



INTEROFFICE MEMORANDUM

DATE: August 22, 2007

TO: Distribution

FROM: Procedure Control, Administrative Services, (964C) *Karen Kumbler*

SUBJECT: **PLANT PROCEDURES MANUAL – VOLUME 13**
PACKAGE NO. 2007-0711

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The following Procedure has been revised/approved and is to be inserted in your Controlled Copy Manual and the superseded revision is to be removed and destroyed: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>
13.5.1	23	EVACUATION
13.5.5	19	PERSONNEL ACCOUNTABILITY, SEARCH AND RESCUE
13.7.5	19	OFFSITE ASSEMBLY AREA OPERATIONS
13.10.8	24	SECURITY LIEUTENANT DUTIES
13.11.7	34	RADIOLOGICAL EMERGENCY MANAGER DUTIES
13.11.10	21	SECURITY MANAGER DUTIES
13.11.12	28	EOF ENGINEERING MANAGER AND STAFF DUTIES
13.12.19	16	JIC MANAGEMENT
13.12.21	11	JIC SUPPORT ACTIVITIES

REFERENCE:

This package contains EDITORIAL CHANGES; please replace the pages located in your manual with the attached pages

<u>Procedure</u>	<u>Rev</u>	<u>Pages</u>
13.13.4	9	1-7

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Energy Northwest
Procedure Control (Mail Drop 964C)
PO Box 968
Richland, WA 99352

Date

Signature of Manual Holder

Controlled Copy Number

kk

Attachments:

AKYS
NRK

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

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)	964C
++187	*Asst. EOF Manager (Rm.146) (13.1.1, 13.2.2, 13.4.1, 13.11.1, 13.11.2, 13.13.2)	964C
++188	Site Support Manager (Rm. 146) (13.4.1, 13.5.1, 13.11.3, 13.13.2)	964C
++190	*Radiological Emergency Manager (Rm.146) (13.2.1, 13.2.2, 13.5.1, 13.8.1, 13.11.7, 13.13.3)	964C
++194	*Engineering Manager (Rm.146) (13.11.12, 13.13.2)	964C
++195	*EOF PIO (Rm.146) (13.12.19)	964C
++209	*Security Manager (13.4.1, 13.5.1, 13.5.5, 13.10.8, 13.11.10)	964C
++212	*Dose Projection HP (Rm.146) (13.2.1, 13.8.1, 13.9.1, 13.11.7)	964C
++213	*EOF Manager Secretary (Rm.146) (13.4.1, 13.11.1, 13.11.2)	964C
++237	*EOF Field Team Dispatcher (Rm.146) (13.9.1, 13.9.5, 13.9.8)	964C
<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
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* Level1 File

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ENERGY-NORTHWEST
COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.5.1

Effective Date: 08/22/07

DIC # 1308.1

PCN# (If applicable) _____

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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 eliminate offsite Columbia Security response to the Offsite Assembly Area in favor of local law enforcement response, as requested.

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1.0 PURPOSE

This procedure provides direction for conducting localized evacuations within the Protected Area and evacuation of non-essential personnel from the Site, including the Industrial Development complex.

2.0 REFERENCES

- 2.1 Self Assessment SA-2004-004, incorporate the use of encoder for the radio PA system installed at the EOF {P-211005}
- 2.2 FSAR, Chapter 13.3, Emergency Plan, Section 5
- 2.3 PPM 13.5.5, Personnel Accountability/Search and Rescue
- 2.4 PPM 13.5.7, Industrial Development Authority Duties
- 2.5 PPM 13.7.5, Offsite Assembly Area Operations
- 2.6 ABN-SECURITY, Site Security Event
- 2.7 Public Address Emergency Message Format - Localized Evacuation, 26048
- 2.8 Public Address Emergency Message Format - Protected Area Evacuation, 26050
- 2.9 Public Address Emergency Message Format - Site Evacuation, 26051
- 2.10 Emergency Center Accountability Log, 25691

3.0 DISCUSSION

- 3.1 The principle consideration when contemplating an evacuation is the safety of personnel. Depending on conditions at the time, the Shift Manager / Emergency Director may direct one of three evacuations:
 - 3.1.1 A Localized evacuation is the orderly withdrawal of personnel from a selected area. A Localized evacuation will be announced using the alerting tone followed by an instructional message.
 - 3.1.2 A Site evacuation encompasses the Columbia Generating Station Protected Area and the Exclusion Area, including all of the Owner Controlled Area. A Site evacuation normally occurs at Site Area Emergency, and non-essential personnel from the Protected Area, Exclusion Area, and the Industrial Development complex are evacuated.
 - 3.1.3 A Protected Area evacuation is the orderly withdrawal of personnel from the Protected Area resulting from a security threat. A Protected Area evacuation may be

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conducted if a confirmed, credible insider threat exists, independent of emergency classification. Confirmation of this threat and the recommendation to either shelter in place or evacuate should come from on-shift Security supervision. The determination to shelter or evacuate will be evaluated against the nature of the threat at the time. Provided a Protected Area evacuation can be conducted safely during this event, evacuation is preferred. Otherwise, sheltering in place is preferred. All Protected Area personnel should immediately follow public address announcement instructions.

4.0 RESPONSIBILITIES

4.1 Emergency Director (Shift Manager, TSC Manager or EOF Manager)

4.1.1 The Emergency Director is responsible for determining the need for evacuation and directing necessary protective actions and public address announcements.

4.2 TSC Manager (additional duties)

4.2.1 The TSC Manager is responsible for coordinating appropriate public address announcements to be made from the TSC and establishing accountability with assistance from OSC staff within 30 minutes of initiation of an announcement to evacuate.

4.3 Security Supervisor

4.3.1 The on-shift Security Supervisor is responsible for advising the Emergency Director on actions that affect implementation of the Safeguards Contingency Plan. These actions include, but are not limited to, response to a credible insider threat and directing Localized or Protected Area evacuation in response to a security event.

4.3.2 If the SCC is unable to activate the Site Evacuation siren from the SCC, the Security Supervisor, until relieved by the EOF Security Manager, is responsible to dispatch an officer to the siren to activate it locally.

4.4 Security Supervisor / Security Manager for Industrial Development Complex

4.4.1 The Security Supervisor / Security Manager is responsible for ensuring actions necessary to evacuate the Industrial Development Complex are implemented. The on-shift Security Supervisor performs these actions until relieved by the EOF Security Manager.

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4.5 Radiation Protection Manager

4.5.1 The Radiation Protection Manager (RPM) is responsible for dispatching Health Physics Technicians to the Protected Area Access Point (PAAP) to assist evacuees with personnel monitoring and provide direction to evacuees to the Offsite Assembly Area for additional monitoring and if necessary, decontamination. The RPM also advises the Radiological Emergency Manager (REM) if personnel or vehicle monitoring or decontamination is necessary.

4.6 Radiological Emergency Manager

4.6.1 The REM is responsible for requesting HP support to set up the Offsite Assembly Area for evacuee reception, directing personnel and vehicle monitoring, and decontamination support. If a radiological hazard was not present and evacuees are not contaminated, the REM authorizes evacuees to be released from the Offsite Assembly Area.

4.7 Site Support Manager

4.7.1 The Site Support Manager is responsible for contacting the FFTF shift manager to provide advance notice of Columbia Generating Station protective action decisions for his consideration.

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5.0 PROCEDURE

5.1 Localized Evacuation

For localized evacuations that may be conducted without being in a declared emergency condition, the decision to evacuate is the responsibility of the Control Room Supervisor/Shift Manager (CRS/SM).

Emergency Director Actions (Shift Manager, TSC Manager or EOF Manager)

5.1.1 Determine if any of the extenuating conditions listed below are present, or other conditions which might preclude or delay safe evacuation:

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

5.1.2 For localized evacuations, determine if any areas of the plant should be avoided during the evacuation.

- a. The area selected for a localized evacuation should have well-defined boundaries (e.g., Radwaste Building, 422' Reactor Building, 501' Turbine Building, etc.). The assembly area for localized evacuations will be the onsite Yakima Building conference room or other areas as specified.
- b. If conditions exist requiring localized evacuation such as a security contingency or other localized hazard, initiate localized evacuation by performing steps on form 26048, Public Address Emergency Message Format - Localized Evacuation.

5.2 Site Evacuation

Emergency Director Actions (Shift Manager, TSC Manager or EOF Manager)

5.2.1 Determine if any of the extenuating conditions listed below are present, or other conditions which might preclude or delay safe evacuation:

- a. An ongoing security threat within the Protected Area (consult with the Security Shift Supervisor to aid in determining the safest course of action).

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- b. Inclement weather (e.g., high winds or hazardous road conditions may preclude a safe evacuation of plant personnel).
 - c. Radiological hazards exist (determine which action would result in lowest dose to evacuating personnel).
 - d. Other hazards exist which might subject evacuees to a higher risk to personnel safety than not evacuating
- 5.2.2 Ensure actions for evacuations of the Industrial Development complex are being implemented at Site Area Emergency.
- 5.2.3 Determine, if necessary, any other special protective measures that should be taken by evacuees.
- 5.2.4 If normal evacuation is safe, direct the EOF Security Manager to contact the Benton County Emergency Operations Center (EOC) to request local law enforcement agency (LLEA) support for traffic and crowd control at the Offsite Assembly Area.
 - a. Direct the on-shift Security Lieutenant, in the absence of the EOF Security Manager, to contact the Benton County EOC for LLEA support at the Offsite Assembly Area.
- 5.2.5 Inform the JIC HP Spokesperson via the EOF Information Coordinator that LLEA support was requested.
- 5.2.6 If normal evacuation is safe, direct personnel to evacuate the site and report to the Offsite Assembly Area located at the ENOC. A site map showing the primary evacuation route and assembly area is presented in Attachment 6.2.
- 5.2.7 If a security event or other unforeseen condition prevents or alters implementation of these preplanned evacuation plans, designate alternate exit point(s), and if necessary, alternate assembly area(s). Personnel staging areas and triage areas are shown in Attachment 6.3 for use if needed. Revise the public address announcements accordingly.
- 5.2.8 Perform steps on form 26051, Public Address Emergency Message Format - Site Evacuation, to direct evacuation of the Site.
 - If the PA announcement is made from the Control Room, use the PA system override switch for announcements. Return the switch to the normal position when done.
 - If the EOF Manager is the Emergency Director, coordinate with the TSC Manager to make PA announcements.

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- 5.2.9 Direct the Radiation Protection Manager to provide Health Physics coverage at the Radiologically Controlled Area (RCA) exit portal monitors and at the exit monitors at the Protected Area Access Point (PAAP).
- 5.2.10 Direct the REM in the EOF to make a determination if monitoring is required for evacuees at the Offsite Assembly Area. If not, evacuees may be released after reporting to the Offsite Assembly Area.
- 5.2.11 Security Manager/On-shift Security Supervisor Actions for the Industrial Development complex:
- a. Confer with the Radiological Emergency Manager or Emergency Director in the REM's absence to determine the appropriate announcement.
 - b. If a radiation release is in progress, confer with the REM in the EOF to determine the need for an alternate evacuation route.
 - c. Initiate an Industrial Development complex announcement. Refer to Attachment 6.1.
- 5.2.12 Radiation Protection Manager Actions:
- a. Dispatch HP technicians to the portal monitors at the PAAP to provide instructions to evacuating personnel as outlined below, and assist in personnel monitoring as necessary.
 - 1) If personnel were in a contaminated area, direct them to return to the RCA access point to remove protective clothing (if not already removed), and perform personnel monitoring. If contamination is found, contact the RPM at the TSC at Ext. 2852 for further instructions.
 - 2) If personnel alarm the PAAP portal monitors, direct personnel to the Offsite Assembly Area for monitoring and decontamination.
 - b. Inform the Radiological Emergency Manager (REM) if personnel or vehicle monitoring or decontamination is necessary for evacuating personnel.
- 5.2.13 Radiological Emergency Manager Actions:
- NOTE:** A radioactive release is in progress when effluent monitors indicate radiation levels in excess of normal readings or field teams detect environmental radiation 10 times greater than normal background, and the increased levels are attributable to the emergency event.
- a. If a radiological release is in progress at the time of the evacuation order, monitoring of evacuees at the Offsite Assembly Area will be necessary.

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- b. In the event of an evacuation requiring personnel to report to the Offsite Assembly Area, verify that the Offsite Assembly Area is set up to receive evacuees. Refer to PPM 13.7.5 for guidance regarding setup and operations of the Offsite Assembly Area.

- c. At the time of evacuation, evacuees should be directed to report to the Offsite Assembly Area. This direction should include an evacuation route from the list below as appropriate. A site map showing the primary evacuation route and assembly area is presented in Attachment 5.1.
 - Primary: Route 4 South - This four lane road leads from the sites to Richland and is the main route from the site.
 - Alternate: Route 10 South - A two lane road (FFTF access road) connects Route 4 with Route 10 to Highway 240, then leads into Richland.
 - Alternate: Route 4 South - A two lane road leads northwest from the site, intersecting with Highway 240 and Highway 24 to Yakima.
 - Alternate: Route 2 South - A two lane road leading north from the site, intersecting with Highway 240 and Highway 24 to Yakima.

- d. If no offsite release is in progress at the time of evacuation, evacuees may be released from the Offsite Assembly Area.

5.2.14 Security Supervisor Actions:

- a. The preferred method of site exit uses the normal exit protocol. If desired, the gate between the egress turnstiles at the Protected Area Access Point (PAAP) can be opened to expedite personnel exit.
 - If the gate between the turnstiles is opened, log personnel offsite as quickly as possible, using the Personnel Accountability Log for System Outages.

- b. Direct the mobile patrol to perform a visual check of evacuation progress within the Exclusion Area Boundary. This includes the:
 - Hydrogen Storage & Supply Facility
 - Security Firing Range
 - Owner Controlled Area outside the Exclusion Area Boundary

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- c. In the absence of the Security Manager, direct the SCC Duty Officer to initiate the Site Evacuation announcements.
- d. In the absence of the EOF Security Manager, if the SCC Duty Officer cannot activate the Site Evacuation Siren from the SCC, dispatch a security officer to the Site Evacuation Siren to activate it by depressing the pole-mounted activation button.
- e. In the absence of the EOF Security Manager, if the Offsite Assembly Area will be, or is activated, ensure that the JIC Manager has requested LLEA support from the Benton County EOC. Otherwise, inform the JIC Manager that LLEA support is necessary for Offsite Assembly Area traffic and crowd control.

5.2.15 Site Support Manager Actions:

- a. Contact and inform the FFTF Control Room of the evacuation PADs made by Energy Northwest.

5.3 Protected Area Evacuation in Response to a Credible Insider Threat

5.3.1 Emergency Director Actions (Shift Manager, TSC Manager, or EOF Manager):

These actions may be taken in response to security events that occur independently of required Site evacuation actions taken at Site Area Emergency.

- a. Direct protective actions for personnel based on recommendations from on shift Security supervision. Those actions will consist of either sheltering in place until the security threat is contained, or evacuation of non-essential personnel from the Protected Area to the Offsite Assembly Area.
 - Use the PA system override switch for announcements. Return the switch to the normal position when done.
- b. If a credible insider threat has been received and confirmed, contact the Shift Manager/Emergency Director. Based on evaluation of the threat at the time, recommend to the Shift Manager/Emergency Director that Protected Area personnel either shelter in place, or evacuate to the Offsite Assembly Area.
 - If immediate sheltering in place is the preferred option based upon evaluation, using the Security Supervisor Checklist, advise the Shift Manager/Emergency Director to direct personnel to take shelter.
 - If a Protected Area evacuation can be completed safely based upon evaluation, using the Security Supervisor Checklist, advise the Shift Manager to direct evacuation using form 26050, Public Address Emergency Message - Protected Area Evacuation.

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5.3.2 If advised of an aircraft threat to Columbia, refer to ABN-AIRCRAFT-ATTACK. Attachment 6.3 provides locations of pre-designated emergency staging and triage areas.

6.0 ATTACHMENTS

6.1 Industrial Development Complex PA Instructions

6.2 Evacuation Route Map

6.3 Triage and Staging Areas

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INDUSTRIAL DEVELOPMENT COMPLEX PA INSTRUCTIONS

A. Industrial Development Complex Public Address

- 1) Initiate an Industrial Development complex public address announcement by dialing 761 and reading the following message, or other announcement provided by the REM:

NOTE: Include alternate evacuation route instructions, if required.

"THIS IS AN EMERGENCY ANNOUNCEMENT. PERSONNEL IN THE EXCLUSION AREA AND THE INDUSTRIAL DEVELOPMENT COMPLEX ARE TO IMMEDIATELY EVACUATE THE SITE AND REPORT TO THE ASSEMBLY AREA AT THE EAST SIDE OF 3000 GEORGE WASHINGTON WAY."

Repeat the PA announcement.

B. Radio Paging System

- 1) Using the Radio Paging System at the EOF or the SCC, make a Public Address announcement. {P-211005}
- 2) Verify the date and time appears on display of the Whelen E-969 Encoder labeled Site Evacuation Siren.
- 3) Press the "C2" key
 - The message "Call Key 2" appears in the display and the display will become brighter.
- 4) Press the "Send" key
 - A timer in the display will count down from 5 to 0 while the activation codes are sent and the VA2000 units alert.
 - Message "Call key complete" will appear.
- 5) Using the PA microphone on the Encoder, press the push-to-talk button and make the following announcement:

"THIS IS AN EMERGENCY ANNOUNCEMENT. PERSONNEL IN THE EXCLUSION AREA AND THE INDUSTRIAL DEVELOPMENT COMPLEX ARE TO IMMEDIATELY EVACUATE THE SITE AND REPORT TO THE ASSEMBLY AREA AT THE EAST SIDE OF 3000 GEORGE WASHINGTON WAY."

Repeat the PA announcement.

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- 6) Press the **"Reset"** key (Returns the PA to Standby)
- 7) Press the **"C4"** key (Cancels PA)
 - *"Call Key 4"* will appear in the display
- 8) Press the **"Send"** key
 - The message *"Call key complete"* will appear in the display.
- 9) Press the **"Reset"** key to return to the E-969 to the standby mode.
- 10) After the public address announcement is complete, direct the SCC Duty Officer to activate the Site Evacuation Siren.
- 11) If the SCC cannot activate the Site Evacuation Siren, perform the following:
 - a) Initiate the 3-Minute Siren Alert Tone - Site Evacuation Siren (Cross Roads Siren)
 - b) Verify the date and time appears in the display of the Whelen E-969 Encoder labeled Site Evacuation Siren.
 - c) Press the **"C1"** key
 - The message *"Call Key 1"* appears in the display and the display will become brighter.

NOTE: The Site Evacuation Siren will time out automatically after three minutes.

- d) Press the **"Send"** key
 - A timer in the display will count down from 180 to 0 while the activation codes are sent and the siren alerts.
 - The message *"Call key complete"* will appear
- e) Press the **"Reset"** key (Returns E-969 to the standby mode)
- f) Press the **"C4"** key (Cancels the siren activation)
 - *"Call Key 4"* will appear in the display
- g) Press the **"Send"** key
 - The message *"Call key complete"* will appear in the display

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- h) Press the **"Reset"** key to return the E-969 to the standby mode
- 12) Canceling Siren Before Cycle is Completed
- Press the **"Reset"** key (Returns E-969 to the standby mode)
- Press the **"C4"** key (Cancels the siren activation)
- **"Call Key 4"** will appear in the display
- Press the **"Send"** key
- The message **"Call key complete"** will appear in the display
- Press the **"Reset"** key to return the E-969 to the standby mode.
- 13) If the Security Manager or SCC are unable to activate the siren:
- Contact the Security Supervisor and direct a Security officer be dispatched to activate the Site Evacuation Siren manually.

NOTE: Contact the SCC for the current IDA phone list, if necessary.

Direct the IDA to perform a sweep of the Industrial Development complex.

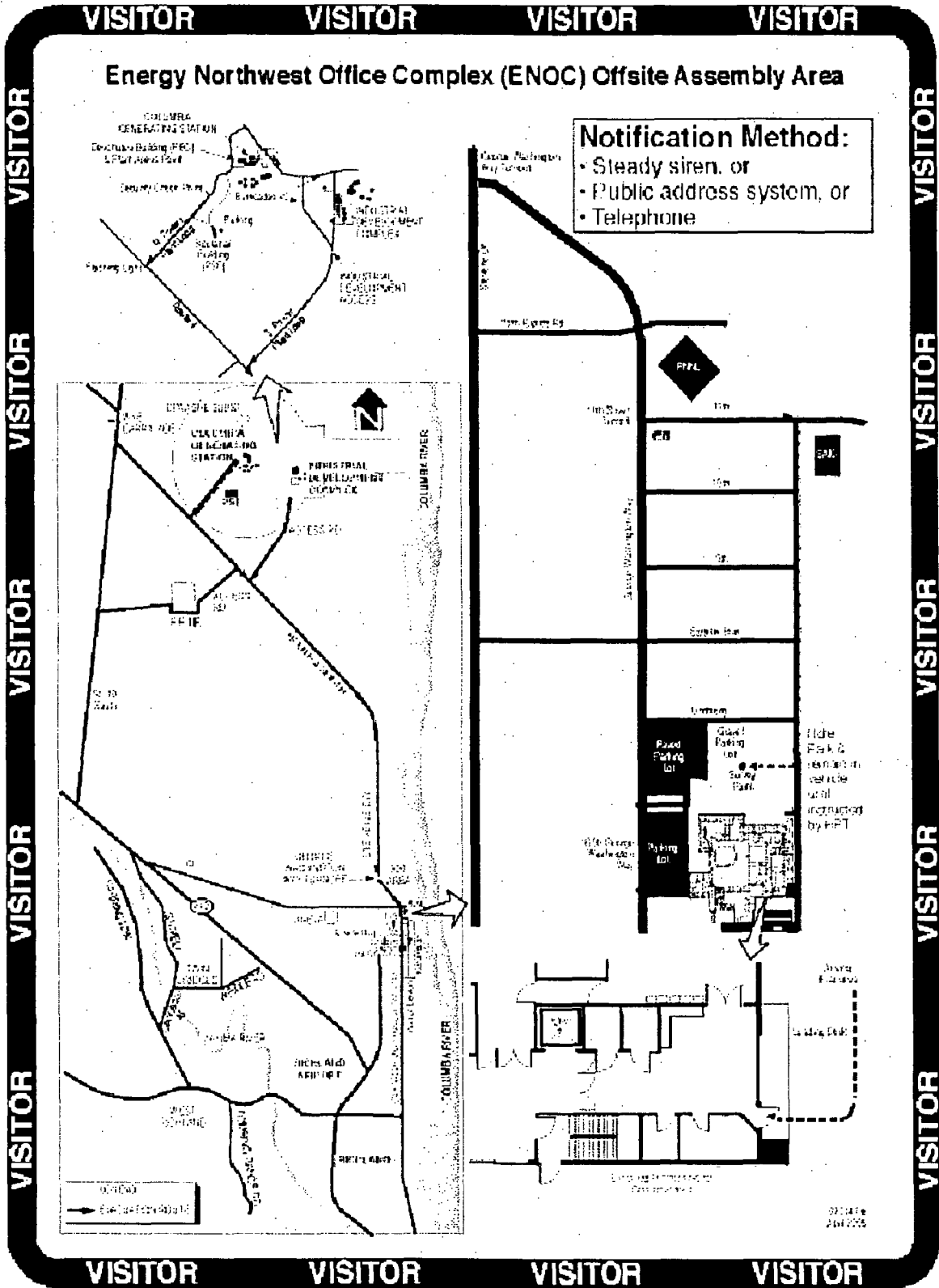
- 14) If the SCC has not been notified, contact the Industrial Development Authority (IDA) and verify that the Industrial Development complex evacuation is being initiated per PPM 13.5.7.
- a) If no one can be contacted at the Industrial Development complex (377-1124), make two attempts to contact personnel listed in the Industrial Development Authority Call List.
- 15) Contact the Security Supervisor to inform security officers at the roadblocks of offsite assembly area location if necessary.
- 16) Coordinate with the Security Supervisor to dispatch an officer with a radio to the assembly area to maintain order at the designated assembly area, and to relay messages or directions to evacuees.
- 17) Provide telephone notification of the evacuation and the above instructions to the following locations. Refer to the Emergency Phone Directory for phone numbers:
- Security Training Facility/Firing Range
Ashe Substation

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- 18) Contact the SCC and verify they used the camera located at the HSSF facility to verify there is no on going activity, personnel or vehicles in the vicinity.
- 19) Keep the Emergency Director informed on the status of the evacuation.

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ENERGY NORTHWEST OFFICE COMPLEX (ENOC) OFFSITE ASSEMBLY AREA

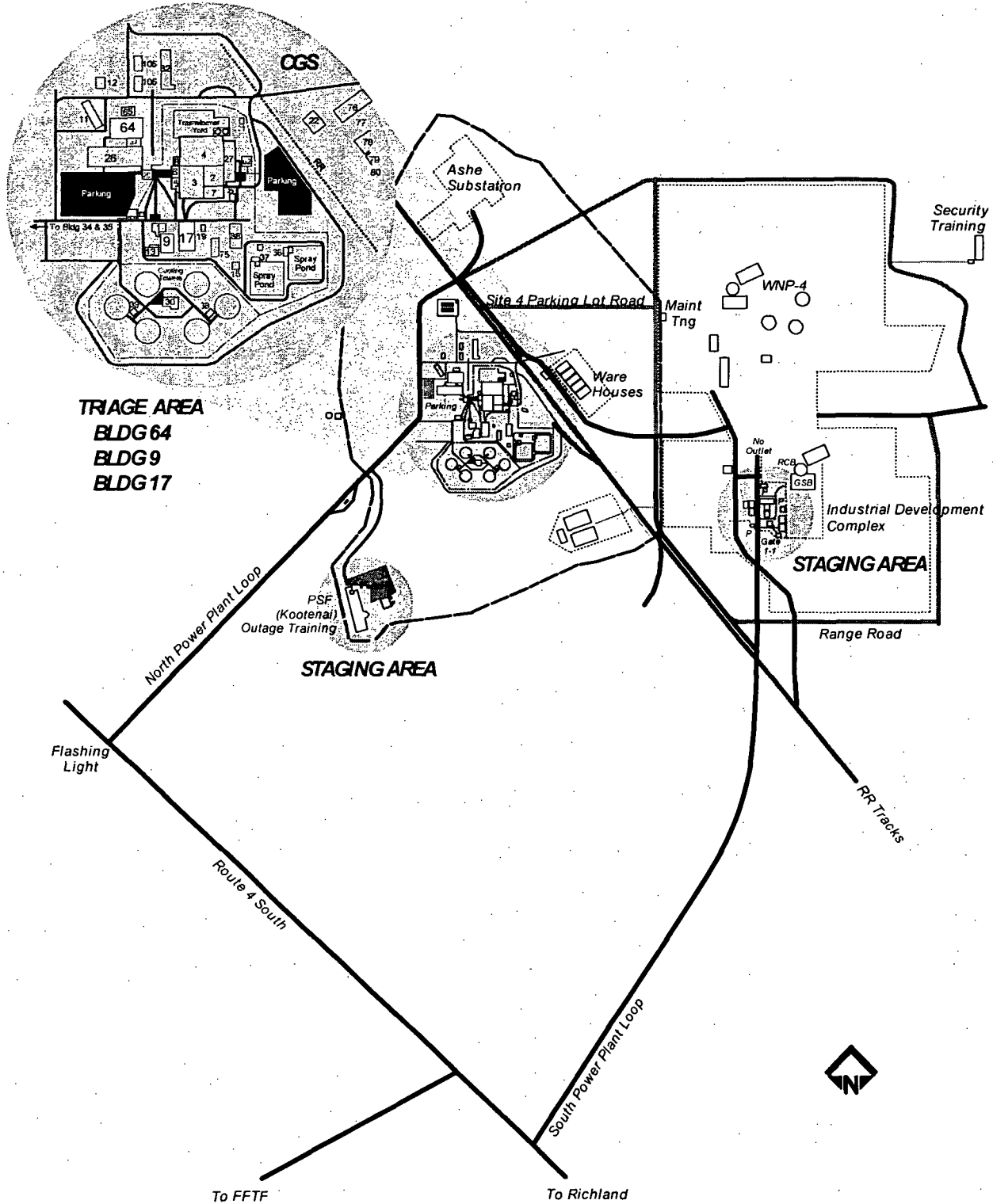


Attachment 6.2, Energy Northwest Office Complex (ENOC) Offsite Assembly Area

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TRIAGE AND STAGING AREAS

TRIAGE AND STAGING AREAS



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JULY 2006

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ENERGY-NORTHWEST
COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.5.5

Effective Date: 08/22/07

DIC # 1308.1

PCN# (If applicable) N/A

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

Procedure is revised to eliminate offsite Columbia Security Force response to the Offsite Assembly Area in favor of local law enforcement response, as requested.

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Title: PERSONNEL ACCOUNTABILITY, SEARCH AND RESCUE		Page: 3 of 7

1.0 PURPOSE

To establish a system for Personnel Accountability to determine and identify unaccounted for personnel. Accountability is required to be initiated whenever a Site evacuation is announced. Search and rescue operations instructions are identified as follow up actions.

2.0 REFERENCES

2.1 FSAR, Chapter 13.3, Emergency Plan, Section 5

2.2 PPM 13.5.1, Evacuation

2.3 Personnel Accountability Log, 25691

3.0 DISCUSSION

It is Energy Northwest's intent to complete Protected Area personnel accountability and identify unaccounted for individuals within thirty (30) minutes whenever a Site evacuation is directed. Initial accountability is considered to be complete when the final list of missing individuals for whom search and rescue will be initiated has been defined. Protected Area evacuations of non-essential personnel are performed at Site Area or General Emergency classifications, but may be directed for other hazardous conditions as well. Using the information from accountability reports, search and rescue steps will be conducted as needed to locate unaccounted for individuals.

Energy Northwest's primary means for establishing on site personnel accountability is an electronic badge accountability system. In the event of electronic system failure, a manual log system is used for onsite personnel. The manual log system may not meet the thirty (30) minute requirement.

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4.0 PROCEDURE

4.1 Personnel Accountability

4.1.1 TSC Manager (or Shift Manager, if TSC not activated) Responsibilities

- a. When on site personnel accountability is necessary, direct the Operations Support Center (OSC) Manager or, if the OSC is not activated, the Site Security Supervisor, to implement actions starting with Step 4.1.2.
- b. If the need for a Protected Area evacuation is indicated, but the decision is made to retain personnel on site due to safety concerns, direct plant personnel to assemble at the 456 Yakima Building conference room or other area as specified. If reporting to the Yakima Building, card in at the OSC card reader for accountability purposes.

4.1.2 OSC Manager Responsibilities

- a. When the OSC is activated, ensure the OSC Team Tracker has initiated OSC Personnel accountability.
- b. Inform the TSC Plant Administrative Manager and Security Manager in the EOF (or Shift Manager if TSC not activated) of accountability progress and results.

4.1.3 Site Security Supervisor Responsibilities

- a. Delay generating the Initial Accountability report for 20 minutes after declaration of Protected Area Evacuation. Then direct CAS to run an Emergency Accountability Report, using the "ALL" option.
- b. Forward the report to the OSC Team Tracker or OSC Manager. If the OSC Manager is not yet present, forward the report to the TSC Manager; otherwise, inform the Shift Manager.

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NOTE: Initial Accountability must be completed within 30 minutes whenever a Site Evacuation is directed, and is considered to be complete when the report is delivered to the appropriate recipient, and when the final list of missing individuals for whom search and rescue will be initiated has been defined.

c. If the OSC is not activated, perform the following:

- 1) Determine from the Emergency Personnel Accountability Report and the OSC/TSC Staffing Charts any individuals that cannot be accounted for.

NOTE: An unaccounted for individual is one who is listed on the Personnel Accountability Report within the Protected Area or Vital Areas, but is not listed on the OSC Personnel Accountability Log, OSC Team Tracking Log, TSC Personnel Accountability Log, CAS Manning Roster, or Control Room Personnel Accountability Log.

- 2) Report the results to the Emergency Director and discuss any follow up actions.

d. If unaccounted for persons are identified, implement Section 4.2 actions to locate unaccounted for personnel in the Protected Area.

4.1.4 OSC Team Tracker Responsibilities

- a. Place the OSC Personnel Accountability Log in the OSC. Remind personnel to:
 - Sign in on the OSC Sign in Board
 - Card into the cardreader at the Yakima Building Lunchroom
 - Log in and log out when leaving from and returning to the OSC

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

- b. Contact the Plant Admin Manager in the Technical Support Center (TSC) to ensure they have taken personnel accountability actions and remind personnel to card in.

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- c. Determine from the Emergency Accountability Report what individuals cannot be accounted for by identifying those names not identified as present in the OSC or TSC.

NOTE: An unaccounted for individual is one who is listed on the Personnel Accountability Report within the Protected Area or Vital Areas, but is not listed on the OSC Personnel Accountability Log, OSC Team Tracking Log, TSC Personnel Accountability Log, CAS Manning Roster, or Control Room Personnel Accountability Log.

- 1) Maintain continuous accountability by requesting the Site Security Supervisor to periodically provide the OSC updated Emergency Accountability Reports and review these reports with the OSC Manager for changes in Protected Area Accountability status.
- 2) Report the results to the OSC Manager and discuss any follow up actions.

The report helps identify personnel in Vital Areas as they are dispatched from the Control Room or OSC.

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

- d. In the event of electronic badge accountability system failure, perform the following:
- 1) Request the Site Security Supervisor to deliver the last available Emergency Accountability Report to the OSC Manager for review and determination of unaccounted for individuals.
 - 2) If an Emergency Accountability Report is not available, obtain personnel accountability and team tracking logs from the TSC, Control Room and OSC.
 - 3) Use the Emergency Accountability Report, visitor's logs, OSC Team Tracker logs, personnel accountability logs, and badge accountability results as needed to account for personnel remaining on site. Inform the OSC Manager of unaccounted for individuals.

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4.2 Search and Rescue Inside the Protected Area

4.2.1 Team Tracker Responsibilities

- a. Prior to dispatch of a repair team to locate unaccounted for personnel, the Team Trackers should make attempts to contact the missing person or persons using the following:
- Plant PA (located in the Team Tracker's cabinet).
 - Contacting the individuals at their work station.
 - Contacting individuals by dialing their pager.
 - Contacting on cell phone (if they have one).
 - Contacting the individual's supervisor.

Should these attempts to contact these individuals fail, the Team Trackers should notify Security and the OSC Manager.

4.2.2 OSC Manager Responsibilities

- a. Once the Team Tracker notifies the OSC Manager that attempts to contact the missing individual(s) has failed, the OSC Manger should:
- 1) Task the Repair Team Coordinator to initiate a repair team using Fire Brigade (FB) personnel or others to begin the search for unaccounted for personnel. The areas to be searched are determined from accountability reports from fellow employees or the individual's supervisor.
 - 2) If radiological hazard is suspected, consult with the OSC HP Lead, or the Radiation Protection Manager to determine search team equipment needs, specific hazards in area(s) to be searched, acceptable dose limits, and safe routes to and from search area(s).
 - 3) If a security event is in progress, confer with the Security Supervisor to determine if a security escort is required and available for repair team support.
 - 4) In the event the unaccounted for person is found and reported as injured, the OSC Manager should initiate a call to 2222.
 - 5) Keep the TSC Manager informed of search and rescue operation efforts and of any encountered difficulties.
 - 6) Follow up with an After Action Report.

5.0 ATTACHMENTS

None

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COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.7.5

Effective Date: 08/22/07

DIC # 1308.1

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Procedure is revised to eliminate offsite Columbia Security Force response to the Offsite Assembly Area in favor of local law enforcement response, as requested.

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1.0 PURPOSE

The purpose of this procedure is to provide guidance for the setup and operation of the offsite assembly area for evacuee processing, monitoring and, when necessary, decontamination of potentially contaminated personnel and vehicles.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 5.7.3
- 2.2 PPM Volume 11, Health Physics Procedures
- 2.3 PPM 13.5.1, Evacuation
- 2.4 PPM 13.13.4, After Action Reporting
- 2.5 PERA 202-1448-04

3.0 DISCUSSION

Personnel evacuated from the Columbia Generating Station Protected Area and Energy Northwest Exclusion Area will be instructed to assemble at the Energy Northwest Office Complex (ENOC). Evacuees may be monitored for contamination if necessary, and decontaminated as necessary.

During activation of the Offsite Assembly Area, the EOF Security Manager, or the on-shift Security Lieutenant if the EOF Security Manager is not available, is responsible for requesting local law enforcement agency (LLEA) support for traffic and crowd control. The Radiological Emergency Manager (REM) is responsible for dispatching Health Physics Technicians to perform personnel and vehicle monitoring, decontamination, and record keeping as appropriate. Administrative assistance may be requested from the ENOC Facility Manager.

4.0 PRECAUTIONS

- 4.1 The safety of personnel takes precedence over the monitoring of personnel and/or vehicles for contamination control purposes. The monitoring of personnel or vehicles should be terminated (or not implemented) if the monitoring may increase the hazard to personnel.
- 4.2 Protective clothing, dosimetry, and radiological control requirements will be established by Health Physics based on good radiological work practices.

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5.0 PROCEDURE

5.1 Radiological Emergency Manager (REM) Duties

5.1.1 Assign personnel to the offsite assembly area as follows:

- a. HP or other qualified personnel to perform vehicle and personnel monitoring and decontamination.
- b. As available, assign administrative support personnel to assist with logging evacuees being processed through the assembly area or other record keeping activities.

5.1.2 Brief the JIC HP Spokesperson on the nature of the emergency situation.

5.1.3 If radiological conditions at the time of the evacuation order do not require monitoring of evacuees at the Offsite Assembly Area, evacuees may be released from the Offsite Assembly Area without monitoring.

5.1.4 For additional radiological assistance, contact DOE-RL to request the Department of Energy (DOE) to dispatch HP Techs to the assembly area to perform vehicle and/or personnel decontamination.

5.1.5 When activating the Offsite Assembly Area, ensure that a qualified individual is tasked with performing as the HP person in charge at the Offsite Assembly Area.

5.2 Person in Charge

NOTE: The Person in Charge may be a qualified HP Spokesperson or other individual knowledgeable about radiological practices.

Obtain briefing from the REM on the status of the plant, wind direction, type and extent of release, number of evacuees expected, and the potential for additional evacuees.

5.2.1 Equipment and supplies for the setup of the parking lot are located in Room 1-200 (Alternate EOF) Supply Cabinets.

5.2.2 Take a radio and orange vest out of cabinet #1.

5.2.3 Begin completing the steps in Attachment 6.5 as your JIC duties permit. Turn the portable radio on and be monitoring the radio at all times.

5.2.4 Ensure that the Health Physics representatives are located at the gravel parking area to implement the monitoring of evacuating personnel and vehicles.

5.2.5 Ensure that parking area personnel are kept informed of information to pass on to evacuees.

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- 5.2.6 Periodically contact the REM and keep him/her advised of the status of the operation. Request that additional resources be provided if the monitoring and decon functions are overloaded.
- 5.2.7 Ensure all monitoring and decon operations are conducted in accordance with standard Health Physics practices.
- 5.2.8 If decon actions do not achieve desired results, inform the REM.
- 5.2.9 At shift change fully brief your relief on the status of operations being performed.
- 5.2.10 Upon completion of monitoring and decon operations, collect all relevant documentation for the REM.

5.3 Parking Area Personnel Duties

5.3.1 Health Physics

Do not exclude non-badged individuals from being monitored. Caution evacuees not to eat, drink, or smoke until cleared to do so.

- a. Instruct the driver to set the parking brake and turn off the motor. Then, complete a survey of the vehicle radiator grill area, tires, and windshield.

<p>NOTE: Vehicles found to be contaminated will be parked and will not be decontaminated until the recovery phase of the emergency has been entered.</p>

- b. If a vehicle is found contaminated, personnel monitoring is not required, direct the occupants to park their vehicle at the south end of the gravel parking area, remain in their vehicle, and await further instructions from HP. Let them know that depending on the numbers of vehicles to be checked that it could take a while before they can be further processed.
- c. If the vehicle exterior is not contaminated, complete a gross survey (hands, face, feet) of the individuals in the vehicles. If not contaminated direct them to drive back to George Washington Way via the north drive onto Lindberg Street and to proceed home.
- d. If monitoring indicates a person is contaminated, direct them to park their vehicle on the south side of the gravel parking area, remain in their vehicle, and await further instructions from HP. Let them know that depending on the numbers of vehicles to be checked that it could take a while before they can be further processed.
- e. Periodically note the background count rate, and if it is greater than 300 counts per minute (cpm) or appears to be increasing, inform the HP person in charge.

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The monitoring area may have to be relocated to a lower background area elsewhere in the parking lot.

- f. Upon completion of monitoring in the parking area, use the installed posts to place a barrier across the west end of the gravel parking area. Ensure that all controlled area portions of the gravel parking area are defined using yellow barrier tape. Refer to Attachment 6.1 for details.
- g. Request keys of vehicles found to be contaminated from the driver and track them using bags or envelopes labeled with the name and phone number of the driver. Indicate to the driver that their keys will be returned upon decontamination of the vehicle.
- h. Take the survey instruments and go to the monitoring and decon area and complete action in section 5.5.

5.4 Decon Personnel Duties

5.4.1 Health Physics

- a. Upon arrival back in the monitoring and decon area, ensure the area is properly set up. Refer to Attachment 6.3 and 6.5.
- b. Periodically note the background count rate, and if it is greater than 300 counts per minute (cpm) or appears to be increasing, inform the Person in Charge.
- c. Survey personnel coming into the monitoring area. Persons found free of contamination should be sent to the Richland Room to wait for transportation home.
- d. When personnel contamination is found, direct the person to remove any contaminated clothing or personal possessions, and place into a plastic bag. Seal the bag and label with the individual's name and phone number on the outside of the bag.
- e. If there is skin contamination, direct the individual into the decon area and complete decontamination.
- f. When contamination can no longer be detected, complete a record of decontamination activities on Attachment 6.4.
- g. When finished, direct evacuees to the Richland Room until transportation can be arranged.
- h. At shift change fully brief your relief on the status of operations being performed.

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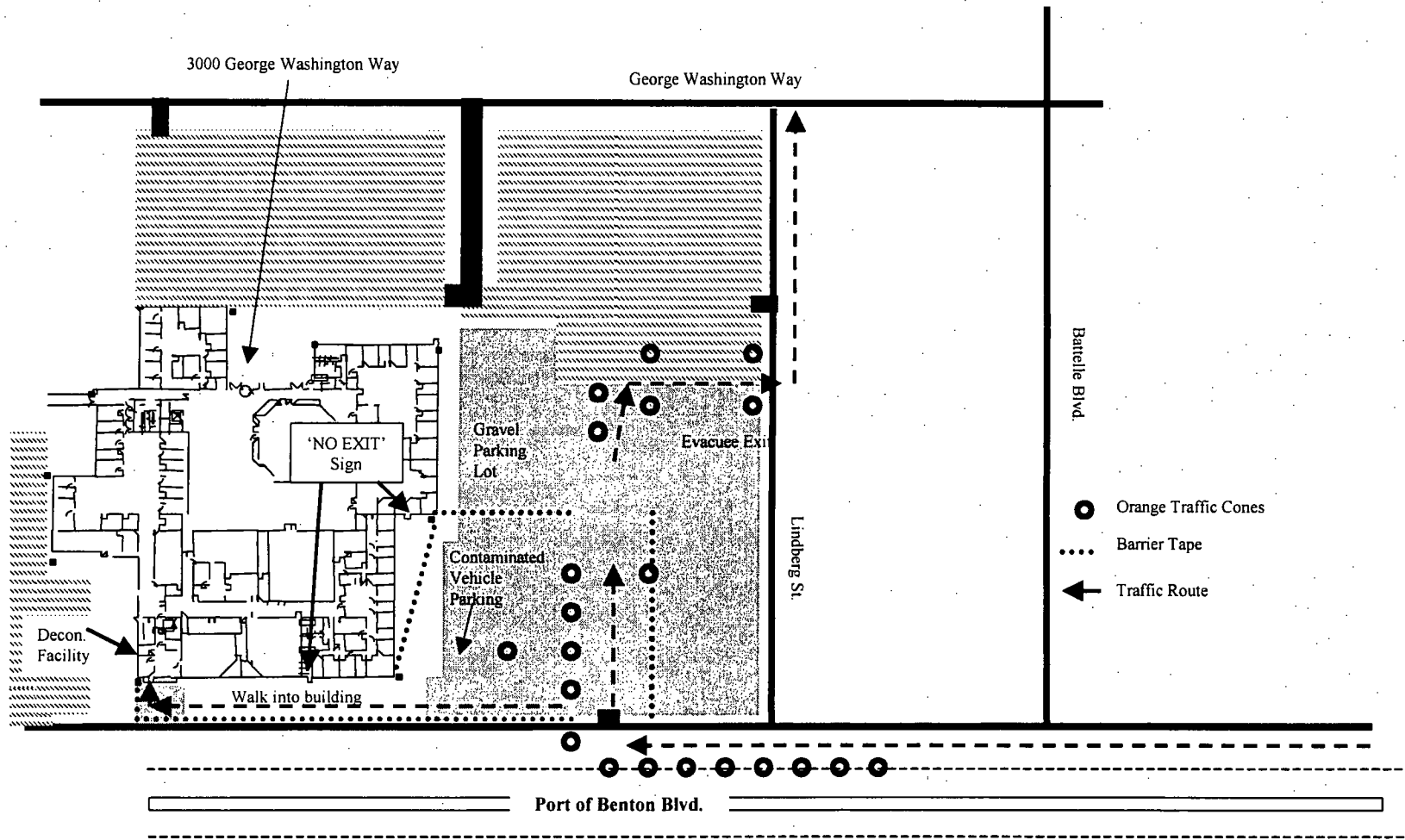
- i. Upon completion of monitoring and decon operations, complete a survey of the decon area and remove any loose surface contamination found, and collect all relevant documentation for the REM.

6.0 ATTACHMENTS

- 6.1 Offsite Assembly Area Evacuation Route and Parking
- 6.2 Offsite Assembly Area Personnel Accountability Log
- 6.3 ENOC Monitoring and Decontamination Facility
- 6.4 Offsite Assembly Area Personnel Survey/Decontamination Log
- 6.5 Responder Duties Upon Arrival At the Offsite Assembly Area

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OFFSITE ASSEMBLY AREA EVACUATION ROUTE AND PARKING



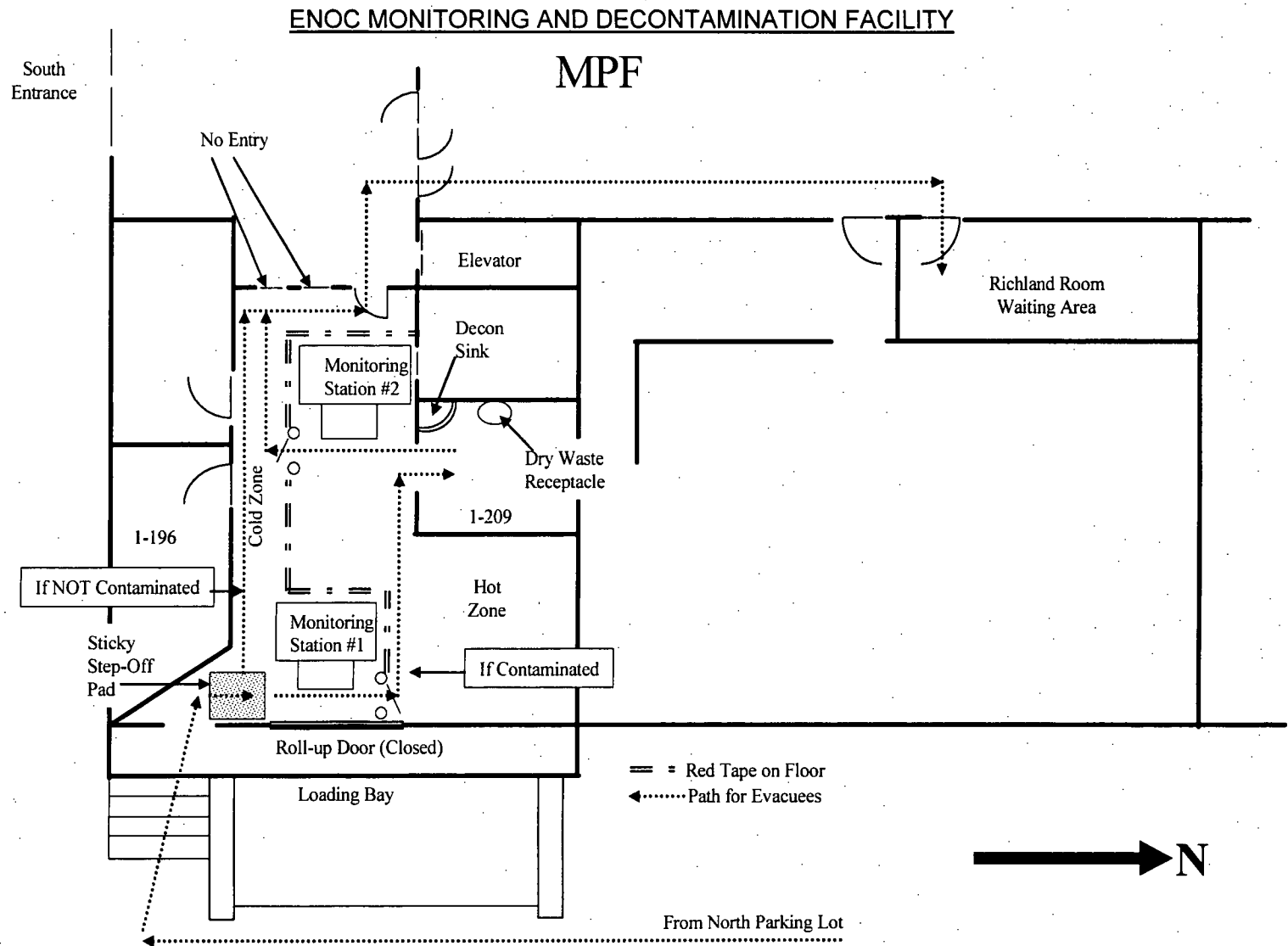
Attachment 6.1, Offsite Assembly Area Evacuation Route and Parking

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OFFSITE ASSEMBLY AREA PERSONNEL ACCOUNTABILITY LOG

Name	Organization	Vehicle License #	Phone # at Destination

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Attachment 6.3, ENOC Monitoring and Decontamination Facility

OFFSITE ASSEMBLY AREA PERSONNEL SURVEY/DECONTAMINATION LOG

Name/Contamination Location	Date/Time	Contamination Level (CPM above bkgd.)	Decon Date & Time	Resurvey Contamination Level	Surveyor Initials

NOTE: After this record is complete and is not required for immediate use, forward to the Health Physics person in charge or to the Radiological Emergency Manager.

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RESPONDER DUTIES UPON ARRIVAL AT THE OFFSITE ASSEMBLY AREA

Parking Area Set-up

1. Obtain the key to the Alternate EOF from the key box, located on the wall outside of room 1-200, next to the South door of the Alternate EOF, to your left upon entering the MPF through the south sliding glass doors. Break the plastic seal to open the box.
2. Go to the Alternate EOF storage room and load the cart with all the supplies contained in cabinet #1 and 2 as needed. The cart should be removed from the storage room prior to being filled.
3. Put on an orange traffic vest and take a portable radio (ensure radios are set to transmit and receive on channel 1) out of the canvas bag, and take the cart to the east entrance of the gravel parking lot.

NOTE: Reference attachment 6.1 for information on set-up in the road and parking area.

4. Set-out orange traffic cones to mark the entrance into the gravel parking area.
5. Place cones in parking area to define monitoring location.
6. Use caution tape to set-up a boundary using the metal posts from the entrance driveway south to the loading dock driveway, and then to the bottom of the stairs at the ENOC decon/monitoring receiving area entrance.
7. Set-up a monitoring area midway through the gravel parking area (stage remaining equipment).
8. Be prepared to provide a briefing to law enforcement personnel, if necessary.
9. Ensure evacuating vehicles pull into the gravel parking area north of the ENOC. Request two of the evacuees to obtain and log passenger names, vehicle license plate numbers, and destination phone numbers on attachment 6.2. This responsibility can be delegated to any Energy Northwest employee. Caution evacuees not to eat, drink, or smoke until cleared to do so by Health Physics.
10. Traffic cones should be placed approximately every 50 feet from the east entrance to the gravel parking lot drive way to approximately 1000 feet north to identify the traffic lane into the parking area.
11. Cordon off the entry to the gravel parking lot when the last vehicle has entered the lot for monitoring.

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Monitoring/Decontamination Area Set-up

1. The supplies for setting-up the monitoring/decontamination room are stored in one of the designated storage cabinets in the monitoring and decontamination area (yellow tie wrapped).
2. Get the key for the facility rooms (Richland Room/Facility's Office) out of the key box located on the wall outside of room 1-200. The key has a large red tag and is labeled as "loading dock facility key".
3. The step-off pads are stored behind the storage lockers, and the stanchions are located by the outside door.
4. Set-up the room using the diagram on Attachment 6.3.
5. Install the spray nozzle on the faucet in the receiving area janitor's closet sink.
6. Post No entrance, No Exit signs. Refer to Attachment 6.1 and 6.3.

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ENERGY-NORTHWEST
COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.10.8

Effective Date: 08/22/07

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PCN# (If applicable) _____

QPR: Paul T. Ziemer 2483
 First MI Last Name Ext. #

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

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Procedure is revised to eliminate offsite Security Force response to the Offsite Assembly Area in favor of local law enforcement response, as requested.

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1.0 PURPOSE

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

2.0 REFERENCES

- 2.1 FSAR Chapter 13.3, Emergency Plan, Section 2
- 2.2 SPIP-SEC-27, Owner Controlled Security Area Emergency Evacuation
- 2.3 PPM 13.5.1, Evacuation
- 2.4 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.5 PPM 13.7.5, Offsite Assembly Area Operations
- 2.6 PPM 13.11.10, Security Manager Duties
- 2.7 PPM 13.13.4, After Action Reporting
- 2.8 PPM 13.14.1, Nearby Nuclear Facility Emergencies/Requests For Assistance
- 2.9 Emergency Center Accountability Log, 25691

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3.0 PROCEDURE

3.1 Security Lieutenant Responsibilities

- 3.1.1 When notification of a nearby nuclear facility emergency is received, or a request for Energy Northwest assistance is received from an outside agency, implement PPM 13.14.1.
- 3.1.2 Upon notification of an Energy Northwest classified emergency, respond to the Central Alarm Station.
- 3.1.3 If a second officer is not present or dispatched to the Security Communications Center, dispatch an officer to assist with offsite notifications.
- 3.1.4 Prior to EOF activation:
 - a. Contact the Shift Manager prior to EOF activation to obtain information on emergency event status, and if the event is tampering or sabotage related. Then direct Security response actions accordingly.
- 3.1.5 Following EOF activation, contact the Security Manager to obtain information on emergency event status. Direct security response actions accordingly.
- 3.1.6 Brief the Shift Manager on security contingency events that could pose a threat to emergency center activation and personnel safety. This briefing should include, but is not limited to:
 - a. Type or status of the contingency
 - b. Avenues of safe access to the plant
 - c. Appropriate areas for TSC and OSC operations

If an evacuation is necessary and the Security Manager is not yet available, determine whether an evacuation of plant personnel would put them at personal risk due to the security contingency, and then brief the Shift Manager.
- 3.1.7 At Alert or higher classifications:
 - a. Assume the EOF Security Manager duties until relieved. Refer to PPMs 13.5.1 and 13.11.10.
 - b. Establish contact with the Operations Support Center (OSC) Manager to coordinate security and accountability actions that may be impacted by OSC accident mitigation activities.
 - c. Direct SCC to remotely lock down the Kootenai Building. Allow the Ambulance Bay door to be opened upon request.

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d. Establish plant access roadblocks. Advise Security Officers to:

- Admit personnel with identification of employment with the Energy Northwest, BPA, DOE, Benton or Franklin Counties, State of Washington, NRC, FEMA, FBI and Coast Guard.
- Obtain permission to admit others from the Security Manager or designee.
- When known, advise persons they admit of special instructions for safe routes or avoiding hazardous areas in the area of the plant.

e. If the event is anticipated to escalate, begin planning and coordination actions to expedite site evacuation, such as arranging local law enforcement traffic control support for Route 4 South and possible Gate 18 opening.

3.1.8 When advised by the TSC Manager that offsite emergency personnel have been requested to respond to the plant site, advise the Secondary Alarm Station (SAS) of the impending arrival.

3.1.9 If a Site evacuation is directed, implement PPM 13.5.1 actions.

3.1.10 Periodically consult with the Security Manager to ensure roadblocks are in safe locations.

3.1.11 If directed by the Radiation Protection Manager or Radiological Emergency Manager to shelter or administer Potassium Iodide (KI), take the following actions:

- a. If sheltering has been ordered, direct Security Force Officers to move inside established structures, or use vehicles for sheltering if structures are not available.
- b. If KI is recommended or if respirators are required, delegate an officer to obtain a sufficient amount of KI from storage and distribute to Security Force Officers. Distribute to Security personnel within the Protected Area first.

3.1.12 When evacuation is ordered:

- a. Notify the Security Manager at the EOF (if activated) of plant security evacuation and set up additional roadblocks or a security perimeter.
- b. If the Security Manager is not activated, refer to SPIP-SEC-27, and consult with the Radiation Protection Manager to determine if relocation of roadblocks and a security perimeter is necessary.
- c. Direct movements of security officers to establish the new security perimeter and/or roadblocks.

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- d. Direct evacuees, and those evacuees that may be contaminated, to report to the assembly area for accountability and personnel monitoring.
- e. Direct that the security perimeter not allow anyone access to the plant unless they are listed on the authorized plant access list provided to you for the event.
- f. Instruct Security Officers at the roadblocks to direct persons coming from the plant to proceed to the designated assembly area for monitoring and decontamination, as necessary.

3.1.13 Keep the Security Manager and Security Sergeant informed of developing events.

3.1.14 Provide the OSC Manager, Security Manager, and TSC Administrative Manager with periodic briefings on specific security contingency events that may influence the movement of Plant emergency personnel within Protected Area of the Plant.

3.1.15 Advise the OSC Manager, Security Manager, and the TSC Plant Administrative Manager of evacuation and accountability status.

3.1.16 Refer incoming media calls to the Joint Information Center.

3.1.17 Upon shift change, brief your relief on responsibilities, duties and current status of security actions being taken.

3.1.18 Upon termination of the emergency:

- a. Direct SCC to reactivate Kootenai Building doors.
- b. Prepare individual After Action Report. Refer to PPM 13.13.4.
- c. Reestablish a normal security perimeter.
- d. Resume routine security operations.

4.0 ATTACHMENTS

None

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ENERGY NORTHWEST
COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.11.7

Effective Date: 08/22/07

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

Added new step directing the REM to contact the APEL facility in the event that the need to transfer PASS samples to the offsite lab exists.

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1.0 PURPOSE

This procedure describes the emergency responsibilities and duties of the Emergency Operations Facility (EOF) Radiological Emergency Manager (REM), including oversight of: Environmental Field Team activities; dose projection activities; Protective Action Recommendation (PAR) coordination with the Emergency Director; coordinating any offsite monitoring and decontamination activities; Health Physics Center (HPC) activities; and coordination of offsite reentry and Ingestion Pathway activities with Washington State Department of Health (WADOH) personnel. As necessary, portions of the REM duties may be delegated to staff members.

Upon arrival of WADOH representatives and/or the U.S. Department of Energy, Richland Field Office (DOE/RL) representatives, certain REM duties will be administered according to the jurisdictional authority of each agency, with the REM ensuring full cooperation and support to all agencies.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2 and 6
- 2.2 PPM 1.9.14, Onsite Medical Emergencies
- 2.3 PPM 11.2.9.31, Operation of MG DMC-100 and DMC-2000 Electronic Dosimeters
- 2.4 PPM 13.2.1, Emergency Exposure Levels/Protective Actions Guides (PAGs)
- 2.5 PPM 13.2.2, Determining Protective Action Recommendations
- 2.6 PPM 13.5.1, Evacuation
- 2.7 PPM 13.7.5, Offsite Assembly Area Operations
- 2.8 PPM 13.8.1, Emergency Dose Projection System Operations
- 2.9 PPM 13.9.1, Environmental Field Monitoring Operations
- 2.10 PPM 13.9.5, Environmental Sample Collection
- 2.11 PPM 13.9.8, River Evacuation Monitoring
- 2.12 PPM 13.13.3, Intermediate Phase MUDAC Operations
- 2.13 PPM 13.13.4, After Action Reporting
- 2.14 Emergency Response Log, 23895
- 2.15 Ten Mile EPZ Field Team Summary Map, 25130

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3.0 PROCEDURE

NOTE: Attachment 4.1, Checklist for Radiological Emergency Manager Duties," may be referred to as a quick guide to high level responsibilities.

- 3.1 When notified of an Alert, Site Area Emergency or General Emergency, or if directed, report to the EOF and sign in on the EOF staffing board.
- 3.2 Obtain your procedure book from the bookcase and supply drawer from the EOF supply cabinet.
- 3.3 Direct the Dose Projection Health Physicist to implement Attachment 4.2.
- 3.4 Notify the EOF Manager (or the TSC Manager if EOF Manager not yet present) of your availability.
- 3.5 Inform the EOF Manager when MUDAC is capable of performing dose assessment and field monitoring functions.
- 3.6 At Alert or higher, contact the RPM and request three HP Technicians to respond to the EOF. Dispatch the Technicians to the Health Physics Center (HPC) to begin setting up the HPC per Attachment 4.7.
 - Upon completion of HPC set up, if conditions indicate that escalation to a higher emergency classification is likely, direct two of the Technicians to the ENOC Offsite Assembly Area to set up the Offsite Assembly Area per PPM 13.7.5. Otherwise, direct a Technician to initiate EOF habitability monitoring and release the remaining Technicians to the OSC.
- 3.7 Ensure appropriate radiological monitoring equipment (dose rate and air sampling) is positioned in the lower level south end Kootenai Building near the EOF and periodic dose rate and airborne surveys are performed as necessary.
- 3.8 Establish and maintain contact with the RPM in the TSC for a briefing on the status of the emergency, and to provide assistance in radiological assessment, mitigation activities, or dose assessments.
- 3.9 When dose assessment is fully functional, assume responsibility for offsite dose projections from the TSC or the Control Room.
- 3.10 Provide an initial briefing on the emergency using Attachment 4.9 to the offsite agency representatives.

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- 3.11 In the event of a Site evacuation, assist the RPM with coordinating Health Physics (HP) monitoring and decontamination services at the evacuation assembly area.
- Refer to PPM 13.5.1 for Site evacuation routes.
 - Refer to PPM 13.7.5 for Alternate Assembly Area set up instructions.
- 3.12 If assistance is requested by Washington State Department of Health, provide for radiological monitoring of Columbia River evacuees per PPM 13.9.8.
- 3.13 If plant conditions indicate the possibility of an offsite release or a Site Area Emergency is declared, direct the Site Support Manager to call in an additional REM to assist in REM responsibilities.
- 3.14 If the determination is made to evacuate the Site, determine if radiological hazards exist or are suspected. Determine evacuation routes and hazardous routes to avoid. Refer to PPM 13.5.1.
- 3.15 Provide periodic updates on radiological conditions and evacuation actions.
- 3.16 In the event of an evacuation, contact the JIC HP Spokesperson and request that the HP Technicians at the Offsite Assembly Area be informed that evacuees have been directed to report to the ENOC.
- 3.17 If conditions indicate the need for road closure, evacuation, or other protective measures, coordinate the safe placement of Energy Northwest or local law enforcement agency roadblocks with the Security Manager.

NOTE: Security no longer maintains dosimetry in road block kits for responders, and will direct personnel needing dosimetry to the EOF, except for fire and ambulance personnel who will obtain dosimetry at the vehicle trap.

- 3.18 When notified that personnel must pass through road blocks into radiological hazard areas, determine and implement necessary radiological monitoring and protective clothing requirements.

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NOTE: The Energy Northwest administrative exposure hold point (2 rem TEDE) is automatically waived for Energy Northwest emergency workers at Alert or higher emergency classifications and increased to 5 rem TEDE.

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

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

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

3.19 If a confirmed radioactive release is in progress, the following steps should be taken:

1. Notify the Emergency Director and the TSC RPM that a radioactive release is confirmed.
2. Determine the advisability of sheltering or evacuating any manned Site facility. Determine and direct implementation of radiological protective actions for EOF personnel, based on radiological conditions.
3. Suspend all eating and drinking until EOF habitability is confirmed.
4. If a radioactive plume affects the EOF, direct the HPC staff to close the roll-up door and relocate the EOF access control point as shown in Attachment 4.8.
5. Refer to PPM 13.2.2, Section 4.3, Offsite PARs Based on Projected Doses, to determine offsite PARs and act as the Protective Action Decision Group spokesperson in proposing PARs to the EOF Manager (Emergency Director).
6. Provide the Emergency Director with updated dose projection results. Information provided should include dose, dose rate, and the basis for the time used for the dose estimates.
7. Provide the Emergency Director and Assistant EOF Manager with meteorology information and ensure they are informed of changes in wind direction.
8. Notify the Emergency Director and the State and County Technical Liaisons if dose rates exceed 250 mRem/hr thyroid, or air sample results exceed $1.4E-7$ $\mu\text{Ci/cc}$ Iodine 131 at a distance of 1.2 miles. Ensure that this information is marked on the CNF.

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9. Consult with the Field Team Coordinator to ensure the following:
 - a. Dispatch field teams to traverse at designated distances (i.e., 1.2, 5, and 10 miles) and verify dose rate levels above 100 μ Rem/hr.
 - b. Upon identification of a radioactive plume, commence air sampling activities.
 - c. Identify plume centerline and boundaries (i.e., 100 μ Rem/hr).

3.20 Determine individual available doses:

1. Obtain Field Team member exposure history.
2. Obtain Field Team member current external exposure from the DRD reading.
3. Calculate a dose adjustment factor using QEDPS:
 - a. If the dose adjustment factor is 5 or greater, a dose adjustment factor of 5 should be implemented.
 - b. Provide the dose adjustment factor to the Field Team Coordinator for use in establishing field team exposure limits.

NOTE: Refer to PPM 13.2.1 for guidance on recommending administration of Potassium Iodide (KI) for emergency workers. Be aware that criteria for recommending KI for State, County and DOE personnel are different from those for Energy Northwest personnel.

- c. Evaluate the need to recommend administration of KI for emergency workers outside the Protected Area. When the KI administration threshold has been met, advise the EOF Manager.
 4. Multiply the dose adjustment factor by the external exposure to determine current total exposure.
 5. Subtract the calculated total exposure from the allowable exposure to identify available dose.
- 3.21 Direct the Dose Projection Health Physicist to refer to Attachment 4.3 if dose projections indicate a potential to require Environmental Field Team relocation or additional PARs.
- 3.22 Advise the Field Team Coordinator when protective actions need to be taken by field teams, such as KI.
- 3.23 Review Field Team summary and dose projection summary maps for the plume EPZ, and when applicable, the ingestion EPZ. Have copies transmitted via fax to the JIC, County and State emergency centers.

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- 3.24 Continually assess offsite radiological releases and determine the need to recommend to the Emergency Director to provide authorization to exceed Protective Action Guides (PAGs) for offsite emergency workers, in accordance with PPM 13.2.1, or general public Protective Action Recommendations (PARs) in accordance with PPM 13.2.2.
- 3.25 Brief all EOF personnel of impending PAR declarations prior to issuing the PAR.
- 3.26 As necessary, complete radiological release-related portions of the CNF for PAR modifications.
- 3.27 Provide PAR updates to the EOF Information Coordinator for transmittal on the Information Coordinator's network.
- 3.28 Conduct periodic briefing sessions of the MUDAC staff on pertinent information from incoming hard copy communications and changes in emergency status.
- 3.29 Act as a conduit for information flow between MUDAC, HPC personnel, and the main EOF area, and provide input into EOF briefings on status and activities of dose assessment, field monitoring activities, EOF habitability, etc., per Attachment 4.9.
1. If you receive notification that the Control Room has received a high moisture alarm on Standby Gas Treatment, ensure that dose projections are performed with the SGTS Damaged option checked.
- 3.30 Distribute MUDAC generated hard copy dose projection information (map and data sheets) to State and County Emergency Operations Centers (EOCs), and retain a copy for MUDAC records.
- 3.31 When relief from the Health Physics Network (HPN) is requested by the RPM, select a communicator and direct that they maintain the EOF HPN line in accordance with Attachment 4.4. Consider calling in an additional Dose Projection Health Physicist to fill this position.
- 3.32 If the following conditions exist:
- EOF general area radiation levels exceed 5 mrem/hr as indicated by the EOF radiation monitor, or;
 - EOF unidentified airborne radioactivity exceeds 0.3 DAC (0.3 DAC equates to approximately 750 ccpm on a 40 ft³ air sample in the field), then:
 1. Immediately notify the EOF Manager and staff of the condition;
 2. Direct surveillance of airborne activity be increased to once per hour and results reported to you;
 3. Direct dose rates in the area be determined approximately every 15 minutes and results reported to you;

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4. Direct that projected accumulated doses for the EOF personnel be evaluated and appropriate stay times be established;
 5. Prohibit eating or drinking in the EOF until advised of resolution of the EOF airborne activity problem.
- 3.33 Dispatch a Health Physics Technician to the Kootenai Building penthouse to determine if the following conditions exist if the plume is over the Kootenai Building:
- Kootenai Building intake air activity exceeds 100 mRem/hr, or;
 - Kootenai Building return air activity exceeds 50 mRem/hr, then:
 - a. Immediately notify EOF Manager and staff of the condition.
 - b. Ensure EOF ventilation system is in proper operating mode per Attachment 4.11;
 - c. Request the Site Support Manager to notify Facilities to assist, if needed.
- 3.34 If necessary, contact the TSC Chemistry/Effluent Manager for support of field team sample analysis.
- 3.35 As required, direct appropriate staff to perform the following tasks per Attachment 4.5:
1. Prepare, issue and collect direct reading dosimeters and TLDs for emergency response personnel.
 2. Contact the Training department to determine if respirator training, medical qualifications, and fit testing for emergency support personnel, vendors, and contractors who must enter areas requiring respiratory protection is current.
- 3.36 If questioned by State or County officials, provide briefings that explain EOF radiological survey data and dose projection activities that determined Energy Northwest recommendations for protective actions.
1. If Washington State Radcon teams are not available, and establishment of an offsite survey or remote decontamination location is required to handle potentially contaminated personnel, make arrangements for the necessary personnel and equipment.
- 3.37 If injured or contaminated personnel require offsite medical attention, refer to PPM 1.9.14.
- 3.38 If additional Energy Northwest personnel resources are needed for Environmental Field Teams, dose assessment or other EOF radiological duties, request the Site Support Manager obtain those resources.
- 3.39 Assist the Site Support Manager as necessary to establish second shift personnel for dose assessment area staff, environmental field teams and HPC staff.

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- 3.40 If offsite radiological resources are needed, inform the EOF Manager.
- 3.41 Direct the Health Physics Center staff to implement Attachment 4.6 for environmental sample tracking.
- 3.42 Determine disposition of Environmental Field Team samples gathered pursuant to PPM 13.9.5:
 - 1. In consultation with representatives of DOH for samples outside the Hanford Reservation.
 - 2. In consultation with representatives of DOE-RL for samples on the Hanford Reservation.
- 3.43 Upon notification of the need to transfer plant Post Accident Sample System (PASS) samples to the offsite lab, notify the Applied Process Engineering Laboratory (APEL). Refer to the Emergency Phone Directory for contact information.
- 3.44 Ensure that the Field Teams identify the trailing edge of the radioactive plume to confirm that the release has ended (i.e., LT 100 μ Rem/hr).
- 3.45 When emergency activities have resulted in stabilizing the plant, and radiological conditions are progressing from the early phase to the intermediate phase, refer to Attachment 4.12 to transfer MUDAC leadership to the Washington State Department of Health (WADOH) Representative, and:
 - 1. Implementing PPM 13.13.3, Intermediate Phase MUDAC Operations.
 - 2. Arranging additional support with the Site Support Manger to fulfill all responsibilities of MUDAC during this phase.
- 3.46 Estimate the total population exposure as a result of the radiological release. Consider total dose from EDPS, duration, and length of exposure. Refer to Attachment 4.10.
- 3.47 Coordinate use of Energy Northwest radiological equipment and manpower resources, authorized by the EOF Manager, to provide assistance to the state in establishing relocation centers, food control zones, or other reentry and recovery activities.
- 3.48 Refer all calls from media to the JIC.
- 3.49 Upon shift change, turn over chronological logs and brief your relief on the current status of the emergency, radiological activities, and status of work being performed.
- 3.50 Upon termination of the event, direct Field Team members to inventory their field team kits per the appropriate Work Order attachment located in Field Team Cabinet #1. Direct Field Team members to attach a completed EPIP 13.9.1 Attachment 5.9 to their After Action Report to identify consumed items for replacement.

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3.51 Request the Field Team Dispatcher to direct Field Team members to return their equipment to standby status, such as:

- Turn off GPS units
- Return air samplers to the cabinet
- Inventory kits per step 3.50 above, and reseal when done.
- Field Team vehicles refueled and cleaned out.

3.52 Upon shift change or termination of the emergency:

1. Prepare an individual After Action Report. Refer to PPM 13.13.4
2. Collect individual After Action Reports prepared by staff personnel.
3. Deliver all After Action Reports and accompanying sheets to the EOF Manager.

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4.0 ATTACHMENTS

- 4.1 Checklist for Radiological Emergency Manager Duties
- 4.2 Dose Projection Health Physicist Duties
- 4.3 Comparison of Field Data with Dose Projections
- 4.4 Health Physics Network (HPN) Communicator Duties
- 4.5 Health Physics Center (HPC) Staff
- 4.6 Health Physics Center Staff Radiological Sample Tracking Instructions
- 4.7 Typical Setup for HP Center Receiving Area
- 4.8 Typical Setup for Alternate HP Center Control Point
- 4.9 Radiological Emergency Manager Briefing Guidelines
- 4.10 Total Population Within the 10 Mile EPZ
- 4.11 EOF HVAC Automatic and Manual Operation
- 4.12 Dose Assessment Center Leadership Transfer Guide

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CHECKLIST FOR RADIOLOGICAL EMERGENCY MANAGER DUTIES

- A. Report to the EOF, sign in on the staffing board, obtain your procedure book and supply drawer.
- B. Notify the EOF Manager (or the TSC Manager if EOF Manager not yet present) of your availability.
- C. Inform the EOF Manager when MUDAC is operational.
- D. Contact the RPM and request three HP Technicians to respond to the EOF. Dispatch the Technicians to the Health Physics Center (HPC) to begin setting up the HPC per Attachment 4.7.
 - Upon completion of HPC set up, direct two of the Technicians to the ENOC Offsite Assembly Area to set up the Offsite Assembly Area per PPM 13.7.5. Direct the third HP to initiate EOF habitability monitoring.
- E. Establish and maintain contact with the RPM for a briefing on the status of the emergency, and to provide assistance in radiological assessment, mitigation activities, or dose assessment.
- F. When dose assessment is fully functional, assume responsibility for offsite dose projections from the TSC or Control Room.
- G. At Site Area Emergency, request the TSC to complete the appropriate PA announcement for the Site evacuation.
- H. In the event of an evacuation, notify the HP Technicians at the Offsite Assembly Area that evacuees have been directed to report to the ENOC.
- I. In the event of an evacuation, assist the RPM with coordinating HP monitoring and decontamination services at the evacuation assembly area.
 - Refer to PPM 13.5.1 for Site evacuation routes.
 - Refer to PPM 13.7.5 for Offsite Assembly Area set up instructions.

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- J. When radiological conditions require evacuation of the Columbia River, indicating the potential for contaminated boaters, if requested, provide for radiological monitoring of Columbia River evacuees per 13.9.8.
- K. If plant conditions indicate the possibility of an offsite release or a site area emergency is declared, direct the Site Support Manager to call in an additional REM to assist in REM responsibilities.
- L. If the determination is made to evacuate the Site, determine if radiological hazards exist or are suspected. Determine evacuation routes and hazardous routes to avoid. Refer to PPM 13.5.1.
- M. In the event of an evacuation, contact the JIC HP Spokesperson and request that the HP Technicians at the Offsite Assembly Area be informed that evacuees have been directed to report to the ENOC.
- N. If conditions indicate the need for road closure, evacuation, or other protective measures, coordinate the safe placement of Energy Northwest or local law enforcement agency roadblocks with the Security Manager.
- O. When notified that personnel must pass through road blocks into radiological hazard areas, determine and implement necessary radiological monitoring and protective clothing requirements.
- P. A radioactive release is in progress when effluent monitors indicate an increase in radiation levels from normal readings for plant operating conditions or when field teams detect environmental radiation 10 times greater than normal background, **AND** the increased levels are attributable to the emergency event.
- Q. If a confirmed radioactive release is in progress, the following steps should be taken:
- Determine the advisability of sheltering or evacuating any manned Site facility. Determine and direct implementation of radiological protective actions for EOF personnel, based on radiological conditions.
 - Refer to PPM 13.2.2, Section 4.3, Offsite PARs Based on Projected Doses, to determine offsite PARs and act as the Protective Action Decision Group spokesperson in proposing PARs to the EOF Manager (Emergency Director).
 - Provide the Emergency Director with updated dose projection results. Information provided should include dose, dose rate, and the basis for the time used for the dose estimates.
 - Provide the Emergency Director and Assistant EOF Manager with meteorology information and ensure they are informed of changes in wind direction.

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- Notify the Emergency Director and the State and County Technical Liaisons if dose rates exceed 250 mRem/hr thyroid, or air sample results exceed $1.4E-7$ $\mu\text{Ci/cc}$ Iodine 131. Ensure that this information is marked on the CNF.

R. Consult with the Field Team Coordinator to ensure the following:

- Dispatch field teams to traverse at designated distances (i.e., 1.2, 5, and 10 miles) and verify dose rate levels above 100 $\mu\text{rem/hr}$.
- Upon identification of a radioactive plume, commence air sampling activities.
- Identify plume centerline and boundaries (i.e., 100 $\mu\text{Rem/hr}$).
- Determine the need for a dose adjustment factor based on dose projection results or reports from Field Team members indicating potential inhalation concern. The dose adjustment factor provides an internal component which should be multiplied by the dosimeter reading to give an estimate of total exposure.

S. Using QEDPS, calculate a dose adjustment factor:

- If the dose adjustment factor is 5 or greater, a dose adjustment factor of 5 should be implemented.
- Provide the dose adjustment factor to the Field Team Coordinator for use in establishing field team exposure limits.

NOTE:	Evaluate guidance on recommending administration of Potassium Iodide (KI) for emergency workers and obtaining EOF Manager approval when the KI administration threshold has been met. Be aware that criteria for recommending KI for State, County and DOE personnel are different from those for Energy Northwest personnel.
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T. Advise the Field Team Coordinator when protective actions need to be taken by field teams, such as KI.

U. Review Field Team summary and dose projection summary maps for the plume EPZ, and when applicable, the ingestion EPZ. Have copies transmitted to the JIC, County and State emergency centers.

V. Continually assess offsite radiological releases and determine the need to recommend to the Emergency Director to provide authorization to exceed Protective Action Guides (PAGs) for offsite emergency workers, in accordance with PPM 13.2.1, or general public Protective Action Recommendations (PARs) in accordance with PPM 13.2.2.

W. Brief all EOF personnel of impending PAR declarations prior to issuing the PAR.

X. As necessary, complete radiological release-related portions of the CNF for PAR modifications.

Y. Provide PAR updates to the EOF Information Coordinator for transmittal on the Information Coordinator's network.

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- Z. Conduct periodic briefing sessions of the MUDAC staff on pertinent information from incoming hard copy communications and changes in emergency status.
- AA. Act as a conduit for information flow between MUDAC, HPC personnel, and the main EOF area, and provide input into EOF briefings on status and activities of dose assessment, field monitoring activities, EOF habitability, etc., per Attachment 4.9.
- BB. If necessary, contact the TSC Chemistry/Effluent Manager for support of field team sample analysis.
- CC. Distribute MUDAC generated hard copy dose projection information (map and data sheets) to State and County Emergency Operations Centers (EOCs), and retain a copy for MUDAC records.
- DD. When relief from the Health Physics Network (HPN) is requested by the RPM, select a communicator and direct that they maintain the EOF HPN line in accordance with Attachment 4.4. Consider calling in an additional Dose Projection Health Physicist to fill this position.
- EE. If the following conditions exist:
- EOF general area radiation levels exceed 5 mRem/hr as indicated by the EOF radiation monitor, or;
 - EOF unidentified airborne radioactivity exceeds 0.3 DAC (0.3 DAC equates to approximately 750 ccpm on a 40 ft³ air sample in the field),
- Then:
- Immediately notify the EOF Manager and staff of the condition;
 - Direct surveillance of airborne activity be increased to once per hour and results reported.
 - Direct dose rates in the area be determined approximately every 15 minutes and results reported.
 - Direct that projected accumulated doses for the EOF personnel be evaluated and appropriate stay times be established;
 - Prohibit eating or drinking in the EOF until advised of resolution of the EOF airborne activity problem.

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- FF. Dispatch a Health Physics Technician to the Kootenai Building penthouse to determine if the following conditions exist if the plume is over the Kootenai Building:
- Kootenai Building intake air activity exceeds 100 mRem/hr, or;
 - Kootenai Building return air activity exceeds 50 mRem/hr, then:
 - A. Immediately notify EOF Manager and staff of the condition.
 - B. Ensure EOF ventilation system is in proper operating mode per Attachment 4.11.
 - C. Request the Site Support Manager to notify Facilities to assist, if needed.
- GG. If the emergency worker dose limit of 5 rem is projected to be exceeded over the course of the event for the EOF staff, inform the EOF Manager so plans to evacuate the EOF and activate the Alternate EOF may be initiated.
- HH. As required, direct appropriate staff to perform the following tasks in accordance with Attachment 4.5:
- Prepare, issue, and collect direct reading dosimeters and TLDs for emergency response personnel.
 - Contact the Training department to determine if respirator training, medical qualifications, and fit testing for emergency support personnel, vendors, and contractors who must enter areas requiring respiratory protection are current.
- II. If questioned by State or County officials, provide briefings that explain EOF radiological survey data and dose projection activities that determined Energy Northwest recommendations for protective actions.
- JJ. If Washington State Radcon teams are not available, and establishment of an offsite survey or remote decontamination location is required to handle potentially contaminated personnel, make arrangements for the necessary personnel and equipment.
- KK. If injured or contaminated personnel require offsite medical attention, refer to PPM 1.9.14.
- LL. If additional Energy Northwest personnel resources are needed for Environmental Field Teams, dose assessment or other EOF radiological duties, request the Site Support Manager obtain those resources.
- MM. Assist the Site Support Manager as necessary to establish second shift personnel for dose assessment area staff, environmental field teams and HPC staff.
- NN. If offsite radiological resources are needed, inform the EOF Manager.

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- OO. Determine disposition of Environmental Field Team samples gathered pursuant to PPM 13.9.5:
- A. In consultation with representatives of DOH for samples outside the Hanford Reservation.
 - B. In consultation with representatives of DOE-RL for samples on the Hanford Reservation.
- PP. Ensure field teams identify the back edge of the radioactive plume to confirm the release has ended (i.e., LT 100 μ Rem/hr).
- QQ. When emergency activities have resulted in stabilizing the plant, and radiological conditions are progressing from the early phase to the intermediate phase, refer to Attachment 4.12 to transfer MUDAC leadership to the Washington State Department of Health (WADOH) Representative, and:
- Implementing PPM 13.13.3, Intermediate Phase MUDAC Operations.
 - Arranging additional support with the Site Support Manager to fulfill all responsibilities of MUDAC during this phase.
- RR. Estimate the total population exposure as a result of the radiological release. Consider total dose from EDPS, duration and length of exposure. Refer to Attachment 4.10.
- SS. Coordinate the use of Energy Northwest radiological equipment and manpower resources, authorized by the EOF Manager, to provide assistance to the State in establishing relocation centers, food control zones, or other reentry and recovery activities.
- TT. Refer all calls from the media to the Joint Information Center.
- UU. Upon shift change, turn over chronological logs and brief your relief on the current status of the emergency, radiological activities, and status of work being performed.

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Duties of: Dose Projection Health Physicist

Assigned Location: Meteorology and Unified Dose Assessment Center (MUDAC)

Report to: Radiological Emergency Manager (REM)

Responsibilities:

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

1. When it has been determined that a radioactive release has started, inform the Emergency Director.
2. Activate the Emergency Dose Projection System (EDPS) PCs, printers, the LAN and PDIS terminals. Keep the REM updated on the status of the systems and important information that could affect dose projections.
3. Activate the RSTAT summary display (a PDIS form display of TDAS signals from the STAR System) and determine if there are elevated readings from monitors that may indicate a release in progress. PDIS may be used to retrieve past TDAS readings. Contact the EOF PDIS Analyst to retrieve historical data.
4. Perform plume tracking and dose projection functions to keep the EOF staff informed of the plume projection. Maintain close contact with the REM and Information Coordinator for the current plant condition.
5. Obtain the latest weather forecast (refer to the EDPS User's Manual) from the National Weather Service or PNNL Weather Forecaster, and ensure the Meteorological Information board is updated. Advise the REM and Field Team Coordinator of weather conditions which may affect plume direction, deposition, or dispersion.

NOTE: Phone numbers of the weather services are located in the Emergency Phone Directory in the Offsite Agency Section and PPM 13.8.1.

6. Review dose projection results and inform the REM of projections approaching EAL and PAR limits, and KI threshold for the State.
7. Complete a dose projection for the REM's consideration.
 - a. Verify operability of SGTS based on flow rate or engineering input.

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Duties of: Dose Projection Health Physicist (Contd.)

- b. Follow the guidance in PPM 13.8.1 concerning default entries and estimates for the dose projection models.

<p>NOTE: 1.2 miles is the distance used for the site boundary and is the basis for EAL and PAR decisions.</p>

- c. Make dose estimates for at least the distances of 1.2 miles, 2 miles, 5 miles, and 10 miles.
8. Coordinate and verify radiation conditions and equipment status with the Radiation Detection Systems Engineer.
 9. Compare field team measurements to dose projection estimates using the guidance in Attachment 4.3, including terrain knowledge, weather conditions and sampling theory.
 10. If there are significant, unexplainable differences between field samples and dose projections, consult with the REM regarding appropriate adjustments to be made.
 11. Inform the Field Team Coordinator, REM, and staff of significant, verifiable changes in release rates, meteorology, or Emergency Worker Dose Adjustment Factors.
 12. As requested, provide completed Dose Projection Summary Maps for the REM to review.
 13. Label and validate by signature, printed data or maps for distribution, and maintain a copy of all authorized projections and maps.
 14. When the transition to ingestion phase has been completed, generate an EDPS dose projection map for the 500 μ R and 0.4 μ R isopleths. Refer to PPM 13.8.1, Attachment 5.1 for guidance on contour options.
 15. During shift change, brief your relief on the current status of work in progress, and ensure that they understand the basis for the current dose projection and field team readings.
 16. Prepare and deliver to the REM all After Action Reports, logs, authorized projections and analyses as requested.
 17. Retain a copy of completed dose projection worksheets, display outputs or maps you generate and attach them to your After Action Report.
 18. Assist the HPN Coordinator in obtaining answers to NRC queries.

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COMPARISON OF FIELD DATA WITH DOSE PROJECTIONS

1. Exposure Rate Readings

- a. Using QEDPS, input field team air sample results or dose rates and compare resultant TEDE values at various distances with TEDE values from a projection based on plant monitor readings.
- b. Compare exposure rate measurements reported by field teams to a projected External Dose Rate for the same downwind distance.
- c. Consider the following in making your comparison:
 - 1) The time that the field measurement was made vs. the time that the projected release would reach the downwind distance based on wind speed.
 - 2) If release rates change significantly, then consider the time it would take the lower or higher effluent concentrations to reach the field team measurement location based on wind speed.
 - 3) Changes in sampling time, wind speed, wind direction, and stability class will cause field team readings to differ from dose projections.

2. Iodine Concentrations

- a. Using QEDPS, input field team air sample results and compare resultant Thyroid CDE values at various distances with Thyroid CDE from a projection based on plant monitor readings.
 - 1) To convert field team air sample results to μ curies/cc, select either the particulate or cartridge icon on the Windows Desktop. When the program is active, enter the field team results to calculate the necessary value.
 - 2) Compare the Thyroid CDE rate based on field team data to a projected Thyroid CDE rate for the same downwind distance.
- b. Consider the items from Step 1.C of this Attachment when making your comparison.

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Duties of: Health Physics Network (HPN) Communicator

Assigned Location: Emergency Operations Facility (EOF)

Report to: Radiological Emergency Manager

Responsibilities:

1. Upon assignment obtain a briefing from the REM on the current status of the emergency and the known or anticipated radiological conditions and/or releases.
2. Activate the EOF extension of the HPN phone, following instructions attached to the HPN phone. Introduce yourself to the NRC communicator, and provide information on the current status of radiological conditions.
 - a. Refer to side two of form 26045, Emergency Classifications or Other Messages, for a list of questions you may be asked by the NRC.
3. After assuming duties observe the requirements of 10CFR50.72(c)(3) by maintaining continuous communications when requested by the NRC. If you must leave the phone for any reason, find someone to maintain the phone in your absence, or obtain permission to leave the phone unattended.
4. Maintain a log of communications on Emergency Response Log, (Form 23895).
5. Contact the REM for assistance with resolving NRC information requests. Consult with the REM when asked to make commitments you do not feel you are authorized to make.
6. As necessary, brief the REM on the status of HPN communications.
7. Ensure transmissions you relay are distinct and understood. Avoid the use of acronyms unless you are sure they are understood and ensure the correct letters of acronyms are understood by using phonetic spelling to clarify, i.e., "B" as in Bravo or "D" Delta.
8. Ensure data you transmit to the NRC represents factual information only. Do not provide speculative information or editorialize on data and do not engage in problem solving discussions.
9. Upon shift change, brief your relief on responsibilities, duties and the current status of HPN communications with the NRC.
10. 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 Report and logs to the REM.

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Duties of: Health Physics Center (HPC) Staff

Assigned Location: Health Physics Center Work Areas

Report to: Radiological Emergency Manager (REM)

Responsibilities:

NOTE: At an Alert or higher classification, the Security Communications Center Duty Officer will remotely lock down the Kootenai Building.

HPC Staff:

1. Report to the REM in the EOF, sign in on the sign-in board, and obtain a position badge.
2. Obtain keys from the EOF Field Team Cabinet to the Kootenai Building penthouse, First Aid Room and Field Team Cabinet.
3. Verify operability of the EOF area radiation monitor.
4. Prepare ambulance garage area and decontamination facility to receive samples and personnel. Ensure PA speaker controls are set to maximum levels. Refer to Attachment 4.7.
5. If it becomes necessary to close the HPC roll up door due to radiological concerns, relocate the HPC / EOF access control point to the EOF access vestibule. Refer to Attachment 4.8.
6. Obtain frisker and dose rate instruments located in Decon Cabinet #14 or the Rad Calibration Lab, verify instrument calibration dates are satisfactory, then distribute to the Ambulance Bay.
7. As needed, establish Room 159D in the HPC as the Field Team sample storage room.
8. Position a Continuous Air Monitor (CAM) in the lower level south end Kootenai Building near the EOF for EOF habitability monitoring.
9. Report to the REM when all assigned tasks are complete.
10. Frequently monitor the operation of the area radiation and airborne monitors.
11. When directed, take and evaluate direct radiation and/or contamination surveys in areas of the Kootenai Building and EOF.

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HPC Staff, (cont'd)

12. If requested to verify EOF ventilation radiation levels, obtain a flashlight and access the Kootenai Building equipment space in the penthouse.
 - Refer to Attachment 4.11 for HVAC operation modes and set points.
13. Question Field Team members delivering samples on whether self-frisking has been performed. If not, ensure that a frisk is performed.
14. Obtain and analyze air samples inside and outside of the Kootenai Building as necessary.
15. Perform decontamination of personnel as required and report results to the REM.
16. Insure the use of appropriate radiological precautions and good practices by all individuals involved with handling of samples throughout the sampling and survey sequence.
17. Note electronic dosimeter results and account for dose received appropriately for personnel completing a shift, or as directed. Contact HP to reset dosimeters to the fast entry mode per PPM 11.2.9.31.
18. Return reset electronic dosimeters to the EOF Field Team Cabinet.
19. Monitor radiation levels in any area where samples are stored and post area(s) as necessary, or move samples to a shielded area.
20. As needed, inform the REM that environmental or in-plant sample transport to the lab is necessary.
21. Maintain a record of your actions on an Emergency Response Log per PPM 13.13.4.
22. Upon shift change, brief your relief on responsibilities, duties and current status of work being performed.
23. Upon shift change, or termination of the emergency:
 - a. Prepare an individual After Action Report per PPM 13.13.4.
 - b. Deliver your After Action Report and Log(s) to the REM.

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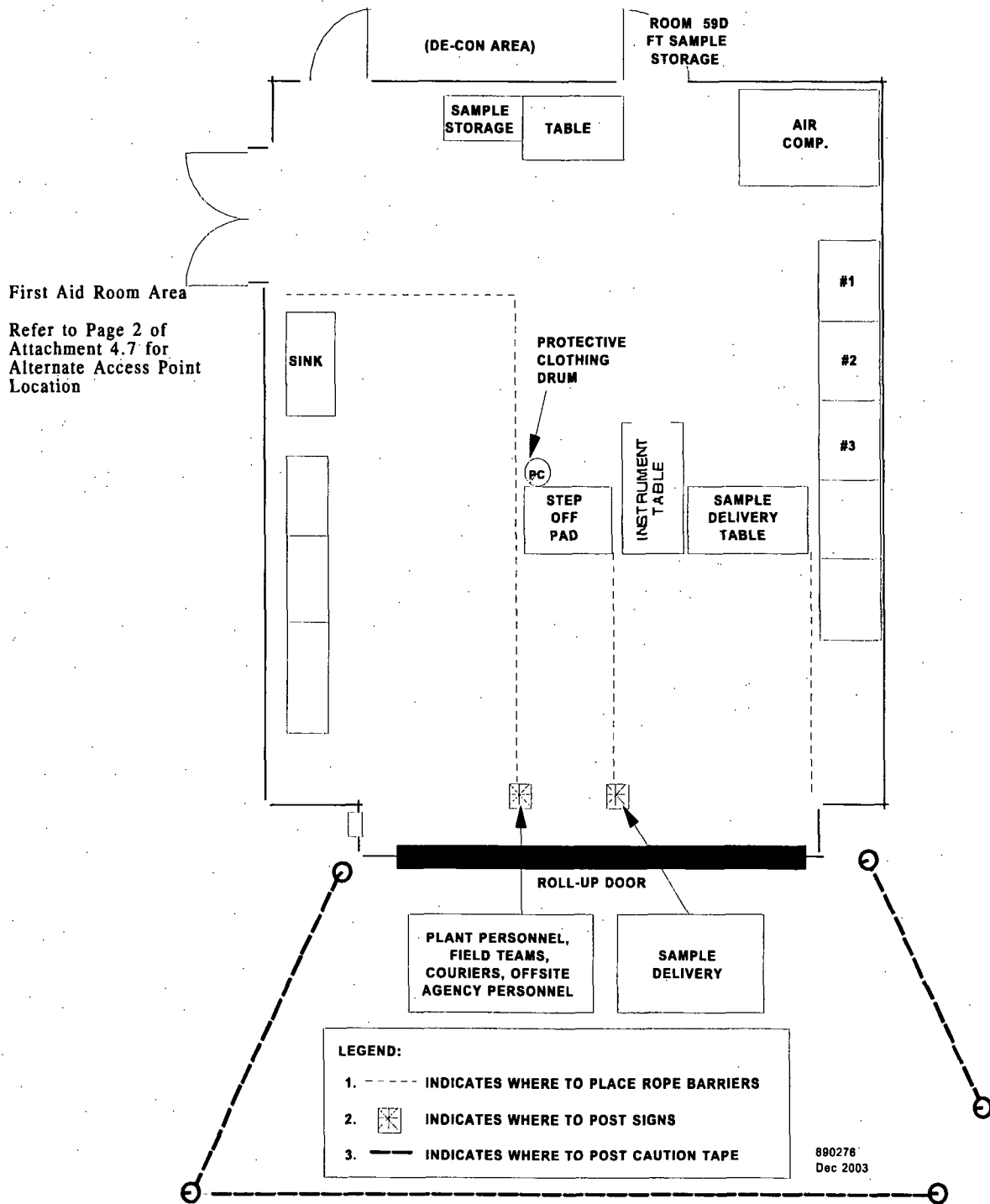
HEALTH PHYSICS CENTER STAFF
RADIOLOGICAL SAMPLE TRACKING INSTRUCTIONS

1. Receive, survey, sort and catalog samples as they are delivered by Environmental Field Teams.
2. Adhere to appropriate radiological precautions and good practices in the handling of samples throughout the sampling and survey sequence.
3. Question Field Team members delivering samples on whether self-frisking has been performed by, or under the supervision of a qualified HP member, and if not, perform a frisk.
4. Perform radiation and contamination surveys on all incoming samples. Rebag all samples which are contaminated on the outer surface. Sort and store samples based on radiation levels to control exposures in the ambulance bay.
5. Ensure sample identification data is on the outside of the sample bag and the date, time and survey results are on Sample Identification Form.
6. Place the sample in storage and note the storage location on the Sample Identification Form and enter the storage date and time on the Sample Receipt Log, page 2 of this attachment.
7. When analysis of a specific sample is requested, retrieve sample and the appropriate copies of the Sample ID Form.
8. Record the new location (lab where sample is being analyzed) on the Sample ID form and the date and time of transfer on the Sample Receipt Log.
9. Send the sample to the lab or other assigned destination with the accompanying white and canary pages.
10. Refile the pink page of the Sample Identification Form in the HP Center file.
11. When samples are returned to the storage area, retrieve Sample Identification Form from HP Center file.
12. Note storage location on the white, canary and pink pages and enter the new storage date and time on the Sample Receipt Log.
13. Return the canary and pink copies to the HP Center file and return the white copy with the sample back to storage.

HEALTH PHYSICS CENTER STAFF
RADIOLOGICAL SAMPLE TRACKING INSTRUCTIONS

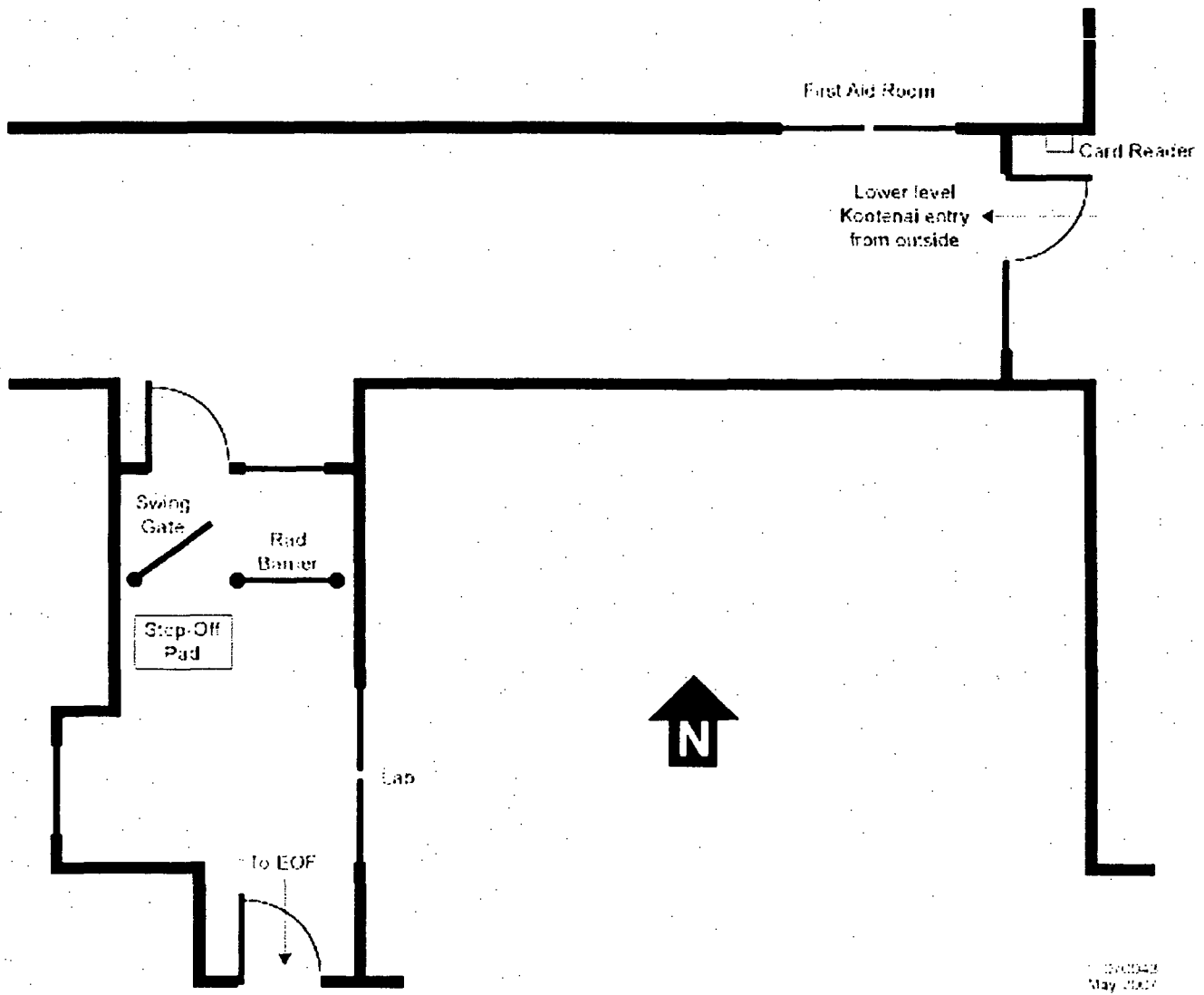
SAMPLE RECEIPT LOG

SAMPLE IDENTIFICATION NUMBER	STORAGE		LAB		STORAGE		REMARKS
	DATE	TIME	DATE	TIME	DATE	TIME	



Attachment 4.7, Typical Setup for HP Center Receiving Area

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Attachment 4.8, Typical Setup for Alternate HP Center Control Point

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RADIOLOGICAL EMERGENCY MANAGER BRIEFING GUIDELINES

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

Radiological Emergency Manager (REM) update items:

- a. Current release rate, recent trends, prognosis.
- b. Offsite dose projection results and most recent follow-up messages to offsite authorities.
- c. Energy Northwest (and offsite agency) field team survey results and their comparison to dose projection model results.
- d. Dose projection comparison with state or other agency results.
- e. Current and forecast meteorology on wind direction, shifts.
- f. Status of offsite protective action implementation.
- g. EOF habitability survey results and any protective actions or safe routes necessary for emergency workers outside the EOF.
- h. Problem areas needing resolution.
- i. NRC counterpart status report (if present).

Notes: _____

TOTAL POPULATION WITHIN THE 10 MILE EPZ *

Compass Direction	0 to 2 Miles	2 to 5 Miles	5 to 10 Miles	10 Miles to Edge of EPZ	Total
N	0	0	24	0	24
NNE	0	0	62	6	68
NE	0	31	271	193	495
ENE	0	40	265	34	339
E	0	77	265	63	405
ESE	0	53	339	147	539
SE	0	20	451	125	596
SSE	0	0	107	107	214
S	0	0	986	356	1342
SSW	0	0	483	0	483
SW	0	0	32	0	32
WSW	0	0	0	0	0
W	0	0	0	0	0
WNW	0	0	0	0	0
NW	0	0	0	0	0
NNW	0	0	0	0	0
Total	0	221	3285	1031	4537

* Based upon Evacuation Time Estimates for the Plume Exposure Pathway Emergency Planning Zone, Columbia Generating Station, April 2005

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EOF HVAC AUTOMATIC AND MANUAL OPERATION

Normal Operation:

The HVAC panel in Room 121 will indicate as follows:

AHU-1:	off	AHU-2:	off	Misc.:	off
EOF ISOL.:	off	AD4B:	off	SF3:	lighted

MODE 1 - Kootenai Building Isolation

If outside air activity causes the intake air radiation monitor on AHU-1 to trip at 100 mR/hr, the HVAC panel in Room 121 will indicate as follows:

AHU-1:	lighted	AHU-2:	lighted	Misc.:	lighted
EOF ISOL.:	off	AD4B:	off	SF3:	lighted

This configuration isolates the Kootenai Building and recirculates first floor air through HEPA filters.

MODE 2 - EOF Isolation

If return air activity causes the return air radiation monitor on AHU-1 to trip at 50 mR/hr, the HVAC panel in Room 121 will indicate as follows:

AHU-1:	lighted	AHU-2:	lighted	Misc.:	lighted
EOF ISOL.:	lighted	AD4B:	lighted	SF3:	off

In this configuration, the EOF is sealed off from the rest of the Kootenai Building. Fan SF-3 recirculates EOF air through HEPA filters.

MODE 3 - EOF Stagnation

If the SF-3 return air radiation monitor trips at 50 mR/hr, SF-3 will stop and the EOF will remain isolated as in Mode 2. The SF-3 light on the Room 121 panel will be ON.

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EOF HVAC AUTOMATIC AND MANUAL OPERATION (Contd.)

MANUAL OPERATION

CAUTION

Due to the potential for airborne contamination and area radiation, HP surveys of the following areas should be performed prior to entry.

Modes 1 & 2:

Obtain EOF HVAC key (1 F 8) from EOF key locker. Enter stairwell on 2nd floor east side by Auditorium entrance.

At top of stairs, continue left 180°, facing east wall. Above handrail at your left are two radiation indicators. Above the indicators, the gray box contains the switches for Modes 1 and 2.

NOTE: In the event that the auto-trip function fails to de-energize SF-3 on high radiation in the recirculation fan plenum (Mode 3), the manual disconnect switch is available to interrupt power to this fan.

Mode 3:

Enter SF-3 fan room, room 123. Radiation indicator is inside large gray cabinet on north wall next to door facing Room 121. Disconnect switch for SF-3 is around other side of fan from radiation indicator, on north wall. Throw this switch to OFF to stop SF-3.

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DOSE ASSESSMENT CENTER LEADERSHIP TRANSFER GUIDE

Transfer of MUDAC leadership from Energy Northwest to the State of Washington occurs following conclusion of the Plume phase. The transfer signals the beginning of the ingestion pathway or intermediate phase.

Prior to the transfer, the following conditions should be met:

1. Plant conditions are stable
2. The immediate emergency has been mitigated
3. No further threat of a radioactive release exists that could exceed Protective Action Guidelines (PAGs) to the public
4. The plume has dispersed and no longer threatens to exceed PAGs.

The following documentation should be provided to the Washington State Health Liaison during the transfer:

1. Classification Notification Forms (CNFs) identifying PARs and notifications on Potassium Iodide (KI)
2. Emergency dose projection results
 - Include both the data sheet and map projections
3. Airspace closure requests

Conduct a briefing with the Washington State Health Liaison addressing the following:

1. Status and duration of the release _____
2. Air sample results _____
3. Meteorological conditions, including wind speed _____
 Direction: _____ Stability: _____
4. Current field team deployment: _____
5. Offsite Protective Action Decisions (evacuations, etc.) _____



13.11.10



**ENERGY
NORTHWEST**
People · Vision · Solutions

**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

**REFERENCE
USE**

USE CURRENT REVISION

NUMBER 13.11.10	Approver: WH Sawyer Sponsor: DB Holmes QPR: PT Zeimer	DATE 08/22/07
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION EMERGENCY OPERATIONS FACILITY		
TITLE SECURITY MANAGER DUTIES		

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1.0 PURPOSE

This procedure describes the emergency responsibilities of the Security Manager in coordinating the actions of the Security Force and, when necessary, local law enforcement agencies during emergency events.

2.0 REFERENCES

- 2.1 FSAR Chapter 13.3, Emergency Plan, Sections 2 and 6
- 2.2 PPM 13.5.1, Evacuation
- 2.3 PPM 13.10.8, Security Lieutenant Duties
- 2.4 PPM 13.13.4, After Action Reporting

3.0 PROCEDURE

3.1 Security Manager Responsibilities

- 3.1.1 Proceed to the Emergency Operations Facility (EOF) when notified of an Alert, Site Area Emergency or General Emergency, or if so directed.
- 3.1.2 Sign in on the Sign-In Board, obtain procedure book from wall rack and supply drawer from EOF supply cabinet.
- 3.1.3 Notify the Site Support Manager or EOF Manager of your availability.
- 3.1.4 Establish and maintain periodic communication with the Security Supervisor and Security Communications Center (SCC).
- 3.1.5 Contact the SCC and the Security Lieutenant to inform them that you are present at the EOF. Advise the Security Lieutenant that you are assuming the Security Manager responsibilities, and assuming Site 1 evacuation notification responsibilities.
- 3.1.6 Record significant actions, events and their resolutions on the Emergency Response Log for attachment to your After Action Report. See PPM 13.13.4 for after action reporting.

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3.1.7 Direct Energy Northwest Security assigned to roadblocks to control access as follows:

Admit personnel with identification establishing employment with Energy Northwest, DOE (or one of their subcontractors), state (Washington or Oregon), county, FBI, NRC, FEMA, Coast Guard, BPA or local law enforcement agencies without further clearance.

3.1.8 Obtain clearance for emergency vehicles and personnel to enter the Protected Area from the TSC Manager.

3.1.9 Make decisions on authorizing unbadged personnel access through Energy Northwest roadblocks or access to the EOF.

3.1.10 Evaluate Security manning needs and authorize the call out of additional personnel, as required.

3.1.11 Confer with the EOF Manager to determine if the emergency requires a Safety representative. If so, coordinate call-out with the Site Support Manager.

3.1.12 When an offsite accident results in injury or death to an Energy Northwest employee, obtain the name(s) and coordinate next-of-kin notification with the Human Resources Manager.

3.1.13 Coordinate response actions with local law enforcement agencies as necessary. Provide information that may affect offsite traffic control point operations to the Local Law Enforcement Agency representative in the Benton or Franklin County Emergency Operations Center (EOC).

3.1.14 If the Offsite Assembly Area is expected to be used, contact the Benton County EOC and request local law enforcement agency support at the Offsite Assembly Area for crowd and traffic control.

- Begin planning and coordination actions with the Site Support Manager and Security Lieutenant for possible Gate 18 opening and traffic control assistance on Route 4 South.

3.1.15 At a Site Area Emergency, implement actions for evacuation of the Site. Refer to PPM 13.5.1 for Site evacuation information.

3.1.16 If evacuation or relocation of onsite or offsite Security personnel, including Post 21, is necessary due to an actual or potential radioactive release, coordinate with the REM regarding where to relocate and hazardous conditions to avoid.

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3.1.17 Brief the EOF Manager on all Security operations and be prepared to offer update briefings to EOF staff in accordance with the guidelines of Attachment 4.1.

3.1.18 If a report is received of missing person(s) outside the Protected Area but within the Exclusion Area, coordinate search and rescue operations using the following as general guidelines:

- Attempt to locate the missing individual by using portable communications or public address systems available in the TSC.
- Determine the missing individual(s) last known location and/or job assignment through the individual's supervisor/manager.
- Using whatever resources are available (call-out as necessary), assign appropriate personnel to a search and rescue team.
- If a radiological hazard is suspected, consult with the REM to determine radiological equipment needed, acceptable dose limits, and safe routes to and from search area(s).

3.1.19 Brief the search and rescue team members on:

- Who is designated team leader
- Identity of missing individual(s)
- Last known location(s)
- Area(s) to be searched
- Expected conditions and hazards to be anticipated in the search area(s), and equipment needed
- Safe routes in, out, and within search area(s)
- Acceptable limits of exposure to hazards in search area(s)

3.1.20 Direct the team leader to establish and maintain radio communication with the EOF throughout search and rescue, and that you be informed of progress and any problems encountered.

3.1.21 Keep the EOF Manager informed of search and rescue progress and problems encountered.

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3.1.22 When the search operation is terminated, ensure team members return equipment and receive radiological monitoring and decontamination, as necessary.

3.1.23 Direct team members to prepare an After Action Report per PPM 13.13.4.

3.1.24 Upon shift change, fully brief your relief on responsibilities, duties and current status of security actions being taken.

3.1.25 Upon shift change or termination of the emergency:

- Prepare an individual After Action Report. Refer to PPM 13.13.4. Forward the completed After Action Report to the EOF admin staff.

4.0 ATTACHMENTS

4.1 Security Manager Briefing Guidelines

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SECURITY MANAGER BRIEFING GUIDELINES

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

Security Manager update items:

- a. Security activities in support of emergency operations.
- b. Review Security requirements for EOF access, access roadblocks, plant badge issuance, etc.
- c. Status of Site (Protected Area and Exclusion Area) evacuation and accountability issues.
- d. Status of offsite agency response and civil authority roadblocks or river evacuation activities, if applicable.
- e. Summarize any significant discussions/direction from local law enforcement authorities.
- f. Problem areas needing resolution.
- g. NRC counterpart status report (if present).

Notes: _____

Attachment 4.1

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ENERGY-NORTHWEST
COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.11.12

Effective Date: 08/22/07

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

Procedure Revision Synopsis

Procedure revised to add new responsibility for the EOF Engineering Manager to review draft news releases for technical accuracy prior to presentation to the EOF Manager for approval.

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1.0 PURPOSE

This procedure provides instructions and guidance for activities of the EOF Engineering Manager and staff during an emergency.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 3, and 6
- 2.2 10CFR50, Appendix E (VI), Emergency Response Data System (ERDS) {R-1936}
- 2.3 10CFR50.72, Immediate Notification Requirements for Operating Power Reactors {R-1932}
- 2.4 OER SIL324R6, BWR Emergency Support Program
- 2.5 Work Release Order C-0875
- 2.6 Plant Data Information System (PDIS) Users Manual
- 2.7 PPM 13.2.2, Determining Protective Action Recommendations
- 2.8 PPM 13.13.2, Emergency Event Termination and Recovery Operations
- 2.9 PPM 13.13.4, After Action Reporting
- 2.10 Tech Memo 2117, Core Thermal or Reactor Engineer
- 2.11 Emergency Response Log, 23895

3.0 RESPONSIBILITIES

- 3.1 The EOF Engineering Manager is responsible for overall direction and supervision of the following EOF staff:

EOF Radiation Detection Systems Engineer
 EOF PDIS Analyst
 EOF State/County Technical Liaison
 EOF INPO Network Coordinator
 Energy Northwest Representatives to:
 Benton County
 Franklin County
 Washington State

The manager is also responsible for coordinating engineering support from contractors or vendors with the TSC. The EOF Engineering Manager should determine the makeup of the engineering staff to support accident assessment and evaluation activities appropriate for the emergency conditions. These activities may include:

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- Evaluation of plant conditions to gain understanding of the emergency event
- Investigation of events not understood or that deviate from the expected
- Assessment of events or transients which may adversely affect accident mitigation efforts
- Development of contingency plans if requested by the TSC to recover failed safety equipment or maintain operating equipment
- General trending of critical radiation parameters.
- Assignment of resources to respond to the State Emergency Operations Center (EOC)

3.2 The EOF Engineering Manager (or designee) will ensure the necessary technical information is provided for the INPO Nuclear Network releases and that the technical accuracy of those releases is verified. The Engineering Manager or designee will approve INPO Nuclear Network releases being made by Energy Northwest.

3.3 The EOF Engineering Manager will review draft news releases to ensure technical accuracy prior to presentation to the EOF Manager for approval.

3.4 The EOF Engineering Manager is the primary interface for coordination of the GE BWR Emergency Support Program. The GE Emergency Response Team will report to the EOF, and may be used in the plant as required. When in the plant, the TSC Technical Manager acts as the primary interface for coordination of the Response Team members.

4.0 PROCEDURE

4.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, proceed to the EOF and sign in on the Sign-In board.

4.2 Obtain your procedure book from the wall rack and your supply drawer from the EOF supply cabinet.

4.3 Based on the situation and the prognosis, coordinate with the Site Support Manager to call out additional engineering staff as required. The Emergency Phone Directory contains the home phone numbers of all ERO personnel under the ERO Phone List section.

4.4 As requested, support the TSC in analyzing plant information.

4.5 Direct your staff to implement Attachments 5.1 through 5.4 as applicable to their ERO positions.

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- 4.6 Provide the EOF Manager and the Radiological Emergency Manager (REM):
- Information on plant conditions that might affect Protective Action Recommendations.
 - Plant status and analysis of events throughout the emergency.
 - Core damage results received from the TSC.
- 4.7 During a Site Area or General Emergency, coordinate with the TSC to determine if technical support from contractors or vendors should be requested, and make appropriate recommendations to the EOF Manager.
- 4.8 Review information or documents received by information network, facsimile, or other means and announce any pertinent information to your staff.
- 4.9 Coordinate activities of contractors, consultants, and vendors summoned for technical support.
- 4.10 If emergency support from GE Nuclear Energy is desired at Site Area Emergency, provide the Security Operations Center Duty Officer at GE your name, telephone number, an alternate number for use in the event of a facility evacuation, the name of the utility, and the name of the affected plant. Refer to the Emergency Phone Directory for the number.
- 4.11 When the GE Emergency Support Program Duty Manager returns your call, be prepared to indicate the nature of the request and define the scope of assistance desired from GE, such as:
- Dedicated phone communications with the GE Technical Support Center in San Jose;
 - Dispatch of local GE service personnel to the site at General Emergency, to establish dedicated telephone communications with San Jose;
 - Dispatch of GE team of technical personnel to the site at General Emergency. A 24 hour response time is anticipated.
- 4.12 Provide instructions to the GE Emergency Support Program Duty Manager that describe the site admission procedures, and identify the conduct expected of local GE nuclear service personnel and the Emergency Response Team while at the site.
- 4.13 Provide the GE Technical Support Center in San Jose the name and telephone number of the Site Support Manager responsible for coordination of Response Team arrival. Provide the following information:
- Identify the landing location for aircraft on which the Emergency Response Team will arrive;
 - Indicate whether local transportation and escort for the Emergency Response Team to minimize delays in arriving at the EOF is available.

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- 4.14 Direct the Site Support Manager to coordinate the transportation and housing of offsite technical resource personnel as necessary.
- 4.15 Coordinate with the Site Support Manager to arrange for an Energy Northwest representative and a relief to respond to the State EOC at Site Area Emergency or higher.
- 4.16 When requested by the INPO Network Coordinator, review the Nuclear Network emergency bulletins for technical accuracy and approve for release.
- 4.17 Provide initial reviews of draft news releases to ensure technical accuracy prior to presentation to the EOF Manager for approval.
- 4.18 Refer all calls from the media to the Joint Information Center.
- 4.19 Upon shift change, turn over Emergency Response Logs and fully brief relief as to responsibilities, duties and current status of work being performed.
- 4.20 Upon shift change or termination of the emergency:
 - 4.20.1 Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - 4.20.2 Collect the individual After Action Reports prepared by staff personnel.
 - 4.20.3 Deliver all After Action Reports and Logs to the EOF Manager.

5.0 ATTACHMENTS

- 5.1 State/County Technical Liaison
- 5.2 Energy Northwest Representatives to State and County EOCs
- 5.3 EOF Engineering Staff
- 5.4 INPO Network Coordinator
- 5.5 EOF Engineering Manager Briefing Guidelines

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Duties of: STATE/COUNTY TECHNICAL LIAISON

Assignment Location: Emergency Operations Facility (EOF)

Report To: EOF Engineering Manager

RESPONSIBILITIES:

1. Review Plant Status updates and other technical data on plant emergency conditions.
2. Establish contact with the Energy Northwest Representative at the State EOC and the Benton and Franklin County EOCs and keep them advised on current plant conditions or other relevant technical information and questions. Provide the following information:
 - Radiological release status
 - Plant status
 - Meteorological data
 - Protective Action Recommendations made by Energy Northwest
 - Emergency classification and the Emergency Action Level

NOTE: The phone numbers for the Energy Northwest Representative at the State EOC and Benton and Franklin County EOCs are listed in the Offsite Agency Phone Numbers section of the Emergency Phone Directory located in the EOF bookcase. The County Representatives are listed under the County extension numbers. For the State Representative, call the number listed for the EOC and ask for the Energy Northwest Representative (obtain a specific number from that individual when you have established communication). Ensure both of these individuals have the phone number at which you can be reached. The Benton and Franklin County representatives may also be contacted on the 300 Dial-up line. Refer to the aid attached to the phone or the Emergency Phone Directory for the number.

3. If the Nuclear Engineer, Department of Health, State EOC contacts you prior to arrival of the Energy Northwest State EOC Representative, verify the individual's identity, (by calling back to the EOC or checking information against an assignment list), then provide desired technical information that is available.
4. Refer all calls from the media to the Joint Information Center.
5. Upon shift change, brief your relief on responsibilities, duties, and current status of work being performed.
6. Upon shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Deliver all After Action Reports, and all logs to the Engineering Manager.

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ENERGY NORTHWEST REPRESENTATIVES AT STATE/COUNTY
EMERGENCY OPERATIONS CENTERS

Duties of: Energy Northwest Representatives at State/County Emergency Operations Centers

Assigned Location: State/County Emergency Operations Center (EOC)

Report To: State/County Technical Liaison

Activation Level: Alert, or Higher Classification

Responsibilities

NOTE: The Benton and Franklin EOCs will always stage at an Alert. If you arrive at the EOC prior to activation, the facility may be locked.

If you are reporting to the Benton County EOC, use the phone near the front door to call the 911 center to gain admittance.

If you are responding to the Franklin County EOC, remain at the EOC until the EOC is opened.

1. Benton and Franklin County Representatives: Upon notification, proceed to the Benton or Franklin County EOC and sign in on any roster boards that identifies your position.
2. State Representative: Upon notification, respond to the EOF. When dispatched at Site Area Emergency, proceed to the State EOC and sign in on any roster boards that identifies your position.
3. Obtain the Energy Northwest reference material stored at the EOC and set up the designated work area.
4. Determine what phone is designated for your use, and establish communications with the staff at the EOF. Contact is normally the State/County Technical Liaison to obtain plant emergency status information. The preferred method to contact the State/County Technical Liaison is the 300 dialup phone. Phone numbers for the EOF are located in the Energy Northwest Emergency Phone Directory.
5. Utilize established EOC logs and message forms for a record of actions taken, but maintain copies for submission with your Energy Northwest After Action Report. Refer to PPM 13.13.4.
6. Verify pertinent emergency data posted on EOC data displays and maintain any essential data displays you are assigned responsibility for.

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NOTE: As an Energy Northwest representative at a State/County EOC, you should observe the requirements of EOC procedures. Be cooperative to information requests, but if the authority of persons requesting information is not known, you may request the Site Support Manager to authorize release of Energy Northwest information.

7. Utilize information obtained from the EOF staff to update key EOC staff members, or provide explanations where appropriate of Energy Northwest actions and recommendations, or provide EOC (but not media) briefings, as requested, in as non-technical and acronym-free terminology as possible on topics such as:
 - a. Meteorological and radiological conditions
 - b. Plant conditions prognosis
 - c. Energy Northwest emergency responses
 - d. Emergency classification and protective action recommendations
 - e. Other topics as requested by the EOC Director
8. Assist the EOC staff members with interpretation or confirmation of emergency information received from other sources, be alert for EOC use of unverified data, and resolve any EOC data conflicts where possible.
9. Monitor the EOC Protective Action Decision implementation, and inform the State and County Technical Liaison immediately if it appears that actions being taken may vary from those recommended by Energy Northwest.
10. Inform the EOF staff, (State and County Technical Liaison) of emergency actions being directed by the EOC staff, and the current status of supporting organization assistance.
11. Refer any requests for media information, briefings or interviews to the Joint Information Center.
12. Brief your relief on items of note that happened during your shift and on status of ongoing work.
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, logs, or other pertinent documentation to the Engineering Manager.

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Duties of: EOF ENGINEERING STAFF

Assignment Location: Emergency Operations Facility (EOF)

Report To: EOF Engineering Manager

RESPONSIBILITIES:

Computer Systems PDIS Analyst

NOTE: The responsibility for ERDS activation resides with the Plant/NRC Liaison in the TSC; however, the OSC Chemistry Technician or Incident Advisor in the Control Room may have already activated ERDS. The on-call Emergency Planner or the PDIS Analyst in the EOF should activate ERDS if not already accomplished. Refer to PPM 13.10.6, Attachment 4.1.

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

- 1) If necessary, boot up the PC at the work station. Log onto the LAN using your USERID and password.
- 2) Start PDIS by double-clicking on the appropriate PDIS icon on the Windows desktop.
- 3) Access RSTAT by pulling down the EOP menu from the PDIS menu bar. Select Rad Status to obtain key radiation monitor data, meteorological, and effluent data.
 - Other PDIS pulldown menus may be selected to view other plant parameters or trends as desired.
- 4) Assess the plant status through use of the PDIS and keep the Engineering Manager and staff advised on plant systems parameters.
- 5) Perform any PDIS required trouble shooting. Call repair personnel to perform trouble shooting and repair, as appropriate.
- 6) Refer all calls from the media to the Joint Information Center.
- 7) Upon shift change, brief your relief on responsibilities, duties, and current status of work being performed.

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Duties of: EOF ENGINEERING STAFF (Contd.)

- 8) Upon shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Deliver all After Action Reports, and all logs to the Engineering Manager.

Radiation Detection Systems Engineer

- 1) If necessary, boot up the PC at the work station using your LAN user ID and password.
- 2) Initiate PDIS by double clicking on the appropriate icon. Use the PDIS Simulator icon for drills and exercises, and use the PDIS Plant icon for actual emergencies.
- 3) Monitor radiation status displays for radiation detection system status trends and radiation trends in the plant.
- 4) Interface with dose assessment and EOF Engineering Manager. Provide information on radiation values in the plant to dose assessment personnel on MUDAC.
- 5) Provide updates to the REM and EOF Engineering Manager on equipment status or failures that have the potential to affect initiation or termination of radioactive releases to the environment.
- 6) Inform the REM and EOF Engineering Manager of major developments in the plant such as changes to fuel clad barriers.
- 7) Attend and participate in periodic briefings with EOF staff.
- 8) Refer all calls from the media to the Joint Information Center.
- 9) Upon shift change, brief your relief on responsibilities, duties and current status of work being performed.
- 10) Upon shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Deliver all After Action Reports, and all logs to the Engineering Manager.

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Duties of: INPO NETWORK COORDINATOR

Assignment Location: Emergency Operations Facility (EOF)

Report To: EOF Engineering Manager

RESPONSIBILITIES:

1. On arrival at the EOF, sign in on staffing board and report your availability to the Engineering Manager.
2. Set up equipment for preparation and transmittal of information to INPO.

Instructions for operation of the INPO Network are located near the INPO Network work station.
3. Utilize communication equipment located in the EOF to access the network. If equipment is inoperable or cannot be accessed, inform the Engineering Manager.
4. If the network or the computer is not working, contact INPO using alternate communication methods, such as fax or fill in the information contained in this Attachment for verbal transfer to INPO.
5. Prepare Nuclear Network emergency bulletins in accordance with the format on Page 2 of this attachment.
6. Request that the Engineering Manager or designee review the bulletins for technical accuracy prior to approval and transmittal.
7. Request that the Engineering Manager or designee approve the bulletins for release.
8. Request that the Public Information Officer (PIO) review the bulletin prior to transmittal. This review is to ensure that the information provided to INPO is consistent with that provided to the media and to coordinate the timing of the releases.
9. Transmit the bulletin to INPO and retain hard copy for records.

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FORMAT FOR NUCLEAR NETWORK INFORMATION BULLETIN

NT Topic (specified by INPO)

(IF THIS IS A DRILL -SO NOTE AT THE BEGINNING AND END OF TRANSMISSION)

GENERAL INFORMATION

Utility Energy Northwest

Plant Columbia Generating Station

Location Richland, Washington

Date _____

Classification _____

Time _____

Release No. _____

SUBJECT:

MESSAGE:

INFORMATION CONTACT:

PHONE:

Approved By: _____ Date: _____ Time: _____

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EOF ENGINEERING MANAGER BRIEFING GUIDELINES

<p>NOTE: Items listed below are suggested topics for routine update briefings. Items actually selected should be based on existing or projected plant conditions.</p>

Engineering Manager Update Items:

1. Reactor conditions, core cooling systems operations status.
2. Containment status, current trends, event prognosis.
3. Review of accident mitigation objectives, priorities and strategies.
4. Status of engineering evaluations in progress.
5. Engineering support being provided to EOF or TSC by offsite agencies.
6. Problem areas needing resolution.
7. NRC counterpart status report (if present).
8. Core Damage Assessment information as available (Recovery item)

Comments:

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ENERGY-NORTHWEST
COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.12.19

Effective Date: 08/22/07

DIC # 1308.1 PCN# (If applicable) N/A

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

Procedure Revision Synopsis

Procedure is revised to implement the recommendations of Self Assessment SA 2007-0092 to address elimination of a Columbia Site Security presence at the JIC in favor of a local law enforcement response. In addition, lessons learned relative to Alert termination and JIC closure actions are incorporated.

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1.0 PURPOSE

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

The procedure section specifies the actions that apply to all Energy Northwest personnel responding to the JIC for activation and operation of the center.

This procedure also describes the news coordination process that will be used by the agencies and jurisdictions reporting to the JIC and the administrative support that will be provided by Energy Northwest. {R-1592}, {R-3455}

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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 - JIC Supply cabinet in Copier/Fax room.
- Key #3 - Phone Team equipment cabinet in Phone Team room.
- Key #4 - 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 Fitness in an emergency situation.

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

NOTE: If the Shift Manager is the Emergency Director, relay the following information via the Technical Spokesperson over the Information Coordinator Network. If the TSC Manager or EOF Manager is the Emergency Director, you may call them directly or use the Information Coordinator Network.

2.1.5 The JIC Manager or designee should inform the Emergency Director when the following criteria are met for JIC activation:

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NOTE: Although option 2.1.5.b allows activation of the JIC without the JIC Manager present, staffing of the JIC Manager position within 90 minutes of ERO notification is necessary to meet the Energy Northwest response requirements.

a. The JIC Manager has reported to the JIC.

OR

b. When the following responsibilities of the JIC can be performed, even though the JIC Manager is not present:

- Initial news release announcing classification and plant status can be prepared and distributed;
- At least one person is available to respond to phone calls from the media or public.

NOTE: The JIC Manager may use judgment in determining when personnel are qualified to be assigned to perform tasks other than those normally performed by the position.

NOTE: The JIC Manager has full authority to augment JIC staff with personnel from Energy Northwest or other agencies if additional staff are required to perform the activities of the JIC.

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.

2.2.2 JIC personnel reporting to the EOF sign in and obtain their identification badge as directed in Attachment 5.3.

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

2.2.4 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.

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2.3 JIC Operations

2.3.1 Primary function of the JIC:

- Ensure timely and accurate emergency information regarding the status of the emergency event and protective actions for the public.
- Provide information to the public through news releases and during news conferences and/or briefings.
- Conduct these activities cooperatively with the offsite agency representatives in the JIC. {R-4819}

2.3.2 JIC Manager: {R-4602}

NOTE: The JIC Manager or designee is responsible for requesting Local Law Enforcement Agency (LLEA) assistance through the EOF Security Manager for building disturbance or trespass issues and traffic control during Offsite Assembly Area operations. If the EOF Security Manager is not available, the JIC Manager or designee may request LLEA assistance directly through the Benton County Emergency Operations Center (EOC).

- When a request for law enforcement assistance is necessary, provide a briefing to responding officers.
- Through discussion with offsite agency representatives in the JIC, determine when news conferences will be scheduled.
- Identify an Energy Northwest spokesperson and moderator for each conference.
- Ensure agencies present in the JIC designate an agency spokesperson for each scheduled news conference.
- Ensure all news conference participants have the opportunity to participate in a joint session to coordinate news and prepare for the conference. {R-9735}
- When emergency status or plant conditions change during an ongoing news conference, brief the change and return to the JIC for additional information.

2.3.3 EOF Public Information Officer (PIO): {R-1591}, {R-3291}, {R-3453}, {R-4620}

- Prepare news releases in consultation with other Energy Northwest staff.

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- Transmit approved news releases to the JIC for coordination with agencies present in the JIC and for distribution to the media.

2.3.4 EOF Manager:

Approve the technical content of each news release prepared by the EOF PIO.

2.3.5 Offsite agencies represented in the JIC:

Participate in a news coordination process to review news releases and proposed news conference information prior to distribution to media representatives.

2.3.6 Energy Northwest spokesperson:

Prepare and deliver a brief statement and release only information that has been approved for release by the JIC Manager.

2.3.7 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 this procedure.

2.3.8 Recording Actions:

JIC responders, other than Technical Spokesperson, phone team members, and distribution team members, should maintain a record of their emergency actions on an Emergency Response Log (Form No. 23895).

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.

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- 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.
- 2.4.6 When turnover of JIC positions is completed, the oncoming JIC Manager should notify the EOF Manager.

2.5 Event Termination

- 2.5.1 When notified that the emergency is being downgraded or terminated, the JIC Manager should determine the minimum staffing necessary to continue JIC operation. The JIC Manager has full authority to augment or downsize JIC staff based on the requirements of the response.

Any decision to downsize or terminate JIC operation should consider media and public pressure for information rather than the operational status of other emergency centers. The Manager, Communications and Member Relations should be consulted prior to deactivation of the JIC.
- 2.5.2 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.
- 2.5.3 At termination of JIC activities, all remaining JIC responders should participate in the post-event critique to discuss JIC performance.
- 2.5.4 Coordinate with the Control Room to update Plant Status Line per Attachment 5.1.3. Confer with Shift Manager regarding responsibility for future updates of the Plant Status Line.
- 2.5.5 Deactivate (close) the JIC per Attachment 5.4.
- 2.5.6 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 DEFINITIONS

Joint Information Center (JIC) - The primary functions of the JIC are to act as a joint news release center and to coordinate among those present the release of official emergency information to the public. Activities in the JIC include regularly scheduled news conferences, interviews with agency and facility spokespersons, coordination of news releases, and phone team response to both public and media inquiries for emergency information.

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4.0 REFERENCES

- 4.1 10 CFR 50.47 (b)(07) {R-1591}, {R-1592}
- 4.2 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 6, and 9 {R-4602}, {R-4620}, {R-4653}, {R-4659}, {R-4819}, {R-4879}, {R-4880}, {R-9735}
- 4.3 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-3451}, {R-3453}, {R-3455}, {R-4646}
- 4.4 Form No. 23895, Emergency Response Log
- 4.5 INPO 93-013, Emergency Public Communications Manual
- 4.6 SWP-FFD-01, Fitness for Duty Program Requirements
- 4.7 PPM 13.4.1, Emergency Notifications
- 4.8 PPM 13.7.5, Offsite Assembly Area Operations
- 4.9 PPM 13.12.20, Information and Media Management
- 4.10 PPM 13.12.21, JIC Support Activities
- 4.11 PPM 13.13.4, After Action Reporting

5.0 ATTACHMENTS

5.1 JIC Manager

- 5.1.1 Preparation of First Energy Northwest News Release
- 5.1.2 Joint Information Center Secretary
- 5.1.3 Updating Plant Status Line Message ("6000" line)
- 5.1.4 Energy Northwest Spokesperson
- 5.1.5 Health Physics Spokesperson
- 5.1.6 Energy Northwest Technical Spokesperson
- 5.1.7 Governmental Affairs Activities

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5.2 Assistant JIC Managers

5.2.1 Assistant JIC Manager Responsible for News Release Coordination

5.2.2 Assistant JIC Manager Responsible for News Conference Preparation and Moderation

5.2.3 News Release Editor

5.2.4 News Coordination Process

5.3 EOF Public Information Officer

5.3.1 EOF PIO Technical Support

5.4 Closure of Joint Information Center

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Duties: JIC MANAGER

Normal Reporting Location: JIC Manager's Office Area

{R-4602}

Reports To: EOF Manager

Personnel Supervised: Assistant JIC Manager, Secretary, Spokesperson, Technical Spokesperson, HP Spokesperson, Media Coordinator, Information Manager, Support Manager, EOF Public Information Officer

A. Primary Responsibilities

- Ensure timely release of accurate information to the public and media on Energy Northwest activities and actions resulting from the emergency event. {R-4879}
- Direct and manage the operation of the JIC for Energy Northwest, Offsite Responding Organizations, and other agencies operating from the JIC.
- Ensure coordination of news releases and statements among the agencies represented in the JIC.
- Serve as spokesperson for Energy Northwest, if appropriate.
- Provide feedback to the EOF Manager and Energy Northwest senior management regarding public concern and media response to the event.
- Provide a briefing to responding officers when a request for law enforcement assistance is necessary to respond to a disturbance or trespass issue.

B. Duties

NOTE: Any of the duties of the JIC Manager may be delegated to an Assistant JIC Manager.

1. Immediate Actions

- a. Upon notification of an Alert or higher classification, respond to notification, then report to the JIC.

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NOTE: The Technical Spokesperson may be used to contact the Control Room in the event that the Shift Manager is the Emergency Director and is unable to provide a briefing. The JIC Manager should accept an offer from the Shift Manager to call back later, should Control Room activities preclude the Shift Manager from providing an immediate briefing to the JIC Manager.

- b. If advised that the event will escalate to Site Area Emergency, contact the EOF Security Manager to request law enforcement assistance through the Benton County EOC for traffic control and crowd control in support of the Offsite Assembly Area set up actions. If the EOF Security Manager is not available, contact the Benton County EOC directly. Advise the Emergency Director, and HP Spokesperson accordingly.
- c. Contact the Emergency Director to obtain a briefing on the following:
 - Plant conditions and operational status;
 - Current response actions;
 - Other information as deemed appropriate.
- d. Obtain the JIC Manager procedure handbook from the bookshelf in the JIC Manager's Office area and ensure responsibilities under your position are appropriately assigned:
 - Preparation of First Energy Northwest News Release;
 - Joint Information Center Secretary;
 - Energy Northwest Spokesperson;
 - Energy Northwest Technical Spokesperson;
 - News Conference Preparation and Presentation;
 - Governmental Affairs Activities.
- e. During normal working hours and prior to full JIC operation, request that Communications and Member Services staff record any pertinent inquiries regarding the event and bring them to your attention or forward them to the JIC Media Coordinator.

NOTE: Confer with EOF PIO before starting next step. If EOF PIO has started first news release, skip next step and wait for first draft from EOF PIO.

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- f. Prepare a first news release or delegate to the Assistant JIC Manager preparation of first news release announcing the classification of an emergency event. The news release should be prepared in accordance with Attachment 5.1.1, Preparation of First Energy Northwest News Release.
 - g. Declare the JIC activated when the criteria stated in 2.1.5 of this procedure are satisfied and notify the Emergency Director.
 - h. Brief the staff on the status of plant operation, the emergency event and other information relevant to JIC operation. If phone team traffic is such that they cannot leave the phone team room, ensure that at least one Phone Team Supervisor attends the briefing.
 - i. Assign preparation of a news release announcing JIC operation and activation of media and public phone lines.
2. Ongoing Actions
- a. Remind JIC staff that information to be released to the public or media about Energy Northwest activities must be approved by the EOF Manager, EOF Manager's designee, or JIC Manager prior to release. Approval will normally be obtained by the EOF PIO for news releases initiated in the EOF and from the JIC Manager for news releases initiated in the JIC and for briefing statements for press conferences.
 - b. Receive reports from the EOF Public Information Officer and/or EOF Manager on events at the site and brief JIC responders regarding plant status and Columbia Generating Station emergency response.
 - c. Delegate responsibilities to the Assistant JIC Manager in your absence.
 - d. Determine additional JIC staffing requirements. Especially consider additional staff to support Assistant JIC Manager, Governmental Affairs, Media Coordinator, and Phone Teams.
 - e. Assign an Assistant JIC Manager to chair the News Coordination Team, which has representatives from each agency represented in the JIC. The assignee should facilitate preparation for a news conference following the guidance in Attachment 5.1.7, News Conference Preparation and Presentation.
 - f. When they arrive, brief county, state, and other agency personnel on emergency status and actions and plant status changes.
 - g. Provide approved and authorized Energy Northwest news releases to the Assistant JIC Manager for the News Release Editor to initiate the review and coordination process.

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- h. Verbally approve and authorize distribution of all Energy Northwest news releases.
 - i. Contact the EOF Security Manager to request law enforcement assistance through the Benton County Emergency Operations Center to address public disturbance issues. If the EOF Security Manager is not available, the JIC Manager or designee may contact the Benton County EOC directly. Inform the Emergency Director of your action and rationale.
 - j. Ensure that news conferences are scheduled when there is significant new information to tell the public or in response to advice from the Media Coordinator that there is sufficient news media interest to warrant holding a news conference.
 - k. Periodically brief the JIC staff, EOF Manager, EOF PIO, and Phone Teams on current status.
 - l. Brief oncoming JIC personnel at activation and shift change.
 - m. Assist the Media Coordinator in responding to media requests for interviews or other information.
 - n. Assist the Information Manager in responding to rumors or misinformation.
 - o. Coordinate media tours of the EOF with the EOF Public Information Officer and the Media Coordinator.
 - p. Direct the Secretary or News Release Editor regarding information to be displayed by the Display Generator.
 - q. Assign someone to deliver late breaking information to the news conference moderator if significant events occur while a news conference is in progress.
3. Special Actions to be Implemented, as Necessary
- a. If EOF Manager agrees and media interest warrants, assign additional personnel to the EOF to assist with potential media response near the site. Personnel dispatched may include those qualified as Assistant JIC Manager, Media Coordinator, Spokesperson, and JIC Manager. Support personnel, such as distribution team or secretaries, should be identified and dispatched as needed to support media relations and activities near the site. Personnel sent to EOF may include current JIC staff or additional call-in support.
 - b. If there is a possibility of prolonged emergency operations, usually more than eight (8) hours, assign the Support Manager to contact the EOF Site Support Manager regarding assignment and notification of a relief shift.

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- c. Discuss with the Emergency Director the need to provide an informational message to employees regarding any of the following:
- Status of plant;
 - Need for a relief shift and the number for the ERO to call for relief shift direction;
 - Travel considerations due to weather;
 - How to obtain more information (news stations, KONA, etc.)

Direct update of Plant Status Line per Attachment 5.1.3, as necessary.

- d. When the emergency is downgraded or terminated and emergency personnel are being dismissed or other emergency centers shut down, appoint a team of JIC management staff to develop a plan for media response during the recovery phase:
- Determine if sufficient media and public concern exists to continue operation of the JIC.
 - Determine an appropriate level of staffing to support expected activities and needs of agencies and jurisdictions continuing to maintain a presence in the JIC.
 - When operation of the JIC is terminated, ensure that a news release announces termination of JIC operation and identifies where both the public and media can continue to receive information.
 - Assign personnel, as appropriate, to cover Energy Northwest recovery operations.
 - Notify the EOF Manager or, if EOF is deactivated, the Manager, Communications and Member Relations, when operation of the JIC will be terminated and discuss what support will be available for continued coverage of recovery operations.

END

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PREPARATION OF FIRST ENERGY NORTHWEST NEWS RELEASE

Responsibility: JIC Manager, Assistant JIC Manager

1. The first news release announces the classification of an emergency event at Columbia Generating Station and is the primary means by which local and regional media are notified of the event.
2. The news release should be prepared following the instructions found in the JIC Manager's resource book.
3. The primary elements of the text of the news release include the following:
 - Date.
 - Time that release is distributed (use civilian time).
 - Release Number (should be number 1).
 - Classification and brief summary of what the classification means.
 - Several statements describing the event, plant status, and other information that is readily available regarding response and actions being taken to mitigate event.
 - If an Alert or higher emergency classification, a statement that emergency centers are being activated and more information will be provided as it is available. If staff has arrived to support phone calls from the media, include a phone number that should be used, such as Media Phone Team at (509) 372-5100 or Public Phone Team at (509) 372-5011.

NOTE: Ensure that the reason for declaring the emergency can be understood by the general public. Refer to the EAL Reference Manual for non-technical wording that is appropriate for a news release.

4. Contact the EOF Manager for verbal approval of the technical content covered in the news release. The first news release should be distributed to local and regional media representatives within approximately one hour of declaration of JIC activation. If technical content cannot be obtained within 30 minutes of declaration of the event, the news release announcing classification of the emergency should be used.

NOTE: FOR DRILLS AND EXERCISES, ENSURE THE NEWS RELEASE CLEARLY INDICATES DRILL ACTIVITY IN THE TITLE AND SUBJECT LINE.

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5. Prepare and distribute an electronic news release in accordance with instructions in the JIC Secretary's handbook. In case of failure of the LAN, email, or external website, use the commercial facsimile equipment in the JIC to distribute the first news release to programmed emergency event Groups 2, 3, 4 and 5. Groups 2 and 4 are local and regional news media. Groups 3 and 5 are key persons who need to be notified of the event. Send to Group 1 (state, county, and DOE) at Alert or higher.
6. At an alert or higher classification, ensure that the first news release is distributed as soon as possible to JIC staff, agency representatives, and other emergency centers by the Distribution Team as directed in PPM 13.12.21. Ensure that the news releases are furnished to the JIC Receptionist for distribution to media present at the MPF.

END

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Duties: JOINT INFORMATION CENTER SECRETARY

Normal Reporting Location: JIC Manager's Area

Reports To: JIC Manager

1. Initiate recording of significant actions, events, and resolutions on an Emergency Response Log or similar record for the JIC Manager and Assistant JIC Manager. If previously initiated, maintain existing log. Items recorded on the log should emphasize the following:
 - a. Receipt of notification of changes in emergency classifications.
 - b. Content of briefing and identity of persons briefed.
 - c. Significant telephone conversations.
 - d. Significant decisions made or assignment of action items.
 - e. Entries requested by the JIC Manager or Assistant JIC Manager.
 - f. Information posted on the Plant Status Line (6000).

NOTE: Directions on equipment operation can be found in the Display Generator Instruction Manual located in the drawer of the table where the equipment is located.

2. As directed by the JIC Manager or Assistant JIC Manager and with assistance from the Technical Spokesperson, maintain plant and emergency event status information, as provided verbally by the EOF or by Classification Notification Forms, on the JIC Display Generator. Periodically, record the current information on the status board in the JIC Manager's Office area.
3. As time allows, maintain a hard copy record of information displayed on the Display Generator, specifically noting date and time information was received from the EOF. The hard copy record should be provided to the JIC Manager as information for shift turnover or event termination.
4. If Display Generator is inoperable or will not display on remote television units, provide hardcopy as in Step 3 above to JIC Distribution Team Supervisor for distribution to phone teams and lobby.
5. Answer telephones in the JIC Manager's Area, as requested by the JIC Manager or Assistant JIC Manager and distribute messages as appropriate.
6. As directed by the JIC Manager, provide administrative assistance for preparation of news conferences, news releases, and other activities.
7. As directed by the JIC Manager, activate and maintain video coverage of news conferences.
8. Ensure that any prepared documentation that is not ready for distribution is clearly marked "DRAFT" before submittal to Distribution Team for copying.

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Duties: JOINT INFORMATION CENTER SECRETARY (cont'd)

9. In the event that the emergency messages recorded on the digital call recorders for the public and media phone messages differ from the following script(s), record the following message(s) on the public and/or media digital call recorders as the position 2, "Drill/Emergency" message:

Public Call Recorder Message #2

"You have reached Energy Northwest's emergency response phone number for the public. All lines are currently busy. Please stay on the line and someone will take your call as soon as possible."

Media Call Recorder Message #2

"You have reached Energy Northwest's emergency response phone number for the media. All lines are currently busy. Please stay on the line and someone will take your call as soon as possible."

END

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UPDATING PLANT STATUS LINE MESSAGE ("6000" Line)

Responsibility: JIC Secretary, JIC Support Manager

1. Check with the JIC Manager to determine the need to update the 6000 line phone message.

NOTE: For drills or exercises, simulate updating the Plant Status Line message. Refer to instructions below for drill and exercise numbers.

- a. Call 8010.
- b. Dial 6900# (for actual emergency). (For drill or exercise, dial 8998#.)
- c. Dial 509#.
- d. Dial 1 (to change "greeting").
- e. Dial *2 (to bypass replay of existing message).
- f. Dial 1 and state message (push * then 6 to try over again).
- g. At end of message, push * then #. Hang up.
- h. Test the message by calling 6000 or 9-377-6000. (For drill or exercise, call 8811.)

Contact the EOF Site Support Manager for shift change information. Use the following message format as an example:

[For drills or exercises precede the message with "This is a drill. The following information is a simulation. There is no emergency at Columbia Generating Station. This is a drill."]

This is the Energy Northwest Joint Information Center with the plant status update for [today's date].

Columbia Generating Station is at a Site Area Emergency due to failure of two consecutive containment isolation valves coupled with high reactor coolant leakage. ERO Team Alpha is currently on duty.

Team Charlie will be the relief team. Call the emergency response number, 375-6201, after 1500 (3:00 pm) today for instructions on reporting to your emergency center.

[If applicable, list any important information for emergency response organization employees coming to work, i.e., bad road conditions, routing due to radiological concerns, or delays due to security contingency.]

For additional information please listen to KONA or any other local radio or TV station. You may also call this number later. If you have a valid concern about an employee or need to contact an employee who may be involved in the emergency, please call the Public Phone Team at 372-5011. Do not call the plant or any other emergency center.

End of message.

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[For drills or exercises, end the message with "This is a drill. The preceding information was a simulation. There is no emergency at Columbia Generating Station. This is a drill."]

- i. Record the actual information placed on the message line in the JIC Log.
 - j. Ask the Technical Spokesperson to notify the Control Room and Emergency Director that the Plant Status Line has been updated by the JIC.
- 2) If the JIC Manager has not yet contacted the Control Room (refer to Attachment 5.4) at event termination, contact the Control Room to inform them that the JIC is closing and will discontinue updating the 377-6000 Plant Status line.
- 3) If a "6000" line message was recorded for drill or exercise activity, provide the following message at the conclusion of drill activity:
- a. Call 8010.
 - b. Dial 8998#.
 - c. Dial 509#.
 - d. Dial 1 (to change "greeting").
 - e. Dial *2 (to bypass replay of existing message).
 - f. Dial 1 and state message (push * then 6 to try over again):

"Drill activity has concluded at Columbia. If you need to speak to an Energy Northwest communications representative during normal business hours, please call 509-372-5860. After normal business hours, or on non-working Fridays, you may page our communications duty officer at 509-377-8393."
 - g. At end of message, push * then #. Hang up.
 - h. Test the message by calling 8811.

END

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Duties: ENERGY NORTHWEST SPOKESPERSON

Normal Reporting Location: JIC Manager's Area

Reports To: JIC Manager

1. As directed by the JIC Manager, serve as the Energy Northwest spokesperson, providing timely and accurate information during news conferences conducted at the Joint Information Center. {R-1591}, {R-3291}, {R-3453}

NOTE: The Information Network assists emergency centers to quickly communicate needed information. The Network is only one source of official Energy Northwest information or decisions. Persons using the network should neither speculate nor anticipate decisions that have not been officially announced by the Emergency Director. Confer with the Technical Spokesman, JIC Manager, or Assistant JIC Manager before releasing information to others in the JIC or in a news conference.

2. Collaborate with the EOF PIO, HP Spokesperson, and Technical Spokesperson, who communicates with other emergency centers on the JIC Information Network phone link. {R-4646}
3. Prepare for each news conference a brief statement which identifies status of plant conditions and mitigation activities. Review content of this statement with the JIC Manager for approval to release the information.
 - Information should be presented so it will be understood by the general public. Use civilian time and describe plant systems on equipment in generic terms, such as "Emergency Core Cooling System" instead of "Residual Heat Removal."
 - Written statement should require no more than two to three minutes to present.
 - Select visuals from the prepared set that will assist the general public and media to understand your message. Prior to the news conference prepare a list of the numbers for the slides you have selected, then provide this list to the A/V representative.
 - If possible, identify questions that may be asked by the media in response to your prepared statement and consider your response.
 - Share contents of statement with representatives of other agencies in the JIC.
4. Be available to provide timely and accurate information in scheduled special media interviews.
5. If requested by the JIC Manager, assist the Information Manager by explaining technical information regarding plant conditions and activities to the Public and Media Phone Teams.
6. If requested by the JIC Manager, assist the Information Manager to track and correct misinformation or rumors regarding Energy Northwest emergency response activities.
7. If requested by the JIC Manager, present a prepared technical statement to the media and respond to questions.

END

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Duties: HEALTH PHYSICS SPOKESPERSON

Normal Reporting Location: JIC Manager's Area

Reports To: JIC Manager

1. As directed by JIC Manager, serve as Energy Northwest spokesperson for radiological matters, providing explanations of the effects of radiation exposure or contamination in the context of the actual incident conditions.

NOTE: Radiation data which describes a single dose or dose rate at one location at a specific time is inappropriate for dissemination to the media. Any requests for such information should be handled in the context that it is changing and does not describe the full extent of the effect of the radioactive release.

2. Collaborate with the Spokesperson and Technical Spokesperson on obtaining accurate information regarding actual releases to the environment. Confer with the Washington State Radiation Protection representative, if present.
3. If directed by JIC Manager, prepare for news conferences or media briefings with a brief statement which describes the known radiological conditions and effects. Provide explanations or analogies which will enhance understanding by the media and public. Review content with JIC Manager for approval to release information.
 - Present information so it will be understood by the general public.
 - Written statement should require no more than two to three minutes to present.
 - Consider potential and known media questions in preparing your response.
 - Share contents of statement with other agencies in JIC.
4. Be available to provide timely and accurate information in scheduled special media interviews.
5. If requested by the JIC Manager, assist the Information Manager by explaining radiological conditions and effects to the Public and Media Phone Teams.
6. If requested by the JIC Manager, present a special prepared statement to the media and respond to questions.
7. Assist the News Release Editor by reviewing news releases which describe radiological conditions or effects for accuracy and ease of understanding.

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If the Offsite Assembly Area at the MPF is required to be activated:

8. Ensure JIC Manager has requested local law enforcement agency assistance for traffic and crowd control at Offsite Assembly Area. Provide a briefing to responding officers upon arrival.
9. Until relieved by another HP-qualified individual, direct activities for set-up and operation of the Offsite Assembly Area monitoring and decontamination activities at the MPF loading bay per PPM 13.7.5.

NOTE: If needed, designate a willing evacuee to assist with the following function.

10. Coordinate transportation for evacuees whose vehicles have been impounded for decontamination. Other evacuees may be asked to provide transportation.

END

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Duties: ENERGY NORTHWEST TECHNICAL SPOKESPERSON

Normal Reporting Location: JIC Manager's Area

Reports To: JIC Manager

1. Activate the Information Network for the JIC. Announce your presence on-line to the other emergency centers. Activate PDIS on your workstation. Use the network as your primary source of information, not PDIS.

NOTE: The Information Network allows emergency centers to quickly communicate needed information. The Network is only one source of official Energy Northwest information or decisions. Persons using the network are not to speculate nor anticipate decisions that have not been officially announced by the Emergency Director and should confer with the Spokesman, JIC Manager, or Assistant JIC Manager before releasing information to others in the JIC or in a news conference.

2. Use the JIC Information Network telephone link to monitor the status of plant conditions and mitigation activities, or to make inquiries to other emergency centers to clarify or verify information the JIC is considering for release. Record key information on the electronic board for history of plant activities and major decisions.
3. Assist the Energy Northwest Spokesperson and JIC Manager to prepare for each news conference a brief statement which identifies status of plant conditions and mitigation activities. The content of this statement will be reviewed with the JIC Manager for approval prior to releasing the information.
4. Provide event status information to the Assistant JIC Manager for consideration for input to the Display Generator status board.
5. If requested by the JIC Manager, attend preparation meetings of the News Coordination Team and provide briefing or consultation for explaining accident mitigation activities.
6. Assist in explaining plant status information to phone teams or other groups, if requested.
7. As time permits, research electronic databases and documentation to assist spokesman with technical explanations and pictorial data, such as system diagrams. Internet searches for relevant data may also be considered.
8. If requested by the JIC Manager, present a prepared technical statement to the media and respond to questions.
9. If requested, support the Energy Northwest Spokesperson with technical input at news conferences or interviews.

END

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Duties: GOVERNMENTAL AFFAIRS ACTIVITIES

Normal Reporting Location: JIC Manager's Area

Reports To: JIC Manager

1. The JIC Manager should notify one of the off-duty JIC Managers or Assistant JIC Managers to serve as the Governmental Affairs contact once it is determined that the situation requires a special response to government officials.
2. The role of the Governmental Affairs contact is to respond to phone calls to the JIC from government officials such as congressmen, senators, state legislators, city and county officials, etc. The contact, after consultation with the JIC Manager, may choose to initiate calls to key government officials so they are informed of the current situation.
3. The phone number to be used by the Governmental Affairs contact should not be published to the media. The phone number to be used should be communicated to the Information Manager once the position is staffed.
4. Phone calls received by the Public or Media Phone teams from government officials should be transferred to the Governmental Affairs contact at the number identified once they have been notified by the JIC Manager that the position is staffed.
5. The Governmental Affairs contact should attend news conference preparation briefings in the JIC, receive copies of all news releases and coordinate the information to be released with other spokespersons during news conference preparation.
6. If the Governmental Affairs contact is not available to receive incoming calls, the Public Phone team should be instructed to take messages and the calls will be returned as soon as possible. The Governmental Affairs contact should inform the Information Manager when he/she is not available and request messages be taken.

END

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Duties: ASSISTANT JIC MANAGERS

{R-4653}

Normal Reporting Location: JIC Manager's Area

Reports To: JIC Manager

Personnel Supervised: News Release Editor, Distribution Team Supervisor

B. Primary Responsibilities

One Assistant JIC Manager is responsible for managing the preparation of Energy Northwest news releases, managing the coordination process for news releases prepared by agencies represented in the JIC, managing the team responsible for distribution of news releases to the media and other emergency centers, providing status board input to the JIC Secretary (Attachment 5.2.1), and assuming the duties of the JIC Manager, if requested (Attachment 5.1). The second Assistant JIC Manager is responsible for preparation and moderation of news conferences (Attachment 5.2.2). If an Assistant JIC Manager arrives at the Joint Information Center prior to the JIC Manager, the Assistant JIC Manager will assume the duties of the JIC Manager until his/her arrival.

C. Duties

1. Immediate Actions

- a. If notified of an Alert or higher classification report immediately to the JIC.
- b. If the JIC Manager has not yet arrived, assume the duties of the JIC Manager as described in Attachment 5.1.
- c. If directed by JIC Manager, prepare a news release announcing classification and reason for declaration of emergency event. News release should be prepared in accordance with Attachment 5.1.1, Preparation of First Energy Northwest News Release.
- d. Ensure that agreement with technical content of first news release describing plant status and plant staff response is obtained from the EOF Manager.

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- e. Obtain the Assistant JIC Manager procedure handbook from the JIC book shelf and ensure responsibilities under your position are appropriately assigned:
- Attachment 5.2.1, Assistant JIC Manager Responsible for News Release Coordination;
 - Attachment 5.2.2, Assistant JIC Manager Responsible for News Conference Preparation and Moderation;
 - Attachment 5.2.3, News Release Editor Duties;
 - Attachment 5.2.4, News Coordination Process;
- f. Ensure preparation and distribution of news release announcing operation of JIC and telephone teams. This news release does not require approval of the EOF Manager provided that technical content agrees with the reason(s) for ERO activation described in a previous news release. Ensure that a news release describing the initiating event has been sent before a news release announcing activation of the JIC. Hard copy of the boilerplate for this news release and preparation guidance are in the Assistant JIC Manager's resource book.

END

Attachment 5.2, Assistant JIC Managers

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Duties: ASSISTANT JIC MANAGER RESPONSIBLE FOR NEWS RELEASE COORDINATION

Normal Reporting Location: Joint Information Center

Reports To: JIC Manager

1. News Release Coordination

- a. Review incoming draft news releases from the EOF PIO and ensure that the News Release Editor routes them for review by the News Coordination Team. Ensure that news releases contain the following:
 - Time and date
 - Letterhead or means of identifying the issuing agency
 - Brief headline
 - Sequence number
- b. Ensure that each succeeding news release stands alone in terms of content (i.e., assume that any news release could be the first one someone reads).
- c. Ensure that news releases issued during drills or exercises are clearly identified as drill messages.
- d. Ensure that offsite agency representatives are able to use the JIC facilities. Refer computer problems to IS (x8400) and phone problems to Telecommunications (x8600).
- e. Coordinate early news releases with a Washington State PIO at the Camp Murray EOC by phone until Washington State representative(s) arrive at the JIC.

2. Ongoing Actions - News Release and JIC Support Management

- a. Ensure the Distribution Team Supervisor has adequate staff and equipment is operational.
- b. Verify with the News Release Editor that computer equipment, including LAN, is operational and contact has been made with the EOF Public Information Officer in the EOF.
- c. Direct the News Release Editor and Distribution Team Supervisor to attend JIC staff briefings.

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- d. Manage preparation of Energy Northwest news releases.
- Edit Energy Northwest news releases, as necessary.
 - If directed by JIC Manager, approve release of Energy Northwest news releases.
 - Supervise the News Release Editor in final preparation and coordination of Energy Northwest news releases.
 - Ensure that any technical content changed after receipt from EOF Public Information Officer is verbally approved by the EOF Manager or designee prior to release.
- e. Manage agency coordination and distribution of news releases.
- Establish contact with offsite agency representatives as they arrive in the JIC and provide them direction on processes used to coordinate and distribute news releases. Provide them copies of Attachment 5.2.4, News Coordination Process, which describes the process for coordination of news releases.
 - Ensure that offsite agency representatives are aware of the equipment and supplies available in the JIC. Note that there are modem lines provided at each offsite agency work station.
 - Review, as directed by JIC Manager, other agency news releases to ensure accuracy if release references Energy Northwest actions or Columbia Generating Station status.
 - Assist resolution of differences between agencies during coordination of news releases.
 - Coordinate relations between agencies, observing and reporting to JIC Manager any disconnects or major conflicts.
 - Monitor coordination of offsite agency news releases and adjust the responsibilities of the News Release Editor, as necessary.

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- f. Assist the JIC Manager with duties and assume JIC Manager's responsibilities during JIC Manager's absence or when delegated. Duties may include the following:
- Monitor the Crash phone and other phones in the JIC Manager's area during JIC staff briefings and news conferences conducted by the JIC Manager. If necessary, interrupt the briefing or news conference to inform the JIC Manager or news conference moderator of emergency classification changes.
 - During news conferences, remain in JIC Manager's Office to serve as lead Energy Northwest contact with EOF Public Information Officer, EOF Manager, and other Energy Northwest emergency centers.
- g. Unless directed otherwise by the JIC Manager, manage the distribution team, which is responsible for distribution of news releases and receipt and distribution of facsimile information sent to the JIC.
- Provide guidance to the Distribution Team Supervisor.
 - Ensure adequate facsimile and copy equipment is available for JIC operations, coordinating with JIC Support Manager to find other equipment in nearby office space, if required.
- h. Provide, as time allows, timely and accurate information regarding the incident at an Energy Northwest facility using the plant status line (X6000).
- i. If the Local Area Network is not operable, guide the News Release Editor and EOF Public Information Officer in selecting an alternate method to transmit draft news releases to the JIC.
- j. Assist the News Release Editor by approving Internet dissemination of news releases.
- k. Request that the Support Manager coordinate additional facsimile and/or copy equipment in the MPF be designated as needed to support emergency response distribution and receipt of documents or that telecommunications provide additional equipment to support the needs.
- l. Request Information Systems provide additional computer equipment or phone lines to support needs of media or agencies present in the JIC.
- m. Act on interview requests forwarded from phone team.

END

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Duties: ASSISTANT JIC MANAGER RESPONSIBLE FOR NEWS CONFERENCE PREPARATION AND MODERATION

Normal reporting Location: Joint Information Center

Reports To: JIC Manager

1. Announce to the JIC Support Manager, Assistant JIC Manager, Spokesperson, Media Coordinator, News Release Editor, and Information Manager the time scheduled for upcoming news conferences.
2. Meet with the Energy Northwest Spokesperson before the time scheduled for preparation by the News Coordination Team to authorize and approve information to be released by Energy Northwest. Coordinate the information to be released with the EOF Public Information Officer.
3. Act as news conference moderator.
4. Prior to each scheduled news conference, facilitate a meeting with the News Briefing Team including spokespersons from other agencies in the JIC to coordinate the information to be released at the news conference. The purpose of the meeting is to:
 - Coordinate "the message"
 - Agree on release-able information
 - Agree on the order and priority of speakers during the news conference, and
 - Minimize inconsistencies and to prepare all spokespersons to respond to potential questions from media representatives.

If JIC noise and activity level is not conducive to a successful meeting, hold the meeting in a nearby conference room before proceeding to the news conference. Ensure that the JIC Manager is engaged in this activity to their satisfaction.

5. Review identified rumors or misinformation with the Information Manager and ensure corrections are provided by the news conference moderator at each news conference. Coordinate trading of news conference moderation responsibilities with the Information Manager.
6. Encourage use of visuals by spokespersons presenting at news conferences.
7. Ensure telephone numbers for public and media telephone teams are provided at each news conference if the phone teams are operational.

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8. Close news conferences after allowing reasonable time for media questions.
9. As soon as practical and agreed to by spokespersons from other agencies, announce time for next scheduled news conference.
10. Make technical spokespersons available to the media, as required, to respond to questions.
11. JIC Manager should ensure that offsite agencies, where practical, maintain staff in the JIC during news conferences.
12. Ongoing Actions - News Conference and Offsite Agency Coordination
 - a. As offsite agency representatives arrive at the JIC, establish contact with them and perform the following activities:
 - Obtain their name, title, and agency represented.
 - Assist them in setting up their operations for producing and distributing news releases, as necessary.
 - Respond to any questions they may have regarding the processes, including who is present to implement the coordination processes.
 - Refer their logistic, phone, or facilities requests to the JIC Support Manager.
 - b. If many agencies are present in the JIC, consider requesting additional staffing to support coordination and distribution of news releases.
 - c. Participate in sessions for spokespersons to prepare for news conferences, providing feedback for potential questions from media representatives, and identifying any conflict in information planned for distribution.
 - d. Moderate news conferences.
 - e. As time allows, provide special audiences with timely and accurate information regarding the incident at an Energy Northwest facility. Consider the following audiences:
 - Finance Community via Chief Financial Officer or designee;
 - Congressional delegation, Governors, Legislature, and Tri-Cities community officials.

END

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Duties: NEWS RELEASE EDITOR

Normal Reporting Location: Joint Information Center News Release Preparation Area

Reports To: Assistant JIC Manager

1. Establish phone contact with the EOF Public Information Officer and coordinate production of draft Energy Northwest news releases.
2. Locate instructions in the Secretary's Handbook for dissemination of news releases on the Energy Northwest external website.
3. Verify operation of the Local Area Network (LAN). If not operable, immediately notify the Assistant JIC Manager or JIC Support Manager.
4. As requested, assist the JIC Manager or Assistant JIC Manager to prepare news releases announcing classification of emergency event and plant status and JIC activation.
5. Attend JIC staff briefings as requested by the Assistant JIC Manager.
6. Complete Energy Northwest news releases prepared by the EOF PIO.
 - a. Proofread each news release to ensure understanding, correct spelling, etc. If revisions to text or sentence structure are believed to be required, consult with the EOF PIO or Assistant JIC Manager prior to initiating change.
 - b. Ensure each news release has an Energy Northwest sequence number assigned and correct telephone numbers are listed for the public and media phone teams.
 - c. Ensure that draft news releases are clearly marked "DRAFT" using a printer-generated watermark or a "draft" stamp.
 - d. Print news release and provide to the Assistant JIC Manager for review and verbal approval by JIC Manager.
 - e. Prepare approved Energy Northwest news releases for coordination with agencies present in the JIC. Follow process guidance described in Attachment 5.2.4, News Coordination Process.
 - f. Following coordination, insert current time in news release prior to printing final copy for Distribution Team Supervisor.

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- g. If technical content of news release changes because of information received by the JIC Manager or Technical Spokesperson, ensure EOF PIO is informed and requests that the EOF Manager or EOF Manager's designee verbally approves the technical change.
 - h. Following release to the Distribution Team, post a copy of the news release as instructed in the JIC Secretary's desktop instruction manual for distribution to offsite agencies (Outlook) and inclusion on the Energy Northwest external website (media and regulators).
7. Coordinate news releases with offsite agency representatives and public information staff present in the JIC.
- a. Maintain a chronology of all news releases received for coordination. Periodically provide this information to the Assistant JIC Manager.
 - b. Prepare cover sheet similar to the one in Attachment 5.2.4, News Coordination Process, for each news release submitted for coordination.
 - c. Encourage prompt review by offsite representatives. Personally present the draft news release and then allow approximately 10 to 15 minutes for review. If the agency representatives' scheduled activities do not allow for review, then time should be adjusted.
 - d. Report conflicts or comments for resolution to the representative submitting the release.
 - e. Provide final news releases with distribution authorized by the agency representative to the Distribution Team Supervisor for distribution.
 - f. Report any known unresolved conflicts in news release information to the Assistant JIC Manager.
8. As time permits, relieve the Secretary from updating the Display Generator.

END

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Duties: NEWS COORDINATION PROCESS

The Assistant JIC Manager or News Release Editor should provide a copy of the following guidance for news release coordination to each offsite agency represented in the JIC when the representative reports to the JIC and initiates operation.

PERSON RESPONSIBLE	ACTION
AGENCY REPRESENTATIVE	<ul style="list-style-type: none"> • Provide six (6) to eight (8) final draft news release copies to News Release Editor for distribution to agencies in the JIC.
NEWS RELEASE EDITOR	<ul style="list-style-type: none"> • Attach cover sheet and distribute to Agencies.
AGENCY REPRESENTATIVES	<ul style="list-style-type: none"> • You will be allowed approximately 10 minutes for review of other agency's news releases. If you believe the information is not consistent or accurate, resolve the differences with the agency preparing the news release. • If news release is satisfactory, return it to News Release Editor as soon as possible, but no later than the time noted on cover sheet.
NEWS RELEASE EDITOR	<ul style="list-style-type: none"> • If conflicts with news releases are brought to your attention, request that those conflicts be resolved with agency preparing release. • If conflicts continue, contact the Assistant JIC Manager for assistance. • Once time is up and/or differences are resolved, notify the agency preparing the release that final copy should be prepared for distribution.
AGENCY REPRESENTATIVE	<ul style="list-style-type: none"> • Insert current time, print final copy, then initial authorization for distribution. • Take final copy to News Release Editor who will provide it to the Distribution Team Supervisor.
DISTRIBUTION TEAM SUPERVISOR	<ul style="list-style-type: none"> • Determine distribution needs of release, record in appropriate log and assign duties to Distribution Team Members.

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NOTE: The following is the minimum information required on a news release coordination cover sheet, which may be printed on any stock at any size.

NEWS RELEASE COORDINATION COVER SHEET

Place a check mark in each space noting who has prepared the news release and who is to review it. Attach this cover sheet to each release prior to distributing to the agency for review.

AGENCY PREPARING NEWS RELEASE

- Energy Northwest
- Benton County
- Franklin County
- Washington State
- Oregon State
- DOE
- CNPPD
- NRC
- Other _____

AGENCY REVIEWING NEWS RELEASE

- Energy Northwest
- Benton County
- Franklin County
- Washington State
- Oregon State
- DOE
- CNPPD
- NRC
- Other _____

_____ Deadline for comments to be resolved with preparing agency or returned to News Release Editor for distribution.

IF NEWS RELEASE IS NOT RETURNED TO THE NEWS RELEASE EDITOR BY THE TIME NOTED, THE NEWS RELEASE EDITOR IS AUTHORIZED TO CONTACT THE AGENCY PREPARING THE RELEASE AND REQUEST AUTHORIZATION TO DISTRIBUTE WITHOUT YOUR REVIEW NOTED.

END

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Duties: EOF PUBLIC INFORMATION OFFICER

{R-4620}

Normal Reporting Location: Emergency Operations Facility

Reports To: JIC Manager/EOF Manager

Primary Responsibilities

The EOF Public Information Officer is responsible for preparing news releases, transmitting them to the JIC, and providing advice to the EOF Manager on public relations matters. When requested by the JIC Manager, and approved by the EOF Manager, the PIO may conduct authorized tours of the EOF or scene of emergency events.

Duties

Immediate Actions

1. If notified of an Alert or higher classification report immediately to the EOF.
2. Sign on the EOF sign-in board and obtain identification badge.
3. Obtain PIO materials from the EOF cabinet and assign task descriptions for positions supervised.
 - Attachment 5.3.1, EOF PIO Technical Support.
4. Notify the EOF Manager of your arrival and obtain a briefing on current plant status.
5. Notify the JIC Manager or Assistant JIC Manager of your arrival in the EOF and obtain status of news releases.
6. Verify operation of the Local Area Network (LAN). If not operable, immediately notify the Site Support Manager in the EOF, News Release Editor, and Assistant JIC Manager to discuss resolution and other options.
 - If needed, request that the PDIS Analyst in the EOF assist.
7. Notify the EOF Manager and Assistant EOF Manager that the EOF PIO is ready to assume news writing duties.

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Ongoing Actions

With the assistance of Administrative Support staff, prepare news releases and transmit to the News Release Editor in the JIC for distribution. {R-4880}

- When practical, use the boilerplate news release information in electronic files on the LAN, hard drive, or backup diskette.
- Ensure boilerplate information is appropriate for current conditions.
- Review each news release to ensure it is complete and accurate.
- Obtain technical approval for all news releases from the EOF Manager or EOF Manager's designee (EOF Engineering Manager recommended).
- If using the LAN, save the document in a J:\Drive file.
- Contact the News Release Editor to print the release and initiate JIC review and coordination.

Consider the following questions and guidelines in preparation of news releases.

- What is the current state of the emergency?
- Is there any risk to the public?
- What is being done to correct the problem?
- How soon will it be safe?
- Who is in charge?
- Are there injuries or fatalities?
- What hazardous materials are involved?
- Have personnel been evacuated from Site and Exclusion Area?
- How many have been evacuated?
- Who is point of contact?
- Is the situation stable or deteriorating?
- Why did the accident happen?

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Ongoing Actions

With the assistance of Administrative Support staff, prepare news releases and transmit to the News Release Editor in the JIC for distribution. {R-4880}

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- Ensure boilerplate information is appropriate for current conditions.
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- Obtain technical approval for all news releases from the EOF Manager or EOF Manager's designee (EOF Engineering Manager recommended).
- If using the LAN, save the document in a J:\Drive file.
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Consider the following questions and guidelines in preparation of news releases.

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- What is being done to correct the problem?
- How soon will it be safe?
- Who is in charge?
- Are there injuries or fatalities?
- What hazardous materials are involved?
- Have personnel been evacuated from Site and Exclusion Area?
- How many have been evacuated?
- Who is point of contact?
- Is the situation stable or deteriorating?
- Why did the accident happen?

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- Ensure that the news release refers directly to the situation at Columbia Generating Station within the first few sentences and that plant status is described concisely and appropriately for the general population.
 - Only County or State news releases should include protective actions for the public. Do NOT include Protective Action Recommendations provided to the County or State in Energy Northwest news releases unless the State or County has specifically requested a joint news release.
 - News releases should include any pertinent information on confirmed releases of radioactivity from Columbia Generating Station. However, doses or dose rates, whether estimated or measured, should be excluded until the full extent of the release and its affect on the environment have been appropriately analyzed.
1. Periodically discuss event status and news coverage with JIC Spokesperson, Assistant JIC Manager, and JIC Manager.
 2. Attend EOF status briefings to collect information on the current situation or anticipated events.
 3. Advise the EOF Manager on public relations matters and JIC operation.
 4. Consult with the JIC Manager or Assistant JIC Manager to stay informed of JIC activities and to identify needs that can be addressed by the EOF news staff.
 5. Coordinate requests for tours of Columbia Generating Station or the emergency site with the Media Coordinator and request approval from the EOF Manager.
 6. Refer any calls from the media or public to the appropriate Phone Team.

Special Actions to Be Implemented, as Necessary

Should conditions require additional public information staff in the EOF or PSF, inform the EOF Manager, contact the EOF Site Support Manager and request the desired support be provided from those qualified to report to the EOF or JIC.

If LAN or computer equipment is inoperable, use other available computer equipment in the Kootenai Building office areas.

- Notify the News Release Editor and Assistant JIC Manager of your location and phone number in the new location.
- Notify the EOF Manager of your new location and request any additional assistance you believe necessary to complete your tasks.
- Use the backup diskette of boilerplate news releases or hard copy in PIO's work station.

END

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Duties: EOF PIO TECHNICAL SUPPORT

Normal Reporting Location: EOF

Reports To: EOF Public Information Officer

1. Obtain latest status information on the emergency event and keep the EOF Public Information Officer (PIO) advised on developments that may be of public or media interest or assist JIC Spokesperson to present Energy Northwest news.
2. Use the resources of the EOF to research questions on technical aspects or licensee requirements for the emergency event.
3. Assist the PIO in explaining plant status and technical information so the general public and media have opportunities to develop accurate understanding of the situation.
4. Review news releases or technical bulletins, as requested, for technical accuracy.
5. Perform other tasks as assigned by the PIO.
6. Attend EOF status briefings.
7. Observe and listen for changing events that should be brought to the PIO's attention.
8. Assist the EOF Engineering Manager, as time permits, with technical issues.

END

Attachment 5.3.1, EOF PIO Technical Support

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CLOSURE OF JOINT INFORMATION CENTER

Responsibility: JIC Manager

During an incident response, news media representatives receive information from Energy Northwest through JIC press conferences, individual interviews with EN spokespersons, and through the news media telephone team. Public callers receive information from Energy Northwest through the public telephone team. As the JIC is being disbanded, use the following steps to smoothly transition Communications department support to the closed-JIC environment.

JIC Manager confirms the functionality of the on-call duty officer pager by calling the after-hours duty officer pager at 509-377-8393, and requesting a call back to the JIC. Once the duty person returns the JIC Manager's call, complete the following steps.

1. Place the recorded message below on the public and media Call Recorders for the Position 1, "Normal" message. Refer to the instructions placed either under the recorders or in the Support Manager's desk drawer.

"The Energy Northwest Joint Information Center is presently closed. Your call is important to us. You may reach an Energy Northwest communications representative during normal business hours by calling 509-372-5860; or outside normal business hours by paging the communications duty officer at 509-377-8393. You may also consult our website at www.energy-northwest.com for information on activities at Columbia Generating Station."

2. Place the voice message below on the main Communications and Member Services phone line (509-372-5860) directing public and news media callers to the duty person at 509-377-8393. Place the message -- even during normal work hours -- to ensure the caller will reach either a person or the recorded message.

"You have reached the Communications and Member Services Department of Energy Northwest. No one is immediately available to take your call. Please page our communications duty officer at 509-377-8393 and leave your complete phone number, including area code. You may also consult our website at www.energy-northwest.com for information on Energy Northwest, including the status of Columbia Generating Station."

4. Deactivate the public and news media phones and release phone team members.

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4. Issue a news release to organizations on the JIC media roster, notifying recipients of the JIC closure and contact information for the on-call duty person. Sample text for that news release follows:

“Energy Northwest Closes Joint Information Center”

“The Energy Northwest Joint Information Center closed at [insert time] today. Our last news release on events at Columbia Generating Station was “[Insert title of last news release here] with a release date/time of [insert day/time]. The current status of Columbia Generating Station is posted on our website at www.energy-northwest.com.

If you need to speak to an Energy Northwest communications representative during normal business hours, please call 509-372-5860. After normal business hours, or on non-working Fridays, you may page our communications duty officer at 509-377-8393.”

NOTE: For drills or exercises, remove all drill related news releases from the external website at the conclusion of drill or exercise activity.

5. Notify the on-call Energy/Business Services representative that the event has been terminated and that news releases on the external website may be removed at an appropriate time.
6. Contact the Control Room to inform them that the JIC is closing and will discontinue updating the 377-6000 Plant Status line.

END

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ENERGY-NORTHWEST
COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.12.21

Effective Date: 08/22/07

DIC # _____

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 reflect JIC equipment storage changes, direction for the Support Manager to obtain supplies, and to provide clear instruction and direction for local law enforcement support.

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1.0 PURPOSE

This procedure describes administrative and facility support for the Joint Information Center (JIC) and its lead 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 - JIC Supply cabinet in Copier/Fax room.
- Key #3 - Phone Team equipment cabinet in Phone Team room.
- Key #4 - 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.

2.2 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.

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 JIC Support Manager.

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2.3 JIC Operations

2.3.1 Attached Duty Description

- 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 deviate from this guidance for Energy Northwest personnel should the situation warrant modification. Such changes should be consistent with accomplishing the primary JIC function (Section 2.3.1 of PPM 13.12.19).

2.3.2 Recording Action

JIC responders, other than distribution team members, should maintain a record of their emergency actions on an Emergency Response Log (Form No. 23895).

2.4 Shift Change

2.4.1 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.

2.4.2 When shift turnover occurs, the oncoming ERO member should log into the JIC as described in 2.2.1 and 2.2.2.

2.4.3 Oncoming JIC personnel should receive a briefing from the departing JIC member.

2.4.4 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.

2.4.5 Oncoming JIC responders should advise their JIC supervisor or manager when turnover briefing is complete and position duties are being assumed.

2.4.6 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 dismissed, JIC responders should complete an After Action Report per PPM 13.13.4, attach all logs and pertinent documents, and deliver the package to the Support Manager.

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

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

3.0 REFERENCES

- 3.1 Form No. 26058, JIC Distribution Team Document Log
- 3.2 Form No. 23895, Emergency Response Log
- 3.3 Form No. 26282, JIC Roster
- 3.4 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 6, and 9
- 3.5 INPO 93-013, Emergency Public Communications Manual
- 3.6 NUREG-0654/FEMA-REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
- 3.7 SWP-FFD-01, Fitness for Duty Program Requirements
- 3.8 PPM 13.4.1, Emergency Notifications
- 3.9 PPM 13.10.8, Security Lieutenant Duties
- 3.10 PPM 13.12.19, JIC Management
- 3.11 PPM 13.12.20, Media and Information Management
- 3.12 PPM 13.13.4, After Action Reporting

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4.0 ATTACHMENTS

4.1 Distribution Team Supervisor

4.1.1 Duplicating Documents

4.1.2 Distributing Documents

4.1.3 Facsimile Services

4.2 JIC Support Manager

4.2.1 Audio-Visual Team

4.2.2 Facilities Setup

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DISTRIBUTION TEAM SUPERVISOR

Duties: DISTRIBUTION TEAM SUPERVISOR

Normal Reporting Location: JIC Distribution Team Supervisor's Office

Reports To: Assistant JIC Manager

Personnel Supervised: Distribution Team Members (FAX operators, duplicating clerks, runners)

A. Primary Responsibilities

The Distribution Team Supervisor is responsible for managing the duplication and distribution of incoming and outgoing documents required to support timely and accurate information for emergency communications efforts. The Supervisor directs the work and assigns tasks to Distribution Team Members.

B. Duties

1. Immediate Actions

- a. If notified of an Alert or higher classification report immediately to the JIC.
- b. Obtain the Distribution Team procedure handbook from the cabinet in the facsimile room and direct the Distribution Team as appropriate.
- c. Direct the Distribution Team to determine equipment operability, including facsimile and copy machine(s). If necessary, request the JIC Support Manager have Facilities move a higher capacity/capability copier from another Energy Northwest office in the MPF.
- d. Deliver any facsimile documents received prior to JIC activation to the Assistant JIC Manager for distribution instructions.
- e. Establish log using Form No. 26058, JIC Distribution Team Document Log, to record both incoming and outgoing documents.
- f. Review distribution team procedures and instructions with distribution team members.

2. Ongoing Actions

- a. Attend JIC staff briefings as requested by the Assistant JIC Manager.
- b. Manage the timely distribution of news releases.

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- Receive approved and coordinated news releases from the News Release Editor.
 - Assign a sequential JIC number and record time document was received and distributed on Document Log.
 - Direct the duplication and distribution of documents in accordance with Attachment 4.1.1, Duplicating Documents and Attachment 4.1.2, Distributing Documents. Retain original for JIC files.
- c. Manage the timely distribution of incoming documents received via facsimile to those present in the JIC.
- Review Energy Northwest's incoming documents to determine which representatives in the JIC should receive copies.
 - Ensure that a sequential JIC number has been assigned and record time document was received, duplicated, and distributed on Document Log. Retain the original document for JIC files.
 - Direct the distribution of incoming documents.

3. Special Actions to Be Implemented, As Necessary

- a. Identify additional equipment needs to the JIC Support Manager as soon as needs are known.
- b. If additional distribution team staffing is required, request that the JIC Support Manager have additional personnel called out.
- c. If facsimile and/or copy equipment is inoperable, request that the Assistant JIC Manager notify agency representatives in the JIC and, if possible, request the JIC Support Manager provide them with a backup system.

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DUPLICATING DOCUMENTS

Duties: Distribution Team Member

Responsibilities: Duplicating Documents

1. Report to the Distribution Team Supervisor for instructions.
2. Provide duplicating services in accordance with the following instructions:
 - a. Distribution Team Supervisor will provide a numbered original and indicate how many copies will be needed of that document.
 - b. Reduce anything duplicated to an 8.5 X 11 size (e.g., an 8.5 X 14 document should be reduced to 74%).
 - c. Documents of more than one page should be collated and stapled.
 - d. Prior to copying for distribution, provide two copies of the prepared document to the facsimile team member for facsimile distribution.
 - e. Duplicate the number of copies requested by the Distribution Team Supervisor.
 - f. Return duplicated documents as well as the original to the Distribution Team Supervisor.
3. Provide copies of procedures as requested by JIC personnel. Use a controlled copy as the source.

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DISTRIBUTING DOCUMENTS

Duties: Distribution Team Member

Responsibilities: Distributing Documents

1. Report to the Distribution Team Supervisor for instructions.
2. Provide distribution services in accordance with the following instructions:
 - a. Receive from the Distribution Team Supervisor documents to be distributed.
 - b. Distribute documents to locations as noted in the Distribution Team Supervisor's handbook and provided to you for each event.
 - c. When distributing to Phone Teams, ensure that Phone Team Supervisor is aware that new material has been delivered.
 - d. Report to the Distribution Team Supervisor upon your return to establish a completion time for the Document Log.

FACSIMILE SERVICES

Duties: Distribution Team Member

Responsibilities: Facsimile Services

1. Report to the Distribution Team Supervisor for instructions.
2. Receive facsimile documents in accordance with the following instructions:

NOTE: All documents addressed to Energy Northwest received by facsimile will be given to the Distribution Team Supervisor who will determine their distribution.

- Assign a JIC sequential number to the first page of each incoming document
- Make one copy of document
- Give original to Distribution Team Supervisor and file copy

For documents NOT addressed to Energy Northwest:

- Assign a JIC sequential number to the first page of each incoming document
- Make one copy of document for file

NOTE: If the addressee determines that no copy should be made, make a note in the log, e.g., "Fax to Oregon State Rep. in JIC, no copy made per their direction."

- Give original facsimile to addressee (person/agency)
3. Distribute by facsimile in accordance with the following instructions:
 - a. For final news releases for drills and exercises not distributed by email:
 - Receive two copies of the final news release from duplicating team member for simultaneous use on facsimile equipment.
 - Send one facsimile copy to each of the following agencies: Energy Northwest EOF, Department of Energy (DOE), Benton and Franklin County EOCs, and Washington State. Use the dedicated facsimile (222) located in the distribution team work area. This equipment is preprogrammed for the noted destinations. (Use group speed dial number posted above fax machine.) Current facsimile phone numbers are in the Distribution Team Supervisor's handbook.

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- For Oregon State and Washington ingestion counties (Yakima, Walla Walla, Grant, and Adams), use the JIC commercial equipment (x5816) in the distribution team area. (Use group speed dial number posted above fax machine.) Send one facsimile copy to each county or state listed.
 - File the copies, including any applicable completion sheets stapled to them.
 - Notify Distribution Team Supervisor upon completion for log time.
- b. For news releases for an actual event:
- Distribute to the EOF, states, and counties as for drills and exercises (per 3.a above).
 - Obtain two cover sheets which list Group 2, Media, and Group 3, Other Audiences, from the Distribution Team Supervisor's handbook.
 - Copy the cover sheets for use in sending facsimile copies.
 - Prepare three copies of final news releases.
 - Using the outgoing commercial facsimile equipment in the JIC, distribute final news releases to preprogrammed Groups 2 and 3.
 - If notified that electronic news releases cannot be transmitted, add Group 4 to the Group 2 transmission and add Group 5 to the Group 3 transmission. Request assistance from the JIC Support Manager to locate and use other facsimile machines in the MPF and, as needed, to obtain additional staff for added facsimile transmission.
4. If time allows and does not interfere with distribution of final news releases, other information may be transmitted to the EOF, states and counties, and media by facsimile.
- a. Require that the requester address the document noting who it is being sent to and who it is from.
 - b. Transmit using the dedicated emergency facsimile equipment or, if necessary, the commercial facsimile equipment.
5. If equipment fails, immediately notify the Distribution Team Supervisor or JIC Support Manager. Consult the Energy Northwest phone directory to locate other facsimile equipment in MPF or other ENOC buildings.

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JIC SUPPORT MANAGER

Duties: JIC SUPPORT MANAGER

Normal Reporting Location: JIC Office Area

Reports To: JIC Manager

Personnel Supervised: AV Team, and as necessary: Telecommunications Staff, and Facilities Staff

A. Primary Responsibilities

The JIC Support Manager is responsible for the administrative, staffing, and logistical support functions required to operate the JIC. This person may have to work closely with the Site Support Manager and other support staff in the EOF to ensure adequate equipment and facilities are provided in the JIC.

B. Duties

1. Immediate Actions

- a. If notified of an Alert or higher classification report immediately to the MPF. If CMS support is necessary to obtain additional furniture or climate control, call 9-377-6063 to determine the on-call CMS duty person.
- b. Upon arrival, change the AB switches on the two Digital Call Recorders on the Support Manager's desk to Drill/Emergency setting. Dial 5100 to verify that the Media message requests callers to stay on the line. Do the same for the Public phone line, 5011.
- c. Ensure autodialer report facsimile machine is ON.
- d. Obtain JIC materials from emergency cabinet, set up office area, and if requested, assist the Receptionist with posting signs.
- e. Request Technical Spokesperson contact Control Room or EOF to obtain correct time, then synchronize JIC clocks (digital and analog in JIC horseshoe area, offsite agency work area, and Phone Team room).
- f. Ensure arriving staff are recording their name on the sign-in board in the Support Manager's office and obtaining their position badge or preparing a nametag for offsite agency responders. Prepare name badges with for those offsite agency responders without prepared name badges.
- g. If directed by the JIC Manager, request police assistance through the Benton County Emergency Operations Center to address public disturbance issues. Inform the Emergency Director of your rationale.
- h. If required, request that Telecommunications (x8600) dispatch a technician to support setup of phones and audio/visual equipment.

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- i. Compare the JIC Sign in Board or JIC Organization Chart (Form 26282) of individuals present and determine if vacancies exist. The auto-dialer report may also be used as a resource after it generates, usually 90 minutes after ERO notification. If all positions are present, inform the JIC Manager that personnel have been arrived.
 - For unfilled positions, obtain a copy of the Emergency Phone Directory and begin contacting qualified responders for the open positions. Notify the JIC Manager of any positions which cannot be contacted. (The Emergency Phone Directory copy assigned to the JIC Support Manager is the only copy in the JIC containing home and cell phone numbers.)
- j. Ensure that duties under your responsibility are assigned:
 - Attachment 4.2.1, Audio-Visual Team
 - Attachment 4.2.2, Facilities Setup

<p>NOTE: The Walkley Room is the preferred location for news conferences. The MPF Auditorium should be used only if the Media Coordinator or JIC Manager has determined that the number of media representatives present is too large for the Walkley Room.</p>

- k. Guide facility staff and AV team members in setup of news conference area and other JIC facilities.
 - l. Contact each JIC manager and supervisor to verify that equipment is operational and needed materials and supplies are available.
 - m. Ensure pager for A/V team is operable and provided to team.
 - n. Assist other JIC staff or offsite agencies to obtain necessary supplies to set up their work areas.
 - o. Using Form 26282, prepare a JIC staff roster of those reporting to the JIC and fax copies to the EOF Manpower Scheduler. Provide copies to offsite representatives and all supervisors and managers in the JIC.
2. Ongoing Actions
- a. Arrange, as needed, facility and logistical support for JIC staff, responding offsite agency representatives and media. Contact Site Support Manager in EOF to authorize payment for services delivered by vendor, such as food or supplies.
 - b. As directed by the JIC Manager, coordinate the assignment of a relief shift with the EOF Site Support Manager.

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- c. Ensure setup of the news conference area for each news conference per JIC Setup Diagram in JIC Support Manager's Handbook.
 - As soon as notified of time scheduled for news conferences, inform AV team members so they have sufficient time to prepare.
 - Report readiness of A/V Team and news conference area to Assistant JIC Manager.
 - Report to the JIC Manager any problems that occur that may delay a scheduled news conference:
 - Close doors to the news conference area once the news conference has begun and post sign, "News Conference in Progress".
 - Once a news conference has begun, restrict entry to only JIC staff who may have an urgent update to report.
 - d. If directed by the JIC Manager, request police assistance through the Benton County Emergency Operations Center to address public disturbance issues. Inform the Emergency Director of your rationale.
 - e. If offsite agency representatives cannot login to their desktop computers, contact the IS Help Desk at 8400, or if after hours, the on-call IS Duty Officer, to reset the passwords.
3. Termination (JIC Closure)
- a. With assistance from the A/V Team and Facilities, ensure that all equipment and signs set up in the lobby and news conference area are returned to storage.
 - b. Ensure that the AB switches on the Digital Call Recorders on the Support Manager's desk are returned to the Normal setting. Call 5100 and 5011 to verify that all Phone Team phones are deactivated and that the message reflects plant status at the time of JIC termination. Refer to PPM 13.12.19 Attachment 5.4 for instructions on changing the outgoing message following termination of an emergency.
 - c. If any Phone Team phones ring while testing per Step 3.b. above, locate and deactivate these phones and then retest.

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AUDIO-VISUAL TEAM

Duties: AUDIO-VISUAL TEAM

Normal Reporting Location: JIC

Reports To: JIC Support Manager

1. After sign-in and badging, obtain pager from JIC Support Manager.
2. Set up news conference area with necessary equipment and lighting for conduct and video-taping of news conferences. See JIC Setup Diagram in JIC Support Manager's Handbook.
3. Set up news conference area as follows:

Walkley Room (primary):

- obtain the key to the A/V closet;
- obtain the multi-function remote control unit from the A/V closet;
- boot up the PC;
- start the overhead projector;
- coordinate with Facilities staff for furniture arrangement;
- set up microphones per the A/V Team Users Guide;
- test microphones and other equipment used for news conferences.

Auditorium (backup):

- start random access slide projector;
 - carousel with emergency event slides;
 - overhead projector;
 - microphones for spokespersons use;
 - test microphones and other equipment used for news conferences.
4. Set up and test television monitor in MPF lobby. Test monitors in JIC main area and Phone Team room. Test the microphones and other equipment used for news conferences.
 5. If equipment is not operable, notify the JIC Support Manager for assistance and, as necessary, request the JIC Support Manager contact Telecommunications staff.
 6. Notify the Support Manager when equipment for video monitors and news conferences is set up and operable.
 7. Respond to other requests for audio-visual support as directed by the JIC Support Manager.
 8. Provide copies of any video tapes or photographs taken of JIC activities to the JIC Support Manager.

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Duties: AUDIO-VISUAL TEAM (cont'd)

9. Coordinate with agency spokespersons any slides that will be required for use in a news conference.
10. Upon termination of JIC operation, take down audio-visual equipment and return to its normal location.

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FACILITIES SETUP

Duties: FACILITIES SETUP

Assigned To: Called Out Facilities staff

1. Using the facility setup guidance provided by the JIC Support Manager, set up rooms in the following sequence:
 - a. Lobby of the MPF - refer to JIC Setup Diagram in JIC Support Manager's Handbook.
 - Set up one table/desk from the lobby area for the JIC receptionist or use the existing receptionist counter.
 - Set up work stations for media representatives as directed by the JIC Support Manager. Each workstation should have one table and two chairs and one telephone connection (telephones are stored in Elevator Room, MPF 1-107). Set up two electrical cords (in Elevator Room) with three-four plugs on each near tables. Request JIC Support Manager call in Telecommunications to assist with telephone setup, if necessary.
 - Move display boards and other items as directed by the JIC Support Manager.
 - b. Media Briefing/News Conference Area in the MPF Walkley Room or Auditorium

Arrange lectern and tables per JIC Setup Diagram in JIC Support Manager's Handbook. Place two chairs at each table. Place overhead projector in center of tables or in front of tables on a cart or smaller table.
2. Assist with other setup as directed by the JIC Support Manager.

DATE: 08/22/07

Pkg. 2007-0711

EDITORIAL

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ENERGY-NORTHWEST
COLUMBIA GENERATING STATION
PLANT PROCEDURE MANUAL



13.13.4

Effective Date: 02/01/05

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

Procedure is revised to provide specific direction for the manner in which the Final After Action Report is to be retained in plant files. The report development guideline is also revised to provide a format consistent with the ERO Drill and Exercise reports.

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1.0 PURPOSE

This procedure establishes the process for emergency organization personnel to document the circumstances and actions taken during the emergency response phase of a Plant event. This process can be completed during the recovery phase, however, it is not intended to be used to document the recovery activities required to be taken after an event.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan
- 2.2 ANI/MAELU Information Bulletin 80-1A
- 2.3 NUREG-0654/FEMA-REP-1, Rev. 1, Appendix 1
- 2.4 PPM 13.1.1, Classifying the Emergency
- 2.5 PPM 13.13.2, Emergency Event Termination and Recovery Operations
- 2.6 Emergency Response Log, Form 23895
- 2.7 Emergency Event Individual After Action Report, Form 26072

3.0 DISCUSSION

After Action Reports document Energy Northwest emergency response actions taken in support of the Columbia Generating Station Emergency Plan. Final After Action Reports (FAARs) may be subject to inspection and/or evaluation by federal and state regulatory agencies, by private organizations, or in litigation proceedings. For that reason, After Action Reports need to be as complete and accurate as possible.

After Action Reports are not intended to evaluate the operational aspects of an event, since there are other reporting and analysis procedures such as the Licensee Event Report (LER) process that are performed to assess Plant operational matters. Operational aspects, i.e., meter readings, component failures, etc., should only be included when necessary to provide a basis for a specific emergency response action such as emergency classification or a repair team activity.

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4.0 PROCEDURE

After termination of an emergency, both a verbal and a written summary should be provided to offsite authorities. Following an Unusual Event, the written summary is to be provided within 24 hours. Following an Alert or higher emergency, the written summary is to be provided within 8 hours. The written summary for these situations is considered to be the Classification Notification Form issued upon event termination. This summary contains insufficient detail for a final closeout report, thus, the After Action Report process was developed.

For an Unusual Event, Emergency Preparedness is responsible for developing the Final After Action Report and submitting it to the Manager, Resource Protection, for approval. For an Alert or higher classification, a Final After Action Report Committee will be established to write the report and submit it to the Emergency Operations Facility (EOF) Manager for approval. In order to record the findings and implement any identified corrective actions in a timely manner, the FAAR should be completed within 30 days following event termination.

4.1 Emergency Response Organization Member

4.1.1 Upon shift change or termination of the emergency, complete an Emergency Event Individual After Action Report, Form 26072, and include the following:

- a. Specific problems encountered or observed.
- b. Recommendations for corrective actions.
- c. Any data sheets or log forms, such as the Emergency Response Log, Form 23895, or other compilations of data kept during the emergency.

4.1.2 Deliver your After Action Report and all attachments to the person designated as your Emergency Facility Manager, or to the Manager, Emergency Preparedness, if the emergency facility was not activated.

4.2 Emergency Facility Managers

4.2.1 Collect the After Action Reports, logs and attachments applicable to your emergency area of responsibility.

4.2.2 Review After Action Reports for accuracy and completeness.

4.2.3 Evaluate any incomplete or inaccurate entries that appear in the reports of your staff and resolve or explain discrepancies.

4.2.4 Deliver After Action Reports, attachments, checklists and logs through the emergency organization chain to:

- a. The TSC Manager (for Protected Area personnel).
- b. Assistant EOF Manager (for all personnel outside of the Protected Area).

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4.3 Manager, Emergency Preparedness

- 4.3.1 For emergencies classified as Unusual Events, direct that a Final After Action Report be prepared in accordance with Attachment 6.1.
- 4.3.2 Submit the Unusual Event FAAR to the Manager, Emergency Preparedness, for review and approval.
- 4.3.3 For emergencies classified as Alert or higher, obtain the approved Final After Action Report from the EOF Manager.

<p>NOTE: Guidance for retention of nuclear liability insurance records is contained in ANI/MAELU Information Bulletin 80-1A.</p>

- 4.3.4 Ensure completed FAARs are maintained and are retrievable.
- 4.3.5 Distribute approved FAARs to the Vice President, Generation/Plant General Manager, and the Vice President, Technical Services as a minimum.
- 4.3.6 Initiate actions to closeout program weaknesses identified in the FAAR.

4.4 Assistant EOF Manager

- 4.4.1 For emergencies classified as Alert or higher, establish a Final After Action Report Committee consisting of the following:
 - a. TSC Manager
 - b. Radiological Emergency Manager
 - c. Radiation Protection Manager
 - d. Others, as deemed appropriate, based on the nature of the emergency event.
- 4.4.2 Function as chairman of the committee and complete a Final After Action Report as outlined in Attachment 6.1.
- 4.4.3 As necessary, interview selected persons to obtain first-hand information or assign persons to develop special sections for the overall report.

4.5 EOF Manager

- 4.5.1 Review and approve the FAAR prepared by the Final After Action Report Committee.
- 4.5.2 Deliver the approved FAAR to the Manager, Emergency Preparedness.

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5.0 DOCUMENTATION

5.1 Retain one copy of the Final After Action Report for the EP files. Transmit the approved FAAR to the Permanent Plant File under DIC # 2304.2.

6.0 ATTACHMENTS

6.1 Final After Action Report Development Guidelines

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FINAL AFTER ACTION REPORT DEVELOPMENT GUIDELINES

A Final After Action Report (FAAR) is an organized portfolio of emergency event After Action Reports and supporting documentation. It is to be completed within 30 days of event termination.

1. The FAAR portfolio should have a preface report that contains:
 - 1.1 A table of contents.
 - 1.2 An executive summary of the emergency and its consequences.
 - 1.3 An event review detailing the emergency, highlighting the significant events and the actions taken.
 - 1.4 A chronological timeline listing the events and actions taken.

NOTE: If during the evaluation it is discovered that an emergency condition had been inappropriately classified, ensure that a transitory event classification notification is performed in accordance with PPM 13.1.1, Classifying The Emergency.

- 1.5 A section for evaluation of the emergency actions taken, including:
 - 1.5.1 Timeliness of event declaration
 - 1.5.2 Appropriateness (basis) for event declaration
 - 1.5.3 Timeliness of notification of offsite response organizations
 - 1.5.4 Timeliness of notification of the Nuclear Regulatory Commission
 - 1.5.5 Timeliness of the notifications made to the public, if any were required
 - 1.5.6 Timeliness/appropriateness of event termination, including notification and consideration of the concerns of offsite response organizations and the Nuclear Regulatory Commission.
 - 1.6 An evaluation section listing any emergency planning problem areas, including recommended corrective actions, should be developed by reviewing the written statements provided in the individual After Action Reports and interviewing the personnel involved.
2. The FAAR should include Attachments that provide:
 - 2.1 A summary of the individual After Action Report comments.
 - 2.2 A listing of participants and the emergency position they staffed.
 - 2.3 Performance Indicator documentation.
 - 2.4 Any additional documentation generated by the event not already included with the Performance Indicator documentation, such as approved event dose projection print-outs, and in-plant and field team tracking/data sheets, etc.

END