

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
NRR

INTEROFFICE MEMORANDUM

DATE: June 27, 2007

TO: Distribution

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

SUBJECT: PLANT PROCEDURES MANUAL - VOLUME 13
PACKAGE NO. 2007-0569

REFERENCE:

The following Procedure has been revised/approved and is to be inserted in your Controlled Copy Manual and the superseded revision is to be removed and destroyed:

<u>Procedure</u>	<u>Rev</u>	<u>Title</u>
13.9.5	15	ENVIRONMENTAL SAMPLE COLLECTION
13.11.18	15	INFORMATION COORDINATOR DUTIES
13.12.20	8	MEDIA AND INFORMATION MANAGEMENT

Also included are EDITORIAL CHANGES, please replace the page/s located in your Manual with the attached Page/s:

<u>Procedure</u>	<u>Rev</u>	<u>Page/s</u>	
13.10.6	24	1 - 10	CONVERSION
13.10.7	22	1 - 14	CONVERSION
13.14.8	16	1 - 8	CONVERSION
13.14.9	26	1 - 11	CONVERSION
13.14.10	0	1 - 5	CONVERSION

vd
Attachments

DISTRIBUTION - VOLUME 13 - continued

<u>Control Copy</u>	<u>Location</u>	<u>Mail Drop</u>
<u>OSC</u>		
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
<u>TSC</u>		
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
<u>EOF</u>		
++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
<u>JIC</u>		
++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

* Level1 File

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ENERGY-NORTHWEST
COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.9.5

Effective Date: 06/27/07

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 update references to SOP 11.25, REMP Sample Collection. Previous references to Chemistry Instructions CI 4.14, CI 4.19, or CI 4.21 were incorrect.

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1.0 PURPOSE

This procedure describes the methods to be employed by Environmental Field Teams for collecting environmental samples (described below) during an emergency.

2.0 REFERENCES

2.1 FSAR, Chapter 13.3, Emergency Plan, Sections 5.2.2 and 5.4

2.2 PPM 13.9.1, Environmental Field Monitoring Operations

2.3 SOP 11.25, REMP Sample Collection

2.4 Sample Identification Form, 19324

3.0 PRECAUTIONS AND LIMITATIONS

3.1 When collecting environmental samples, use appropriate contamination protection, i.e., gloves, shoe covers, coveralls, etc., before proceeding.

3.2 Only experienced REMP personnel will collect milk samples, in accordance with SOP 11.25.

3.3 Prior to, and after sample collection, survey your hands (gloves) for contamination and change gloves as necessary to reduce the chances of contaminating environmental samples.

3.4 After completing sample collection, perform a whole body frisk. If you detect contamination, advise the Field Team Dispatcher and take necessary precautions to keep the Field Team vehicle interior free of contamination.

3.5 Refer media requests for information to Joint Information Center (JIC) personnel.

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4.0 PROCEDURE

This procedure applies to environmental samples collected during declared emergencies, coordinated with the Washington State Department of Health, normally in locations outside the Columbia Generating Station Exclusion Area boundary. Soil and vegetation samples can also be collected within the Exclusion Area boundary to quantify and qualify the amount of radioactive material deposited by the passing plume.

The Radiological Emergency Manager, in consultation with representatives of the Washington State Department of Health (DOH) should determine the disposition of environmental samples.

Record the following information on sample containers and the Sample Identification Form (19324) for all samples collected:

- Sample identification number
- Sample location
- Sample dose rate

4.1 Collecting Soil Samples

4.1.1 Proceed to the soil sampling location as directed by the Field Team Dispatcher and perform radiation survey per PPM 13.9.1.

4.1.2 With indelible pen, label a new, clean, dry plastic bag with sample identification number. Refer to Attachment 5.1.

NOTE: Clipped vegetation obtained during soil sample collection may be saved and used for Section 3.3 (Vegetation Samples) samples of this procedure.

4.1.3 Select an area with minimum vegetation. Clip and remove remaining vegetation down to the soil surface and discard rocks larger than one cm diameter and any obviously foreign material.

4.1.4 Use a small digging tool from the kit to skim off a one square foot layer of soil no more than one inch deep to give a sample of two to three pounds.

4.1.5 Place soil sample in the labeled plastic bag, press zip-lock to close or twist, as appropriate, and seal shut with masking tape.

4.1.6 Complete the applicable parts of the Sample Identification Form, 19324.

4.1.7 Check each sample container with a dose rate meter. Record the reading on the sample container and on the Sample Identification Form.

4.1.8 Mark the approximate sample location area by driving a ribboned stake in the ground, and note the sample's identification number on the stake.

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4.1.9 Deliver the soil samples, radiation survey data, and Sample Identification Forms as directed by the Field Team Dispatcher.

4.2 Collecting Snow and Ice Samples

4.2.1 Proceed to the snow or ice sampling location as directed by the Field Team Dispatcher and perform radiation survey per PPM 13.9.1.

4.2.2 Select a sample area from the general location that has not been subjected to non-meteorological disturbances (e.g., plowing, snowmobiles, pedestrians, etc.).

4.2.3 Consider the following factors in selecting a sample area:

- a. Rate of snowfall since or during a release in order to determine what level of snow sample would give meaningful result.
- b. Weather conditions since or during release that may affect drifting such as wind speed and direction.
- c. Weather conditions since or during release that may affect snow volume, such as temperature change, rain, or sunshine.

4.2.4 Measure the selected area to be sampled in units of square feet.

4.2.5 With indelible pen, label a new, clean, plastic bag with the sample identification number. Refer to Attachment 5.1.

NOTE: Snow fall before, during, and after the release may have drifted. Melting and freezing and/or rain may fix the snow deposition in an ice layer that is not affected by winds. These possibilities should be considered and existing weather conditions used to determine the area to be sampled.

4.2.6 Identify a snow layer of interest by excavating the snow immediately adjacent to the sampling area and performing a survey of the snow cross-section. Alternatively, samples may be taken and surveyed for every inch of snow depth.

NOTE: A snow sample volume (to give meaningful data) should exceed three liters of melted snow. Loose snow volume is approximately four times its liquid volume. Icy snow is approximately twice its liquid volume. The snow can be packed in the collection bag.

4.2.7 Using a digging tool from the kit, remove snow to a depth sufficient to collect a snow layer of interest.

4.2.8 Estimate the thickness and depth of the snow layer collected and record the information on the Sample Identification Form.

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- 4.2.9 Complete the applicable parts of the Sample Identification Form, 19324.
- 4.2.10 Check each sample container with a count rate or dose rate meter and record the reading on the sample container, and on the Sample Identification Form.
- 4.2.11 Mark the approximate sample location area by driving a ribboned stake in the ground, and note the sample's identification number on the stake.
- 4.2.12 Deliver the snow or ice sample, radiation survey data and Sample Identification Forms as directed by the Field Team Dispatcher.

4.3 Collecting Vegetation and Garden Produce Samples

- 4.3.1 Proceed to the location as directed by the Field Team Dispatcher to perform a vegetation survey in accordance with PPM 13.9.1. Inform the dispatcher if there is no vegetation in the area.
- 4.3.2 With indelible pen, label a new, clean, plastic bag with the sample identification number. Refer to Attachment 5.1.
- 4.3.3 Wearing clean rubber or plastic gloves, collect a representative sample of vegetation from within an approximate 30 x 30 foot area using the following guidelines:
 - a. Obtain enough natural vegetation to fill a 12" x 15" bag, or approximately two pounds of material.
 - b. Clip off grasses at ground level.
 - c. Perennial vegetation samples should include cuttings from growing ends.
 - d. Cattle farm vegetation samples should be representative of dairy and/or beef animal foodstuffs (grains, pasture grass etc.).
 - e. Garden produce should be collected as directed by Field Team Dispatcher from designated garden plots.
 - f. Plant roots, woody stems, and soil should not be included in vegetation samples.
- 4.3.4 Check each sample container with a dose rate meter. Record the reading on the sample container and on the Sample Identification Form, 19324.
- 4.3.5 Mark the approximate sample location area by driving a ribboned stake in the ground and note the sample's identification number on the stake.
- 4.3.6 Deliver the samples, radiation survey data and Sample Identification Forms as directed by the Field Team Dispatcher.

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4.4 Collecting Milk Samples

NOTE: The Radiological Emergency Manager (REM) or Field Team Coordinator will dispatch an experienced Radiological Environmental Monitoring Programs (REMP) individual, with a milk sampling kit and a copy of the sampling procedure SOP 11.25, as part of an Environment Field Team milk sampling operation.

- 4.4.1 Confer with the REM or Field Team Coordinator for radiological conditions in the sampling locations and follow directions on radiation protection measures that may need to be taken.
- 4.4.2 Proceed to the milk sampling locations as directed by the Field Team Dispatcher or per directions given in SOP 11.25.
- 4.4.3 Perform a radiation survey at that location per PPM 13.9.1.
- 4.4.4 Record sample location, milk producer, time and date of sampling on the Sample Identification Form, 19324, and assign a sample identification number according to Attachment 5.1.
- 4.4.5 Collect a one-gallon sample of raw milk (use a 1 gallon cubitainer) from the milk supplier:
 - a. Collect the samples of raw milk from the milk tank or designated hose or spigot, or pick up milk containers filled by the farmer, per arrangements with the dairy.
 - b. Fill the sample container.
 - c. After filling containers, spray down the milk tank valves or nozzles and covers and the area around the tank with the hose provided.
 - d. Milk samples may be kept in coolers with ice packs for transport in hot weather.
- 4.4.6 With an indelible marker, label the container with the sample identification number. Refer to Attachment 5.1.
- 4.4.7 Deliver the samples, survey data and Sample Identification Forms as soon as possible to prevent spoilage, to a location as directed by the Field Team Dispatcher.

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4.5 Collecting Water Samples

- 4.5.1 Proceed to the water sample locations as directed by the Field Team Dispatcher.
- 4.5.2 Perform radiation survey at each location in accordance with PPM 13.9.1.
- 4.5.3 Fill a one gallon container with water from the supply being sampled.
- 4.5.4 With an indelible marker, label the container with the sample identification number. Refer to Attachment 5.1.
- 4.5.5 Complete the applicable parts of the Sample Identification Form, 19324.
- 4.5.6 Check each sample container with a dose rate meter and record the reading on the sample container, and on the Sample Identification Form.
- 4.5.7 Mark the approximate area the sample was taken from by driving a ribboned stake in the ground, and note the sample's identification number on the stake.
- 4.5.8 Deliver the water samples and Sample Identification Forms as directed by the Field Team Dispatcher.

5.0 ATTACHMENTS

- 5.1 Sample Identification Form Instructions

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SAMPLE IDENTIFICATION FORM INSTRUCTIONS

1. SAMPLE IDENTIFICATION FORM

List one sample per form. For air samples, use one sample form and one sample identification number for both the cartridge and particulate filter. Attach one copy of the form to the cartridge and one to the particulate filter.

2. SAMPLE IDENTIFICATION NUMBER DESIGNATION

SAMPLE ID NUMBERS will be in a two segment alpha-numeric code using the following format:

<u>FIELD TEAM</u>	<u>SEQUENCE</u>
AA0	000
<u>FIELD TEAM CODES</u>	<u>SEQUENCE</u>
Use a two-letter and single number designator, (e.g., EN1 for Energy Northwest Field Team 1).	Use sequential numbers for each team throughout an event, (e.g., 007 for the seventh sample taken by a given team).

3. SAMPLE TYPE

Describe the type of sample being collected-air, soil, vegetation, water, etc.

4. FIELD TEAM SAMPLE LOCATION/DESIGNATION

Use sample station numbers where they exist, such as continuous environmental air sampling stations, e.g., Sample Station 3. Where no sample station number exists, as in emergency field samples, use the latitude and longitude provided by the Global Positioning System (GPS) unit.



13.11.18



**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

**REFERENCE
USE**

USE CURRENT REVISION

NUMBER 13.11.18	Approver: MP Reis Sponsor: DB Holmes	QPR: PT Ziemer	DATE 06/27/07
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES			
SECTION EMERGENCY OPERATIONS FACILITY			
TITLE INFORMATION COORDINATOR DUTIES			

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1.0 PURPOSE

This procedure defines the duties of the Information Network Coordinators and operation of the Information Network System.

2.0 REFERENCES

2.1 FSAR, Chapter 13.3, Emergency Plan, Section 6

2.2 PPM 13.13.4, After Action Reporting

2.3 Emergency Response Log, Form 23895

2.4 Plant Status, Form 25918

3.0 PROCEDURE

3.1 Information Coordinator General Responsibilities

- 3.1.1 Upon notification of an Alert, Site Area Emergency or General Emergency, report to your designated emergency center.
- 3.1.2 TSC and OSC Information Coordinators log in on the emergency RWP and obtain an electronic dosimeter.
- 3.1.3 TSC and OSC Information Coordinators present keycards to the cardreader for accountability.
- 3.1.4 Enter your name on the Accountability Log to establish manual Personnel Accountability.
- 3.1.5 Sign in on the center staffing board in the space next to your emergency position.
- 3.1.6 If you leave the center temporarily, inform the Center Manager of your destination and approximate time of return. Note your destination on the Personnel Accountability Log.
- 3.1.7 Boot up the Information Coordinator's computer(s) using your personal LAN user ID and password, and turn on the overhead projector(s) at the TSC and EOF.
 - a. Navigate to PDIS and verify that the PC screen image is projected on the pull down screen. Click on the EOP pull down menu and select Plant Status, Containment Status, or Rad Status displays as requested.

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

a. If using attached jackset:

- Plug the headset into the Jackset adapter attached to the Information Coordinator phone. Ensure that the phone is plugged into the Information Coordinator line.
- 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.

b. If using the cordless headset, set up the unit as follows, if necessary:

- 1) Disconnect the Information Coordinator phone line from the desk phone and connect the line to the cordless phone base unit.
- 2) Connect the AC adapter to the base unit and plug in to an outlet.
- 3) Plug the headset with microphone into the handset, if necessary. 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.
- 4) If the battery is changed out for a fresh one, place the handset back in the base unit momentarily to synchronize.

c. 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. If the TSC is not activated, the EOF Information Coordinator becomes the Lead Coordinator for the system. Information Coordinators are located in the:

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

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

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

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- 3.1.11 Refer any calls from the media to the Joint Information Center.
- 3.1.12 Upon shift change, brief your relief on responsibilities, duties, and status of work being performed.
- 3.1.13 Upon shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Deliver After Action Reports and logs to your center manager.

3.2 Control Room Information Coordinator Responsibilities

- 3.2.1 If the TSC Information Coordinator is not on line yet, transmit significant information from the Control Room such as:
 - Emergency Classification changes.
 - Protective Action Decisions made for Energy Northwest emergency workers, e.g., Protected or Exclusion Area evacuations, KI for emergency workers, etc.
 - Plant status information with emphasis on inoperable systems. Refer to Plant Status form, 25918 information to broadcast if PDIS is not available. Information should be provided block by block.
 - Requests for assistance as determined by the Shift Manager or Control Room Supervisor.
 - Time checks according to the Control Room digital time display.

3.3 TSC Information Coordinator Responsibilities

- 3.3.1 Log into TES and obtain dosimetry.
- 3.3.2 Present your ID badge to the reader for accountability purposes.
- 3.3.3 Sign in on the TSC sign in board and accountability log.
- 3.3.4 Obtain cordless microphone from the emergency supplies cabinet.
 - a. When speaking into the microphone, hold it close (within one inch) and speak at an even level.
 - b. Report any significant change in status to the TSC.

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- c. Preface each announcement with, "Attention in the TSC..."
- d. Ensure that you obtain a repeat back acknowledgment from the TSC Manager or the Operations Manager for each announcement.

3.3.5 Activate the both overhead projectors using the remotes obtained from the TSC Emergency Equipment Cabinet.

- a. If the TSC Emergency Equipment Cabinet is locked, obtain the key from the key case and open the cabinet.

NOTE: Use PDIS Plant for actual events. Otherwise, use PDIS Simulator for Drills.

3.3.6 Boot up the PC located on the left side of the overhead screens using your personal user ID and password.

- a. Open PDIS and access the Containment Status display from the EOP pull down menu.
- b. Open GDS display, PDIS, and access the Plant Status display from the EOP pull down menu.
 - 1) Go to File, Open, and select a desired display, normally the Containment Valve Status display. Refer to the laminated aids stored at the TSC Information Coordinator's work station for a directory of other useful displays and two screen display operation.

3.3.7 Don the Information Coordinator headset and power it up. Select MUTE when not actually speaking on the network.

- a. Inform other centers when you are on-line (CR, EOF, OSC and JIC).
- b. Information to announce to other centers includes (all centers):
 - 1) Time TSC was activated
 - 2) If the TSC Manager assumed Emergency Director responsibilities
 - 3) When Field Teams detect above background readings
 - 4) Changes in PAR status
 - 5) Radiation release initiation or termination
 - 6) PADs for Energy Northwest workers and the public
 - 7) Protected Area or Site evacuation, updates and status
 - 8) Potassium Iodide (KI) recommendations
 - 9) Information from TSC Manager briefings
 - 10) Technical analysis results

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- c. If the headset fails, communications should continue using the desk phone handset.
 - 1) Unplug the cordless base station from the network and plug the network into the deskset phone.
 - 2) Obtain a double prong jacket headset from the TSC Emergency Equipment Cabinet and continue communications.

3.3.8 Maintain the Significant Events board.

3.3.9 Maintain the Power Supplies and ECCS board. Indicate power supplies or ECCS systems out of service or inoperable.

NOTE: When activated, allow the EOF Information Coordinator to report offsite Radiological Status and Met Data.

3.4 OSC Information Coordinator Responsibilities

3.4.1 Present your ID badge to the reader for accountability purposes.

3.4.2 Sign in on the OSC sign in board and accountability log.

3.4.3 When speaking using the microphone, hold it close (within one inch) and speak at an even level.

- a. Report any significant change in plant status to OSC personnel.
- b. Preface each announcement with, "Attention in the OSC..."
- c. Ensure that you obtain a repeat back acknowledgment from the OSC Manager or the Repair Team Coordinator for each announcement.

3.5 EOF Information Coordinator Responsibilities

3.5.1 Sign in on the EOF sign in board and obtain position ID badge.

3.5.2 Obtain cordless microphone from the emergency supplies cabinet.

- a. When speaking into the microphone, hold it close (within one inch) and speak at an even level. Do not activate this microphone at the same time as the EOF Manager's microphone.
- b. Report any significant change in status to the EOF.
- c. Preface each announcement with, "Attention in the EOF..."

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- d. Ensure that you obtain a repeat back acknowledgment from the EOF Manager or the Assistant EOF Manager for each announcement.

3.5.3 Activate both overhead projectors using the remotes obtained from the Field Team Emergency Equipment Cabinet.

- a. If the Field Team Emergency Equipment Cabinet is locked, obtain the key from the red key case and open the cabinet.

NOTE: Use PDIS Plant for actual events. Otherwise, use PDIS Simulator for Drills.

3.5.4 Boot up both PCs located on the right side of the overhead screens using your personal user ID and password.

- a. On the right hand PC, open PDIS and access the Containment Status display from the EOP pull down menu.
- b. On the left hand PC, open GDS display, PDIS, and access the Plant Status display from the EOP pull down menu.
 - 1) Go to File, Open, and select a desired display, normally the Containment Valve Status display. Refer to the laminated aids stored between the PCs for a directory of other useful displays.

3.5.5 Don the Information Coordinator headset and power it up with the base station. Select Push to Talk (PTT).

- a. Inform other centers when you are on-line (CR, TSC, OSC and JIC).
- b. Information to announce to other centers includes:
 - 1) Time EOF was activated
 - 2) When the EOF Manager assumed Emergency Director responsibilities
 - 3) When Field Teams detect above background readings
 - 4) Changes in PAR status
 - 5) Radiation release initiation or termination
 - 6) PADs for Energy Northwest workers and the public
 - 7) Protected Area or Site evacuation, updates and status
 - 8) Potassium Iodide (KI) recommendations
 - 9) Information from EOF Manager briefings
 - 10) Offsite agency representative arrivals
 - 11) Airspace closure
 - 12) Technical analysis results

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c. If the headset fails, communications should continue using the handset on the wall next to the base station.

3.5.6 Maintain the Significant Events board. When the screen becomes full, print the screen and provide the copy to an EOF Administrative Support individual.

3.5.7 Maintain the Power Supplies and ECCS board. Indicate power supplies or ECCS systems out of service or inoperable.

3.5.8 Maintain the Emergency Classifications board.

3.5.9 When requested, review news releases prior to EOF Manager approval.

4.0 ATTACHMENTS

None

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ENERGY-NORTHWEST
COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.12.20

Effective Date: 06/27/07

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 designate the JIC Receptionist as the JIC staff member to inform media where public access and restricted access areas are at the MPF. In addition, the JIC Receptionist is assigned the responsibility for placing signs for media information and MPF Lobby set up.

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1.0 PURPOSE

This procedure describes the Media and Information Management process of the Joint Information Center (JIC) and its role in providing timely and accurate emergency information to the public and conducting public information and media relations activities.

2.0 PROCEDURE

2.1 JIC Activation

2.1.1 ERO personnel assigned to the JIC will respond when an Alert, Site Area Emergency, or General Emergency has been declared, or as directed by the JIC Manager.

2.1.2 The keys to the JIC are located in a keybox next to the south door of the Alternate EOF, to your left upon entering the MPF through the south sliding glass doors. Break the seal to open the box.

Keys to the following cabinets are located in a keybox in the JIC Support Manager's area on the wall to the right of the Support Manager's desk.

- Key #1 - JIC workstation materials cabinet in JIC Support Manager's area.
- Key #2 - Computer and Audio/Visual supply cabinet in JIC Support Manager's area.
- Key #3 - JIC Supply cabinet in Copier/Fax room.
- Key #4 - Phone Team equipment cabinet in Phone Team room.
- Key #5 - Brochures and pamphlets cabinet in Phone Team room.

2.1.3 The fitness of ERO personnel responding to the JIC will be assessed prior to personnel engaging in emergency response activities. Refer to PPM 13.4.1 and SWP-FFD-01 for Fitness for Duty criteria and controls for assessing FFD in an emergency situation.

2.1.4 Until arrival of the designated JIC Manager, the immediate actions of PPM 13.12.19, Attachment 5.1, may be performed by any of the following positions: Assistant JIC Manager, EOF Public Information Officer, or Media Coordinator.

2.2 Responding to the JIC

2.2.1 ERO personnel responding to the JIC:

- Sign in for their position on the board located in the JIC Support Manager's office.
- Obtain from the JIC Support Manager's office the identification badge for their position.

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2.2.2 JIC responders set up and check the operability of their assigned equipment and work stations upon arrival. Request support for setup and maintenance from telecommunications and facilities staff via the JIC Support Manager.

2.2.3 At shift change or JIC downsizing, departing JIC responders return their badge to the JIC Support Manager's office and remove their name from the JIC sign-in board.

2.3 Media and Information Management

2.3.1 Public and Media Phone Teams

- Activate the phone lines as directed by the Phone Team Supervisor.
- Respond to inquiries for information about actions of Energy Northwest and offsite agencies represented in the JIC.
- Remain operational for the duration of the event or until the media and public inquiry rate may be handled by Communications and Member Services. {R-4882}
- Identify rumors and misinformation and inform Information Manager of same.
- Identify trends in public and media questions and inform Information Manager of same.

2.3.2 Information Manager {R-4650}

- Identify, monitor, and track rumors and misinformation, using feedback from the Media Coordinator, both phone teams, and monitoring of actual radio, television, and print coverage.
- Make corrections to misinformation or rumors by providing correct information for news conferences or news releases.
- Provide trend information to Media Coordinator and Assistant JIC Manager for use in forming responses to print and broadcast media.

2.3.3 Media Coordinator {R-1591}, {R-3291}, {R-3453}, {R-4651}

- Identify and communicate trends and issues raised by media who report to JIC.
- Provide timely information to assembled media as approved by JIC Manager.

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2.3.4 Attached Duty Descriptions

- Duty Description items are not necessarily in sequential order of performance. The user should scan the entire list and prioritize activities as appropriate to the situation. JIC personnel should not rely upon these guides alone to determine how to accomplish the items for which they are responsible.
- JIC Manager and management team have full authority to modify this guidance for Energy Northwest personnel should the situation warrant modification. Such changes should be consistent with Section 2.3.1 of PPM 13.12.19.

2.3.5 Recording Actions

- JIC responders other than distribution team members should maintain a record of the emergency actions on an Emergency Response Log (Form No. 23895).
- Phone team members should log all incoming and outgoing phone calls on Form No. 23895, Emergency Response Log, except for calls that require others to act, such as rumors or employee messages. For those calls, use Form No. 26057, the Emergency Phone Response Log.

2.4 Shift Change

- 2.4.1 When shift turnover occurs, the oncoming ERO member should sign into the JIC as described in 2.2.1 and 2.2.2.
- 2.4.2 Oncoming JIC personnel should attend a JIC staff briefing conducted by the departing and oncoming JIC Managers and scheduled for the beginning of each shift.
- 2.4.3 JIC personnel being relieved should complete an After Action Report, brief their relief on the current status of the emergency and relevant position-related functions being performed, and turn over to their relief all pertinent documents, forms, and supplies.
- 2.4.4 Oncoming JIC responders should advise their JIC supervisor or manager when turnover briefing is complete and position duties are being assumed.
- 2.4.5 Oncoming JIC managers should advise the JIC Manager when responsibilities for positions under their supervision have been assumed by oncoming shift.

2.5 Event Termination

- 2.5.1 Upon being relieved or dismissed, JIC responders should complete an After Action Report per PPM 13.13.4, attach all logs and pertinent documents, unless these are required for use by the next shift, and deliver the package to the Support Manager.

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2.5.2 At termination of JIC activities, all JIC responders should participate in the post-event critique to discuss JIC performance.

2.5.3 When the JIC is deactivated, all JIC responders should replenish or identify needed supplies in their work area and return the area to normal work conditions.

3.0 REFERENCES

- 3.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 6, and 9 {R-4650}, {R-4651}, {R-4655}, {R-4882}, {R-4883}
- 3.2 NUREG-0654/FEMA-REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants {R-3291}, {R-3453}, {R-3488}, {R-3491}
- 3.3 10 CFR 50.47 (b)(07) {R-1591}
- 3.4 Form No. 23895, Emergency Response Log
- 3.5 Form No. 26057, Emergency Phone Response Log
- 3.6 Form No. 26060, JIC Media Representatives Log
- 3.7 INPO 93-013, Emergency Public Communications Manual
- 3.8 SWP-FD-01, Fitness for Duty Program Requirements
- 3.9 PPM 13.4.1, Emergency Notifications
- 3.10 PPM 13.12.19, JIC Management
- 3.11 PPM 13.12.21, JIC Support Activities
- 3.12 PPM 13.13.4, After Action Reporting

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4.0 ATTACHMENTS

4.1 Media Coordinator

4.1.1 JIC Receptionist

4.2 Information Manager

4.2.1 Monitoring News Coverage

4.3 Phone Team Supervisor

4.3.1 Media and Public Phone Team Members

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MEDIA COORDINATOR

Duties: MEDIA COORDINATOR

Normal Reporting Location: JIC Area/MPF Lobby

Reports To: JIC Manager

Personnel Supervised: Receptionist, any additional staff called out to support functions

A. Primary Responsibilities

The JIC Media Coordinator is responsible for addressing the information needs of media representatives who report to the Energy Northwest media area (MPF lobby). Duties include coordinating initial response to local/regional media representatives prior to their arrival on-site, managing the on-site relations with the media representatives present in the MPF, managing the process to update news media on-site, coordinating media interviews with Spokespersons or other designated persons, and serving as the key liaison between media representatives and JIC Manager. If requested, serve as moderator for news conferences and conduct tours of Columbia Generating Station or site of emergency event.

B. Duties

1. Immediate Actions

- a. Obtain the Media Coordinator's materials from the cabinet in the JIC Support Manager's office and ensure task responsibilities under your position are appropriately assigned:
 - Attachment 4.1.1, JIC Receptionist
 - Form No. 26060, JIC Media Representatives Log
- b. Provide direction as needed to Energy Northwest staff responsible for MPF lobby setup for JIC activities.
- c. Request that JIC Manager provide you with update of media inquiries received since declaration of event, then respond as needed.
- d. Ensure first news release is being prepared or has been transmitted by facsimile to media.
- e. Ensure video monitor in MPF lobby for plant status information is operational. If not, record plant status information on the whiteboard located in the lobby.
- f. If time allows, contact local media and other key persons as followup to news releases issued prior to full operation of the JIC. Current phone numbers may be found in your resource handbook.

Attachment 4.1, Media Coordinator

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- g. Determine if additional staff is required to support media response. If so, request the JIC Support Manager provide additional staff.

2. Ongoing Actions

- a. Manage the on-site relations with the media representatives present in the MPF.
- Coordinate hospitality activities for arriving media and agency representatives.
 - Greet media and assist with sign-in, badging, and other setup, as necessary.
 - Respond to media requests for support or local information as possible and reasonable.
 - Distribute media kits to arriving media.
 - Brief arriving media and provide them with copies of issued news releases.
 - Notify JIC Support Manager of time of scheduled news conferences.
 - Assist JIC Support Manager to provide adequate equipment and support for media during press conferences.

NOTE: News conferences should be held in the Walkley Room. If the number of media representatives at the MPF is greater than 50, consider relocating to the MPF Auditorium. Notify JIC Support Manager to facilitate relocation to Auditorium.

- Request that on-site media be seated in the news conference area several minutes prior to scheduled news conference.
 - Assist media representatives, as required, to set up their cameras or other equipment used to cover the news conference.
- b. Manage process to update news media on-site.
- Update media on emergency event and respond to questions. Information you provide should be limited to that officially released by agencies represented in the JIC or found in the Media Coordinator's resource book.

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- Ensure update of MPF lobby status board using information provided by JIC Secretary if video monitor is not operable.
 - Announce and post scheduled times for news conferences.
 - Record open items and commitments made to media during press conferences for use by JIC Manager and other spokespersons.
- c. Coordinate media interviews with Spokespersons or other designated persons.
- Inform spokespersons of requests for interviews, then schedule as possible.
 - Host interviews of any spokesperson with media.
 - Arrange, if requested by the JIC Manager, interviews or statements from Energy Northwest senior management.
 - As possible and desired, assist spokespersons to prepare for media interview.
- d. Serve as liaison between media representatives and JIC Manager.
- Report media concerns, trends and needs to JIC Manager.
 - Report misinformation and/or rumors to Information Manager.
 - Dispel rumors or other misinformation and respond to significant trends in media questions with appropriate information.
 - Periodically update JIC Manager on media questions, concerns and perceptions.
 - Arrange with the EOF Public Information Officer tours of EOF or event site, as approved by EOF Manager.
3. Special Actions to Be Implemented, As Necessary
- a. If requested by the JIC Manager, conditions allow, and there is sufficient media interest, report to the EOF/PSF to coordinate interviews of agency spokespersons and conduct facility tours.
- b. If requested by the JIC Manager, report to the EOF to assist the EOF Public Information Officer.
- c. Obtain concurrence of JIC Manager and request JIC Support Manager call additional help for media management function.

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- d. If observing or notified by others that crowds in and around MPF have become unmanageable, contact the JIC Support Manager for additional security or local law enforcement assistance.
- e. If the number of media representatives at the MPF is greater than 50, consider relocating to the MPF Auditorium. Notify JIC Support Manager to facilitate relocation to Auditorium.

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JIC RECEPTIONIST

Duties: JIC RECEPTIONIST

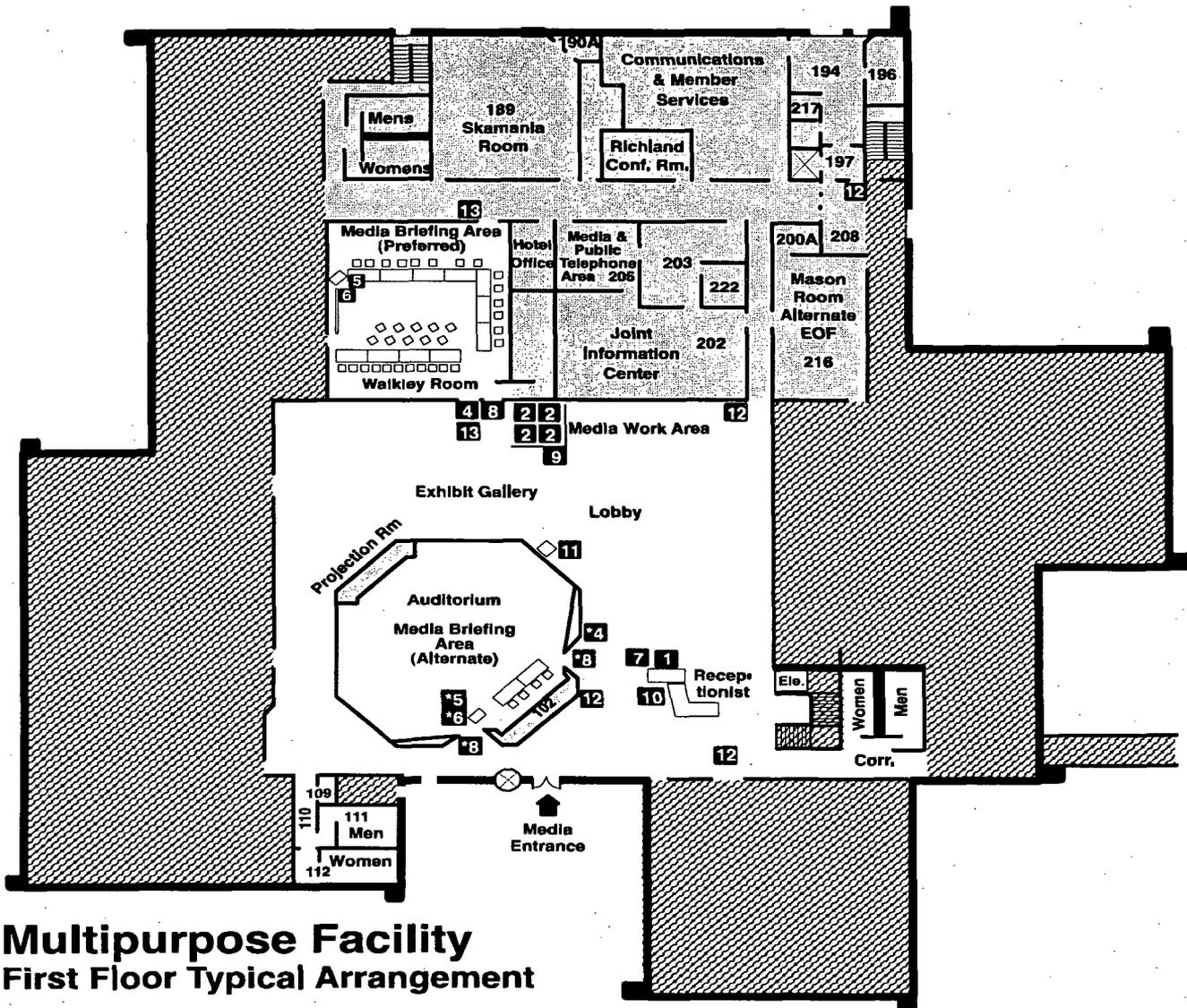
Normal Reporting Location: JIC Area/MPF Lobby

Reports To: Media Coordinator

1. If necessary, assist with setup of JIC receptionist's work station.
 - a. Test telephone following lobby set-up by calling any JIC number.
 - b. Set up baskets for news releases or other information.
 - c. Place signs as indicated on the MPF First Floor Typical Arrangement graphic.
2. Greet public information staff from counties, states, or other agencies reporting to the JIC. Direct public information staff from counties, states, or other agencies to JIC Support Manager's office.
3. Greet and badge media representatives and request they sign-in on Form No. 26060, JIC Media Representatives Log, or similar sheet.
 - a. Identify public access areas available to the media. Access for media is limited to the lobby and news conference locations (i.e., Walkley Room or Auditorium). Refer to the MPF First Floor Typical Arrangement graphic.
4. Assist Media Coordinator with distribution of materials, including media kits and previously distributed news releases, to media present in the JIC.
5. Refer media requests for event information to the Media Coordinator.
6. Answer the phone and direct calls as guided by the Media Coordinator.
 - a. Direct calls requesting interviews to the Media Coordinator.
 - b. Transfer calls of concern from the public to the Public Phone Team at X5011.
 - c. Direct calls from the media with general questions about the event to the Media Phone Team at X5100.
 - d. Record calls for JIC staff as messages and deliver to the Media Coordinator for distribution. If message is urgent, contact the Media Coordinator for response.
 - e. Calls should not be transferred to Energy Northwest employees or ERO responders in other emergency centers or Energy Northwest facilities. If message is urgent, contact the Media Coordinator for response.
7. If Display Generator does not display on MPF lobby television, obtain hardcopy from JIC Secretary and transfer information to status board in lobby.

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8. Advise the Media Coordinator if crowds outside or inside the MPF are becoming a control issue.
9. Perform other tasks as assigned by the Media Coordinator.



**Multipurpose Facility
First Floor Typical Arrangement**

Legend:

Sign	No. Title	  Energy Northwest No Media Access  Tenant No Media Access
1 Last News Release No. is _____	11 TV Monitor "DRILL" sign (Drills Only) * Walkley Room (Preferred). Use Auditorium as Alternative	
2 Media Work Area	12 Drill in Progress Today (drills only)	
4 Next Press Conf. Scheduled for:	13 Video coverage may be in progress	
5 Public Information 372-5011 (On Lectern)		
6 This is an Exercise or Drill (On Lectern)		
7 Joint Information Center		
8 News Conference in Progress		
9 Current Plant Status is . . . (if needed)		
10 Media: Please see JIC Receptionist . . .		

901001-1BW
May 7, 2007

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INFORMATION MANAGER

Duties: INFORMATION MANAGER

Normal Reporting Location: JIC Office Area

Reports To: JIC Manager

Personnel Supervised: Phone Team Supervisors

A. Primary Responsibilities

The Information Manager is responsible for addressing the information needs of Media and Public Phone Teams, tracking rumors and misinformation, and ensuring, if possible, that corrections are made. The Information Manager may also assist, as requested by the JIC Manager, in preparation for news conferences or interviews of spokespersons with media representatives.

B. Duties

1. Immediate Actions

- a. Ensure video monitor in phone team room is operational prior to declaring phone teams activated. If not operable, provide Phone Team Supervisors status information to record on whiteboard or flip charts.
- b. As necessary, assist the Phone Team Supervisors to ensure phones are operational.
- c. Review with JIC Manager and Media Coordinator, media calls that have been received by Public Affairs or JIC staff prior to phone team activation. Respond, as appropriate, contacting each by phone, if necessary.
- d. Review guidance under special actions to determine if arrangements need to be made for additional staff to monitor media coverage of the event on radio, television, and Internet.
- e. Assist, if requested by JIC Manager, in preparations for initial JIC staff briefing.
- f. Inform JIC Manager when phone teams are set up and operational.

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2. Ongoing Actions

a. Address information needs of Media and Public Phone teams.

- Provide updated information to phone teams on plant status and public response information.
- Observe news conferences and record key information from all spokespersons that should be provided to phone teams for release.
- Respond to breakdowns in phone team operation, i.e., information not flowing, phone team members or supervisors experiencing extra stress, potential conflicts and disagreements.
- Following notification by the County that evacuation of the general public has been ordered, periodically check in with the Red Cross or the Emergency Worker/Assistance Center to determine how many people have registered at any center. Provide this information to the Spokesperson and Phone Team Supervisor.

b. Track rumors and misinformation and ensure, if possible, that corrections are made. {R-3491}

- Receive rumors or misinformation from phone teams and media coordinator for resolution.
- Research correct information for rumors or misinformation using resources such as Technical Spokesperson, EOF staff, and offsite agency public information staff.
- Report correct information for reported rumors to JIC Manager, agency public information staff in JIC, and Phone Team Supervisors.
- Record rumors and their corrections, if any, for shift turnover.
- As necessary, provide guidance for monitoring news coverage to personnel assigned to monitor media coverage. Use Attachment 4.2.1, Monitoring News Coverage, as guidance to those monitoring news coverage.

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- c. Report trends in media and public questions and ensure, if possible, that appropriate information is provided to counter identified trends.
 - Collect trend data from Phone Team Supervisors.
 - Report significant trends to Media Coordinator and Assistant JIC Manager for news releases.
 - Assist Media Coordinator and Assistant JIC Manager in formulating messages to media in response to trends in public and media questions.
3. Special Actions to Be Implemented, As Necessary
 - a. Assess anticipated media coverage and, as necessary, request additional staff be called out to monitor radio, television, and Internet broadcasts. Request that equipment be set up to support desired effort. Consider the following actions:
 - Request that telecommunications staff assist to set up additional television monitors and videotape setups for monitoring of television coverage.
 - b. If necessary, assist the JIC Support Manager to recruit other Energy Northwest staff to monitor media coverage of event.
 - Use Energy & Business Services offices for additional media monitoring.

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MONITORING NEWS COVERAGE

Duties: MONITORING NEWS COVERAGE

Assigned To: Phone Teams

NOTE: Information Manager may choose to use personnel who are at home to provide the monitoring and call in with the results.

1. Report to the JIC Office Area, sign-in on the JIC sign-in board and notify the Information Manager or Phone Team Supervisor of your arrival.
2. Report to a location designated by the Information Manager or Phone Team Supervisor to monitor news coverage. If not already operating, turn on television and radio receivers per instructions posted at monitoring station. Start local computer and monitor Internet per posted instructions.
3. On an Emergency Response Log, Form No. 23895, record the following information for both television and radio news coverage of the Columbia Generating Station event:
 - a. Date and exact time of news coverage.
 - b. Station and call letters or website URL (e.g., www.abcnews.com).
 - c. Name of reporter broadcasting the information.
 - d. Location of station.
 - e. Key points reported, particularly emphasizing instructions which are being reported for public health and safety.
 - f. Other facts, such as injuries, location of emergency event, names of decision makers, actions being taken by the facility.
4. At the end of the news item, compare your notes to the information provided by the Phone Team Supervisor for media accuracy.
5. Record rumors or misinformation on Emergency Phone Response Log, Form No. 26057, and give to Phone Team Supervisor. Play back videotaped broadcast of rumors or misleading information, if requested.
6. Tally the general subject matter of news broadcasts to facilitate determination of trends in media reporting.
7. If requested by the Information Manager, review subsequent news coverage for correction of errors previously identified to the station.

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PHONE TEAM SUPERVISOR

Duties: PHONE TEAM SUPERVISOR

{R-4655}

Normal Reporting Location: MPF Room 1-205

Reports To: Information Manager

Personnel Supervised: Phone Team Members

A. Primary Responsibilities

The Phone Team Supervisor is responsible for directing the operation of the telephone lines established to respond to media and public inquiries regarding an emergency event. Duties include ensuring preparation of the phone team work area, relaying inquiries that should be answered to the Information Manager, supervising phone team members and ensuring they have information from news releases, news conferences, and interviews or statements by spokespersons of agencies represented in the JIC, and assisting the Media Coordinator. The primary functions of Energy Northwest phone team members are to represent to the media and public the Energy Northwest response to the emergency and to clarify questions regarding protective actions.

B. Duties Common to Supervision of Both Phone Teams

1. Immediate Actions

- a. Initiate setup of the phone team area with supplies and equipment stored in the Phone Team Cabinets.
 - Test phone system as instructed in job aid in your resource book.
 - Set up video monitor for Character Generator status information and news conferences. Remote control is in cabinet #4 in Phone Team room.
 - Arrange resource books, materials, and phone log books for use by team members.
 - Contact the Support Manager for additional supplies or for need for support from telecommunications or facilities staff.

NOTE: Two Phone Team Supervisors are assigned to each ERO team. The second Phone Team Supervisor may assist the Media Coordinator once the phone teams are set up.

- Verify operation of the EAS radio in the phone team room.

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- b. If not already done by Support Manager, change the AB switch positions on the two Digital Call Recorders on the Support Manager's desk to "Drill/Emergency" Message. Dial 5100 and 5011 to verify that the message requests callers to stay on the line.
- c. Assign team members to phone positions and provide copies of Attachment 4.3.1, Phone Team Member.
- d. Ensure that as many phone team members as possible participate in the initial JIC staff briefing as scheduled by the JIC Manager or provided by speaker phone. If members cannot participate, provide them a briefing of the information covered.
- e. Ensure that copies of news releases that have been issued are available to phone team members.

NOTE: Activation of phone lines should occur as soon as possible after distribution of first news release, broadcast of EBS messages, and receipt of information of potential interest to the public and media. The Phone Team Supervisor should notify the JIC Manager as soon as one or more team members is ready to receive calls.

- f. When several team members have reported and operation is set up, activate phone lines, then report activation to the Information Manager.
- g. Assign one or two members to monitor TV and radio broadcasts and Internet coverage of event. See B.2.f. See also Attachment 4.2.1.

2. Ongoing Actions

CAUTION

Do **NOT** display Protective Action Recommendations to the Phone Team. Display **only** Protective Action Decisions.

- a. Record on white board key information from news conferences, Emergency Alerting System messages, or other official sources needed by team members to respond to phone inquiries, then, as necessary, provide hard copy to phone team members. Avoid details that should not be included in Phone Team responses. Ensure all times are in civilian, not military, format.
- b. When possible, observe and evaluate TV or radio news broadcasts and Internet coverage for misinformation and promptly report misinformation to Information Manager, giving station, time, and newscaster.
- c. Conduct team member briefings whenever events change or new information has developed. If desired, deactivate all but one phone for short periods of time to conduct the briefing.

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- d. Promptly log and report to the Information Manager any rumors or misinformation that team members detect from incoming calls, then record information provided to dispel rumor or correct misinformation.
- e. Maintain a log of significant events for briefing your or a team member's replacement.
- f. Obtain concurrence of JIC Manager and request JIC Support Manager call in additional qualified personnel to perform phone team duties, including broadcast media monitoring.
- g. Periodically monitor Phone Team member notes or logs for trends in questions that team members may not have information to answer or that the public may need to hear from a news conference or briefing. Report trends to the Information Manager with a request, as necessary, for written clarification.
- h. Designate a person to act as supervisor when it is necessary to leave team area.
- i. Monitor phone team operation to identify difficulties obtaining correct or adequate information or personnel needs, including additional staffing requirements.
- j. Coordinate additional phone team staffing and equipment needs or failures with Support Manager.
- k. Observe phone team members for evidence of undesired stress or conflict. Discuss need for break or relief.
- l. Provide phone team members with breaks, as necessary, to ensure effective performance.
- m. Periodically ensure video monitor with plant and emergency response status is operational and up-to-date. If video monitor is not operational, record plant status and emergency response information as provided by Information Manager on plant status board in phone team room.
- n. If messages for agency representatives or employees are taken by phone team members, contact JIC staff member or agency representative and relay the message. If the message is for an Energy Northwest employee in another emergency center or work area, contact the Manpower Scheduler in the EOF and relay the message.
- o. Maintain copies of news releases and hard copy of news conference information for use by team members.
- p. Review requests from media to provide information by facsimile. If necessary, confer with Information Manager on whether such information is appropriate (if it has already been sent to other media, it is appropriate). Forward request to distribution team.

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- q. If calls are received requesting information regarding the response by Washington, Oregon, or other agencies instruct the phone team to provide the agency's phone number to the caller, or, if the agency is represented in the JIC, to request assistance from the appropriate representative, if the information requested is not already available to the phone team.
- r. Assist Media Coordinator, as needed, in monitoring activities of Media assembled at the MPF.
- s. If the Governmental Affairs position is staffed, provide this fact and the Governmental Affairs phone number to the team.
- t. Identify any Spanish-speaking phone team members to the rest of the team.

C. Specific Duties - Media Phone Team Supervision

- 1. Instruct Phone Team members to announce calls requesting interviews and to request assistance, if needed. Provide assistance to interviewee or request another phone team member to handle the interview, as appropriate. Refer media requests to interview corporate management to JIC Manager or Assistant JIC Manager.
- 2. Instruct phone team members to commit to return calls to media only if questions are being asked that require consultation and research before they can be answered. If necessary, request that difficult calls be transferred to an appropriate representative on the phone team or to the supervisor.

D. Specific Duties - Public Phone Team Supervision

- 1. When team members notify you that offers of assistance are made to (or from) callers, coordinate the action to be taken with the appropriate individual or organization. Request Support Manager assistance, if appropriate.
- 2. Inform team members that inquiries about the status of individuals who may have been evacuated should be referred to the caller's local American Red Cross (ARC) office. Current phone numbers are in the phone team resource handbook.
- 3. Inform team members that inquiries from family members or others regarding the location or welfare of Energy Northwest employees should be relayed to the EOF Manpower Scheduler. Instruct phone team members to take the caller's name and phone number.
- 4. Instruct phone team members to not commit to return calls to public. If necessary, request that difficult calls be transferred to an appropriate representative on the phone team or to the supervisor or provide the phone team member's name so the caller can contact the same person later.

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E. Termination

1. Ensure that all phones have been deactivated. Test by calling 5100 and 5011. Deactivate any phones that continue to ring.

2. Ensure that the AB switches on the Digital Call Recorders on the Support Manager's desk are set to "Normal" Message. Call both numbers in Step E.1 to verify that the message describes current plant status. Refer to PPM 13.12.19 Attachment 5.4 to change normal Call Recorder outgoing message.

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MEDIA AND PUBLIC PHONE TEAM MEMBERS

Duties: MEDIA AND PUBLIC PHONE TEAM MEMBERS

Normal Reporting Location: MPF Room 1-205

Reports To: Phone Team Supervisor

A. Duties Common to Media and Public Phone Teams

1. After sign-in and badging, report to the appropriate Phone Team Supervisor and assist with setup. If the Supervisor is not present, initiate setup and immediate actions identified in Attachment 4.3, Phone Team Supervisor.
2. Man the phone position assigned and respond to media inquiries or public calls as directed.
3. Working from status information, news releases, chronologies, fact sheets, news conference notes, and other written materials that may be available from offsite response agencies, respond to calls from the media or public as follows: {R-4883}
 - a. Make a log entry for each call on Form No. 23895, Emergency Response Log, and note the name of the caller, the information the caller requested, and the information you provided.
 - b. Categorize the subject matter of each call on a tally sheet provided by the Phone Team Supervisor for trending purposes.
 - c. Provide only information that you know to be accurate from news releases, Emergency Alerting System messages, resource books, or news conferences notes.
 - d. Address all questions and correct misinformation to the extent possible.
 - e. For calls requesting information regarding the response by Washington, Oregon, or other agencies, only respond to the question if the answer can be found in news releases previously distributed to the media, or if an agency representative present in the JIC can provide the answer, otherwise provide the caller with the agency's phone number as listed in the appropriate news release.
 - f. For calls involving the following situations, make a brief reference on the Emergency Response Log, then place the appropriate information on Form No. 26057, Emergency Phone Response Log, and give the top copy to a Supervisor:
 - Rumors;
 - Misinformation;
 - Requests to interview JIC or corporate management;

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- Questions about specific Energy Northwest employees or other emergency workers;
- Messages from employee or other emergency worker families;
- Questions requiring research, consultation, or which cannot be answered until a later time.

g. If the caller asks to speak with an Energy Northwest employee or an offsite agency representative, note it in the Emergency Phone Response log, then advise the caller that you will relay the message. Give the original copy of the message to the Phone Team Supervisor.

4. When practical, observe news conferences televised into your room and record notes that will assist you to answer questions from the media.
5. Participate in JIC staff or team briefings and assist other phone team members, when practical, to obtain answers for questions and respond to media queries.
6. If the Governmental Affairs position is staffed and the phone number has been provided, transfer calls from local, state, and national government officials to that contact.

B. Specific Duties - Media Phone Team

1. Agree to return a call only if questions being asked can be researched and answered. If desired, also provide your name and phone number so the caller can contact you again for additional information.
2. If requested to provide a live or recorded interview:
 - a. Refer request to supervisor if you do not feel confident in ability to answer live questions.
 - b. Ask the caller to summarize the questions before going live or starting recording.
 - c. Notify supervisor when you start the interview.
3. If called by the public, transfer the call to the Public Phone Team at X5011 or request caller use 509-372-5011.
4. Relay media requests for faxed information to supervisor.

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C. Specific Duties - Public Phone Team

1. Do not agree or volunteer to return a call, but refer the caller to the Emergency Alerting System and their local radio and television stations. If desired, provide your name and number so the caller can contact you again for additional information.
2. Inquiries about the status of individuals who may have been evacuated should be referred to the caller's local American Red Cross (ARC) office. Current phone numbers for the Tri-Cities area are in the phone team resource handbook.
3. When you make an offer to provide assistance to a caller, complete an Emergency Phone Response log entry of the assistance need and give the original to the Team Supervisor.
4. If the caller is having an emergency where life may be endangered or immediate assistance is deemed necessary, keep the caller on the line and contact the Team Supervisor for assistance.
5. Refer all Spanish-speaking callers to a county or Energy Northwest Spanish-speaking representative, when present.
6. If called by a media representative, transfer the call to the media phone team at ext. 5100 or provide the caller with the media phone team number, 509 372-5100.
7. Refer calls to the County EOC when caller requests assistance with evacuation or other emergency or has an agricultural question or other question which is not covered by the information in the Resource Book. In most cases, the answer may be obtained by asking the Supervisor to contact the County representative in the JIC.

D. Termination

1. Deactivate phones in accordance with the instructions on the sticker attached to the front face of the phone. Turn off headsets, if used.
2. Return materials to storage. Remove any messages, news releases, etc., inserted in Resource Book.

DATE: 06/27/07

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ENERGY-NORTHWEST
COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.10.6

Effective Date: 10/05/04

DIC # 1308.1

PCN# (If applicable) _____

QPR: Paul T. Ziemer 2483

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

Revised procedure to indicate that ERDS may have been already started by the on-shift Chemistry Technician by the time the Plant/NRC Liaison has arrived at the TSC.

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1.0 PURPOSE

The purpose of this procedure is to describe the emergency responsibilities and duties of the Plant/NRC Liaison for relieving the Control Room NRC Communicator, and providing a communications link to keep the NRC Operations Center informed on plant status and accident mitigation activities.

2.0 REFERENCES

- 2.1 10 CFR 50.72, Immediate Notification Requirements for Operating Nuclear Power Reactors
{R-1932}, {R-1936}, {R-1965}
- 2.2 10 CFR 50, Appendix E (VI), Emergency Response Data System (ERDS)
- 2.3 IEN 98-08, Information Likely to be Requested if an Emergency is Declared
- 2.4 FSAR Chapter 13.3 (Emergency Plan), Sections 2, 4
- 2.5 PPM 13.4.1, Emergency Notifications
- 2.6 PPM 13.13.4, After Action Reporting
- 2.7 Emergency Response Log, 23895
- 2.8 ERDS Data Points for Manual Transmittal to NRC, 26073

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3.0 PROCEDURE

3.1 Plant/NRC Liaison Responsibilities

- 3.1.1 Upon notification of an Alert, Site Area, or General Emergency, or if so directed, proceed to the Technical Support Center (TSC).
- 3.1.2 Present your prox card to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.
- 3.1.3 Enter your name on the TSC Accountability Log located on the table just inside the TSC to establish manual Personnel Accountability.
- 3.1.4 Write your name on the TSC staffing board in the space next to your emergency position.
- 3.1.5 If you leave the TSC temporarily, inform the TSC Manager of your destination and approximate time of return. Note your destination on the TSC Personnel Accountability Log.
- 3.1.6 Obtain the Plant NRC Liaison emergency response basket from the TSC Emergency Equipment Cabinet.
- 3.1.7 Maintain a log of your emergency activities or resolutions on an Emergency Response Log (Form 23895).

NOTE:	The next step should be performed without waiting for the TSC to be activated. The Emergency Response Data System (ERDS) is required to be initiated within one hour of an Alert classification or higher. {R-1932, R-1936}
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NOTE:	The Plant/NRC Liaison in the TSC has the responsibility for ERDS activation. The on-shift Chemistry Technician, the on call Emergency Planner or the PDIS Analyst in the EOF may have already activated ERDS, however.
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- 3.1.8 For an Alert or higher classification, ensure ERDS has been activated per Attachment 4.1.
- 3.1.9 Notify the PDIS Analyst at the Engineering Support area in the Emergency Operations Facility (EOF) that you have arrived at the TSC and are assuming responsibility for ensuring the continued operation of ERDS.
- 3.1.10 Obtain a briefing from the TSC Manager, the Technical Manager or the Operations Manager on the current status of the plant and the actions being taken to mitigate the emergency.

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- 3.1.11 Activate the cordless phone set up in the Plant/NRC Liaison work area and check its operability in accordance with Attachment 4.2. Periodically, check the ENS line operability.

NOTE: The MUTE button should be used when not transmitting voice data to NRC to prevent making unintended commitments or releasing sensitive information prematurely.

- 3.1.12 Activate the TSC extension of the NRC Emergency Notification System (ENS) using the cordless phone. Push the PHONE button to activate it and the OFF button to hang up. Request a turnover briefing from the Control Room ENS communicator on classification level, reactor status, other relevant plant status items, and what information has been exchanged with the NRC.
- 3.1.13 Obtain permission from the NRC ENS communicator prior to transferring the ENS responsibilities from the Control Room to the TSC.
- 3.1.14 After assuming the ENS responsibility, observe the requirements of 10 CFR 50.72(c)(3) by maintaining continuous communications (when requested by the NRC) and by designating someone to maintain the ENS phone if you must leave it for any reason. {R-1965}
- 3.1.15 Notify the NRC of ERDS activation and periodically verify the ERDS link with NRC by inquiry on the ENS line, or by following direction contained in Attachment 4.1.
- 3.1.16 Be prepared to provide the Headquarters Operations Officer with the following information:

NOTE: Refer to the TSC, EOF or JIC position listed parenthetically for information for NRC as necessary.

- Is there any change to the classification of the event? If so, why? (TSC Operations Manager)
- What is the ongoing/imminent damage to the facility, including affected equipment and safety features? (TSC Operations Manager)
- 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? (TSC Radiation Protection Manager)
- 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? (TSC Radiation Protection Manager)

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- Is the event under control? When was control established, or what is planned to bring the event under control? What is the mitigative action planned or underway? (TSC Operations Manager)
- What onsite protective measures have been taken or planned? (TSC Radiation Protection Manager)
- What offsite protective actions have been recommended to State or local officials? (Assistant EOF Manager)
- What is the status of State, local or other federal agencies responses, if known? (Assistant EOF Manager)
- 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? (Assistant JIC Manager)

- 3.1.17 Obtain TSC Manager approval prior to making commitments to the NRC.
- 3.1.18 Obtain TSC Manager (or appropriate TSC staff) assistance for resolving NRC requests for information.
- 3.1.19 If ERDS becomes inoperable during use, use ERDS Data Points for Manual Transmittal (form 26073), to verbally inform the NRC of selected data points.
- 3.1.20 In the event of ENS failure, contact the NRC Operations Center at:
- 1-(301) 816-5100 (main)
 - 1-(301) 951-0550 (backup 1)
 - 1-(301)-415-0550 (backup 2)
 - 1-(301)-415-0553 (backup 3)
 - 1-(301)-816-5151 (fax)
 - 1-(817)-860-8100 (alternate site, Region IV)

<p>NOTE: The NRC Event Notification Worksheet (NRC Form 361) is intended for guidance in giving information to the NRC. It is available on pads in the Control Room, TSC and EOF for reference. It represents information the NRC Duty Officer may ask for, but it is not necessary to complete or transmit the form.</p>
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- 3.1.21 Notify the TSC Manager of NRC activities relating to the emergency.
- 3.1.22 Interface with the NRC representatives within the TSC concerning in plant activities.

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3.1.23 If the TSC becomes uninhabitable or otherwise unavailable for the performance of TSC functions, transfer ENS responsibilities back to the Control Room until the TSC functions are relocated.

- Inform the NRC that ENS responsibilities will be assumed by the Control Room until the TSC functions are capable of being implemented.

3.1.24 Upon shift change, turn over your logs and fully brief your relief on:

- Classification level
- Plant status
- Ongoing activities
- NRC commitments made during the emergency

3.1.25 Upon shift change or termination of the emergency:

- Prepare an individual After Action Report per PPM 13.13.4.
- Provide the report to your relief, or if not present, the TSC Manager.

3.1.26 Upon termination of the emergency, terminate ERDS, (with NRC concurrence), per Attachment 4.1.

4.0 ATTACHMENTS

4.1 Initiation and Termination of ERDS

4.2 Cordless Phone Operation

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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 being in), an emergency. **DO NOT** activate ERDS for training or drill purposes unless prior arrangements have been made.

I. INITIATION

The ERDS program on the Plant/NRC Liaison PC runs on the LAN. The Plant/NRC Liaison alternate PC is located in the TSC Engineering Library. Power up the Plant/NRC Liaison PC to start the initiation process.

NOTE: If activating ERDS from the EOF Engineering area or Control Room, log on steps are the same as for the Technical Support Center (TSC) instructions. The ERDS host computer in the Control Room may also be used to start ERDS. Standard Windows operating commands should be used.

- A. From the Plant/NRC Liaison's PC located in the TSC:
 - 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 pulldown menu and select ERDS to start ERDS.

- B. Screen will display the ERDS program, then:
 - 1. Determine if ERDS is already running by noting the status in the ERDS State field. If anything other than Quiet is shown, then ERDS is running.
 - 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.

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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 TSC Manager that you are unable to activate ERDS.
3. Advise the NRC Operations Center on the Emergency Notification System (ENS) phone line, of the ERDS failure and using the ERDS parameters from this attachment, determine which ERDS data points to manually transmit.
4. Request the Control Room Communicator remain on the ENS line until the ERDS link is established. The applicable data points may need to be communicated from the Control Room. The ERDS data points are identified on form 26073, ERDS Data Points for Manual Transmittal to NRC.

II. VERIFICATION

To view real time ERDS data, click on the View Data button. To close the real time data view, click on the View Status button.

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.

<p><u>NOTE:</u> If you desire other functions, or program information, the ERDS Users Manual is stored in the TSC Emergency Response Supply Cabinet.</p>
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CORDLESS PHONE OPERATION

NOTE: This instruction is provided for the Plant/NRC Liaison to use the cordless phone in the TSC to communicate with NRC using the ENS circuit with a cordless phone instead of the original desk phone provided. The original desk phone is retained as a backup.

1. To setup and operate the cordless phone:
 - a. Pick up the cordless phone handset in the Plant/NRC Liaison work area.
 - b. Ensure that the toggle switch mounted on the wall immediately behind the cordless phone is in the "forward" position (actual events only) or "rear" position (drills and exercises).
 - c. Ensure the AC adapter for the phone and the battery charger is plugged into an outlet.
 - d. The MUTE button should be used to deactivate the headphone microphone to prevent premature release of sensitive information. Press the MUTE button again to activate the microphone.
 - e. Don the cordless phone/headset unit. Push PHONE to turn the phone on.
 - f. When ready to assume ENS duties, pick up the cordless handset and determine if the Control Room is on line. If a dial tone is received, establish communications by dialing the ENS number exactly as listed on the wall (or by dialing the control cell number for drills and exercises).

2. The cordless phone will allow you to transmit from any location in the TSC.

NOTE: The ENS connection will not be broken until the phone is turned off, runs out of power, or hung up. Battery change out requires that the NRC be contacted per step 1.f, above.

3. If the battery needs to be changed, inform the NRC representative that you will be offline briefly, and that you will re-establish the connection as soon as the new battery is installed. The battery is changed by releasing the battery from the back of the handset and inserting a charged battery in its place. Put the discharged battery in the charger.
4. Volume of the handset speaker may be adjusted for comfort using the up or down arrow buttons on the handset.
5. If the cordless handset fails to operate, contact with the NRC may be re-established using the original ENS phone.
 - a. Unplug the phone line labeled, "NRC/ENS" from the wall switch behind the cordless phone unit and plug that line into the original ENS desk phone. Re-establish contact with NRC as described in step 1.f above.

DATE: 06/27/07

Pkg. 2007-0569

EDITORIAL

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ENERGY-NORTHWEST
COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.10.7

Effective Date: 10/05/04

DIC # 1308.1

PCN# (If applicable) _____

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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

Add additional instruction to make a PA announcement to personnel to place their work in a safe condition and immediately exit the RCA (or applicable area) upon declaration of an emergency. Drill comments incorporated.

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1.0 PURPOSE

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

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 2.0
- 2.2 PPM 13.13.4, After Action Reporting
- 2.3 PPM 13.14.1, Nearby Nuclear Facility Emergencies/Requests for Assistance
- 2.4 PPM 13.5.1, Evacuation
- 2.5 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.6 PPM 13.10.3, Technical Manager and Staff Duties
- 2.7 PPM 13.11.3, Site Support Manager and Staff Duties
- 2.8 PPM 13.11.18, Information Coordinator Duties
- 2.9 Emergency Classification or Other Emergency Message, 26045
- 2.10 Columbia Generating Station Public Address Emergency Message Format - Protected Area Evacuation, 26050
- 2.11 Columbia Generating Station Public Address Emergency Message Format -Site Evacuation, 26051
- 2.12 Emergency Response Log, 23895
- 2.13 Classification Notification Form, 24075
- 2.14 Emergency Notification Worksheet, 25665
- 2.15 Technical Support Center (TSC) Briefing Guidelines, 25860
- 2.16 TSC Staffing Chart, 26062
- 2.17 Columbia Generating Station OSC Staffing Chart, 26063
- 2.18 Emergency Manpower Schedule, 26094
- 2.19 Manpower Schedule Message, 26171

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3.0 PROCEDURE

3.1 Plant Administrative Manager Responsibilities

- 3.1.1 Upon notification of an Alert, Site Area Emergency, or General Emergency, or if so directed, proceed to the Technical Support Center (TSC).
- 3.1.2 Log into TES and obtain dosimetry.
- 3.1.3 Present your badge to the TSC card reader located by the outer hallway access door to establish electronic Personnel Accountability.
- 3.1.4 Enter your name on the TSC Accountability Log to establish manual Personnel Accountability.
- 3.1.5 Enter your name on the TSC staffing board in the space next to your emergency position.
- 3.1.6 If not already out, obtain the Plant Administrative Manager emergency response basket from the TSC Emergency Equipment Cabinet and ensure the Administrative Support positions are appropriately staffed. Obtain position ID badge.
- 3.1.7 If you leave the TSC temporarily, inform the TSC Manager of your destination and approximate time of return. Note your destination on the TSC Personnel Accountability Log.
- 3.1.8 Obtain a briefing from the TSC Manager, the Technical Manager or the Operations Manager on the current status of the plant and the actions being taken to mitigate the emergency.
- 3.1.9 Maintain a log of significant events and your actions using the Emergency Response Log, form 23895.
- 3.1.10 Assure early establishment of Center accountability by ensuring TSC personnel present their badges to the card reader, and manual accountability log is completed and personnel have signed in on the staffing chart. Using form 26062, designate extra responders as second shift personnel.
- 3.1.11 Determine if ERO personnel present for all TSC and OSC positions:
 - Compare the individuals to the positions listed on forms 26062, TSC Staffing Chart, and 26063, OSC Staffing Chart. If all positions are filled, inform the TSC Manager, EOF Manager, and the OSC Manager that personnel are present for all positions.
 - Ensure TSC staff has signed in on the TSC staffing board.

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

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

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

NOTE: Public address announcements that direct protective actions, such as Site evacuation, are an Emergency Director responsibility.
--

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

- If PA announcements require an action to be taken, sound the Alerting Tone. If no action is required, omit the use of the Alerting Tone.
- PA announcements following emergency classifications should be made as soon as possible and should occur within about five minutes of the announcement in the TSC. Announcements should include the classification, the time of the classification, a brief description of the classification, applicable protective actions, and follow the format on form 26045.
- PA announcement for a Protected Area Evacuation is required for response to a security contingency. Refer to form 26050, Columbia Generating Station Public Address Emergency Message Format - Protected Area Evacuation.
- Update announcements should occur as directed by the TSC Manager and should include as a minimum hazardous areas to avoid, the classification, and evacuations until complete.

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- 3.1.15 Upon declaration of Alert or higher emergency, make a PA announcement to direct personnel to place their work in a safe condition and exit the RCA (or other affected area) immediately, and to coordinate RCA entries with the OSC.
- 3.1.16 When notified of a Site Evacuation, confer with the Radiation Protection Manager to determine if special evacuation routes are necessary and make appropriate PA announcements.
- PA announcements for Site Evacuations should be integrated with the announcement for the Site Area Emergency. PA announcements for Site Evacuation should occur as soon as possible following identification of the need to evacuate. At Site Area Emergency an evacuation of the Protected Area must take place to ensure accountability within 30 minutes of the PA announcement. The PA announcement should use form 26051, Columbia Generating Station Public Address Emergency Message Format - Evacuation.
- 3.1.17 Coordinate with the Site Support Manager in the Emergency Operations Facility (EOF) to:
- Call out the ERO for all emergency centers in the event of a simultaneous failure of the Dialogic auto dialer system and the radio paging system, making it impossible to contact the ERO normally. Refer to the Part B Notification Checklist to summon the on call ERO team for each center.
 - Establish relief schedules to provide continuous personnel support for the plant, as needed.
 - Provide transportation, food, and other logistical support for plant emergency personnel.
 - Arrange for required training of Energy Northwest or offsite agency personnel responding to support emergency or recovery operations.
 - Obtain necessary offsite support services and equipment.
 - Obtain assistance necessary for making offsite deliveries to the site.
- 3.1.18 If it becomes necessary for the TSC to initiate relief shift staffing, use form 26094, Emergency Manpower Schedule, to establish a relief shift schedule for two 12-hour shifts, with start times of 0600 and 1800 or other hours, as directed by the Emergency Director, at 24 hours duration. Establish 3 - 12 hour shifts when additional staff becomes available.

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

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

- Maintain a projected 36 hour schedule until the emergency is terminated.
- Identify safe access routes to the plant.
- When it is determined that a shift change is required, activate the auto dialer and initiate an on the fly message to the ERO. Use form 26171, Manpower Schedule Message.

CAUTION

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

- 3.1.19 Dial 9-375-1809 when prompted by the Remote Activation Module. Enter the password INFO (4636) and pound sign.
- Enter 1000 for the scenario number, and press the pound key. This will activate the pagers and phones.
 - Read the prepared message on form 26094 when prompted. Press the pound key when done.
 - Press "3" to start the scenario. Press the pound sign to end the call.
- 3.1.20 Approximately two hours prior to shift change, initiate an informational announcement:
- Contact the auto dialer at 9-375-1809. When prompted by the Remote Activation Module, enter the password INFO (4636) and the pound sign.
 - Enter 1010 for the scenario number, and press the pound key. This will not activate the pagers or phones.
 - Record your announcement.
 - Press "3" to start the scenario. Press the pound sign to end the call.
- 3.1.21 Review the final (one hour after start of notification) auto dialer report for unfilled positions. If positions are unfilled, refer to the Emergency Phone Directory for qualified responders and contact them via the telephone.

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- 3.1.22 As appropriate, ensure requests for procedure TCN/PCNs are reviewed and approved in accordance with plant procedure requirements, or approved by a Licensed Senior Reactor Operator in accordance with 10 CFR 50.54(x) requirements.
- 3.1.23 Arrange Plant Operations Committee (POC) meetings as necessary.
- 3.1.24 If prolonged emergency operations are anticipated or additional staff resources are needed, refer to the ERO Phone List located in the Emergency Phone Directory and determine what Emergency Response Organization (ERO) members are qualified to provide shift relief along with a home phone number where they can be reached.
- 3.1.25 When necessary, obtain the necessary equipment and personnel to provide administrative support for writing special procedures during emergency or recovery operations and coordinate procedures requiring prior NRC approval through the TSC Plant/NRC Liaison position.
- 3.1.26 Keep the TSC Manager briefed on the status of administrative support activities. Refer to the Plant Administrative Manager's portion of form 25860, Technical Support Center (TSC) Briefing Guidelines.
- 3.1.27 Refer incoming media calls to the Joint Information Center (JIC).
- 3.1.28 Upon shift change, fully brief your relief on duties, responsibilities and current status of work being performed.
- 3.1.29 Upon shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Collect the individual After Action Reports prepared by staff personnel.
 - c. Deliver all After Action Reports to the TSC Manager.
 - d. At termination of the event, provide the TSC Manager with administrative support in compiling TSC After Action Reports and developing a summary report of TSC performance.

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3.2 TSC Relocation

3.2.1 If the TSC functions can no longer be implemented from the TSC, the TSC staff will relocate to the Control Room or other location as designated by the TSC Manager. Announce to the TSC staff that the following supplies should be taken with them to the alternate location:

- Position specific procedures
- Accountability Logs
- OSC and TSC staffing charts
- Fax log and received faxes
- Flip chart tablets and markers
- Hard hat, safety glasses, and hearing protection

3.2.2 Prior to departure, contact the TSC RPM and determine the safe access route to the alternate location. Direct the TSC staff to use the safe access route.

3.2.3 Coordinate responsibility for PA announcements with the Control Room Supervisor and Incident Advisor/STA.

3.2.4 If relocating to the Control Room, prior to departure, determine if the TSC Manager has informed the Shift Manager of the arrival of TSC personnel. If not, contact the Shift Manager and inform him of the pending arrival.

3.2.5 If relocating to the Control Room, remind TSC staff to:

- Proceed to the Control Room promptly.
- Upon arrival at the Control Room, check in with the Shift Manager and assemble at the drawing table towards the rear of the Control Room.
- Do not disrupt emergency response activities in progress by Control Room staff.

4.0 ATTACHMENTS

4.1 Technical Support Center Status Board/Information Coordinator

4.2 Technical Support Center Administrative Support Staff

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TSC STATUS BOARD/INFORMATION COORDINATOR DUTIES

Duties of: Technical Support Center Status Board/Information Coordinator

Assignment Location: Technical Support Center

Report to: Plant Administrative Manager

Activation Level: Alert, or Higher Classification

Responsibilities

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

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TSC ADMINISTRATIVE SUPPORT STAFF DUTIES

Duties of: Technical Support Center Administrative Support Staff

Assignment Location: Technical Support Center

Report to: Plant Administrative Manager

Activation Level: Alert, or Higher Classification

Responsibilities

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

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

- a. TSC Personnel Accountability
 - 1) Place the Personnel Accountability Log located on the Administrative Support Staff desk on the table at the entrance to the TSC and ensure personnel entering the TSC enter their name on the form.

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- 2) When necessary, direct TSC personnel to obtain temporary dosimetry or card into the TSC.
- 3) Ensure that TSC personnel leaving the TSC:
 - Obtain briefing from the RPM in the TSC on radiological conditions that affect areas or routes they will be in;
 - Are properly logged out, and logged in when they return.
- 4) If KI is taken by personnel in the TSC, record the action on the Accountability Log.

b. TSC Phone Assistance

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

c. TSC Facsimile Assistance

- 1) Upon arrival, check the dedicated receive facsimile machine and ensure the toggle switch located on the fax is set to 207 (the dedicated fax number). Ensure that the correct time and date are set on both receive and send fax machines.
- 2) Make a copy of documents provided to you for faxing and return the original to the person requesting you to fax.
- 3) Log all incoming and outgoing faxes into the Fax Log Book located on your desk.
 - a) Number all incoming and outgoing faxes beginning with No.1 and write the documents log number in the upper right corner of the document.
- 4) For outgoing faxes, attach the confirmation slip to the document and file.
- 5) For incoming faxes, log and make a copy for files, and route as addressed. If not addressed, deliver to the Plant Administrative Manager for routing directions.

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- 6) For incoming CNFs and news releases, copy the:
- TSC Manager
 - Operations Manager
 - Technical Manager
 - Maintenance Manager
 - Radiation Protection Manager
 - Plant Administrative Manager
 - Plant/NRC Liaison
 - Chemistry/Effluent Manager
 - TSC Information Coordinator
 - All NRC personnel, if present
- 7) If form 25665, Emergency Notification Worksheet, is received in the TSC, copy the Plant/NRC Liaison to assist in NRC communication responsibilities.
- 8) Route outgoing fax messages as addressed or distributed in accordance with the Fax Outgoing Distribution Guide.
- 9) When a CNF is originated from the TSC by the TSC Manager, transmit it to the following agencies or emergency centers, using group dial feature, as appropriate:
- Benton County EOC
 - Franklin County EOC
 - State of Washington EOC
 - DOE-RL
 - SCC
 - EOF
 - OSC
 - JIC
- If the group dial feature fails to operate, send the fax to each location separately in the order listed above.

d. TSC Records Assistance

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

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

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

DATE: 06/27/07

Pkg. 2007-0569

EDITORIAL

13.14.8.R16

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ENERGY-NORTHWEST
COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.14.8

Effective Date: 08/06/03

DIC # 1308.1

PCN# (If applicable) _____

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Sponsor: David B. Holmes 8687

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

Procedure Revision Synopsis

Change reference from PASS drills to implant liquid sample drills, and remove reference to criticality monitoring drills, Attachment 4.1.

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1.0 PURPOSE

This procedure outlines the Energy Northwest emergency drill and exercise program. A description of the different types of drills and, where applicable, the minimum required frequencies for each are indicated. The process to administer drills and exercises and to correct problem area findings are included.

2.0 REFERENCES

- 2.1 Letter No. GO2-93-125, Supply System [Energy Northwest] to NRC, dated May 27, 1993 {2.1}
- 2.2 NUREG-0654/FEMA-REP-1, Rev. 1, Section II N {R-3956}
- 2.3 10 CFR 50 Appendix E, Section IV.F {R-5902}
- 2.4 FSAR Chapter 13.3, Emergency Plan, Section 8.0
- 2.5 INPO 88-019, Emergency Preparedness Drill and Exercise Manual, and Casualty Control Drill Supplement
- 2.6 EPI-21, Drill and Exercise Performance
- 2.7 SWP-CAP-01, Corrective Action Program
- 2.8 SWP-CAP-02, Cause Determination
- 2.9 PPM 13.14.4, Emergency Equipment

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3.0 PROCEDURE

An important part of emergency preparedness is the ability to train personnel in an environment similar to what they might see during an actual emergency. This type of training is conducted in a "drill" format. Participants in a drill can be assisted and coached to reinforce appropriate measures that would need to have been taken had it been a real emergency.

The ability to evaluate the capabilities of these personnel is a requirement of both the Nuclear Regulatory Commission and the Federal Emergency Management Agency. An evaluation is conducted in an "exercise" format, which is similar to a drill, but where participants can NOT be assisted or coached. Participants in an exercise must demonstrate that they can take the appropriate emergency response actions on their own.

3.1 Supervisor, Emergency Preparedness

3.1.1 Prepare an annual drill and exercise program proposal which outlines the tentative schedule, desired organization/agency participation, and scope for each intended drill and exercise.

3.1.2 Schedule and coordinate the annual drill/exercise program with the following:

a. Energy Northwest

- Manager, Resource Protection
- Plant General Manager

b. Offsite Agencies

- 1) Inform offsite agencies at least 180 days in advance of dates for scheduled drills or exercises.
 - Directors of any potentially participating agencies, normally the Division of Emergency Management for Washington;
 - Benton County and Franklin County Emergency Management for bi-county response agencies;
 - Department of Energy - Richland Operations for Hanford response organizations, and individually for any other involved federal agencies; and
 - For ingestion zone participation, the Department of Energy for the State of Oregon and the ingestion zone counties response agencies.

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- 3.1.3 Implement the appropriate drill or exercise which meets the required frequency for conduct of drills and exercises defined in Attachment 4.1.
- 3.1.4 Appoint a "drill/exercise coordinator" for each drill or exercise.
- 3.1.5 A scenario development committee may be established to assist with direction and technical review of drill and exercise scenario development. The committee should include representatives from:
- Operations and/or Training
 - Maintenance Training
 - Engineering and/or Technical
 - Health Physics and/or Chemistry
 - Security
 - Emergency Preparedness
 - Outside Agencies {2.1}
- If participating as a player, package review must be delegated to a non-player.
- 3.1.6 Review all completed exercise packages to ensure the requirements of 10 CFR 50 Appendix E, Section IV F and NUREG-0654/FEMA-REP-1, Rev. 1, Section II N have been met. {R-5902}, {R-3956}
- 3.1.7 Obtain approval from the participating authorities listed in Step 3.1.2 above for each exercise package on a scenario signoff sheet.
- 3.1.8 Provide exercise packages to those federal agencies that will be conducting performance evaluations within required time frames.
- 3.1.9 Ensure drills and exercises are conducted in a safe and effective manner.
- 3.1.10 Review all drill/exercise evaluation reports to ensure appropriate actions are taken to resolve findings and to pursue any delinquent responses to assure timely closure.
- 3.1.11 If significant findings are included in a report, evaluate the findings per the requirements of SWP-CAP-01.
- If the findings are a result of ineffective previous corrective action, evaluate the finding per the requirements of SWP-CAP-01. {2.2}
- 3.1.12 When analysis indicates conditions adverse to the Plant's ability to meet:

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- An Emergency Plan commitment, or
- An Emergency Plan Implementing Procedure action step, or
- A NRC regulatory criterion

Evaluate these conditions per the requirements of SWP-CAP-01.

3.2 Licensing Manager Duties

3.2.1 Review Emergency Preparedness NRC Inspection Report findings that require resolution, i.e., open items, follow-up items, unresolved items, notices of violation, etc.

3.3 Drill/Exercise Coordinator Duties

3.3.1 Take all actions necessary to make preparations for conduct of the drill or exercise utilizing the guidance contained in EPI-21, Drill and Exercise Performance.

3.3.2 Prepare the drill/exercise package per EPI-21.

3.3.3 Incorporate the input and efforts of the scenario development committee and ensure the correctness of technical data, and that plant and environmental monitoring conditions are as realistically portrayed as is practicable.

3.3.4 Conduct the drill/exercise per EPI-21.

3.3.5 With assistance from the drill controllers, prepare the drill/exercise report that summarizes performance.

3.3.6 Ensure unresolved deficiencies are entered into the Plant Tracking Log (PTL) for corrective action tracking. Refer to SWP-CAP-01.

3.3.7 Ensure resolution of corrective actions by appropriate individuals or departments.

3.3.8 Ensure personnel respond to assigned corrective action items tracked in the PTL by the specified due date.

4.0 ATTACHMENTS

4.1 Drill/Exercise Frequency

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DRILL/EXERCISE FREQUENCY

<u>Activity</u>	<u>Description</u>	<u>Frequency</u>
Communications System Tests	As described in PPM 13.14.4.	As specified in PPM 13.14.4.
Communications Drills	As described in Table 8-1, b. of the Emergency Plan	As specified in Table 8-1, b. of the Emergency Plan
Fire Brigade Drill	The Fire Brigade will be activated to respond to a simulated fire or may respond to a training area to actually fight a fire under the supervision of the Fire Brigade Leader. It may be incorporated into an annual exercise or another drill.	Controlled under the Fire Protection Plan.
Medical Emergency Drill	This drill involves a simulated injury with contamination and will include provisions for participation by ambulance personnel and off-site medical treatment facilities. If not incorporated into the annual exercise it will be evaluated separately by FEMA.	Annually, supporting each local area hospital biannually, including FEMA evaluation.
Radiological Monitoring Operations Drill	This drill involves the Environmental Field Teams. Field activities involve conducting surveys and collecting and analyzing various samples, such as soil, water, air, and vegetation. Provisions for communications and record keeping will also be tested. This drill may be incorporated into another drill or exercise.	Annually
Health Physics Lab Drill	This drill involves the response to and analysis of simulated elevated airborne and liquid samples, and direct radiation measurements in the environment. It also may be incorporated into another drill/exercise.	Semi-annual
Health Physics In plant Liquid Sample Drill	This drill involves the analysis of in plant liquid samples with actual elevated radiation levels.	Annually

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<u>Activity</u>	<u>Description</u>	<u>Frequency</u>
Casualty Control Drill	Performance of these drills is optional. They may incorporate several other drills into a combined functional drill approaching the scope of the annual exercise.	Optional
Dress Rehearsal	Performance of these drills is optional. It usually is of the same scope as the annual exercise as a means to provide a preliminary test of the emergency response organizations.	Optional (usually held the month prior to the exercise)
Exercise	<p>This is a test of Energy Northwest's overall capability to respond to an emergency resulting in offsite radiological releases requiring response by offsite authorities. It will involve participation by the Plant staff and offsite agencies. Scenarios will be varied from exercise to exercise to provide for the following:</p> <ul style="list-style-type: none"> A. Testing of all major elements of the preparedness organization and the plan, such as ingestion zone plans, within 6 years. B. Starting between 6:00 PM and 4:00 AM each 6 years. C. Conducting some exercises unannounced. D. Conducting exercises under various weather conditions. E. Accommodation of offsite agencies any year they want to participate, but assuring the minimum participation specified in 10CFR50, Appendix E, Section IV F are met. 	Biennially

END

DATE: 06/27/07

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EDITORIAL

13.14.9.R26

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ENERGY-NORTHWEST
COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.14.9

Effective Date: 03/22/06

DIC # 1308.1

PCN# (If applicable) _____

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

Procedure Revision Synopsis

Attachment 5.1 is revised to update PTL number references and correct "Site One" terminology to "IDC."

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1.0 PURPOSE

This procedure identifies the activities necessary to maintain a current emergency preparedness program in accordance with commitments made in the Columbia Generating Station Emergency Plan. {R-1710}

2.0 REFERENCES

- 2.1 10 CFR 50.47(b), Emergency Plans {R-1605}
- 2.2 10 CFR 50.54(q), Condition of Licenses {R-1700}
- 2.3 10 CFR 50.54(t), Conditions of Licenses, (audits) (R-1710, R-1712)
- 2.4 NUREG-0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants {R-2878, R-4114}
- 2.5 10 CFR 50 Appendix E, IV and V {R-5728, R-5730, R-5896, R-5928 R-5930}
- 2.6 10 CFR 72.44, License Conditions {R-11222}
- 2.7 FSAR, Chapter 13.3, Columbia Generating Station Emergency Plan
- 2.8 OQAPD, Appendix III {R-1368}
- 2.9 SWP-LIC-02, Licensing Basis Impact Determinations
- 2.10 SWP-LIC-03, Licensing Document Change Process
- 2.11 PPM 13.14.4, Emergency Equipment
- 2.12 PERA 201-1793-02
- 2.13 PERA 202-0098-23
- 2.14 PERA 202-0430-03
- 2.15 PERA 202-0558-03
- 2.16 PERA 202-0635-01
- 2.17 PERA 202-0684-02
- 2.18 PERA 202-0728-06

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3.0 DISCUSSION

The Emergency Preparedness (EP) Program for Columbia Generating Station has many facets which require ongoing review and assessment to ensure that the Program is maintained. Many of these are attended to by groups outside of the Emergency Preparedness Department. For example, field survey instruments are checked and calibrated by Radiological Services, field team vehicles and emergency diesel generators are maintained by Construction and Maintenance Services, pagers and sirens are maintained by Network Services, etc. If organizations that assist in the process of maintaining the EP Program are not diligent in performing their portion of the effort, the Program could be adversely affected. For this reason, the Emergency Preparedness Department will maintain an oversight role to ensure that all program maintenance requirements are being performed.

4.0 PROCEDURE

4.1 Supervisor, Emergency Preparedness

- 4.1.1 Coordinate, as appropriate, with Energy Northwest managers to implement the requirements of Attachment 5.1, Topics Requiring Periodic Review or Action.
- 4.1.2 Maintain, prepare, and archive records generated as a result of Emergency Preparedness program implementation in accordance with SWP-REC-01. {R-2878}
- 4.1.3 Notify the Manager, Resource Protection, of any condition which would preclude or interfere with the ability of Energy Northwest to implement the requirements of the Columbia Generating Station Emergency Plan.

4.2 Applicable Energy Northwest Managers

- 4.2.1 Coordinate, as appropriate, with the Supervisor, Emergency Preparedness to implement the requirements of Attachment 5.1, Topics Requiring Periodic Review or Action.
- 4.2.2 Notify the Supervisor, Emergency Preparedness of any condition which would preclude or interfere with the ability of Energy Northwest to respond to emergency conditions.

5.0 ATTACHMENTS

5.1 Topics Requiring Periodic Review or Action

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
1. Columbia Generating Station Emergency Plan Review (R156728)	Supervisor, Emergency Preparedness (R-1605)	Annually	<p>A. Utilize guidance from SWP-LIC-03, to coordinate review, revision, approval, and issuance of the plan to incorporate changes resulting from new regulations, critiques of drills/exercises, audit findings, and comments from personnel or agencies inside and outside Energy Northwest.</p> <p>B. Ensure that the Washington State Emergency Management, the Benton and Franklin County Departments of Emergency Management, and the Department of Energy-Richland Operations are contacted early in the review/revision process and that their comments are solicited and considered for input into the process. Document this portion of the review.</p> <p>C. Ensure a Licensing Basis Impact review is performed as required by SWP-LIC-03.</p> <p>D. Ensure the supporting documentation is submitted for POC review consistent with the proposed change.</p> <p>E. Ensure a report of Emergency Plan changes is sent to the NRC per 10CFR50.4(b)(5) within 30 days of making the changes and/or per 10CFR72.44(f) within six months after the change is made. {R-1700, R-5930, R11222}</p> <p>F. Ensure Emergency Plan is reviewed, revised, and approved per 10CFR50 Appendix E, V. {R-5928}</p>

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<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
2. Columbia Generating Station Emergency Plan Implementing Procedures (EPIPs)	Supervisor, Emergency Preparedness	As Necessary	<p>A. Utilize guidance from SWP-PR0-02 to coordinate reviews, revisions, and deviations required by revisions to the Emergency Plan or other requirements.</p> <p>B. Ensure Licensing Basis Impact reviews are completed as required by SWP-LIC-02.</p> <p>C. Ensure documentation is submitted for POC review, as required and approved changes are placed in locations where they are likely to be used. {R-1368}</p> <p>D. Ensure that revisions affecting offsite response are coordinated with the appropriate agencies.</p>
3. Columbia Generating Station EPIPs Telephone Numbers (WO 01046211)	Supervisor, Emergency Preparedness	Quarterly	<p>A. Review telephone numbers listed in the Emergency Phone Directory and EPIPs, and change as required.</p>
4. National Weather Service (WO 01046212)	Supervisor, Emergency Preparedness	Monthly	<p>A. Check communications with the NWS first order station and NWS forecasting station to ensure routine meteorological observations and forecasts can be accessed. Refer to NUREG-0654, Annex 1 to Appendix 2, (3)(i).</p>
5. Emergency Action Level (EAL) Review (WO 01047076)	Supervisor, Emergency Preparedness	Annually (R-5730)	<p>A. Ensure officials from the State of Washington, Benton and Franklin Counties, and DOE-RL are afforded the opportunity to review EAL classification scheme. {R-5728}</p>
6. Letters Of Agreement	Supervisor, Emergency Preparedness	Annually	<p>A. Refer to Emergency Plan Appendix 4 for the list of Letters of Agreement.</p>

Attachment 5.1, Topics Requiring Periodic Review or Action

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	<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
7.	Plans And/Or Contracts	Supervisor, Emergency Preparedness	Annually	A. Refer to Emergency Plan Appendix 1 for the list of Supporting Plans And/Or Contracts.
8.	Emergency Response Organization (ERO) Assignment List (WO 01046282)	Supervisor, Emergency Preparedness	Quarterly (or after substantial change)	A. Maintain and coordinate an Emergency Response Organization position assignment list that meets Emergency Plan Section 2 requirements for review, revision, approval, and issuance of current list.
9.	ERO Training (R158645, R146889; WO 01047291)	Supervisor, Emergency Preparedness	Monthly	A. Review status of Emergency Response Organization personnel in the training database to ensure emergency position qualifications are being met by assigned personnel.
			As Necessary	B. Review and approve new or revised Emergency Training lessons.
			Annually	C. Ensure that a radiological training program is made available to local services personnel such as fire company and hospital personnel. (R-5896)
			Annually	D. Ensure that a radiological training program is made available to state and county agencies, and personnel involved with the emergency preparedness effort, at least annually.
			Annually	E. Conduct a review of GET materials and provide comments, forward to Technical Training.

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	<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
10.	Emergency Equipment and Supplies (Passport and PTL tasks)	Supervisor, Emergency Preparedness	Monthly, Quarterly, Semi-Annually, or Annually (as required) Annually	A. Ensure tasks are performed as required by PPM 13.14.4. B. Review EP maintenance and testing activities in Passport and PTL. Verify that Emergency Plan and EPIP maintenance and testing activities are effectively scheduled and tracked in either system.
11.	Emergency Facilities (WO 01046164, 01046158, 01046161, 01046162)	Supervisor, Emergency Preparedness ¹	As Necessary	A. Ensure facilities are maintained and that modifications to any of Energy Northwest's Emergency Centers are documented and approved by the Supervisor, Emergency Preparedness.
12.	Emergency Phone Directory/ERO Phone List/Duty Rosters (for pager carriers) (WO 01046211)	Supervisor, Emergency Preparedness	Quarterly	A. Verify listed numbers in the emergency phone directory are current. Ensure Parts A & C phone numbers are correct. Revise as needed and make appropriate distribution. Verify phone numbers in EPIPs are accurate. If changes are made, inform SCC to ensure Parts A & C are updated.
13.	EP Program Audit (R159956)	Supervisor, Emergency Preparedness	Biennially, or more frequently if required	A. Ensure an audit is conducted that meets the OCAPD requirements and includes the Emergency Plan and Implementing Procedures, training, readiness testing, equipment, and interfaces with state and local governments. (R-1712, R-4114) B. Ensure the Audit Report is submitted to the applicable Vice President for evaluation of findings and resolutions.

¹ And other Energy Northwest managers, such as Health Physics, Operations, Chemistry, Security, Administrative Services, Telecommunications, and Maintenance.

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<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
		As Necessary	<ul style="list-style-type: none"> C. Ensure that findings requiring Energy Northwest corrective action are tracked to completion. D. Ensure the results of the review and recommendations are forwarded to appropriate Corporate and Plant Managers, and that portions pertinent to interface with the state and counties are made available to those jurisdictions.
		Annually	<ul style="list-style-type: none"> E. Ensure that the EP program audit includes an evaluation of the emergency evacuation notification of individuals in the Owner Controlled Area (i.e., IDC, et al) and their response.
14. Drill/Exercise Program	Supervisor, Emergency Preparedness	Annually	<ul style="list-style-type: none"> A. Prepare and conduct a drill/exercise program schedule in accordance with Emergency Plan, Section 8, and 10CFR50, Appendix E, Section IV F requirements. B. Coordinate drill/exercise controllers and evaluators to control and evaluate the ability of emergency responders to perform their Emergency Plan responsibilities. C. Ensure that drill/exercise evaluation and critique findings are formally documented, and management controls are established to ensure that needed corrective actions are implemented.

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	<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
15.	Emergency Planning Staff qualifications	Supervisor, Emergency Preparedness	As Necessary	A. Ensure Emergency Planning staff members maintain their professional qualifications by periodic attendance at industry seminars, training courses, and through observation of, or participation in, emergency exercises conducted at other facilities.
16.	Population Study and Evacuation Time Estimate (WO 01047162)	Supervisor, Emergency Preparedness	Annually	A. Review Emergency Plan Section 5, and update as necessary.
17.	Media Briefing (WO 01046892)	Supervisor, Emergency Preparedness	Annually	A. Ensure annual media briefing is conducted in accordance with Emergency Plan, Section 9.
18.	Public Information (WP 01046891)	Supervisor, Emergency Preparedness	Annually or As Needed	A. Ensure preparation and distribution of public information instructions on essential actions to be taken during emergencies in accordance with Emergency Plan Section 9.
19.	Energy Northwest Alert & Notification System Tests (WO 01046213, 01046214, 01046918)	Supervisor, Emergency Preparedness	Annually or As Required	A. Schedule and conduct operational tests of the Energy Northwest Emergency Alert and Notification System described in Emergency Plan, Section 6. B. Document and transmit reports of test results as required by FEMA Guidance Memorandum for offsite activities.
20.	Severe Accident Guidelines (R149871)	Reactor/Fuels Engineering Manager	Annually	A. Review and update Technical Support Guidelines as necessary.
21.	IDC Implementation of Columbia Generating Station Eplan (R186159)	Supervisor, Emergency Preparedness	Annually	A. Conduct an annual assessment of the IDC implementation of the Columbia Generating Station Emergency Plan.

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<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
		Annually	B. Ensure participation of IDC personnel during Columbia Generating Station emergency response drills.
	Manager, IDC	Monthly	C. Contact entities resident in the IDC area whose personnel have neither blue nor green badges, and for whom emergency response training is appropriate, to confirm that no new or untrained personnel are employed or present.
	Supervisor, Security Force	As necessary	D. Ensure SPIPs used to govern security actions for IDC protective actions are reviewed by Emergency Preparedness.

END

Attachment 5.1, Topics Requiring Periodic Review or Action

DATE: 06/27/07

Pkg. 2007-0569

EDITORIAL

13.14.10.R0

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CONVERSION

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ENERGY-NORTHWEST
COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.14.10

Effective Date: 08/06/03

DIC # 1308.1

PCN# (If applicable) _____

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

Sponsor: Carlos Leon _____
 First MI Last Name Ext. #

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

Procedure Revision Synopsis

Instructions provided for notification of NRC of an elevated threat

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1.0 PURPOSE

This procedure provides guidelines for the Red Alert Response Team. The team is formed for Columbia Generating Station in response to a NRC notification of Threat Level RED. The actions described by this procedure are not subject to the Emergency Plan.

2.0 RESPONSIBILITIES

The team is formed by the On-Call Emergency Planner in accordance with Emergency Preparedness Instruction, EPI-22, NRC Threat Level Red Actions. The EOF Manager is designated as the chairman of the team. Minutes of the meeting and assigned actions discussed at the meeting should be taken by a team member designated by the chairman. Any minutes or action items generated by the team could be considered safeguard material by the Security Manager.

- 2.1 EOF Manager - The EOF Manager is responsible for leading the team in charge of directing actions for Energy Northwest during an NRC Level Red condition. Though activation of emergency centers is not required by this condition, the EOF Manager will be responsible for overall management of Energy Northwest resources in responding to this condition. The EOF Manager will ensure that coordination of local, state, and federal agencies are executed as necessary.
- 2.2 EOF Manager's Secretary - The EOF Manager's Secretary will assist the team by maintaining meeting minutes, provide assistance in contacting the resources needed for the team members, and ensure that assigned actions and priorities are documented for reference by the team.
- 2.3 Security Manager - Advise the team on the immediate actions taken by the Energy Northwest Security Force. Additionally the Security Manager will provide information and advice concerning the coordination of Energy Northwest security and local law enforcement response actions.
- 2.4 ENS Communicator (Plant/NRC Liaison) - This function will be accomplished by the TSC Plant/Liaison individual. Primary duty is to be the plant interface with NRC headquarters via the NRC/ENS phone (if necessary) concerning emergency matters and advise the team of NRC activities.
- 2.5 JIC Manager - The JIC Manager will review and approve all the necessary information provided to the PIO is accurate and provided in a timely manner. This will also include coordination with public information activities with those of Benton and Franklin Counties, Washington State, Oregon State, and other Federal Agencies.
- 2.6 Communications/Industry Affairs On-Call PIO - The On-Call PIO will be the primary Energy Northwest contact with the news media to provide information on the condition to the public.
- 2.7 On-Call Emergency Planner - Contacts the designated personnel for the meeting and provides support as required.

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3.0 PROCEDURE

The use of this procedure assumes that an Emergency Classification has not been declared or any emergency center activated. This condition can be considered to be a security issue with increased readiness via the emergency preparedness program.

3.1 EOF Manager convenes the meeting to review and discuss the NRC Threat Level Red condition. The following positions from the On-Call ERO team should be present:

- 3.1.1 EOF Secretary
- 3.1.2 Security Manager
- 3.1.3 ENS Communicator
- 3.1.4 JIC Manager
- 3.1.5 Communications/Industry Affairs On-Call PIO
- 3.1.6 On-Call Emergency Planner

The team evaluates the threat against plant conditions and develops a list of additional measures ("actions") to be implemented to meet the threat.

The following is a list of considerations that the team should address, as a minimum, for action development and effective response to the notification.

- Increased security duties

The Security Manager should give an update as to the nature of the upgrade, point of contact and the significant security actions being implemented i.e., possible increased coordination with Hanford Patrol or other law enforcement agencies. Columbia Generating Station employees should be informed as to what to expect at the security access points when reporting to work.

- Increase in ERO preparation

Discuss the potential for immediate or scheduled assistance from selected members of the on-call ERO team such as for increased public and media inquiries or notifications.

- Coordination with outside agencies

Discuss any immediate issues needing resolution or required communications to be established with outside agencies and any workers directly affected by the change, i.e., BPA personnel at Ashe Substation. Make certain that notifications are coordinated with press releases to ensure that conflicts of information do not occur.

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- Press releases

First discuss if there is a need for a press release. List the possible conditions that would trigger the initiation of a press release. A press release should be reviewed closely for security content to ensure that security is not compromised. Schedule and maintain the frequency of live media briefings.

- Review work activities of the plant

Consider a conference call with the duty Shift Manager and Maintenance Team Manager, during normal operating conditions, to discuss any possible conflicts to the normal routine work schedule. For outage conditions, contact the Outage Manager. Establish a mechanism/process to resolve any issues related to the prioritization of scheduled work that might compromise the change.

- Key personnel

Key personnel will be identified as those needed to maintain Columbia Generating Station operation and security at a safe and high vigilance status.

3.2 The EOF Manager should ensure that the list of action items concurred to by this team are assigned, prioritized, tracked, and implemented in the agreed time frame for the specific items.

3.3 The EOF Manager should contact and appraise the CEO or designee, as appropriate, of the actions to be taken.

3.4 Team members should update the status of action items directly to the EOF Manager when completed or when the team reconvenes.

3.5 The team members assigned the action items should contact plant organizations, as appropriate, for assistance to complete the actions.

3.6 The EOF Manager should set a place and time for the team to reconvene to review the status of assigned actions and any changes in condition status, as required.

3.7 The EOF Manager should provide the CEO or designee as appropriate, periodic updates regarding actions.

4.0 REFERENCES

NRC Regulatory Issue Summary 2002-12A - Power Reactors. NRC Threat Advisory and Protection Measures System, 8/19/2002. G12-02-137.

5.0 ATTACHMENTS

None