Emergency Response Procedure 001
Tank Farms Take Cover/Personnel Accountability/and Area Evacuation

Tank Farm Emergency Response Procedure

200E/200W

Changes “Other Than Inconsequential” Require These Additional Reviews:

Radiological Controls
Lee Livesey’s organization

USQ # GCX-2

<table>
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Table of Contents

1.0 INITIATING CONDITIONS 3

2.0 ACTIONS .................................................................................................................. 4
   2.1 Initial Actions ........................................................................................................ 4
   2.2 Follow-Up Actions .................................................................................................. 11

3.0 RECOVERY ............................................................................................................... 12
   3.1 Termination/Exit Criteria ..................................................................................... 12
   3.2 Re-Entry and Recovery ......................................................................................... 12
   3.3 Records .................................................................................................................. 13

Attachment 1 - Incident Command Post Accountability Checklist .................................. 14
Attachment 2 - 242-A Take Cover Procedure Duty Card ................................................. 16
Attachment 3 - 242-A Controlled Evacuation Duty Card ................................................. 18
Attachment 4 - 242-A Rapid Process Shutdown or Evacuation Duty Card ...................... 20
NOTE - Actions in this procedure can be performed in any logical order as directed by Central Shift Manager/Building Emergency Director (BED).

- This procedure is designed to be used by Central Shift Manager/BED or members of Emergency Response Organization.

- This procedure is not designed to be used as a stand-alone procedure. It is designed to augment DOE-0223, RLEP 1.1, Section 3.1 (as applicable) to provide information for evaluation of emergency action levels (EALs).

- This procedure applies to WRPS personnel and subcontractors doing work in 200 East Area, 242-A Evaporator, 200 West Area (exclusive of 222-S Laboratory), and the portion of 600 Area controlled by WRPS, (adjacent to 600 Area is defined as Route 4S and is the dividing line between 600 East and West). This procedure also applies to all equipment in these areas controlled by WRPS.

- The BED/Incident Commander has the authority to allow movement of personnel between buildings during a take cover if the event is at the Tank Farms or 242-A (DOE-0223, RLEP 1.1). The movement of personnel should be based upon safe routing, including radiological conditions, wind direction, etc.

- The CSM has to gain permission from the Emergency Operation Center (EOC) Protective Action Coordinator (PAC) to move personnel or relax protective actions if the event is not at the Tank Farms or 242-A. The PAC can be contacted at 376-8612 / 376-4712 / 373-1786 / 373-3876.

1.0 INITIATING CONDITIONS

- An event occurs at the Tank Farms or 242-A that requires the BED to place personnel in Take Cover
- An event occurs at the Tank Farms or 242-A that requires the BED to evacuate personnel
- CSM is notified of a Take Cover or Evacuation via the Hanford Site Emergency Alerting System (HSEAS) for an event NOT at Tank Farms or 242-A Evaporator.
  - Area sirens
  - Telephone Notification System
  - Computer Emergency Messaging
  - Commercial radio.
2.0 ACTIONS

2.1 Initial Actions

Initial Actions 1 - Take Cover for an event at Tank Farms or 242-A

2.1.1 IMPLEMENT protective actions:

2.1.1.1 CONTACT AND REQUEST Patrol Operations Center via 911 (373-0911 for cell phone) to activate the HSEAS (e.g., sirens, computer messaging, telephone, etc.) for 200 East and/or West Area take cover.

2.1.2 SECURE AND PLACE in safe configuration, any tank farm operations underway including, but not limited to the following:

- Waste tank transfer operations
- Waste tank sampling
- Tank/pit intrusive work
- 242-A Evaporator Operations (Attachment 2).

2.1.3 DIRECT personnel to shut down building ventilation.

2.1.4 IF securing building ventilation negatively impacts a facility, PERFORM alternate actions per approved procedures as appropriate.

2.1.5 DIRECT personnel to refrain from movement without approval from BED and/or Incident Commander.
2.1 Initial Actions (Cont.)

Initial Actions 2 - Take Cover for an event at Tank Farms or 242-A (Cont.)

2.1.6 DIRECT personnel to refrain from eating or drinking until an appropriate determination of event can be made.

2.1.6.1 IF refraining from eating or drinking could adversely affect health of personnel, FORWARD a request to the BED to relax protective action requirements.

2.1.7 IF the WRPS General Purpose Facility Building Warden contacts are needed, GO TO the BED Binder Tab ‘Building Warden List WRPS’.

2.1.8 BED ASSIGN a point of contact to perform the following:

   2.1.8.1 CONFIRM accountability, using Attachment 1 AND CONTACT the 242-A Shift Manager (SM) and the SM for each Farm to confirm accountability, (refer to the daily release sheet for the name and phone number of the SMs). The following are examples of resources the SM could use to identify potential workers:
   - Work packages,
   - Pre-job rosters,
   - Worker overtime lists,
   - Release sheet.

   2.1.8.2 NOTIFY IC or Operations Section Chief (OSC) of any personnel who are unaccounted for within affected area.
2.1 Initial Actions (Cont.)

Initial Actions 3 – Take Cover for an event NOT at Tank Farms or 242-A Evaporator.

2.1.9 SECURE AND PLACE in safe configuration, any tank farm operations underway including, but not limited to the following:

- Waste tank transfer operations
- Waste tank sampling
- Tank/pit intrusive work
- 242-A Evaporator Operations (Attachment 2)

2.1.10 DIRECT personnel to shut down building ventilation.

2.1.11 IF securing building ventilation negatively impacts a facility, PERFORM alternate actions per approved procedures as appropriate.

2.1.12 DIRECT personnel to refrain from movement.

2.1.13 DIRECT personnel to refrain from eating or drinking until an appropriate determination of event can be made.

2.1.13.1 IF refraining from eating or drinking could adversely affect health of personnel, FORWARD a request to the BED to relax protective action requirements.

2.1.14 CONTACT Protective Action Coordinator (373-1786, 373-3876, 376-8612, or 376-4712) for questions/concerns regarding take cover protective actions OR

IF no answer, CONTACT the POC on 373-3800.

2.1.15 IF the WRPS General Purpose Facility Building Warden contacts are needed, GO TO the BED Binder Tab ‘Building Warden List WRPS’.
2.1 Initial Actions (Cont.)

Initial Actions 4 – Take Cover for an event NOT at Tank Farms or 242-A Evaporator (Cont.)

CSM ASSIGN a point of contact to perform the following:

2.1.15.1 CONFIRM accountability, using Attachment 1 AND

CONTACT the 242-A Shift Manager (SM) and the SM for each Farm to confirm accountability, (refer to the daily release sheet for the name and phone number of the SMs). The following are examples of resources the SM could use to identify potential workers:

- Work packages
- Pre-job rosters
- Worker overtime lists
- Release sheet.

2.1.15.2 NOTIFY POC at 911 or 373-3800 of any personnel who are unaccounted for within affected area.
2.1 Initial Actions (Cont.)

Initial Actions 5 – Hanford Site or Area Evacuation

NOTE - Hanford site or area evacuation may be accomplished by a combination of government and private vehicles. If insufficient vehicles are available, BED can coordinate response of additional transportation assets through the Hanford Emergency Operations Center (EOC).

- The Hanford EOC staff is responsible for planning and coordinating area and Hanford Site evacuations.

- Evacuation of personnel located in mobile offices and administrative offices is not under the control of the Area or Central Shift Manager/BED. This activity will be coordinated by the Hanford EOC and HSEAS system.

Special Instructions:

- “Immediate Evacuation” - If the hazard requires an immediate evacuation, the EOC Message should include instructions to evacuate immediately with no personnel accountability.

- “Standard Evacuation” - If time allows, determine if it's appropriate to direct personnel to their staging areas, complete facility accountability and depart the area via the stated evacuation route or accomplish accountability under take cover before departing the area via the stated evacuation route. Include applicable instructions in the EOC message.

- If staging areas are not habitable and an evacuation with personnel accountability is required, include the route to the survey area in the EOC message.

2.1.16 DETERMINE from the Hanford EOC if it is an immediate evacuation or a standard evacuation.

2.1.16.1 IF an immediate evacuation, FOLLOW directions from the Hanford EOC.
2.1 Initial Actions (Cont.)

Initial Actions 6 – Hanford Site or Area Evacuation (Cont.)

2.1.17 IF a standard evacuation, IDENTIFY Staging Area Location(s):

2.1.17.1 COLLECT meteorological weather data (contact Hanford Meteorological Station (HMS) or use local wind observations at event scene).

NOTE - Depending on event conditions alternate staging areas may be determined and communicated to personnel with initial evacuation direction.

2.1.17.2 DETERMINE staging area location(s) and safe routes of travel from mobile offices, change trailers, and instrument buildings.

2.1.17.3 PERFORM the following on a facility map:

NOTE - The following Sub-Steps a through c may be worked in any logical order or in parallel.

a. CIRCLE appropriate staging area(s).

b. IDENTIFY safe route(s) of travel.

c. IDENTIFY roadblock locations (if used).
2.1 Initial Actions (Cont.)

Initial Actions 7 – Hanford Site or Area Evacuation (Cont.)

2.1.18 CONDUCT facility-by-facility evacuation to Staging Area:

NOTE - Personnel evacuations require BED and/or Incident Commander approval and shall be coordinated with Hanford EOC Protective Action Coordinator (373-1786, 373-3876, 376-8612, or 376-4712).

2.1.18.1 IF requested by Hanford Patrol, PROVIDE support to dispatch roadblocks (if necessary) to ensure evacuating personnel do not enter affected area.

2.1.18.2 COORDINATE staging area location and safe route of travel with personnel located within facilities listed on Attachment 1.

2.1.18.3 DIRECT 242-A Evaporator to evacuate per Attachment 3.

2.1.18.4 ENSURE all personnel required to evacuate have been accounted for.

2.1.18.5 WHEN directed by the Hanford EOC, PERFORM the following:

a. REQUIRE personnel respond to a designated area for survey prior to releasing.

b. RELEASE personnel from the Hanford Site using established safe route of travel.

2.1.18.6 IF additional transportation is needed for evacuating personnel NOTIFY Hanford EOC.
2.1 Initial Actions (Cont.)

**Initial Actions 8 - 242-A Rapid Process Shutdown or Evacuation**

2.1.19 **ENSURE** control room operator performs evacuation actions.

2.1.20 **IF** process operations are in progress, or as directed by Shift Manager, **ENSURE** operations are terminated by activation of the C-A-1 vessel seismic dump system (emergency shutdown) in control room or on the south side of 242-A building.

2.1.21 **ENSURE** all personnel have evacuated building to designated 242-A Evaporator Staging Area or a safe upwind location.

2.1.22 **SEGREGATE** workers in PPE to minimize potential cross-contamination.

2.1.23 **NOTIFY** CSM/BED if HPT support is needed.

2.1.24 **COMPLETE** a personnel accountability assessment at the earliest time possible to include non-essential personnel relocated and essential personnel still remaining in the facility.

2.1.25 **NOTIFY** CSM or BED/IC/OSC of accountability assessment results including any missing/injured personnel.

2.2 Follow-Up Actions

**NOTE** - Follow-Up action is the same for both Take Cover and Evacuation.

2.2.1 **EVALUATE** need for an event investigation per TFC-OPS-OPER-C-14.
3.0 RECOVERY

3.1 Termination/Exit Criteria

Termination/Exit Criteria for Take Cover

- The event or condition requiring Take Cover has been contained, and there is no risk of an airborne exposure to hazardous materials
- CSM/BED is notified via the HSEAS that take cover has been lifted:

Termination/Exit Criteria for Evacuation

- The event of condition requiring evacuation has been contained
- CSM/BED is notified via the HSEAS that evacuation has been cancelled
- Area evacuation has been completed.

3.2 Re-Entry and Recovery

None for either Take Cover or Evacuation.
3.3 Records

3.3.1 PERFORM the following for records identified within this procedure.

3.3.1.1 RECORD the number of times the record was generated in applicable column

OR

PLACE a check mark (✓) in the N/A column.

3.3.1.2 SUBMIT the package for verification of completed records.

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<tr>
<th>Records Submittal Checklist</th>
<th>Number of times completed</th>
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<tr>
<td>Attachment 1 - Incident Command Post Accountability Checklist</td>
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<tr>
<td>Attachment 2 - 242-A Take Cover Procedure Duty Card</td>
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<td>Attachment 3 - 242-A Controlled Evacuation Duty Card</td>
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<td>Attachment 4 - 242-A Rapid Process Shutdown or Evacuation Duty Card</td>
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FWS/OE/Shift Manager SEND the completed records to the Central Shift Office for records retention

______________________________________________ /  ______________________________ /  
Signature                                      Print (First & Last)                      Date
FWS/OE/Shift Manager

The record custodian identified in the Company Level Record Inventory and Disposition Schedule (RIIDS) is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.
## Attachment 1 - Incident Command Post Accountability Checklist

### 200E Tank Farm Facilities

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## Attachment 1 - Incident Command Post Accountability Checklist (Cont.)
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**Backshift and Weekends Perform the Following Accountability**

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<td>222-S Laboratory Complex</td>
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_________________________ / ______________________ / __________
Signature                   Print (First & Last)           Date
FWS/OE/Shift Manager
Attachment 2 - 242-A Take Cover Procedure Duty Card

**TIMELINE**

**TAKE COVER ORDER**
- Central Shift Manager/BED Order
- Area sirens

**PLACE** Process Operations in Recirculation – With Vacuum or Recirculation Without Vacuum as directed by Shift Manager per TO-600-060

**DIRECT** facility personnel to the lunch room.

**DIRECT** operator to ensure all exterior doors are CLOSED.

**Assign** access controllers at doors.

**SHUTDOWN** K2 ventilation system at the following locations on MCC 1:
- K2-5-1 cubicle E3

**SHUTDOWN** K1 supply fan K1-5-1 at MCC 1, cubicle E4.

**ENSURE** switches for the following building HVAC systems are in the OFF position:
- K2-5-3 located inside men’s change room
- Room 8 wall A/C
- Lunch room wall A/C
- Shift Office Heat Pump
- Control Room recirculation fans at ACU-1 and ACU-2 in MUX Room

**WARNING** Operation of K1-5-2 or K1-5-3 exhaust fan is required to maintain facility containment.
Emergency Response Procedure 001
Tank Farms Take Cover/Personnel Accountability/and Area Evacuation

Attachment 2 - 242-A Take Cover Procedure Duty Card (Cont.)

TIMELINE

CONTACT Shift Manager when actions are completed and follow instructions.

Evacuation Ordered?

No

PROCEED to TF-ERP-001 for Recovery Actions

Yes

PROCEED to TF-ERP-001 for controlled Evacuation per Attachment 3
Emergency Response Procedure 001
Tank Farms Take Cover/Personnel Accountability/and Area Evacuation

Attachment 3 - 242-A Controlled Evacuation Duty Card

**TIMELINE**

- EVACUATION ORDER
  - HSEAS (TNS/CEM) Message *
  - Central Shift Manager/BED Order
  - 200 East Area Evacuation
  - Alarm sounds (Steady Siren)
  - OR
  - Unsafe conditions exist

- Are conditions life threatening?
  - YES
    - STOP AND GO TO Rapid Evacuation Duty Card.
  - NO
    - DIRECT Non-Essential personnel to EVACUATE the building to one of the following (as applicable) and segregate personnel if required to prevent cross contamination:
      - Appropriate staging area
      - Safe upwind location specified by Shift Manager/BED
    - DIRECT operators and HPTs (if required) to the Control Room to assist with shutdown duties.
    - IF required, DON PPEs.
    - IF process operations are in progress and time allows
      - PERFORM a Controlled Shutdown per TO-600-060.
    - OTHERWISE
      - PUSH the C-A-1 vessel seismic dump system located by the Control Room exit door(s).

- IF necessary to support safe plant conditions ISOLATE utilities per TF-AOP-EVAP-001.

* HSEAS = Hanford Site Emergency Alerting System
  TNS = Telephone Notification System
  CEM = Computer Emergency Messaging System

---

* A Farm Complex
  Parking Lot
  242-A
  4th Street
  Primary Staging Area
  Secondary Staging Area
PERFORM a search to ensure all personnel have evacuated.
- DO NOT search unsafe areas.
- DO NOT enter radiation areas.
- USE PAX to notify personnel in Condenser Room.
- IF injured personnel are found, IMPLEMENT first aid, AND REQUEST medical assistance from Control Room via 911.

WHEN search is completed, ACCOUNT for personnel.

OBTAIN the following:
- 2 way radios
- Staging area equipment bag.

CONTACT Shift Manager when actions are completed, AND FOLLOW instructions.

STANDBY at safe upwind location, AND CONTROL access to facility.
Emergency Response Procedure 001
Tank Farms Take Cover/Personnel Accountability/and Area Evacuation

Attachment 4 - 242-A Rapid Process Shutdown or Evacuation Duty Card

TIMELINE

DIRECT all personnel to EVACUATE the building to one of the following locations as applicable and segregate personnel if required to prevent cross contamination:
- Evaporator staging area
- Safe upwind location specified by Shift Manager/BED

OBTAIN the following:
- 2 way radios
- Staging area equipment bag.

IF process operations are in progress, PUSH C-A-1 vessel seismic dump system button located by the Control Room exit door(s), AND EVACUATE the facility.

ACCOUNT for personnel.

CONTACT Shift Manager when actions are completed AND FOLLOW instructions.

STANDBY at safe upwind location AND CONTROL access to facility.