

STATE OF VERMONT

RECEPTION CENTER

AT

BELLOWS FALLS UNION HIGH SCHOOL

RECEPTION CENTER PLAN

PREPARED FOR

THE STATE OF VERMONT

BY

VERMONT YANKEE NUCLEAR POWER CORP.

WITH THE ASSISTANCE OF

TOWN OF WESTMINSTER, VERMONT

STATE OF VERMONT RECEPTION CENTER PLAN

The attached radiological emergency response plan for use of the Bellows Falls Union High school as a State of Vermont Reception Center is hereby approved:

William Noyes, Chair
Westminster Board of Selectmen

Date

Jane Kitchel, Secretary
Vermont Agency of Human Services.

Date

Leonard Brown, Superintendent
Windham Northeast Supervisory Union

Date

Edward von Turkovich
Director, Vermont Emergency Management

Date

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Emergency Plan Coordinator, Vermont Yankee	18
District Director, Department of Social Welfare	19
State Coordinator, American Red Cross	20
Division of Occupational and Radiological Health, VT Health Department	21
Division of Occupational and Radiological Health, VT Health Department	22

11.0 RECEPTION CENTER PLAN

A. Purpose

This Plan outlines the actions to be followed by emergency response personnel at the Bellows Falls Union High School (BFUHS) if an evacuation of the Emergency Planning Zone (EPZ) around the Vermont Yankee Nuclear Power Plant in Vernon, Vermont was to occur. Based on FEMA concept of “all hazards” planning, this plan can be adapted to use the Reception Center for any hazard requiring evacuation.

The Plan identifies the local, state and federal agencies and private organizations responsible for planning and implementing Reception Center operations, and designates specific responsibilities and methods for implementation of the Plan.

The Plan was prepared using guidelines established by the Federal Emergency Management Agency (FEMA) and by the US Environmental Protection Agency (EPA), and is consistent with the Vermont State Radiological Emergency Response Plan (RERP). As the Plan meets federal guidance for nuclear based Reception Center operations, it may also be used during a natural or other technological disaster as a regional Reception Center.

B. Introduction

Reception Centers are established to provide assistance to evacuees leaving the Plume Exposure EPZ around nuclear power plants in the event an evacuation is ordered by the Governor. The primary functions of a Reception Center are to receive evacuees from an evacuated area, perform registration and reunification services, and if needed perform radiological monitoring and decontaminations services. The Vermont State Reception Center serves as the host center for the 5 towns in Vermont that are part of the Vermont Yankee EPZ. The towns are Vernon, Brattleboro, Dummerston, Guilford and Halifax. Evacuees who may require temporary shelter are referred by Reception Center registration staff to congregate care shelters operated by the American Red Cross (ARC).

The Reception Center is staffed with a basic compliment of emergency management officials at the ALERT emergency classification level. If schools are in session, the Governor may order a precautionary transfer of school children in the EPZ area. Therefore, when schools are in session, additional staff may be called in to the Reception Center at the ALERT classification to help with processing school children should the need arise. Full center activation occurs at the SITE AREA EMERGENCY or higher classification even if an evacuation is not needed.

The staff called in at the ALERT classification to help with processing school children is referred to as Phase I staffing.

Radiological monitoring and decontamination (RM&D) functions are established within the Reception Center at a Site Area or General Emergency classification. RM&D functions are conducted by local emergency response personnel under the direction of a state or a Vermont Radiological Health Specialist. RM&D functions are only activated if there has been a suspected or confirmed release of radiation from VY. It is anticipated that the Reception Center will remain open for only a short period of time (estimated to be 24-48 hours) for the registration and reuniting of evacuees, and for RM&D functions if required. State and local officials, with federal assistance, will conduct radiological surveys of the school, both inside and out, decontaminate the facility as necessary and restore the facility to its original pre-emergency condition. Facility restoration may take an additional several days to accomplish.

C. Background, Situations and Assumptions

(1) Background

Vermont Yankee (VY) is located in Vernon, Vermont. Westminster lies to the north of VY, approximately 13 miles beyond the 10 mile plume exposure EPZ established around the plant.

The town of Westminster has been designated as a reception center/host community to receive residents who may be evacuated due to a radiological emergency at VY, or due to natural or technological hazards that may occur elsewhere, forcing people to evacuate.

(2) Situations and Assumptions

Westminster town resources will be augmented by the state of Vermont, the surrounding communities including Bellows Falls, Rockingham and Saxtons River, as well as by local and state private organizations, such as the American Red Cross.

For planning purposes, it is assumed that the Reception Center staff would have to cope with 20 percent of the permanent resident and transient populations during the summer months (when schools are NOT in session), and 20 percent of the permanent resident population minus the school population, PLUS 100 percent of the school population the rest of the year (when schools are in session - Monday-Friday, 0700-1600 from September to June).

It is assumed for planning purposes that most evacuees will arrive at the Reception Center in privately owned vehicles. School children, if transferred to the Reception Center as a precautionary measure, will arrive in large groups in public transportation vehicles, such as school busses. EPZ Residents without private transportation, or unable to use private transportation, will also arrive via public transportation. Table 1-1 depicts the resident, school and transient population of the Vermont portion of the VY EPZ.

D. Authorities

Vermont Statutes Annotated, Chapter 1, Title 20.

NUREG 0654/FEMA REP 1, "Criteria for Preparation and Evaluation of RERPs and Preparedness in Support of Nuclear Power Plants."

**TABLE 1-1
EPZ POPULATION STATISTICS**

TOWN	YEAR ROUND POP.(1)	SCHOOL POP. (2)	TRANSIENT POP. (3)	20% to BFUHS SUMMER (4)	20% to BFUHS SCHOOL YEAR (5)
BRATTLEBORO	12,055	2,769	5,500	7911	4626
DUMMERSTON	1,915	220	20	403	559
GUILFORD	2,046	272	0	409	627
HALIFAX	782	85	0	156	224
VERNON	2,141	241	320	748	621
TOTALS	18,939	3,587	5,840	9627	6657

NOTES AND CALCULATION EXPLANATIONS

- (1) Year round (YR) population statistics taken from 2000 census data, and from 2000 EPZ Transportation Needs Assessment. NOTE that year round population includes all school age children in the Vermont portion of the EPZ. School year defined as September - June, Monday through Friday, 0700-1600).
- (2) School population figures taken from public school enrollment figures from the 2000 EPZ Transportation Needs Assessment.
- (3) Transient Population figures taken from VY 1990 ETE Update Study.
- (4) During the summer months, when schools are not in session but transient populations are at their peak, a total of 20 percent of YR population plus 100 percent of the transient populations are expected to arrive at the BFUHS Reception Center. (From FEMA REP-14).
- (5) During the school year, we take the year round population and subtract the school population, and then take 20 percent of that number. We then add back in 100 percent of the school population. This assumes 100 percent evacuation or precautionary transfer of school children and 20 percent of the adult year round population will proceed to the Reception Center (from FEMA REP-14).

ASSUMPTIONS USED IN THIS PLAN

- Based on these estimated population numbers in the above chart, the following assumptions were used to determine total staffing requirements for the BFUHS Reception Center:
- a. Average through put of a portal monitor is nominally set at 5760 people, which assumes a monitoring rate of 8 people per minute processing through the monitor x 60 minutes/hr x 12 hours. As portal monitors vary in design, so will the actual rate vary. NOTE that 12 hours is the number used by FEMA for planning purposes in FEMA REP-14 and REP-15.
 - b. Each arriving vehicle will contain an average of 2.5 evacuees. Therefore the maximum expected vehicle arrival numbers are 3851 vehicles when school is not in session, and 2663 vehicles when school is in session.
 - c. An average of 2 minutes is needed to hand monitor each evacuee at a secondary monitoring station.
 - d. A two person vehicle monitoring team can process (monitor and cover forms and METTAGS) one vehicle in two minutes.

12.0 CONCEPT OF OPERATIONS

A. Overview

The most likely scenario for the use of the Vermont State Reception Center is for a precautionary transfer of school children and a precautionary evacuation of others within the VY EPZ. The purpose of evacuation is to remove people from a hazard area BEFORE the hazard arrives. In such a case, the registration and reunification functions of the Reception Center will be activated and used. The RM&D functions may be established but never implemented, as evacuees should arrive (or least leave the EPZ area) before a release of radioactive material occurred. The Plan however, assumes that a complete evacuation does not occur prior to the arrival of the plume of radioactive material, and some evacuees will require radiological monitoring and decontamination.

Figure 2-1 is a flow chart that depicts the overall Concept of Operations at the Vermont State Reception Center.

B. Assignments and Responsibilities

(1) Integrated Command and Control Structure

The BFUHS Reception Center is managed using the Incident Command System (ICS). The Reception Center organization is staffed by local, school, state, American Red Cross and other volunteer personnel.

(2) Key Assignments and Responsibilities

The Reception Center Director (RCD) is responsible for the overall direction and control of activities at the Reception Center. The RCD serves as the Incident Commander (IC) in charge of all Sections (Operations, Logistics, Planning and Administration).

The Human Services Coordinator at the State EOC in Waterbury, VT. is responsible for contacting the Superintendent of Schools, Windham Northeast Supervisory Union, and requesting the early dismissal of students at BFUHS and surrounding schools in a nuclear or other emergency.

Specific EOC and Reception Center assignments and responsibilities are discussed in detail in chapter 3 of this Plan.

C. Notification and Communications

Upon declaration of an ALERT or higher emergency, the Reception Center Manager or his designated backup is notified by the State of Vermont Incident Field Office (IFO) in Dummerston, and begins to activate the Reception Center with key staff. The Reception Center Manager is also a Vermont Yankee pager carrier and receives notification via the Vermont Emergency Management paging system. Phase 1 emergency staff are requested to respond if schools are in session and a precautionary transfer of school children may be ordered. Upon declaration of or escalation to a SITE AREA or GENERAL EMERGENCY, all staff responds to the Center and assume the responsibilities described in Chapter 3 of the Plan.

Notification methods and communications systems are discussed in greater detail in Chapter 4 of this Plan.

D. Facilities, Equipment and Resources

(1) General Facility Operations

Certain equipment is permanently stored at the school and at the Westminster fire station for use by emergency responders. The State of Vermont is responsible for staffing the reception center with local emergency response personnel from Westminster and the surrounding communities, who perform traffic control, RM&D, logistics, medical and other key reception center functions.

RM&D equipment and other RC supplies are stored at the Westminster Fire Station and the Dummerston IFO, and are transported to the Reception Center at the ALERT or higher classification in accordance with IFO Implementing Procedures.

The Town of Westminster, Westminster Fire Department, other regional mutual Aid Departments, the State of Vermont and the ARC provide staff to help manage the Reception Center, and to provide reunification and crisis counseling services to evacuees.

Key management staff from the school, under the direction of the Principal or the Director of Buildings and Grounds, may also assemble at the Reception Center to assist with building services, food services, and other vital functions.

Chapter 5 of this Plan more completely describes the facilities, equipment and resources available at the Vermont State Reception Center.

(2) Emergency Worker Monitoring and Decontamination Operations

The BFUHS is designed and equipped primarily to serve as the host reception center for evacuees from the VY Emergency Planning Zone (EPZ). A part of that function is to provide radiological monitoring and decontamination services if a release of radiation has occurred during the evacuation process. The Reception Center staff and designated equipment may also be used as necessary to monitor and decontamination emergency workers from the EPZ as they arrive at the Reception Center upon completion of their radiological emergency response duties, if an Emergency Worker Rad. Monitoring and Decontamination (EWRM&D) Center is not established in or near the EPZ.

E. Radiological Monitoring and Decontamination Operations

Evacuees who may be contaminated with radioactive material first have their vehicles monitored for contamination when they arrive at the Reception Center. Local emergency workers from Westminster and surrounding communities provide this function. Cars are separated based on whether they are found to be “clean” or “contaminated”. For the purposes of this Plan, “contaminated” is considered 100 Counts Per Minute (CPM) or higher over background as read on a portal radiation monitor or a hand held CDV-700 or equivalent monitor. All evacuees are provided with a METTAG, which helps track the person and belongings through the Reception Center process. Evacuees with METTAGs then proceed to the BFUHS gymnasium where they may be monitored for radiation by walking through a portal radiation monitor. If the monitor alarm does not sound, evacuees are directed to proceed to the Registration Area where they register and are provided with social and reunification services as needed.

If the portal radiation monitor does alarm, evacuees are thoroughly monitored by hand held radiation friskers. If contamination at or above 100 counts per minute (CPM) over local background radiation levels is detected, evacuees will be sent to the Decontamination Area where they will be decontaminated by other trained RC staff.

Vehicle and animal decontamination efforts are not part of Reception Center operations. Such efforts will occur under the supervision of the State Radiation Health Specialist, and may happen after demobilization of the RC or concurrently with RC operations.

Chapter 6 of the Plan describes in detail the RM&D process.

F. School Children

If schools are in session during a nuclear power plant emergency, the Governor may order a precautionary transfer of school children to the Reception Center. If there has been any indication of a release of radiation the busses, upon arrival at the RC, will be monitored. Up to 70 busses may be expected depending on the scope of the evacuation or precautionary transfer. If contamination is found then decontamination procedures will be utilized prior to processing. If no decontamination is found, then the occupants will be processed by registration and Red Cross staff. The bus driver or other adult on the bus will be given a METTAG that will represent all the children on the bus and will deliver the bus roster to the Reception Center registration staff (for family reunification services purposes) and then be given directions about what to do. Busses may be directed to a nearby Red Cross Congregate Care facility, where students will be picked up after the parents have been processed through the RC. Parents are monitored at the RC first and then directed to where their children are.

G. Support Services

Local officials supply key support services staff, to assist with support functions such as food service for emergency workers and evacuees, traffic control, transportation, animal control and other logistical support services.

State officials from the Agency of Human Services provide key support services such as crisis counseling, reunification support and other functions as needed.

The regional chapter of the American Red Cross provides registration assistance and coordination, supervises reunification services, and provides liaison services between the Reception Center and the ARC operated congregate care facilities.

Chapter 7 of the Plan describes in greater detail these support services.

H. Facility Demobilization

The Reception Center Director is responsible for overseeing the demobilization of the support staff at the BFUHS Reception Center.

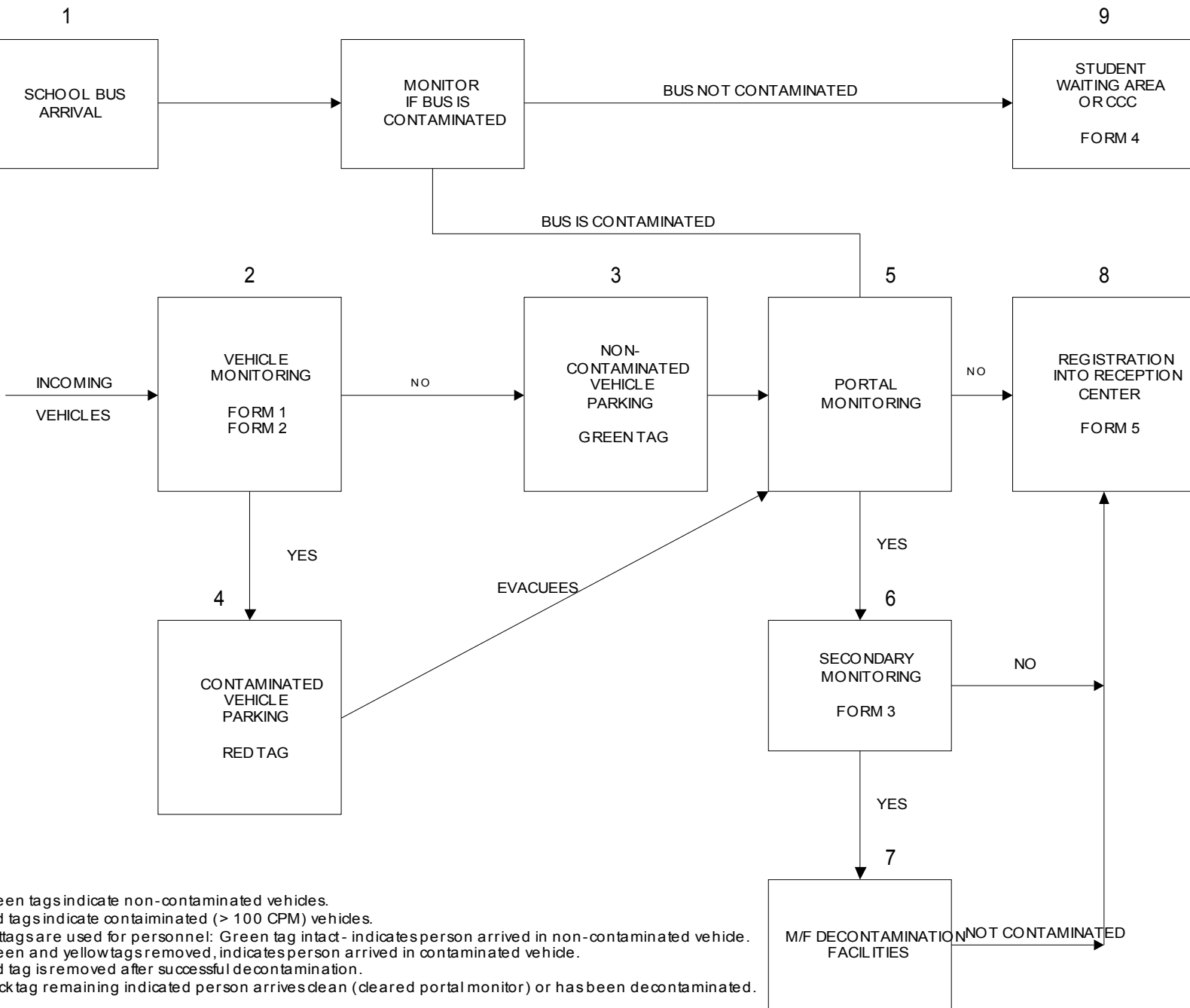
Generally, demobilization will be done on a gradual basis, as evacuee through-put rates slow down and taper off, and as services are no longer required. Demobilization will be coordinated with and approved by the State EOC in Waterbury.

Demobilization activities include collection of all forms (registration, contamination, vehicle logs, dosimetry records, registration forms, etc.) and all

equipment used. Inventory lists used by the Loadmaster to deliver initial equipment will be used to conduct a final inventory of equipment.

The RC staff will coordinate with the State Radiological Health Specialist regarding the disposition (including decontamination) of any evacuee belongings/clothing/vehicles still remaining at the RC. Post emergency radiation teams from local, state, federal and utility sources will thoroughly monitor all parts of the BFUHS used for processing potentially contaminated evacuees, and determine methods needed to decontaminate the building, walkways, grounds and parking areas so that the full facility may be returned to its pre-emergency condition.

**FIGURE 2-1
RECEPTION CENTER FLOW CHART**



FLOW CHART NARRATIVE

Block 1 School Bus Drop-Off Point

Incoming student buses will arrive at the School Bus Drop-off Point. Monitoring personnel with CDV-700 or equivalent instruments will monitor students for radiological contamination only if the bus is found to be contaminated. One METTAG will be issued to the bus driver or other

adult on the bus. Students found not contaminated will be directed to a Red Cross CC Center to await pick up by parents. Should (a) student(s) be found by monitoring personnel to be contaminated, the student(s) will be transported in the bus to the Contaminated Vehicle Parking Area. A red tag will be affixed adjacent to the green tag on the bus to indicate assumed internal bus contamination. Once at the Contaminated Vehicle Parking Area, students will be directed to the Portal Monitoring Area for processing. Following monitoring, any unaccompanied minor with contamination levels which exceed 100 CPM above background will be decontaminated under staff supervision.

Block 2 Vehicle Monitoring Point

Incoming vehicles will be directed to the Vehicle Monitoring Point and formed into lanes in accordance with plan. Monitoring personnel with CDV-700 or equivalent instruments will monitor vehicles for radiological contamination. Red dot stickers will be placed on contaminated vehicles and green dot stickers will be placed on clean vehicles. Non-contaminated vehicles will be directed to the Non-contaminated Vehicle Parking Area. Contaminated vehicles will be directed to the Contaminated Vehicle Parking Area. Non-contaminated or contaminated special vehicles (police vehicles, ambulances, busses, etc) will be directed to appropriate locations for effective processing and disposition. The Evacuee Information Letter (Form 1) will be provided to drivers. A METTAG will be provided to each vehicle occupant. Reception Center staff will log all vehicles monitored on the Vehicle Monitoring Report Form (Form 2).

Block 3 Non-Contaminated Vehicle Parking Area

Vehicles arriving at the Non-contaminated Vehicle Parking Area will be locked or secured and keys retained by the operator. Individuals arriving at Non-contaminated Vehicle Parking are assumed to be clean. They will be directed to the Green Tag Entrance to the Bellows Falls Union High School gym.

Block 4 Contaminated Vehicle Parking

Vehicles arriving at the Contaminated Vehicle Parking Area will be left unlocked with keys in the ignition. Individuals arriving at Contaminated Vehicle Parking Area are assumed to be contaminated. They will be directed to the Red Tag entrance for processing.

Block 5 Portal Monitoring Point

Examination of individuals for radiological contamination will be accomplished by the use of one or more portal radiation monitors. Contaminated individuals (i.e. the portal monitor alarms) will be directed to the Secondary Monitoring Area. Non-contaminated individuals will be directed to the School Auditorium for registration.

Block 6 Secondary Monitoring

Monitoring personnel using CDV-700 or equivalent instruments will monitor individuals at the Secondary Monitoring Area to determine contamination levels and, for those found contaminated, to determine the requirement for local (partial body) or general (whole body) decontamination processing. Non-contaminated individuals will be directed to the Reception Center/Student Waiting Area. Those contaminated individuals determined to require local body decontamination will be directed to the male or female Decontamination Area for processing.

Block 7 Decontamination Male/Female

Upon arrival at the Decontamination Area, evacuees will be provided decontamination supplies, guidance, and assistance by decontamination technicians. Contaminated clothing, personal items and equipment will be bagged, tagged and a copy of Form 4, Personnel Decontamination Report, provided to individuals. The contaminated materials will be stored in a secure contaminated storage area. The decontamination process will involve wash down and cleaning of that area of the body identified as contaminated. Following the wash down and cleaning of the contaminated body area, the individual will be directed to the Decontamination Area Monitoring Point. Those individuals requiring further decontamination, as directed at the Decontamination Monitoring Point, will be directed to repeat the washing process with special attention and guidance from a decontamination technician.

Radiological monitoring with CDV-700 with pancake probe or equivalent instruments at the Decontamination Area Monitoring Point serves to confirm the effectiveness of the decontamination process. Non-contaminated individuals will be provided replacement clothing and directed to the Reception Center/Student Waiting Area. Those individuals found contaminated after the decontamination process will be directed to repeat the process and be monitored again.

Unresolved contamination problems will be brought to the attention of the State Radiation Health Specialist who, in consultation with the Decontamination Team Leaders and with State EOC Rad Health Coordinator/Advisor, will determine appropriate guidance and/or disposition for the individual.

Block 8 Reception Center Registration

With the exception of incoming students, all individuals who have been monitored and have a BLACK METTAG will register, using the Reception Center Registration Form (Form 3) or equivalent, and be processed, as appropriate, at the Reception Center. Information on status, locations or disposition or registration personnel will be maintained for easy access. Individuals and families may elect to be provided ARC congregate care support or to proceed to accommodations of their choice.

Block 9 Student Registration

This function is staffed only when schools are in session, and students are to be bused to the Reception Center.

When students arrive, the driver or other person in charge of the bus, should be prepared to provide the Registrar with a roster of all students on the bus, with school, or origin identified.

This roster should be immediately duplicated with immediate distribution to: Adult Message Center and to Registration staff. If time permits, Rosters may be faxed or sent electronically to the designated ARC Congregate Care Center.

Whenever possible, students will be assigned as a class to the same STUDENT WAITING AREA, together with one or more Room Monitors at a designated Congregate Care Center.

When a parent or adult indicates that they are seeking a student, the Reunification staff check the rosters to see if the student has arrived. If affirmative, the parent will be directed to the students location. A Student Release Form (Form 6), will be completed by the Congregate Care Center worker and signed by the responsible parent or adult.

If the student is not yet present, but may still be expected, the parent or adult is advised to wait in the WAITING AREA until the student arrives.

A copy of the completed Student Release Form is sent to the Registration Area at the Reception Center for filing.

13.0 ASSIGNMENTS AND RESPONSIBILITIES

A. RECEPTION CENTER

(1) Reception Center Director (RCD)

The RCD is responsible for the overall operation of the Reception Center,

and for the coordination of local, state and ARC resources. The RCD is also designated as the Incident Commander (IC).

(2) Operations Section Chief

The Operations Section Chief is responsible for operational functions at the Reception Center, including oversight of all RM&D activities. The Operations Section Chief also provides local resources, when available, to assist with other sections, including logistics and registration functions. Reporting to the Operations Section Chief are the RM&D Branch Director, the Admin Processing/ Evacuee Services Branch Director, the Police Services Unit Team Leader and the Animal Care and Rescue Unit Team Leader.

(3) RM&D Branch Director

The Radiation Monitoring & Decontamination Branch Director is responsible for all monitoring and decontamination operations at the Reception Center. The RM&D Branch Director reports to the Operations Section Chief. The RM&D Director can also resolve Reception Center monitoring and decontamination issues as they arise, adjust minimum contamination release limits as necessary, and recommend follow-up courses of action for any evacuee who cannot be successfully decontaminated.

(4) Vehicle Monitoring Group Supervisor

The Vehicle Monitoring Group Supervisor reports to the RM&D Director in the Operations Section, and is responsible for the teams of vehicle monitors assigned to register and monitor all arriving evacuee vehicles. At least one Vehicle Monitor and one Vehicle Recorder are used for each monitoring team. Team Leaders are appointed to supervise 4 teams each.

(5) Personnel Monitoring Group Supervisor

The Personnel Monitoring Group Supervisor reports to the RM&D Director in the Operations Section and is responsible for coordinating the efforts of all personnel monitoring teams. This includes portal monitors and marshals.

(6) Decontamination Team Leaders

The Decontamination Team Leaders report to the RM&D Director in the Operations Section and are responsible for male and female decontamination efforts. Reporting to the Decontamination Supervisor are Secondary Personnel Monitors, Recorders, and Personnel Decontamination Assistants (both male and female).

(7) Dosimetry Coordinator

The Dosimetry Coordinator prepares and issues dosimetry to Emergency Workers, and continues to monitor exposures throughout the incident.

(8) Admin Processing/Evacuee Services Director

The Administrative Processing and Evacuee Services Director reports to the Operations Section Chief. He is responsible for registration, reunification, transportation, counseling and other evacuee services, and for liaison with the American Red Cross congregate care facility coordinator.

(9) Registration Group Supervisor

The Registration Group Supervisor reports to the Admin Processing/Evacuee Services Director and is responsible for coordinating all activities relating to the processing of evacuees after monitoring and decontamination (if necessary) are performed. The Group Supervisor also ensures accountability of all evacuees; ensures the registration and reunification of evacuees occur in a timely manner; ensures crisis counseling and children's social worker services are provided to evacuees if required, and other functions.

Reporting to the Group Supervisor are Registration Assistant who register evacuees, Greeters, and Data Processing Assistants

(10) Reunification Unit Team Leader

The Reunification Team Leader reports to the Admin Processing/Evacuee Services Branch Director, and supervises Reunification Assistants, who assist in the reunification of families and relatives.

(11) Transportation Unit Team Leader

The Transportation Unit Team Leader reports to the Admin Services/Evacuee Services Director, and is responsible for coordinating transportation needs of evacuees, including bussing evacuees from the Reception Center to area congregate care centers. The Transportation Leader interfaces with the Congregate Care Unit Leader/ ARC.

(12) Logistics Section Chief

The Logistics Section Chief is responsible for all logistical support functions, including oversight of the Supply Unit Leader, the Facilities and Ground Support Unit Leader, Medical Unit Leader, Food Services Unit Leader, and the Communications Unit Leader.

(13) Supply Unit Team Leader

The Supply Unit Leader reports to the Logistics Section Chief, and is responsible for coordinating and ensuring the delivery of all supplies needed to support Reception Center operations. The Unit Leader may also serve as the Loadmaster, or may designate someone to fulfill that role.

(14) Communications Unit Leader

The Communications Unit Leader reports to the Logistics Chief, and is responsible for setting up the voice and fax equipment needed to maintain communication with the EOC, IFO, EMD's of the evacuating towns and other agencies, and for staffing the equipment once it is operational. This position is also responsible for ensuring that the internal PA system base within the Incident Command Center is operational, and for ensuring that the messages received in the IC are recorded properly.

(15) Facilities and Ground Support Unit Team Leader

The Facilities Team Leader is typically the Director of Buildings and Grounds for BFUHS, or his designee. The Team Leader reports to the Logistics Section Chief and is responsible for the coordination of all building and school services in support of reception center operations, and ensuring all vehicles to be used (busses, ambulances, snow plows, etc) are gassed up and ready. School custodial staff, and others responsible for ground support and facilities support, report to the Facilities and Ground Support Unit Team Leader.

(16) Medical Services Unit Team Leader

The Medical Services Unit Leader reports to the Logistics Section Chief. Medically qualified staff from Westminster Volunteer Fire Department and other regional medical/EMT resources will be used to establish a first aid station adjacent to the Registration area.

(17) Food Services Team Leader

The Food Services Team Leader reports to the Logistics Section Chief, and is responsible for ensuring that food is available to reception center staff and, as needed, to evacuees.

(18) Planning Section Chief

The Planning Section Chief may be a State Agency of Human Services employee, and is responsible for oversight of the Resources, Situation, Documentation and Demobilization Planning units. Not all Planning Section positions in the Planning Section may be filled at the Reception Center. Some positions may be combined with other positions until the need arises to provide separate functions. Technical specialists who are assigned to or volunteer to assist the Reception Center staff are also assigned to the Planning Section.

(19) Situation Unit Leader

The Situation Unit Leader reports to the Planning Section Chief. This position is responsible for tracking the development of the emergency situation by maintaining contact with the EMD's of the evacuating towns, the Red Cross, the IFO and other relevant organizations, and preparing reports thereof for the Section Chief.

(20) Documentation unit Leader

The Documentation Unit Leader reports to the Planning Section Chief. This position is responsible for obtaining and organizing the documentation generated in relation to RC operations.

(21) Resource Unit Leader

The Resource Unit Leader reports to the Planning Section Chief. This position is responsible for tracking the use of volunteer and equipment resources during RD hours of operation, identifying resource needs and, in cooperation with State and other agencies, filling those needs. This

includes coordinating personnel for an efficient shift change.

(22) Demobilization Unit Leader

The Demobilization Unit Leader reports to the Planning Section Chief. This position is responsible for developing a demobilization plan and working with the State EOC to obtain approval for the plan.

(23) Finance and Administrative Section Chief

This section chief assists the RC staff with record keeping, cost tracking, procurement and works with outside groups such as American Nuclear Insurers (ANI) and other groups to help evacuees with filing claims. This section is staffed as needed, and one person may be assigned multiple functions, depending on the circumstances.

(24) Other Command Positions

If the need arises and qualified staff are available, the RCD may appoint a Liaison Officer, a Safety Officer and an Information Officer as a part of his Command Staff.

Insert org chart here.

IP#	POSITION	core staff (1)	support/ expanded staff (2)	Phase 1 staff? (3)	TYPICAL POSITION HOLDER
1	Reception Center Director	1		Y	Town of Westminster EMD
2	Information Officer		1	N	local or state
3	Safety Officer		1	N	local, school or state
4	Liaison Officer		1	N	local or state
5	Operations Section Chief	1		Y	Town of Westminster Fire Chief
6	RM&D Branch Director	1		N	State of VT. Rad. Engineering
7	Vehicle Monitoring Group Supervisor	1		Y	local
8	Vehicle monitoring Team Leaders	2		N	local
9	Vehicle Monitors	8		N	local
10	Vehicle monitoring recorders	8		N	local
11	Personnel Monitoring Group Supv.	1		Y	local
12	Portal Monitor team leaders	2		N	local
13	Initial/Portal monitors	2		N	local
14	Monitor recorders	2		N	local
15	Entrance and portal marshals	6		N	local
16	Personnel Decon Team Leaders	2		N	local
17	Secondary personnel monitors	2		N	local
18	Secondary personnel monitor recorders	2		N	local
19	M/F Decon Assistants	4		N	local
20	Dosimetry Coordinator	1		Y	local
21	Police Services Team Leader	1		Y	local
21	Security Officer(s)	1		Y (2)	Windham County Sheriff
21	Traffic Officers/Guides	5		Y (2)	local
22	Animal Care and Rescue Team Leader	1	2	N	local
23	Admin Processing/Evacuee Services Director	1		Y	ARC /local
24	Registration Group Supervisor	1		Y	local
24	Greeter Team Leader	1	2	N	local
24	Interview Team Leader	1	4	Y (2)	local

IP#	POSITION	core staff (1)	support/ expanded staff (2)	Phase 1 staff? (3)	TYPICAL POSITION HOLDER
24	Data Entry Team Leader	1	2	N	school/local
25	Reunification Team Leader	1	3	Y (2)	local or state AHS
26	Crisis Counseling Team Leader	1	2	N	AHS
26	Children's Social Worker	2		N	AHS
27	Congregate Care Team Leader	1	2	Y	ARC
28	Transportation Unit Team Leader	1	4	N	BFUHS bus coordinator and staff
29	Logistics Section Chief	1		N	local
30	Supply Unit Leader/Loadmaster	1		N	local
31	Communications Unit Leader	1		N	local
31	Radio and phone operators	1	1	N	local
32	Food Services Unit Team Leader	1	3	N	BFUHS/contractor supervisor
33	Medical Unit Leader	1		N	Westminster Fire Dept.
33	Medical responders	2		N	WFD
34	Facilities/Ground Support Unit Leader	1	3	Y	BFUHS B&G Director and staff
35	Admin/Finance Section Chief		1	N	local or state
35	Time Unit Leader		1	N	local or state
35	Procurement Unit Leader		1	N	local or state
35	Cost Unit Leader		1	N	local or state
35	Claims/Compensation Unit Leader		1	N	local or state
36	Planning Section Chief	1		N	AHS Springfield District
36	Resources Unit Leader		1	N	local or state
NA	Emergency Worker Child Care Coordinator	1	2	N	local
36	Situation Unit Leader		1	N	local or state
36	Demob. Planning Unit Leader		1	N	local, school or state
NA	Technical Specialists				as available and unassigned
36	Documentation Unit Leader		1	N	local or state

IP#	POSITION	core staff (1)	support/ expanded staff (2)	Phase 1 staff? (3)	TYPICAL POSITION HOLDER

1. **Core staff** - staff required at the Reception Center to declare center operational and to fulfill all essential functions.

2. **Support OR expanded staff** - additional staff that may be called in to assist key staff, depending on needs, and staff availability. Support staff are people who would be expected to perform their routine functions (i.e. cafeteria worker, school custodian, bus driver, etc). at the RC and do not require position specific training. For expanded (ICS) positions, one person may fill more than one position.

3. **Phase 1 or Phase 2** - . Phase 1 positions will be filled if school is in session and a precautionary transfer of school children may be ordered. Phase 2 positions are filled as needed when the Center is directed to fully activate.

14.0 NOTIFICATION AND COMMUNICATIONS

A. Town of Westminster

(1) Alert Classification

Upon declaration of an ALERT, the State of Vermont Incident Field Office (IFO) Director in Dummerston notifies (by telephone) the Reception Center Director (RCD). The RCD is also a pager carrier, and receives emergency information via the pager via the Alternate State Warning Point (State Police barracks in Rockingham). In the event the RCD or his designated alternate cannot be contacted, the IFO notifies the Westminster Fire Department, which is then responsible for making local notifications.

If school is in session, and there is a possibility that the Governor may order a precautionary transfer of school children and child care facilities in the EPZ, then Phase 1 staff (refer to Table 3-1 in Chapter 3) will be brought in to the Reception Center to assist with receiving, processing registering and reuniting students from EPZ schools and child care facilities and their families, should they be transferred at a Alert/Site Area Emergency.

(2) Site Area or General Emergency

Upon notification of an escalation to a Site Area Emergency or a General Emergency, the remaining Reception Center staff are notified and mobilized so that the Reception Center can be fully activated. Such notification would come from the State IFO office in Dummerston or from the State EOC in Waterbury directly to the Reception Center command area at the BFUHS. The RC command staff then relays the information to its own staff who are on stand by and to surrounding towns via telephone or local fire department radio systems and requests all Reception Center staff to report to the BFUHS.

If the initial notification from the IFO to the RCD is for a Site Area or General Emergency, then the IFO requests immediate full activation of the EOC and the Reception Center.

Once the Reception Center is fully staffed, future notifications and information updates are provided to the command center directly from the State EOC in Waterbury, Vermont.

The notification sequence for state and local emergency responders is

depicted in IP-40. Notifications are performed as specified in the applicable implementing procedures.

B. State Agencies

State officials assigned to the BFUHS are likewise notified at the ALERT classification and either requested to respond or are placed on standby mode. The Human Services Coordinator at the State EOC in Waterbury is responsible for notifying Springfield District AHS staff and the Crisis Counselors.

The State Radiological Health Advisor at the State EOC is responsible for notifying the Rad. Health Specialists and requesting one or more specialists respond to the Vermont State Reception Center. The State Rad. Health Advisor at the EOC in Waterbury may also request assistance from other entities and organizations, and either place them on stand by or request a response to the BFUHS.

The office manager of the Brattleboro American Red Cross office is also a pager carrier, and begins assembling ARC staff upon notification of an Alert.

C. Communications Methods and Systems

Primary communications from the town of Westminster and the Reception Center to the State EOC in Waterbury is via the state low band radio system. Backup communications from the local EOC to the state EOC is available via the commercial telephone system. Additional communications to the town and to the Reception Center are available from the Radio Amateur Civilian Emergency Services (RACES) system, and local personnel with citizen band radios. Amateur radio support will be dispatched by the State EOC in Waterbury.

Radio communications exist between the Reception Center Command Office and field personnel, e.g. traffic personnel, RM&D supervisors, security staff, and building personnel. This equipment includes various base stations, mobile and portable radio communications. Table 4-1 lists systems available in Westminster.

Ongoing emergency information is communicated to and from the BFUHS and the State EOC via commercial telephones or via the state low band radio system. The Reception Center Director and his staff coordinates the exchange of information and ensures State EOC and RC staffs are kept informed of all relevant information.

TABLE 4-1
COMMUNICATIONS EQUIPMENT TOWN OF WESTMINSTER

WESTMINSTER FIRE DEPARTMENT

I. BASE STATIONS

Fire (2).....	415
.....	280
Highway (1).....	39.10

II. MOBILE RADIOS

Fire (12) - (5 channels in use)

- | | |
|---|--|
| 1. 42C1; 36 channels; 415, 385, 280, 220, 540 | 7. 42M3; 2 channels; 415, 280 |
| 2. 42C2; 36 channels; 415, 385, 280, 28.20, 540 | 8. 42M5; 3 channels; 415, 385, 280 |
| 3. 42C3; 36 channels; 415, 385, 280, 220, 540 | 9. 42T1; 3 channels; 415, 385, 280 |
| 4. 42C4; 4 channels; 415, 385, 280, 220 | 10. 42T2; 2 channels; 415, 280 |
| 5. 42C5; 4 channels; 415, 385, 280, 220 | 11. 42R4; 4 channels; 415, 385, 280, 220 |
| 6. 42M1; 2 channels; 415, 280 | 12. 42L1; 2 channels; 415, 280 |

III PORTABLE RADIOS

Fire (8)

1. C1 Chief; 4 channels; 415, 385, 280, 220
2. C2 Assistant Chief; 4 channels; 415, 385, 280, 220
3. C3 Assistant Chief; 4 channels; 415, 385, 280, 220
4. C4 Captain; 4 channels; 415, 385, 280, 200
- (1) C5 Captain; 4 channels; 415, 385, 280, 220
- (2) C6 Captain; 2 channels; 415, 280
- (3) C7 Rescue; 6 channels; 415, 385, 280, 220 Rescue, Inc.
- (4) Rescue; 6 channels; 415, 385, 280, 220

IV. DESIGNATED CHANNEL USE

415.....	Fire (Mutual Aid and Alarm, etc.); Keene, NH
385.....	Fire - Ground; Keene, NH
280.....	Fire - Ground; Westminster Department
220.....	Ambulance/Rescue; Keene, NH
540.....	LeFevre Ambulance, Westminster/Rockingham and other area towns
39.10.....	Highway, Westminister, Putney

HIGHWAY DEPARTMENT

(9) BASE STATIONS

Highway (2) Town Hall and Town Garage.....	39.10
Fire (2) Westminster and Bellows Falls Fire Departments.....	39.10

(16) MOBILE RADIOS

Westminster Town Equipment.....	39.10
(5 highway vehicles)	
LeFevre Ambulance.....	39.10
Putney Highway.....	39.10
Dummerston Highway.....	39.10

RECEPTION CENTER COMMAND AREA

state low band radio system

15.0 FACILITIES, EQUIPMENT AND RESOURCES

A. Reception Center

(1) Functions

The Reception Center at the Bellows Falls Union High School serves as the Vermont facility for receiving, registering and reuniting evacuees in the event of a radiological emergency at the Vermont Yankee nuclear plant in Vernon, VT. The facility is handicap-accessible. Functions performed at the Reception Center include evacuee registration, family reunification, crisis and counseling services, referral to area congregate care facilities, and other evacuation services. In addition, the Reception Center will provide radiological monitoring and decontamination services if a release of radiation has occurred at Vermont Yankee. The Reception Center general layout is depicted in Figure 5.1. Parking facilities for contaminated vehicles, clean vehicles, and staff vehicles, are depicted in Figures 5.2 and 5.3.

(2) Activation

The Reception Center is partially activated at the ALERT classification by key staff. If schools are in session and there is a possibility that the Governor may order a precautionary transfer of school children in the Vermont Yankee EPZ, the Phase 1 staff are also called in. The Reception Center is fully activated for a Site Area Emergency or General Emergency.

(3) Staffing

Reception Center staffing is shown in Figure 3.1 and Table 3-1 in Chap. 3.

(4) Facility Equipment

Traffic Control Devices

Traffic control equipment (barricades, traffic cones, signs) to process evacuees through the town of Westminster and to the Reception Center is stored at the IFO in Dummerston and at the Westminster Town Garage.

Administrative Supplies

Supplies such as evacuee registration material, congregate care logs and general office supplies are stored at the Westminster Fire Department and the IFO in Dummerston.

RM&D Supplies

Monitoring and decontamination equipment is stored at the IFO in Dummerston and at the Westminster Fire Station.

Following procedures established by Vermont Emergency Management, self reading dosimeters that read in Roentgens will be inspected for electrical leakage annually and recharged or replaced as necessary. TLDs will be exchanged annually and replaced as needed. Survey instruments used for confirming contamination will be calibrated annually. Sufficient reserve equipment is maintained by VEM.

A comprehensive listing of radiological monitoring and decontamination equipment and supplies is contained in the Implementing Procedures relating to RM&D activities.

Communications systems maintained for Reception Center operations include commercial telephones at BFUHS, and the radio low band system network between the Reception Center Command Center, the IFO in Dummerston and the State EOC in Waterbury. Town and Fire Department communications equipment (mobile and portable radios) is also used to support operations at the Reception Center. Each group supervisor or team leader is provided a command radio, if available, for direct communications between the RCD and each sector. Field units (traffic control units, outdoor monitoring teams, etc.) are also provided radio communications.

B. Congregate Care Centers

Congregate care centers are established by the American Red Cross in designated facilities located at least 5 miles beyond the EPZ boundary, to provide temporary care and lodging services to evacuees.

(1) Functions

Congregate care centers provide assistance to evacuees needing shelter services. Services include registration and reunification, lodging, feeding, first aid and recreation.

(2) Activation

Congregate care centers are activated at a Site Area or General Emergency classification. Some centers may be activated as a part of the Phase 1 activation process, if EPZ schools are in session and a precautionary transfer of school children is ordered by the Governor.

(3) Staffing

American Red Cross personnel are assigned to perform congregate care functions in accordance with ARC procedures for congregate care.

(4) Facility Equipment

Equipment required for congregate care operations is supplied and maintained by the ARC. Food services are provided by school cafeteria staff.

Figure 5.1 Reception Center Layout

Figure 5.2 Reception Center Site Plan

Figure 5.3 Reception Center Parking Schematic

16.0 RADIOLOGICAL MONITORING AND DECONTAMINATION (RM&D)

A. Overview

Radiological Monitoring and Decontamination (RM&D) functions are established at the Reception Center by members of the Westminster Fire Department, supported by fire personnel from mutual aid departments throughout the region. Additional RM&D support may be provided from other specially trained state resources, such as the state HAZMAT team.

RM&D functions are established at the Reception Center, but only implemented if a release of radiation has occurred or is likely to occur, and a portion of the evacuating public may have been exposed to radioactive materials during the evacuation process. The RM&D process is designed to minimize cross-contamination of other evacuees and of emergency workers.

B. Vehicle Monitoring

(1) Vehicle entry and processing

Vehicle monitoring is established in the rear of the facility, near the bus parking area, and only activated in fair weather as determined by the RM&D Director (e.g. no heavy precipitation that may resuspend contamination, temperatures are not a danger to RC staff). Vehicles that may have been contaminated during the evacuation process are scanned for contamination by a monitoring team, comprised of at least one vehicle monitor and a vehicle recorder. The vehicle recorder provides the driver of each vehicle with Form 1, EVACUEE INFORMATION LETTER. A vehicle monitor scans the car with a CDV-700 or similar survey instrument, paying special attention to the door handles, wheels, wheel wells and hood of the vehicle. Vehicles are registered on Form 2, VEHICLE MONITORING REPORT FORM, and all occupants of the vehicle are given a METTAG, as explained below.

(2) Contaminated Vehicles

If contamination is found (100 or more CPM above background), the car is considered contaminated, and the recorder places a RED DOT in the upper right hand windshield of the vehicle. Each occupant of the vehicle is provided with a METTAG with the green and yellow colors torn off, so that the RED tag is displayed.

Contaminated vehicles are directed through traffic control officers to the contaminated vehicle parking area, and the driver is requested to leave the

keys in the ignition (for future decontamination efforts). If animals are left in the vehicle the driver is encouraged to leave the windows cracked and the vehicle unlocked to facilitate animal care.

(3) Non-contaminated Vehicles

If the vehicle survey registers less than 100 CPM above background, the vehicle is considered to be NOT contaminated, and a GREEN DOT is placed in the upper right hand corner of the windshield. The driver is directed through traffic control to the clean vehicle parking lot. All occupants of the vehicle are provided with a METTAG with the GREEN tab in place. Drivers may lock their vehicles and keep their keys with them. If animals are left in the vehicle the driver is encouraged to leave the windows cracked and the vehicle unlocked to facilitate animal care.

All occupants of vehicles are directed to the personnel monitoring area, which has been established in the BFUHS gym. Separate travel pathways are established for those evacuees entering the gym from the clean parking lot (GREEN TAG ENTRANCE) and from the contaminated parking lot (RED TAG ENTRANCE) as a precautionary measure.

If evacuees from “clean” vehicles are later found to be contaminated, then their vehicle is identified and a RED DOT is placed on the windshield next to the GREEN DOT to indicate the car probably has internal contamination.

(4) Processing in Inclement Weather

If weather conditions are such that accurate vehicle monitoring cannot take place (i.e. rain, snow, high winds, etc.) then all vehicles and their occupants will be treated as if contamination had occurred. In such a case all vehicles will be parked and referred to the Radiation Health Specialist for monitoring at a later time, as resources and weather conditions permit.

C. Personnel Monitoring

(1) Overview

All evacuees enter the BFUHS gym through one of four doors (2 doors marked for GREEN TAG evacuees and 2 doors marked for RED TAG evacuees). All evacuees are provided with booties upon entering the gymnasium monitoring area to minimize possible cross-contamination.

(2) Portal Radiation Monitors

All evacuees are processed through one of two portal monitors assigned to the Reception Center. Two portal monitors can adequately handle the anticipated number of evacuees arriving at the reception center.

Evacuees are processed through the portal monitor by two Marshals; one 10 feet in front of the portal monitor to feed people through, and one at the monitor to check monitor response. If an evacuee does not alarm the portal monitor, the evacuee is considered “clean”. The evacuee removes his/her booties, and the portal monitor Marshal removes the remaining tabs of the METTAG so that BLACK is showing. BLACK indicates the evacuee has been monitored and is not contaminated. Evacuees with BLACK METTAGs are then directed to the registration area.

If an evacuee alarms the portal radiation monitor, the person is considered “contaminated”, and sent to an initial hand monitoring location, with the RED METTAG intact.

(3) Initial hand Monitoring

Two or more monitors equipped with CDV-700 or equivalent meters are stationed at the initial hand frisk monitoring point, where evacuees who alarmed the portal monitor are carefully frisked by the team to attempt to identify areas of contamination. If areas of contamination greater than 100 CPM over background are found, a monitoring recorder notes the location of contamination and the approximate amount (in CPM) on the back of the METTAG, and directs the evacuee to either the male or female decontamination areas.

The initial hand monitoring team can attempt simple decontamination techniques, by removing clothing. If clothing removal (coat, hat, outer shirt, etc) successfully removes contamination so the evacuee now registers less than 100 CPM above background, they can be considered clean, have their METTAGs turned to BLACK, given temporary clothing, and directed to proceed to the Registration Area. Contaminated clothing is bagged and a corner of the evacuees METTAG is placed in the bag for identification purposes. A decontamination form is also completed and a copy given to the evacuee.

(4) Thyroid Monitoring

Evacuees may be monitored for thyroid uptake if so directed by the state Rad. Health Specialist assigned to assist with RM&D oversight. Thyroid monitoring is only conducted if a release of radioactivity contains, or is

considered very likely to contain radio iodine. Thyroid monitoring is conducted with a CDV-700 or similar meter, with the window closed, to measure any gamma exposure in the thyroid area.

D. Decontamination

(1) Overview

Decontamination efforts occur in the male and female locker rooms at BFUHS. Secondary monitoring staff, equipped with survey meters and basic decontamination supplies, are available to assist evacuees in removing contamination. Basic contamination techniques include clothing removal, followed by soap and water washing techniques. Other techniques (shaving, using special decontamination solutions, etc) may be used in difficult cases. The State Radiological Health Specialist will be consulted in these cases. Form 4, PERSONNEL MONITORING AND DECONTAMINATION REPORT, is completed for each evacuee who goes through the decontamination process.

(2) Localized Contamination

Evacuees with localized contamination, such as hand and hair contamination only, are directed to wash the contaminated areas with soap and water in locker room sinks, and are then surveyed with a CDV-700 or similar meter. If contamination is successfully removed (i.e. below 100 CPM over background), the evacuee is directed out of the decon area, has his/her METTAG changed to BLACK, and is directed to the registration area.

If contamination persists, additional measures such as shaving, using special decon solutions such as cornmeal can be used. If those methods are still unsuccessful, the evacuee may be given protective clothes (e.g. gloves to cover contaminated hands) and directed to meet with the state Rad. Health Specialist for follow up.

(3) Generalized Contamination

Evacuees with general contamination (contamination found in multiple parts of the skin or clothing) are directed to disrobe and take a shower. Once finished, the person is surveyed again.

If the person can be decontaminated to levels below 100 CPM over background, they are provided temporary clothes and their METTAG is turned to BLACK so they can proceed to the registration area. All clothing removed from evacuees is stored in plastic bags with a copy of the decontamination form and a corner of the METTAG left inside the bag.

(4) Vehicle Decontamination

Vehicle decontamination is not part of RC operations. Efforts will occur under the supervision of the State Rad. Health Specialist, and may occur after demobilization or concurrently with RC operations.

(5) Animal Decontamination

Animal and pet decontamination is not part of RC operations. Efforts will occur under the supervision of the State Rad. Health Specialist, and may occur after demobilization or concurrently with RC operations.

17.0 SUPPORT SERVICES

A. Medical Services

(1) First Aid

First aid is provided by a team led Westminster Fire Department personnel or another medically trained person. A first aid area will be established in the Registration Area.

Area physicians can be contacted if needed.

(2) Ambulance Service

The LeFevre Ambulance Service, located in Rockingham, is the primary ambulance service for the Reception Center. Additional ambulances can be summonsed through the EMS Coordinator at the Dummerston IFO.

(3) Hospitals

Cheshire Medical Center in Keene, New Hampshire, is the primary medical facility for treatment of contaminated and injured individuals. Springfield Hospital in Springfield, Vermont, is the primary medical facility for treatment of injured or ill individuals who are not contaminated. Valley Regional Hospital in Claremont, New Hampshire, is the backup facility.

B. Social Services

(1) Crisis Counseling and Social Services

One or more Crisis Counselors from the Mental Health Services of Southeastern Vermont will be contacted by officials at the State EOC in Waterbury and requested to provide assistance at the Reception Center. Children's social services will be provided by state social workers contacted by State EOC officials.

C. Other Support Services

(1) Animal Care and Rescue

Animal care and rescue services will be provided by volunteers. Animals will be kept in the cars in which they arrive and will be monitored and cared for by volunteers until the Reception Center is demobilized.

(2) Food Services

Food services at BFUHS is provided by a contracted service. The manager of the cafeteria estimates that his staff can feed up to 500 people for at least 4 days, or could feed up to 2000 people in one day, before re-ordering. The food services manager is contacted by the Logistics Section Chief. Provision is made for feeding the emergency workers at the Reception Center. Additional supplies can be ordered from school food vendors to ensure that the capability exists to feed evacuees at the Reception Center.

18.0 EMERGENCY PREPAREDNESS AND TRAINING

A. Plan and Procedure Maintenance

Vermont Emergency Management (VEM), in conjunction with the Agency of Human Services (AHS) and the Vermont Department of Health (VDH) is responsible for the overall development and maintenance of the Reception Center Plan and Implementing Procedures. AHS, VDH and VEM will annually review the Plan and procedures to ensure they remain current. The annual update will take into consideration any significant changes identified as needed in drills and exercises

The Reception Center Director (RCD) is also responsible for conducting an annual review of the Plan and Implementing Procedures and providing comments to VEM.

Supporting response organizations in Westminster and neighboring communities such as Rockingham, Bellows Falls and Saxtons River, are responsible for notifying the Reception Center Director or VEM, as appropriate, of any procedural or staffing changes.

State agencies and private support agencies such as the ARC will provide any recommended procedural or staffing changes to VEM.

Telephone numbers contained in the Implementing Procedures shall be updated quarterly by the RCD.

Changes to the Plan or Implementing Procedures will be processed by VEM, and revised pages will be dated and clearly marked to indicate where changes have been made. Changed pages will be provided to every holder of the plan.

Letters of Agreement required to support Reception Center operations are obtained and reviewed annually by VEM and are updated as necessary.

B. Equipment

Self reading dosimeters will be inspected, checked for electrical leakage and calibrated annually, and re-charged or replaced if needed. Radiological survey meters are calibrated annually. TLDs will be replaced annually. All equipment at the Dummerston IFO and at the Westminster Fire Department is inspected and inventoried annually, or after use in a drill or exercise.

C. Training

Training will be offered annually by VEM to state and local emergency response personnel assigned to the BFUHS Reception Center. Individual members of each emergency response organization will be trained in their roles and responsibilities as identified in this Plan.

All response personnel will receive orientation training. This training program will cover topics such as the fundamentals of radiation, Incident Command System, fundamentals of the emergency preparedness program for the Reception Center, including notification and communications methods, center operations and other critical tasks and functions.

Specialized training will be provided to individuals as needed to ensure they can adequately perform their functions. This may include detailed hands-on training for individuals assigned to monitoring and decontamination activities.

D. Drills and Exercises

Every two years, Vermont Yankee and VEM coordinate the development of an offsite exercise, during which various aspects of offsite response organizations (OROs) are expected to demonstrate elements of their Radiological Emergency Response Plans (RERP). Each biennial exercise will be designed to include partial or full activation and operation of the BFUHS Reception Center. The Reception Center portion of evaluated exercises may be conducted out of sequence as requested by VY and VEM.

Drills and exercises are developed in accordance with Section 24 of the Vermont RERP.

Federal and other evaluators may observe and evaluate offsite aspects of each biennial exercise, including operation at the BFUHS. A critique is conducted at the end of the exercise to discuss results and obtain feedback from exercise participants.

The VEM, in cooperation with the AHS and VDH and the Reception Center Director, may conduct period training drills for selected participants in the BFUHS Reception Center Plan, to maintain skills current.

Communications and notification drills that test the systems used for Reception Center operations are conducted periodically, to ensure that all local and state communications systems used for Reception Center operations are maintained in operable condition.

