

DISTRIBUTION - VOLUME 13

<u>Control Copy</u>	<u>Location</u>	<u>Mail Drop</u>
2	*Control Room (501) (IOM to CRS)	964C
5	Sol Orbeta	1022
6	**Simulator (PSF Rm. 235)	1500
25	CMS Library	964F
26	Region IV, NRC	----
28	Region IV, NRC	----
31	*TSC Emergency Response	964C
35	NRC Resident Inspector	988C
52	State of Washington, Military Department/Lomax	----
55	Chemical and Nuclear Preparedness and Planning Division (CNPPD)	----
57	Benton County Dept of Emergency Mgmt.	----
58	*CGS Security (SAS-CR) (13.1.1, 13.4.1, 13.5.1, 13.5.5, 13.10.8 13.11.10, 13.12.19, 13.13.4)	964C
59	*CGS Security (CAS-GSB) (13.1.1, 13.4.1, 13.5.1, 13.5.5, 13.7.5, 13.10.8 13.11.10, 13.12.19, 13.13.4)	964C
60	CGS Security	988A
63	Bill Sawyer	PE30
64	*Radwaste Control Room (467)	964C
68	*Remote Shutdown Room (467) (13.1.1, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.10.1, 13.10.9)	964C
75	Dept. of Health Radiation Protection	----
78	*Control Room - (501) STA's Desk	964C
+ +83	*MUDAC	1020
86	**Simulator - STA's Desk	1500
87	Document Control Desk, NRC	----
+ +90	*Joint Information Center (Keys)	964C
+ +94	*EOF	1050
+ +97	*EOF	1050
114	David Holmes	PE30
127	Licensed Training (Rms. 225, 247 or 248)	1050
128	Licensed Training (Rms. 225, 247 or 248)	1050
129	Licensed Training (Rms. 225, 247 or 248)	1050
132	Licensed Training (Rms. 225, 247 or 248)	1050
+ +134-136(3)	*MUDAC Field Team Kits (13.9.1, 13.9.5, 13.9.8 13.13.4, 13.14.4)	1050
+ +137	*MPF Field Team Kit (13.7.5, 13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4)	964C
142	Hanford EOC/SMT	----
160	*OSC Emergency Support	964C
161	Equipment Operator Training	1050
164	Oregon State Dept. of Energy	----
214	*Security Control Center (PAAP) (13.4.1, 13.5.1, 13.10.8, 13.11.10, 13.13.4, 13.14.1)	964C
219	Licensed Training (Rms. 225, 247 or 248)	1050
220	Licensed Training (Rms. 225, 247 or 248)	1050
223	Franklin County Emergency Management	----
236	Site 1 (JT Kerr) ( 13.4.1, 13.5.1, 13.5.7, 13.13.4, 13.14.9)	817
+ +238	*Alternate EOF (Keys)	964C
244	Ron Jorgensen	PE30
245	Paul Ziemer	PE30
208	FFD & Security Training (13.4.1, 13.5.1, 13.5.5, 13.10.8, 13.11.3, 13.11.10, 13.11.18, 13.13.4)	964A

- + + Procedure Control does the filing at EOF/Downtown - Bring keys
- \* Level 1 File
- \*\* Level 2 Filed next day

AX45  
NRC/NRR

## INTEROFFICE MEMORANDUM

DATE: June 05, 2007

TO: Distribution

FROM: Procedure Control, Administrative Services, (964C) *Viventa De Leon*

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13**  
**PACKAGE NO. 2007-0478**

REFERENCE:

Included in this package are EDITORIAL CHANGES, please replace the pages in your Controlled Copy Manual with the attached pages:

<u>Procedure</u>	<u>Rev</u>	<u>Page/s</u>	
13.2.1	17	1 - 16	CONVERSION
13.2.2	15	1 - 14	CONVERSION
13.4.1	35	1 - 23	CONVERSION
13.5.7	3	1 - 5	CONVERSION
13.10.2	30	1 - 28	CONVERSION
13.10.9	42	1 - 57	CONVERSION
13.14.4	42	19	

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Attachments

DISTRIBUTION - VOLUME 13 - continued

<u>Control Copy</u>	<u>Location</u>	<u>Mail Drop</u>
<b><u>OSC</u></b>		
171	*OSC Manager (13.5.1, 13.5.5, 13.10.9, 13.13.1)	964C
172	*Craft Lead, Mechanical (13.10.9)	964C
173	*Craft Lead, Electrical (13.10.9)	964C
174	*Craft Lead, I & C (13.10.9)	964C
175	*HP Lead (13.2.1, 13.10.9)	964C
176	*Team Tracker (13.10.9)	964C
177	*OSC Information Coordinator (13.11.18)	964C
<b><u>TSC</u></b>		
178	*TSC Manager (13.1.1, 13.1.1A, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.10.2, 13.11.1, 13.13.2)	964C
179	*Technical Manager (13.1.1, 13.2.1, 13.2.2, 13.10.3, 13.13.2)	964C
180	*Radiation Protection Manager, (13.1.1, 13.1.1A, 13.2.1, 13.2.2, 13.5.1, 13.8.1, 13.10.4, 13.10.16, 13.11.7, 13.13.2)	964C
181	*Operations Manager (13.1.1, 13.1.1A, 13.10.5, 13.13.2)	964C
182	*Plant/NRC Liaison (13.10.6)	964C
183	*Plant Admin. Manager (13.4.1, 13.5.1, 13.5.5, 13.10.7, 13.13.2)	964C
184	*Maintenance Manager (13.10.9, 13.10.14, 13.13.2)	964C
185	*TSC Information Coordinator (13.11.18)	964C
210	*TSC Manager Secretary (13.4.1, 13.10.2)	964C
211	*TSC Chemistry/Effluent Manager (13.8.1, 13.10.4, 13.10.16)	964C
230	*TSC Admin Support (13.10.7, 13.13.4)	964C
<b><u>EOF</u></b>		
++186	*EOF Manager (Rm.146) (13.1.1, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.11.1, 13.13.2, 13.13.3)	1050
++187	*Asst. EOF Manager (Rm.146) (13.1.1, 13.2.2, 13.4.1, 13.11.1, 13.11.2, 13.13.2)	1050
++188	Site Support Manager (Rm. 146) (13.4.1, 13.5.1, 13.11.3, 13.13.2)	1050
++190	*Radiological Emergency Manager (Rm.146) (13.2.1, 13.2.2, 13.5.1, 13.8.1, 13.11.7, 13.13.3)	1050
++194	*Engineering Manager (Rm.146) (13.11.12, 13.13.2)	1050
++195	*EOF PIO (Rm.146) (13.12.19)	1050
++209	*Security Manager (13.4.1, 13.5.1, 13.5.5, 13.10.8, 13.11.10)	1050
++212	*Dose Projection HP (Rm.146) (13.2.1, 13.8.1, 13.9.1, 13.11.7)	1050
++213	*EOF Manager Secretary (Rm.146) (13.4.1, 13.11.1, 13.11.2)	1050
++237	*EOF Field Team Dispatcher (Rm.146) (13.9.1, 13.9.5, 13.9.8)	1050
<b><u>JIC</u></b>		
++199-206(8)	*JIC Position Specific Manuals (13.12.19, 13.12.20, 13.12.21)	964C
++234	*ENOC Offsite Assembly Area (13.7.5) (Alternate EOF)	964C
++235	*Asst. JIC Manager (13.12.19, 13.12.20, 13.12.21) (Keys)	964C
++270	*JIC HP Spokesperson (13.12.19)	964C
N/A	Records Processing	964Y
N/A	Procedure Control (Memo Only)	964C

++ Procedure Control does the filing at EOF/Downtown - Bring keys

\* Level 1 File

## INTEROFFICE MEMORANDUM

DATE: June 05, 2007

TO: Distribution

FROM: Procedure Control, Administrative Services, (964C)  
*Vicenta De Leon*

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13**  
**PACKAGE NO. 2007-0478**

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13.14.4	42	19	

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Attachments

**DATE: 06/05/07**

**Pkg. 2007-0478**

# **EDITORIAL**

13.2.1.R17

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**CONVERSION**

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ENERGY-NORTHWEST  
COLUMBIA GENERATING STATION  
PLANT PROCEDURE MANUAL



\*13.2.1\*

Effective Date: 07/31/06

DIC # 1308.1

PCN# (If applicable) \_\_\_\_\_

QPR: Timothy J. Powell 4161

First MI Last Name Ext. #

Sponsor: David B. Holmes 8687

First MI Last Name Ext. #

All review and approval signatures are documented on the Procedure Revision Form

Procedure Revision Synopsis

Procedure is revised to consolidate Potassium Iodide (KI) administration recommendation authority and make instructions consistent with each other.

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## 1.0 PURPOSE

This procedure outlines the authority and process for exceeding annual administrative exposure holdpoints and implementing EPA-400 limits for emergency worker Protective Action Guides (PAGs). Additionally, it provides guidance for administration of potassium iodide (KI) and authorization of Emergency Exposures above EPA-400 limits during emergency situations. {R-1599}

## 2.0 REFERENCES

- 2.1 Letter No. G02-93-125, Supply System [Energy Northwest] to NRC, Dated May 27, 1993 {2.1}
- 2.2 10 CFR 50.47(b)(11) {R-1599}
- 2.3 FSAR, Chapter 13.3, Emergency Plan, Section 5
- 2.4 10 CFR 20, Standards for Protection Against Radiation
- 2.5 State of Washington - Department of Health, "Response Procedures for Radiation Emergencies," June 1993
- 2.6 United States Environmental Protection Agency, "Manual of Protective Action Guides and Protective Actions for Nuclear Incidents," EPA 400, May 1992
- 2.7 GEN -RPP-05, Respiratory Program Description
- 2.8 GEN-RPP-07, Personnel Exposure Limits and Monitoring Requirements
- 2.9 GEN-RPP-10, Use of Respiratory Protection Equipment
- 2.10 PPM 13.2.2, Determining Protective Action Recommendations
- 2.11 PPM 13.13.3, Intermediate Phase MUDAC Operations

## 3.0 PRECAUTIONS AND LIMITATIONS

- 3.1 Declaration of an Alert or higher emergency classification automatically waives Energy Northwest administrative exposure hold points.
- 3.2 Only pressure-demand self-contained breathing apparatus should be used for entries into atmospheres immediately-dangerous-to-life-or-health (IDLH), or into areas where the level of hazard has not been assessed because of the existence of unusual conditions, or because of unanticipated releases of radioactive material.

Airborne radioactivity surveys should be performed as soon as possible in order to evaluate the use of other respiratory protection equipment in accordance with GEN-RPP-05 and GEN-RPP-10.

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- 3.3 If respiratory protection equipment is not prescribed, administer potassium iodide (KI) as outlined in Attachment 5.4. {2.1}
- 3.4 The Emergency Director has the authority and responsibility for approving emergency worker exposures above the 10 CFR 20 occupational limit of 5 rem. He may delegate this authority and responsibility by teleconference.

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#### 4.0 PROCEDURE

##### 4.1 Emergency Worker PAGs

Responsibilities of the Radiation Protection Manager (for workers within the Protected Area), and Radiological Emergency Manager (for Energy Northwest emergency workers and field team members at any location outside of the Protected Area):

**NOTE:** When implementing emergency authorized exposure guides, prompt, sound judgment and flexibility of action are crucial to the success of any type of emergency action.

4.1.1 Evaluate alternatives prior to granting authorization to exceed 10 CFR 20 occupational limits. Refer to Attachment 5.2.

a. Consideration of approving additional exposure beyond 5 rem should include the following:

- The presence of conditions that prevent the rotation of workers or other commonly used dose reduction methods.
- The exposure of workers that is incurred for the protection of large populations may be justified for situations in which the collective dose avoided by the emergency operation is significantly larger than incurred by the workers involved.

4.1.2 When authorizing emergency worker exposures in excess of 5 rem, refer to Attachment 5.2, Protective Action Guides For Emergency Workers.

**NOTE:** The exposure values described below are intended as guides and not absolute limits. These guidelines are contained in the referenced EPA 400 Manual.

- 25 rem Total Effective Dose Equivalent (TEDE) for life-saving or protection of large populations
- 10 rem TEDE for situations to protect valuable property

4.1.3 Obtain concurrence from the Emergency Director or designee prior to implementing emergency exposure guides above the 10 CFR 20 occupational limit of 5 rem, and:

a. Caution personnel to maximize efforts to remain below emergency worker limits.

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4.1.4 Document the request and justification for the Emergency Exposure on Attachment 5.5, Emergency Exposure Request.

- a. Following completion of the Emergency Exposure Request, submit the request to the Emergency Director or designee for signature.

#### 4.2 Public Protective Action Guides

Responsibilities of the Emergency Director and Radiation Protection Manager or Radiological Emergency Manager, and Protective Action Decision Group in MUDAC:

4.2.1 Refer to Attachment 5.3, Protective Action Guides for the Plume Exposure Pathway, for guidance in developing public Protective Action Recommendations (PARs) for the Plume Emergency Planning Zone.

4.2.2 Refer to PPMs 13.13.3 and 13.2.2 for Protective Action Recommendation guidance.

#### 4.3 Administration of Potassium Iodide (KI)

##### 4.3.1 Shift Manager Duties (as Emergency Director)

- a. Refer to Attachment 5.4, Guidance for Administering Potassium Iodide (KI).
- b. When action conditions are reached, recommend self administration of KI to shift workers within the Protected Area. Consider emergency workers in the Control Room, Central Alarm Station, or any other Protected Area location deemed necessary.

##### 4.3.2 Radiation Protection Manager Duties

- a. Refer to Attachment 5.4, Guidance for Administering Potassium Iodide (KI).
- b. When action conditions are reached, advise the TSC Manager that KI be recommended for affected emergency workers within the Protected Area. Consider emergency workers in the Control Room, Central Alarm Station, Operations Support Center, Technical Support Center and any other Protected Area location deemed necessary.

##### 4.3.3 TSC Manager Duties

When advised by the RPM that the threshold for KI administration is met for Protected Area emergency workers, advise the appropriate centers to recommend self administration of KI by emergency workers.

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#### 4.3.4 Radiological Emergency Manager Duties

- a. Refer to Attachment 5.4, Guidance for Administering Potassium Iodide (KI).
- b. When action conditions are reached, advise the EOF Manager that KI be recommended for affected emergency workers outside of the Protected Area. Consider all emergency workers within the Plume Exposure Emergency Planning Zone (EPZ). Note that the threshold for KI is different for Washington State emergency workers.

#### 4.3.5 EOF Manager Duties as Emergency Director

- a. When advised by the REM that the threshold for KI administration for Energy Northwest emergency workers outside the Protected Area is met, recommend affected Energy Northwest workers outside of the Protected Area to self administer KI.
- b. Complete a CNF (form 24075 or electronic equivalent) and initiate a Crash call to notify offsite authorities (State and County) that the State criteria for recommending KI has been met.

### 5.0 ATTACHMENTS

- 5.1 Federal Personnel Dose Limits (10 CFR 20)
- 5.2 EPA 400 Protective Action Guides For Emergency Workers
- 5.3 Protective Action Guides (PAG) For The Plume Exposure Pathway
- 5.4 Guidance for Administering Potassium Iodide (KI)
- 5.5 Emergency Exposure Request

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### FEDERAL PERSONNEL DOSE LIMITS (10 CFR 20)

#### Dose Limits for Adults, Embryo/Fetus, Minors, Members of the Public, and PSEs.

The licensee shall control the occupational dose to individual adults (20.1201), dose to an embryo/fetus during the entire pregnancy for declared pregnant women (20.1208), doses to minors (20.1207), individual members of the public (20.1301), and exposures necessary due to an exceptional situation constituting a planned special exposures (20.1206). The following dose limits apply:

- The total effective dose equivalent (TEDE) for adult workers shall be limited to 5 rem (5,000 mrem) per year.
- The total organ dose equivalent (TODE) for adult workers shall be limited to 50 rem (50,000 mrem) per year.
- The lens dose equivalent (LDE) for adult workers shall be limited to 15 rem (15,000 mrem) per year.
- The shallow dose equivalent (SDE) to the skin or to any extremity for adult workers shall be limited to 50 rem (50,000 mrem) per year.
- Hot particle exposure limits are the same as the shallow dose equivalent (SDE) limit to the skin (50 rem/yr), but will not be added to skin dose(s) from sources other than hot particles, nor are hot particles exposures from different particles summed unless the different particles result in doses to the same area (within 1 cm) of the skin.
- The dose to the embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, shall not exceed 0.5 rem (500 mrem) TEDE. If the embryo/fetus has accumulated 0.5 rem or greater during the time between conception and declaration, the embryo/fetus shall be limited to 0.05 rem (50 mrem) for the remainder of the pregnancy.
- The annual occupational dose limits for minors are 10 percent of the annual dose limits specified for adult workers.
- Individual members of the general public shall be limited to 0.1 rem per year (100 mrem) TEDE from licensed operations.

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EPA 400 PROTECTIVE ACTION GUIDES FOR EMERGENCY WORKERS

DOSE LIMIT (TEDE)+	ACTIVITY	PROTECTIVE ACTIONS
5 rem	ALL	
10 rem	PROTECTING VALUABLE PROPERTY	Lower dose not practicable
25 rem	LIFE-SAVING OR PROTECTION OF LARGE POPULATIONS	Lower dose not practicable
>25 rem	LIFE-SAVING OR PROTECTION OF LARGE POPULATIONS	Only on a voluntary basis to persons fully aware of the risks involved.

<p><b>NOTE:</b> Refer to Attachment 5.4 for information concerning the administration of Potassium Iodide (KI).</p>
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+ Sum of external effective dose equivalent and committed effective dose equivalent to nonpregnant adults from exposure and intake during an emergency situation. Workers performing services during emergencies should limit dose to the lens of the eye to three times the listed value and doses to any other organ (including skin and body extremities) to ten times the listed value. These limits apply to all doses from an incident, except those received in an unrestricted area as members of the public during the intermediate phase of the incident.

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PROTECTIVE ACTION GUIDES (PAG) FOR THE PLUME EXPOSURE PATHWAY

<u>Population</u>	<u>Total Effective Dose Equivalent (rem)</u>	<u>Thyroid CDE (rem) ++</u>
General Public	1	5

The PAG limits the Total Effective Dose Equivalent (TEDE) which is the sum of the deep dose equivalents (DDE) resulting from external exposure to plume or ground deposition and the committed effective dose equivalent (CEDE) projected over 50 years incurred from all significant inhalation pathways during the early phase. Committed dose equivalents (CDE) to the thyroid and to the skin may be 5 and 50 times larger, respectively.

++ CEDE is the risk weighted sum of committed dose equivalent (CDE). CDE is the total dose from internally deposited radionuclide over a subsequent 50 year period.

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### GUIDANCE FOR ADMINISTERING POTASSIUM IODIDE (KI)

#### A. Purpose

This attachment provides guidelines for recommending administration of potassium iodide (KI) to all emergency workers both on and offsite as a thyroid-blocking agent to provide protection against airborne radioiodine.

#### B. Location of KI Supplies

1. Control Room
2. Technical Support Center
3. Operations Support Center
4. In-plant Emergency Equipment Cabinets
5. Emergency Operations Facility
6. Field Team Kits
7. Protected Area Access Point (PAAP)

#### C. Discussion

Each THYRO-BLOCK tablet contains 130 mg of potassium iodide (KI). Certain forms of iodine help the thyroid gland work. The thyroid can "store" or hold only a certain amount of iodine. In a radiation emergency, radioactive iodine may be released in the air where it may be breathed or swallowed. It may enter the thyroid gland and damage it by overexposure. When potassium iodide is administered, it saturates the thyroid gland, thereby reducing the chance that harmful radioactive iodine will enter the thyroid gland.

Possible side effects include skin rashes, swelling of the salivary glands, and "iodism", (metallic tastes, burning mouth and throat, sore teeth and gums, symptoms of a head cold, and sometimes upset stomach 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 that requires immediate medical attention. Taking iodine may rarely cause overactivity of the thyroid gland, underactivity of the thyroid gland, or enlargement of the thyroid gland (goiter). The only people who should not take potassium iodide are people who know they are allergic to iodine. One may take potassium iodide even if you are taking medicine for a thyroid problem (for example, a thyroid hormone or anti-thyroid drug). Pregnant and nursing women can also take this drug.

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D. Precautions

1. Potassium iodide should not be used by people allergic to iodine. In case of overdose or allergic reaction, refer the individual to medical personnel.
2. Doses recommended by these guidelines should be followed by all applicable personnel to avoid overdoses or insufficient protection.
3. Only the TSC Manager and EOF Manager (or the Shift Manager acting as Emergency Director) can authorize the use of THYRO-BLOCK. They SHALL establish the extent and duration of the THYRO-BLOCK usage, based on radiological conditions and the advice of the Radiation Protection Manager or Radiological Emergency Manager, as appropriate.

E. Determination of KI Use

**NOTE:** If airborne Iodine concentrations have not been analyzed, consider plant conditions including the potential for unmonitored/unfiltered releases from the reactor coolant pressure boundary to occupied, or potentially occupied spaces.

In the event of a release involving radioiodine, the TSC Manager, in consultation with the Radiation Protection Manager, will issue instructions concerning the use of potassium iodide by in-plant emergency workers. The EOF Manager, in consultation with the Radiological Emergency Manager, will issue instructions to Energy Northwest environmental field teams and emergency workers in the Exclusion Area concerning the use of potassium iodide. The Emergency Director will notify offsite agencies (state, County, etc.) that the State of Washington's criteria for administration of KI to Washington field teams has been met.

**CAUTION**

The following criteria for recommending KI for emergency workers applies to Washington State emergency workers only and not to Energy Northwest personnel. The Energy Northwest criterion for dose is significantly higher and is presented later in steps E.2 and E.4 of this Attachment.

1. The EOF Manager, in consultation with the Radiological Emergency Manager, should notify the State and County authorities that the Washington State criteria for administering KI based on the following criteria have been met:
  - Projected or actual 250 mrem/hr to the Thyroid at 1.2 miles, OR
  - Air sample results  $> 1.4 \times 10^{-7}$   $\mu\text{Ci/cc}$  I-131 at 1.2 miles

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2. The TSC Manager, or the Shift Manager acting as the Emergency Director, in consultation with the Radiation Protection Manager, should recommend that emergency workers in any affected Protected Area location take KI:
  - If the projected thyroid CDE is 25 rem or more at 1.2 miles
3. As directed by the Radiation Protection Manager, personnel within the Protected Area shall use appropriate respiratory protection, and/or KI for thyroid protection.

**CAUTION**

The following criteria for recommending KI for emergency workers applies to Energy Northwest emergency workers only and not to Washington State personnel. The Washington State criteria for dose is significantly less and is presented in step E.1 of this Attachment.

4. The EOF Manager, in consultation with the Radiological Emergency Manager, should recommend that Energy Northwest emergency workers at affected locations outside the Protected Area (Security personnel, environmental field teams, etc.) take KI:
  - If the projected thyroid CDE is 25 rem or more at 1.2 miles
  - 25 rem CDE thyroid is 1000 DAC-hours and is equivalent to an intake of approximately 25  $\mu$ Ci Iodine-131
5. Determine the radiological conditions in occupied areas using the following methods, as applicable:
  - Dose rate surveys
  - Air samples
  - Continuous Air Monitor (CAM) readings
  - Area Radiation Monitor readings
  - Plant effluent process monitor readings
  - Offsite dose projection (EDPS) data
6. Determine if nonessential personnel could be evacuated from affected areas to prevent potential, large thyroid doses.
7. Based on actual (or potential) radiological conditions, determine the projected thyroid dose to personnel in occupied, affected areas.

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**NOTE:** The FDA's Bureau of Radiological Health and Drugs Bulletin Volume XVI, Number 7, recommends issuance of KI to individuals projected to receive a thyroid dose of 25 rem CDE or more.

8. If the projected dose to affected personnel has been exceeded, or is projected to exceed 25 rem CDE thyroid, the RPM should recommend to the TSC Manager or the REM should recommend to the EOF Manager that KI be administered (to affected personnel only).

**NOTE:** To be most effective, potassium iodide must be taken immediately prior to, or within a few hours after exposure to high concentrations of radioiodine.

9. If the TSC Manager or EOF Manager (or Shift Manager as Emergency Director) are advised to recommend administration of KI to affected personnel, refer to Section F of this Attachment.
10. The EOF Manager should notify offsite authorities (State, County) when the State criteria for recommending KI has been met.

**NOTE:** The use of potassium iodide is strictly voluntary.

F. KI Issuance Instructions

**CAUTION**

Prior to issuing Potassium Iodide, personnel should be cautioned to **NOT** participate if they know that they are allergic to iodine.

1. Issue KI to affected individuals as follows:
  - Question personnel to determine if they know if they are allergic to iodine, and if so, DO NOT issue KI to those individuals.
  - Determine if individuals will voluntarily participate (by taking KI) as directed.
  - For participating individuals, issue one package of potassium iodide (KI) tablets to each individual whose thyroid dose is projected to exceed 25 rem CDE.

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- Provide a THYRO-BLOCK information pamphlet to all individuals issued KI and ensure personnel are aware of the following information:
    - The recommended KI dosage is one tablet daily, for a period not to exceed 10 days
    - Do not exceed the recommended dosage
    - Begin taking KI when advised to do so by the TSC Manager or Emergency Director.
    - To be most effective, KI should be taken shortly before, or immediately after, exposure to radioiodine, however, the initial administration will still have substantial benefit if it is taken three or four hours after exposure
    - If side effects are experienced, stop taking KI, notify your supervisor and obtain medical attention
  - Using the Personnel Accountability Log or other appropriate log, record the following information:
    - The name of the individuals contacted
    - Whether the individual participated in KI administration
    - The date and time the individual began using KI
2. Upon completion of KI issuance to affected personnel, the RPM should inform the TSC Manager and the REM should inform the EOF Manager of any individuals that decline to use KI.
  3. Return all completed Personnel Accountability Logs or other logs used to issue KI to the RPM and REM.
  4. When directed, personnel should discontinue taking KI and return the unused portion to the Plant for proper disposal.
  5. The Personnel Accountability Logs or other logs used to issue KI should be completed by indicating the date individuals discontinued KI use.

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EMERGENCY EXPOSURE REQUEST

TASK/JUSTIFICATION FOR INCREASED EXPOSURE:

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Exposure Limit for This Individual: \_\_\_\_\_

INDIVIDUAL INFORMATION:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Declared Pregnant Woman: (Y/N) \_\_\_\_\_

I have received instructions in the measures to be taken, the radiological conditions, and have been advised of the associated risks involved.

Individual to receive increased exposure: \_\_\_\_\_  
 (Signature required if expected to exceed GT TEDE 25 REM)

COGNIZANT EMERGENCY MANAGER (RPM or REM)

All evaluations are complete, documented and attached, if necessary:

Radiation Protection Manager, or Radiological Emergency Manager:

\_\_\_\_\_ Date: \_\_\_\_\_

APPROVAL:

Emergency Director or Designee:

\_\_\_\_\_ Date: \_\_\_\_\_

**DATE: 06/05/07**

**Pkg. 2007-0478**

# **EDITORIAL**

13.2.2.R15

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**CONVERSION**

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ENERGY-NORTHWEST  
COLUMBIA GENERATING STATION  
PLANT PROCEDURE MANUAL



\*13.2.2\*

Effective Date: 07/29/04

DIC # 1308.1

PCN# (If applicable) \_\_\_\_\_

QPR: Timothy J. Powell 4161  
 First MI Last Name Ext. #

Sponsor: David B. Holmes 8687  
 First MI Last Name Ext. #

All review and approval signatures are documented on the Procedure Revision Form

Procedure Revision Synopsis

Procedure revised to provide additional guidance for expanding the recommended PARS beyond the minimum PARS.

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## 1.0 PURPOSE

The purpose of this procedure is to provide instructions and guidance for the formulation of onsite protective action decisions and offsite Protective Action Recommendations (PARs) based on plant conditions or radiological releases. {R-1595}, {R-1596}

## 2.0 REFERENCES

- 2.1 Federal Emergency Management Agency, Area Requiring Corrective Action, ARCA S873 {2.15}
- 2.2 NRC Regulatory Issues Summary (RIS) 2003-12, Clarification of NRC Guidance for Modifying Protective Actions {2.16}
- 2.3 Columbia Generating Station Physical Security Plan {R1123}
- 2.4 10 CFR 73.55(a), Requirements for Physical Protection of Licensed Activities in Nuclear Power Reactors Against Radiological Sabotage {R1124}
- 2.5 10 CFR 47(b)(10) {R-1595}, {R-1596}
- 2.6 FSAR, Chapter 13.3, Emergency Plan Section 5
- 2.7 NUREG-0654/FEMA-REP-1, Rev. 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, Supplement 3
- 2.8 10 CFR 20, Standards for Protection Against Radiation
- 2.9 State of Washington - Department of Health, "Response Procedures for Radiation Emergencies"
- 2.10 U. S. Environmental Protection Agency, "Manual of Protective Action Guides and Protective Actions for Nuclear Incidents", EPA 400, May 1992
- 2.11 PPM 13.1.1, Classifying The Emergency
- 2.12 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides
- 2.13 PPM 13.4.1, Emergency Notifications
- 2.14 PPM 13.5.1, Evacuation
- 2.15 PPM 13.8.1, Emergency Dose Projection System Operations
- 2.16 PPM 13.13.3, Intermediate Phase MUDAC Operations

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2.17 Classification Notification Form (CNF), 24075

2.18 Site Area Emergency Protective Action Checklist, 950198.1

2.19 General Emergency Protective Action Checklist, 950198.3

2.20 Decision Guide for Off-site Protective Action Recommendations, 950198.2

### 3.0 DISCUSSION

3.1 The responsibility for determining and making offsite Protective Action Recommendations (PARs) resides with the individual who has responsibility for Emergency Direction and Control, the Emergency Director. The Emergency Director should obtain input from the Radiation Protection Manager (RPM) in the TSC for onsite radiological conditions and recommendations for onsite protective actions, and from the Radiological Emergency Manager (REM) in the EOF for offsite radiological conditions and recommendations for offsite protective actions. PARs are based on radiological conditions or plant conditions. Recommendations based on plant conditions may result in more conservative PARs.

3.2 PARs are conservatively based on plant, radiological, and meteorological conditions. Additional sectors should not be evacuated unless conditions make it necessary to do so. Expanding the evacuation zone when conditions do not require this action presents a greater hazard to evacuees than allowing them to remain sheltered in place. Needless evacuation also reduces the effectiveness of the offsite resources used to accommodate the evacuation.

3.3 Industrial Development complex personnel are evacuated at the Site Area Emergency classification per PPM 13.5.1. Part C Notifications implemented by the SCC and PA announcements made by either SAS or the Security Manager meets this requirement.

3.4 Implementation of protective actions for offsite areas within the 10 mile EPZ is the responsibility of Benton and Franklin Counties. There are precautionary offsite protective actions that are implemented automatically at Site Area Emergency and General Emergency classifications. These are specified under the Site Area Emergency and General Emergency boxes (Item #5) on the Classification Notification Form (CNF) (Form 24075). If there are PARs in addition to those that are automatic, they are addressed in Item # 6 for the General Emergency.

3.5 The protective actions outlined in this procedure are limited to actions for minimizing the exposure of the public within the 10 mile EPZ to external and internal radiation exposure from plume passage or inhalation of the radioactive plume. Other protective actions for minimizing public exposure via the ingestion pathway will be determined and implemented by Energy Northwest and Washington State in accordance with EPIP 13.8.1.

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- 3.6 Plant and offsite officials should continue assessment actions based on additional plant information, dose projections, and field monitoring results. After performing the initial early evacuation actions near the plant, licensee and offsite officials should modify their protective action recommendations as necessary based on (1) field monitoring to locate areas with high levels of contamination (hot spots) and (2) dose projections which indicate that EPA protective action guide doses may be exceeded in areas beyond those that have been evacuated. On the basis of this information, plant and offsite officials may expand the evacuations to encompass other areas in the plume EPZ and, for the worst case accidents, protective actions may be required beyond the plume EPZ.
- 3.7 Once a PAR is made for evacuation of a 10 mile EPZ section and action has been taken by an agency to implement that recommendation as a Protective Action Decision (PAD), do not replace the evacuation PAR with a sheltering PAR. {2.16}

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#### 4.0 PROCEDURE

NOTE: Protective actions are not required at the Unusual Event or Alert emergency classification levels.

NOTE: Attachments 5.1, 5.2, and 5.3 are also displayed in the TSC and EOF as job aids.

#### 4.1 Protective Actions For Site Area Emergency Classifications

Refer to Attachment 5.1, Site Area Emergency Protective Action Checklist.

#### 4.2 Initial PARs For General Emergency Classifications

4.2.1 Refer to Attachment 5.2, General Emergency Protective Action Checklist.

4.2.2 Indicate the PAR on the Classification Notification Form (CNF), Form 24075, and make the required offsite notifications in accordance with PPM 13.4.1.

4.2.3 The EOF Manager should ensure the status of PARs is tracked until implementation is complete and status is indicated on the PAR Status Board. Completed PARs are indicated on the PAR status board by the use of colored marker.

NOTE: Consider additional PARs if any of the following conditions exist:

- Wind direction encroaches upon an adjacent sector.
- Changes in wind direction that affect an additional sector.
- Very unstable stability class.

4.2.4 After making the initial Protective Action Recommendations for the General Emergency classification, continue with event assessment based on available plant, meteorological data, dose projection, and field monitoring information. Continuing assessments should be used to determine if a protective action should be expanded, with field monitoring data being the preferred basis by which to determine if people should be relocated from sheltered areas. If an additional PAR is required, make the required offsite notifications in accordance with PPM 13.4.1.

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#### 4.3 Offsite PARs Based On Projected Doses

<p><b>NOTE:</b> Do not delay recommending offsite protective actions while waiting for field monitoring results to verify the accuracy of the dose projection results.</p>
--

- 4.3.1 Obtain and review applicable offsite dose projection data.
- 4.3.2 Determine the appropriate offsite PAR by comparing the plume projected dose with the Protective Action Guidelines (PAGs) and guidance provided in Attachment 5.4, PAGs for the Early Phase of a Nuclear Incident.
- 4.3.3 Based on current meteorological data, determine the affected Plume EPZ sector(s) population centers within those affected areas and estimated plume arrival time in those areas.
- 4.3.4 Based on available weather forecast data, evaluate the potential for wind direction changes during the estimated duration of the release and the potential effect on the identified areas.
- 4.3.5 Refer to the Summary of Results of Evacuation Times Analysis, Attachment 5.5, for the affected sectors to determine if prompt evacuation or sheltering with delayed evacuation is appropriate.
  - a. If there is time to notify the public and evacuate before plume arrival, there are no local constraints (i.e., severe weather), and evacuation appears to offer a significant reduction in dose, recommend evacuation.
  - b. If travel conditions present extreme hazard or there are local constraints, evaluate the benefits of sheltering vs. evacuation.
- 4.3.6 If the above actions result in a change to established PARs, complete the appropriate parts of the CNF, and make the required notifications in accordance with PPM 13.4.1.
- 4.3.7 When circumstances such as weather, distance or concurrent emergencies may impact specific areas for which PARs are being proposed, inform the Benton and Franklin County EOCs which sections are affected so that routes to be taken or avoided may be identified, or other special considerations in the notification to offsite agencies.
- 4.3.8 If, as a result of continuing assessment, dose projection results or meteorological conditions change significantly, reevaluate the previously implemented protective actions and, if necessary, update the protective actions by issuing another PAR.

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4.3.9 Plume PARs should be considered beyond 10 miles if dose projections indicate PAGs at 10 miles may be exceeded. {2.15}

- For the Control Room, notify the offsite agencies via the Crash phone that dose projections indicate that PAGs beyond 10 miles may be exceeded. Indicate that the TSC or EOF will formulate PARs for affected areas.
- For the TSC or EOF:
  1. Obtain downwind field team readings to verify dose projection results.
  2. If time permits, consult with Benton and Franklin County EOCs on the recommendation to evacuate beyond 10 miles.
  3. For PARs beyond 10 miles, do not use the 90 degree sector boundaries to define the affected area beyond 10 miles.
  4. To define the boundaries of the PAR beyond 10 miles, use geo-political boundaries such as roads, rivers and county lines.
  5. The area of the PAR should include those areas downwind where the PAG values are projected to be exceeded.
  6. If plume PARs are issued for areas beyond 10 miles that could affect areas outside Benton and Franklin county, the Emergency Director should ensure that the State EOC is notified.

#### 4.4 Suspension of Security Measures During Severe Weather or Other Hazardous Conditions

4.4.1 Affected security measures may be temporarily suspended only during circumstances such as imminent, severe or hazardous weather conditions provided: {R-1123}

- This action is immediately needed to protect the personal health and safety of Columbia Generating Station personnel and no other immediately apparent action is consistent with Columbia Generating Station license conditions.
- Technical specifications can provide adequate or equivalent protection.
- Suspended security measures shall be restored as soon as practical.

4.4.2 The authority to approve temporary suspension of affected security measures is given to the Columbia Generating Station Shift Manager with input from the Columbia Generating Station Supervisor, Security Force/Designee.

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4.4.3 Upon temporary suspension of any security measures pursuant to this section, the Columbia Generating Station shall notify the NRC Operations Center as soon as practical and in all cases within 1 hour of the occurrence. The affected NRC Regional Office will be notified as soon as practical. Upon restoration of the affected security measures, the NRC Operations Center and the affected NRC Regional Office shall be notified as soon as practical. Refer to PPM 13.4.1.

{R-1124}

## 5.0 ATTACHMENTS

<p><u>NOTE:</u> Update wall mounted aids in the TSC, EOF and Alternate EOF (Attachments 5.1, 5.2, and 5.3) when this procedure is revised. Refer to references 2.16, 2.17, and 2.18.</p>
--

- 5.1 Site Area Emergency Protective Action Checklist
- 5.2 General Emergency Protective Action Checklist
- 5.3 Decision Guide For Offsite Protective Action Recommendations
- 5.4 PAGs For The Early Phase of a Nuclear Incident
- 5.5 Summary Of Results Of Evacuation Times Analysis

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SITE AREA EMERGENCY PROTECTIVE ACTION CHECKLIST

**NOTE:** Completion of the following action steps may be delegated to the appropriate ERO individuals.

1. IF plant accident conditions result in a SITE AREA EMERGENCY (SAE) being declared, THEN:
  - Evacuate the Site by implementing PPM 13.5.1
  - Implement PPM 13.8.1 (if not already done), if a release is in progress, or containment leakage is suspected.
  - Ensure Security has established access control roadblocks on plant access roads by contacting the SCC.
  
2. IF an SAE has been declared, the above actions have been taken, and plant conditions appear to be worsening, i.e., release of radioactivity is imminent, or offsite radiological conditions dictate, THEN:
  - Evaluate protective actions for Emergency Workers outside the Protected Area but within Energy Northwest's area of authority in accordance with PPM 13.2.1.
  - The Radiological Emergency Manager should determine if wind direction requires special consideration of EOF habitability.
  - Ensure Security roadblocks on plant access roads are located to avoid plume exposure if a release occurs, or containment leakage is suspected.
  - Ensure that offsite dose calculations are updated approximately every 15 minutes if a release is ongoing.

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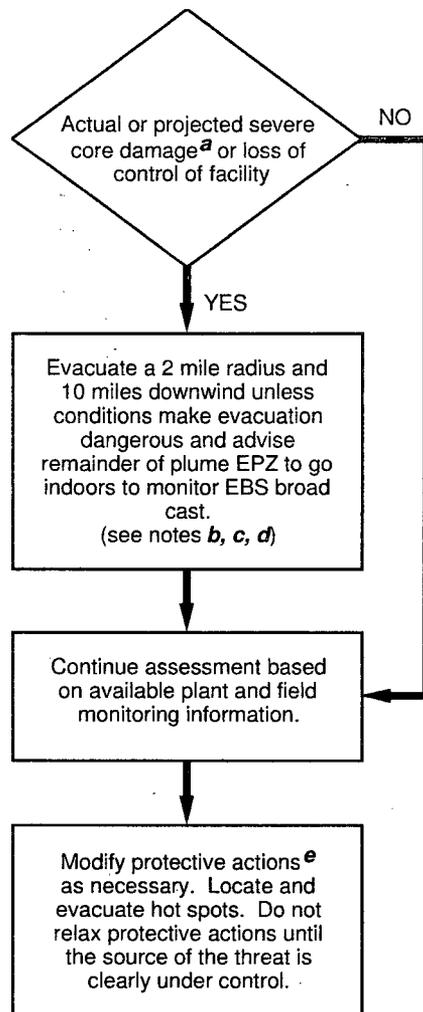
GENERAL EMERGENCY PROTECTIVE ACTION CHECKLIST

<p><u>NOTE:</u> Completion of the following action steps may be delegated to the appropriate ERO individuals.</p>
---

1. IF plant accident conditions result in a GENERAL EMERGENCY (GE) being declared (and the following actions have not been performed), THEN:
  - Evacuate the Site by implementing PPM 13.5.1
  - Implement PPM 13.8.1 and ensure results are updated approximately every 15 minutes if a release is ongoing, or if containment leakage is suspected.
  - Ensure Security has established access control roadblocks on plant access roads and the roadblocks are located to avoid plume exposure if a release occurs.
  - Evaluate protective actions for Emergency Workers outside the Protected Area but within Energy Northwest's area of authority in accordance with PPM 13.2.1.
  - The Radiological Emergency Manager should determine if wind direction requires special consideration of EOF habitability.
  - Recommend evacuation 2 mile radius and 10 miles downwind, sheltering the remaining sections, or other PARs based on Attachment 5.3 evaluation.
  - Determine if additional offsite Protective Action Recommendations are required by referring to the Flowchart for Offsite Protective Action Recommendations, Attachment 5.3.
  - Plume PARs should be considered beyond 10 miles if dose projections indicate PAGs (1 rem TEDE or 5 rem CDE thyroid) at 10 miles may be exceeded. For the Control Room, notify the off-site agencies via the Crash phone that dose projections indicate that PAGs beyond 10 miles may be exceeded.
  - For the TSC or EOF, obtain downwind field team readings to verify dose projection results. If time permits, consult with Benton/Franklin County EOC on the recommendation to evacuate beyond 10 miles. For PARs beyond 10 miles, do not use the 90 degree sector boundaries to define the affected area beyond 10 miles. To define the boundaries of the PAR beyond 10 miles, use geo-political boundaries such as roads, rivers and county lines. The area of the PAR should include those areas downwind where the PAG values are projected to be exceeded. If plume PARs are issued for areas beyond 10 miles that could affect areas outside Benton and Franklin county, the Emergency Director should ensure that the State EOC is notified.

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DECISION GUIDE FOR OFFSITE PROTECTIVE ACTION RECOMMENDATIONS



<sup>a</sup> Severe core damage is indicated by (1) loss of critical functions for core protection (e.g., loss of injection combined with loss of cooling accident); (2) partially uncovered core; or (3) very high radiation levels in area or process monitors.

<sup>b</sup> If there are very dangerous travel conditions, initially shelter rather than evacuate the population until conditions improve.

<sup>c</sup> Transit-dependent persons should be advised to remain indoors until transportation resources arrive, if possible.

<sup>d</sup> Shelter may be the appropriate action for controlled releases of radioactive material from the containment if there is an assurance that the release is short term (puff release) and the area near the plant cannot be evacuated before plume arrives.

<sup>e</sup> Consider EPA PAGs in modifying initial protective actions.

Source: NUREG-0654, Supplement 3

980025

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PAGs FOR THE EARLY PHASE OF A NUCLEAR INCIDENT

PROTECTIVE ACTION	PAG (projected dose)	COMMENTS
Evacuation (or sheltering <sup>1</sup> )	1-5 rem TEDE OR 5-25 rem CDE thyroid OR 50-500 rem skin	Evacuation (or, for some situations, sheltering <sup>1</sup> ) should normally be initiated at the lowest level of the range.

From EPA 400, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents

<sup>1</sup> Sheltering may be the preferred protective action when it will provide protection equal to or greater than evacuation, based on consideration of factors such as source term characteristics, and temporal or other site-specific conditions.

Evacuation vs. Sheltering

Because of the higher risk associated with evacuation of some special groups in the population (e.g. those who are not readily mobile), sheltering may be the preferred alternative for such groups as a protective action at projected doses up to 5 rem TEDE. In addition, under unusually hazardous environmental conditions, use of sheltering at projected doses up to 5 rem to the general population (and up to 10 rem to special groups) may be justified.

Illustrative examples of situations or groups for which evacuation may not be appropriate at 1 rem include: a) the presence of severe weather, b) competing disasters, c) institutionalized persons who are not readily mobile, and d) local physical factors which impede evacuation.

SUMMARY OF RESULTS OF EVACUATION TIMES ANALYSIS

DESCRIPTION	TOTAL WITHIN 2 MILES	AREAS WITHIN 5 MILES				AREAS WITHIN 10 MILES			
		I	II	III	TOTAL	I	II	III	TOTAL
GENERAL POPULATION EVACUATION TIME NORMAL CONDITIONS HOURS:MINUTES	1:30	1:30	1:30	2:00	2:00	2:00	1:50	2:45	2:45
GENERAL POPULATION EVACUATION TIME ADVERSE CONDITIONS HOURS:MINUTES	2:00	1:30	1:30	2:30	2:30	2:00	2:00	3:00	3:00
CONFIRMATION TIME MINUTES	30	60	60	60	60	60	60	60	60

**NOTE:** Evacuation time analysis includes the 30 minutes notification time performed by the county.

**DATE: 06/05/07**

**Pkg. 2007-0478**

# **EDITORIAL**

13.4.1.R35

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**CONVERSION**

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Title: EMERGENCY NOTIFICATIONS		Page: 1 of 23

ENERGY-NORTHWEST  
COLUMBIA GENERATING STATION  
PLANT PROCEDURE MANUAL



\*13.4.1\*

Effective Date: 12/11/06

DIC # 1308.1

PCN# (If applicable) \_\_\_\_\_

QPR: Timothy J. Powell 4161  
 First MI Last Name Ext. #

Sponsor: David B. Holmes 8687  
 First MI Last Name Ext. #

All review and approval signatures are documented on the Procedure Revision Form

Procedure Revision Synopsis

Procedure is revised to provide additional detail with respect to conducting roll call when the SCC is unable or unavailable to complete offsite agency notifications.

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## 1.0 PURPOSE

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

## 2.0 REFERENCES

- 2.1 10 CFR 50.47(b), Emergency Plans {R-1586, R-1587, R-1588, R-1589, R-1590}
- 2.2 10 CFR 50.72, Immediate Notification Requirements for Operating Nuclear Power Reactors {R-1932}
- 2.3 10 CFR 50.73.55, Requirements for Physical Protection of Licensed Activities in Nuclear Power Reactors Against Radiological Sabotage {R1123, R1124}
- 2.4 10 CFR 50 Appendix E (IV)(C), Activation of Emergency Organization {R-5731}
- 2.5 Columbia Generating Station Physical Security Plan
- 2.6 10 CFR 26, Fitness for Duty Program
- 2.7 NUREG-0654/FEMA-REP-1, Rev. 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
- 2.8 NUREG-1022, Event Reporting Systems
- 2.9 IEN 98-08, Information Likely to be Requested if an Emergency is Declared
- 2.10 FSAR, Chapter 13.3, Emergency Plan, Section 4
- 2.11 SWP-FFD-01, Fitness For Duty
- 2.12 PPM 13.1.1, Classifying the Emergency
- 2.13 PPM 13.2.2, Determining Protective Action Recommendations
- 2.14 PPM 13.5.1, Evacuations
- 2.15 PPM 13.10.6, Plant/NRC Liaison Duties
- 2.16 PPM 13.13.2, Emergency Event Termination and Recovery Operations
- 2.17 PPM 13.13.4, After Action Reporting

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- 2.18 Classification Notification Form, 24075
- 2.19 Emergency Classification or Other Emergency Messages, 26045
- 2.20 Partial Activation or Manpower Schedule Message, 26171

3.0 DISCUSSION

Initial notification of Washington State and local authorities must be made within 15 minutes following declaration of the emergency event. For Energy Northwest, local authorities are defined as Benton County, Franklin County, Washington State, and the Department of Energy, Richland. Initial notification of the NRC via the Emergency Notification System (ENS) should be made immediately after notification of the appropriate state and local authorities, and must be made not later than one (1) hour after emergency event declaration. Immediate notifications are outlined in Attachment 6.1, Part A - Immediate Notification List. Notification of other offsite agencies is outlined in Attachment 6.1, Part C - Offsite Agency Notification List.

{R-5731}

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

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

If a Transitory Event is discovered as outlined in PPM 13.1.1, ENS notification to the NRC must be made within one (1) hour of the discovery of the undeclared (or mis-classified) event. State and county authorities will be notified by Emergency Preparedness.

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4.0 PRECAUTIONS AND LIMITATIONS

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

<p><u>NOTE:</u> The time of classification entered on the new CNF should be the time of the new classification or Protective Action Recommendation.</p>
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- 4.2 If after beginning to fill out a Classification Notification Form (CNF), but before the event is communicated to anyone offsite, event conditions change which make it necessary to reclassify the event or change PARs, discontinue completing the first CNF and begin filling out a new one. If the hard copy CNF is used, mark the discontinued CNF void and include it with the After Action Report per PPM 13.13.4. The initial 15 minute notification requirement is not waived and the new CNF must be completed within 15 minutes of declaring the previous classification.
- 4.3 If event conditions change which make it necessary to reclassify the event or change PARs and offsite notifications are in progress, the current 15 minute notification requirement is not waived. Notifications in progress for the lower level classification or PARs must be completed. Inform the offsite agencies on the Crash phone that classification or PARs will be upgraded and another notification will be forthcoming shortly.
- 4.4 Affected security measures may be suspended per 10 CFR 50.54(x) and 10 CFR 50.54(y) only during an emergency when this action is immediately needed to protect the public health and safety and no other immediately apparent action, consistent with the Columbia Generating Station license conditions and technical specifications, can provide adequate or equivalent protection. The suspension of safeguards measures must be reported. Suspended security measures shall be restored as soon as practicable. {R1123, R1124}

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## 5.0 PROCEDURE

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

### 5.1 Information Requested by NRC

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

- Is there any change to the classification of the event?
- What is the ongoing/imminent damage to the facility, including affected equipment and safety features?
- Have toxic or radiological releases occurred or been projected, including changes in the release rate? If so, what are the projected onsite and offsite releases and what is the basis of assessment?
- What are the health effects or consequences to onsite and offsite people? How many onsite or offsite people will be or are affected, and to what extent?
- Is the event under control? When was control established, or what is planned to bring the event under control? What mitigative action is planned or underway?
- What onsite protective measures have been taken or planned?
- What offsite protective actions have been recommended to state or local officials?
- What is the status of state, local or other federal agencies responses, if known?
- If applicable, what is the status of public information activities, such as alarm, broadcast, or press releases by the state, local, or other federal response agency? Has a Joint Information Center been activated?

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

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

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

- 5.2.1 Refer to Attachment 6.2 to assist in determining public evacuation recommendations during inclement weather.

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5.2.2 If the need to activate the TSC and OSC exists at the Unusual Event classification, refer to the instructions contained on form 26171, Partial Activation or Manpower Schedule Message, to start the autodialer and record an "on-the-fly" message. Use "WNP2" as the password. Otherwise, follow the normal notification protocol.

- Notify the SCC that the Control Room will initiate the autodialer scenario. Override step 1 of form 26045.
- If an autodialer scenario is already running, cancel the operating scenario.

5.2.3 If special instructions are required for ERO activation, prepare an "on-the-fly" message notification using form 26171. Use "WNP2" as the password.

5.2.4 If security event conditions exist for an emergency classification, declare the appropriate classification and initiate the offsite agency notification process, but do not summon the ERO or activate emergency centers until it is safe to do so. Confer with the Security Supervisor to make that determination.

However:

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

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

5.2.6 At Site Area Emergency, direct the SCC to initiate Industrial Development complex evacuation, and inform the SCC if an offsite radiological release is in progress.

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

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

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- 5.2.8 Transmit the CNF to the SCC and offsite agencies via facsimile. If facsimile failure occurs, go directly to Crash phone notification.
- 5.2.9 Initiate the Crash phone system by dialing 400. If initiated on the Shift Manager's phone, push the red button labeled "Crash" and dial 400.
- 5.2.10 Verify the SCC Duty Officer has received the CNF and is prepared to address the offsite agencies on the Crash phone.

If the system does not initiate as expected:

- Dial 400 and then press \*##. Hang up and attempt to initiate the Crash by dialing 400.
  - If the above step does not work, Dial 444 and then press \*##. Hang up and dial 400 to attempt to initiate the Crash call.
  - If you are not successful in initiating the Crash, notify the Emergency Director and begin using the Dial-up system to make notifications as directed in the Emergency Phone Directory.
  - If Crash system failure requires that you provide notification by other means, the SCC ringdown line may be used to contact the SCC Duty Officer. The Duty Officer will follow up to ensure notifications are completed. If using an alternate method, you may receive call backs to verify the notification is authentic.
- 5.2.11 If the SCC has NOT received the faxed CNF or is otherwise not prepared to address the offsite agencies on the Crash phone, then the Control Room must conduct a roll call of the offsite agencies listed below and complete the Crash notification as follows:

**NOTE:** Offsite agencies that must be notified within 15 minutes are:

- Benton County
- Franklin County
- Washington State
- DOE-RL

When all offsite agencies are present on the Crash line, read the CNF information block by block in numerical sequence to the agency representatives.

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5.2.12 Ensure that immediately after notification of the appropriate state and local agencies but not later than one hour after event classification, a designated communicator: {R-1932}

- Provides the NRC with event information using guidance contained in the Event Notification Worksheet, NRC Form 361, (Form 25665) via the NRC Emergency Notification System (ENS) by dialing:

(301) 816-5100, (301) 951-0550 or (301) 415-0553

If ENS is not available, use any commercial phone and dial:

9-1-301-816-5100, 9-1-301-951-0550 or 9-1-301-415-0553

- Provides information to the NRC on event classification changes.
- Maintains continuous communication with the NRC for whatever period they request or until relieved by the Plant/NRC Liaison in the TSC.
- When the TSC Plant/NRC Liaison comes on line, provides turnover information via ENS which includes, as a minimum, classification level, reactor status and other relevant plant status items.
- Obtains permission from the NRC ENS communicator prior to transferring ENS responsibilities to the TSC Plant/NRC Liaison.

5.2.13 If security measures are temporarily suspended per 10C CFR 50.54(x) and 10 CFR 50.54(y) to protect the health and safety of the public, notify the NRC as soon as practicable and in all cases, within one hour of the occurrence. Notify the NRC upon restoration of security measures as soon as practicable. {R1124}

5.2.14 About once per hour, or when radiological or plant conditions change, initiate a follow-up message by Crash phone and fax to offsite agencies. Refer to Section 5.5, Followup Notifications.

5.2.15 Direct that the Control Room's facsimile transmittal activity reports be attached to applicable CNFs and that CNFs and NRC Event Notification work sheets be attached to After Action Reports.

5.2.16 Monitor Plant conditions and, if changes in the emergency classification are required, repeat Steps 5.2.1 - 5.2.10.

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

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

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

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

- 5.3.5 Initiate the Crash phone system by dialing 400.

If the system does not initiate as expected:

- Dial 400 and then press \*##. Hang up and attempt to initiate the Crash by dialing 400.
- If the above step does not work, Dial 444 and then press \*##. Hang up and dial 400 to attempt to initiate the Crash call.
- If you are not successful in initiating the Crash, notify the Emergency Director and begin using the Dial-up system to make notifications as directed in the Emergency Phone Directory.

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

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- 5.3.7 Direct that facsimile transmittal activity reports be attached to all original CNFs and retained for records.

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

**NOTE:** About once per hour, or when radiological or plant conditions change, initiate a follow-up message by Crash phone and fax to offsite agencies. Refer to Section 5.5, Followup Notifications.

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

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

- 5.4.1 If a change in event classification or PARs is indicated, confer with the TSC Manager and the Shift Manager using the Emergency Director ringdown phone as necessary.
- 5.4.2 Complete the CNF, Form 24075. Refer to PPM 13.2.2 to determine PAR impact.
- 5.4.3 Coordinate with the TSC Manager to have announcements of plant conditions, hazardous areas to avoid, or security conditions be made to personnel in or near the plant, using the public address system microphone in the TSC.
- 5.4.4 Direct that the CNF be sent to the offsite agencies via facsimile. If facsimile failure occurs, go directly to Crash phone notification, Step 5.4.5.

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

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- 5.4.5 Initiate the Crash phone system by dialing 400. If the system does not initiate as expected:
- Dial 400 and then press \*##. Hang up and attempt to initiate the Crash by dialing 400.
  - If the above step does not work, Dial 444 and then press \*##. Hang up and dial 400 to attempt to initiate the Crash call.
  - If you are not successful in initiating the Crash, notify the Emergency Director and begin using the Dial-up system to make notifications as directed in the Emergency Phone Directory.
- 5.4.6 Review CNF information with the offsite agencies on the Crash phone, ensure their questions are answered and that they understand the information regarding current conditions.
- 5.4.7 Direct that the facsimile transmittal activity reports are attached to all original CNFs and retained for records.

<p><b>NOTE:</b> About once per hour, or when radiological or plant conditions change, initiate a follow-up message by Crash phone and fax to offsite agencies. Refer to Section 5.5, Followup Notifications.</p>
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## 5.5 Followup Notifications

- 5.5.1 About once per hour, or when radiological or plant conditions change, initiate a followup message by Crash phone and fax to offsite agencies. Use form 24075, Classification Notification Form. Provide updates on applicable information as follows: {R-1587}
- Name and phone number of caller
  - Location of incident
  - Date and time of incident
  - Emergency classification
  - Type of actual or projected release, estimated duration, and arrival time
  - Estimate of the quantity of radioactive material released or being released, and the point of the release
  - Chemical and physical form of released material including estimates of relative quantities and concentration of noble gases, iodines, and particulates

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- Meteorological conditions or changes
- Actual or projected dose at the site boundary; projected integrated dose at the site boundary
- Projected dose and integrated dose at the projected peak and at 2 miles and 10 miles, including affected sectors
- Estimate of any surface radioactive contamination; in plant, on site or offsite
- Emergency response actions underway
- Recommended emergency actions, including PARs
- Requests for offsite organization support needed onsite
- Prognosis for worsening or termination of event based on plant information

<p><b>NOTE:</b> If the Columbia River/Horn Rapids area Public Alerting system cannot be activated by the Benton County Emergency Dispatch Center (EDC) or Franklin County Emergency Management personnel, the EDC may request SCC personnel to activate the sirens and announce prescribed messages on the alerting system.</p>
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## 5.6 Notifications Made By the Security Communications Center (SCC)

- 5.6.1 If notified of event classification by other than the Crash or alternate Dial-Up phone system, call the Shift Manager back on the dedicated line for verification prior to providing notification to offsite agencies.
- 5.6.2 Upon receipt of official notification of emergency event classification, implement the SCC Notifications Checklist.
- 5.6.3 For notifications of event classifications or changes prior to ERO activation, activate the ERO notification system using the automatic dialer. Do not initiate a new scenario if the Control Room has activated the auto-dialer at the Unusual Event classification unless upgrading to an Alert or higher emergency.
- 5.6.4 For event notifications or changes prior to ERO activation when automatic dialer is not operational, activate the ERO paging system.
- 5.6.5 Monitor Crash system CNF notifications to offsite agencies, and for notifications from the Shift Manager, follow up with any necessary clarifications or missed data.
- 5.6.6 Log a record of offsite agency CNF notifications.

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- 5.6.7 Instruct the Central Alarm Station (CAS) Operator to inform the Security Supervisor of the incident, and request a responder to the Security Communications Center to provide notification assistance.
- 5.6.8 When the responder arrives, give briefing on event notification status, Benton County EDC requests for siren activation or PA announcements, and direct the responder to assist with SCC operations.
- 5.6.9 For initial or fast breaking classifications where the Site Support Manager has not yet arrived at the EOF to take over Part C notifications, make two (2) attempts to contact the listed agencies in the Part C notification list (Attachment 6.1) If requested, provide Items 1-6, 8, 12 on the CNF. Inform the EOF Manager of those listed agencies you were unable to contact.
- 5.6.10 Each time the classification is changed, and the Emergency Director function is still in the Control Room, cease the notification sequence and start over from Step 5.6.1. If the ERO Notification system was already activated at the Alert or higher classification, do not reactivate it.
- 5.6.11 When contacted by the Site Support Manager in the EOF, turn over responsibility for Part C notifications.

5.7 Notifications Made by the Site Support Manager

- 5.7.1 Upon arrival at the EOF, contact the SCC Duty Officer and assume responsibility for making the Attachment 6.1, Part C Notifications.
- 5.7.2 Make the Part C notifications as required for appropriate event classifications. Provide items 1-6, 8, 12 on the CNF as requested.
- 5.7.3 Make two (2) attempts to contact the agencies/locations listed in Part C. Inform the EOF Manager of those listed agencies you were unable to contact.

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5.8 Emergency Response Data System (ERDS) Operations

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

**NOTE:** The responsibility for ERDS activation resides with the on-shift Chemistry Technician. The Control Room Incident Advisor, the on-call Emergency Planner, the TSC Plant/NRC Liaison or the PDIS Analyst in the EOF should activate ERDS if not already accomplished.

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

5.9 Notification of Transitory Events

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

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

- a. Ensure ENS notification to the NRC is made within one (1) hour of the discovery of the undeclared (or mis-classified) event.
- b. Contact the on-call Emergency Planner and request that Emergency Preparedness inform the offsite agencies of the Transitory Event.

5.9.2 Upon notification of a Transitory Event, the on-call Emergency Planner completes notification of offsite agencies in accordance with Attachment 6.3, Notification of Transitory Event. The completed Attachment 6.3 is filed in the EP File and sent to Plant File in accordance with SWP-REC-01.

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#### 5.10 Notification of Event Termination

**NOTE:** When conditions have improved, stabilized and the following conditions have been met, the Unusual Event or Alert may be terminated in accordance with PPM 13.13.2.

- Emergency Action Level criteria are no longer exceeded or met,
- Situation prognosis is stable or improving.

5.10.1 For notification of termination of an Unusual Event or Alert, perform the following:

- Fill out an event termination CNF.
- Initiate a Crash call informing offsite agencies of the event termination.
- Notify NRC using the ENS line of the event termination.

5.10.2 For transition from a Site Area Emergency or General Emergency event to the Recovery phase, terminate emergency operations and transition to Recovery Operations in accordance with PPM 13.13.2.

#### 6.0 ATTACHMENTS

##### 6.1 Emergency Notification Lists:

Part A - Immediate Notification List  
Part B - ERO Notification List  
Part C - Offsite Notification Checklist

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

##### 6.3 Notification of Transitory Event

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EMERGENCY NOTIFICATION LISTS  
PART A - IMMEDIATE NOTIFICATION LIST

Discussion

- This is a list of State and local authorities that shall be notified within fifteen (15) minutes of all emergency event classifications, changes in classification and Protective Action Recommendations (PARs) as required by 10 CFR 50.72.
- Notification to these agencies is normally by Crash dedicated phone, but in the event of Crash phone failure, the Dial-Up system should be used for contact. The agencies should be contacted in order of listing when using the Dial-Up system.
- These offsite agencies are entitled to know ALL information contained on the Classification Notification Form (CNF). A copy of the CNF should be transmitted by facsimile concurrent with phone notification.

Agency Notification List

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

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### PART B - ERO NOTIFICATION LIST

#### Discussion

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

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### PART C - OFFSITE NOTIFICATION CHECKLIST

#### Discussion

- These offsite agencies are notified as soon as possible after Part A notifications are made. Notification is made at the indicated emergency classification level and at any subsequent reclassification (except as noted below), including termination.
- Notifications are made via commercial phone, radio or facsimile. An Offsite Agency Notification Checklist is located in the Offsite Agency Section of the Emergency Phone Directory.
- These agencies are normally provided information contained in items 1-6, 8 and 12 of the CNF.
- The agencies are listed in the order of preferred notification. However, Energy Northwest reserves the right to modify the order as required for effective emergency preparedness coordination.
- After two (2) unsuccessful attempts to contact a listed agency, further attempts will be discontinued and an "unable to contact" notice given to the Site Support Manager.

#### AGENCY NOTIFICATION LIST

##### At Unusual Event or Above

1. Chemical & Nuclear Preparedness and Protection Division (CNPPD)
2. Bonneville Power Administration (BPA)

##### At Alert or Above

3. Industrial Development Complex Manager (or Industrial Development Authority (IDA)
4. Security Training Facility
5. Institute of Nuclear Power Operations (INPO)
6. American Nuclear Insurer (ANI)

##### At Site Area Emergency or Above

7. Areva
8. General Electric of San Jose

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EMERGENCY RESPONSE ORGANIZATION (ERO)  
NOTIFICATION AND RESPONSE INSTRUCTIONS

General Instructions

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

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

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

Emergency centers are required to be activated within about 90 minutes of classification and of notifying the ERO to report. The 90-minute time window starts at the time ERO pagers activate.

On call ERO members must meet Energy Northwest's Fitness for Duty criteria contained in SWP-FFD-1. Personnel should not acknowledge a telephone notification or report to their emergency center unless Fitness for Duty criteria is met.

10 CFR 26 and Energy Northwest procedures, such as SWP-FFD-01, specify that the consumption of alcohol is prohibited for five hours prior to "any scheduled working tour" and "during the period of any scheduled working tour." Abstinence is not specifically required for other periods. For Emergency Preparedness purposes, a scheduled drill/exercise is considered as a scheduled working tour. Response to an actual event is considered as a call-in situation or unscheduled working tour.

10 CFR 26 and SWP-FFD-01 address alcohol consumption for call-in/unscheduled working tours. The called-in person(s) must state whether alcohol has been consumed within the preceding five hours, and the Supervisor/Manager must ensure this information is provided. For those reporting for a call-in/unscheduled working tour and not meeting the five hour abstinence period, a determination of fitness must be made (including any necessary controls or conditions such as supervision or monitoring).

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### Notification Acknowledgement/Response

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

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

Required response to the autodialer is detailed below.

If you receive an ERO notification on your home phone:

- Follow the scripted directions using a touch tone phone. The auto-dialer cannot recognize a Rotary dial or pulse tone phone.
- If you miss part of the message, you may call 375-6201. Otherwise, report directly to your emergency center, or as directed.

### ERO Response Expectations

#### Essential Category

1. When an ERO Call-out occurs, all available "ESSENTIAL" personnel from all four ERO teams (A, B, C, and D) are to report to their emergency centers as soon as possible but within 90 minutes, regardless of which ERO team is the scheduled duty team at the time of the Call-out. All four teams are required to respond to assure that at least one person arrives in time to fill each "ESSENTIAL" position within 90 minutes so as to provide the best chance that all emergency centers will be activated within the 90-minute criterion.
2. All ERO personnel in positions classified as "ESSENTIAL" are to report to their emergency centers immediately when paged and are not to call the auto-dialer. The auto-dialer will in parallel attempt to call all "ESSENTIAL" personnel on all four ERO teams (A, B, C, and D) in the event a pager fails to notify an "ESSENTIAL" individual. Only if an "ESSENTIAL" ERO member first learns of the ERO Call-out from the auto-dialer is that "ESSENTIAL" member to respond to the auto-dialer.
3. "ESSENTIAL" members not on-call are not required to remain fit for duty when not on-call. "ESSENTIAL" members not on call are expected to carry their pagers with them at all times. However, if an ERO Call-out occurs, all available "ESSENTIAL" members not on-call are to report if fit for duty.

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4. The 90-minute response time criterion for "ESSENTIAL" personnel is measured from the point in time when the pagers are activated, not at the time the event is declared by the Shift Manager.

Augmenting Category

1. All "AUGMENTING" personnel are to first call the auto-dialer when paged before reporting to preclude the auto-dialer from attempting to fill the position with members from the ERO teams that are not on-call.
2. However, if an "AUGMENTING" ERO member from a team that is not on-call is contacted by the auto-dialer, that means the on-call member in that position has not responded to the auto-dialer and presumably will not respond. In this event, that "AUGMENTING" team member not on-call is needed to support the on-call ERO team and is to respond to the dialer and report to the emergency center if fit for duty.
3. "AUGMENTING" members not on-call are not required to remain fit for duty when not on-call. However, if an ERO Call-out occurs, all "AUGMENTING" members not on-call who are contacted by the auto-dialer are to report if fit for duty.
4. Although a strict 90-minute response criterion does not apply to "AUGMENTING" members, all "AUGMENTING" ERO members responding to a Call-out are to report as soon as possible.

Support Category

1. All "SUPPORT" personnel are to respond to the auto-dialer when called before reporting to preclude the auto-dialer from attempting to fill the position with members from the ERO teams that are not on-call.
2. However, if a "SUPPORT" ERO member from a team that is not on-call is contacted by the auto-dialer, that means the on-call member in that position has not responded to the auto-dialer and presumably will not respond. In this event, that "SUPPORT" team member not on-call is needed to support the on-call ERO team and is to respond to the dialer and report to the emergency center if fit for duty.
3. Although a strict 90-minute response criterion does not apply to "SUPPORT" members, all "SUPPORT" ERO members responding to a Call-out are to report as soon as possible.
4. "SUPPORT" members not on-call are not required to remain fit for duty when not on-call. However, if an ERO Call-out occurs, all "SUPPORT" members not on-call who are contacted by the auto-dialer are to report if fit for duty.

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NOTIFICATION OF TRANSITORY EVENT

I. TRANSMITTAL OF INFORMATION

A. An event occurred at \_\_\_\_\_ on \_\_\_\_\_ which would have  
Time Date

required the declaration of a(n):

Unusual Event  Alert  Site Area Emergency  General Emergency

B. This event was exited at \_\_\_\_\_ on \_\_\_\_\_ prior to  
Time Date

any offsite notifications. Current emergency classification at Columbia Generating Station is:

None  Unusual Event  Alert  Site Area Emergency

C. The event was:

\_\_\_\_\_

Approval signature for release of this information: Supervisor, Emergency Preparedness

--	--	--	--

Print Name Signature Date Time

II. NOTIFICATION DOCUMENTATION

**NOTE:** This notification of Transitory Event is for information purposes only. NO RESPONSE ACTION is required on the part of the individual receiving this notification.

The following notifications were made for the event:

	DATE	TIME	PERSON NOTIFIED
Benton County EOC			
Franklin County EOC			
WA. State EOC			
DOE-RL			
NRC			(By Control Room)

**DATE: 06/05/07**

**Pkg. 2007-0478**

# **EDITORIAL**

13.5.7.R3

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**CONVERSION**

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ENERGY-NORTHWEST  
COLUMBIA GENERATING STATION  
PLANT PROCEDURE MANUAL



\*13.5.7\*

Effective Date: 12/20/05

DIC # 1308.1

PCN# (If applicable) \_\_\_\_\_

QPR: David B. Holmes 8687  
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All review and approval signatures are documented on the Procedure Revision Form

Procedure Revision Synopsis

PPM 13.5.7 Industrial Development Authority Duties procedure is being revised to incorporate IDA and IDM actions that are to be taken in the event of an emergency during off hours.

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1.0 PURPOSE

The purpose of this procedure is to ensure that the Energy Northwest Industrial Development (ID) complex occupants are promptly notified of any Columbia Generating Station (CGS) emergency evacuation that requires implementation of protective actions.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 5.5.1
- 2.2 PPM 13.2.2, Determining Protective Action Recommendations
- 2.3 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.4 PPM 13.7.5, Offsite Assembly Area Operations
- 2.5 PPM 13.13.4, After Action Reporting
- 2.6 Public Address Message Format-Site Evacuation, 26051
- 2.7 Energy Northwest Industrial Development Emergency & Evacuation Response Plan
- 2.8 IDWI 7.01, Industrial Development Authority (IDA)
- 2.9 IDWI 8.01 Emergency Preparedness Interface Responsibilities

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### 3.0 PROCEDURE

The Industrial Development complex (IDC) consists of the geographical area including WNP-1 and WNP-4 and is surrounded by a fence with one normal ingress and egress point located at Gate 1-1.

The on-call Industrial Development Authority (IDA) a trained individual available to respond and complete notification of an evacuation of the Industrial Development complex within the required 15 minutes should the order to evacuate be given. The ID complex is required to be evacuated in 1 hour.

The Industrial Development Monitor (IDM) is a trained individual who is stationed at Gate 1-1 when the gate is unlocked and an IDA is not present. The IDM is responsible for ensuring the logging of personnel entering and leaving the complex. The IDM is required to be available to respond and complete notification of an evacuation of the ID complex within the required 15 minutes should the order to evacuate be given.

The ID complex is required to be evacuated in 1 hour after notification.

Gate 1-1 at the ID complex is locked during non-standard working hours and on weekends. Access during these periods may be obtained by permission of the IDA and notification to the Security Communications Center (SCC).

Qualified IDAs or IDMs may access ID complex during off-hours provided the SCC is notified prior to entry and upon exit and Gate 1-1 is kept locked.

<b>NOTE:</b> Refer to IDWI 7.01 for IDA and IDM responsibilities that includes evacuation implementation details.
---

#### 3.1 Responsibilities During Working Hours

- 3.1.1 An IDA is to be available at all times to respond to an emergency. In the event the assigned IDA is unavailable, the IDA duties are to be turned over to another IDA who is available to perform this function.
- 3.1.2 At the end of each normal workday, a sweep is performed prior to the locking Gate 1-1 to ensure no persons remain inside the ID complex. Any qualified IDA or IDM may perform sweeps. Refer to IDWI 7.01 for sweep information.
- 3.1.3 The IDA Information Book is maintained by the IDA Administrator and is to be available to the assigned IDA at all times.
- 3.1.4 The IDA or the IDM is responsible for responding promptly to notifications from the SCC and to emergency events as described in the CGS Emergency Plan.
- 3.1.5 If an evacuation of the ID complex becomes necessary, the IDA or IDM is responsible for implementing sweeps and other duties per direction found in IDWI 7.01.

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- 3.1.6 In the event of an evacuation of the ID complex, the IDA or IDM is responsible for providing evacuation information to evacuees. The normal location to assemble is the Energy Northwest Office Complex (ENOC) located at 3000 George Washington Way.
- 3.1.7 After the evacuation of the ID complex has occurred, the IDA and or the IDM is responsible for preparing an After Action Report in accordance with PPM 13.13.4.

### 3.2 Responsibilities During Off Hours

- 3.2.1 If the IDA is notified of an ALERT or higher at CGS during off-hours the IDA should perform the following:
  - a. Call in and fill the position for the IDA in charge.
  - b. Do not respond to the ID complex.
  - c. Call the SCC at 377-8065 and determine if anyone has been allowed to enter the ID complex and if so, how can they be contacted. Then contact these individuals and brief them on the status at CGS. Ask them to place their work in a safe condition and leave the ID complex.
  - d. Maintain communications with individuals until after they depart the ID complex.
  - e. Request the last person out to secure the gate.
  - f. Notify the SCC that the ID complex has been evacuated and have them verify the gate is closed and locked.
  - g. Begin contacting all ID complex personnel, contractors and lessees notifying them of the status of CGS and tune their radio to KONA for further information.
  - h. Continue to keep key personnel updated on the the status of CGS until such time it is no longer necessary.
  - i. As soon as feasible, complete an after action report in accordance with PPM 13.13.4.

### 4.0 ATTACHMENTS

None.

**DATE: 06/05/07**

**Pkg. 2007-0478**

# **EDITORIAL**

13.10.2.R30

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ENERGY-NORTHWEST  
COLUMBIA GENERATING STATION  
PLANT PROCEDURE MANUAL



\*13.10.2\*

Effective Date: 07/31/06

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All review and approval signatures are documented on the Procedure Revision Form

Procedure Revision Synopsis

Procedure is revised to consolidate Potassium Iodide (KI) administration recommendation authority and make instructions consistent with each other.

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1.0 PURPOSE

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

2.0 REFERENCES

- 2.1 10 CFR 73.55, Requirements for Physical Protection of Licensed Activities in Nuclear Power Reactors Against Radiological Sabotage {R-1123, R-1124, R-11865, R-11867}
- 2.2 10 CFR 50.72, Immediate Notification Requirements for Operating Power Reactors {R-1932}
- 2.3 10 CFR 50, Appendix E (VI), Emergency Response Data System (ERDS) {R-1936}
- 2.4 10 CFR 50, Appendix E (IV)(A) {R-5695, R-5708}
- 2.5 FSAR, Chapter 13.3, Emergency Plan, Section 2
- 2.6 Columbia Generating Station Physical Security Plan
- 2.7 Safeguards Contingency Plan
- 2.8 PPM 1.3.1, Operating Policies, Programs, and Practices
- 2.9 PPM 1.9.14, Onsite Medical Emergencies
- 2.10 PPM 5.7.1, Severe Accident Guidelines
- 2.11 PPM 13.1.1, Classifying the Emergency
- 2.12 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides
- 2.13 PPM 13.2.2, Determining Protective Action Recommendations
- 2.14 PPM 13.4.1, Emergency Notifications
- 2.15 PPM 13.5.1, Evacuation
- 2.16 PPM 13.13.2, Emergency Event Termination and Recovery Operations
- 2.17 PPM 13.13.3, Intermediate Phase MUDAC Operations
- 2.18 PPM 13.13.4, After Action Reporting
- 2.19 Classification Notification Form, 24075
- 2.20 Emergency Director Turnover Sheet, 25810

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2.21 Emergency Response Log, 23895

2.22 Technical Support Briefing Guidelines, 25860

2.23 Emergency Classification or Other Emergency Message, 26045

3.0 DISCUSSION

3.1 The Emergency Director (ED) is the Energy Northwest individual on shift at all times who shall have the authority and responsibility to immediately and unilaterally initiate any emergency actions. {R-5708}

3.2 The Shift Manager will normally act as ED when an emergency classification is initially declared. ED responsibilities will transfer from the Shift Manager to the TSC Manager or the EOF Manager depending upon time of facility activation.

3.3 The TSC Manager is responsible for the plant management function during an emergency and will be in charge of directing plant activities in support of Control Room operations. The TSC Manager has the authority to implement any plant action deemed necessary to mitigate the emergency conditions. {R-5695}

3.4 Severe Accident Guidelines (SAGs) are entered and Emergency Operating Procedures (EOPs) exited when primary containment flooding is required. An announcement to the TSC and EOF should be made when this occurs.

3.5 The TSC Manager is responsible to ensure communications are maintained as necessary between the Shift Manager and EOF Manager/Emergency Director. The TSC Manager should also maintain an awareness of plant conditions and obtain concurrence of the Emergency Director prior to implementing mitigating actions identified as requiring Emergency Director concurrence on EOPs or SAGs.

3.6 Affected security measures may be suspended only during an emergency when this action is immediately needed to protect the public health and safety and no other immediately apparent action, consistent with the Columbia Generating Station license conditions and technical specifications, can provide adequate or equivalent protection. {R-1123}

3.7 Suspended security measures must be restored as soon as practical. {R-1123}

3.8 The authority to temporarily suspend affected security measures is given to the Columbia Generating Station Emergency Director with approval, at a minimum, from a licensed senior reactor operator. {R-11865}

3.9 If the Emergency Director becomes incapacitated or is not immediately available, a licensed senior reactor operator familiar with the circumstances surrounding the emergency situation has the authority to temporarily suspend the affected security measures. {R-11867}

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- 3.10 The temporary suspension of security measures must be approved by the Emergency Director prior to taking the action unless a life-threatening situation exists and there is insufficient time to obtain prior approval. {R-11867}
- 3.11 If security measures are temporarily suspended, notify the NRC Operations Center as soon as practicable, and in all cases, within one hour of the occurrence. Upon restoration of security measures, the NRC Operations Center shall be notified as soon as practicable. Refer to PPM 13.4.1. {R1124}
- 3.12 Activation of the TSC without all Essential category positions filled is activating with a staffing level below the minimum required by the Emergency Plan. However, if the plant is in serious need of assistance from the TSC, and the TSC staff present at the time is able to perform the functions of the TSC, the TSC Manager may activate the TSC without all Essential personnel present.
- 3.13 If all Essential category positions for the TSC are not filled within 90 minutes of the ERO being notified to activate the TSC, the TSC Manager should then continuously assess the level of staffing that does exist and activate the TSC as soon as he believes that staffing is adequate for the TSC to fulfill its required functions.
- 3.14 Declaring the TSC activated without all Essential personnel present is not in accordance with Emergency Plan requirements and must be documented through the corrective action program.

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#### 4.0 PROCEDURE

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

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

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

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

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

4.2.1 Obtain an electronic dosimeter from HP Access Control. Direct all others in the TSC to obtain appropriate dosimetry (DRD or PIC).

4.2.2 Respond to the TSC, present your badge to the personnel accountability keycard reader, start and maintain an Emergency Response Log, and contact the Shift Manager for an initial briefing on the current status of the emergency, status of offsite notifications, and any known or anticipated plant hazardous areas.

4.2.3 If, after obtaining the initial Plant status briefing from the Shift Manager, the EOF Manager is not yet present, contact the JIC Manager to provide status information for the first follow up news release.

4.2.4 Instruct responding TSC staff to promptly set up the TSC and obtain assistance if necessary to resolve any activation problems.

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

4.2.5 If acting as Emergency Director, contact the JIC Manager and provide initial information.

4.2.6 Assume the ED duties from the Shift Manager as per Section 4.3, unless the EOF Manager is prepared to assume, or has already assumed, these duties.

4.2.7 Inform the TSC staff of who has the ED responsibility.

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

NOTES:

- Activation of the TSC without all Essential category positions filled is activating with a staffing level below the minimum required by the Emergency Plan. However, if the plant is in serious need of assistance from the TSC, and the TSC staff present at the time is able to perform the functions of the TSC, the TSC Manager may activate the TSC without all Essential personnel present.
- Also, if all Essential category positions for the TSC are not filled within 90 minutes of the ERO being notified to activate the TSC, the TSC Manager should then continuously assess the level of staffing that does exist and activate the TSC as soon as he believes that staffing is adequate for the TSC to fulfill its required functions.
- Declaring the TSC activated without all Essential personnel present is not in accordance with Emergency Plan requirements and must be documented through the corrective action program.

- 4.2.9 Monitor the progress of TSC activation and staff activities and declare the TSC activated when the following minimum staffing positions are present and main TSC responsibilities can be assumed:

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

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**NOTE:** ERDS is required to be activated as soon as possible but in all cases not later than one hour after declaring an Alert or higher emergency classification. {R-1932, R-1936}

#### 4.2.10 Main TSC Responsibilities

- Provide plant management and technical support to plant operations personnel during emergency conditions.
- Relieve reactor operators of peripheral duties and communications not directly related to reactor system manipulations.
- Ensure ERDS is activated by checking with Plant/NRC Liaison.
- If the EOF is not activated, the TSC is also responsible for:
  - Managing the overall Energy Northwest emergency effort
  - Evaluating the magnitude and consequences of actual or potential radiological releases
  - Assessing plant conditions and determining appropriate emergency classifications
  - Coordinating emergency response activities with local, state and federal agencies and providing offsite PARs via use of the CNF

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

- #### 4.2.11 Direct the TSC Information Coordinator announce activation to the other emergency centers and the Plant/NRC Liaison to report it to NRC.

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NOTE: A radioactive release is in progress when effluent monitors indicate an increase in radiation levels from normal readings for plant operating conditions or when field teams detect environmental radiation 10 times greater than normal background, **AND** the increased levels are attributable to the emergency event.

NOTE: A radioactive release is terminated when the following criteria have been met:

- The source of the release has been isolated;
- The effluent monitors are trending downward;
- The Environmental Field Teams can no longer track the plume.

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

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- Tasks that need to be pursued
- Radiological or other hazards that impact plant emergency workers
- Need to request augmenting staff or offsite assistance
- Evacuation actions for plant personnel

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

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

- 4.2.19 Ensure that the Operations Manager, Technical Manager, Maintenance Manager, Radiation Protection Manager, Shift Manager and OSC Manager coordinate the repair team actions necessary to place and maintain the Plant in a stable condition.
- 4.2.20 If the RPM advises the TSC Manager of TSC radiological airborne activity problems, consider having the Control Room initiate HVAC isolation actions for the TSC specified in ABN-RAD-CR.
- 4.2.21 In the event of a release involving radioiodine, the TSC Manager, in consultation with the Radiation Protection Manager, will issue instructions concerning the use of potassium iodide by in-plant emergency workers per 13.2.1.
- 4.2.22 If the emergency worker dose limit is projected to exceed 5 REM over the course of the event for TSC staff, or if habitability is otherwise questionable, or if TSC functions can no longer be performed:
- If an access route to the Control Room is safe, direct TSC staff to continue their emergency duties from the Control Room. If selected TSC staff are not needed in the Control Room, direct them to the EOF or OSC as deemed appropriate.
  - Consider directing the Plant/NRC Liaison to the EOF to perform NRC communications.

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- If safe access to the Control Room is not available, direct all TSC staff to continue their emergency duties from the EOF or the OSC as deemed appropriate.
- 4.2.23 For any potential scenario that could pose a threat to emergency response center activation and personnel safety, confer with the Security Supervisor to determine:
- Appropriate areas for TSC and OSC operations
  - Avenues of safe access
  - Communications abilities
  - The ability of Security to keep the area safe
- 4.2.24 If you are advised of a personnel injury or death, then:
- Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.
  - Ensure details of the incident, e.g., individual's name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.
- 4.2.25 Conduct periodic update briefings of TSC staff. Refer to Technical Support Center (TSC) Briefing Guidelines (Form 25860) located in the TSC.
- 4.2.26 Direct that an announcement be made to the TSC and EOF when EOPs are exited and SAGs are entered.
- 4.2.27 Obtain Emergency Director concurrence using the Emergency Director ringdown phone prior to implementing mitigating actions identified as requiring Emergency Director concurrence on EOPS or SAGs.
- 4.2.28 When plant stability is achieved, confer with the EOF Manager and consider event termination or recovery actions in accordance with PPM 13.13.2.
- 4.2.29 At event termination or shift change direct an after action critique of TSC performance to summarize actions taken and identify corrective actions needed.
- 4.2.30 At termination of an Alert or higher emergency classification, serve as a standing member of the Final After Action Report Committee in accordance with PPM 13.13.4. If the emergency does not go beyond Unusual Event, Emergency Preparedness will compile a Final After Action Report.

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#### 4.3 Transfer Of Emergency Director Duties

##### 4.3.1 If assuming the Emergency Director duties:

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

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

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

##### 4.3.2 If transferring the Emergency Director duties:

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

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

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

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#### 4.4 Actions As Emergency Director

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

Affected security measures may be suspended only during an emergency when this action is immediately needed to protect the public health and safety and no other immediately apparent action, consistent with the Columbia Generating Station license conditions and technical specifications, can provide adequate or equivalent protection. {R-1123}

If the Emergency Director become incapacitated or is not immediately available, a licensed senior reactor operator familiar with the circumstances surrounding the emergency situation has the authority to temporarily suspend the affected security measures. {R-11867}

The temporary suspension of security measures must be approved by the Emergency Director prior to taking the action unless a life-threatening situation exists and there is insufficient time to obtain prior approval. {R-11867}

If security measures are temporarily suspended, notify the NRC Operations Center as soon as practicable, and in all cases, within one hour of the occurrence. Upon restoration of security measures, the NRC Operations Center shall be notified as soon as practicable. Refer to PPM 13.4.1. {R-1124}

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4.4.1 Assume the following responsibilities:

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

**NOTE:** Items a through e may not be delegated.

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

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

- k. Terminating the emergency and entering the recovery phase in accordance with PPM 13.13.2.
- 4.4.2 If action is determined to be necessary that causes the plant to depart from Technical Specifications or license conditions, refer to PPM 1.3.1 to invoke 10 CFR 50.54(x) actions.
- 4.4.3 Approximately every 30 minutes, or when conditions change, perform the following:
- a. Review the emergency action levels (EALs) in procedure PPM 13.1.1 to ensure the emergency classification declared reflects current Plant conditions.
  - b. Review the protective action recommendations (PARs) in procedure PPM 13.2.2 to ensure the PARs declared reflect current Plant or radiological release conditions.
  - c. Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.
  - d. Conduct briefings using the laminated briefing guide. Other TSC staff may use the Technical Support Center (TSC) Briefing Guidelines (Form 25860).
- 4.4.4 When conditions warrant a change in emergency classification or protective action recommendations, then perform the following:
- a. Complete a Classification Notification Form (CNF).

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

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

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

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

1) Implement a Site evacuation in accordance with PPM 13.5.1 when a Site Area Emergency is declared.

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

## 5.0 ATTACHMENTS

5.1 Duties of TSC Manager Secretary

5.2 TSC Manager Checklist

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DUTIES OF TSC MANAGER'S SECRETARY

Duties of: Technical Support Center Manager Secretary

Assignment Location: Technical Support Center

Report To: Technical Support Center Manager

Responsibilities:

1. Maintain a log of TSC Manager actions on a form similar to the Emergency Response Log (Form 23895) of significant events and activities involving the TSC Manager or Technical Support Center Operations with emphasis on:
  - a. Receipt of notifications of changes in emergency classification.
  - b. The time and content of center briefings.
  - c. Significant telephone conversations or Public Address announcements.
  - d. Entries requested by TSC decision makers.
  - e. Assignment of action items.
2. When directed, initiate Crash calls for the TSC Manager to offsite agencies by dialing 400.
  - a. Refer to and use the Crash Network System Log located in the Emergency Phone Directory.

**NOTE:** In the event of Crash phone failure, alternate methods of offsite agency notification are required. Use the Dial-Up system to contact each agency individually. Refer to the Emergency Phone Directory Crash and Call Roster tab for instructions.

- 1) If the system does not initiate as expected, reset the Crash system by dialing "\*\*\*". Hang up, and then attempt another Crash initiation by dialing 400.
- 2) If a Crash initiation cannot be made, use the Dial-Up system to make notifications. When making notifications using the Dial-Up, contact Benton and Franklin counties, Washington State and DOE first to ensure that the 15 minute time requirement is met.

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- b. Perform a roll call of agencies contacted.
- 1) When initiating roll call inform responding parties to standby for a call from the Emergency Director.
  - 2) Following completion of roll call indicate to the Emergency Director that parties are ready for the Crash call.
  - 3) Note on Crash call log the time of call, message, and parties online.
  - 4) Inform the TSC Manager of any offsite agency failing to respond to the roll call.
- c. Receiving Crash calls:

<p><b>NOTE:</b> If you do not want to join a Crash call, lift the handset and push the "#" key. The system will not call that extension for that call again.</p>
--

- 1) Lift the handset and follow the voice prompt to push the "#" key.
  - 2) If you leave the Crash call or are disconnected, you may re-join the call in progress by dialing "444."
3. If you experience phone problems, call the ERO Telecommunication Manager at extension 8600 using any Rolm type phone.
  4. Monitor incoming Crash calls and inform the TSC Manager of their content and note in log.
  5. Answer and monitor the TSC Manager's phones and record messages as necessary.
  6. Monitor the TSC Manager's checklist and notify him of actions required as necessary.
  7. In the event of dedicated emergency phone circuit failure, use the Rolm conferencing system to contact other emergency center staff. Refer to Section 1 of the Energy Northwest Telephone Directory for conference call instructions.
  8. Make briefing announcements to TSC members as directed.
  9. Perform other TSC administrative support duties as requested by the TSC Manager or Plant Administrative Manager.
  10. Refer incoming media calls to the Joint Information Center.

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11. Upon shift change:
  - a. Fully brief your relief on responsibilities, duties and the current status of work being performed.
  - b. Forward your log for review by the TSC Manager.
12. Upon shift change or termination of the emergency:
  - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
  - b. Provide support to TSC Manager as necessary in collating TSC Report or logs.
  - c. Deliver After Action Reports to the Plant Administrative Manager.

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TSC MANAGER CHECKLIST

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

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Response Actions Time Completed Initials

NOTES:

- Activation of the TSC without all Essential category positions filled is activating with a staffing level below the minimum required by the Emergency Plan. However, if the plant is in serious need of assistance from the TSC, and the TSC staff present at the time is able to perform the functions of the TSC, the TSC Manager may activate the TSC without all Essential personnel present.
- Also, if all Essential category positions for the TSC are not filled within 90 minutes of the ERO being notified to activate the TSC, the TSC Manager should then continuously assess the level of staffing that does exist and activate the TSC as soon as he believes that staffing is adequate for the TSC to fulfill its required functions.
- Declaring the TSC activated without all Essential personnel present is not in accordance with Emergency Plan requirements and must be documented through the corrective action program.
- ERDS is required to be activated as soon as possible but in all cases not later than one hour after declaring an Alert or higher emergency classification. {R-1932, R-1936}

6. Monitor progress of TSC activation and staff activities and declare the TSC activated when the minimum staffing positions are present:
- |   |  |       |       |
|---|--|-------|-------|
| <ul style="list-style-type: none"> <li>• TSC Manager</li> <li>• RPM</li> <li>• Operations Manager</li> <li>• Plant/NRC Liaison</li> </ul> | <ul style="list-style-type: none"> <li>• Technical Manager</li> <li>• Core/Thermal Hydraulics</li> <li>• Mechanical Engineer</li> <li>• Electrical Engineer</li> </ul> | _____ | _____ |
|---|--|-------|-------|
7. Direct the TSC Information Coordinator to announce activation to the other emergency centers and the Plant/NRC Liaison to report it to NRC.
8. Conduct initial status briefing to TSC staff on turnover information obtained from the Control Room that includes:
- |  |       |       |
|--|-------|-------|
| <ul style="list-style-type: none"> <li>• Current emergency classification, cause of event and corrective actions being taken or in-progress</li> </ul> | _____ | _____ |
|--|-------|-------|

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
<ul style="list-style-type: none"> <li>• Current plant status, i.e., operating, shutdown, reduced power, etc.</li> <li>• Onsite personnel status of injuries, contaminations, exposures, etc.</li> <li>• If event involves radioactive releases</li> <li>• Status of notifications to offsite agencies</li> <li>• Status of offsite emergency response activities in progress or planned and PARs if issued</li> </ul>		
9. If event involves a security contingency, contact the EOF Manager and request that the Security Manager determine if access security needs to be established for the TSC.		
10. Provide update briefing on the status of planned and anticipated TSC actions to EOF Manager.		
11. Ensure TSC technical, maintenance, operations and radiation protection personnel are assessing plant conditions and conferring collectively to provide you with accident mitigation conclusions and recommendations, to determine decisions on:		
<ul style="list-style-type: none"> <li>• Changes to Emergency Classification or PARs</li> <li>• Preventative or corrective actions that need to be pursued or deferred</li> <li>• Tasks that need to be pursued</li> <li>• Radiological or other hazards that impact plant emergency workers</li> <li>• Need to request augmenting staff or offsite assistance</li> <li>• Evacuation actions for plant personnel</li> </ul>		
12. When EAL or PAR changes are identified, notify Emergency Director.		

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
13. Direct that plant PA announcements of Emergency Classification changes or cautions to emergency workers about plant hazardous areas are made in accordance per Form 26045 steps.		
14. Ensure that the Operations Manager, Technical Manager, Maintenance Manager, Shift Manager, and OSC Manager coordinate repair team actions necessary to place and maintain Plant in a stable condition.		
15. If the RPM advises you of TSC radiological airborne activity problems, consider having the Control Room initiate HVAC isolation actions for the TSC specified in ABN-RAD-CR.		
16. In the event of a release involving radioiodine, the TSC Manager, in consultation with the Radiation Protection Manager, will issue instructions concerning the use of potassium iodide by in-plant emergency workers per PPM 13.2.1.		
17. If the emergency worker dose limit is projected to exceed 5 REM over the course of the event for TSC staff, or if habitability is otherwise questionable, confer with TSC staff and determine if selected staff will be directed to continue emergency duties from the Control Room, the EOF, or be evacuated offsite.		
18. For security contingencies, confer with the Security Supervisor to determine appropriate areas for TSC/OSC operations, safe routes, communications ability, and the ability of Security to keep the area safe.		
19. If you are advised of a personnel injury or death, then:		
a. Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.		
b. Ensure details of the incident, e.g., individual's name, type of injury, duties when injury occurred, etc., are forwarded to the JIC.		

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
20. Conduct periodic update briefings of TSC staff. Refer to Technical Support Center (TSC) Briefing Guidelines (Form 25860) located in the TSC.	_____	_____
21. Obtain Emergency Director concurrence using the Emergency Director ringdown phone prior to implementing mitigating actions identified as requiring Emergency Director concurrence on EOPs or SAGs.	_____	_____
22. Direct that an announcement be made to the TSC and EOF when SAGs are entered and EOPs are exited.	_____	_____
23. When plant stability is achieved, confer with EOF Manager and consider event termination or recovery actions in accordance with PPM 13.13.2.	_____	_____
24. At event termination or shift change direct an after action critique of TSC performance to summarize actions taken and identify corrective actions needed.	_____	_____
25. At termination of an Alert or higher emergency classification, serve as a standing member of the Final After Action Report Committee in accordance with PPM 13.13.4.	_____	_____
<b>4.3 <u>Transfer Of Emergency Director Duties</u></b>		
1. If assuming the Emergency Director (ED) duties:		
a. Contact the Emergency Director and determine a time when conditions permit turnover of Emergency Director duties.	_____	_____
b. At a time when conditions permit, conduct a turnover using Classification Notification Form or Emergency Director Turnover Sheet as a guide.	_____	_____
c. Once current conditions and proposed actions are fully understood, relieve the current ED of Emergency Director duties.	_____	_____
d. Announce transfer of authority to facility staff and ensure other Energy Northwest emergency facilities are notified.	_____	_____

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
e. Initiate a Crash call to notify offsite agencies of the transfer to Emergency Director duties.	_____	_____
f. Log the transfer in the Emergency Response Log.	_____	_____
g. As ED, follow guidance in Section 4.4.	_____	_____
2. If transferring the ED duties:		
a. When contacted by the EOF Manager, provide a time when conditions permit the turnover of Emergency Director duties.	_____	_____
b. At the time when conditions permit, contact the EOF Manager and conduct a turnover using the Classification Notification Form or the Emergency Director Turnover Sheet as a guide.	_____	_____
c. Once the EOF Manager fully understands current conditions and proposed actions, transfer ED duties.	_____	_____
d. Announce the transfer to the facility staff.	_____	_____
e. Log the transfer in the Emergency Response Log.	_____	_____

4.4 Actions As Emergency Director

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

Security measures may be temporarily suspended under certain conditions, and restored as soon as practicable. Ensure NRC is notified promptly. {R-1123, R-1124}

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
-------------------------	-----------------------	-----------------

1. Assume the following responsibilities:

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

NOTE: Items a through e may not be delegated.

- a. Classification of emergencies in accordance with PPM 13.1.1, Classifying The Emergency, and periodically reviewing the classification to ensure that it reflects current plant conditions.
- b. Making protective action recommendations in accordance with PPM 13.2.2 to offsite authorities responsible for implementing emergency measures for the public.
- c. Approving official notifications/ communications (e.g., Crash calls) to local, state, and Federal agencies.
- d. Authorizing recovery actions not specifically authorized by procedure which have a potential for radioactive release to the environment.
- e. Requesting assistance from offsite organizations and agencies as needed.
- f. Making follow-up notifications to offsite agencies per PPM 13.4.1.
- g. Ensuring, through the facility managers, that the appropriate emergency procedures are implemented.
- h. Ensuring the requisite emergency response facilities are activated and properly staffed.
- i. If advised of a personnel injury or death, then:

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
j. Ensure that transportation to a medical facility is being arranged and next-of-kin notifications occur using guidance found in PPM 1.9.14.		
k. Ensure details of the incident, e.g., individuals name, type of injury, duties when injury occurred, etc., are forwarded to the Joint Information Center.		
l. Authorizing venting of the primary containment when in SAGs.		

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

m. Terminating the emergency and entering the recovery phase in accordance with PPM 13.13.2.		
2. Refer to PPM 1.3.1 to invoke 10 CFR 50.54(x) actions as necessary.		
3. Approximately every 30 minutes, or when conditions change, perform the following:		
a. Review the EALs in procedure PPM 13.1.1 to ensure the emergency classification declared reflects current Plant conditions.		
b. Review the PARs in procedure PPM 13.2.2 to ensure the PARs declared reflect current Plant or radiological release conditions.		
c. Review the status of onsite protective actions and whether actions should be modified based on the current Plant conditions.		
d. Conduct periodic briefings using the laminated briefing guide. Other TSC staff may use the TSC Briefing Guidelines (Form 25860).		
4. When conditions warrant a change in emergency classification or protective action recommendations, perform the following:		

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<u>Response Actions</u>	<u>Time Completed</u>	<u>Initials</u>
a. Complete a Classification Notification Form (CNF).		
b. Ensure notifications are performed per PPM 13.4.1 using the completed CNF as a basis.		
c. Direct the Information Coordinator to inform the other Energy Northwest emergency facilities of the change in emergency classification and/or protective actions and ensure a copy of the CNF is sent to the appropriate organizations.		
5. Determine if Site evacuation actions need to be taken. Site evacuation is required for most situations at Site Area Emergency per PPM 13.5.1.		
6. Evacuate Industrial Development complex personnel at Site Area Emergency per 13.5.1.		
7. Implement a Site evacuation in accordance with PPM 13.5.1 when a Site Area Emergency is declared.		
8. Authorize increases to emergency worker radiation exposure limits when recommended by the Radiation Protection Manager or Radiological Emergency Manager per PPM 13.2.1.		

**DATE: 06/05/07**

**Pkg. 2007-0478**

# **EDITORIAL**

13.10.9.R42

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**CONVERSION**

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ENERGY-NORTHWEST  
COLUMBIA GENERATING STATION  
PLANT PROCEDURE MANUAL



\*13.10.9\*

Effective Date: 05/03/07

DIC # 1308.1

PCN# (If applicable) \_\_\_\_\_

QPR: David B. Holmes 8687  
 First MI Last Name Ext. #

Sponsor: David B. Holmes 8687  
 First MI Last Name Ext. #

All review and approval signatures are documented on the Procedure Revision Form

Procedure Revision Synopsis

PPM 13.10.9 is being revised as a result of the Team B Drill conducted on March 6, 2007 (reference CR# 2-0702084). The change to the procedure is found on Attachment 4.6 section 4.0 new step 4.1. A step was added to have the HP Technician refresh the "Exposure History Report" by clicking on the update exposure report desktop icon prior to using the report for individual dose assessment in the OSC and to ensure that the report is for the current date.

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1.0 PURPOSE

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

2.0 REFERENCES

- 2.1 10 CFR 50.72, Immediate Notification Requirements for Operating Nuclear Power Reactors {R-1932}
- 2.2 10 CFR 50, Appendix E (VI), Emergency Response Data System (ERDS) {R-1936}
- 2.3 CR 2-04-04131-01 and 02, During the ALERT on July 30, 2004 Access to the Power Block Was Not Restricted {P-216888} {P-216889}
- 2.4 CR 2-04-04895-01, The Step Off Pad located at the OSC during the 2004 Exercise had deficiencies {P-217938}
- 2.5 PERA 201-1590, Battery Powered Air Sampler Operation Instruction {P-180041}
- 2.6 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 5 and 6
- 2.7 PPM 13.5.1, Evacuation
- 2.8 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.9 PPM 13.11.18, Information Coordinator Duties
- 2.10 PPM 13.13.4, After Action Reporting
- 2.11 Repair Team Briefing/Debriefing Form, 25560
- 2.12 Personnel Accountability Log, 25691

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3.0 PROCEDURE

- 3.1 The OSC Manager implements Attachment 4.1 "OSC Manager Checklist."
- 3.2 The OSC Repair Team Coordinator implements Attachment 4.2 "OSC Repair Team Coordinator Checklist."
- 3.3 The OSC Team Tracker implements Attachment 4.3 "OSC Team Tracker Checklist."
- 3.4 The OSC Information Coordinator implements Attachment 4.4 "OSC Information Coordinator Checklist."
- 3.5 The OSC Craft Leads (Mechanical, Electrical, I&C and Repair Team Coordinator) implements Attachment 4.5 "OSC Craft Lead Checklist."
- 3.6 The OSC Health Physics Lead implements Attachment 4.6 "OSC HP Lead Checklist."
- 3.7 The OSC Health Physics and Chemistry Technicians are responsible for activities as outlined in Attachment 4.7 "OSC HP & Chemistry Technician Responsibilities."

4.0 ATTACHMENTS

- 4.1 OSC Manager Checklist
- 4.2 OSC Repair Team Coordinator Checklist
- 4.3 OSC Team Tracker Checklist
- 4.4 OSC Information Coordinator Checklist
- 4.5 OSC Craft Leads (Mech, Electrical, I&C, Repair Team Coordinator) Checklist
- 4.6 OSC Health Physics Lead Checklist
- 4.7 OSC HP & Chemistry Technician Responsibilities
- 4.8 OSC Floor Plan
- 4.9 OSC Manager Briefing Guidelines
- 4.10 OSC Staff Briefing Guidelines
- 4.11 OSC Organization Chart
- 4.12 Portable Air Sampler Operation {P-180041}
- 4.13 Initiation and Termination of ERDS
- 4.14 Repair Team Briefing/Debriefing Form Flowpath

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### OSC MANAGER CHECKLIST

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

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

#### **Initial & Activation**

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

#### **Continuous Actions**

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

#### **Turnover - Termination Actions**

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

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## INITIAL & ACTIVATION ACTIONS

### 1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if OSC activation is directed during an Unusual Event, present your badge to the OSC card reader, and proceed to the Operations Support Center (OSC) to assume the OSC Manager's duties.
- 1.2 Sign in on the OSC staffing board and accountability log. You must re-card into the OSC only if you exit the OSC and card into another location equipped with a card reader.
  - Activation of the OSC without all Essential category positions filled is activating with a staffing level below the minimum required by the Emergency Plan. However, if the plant is in serious need of assistance from the OSC, and the OSC staff present at the time is able to perform the functions of the OSC, the OSC Manager may activate the OSC without all Essential personnel present.
  - Also, if all Essential category positions for the OSC are not filled within 90 minutes of the ERO being notified to activate the OSC, the OSC Manager should then continuously assess the level of staffing that does exist and activate the OSC as soon as he believes that staffing is adequate for the OSC to fulfill its required functions.
  - Declaring the OSC activated without all Essential personnel present is not in accordance with Emergency Plan requirements and must be documented through the corrective action program.
  - OSC personnel are not required to sign out and back in when leaving the OSC for reasons of using the restroom and change room facilities located immediately across from the OSC. OSC personnel leaving the OSC for purposes of using the restroom and change facilities should announce to the Team Tracker prior to leaving and notify them again upon their return to the OSC.
- 1.3 Establish operational readiness of the OSC by verifying the following Essential positions are filled:
  - OSC Manager (1)
  - Electricians (2)
  - Mechanics (3)
  - I&C Technicians (2)
  - Health Physics Technicians (8)
  - Chemistry Technicians (2)
  - HP Lead (1)

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- 1.4 Declare the OSC activated when the main responsibilities of the OSC can be assumed, and required Essential positions are present. The Higher Level Objectives for the OSC include:
- Timely assembly/dispatch of repair teams
  - Monitoring of Habitability
  - Personnel dose tracking
  - Realistic extent of drill play
- 1.5 Establish an appropriate craft staging area. If the command area of the OSC is selected, relay your expectations of the craft to maintain background noise at a minimum.

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

- 1.6 Notify the TSC Maintenance Manager and Shift Manager that the OSC is activated.
- 1.7 Announce to the OSC staff in the center that you are the OSC Manager and that:
- "The OSC has been declared Activated @ \_\_\_\_\_ hrs."**
- 1.8 Direct a staff member to complete an OSC staffing chart and fax to the Plant Administrative Manager in the TSC.

**2.0 Assume Control of In-Plant Repair Teams**

- 2.1 Obtain from the Shift Manager the status of currently dispatched repair teams, including:
- Team member names
  - Assignment description
  - Team location
  - Methods of communications

Time dispatched and expected time of return

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

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

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

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

### 3.0 Receive and Perform Initial Briefings

- 3.1 Obtain the following information from the TSC Maintenance Manager:

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

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

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

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

- OSC mission
- Protection of OSC and repair team personnel from hazards
- Goals for promptness of repair team dispatch
- Status board maintenance
- Dissemination of pertinent information
- Maintenance of personnel accountability by signing in and out of the OSC on the Personnel Accountability Log
- Staff participation in periodic OSC update briefings

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- Directing any incoming media calls to the JIC
- Teamwork
- Consistent use of 3-way communications when appropriate

## CONTINUOUS ACTIONS

### 4.0 Establish and Monitor OSC Habitability

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

### 5.0 Establish and Maintain OSC & Protected Area Access Controls

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

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**6.0 Establish and Maintain Protected Area Personnel Accountability**

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

**7.0 Maintain Awareness of OSC Task Status and Priorities**

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

**8.0 Ensure Timely and Safe Completion of TSC Assigned Tasks**

- 8.1 Monitor repair/re-entry team activities to ensure the following:
  - Team assignments and actions remain consistent with priorities set by the TSC.
  - Teams are being adequately manned and appropriately briefed prior to dispatch.
  - Teams are adequately equipped and, when necessary, have adequate guidance for the performance of assigned tasks.
  - Appropriate personnel protection and safety considerations are being implemented.
  - Teams are being dispatched "in-plant" in a timely manner.
- 8.2 If additional OSC manpower is needed, notify the Plant Administrative Manager in the TSC.

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## 9.0 Assess Need for and Facilitate Authorization of Emergency Exposure Controls

- 9.1 Upon notification from the Health Physics Lead that emergency repair team personnel may exceed legal exposure limits in the performance of duties, contact the RPM in the TSC to discuss the need for emergency exposure authorization per PPM 13.2.1.
- 9.2 If emergency exposure authorization is required for one or more OSC staff personnel, ensure that authorization is obtained from the RPM and the HP Lead documents the emergency exposure on the applicable Repair Team Briefing Form (25560).

## TURNOVER – TERMINATION ACTIONS

### 10.0 Conduct Turnover for Temporary Absence

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

### 11.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Manager:

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

### 12.0 Complete Emergency Termination

Upon termination of the emergency:

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

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### OSC REPAIR TEAM COORDINATOR CHECKLIST

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

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

#### **Initial & Activation Actions**

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

#### **Continuous Actions**

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

#### **Turnover - Termination Actions**

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

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**INITIAL & ACTIVATION ACTIONS**

**1.0 Activate the OSC**

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

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

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

1.3 Establish operational readiness of the OSC by informing the OSC Manager when the following Essential positions are present and ready to assume their responsibilities:

- OSC Manager (1)
- Electricians (2)
- Mechanics (3)
- I&C Technicians (2)
- Health Physics Technicians (8)
- Chemistry Technicians (2)
- HP Lead (1)

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

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

**2.0 Assume Control of In-Plant Repair Teams**

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

- Team member names
- Assignment description
- Team location
- Methods of communications

Time dispatched and expected time of return.

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

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

2.3 Take control of the repair teams by establishing communications with and informing each team currently in the plant.0

### CONTINUOUS ACTIONS

#### 3.0 Establish OSC Repair Team Task Priorities

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

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

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

#### 4.0 Coordinate Formation of Repair Teams

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

**NOTE:** Tasks of an immediate nature are prefaced by the term "urgent". Other tasks are termed "normal". The Shift Manager usually requests tasks of an urgent nature. Urgent tasks are typically performed by Equipment Operators and only require a radiological briefing. An HP Technician may be dispatched with the team in lieu of the radiological briefing. The goal for dispatch of urgent repair teams from the OSC is 5 to 7 minutes. The goal for the dispatch of normal type repair teams from the OSC is 7 to 12 minutes.

4.2 Based upon the scope and kind of task assigned, determine the number and type of repair team(s) required to accomplish the task.

4.3 For each team, specify a Craft Lead (Mechanical, Electrical, I&C, Repair Team Coordinator or HP). Complete the Team Assignment section of the Repair Team Briefing/Debriefing Form including the time the TSC request was received.

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

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

**5.0 Prepare and Brief Repair Teams Prior to Team Dispatch**

5.1 Direct Craft Leads to obtain any special resources the team may need to perform assigned tasks.

5.2 If any special guidance is necessary for the conduct of the assigned team tasks, contact the TSC Maintenance Manager and request guidance from the TSC. Special procedural guidance is required if the assigned task requires deviation from approved procedures.

5.3 Give the team Craft Lead the Repair Team Briefing/Debriefing Form (25560).

**6.0 Debrief Repair Teams Upon Return to OSC**

6.1 Review and sign the completed debriefing form. Forward the completed form to the Team Tracker.

6.2 Provide a status update to the OSC Manager and TSC Maintenance Manager.

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

**TURNOVER – TERMINATION ACTIONS**

**8.0 Conduct Turnover for Temporary Absence**

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

**9.0 Conduct Turnover for Shift Change**

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

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

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

#### **10.0 Complete Emergency Termination**

Upon termination of the emergency:

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

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### OSC TEAM TRACKER CHECKLIST

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

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

#### **Initial & Activation Actions**

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

#### **Continuous Actions**

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

#### Turnover - Termination Actions

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

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**INITIAL & ACTIVATION ACTIONS**

**1.0 Activate the OSC**

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

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

1.2 Place the OSC Personnel Accountability Log in the OSC and remind incoming personnel to:

- Sign in on the OSC Staffing board
- Sign on the Accountability Log
- Card into the card reader at the Yakima Building Lunchroom

1.3 Inform the Repair Team Coordinator of your presence in the OSC and sign in on the OSC staffing board and accountability log.

1.4 Obtain additional dosimetry if required by the HP Lead.

1.5 Close the south OSC entry door and post OSC traffic control signs on the outside of entry doors and the "Emergency Exit Only" sign on the inside of the south door.

1.6 Activate, if necessary, the dedicated OSC fax and send a test fax to the TSC requesting return fax. Contact Telecommunications to correct problems at extension 8600. Monitor the fax for information.

1.7 Activate, if necessary, the OSC radio base station and perform a radio check. Contact Telecommunications at extension 8600 to correct problems. Monitor radio traffic and inform the OSC Manager of any traffic of interest.

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

Upon declaration of a Site Evacuation:

NOTE: Initial accountability for the Protected Area must be complete within 30 minutes of the PA announcement to evacuate the Protected Area. This may be delayed in the event of a security contingency.

2.1 Contact the designated accountability coordinators in the Control Room and the Plant Administrative Manager in the Technical Support Center (TSC) to ensure they have taken personnel accountability actions and remind personnel to card in.

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- 2.2 Request CAS to prepare an EMERGENCY PERSONNEL ACCOUNTABILITY report sorted by NAME AND AREA. (Use Emergency Phone Directory to Locate CAS Number.)
- 2.3 Determine from the Emergency Accountability Report which individuals cannot be accounted for. An unaccounted for individual is one who is listed in the Protected Area or Vital Areas, and is not listed on the OSC Personnel Accountability Log, OSC Team Tracking Log, TSC Personnel Accountability Log, CAS Manning Roster, or Control Room Personnel Accountability Log.

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

- 2.4 Inform the OSC Manager and TSC Plant Administrative Manager of accountability results.
- 3.0 **Establish Initial Protected Area Accountability** (*Plant Card Reader System NOT Operational*)

Upon declaration of a Site Evacuation:

**NOTE:** Initial accountability for the Protected Area must be complete within 30 minutes of the PA announcement to evacuate the Protected Area. This may be delayed in the event of a security contingency.

- 3.1 Request the Site Security Supervisor deliver the last available Emergency Personnel Accountability Report to you for review and determination of unaccounted for individuals.
- 3.2 If an Emergency Personnel Accountability Report is not available, obtain personnel accountability and team tracking logs from the TSC, Control Room and OSC.
- 3.3 Use the emergency accountability badge report, visitors logs, OSC Team Tracker logs, personnel accountability logs, and badge accountability results as needed to account for personnel remaining on site.
- 3.4 Inform the OSC Manager and TSC Plant Admin Manager of accountability results.

**CONTINUOUS ACTIONS**

**4.0 Maintain Continuous Protected Area Accountability**

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

- 4.1 Maintain continuous accountability by requesting the Site Security Supervisor to periodically provide updated Emergency Personnel Accountability Reports sorted by AREAS,

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EXCLUDING EMERGENCY CENTERS to you and review them for changes in Protected Area accountability status.

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

**5.0 Track Repair Team Activities**

- 5.1 Maintain the Team Tracking Log. Use one sheet for each team dispatched from the OSC.
- 5.2 Issue the Team Leader of each team teams a portable radio before dispatching the team.
- 5.3 Prior to dispatch, instruct the Repair Team Leader to contact the Team Tracker upon reaching the assigned destination. Obtain the number of the telephone nearest to the team's work location as back-up communication method.
- 5.4 Instruct the Team Leader to contact the assigned Craft Lead when requesting technical information, tools, materials or equipment, and to contact the assigned craft lead with periodic updates.
- 5.5 Fill out dispatch time on the Repair Team Briefing/Debriefing form and update the Team Tracking Board.
- 5.6 When repair teams return to the OSC, fill out the team number and time of return to the OSC on the debriefing section of the form, then provide the assigned craft lead the form for the debriefing.
- 5.7 Keep the OSC Repair Team Coordinator informed of the status and activities of all teams in the field.
- 5.8 Monitor the OSC fax machine for incoming requests and route all messages to the Repair Team Coordinator, unless addressed otherwise.
- 5.9 The Repair Team Briefing/Debriefing form will be received from the Repair Team Coordinator after their review. Keep the completed form with other documentation until emergency termination. Forward all documentation to the OSC Manager for review.
- 6.0 **Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."**

**TURNOVER – TERMINATION ACTIONS**

**7.0 Conduct Turnover for Temporary Absence**

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

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### **8.0 Conduct Turnover for Shift Change**

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

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

### **9.0 Complete Emergency Termination**

Upon termination of the emergency:

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

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OSC INFORMATION COORDINATOR CHECKLIST

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

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

**Initial & Activation Actions**

- 1.0 Activate OSC
- 2.0 Activate the Information Network

**Continuous Actions**

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

**Turnover - Termination Actions**

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

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**INITIAL & ACTIVATION ACTIONS**

**1.0 Activate the OSC**

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

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

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

**2.0 Activate the Information Network**

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

If using attached jackset:

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

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

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

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

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

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

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

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

### CONTINUOUS ACTIONS

#### 3.0 Maintain Communications with Emergency Facilities

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

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

3.2 Announce significant information to other centers, such as:

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

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

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

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#### 4.0 Maintain the Significant Events Status Board

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

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

### TURNOVER – TERMINATION ACTIONS

#### 6.0 Conduct Turnover for Temporary Absence

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

#### 7.0 Conduct Turnover for Shift Change

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

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

#### 8.0 Complete Emergency Termination

Upon termination of the emergency:

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

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### OSC CRAFT LEAD (Mech, Elect, I&C, Repair Team Coordinator) CHECKLIST

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

- Mechanical
- Electrical
- I&C
- Repair Team Coordinator

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

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

#### **Initial & Activation Actions**

- 1.0 Activate OSC
- 2.0 Set up standby generator

#### **Continuous Actions**

- 2.0 Assist OSC Repair Team Coordinator in Repair Team Formation
- 3.0 Conduct Repair Team Briefings
- 4.0 Conduct Repair Team Debriefings

#### **Turnover - Termination Actions**

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

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**INITIAL & ACTIVATION ACTIONS**

**1.0 Activate the OSC**

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

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

1.2 Inform the OSC Repair Team Coordinator of your presence in the OSC and sign in on the OSC staffing board and accountability log.

1.3 Ensure craft personnel have modesty clothing available in case team dispatch into areas needing protective clothing is required.

**NOTE:** A key to unlock the OSC flammable storage cabinet where the standby gas powered generator is stored is kept in both the I&C or Electrical Lead's cabinets.

1.4 Direct either I&C or Electrical craft to set up the gasoline powered generator outside the OSC near the receptacle specifically installed for this purpose. Do not connect power cord or start generator until directed to do so.

1.5 Maintain a chronology of significant inputs, actions, events and their resolutions on the Emergency Response Log, for attachment to your After Action Report.

**CONTINUOUS ACTIONS**

**2.0 Assist OSC Repair Team Coordinator in Repair Team Formation**

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

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

2.2 Receive from the OSC Repair Team Coordinator a Repair Team Briefing/Debriefing Form (25560) for each team assigned.

2.3 Choose appropriate craft personnel (minimum of 2) as team members based on qualifications, experience and radiological requirements. Assign one individual as Repair Team Leader.

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2.4 Arrange for tools, materials, equipment, spare parts and documents (drawings, procedures, CVI manuals, etc.) as necessary.

2.5 Ensure the Task Assignment and Team Assignment sections of the briefing form has been filled out. Complete the Team Assembly section as follows:

- Fill in each team member name and craft (M for Mechanic, E for Electrician, I&C for I&C Technician, HP for HP Technician, EO for Equipment Operator, and Chem for Chemistry Technician, etc.).
- Record the estimated task duration time.
- List the instructions/actions to be performed and any precautions to be observed.
- Identify, as appropriate, any special considerations (security escort, etc.), special reentry procedures to be used, communications to be used, need for security keys, or required tagging.

2.6 Ensure the HP Lead records the current and allowable dose for each team member and specifies authorization for any required emergency exposure.

2.7 Ensure the HP Lead/designee completes the Radiological Assessment section of the form.

### 3.0 Conduct Repair Team Briefings

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

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

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

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

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

3.3 Update the Team Tracking Board.

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#### 4.0 Conduct Repair Team Debriefings

4.1 Coordinate team debriefing with the HP Lead.

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

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

4.3 Update Team Tracking Board.

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

### TURNOVER – TERMINATION ACTIONS

#### 5.0 Conduct Turnover for Temporary Absence

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

#### 6.0 Conduct Turnover for Shift Change

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

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

#### 7.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.
- Return the standby gas powered generator to the flammable storage cabinet. Return or ensure flammable storage cabinet key is returned to either I&C and/or Electrical Craft Lead.

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### OSC HEALTH PHYSICS LEAD CHECKLIST

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

#### **Initial & Activation Actions**

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

#### **Continuous Actions**

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

#### **Turnover - Termination Actions**

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

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**INITIAL & ACTIVATION ACTIONS**

**1.0 Activate the OSC**

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

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

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

NOTE: The Emergency Response Data System (ERDS) is required to be initiated within one hour of an Alert classification or higher.  
{R-1932, R-1936}

**CAUTION**

Ensure you do not inadvertently "Terminate" the ERDS session once it has been started.

1.3 Request a Chemistry Technician to log on to PDIS and activate ERDS using either the HP Lead's or OSC Manager's computer per Attachment 4.13.

1.4 Establish operational readiness of the OSC by informing the OSC Manager when the following minimum positions are available or take action to fulfill them:

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

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

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

**2.0 Establish Initial OSC Habitability**

2.1 Determine appropriate location for setup of CAM and portable ARM for OSC habitability monitoring and then direct an HP Technician to perform setup.

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

**3.0 Assess Current In-Plant Radiological Conditions**

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

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

**4.0 Establish Initial Radiological Controls and Issue Dosimetry**

- 4.1 Refresh the "Exposure History Report" by clicking on the update exposure report desktop icon prior to using the report for individual dose assessment in the OSC and ensure that the report is for the current date.

Obtain the current exposure history report from the HP Lead computer. This report is available by double clicking on the "Exposure History Report" icon.

- 4.2 Direct OSC staff to obtain an electronic dosimeter and log into TES. If TES is not available, direct issuance of dosimeters and REC cards as necessary to OSC staff.
- 4.3 Determine, based on discussions with the RPM, the need to establish access control points for the OSC and the Yakima Building.

**NOTE:** Use "THIS IS A DRILL..." signs for drill play. Use "DO NOT ENTER..." signs for ACTUAL events. {P-216888} {P-216889}

- 4.4 Set up appropriate set of signs and easels at both the primary and alternate HP turnstiles located at the RCA entrances. Signs and easels are stored in the OSC HP Leads cabinet. {P-216888} {P-216889}

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**CONTINUOUS ACTIONS**

**5.0 Monitor and Maintain Emergency Facility Habitability**

5.1 Remain aware of OSC habitability and advise the OSC Manager and RPM of any change that may indicate the need for more frequent habitability monitoring of the OSC Monitoring should include:

- General area radiation levels are  $\leq 5$  mrem/hr
- Unidentified airborne radioactivity levels are  $\leq 1E-9$   $\mu$ Ci/cc
- Unidentified airborne radioactivity levels  $< 0.3$  DAC (approximately 750 cpm on a 40 ft3 air sample in the field).

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

5.3 Ensure operability status of the CAM and ARM and the HP Access Control IPM-8s is periodically verified and results logged in the Emergency Response Log.

5.4 Direct an HP Technician to conduct routine radiation and contamination surveys of the OSC and Yakima Building work areas not monitored by the CAM/ARM/IPM-8s.

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

- Restricting Yakima Building access to only one access point and posting the remaining doors as not available for access.

**NOTE:** When setting up the step-off-pad(s) ensure that the personal frisker(s) is placed in a manner to allow for a full body frisk and not simply placed on the floor. {P-217938}

**NOTE:** If the step-off-pad(s) is being set up to support a drill or exercise, ensure the tri-foil signs are marked to include "This is a Drill" to avoid confusion at the step-off-pad by drill and non drill players alike. {P-217938}

- Staging a step-off-pad and frisker inside the access point if background conditions allow, or
- Routing personnel entering the Yakima Building through the access control IPM-8s for contamination monitoring prior to entering the OSC.
- Setting up a controlled area for isolating contaminated personnel as necessary.

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## 6.0 Implement Protective Measures for OSC Personnel

6.1 If radiological release conditions exist or radio iodine is suspected or detected:

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

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

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

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

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

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

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

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- Briefing on applicable Health Physics procedures and practices to be followed is provided.
- Repair team members are instructed to read their dosimeters frequently.

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

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

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

7.5 Complete the HP Lead review portion of the Debriefing form.

7.6 Give the Debriefing form to the Repair Team Coordinator.

#### **8.0 Provide HP Support to Repair Teams**

8.1 As required, assign HP Technicians to accompany plant repair teams.

8.2 When advised of the need for post-accident sampling, assign a qualified HP Technician to accompany the Chemistry Post Accident Sample System (PASS) team.

#### **9.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."**

### **TURNOVER – TERMINATION ACTIONS**

#### **10.0 Conduct Turnover for Temporary Absence**

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

#### **11.0 Conduct Turnover for Shift Change**

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

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

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- Prepare an individual After Action Report per PPM 13.13.4.
- Evaluate the signs that were placed at the primary and alternate HP turnstiles. Evaluate their applicability for controlling entrance into the RCA. If the signs were placed at the turnstiles for drill purposes, remove the signs and easels and return them to the OSC HP Lead cabinet. {P-216888} {P-216889}

## 12.0 Complete Emergency Termination

Upon termination of the emergency:

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

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OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES

**OSC Health Physics Technician Responsibilities**

**1.0 Facility Activation**

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

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

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

- Sign the Accountability Log located in the OSC command area.
- Sign in on the OSC staffing board designated for your position.

**2.0 Perform Radiation & Contamination Surveys as Directed**

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

**3.0 If Directed, Perform TSC Habitability Monitoring**

- Log out on the OSC Accountability Log, obtain appropriate monitoring equipment and report to the TSC.
- Card into the TSC and enter your name on the TSC Accountability Log.
- Report your arrival to the RPM, or if not present, to the TSC Manager.
- If not already completed, perform startup of the TSC radiation monitor in accordance with the startup checklist, Attachment 4.13, PPM 13.10.4, Radiation Protection Manager Duties.
- Verify operability of the TSC ARM and HVAC radiation monitors.
- Perform radiation and contamination surveys in accordance with PPM 11.2.13.1.
- Document results on Emergency Response Log (Form 23895) and report survey results to the RPM.

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- As directed, ensure the inner and outer TSC entrance doors are closed.
- When directed, stage a step-off-pad and frisker at TSC entrance for contamination control.
- Inform the RPM immediately if either of the following conditions are noted:
  - TSC general area radiation levels exceed 5 mrem/hr or are trending upward;  
OR
  - TSC unidentified airborne radioactivity levels exceed 1E-9 µCi/cc.
  - Unidentified airborne radioactivity levels > **0.3 DAC** (approximately 750 cpm on a 40 ft<sup>3</sup> air sample in the field).
- When released from the TSC, log out on the TSC Accountability Log and report to the OSC.
- Upon arrival back at the OSC, card in and log in on the OSC Accountability Log.

#### 4.0 If Directed, Perform OSC Habitability Monitoring

- As directed by the HP Lead, set up a CAM and portable ARM to provide monitoring of OSC radiological conditions.
- If the battery powered air sampler is used, refer to Attachment 4.12 for use and set up instructions.
- Periodically verify operability status of the CAM and ARM and the HP Access Control IPM-8s which provide area radiological monitoring for the OSC.
- Log the results of these checks on Emergency Response Log (Form 23895).
- At Site Area and General Emergencies, perform routine radiation and contamination surveys of the OSC and Yakima Building work areas not monitored by the CAM/ARM/IPM-8s.
- Document all survey results on Emergency Response Log (Form 23895) and report results to the HP Lead.
- Inform the HP lead immediately if either of the following conditions are noted:
  - TSC general area radiation levels exceed 5 mrem/hr or are trending upward;  
OR
  - TSC unidentified airborne radioactivity levels exceed 1E-9 µCi/cc.
  - Unidentified airborne radioactivity levels > **0.3 DAC** (approximately 750 cpm on a 40 ft<sup>3</sup> air sample in the field).

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

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

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## OSC Chemistry Technician Responsibilities

### 1.0 Facility Activation

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

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

- Sign the Accountability Log located in the OSC command area.
- Write your name on the OSC staffing board designated for your position.

**NOTE:** The Emergency Response Data System (ERDS) is required to be initiated within one hour of an Alert classification or higher.  
{R-1932, R-1936}

- Log on to PDIS and activate ERDS using either the HP Lead or OSC Managers computer. Refer to Attachment 4.13.

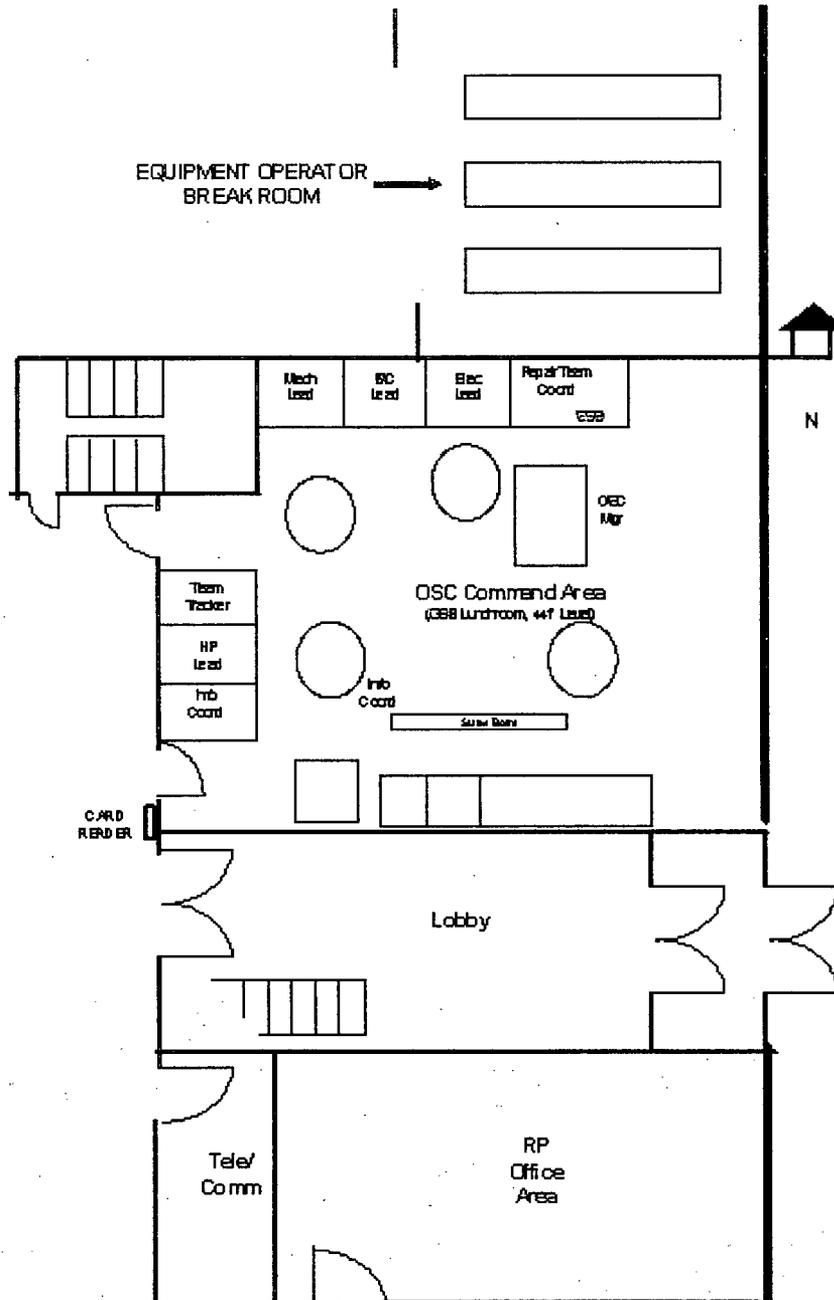
### 2.0 Perform Sampling & Analysis in Accordance with Volume 12 Procedures

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

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

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OSC FLOOR PLAN and SUGGESTED TABLE LAYOUT



Attachment 4.8, OSC Floor Plan

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## OSC MANAGER BRIEFING GUIDELINES

### Attributes of Excellent Briefings

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

### When should briefings be done?

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

### At First Briefing

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

### Before the Briefing:

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

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**Briefing Conduct:**

- Call attention for the brief.
- Begin briefing after obtaining staff attention (no side conversations or phone calls).
- Conduct status update:
  - Information Coordinator - Plant Status
  - HP Lead - OSC Habitability, Control Points, Plant Radiological Status & Hazards, Personnel Exposure Status
  - Team Tracker - Accountability Status
  - Repair Team Coordinator -Repair Team status, System/Component status
- Ask if any others need to report "important" information
- Ask if there are any questions?
- Summarize by restating priorities.
- Instruct staff to update subordinates with applicable information from the briefing.
- Select time of next routine briefing.
- Announce "End-of-Brief."

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### OSC STAFF BRIEFING GUIDELINES

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

#### Information Coordinator

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

#### HP Lead

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

#### Team Tracker

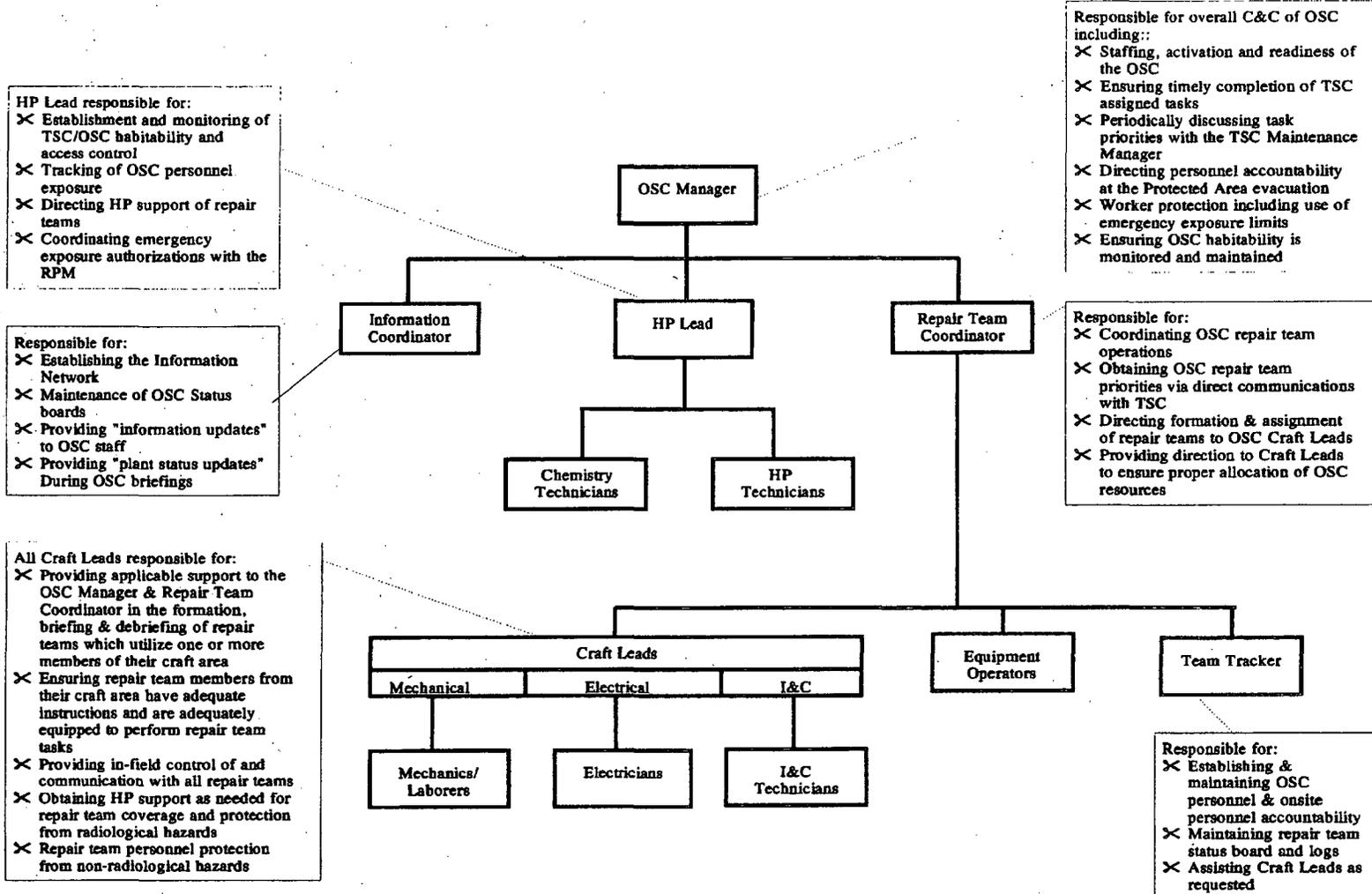
- Time initial Protected Area accountability completed
- Number of unaccounted persons
- Status of search and rescue for unaccounted persons

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Repair Team Coordinator

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

**COLUMBIA GENERATING STATION OSC ORGANIZATION CHART**



Attachment 4.11, Columbia Generating Station OSC Organization Chart

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PORTABLE AIR SAMPLER OPERATION

{P-180041}

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

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

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

3. Insert a clean two-inch filter paper, (spongy side facing outward), into the air sample head, and attach to the sampler. Refer to the diagram in this Attachment.
  - Operate the air sampler with the filter media in place until the air flow stabilizes, then turn it off.
4. Proceed to assigned sample location.
5. Ensure the following conditions of operation are met:
  - If at all possible, do not place sampler on a known contaminated surface
  - Do not point air sampler inlet toward any object which may restrict air flow
  - Do not stand in front of sampler inlet when running or allow loose clothing to restrict air flow
6. Turn the air sampler on. Determine initial flow rate from the rotometer on the side of the air sampler.
7. Perform area dose rate survey for sample location.
8. Based on air sampler flow rate, determine the sample time necessary to obtain a sample of 10 cubic feet.
9. Leave the area of suspected airborne contamination to complete your survey and analysis.
10. Label the plastic bags for the filter and charcoal cartridges with the sample identification number, location, date, and time collected.
11. If using charcoal cartridge vs. Silver Zeolite, purge noble gases by running the air sampler and drawing clean air through filter and cartridge for a minimum of 2 minutes.

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12. Disassemble sample head to allow access to the particulate filter and the cartridge.
13. Determine filter and cartridge dose rate or count rate by placing the appropriate instrument detector on the inlet side of the filter or cartridge.
14. Inform the HP Lead of the sample readings.
15. Remove the filter (using tweezers) and the cartridge from sample head and place filter and cartridge in separate plastic bags then seal bags.
  - a. Calculate the Ci/cc of Iodine Activity or Particulate Activity using the equations:

Cartridge Filter: AgZ Filter                      Charcoal Filter

Iodine Filter:

$$(\text{Sample CPM } \underline{\hspace{2cm}}) - (\text{Background CPM } \underline{\hspace{2cm}}) = \text{Net CPM } \underline{\hspace{2cm}}$$

$$\frac{\text{Net CPM}}{(1.89 \times 10^8) \times (\text{sample volume ft}^3)} = \underline{\hspace{2cm}} \mu\text{Ci/cc I Activity}$$

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

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

Particulate Filter:

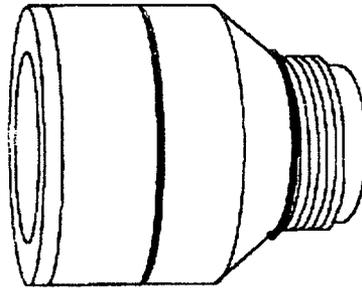
$$(\text{Sample CPM } \underline{\hspace{2cm}}) - (\text{Background CPM } \underline{\hspace{2cm}}) = \text{Net CPM } \underline{\hspace{2cm}}$$

$$\frac{\text{Net CPM}}{(5.65 \times 10^9) \times (\text{sample volume ft}^3)} = \underline{\hspace{2cm}} \mu\text{Ci/cc Particulate Activity}$$

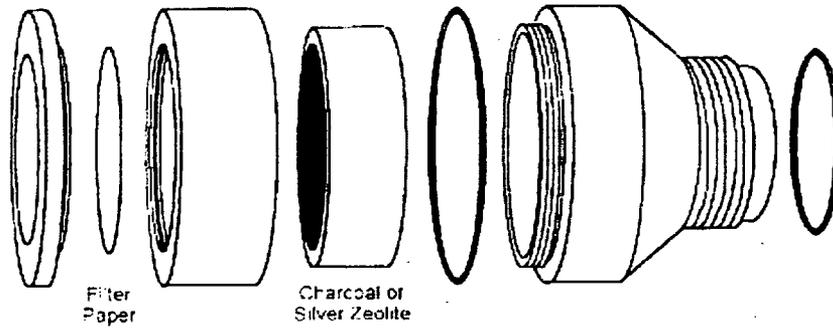
**NOTE:**  $5.65 \times 10^9 = 0.09 \text{ (eff)} \times 2.83 \times 10^4 \text{ cc/ft}^3 \times 2.22 \times 10^6 \text{ dpm}/\mu\text{Ci}$

Number: 13.10.9	Use Category: REFERENCE	Revision: 42
Title: OPERATIONS SUPPORT CENTER MANAGER AND STAFF DUTIES		Page: 50 of 57

**SAMPLE HEAD DIAGRAM**



**Sample Head - Assembled**



Filter  
Paper

Charcoal or  
Silver Zeolite

**Sample Head - Disassembled**

875713  
Nov 1997

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

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Title: OPERATIONS SUPPORT CENTER MANAGER AND STAFF DUTIES		Page: 51 of 57

### INITIATION AND TERMINATION OF ERDS

Performing these steps activates the ERDS system and causes Columbia Generating Station data to be displayed at the NRC Operations Center and, give indication we are in, (or anticipate), an emergency. **DO NOT** activate ERDS for training or drill purposes unless prior arrangements have been made.

#### I. INITIATION

The ERDS program is on the HP Lead and OSC Manager's PC and runs on the LAN. Power up the HP Lead's or OSC Manager's computer to start the initiation process.

A. From the HP Lead and OSC Manager's PC located in the OSC:

1. Log onto the LAN using your user ID and password.
2. Start PDIS by double clicking on the appropriate PDIS icon (PDIS Plant for actual events or emergencies, or PDIS Simulator for drills or exercises).
3. Select the EOP pull-down menu and select ERDS to start ERDS.

B. Screen will display the ERDS program. Then:

1. Determine if ERDS is already running note the status in the ERDS State field. If anything other than "Quiet" is shown, then ERDS is running. If ERDS is running notify HP Lead ERDs is running and have them note the time.
2. If ERDS is NOT running, click on Start to start the ERDS link.
3. Click on Start in the follow on dialog box. ERDS State field should change to Activate.

C. Verify that the link was established by:

1. Noting ERDS State field changes to Dial, Link, Accepted, then Sending.
2. It will take about a minute and a half for the connection to be completed and data being sent. Once data is being sent and not done so already, notify the HP Lead ERDS is up and running and have them note the time.

E. If unable to establish the ERDS link:

1. Contact the TSC Computer Engineer to troubleshoot the problem. Contact the STA to start ERDS from the Control Room.
2. Inform the both the OSC and TSC Manager that you are unable to activate ERDS.

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## II. VERIFICATION

To view Rad Status Screen, click on "View" then click on "Rad Status." Once ERDS link is established, minimize ERDS window. To close the real time data view, click on the View Status button.

### **CAUTION**

Ensure you do not inadvertently "Terminate" the ERDS session once it has been started.

## III. TERMINATION

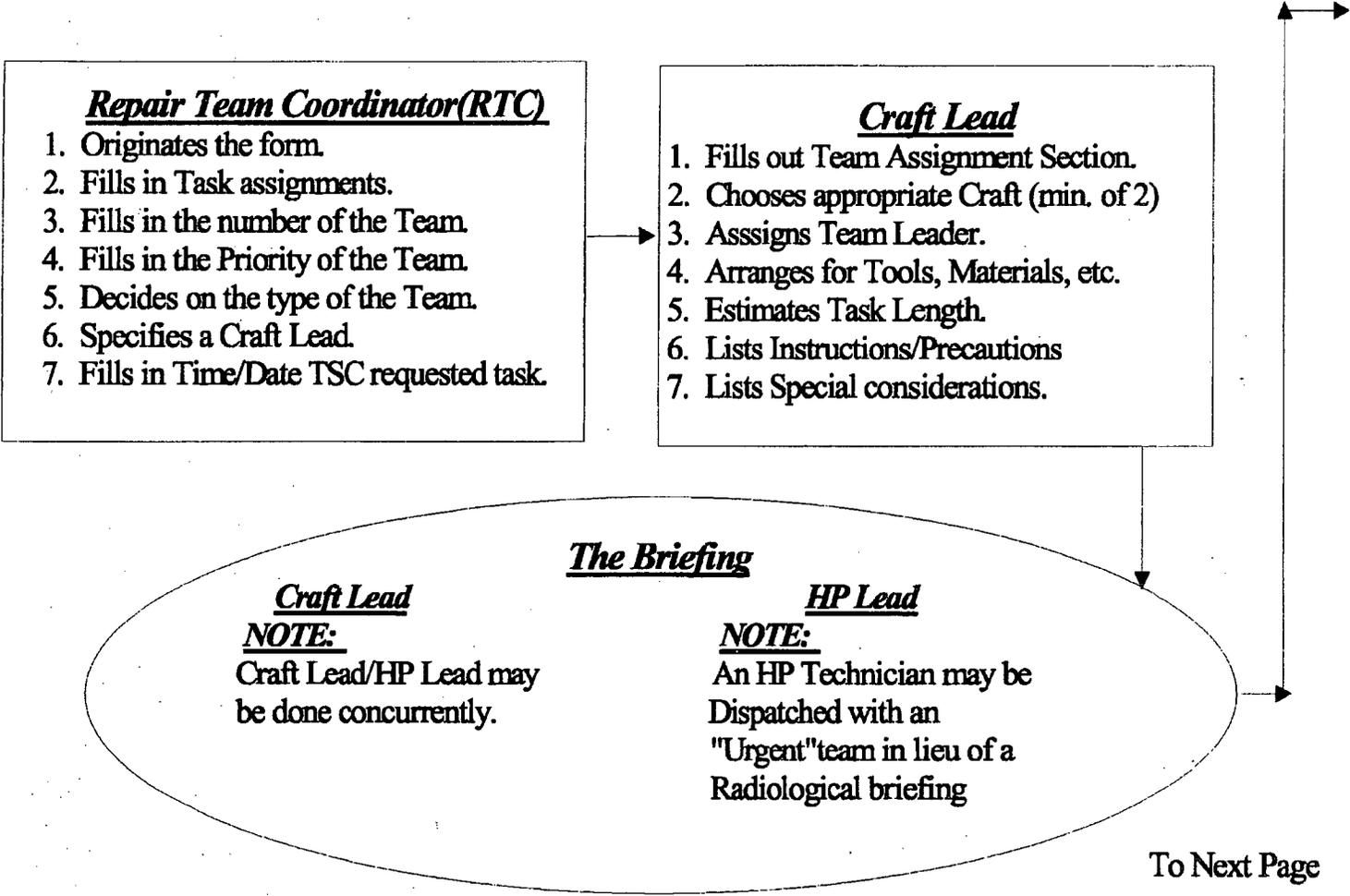
To terminate the ERDS link from Columbia Generating Station to the NRC Operations Center, do the following:

- A. Click on the Stop button.
- B. Click on With Terminate in the follow on dialog box.
- C. Verify that the ERDS link has been terminated:
  1. Note that the ERDS State field changes to Terminate, then Quiet.
  2. Shut down the PC.

**NOTE:** If you desire other functions, or program information, the ERDS Users Manual is stored in the OSC HP Lead's Cabinet.

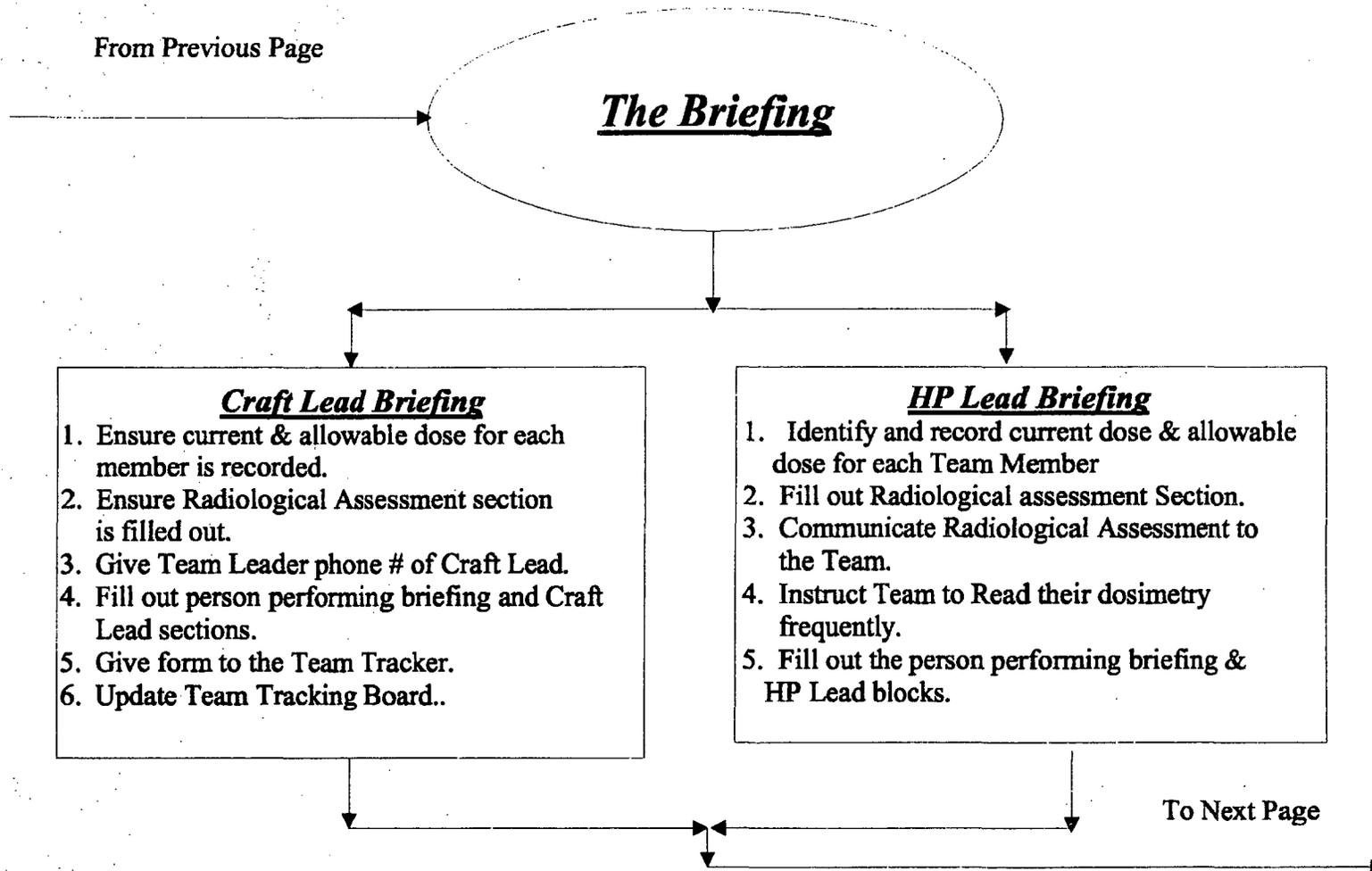
**Repair Team Briefing/Debriefing Form Flow Path**

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



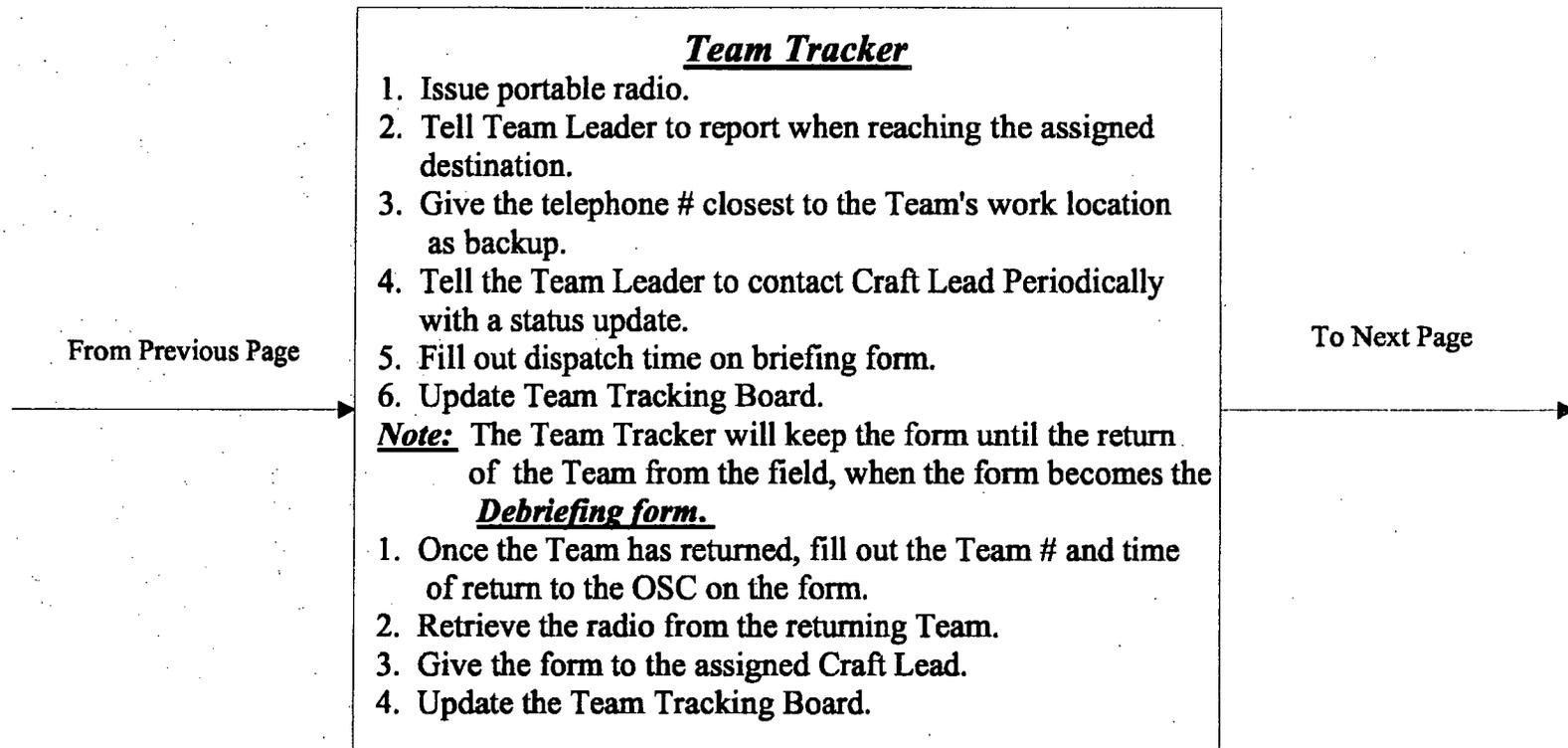
Number: 13.10.9	Use Category: REFERENCE	Revision: 42
Title: OPERATIONS SUPPORT CENTER MANAGER AND STAFF DUTIES		Page: 54 of 57

## **Repair Briefing/Debriefing Form Flow Path (continued)**

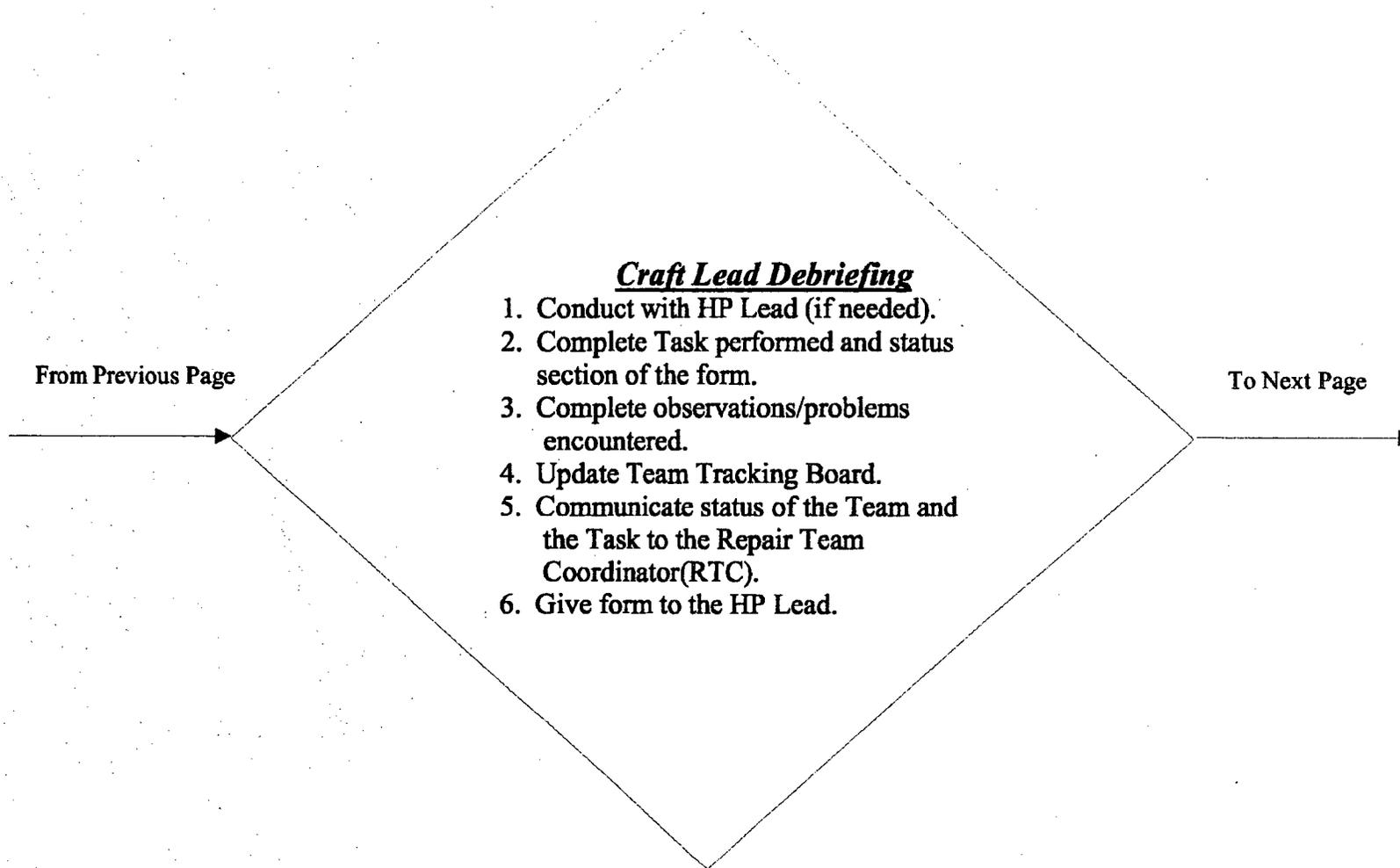


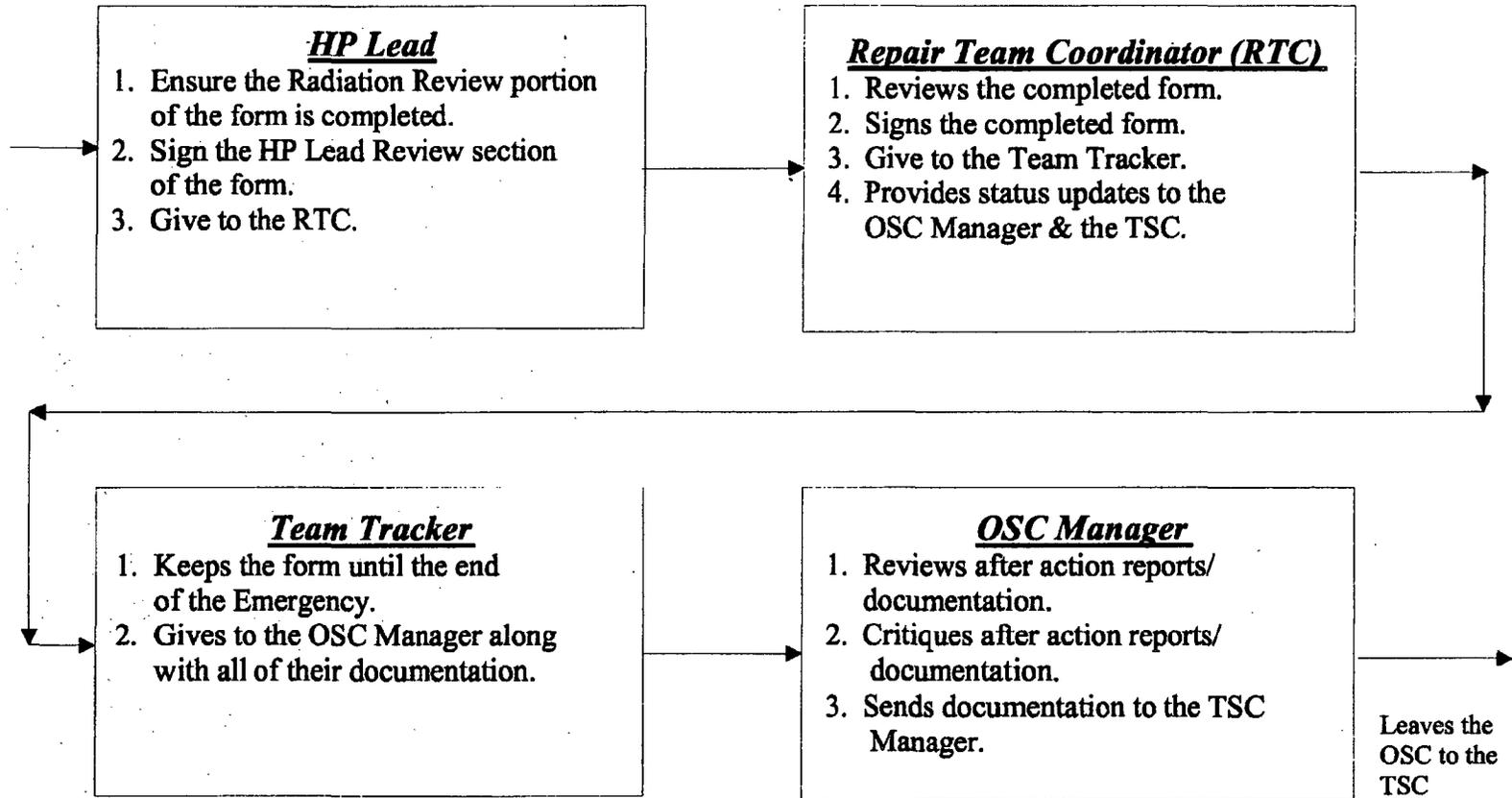
Number: 13.10.9	Use Category: REFERENCE	Revision: 42
Title: OPERATIONS SUPPORT CENTER MANAGER AND STAFF DUTIES		Page: 55 of 57

## *Repair Briefing/Debriefing Form Flow Path (continued)*



## ***Repair Team Briefing/Debriefing Form Flow Path (continued)***





**DATE: 06/05/07**

**Pkg. 2007-0478**

# **EDITORIAL**

13.14.4.R42

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INFORMATION SERVICES/CIO SUPPORTING ACTIVITIES

Process Method	Activity	Frequency	Document
MWO 01041119 PMID 16001	NRC (FTS 2000) Phone Test	Monthly (FSAR)	TSI 6.2.19
MWO 01044104 PMID 15956	Facsimile System Test	Monthly (FSAR)	TSI 6.2.29
MWO 00DFW0 PMID 15959	Siren System Polling Test	Bi-Weekly (FSAR)	TSI 6.2.32
MWO 00DHP9 PMID 15993	Siren System Test	Annually (FSAR)	TSI 6.2.22
MWO 01040266 PMID 20283	WNP-1 Siren Activation Test	Bi-Weekly (FSAR)	TSI 6.2.26
MWO 01040267 PMID 20282	W-1 Siren Polling Test	Bi-Weekly (FSAR)	TSI 6.2.25
MWO 01044119 PMID 20978	Siren Batteries Maintenance	Semi-Annually (FSAR)	TSI 6.3.3
MWO 01044107 PMID 18289	Ringdown Circuit Test	Monthly (FSAR)	TSI 6.2.6
MWO 01044121 PMID 15994	Information Coordinator Network Test	Annually	TSI 6.2.13
MWO 01044154 PMID 18290	Crash System Test	Monthly (FSAR)	TSI 6.2.31
MWO 01044156 PMID 18291	Dial-Up System Test	Monthly (FSAR)	TSI 6.2.30
MWO 01044158 PMID 18292	Dedicated PIO System Test	Monthly (FSAR)	TSI 6.2.28
MWO 01044159 PMID 20979	Plant E/R Team Radio Test	Monthly (FSAR)	TSI 6.2.18

Attachment 5.6  
Page 1 of 3

PROCEDURE NUMBER 13.14.4	REVISION 42	PAGE 19 of 23
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DISTRIBUTION - VOLUME 13

<u>Control Copy</u>	<u>Location</u>	<u>Mail Drop</u>
2	*Control Room (501) (IOM to CRS)	964C
5	Sol Orbeta	1022
6	**Simulator (PSF Rm. 235)	1500
25	CMS Library	964F
26	Region IV, NRC	----
28	Region IV, NRC	----
31	*TSC Emergency Response	964C
35	NRC Resident Inspector	988C
52	State of Washington, Military Department/Lomax	----
55	Chemical and Nuclear Preparedness and Planning Division (CNPPD)	----
57	Benton County Dept of Emergency Mgmt.	----
58	*CGS Security (SAS-CR) (13.1.1, 13.4.1, 13.5.1, 13.5.5, 13.10.8 13.11.10, 13.12.19, 13.13.4)	964C
59	*CGS Security (CAS-GSB) (13.1.1, 13.4.1, 13.5.1, 13.5.5, 13.7.5, 13.10.8 13.11.10, 13.12.19, 13.13.4)	964C
60	CGS Security	988A
63	Bill Sawyer	PE30
64	*Radwaste Control Room (467)	964C
68	*Remote Shutdown Room (467) (13.1.1, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.10.1, 13.10.9)	964C
75	Dept. of Health Radiation Protection	----
78	*Control Room - (501) STA's Desk	964C
++83	*MUDAC	1020
86	**Simulator - STA's Desk	1500
87	Document Control Desk, NRC	----
++90	*Joint Information Center (Keys)	964C
++94	*EOF	1050
++97	*EOF	1050
114	David Holmes	PE30
127	Licensed Training (Rms. 225, 247 or 248)	1050
128	Licensed Training (Rms. 225, 247 or 248)	1050
129	Licensed Training (Rms. 225, 247 or 248)	1050
132	Licensed Training (Rms. 225, 247 or 248)	1050
++134-136(3)	*MUDAC Field Team Kits (13.9.1, 13.9.5, 13.9.8 13.13.4, 13.14.4)	1050
++137	*MPF Field Team Kit (13.7.5, 13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4)	964C
142	Hanford EOC/SMT	----
160	*OSC Emergency Support	964C
161	Equipment Operator Training	1050
164	Oregon State Dept. of Energy	----
214	*Security Control Center (PAAP) (13.4.1, 13.5.1, 13.10.8, 13.11.10, 13.13.4, 13.14.1)	964C
219	Licensed Training (Rms. 225, 247 or 248)	1050
220	Licensed Training (Rms. 225, 247 or 248)	1050
223	Franklin County Emergency Management	----
236	Site 1 (JT Kerr) ( 13.4.1, 13.5.1, 13.5.7, 13.13.4, 13.14.9)	817
++238	*Alternate EOF (Keys)	964C
244	Ron Jorgensen	PE30
245	Paul Ziemer	PE30
208	FFD & Security Training (13.4.1, 13.5.1, 13.5.5, 13.10.8, 13.11.3, 13.11.10, 13.11.18, 13.13.4)	964A

++ Procedure Control does the filing at EOF/Downtown - Bring keys

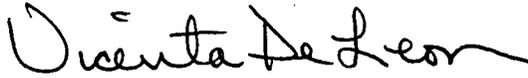
\* Level 1 File

\*\* Level 2 Filed next day

**INTEROFFICE MEMORANDUM**

DATE: June 05, 2007

TO: Distribution



FROM: Procedure Control, Administrative Services, (964C)

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13**  
**PACKAGE NO. 2007-0490**

REFERENCE:

The following procedure(s) have been revised/approved and are to be inserted in your Controlled Copy Manual and the superseded revisions are to be removed and destroyed:

<u>Procedure</u>	<u>Rev</u>	<u>Title</u>
13.13.2	15	EMERGENCY EVENT TERMINATION AND RECOVERY OPERATIONS

vd  
Attachments

DISTRIBUTION - VOLUME 13 - continued

<u>Control Copy</u>	<u>Location</u>	<u>Mail Drop</u>
<b><u>OSC</u></b>		
171	*OSC Manager (13.5.1, 13.5.5, 13.10.9, 13.13.1)	964C
172	*Craft Lead, Mechanical (13.10.9)	964C
173	*Craft Lead, Electrical (13.10.9)	964C
174	*Craft Lead, I & C (13.10.9)	964C
175	*HP Lead (13.2.1, 13.10.9)	964C
176	*Team Tracker (13.10.9)	964C
177	*OSC Information Coordinator (13.11.18)	964C
<b><u>TSC</u></b>		
178	*TSC Manager (13.1.1, 13.1.1A, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.10.2, 13.11.1, 13.13.2)	964C
179	*Technical Manager (13.1.1, 13.2.1, 13.2.2, 13.10.3, 13.13.2)	964C
180	*Radiation Protection Manager, (13.1.1, 13.1.1A, 13.2.1, 13.2.2, 13.5.1, 13.8.1, 13.10.4, 13.10.16, 13.11.7, 13.13.2)	964C
181	*Operations Manager (13.1.1, 13.1.1A, 13.10.5, 13.13.2)	964C
182	*Plant/NRC Liaison (13.10.6)	964C
183	*Plant Admin. Manager (13.4.1, 13.5.1, 13.5.5, 13.10.7, 13.13.2)	964C
184	*Maintenance Manager (13.10.9, 13.10.14, 13.13.2)	964C
185	*TSC Information Coordinator (13.11.18)	964C
210	*TSC Manager Secretary (13.4.1, 13.10.2)	964C
211	*TSC Chemistry/Effluent Manager (13.8.1, 13.10.4, 13.10.16)	964C
230	*TSC Admin Support (13.10.7, 13.13.4)	964C
<b><u>EOF</u></b>		
++186	*EOF Manager (Rm.146) (13.1.1, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.11.1, 13.13.2, 13.13.3)	1050
++187	*Asst. EOF Manager (Rm.146) (13.1.1, 13.2.2, 13.4.1, 13.11.1, 13.11.2, 13.13.2)	1050
++188	Site Support Manager (Rm. 146) (13.4.1, 13.5.1, 13.11.3, 13.13.2)	1050
++190	*Radiological Emergency Manager (Rm.146) (13.2.1, 13.2.2, 13.5.1, 13.8.1, 13.11.7, 13.13.3)	1050
++194	*Engineering Manager (Rm.146) (13.11.12, 13.13.2)	1050
++195	*EOF PIO (Rm.146) (13.12.19)	1050
++209	*Security Manager (13.4.1, 13.5.1, 13.5.5, 13.10.8, 13.11.10)	1050
++212	*Dose Projection HP (Rm.146) (13.2.1, 13.8.1, 13.9.1, 13.11.7)	1050
++213	*EOF Manager Secretary (Rm.146) (13.4.1, 13.11.1, 13.11.2)	1050
++237	*EOF Field Team Dispatcher (Rm.146) (13.9.1, 13.9.5, 13.9.8)	1050
<b><u>JIC</u></b>		
++199-206(8)	*JIC Position Specific Manuals (13.12.19, 13.12.20, 13.12.21)	964C
++234	*ENOC Offsite Assembly Area (13.7.5) (Alternate EOF)	964C
++235	*Asst. JIC Manager (13.12.19, 13.12.20, 13.12.21) (Keys)	964C
++270	*JIC HP Spokesperson (13.12.19)	964C
N/A	Records Processing	964Y
N/A	Procedure Control (Memo Only)	964C

++ Procedure Control does the filing at EOF/Downtown - Bring keys

\* Levell File

**INTEROFFICE MEMORANDUM**

DATE: June 05, 2007

TO: Distribution

FROM: Procedure Control, Administrative Services, (964C)

*Vicenta De Leon*

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13  
PACKAGE NO. 2007-0490**

REFERENCE:

The following procedure(s) have been revised/approved and are to be inserted in your Controlled Copy Manual and the superseded revisions are to be removed and destroyed:

<u>Procedure</u>	<u>Rev</u>	<u>Title</u>
13.13.2	15	EMERGENCY EVENT TERMINATION AND RECOVERY OPERATIONS

vd  
Attachments



\*13.13.2\*



**ENERGY  
NORTHWEST**  
People · Vision · Solutions

**COLUMBIA GENERATING STATION  
PLANT PROCEDURES MANUAL**

**REFERENCE  
USE**

USE CURRENT REVISION

NUMBER 13.13.2	Approver: MP Reis Sponsor: DB Holmes QPR: DB Holmes	DATE 06/05/07
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION REENTRY/RECOVERY		
TITLE EMERGENCY EVENT TERMINATION AND RECOVERY OPERATIONS		

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## 1.0 PURPOSE

The purpose of this procedure is to provide the decision making criteria and instructions for termination of the Emergency phase and transition to the Recovery phase. The procedure also provides guidance for the Recovery Manager, the designated Recovery Organization, and the Recovery Phase Task Force, on onsite recovery planning. {R-1600}

## 2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 7 {R-4842}
- 2.2 Plant Tech Spec, Section 6.7, Safety Limit Violation
- 2.3 10CFR50.47(b), Emergency Plans {R-1600}
- 2.4 10CFR50.54(x), Conditions of Licenses
- 2.5 SWP-CAP-01, Problem Evaluation Requests
- 2.6 SWP-IRP-02, Corporate Nuclear Safety Review Board
- 2.7 SWP-OPS-05, Restart Evaluation Process
- 2.8 SWP-IRP-03, Incident Review Board (IRB)
- 2.9 SWP-CAP-02, Root Cause Analysis
- 2.10 PPM 1.16.8, Outage Management and Shutdown Safety
- 2.11 PPM 13.4.1, Emergency Notifications
- 2.12 Classification Notification Form, 24075
- 2.13 Emergency Classification or Other Emergency Message, 26045
- 2.14 10CFR50 Appendix E, IV.H, Recovery R-5929
- 2.15 PER 298-0928 {2.15}

## 3.0 DISCUSSION

This procedure provides guidance and instructions for the termination of an Unusual Event or Alert emergency classification or the transition from a Site Area Emergency or General Emergency classification to the Recovery phase.

The individual responsible for emergency command and control and referred to as the Emergency Director, i.e., the Shift Manager, TSC Manager, or EOF Manager, is responsible for implementation of this procedure.

For an Unusual Event classification the close-out of the event will normally involve termination of the emergency classification and notification of the Emergency Response Organization.

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Any necessary follow-up activities would be limited to in-plant or onsite areas and coordinated and managed by the site organization through normal work management and corrective action procedures.

For an Alert classification, the close-out of the event will normally involve termination of the emergency classification and dismissal of the in-center Emergency Response Organization. Any necessary follow-up activities would be limited to in-plant or onsite areas and coordinated and managed by the site organization. In some cases, a Recovery Phase Operational Plan may be appropriate for the close-out of an Alert classification if substantial damage has occurred to plant structures or equipment. The Emergency Director should make this determination based on the extent of damage and other considerations.

For the Site Area Emergency and General Emergency classifications, the proper close-out of the event involves the establishment of a Recovery Phase Task Force under the direction of a Recovery Manager, and the transition to the Recovery phase. During Recovery, overall management of recovery activities is the responsibility of the Recovery Manager with the Plant General Manager overseeing recovery activities within the respective Plant organizations.

Conditions required for entry into the Recovery Phase are:

- The plant is stable
- Significant radioactive releases are terminated
- The immediate emergency is mitigated

#### 4.0 PRECAUTIONS

- 4.1 The termination of an emergency classification or the transition to Recovery should be closely coordinated with the state and local authorities and federal agencies.
- 4.2 The Recovery Manager shall notify appropriate agencies before initiating recovery operations with a potential for radiological releases.

#### 5.0 PROCEDURE

##### 5.1 Termination Of An Unusual Event Or Alert

NOTE: If substantial damage has occurred to plant systems or equipment, or if significant radiological releases or contamination have occurred onsite, Recovery may be the more appropriate action.

- 5.1.1 When conditions have improved, stabilized and the following criteria are met, consider termination of the emergency classification.
- Emergency Action Level criteria are no longer met or exceeded, and
  - Prognosis for plant conditions is stable or improving

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NOTE: Refer to Attachment 6.5 for guidelines to be followed should changing plant conditions warrant termination of an emergency classification.

NOTE: Ensure that a summary of event close-out is provided in the "Description Of Incident" section of the Classification Notification Form (CNF) (24075).

- 5.1.2 When the criteria for termination are met, terminate the emergency classification, fill out a Classification Notification Form, and using the guidance found in PPM 13.4.1 or 26045, notify offsite agencies.
- 5.1.3 Notify the Senior NRC Resident Inspector and NRC Headquarters upon termination of the event using the guidance found in PPM 13.4.1.
- 5.1.4 Upon termination of an Unusual Event, announce the termination to the Control Room staff and direct the communicator to notify the on-call TSC Manager and EOF Manager.
- 5.1.5 Upon termination of an Alert, direct the TSC to make the following PA announcement:

"Attention all personnel. The Alert classification is terminated. Secure the Emergency Response Organization and Emergency Facilities and resume normal duties."

The JIC Manager should be directed to do the same in the Joint Information Center. Additional comments may be added as necessary to update personnel.

5.2 Termination Of A Site Area Emergency Or General Emergency And Transition To Recovery

NOTE: Refer to Attachment 6.5 for guidelines to be followed should changing plant conditions warrant termination of an emergency classification.

- 5.2.1 Continue to assess plant and environmental conditions. When all of the following criteria are met, and all of the entry conditions for Site Area Emergency or General Emergency are cleared, transition to the Recovery Phase per step 5.2.2.
  - The conditions which caused the emergency have stabilized and are under control.
  - There is no longer a threat of radioactive release to the environment.
  - The immediate emergency has been mitigated.

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- At least one fission product barrier is intact.
  - The reactor is in a stable safe shutdown condition and long-term core cooling is available as required.
  - NRC Headquarters (or the Director of Site Operations of the onsite response team), State, and County Officials concur with the transition to Recovery.
- 5.2.2 Initiate a Crash call to inform emergency centers and offsite agencies of the transition into the Recovery phase.
- 5.2.3 Initiate efforts to establish a Recovery Phase Task Force to recommend the recovery phase actions and special procedures that may be needed as suggested by the following steps.
- a. The Recovery Phase Task Force should initially be made up of the key center Managers, i.e., the OSC, TSC, and JIC Managers, the Shift Manager or TSC Operations Manager, and the company Public Information Officer (PIO).
  - b. The center Managers should be permitted to relax facility staffing levels at this point based on projected facility activities during the transition.
- 5.2.4 Direct the TSC Manager and staff, the OSC Manager and staff, and EOF staff to assess conditions in their respective areas and identify actions necessary to return the plant to a normal operational or cold shutdown status. These assessments should include, but not be limited to:
- The current operational status and condition of plant systems, structures and equipment involved in the emergency.
  - Identification of all systems, components or equipment damaged or made inoperable during the event.
  - An estimate of necessary repairs, parts and tools to restore all affected systems and equipment back to an operational condition.
  - Special tools, equipment or offsite support that may be required during the restoration period.
  - Identification of applicable plant surveillance tests and procedures required for post maintenance testing.
  - Identification of applicable system operability tests and procedures to restore plant systems to normal operation (or shutdown) configuration.

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- An estimate of liquid and solid radioactive waste generated during the event and recommendations on management and disposal.
- Identification of special radiological requirements for personnel entry into affected areas with elevated dose rates or contamination levels.
- An estimate of the decontamination and monitoring activities necessary to restore affected areas onsite, and offsite areas within the plant exclusion area boundary to preaccident levels.
- Establishment of a recovery phase environmental monitoring program. (EOF action)
- Identification of special recovery actions that may need to be coordinated with the U.S. Department of Energy - Richland Operations. (EOF action)
- Identification of special recovery actions or prior approval recommendations that require coordination with NRC, FEMA, or the State of Washington. (EOF action)

5.2.5 Direct the Site Support Manager to compile the action lists developed by the TSC and OSC which identify short and long term recovery items.

5.2.6 Recovery Phase Task Force Duties

- a. Conduct a preliminary Recovery discussion in accordance with Attachment 6.1.
- b. Direct the Recovery Phase Task Force to develop the Recovery Phase Operational Plan using the prioritization methodology in Attachment 6.2 and the development guidelines in Attachment 6.3. Instruct them to include:
  - A Shutdown Safety Plan established in accordance with PPM 1.16.8, and
  - The needed recovery organization similar to Attachment 6.4 to address the list of required action items.
- c. Emergency response facilities can be secured as conditions permit and responsibilities for recovery turned over to the Task Force or Recovery Organization if established.
- d. The Recovery Phase Task Force should:

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- Review, validate and complete the action list provided.
- If not already accomplished, identify specific Recovery Task priorities for each item on the action list (refer to Attachment 6.2).
- Produce initial plans to cope with both the near term and long term recovery activities. (The Shutdown Safety Plan should be followed once cold shutdown is achieved, whenever possible.)
- Provide direct input to Maintenance to produce an integrated outage plan which reflects the recovery priorities.
- Provide assistance to the Recovery Manager to coordinate transition of recovery activities from the recovery phase into a plant outage as deemed appropriate.

**CAUTION:** Those activities with a potential for radiological release require offsite agency notification prior to implementation.

- 5.2.7 When the transition to Recovery occurs, control of work at the station should be conducted using the normal administrative control procedures as specified in the Site Wide Procedures unless special conditions require preparation of specific Recovery Procedures.
- 5.2.8 Following transition to Recovery from a Site Area Emergency or General Emergency, CNSRB will review and comment on the recovery planning effort to assure that all nuclear safety aspects of the recovery effort are addressed per SWP-IRB-02. {R-4842}

## 6.0 ATTACHMENTS

- 6.1 Conduct Of Preliminary Recovery Discussion
- 6.2 Recovery Phase Prioritization Methodology
- 6.3 Recovery Phase Operational Plan Development Guidelines
- 6.4 Recovery Task Force Organization Chart
- 6.5 Guidelines to Terminate Emergency

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CONDUCT OF PRELIMINARY RECOVERY DISCUSSIONS

{R-5929}

The EOF Manager should lead the preliminary recovery discussions as follows:

1. Establish a conference call at the start of the discussions with those individuals that cannot attend the designated meeting location.
2. An individual should be assigned to take detailed notes in order to permit the ideas and suggestions made during the discussions to be incorporated in the Recovery Phase Operational Plan.
3. The discussions should begin with a review of the event chronology by the TSC Operations Manager, including:
  - The initial Plant conditions,
  - How and when the event was initiated,
  - Important transient situations, and
  - Current Plant conditions.
4. Review the radiological consequences of the event by the Radiological Emergency Manager, including:
  - The radionuclide source (i.e., spent fuel, core, condensate storage tank, etc.), {2.15}
  - The offsite release path (or potential release path),
  - Current offsite radiological conditions (e.g., plume dispersed, any contaminated areas, etc.), and
  - Current Plant radiological conditions (e.g., rad levels decreasing, release secured, high rad areas exist, etc.).
5. Review the offsite impact of the event by the Assistant EOF Manager, including:
  - The protective action recommendations made to the state and counties,
  - The success of emergency warning siren and EAS actuation,
  - The areas evacuated or sheltered by the counties,
  - Current actions being taken by the state.
6. Review the media attention that has been placed on the event including:
  - The timeliness of news releases and joint briefings (i.e., between Columbia Generating Station, NRC, FEMA, the states, and counties),
  - Major network or news agency actions, and
  - Current activities at the Joint Information Center.
7. Ensure that the Energy Northwest MUDAC personnel are assigned to support reentry and decontamination activities.

Attachment 6.1

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CONDUCT OF PRELIMINARY RECOVERY DISCUSSIONS

8. Finally, the EOF Manager should open the discussion to the group to provide input on the following items:

<u>Discussion Item/Concern</u>	<u>Needed In Plan</u> (Circle One)
a. Are entries needed to high radiation areas in order to assess damage?	Yes / No
b. Are there any Site/Plant areas that should have restricted access due to hazardous conditions?	Yes / No
c. Are there any dose limitations on available personnel that could prevent satisfactory completion of recovery operations?	Yes / No
d. Are there any immediate support equipment needs? And is accessibility or availability a problem?	Yes / No
e. Are there any sabotage or security concerns that require incident investigations?	Yes / No
f. Is long-term cooling and protection of the core a concern?	Yes / No
g. Can future radiation releases be controlled or prevented?	Yes / No
h. Are communication systems and methods adequate to implement the recovery effort?	Yes / No
i. Are state recovery organizations being established which will require our participation?	Yes / No
j. Are periodic news releases and briefings going to be required to maintain a public dialogue?	Yes / No
k. Are nuclear insurers going to be needed to assist with recovery costs and public compensation?	Yes / No
l. Are offsite radiological conditions going to require Yes / No Columbia Generating Station support of ingestion exposure concerns?	
m. Are recovery operations capable of being performed using current Plant procedures, including the ability to maintain exposure levels to 10 CFR 20 limits?	Yes / No

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- PRIORITY 1 - Protect the health and safety of the general public
- Personnel Safety
  - Ensure no new release
  - Maintain shutdown protection
  - Maintain defense in depth
- PRIORITY 2 - Protect the health and safety of plant staff and contractors
- Personnel safety
  - Radiation protection/ALARA
  - Enhance shutdown protection
- PRIORITY 3 - Maintain and enhance the stability of plant systems and components
- Return components to operability
  - Enhance system operability
- PRIORITY 4 - Corrective or preventive modifications to systems or facilities for effective plant recovery
- Take preventive actions to enhance safety during recovery
  - Determine and implement modifications for recovery
- PRIORITY 5 - Logistics and/or facilities necessary to provide for reintroduction of full Energy Northwest work force
- Staff recovery activities
  - Provide organization/facilities for recovery
  - Determine and obtain supplies and logistical support

Attachment 6.2

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RECOVERY PHASE OPERATIONAL PLAN  
DEVELOPMENT GUIDELINES

R-5920

A Recovery Phase Operational Plan should be developed as follows:

1. The Recovery Manager is responsible for coordinating the development of the Recovery Phase Operational Plan.

**NOTE:** If a section listed below is deemed inapplicable to the event which had occurred, it should still remain in the Plan with a description of why it is not applicable. Additional sections can be added or titles changed if recommended or approved by the Recovery Phase Task Force.

2. The Recovery Phase Operational Plan should, as a minimum, include the following:

- Title Page
- Table Of Contents
- Sections:
  - Introduction/Event Description
  - Goals Of Recovery Efforts
  - Objectives And Objective Criteria
  - Description Of The Recovery Organization
  - Recovery Facilities
  - Major Tasks Onsite
  - Major Tasks Offsite
  - Recovery Schedule, including:
    - Statement on Prioritization Methodology similar to Attachment 6.1 used to Assess/Prioritize/Sequence Recovery Operations
    - Short Term Prioritized Recovery Plan (7 Days) Detailed, Resource Loaded Gantt Chart
    - Long Term Prioritized Recovery Plan (30-90 Day) Detailed, Resource Loaded Gantt Chart
- Attachments

3. Members of the Recovery Phase Task Force should be assigned to:

- a. Perform a preliminary assessment of the event in order to draft the Introduction/Event Description section of the Recovery Phase Operational Plan.
- b. Perform a detailed analysis of the event including as a minimum:
  - Establishing pertinent initial conditions prior to the start of the event,
  - Preparing a detailed chronology of the event, and
  - Performing a root cause analysis (guidance can be found in SWP-CAP-02, Root Cause Analysis).

Attachment 6.3

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RECOVERY PHASE OPERATIONAL PLAN  
DEVELOPMENT GUIDELINES (Contd.)

4. The initial goals of the Recovery Phase Operational Plan should include:

NOTE: The Recovery Phase Operational Plan goals should support the primary goal of the State and Local Recovery Plan to take those actions which are necessary to compensate, relocate, or permit the return of members of the public who had been evacuated or otherwise affected by the event.

- a. To restore the Plant to an operational preemergency condition.

OR

- b. To place the Plant in a safe, long-term shutdown condition.

5. The initial objectives of the Recovery Phase Operational Plan should include the following:

- a. The determination of the extent of the damage to equipment and plans to restore and maintain equipment necessary for plant safety.
- b. The necessity for installation of additional radiation shielding.
- c. The necessity for placement of additional rope barriers and signs, including the need to redefine or extent the boundaries of the Radiological Controlled Area (RCA).
- d. The identification of areas and methods for performing decontamination.
- e. The identification of the necessary cleanup that will be required to place the Plant in an acceptable long-term condition.
- f. The ability to keep the news media and the public informed of actions and progress being made during the recovery.

6. Criteria should be developed to indicate how each objective will be accomplished and at what time it will be considered complete.

7. A Recovery Organization chart should be included along with a description of the responsibilities of the key individuals involved (refer to Attachment 6.4).

8. A description of the recovery facilities should be included, along with the identification of the major activities being performed at each facility.

Attachment 6.3

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**RECOVERY PHASE OPERATIONAL PLAN**  
**DEVELOPMENT GUIDELINES (Contd.)**

**NOTE:** If the description of a major onsite task requires extensive discussion or detailed drawings (e.g., installation of an independent or backup support system), a summary of the task should be provided in the body of the Plan with the details provided in an attachment following the last section of the Plan.

9. A description of the major tasks to be accomplished onsite should list all surveillance, equipment repair, procedure development, report writing, etc., that must occur along with the individual or group assigned to accomplish it.

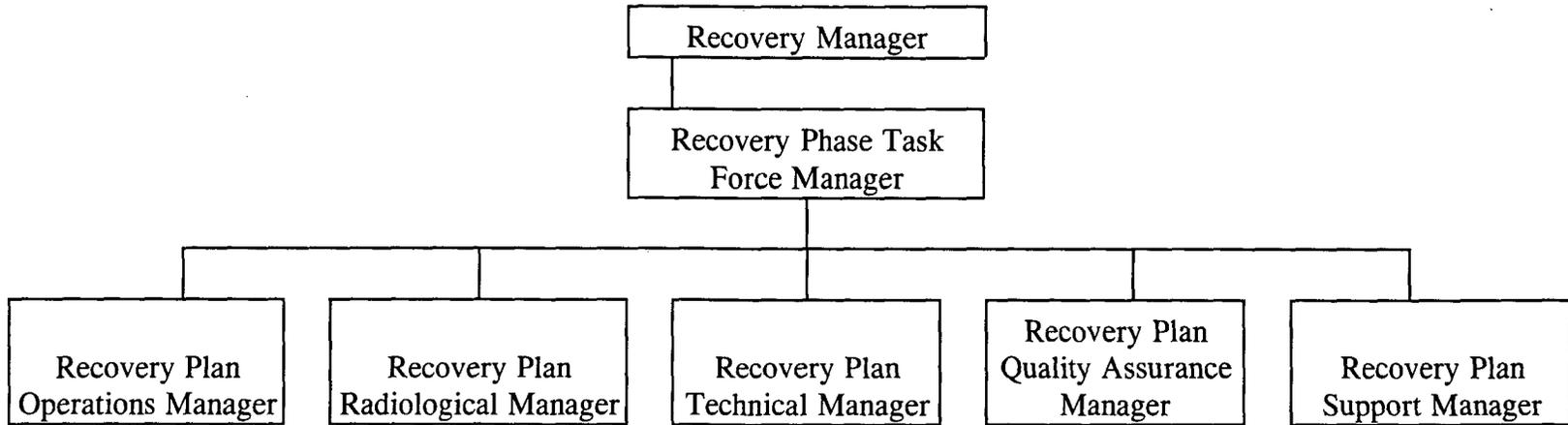
**NOTE:** If a reentry activity requires extensive discussion or detailed drawings (e.g., entry into a contaminated Containment Building), a summary of the reentry should be provided in the body of the Plan with the details provided in an attachment following the last section of the Plan. The quarantine of equipment should be coordinated with the NRC's Augmented Inspection Team.

10. A list of those areas that have been restricted or quarantined as a result of the emergency should be provided, along with descriptions of how reentry will be accomplished for each situation.

**NOTE:** If the description of a major onsite task requires extensive discussion or detailed drawings (e.g., installation of an independent or backup support system), a summary of the task should be provided in the body of the Plan with the details provided in an attachment following the last section of the Plan.

11. A description of the major tasks to be accomplished onsite should list all field surveys, disposition of contaminated properties and/or foodstuffs, procedure development, report writing, etc., that must occur along with the individual or group assigned to accomplish it.
12. A list of those offsite areas that have been evacuated and/or contaminated as a result of the emergency should be provided, along with a discussion of how this may or may not impact the onsite recovery efforts, including access requirements to the site for each situation.
13. An overview should be provided of the methods to be used to interface the recovery efforts with the standard site procedures that normally are used to handle significant Plant events (such as SWP-CAP-01, Problem Evaluation Request; SWP-IRP-03, Incident Review Board; SWP-OPS-05, Restart Evaluation Process).
14. A description of the overall schedule of events shall be provided in the Recovery Phase Operational Plan, including:
- a. Expected start and completion dates of major tasks (supported by resource loaded Gantt Charts if possible).
  - b. Identification of when periodic updates or meetings will be conducted for state, county, federal officials, and the news media.

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Areas of Oversight Responsibilities:

Production Scheduling	Environmental	Fuels	Commitments	Procedures
Safety	Decon	Licensing	Reviews	Scheduling
Maintenance	Restoration HP	Vendors	Oversight	Finance
Security (Plant)	Radwaste	Analysis	Qualifications	Public Relations
OPS	Surveys	Plant Support		Legal
Shutdown Safety				Site Support
				Procurement
				Add'l Staffing

NOTE: The NRC will be invited to participate in this task force as deemed appropriate.

### GUIDELINES TO TERMINATE EMERGENCY

The purpose of this attachment is to provide specific examples of changing plant conditions that would warrant consideration of terminating the emergency.

CATEGORY	TERMINATION GUIDELINES
Fires	Fires extinguished and potentially impacted safety systems operable or Technical Specification actions complied with.
Spill	Tanks, pipes, valves, any other problem sources are empty and/or isolated.
Airborne	Source isolated and/or contained. Release is terminated and its cause is under control.
Unexpected increase in plant radiation	Cause determined and radiation levels are controlled. Actions are in progress to reduce radiation levels.
Release of toxic or flammable gases	Release terminated and hazardous atmosphere eliminated.
Explosion	Existing and potential hazards removed, destroyed and/or isolated.
Abnormal effluent	Liquid discharge is terminated, sampling is complete, and statistics verified. Public exposure to offsite radioactive material is reduced or eliminated.
Control Room evacuation	Plant is in cold shutdown from and this condition is maintainable from the remote shutdown locations. Cause of evacuation is identified and under control.
Plant shutdown functions (not available or failed)	Unit is in cold shutdown and there is no potential for uncontrolled criticality.
Fuel handling accident - new or spent fuel damage channeled or unchanneled	Fuel elements, segments, or pellets not in a critical configuration and not capable of an uncontrolled change in configuration. Airborne activity has been evaluated and accountability of components is complete.
Water loss - LOCA Abnormal primary coolant leak	Source of leak identified. Ability to restore or maintain water level adequate for proper cooling.
Earthquake or other natural disaster	The plant is in a safe condition. Threat of aftershock has passed and any damage has been evaluated as to risk, if any.
Security threat	Threat to site is terminated and probability of recurrence has been removed.

#### Attachment 6.5

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