31674998

EMERGENCY MANAGEMENT PLAN

FOR

MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W PROCEDURES

FIXED NUCLEAR FACILITIES RESPONSE

RADIOLOGICAL EMERGENCY PREPAREDNESS (REP) PLAN

(SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION)

A045

Rec'd w/out ltr
12/01/2003

Distribution Transmittal/Acknowledgement

Station Number :   1078
Station Level :   2
Station Location :   MAILOUT
Station Name :   NUCLEAR REGULATORY COMMISSION
Station Description :   NRC PUBLIC DOCUMENT DESK, 1 WHITE FLINT NORTH 11555
Transmittal Number :   ROCKVILLE PIKE ROCKVILLE, MD 20852-2738
Distribution Date :   TR0300004240
       11/24/2003

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Document No/Amend No	Unit	Sheet	Rev	Sub/ Supp	Sec Class	Media	Copy	Instructions
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								REVISED
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ANNEX W PROC-10			5		U	8X11	1	DESTROY
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ANNEX W PROC-11			5		U	8X11	1	DESTROY
								REVISED
ANNEX W PROC-11			6		U	8X11	1	INSERT
ANNEX W PROC-12			5		U	8X11	1	DESTROY
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ANNEX W PROC-12			6		U	8X11	1	INSERT
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STPEGS Mailing Address

STPEGS
RMS/NSC
P.O. Box 289
Wadsworth, Texas 77483

"This report is SQA level 2 per 0PGP07-ZA-0014"

Distribution Transmittal/Acknowledgement

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ANNEX W PROC-23			5		U	8X11	1	INSERT
ANNEX W PROC-42			8		U	8X11	1	DESTROY
								REVISED
ANNEX W PROC-42			9		U	8X11	1	INSERT
ANNEX W PROC-50			6		U	8X11	1	DESTROY
								REVISED
ANNEX W PROC-50			7		U	8X11	1	INSERT
ANNEX W PROC-60			4		U	8X11	1	DESTROY
								REVISED
ANNEX W PROC-60			5		U	8X11	1	INSERT
ANNEX W PROC-61			5		U	8X11	1	DESTROY
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ANNEX W PROC-61			6		U	8X11	1	INSERT

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31675002

Jurisdiction/Agency	Control Number	Number of Copies
Amateur Radio Emergency Services	069	1
American Red Cross, Matagorda County Chapter	691	1
Bay City		
Emergency Coordination Center	1119	1
Mayor	683	1
Police Department	644	1
Public Library		
Bay City	060	1
Matagorda Branch	116	1
Sargent Branch	117	1
Public Works Director	696	1
Celanese	042	1
Emergency Medical Services		
Gulf Coast Emergency Medical Service	698	1
Equistar	101	1
FEMA		
Headquarters	014	1
Region VI, Denton, Texas	071	10
Independent School Districts ISD		
Bay City Independent School District, Central Office	701	1
Bay City Independent School District, Transportation Director	685	1
Matagorda Independent School District	686	1

ANNEX W PROCEDURES
DISTRIBUTION LIST
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Jurisdiction/Agency	Control Number	Number of Copies
Independent School Districts ISD (continued)		
Palacios Independent School District	688	1
Tidehaven Independent School District	687	1
Van Vleck Independent School District	072	1
Van Vleck Independent School District, Transportation Director	073	1
Joint Information Center - Matagorda Hotel	378	1
KZRC Radio	737	1
KMKS Radio	692	1
Matagorda County		
Clerk's Office	090	1
County Judge	682	1
Emergency Operations Center	645	1
Environmental Health	699	1
Hospital District		
Matagorda General Hospital	667	1
Office of Emergency Management	046	1
Palacios Community Medical Center	937	1
Precinct Commissioners		
Precinct 1	066	1
Precinct 2	051	1
Precinct 3	040	1
Precinct 4	096	1

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DISTRIBUTION LIST
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Public Information Officer	106	1
Sheriff	1039	1
Palacios		
City Administrator	684	1
Police Department	647	1
Public Library	112	1
State of Texas		
Bureau of Radiation Control	367	1
Department of Public Safety, Pierce, Texas	360	1
Division of Emergency Management, State EOC	571	1
STP Nuclear Operating Company		
Emergency Operations Facility	016	1
Emergency Response Division	205/770	2
Nuclear Support Center Library	900	1
MOF Library	999	1
Records Management Systems	FDC	1
United States Nuclear Regulatory Commission		
USNRC Public Document Desk, Washington D.C.	1078	1
USNRC, Operations Center	1079	1
USNRC, Region IV	564	1
USNRC Public Document Room, Wharton County Junior College	114	1
Volunteer Fire Departments of Matagorda County		
Bay City Volunteer Fire Department	082	1
Blessing Volunteer Fire Department	064	1

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ANNEX W PROCEDURES
DISTRIBUTION LIST
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Jurisdiction/Agency	Control Number	Number of Copies
Volunteer Fire Department of Matagorda County (continued)		
Collegeport Volunteer Fire Department	050	1
Markham Volunteer Fire Department	047	1
Matagorda Volunteer Fire Department	689	1
Midfield Volunteer Fire Department	058	1
Palacios Volunteer Fire Department	690	1
Sargent Volunteer Fire Department	067	1
Selkirk Volunteer Fire Department	293	1
Tres Palacios Oaks Volunteer Fire Department	084	1
Van Vleck Volunteer Fire Department	074	1
Wadsworth Volunteer Fire Department	038	1
TOTAL		74

_/31675004_

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W PROCEDURES
FIXED NUCLEAR FACILITIES RESPONSE

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MATAGORDA COUNTY, BAY CITY, AND PALACIOS

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(Annex W) RADIOLOGICAL EMERGENCY PLAN (REP) PROCEDURES FOR Rev 8
MATAGORDA COUNTY, BAY CITY AND PALACIOS

November 21, 2003

GENERAL REVISIONS:

Changed KIOX 96.9 FM and KXGJ 107.1 FM to KZRC 92.5 FM
Grammatical Changes, Corrections, etc.
Changed effective date for revised procedures to 11/21/03

PROCEDURE NUMBER/ REVISION NUMBER	CHANGE NUMBER	DESCRIPTION OF PROCEDURAL CHANGE (Provide general verbal description of change (reference paragraph, attachment number, page number, etc., as necessary.)	REASON FOR CHANGE (Administrative, Procedural Change, Procedural Enhancement, Regulatory (e.g., ARCA, FEMA Recommendations, etc.), New Criteria, Other)
10/6	1.	Revised Attachment 4, Request For Emergency Declaration.	Updated Attachment 4 to bring the request form in compliance with the Division of Emergency Management requirements.
10/6	2.	Revised Attachment 5, Declaration of Local Disaster (County).	Updated Attachment 5 to bring the declaration form in compliance with the Division of Emergency Management requirements.
10/6	3.	Minor revisions to the Initial Emergency Operations briefing sheet.	Minor housekeeping revisions to the briefing sheet (post drill comment).

SUMMARY OF CHANGES FOR THE EMERGENCY MANAGEMENT PLAN (Annex W) RADIOLOGICAL EMERGENCY PLAN (REP) PROCEDURES FOR MATAGORDA COUNTY, BAY CITY AND PALACIOS

PROCEDURE NUMBER/ REVISION NUMBER	CHANGE NUMBER	DESCRIPTION OF PROCEDURAL CHANGE (Provide general verbal description of change (reference paragraph, attachment number, page number, etc., as necessary.)	REASON FOR CHANGE (Administrative, Procedural Change, Procedural Enhancement, Regulatory (e.g., ARCA, FEMA Recommendations, etc.), New Criteria, Other)
11/6	1.	Revised Step to ensure the EMC contacts the Deputy EOF Director or consults with the STPEGS Liaison to receive current plant status.	Updated procedure to reflect changes to the communication pathway for current plant status.
11/6	2.	Deleted STPEGS from step to contact local industry for updates of plant status.	Deleted STPEGS from step to eliminate duplication of plant communication.
11/6	3.	Revised step to verify EAS message issuance by local designated radio stations via PIO staff or EOC support staff.	Reworked step to reflect the changing responsibilities as requested in the post drill critique.
11/6	4.	Deleted step from procedure relating to condensing EAS message into an announcement or notice then transmitting to the two local Mayors.	Bay City and Palacios are permanently located in the EOC and receive EAS messages through the internal distribution system.
11/6	5.	Added wording to the step to provide examples, (e.g., TCPs, bus drivers, etc.) of specific briefings.	Clarified step based on a post drill comment providing examples of emergency workers requiring mission and radiological briefings prior to deployment.

SUMMARY OF CHANGES FOR THE EMERGENCY MANAGEMENT PLAN (Annex W) RADIOLOGICAL EMERGENCY PLAN (REP) PROCEDURES FOR MATAGORDA COUNTY, BAY CITY AND PALACIOS

PROCEDURE NUMBER/ REVISION NUMBER	CHANGE NUMBER	DESCRIPTION OF PROCEDURAL CHANGE (Provide general verbal description of change (reference paragraph, attachment number, page number, etc., as necessary.)	REASON FOR CHANGE (Administrative, Procedural Change, Procedural Enhancement, Regulatory (e.g., ARCA, FEMA Recommendations, etc.), New Criteria, Other)
11/6	6.	Revised step to identify the "special needs" population.	Revised step to accurately reflect the current terminology.
11/6	7.	Revised briefing sheet.	Updated briefing sheet to reflect post drill comment.
12/6	1.	Deleted step from Attachment 1, EOC Administrative Assistant Checklist.	Deleted step from checklist to reflect changing responsibilities. The EOC assistant is no longer responsible for providing special needs list to the ARC.
13/6	1.	Updated the Emergency Operations Center (EOC) floor plan.	Changed floor plan to reflect updates to the seating locations and phone line set-ups.
20/5	1.	Changed KIOX 96.9 FM and KXGJ 107.1 FM to KZRC 92.5 FM	(see above) Generic Changes
22/6	1.	Changed KIOX 96.9 FM and KXGJ 107.1 FM to KZRC 92.5 FM	(see above) Generic Changes
23/5	1.	Changed step from alpha code to numeric code.	STPEGS Quality Assurance Audit comment.

SUMMARY OF CHANGES FOR THE EMERGENCY MANAGEMENT PLAN (Annex W) RADIOLOGICAL EMERGENCY PLAN (REP) PROCEDURES FOR MATAGORDA COUNTY, BAY CITY AND PALACIOS

PROCEDURE NUMBER/ REVISION NUMBER	CHANGE NUMBER	DESCRIPTION OF PROCEDURAL CHANGE (Provide general verbal description of change (reference paragraph, attachment number, page number, etc., as necessary.)	REASON FOR CHANGE (Administrative, Procedural Change, Procedural Enhancement, Regulatory (e.g., ARCA, FEMA Recommendations, etc.), New Criteria, Other)
23/5	2.	Revised siren codes from alpha to numeric code.	STPEGS Quality Assurance Audit comment.
42/9	1.	Changed Potassium Iodide (KI) description and directions administering the drug.	A new vendor is now supplying Potassium Iodide (KI) to STP and Matagorda County. The dosage and packaging is different requiring changes to the procedure.
50/7	1.	Added Tidehaven Jr. High and Tidehaven High school to the Alert and Site Area Emergency procedures. The procedure only referred to Matagorda ISD and Tidehaven ISD.	Clarified Alert and Site Area Emergency steps to ensure the Transportation Coordinator recognizes only Tidehaven Jr. High and Tidehaven High schools perform early dismissal and/or school evacuation (post drill comment).
60/5	1.	Changed KIOX 96.9 FM and KXGJ 107.1 FM to KZRC 92.5 FM	(see above) Generic Changes
61/6	1.	Changed KIOX 96.9 FM and KXGJ 107.1 FM to KZRC 92.5 FM	(see above) Generic Changes

PROCEDURE NUMBER/ REVISION NUMBER	CHANGE NUMBER	DESCRIPTION OF PROCEDURAL CHANGE (Provide general verbal description of change (reference paragraph, attachment number, page number, etc., as necessary.)	REASON FOR CHANGE (Administrative, Procedural Change, Procedural Enhancement, Regulatory (e.g., ARCA, FEMA Recommendations, etc.), New Criteria, Other)
63/7	1.	Added bold paragraph at the beginning and ending of each news advisory and Emergency Alert System message to ensure the appropriate transients, visitors, and residents are alerted to an emergency situation at the STPEGS.	The paragraph is a result of a drill comment to define the portion of the county affected by an emergency situation at the South Texas Project.
71/6	1.	Changed KIOX 96.9 FM and KXGJ 107.1 FM to KZRC 92.5 FM	(see above) Generic Changes

31675013

MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

EMERGENCY MANAGEMENT DIRECTOR

Procedure 10

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Effective Date: November 21, 2003

APPROVED:

_____   _____
County Judge   Emergency Management Coordinator

1.0 Purpose

1.1 This procedure specifies the actions to be completed by the Emergency Management Director in the Matagorda County Emergency Operations Center (EOC) during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response, specific to the Emergency Management Director.

2.0 Discussion

2.1 The County Judge is the designated Emergency Management Director during emergency operations. The Mayors of Bay City and Palacios will function as alternates to the Judge. A County Commissioner appointed by the Judge will be present in the EOC, in the Judge's absence, to verify decisions regarding non-incorporated areas of the County

2.2 The Emergency Management Director is responsible for ensuring that initial and correct emergency response actions are taken when Matagorda County is notified of an emergency situation at the STPEGS. The response will depend on the severity of the incident based on the emergency classification declared

2.3 For the least severe classification of an **Unusual Event,** no response action by Matagorda County is expected unless support is requested by the STPEGS. Key County and City personnel will be notified by the Sheriff's Office Dispatcher.

2.4 For an **Alert,** the Emergency Management Director responds to the Matagorda County EOC, and ensures that key personnel are notified and available to respond to the EOC, if needed. Precautionary, limited staffing of the EOC by key personnel will be initiated. Further implementation of the Emergency Plan is at the discretion of the active Emergency Management Director.

2.5 For a **Site Area Emergency or General Emergency,** the EOC is to be activated, and all Emergency Response personnel informed to report to their assigned locations.

2.6   The conditions and actions that occur during a radiological emergency are commonly referred as being in three phases; early, intermediate, and late.

    2.6.1   **Early phase:** The beginning of a nuclear incident when immediate decisions for effective use of protective actions are required, usually based on the status of the facility and the prognosis for worsening conditions. Protective actions based on the Protective Action Guidelines (PAG) may be preceded by precautionary actions during this period. Early phase actions include sheltering, evacuation, control of access, administration of KI, decontamination.

    2.6.2   **Intermediate phase:** Period beginning after the source of release has been brought under control and reliable environmental measurements are available. May overlap early and late phase and may last from weeks to months.

    2.6.3   **Late phase (recovery):** Period beginning when recovery action designed to reduce radiation levels in the environment to acceptable levels for unrestricted use are commenced. This is the period beginning after the source of release has been brought under control and environmental measurements are available for use as a basis for decisions on protective actions and extending until these protective actions are terminated. This phase may last from weeks to months.

2.7   **Recovery** consists of several activities necessary to return to normal operations. These include re-entry, restoration, return, and relocation. The implementation of these activities should be conducted in conjunction with the Bureau of Radiation Control (BRC) if radiological contamination exists in the environment. Procedure 22 to Appendix 7 of the State of Texas Radiological Emergency Management Procedures entitled "Recovery Operations" provides detailed guidance on conducting recovery operations.

    2.7.1   **Re-entry** refers to temporary entry of individual(s) into a restricted zone under controlled conditions.

    2.7.2   **Restoration** refers to the process of reducing exposure rates and concentrations in the environment to acceptable levels for unrestricted use.

    2.7.3   **Return** refers to reoccupation of areas cleared for unrestricted residence or use by previously evacuated or relocated populations.

2.7.4   **Relocation** refers to an action, taken in the post-emergency phase, through which individuals not evacuated during the emergency phase are asked to vacate a contaminated area to avoid chronic radiation exposure from deposited radioactive material.

2.8   **Recovery** can be declared when certain conditions are met. These include:

2.8.1   Notification from STPEGS that they are prepared to declare Recovery.

2.8.2   The potential for uncontrolled releases of radioactive material to the environment no longer exist.

2.8.3   The plume has dissipated and all significant deposits, if any, have subsided.

2.8.4   Protective actions that have been initiated (i.e., evacuation) are completed and declaring Recovery would not complicate the actions underway by the public.

2.8.5   The State and Federal agencies that were activated to support the emergency response concur with the decision to enter Recovery.

2.9   **Termination** can be declared when the following conditions, as applicable, are met:

2.9.1   All portions of the restricted zone have been surveyed, as necessary.

2.9.2   Work under the decontamination plan has been completed to a stage where continued effort does not appear to be cost effective.

2.9.3   Long-term exposures have been calculated for residences and places of employment where some significant potential for exposure continues to exist.

2.9.4   Occupancy or use limitations have been posted for all buildings and areas where continued restrictions are necessary.

2.9.5   Residents and workers have been afforded the opportunity to return to all areas for which restrictions have been lifted.

2.9.6   Relocation to permanent or long-term temporary facilities has been accomplished for those persons who could not be allowed to return following completion of work under the formal decontamination plan.

> **NOTE**
>
> Access control to restricted zones may be a continuing requirement, and environmental monitoring activities are likely to continue for many years following a major release of radioactive materials. Periodically, as a result of weathering and radioactive decay, additional portions of the restricted zone will be eligible for release to unrestricted use. As this occurs, portions of the recovery organization may be temporarily reactivated on an as needed basis.

2.10 Precautionary protective actions for the public should be evaluated throughout the event. Considerations should be given to weather conditions, the potential for the situation to become more serious, public perception of the event, and the needs of special populations.

2.11 State assistance procedures require that requests for State or Federal assistance be made by the Chief Executive, or by another official specifically authorized to perform the function in the name of the Chief Executive. In Matagorda County, either the Mayor of Bay City or the Mayor of Palacios may transmit such requests if the County Judge is not available.

2.12 An Emergency Alert System (EAS) Message gives direction to the public on actions that should be taken during an emergency, or may only direct the public to stand by for further information. Regular programming should be suspended and the message broadcast to the public as soon as the message is received by the EAS station. The current EAS message should be broadcast at least every 15 minutes until a new message is received.

2.13 A News Advisory gives further information regarding the situation, or provides information that is not directly related to protective actions for the public. A news advisory may be transmitted to the public at the discretion of the Matagorda County EOC Officials.

2.14 **Special populations** are groups of individuals with physical or mental handicaps that need assistance when protective actions are implemented.

2.15   Responsibilities of the Emergency Management Director include the following:

    2.15.1   Direct operations of the local government and volunteer organizations.

    2.15.2   Make emergency policy decisions and declare a state of emergency or disaster.

    2.15.3   Approve and provide for emergency expenditures.

    2.15.4   Request assistance from state, federal, and volunteer organizations and agencies.

    2.15.5   Provide for and authorize the release of information and instructions to the public.

    2.15.6   Determine protective actions to be taken by the public based on recommendations from the STPEGS Emergency Director and/or the Bureau of Radiation Control.

    2.15.7   Approve radiological exposures for County emergency response personnel in excess of Bureau of Radiation Control administrative limits, up to the Environmental Protection Agency (EPA) limits.

    2.15.8   Approve the administration and use of Potassium Iodide (KI) for County Emergency Workers.

    2.15.9   Assist the STPEGS by supporting the evacuation of onsite personnel.

    2.15.10   Assist the state in controlling physical movement of food.

3.0   References

    3.1   Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios

    3.2   Emergency Management Plan, Annex W, Fixed Nuclear Facility Response

    3.3   Emergency Management Plan, Annex W Procedure 13, "Emergency Operations Center Concept of Operations and Activation"

    3.4   Emergency Management Plan, Annex W Procedure 14, "Protective Action Guides"

    3.5   Emergency Management Plan, Annex W Procedure 23, "Activation of the Public Warning System"

3.6   Emergency Management Plan, Annex W Procedure 42, "Exposure Control for Emergency Workers"

3.7   Emergency Management Plan, Annex W Procedure 63, "Emergency Alert System Messages and News Advisories"

3.8   State of Texas Radiological Emergency Management Procedures, Procedure 22 to Appendix 7, "Recovery Operations"

3.9   Environmental Protection Agency, EPA/400-R-92-001 "Manual of Protective Action Guides and Protective Actions for Nuclear Incidents", October 1991

4.0   Equipment Required

4.1   None

5.0   Precautions and Limitations

5.1   None

6.0   Prerequisites

6.1   An emergency declaration issued by the STPEGS Emergency Director has been received.

7.0   Procedure

7.1   When notified of an **Unusual Event** at the STPEGS by the Sheriff's Office dispatcher, ensure that you remain available for further contact by the dispatcher until the event is terminated.

       7.1.1   If required to leave the area or if you may become unavailable to respond should the event escalate in severity, direct the dispatcher to contact an alternate Emergency Management Director.

7.2   When notified of an **Alert, Site Area Emergency, or General Emergency** at the STPEGS by the Sheriff's Office Dispatcher, report to the EOC and implement Attachment 1, "Emergency Management Director Checklist." Use this checklist as a guide to assist in directing emergency activities.

> **NOTE**
>
> When required by the checklist to make contacts with individuals or agencies outside of the EOC, refer to the Matagorda County Emergency Response Telephone Directory.

8.0   Attachments

    8.1   Attachment 1, Emergency Management Director Checklist

    8.2   Attachment 2, Mayor's Checklist

    8.3   Attachment 3, Instructions for Requesting Disaster Declaration

    8.4   Attachment 4, Declaration of Local Disaster Form

    8.5   Attachment 5, Nuclear Energy Liability Insurance

    8.6   Attachment 6, Initial Emergency Operations Center (EOC) Briefing Sheet

    8.7   Attachment 7, Acronyms List

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 1 of 18)

_____   _____
Name   Date

ACTION   TIME/LOG

I.   ALERT

1.   Report to the EOC and sign in on the Staffing Board.   _____

2.   Supervise the set up of the EOC, if Emergency Management   _____
      Coordinator or Sheriff have not arrived. Utilize Procedure 13,
      "EOC Concept of Operations and Activation," Attachment 1,
      "EOC Activation Checklist." Resolve any problems encountered.

3.   Review the Offsite Agency Notification Message Form(s) with
      the Emergency Management Coordinator. Form should be
      available at the EOC facsimile machine or from the dispatcher's
      office.

4.   Obtain a briefing of the current plant status from the Emergency
      Management Coordinator or the STPEGS Emergency Director.

NOTE

If the event occurs during hours other than normal
working hours, the Emergency Operations Facility (EOF)
staff may not arrive for up to 75 minutes. The Offsite
Agency Notification Message Form, item 3 identifies the
facility i.e., Control Room (CR), Technical Support Center
(TSC) or Emergency Operations Facility (EOF) where the
Emergency Director can be located. If necessary, contact
the Emergency Director at the indicated facility for
clarification of plant conditions.

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 2 of 18)

ACTION	TIME/LOG

5. Initiate and maintain an Emergency Action Log.   LOG

    a. Track telephone calls, key information obtained, actions taken, and other information needed to document the response actions taken.

    b. Maintain the log until termination of the emergency.

6. Verify with the Emergency Management Coordinator and Communications Officer that all required notifications have been completed. Verify that the following key personnel are available to respond to the EOC.

    • Emergency Management Coordinator   _____
    • Sheriff or designee   _____
    • Communications Officer   _____
    • Transportation Officer   _____
    • Public Information Officer   _____
    • Environmental Health Director   _____
    • American Red Cross Director   _____
    • Security Officer   _____

7. If conditions warrant (i.e., STPEGS reports plant conditions are   N/A
    degrading or a heightened awareness is needed to allay public
    concern), consideration should be given to fully activating the
    EOC. If activation becomes necessary, it should be accomplished
    in accordance with Steps 5 through 9 of Section II, Site Area
    Emergency, of this checklist.

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 3 of 18)

ACTION   **TIME/LOG**

8.   Notify or ensure notification of Department and Agency Heads, in   ____
your chain of command, of the Alert.

Matagorda County	Bay City	Palacios
Commissioners	Councilmen/women	Councilmen/women
County Surveyor	City Attorney	City Attorney
Chief Appraiser	Chief of Police	Chief of Police
County Auditor	City Treasurer	City Treasurer
Fire Departments	Building Inspector	Building Inspector
County Attorney	Public Works Director	Public Works Director
Treasurer	Utilities Director	
Clerk		
Tax Assessor/Collector		

9.   Determine if any additional organizations or personnel should be   **LOG**
notified and/or activated and instruct the Emergency Management
Coordinator to ensure notifications are complete.

10.   Upon the arrival of key staff, coordinate the following activities: ____

    a.   Provide the initial briefing on the status of the emergency
using Attachment 6 Initial Emergency Operations Center
(EOC) Briefing Sheet.

    b.   Instruct the EOC staff to implement their procedures and to be
prepared to provide a briefing on available resources (i.e.,
personnel, equipment, etc.) to support the emergency response.

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 4 of 18)

ACTION	TIME/LOG

11. Ensure the Emergency Management Coordinator contacts DPS, Pierce and provides a briefing of the status of the County response actions.   _____

12. Upon activation of the Joint Information Center, ensure the Public Information Officer is dispatched to the facility.

13. Discuss with the Transportation Officer and Emergency Management Coordinator whether special actions for the Tidehaven or Matagorda Independent School Districts should be taken such as: LOG

    a.   If school is in session: _____

        • Positioning school buses at the schools in case an evacuation is needed. (Transportation Officer responsibility)

        • Recommending early dismissal of schools. Notify affected School Superintendents. (Transportation Officer responsibility)

        • Recommending a precautionary evacuation of the schools to a designated location.

    b.   If school is not in session: _____

        • Canceling classes for the day.

        • Canceling after hours extra curricular activities (e.g., clubs, sporting events, etc.).

    c.   Issuing news advisories concerning the status of the schools and the actions that have been taken relating to school children. (PIO staff responsibility)   _____

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 5 of 18)

ACTION	TIME/LOG
14. Coordinate with the Public Information Officer (PIO) or Public Information Writer to issue a news advisory.	____
15. Ensure Emergency Management Coordinator maintains periodic contact with DPS, Pierce Lieutenant and the STPEGS Support Organization Director.	LOG
16. Ensure staffing is available for 24 hour coverage by directing the EOC Administrative Assistant to establish a roster of positions with the names of primary and alternates listed.	____

> **NOTE**
>
> If it appears the event will be of long duration, establish a time when the second shift should take over EOC operations and inform these individuals to get some rest before their shift begins.

17. If the emergency is of long duration, perform shift turnovers in accordance with Section IV, "shift turnover" of this checklist.	N/A
18. If the emergency is terminated by STPEGS, proceed to section VI, "Termination," of this procedure.	LOG
19. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.	LOG

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 6 of 18)

ACTION	TIME/LOG

II. SITE AREA EMERGENCY

1.   If the emergency escalates, formally announce the new   ____
classification to the EOC staff.

   a.   Direct EOC staff to proceed to the appropriate checklist in
their procedure.

   b.   Remind personnel, when time permits, to go back and
complete applicable steps in Section I, "Alert" of this
procedure.

   c.   Ensure status boards are promptly updated with current,
concise and accurate emergency status.

2.   Review the Offsite Agency Notification Message Form with the   ____
Emergency Management Coordinator.

3.   When notified that the STPEGS Emergency Operations Facility   ____
(EOF) is activated, contact the STPEGS Emergency Director in
the EOF, review the status of the situation, and, as appropriate,
ask for the Supplemental Notification Form be issued to the
County for the remainder of the emergency whenever conditions
change.

NOTE

If the event occurs during hours other than normal
working hours, the Emergency Operations Facility (EOF)
staff may not arrive for up to 75 minutes. The Offsite
Agency Notification Message Form, item 3 identifies the
facility i.e., Control Room (CR), Technical Support
Center (TSC) or Emergency Operations Facility (EOF)
where the Emergency Director can be located. If
necessary, contact the Emergency Director at the indicated
facility for clarification of plant conditions.

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 7 of 18)

ACTION	TIME/LOG

4. If not already accomplished at the Alert, verify with the Emergency Management Coordinator that the EOC is ready for activation when the following three conditions are met:

    a. The EOC equipment is operational or a functional method has been devised to overcome equipment problems.

    b. Minimum staffing has been satisfied per Annex W Procedure 13, "Emergency Operations Center (EOC) Concept of Operation and Activation." Minimum staffing includes:

    - Emergency Management Director
    - Emergency Management Coordinator
    - Sheriff or designee
    - Public Information Officer
    - Communications Officer
    - Environmental Health Director
    - Transportation Officer
    - American Red Cross Director
    - Security Officer

NOTE

If the Mayor(s) of Bay City and Palacios are present in the EOC, ensure they implement Attachment 2, Mayor's Checklist.

---

5. Announce to the EOC staff that the EOC is fully activated at this time and that you (say your name) are the Emergency Management Director.   _____

6. Ensure the Emergency Management Coordinator notifies the STPEGS Support Organization Director (ask for name) in the EOF that the Matagorda County EOC is fully activated.

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 8 of 18)

ACTION   **TIME/LOG**

7.   Ensure the Emergency Management Coordinator notifies DPS,   ——
      Pierce, that the Matagorda County EOC is fully activated.

8.   Direct the issuance of EAS messages in conjunction with the   ——
      Emergency Management Coordinator and Sheriff.

> **NOTE**
>
> If telephone contact with KMKS radio station cannot be
> established, instruct the Sheriff to activate the backup
> Emergency Alert System.

9.   If a request from the STPEGS is received for support of   ——
      evacuated STPEGS site employees, direct the Environmental
      Health and American Red Cross Directors to activate the
      Reception Center(s).

10.   Request the Emergency Management Coordinator to initiate and   ——
      send an "Initial Disaster Report" to the Disaster District office at
      DPS in Pierce, Texas.

11.   Request Mayors and Precinct Commissioners to organize an   ——
      inventory of supplies, equipment, and personnel that can be made
      available.

12.   Direct activation of off-duty City/County personnel who are   LOG
      needed to support the emergency response through the Mayors
      and Precinct Commissioners.

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 9 of 18)

ACTION	TIME/LOG

13. Establish hourly (approximately) status briefings to be conducted in the EOC.   LOG

> ### NOTE
>
> Ensure EOC staff do not wait for the briefing, if new information requires an immediate response.

    a. Inform EOC personnel 5 minutes before each briefing to prepare key information. The following positions will be expected to provide a briefing:

        1) Emergency Management Coordinator
        2) Commissioner (if present)
        3) Mayors (if present)
        4) Sheriff
        5) Transportation Officer
        6) Environmental Health Director
        7) American Red Cross Director
        8) Public Information Officer
        9) STPEGS Representative (if present)
        10) Federal Agency Representative (if present)
        11) BRC Representative (if present)

    b. Limit the briefings to 10 minutes (i.e., 1-2 minutes per person). Should issues that require discussion or evaluation be introduced, arrange a separate meeting with individuals affected.

14. Ensure Emergency Management Coordinator maintains periodic contact with DPS, Pierce and the STPEGS Support Organization Director.   LOG

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 10 of 18)

ACTION	TIME/LOG

15. Periodically review activities of the EOC staff, and determine   **LOG**
if additional support is needed from outside resources.

    a.   Direct the Emergency Management Coordinator to
request support from the appropriate organizations.

    b.   Assign an EOC liaison to coordinate requested support.

    c.   Additional support resources may include, but are not
limited to:

- Peripheral Counties through DPS, Pierce
- Local DPS Troopers
- Local Game Wardens
- Additional communications personnel such as
HAM Radio Operators
- All State Agencies through DPS, Pierce, as listed
in Attachment 18 to the Basic Plan
- Federal Agencies through DPS, Pierce

16. Ensure contact is maintained with County Public Information   **LOG**
Officer (PIO) in the Joint Information Center and keep this person
informed of EOC activities.

        LOG

17. If the emergency is terminated by STPEGS, proceed to Section
VI, "Termination," of this procedure.

18. Maintain the Site Area Emergency classification activities until   **LOG**
the emergency escalates or terminates, then proceed with the
appropriate sections of this checklist.

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 11 of 18)

ACTION   **TIME/LOG**

III. GENERAL EMERGENCY

1. If the emergency escalates, formally announce the new
    classification to the EOC staff.

    a. Direct EOC staff to proceed to the General Emergency
        checklist in their procedures.

    b. Remind personnel, when time permits, to go back and
        complete applicable steps in Section II, "SITE AREA
        EMERGENCY", of this procedure.

    c. Ensure status boards are promptly updated with the
        accurate, concise and current emergency status.

CAUTION

STPEGS shall provide recommended public protective
actions at a General Emergency. Once they are received,
postpone completion of the steps on the "Site Area
Emergency" checklist and complete the next four steps
without delay.

---

2. Review the Offsite Agency Notification Message Form with the   _____
    Emergency Management Coordinator.

NOTE

The Offsite Agency Notification Message Form, item 3,
identifies the facility, i.e., the Control Room (CR),
Technical Support Center (TSC), or Emergency
Operations Facility (EOF), where the STPEGS
Emergency Director can be located. If necessary, contact
the Emergency Director at the indicated facility for
clarification of plant conditions or recommended
protective actions.

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 12 of 18)

ACTION	TIME/LOG

3. Based on the Protective Action Recommendations issued as part of the Offsite Agency Notification Message Form from STPEGS, implement Annex W Procedure 14, "Protective Action Guides." _____

4. Upon approving the Protection Action Recommendation (PAR), direct the issuance of an EAS message in conjunction with the Emergency Management Coordinator and Sheriff. _____

> **NOTE**
>
> If telephone contact with KMKS radio station cannot be established, instruct the Sheriff to activate backup of Emergency Alert System.

5. If not already accomplished, direct the Environmental Health and American Red Cross Directors to activate the Reception Center(s). _____

6. Direct the Sheriff to develop and implement traffic and access control points for the affected areas. _____

> **NOTE**
>
> Whenever public protective actions change, ensure the Sheriff assesses the need to modify the established traffic and access control points and if necessary, implements changes.

7. Provide approval for County Emergency Workers to exceed radiation exposure administrative limits if extraordinary measures are needed to protect the public or perform life saving actions.   LOG

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 13 of 18)

ACTION	TIME/LOG

8.   Provide approval for County Emergency Workers who will be entering the 10 mile EPZ to take potassium iodide (KI) if recommended by the Bureau of Radiation Control or STPEGS.   **LOG**

9.   Ensure hourly (approximately) status briefings are conducted in the EOC.   **LOG**

    a.   Inform EOC personnel 5 minutes before each briefing to prepare key information. The following positions will be expected to provide a briefing:

        1)   Emergency Management Coordinator
        2)   Mayors (if present)
        3)   Sheriff
        4)   Communications Officer
        5)   Transportation Officer
        6)   Environmental Health Director
        7)   American Red Cross Director
        8)   Public Information Officer/Writer
        9)   STPEGS Representative (if present)
        10) Federal Agency Representative (if present)
        11) BRC Representative (if present)

    b.   Limit the briefings to 10 minutes (i.e., 1-2 minutes per person)

10. Request a Presidential Disaster Declaration, if necessary, by letter to the Governor. Refer to Attachment 3, "Instructions for Requesting Disaster Declaration."   _____

11. Declare a local disaster using Attachment 4, "Declaration of Local Disaster," if necessary.   _____

12. Maintain periodic contact with DPS, Pierce and the STPEGS Emergency Director in the EOF. Provide a status of County activities underway. Request support, as needed.   **LOG**

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 14 of 18)

ACTION	TIME/LOG

13. Ensure an "Operational Situation Report" is sent at the end of each day to the Disaster District office at DPS Pierce, Texas. The report will be initiated by the Emergency Management Coordinator. ___

14. Continually reassess data and information available on the current situation and the prognosis for future developments to determine if protective actions should be expanded or changed. ___

15. Review activities of the EOC staff, and determine if additional support is needed from federal or state organizations. Direct the Communications Officer to request support of the appropriate organizations. Assign an EOC liaison to coordinate requested support. · LOG

16. Assist with the set up of the Federal Response Center at the Bay City Convention Center by coordinating activities through the STPEGS EOC (Matagorda County) Liaison. LOG

17. Ensure contact is maintained with County Public Information Officer (PIO) in the Joint Information Center (JIC) and keep this person informed of protective actions determined necessary for the public and of EOC activities (e.g., Reception Centers, status of schools, etc.).

18. Once the emergency has been terminated, initiate County recovery activities using Section V, "Recovery," of this checklist. LOG

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 15 of 18)

ACTION	TIME/LOG

IV. SHIFT TURNOVER

1. Provide a briefing of events to the relief person and include the following: _____

    a. Review completed checklist

    b. Review log

    c. Review status boards

2. Inform the EOC staff of the transfer of responsibilities to the oncoming shift replacement. _____

3. Update Staffing Board. _____

4. Agree to your return time. _____

5. Document names, date, and time of turnover. LOG

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 16 of 18)

ACTION   **TIME/LOG**

V. RECOVERY

1. Announce to the EOC staff that Recovery has been declared.   ———

2. Declare a local disaster using Attachment 4, "Declaration of Local Disaster Form," if necessary, and if not already completed.   ———

3. Direct the EOC Staff to develop a list of activities and tasks which should be completed as part of the recovery effort using their "Recovery Activities Lists." Consideration should be given to restoration of services and facilities (i.e., schools, industry, etc.).   ———

4. Activate the Damage Assessment Team to gather information and prepare reports to be sent to the necessary State and Federal agencies. (Refer to Damage Assessment Team list kept on file in the Dispatchers' Office).   ———

5. Coordinate with the Bureau of Radiation Control to confirm acceptable return levels for any areas evacuated, to determine the areas in which return can be permitted, and to assess the need for relocation of population, including, special facilities, transportation, and clothing needs of those affected by evacuation.   LOG

6. Keep the public informed of the situation and the status of activities underway through periodic news advisories.   LOG

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 17 of 18)

ACTION	TIME/LOG

8. Provide a Disaster Situation Outline/Situation Report (kept on file in the EOC), to the Governor of Texas as soon as possible.   _____

9. Work with American Nuclear Insurers (ANI) in seeking direct reimbursement for costs incurred during evacuation by the County in providing emergency food, shelter, transportation, or police services. Refer to Attachment 5, "Nuclear Energy Liability Insurance."   LOG

10. Deactivate positions that are no longer required.   _____

11. Terminate County recovery activities when recommended by the Bureau of Radiation Control and the Emergency Management Coordinator, and implement steps 4, 5, and 6 of section VI, "Termination," of this checklist.   LOG

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 18 of 18)

ACTION	TIME/LOG

VI. TERMINATION

1. Announce termination of the emergency condition to the EOC _____
   staff.

2. Issue a news advisory that the emergency has been terminated. _____

3. Provide a list of supplies or forms that need replenishing to the _____
   EOC Administrative Assistant.

4. Assign a committee and a chairperson to develop a report of the _____
   actions taken by Matagorda County in response to the incident.

5. Direct the Sheriff and Emergency Management Coordinator to _____
   deactivate the EOC in accordance with Annex W Procedure 13,
   "EOC Concept of Operations and Activation."

6. Direct the American Red Cross and Environmental Health _____
   Directors to deactivate the Reception Centers.

7. Direct the Sheriff to notify County emergency workers in the _____
   field.

8. Collect and organize, in chronological order, all documents, _____
   checklists, and logs.

   a. Ensure the checklists and logs are signed.
   b. Turn in documents to the Administrative Assistant.

9. Dismiss the EOC staff. N/A

MAYOR'S CHECKLIST
Attachment 2
(Page 1 of 3)

Name	Date

ACTION   **TIME/LOG**

This checklist is to be implemented at the **Site Area Emergency or General Emergency Classification** by the Mayors of Bay City and Palacios to ensure City resources are available to support the emergency response effort.

> ### NOTE
>
> In Bay City, activate of the Emergency Coordination Center in conjunction with department heads.

1. Ensure key department heads are contacted and provided a briefing on the status of the emergency.   **LOG**

BAY CITY	PALACIOS
City Councilmen/women	City Councilmen/women
City Attorney	City Attorney
Chief of Police	Chief of Police
Fire Chief	Fire Chief
City Treasurer	City Treasurer
Building Inspector	Building Inspector
Public Works Director	Public Works Director
Utilities Director	

2. Instruct department heads to assess available resources to support the emergency response.   **LOG**

   a. Inventory equipment/supplies (i.e., cones, barricades, fire trucks, flashlights, etc.).

   b. Inspect all vehicles and equipment, including reserve fuel supply.

   c. Assess available staff/volunteers who may be needed to support the emergency response.

   d. Report back any shortages or unmet needs.

   e. Request telephone number(s) for call back purposes.

MAYOR'S CHECKLIST
Attachment 2
(Page 2 of 3)

ACTION	TIME/LOG

3. Ensure Department heads contact staff/volunteers and place them on standby. ____

4. Notify (or coordinate with) the Fire Chief to review the following activities: ____

    a. Ensure the Fire Department has sufficient volunteers to perform route alerting if required.

    b. Prioritize vehicles equipped with PA systems to perform route alerting.

    c. If route alerting is requested, assemble volunteers, at the Fire Station, and review route alerting procedures.

    d. If requested, dispatch a pumper truck and department personnel to the McAllister and/or Palacios Reception Center(s) to assist with decontamination of evacuee vehicles.

    e. Ensure the Fire Department has volunteers to assist the Police Department with local traffic and access control points, as required.

5. Notify the Precinct Commissioner or the Public Works Director to review the following: ____

    a. Key roads and highways to determine if any potential or actual impediments exist.

    b. Available staff and equipment to assist with the set-up (i.e., cones, barricades, etc.) of the McAllister Middle School and/or Palacios High School Reception Centers.

6. Notify (or coordinate with) the Police Chief to review the following activities: ____

    a. Available personnel to provide second shift staffing of Traffic and/or Access Control Points.

MAYORS CHECKLIST
Attachment 2
(Page 3 of 3)

<u>ACTION</u>   <u>TIME/LOG</u>

      b.   Available personnel to assist with security at the   _____
            McAllister Middle School and Palacios High School
            Reception Centers.

      c.   Available personnel to assist with Route Alerting if
            required.

7.   Provide periodic emergency status updates to key staff.

8.   Reserve hotel/motel space for federal and state officials assisting
       with the emergency response if so requested.

9.   Ensure City Treasurer maintains a record of all city expenditures
       associated with the emergency response effort.

10.   In Bay City, ensure the Civic Center is available to accommodate
       State and Federal resources (i.e., personnel and equipment).

11.   If requested by STPEGS, ensure the Service Center is available to
       support utility, State and Federal personnel.

12.   On an hourly basis, contact and brief key department heads.

INSTRUCTIONS FOR REQUESTING DISASTER DECLARATION
Attachment 3
(Page 1 of 1)

Submission of a Disaster Situation Outline/Situation Report (kept on file in the EOC), along with a letter addressed to the Governor from the Emergency Management Director, constitutes the initial appeal for federal disaster financial assistance. The letter should include a brief description of the event, a statement that the calamity has overwhelmed the capacity of the County to independently recover, and a request that the Governor ask the President to declare the County eligible to receive federal disaster assistance under the provisions of Government Code, Chapter 418, as amended. The Disaster Situation Outline/Situation Report should be completed as fully as possible. In cases in which exact figures are unavailable, estimates are acceptable. If a category does not apply, leave blank or put N/A.

Completion of the form and the letter should be accomplished within 24 hours or as soon as possible during or after the emergency.

Fax a copy, then mail the form to the Coordinator, Division of Emergency Management, Department of Public Safety, Division of Emergency Management, 5805 N. Lamar, Austin, TX 78773-0001.

This form and letter comprise the preliminary petition. It is understood that the data is subject to revision and refinement on the basis of subsequent damage surveys.

)

REQUEST FOR EMERGENCY DECLARATION
Attachment 4
(Page 1 of 2)

The Honorable _____   Date: _____
Governor of Texas
c/o State Coordinator
Division of Emergency Management
P.O. Box 4087
Austin, Texas 78773-0001

Dear Governor _____:

The County/City of _____, Texas, is facing significant threats to life, health
and property due to (provide description):

_____

_____

_____

_____

_____

_____

_____

_____

The potential impact of this threat is (provide estimate of impact):

_____

_____

_____

_____

I have determined that this incident is of such severity and magnitude that an effective response
is beyond the capability of the city to control. Pursuant to §433.001 of the Texas Government
Code, I am requesting that you declare a state of emergency for Texas, and issue appropriate
directives to deal with the emergency; including (what measures you want Governor to take):

_____

_____

_____

_____

REQUEST FOR EMERGENCY DECLARATION
Attachment 4
(Page 2 of 2)

Furthermore, I am asking that successive proclamations be issued and remain in effect until the threat of loss of life, injury, or damage property is contained.

A timely response to this request would be appreciated.

_____

County Judge/Mayor*
      (signature)

NOTE: The statue provides that either the chief elected <u>or</u> the governing body of a city or county may request the Governor issue an emergency declaration. If a governing body makes a request, this letter should be appropriately modified.

DECLARATION OF LOCAL DISASTER (COUNTY)
Attachment 5
(Page 1 of 1)

WHEREAS, the County/City of _____ on the _____ day of _____, 200_ has suffered widespread or severe damage, injury, or loss of life or property (or there is imminent threat of same) resulting from _____
_____;
and

WHEREAS, the Judge of the County of Matagorda has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property;

NOW, THEREFORE, BE IT PROCLAIMED BY THE COUNTY JUDGE OF MATAGORDA COUNTY:

1. That a local state of disaster is hereby declared for _____ pursuant to §418.108(a) of the Texas Government Code.

2. Pursuant to §418.018(b) of the Government Code, the state of disaster shall continue for a period of not more than seven days from the date of this declaration unless continued or renewed by the Commissioner's Court of _____.

3. Pursuant to §418.018(c) of the Government Code, this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the County Clerk.

4. Pursuant to §418.018(d) of the Government Code, this declaration of a local state of disaster activates the county emergency management plan.

5. That this proclamation shall take effect immediately from and after its issuance.

ORDERED this the _____ day of _____, 200__.

_____
County of Matagorda, Texas, County Judge

ATTEST:

_____
Matagorda, County Clerk

NUCLEAR ENERGY LIABILITY INSURANCE
Attachment 6
(Page 1 of 2)

The following is a synopsis of a document sent to Brokers and Risk Managers, representing power reactor insured, by John L. Quattrocchi, Vice President, Underwriting on December 14, 1992.

American Nuclear Insurers (ANI) provides new coverage to STP's Nuclear Liability Insurance Policies (Coverage D). The coverage was effective June 1, 1993, and will reimburse the State, or political subdivisions of the State (i.e., County Sheriff, DPS, School Districts, etc.), for the following expenses:

Reasonable additional costs necessarily incurred by the State or political subdivision to provide for the following in the event evacuation of the public from the 10 mile Emergency Planning Zone is recommended.

1. Emergency food
2. Shelter
3. Transportation
4. Police Services

ANI will pay for reasonable expenses up to 30 days immediately following an evacuation if the following occur:

1. The incident caused or posed an imminent danger of bodily injury or property damage from the nuclear energy hazard, during the police period.

2. If the evacuation is reasonable and necessary to protect the public and is initiated by the State or political subdivision official authorized by State law (i.e., County Judge) to initiate an evacuation.

The following are exclusions that ANI will not provide coverage for:

1. Any incident involving nuclear weapons.

2. Any incident due to war, civil war, insurrection, rebellion, resolution, etc.

3. Additional costs incurred for services rendered by a charitable organization.

NUCLEAR ENERGY LIABILITY INSURANCE
Attachment 6
(Page 2 of 2)

4.   Obligations covered by workers compensation, unemployment, or disability benefit laws.

To file a claim for costs covered under Coverage D the agency must:

1.   Complete a statement of all additional costs claimed for the evacuation to include:

   a.   Why evacuation was recommended
   b.   Who recommended evacuations
   c.   When and where evacuation occurred

2.   Relate each and every cost to the evacuation.

3.   Send a Proof of Loss to ANI within 12 months of evacuation.

4.   Provide for examination of all records and knowledgeable persons by ANI.

INITIAL EMERGENCY OPERATIONS CENTER (EOC) BRIEFING SHEET
(TYPICAL)
Attachment 7
(Page 1 of 2)

Upon EOC ACTIVATION Announce the following:

- The EOC is officially activated at _____AM/PM. I am County Judge _____ and am acting in my official capacity as Emergency Management Director.

- If this is a drill, say "This is a drill". Use prior to and at the conclusion of each telephone or radio transmission.

- The clock on the wall is the official time. Please reset your watches.

- If you have a pager, please place in the silent mode ("on stun").

- There will be hourly briefings or when there is a major change in emergency status. When these are taking place, I ask that everyone hold telephone calls and pay special attention. I also ask that when giving your briefings, do so clearly and loudly. End the briefing with "This concludes my briefing". All EOC staff shall respond "I understand".

- If additional support is needed or important information needs to be known come to me immediately. Do not wait for the hourly briefing.

- The following positions will be expected to provide a briefing :
1) Emergency Management Coordinator
2) Commissioner (If present)
3) Mayors (If present)
4) Matagorda County Sheriff
5) Transportation Officer
6) Environmental Health Director
7) American Red Cross Director
8) Hospital Representative
9) Public Information Officer
10) STPEGS Representative (If present)
11) Coast Guard (If present)
12) BRC Representative (If present)

- DPS Pierce, Disaster District Office will be contacted hourly & Disaster Summary Outline prepared at the end of each day and faxed to the Division of Emergency Management.

INITIAL EMERGENCY OPERATIONS CENTER (EOC) BRIEFING SHEET
(TYPICAL)
Attachment 7
(Page 2 of 2)

- **Public Information Officer:** Please begin work on the initial news release and be prepared to issue an Emergency Alert System (EAS) message if an SAE is declared. Should there be a need for an EAS message, do not issue one without my signature. I will not consider the EAS message official until I sign and put the time on the document. Stamp the approved message with the word "Drill," if it is in fact a drill.

- **Transportation Officer:** Establish and periodically maintain contact with the County School Superintendents and provide them with the emergency status. Should the event escalate to Site Area Emergency, be prepared to evacuate Tidehaven and Matagorda Schools, as well as contacting the Superintendents.

- **American Red Cross:** Determine readiness of the reception center or readiness to activate the facility should South Texas Project personnel or the public require evacuations. In addition, ensure the appropriate mass care shelters are available to support an evacuation.

- **Mayors and Commissioner:** Begin organizing supplies, equipment, and personnel that can be made available to support the event.

- **Emergency Management Coordinator:** Send initial disaster Summary Outline to DPS Pierce Disaster District Office. Ensure appropriate EOC positions are filled or replacements are assigned.

- **Matagorda County Sheriff:** Determine if there are any unusual circumstance (i.e. bridges out, road repair, wreck, bad weather, etc.) that may impede an evacuation.

- Should this event escalate, please go at once to the appropriate section of your procedure. As time permits, go back and complete all procedure steps.

- Keep the facility quiet, calm, and organized.

- Reference and continually follow procedures. Record time each step was completed on the emergency action log. These may become public and legal documents.

- The first briefing will be in 30 minutes. I will announce hourly briefing 5 minutes before to provide preparation time.

- If you need to leave the EOC for any length of time, check with security and ensure you brief your replacement.

- Contact your back-up and ensure they are prepared to relieve you. Event is estimated to last for _____ hours. Shift and relief should be prepared to come in at _____ (time).

ACRONYMS LIST
Attachment 8
(Page 1 of 1)

Acronym	Applies To
ACP	Access Control Point
ARC	American Red Cross
BRC	Bureau of Radiation Control
CAN	Community Alert Network
DEM	Division of Emergency Management
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
EAS	Emergency Alert System
ECL	Emergency Classification Level
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
STPEGS	South Texas Project Electric Generating Station
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter

31675014

MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

Table of Contents

Effective Date: November 21, 2003

APPROVED:

_____
Emergency Management Coordinator

_____
County Judge

1.0 Purpose

    1.1   This procedure specifies the actions to be completed by the Emergency Management Coordinator in the Matagorda County Emergency Operations Center (EOC) during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

    1.2   This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response, specific to the Emergency Management Coordinator.

2.0 Discussion

    2.1   The Emergency Management Coordinator and alternate to the Coordinator are appointed by the County Judge.

    2.2   The Emergency Management Coordinator will assist the Emergency Management Director in all phases of the emergency preparedness effort.

    2.3   The Emergency Management Coordinator will serve as day-to-day liaison between the County, Cities, and State emergency management organizations, and the STPEGS.

    2.4   The Emergency Management Coordinator is responsible for the preparation of procedures for the Emergency Operations Center (EOC) as well as maintenance of other applicable procedures, charts, rosters, maps, and supplies necessary for the operation of the EOC.

    2.5   The Emergency Management Coordinator will respond to the EOC at an Alert or higher emergency classification and direct the activities of the EOC Administrative Assistant and Communications Officer to prepare the EOC for activation and operation.

    2.6   Event-related responsibilities of the Emergency Management Coordinator include, but are not limited to the following:

        2.6.1   Coordinate County activities and operations during emergencies.

        2.6.2   Act as a liaison between the Direction and Control Group and other emergency resources.

        2.6.3   Assist the Emergency Management Director with EOC staff briefings.

2.6.4   Ensure Public Information Staff at the Joint Information Center are provided updates on Matagorda County response activities.

2.6.5   Coordinate response efforts with nearby communities, industry, and State and Federal emergency management agencies.

2.6.6   Ensure sufficient staff and equipment are available to support emergency response activities.

2.6.7   Ensure status boards are kept up to date and staff are informed of major event changes.

2.6.8   Oversee field operations ensuring sufficient staff and resources are available to support deployment of field personnel.

2.6.9   Coordinate emergency and recovery actions for the Emergency Management Director.

2.7   Day-to-day responsibilities of the Emergency Management Coordinator include, but are not limited to the following:

2.7.1   Coordinate with and receive assistance from County/City departments, schools, American Red Cross, hospitals, etc., in the development of the Emergency Management Basic Plan.

2.7.2   Coordinate other agencies' emergency plans, i.e., schools, American Red Cross, hospitals, private utilities, and industries with the Emergency Management Basic Plan.

2.7.3   Maintain liaison with nearby communities, industry, and State and Federal emergency management agencies.

2.7.4   Provide training for local emergency response agencies and personnel.

2.7.5   Coordinate funding for the County emergency response program.

2.7.6   Coordinate an annual assessment of County/City resources.

2.7.7   Coordinate an annual assessment of Special Needs populations and maintain a list.

2.7.8   Coordinate the activities of local volunteer groups.

2.8   An **Initial Disaster Report** is a short report designed to provide State officials with basic information about an emergency situation.

2.9 An Operational Situation Report (SITREP) is a report compiled daily and forwarded to the Disaster District in order to keep State officials informed about the current status of operations.

2.10 **Recovery** refers to the process of reducing radiation exposure rates and concentrations of radioactive material in the environment to acceptable level for return by the general public for unconditional occupancy or use after the emergency phase of a radiological emergency.

2.11 **Re-entry** refers to temporary entry of individual into a restricted zone under controlled conditions.

2.12 **Relocation** refers to a protective action, taken in the post-emergency phase, through which individuals not evacuated during the emergency phase are asked to vacate a contaminated area to avoid chronic radiation exposure from deposited radioactive material.

2.13 **Return** refers to reoccupation of areas cleared for unrestricted residence or use by previously evacuated or relocated populations.

3.0 References

3.1 Emergency Management Basic Plan for Matagorda County, Bay City and Palacios.

3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.

3.3 Emergency Management Plan, Annex W Procedure 13, "Emergency Operations Center Concept of Operations and Activation."

3.4 Emergency Communications Directory.

4.0 Equipment Required

4.1 None.

5.0 Precautions and Limitations

5.1 None.

6.0 Prerequisites

6.1 An emergency has been declared by the STPEGS Emergency Director.

7.0   Procedure

   7.1   When notified of an **Unusual Event** at the STPEGS by the Sheriff's Office Dispatcher, then;

      7.1.1   Verify the Dispatcher is implementing the call list for an Unusual Event.

      7.1.2   If a fire was the cause of event, verify Bay City and Palacios Fire Departments have been notified.

      7.1.3   If required to leave the area or if you become unavailable to respond should the event escalate in severity, request the Dispatcher to contact an alternate Emergency Management Coordinator.

   7.2   When notified of an **Alert, Site Area Emergency, or General Emergency,** at the STPEGS by the Sheriff's Office Dispatcher, report to the EOC and implement Section I of Attachment 1, "Emergency Coordinator Checklist." Use this checklist as a <u>guide</u> to assist in performing position responsibilities.

NOTE

When required by the checklist to make contacts with individuals or agencies outside of the EOC, refer to the Matagorda County Emergency Response Telephone Directory.

8.0   Attachments

   8.1   Attachment 1, Emergency Management Coordinator Checklist

   8.2   Attachment 2, Briefing Sheet

   8.3   Attachment 3, Recovery Activities List

   8.4   Attachment 4, Initial Disaster Report

   8.5   Attachment 5, Operational Situation Report

   8.6   Attachment 6, Acronyms List

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
(Page 1 of 17)

ACTION.   **TIME/LOG**

I.   **ALERT**

1.   Report to the EOC and sign in on the Staffing Board.   _____

2.   If the Sheriff is not available and the EOC has not been set up,   _____
      then supervise the set up of the EOC, utilizing Procedure 13,
      "EOC Concept of Operations and Activation," Attachment 1.

3.   If the Sheriff is not available, verify with the Sheriff's Office   _____
      Dispatcher the status of notification of personnel on the call list
      for an Alert. Reassign this task to the Communications Officer
      upon his/her arrival.

4.   Obtain the Offsite Agency Notification Message Forms received   _____
      by the Dispatcher from STPEGS and review with the Emergency
      Management Director.

5.   Initiate and maintain an Emergency Action Log.   LOG

      a.   Track telephone calls, key information obtained, actions
            taken, and other information needed to document the
            response actions taken.

      b.   Maintain the log until termination of the emergency.

+---+
| NOTE |
| |
| If the STPEGS, Matagorda County/DPS, Pierce ringdown |
| line is inoperable or becomes inoperable ensure the |
| County Sheriff's Office dispatcher forwards DPS |
| telephone calls to the Communications Officer and |
| STPEGS calls to the STPEGS Liaison. Then inform DPS, |
| and STPEGS of the problem. |
+---+

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
(Page 2 of 17)

ACTION	TIME/LOG

6. Obtain ESTED Reports and/or weather bulletins from Dispatcher.   LOG

> ### NOTE
>
> If the event occurs during hours other than normal working hours, the Emergency Operations Facility (EOF) staff may not arrive for up to one hour. The Offsite Agency Notification Form; item 3 identifies the location, i.e., the Control Room (CR), Technical Support Center (TSC), or Emergency Operations Facility (EOF), where the Emergency Director can be found. If necessary, contact the Emergency Director at the indicated facility for clarification of plant conditions.

7. Contact STPEGS to obtain current plant status and the potential for the situation to escalate to a Site Area Emergency. Obtain information from the Support Organization Director or Deputy Emergency Director at the EOF, or the STPEGS Liaison in the EOC.   ____

8. Review with the Sheriff the availability of supplies, equipment, and personnel to establish traffic and access control points.   LOG

    a. As required, contact the Mayors and/or Precinct Commissioners for additional supplies and equipment.

    b. As required, contact DPS, Pierce for additional (TACP) personnel.

9. Review status of supplies and equipment with County and City Officials.   LOG

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
(Page 3 of 17)

ACTION	TIME/LOG

10. Notify Mayors and law enforcement personnel in Palacios and Bay City of the possible need to support emergency response activities. ____

11. Based on the emergency, determine with the Emergency Management Director which additional organizations or personnel should be notified and/or activated.

12. Ensure the Communication Officer contacts, Celanese, Equistar and Markham Industrial Group (MIG), etc. to determine status of plants and provide them with the status of the emergency situation. **LOG**

13. Ensure Fire Chiefs in potentially affected areas are notified that their assistance may be required in fire services, evacuation, route alerting, and at traffic and access control point locations. Provide a briefing of key information. ____

14. Contact DPS Pierce and provide a briefing of the status of the County Response actions. ____

    a. Verify that DPS, Pierce has a current EOC telephone number for future contact.

    b. Obtain the name and telephone number of the contact person at the Disaster District at DPS, Pierce. **LOG**

    c. Inform DPS, Pierce that the EOC is either partially or fully activated at this time.

    d. Request equipment and supplies as required to support the emergency situation.

15. As required, periodically contact the National Weather Service (NWS) and receive weather updates. **LOG**

16. Notify the Disaster District Regional Liaison Officer of the event and status of actions. ____

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
(Page 4 of 17)

ACTION   **TIME/LOG**

> **NOTE**
>
> When time permits, fill out an "Initial Disaster Report,"
> Attachment 4, and an "Operational Situation Report,"
> Attachment 5, and fax them to the Region Liaison Officer.
> If the emergency is of long duration, continue to provide
> the Operational Situation Report on a daily basis.

d. Periodically contact the Support Organization Director in   LOG
    the EOF and review the following:

e. Obtain a status of plant conditions and activities.

f. Ensure new information is posted on the status boards, as
    appropriate, and to keep the Emergency Management
    Director updated.

c. Provide the Support Organization Director a status of EOC
    response activities.

18. Ensure that status boards are maintained current and accurate.   N/A

19. Instruct personnel that if they are required to leave the facility to   ____
     assign another member of the EOC staff to temporarily fill their
     position until they return and to inform the Emergency
     Management Director when this occurs.

> **NOTE**
>
> If shift rotation is necessary, assign times to each position
> for the turnover. The times should be staggered over a 2
> to 4 hour period. Have the shift change information
> posted on the Staffing Status Board.

20. If the emergency condition may continue for an extended period,   ____
     direct all personnel to contact their alternates and assist the EOC
     Administrative Assistant in establishing a 12 hour shift schedule.

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
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ACTION	TIME/LOG
21. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.	N/A

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
(Page 6 of 17)

ACTION	TIME/LOG

II.   SITE AREA EMERGENCY

1. Complete the activities in Section I, Alert, if not already completed, including the set-up of the EOC.   N/A

2. Ensure the emergency classification is updated on the Event Status Board.   _____

3. Contact the STPEGS Support Organization Director to perform the following: _____

    a. Determine if STPEGS requires assistance during the evacuation of non-essential personnel from the site, particularly when the Reception Center is activated to receive the evacuees.

    b. Review the latest plant conditions and to ask for further explanation on items from the emergency notification forms if necessary.

    c. Request that STPEGS provide the EOC with additional information using the Supplemental Notification Form for the duration of the emergency.

    d. Inform the Emergency Operations Facility that EOC is fully activated.

    e. Provide a status update of EOC response activities.

4. Notify DPS, Pierce Office that the Matagorda County EOC is fully activated.   _____

5. Ensure the County Public Information staff are provided updates on Matagorda County emergency response activities.   _____

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
(Page 7 of 17)

ACTION	TIME/LOG

6. Ensure contact is maintained with County Public Information staff _____
    at the Joint Information Center and personnel are informed of
    County response activities. .

7. Ensure Environmental Health Director establishes contact with _____
    the Bureau of Radiation Control (BRC) in Austin and discusses
    the radiological implications of the emergency condition.

8. Initiate an assessment of the special populations' needs.

    a. Request the American Red Cross Director contact special _____
        populations to determine if assistance will be needed
        should an evacuation be ordered. Advise the American
        Red Cross Director to provide the list of those needing
        assistance to the Transportation Officer and to brief you
        upon completion.

    b. Ensure the American Red Cross Director provides the _____
        Reception Center Manager the number of special
        population individuals to expect at the Reception Center
        and any special provisions which should be established.

    c. Ensure the American Red Cross notifies the Hospital _____
        District Administrator of any special provisions that
        should be taken by the hospital to support the Special
        Populations evacuation.

    d. Review status of evacuation of hospital, nursing homes, LOG
        home bound, and physically and mentally handicapped, if
        needed.

9. When an EAS message is to be issued, complete the following LOG
    steps:

    a. Quickly review the content of the EAS message with the
        Emergency Management Director.

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
(Page 8 of 17)

ACTION	TIME/LOG

b. Verify activation of the sirens by the Sheriff's Office Dispatcher and the Community Alert Network (CAN) system by the Communications Officer.

c. Verify faxing of the approved EAS message to KMKS and KZRC by the EOC Administrative Assistant.

d. Verify that activation of the EAS system, including alert radios, and issuance of the EAS message has been confirmed by the Public Information Staff or EOC Support Staff.

e. Verify with the Communications Officer that the Community Alert Network (CAN) has been activated.

f. Verify with the Communications Officer that special facilities within the 10-mile Emergency Planning Zone of STPEGS have been notified.

g. Verify with the Sheriff that appropriate traffic and access control points are being established, if requested by STPEGS.

NOTE

Inform the Emergency Management Director, if telephone contact with KMKS radio station cannot be established.

10. Ensure the Sheriff and Environmental Health Director coordinate delivery of dosimetry to Celanese, and Equistar, if required. _____

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
(Page 9 of 17)

ACTION	TIME/LOG
11. Keep the STPEGS Emergency Operations Facility informed of EOC activities, including siren and EAS activation, and traffic control points established, etc.	LOG
12. Ensure the Communications Officer establishes continuing communications with:	_____
a. Appropriate County and State Officials	
b. Field Teams	
c. Response organizations - voluntary and charity	
d. Emergency response personnel at other locations	
e. Special facilities	
13. Ensure the status boards are kept current and accurate with information on activities underway by the EOC and with information provided by the STPEGS Liaison.	N/A
14. When requested by the Emergency Management Director to provide a status update at the hourly EOC briefing, provide the information in Attachment 2, "Briefing Sheet" plus any additional information of value to the EOC staff.	LOG
15. Track activities of the BRC/DPS Field Monitoring teams with the assistance of the BRC EOC Representative. Provide this information to DPS, Pierce via the Communications Officer.	LOG
16. Notify Regional Liaison Officer of events status.	_____
17. Evaluate with the Emergency Management Director the need to supplement County resources.	_____
a. If State and Federal assistance is needed, contact DPS, Pierce.	LOG
b. If STPEGS assistance is required, contact the Support Organization Director in the EOF.	LOG

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
(Page 10 of 17)

ACTION	TIME/LOG

c.   Request support from surrounding counties through DPS,   LOG
Pierce.

18.   Keep DPS, Pierce informed of County activities and information   LOG
received from STPEGS.

19.   Evaluate the need to request assistance from the Division of   _____
Emergency Management (DEM) via DPS, Pierce to restrict air,
rail, and water traffic. If necessary, request DEM via DPS, Pierce
take appropriate actions.

> ### NOTE
>
> More timely actions may be needed to restrict water traffic. In this case, ask the Sheriff if the Sheriff's Office boat can be used to notify boaters on the Intracoastal Waterway and ask the Fire Services Coordinator if there are any Fire Department volunteers with boats that could notify boaters on the Colorado River.

20.   If the emergency is of long duration, perform shift turnovers in   N/A
accordance with Section IV of this checklist.

21.   Maintain the Site Area Emergency classification activities until   N/A
the emergency escalates or terminates, then proceed with the
appropriate sections of this checklist.

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
(Page 11 of 17)

ACTION | **TIME/LOG**

III. GENERAL EMERGENCY

1. Complete the activities in Section II, Site Area Emergency, if not   N/A
already completed.

2. Ensure the emergency classification is updated on the Event   _____
Status Board.

3. When an EAS message is issued, complete the following steps.   LOG

    a. Quickly review the content of the EAS message with the
Emergency Management Director.

> **NOTE**
>
> Inform the Emergency Management Director, if telephone
> contact with KMKS has not been established.

    b. Verify activation of the sirens by the Sheriff's Office
Dispatcher and Community Alert Network (CAN) system
by the Communications Officer.

    c. Verify faxing of the approved EAS message to KMKS and
KZRC by the EOC Administrative Assistant.

    d. Verify activation of the EAS system, including alert
radios, and issuance of the EAS message has been
confirmed by the EOC Administrative Assistant.

    e. Verify with Communications Officer that special facilities
within the 10-mile Emergency Planning Zone of STPEGS
have been notified.

    f. Verify with the Sheriff that appropriate traffic and access
control points have been or are in the process of being
established.

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
(Page 12 of 17)

ACTION	TIME/LOG

g. If time permits, condense the EAS message into an announcement/notice and transmit to the Mayors and Law Enforcement Agencies of Bay City and Palacios. If time does not permit condensing the message, then transmit the EAS message as is.

h. Ensure personnel, who are assigned to missions in the 10-mile emergency planning zone, are provided the appropriate briefings; i.e., bus drivers, TCP/ACP personnel, etc.)

4. Direct all departments to ensure that emergency workers are debriefed at the end of their shifts and that all dose information is provided to the Environmental Health Director, if applicable. Direct the departments to provide briefings of key information to the EOC staff.

5. Notify the Disaster District Regional Liaison Officer of the event status.   LOG

6. Monitor the status of the protective actions being implemented.   LOG
Keep the Emergency Management Director and Public Information staff updated and the status boards current on the following information.

    a. Protective Response Zones evacuating
    b. Protective Response Zones sheltering
    c. Status of notifications to the public
    d. Status of evacuation
    e. Estimated time to complete evacuation
    f. Availability of the Reception Center and/or Congregate Care Facilities
    g. Road and weather conditions
    h. Closure of tourist and recreational areas
    i. Closure and evacuation of schools
    j. Closure and evacuation of affected industries
    k. Security of the evacuated area
    l. Status of Traffic and Access Control Points
    m. Evacuation status of special needs individuals

Attachment 1
(Page 13 of 17)

ACTION	TIME/LOG

7. Ensure the Environmental Health Director contacts and confers with the BRC or the STPEGS Radiological Director in the EOF to determine if Potassium Iodide (KI) should be issued to County Emergency Workers. _____

8. Ensure that the status boards are kept current with information on activities underway by the EOC and with information provided by the STPEGS Liaison. _____

9. Periodically check with the Environmental Health and American Red Cross Directors on the operations of the Reception Center and Congregate Care Facilities. Determine if support is needed. **LOG**

10. When requested by the Emergency Management Director to provide a status update at the hourly EOC briefing, provide the information in Attachment 2, "Briefing Sheet" plus any additional information of value to the EOC staff. **LOG**

11. Evaluate with the Emergency Management Director the need to supplement County resources. _____

    a. If State and Federal assistance is needed, contact DPS, Pierce. **LOG**

    b. If STPEGS assistance is required, contact the Support Organization Director in the EOF. **LOG**

    c. Request support from surrounding counties through their respective Emergency Management Offices, if necessary **LOG**

12. Keep DPS, Pierce informed of County activities and information received from STPEGS. **LOG**

13. Maintain the EOC General Emergency classification activities until the emergency is terminated and recovery activities are implemented. **N/A**

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
(Page 14 of 17)

ACTION	TIME/LOG

IV. SHIFT TURNOVER

1. Provide a briefing of events to the relief person and include the following: _____

    a. Review completed checklist
    b. Review log
    c. Review status boards

2. Inform the EOC staff of the transfer of responsibilities to the oncoming shift replacement. _____

3. Update Staffing Board. _____

4. Agree to your return time. _____

5. Document names, date and time of turnover.   LOG

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
(Page 15 of 17)

ACTION	TIME/LOG

RECOVERY

1. Develop a list of activities and tasks which should be completed _____
    as part of the recovery effort using Attachment 3, "Recovery
    Activities List." The following items should be considered.

    a.   If an evacuation has taken place, temporarily designate
         these areas as "restricted zones" until BRC assessment
         actions are complete and restoration plans made.

    b.   If "restricted zones" are established, law enforcement
         should be coordinated to maintain around the clock access
         control points in conjunction with BRC who will staff
         these points for radiological controls.

    c.   If necessary, coordinate with the BRC to identify members
         of the general public who may require entry into the
         restricted zones and temporary identification as an
         emergency worker (e.g., ranchers with livestock in the
         zones).

    d.   Ensure congregate care is maintained until relocation
         plans take effect for those evacuees unable to return to
         their homes.

    e.   Ensure clear communications and instructions are
         provided to those evacuees who reside outside of
         restricted zones prior to returning to their homes.

    f.   If any County emergency workers were exposed to a
         radiological release from STPEGS, ensure they receive a
         medical screening and examination as provided by the
         BRC or STPEGS.

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
(Page 16 of 17)

ACTION	TIME/LOG

  g. Ensure media operations are continued in order to assure
    that affected persons receive periodic information updates.

2. Collect the Recovery Activities Lists from the EOC staff and _____
  begin organizing activities and assigning priorities.

3. Evaluate the planned recovery activities with the Emergency _____
  Management Director and appropriate State and Federal
  Agencies.

4. Assign recovery activities and track progress _____

5. Maintain logs until termination of the event _____

6. Recommend termination of the County recovery activities to the _____
  Emergency Directory, in conjunction with the termination of State
  (BRC) recovery activities, when the following conditions have
  been met:

  a. All portions of the restricted zones have been surveyed by
    BRC.

  b. Work under the State's decontamination plan has been
    completed to a stage where continued effort does not
    appear to be cost effective.

  c. Long-term exposures have been calculated by BRC for
    residences and places of employment where the potential
    for exposure continues to exist.

  d. Occupancy or use limitations have been posted for all
    buildings and areas where continued restrictions are
    necessary.

  e. Residents and workers have been afforded the opportunity
    to return to all areas for which restrictions have been lifted

  f. Relocation to permanent or long-term temporary facilities
    has been accomplished for those persons who could be
    allowed to return following completion of work under the
    formal decontamination plan.

EMERGENCY MANAGEMENT COORDINATOR CHECKLIST
Attachment 1
(Page 17 of 17)

ACTION	TIME/LOG

VI.   TERMINATION

1.   Provide list of supplies or forms needing replenishing to the EOC   _____
Administrative Assistant.

2.   Collect and organize in chronological order all documents   _____
checklists, and logs.

    a.   Sign checklists and logs.

3.   Turnover all documents generated during the emergency to the   _____
EOC Administrative Assistant.

4.   Deactivate the EOC in accordance with Annex W, Procedure 13   N/A
"EOC Concept of Operations and Activation," when directed by
the Emergency Management Director.

BRIEFING SHEET
Attachment 2
(Page 1 of 1)

1. Discuss mobilization of personnel (complete or incomplete).

    _____

    _____

2. Provide updates on contacts with STPEGS, DPS Pierce, National Weather Services, etc.

    _____

    _____

3. Review times of current news advisories and/or Emergency Alert System messages.

    _____

    _____

4. Discuss any outstanding or fulfilled unmet needs with the EOC staff.

    _____

    _____

5. Remind staff to continue filling out procedures, Emergency Logs, etc.

6. Remind staff to ensure status boards are updated by providing information to the Status-Board Keepers.

7. Remind the EOC to continue providing informational updates to the Public Information staff for transfer to the Joint Information Center.

8. Remind the staff to ensure to check with you if they need to leave the EOC replacement staff will receive briefing on the status of the Emergency.

At the end of the EOC briefing provide the following:

1. Summary of major activities ongoing in the EOC and in the field.

    _____

    _____

2. Establish top three priorities over the next hour, over next 12 hours.

    _____

    _____

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

RECOVERY ACTIVITIES LIST
Attachment 3
(Page 1 of 1)

(Name)	(EOC Position)	(Date)

ITEM #	LOCATION	ACTION/DESCRIPTION	ASSIGNED TO	PRIORITY

INITIAL DISASTER REPORT
Attachment 4
(Page 1 of 1)

1. What happened: _____

2. When it happened: _____

3. Where it happened: _____

4. Extent of Damage of Loss: _____

_____

_____

_____

5. Best estimate of injured, homeless, fatalities: _____

_____

_____

_____

6. Type and extent of assistance required, if known: _____

_____

_____

_____

7. Additional remarks pertinent to situation: _____

_____

_____

_____

EMERGENCY MANAGEMENT COORDINATOR

Procedure 11

OPERATIONAL SITUATION REPORT
Attachment 5
(Page 1 of 4)

(Content and Format, Standard Daily Situation Report)

FROM: Matagorda County

                                                 (Date)

TO: Disaster District Sub 2C, DPS, Pierce, Texas

SUBJECT: Situation Report No. ____

1. TYPE OF EMERGENCY

   a.   Identify the type of emergency, by name if it is due to a tropical storm or hurricane.

        _____

   b.   Describe where it happened and when, or if it is likely to happen.

        _____

        _____

2. DAMAGE

   a.   Determine the number of dead and injured and their location(s).

        _____

        _____

   b.   Determine the type and extent of property damage, especially as to how this directly affects people (e.g., major highways, bridges, rail routes, airports, deep water ports), or military facilities.

        _____

        _____

        _____

        _____

   c.   Determine any additional damage potential as a result of the emergency.

        _____

        _____

        _____

OPERATIONAL SITUATION REPORT
Attachment 5
(Page 2 of 4)

3. STATE AND LOCAL ACTIONS

   a. Describe major emergency management actions, such as dissemination of warning, activation and use of EOC, activation of the Reception Center and Congregate Care facilities, coordination of rescue operations, management of evacuations, arranging for needed emergency supplies, and work with mass media to get official information to the people.

   _____

   _____

   _____

   _____

   _____

   _____

   b. Include requests for assistance from state and/or federal civil agencies.

   _____

   _____

   c. Include military support requests and whether support actions are to be performed by National Guard or Federal Active Duty Forces. (Make clear whether such requests are anticipated or actually have been made.)

   _____

   _____

   _____

   d. Include Disaster Declarations.

   _____

   _____

4. FEDERAL ACTIONS

   Describe participation by FEMA Regional Staff members in assisting the affected localities.

   _____

   _____

   _____

   _____

OPERATIONAL SITUATION REPORT
Attachment 5
(Page 3 of 4)

5. MILITARY ACTION

    a.   State whether State National Guard or Federal Active Duty Forces involved, described in terms of number of trips and type of equipment committed, and the mission(s).

_____

_____

_____

_____

_____

    b.   Describe action by Army Corps of Engineers.

_____

_____

6. OTHER FEDERAL AGENCIES

List actions by other Federal Government Civil Agencies in support of operations.

_____

_____

_____

_____

_____

7. ORGANIZED VOLUNTEER ACTION

Identify American Red Cross and other volunteer agency participation in emergency actions, and describe major actions they have taken.

_____

_____

_____

_____

_____

OPERATIONAL SITUATION REPORT
Attachment 5
(Page 4 of 4)

8. OTHER

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

ACRONYMS LIST
Attachment 6
(Page 1 of 1)

Acronym	Applies To
ACP	Access Control Point
ARC	American Red Cross
BRC	Bureau of Radiation Control
CAN	Community Alert Network
DEM	Division of Emergency Management
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
EAS	Emergency Alert System
ECL	Emergency Classification Level
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
STPEGS	South Texas Project Electric Generating Station
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter

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MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

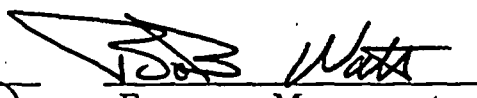## EOC ADMINISTRATIVE ASSISTANT
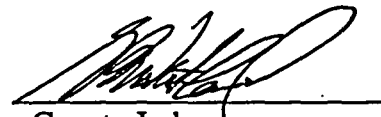
Procedure 12

Table of Contents

Effective Date: November 21, 2003

APPROVED:

_____   _____   _____
EOC Administrative   Emergency Management   County Judge
Assistant   Coordinator

1.0 Purpose

    1.1 This procedure specifies the actions to be completed by the Emergency Operations Center (EOC) Administrative Assistant in the Matagorda County EOC during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

    1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response, specific to the EOC Administrative Assistant.

2.0 Discussion

    2.1 The EOC Administrative Assistant responds to the EOC at an Alert and assists the Emergency Management Coordinator with EOC activities.

    2.2 The Administrative Assistant is responsible for preparing the EOC for activation and operation, including ensuring that necessary equipment, materials and supplies are in place. If assistance is needed with preparation of the EOC for activation, administrative support from the City or County staffs may be obtained.

    2.3 Responsibilities of the EOC Administrative Assistant include the following:

        2.3.1 Respond to EOC organization needs and ensure availability of necessary supplies, meals, etc.

        2.3.2 Keep a log of incoming and outgoing facsimiles (faxes). Ensure prompt delivery of faxes.

        2.3.3 Assist in other EOC functions as needed.

3.0 References

    3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.

    3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.

    3.3 Emergency Management Plan, Annex W, Procedure 13, "Emergency Operations Center Concept of Operations and Activation."

4.0 Equipment Required

    4.1 None.

5.0   Precautions and Limitations

    5.1   None.

6.0   Prerequisites

    6.1   An emergency has been declared by STPEGS and notification received from Matagorda County to mobilize.

7.0   Procedure

    7.1   When notified of an **Alert, Site Area Emergency, or General Emergency** at the STPEGS by the Sheriff's Office Dispatcher report to the EOC and assist in the implementation of Annex W, Procedure 13, "EOC Concept of Operations and Activation."

    7.2   Upon completion of preparation of the EOC for activation, implement Attachment 1, "EOC Administrative Assistant Checklist." Use this checklist as a guide in performing position responsibilities.

8.0   Attachments

    8.1   Attachment 1, EOC Administrative Assistant Checklist

    8.2   Attachment 2, EOC Staffing Sheet

    8.3   Attachment 3, 24 Hour Shift Rotation

    8.4   Attachment 4, Facsimile Log

    8.5   Attachment 5, Acronyms List

EOC ADMINISTRATIVE ASSISTANT CHECKLIST
Attachment 1
(Page 1 of 10)

_____   _____
              Name   Date

ACTION   TIME/LOG

I.   ALERT

      1.   Sign in on the Staffing Board.   _____

      2.   Report to the Emergency Management Coordinator for a briefing   _____ .
            on the status of the emergency.

      3.   Assist in preparation of the EOC using the "EOC Activation
            Checklist" and "EOC Floor Plan" attachments to Annex W,
            Procedure 13, "Emergency Operations Center Concept of
            Operations and Activation."

            a.   Ensure position name tags and telephones are in the   _____
                  required positions.

            b.   Test the telephones, facsimile machines, and wireless   _____
                  microphone system in accordance with Procedure 13,
                  Emergency Operations Center, Concept of Operations and
                  Activation.

            c.   Distribute materials.   _____

                  1)   Set out clipboards for:
                        • EAS Messages
                        • News Advisories

                  2)   Check copier paper and toner

                  3)   Position Manuals

                  4)   Emergency Action Logs with clipboards

                  5)   Supplies needed for Status Board Keeper
                        • Eraser
                        • Wide black and red erasable markers
                        • Board cleaner
                        • Camera and film from the Emergency
                          Management Coordinator

EOC ADMINISTRATIVE ASSISTANT CHECKLIST
Attachment 1
(Page 2 of 10)

ACTION	TIME/LOG

    d.   Ensure that necessary plans and procedures are available. _____

    e.   Retrieve magnetic Protective Response Zone Map _____
         overlays.

    f.   Have EOC staff synchronize their watches, facsimile _____
         machines and facility clock with the County Dispatcher.

4.   Issue the EOC Security Officer a copy of his or her checklist, _____
    necessary forms to begin logs, and a copy of the EOC layout.

5.   Notify the Emergency Management Coordinator when the set-up _____
    of the EOC is complete.

> **NOTE**
>
> The special needs cards or list identifies those members of the public who will need assistance in the event protective actions are initiated at higher emergency classifications.

6.   Complete Attachment 2, the "EOC Staffing Sheet," using _____
    information from the EOC Staffing Board. Distribute completed
    staffing sheet to:

    a.   Emergency Management Director

    b.   Emergency Management Coordinator

    c.   STPEGS Representative

    d.   Public Information Officer/Writer

    e.   Joint Information Center, as soon as activated

    Inform the Emergency Management Coordinator if any positions _____
    are unfilled.

    Update and redistribute as significant changes in staffing occur
    and at shift changes.

EOC ADMINISTRATIVE ASSISTANT CHECKLIST
Attachment 1
(Page 3 of 10)

ACTION	TIME/LOG

7. Fax copies of outgoing documents, EAS messages and news advisories to locations as programmed into facsimile machine, and in the order in which they are programmed.   **LOG**

   a.   If conducting a drill or exercise, stamp message <u>THIS IS A DRILL</u>.

   b.   Keep log of transmitted faxes using Attachment 4, "Facsimile Log."

   c.   If you have a backlog of documents to fax and a new document is initiated, stop sending the older message and send the newer one instead. If you do send a message out of sequence, let those receiving it know this is going to happen.

8. Contact Primary and backup EAS stations to ensure they received fax.   _____

9. Log incoming faxes.   **LOG**

NOTE

The fax should be quickly reviewed by the Emergency Management Coordinator to determine if any essential information (e.g., change in emergency classification or radiation release) should be immediately announced to the EOC staff and then returned to you so that copies can be made.

---

10. Immediately give incoming faxes to Emergency Management Coordinator.   **N/A**

EOC ADMINISTRATIVE ASSISTANT CHECKLIST
Attachment 1
(Page 4 of 10)

ACTION		TIME/LOG

11. Make 16 copies of faxes and distribute to: N/A
    a.   Emergency Management Director
    b.   Communications Officer
    c.   Transportation Officer
    d.   Environmental Health Director
    e.   American Red Cross Director
    f.   Mayors/Commissioners
    g.   Other Agencies Table
    h.   STPEGS Representative
    i.   Public Information Officer or Staff Representative
    j.   EOC Security Control Point
    k.   EMD/EMC Assistant
    l.   Status Board Keeper
    m.   Keep 1 copy with facsimile log

12. If fax machine malfunctions, inform the Emergency Management   ____
     Coordinator, then:

> **NOTE**
>
> Refer to Matagorda County Emergency Response
> Telephone Directory for a prioritized list of locations
> requiring EAS messages, news advisories and the
> applicable facsimile telephone numbers.

    a.   Use the fax machine at the Sheriff's Office Dispatcher or,
        if necessary telephone radio station KMKS to broadcast
        the EAS message live over the air.

    b.   Request Communications Officer notify STPEGS Support
        Organization Director of the malfunction and request
        support to fix the facsimile machine immediately.

13. Maintain the Alert classification activities until the   N/A
     emergency escalates or terminates, then proceed with the
     appropriate sections of this checklist.

EOC ADMINISTRATIVE ASSISTANT CHECKLIST
Attachment 1
(Page 5 of 10)

ACTION	TIME/LOG

II. SITE AREA EMERGENCY

1.	Complete the activities in Section I, Alert, if not already completed.	N/A
2.	Maintain adequate supplies to meet EOC staff needs.	N/A
3.	Respond to facility personnel needs	N/A
4.	Deliver EAS message to the Status Board Keeper after EAS messages are sent.	N/A
5.	Assist the Status Board Keeper in maintaining the EOC boards up-to-date, concise and accurate.	N/A
6.	Request names of key utility positions from STPEGS EOC Liaison for the following and post on the Status Board.	LOG

    a.   Emergency Director
    b.   Emergency Operations Facility (EOF) Offsite Communicator
    c.   Support Organization Director (at EOF)
    d.   Radiological Director (at EOF)
    e.   Technical Support Center (TSC) Manager
    f.   Security Manager (at TSC)
    g.   Shift Supervisor (at affected unit)

7.	If directed by the Emergency Management Director or Emergency Management Coordinator, develop a two shift rotational schedule using Attachment 3, "24 Hour Shift Rotation."	_____

EOC ADMINISTRATIVE ASSISTANT CHECKLIST
Attachment 1
(Page 6 of 10)

ACTION	TIME/LOG

8. If the shift is scheduled to pass a normal meal time frame, order meals as follows: _____

    a. Solicit approval from the Emergency Management Director.

    b. Request American Red Cross Director provide meal count for entire Reception Center Staff including American Red Cross, Environmental Health, and Bureau of Radiation Control personnel.

    c. Include field teams. Communications Officer can provide count.

    d. Place order for meals and ask the Transportation Officer to coordinate delivery of the meals to the EOC field teams and Reception Center.

9. In the event the emergency is of long duration, perform shift turnovers in accordance with Section IV of this checklist.   N/A

10. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.   N/A

EOC ADMINISTRATIVE ASSISTANT CHECKLIST
Attachment 1
(Page 7 of 10)

ACTION	TIME/LOG

III. GENERAL EMERGENCY

1.	Complete activities in Section I, Alert, and Section II, Site Area Emergency, if not already completed.	N/A
2.	Update Protective Response Zone map using colored overlays.	N/A
	a. Yellow - Shelter	
	b. Red - Evacuation	
3.	Assist the Status Board Keeper in maintaining the status boards up-to-date, concise and accurate.	N/A
4.	Assist in secretarial support.	N/A
5.	If EOC supplies near depletion, obtain necessary material from local sources, with approval of Emergency Management Coordinator.	N/A
6.	Maintain the General Emergency classification activities until the emergency has ended and recovery has commenced, then proceed to Section V of this checklist.	N/A

EOC ADMINISTRATIVE ASSISTANT CHECKLIST
Attachment 1
(Page 8 of 10)

ACTION	TIME/LOG

. SHIFT TURNOVER

1. Provide briefing of events to the relief person on the current status   _____
   of:
   a.   EOC Operations and problems including any supplies
   needed.

   b.   Status of meals.

2. Inform the Emergency Management Coordinator of the transfer of   _____
   responsibilities to the oncoming shift replacement.

3. Update Staffing Board.   _____

4. Agree to your return time.   _____

5. Document names, date and time of turnover.   LOG

EOC ADMINISTRATIVE ASSISTANT CHECKLIST
Attachment 1
(Page 9 of 10)

ACTION	TIME/LOG
V. RECOVERY	
1. Maintain adequate supplies to meet EOC staff needs.	N/A
2. Respond to facility personnel needs.	N/A
3. Keep event status board current.	N/A
4. Maintain fax operations.	N/A

EOC ADMINISTRATIVE ASSISTANT CHECKLIST
Attachment 1
(Page10 of 10)

ACTION   **TIME/LOG**

VI.   **TERMINATION**

1.   Collect all documents generated during the emergency and   N/A
combine into groups (e.g., all EOC documents, all Reception
Center documents, all traffic control documents).

a.   Include forms, checklists, supplies required, logs,
summary reports, etc.

b.   Recovery Activities Lists.

c.   Fax log and copies of faxes generated during the
emergency.

d.   Request the American Red Cross and Environmental
Health Director's provide all the Reception Center
documentation.

e.   Request the Sheriff send someone to Radio Stations KMKS
and KZRC to pick up checklists and copies of the station
logs that show when EAS messages were broadcast and
personnel shift changes occurred.

2.   Forward the assembled documents to the Emergency Management   N/A
Coordinator.

EOC STAFFING SHEET
Attachment 2
Page 1 of 2

As of - Date: _____   Time: _____

X	POSITION	NAME
	Administrative Assistant	
	Amateur Radio Operator	
	BRC Liaison	
	Communications Officer	
	DEM Liaison	
	EMD/EMC Assistant	
	Emergency Management Director	
	Emergency Management Coordinator	
	Environmental Health Director	
	EOC Runner	
	EOC Security	
	FEMA Liaison	
	Fire Services Coordinator	
	Public Affairs	
	Hospital District Administrator	
	Industry Liaison	
	Mayor of Bay City	
	Mayor of Palacios	
	JIC Assistant	
	NRC Liaison	
	Precinct Commissioner	

X - Denotes change in staff

EOC STAFFING SHEET
Attachment 2
Page 2 of 2

As of - Date: _____   Time: _____

X	POSITION	NAME
	Public Information Officer	
	Public Information Writer	
	Radio Amateur Civil Emergency Services	
	Reception Center - McAllister	
	Director	
	Environmental Control Supervisor	
	Assistant	
	Reception Center - Palacios	
	Director	
	Environmental Control Supervisor	
	Assistant	
	Sheriff or Designee	
	Status Board Keeper	
	STPEGS Liaison	
	Transportation Officer	
	United States Coast Guard	

24 HOUR SHIFT ROTATION
Attachment 3
(Page ___ of ___)

POSITION:	1ST SHIFT START TIME: _____		2ND SHIFT START TIME: _____	
	NAME	TELEPHONE #	NAME	TELEPHONE #
*Emerg Mgmt Director				
*Emerg Mgmt Coordinator				
*Mat'da County Sheriff				
+Precinct Commissioner				
*Public Info. Officer				
*Envir. Health Director				
*ARC Director				
*Transportation Officer				
*Communications Officer				
*Security Officer				
Hospital Dist. Admin'r				
Fire Services Coord.				
EOC Admin Assistant				
EMD/EMC Assistant				
STPEGS Representative				
Pub Affairs Rep.				
DEM Liaison				
BRC Liaison				
Coast Guard Rep.				
Amateur Radio Operator				
Status Board Keeper				
FEMA Liaison				
NRC Liaison				

* Minimum staffing positions.
+ Note: The Precinct Commissioner becomes a minimum staffing position when the Emergency Management Director position is not filled by the County Judge.

DATE: _____

_____
Signature

FACSIMILE LOG
Attachment 4
(Page ___ of ___)   Date: _____

TO*	FROM	SUBJECT	INCOMING	OUTGOING	TIME

* "Broadcast" (BC) sends to ten locations. See list on fax machine.

ACRONYMS LIST
Attachment 5
(Page 1 of 1)

Acronym	Applies To
ACP	Access Control Point
ARC	American Red Cross
BRC	Bureau of Radiation Control
CAN	Community Alert Network
DEM	Division of Emergency Management
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
EAS	Emergency Alert System
ECL	Emergency Classification Level
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
STPEGS	South Texas Project Electric Generating Station
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter

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MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

EMERGENCY OPERATIONS CENTER
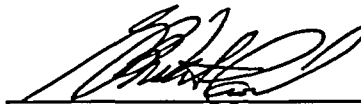## CONCEPT OF OPERATIONS AND ACTIVATION

Procedure 13

Table of Contents

Effective Date: November 21, 2003

APPROVED:

_____
Emergency Management Coordinator

_____
County Judge

1.0   Purpose

    1.1   This procedure specifies the concept of operations and the process for activating the Emergency Operations Center (EOC).

    1.2   This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response specific to EOC activation and operation.

2.0   Discussion

    2.1   Set up of the Emergency Operations Center (EOC), which is located in the Matagorda County Sheriff's Office, is the responsibility of the Emergency Management Coordinator or the Sheriff. The first of these to arrive should perform Section of 7.0.

    2.2   The EOC is to be set up at **Alert** and activated at a **Site Area Emergency or General Emergency,** unless directed otherwise by the Emergency Management Director.

    2.3   Concept of Operations

        2.3.1   The County Judge will assume overall direction and control of EOC staff activities as the Emergency Management Director. The Mayors of Bay City and Palacios will serve as alternates or as relieves if shifts are established. When the Mayors serve as Emergency Management Director, a County Commissioner will be collocated at the EOC to provide legal authority for decisions involving unincorporated areas of the County.

        2.3.2   The Emergency Management Coordinator is responsible for the ongoing EOC operations. The County Judge is responsible for designating the Emergency Management Coordinator and alternates.

        2.3.3   The Emergency Management Coordinator will serve as the primary operational liaison between the EOC and outside governmental agencies.

    2.4   Heads of agencies, departments, and organizations are responsible for emergency functions as assigned in the Emergency Management Basic Plan or by Standard Operating Procedures (SOPs).

2.5   Emergency operations will be conducted by government agency personnel augmented, as required, by trained auxiliaries, volunteer groups, and personnel supplied through mutual aid agreements.

2.6   The EOC will operate on a 24-hour basis during an emergency. Typically, staffs will be assigned to work 12-hour shifts.

2.7   Task Groups

    2.7.1   <u>Direction and Control</u>: This group is responsible for overall direction of the governmental response to an emergency.

        2.7.1.1   Primary functions include:

            a.   Emergency policy decisions

            b.   Emergency purchases/allocations

            c.   Declaration of a state of emergency

            d.   Invocation of emergency powers

            e.   Requesting/directing outside assistance

            f.   Activating the EOC

            g.   Recommending and implementing protective actions to the public

            h.   Requesting a Presidential disaster declaration

            i.   Law Enforcement decisions

        2.7.1.2   Group Members include:

            a.   Matagorda County Judge

            b.   The Mayors of Bay City and Palacios

            c.   County Commissioners

            d.   Emergency Management Coordinator

            e.   Matagorda County Sheriff or Designee

2.7.1.3   Special Considerations:

      a.   Only the Chief Executive of a County or City may declare an emergency for that jurisdiction, except that the County Judge may declare a county-wide emergency.

      b.   State assistance procedures require that requests for State or Federal assistance be made by the Chief Executive, or by another official specifically authorized to perform the function in the name of the Chief Executive. In Matagorda County, either the Mayor of Bay City, or the Mayor of Palacios may transmit such requests if the County Judge is not available.

      c.   The Emergency Management Director is responsible for the activation of the EOC.

2.7.2   <u>Operations Group</u>: This group is responsible for mobilizing and coordinating personnel and resources in response to an emergency. Representatives from this group may or may not locate in the EOC.

2.7.2.1   Functions include:

      a.   Law Enforcement actions

      b.   Fire Services

      c.   Search & Rescue

      d.   Emergency Medical/Hospital

      e.   Monitoring & Decontamination

      f.   Transportation

      g.   Shelter - evacuee registration

      h.   Public Information

      i.   Security

2.7.2.2   Group Members include:

    a.   Fire Services Coordinator

    b.   Hospital District Administrator

    c.   Environmental Health Director

    d.   Transportation Officer

    e.   American Red Cross Director

    f.   Public Information Officer/Writer

    g.   Communications Officer

    h.   EOC Security Officer

2.7.3   <u>Administrative Group</u>: This group provides administrative and logistical support for the EOC operations.

2.7.3.1   Functions include:

    a.   Procurement of supplies

    b.   General administrative activities

    c.   Updating the Status Boards

    d.   Maintaining logs and documentation of EOC response activities.

2.7.3.2   Group Members include:

    a.   EMD/EMC Assistant

    b.   EOC Administrative Assistants

    c.   Status Board Keepers

    d.   Runners

2.7.4   <u>Support Group</u>: Representatives of other jurisdictions (Federal, State, other cities/counties, industry advisors, etc.) This group is responsible for assisting Matagorda County with resources and technical support during an emergency. This group may provide support services from remote locations. It is expected, however, that in the event of an incident at the STPEGS, technical advisors from the Bureau of Radiation Control and the STPEGS will report to the EOC.

    2.7.4.1   Functions include:

        a.   Providing technical advice and support.

        b.   Provide supplies and resources from outside the County.

    2.7.4.2   Group Members may include:

        a.   Division of Emergency Management (DEM) Liaison

        b.   Bureau of Radiation Control (BRC) EOC Liaison

        c.   STPEGS EOC Liaison

        d.   Federal Emergency Management Agency (FEMA) Liaison

        e.   Nuclear Regulatory Commission (NRC) Liaison

        f.   U. S. Coast Guard

        g.   Others, as requested by the Emergency Management Director

3.0   References

3.1   Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.

3.2   Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.

4.0   Equipment Required

4.1   All equipment for the Emergency Operations Center is stored in the EOC with additional office supplies available in the supply cabinet of the Sheriff's Office.

5.0   Precautions and Limitations

    5.1   None.

6.0   Prerequisites

    6.1   An Alert or higher Emergency Classification has been declared by the STPEGS or the Emergency Management Director has ordered activation of the EOC.

7.0   Procedure

    7.1   Activation of the EOC is supervised by the Matagorda County Sheriff or the Emergency Management Coordinator and carried out with assistance from EOC Staff members, including the Administrative Assistant and the Communications Officer. Matagorda County jail trustees can also be utilized to assist in the set up of the EOC.

    7.2   The EOC is to be setup using Attachment 1, "EOC Activation Checklist," Section I.

    7.3   EOC activation is declared by the Emergency Management Director in accordance with Procedure 10, "Emergency Management Director."

    7.4   The EOC is to be deactivated using Attachment 1, "EOC Deactivation," Section II.

8.0   Attachments

    8.1   Attachment 1, EOC Activation Checklist

    8.2   Attachment 2, EOC Floor Plan

    8.3   Attachment 3, EOC Task Groups

    8.4   Attachment 4, EOC Security Control Point Checklist

    8.5   Attachment 5, EOC Entry Log

    8.6   Attachment 6, Status Board Keeper Checklist

    8.7   Attachment 7, EMD/EMC Assistant Checklist

EOC ACTIVATION CHECKLIST
Attachment 1
(Page 1 of 3)

Name	Date

ACTION	TIME/LOG

I. EOC SET-UP

1. Establish security at the EOC entrance in accordance with Attachment 4, "EOC Security Control Point Checklist." _____

2. Set up furnishings in accordance with Attachment 2, "EOC Floor Plan."

3. Verify telephones are operational by checking for a dial tone after each phone is plugged in to its designated outlet. _____

4. Obtain EOC radio from the dispatch office and ensure operability by doing a radio check with the Sheriff's Office Dispatcher. _____

5. Ensure all maps and status boards have been erased or cleared of any old information and only current data has been posted. _____

6. Of the available personnel, establish a status board keeper to maintain the status boards in accordance with Attachment 6, "Status Board Keeper Checklist." _____

7. Check with the Sheriff's Office Dispatcher to ensure that all Emergency Response Call List personnel have been notified and at least a primary or alternate has been reached for each of the minimum staffing positions listed in Attachment 3, "EOC Task Groups." _____

EOC ACTIVATION CHECKLIST
Attachment 1
(Page 2 of 3)

ACTION   **TIME/LOG**

8. Verify the Prompt Notification System equipment is operational if _____
    time permits (i.e., a fast breaking emergency has not occurred) as
    follows:

    a. Fax Machine (by sending a test fax to Radio Stations
        KMKS and KZRC).

    b. Sirens (by doing a growl test of the STPEGS Siren
        System).

    c. Alert Radios (by calling Radio Station KMKS and
        verifying availability).

    ┌───┐
    │   NOTE   │
    │   │
    │ If telephone contact cannot be established with KMKS │
    │ radio station, ensure the Emergency Management Director │
    │ is made aware of the situation.   │
    └───┘

9. Verify operability of the fax machine "Broadcast" capability by _____
    faxing a test message to each of the agencies, with a follow-up
    phone call.

    ┌───┐
    │   NOTE   │
    │ Ensure Sheriff's Department staff discontinues use of │
    │ facsimile for the duration of the Emergency Condition. │
    └───┘

10. Verify operability of the wireless microphone system by testing all _____
    frequencies.

11. Check administrative supplies and food stock for availability with _____
    assistance from the jail supervisor.

12. Perform operability test of the backup emergency generator. _____
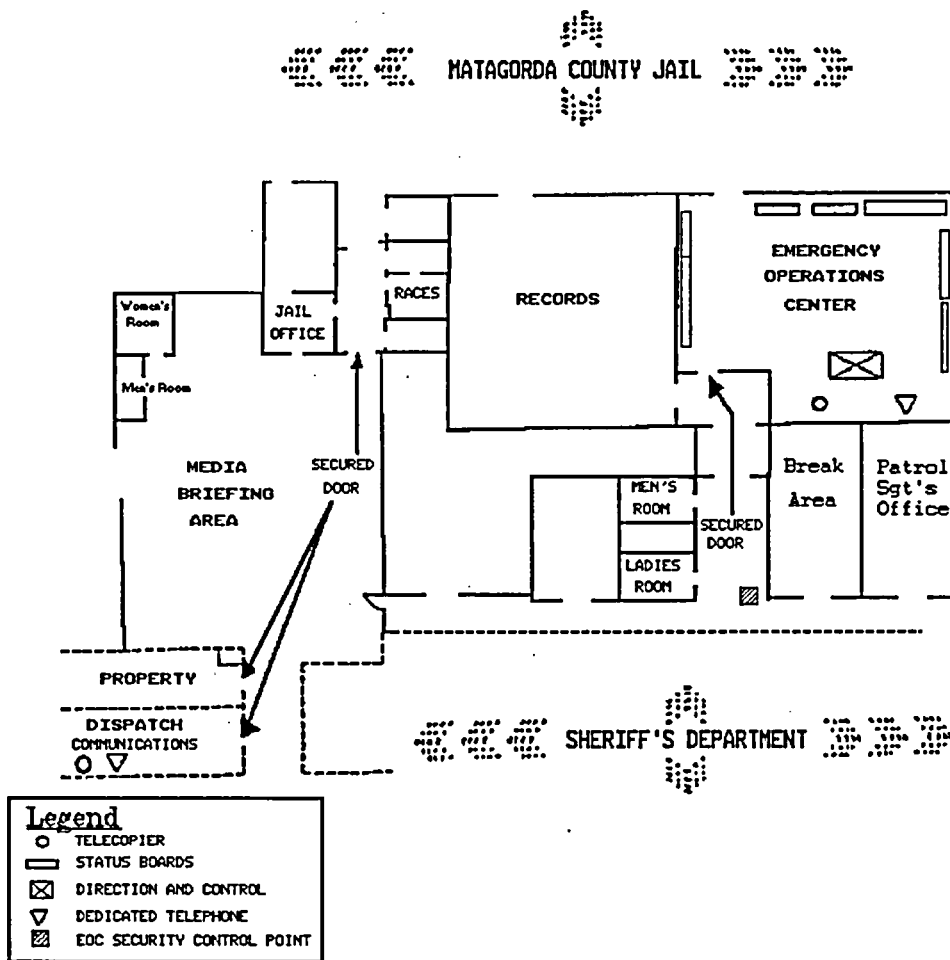
13.   Report any problems or unmet needs to the Emergency   _____
       Management Director.

II.   EOC DEACTIVATION

1.   When directed by the Emergency Management Director,   _____
      deactivate the EOC at the termination of the STPEGS emergency
      response activities as follows:

      a.   Ensure all messages, logs, and event documentation is   _____
            assembled and forwarded to the EOC Administrative
            Assistant.

      b.   Clear all EOC status boards of event information.   _____

      c.   Store all EOC plans, procedures, and position manuals in   _____
            designated areas.

      d.   Unplug all EOC telephones and store in designated areas.   _____

      e.   Fold all EOC tables and chairs and store against the walls.   _____

      f.   Assemble all EOC survey meters, remove batteries, and   _____
            store in designated area.

      g.   Check EOC inventory using the posted list and inform the   _____
            Emergency Management Coordinator of any missing
            equipment or shortages in supplies.

2.   Once all personnel have exited the EOC, ask a member of the   _____
      Sheriff's Office to lock the EOC entrance.
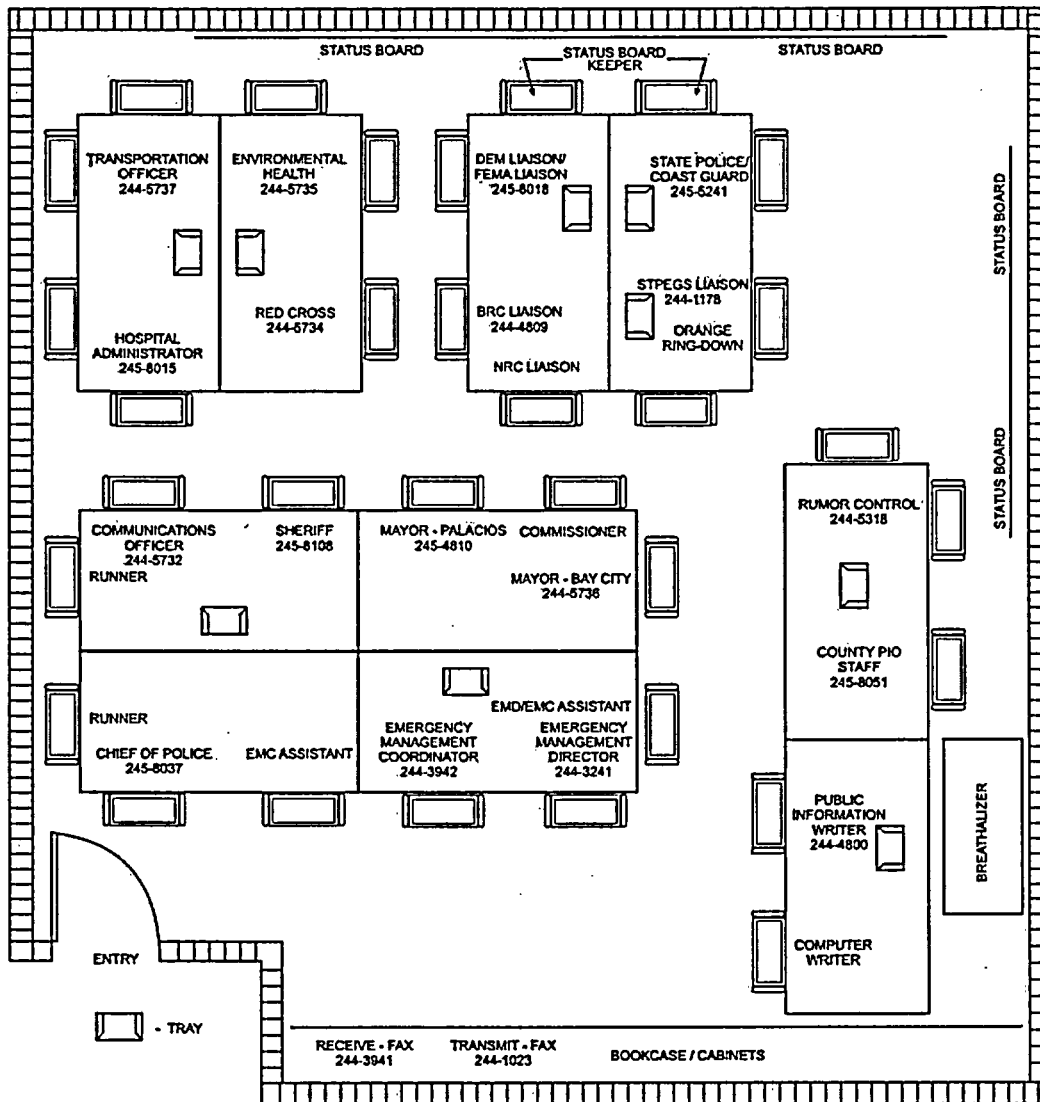
EOC FLOOR PLAN
Attachment 2
(Page 1 of 2)

MATAGORDA COUNTY JAIL

RACES

RECORDS

**EMERGENCY
OPERATIONS
CENTER**

Women's
Room

JAIL
OFFICE

Men's Room

MEDIA
BRIEFING
AREA

SECURED
DOOR

MEN'S
ROOM

SECURED
DOOR

LADIES
ROOM

Break
Area

Patrol
Sgt's
Office

PROPERTY

DISPATCH
COMMUNICATIONS

SHERIFF'S DEPARTMENT

Legend

o	TELECOPIER
▭	STATUS BOARDS
⊠	DIRECTION AND CONTROL
▽	DEDICATED TELEPHONE
▨	EOC SECURITY CONTROL POINT

EOC FLOOR PLAN
Attachment 2
(Page 2 of 2)

STATUS BOARD   STATUS BOARD   STATUS BOARD
STATUS BOARD KEEPER

STATUS BOARD

STATUS BOARD

TRANSPORTATION OFFICER 244-5737

ENVIRONMENTAL HEALTH 244-5735

DEM LIAISON/ FEMA LIAISON 245-8018

STATE POLICE/ COAST GUARD 245-5241

RED CROSS 244-5734

BRC LIAISON 244-4809

NRC LIAISON

STPEGS LIAISON 244-1178

ORANGE RING-DOWN

HOSPITAL ADMINISTRATOR 245-8015

COMMUNICATIONS OFFICER 244-5732
RUNNER

SHERIFF 245-8108

MAYOR - PALACIOS   COMMISSIONER 245-4810

MAYOR - BAY CITY 244-5736

RUMOR CONTROL 244-5318

COUNTY PIO STAFF 245-8051

RUNNER

CHIEF OF POLICE 245-8037

EMC ASSISTANT

EMERGENCY MANAGEMENT COORDINATOR 244-3942

EMD/EMC ASSISTANT

EMERGENCY MANAGEMENT DIRECTOR 244-3241

PUBLIC INFORMATION WRITER 244-4800

BREATHALIZER

COMPUTER WRITER

ENTRY

☐ - TRAY

RECEIVE - FAX 244-3941

TRANSMIT - FAX 244-1023

BOOKCASE / CABINETS

Matagorda County
Emergency Operations Center
Sheriff's Office
2323 Avenue F
Bay City, Texas
(979) 245-5526

CDI00364
11/03/03

EOC TASK GROUPS
Attachment 3
(Page 1 of 1)

Direction and Control
* * Emergency Management Director
* * Emergency Management Coordinator
* *. Matagorda County Sheriff
  Precinct Commissioner (See Note)

Operations Group
* * Public Information Officer
  Fire Services Coordinator
  Hospital District Administrator
* * Environmental Health Director
* * American Red Cross Director
* * Transportation Officer
* * Communications Officer
* * Security Officer

Administrative Group
  EOC Administrative Assistant
  EMD/EMC Assistant
  Status Board Keeper
  Runner

Support Group
  Division of Emergency Management Liaison
  Bureau of Radiation Control Liaison
  South Texas Project Electric Generating Station Representative
  Federal Emergency Management Agency Liaison
  Nuclear Regulatory Commission Liaison
  U. S. Coast Guard
  Amateur Radio Operators
  Others, as necessary
*   Minimum staffing required to activate EOC

Note: This becomes a minimum staffing position when the Emergency Management Director
position is not filled by the County Judge.

EMERGENCY OPERATIONS CENTER
SECURITY CONTROL POINT CHECKLIST
Attachment 4
(Page 1 of 6)

Name	Date

ACTION   **TIME/LOG**

I.   **ALERT, SITE AREA EMERGENCY**

1.   Sign in on the EOC Staffing Board   _____

2.   Report to the Emergency Management Coordinator for a briefing   _____
      on the status of the emergency.

3.   Obtain the following material from the EOC.   _____

      - EOC Security Control Point Manual
      - Pens
      - Roster
      - Identification Badges

4.   If any staff are already present in the EOC have them sign in on
      Attachment 5, " EOC Entry Log."

5.   Establish access control near the entrance of the EOC (refer to
      Attachment 2).

      a.   Verify arriving personnel are part of the emergency
            response organization as listed on the call list or roster.

      b.   Have arriving personnel sign in on the EOC Entry Log.

      c.   Provide an identification badge.

      d.   For arriving personnel not on the call list or roster, radio
            the Communications Officer or go to the EOC entrance
            and direct the EOC Administrative Assistant to notify the
            Emergency Management Coordinator or Sheriff to obtain
            approval for their entry. DO NOT get out of visual range
            of or otherwise leave the security control point unattended.

EMERGENCY OPERATIONS CENTER
SECURITY CONTROL POINT CHECKLIST
Attachment 4
(Page 2 of 6)

ACTION	TIME/LOG
6. Request the Administrative Assistant regularly provide you with copies of EAS messages, press releases and Offsite Agency Notification Message Forms.	_____
7. Log people out as they leave EOC (if leaving building).	_____

EMERGENCY OPERATIONS CENTER
SECURITY CONTROL POINT CHECKLIST
Attachment 4
(Page 3 of 6)

ACTION   TIME/LOG

II.   GENERAL EMERGENCY

1.   Obtain a survey instrument from Environmental Health Director.   _____

2.   Validate that the survey instrument is in working order.   _____

    a.   Do a battery check and obtain new batteries if the battery
          check fails.

    b.   Turn the instrument to the x1scale.

    c.   Allow 15 seconds for the instrument to stabilize, before
          taking reading.

    d.   Open window on probe.

    e.   Place probe near the check source on the side of the
          instrument or obtain a check source from the
          Environmental Health Director.

    f.   Make sure the instrument responds with the indicator
          moving upscale.

    g.   Notify Environmental Health Director if instrument is not
          working properly and obtain a replacement.

EMERGENCY OPERATIONS CENTER
SECURITY CONTROL POINT CHECKLIST
Attachment 4
(Page 4 of 6)

ACTION   **TIME/LOG**

3.   Before allowing people into the EOC, question them to see if they   _____
have been inside the 10 mile EPZ.

If they have, survey them before they enter the EOC.

a.   Verify meter is turned on to the x1 scale

> ### NOTE
>
> A whole body frisk should take approximately one minute. Instruct the individual to stand with arms at side, palms facing out, and legs together. Then scan the individual with the survey probe held about one-half inch away from the surface, moving at a rate of about 2 to 3 inches per second. Frisk the individual's head, face, and shoulders, then scan the front of the body from the top to bottom using a single sweep, frisk the elbows, hands, and buttocks, then scan the back of the body from top to bottom using a single sweep. Finally frisk the feet and soles of shoes.

b.   Perform a whole body survey, emphasizing the head, nose area, hands and bottom of shoes.

c.   If a reading above background is detected while performing the survey, immediately notify the Environmental Health Director.

EMERGENCY OPERATIONS CENTER
SECURITY CONTROL POINT CHECKLIST
Attachment 4
(Page 5 of 6)

ACTION	TIME/LOG

III. SHIFT TURNOVER

1. Provide a briefing of events to the relief person and include the following:

    a.   Review completed checklist   _____

    b.   Review Entry Log   _____

2. Inform the Emergency Management Coordinator of the transfer of   _____
    responsibilities to the incoming shift replacement.

3. Update Staffing Board   _____

4. Document names, date and time of turnover. (The log entry   LOG
    should be made on the Sheriff's "Emergency Action Log".)

EMERGENCY OPERATIONS CENTER
SECURITY CONTROL POINT CHECKLIST
Attachment 4
(Page 6 of 6)

ACTION	TIME/LOG

IV. TERMINATION

1. Provide a list of any supplies or forms needing replenishing to the _____
   Administrative Assistant.

2. Collect, and organize in chronological order, all documents, _____
   checklists, and logs.

   a. Sign checklists and logs

3. Turnover all documents generated during the emergency to the _____
   EOC Administrative Assistant.

4. Return your area to pre-event status. N/A

EOC ENTRY LOG
Attachment 5
(Page ___ of ___)

Date: _____

PRINTED NAME Last First MI	SS#	Department	Time In	Time Out	Signature

STATUS BOARD KEEPER CHECKLIST
Attachment 6
(Page 1 of 2)

_____   _____
             Name   Date

ACTION   **TIME/LOG**

1. Sign in on the EOC Staffing board.   _____

2. Report to the Emergency Management Coordinator (EMC) for a   _____
    briefing on the status of the emergency.

3. Obtain the following materials.   _____

    - Broad tip, black and red erasable markers
    - Erasers
    - Status board Cleaner
    - Obtain Camera (Polaroid) and film from the EMC

4. Print legibly and use concise statements.   N/A

5. Record the time and pertinent information throughout the exercise   N/A
    or event on the Event board and Significant Event board, but not
    necessarily in this order:

    a.   Event declarations

    b.   EOC activation time

    c.   News Advisories message numbers (eg., NA-1, NA-2,
         etc.) and brief content (initial message, supplemental
         information, etc.)

    d.   Emergency Alert System (EAS) message numbers and
         brief content, (e.g. EAS-1, EAS-2, etc.)

    e.   Traffic Control Points

    f.   Field Team dispatch, location, and survey results

    g.   Protective Action Recommendations (PARs)

STATUS BOARD KEEPER CHECKLIST
Attachment 6
(Page 2 of 2)

ACTION	TIME/LOG
h. Reception Center/Congregate Care Facility status	
i. School district decisions	
j. Outside assistance requested	
k. Activation of the Prompt Notification System; Sirens, Alert Radios, EAS message broadcast, Community Alert Network, route alerting	
l. South Texas Project Electric Generating Station (STPEGS) facility activation times, especially the Emergency Operations Facility (EOF)	
m. Notification of special facilities	
n. Considerations of special needs populations	
6. If different actions occur at the same time, record the time once, then list on a separate line each event that occurred at that time.	N/A
7. If information for the Status Boards is not forthcoming, request key directors, coordinators, and officers to provide input.	N/A
8. Obtain hard copy documentation of status board information prior to erasing a status board.	N/A

EMERGENCY OPERATIONS CENTER CONCEPT
OF OPERATIONS AND ACTIVATION
Procedure 13

EMD/EMC ASSISTANT CHECKLIST
Attachment 7
(Page 1 of 3)

Name	Date

ACTION	**TIME/LOG**

1. Sign in on the EOC Staffing board. _____

2. Report to the EMC for a briefing on the status of the emergency. _____

3. Obtain the following materials: _____

   - Log sheets

   - Pens and other writing material

   - Other materials as directed by the EMC

4. Initiate and maintain an Emergency Action Log. _____

   a. Track telephone calls, key information obtained, factors affecting the event or decisions made, and other information needed to document the response actions taken.

   b. Maintain the log for the EMD/EMC/Mayors, etc. until termination of the emergency or recovery activities, as directed.

   c. Provide periodic updates of emergency status to the EOC Public Information Staff.

5. Print legibly and use short and concise statements. N/A

6. Perform an operational check of the speakerphone by checking for a dial tone. _____

EMD/EMC ASSISTANT CHECKLIST
Attachment 7
(Page 2 of 3)

ACTION   **TIME/LOG**

7. Ensure the Public Information group provides the county JIC staff   _____
    updates on the following type of information:

    a.   Event declarations

    b.   EOC activation time

    c.   News Advisories message numbers and brief content

    d.   Emergency Alert System (EAS) message numbers and
         brief content

    e.   Traffic Control Points

    f.   Field Team dispatch, location, and survey results

    g.   Protective Action Recommendations (PARs)

    h.   Reception Center/Congregate Care Facility status

    i.   School district decisions

    j.   Outside assistance requested

    k.   Activation of the Prompt Notification System; Sirens,
         Alert Radios, EAS message broadcast, community alert
         network, route alerting

    l.   South Texas Project Electric Generating Station
         (STPEGS) facility activation times, especially the
         Emergency Operations Facility (EOF)

    m.   Notification of special facilities

    n.   Considerations of special needs populations

EMD/EMC ASSISTANT CHECKLIST
Attachment 7
(Page 3 of 3)

ACTION	TIME/LOG

8. As directed, assist the EMD/EMC with the following activities: N/A

    a.   EOC staff briefings.

    b.   Ongoing EOC operations.

    c.   Securing EOC or field operations unmet needs.

    d.   Ensuring 24 hour staffing is maintained.

9. Assist the EOC staff with their concerns and questions associated   N/A
with EOC response activities.

10. Ensure all EOC boards are maintained up-to-date, concise and
accurate.

3.1675019

MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES
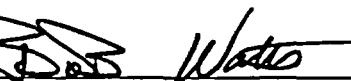
SHERIFF'S OFFICE DISPATCHER

Procedure 20

Table of Contents

Effective Date: November 21, 2003

APPROVED:

_____   _____   _____
Sheriff   Emergency Management   County Judge
                            Coordinator

SHERIFF'S OFFICE DISPATCHER

Procedure 20

1.0 Purpose

    1.1   This procedure specifies the actions to be completed by the Sheriff's Office Dispatcher in the event of a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

    1.2   This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response, specific to the Sheriff's Office Dispatcher.

2.0 Discussion

    2.1   The Sheriff's Office Dispatcher is responsible for receiving notification of emergencies at STPEGS and for communications with field Law Enforcement personnel.

    2.2   The Sheriff's Office Dispatcher shall verify, if necessary, notifications of declared emergencies from the STPEGS.

    2.3   For each classification of the emergency, the Sheriff's Office Dispatcher shall initiate notification of the Matagorda County Emergency Response Organization personnel as specified in the Matagorda County Emergency Response Call List.

    2.4   The Sheriff's Office Dispatcher implements the false siren activation instructions, if a spurious activation is reported.

    2.5   Responsibilities for the Sheriff's Office Dispatcher include, but are not limited to the following:

        2.5.1   Verifying the declared emergency.

        2.5.2   Notifying key Emergency Response personnel.

        2.5.3   Maintaining a log of available key officials.

        2.5.4   Sounding the sirens upon request from the Sheriff, Communications Officer, or Emergency Management Director or Coordinator.

        2.5.5   Sounding the sirens and initiating the Emergency Alert System in the case of a fast-breaking event when the Emergency Management Director is unavailable and the senior Sheriff's Department official present (i.e., the Detention/Patrol Sergeant) approves.

        2.5.6   Maintaining communications with field Law Enforcement personnel.

2.5.7 Interfacing with the Communications Officer concerning the status and dispatch of units to traffic and access control points. ·

2.5.8 Assisting and coordinating with the Communications Officer as may be required.

3.0 References

3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.

3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.

3.3 Emergency Management Plan, Annex W, Procedure 22, "Warning and Evacuation/Traffic and Access Control Points."

3.4 Emergency Management Plan, Annex W, Procedure 23, "Activation of the Public Warning System."

3.5 Matagorda County Emergency Response Call List.

4.0 Equipment Required

4.1 None.

5.0 Precautions and Limitations

5.1 None.

6.0 Prerequisites

6.1 An emergency has been declared at STPEGS or member of the public has reported a false siren activation.

7.0 Procedure

7.1 When notified of an emergency at the STPEGS, implement Section I of Attachment 1, "Sheriff's Office Dispatcher Checklist." Use this checklist as a guide to assist in performing position responsibilities.

7.2 For emergencies of long duration, perform shift turnovers in accordance with Section VI of Attachment 1.

7.3 When notified of a false STPEGS siren activation, implement the actions of Attachment 4, "False Siren Activation Checklist."

8.0   Attachments

    8.1   Attachment 1, Sheriff's Office Dispatcher Checklist

    8.2   Attachment 2, Immediate Public Notification Checklist

    8.3   Attachment 3, General Emergency/Protective Actions Notification

    8.4   Attachment 4, False Siren Activation Checklist

    8.5   Attachment 5, Acronyms List

SHERIFF'S OFFICE DISPATCHER CHECKLIST
Attachment 1
(Page 1 of 11)

Name	Date

ACTION	TIME/LOG

I. NOTIFICATION OF AN EMERGENCY AT STPEGS

1. If notified of an emergency or of a change in emergency **LOG**
    classification at the STPEGS, obtain an "Offsite Agency
    Notification Message Form" from the Sheriff's Office
    Dispatcher's Position Manual and record the information given
    by STPEGS, then sign, date and record the time on the bottom
    of the form in Item 12. Based on the emergency classification
    level provided by STPEGS, skip to the appropriate section of
    this checklist as follows: **N/A**

    a. For an Unusual Event go to Section II
    b. For an Alert go to Section III   **N/A**
    c. For a Site Area Emergency go to Section IV
    d. For a General Emergency go to Section V

2. If supplemental information is being provided by STPEGS,
    obtain a "Supplemental Notification Form" from the Sheriffs
    Office Dispatcher's Position Manual and record the information
    provided, then sign the form in Item 17.

3. Forward all STPEGS message forms to the Emergency
    Management Director at the Emergency Operations Center
    (EOC) when it is activated.

> ### NOTE
>
> If the EOC is not activated, i.e., if the emergency does
> not escalate beyond an Unusual Event, attach the
> message forms to the Dispatcher's Log.

SHERIFF'S OFFICE DISPATCHER CHECKLIST
Attachment 1
(Page 2 of 11)

ACTION	TIME/LOG

II. UNUSUAL EVENT

1. If notification of the emergency is received by any means other   **LOG**
than the orange ringdown telephone, then verify the emergency
by one of the following methods.

    a. Contact the Control Room at STPEGS directly via the orange
ringdown phone, 800 MHz radio telephone, or by telephone
using the phone number provided in the Matagorda County
Emergency Response Telephone Directory.

> ### NOTE
> The orange ringdown telephone is a dedicated line and is <u>not</u>
> intended for routine communications. To contact STPEGS
> directly via the dedicated line, lift the receiver, press 1, and wait
> for an answer. Identify yourself and ask for the <u>Emergency
> Director</u> or <u>Shift Supervisor</u>.

    b. <u>Telephone</u> the DPS, Pierce office. If during daylight
hours, ask for the Communications Supervisor. Ask if
notification from, or regarding STPEGS has been verified;
or

    c. <u>Radio</u> DPS, Pierce on Intercity frequency. Ask the DPS,
Pierce operator to contact the Communications Supervisor
and have the Supervisor contact you via telephone. Provide
your telephone number. When the Supervisor returns your
call, verify the STPEGS emergency; or

    d. <u>Teletype</u> via TLETS the DPS, Pierce office. In the message,
ask the Communications Supervisor to advise you whether
they have verified any information regarding an emergency at
STPEGS. Allow ten (10) minutes maximum for reply.

    e. <u>800 MHz Radio Telephone System</u>
A backup communications pathway to communicate
emergency information with the STPEGS and DPS Pierce.

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST
Attachment 1
(Page 3 of 11)

ACTION	TIME/LOG

2. Call for assistance with dispatching duties.   N/A

3. Notify key personnel listed in the Matagorda County Emergency Response Call List of the Unusual Event. No further notification should be made until event termination, unless event escalates.   _____

4. Upon notification that the Unusual Event has been terminated, notify all personnel previously contacted and advise them of the termination.   _____

SHERIFF'S OFFICE DISPATCHER CHECKLIST
Attachment 1
(Page 4 of 11)

ACTION	TIME/LOG

III.   ALERT

1. If notification of the Alert was not received over the orange ringdown telephone then verify the call by one of the methods described in Section II, Unusual Event, Step 1.   ____

2. Call for assistance with dispatching duties.   N/A

3. Notify key personnel listed for call out at Alert in the Matagorda County Emergency Response Call List of the Alert. Advise those designated to report at Alert to proceed to the EOC.   ____

4. Advise all mobile units of the declared emergency and direct them to standby for further information.   ____

5. Notify field personnel of emergency situation.   ____

SHERIFF'S OFFICE DISPATCHER CHECKLIST
Attachment 1
(Page 5 of 11)

__ACTION__   __TIME/LOG__

> __NOTE__
>
> In the event that notifications to some officials cannot
> be achieved by radio or telephone, dispatch units to
> the officials presumed locations. If local resources are
> insufficient for this task, request support from DPS,
> Pierce.

6.   Contact all persons on the Alert Call List that are not reporting to
      the EOC of the emergency. Direct them to standby should
      additional support be needed. Maintain a log of the whereabouts
      of these personnel.

7.   Take Rumor Control messages for the Public Information Officer   N/A
      (PIO) using a "Rumor Control Information Form" from the
      Sheriff's Office Dispatcher's Position Manual.

8.   Upon notification that the Alert has been terminated.   _____

      a.   Notify personnel previously contacted and advise them of
            the termination.

      b.   Notify the on duty Sheriff's Office supervisor (i.e.,
            Detention/Patrol Sergeant) of event termination.

      c.   Advise all mobile units of the Alert termination.

9.   If the emergency classification escalates prior to the EOC being   N/A
      staffed, proceed with the appropriate section of the checklist. If
      the EOC has been activated, allow the EOC staff to assume
      responsibility for the orange ring-down telephone notifications
      and for notifying individuals on the Matagorda County
      Emergency Response Call List.

SHERIFF'S OFFICE DISPATCHER CHECKLIST
Attachment 1
(Page 6 of 11)

ACTION	TIME/LOG

IV. SITE AREA EMERGENCY

1. If notification of the Site Area Emergency was not received over the orange ringdown telephone then verify the call by one of the methods described in Section II, Unusual Event, Step 1, if the EOC has not been activated. _____

2. Call for assistance with dispatching duties. LOG

3. Notify key personnel listed for call out at Site Area Emergency in the Matagorda County Emergency Response Call List. Advise them to report to the EOC. _____

4. Notify on duty Sheriff's Office supervisor (i.e., Detention/Patrol Sergeant) to receive instructions for information to be given to field personnel. _____

5. Notify field personnel of emergency situation. _____

6. Contact all persons on the Site Area/General Emergency Call List that are not reporting to the EOC, and inform them of the emergency. Direct them to standby should additional support be needed. Maintain a log of the whereabouts of these personnel. _____

7. Interface with the Communications Officer concerning the status of dispatch of units to Traffic and Access Control Points. Log locations. LOG

SHERIFF'S OFFICE DISPATCHER CHECKLIST
Attachment 1
(Page 7 of 11)

ACTION	TIME/LOG

8.   When the Public Information Officer notifies you that the Joint   _____
     Information Center (JIC) at the Matagorda Hotel has been
     activated, refer all Rumor Control telephone calls to the Rumor
     Control telephone number listed in the Emergency
     Communications Directory under Joint Information Center,
     Rumor Control.

> **NOTE**
>
> Calls concerning rumors and long term information are
> routed to the Joint Information Center (JIC) at the
> Matagorda Hotel, e.g., potable water, milk, crops, etc.
> Calls concerning emergency operations should be routed
> to the EOC, e.g., search and rescue, traffic and access
> control, etc.

9.   Keep the Communications Officer, Sheriff or Emergency   N/A
     Management Coordinator abreast of all pertinent communications
     received from the field.

10. When requested by the Sheriff or Emergency Management   LOG
     Coordinator, dispatch personnel to Reception Centers/Congregate
     Care Facilities for traffic control and security. Assistance may be
     derived from local police departments and reserve deputies, as
     well as other law enforcement officers available locally.

11. When time permits review the Siren System Operations Guide   _____
     attachment to Annex W Procedure 23, "Activation of the Public
     Warning System."

12. When time permits, review the attachment to override the lead
     Emergency Alert System Station in accordance with Annex W
     Procedure 23, "Activation of the Public Warning System."

SHERIFF'S OFFICE DISPATCHER CHECKLIST
Attachment 1
(Page 8 of 11)

ACTION   **TIME/LOG**

> ### NOTE
>
> The Backup Emergency Alert System will only be
> activated if contact with the lead Emergency Alert Station
> cannot be established.

13. Upon notification that the Site Area Emergency has been   ____
    terminated, confer with the Communications Officer. Advise
    mobile units of the termination.

14. If the emergency classification escalates prior to the EOC being   N/A
    staffed, perform all steps in Section V, General Emergency;
    otherwise, perform steps 6 through 12 in Section V.

SHERIFF'S OFFICE DISPATCHER CHECKLIST
Attachment 1
(Page 9 of 11)

ACTION	TIME/LOG

V.   GENERAL EMERGENCY

1.   If notification of the General Emergency was not received over the _____
orange ringdown telephone then verify the call by one of the
methods described in Section II, Unusual Event, Step 1, if the EOC
has not been activated.

2.   Notify an Emergency Management Director in the Matagorda _____
County Emergency Response Call List within ten (10) minutes of
the General Emergency notification.

3.   If an Emergency Management Director can <u>not</u> be contacted within _____
ten (10) minutes following a confirmed notification from the
STPEGS that a General Emergency exists, immediately implement
Attachment 2 and complete Section I within the next five (5)
minutes.

4.   Call for assistance with dispatching duties. _____

5.   Contact the remainder of the personnel listed for call out at General   N/A
Emergency in the Matagorda County Emergency Response Call
List, if not previously notified.

6.   Complete activities in Section IV, Site Area Emergency Steps 4 _____
through 11, if not already completed.

7.   Advise all mobile units of the following: _____

a.   STPEGS has issued a "General Emergency."

b.   Evacuation of some or selected segments of the public
may be necessary.

c.   All units should standby for further information.

SHERIFF'S OFFICE DISPATCHER CHECKLIST
Attachment 1
(Page 10 of 11)

ACTION	TIME/LOG

8. Assign mobile units to provide information to the public at various locations, as designated by the Sheriff or Communications Officer, and to begin implementation of the attachment on Route Alerting Warning messages in Annex W Procedure 22, "Warning and Evacuation/Traffic and Access Control Points." Advise mobile units to use either in-place shelter or evacuation message. — **LOG**

9. If evacuation is recommended, request field teams to note location and name of residents who opt not to evacuate, if possible. Log this information and report it to the Sheriff. — **LOG**

10. Upon direction from the Sheriff or Communications Officer, activate the siren system in accordance with Annex W Procedure 23, "Activation of the Public Warning System." If directed by the Sheriff or Communications Officer, override the lead Emergency Alert System in accordance with Annex W Procedure 23, "Activation of the Public Warning System."

    a.   Read the Emergency Alert Message.

10. Keep the Sheriff or Communications Officer updated concerning the status of Traffic and Access Control Points. — **N/A**

11. Keep the Sheriff or Communications Officer informed of all pertinent information received from the field. — **N/A**

    a.   Relay to the Sheriff or Communications Officer information such as name and location of persons opting not to evacuate, if evacuation is recommended.

12. Upon notification that the General Emergency has been terminated, obtain any special instructions for Law Enforcement from the Communications Officer. Advise these personnel of the termination and any special instructions. — _____

+---+
| ### NOTE |
| Do not release Traffic and Access Control Points unless |
| specifically directed to do so. Restricted zones may be |
| required to be maintained during the recovery efforts |
| following a General Emergency. |
+---+

SHERIFF'S OFFICE DISPATCHER CHECKLIST
Attachment 1
(Page 11 of 11)

ACTION	TIME/LOG

VI. SHIFT TURNOVER

1. Provide a briefing of events to the relief person and include the   ____
    following:

    a. Review completed checklist
    b. Review log entries
    c. Review current status of Sheriffs Office personnel

2. Inform the Communications Officer of transfer of responsibilities   ____
    to the oncoming shift replacement.

3. Document names, date, and time of turnover.   LOG

IMMEDIATE PUBLIC NOTIFICATION CHECKLIST
Attachment 2
(Page 1 of 2)

_____ Name   _____ Date

ACTION   TIME/LOG

I. IMMEDIATE ACTIVATION OF THE PUBLIC ALERT/NOTIFICATION SYSTEM

> **NOTE**
>
> The Steps in this section of Attachment 2 must be completed within five (5) minutes. Prepare for these actions while trying to reach an Emergency Management Director.

1. Contact the on-shift Sheriff's Office supervisor (i.e., the Detention/Patrol Sergeant) and obtain approval to continue this attachment.   _____

_____ Supervisor's Signature

2. Activate all sirens in the STPEGS siren system in accordance with Emergency Management Plan, Annex W Procedure 23, "Activation Of The Public Warning System."   _____

3. Contact Radio Station KMKS using the phone number provided in the Matagorda County Emergency Response Telephone Directory and inform them that the STPEGS has declared a General Emergency, the sirens have been activated, notification of the public is required through EAS, and to standby for a fax of the EAS message.   _____

4. Fax Attachment 3 of this procedure to Radio Station KMKS using the Dispatcher's preprogrammed facsimile machine or the facsimile located in the Emergency Operations Center (EOC).   _____

IMMEDIATE PUBLIC NOTIFICATION CHECKLIST
Attachment 2
(Page 2 of 2)

ACTION	TIME/LOG

II. FOLLOW-UP ACTIONS

1.	Complete activities in Section V, General Emergency Steps 4 through 12.	N/A
2.	Until an Emergency Management Director is reached or until directed otherwise, continue to try to notify, by any means available, an Emergency Management Director as listed in the Matagorda County Emergency Response Telephone Directory.	N/A

GENERAL EMERGENCY/PROTECTIVE ACTIONS NOTIFICATION
Attachment 3
(Page 1 of 1)

EMERGENCY ALERT SYSTEM MESSAGE
Matagorda County Emergency Operations Center

THIS IS A DRILL _____   NOTICE __1__

THIS IS NOT A DRILL _____   DATE _____

                                          TIME _____

Attention Matagorda County residents and visitors in the area. The South Texas Project Electric Generating Station has declared a General Emergency. Residents and visitors are recommended to evacuate a five mile radius surrounding the plant. An evacuation zone map can be found in the current Southern Directory telephone book or posted in public facilities.

The area to be evacuated includes the Citrus Grove Community north of County Road 391 (Robbins Slough Road), the Tin Top area, the area east of Tres Palacios Oaks over to the Colorado River, the area south of the Celanese Plant down to and including Selkirk Island. If referring to your evacuation zone map, it is zones 1, 2, 3, 4, and 5 that should be evacuated.

Take spare clothing, medications you regularly need, and other essential items. Residents or visitors without transportation or who need help should check first with neighbors for assistance. If necessary, call the Sheriff's Office at (979) 245-5526 and transportation will be provided. You will be advised when it is safe to return to your home. In the meantime, law enforcement officers are being dispatched to block off the evacuated zones to protect property.

Stay tuned to this station for further announcements.

Again, the South Texas Project Electric Generating Station has declared a General Emergency. Residents and visitors are recommended to evacuate a five mile radius surrounding the plant. The area to be evacuated includes the Citrus Grove Community north of County Road 391 (Robbins Slough Road), the Tin Top area, the area east of Tres Palacios Oaks over to the Colorado River, the area south of the Celanese Plant down to and including Selkirk Island. If referring to your evacuation zone map, it is zones 1, 2, 3, 4, and 5 that should be evacuated.

- end -

FALSE SIREN ACTIVATION CHECKLIST
Attachment 4
(Page 1 of 1)

Name	Date

ACTION   **TIME/LOG**

1. Record the name and phone number of the individual reporting the false siren activation as well as the location of the siren.   **LOG**

NOTE

If the sirens have been activated by the Sheriff's Office, inform the caller that it is not a false activation and give the reason for the activation, i.e., fire, tornado, hurricane, or an STPEGS emergency. If the EAS is being used, inform the caller to turn to radio stations KMKS or KZRC for further information.

---

2. Notify the STPEGS Control Room at 361-972-8614 or 361-972-7953 of the false siren activation and ask them to: **LOG**

    a. Notify the on-call telecommunications technician to immediately remedy the problem, and

    b. Have the technician call you at 979-245-5526 as soon as information is available regarding the siren.

3. Respond to the person who reported the incident as to how it has been handled.   **LOG**

ACRONYMS LIST
Attachment 5
(Page 1 of 1)

Acronym	Applies To
ACP	Access Control Point
ARC	American Red Cross
BRC	Bureau of Radiation Control
CAN	Community Alert Network
DEM	Division of Emergency Management
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
EAS	Emergency Alert System
ECL	Emergency Classification Level
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
STPEGS	South Texas Project Electric Generating Station
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter

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MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

WARNING AND EVACUATION/TRAFFIC and ACCESS CONTROL
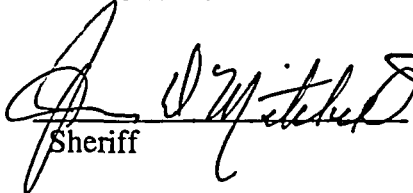
Procedure 22

Table of Contents

Effective Date: November 21, 2003

APPROVED:

_____   _____   _____
Sheriff   Emergency Management   County Judge
                                Coordinator

1.0   Purpose

1.1   This procedure covers the broad based categories of Warning and
       Evacuations/Traffic and Access Control Points to be implemented by Law
       Enforcement with assistance from other agencies, as required.

1.2   This procedure implements the requirements of the Emergency Management
       Basic Plan for Matagorda County, Bay City, and Palacios, and the Emergency
       Management Plan, Annex W, Fixed Nuclear Facility Response.

2.0   Discussion

2.1   The Sheriff is responsible for ensuring this procedure is carried out when so
       directed by the Emergency Management Director.

2.2   The Sheriff or designee is responsible for directing the activities of field Law
       Enforcement personnel.

2.3   Warnings

       2.3.1   Warnings are issued to provide for effective and timely protective
                actions.

       2.3.2   The public will be issued warnings for protective actions based upon
                protective action decisions made by County Officials using
                information provided by the Bureau of Radiation Control (BRC),
                and/or officials of South Texas Project Electric Generating Station
                (STPEGS). The public will be advised to seek shelter where they are
                (in-place) or to evacuate (relocate).

       2.3.3   Warning systems are used to attract the attention of the public.
                Information provided is a notification of an emergency at the STPEGS.
                The County has three systems:

                2.3.3.1   Outdoor pole-mounted sirens can provide the public with
                           three basic messages, depending upon which signal is
                           transmitted. The three minute slow wavering tone alerts
                           the public to take cover, as in an attack situation. The
                           steady tone alerts the public to tune their radios to an EAS
                           station or to stand by to receive information from the alert
                           radios. A third tone is used for notification of fires.

2.3.3.2   Alert radios are distributed to designated residents, industrial, recreational and special facilities within the ten-mile Emergency Planning Zone (EPZ). The alert radios can provide both an attention message and detailed emergency information.

2.3.3.3   Community Alert Network (CAN) is an electronic auto dialer. CAN notifies, via telephone, the residents within the ten mile EPZ of the STPEGS. The CAN is activated when directed by the Emergency Management Director.

2.3.4   Information systems

2.3.4.1   Emergency Alert System

The primary method for providing information to the public, once the sirens and alert radios have alerted them, is the Emergency Alert System (EAS).

Except in the case of a fast-breaking emergency, the Emergency Management Director authorizes activation of this system with assistance from the Public Information Officer and/or Public Information Writer. The EAS is activated by contacting KMKS 102.5 FM radio and instructing them to initiate EAS procedures. KZRC FM 92.5 is a voluntary EAS station, who only rebroadcast EAS messages and news advisories.

2.3.4.2   Route Alerting

In the event the EAS cannot be utilized, or as a complement to that system, the County's mobile public address units may be dispatched to provide information to the public. Route alerting of the protective response zones should be completed within approximately 45 minutes.

Messages for use during route alerting are provided in Attachment 4, "Route Alerting Guidelines and Warning Messages."

2.4 Evacuation and Traffic and Access Control Points

2.4.1 Should evacuation become necessary, traffic and access control points will be established based on natural boundaries and roads.

2.4.2 The Emergency Management Director will receive advice and guidance from the Bureau of Radiation Control, and/or the STPEGS, regarding the areas for which traffic and access control points should be established.

2.4.3 If conditions warrant, obtain tow truck services to remove traffic impediments as reported by the Transportation Officer or Law Enforcement representatives in the field.

3.0 References

3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.

3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.

3.3 Emergency Management Plan, Annex W, Procedure 14, "Protective Action Guide."

3.4 Emergency Management Plan, Annex W, Procedure 20, "Sheriff's Office Dispatcher."

3.5 Emergency Management Plan, Annex W, Procedure 21, "Communications Officer."

3.6 Emergency Management Plan, Annex W, Procedure 23, "Activation of the Public Warning System."

3.7 Emergency Management Plan, Annex W, Procedure 42, "Exposure Control for Emergency Workers."

3.8 Emergency Management Plan, Annex W, Procedure 60, "Public Information Officer."

3.9 Emergency Management Plan, Annex W, Procedure 63, "Emergency Alert System Messages and News Advisories."

4.0   Equipment Required

    4.1   None.

5.0   Precautions and Limitations

    5.1   Route alerting and traffic/access control point personnel should limit their exposure to radiation by following the guidelines of Annex W, Procedure 42, "Exposure Control For Emergency Workers."

6.0   Prerequisites

    6.1   Direction from the Emergency Management Director or designee, such as the Emergency Management Coordinator.

7.0   Procedure

    7.1   When instructed by the Emergency Management Director to implement the public warning system, implement Attachment 1, "Public Warning Checklist." Use this checklist as a guide when notification of the public is required. Refer to Section I of this checklist for implementation of the prompt notification systems and Section II for route alerting.

    7.2   When instructed by the Emergency Management Director to implement measures to assist in evacuating the public and establishing traffic and access control points, implement Attachment 2, "Evacuation Controls Checklist."

> ### NOTE
> When required by the checklist to make contacts with individuals or agencies outside of the EOC, refer to the Matagorda County Emergency Response Telephone Directory.

8.0   Attachments

    8.1   Attachment 1, Public Warning Checklist

    8.2   Attachment 2, Evacuation Controls Checklist

    8.3   Attachment 3, Traffic and Access Control Point Guidelines and Locations

    8.4   Attachment 4, Route Alerting Guidelines and Warning Messages

    8.5   Attachment 5, Access Control Point Log

PUBLIC WARNING CHECKLIST
Attachment 1
(Page 1 of 5)

Name	Date

ACTION   **TIME/LOG**

I. Prompt Notification Systems

1. Ensure the Sheriff's Office Dispatcher activates all the sirens in   _____
   the 10 mile EPZ as follows:

   a. The Dispatcher should activate the siren system in
      accordance with Annex W, Procedure 23, "Activation of
      the Public Warning System."

   b. The Dispatcher should then check the siren status report to
      ensure all sirens activated. If the report indicates a siren(s)
      failed to operate, the Emergency Management Director
      should be informed in the event route alerting is deemed
      appropriate.

   c. If the entire siren system fails, the Dispatcher should
      notify STPEGS and request they attempt to activate the
      system from the control console in the EOF. If STPEGS
      is unable to activate the sirens, notify the Emergency
      Management Director so route alerting can be immediately
      initiated.

2. Ensure that Radio Station KMKS has been notified to activate the   _____
   alert radios.

PUBLIC WARNING CHECKLIST
Attachment 1
(Page 2 of 5)

ACTION   **TIME/LOG**

3. Ensure the approved EAS message was faxed to Radio Stations   _____
    KMKS and KZRC for dissemination to the public.

    a. The broadcasts made by the radio stations should be
        monitored for completeness and accuracy.

    b. If the EAS message is not being announced correctly,
        contact the radio station and inform them of the
        corrections needed.

4. If supplementary public notification methods are deemed   _____
    appropriate by the Emergency Management Director, ensure:

    a. Route alerting is accomplished as identified in Section II
        of this checklist.

    ┌───┐
    │   NOTE   │
    │   │
    │ If assistance is needed to perform route alerting and with │
    │ permission of the Emergency Management Director,   │
    │ contact DPS, Pierce to obtain additional resources.   │
    └───┘

    b. The Community Alert Network is implemented in
        accordance with Annex W, Procedure 23, "Activation of
        the Public Warning System."

    c. The Cable Television Warning System is implemented in
        accordance with Annex W, Procedure 23, "Activation of
        the Public Warning System."

PUBLIC WARNING CHECKLIST
Attachment 1
(Page 3 of 5)

ACTION	TIME/LOG

II.   Route Alerting

1.   When directed by the Emergency Management Director, ensure route alerting units are dispatched to provide information to the public.

   a.   Routes should be selected based on the zones where public protective actions have been recommended and whether backup notifications are required due to full or partial failure of the primary public warning systems.

NOTE

The primary public warning systems include the siren system, alert radio system, and Emergency Alert System. A full or partial failure of any of these systems warrants the implementation of route alerting. All routes initiated due to a failure of one or more of these systems must be completed within 45 minutes from the time the decision was made by the Emergency Management Director to implement public protective actions. If the alert radio system fails to operate, use Figure 1, "Siren Locations," from the Annex W, Plan Tab 1 to determine those areas outside of siren coverage that would require route alerting.

---

   b.   Route alerting units may be comprised of Law Enforcement, Game Wardens, or Fire Department personnel.

   c.   Emergency vehicles used for route alerting shall be equipped with public address systems, flashing warning lights, radios and clearly marked as an official vehicle.

PUBLIC WARNING CHECKLIST
Attachment 1
(Page 4 of 5)

ACTION   **TIME/LOG**

2.   Route alerting units should be issued a "Warning and Traffic Control Kit" and be briefed on:

   a.   Their areas of responsibility.

   b.   The need to follow the instructions provided in Attachment 4, "Route Alerting Guidelines and Warning Messages" of this procedure.

   c.   Radiation exposure control measures as provided in Annex W, Procedure 42, "Exposure Control for Emergency Workers."

3.   Once their routes have been completed and if conditions permit, have each vehicle remain in its assigned area, broadcasting emergency information until:

   a.   All residents have taken shelter, if shelter is being recommended, or

   b.   Evacuation is complete, if evacuation has been recommended, or

   c.   Recalled or reassigned by the Dispatcher.

+--+
| **NOTE** |
| Consider using Game Wardens to assist with river patrols |
| and notification purpose. |
+--+

PUBLIC WARNING CHECKLIST
Attachment 1
(Page 4 of 5)

ACTION   **TIME/LOG**

4.   If available, the Sheriff's Office boat should be placed on the   ____
       Colorado River at Riverside Park and be directed to head North to
       the dam and then South to the Intracoastal Waterway, alerting all
       river traffic encountered. It should then traverse the Intracoastal
       Waterway alerting traffic encountered on the Waterway up to four
       miles in both directions from the FM 2031 swing bridge.

5.   With permission from the Emergency Management Director,
       obtain additional assistance for alerting areas inaccessible by road.

       a.   Instruct the U.S. Coast Guard to issue an alerting message
              over marine band radio and to dispatch craft to patrol the
              Intracoastal Waterway, Tres Palacios Bay, and West
              Matagorda Bay.

       b.   Contact local Game Wardens and, if available, request
              their assistance in patrolling local waterways to notify any
              boaters in the affected zones of the recommended
              protective actions.

       c.   If additional resources are needed to alert the public on
              local waterways, contact the Fire Services Coordinator and
              determine the availability of Fire Department volunteers
              with boats who are willing to assist in this process. If
              volunteers are available, ensure they are briefed and
              assigned to designated areas before being dispatched.

NOTE

Each vehicle, including boats, used for route alerting shall
have radio communications with County Officials in order
to be informed of changes in assignment or in the
recommended protective actions.

PUBLIC WARNING CHECKLIST
Attachment 1
(Page 5 of 5)

ACTION	TIME/LOG

6. If a radiation release occurred from STPEGS during the emergency, ensure that each route alerting unit is checked for contamination at an Emergency Worker monitoring and decontamination facility located at the Reception Centers in Palacios and/or Bay City, once the unit is released from duty at the end of a shift or at the termination of the emergency.

7. Ensure each route alerting unit turns in their documentation, dosimetry, and contents of their "Warning and Traffic Control Kit" to the County EOC upon completion of their assignment.   _____

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL

Procedure 22

EVACUATION CONTROLS CHECKLIST
Attachment 2
(Page 1 of 6)

Name	Date

ACTION   **TIME/LOG**

I.   Traffic and Access Control

1.   When directed by the Emergency Management Director, ensure   _____ Traffic and Access Control Point (TACP) units are dispatched to establish evacuation controls.

     a.   TACPs should be selected based on the zones where public protective actions have been recommended.

NOTE

All TACPs should be established in time to perform their functions before the arrival of evacuation traffic. Refer to Figure 1, "Evacuation Routes and Traffic Control Points," from the Annex W, Plan Tab 3 to determine specified locations of all pre-selected TACPs.

---

     b.   The following locations are recommended as TACPs if an evacuation of just a 2 mile radius is being implemented:

- Intersection of FM 521 and FM 2668

- Intersection of FM 521 and FM 1468

- Intersection of FM 521 and CR 392

EVACUATION CONTROLS CHECKLIST
Attachment 2
(Page 2 of 6)

ACTION   TIME/LOG

c.   The TACPs listed in Attachment 3 of this procedure can   _____
be used as a basis for assigning units to control the
evacuation of the public in a 10 mile radius of the
STPEGS. The following locations are recommended as
TACPs if an evacuation of just a 5 mile radius is being
implemented:

* Intersection of CR 242 road and St. Hwy. 60
* Intersection of FM 521 and FM 2668
* Intersection of CR 411 and FM 1468
* Intersection of FM 1095 and CR 358
* Intersection of FM 1095 and FM 521
* Intersection of FM 1095 and CR 380
* Intersection of FM 1095 and CR 391
* Intersection of FM 2668 and FM 3057
* Colorado River at the Riverside Park
* Colorado River at the South end of Selkirk Island

+--+
| NOTE |
| |
| If assistance is needed to establish the necessary TACPs |
| and with permission of the Emergency Management |
| Director, contact DPS, Pierce to obtain additional |
| resources. |
+--+

2.   TACP units should be issued a "Warning and Traffic Control Kit"   _____
and be briefed on:

a.   Their assigned TACP.

b.   The need to follow the instructions provided in
Attachment 3, "Traffic and Access Control Point
Guidelines and Locations" of this procedure.

EVACUATION CONTROLS CHECKLIST
Attachment 2
(Page 3 of 6)

ACTION   TIME/LOG

    c.   Radiation exposure control measures as provided in Annex   _____
           W, Procedure 42, "Exposure Control For Emergency
           Workers."

    d.   Where to obtain additional roadblocks or barriers if needed.

3.   Determine the need for waiving normal traffic regulations, such as changing two-way streets to one-way, allowing the use of unlicensed vehicles, etc., if necessary to implement a more timely evacuation.

> ### NOTE
>
> If certain traffic regulations are waived, ensure that this information is included in EAS messages, as well as the time period in which the waivers are valid.

4.   Coordinate with the Emergency Management Director and the Environmental Health Director to determine organizations which will be allowed access to affected zones. These may include:

- STP Nuclear Operating Company
- Reliant Energy Incorporated, or its subcontractors
- AEP CPL, or its subcontractors
- The U.S. Nuclear Regulatory Commission
- Ambulance, fire, law enforcement, and rescue personnel
- Bureau of Radiation Control
- Texas Department of Public Safety personnel

5.   Coordinate with the Bureau of Radiation Control (BRC) to phase   _____
    BRC Contamination Control Team personnel in with appropriate TACP units. The BRC personnel will be responsible for issuing dosimetry to members of the public who receive authorization to reenter the evacuated areas.

EVACUATION CONTROLS CHECKLIST
Attachment 2
(Page 4 of 6)

ACTION	TIME/LOG

6. If a radiation release occurred from STPEGS during the emergency, ensure that each TACP unit is checked for contamination at an Emergency Worker monitoring and decontamination facility located at the Reception Centers in Palacios and Bay City, once the unit is released from duty at the end of a shift or at the termination of the emergency.

7. Ensure each TACP unit turns in their documentation, dosimetry, and contents of their "Warning and Traffic Control Kit" to the County EOC upon completion of their assignment.

EVACUATION CONTROLS CHECKLIST
Attachment 2
(Page 5 of 6)

ACTION	TIME/LOG

II.   Evacuation Assistance

1.   Coordinate with the Transportation Officer for transporting   _____
      special populations.

2.   The primary evacuation routes for evacuating the public are: N/A

      a.   FM 521 East and West

      b.   FM 2668 North

      c.   FM 1468 North

      d.   FM 1095 North

      e.   FM 2853 South

      f.   St. Hwy. 35 East and West   _____

      g.   St. Hwy. 60 North

      h.   Colorado River, North and South

3.   If inclement weather or flooding exists, ensure the
      Communications Officer with assistance from the Texas
      Department of Public Safety and Department of Highways and
      Public Transportation review the primary evacuation routes and
      determine alternate routes or actions that may be appropriate to
      ensure passability of evacuating vehicles.

4.   If STPEGS requires assistance in transporting personnel from the
      plant site, ensure the Communications Officer establishes pick-up,
      delivery locations, and evacuation routes in concert with
      recommendations of the STPEGS Emergency Director.

EVACUATION CONTROLS CHECKLIST
Attachment 2
(Page 6 of 6)

ACTION	**TIME/LOG**

5. Ensure that tow truck services are obtained to remove any impediments that are reported to be blocking evacuation routes.

    a. Impediments could include vehicle breakdowns, traffic accidents, trees or other debris that blocks the highway in a manner which severely restricts evacuation traffic flow.

    b. Tow truck personnel should be issued dosimetry and briefed on radiation exposure controls by the Environmental Health Director prior to entering the 10 mile EPZ.

6. Ensure the Fire Services Coordinator is notified of any fires or requests for rescue reported by members of the public. If response is required inside the 10 mile EPZ, the Environmental Health Director should determine possible exposure levels and stay times if applicable of the responding fire department personnel. If it appears that stay times will be exceeded, mutual aid fire department personnel should be used to replace the initial responders at the scene.

TRAFFIC and ACCESS CONTROL POINT GUIDELINES AND LOCATIONS
Attachment 3
(Page 1 of 5)

GUIDELINES:

Traffic and access control point personnel assigned by County Officials should follow these guidelines:

1. Prior to dispatch, obtain a "Warning and Traffic Control Kit" at the County EOC and ensure you fully understand the briefing instructions on your assigned control point and on radiation exposure control measures. Then proceed to your assigned control point as quickly as possible.

2. Once at your control point location, turn on your flashing warning lights and proceed as follows:

    a. Park the car on the side of the road near the intersection or assigned control point locations.

    b. Place a roadblock or barrier across the incoming lane of traffic to restrict access to the evacuated areas. Traffic cones may suffice if a roadblock or barrier is unavailable.

    c. If traffic is to flow in only one direction at an intersection, align traffic cones in an arc across the roadway in a manner which sends vehicles in the proper direction. Refer to the "Designated Evacuation Routes and Traffic Control Points" map provided in the kit you obtained at the EOC.

    d. Remain in your vehicle with the windows rolled up and outside vents closed, unless required to assist motorists, answer questions, or provide traffic control signals at intersections.

3. Control access to the evacuated areas as follows:

    a. Vehicles attempting to enter the zone should be stopped and asked for proper identification.

TRAFFIC and ACCESS CONTROL POINT GUIDELINES AND LOCATIONS
Attachment 3
(Page 2 of 5)

b.   Make radio contact with the County EOC/Sheriff's Office _____
Dispatcher if in doubt as to whether a vehicle should be
permitted to pass and ask if access should be allowed.
The following organizations may get authorization to pass:

- STP Nuclear Operating Company
- The U.S. Nuclear Regulatory Commission
- Ambulance, fire, law enforcement, and rescue
personnel Bureau of Radiation Control
- Texas Department of Public Safety
- Other individuals with valid business in the
evacuated zone may be permitted to enter on a case
by case basis.

c.   BRC Contamination Control Team personnel (who will
staff the access control points) should issue dosimetry to
individuals receiving authorization from the County EOC
to enter the evacuation zone. If the BRC has not arrived,
ask the EOC whether the individuals should report to the
EOC to receive dosimetry prior to entering the zone.

d.   Information regarding the occupants of each vehicle
permitted access should be obtained and documented on
Attachment 5, "Access Control Point Log."

4.   Remain at your assigned control point until directed otherwise by
County Officials.

a.   Read your pocket dosimeters on a periodic basis and
notify the County EOC/Sheriff's Office Dispatcher if the
readings approach the administrative limits.

b.   Be sure you are updated on event conditions on at least an
hourly basis by the County EOC/Sheriff's Office
Dispatcher. If you have not received an update, request
one.

TRAFFIC and ACCESS CONTROL POINT GUIDELINES AND LOCATIONS
Attachment 3
(Page 3 of 5)

5.   Once the emergency is over or it is the end of your shift, proceed   _____
        as appropriate:

        a.   If a radiation release from STPEGS had occurred, go to
                the nearest Reception Center, i.e., Palacios High School
                in Palacios or McAllister Middle School in Bay City, for
                monitoring and decontamination (if necessary) at the
                Emergency Worker Facility being run by the Matagorda
                County Environmental Health Department with technical
                support provided by the Bureau of Radiation Control.

        b.   Return to the County EOC and report to the
                Environmental Health Director. Turn in all event
                paperwork, radiation dosimetry, and the contents of the
                "Warning and Traffic Control Kit."

TRAFFIC and ACCESS CONTROL POINT GUIDELINES AND LOCATIONS
Attachment 3
(Page 4 of 5)

LOCATIONS

Traffic and Access Control Points may be located at, but not limited to, the following locations:

DESIGNATOR	LOCATION
CP1	Intersection of FM 521 and FM 2668
CP2	Intersection of FM 521 and FM 1468
CP3	Intersection of FM 521 and CR 391
CP4	Intersection of FM 521 and FM 1095
CP5	Intersection of FM 1095 and FM CR 358
CP6	Intersection of CR 242 and SH 60
CP7	Intersection of FM 1468 and CR 411
CP8	Intersection of FM 1095 and CR 380/CR 381
CP9	Intersection of FM 1095 and CR 391
CP10	Intersection of FM 2668 and FM 3057
CP11	Intersection of FM 1095 and CR 354
CP12	Intersection of FM 521 and SH 60
CP13	Intersection of FM 2078 and SH 60 in Wadsworth
CP14	Intersection of FM 1095 and CR 411
CP15	Intersection of FM 521 and FM 2853
CP16	Intersection of FM 2668 and SH 60
CP17	Intersection of FM 1468 and SH 35
CP18	Intersection of FM 1095 and SH 35
CP19	Intersection of FM 521 and SH 35
CP20	Intersection of FM 2853 and CR 323 to SH 35
CP21	Intersection of FM 521 and CR 364 at the Palacios River
CP22	Intracoastal Waterway 3 miles east of Matagorda Locks at the waterway exit into East Matagorda Bay

TRAFFIC and ACCESS CONTROL POINT GUIDELINES AND LOCATIONS
Attachment 3
(Page 5 of 5)

DESIGNATOR	LOCATION
CP23	FM 2031 and the Intracoastal Waterway at the swing bridge
CP24	Colorado River at the intersection with the Intracoastal Waterway
CP25	Intracoastal Waterway at the McNabb Island Cut
CP26	Intracoastal Waterway at the Rattlesnake Island Cut
CP27	Entrance to the Intracoastal Waterway at Tres Palacios Bay (East)
CP28	Tres Palacios River and Tres Palacios Bay at Collegeport
CP29	Riverside Park

Note: Refer to the "Designated Evacuation Routes and Traffic Control Points" map for these locations, which is provided in the Warning and Traffic Control Kit.

ROUTE ALERTING GUIDELINES AND WARNING MESSAGES
Attachment 4
(Page 1 of 3)

GUIDELINES

Route alerting units assigned by County Officials should follow these guidelines:

1. Prior to dispatch, obtain a "Warning and Traffic Control Kit" at _____
    the County EOC and ensure you fully understand the briefing
    instructions on your assigned route and on radiation exposure
    control measures. Then proceed to your designated route as
    quickly as possible.

2. Once you begin your route, turn on your flashing warning lights
    and proceed as follows until you've reached the end of the route:

    a. Travel vacant distances as quickly as possible.

    b. If vehicles are encountered, stop them and relay the
        appropriate warning message, i.e., in-place shelter or
        evacuation, as provided in this attachment.

    c. At housing or places of business where the general public
        could be located, slow down or stop, then initiate a brief
        siren signal to get their attention followed by a public
        address announcement of the appropriate warning message
        as provided in this attachment.

3. After completing your assigned route (zone), make radio contact
    with the County EOC/Sheriff's Office Dispatcher and identify
    yourself, the route you just completed, and any problems you may
    have identified.

4. Unless reassigned or recalled, backtrack your route repeating the
    warning in accordance with Step 2 above.

    a. Attempt to ascertain that everyone in the zone has
        received the warning information.

    b. If evacuation was recommended, note the presence and
        locations of residents who do not leave.

ROUTE ALERTING GUIDELINES AND WARNING MESSAGES
Attachment 4
(Page 2 of 3)

5.   Once you have completed backtracking the route, make radio
      contact with the County EOC/Sheriff's Office Dispatcher and
      identify yourself, that you've completed a second pass of your
      route, and that you are standing by for further instructions. In
      addition, if evacuation was recommended and there were
      residents who did not leave, report this data to the
      EOC/Dispatcher also.

6.   If requested, remain in the assigned area broadcasting emergency
      information as needed.

      a.   Read your pocket dosimeters on a periodic basis (roughly
            30 minutes) and notify the County EOC/Sheriff's Office
            Dispatcher if the readings approach the administrative
            limits.

      b.   Be sure you are updated on event conditions on at least an
            hourly basis by the County EOC/Sheriff's Office
            Dispatcher. If you have not received an update, request
            one.

7.   If you are reassigned to a traffic and access control point, follow
      the guidelines in Attachment 3 of this procedure as appropriate.

8.   Once the emergency is over or it is the end of your shift, proceed
      as appropriate:

      a.   If a radiation release from STPEGS had occurred, go to
            the nearest Reception Center, i.e., Palacios High School
            in Palacios or McAllister Middle School in Bay City, for
            monitoring and decontamination (if necessary) at the
            Emergency Worker Facility being run by the Matagorda
            County Environmental Health Department with technical
            support provided by the Bureau of Radiation Control.

      b.   Return to the County EOC and report to the
            Environmental Health Director. Turn in all event
            paperwork, radiation dosimetry, and the contents of the
            "Warning and Traffic Control Kit."

ROUTE ALERTING GUIDELINES AND WARNING MESSAGES
Attachment 4
(Page 3 of 3)

WARNING MESSAGES:

1. IN-PLACE SHELTER:

    "Your attention please! The South Texas Project nuclear power plant is
    experiencing operational problems.

    Please go inside and close all doors and windows, turn off outside sources of
    ventilation. Tune to KMKS 102.5 FM or KZRC FM 92.5 radio for further
    information."

2. EVACUATION:

    "Your attention please! The South Texas Project nuclear power plant is
    experiencing operational problems. For your safety, evacuate. Please read the
    evacuation information in your local phone book, or on public information
    postings.

    You should evacuate in a (Northerly, Southerly, Easterly, Westerly) direction on
    highway (number or name) to the Reception Center at (name of Center-McAllister
    Middle School or Palacios High School).

    +---+
    | NOTE |
    | You must select the appropriate information to fill |
    | in for the shaded text above. |
    +---+

    There is no need to hurry, but don't waste time. Go as soon as you can get ready.
    Tune to KMKS 102.5 FM or KZRC FM 92.5 radio for further information."

WARNING and EVACUATION/TRAFFIC and ACCESS CONTROL
Procedure 22

ACCESS CONTROL POINT LOG
Attachment 5
(Page ___ of ___)

Officer in Charge   Location of Control Point   Date

Entry Time	Vehicle License No.	Dos. or TLD Y/N	Name	Destination/ Representing	Exit Time

This form may be replaced with a Bureau of Radiation Control form upon the arrival of the BRC Contamination Control Team.

MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

ACTIVATION OF THE PUBLIC WARNING SYSTEM

Procedure 23

Table of Contents

Effective Date:　November 21, 2003

APPROVED:

_____　_____　_____
　Sheriff　　　　　　　　　　Emergency Management　　　　County Judge
　　　　　　　　　　　　　　 Coordinator

ACTIVATION OF THE PUBLIC WARNING SYSTEM

Procedure 23

1.1.0   Purpose

    1.1   This procedure provides specific requirements to activate the Public Warning System upon approval from the Emergency Management Director.

    1.2   This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios, and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.

2.2.0   Discussion

    2.1   The Public Warning System consists of two (2) components as follows:

        2.1.1   The Prompt Notification System

            2.1.1.1   The primary method includes:

                a.   The Siren System consists of 32 sirens in various locations in and around the ten (10) mile Emergency Planning Zone (EPZ).

                b.   Alert Radios, preset to KMKS FM, 102.5 MHZ, are placed in the homes of residents, industrial, recreational and special facilities within the 10-mile EPZ of the South Texas Project Electric Generating Station (STPEGS). These Alert Radios are activated by KMKS upon transmission of an Emergency Alert System (EAS) message.

            2.1.1.2   Supplemental methods include:

                a.   The Community Alert Network (CAN) is an electronic auto dialer. CAN notifies, via telephone, the residents within the 10-mile EPZ of the STPEGS. The CAN is activated when directed by the Emergency Management Director.

b. Route Alerting will be used if or in the event of a failure of any of the primary notification systems. This could be used to notify agricultural and oil and gas production areas within the 10 mile EPZ. Law Enforcement personnel with assistance from other agencies as required will be dispatched to cover specific areas. Also, in the event the EAS can not be utilized, or as a complement to that system, the County's mobile public address units (route alerting) will be dispatched to provide information to the public

2.1.2   The Emergency Alert System

2.1.2.1   The Emergency Alert System (EAS), is a method of transmitting emergency messages across radios and television. The EAS process is covered in detail in the Emergency Management Plan, Annex W, Procedure 63, "Emergency Alerting System Messages and News Advisories."

2.1.2.2   An EAS message regarding a STPEGS emergency should always be issued <u>following</u> the activation of the 10 Mile EPZ Siren System.

2.1.2.3   The backup Emergency Alert System (EAS) is a method of activating the alert radios and reading messages over the airways from the Matagorda County Sheriff's Dispatch Office (see Attachment 4 for instructions on backup EAS activation).

2.2   In addition to the Public Warning System, the local cable company can broadcast emergency information using the Emergency Alert System and the Local Origination (Information) Channel. It is initiated upon direction of the Emergency Management Director or designee.

2.3   The activation of the Public Warning System is the responsibility of the Sheriff's Office. It is initiated upon direction of the Emergency Management Director or designee.

3.0   References

    3.1   Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios

    3.2   Emergency Management Plan, Annex W, Fixed Nuclear Facility Response

    3.3   Emergency Management Plan, Annex W, Procedure 20, "Sheriff's Office Dispatcher"

    3.4   Emergency Management Plan, Annex W, Procedure 21, "Communications Officer"

    3.5   Emergency Management Plan, Annex W, Procedure 22, "Warning and Evacuation/Traffic and Access Control"

    3.6   Emergency Management Plan, Annex W, Procedure 63, "Emergency Alerting System Messages and News Advisories"

    3.7   Matagorda County Emergency Response Call List

4.0   Equipment Required

    4.1   None.

5.0   Precautions and Limitations

    5.1   The Siren System's ATTACK and FIRE buttons shall not be used to identify a STPEGS emergency, however, they can be used by local officials in the event of other types of emergencies.

6.0   Prerequisites

    6.1   Activation of the Public Warning System for a STPEGS emergency requires pre-approval from the Emergency Management Director.

7.0   Procedure

    7.1   To activate the Siren System, implement Attachment 1, "Siren System Operations Guide."

7.2   To activate the Alert Radios, contact radio station KMKS.

> ### NOTE
>
> The Siren System, Alert Radios, and Emergency Alert
> System make up the primary method for notifying the
> public within 15 minutes of the decision to recommend
> protective actions by the County Emergency Management
> Director. The Community Alert Network (CAN),
> although a supplemental alerting method, will be activated
> in conjunction with the primary systems. If the Alert
> Radios fail to function, implement route alerting in
> accordance with Annex W, Procedure 22, "Warning and
> Evacuation/Traffic and Access Control," as backup means
> to notify the public.

7.3   To activate the Community Alert Network (CAN) implement Attachment 2,
       "Community Alert Network (CAN) Utilization Guide."

7.4   To activate the Cable Television Warning System, implement Attachment 3,
       "Cable Television Warning Systems."

8.0   Attachments

8.1   Attachment 1, Siren System Operations Guide

8.2   Attachment 2, Community Alert Network (CAN) Utilization Guide

8.3   Attachment 3, Cable Television Warning Systems

8.4   Attachment 4, Backup Emergency Alert System Activation Instructions

SIREN SYSTEM OPERATIONS GUIDE
Attachment 1
(Page 1 of 4)

The Siren System is activated by a key on the Computer Central Station Controller Model 860 Command Console.

1.0   Key Activation of the Siren System

      1.1   Insert the key in the Computer Central Station Controller Model 860 control panel located above EMERGENCY ENABLE. (Key is attached to the control panel.)

      1.2   Rotate the key clockwise. The ALERT, ATTACK, FIRE, and CANCEL buttons will illuminate. DO NOT remove the key until activation is complete.

> **CAUTION**
>
> Completion of the following steps will activate all 32 sirens within or near the STPEGS 10 mile Emergency Planning Zone (EPZ).

      1.3   Depress the appropriate button:

          a.   The ALERT button is used for declared emergencies at STPEGS and hurricanes.

          b.   The ATTACK button is used for nuclear war.

          c.   The FIRE button is used for fires.

      1.4   When the appropriate button (e.g. ALERT, ATTACK, FIRE) is depressed, the activation signal is sent to all 32 sirens.

      1.5   Should the signal not transmit, re-perform steps 1.2 and 1.3 above. If activation occurs, continue with step 1.6. If after re-performing steps 1.2 and 1.3, activation is not accomplished, contact the Communications System Supervisor at the STPEGS Emergency Operations Facility.

ACTIVATION OF THE PUBLIC WARNING SYSTEM

Procedure 23

SIREN SYSTEM OPERATIONS GUIDE
Attachment 1
(Page 2 of 4)

> ### NOTE
>
> If the wrong button, ALERT, ATTACK, or FIRE, was pushed by mistake, push the CANCEL button. This will deactivate the signal transmission. If the CANCEL button is not pushed, the sirens will automatically deactivate after three (3) minutes.

1.6   Turn the key counterclockwise until the ALERT, ATTACK, FIRE and CANCEL button lights no longer illuminate.

1.7   To poll the sirens, perform the following steps:

   a.   Select status on the computer screen, using the mouse click on the "STATUS" icon.

   b.   The command POLL, GROWL and RESET STAT will appear on the screen.

   c.   Using the mouse click on the "POLL" icon.

   d.   The message send POLL to siren *** (send or abort) will appear on the screen.

   e.   At this time click on *** SEND. This will POLL all 32 sirens automatically, if a specific siren address is desired, type in the numeric code for the siren to be polled and click on the "SEND" icon. This will poll the siren.

SIREN SYSTEM OPERATIONS GUIDE
Attachment 1
(Page 3 of 4)

> **NOTE**
>
> If the specific tests needs to be canceled click the mouse on the abort icon.

1.8　After the polling is complete a print out of the report is needed for STPEGS records. Perform the following steps:

　　a.　Select reports on the computer screen, using the mouse click on the "REPORTS" icon.

　　b.　From the menu displayed select (NEW ACTIVITIES).

　　c.　With the mouse click on (NEW ACTIVITIES) this will automatically print out all new activities including date, time and operational status of each siren.

1.9　To restatus sirens perform the following steps:

　　a.　Select STATUS on the computer screen, using the mouse click on the "STATUS" icon.

　　b.　The command POLL, GROWL, and RESET STAT will appear on the screen.

　　c.　Using the mouse click on RESET STAT.

　　d.　The message send RESET STAT to siren *** (send, abort) will appear.

　　e.　Click on send to RESET STAT on all 32 sirens.

2.0　At this time repeat step 1.8 this should give a RF OKAY status on the print out of all 32 sirens.

SIREN SYSTEM OPERATIONS GUIDE
SIRENS WITH LOCATIONS
Attachment 1
(Page 4 of 4)

SIREN #	LOCATION OF THE SIREN
001	Matagorda Beach at end of road
002	River Bend Boat Access
003	Matagorda Volunteer Fire Department
004	CR 259 (South Gulf Road)
005	CR 244 (North Gulf Road)
006	Selkirk, South
007	Selkirk Volunteer Fire Department
008	Selkirk, North
009	Equistar Plant (SH 60)
010	Wadsworth Volunteer Fire Department
011	CR 222 @ SH 60 (Sheppard Mott Road)
012	FM 2668, 0.5 miles (S) of Riverside Park
013	FM 3057 @ FM 2668 (Celanese Road)
014	FM 2078 @ FM 2668
015	Markham Volunteer Fire Department
016	FM 1468, 1.6 miles from SH 35
017	FM 1468 (Railroad Tracks)
018	El Maton @ FM 1095
019	CR 353 @ FM 1095 (Wilson Creek Road)
020	FM 1095 @ Tin Top
021	CR 385 @ FM 1095 (Citrus Grove Road)
022	CR 378 @ FM 379(Million Dollar Road)
023	Collegeport Volunteer Fire Department
024	SH 35 @ SH 71
025	Blessing Volunteer Fire Department
026	Tidewater Oaks @ FM 2853
027	Tres Palacios Oaks Volunteer Fire Department
028	FM 2853 @ FM 521
029	CR 323 @ FM 2853 (Harrison Road)
030	FM 521, 1.0 miles (E) of SH 35
031	East Side of Reservoir (STP)
032	West Side of Reservoir (STP)

ACTIVATION OF THE PUBLIC WARNING SYSTEM

Procedure 23

COMMUNITY ALERT NETWORK (CAN) UTILIZATION GUIDE
Attachment 2
(Page 1 of 2)

1.0   Initiate the telephone call as follows:

   1.1   Obtain the password from the Emergency Management Director, Emergency
           Management Coordinator, or Sheriff.

   1.2   Dial the number listed for CAN in the Matagorda County Emergency Response
           Telephone Directory.

   1.3   A recorded message will ask for information. Wait for a COMPUTER TONE
           PROMPT before speaking, then provide the following information:

   - Your name.

   - Your password.

   - Your contractor (STP Nuclear Operating Company).

   - Your call back number.

   If you **DO NOT** receive a **COMPUTER TONE PROMPT:**

   - Call the 1-800 number listed in the Matagorda Emergency Response
     Telephone Directory.

   - Inform the person who answers that there is an emergency.

   - Leave your name and call back number.

   1.4   Wait at the telephone you gave as a call back number for a CAN operator to
           respond back to you.

COMMUNITY ALERT NETWORK (CAN) UTILIZATION GUIDE
Attachment 2
(Page 2 of 2)

2.0   Initiate the message as follows.

   2.1   Instruct the operator to initiate one of the two following messages.

   - Warning Message 1

      "This is an emergency message from Matagorda County Officials. Tune
      your radio to KMKS 102.5 FM or KZRC FM 92.5 for further information.
      I repeat, this is an Emergency. Tune your radio to KMKS 102.5 FM or
      KZRC FM 92.5. Keep your telephone line open for further messages."

   - Test Message (Only STP Nuclear Operating Company Employees will use
      this message).

      "This is a test of the Community Alert Network. If this were an actual
      emergency, you would be asked to tune your radio to the Emergency Alert
      System Station. I repeat, this is only a test."

CABLE TELEVISION WARNING SYSTEMS
Attachment 3
(Page 1 of 1)

There are two systems that can be activated to provide information over the local cable television network.

1.0   Emergency Alert System (for local cable)

     1.1   The Emergency Alert System is an audio override system that is activated by calling a special telephone number and providing a code number. The telephone number and code number are kept in a sealed envelop in the Emergency Management Coordinator's Position Manual in the Matagorda County Emergency Operations Center (EOC).

     1.2   After dialing the telephone number from any touch tone telephone, enter the code. This overrides all audio on the television. An audio message can then be provided to viewers concerning the emergency.

2.0   Local Information Channel - Channel 10

     2.1   The Local Information Channel provides the capability to broadcast video information concerning an emergency. The information can display in a crawl line, can flash on, or a message can be scrolled on the screen. By scrolling, 256 spaces per page and 150 pages of information can be provided to viewers.

     2.2   The system is activated by calling the Northland Cable Television Office and asking to speak to the Regional Manager. During off hour emergencies, the Manager, or an alternate, can be reached through the answering service. Inform the answering service that an emergency exists and ask that the Regional Manager or an alternate to the Regional Manager contact the Matagorda County EOC immediately. Provide a telephone number.

     2.3   Information to be provided on the Local Information Channel can be faxed to the television station. The telephone number and fax number are provided in the Matagorda County Emergency Response Telephone Directory.

BACKUP EMERGENCY ALERT SYSTEMS ACTIVATION INSTRUCTIONS
Attachment 4
(Page 1 of 2)

1.0   Backup Emergency Alert System Activation Instructions:

    1.1   Energize both radio transmitter and ENDEC encoder before broadcast.

    1.2   Activation steps for the ENDEC encoder:

        a.   The display will read MENU in the lower left corner----Press ENTER.

        b.   The arrow should be pointing to *ALERTS----Press ENTER.

        c.   The arrow should be pointing to ORIGINATE ALERT----ENTER.

        d.   To enter password, press ENTER four times.

        e.   To select TEMPLATE----Press the button underneath TEMPLATE.

        f.   The display will read OUTGOING TEMPLATE KMKS----Press ENTER

        g.   The display will read ADJUST TEMPLATE----Press the button underneath NO.

        h.   The display will read DURATION----Press ENTER.

        i.   The display will read KMKS ----Press ENTER.

NOTE

At this point, the radio should key up (red transmit light should be lit), and you will hear a series of attention tones. THEN:

    4.3   Transmission of the EAS message over KMKS airways:

        a.   Press the PTT button on the base of the microphone.

        b.   Speak clearly approximately six inches away from the microphone.

BACKUP EMERGENCY ALERT SYSTEMS ACTIVATION INSTRUCTIONS
Attachment 4
(Page 2 of 2)

4.4   Termination of the EAS

At this point, you will hear another series of attention tones and then the radio will dekey (red transmit light will turn off). The broadcast is now complete.

a.   Press the button underneath END when your message is completed.

b.   Turn off the radio transmitter and ENDEC encoder.

NOTE

The EAS radios will automatically turn on upon activation of the EAS system.

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MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

EXPOSURE CONTROL FOR EMERGENCY WORKERS

Procedure 42

Table of Contents

Effective Date: November 21, 2003

APPROVED:

Environmental Health
Director

Emergency Management
Coordinator

County Judge

EXPOSURE CONTROL FOR EMERGENCY WORKERS

Procedure 42

1.0 **Purpose**

    1.1   This procedure provides guidance concerning the allowable exposure limits, radiological controls, issuing dosimetry/KI supplies and performing equipment and operational checks for emergency workers responding to a radiological event.

2.0 **Discussion**

    2.1   The Emergency Management Director has authority to approve exposures in excess of the limits specified in this procedure. If possible, this should be done after consultation with the Bureau of Radiation Control (BRC) or the Radiological Director at the South Texas Project Electric Generating Station (STPEGS).

    2.2   The Environmental Health Director is responsible for the implementation of this procedure and for monitoring the status of personnel exposures to County emergency workers.

    2.3   All exposures to emergency workers should be kept As Low As Reasonably Achievable (ALARA).

    2.4   Emergency worker kits should be issued to emergency workers as follows:

        2.4.1   Emergency workers entering the plume exposure pathway will be provided 0-200 mR direct reading dosimeter, a 0-20R direct reading dosimeter, a thermoluminescent dosimeter (TLD), potassium iodide, (KI), instructions and Attachment 4, "Emergency Worker Radiation Exposure Record" Form.

        2.4.2   Emergency workers assigned to perform monitoring and decontamination will be assigned a thermoluninescent dosimeter (TLD), and provided briefing on where to wear the dosimeter.

    2.5   Emergency workers should be moved to safe areas if a radiological plume is released. When emergency workers are in the affected area, they should remain out of the contaminated area and should minimize their exposure.

    2.6   Dosimetry for emergency workers will be provided by STPEGS and/or the State of Texas and will be kept at the Emergency Operations Center and the Environmental Health Department.

    2.7   STPEGS is responsible for the official reading of thermoluminescent dosimeters (TLD) provided to the county.

    2.8   **Committed Dose** refers to an internal dose. The intake may be received at one time, but the dose is spread out over the person's lifetime. Therefore, 50 years are used to commit this dose to the person. (Time)

2.9 **Committed Dose Equivalent Thyroid (CDE-Thyroid)** If projected CDE Thyroid is 25R or greater, then recommend administering stable iodine.

2.10 **Committed Effective Dose Equivalent (CEDE)** refers to internal dose. Without respiratory protection, it is 4 times the direct reading dosimeter (DRD) value if a worker is in an area where airborne contamination is possible.

2.11 **Deep Dose Equivalent (DDE)** is the same thing as whole body dose. It is equal to the value as read on the DRD.

2.12 **Effective Dose** refers to the weighting factors which compare the risk to an organ compared to the risk of the whole body.

2.13 **Emergency workers** are individuals who perform functions to protect the health and safety of the public in response to the declared emergency, or are individuals approved to reenter an area where access control has been established. Emergency workers could include:

Category 1 Emergency Worker refers to workers who will be working in a potentially high exposure rate area (greater than 0.1R per hour), such as listed below. As a minimum, these workers will receive a 0-200 mR self reading dosimeter and a permanent record dosimeter.

    a. Transportation services (evacuation vehicle/bus drivers)
    b. Law Enforcement
    c. Fire fighting and rescue personnel, including ambulance crews
    d. Route alerting personnel
    e. Traffic control personnel
    f. Critical industrial facility personnel
    g. Utility essential personnel (electric, gas, water, telephone, etc.)
    h. And others as deemed necessary

Category 2 Emergency Worker refers to workers outside the ten mile EPZ, who will be working in a low exposure rate area (less than 0.1R per hour), such as listed below. As a minimum, these workers will receive a permanent record dosimeter.

    a. Monitoring/Decontamination personnel.
    b. Any others as deemed necessary

Category 3 Emergency Worker refers to workers who will be working in a low exposure rate (less than 0.1R per hour), outside the 10-mile Emergency Planning Zone (EPZ) and are not assigned indirected self reading or permanent record dosimeter unless they are reassigned to a location as a Category or 1 or 2 worker. These workers include:

a. EOC Staff
b. Joint Information Center Staff
c. Registration Staff at the Reception Center
d. And others as deemed appropriate

2.14 **Dose Equivalent** is used to denote (or transform) all dose into the same terms, i.e., Rem. (Biological effects)

2.15 **Total Effective Dose Equivalent (TEDE)** is the equivalent of the whole body (external) and internal dose added together. That is DDE + CEDE = TEDE or 5 times the DRD value if the worker is not wearing respiratory protection and is in an area where airborne contamination is possible.

2.16 **Turn-back Values** are total accumulated external exposure limits or exposure rates, established by the offsite health authority, at which the emergency worker should move back from the current area and contact the Environmental Health Director in the EOC to make arrangements to be replaced as soon as possible.

3.0 References

3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.

3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.

3.3 The State of Texas Radiological Emergency Management Plan and Procedures.

4.0 Equipment Required

4.1 Emergency Worker Supplies in accordance with Attachment 3.

5.0 Precautions and Limitations

5.1 Exposures will be maintained As Low As Reasonably Achievable (ALARA).

5.2 Prescribed dosimetry will be utilized while performing emergency worker activities.

5.3 A replacement will be obtained if any direct-reading dosimeter is lost or fails, or a TLD is lost.

5.4 An evaluation of an individual's exposure will be performed if any dosimeter is lost or a direct-reading dosimeter is noted to be off-scale.

5.5   A whole body count will be obtained for persons suspected of internal contamination. Whole body counts can be arranged through the STPEGS Liaison in the EOC.

5.6   No person under the age of 18 will be assigned emergency response duties involving exposure to radiation above normal background.

5.7   Ingestion of Potassium Iodide (KI) for Category 1 workers will be by approval of the Emergency Management Director, preferably after consultation with the Bureau of Radiation Control, or in a fast breaking incident, the STPEGS Radiological Director.

5.8   Emergency Workers should be briefed on acceptable turn-back values established by the Emergency Management Director. The following recommended turn-back values should be considered.

   5.8.1   Greater than 100 mRem/hr above background, using a survey instrument (closed window), gamma dose rate or exposure rate.

   5.8.2   200 mRem dose limit (turnback valve), as per direct reading dosimeter.

6.0   Prerequisites

   6.1   None.

7.0   Procedure

   7.1   Ensure emergency workers are briefed prior to dispatch, by using Attachment 2, "Emergency Worker Briefing Sheet."

      7.1.1   Using Attachment 8, "Emergency Worker Exposure Control Instructions," brief emergency workers on dosimetry, exposure control, emergency exposure limits, and use of survey equipment.

   7.2   Issue Emergency Worker Supplies to each field team. Supplies available are listed in Attachment 3, "Emergency Worker Supplies" and stored in the EOC and the Environmental Health Department.

   7.3   Ensure emergency workers are provided with needed dosimetry and that dosimeter numbers are logged, using Attachment 5, "Dosimetry Issue Log."

      7.3.1   Using Attachment 9, "Radiological Equipment and Operational Checks," instruct emergency workers on the proper method to reset dosimeters to zero, reading the dosimeter scale, and operational checks of the CD V-700 or the Ludlum 14-C as applicable.

   7.4   Monitor ongoing exposures of emergency workers and the potential for high exposures due to changing radiological conditions. Evaluate exposures against Attachment 1, "Exposure Limits."

7.5 Maintain a log of all emergency workers who have been issued dosimetry using Attachment 6, "Dose Tracking Form." Emergency workers are to document exposures at the end of each shift and forward documentation to the EOC.

7.6 Determine alternate actions to keep personnel exposures low by rotating personnel between high exposure jobs and low exposure jobs, moving traffic access control points to areas further away from the effected area, limiting entry to only critical activities, etc.

7.7 If radioactive iodine is present, consult with the BRC or the STP Radiological Director, if possible, concerning the use of KI tablets. Prior to recommending Category 1 emergency workers take KI, obtain approval from the Emergency Management Director. Refer to Attachment 7, "Use of Potassium Iodide."

7.8 If dose limits or exposure limits must be exceeded in order to protect valuable property or to perform life saving measures, obtain approval from the Emergency Management Director, if time permits. Then direct only those emergency workers involved in the protection or lifesaving activities to exceed their normal exposure limits up to the emergency exposure limits identified in Attachment 1, "Exposure Limits."

7.9 Make arrangements for potentially contaminated emergency workers to report to the Reception Center for monitoring and/or decontamination.

8.0 Attachments

8.1 Attachment 1, Exposure Limits

8.2 Attachment 2, Emergency Worker Briefing Sheet

8.3 Attachment 3, Emergency Worker Supplies

8.4 Attachment 4, Emergency Worker Radiation Exposure Record

8.5 Attachment 5, Dosimetry Issue Log

8.6 Attachment 6, Dose Tracking Form

8.7 Attachment 7, Use of Potassium Iodide

8.8 Attachment 8, Emergency Worker Exposure Control Instructions

8.9 Attachment 9, Radiological Equipment and Operational Checks

EXPOSURE LIMITS
Attachment 1
(Page 1 of 2)

The following information is provided as guidance for limiting personnel exposures during a radiological accident. This information is intended to be consistent with the guidelines issued by the Bureau of Radiation Control (BRC), Texas Department of Health.

General

Persons exposed to radiation during an accident are subject to several limitations for their whole body and thyroid dose. A higher maximum exposure is permitted for life saving operations than is allowed for the performance of other response duties. Daily and cumulative exposure summaries will be used by the Environmental Health Director to evaluate exposure trends and will provide the basis for removal or reassignment of persons receiving unusually high exposures when compared to other team members.

Exposure Limits

To be consistent with the exposure limits developed by the Bureau of Radiation Control, the following limits will be used. These limits can be waived for individuals by the Emergency Management Director.

- **200 mrem** Total Effective Dose Equivalent (TEDE) per shift

- **1 rem (1000 mrem)** TEDE or 5 rem Committed Dose Equivalent (CDE) thyroid exposure in one day

- **5 rem (5000 mrem)** TEDE or 25 rem Committed Dose Equivalent (CDE) thyroid during the entire event

Emergency Exposure Limits

Some situations may occur in which life saving activities or other urgent and critical tasks may be necessary and could result in higher exposures than those identified in the administrative limits. In these situations, the individual is responsible for making an on-the-spot decision to apply the higher exposure limit. This should only be done in extreme cases.

EXPOSURE LIMITS
Attachment 1
(Page 2 of 2)

- <u>5 rem</u> TEDE per event

- <u>10 rem</u> TEDE protecting valuable property

- <u>25 rem</u> TEDE lifesaving or protecting large populations

- <u>>25 rem</u> TEDE lifesaving or protecting large populations, must be a volunteer and informed of the risk.

<u>Potassium Iodide (KI)</u>

Potassium Iodide (KI) is a drug that can be used effectively to block the uptake of radioiodine by the thyroid gland.

Supplies of KI tablets are maintained by the County at the Emergency Operations Center for use by emergency workers who may be exposed to radioactive iodine during the performance of their duties.

KI does not provide protection from external exposure of radiation and is only effective for the uptake of ingested and/or inhaled radioactive iodine by the thyroid gland.

KI is effective when given before or immediately after an exposure. The effectiveness of KI drops off quickly and is of limited value when taken more than four hours after the exposure. An evaluation of the need to administer KI should be made in coordination with the Bureau of Radiation Control and/or the South Texas Project Electric Generating Station (STPEGS) Radiological Director, if possible.

KI should only be taken by Category 1 workers upon direction of the Emergency Management Director.

Additional information concerning exposure limits is provided in the State of Texas Radiological Emergency Management Procedures, in particular, Procedure 7, "Personnel Dosimetry and Exposure Records," Procedure 9, "Radioprotective Drugs" and Procedure 10, "Monitoring and Sampling Airborne Gamma Releases," Section VIII.F. Advice and information concerning decisions relating to radiological exposures should be obtained from the Bureau of Radiation Control or the STPEGS representative in the EOC.

EXPOSURE CONTROL FOR EMERGENCY WORKERS
Procedure 42

EMERGENCY WORKER BRIEFING SHEET
Attachment 2
(Page 1 of 2)

NOTE

Briefing assistance may be obtained from the Transportation Officer, Sheriff's Department representative, STPEGS or BRC liaisons.

Emergency Workers are to be briefed by the Environmental Health Director or Environmental Health representative on the following items, upon issue of Emergency Worker supplies.

1. Mission

    a. Purpose and scope of the mission is to protect the health & safety of the emergency worker and that it is voluntary.
    b. Most potentially hazardous situation that could be encountered.
    c. Safe entry and exit routes and alternative routes (information from Sheriff).
    d. Potential changes in meteorological conditions (information from STPEGS Radiological Director).
    e. Areas or roads to be avoided (information from law enforcement).
    f. What to do in case of equipment or vehicle failure.
    g. EOC contact person and method of contact (i.e., radio, cell telephone, etc.).

2. Personal Dosimetry and Survey Meters

    a. How to zero, read and wear Direct-Reading Dosimeter (DRD).
    b. TLD issuance and placement.
    c. Where and to whom to turn in dosimetry at the end of the mission.
    d. Review how to check and use survey meter.

EMERGENCY WORKER BRIEFING SHEET
Attachment 2
(Page 2 of 2)

3.   <u>Radiological Exposure</u>

   a.   Dose limits or exposure limits.
   b.   Estimate of likely exposure (information from BRC Liaison).
   c.   Maximum authorized mission exposure limit.
   d.   Minimizing contact with contaminants.
   e.   Turn-back requirements.
   f.   Monitoring and decontamination at the Reception Center, if applicable.
   g.   Distribute and review exposure documentation, Attachment 4, "Emergency Worker Radiation Exposure Record."

4.   <u>Potassium Iodide (KI) (Category 1 Emergency Workers)</u>

   a.   Distribute KI.
   b.   Distribute and review Attachment 7, "Use of Potassium Iodide."

EMERGENCY WORKER SUPPLIES
Attachment 3
(Page 1 of 1)

The Emergency Worker Supplies include the following items:

1. 0 to 200 mR direct-reading dosimeter (DRD) (1 per emergency worker, Category 1)*

2. 0 to 20R direct-reading dosimeter (DRD) (1 per emergency worker, Category 1), available to be issued, if applicable.

3. 0 to 5R direct-reading dosimeter (DRD) (1 per emergency worker, Category 1)*

4. Thermoluminescent dosimeter (TLD) (1 per emergency worker, Category 1 & 2)*

5. Survey meter (as per team assignment)

6. Potassium Iodide (KI) tablets (one bottle per emergency worker, Category 1)*

7. Instruction and information sheets for:

    - Emergency Worker Radiation Exposure Record, Attachment 4* (Category 1)
    - Use of Potassium Iodide (KI) Instructions, Attachment 7 (Category 1)
    - Emergency Worker Exposure Instructions, Attachment 8* (Category 1)
    - Radiological Equipment and Operational Checks, Attachment 9* (Category 1 & 2)

8. Issue the following to Traffic & Access Control Staff:

    - Annex W Procedure 22, "Warning and Evacuation/Traffic and Access Control"
    - Annex W REP Plan, Tab 3, Figure 1, "Designated Evacuation Routes and Traffic and Access Control Points" map
    - Annex W REP Plan, Tab 3, Figure 3, "Protective Response Zones and Population" map
    - Annex W REP Plan, Tab 3, Figure 4, "Industrial, Recreational and Special Facilities" map

*See Discussion 2.13 for definitions of Category 1 and Category 2 Emergency Workers.

EXPOSURE CONTROL FOR EMERGENCY WORKERS

Procedure 42

EMERGENCY WORKER RADIATION EXPOSURE RECORD
Attachment 4
(Page 1 of 1)

NAME _____ SEX M F AGE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SOCIAL SECURITY NUMBER _____ TELEPHONE _____
(Optional)

ORGANIZATION _____

EMERGENCY ASSIGNMENT _____

Check your dosimeter frequently (Approximately every 30 minutes).

ACTIVITY RECORD:
Entry Time/Date _____ Exit Time/Date _____

SURVEY INSTRUMENT:

DOSIMETRY USED: Turn-Back Dose Rate: mR/hr _____
                                   (closed window, gamma)

☐   TLD# _____   *
☐   0-200 mR DRD #_____   *
☐   0-5R DRD # _____   *
☐   0-20R DRD # _____ .
☐   Other (Specify) _____

EXPOSURE RECORD:	0-200 mR DRD	0-5 R DRD	_____ DRD
Reading at Entry	_____ mR	_____ R	_____ R
Reading at Exit	_____ mR	_____ R	_____ R
Indicated Dose (Exit-Entry)	_____ mR	_____ R	_____ R

THYROID BLOCKING:

Lot No. _____   Time/Date Taken _____

Turn-back dose rate is >100 mRem/hr above background or as specified for the assignment. (per instrument)

Turn-back dose is 200 mRem total effective dose equivalent (TEDE). (per Direct Reading Dosimeter)

*Denotes emergency worker DRD's issued to monitoring & decontamination staff.

DOSIMETRY ISSUE LOG

Attachment 5

(Page ____ of ____)

DATE:_____

NAME	SOC. SEC. # (OPTIONAL)	TIME ISSUED	TLD #	0-200mR DRD#	INITIAL READING	FINAL READING	_* DRD #	INITIAL READING	FINAL READING	TIME COLLECTED	REMARKS

*Enter range of DRD.

_____
Signature

DOSE TRACKING FORM

Attachment 6

(Page ___ of ___)

Date:_____

Full Printed Name	SS # (OPTIONAL)	TLD No.	Dose Received by Direct Reading Dosimetry	Dose Received by TLD	Comments

_____
Signature

USE OF POTASSIUM IODIDE
Attachment 7
(Page 1 of 2)

THYRO-BLOCK
Tablets
(Potassium Iodide Tablets, USP)

Take potassium iodide only when directed by the Emergency Management Director. In a radiation emergency, radioactive iodine may be released into the air. Potassium iodide (a form of iodine) can help protect you.

If you are told to take this medicine, take it once every 24 hours. Do not take it more often. More often will not help you and may increase the risk of side effects. Do not take this drug if you know you are allergic to iodide. (See side effects below.)

DIRECTIONS FOR USE

Use only when directed by state or local authorities in the event of a radiological emergency.

Two tablets (one dose) a day. Take one dose a day until directed otherwise.

Store at controlled room temperature between 15° and 30°C (59° to 86°F). Keep container tightly closed and protect from light.

WARNING

Potassium iodide should not be used by people allergic to iodide. Keep out of the reach of children. In case of overdose or allergic reaction, contact a physician or the public health authority.

DESCRIPTION

Each KI80 contains 65 mg of potassium iodide.

HOW POTASSIUM IODIDE WORKS

Certain forms of iodine help your thyroid gland work right. Most people get the iodine they need from foods, like iodized salt or fish. The thyroid can "store" or hold only a certain amount of iodine.

In a radiation emergency, radioactive iodine may be released in the air. This material may be breathed, or swallowed. It may enter the thyroid gland and damage it. The damage would probably not show itself for years. Children are most likely to have thyroid damage.

If you take potassium iodide, it will fill up your thyroid gland. This reduces the chance that harmful radioactive iodine will enter the thyroid gland.

USE OF POTASSIUM IODIDE
Attachment 7
(Page 2 of 2)

WHO SHOULD NOT TAKE POTASSIUM IODIDE

The only people who should not take potassium iodide are people who know they are allergic to iodide. You may take potassium iodide even if you are taking medicines for a thyroid problem (for example, a thyroid hormone or antithyroid drug). Pregnant, nursing women, babies, and children may also take this drug.

HOW AND WHEN TO TAKE POTASSIUM IODIDE

Potassium Iodide should be taken as soon as possible after direction is received from the EOC. You should take one dose every 24 hours. More will not help you because the thyroid can "hold" only limited amounts of iodine. Larger doses will increase the risk of side effects. You will probably be told not to take the drug for more than 10 days.

SIDE EFFECTS

Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.

Possible side effects include skin rashes, swelling of the salivary glands, and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold, and sometimes stomach upset and diarrhea). A few people have an allergic reaction with more serious symptoms. These could be fever and joint pains, or swelling of parts of the face and body and at times severe shortness of breath requiring immediate medical attention. Taking iodide may rarely cause over activity of the thyroid gland, under activity of the thyroid gland, or enlargement of the thyroid gland (goiter).

WHAT TO DO IF SIDE EFFECTS OCCUR

If the side effects are severe or if you have an allergic reaction, stop taking potassium iodide and contact the EOC immediately for instructions.

HOW SUPPLIED

KI80 (Potassium Iodide Tablets, USP) bottles of 50 tablets. Each white, round, scored tablet contains 65 mg potassium iodide.

EMERGENCY WORKER EXPOSURE CONTROL INSTRUCTIONS
Attachment 8
(Page 1 of 2)

DOSIMETRY/THYROID BLOCKING

1. Re-zero dosimeters prior to use and record initial reading on Attachment 4, "Emergency Worker Radiation Exposure Record."

2. Place TLD and self-reading dosimeter on upper half of body on outside of clothing between shoulders and waistline.

3. Check dosimeter reading frequently, approximately every 30 minutes, by holding it up to a light source, looking through the clip end, noting the position of the hairline, and obtaining a value from the scale.

4. If the indicated dose exceeds 200 mRem (0.2 Rem) report the reading as soon as possible and leave the area unless authorized to remain.

5. DO NOT permit your exposure to exceed 200 mRem (0.2 Rem) per shift without prior authorization. Anything above this reading on your dosimeter, and you should obtain approval from the EOC (Emergency Management Director as relayed by the Sheriff, the Dispatcher or Communications Office) to remain on your current mission.

6. Proceed to the Reception Center for monitoring and decontamination upon completion of your shift, if contamination is present.

7. Record your final dosimeter readings at the end of your shift or upon termination of the emergency on your Emergency Worker Radiation Exposure Record form.

8. DO NOT use thyroid blocking unless instructed to do so. (Issued to Category 1 Emergency Workers only)

9. Return the dosimetry, supplies, and exposure record to the Environmental Health Director at the EOC or as instructed for processing at the end of the work shift.

EMERGENCY WORKER EXPOSURE CONTROL INSTRUCTIONS
Attachment 8
(Page 2 of 2)

GENERAL

1. TO MINIMIZE EXTERNAL EXPOSURE: Minimize time in the area. Maximize distance from the source of the radioactivity. Maximize shielding use if available.

2. TO MINIMIZE INTERNAL EXPOSURE: Use ad hoc methods such as damp cloth over nose and mouth. Use thyroid blocking when instructed to do so.

3. The maximum allowable dose you may receive is:

   • 200 mRem Total Effective Dose Equivalent (TEDE) per shift without authorization from the Emergency Management Director to exceed it.

   • 1 Rem TEDE per day without authorization from the Emergency Management Director to exceed it.

   • 5 Rem TEDE per event.

   • 10 Rem TEDE to protect valuable property with authorization from Emergency Management Director for emergency operations.

   • 25 Rem with authorization from Emergency Management Director for emergency operations.

   • >25 Rem to save a life. Must be a volunteer, fully aware of the risk, and have authorization from the Emergency Management Director.

4. The first observable effects of exposure to large amounts of radiation (greater than 50 Rem) will be nausea and fatigue. At exposures greater than 100 Rem, vomiting and diarrhea may be present. A dose of 450 Rem may be lethal.

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS
Attachment 9
(Page 1 of 12)

I.   Direct Reading Dosimeter charger Setup and Operation

1.   To check the dosimeter changer, loosen the thumbscrew in the top or bottom center of the charger with a coin or screwdriver, and remove the bottom case. Install the battery (in correct way observing the + and - polarity symbols) and reassemble.

2.   Position the charger on a flat surface such as a table. Unscrew the cap on the charging contact and place the charging pin end of the dosimeter (opposite the pocket clip and eyepiece) on the charging contact of the charger (Figure I-1).

Figure I-1
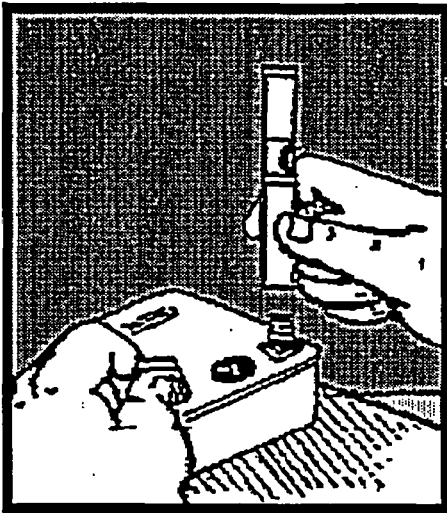

Placing dosimeter on charger.   **Resetting dosimeter to zero.**
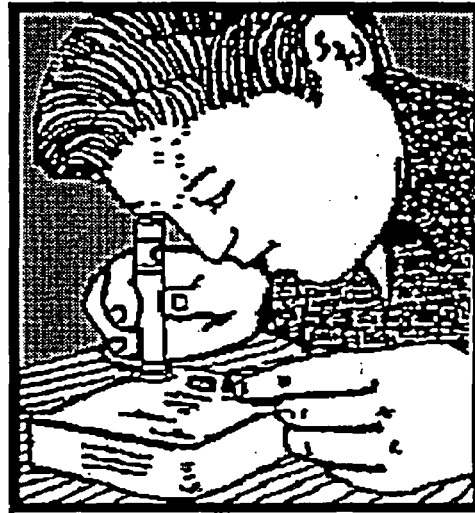
3.   Apply firm downward pressure and you should see a meter scale and a vertical line while looking through the dosimeter. If no line is visible, rotate the voltage control knob located in the upper right hand corner or lower left hand corner (as shown in Figure I-1), until a line appears.

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS
Attachment 9
(Page 2 of 12)

4. Set line at or near zero (Figure I-2) by rotating the voltage control knob.

Figure I-2

ROENTGENS

(0.5 Roentgens)
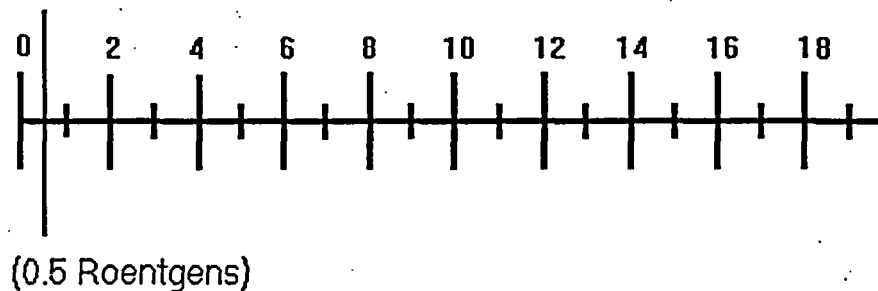
5. The charger is considered operational if the light source for reading dosimeters is working and the charger can move the hairline on a direct-reading dosimeter to or close to zero.

6. If the light source fails to work, replace the battery and repeat the check sequence (steps 1 thru 4 above). If the light still fails to operate, replace the light bulb with the spare provided inside the charger case and repeat the operational check sequence.

7. If the light source works but you are unable to move the line on the dosimeter, clean the charging contact on the charger with a pencil eraser or soft cloth which is free of grit, dirt, lint, and moisture. Do not use strong solvents or cleaning fluids to clean parts as they can dissolve the plastic. Repeat the operational check sequence.

8. If the check is still unsatisfactory, try another dosimeter or obtain another charger and repeat the operational check sequence.

9. If the check is satisfactory, remove the dosimeter and replace the cap over the charging contact and set the charger aside until it is needed.

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS
Attachment 9
(Page 3 of 12)

II.   Zeroing Direct Reading Dosimeters

1.   Place the charging pin end of the dosimeter (opposite the pocket clip and eyepiece) on the charging contact of the dosimeter charger (Figure II-1).

Figure II-1
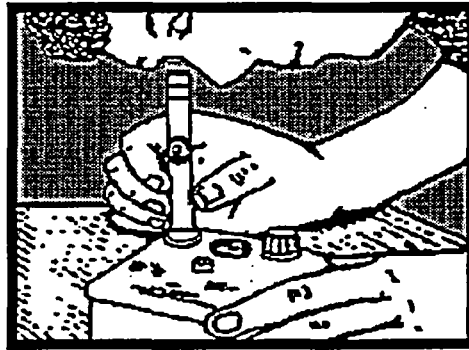
2.   Apply firm downward pressure on the dosimeter and you should see a meter scale and a hairline while looking through the dosimeter (Figure II-2). If no line is visible, rotate the voltage control knob of the dosimeter charger until a line appears.

Figure II-2

MILLIROENTGENS

0   20   40   60   80   100   120   140   160   180
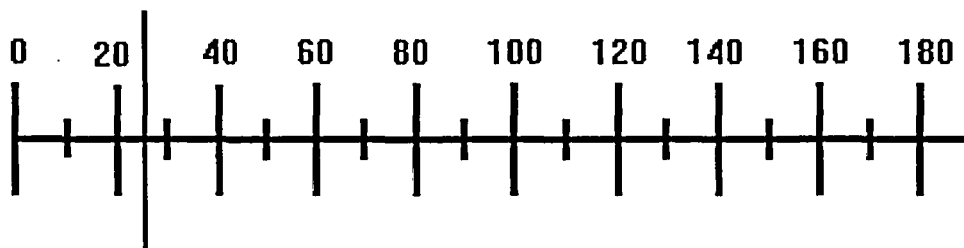
RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS
Attachment 9
(Page 4 of 12)

NOTE

If you have trouble finding the line on a dosimeter:
- Apply more pressure on the dosimeter; or
- Clean the charging contacts on the dosimeter and the dosimeter charger with a pencil eraser or soft cloth; or
- Replace the battery in the dosimeter charger (see Section I of this attachment).

---

3. Set the line on the dosimeter to zero by turning the voltage control knob on the dosimeter charger.

4. Remove the dosimeter from the charging contact. Point the dosimeter towards a light source and look through the dosimeter to read it. Determine the position of the hairline on the scale.

NOTE

When reading the dosimeter, keep it as level as possible and ensure that the scale is parallel with the horizon.

---

5. Continue to Step 7 if the dosimeter reading is zero.

6. Repeat the procedure (Steps 1 thru 4 above) if the reading is not zero. While charging the dosimeter, set the line an equivalent amount away from zero in the opposite direction to compensate for movement when the dosimeter is removed from the charging contact.

NOTE

If time is critical, a reading of as close to zero as possible (but must be above zero) is an acceptable charge on a direct-reading dosimeter.

---

7. If time permits, remove any residual static charge from the charging pin end by briefly touching a pencil lead (or small metal item such as a paper clip) across the tip of the charging pin to the dosimeters' outside case. Reread the dosimeter (expect a slight increase in the reading).

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS
Attachment 9
(Page 5 of 12)

8. If a dosimeter is not to be issued immediately, allow it to sit for about 15 minutes, then read it again. If the reading has increased, the dosimeter has excessive drift and should not be used.

Operation of the Hand Held (trigger) Dosimeter Charger

BASIC OPERATION

The hand held (trigger) dosimeter charger (Fig. 1) is used to zero all Direct Reading Dosimetry (DRD) dosimeters. The charger is self powered, requiring no batteries. The voltage necessary to charge a dosimeter is generated by squeezing the generator lever. A discharge button allows the operator to set a dosimeter exactly on zero. The clamp trigger pulls back on the clamp to allow a dosimeter to be positioned on the charger or be removed from the charger.

The charger controls the movement of the hairline fiber inside the dosimeter. When the fiber is on zero, the dosimeter is said to be "zeroed".

POSITIONING THE DOSIMETER IN THE CHARGER

1. Hold the charger upright as shown in Fig. 1. Lift the clamp and pull it back to its maximum length. Place the dosimeter in the clamp and fit the dosimeter recess (opposite end from the lens) over the charging contact. This allows for electrical contact between the dosimeter and the charger.

Figure 1

2. Squeeze the clamp trigger. Push the clamp forward until the end is against the eyepiece of the dosimeter.
3. Release the trigger. Check the position of the dosimeter which should provide a good view through the lens. Refer to Fig. 2.
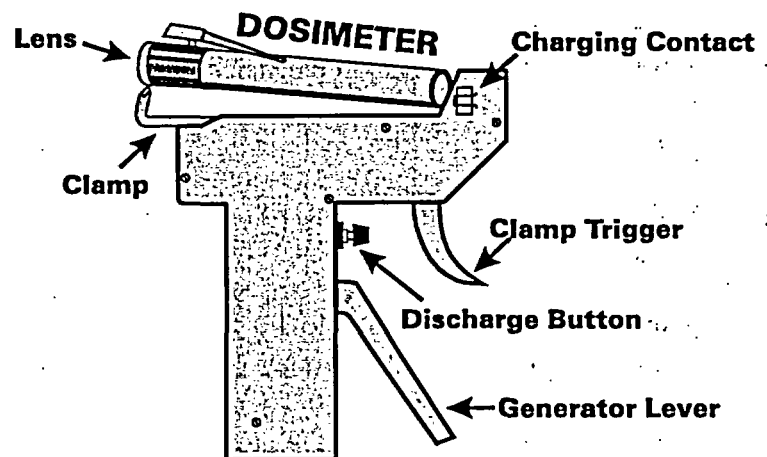
RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS
Attachment 9
(Page 6 of 12)

CHARGING THE DOSIMETER

4. With the dosimeter locked in place and lens facing you, point towards a suitable light source, such as, a light fixture, window, candle, etc. as shown in Fig. 2.

5. Look through the lens and observe the scale (Fig. 3). Squeeze the generator lever and release lightly a few times. NOTE: if the dosimeter is not responding, you may need to apply more pressure with the clamp by gently pushing forward on the clamp against the end of the dosimeter. DO NOT PUSH TOO HARD as the dosimeter may be damaged.

    Watch for movement of the fiber from the right of the scale towards 0. Squeeze the lever again if needed to zero the dosimeter. NOTE: If the fiber has traveled to the left of the zero but is still visible, push the discharge button and watch the fiber move to the right. If the fiber is not visible, repeat Step 5.

6. To remove the dosimeter, pull clamp trigger, lift dosimeter to just above the end of clamp and pull dosimeter straight back to disengage it from the charging contact. The length of the clamp will not change unless the clamp is manually adjusted.

LIGHT
SOURCE

Figure 2

0 2 4 6 8 10 12 14 16 18 20

(0.5 Roentgens)
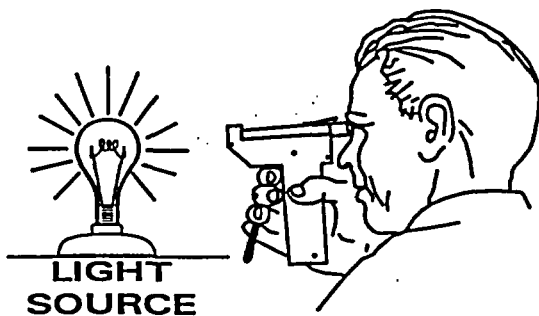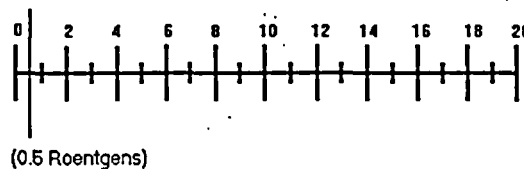
Figure 3

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS
Attachment 9
(Page 7 of 12)

III.   Operational Check of the CDV-700 or equivalent Survey Meter

1.   Visually check the instrument for signs of physical damage.

2.   Ensure the selector switch is in the OFF position.

3.   Open case and install batteries, observing polarity. Return instrument to case.

4.   Turn the selector switch to the X10 position.

5.   Connect the headphones to the audio jack, if available.

6.   Put on the headphones.

NOTE

Ensure the survey instrument has been allowed to warm up for at least 30 seconds before beginning Step 8.

---

7.   Open the probe shield.

8.   Hold the probe's open window area against the operational check source located on the side of the survey instrument or in the kit. The meter should read about half-scale. An increase in the rate of clicks should be heard in the headphone.

9.   Install new batteries and recheck the instrument if the meter reads too low. If no clicks are audible in the headphone, replace the headphone and recheck the instrument

10.   If the instrument continues to fail the operations check, label the instrument as Out Of Service (OOS) and obtain a backup.

SURVEY METERS: CDV-700

Dose rate meters should be:

1.   Warmed up for approximately 30 seconds.

2.   Source checked (if a source is available on the side of the instrument or in the kit).

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS
Attachment 9
(Page 8 of 12)

3.   Used with window open, held at waist level. Allow 15 seconds for stabilization before taking reading.

4.   WARNING: If an actual dose rate exceeds the highest dose rate the instrument is capable of reading, then the meter may falsely indicate zero, that is, in an extremely high dose rate area, the instrument may fail down scale and read zero.

5.   Reading is obtained by reading the scale and multiplying the scale value by the multiplier setting.

6.   Dose is determined by multiplying dose rate per hour times the number of hours in the area. For example: 200 mR/hr for 2 hours = 400 mR (dose).

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS
Attachment 9
(Page 9 of 12)

CONVERSIONS:

For beta/gamma 1R = 1 Rad = 1 Rem = 1000 mRem

Examples: 100mR = 0.1R; 200mR = 0.2R; 500 mR = 0.5R; 750 mR = 0.75R
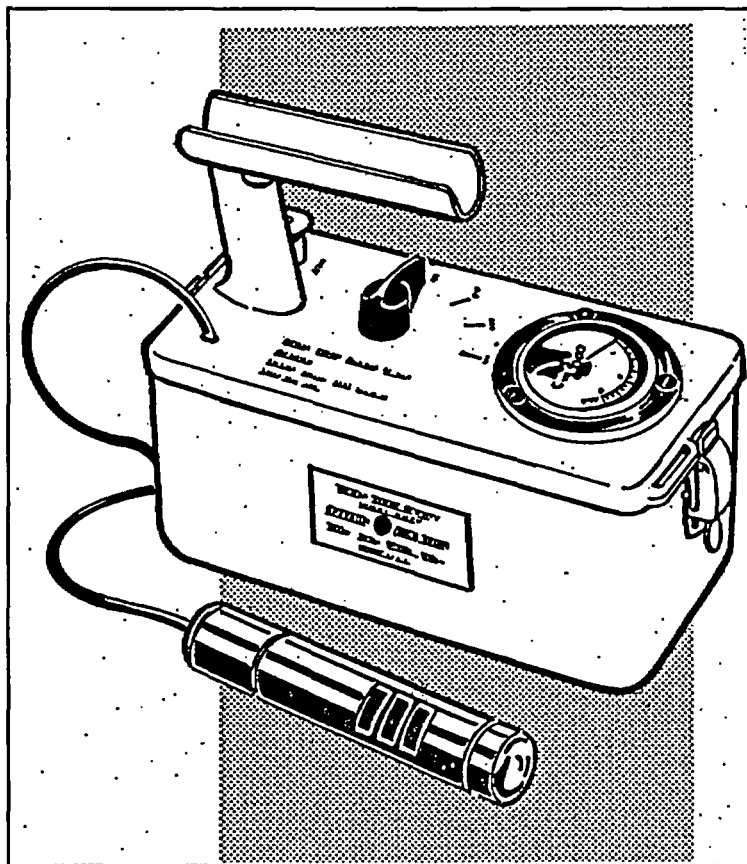
RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS
Attachment 9
(Page 10 of 12)

SURVEY METERS: Ludlum 14-C

IV.   Operational Check of the Ludlum Model 14-C Survey Meter

1.   Visually check the instrument for signs of physical damage.

2.   Slide the battery box button to the rear, open the lid, and install two "D" size batteries. Caution: do not twist the lid button - it slides to the rear.

3.   Turn the instrument range switch to X1. Depress the BAT switch. The meter should deflect to the battery check position of the meter scale. If the meter does not respond, recheck to be certain that the batteries have proper polarity. If the meter continues to fail, change out the batteries.

4.   Open the probe shield and expose the detector to a radiation check source. A positive response on the meter face should be noted. The speaker should click with the audio switch in the ON position.

+---+
| NOTE |
| |
| If the instrument fails the operations check, label the |
| instrument as out of service and obtain backup meter(s). |
+---+

5.   Press the RES switch. The meter should zero.

6.   Check for a valid calibration sticker and proceed to use the instrument.

+---+
| NOTE |
| |
| An external detector probe, similar to the CDV-700's, is |
| available for ranges X0.1 through X100 ranges; an internal |
| detector is used for the X1000 range. |
+---+

RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS
Attachment 9
(Page 11 of 12)

EXAMPLE OF A LUDLUM 14-C:
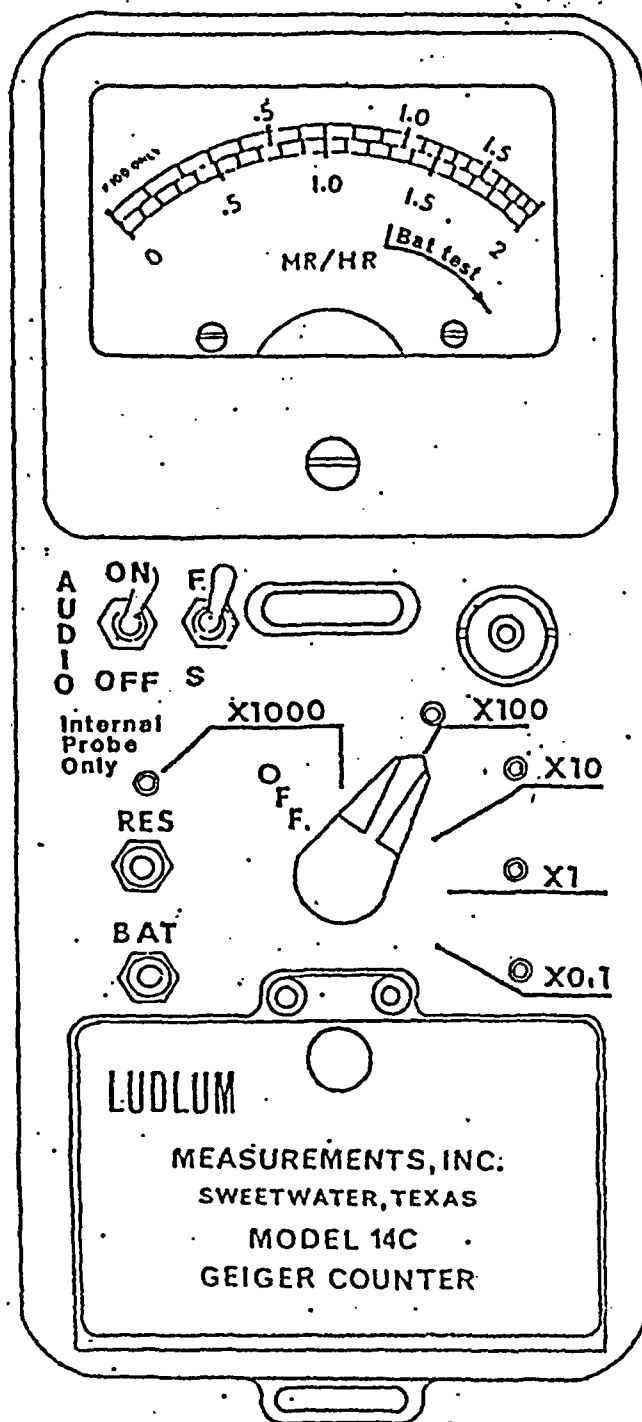
RADIOLOGICAL EQUIPMENT AND OPERATIONAL CHECKS
Attachment 9
(Page 12 of 12)

EXAMPLE OF LUDLUM 44-6 BETA GAMMA DETECTOR
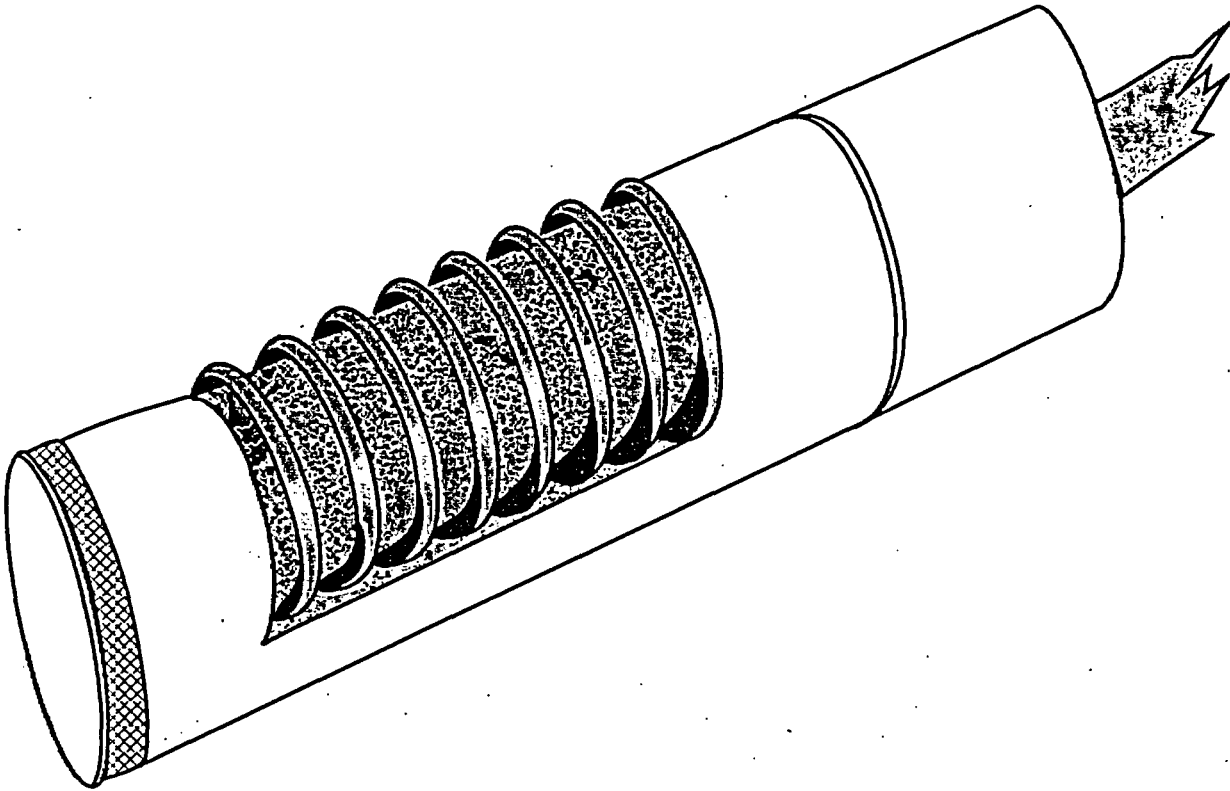
Model 44-6 Beta -Gamma Detector

CDI0287A

31675023

MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES
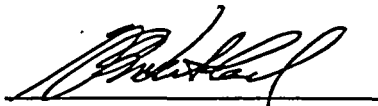
TRANSPORTATION OFFICER
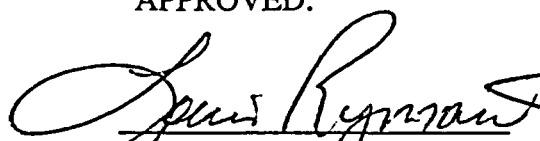
Procedure 50

Table of Contents

Effective Date: November 21, 2003

APPROVED:

Transportation Officer	Emergency Management Coordinator	County Judge

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TRANSPORTATION OFFICER

Procedure 50

1.0   Purpose

    1.1   This procedure specifies the actions to be completed by the Transportation Officer in the Matagorda County Emergency Operations Center (EOC) during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

    1.2   This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, Palacios, and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response specific to the Transportation Officer.

2.0   Discussion

    2.1   The Transportation Officer is the direct link between the EOC and the Independent School Districts (ISD) to ensure effective communications with schools.

    2.2   The Transportation Officer is responsible for ensuring availability of transportation resources as required to support the evacuation effort, and for securing additional transportation as needed or requested.

    2.3   At an **Alert**, the Transportation Officer reports to the EOC and ensures all School Superintendents are aware of the emergency condition and directs them to review and implement their procedures. Precautionary measures, such as dispatching the Matagorda school buses to Matagorda, may be taken at this time.

    2.4   At a **Site Area Emergency**, the Transportation Officer dispatches all buses and other school vehicles for use in implementing school evacuations. A list of those persons needing special assistance in evacuating is developed, and special provisions for their evacuation are taken. Support is provided to STPEGS, if requested, to implement an evacuation of onsite personnel.

    2.5   At a **General Emergency**, the Transportation Officer obtains additional transportation, as necessary, and dispatches equipment to begin evacuation of threatened areas.

2.6   Responsibilities of the Transportation Officer include the following:

    2.6.1   Provide emergency mass transportation through the use of school vehicles.

    2.6.2   Utilize.mutual aid agreements with nearby districts to provide additional equipment, personnel and facilities upon request.

    2.6.3   Maintain rosters of qualified drivers and provide training where necessary.

    2.6.4   Ensure a driver notification system exists.

    2.6.5   Ensure operability of transportation equipment and service facilities.

    2.6.6   Provide transportation resources to support evacuations of both the general public and STPEGS onsite personnel.

    2.6.7   Provide transportation resources to identified persons requiring special assistance. An annual assessment of those needing special assistance will be made. A list will be kept by the Emergency Management Coordinator. The American Red Cross will determine if special assistance is required during an emergency.

    2.6.8   Maintain a record of the use of all privately-owned equipment.

2.7   **Recovery** refers to the process of reducing radiation exposure rates and concentrations of radioactive material in the environment to acceptable levels for return by the general public for unconditional occupancy or use after the emergency phase of a radiological emergency.

2.8   **Return** refers to reoccupation of areas cleared for unrestricted residence or use by previously evacuated or relocated populations.

3.0   References

3.1   Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.

3.2   Emergency Management Plan and Procedures, Annex W, Fixed Nuclear Facility Response.

4.0   <u>Equipment Required</u>

4.1   None.

5.0   <u>Precautions and Limitations</u>

     5.1   None.

6.0   <u>Prerequisites</u>

     6.1   An emergency has been declared by STPEGS and notification received from Matagorda County to mobilize.

7.0   <u>Procedure</u>

     7.1   When notified of an **Alert, Site Area Emergency, or General Emergency** at the STPEGS by the Sheriff's Office Dispatcher, report to the EOC and implement Attachment 1, "Transportation Officer Checklist." Use this checklist as a <u>guide</u> to assist in performing position responsibilities.

> ### NOTE
>
> When required by the checklist to make contacts with outside agencies or individuals, refer to the Matagorda County Emergency Response Telephone Directory.

8.0   <u>Attachments</u>

     8.1   Attachment 1, Transportation Officer Checklist

     8.2   Attachment 2, Evacuation Plan for Tidehaven and Matagorda Independent School Districts

     8.3   Attachment 3, Vehicle Driver Briefing Sheet

     8.4   Attachment 4, EOC Briefing Sheet

     8.5   Attachment 5, Private Equipment Usage

     8.6   Attachment 6, Recovery Activities List

     8.7   Attachment 7, Acronyms List

TRANSPORTATION OFFICER

Procedure 50

TRANSPORTATION OFFICER CHECKLIST
Attachment 1
(Page 1 of 14)

Name	Date

ACTION   **TIME/LOG**

I. ALERT

1. Report to the EOC and sign in on the Staffing Board.   _____

2. Inform the Emergency Management Coordinator of your arrival and obtain a briefing of the current situation.

3. Initiate and maintain an Emergency Action Log.   LOG

    a. Track telephone calls, key information obtained, actions taken, and any other information needed to document the response actions taken.

    b. Maintain the log until termination of the emergency.

4. Notify School Superintendents of the Alert.   LOG

    a. Bay City ISD   _____

    b. Matagorda ISD   _____

    c. Palacios ISD   _____

    d. Tidehaven ISD   _____

    e. Van Vleck ISD   _____

5. Review existing transportation plans, call out lists, telephone numbers, and equipment lists.   _____

TRANSPORTATION OFFICER CHECKLIST
Attachment 1
(Page 2 of 14)

ACTION	TIME/LOG

6. Discuss with the Emergency Management Director whether to   ____
    recommend to Tidehaven ISD (Tidehaven Jr. and Tidehaven
    High School only) and Matagorda ISD to implement early
    dismissal or cancellation of school classes.

    a.   If schools are in session:

         •   Contact the schools if early dismissal is   **LOG**
             determined to be advisable.

         •   Inform the Public Information Officer (PIO) or   ____
             Writer of any early dismissal plans. Provide the
             PIO or Writer with marked up copies of
             Attachment 2, "Evacuation Plan for Tidehaven
             and Matagorda Independent School Districts."

         •   If early dismissal is not being implemented,   ____
             consider dispatching the Matagorda school buses
             to Matagorda, as a precautionary measure.

    b.   If schools are not in session:

         •   Contact the School Superintendents if   **LOG**
             cancellation of classes is determined to be
             advisable.

         •   Inform the PIO or Public Information Writer of   ____
             any plans to cancel future classes.

         •   Ensure the Superintendents utilize their normal   ____
             methods for notifying parents (e.g., via local radio
             stations) and school bus drivers of the
             cancellation of future classes.

         •   Recommend that the Superintendents cancel extra   ____
             curricular school activities.

TRANSPORTATION OFFICER CHECKLIST
Attachment 1
(Page 3 of 14)

ACTION	TIME/LOG
c. Assist the PIO or Public Information Writer with news advisories regarding school response.	_____
d. Determine the number of buses that would be needed to evacuate the schools, if early dismissal is not implemented.	LOG
7. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

TRANSPORTATION OFFICER CHECKLIST
Attachment 1
(Page 4 of 14)

ACTION	TIME/LOG

II.   SITE AREA EMERGENCY

1.   If schools are in session, implement evacuation of Tidehaven
ISD (Tidehaven Jr. High and Tidehaven High School only) and
Matagorda ISD as follows:

a.   Confirm with the Emergency Management Director that   _____
school evacuations should be implemented.

NOTE

Under normal circumstances, the Tidehaven ISD
maintains sufficient buses to evacuate the schools. The
drivers are not considered emergency workers and will not
receive dosimetry and a briefing. Only supplemental
transportation resources sent to the school will require
dosimetry and an emergency worker briefing.

---

b.   Notify Matagorda and Tidehaven ISD Superintendents of
the emergency classification and the need to evacuate the
schools. Determine if supplemental transportation   LOG
resources are needed. Provide directions in accordance
with Attachment 2, "Evacuation Plan for Tidehaven and
Matagorda Independent School Districts."

c.   Contact the appropriate ISD Transportation Manager.   _____
Provide information on the number of students to be
evacuated at Tidehaven ISD and Matagorda ISD.
Request buses to be fueled and dispatched to the schools
to implement evacuation.

d.   Inform the Sheriff or designee of the school evacuation   _____
and request law enforcement units be placed at the
schools for traffic and crowd control and as police
escorts, if available.

TRANSPORTATION OFFICER CHECKLIST
Attachment 1
(Page 5 of 14)

ACTION	TIME/LOG

e.   Inform the PIO or Public Information Writer of the _____
school evacuation and request this information be
included in the next news advisory or EAS message to be
issued.

f.   Provide information for the status boards to the EOC _____
Administrative Assistant and Status Board Keeper. Keep
the Emergency Management Director/Coordinator
advised of the status of the evacuation.

2.   If schools are not in session, implement school closure and
cancellation of classes for Tidehaven ISD and Matagorda ISD as
follows:

a.   Confirm with the Emergency Management Director that _____
school closure or cancellation should be implemented.

b.   Notify Matagorda and Tidehaven ISD Superintendents of _____
the emergency classifications and the need for school
closure and the cancellation of classes and extra
curricular activities; (e.g., club meetings, detention hall,
sports activities such as football games, etc.).

c.   Ensure the School Superintendents utilize their normal _____
methods for notifying parents (e.g., via local radio
stations) and school bus drivers of the school closings.

d.   Inform the PIO or Public Information Writer of the _____
school closings and request this information be included
in the next news advisory or EAS message to be issued.

TRANSPORTATION OFFICER CHECKLIST
Attachment 1
(Page 6 of 14)

ACTION	TIME/LOG

3. Complete the activities in Section I, Alert, if not already completed. _____

4. Arrange with the Communications Officer to obtain reports concerning the progress of school evacuations from law enforcement units in the field. _____

5. Keep the following Superintendents informed of the status of the school evacuations:

    a. Bay City ISD _____

    b. Palacios ISD _____

    c. Van Vleck ISD _____

6. Arrange with the ISD Transportation Managers to have 25 buses, with radios, fueled and placed on standby ready to support an evacuation of STPEGS on-site personnel, or if the emergency should escalate, the general public. _____

7. When provided the list from the Emergency Management Coordinator or American Red Cross Director of persons requiring transportation or that may require special assistance in evacuation, perform the following: _____

    a. Organize the list by zone giving highest priority to individuals living closest to STPEGS.

    b. Determine possible evacuation routes should the emergency escalate to a General Emergency.

TRANSPORTATION OFFICER CHECKLIST
Attachment 1
(Page 7 of 14)

ACTION	TIME/LOG

8. If directed by the Emergency Management Coordinator to provide support for an STPEGS evacuation, then:

    a. Consult with the STPEGS Liaison in the EOC and determine the required number of buses.   _____

    b. Coordinate with the STPEGS Liaison in the EOC and the Environmental Health Director for the safest route for the buses to take to get to STPEGS.   _____

    c. Coordinate with the Environmental Health Director to have dosimetry issued to bus drivers prior to dispatch, if time allows.   _____

9. If additional Law Enforcement support is needed during the evacuation, coordinate with the Sheriff and Communications Officer.   **LOG**

10. If required, arrange for support staff to communicate with the bus drivers in the field.   **LOG**

11. If extraordinary expenditures will be involved in the completion of these procedures, obtain approval from the Emergency Management Director prior to expenses being incurred.   **N/A**

12. As vehicles complete their initial STP site evacuation assignments, assign them to additional evacuation needs (e.g., Matagorda Beach, Riverside Park, etc.).   **LOG**

13. Refuel vehicles and direct drivers to remain available in case additional evacuation requirements develop.   **N/A**

TRANSPORTATION OFFICER CHECKLIST
Attachment 1
(Page 8 of 14)

ACTION		TIME/LOG
14.	When requested by the Emergency Management Director to provide a status update at the hourly EOC briefing, provide the information in Attachment 4, "EOC Briefing Sheet," plus any additional information of value to the EOC staff.	N/A
15.	If the event is of long duration, perform shift turnovers in accordance with Section IV of this checklist.	N/A
16.	Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

TRANSPORTATION OFFICER CHECKLIST
Attachment 1
(Page 9 of 14)

ACTION	TIME/LOG

III. GENERAL EMERGENCY

1. Perform step 1 or 2 of Section II, Site Area Emergency, if not already completed. — N/A

2. Complete the other activities in Section I, Alert, and Section II, Site Area Emergency, if not already completed. — N/A

3. Inform the following Superintendents of the change in emergency classification:

    a. Bay City ISD — _____

    b. Matagorda ISD — _____

    c. Palacios ISD — _____

    d. Tidehaven ISD — _____

    e. Van Vleck ISD — _____

4. Establish arrangements with the ISD Transportation Managers to provide transportation.

    a. Consult with the Emergency Management Coordinator and Emergency Management Director concerning the estimated time required to implement the evacuation of transportation dependent and special populations. — _____

    b. When an evacuation is recommended, coordinate with the Emergency Management Director as to whether only those in the affected zones should be evacuated or if all transportation dependent and special populations in the 10 mile Emergency Planning Zone should be evacuated. — LOG

TRANSPORTATION OFFICER CHECKLIST
Attachment 1
(Page 10 of 14)

ACTION	TIME/LOG

c. Coordinate with the Environmental Health Director to   _____
    have dosimetry issued (if needed) to bus drivers prior to
    being dispatched to evacuate the transportation
    dependent, special populations, general public, and
    industrial facilities.

d. Ensure bus drivers are provided a mission briefing and a   _____
    map prior to dispatch (use Attachment 3, Vehicle Driver
    Briefing Sheet).

e. Dispatch the required number of buses by contacting the   _____
    ISD Transportation Managers.

5. If local resources are inadequate, requests for assistance from   · LOG
    outside the county should be made through the Emergency
    Management Director/Coordinator.

6. With the approval of the Emergency Management   LOG
    Director/Coordinator, secure additional transportation resources
    needed to support the emergency response through available
    agencies such as:

a. County Commissioners   _____

b. Police Departments (Bay City, Palacios)   _____

c. Public Works (Bay City, Palacios)   _____

d. Community Organizations (Churches)   _____

e. Lower Colorado River Authority   _____

f. Game Wardens, locally assigned   _____

g. Private sources   _____

h. DPS Pierce   _____
    (via the Emergency Management Coordinator)

TRANSPORTATION OFFICER CHECKLIST
Attachment 1
(Page 11 of 14)

ACTION	TIME/LOG

7. Maintain a record of the use of all privately owned equipment, as well as equipment used that belongs to sources other than Matagorda County or the cities of Bay City and Palacios.   N/A

   a. Use Attachment 5, "Private Equipment Usage."   _____

   b. Ensure the Communications Officer continually provides information regarding equipment used from private sources and sources outside the County.   _____

8. If extraordinary expenditures will be involved in the completion of these procedures, obtain approval from the Emergency Management Director prior to expenses being incurred.   _____

9. As vehicles complete their initial evacuation assignments, assign them to additional evacuation needs.   _____

10. Refuel vehicles and direct drivers to remain available in case additional evacuation requirements develop, or to return evacuees to their homes when the emergency is terminated.   _____

11. When requested by the Emergency Management Director to provide a status update at the hourly EOC briefing, provide the information in Attachment 4, "EOC Briefing Sheet" plus any additional information of value to the EOC staff.   _____

12. Maintain the General Emergency classification activities until the event has ended, then proceed with the "Recovery" or "Termination" sections of this checklist, as appropriate.   N/A

TRANSPORTATION OFFICER CHECKLIST
Attachment 1
(Page 12 of 14)

ACTION	TIME/LOG

IV.   SHIFT TURNOVER

        1.   Provide a briefing of events to the relief person and include the following:

            a.   Review completed checklist.   _____

            b.   Review log.   _____

2.   Inform the Emergency Management Coordinator of the transfer of responsibilities to the incoming shift replacement.   _____

3.   Update Staffing Board.   _____

4.   Agree to your return time.   _____

5.   Document names, date and time of turnover.   LOG

TRANSPORTATION OFFICER CHECKLIST
Attachment 1
(Page 13 of 14)

ACTION	TIME/LOG

V.   RECOVERY

1.   Inform the following school districts of the change in emergency classification.

    a.   Bay City ISD _____

    b.   Matagorda ISD _____

    c.   Palacios ISD _____

    d.   Tidehaven ISD _____

    e.   Van Vleck ISD _____

2.   Develop a list of activities and tasks which should be completed as a part of the recovery effort using Attachment 6, "Recovery Activities List." Include actions necessary to return school operations to normal. _____

3.   Provide a copy of the Recovery Activities List to the Emergency Management Coordinator. _____

4.   Assist in the development of recovery plans.   N/A

5.   Maintain your log until termination of the event. _____

TRANSPORTATION OFFICER CHECKLIST
Attachment 1
(Page 14 of 14)

ACTION   TIME/LOG

VI.   **TERMINATION**

1.   Provide a list of supplies or forms needing replenishing to the   _____
     EOC Administrative Assistant.

2.   Collect and organize in chronological order and sign as necessary   _____
     all documents, checklists, and logs.

3.   Turn over all documents generated during the emergency to the   _____
     EOC Administrative Assistant.

EVACUATION PLAN FOR TIDEHAVEN AND
MATAGORDA INDEPENDENT SCHOOL DISTRICTS
Attachment 2
(Page 1 of 2)

If a radiological emergency occurs at the South Texas Project Electric Generating Station (STPEGS) requiring evacuation of schools in the Emergency Planning Zone, the following procedures will be employed by Matagorda and Tidehaven Independent School Districts.

News advisories or Emergency Alert Messages will be periodically issued by the Matagorda County Emergency Operations Center via KMKS (102.5 FM) and KZRC (FM 92.5) with information regarding area school dismissal or evacuation.

ALERT

Upon notification of an ALERT, the School Superintendents will:

1. Provide for an early dismissal of students.

   - Students may be released directly to their parents.
   - Activate the school bus system to return students to their homes.

2. Students with their own transportation will be released and instructed to return home.

SITE AREA EMERGENCY

Upon notification of a SITE AREA EMERGENCY, the School Superintendents will discuss the situation with the Transportation Officer or the Emergency Management Coordinator in the Matagorda County Emergency Operations Center to determine which of the following alternatives to follow.

1. Provide for an early dismissal of students.

   - Superintendents should activate their bus system.
   - Students with their own transportation will be released and instructed where to report.
   - Students may also be released directly to their parents.

2. Evacuate students at each school district as designated in this attachment.

EVACUATION PLAN FOR TIDEHAVEN AND MATAGORDA INDEPENDENT SCHOOL DISTRICTS

Attachment 2
(Page 2 of 2)

GENERAL EMERGENCY

1. Evacuate students as designated below for each school district.

2. Students with their own transportation will be released and instructed where to report.

EVACUATION INSTRUCTIONS FOR MATAGORDA ISD

All students will be transported by bus to **Linnie Roberts Elementary School in Bay City**. Law enforcement units will be dispatched to assist in traffic and crowd control. If monitoring and decontamination is required, the students should first be transported to McAllister Middle School. After monitoring/decontamination, the students should then be transported as follows:

Linnie Roberts Elementary School is located on Whitson, which is west of Highway 60. The buses will turn onto Whitson at the light where Highway 60 intersects with Whitson Road. The school is located on the left, four blocks down Whitson at Roberts Road. Students will be held at the campus until a parent picks up the student.

EVACUATION INSTRUCTIONS FOR TIDEHAVEN ISD

All students will be evacuated, as specified below. Law enforcement units will be dispatched to assist in traffic and crowd control. If monitoring and decontamination is required, the students should first be transported to McAllister Middle School or the Palacios High School (Field House). After monitoring/decontamination, the students should then be transported as follows:

Students assigned to Tidehaven High School and Tidehaven Intermediate School will be transported by bus to **either Blessing Elementary Campus or Markham Elementary Campus, according to the attendance zone in which that student resides**. Students will be held at the campus until a parent picks up the student.

VEHICLE DRIVER BRIEFING SHEET
Attachment 3
(Page 1 of 1)

- Provide vehicle driver briefing on the status of the emergency (i.e., ECL status, county response activities, etc.).

- Assure the driver has communications available on the vehicle (e.g., radio, cellular telephone, etc.).

  - Instruct the driver to perform communication checks upon dispatch.
  - Inform the driver that if he/she loses communications to continue the mission.

- Provide the vehicle driver a map and a description of the mission.

- Review with the driver the evacuation route and host facility location.

  - The general public and industrial locations will be transported directly to a reception center.
  - Special facilities (i.e., schools, etc.) will be evacuated to a host facility unless directed to a Reception Center.

- If directed to a Reception Center, describe to the driver the facility activities:

  - The vehicle will be monitored for contamination and cleared (if clean) or impounded (if contaminated).
  - If the vehicle is impounded, alternate transportation will be provided.
  - Driver and occupants will be monitored for contamination and decontaminated, if necessary.

- Upon completion of the mission, direct the driver to the Bay City ISD, Service Center to await additional missions.

- Prior to dispatch, ensure the vehicle has sufficient fuel to perform the mission.

- If not already accomplished, direct the driver to the Environmental Health Director for a radiological briefing and issuance of dosimetry.

TRANSPORTATION OFFICER

Procedure 50

EOC Briefing Sheet
Attachment 4
(Page 1 of 1)

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1.   The following schools have been notified of the current Emergency classification:

      _____   Matagorda ISD
      _____   Tidehaven ISD
      _____   Bay City ISD
      _____   Palacios ISD
      _____   Van Vleck ISD

2.   The status of the school evacuations:

Matagorda: _____ No actions underway
ISD   _____ Sheltering
            _____ Preparing to evacuate
            _____ Buses being dispatched
            _____ Buses arrived at school
            _____ Buses loaded and have left
            _____ Buses arrived at Reception Center
            Location: _____

Tidehaven: _____ No actions underway
ISD   _____ Sheltering
             _____ Preparing to evacuate
            _____ Buses being dispatched
            _____ Buses arrived at school
            _____ Buses loaded and have left
            _____ Buses arrived at Reception Center
            Location: _____

3.   Transportation has also been requested and is being provided for:

_____

4.   Bus and transportation resources are/are not adequate.
      Transportation resources are also being provided by:_____

5.   Additional Information:_____

TRANSPORTATION OFFICER

Procedure 50

PRIVATE EQUIPMENT USAGE
Attachment 5
(Page ___ of ___)

DATE ACQUIRED	EQUIPMENT	OWNER NAME ADDRESS TELEPHONE	ASSIGNED OPERATOR	DAMAGE OR REPAIR STATUS	DATE RETURNED

TRANSPORTATION OFFICER

Procedure 50

RECOVERY ACTIVITIES LIST
Attachment 6
(Page ___ of ___)

_____	_____	_____
(Name)	(EOC Position)	(Date)

ITEM #	LOCATION	ACTION/DESCRIPTION	ASSIGNED TO	PRIORITY

ACRONYMS LIST
Attachment 7
(Page 1 of 1)

Acronym	Applies To
ACP	Access Control Point
ARC	American Red Cross
BRC	Bureau of Radiation Control
CAN	Community Alert Network
DEM	Division of Emergency Management
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
EAS	Emergency Alert System
ECL	Emergency Classification Level
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
STPEGS	South Texas Project Electric Generating Station
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter

MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

PUBLIC INFORMATION OFFICER

Procedure 60

Table of Contents

Effective Date: November 21, 2003

APPROVED:

_____   _____   _____
Public Information Officer   Emergency Management   County Judge
                                    Coordinator

PUBLIC INFORMATION OFFICER

Procedure 60

1.0 Purpose

    1.1   This procedure specifies the actions to be completed by the Public Information Officer or Writer in the Emergency Operations Center (EOC) or at the Joint Information Center (JIC) during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

    1.2   This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response specific to the Public Information Officer (PIO) and Public Information Writer.

2.0 Discussion

    2.1   The PIO shall serve as spokesperson for Matagorda County and the cities of Bay City and Palacios. The PIO shall coordinate information and media releases with the EOC and appropriate agencies prior to release.

    2.2   Based on the situation, the PIO may initially function from the EOC or JIC. The PIO will relocate to the JIC (located at the Matagorda Hotel and Conference Center in Bay City, Texas) as soon as possible after activation of the JIC. The Public Information Writer/Staff will then perform the duties of the PIO at the EOC.

    2.3   Copies of media information shall be distributed within the EOC for information and rumor control.

    2.4   All written information releases to the public, developed by the County, shall be approved by the Emergency Management Director.

    2.5   The PIO or designee shall monitor news broadcasts to correct rumors.

    2.6   Responsibilities for the Public Information Officer include, but are not limited to, the following:

        2.6.1   Provide educational information to the public regarding the County's fixed nuclear facility preparedness program by:

            2.6.1.1   Sponsoring periodic public meetings at which residents may ask questions and provide suggestions.

            2.6.1.2   Publicizing tests of the public warning system.

            2.6.1.3   Publicizing improvements or changes to the public warning system.

2.6.1.4 Publicizing drills and exercises of the Emergency Response Organization.

2.6.2 Verify emergency information prior to dissemination to the public.

2.6.3 Contact the information officers of the State and the utility to exchange and update the data regarding the situation, prior to scheduled press briefings.

2.6.4 Coordinate the release of public information with other agencies also issuing news advisories. These may include spokespersons for the State of Texas (Division of Emergency Management [DEM] and the Bureau of Radiation Control [BRC]), Federal Emergency Management Agency (FEMA), Nuclear Regulatory Commission (NRC), STPEGS, and other participating agencies.

2.6.5 Notify the press of scheduled briefings and locations.

2.6.6 Keep the public informed of any recommended protective measures throughout the incident.

2.6.7 Publicize shelter and congregate care facility plans to the residents of the County.

2.7 An **EAS (Emergency Alert System) Message** gives direction to the public on actions that should be taken during an emergency. Regular programming should be suspended and the message broadcast to the public as soon as the message is received by the EAS station. The current EAS message should be broadcast at least every 15 minutes until a new message is received. EAS messages will be issued from the EOC.

2.8 A **News Advisory** gives further information regarding the situation or provides information that is not directly related to protective actions for the public. News Advisories will be issued from the EOC.

3.0   References

    3.1   Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.

    3.2   Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.

    3.3   Emergency Management Plan, Annex W, Procedure 23, "Activation of the Public Warning System."

    3.4   Emergency Management Plan, Annex W, Procedure 63, "Emergency Alert System Messages."

4.0   Equipment Required

    4.1   None.

5.0   Precautions and Limitations

    5.1   The public must be notified within 15 minutes of any decision by the Emergency Management Director to implement protective actions for the public.

6.0   Prerequisites

    6.1   An emergency has been declared by STPEGS and notification received from Matagorda County to mobilize.

7.0   Procedure

    7.1   When notified of an **Alert, Site Area Emergency, or General Emergency** at the STPEGS by the Sheriff's Office Dispatcher, report to the EOC and implement Attachment 1, "Public Information Officer Checklist." Use this checklist as a <u>guide</u> to assist in performing position responsibilities.

NOTE

When required by the checklist to make contact with outside agencies or individuals, refer to the Matagorda County Emergency Response Telephone Directory.

8.0   Attachments

    8.1   Attachment 1, Public Information Officer Checklist

    8.2   Attachment 2, Public Information Writer Checklist

    8.3   Attachment 3, EAS Message and News Advisory Content

    8.4   Attachment 4, Briefing Sheet

    8.5   Attachment 5, Message Log

    8.6   Attachment 6, Recovery Activities List

    8.7   Attachment 7, Acronyms List

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION OFFICER CHECKLIST
Attachment 1
(Page 1 of 10)

Name	Date

ACTION   **TIME/LOG**

I. ALERT

1. Report to the EOC and sign in on the staffing board and receive a   ____
    briefing from the Emergency Management Director/Coordinator or
    report to the JIC and check in with the JIC Director. Ensure Public
    Information Staff has been contacted to report.

2. Initiate emergency action log.   **LOG**

    a. Track telephone calls, key information obtained, actions
        taken, and any other information needed to document
        response actions taken.

    b. Maintain the log until termination of the emergency.

3. Brief other Public Information Officers or staff   ____

    a. Review news advisories that have been issued from the
        EOC.

    b. Do not leave if you are in the midst of, or close to issuing,
        an EAS message. Complete transmission of any EAS
        message in process.

    +--+
    | NOTE |
    | |
    | EAS messages are normally not needed at an Alert |
    | classification level, however, the Emergency Management |
    | Director may want to take precautionary actions for |
    | special cases, in which an EAS announcement may be |
    | prudent. |
    +--+

    c. Review Section IV, Shift Turnover, with oncoming public
        information personnel.

ACTION	TIME/LOG

4. Assist the Public Information writer/staff in preparing a news advisory concerning the STPEGS Alert declaration. _____

5. When notified of activation of the JIC, turn over EOC public information duties to the Public Information Writer, and announce to the EOC staff the transfer of responsibilities, and proceed to the JIC. _____

    a. Once at the JIC, ensure that any press releases or news advisories issued by Federal, State, and STPEGS personnel at the JIC are faxed to the EOC for informational purposes.

    b. Once the JIC staffing is complete, advise the Sheriff's Office dispatcher to refer all calls from the public and press to Rumor Control at the JIC. Give the dispatcher these numbers as listed in the Emergency Communications Directory. _____

6. If the JIC is not activated, then implement provisions to interface with the press, including: LOG

    a. Notify press of scheduled press briefings.

    b. Conduct press briefings (approximately hourly) outside the EOC until the JIC is operational. Use Attachment 4, "Briefing Sheet" as a guide.

    c. Provide copies of news advisories and EAS messages to the press.

7. Monitor television and radio stations and correct any misinformation in the next EAS message or news advisory. _____

8. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.   N/A

ACTION   **TIME/LOG**

II.   SITE AREA EMERGENCY

> **NOTE**
>
> DO NOT transmit an EAS message until the Emergency Management Director signs, dates and puts the time of approval on the message.

1.   If the JIC has not been activated, then:

    a.   Coordinate with the Emergency Management Director or the Emergency Management Coordinator to issue a Site Area Emergency Notification EAS Message in accordance with Annex W, Procedure 63, "Emergency Alert System Messages," or by using the EAS message generator.   _____

- If time permits, have key members of the EOC staff review the EAS message for accuracy (e.g., correct information on whether or not a release is in progress, etc.).

- Obtain approval of EAS message from Emergency Management Director.

- Provide EAS message to EOC Administrative Assistant to be <u>immediately</u> faxed to KMKS and KZRC.

- Contact radio stations and brief them on EAS message as it is being faxed.

ACTION   **TIME/LOG**

b. With the approval of the Emergency Management Director,   ____
activate the Northland Cable TV Company's Emergency
Alert System, and Local Information Channel and instruct
residents to tune to the EAS stations (KMKS and KZRC)
for emergency information. Activation information is
available in Annex W, Procedure 23," Activation of the
Public Warning System."

c. Obtain information on school closure or evacuation from   ____
the Transportation Officer. If needed, issue a school
evacuation notification EAS message in accordance with
Annex W, Procedure 63, "Emergency Alert System
Messages and News Advisories," or the EAS message
generator.

d. Complete activities in Section I, Alert, if not already   N/A
completed.

e. Establish contact with the public information personnel at   ____
the following locations and provide a briefing of any news
advisories and EAS messages issued.

- STPEGS
- BRC
- DEM-Austin
- FEMA

f. As plant conditions or protective actions change, continue   LOG
to prepare and disseminate EAS messages.

g. Continue to collect information and prepare news advisories   N/A
related to emergency response activities.

h. Continue to hold hourly press briefings.   LOG

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION OFFICER CHECKLIST
Attachment 1
(Page 5 of 10)

ACTION	TIME/LOG

2. If the JIC has been activated, then:

   a. Collect information in regard to County response activities   _____
and recommended public protective actions.

   b. If requested, prepare press releases related to the county   LOG
emergency response activities.

      • Fax draft County press releases to the EOC.

      • Obtain the Emergency Management Director's
approval.

      • Ensure County press releases are consistent with
Federal, State, and STPEGS releases.

      • Ensure distribution of the approved press release to
the other PIO's and news media at the JIC.

   c. Represent the County during joint press briefings at the   LOG
JIC.

   d. Ensure press releases prepared by STPEGS, state and   _____
federal PIO's at the JIC are faxed to the EOC.

3. Establish contact with the public information personnel at the
following locations and provide a briefing of any news advisories
and EAS messages issued.

      • STPEGS
      • BRC
      • DEM-Austin
      • FEMA

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION OFFICER CHECKLIST
Attachment 1
(Page 6 of 10)

ACTION	TIME/LOG
4. If the event is of long duration, perform shift turnovers in accordance with Section IV of this checklist.	N/A
5. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

ACTION	TIME/LOG

III. GENERAL EMERGENCY

1. Complete activities in Section I, Alert, and Section II, Site Area   N/A
   Emergency, if not already completed.

2. As requested, draft updated press releases at the JIC for approval   LOG
   by the Emergency Management Director for dissemination to the
   news media and the public.

CAUTION

Ensure EAS messages are IMMEDIATELY followed with a Supplemental
Message, if necessary.

---

3. Continue to ensure all press releases issued by the JIC are faxed to   N/A
   the appropriate agencies/organizations.

4. Continue to participate in joint press briefings at the JIC.   LOG

5. Interface with rumor control at the JIC to ensure inquires from the   ____
   general public are being handled quickly and accurately.

6. Establish contact with the public information personnel at the
   following locations and provide a briefing of any news advisories
   and EAS messages issued.

   - STPEGS
   - BRC
   - DEM-Austin
   - FEMA

7. Maintain the General Emergency classification activities until the   N/A
   event has ended, then proceed with the "Recovery" or
   "Termination" sections of this checklist, as appropriate.

PUBLIC INFORMATION OFFICER CHECKLIST
Attachment 1
(Page 8 of 10)

ACTION	TIME/LOG

IV. SHIFT TURNOVER

1. Provide a briefing of events to the relief person and include the following: _____

    a. Review completed checklist

    b. Review log

    c. Review previous EAS messages, news advisories, and press releases

2. Inform the Emergency Management Coordinator of the transfer of responsibilities to the oncoming shift replacement. _____

3. Inform the other public information staff, with whom contact has been made, of the change in shift and introduce your replacement   N/A

4. Ensure EOC Staffing Board is updated. _____

5. Agree to your return time. _____

6. Document names, date and time of turnover.   LOG

ACTION   **TIME/LOG**

V. RECOVERY

1. With the assistance of the public information staff, develop a list of activities and tasks which should be completed as a part of the recovery effort using Attachment 5, "Recovery Activities List."   ____

2. Provide a copy of the Recovery Activities List to the Emergency Management Coordinator and the JIC Director.   ____

3. Assist in the development of recovery plans.   N/A

4. Maintain your log until termination of the event.   ____

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION OFFICER CHECKLIST
Attachment 1
(Page 10 of 10)

ACTION   **TIME/LOG**

VI.   TERMINATION

1.   Provide a list of supplies or material needing replenishing to the   _____
JIC Administrative Manager.

2.   Collect and organize in chronological order all documents,   _____
checklist, and logs.

    a.   Sign checklists and logs.

3.   Turnover all documents generated during the emergency to the   _____
EOC Administrative Assistant.

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION WRITER CHECKLIST
Attachment 2
(Page 1 of 11)

Name	Date

ACTION	TIME/LOG

I.   ALERT

1.   Report to the EOC and sign in on the Staffing Board.   _____

2.   Initiate emergency action log.   LOG

   a.   Track telephone calls, key information obtained, actions taken, and any other information needed to document response actions taken.

   b.   Maintain the log until termination of the emergency.

3.   Participate in EOC Staff briefings using Attachment 4, "Briefing Sheet", when required.   N/A

4.   Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.   N/A

5.   Set up filing system for Emergency Alert System (EAS) messages and news advisories.   _____

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION WRITER CHECKLIST
Attachment 2
(Page 2 of 11)

Name	Date

ACTION   **TIME/LOG**

6. Initiate contact with the following agencies. Receive name of   _____
    contact person for future use. Arrange for all news advisories and
    EAS messages to be faxed to these key media outlets first.
    Provide your telephone number for future contacts.

    a.   KMKS 102.5 – FM Radio

    b.   KZRC 92.5 – FM Radio

> **NOTE**
>
> Fax using blast fax or refer to the Matagorda County
> Emergency Response Telephone Directory for a
> prioritized listing of locations requiring copies of all EAS
> messages and news advisories.

---

7. Coordinate with the Emergency Management Director or the   _____
    Emergency Management Coordinator to issue a news advisory
    concerning the STPEGS Alert declaration. (Refer to example in
    Procedure 63, "Emergency Alert System Messages and News
    Advisories.")

    a.   Obtain approval of news advisory from Emergency   _____
    Management Director.

    b.   Provide the news advisory to the EOC Administrative   _____
    Assistant to be immediately faxed to KMKS and KZRC.

    c.   Contact Radio Stations and brief them on the news   _____
    advisory as it is being faxed.

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION WRITER CHECKLIST
Attachment 2
(Page 3 of 11)

Name	Date

ACTION			TIME/LOG
8		Brief other Public Information Officers or staff	_____
	a.	Review news advisories that have been issued from the EOC.	_____
	b.	Review Section IV, Shift Turnover, with oncoming public information personnel.	_____
9.		Collect information and prepare news advisories related to emergency response activities. Obtain Emergency Management Director approval for all news advisories. Review Attachment 4, "EAS Message and News Advisory Content" and Procedure 63, "Emergency Alert System Messages and News Advisories" and use as a guide.	LOG
10.		Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION WRITER CHECKLIST
Attachment 2
(Page 4 of 11)

ACTION	TIME/LOG

II. SITE AREA EMERGENCY

1. If the JIC has not been activated, then: _____

    a.   Complete the activities in Section I, Alert, if not already completed.   **LOG**

    b.   Continue to assist the public information staff in preparing news advisories and EAS messages.

2. If the JIC has been activated, then: **LOG**

    a.   Coordinate with the Emergency Management Director or the Emergency Management Coordinator to issue a Site Area Emergency Notification EAS Message in accordance with Annex W, Procedure 63, "Emergency Alert System Messages and News Advisories," or the EAS message generator.

        •   If time permits, have key members of the EOC staff review the EAS message for accuracy (e.g., correct information on whether or not a release is in progress, etc.).

        •   Obtain approval of EAS message from Emergency Management Director.

        •   Provide EAS message to Administrative Assistant to be <u>immediately</u> faxed to KMKS and KZRC.

        •   Contact radio stations and brief them on EAS message as it is being faxed.

ACTION   **TIME/LOG**

b.   With the approval of the Emergency Management Director, activate the Northland Cable TV Company's Emergency Alert System, and Local Origination (Information) Channel and instruct residents to tune to the EAS stations (KMKS and KZRC) for emergency information. Activation information is available in Annex W Procedure 23, "Activation of the Public Warning System."

c.   Obtain information on school closure or evacuation from the Transportation Officer. If needed, issue a school evacuation notification EAS message in accordance with Annex W, Procedure 63, "Emergency Alert System Messages and News Advisories," or the EAS message generator.

d.   Complete activities in Section I, Alert, if not already completed.

e.   As plant conditions or protective actions change, continue to prepare and disseminate EAS messages.

f.   Collect information related to County emergency response activities and forward to the Public Information Officer at the JIC.

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION WRITER CHECKLIST
Attachment 2
(Page 6 of 11)

ACTION	TIME/LOG

3. Participate in EOC Staff briefings using Attachment 4, "Briefing Sheet", when requested.

4. If the event is of long duration, perform shift turnovers in accordance with Section IV of this checklist.   N/A

5. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.   N/A

<u>ACTION</u>   <u>TIME/LOG</u>

III.   GENERAL EMERGENCY

1.   Coordinate with the Emergency Management Director or the   LOG
     Emergency Management Coordinator to issue a General
     Emergency Notification EAS message in accordance with Annex
     W, Procedure 63, "Emergency Alert System Messages and News
     Advisories," or the EAS message generator.

> ### CAUTION
>
> **Ensure EAS messages are IMMEDIATELY followed with a Supplemental
> Message, if necessary.**

a.   If time permits, have key members of the EOC staff review
     the EAS message for accuracy (e.g., correct information on
     whether or not a release is progress, etc.).

b.   Obtain approval of EAS message from Emergency
     Management Director.

c.   Provide the EAS message to the EOC Administrative
     Assistant to be <u>immediately</u> faxed to KMKS and KZRC.

d.   Contact radio stations and brief them on EAS message as it
     is being faxed.

e.   Ensure press releases are faxed to other appropriate
     agencies/organizations using blast fax.

2.   Complete activities in Section I, Alert, and Section II, Site Area   _____
     Emergency if not already completed.

3.   As plant conditions or protective actions change, continue to   LOG
     prepare and disseminate EAS messages.

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION WRITER CHECKLIST
Attachment 2
(Page 8 of 11)

<u>ACTION</u>   <u>TIME/LOG</u>

> ## NOTE
>
> EAS messages with supplementary information may be appropriate when complex protective actions are being implemented. Refer to Annex W, Procedure 63, "Emergency Alert System Messages and News Advisories."

4. Continue to collect information related to County emergency   N/A
    response activities and forward to the Public Information Officer at
    the JIC.

5. Participate in EOC staff briefings using Attachment 4, "Briefing   LOG
    Sheet," when required.

6. Maintain the General Emergency classification activities until the   N/A
    event has ended, then proceed with the "Recovery" or
    "Termination" sections of this checklist, as appropriate.

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PUBLIC INFORMATION WRITER CHECKLIST
Attachment 2
(Page 9 of 11)

ACTION	TIME/LOG

IV.   SHIFT TURNOVER

    1.   Provide a briefing of events to the relief person and include the · following:

        a.   Review completed checklist
        b.   Review log
        c.   Review previous EAS messages and News Advisories

    2.   Inform the Emergency Management Coordinator of the transfer of responsibilities to the oncoming shift replacement.

    3.   Inform the other Public Information Officers with whom contact has been made of the change in shift and introduce your replacement.
                    N/A

    4.   Ensure EOC Staffing Board is updated.

    5.   Agree to your return time.

    6.   Document names, date and time of turnover.   LOG

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PUBLIC INFORMATION WRITER CHECKLIST
Attachment 2
(Page 10 of 11)

ACTION	TIME/LOG

V.　RECOVERY

1.　Develop a list of activities and tasks which should be completed as a part of the recovery effort using Attachment 5, "Recovery Activities List."　_____

2.　Provide a copy of the Recovery Activities List to the Emergency Management Coordinator.　_____

3.　Assist in the development of recovery plans.　N/A

4.　Maintain your log until termination of the event.　_____

ACTION	TIME/LOG

VI.   TERMINATION

1,   Contact the following agencies and inform them that the STPEGS   _____
     emergency has been terminated and that the JIC and County EOC
     are being deactivated.

     a.   KMKS-FM Radio   _____
     b.   KZRC-FM Radio
     c.   Northland Cable TV

NOTE

EAS messages with supplementary information may be
appropriate when complex protective actions are being
implemented. Refer to Annex W, Procedure 63,
"Emergency Alert System Messages and News
Advisories."

---

2.   Provide a list of supplies or forms needing replenishing to the   _____
     Emergency Management Coordinator.

3.   Collect and organize in chronological order all documents,   _____
     checklists, and logs.

     a.   Sign checklists and logs.

4.   Turnover all documents generated during the emergency to the   _____
     EOC Administrative Assistant.

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION ASSISTANT CHECKLIST
Attachment 3
(Page 1 of 4)

ACTION	TIME/LOG

I. INITIAL ACTIVITIES

1. Report to the EOC and sign in on the staffing board. _____

2. Initiate an emergency action log.   LOG

   a. Track telephone calls, key information obtained, actions taken, and any other information needed to document response actions taken.

   b. Maintain the log until termination of the emergency.

II. ONGOING ACTIVITIES

1. Continually communicate with JIC public information staff to:

   a. Provide immediate updates to EAS or public information.   LOG

   b. Provide information regarding activities of various groups   LOG
      at the EOC.

   c. Gather information from public information staff at JIC regarding:

      • Rumors

      • Concerns from media/public that need to be addressed in news advisories or EAS messages.

2. If the event is of long duration, perform shift turnovers in   N/A
   accordance with Section IV of this checklist.

3. Maintain the activities until the emergency escalates or   N/A
   terminates, then proceed with the appropriate section of this
   checklist.

ACTION   TIME/LOG

III.   SHIFT TURNOVER

1.   Provide a briefing of events to the relief person and include the   _____
        following:

        a.   Review completed checklist

        b.   Review log

        c.   Review previous EAS messages, news advisories, and
                press releases

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION ASSISTANT CHECKLIST
Attachment 3
(Page 3 of 4)

ACTION   **TIME/LOG**

IV. RECOVERY

1. Assist with development of the public information staff Recovery Activity List.   _____

2. Maintain your log until termination of the event.   _____

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION ASSISTANT CHECKLIST
Attachment 3
(Page 4 of 4)

ACTION   **TIME/LOG**

V. TERMINATION

1. Provide a list of supplies or material needing replenishing to the   _____
   Public Information Writer.

2. Collect and organize in chronological order all documents,   _____
   checklists, and logs.

   a. Ensure sign checklists and logs.

3. Turnover all documents generated during the emergency to the   _____
   Public Information Writer.

PUBLIC INFORMATION OFFICER

Procedure 60

EAS MESSAGE AND NEWS ADVISORY CONTENT
Attachment 4
(Page 1 of 1)

The following types of information should be reviewed for possible inclusion in news advisories and EAS messages.

- Description of current emergency conditions at the nuclear power plant with reference to both the potential for or actual release of radioactivity and the current Emergency Classification Level (ECL)

- How to maximize protection when sheltering.

- Instructions for transients without shelter.

- What to leave behind and what to take along when evacuating.

- Evacuation routes.

- Location of reception centers where evacuees register and are monitored for contamination.

- Location of congregate care centers.

- Information and instructions for parents of students regarding protective actions for students.

- Information for transportation-dependent individuals.

- Information for special populations.

- Information and instructions on protective actions for ingestion.

- Relocation, re-entry, or return.

- Rumor control telephone numbers.

- Information to address false or misleading rumors.

- Use information provided in the brochure and in the Southern Directories telephone book.

PUBLIC INFORMATION OFFICER

Procedure 60

BRIEFING SHEET
Attachment 5
(Page 1 of 1)

1. Press operations established:

   JIC activated: Y / N
   Rumor control: Y / N

.2. Summarize EAS messages and news advisories issued since last briefing:

   Time:_____   Type: EAS [ ] News Advisory [ ] _____

   Key information:_____

   Time:_____   Type: EAS [ ] News Advisory [ ] _____

   Key information:_____

   Time:_____   Type: EAS [ ] News Advisory [ ] _____

   Key information:_____

   Time:_____   Type: EAS [ ] News Advisory [ ] _____

   Key information:_____

3. Rumors:

   _____

   _____

   _____

   _____

                                                        Date _____

                                                        Time _____

PUBLIC INFORMATION OFFICER
Procedure 60

MESSAGE LOG
Attachment 6
(Page 1 of 1_)

MESSAGE #	TIME ISSUED	NA/EAS	SUMMARY OF MESSAGE

PUBLIC INFORMATION OFFICER
Procedure 60

RECOVERY ACTIVITIES LIST
Attachment 7
(Page 1 of 1)

(Name)	(EOC Position)	(Date)

ITEM #	LOCATION	ACTION/DESCRIPTION	ASSIGNED TO	PRIORITY

ACRONYMS LIST
Attachment 8
(Page 1 of 1)

Acronym	Applies To
ACP	Access Control Point
ARC	American Red Cross
BRC	Bureau of Radiation Control
CAN	Community Alert Network
DEM	Division of Emergency Management
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
ORO	Offsite Response Organization
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
STPEGS	South Texas Project Electric Generating Station
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter

MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

KMKS RADIO OPERATIONS
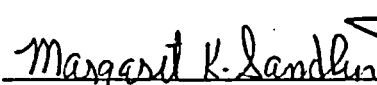
Procedure 61

Table of Contents

Effective Date: November 21, 2003

APPROVED:

Margaret K. Sandlin
KMKS Representative

J.B. Watts
Emergency Management
Coordinator

County Judge

1.0 Purpose

1.1 This procedure specifies the actions to be completed by KMKS during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response specific to KMKS.

2.0 Discussion

2.1 KMKS is the primary volunteer Emergency Alert System (EAS) Station for Matagorda County and will disseminate EAS messages. KZRC acts as voluntary EAS Station and only rebroadcast EAS messages.

2.2 KMKS or Matagorda County will activate the alert radios provided to residents in the emergency planning zone around the STPEGS.

2.3 KMKS will broadcast EAS messages as they are received. Messages will be rebroadcast at least every 15 minutes or as received on EAS Receiver until a new message is received or an all clear is given by the Matagorda County Emergency Operations Center (EOC).

2.4 KMKS or Matagorda County may send reporters to the Joint Information Center (JIC) when activated. The JIC is established at the Best Western Matagorda Hotel and Conference Center at Site Area Emergency, or earlier, if the situation warrants.

2.5 The STPEGS media information may be used by KMKS or Matagorda County to provide additional information, as appropriate.

2.6 An EAS Message gives direction to the public on actions that should be taken during an emergency. Regular programming should be suspended and the message broadcast to the public as soon as the message is received.

2.7 A News Advisory gives further information regarding the situation. A news advisory may be transmitted to the public at the discretion of the radio station.

3.0 References

    3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.

    3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.

    3.3 Emergency Management Plan, Annex W Procedure 63, "Emergency Alert System Messages and News Advisories."

    3.4 FEMA-REP-11, A Guide To Preparing Emergency Information Materials and Emergency Broadcast Instructions.

4.0 Equipment Required

    4.1 None.

5.0 Precautions and Limitations

    5.1 EAS messages regarding the STPEGS shall not be issued unless approved by the Matagorda County Emergency Management Director.

    5.2 EAS messages for a fast-breaking emergency have been pre-approved by the Emergency Management Director and will be disseminated, if necessary, by the Matagorda County Sheriff's Office.

6.0 Prerequisites

    6.1 An **Alert, Site Area Emergency, or General Emergency** has been declared by STPEGS, and KMKS has been requested to activate the EAS system by Matagorda County Officials.

7.0 <u>Procedure</u>

7.1 Upon notification by the County Emergency Management Director of an emergency at the STPEGS or of an impending EAS message or news advisory, refer to Attachment 1, "KMKS Checklist."

> **<u>NOTE</u>**
>
> When required by the checklist to make contact with individuals or agencies outside of the radio station, refer to the local Telephone Company Directory.

8.0 <u>Attachments</u>

8.1 Attachment 1, KMKS Checklist

8.2 Attachment 2, Acronyms List

KMKS CHECKLIST
Attachment 1
(Page 1 of 3)

Name	Date

ACTION   **TIME/LOG**

I.   **ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY**

    1.   When notified of an emergency condition by Matagorda County   _____
Officials, test the phone lines.

    2.   Ensure the following materials/information are available: _____

        a.   Set of laminated maps

        b.   STPEGS media information

        c.   EAS Message Back-Up Book

NOTE

At the Alert, only news advisories will be issued by Matagorda
County officials. At Site Area Emergency (SAE) or General
Emergency (GE), news advisories are informational and are either
in additional to or replace the previous Emergency Alert System
message.

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    3.   When a news advisory is received, broadcast the message
immediately if the information is urgent, otherwise broadcast the
information as soon as possible.

KMKS CHECKLIST
Attachment 1
(Page 2 of 3)

Name	Date

ACTION   **TIME/LOG**

> ### NOTE
> EAS messages issued by the County must be preceded by a telephone call to alert the KMKS operator.

4. When an <u>EAS Message</u> is received from the Matagorda County EOC, then immediately:

   a. Activate the Alert Radios. _____

   b. Interrupt regular programming and broadcast the EAS message live. _____

   c. Record the EAS message for future broadcast, if desired. _____

   d. Rebroadcast EAS message at least every 15 minutes until a new message is received or an all clear is given by the Matagorda County EOC.

5. Send a reporter to the Joint Information Center when informed of its activation, if desired. _____

6. Request Law Enforcement from Chief of Bay City Police, if needed. _____

7. Review STPEGS media information, and broadcast additional information on STPEGS, as appropriate. _____

8. If the emergency is of long duration, perform shift turnovers in accordance with Section II of this checklist.   N/A

KMKS CHECKLIST

Attachment 1
(Page 3 of 3)

ACTION	TIME/LOG

II. SHIFT TURNOVER

  1 Provide briefing to shift relief of situation at STPEGS. _____

  2. Review Checklist with shift relief. _____

  3. Document names, date and time of turnover. LOG*

*In the radio station's log book.

ACRONYMS LIST
Attachment 2
(Page 1 of 1)

Acronym	Applies To
ACP	Access Control Point
ARC	American Red Cross
BRC	Bureau of Radiation Control
CAN	Community Alert Network
DEM	Division of Emergency Management
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
EAS	Emergency Alert System
ECL	Emergency Classification Level
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
STPEGS	South Texas Project Electric Generating Station
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter

MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

EMERGENCY ALERT SYSTEM MESSAGES AND NEWS ADVISORIES

Procedure 63

Table of Contents

Effective Date: November 21, 2003

APPROVED:

_____   _____   _____
Public Information Officer   Emergency Management   County Judge
                                    Coordinator

EMERGENCY ALERT SYSTEM MESSAGES AND NEWS ADVISORIES

Procedure 63

1.0   Purpose

1.1   This procedure provides prescripted Emergency Alert System (EAS) messages and news advisories for use by the Emergency Management Director, the Public Information Officer (PIO), Public Information Writer, and STPNOC Public Affairs Emergency Operations Center Representative during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

1.2   This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response specific to EAS messages.

2.0   Discussion

2.1   An **EAS message** gives direction to the public on actions that should be taken during an emergency at the STPEGS. Regular programming should be suspended and the message broadcast to the public as soon as the message is received by the EAS station. The current EAS message should be broadcast at least every 15 minutes until a new message is received.

2.2   The **Prompt Notification System (PNS)** is usually only activated when an EAS message is issued. The Prompt Notification System in the 10-Mile Emergency Planning Zone for Matagorda County includes sirens and alert radios. Also available as a backup is the auto dialer, Community Alert Network (CAN), and route alerting.

2.3   **EAS messages** may be prescripted statements and are issued by the Emergency Management Director in conjunction with the Public Information Officer, Public Information Writer and/or the STPNOC Emergency Operations Center Liaison during emergencies at STPEGS. Except for the EAS message in the Sheriff's Office Dispatcher procedure for fast-breaking emergencies, all other EAS messages should be prepared according to the guidelines found in this procedure.

2.4   A **News Advisory** gives further information regarding the situation or provides information that is not directly related to protective actions for the public, or may direct the public to stand by for further information. The Prompt Notification System need not be activated when a news advisory is issued.

2.5   **Recovery** occurs when an accident at a fixed nuclear facility site is stabilized, the release is terminated, and other required conditions are met.

2.6   **Reentry:** emergency workers perform detailed radiation dose rate surveys and environmental sampling.

2.7   **Relocation** represents the inability to restore affected areas to unrestricted use. People are removed or excluded from these areas in order to avoid chronic radiation exposures in excess of established limits.

2.8   **Reception Center** refers to a facility where monitoring, decontamination, registration, and congregate care assignment of evacuees is conducted.

2.9   **Return:** Individuals are permitted to re-occupy previously restricted areas.

3.0   References

3.1   Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.

3.2   Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.

3.3   FEMA-REP-14, Radiological Emergency Preparedness Exercise Manual.

4.0   Equipment Required

4.1   Emergency Alert System Message Generator (computer and software), printer, fax machine, telephone. .

5.0   Precautions and Limitations

5.1   EAS messages and news advisories shall be approved by the Emergency Management Director prior to issuance, except during a fast breaking event. During a fast breaking event, the Sheriff's office dispatcher may release a rescripted EAS message to the radio stations.

5.2   The public must be notified within 15 minutes by an EAS message of any decision by the Emergency Management Director to implement protective actions for the public. The 15 minute requirement does not apply to news advisories; however, news advisories should be issued as quickly as possible.

6.0   Prerequisites

    6.1   Direction by the Emergency Management Director to issue an Emergency Alert System Message or a news advisory, unless the event is a fast breaking emergency.

7.0   Procedure

    7.1   Information is to be issued to the public concerning the emergency at the STPEGS. Information can be issued as news advisories or as EAS messages. **Any information recommending protective actions for the public shall be issued as an EAS message.**

    7.2   EAS messages may be written to address a specific issue, or prescripted EAS messages may be used when appropriate.

    7.3   All emergency broadcast messages shall be numbered sequentially beginning with an EAS (i.e., EAS-#1, EAS-#2, EAS-#3, etc.). All News Advisories shall be numbered sequentially beginning with a N (i.e., N-#1, N-#2, N-#3, etc.).

    7.4   Attachments 1 through 7 are **samples** of Emergency Alert System messages and News Advisories.

8.0   Attachments

    8.1   Attachment 1, Alert Advisory - Schools In Session

    8.2   Attachment 2, Alert Advisory - Schools Not In Session

    8.3   Attachment 3, Site Area Emergency

    8.4   Attachment 4, Site Area Emergency - Evacuation/Shelter

    8.5   Attachment 5, General Emergency - Evacuation/Shelter

    8.6   Attachment 6, Shelter Advisory Supplemental Information

    8.7   Attachment 7, Evacuation Advisory Supplemental Information

    8.8   Attachment 8, EAS Messages and News Advisory Content

    8.9   Attachment 9, Protective Response Zone Descriptions

ALERT ADVISORY - SCHOOLS IN SESSION
Attachment 1
(Page 1 of 2)
NEWS ADVISORY

THIS IS / IS NOT (choose one) A DRILL   NOTICE N-# _____

This supersedes message(s) _____   This is an addition to message(s)_____

"The following message is for transients, visitors, and residents in Matagorda County who are within 10 miles of the South Texas Project nuclear power plant."

Matagorda County Officials have received notification that an **ALERT** has been declared at the South Texas Project nuclear power plant. This means there is no danger to the public, although there may be equipment problems at the Plant.

There *have / have not* (choose one) been releases of radioactivity from the plant. Any release of radioactivity should not pose any danger to the public.

The Emergency Management Director for Matagorda County is activating the Emergency Operations Center. Matagorda County officials are in contact with South Texas Project and State of Texas emergency response officials.

There does not appear to be any danger to the public at this time, but, as a precautionary measure, School Superintendents have ordered early dismissal for Tidehaven High School, Tidehaven Jr. High School, and Matagorda Elementary. Parents or guardians are advised to pick up their children now.

At this time there is no threat to the public. If you know of any neighbors, co-workers, or family with hearing, language problems, or special needs, please inform them of this message. All persons within a 10 mile radius of the plant should review the emergency preparedness information in the Southern Directory telephone book, the back of the telephone directory or the emergency information posted at public facilities. If you need additional information, call (979) 244-5318 collect.

Again, an **ALERT** has been declared at the South Texas Project nuclear power plant.

ALERT ADVISORY - SCHOOLS IN SESSION
Attachment 1
(Page 2 of 2)
NEWS ADVISORY

Stay tuned to KMKS 102.5 FM and KZRC FM 92.5. These radio stations are your only source of official information.

"The following message is for transients, visitors, and residents in Matagorda County who are within 10 miles of the South Texas Project nuclear power plant."

APPROVED _____ DATE _____ TIME _____

EAS CONTACT TIME _____ EAS RECEIPT TIME _____

ALERT ADVISORY - SCHOOLS NOT IN SESSION
Attachment 2
(Page 1 of 2)
NEWS ADVISORY

THIS IS / IS NOT (choose one) A DRILL   NOTICE N-# _____

This supersedes message(s) _____   This is an addition to message(s)_____.

"The following message is for transients, visitors, and residents in Matagorda County who are within 10 miles of the South Texas Project nuclear power plant."

Matagorda County Officials have received notification that an **ALERT** has been declared at the South Texas Project nuclear power plant. This means there is no danger to the public, although there may be equipment problems at the Plant.

There *have / have not* (choose one) been releases of radioactivity from the plant. Any release of radioactivity should not pose any danger to the public.

The Emergency Management Director for Matagorda County is activating the Emergency Operations Center. Matagorda County officials are in contact with South Texas Project and State of Texas emergency response officials.

At this time, there is no threat to the public. If you know of any neighbors, co-workers, or family with hearing, language problems, or special needs, please inform them of this message. All persons living within a 10 mile radius of the plant should review the emergency preparedness information in the Southern Directory telephone book, the back of the telephone directory or the emergency information posted at public facilities. If you need additional information, call (979) 244-5318 collect.

Again, an **ALERT** has been declared at the South Texas Project nuclear power plant.

ALERT ADVISORY - SCHOOLS NOT IN SESSION
Attachment 2
(Page 2 of 2)
NEWS ADVISORY

Stay tuned to KMKS 102.5 FM or KZRC FM 92.5. These radio stations are your only source of official information.

"The following message is for transients, visitors, and residents in Matagorda County who are within 10 miles of the South Texas Project nuclear power plant."

APPROVED _____   DATE _____ TIME _____

EAS CONTACT TIME _____   EAS RECEIPT TIME _____

SITE AREA EMERGENCY
Attachment 3
(Page 1 of 2)
EMERGENCY ALERT SYSTEM MESSAGE

THIS IS / IS NOT (choose one) A DRILL   NOTICE EAS-# _____

This supersedes message(s) _____   This is an addition to message(s) _____ .

"The following message is for transients, visitors, and residents in Matagorda County who are within 10 miles of the South Texas Project nuclear power plant."

Matagorda County Officials have received notification that a **SITE AREA EMERGENCY** has been declared at the South Texas Project nuclear power plant. This means events are in progress or have occurred involving failures of plant safety equipment that may be needed for the protection of the public.

There *have / have not* (choose one) been releases of radioactivity from the plant. Any release of radioactivity may pose a danger to the public living near the plant.

If schools are in session, include the next portion. If not, cross it out.

The Tidehaven and Matagorda School Superintendents have begun evacuation of school children from Tidehaven High School and Jr. High School, and Matagorda Elementary. Students will remain under adult supervision until released to their parents or guardians.

- Students at Tidehaven High School and Jr. High School are being evacuated to the elementary school campuses of Blessing or Markham based on attendance zone.

- Students at Matagorda Elementary are being evacuated to Linnie Roberts Elementary in Bay City, four blocks west of State Highway 60 South on Whitson at Roberts Road.

- Parents or guardians of these students are advised to pick up their children at the appropriate host school.

If you know of any neighbors, co-workers, or family with hearing, language problems, or special needs, please inform them of this message. All persons within a ten mile radius of the plant should review the current emergency preparedness information in the Southern Directory telephone book, the back of the telephone directory, or the emergency information posted at public facilities.

SITE AREA EMERGENCY
Attachment 3
(Page 2 of 2)
EMERGENCY ALERT SYSTEM MESSAGE

A special information telephone number has been established to respond to questions or concerns. Only use this number if it is absolutely necessary. Call (979) 244-5318 collect.

Again, a **SITE AREA EMERGENCY** has been declared at the South Texas Project nuclear power plant. The Emergency Management Director urges everyone to stay tuned to KMKS 102.5 FM or KZRC FM 92.5 for further information.

"The following message is for transients, visitors, and residents in Matagorda County who are within 10 miles of the South Texas Project nuclear power plant."

APPROVED _____   DATE _____ TIME _____

EAS CONTACT TIME _____   EAS RECEIPT TIME _____

SITE AREA EMERGENCY - EVACUATION / SHELTER
Attachment 4
(Page 1 of 3)
EMERGENCY ALERT SYSTEM MESSAGE

THIS IS / IS NOT (choose one) A DRILL   NOTICE EAS-# _____

This supersedes message(s) _____   This is an addition to message(s) _____

"The following message is for transients, visitors, and residents in Matagorda County who are within 10 miles of the South Texas Project nuclear power plant."

Matagorda County Officials have received notification that a **SITE AREA EMERGENCY** has been declared at the South Texas Project nuclear power plant. This means events are in progress or have occurred involving failures of plant safety equipment that may be needed for the protection of the public.

There *have / have not* (choose one) been releases of radioactivity from the plant. Any release of radioactivity may pose a danger to the public living near the plant.

The Emergency Management Director recommends the EVACUATION of Zones: _____

_____

Insert Zone Descriptions: **Refer to Attachment 9, "Protective Response Zone Descriptions."**

Evacuate using these routes: Refer to Designated Evacuation Routes Map.

If you are east of the plant, use the following routes:_____
If you are west of the plant, use the following routes:_____
If you are north of the plant, use the following routes:_____
If you are south of the plant, use the following routes:_____

Evacuees should report to: Cross out the one not applicable.

- The Reception Center located at McAllister Middle School in Bay City, which is on Hiram Brandon Drive at Thompson Road, two blocks west of State Highway 60.

- The Reception Center located at Palacios High School in Palacios, which is on Hornet Drive, off State Highway 35, west.

If you are without transportation or need help, you should check with neighbors for assistance. If necessary, call the Sheriff's Office at (979) 245-5526 and assistance will be provided.

SITE AREA EMERGENCY - EVACUATION / SHELTER
Attachment 4
(Page 2 of 3)
EMERGENCY ALERT SYSTEM MESSAGE

Do not use the telephone unless it is absolutely necessary.

The Emergency Management Director recommends the SHELTERING of Zones: _____.

Insert Zone Descriptions: Refer to Attachment 9, "Protective Response Zone Descriptions."

Refer to the emergency planning zone map printed in the emergency preparedness information in
the Southern Directory telephone book, the back of telephone directory, or postings in public
facilities to determine if you are in an affected zone.

Persons who are sheltering, should go inside, tightly close doors and windows, and turn off
equipment that draws in outside air such as window fans. Systems that recirculate inside air may
be left on. Pets should be brought inside the house. If you are in the area, and do not have a
place to take shelter, please evacuate the area immediately by moving away from the plant.

If schools are in session, include the next portion. If not, cross it out.

The Tidehaven and Matagorda School Superintendents have begun evacuation of school children
from Tidehaven High School and Jr. High School, and Matagorda Elementary. Students will
remain under adult supervision until released to their parents or guardians.

- Students at Tidehaven High School and Jr. High School are being evacuated to the
  elementary school campuses of Blessing or Markham based on attendance zone.

- Students at Matagorda Elementary are being evacuated to Linnie Roberts Elementary in
  Bay City, four blocks west of State Highway 60 South on Whitson at Roberts Road.

- Parents or guardians of these students are advised to pick up their children at the
  appropriate host school.

A special information telephone number has been established to respond to questions or
concerns. Only use this number if it is absolutely necessary. Call (979) 244-5318 collect.

Evacuees will be advised by county officials when it is safe to return. Access to evacuated areas
will be controlled by law enforcement officers.

Attachment 4
(Page 3 of 3)
EMERGENCY ALERT SYSTEM MESSAGE

A SITE AREA EMERGENCY has been declared at the South Texas Project nuclear power plant. The Emergency Management Director urges everyone to stay tuned to KMKS 102.5 FM or KZRC FM 92.5 for further information.

"The following message is for transients, visitors, and residents in Matagorda County who are within 10 miles of the South Texas Project nuclear power plant."

APPROVED _____   DATE _____ TIME _____

EAS CONTACT TIME _____   EAS RECEIPT TIME _____

GENERAL EMERGENCY - EVACUATION / SHELTER
Attachment 5
(Page 1 of 3)
EMERGENCY ALERT SYSTEM MESSAGE

THIS IS / IS NOT (choose one) A DRILL   NOTICE EAS-# _____

This supersedes message(s) _____   This is an addition to message(s) _____

"The following message is for transients, visitors, and residents in Matagorda County who are within 10 miles of the South Texas Project nuclear power plant."

Matagorda County Officials have received notification that a **GENERAL EMERGENCY** has been declared at the South Texas Project nuclear power plant. This means events are in progress or have occurred involving failures of plant safety equipment that may be needed for the protection of the public.

There *have / have not* (choose one) been releases of radioactivity from the plant. Any release of radioactivity may pose a danger to the public living near the plant.

The Emergency Management Director recommends the EVACUATION of Zones: _____.

Insert Zone Descriptions: **Refer to Attachment 9, "Protective Response Zone Descriptions."**

Evacuate using these routes: Refer to Designated Evacuation Routes Map.

If you are east of the plant, use the following routes:_____
If you are west of the plant, use the following routes:_____
If you are north of the plant, use the following routes:_____
If you are south of the plant, use the following routes:_____

Evacuees should report to: Cross out the one not applicable.

- The Reception Center located at McAllister Middle School in Bay City, which is two blocks west of State Highway 60 on Thompson Road and Hiram Brandon Drive.

- The Reception Center located at Palacios High School in Palacios, which is on Hornet Drive, off State Highway 35, west.

If you are without transportation or need help, you should check with neighbors for assistance. If necessary, call the Sheriff's Office at (979) 245-5526 and assistance will be provided.

GENERAL EMERGENCY - EVACUATION / SHELTER
Attachment 5
(Page 2 of 3)
EMERGENCY ALERT SYSTEM MESSAGE

Do not use the telephone unless it is absolutely necessary.

The Emergency Management Director recommends the SHELTERING of Zones: _____.

Insert Zone Descriptions: Refer to Attachment 9, "Protective Response Zone Descriptions."

Refer to the emergency planning zone map printed in the emergency preparedness information in the Southern Directory telephone book, the back of the telephone directory, or postings in public facilities to determine if you are in an affected zone.

Persons who are sheltering, should go inside, tightly close doors and windows, and turn off · equipment that draws in outside air such as window fans. Systems that recirculate inside air may be left on. Pets should be brought inside the house. If you are in the area, and do not have a place to take shelter, please evacuate the area immediately by moving away from the plant.

If schools are in session, include the next portion. If not, cross it out.

The Tidehaven and Matagorda School Superintendents have begun evacuation of school children from Tidehaven High School and Jr. High School, and Matagorda Elementary. Students will remain under adult supervision until released to their parents or guardians.

- Students at Tidehaven High School and Jr. High School are being evacuated to the elementary school campuses of Blessing or Markham based on attendance zone.

- Students at Matagorda Elementary are being evacuated to Linnie Roberts Elementary in Bay City, four blocks west of State Highway 60 South on Whitson at Roberts Road.

- Parents or guardians of these students are advised to pick up their children at the appropriate host school.

A special information telephone number has been established to respond to questions or concerns. Only use this number if it is absolutely necessary. Call (979) 244-5318 collect.

Evacuees will be advised by county officials when it is safe to return. Access to evacuated areas will be controlled by law enforcement officers.

GENERAL EMERGENCY - EVACUATION / SHELTER
Attachment 5
(Page 3 of 3)
EMERGENCY ALERT SYSTEM MESSAGE

Again, a **GENERAL EMERGENCY** has been declared at the South Texas Project nuclear power plant. The Emergency Management Director urges everyone to stay tuned to KMKS 102.5 FM or KZRC FM 92.5 for further information.

"The following message is for transients, visitors, and residents in Matagorda County who are within 10 miles of the South Texas Project nuclear power plant."

APPROVED _____   DATE _____   TIME _____

EAS CONTACT TIME _____   EAS RECEIPT TIME _____

SHELTER ADVISORY SUPPLEMENTAL INFORMATION
Attachment 6
(Page 1 of 2)
NEWS ADVISORY

THIS IS / IS NOT (choose one) A DRILL   NOTICE N-# _____

This supersedes message(s) _____   This is an addition to message(s) _____

"The following message is for transients, visitors, and residents in Matagorda County who are within 10 miles of the South Texas Project nuclear power plant."

Matagorda County Officials recommend the following sheltering actions:

Go inside. Tightly close doors, windows, and fireplace dampers. Turn off any heating or cooling system that draws in outside air, such as window fans. Systems that recirculate inside air may be left on. Pets should be brought inside the house. Outdoor activities should be conducted only if absolutely necessary. Most homes and buildings provide some protection from the type of radiation being released into the atmosphere at the plant.

Stay indoors and listen to KMKS 102.5 FM or KZRC FM 92.5 for further information. You will be informed if evacuation in your area becomes advisable or when the emergency is over.

If you must go outside, take extra precautions. Wear outer garments such as long sleeved shirts and full leg pants, boots, hat, and gloves, (raincoat or overcoat during cool weather), and cover your mouth and nose with a damp cloth or dust mask. This will provide some protection against the possible inhalation of contaminated particles. Upon reentry to your home, these garments should be removed and cleaned. Shower or wash the parts of your body that were not covered.

Foods which were indoors at the time of the accident should be eatable, but do not eat any other home or locally grown fruits or vegetables until you are advised that it is safe to do so. To avoid possible contamination keep all food supplies covered or in closed containers, and, where practical, wash fresh fruits and vegetables before use.

Store water in bottles or other closed containers as a precaution against possible restrictions of water use.

Do not use the telephone unless it is absolutely necessary.

SHELTER ADVISORY SUPPLEMENTAL INFORMATION
Attachment 6
(Page 2 of 2)
NEWS ADVISORY

If you know of any neighbors, co-workers or family with hearing, language problems, or special needs, please inform them of this message.

All persons located within a 10 mile radius of the plant should review the emergency preparedness information in Southern Directory telephone book, the back of the telephone directory, or the emergency information posted at public facilities.

Stay tuned to KMKS 102.5 FM or KZRC FM 92.5 for further information.

"The following message is for transients, visitors, and residents in Matagorda County who are within 10 miles of the South Texas Project nuclear power plant."

APPROVED _____   DATE _____ TIME _____

EAS CONTACT TIME _____   EAS RECEIPT TIME _____

EVACUATION ADVISORY SUPPLEMENTAL INFORMATION
Attachment 7
(Page 1 of 2)
NEWS ADVISORY

THIS IS / IS NOT (choose one) A DRILL   NOTICE N-# _____

This supersedes message(s) _____   This is an addition to message(s) _____

"The following message is for transients, visitors, and residents in Matagorda County who are within 10 miles of the South Texas Project nuclear power plant."

Matagorda County Officials recommend the following evacuation actions:

Everyone in the described evacuation zone(s) should consult the emergency planning maps located in the emergency preparedness information located in the Southern Directory telephone book, the back of the telephone directory, or the emergency information posted at public facilities, and begin preparing to evacuate.

Remain calm, do not hurry, begin packing immediately. Pack enough essential items to last three days. Your other needs will be met at the Reception Center. No weapons, alcoholic beverages, or pets will be allowed in the Reception Center.

Pack all necessary clothing, blankets, medical supplies, prescription drugs, and personal items you may need: soap and towels, personal grooming items, identification, credit cards, and if applicable, baby food and disposable diapers. You may also have use for other supplies such as a portable radio, flashlight, extra batteries for each and plastic or paper bags. Do not forget foods for special diets.

Pets or other animals will not be allowed in public reception centers. Leave pets indoors with stored food and water, or take them to a private kennel. If you must evacuate with your pet, be sure to take a leash, cage, or a way to tie the pet outside. In addition, be sure to bring along adequate pet food.

Do not use the telephone unless it is absolutely necessary.

Before leaving your home, shut off all appliances except refrigerators and freezers. Lock all doors and windows.

EVACUATION ADVISORY SUPPLEMENTAL INFORMATION
Attachment 7
(Page 2 of 2)
NEWS ADVISORY

Upon leaving and while moving between your home and vehicle, take extra precautions. Cover your mouth and nose with a damp cloth or dust mask. This will provide some protection against the possible inhalation of contaminated particles. Cover all exposed skin with clothing. Slip a large plastic bag or some other disposable covering over supplies that you are taking with you to prevent contamination of the supplies or their container.

Travel at normal speeds using the designated evacuation routes, and proceed to the appropriate Reception Center. The Reception Center will be staffed by the American Red Cross, Environmental Health Department, and volunteers. At the Reception Center, you will be monitored for radioactive contamination, registered, and provided assistance with temporary lodging in the event you do not have a place to stay outside the 10-mile Emergency Planning Zone.

If you are without transportation or need help, you should first check with neighbors for assistance. If necessary, call the Sheriff's Office at (979) 245-5526 and assistance will be provided.

Parents leaving the evacuated area should report to the appropriate Reception Center for monitoring and registration prior to picking up students at host schools.

Even if you plan to stay with friends or relatives outside the evacuation area, proceed directly to your designated Reception Center for monitoring and registration.

Traffic and access control points have been established around the evacuated area. No traffic will be allowed inside this area or toward the nuclear plant except for those vehicles or individuals with official business in the area. Anyone intending to travel through the restricted area, should find an alternate route, detouring at least 10 miles around the plant. Evacuees will be advised by county officials when it is safe to return.

If you know of any neighbors, co-workers, or family with hearing, language problems or special needs, please inform them of this message. Stay tuned to KMKS 102.5 FM or KZRC FM 92.5 for further information.

"The following message is for transients, visitors, and residents in Matagorda County who are within 10 miles of the South Texas Project nuclear power plant."

APPROVED _____   DATE _____ TIME _____

EAS CONTACT TIME _____   EAS RECEIPT TIME _____

EAS MESSAGES AND NEWS ADVISORY CONTENT
Attachment 8
(Page 1 of 1)

The following types of information should be reviewed for possible inclusion in EAS messages and news advisories.

- Description of current emergency conditions at the nuclear power plant with reference to both the potential for or actual release of radioactivity and the current emergency classification level (ECL).

- How to maximize protection when sheltering.

- Instructions for persons without shelter.

- What to leave behind and what to take when evacuating.

- Evacuation routes.

- Location of Reception Centers where evacuees register and are monitored for contamination.

- Information and instructions for parents of students regarding protective actions for students.

- Information for transportation-dependent individuals.

- Information for special populations.

- Relocation, re-entry, or return information.

- Assistance or information telephone numbers.

- Information to address false or misleading rumors.

- Use of public information materials.

- Information to address food and water contamination.

- Precautions for avoiding ingestion of contaminants.

PROTECTIVE RESPONSE ZONE DESCRIPTIONS
Attachment 9
(Page 1 of 2)

These areas are identified by a number system:

Zone 1:   An area generally northeast of the South Texas Project Electric Generating Station and FM 521, west of FM 1468, running in an arc around the northern portion of the Station.

    (Note: No population lives in this area)

Zone 2:   An area generally northeast of the South Texas Project Electric Generating Station within these boundaries: East of FM 1468, south of FM 3057, west of FM 2668, and north of FM 521, and includes the Celanese plant.

Zone 3:   An area generally east of the South Texas Project Electric Generating Station within these boundaries: East of the Colorado River and Kelly Lake, south of FM 521, west of Highway 60, north of the protection levee at Matagorda, and includes Selkirk Island, Exotic Isle, and the Equistar Plant.

Zone 4:   An area generally west of the South Texas Project Electric Generating Station within these boundaries: East of FM 1095, south of FM 521, west of CR 392, north of CR 391, and which includes Tin Top and Citrus Grove communities.

Zone 5:   An area generally northwest of the South Texas Project Electric Generating Station within these boundaries: East of the Tres Palacios River, south of Wilson Creek, west of FM 1468, and north of FM 521.

Zone 6:   An area generally northeast of the South Texas Project Electric Generating Station within these boundaries: East of the Colorado River and FM 2668, south and west of Live Oak Creek, west of CR 262, north of FM 521 and FM 3057, and includes Riverside Park, Hales Acres, and Meadowbrook Estates.

PROTECTIVE RESPONSE ZONE DESCRIPTIONS
Attachment 9
(Page 2 of 2)

Zone 7:   An area generally southeast of the South Texas Project Electric Generating Station within these boundaries: East of Highway 60, west of CR 262, Chinquapin Road, and CR 248, north of St. Mary's Bayou, and includes the town of Matagorda and the Intracoastal Waterway east of the Colorado River.

Zone 8:   An area generally south of the South Texas Project Electric Generating Station within these boundaries: East of the Mad Island Slough and Mad Island Slough East Branch, south of the South Texas Project Electric Generating Station south property boundary, west of the Colorado River, and north of West Matagorda Bay.

Zone 9:   An area generally southwest of the South Texas Project Electric Generating Station within these boundaries: East of Highway 35, south of FM 521, and CR 391, FM 1095, Mad Island Slough, and Mad Island Slough East Branch, and which includes Collegeport and the northern portion of Tres Palacios Bay.

Zone 10:   An area generally north northwest of the South Texas Project Electric Generating Station within these boundaries: East and south of Highway 35, west of the northern portion of FM 1095 and the Tres Palacios River, north of FM 521, and which includes Tidewater Oaks and Tres Palacios Oaks.

Zone 11:   An area generally north of the South Texas Project Electric Generating Station within these boundaries: East of the northern portion of FM 1095, south of Highway 35, west of the northern portion of the Colorado River, north of Wilson Creek, and includes El Maton and Buckeye.

MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES
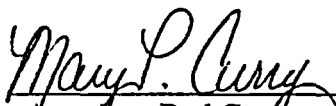
RECEPTION CENTER OPERATIONS
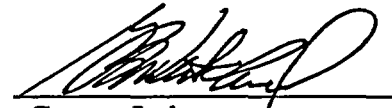(American Red Cross)
Procedure 71

Table of Contents

Effective Date: November 21, 2003

APPROVED:

American Red Cross
Director

Emergency Management
Coordinator

County Judge

1.0 Purpose

1.1 This procedure specifies the actions to be completed by American Red Cross personnel operating the registration portion of the Reception Center during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response specific to Reception Center operations.

2.0 Discussion

2.1 The Reception Centers are activated by notification from the Matagorda County Emergency Management Director or designated alternate, to the Directors of the Matagorda County Chapter of the American Red Cross and Environmental Health Department.

2.2 Evacuees will be advised by the Emergency Alert System (EAS) to report to the Reception Center for registration and radiological monitoring. Emergency workers will be instructed to report to the Reception Center for monitoring/decontamination if the potential existed for coming into contact with radioactive material in the restricted zones.

2.3 Reception Center Operations are conducted by joint efforts by the American Red Cross and the Matagorda County Environmental Health Department with technical assistance from the Texas Bureau of Radiation Control.

2.4 The American Red Cross Director is responsible for assigning a Reception Center Manager who will coordinate the registration portion of Reception Center activities.

2.5 The Environmental Health Director is responsible for establishing radiological monitoring and decontamination at the Reception Center.

2.6 The Registration portion of the Reception Center consists of registering all evacuees, crisis counciling, medical referral, disaster welfare services and assignment to congregate care centers.

2.7 The Matagorda County Sheriff and Chiefs of Police for Bay City and Palacios are responsible for maintaining law and order at the Reception Center and Congregate Care Facilities.

2.8 The Matagorda County Health Official is responsible for providing medical support to Reception Center and Congregate Care Facility staff as needed.

2.9   STPEGS will dispatch a liaison to each Reception Center activated. Each STPEGS Liaison will provide assistance to the Reception Center Managers and Monitoring and Decontamination Supervisors and provide for communications with the STPEGS Liaison at the EOC.

3.0   References

   3.1   Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.

   3.2   Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.

   3.3   Matagorda County Chapter Disaster Plan.

4.0   Equipment Required

   4.1   American Red Cross Supplies/Equipment stored at the McAllister and Palacios Reception Center sheds. The key to the shed(s) is kept at the Red Cross Office, 2417 Avenue G, Bay City, TX.

   4.2   An American Red Cross "Shelter Supply Kit" and a registration computer, if available.

5.0   Precautions and Limitations

   5.1   None.

6.0   Prerequisites

   6.1   The declared emergency at the STPEGS has escalated to a **Site Area Emergency or General Emergency** and a request to activate a Reception Center has been received from the Emergency Management Director.

7.0   Procedure

7.1   Upon notification from the American Red Cross Director to activate the Reception Center, the Reception Center Manager shall implement Attachment 1, "Reception Center Manager checklist."

> ### NOTE
>
> When required by the checklists to make contact with outside individuals or agencies, refer to the Matagorda County Emergency Response Telephone Directory.

8.0   Attachments

8.1   Attachment 1, Reception Center Manager Checklist

8.2   Attachment 2, Registration Coordinator

8.3   Attachment 3, Registration Center Entrance Staff

8.4   Attachment 4, Registration Support Staff

8.5   Attachment 5, Registration Assignment Staff

8.6   Attachment 6, Message Center Staff

8.7   Attachment 7, McAllister Reception Center Setup

8.8   Attachment 8, McAllister Reception Center Traffic Flow Diagram

8.9   Attachment 9, Palacios Reception Center Setup

8.10   Attachment 10, Palacios Reception Center Traffic Flow Diagram

8.11   Attachment 11, American Red Cross Volunteer Briefing Sheet

8.12   Attachment 12, American Nuclear Insurers (ANI) Information Sheet for Evacuees

8.13   Attachment 13, 24-Hour Shift Rotation

8.14   Attachment 14, Acronyms List

RECEPTION CENTER MANAGER CHECKLIST
Attachment 1
(Page 1 of 5)

Name _____   Date _____

ACTION   **TIME/LOG**

NOTE

The Reception Center is normally opened at the General Emergency classification for members of the general public. However, the STPEGS may request the County to assist with monitoring and decontamination of site employees who are evacuated at Site Area Emergency.

I.   SET UP OF RECEPTION CENTER

1.   Receive notification to activate the Reception Center.   ____

NOTE

If it is after normal working hours or when school is otherwise not in session (i.e., summer break), notify the school superintendent or the designated alternate using the American Red Cross Shelter Plan Phone List to gain access to the building and rooms designated as part of the Reception Center.

---

2.   Alert basic staff to report to the designated Reception Center.   ____

3.   Proceed to the Reception Center.   ____

4.   Coordinate Reception Center setup with the Monitoring and Decontamination Supervisor.   ____

RECEPTION CENTER MANAGER CHECKLIST
Attachment 1
(Page 2 of 5)

ACTION	TIME/LOG

5. Set up Reception Center according to floor plan, Attachment 7,   _____
    "McAllister Reception Center Setup," or Attachment 9, "Palacios
    Reception Center Setup." In Addition, the Registration Area
    floor plans are located in the American Red Cross Supply Kit.

6. Check telephone and facsimile systems to ensure operability.   LOG

7. Establish contact with the American Red Cross Director at the   _____
    EOC.

    a. Obtain current plant status.

    b. Obtain information regarding possible number of
        evacuees.

    c. Arrange for beverages, snacks and meal services for
        workers and evacuees.

    d. Report any resource outages (i.e., equipment, supplies,
        personnel, etc.).

8. In conjunction with the Monitoring and Decontamination   _____
    Supervisor, ensure Reception Center security is established using
    local and/or county Law Enforcement.

9. Ensure key staff (i.e., Registration Coordinator, Message Center   _____
    Staff, Communications, etc.) are assigned to the center.

10. Once the Reception Center has been set up to receive evacuees,   LOG
    declare it to be operational, and notify the American Red Cross
    Director.

RECEPTION CENTER MANAGER CHECKLIST
Attachment 1
(Page 3 of 5)

ACTION	TIME/LOG

II. OPERATION

1. Use ARC Form 5972, Disaster Shelter Registration, found in the Shelter Supply Kit, to register evacuees. — N/A

2. Assign evacuees to Congregate Care Centers if necessary. — N/A

    a. Ensure registrants are provided with directions or a route map to the designated Congregate Care Center.

    b. If the registrant's vehicle was impounded due to contamination, ensure transportation for the individual(s) is arranged as appropriate.

    c. If the registrants do not need temporary shelter, instruct the staff to complete the registration form, allow the registrant to leave, and instruct the registrant to monitor news broadcasts on radio station KMKS 102.5 FM or KZRC FM 92.5 before attempting to return home.

3. Update the ARC Form 5975, Disaster Mass Care Activity Report, found in the Shelter Supply Kit, as evacuees are registered, then add the total on an hourly basis, or as needed, and provide to the American Red Cross Director at the EOC. — N/A

4. If registrants appear to be suffering from stress-related conditions, or need minor medical assistance, direct the evacuees to Disaster Health Services. — N/A

5. Pets/animals are not permitted in the Reception Center, unless utilized to assist physically challenged individuals. Refer pet owners to the Animal Control Officer. — N/A

6. Relay basic information (e.g., name, temporary lodging location) to the Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees. — LOG

RECEPTION CENTER MANAGER CHECKLIST
Attachment 1
(Page 4 of 5)

ACTION	TIME/LOG

7. Periodically contact the EOC to provide and receive updates.　　LOG

8. Provide information to evacuees on how to obtain ANI assistance.　　N/A

9. If the evacuation remains in effect for a long duration, establish two shift 24-hour operations using Attachment 13 of this procedure. During shift turnovers, relief personnel should be briefed on:　　LOG

    a. Current event conditions.

    b. Any unusual facility activities.

    c. Review of position responsibilities.

10. Maintain the Reception Center registration operations, if necessary, to support re-entry and recovery needs.　　_____

11. Ensure American Red Cross Director at the EOC provides pertinent information regarding special needs population that will be reporting to the Reception Center.　　LOG

12. Ensure that appropriate provisions have been made to accept any special needs personnel (e.g., non-ambulatory, hearing and/or sight impaired, etc.).　　LOG

RECEPTION CENTER MANAGER CHECKLIST
Attachment 1
(Page 5 of 5)

ACTION	TIME/LOG

III. TERMINATION

1. When instructed by the American Red Cross Director to
   terminate operations, notify the Reception Center staff to cease
   operations and to properly dispose of materials and equipment.   LOG

2. Transfer all operations over to the Matagorda County Chapter
   Office.

3. Assemble all records, forms, and other documentation
   generated during facility operation and forward to the EOC
   Administrative Assistant.   _____

RECEPTION CENTER OPERATIONS
(American Red Cross)
Procedure 71

REGISTRATION COORDINATOR
Attachment 2
(Page 1 of 2)

Name	Date

ACTION	**TIME/LOG**

1. Sign in on the staffing board. _____

2. Pick up ARC Form 5922, Volunteer Identification Badge. N/A

3. Complete ARC Form 1492A, Disaster Staff Registration. N/A

4. Report to the Reception Center Manager for a briefing on the status of the emergency. _____

5. Supervise the set up and activation of the Reception Center. _____

6. Ensure sufficient staff and equipment are available to support facility operations. _____

7. Report any resource (i.e., personnel, equipment, etc.) shortages to the Reception Center Manager. _____

8. Brief Reception Center staff on the status of the emergency and facility operations. _____

9. When directed by the Reception Center Manager, instruct the staff to stand by to receive evacuees. LOG

10. Oversee staff in processing evacuees. _____

    a. Address any problems or questions that staff members may encounter during evacuee processing.

    b. If a backlog of evacuees occurs, assist setting-up additional processing areas.

11. If an evacuee appears to be suffering from stress-related conditions or needs minor medical assistance, direct them to the Reception Center Manager. _____

REGISTRATION COORDINATOR
Attachment 2
(Page 2 of 2)

ACTION	TIME/LOG
12. Ensure assistance is provided by Message Center staff to evacuees who need help in locating family members (e.g., school children, special needs individuals, etc.)	N/A
13. Ensure the Message Center is kept up-to-date on the emergency status and Matagorda County response activities.	____
14. Ensure the Reception Center Manager is periodically updated on the number of evacuees requiring transportation to a Congregate Care Center.	N/A
15. Oversee staff activities and report any problems to the Reception Center Manager.	N/A
16. If you are required to temporarily leave the center, ensure the Reception Center Manager assigns another member of the staff to fill your position.	LOG

REGISTRATION CENTER ENTRANCE STAFF
Attachment 3
(Page 1 of 2)

Name	Date

ACTION	**TIME/LOG**

1.   Sign in on the staffing board.   _____

2.   Pick up ARC Form 5922, Volunteer Identification Badge.   N/A

3.   Complete ARC Form 1492A, Disaster Staff Registration Form.   N/A

4.   Report to the Registration Coordinator for a briefing on the status of the emergency and facility operations.   _____

    a.   Receive emergency assignment and instructions.   _____

    b.   Obtain equipment and supplies from the Registration Coordinator.   _____

        1.   procedure

        2.   easel

        3.   registration area entrance sign

        4.   flow chart and flow chart handout

        5.   registration forms

        6.   table/chairs

        7.   administrative supplies

5.   Upon direction from the Registration Coordinator, setup the reception center entrance desk.   _____

6.   Ensure each evacuee entering the registration area has a white (clean) slip.   N/A

REGISTRATION CENTER ENTRANCE STAFF
Attachment 3
(Page 2 of 2)

ACTION   **TIME/LOG**

> ### NOTE
>
> Only evacuees who have processed through the monitoring and decontamination center and have received a white slip will be permitted to enter the registration area. The purpose is to control the spread of contamination.

7. Coordinate security needs with the law enforcement officer assigned to the front entrance.   _____

8. Provide the entering evacuee with a registration form and a registration area facility flow diagram.   _____

> ### NOTE
>
> The diagram outlines the flow path through the facility (i.e., registration services, restrooms, first aid station, message locator services, etc.)

9. Direct the evacuee to the next station, registration support table.

10. Notify the Registration Coordinator if additional assistance is needed to process evacuees.   _____

11. If an evacuee appears to be suffering from stress-related conditions or need minor medical assistance, direct them to the Reception Center Manager.   N/A

12. Keep the Registration Coordinator informed of evacuee processing, and any problems that might arise.   N/A

13. If you are required to temporarily leave the center, ensure the Registration Coordinator assigns another member of the staff to fill your position.   LOG

REGISTRATION SUPPORT STAFF
Attachment 4
(Page 1 of 2)

Name	Date

ACTION		TIME/LOG
1.	Sign in on the staffing board.	_____
2.	Pick up ARC Form 5922, Volunteer Identification Badge.	N/A
3.	Complete ARC Form 1492A, Disaster Staff Registration Form.	N/A
4.	Report to the Registration Coordinator for a briefing on the status of the emergency and facility operations.	_____

    a.   Receive emergency assignment and instructions.

    b.   Obtain equipment and supplies from the Registration Coordinator.

        1.   procedures

        2.   registration support signs

        3.   table/chairs

        4.   stanchions

        5.   rope

        6.   registration forms

        7.   administrative supplies

5.	Upon direction from the Registration Coordinator, setup the registration support area.	LOG
6.	When directed by the Registration Coordinator, stand by to receive evacuees.	LOG
7.	Process evacuees as they arrive at the registration support desk, by having each individual or head-of-household, fill out a blank registration form.	N/A

REGISTRATION SUPPORT STAFF
Attachment 4
(Page 2 of 2)

ACTION   **TIME/LOG**

> ## NOTE
>
> Head-of-household is a mother, father, or guardian who, in the presence of other family, would complete one registration form, identifying family members.

8. Ensure the evacuee completes the form prior to advancing to the   N/A
    Registration Services Table.

    a. All evacuees will be registered even if they do not need
        temporary shelter.

    b. Inform the evacuee **not** to fill in congregate care center
        assignment section. This section is completed by the
        Reception Center staff.

9. If the evacuee appears to be suffering from stress-related   N/A
    conditions or need minor medical assistance, direct them to the
    Reception Center Manager.

10. Keep the Registration Coordinator informed of evacuee   N/A
    processing, and any problems that might arise.

11. If you are required to temporarily leave the center, ensure the   LOG
    Registration Coordinator assigns another member of the staff to
    fill your position.

RECEPTION CENTER OPERATIONS

(American Red Cross)
Procedure 71

REGISTRATION ASSIGNMENT STAFF
Attachment 5
(Page 1 of 3)

Name	Date

ACTION	TIME/LOG

1. Sign in on the staffing board.   _____

2. Pick up ARC Form 5922, Volunteer Identification Badge.   N/A

3. Complete ARC Form 1492A, Disaster Staff Registration Form.   N/A

4. Report to the Registration Coordinator for a briefing on the status   _____
   of the emergency and Reception Center activities.

   a. Receive emergency assignment and instruction.

   b. Obtain equipment and supplies from the Registration
   Coordinator.

      1. procedures

      2. registration support signs

      3. table chairs

      4. registration forms

      5. administrative supplies

      6. stanchions and rope

5. Review completed form for accuracy and appropriate detail.   _____

   a. If the Registrant does not need temporary shelter:

      1. Inform the resident to monitor news
      broadcasts/EAS messages before attempting to
      return home, and

      2. Provide a copy of the completed form to the
      evacuee, message center staff and file the original
      at the registration desk.

REGISTRATION ASSIGNMENT STAFF
Attachment 5
(Page 2 of 3)

ACTION   **TIME/LOG**

  b.   Should the evacuee need temporary shelter:

    1.   Assign the evacuee to the designated Congregate Care Center,

    2.   Write in the name and address of the designated center,

    3.   Stamp the evacuee copy of the form with "SHELTER, "

    4.   Provide a copy of the form to the evacuee, message center staff and file the original at the registration desk,

    5.   Provide the evacuee with a map and directions to the temporary shelter, and

    6.   Instruct the evacuees with impounded vehicles to proceed to the evacuee pickup area to wait for available transportation to the Congregate Care Center.

> ### NOTE
>
> Evacuees who demand to return to their impounded contaminated vehicle will be permitted to do so. They will, however, forfeit the right to temporary lodging.

6.   Provide the evacuee with American Nuclear Insurance (ANI) information (if requested) and an explanation of how to obtain ANI assistance.

7.   Periodically update the Registration Coordinator on the number of evacuees requiring transportation to the temporary shelter.   _____

REGISTRATION ASSIGNMENT STAFF
Attachment 5
(Page 3 of 3)

ACTION	TIME/LOG
8. Forward any outstanding questions (i.e., prescription needs, contaminated personal items, insurance inquires, etc.) to the Registration Coordinator or Reception Center Manager.	_____
9. Individuals that express health related or emotional difficulties will be referred to Health Services Coordinator.	N/A
10. If an evacuee needs to locate the host school provide a map and directions.	LOG
11. If you are required to temporarily leave the center, ensure the Registration Coordinator assigns another member of the staff to fill your position.	LOG

RECEPTION CENTER OPERATIONS

(American Red Cross)
Procedure 71

MESSAGE CENTER STAFF
Attachment 6
(Page 1 of 2)

Name	Date

ACTION	TIME/LOG

1. Sign in on the staffing board.   _____

2. Pick up ARC Form 5922, Volunteer Identification Badge.   N/A

3. Complete ARC Form 1492A, Disaster Staff Registration Form.   N/A

4. Report to the Registration Coordinator for a briefing on the status of the emergency and facility operations.   _____

   a. Receive emergency assignment and instruction.

   b. Obtain equipment and supplies from the Registration Coordinator.

      1. procedures

      2. framed EPZ map

      3. white board

      4. easels

      5. table/chairs

      6. memo message sheet

      7. administrative supplies, dry board erasers

      8. posting board

5. Upon direction from the Registration Coordinator, setup the Message Center.

6. Maintain list of evacuees and individuals with special needs (i.e., elderly, wheelchair bound, etc.).   _____

   a. If information is requested on an individual by other family members, relatives or friends provide the information only if the evacuee has authorized the release.

MESSAGE CENTER STAFF
Attachment 6
(Page 2 of 2)

ACTION	TIME/LOG

7.   Assist evacuees in communicating with each other (i.e., family   ____
members, or friends) by coordinating a message transfer system.

    a.   Record evacuees messages on a memo message sheet and
pin to cork board.

    b.   Assist the evacuees with determining if a message has
been left for them.

8.   Log emergency status information (i.e., ECL, school closings,   ____
host schools, protective actions, etc.) on the Message Center
Status Board.

9.   Tape red (evacuated areas) and/or yellow (sheltered areas) on the   ____
Ten-mile Emergency Planning Zone Map, when protective
actions are recommended for Matagorda County.

10.   If an evacuee appears to be suffering from stress-related   N/A
conditions or need minor medical assistance, direct them to the
Reception Center Manager.

11.   Keep the Registration Coordinator informed of Message Center   N/A
activities and any problems that might arise.

12.   If you are required to temporarily leave the center, ensure the   LOG
Registration Coordinator assigns another member of the staff to
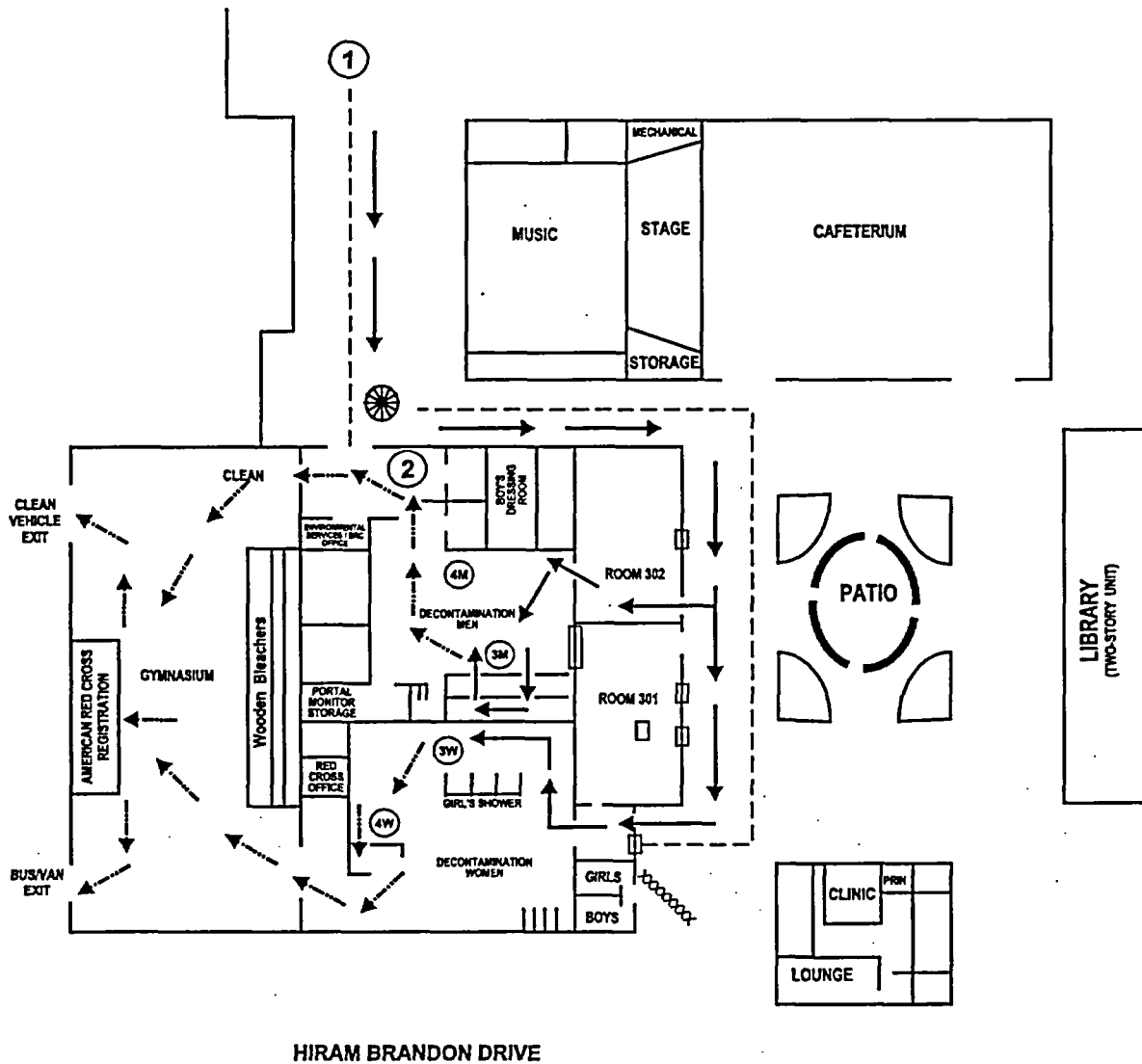fill your position.

McALLISTER RECEPTION CENTER SETUP
Attachment 7
(Page 1 of 1)

CMP00961C

⟶ DECON PATH	⊛ PORTAL MONITOR
⟶ CLEAN PATH	① STATION 1
– – – – • ROPED OFF AREA	② STATION 2
XXXXXXXX BARRICADE	③M ③W STATION 3 - MEN'S & WOMEN'S
	④M ④W STATION 4 - MEN'S & WOMEN'S

McALLISTER RECEPTION CENTER TRAFFIC FLOW DIAGRAM
Attachment 8
(Page 1 of 1)

MC ALLISTER RECEPTION CENTER
(EXTERNAL AREA)

PALACIOS RECEPTION CENTER SETUP
Attachment 9
(Page 1 of 1)
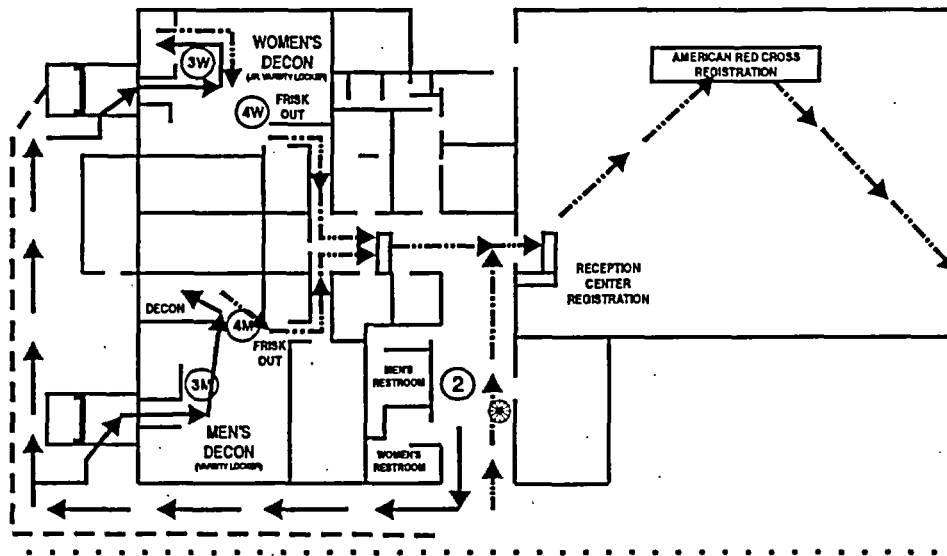
CMP00981D
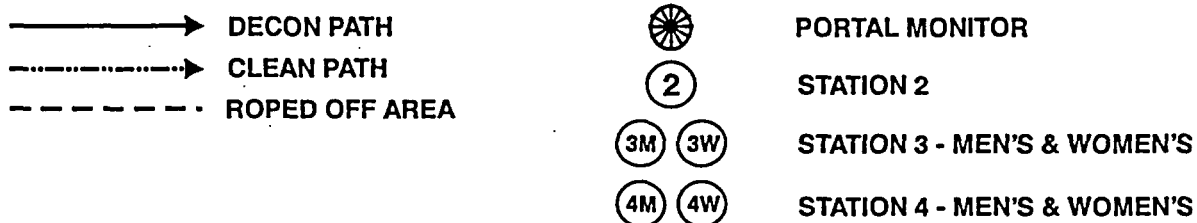
⟶ DECON PATH	✸	PORTAL MONITOR
⟶ CLEAN PATH	②	STATION 2
– – – – ROPED OFF AREA	③M ③W	STATION 3 - MEN'S & WOMEN'S
	④M ④W	STATION 4 - MEN'S & WOMEN'S

PALACIOS RECEPTION CENTER TRAFFIC FLOW DIAGRAM
Attachment 10
(Page 1 of 1)

PALACIOS RECEPTION CENTER
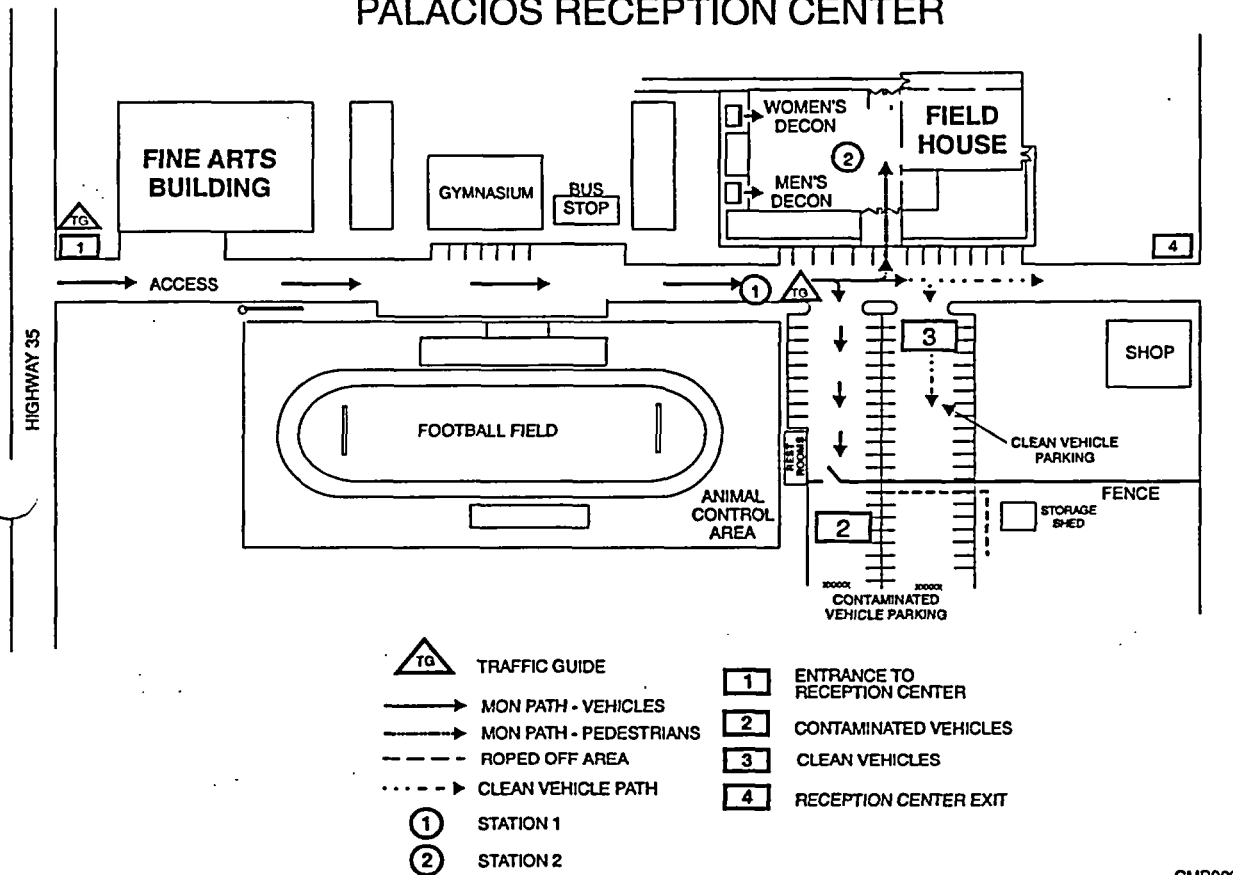
FINE ARTS BUILDING

GYMNASIUM

BUS STOP

WOMEN'S DECON

MEN'S DECON

FIELD HOUSE

HIGHWAY 35

ACCESS

FOOTBALL FIELD

ANIMAL CONTROL AREA

REST ROOMS

SHOP

CLEAN VEHICLE PARKING

FENCE

STORAGE SHED

CONTAMINATED VEHICLE PARKING

Legend:

- ⚠ TG — TRAFFIC GUIDE
- → MON PATH - VEHICLES
- —▶ MON PATH - PEDESTRIANS
- — — — ROPED OFF AREA
- · · · · ▶ CLEAN VEHICLE PATH
- ① STATION 1
- ② STATION 2

- [1] ENTRANCE TO RECEPTION CENTER
- [2] CONTAMINATED VEHICLES
- [3] CLEAN VEHICLES
- [4] RECEPTION CENTER EXIT

CMP00981A

AMERICAN RED CROSS VOLUNTEER BRIEFING SHEET
Attachment 11
(Page 1 of 2)

1.   Introductions

   a.   Volunteer and Staff introductions.

   b.   The American Red Cross is mandated by Congress of the United States to provide Disaster Services for its citizens. You could be called on, if available and agreeable, to perform this service during a natural disaster (i.e., hurricane, flood, tornado) or during a man-made disaster (i.e., nuclear, hazardous chemical).

   c.   The activities performed today are very helpful in administering to the health and welfare of the citizens of Matagorda County.

   d.   Purpose of Nuclear Exercises.

2.   Pass-out Identification Tags.

3.   Fill in Volunteer Forms. Be sure they list their work telephone number.

4.   Explain the Red Cross' role in the exercise/event.

   a.   Disaster Welfare Inquiries

   b.   Managing the Reception Center

      1)   Ensure that the Matagorda County Emergency Management Plans and Annexes are administered as written.

      2)   Explain American Nuclear Insurers and the role they play in a nuclear disaster.

      3)   Administer to the welfare of the victims.

5.   Explain Red Cross forms, including the addition of incoming time and zones.

6.   Show and explain the maps (i.e., population, protective response zones, evacuation routes, etc.). Explain how to cover the zone maps with red for the incoming victims.

AMERICAN RED CROSS VOLUNTEER BRIEFING SHEET
Attachment 11
(Page 2 of 2)

7. Establish person(s) to be the computer operator. The software program is DataEase. (If no one knows the software, take time after briefing to explain use.)

8. Various exercises/events call for different skills to be tested. May be required to exhibit a shift change at which time there will be two Reception Center Directors, two EOC American Red Cross Directors, etc.

<div style="border:1px solid black;">

NOTE

During exercises, there are controllers and evaluators grading our performance. Do not ask these persons any questions. If they ask you a question, answer them if you know the answer. If not, call the director of the center for a reply.

</div>

9. Meals will be furnished for all staff and volunteers in the Reception Center. Do not eat or drink in the areas that are roped off as contaminated areas.

10. You are in a public school, which is a **NO SMOKING** facility. Smoking is prohibited on all school property (both inside and outside of buildings).

11. Refer all media to the Reception Center/Congregate Care Center Manager.

AMERICAN NUCLEAR INSURERS (ANI)
INFORMATION SHEET FOR EVACUEES
Attachment 12
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I. ENGLISH

You may be eligible for emergency financial assistance during the nuclear emergency. You must meet the following condition to be eligible for emergency financial assistance:

1. Live in the area evacuated.

2. Evacuate the area at the direction of the authorized government official. (You will not be eligible, if you evacuate an area that has not been ordered evacuated.)

3. Provide proof that you live in the area evacuated (i.e., driver's license).

You must file a claim for emergency financial assistance with American Nuclear Insurers (ANI). Do not call STP Nuclear Operating Company about filing a claim. American Nuclear Insurers (ANI) claims adjusters will be coming into the areas in the next few days. The location to file a claim will be published in the local newspapers and broadcast over the local radio stations.

II. SPANISH

Pueda estar eligible para recebir ayuda financiero de emergencia durante una emergencua nuclear. Para estar eligible para recebir ayunda financiero de emergencia necesita encontra las condiciones que seguen:

1. Vivir en la area de evacuacion.

2. Evacuar la area en la direcion autorizdo del gobierno ofical. (No estar eligible se evacuva una area que no esta ordenada evacuada.)

3. Prover prueba que vive en la area evacuado (i.e, licensia de manejar).

Necesita filar una reclamacion para recebir ayuda financiero de emergencia con American Nuclear Insurers (ANI). No habla a STP Nuclear Operating Company sobre de filar una reclamacion. ANI adjustadores de reclamaciones vienen a las areas en unos cuantos dias proximos. La colocacion para filar una reclamacion esta publicado en el periodico local y tambien sobre los estaciones de radio locales.

AMERICAN NUCLEAR INSURERS (ANI)
INFORMATION SHEET FOR EVACUEES
Attachment 12
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III. VIETNAMESE

Quí vị có thể được giúp đỡ khẩn cấp về tài chánh trong trường hợp có báo động về chất nguyên tử năng. Quí vị cần những điều kiện sau đây thì mới được sự giúp đỡ này.

1. Cư ngụ trong những vùng phải di tản.
2. Những vùng di tản phải được công nhận bởi chính quyền. (Nếu quí vị tự ý di tản mà vùng quí vị ở không phải di tản thì sẽ không được sự giúp đỡ này.)
3. Phải có những giấy tờ chứng minh là cư ngụ trong vùng di tản. Thí dụ: Bằng lái xe, v.v...

Quí vị phải điền đơn để xin trợ cấp và gởi cho American Nuclear Insurers (Hãng Bảo Hiểm Nguyên Tử Năng Hoa-Kỳ). Xin đừng gọi STP hoặc HL&P về mẫu đơn. Các mẫu đơn này sẽ được gởi tới khu vực phải di tản trong vòng mấy ngày sau. Địa điểm cho đơn sẽ được đăng trên các báo và các đài phát thanh địa phương.

RECEPTION CENTER OPERATIONS
(American Red Cross)
Procedure 71

24-HOUR SHIFT ROTATION FORM
Attachment 13
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POSITION:	1ST SHIFT START TIME: _____		2ND SHIFT START TIME: _____	
	NAME	TELEPHONE #	NAME	TELEPHONE #
*Reception Center Manager				
*Registration Coordinator				
*Message Center Staff Clerk				
Registration Entrance Staff				
Registration Entrance Staff				
Reception Assignment Staff				
Reception Assignment Staff				
Reception Assignment Staff				
Reception Assignment Staff				
Reception Assignment Staff				
Reception Assignment Staff				
Reception Center Support Staff				
Reception Center Support Staff				
Reception Center Support Staff				
Reception Center Support Staff				
Reception Center Support Staff				
*Mental Health Officer				
Disaster Health Officer				

* Minimum staffing positions.

DATE: _____

_____
Signature

HOST SCHOOL MAP
Attachment 14
(Page 1 of 1)

Maps are maintained on file in the American Red Cross Reception Center Kit.

Directions to each Host School are described in the Public Information Materials.

ACRONYMS LIST
Attachment 15
(Page 1 of 1)

Acronym	Applies To
ACP	Access Control Point
ARC	American Red Cross
BRC	Bureau of Radiation Control
CAN	Community Alert Network
DEM	Division of Emergency Management
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
EAS	Emergency Alert System
ECL	Emergency Classification Level
EMC	Emergency Management Coordinator
MD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
STPEGS	South Texas Project Electric Generating Station
TCP	Traffic Control Point
LD	Thermoluminescent Dosimeter