

October 18, 2000
PY-CEI/NRR-2520L

United States Nuclear Regulatory Commission
Document Control Desk
Washington, D. C. 20555

Perry Nuclear Power Plant
Docket Nos. 50-440; 50-441
Submittal of Emergency Plan
Implementing Instructions

Gentlemen:

Pursuant to 10 CFR 50 Appendix E, enclosed are changes to the Emergency Plan Implementing Instructions (EPIs) for the Perry Nuclear Power Plant. These changes constitute revisions, temporary changes, or reissued pages. Please follow the updating instructions per the attached Controlled Document Instruction Sheet and return the signed Acknowledgment of Receipt form.

If you have questions or require additional information, please contact me at (440)280-5294.

Very truly yours,



Vernon K. Higaki, Supervisor
Emergency Planning Unit

VKH:br

Enclosure

cc: NRC Project Manager
NRC Resident Inspector
NRC Region III, Incident Response Center w/2 attachments

A045⁵

The Cleveland Electric Illuminating Company
Perry Nuclear Power Plant

Controlled Document Instruction Sheet

Manual: Emergency Plan Implementing Instructions EPI – A6 / Rev.10 / Pic.3,
EPI – A7 / Rev. 9 / PIC.3. and EPI – B1 / Rev. 10 / PIC.3.

Control Number **60**

<u>Revision Number</u>	<u>Temporary Change No.</u>	<u>Insert</u>	<u>Remove and Replace</u>
10	3	EPI-A6 / Rev 10 / Pic.3	Entire Reissue
9	3	EPI-A7 / Rev 9 / Pic.3	Entire Reissue
10	3	EPI-B1 / Rev 10 / Pic.3	Pages i-2

TECHNICAL SUPPORT CENTER ACTIVATION

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SCOPE OF REVISION:

- Rev. 10 -
1. Designates Operations Advisor as interim Operations Manager, and authorizes interim Ops. Mgr. to assume Emergency Coordinator duties from CR Shift Supervisor.
 2. Identifies Plant Technical Engineer as the point of contact for INPO and other Industry technical support organizations.
 3. Revises title of Security Supervisor to SNSO.
 4. Incorporates responsibilities and actions for the Regulatory Affairs Coordinator, as an on-call TSC position.
 5. Clarified actions for coordinating transfer of Emergency Coordinator duties to the EOF.
 6. Restructured Ops. Manager actions for declaring TSC operational.
 7. Remove HPN Circuit as a Communicator duty; available HP technician to be assigned to circuit by RPC/RPA if opened.
 8. EPI-B1 referenced for all offsite notification actions.
 9. Dose Assessor and Rad. Prot. Assistant expected actions clarified under Rad. Prot. Coordinator.
 10. Operating instructions for the NRC ENS Ckt. remote headset inserted as Attachment 3.
 11. Actions revised to have Security Coordinator to direct that access control be established once the TSC is operational.
 12. Deleted reference under Security Coord. to multiple pager message forms; single composite form being implemented.
 13. Access Controller actions deleted; covered under SPI-0023.
 14. Inserts record capture statement.

Change History

PIC Number: 1 Affected Pages: ii, 1, 2, 4, 6, 7, 8, 9, 9a, 10, 12,
13, 14, 15, 16, 18, 19, 20, 21, 22,
23, 24, 27, 28, 32, 33, 35

Summary of Change:

1. Addresses the quarantining of plant equipment/components. [PMATS EP-95-19].
2. Deletes attachment providing instructions on use of ENS remote headset, and references Emergency Response Telephone Directory for instructions.
3. References updated; statements reworded to address NOTES and "IF" statements directing action; references to specific sections in other procedures/instructions were deleted.
4. Responsibility for directing the shifting of the TSC HVAC modes transferred to the TSC Maintenance Coordinator.
5. Discussion on TSC activation/response goal expanded under TSC Operations Manager.
6. TSC Operations Manager "activation" actions revised to: designate minimum TSC staffing to declare facility operational, and separate actions for declaring the TSC operational and for the transfer of Emergency Coordinator duties.
7. TSC Administrative Assistant "activation" actions revised to streamline actions, address callout of TSC Communicators, and eliminate the TSC Records Room clerical position.
8. Inserts reference to GE BWR Emergency Support Program (SIL No. 324) and use of Industry Event Notification Form (re: INPO) under the TSC Plant Technical Engineer.
9. Addresses the dispatching of CEI State Liaison at a Site Area Emergency by the Regulatory Affairs Coordinator.
10. TSC Activation Checklist revised to address text changes and user comments.
11. Alternate TSC Layout Figure (Attachment 2) revised to reflect Regulatory Affairs Coordinator position.
12. Specifies TSC Radiation Protection Coordinator responsibility for plant Chemistry activities, including core damage assessment, through the OSC Chemistry Supervisor or TSC Dose Assessor. [EP-96-11]

PIC Number: 2 Affected Pages: i, iii, iv, v, 2, 3, 4, 6, 9, 11,
12, 13, 14, 16, 17, 18, 20, 21, 22,
23, 25, 26, 27, 28, 29, 32, 33

Summary of Change:

1. Addresses the elimination of TSC Access Control Point, including the use of TSC "accountability" card reader as part of facility staffing and issuance of dosimetry by Radiation Protection Coordinator per HPI-B0003.
2. Revises Regulatory Affairs Coordinator actions to discuss with the State of Ohio and determine the need to dispatch a CEI Liaison prior to a Site Area Emergency.
3. Clarifies actions performed by the TSC Radiation Protection Coordinator and TSC Operations Advisor which are not required prior to the Alert declaration. [PIFRA No. 96-3766-002]

Change History (Cont.)

PIC Number: 2

Summary of Change (Cont.):

4. Inserts statement, where applicable, regarding PAP-0224 FFD requirements for call-ins. [PIF No. 96-3794]
 5. Deleted reference to ANSI-qualified technician as Dose Assessor.
 6. Reference inserted for Commitment B01028.
 7. Various sections reworded/organized to clarify instructions. However, no new responsibilities/actions were created or deleted other than those listed above.
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PIC Number: 3

Affected Pages: i, iv, v, 2, 12, 14, 16, 17, 18, 20,
22, 28, 29

Summary of Change:

1. Changing references to PAP-0224 to NOP-LP-1002.
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TECHNICAL SUPPORT CENTER ACTIVATION

1.0 PURPOSE

This instruction describes the activation and operation of the Technical Support Center (TSC), and delineates the responsibilities of designated TSC personnel.

The TSC will be activated for an Alert or higher classification, or at the direction of the Shift Supervisor, serving as Emergency Coordinator.

2.0 REFERENCES

2.1 Source References:

1. Emergency Plan for PNPP Docket Nos. 50-440, 50-441

2.2 Use References:

1. Emergency Plan Implementing Instruction (EPI) B1: "Emergency Notification System"
2. Plant Administrative Procedure (PAP) 0514: "External Radiation Exposure Control"
3. Deleted
4. Emergency Plan Implementing Instruction (EPI) A1: "Emergency Action Levels"
5. Emergency Plan Implementing Instruction (EPI) A2: "Unusual Event"
6. Emergency Plan Implementing Instruction (EPI) A3: "Alert"
7. Emergency Plan Implementing Instruction (EPI) A4: "Site Area Emergency"
8. Emergency Plan Implementing Instruction (EPI) A5: "General Emergency"
9. Emergency Plan Implementing Instruction (EPI) B8: "Protective Action and Guides"
10. Emergency Plan Implementing Instruction (EPI) B5: "Personnel Accountability/Site Evacuation"
11. Plant Administrative Procedure (PAP) 0103: "Plant Operations Review Committee"

12. Emergency Plan Implementing Instruction (EPI) B9: "Emergency Records"
13. Emergency Response Telephone Directory
14. System Operating Instruction (SOI) M52: "Technical Support Center Ventilation System"
15. Preparedness Support Instruction (PSI) 0007: "Reporting Emergency Plan-Related Communications Equipment Problems"
16. Physical Security Plan
17. System Operating Instruction (SOI) D19: "Post Accident Radiation Monitoring System"
18. Emergency Plan Implementing Instruction (EPI) B3: "Radiological Surveys for Emergencies"
19. Emergency Plan Implementing Instruction (EPI) B7a: "Automated Offsite Dose Calculations"
20. Emergency Plan Implementing Instruction (EPI) B7b: "Manual Offsite Dose Calculations"
21. Emergency Plan Implementing Instruction (EPI) B13: "Determination of Core Damage Under Accident Conditions"
22. Emergency Plan Implementing Instruction (EPI) A7: "Operations Support Center Activation"
23. Health Physics Instruction (HPI) B0003: "Processing of Personnel Dosimetry"
24. Emergency Public Information Organization Instruction Manual (EPIOIM)
25. Nuclear Operating Administrative Procedure (NOP-LP) 1002: "Fitness for Duty Program"
26. Security Post Instruction (SPI) 0032: "Notification of Key Emergency Response Organization Personnel"
27. Emergency Plan Implementing Instruction (EPI) A8: "Emergency Operations Facility Activation"
28. Plant Administrative Procedure (PAP) 1701: "Records Management Program"

29. Commitments addressed in this document:

B00626	P00010	P00046	P00051
B01028	P00042	P00047	P00053
L01395	P00045	P00050	P00059

3.0 DEFINITIONS

3.1 Activation/Activate

In regards to any emergency response facility, the term ACTIVATION shall refer to that time period from the decision to mobilize or ACTIVATE a facility to the decision to declare the facility OPERATIONAL.

3.2 Operational

In regards to any emergency response facility, the term OPERATIONAL shall refer to the decision to declare a facility functional and ready to perform its stated function(s).

4.0 RESPONSIBILITIES

4.1 Control Room Shift Supervisor

1. Direct the prompt activation of the TSC as required by the Emergency Plan, and in support of the Control Room for abnormal plant events.
2. Direct the activation of the alternate TSC based on plant conditions.

4.2 TSC Operations Manager

1. Manage the onsite activities of the Emergency Response Organization (ERO) under the direction of the Emergency Coordinator. <P00050, P00053>
2. Assume the duties and responsibilities of the Emergency Coordinator, from the Shift Supervisor once the TSC is operational, and subsequently transfer these responsibilities to the Emergency Coordinator in the Emergency Operations Facility (EOF) when it has been declared operational. <P00051>
3. Ensure the TSC is manned and operated in accordance with this instruction.
4. Utilize TSC and Operations Support Center (OSC) staff to provide guidance and direction to assist the Control Room personnel in identifying and mitigating the effects of the emergency condition and in the assessment of plant conditions.

5. Coordinate the combined activities of the TSC, Control Room, and the OSC and all emergency teams and support personnel dispatched from the OSC.
6. Provide information to the Information Liaison stationed in the TSC, and approve Company press statements for event classified as an Alert or more severe.
7. Authorize emergency radiation exposure limit extensions per <PAP-0514>. <P00010>
8. Coordinate the quarantining of equipment/components resulting in or caused by events resulting in an Emergency Plan classification per <EPI-A1>.

4.3 Administrative Assistant

1. Coordinate the activation and manning of the TSC in support of the Operations Manager.
2. Coordinate TSC Communicator and Support Staff activities, and the augmentation and relief of TSC staff.
3. Assist TSC staff in obtaining available resources within the Perry Plant departments, and within the Company prior to the EOF being declared operational, which may be required.

4.4 Radiation Protection Coordinator

1. Coordinate all Health Physics and Chemistry activities in support of emergency operations, including assessment of radiological hazards within the plant. <P00047>
2. Coordinate interim offsite radiological monitoring, dose assessment, and development of protective action recommendations. <P00046>
3. Coordinate the issuance of dosimetry as required per <HPI-B0003>, and the processing of emergency exposure limit extensions per <PAP-0514>.
4. Coordinate the monitoring of area and airborne radiation levels in the TSC, and direct the shifting of TSC HVAC modes.

4.5 Plant Technical Engineer <P00045>

1. Assess plant parameters to determine the condition of the core, safety related systems, and fission product barriers.
2. Analyze plant conditions and develop guidance for protection of the core.
3. Supervise engineering and design activities in support of emergency operations.
4. Provide a liaison between the ERO, Gilbert Associates, Inc., General Electric Company, the Institute of Nuclear Power Operations (INPO), and any other contractor or Industry support organizations.

4.6 Maintenance Coordinator

1. Coordinate the dispatching and tracking of OSC personnel, through the OSC Coordinator, in support of priorities established by the TSC.
2. Obtain required technical support for OSC activities from TSC staff.
3. Provide the OSC with plant technical, operations, and maintenance information, and continuously apprise the OSC Coordinator of current plant status and transient conditions.

4.7 Operations Advisor

1. Continuously review emergency conditions and recommend reclassification of the emergency event, if required.
2. Serve as the Shift Supervisor's liaison, continuously apprising TSC staff of Control Room operations and requirements.
3. Apprise the Shift Supervisor of TSC priorities and TSC/OSC activities.
4. Supervise radwaste processing activities in support of emergency operations.
5. Assist the Radiation Protection Coordinator in the development of release duration estimates for protective action calculations, prior to the EOF being declared operational.
6. Serve as interim TSC Operations Manager in the event that the arrival of a designated individual is delayed or the TSC Operations Manager becomes incapacitated.

4.8 Security Coordinator

1. Coordinate all onsite security operations with the Supervisor, Nuclear Security Operations (SNSO), in support of the emergency condition.

2. Coordinate the accountability of onsite personnel, as necessary, in support of the Operations Manager.
3. Coordinate the access control requirements onsite and at the Emergency Operations Facility (EOF).
4. Provide a liaison between the Perry Plant and any Federal, State, or local law enforcement agencies.
5. Assist in the classification or reclassification of security-related events per <EPI-A1>.

4.9 Regulatory Affairs Coordinator

1. Serve as a source of plant and event information for CEI Liaisons located in State and local County Emergency Operations Centers (EOCs) or Emergency Management Agency (EMA) offices.
2. Coordinate telephone communications with Federal, State, and local county officials, outside of formal notifications performed in accordance with <EPI-B1>.
3. Contact a second Regulatory Affairs Coordinator or relocate to the EOF, when notified that representatives from the State of Ohio are being dispatched to the Perry Plant.
4. Dispatch a CEI Liaison(s) to the State EOCs when requested.

4.10 Information Liaison

1. Obtain, evaluate, and disseminate information concerning the emergency to the Public Information Response Team (PIRT) or Joint Public Information Center (JPIC) in accordance with the <EPIOIM>.

4.11 Deleted

5.0 ACTIONS

5.1 Control Room Shift Supervisor

1. Direct the activation of the TSC in accordance with <EPI-A2 through A5>, or the mobilization of TSC staff in support of a non-Emergency Plan event in accordance with <EPI-A1>.
2. Direct and announce the use of the EOF as an alternate TSC per <EPI-A2 through A5>, if plant conditions render the 603' elevation of the Service Building not accessible.

3. Transfer the non-delegatable Emergency Coordinator duties to the TSC Operations Manager when the facility is operational and when he is ready to assume these duties.

For events not classified under <EPI-A1>, involving the mobilization of TSC staff, the duties and responsibilities of the Emergency Coordinator will remain with the Shift Supervisor and NOT be transferred to the TSC.

5.2 TSC Operations Manager

5.2.1 Activation:

1. Go directly to Section 6.1 if TSC staff is being mobilized in response to a non-Emergency Plan event; otherwise continue on to Step 2.
2. If the EOF is to be used as the alternate TSC, refer to the Alternate TSC Layout (Attachment 2) before proceeding, otherwise, continue on to Step 3.
3. Direct the Administrative Assistant, to coordinate the activation of the TSC using TSC Activation Checklist (PNPP No. 7987, Attachment 1).
 - a. If a qualified Administrative Assistant is not yet present in the TSC, appoint an interim Administrative Assistant from available personnel.

Goal for declaring the TSC operational is 60 minutes from the time of event classification: 15 minutes for ERO notifications; 30 minute response time when notified; plus 15 minutes to bring facility to an operational status.

4. Contact the Shift Supervisor to become apprised of current plant status, transient conditions, and emergency actions underway.
5. Utilize the event checklists contained in <EPI-A2>, <EPI-A3>, <EPI-A4>, and <EPI-A5> to obtain an accurate appraisal of emergency actions already performed or underway.

6. Periodically, assess personnel staffing levels through the Administrative Assistant, to determine if the following minimum staffing exists to declare the TSC operational:

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- o Operations Manager
 - o Administrative Assistant
 - o "5-Way" Communicator
 - o ENS Communicator or assigned engineer
 - o Operations Advisor
 - o Maintenance Coordinator
 - o Plant Technical Engineer
 - o Core/Hydraulic (Reactor) Engineer
 - o Radiation Protection Coordinator
 - o Dose Assessor (on-shift Chemistry Technician)
- a. If the arrival of a required TSC staff member is delayed, use your judgment in appointing another available TSC staff member to cover that position on an interim basis.
- b. Direct the Administrative Assistant to track the arrival of qualified personnel for the following TSC positions which can be manned after the TSC is declared operational to augment staffing:
- o Electrical Engineer
 - o Mechanical Engineer
 - o Regulatory Affairs Coordinator
 - o Security Coordinator
 - o Information Liaison
 - o Radiation Protection Assistant
 - o Support Staff (3)
 - o Communicator (3rd)

7. When the minimum staffing requirements are met and the TSC is ready to be declared operational, perform the following steps using the TSC Activation Checklist:

An Interim Operations Manager may declare the TSC operational, and accept responsibility for the non-delegatable Emergency Coordinator duties in coordination with TSC staff.

- a. Use Intra-Facility Public Address System (PA) to:
- (1) Brief TSC/OSC staff on current plant status, event conditions, any emergency response efforts underway, and Control Room needs and priorities.
 - (2) Remind TSC staff to log-in for accountability purposes using the TSC Hallway card reader.
- b. Announce over the Plant PA System that "the TSC is OPERATIONAL, and control for OSC activities (if operational) has been transferred to the TSC". Record time TSC declared OPERATIONAL in logbook.
- c. Inform the Security Coordinator that the TSC has assumed responsibility for directing SAS to perform further ERO notifications.
- d. Inform the Shift Supervisor that the TSC is now OPERATIONAL, and establish when the following Emergency Coordinator duties will be transferred to the TSC:
- event classification per EPI-A1
 - offsite notifications per EPI-B1
 - offsite protective action recommendations per EPI-B8
- 1) Notify the TSC administrative Assistant prior to assuming offsite notification responsibilities.

If a notification is pending (within 30 minutes), the TSC should defer assuming offsite notification responsibilities until the upcoming notification is completed.

- e. Announce over the Intra-Facility (TSC-OSC) PA the transfer of Emergency Coordinator duties from the Control Room to the TSC, record transfer in logbook, and post the transfer of responsibilities on facility status board.
- f. Review and sign the TSC Activation Checklist.

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5.2.2 Operation:

1. Perform the actions of the Emergency Coordinator outlined in <EPI-A2 through A5>, concurrently with this instruction, utilizing the associated event checklist to document completion of required actions, until such time as the EOF is operational or the event is terminated.

2. Direct OSC operations through the Maintenance Coordinator in support of established priorities.

The Control Room Shift Supervisor will retain the authority to direct the Fire Brigade, First Aid Team (FAT) and shift personnel.

3. Ensure the effective direction of the onsite emergency response effort through the establishment, periodic revision, and tracking of TSC priorities.
 - a. Establish OSC and Engineering Task Priorities in conjunction with TSC staff and post on facility status boards; revise periodically based on changing plant condition.
 - b. Direct the quarantining of equipment/components, whose failure resulted in or was caused by events, leading to or associated with the E-Plan classification, and which restoration is not immediately required to support the safe operation or shutdown of the plant.
4. Direct technical and engineering analyses through the Plant Technical Engineer in support of established priorities.
5. Direct radiological aspects of the emergency in-plant and within the site boundary through the Radiation Protection Coordinator.
6. Approve the extension of personnel exposure limits, as recommended by the Radiation Protection Coordinator, per <PAP-0514>.
7. Approve and implement onsite protective actions as necessary.
8. Ensure the effective and timely communication of TSC priorities and OSC team status to the Shift Supervisor, and briefing of TSC staff on Control Room activities by the Operations Advisor.
9. Approve the use of potassium iodide (KI) for plant personnel, and Radiation Monitoring Team (RMT) personnel prior to EOF operation, per <EPI-B8>.
10. Ensure the effective and timely implementation of the accountability of onsite personnel through the Security Coordinator per <EPI-B5> at a Site Area Emergency.
11. Periodically review established priorities, and brief TSC personnel on the status of the emergency, Control Room emergency actions underway, and the status of OSC and engineering activities.

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12. Provide updates to Federal, State, and local county officials over established telephone links at the request of the Regulatory Affairs Coordinator.
 - a. Do NOT become distracted by calls directly from the NRC or other offsite agencies; refer calls and inquiries to the Regulatory Affairs Coordinator.
13. When informed that the Nuclear Regulatory Commission (NRC) Regional Site Team has been dispatched to the Perry Plant, perform the following:
 - a. Notify Regulatory Affairs Coordinator, the Shift Supervisor, and the EOF Emergency Coordinator (if the EOF is operational).
 - b. Direct the activation of the EOF at this time, if the EOF has not yet been activated.
14. Direct the transfer of responsibility for offsite notifications, event re-classification, and for approval of offsite protective action recommendations to EOF once operational and the EOF Emergency Coordinator is ready to accept duties, by performing the following:
 - a. Notify the Administrative Assistant when responsibility for offsite notifications will be transferred to the EOF.
 - b. Notify the Radiation Protection Coordinator when responsibility for offsite dose projection and protective actions will be transferred to the EOF.
 - c. Update facility status board to reflect the transfer of Emergency Coordinator duties to the EOF.
15. Direct the Administrative Assistant to establish a Plant Operations Review Committee (PORC) quorum for an unscheduled meeting per <PAP-0103>, if deemed necessary to address procedural concerns.
16. Approve Company news statements for events classified at an Alert or higher, prior to the EOF being declared operational.
17. Authorize the Administrative Assistant to develop and initiate a relief rotation for TSC and OSC staff.
 - If radiation levels resulting from an offsite release restrict the movement of people within the 10-mile EPZ, direct relief personnel to report to a CEI facility and arrange for transport to the site.

18. Direct the collection of event records per <EPI-B9> and demobilization of the TSC staff upon termination of the event.

5.3 Administrative Assistant

5.3.1 Activation:

1. Go directly to Section 6.2 if TSC staff is being mobilized in response to a non-Emergency Plan event; otherwise continue on to Step 2.
2. Initiate the callout process upon arriving at the TSC when onsite, or prior to departure from home to the TSC by contacting a support staff member or communicator to initiate a call tree, to obtain a total of 3 Communicators and 3 Support Staff. Ensure fitness for duty status is determined per <NOP-LP-1002>.
3. Track the arrival of TSC staff members on TSC Activation Checklist, and brief the TSC Operations Manager on staffing levels upon his arrival and routinely thereafter until required TSC staff positions are filled.
 - a. If the activation of the TSC coincides with the initiation of a site accountability/evacuation, contact the Training and Education Center (TEC) Auditorium at Ext. 7817 and either dismiss the assembled personnel or direct needed personnel to report to the TSC.
4. If the EOF is being used as the alternate TSC, refer to the Alternate TSC Layout (Attachment 2) before proceeding; otherwise continue on to Step 5.
 - a. Assist arriving TSC staff in finding workstations and equipment.

NOTE: TSC forms and other reference materials are stored in E-Plan locker located in CEI Room.

- b. In addition to the actions listed on the TSC Activation Checklist, perform the following:
 - 1) Instruct TSC Engineers to use TEC 110/111 Conference Room as a work area and to install telephones stored in E-Plan locker.
 - 2) Relocate photo copier (XEROX) from the second floor, TEC to the EOF using the door key located in EOF keybox.
 - 3) Instruct the On-Call Emergency Plan Representative to assist in placing the EOF HVAC in emergency isolation, if required.

5. Coordinate the manning and activation of the TSC utilizing the TSC Activation Checklist.
 - a. Assign Communicators to the following circuits as personnel become available:
 - o (*5-way*) State and Local County Ringdown.
 - o NRC Emergency Notification System (ENS) Circuit.
 - o CEI 800 MHz (RMT) Radio Link.
 - 1) If sufficient communicators are not available within 45 minutes of declaring the event to support the TSC operational, contact the Shift Supervisor and coordinate the transfer of Control Room Communicators to the TSC.
 - b. Verify that a TSC engineer has been assigned by the Plant Technical Engineer to the NRC ENS Circuit.
 - c. At an Alert classification or above, verify that the Emergency Response Data System (ERDS) link to the NRC has been initiated by the TSC Operations Advisor.
 - 1) If not yet operational, activate ERDS per Section 5.7.1.1 within one (1) hour of the Alert declaration.
 - d. Assign support (clerical) staff to the following tasks as they become available:
 - o TSC Operations Manager's Log
 - o TSC Task Priorities/OSC Team Statusboards
 - o Plant Technical Data and Plant Radiological Data Statusboards

- e. Synchronize facility wall clocks in Display Room, CEI Office, Hallway and the Access Control Point with Emergency Response Information System (ERIS).

This action shall not delay declaring TSC operational.

6. Submit the TSC Activation Checklist to the TSC Operations Manager for review and approval once minimum staffing has been met and equipment checks performed.
 - a. If upon completion of the TSC Activation Checklist a designated TSC Operations Manager has not yet arrived, forward the checklist to the TSC Operations Advisor as interim TSC Operations Manager.
7. Inform the TSC Communicators when the TSC will assume responsibility for making offsite notification to the NRC, State of Ohio, and local Counties.

5.3.2 Operation:

1. Coordinate the drafting, review/approval, and transmission of the initial and follow-up notifications to the NRC, State of Ohio, and local counties per <EPI-B1>.
2. Coordinate the drafting, review/approval, and transmission of periodic updates and requests for technical assistance to the INPO and American Nuclear Insurers (ANI) per <EPI-B1>.
3. Conduct telephone callouts for additional TSC staff if required, or to assist the OSC Coordinator in contacting additional personnel, using the <Emergency Response Telephone Directory>. Ensure the fitness for duty status is determined per <NOP-LP-1002>.

4. When informed by the "5-way" Communicator that State representatives are responding to the Perry Plant, perform the following:
 - a. Inform the Regulatory Affairs Coordinator.
 - b. Instruct the Information Liaison to notify the PIRT, at Ext. 5044, of the pending arrival of the State Public Information Officer.
5. When informed by the ENS Communicator that the Health Physics Network (HPN) circuit is to be opened, notify the Radiation Protection Coordinator.
6. When informed by the ENS Communicator that the NRC Regional Site Team or Augmented Inspection Team (AIT) has been dispatched to the Perry Plant, notify the Operations Manager and Regulatory Affairs Coordinator.
 - a. Direct the appropriate Communicator to announce the activation of the EOF over the "5-way" circuit if the TSC Operations Manager directs the activation of the EOF in support of the NRC Site Team.
7. Deleted | C-1
8. Obtain available Perry Plant and Company resources as necessary to support emergency response activities.
 - a. If the EOF is operational, direct any requests for Company resources to the EOF Manager.
9. Initiate repairs to emergency plan-related communications and the Private Branch Exchange (PBX) and Off-Premise Exchange (OPX) Circuits per <PSI-0007>.
10. Initiate repairs to administrative support equipment, i.e., FAX, Xerox, CVAX, aperture card reader, etc., by contacting the party(ies) listed in the <Emergency Response Telephone Directory> under "Communications Equipment Operating Guidelines."
 - a. If site personnel accountability has been initiated, contact the OSC for available technical repair assistance.| C-1

11. When directed to convene an unscheduled PORC meeting, assemble a quorum using a qualified chairman or designated alternate and qualified members or alternates onsite or via a conference call and act as PORC Secretary in accordance with <PAP-0103>.

12. Upon the activation of the EOF, contact the EOF Manager to coordinate the transfer of offsite notification duties, but DO NOT transfer this responsibility until authorized by the TSC Operations Manager.
 - a. Direct the TSC Communicators to transfer offsite notification responsibilities to the EOF when authorized per <EPI-B1>.

The TSC will retain responsibility for maintaining an open ENS line after the EOF is operational and responsibility for offsite notifications have transferred.

13. Coordinate the relief of TSC and OSC personnel at the direction of the TSC Operations Manager by performing the following:
 - a. Determine TSC relief personnel needs for key TSC positions and OSC relief personnel needs through the Maintenance Coordinator, and submit rosters to TSC Operations Manager for review and approval.
 - b. Have the Radiation Protection Coordinator determine whether relief personnel should be directed to report to the Perry Plant site or to an offsite company location.
 - 1) If radiation levels from an offsite release restrict movement in the 10-mile EPZ, coordinate with the EOF, if operational, in directing relief personnel when contacted to report to a CEI facility, such as the Concord Service Center (COSC), in arranging transportation to the site through the Transportation Officer at the Lake County EOC at 953-5480, and in establishing radiological monitoring/dosimetry requirements.
 - c. Direct available Communicators and support staff to contact required TSC relief personnel utilizing the <Emergency Response Telephone Directory>. Ensure the fitness for duty status is determined per <NOP-LP-1002>.

- d. Assist the OSC Coordinator in contacting required relief personnel using the OSC Staff Callout Listings available in the OSC. Ensure the fitness for duty status is determined per <NOP-LP-1002>.
 - e. Keep the Operations Manager informed of the status of staff relief efforts.
14. Upon deactivation of the TSC perform the following:
- a. Return TSC HVAC to normal operating mode.
 - b. Coordinate the collection of event records per <EPI-B9>.
 - c. Clean-up of the TSC.
 - d. Dismiss facility communicators and support staff.

5.4 Radiation Protection Coordinator

5.4.1 Activation:

1. At an Alert classification or above, perform the following:

- a. Direct the on-shift or other qualified Chemistry technician to report to the TSC as a Dose Assessor and to perform the following:
 - 1) Verify the operability of the Computer-Aided Dose Assessment Program (CADAP) and associated DEC laser printer per <EPI-B7a>.
 - 2) Assemble two (2) RMTs in the EOF Decontamination Room per <EPI-B3>, and brief them prior to deployment. <P00059, P00042>
 - 3) Verify that the TSC airborne and area radiation monitors are operating, or are placed in operation per <SOI-D19>.
- If either the TSC area or airborne radiation monitors are out of service, direct the OSC Health Physics Supervisor to have periodical habitability monitoring of the TSC initiated.

- b. Verify with the OSC that a minimum of four (4) Health Physics (HP) technicians are available onsite or are being called in to support in-plant/OSC HP activities.
2. Call-in, or obtain from the OSC if available, a qualified Radiation Protection Assistant (RPA), if additional support is needed to track and evaluate in-plant Health Physics concerns and OSC activities. Ensure the fitness for duty status is determined per <NOP-LP-1002> for all call-ins.
 3. Request from the Administrative Assistant that personnel be assigned, when available, to the following positions:
 - a. RMT Communicator
 - b. Radiological Status Boards (in TSC Display Room)

The Radiation Protection Coordinator is responsible for instructing the statusboard keeper on how and when to update boards, and for resolving any questions or discrepancies in data.

5.4.2 Operation:

1. When notified by the Administrative Assistant to establish an open line on the HPN, assign an available Health Physics technician from the OSC to keep the NRC apprised of significant plant health physics concerns and answer any health physics related questions regarding the event. <B00626>
2. Direct the Radiation Protection Assistant to perform the following:
 - a. Interface with the OSC HP Supervisor to ensure the continuous monitoring of radiological condition in-plant and onsite.
 - b. Monitor plant radiological trends on the ERIS; immediately notify TSC staff and the OSC HP Supervisor of significant changes in radiological conditions.

- c. Assist the Administrative Assistant in completing applicable portions of the Initial Notification form (PNPP No. 7794), Follow-up Notification form (PNPP No. 7795), and Industry Event Notification form (PNPP No. 9596) per <EPI-B1>.
 - d. Periodically update or assist Support Staff in updating facility statusboards with current in-plant and site radiological information.
 - e. Assist the HPN Communicator in responding to NRC inquiries and periodic status updates.
3. Recommend the use of protective measures for plant personnel as needed, including the use of potassium iodide (KI) per <EPI-B8>, respirators/self-contained breathing apparatus (SCBAs), etc.
 4. Direct the Dose Assessor to coordinate the following:
 - a. Control and deployment of RMTs per <EPI-B3>. <P00059>
 - b. Assessment of actual or postulated radiological releases per <EPI-B7a> and <EPI-B7b>.
 - c. Development of Protective Action Recommendations (PAR) for the general public per <EPI-B8>.
 - d. Recommendation of protective measures for RMT personnel per <EPI-B3>.
 - e. Ensure that the Radiological Statusboards are updated with dose estimates, meteorology conditions, etc.
 5. Review and recommend PARs for the general public to the TSC Operations Manager for approval (prior to the EOF assuming responsibility for PARs).
 6. Periodically verify radiation levels on both the TSC area and airborne monitors.
 - a. If area or airborne radiation readings exceed normal levels, direct the TSC Maintenance Coordinator to have the TSC HVAC system placed in "recirculation" mode; consider recommending the evacuation of any unnecessary TSC support personnel and issuance of high range dosimetry per <EPI-B11>, and initiate periodic habitability surveys by Health Physics.

- b. If either monitor becomes out of service, direct the OSC Health Physics Supervisor to initiate periodic TSC habitability monitoring.
7. Coordinate plant Chemistry activities, including the estimation of core damage per <EPI-B13>, through the OSC Chemistry Supervisor or Dose Assessor.
8. If the TSC was activated at an Unusual Event, perform Section 5.4.1.1 to mobilize required staff when event escalates to an Alert classification or above.
9. Upon the declaration of a Site Area Emergency, perform the following:
 - a. Dispatch a Health Physics technician to the Primary Access Contact Point (PACP) in support of personnel accountability and, if warranted, recommend to the TSC Operations Manager the use of offsite assembly/decontamination centers per <EPI-B5>.
 - b. Verify a minimum of seven (7) Health Physics Technicians and two (2) Chemistry Technicians are onsite in support of in-plant/OSC activities. Direct the OSC to conduct additional callouts as necessary per <NOP-LP-1002>, to meet this commitment.
 - c. Direct the Dose Assessor to mobilize a third RMT per <EPI-B3>, and to brief EOF personnel on dose assessment and RMT activities. <P00042>
 - d. Ensure dosimetry is issued to TSC, Control Room, OSC, and EOF staff per <HPI-B3>.
 - e. Dispatch an HP Technician, when available, to the EOF to assist in radiological monitoring of facility.
 - 1) If Backup EOF is activated in lieu of or in support of onsite EOF, dispatch an HP Technician to the Ashtabula Service Center (ASSC).
10. Once the EOF is operational, perform the following:
 - a. When authorized by the TSC Operations Manager, turnover of responsibility for dose assessment activities per <EPI-B8> and for control of the RMTs per <EPI-B3>.

- b. Request the Offsite Radiation Advisor (ORA) to open the EOF HPN line and handle NRC requests for dose assessment information.

Responsibility for relaying information on site and in-plant health physics concerns will remain in the TSC.

- c. At your discretion, relocate the Dose Assessor to the EOF to assist in offsite dose assessment activities.
 - d. Continue to track protective actions being recommended by Perry and implemented offsite.
 - e. Inform the ORA of radiochemistry and radiological survey results or anticipated plant operations which may affect offsite dose projections.
11. Provide instructions to Control Room, OSC, TSC and EOF staff on the collection and processing of dosimetry as part of staff relief or facility deactivation.

5.5 Plant Technical Engineer

5.5.1 Activation:

1. Determine if a Core/Hydraulic Engineer, Electrical Engineer, and Mechanical Engineer have arrived yet.

NOTE: Electrical and Mechanical Engineers have a response time goal of ≤ 60 minutes; therefore, declaration of the TSC as operational should not be delayed pending the arrival of these engineers.

2. Assign the first available engineer to monitor the NRC ENS Circuit and direct individual to perform the following:

NOTE: Operating instructions are listed in the <Emergency Response Telephone Directory> under "Communications Equipment Operating Guidelines".

- a. Inform the NRC of significant changes in the operational status of the plant or abnormal trends in plant data.
- b. Record NRC questions and requests on a Communications Record Sheet (PNPP No. 6284) per <EPI-B1>.
- c. Keep the Regulatory Affairs Coordinator apprised of NRC activities.

3. Contact additional engineering staff members based on the emergency event. Ensure the fitness for duty status is determined for call-ins per <NOP-LP-1002>.ol style="list-style-type: none;"> - a. Contact the on-shift Shift Technical Advisor (STA) to locate the relief shift STA and/or the training Shift STA during normal working hours to support TSC operation.
4. Appoint engineering staff members as they become available, to the following duties:
 - a. Lead Engineer to coordinate and track engineering activities and to brief TSC engineers in plant CEI Room on event status and plant conditions.
 - b. ERS Operator/Plant Technical Data Statusboard Coordinator.
5. Update the Plant Technical Data Statusboards, and request from the Administrative Assistant that a support staff member be assigned to maintain this board when available.

The Plant Technical Engineer is responsible for instructing the statusboard keeper on how and when to update this board, and for resolving any questions or discrepancies in data.

- a. If the ERS is inoperable or access to data limited, dispatch an available Communicator or TSC/OSC staff member to the Control Room to initiate and maintain an open line over the Statusboard Ringdown Circuit.
6. Contact the Control Room STA to verify that the TSC-STA Ringdown Circuit is plugged in and operational.
 7. Initiate and track engineering activities in support of the emergency event based on priorities once established.
 8. Brief the TSC Operations Manager on engineering activities which are underway or required, as well as engineering support available to respond to the emergency event.

5.5.2

Operation:

1. Deleted
2. Maintain contact with STA for an assessment of plant conditions and current or postulated Control Room actions.
3. Direct the actions of plant technical and engineering design personnel to analyze plant conditions and system/equipment status in support of the Control Room shift staff and based on priorities established by TSC Operations Manager.

4. Track TSC engineering activities and revise assignments as needed to meet current TSC priorities.
5. Assign available engineering support to assist in briefing OSC teams and in providing in-plant engineering support to OSC team members.
6. Act as a liaison between the ERO and INPO, General Electric (SIL No. 324, "BWR Emergency Support Program"), and other contractors or Industry support organizations on technical and design matters. <B01028>
 - a. Request for INPO technical or equipment/expertise location assistance should be made through the Administrative Assistant using an Industry Event Notification form (PNPP No. 9596) per <EPI-B1>.
7. Ensure that the Plant Technical Data Statusboard is updated periodically and data, i.e., system status, interpreted when required.
8. Periodically apprise key TSC staff members of plant technical and engineering design activities underway and recommendations developed.

5.6 Maintenance Coordinator

5.6.1 Activation:

1. Contact the OSC Coordinator to become apprised of current OSC staffing and activities underway.
 - a. Appoint an OSC Coordinator from supervisors available in the OSC, if the arrival of a designated OSC Coordinator is delayed.
2. Initially update the OSC Team Statusboard and request from the Administrative Assistant that a support member be assigned to maintain this board using the OSC Team Status Ringdown.

The Maintenance Coordinator is responsible for instructing the status board keeper on how and when to update this board, and for resolving any questions or discrepancies in data.

3. Apprise key TSC staff on the status of the OSC, including current and projected staffing levels and activities presently underway or planned.
4. Notify the TSC Operations Manager when ready to assume control of the OSC from the Control Room.

5.6.2 Operation:

1. Notify the OSC Coordinator when control of OSC activities is assumed, and request that TSC Operations Manager announces over the Plant PA the transfer of OSC activities to the TSC.
2. Ensure that the Operations Foreman and the Perry Plant Operators (PPOs) are relocated to the OSC when operational per <EPI-A7>.

Control of the on-shift PPOs remains with the Control Room.

3. Direct the dispatching of emergency teams and support personnel from the OSC through the OSC Coordinator per <EPI-A7> in support of the Control Room and based on the priorities established by the TSC Operations Manager.

All plant personnel available onsite, i.e., Security, Safety/Fire Protection technicians, etc., should be assembled and utilized if necessary to support OSC activities until the OSC staff is properly augmented.

4. Establish the briefing requirements, as outlined in <EPI-A7>, for each OSC team directed to be dispatched.
5. Request assistance from the Plant Technical Engineer in briefing OSC teams and for in-plant engineering support when needed.
6. Continuously apprise the OSC Coordinator of plant conditions and emergency actions underway, including Control Room activities and TSC established priorities.
7. Ensure that the OSC Team Statusboard is kept current and that key TSC staff are periodically informed of the status of OSC activities.
8. Direct OSC Coordinator to request that the Operations Foreman dispatch a PPO to realign the TSC HVAC per <SOI-M52> at the request of the Administrative Assistant or Radiation Protection Coordinator.
9. Assist the Administrative Assistant in developing a relief rotation for OSC staff personnel when needed.
10. Direct the deactivation of the OSC when ordered and notify the TSC Operation Manager when OSC deactivation is complete.

5.7 Operations Advisor

5.7.1 Activation:

1. At an Alert classification or above, activate ERDS with NRC per the following: <L01395>
 - a. Refer to the Emergency Response Data System Users Manual next to the ERDS terminal located in the TSC CEI Room and EOF Display Room.
 - b. Press the RETURN key.
 - c. When the computer prompts for Username, enter ERDS and press RETURN key.
 - d. When the computer prompts for Password, enter NRCERDS and press RETURN key.
 - e. Enter Option 1 and press RETURN key.

-- If ERDS can not be activated due to computer/modem problems, notify the NRC over ENS Circuit, document failure in log, and contact Computer Support Unit (CSU).
2. Contact the Control Room personnel to become apprised of their activities, plant system/equipment status, and applicable emergency procedures/instructions entered.
3. Assist in the retrieval of plant data from ERIS and the initial updating of the Plant Technical Data Statusboard.
4. Act as interim Operations Manager per Section 5.2, if the arrival of a qualified TSC Operations Manager is delayed or if the TSC Operations Manager becomes impaired, to allow the TSC to be declared operational in support of the Control Room.
5. Apprise the TSC Operations Manager upon arrival of Control Room and plant emergency activities presently underway.

5.7.2 Operation:

1. Continuously review and compare the criteria set forth in <EPI-A1> with current or projected plant and emergency conditions; recommend reclassification of the emergency event to the Operations Manager as required.
2. Monitor Control Room actions and operations to ensure compliance with approved operating procedures and instructions (i.e., PEIs, ONIs, etc.).

3. Serve as a liaison to the Shift Supervisor by:
 - a. Briefing TSC staff of Control Room activities, operations underway or being considered, and needs.
 - b. Apprising Control Room staff of TSC established priorities and the status of TSC engineering and OSC team status and activities.
 - c. Advising the TSC Operations Manager on matters dealing with the operation of the reactor and support systems.
 - d. Assisting in the resolution of any problems regarding the relocation of the Operations Foreman and PPOs to the OSC or in the effective utilization of the PPOs.
4. If the TSC was activated at an Unusual Event, perform Section 5.7.1.1 to activate the ERDS broadcast to the NRC when event escalates to an Alert classification or above.
5. Assist the Radiation Protection Coordinator and Dose Assessor in the formulation of release durations for offsite protective actions to the Plant Operations Advisor, when the EOF is operational.
6. Assist in the transfer of plant operations information and actions to the EOF.
7. Assist the Shift Supervisor in coordinating Radwaste processing activities in coordinating in support of the emergency event.

5.8 Security Coordinator

5.8.1 Activation:

1. Become apprised of Security activities underway and update the SNSO on current plant operations and emergency activities, as well as any abnormal radiological conditions in-plant or onsite.
2. Brief the TSC Operations Manager and TSC staff on recent and on-going Site Protection responses.
3. If the TSC is being activated concurrent with a Site Area Emergency declaration, verify that personnel responding to the TSC use the TSC Hallway card reader to log-in for accountability purposes.
4. If the EOF is being used as the alternate TSC, request that a security officer be dispatched to establish access control and restrict access to CEI employees.

5.8.2 Operation:

1. Monitor on-going security, First Aid Team (FAT), and Safety activities, and provide support to the SNSO in support of the Physical Security Plan.

NOTE: Only Channels 3 and 5 can be monitored by radio unit at Security Coordinator's desk.

2. Apprise the SNSO of the emergency actions underway and abnormal radiological conditions in-plant or onsite.
3. Direct the SNSO to have all security officers report to the OSC when operational prior to entering the Radiologically Restricted Area (RRA).
4. Immediately notify TSC staff of an actual or potential fire or first aid incident, and coordinate with the Radiation Protection Coordinator to ensure the prompt entry and support of plant and offsite responders entering the RRA.
5. Provide a liaison between the Perry Plant and offsite law enforcement agencies concerning onsite security actions underway and requests for assistance.
6. Upon declaration of a Site Area Emergency or at the direction of the Operations Manager, perform the following:
 - a. Commence personnel accountability actions per <EPI-B5>, and verify that TSC staff has logged-in using the TSC Hallway card reader.

Within 30 minutes of initiating accountability, the Control Room Shift Supervisor must be notified of the number of people unaccounted for and search and rescue actions initiated.

- b. Ensure a Pager Messages form (PNPP No. 9100) is promptly drafted and approved by the TSC Operations Manager; the completed form orally relayed to Secondary Alarm Station (SAS); and ERO pagers activated per <SPI-0032>.
 - c. Deleted
7. Upon EOF activation direct the SNSO to dispatch a Security Officer(s) to the onsite EOF or Backup EOF (at the Ashtabula Service Center) to control facility access.

8. Deleted

5.9 Regulatory Affairs Coordinator

5.9.1 Activation:

1. Become apprised of plant conditions and event status from TSC staff during activation.
2. Contact the State EOC to determine the following:
 - a. Status of the State of Ohio's response to Perry Plant site. If the State makes a decision to respond to the Perry Plant site, perform the actions outlined in Section 5.9.2.4.
 - b. Need to dispatch a CEI Liaison to the State EOC prior to a Site Area Emergency declaration.
 - c. Discuss event status and probability for the event to worsen.
3. Contact an EMA representative or CEI County Liaisons at the EOCs in Ashtabula, Geauga and Lake Counties to clarify the event status and prognosis, and to identify a point of contact for further questions.

NOTE: Offsite planners from Emergency Planning Unit (EPU) are contacted at an Alert level, as part of their respective counties' callout process, and will serve as a liaison between the county EOC and the Perry ERO.

4. Apprise the TSC Operations Manager of current NRC, State and county response to the event.

5.9.2 Operational:

1. At the Site Area Emergency declaration, contact a CEI Liaison using the <Emergency Response Telephone Directory> and dispatch to the State EOC if not yet performed. Ensure fitness for duty status is determined per <NOP-LP-1002>.
2. Provide an interface with the TSC Engineer manning the ENS Circuit and CEI State and County Liaisons, in response to NRC, State and local county inquiries.

NOTE: The Executive Discussion Line (EDL) with the State and local counties shall NOT be established in the TSC.

3. Resolve any concerns regarding communications to offsite government agencies, including any requests for the establishment of additional telephone links not already described in the EPIs.
4. Upon being notified that the State is dispatching representatives to the Perry Plant site, perform the following:
 - a. Update the TSC Operations Manager, and recommend either the activation of the EOF or the co-location of the State representatives at the TSC based on the event status and prognosis.
 - b. Contact and dispatch a second Regulatory Affairs Coordinator to the EOF to meet the State representatives upon their arrival via Ohio National Guard helicopter. Ensure the fitness for duty status is determined per <NOP-LP-1002>.
 - c. Brief the second Regulatory Affairs Coordinator upon his/her arrival onsite.
5. Document communications with offsite officials or CEI State/County EOC Liaisons in your logbook or using a Communications Record Sheet (PNPP No. 6284) per <EPI-B9>.
6. Once the EOF is activated and declared operational, relocate to the EOF and continue to coordinate the interface with offsite government agencies per <EPI-A8>.

5.10 Records

5.10.1 Records Handling

1. The records generated by emergency response personnel will be collected and maintained by Emergency Planning Unit (EPU) pursuant to <EPI-B9>. The Emergency Records Package will be transferred to Records Management pursuant to <PAP-1701>.

5.10.2 Records Capture

The following records are generated by this document:

Quality Assurance Records

TSC Activation Checklist (PNPP No. 7987)

Non-Quality Records

None

6.0 TSC STAFF MOBILIZATION FOR NON-EMERGENCY PLAN EVENTS

6.1 TSC Operations Manager

Under no circumstances shall the Control Room Shift Supervisor transfer, or the Operations Manager accept, responsibility for the Emergency Coordinator duties unless the event is classified per <EPI-A1>.

- 6.1.1 Upon arrival, contact the Control Room Shift Supervisor to become apprised of event/plant conditions and required support.
- 6.1.2 Establish and track task priorities using facility status boards.
- 6.1.3 Brief TSC staff upon their arrival of event/plant condition and direct facility activities in support of established priorities.
- 6.1.4 Direct the Administrative Assistant to coordinate the augmentation of TSC staff based on the event.

No minimum staffing or completion of TSC Activation Checklist is required for staff mobilization outside the Emergency Plan.

- 6.1.5 Direct the Operations Advisor to monitor <EPI-A1> for possible entry into the Emergency Plan based on changing plant conditions, and recommend classification of an event per <EPI-A1> to the Shift Supervisor if warranted.
- 6.1.6 Upon the Shift Supervisor's classification of an Emergency Plan event per <EPI-A1>, go directly to Section 5.2.1 and utilize the TSC Activation Checklist to augment staff and coordinate the transfer of Emergency Coordinator duties.

6.2 Administrative Assistant

- 6.2.1 Do NOT initiate the TSC Activation Checklist unless an Emergency Plan event is classified per <EPI-A1>.
- 6.2.2 Instruct TSC Communicator NOT to test the NRC ENS Circuit or "5-Way" State/County Ringdown.
- 6.2.3 Track the arrival of TSC staff and periodically notify the TSC Operations Manager of staffing levels.
- 6.2.4 Initiate callouts for additional TSC support at the direction of the TSC Operations Manager and on-call TSC responders, using available communicators.

- 6.2.5 Assign support staff as they become available to TSC status boards and the Records Room.
- 6.2.6 When notified by the TSC Operations Manager that the Emergency Plan has been entered, go to Section 5.3.1 and use the TSC Activation Checklist to ensure minimum staffing and testing of equipment.

TSC ACTIVATION CHECKLIST (TO BE COMPLETED BY THE ADMINISTRATIVE ASSISTANT)

PNPP No. 7987 Rev. 3/5/97

EPI-A6

A. TSC rooms are unlocked [NOTE: Master key located in keybox outside TSC Records Room.]

B. Verify TSC manning levels:

Minimum TSC Staffing Requirements:

- TSC Operations Manager
- Operations Advisor
- Maintenance Coordinator
- Plant Technical Engineer
- Core/Hydraulic (Reactor) Engineer
- Radiation Protection Coordinator
- Dose Assessor (shift Chemistry Tech.)
- Administrative Assistant
- "5-Way" Communicator

NOTE: Control Room communicator can be relocated to TSC to support facility activation or qualified I&C technicians used from OSC.

- ENS Communicator or assigned engineer

POSITIONS NOT REQUIRED TO DECLARE TSC OPERATIONAL:

- Electrical Engineer
- Mechanical Engineer
- Regulatory Affairs Coordinator
- Security Coordinator
- Information Liaison
- Radiation Protection Assistant
- RMT Communicator
- Support Staff #1 - Operations Manager's Log
- Support Staff #2 - Task Priorities & OSC Team Status Board
- Support Staff #3 - Plant Technical Data & Plant Radiological Data Status Boards

C. IF TSC ACTIVATION AND PERSONNEL ACCOUNTABILITY ARE BEING PERFORMED SIMULTANEOUSLY, call Ext. 7817 or request that a Security Officer or available TSC/OSC staff member be dispatched to the GET Auditorium to assess available manpower. Direct needed personnel to report to the TSC and notify Security at PACP.

D. Test the following circuits:

- Intra-Facility (TSC-OSC) PA
- Turn up Plant PA ceiling speakers in TSC rooms & hallway

E. Verify that the Operations Advisor has activated the ERDS transmission to the NRC. If not yet performed, initiate transmission at this time per EPI-A6 Section 5.7.1.1.

NOT REQUIRED TO DECLARE FACILITY OPERATIONAL

F. Facility wall clocks in the Display Room, CEI Room, & Hallway synchronized with ERIS.

Submitted By: _____ / / @ _____ hours
Administrative Assistant Date Time

TSC ACTIVATION CHECKLIST (TO BE COMPLETED BY THE TSC OPERATIONS MANAGER)

PNPP No. 7987 Rev. 3/5/97

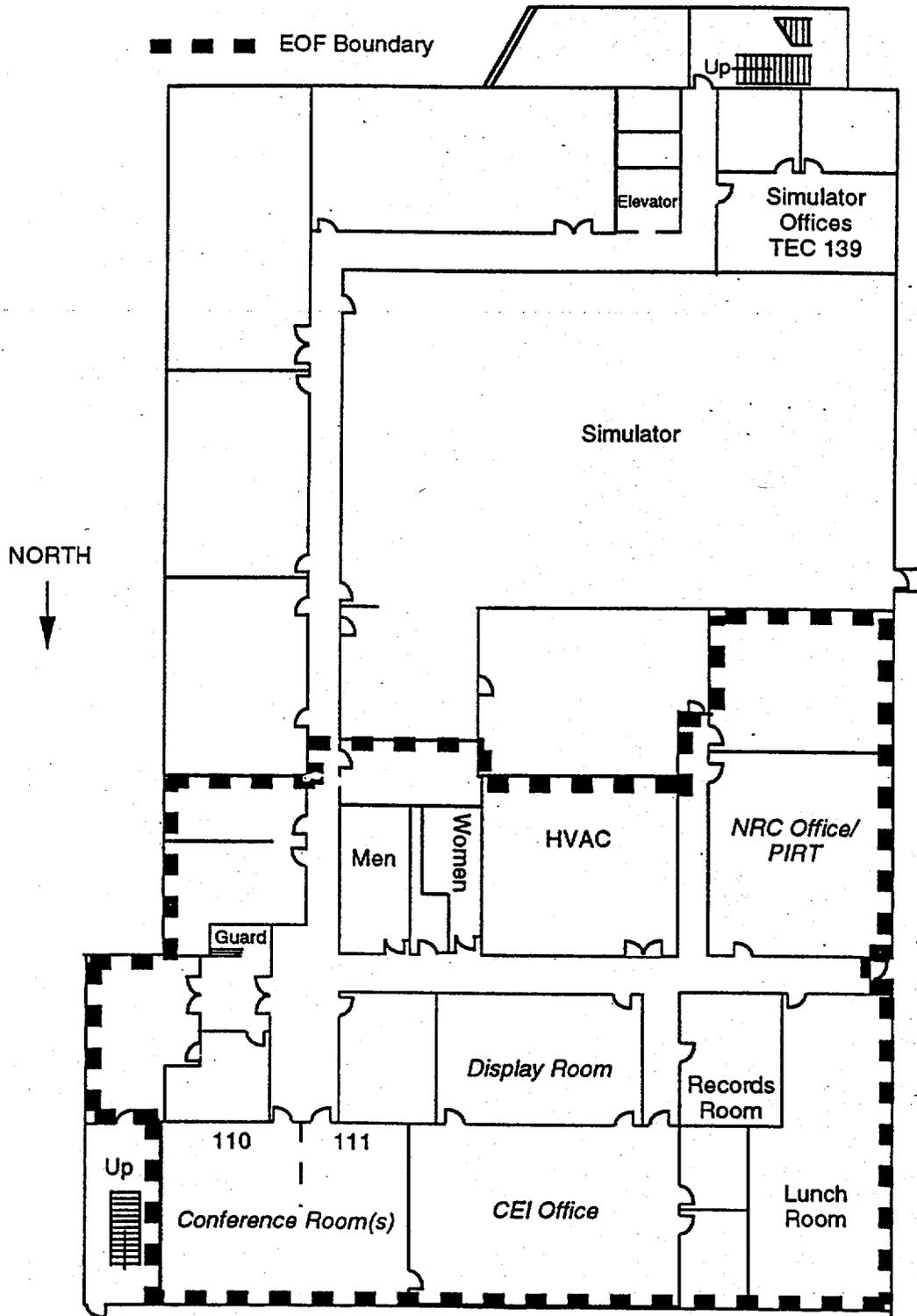
EPI-A6

- 1. When the minimum staffing requirements are met and the TSC is ready to be declared OPERATIONAL, brief TSC staff on current plant conditions, emergency actions underway, Control Room needs, and TSC priorities.
- 2. Announce over the Plant PA System that "the TSC is OPERATIONAL, and control for OSC activities (if operational) has been transferred to the TSC". Record time TSC declared OPERATIONAL in logbook.
- 3. Inform the Security Coordinator that the TSC has assumed responsibility for directing SAS to perform further ERO notifications.
- 4. Inform the Shift Supervisor that the TSC is now OPERATIONAL, and establish when the following Emergency Coordinator duties will be transferred to the TSC:
 - event classification per EPI-A1.
 - offsite notifications per EPI-B1.
 - offsite protective action recommendations per EPI-B8.
 Notify the TSC Administrative Assistant prior to assuming offsite notification responsibilities.
- 5. Announce over the Intra-Facility (TSC-OSC) PA the transfer of Emergency Coordinator duties from the Control Room to the TSC, record transfer in logbook, and post the transfer of responsibilities on facility status board:

Event Classification
 Offsite Notifications
 Offsite Protective Action Recommendations

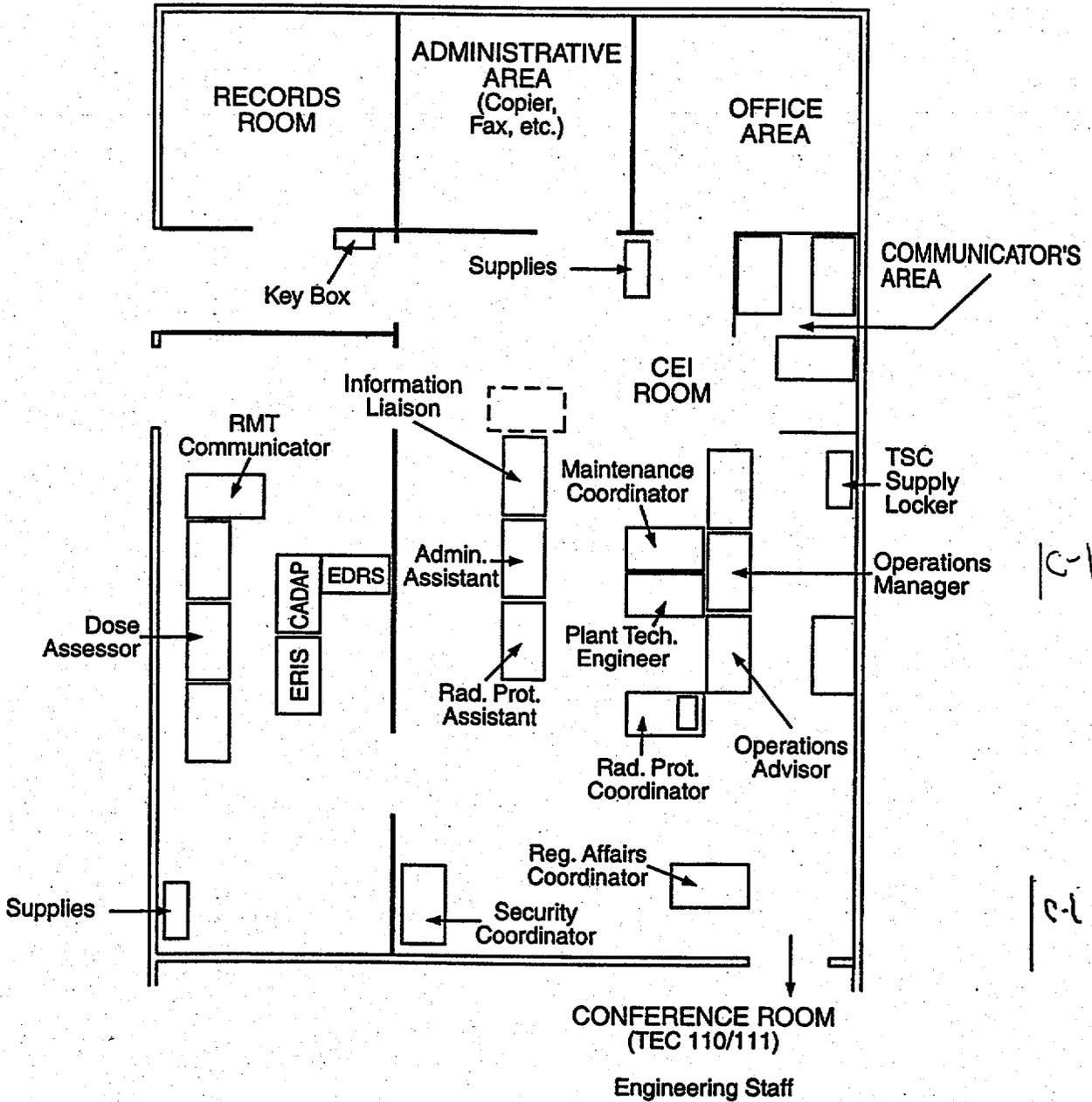
Declared Operational: _____ @ _____ hours
TSC Operations Manager Date Time

ALTERNATE TSC LAYOUT



ALTERNATE TECHNICAL SUPPORT CENTER LAYOUT

TRAINING CENTER (TEC) FIRST FLOOR



OPERATIONS SUPPORT CENTER ACTIVATION

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SCOPE OF REVISION:

Periodic Review - Required

- Rev. 9 -
1. Revise text and OSC Activation Checklist to address protocol and requirements for augmenting OSC staff. (PIFRA #96-1760-001, -002, and -003).
 2. Revises "Health Physics" portion of the OSC Team Briefing/Debriefing Sheet.
 3. Eliminated reference to storage location for PEI-SPIs and SOIs, which are now maintained at Operations Foreman's desk.
 4. Updated extension no. for OSC Operations Foreman, and other minor wording changes.

Change History

PIC Number: 1 Affected Pages: i, ii, iii, 2, 3, 4, 5, 6, 7, 7a, 8,
9, 10, 11, 12, 13, 14, 15, 16, 18,
19, 20, 21

Summary of Change:

1. Addresses use of designated card reader in TSC Hallway for accountability purposes and elimination of TSC Access Control Point.
 2. Addresses issuance of dosimetry per HPI-B0003.
 3. Inserts reference where applicable, to PAP-0224 FFD requirements for call-ins. [PIF No. 96-3794]
 4. Deletes specific reference to Dosimetry Clerks as OSC Support Staff.
 5. Inserts reference to PPAs.
 6. Eliminates reference to exposure received block of cover of OSC Team Briefing/Debriefing Sheet.
-

PIC Number: 2 Affected Pages: i, iii, 20, 21

Summary of Change:

1. OSC Team Briefing/Debriefing Sheet (Attachment 2) to address comment of dressout garments listed under "Health Physics Briefing (Part III)."
-

PIC Number: 3 Affected Pages: i, iii, 2, 6, 7a, 10, 11, 12

Summary of Change:

1. Changing references to PAP-0224 to NOP-LP-1002.
-

OPERATIONS SUPPORT CENTER ACTIVATION

1.0 PURPOSE

This instruction describes the activation and operation of the Operations Support Center (OSC), and delineates the responsibilities of designated OSC personnel.

As written, EPI-A7 provides the direction and structure needed to implement the requirement of the Emergency Plan. This instruction can also be used at the Control Room Shift Supervisor's discretion to mobilize plant personnel and to provide direction and control in response to a significant plant event outside the Emergency Plan. However, plant personnel will adhere to all normal plant procedures in response to the mobilization of the OSC for an event not classifiable in accordance with <EPI-A1>.

2.0 REFERENCES

2.1 Source References:

1. Emergency Plan for PNPP Docket Nos. 50-440, 50-441
2. Emergency Plan Implementing Instruction (EPI) A6: "Technical Support Center Activation"
3. Plant Administrative Procedure (PAP) 0905: "Work Order Process"
4. Plant Administrative Procedure (PAP) 0904: "Work Prioritization System"

2.2 Use References:

1. Emergency Plan Implementing Instruction (EPI) A1: "Emergency Action Levels"
2. Emergency Plan Implementing Instruction (EPI) A2: "Unusual Event"
3. Emergency Plan Implementing Instruction (EPI) A3: "Alert"
4. Emergency Plan Implementing Instruction (EPI) A4: "Site Area Emergency"
5. Emergency Plan Implementing Instruction (EPI) A5: "General Emergency"
6. Emergency Plan Implementing Instruction (EPI) B5: "Personnel Accountability/Site Evacuations"

7. Plant Administrative Procedure (PAP) 1701: "Records Management Program"
8. Nuclear Operating Administrative Procedure (NOP-LP) 1002: "Fitness for Duty Program"
9. Emergency Plan Implementing Instruction (EPI) B9: "Emergency Records"
10. Emergency Plan Implementing Instruction (EPI) B11: "Emergency Dosimetry Issue"
11. Radiation Protection Administrative Instruction (RPI) 0124: "Conduct of Operation for the Radiation Protection Section"
12. Health Physics Instruction (HPI) B0003: "Processing of Personnel Dosimetry"
13. Commitments addressed in this document:

P00059 P00092 P00101

3.0 DEFINITIONS

3.1 Activation/Activate

In regards to any emergency response facility, the term ACTIVATION shall refer to that time period from the decision to mobilize or ACTIVATE a facility to the decision to declare the facility OPERATIONAL.

3.2 Operational

In regards to any emergency response facility, the term OPERATIONAL shall refer to the decision to declare a facility functional and ready to perform its stated function(s).

3.3 Priority 1 - Emergency

Immediate action required to mitigate failures that potentially threaten reactor safety, the public health, or life. Documentation of actions taken may occur after the fact.

A PRIORITY 1 shall include those immediate response actions critical toward preventing or mitigating an actual or imminent loss of a fission product barrier, i.e., fuel, Reactor Coolant System boundary, or Primary Containment.

3.4 Priority 2 - Urgent

System or equipment failure has occurred which impacts safe shutdown equipment such that plant shutdown may be necessary, or during outages, reduces the capability to provide for decay heat removal. Priority 2 may also be assigned to deficiencies which cause or may cause reduced generating capacity and/or personnel safety hazards. Resources necessary to support eliminating the deficiency and/or hazard should be applied immediately and continuously until completed.

3.5 Priority 3 - Routine (E-Plan)

Work or assessment activities which are not categorized under "Emergency" or "Urgent" priorities, and whose delay will not impact the restoration of systems or components required to address Emergency Response Organization (ERO) task priorities.

4.0 RESPONSIBILITIES

4.1 Shift Supervisor

1. Coordinate the initial activation of the OSC and direction of emergency teams and support personnel from the OSC prior to the Technical Support Center (TSC) being declared operational.
2. Direct the activation of the OSC in an alternate location based on plant conditions.
3. Activate and dispatch the Fire Brigade and First Aid Teams (FAT).
4. Direct the activities of the Perry Plant Operators (PPOs) and Perry Plant Attendants (PPAs) in coordination with the TSC and OSC Coordinator.

4.2 OSC Coordinator

1. Coordinate the activities of emergency teams and support personnel dispatched from the OSC at the direction of the TSC, or Control Room Shift Supervisor prior to the TSC being operational.
2. Support PPO/PPA in-plant activities as requested by the Operations Foreman.
3. Maintain accountability of OSC personnel.
4. Direct the relief of OSC staff and emergency team members, as required.
5. Ensure dosimetry is issued to all OSC staff and Control Room personnel upon declaration of a Site Area Emergency or initiation of personnel accountability.

4.3 TSC Maintenance Coordinator

1. Direct the operation of the OSC and in support of TSC in-plant priorities and the required restoration of plant systems and components.
2. Direct all requests for emergency teams and support personnel to the OSC Coordinator.
3. Continuously apprise the OSC Coordinator of current plant status and transient conditions, and established OSC priorities.
4. Provide the OSC with plant technical, operations, and maintenance information as necessary.
5. Periodically apprise the Operations Manager on current OSC and emergency team operations.

4.4 Operations Foreman

1. Supervise shift PPO/PPA activities at the direction of the Shift or Unit Supervisors, and in coordination with the OSC Coordinator.

4.5 Director, Perry Nuclear Maintenance Department (PNMD)

1. Maintain an updated callout listing in the OSC of PMS personnel to facilitate the prompt augmentation of OSC staff.

4.6 Manager, Radiation Protection Section (RPS)

1. Maintain an updated callout listing of RPS personnel to facilitate the prompt augmentation of OSC staff.

5.0 ACTIONS

5.1 Shift Supervisor

5.1.1 Activation

1. Determine if conditions threaten or render the 599' elevation of the Control Complex unavailable.
 - a. If the 599' CCB is considered available to support OSC operations, announce the activation of the OSC and conduct ERO notifications in accordance with <EPI-A2 thru A5>.
 - b. If the 599' CCB is NOT available/habitable, announce the relocation of the OSC to the Unit 2 Control Room.

2. Prior to the arrival of the designated OSC Coordinator, appoint an interim OSC Coordinator from Support Supervisors reporting to the OSC to expedite facility activation.
3. Apprise the OSC Coordinator of plant conditions and emergency actions underway or required.
4. Once the OSC is declared operational, direct the on-shift PPOs/PPAs and the Operations Foreman to relocate to the OSC.

5.1.2 Operation

1. Coordinate the dispatching of OSC emergency teams and personnel through the OSC Coordinator prior to the TSC being declared operational.
 - a. Assign the appropriate briefing requirements, based on work priorities listed below, to each team being dispatched from the OSC based on the following criteria:
 - PRIORITY 1 (EMERGENCY) ENTRY: Minimum briefing. Paperwork to be completed upon team's return to OSC, but use statusboards to track team members and team progress. Assign necessary health physics coverage to support team activities.
 - PRIORITY 2 (URGENT) ENTRY: Team to be briefed and dispatched ahead of routine entry work. Parts II and III (if applicable) of briefing sheet must be completed prior to dispatching team.
 - PRIORITY 3 (ROUTINE) ENTRY: Full briefing of team and completion of briefing sheet. Entry should be delayed for higher priority entries.
2. Turnover control of OSC activities, with the exception of responsibility for PPOs/PPAs, to the TSC Maintenance Coordinator when TSC is declared operational.
3. Direct requests for OSC support, except for the direction of PPOs/PPAs, through the TSC Operations Advisor.
4. Direct requests for on-shift PPO/PPA support through the Operations Foreman located in the OSC on extension 7240, assigning the appropriate briefing requirements for each team/task.
 - a. Immediately advise the TSC Operations Advisor on any actual or perceived delays in the dispatching of PPOs/PPAs in support of TSC in-plant priorities and/or the required restoration/operation of plant systems and components.

5. Periodically update the Operations Foreman on plant status and emergency activities presently underway or required, and obtain a status of on-going and completed OSC activities.

5.2 OSC Coordinator

5.2.1 Activation

1. Use the OSC Activation Checklist (PNPP No. 7992, Attachment 1) to track and document completion of the activation actions outlined below.

NOTE: Goal for OSC activation is 45 minutes: 30 minutes response time when notified, plus 15 minutes to reach operational status.

- a. If directed to use the Unit 2 Control Room an alternate OSC location, perform the following:
 - 1) Obtain the OSC Equipment kit stored in the Unit 1 Control Room E-Plan Locker which contains forms, procedures, etc., to aid in the initial activation of the OSC.
 - 2) Identify OSC personnel assembly areas to address space limitations and/or occupancy restrictions.
 - 3) Relocate the Plant Emergency Instruction (PEI) tool cabinet to the alternate OSC, based on ability to access the 599' CCB.
2. Determine available OSC staff present in or responding to the OSC.
 - a. Direct available personnel to initiate callouts for required PMS supervisors and craft based on the event, using the PMS Callout List (maintained by PMS in the OSC). Ensure the fitness for duty status of all call-ins as determined per <NOP-LP-1002>.
 - b. Verify that the on-shift Health Physics Supervisor or Technician-In-Charge has initiated callouts per <RPI-0124> to ensure minimum staffing levels are met.

NOTE 1: A minimum of four HP technicians, in support of in-plant activities, are required at an Alert.

NOTE 2: A minimum of seven HP technicians, in support of in-plant activities, are required at a Site Area Emergency.

- c. Direct the on-shift Chemistry Technician to callout a second Chemistry Technician or Supervisor per <NOP-LP-1002>, if not presently on-site, for events classified as a Site Area Emergency.

3. Identify I&C technicians qualified as Control Room/TSC Communicators and, if requested, dispatch to the TSC to assist in facility activation.
4. Identify qualified RMT Leaders and Helpers present in the OSC, and when requested, dispatch to EOF Decontamination Room as RMTs are mobilized.

NOTE: Ensure minimum HP complement (4 at Alert/7 at Site Area Emergency) is maintained as OSC in-plant support. Callouts for additional RMT personnel, if required, will be initiated by TSC per <EPI-B3>.

5. Direct personnel reporting to the OSC Conference Room, to utilize the "accountability" card reader located in the TSC hallway.
 - a. If the TSC "accountability" card reader is inoperable, obtain a listing of personnel reporting to the OSC using the Personnel Accountability Checklist form (PNPP No. 7957).
 - b. When a Site Area Emergency is declared concurrent with OSC activation, direct available HP personnel to issue dosimetry to OSC staff per <HPI-B0003>.

NOTE: OSC personnel located outside the Protected Area will report to the TEC Auditorium, Ext. 7817, once accountability is declared.

6. Utilize the OSC status boards and OSC Team Briefing/Debriefing Sheets (PNPP No. 7993, Attachment 2) to maintain accountability of OSC personnel leaving or dispatching from the OSC.
7. Contact the Shift Supervisor to obtain a briefing on plant conditions and emergency actions requiring OSC support.
8. If a potential radiological hazard exists, direct Health Physics to initiate periodic monitoring of area and airborne radiation levels in the OSC and adjacent areas. <P00092>
9. Synchronize OSC Conference Room wall clock with ERIS by contacting TSC.

10. Declare the OSC operational using available staffing by performing the following:

NOTE: The primary focus in declaring the OSC operational is to assist the Control Room in coordinating maintenance and repair activities. The OSC should, therefore, be declared operational after determining available staff.

- a. Inform the Shift Supervisor that the OSC is operational, and request that the on-shift PPOs and Operations Foreman be relocated to the OSC.
 - b. Notify the TSC Maintenance Coordinator, if the TSC was activated, that the OSC is operational.
 - c. Announce over the Plant PA System that the OSC is now operational.
11. Initiate actions listed under Section 5.2.2 to further augment OSC staff. Ensure the fitness for duty status of all call-ins is determined per <NOP-LP-1002>.

5.2.2 Operation

1. Assign a Health Physics Supervisor and, if required, a Chemistry Supervisor from OSC staff as they become available.
2. Designate and direct OSC technicians/craft to assembly areas, if necessary, to limit the number of people in and around the OSC to only those needed to support present OSC activities.

NOTE: Assembly area locations should be chosen at the OSC Coordinator's discretion based on the number of OSC staff and with consideration to radiological conditions in-plant or onsite.

3. Assign OSC Support Staff from personnel available in the OSC to assist in maintaining a facility log per <EPI-B9> and to update OSC statusboards.
4. Contact WMS Planner area(s) to determine resources available onsite, and direct work planner(s) to report to the OSC Conference Room, if needed.

NOTE: Pager/telephone numbers for contacting the WMS work planners are listed on the Plan of the Day (POD).

5. Contact the Warehouse Supervisor or Material Handler and inform him of the OSC activation and to ensure that assistance is available onsite in accessing the Warehouse.

NOTE: Pager/telephone numbers for contacting Material Management support are listed on the POD.

6. For events involving the actual or potential release of toxic or combustible gas hazards or confined space entry, contact a representative from the Site Safety Unit.
7. Ensure that the OSC Task Priority Board is revised based on periodic updates for TSC.

8. Use a OSC Team Briefing/Debriefing Sheet to assign a responsible supervisor to assemble and brief each OSC team, based on the following briefing requirements established by TSC or the Shift Supervisor, and to identify required Health Physics coverage. <P00101>

PRIORITY 1 (EMERGENCY) ENTRY: Minimum briefing. Paperwork to be completed upon team's return to OSC, but use statusboards to track team members and team progress. Assign necessary health physics coverage to support team activities.

PRIORITY 2 (URGENT) ENTRY: Team to be briefed and dispatched ahead of routine entry work. Parts II and III (if applicable) of briefing sheet must be completed prior to dispatching team.

PRIORITY 3 (ROUTINE) ENTRY: Full briefing of team and completion of briefing sheet. Entry should be delayed for higher priority entries.

- a. Request TSC engineering support for in-plant OSC team activities through the TSC Maintenance Coordinator.
 - b. Utilize Operations Manual volumes, vendor manuals, plant drawings, and other reference materials available in the TSC Records Room to support the planning OSC work activities and briefing of OSC teams.
 - c. Deleted
9. Assist the Operations Foreman in briefing, equipping, providing HP support, and in tracking PPOs/PPAs being dispatched from the OSC at the Control Room's direction to restore and/or operate plant systems and components.

NOTE: While the TSC and Control Room must coordinate OSC activities whenever and wherever possible, the Shift Supervisor does have authority to direct the Operations Foreman to dispatch on-shift PPOs/PPAs from the OSC without TSC concurrence, if in his judgment the situation warrants such action.

10. Request PPO/PPA support from the Operations Foreman for OSC teams being mobilized at TSC direction.
11. Ensure that OSC Team Status Board accurately reflects team status, assigned task, and composition.
 - a. Direct OSC staff to promptly communicate to the TSC using the status board ringdown, the dispatching, return, and periodic status of OSC teams.

12. Ensure that the responsible supervisor designated for each OSC team adequately briefs team members upon their returning and that actions taken, observations made, radiological surveys performed, etc., are documented on the back of OSC Team Briefing/Debriefing Sheet.
 - a. If required by Responsible Supervisor, ensure that an OSC Team Troubleshooting/Activity Log (PNPP No. 9676, Attachment 3) is completed to document team activities.
13. Periodically discuss OSC status and repair activities either being planned or underway with the TSC Maintenance Coordinator.
14. Continue to assess radiological conditions in the vicinity of the OSC and staff assembly areas.
 - a. If an actual or potential radiological hazard is detected, immediately notify the Maintenance Coordinator and recommend relocating assembly areas or the OSC to the Unit 2 Control Room.

NOTE: An OSC Equipment Kit has been placed in the Unit 1 Control Room - E-Plan Locker to support the activation of the alternate OSC.

15. Arrange for the relief of OSC supervisory and staff personnel when required or as directed by the TSC Maintenance Coordinator. Ensure the fitness for duty status is determined for call-ins per <NOP-LP-1002>.
 - a. Request that the TSC Maintenance Coordinator coordinate the contacting of required personnel and their access through the 10-mile Emergency Planning Zone (EPZ) to the plant, if offsite protective actions are in place.
16. Upon declaration of a Site Area Emergency or initiation of personnel accountability, perform the following:
 - a. Direct OSC personnel, who have not yet done so as part of OSC activation, to log-in for accountability purposes using the designated TSC Hallway card reader.
 - b. If the TSC "accountability" card reader is inoperable, forward the completed Personnel Accountability Checklist(s) to the Central Alarm Station (CAS) per <EPI-B5>.

- c. Direct the Warehouse Supervisor, Warehouse Material Handler(s), or other personnel outside the facility, but required to support OSC activities, to report to the OSC for accountability and radiation protection purposes.
 - d. Integrate into the OSC or dismiss unnecessary OSC personnel assembling in the Training and Education Center (TEC) Auditorium.
 - e. Contact the TSC Security Coordinator with the name(s) of the individual(s) requiring immediate access to the Protected Area to support OSC activities prior to accountability being completed.
 - f. Direct the OSC Health Physics Supervisor to issue a direct-reading dosimeter (DRD), and Thermoluminescent Dosimeter (TLD), if necessary, to OSC staff and Control Room personnel currently without dosimetry per <HPI-B0003>.
 - g. Initiate callouts as required to meet the following minimum staffing levels. Ensure the fitness for duty status is determined for call-ins per <NOP-LP-1002>.
 - 1) HP technicians/supervisors - 7 (supporting OSC in-plant activities)
 - 2) Chemistry technicians/supervisors - 2
17. When directed to deactivate the OSC, perform the following:
- a. Release OSC personnel after ensuring that all equipment is inventoried and restored, the OSC Conference Room and staff assembly areas policed, and all generated records collected.
 - b. Turn over all records generated to the TSC Administrative Assistant, or Control Room Assistant if the TSC was not activated per <EPI-B9>.
 - c. Ensure that issued dosimetry is collected.
 - d. Notify the TSC Maintenance Coordinator, if the TSC was not activated, or the Control Room Shift Supervisor when the OSC is deactivated.

5.3 OSC Support Supervisors

5.3.1 Activation

1. Respond to the OSC Conference Room or designated alternate location, when the Plant PA announcement is made to activate the OSC.

NOTE: The Shift Supervisor may use his judgment based on plant conditions and designate the Unit 2 Control Room as the alternate OSC. An OSC Equipment Kit stored in the Unit 1 Control Room E-Plan Locker, should be obtained to assist in OSC activation and initial operation.

- a. If located outside the Protected Area during an OSC activation occurring simultaneously with of Site accountability/evacuation, report immediately to the TEC Auditorium and await instructions per <EPI-B5>.
2. Upon arrival, if the (duty) OSC Coordinator is not present, assume the position of interim OSC Coordinator and perform the actions listed in Section 5.2.
3. Assist in the activation of the OSC and accountability of personnel reporting to the OSC.
4. Assist the OSC Coordinator in contacting additional craft and technical support to augment OSC staffing utilizing the OSC Staff Callout Listing. Ensure the fitness for duty status of call-ins is determined per <NOP-LP-1002>.

5.3.2 Operation

1. When identified as a responsible supervisor for an OSC team, assemble and brief team members, based on the briefing requirements established by the TSC or Shift Supervisor using the OSC Team Briefing/Debriefing Sheet.
 - a. If designated by OSC Coordinator, ensure team members receive a health physics briefing and Part III of the briefing sheet is completed before dispatching team.
 - b. Designate whether an OSC Team Troubleshooting/Activity Log is required to document team activities.
2. Assist the OSC Coordinator in maintaining accountability of personnel located in the OSC and any OSC staff assembly areas being utilized.
3. Immediately inform the OSC Coordinator of changes in OSC team status; ensure the OSC Team Status Board is updated and that status changes are immediately relayed to TSC.

4. Ensure that teams returning to the OSC are adequately debriefed and that actions taken, observations made, radiological surveys performed, etc., are documented on the back of OSC Team Briefing/Debriefing Sheet and OSC Team Troubleshooting/Activity Log.
5. Upon declaration of a Site Area Emergency or initiation of personnel accountability, perform the following:
 - a. Direct OSC personnel, who have not yet done so during OSC activation, to log-in for accountability purposes using the designated TSC Hallway card reader.
 - b. Assist the OSC Coordinator in completing the Personnel Accountability Checklist (PNPP No. 7957) if the TSC "accountability" card reader is inoperable.
 - c. Assist the OSC Health Physics Supervisor in issuing a TLD and/or DRD to all OSC staff and Control Room members currently without dosimetry per <HPI-B0003>.

5.4 Operations Foreman

5.4.1 Activation

1. Relocate the on-shift PPOs/PPAs to the OSC (599'CCB), when directed by the Shift Supervisor, and identify yourself to the OSC Coordinator.

NOTE: The Control Room will retain control of the on-shift PPOs/PPAs at all times with the Operations Foreman acting as an interface with the OSC Coordinator.
2. Direct PPOs/PPAs to utilize the "accountability" card reader located in the TSC Hallway.
3. Notify the Shift or Unit Supervisor when the move to the OSC is complete.

5.4.2 Operation

1. When directed by the Control Room to dispatch a PPO/PPA(s), perform the following:
 - a. Notify the OSC Coordinator of the names of the PPOs/PPAs, where they are being dispatched, task priority and briefing requirements assigned by the Control Room, and OSC support needed.
 - b. Ensure that (1) an OSC Team Briefing/Debriefing Sheet is completed, based on the assigned priority; and (2) that a team number for tracking and accountability purposes is obtained from the OSC Coordinator.

- 1) PRIORITY 1 (EMERGENCY) ENTRY: Minimum briefing. Paperwork to be completed upon team's return to OSC, but use statusboards to track team members and team progress. Assign necessary health physics coverage to support team activities.
 - 2) PRIORITY 2 (URGENT) ENTRY: Team to be briefed and dispatched ahead of routine entry work. Parts II and III (if applicable) of briefing sheet must be completed prior to dispatching team.
 - 3) PRIORITY 3 (ROUTINE) ENTRY: Full briefing of team and completion of briefing sheet. Entry should be delayed for higher priority entries.
- c. Ensure that PPOs/PPAs being dispatched are briefed on Health Physics (HP) concerns and HP coverage provided if deemed necessary; if not required, check NOT REQUIRED block on PART III of briefing sheet.
- 1) Immediately advise the Control Room and TSC Operations Advisor of any actual or perceived delays in the dispatching of PPO's/PPAs from the OSC in support of TSC in-plant priorities and/or required restoration/operation of plant systems and components.

NOTE: PPOs/PPAs may be dispatched at the Control Room's direction without OSC Coordinator concurrence. However, this should be used as a last resort, since the safety of the PPO/PPA being dispatched may be jeopardized.

2. Immediately inform the OSC Coordinator of changes in team status and ensure the OSC Team Status Board is updated.
3. Designate a PPO/PPA in support of OSC repair activities at the request of the OSC Coordinator.
4. Ensure that PPOs/PPAs returning to the OSC are adequately debriefed and that actions taken, observations made, etc. are documented on the back of the OSC Team Briefing/Debriefing Sheet.
 - a. Verify that an OSC Team Troubleshooting/Activity Log is completed (if required).
 - b. Update the OSC Team Statusboard indicating the team's return.
 - c. Notify the Control Room and OSC Coordinator of the team's return and restoration/status of systems and components.

5. Appoint a PPO to serve as the interim Operations Foreman if you must leave the OSC (e.g., Fire Brigade Leader).
6. Upon declaration of a Site Area Emergency or initiation of personnel accountability, ensure all on-shift PPOs/PPAs and yourself are accounted for through the OSC or, if the OSC is not yet operational, through the Control Room.

5.5 OSC Staff Personnel

5.5.1 Activation

1. Respond to the 599'CCB or designated alternate location, when the Plant PA announcement is made to activate the OSC, and utilize the "accountability" card reader in the TSC Hallway.

The Shift Supervisor will use his judgment based on plant conditions in designating the Unit 2 Control Room as an alternate OSC.

- a. If located outside the Protected Area when an OSC activation occurs simultaneously with personnel accountability, report immediately to the TEC Auditorium and await instructions.
2. Relocate to the OSC staff assembly areas identified by the OSC Coordinator when directed.

5.5.2 Operation

1. Do not leave the OSC or its designated assembly areas unless directed to report to the OSC or released by the OSC Coordinator.
2. Ensure that you are adequately briefed and equipped based on the priority assigned to the OSC team prior to leaving the OSC.
3. Keep the OSC apprised of the status of assigned work when in the field and ensure the OSC is notified of any additional support needed.
 - a. Document restoration, repair, and assessment efforts on an OSC Team Troubleshooting Log (if directed).

NOTE: A TSC engineer may be assigned when needed to assist team personnel in troubleshooting and repair activities. In these situations, the designated OSC Responsible Supervisor, and not the TSC engineer, will retain control of team and must be apprised of team status, delays encountered, etc.

4. Continuously monitor your radiation exposure and area radiation levels when dispatched from the OSC, and request additional HP coverage if needed.
5. Immediately notify the OSC when the assigned work/task is completed, and return to the OSC Conference Room for debriefing.
6. When a Site Area Emergency is declared or personnel accountability initiated, use the "accountability" card reader located in the TSC Hallway, if not performed yet as part of OSC staffing.
 - a. When in-plant or in the field as part of an OSC team and not yet logged-in for accountability, immediately contact the OSC to report your location, status, and individuals on or accompanying the team.

5.6 Warehouse Supervisor/Material Handler

5.6.1 Activation

1. When notified by the OSC Coordinator that the OSC has been activated, remain available at your work station or in the Warehouse to process requests for needed parts.
2. Contact material handlers, if needed, to assist in processing parts requests from the OSC.

5.6.2 Operation

1. Coordinate delivery of ordered parts to the OSC (599'CCB) or to a designated work area specified by the OSC.
2. When a Site Area Emergency is declared or personnel accountability is initiated, contact the OSC Coordinator at Ext. 5237 to obtain health physics coverage or instructions on reporting to OSC.

NOTE: Access to the Protected Area may be delayed at the Primary Access Control Point (PACP) until accountability is complete.

5.7 Records

5.7.1 Records Handling

1. The records generated by emergency response personnel will be collected and maintained by Emergency Planning Unit (EPU) pursuant to <EPI-B9>. The Emergency Records Package will be transferred to records Management pursuant to <PAP-1701>.

5.7.2 Records Capture

The following records are generated by this document:

Quality Assurance Records

OSC Team Briefing/Debriefing Sheet (PNPP No. 7993)
OSC Team Troubleshooting/Activity Log (PNPP No. 9676)
OSC Activation Checklist (PNPP No. 7992)

Non-Quality Records

None

OSC ACTIVATION CHECKLIST

PNPP No. 7992 Rev. 1/28/97

EPI-A7

1. If alternate location for OSC is established, obtain OSC Equipment Kit from the Unit 1 Control Room E-Plan Locker.
2. Determine available manpower on-hand, and direct callouts for additional personnel:
NOTE: Do NOT delay OSC activation pending arrival of additional staff.

POSITION/DISCIPLINE	ASSIGNED/ONSITE	CONTACTED/ RESPONDING
PMS Electrical Supervisor		<input type="checkbox"/>
PMS Mechanical Supervisor		<input type="checkbox"/>
PMS I&C Supervisor		<input type="checkbox"/>
Health Physics Technicians (including Supervisors):	<input type="checkbox"/> No. _____	<input type="checkbox"/> No. _____
SITE AREA EMERGENCY - 7 ALERT - 4		
Chemistry Technicians: SITE AREA EMERGENCY - 2 ALERT - 1	<input type="checkbox"/> No. _____	<input type="checkbox"/> No. _____

3. Identify I&C technicians qualified as CRT/TSC Communicators and, when requested, dispatch to the TSC to assist in facility activation.
4. Identify qualified RMT personnel present in OSC and, when requested, dispatch to the EOF Decon Room.
NOTE: Ensure minimum HP complement is maintained in support of OSC in-plant activities.
5. Obtain accountability by directing personnel reporting to the OSC to use the designated "accountability" card reader in the TSC Hallway.
- If a Site Area Emergency has been declared, issue dosimetry per <HPI-B003>.
6. Contact the Shift Supervisor to obtain a briefing on plant and emergency actions requiring OSC support.
7. If a potential radiological hazard exists, direct HP to initiate periodic monitoring of area and airborne radiation levels on the 599' CC and other assembly areas in use.
8. Synchronize OSC Conference Room wall clock with ERIS by contacting Control Room or TSC.
9. Perform the following to declare the OSC "operational":
 - Notify the Shift Supervisor that the OSC is operational and request that the Operations Foreman and PPOs/PPAs be relocated to the OSC.
 - Notify the Maintenance Coordinator, if the TSC was activated, that the OSC is operational.
 - Announce over the Plant PA System that the OSC is operational.
 - Sign and indicate the date/time OSC was declared operational in the block below.

DECLARED OPERATIONAL: _____ at _____ / _____ / _____
OSC Coordinator Date Time

PERFORM THE ACTIONS OUTLINED ON BACK OF FORM TO FURTHER AUGMENT STAFF, AS REQUIRED.

OSC ACTIVATION CHECKLIST (Cont'd)

PNPP No. 7992 Rev. 1/28/97

EPI-A7

SUPPLEMENTAL ACTIONS:

10. Assign a Health Physics Supervisor and, if required, a Chemistry Supervisor from OSC staff as they become available.
Health Physics Supervisor: _____
Chemistry Supervisor: _____
11. Designate and direct OSC technicians and craft to assembly areas as necessary to limit the number of people in and around the OSC.
12. Assign available staff to maintain OSC Log per <EPI-B9> and maintain facility status boards.
13. Contact WMS planner work areas or initiate callouts using contact on POD to obtain required work planner support.
14. Contact Warehouse Supervisor or Material Handler and inform him/her of OSC activation and update on potential material needs.
NOTE: Materials Management (spare parts) contact listed on POD.
15. For events involving toxic or combustible gas hazards or confined space entry, contact a representative from the Site Safety Unit.

OSC TEAM BRIEFING/DEBRIEFING SHEET

PNPP No. 7993 Rev. 6/3/97

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EPI-A7

PART I TEAM INITIATION (OSC COORDINATOR)	BRIEFING					TEAM NO. ASSIGNED:
	TASK DESCRIPTION:					
	PRIORITY: <i>(Refer to back of form for briefing required)</i> <input type="checkbox"/> PRIORITY 1 - EMERGENCY <input type="checkbox"/> PRIORITY 2 - URGENT <input type="checkbox"/> PRIORITY 3 - ROUTINE	RESPONSIBLE SUPERVISOR: <input type="checkbox"/> MECH. <input type="checkbox"/> OPS <input type="checkbox"/> ELECT. <input type="checkbox"/> HP <input type="checkbox"/> I&C <input type="checkbox"/> CHEM	HEALTH PHYSICS COVERAGE: <input type="checkbox"/> NOT REQUIRED - PART III NOT APPLICABLE <input type="checkbox"/> REQUIRED - COMPLETE PART III <input type="checkbox"/> (Priority 1) ASSIGN HP SUPPORT AND DISPATCH TEAM. DEFER COMPLETION OF PART III			
TEAM AUTHORIZED BY: _____						
<i>OSC COORDINATOR</i> _____ <i>DATE/TIME</i> _____						
PART II WORK BRIEFING (OSC RESPONSIBLE SUPERVISOR) <input type="checkbox"/> COMPLETION DEFERRED UNTIL RETURN OF TEAM	LOCATION OF TASK: (BLDG./ELEV./ROOM/AREA)					
	TRAVEL ROUTE:			COMMUNICATIONS METHODS:		
	W.O. No. (if generated)			<input type="checkbox"/> GAITRONICS <input type="checkbox"/> CONSTANT <input type="checkbox"/> IN-PERSON <input type="checkbox"/> 5 - 10 MIN. <input type="checkbox"/> RADIO CH. _____ <input type="checkbox"/> 10 - 15 MIN. <input type="checkbox"/> _____ <input type="checkbox"/> _____		
	SAFETY HAZARDS/PRECAUTIONS: <input type="checkbox"/> ICE VESTS <input type="checkbox"/> EAR PROTECTION <input type="checkbox"/> OTHER: _____			<input type="checkbox"/> RWP DEFERRED; COMPLETE PART III <input type="checkbox"/> RWP No. _____ IN LIEU OF PART III.		
	TEAM ASSIGNMENTS			DOSE AVAILABLE (MREM)	AUTH. DOSE (MREM)	EXPECTED DOSE (MREM)
	LEADER: (1)					
MEMBERS: (2)						
(3)						
(4)						
PART III HEALTH PHYSICS BRIEFING <input type="checkbox"/> NOT REQUIRED (PER PART 1) <input type="checkbox"/> COMPLETION DEFERRED UNTIL RETURN OF TEAM	C	BODY <input type="checkbox"/> N/A	HEAD <input type="checkbox"/> N/A	HANDS <input type="checkbox"/> N/A	FEET <input type="checkbox"/> N/A	FACE <input type="checkbox"/> N/A
	L O T H I N G	<input type="checkbox"/> LABCOAT <input type="checkbox"/> OVERALL <input type="checkbox"/> X2 <input type="checkbox"/> PLASTICS <input type="checkbox"/> T <input type="checkbox"/> B <input type="checkbox"/> MODESTY GARMENTS <input type="checkbox"/> OTHER: _____	<input type="checkbox"/> SURGEON'S CAP <input type="checkbox"/> CLOTH HOOD <input type="checkbox"/> PLASTIC HOOD <input type="checkbox"/> TAPE TO RESP. <input type="checkbox"/> OTHER: _____	<input type="checkbox"/> COTTON LINERS <input type="checkbox"/> SURGEON <input type="checkbox"/> X2 <input type="checkbox"/> RUBBER <input type="checkbox"/> X2 <input type="checkbox"/> WORK GLOVES <input type="checkbox"/> AMBI GLOVES	<input type="checkbox"/> DISPOSABLE <input type="checkbox"/> OTHER: _____	<input type="checkbox"/> PART. RESPIRATOR <input type="checkbox"/> IODINE RESPIRATOR <input type="checkbox"/> SUPPLIED AIR RESP. <input type="checkbox"/> AIR HOOD <input type="checkbox"/> FACESHIELD
	D	TYPE	MULTIPLE W.B. <input type="checkbox"/> N/A	EXTREMITY <input type="checkbox"/> N/A		<input type="checkbox"/> CONTINUOUS SURVEILLANCE <input type="checkbox"/> PERIODIC SURVEILLANCE
	O S I M E T R Y	<input type="checkbox"/> TLD <input type="checkbox"/> 0-500 mR DRD <input type="checkbox"/> HIGH RANGE DRD <input type="checkbox"/> ALARMING (MG) <input type="checkbox"/> TELEMETRY DOS.	<input type="checkbox"/> HEAD <input type="checkbox"/> BACK <input type="checkbox"/> GONADS <input type="checkbox"/> ELBOW <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> KNEE <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> OTHER: _____	<input type="checkbox"/> HAND <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> WRIST <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> LOWER LEG <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> ANKLE <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> OTHER <input type="checkbox"/> SEE INSTRUCTIONS		
	KI USE: <input type="checkbox"/> REQUIRED <input type="checkbox"/> N/A <input type="checkbox"/> If required, form PNPP No. 9177 completed.			DOSE EXTENSION(S): <input type="checkbox"/> REQUIRED <input type="checkbox"/> N/A <input type="checkbox"/> If required, form PNPP No. 6639 completed.		
Required briefing(s) completed/team dispatched: _____ Time dispatched _____ <i>OSC Responsible Supervisor</i>						
<input type="checkbox"/> OSC Coordinator Notified/Status Boards Updated						

OSC TEAM BRIEFING/DEBRIEFING SHEET

PNPP No. 7993 Rev. 6/3/97

Page 2 of 2

EPI-A7

TEAM DEBRIEFING (OSC RESPONSIBLE SUPERVISOR)	PART IV DEBRIEFING		RETURN TIME:
	<input type="checkbox"/> OSC COORDINATOR NOTIFIED OF RETURN. <input type="checkbox"/> OSC STATUSBOARDS UPDATED; TSC NOTIFIED OF TEAM RETURN.		
	DESCRIPTION OF FINAL PROBLEM AND RESULTS OF TROUBLESHOOTING:		
	PROBLEMS CORRECTED <input type="checkbox"/> YES <input type="checkbox"/> NO - ACTION NEEDED TO CORRECT PROBLEM/ACTION TAKEN TO CORRECT PROBLEM:		
	TEAM ASSIGNMENTS	TOTAL DOSE (MREM)	RADIATION SURVEYS TAKEN: (list survey ID nos.)
(1)			
(2)			
(3)			
(4)			
DEBRIEFING COMPLETE: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> OSC RESPONSIBLE SUPERVISOR DATE/TIME </div>			

TEAM BRIEFING REQUIREMENTS

- a. PRIORITY 1 (EMERGENCY) ENTRY: **Minimum briefing. Paperwork to be completed upon team's return to OSC, but use statusboards to track team members and team progress. Assign necessary health physics coverage to support team activities.**
- b. PRIORITY 2 (URGENT) ENTRY: **Team to be briefed and dispatched ahead of routine entry work. Parts II and III (if applicable) of briefing sheet must be completed prior to dispatching team.**
- c. PRIORITY 3 (ROUTINE) ENTRY: **Full briefing of team and completion of briefing sheet. Entry should be delayed for higher priority entries.**

EMERGENCY NOTIFICATION SYSTEM

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SCOPE OF REVISION:

Periodic Review - Required

- Rev. 10 -
1. Replaces ANI with Nuclear Electric Insurance Limited (NEIL) for notification of nuclear insurer.
 2. Incorporates State of Ohio Supplemental Actions form.
 3. Inserts ENS/HPN Circuit sample questions (IN #98-08).
 4. Add distribution instructions to Initial and Follow-up Notification forms.

SCOPE OF REVISION (Cont.):

- Rev. 10 - 5. Follow-up Notification form revised to address PAR under Block #8 and to clarify general information listed under Block #7.
6. Pager Messages form revised to address PIRT and JPIC activation.
7. Deletes requirement for EPU to generate and distribute a post-event closeout summary to the State of Ohio and local counties.
8. Eliminates reference to EPIs-A3, A4, and A5, which were consolidated into and superseded by EPI-A2.
9. Deletes specific section references to EPI-A1.
10. Deletes specific guidance on the completion of Block #8 on the Follow-up Notification Form (FNF).

Change History

PIC Number: 1 Affected Pages: i, iv, 19, 20, 22, 23, 24

Summary of Change:

1. Incorrect revision to PNPP No. 7794 and 7795 were incorporated into Procedure. The changes that are on these forms, have been approved by PORC.
-

PIC Number: 2 Affected Pages: i, iv, 17, 18

Summary of Change:

1. Incorporates scenario for limited mobilization of ERO in support of an E-Plan event declared at the Davis-Besse Station.
 2. Revises FFD question on Pager Messages form (PNPP No. 9100) for use of PBX/OPX Voice Mail Methods to address consumption of alcohol within 5 hours.
-

PIC Number: 3 Affected Pages: i, iv, 1, 2

Summary of Change:

1. Changing references to PAP-0224 to NOP-LP-1002.
-

EMERGENCY NOTIFICATION SYSTEM

1.0 PURPOSE

Provide guidance and outline responsibilities for notifications of local County, State, and Federal agencies, and Industry support organizations.

Notification of on-call Emergency Response Organization (ERO) personnel will be initiated per <EPI-A2> using an ERO Pager Messages form (PNPP No. 9100, Attachment 1), and conducted by the Secondary Alarm Station (SAS) per <SPI-0032>.

2.0 REFERENCES

2.1 Source References:

1. Emergency Plan for Docket Nos. 50-440, 50-441
2. NRC Information Notice 98-08: Information Likely to be Requested if an Emergency is Declared

2.2 Use References:

1. NUREG-0654: Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
2. Emergency Response Telephone Directory
3. EPI-A1: Emergency Action Levels
4. EPI-A2: Unusual Event
5. EPI-A6: Technical Support Center Activation
6. EPI-A8: Emergency Operations Facility Activation
7. EPI-A10: Re-entry/Recovery
8. EPI-B7a: Automated Offsite Dose Calculations
9. EPI-B9: Emergency Records
10. NOP-LP-1002: Fitness for Duty Program
11. PAP-1604: Reports Management
12. PAP-1701: Records Management Program

13. PSI-0007: Reporting Emergency Plan - Related Communications Equipment Problems
14. SPI-0032: Notification of Key Emergency Response Organization Personnel
15. Commitments addressed in this document:

H00011	P00001	P00008	<u>P00041</u>	P00102
<u>H00012</u>	P00002	P00031	P00062	
<u>L01556</u>	P00005	P00039	P00083	

3.0 DEFINITIONS

3.1 Transitory Event

An event which was determined to be classifiable in accordance with <EPI-A1>, but becomes a lower classifiable event before being identified and declared, i.e., Alert vs. Site Area Emergency.

4.0 RESPONSIBILITIES

4.1 Shift Supervisor

1. Direct the immediate notification of on-call ERO personnel to ensure the prompt activation of required emergency facilities.
2. Direct the timely and accurate notification of local county, State, and Federal officials and other support organizations, of the entry into the Emergency Plan, change in event classification, or issuance of an offsite Protection Action Recommendation (PAR) for the general public.
3. Resolve any fitness for duty problems involving key ERO personnel required to respond to the Perry Plant in support of the emergency event per <NOP-LP-1002>.
4. Coordinate the transfer of responsibility for offsite agency and ERO notifications to the TSC Operations Manager once the Technical Support Center (TSC) is operational.

4.2 TSC Operations Manager

1. Ensure the coordinated turnover of offsite agency and Perry Plant ERO notification responsibilities from the Control Room Shift Supervisor to the TSC per <EPI-A6>, and the subsequent transfer of only offsite notification duties to the Emergency Operations Facility (EOF) when operational.