

ENERGY NORTHWEST

INTEROFFICE MEMORANDUM

DATE: September 12, 2002

TO: Distribution

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

SUBJECT: PLANT PROCEDURES MANUAL - VOLUME 13
Distribution Package: 2002-521

REFERENCE:

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

<u>Procedure</u>	<u>Rev.</u>	<u>Page/s</u>
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DISTRIBUTION - VOLUME 13

<u>Control Copy</u>	<u>Location</u>	<u>Mail Drop</u>
2	*Control Room (501) (IOM to CRS)	927A
3	*Shift Manager (501)	927A
5	Licensed Training (PSF Rm. 249)	1050
6	*Simulator (PSF Rm. 235)	1050
12	PEC Library	PEC
25	Bruce Bond	911
26	Region IV, NRC	----
28	Region IV, NRC	----
30	EOF Support Engineering Library	1050
31	*TSC Emergency Response	927A
35	NRC Resident Inspector	----
52	State of Washington, Military Department	----
55	Federal Emergency Mgmt. Agency	----
57	Benton County Dept of Emerg. Mgmt.	----
58	*WNP-2 Security (SAS-CR) (13.1.1, 13.4.1, 13.5.1, 13.5.3, 13.5.5, 13.10.8, 13.11.10, 13.12.19, 13.13.4)	927A
59	*WNP-2 Security (CAS-AAP) (13.1.1, 13.4.1, 13.5.1, 13.5.3, 13.5.5, 13.10.8, 13.11.10, 13.12.19, 13.13.4)	927A
60	WNP-2 Security	988A
63	Emergency Training	PE30
64	*Radwaste Control Room (467)	927A
66	*Simulator, Shift Manager (PSF Rm. 235)	1050
68	*Remote Shutdown Room (467) (13.1.1, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.10.1, 13.10.9)	927A
75	Dept. of Health Radiation Protection	----
78	*Control Room - (501) STA's Desk	927A
83	*MUDAC	1020
86	*Simulator - STA's Desk	1034
87	*Document Control Desk - NRC	----
+ +90	*Joint Information Center (J. Ittner)	PE30
94	*EOF	1050
97	*EOF	1050
114	EP Manager	PE30
127-130 (4)	Licensed Training (PSF Rm. 225, 247 or 248)	1050
132	Licensed Training (PSF Rm. 225, 247 or 248)	1050
134-136 (3)	*MUDAC Field Team Kits (13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4)	1050
+ +137	*MPF Field Team Kits (13.7.5, 13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4) (J. Ittner)	PE30
142	Hanford EOC/SMT	----
146	FEMA RX Liaison	----
155	*Maintenance Library (Memo to Veena)	927A
160	*OSC Emergency Support	927A
161	Equipment Operator Training	1050
164	Oregon State Dept. of Energy	----
218	U.S. Nuclear Regulatory Commission	----
219-221 (3)	Licensed Training (PSF Rm. 225, 247 or 248)	1050
223	Franklin County Emergency Management	----
236	Site 1 (B.Lyons) (13.5.3, 13.5.7, 13.14.9)	817

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

* Level 1 File

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13.5.3

- 4.2.2 Initiate a Site One public address announcement by dialing 761 and reading the applicable Message 1 or Message 2:

Message 1 - No Radiological Conditions:

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

NOTE: Include alternate evacuation route instructions, if required.

Message 2 - Radiological Conditions Exist:

THIS IS AN EMERGENCY ANNOUNCEMENT. SITE ONE PERSONNEL IMMEDIATELY EVACUATE THE HANFORD SITE AND REPORT TO THE ASSEMBLY AREA AT THE EAST SIDE OF 3000 GEORGE WASHINGTON WAY.”

Repeat the PA announcement.

- 4.2.3 After step 4.2.2 is complete, direct the SCC Duty Officer to activate the Site One and Crossroads evacuation sirens.

- 4.2.4 Contact the SCC to verify Site One evacuation actions are being performed.

If the SCC has not been notified, contact the Site One Manager, Designated Site Authority (DSA) or Site One Monitor and verify that the Site One evacuation actions are being initiated.

Contact the SCC for the current DSA phone list, if necessary.

- 4.2.5 If you cannot contact anyone at Site One and you have not been able to confirm that the Site One gate is locked, make two attempts to contact personnel listed in section one of the Site One contact list.

Direct individuals contacted to evacuate Site One and go home, or report to the assembly area at 3000 George Washington Way.

If the Site One siren does not activate, direct the Security Supervisor to manually activate the siren at Gate 1-1. Also, direct the Security Supervisor to initiate a sweep of Site One and inform him of any tenant or contractor who was not contacted.

- 4.2.6 Contact the Security Supervisor to inform security officers at the roadblocks of offsite assembly area location if necessary.

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3.1.14 When notified of a Columbia Generating Station emergency requiring evacuation of Site One occupants, implement, or delegate implementation of Attachment 4.1.

3.1.15 Upon shift change or termination of the emergency:

- a. Prepare an individual After Action Report in accordance with PPM 13.13.4.

3.2 Site One Monitor Responsibilities

3.2.1 The Site One Monitor will be responsible for ensuring notification of Site One occupants promptly of a notice to evacuate Site One. Notification duties will include contacting individuals onsite via phone or direct contact. If required, the Site One Monitor will also provide specific evacuation route instructions to direct evacuees to the Energy Northwest Office Complex offsite monitoring and decontamination facility.

a. Emergency Response Duties

1) Upon notification from Security Supervision to evacuate Site One and confirming receipt of the notification and confirming evacuation directions by telephone to the SCC, implement the following:

- Activate the Site One sirens if not already remotely activated by the SCC.
- Notify the SCC that the Site One sirens have been activated.
- Initiate the Site Emergency Manager/DSA call tree to contact individuals at their on-site locations. Inform them of the need to immediately evacuate, and provide the evacuation route and destination.
- Place traffic cones in the incoming traffic lane to stop unauthorized traffic from site access.
- Set up evacuation instruction sign at the egress point.

NOTE: Sweeps do not require building entry unless there is indication of personnel present such as cars in the parking lot, doors open, lights on, noise from the building, etc.

- Initiate a sweep of Site One. Check locations known to be occupied first. Ensure all personnel are notified to evacuate and given information regarding routes and destination as applicable.
- After all personnel have evacuated, leave the site.

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13.13.1



13.13.1



USE CURRENT REVISION

COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER 13.13.1	APPROVED BY DWM - Revision 9	DATE 06/07/01
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION REENTRY/RECOVERY		
TITLE REENTRY OPERATIONS		

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- 4.1.2 Ensure when special procedures are needed to support reentry operations that the proper reviews and approvals are obtained prior to implementation (refer to Attachment 5.1 for further guidance).
- 4.1.3 Ensure the OSC Manager selects and manages reentry team activities in accordance with PPM 13.10.9.
- 4.1.4 Ensure those directing reentry team operations, and reentry team members, do not deviate from special procedures or preplanned work assignments without your review and authorization.
- 4.1.5 Maintain contact with those directing reentry team activities and offer guidance when problems are encountered.
- 4.1.6 Provide reentry assistance to State and local agencies if requested (refer to Attachment 5.2 for further guidance).

4.2 Radiation Protection Manager Actions

- 4.2.1 Review reentry team preplanned activities with your staff to establish that:
 - a. Latest available radiation survey data has been obtained, and team exposure/contamination potential analyzed (refer to the Columbia Generating Station Shielding Evaluation Report).
 - b. Exposure records for team members have been reviewed and proper PPM 13.2.1 exposure guideline determinations have been made.
 - c. Appropriate Health Physics procedures or special reentry procedures, are understood by team members and that they are directed not to deviate from them unless reviewed and approved by the Emergency Director.
 - d. Proper radiological survey and sampling equipment has been selected.
 - e. Proper protective equipment and dosimetry has been selected.
 - f. Ensure communications between the TSC, OSC and repair teams are available.
- 4.2.2 Direct team radiological monitoring personnel to conduct comprehensive radiation surveys in order to define problem areas (refer to Attachment 5.1 for further guidance).
- 4.2.3 Instruct teams that when time permits, post appropriate warning signs in radiation and contaminated areas.

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4.3 OSC Manager Actions

4.3.1 Review reentry team preplanned activities with your staff to establish that:

- a. Reentry teams are selected and briefed in accordance with PPM 13.10.9.
- b. Appropriate communication equipment has been provided.
- c. Potential hazards associated with team activities have been analyzed, and support resources are obtained, or are available for use, if problem areas are encountered.
- d. Team members understand procedures and work scope, and are directed not to deviate unless deviations are reviewed and approved by the Emergency Director.

4.3.2 Ensure your staff keeps you advised when problem areas are encountered, and the information is also given to the Emergency Director.

5.0 ATTACHMENTS

5.1 Onsite Reentry Guidelines

5.2 Offsite Reentry Guidelines

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