



South Texas Project Electric Generating Station P.O. Box 289 Wadsworth, Texas 77483

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U. S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, DC 20555

STP NUCLEAR OPERATING COMPANY
Units 1 and 2
Docket Nos. STN 50-498; STN 50-499
Changes to Emergency Plan Implementing Procedure

In accordance with 10CFR50.4(b)(5) and 10CFR50, Appendix E, Section V, the STP Nuclear Operating Company hereby submits the attached revision of two (2) Emergency Plan Implementing Procedures.

If there are any questions regarding this matter, please contact Mr. Fred Puleo at (361) 972-8697 or myself at (361) 972-8053.

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Manager, Plant Protection

FJP/mk
Enclosure: Letter of Receipt
Summary of Changes
OPGP05-ZV-0009, Emergency Facilities Inventories and Inspections, Revision 6
OERP01-ZV-TS02, Assistant TSC Manager, Revision 3

A045

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**Summary of Changes for
Emergency Facilities Inventories and Inspections,
OPGP05-ZV-0009, Rev. 6**

This revision does not reduce the effectiveness nor change the intent of the Emergency Plan.

The content changes are:

- Moved the Addendum's and Forms to a new procedure OPGP05-ZV-0012, Emergency Facility Inventories.
- The proposed change relocated the inventory forms from this procedure, which now describes the inventory and inspection program for emergency equipment and supplies.
- Procedure usage has been changed from In Hand (Forms Only) to referenced due to moving inventory forms from this procedure to OPGP05-ZV-0012, Emergency Facility Inventories.
- Procedure OPGP05-ZV-0012, Emergency Facility Inventories is a station procedure, which allows a faster revision to the inventory forms as equipment, and supplies change and or are modified.

The changes are noted in the following table:

Change No.	Change to Revision 5	Reason
1.	Step 4.1.6, Delete approving current Inventory Form.	Addressed on Step 4.1.3.
2.	Step 4.2.1, Add Emergency Operations Facility following Owner Controlled Area.	To properly identify ownership for maintenance/replacement of Respiratory Protection Equipment.
3.	Step 4.2.2, Added reference to OPGP05-ZV-0012 and names of forms to be completed by Health Physics.	Directs responsible individual to appropriate procedure and form.
4.	Step 4.2.3, Change ERFs, Kits, and vehicles to ERFs/emergency lockers.	HP restricted materials is no longer maintained in ER vehicles but in emergency lockers.
5.	Step 4.3.3, Added reference to OPGP05-ZV-0012 and names of forms to be completed by Met Lab.	Directs responsible individual to appropriate procedure and form.
6.	Step 4.4.1, Added reference to OPGP05-ZV-0012 and names of forms to be completed by Operations.	Directs responsible individual to appropriate procedure and form.
7.	Step 5.0, Following Bay City Emergency Medical Services add (Kits A, B, C, D and	To correctly identify all kits for Bay City and Palacios Area Emergency Medical

**Summary of Changes for
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Change No.	Change to Revision 5	Reason
	E) and after Palacios Area Emergency Medical Services add (Kits A and B)	Services.
8.	Step 5.1, After shall be performed, delete after each and add within 24 hours following a. After for those ERFs used, add within 24 hours.	To accurately identify the time frame for the inventory/inspection of ERFs/ emergency lockers following facility activation. (drill/exercise/real event)
9.	Step 5.1.2, Add For documenting purposes, the accounted inventory will be the same quantity as the required inventory.	To clarify documenting instructions.
10.	Step 6.5, Added OPGP05-ZV-0012, Emergency Facility Inventories.	Revised procedure reference.

- END -

**Summary of Changes for
Assistant TSC Manager
0ERP01-ZV-TS02, Rev. 3**

This revision does not reduce the effectiveness nor change the intent of the procedure as described within the Emergency Plan.

The changes made to this procedure are format changes to combine Data Sheets into one that can be used for all emergency levels. Reformatted procedure into a Word97 Document. The change is to simplify use.

The content changes are:

- Changed Procedure usage to N/A to comply with procedure 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide.
- General revision, no revision bars present.
- Editorial and clarifying changes.

The changes are noted in the following table:

Change No.	Change to Revision 2	Reason
1.	Table of Contents, Revised to match new document format	Editorial change to section so it will agree with 0PGP03-ZA-0039, Plant Procedure Writer's Guide.
2.	Added Step 2.1.7, Ensures tracking and informing OSC & TSC of emergency team priorities.	This position performs this task.
3.	Added Section 3.0, Precautions and Limitations, Step 3.1.	Defines position activation due to emergency classification.
4.	Added Section 3.0, Precautions and Limitations, Step 3.2.	Defines position activation by the Emergency Director.
5.	Added Section 3.0, Precautions and Limitations, Step 3.3.	Precaution concerning hazardous conditions and moving personnel around the site. Clarify that assembly & Accountability can be performed at any time under the direction of the Emergency Director is required at the Site Area Emergency or higher classification.
6.	Added Section 3.0, Precautions and Limitations, Step 3.4.	Precaution concerning hazardous conditions and moving personnel around the site. Clarify that the Site Evacuation

**Summary of Changes for
Assistant TSC Manager
0ERP01-ZV-TS02, Rev. 3**

Change No.	Change to Revision 2	Reason
		can be performed at any time under the direction of the Emergency Director but is required at the Site Area Emergency or higher classification.
7.	Revised Section 4.0, References, Added 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide	Describes procedure usage.
8.	Section 4.0, Removed reference to 0ERP01-ZV-IN08, Contaminated Medical Emergencies Requiring Transport Offsite.	Procedure has been deleted.
9.	Section 4.0, Removed reference to 0ERP01-ZV-OS06, Emergency Teams.	This procedure is only used in the OSC.
10.	Revised Section 5.0, Procedure.	Changed direction given for use of checklist to accommodate the combination of the different classifications into one.
11.	Section 6.0, Revised to match Support Documents listed in the Table of Contents.	Editorial change to section so it will agree with 0PGP03-ZA-0039, Plant Procedure Writer's Guide.
12.	Moved Addendum 1 ahead of Data Sheets.	Editorial change. Moved addendum from the end of the procedure to the beginning as outlined in 0PAP01-ZA-0102 Plant Procedures.
13.	Addendum 1, deleted step G, Maintain custody of your TLD until Termination or Recovery. Do not leave your TLD at the Security Gatehouse.	TLDs are no longer stored at the Gatehouse.
14.	New Data Sheet 1, Revised Step 1.4.1 & 1.4.2	Status board responsibility.
15.	New Data Sheet 1, Revised Step 2.2	Implements search and rescue for personnel not accounted for.
16.	New Data Sheet 1, Revised Section 4.0, Search and Rescue, removed instructions to complete Emergency Response Team Checklist.	This checklist will be completed in the OSC as applicable.

**Summary of Changes for
Assistant TSC Manager
0ERP01-ZV-TS02, Rev. 3**

Change No.	Change to Revision 2	Reason
17.	New Data Sheet 1, Revised Section 5.0, Medical Emergency Activities, removed reference to 0ERP01-ZV-IN08.	Procedure has been deleted.

- END -

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Emergency Facility Inventories and Inspections					
Quality	Non Safety-Related	Usage: Referenced		Effective Date: 02/29/00	
Vivian T. Wagnon	N/A	N/A		Emergency Response Division	
PREPARER	TECHNICAL	USER		COGNIZANT ORGANIZATION	

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Emergency Facility Inventories and Inspections**1.0 Purpose and Scope**

- 1.1 This procedure lists Emergency Response Facilities (ERFs) and requirements for completing inventories.
- 1.2 This procedure outlines the requirements to verify the operational readiness and availability of the emergency facilities, equipment and supplies required for the implementation of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan.

2.0 Definitions

- 2.1 **DRILL/EXERCISE:** A period of instruction/testing that simulates an actual emergency.
- 2.2 **EMERGENCY LOCKERS:** Designated cabinets and spaces used to store equipment and supplies in the ERFs and other locations for use during a declared emergency or drill/exercise.
- 2.3 **EMERGENCY RESPONSE FACILITIES (ERFs):** Facilities which are manned during an emergency which provide technical and communications support for the Control Room and provide information and services to protect the health and safety of the public and site personnel.
- 2.4 **INSPECTION:** The act of visually verifying the state of readiness of an ERF.
- 2.5 **INVENTORY:** The act of verifying and checking the operational readiness of emergency equipment and supplies in an ERF or locker.

3.0 Limitations and Precautions

- 3.1 If an instrument must be removed from an emergency locker for calibration/repair, it should be replaced within 24 hours of removal.
- 3.2 Any emergency respiratory protection equipment used for an actual emergency or drill shall be inspected or replaced within 24 hours of the termination of the emergency or drill.

4.0 Responsibilities

- 4.1 The Manager, Emergency Response, or designee, is responsible for:
 - 4.1.1 Performing inspections of ERFs, except Control Rooms.
 - 4.1.2 Ensuring inventories are completed at least once per calendar quarter with no more than 120 days between consecutive inventories.
 - 4.1.3 Reviewing for completeness and accuracy, and approving inventory forms.

Emergency Facility Inventories and Inspections

- 4.1.4 Providing replacement, non-radiological related, supplies for use in ERFs and emergency lockers.
- 4.1.5 Verifying during inventory performance that radiation detection equipment is within scheduled calibration.
- 4.2 The Manager, Health Physics, or designee, is responsible for:
 - 4.2.1 The maintenance/replacement of Respiratory Protection Equipment and Associated Documentation in the Owner Controlled Area.
 - 4.2.2 Performing inventories using procedure OPGP05-ZV-0012, Emergency Facility Inventories, Form 2 - Technical Support Center Inventory, Form 3 - Operations Support Center Inventory, Form 4 - Emergency Operations Facility Inventory, Form 6 - Offsite Survey Team Kit Inventory, Form 9 - Rad Van Inventory, and Form 11 - Site Ambulance Inventory in accordance with Step 4.1.2 of this procedure.
 - 4.2.3 Approving Health Physics restricted materials for restocking ERFs/emergency lockers.
- 4.3 The Manager, Meteorology and Radiological Laboratory, or designee, is responsible for:
 - 4.3.1 Replacing radiation detection equipment located in ERFs and/or emergency lockers when it must be removed for calibration/repairs or has been expended through use.
 - 4.3.2 Maintaining emergency response radiation detection equipment records, to include equipment type, serial number, storage location, and calibration due date.
 - 4.3.3 Performing inventories using procedure OPGP05-ZV-0012, Emergency Facility Inventories, Form 5 - Support Hospital Inventory, Form 7 - State/County Offsite Survey Team Kit Inventory, Form 8 - Alternate Emergency Operations Facility Inventory, Form 10 - Offsite Ambulance Instrument Inventory, Form 12 - Environmental Health Department (EHD) Inventory, Form 13 - Matagorda County Sheriff's Office Inventory in accordance with Step 4.1.2 of this procedure.
- 4.4 The Manager, Plant Operations, or designee, is responsible for:
 - 4.4.1 Performing inventories using procedure OPGP05-ZV-0012, Emergency Facility Inventories, Form 1, Control Room Inventory (both Units) emergency response equipment in accordance with Step 4.1.2 of this procedure.
 - 4.4.2 Verify during inventory performance that radiation detection equipment is within scheduled calibration.

Emergency Facility Inventories and Inspections

5.0 Procedure

NOTE

ERFs and/or emergency lockers/equipment are maintained in the following locations:

- a. Control Room (both Units)
- b. Technical Support Center (both Units)
- c. Operations Support Center (both Units)
- d. Emergency Operations Facility
 - 1) Celanese
 - 2) EquiStar
- e. Offsite Survey Team (Kits A and B)
- f. Rad Van
- g. Onsite Ambulance Services (Site Ambulance and Transport)
- h. Alternate Emergency Operations Facility (Bay City Service Center)
- I. Matagorda General Hospital
- j. Wagner General Hospital
- k. Emergency Operations Center (Matagorda County Sheriff's Office)
- l. State/County Survey Team (Kits A, B, C, D, E and F)
- m. Environmental Health Department (EHD)
- n. Offsite Ambulance Services
 - 1) Bay City Emergency Medical Services
 - 2) Palacios Area Emergency Medical Services
- o. Telephone cell (Inspection only)
- p. Joint Information Center (Best Western Matagorda Hotel - Inspection only)
- q. State of Texas Bureau of Radiation Control Staging Area (Bay City Civic Center – Inspection only)
- r. Reception Center (McAllister Junior High School/Palacios Senior High School Field House - Inspection only)

5.1 A complete inspection and inventory (if required) of ERFs and/or emergency lockers/equipment shall be performed within 24 hours following a drill/exercise for those ERFs used, within 24 hours after the termination of a declared emergency if the ERF/locker was utilized, or when a locker is found unsealed or unlocked.

5.1.1 During the 1st Quarter inspection and inventory of lockers/equipment, all sealed packages with the exception of those sealed from the manufacturer, shall be broken open and physically counted and inspected.

Emergency Facility Inventories and InspectionsNOTE

This does not include those packaged items/kits that contain items/equipment requiring an operational check or functional check.

5.1.2 Packaged items/kits found to be sealed from the last inventory may be signed off and documented as inventoried. For documenting purposes, the accounted inventory will be the same quantity as the required inventory.

5.2 A partial inventory is required, of affected items, when the locker(s) is found secure and equipment (such as respiratory or radiation detection) is being changed out.

5.3 To perform inventories utilize the applicable Facility Inventory form (Forms 1-13) from procedure OPGP05-ZV-0012, Emergency Facility Inventories.

6.0 References

6.1 STPEGS Emergency Plan

6.2 NUREG 0654, FEMA-REP-1, Criteria for the Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants

6.3 NUREG 0696, Functional Criteria for Emergency Response Facilities

6.4 Matagorda County Annex W, REP Plan

6.5 OPGP05-ZV-0012, Emergency Facility Inventories

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<h2>Assistant TSC Manager</h2>					
Quality	Non Safety-Related		Usage: N/A	Effective Date: 02/29/00	
Max Keyes	N/A		N/A	Emergency Response Division	
PREPARER	TECHNICAL		USER	COGNIZANT ORGANIZATION	

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Assistant TSC Manager**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Assistant TSC Manager in the Technical Support Center (TSC) during a declared emergency.
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Assistant TSC Manager.

2.0 Responsibilities

- 2.1 The Assistant TSC Manager is responsible for:
 - 2.1.1 Assuming the function and responsibilities of the TSC Manager in his absence.
 - 2.1.2 Providing ongoing support to the TSC Manager in implementing the TSC responsibilities and function including tracking the status of key emergency activities.
 - 2.1.3 Coordinating implementation of assembly and accountability and Site Evacuation.
 - 2.1.4 Coordinating response activities for search and rescue efforts and medical emergencies.
 - 2.1.5 Ensuring that required offsite agency notifications are completed by the Chemical/Radiochemical Manager within the required time frames.
 - 2.1.6 Ensuring that a time line of key events is maintained.
 - 2.1.7 Tracking Emergency Team priorities and disseminating the information to the Operations Support Center and Emergency Operations Facility.

3.0 Precautions and Limitations

- 3.1 An Alert Emergency or higher classification has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.
- 3.2 The Emergency Director has ordered the activation of the Technical Support Center to support response activities.
- 3.3 0ERP01-ZV-IN04, Assembly and Accountability are required at a Site Area Emergency Classification or higher unless to do so would put site workers at risk. The Emergency Director at anytime as dictated by conditions may order Assembly and Accountability.
- 3.4 0ERP01-ZV-IN05, Site Evacuation is required at a Site Area Emergency Classification or higher unless to do so would put site workers at risk. The Emergency Director at anytime as dictated by conditions may order Site Evacuation.

Assistant TSC Manager**4.0 References**

- 4.1 STPEGS Emergency Plan
- 4.2 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide
- 4.3 0ERP01-ZV-TS01, TSC Manager
- 4.4 0ERP01-ZV-IN01, Emergency Classification
- 4.5 0ERP01-ZV-IN02, Notification to Offsite Agencies
- 4.6 0ERP01-ZV-IN04, Assembly and Accountability
- 4.7 0ERP01-ZV-IN05, Site Evacuation
- 4.8 0ERP01-ZV-RE01, Recovery Operations
- 4.9 0ERP01-ZV-RE02, Documentation
- 4.10 OPOP04-ZO-0004, Personnel Emergencies

5.0 Procedure

- 5.1 At an Alert or higher declaration announcement or as directed by the Emergency Director, report to the affected Unit Technical Support Center, implement Data Sheet 1, Assistant TSC Manager Checklist, Initial Activities.
- 5.2 Complete Checklist activities as follows:
 - 5.2.1 Use the right column to log the time an activity is performed.
 - 5.2.2 Reoccurring activities should be documented using the Emergency Action Log.
 - 5.2.3 Implement other activities as necessary.
- 5.3 Use this Addendum and Checklist to help direct emergency activities.

6.0 Support Documents

- 6.1 Addendum 1, Shift Turnover Briefing
- 6.2 Data Sheet 1, Assistant TSC Manager Checklist

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Assistant TSC Manager			
Addendum 1	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of events to the relief person including the following areas:
 - 1.1 Basis of the current Emergency Classification and the EALs of importance.
 - 1.2 Staffing level of Emergency Facilities and location of Emergency Director.
 - 1.3 Completed Checklists and Logs.
 - 1.4 Notifications to offsite agencies issued.
 - 1.5 Information on the status boards.
 - 1.6 Recovery plans developed and corrective action items for plant recovery.
 - 1.7 Current shift schedule.
- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement.
 - 2.1 All TSC Managers.
 - 2.2 NRC Reactor Safety Team Leader.
 - 2.3 Deputy EOF Director.
- 3.0 Update the TSC Staffing Board.
- 4.0 Document the time of turnover and the identity of your relief on your log and provide copies to your replacement. Provide the original log sheets to the Administrative Manager.
- 5.0 Verify your telephone number on the shift schedule. IF this telephone number is inside the 10 mile EPZ, THEN provide an alternate telephone number for contact should evacuation of the EPZ be necessary.
- 6.0 Take a copy of your shift schedule.
- 7.0 Verify possession of a STPNOC Picture Badge for access through possible roadblocks when returning to the site for the next shift or request a replacement Picture Badge from the Administrative Manager.
- 8.0 Inform the Security Manager of the shift change and sign out when leaving the TSC.

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Data Sheet 1	Assistant TSC Manager Checklist		Page 1 of 7

	(Name)	(Date)	(Unit)
Action			Time

1.0 INITIAL ACTIVITIES

- 1.1 Report to the Technical Support Center of the affected Unit and sign in on the TSC Staffing Board. _____
- 1.2 Obtain the Assistant TSC Manager's Emergency Response Manual and attach Technical Support Center Position Badge to your outer clothing. _____
- 1.3 Report to the TSC Manager upon your arrival and obtain a briefing as applicable. _____
- 1.4 Ensure the following Status Boards are maintained:
 - 1.4.1 TSC Tracking (TSC Priorities). _____
 - 1.4.2 Protective Actions Recommended by Matagorda County. _____
- 1.5 Assist the TSC Manager in determining when minimum staffing requirements for the TSC and OSC are met. _____
- 1.6 IF the TSC Manager has not arrived within approximately one hour of the initial call-out, THEN assume the role of the TSC Manager and implement the following actions:
 - 1.6.1 Inform the TSC staff you will be assuming the TSC Manager position. _____
 - 1.6.2 Direct the Administrative Manager to initiate call-out of an alternate TSC Manager. _____
 - 1.6.3 Request from the Technical Manager a staff person to assist with the completion of the Assistant TSC Manager responsibilities. _____
 - 1.6.4 Implement procedure 0ERP01-ZV-TS01, TSC Manager. _____

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Action	Time
1.7 Maintain this Data Sheet and other pertinent information on an Emergency Action Log.	_____
2.0 ASSEMBLY AND ACCOUNTABILITY ACTIVITIES	
2.1 When Assembly and Accountability is ordered, perform the following:	
2.1.1 Coordinate the implementation of 0ERP01-ZV-IN04, Assembly and Accountability unless conducting assembly will place personnel in a more hazardous situation (i.e. severe weather, fire, and security threat).	_____
2.1.2 Provide periodic status updates of response activities in progress and upon completion of the effort to the following:	
2.1.2.1 TSC Manager and TSC personnel.	_____
2.1.2.2 OSC Coordinator.	_____
2.1.2.3 Deputy EOF Director.	_____
2.2 IF there are missing persons as a result of accountability, implement Search and Rescue Activities.	_____
3.0 SITE EVACUATION ACTIVITIES	
3.1 When Site Evacuation is ordered, perform the following:	
3.1.1 Coordinate site evacuation activities with the Deputy EOF Director using procedure 0ERP01-ZV-IN05, Site Evacuation.	_____
3.1.2 Keep the following personnel informed of site evacuation activities:	
3.1.2.1 TSC Manager and TSC personnel.	_____
3.1.2.2 OSC Coordinator.	_____

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Data Sheet 1	Assistant TSC Manager Checklist		Page 3 of 7

Action	Time
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4.0 SEARCH AND RESCUE ACTIVITIES

- 4.1 Obtain the number of missing persons and their last known locations from the Security Manager. _____
- 4.2 Contact the OSC Coordinator and request the formation of Search and Rescue Teams. Provide the number of missing persons, their last known location, and direct the OSC Coordinator to standby for additional information. _____
- 4.3 IF the probability of injuries exist, THEN activate the site ambulance. _____
- 4.4 IF equipment or debris may need to be moved to rescue personnel, THEN request the Maintenance Manager to begin planning and obtain necessary resources to implement the rescue effort. _____
- 4.5 Monitor progress of the search and rescue effort through periodic contact with the OSC Coordinator and keep the TSC Manager and Security Manager informed. _____
- 4.6 Brief the OSC Coordinator of any changing plant conditions, which could impact the search and rescue effort. _____

5.0 OFFSITE NOTIFICATION ACTIVITIES

- 5.1 Coordinate completion and transmittal of the Offsite Agency Notification Message Form of procedure 0ERP01-ZV-IN02, Notification to Offsite Agencies within the required time frames. _____

6.0 MEDICAL EMERGENCY ACTIVITIES

- 6.1 Coordinate the implementation of 0POP04-ZO-0004, Personnel Emergencies to relieve the Control Room of this responsibility. _____

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6.2 Provide periodic status updates of response activities in progress and upon completion of the effort to the:

6.2.1 TSC Manager and TSC personnel. _____

6.2.2 Deputy EOF Director. _____

6.2.3 OSC Coordinator. _____

7.0 CHEMICAL HAZARD ACTIVITIES

7.1 IF notified of a toxic gas or chemical release from a nearby Chemical Facility, THEN perform the following:

7.1.1 IF time permits, THEN initiate 0ERP01-ZV-IN04, Assembly and Accountability and 0ERP01-ZV-IN05, Site Evacuation. _____

7.1.2 Otherwise, announce over the public address system for all personnel to seek shelter in buildings and turn off ventilation systems. _____

8.0 TSC EVACUATION ACTIVITIES

8.1 Inform the Deputy EOF Director of the plans to evacuate the TSC. _____

8.2 Direct the TSC Communicator to inform the NRC over the ENS phone of the plans to evacuate the TSC. _____

8.3 Collect the following:

8.3.1 Completed logs and checklists. _____

8.3.2 Assistant TSC Manager's Emergency Response Manual. _____

8.3.3 Copy of the information from the TSC Priority Tracking Status Board. _____

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Action	Time
8.4 Follow any special precautions issued by the Radiological Manager.	_____
8.5 WHEN directed by the TSC Manager, THEN proceed to the unaffected Unit's TSC or EOF.	_____
8.6 Upon completion of the evacuation, reestablish contact with the Deputy EOF Director. Provide a telephone number for future communications.	_____
9.0 ONGOING ACTIVITIES	
9.1 Maintain the TSC Priority Tracking Status Board by listing prioritized activities and open items identified by the TSC Manager.	_____
9.2 Assist the TSC Manager with completion of activities on the TSC Manager's checklist.	_____
9.3 Establish and maintain periodic communications with the Deputy EOF Director:	
9.3.1 Provide a status of changes and updates to items listed on the TSC Priority Tracking Status Board and Key Events Chronology Status Board.	_____
9.3.2 Inform the TSC Manager of priorities and activities underway in the EOF.	_____
9.4 Assist the TSC Manager and Technical Manager in evaluating ongoing conditions that could effect the current Emergency Action Level and change the Emergency Classification as defined in 0ERP01-ZV-IN01, Emergency Classification.	_____
9.5 IF a shift change occurs, THEN brief your replacement based on applicable sections of Addendum1, Shift Turnover Briefing.	_____
9.6 Maintain an Emergency Action Log of significant activities, telephone calls, and important information.	_____

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Action	Time
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10.0 TERMINATION ACTIVITIES

- 10.1 Update the Emergency Classification Board. _____
- 10.2 IF the TSC Manager is functioning as the Emergency Director, THEN direct the TSC Communicator to inform the Deputy EOF Director of the change in Emergency Classification. _____
- 10.3 Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Actions Items List. _____
- 10.4 Provide a list of any supplies or forms needing replenishment to the Administrative Manager. _____
- 10.5 Collect and organize in chronological order all documents, checklists, and logs. _____
- 10.6 Collect the Corrective Action Items Lists from the various TSC Managers. Review the lists with key TSC/OSC Managers and assign priorities to tasks. Provide the prioritized list to the TSC Manager. _____
- 10.7 Assist the TSC Manager in completing the Emergency Response Summary report in accordance with 0ERP01-ZV-RE02, Documentation. _____
- 10.8 Turn over all documentation generated during the emergency to the Administrative Manager. _____

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Action

Time

11.0 RECOVERY ACTIVITIES

- 11.1 Update the Emergency Classification Board. _____
- 11.2 IF the TSC Manager is functioning as the Emergency Director, THEN direct the TSC Communicator to inform the Deputy EOF Director of the change in Emergency Classification. _____
- 11.3 Develop a list of activities and tasks, which should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List. _____
- 11.4 Collect the Corrective Action Items Lists from the TSC Managers. Review the lists and assign priorities to tasks. Provide the prioritized list to the TSC Manager. _____
- 11.5 Inform the Deputy EOF Director of any planned changes in repair priorities. _____
- 11.6 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations. _____
- 11.7 Maintain an Emergency Action Log until Termination. _____