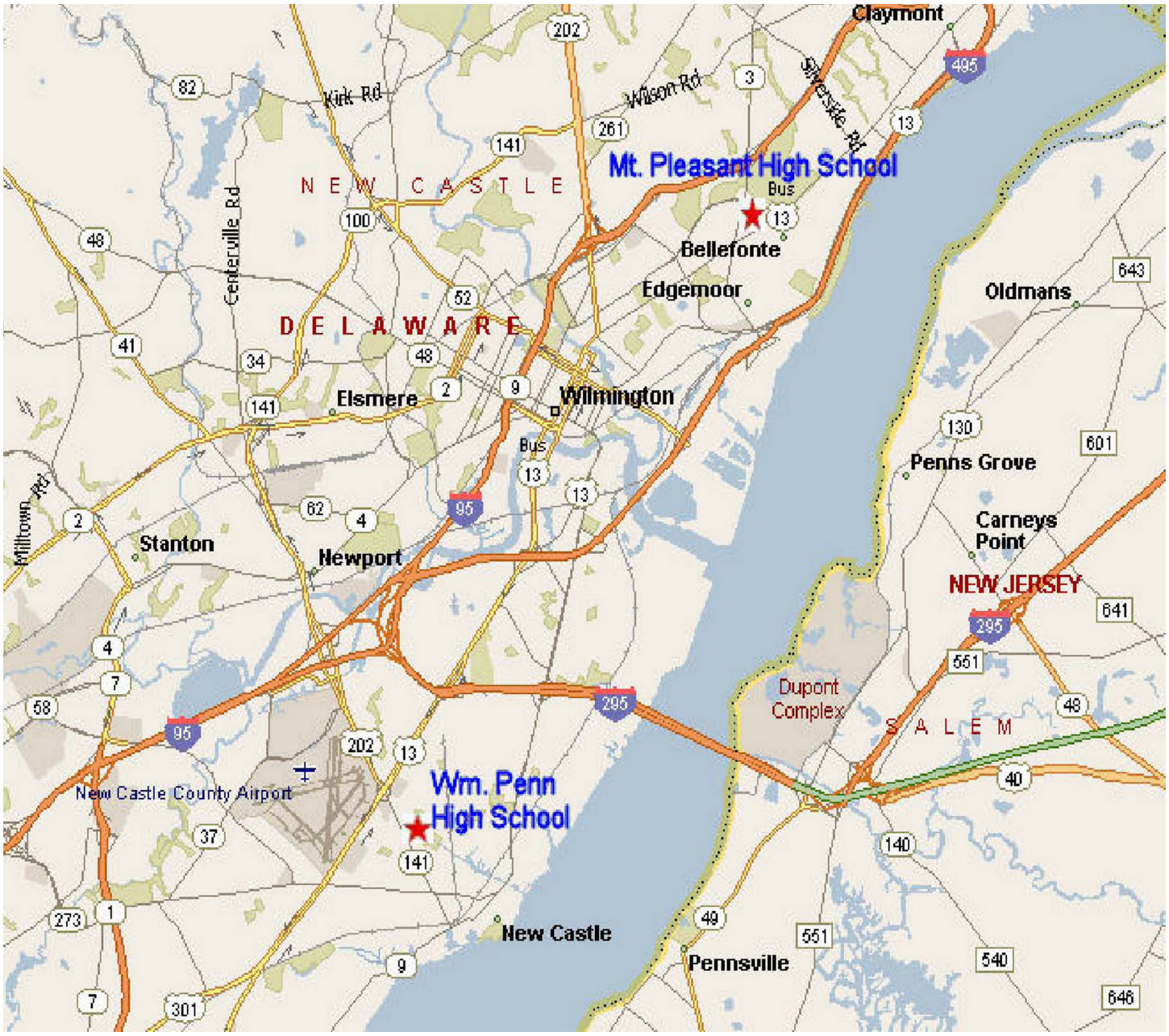
ATTACHMENT SOP 1300-B9
WILLIAM PENN HIGH SCHOOL
TO MT. PLEASANT HIGH SCHOOL



TAKE BASIN ROAD (ROUTE 141) GOING NORTH. PROCEED ON BASIN ROAD TO ROUTE 95 NORTH TO MARSH ROAD. EXIT MARSH ROAD SOUTH TO WASHINGTON STREET EXTENSION TO MOUNT PLEASANT HIGH SCHOOL. TRAVEL DISTANCE APPROXIMATELY 11 MILES.

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS SMYRNA READINESS CENTER, SMYRNA, DE

1.0 GENERAL

Evacuee Reception Centers are divided into four locations within the State, a North and South primary location and a North and South Backup location. This procedure provides the guidance for activation and operation of the Smyrna Readiness Center, 103 Artisan Drive, Smyrna, DE (Primary South Delaware). Lat. W 75° 37' 29.6" Long. N 39° 16' 52.4" Elevation 62 feet.

2.0 FACILITY ACTIVATION

2.1 DEMA will coordinate other agencies' assistance as required to staff the facility.

2.2 Joint Forces Headquarters (JFHQ) Joint Operations Center (JOC) has notified the Smyrna Readiness Center (SRC) to activate as an "Evacuee Reception and Decontamination Site" in response to a radiological emergency.

2.3 The Center Manager will coordinate with higher headquarters and outside agencies prior to their arrival on site.

2.4 The Operations Officer will supervise the establishment of the decontamination site. This will be accomplished by first briefing all full time employees and full time unit support on the situation and mission. The Center Manager will proceed with all steps in SOP 1300-C, 2.0 to ensure facility activation and to assign tasks to individuals and groups to establish the decontamination site. The Center Manager must insure that all tasks are completed. Use Attachments 1300-C1 and C2.

2.5 A total of 49 people will be needed to staff the ERC for one shift. The 11 stations will require 35 people (26 DNG, 4 DHSS, 4 ARC DMVP, 1 Pharmacy Consultant).

2.5.1 Total DNG (35) for stations, administration, support
2.5.2 Total DHSS (6)
2.5.3 Total ARC DMVP (5)
2.5.4 Total Pharmacy Consultants (1)
2.5.5 Total Smyrna Police (2)

2.6 The Operations Officer will brief all assigned staff. The following subjects will be addressed:

2.6.1 Event Status

2.6.2 Procedures, facility, equipment and personnel assignments for the radiological monitoring, decontamination and registration of evacuees and vehicles.

2.6.3 Clear the main parking lot and motor pool of all vehicles.

2.7 Issue personal dosimetry and protective clothing to designated DNG personnel (see Stations and SOP 801).

2.8 Lock all outside doors to the buildings.

2.9 Post three (3) DNG personnel at locations marked ⊗ to assist in directing evacuees through the stations as necessary. (see Att. 1300-C1 and C2) Personnel in contaminated areas will be issued Emergency Worker kits and wear anti-contamination suits.

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

2.0 FACILITY ACTIVATION (Continued)

Equipment	Quantity
Anti-C Suits	4
EW Kits, per SOP 801, Att. B4 & B5	2

2.9.1 On the walk outside doors leading to Station P1 and P4.
2.9.2 After processing table at Station P1.
2.9.3 In building's main entry lobby.

2.10 Establish the following Stations:

2.10.1 Initial Vehicle Scan (V1), "IN" gate, access drive on left side of Readiness Center. All vehicles will approach along Artesian Drive from the northwest, traveling southeast from Rt. 300. Vehicle traffic on Artesian Drive, Rt. 300 and access to the Readiness Center (main gate) will be controlled by Smyrna Police.

2.10.2 Vehicle Decontamination (V2), vehicle wash basin

2.10.3 Second Vehicle Scan (V3), after wash to decontaminate

2.10.4 Initial Personnel Scan (P1), inside vestibule, west side of building, room 175

2.10.5 Personnel Decontamination, Male (P2M), male locker room, room 169

2.10.6 Personnel Post-Decontamination, Male (P3M), male toilets and showers, room 142

2.10.7 Personnel Decontamination, Female (P2F), female locker room, room 170

2.10.8 Personnel Post-Decontamination, Female (P3F), female toilets and showers, room 141

NOTE: Both male and female showers have facilities for Personnel Decontamination and Post-Decontamination of Handicapped Evacuees.

2.10.9 Medical Holding Area (P4), for personnel evacuation to hospital for decontamination. Mechanical room 171

2.10.10 Personnel Registration / Processing (P5), Assembly Hall, room 140

2.10.11 Personnel Shelter Processing (P6), Assembly Hall, room 140

2.11 Place barriers in the following locations:

2.11.1 Place a partition just beyond the processing table at Station P1 and extending into the Assembly Hall. This will separate clean evacuees going to Stations P5 and P6 from contaminated evacuees going to Stations P2F and P2M. (see Att. 1300-C2)

2.11.2 Place a privacy screen at Station P5 were evacuees can consult with a pharmacist concerning KI. See Att. 1300-A4 for manufacturer's information on KI.

2.12 Post all signs to mark designated building entrances and exits, contaminated areas, and for identification of stations and directions.

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

2.0 FACILITY ACTIVATION (Continued)

2.13 Ensure all vehicle and personnel stations are stocked with the designated equipment and supplies as noted in the Facility Operations Section, 4.0.

2.14 Position portable communications devices at all stations and other locations as indicated, and test for good communications (see Att. 1300-A7).

2.15 Unlock designated entrances and exits:

Main building entrance
Outside and inside doors to Vestibule containing Station P1 (room 175)
Hallway door to Mechanical Room containing Station P4 (room 171)
Main doors to Assembly Hall (room 140)

3.0 FACILITY INSTRUCTIONS

3.1 Concept of Operation

On order of the JFHQ JOC, the Center Manager will execute this SOP to establish decontamination (decon) site at the Smyrna Readiness Center. All coordination and direction will come through the JFHQ JOC. Other State agencies will contact the Center Manager immediately upon arrival at the decon site. All on site coordination will be done with the Center Manager.

3.2 Entry within the 10 mile Emergency Planning Zone (EPZ) by DNG personnel must be authorized by the Task Force Commander or JFHQ JOC.

3.3 No pregnant females will be employed in decontamination operations at this facility.

3.4 Permissible levels of radiation exposure for emergency workers:

3.4.1 Refer to SOP 801, Attachment 801-A1, for radiation exposure dose limits.

3.4.2 Cumulative: (State Policy)

- 1.25 rem total dose limit (without permission to exceed)
- 25 rem thyroid

3.5 Inquiries from civilians should be handled by referring them to the Department of Health and Social Services representative.

3.6 **COMMAND:** The ERC chain of command will be in effect.

3.7 **SIGNAL:**

3.7.1 Local Site Communications

Fifteen (15) communication devices will be used for internal site communications (Attachment 1300-A7).

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

3.0 FACILITY INSTRUCTIONS

3.7.2 Outside Communications

The DNG commercial phone system will be the primary source of outside communications.

4.0 FACILITY OPERATIONS

4.1 The Center Manager will coordinate with all outside agencies and monitor all reports to higher headquarters.

4.2 The operations officer will manage the local operation of the decontamination site. He will assign DNG personnel to stations and coordinate with outside agency personnel who are working on the site. In general, the DNG personnel will provide the monitoring and decontamination functions while outside agency personnel will provide registration and other social service functions.

4.3 The following stations will be operated by DNG and outside agency personnel.

4.3.1 **Station V1, Initial Vehicle Scan**, (see Att. 1300-C1)
Personnel: 10 DNG (2 scanners, 5 drivers, 2 registration, 1runner/escort)
DNG personnel will wear protective clothing. Gloves will be changed as often as necessary to avoid cross contamination. Three drivers will remain clean to drive clean vehicles with clean interiors. These drivers will remain in the vehicles until its final destination, either (1) Contaminated Vehicle Parking or (2) Clean Vehicle Parking. See SOP 1300-A, 4.1 for Vehicle Registration Form (Att. 1300-A1) distribution.

4.3.1.1 DNG will scan vehicles for contamination first using the vehicle portal monitor. Evacuees will drive their vehicles through the portal monitor. Vehicles that scan contaminated with the portal monitor will be rescanned on the exterior with a hand held survey meter.

4.3.1.2 All vehicle occupants will exit vehicles and proceed to registration table at right. All evacuees will put on booties and clean gloves. Evacuees will be issued a Ziploc bag in which to keep all forms.

NOTE: You could have a vehicle contaminated on the exterior with clean evacuee occupants and therefore a clean interior. However, if the evacuee occupants are contaminated, then it must be assumed that at least the vehicle interior is contaminated. A vehicle contaminated only on the interior may not register contaminated on the portal monitor.

4.3.1.3 All vehicles will be rescanned on the interior with a hand held survey meter. Contaminated areas (on the interior and the exterior) will be indicated on Att. 1300-A1. Change the survey meter cover after scanning a contaminated vehicle.

4.3.1.4 DNG will complete the Vehicle Owner/Driver information on Att. 1300-A1. Yellow and pink copies will be placed on vehicle dash so that they can be seen and read through vehicle windshield. Green copy given to evacuee. All evacuees will be directed to Initial Personnel Scan, Station P1.

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

4.0 FACILITY OPERATIONS (Continued)

4.3.1.5 Vehicles that scan:

a) Contaminated on the interior will be driven to Contaminated Vehicle Parking. DNG will retain yellow copy of Att. 1300-A1, pink copy will remain on vehicle dash. Keys will remain in the vehicles.

b) Contaminated on the exterior and clean on the interior will be temporarily parked in holding area A (see Att. 1300-C1) to await the scan of the vehicle's occupants at Station P1.

c) Clean on both the exterior and the interior will be temporarily parked in holding area B (see Att. 1300-C1) to await the scan of the vehicle's occupants at Station P1.

4.3.1.6 DNG will notify Station P1 to inform Station V1 as to the scan status of vehicle occupant evacuee(s) for those vehicles temporarily parked in holding areas A and B.

a) If all of the vehicle's occupants scan clean:
- **1)** Vehicles in holding area A will be driven to Station V2 for exterior decontamination.
- **2)** Vehicles in holding area B will be driven to Clean Vehicle Parking (see Att. 1300-C1). DNG will retain yellow copy of Att. 1300-A1, pink copy will remain on vehicle dash. Keys and yellow copy will be taken to Station P5. Station P5 will record vehicle status to inform owners and return keys to owners, as it becomes appropriate.

b) If any of the vehicle's occupants scan contaminated, vehicles in both holding areas A and B will be driven to Contaminated Vehicle Parking. DNG will retain yellow copy of Att. 1300-A1, pink copy will remain on vehicle dash. Keys will remain in the vehicles.

Equipment / Supplies	Quantity
Anti-C Suits	20
Batteries (D cell)	12
Booties	500 pair
Chairs	10
Clip Boards	2
Communication Device	1
EW Kits, per SOP 801, Att. B4 & B5	10
Extension Cord (heavy duty, 150 feet)	1
Gloves (non latex)	2 boxes
Hand Held Survey Meter, with extra batteries	2
Masking tape (wide)	1 roll
Pads (writing) (8 ½ x 11, 5 x 8)	2 each
Pen, pencils	1 box each
Pencil sharpener	1
Portal Monitor (vehicle)	1
Rubber Bands	1 box

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

4.0 FACILITY OPERATIONS (Continued)

Station Sign	1
Table (large folding)	1
Tape Dispenser, Rolls of Tape	1 & 2
Vehicle Registration Forms (Att. 1300-A1)	500
Waste Container (w/plastic liner)	1
Zip lock bags, large, clear (meter covers & forms)	600

4.3.2 Station V2, Vehicle Decontamination, (see Att. 1300-C1)
Personnel: 2 DNG (decontamination team)
DNG personnel will wear protective clothing. Decontamination: see SOP 803.

4.3.2.1 Only those vehicles contaminated on the exterior, which have been determined to have clean interiors and clean occupants, will be driven to Station V2.

4.3.2.2 Vehicles will be washed with car wash soap. Particular attention will be given to areas identified as contaminated on Att. 1300-A1.

4.3.2.3 After washing, vehicles will be driven to vehicle re-scan, Station V3.

Equipment / Supplies	Quantity
Anti-C Suits, Heavy Duty - Water Proof	2
Boots (rubber, industrial)	3 pair
Buckets (3 gallon)	3
Chairs	2
Communication Device	1
EW Kits, per SOP 801, Att. B4 & B5	2
Face Shield (clear plastic, full-face, head-mounted)	3
Gloves (heavy duty rubber)	4 pair
Gloves (non latex)	1 box
Hose with nozzle, 100 feet	1
Masking tape (wide)	1 roll
Mops (washing)	2
Plastic Bags (large, self-tie)	1 box
Soap (car wash)	5 gallons
Sponges (extra large, commercial)	4
Station Sign	1
Step Ladder	1
Waste Container (w/plastic liner)	1
Wheel Brushes	2

4.3.3 Station V3, Second Vehicle Scan (see Att. 1300-C1)
After wash to decontaminate
Personnel: 1 DNG (re-scanner)
DNG personnel will wear protective clothing. Gloves will be changed as often as necessary to avoid cross contamination. Monitor: see SOP 803.
See SOP 1300-A, 4.1 for Vehicle Registration Form (Att. 1300-A1) distribution.

4.3.3.1 Vehicles that have been washed for decontamination will be rescanned using hand held meter to determine if they have been decontaminated or remain contaminated on the exterior. Particular attention will be given to areas identified as contaminated on Att. 1300-A1.

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

4.0 FACILITY OPERATIONS (Continued)

4.3.3.2 Vehicles determined to be decontaminated will be so indicated on Att. 1300-A1. The yellow copy of A1 will be retained and the vehicle driven to Decontaminated Vehicle Parking immediately adjacent to Station V1 to await owners. DNG will take pink copy of Att. 1300-A1 and keys to Station P5. Station P5 will record vehicle status to inform owners and return keys to owners, as it becomes appropriate.

4.3.3.3 Vehicles determined to be still contaminated will be so indicated on Att. 1300-A1. The yellow copy of Att. 1300-A1 will be retained, the pink copy will remain on the vehicle dash, and vehicle driven to Contaminated Vehicle Parking, behind Smyrna Readiness Center. These vehicles will NOT be re-washed (only one decontamination attempt). Keys will remain in the vehicles. Station V3 DNG will notify Station P5, via communication device, as to status of the vehicles. Identification will be by owner name and vehicle description on Att. 1300-A1. Station P5 will record vehicle status to inform owners.

4.3.3.4 Change the survey meter cover when a vehicle scans contaminated.

Equipment / Supplies	Quantity
Anti-C Suits	2
Chairs	1
Clip Boards	1
Communication Device	1
EW Kits, per SOP 801, Att. B4 & B5	1
Gloves (non latex)	1 box
Hand Held Survey Meter, with extra batteries	1
Masking tape (wide)	1 roll
Pads (writing) (8 ½ x 11, 5 x 8)	2 each
Pen, pencils	1 box each
Pencil sharpener	1
Rubber Bands	1 box
Station Sign	1
Step Ladder	1
Table (large folding)	1
Waste Container (w/plastic liner)	1
Zip lock bags, large, clear (meter covers)	100

4.3.4 Station P1, Initial Personnel Scan (see Att. 1300-C2)
Personnel:
5 DNG (3 male, 2 female)
DNG personnel will wear protective clothing. Gloves will be changed as often as necessary to avoid cross contamination.
See SOP 1300-A, 4.2 for Evacuee Registration Form (Att. 1300-A2) distribution.
See SOP 1300-A, 4.3 for Registration/Decontamination Form (Att. 1300-A3) distribution. Evacuees will place all their form copies in their Ziploc bag.

4.3.4.1 All evacuees will be directed through a personnel portal monitor to detect contamination. A large step-off pad will be placed over the foot detector plate. When a contaminated evacuee goes through the monitor, the step-off pad will be removed and placed in Rad waste. The portal monitor foot detector plate will be monitored to make sure it is clean, and a fresh

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

4.0 FACILITY OPERATIONS (Continued)

step-off pad will be placed under the portal monitor. Each evacuee passing through the portal monitor will be logged on the Portal Monitor Tracking Form (Att. 1300-A5).

4.3.4.2 Station V1 will be notified as to the scan status of vehicle occupant evacuee(s) for those vehicles temporarily parked in holding areas A and B. If any of the evacuees arriving in the same vehicle are contaminated, the evacuee(s) will be informed that it must be assumed that at least the vehicle interior is contaminated. The vehicle will be sent to contaminated vehicle parking.

4.3.4.3 Just beyond the portal monitor will be a large processing table. Contaminated evacuees will proceed to the contaminated side of the table (right), and clean evacuees will proceed to the clean side of the table (left).

4.3.4.4 DNG will complete the Evacuee Registration Form (Att. 1300-A2) indicating if contamination is present and the general area(s) of contamination.

4.3.4.5 Evacuee will be asked if they have taken KI prior to arrival at the ERC (if yes - record date and time taken). There will be a pharmacy consultant available via handheld radio (at Station P5) to consult with contaminated evacuees and to answer any questions or concerns about taking KI. The pharmacy consultant will offer KI to evacuee (if DPH recommends taking KI and if not previously taken) and issue KI if evacuee desires (record date and time taken). **KI SHOULD NOT BE TAKEN BY PEOPLE ALLERGIC TO SHELLFISH OR IODINE (see Att. 1300-A4).** For clean evacuees with questions about KI, there will be a pharmacy consultant at Station P5.

4.3.4.6 DNG will complete the TOP PORTION ONLY of the Registration/Decontamination Form (Att. 1300-A3), indicating only if contamination is present. Details of contaminated areas will be determined at Stations P2M and P2F, which will complete the lower portion of form.

4.3.4.7 Contaminated evacuees will receive the yellow, pink and green copies of Att. 1300-A2 and the yellow, pink, green, gold copies of Att. 1300-A3 and be directed to personnel decontamination Stations P2M (male locker room 169) and P2F (female locker room 170). There are handicapped facilities at both male and female decontamination stations.

4.3.4.8 Clean evacuees will receive the yellow, pink and green copies of Att. 1300-A2 and the yellow, pink, green, gold copies of Att. 1300-A3 and be directed to Personnel Registration and Sheltering Processing (Stations P5 and P6) in the Assembly Hall, room 140.

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE
(Continued)

4.0 FACILITY OPERATIONS (Continued)

Equipment / Supplies	Quantity
Anti-C Suits	12
Batteries (D-cell)	12
Chairs	7
Communication Device	1
Drinking cups (paper, 3 oz.)	500
Drinking water, for KI (Att. 1300-A4)	5 gallons
Evacuee Registration Form (Att. 1300-A2)	500
EW Kits, per SOP 801, Att. B4 & B5	6
Extension Cord (heavy duty, 25 feet)	1
Gloves (non latex)	1 box
KI tablets (Att. 1300-A4)	500
Masking tape (wide)	1 roll
Pads (step-off)	500
Pads (writing) (8 ½ x 11, 5 x 8)	2 each
Pen, pencils	1 box each
Pencil sharpener	1
Portal Monitor (personnel)	1
Portal Monitor Tracking Form (Att. 1300-A5)	10
Registration/Decontamination Form (Att. 1300-A3)	500
Rubber Bands	1 box
Screen, privacy partition (folding)	1
Station Sign	1
Table (large folding)	1
Tape Dispenser, Rolls of Tape	1 & 2
Waste Container (w/plastic liner)	1

4.3.5 Station P2M, Personnel Decontamination (MALE), (see Att. 1300-C2)
Personnel:
2 DNG (male)
DNG personnel will wear protective clothing. Gloves will be changed as often as necessary to avoid cross contamination. Station P2M is located inside the male locker room 169. Monitor/Decon: see SOPs 802/803.

4.3.5.1 At P2M, evacuees will stand on a large step-off pad and will first remove their booties and gloves issued at Station V1 and place in Rad waste. After each evacuee, the pad will be removed, folded inward and placed in Rad waste. The flooring area will be monitored to make sure it is clean, and a fresh step-off pad will be placed down.

4.3.5.2 DNG will scan evacuees using a hand held survey meter and indicate areas that are contaminated on the lower portion of Att. 1300-A3. Clothing that scans contaminated will be removed and placed in Rad waste. Change the survey meter cover periodically.

4.3.5.3 Evacuees will be rescanned to determine if still contaminated. DNG will indicate resurvey results on Att. 1300-A3.

a) Evacuees that are decontaminated will be sent to Station P3M. They will hand carry their copies of Att. 1300-A2 & A3.

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

4.0 FACILITY OPERATIONS (Continued)

4.3.5.3 (Continued)

b) Additional clothing that scans contaminated will be removed and placed in Rad waste.

4.3.5.4 Evacuees that are still contaminated after all outer clothing has been removed (local areas or general skin contamination), will decontaminate the local areas or disrobe and enter the shower, in accordance to SOP 803. DNG will pass the evacuees' copies of Att. 1300-A2 & A3 to DNG at Station P3M.

4.3.5.5 Shower shoes, wash cloths, body brushes, soap etc. will be issued as needed.

4.3.5.6 Personal items that were worn while contamination occurred (i.e. rings, bracelets, necklaces, glasses etc.) may remain on the person and will be washed and decontaminated in the shower.

4.3.5.7 DNG will itemize all clothing and personal items (that are removed because of contamination) on the Property Receipt Form (Att. 1300-A4). DNG will retain the white copy. The yellow and pink copies will be passed to DNG at Station P3M. All itemized personal property will be placed in a plastic bag, sealed and tagged.

Equipment / Supplies	Quantity
Anti-C Suits	4
Body Brushes (disposable)	150
Chairs	2
Clip Boards	2
Communication Device	1
Container (large, for used wash cloths/towels)	1
EW Kits, per SOP 801, Att. B4 & B5	2
Gloves (non latex)	1 box
Hand Held Survey Meter, with extra batteries	1
Masking tape (wide)	1 roll
Pads (step-off)	150
Pads (writing) (8 ½ x 11, 5 x 8)	2 each
Pen, pencils	1 box each
Pencil sharpener	1
Personal Property bag tags	150
Plastic Bags (large, self-tie)	3 boxes
Property Receipt Forms (Att. 1300-A4)	150
Rubber Bands	1 box
Screen, partition privacy (folding)	1
Shower Shoes (flip-flops)	150 pairs
Soap (liquid)	20 bottles
Station Sign	1
Table (large folding)	1
Tape Dispenser, Rolls of Tape	1 & 2
Wash Cloths	150
Waste Container (w/plastic liner)	1
Zip lock bags, large, clear (meter covers)	100

**SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)**

4.0 FACILITY OPERATIONS (Continued)

4.3.6 Station P3M, Personnel Post-Decontamination (MALE), (see Att. 1300-C2)
Personnel:
1 DNG (male)
DNG personnel will wear protective clothing. Gloves will be changed as often as necessary to avoid cross contamination. Station P3M is located inside male toilets/showers, room 142, after showers, just outside sink area, which will be used as redress area. Place all evacuees' form copies in Ziploc bags. Monitor: see SOP 802.

4.3.6.1 Place down a large absorbent disposable pad as a step-off pad, on which evacuees exiting the decontamination area will stand. This pad will be replaced as necessary, folding pad inward and using tongs to place in Rad waste.

4.3.6.2 Evacuees exiting the decontamination area will be provided with a towel. After drying, evacuees will be instructed to place towel in waste container.

4.3.6.3 DNG will rescan evacuees with a hand held survey meter while evacuees are standing on the step-off pad. Particular attention will be given to all the contaminated areas identified on Att. 1300-A3. Change the survey meter cover periodically.

a) Decontaminated evacuees will be directed to the redressing area and provided with clean temporary clothing. Shower shoes will be discarded in waste container. DNG will complete Att. 1300-A3 with final survey results and indicate evacuee decontaminated. DNG will retain yellow copy. Evacuees will carry pink, green, gold copies to Station P5. These evacuees will exit the male toilet/showers through the doorway leading to the main lobby and proceed to Station 5 in the Assembly Hall, room 140. (see Att. 1300-C2)

b) Evacuees determined to be still contaminated will have their Att. 1300-A3 so indicated and be directed back to Station P2M.

4.3.6.4 Evacuees still contaminated after three decontamination attempts, will be sent back to Station P2M, provided temporary clothing and will exit the male locker room the same way they entered. They will be directed to Station P4 (medical holding area for evacuation to hospital, room 171). DNG will complete Att. 1300-A3 with final survey results and indicate evacuee contaminated. DNG will retain yellow copy. Evacuees will carry pink, green, gold copies to Station P4.

4.3.6.5 Evacuees decontaminated at Station P2M by removal of outer clothing only and did not require further decontamination, will be rescanned to verify they are not contaminated. If they remain non-contaminated, they will be directed to the redressing area and provided clean temporary clothing. DNG will complete Att. 1300-A3 with final survey results and indicate evacuee decontaminated. DNG will retain yellow copy. Evacuees will carry pink, green, gold copies to Station P5. These evacuees will exit the male toilets/showers through the doorway leading to the main lobby and proceed to Station P5 in the Assembly Hall, room 140. (see Att. 1300-C2)

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

4.0 FACILITY OPERATIONS (Continued)

4.3.6.6 If these evacuees thought to be decontaminated by removal of clothing now scan contaminated, affected areas will be noted on Att. 1300-A3; and they will return to Station P2M for appropriate decontamination procedures.

4.3.6.7 The final disposition of each contaminated evacuee will be logged on the De-Contamination Tracking Form (Att. 1300-A6).

Equipment / Supplies	Quantity
Anti-C Suits	2
Blankets (temporary coats)	50
Chairs	2
Clip Board	1
Clothing, including footwear (temporary)	200 sets
Communication Device	1
Container (large, for used wash cloths/towels)	1
De-Contamination Tracking Form (Att. 1300-A6)	10
EW Kits, per SOP 801, Att. B4 & B5	1
Gloves (non latex)	1 box
Hand Held Survey Meter, with extra batteries	1
Masking tape (wide)	1 roll
Pads (step-off, absorbent & disposable, approx. 3'x3')	50
Pads (writing) (8 ½ x 11, 5 x 8)	2 each
Pen, pencils	1 box each
Pencil sharpener	1
Plastic Bags (large, self-tie)	4 boxes
Rubber Bands	1 box
Screen, partition privacy (folding)	1
Station Sign	1
Table (small folding)	1
Tape Dispenser, Rolls of Tape	1 & 2
Tongs	1 pair
Towels (large)	300
Waste Container (w/plastic liner)	1
Zip lock bags, large, clear (meter covers)	100

4.3.7 Station P2F, Personnel Decontamination (FEMALE), (see Att. 1300-C2)
Personnel:
2 DNG (female)
DNG personnel will wear protective clothing. Gloves will be changed as often as necessary to avoid cross contamination. Station P2F is located inside female locker room 170. Place all evacuees' form copies in Ziploc bags. See SOPs 802/803.

4.3.7.1 At P2F, evacuees will stand on a large step-off pad and will first remove their booties and gloves issued at Station V1 and place in Rad waste. After each evacuee, the pad will be removed, folded inward and placed in Rad waste. The flooring area will be monitored to make sure it is clean, and a fresh step-off pad will be placed down.

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

4.0 FACILITY OPERATIONS (Continued)

4.3.7.2 DNG will scan evacuees using a hand held survey meter and indicate areas that are contaminated on the lower portion of Att. 1300-A3. Clothing that scans contaminated will be removed and placed in Rad waste. Change the survey meter cover periodically.

4.3.7.3 Evacuees will be rescanned to determine if still contaminated. DNG will indicate resurvey results on Att. 1300-A3.

a) Evacuees that are now decontaminated will be sent to Station P3F. They will hand carry their copies of Att. 1300-A2 & A3.

b) Additional clothing that scans contaminated will be removed and placed in Rad waste.

4.3.7.4 Evacuees that are still contaminated after all outer clothing has been removed (local areas or general skin contamination), will decontaminate the local areas or disrobe and enter the shower, in accordance to SOP 803. DNG will pass the evacuees' copies of Att. 1300-A2 & A3 to DNG at Station P3F.

4.3.7.5 Shower shoes, wash cloths, body brushes, soap etc. will be issued as needed.

4.3.7.6 Personal items that were worn while contamination occurred (i.e. rings, bracelets, necklaces, glasses etc.) may remain on the person and will be washed and decontaminated in the shower.

4.3.7.7 DNG will itemize all clothing and personal items (that are removed because of contamination) on the Property Receipt Form (Att. 1300-A4). DNG will retain the white copy. The yellow and pink copies will be passed to DNG at Station P3F. All itemized personal property will be placed in a plastic bag, sealed and tagged.

Equipment / Supplies	Quantity
Anti-C Suits	4
Body Brushes (disposable)	150
Chairs	2
Clip Boards	2
Communication Device	1
Container (large, for used wash cloths/towels)	1
EW Kits, per SOP 801, Att. B4 & B5	2
Gloves (non latex)	1 box
Hand Held Survey Meter, with extra batteries	1
Masking tape (wide)	1 roll
Pads (step-off)	150
Pads (writing) (8 ½ x 11, 5 x 8)	2 each
Pen, pencils	1 box each
Pencil sharpener	1
Personal Property bag tags	150
Plastic Bags (large, self-tie)	3 boxes
Property Receipt Forms (Att. 1300-A4)	150

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

4.0 FACILITY OPERATIONS (Continued)

Rubber Bands	1 box
Screen, partition privacy (folding)	1
Shower Shoes (flip-flops)	150 pairs
Soap (liquid)	20 bottles
Station Sign	1
Table (large folding)	1
Tape Dispenser, Rolls of Tape	1 & 2
Wash Cloths	150
Waste Container (w/plastic liner)	1
Zip lock bags, large, clear (meter covers)	100

4.3.8 Station P3F, Personnel Post-Decontamination (FEMALE), (see Att. 1300-C2)
Personnel:
1 DNG (female)
DNG personnel will wear protective clothing. Gloves will be changed as often as necessary to avoid cross contamination. Station P3F is located inside female toilets/showers, room 141, after showers, just outside sink area, which will be used as redress area. Place all evacuees' form copies in Ziploc bags. Monitor: see SOP 802.

4.3.8.1 Place down a large absorbent disposable pad as a step-off pad, on which evacuees exiting the decontamination area will stand. This pad will be replaced as necessary, folding pad inward and using tongs to place in Rad waste.

4.3.8.2 Evacuees exiting the decontamination area will be provided with a towel. After drying, evacuees will be instructed to place towel in waste container.

4.3.8.3 DNG will rescan evacuees with a hand held survey meter while evacuees are standing on the step-off pad. Particular attention will be given to all the contaminated areas identified on Att. 1300-A3. Change the survey meter cover periodically.

a) Decontaminated evacuees will be directed to the redressing area and provided with clean temporary clothing. Shower shoes will be discarded in waste container. DNG will complete Att. 1300-A3 with final survey results and indicate evacuee decontaminated. DNG will retain yellow copy. Evacuees will carry pink, green, gold copies to Station P5. These evacuees will exit the female toilets/showers through the doorway leading to the main lobby and proceed to Station 5 in the Assembly Hall, room 140. (see Att. 1300-C2)

b) Evacuees determined to be still contaminated will have their Att. 1300-A3 so indicated and be directed back to Station P2F.

4.3.8.4 Evacuees still contaminated after three decontamination attempts, will be sent back to Station P2F, provided temporary clothing and will exit the female locker room the same way they entered. They will be directed to Station P4 (medical holding area for evacuation to hospital, room 171). DNG will complete Att. 1300-A3 with final survey results and indicate evacuee contaminated. DNG will retain yellow copy. Evacuees will carry pink, green, gold copies to Station P4.

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

4.0 FACILITY OPERATIONS (Continued)

4.3.8.5 Evacuees decontaminated at Station P2F by removal of outer clothing only and did not require further decontamination, will be rescanned to verify they are not contaminated. If they remain non-contaminated, they will be directed to the redressing area and provided clean temporary clothing. DNG will complete Att. 1300-A3 with final survey results and indicate evacuee decontaminated. DNG will retain yellow copy. Evacuees will carry pink, green, gold copies to Station P5. These evacuees will exit the female toilet/showers through the doorway leading to the main lobby and proceed to Station 5 in the Assembly Hall, room 140. (see Att. 1300-C2)

4.3.8.6 If these evacuees thought to be decontaminated by removal of clothing now scan contaminated, affected areas will be noted on Att. 1300-A3; and they will return to Station P2F for appropriate decontamination procedures.

4.3.8.7 The final disposition of each contaminated evacuee will be logged on the De-Contamination Tracking Form (Att. 1300-A6).

Equipment / Supplies	Quantity
Anti-C Suits	2
Blankets (temporary coats)	50
Chairs	2
Clip Board	1
Clothing, including footwear (temporary)	200 sets
Communication Device	1
Container (large, for used wash cloths/towels)	1
De-Contamination Tracking Form (Att. 1300-A6)	10
EW Kits, per SOP 801, Att. B4 & B5	1
Gloves (non latex)	1 box
Hand Held Survey Meter, with extra batteries	1
Masking tape (wide)	1 roll
Pads (step-off, absorbent & disposable, approx. 3'x3')	50
Pads (writing) (8 ½ x 11, 5 x 8)	2 each
Pen, pencils	1 box each
Pencil sharpener	1
Plastic Bags (large, self-tie)	4 boxes
Rubber Bands	1 box
Screen, partition privacy (folding)	1
Station Sign	1
Table (small folding)	1
Tape Dispenser, Rolls of Tape	1 & 2
Tongs	1 pair
Towels (large)	300
Waste Container (w/plastic liner)	1
Zip lock bags, large, clear (meter covers)	100

4.3.9 Station P4, Medical Holding Area, (see Att. 1300-C2)
Personnel:
2 DNG (1 male, 1 female)
DNG personnel will wear protective clothing. Gloves will be changed as often as necessary to avoid cross contamination. Station P4 is located in the Mechanical Room 171. Evacuees will place all their form copies in their Ziploc bag.

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

4.0 FACILITY OPERATIONS (Continued)

4.3.9.1 All evacuees (male and female) who could not be successfully decontaminated, after three decontamination attempts, will be transported to Christiana Health Care Services (Wilmington / Christiana Hospitals) for further decontamination procedures.

4.3.9.2 All evacuee forms (Att. 1300-A2, A3, A4) will be completed.

4.3.9.3 Medical evacuation will be initiated in accordance with SOP 1501.

4.3.9.4 Ambulances for medical evacuations will enter the complex via the road on the right side and proceed to the rear of the Readiness Center. Medical evacuees will leave Station P4 by the side door and meet the ambulances in the rear of the Readiness Center. (see Att. 1300-C1)

Equipment / Supplies	Quantity
Anti-C Suits	4
Chairs	10
Clip Boards	2
Communication Device	1
EW Kits, per SOP 801, Att. B4 & B5	2
Gloves (non latex)	1 box
Hand Held Survey Meter, with extra batteries	1
Masking tape (wide)	1 roll
Pads (writing) (8 ½ x 11, 5 x 8)	2 each
Pen, pencils	1 box each
Pencil sharpener	1
Plastic Bags (large, self-tie)	2 boxes
Station Sign	1
Table (large folding)	1
Tape Dispenser, Rolls of Tape	1 & 2
Waste Container (w/plastic liner)	1
Zip lock bags, large, clear (meter covers)	100

4.3.10 Station P5, Personnel Registration / Processing (see Att. 1300-C2)
Personnel:
4 DHSS personnel, 1 Pharmacy Consultant
This is a clean area. There is no need for protective clothing. Evacuees will place all their form copies in their Ziploc bag.

4.3.10.1 There will be a pharmacy consultant behind a privacy screen at Station P5 to answer questions and concerns about taking KI (Att. 1300-A4).

4.3.10.2 All evacuee registration forms (Att. 1300-A2, A3, A4) will be checked and completed as necessary.

4.3.10.3 DPH will retain green copy of Att. 1300-A2 and A3. Evacuees will be given pink copy of Att. 1300-A2, A4 and gold copy of Att. 1300-A3. DHSS will retain and file all remaining copies of forms.

4.3.10.4 DHSS will maintain a log of all evacuees processed.

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

4.0 FACILITY OPERATIONS (Continued)

4.3.10.5 DHSS will assist to re-unite families that have become separated during evacuation from the EPZ or because of decontamination procedures.

4.3.10.6 DHSS will direct evacuees in need of sheltering to the ARC DMVP, Station P6, marking Att. 1300-A2 with shelter accommodations after notification by ARC DMVP.

4.3.10.7 DHSS will inform evacuees as to the status of their vehicles. If their vehicle is clean or decontaminated, it may be retrieved from clean/decontaminated vehicle parking. Station P5 will have all keys to vehicles in clean/decontaminated vehicle parking. DHSS will match evacuees' green copy of Att. 1300-A1 with yellow copy (for clean vehicles) or pink copy (for decontaminated vehicles) and give evacuees their keys.

Equipment / Supplies	Quantity
Binder Clips	2 boxes
Chairs	8
Communication Device	1
Drinking cups (paper, 3oz.)	500
Drinking water, for KI (see Att. 1300-A4)	5 gallons
Evacuee Registration Forms (Att. 1300-A2)	20
KI tablets (Att. 1300-A4)	500
Pads (writing) (8 ½ x 11, 5 x 8)	2 each
Pen, pencils	1 box each
Pencil sharpener	1
Registration / Decon Forms (Att. 1300-A3)	20
Rubber Bands	1 box
Staplers	2
Staples	1 box
Station Sign	1
Table (large folding)	2
Tape Dispenser, Rolls of Tape	1 & 2
Waste Container (w/plastic liner)	1

4.3.11 Station P6, Personnel Shelter Processing (see Att. 1300-C2)
Personnel:
4 ARC DMVP
This is a clean area. There is no need for protective clothing. Evacuees will place all their form copies in their Ziploc bag.

4.3.11.1 ARC DMVP will process evacuees for sheltering and assign shelter.

4.3.11.2 ARC DMVP will maintain communications with DHSS at Station P5. DHSS will be advised concerning the evacuees that have been sheltered and to which shelters they have been sent.

4.3.11.3 ARC DMVP will maintain a log of all evacuees sheltered.

4.3.11.4 ARC DMVP will arrange for transportation to shelters, if needed.

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

4.0 FACILITY OPERATIONS (Continued)

Equipment / Supplies	Quantity
Binder Clips	2 boxes
Chairs	8
Communication Device	1
Pads (writing) (8 ½ x 11, 5 x 8)	2 each
Pen, pencils	1 box each
Pencil sharpener	1
Rubber Bands	1 box
Staplers	2
Staples	1 box
Station Sign	1
Table (large folding)	1
Tape Dispenser, Rolls of Tape	1 & 2
Waste Container (w/plastic liner)	1

4.4 After completing Registration and Sheltering (if needed), evacuees will exit the Smyrna Readiness Center, walk around the front of the Readiness Center, obtain their vehicles (if clean or decontaminated) and exit on Artesian Drive. Bus transportation will be provided to shelters as needed.

4.5 Security Table B:
Personnel:
1 DHSS, 1 ARC DMVP, 1 Crisis Counselor (DHSS).

4.5.1 Give available information and assistance.

4.6 Re-supply:
Personnel:
2 DNG
Protective clothing must be available for use when required to re-supply in a contaminated area or when evacuating contaminated materials.

Equipment	Quantity
Anti-C Suits	2
EW Kits, per SOP 801, Att. B4 & B5	1

4.6.1 Supply forms, clothing, towels, soap, plastic bags etc.

4.6.2 Remove contaminated clothing and other contaminated materials to storage area.

4.7 Operation Center:
Personnel:
4 DNG (Center Manager, Operations Officer, Communication NCO and NCOIC)

4.7.1 Maintain Communications with all stations.

4.7.2 Coordinate with all organizations involved.

4.8 Relief Squad:
Personnel:
Available DNG and DHSS personnel to relieve personnel at any station for short periods of time.

SOP 1300-C: EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE (Continued)

5.0 DEACTIVATION OF ERC at SMYRNA READINESS CENTER

5.1 DEMA will inform the JFHQ JOC to deactivate the ERC.

5.2 All ERC equipment and supplies are packed in the original containers and placed in the storage area. Radiation monitoring equipment is consolidated and prepared for transfer to DEMA for necessary repair and recalibration.

5.2.1 The Center Manager checks the equipment and supplies inventory list and prepares a memorandum for transmittal to DEMA for replenishment of necessary items.

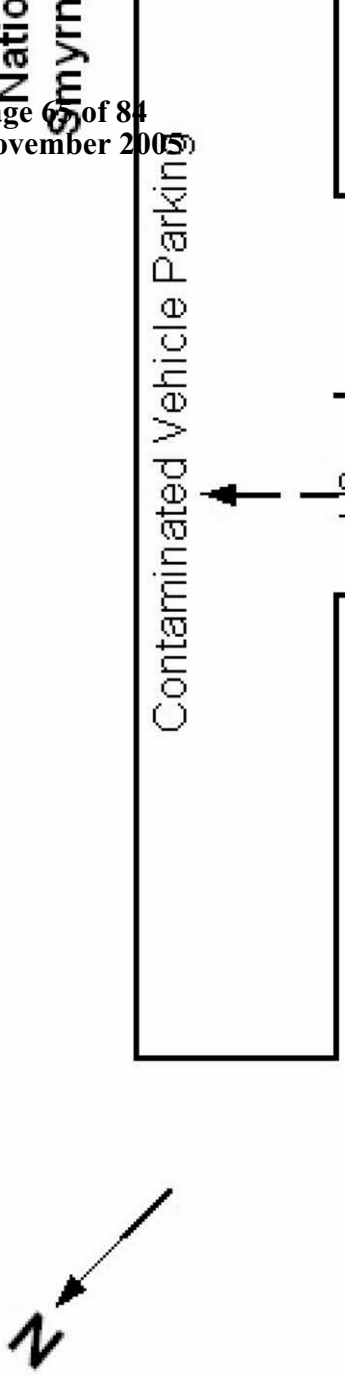
5.2.2 The Center Manager arranges for the storage, i.e., filing of yellow copies of the Vehicle and Evacuee Registration Forms and directs ERC personnel to report to their normal duty assignments.

5.3 All DNG Emergency Workers involved in contamination monitoring and/or decontamination operations will report to the EW Decontamination Facility at the Middletown Readiness Center.

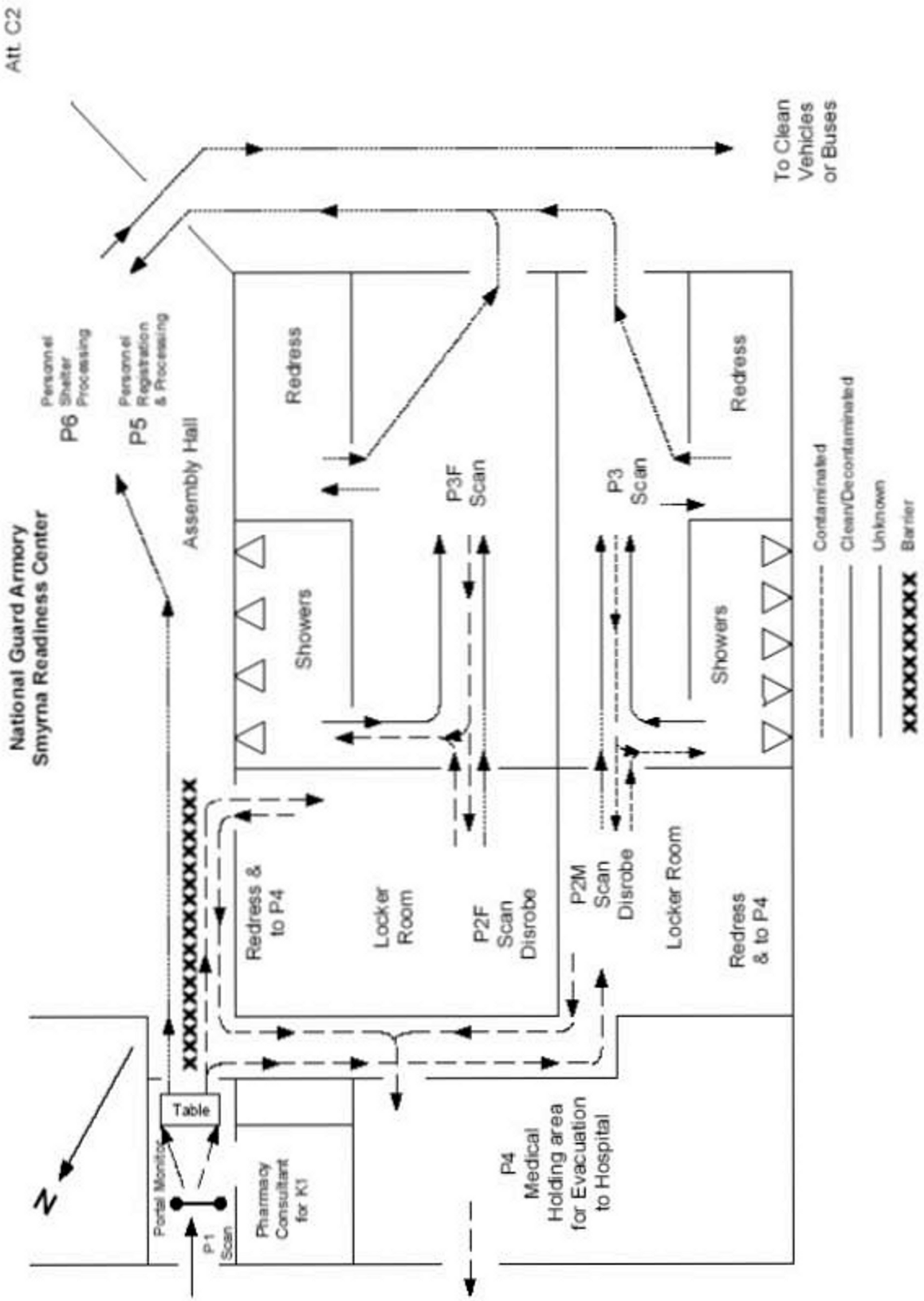
6.0 EVACUATION ROUTES

The evacuation routes from each of the Evacuee Reception Centers to the American Red Cross Care Centers, are contained in Attachment 1300-B4 through 1300-B9 and 1300-C3 through 1300-C20.

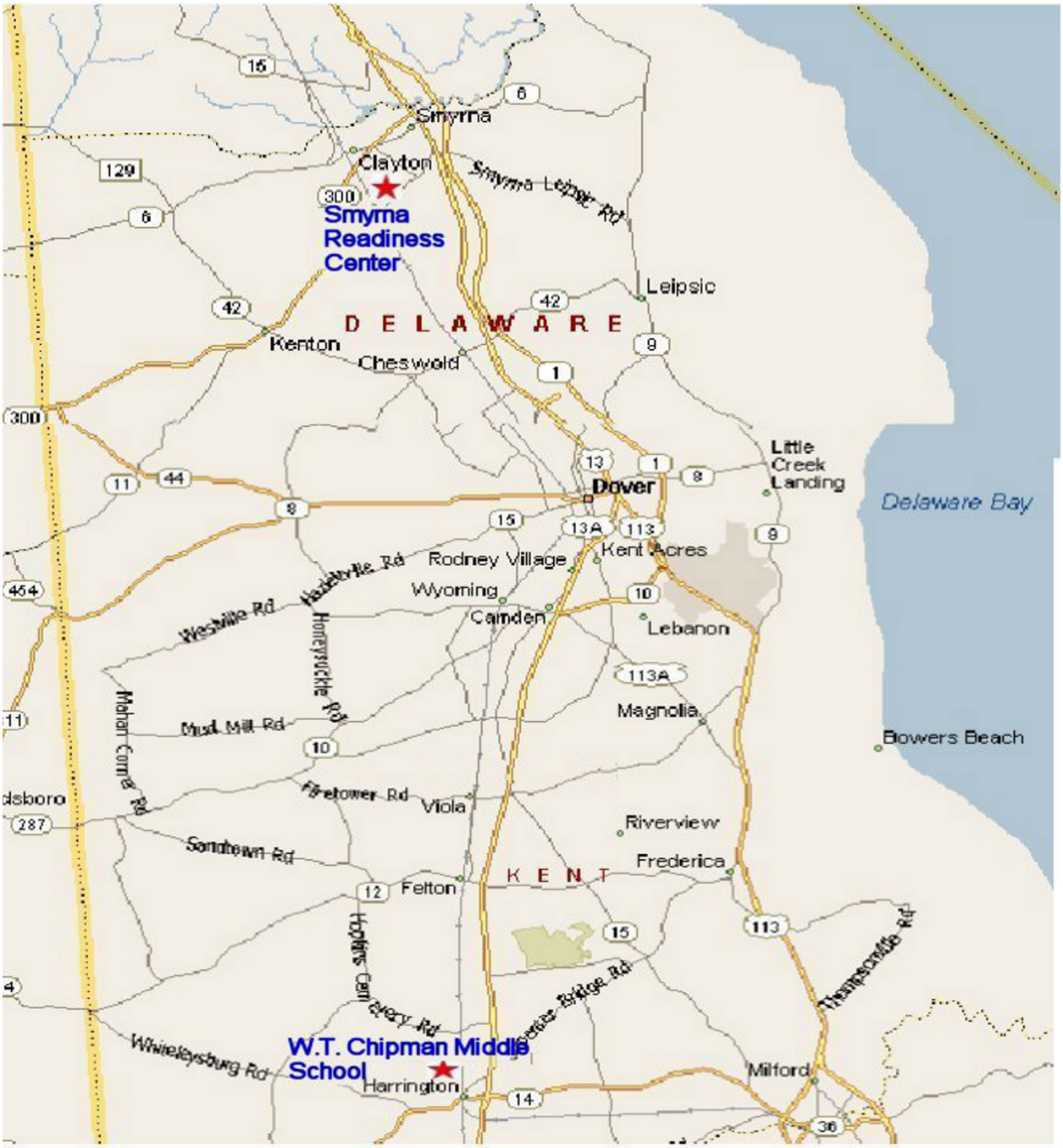
ATTACHMENT SOP 1300-C1
EVACUEE RECEPTION CENTER OPERATIONS
SMYRNA READINESS CENTER, SMYRNA, DE



ATTACHMENT SOP 1300-C2
SMYRNA READINESS CENTER, SMYRNA, DE
DECONTAMINATION OPERATION & PROCESSING, MALE & FEMALE

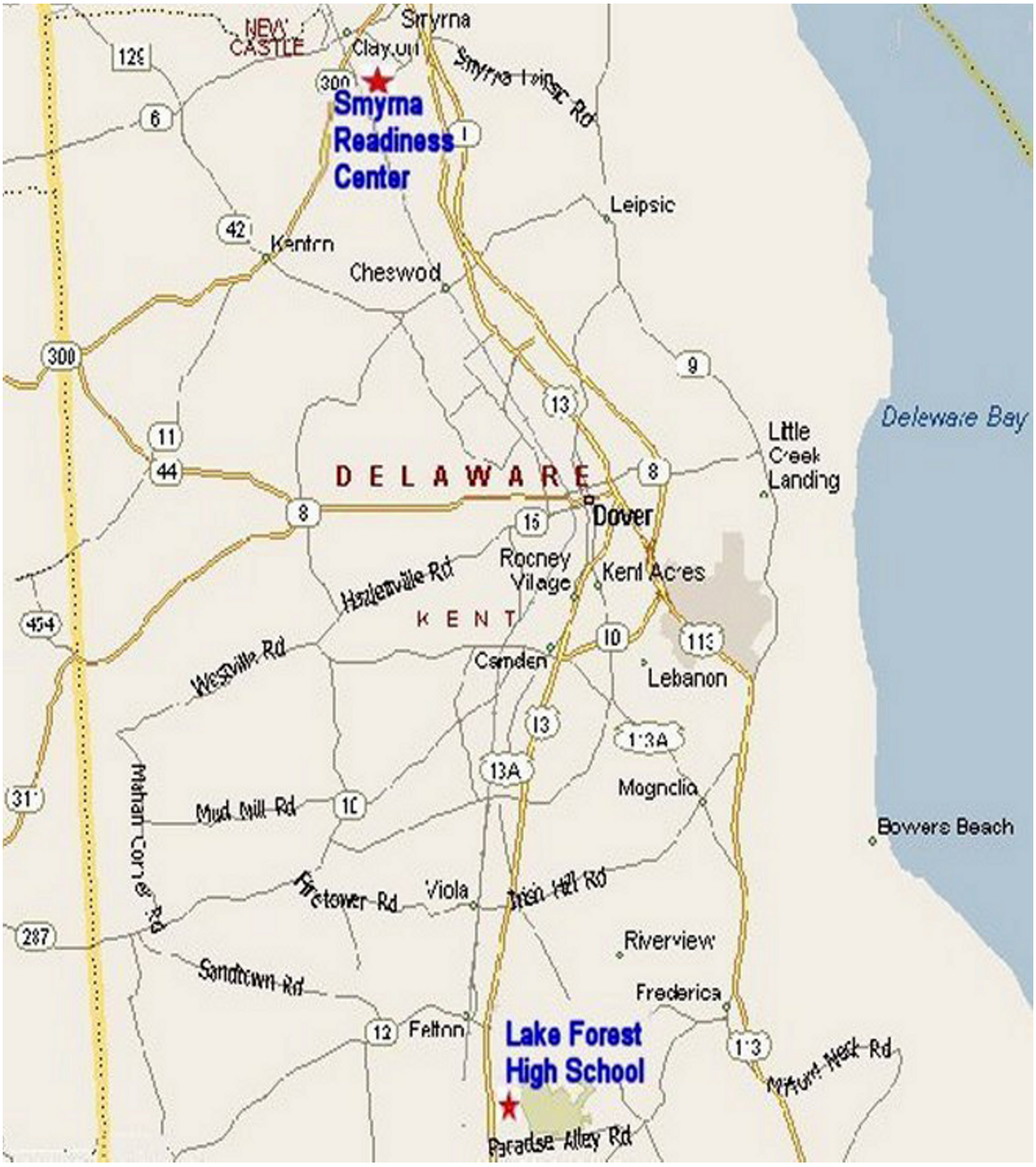


ATTACHMENT SOP 1300-C3
SMYRNA READINESS, SMYRNA
TO W.T. CHIPMAN MIDDLE SCHOOL



EXIT SMYRNA READINESS CENTER, TURNING LEFT ONTO ARTISAN DRIVE. TURN RIGHT ONTO WHEATLEYS POND ROAD (ROUTE 300). TRAVEL EAST ON ROUTE 300 TO ROUTE 13 SOUTH. FOLLOW ROUTE 13 SOUTH TO SOUTH SMYRNA ENTRANCE TO ROUTE 1 SOUTH. TRAVEL ROUTE 1 SOUTH TO EXIT 97 AT DOVER. FOLLOW EXIT ROAD TO ROUTE 13. TURN LEFT ONTO ROUTE 13 SOUTH TO HARRINGTON. EXIT RIGHT ON DELAWARE AVENUE (ROAD 35) TO CENTER STREET. TURN RIGHT (WEST) ONTO DORMAN STREET (THE 4TH STREET) TO W. T. CHIPMAN MIDDLE SCHOOL. TRAVEL DISTANCE APPROXIMATELY 32 MILES.

ATTACHMENT SOP 1300-C4
SMYRNA READINESS CENTER, SMYRNA
TO LAKE FOREST HIGH SCHOOL



EXIT SMYRNA READINESS CENTER, TURNING LEFT ONTO ARTISAN DRIVE. TURN RIGHT ONTO WHEATLEYS POND ROAD (ROUTE 300). TRAVEL EAST ON ROUTE 300 TO ROUTE 13 SOUTH. FOLLOW ROUTE 13 SOUTH TO SOUTH SMYRNA ENTRANCE TO ROUTE 1 SOUTH. TRAVEL ROUTE 1 SOUTH TO EXIT 97 AT DOVER. FOLLOW EXIT ROAD TO ROUTE 13. TURN LEFT ONTO ROUTE 13 SOUTH TO FELTON. CONTINUE SOUTH ON ROUTE 13 PAST FELTON TO ROAD 384. TURN LEFT AND TRAVEL EAST 3/4 OF A MILE TO LAKE FOREST HIGH SCHOOL (RIGHT HAND SIDE OF ROAD). TRAVEL DISTANCE APPROXIMATELY 28 MILES.