

ENERGY NORTHWEST

INTEROFFICE MEMORANDUM

DATE: August 15, 2002

TO: Distribution

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

SUBJECT: PLANT PROCEDURES MANUAL - VOLUME 13
Distribution Package: 2002-468

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following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed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/Comments</u>
13.7.5	14	OFFSITE ASSEMBLY AREA OPERATIONS

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

<u>Procedure</u>	<u>Rev.</u>	<u>Pages</u>
13.9.1	27	1, 6, 10
13.10.3	18	17, 18
13.14.4	39	58
13.14.8	15	7

vd

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

Date

Signature of Manual Holder

87

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DISTRIBUTION - VOLUME 13

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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)	1050
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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. 225, 247 or 248)	1050
132	Licensed Training (PSF Rm. 225, 247 or 248)	1050
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 EOC/SMT	----
146	FEMA RX Liaison	----
155	*Maintenance Library (Memo to Veena)	927A
160	*OSC Emergency Support	927A
161	Equipment Operator Training	1050
164	Oregon State Dept. of Energy	----
218	U.S. Nuclear Regulatory Commission	----
219-221 (3)	Licensed Training (PSF Rm. 225, 247 or 248)	1050
223	Franklin County Emergency Management	----
236	Site 1 (B.Lyons) (13.5.3, 13.5.7, 13.14.9)	817
+ + Procedure Control assures delivery is arranged/made to J. Ittner		
* Level 1 File		



13.7.5

ENERGY NORTHWEST

USE CURRENT REVISION

COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL

PROCEDURE NUMBER *13.7.5	APPROVED BY JEW - Revision 14	DATE 08/15/02
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
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, 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 PERA 202-1448-04

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 will be directed to the Energy Northwest Office Complex (ENOC), which is the designated alternate assembly area for evacuees from the Columbia Generating Station Protected Area.

Personnel evacuated from the Exclusion Area will be instructed to go home when no radiological hazard exists. When radiological concerns warrant, Exclusion Area evacuees will be instructed to assemble at the ENOC, which is the designated Energy Northwest offsite assembly area for monitoring and, if necessary, decontamination.

During activation of the ENOC as an offsite assembly area, the Security Manager or Security Supervisor is responsible for dispatching a Security Officer for evacuee processing, crowd control, and message relay. The Radiological Emergency Manager (REM) is responsible for dispatching Health Physics Technicians and administrative support to perform personnel and vehicle monitoring, decontamination, and record keeping as appropriate. Administrative assistance may be requested from the ENOC Facility Manager.

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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.
- 4.2 Protective clothing, dosimetry, and radiological control requirements will be established by Health Physics based on good radiological work practices.

5.0 PROCEDURE

5.1 Assigned Security Officer Duties

- 5.1.1 When directed by the Security Manager or the Security Supervisor, report to the ENOC or alternate assembly area to assist with evacuee processing.
- 5.1.2 Upon arrival at the Offsite Assembly Area request a status briefing from Health Physics.
- 5.1.3 Begin completing the steps in Attachment 6.5 until the first evacuee arrives.
- 5.1.4 When the first evacuee arrives, be stationed at the entrance to the gravel parking area, direct evacuees to stay in a line going into the parking area. Vehicles will be lined up down the block and should remain on the extreme right hand side of the road without blocking any intersections. Walk along the line of vehicles ensuring that only evacuated personnel are in waiting.
- 5.1.5 Ensure evacuees remain in their vehicles until directed by Health Physics to do otherwise. Caution evacuees not to eat, drink, or smoke until cleared to do so by Health Physics.
- 5.1.6 Maintain traffic control and crowd control. Do not turn anyone away from wanting to be monitored.
- 5.1.7 Once all vehicles and personnel have been initially monitored and screened, remain in the parking area to ensure security of vehicles and integrity of barriers.
- 5.1.8 When relieved report to HP for precautionary monitoring prior to departing the area.

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5.2 Radiological Emergency Manager (REM) Duties

5.2.1 Assign personnel to the offsite assembly area as follows:

- a. HP or other qualified personnel to perform vehicle and personnel monitoring and decontamination.
- b. As available, assign administrative support personnel to assist with logging evacuees being processed through the assembly area or other record keeping activities.

5.2.2 Brief the JIC HP Spokesperson on the nature of the emergency situation.

5.2.3 For additional radiological assistance, contact the Site Support Manager to request the Department of Energy (DOE) to dispatch HP Techs to the assembly area to perform vehicle and/or personnel decontamination.

5.2.4 When activating the Offsite Assembly Area, ensure that a qualified individual is tasked with performing as the HP person in charge at the Offsite Assembly Area.

5.3 Person in Charge

NOTE: The person in charge may be a qualified HP Spokesperson or other individual knowledgeable about radiological practices.

Obtain briefing from the REM on the status of the plant, wind direction, type and extent of release, number of evacuees expected, and the potential for additional evacuees.

NOTE: If you have to perform a JIC function that may limit your ability to monitor the radio, request a JIC Security Officer to monitor the radio until you are available again.

5.3.1 Take a radio and orange vest out of cabinet #2.

5.3.2 Begin completing the steps in Attachment 6.5 as your JIC duties permit. Turn the portable radio on and be monitoring the radio at all times.

5.3.3 Ensure that the Health Physics representatives are located at the gravel parking area to implement the monitoring of evacuating personnel and vehicles.

5.3.4 Periodically contact the REM and keep him/her advised of the status of the operation. Request that additional resources be provided if the monitoring and decon functions are overloaded.

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- 5.3.5 Ensure all monitoring and decon operations are conducted in accordance with standard Health Physics practices.
- 5.3.6 If decon actions do not achieve desired results, inform the REM.
- 5.3.7 At shift change fully brief your relief on the status of operations being performed.
- 5.3.8 Upon completion of monitoring and decon operations, collect all relevant documentation for the REM.

5.4 Parking Area Personnel Duties

5.4.1 Health Physics

Do not exclude non-badged individuals from being monitored. Caution evacuees not to eat, drink, or smoke until cleared to do so.

- a. Complete a survey of the vehicle radiator grill area, tires, and windshield.

NOTE: Vehicles found to be contaminated will be parked and will not be decontaminated until the recovery phase of the emergency has been entered.

- b. If a vehicle is found contaminated, personnel monitoring is not required, direct the occupants to park their vehicle at the south end of the gravel parking area, remain in their vehicle, and await further instructions from HP. Let them know that depending on the numbers of vehicles to be checked that it could take while before they can be further processed.
- c. If the vehicle exterior is not contaminated, complete a gross survey of the individuals in the vehicles. If not contaminated direct them to drive back to George Washington Way via the north drive onto Lindberg Street and to proceed home.
- d. If monitoring indicates a person is contaminated, direct them to park their vehicle on the south side of the gravel parking area, remain in their vehicle, and await further instructions from HP. Let them know that depending on the numbers of vehicles to be checked that it could take a while before they can be further processed.
- e. 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. The monitoring area may have to be relocated to a lower background area.

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- f. Upon completion of monitoring in the parking area, use the installed posts to place a barrier across the west end of the gravel parking area. Ensure that all controlled area portions of the gravel parking area are defined using yellow barrier tape. Refer to Attachment 6.1 for details.
- g. Request keys of vehicles found to be contaminated from the driver and track them using envelopes labeled with the name and phone number of the driver. Indicate to the driver that their keys will be returned upon decontamination of the vehicle.
- h. Take the survey instruments and go to the monitoring and decon area and complete action in section 5.5.

5.5 Decon Personnel Duties

5.5.1 Health Physics

- a. Upon arrival back in the monitoring and decon area, ensure the area is properly set up. Refer to Attachment 6.3 and 6.5.
- b. Periodically note the background count rate, and if it is greater than 300 counts per minute (cpm) or appears to be increasing, inform the Person in Charge.
- c. Survey personnel coming into the monitoring area. Persons found free of contamination should be sent to the Richland Room to wait for transportation home.
- d. When personnel contamination is found, direct the person to remove any contaminated clothing or personal possessions, and place into a plastic bag. Seal the bag and label with the individual's name and phone number on the outside of the bag.
- e. If there is skin contamination, direct the individual into the decon area and complete decontamination.
- f. When contamination can no longer be detected, complete a record of decontamination activities on Attachment 6.4.
- g. When finished, direct evacuees to the Richland Room until transportation can be arranged.
- h. Complete a survey of the decon area and remove any loose surface contamination found prior to bringing the next evacuee into the decon area

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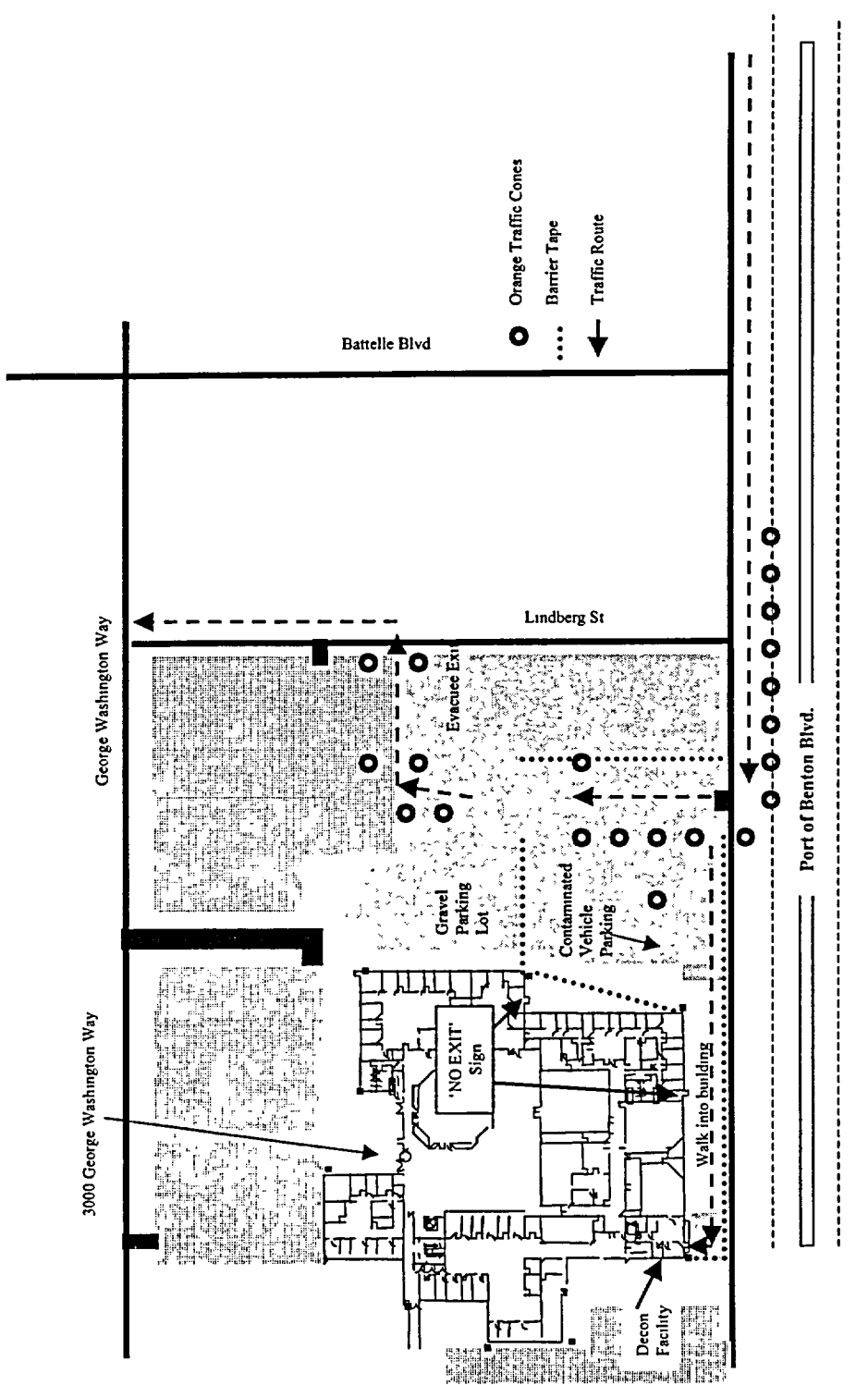
- i. Once cleared the decontaminated individuals shall wait in the Richland Room for further instructions
- j. At shift change fully brief your relief on the status of operations being performed.
- k. Upon completion of monitoring and decon operations, collect all relevant documentation for the REM.

6.0 ATTACHMENTS

- 6.1 Offsite Assembly Evacuation Route and Parking
- 6.2 Offsite Assembly Point Personnel Accountability Log and Vehicle Survey Log
- 6.3 ENOC Monitoring and Decontamination Facility
- 6.4 Offsite Assembly Point Personnel Survey Log
- 6.5 Responder Duties Upon Arrival At the Offsite Assembly Area

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OFFSITE ASSEMBLY AREA DRIVE-IN AND PARKING SET-UP



Attachment 6.1

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OFFSITE ASSEMBLY AREA
PERSONNEL ACCOUNTABILITY LOG

Name	Organization	Vehicle License #	Phone # at Destination

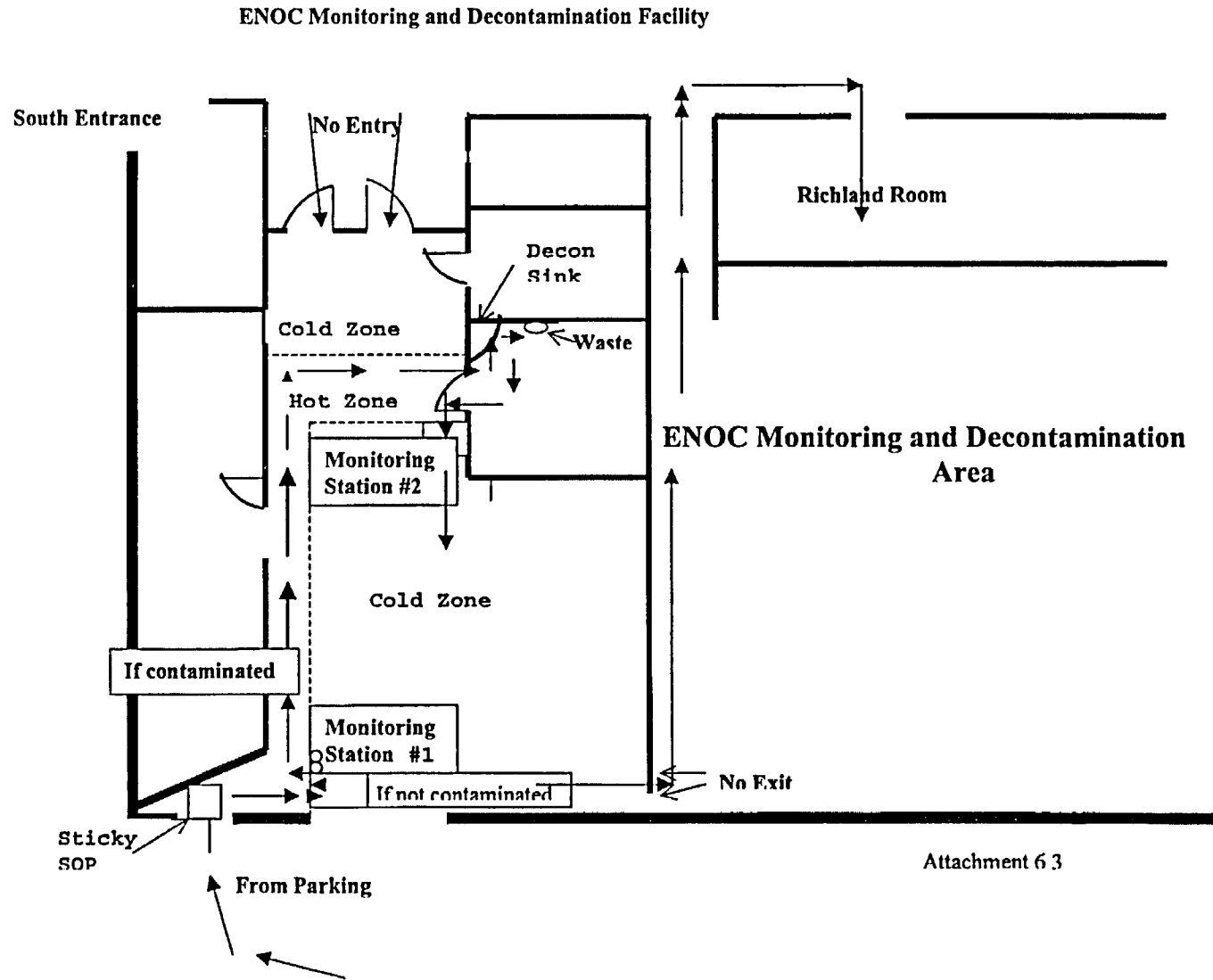
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Attachment 6.2

ENOC MONITORING AND DECONTAMINATION FACILITY

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Attachment 6.3



OFFSITE ASSEMBLY AREA
PERSONNEL SURVEY/DECONTAMINATION LOG

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Attachment 6.4

Name/Social Security Number	Date/Time	Contamination Level (CPM above bkgd.)	Decon Date & Time	Resurvey Contamination Level	Surveyor Initials

NOTE: After this record is complete and is not required for immediate use, forward to the Health Physics person in charge or to the Radiological Emergency Manager.

RESPONDER DUTIES UPON ARRIVAL AT THE OFFSITE ASSEMBLY AREA

Parking Area Set-up

1. Go to the Alternate EOF storage room and load the cart with all the supplies contained in cabinet #1. The cart should be removed from the storage room prior to being filled.
2. Put on an orange traffic vest and take a portable radio (ensure radios are set to transmit and receive on channel 1) out of the canvas bag, and take the cart to the east entrance of the gravel parking lot.

NOTE: Reference attachment 6.1 for information on set-up in the road and parking area.

3. Set-out orange traffic cones to mark the entrance into the gravel parking area.
4. Place cones in parking area to define monitoring location.
5. Use caution tape to set-up a boundary using the metal posts from the entrance driveway south to the loading dock driveway, and then to the bottom of the stairs at the ENOC decon/monitoring receiving area entrance.
6. Set-up a monitoring area midway through the gravel parking area (stage remaining equipment).
7. Ensure evacuating vehicles pull into the gravel parking area north of the ENOC. Request one of the evacuees to obtain and log passenger names, vehicle license plate numbers, and destination phone numbers on attachment 6.2. This responsibility can be delegated to any Energy Northwest employee. Caution evacuees not to eat, drink, or smoke until cleared to do so by Health Physics.
8. Traffic cones should be placed approximately every 50 feet from the east entrance to the gravel parking lot drive way to approximately 1000 feet north to identify the traffic lane into the parking area.

Monitoring/Decontamination Area Set-up

1. The supplies for setting-up the monitoring/decontamination room are stored in one of the designated storage cabinets in the monitoring and decontamination area (yellow tie wrapped).
2. Get the key for the facility rooms (Richland Room/Facility's Office) out of the key box located on the wall outside of room 1-2000. The key has a large red tag and is labeled as "loading dock facility key".
3. The step-off pads are stored behind the storage lockers, and the stanchions are located by the outside door.
4. Set-up the room using the diagram on Attachment 6.3.
5. Install the spray nozzle on the faucet in the receiving area janitor's closet sink.
6. Post No entrance, No Exit signs Refer to Attachment 6.1 and 6.3.

Attachment 6.5

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13.9.1



13.9.1

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COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL		
PROCEDURE NUMBER *13.9.1	APPROVED BY RJG for JEW - Revision 27	DATE 03/14/02
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION ENVIRONMENTAL FIELD MONITORING AND SAMPLING		
TITLE ENVIRONMENTAL FIELD MONITORING OPERATIONS		

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- 4.1.17 Maintain up-to-date 10 mile and 50 mile MUDAC Field Team display maps, showing field team locations, and showing field team radiological monitoring results. Update Field Team Summary Maps (Form 25130) as needed.
- 4.1.18 Periodically, or as requested, provide completed Field Team Summary Maps (Form 25130) to the REM.
- 4.1.19 When directed to assist with river evacuation monitoring, dispatch a field team to implement PPM 13.9.8.
- 4.1.20 Notify field teams when decisions are made to take KI, or to implement other protective measures.
- 4.1.21 Arrange for replacement of field team instrumentation or supplies when needed.
- 4.1.22 Upon shift change, brief your relief on current status of the emergency and field team activities.
- 4.1.23 Upon shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Collect Field Team Kit Inventory Sheets and After Action Reports from all field teams.
 - c. Deliver After Action Reports to the DPHP.

4.2 Field Team Dispatcher Duties

- 4.2.1 Assign and dispatch field teams as directed and record data on the Field Team Dispatch and Tracking Worksheet (Form 25815).
- 4.2.2 Maintain radio contact with field teams and enforce radio discipline and good practices.
- 4.2.3 When significant changes occur during the emergency, complete a Field Team Briefing Worksheet (Attachment 5.8), conduct a roll call of all field teams and provide a radio briefing of worksheet information. Record field team acknowledgment following the briefing.
 - a. Continue to follow up with any teams that fail to acknowledge the briefing. The Washington field team coordinator should be informed of state teams not receiving the briefing.
- 4.2.4 When directed, notify field teams of any Protective Action Decisions (PADs) affecting the field teams or the public.

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- 4.3.18 The following Stability Class tables are provided to complement the briefing information received from the Field Team Coordinator.

STABILITY CLASS TABLE

Stability Classification	NRC Categories (Stability)
Extremely unstable	<i>A (1)</i>
Moderately unstable	<i>B (2)</i>
Slightly unstable	<i>C (3)</i>
Neutral	<i>D (4)</i>
Slightly stable	<i>E (5)</i>
Moderately stable	<i>F (6)</i>
Extremely stable	<i>G (7)</i>

- 4.3.19 Notify the Field Team Dispatcher upon arrival at your assigned location.
- 4.3.20 As directed, perform general area surveys, ground contamination surveys and portable air samples following the instructions contained in Attachments 5.3 through 5.6.
- 4.3.21 Maintain a chronology of significant inputs, actions, events and their resolutions on an already established log, or on the Emergency Response Log (Form 23895), for attachment to your After Action Report per PPM 13.13.4.
- 4.3.22 If directed to perform River Evacuation Monitoring refer to PPM 13.9.8.
- 4.3.23 If directed to retrieve environmental TLDs and/or fixed air samples, refer to Attachment 5.6.
- 4.3.24 When relieved at shift change, or termination of emergency event:
- a. Brief your relief on responsibilities, duties and current status of actions being performed.
 - b. Report to the Kootenai Building Health Physics Center for survey, and, if necessary, decontamination.
 - c. Turn in personal dosimetry to the Health Physics Center staff and report to MUDAC for debriefing.
 - d. Prepare an individual After Action Report per PPM 13.13.4.
 - e. Deliver After Action Reports to the Field Team Coordinator.

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13.10.3

Duties of: TSC Computer Engineer
Assignment Location: Technical Support Center (TSC)
Reports to: TSC Technical Manager
Activation Level: Alert or higher classification

Responsibilities:

1. Upon notification of an Alert, Site Area, or General Emergency, or if so directed, proceed to the Technical Support Center (TSC). Obtain appropriate dosimetry.
2. Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.
3. Enter your name on the TSC Accountability Log located on the table just inside the TSC to establish manual Personnel Accountability.
4. Write your name on the TSC staffing board in the space next to your emergency position.
5. If you leave the TSC temporarily, inform the Technical Manager of your destination and approximate time of return. Note your destination on the TSC Personnel Accountability Log.
6. Obtain a briefing from the Technical Manager on the status of emergency conditions.

NOTE: Computer activation steps can be performed without waiting for TSC activation.

7. Log in to the PPC and PDIS computers. (PPC - Plant Process Computer, PDIS - Plant Data Information System)
8. If the Plant/NRC Liaison has not arrived, verify ERDS status and log on as necessary using instructions contained on PPM 13.10.6, Attachment 4.1.
9. Periodically verify that the ERDS link with NRC is functioning per Attachment 4.1 of PPM 13.10.6.

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10. As requested, provide the following:
 - activate the PDIS Real Time Print Monitor function and select a print frequency of requested parameters once every ten (10) minutes.
 - Plant Status Report.
 - PPCRS Emergency Menu.
 - Assist the TSC engineering staff by generating appropriate computer displays and edits needed to perform accident or event analysis.
 - Periodically verify the correct operation of the PPC nodes, and PDIS.
11. In the event of TSC or Plant computer hardware or software problems, request assistance from the Computer System Engineer, or from the Maintenance Manager for I&C computer repair expertise.
12. Upon shift change brief your relief on responsibilities, duties, current status of plant emergency conditions, and status of work being performed. Provide a phone number where you can be reached after leaving the site for questions related to your TSC duties.
13. Upon shift change or termination of the emergency:
 - a. Prepare an individual After Action Report in accordance with PPM 13.13.4.
 - b. Attach pertinent logs, notes, etc., to your After Action Report and deliver it to the Technical Manager.

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13.14.4

CONTROL ROOM

Passport Work Item: OPSSCHD164

INVENTORY LIST

<u>Item</u>	<u>MINIMUM</u>
Columbia Generating Station Emergency Plan (Shift Manager's Office)	1
Emergency Plan Implementing Procedures (Vol. 13) (One in MCR, one in Shift Manager's Office)	2 Sets
Technical Support Guidelines (TSG) (Six binders in Shift Managers Office)	1 Set
Emergency Phone Directory (One in Shift Manager's Office, one in CRS Desk)	2
Potassium Iodide Bottles (Shift Manager's Desk)	50 Bottles
Facsimile Machine	1
Ink Cartridge HP51626A	2
 SCOTT SCBA	 6
*Spare Cylinders per each unit	1 hr.
<u>FORMS:</u>	
24075 Classification Notification Forms	1 pad
26072 After Action Report Forms	1 pad
23895 Emergency Response Log	1 pad
25665 Event Notification Worksheet, NRC Form 361	1 pad
26045 Emergency Classification or Other Emergency Message (pink)	1 pad
26051 Exclusion Area Evacuation Message (yellow)	1 pad
26050 Protected Area Evacuation Message (green)	1 pad
26048 Localized Evacuation Message (blue)	1 pad
26098 Follow-up Offsite Notification	1 pad
25810 Emergency Director Turnover Sheet	1 pad
26171 Manpower Schedule Message	1 pad
25831 10 Mile EPZ Dose Projection & Data Map	1 pad
25918 Plant Status	1 pad

* Staged 501' TG west

Attachment 5.7-2

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13.14.8

DRILL/EXERCISE FREQUENCY

<u>Activity</u>	<u>Description</u>	<u>Frequency</u>
Communications System Tests	As described in PPM 13.14.4.	As specified in PPM 13.14.4.
Communications Drills	As described in Table 8-1, b. of the Emergency Plan	As specified in Table 8-1, b. of the Emergency Plan
Fire Brigade Drill	The Fire Brigade will be activated to respond to a simulated fire or may respond to a training area to actually fight a fire under the supervision of the Fire Brigade Leader. It may be incorporated into an annual exercise or another drill.	Controlled under the Fire Protection Plan.
Medical Emergency Drill	This drill involves a simulated injury with contamination and will include provisions for participation by ambulance personnel and off-site medical treatment facilities. If not incorporated into the annual exercise it will be evaluated separately by FEMA.	Annually, supporting each local area hospital biannually, including FEMA evaluation.
Radiological Monitoring Operations Drill	This drill involves the Environmental Field Teams. Field activities involve conducting surveys and collecting and analyzing various samples, such as soil, water, air, and vegetation. Provisions for communications and record keeping will also be tested. This drill may be incorporated into another drill or exercise.	Annually
Criticality Evacuation	606' floor workers respond to criticality alarm and evacuate the floor.	Annually
Health Physics Lab/PASS	This drill involves the response to and analysis of simulated elevated airborne and liquid samples, and may include transfer of samples to the EOF HP Center. It also may be incorporated into another drill/exercise.	Semi-annual
Health Physics Lab Drill	This drill involves the analysis of inplant liquid samples, with actual elevated radiation levels, including the use of the post-accident sampling system.	Annually

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