



INTEROFFICE MEMORANDUM

DATE: September 09, 2003
TO: Distribution
FROM: Procedure Control, Administrative Services, (901A)
SUBJECT: PLANT PROCEDURES MANUAL - VOLUME 13
PACKAGE NO. 2003-636

Urcenta De Leon

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following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed: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>
13.5.3	28	EVACUATION OF EXCLUSION AREA AND/OR NEARBY FACILITIES
13.10.7	19	PLANT ADMINISTRATIVE MANAGER DUTIES
13.10.8	21	SECURITY LIEUTENANT DUTIES
13.11.3	22	SITE SUPPORT MANAGER AND STAFF 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>
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To verify receipt or cancellation of the subject Procedure(s), please sign, date and return this receipt to Procedure Control, MD 901A within TEN (10) WORKING DAYS of the date of this IOM.

Energy Northwest
Procedure Control (Mail Drop 901A)
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Date

Signature of Manual Holder

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DISTRIBUTION - VOLUME 13

<u>Control Copy</u>	<u>Location</u>	<u>Mail Drop</u>
2	*Control Room (501) (IOM to CRS)	901A
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5	Licensed Training (PSF Rm. 249)	1050
6	*Simulator (PSF Rm. 235)	1050
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25	Bruce Bond	964F
26	Region IV, NRC	---
28	Region IV, NRC	---
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58	*CGS Security (SAS-CR) (13.1.1, 13.4.1, 13.5.1, 13.5.3, 13.5.5, 13.10.8, 13.11.10, 13.12.19, 13.13.4)	901A
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
60	CGS Security	988A
63	Emergency Training	PE30
64	*Radwaste Control Room (467)	901A
66	*Simulator, Shift Manager (PSF Rm. 235)	1050
68	*Remote Shutdown Room (467) (13.1.1, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.10.1, 13.10.9)	901A
75	Dept. of Health Radiation Protection	---
78	*Control Room - (501) STA's Desk	901A
83	*MUDAC	1020
86	*Simulator - STA's Desk	1050
87	Document Control Desk, NRC	---
++90	*Joint Information Center (Keys)	901A
94	*EOF	1050
97	*EOF	1050
114	EP Manager	PE30
127-130 (4)	Licensed Training (Rms. 225, 247 or 248)	1050
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
142	Hanford EOC/SMT	---
146	FEMA RX Liaison	---
155	*Maintenance Library (Memo to Veena)	901A
160	*OSC Emergency Support	901A
161	Equipment Operator Training	1050
164	Oregon State Dept. of Energy	---
219-221 (3)	Licensed Training (Rms. 225, 247 or 248)	1050
223	Franklin County Emergency Management	---
236	Site 1 (B.Lyons) (13.5.3, 13.4.1, 13.5.7, 13.13.4, 13.14.9)	817
++238	*Alternate EOF (Keys)	901A

++ Procedure Control does the filing at downtown - Bring keys

* Level 1 File



13.5.3



USE CURRENT REVISION

COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER	APPROVED BY	DATE
*13.5.3	SLS - Revision 28	09/09/03
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
EVACUATION AND ACCOUNTABILITY		
TITLE		
EVACUATION OF EXCLUSION AREA AND/OR NEARBY FACILITIES		

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1.0 PURPOSE

The purpose of this procedure is to identify the emergency actions and responsibilities of the Emergency Director to cause evacuation of Site One and the Exclusion Area when conditions so dictate.

This procedure also includes guidance for the Security Manager to direct sounding of the Crossroads and Site One sirens at Site Area Emergency to initiate tenant evacuations at Site One.

The procedure also identifies actions to be taken in the event the need for evacuation may impact other facilities in the local area, including the Department of Energy's Fast Flux Test Facility.

2.0 DISCUSSION

2.1 The principle consideration when contemplating an Exclusion Area evacuation is the safety of personnel. An Exclusion Area evacuation is the orderly withdrawal of all personnel, except those required to respond to the emergency situation, from areas outside the Protected Area but within the Exclusion Area boundary, and including those portions of the Owner Controlled Area outside the Exclusion Area. An Exclusion Area evacuation will be announced using any combination of sirens, PA announcements, or telephone notifications.

2.2 The Emergency Director is responsible for determining when an Exclusion Area evacuation should be conducted. The decision to evacuate personnel should be based on the course of action which presents the minimum risk to employees. Some examples of conditions which make an Exclusion Area evacuation not advisable include, but are not limited to:

- An ongoing security threat affecting personnel in the Exclusion Area (consult with the Security Manager to aid in determining the safest course of action)
- Inclement weather (e.g., high winds or hazardous road conditions may preclude a safe evacuation of personnel)
- Radiological hazards exist (determine which action would result in lowest dose to evacuating personnel)
- Other hazards exist which might subject evacuees to a higher risk to personnel safety than not evacuating

If conditions for an Exclusion Area evacuation are present, but the decision is made to not evacuate personnel due to safety concerns, personnel will normally remain at their work locations unless directed otherwise.

2.3 Normally, Exclusion Area evacuations will be conducted at a Site Area Emergency, or when other conditions warrant and is an automatic action. Exclusion Area evacuees will be directed to assemble at the Offsite Assembly Area.

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If a radiological contamination problem is identified, evacuees will be directed to the Offsite Assembly Area for radiological monitoring and decontamination. The Energy Northwest Office Complex (ENOC) is the Offsite Assembly Area.

3.0 REFERENCES

- 3.1 FSAR, Chapter 13.3, Emergency Plan, Sections 4, 5
- 3.2 PPM 13.2.2, Determining Protective Action Recommendations
- 3.3 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 3.4 PPM 13.7.5, Offsite Assembly Area Locations
- 3.5 Public Address Message Format - Exclusion Area Evacuation, 26051

4.0 PROCEDURE

4.1 Emergency Director Responsibilities

4.1.1 Determine the need for an Exclusion Area evacuation at Site Area Emergency.

4.1.2 Ensure actions for evacuation of Site One are being implemented at Site Area Emergency.

4.1.3 The decision to evacuate personnel should be based on the course of action which presents the minimum risk to employees. Some examples of conditions which make an Exclusion Area evacuation not advisable include, but are not limited to:

- An ongoing security threat (consult with the Security Manager to aid in determining the safest course of action)
- Inclement weather (e.g., high winds or hazardous road conditions may preclude a safe evacuation of personnel)
- Radiological hazards exist (determine which action would result in lowest dose to evacuating personnel)
- Other hazards exist which might subject evacuees to a higher risk to personal safety than not evacuating

If conditions for an Exclusion Area evacuation are present, but the decision is made to retain personnel on site due to safety concerns, personnel will normally remain at their work locations unless directed otherwise.

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NOTE: If the EOF Manager is acting as Emergency Director, coordinate the following steps with the Radiological Emergency Manager (REM):

- 4.1.4 If the decision is made to evacuate the Exclusion Area, then direct evacuees to report to the ENOC assembly area. Determine safe evacuation routes and hazardous areas to avoid.
- 4.1.5 If evacuation routes are unavailable due to hazards or severe weather, consider sheltering in place until conditions improve.
- 4.1.6 Use form 26051, Public Address Emergency Message Format - Exclusion Area Evacuation to complete a public address announcement.

NOTE: The EOF Manager, if acting as Emergency Director, must coordinate with the TSC Manager to have PA announcements made.

- 4.1.7 Immediately repeat the announcement. Continue repeating the announcement periodically while the evacuation remains in effect and until the TSC is activated. The TSC will assume responsibility for PA announcements when activated.
- 4.1.8 Direct the Security Manager (or on-shift Security Supervisor if Security Manager is not yet available) to implement actions for Site One or Exclusion Area evacuation.

4.2 Security Manager/On-shift Security Supervisor Responsibilities for Site One Evacuation - at Site Area Emergency

4.2.1 Confer with the Radiological Emergency Manager or Emergency Director in the REM's absence to determine the appropriate announcement in the following step.

- If a radiation release is in progress, refer to step 4.6.2 to determine the need for an alternate evacuation route.

4.2.2 Initiate a Site One public address announcement by dialing 761 and reading the following message:

NOTE: Include alternate evacuation route instructions, if required.

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

Repeat the PA announcement.

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

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

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

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

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

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

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

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

4.3 Security Manager Responsibilities for an Exclusion Area Evacuation

4.3.1 Confer with the Radiological Emergency Manager or Emergency Director in the REM's absence to determine the appropriate announcement in the following step.

- If a radiation release is in progress, refer to step 4.6.2 to determine the need for an alternate evacuation route.

4.3.2 Initiate a Site One public address announcement by dialing 761 and reading the following message:

NOTE: Include alternate evacuation route instructions, if required.

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

Repeat the PA announcement.

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- 4.3.3 Direct the SCC Duty Officer to activate the Site One and Crossroads sirens.
- 4.3.4 Contact the SCC to verify Site One evacuation actions are being performed.

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

If either the Site One siren or the Crossroads siren does not activate, direct the Security Supervisor to manually activate the siren. If the siren does not sound after manual activation, direct the Security Supervisor to initiate a sweep of the area and notify occupants to evacuate.

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

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

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

Direct the Security Supervisor to initiate a sweep of Site One and inform him of any tenant or contractor who was not contacted.

- 4.3.6 Contact the Security Supervisor to inform security officers at the roadblocks of offsite assembly area location if necessary.
- 4.3.7 Direct the Secondary Alarm Station Operator to broadcast the appropriate exclusion area message over the Energy Northwest Maintenance and Security Radio Channels. The SAS checklist announcement should direct evacuees to report to the ENOC assembly area.
- 4.3.8 Coordinate with the Security Supervisor to dispatch an officer with a radio to the assembly area to maintain order at the designated assembly area, and to relay messages or directions to evacuees.
- 4.3.9 Provide telephone evacuation notification and the above instructions to the following. Refer to the Emergency Phone Directory for phone numbers.

Circulating Pumphouse
 Visitor's Center
 Waste Water Treatment Plant
 Security Training Facility/Firing Range
 Plant Maintenance Training
 Ashe Substation

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4.3.10 Keep the Emergency Director informed on the status of the Exclusion Area Evacuation.

4.4 Security Supervisor Responsibilities

4.4.1 Coordinate with the Security Manager to direct a Security Officer to the ENOC assembly area, if established, to maintain order at the designated assembly area, and to relay messages or directions to evacuees.

4.4.2 Instruct the Security Officer at the assembly area to communicate on the Security area wide radio channel to help coordinate evacuee processing and relay messages.

4.4.3 Direct the mobile patrol to perform a visual check of evacuation progress within the Exclusion Area Boundary, including the Security Firing Range and that portion of the Owner Controlled Area outside the Exclusion Area boundary. Refer to Attachment 5.1.

4.5 Site Support Manager Responsibilities

4.5.1 Contact the FFTF Control Room and inform them of Exclusion Area evacuation PADs made by Energy Northwest.

4.6 Radiological Emergency Manager Responsibilities

4.6.1 Determine if an offsite release is in progress.

4.6.2 In the event of an Exclusion Area evacuation requiring personnel to report to the ENOC, dispatch an HPC staff member to set up the assembly area. Refer to PPM 13.7.5 for guidance regarding setup and operations of the ENOC assembly area.

4.6.3 At the time of evacuation, evacuees should be directed to report to the ENOC assembly area. Refer to Attachment 5.2 for site evacuation routes. This direction should include an evacuation route from the list below as appropriate.

- Primary: Route 4 South - This four lane road leads from the sites to Richland and is the main route from the sites.
- Alternate: Route 10 South - A two lane road (FFTF access road) connects Route 4 with Route 10 to Highway 240, then leads into Richland.
- Alternate: Route 4 South - A two lane road leads northwest from the site, intersecting with Highway 240 and Highway 24 to Yakima.
- Alternate: Route 2 South - A two lane road leading north from the sites, intersecting with Highway 240 and Highway 24 to Yakima.

4.6.4 If no offsite release is in progress at the time of evacuation, evacuees should be released from the Offsite Assembly Area to go home.

4.6.5 Contact the TSC Radiation Protection Manager (RPM) to coordinate the appropriate evacuation actions.

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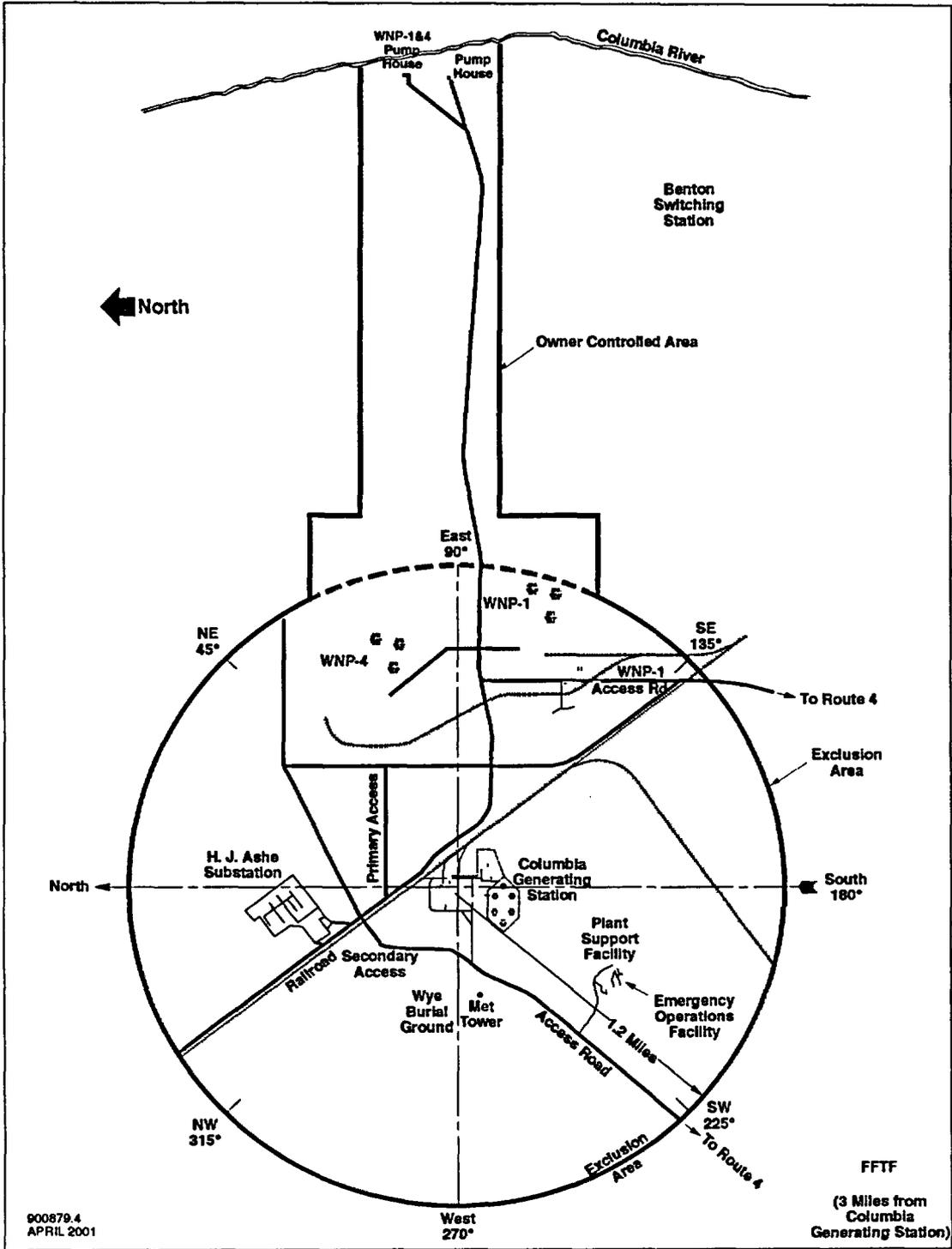
5.0 ATTACHMENTS

5.1 Exclusion Area Map

5.2 Evacuation Route Map

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EXCLUSION AREA MAP
Includes Owner Controlled Area

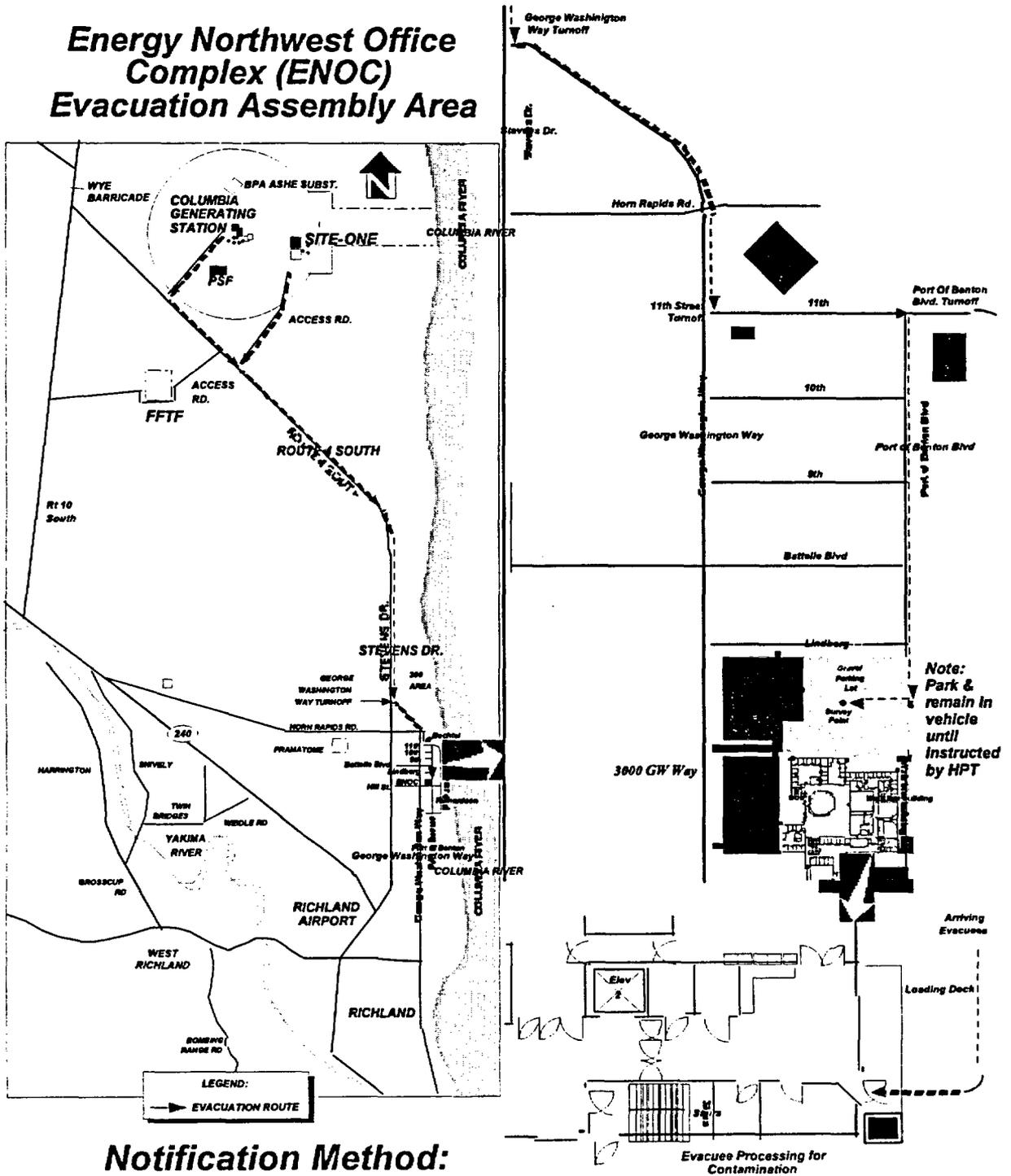


Attachment 5.1

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EVACUATION ROUTE MAP

Energy Northwest Office Complex (ENOC) Evacuation Assembly Area



- Notification Method:**
- Steady siren, or
 - Public address system, or
 - Telephone

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April 2001

Attachment 5.2

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13.10.7



USE CURRENT REVISION

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PLANT PROCEDURES MANUAL

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*13.10.7	SLS - Revision 19	09/09/03
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
PLANT EMERGENCY FACILITIES		
TITLE		
PLANT ADMINISTRATIVE MANAGER DUTIES		

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1.0 PURPOSE

This procedure describes the emergency responsibilities and duties of the Plant Administrative Manager in the Technical Support Center. These duties include administrative and logistical support in the procurement of critical supplies, equipment, and personnel scheduling for the plant emergency and recovery response. The Plant Administrative Manager will coordinate with the Emergency Operations Facility Site Support Manager for resources needed to support onsite emergency operations.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 2.0
- 2.2 PPM 13.13.4, After Action Reporting
- 2.3 PPM 13.14.1, Nearby Nuclear Facility Emergencies/Requests for Assistance
- 2.4 PPM 13.5.1, Localized and Protected Area Evacuation
- 2.5 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.6 PPM 13.10.3, Technical Manager and Staff Duties
- 2.7 PPM 13.11.3, Site Support Manager and Staff Duties
- 2.8 PPM 13.11.18, Information Coordinator Duties
- 2.9 Emergency Classification or Other Emergency Message, 26045
- 2.10 Columbia Generating Station Public Address Emergency Message Format - Protected Area Evacuation, 26050
- 2.11 Columbia Generating Station Public Address Emergency Message Format - Exclusion Area Evacuation, 26051
- 2.12 Emergency Response Log, 23895
- 2.13 Classification Notification Form, 24075
- 2.14 Technical Support Center (TSC) Briefing Guidelines, 25860
- 2.15 TSC Staffing Chart, 26062
- 2.16 Columbia Generating Station OSC Staffing Chart, 26063

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3.0 PROCEDURE

3.1 Plant Administrative Manager Responsibilities

- 3.1.1 Upon notification of an Alert, Site Area Emergency, or General Emergency, or if so directed, proceed to the Technical Support Center (TSC).
- 3.1.2 Log into TES and obtain dosimetry.
- 3.1.3 Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.
- 3.1.4 Enter your name on the TSC Accountability Log to establish manual Personnel Accountability.
- 3.1.5 Enter your name on the TSC staffing board in the space next to your emergency position.
- 3.1.6 If not already out, obtain the Plant Administrative Manager emergency response basket from the TSC Emergency Equipment Cabinet and ensure the Admin Support positions are appropriately staffed.
- 3.1.7 If you leave the TSC temporarily, inform the TSC Manager of your destination and approximate time of return. Note your destination on the TSC Personnel Accountability Log.
- 3.1.8 Obtain a briefing from the TSC Manager, the Technical Manager or the Operations Manager on the current status of the plant and the actions being taken to mitigate the emergency.
- 3.1.9 Assure early establishment of Center accountability by ensuring TSC personnel present key cards to the card reader, and manual accountability log is completed and personnel have signed in on the staffing chart. Using form 26062, designate extra responders as second shift personnel.
- 3.1.10 Determine if ERO personnel have been notified for all TSC and OSC positions:
 - Obtain the Dialogic printout available in the TSC Conference area.
 - Compare the list of individuals indicating they are responding to the positions listed on forms 26062, TSC Staffing Chart, and 26063, OSC Staffing Chart. If all positions are responding, inform the TSC Manager, EOF Manager, and the OSC Manager that personnel have been notified for all positions.

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- For unfilled positions, notify the TSC Manager and OSC Manager of positions which have not been contacted. Obtain a copy of the Emergency Phone Directory and begin contacting qualified responders for the open positions.

3.1.11 Manage the activities of the administrative support staff in the TSC to include the duties of TSC Personnel Accountability, Facsimile and Records Assistance, and TSC Phone Communications.

3.1.12 When directed by the TSC Manager, make emergency PA announcements in the plant and direct the Secondary Alarm Station Officer to make emergency announcements over maintenance and security radio channels per the steps on form 26045, Emergency Classification or Other Emergency Message.

- If PA announcements require an action to be taken, sound the Alerting Tone. If no action is required, omit the use of the Alerting Tone.
- PA announcements following emergency classifications should be made as soon as possible and should occur within about five minutes of the announcement in the TSC. Announcements should include the time of the classifications, a brief description for the classifications, and follow the format on form 26045.
- Update announcements should occur as directed by the TSC Manager and should include as a minimum hazardous areas to avoid, the classification, and evacuations until complete.

3.1.13 When notified of a Protected Area Evacuation, confer with the Radiation Protection Manager to determine evacuation route and make PA announcements.

- PA announcements for Protected Area evacuations should occur as soon as possible following announcements for the Site Area Emergency. At Site Area Emergency an evacuation of the Protected Area must take place to ensure accountability within 30 minutes of the PA announcement. The PA announcement should use form 26050, Columbia Generating Station Public Address Emergency Message Format - Protected Area Evacuation.

3.1.14 When notified of an Exclusion Area evacuation, confer with the RPM for appropriate actions to take. An Exclusion Area evacuation is an automatic action at Site Area Emergency.

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- PA announcements for Exclusion Area evacuation should occur as soon as possible following identification of the need to evacuate the Exclusion Area. PA announcements should use form 26051, Columbia Generating Station Public Address Emergency Message Format - Exclusion Area Evacuation.

3.1.15 Direct administrative staff to compile a TSC staffing report on form 26062 and an OSC staffing report on form 26063, and fax them to the Site Support Manager at the EOF.

3.1.16 Coordinate with the Site Support Manager in the Emergency Operations Facility (EOF) to:

- Call out the ERO for all emergency centers in the event of a simultaneous failure of the Dialogic autodialer system and the radio paging system, making it impossible to contact the ERO normally. Refer to the Part B Notification Checklist to summon the on call ERO team for each center.
- Establish relief schedules to provide continuous personnel support for the plant, as needed.
- Provide transportation, food, and other logistical support for plant emergency personnel.
- Arrange for required training of Energy Northwest or offsite agency personnel responding to support emergency or recovery operations.
- Obtain necessary offsite support services and equipment.
- Obtain assistance necessary for making offsite deliveries to the site.

3.1.17 If it becomes necessary for the TSC to initiate relief shift staffing, use the Emergency Manpower Schedule, (26094) to establish a relief shift schedule for two 12 hour shifts, with start times of 0600 and 1800 or other hours, as directed by the Emergency Director, at 24 hours duration. Establish three 12 hour shift staffing when additional staff becomes available.

Team B should be contacted to relieve Team A, Team C contacted to relieve Team B, Team D contacted to relieve Team C, and Team A contacted to relieve Team D.

Prior to contacting ERO members, determine from the Radiological Protection Manager and Security if any hazardous or security conditions require special response instructions to responding personnel. Consideration may need to be given for responding personnel to assemble at a remote location so that pool transportation or monitoring escort may be arranged.

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- **Maintain a projected 36 hour schedule until the emergency is terminated.**
- **Identify safe access routes to the plant.**
- **When it is determined that a shift change is required, activate the autodialer and initiate an on the fly message to the ERO using the Manpower Schedule Message (26095).**

CAUTION: If you initiate a scenario and a scenario is already running, select the STOP option from the menu to cancel the running scenario before you activate the new scenario.

- 1) **Dial 9-375-1809 when prompted by the Remote Activation Module. Enter the password and pound sign.**
 - 2) **Enter 1000 for the scenario number, and press the pound key. This will activate the pagers and phones.**
 - 3) **Read the prepared message on form 26095 when prompted. Press the pound key when done.**
 - 4) **Press "3" to start the scenario. Press the pound sign to end the call.**
- **Approximately two hours prior to shift change, initiate an informational announcement:**
 - 1) **Contact the autodialer at 9-375-1809. When prompted by the Remote Activation Module, enter the password and the pound sign.**
 - 2) **Enter 1010 for the scenario number, and press the pound key. This will not activate the pagers or phones.**
 - 3) **Record your announcement.**
 - 4) **Press "3" to start the scenario. Press the pound sign to end the call.**
 - **Review the final (one hour after start of notification) autodialer report for unfilled positions. If positions are unfilled, refer to the Emergency Phone Directory for qualified responders and contact them via the telephone.**

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- 3.1.18 As appropriate, ensure requests for procedure TCNs are reviewed and approved in accordance with plant procedure requirements, or approved by a Licensed Senior Reactor Operator in accordance with 10CFR50.54(x) requirements.
- 3.1.19 Arrange Plant Operations Committee (POC) meetings as necessary and ensure meeting records are included with the Final After Action Report.
- 3.1.20 When necessary, provide the necessary administrative support for procedure writing during reentry/recovery operations.
- 3.1.21 If prolonged emergency operations are anticipated or additional staff resources are needed, refer to the ERO Phone List located in the Emergency Phone Directory and determine what Emergency Response Organization (ERO) members are qualified to provide shift relief along with a home phone number where they can be reached.
- 3.1.22 When necessary, obtain the necessary equipment and personnel to provide administrative support for writing special procedures during emergency or recovery operations and coordinate procedures requiring prior NRC approval through the TSC Plant/NRC Liaison position.
- 3.1.23 Keep the TSC Manager briefed on the status of administrative support activities. Refer to the Plant Administrative Manager's portion of the Technical Support Center (TSC) Briefing Guidelines (25860) located in the TSC.
- 3.1.24 Refer incoming media calls to the Joint Information Center (JIC).
- 3.1.25 Upon shift change, fully brief your relief on duties, responsibilities and current status of work being performed.
- 3.1.26 Upon shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Collect the individual After Action Reports prepared by staff personnel.
 - c. Deliver all After Action Reports to the TSC Manager.
 - d. At termination of the event, provide the TSC Manager with administrative support in compiling TSC After Action Reports and developing a summary report of TSC performance.

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4.0 ATTACHMENTS

4.1 Technical Support Center Status Board/Information Coordinator

4.2 Technical Support Center Administrative Support Staff

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Duties of: Technical Support Center Status Board/Information Coordinator

Assignment Location: Technical Support Center

Report to: Plant Administrative Manager

Activation Level: Alert, or Higher Classification

Responsibilities

1. Log into TES and obtain dosimetry.
2. Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic personnel accountability.
3. Write your name on the TSC staffing board in the space next to your emergency position.
4. Enter your name on the TSC Accountability Log located in the divider in the table just inside the TSC.
5. Transmit and/or request data, as appropriate, per PPM 13.11.18 or at the direction of the TSC Manager.
6. Maintain assigned status board(s) that include, but are not limited to:
 - a. Significant events
 - b. Plant status
 - c. Emergency Classification
7. Retain a copy of plant status information forms you generate and attach them to your After Action Report.
8. Assist with other administrative duties as directed by TSC Manager or Plant Administrative Manager.
9. Refer incoming media calls to the Joint Information Center (JIC).
10. Upon shift change, fully brief your relief on responsibilities, duties, and the current status of work being performed.
11. Upon shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Deliver After Action Reports, and all logs to the Plant Administrative Manager.

Attachment 4.1

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Duties of: Technical Support Center Administrative Support Staff

Assignment Location: Technical Support Center

Report to: Plant Administrative Manager

Activation Level: Alert, or Higher Classification

Responsibilities

1. Log into TES and obtain dosimetry.
2. Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic personnel accountability.
3. Write your name on the TSC staffing board in the space next to your emergency position.
4. Enter your name on the TSC Accountability Log located in the divider in the table just inside the TSC.
 - a. After the TSC is staffed, check the log against the wall staffing board to ensure all TSC personnel have signed in at both locations.
5. Ensure the Emergency Response Supply Cabinet is open. If necessary, obtain the padlock key from the red key case on the side of the cabinet.
6. Obtain your Emergency Response position ID and an Emergency Phone Directory from the cabinet.
7. Advise the Plant Administrative Manager of your arrival and, if required, assist with preparing the TSC for activation.
8. Perform the following TSC Administrative Support Staff functions as necessary:

NOTE: Should delays be encountered in performing assigned duties because of heavy work activity, request additional assistance from the Plant Administrative Manager, or ask other TSC staff members to assist if they are able.

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a. TSC Personnel Accountability

- 1) Place the Personnel Accountability Log located on the Admin Support Staff desk on the table at the entrance to the TSC and ensure personnel entering the TSC enter their name on the form.
- 2) When necessary, direct TSC personnel to obtain temporary dosimetry or keycard into the TSC.
- 3) Ensure that TSC personnel leaving the TSC:
 - Obtain briefing from the RPM in the TSC on radiological conditions that affect areas or routes they will be in;
 - Are properly logged out, and logged in when they return.
- 4) If KI is taken by personnel in the TSC, record the action on the Accountability Log.

b. TSC Phone Assistance

- 1) Assist the TSC staff with incoming telephone traffic by answering phones when TSC members are not available. Take down basic information from callers or obtain a call back number.
- 2) If a phone message is received that contains information you deem important, announce it loudly so that impacted TSC staff are aware.

c. TSC Facsimile Assistance

- 1) Upon arrival, check the dedicated receive facsimile machine and ensure the toggle switch located on the fax is set to 207 (the dedicated fax number). Ensure that the correct time and date are set on both receive and send fax machines.
- 2) Make a copy of documents provided to you for faxing and return the original to the person requesting you to fax.
- 3) Log all incoming and outgoing faxes into the Fax Log Book located on your desk.
 - a) Number all incoming and outgoing faxes beginning with No.1 and write the documents log number in the upper right corner of the document.

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- 4) For outgoing faxes, attach the confirmation slip to the document and file.
- 5) For incoming faxes, log and make a copy for files, and route as addressed. If not addressed, deliver to the Plant Administrative Manager for routing directions.
- 6) For incoming CNFs, copy the:
 - TSC Manager
 - Operations Manager
 - Technical Manager
 - Maintenance Manager
 - Radiation Protection Manager
 - Plant Administrative Manager
 - Plant/NRC Liaison
 - Chemistry/Effluent Manager
 - TSC Information Coordinator
 - All NRC personnel, if present
- 7) Route outgoing fax messages as addressed or distributed in accordance with the Fax Outgoing Distribution Guide.
- 8) When a CNF is originated from the TSC by the TSC Manager, transmit it to the following agencies or emergency centers, using group dial feature, as appropriate:
 - Benton County EOC
 - Franklin County EOC
 - State of Washington EOC
 - DOE-RL
 - SCC
 - EOF
 - OSC
 - JIC

If the group dial feature fails to operate, send the fax to each location separately in the order listed above.

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d. TSC Records Assistance

- 1) Distribute copies of the Emergency Response Log (23895) for use by the TSC staff to record their emergency activities.
- 2) Perform record searches, retrievals, or other administrative support tasks at the request of the Plant Administrative Manager or TSC staff.

NOTE: All PPMs located in the TSC are Level One Controlled.

- 3) When required, inspect and provide verification for the most up to date revision of records/drawings required for TSC emergency operations. If copies are made from these procedures, initial and date the cover sheet in the upper right corner.
- 4) Perform other functions within the scope of administrative support duties as assigned by the Plant Administrative Manager.
- 5) Refer incoming calls to the Joint Information Center.
- 6) Upon shift change, brief your relief on your work responsibilities, duties, and the current status of work being performed.
- 7) Upon shift change or termination of the emergency:
 - Distribute copies of After Action Reports (Attachment 6.1 of PPM 13.13.4) to the TSC staff.
 - Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - Deliver your After Action Report, with pertinent logs attached, to the Plant Administrative Manager.

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13.10.8



USE CURRENT REVISION

COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER	APPROVED BY	DATE
*13.10.8	SLS - Revision 21	09/09/03
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
PLANT EMERGENCY FACILITIES		
TITLE		
SECURITY LIEUTENANT DUTIES		

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1.0 PURPOSE

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

2.0 REFERENCES

- 2.1 FSAR Chapter 13.3, Emergency Plan, Section 2
- 2.2 SPIP-SEC-27, Owner Controlled Security Area Emergency Evacuation
- 2.3 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.4 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.5 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.6 PPM 13.11.10, Security Manager Duties
- 2.7 PPM 13.13.4, After Action Reporting
- 2.8 PPM 13.14.1, Nearby Nuclear Facility Emergencies/Requests For Assistance
- 2.9 Emergency Center Accountability Log, 25691

3.0 PROCEDURE

3.1 Security Lieutenant Responsibilities

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

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3.1.5 Prior to EOF activation:

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

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

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

If an evacuation is necessary and the Security Manager is not yet available, determine whether an evacuation of plant personnel would put them at personal risk due to the security contingency, and then brief the Shift Manager.

3.1.7 At Alert or higher classifications:

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

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

- d. **Dispatch two security officers to the Joint Information Center (JIC) Support Manager to assist with JIC access control.**

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- e. Establish plant access roadblocks. If the South Powerplant Loop road is selected as an evacuation route, verify the roadblock officer has been dispatched to open Gate 1-8, the South Power Plant Loop vehicle gate. Advise Security Officers to:
- Admit personnel with identification of employment with the Energy Northwest, BPA, DOE, Benton or Franklin Counties, State of Washington, NRC, FEMA, FBI and Coast Guard.
 - Obtain permission to admit others from the Security Manager or designee.
 - When known, advise persons they admit of special instructions for safe routes or avoiding hazardous areas in the area of the plant.

- 3.1.8 When advised by the TSC Manager that offsite emergency personnel have been requested to respond to the plant site, advise the Secondary Alarm Station (SAS) of the impending arrival.
- 3.1.9 If Protected Area evacuation, or Site 1 evacuation or an Exclusion Area evacuation is directed, implement PPM 13.5.1 and 13.5.3 actions.
- a. Direct the Security Officer to instruct arriving evacuees to record their arrival on the Emergency Center Accountability Log (25691).
- 3.1.10 Periodically consult with the Security Manager to ensure roadblocks are in safe locations.
- 3.1.11 If directed by the Radiation Protection Manager or Radiological Emergency Manager to shelter or administer a thyroid-blocking agent, take the following actions:
- a. If sheltering has been ordered, direct Security Force Officers to move inside established structures, or use vehicles for sheltering if structures are not available.
- b. If thyroid-blocking agent (KI) is recommended or if respirators are required, delegate an officer to obtain a sufficient amount of KI from storage and distribute to Security Force Officers. Distribute to Security personnel within protected area first.

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- 3.1.12** **When evacuation is ordered:**
- a.** **Notify the Security Manager at the EOF (if activated) of plant security evacuation and set up additional roadblocks or a security perimeter.**
 - b.** **If the Security Manager is not activated, refer to SPIP-SEC-27, and consult with the Radiation Protection Manager to determine if relocation of roadblocks and a security perimeter is necessary.**
 - c.** **Direct movements of security officers to establish the new security perimeter and/or roadblocks.**
 - d.** **Direct evacuees, and those evacuees that may be contaminated, to report to the assembly area for accountability and personnel monitoring. When the Emergency Center Accountability Log (25691) is completed at the assembly area, forward it to the Manpower Scheduler in the EOF.**
 - e.** **Direct that the security perimeter not allow anyone access to the plant unless they are listed on the authorized plant access list provided to you for the event.**
 - f.** **Instruct Security Officers at the roadblocks to direct persons coming from the plant to proceed to the designated assembly area for monitoring and decontamination, as necessary.**
- 3.1.13** **Keep the Security Manager and Security Sergeant informed of developing events.**
- 3.1.14.** **Provide the OSC Manager, Security Manager, and TSC Administrative Manager with periodic briefings on specific security contingency events that may influence the movement of Plant emergency personnel within Protected Area of the Plant.**
- 3.1.15** **Advise the OSC Manager, Security Manager, and the TSC Plant Administrative Manager of evacuation and accountability status.**
- 3.1.16** **Refer incoming media calls to the Joint Information Center.**
- 3.1.17** **Upon shift change, brief your relief on responsibilities, duties and current status of security actions being taken.**

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3.1.18 Upon termination of the emergency:

- a. Direct CAS to deactivate the emergency card readers by locking GROUP 10.
- b. Prepare individual After Action Report. Refer to PPM 13.13.4.
- c. Reestablish a normal security perimeter.
- d. Resume routine security operations.

4.0 ATTACHMENTS

None

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13.11.3



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**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

PROCEDURE NUMBER *13.11.3	APPROVED BY SLS - Revision 22	DATE 09/09/03
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION EMERGENCY OPERATIONS FACILITY		
TITLE SITE SUPPORT MANAGER AND STAFF DUTIES		

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1.0 PURPOSE

This procedure describes responsibilities and duties of the Site Support Manager. The Site Support Manager provides support to the plant and secures assistance and supplies during the emergency and recovery phases. The Site Support Manager supervises the EOF Information Coordinator, the Telecommunications Manager, Manpower Scheduler, and the EOF Admin Support Staff.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 4.4.2.2
- 2.2 OER SIL324R6, BWR Emergency Support Program
- 2.3 PPM 13.4.1, Emergency Notifications
- 2.4 PPM 13.5.3, Evacuation of Exclusion Area and/or Nearby Facilities
- 2.5 PPM 13.11.18, Information Coordinator Duties
- 2.6 PPM 13.13.4, After Action Reporting
- 2.7 Emergency Response Log, Form 23895
- 2.8 Classification Notification Form, Form 24075
- 2.9 EOF Staffing and Organization Chart, Form 26061
- 2.10 Emergency Manpower Schedule, Form 26094
- 2.11 Manpower Schedule Message, Form 26095

3.0 PROCEDURE

3.1 Site Support Manager Duties

- 3.1.1 Report to the EOF when notified of an Alert, Site Area or General Emergency, or if directed.
- 3.1.2 Notify the EOF Manager of your availability.
- 3.1.3 Maintain an Emergency Response Log (23895) of the actions you take.

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- 3.1.4 Determine if ERO personnel have been notified for all EOF positions:
- Obtain the Dialogic printout available in the Logistics Area.
 - Compare the list of individuals indicating they are responding to the positions listed on the EOF Staffing Chart. If all positions are responding, inform the EOF Manager that personnel have been notified for all EOF positions.
 - For unfilled positions, obtain a copy of the Emergency Phone Directory and begin contacting qualified responders for the open positions. Notify the EOF Manager of any positions which cannot be contacted.
- 3.1.5 In the event of a simultaneous failure of the Dialogic autodialer and the radio paging system, direct the Manpower Scheduler to coordinate with the TSC Plant Admin Manager to call out the ERO using the Part B Notification Checklist to summon the on call ERO team for each center.
- 3.1.6 Ensure that the Significant Events Status Board and other appropriate displays such as the classification, plant status, and Emergency Classification/Protective Action Status display are maintained by the Information Coordinator.
- 3.1.7 As personnel arrive for center activation, complete an EOF Staffing and Organization Chart (26061) for all first shift responders. Complete a second staffing chart for second shift Essential personnel. Distribute copies to EOF Managers.
- 3.1.8 Compile a copy of staffing and organization charts received from the JIC, TSC and OSC and forward them to the Manpower Scheduler.
- NOTE:** All requests for outside assistance must first be approved by the Emergency Director.
- 3.1.9 Obtain outside assistance, equipment or personnel as directed by the Emergency Director. Coordinate deliveries with the Security Manager and the Radiological Emergency Manager.
- 3.1.10 Assign and supervise administrative support staff as they arrive.
- 3.1.11 If evacuees in the Exclusion Area need transportation, coordinate with the Plant Admin Manager in the TSC to make a public address announcement to direct the evacuees to the appropriate assembly area.
- a. Arrange transportation for evacuation of personnel in the Exclusion Area, if needed. Confer with the Security Manager and Radiological Emergency Manager to determine an assembly area for Exclusion Area

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evacuees needing transportation.

b. Keys for a vehicle pool van are located in the field team cabinet for use during evacuations.

3.1.12 If the state or county is not represented at the EOF, request the State and County Liaison to obtain information on county response actions from the Energy Northwest representative at the Washington State, Benton, and Franklin County Emergency Operations Centers (EOC).

3.1.13 Contact the Security Communications Center (SCC) Duty Officer and assume responsibility for making the Part C Notifications in accordance with PPM 13.4.1.

Make the Part C notifications as required for the appropriate event classifications by providing information on items 2-6 on the CNF, as requested (phone numbers are located in the Emergency Phone Directory under Offsite Notification Checklist).

NOTE: The SCC provides Part C notifications of plant emergency classification levels until relieved of this responsibility.

3.1.14 Keep the EOF Manager informed of offsite agencies' decisions, requests, and offers of assistance that are brought to your attention.

3.1.15 When the Exclusion Area is evacuated, contact the FFTF Control Room and inform them of this action. This is a courtesy call and no action is required of FFTF at this time. Refer to the Emergency Phone Directory, Offsite Agency tab, for the phone number.

3.1.16 At General Emergency, recommend an airspace or airport closure request with the Federal Aviation Administration (FAA), Attachment 4.4.

a. Copy the completed Attachment 4.4 airspace closure request form and provide it per the distribution list on the Attachment.

b. If airspace or airport closure occurs, and you become aware that aircraft providing support for emergency operations may need airspace or airport access, request exceptions with the FAA.

3.1.17 Support EOF briefings per Attachment 4.5.

3.1.18 Coordinate the obtaining of resources needed to support emergency operations that include, but are not limited to:

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NOTE: The on call procurement person should be contacted to assist with procurement and purchasing services. Refer to the Emergency Phone Directory for the roster.

- a. Administrative services and equipment
 - b. Accommodations and transportation for responding offsite personnel, including GE personnel responding to the site under the BWR Emergency Support Program.
 - c. Finance and purchasing services
 - d. Commissary services
 - e. Emergency Response Organization shift relief (for prolonged emergencies)
 - f. Labor Relations or Human Resources services
 - g. Legal or insurance services
 - h. Facility Services
- 3.1.19 Coordinate with the Plant Administrative Manager on providing personnel, equipment, training, or other administrative resource support for the plant staff.
- 3.1.20 Coordinate delivery of food and other services with the Security Manager, Radiological Emergency Manager, and the JIC Support Manager.
- 3.1.21 Discuss relief shift scheduling with the Emergency Director, and arrange for Emergency Response Organization (ERO) relief staffing, if necessary, according to instructions outlined in Attachment 4.1.
- 3.1.22 When preparing to enter the recovery phase, compile the recovery action lists developed by the TSC and OSC, which identify short and long term recovery items. Forward these action lists to the EOF Manager for input into the master recovery plan.
- 3.1.23 Refer any calls from the media to the Joint Information Center.
- 3.1.24 Brief your relief on items of note that happened during your shift and on status of ongoing work.
- 3.1.25 Upon shift change or termination of the emergency:
- a. Prepare an individual after action report. Refer to PPM 13.13.4.
 - b. Collect the individual after action reports prepared by staff personnel.

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c. Deliver all individual after action reports and Emergency Response Logs to the Assistant EOF Manager.

3.1.26 Participate as a member of the After Action Report Committee chaired by the Assistant EOF Manager when required.

4.0 ATTACHMENTS

4.1 Manpower Scheduler Duties

4.2 EOF Administrative Support Staff Duties

4.3 Telecommunications Manager Duties

4.4 General Emergency Airspace or Airport Closure Request

4.5 Site Support Manager Briefing Guidelines

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Duties of: Manpower Scheduler
Assigned Location: Emergency Operations Facility (EOF)
Report To: Site Support Manager
Activation Level: Alert, or Higher Classification

Responsibilities

1. On arrival at the EOF, sign in on the staffing board and report your availability to the Site Support Manager.
 2. Maintain an Emergency Response Log (23895) of the actions you take.
 3. Assist the Site Support Manager with preparing an EOF Staffing and Organization Chart for for all first shift responders. Complete a second staffing chart for second shift Essential personnel. Obtain completed charts from other emergency centers, and compiling charts for distribution to EOF Managers. Distribute completed EOF staffing charts to the TSC, OSC, and JIC.
 4. Assist the Site Support Manager with contacting and obtaining resources to support the Emergency Response Organization (ERO).
 5. Fill open positions in the emergency centers by contacting qualified individuals.
 - A. Refer to the Emergency Phone Directory, Part B Notifications section. This should be behind a tab titled, "ERO".
 - B. Locate the applicable emergency center position for qualified individuals' phone and pager numbers.
 - C. Confirm the individual contacted meets fitness for duty requirements.
 6. When directed by the Site Support Manager, initiate actions for staffing relief shifts.
- NOTE:** Plant Operations and Security are on rotating schedules. Additional ERO positions will be coordinated by Operations and Security management.
7. In the event of a simultaneous failure of the Dialogic autodialer and radio paging system, and when directed by the Site Support Manager, coordinate with the TSC Plant Admin Manager to call out the ERO using the Part B Notification Checklist to summon the on call ERO team for each center.

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8. Contact the REM to:

- Identify safe access routes to the plant.
- When it is determined that a shift change is required, activate the autodialer at 9-375-1809 and initiate an on the fly message to the ERO using the Manpower Schedule Message (26171), and the following instructions:

CAUTION: If you initiate a scenario and a scenario is already running, select the STOP option from the menu to cancel the running scenario before you activate the new scenario.

Team B should be contacted to relieve Team A, Team C contacted to relieve Team B, Team D contacted to relieve Team C, and Team A contacted to relieve Team D.

- a) Call the autodialer at 375-1809. When prompted by the Remote Activation Module, enter INFO (4636) as the password and the pound sign.
 - b) Enter 1000 for the scenario number, and press the pound key. This will activate the pagers and phones.
 - c) Read the prepared message on form 26171 when prompted. Press the pound key when done.
 - d) The dialer will prompt you for verification.
9. Approximately two hours prior to shift change, initiate an informational announcement (scenario 1010).
- a) Prior to contacting ERO members, determine from the Radiological Emergency Manager (REM) and Security Manager if any hazardous or security conditions require special response instructions to responding personnel. Consideration may need to be given for responding personnel to assemble at a remote location so that pool transportation or monitoring escort may be arranged.
 - b) Contact the autodialer at 9-375-1809. When prompted by the Remote Activation Module, enter the password (INFO) and the pound sign.
 - c) Enter 1010 for the scenario number, and press the pound key. This will not activate the pagers or phones.
 - d) Record your announcement.
 - e) The dialer will prompt you for verification.

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10. Review the final (one hour after the start of notification) autodialer report for unfilled positions. If positions are unfilled, refer to the Emergency Phone Directory for qualified responders and contact them via the telephone.
11. Notify the Site Support Manager or the JIC Support Manger, as appropriate, of any ERO positions you are unable to fill.
12. Furnish a copy of the compiled list of relief/supplemental staff to center managers.
13. When contacted with requests for information about employees involved with the emergency:
 - Take a call back number and message, and forward the message and number to the individual.
 - Refer to the Emergency Phone Directory for individual center assignment and phone number.
 - Refer emergency messages to personnel as needed.
 - Refer to the autodialer report to determine ERO personnel present.
14. Refer any calls from the media to the Joint Information Center (372-5100).
15. Brief your relief on items of note that happened during your shift and on status of ongoing work.
16. On shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Deliver all After Action Reports and logs to the Site Support Manager.

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Duties of: EOF Administrative Support Staff

Assigned Location: Emergency Operations Facility EOF

Report To: Site Support Manager

Activation Level: Alert, or Higher Classification

Responsibilities

1. On arrival at the EOF, sign in on the staffing board and advise the Site Support Manager of your availability.
2. As necessary, assist with preparing the EOF for operations and answer phones for EOF staff that have not arrived. Take down basic information from callers or get a number for the EOF staff member to call back.
3. Check the EOF facsimile machines to ensure power is on and the date and time is correctly set. Set facsimile time with the EOF's 24-hour clock time.
4. Install batteries in the Crash phone headsets and distribute to positions around the horseshoe area.
5. Check operability of cordless microphones and distribute the primary microphone to the EOF Manager, and the backup to the Information Coordinator.
6. Distribute the position supply baskets from the cabinet to their locations.
7. Make a copy of PPM 13.11.3, Site Support Manager and Staff Duties, and distribute the attachments to the Manpower Scheduler and Admin Support Staff.
8. Make a copy of PPM 13.11.18 for the EOF Information Coordinator.
9. Perform general support tasks for EOF staff which includes:
 - a. Take or deliver messages, or assist with log keeping.

NOTE: Emergency center staffing and organization charts that identify the ERO positions and the personnel staffing those positions can be obtained from the Site Support Manager.

- b. Provide facsimile transmittal and EOF distribution services for emergency-related documents.
- c. During drills, stamp all outgoing documents with "Drill Use" prior to distribution or faxing.

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- 1) When you receive a Classification Notification Form (CNF) (24075) that is originated by the EOF, transmit the CNF using the group dial according to the distribution list located at the facsimile machine or obtain direction from the Site Support Manager.
- 2) Notify the Site Support Manager immediately if there are any malfunctions or other delays in transmitting the CNF.
- 3) For all other document transmittals or distributions, ask for direction from the Site Support Manager if needed.
- 4) Retain all originals of facsimile documents, with facsimile activity reports.
- 5) Maintain a log of incoming and outgoing facsimile documents by sequential number and description.

c. Locate and replenish EOF office supplies

NOTE: If you must leave the EOF area of the Kootenai Building to obtain supplies, check with the Radiological Emergency Manager (REM) first to obtain information on any hazardous areas to avoid.

d. Provide duplicating services.

e. Verify or duplicate procedures for EOF staff use.

NOTE: Volume 13 Plant Procedure Manuals (PPMs) located in the EOF procedure bookcase on the south wall are Level 1 Control copies. EOF Library PPM manuals are Level 2 Control. Before use, they must be verified using Passport Document Management System or verified from a Level 1 source such as the TSC or Control Room.

f. Assist with distributing food or beverage services to EOF personnel.

g. Assist with calls to ERO relief/supplemental personnel if requested.

NOTE: An ERO Phone Directory which lists home phone numbers for ERO personnel and an Energy Northwest Directory containing work phone numbers are included in the Emergency Phone Directories.

10. Refer any calls from the Media to the Joint Information Center (JIC).

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11. Provide administrative assistance to EOF PIO as requested.
12. On shift change or termination of the event:
 - a. Brief your relief on items of note that happened during your shift and on status of ongoing work.
 - b. Prepare an After Action Report. Refer to PPM 13.13.4.
 - c. Deliver your After Action Report and any logs to the Site Support Manager.
13. At event termination, assist with collating EOF staff after action documentation and returning the EOF to ready configuration.

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Duties of: Telecommunications Manager

Assigned Location: Emergency Operations Facility EOF

Report To: Site Support Manager

Activation Level: Alert, or Higher Classification

Responsibilities

1. On arrival at the EOF, sign in on the staffing board and advise the Site Support Manager of your availability.
2. Maintain a chronology of significant events, actions, or problems and resolutions on an Emergency Response Log, 23895.
3. Monitor telecommunication problem calls and assign technicians to correct system problems.
4. Prioritize work assignments to assure that maintenance or repair of communication systems described in Section 6 of the Columbia Generating Station Emergency Plan are provided for first.
9. Prior to dispatching telecommunications personnel to the Plant, contact the Radiological Emergency Manager (REM), to determine safe approach routes, and the need for protective clothing.
10. Direct personnel you dispatch to the Plant to notify Operations Support Center (OSC) of their arrival for accountability purposes.
11. Refer any calls from the Media to the Joint Information Center (JIC).
8. On shift change or termination of the event:
 - a. Brief your relief on items of note that happened during your shift and on status of ongoing work.
 - b. Prepare an After Action Report. Refer to PPM 13.13.4.
 - c. Deliver your After Action Report and any logs to the Site Support Manager.

Attachment 4.3

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GENERAL EMERGENCY
TEMPORARY FLIGHT RESTRICTION (TFR) REQUEST

Call the Auburn office of the FAA (Refer to Emergency Telephone Directory for current number) and make a statement similar to the following:

I am _____ of the Energy Northwest Emergency Operations Facility staff. Emergency conditions exist at Columbia Generating Station on the Hanford Reservation. We are releasing (expect to release) radioactive gas to the atmosphere. Accordingly, we recommend that the airspace for 10 miles around the Pasco approach vector (Pasco 305 radial, 18 DME, surface to 5,000 feet above mean sea level) be closed for unauthorized aircraft.

At the present time the plume is (or expected to be) located at: _____

(Obtain plume direction and distance from REM)

Restrictions:

- This is expected to infringe upon the approaches to the Richland Airport, therefore, operations should not be authorized for Richland Airport.
- This is not expected to infringe upon the approaches to the Richland Airport, therefore, operations should be authorized for Richland Airport.

NOTE: If Richland airport closure is authorized, you may need to call FAA for authorization to land (or take off) aircraft bringing outside responders, or conducting aerial monitoring activity. FAA will need to know the aircraft's identification and arrival (or departure) time for each instance.

This is not expected to infringe on the Pasco Airport or responding emergency support personnel.

I may be reached at (509) (_ _) if you need further information verification, or if someone wishes to request authorization into the area.

CALL COMPLETED BY: _____ DATE: _____ TIME: _____

Copy & distribute to the following EOF personnel:

Radiological Emergency Manager
Security Manager
Benton County Representative
Franklin County Representative
DOE Representative

Comments: _____

Attachment 4.4

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SITE SUPPORT MANAGER BRIEFING GUIDELINES

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

Site Support Manager update items:

- a. Status of administrative and logistics support being provided (administrative supplies, copy machines, facsimiles, etc.).
- b. Status of coordinating offsite agency personnel/equipment response.
- c. Status of relief shift or meal scheduling (if applicable).
- d. Problem areas needing resolution.
- e. NRC counterpart status report (if present).

Notes: _____

Attachment 4.5

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DATE: 09/09/03

EDITORIAL

13.5.7



13.5.7

 ENERGY NORTHWEST People • Vision • Solutions		USE CURRENT REVISION
COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL		
PROCEDURE NUMBER	APPROVED BY	DATE
*13.5.7	JEW - Revision 0	05/10/02
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
EVACUATION AND ACCOUNTABILITY		
TITLE		
DESIGNATED SITE ONE AUTHORITY DUTIES		

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- Close the egress gate but do not lock it. Leave the site.
- Notify the Security Officer at the roadblock that personnel on Site One have evacuated.
- Inform the Site One Manager, fill out an After Action Report per PPM 13.13.4, and forward to the Supervisor, Emergency Preparedness giving details of any required emergency actions.

b. Normal Duties (Weekends and Off Fridays)

1) Upon assuming the Monitor duties:

- Read the turnover information from a qualified DSA which should include a list and location of expected activities for the weekend and off Friday, as applicable. On weekends the turnover will be in the Site One Monitor log.
- Contact the SCC upon assumption of duties and determine if they have a list of current site occupants.

2) Conduct a phone check with the SCC every four hours or as directed by management.

3) Log in personnel arriving at the site, include names and locations, and log out personnel leaving the site.

4) Perform a sweep at anytime prior to leaving the site. Notify SCC when leaving the site.

5) Maintain a log of all gate and entrance related activities.

c. Normal Workdays, Morning

1) A qualified Site One Monitor is authorized to open the access gate at the beginning of each workday. This Site One Monitor shall perform the Normal Duties as described above and shall remain at the gate logging personnel entering and exiting Site One until a qualified DSA arrives on site

d. Normal Workdays, Evening

1) Shut and lock the gate and perform a sweep while monitoring for activity trying to exit the site. When the site is cleared of personnel, lock the gate and leave. Alternatively, another qualified Site One Monitor, DSA, or Security Officer may monitor or perform a sweep while the other performs the sweep or remains at the gate. Tenants may be asked to call and verify their exit time. If all tenants are offsite earlier than the scheduled

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