

**INTEROFFICE MEMORANDUM**

**DATE:** August 29, 2002

**TO:** Distribution

**FROM:** Procedure Control, Administrative Services, (927A)  
*Vivinta Dehem*

**SUBJECT: PLANT PROCEDURES MANUAL - VOLUME 13**  
**Distribution Package: 2002-485**

**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following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed

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

\_\_\_\_\_  
Date

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Signature of Manual Holder

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USE CURRENT REVISION

COLUMBIA GENERATING STATION  
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER	APPROVED BY	DATE
*13.4.1	JEW - Revision 27	08/29/02
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
NOTIFICATIONS		
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EMERGENCY NOTIFICATIONS		

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1.0 PURPOSE

This procedure provides instructions for notification of Federal, State and County organizations should a classified emergency provided for in PPM 13.1.1 be declared, upgraded, down graded, terminated, or a Protective Action Recommendation (PAR) be made or modified. It also provides instruction for notification, acknowledgement, and response actions by Energy Northwest emergency response personnel. {R-1586, R-1587, R-1588, R-1589, R1590}

2.0 REFERENCES

- 2.1 10CFR50.47(b), Emergency Plans {R-1586, R-1587, R-1588, R-1589, R-1590}
- 2.2 10CFR50.72, Immediate Notification Requirements for Operating Nuclear Power Reactors {R-1932}
- 2.3 10CFR26, Fitness for Duty Program
- 2.4 10CFR50 Appendix E (IV)(C), Activation of Emergency Organization {R-5731}
- 2.5 NUREG-0654/FEMA-REP-1, Rev. 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
- 2.6 NUREG-1022, Rev. 1, Event Reporting Systems
- 2.7 IEN 98-08, Information Likely to be Requested if an Emergency is Declared
- 2.8 FSAR, Chapter 13.3, Emergency Plan, Section 4
- 2.9 SWP-FFD-01, Fitness For Duty
- 2.10 PPM 13.1.1, Classifying the Emergency
- 2.11 PPM 13.2.2, Determining Protective Action Recommendations
- 2.12 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.13 PPM 13.10.6, Plant/NRC Liaison Duties
- 2.14 PPM 13.13.4, After Action Reporting
- 2.15 Classification Notification Form, 24075

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2.0 REFERENCES (cont'd)

2.16 Emergency Classification or Other Emergency Messages, 26045

2.17 Followup Notifications, 26098

2.18 Partial Activation or Manpower Schedule Message, 26095

3.0 DISCUSSION

Initial notification of Washington State and local authorities must be made within 15 minutes following declaration of the emergency event. For Energy Northwest, local authorities are defined as Benton County, Franklin County and Washington State. DOE-RL should be notified within 15 minutes to allow protective action implementation for DOE workers, although this is not required by regulation. Initial notification of the NRC via the Emergency Notification System (ENS) should be made immediately after notification of the appropriate state and local authorities, and must be made not later than one (1) hour after emergency event declaration. Immediate notifications are outlined in Attachment 6.1, Part A - Immediate Notification List. Notification of other offsite agencies is outlined in Attachment 6.1, Part C - Offsite Agency Notification List. {R-5731}

If a Transitory Event is discovered as outlined in PPM 13.1.1, ENS notification to the NRC must be made within one (1) hour of the discovery of the undeclared (or misclassified) event. State and county authorities will be notified via the Crash phone system within one (1) hour of the event.

Notification of selected non-ERO supervisory staff is intended to prompt them to notify personnel they are responsible for of an emergency declaration so that appropriate protective action may be initiated for individuals in high noise environments or otherwise out of public address range within the owner controlled area.

Emergency notifications are one of the responsibilities assigned to the designated Emergency Director (ED) and will transfer along with the ED function from the Shift Manager to the TSC Manager or EOF Manager. The ED cannot delegate the decision to notify offsite authorities responsible for offsite emergency measures, but may delegate notification actions to other individuals in accordance with this procedure.

4.0 PRECAUTIONS AND LIMITATIONS

4.1 State and local authorities are required to receive emergency event notifications within 15 minutes of event classification, a change in event classification, or changes in Protective Action Recommendations (PARs).

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4.2 If after beginning to fill out a Classification Notification Form (CNF), but before the event is communicated to anyone offsite, event conditions change which make it necessary to reclassify the event or change PARs, discontinue completing the first CNF and begin filling out a new one. Mark the discontinued CNF void and include it with the After Action Report per PPM 13.13.4. The initial 15 minute notification requirement is not waived and the new CNF must be completed within 15 minutes of declaring the previous classification.

4.3 If event conditions change which make it necessary to reclassify the event or change PARs and offsite notifications are in progress, the current 15 minute notification requirement is not waived. Notifications in progress for the lower level classification or PARs must be completed. Inform the offsite agencies on the Crash phone that classification or PARs will be upgraded and another notification will be forthcoming shortly.

## 5.0 PROCEDURE

Form 26045, Emergency Classification or Other Emergency Messages, should be used when completing emergency classification notifications and public address announcements.

### 5.1 Information Requested by NRC

The following information may be requested by the Headquarters Operations Officer:

- Is there any change to the classification of the event?
- What is the ongoing/imminent damage to the facility, including affected equipment and safety features?
- Have toxic or radiological releases occurred or been projected, including changes in the release rate? If so, what are the projected onsite and offsite releases and what is the basis of assessment?
- What are the health effects or consequences to onsite and offsite people? How many onsite or offsite people will be or are affected, and to what extent?
- Is the event under control? When was control established, or what is planned to bring the event under control? What mitigative action is planned or underway?
- What onsite protective measures have been taken or planned?

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- What offsite protective actions have been recommended to state or local officials?
- What is the status of state, local or other federal agencies responses, if known?
- If applicable, what is the status of public information activities, such as alarm, broadcast, or press releases by the state, local, or other federal response agency? Has a Joint Information Center been activated?

**5.2 Notifications Made By the Shift Manager Acting as Emergency Director (ED)**

**NOTE:** When making a classification change and full Emergency Response Organization (ERO) activation was initiated by a previous classification, it is not necessary to repeat ERO notification.

**NOTE:** The following steps may be performed out of sequence.

- 5.2.1 Refer to Attachment 6.2 to assist in determining public evacuation recommendations during inclement weather.
- 5.2.2 If the need to activate the TSC and OSC exists at the Unusual Event classification, refer to the instructions contained on form 26095, Partial Activation or Manpower Schedule Message, to start the autodialer and record an "on-the-fly" message. Use WNP2 as the password. Otherwise, follow the normal notification protocol.
- Notify the SCC that the Control Room will initiate the autodialer scenario. Override step 1 of form 26045.
  - If an autodialer scenario is already running, cancel the operating scenario.
- 5.2.3 If special instructions are required for ERO activation, prepare an "on-the-fly" message notification using form 26171. Use "WNP2" as the password.
- 5.2.4 If security event conditions exist for an emergency classification, declare the appropriate classification and initiate the offsite agency notification process, but do not summon the ERO or activate emergency centers until it is safe to do so. Confer with the Security Supervisor to make that determination.

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However:

- If it is determined that is safe to activate the ERO and all emergency centers, initiate the appropriate autodialer scenario.
- If it is determined that it is NOT safe to activate the ERO or any emergency center, AND after hours ERO response is required, initiate the security contingency autodialer scenario (#191).
  - 1) Based on consultation with the Security Supervisor, instruct on-site TSC and OSC responders to delay reporting to their emergency centers. Refer to form 26045 (pink form) to prepare an appropriate PA announcement for on-site responders. Otherwise, inform the OSC and TSC responders to report to their emergency center directly.

5.2.5 When emergency classification decisions are made, notify the SCC Duty Officer on the dedicated ring down line or available phone line if the dedicated line is unavailable to initiate the appropriate ERO notification system.

5.2.6 At Site Area Emergency, Direct the SCC to initiate Site One evacuation, and inform the SCC if an offsite radiological release is in progress.

- Complete the Classification Notification Form (CNF), Form 24075. Refer to PPM 13.2.2 to determine if the event classification also requires Protective Action Recommendations (PARs).

5.2.7 Ensure that plant PA announcements are made using the format of Form 26045. Also ensure that the override switch for the public address system is in the "override" position. Return it to the normal position when done.

5.2.8 Transmit the CNF to the SCC and offsite agencies via facsimile. If facsimile failure occurs, go directly to Crash phone notification, Step 5.2.7.

**NOTE:** If Crash system failure requires that you provide notification by other means, the SCC ringdown line may be used to contact the SCC Duty Officer. The Duty Officer will follow up to ensure notifications are completed. If using an alternate method, you may receive call backs to verify the notification is authentic.

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- 5.2.9 Verify the SCC Duty Officer has received the CNF and is prepared to address the offsite agencies on the Crash phone.
- 5.2.10 Initiate the Crash phone system by dialing 400. If initiated on the Shift Manager's phone, push the red button labeled "Crash" and dial 400.
- 5.2.11 Ensure that immediately after notification of the appropriate state and local agencies but not later than one hour after event classification, a designated communicator: {R-1932}
  - Provides the NRC with event information using guidance contained in the Event Notification Worksheet (Form 25665) via the NRC Emergency Notification System (ENS) by dialing:  
  
(301) 816-5100, (301) 951-0550 or (301) 415-0553  
  
If ENS is not available, use any commercial phone and dial:  
  
9-1-301-816-5100, 9-1-301-951-0550 or 9-1-301-415-0553
  - Provides information to the NRC on event classification changes.
  - Maintains continuous communication with the NRC for whatever period they request or until relieved by the Plant/NRC Liaison in the TSC.
  - When the Plant/NRC Liaison comes on line, provides turnover information via ENS which includes, as a minimum, classification level, reactor status and other relevant plant status items.
  - Obtains permission from the NRC ENS communicator prior to transferring ENS responsibilities to the Plant/NRC Liaison.
- 5.2.12 Direct that the Control Room's facsimile transmittal activity reports be attached to applicable CNFs and that CNFs and NRC Event Notification work sheets be attached to After Action Reports.
- 5.2.13 Monitor Plant conditions and, if changes in the emergency classification are required, repeat Steps 5.2.1 - 5.2.7.

5.3 Notifications Made By the TSC Manager Acting as Emergency Director (ED)

NOTE: The following steps should be completed in order, however, under certain circumstances such as equipment failure or time constraints, steps may be performed out of sequence.

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- 5.3.1 If a change in event classification or PARs is indicated, confer with the Shift Manager using the Emergency Director ringdown phone as necessary.
- 5.3.2 Complete the CNF, Form 24075. Refer to PPM 13.2.2 to determine needs for additional PARs.
- 5.3.3 Ensure that Plant PA announcements are made using the format of Form 26045.
- 5.3.4 Direct that the CNF be sent to the offsite agencies via facsimile. If facsimile failure occurs, go directly to Crash phone notification, Step 5.3.5.

NOTE: If Crash system failure requires that you provide notification by other means, the preferred alternate method is the Dial-Up phone system (refer to Emergency Phone Directory, Crash section, for instructions). If using an alternate method, you may receive call backs to verify the notification is authentic.

- 5.3.5 Initiate the Crash phone system by dialing 400.
- 5.3.6 Review CNF information with the offsite agencies on the Crash phone, ensure their questions are answered and that they understand the information regarding current conditions.
- 5.3.7 Direct that facsimile transmittal activity reports be attached to all original CNFs and retained for records.

NOTE: If the Columbia River/Horn Rapids siren alerting system cannot be activated by Benton County Emergency Dispatch Center (EDC) personnel, the EDC may request that Security Communications Center (SCC) personnel activate the sirens and announce the prescribed messages over the alerting system.

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5.4 Notifications Made By the EOF Manager Acting as Emergency Director (ED)

NOTE: The following steps should be completed in order, however, under certain circumstances such as equipment failure or time constraints, steps may be performed out of sequence.

5.4.1 If a change in event classification or PARs is indicated, confer with the TSC Manager and the Shift Manager using the Emergency Director ringdown phone as necessary.

5.4.2 Complete the CNF, Form 24075. Refer to PPM 13.2.2 to determine PAR impact.

5.4.3 Coordinate with the TSC Manager to have announcements of plant conditions, hazardous areas to avoid, or security conditions be made to personnel in or near the plant, using the public address system microphone in the TSC.

5.4.4 Direct that the CNF be sent to the offsite agencies via facsimile. If facsimile failure occurs, go directly to Crash phone notification, Step 5.4.5.

NOTE: If Crash system failure requires that you provide notification by other means, the preferred alternate method is the Dial-Up phone system (refer to Emergency Phone Directory, Crash section, for instructions). If using an alternate method, you may receive call backs to verify the notification is authentic.

5.4.5 Initiate the Crash phone system by dialing 400.

5.4.6 Review CNF information with the offsite agencies on the Crash phone, ensure their questions are answered and that they understand the information regarding current conditions.

5.4.7 Direct that the facsimile transmittal activity reports are attached to all original CNFs and retained for records.

NOTE: If the Columbia River/Horn Rapids area Public Alerting system cannot be activated by the Benton County Emergency Dispatch Center (EDC) personnel, the EDC may request SCC personnel to activate the sirens and announce prescribed messages on the alerting system.

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## 5.5 Followup Notifications

5.5.1 About once per hour, or when radiological or plant conditions change, initiate a followup message by Crash phone and fax to offsite agencies. Use form 26098, Followup Notifications. Provide updates on applicable information as follows: {R-1587}

- Name and phone number of caller
- Location of incident
- Date and time of incident
- Emergency classification
- Type of actual or projected release, estimated duration, and arrival time
- Estimate of the quantity of radioactive material released or being released, and the point of the release
- Chemical and physical form of released material including estimates of relative quantities and concentration of noble gases, iodines, and particulates
- Meteorological conditions or changes
- Actual or projected dose at the site boundary; projected integrated dose at the site boundary
- Projected dose and integrated dose at the projected peak and at 2 miles and 10 miles, including affected sectors
- Estimate of any surface radioactive contamination; in plant, on site or offsite
- Emergency response actions underway
- Recommended emergency actions, including PARs
- Requests for offsite organization support needed onsite
- Prognosis for worsening or termination of event based on plant information

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5.6 Notifications Made By the Security Communications Center (SCC)

- 5.6.1 If notified of event classification by other than the Crash or alternate dial up phone system, call the Shift Manager back on the dedicated line for verification prior to providing notification to offsite agencies.
- 5.6.2 Upon receipt of official notification of emergency event classification, implement the SCC Notifications Checklist.
- 5.6.3 For notifications of event classifications or changes prior to ERO activation, activate the ERO notification system using the automatic dialer. Do not initiate a new scenario if the Control Room has activated the auto-dialer at the Unusual Event classification unless upgrading to an Alert or higher emergency.
- 5.6.4 For event notifications or changes prior to ERO activation when automatic dialer is not operational, activate the ERO paging system.
- 5.6.5 Monitor Crash system CNF notifications to offsite agencies, and for notifications from the Shift Manager, follow up with any necessary clarifications or missed data.
- 5.6.6 Log a record of offsite agency CNF notifications.
- 5.6.7 Instruct the Central Alarm Station (CAS) Operator to inform the Security Supervisor of the incident, and request a responder to the Security Communications Center to provide notification assistance.
- 5.6.8 When the responder arrives, give briefing on event notification status, Benton County EDC requests for siren activation or PA announcements, and direct the responder to assist with SCC operations.
- 5.6.9 For initial or fast breaking classifications where the Offsite Agency Coordinator has not yet arrived at the EOF to take over Part C notifications and make no more than two (2) attempts to contact the listed agencies in the Part C notification list (Attachment 6.1) If requested, provide Items 2-6 on the CNF. Inform the Site Support Manager of those listed agencies you were unable to contact.
- 5.6.10 Each time the classification is changed, and the Emergency Director function is still in the Control Room, cease the notification sequence and start over from Step 5.5.1. If the ERO Notification system was already activated at the Alert or higher classification, do not reactivate it.

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5.6.11 When contacted by the Offsite Agency Coordinator in the EOF, turn over responsibility for Part C Offsite Support Agency Notifications.

5.7 Notifications Made by the Offsite Agency Coordinator

5.7.1 Upon arrival at the EOF, contact the SCC Duty Officer and assume responsibility for making the Attachment 6.1, Part C Notifications.

5.7.2 Make the Part C notifications as required for appropriate event classifications. Provide items 2-6 on the CNF as requested.

5.7.3 Make no fewer than two (2) attempts to contact the agencies/locations listed in Part C. Inform the Site Support Manager of those listed agencies you were unable to contact.

5.8 Emergency Response Data System (ERDS) Operations

NOTE: Activation of ERDS shall occur as soon as possible, but not later than one (1) hour after declaring an Alert or higher emergency classification. {R-1932, R-1936}

NOTE: The responsibility for ERDS activation resides with the Plant/NRC Liaison in the TSC. The on call Emergency Planner and the PDIS Analyst in the EOF may activate ERDS if not already accomplished.

For an Alert or higher classification, activate/ensure ERDS activation per PPM 13.10.6, Attachment 4.1. This should be done from a terminal that can access the Plant Display Information System (PDIS).

5.9 Notification of Transitory Events

NOTE: This notification is the responsibility of the Shift Manager or Emergency Director following discovery of the event.

If a Transitory Event has been discovered per PPM 13.1.1, complete the following notifications:

- a. Complete the Transmittal of Information Section of Attachment 6.3, Notification of Transitory Event
- b. Obtain approval for release of this information from the Shift Manager or Emergency Director as appropriate.

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- c. Transmit the notification form to the offsite agencies (state and county) via facsimile.

NOTE: When making the following verbal notifications, fill in the Date, Time and Person Notified in the Notification Documentation Section of the form.

- d. Ensure that the following notifications are made within one (1) hour of the discovery of the undeclared (or misclassified) event:
- ENS notification to the NRC, and
  - Crash phone notification (by dialing 400) to the offsite authorities.
- e. Upon completion of notifications of the event, attach the form to the After Action Report for the event.

## 6.0 ATTACHMENTS

### 6.1 Emergency Notification Lists

Part A - Immediate Notification List

Part B - ERO Notification List

Part C - Offsite Support Agency Notification List

### 6.2 Emergency Response Organization (ERO) Notification and Response Instructions

### 6.3 Notification of Transitory Event

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EMERGENCY NOTIFICATION LISTS  
PART A - IMMEDIATE NOTIFICATION LIST

Discussion

- This is a list of State and local authorities that shall be notified within fifteen (15) minutes of all emergency event classifications, changes in classification and Protective Action Recommendations (PARs) as required by 10CFR50.72.
- Notification to these agencies is normally by Crash dedicated phone, but in the event of Crash system failure, the dial-up system should be used for contact. The agencies should be contacted in order of listing when using the dial-up system.
- These offsite agencies are entitled to know ALL information contained on the Classification Notification Form (CNF). A copy of the CNF should be transmitted by facsimile concurrent with phone notification.

Agency Notification List

1. Benton County EOC
2. Franklin County EOC
2. Washington State EOC
3. DOE-RL: Contact the DOE/RL Occurrence Notification Center (ONC).

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EMERGENCY NOTIFICATION LISTS  
PART B - ERO NOTIFICATION LIST

Discussion

- The Part B notification list represents the essential and augmenting Emergency Response Organization (ERO) positions for Energy Northwest that shall be notified as soon as possible after classification of an emergency event.
- A complete list of ERO work, home, and pager numbers is maintained in selected Emergency Phone Directories for use by the Plant Administrative Manager, Site Support Manager, JIC Support Manager, or SCC Duty Officer. Any of these positions may use the Part B Notification List to contact ERO personnel in the event of an auto-dialer or paging system failure.
- Selected Energy Northwest supervisory staff not on the ERO are also included in this notification list. This assures that Energy Northwest staff and contractor personnel out of public address system range or in high noise environments within the owner controlled area will be notified of an emergency declaration at Columbia Generating Station.
- These positions are normally notified by pager, computerized phone system, or public address system.

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EMERGENCY NOTIFICATION LISTS  
PART C - OFFSITE SUPPORT AGENCY NOTIFICATION LIST

Discussion

- These offsite agencies are notified as soon as possible after Part A notifications are made. Notification is made at the indicated emergency classification level and at any subsequent reclassification (except as noted below), including termination.
- Notifications are made via commercial phone, radio or facsimile. An Offsite Agency Notification Checklist is located in the Offsite Agency Section of the Emergency Phone Directory.
- These agencies are normally provided information contained in items 2 through 6 of the CNF.
- The agencies are listed in the order of preferred notification. However, Energy Northwest reserves the right to modify the order as required for effective emergency preparedness coordination.
- After two (2) unsuccessful attempts to contact a listed agency, further attempts will be discontinued and an "unable to contact" notice given to the Site Support Manager.

AGENCY NOTIFICATION LIST

At Unusual Event or Above

1. Bonneville Power Administration (BPA)
2. Federal Emergency Management Agency (FEMA)
3. Oregon Office of Energy

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EMERGENCY NOTIFICATION LISTS  
PART C - OFFSITE SUPPORT AGENCY NOTIFICATION LIST (Contd.)

At Alert or Above

4. Site One Manager (or Designated Site One Authority (DSA))
- 5.\* Energy Northwest Visitor's Center
6. Security Training Facility
7. Maintenance Training Facility
8. Institute of Nuclear Power Operations (INPO)
9. American Nuclear Insurer (ANI)

At Site Area Emergency or Above

10. Framatome ANP
11. General Electric of San Jose

\* Renotification for subsequent classifications not required.

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EMERGENCY RESPONSE ORGANIZATION (ERO)  
NOTIFICATION AND RESPONSE INSTRUCTIONS

General Instructions

If the ERO is summoned during freezing or snowy weather, call the Hanford Patrol Operations Center and request that the roads to the plant be cleared or sanded as necessary. Refer to the Emergency Phone Directory for the number.

If an evacuation is necessary beyond the Exclusion Area, contact the Benton and Franklin County Emergency Operations Centers and request that the Benton and Franklin County road supervisors be contacted to assist in determining evacuation risk. Refer to the Emergency Phone Directory for the number.

At Alert or higher emergency classification, on call and Support personnel are to respond to their assigned emergency centers. Selected ERO personnel may also be instructed to respond at the Unusual Event classification. Security personnel at Energy Northwest roadblocks will direct Plant responders reporting from home to the Health Physics Center (HPC) at the Yakima Building before going to the Plant if there are hazardous conditions to consider. Otherwise, personnel will report directly to their assigned emergency center.

On call ERO members must meet Energy Northwest's Fitness for Duty criteria contained in the General Information Handbook (GIH), GIH 4.6.1. Personnel should not acknowledge a telephone or pager notification unless Fitness for Duty criteria is met.

10CFR26 and Energy Northwest procedures, such as SWP-FFD-01, specify that the consumption of alcohol is prohibited for five hours prior to "any scheduled working tour" and "during the period of any scheduled working tour". Abstinence is not specifically required for other periods. For Emergency Preparedness purposes, a scheduled drill/exercise is considered as a scheduled working tour. Response to an actual event is considered as a call-in situation or unscheduled working tour.

10CFR26 and SWP-FFD-01 address alcohol consumption for call-in/unscheduled working tours. The called-in person(s) must state whether alcohol has been consumed within the preceding 5 hours, and the Supervisor/Manager must ensure this information is provided. For those reporting for a call-in/unscheduled working tour and not meeting the 5 hour abstinence period, a determination of fitness must be made (including any necessary controls or conditions such as supervision or monitoring).

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Notification Acknowledgement/Response During Normal Work Hours

While at work, ERO personnel may be notified of emergency classifications by one of the following:

- Pager notification
- Public address (PA) announcements
- Word of Mouth
- Telephone message from an automatic dialer

On call responders report directly to their assigned emergency center following notification of an Alert or higher emergency classification. All ERO personnel designated as Support should report to their assigned emergency center following notification of an Alert or higher emergency classification.

On call ERO members acknowledge all emergency pager notifications by:

- Calling 375-6201. (This is an outside number and should be preceded by 9 if you call from an Energy Northwest internal extension.)
- Following the directions provided.
- If there is no answer at the call in number, respond directly to your emergency center at Alert or higher classifications, and report to the center manager.

If a second notification upgrading the emergency from an Unusual Event to an Alert or higher classification is received, personnel will again need to follow the instructions and acknowledge this notification as well.

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Notification Acknowledgement/Response After Normal Work Hours

If you receive an ERO notification on your home phone:

- Follow the scripted directions using a touch tone phone. The auto-dialer cannot recognize a Rotary dial or pulse tone phone.
- If you miss part of the message, call 375-6201.
- If the auto-dialer calls you, it could mean:
  - The on call (pager carrier) ERO member did not acknowledge the pager message
  - An insufficient number of responders for your position have acknowledged
- If a second notification upgrading the emergency from an Unusual Event to an Alert or higher classification is received, personnel will again need to follow the instructions and acknowledge this notification as well.

If you are the on call pager carrier for your ERO position and you receive a pager notification:

- Call 375-6201
- Follow scripted directions using a touch tone phone.
- If there is no answer at the call in number, respond directly to your emergency center at Alert or higher classifications, and report to the center manager.
- If a second notification upgrading the emergency from an Unusual Event to an Alert or higher classification is received, personnel will again need to follow the instructions and acknowledge this notification as well.

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\*13.10.1\*

<b>ENERGY NORTHWEST</b>		USE CURRENT REVISION
COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL		
PROCEDURE NUMBER	APPROVED BY	DATE
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CONTROL ROOM OPERATIONS AND SHIFT MANAGER DUTIES		

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1.0 PURPOSE

To describe the responsibilities of the Shift Manager, Control Room Operators, and Shift Technical Advisor, and actions to be taken in the event it becomes necessary to activate and operate the Control Room as an emergency response facility during an emergency.

2.0 REFERENCES

- 2.1 10CFR50.72, Immediate Notification Requirements for Operating Nuclear Power Reactors {R-1932}
- 2.2 10CFR50, Appendix E (IV)(A) {R-5695, R-5708}
- 2.3 FSAR, Chapter 13.3, Emergency Plan
- 2.4 Technical Specification 5.1.2 {R1343}
- 2.5 OER 79071C, Unauthorized Forced Entry into the Protected Area at Three Mile Island Unit 1 on February 7, 1993
- 2.6 PPM 1.3.1, Operating Policies, Programs, and Practices
- 2.7 PPM 1.9.14, Onsite Medical Emergencies
- 2.8 PPM 1.10.1, Notifications and Reportable Events
- 2.9 PPM ABN-RAD-CR, Control Room HVAC High Radiation
- 2.10 PPM 5.7.1, Severe Accident Guidelines
- 2.11 Technical Memorandum 2117, Technical Support Guidelines for Core Thermal Engineer
- 2.12 PPM 13.1.1, Classifying the Emergency
- 2.13 PPM 13.10.2, TSC Manager Duties
- 2.14 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides
- 2.15 PPM 13.2.2, Determining Protective Action Recommendations
- 2.16 PPM 13.4.1, Emergency Notifications
- 2.17 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.18 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities

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- 2.19 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.20 PPM 13.8.1, Emergency Dose Projection System Operations
- 2.21 PPM 13.13.4, After Action Reporting
- 2.22 Classification Notification Form, 24075
- 2.23 Emergency Director Turnover Sheet, 25810
- 2.24 Emergency Response Log, 23895
- 2.25 Emergency Classification or Other Emergency Messages, 26045
- 2.26 Public Address Emergency Message Format - Localized Evacuation, 26048
- 2.27 Public Address Emergency Message Format - Protected Area Evacuation, 26050
- 2.28 Public Address Emergency Message Format - Exclusion Area Evacuation, 26051
- 2.29 Follow-up Notifications, 26098
- 2.30 Partial Activation or Manpower Schedule, 26171

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3.0 DISCUSSION

- 3.1 The Emergency Director (ED) is the Energy Northwest individual on site at all times who shall have the authority and responsibility to immediately and unilaterally initiate any emergency actions. {R-5708}
- 3.2 The Columbia Generating Station Shift Manager will normally act as ED when an emergency classification is initially declared. ED responsibilities will transfer from the Shift Manager to the TSC Manager or the EOF Manager depending upon time of facility activation.
- 3.3 The Shift Manager is responsible for plant operations and during an emergency will be in charge of directing the activities of on shift personnel in taking those actions necessary to mitigate the emergency conditions. The Shift Manager is the ultimate authority in prioritizing and initiating all phases of plant operations. {R-5695}
- 3.4 The Shift Manager and Security Supervisor are responsible to determine the appropriate course of action to deal with a security contingency that has the potential to threaten emergency response center activation and personnel safety.
- 3.5 Severe Accident Guidelines (SAGs) are entered and Emergency Operating Procedures (EOPs) are exited when primary containment flooding is required.
- 3.6 Once emergency operations commence and EIPs are entered, normal work control practices are superceded by EPIP repair team work task methodology. When the emergency is terminated or recovery operations begin, normal work control practices are reinstated.

4.0 PROCEDURE

4.1 Shift Manager Actions

NOTE: Shift Manager procedural steps may be documented using Attachment 5.1, Shift Manager Checklist.

- 4.1.1 Diagnose plant conditions and direct necessary actions to alleviate abnormal conditions.
- 4.1.2 Implement the actions of Section 4.7 until relieved by the responding Emergency Director in accordance with Section 4.6.

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- a) With assistance from the STA or Emergency Response SRO, determine the necessity to change the emergency classification in accordance with PPM 13.1.1. Make the necessary public address announcements:

**CAUTION:** At the Unusual Event level when it is desired to activate the TSC and OSC, DO NOT activate the standard auto-dialer scenario for Unusual Event. Record an on-the-fly message to summon TSC and OSC staff using form 26171, Partial Activation or Manpower Schedule, instead.

- 1) Emergency center activation. Refer to Emergency Classification or Other Emergency Messages, 26045, (pink form) or,
  - 2) Localized evacuation. Refer to Public Address Emergency Message Format - Localized Evacuation, 26048, (blue form) or,
  - 3) Protected Area Evacuation. Refer to Public Address Emergency Message Format - Protected Area Evacuation, 968-26050, (green form) or
  - 4) Exclusion Area Evacuation. Refer to Public Address Emergency Message Format - Exclusion Area Evacuation, 968-26051, (yellow form).
- b) Ensure appropriate Control Room log entries are made for the emergency classifications and offsite notification actions.
  - c) At Site Area Emergency or higher classification, assign an individual in the Control Room to perform center accountability duties per PPM 13.5.5 if manual accountability is necessary.

4.1.3 If it becomes necessary to activate the TSC and OSC at an Unusual Event for additional support, activate both centers.

- a) Use form 26171, Partial Activation or Manpower Schedule, to record an on-the-fly auto-dialer message to summon OSC and TSC staff at Unusual Event.

4.1.4 For any potential security scenario that could pose a threat to emergency center activation and personnel safety, confer with the Security Supervisor to determine:

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- appropriate areas for TSC and OSC operations
- avenues of safe access
- communications abilities
- the ability of Security to keep the area safe
- if it is safe to summon the ERO or activate emergency centers

**NOTE:** If the SCC is not available to complete offsite notifications, the Control Room must complete offsite notifications until the SCC can resume this responsibility.

- 4.1.5 If the TSC and OSC are activated, direct the TSC to suspend in-plant activities until further notice.
- 4.1.6 If security event conditions exist for an emergency classification, declare the appropriate classification and initiate the offsite agency notification process, but do not summon the ERO or activate emergency centers until it is safe to do so. Confer with the Security Supervisor to make that determination. However:
- a) If it is determined that is safe to activate the ERO and all emergency centers, initiate the appropriate autodialer scenario.
  - b) If it is determined that it is NOT safe to activate the ERO or any emergency center, AND after hours ERO response is required, initiate the security contingency autodialer scenario (#191).
    - 1) Based on consultation with the Security Supervisor, instruct on-site TSC and OSC responders to delay reporting to their emergency centers. Refer to form 26045 (pink form) to prepare an appropriate PA announcement for on-site responders. Otherwise, inform the OSC and TSC responders to report to their emergency center directly.
- 4.1.7 If conditions still exist for an emergency classification at the time the security scenario is terminated, initiate the normal notification process. Refer to form 26045 (pink form).
- 4.1.8 If conditions no longer exist for the emergency classification at the time the security event is terminated and it is desired to terminate the emergency classification, do not notify the ERO or activate emergency centers unless other emergency conditions make it necessary.

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- a) If special instructions are required to the ERO, prepare an “on-the-fly” message notification, using form 26171, Partial Activation or Manpower Schedule Message, Use WNP2 as the password.
- 4.1.9 If a Transitory Event has been discovered per PPM 13.1.1, notify the NRC per the instructions in PPM 13.4.1, section 5.9, Notification of Transitory Events.

4.1.10 If neither the EOF nor the Technical Support Center (TSC) have been activated, and:

- a) An effluent release approaching or in excess of PPM 13.1.1 Emergency Action Levels has occurred, or is occurring; or
- b) An abnormal release of radioactive effluents is indicated;

Then direct a qualified individual to initiate offsite dose calculations per PPM 13.8.1 and determine if Protective Action Recommendations (PARs) for the public in accordance with PPM 13.2.2, or classifications in accordance with PPM 13.1.1, are required.

4.1.11 If the Technical Support Center (TSC) is activated, transfer responsibilities for peripheral duties not directly related to reactor systems manipulation to the TSC.

4.1.12 Maintain communications with the TSC Operations Manager concerning plant status. Use the Emergency Director ringdown phone when both the TSC and EOF need to be on line to discuss mitigating actions prior to implementation of those actions.

4.1.13 Keep the Operations Manager in the TSC informed of plant conditions and actions which may impact in-plant or offsite activities.

4.1.14 Request the Operations Manager call in additional Control Room support personnel as needed.

4.1.15 If notified of an emergency situation that requires Fire Brigade response, perform the following:

- a) Activate the alerting tone.
- b) Announce the type of emergency.
- c) Give the emergency's location.

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- d) Request the Fire Brigade respond to the emergency.
- e) Repeat the announcement.
- f) Establish communications with the Fire Brigade Leader at the scene of the emergency to obtain situational reports, confer on action plans, and assess manpower and equipment needs for mitigating the emergency.
- g) Ensure the Control Room maintains accountability for emergency personnel performing Fire Brigade or Emergency Operating Procedure (EOP) activities until the OSC is activated.

NOTE: When not used for Control Room dispatched activities, emergency personnel may be staged in the OSC or at a location determined by the Shift Manager and the OSC Manager.

NOTE: When activated, the OSC becomes responsible for accountability of plant emergency workers.

4.1.16 Inform the OSC of:

- Known or suspected Plant hazards
- Names of dispatched Fire Brigade or EOP team members
- Assignment
- Location
- Time dispatched and expected time of return

NOTE: Tasks of an immediate nature should be prefaced by the term "urgent". The Shift Manager will usually confer with the Operations Manager on tasks of an urgent nature, but the Shift Manager has the final authority in determining if a task is "urgent".

4.1.17 If a task is identified as requiring an immediate response, designate it as "urgent" and communicate the task to the TSC Operations Manager or TSC Manager.

4.1.18 If more than one "urgent" task is identified, select a priority for each and inform the TSC Operations Manager.

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- 4.1.19 If notified of the need for offsite medical assistance for injured or contaminated injured personnel, implement PPM 1.9.14.
- 4.1.20 Refer any incoming media calls to the Joint Information Center.
- 4.1.21 Maintain a log of events and actions.
- 4.1.22 For termination of emergency:
  - a) Collect the individual After Action Reports prepared by staff personnel.
  - b) Prepare an individual After Action Report as per PPM 13.13.4.
  - c) Deliver all After Action Reports to the Operations Manager.

4.2 Control Room Supervisor Actions

- 4.2.1 Advise the Shift Manager of abnormal conditions and perform duties as directed.
- 4.2.2 Take actions to terminate the conditions causing the emergency.
- 4.2.3 Continuously monitor the Control Room habitability in accordance with PPM ABN-RAD-CR.  
  
 NOTE: If you initiate PPM ABN-RAD-CR while the TSC is occupied, notify the TSC Manager that an air stagnation condition will exist.
- 4.2.4 If the TSC is determined to be uninhabitable, initiate TSC isolation actions specified in PPM ABN-RAD-CR.
- 4.2.5 In the absence of the Shift Manager or higher authority, assume Shift Manager responsibilities, including Emergency Director responsibilities and authority as per Section 4.7. {R1343}
- 4.2.6 Direct the activities of Control Room Operators and Equipment Operators.
- 4.2.7 Refer any incoming media calls to the Joint Information Center.

4.3 Control Room Operator Actions

- 4.3.1 Recognize unusual plant conditions and take necessary actions under direction of Control Room Supervisor and/or Shift manager to terminate the condition causing the emergency.

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4.3.2 Keep the Control Room Supervisor informed of unusual conditions.

4.3.3 Refer any incoming media calls to the Joint Information Center.

4.4 Shift Technical Advisor/Emergency Response SRO Actions

- The Shift Technical Advisor (STA) qualified individual should stay abreast of plant activities and status. The STA qualified individual evaluates the risk associated with planned plant activities and advises shift management on actions to be taken to minimize the associated risk. When appropriate, the STA qualified individual should advise shift management on technical matters.

An STA qualified individual shall be on shift in modes 1, 2, or 3, per FSAR requirements, and will be available within 60 minutes for call in, in modes 4 and 5.

When the STA qualified individual is performing a dual role as the Shift Manager or Control Room Supervisor, another SRO (the Emergency Response SRO) shall be on shift to provide independent oversight of plant activities and status, and to assist the Shift Manager in emergency response activities. This individual may be the Shift Support Supervisor (SSS), if SRO qualified.

- The Emergency Response SRO shall be on shift in all modes when the STA function is provided by the Shift Manager or Control Room Supervisor. The Emergency Response SRO is another SRO present to advise and assist the Shift Manager on emergency response actions such as emergency classifications and notifications, protective action recommendations, and off-site dose assessment.

- 4.4.1 If an off-normal condition is indicated, or if directed by the Shift Manager, man the duty station in the control room and maintain a log of your actions.
- 4.4.2 Assist the Shift Manager in evaluating plant conditions relative to preestablished emergency action levels and initiating conditions and in declaring the appropriate emergency classification. Refer to PPM 13.1.1.
- 4.4.3 Utilize the computer outputs (such as, TDAS, PDIS and GDS) to evaluate the potential for core damage or worsening of an abnormal event.
- 4.4.4 If core damage is suspected, make a qualitative assessment of plant parameters using Technical Memorandum 2117, Technical Support Guidelines for Core Thermal or Reactor Engineer during and following an

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abnormal event if the TSC is not activated. Provide the Shift Manager with a Plant Status Assessment.

- 4.4.5 Provide the Shift Manager with recommendations to minimize or control the consequences of an emergency condition.

NOTE: A radioactive release is in progress when any of the following conditions exist:

- A valid reading exists which exceeds PPM 13.1.1 Table 3 Column UE, OR
- Offsite dose calculations meet or exceed PPM 13.1.1 Table 4 Column UE levels for TEDE or CDE thyroid, OR
- Field teams measure GE 100 microR at 1.2 miles.

NOTE: Refer to PPM 13.8.1 for dose projection guidance.

- 4.4.6 Perform offsite dose assessment using the Quick Emergency Dose Projection System (QEDPS).
- 4.4.7 Provide input to the Emergency Director for emergency classification and/or protective action decisions as necessary in accordance with PPM 13.2.2 guidance.
- 4.4.8 Coordinate turn over of offsite dose projection functions to the TSC or EOF when they are activated and able to assume procedural responsibility.
- 4.4.9 Provide information to the Shift Manager on Emergency Plan Implementing Procedures that prescribe emergency response actions that provide for employee and public safety.
- 4.4.10 Continuously reassess plant conditions and keep the Shift Manager informed of new data and your recommendations.
- 4.4.11 Refer incoming media calls to the Joint Information Center.

4.5 All Control Room Personnel

- 4.5.1 Upon shift change, brief your relief on responsibilities, duties and current status of tasks being performed.
- 4.5.2 Upon shift change or termination of the emergency:
- a) Prepare individual After Action Report as per PPM 13.13.4.

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- b) Deliver all After Action Reports to Shift Manager for delivery to the Operations Manager.

#### 4.6 Transfer Of Emergency Director Duties

**NOTE:** The Shift Manager remains a part of the decision making team when in SAGs. Announce the transition of SAG entry and EOP exit to the Control Room and TSC Operations Manager.

##### 4.6.1 Transferring the Emergency Director duties:

- a) When contacted by an oncoming Emergency Director, give a time when conditions would permit the turnover process.

**NOTE:** The Classification Notification Form or the Emergency Director Turnover Sheet can be used as a guide during the turnover process.

- b) At the time when conditions permit, contact the oncoming Emergency Director and conduct a turnover that includes a discussion of the Plant status and emergency conditions.
- c) Once the oncoming Emergency Director fully understands the current conditions and proposed actions, transfer the Emergency Director duties.
- d) Announce the transfer to the facility staff.
- e) Log the transfer in the Control Room log.

#### 4.7 Actions As Emergency Director

Once EPIPs have been entered (emergency classification occurs), recovery actions not specifically authorized by plant procedures which have a potential for radioactive release to the environment require Emergency Director concurrence.

##### 4.7.1 Assume the following responsibilities, delegating tasks as needed with the exception of items a., through d., which may not be delegated to any other member of the Emergency Response Organization:

- a) Classification of emergencies in accordance with PPM 13.1.1, and periodically review the classification to ensure that it reflects current plant conditions.

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- b) Making protective action recommendations in accordance with PPM 13.2.2, to offsite authorities responsible for implementing emergency measures for the public.
- c) Approving official notifications/communications (i.e., Crash calls) to local, state, and Federal agencies.
  - 1) Ensure that immediately after notification of the appropriate state and local agencies, but not later than one hour after event classification, a designated communicator: {R1932}
    - a) Provides the NRC with event information using guidance contained in the Event Notification Worksheet (Form 968-25665) via the NRC Emergency Notification System (ENS), or by dialing:  
  
(301) 816-5100 or (301) 951-0550; and
    - b) Maintains continuous communication with the NRC for whatever period they request or until relieved by the Plant/NRC Liaison position in the TSC.
- d) Requesting assistance from offsite organizations and agencies as needed.
- e) Ensuring, through the facility managers, that the appropriate emergency procedures are implemented.
- f) Ensuring the requisite emergency response facilities are activated and properly staffed.
- g) If advised of a personnel injury or death, then:
  - 1) Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.
  - 2) Ensure details of the incident, e.g., individuals name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.
- h) Authorizing venting of the primary containment when in SAGs.

NOTE: The Shift Manager, as Emergency Director, may terminate an Unusual Event. Due to the commitment of onsite and offsite manpower and resources, only the EOF Manager as the Emergency Director may terminate an event classified as Alert or greater.

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- i) Terminating the emergency and entering the recovery phase in accordance with PPM 13.13.2, Emergency Event Termination And Recovery Operations.

4.7.2 If action is determined to be necessary that causes the plant to depart from Technical Specifications or license conditions, refer to PPM 1.3.1 and 1.10.1 to invoke 10CFR 50.54(x) actions.

4.7.3 Approximately every 30 minutes, or when conditions change, perform the following:

- a) Review the emergency action levels (EALs) in procedure PPM 13.1.1 to ensure the emergency classification declared reflects current Plant conditions.
- b) Review the protective action recommendations (PARs) in procedure PPM 13.2.2 to ensure the PARs declared reflect current Plant or radiological release conditions.
- c) Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.
- d) Conduct facility briefing.

4.7.4 When conditions warrant a change in emergency classification or protective action recommendations, then perform the following:

- a) Complete a Classification Notification Form (CNF).

NOTE: Notifications to the state, counties and DOE (Hanford) are required within 15 minutes of time noted on the Classification Notification Form.

- b) Ensure initial and follow-up notifications are performed in accordance with PPM 13.4.1, using the completed CNF as the basis. Refer to 26098, Follow-up Notifications, for follow-up notifications.
- c) Direct the Information Coordinator to inform the other Columbia Generating Station emergency facilities of the change in emergency classification and/or protective actions and to ensure a copy of the CNF is sent to the appropriate organizations.

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- 4.7.5 Determine if Protected Area evacuation actions need to be taken in accordance with the following:
- a) Alert - Evacuation is optional, depending on event prognosis, consider evacuating plant personnel who are not part of the ERO.
  - b) Site Area Emergency and General Emergency - Protected Area evacuation is required for most situations per PPM 13.5.1 for personnel who are not part of the ERO.
- 4.7.6 Ensure the SCC Duty Officer has implemented actions to evacuate Site One personnel at Site Area Emergency per 13.5.3.
- 4.7.7 Consider exclusion area evacuation in accordance with PPM 13.5.3 when a Site Area Emergency is declared and order an exclusion area evacuation when a General Emergency is declared.
- 4.7.8 Authorize personnel to take potassium iodide (KI) when recommended by the Radiation Protection Manager or Radiological Emergency Manager in accordance with PPM 13.2.1.

5.0 ATTACHMENTS

5.1 Shift Manager Checklist

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SHIFT MANAGER CHECKLIST

<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
<u>Shift Manager Actions</u>		
1. Diagnose plant conditions and direct necessary actions to alleviate abnormal conditions.	_____	_____
2. Implement actions of Section 4.1 or 4.7 until relieved by the responding ED per Section 4.6.	_____	_____
3. If it becomes necessary to activate the TSC and OSC for additional support, activate both centers.	_____	_____
4. For security contingencies, confer with the Security Supervisor to determine appropriate areas for TSC/OSC operations, safe routes, communications ability, and if it is safe to summon the ERO or activate the emergency centers:	_____	_____
a) If it is determined that is safe to activate the ERO and all emergency centers, initiate the appropriate autodialer scenario.		
b) If it is determined that it is NOT safe to activate the ERO or any emergency center, AND after hours ERO response is required, initiate the security contingency autodialer scenario (#191).		
1) Based on consultation with the Security Supervisor, instruct on site TSC and OSC responders to delay reporting to their emergency centers. Refer to form 26045 (pink form) to prepare an appropriate PA announcement for on-site responders. Otherwise, inform the OSC and TSC responders to report to their emergency center directly.		
5. If EOF nor the TSC have activated and an abnormal release of radioactive effluents is indicated, direct a qualified individual to initiate offsite dose calculations and determine if PARs per PPM 13.2.2 or classification per PPM 13.1.1 are required.	_____	_____
6. If TSC or EOF is activated, transfer responsibilities not directly related to reactor manipulation to the TSC.	_____	_____

Attachment 5.1

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
7. Keep Operations Manager in TSC informed of plant conditions which may impact in plant or offsite activities.	_____	_____
8. Maintain communications with the TSC Operations Manager concerning plant status. Use the Emergency Director ringdown phone as appropriate to discuss mitigating actions prior to implementation of those actions.	_____	_____
9. Request Operations Manager call in additional CR support personnel as needed.	_____	_____
10. If notified of emergency situation that requires FB response, perform the following: <ul style="list-style-type: none"> <li>a. Activate the alerting tone.</li> <li>b. Announce the type of emergency.</li> <li>c. Give the emergency's location.</li> <li>d. Request the FB respond to the emergency.</li> <li>e. Repeat the announcement.</li> <li>f. Ensure Control Room maintains accountability for personnel performing FB or EOP activities until the OSC is activated.</li> <li>g. Establish communications with FB Leader at scene to obtain situational reports, confer on action plans, and assess manpower and equipment needs.</li> </ul>	_____	_____
11. When activated, inform OSC of known or suspected Plant hazards, and names of dispatched FB or EOP teams, assignment, location, time dispatched and expected time to return.	_____	_____
12. If task requires immediate response, designate it as "urgent" and communicate to TSC Operations Manager or TSC Manager.	_____	_____
13. If more than one "urgent" task is identified, select a priority for each and inform the TSC Operations Manager.	_____	_____
14. If notified of need for offsite medical assistance, implement PPM 1.9.14.	_____	_____

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
15. Refer any incoming media calls to the JIC.	_____	_____
16. Maintain log of events and actions.	_____	_____
17. For termination of emergency, collect After Action Reports (AAR) from staff, prepare an individual AAR per PPM 13.13.4, and deliver AARs to Operations Manager.	_____	_____

Transfer Of Emergency Director Duties

The Shift Manager remains a part of the decision making team when in SAGs. Announce the transition of SAG entry and EOP exit to the Control Room and TSC Operations Manager.

1. If transferring the ED duties:
  - a. When contacted by an oncoming ED, give a time when conditions would permit the turnover process. \_\_\_\_\_
  - b. At the time when conditions permit, contact oncoming ED and conduct a turnover using the Classification Notification Form or the Emergency Director Turnover Sheet as a guide. \_\_\_\_\_
  - c. Once the oncoming ED fully understands current conditions and proposed actions, transfer ED duties. \_\_\_\_\_
  - d. Announce the transfer to the facility staff. \_\_\_\_\_
  - e. Log the transfer in the facility log. \_\_\_\_\_

Actions As Emergency Director

Once EPIPs have been entered (emergency classification occurs), recovery actions not specifically authorized by plant procedures which have a potential for radioactive release to the environment require Emergency Director concurrence.

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
1. Assume the following responsibilities, delegating as necessary with the exception of items a., through d., which are non-delegable:	_____	_____
a. Classification of emergencies per PPM 13.1.1 and periodically review the classification to ensure that it reflects current plant conditions.		
b. Making protective action recommendations per PPM 13.2.2 to offsite authorities responsible for implementing emergency measures for the public.		
c. Approving official notifications/communications to local, state, and Federal agencies.		
d. Requesting assistance from offsite organizations and agencies as needed.		
f. If advised of a personnel injury or death, then:		
Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.		
Ensure details of the incident, e.g., individuals name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.		
g. Authorizing venting of the primary containment when in SAGs.		
h. Terminating the emergency and entering the recovery phase per PPM 13.13.2.		
2. Refer to PPM 1.3.1 to invoke 10CFR 50.54(x) actions as necessary.	_____	_____
3. Approximately every 30 minutes, or when conditions change, perform the following:	_____	_____
a. Review the EALs in procedure PPM 13.1.1 to ensure the emergency classification declared reflects current Plant conditions.	_____	_____

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
b. Review the PARs in procedure PPM 13.2.2 to ensure the PARs declared reflect current Plant or radiological release conditions.	_____	_____
c. Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.	_____	_____
4. When conditions warrant a change in emergency classification or protective action recommendations, perform the following:	_____	_____
a. Complete a Classification Notification Form (CNF).		
b. Ensure notifications are performed per PPM 13.4.1 using the completed CNF as a basis.		
c. Direct the Information Coordinator to inform the other Columbia Generating Station emergency facilities of the change in emergency classification and/or protective actions and ensure a copy of the CNF is sent to the appropriate organizations.		
5. Determine if Protected Area evacuation actions need to be taken. Protected Area evacuations are required for most situations at Site Area Emergency per PPM 13.5.1.	_____	_____
6. Direct the SCC Duty Officer to implement evacuation actions for Site One personnel at Site Area Emergency per 13.5.3.	_____	_____
7. Consider exclusion area evacuation per PPM 13.5.3 when a Site Area Emergency is declared and order an exclusion area evacuation when a General Emergency is declared.	_____	_____
8. Authorize increases to emergency worker radiation exposure limits when recommended by the Radiation Protection Manager or Radiological Emergency Manager per PPM 13.2.1.	_____	_____
9. Authorize personnel to take potassium iodide (KI) when recommended by the Radiation Protection Manager or Radiological Emergency Manager per PPM 13.2.1.	_____	_____

Attachment 5.1

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\*13.10.2\*



USE CURRENT REVISION

COLUMBIA GENERATING STATION  
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER *13.10.2	APPROVED BY JEW - Revision 19	DATE 08/29/02
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION PLANT EMERGENCY FACILITIES		
TITLE TSC MANAGER DUTIES		

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1.0 PURPOSE

This procedure provides instructions for the duties and responsibilities of the Technical Support Center (TSC) Manager during declared emergencies.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 2
- 2.2 10CFR50, Appendix E (IV)(A) {R-5695, R-5708}
- 2.3 Safeguards Contingency Plan
- 2.4 PPM 1.3.1, Operating Policies, Programs, and Practices
- 2.5 PPM 1.9.14, Onsite Medical Emergencies
- 2.6 PPM 5.7.1, Severe Accident Guidelines
- 2.7 PPM 13.1.1, Classifying the Emergency
- 2.8 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides
- 2.9 PPM 13.2.2, Determining Protective Action Recommendations
- 2.10 PPM 13.4.1, Emergency Notifications
- 2.11 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.12 PPM 13.13.2, Emergency Event Termination and Recovery Operations
- 2.13 PPM 13.13.3, Intermediate Phase MUDAC Operations
- 2.14 PPM 13.13.4, After Action Reporting
- 2.15 Classification Notification Form, 968-24075
- 2.16 Emergency Director Turnover Sheet, 968-25810
- 2.17 Emergency Response Log, 968-23895
- 2.18 Technical Support Briefing Guidelines, 968-25860
- 2.19 Emergency Classification or Other Emergency Message, 968-26045

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3.0 DISCUSSION

- 3.1 The Emergency Director (ED) is the Energy Northwest individual on shift at all times who shall have the authority and responsibility to immediately and unilaterally initiate any emergency actions. {R-5708}
- 3.2 The Shift Manager will normally act as ED when an emergency classification is initially declared. ED responsibilities will transfer from the Shift Manager to the TSC Manager or the EOF Manager depending upon time of facility activation.
- 3.3 The TSC Manager is responsible for the plant management function during an emergency and will be in charge of directing plant activities in support of Control Room operations. The TSC Manager has the authority to implement any plant action deemed necessary to mitigate the emergency conditions. {R-5695}
- 3.4 Severe Accident Guidelines (SAGs) are entered and Emergency Operating Procedures (EOPs) exited when primary containment flooding is required. An announcement to the TSC and EOF should be made when this occurs.
- 3.5 The TSC Manager is responsible to ensure communications are maintained as necessary between the Shift Manager and EOF Manager/Emergency Director. The TSC Manager should also maintain an awareness of plant conditions and obtain concurrence of the Emergency Director prior to implementing mitigating actions identified as requiring Emergency Director concurrence on EOPs or SAGs.

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## 4.0 PROCEDURE

**NOTE:** Once emergency operations commence and EPIPs are entered, normal work control practices may be superseded by EPIP repair team methodology at the TSC Manager's discretion. Consideration should be given to the severity of the emergency when making this decision.

**NOTE:** Procedural steps may be implemented using Attachment 5.2, TSC Manager Checklist.

### 4.1 TSC Manager Duties At Unusual Event Classification

No action required unless you are contacted by the Shift Manager or Emergency Director.

### 4.2 TSC Manager Duties For Alert Or Higher Classifications

- 4.2.1 Obtain an electronic dosimeter from HP Access Control. Direct all others in the TSC to obtain appropriate dosimetry (DRD or PIC).
- 4.2.2 Respond to the TSC, present your badge to the personnel accountability keycard reader, start and maintain an Emergency Response Log, and contact the Shift Manager for an initial briefing on the current status of the emergency, status of offsite notifications, and any known or anticipated plant hazardous areas.
- 4.2.3 If, after obtaining the initial Plant status briefing from the Shift Manager, the EOF Manager is not yet present, contact the JIC Manager to provide status information for the first followup news release.
- 4.2.4 Instruct responding TSC staff to promptly setup the TSC and obtain assistance if necessary to resolve any activation problems.

**NOTE:** You may assume the ED duties prior to TSC activation, but ensure you have sufficient personnel and communication links to assess accident conditions and communicate classification decisions or PARs to offsite authorities.

- 4.2.5 If acting as Emergency Director, contact the JIC Manager and provide initial information.
- 4.2.6 Assume the ED duties from the Shift Manager as per Section 4.3, unless the EOF Manager is prepared to assume, or has already assumed, these duties.
- 4.2.7 Inform the TSC staff of who has the ED responsibility.

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4.2.8 Direct the Plant Admin Manager to contact a qualified TSC Manager on the ERO list to respond as Assistant TSC Manager, if needed.

NOTE: Activation of the TSC without all the required positions staffed may be declared, however, recognize that failure to staff the required positions within one hour of classification is a violation of the Emergency Plan response requirements.

4.2.9 Monitor the progress of TSC activation and staff activities and declare the TSC activated when the following minimum staffing positions are present:

- TSC Manager
- Radiation Protection Manager (RPM)
- Operations Manager
- Plant/NRC Liaison
- Technical Manager
- Core/Thermal Hydraulics Engineer
- Mechanical Engineer
- Electrical Engineer

OR

4.2.10 Declare the TSC activated when the main responsibilities of the TSC can be assumed, even though the positions listed above are not all present.

TSC Main Responsibilities

- a. Provide plant management and technical support to plant operations personnel during emergency conditions.
- b. Relieve reactor operators of peripheral duties and communications not directly related to reactor system manipulations.
- c. Ensure ERDS is activated by checking with Plant/NRC Liaison.
- d. If the EOF is not activated, the TSC is also responsible for:
  - Managing the overall Energy Northwest emergency effort
  - Evaluating the magnitude and consequences of actual or potential radiological releases
  - Assessing plant conditions and determining appropriate emergency classifications

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- Coordinating emergency response activities with local, state and federal agencies and providing offsite PARs

**NOTE:** The TSC Manager may use judgment in determining when qualified personnel will perform a task to fulfill TSC responsibilities even though the personnel may not be identified as normally assigned to the task; e.g., a knowledgeable person could perform the function of the Plant/NRC Liaison until additional personnel arrive.

- 4.2.11 Direct the TSC Information Coordinator announce activation to the other emergency centers and the Plant/NRC Liaison to report it to NRC.
- 4.2.12 Conduct an initial status briefing to TSC staff on turnover information obtained from the Control Room that includes:
  - Current emergency classification, cause of event and corrective actions being taken or in-progress
  - Current plant status, i.e., operating, shutdown, reduced power, etc.
  - Onsite personnel status of injuries, contaminations, exposures, etc.
  - If event involves radioactive releases
  - Status of notifications to offsite agencies
  - Status of offsite emergency response activities in progress or planned and PARs if issued
- 4.2.13 If the event involves a security contingency, contact the EOF Manager and request the Security Manager to determine if access security needs to be established for the TSC.
- 4.2.14 Provide update briefing on the status of planned and anticipated TSC actions to the EOF Manager.
- 4.2.15 Ensure TSC technical, maintenance, operations and radiation protection personnel are assessing plant conditions and conferring collectively to provide the TSC Manager with accident mitigation conclusions and recommendations to determine decisions on:
  - Changes to Emergency Classification or PARs
  - Preventative or corrective actions that need to be pursued or deferred
  - Tasks that need to be pursued
  - Radiological or other hazards that impact plant emergency workers

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- Need to request augmenting staff or offsite assistance
  - Evacuation actions for plant personnel
- 4.2.16 Direct the TSC Plant/NRC Liaison to immediately inform the NRC Headquarters Operations Officer (HOO) of declaration of emergency classifications, or changes to emergency classifications, and Protective Action Recommendations or Decisions that have been made or changed.
- 4.2.17 When EAL or PAR changes are identified, notify the EOF Manager.
- 4.2.18 Direct that plant PA announcements of Emergency Classification changes or cautions to emergency workers about plant hazardous areas are made per steps on Form 968-26045, Emergency Classification or Other Emergency Message.

NOTE: Tasks of an immediate nature should be prefaced by the term "urgent". The Shift Manager has the authority to determine if a task is urgent. The Shift Manager also has final authority in determining the priority of urgent tasks if multiple urgent tasks exist and a question is raised as to which has priority.

- 4.2.19 Ensure that the Operations Manager, Technical Manager, Maintenance Manager, Radiation Protection Manager, Shift Manager and OSC Manager coordinate the repair team actions necessary to place and maintain the Plant in a stable condition.
- 4.2.20 If habitability of TSC becomes questionable, confer with TSC staff and determine if selected staff will be directed to continue emergency duties from the Control Room, the EOF, or be evacuated offsite.
- 4.2.21 If the RPM advises the TSC Manager of TSC radiological airborne activity problems, consider having the Control Room initiate HVAC isolation actions for the TSC specified in ABN-RAD-CR.
- 4.2.22 If the emergency worker dose limit is projected to exceed 5 REM over the course of the event for TSC staff, confer with TSC staff and determine if selected staff will be directed to continue emergency duties from the Control Room, the EOF, or be evacuated offsite.
- 4.2.23 For any potential scenario that could pose a threat to emergency response center activation and personnel safety, confer with the Security Supervisor to determine:
- Appropriate areas for TSC and OSC operations
  - Avenues of safe access

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- Communications abilities
- The ability of Security to keep the area safe

4.2.24 If you are advised of a personnel injury or death, then:

- Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.
- Ensure details of the incident, e.g., individual's name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.

4.2.25 Conduct periodic update briefings of TSC staff. Refer to Technical Support Center (TSC) Briefing Guidelines (Form 968-25860) located in the TSC.

4.2.26 Direct that an announcement be made to the TSC and EOF when EOPs are exited and SAGs are entered.

4.2.27 Obtain Emergency Director concurrence using the Emergency Director ringdown phone prior to implementing mitigating actions identified as requiring Emergency Director concurrence on EOPS or SAGs.

4.2.28 When plant stability is achieved, confer with the EOF Manager and consider event termination or recovery actions in accordance with PPM 13.13.2.

4.2.29 At event termination or shift change direct an after action critique of TSC performance to summarize actions taken and identify corrective actions needed.

4.2.30 At termination of an Alert or higher emergency classification, serve as a standing member of the Final After Action Report Committee in accordance with PPM 13.13.4. If the emergency does not go beyond Unusual Event, Emergency Preparedness will compile a Final After Action Report.

### 4.3 Transfer Of Emergency Director Duties

4.3.1 If assuming the Emergency Director duties:

- Contact the current Emergency Director and determine a time when conditions permit the turnover process.

**NOTE:** The Classification Notification Form (Form 968-24075), or the Emergency Director Turnover Sheet (Form 968-25810), can be used as a guide during the turnover process.

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- b. At a time when conditions permit, conduct a turnover that includes a discussion of the Plant status and emergency conditions.
- c. Once current conditions and proposed actions are fully understood, relieve the current Emergency Director of ED duties.
- d. Announce the transfer of authority to the facility staff and ensure the other Energy Northwest emergency facilities are notified.
- e. Complete a CRASH call to offsite agencies informing them of the transfer of Emergency Director duties. Direct the Plant/NRC Liaison to notify the NRC.
- f. Log the transfer in the Emergency Response Log.
- g. As Emergency Director, follow the guidance in Section 4.4.

4.3.2 If transferring the Emergency Director duties:

- a. When contacted by the Emergency Director, provide a time when conditions permit the turnover of the Emergency Director duties.

NOTE: The Classification Notification Form (Form 968-24075), or the Emergency Director Turnover Sheet (Form 968-25810), can be used as a guide during the turnover process.

- b. At the time when conditions permit, contact the EOF Manager and conduct a turnover of Emergency Director duties that includes a discussion of the Plant status and emergency conditions.
- c. Once the EOF Manager fully understands the current conditions and proposed actions, transfer the Emergency Director duties.
- d. Announce the transfer to the facility staff.
- e. Log the transfer in the Emergency Response Log.

4.4 Actions As Emergency Director

Once EPIPs have been entered (emergency classification occurs), recovery actions not specifically authorized by plant procedures which have a potential for radioactive release to the environment require Emergency Director concurrence.

4.4.1 Assume the following responsibilities:

NOTE: The Emergency Director must authorize requests for outside assistance, including resources available from the federal government.

NOTE: Items a through e may not be delegated.

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- a. Classification of emergencies in accordance with PPM 13.1.1, Classifying The Emergency, and periodically reviewing the classification to ensure that it reflects current plant conditions.
- b. Making protective action recommendations in accordance with PPM 13.2.2 to offsite authorities responsible for implementing emergency measures for the public.
- c. Approving official notifications/communications (e.g., Crash calls) to local, state, and Federal agencies.
- d. Authorizing recovery actions not specifically authorized by procedure which have a potential for radioactive release to the environment.
- e. Requesting assistance from offsite organizations and agencies as needed.
- f. Making followup notifications to offsite agencies per PPM 13.4.1. Refer to Follow-up Offsite Notifications, 968-26098.
- g. Approving the technical content of press releases.
- h. Ensuring, through the facility managers, that the appropriate emergency procedures are implemented.
- i. Ensuring the requisite emergency response facilities are activated and properly staffed.
- j. If advised of a personnel injury or death, then:
  - 1) Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.
  - 2) Ensure details of the incident, e.g., individuals name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.
- k. Authorizing venting of the primary containment when in SAGs.

**NOTE:** The Shift Manager as Emergency Director may terminate an Unusual Event. Due to the commitment of onsite and offsite manpower and resources, only the EOF Manager as the Emergency Director may terminate an event classified as Alert or greater.

- l. Terminating the emergency and entering the recovery phase in accordance with PPM 13.13.2.
- 4.4.2 If action is determined to be necessary that causes the plant to depart from Technical Specifications or license conditions, refer to PPM 1.3.1 to invoke 10CFR 50.54(x) actions.
- 4.4.3 Approximately every 30 minutes, or when conditions change, perform the following:

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- a. Review the emergency action levels (EALs) in procedure PPM 13.1.1 to ensure the emergency classification declared reflects current Plant conditions.
- b. Review the protective action recommendations (PARs) in procedure PPM 13.2.2 to ensure the PARs declared reflect current Plant or radiological release conditions.
- c. Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.
- d. Conduct briefings using the laminated briefing guide. Other TSC staff may use the Technical Support Center (TSC) Briefing Guidelines (Form 968-25860).

4.4.4 When conditions warrant a change in emergency classification or protective action recommendations, then perform the following:

- a. Complete a Classification Notification Form (CNF).

NOTE: Notifications to the state, counties and DOE (Hanford) are required within 15 minutes of time noted on the Classification Notification Form.

- b. Ensure notifications are performed in accordance with PPM 13.4.1, using the completed CNF as a basis.
- c. Direct the Information Coordinator to inform the other Energy Northwest emergency facilities of the change in emergency classification and/or protective actions and ensure a copy of the CNF is sent to the appropriate organizations.

4.4.5 Determine if Protected Area evacuation actions need to be taken in accordance with the following:

- a. Alert - Evacuation is optional, depending on event prognosis, consider evacuating plant personnel who are not part of the ERO.
- b. Site Area Emergency and General Emergency - Protected Area evacuation is required for most situations per PPM 13.5.1 for personnel who are not part of the ERO. Site One evacuation is required for most situations per PPM 13.5.3.

4.4.6 Consider Exclusion Area evacuation in accordance with PPM 13.5.3 when a Site Area Emergency is declared.

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- 4.4.7 Implement an exclusion area evacuation at General Emergency unless conditions will not allow evacuation.
- 4.4.8 Authorize increases to emergency worker radiation exposure limits when recommended by the Radiation Protection Manager or Radiological Emergency Manager in accordance with PPM 13.2.1.
- 4.4.9 Authorize personnel to take potassium iodide (KI) when recommended by the Radiation Protection Manager or Radiological Emergency Manager in accordance with PPM 13.2.1.

5.0 ATTACHMENTS

- 5.1 Duties of TSC Manager Secretary
- 5.2 TSC Manager Checklist

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Duties of: Technical Support Center Manager Secretary

Assignment Location: Technical Support Center

Report To: Technical Support Center Manager

Responsibilities:

1. Maintain a log of TSC Manager actions on a form similar to the Emergency Response Log (Form 968-23895) of significant events and activities involving the TSC Manager or Technical Support Center Operations with emphasis on:

- a. Receipt of notifications of changes in emergency classification
- b. The time and content of center briefings
- c. Significant telephone conversations or Public Address announcements
- d. Entries requested by TSC decision makers
- e. Assignment of action items

2. When directed, initiate Crash Network calls for the TSC Manager to offsite agencies by:

- a. Utilizing the Crash Network System Log located in the Emergency Phone Directory

NOTE: In the event of a Crash phone failure, alternate means of notification is required.

- i. Initiate Crash call by dialing 400
- ii. Perform a roll call of agencies contacted
  - (1) When initiating roll call inform responding parties to standby for a call from the Emergency Director
  - (2) Following completion of roll call indicate to the Emergency Director that parties are ready for the Crash call
  - (3) Note on Crash call log the time of call, message, and parties on line.
  - (4) Inform the TSC Manager of offsite agencies failure to respond.

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3. When TSC Manager completes filling out the Classification Notification Form (CNF):
  - a. Make copy of original and provide copy to Admin Support for faxing and internal distribution.
  - b. Return original to TSC Manager prior to initiating Crash call notification.
4. Answer and monitor the TSC Manager's phones and record messages as necessary.
5. Monitor incoming Crash calls and inform the TSC Manager of their content and note in log.
6. Monitor the TSC Manager's checklist and notify him of actions required as necessary .
7. In the event of Crash phone failure, alternate methods of offsite agency notification are required. Use the 300 Dial up system to contact each agency individually. Refer to the Emergency Phone Directory Crash and Call Roster tab for instructions.
8. In the event of dedicated emergency phone circuit failure, use the Rolm conferencing system to contact other emergency center staff. Refer to Section 1 of the Energy Northwest Telephone Directory for conference call instructions.
9. Make briefing announcements to TSC members as directed.
10. Perform other TSC administrative support duties as requested by the TSC Manager or Plant Administrative Manager.
11. Refer incoming media calls to the Joint Information Center.
12. Upon shift change:
  - a. Fully brief your relief on responsibilities, duties and the current status of work being performed.
  - b. Forward your log for review by the TSC Manager.
13. Upon shift change or termination of the emergency:
  - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
  - b. Provide support to TSC Manager as necessary in collating TSC Report or logs.
  - c. Deliver After Action Reports to the Plant Administrative Manager.

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TSC MANAGER CHECKLIST

	<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
4.1	<u>TSC Manager Duties At Unusual Event Classification</u>		
	1. No action is required unless contacted by the Shift Manager or Emergency Director.		
4.2	<u>TSC Manager Duties For Alert Or Higher Classifications</u>		
	1. Respond to TSC, present badge to the personnel accountability keycard reader and contact Shift Manager for a briefing on the current status, offsite notifications, and plant hazardous areas.	_____	_____
	2. Instruct staff to setup TSC and obtain assistance if problems arise.	_____	_____
	3. Assume ED duties from Shift Manager per Section 4.3, unless EOF Manager is prepared, or has already assumed, these duties.	_____	_____
	4. Contact JIC Manager if acting as Emergency Director and provide initial information.	_____	_____
	5. Make announcements to arriving TSC staff that you have assumed the ED duties.	_____	_____

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
6. Contact a qualified TSC Manager on the ERO list to respond as Assistant TSC Manager, if needed.	_____	_____
7. Monitor progress of TSC activation and staff activities and declare the TSC activated when the minimum staffing positions are present.	_____	_____
OR		
8. Declare TSC activated when main responsibilities of TSC can be assumed, even though the following positions are not all present:	_____	_____
<ul style="list-style-type: none"> <li>• TSC Manager</li> <li>• RPM</li> <li>• Operations Manager</li> <li>• Plant/NRC Liaison</li> <li>• Technical Manager</li> <li>• Core/Thermal Hydraulics</li> <li>• Mechanical Engineer</li> <li>• Electrical Engineer</li> </ul>		
9. Direct the TSC Information Coordinator announce activation to the other emergency centers and the Plant/NRC Liaison to report it to NRC.	_____	_____
10. Conduct initial status briefing to TSC staff on turnover information obtained from the Control Room that includes:	_____	_____
<ul style="list-style-type: none"> <li>• Current emergency classification, cause of event and corrective actions being taken or in-progress</li> <li>• Current plant status, i.e., operating, shutdown, reduced power, etc.</li> <li>• Onsite personnel status of injuries, contaminations, exposures, etc.</li> <li>• If event involves radioactive releases</li> <li>• Status of notifications to offsite agencies</li> <li>• Status of offsite emergency response activities in progress or planned and PARs if issued</li> </ul>		
11. If event involves a security contingency, contact the EOF Manager and request that the Security Manager determine if access security needs to be established for the TSC.	_____	_____

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
12. Provide update briefing on the status of planned and anticipated TSC actions to EOF Manager.	_____	_____
13. Ensure TSC technical, maintenance, operations and radiation protection personnel are assessing plant conditions and conferring collectively to provide you with accident mitigation conclusions and recommendations, to determine decisions on: <ul style="list-style-type: none"> <li>• Changes to Emergency Classification or PARs</li> <li>• Preventative or corrective actions that need to be pursued or deferred</li> <li>• Tasks that need to be pursued</li> <li>• Radiological or other hazards that impact plant emergency workers</li> <li>• Need to request augmenting staff or offsite assistance</li> <li>• Evacuation actions for plant personnel</li> </ul>	_____	_____
14. When EAL or PAR changes are identified, notify EOF Manager.	_____	_____
15. Direct that plant PA announcements of Emergency Classification changes or cautions to emergency workers about plant hazardous areas are made in accordance per Form 968-26045 steps.	_____	_____
16. Ensure that the Operations Manager, Technical Manager, Maintenance Manager, Shift Manager, and OSC Manager coordinate repair team actions necessary to place and maintain Plant in a stable condition.	_____	_____
17. If the RPM advises you of TSC radiological airborne activity problems, consider having the Control Room initiate HVAC isolation actions for the TSC specified in ABN-RAD-CR.	_____	_____
18. If habitability of TSC becomes questionable, confer with TSC staff and determine if selected staff will be directed to continue emergency duties from the Control Room, the EOF, or be evacuated offsite.	_____	_____

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
19. If the RPM advises the TSC Manager of TSC radiological airborne activity problems, consider having the Control Room initiate HVAC isolation actions for the TSC specified in ABN-RAD-CR.		
20. If the emergency worker dose limit is projected to exceed 5 REM over the course of the event for TSC staff, confer with TSC staff and determine if selected staff will be directed to continue emergency duties from the Control Room, the EOF, or be evacuated offsite.		
19. For security contingencies, confer with the Security Supervisor to determine appropriate areas for TSC/OSC operations, safe routes, communications ability, and the ability of Security to keep the area safe.	_____	_____
20. If you are advised of a personnel injury or death, then:		
a. Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.	_____	_____
b. Ensure details of the incident, e.g., individual's name, type of injury, duties when injury occurred, etc., are forwarded to the JIC.	_____	_____
21. Conduct periodic update briefings of TSC staff. Refer to Technical Support Center (TSC) Briefing Guidelines (Form 968-25860) located in the TSC.	_____	_____
23. Obtain Emergency Director concurrence using the Emergency Director ringdown phone prior to implementing mitigating actions identified as requiring Emergency Director concurrence on EOPs or SAGs.	_____	_____
24. Direct that an announcement be made to the TSC and EOF when SAGs are entered and EOPs are exited.	_____	_____
25. When plant stability is achieved, confer with EOF Manager and consider event termination or recovery actions in accordance with PPM 13.13.2.	_____	_____

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
26. At event termination or shift change direct an after action critique of TSC performance to summarize actions taken and identify corrective actions needed.	_____	_____
27. At termination of an Alert or higher emergency classification, serve as a standing member of the Final After Action Report Committee in accordance with PPM 13.13.4.	_____	_____
<b>4.3 <u>Transfer Of Emergency Director Duties</u></b>		
1. If assuming the Emergency Director (ED) duties:		
a. Contact the Emergency Director and determine a time when conditions permit turnover of Emergency Director duties.	_____	_____
b. At a time when conditions permit, conduct a turnover using Classification Notification Form or Emergency Director Turnover Sheet as a guide.	_____	_____
c. Once current conditions and proposed actions are fully understood, relieve the current ED of Emergency Director duties.	_____	_____
d. Announce transfer of authority to facility staff and ensure other Energy Northwest emergency facilities are notified.	_____	_____
e. Initiate a Crash call to notify offsite agencies of the transfer to Emergency Director duties.	_____	_____
f. Log the transfer in the Emergency Response Log.	_____	_____
g. As ED, follow guidance in Section 4.4.	_____	_____

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
2. If transferring the ED duties:		
a. When contacted by the proposed ED, provide a time when conditions permit the turnover of Emergency Director duties.	_____	_____
b. At the time when conditions permit, contact the proposed ED and conduct a turnover using the Classification Notification Form or the Emergency Director Turnover Sheet as a guide.		
c. Once the EOF Manager fully understands current conditions and proposed actions, transfer ED duties.	_____	_____
d. Announce the transfer to the facility staff.	_____	_____
e. Log the transfer in the Emergency Response Log.	_____	_____

4.4 Actions As Emergency Director

Once EPIPs have been entered (emergency classification occurs), recovery actions not specifically authorized by plant procedures which have a potential for radioactive release to the environment require Emergency Director concurrence.

1. Assume the following responsibilities:

NOTE: The EOF Manager must authorize requests for outside assistance, including resources available from the federal government.

NOTE: Items a through e may not be delegated.

- a. Classification of emergencies in accordance with PPM 13.1.1, Classifying The Emergency, and periodically reviewing the classification to ensure that it reflects current plant conditions.
- b. Making protective action recommendations in accordance with PPM 13.2.2 to offsite authorities responsible for implementing emergency measures for the public.
- c. Approving official notifications/communications (e.g., Crash calls) to local, state, and Federal agencies.
- d. Authorizing recovery actions not specifically authorized by procedure which have a potential for radioactive release to the environment.
- e. Requesting assistance from offsite organizations and agencies as needed.

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Response Actions

- f. Making followup notifications to offsite agencies per PPM 13.4.1. Refer to Follow-up Offsite Notifications, 968-26098.
- g. Approving the technical content of press releases.
- h. Ensuring, through the facility managers, that the appropriate emergency procedures are implemented.
- i. Ensuring the requisite emergency response facilities are activated and properly staffed.
- j. If advised of a personnel injury or death, then:
- k. Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.
- l. Ensure details of the incident, e.g., individuals name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.
- m. Authorizing venting of the primary containment when in SAGs.

NOTE: The Shift Manager as Emergency Director may terminate an Unusual Event. Due to the commitment of onsite and offsite manpower and resources, only the EOF Manager as the Emergency Director may terminate an event classified as Alert or greater.

- n. Terminating the emergency and entering the recovery phase in accordance with PPM 13.13.2.
2. Refer to PPM 1.3.1 to invoke 10CFR 50.54(x) actions as necessary. \_\_\_\_\_
3. Approximately every 30 minutes, or when conditions change, perform the following: \_\_\_\_\_
- a. Review the EALs in procedure PPM 13.1.1 to ensure the emergency classification declared reflects current Plant conditions.
  - b. Review the PARs in procedure PPM 13.2.2 to ensure the PARs declared reflect current Plant or radiological release conditions.

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
<ul style="list-style-type: none"> <li>c. Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.</li> <li>d. Conduct periodic briefings using the laminated briefing guide. Other TSC staff may use the TSC Briefing Guidelines (Form 968-25860).</li> </ul>		
4. When conditions warrant a change in emergency classification or protective action recommendations, perform the following: <ul style="list-style-type: none"> <li>a. Complete a Classification Notification Form (CNF).</li> <li>b. Ensure notifications are performed per PPM 13.4.1 using the completed CNF as a basis.</li> <li>c. Direct the Information Coordinator to inform the other Energy Northwest emergency facilities of the change in emergency classification and/or protective actions and ensure a copy of the CNF is sent to the appropriate organizations.</li> </ul>	_____	_____
5. Implement Protected Area evacuation per PPM 13.5.1 at Site Area Emergency, unless conditions will not allow evacuation.	_____	_____
6. Evacuate Site One personnel at Site Area Emergency per 13.5.3.	_____	_____
7. Consider exclusion area evacuation per PPM 13.5.3 when a Site Area Emergency is declared.	_____	_____
8. Implement an Exclusion Area Evacuation at General Emergency unless conditions will not allow evacuation.		
9. Authorize increases to emergency worker radiation exposure limits when recommended by the Radiation Protection Manager or Radiological Emergency Manager per PPM 13.2.1.	_____	_____
10. Authorize personnel to take potassium iodide (KI) when recommended by the Radiation Protection Manager or Radiological Emergency Manager per PPM 13.2.1.	_____	_____

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\*13.10.8\*

<b>ENERGY NORTHWEST</b>		USE CURRENT REVISION
COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL		
PROCEDURE NUMBER *13.10.8	APPROVED BY JEW - Revision 20	DATE 08/29/02
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION PLANT EMERGENCY FACILITIES		
TITLE SECURITY LIEUTENANT DUTIES		

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1.0 PURPOSE

This procedure defines actions to be taken by the Security Lieutenant in the event of an emergency classification or when an outside request for Energy Northwest assistance has been received.

2.0 REFERENCES

- 2.1 FSAR Chapter 13.3, Emergency Plan, Section 2
- 2.2 SPIP-SEC-03, Response Team Leader, Owner Controlled Area Mobile Patrol, Mobile and Walk Patrols
- 2.3 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.4 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.5 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.6 PPM 13.11.10, Security Manager Duties
- 2.7 PPM 13.13.4, After Action Reporting
- 2.8 PPM 13.14.1, Nearby Nuclear Facility Emergencies/Requests For Assistance
- 2.9 Emergency Center Accountability Log, 25691

3.0 PROCEDURE

3.1 Security Lieutenant Responsibilities

- 3.1.1 When notification of a nearby nuclear facility emergency is received, or a request for Energy Northwest assistance is received from an outside agency, implement PPM 13.14.1.
- 3.1.2 Upon notification of an Energy Northwest classified emergency, respond to the Central Alarm Station.
- 3.1.3 If a second officer is not present or dispatched to the Security Communications Center, dispatch an officer to assist with offsite notifications.
- 3.1.4 At Unusual Event or higher classification, direct the Central Alarm Station (CAS) to activate emergency card readers by OPENING GROUP 10, (Group Door Open Display).

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3.1.5 Contact the Shift Manager prior to EOF activation to obtain information on emergency event status, then direct Security response actions accordingly. Following EOF activation, contact the Security Manager to obtain information on emergency event status. Direct security response actions accordingly.

3.1.6 Assign an individual to accountability duties for Security Personnel per PPM 13.5.5, and to assist you with telephone information calls to the CAS.

3.1.7 Brief the Shift Manager on security contingency events that could pose a threat to emergency center activation and personnel safety. This briefing should include, but is not limited to:

- a. Type or status of the contingency
- b. Avenues of safe access to the plant
- c. Appropriate areas for TSC and OSC operations

If an evacuation is warranted, determine whether an evacuation of plant personnel would put them at personal risk due to the security contingency, and then brief the Shift Manager.

3.1.8 At Alert or higher classifications:

- a. Assume the EOF Security Manager duties until relieved. Refer to PPMs 13.5.1, 13.5.3 and 13.11.10.
- b. Establish contact with the Operations Support Center (OSC) Manager to coordinate security and accountability actions that may be impacted by OSC accident mitigation activities.
- c. Dispatch an officer to the EOF Health Physics Center to lock down the Kootenai Building and assist with EOF access control and with evacuation assembly area personnel accountability.

NOTE: Procedure instructions for the JIC access control officer are contained in JIC Procedures.

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- d. Dispatch two security officers to the Joint Information Center (JIC) Support Manager to assist with JIC access control.
- e. Direct the Security Officer to instruct arriving evacuees to record their arrival on the Emergency Center Accountability Log (25691).
- f. Establish plant access roadblocks. Direct the roadblock officer to open Gate 1-8, the South Power Plant Loop vehicle gate. Advise Security Officers to:
  - Admit personnel with identification of employment with the Energy Northwest, BPA, DOE, Benton or Franklin Counties, State of Washington, NRC, FEMA, FBI and Coast Guard.
  - Obtain permission to admit others from the Security Manager or designee.
  - When known, advise persons they admit of special instructions for safe routes or avoiding hazardous areas in the area of the plant.

- 3.1.9 When advised by the TSC Manager that offsite emergency personnel have been requested to respond to the plant site, advise the Secondary Alarm Station (SAS) of the impending arrival.
- 3.1.10 If Protected Area evacuation, or Site 1 evacuation or an Exclusion Area evacuation is directed, implement PPM 13.5.1 or 13.5.3 actions.
- 3.1.11 Periodically consult with the Radiological Emergency Manager (or, if not yet activated, the Radiation Protection Manager) to insure your roadblocks are in safe locations.
- 3.1.12 If directed by the Radiation Protection Manager or Radiological Emergency Manager to shelter or administer a thyroid-blocking agent, take the following actions:
  - a. If sheltering has been ordered, direct Security Force Officers to move inside established structures, or use vehicles for sheltering if structures are not available.
  - b. If thyroid-blocking agent (KI) is recommended or if respirators are required, delegate an officer to obtain a sufficient amount of

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KI from storage and distribute to Security Force Officers.  
Distribute to Security personnel within protected area first.

3.1.13 When evacuation is ordered:

- a. Contact the Operations Support Center Manager for the safest route to the Secondary Alarm Station (SAS) and direct the Security Sergeant and one additional CAS/SAS operator to report to the SAS.
- b. Notify the Security Manager at the EOF (if activated) of plant security evacuation and set up additional roadblocks or a security perimeter.
- c. If the Security Manager is not activated, refer to SPIP-SEC-03, Owner Controlled Area Mobile Patrol, and consult with the Radiation Protection Manager to determine if relocation of roadblocks and a security perimeter is necessary.
- d. Direct movements of security officers to establish the new security perimeter and/or roadblocks.
- e. Direct evacuees, and those evacuees that may be contaminated, to report to the assembly area for accountability and personnel monitoring. When the Emergency Center Accountability Log (25691) is completed at the assembly area, forward it to the Manpower Scheduler in the EOF.
- f. Direct that the new Security perimeter not allow anyone access to the plant unless they have TLDs and are authorized plant access by the TSC Manager.
- g. Instruct Security Officers at the roadblocks to direct persons coming from the plant to proceed to the designated assembly area for monitoring and decontamination, as necessary.

3.1.14 Keep the Security Manager and Security Sergeant informed of developing events.

3.1.15. Provide the OSC Manager, Security Manager, and TSC Administrative Manager with periodic briefings on specific security contingency events that may influence the movement of Plant emergency personnel within Protected Area of the Plant.

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- 3.1.16 Advise the OSC Manager, Security Manager, and the TSC Plant Administrative Manager of evacuation and accountability status.
- 3.1.17 Refer incoming media calls to the Joint Information Center.
- 3.1.18 Upon shift change, brief your relief on responsibilities, duties and current status of security actions being taken.
- 3.1.19 Upon termination of the emergency:
  - a. Direct CAS to deactivate the emergency card readers by locking GROUP 10.
  - b. Prepare individual After Action Report. Refer to PPM 13.13.4.
  - c. Collect the individual After Action Reports and attachments prepared by staff personnel.
  - d. Deliver all After Action Reports to the Security Manager or designee.

4.0 ATTACHMENTS

None

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# ENERGY NORTHWEST

## COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL

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EMERGENCY PLAN IMPLEMENTING PROCEDURES		
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EMERGENCY OPERATIONS FACILITIES		
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1.0 PURPOSE

This procedure describes the emergency responsibilities and duties of the Emergency Operations Facility (EOF) Manager. {R-5695, R-5708}

2.0 REFERENCES

- 2.1 GO2-83-529, Backup Emergency Operations Facilities (EOF) {2.1}
- 2.2 10CFR50 Appendix E (IV)(A) {R-5695, R-5708}
- 2.3 10CFR50.47 (b)(3) {R-1584}
- 2.4 FSAR, Chapter 13.3, Emergency Plan, Section 2 & 6
- 2.5 Safeguards Contingency Plan
- 2.6 PPM 1.3.1, Operating Policies, Programs and Practices
- 2.7 PPM 1.9.14, Onsite Medical Emergencies
- 2.8 PPM 5.7.1, Severe Accident Guidelines
- 2.9 PPM 13.1.1, Classifying the Emergency
- 2.10 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides
- 2.11 PPM 13.2.2, Determining Protective Action Recommendations
- 2.12 PPM 13.4.1, Emergency Notifications
- 2.13 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.14 PPM 13.13.2, Emergency Event Termination and Recovery Operations
- 2.15 PPM 13.13.3, Intermediate Phase MUDAC Operations
- 2.16 PPM 13.13.4, After Action Reporting
- 2.17 Classification Notification Form, 24075.
- 2.18 Emergency Director Turnover Sheet, 25810.
- 2.19 Emergency Response Log, 23895.
- 2.20 Emergency Operations Facility Briefing Guidelines, 26028.
- 2.21 Follow-up Offsite Notifications, 26098

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### 3.0 DISCUSSION

- 3.1 The Emergency Director is the Energy Northwest individual on shift at all times who has the authority and responsibility to immediately and unilaterally initiate any emergency actions.
- 3.2 The Shift Manager normally acts as the Emergency Director when an emergency classification is initially declared. Emergency Director responsibilities will transfer from the Shift Manager to the TSC Manager or the EOF Manager depending upon time of facility activation.
- 3.3 The EOF Manager is responsible for the overall management of Energy Northwest resources and will be in charge of Energy Northwest emergency and recovery operations.
- 3.4 The EOF Manager must authorize requests for outside assistance, including resources available from the federal government.
- 3.5 Severe Accident Guidelines (SAGs) are entered and Emergency Operating Procedures (EOPs) are exited when primary containment flooding is required. The TSC Manager is responsible to communicate this to the EOF Manager or Assistant EOF Manager when this occurs.
- 3.6 The Emergency Director approves mitigating actions identified as requiring Emergency Director concurrence on SAGs or EOPs prior to implementation, using the Emergency Director ringdown phone, or other means if this method is not available.

### 4.0 PROCEDURE

NOTE: Procedural steps may be implemented using Attachment 5.2, EOF Manager Checklist.

#### 4.1 EOF Manager Duties At Unusual Event Classification

- 4.1.1 No action is required unless you are contacted by the Shift Manager or Emergency Director.

#### 4.2 EOF Manager Duties For Alert Or Higher Emergency Classifications

NOTE: If you are unable to respond to the EOF, respond to the Alternate EOF located at the Richland Office Complex.

- 4.2.1 Respond to the Emergency Operations Facility (EOF). Then,

- Sign in on the staffing board
- Obtain the EOF Manager basket and other equipment
- Start an Emergency Response Log

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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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- Provide offsite protective action recommendations.

4.2.7 When the EOF is activated, then:

- Direct the EOF Information Coordinator to announce center activation to other emergency centers
- Direct the TSC Manager to have the Plant/NRC Liaison to report activation to NRC.
- Conduct an initial briefing, including:
  - Current emergency classification, cause of event and corrective actions being taken or in progress
  - Current plant status
  - Onsite personnel status of injuries, contaminations, exposures, etc.
  - Whether the event involves radioactive releases
  - Status of notifications to offsite agencies
  - Status of offsite emergency response activities in progress or planned and PARs if issued

4.2.8 Assume the Emergency Director duties per Section 4.6. Then:

- Initiate a Crash call per Section 4.6.
- Inform the SCC that the EOF Manager has assumed responsibility for Crash notifications.

4.2.9 Evaluate staff recommendations on assistance from outside agencies and direct the Site Support Manager to coordinate this response.

4.2.10 Conduct periodic briefings:

- If an NRC site response team is enroute, ensure a briefing in accordance with Attachment 5.1 is prepared. {R-1584}
- Conduct briefings for EOF staff approximately every 30 minutes using EOF Briefing Guidelines, form 26028.
- Brief the Chief Executive Officer/Representative as developments occur using form 26028.

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- 4.2.11 Ensure EOF staff are assessing plant conditions and conferring collectively to provide you with accident mitigation conclusions/recommendations to determine decisions on:
- Changes to Emergency Classification or PARs
  - Prioritizing tasks that need to be pursued
  - Radiological or other hazards that impact offsite emergency workers
  - The need to request augmenting staff or offsite assistance
  - Protective actions for plant/offsite personnel
- 4.2.12 Direct the TSC Plant/NRC Liaison to immediately inform the NRC Headquarters Operations Officer (HOO) of declaration of emergency classifications, or changes to emergency classifications, and PARs made to offsite agencies, or PADs made for Energy Northwest personnel.
- 4.2.13 Refer calls from the news media to the JIC.

NOTE: A radioactive release is defined if any of the following are met:

- A valid reading exists which exceeds any PPM 13.1.1 Table 3 Column UE value, OR
  - Offsite dose calculations meet or exceed PPM 13.1.1 Table 4 UE levels for TEDE or CDE thyroid, OR
  - Field teams measure 100 microR or more at 1.2 miles from the plant.
- 4.2.14 When it is determined that a radioactive release is in progress, perform the following:
- Complete an informational CNF;
  - Initiate a Crash call;
  - Direct the Information Coordinator to notify all emergency centers.
- 4.2.15 If elevated radiological conditions exist within the EOF or outside the Kootenai Building/EOF:

EOF general area radiation levels exceed 5 mrem/hr

EOF unidentified airborne radioactivity exceeds 0.3 DAC (0.3 DAC equates to approximately 750 ccpm on a 40 ft<sup>3</sup> air sample in the field):

Then:

- Immediately notify the EOF staff of the condition

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- Direct surveillance of airborne activity be increased to once per hour and results reported to you
  - Direct dose rates in the area be determined approximately every 15 minutes and results reported to you
  - Direct that projected accumulated doses for the EOF personnel be evaluated and appropriate stay times be established
  - Prohibit eating or drinking in the EOF until advised of resolution of the EOF airborne activity problem.
- 4.2.16 If airborne activity levels outside the Kootenai Building/EOF could exceed 50 mR/hr, direct the Radiological Emergency Manager to monitor the intake and return air monitors and to ensure that Kootenai Building/EOF ventilation is in the correct operating mode.
- 4.2.17 If the emergency worker dose limit is projected to exceed 5 REM over the course of the event for EOF staff, confer with EOF staff and determine if selected staff will be directed to continue emergency duties from the TSC or the alternate EOF.
- NOTE: The alternate EOF meets the functions of establishing required communications between the primary EOF and the TSC. It also serves as an assembly area for EOF responders unable to respond to the primary EOF due to hazards that prevent access to the primary facility from off site. {2.1}
- 4.2.18 If near site conditions present sufficient hazards to EOF responders that have not yet arrived at the primary EOF, direct Security road blocks to redirect EOF responders to the alternate EOF, located near the Joint Information Center at the Richland Office Complex. {2.1}
- 4.2.19 Ensure that mitigating action concurrence is obtained prior to implementing actions that require Emergency Director concurrence on EOPs or SAGs.
- 4.2.20 Terminate the event and initiate recovery operations via PPM 13.13.2 when appropriate.
- 4.2.21 Initiate ingestion zone operations per PPM 13.13.3 when appropriate. Coordinate the implementation through the Washington State Emergency Operations Center.
- 4.2.22 Determine staffing levels for the EOF and the JIC when the emergency is downgraded or terminated using PPM 13.13.2 guidelines.
- 4.2.23 At shift change or termination of emergency:
- Brief your relief on the current status of the plant and emergency activities.
  - Prepare an individual After-Action Report. Refer to PPM 13.13.4.

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- At event termination, direct an after action critique of EOF performance to summarize actions taken and identify corrective actions needed.
- Deliver EOF After-Action Reports and summary to the Final After Action Committee or to the Emergency Preparedness Department.
- If an Alert or higher classification was declared, delegate a chairperson and establish a Final After Action Report Committee in accordance with PPM 13.13.4. If the emergency classification was Unusual Event, Emergency Preparedness will compile the report.

4.3 Specific Actions to Take at Site Area Emergency:

- Ensure notifications are completed to State, County, and DOE within 15 minutes.
- Evacuate the Protected Area per PPM 13.5.1.
- Evacuate Site One personnel per PPM 13.5.3
- Direct the Security Manager to make appropriate PA announcement for Site 1.
- Ensure dose assessment is in progress if a release is in progress or containment leakage is suspected.
- Ensure Security has established road blocks on plant access roads.
- Consider an Exclusion Area evacuation per PPM 13.5.3.
- Direct the TSC to make the appropriate PA announcements.

4.4 Specific Actions to Take at General Emergency:

- Ensure notifications are completed to State, County, and DOE within 15 minutes.
- Ensure the Protected Area is evacuated if not completed at Site Area Emergency per PPM 13.5.1.
- Ensure the Exclusion Area is evacuated per PPM 13.5.3.
- Direct the TSC to make the appropriate PA announcements.
- Direct the Security Manager to make appropriate PA announcements for Site 1.
- Ensure dose projections are updated.
- Ensure roadblocks are established and properly located to avoid the plume.

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- Evaluate protective actions for emergency workers.
- Consult with the REM to determine wind direction and EOF habitability considerations.
- Review the PARs in PPM 13.2.2 to ensure that the PARs declared reflect current Plant or radiological conditions.
- Determine if additional PARs are required per PPM 13.2.2.

4.5 Specific Actions for the Ingestion Phase:

- Initiate ingestion zone operations via PPM 13.13.3 when appropriate. Coordinate with Washington State EOC.
- Determine staffing levels for the EOF and JIC when the emergency is downgraded or terminated using PPM 13.13.2.

4.6 Transfer Of Emergency Director Duties

1. If assuming the Emergency Director (ED) duties:
  - a. Contact current ED and determine a time when conditions would permit turnover process.
  - b. At a time when conditions permit, conduct a turnover using the Classification Notification Form or Emergency Director Turnover Sheet as a guide.
  - c. Once current conditions and proposed actions are fully understood, relieve current ED of duties.
  - d. Announce transfer of authority to facility staff and ensure other Energy Northwest emergency facilities are notified.
  - e. Complete a Crash call to offsite agencies, i.e., state, county, and DOE of the transfer. The Plant/NRC Liaison in the TSC should be directed to notify the NRC on the ENS line.
  - f. Log the transfer in the facility log.
  - g. As ED, follow guidance in Section 4.7.
2. If transferring the ED duties:
  - a. When contacted by an oncoming ED, give a time when conditions would permit the turnover process.

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- b. At the time when conditions permit, contact oncoming ED and conduct a turnover using the Classification Notification Form or the Emergency Director Turnover Sheet as a guide.
- c. Once the oncoming ED fully understands current conditions and proposed actions, transfer ED duties.
- d. Announce the transfer to the facility staff.
- e. Log the transfer in the facility log.

4.7 Actions As Emergency Director

4.7.1 \*Assume the following responsibilities:

NOTE: The EOF Manager must authorize requests for outside assistance, including resources available from the federal government.

NOTE: Items a through e may not be delegated.

- a. Classification of emergencies in accordance with PPM 13.1.1, Classifying The Emergency, and periodically reviewing the classification to ensure that it reflects current plant conditions.
- b. Making protective action recommendations in accordance with PPM 13.2.2 to offsite authorities responsible for implementing emergency measures for the public.
- c. Approving official notifications/communications (e.g., Crash calls) to local, state, and Federal agencies.
- d. Authorizing recovery actions not specifically authorized by procedure which have a potential for radioactive release to the environment.
- e. Requesting assistance from offsite organizations and agencies as needed.
- f. Making followup notifications to offsite agencies per PPM 13.4.1. Refer to Follow-up Offsite Notifications, 26098.
- g. Approving the technical content of press releases.
- h. Ensuring, through the facility managers, that the appropriate emergency procedures are implemented.

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- i. Ensuring the requisite emergency response facilities are activated and properly staffed.
- j. If advised of a personnel injury or death, then:
  - 1. Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.
  - 2. Ensure details of the incident, e.g., individuals name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.
- k. Authorizing venting of the primary containment when in SAGs.

NOTE: The Shift Manager as Emergency Director may terminate an Unusual Event. Due to the commitment of onsite and offsite manpower and resources, only the EOF Manager as the Emergency Director may terminate an event classified as Alert or greater.

- l. Terminating the emergency and entering the recovery phase in accordance with PPM 13.13.2.
- 4.7.2 If response to the event requires departure from Technical Specifications or license conditions, refer to PPM 1.3.1 to invoke 10CFR 50.54(x) actions.
- 4.7.3 Approximately every 30 minutes, or when conditions change, perform the following:
- a. Review the emergency action levels (EALs) in procedure PPM 13.1.1 to ensure the emergency classification declared reflects current Plant conditions.
  - b. Review the protective action recommendations (PARs) in procedure PPM 13.2.2 to ensure the PARs declared reflect current Plant or radiological release conditions.
  - c. Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.
  - d. Conduct briefings using EOF Briefing Guidelines (26028).

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4.7.4 When conditions warrant a change in emergency classification or protective action recommendations, then perform the following:

a. Complete a Classification Notification Form (CNF).

NOTE: Notifications to the state, counties and DOE (Hanford) are required within 15 minutes of time noted on the Classification Notification Form.

b. Initiate a Crash call to provide notification per PPM 13.4.1, using the completed CNF as a basis.

- If the Crash phone is out of service, the primary back up is the dial up system. To ensure completing notification within 15 minutes, contact the Benton and Franklin EOCs, DOE, and the Washington State EOC prior to other notifications.

c. Direct the Information Coordinator to inform the other Energy Northwest emergency facilities of the change in emergency classification and/or protective actions and ensure a copy of the CNF is sent to the appropriate organizations.

4.7.5 Determine if Protected Area evacuation actions need to be taken in accordance with the following:

- Alert - Evacuation is optional, depending on event prognosis. Consider evacuating plant personnel who are not part of the ERO.
- Site Area Emergency or General Emergency - Protected Area evacuation is required for most situations per PPM 13.5.1 for personnel who are not part of the ERO. Site 1 evacuation is required for most situations per PPM 13.5.3.

4.7.6 Consider exclusion area evacuation in accordance with PPM 13.5.3 when a Site Area Emergency is declared and order an exclusion area evacuation when a General Emergency is declared.

4.7.7 Authorize increases to emergency worker radiation exposure limits when recommended by the Radiation Protection Manager or Radiological Emergency Manager in accordance with PPM 13.2.1.

4.7.8 Authorize personnel to take potassium iodide (KI) when recommended by the Radiation Protection Manager or Radiological Emergency Manager in accordance with PPM 13.2.1.

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5.0 ATTACHMENTS

5.1 NRC Response Team Briefing Guidelines

5.2 EOF Manager Checklist

5.3 EOF Manager Secretary Duties

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NRC RESPONSE TEAM BRIEFING GUIDELINES

1. Date and time of this status briefing: Date \_\_\_\_\_ Time \_\_\_\_\_
2. Current Classification (Check): \_\_\_\_\_ UE \_\_\_\_\_ Alert \_\_\_\_\_ SAE \_\_\_\_\_ GE \_\_\_\_\_  
 Declared at: Date \_\_\_\_\_ Time \_\_\_\_\_
3. Reason for classification (include failed systems/components):

Previous classification history:

- a. Classification \_\_\_\_\_ declared at \_\_\_\_\_ for the following reason:
- b. Classification \_\_\_\_\_ declared at \_\_\_\_\_ for the following reason:
- c. Classification \_\_\_\_\_ declared at \_\_\_\_\_ for the following reason:
4. Offsite PARs and implementation status for current classification:
5. Affected plant parameters (attach copy of most recent Plant Status Board display):
 

Fuel cladding:	Intact	Challenged	Failed
RCS boundary:	Intact	Challenged	Failed
Containment Integrity:	Intact	Challenged	Failed
6. Prognosis (check): \_\_\_\_\_ Stable \_\_\_\_\_ Improving \_\_\_\_\_ Degrading \_\_\_\_\_ N/A \_\_\_\_\_

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7. Meteorological Data:

- a. Wind direction from \_\_\_\_\_(Degrees)      b. Wind Speed \_\_\_\_\_(MPH)
- c. Stability class: (circle)    A    B    C    D    E    F    G
- d. Precipitation (check):    \_\_\_ None    \_\_\_ Rain    \_\_\_ Sleet    \_\_\_ Snow

8. Offsite radiological conditions (check):

- \_\_\_ a. No release is involved.
- \_\_\_ b. Release is imminent.
- \_\_\_ c. Release is occurring. Release path:
- \_\_\_ d. Release started. Time:\_\_\_\_\_ Est. Duration:
- \_\_\_ e. Release occurred previously. Duration:
- \_\_\_ f. Release stopped. Time:\_\_\_\_\_ Date:
- \_\_\_ g. Release Inventory                      Isotopes                      Release Rate

Iodines	Ci/s
Noble gases	Ci/s
Airborne particulates	Ci/s
Liquid	Ci/s
Other	Ci/s

9. Current dose projections:

<u>Plume Centerline</u>	<u>Thyroid Dose Rate (CDE)</u>	<u>TEDE Dose Rate</u>
Site Boundary (1.2 miles)	mrem/hr	mrem/hr
2 miles	mrem/hr	mrem/hr
5 miles	mrem/hr	mrem/hr
10 miles	mrem/hr	mrem/hr

10. Onsite protective Actions:

- \_\_\_ a. Protected Area Evacuation. Status:
- \_\_\_ b. Exclusion Area Evacuation. Status:
- \_\_\_ c. KI recommended.
- \_\_\_ d. Restricted areas.

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11. Offsite agencies responding (check and list):

- \_\_\_ a. Local:
- \_\_\_ b. State:
- \_\_\_ c. Federal:
- \_\_\_ d. INPO Mutual Aid:
- \_\_\_ e. Contractor/Vendor:

12. Current mitigation activities and their priority:

13. Security information:

14. Other information:

Emergency Center Status:

- TSC:
- OSC:
- EOF:
- JIC:

15. Additional Energy Northwest information sources:

<u>Information</u>	<u>Energy Northwest ERO Position</u>	<u>Location</u>
Offsite dose projections:	Radiological Emergency Mgr. (REM)	EOF
PARs & Field Team status:	REM	EOF
EOF habitability:	REM	EOF
Core damage assessment:	Engineering Manager	EOF
Containment status:	Engineering Manager	EOF
Plant equipment problems:	Technical Manager	TSC
Repair team status:	Maintenance Manager	TSC
Plant operations status:	Operations Manager	TSC
Onsite radiological status:	Radiation Protection Mgr. (RPM)	TSC
Security status:	Security Manager	EOF

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## EOF MANAGER CHECKLIST

	<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
4.1	<u>EOF Manager Duties At Unusual Event Classification</u>		
	1. No action is required unless you are contacted by the Shift Manager or Emergency Director.		
4.2	<u>EOF Manager Duties For Alert Or Higher Classifications</u>		
	<u>NOTE:</u> The numbers in parentheses correspond to the step in the body of this procedure.		
	1. Contact JIC Manager and provide update for follow-up news release. (4.2.3)	_____	_____
	2. Declare the center activated when minimum staffing positions are present. (4.2.6)	_____	_____
	3. Have EOF Information Coordinator announce activation to the other emergency centers. Direct the TSC Manager have the Plant/NRC Liaison report it to NRC. (4.2.7)	_____	_____
	4. Conduct initial status briefing and periodic followup briefings approximately every 30 minutes. (4.2.7.c)	_____	_____
	5. Assume the Emergency Director (ED) duties per Section 4.6. Ensure that a Crash call to offsite agencies is completed upon transfer of ED duties. (4.2.8.a)	_____	_____
	6. Inform the SCC that the EOF has assumed responsibility for Crash notification. (4.2.8.b)	_____	_____
	7. If the Radiological Emergency Manager advises you of EOF airborne activity problems, verify the EOF emergency ventilation has been initiated. (Refer to step 4.2.14)	_____	_____
	8. If habitability of EOF becomes questionable, confer with EOF staff and determine if selected staff will be directed to continue emergency duties from the TSC or be evacuated offsite. (4.2.14)	_____	_____

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<u>Response Actions</u>	<u>Completed</u>	<u>Initials</u>
4.3 <u>Specific Actions to Take at Site Area Emergency: (4.3)</u>		
• Ensure notifications are completed to State, County, and DOE within 15 minutes.	_____	_____
• Evacuate the Protected Area per PPM 13.5.1.	_____	_____
• Evacuate Site One personnel per PPM 13.5.3	_____	_____
• Direct the Security Manager to make appropriate PA announcement for Site 1.	_____	_____
• Ensure dose assessment is in progress if a release is in progress or containment leakage is suspected.	_____	_____
• Ensure Security has established road blocks on plant access roads.	_____	_____
• Consider an Exclusion Area evacuation per PPM 13.5.3.	_____	_____
• Direct the TSC to make the appropriate PA announcements.	_____	_____
4.4 <u>Specific Actions to Take at General Emergency: (4.4)</u>		
• Ensure notifications are completed to State, County, and DOE within 15 minutes.	_____	_____
• Ensure the Protected Area is evacuated if not completed at Site Area Emergency per PPM 13.5.1.	_____	_____
• Ensure the Exclusion Area is evacuated per PPM 13.5.3.	_____	_____
• Direct the Security Manager to make appropriate PA announcements for Site One.	_____	_____
• Direct the TSC to make the appropriate PA announcements.	_____	_____
• Ensure dose projections are updated.	_____	_____
• Ensure roadblocks are established and properly located to avoid the plume.	_____	_____
• Evaluate protective actions for emergency workers.	_____	_____
• Consult with the REM to determine wind direction and EOF habitability considerations.	_____	_____

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<u>Response Actions</u>	<u>Completed</u>	<u>Initials</u>
<ul style="list-style-type: none"> <li>Review the PARs in PPM 13.2.2 to ensure that the PARs declared reflect current Plant or radiological conditions.</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>Determine if additional PARs are required per PPM 13.2.2.</li> </ul>	_____	_____
4.5 <u>Specific Actions for the Ingestion Phase: (4.5)</u>		
<ul style="list-style-type: none"> <li>Initiate ingestion zone operations via PPM 13.13.3 when appropriate. Coordinate with Washington State EOC.</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>Determine staffing levels for the EOF and JIC when the emergency is downgraded or terminated using PPM 13.13.2.</li> </ul>	_____	_____
4.6 <u>Transfer Of Emergency Director Duties (4.6)</u>		
1. If assuming the Emergency Director (ED) duties:		
<ul style="list-style-type: none"> <li>a. Contact current ED and determine a time when conditions would permit turnover process.</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>b. At a time when conditions permit, conduct a turnover using the Classification Notification Form or Emergency Director Turnover Sheet as a guide.</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>c. Once current conditions and proposed actions are fully understood, relieve current ED of duties.</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>d. Announce transfer of authority to facility staff and ensure other Energy Northwest emergency facilities are notified.</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>e. Complete a Crash call to offsite agencies, i.e., state, county, and DOE of the transfer. The Plant/NRC Liaison in the TSC should be directed to notify the NRC on the ENS line.</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>f. Log the transfer in the facility log.</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>g. As ED, follow guidance in Section 4.7.</li> </ul>	_____	_____
2. If transferring the ED duties:		
<ul style="list-style-type: none"> <li>a. Conduct a turnover using the Classification Notification Form or the Emergency Director Turnover Sheet as a guide.</li> </ul>	_____	_____

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Response Actions

Completed

Initials

b. Transfer ED duties.

\_\_\_\_\_

\_\_\_\_\_

c. Announce the transfer to the facility staff.

\_\_\_\_\_

\_\_\_\_\_

d. Log the transfer in the facility log.

\_\_\_\_\_

\_\_\_\_\_

4.7 Actions As Emergency Director (4.7)

Once EPIPs have been entered (emergency classification occurs), recovery actions not specifically authorized by plant procedures which have a potential for radioactive release to the environment require Emergency Director concurrence.

1. Assume the following responsibilities.

\_\_\_\_\_

\_\_\_\_\_

NOTE: Items a through e cannot be delegated.  
Items f through g may be delegated if desired.

a. Classify emergencies per PPM 13.1.1 and periodically review the classification to ensure that it reflects current plant conditions.

b. Make protective action recommendations per PPM 13.2.2 to offsite authorities responsible for implementing emergency measures for the public.

c. Approve official notifications/communications to local, state, and Federal agencies.

d. Authorize recovery actions not specifically authorized by procedures which have a potential for radioactive release to the environment.

e. Request assistance from offsite organizations and agencies as needed.

f. Make followup notifications to offsite agencies per PPM 13.4.1. Refer to Follow-up Offsite Notifications, 26098.

g. Approve the technical content of press releases.

h. Ensure, through facility managers, that appropriate emergency procedures are implemented.

Attachment 5.2

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- i. Ensure the requisite emergency response facilities are activated and properly staffed.
- j. If advised of a personnel injury or death, then:
  - 1) Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.
  - 2) Ensure details of the incident, e.g., individuals name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.
- k. Authorizing venting of the primary containment when in SAGs.
  - l. Terminate the emergency and enter the recovery phase per PPM 13.13.2.
- 2. Refer to PPM 1.3.1 to invoke 10CFR 50.54(x) actions as necessary. (4.7.2) \_\_\_\_\_
- 3. Approximately every 30 minutes, or when conditions change, perform the following: (4.7.3) \_\_\_\_\_
  - a. Review the EALs in procedure PPM 13.1.1 to ensure the emergency classification declared reflects current Plant conditions.
  - b. Review the PARs in procedure PPM 13.2.2 to ensure the PARs declared reflect current Plant or radiological release conditions.
  - c. Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.
  - d. Conduct briefings using the EOF Briefing Guidelines.
- 4. When conditions warrant a change in emergency classification or protective action recommendations, perform the following: (4.7.4) \_\_\_\_\_
  - a. Complete a Classification Notification Form (CNF).
  - b. Ensure notifications are performed per PPM 13.4.1 using the completed CNF as a basis.
  - c. Direct the Information Coordinator to inform the other Energy Northwest emergency facilities of the change in emergency classification and/or protective actions.
  - d. Ensure a copy of the CNF is sent to the appropriate organizations.

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5. Determine if Protected Area evacuation actions need to be taken. (4.7.5) \_\_\_\_\_

  - a. Alert - Evacuation is optional, depending on event prognosis. Consider evacuating plant personnel who are not part of the ERO.
  - b. Site Area Emergency or General Emergency - Protected Area evacuation is required for most situations per PPM 13.5.1 for personnel who are not part of the ERO.
  - c. Evacuate Site 1 per PPM 13.5.3.

6. Consider exclusion area evacuation per PPM 13.5.3 when a Site Area Emergency is declared and order an exclusion area evacuation when a General Emergency is declared. (4.7.6) \_\_\_\_\_
7. Authorize increases to emergency worker radiation exposure limits when recommended by the Radiation Protection Manager or Radiological Emergency Manager per PPM 13.2.1. (4.7.7) \_\_\_\_\_
8. Authorize personnel to take potassium iodide (KI) when recommended by the Radiation Protection Manager or Radiological Emergency Manager per PPM 13.2.1. (4.7.8) \_\_\_\_\_

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Duties of: EOF Manager Secretary

Assignment Location: Emergency Operations Facility

Report To: EOF Manager

Responsibilities:

1. On arrival at the EOF, sign in on the staffing board, obtain your procedure book from the wall rack and your supply drawer from the EOF supply cabinet.
2. Maintain a log of EOF Manager actions, significant events and activities on an Emergency Response Log, Form 23895, with emphasis on:
  - a. Receipt of notifications of changes in emergency classification.
  - b. The time and content of center briefings.
  - c. Significant telephone conversations or Public Address announcements.
  - d. Entries requested by EOF decision makers.
  - e. Assignment of action items.
3. When directed, initiate Crash Network calls for the EOF Manager (acting as emergency director) by utilizing the Crash Network System Log located in the Emergency Phone Directory to perform the following:
  - a. Initiate Crash call by dialing 400.
    - 1) If there is a failure of the Crash phone, the dial up phone is the primary backup. When making notifications using the dial up, contact Benton and Franklin counties, Washington State and DOE first to ensure that 15 minute time requirement is met.
  - b. Perform a roll call of agencies contacted.
    - 1) When initiating roll call inform responding parties to standby for a call from the Emergency Director.
    - 2) Following completion of roll call indicate to the Emergency Director that parties are ready for the Crash call.
    - 3) Note on Crash call log the time of call, message, and parties online.
    - 4) Inform the EOF Manager of any offsite agency failing to respond to the roll call.

Attachment 5.3  
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Duties of: EOF Manager Secretary (Contd.)

4. When the EOF Manager (as Emergency Director) completes filling out the Classification Notification Form (CNF):
  - a. Make a copy of the original and provide the copy to the Admin support personnel for faxing and internal distribution.
  - b. Return the original to the EOF Manager prior to initiating Crash call notification.
5. Answer and monitor the EOF Manager's phones and record messages as necessary.
6. Monitor the EOF Manager's procedure checklist (Attachment 5.2 of this procedure) and remind him of actions required as necessary.
7. Make briefing announcements to EOF staff as directed, similar to, "There will be a briefing in five minutes. Please refer to your briefing guides."
8. Perform other EOF administrative support duties as requested by the EOF Manager.
9. Refer incoming media calls to the Joint Information Center.
10. Upon shift change:
  - a. Fully brief your relief on responsibilities, duties and the current status of work being performed.
  - b. Forward your log for review by the EOF Manager.
11. Upon shift change or termination of the emergency:
  - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
  - b. Provide support to EOF Manager as necessary in collating EOF After Action Reports or logs.
  - c. Deliver After Action Reports to the Site Support Manager.

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\*13.11.7\*

# ENERGY NORTHWEST

## COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL

PROCEDURE NUMBER *13.11.7	APPROVED BY JEW - Revision 25	DATE 08/29/02
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION EMERGENCY OPERATIONS FACILITY		
TITLE RADIOLOGICAL EMERGENCY MANAGER DUTIES		

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1.0 PURPOSE

This procedure describes the emergency responsibilities and duties of the Emergency Operations Facility (EOF) Radiological Emergency Manager (REM), including oversight of: Environmental Field Team activities; dose projection activities; Protective Action Recommendation (PAR) coordination with the Emergency Director; coordinating any offsite monitoring and decontamination activities; Health Physics Center (HPC) activities; and coordination of offsite reentry and Ingestion Pathway activities with Washington State Department of Health (WADOH) personnel. As necessary, portions of the REM duties may be delegated to staff members

Upon arrival of WADOH representatives and/or the U.S. Department of Energy, Richland Field Office (DOE/RL) representatives, certain REM duties will be administered according to the jurisdictional authority of each agency, with the REM ensuring full cooperation and support to all agencies.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2 and 6
- 2.2 PPM 1.9.14, Onsite Medical Emergencies
- 2.3 PPM 13.2.1, Emergency Exposure Levels/Protective Actions Guides (PAGs)
- 2.4 PPM 13.2.2, Determining Protective Action Recommendations
- 2.5 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.6 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.7 PPM 13.7.5, Offsite Assembly Area Operations
- 2.8 PPM 13.8.1, Emergency Dose Projection System Operations
- 2.9 PER 201-2601, Honeywell Control Systems {P183283}

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REFERENCES, (cont'd)

- 2.10 PPM 13.9.1, Environmental Field Monitoring Operations
- 2.11 PPM 13.9.5, Environmental Sample Collection
- 2.12 PPM 13.9.8, River Evacuation Monitoring
- 2.13 PPM 13.13.3, Intermediate Phase MUDAC Operations
- 2.14 PPM 13.13.4, After Action Reporting
- 2.15 Emergency Response Log, 968-23895
- 2.16 Ten Mile EPZ Field Team Summary Map, 968-25130

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### 3.0 PROCEDURE

- 3.1 When notified of an Alert, Site Area Emergency or General Emergency, or if directed, report to the EOF and sign in on the EOF staffing board.
- 3.2 Obtain your procedure book from the wall rack and supply drawer from the EOF supply cabinet.
- 3.3 Notify the Site Support Manager and EOF Manager (or the TSC Manager if EOF Manager not yet present) of your availability.

NOTE: MUDAC may be declared operational with less than minimum staffing , however, doing so does not satisfy minimum staffing requirements of the Emergency Plan. Contact the Manpower scheduler to fill open positions.

- 3.4 Inform the EOF Manager when MUDAC is operational (capable of performing dose assessment and field monitoring functions).

NOTE: At an Alert or higher emergency, a Security Officer will be dispatched to the EOF HPC to lock down the Kootenai Building and assist with EOF access control, and with evacuation assembly area accountability.

- 3.5 At Alert or higher, determine the current wind direction. If the wind is blowing from between 20 and 90 degrees, direct activation of the ENOC Offsite Assembly Area.
- 3.6 If activating the ENOC Offsite Assembly Area, contact the RPM and request three HP Technicians Dispatch two Technicians to the ENOC to begin setting up the Offsite Assembly Area per PPM 13.7.5. Direct the third Technician to the EOF to initiate habitability monitoring.
- 3.7 At Alert of higher, if the wind is from any direction other than between 20 and 90 degrees, contact the RPM and request that two HP Technicians be dispatched to the EOF for HPC activation.
  - Direct the HPC staff to set up HPC facilities and establish EOF habitability monitoring Refer to Attachment 4.10.
  - Ensure appropriate radiological monitoring equipment (dose rate and air sampling) is positioned in the lower level south end Kootenai Building near the EOF and periodic dose rate and airborne surveys are performed as necessary.
- 3.8 Establish and maintain contact with the RPM in the TSC for a briefing on the status of the emergency, and to provide assistance in radiological assessment, mitigation activities, or dose assessments.

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- 3.9 When dose assessment is fully functional, assume responsibility for offsite dose projections from the RPM in the TSC, or the STA in the Control Room.
- 3.10 Provide an initial briefing on the emergency using Attachment 4.8 to the offsite agency representatives.
- 3.11 In the event of a Protected Area evacuation, assist the RPM with coordinating Health Physics (HP) monitoring and decontamination services at the evacuation assembly area.
  - Refer to PPM 13.5.1 for Protected Area evacuation routes.
  - Refer to PPM 13.7.5 for Alternate Assembly Area set up instructions.
- 3.12 If assistance is requested by Washington State Department of Health, provide for radiological monitoring of Columbia River evacuees per PPM 13.9.8.
- 3.13 If plant conditions indicate the possibility of an offsite release or a Site Area Emergency is declared, direct the Site Support Manager to call in an additional REM to assist in REM responsibilities.
- 3.14 If the determination is made to evacuate the Exclusion Area, determine if radiological hazards exist or are suspected. Determine evacuation routes and hazardous routes to avoid. Refer to PPM 13.5.3.
- 3.15 Provide periodic updates on radiological conditions and evacuation actions which require set-up of the ENOC Offsite Assembly Area.
- 3.16 In the event of an Exclusion Area evacuation requiring personnel to report to Energy Northwest Office Complex (ENOC), direct that two HP technicians be dispatched to activate the Offsite Assembly Area, and ensure that the TSC is directed to complete the appropriate PA announcement.
- 3.17 In the event of a Protected Area evacuation or Exclusion Area evacuation requiring personnel to report to the ENOC, notify the HP Technicians at the Offsite Assembly Area that evacuees have been directed to report to the ENOC.
- 3.18 If conditions indicate the need for road closure, evacuation, or other protective measures, coordinate the safe placement of Energy Northwest or local law enforcement agency roadblocks with the Security Manager.

NOTE: Security no longer maintains dosimetry in road block kits for responders, and will direct personnel needing dosimetry to the EOF, except for fire and ambulance personnel who will obtain dosimetry at the vehicle trap.

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3.19 When notified that personnel must pass through road blocks into radiological hazard areas, determine and implement necessary radiological monitoring and protective clothing requirements.

NOTE: The Energy Northwest administrative exposure hold point (2 rem TEDE) is automatically waived for Energy Northwest emergency workers at Alert or higher emergency classifications and increased to 5 rem TEDE.

NOTE: A radioactive release is in progress when any of the following conditions exist:

- Valid reading exists which exceeds PPM 13.1.1 Table 3 Column UE, OR
- Offsite dose calculations meet or exceeds PPM 13.1.1 Table 4 Column UE levels for TEDE or CDE thyroid, OR
- Field teams measure GE 100  $\mu$ Rem/hr at 1.2 miles.

3.20 If a confirmed radioactive release is in progress, the following steps should be taken:

- Determine the advisability of sheltering or evacuating any manned Exclusion Area facility, i.e , Kootenai Building, Laundry, Energy Northwest, Ashe Substation, River Pumphouse, and determine and direct implementation of radiological protective actions for EOF personnel, based on radiological conditions.
- Refer to PPM 13.2.2, Section 4.3, Offsite PARs Based on Projected Doses, to determine offsite PARs and act as the Protective Action Decision Group spokesperson in proposing PARs to the EOF Manager (Emergency Director).
- Provide the Emergency Director with updated dose projection results. Information provided should include dose, dose rate, and the basis for the time used for the dose estimates.
- Notify the Emergency Director and the State and County Technical Liaisons if dose rates exceed 250 mRem/hr thyroid, or air sample results exceed 1.4E-7  $\mu$ Ci/cc Iodine 131. Ensure that this information is marked on the CNF.
- Consult with the Field Team Coordinator to ensure the following:
  - a. Dispatch field teams to traverse at designated distances (i.e., 1.2, 5, and 10 miles) and verify dose rate levels above 100  $\mu$ Rem/hr.
  - b. Upon identification of a radioactive plume, commence air sampling activities.
  - c. Identify plume centerline and boundaries (i.e., 100  $\mu$ Rem/hr).

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- 3.21 Determine the need for a dose adjustment factor based on dose projection results or reports from field team members indicating a potential inhalation concern. The dose adjustment factor provides an internal dose component. The available dose should be divided by the dose correction factor to get corrected available dose.
- Using QEDPS, calculate a dose adjustment factor:
    - a. If the dose adjustment factor is 5 or greater, a dose adjustment factor of 5 should be implemented.
    - b. Provide the dose adjustment factor to the Field Team Coordinator for use in establishing field team exposure limits.

NOTE: Refer to PPM 13.2.1 for guidance on recommending administration of Potassium Iodide (KI) for emergency workers. Be aware that criteria for recommending KI for State, County and DOE personnel are different from those for Energy Northwest personnel.

- EOF Manager (as Emergency Director) authorization is required for issuance of KI.
- 3.22 Advise the Field Team Coordinator when protective actions need to be taken by field teams, such as KI.
- 3.23 Review Field Team summary and dose projection summary maps for the plume EPZ, and when applicable, the ingestion EPZ. Have copies transmitted to the JIC, County and State emergency centers.
- 3.24 Continually assess offsite radiological releases and determine the need to recommend to the Emergency Director to provide authorization to exceed Protective Action Guides (PAGs) for offsite emergency workers, in accordance with PPM 13.2.1, or general public Protective Action Recommendations (PARs) in accordance with PPM 13.2.2.
- 3.25 Brief all Energy Northwest and offsite MUDAC personnel of impending PAR declarations prior to issuing the PAR.
- 3.26 As necessary, complete radiological release-related portions of the CNF for PAR modifications.
- 3.27 Provide PAR updates to the EOF Information Coordinator for transmittal on the Information Coordinator's network.
- 3.28 Conduct periodic briefing sessions of the MUDAC staff on pertinent information from incoming hard copy communications and changes in emergency status.

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- 3.29 Act as a conduit for information flow between MUDAC, HPC personnel, and the main EOF area, and provide input into EOF briefings on status and activities of dose assessment, field monitoring activities, EOF habitability, etc., per Attachment 4.8.
- If you receive notification that the Control Room has received a high moisture alarm on Standby Gas Treatment, ensure that dose projections are performed with the SGTS Damaged option checked.
- 3.30 Distribute MUDAC generated hard copy dose projection information (map and data sheets) to State and County Emergency Operations Centers (EOCs), and retain a copy for MUDAC records.
- 3.31 When relief from the Health Physics Network (HPN) is requested by the RPM, select a communicator and direct that they maintain the EOF HPN line in accordance with Attachment 4.4. Consider calling in an additional Dose Projection Health Physicist to fill this position.
- 3.32 If the following conditions exist:
- EOF general area radiation levels exceed 5 mrem/hr as indicated by the EOF radiation monitor, or;
  - EOF unidentified airborne radioactivity exceeds 0.3 DAC (0.3 DAC equates to approximately 750 cpm on a 40 ft<sup>3</sup> air sample in the field), then:
    - a. Immediately notify the EOF Manager and staff of the condition;
    - b. Direct surveillance of airborne activity be increased to once per hour and results reported to you;
    - c. Direct dose rates in the area be determined approximately every 15 minutes and results reported to you;
    - d. Direct that projected accumulated doses for the EOF personnel be evaluated and appropriate stay times be established;
    - e. Prohibit eating or drinking in the EOF until advised of resolution of the EOF airborne activity problem.
- 3.33 If the EOF is activated and ventilation system problems are experienced, notify the Construction and Maintenance Services on-duty supervisor at x6063 to put the EOF HVAC system into the EOF recirculation mode (mode 3) and skip Step 3.33. {P183283}
- 3.34 Dispatch a Health Physics Technician to the Kootenai Building penthouse to determine if the following conditions exist if the plume is over the Kootenai Building:

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- Kootenai Building intake air activity exceeds 100 mRem/hr, or;
  - Kootenai Building return air activity exceeds 50 mRem/hr, then:
    - a. Immediately notify EOF Manager and staff of the condition.
    - b. Ensure EOF ventilation system is in proper operating mode per Attachment 4.10;
    - c. Request the Site Support Manager to notify Facilities to assist, if needed.
- 3.35 If necessary, direct the Site Support Manager to contact the Chemistry/Effluent Manager for support of field team sample analysis.
- 3.36 As required, direct appropriate staff to perform the following tasks per Attachment 4.5:
- Prepare, issue and collect direct reading dosimeters and TLDs for emergency response personnel.
  - Contact Nuclear and Engineering Support Staff training to determine if respirator training, medical qualifications, and fit testing for emergency support personnel, vendors, and contractors who must enter areas requiring respiratory protection is current.
- 3.37 If questioned by State or County officials, provide briefings that explain EOF radiological survey data and dose projection activities that determined Energy Northwest recommendations for protective actions.
- If Washington State Radcon teams are not available, and establishment of an offsite survey or remote decontamination location is required to handle potentially contaminated personnel, make arrangements for the necessary personnel and equipment.
- 3.38 If injured or contaminated personnel require offsite medical attention, refer to PPM 1.9.14.
- 3.39 If additional Energy Northwest personnel resources are needed for Environmental Field Teams, dose assessment or other EOF radiological duties, request the Site Support Manager obtain those resources.
- 3.40 Assist the Site Support Manager as necessary to establish second shift personnel for dose assessment area staff, environmental field teams and HPC staff.
- 3.41 If offsite radiological resources are needed, inform the EOF Manager.

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- 3.42 Determine disposition of Environmental Field Team samples gathered pursuant to PPM 13.9.5:
- In consultation with representatives of DOH for samples outside the Hanford Reservation.
  - In consultation with representatives of DOE-RL for samples on the Hanford Reservation.
- 3.43 Upon notification of transfer of plant Post Accident Sample System (PASS) samples, brief HPC Staff on anticipated radiation levels and necessary protective measures.
- 3.44 Ensure that the Field Teams identify the trailing edge of the radioactive plume to confirm that the release has ended (i.e., LT 100  $\mu$ Rem/hr).
- 3.45 When emergency activities have resulted in stabilizing the plant, and radiological conditions are progressing from the early phase to the intermediate phase, refer to Attachment 4.11 to transfer MUDAC leadership to the Washington State Department of Health (WADOH) Representative, and:
- Implementing PPM 13.13.3, Intermediate Phase MUDAC Operations.
  - Arranging additional support with the Site Support Manger to fulfill all responsibilities of MUDAC during this phase.
- 3.46 Estimate the total population exposure as a result of the radiological release. Consider total dose from EDPS, duration, and length of exposure. Refer to Attachment 4.9.
- 3.47 Coordinate use of Energy Northwest radiological equipment and manpower resources, authorized by the EOF Manager, to provide assistance to the state in establishing relocation centers, food control zones, or other reentry and recovery activities.
- 3.48 Refer all calls from media to the JIC.
- 3.49 Upon shift change, turn over chronological logs and brief your relief on the current status of the emergency, radiological activities, and status of work being performed.
- 3.50 Upon shift change or termination of the emergency:
- Prepare an individual After Action Report. Refer to PPM 13.13.4
  - Collect individual After Action Reports prepared by staff personnel.
  - Deliver all After Action Reports and accompanying sheets to the EOF Manager.

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4.0 ATTACHMENTS

- 4.1 Checklist for Radiological Emergency Manager Duties
- 4.2 Dose Projection Health Physicist Duties
- 4.3 Comparison of Field Data with Dose Projections
- 4.4 Health Physics Network (HPN) Communicator Duties
- 4.5 Health Physics Center (HPC) Staff
- 4.6 Health Physics Center Staff Radiological Sample Tracking Instructions
- 4.7 Typical Setup for HP Center Receiving Area
- 4.8 Radiological Emergency Manager Briefing Guidelines
- 4.9 Total Population Within the 10 Mile EPZ
- 4.10 EOF HVAC Automatic and Manual Operation
- 4.11 Dose Assessment Center Leadership Transfer Guide

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CHECKLIST FOR RADIOLOGICAL EMERGENCY MANAGER DUTIES

- A. Report to the EOF, sign in on the staffing board, obtain your procedure book and supply drawer.
- B. Notify the EOF Manager (or the TSC Manager if EOF Manager not yet present) of your availability.

NOTE: MUDAC may be declared operational with only four field team members, however, emergency center activation requirements are not met.

- C. Inform the EOF Manager when MUDAC is operational.
- D. At Alert or higher, contact the RPM and request two HP Technicians be dispatched to the EOF for Health Physics Center (HPC) activation.
  - .1 Direct the HPC staff to set up HPC facilities and establish EOF habitability monitoring. Refer to Attachment 4.10.
  - .2 Ensure appropriate radiological monitoring equipment is positioned (dose rate and air sampling) in the lower level south end Kootenai Building near the EOF and periodic dose rate and airborne surveys are performed as necessary.
- E. Establish and maintain contact with the RPM for a briefing on the status of the emergency, and to provide assistance in radiological assessment, mitigation activities, or dose assessment.
- F. When dose assessment is fully functional, assume responsibility for offsite dose projections from the TSC or Control Room.
- G. In the event of a Protected Area evacuation, assist the RPM with coordinating HP monitoring and decontamination services at the evacuation assembly area.
  - Refer to PPM 13.5.1 for Protected Area evacuation routes.
  - Refer to PPM 13.7.5 for Alternate Assembly Area set up instructions.
- H. In the event of an Exclusion Area evacuation requiring personnel to report to Energy Northwest Office Complex (ENOC), dispatch an HPC staff member to set up the assembly area. Refer to PPM 13.7.5 for guidance regarding setup and operation of the assembly area.

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- I. When radiological conditions require evacuation of the Columbia River, indicating the potential for contaminated boaters, or, if requested, provide for radiological monitoring of Columbia River evacuees per 13.9.8.
- J. If plant conditions indicate the possibility of an offsite release or a site area emergency is declared, direct the Site Support Manager to call in an additional REM to assist in REM responsibilities.
- K. If the determination is made to evacuate the Exclusion Area, determine if radiological hazards exist or are suspected. Determine evacuation routes and hazardous routes to avoid. Refer to PPM 13.5.3.
- L. If conditions indicate the need for road closure, evacuation, or other protective measures, coordinate the safe placement of Energy Northwest or local law enforcement agency roadblocks with the Security Manager.
- M. When notified that personnel must pass through road blocks into radiological hazard areas, determine and implement necessary radiological monitoring and protective clothing requirements.
- N. A radioactive release is in progress when any of the following conditions exist:
  - Valid reading exists which exceeds PPM 13.1.1 Table 3 Column UE, OR
  - Offsite dose calculations meet or exceeds PPM 13.1.1 Table 4 Column UE levels for TEDE or CDE thyroid, OR
  - Field teams measure GE 100  $\mu$ Rem/hr at 1.2 miles.
- O. If a confirmed radioactive release is in progress, the following steps should be taken:
  - Determine the advisability of sheltering or evacuating any manned Exclusion Area facility, i.e., Kootenai Building, Laundry, Energy Northwest, Ashe Substation, River Pumphouse, and determine and direct implementation of radiological protective actions for EOF personnel, based on radiological conditions.
  - Refer to PPM 13.2.2, Section 4.3, Offsite PARs Based on Projected Doses, to determine offsite PARs and act as the Protective Action Decision Group spokesperson in proposing PARs to the EOF Manager (Emergency Director).
  - Provide the Emergency Director with updated dose projection results. Information provided should include dose, dose rate, and the basis for the time used for the dose estimates.
  - Notify the Emergency Director and the State and County Technical Liaisons if dose rates exceed 250 mRem/hr thyroid, or air sample results exceed  $1.4E-7$   $\mu$ Ci/cc Iodine 131. Ensure that this information is marked on the CNF.

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- P. Consult with the Field Team Coordinator to ensure the following:
- Dispatch field teams to traverse at designated distances (i.e., 1.2, 5, and 10 miles) and verify dose rate levels above 100  $\mu\text{rem/hr}$ .
  - Upon identification of a radioactive plume, commence air sampling activities.
  - Identify plume centerline and boundaries (i.e., 100  $\mu\text{Rem/hr}$ ).
  - Determine the need for a dose adjustment factor based on dose projection results or reports from Field Team members indicating potential inhalation concern. The dose adjustment factor provides an internal component which should be multiplied by the dosimeter reading to give an estimate of total exposure.
- Q. Using QEDPS, calculate a dose adjustment factor:
- If the dose adjustment factor is 5 or greater, a dose adjustment factor of 5 should be implemented.
  - Provide the dose adjustment factor to the Field Team Coordinator for use in establishing field team exposure limits.
- NOTE: Refer to PPM 13.2.1 for guidance on recommending administration of Potassium Iodide (KI) for emergency workers. Be aware that criteria for recommending KI for State, County and DOE personnel are different from those for Energy Northwest personnel.
- EOF Manager (as Emergency Director) authorization is required for issuance of KI.
- R. Advise the Field Team Coordinator when protective actions need to be taken by field teams, such as KI.
- S. Review Field Team summary and dose projection summary maps for the plume EPZ, and when applicable, the ingestion EPZ. Have copies transmitted to the JIC, County and State emergency centers.
- T. Continually assess offsite radiological releases and determine the need to recommend to the Emergency Director to provide authorization to exceed Protective Action Guides (PAGs) for offsite emergency workers, in accordance with PPM 13.2.1, or general public Protective Action Recommendations (PARs) in accordance with PPM 13.2.2.
- U. Brief all Energy Northwest and offsite MUDAC personnel of impending PAR declarations prior to issuing the PAR.
- V. As necessary, complete radiological release-related portions of the CNF for PAR modifications.

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- W. Provide PAR updates to the EOF Information Coordinator for transmittal on the Information Coordinator's network.
- X. Conduct periodic briefing sessions of the MUDAC staff on pertinent information from incoming hard copy communications and changes in emergency status.
- Y. Act as a conduit for information flow between MUDAC, HPC personnel, and the main EOF area, and provide input into EOF briefings on status and activities of dose assessment, field monitoring activities, EOF habitability, etc., per Attachment 4.8.
- Z. If necessary, direct the Site Support Manager to contact the Chemistry/Effluent Manager for support of field team sample analysis.
- AA. Distribute MUDAC generated hard copy dose projection information (map and data sheets) to State and County Emergency Operations Centers (EOCs), and retain a copy for MUDAC records.
- AB. When relief from the Health Physics Network (HPN) is requested by the RPM, select a communicator and direct that they maintain the EOF HPN line in accordance with Attachment 4.4. Consider calling in an additional Dose Projection Health Physicist to fill this position.
- AC. If the following conditions exist:
  - EOF general area radiation levels exceed 5 mRem/hr as indicated by the EOF radiation monitor, or;
  - EOF unidentified airborne radioactivity exceeds 0.3 DAC (0.3 DAC equates to approximately 750 ccpm on a 40 ft<sup>3</sup> air sample in the field),

Then:

- Immediately notify the EOF Manager and staff of the condition;
- Direct surveillance of airborne activity be increased to once per hour and results reported to you;
- Direct dose rates in the area be determined approximately every 15 minutes and results reported to you;
- Direct that projected accumulated doses for the EOF personnel be evaluated and appropriate stay times be established;
- Prohibit eating or drinking in the EOF until advised of resolution of the EOF airborne activity problem.

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- AD. Dispatch a Health Physics Technician to the Kootenai Building penthouse to determine if the following conditions exist if the plume is over the Kootenai Building:
- Kootenai Building intake air activity exceeds 100 mRem/hr, or;
  - Kootenai Building return air activity exceeds 50 mRem/hr, then:
    - A. Immediately notify EOF Manager and staff of the condition.
    - B. Ensure EOF ventilation system is in proper operating mode per Attachment 4.10.
    - C. Request the Site Support Manager to notify Facilities to assist, if needed.
- AE. If the emergency worker dose limit of 5 rem is projected to be exceeded over the course of the event for the EOF staff, inform the EOF Manager so plans to evacuate the EOF and activate the Alternate EOF may be initiated.
- AF. As required, direct appropriate staff to perform the following tasks in accordance with Attachment 4.5:
- Prepare, issue, and collect direct reading dosimeters and TLDs for emergency response personnel.
  - Contact Nuclear and Engineering Support Training to determine if respirator training, medical qualifications, and fit testing for emergency support personnel, vendors, and contractors who must enter areas requiring respiratory protection are current.
- AG. If questioned by State or County officials, provide briefings that explain EOF radiological survey data and dose projection activities that determined Energy Northwest recommendations for protective actions.
- AH. If Washington State Radcon teams are not available, and establishment of an offsite survey or remote decontamination location is required to handle potentially contaminated personnel, make arrangements for the necessary personnel and equipment.
- AI. If injured or contaminated personnel require offsite medical attention, refer to PPM 1.9.14.
- AJ. If additional Energy Northwest personnel resources are needed for Environmental Field Teams, dose assessment or other EOF radiological duties, request the Site Support Manager obtain those resources.
- AK. Assist the Site Support Manager as necessary to establish second shift personnel for dose assessment area staff, environmental field teams and HPC staff.

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- AL. If offsite radiological resources are needed, inform the EOF Manager.
- AM. Determine disposition of Environmental Field Team samples gathered pursuant to PPM 13.9.5:
  - A. In consultation with representatives of DOH for samples outside the Hanford Reservation.
  - B. In consultation with representatives of DOE-RL for samples on the Hanford Reservation.
- AN. Upon notification of transfer of PASS samples, brief HPC staff on anticipated radiation levels and necessary protective measures.
- AO. Ensure field teams identify the back edge of the radioactive plume to confirm the release has ended (i.e., LT 100  $\mu$ Rem/hr).
- AP. When emergency activities have resulted in stabilizing the plant, and radiological conditions are progressing from the early phase to the intermediate phase, refer to Attachment 4.11 to transfer MUDAC leadership to the Washington State Department of Health (WADOH) Representative, and:
  - Implementing PPM 13.13.3, Intermediate Phase MUDAC Operations.
  - Arranging additional support with the Site Support Manager to fulfill all responsibilities of MUDAC during this phase.
- AQ. Estimate the total population exposure as a result of the radiological release. Consider total dose from EDPS, duration and length of exposure. Refer to Attachment 4.9.
- AR. Coordinate the use of Energy Northwest radiological equipment and manpower resources, authorized by the EOF Manager, to provide assistance to the State in establishing relocation centers, food control zones, or other reentry and recovery activities.
- AS. Refer all calls from the media to the Joint Information Center.
- AT. Upon shift change, turn over chronological logs and brief your relief on the current status of the emergency, radiological activities, and status of work being performed.

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Duties of: Dose Projection Health Physicist

Assigned Location: Meteorology and Unified Dose Assessment Center (MUDAC)

Report to: Radiological Emergency Manager (REM)

Responsibilities:

1. Activate the Emergency Dose Projection System (EDPS) PCs, printers, the LAN and PDIS terminals. Keep the REM updated on the status of the systems and important information that could affect dose projections.
2. Activate the RSTAT summary display (a PDIS form display of TDAS signals from the STAR System) and determine if there are elevated readings from monitors that may indicate a release in progress. PDIS may be used to retrieve past TDAS readings. Contact the EOF PDIS Analyst to retrieve historical data.
3. Perform plume tracking and dose projection functions to keep the EOF staff informed of the plume projection. Maintain close contact with the Engineering Assessment group and Information Coordinator for the current plant condition.
4. Obtain the latest weather forecast (refer to the EDPS User's Manual) from the National Weather Service or PNNL Weather Forecaster, and ensure the Meteorological Information board is updated. Advise the REM and Field Team Coordinator of weather conditions which may affect plume direction, deposition, or dispersion.

NOTE: Phone numbers of the weather services are located in the Emergency Phone Directory in the Offsite Agency Section and PPM 13.8.1.

5. Review dose projection results and inform the REM of projections approaching EAL and PAR limits.
6. Complete a dose projection for the REM's consideration.
  - a. Verify operability of SGTS based on flow rate or engineering input.
  - b. Follow the guidance in PPM 13.8.1 concerning default entries and estimates for the dose projection models.
  - c. Make dose estimates for at least the distances of 1.2 miles, 2 miles, 5 miles, and 10 miles.

NOTE: 1.2 miles is the distance used for the site boundary.

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Duties of: Dose Projection Health Physicist (Contd.)

7. Coordinate and verify radiation conditions and equipment status with the Radiation Detection Systems Engineer.
8. Compare field team measurements to dose projection estimates using the guidance in Attachment 4.3, including terrain knowledge, weather conditions and sampling theory.
9. If there are significant, unexplainable differences between field samples and dose projections, consult with the REM regarding appropriate adjustments to be made.
10. Inform the Field Team Coordinator, REM, and staff of significant, verifiable changes in release rates, meteorology, or Emergency Worker Dose Factors.
11. As requested, provide completed Dose Projection Summary Maps for the REM to review.
12. Label and validate by signature, printed data or maps for distribution, and maintain a copy of all authorized projections and maps.
13. When the transition to ingestion phase has been completed, generate an EDPS dose projection map for the 500  $\mu$ R and 2  $\mu$ R isopleths. Refer to PPM 13.8.1, Attachment 5.1 for guidance on contour options.
14. During shift change, brief your relief on the current status of work in progress, and ensure that they understand the basis for the current dose projection and field team readings.
15. Prepare and deliver to the REM all After Action Reports, logs, authorized projections and analyses as requested.
16. Retain a copy of completed dose projection worksheets, display outputs or maps you generate and attach them to your After Action Report.
17. Assist the HPN Coordinator in obtaining answers to NRC queries.

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## COMPARISON OF FIELD DATA WITH DOSE PROJECTIONS

### 1. Exposure Rate Readings

- a. Using QEDPS, input field team air sample results or dose rate into the code and compare resultant TEDE values at various distances with TEDE values from a projection based on plant monitor readings.
- b. Compare exposure rate measurements reported by field teams to a projected External Dose Rate for the same downwind distance.
- c. Consider the following in making your comparison:
  - 1) The time that the field measurement was made vs. the time that the projected release would reach the downwind distance based on wind speed.
  - 2) If release rates change significantly, then consider the time it would take the lower or higher effluent concentrations to reach the field team measurement location based on wind speed.
  - 3) Changes in sampling time, wind speed, wind direction, and stability class will cause field team readings to differ from dose projections.

### 2. Iodine Concentrations

- a. Using QEDPS, input field team air sample results and compare resultant Thyroid CDE values at various distances with Thyroid CDE from a projection based on plant monitor readings.
  - 1) To convert field team air sample results to  $\mu$ curies/cc, select either the particulate or cartridge icon on the Windows Desktop. When the program is active, enter the field team results to calculate the necessary value.
  - 2) Compare the Thyroid CDE rate based on field team data to a projected Thyroid CDE rate for the same downwind distance.
- b. Consider the items from Step 1.C of this Attachment when making your comparison.

### Attachment 4.3

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Duties of: Health Physics Network (HPN) Communicator

Assigned Location: Emergency Operations Facility (EOF)

Report to: Radiological Emergency Manager

Responsibilities:

1. Upon assignment obtain a briefing from the REM on the current status of the emergency and the known or anticipated radiological conditions and/or releases.
2. Activate the EOF extension of the HPN phone, following instructions attached to the HPN phone. Introduce yourself to the NRC communicator, and provide information on the current status of radiological conditions.
  - a. Refer to side two of form 968-26045, Emergency Classifications or Other Messages, for a list of questions you may be asked by the NRC.
3. After assuming duties observe the requirements of 10CFR50.72(c)(3) by maintaining continuous communications when requested by the NRC. If you must leave the phone for any reason, find someone to maintain the phone in your absence, or obtain permission to leave the phone unattended.
4. Maintain a log of communications on Emergency Response Log, (Form 968-23895).
5. Contact the REM for assistance with resolving NRC information requests. Consult the REM when asked to make commitments you do not feel you are authorized to make.
6. As necessary, brief the REM on the status of HPN communications.
7. Ensure transmissions you relay are distinct and understood. Avoid the use of acronyms unless you are sure they are understood and ensure the correct letters of acronyms are understood by using phonetic spelling to clarify, i.e., "B" as in Bravo or "D" Delta.
8. Ensure data you transmit to the NRC represents factual information only. Do not provide speculative information or editorialize on data and do not engage in problem solving discussions.
9. Upon shift change, brief your relief on responsibilities, duties and the current status of HPN communications with the NRC.
10. Upon shift change or termination of the emergency:
  - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
  - b. Deliver After Action Report and logs to the REM.

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Duties of: Health Physics Center (HPC) Staff

Assigned Location: Health Physics Center Work Areas

Report to: Radiological Emergency Manager (REM)

Responsibilities:

**NOTE:** At an Alert or higher classification, Security provides an officer to lock down the Kootenai Building; the officer then assists the HPC staff with access control through the HPC ambulance bay.

HPC Staff:

1. Prepare ambulance garage area and decontamination facility to receive samples and personnel. Ensure PA speaker controls are set to maximum levels. Refer to Attachment 4.7.
2. Prepare the radiological laboratory and Counting Room to receive and analyze environmental and in-plant samples.
3. Position a Continuous Air Monitor (CAM) in the lower level south end Kootenai Building near the EOF and ensure operability of the EOF area radiation monitor for EOF habitability monitoring.
4. Report to the REM when all assigned systems are in a state of readiness.
5. Obtain friskers and dose rate instruments, perform daily checks, then distribute to the Ambulance Bay area radiological laboratories
6. Frequently monitor the operation of the area radiation and airborne monitors.
7. When directed, take and evaluate direct radiation and/or contamination surveys in areas of the Kootenai Building and EOF.
8. Question Field Team members delivering samples on whether self-frisking has been performed by, or under the supervision of a qualified HP member, and if not, perform a frisk.
9. Obtain and analyze hi-volume air samples inside and outside of the Kootenai Building as necessary.

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HPC Staff, (cont'd)

10. Perform decontamination of personnel as required and report results to the REM.
11. Insure the use of appropriate radiological precautions and good practices by all individuals involved with handling of samples throughout the sampling and survey sequence.
12. Enter electronic dosimeter results in the Total Exposure System (TES) for personnel completing a shift, or as directed. Reset dosimeter to the fast entry mode.
13. Return reset electronic dosimeters to the EOF Field Team Cabinet.
14. Monitor radiation levels in any area where samples are stored and post area(s) as necessary, or move samples to a shielded area.
15. Maintain a record of your actions on an Emergency Response Log per PPM 13.13.4.
16. Upon shift change, brief your relief on responsibilities, duties and current status of work being performed.
17. Upon shift change, or termination of the emergency:
  - a. Prepare an individual After Action Report per PPM 13.13.4.
  - b. Deliver your After Action Report and Log(s) to the REM.

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**HEALTH PHYSICS CENTER STAFF**  
**RADIOLOGICAL SAMPLE TRACKING INSTRUCTIONS**

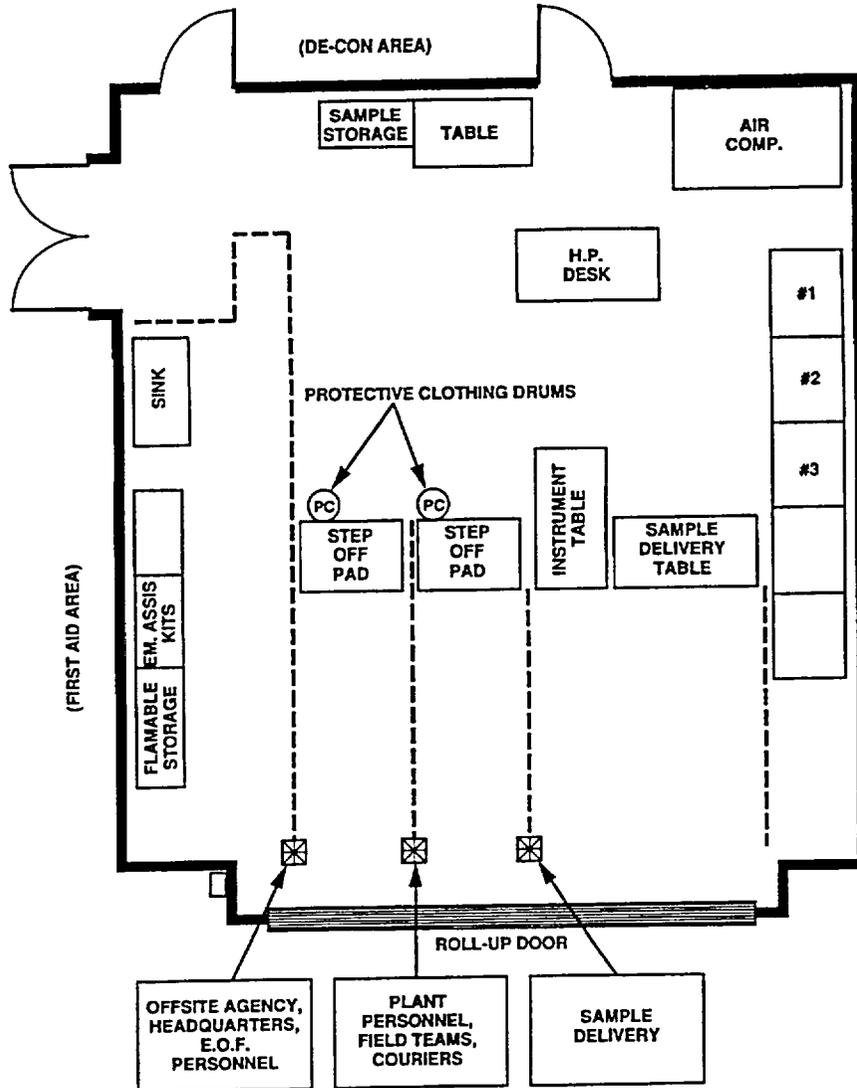
1. Receive, survey, sort and catalog samples as they are delivered by Environmental Field Teams.
2. Adhere to appropriate radiological precautions and good practices in the handling of samples throughout the sampling and survey sequence.
3. Question Field Team members delivering samples on whether self-frisking has been performed by, or under the supervision of a qualified HP member, and if not, perform a frisk.
4. For receipt and handling of PASS samples ensure that appropriate cautions are in place and that all personnel are properly dressed out for all aspects of survey and handling procedures.
5. Perform radiation and contamination surveys on all incoming samples. Rebag all samples which are contaminated on the outer surface. Sort and store samples based on radiation levels to control exposures in the ambulance bay.
6. Ensure sample identification data is on the outside of the sample bag and the date, time and survey results are on Sample Identification Form.
7. Place the sample in storage and note the storage location on the Sample Identification Form and enter the storage date and time on the Sample Receipt Log, page 2 of this attachment.
8. When analysis of a specific sample is requested, retrieve sample and the appropriate copies of the Sample ID Form.
9. Record the new location (lab where sample is being analyzed) on the Sample ID form and the date and time of transfer on the Sample Receipt Log.
10. Send the sample to the lab or other assigned destination with the accompanying white and canary pages.
11. Refile the pink page of the Sample Identification Form in the HP Center file.
12. When samples are returned to the storage area, retrieve Sample Identification Form from HP Center file.
13. Note storage location on the white, canary and pink pages and enter the new storage date and time on the Sample Receipt Log.
14. Return the canary and pink copies to the HP Center file and return the white copy with the sample back to storage.

Attachment 4.6  
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TYPICAL SET-UP FOR HP CENTER RECEIVING AREA



LEGEND.

- 1. - - - INDICATES WHERE TO PLACE ROPE BARRIERS
- 2. ☒ INDICATES WHERE TO POST SIGNS

890276

Attachment 4.7

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RADIOLOGICAL EMERGENCY MANAGER 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 or radiological conditions.

Radiological Emergency Manager (REM) update items:

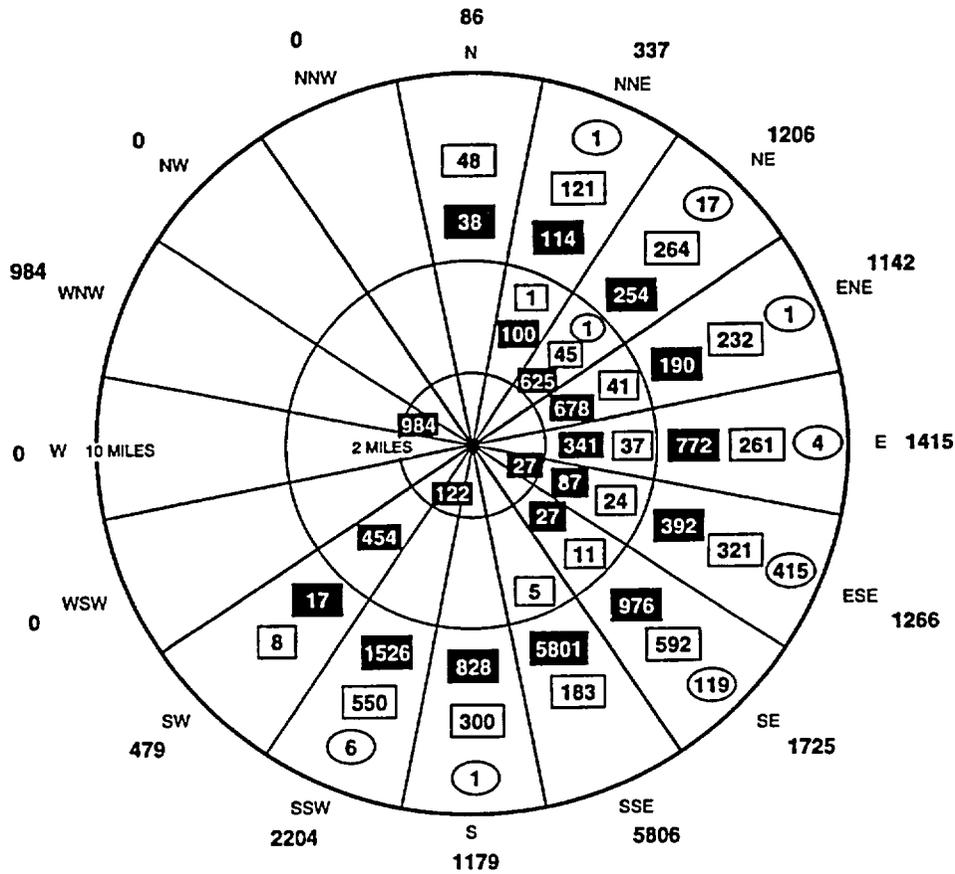
- a. Current release rate, recent trends, prognosis.
- b. Offsite dose projection results and most recent follow-up messages to offsite authorities.
- c. Energy Northwest (and offsite agency) field team survey results and their comparison to dose projection model results.
- d. Dose projection comparison 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. Problem areas needing resolution.
- i. NRC counterpart status report (if present).

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachment 4.8

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TOTAL POPULATION WITHIN THE 10 MILE EPZ



**17,829** TOTAL SEGMENT POPULATION  
0 TO 10 MILES

POPULATION TOTALS - <b>PERMANENT</b>			
RING MILES	RING POPULATION	TOTAL MILES	CUMULATIVE POPULATION
0-2	0	0-2	0
2-5	164	0-5	164
5-10	2880	0-10	3044

POPULATION TOTALS - <b>TRANSIENT</b>			
RING MILES	RING POPULATION	TOTAL MILES	CUMULATIVE POPULATION
0-2	1133	0-2	1133
2-5	2312	0-5	3445
5-10	10,775	0-10	14,220

POPULATION TOTALS - <b>SPECIAL</b>			
RING MILES	RING POPULATION	TOTAL MILES	CUMULATIVE POPULATION
0-2	0	0-2	0
2-5	1	0-5	1
5-10	564	0-10	565

POPULATION TOTALS			
RING MILES	RING POPULATION	TOTAL MILES	CUMULATIVE POPULATION
0-2	1133	0-2	1133
2-5	2477	0-5	3610
5-10	14,219	0-10	17,829

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June 1996  
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Attachment 4.9

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EOF HVAC AUTOMATIC AND MANUAL OPERATION

MODE 1 - Kootenai Building Isolation

If outside air activity causes the intake air radiation monitor on AHU-1 to trip at 100 mR/hr, the HVAC panel in Room 121 will indicate as follows:

AHU-1:	lighted	AHU-2:	lighted	Misc.:	lighted
EOF ISOL.:	off	AD4B:	off	SF3:	lighted

This configuration isolates the Kootenai Building and recirculates first floor air through HEPA filters.

MODE 2 - EOF Isolation

If return air activity causes the return air radiation monitor on AHU-1 to trip at 50 mR/hr, the HVAC panel in Room 121 will indicate as follows:

AHU-1:	lighted	AHU-2:	lighted	Misc.:	lighted
EOF ISOL.:	lighted	AD4B:	lighted*	SF3:	off
			off**		

In this configuration, the EOF is sealed off from the rest of the Kootenai Building. Fan SF-3 recirculates EOF air through HEPA filters.

\* Chem Lab exhaust hood is OFF.

\*\* Chem Lab exhaust hood is ON.

MODE 3 - EOF Stagnation

If the SF-3 return air radiation monitor trips at 50 mR/hr, SF-3 will stop and the EOF will remain isolated as in Mode 2. The SF-3 light on the Room 121 panel will be ON.

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EOF HVAC AUTOMATIC AND MANUAL OPERATION (Contd.)

MANUAL OPERATION

**CAUTION:** Due to the potential for airborne contamination and area radiation, HP surveys of the following areas should be performed prior to entry.

Modes 1 & 2:

Obtain EOF HVAC key (1 F 8) from EOF key locker. Enter stairwell on 2nd floor east side by Auditorium entrance.

At top of stairs, continue left 180°, facing east wall. Above handrail at your left are two radiation indicators. Above the indicators, the gray box contains the switches for Modes 1 and 2.

Mode 3:

Enter SF-3 fan room, room 123. Radiation indicator is inside large gray cabinet on north wall next to door facing Room 121. Disconnect switch for SF-3 is around other side of fan from radiation indicator, on north wall. Throw this switch to OFF to stop SF-3.

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## DOSE ASSESSMENT CENTER LEADERSHIP TRANSFER GUIDE

Transfer of MUDAC leadership from Energy Northwest to the State of Washington occurs following conclusion of the Plume phase. The transfer signals the beginning of the ingestion pathway or intermediate phase.

Prior to the transfer, the following conditions should be met:

1. Plant conditions are stable
2. The immediate emergency has been mitigated
3. No further threat of a radioactive release exists that could exceed Protective Action Guidelines (PAGs) to the public
4. The plume has dispersed and no longer threatens to exceed PAGs.

The following documentation should be provided to the Washington State Health Liaison during the transfer:

1. Classification Notification Forms (CNFs) identifying PARs and notifications on Potassium Iodide (KI)
2. Emergency dose projection results
  - Include both the data sheet and map projections
3. Airspace closure requests

Conduct a briefing with the Washington State Health Liaison addressing the following:

1. Status and duration of the release \_\_\_\_\_
2. Air sample results \_\_\_\_\_
3. Meteorological conditions, including wind speed \_\_\_\_\_  
Direction: \_\_\_\_\_ Stability: \_\_\_\_\_
4. Current field team deployment: \_\_\_\_\_
5. Offsite Protective Action Decisions (evacuations, etc.) \_\_\_\_\_  
\_\_\_\_\_

### Attachment 4.11

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\*13.11.10\*



USE CURRENT REVISION

COLUMBIA GENERATING STATION  
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER

\*13.11.10

APPROVED BY

JEW - Revision 17

DATE

08/29/02

VOLUME NAME

EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION

EMERGENCY OPERATIONS FACILITY

TITLE

SECURITY MANAGER DUTIES

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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 13.10.8, Security Lieutenant Duties
- 2.5 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).
  - Verify the roadblock officer has been dispatched to open Gate 1-8, the South Power Plant Loop vehicle gate.
- 3.1.5 Contact the SCC and the Security Lieutenant to inform them that you are present at the EOF. Advise the Security Lieutenant that you are assuming the Security Manager responsibilities, and assuming 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.

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- 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.
- 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 If the Offsite Assembly Area is expected to be used, contact the REM at an Alert to determine if a Security Offer should be dispatched to the Offsite Assembly Area.
- 3.1.15 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.
- 3.1.16 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.

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3.1.17 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.

3.1.18 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:

- Attempt to locate the missing individual by using portable communications or public address systems available in the TSC.
- Determine the missing individual(s) last known location and/or job assignment through the individual's supervisor/manager.
- Using whatever resources are available (call-out as necessary), assign appropriate personnel to a search and rescue team.
- 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).

3.1.19 Brief the search and rescue team members on:

- Who is designated team leader
- Identity of missing individual(s)
- Last known location(s)
- Area(s) to be searched
- Expected conditions and hazards to be anticipated in the search area(s), and equipment needed
- Safe routes in, out, and within search area(s)
- Acceptable limits of exposure to hazards in search area(s)

3.1.20 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.

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

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- 3.1.22 When the search operation is terminated, ensure team members return equipment and receive radiological monitoring and decontamination, as necessary.
- 3.1.23 Direct team members prepare an After Action Report per PPM 13.13.4.
- 3.1.24 Upon shift change, fully brief your relief on responsibilities, duties and current status of security actions being taken.
- 3.1.25 Upon shift change or termination of the emergency:
- Prepare an individual After Action Report. Refer to PPM 13.13.4.
  - Collect the individual After Action Reports prepared by staff personnel.
  - 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Attachment 4.1

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\*13.12.19\*

# ENERGY NORTHWEST

## COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL

PROCEDURE NUMBER *13.12.19	APPROVED BY JEW - Revision 7	DATE 08/29/02
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION JOINT INFORMATION CENTER (JIC)		
TITLE JIC MANAGEMENT		

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## 1.0 PURPOSE

This procedure describes the Joint Information Center (JIC) and its lead role in providing timely and accurate emergency information to the public and conducting public information and media relations activities.

The procedure section specifies the actions that apply to all Energy Northwest personnel responding to the JIC for activation and operation of the center.

This procedure also describes the news coordination process that will be used by the agencies and jurisdictions reporting to the JIC and the administrative support that will be provided by Energy Northwest. {R-1592, R-3455}

## 2.0 PROCEDURE

### 2.1 JIC Activation

- 2.1.1 ERO personnel assigned to the JIC will respond when an Alert, Site Area Emergency or General Emergency has been declared, or as directed by the JIC Manager.
- 2.1.2 The fitness of ERO personnel responding to the JIC will be assessed prior to personnel engaging in emergency response activities. Refer to PPM 13.4.1 and SWP-FFD-01 for Fitness for Duty criteria and controls for assessing Fitness in an emergency situation.
- 2.1.3 Until arrival of the designated JIC Manager, the immediate actions of Attachment 5.1 may be performed by any of the following positions: Assistant JIC Manager, EOF Public Information Officer or Media Coordinator.
- 2.1.4 The JIC Manager or designee should inform the Emergency Director when the following criteria are met for JIC activation:

**NOTE:** Although option "b" (following page) allows activation of the JIC without the JIC Manager present, staffing of the JIC Manager position within one hour of classification is necessary to meet the Energy Northwest response requirements.

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a. The JIC Manager has reported to the JIC

OR

b. When the following responsibilities of the JIC can be performed, even though the JIC Manager is not present:

- Initial news release announcing classification and plant status can be prepared and distributed.
- At least one person is available to respond to phone calls from the media or public.

NOTE: The JIC Manager may use judgment in determining when personnel are qualified to be assigned to perform tasks other than those normally performed by the position.

NOTE: The JIC Manager has full authority to augment JIC staff with personnel from Energy Northwest or other agencies if additional staff are required to perform the activities of the JIC.

## 2.2 Responding to the JIC

### 2.2.1 ERO personnel responding to the JIC:

- sign-in for their position on the board located in the JIC Support Manager's office.
- obtain from the JIC Support Manager's office the identification badge with their name or write their name on a blank badge for their position.

2.2.2 JIC personnel reporting to the EOF sign in and obtain their identification badge as directed in Attachment 5.3.

2.2.3 JIC responders set up and check the operability of their assigned equipment and work stations upon arrival. If needed, request support for setup and maintenance from telecommunications and facilities staff via JIC Support Manager.

2.2.4 At shift change or JIC downsizing, departing JIC responders return their badge to the JIC Support Manager's office and remove their name from the JIC sign-in board.

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## 2.3 JIC Operations

### 2.3.1 Primary function of the JIC:

- Ensure timely and accurate emergency information regarding the status of the emergency event and protective actions for the public.
- Provide information to the public through news releases and during news conferences and/or briefings.
- Conduct these activities cooperatively with the offsite agency representatives in the JIC. {R-4819}

### 2.3.2 JIC Manager: {R-4602}

- Through discussion with offsite agency representatives in the JIC, determine when news conferences will be scheduled.
- Identify an Energy Northwest spokesperson and moderator for each conference.
- Ensure agencies present in the JIC designate an agency spokesperson for each scheduled news conference.
- Ensure all news conference participants have the opportunity to participate in a joint session to coordinate news and prepare for the conference. {R-9735}

### 2.3.3 EOF Public Information Officer (PIO): {R-1591, R-3291, R-3453, R-4620}

- Prepare news releases in consultation with other Energy Northwest staff.
- Transmit approved news releases to the JIC for coordination with agencies present in the JIC and for distribution to the media.

### 2.3.4 Emergency Director:

- Approve the technical content of each news release prepared by the EOF PIO.

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2.3.5 Offsite agencies represented in the JIC:

- Participate in a news coordination process to review news releases and proposed news conference information prior to distribution to media representatives.

2.3.6 Energy Northwest spokesperson:

- Prepare and deliver a brief statement and release only information that has been approved for release by the JIC Manager.

2.3.7 Attached Duty Descriptions:

- Duty Description items are not necessarily in sequential order of performance. The user should scan the entire list and prioritize activities as appropriate to the situation. JIC personnel should not rely upon these guides alone to determine how to accomplish the items for which they are responsible.
- JIC Manager and management team have full authority to modify this guidance for Energy Northwest personnel should the situation warrant modification. Such changes should be consistent with Section 2.3.1 of this procedure.

2.3.8 Recording Actions:

- JIC responders, other than Technical Spokesperson, phone team members and distribution team members, should maintain a record of their emergency actions on an Emergency Response Log (Form 968-23895).

2.4 Shift Change

2.4.1 When shift turnover occurs, the oncoming ERO member should sign into the JIC as described in 2.2.1 and 2.2.2.

2.4.2 Oncoming JIC personnel should attend a JIC staff briefing conducted by the departing and oncoming JIC Managers and scheduled for the beginning of each shift.

2.4.3 JIC personnel being relieved should complete an After Action Report, brief their relief on the current status of the emergency and relevant position-related functions being performed, and turn over to their relief all pertinent documents, forms and supplies.

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- 2.4.4 Oncoming JIC responders should advise their JIC supervisor or manager when turnover briefing is complete and position duties are being assumed.
- 2.4.5 Oncoming JIC managers should advise the JIC Manager when responsibilities for positions under their supervision have been assumed by oncoming shift.
- 2.4.6 When turnover of JIC positions is completed, the oncoming JIC Manager should notify the EOF Manager in the EOF.

2.5 Event Termination

- 2.5.1 When notified that the emergency is being downgraded or terminated, the JIC Manager should determine the minimum staffing necessary to continue JIC operation. The JIC Manager has full authority to augment or downsize JIC staff based on the requirements of the response.

Any decision to downsize or terminate JIC operation should consider media and public pressure for information rather than the operational status of other emergency centers. The Manager, Communications and Industry Affairs, should be consulted prior to deactivation of the JIC.

- 2.5.2 Upon being relieved or dismissed, JIC responders should complete an After Action Report per PPM 13.13.4, attach all logs and pertinent documents, unless these are required for use by the next shift, and deliver the package to the Support Manager.
- 2.5.3 At termination of JIC activities, all JIC responders should participate in the post-event critique to discuss JIC performance.
- 2.5.4 When the JIC is deactivated, all JIC responders should replenish or identify needed supplies in their work area and return the area to normal work conditions.

3.0 DEFINITIONS

Joint Information Center (JIC) - The primary functions of the JIC are to act as a joint news release center and to coordinate among those present the release of official emergency information to the public. Activities in the JIC include regularly scheduled news conferences, interviews with agency and facility spokespersons, coordination of news releases and phone team response to both public and media inquiries for emergency information.

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4.0 REFERENCES

- 4.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 6, and 9 {R-4602, R-4620, R-4653, R-4659, R-4819, R-4879, R-4880, R-9735}
- 4.2 INPO 93-013, Emergency Public Communications Manual
- 4.3 NUREG-0654/FEMA-REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants {R-3291, R-3451, R-3455, R-4646}
- 4.4 10CFR 50.47 (b)(07) {R-1591, R-1592}
- 4.5 SWP-FFD-01, Fitness for Duty Program Requirements
- 4.6 PPM 13.4.1, Emergency Notifications
- 4.7 PPM 13.7.5, Offsite Assembly Area Operations
- 4.8 PPM 13.13.4, After Action Reporting
- 4.9 PPM 13.12.20, Information and Media Management
- 4.10 PPM 13.12.21, JIC Support Activities
- 4.11 Form 968-23895, Emergency Response Log

5.0 ATTACHMENTS

- 5.1 JIC Manager Duties
  - 5.1.1 Preparation of First Energy Northwest News Release
  - 5.1.2 Joint Information Center Secretary Duties
  - 5.1.3 Energy Northwest Spokesperson
  - 5.1.4 HP Spokesperson
  - 5.1.5 Energy Northwest Technical Spokesperson
  - 5.1.6 News Conference Preparation and Presentation
  - 5.1.7 Governmental Affairs Activities

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- 5.2 Assistant JIC Manager Duties
  - 5.2.1 News Release Editor Duties
  - 5.2.2 News Coordination Process
- 5.3 EOF Public Information Officer Duties
  - 5.3.1 EOF PIO Technical Support

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Duties: JIC MANAGER

Normal Reporting Location: JIC Manager's Office Area

{R-4602}

Reports To: EOF Manager

Personnel Supervised: Assistant JIC Manager, Secretary, Spokesperson, Technical Spokesperson, HP Spokesperson, Media Coordinator, Information Manager, Support Manager, EOF Public Information Officer.

A. Primary Responsibilities

- Timely release of accurate information to the public and media on Energy Northwest activities and actions resulting from the emergency event. {R-4879}
- Direct and manage the operation of the JIC for Energy Northwest, Offsite Responding Organizations and other agencies operating from the JIC.
- Ensure coordination of news releases and statements among the agencies represented in the JIC.
- Serve as spokesperson for Energy Northwest, if appropriate.
- Provide feedback to the EOF Manager and Energy Northwest senior management regarding public concern and media response to the event.

B. Duties

NOTE: Any of the duties of the JIC Manager may be delegated to an Assistant JIC Manager.

1. Immediate Actions

- a. Upon notification of an Alert or higher classification, respond to notification, then report to the JIC.
- b. Contact the Emergency Director to obtain a briefing on the following:
  - plant conditions and operational status,
  - current response actions,
  - other information as deemed appropriate

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- c. Obtain the JIC Manager procedure handbook from the bookshelf in the JIC Manager's Office area and ensure responsibilities under your position are appropriately assigned:
- Preparation of First Energy Northwest News Release
  - Joint Information Center Secretary
  - Energy Northwest Spokesperson
  - Energy Northwest Technical Spokesperson
  - News Conference Preparation and Presentation
  - Governmental Affairs Activities
- d. During normal working hours and prior to full JIC operation, request that Communications and Industry Affairs staff record any pertinent inquiries regarding the event and bring them to your attention or forward them to the JIC Media Coordinator.
- e. Prepare a first news release or delegate to the Assistant JIC Manager preparation of first news release announcing the classification of an emergency event. The news release should be prepared in accordance with Attachment 5.1.1, Preparation of First Energy Northwest News Release.
- f. Declare the JIC activated when the criteria stated in 2.1.4 of this procedure are satisfied and notify the Emergency Director.
- g. Brief the staff on the status of plant operation, the emergency event and other information relevant to JIC operation. If phone team traffic is such that they cannot leave the phone team room, ensure that at least one Phone Team Supervisor attends the briefing.
- h. Assign preparation of a news release announcing JIC operation and activation of media and public phone lines.

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2. Ongoing Actions

- a. Remind JIC staff that information to be released to the public or media about Energy Northwest activities must be approved by the EOF Manager, EOF Manager's designee or JIC Manager prior to release. Approval will normally be obtained by the EOF PIO for news releases initiated in the EOF and from the JIC Manager for news releases initiated in the JIC and for briefing statements for press conferences.
- b. Receive reports from the EOF Public Information Officer and/or EOF Manager on events at the site and brief Energy Northwest JIC responders regarding plant status and Columbia Generating Station emergency response.
- c. Delegate responsibilities to the Assistant JIC Manager in your absence.
- d. Determine additional JIC staffing requirements. Especially consider additional staff to support Assistant JIC Manager, Governmental Affairs, Media Coordinator and Phone Teams.
- e. Chair the News Coordination Team, which has representatives from each agency represented in the JIC.
- f. When they arrive, brief county, state and other agency personnel on emergency status and actions and plant status changes.
- g. Provide approved and authorized Energy Northwest news releases to the Assistant JIC Manager for the News Release Editor to initiate the review and coordination process.
- h. Verbally approve and authorize distribution of all Energy Northwest news releases.
- i. Schedule news conferences when there is significant new information to tell the public, or in response to advice from the Media Coordinator that there is sufficient news media interest to warrant holding a news conference.
- j. Facilitate preparation for a news conference following the guidance in Attachment 5.1.6, News Conference Preparation and Presentation.
- k. Periodically brief the JIC staff, EOF Manager, EOF PIO, and Phone Teams on current status.
- l. Brief oncoming JIC personnel at activation and shift change.

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- m. Assist the Media Coordinator in responding to media requests for interviews or other information.
  - n. Assist the Information Manager in responding to rumors or misinformation.
  - o. Coordinate media tours of the EOF with the EOF Public Information Officer and the Media Coordinator.
  - p. Direct the Secretary or News Release Editor regarding information to be displayed by the Display Generator.
  - q. Assign someone to deliver late breaking information to the news conference moderator if significant events occur while a news conference is in progress.
3. Special Actions to be Implemented as Necessary
- a. If EOF Manager agrees and media interest warrants, assign additional personnel to the EOF/PSF to assist with potential media response near the site. Personnel dispatched may include those qualified as Assistant JIC Manager, Media Coordinator, Spokesperson and JIC Manager. Support personnel, such as distribution team or secretaries, should be identified and dispatched as needed to support media relations and activities near the site. Personnel sent to EOF may include current JIC staff or additional call-in support
  - b. If there is a possibility of prolonged emergency operations, usually more than eight (8) hours, assign the Support Manager to contact the EOF Site Support Manager regarding assignment and notification of a relief shift.
  - c. When the emergency is downgraded or terminated and emergency personnel are being dismissed or other emergency centers shut down, appoint a team of JIC management staff to develop a plan for media response during the recovery phase:
    - Determine if sufficient media and public concern exists to continue operation of the JIC.
    - Determine an appropriate level of staffing to support expected activities and needs of agencies and jurisdictions continuing to maintain a presence in the JIC.
    - When operation of the JIC is terminated, ensure a news release announces termination of JIC operation and identifies where both the public and media can continue to receive information.
    - Assign personnel as appropriate to cover Energy Northwest recovery operations.
    - Notify the EOF Manager or, if EOF is deactivated, the Manager, Corporate and Industry Affairs, when operation of the JIC will be terminated and discuss what support will be available for continued coverage of recovery operations.

Attachment 5.1

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Duties: PREPARATION OF FIRST ENERGY NORTHWEST NEWS RELEASE

Normal Reporting Location: JIC Manager, Assistant JIC Manager

1. The first news release announces the classification of an emergency event at Columbia Generating Station and is the primary means by which local and regional media are notified of the event.
2. The news release should be prepared following the instructions found in the JIC Manager's resource book.
3. The primary elements of the text of the news release include the following:
  - Date.
  - Time release is distributed (use civilian time).
  - Release Number (should be number 1).
  - Classification and brief summary of what the classification means.
  - Several statements describing the event, plant status and other information that is readily available regarding response and actions being taken to mitigate event.
  - If an Alert or higher emergency classification, statement that emergency centers are being activated and more information will be provided as it is available. If staff has arrived to support phone calls from the media, include a phone number that should be used, such as Media Phone Team at (509) 372-5100 or Public Phone Team at (509) 372-5011.
4. Contact the Emergency Director for verbal approval of the technical content covered in the release. The first news release should be distributed to local and regional media representatives within approximately one hour of JIC Manager arrival at the JIC. If technical content cannot be obtained within 30 minutes of declaration of the event, the news release announcing classification of the emergency should be used.

NOTE: FOR DRILLS AND EXERCISES, SIMULATE THE DISTRIBUTION IN STEP 5.

5. Use the commercial facsimile equipment in the JIC to distribute the first news release to programmed emergency event groups 2 and 3. Group 2 is local and regional news media. Group 3 is key persons who need to be notified of the event. Send to Group 1 (state, county, and DOE) at Alert or higher.
6. At an alert or higher classification, ensure the first news release is distributed as soon as possible to JIC staff, agency representatives and other emergency centers by the Distribution Team as directed in PPM 13.12.21.

Attachment 5.1.1

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**Duties: JOINT INFORMATION CENTER SECRETARY**

**Normal Reporting Location: JIC Manager's Area**

**Reports To: JIC Manager**

1. Initiate recording of significant actions, events and resolutions on an Emergency Response Log or similar record for the JIC Manager and Assistant JIC Manager. If previously initiated, maintain existing log. Items recorded on the log should emphasize the following:
  - a. Receipt of notification of changes in emergency classifications.
  - b. Content of briefing and identity of persons briefed.
  - c. Significant telephone conversations.
  - d. Significant decisions made or assignment of action items.
  - e. Entries requested by the JIC Manager or Assistant JIC Manager.

2. As directed by the JIC Manager or Assistant JIC Manager and with assistance from the Technical Spokesperson, maintain plant and emergency event status information, as provided verbally by the EOF or by Classification Notification Forms, on the JIC Display Generator. Periodically, record the current information on the status board in the JIC Manager's Office area.

**NOTE:** Directions on equipment operation can be found in the Display Generator Instruction Manual located in the drawer of the table where the equipment is located.

3. As time allows, maintain a hard copy record of information displayed on the Display Generator, specifically noting date and time information was received from the EOF. The hard copy record should be provided to the JIC Manager as information for shift turnover or event termination.
4. If Display Generator is inoperable or will not display on remote television units, provide hardcopy as in Step 3 above to JIC Distribution Team Supervisor for distribution to phone teams and lobby.
5. Answer telephones in the JIC Manager's Area as requested by the JIC Manager or Assistant JIC Manager and distribute messages as appropriate.
6. As directed by the JIC Manager, provide administrative assistance for preparation of news conferences and other activities.

**Attachment 5.1.2**

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Duties: ENERGY NORTHWEST SPOKESPERSON

Normal Reporting Location: JIC Manager's Area

Reports To: JIC Manager

1. As directed by the JIC Manager, serve as the Energy Northwest spokesperson, providing timely and accurate information during news conferences conducted at the Joint Information Center. {R-1591, R-3291, R-3453}

**NOTE:** The Information Network assists emergency centers to quickly communicate needed information. The Network is only one source of official Energy Northwest information or decisions. Persons using the network should neither speculate nor anticipate decisions that have not been officially announced by the Emergency Director. Confer with the Technical Spokesman, JIC Manager or Assistant JIC Manager before releasing information to others in the JIC or in a news conference.

2. Collaborate with the EOF PIO, HP Spokesperson, and Technical Spokesperson, who communicates with other emergency centers on the JIC Information Network phone link. {R-4646}

3. Prepare for each news conference a brief statement which identifies status of plant conditions and mitigation activities. Review content of this statement with the JIC Manager for approval to release the information.

- Information should be presented so it will be understood by the general public. Use civilian time and describe plant systems on equipment in generic terms, such as "Emergency Core Cooling System" instead of "Residual Heat Removal."
- Written statement should require no more than two to three minutes to present.
- Select visuals from the prepared set that will assist the general public and media to understand your message. Prior to the news conference prepare a list of the numbers for the slides you have selected, then provide this list to the Support Manager.
- If possible, identify questions that may be asked by the media in response to your prepared statement and consider your response.
- Share contents of statement with representatives of other agencies in the JIC.

4. Be available to provide timely and accurate information in scheduled special media interviews.
5. If requested by the JIC Manager, assist the Information Manager by explaining technical information regarding plant conditions and activities to the Public and Media Phone Teams.
6. If requested by the JIC Manager, assist the Information Manager to track and correct misinformation or rumors regarding Energy Northwest emergency response activities.
7. If requested by the JIC Manager, present a prepared technical statement to the media and respond to questions.

Attachment 5.1.3

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Duties: HEALTH PHYSICS SPOKESPERSON

Normal Reporting Location: JIC Manager's Area

Reports To: JIC Manager

1. As directed by JIC Manager, serve as Energy Northwest spokesperson for radiological matters, providing explanations of the effects of radiation exposure or contamination in the context of the actual incident conditions.

NOTE: Radiation data which describes a single dose or dose rate at one location at a specific time is inappropriate for dissemination to the media. Any requests for such information should be handled in the context that it is changing and does not describe the full extent of the effect of the radioactive release.

2. Collaborate with the Spokesperson and Technical Spokesperson on obtaining accurate information regarding actual releases to the environment. Confer with the Washington State Radiation Protection representative, if present.
3. If directed by JIC Manager, prepare for news conferences or media briefings with a brief statement which describes the known radiological conditions and effects. Provide explanations or analogies which will enhance understanding by the media and public. Review content with JIC Manager for approval to release information.
  - Present information so it will be understood by the general public.
  - Written statement should require no more than two to three minutes to present.
  - Consider potential and known media questions in preparing your response.
  - Share contents of statement with other agencies in JIC.
4. Be available to provide timely and accurate information in scheduled special media interviews.
5. If requested by the JIC Manager, assist the Information Manager by explaining radiological conditions and effects to the Public and Media Phone Teams.
6. If requested by the JIC Manager, present a special prepared statement to the media and respond to questions.
7. Assist the News Release Editor by reviewing news releases which describe radiological conditions or effects for accuracy and ease of understanding.

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If the Offsite Assembly Area at the MPF is required to be activated:

8. Until relieved by another HP-qualified individual, direct activities for set-up and operation of the Offsite Assembly Area monitoring and decontamination activities at the MPF loading bay per PPM 13.7.5
9. If the situation warrants, request the JIC Support Manager arrange for local law enforcement agency assistance to control evacuees and others at Offsite Assembly Area.

NOTE: If needed, designate a willing evacuee to assist with the following function.

10. Coordinate transportation for evacuees whose vehicles have been impounded for decontamination. Other evacuees may be asked to provide transportation.

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Duties: ENERGY NORTHWEST TECHNICAL SPOKESPERSON

Normal Reporting Location: JIC Manager's Area

Reports To: JIC Manager

1. Activate the Information Network for the JIC. Announce your presence on-line to the other emergency centers. Activate PDIS on your workstation. Use the network as your primary source of information not PDIS.

**NOTE:** The Information Network assists emergency centers to quickly communicate needed information. The Network is only one source of official Energy Northwest information or decisions. Persons using the network are not to speculate nor anticipate decisions that have not been officially announced by the Emergency Director or confer with the Spokesman, JIC Manager, or Assistant JIC Manager before releasing information to others in the JIC or in a news conference.

2. Use the JIC Information Network telephone link to monitor the status of plant conditions and mitigation activities, or to make inquiries to other emergency centers to clarify or verify information the JIC is considering for release. Record key information on the electronic board for history of plant activities and major decisions.
3. Assist the Energy Northwest Spokesperson and JIC Manager to prepare for each news conference a brief statement which identifies status of plant conditions and mitigation activities. The content of this statement will be reviewed with the JIC Manager for approval prior to releasing the information.
4. Provide event status information to the Assistant JIC Manager for consideration for input to the Display Generator status board.
5. If requested by the JIC Manager, attend preparation meetings of the News Coordination Team and provide briefing or consultation for explaining accident mitigation activities.
6. Assist in explaining plant status information to phone teams or other groups, if requested.
7. As time permits, research electronic databases and documentation to assist spokesman with technical explanations and pictorial data, such as system diagrams. Internet searches for relevant data may also be considered.
8. If requested by the JIC Manager, present a prepared technical statement to the media and respond to questions.
9. If requested, support the Energy Northwest Spokesperson with technical input at news conferences or interviews.

Attachment 5.1.5

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Duties: NEWS CONFERENCE PREPARATION AND PRESENTATION

Assigned to: Assistant JIC Manager

1. Announce to the JIC Support Manager, Assistant JIC Manager, Spokesperson, Media Coordinator, News Release Editor and Information Manager the time scheduled for upcoming news conferences.
2. Meet with the Energy Northwest Spokesperson before the time scheduled for preparation by the News Coordination Team to authorize and approve information to be released by Energy Northwest. Coordinate the information to be released with the EOF Public Information Officer.
3. Act as news conference moderator.
4. Prior to each scheduled news conference, facilitate a meeting with the News Coordination Team including spokespersons from other agencies in the JIC to coordinate the information to be released at the news conference. The purpose of the coordination is to minimize inconsistencies and to prepare all spokespersons to respond to potential questions from media representatives. If JIC noise and activity level is not conducive to a successful meeting, hold the meeting in a nearby conference room before proceeding to the news conference.
5. Review identified rumors or misinformation with the Information Manager and ensure corrections are provided by the news conference moderator at each news conference.
6. Encourage use of visuals by spokespersons presenting at news conferences.
7. Ensure telephone numbers for public and media telephone teams are provided at each news conference if the phone teams are operational.
8. Close news conferences after allowing reasonable time for media questions.
9. If possible and agreed to by spokespersons from other agencies, announce time for next scheduled news conference.
10. Make technical spokespersons available to the media, as required, to respond to questions.
11. JIC Manager should ensure that offsite agencies, where practical, maintain staff in the JIC during news conferences.
12. In the event of a significant change in emergency status or plant conditions during an ongoing news conference, the JIC Manager should assign someone to deliver appropriate information to the news conference moderator as soon as practical.

Attachment 5.1.6

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Duties: GOVERNMENTAL AFFAIRS ACTIVITIES

Normal Reporting Location: JIC Manager's Area

Reports To: JIC Manager

1. The JIC Manager should notify one of the off-duty JIC Managers or Assistant JIC Managers to serve as the Governmental Affairs contact once it is determined that the situation requires a special response to government officials.
2. The role of the Governmental Affairs contact is to respond to phone calls to the JIC from government officials such as congressmen, senators, state legislators, city and county officials, etc. The contact, after consultation with the JIC Manager, may choose to initiate calls to key government officials so they are informed of the current situation.
3. The phone number to be used by the Governmental Affairs contact should not be published to the media. The phone number to be used should be communicated to the Information Manager once the position is staffed.
4. Phone calls received by the Public or Media Phone teams from government officials should be transferred to the Governmental Affairs contact at the number identified once they have been notified by the JIC Manager that the position is staffed.
5. The Governmental Affairs contact should attend news conference preparation briefings in the JIC, receive copies of all news releases and coordinate the information to be released with other spokespersons during news conference preparation.
6. If the Governmental Affairs contact is not available to receive incoming calls, the Public Phone team should be instructed to take messages and the calls will be returned as soon as possible. The Governmental Affairs contact should inform the Information Manager when he/she is not available and request messages be taken.

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Duties: ASSISTANT JIC MANAGERS

{R-4653}

Normal Reporting Location: JIC Manager's Area

Reports To: JIC Manager

Personnel Supervised: News Release Editor, Distribution Team Supervisor

A. Primary Responsibilities

The Assistant JIC Managers are responsible for managing the preparation of Energy Northwest news releases, managing the coordination process for news releases prepared by agencies represented in the JIC, managing the team responsible for distribution of news releases to the media and other emergency centers, providing status board input to the JIC Secretary, and assuming the duties of the JIC Manager, if requested. If the Assistant JIC Manager arrives at the Joint Information Center prior to the JIC Manager, the Assistant JIC Manager will assume the duties of the JIC Manager until his/her arrival.

B. Duties

1. Immediate Actions

- a. If notified of an Alert or higher classification report immediately to the JIC.
- b. If the JIC Manager has not yet arrived, assume the duties of the JIC Manager as described in Attachment 5.1.
- c. If directed by JIC Manager, prepare a news release announcing classification and reason for declaration of emergency event. News release should be prepared in accordance with Attachment 5.1.1, Preparation of First News Release.
- d. Ensure that technical content of first news release describing plant status and plant staff response is verbally approved by the current Emergency Director. If the EOF is not activated, contact the Shift Manager or TSC Manager, whomever has emergency direction and control.

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- e. Obtain the Assistant JIC Manager procedure handbook from the JIC book shelf and ensure responsibilities under your position are appropriately assigned:
  - Attachment 5.2.1, News Release Editor Duties
  - Attachment 5.2.2, News Coordination Process
  - Attachment 5.1.6, News Conference Preparation and Presentation
- f. Ensure preparation and distribution of news release announcing operation of JIC and telephone teams. This news release does not require approval of the Emergency Director as no technical content should be included. Ensure that a news release describing the initiating event has been sent before a news release announcing activation of the JIC. Hard copy of the boilerplate for this news release and preparation guidance are in the Assistant JIC Manager's resource book.

2. Ongoing Actions - News Release and JIC Support Management

- a. Ensure the Distribution Team Supervisor has adequate staff and equipment is operational.
- b. Verify with the News Release Editor that computer equipment, including LAN, is operational and contact has been made with the EOF Public Information Officer in the EOF.
- c. Request that the News Release Editor and Distribution Team Supervisor attend JIC staff briefings.
- d. Manage preparation of Energy Northwest news releases.
  - Edit Energy Northwest news releases, as necessary.
  - If directed by JIC Manager, approve release of Energy Northwest news releases.
  - Supervise the News Release Editor in final preparation and coordination of Energy Northwest news releases.
  - Ensure that any technical content changed after receipt from EOF Public Information Officer is verbally approved by the EOF Manager or designee prior to release.

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- e. Manage agency coordination and distribution of news releases.
- Establish contact with offsite agency representatives as they arrive in the JIC and provide them direction on processes used to coordinate and distribute news releases. Provide them copies of Attachment 5.2.2, News Coordination Process, which describes the process for coordination of news releases.
  - Ensure that offsite agency representatives are aware of the equipment and supplies available in the JIC. Note that there are modem lines provided at each offsite agency work station.
  - Review, as directed by JIC Manager, other agency news releases to ensure accuracy if release references Energy Northwest actions or Columbia Generating Station status.
  - Assist resolution of differences between agencies during coordination of news releases.
  - Coordinate relations between agencies, observing and reporting to JIC Manager any disconnects or major conflicts.
  - Monitor coordination of offsite agency news releases and adjust the responsibilities of the News Release Editor as necessary.
- f. Assist the JIC Manager with duties and assume JIC Manager's responsibilities during JIC Manager's absence or when delegated. Duties may include the following:
- Monitor the Crash phone and other phones in the JIC Manager's area during JIC staff briefings and news conferences conducted by the JIC Manager. If necessary, interrupt the briefing or news conference to inform the JIC Manager or news conference moderator of emergency classification changes.
  - During news conferences, remain in JIC Manager's Office to serve as lead Energy Northwest contact with EOF Public Information Officer, EOF Manager and other Energy Northwest emergency centers.
- g. Manage the distribution team, which is responsible for distribution of news releases and receipt and distribution of facsimile information sent to the JIC.
- Provide guidance to the Distribution Team Supervisor.
  - Ensure adequate facsimile and copy equipment is available for JIC operations, coordinating with JIC Support Manager to find other equipment in nearby office space, if required.

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- h. Provide, as time allows, other audiences with timely and accurate information regarding the incident at an Energy Northwest facility. Audiences include the following:
  - Employees in Richland, Satsop, Energy Northwest Visitors Centers and Packwood. Consider the use of plant status (X6000), PhoneMail or E-mail distributed to all employees.
  - Executive Board, Full Board and Members via Legal Department. Provide copies of news releases to Legal designee for transmittal.
- i. If the Local Area Network is not operable, guide the News Release Editor and EOF Public Information Officer in selecting an alternate method to transmit draft news releases to the JIC.
- j. Ensure that News Release Editor has IS/Graphics support for Internet dissemination of news releases.
- k. Request that additional facsimile and/or copy equipment in the MPF be designated to support emergency response distribution and receipt of documents or that telecommunications provide additional equipment to support the needs.
- l. Request Information Systems provide additional computer equipment or phone lines to support needs of media or agencies present in the JIC.
- m. Act on interview requests forwarded from phone team.

3. Ongoing Actions - News Conference and Offsite Agency Coordination

- a. As offsite agency representatives arrive at the JIC, establish contact with them and perform the following activities:
  - Obtain their name, title and agency represented.
  - Assist them in setting up their operations for producing and distributing news releases, as necessary.
  - Respond to any questions they may have regarding the processes, including who is present to implement the coordination processes.
  - Refer their logistic, phone or facilities requests to the JIC Support Manager.

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- b. If many agencies are present in the JIC, consider requesting additional staffing to support coordination and distribution of news releases.
- c. Participate in sessions for spokespersons to prepare for news conferences, providing feedback for potential questions from media representatives and identifying any conflict in information planned for distribution.
- d. Moderate news conferences.
- e. Maintain a log of Energy Northwest news releases and press conference statements. Ensure expectations for regular release of information are achieved.
- f. As time allows, provide special audiences with timely and accurate information regarding the incident at an Energy Northwest facility. Consider the following audiences:
  - Finance Community via Chief Financial Officer or designee.
  - Congressional delegation, Governors, Legislature, and Tri-Cities community officials.

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Duties: NEWS RELEASE EDITOR

Normal Reporting Location: Joint Information Center News Release Preparation Area

Reports To: Assistant JIC Manager

1. Establish phone contact with the EOF Public Information Officer and coordinate production of draft Energy Northwest news releases.
2. Call in or notify one of the individuals named in the Secretary's Handbook to be on standby for dissemination of news releases on the Energy Northwest external website.
3. Verify operation of the Local Area Network (LAN). If not operable, immediately notify the Assistant JIC Manager or JIC Support Manager.
4. As requested, assist the JIC Manager or Assistant JIC Manager to prepare news releases announcing classification of emergency event and plant status and JIC activation.
5. Attend JIC staff briefings as requested by the Assistant JIC Manager.
6. Complete Energy Northwest news releases prepared by the EOF PIO.
  - a. Proofread each news release to ensure understanding, correct spelling, etc. If revisions to text or sentence structure are believed to be required, consult with the EOF PIO or Assistant JIC Manager prior to initiating change.
  - b. Ensure each news release has an Energy Northwest sequence number assigned and correct telephone numbers are listed for the public and media phone teams.
  - c. Print news release and provide to the Assistant JIC Manager for review and verbal approval by JIC Manager.
  - d. Prepare approved Energy Northwest news releases for coordination with agencies present in the JIC. Follow process guidance described in Attachment 5.2.2, News Coordination Process.
  - e. Following coordination, insert current time in news release prior to printing final copy for Distribution Team Supervisor.
  - f. If technical content of news release changes because of information received by the JIC Manager or Technical Spokesperson, ensure EOF PIO is informed and requests that the EOF Manager or EOF Manager's designee verbally approves the technical change.
  - g. Following release to the Distribution Team, send an electronic copy of the news release to Graphics for inclusion on the Energy Northwest external website.

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7. Coordinate news releases with offsite agency spokespersons and public information staff present in the JIC.
  - a. Maintain a chronology of all news releases received for coordination. Periodically provide this information to the Assistant JIC Manager.
  - b. Prepare cover sheet similar to the one in Attachment 5.2.2, News Coordination Process, for each news release submitted for coordination.
  - c. Encourage prompt review by offsite representatives. Approximately ten to fifteen minutes should be allowed for review unless scheduled activities do not allow for review, then time should be adjusted.
  - d. Report conflicts or comments for resolution to the representative submitting the release.
  - e. Provide final news releases with distribution authorized by the agency representative to the Distribution Team Supervisor for distribution.
  - f. Report any known unresolved conflicts in news release information to the Assistant JIC Manager.
  
8. As time permits, relieve the Secretary from updating the Display Generator.

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Duties: NEWS COORDINATION PROCESS

The Assistant JIC Manager or News Release Editor should provide a copy of the following guidance for news release coordination to each offsite agency represented in the JIC when the representative reports to the JIC and initiates operation.

PERSON RESPONSIBLE	ACTION
AGENCY REPRESENTATIVE	<ul style="list-style-type: none"> <li>• Provide six (6) to eight (8) final draft news release copies to News Release Editor for distribution to agencies in the JIC.</li> </ul>
NEWS RELEASE EDITOR	<ul style="list-style-type: none"> <li>• Attach cover sheet and distribute to Agencies.</li> </ul>
AGENCY REPRESENTATIVES	<ul style="list-style-type: none"> <li>• You will be allowed approximately 10 minutes for review of other agency's news releases. If you believe the information is not consistent or accurate, resolve the differences with the agency preparing the news release.</li> <li>• If news release is satisfactory, return it to News Release Editor as soon as possible, but no later than the time noted on cover sheet.</li> </ul>
NEWS RELEASE EDITOR	<ul style="list-style-type: none"> <li>• If conflicts with news releases are brought to your attention, request that those conflicts be resolved with agency preparing release.</li> <li>• If conflicts continue, contact the Assistant JIC Manager for assistance.</li> <li>• Once time is up and/or differences are resolved, notify the agency preparing the release that final copy should be prepared for distribution.</li> </ul>
AGENCY REPRESENTATIVE	<ul style="list-style-type: none"> <li>• Insert current time, print final copy, then initial authorization for distribution.</li> <li>• Take final copy to News Release Editor who will provide it to the Distribution Team Supervisor.</li> </ul>
DISTRIBUTION TEAM SUPERVISOR	<ul style="list-style-type: none"> <li>• Determine distribution needs of release, record in appropriate log and assign duties to Distribution Team Members.</li> </ul>

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NOTE: The following is the minimum information required on a news release coordination cover sheet, which may be printed on any stock at any size.

NEWS RELEASE COORDINATION COVER SHEET

Place a check mark in each space noting who has prepared the news release and who is to review it. Attach this cover sheet to each release prior to distributing to the agency for review.

**AGENCY PREPARING NEWS RELEASE**

- Energy Northwest
- Benton County
- Franklin County
- Washington State
- Oregon State
- DOE
- FEMA
- NRC
- Other \_\_\_\_\_

**AGENCY REVIEWING NEWS RELEASE**

- Energy Northwest
- Benton County
- Franklin County
- Washington State
- Oregon State
- DOE
- FEMA
- NRC
- Other \_\_\_\_\_

\_\_\_\_\_ Deadline for comments to be resolved with preparing agency or returned to News Release Editor for distribution.

**IF NEWS RELEASE IS NOT RETURNED TO THE NEWS RELEASE EDITOR BY THE TIME NOTED, THE NEWS RELEASE EDITOR IS AUTHORIZED TO CONTACT THE AGENCY PREPARING THE RELEASE AND REQUEST AUTHORIZATION TO DISTRIBUTE WITHOUT YOUR REVIEW NOTED.**

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Duties: EOF PUBLIC INFORMATION OFFICER

{R-4620}

Normal Reporting Location: Emergency Operations Facility

Reports To: JIC Manager/EOF Manager

A. Primary Responsibilities

The EOF Public Information Officer is responsible for preparing news releases, transmitting them to the JIC and providing advice to the EOF Manager on public relations matters. When requested by the JIC Manager, and approved by the EOF Manager, the PIO may conduct authorized tours of the EOF or scene of emergency events.

B. Duties

1. Immediate Actions

- a. If notified of an Alert or higher classification report immediately to the EOF.
- b. Sign on the EOF sign-in board and obtain identification badge.
- c. Obtain PIO materials from the EOF cabinet and assign task descriptions for positions supervised.
  - Attachment 5.3.1, EOF PIO Technical Support
- d. Notify the EOF Manager of your arrival and obtain a briefing on current plant status.
- e. Notify the JIC Manager or Assistant JIC Manager of your arrival in the EOF and obtain status of news releases.
- f. Verify operation of the Local Area Network (LAN). If not operable, immediately notify the Site Support Manager in the EOF, News Release Editor and Assistant JIC Manager to discuss resolution and other options.
  - If needed, request that the PDIS Analyst in the EOF assist.
- g. Notify the EOF Manager and Assistant EOF Manager that the EOF PIO is ready to assume News writing duties.

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2. Ongoing Actions

- a. With the assistance of Administrative Support staff, prepare news releases and transmit to the News Release Editor in the JIC for distribution. {R-4880}
- When practical, use the boilerplate news release information in electronic files on the LAN, hard drive, or backup diskette.
  - Ensure boilerplate information is appropriate for current conditions.
  - Review each news release to ensure it is complete and accurate.
  - Obtain technical approval for all news releases from the EOF Manager or EOF Manager's designee.
  - If using the LAN, save the document in a J: Drive file.
  - Contact the News Release Editor to print the release and initiate JIC review and coordination.
- b. Consider the following questions and guidelines in preparation of news releases.
- What is the current state of the emergency?
  - Is there any risk to the public?
  - What is being done to correct the problem?
  - How soon will it be safe?
  - Who is in charge?
  - Are there injuries or fatalities?
  - What hazardous materials are involved?
  - Have personnel been evacuated from Site and Exclusion Area?
  - How many have been evacuated?
  - Who is point of contact?

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- Is the situation stable or deteriorating?
  - Why did the accident happen?
  - Ensure that the news release refers directly to the situation at Columbia Generating Station within the first few sentences and that plant status is described concisely and appropriately for the general population.
  - Only County or State news releases should include protective actions for the public. Do NOT include Protective Action Recommendations provided to the County or State in Energy Northwest news releases unless the State or County has specifically requested a joint news release.
  - News releases should include any pertinent information on confirmed releases of radioactivity from Columbia Generating Station. However, doses or dose rates, whether estimated or measured, should be excluded until the full extent of the release and its affect on the environment have been appropriately analyzed.
- c. Periodically discuss event status and news coverage with JIC Spokesperson, Assistant JIC Manager and JIC Manager.
  - d. Attend EOF status briefings to collect information on the current situation or anticipated events.
  - e. Advise the EOF Manager on public relations matters and JIC operation.
  - f. Consult with the JIC Manager or Assistant JIC Manager to stay informed of JIC activities and to identify needs that can be addressed by the EOF news staff.
  - g. Coordinate requests for tours of Columbia Generating Station or the emergency site with the Media Coordinator and request approval from the EOF Manager.
  - h. Refer any calls from the media or public to the appropriate Phone Team.

Attachment 5.3  
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3. Special Actions to Be Implemented as Necessary

- a. Should conditions require additional public information staff in the EOF or PSF, inform the EOF Manager, contact the EOF Site Support Manager and request the desired support be provided from those qualified to report to the EOF or JIC.
- b. If LAN or computer equipment is inoperable, use other available computer equipment in the PSF office areas.
  - Notify the News Release Editor and Assistant JIC Manager of your location and phone number in the new location.
  - Notify the EOF Manager of your new location and request any additional assistance you believe necessary to complete your tasks.
  - Use the backup diskette of boilerplate news releases or hard copy in PIO's work station.

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Duties: EOF PIO TECHNICAL SUPPORT

Normal Reporting Location: EOF

Reports To: EOF Public Information Officer

1. Obtain latest status information on the emergency event and keep the EOF Public Information Officer (PIO) advised on developments that may be of public or media interest or assist JIC Spokesperson to present Energy Northwest news.
2. Use the resources of the EOF to research questions on technical aspects or licensee requirements for the emergency event.
3. Assist the PIO in explaining plant status and technical information so the general public and media have opportunities to develop accurate understanding of the situation.
4. Review news releases or technical bulletins, as requested, for technical accuracy.
5. Perform other tasks as assigned by the PIO.
6. Attend EOF status briefings.
7. Observe and listen for changing events that should be brought to the PIO's attention.
8. Assist the EOF Engineering Manager, as time permits, with technical issues.

Attachment 5.3.1

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