Energy Northwest administrative exposure holdpoints.
- 3.2 Only pressure-demand self-contained breathing apparatus should be used for entries into atmospheres immediately-dangerous-to-life-or-health (IDLH), or into areas where the level of hazard has not been assessed because of the existence of unusual conditions, or because of unanticipated releases of radioactive material.

Airborne radioactivity surveys should be performed as soon as possible in order to evaluate the use of other respiratory protection equipment in accordance with GEN-RPP-05 and GEN-RPP-10.
- 3.3 If respiratory protection equipment is not prescribed, administer potassium iodide (KI) as outlined in Attachment 5.4. {2.1}

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13.9.5

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1.0 PURPOSE

This procedure provides instructions for the Environmental Field Team or other Energy Northwest personnel assigned to perform radiological monitoring and decontamination services at Leslie Groves Park during evacuation of the Columbia River.

2.0 DISCUSSION

Columbia River evacuation is a precautionary protective action which is automatically recommended by Energy Northwest to the offsite authorities at a Site Area Emergency or General Emergency classification. If it is determined there is potential for contaminated boaters to be evacuated from the river, radiological monitoring and, if necessary, decontamination will be performed.

The responsibility for offsite monitoring and decontamination of the general public resides with the Washington State Department of Health (WADOH). If WADOH radiological monitoring personnel are available, they will provide this service and Energy Northwest personnel will assist as needed. If WADOH personnel are not available, Energy Northwest personnel will perform this activity until relieved.

3.0 REFERENCES

- 3.1 FSAR, Chapter 13.3, Emergency Plan, Section 5.7.4
- 3.2 PPM 13.9.1, Environmental Field Monitoring Operations
- 3.3 PPM 13.14.4, Emergency Equipment

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4.0 PROCEDURE

4.1 Radiological Emergency Manager Duties

When radiological conditions require evacuation of the Columbia River, indicating the potential for contaminated boaters, and WADOH radiological monitoring personnel are not available, direct the Field Team Coordinator to assign an Environmental Field Team to implement this procedure.

4.2 Assigned Environmental Field Team Duties

- 4.2.1 Receive assignment and Field Team identification designation.
- 4.2.2 Proceed to the Energy Northwest Office Complex (ENOC), Room 201 and:
 - a. Break the seal on the key storage box to obtain the key to the cabinet next to Room 201 door.
 - b. Remove the river evacuation monitoring and decontamination kits from the cabinet. The combination to the kits is 911.
 - c. If the inventory seal on either of the kits is broken, inventory the contents of that kit per PPM 13.14.4 and notify the Field Team Coordinator of any discrepancies.
 - d. Perform equipment checks per Attachment 5.1.
- 4.2.3 Proceed to the Leslie Groves Park boat ramp per Attachment 5.2, Leslie Groves Park Location.

NOTE: A Sheriff's Office boat will be in the vicinity to mark the downstream boundary for the river evacuation "Safety Zone". If possible, inform the Sheriff's Office boat crew of your presence in order to properly direct boaters coming out of the Safety Zone to Leslie Groves Park for survey or decontamination services. A Richland Police Officer or Benton County Deputy Sheriff may also be dispatched to Leslie Groves Park to assist with crowd control or enforcement of your contamination area boundaries.

- 4.2.4 Establish radio contact with the Field Team Coordinator and obtain update on radiological conditions.

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13.10.3



13.10.3



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PROCEDURE NUMBER

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12/06/99

VOLUME NAME

EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION

PLANT EMERGENCY FACILITIES

TITLE

TECHNICAL MANAGER AND STAFF DUTIES

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- Priority to be assigned tasks that need to be pursued
- Impact the prioritized task may have on other tasks being performed
- Need for an engineering staff member to accompany and advise the OSC team performing the task

4.1.15 Caution your staff to take the most recent plant design modifications into account when evaluating mitigation actions and identifying tasks.

4.1.16 When tasks are selected, assist the Maintenance Manager with outlining task descriptions and special work instructions or procedure requirements that will need to be transmitted to the OSC Manager for task implementation.

4.1.17 Monitor the Team Tracking board to observe team progress on tasks selected, or review completed Repair Team Briefing/Debriefing (Form 968-25560) received by the Maintenance Manager from the OSC.

4.1.18 Determine if EOF engineering assistance may be required and coordinate that support with the EOF Engineering Manager.

4.1.19 Periodically inform the EOF Engineering Manager of TSC prioritized actions.

4.1.20 If General Electric (GE) emergency support is required under provisions of Energy Northwest contract work release order No. C-0875, determine the extent of support to be requested such as:

- a. Dedicated telephone communications with the GE Technical Support Center in San Jose.
- b. Dispatch local GE service personnel to the site (TSC or EOF) to establish dedicated telephone communications with San Jose.
- c. Dispatch a GE team of technical personnel to the site (TSC or EOF). A 24 hour response time is anticipated.

4.1.21 Once the extent of GE emergency support has been identified:

- a. Contact the EOF Engineering Manager and request that GE be notified of the need for their services.

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INITIATION AND TERMINATION OF ERDS

CAUTION: Performing the next steps activates the ERDS system and causes Columbia Generating Station data to be displayed at the NRC Operations Center and, give indication we are in, (or anticipate), an emergency. **DO NOT** activate ERDS for training or drill purposes unless prior arrangements have been made.

I. INITIATION

The ERDS program on the Plant/NRC Liaison PC runs on the LAN. The Plant/NRC Liaison alternate PC is located in the TSC Engineering Library. Power up the Plant/NRC Liaison PC to start the initiation process.

NOTE: If activating ERDS from the EOF Engineering area or Control Room, log on steps are the same as for the Technical Support Center (TSC) instructions. The ERDS host computer in the Control Room may also be used to start ERDS. Standard Windows operating commands should be used.

- A. From the Plant/NRC Liaison's PC located in the TSC:
 - 1. After the PC has completed its startup process, double click on the ERDS icon.
- B. Screen will display the ERDS program, then:
 - 1. Determine if ERDS is already running by noting the status in the ERDS State field. If anything other than Quiet is shown, then ERDS is running.
 - 2. If ERDS is not running, click on Start to start the ERDS link.
 - 3. Click on Start in the follow on dialog box. ERDS State field should change to Activate.
- C. Verify that the link was established by:
 - 1. Noting ERDS State field changes to Dial, Link, Accepted, then Sending.
 - 2. It will take about a minute and a half for the connection to be completed and data being sent.

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1.0 PURPOSE

This procedure describes the emergency responsibilities and duties of the Assistant EOF Manager in assisting the EOF Manager in the overall management of Energy Northwest resources, fulfilling the Emergency Director responsibilities in the EOF and in preparing the recovery plan and procedures.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 2
- 2.2 PPM 13.11.1, EOF Manager Duties
- 2.3 PPM 13.13.2, Emergency Event Termination and Recovery Operations
- 2.4 PPM 13.13.4, After Action Reporting

3.0 PROCEDURE

Assistant EOF Manager Duties

- 3.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, proceed to the EOF, sign in, and notify the EOF Manager of your availability.
- 3.2 Assume EOF Manager duties any time the EOF Manager is not available at the EOF. Refer to PPM 13.11.1.
- 3.3 As necessary, maintain an open items log, Attachment 4.1, and follow up on all open items assigned by the EOF Manager, or items you identify as obligations of the EOF.
- 3.4 As directed, assist with EOF staff briefings and preparation of briefing for the arriving NRC Site Response Team in accordance with Attachments 4.2 and 4.3.
- 3.5 Maintain file of pertinent documentation received at the EOF.
- 3.6 Refer any calls from the media to the Joint Information Center.
- 3.7 When directed by the EOF Manager, assist in the development of the recovery plan and procedures. Refer to PPM 13.13.2.
- 3.8 Upon shift change, turn over open items log and fully brief your relief as to events which have transpired, and the status of EOF actions being taken.

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EMERGENCY OPERATIONS FACILITY (EOF) BRIEFING GUIDELINES

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

1. EOF Manager update items:

- a. Current EAL declared and the basis.
- b. Onsite protective measures in effect (or planned).
- c. Overall accident mitigation objectives and their priority.
- d. Summarize any significant items from the TSC Manager.
- e. Summarize any recent significant discussions with the County/State emergency directors.
- f. Summarize any recent significant discussions/direction from the NRC.
- g. Problem areas needing resolution.
- h. NRC counterpart status report (if present).

Notes: _____

2. Radiological Emergency Manager (REM) update items:

- a. Current release rate, recent trends, prognosis.
- b. Offsite dose projection results and most recent followup messages to offsite authorities.
- c. Energy Northwest (and offsite agency) field team survey results and their comparison to dose projection model results.
- d. Dose projection comparison with state or other agency results.
- e. Current and forecast meteorology on wind direction, shifts.
- f. Status of offsite protective action implementation.
- g. EOF habitability survey results and any protective actions or safe routes necessary for emergency workers outside the EOF.
- h. Current staffing of MUDAC Protective Action Decision Group and who is providing MUDAC direction and control.
- i. Problem areas needing resolution.
- j. NRC counterpart status report (if present).

Notes: _____

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1.0 PURPOSE

This procedure describes the emergency responsibility and duties of the Licensing Manager. These duties include serving as the primary liaison between the EOF Manager and Nuclear Regulatory Commission (NRC) Management on licensing issues during emergency and recovery phases.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 2
- 2.2 PPM 13.11.1, EOF Manager Duties
- 2.3 PPM 13.11.2, Assistant EOF Manager Duties
- 2.4 PPM 13.13.4, After Action Reporting
- 2.5 Emergency Response Log, Form No. 968-23895

3.0 PROCEDURE

3.1 Licensing Manager Responsibilities

- 3.1.1 Proceed to the Emergency Operations Facility (EOF) as requested and inform the EOF Manager of your availability.
- 3.1.2 Review the available plant emergency data in the EOF and initiate an Emergency Response Log.
- 3.1.3 Establish communications with the Plant/NRC Liaison in the Technical Support Center to determine the status of plant emergency mitigation activities and to learn of any NRC concerns on commitments that need to be brought to the EOF Manager's attention.
- 3.1.4 Function as the official Energy Northwest liaison with NRC Management.
- 3.1.5 Advise the EOF Manager and EOF staff on licensing matters or commitments, and provide the NRC with responses to their questions and concerns.
- 3.1.6 Assist as requested in completing PPM 13.11.1, Attachment 5.1, NRC Response Team Briefing Guidelines.
- 3.1.7 Assist the NRC representatives responding to the EOF with arrangements or informational needs, as necessary.

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1.0 PURPOSE

This procedure establishes the process for emergency organization personnel to document the circumstances and actions taken during the emergency response phase of a Plant event. This process can be completed during the recovery phase, however, it is not intended to be used to document the recovery activities required to be taken after an event.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan
- 2.2 NEIL/MAELU Information Bulletin 80-1A, Revision 3
- 2.3 NUREG-0654/FEMA-REP-1, Rev. 1, Appendix 1
- 2.4 PPM 13.1.1, Classifying the Emergency
- 2.5 PPM 13.13.2, Emergency Event Termination and Recovery Operations
- 2.6 Emergency Response Log (Form 968-23895)
- 2.7 Emergency Event Individual After Action Report, 968-26072

3.0 DISCUSSION

After Action Reports document Energy Northwest emergency response actions taken in support of the Columbia Generating Station Emergency Plan. Final After Action Reports (FAARs) may be subject to inspection and/or evaluation by federal and state regulatory agencies, by private organizations, or in litigation proceedings. For that reason, After Action Reports need to be as complete and accurate as possible.

After Action Reports are not intended to evaluate the operational aspects of an event, since there are other reporting and analysis procedures such as the Licensee Event Report (LER) process that are performed to assess Plant operational matters. Operational aspects, i.e., meter readings, component failures, etc., should only be included when necessary to provide a basis for a specific emergency response action such as emergency classification or a repair team activity.

4.0 PROCEDURE

After termination of an emergency, both a verbal and a written summary should be provided to offsite authorities. Following an Unusual Event, the written summary is to be provided within 24 hours. Following an Alert or higher emergency, the written summary is to be provided within 8 hours. The written summary for these situations is considered to be the Classification Notification Form issued upon event termination. This summary contains insufficient detail for a final closeout report, thus, the After Action Report process was developed.

For an Unusual Event, Emergency Preparedness is responsible for developing the Final After Action Report and submitting it to the Manager, Resource Protection, for approval. For an Alert or higher classification, a Final After Action Report Committee will be established to write the report and submit it to the Emergency Operations Facility (EOF) Manager for

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1.0 PURPOSE

This procedure describes how requests for assistance and notifications of emergencies or classified events from other facilities will be received, and identifies which members of the Energy Northwest Emergency Response Organization will be notified.

It also outlines notifications and actions to be taken when accidents occur involving radiologically hazardous material shipped by Energy Northwest.

2.0 REFERENCES

- 2.1 OER 81081W, Emergency Response Information Requirements for Radioactive Material Shipments {2.1}
- 2.2 FSAR, Chapter 13.3, Emergency Plan, Appendix 4
- 2.3 PPM 1.10.1, Notifications and Reportable Events
- 2.4 PPM 13.1.1, Classifying the Emergency
- 2.5 PPM 13.13.4, After Action Reporting
- 2.6 NRC Information Notice 93-07, Classification Of Transportation Emergencies
- 2.7 Emergency Response Log, Form No. 968-23895

3.0 DISCUSSION

The guidelines in this procedure are intended to prescribe actions to be taken when organizations not covered by the Columbia Generating Station Emergency Plan notify Energy Northwest of emergencies, request assistance, or notify Energy Northwest of accidents that involve hazardous material being shipped by Energy Northwest.

In the case of a transportation accident that does not require classification per PPM 13.1.1, Classifying The Emergency, i.e., the accident does not have the potential to threaten the Plant site, it should be referred to as a "transportation emergency" when communicating the event to State or local authorities and the Nuclear Regulatory Commission.

Requirements for licensee action for offsite shipments of radiological material are contained in 10CFR71 and 49CFR. The carrier is instructed, via the shipping manifest, the exclusive use permit, bill of lading, and the radioactive shipment record (all contained in the shipping package), to call the Radiation Protection Manager or the 24 hour telephone number of the Security Communication Center (SCC) in the event of an accident.

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In the case of requests for assistance or notification of an emergency at another facility, it should be referred to as a Request for Assistance when communicating the event to State or local authorities, and the NRC. When notified, Energy Northwest (licensee) is obligated to provide assistance, as required, to control or mitigate the consequences of the accident, up to and including direct on-scene assistance and resource allocation. On scene assistance is provided by an Energy Northwest Emergency Response Team, assembled by the Radiation Protection Manager (RPM). This Team is different from a Field Team assembled under the requirements of the Columbia Generating Station Emergency Plan, in that the Emergency Response Team members do not need to be ERO qualified.

4.0 PROCEDURE

4.1 SCC Officer Actions

- 4.1.1 Upon receiving notification of an emergency event or a request for assistance from an off-site organization, complete Attachment 5.1.
- 4.1.2 Make notifications as outlined on Attachment 5.1.
- 4.1.3 Refer any calls from the media to the On-call Public Affairs Duty Officer.

4.2 Shift Manager Actions

- 4.2.1 When notified of a nearby facility emergency, determine if an Energy Northwest emergency classification is warranted per PPM 13.1.1.
- 4.2.2 If the event involves a shipment of Energy Northwest nuclear fuel or radioactive material, and does NOT pose a threat to the Plant site or is otherwise NOT classifiable per PPM 13.1.1, it shall be classified as a "Transportation Emergency" and reported as such.
- 4.2.3 Refer any calls from the media to the on-call Public Affairs Duty Officer.

4.3 On-call Emergency Planner Actions

- 4.3.1 When notified of a request for assistance, obtain further information as necessary by direct contact with the requester.
- 4.3.2 Ensure the Shift Manager is made aware of all event notification information so that determination of classification or reportability actions per PPM 1.10.1 or PPM 13.1.1 can be made.
- 4.3.3 Maintain a log of actions taken on an Emergency Response Log form.

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- 4.3.4 Assist the on-call Radiation Protection Manager and other Energy Northwest management as needed. Assistance may include logistical support for a response team.
- 4.3.5 Brief the on-call EOF Manager, Shift Manager and Public Affairs personnel as appropriate.
- 4.3.6 Obtain an After Action Report from the Team Leader and when convenient, have the on-call EOF Manager review and approve the Report, then forward to the Supervisor, Emergency Preparedness as specified in PPM 13.13.4.

4.4 Radiation Protection Manager Actions

- 4.4.1 Upon request by a medical facility for assistance with a contaminated patient, dispatch a Health Physics (HP) person to the specified medical facility.

NOTE: The on-call Emergency Planner is available to assist in response logistics.

- 4.4.2 When notified of a problem with a shipment of radioactive materials, contact the person requesting assistance.

If a response is required:

- a. Coordinate activities with the on-call EOF Manager.
- b. Assemble the Emergency Response Team.
- c. Equip the response team as needed.
- d. Brief the response team and provide a copy of this procedure and Emergency Response Log forms to the team leader.
- e. Dispatch the team.
- f. Brief the on-call EOF Manager and Emergency Planner on actions taken.

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1.0 PURPOSE

This procedure outlines the Energy Northwest emergency drill and exercise program. A description of the different types of drills and, where applicable, the minimum required frequencies for each are indicated. The process to administer drills and exercises and to correct problem area findings are included.

2.0 REFERENCES

- 2.1 Letter No. GO2-93-125, Supply System [Energy Northwest] to NRC, dated May 27, 1993 {2.1}
- 2.2 FSAR Chapter 13.3, Emergency Plan, Section 8.0
- 2.3 10CFR50 Appendix E, Section IV.F {R5902}
- 2.4 10CFR70.24, Criticality Accident Requirements
- 2.5 NUREG-0654/FEMA-REP-1, Rev. 1, Section II N {R3956}
- 2.6 INPO 88-019, Emergency Preparedness Drill and Exercise Manual, and Casualty Control Drill Supplement
- 2.7 Drill And Exercise Manual For Columbia Generating Station
- 2.8 SWP-CAP-01, Problem Evaluation Requests (PERs)
- 2.9 PPM 1.3.32, Plant Tracking Log
- 2.10 SWP-CAP-02, Root Cause Analysis
- 2.11 PPM 13.14.4, Emergency Equipment

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