



INTEROFFICE MEMORANDUM

DATE: September 04, 2003

TO: Distribution

FROM: Procedure Control, Administrative Services, (901A)

SUBJECT: PLANT PROCEDURES MANUAL - VOLUME 13
PACKAGE NO. 2003-612

REFERENCE:

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following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed:

<u>Procedure</u>	<u>Rev</u>	<u>Title/Comments</u>
13.10.2	20	TSC MANAGER DUTIES
13.10.9	35	OPERATIONS SUPPORT CENTER MANAGER AND STAFF DUTIES
13.11.1	28	EOF MANAGER DUTIES

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

<u>Procedure</u>	<u>Rev</u>	<u>Page(s)</u>
13.8.1	23	16, 17

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59	*CGS 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)	901A
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132	Licensed Training (Rms. 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 Kit (13.7.5, 13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4)	901A
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236	Site 1 (B.Lyons) (13.5.3, 13.4.1, 13.5.7, 13.13.4, 13.14.9)	817
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++ Procedure Control does the filing at downtown - Bring keys

* Level 1 File



13.10.2



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**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

NUMBER *13.10.2	APPROVED BY SLS - Revision 20	DATE 09/04/03
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, 24075
- 2.16 Emergency Director Turnover Sheet, 25810
- 2.17 Emergency Response Log, 23895
- 2.18 Technical Support Briefing Guidelines, 25860
- 2.19 Emergency Classification or Other Emergency Message, 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 EIPs 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.

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 and main TSC responsibilities can be assumed:

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

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

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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
 - Need to request augmenting staff or offsite assistance
 - Evacuation actions for plant personnel

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

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- 4.2.24 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 Joint Information Center.
- 4.2.25 Conduct periodic update briefings of TSC staff. Refer to Technical Support Center (TSC) Briefing Guidelines (Form 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:
 - a. Contact the current Emergency Director and determine a time when conditions permit the turnover process.

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

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- 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 24075), or the Emergency Director Turnover Sheet (Form 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 EIPs 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.

- 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.

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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 (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.
- 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:

- a. Review the emergency action levels (EALs) in procedure PPM 13.1.1 to ensure the emergency classification declared reflects current Plant conditions.

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- 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 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.

4.4.7 Implement an exclusion area evacuation at General Emergency unless conditions will not allow evacuation.

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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 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: <ul style="list-style-type: none"> • TSC Manager • RPM • Operations Manager • Plant/NRC Liaison • Technical Manager • Core/Thermal Hydraulics • Mechanical Engineer • Electrical Engineer 	_____	_____
8. Direct the TSC Information Coordinator announce activation to the other emergency centers and the Plant/NRC Liaison to report it to NRC.	_____	_____
9. Conduct initial status briefing to TSC staff on turnover information obtained from the Control Room that includes: <ul style="list-style-type: none"> • 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 	_____	_____
10. 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>
11. Provide update briefing on the status of planned and anticipated TSC actions to EOF Manager.	_____	_____
12. 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 data-bbox="389 566 1067 597">• Changes to Emergency Classification or PARs <li data-bbox="389 638 1367 670">• Preventative or corrective actions that need to be pursued or deferred <li data-bbox="389 710 844 742">• Tasks that need to be pursued <li data-bbox="389 783 1339 815">• Radiological or other hazards that impact plant emergency workers <li data-bbox="389 855 1158 887">• Need to request augmenting staff or offsite assistance <li data-bbox="389 927 954 959">• Evacuation actions for plant personnel 	_____	_____
13. When EAL or PAR changes are identified, notify EOF Manager.	_____	_____
14. Direct that plant PA announcements of Emergency Classification changes or cautions to emergency workers about plant hazardous areas are made in accordance per Form 26045 steps.	_____	_____
15. 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.	_____	_____
16. 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.	_____	_____
17. 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>
18. 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.		
19. 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.		
20. 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.	_____	_____
21. 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.	_____	_____
22. Conduct periodic update briefings of TSC staff. Refer to Technical Support Center (TSC) Briefing Guidelines (Form 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.	_____	_____

4.3 Transfer Of Emergency Director Duties

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, 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>
c. Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.		
d. Conduct periodic briefings using the laminated briefing guide. Other TSC staff may use the TSC Briefing Guidelines (Form 25860).		
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 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.		
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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13.10.9



**ENERGY
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**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

NUMBER *13.10.9	APPROVED BY SLS - Revision 35	DATE 09/04/03
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION PLANT EMERGENCY FACILITIES		
TITLE OPERATIONS SUPPORT CENTER MANAGER AND STAFF DUTIES		

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1.0 PURPOSE

To describe the responsibilities of the Operations Support Center Manager and staff for the operation of the Operations Support Center (OSC). The Yakima Building lunchroom will normally serve as the center. Other areas can be used for OSC operations as needed.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 5 and 6
- 2.2 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.3 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.4 PPM 13.11.18, Information Coordinator Duties
- 2.5 PPM 13.13.4, After Action Reporting
- 2.6 PERA 201-1590, Battery Powered Air Sampler Operation Instruction {P-180041}
- 2.7 Repair Team Briefing/Debriefing Form, 25560
- 2.8 Personnel Accountability Log, 25691

3.0 PROCEDURE

- 3.1 The OSC Manager shall implement Attachment 4.1 "OSC Manager Checklist"
- 3.2 The OSC Repair Team Coordinator shall implement Attachment 4.2 "OSC Repair Team Coordinator Checklist"
- 3.3 The OSC Team Tracker shall implement Attachment 4.3 "OSC Team Tracker Checklist"
- 3.4 The OSC Information Coordinator shall implement Attachment 4.4 "OSC Information Coordinator Checklist"
- 3.5 The OSC Craft Leads (Mechanical, Electrical, I&C and SSS) shall each implement Attachment 4.5 "OSC Craft Lead Checklist"
- 3.6 The OSC Health Physics Lead shall implement Attachment 4.6 "OSC HP Lead Checklist"

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3.7 The OSC Health Physics and Chemistry Technicians shall be responsible for activities as outlined in Attachment 4.7 "OSC HP & Chemistry Technician Responsibilities"

4.0 **ATTACHMENTS**

- 4.1 OSC Manager Checklist
- 4.2 OSC Repair Team Coordinator Checklist
- 4.3 OSC Team Tracker Checklist
- 4.4 OSC Information Coordinator Checklist
- 4.5 OSC Craft Leads (Mechanical, Electrical, I&C, SSS) Checklist
- 4.6 OSC Health Physics Lead Checklist
- 4.7 OSC HP & Chemistry Technician Responsibilities
- 4.8 OSC Floor Plan
- 4.9 OSC Manager Briefing Guidelines
- 4.10 OSC Staff Briefing Guidelines
- 4.11 OSC Organization Chart
- 4.12 Portable Air Sampler Operation {P180041}
- 4.13 Repair Team Briefing/Debriefing Form Flowpath

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OSC MANAGER CHECKLIST

The following checklist provides guidance for the performance of the duties of the OSC Manager. Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

Initial & Activation

- 1.0 Activate OSC
- 2.0 Assume Control of In-Plant Repair Teams
- 3.0 Receive & Perform Initial Briefings

Continuous Actions

- 4.0 Establish & Monitor OSC Habitability
- 5.0 Establish and Maintain OSC & Protected Area Access Controls
- 6.0 Establish and Maintain Protected Area Personnel Accountability
- 7.0 Maintain Awareness of OSC Task Status and Priorities
- 8.0 Ensure Timely and Safe Completion of TSC Assigned Tasks
- 9.0 Assess Need for and Facilitate Authorization of Emergency Exposure Controls

Turnover - Termination Actions

- 10.0 Conduct Turnover for Temporary Absence
- 11.0 Conduct Turnover for Shift Change
- 12.0 Complete Emergency Termination

Attachment 4.1

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OSC MANAGER CHECKLIST (Contd.)

INITIAL & ACTIVATION ACTIONS

1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if OSC activation is directed during an Unusual Event, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Manager's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Sign in on the OSC staffing board and accountability log.

- 1.3 Establish operational readiness of the OSC by verifying the following Essential positions are filled:

- OSC Manager
- Electricians (2)
- Mechanics (3)
- I&C Technicians (2)
- Health Physics Technicians (8)
- Chemistry Technicians (2)
- Equipment Operators (2)
- HP Lead

- 1.4 Declare the OSC activated when the main responsibilities of the OSC can be assumed, and required Essential positions are present. The main responsibilities of the OSC include:

- Dispatching of plant repair teams
- Accountability of plant personnel
- Establishment of access controls as needed
- Establishment and maintenance of OSC habitability

- 1.5 Establish an appropriate craft staging area. If the command area of the OSC is selected, relay your expectations of the craft to maintain background noise at a minimum.

Attachment 4.1

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OSC MANAGER CHECKLIST (Contd.)

NOTE: The OSC Manager may use judgement in determining whether a qualified person can perform a task to fulfill OSC responsibilities even though the personnel may not be identified as normally assigned to the task.

- 1.6 Notify the TSC Maintenance Manager and Shift Manager that the OSC is activated.
- 1.7 Announce to the OSC staff that the center is now activated and you are the OSC Manager.

OSC Declared Activated @ _____ hrs.

- 1.8 Direct a staff member to complete an OSC staffing chart and fax to the Plant Administrative Manager in the TSC.

2.0 Assume Control of In-Plant Repair Teams

- 2.1 Obtain from the Shift Manager the status of currently dispatched repair teams, including:

- Team member names
- Assignment description
- Team location
- Methods of communications
- Time dispatched and expected time of return

- 2.2 Obtain agreement from the Shift Manager that the OSC is now taking control of the repair teams currently in the plant as well as for all subsequent teams dispatched.

NOTE: Designated on-shift Fire Brigade (FB) Equipment Operator members may remain under direction of the Control Room when agreed to by the Shift Manager.

- 2.23 Direct the Repair Team Coordinator to take control of the repair teams by establishing communications with and informing each team currently in the plant.

NOTE: Initially, it may be necessary to send an individual from the OSC (with radio communications) to join the repair teams already in the field to facilitate the OSC taking responsibility for repair teams.

Attachment 4.1

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OSC MANAGER CHECKLIST (Contd.)

3.0 Receive and Perform Initial Briefings

3.1 Obtain the following information from the TSC Maintenance Manager:

- Current plant status
- Major equipment out of service
- Current priorities for equipment repair and in-plant operations

3.2 Instruct the HP Lead to contact the RPM to determine:

- In-plant radiological conditions including any ongoing or potential releases
- Whether a site evacuation has been ordered or if there is a need to perform personnel accountability

3.3 Brief the OSC staff using Attachment 4.9 "OSC Manager Briefing Guidelines" and communicate expectations concerning OSC operations, including:

- OSC mission
- Protection of OSC and repair team personnel from hazards
- Goals for promptness of repair team dispatch
- Status board maintenance
- Dissemination of pertinent information
- Maintenance of personnel accountability by signing in and out of the OSC on the Personnel Accountability Log
- Staff participation in periodic OSC update briefings
- Directing any incoming media calls to the JIC
- Teamwork
- Consistent use of 3-way communications when appropriate

Attachment 4.1

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OSC MANAGER CHECKLIST (Contd.)

CONTINUOUS ACTIONS

4.0 Establish and Monitor OSC Habitability

- 4.1 Direct the Health Physics Lead to initiate and continue to monitor OSC habitability
- 4.2 If informed of abnormal radiological conditions existing within the OSC, assess the need to relocate and/or evacuate the OSC based upon discussions with the TSC RPM.
- 4.3 If the OSC is determined to be uninhabitable:
 - Confer with TSC Maintenance Manager, RPM and HP Lead to select an Alternate OSC site
 - Relocate necessary OSC personnel to alternate OSC
 - Notify other plant emergency centers of OSC relocation
 - Evacuate unnecessary OSC personnel per PPM 13.5.1 or stage them in a safe location (e.g., EOF)

5.0 Establish and Maintain OSC & Protected Area Access Controls

- 5.1 Direct the OSC Team Tracker to establish OSC access controls by posting OSC traffic control signs and ensuring all OSC personnel sign in and out on the staffing board and accountability log.
- 5.2 If the ED or TSC Manager directs restriction of Protected Area entry or exit:
 - Coordinate establishment of access restrictions with Columbia Generating Station Security Force and the OSC Team Tracker
 - Notify the Control Room, TSC and the Security Lieutenant that movement of personnel within areas of the Protected Area must be reported to the OSC Team Tracker to ensure worker protection and accountability are maintained
 - Ensure that prior to personnel moving within the Protected Area that they either receive a briefing on the radiologically hazardous areas and safe access routes or are provided HP monitoring support.

Attachment 4.1

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OSC MANAGER CHECKLIST (Contd.)

6.0 Establish and Maintain Protected Area Personnel Accountability

- 6.1 If a Protected Area Evacuation has been ordered or as directed by the ED, establish and maintain Protected Area personnel accountability per PPM 13.5.5.
- 6.2 For any unaccounted for personnel, ensure the Team Tracker initiates search and rescue activities per PPM 13.5.5.

7.0 Maintain Awareness of OSC Task Status and Priorities

- 7.1 Periodically contact the TSC Maintenance Manager and ensure that OSC task status and priorities properly fulfill TSC needs relative to:
- Equipment repairs and system restoration
 - Equipment and system operations
 - Radiological surveys and Chemistry samples
 - Current plant status
- 7.2 Conduct periodic briefings for OSC staff using either the Attachment 4.9 "OSC Manager Briefing Guidelines", or the laminated briefing guide.
- 7.3 Direct the OSC Information Coordinator to transmit information on OSC tasks that personnel in other centers may need to know.
- 7.4 When a reactor coolant sample is needed, staff the chem lab.
- 7.5 Maintain a chronology of significant events, actions taken and their resolutions on an Emergency Response Log (this log shall be attached to the After Action Report).

Attachment 4.1

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OSC MANAGER CHECKLIST (Contd.)

8.0 Ensure Timely and Safe Completion of TSC Assigned Tasks

8.1 Monitor repair/re-entry team activities to ensure the following:

- Team assignments and actions remain consistent with priorities set by the TSC.
- Teams are being adequately manned and appropriately briefed prior to dispatch.
- Teams are adequately equipped and, when necessary, have adequate guidance for the performance of assigned tasks.
- Appropriate personnel protection and safety considerations are being implemented.
- Teams are being dispatched "in-plant" in a timely manner.

8.2 If additional OSC manpower is needed, notify the Plant Administrative Manager in the TSC.

9.0 Assess Need for and Facilitate Authorization of Emergency Exposure Controls

9.1 Upon notification from the Health Physics Lead that emergency repair team personnel may exceed legal exposure limits in the performance of duties, contact the RPM in the TSC to discuss the need for emergency exposure authorization per PPM 13.2.1.

9.2 If emergency exposure authorization is required for one or more OSC staff personnel, ensure that authorization is obtained from the RPM and the HP Lead documents the emergency exposure on the applicable Repair Team Briefing Form (25560).

TURNOVER - TERMINATION ACTIONS

10.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

Attachment 4.1

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OSC MANAGER CHECKLIST (Contd.)

11.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Manager:

- Fully brief the on-coming OSC Manager on current status of the emergency and work underway.
- Review and turnover any active paperwork and the OSC Manager Emergency Response Log.
- Direct the relieving OSC Manager to notify the TSC Maintenance Manager that he has now assumed OSC Manager duties.
- Direct a staff member to update the OSC staffing chart and fax to the Plant Administrative Manager in the TSC.
- Prepare an individual After Action Report per PPM 13.13.4.

12.0 Complete Emergency Termination

Upon termination of the emergency:

- Direct OSC personnel to prepare After Action Reports per PPM 13.13.4.
- Collect After Action Reports prepared by staff personnel and review them.
- Conduct an after action critique of OSC performance with the OSC staff and summarize significant performance issues.
- Deliver all After Action Reports, logs and other documentation to the TSC Maintenance Manager.

Attachment 4.1

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OSC REPAIR TEAM COORDINATOR CHECKLIST

The following checklist provides guidance for the performance of the duties of the OSC Repair Team Coordinator. Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Assume Control of In-Plant Repair Teams

Continuous Actions

- 3.0 Establish OSC Repair Team Task Priorities
- 4.0 Coordinate Formation of Repair Teams
- 5.0 Prepare and Brief Repair Teams Prior to Team Dispatch
- 6.0 Dispatch & Control Repair Teams In-Plant
- 7.0 Debrief Repair Teams Upon Return to OSC
- 8.0 Participate in OSC update briefings

Turnover - Termination Actions

- 9.0 Conduct Turnover for Temporary Absence
- 10.0 Conduct Turnover for Shift Change
- 11.0 Complete Emergency Termination

Attachment 4.2

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OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

INITIAL & ACTIVATION ACTIONS

1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Repair Team Coordinator's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Manager of your presence in the OSC and sign in on the OSC staffing board and accountability log.
- 1.3 Establish operational readiness of the OSC by informing the OSC Manager when the following Essential positions are present and ready to assume their responsibilities:

- OSC Manager
- Electricians (2)
- Mechanics (3)
- I&C Technicians (2)
- Health Physics Technicians (8)
- Chemistry Technicians (2)
- Equipment Operators (2)
- HP Lead

NOTE: The OSC Manager may use judgement in determining whether a qualified person can perform a task to fulfill OSC responsibilities even though the personnel may not be identified as normally assigned to the task.

- 1.4 Inform the OSC Manager when you are ready to dispatch in-plant repair teams.

Attachment 4.2

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OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

2.0 Assume Control of In-Plant Repair Teams

2.2 Coordinate with the OSC Manager to obtain from the Shift Manager the status of currently dispatched repair teams, including:

- Team member names
- Assignment description
- Team location
- Methods of communications
- Time dispatched and expected time of return.

2.2 Inform the OSC Manager when ready to take control of the repair teams currently in the plant as well as for all subsequent teams dispatched.

NOTE: Designated on-shift Equipment Operator members may remain under direction of the Control Room when agreed to by the Shift Manager.

2.3 Take control of the repair teams by establishing communications with and informing each team currently in the plant.

CONTINUOUS ACTIONS

3.0 Establish OSC Repair Team Task Priorities

3.1 Frequently contact the TSC Maintenance Manager and ensure that OSC task status and priorities properly fulfill TSC needs relative to:

- Equipment repairs and system restoration
- Equipment and system operations
- Chemistry samples and radiological surveys
- Current plant status

3.2 Keep the OSC Manager and Craft Leads informed of any changes in task priorities.

Attachment 4.2

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OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

4.0 Coordinate Formation of Repair Teams

- 4.1 Task assignment information from the TSC will be received via telephone and/or fax and documented in the Task Assignment section of the Repair Team Briefing/Debriefing Form (25560).

NOTE: Tasks of an immediate nature are 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". Urgent tasks are typically performed by Equipment Operators and only require a radiological briefing. An HP Technician may be dispatched with the team in lieu of the radiological briefing.

- 4.2 Based upon the scope and kind of task assigned, determine the number and type of repair team(s) required to accomplish the task.
- 4.3 For each team, specify a Craft Lead (Mechanical, Electrical, I&C, SSS or HP). Complete the Team Assignment section of the Repair Team Briefing/Debriefing Form including the time the TSC request was received.

NOTE: The "TSC request received" time is the time at which the OSC received sufficient technical information to begin team assembly.

- 4.4 For each team, direct the Craft Lead to assign team members as appropriate. All repair teams shall be composed of a minimum of two (2) individuals with one individual assigned as the team leader.

5.0 Prepare and Brief Repair Teams Prior to Team Dispatch

- 5.1 Direct Craft Leads to obtain any special resources the team may need to perform assigned tasks.
- 5.2 If any special guidance is necessary for the conduct of the assigned team tasks, contact the TSC Maintenance Manager and request guidance from the TSC. Special procedural guidance is required if the assigned task requires deviation from approved procedures.
- 5.3 Give the team Craft Lead the Repair Team Briefing/Debriefing Form (25560).

Attachment 4.2

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OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

6.0 Debrief Repair Teams Upon Return to OSC

- 6.1 Review and sign the completed debriefing form. Forward the completed form to the Team Tracker.
- 6.2 Provide a status update to the OSC Manager and TSC Maintenance Manager.

7.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."

TURNOVER - TERMINATION ACTIONS

8.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

9.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Repair Team Coordinator:

- Fully brief the on-coming OSC Repair Team Coordinator on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Repair Team Coordinator Emergency Response Log
- Direct the relieving OSC Repair Team Coordinator to notify the OSC Manager that he has now assumed OSC Repair Team Coordinator duties
- Prepare an individual After Action Report per PPM 13.13.4.

10.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.2

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OSC TEAM TRACKER CHECKLIST

The following checklist provides guidance for the performance of the duties of the OSC Team Tracker. Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Establish Initial Protected Area Accountability (*Plant Card Reader System Operational*)
- 3.0 Establish Initial Protected Area Accountability (*Plant Card Reader System NOT Operational*)

Continuous Actions

- 4.0 Maintain Continuous PA Accountability
- 5.0 Track Repair Team Activities
- 6.0 Participate in OSC update briefings

Turnover - Termination Actions

- 7.0 Conduct Turnover for Temporary Absence
- 8.0 Conduct Turnover for Shift Change
- 9.0 Complete Emergency Termination

Attachment 4.3

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OSC TEAM TRACKER CHECKLIST (Contd.)

INITIAL & ACTIVATION ACTIONS

1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Team Tracker's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Place the OSC Personnel Accountability Log in the OSC. Remind personnel to:

- Sign in on the OSC Sign in Board
- Keycard into the cardreader at the Yakima Building Lunchroom
- Log in and log out when leaving from and returning to the OSC

NOTE: Personnel (Repair Teams) listed on the Team Tracking Log are exempted from signing in and out on the OSC Personnel Accountability Log.

- 1.3 Inform the Repair Team Coordinator of your presence in the OSC and sign in on the OSC staffing board and accountability log.
- 1.4 Obtain additional dosimetry if required by the HP Lead.
- 1.5 Close the south OSC entry door and post OSC traffic control signs on the outside of both entry doors.
- 1.6 Activate, if necessary, the dedicated OSC fax and send a test fax to the TSC requesting return fax. Contact Telecommunications to correct problems at extension 8600. Monitor the fax for information.
- 1.7 Activate, if necessary, the OSC radio base station and perform a radio check. Contact Telecommunications at extension 8600 to correct problems. Monitor radio traffic and inform the OSC Manager of any traffic of interest.

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OSC TEAM TRACKER CHECKLIST (Contd.)

2.0 Establish Initial Protected Area Accountability (*Plant Card Reader System Operational*)

Upon declaration of a Protected Area Evacuation:

NOTE: Initial accountability must be complete within 30 minutes of the PA announcement to evacuate the Protected Area

- 2.1 Contact the designated accountability coordinators in the Control Room and the Plant Admin Manager in the Technical Support Center (TSC) to ensure they have taken personnel accountability actions and remind personnel to keycard in.
- 2.2 Request CAS to prepare an EMERGENCY PERSONNEL ACCOUNTABILITY report sorted by NAME AND AREA.
- 2.3 Determine from the Emergency Accountability Report which individuals cannot be accounted for. An unaccounted for individual is one who is listed in the Protected Area or Vital Areas, and is not listed on the OSC Personnel Accountability Log, OSC Team Tracking Log, TSC Personnel Accountability Log, CAS Manning Roster, or Control Room Personnel Accountability Log.

NOTE: This report should be blank when nonessential personnel have evacuated the Protected Area, and emergency responders have keycarded into their Emergency Centers. It will identify personnel in Vital Areas as they are dispatched from the Control Room or OSC, however.

- 2.4 Inform the OSC Manager and TSC Plant Admin Manager of accountability results.

3.0 Establish Initial Protected Area Accountability (*Plant Card Reader System NOT Operational*)

Upon declaration of a Protected Area Evacuation:

NOTE: Initial accountability must be complete within 30 minutes of the PA announcement to evacuate the Protected Area

- 3.1 Request the Site Security Supervisor deliver the last available Emergency Personnel Accountability Report to you for review and determination of unaccounted for individuals.

Attachment 4.3

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OSC TEAM TRACKER CHECKLIST (Contd.)

- 3.2 If an Emergency Personnel Accountability Report is not available, obtain personnel accountability and team tracking logs from the TSC, Control Room and OSC.
- 3.3 Use the emergency accountability badge report, visitors logs, OSC Team Tracker logs, personnel accountability logs, and badge accountability results as needed to account for personnel remaining on site
- 3.4 In the OSC Manager and TSC Plant Admin Manager of accountability results.

CONTINUOUS ACTIONS

4.0 Maintain Continuous Protected Area Accountability

NOTE: OSC repair team dispatch may be delayed in the event of a security contingency.

- 4.1 Maintain continuous accountability by requesting the Site Security Supervisor to periodically provide updated Emergency Personnel Accountability Reports sorted by AREAS, EXCLUDING EMERGENCY CENTERS to you and review them for changes in Protected Area accountability status.

NOTE: This report should be blank when nonessential personnel have evacuated the Protected Area, and emergency responders have keycarded into their Emergency Centers. It will identify personnel in Vital Areas as they are dispatched from the Control Room or OSC, however.

- 4.2 Remind OSC staff personnel to sign in and out of the OSC on the Personnel Accountability Log, (Form 25691) if they leave the OSC to go into the plant or another emergency center.

5.0 Track Repair Team Activities

- 5.1 Maintain the Team Tracking Log. Use one sheet for each team dispatched from the OSC.
- 5.2 Issue the Team Leader of each team teams a portable radio before dispatching the team.
- 5.3 Prior to dispatch, instruct the Repair Team Leader to contact the Team Tracker upon reaching the assigned destination. Obtain the number of the telephone nearest to the team's work location as back-up communication method.

Attachment 4.3

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OSC TEAM TRACKER CHECKLIST (Contd.)

- 5.4 Instruct the Team Leader to contact the assigned Craft Lead when requesting technical information, tools, materials or equipment, and to contact the assigned craft lead with periodic updates.
 - 5.5 Fill out dispatch time on the Repair Team Briefing/Debriefing form and update the Team Tracking Board.
 - 5.6 When repair teams return to the OSC, fill out the team number and time of return to the OSC on the debriefing section of the form, then provide the assigned craft lead the form for the debriefing.
 - 5.7 Keep the OSC Repair Team Coordinator informed of the status and activities of all teams in the field.
 - 5.8 Monitor the OSC fax machine for incoming requests and route all messages to the Repair Team Coordinator, unless addressed otherwise.
 - 5.9 The Repair Team Briefing/Debriefing form will be received from the Repair Team Coordinator after their review. Keep the completed form with other documentation until emergency termination. Forward all documentation to the OSC Manager for review.
- 6.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."

TURNOVER - TERMINATION ACTIONS

7.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

8.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Team Tracker:

- Fully brief the on-coming OSC Team Tracker on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Team Tracker Emergency Response Log

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OSC TEAM TRACKER CHECKLIST (Contd.)

- Direct the relieving OSC Team Tracker to notify the OSC Repair Team Coordinator that he has now assumed OSC Team Tracker duties
- Prepare an individual After Action Report per PPM 13.13.4.

9.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.3

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OSC INFORMATION COORDINATOR CHECKLIST

The following checklist provides guidance for the performance of the duties of the **OSC Information Coordinator**. **Initial & Activation Actions** are to be performed during initial facility activation only.

Once the OSC has been activated, the **Continuous Actions Section** should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the **Continuous Actions** are to be performed.

Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Activate the Information Network

Continuous Actions

- 3.0 Maintain Communications with Emergency Facilities
- 4.0 Maintain the Significant Events Status Board
- 5.0 Participate in OSC update briefings

Turnover - Termination Actions

- 6.0 Conduct Turnover for Temporary Absence
- 7.0 Conduct Turnover for Shift Change
- 8.0 Complete Emergency Termination

Attachment 4.4

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OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

INITIAL & ACTIVATION ACTIONS

1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Information Coordinator's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Manager of your presence in the OSC and sign in on the OSC staffing board and accountability log.

2.0 Activate the Information Network

- 2.1 Activate the Information Network for your center by using either the Jackset and attached headset, or the cordless headset unit.

If using attached jackset:

- Plug the headset into the Jackset adapter attached to the Information Coordinator phone.
- Attach the headset control unit to your belt.
- Push the rocker switch on the Jackset so the red bar is showing.

NOTE: If you are using the phone handset rather than the headset push the rocker switch on the Jackset so the red bar does not show.

Attachment 4.4

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OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

If using the cordless headset, set up the unit as follows:

- Disconnect the Information Coordinator phone line from the desk phone and connect the line to the cordless phone base unit.
- Connect the AC adapter to the base unit and plug in to an outlet.
- Plug the head set with microphone into the handset. Use the PHONE button to turn the phone on, and the MUTE button to mute the phone when not speaking. Push the MUTE button again to speak.
- If the battery is changed out for a fresh one, place the handset back in the base unit momentarily to synchronize.

2.2 Announce your presence on line to the other emergency centers.

NOTE: The Technical Support Center (TSC) Information Coordinator is the Lead Coordinator for the system. Coordinators are also located at the:

- Control Room
- Emergency Operations Facility (EOF)
- Joint Information Center (not continuously monitored)

2.3 Notify the TSC Information Coordinator of your intention to be off the air for short absences, and check in upon your return.

Attachment 4.4

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OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

CONTINUOUS ACTIONS

3.0 Maintain Communications with Emergency Facilities

3.1 Announce significant incoming information to your center manager and staff such as:

- Time other emergency centers were activated.
- Significant information announced from other emergency centers.
- Significant items appearing on your center data displays. If assigned responsibility, record information on center status boards. Use up or down arrows to indicate trends, as appropriate.

3.2 Announce significant information to other centers, such as:

- Time your emergency center was activated.
- Items announced to your center staff.
- Items ordered transmitted by the center manager.
- Significant Repair Team activities and findings.
- Inquiries to establish personnel accountability.

3.3 Use three way communications for specific center communications and for specific communications within your center.

3.4 Refer any calls from the media to the Joint Information Center.

4.0 Maintain the Significant Events Status Board

Record significant incoming information as necessary on the information board in your center provided for that purpose, and announce that information to the OSC Manager.

5.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."

Attachment 4.4

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OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

TURNOVER – TERMINATION ACTIONS

6.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

7.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Information Coordinator:

- Fully brief the on-coming OSC Information Coordinator on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Information Coordinator Emergency Response Log
- Direct the relieving OSC Information Coordinator to notify the OSC Manager that he has now assumed OSC Information Coordinator duties
- Prepare an individual After Action Report per PPM 13.13.4.

8.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.4

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OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST

The following checklist provides guidance for the performance of the duties of the OSC Craft Leads

- Mechanical
- Electrical
- I&C
- Shift Support Supervisor

Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

Initial & Activation Actions

1.0 Activate OSC

Continuous Actions

2.0 Assist OSC Repair Team Coordinator in Repair Team Formation

3.0 Conduct Repair Team Briefings

4.0 Conduct Repair Team Debriefings

Turnover - Termination Actions

5.0 Conduct Turnover for Temporary Absence

6.0 Conduct Turnover for Shift Change

7.0 Complete Emergency Termination

Attachment 4.5

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OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

INITIAL & ACTIVATION ACTIONS

1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Information Coordinator's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Repair Team Coordinator of your presence in the OSC and sign in on the OSC staffing board and accountability log.
- 1.3 Ensure craft personnel have modesty clothing available in case team dispatch into areas needing protective clothing is required.
- 1.4 Maintain a chronology of significant inputs, actions, events and their resolutions on the Emergency Response Log, for attachment to your After Action Report.

Attachment 4.5

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OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

CONTINUOUS ACTIONS

2.0 Assist OSC Repair Team Coordinator in Repair Team Formation

- 2.1 When designated as a repair team Craft Lead by the OSC Repair Team Coordinator, coordinate establishment of the work scope, team composition and hazards that need to be briefed for team members.

NOTE: Industrial safety/confined space hazards may change rapidly. Craft personnel need to be briefed on current and potential hazards and consider completing a Confined Space Pre-entry Checklist if warranted.

- 2.2 Receive from the OSC Repair Team Coordinator a Repair Team Briefing/Debriefing Form (25560) for each team assigned.
- 2.3 Choose appropriate craft personnel (minimum of 2) as team members based on qualifications, experience and radiological requirements. Assign one individual as Repair Team Leader.
- 2.4 Arrange for tools, materials, equipment, spare parts and documents (drawings, procedures, CVI manuals, etc.) as necessary.
- 2.5 Ensure the Task Assignment and Team Assignment sections of the briefing form has been filled out. Complete the Team Assembly section as follows:
- Fill in each team member name and craft (M for Mechanic, E for Electrician, I&C for I& C Technician, HP for HP Technician, EO for Equipment Operator, and Chem for Chemistry Technician).
 - Record the estimated task duration time.
 - List the instructions/actions to be performed and any precautions to be observed.
 - Identify, as appropriate, any special considerations (security escort, etc.), special reentry procedures to be used, communications to be used, need for security keys, or required tagging.
- 2.6 Ensure the HP Lead records the current and allowable dose for each team member and specifies authorization for any required emergency exposure.
- 2.7 Ensure the HP Lead/designee completes the Radiological Assessment section of the form.

Attachment 4.5

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OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

3.0 Conduct Repair Team Briefings

3.1 In coordination with the HP Lead/designee, conduct the team briefing in accordance with the information on the Briefing form prior to team dispatch without undue delay.

NOTE: If practicable, and timely team dispatch will not be affected, repair team briefing may be held in the Yakima Building hallway or conference room to minimize congestion on the OSC.

NOTE: An HP Technician may be dispatched with an "Urgent" priority team in lieu of a radiological briefing.

- Ensure that the Repair Team has the appropriate Craft Lead's phone number.
- Instruct the Team Leader to keep the Craft Lead informed of the Team's progress on the assigned task (s) frequently.
- Record the name(s) of the person(s) performing the briefing.
- HP Lead and Craft Lead should sign the appropriate blocks on the form.

3.2 Give the Repair Team Briefing form to the Team Tracker.

3.3 Update the Team Tracking Board.

4.0 Conduct Repair Team Debriefings

4.1 Coordinate team debriefing with the HP Lead.

NOTE: If practicable, repair team debriefing may be held in the Yakima Building hallway or conference room to minimize congestion in the OSC.

4.2 Complete the Team Debriefing section of the repair team debriefing form noting significant observations, problems encountered by the team, and any follow-up actions that may be needed, and dose received by each team member.

4.3 Update Team Tracking Board.

4.4 Give the debriefing form to the HP Lead for review.

Attachment 4.5

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OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

TURNOVER- TERMINATION ACTIONS

5.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

6.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Craft Lead:

- Fully brief the on-coming OSC Craft Lead on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Craft Lead Emergency Response Log
- Direct the relieving OSC Craft Lead to notify the OSC Repair Team Coordinator that he has now assumed OSC Craft Lead duties
- Prepare an individual After Action Report per PPM 13.13.4.

7.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

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OSC HEALTH PHYSICS LEAD CHECKLIST

The following checklist provides guidance for the performance of the duties of the OSC HP Lead. Initial & Activation Actions are to be performed during initial facility activation only. Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Establish Initial OSC Habitability
- 3.0 Assess Current In-Plant Radiological Conditions
- 4.0 Establish Initial Radiological Controls and Issue Dosimetry

Continuous Actions

- 5.0 Monitor and Maintain Emergency Facility Habitability
- 6.0 Implement Protective Measures for OSC Personnel
- 7.0 Conduct Health Physics Briefings and De-Briefings for Repair Teams
- 8.0 Provide HP Support to Repair Teams
- 9.0 Participate in OSC update briefings

Turnover - Termination Actions

- 10.0 Conduct Turnover for Temporary Absence
- 11.0 Conduct Turnover for Shift Change
- 12.0 Complete Emergency Termination

Attachment 4.6

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OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

INITIAL & ACTIVATION ACTIONS

1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC HP Lead's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Manager of your presence in the OSC and sign in on the OSC staffing board and accountability log.
- 1.3 Establish operational readiness of the OSC by informing the OSC Manager when the following minimum positions are available or take action to fulfill them:

- Health Physics Technicians (8)
- Chemistry Technicians (2)

NOTE: The OSC Manager may use judgement in determining whether a qualified person can perform a task to fulfill OSC responsibilities even though the personnel may not be identified as normally assigned to the task.

- 1.4 Inform the OSC Manager when you are ready to support facility habitability monitoring and the dispatch of in-plant repair teams.

2.0 Establish Initial OSC Habitability

- 2.1 Determine appropriate location for setup of CAM and portable ARM for OSC habitability monitoring and then direct an HP Technician to perform setup.
- 2.2 Direct an HP Technician to conduct radiation and contamination surveys of the OSC and Yakima Building work areas not monitored by the CAM/ARM/IPM-8s.
- 2.3 Verify the general area radiation levels are ≤ 5 mrem/hr and unidentified airborne radioactivity levels are $\leq 1E-9$ μ Ci/cc.
- 2.4 If radiological conditions exceed either of the above levels inform the OSC Manager and RPM. Consideration should be given to the relocation of the OSC.
- 2.5 Enter the results of initial OSC habitability surveys in the Emergency Response Log.

Attachment 4.6

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OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

3.0 Assess Current In-Plant Radiological Conditions

Obtain a briefing from the OSC Manager and RPM to determine the status of current plant radiological conditions, including:

- In-plant area and airborne radiation levels
- Ongoing or anticipated radiological releases
- Ongoing plant system and equipment operations
- Status of team personnel currently dispatched in-plant
- Any known radiation exposures received by emergency response personnel

4.0 Establish Initial Radiological Controls and Issue Dosimetry

- 4.1 Obtain the current exposure history report from the HP Lead computer. This report is available by double clicking on the "Exposure History Report" icon.
- 4.2 Direct OSC staff to obtain an electronic dosimeter and log into TES. If TES is not available, direct issuance of dosimeters and REC cards as necessary to OSC staff.
- 4.3 Determine, based on discussions with the RPM, the need to establish access control points for the OSC and the Yakima Building.

CONTINUOUS ACTIONS

5.0 Monitor and Maintain Emergency Facility Habitability

- 5.1 Remain aware of OSC habitability and advise the OSC Manager and RPM of any change that may indicate the need for evacuating and relocating the OSC.
 - > 5 mrem/hr or,
 - unidentified airborne radioactivity levels > $1E-9$ μ Ci/cc
 - unidentified airborne radioactivity levels > 0.3 DAC (approximately 750 ccpm on a 40 ft³ air sample in the field).
- 5.2 Ensure operability status of the CAM and ARM and the HP Access Control IPM-8s is periodically verified and results logged in the Emergency Response Log.
- 5.3 Direct an HP Technician to conduct routine radiation and contamination surveys of the OSC and Yakima Building work areas not monitored by the CAM/ARM/IPM-8s.

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5.4 If plant conditions are worsening or radiological release conditions are anticipated, contamination of OSC work areas can be minimized by any or all of the following:

- Restricting Yakima Building access to only one access point and posting the remaining doors as not available for access
- Staging a step-off-pad and frisker inside the access point if background conditions allow, or
Routing personnel entering the Yakima Building through the access control IPM-8s for contamination monitoring prior to entering the OSC
- Setting up a controlled area for isolating contaminated personnel as necessary

5.5 If the emergency worker dose limit of 5 REM is projected to be exceeded during the event for OSC staff, inform the OSC Manager so that OSC evacuation plans may be initiated.

6.0 Implement Protective Measures for OSC Personnel

6.1 If radiological release conditions exist or radioiodine is suspected or detected:

- Instruct OSC personnel to read their dosimeters frequently.
- Contact the RPM for direction on the use of Potassium Iodide (KI) by emergency workers per PPM 13.2.1
- Have HP personnel inform individuals in the Protected Area when KI has been recommended
- Provide assistance to the OSC Team Tracker in recording when individuals take (or refuse to take) KI on the OSC Accountability Log
- Evaluate and implement appropriate actions to replace or evacuate personnel unable or unwilling to take personnel protective measures

6.2 If OSC relocation is deemed necessary, assist the OSC Manager in relocating necessary OSC resources.

6.3 If notified of Protected Area evacuation actions, determine when HP resources should be sent to evacuation egress or assembly points for radiological monitoring of evacuating personnel.

Attachment 4.6

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OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

7.0 Conduct Health Physics Briefings and De-Briefings for Repair Teams

NOTE: An HP Technician may be dispatched with an "Urgent" priority team in lieu of a radiological briefing.

7.1 Direct or conduct the Health Physics briefing for teams dispatched from the OSC ensuring that:

- The current annual accumulated dose and remaining allowable dose are identified for each team member (panel H030 in TES) in the Team Assembly section of the repair team briefing form.
- The emergency worker exposure limits for each team member will not be exceeded without approval from the Emergency Director or designee.
- If exposure above the 5 Rem emergency worker exposure limit is authorized, each team member acknowledges authorization by signing the Team Assembly section of the repair team briefing form.
- Applicable radiological protection requirements are determined and communicated to the team.
- The Radiological Assessment section of the repair team briefing form is completed.
- Briefing on applicable Health Physics procedures and practices to be followed is provided.
- Repair team members are instructed to read their dosimeters frequently.

7.2 Contact the RPM for requesting changes in exposure limits in accordance with PPM 13.2.1 guidelines when required for dispatched teams.

7.3 When prescribing SCBA use for repair teams to protect against radiological hazard, the requirements for documentation of atmosphere evaluations, protection factor calculations, exposure time, etc., may be waived commensurate with the need for prompt emergency actions.

7.4 Direct or conduct the Health Physics debriefing of teams returning to OSC when needed and ensure that the Radiation Exposure Review section of the debriefing form is completed.

Attachment 4.6

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OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

- 7.5 Complete the HP Lead review portion of the Debriefing form.
- 7.6 Give the Debriefing form to the Repair Team Coordinator.
- 8.0 Provide HP Support to Repair Teams**
- 8.1 As required, assign HP Technicians to accompany plant repair teams.
- 8.2 When advised of the need for post-accident sampling, assign a qualified HP Technician to accompany the Chemistry Post Accident Sample System (PASS) team.
- 9.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."

TURNOVER - TERMINATION ACTIONS

10.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

11.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC HP Lead:

- Fully brief the on-coming OSC HP Lead on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC HP Lead Emergency Response Log
- Direct the relieving OSC HP Lead to notify the OSC Manager that he has now assumed OSC HP Lead duties
- Prepare an individual After Action Report per PPM 13.13.4.

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OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

12.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.6

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OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES

OSC Health Physics Technician Responsibilities

1.0 Facility Activation

- Upon notification of an Alert, Site Area Emergency, General Emergency, or if so directed proceed to the Operations Support Center (OSC)
- Present your keycard to the OSC cardreader located by the south door of the Yakima Building lunchroom to establish electronic Personnel Accountability.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- Sign the Accountability Log located in the OSC command area.
- Write your name on the OSC staffing board designated for your position.
- If you leave the OSC temporarily (and are not a part of a team being dispatched) log out on the OSC Accountability Log and back in upon your return.

2.0 Perform Radiation & Contamination Surveys as Directed

- Perform radiation and contamination surveys in accordance with PPM 11.2.13.1 and airborne radioactivity surveys in accordance with PPM 11.2.13.8. Report survey results to the HP Lead.

3.0 If Directed, Perform TSC Habitability Monitoring

- Log out on the OSC Accountability Log, obtain appropriate monitoring equipment and report to the TSC.
- Keycard into the TSC and enter your name on the TSC Accountability Log.
- Report your arrival to the RPM, or if not present, to the TSC Manager.
- If not already completed, perform startup of the TSC radiation monitor in accordance with the startup checklist, Attachment 4.3, PPM 13.10.4, Radiation Protection Manager Duties.

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OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES (Contd.)

- Verify operability of the TSC ARM and HVAC radiation monitors.
- Perform radiation and contamination surveys in accordance with PPM 11.2.13.1.
- Document results on Emergency Response Log (Form 23895) and report survey results to the RPM.
- As directed, ensure the inner and outer TSC entrance doors are closed.
- When directed, stage a step-off-pad and frisker at TSC entrance for contamination control.
- Inform the RPM immediately if either of the following conditions are noted:
 - TSC general area radiation levels exceed 5 mrem/hr or are trending upward;
OR
 - TSC unidentified airborne radioactivity levels exceed $1E-9 \mu\text{Ci/cc}$.
- When released from the TSC, log out on the TSC Accountability Log and report to the OSC.
- Upon arrival back at the OSC, keycard in and log in on the OSC Accountability Log.

4.0 If Directed, Perform OSC Habitability Monitoring

- As directed by the HP Lead, set up a CAM and portable ARM to provide monitoring of OSC radiological conditions.
- If the battery powered air sampler is used, refer to Attachment 4.12 for use and set up instructions.
- Periodically verify operability status of the CAM and ARM and the HP Access Control IPM-8s which provide area radiological monitoring for the OSC.
- Log the results of these checks on Emergency Response Log (Form 23895).
- At Site Area and General Emergencies, perform routine radiation and contamination surveys of the OSC and Yakima Building work areas not monitored by the CAM/ARM/IPM-8s.

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OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES (Cond.)

- Document all survey results on Emergency Response Log (Form 23895) and report results to the HP Lead.
- Inform the HP lead immediately if either of the following conditions are noted:
 - TSC general area radiation levels exceed 5 mrem/hr or are trending upward;
OR
 - TSC unidentified airborne radioactivity levels exceed $1E-9 \mu\text{Ci/cc}$.

5.0 Provide Assistance to the HP Lead, as Requested in the Following:

- Issuing and logging dosimetry or monitoring and tracking personnel exposures.
- If assigned as PASS team HP Tech, provide required radiological coverage for the PASS team during the sampling and analysis evolutions.
- Assist the OSC Team Tracker with recording administration of KI.
- If assigned to accompany Chemistry personnel transporting PASS samples out of the Protected Area, advise Security personnel at the access point on avoiding radiological hazards.
- When directed, proceed to designated plant or Protected Area egress locations and provide necessary contamination monitoring when Protected Area evacuation is ordered. Inform the HP Lead of personnel monitoring or decontamination concerns.
- Ensure OSC personnel are wearing appropriate dosimetry.
- Ensure in-plant repair team members have dosimetry as stipulated on the team briefing form.
- Log dose received by each team member of returning OSC teams on the Repair Team Briefing/Debriefing Form (25560).
- Ensure OSC personnel are monitoring their exposure and completing the required documentation.
- At shift change or event termination, ensure dosimetry records are updated.
- Review collected exposure documentation for discrepancies and report those to the HP Lead as necessary

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OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES (Contd)

OSC Chemistry Technician Responsibilities

1.0 Facility Activation

- Upon notification of an Alert, Site Area Emergency, General Emergency, or if so directed proceed to the Operations Support Center (OSC).
- Present your keycard to the OSC cardreader located by the south door of the Yakima Building lunchroom to establish electronic Personnel Accountability.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- Sign the Accountability Log located in the OSC command area.
- Write your name on the OSC staffing board designated for your position.
- If you leave the OSC temporarily (and are not a part of a team being dispatched) log out on the OSC Accountability Log and back in upon your return.

2.0 Perform Sampling & Analysis in Accordance with Volume 12 Procedures

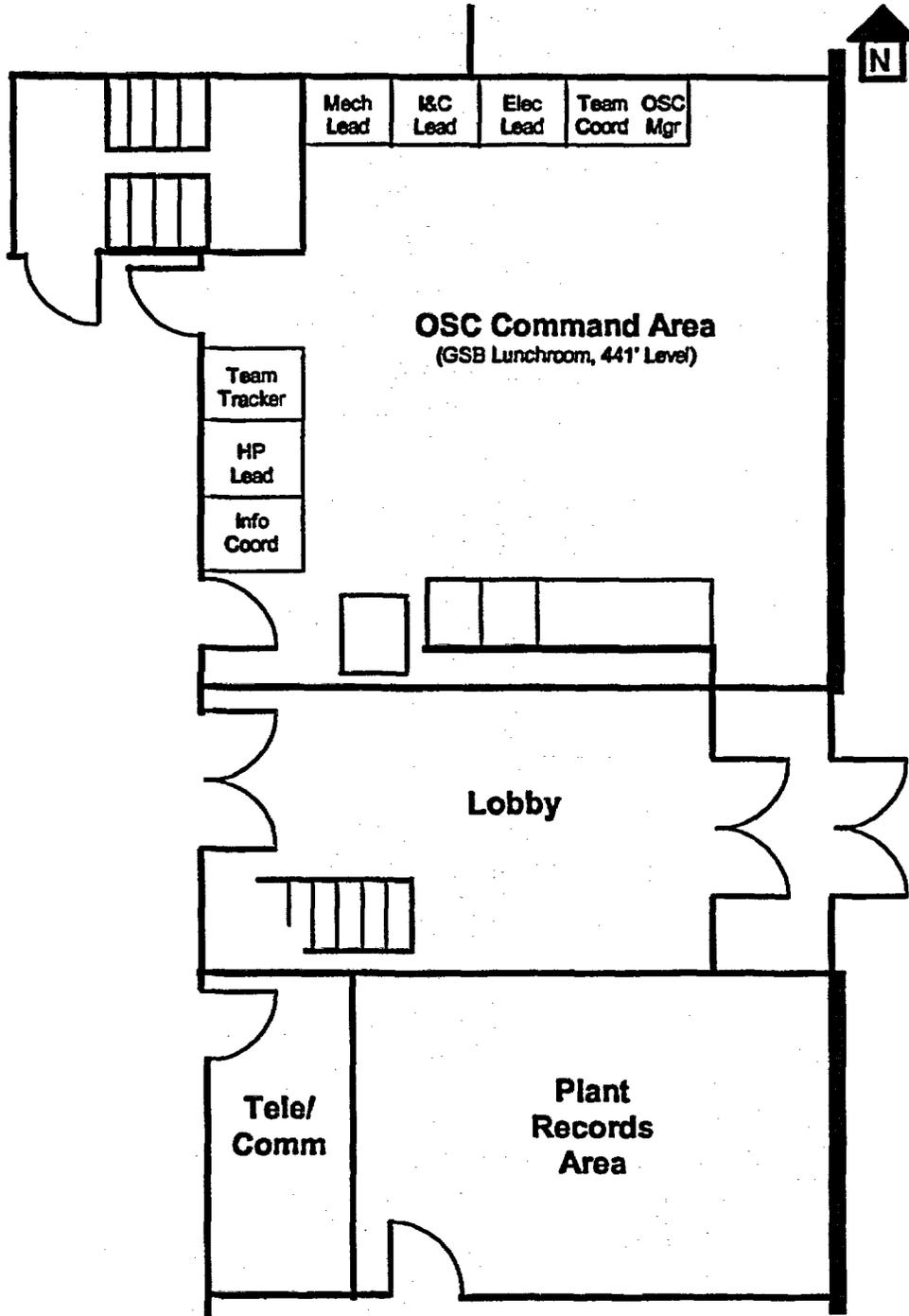
3.0 If assigned as a member of the Post Accident Sample System (PASS) team:

- Attend team briefing as directed.
- Perform assigned functions as directed and in accordance with applicable Volume 12 Procedures.

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OSC FLOOR PLAN



Attachment 4.8

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OSC MANAGER BRIEFING GUIDELINES

Attributes of Excellent Briefings

- 2-3 minute duration
- Briefing is for status, not to solve problems
- Discussions crisp & well controlled
- Speak at levels that can be heard (use microphones properly)
- Repeat back required actions

When should briefings be done?

- Routinely - on hour and half-hour, as needed
- Following a significant change (Emergency Classification, Plant status, PAR's, PAD's, etc.)

At First Briefing

- Clearly identify who is in charge.
- Review briefing format/expectations.
- Review how to handle interruptions.

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OSC MANAGER BRIEFING GUIDELINES (Contd.)

Before the Briefing:

- Pre-announce - 5 minute warning.
- Tell staff to review their briefing guides.

Briefing Conduct:

- Call attention for the brief.
- Begin briefing after obtaining staff attention (no side conversations or phone calls).
- Conduct status update:

Information Coordinator - Plant Status

HP Lead - OSC Habitability, Control Points, Plant Radiological Status & Hazards, Personnel Exposure Status

Team Tracker - Accountability Status

Repair Team Coordinator -Repair Team status, System/Component status

- Ask if any others need to report "important" information
- Ask if there are any questions?
- Summarize by restating priorities.
- Instruct staff to update subordinates with applicable information from the briefing.
- Select time of next routine briefing.
- Announce "End-of-Brief."

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OSC STAFF BRIEFING GUIDELINES

NOTE: These are the suggested topics for routine update briefing. Items actually presented should be based on existing or projected plant conditions. To ensure timely completion of the briefing, limit briefing items to those that have changed since the last briefing. Do not brief items that have not changed.

Information Coordinator

- Time other emergency centers were activated
- Significant information announced from other emergency centers
- Significant items appearing on the OSC data displays

HP Lead

- Personnel exposure status, contamination, etc.
- Radiological protective actions implemented or control points established
- OSC habitability survey results
- Plant radiological survey results
- Problem areas needing resolution

Team Tracker

- Time initial Protected Area accountability completed
- Number of unaccounted persons
- Status of search and rescue for unaccounted persons

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OSC STAFF BRIEFING GUIDELINES

Repair Team Coordinator

- Review priorities of repair/recovery efforts
- Summarize significant discussion with the Maintenance Manager and scope of anticipated tasks
- Review tasks in progress (repair teams dispatched, problems or delays experienced by teams)
- Review manpower availability
- Offsite agencies assisting with tasks
- Problem areas needing resolution

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COLUMBIA GENERATING STATION OSC ORGANIZATION CHART

HP Lead responsible for:

- ✗ Establishment and monitoring of TSC/OSC habitability and access control
- ✗ Tracking of OSC personnel exposure
- ✗ Directing HP support of repair teams
- ✗ Coordinating emergency exposure authorizations with the RPM

Responsible for:

- ✗ Establishing the Information Network
- ✗ Maintenance of OSC Status boards
- ✗ Providing "information updates" to OSC staff
- ✗ Providing "plant status updates" During OSC briefings

All Craft Leads responsible for:

- ✗ Providing applicable support to the OSC Manager & Repair Team Coordinator in the formation, briefing & debriefing of repair teams which utilize one or more members of their craft area
- ✗ Ensuring repair team members from their craft area have adequate instructions and are adequately equipped to perform repair team tasks
- ✗ Providing in-field control of and communication with all repair teams
- ✗ Obtaining HP support as needed for repair team coverage and protection from radiological hazards
- ✗ Repair team personnel protection from non-radiological hazards

Responsible for overall C&C of OSC including:

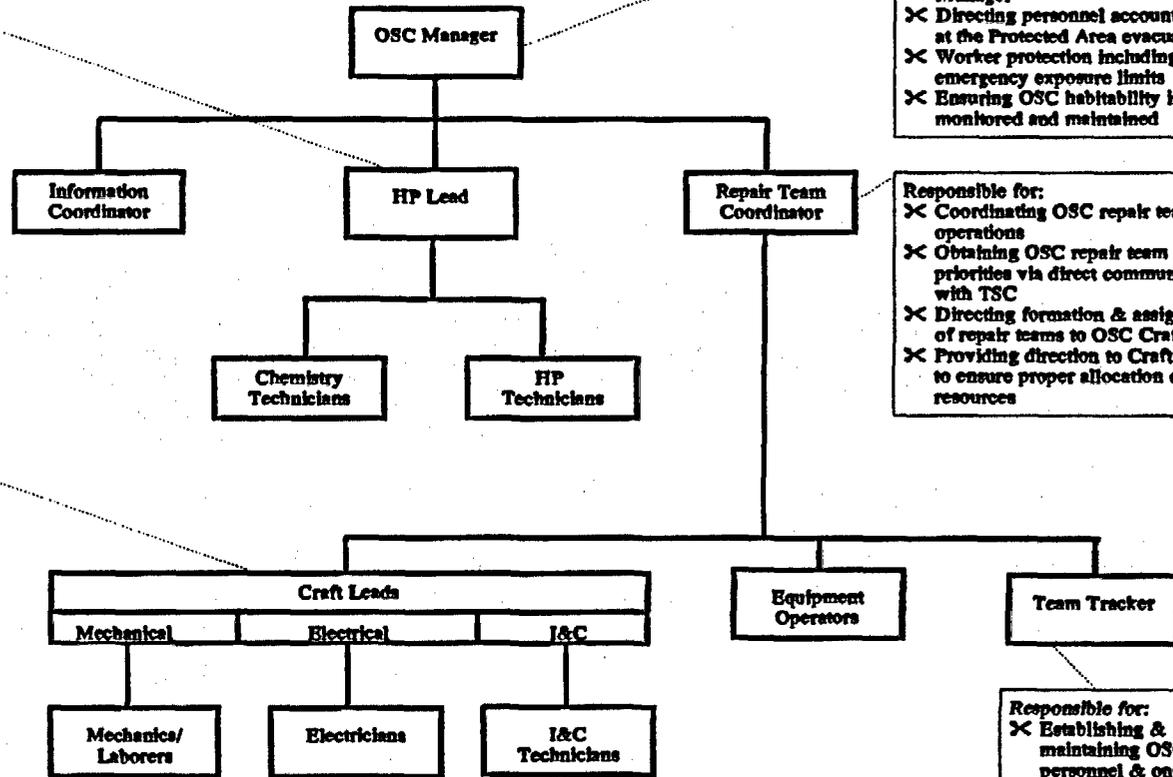
- ✗ Staffing, activation and readiness of the OSC
- ✗ Ensuring timely completion of TSC assigned tasks
- ✗ Periodically discussing task priorities with the TSC Maintenance Manager
- ✗ Directing personnel accountability at the Protected Area evacuation
- ✗ Worker protection including use of emergency exposure limits
- ✗ Ensuring OSC habitability is monitored and maintained

Responsible for:

- ✗ Coordinating OSC repair team operations
- ✗ Obtaining OSC repair team priorities via direct communications with TSC
- ✗ Directing formation & assignment of repair teams to OSC Craft Leads
- ✗ Providing direction to Craft Leads to ensure proper allocation of OSC resources

Responsible for:

- ✗ Establishing & maintaining OSC personnel & onsite personnel accountability
- ✗ Maintaining repair team status board and logs
- ✗ Assisting Craft Leads as requested



NOTE: Air sampler preparation (sample head assembly) initiation should be performed outside the airborne contamination area.

1. Use a portable air sampler, equipped with a two-inch sample head, to obtain particulate and radioiodine samples.
2. Continue to monitor your exposure during performance of this procedure.

NOTE: During drills, use the charcoal cartridges marked for drill use. **DO NOT** use silver zeolite cartridges during drills.

3. Insert a clean two-inch filter paper, (spongy side facing outward), into the air sample head, and attach to the sampler. Refer to the diagram in this Attachment.

- Operate the air sampler with the filter media in place until the air flow stabilizes, then turn it off.

4. Proceed to assigned sample location.

5. Ensure the following conditions of operation are met:

- If at all possible, do not place sampler on a known contaminated surface
- Do not point air sampler inlet toward any object which may restrict air flow
- Do not stand in front of sampler inlet when running or allow loose clothing to restrict air flow

6. Turn the air sampler on. Determine initial flow rate from the rotometer on the side of the air sampler.

7. Perform area dose rate survey for sample location.

8. Based on air sampler flow rate, determine the sample time necessary to obtain a sample of 10 cubic feet.

9. Leave the area of suspected airborne contamination to complete your survey and analysis.

10. Label the plastic bags for the filter and charcoal cartridges with the sample identification number, location, date, and time collected.

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11. If using charcoal cartridge vs. Silver Zeolite, purge noble gases by running the air sampler and drawing clean air through filter and cartridge for a minimum of 2 minutes.
12. Disassemble sample head to allow access to the particulate filter and the cartridge.
13. Determine filter and cartridge dose rate or count rate by placing the appropriate instrument detector on the inlet side of the filter or cartridge.
14. Inform the HP Lead of the sample readings.
15. Remove the filter (using tweezers) and the cartridge from sample head and place filter and cartridge in separate plastic bags then seal bags.

a. Calculate the $\mu\text{Ci}/\text{cc}$ of Iodine Activity or Particulate Activity using the equations:

Cartridge Filter: AgZ Filter Charcoal Filter

Iodine Filter:

(Sample CPM _____) - (Background CPM _____) = Net CPM _____

$$\frac{\text{Net CPM}}{(1.89 \times 10^8) \times (\text{sample volume ft}^3)} = \text{_____ } \mu\text{Ci}/\text{cc I Activity}$$

NOTE 1: $1.89 \times 10^8 = 0.003 \text{ (eff)} \times 2.83 \times 10^4 \text{ cc}/\text{ft}^3 \times 2.22 \times 10^6 \text{ dpm}/\mu\text{Ci}$

NOTE 2: If using charcoal cartridge, ensure cartridge is purged of noble gases.

Particulate Filter:

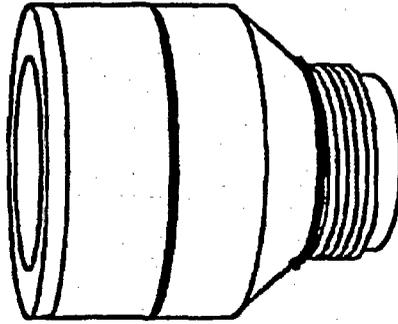
(Sample CPM _____) - (Background CPM _____) = Net CPM _____

$$\frac{\text{Net CPM}}{(5.65 \times 10^9) \times (\text{sample volume ft}^3)} = \text{_____ } \mu\text{Ci}/\text{cc Particulate Activity}$$

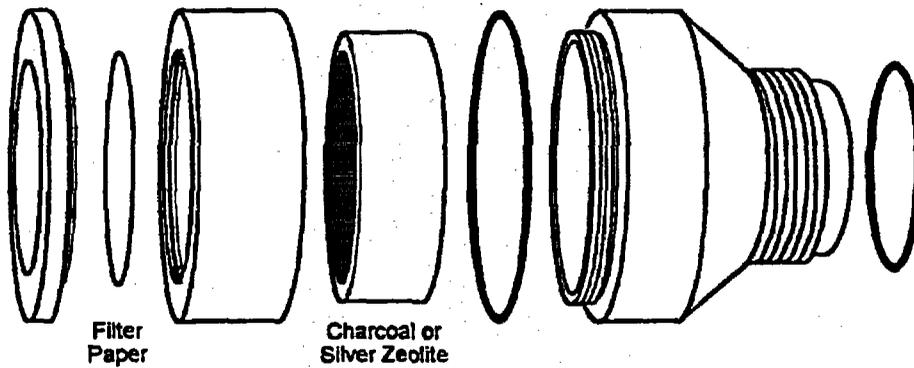
NOTE: $5.65 \times 10^9 = 0.09 \text{ (eff)} \times 2.83 \times 10^4 \text{ cc}/\text{ft}^3 \times 2.22 \times 10^6 \text{ dpm}/\mu\text{Ci}$.

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SAMPLE HEAD DIAGRAM



Sample Head - Assembled



Sample Head - Disassembled

870713
Nov 1997

**Filter Cartridge and Sample Head for High Volume Air Sampling Pumps
Model CFH-30**

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Repair Team Briefing/Debriefing Form Flow Path

Note: This flow path also has activities that happens at the various stops in the OSC.

Repair Team Coordinator(RTC)

1. Originates the form.
2. Fills in Task assignments.
3. Fills in the number of the Team.
4. Fills in the Priority of the Team.
5. Decides on the type of the Team.
6. Specifies a Craft Lead.
7. Fills in Time/Date TSC requested task.

Craft Lead

1. Fills out Team Assignment Section.
2. Chooses appropriate Craft (min. of 2)
3. Asssigns Team Leader.
4. Arranges for Tools, Materials, etc.
5. Estimates Task Length.
6. Lists Instructions/Precautions
7. Lists Special considerations.

The Briefing

Craft Lead

NOTE:
Craft Lead/HP Lead may be done concurrently.

HP Lead

NOTE:
An HP Technician may be Dispatched with an "Urgent" team in lieu of a Radiological briefing

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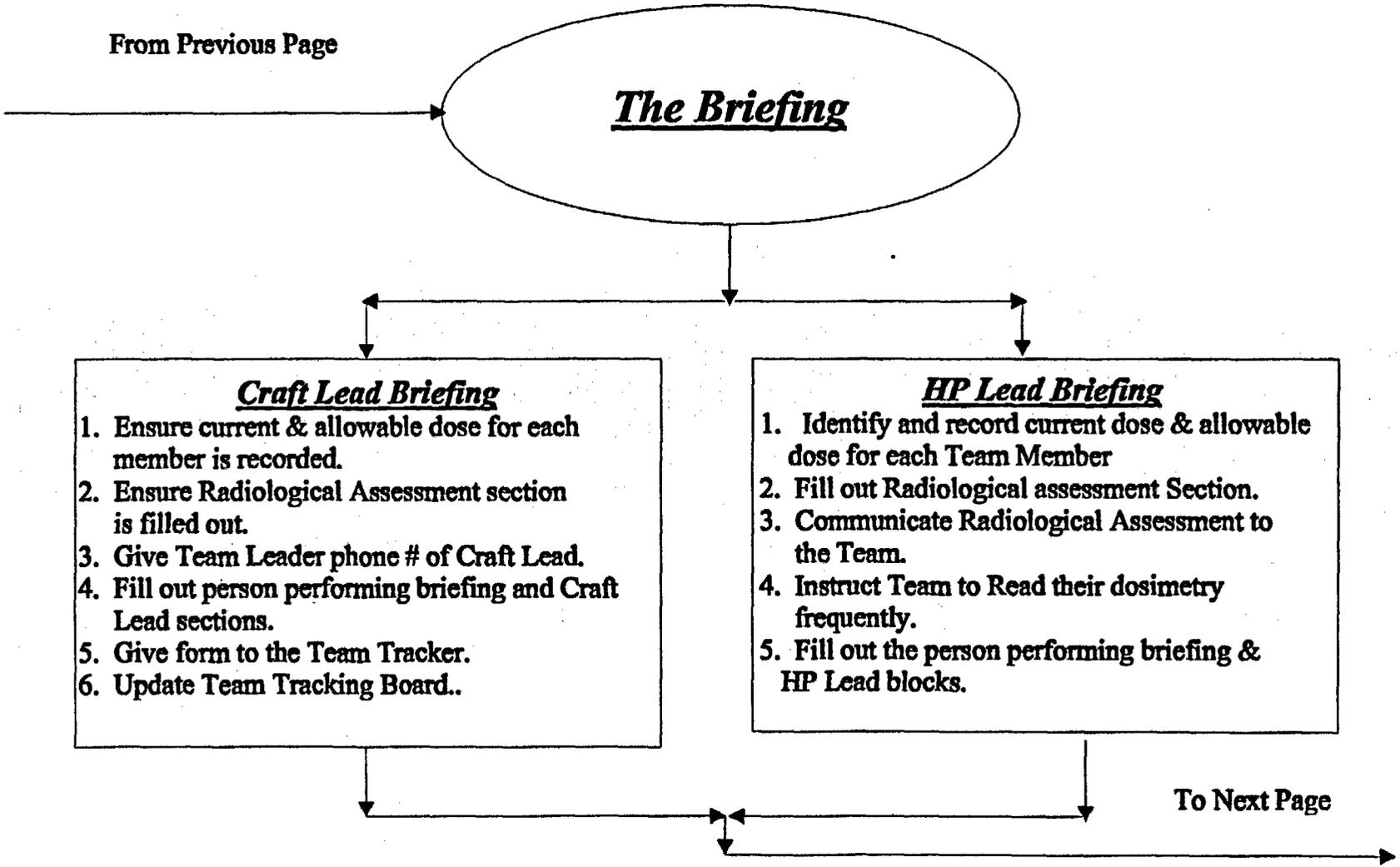
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Repair Briefing/Debriefing Form Flow Path (continued)



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Repair Briefing/Debriefing Form Flow Path (continued)

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Team Tracker

1. Issue portable radio.
2. Tell Team Leader to report when reaching the assigned destination.
3. Give the telephone # closest to the Team's work location as backup.
4. Tell the Team Leader to contact Craft Lead Periodically with a status update.
5. Fill out dispatch time on briefing form.
6. Update Team Tracking Board.

Note: The Team Tracker will keep the form until the return of the Team from the field, when the form becomes the **Debriefing form.**

1. Once the Team has returned, fill out the Team # and time of return to the OSC on the form.
2. Retrieve the radio from the returning Team.
3. Give the form to the assigned Craft Lead.
4. Update the Team Tracking Board.

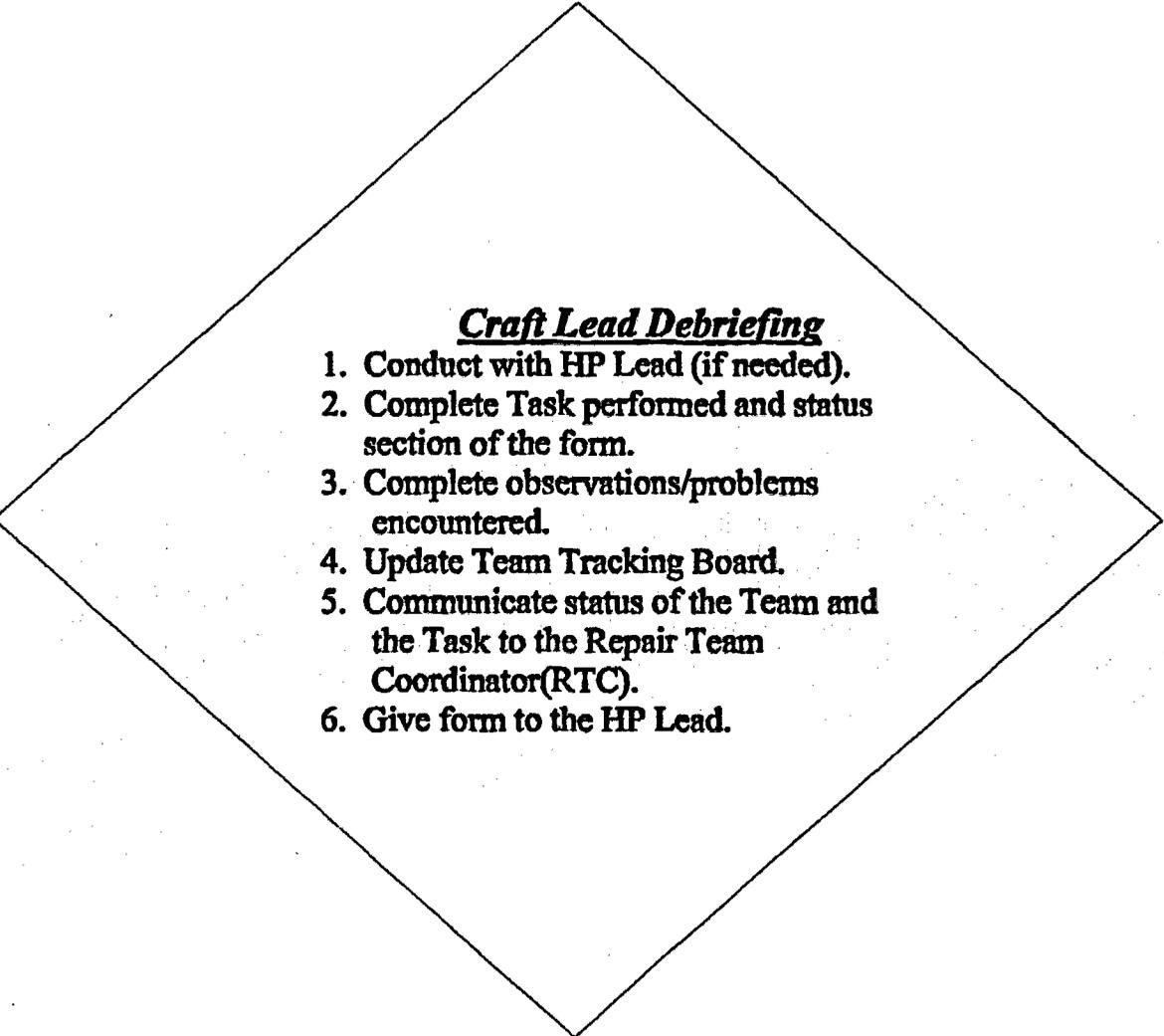
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Repair Team Briefing/Debriefing Form Flow Path (continued)

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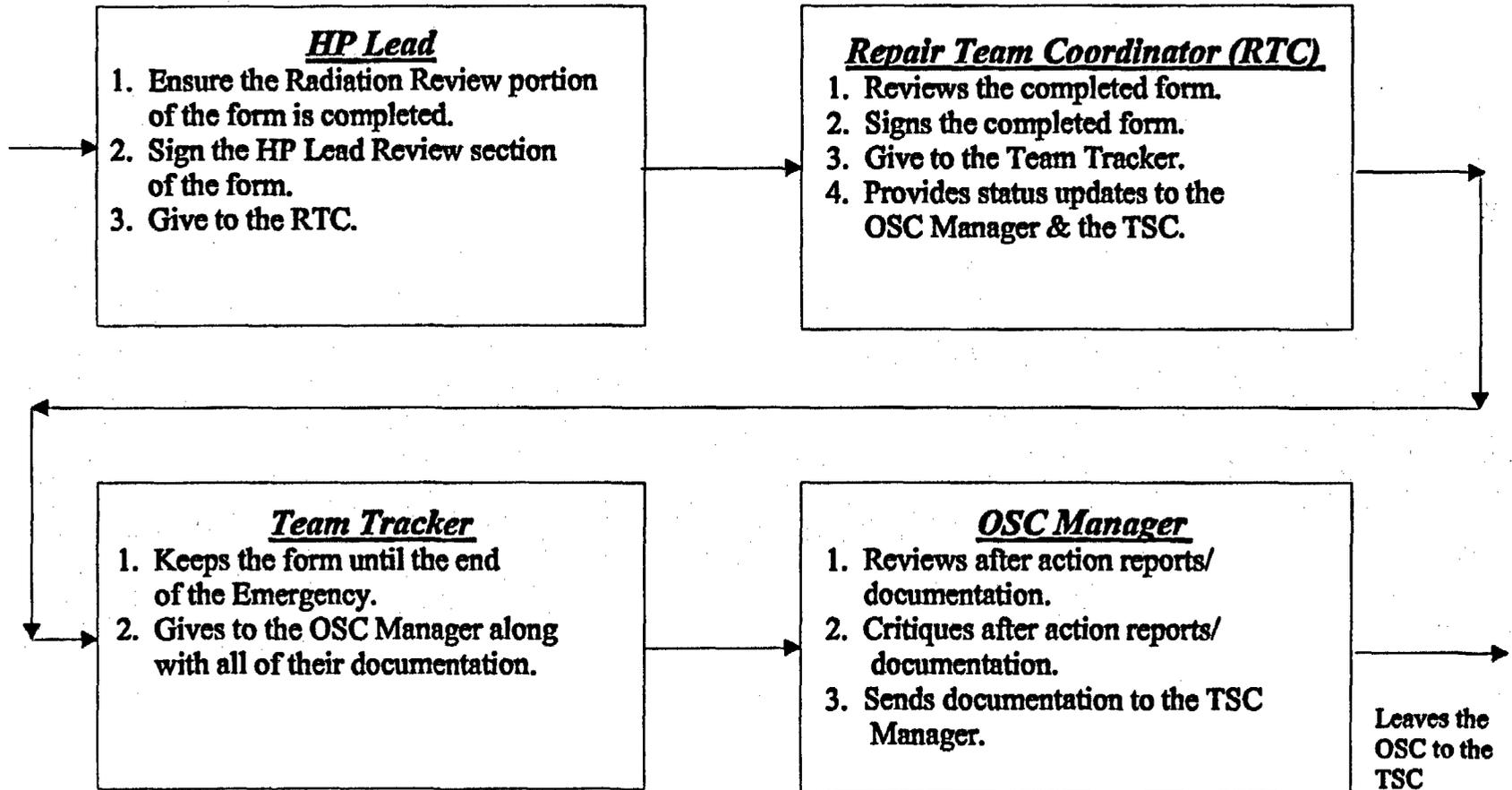


Craft Lead Debriefing

1. Conduct with HP Lead (if needed).
2. Complete Task performed and status section of the form.
3. Complete observations/problems encountered.
4. Update Team Tracking Board.
5. Communicate status of the Team and the Task to the Repair Team Coordinator(RTC).
6. Give form to the HP Lead.

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13.11.1



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**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

NUMBER *13.11.1	APPROVED BY SLS - Revision 28	DATE 09/04/03
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION EMERGENCY OPERATIONS FACILITIES		
TITLE EOF MANAGER DUTIES		

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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 PPM 13.14.1, Nearby Nuclear Facility Emergencies/Requests for Assistance

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REFERENCES, cont'd

- 2.18 Classification Notification Form, 24075.
- 2.19 Emergency Director Turnover Sheet, 25810.
- 2.20 Emergency Response Log, 23895.
- 2.21 Emergency Operations Facility Briefing Guidelines, 26028.
- 2.22 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.
- 3.7 The EOF Manager coordinates response when notified of an offsite request for assistance or a Hanford emergency notification has been received.

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

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- Obtain the EOF Manager basket and other equipment
- Start an Emergency Response Log

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 about one hour of classification is a violation of the Emergency Plan response requirements.

4.2.5 Ensure Essential EOF positions are present. Activate the EOF when Essential personnel are present and the main EOF responsibilities can be assumed:

- EOF Manager
- Radiological Emergency Manager
- Environmental Field Team Members (6)
- Field Team Coordinator
- Telecommunications Manager

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.
- Provide offsite protective action recommendations.

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.

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4.2.6 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**

4.2.7 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.**

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

4.2.9 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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4.2.10 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

4.2.11 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.

4.2.12 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.

4.2.13 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.

4.2.14 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 cpm on a 40 ft³ 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.

4.2.15 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.

4.2.16 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}

4.2.17 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}

4.2.18 Ensure that mitigating action concurrence is obtained prior to implementing actions that require Emergency Director concurrence on EOPs or SAGs.

4.2.19 Terminate the event and initiate recovery operations via PPM 13.13.2 when appropriate.

4.2.20 Initiate ingestion zone operations per PPM 13.13.3 when appropriate. Coordinate the implementation through the Washington State Emergency Operations Center.

4.2.21 Determine staffing levels for the EOF and the JIC when the emergency is downgraded or terminated using PPM 13.13.2 guidelines.

4.2.22 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.
- Order 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.

- 1. 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 Order an 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.

4.7.9 When notified of a request for assistance or a Hanford emergency

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notification, coordinate response with the on call Radiation Protection Manager and Emergency Planner. For Hanford emergency notifications, pay particular attention to:

- Emergency classification
- Type and location of incident
- Release information (alpha, beta, gamma)
- Wind speed and direction

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 Essential EOF positions are present and can assume main EOF responsibilities. (4.2.5)	_____	_____
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. (4.2.6)	_____	_____
4. Conduct initial status briefing and periodic followup briefings approximately every 30 minutes. (4.2.6)	_____	_____
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. (4.2.7)	_____	_____
6. Inform the SCC that the EOF has assumed responsibility for Crash notification. (4.2.7)	_____	_____
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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Response Actions

Completed

Initials

4.3 Specific Actions to Take at Site Area Emergency: (4.3)

- 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.
- Order 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: (4.4)

- 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>
• 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 <u>Specific Actions for the Ingestion Phase: (4.5)</u>		
• 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 <u>Transfer Of Emergency Director Duties (4.6)</u>		
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. Conduct a turnover using the Classification Notification Form or the Emergency Director Turnover Sheet as a guide.	_____	_____

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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.

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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. Order an 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.

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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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EDITORIAL

13.8.1

Stability Class vs. Sigma Theta Signal		
Stability Classification	NRC Categories (Stability)	(Degrees)
Extremely unstable	<i>A (1)</i>	$\text{sigma theta} \geq 22.5$
Moderately unstable	<i>B (2)</i>	$22.5 \geq \text{sigma theta} > 17.5$
Slightly unstable	<i>C (3)</i>	$17.5 \geq \text{sigma theta} > 12.5$
Neutral	<i>D (4)</i>	$12.5 \geq \text{sigma theta} > 7.5$
Slightly stable	<i>E (5)</i>	$7.5 \geq \text{sigma theta} > 3.8$
Moderately stable	<i>F (6)</i>	$3.8 \geq \text{sigma theta} > 2.1$
Extremely stable	<i>G (7)</i>	$2.1 \geq \text{sigma theta}$

3) If meteorology parameters are not available from the plant Met tower, contact one of the following:

- Hanford Internet Site Weather Page (primary alternate):

Select the Hanford weather icon to access the FFTF meteorological information via the Internet. If the icon is not available, start Internet Explorer and enter one of the following addresses:

<http://etd.pnl.gov:2080/HMS/stamap.htm> or

<http://terrassa.pnl.gov:2080/HMS/stamap.htm>

When the icon is selected on the desktop, either a Hanford site map or the data for FFTF will be displayed. If the Hanford site map is displayed, select the 400 Area (option 9) to view the FFTF data.

Use the wind speed and direction for the 10 meter height since a ground level release is assumed.

Stability class is expressed as a numeric value. Convert the NRC stability category numeric value for ΔT to an A-G value for QEDPS. Use the NRC numeric value for EDPS. The above table or the aid on Board L may be used.

- PNNL Weather Forecaster (secondary alternate) at 373-2710

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Request wind speed, direction, and differential temperature for the FFTF met tower. If this information is not available from the PNNL forecaster, contact the National Weather Service.

- Telephone the National Weather Service Forecaster (tertiary alternate) at one of the following locations:

1-541-276-4493
1-206-526-6083

Pendleton, Oregon
Seattle, Washington

Request the following met data for the Hanford weather station: Wind speed, wind direction, and atmospheric stability, which you will need to convert to a NRC stability category of 1-7. The numeric stability category is the format that ERDS sends to NRC. The National Weather Service does not provide a temperature differential. The NWS will describe the stability category as neutral, moderately stable, etc.

Wind speed obtained from the NWS is in knots. Convert knots to miles per hour using the following conversion:

1 knot = 1.15 statute mile per hour

- l. Wind Dir (Wind Direction) - enter direction from which wind is blowing. Data point is normally available on the PDIS Rad Status screen.
- m. Wind Spd (Wind Speed) - enter wind speed in miles per hour (mph). Data point is normally available on the PDIS Rad Status screen.
- n. Precip (Precipitation) - a list is displayed at left of screen to assist in proper entry. Select the appropriate choice.
- o. Select Next Time Sheet button if additional dates and times are available. When data for all stations have been entered, program will display a message stating it is complete.
- p. After data has been entered, select DONE.

2.3 Select MODEL DOMAIN button on EDPS Main Window

- 2.3.1 During the Plume phase, the 0-10 Mile option should be selected. The 0-50 Mile option should only be selected if the released material has exceeded 10 miles, based on actual duration of the release.

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