



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

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10CFR50.4(b)(5)  
10CFR50 App E

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

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

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

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

P. L. Serra  
Manager, Plant Protection

FJP/mk

Enclosure: Letter of Receipt  
Summary of Changes  
STPEGS Emergency Plan, Rev. ICN 19-2  
OPGP05-ZV-0003, Emergency Response Organization, Rev. 5  
OPGP05-ZV-0007, Prompt Notification System, Rev. 4  
OERP01-ZV-TS03, Operations Manager, Rev. 6  
OERP01-ZV-IN03, Emergency Response Organization Notification, Rev. 8

A045

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\* The above copies distributed without Attachments except as noted by the asterisk. If copies are required, please contact us.

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**To:** P. L. Serra  
Manager, Emergency Response  
STP Nuclear Operating Company  
P. O. Box 289  
Wadsworth, TX 77483

**From:** Tom Andrews  
Region IV Office of the Regional Administrator  
U. S. Nuclear Regulatory Commission  
611 Ryan Plaza Drive, Suite 400  
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**Subject:** **Receipt Acknowledgment for Changes to STP  
Emergency Plan Implementing Procedure(s)**

I hereby acknowledge having received changes to the STP Nuclear Operating Company's STPEGS Emergency Plan, two Emergency Plan Implementing Procedures, and two Plant General Procedures transmitted by STP letter NOC-AE-01001030.

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Signature

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Date

## Summary of Changes

### STPEGS Emergency Plan Revision ICN 19-2

1. This Interim Change Notice 19-2 of the STPEGS Emergency Plan does not reduce its effectiveness nor change the intent.
2. Changed Bay City Emergency Medical Services and Palacios Area Emergency Medical Services with Gulf Coast EMS because offsite ambulance providers have changed.
3. Section E, Page 1, combined procedures 0ERP01-ZV-EF22 and 0ERP01-ZV-EF23. Deleted procedure 0ERP01-ZV-EF23 from Procedure Cross-Reference List.

### Procedure OPGP05-ZV-0003, Emergency Response Organization, Revision 5

1. This revision does not reduce the effectiveness nor change the intent of the procedure as described within the Emergency Plan.
2. Added Addendum 2, Personnel Responsibilities to ENRS Activation.
3. Replaced Form 1, Emergency Response Organization Roster Data Work Sheet, with Addendum 3, Emergency Response Organization Roster Change Process.

### Procedure OPGP05-ZV-0007, Prompt Notification System, Revision 4

1. This revision does not reduce the effectiveness nor change the intent of the procedure as described within the Emergency Plan.
2. Added Siren CCF to enhance prompt notification system coverage.

### Procedure 0ERP01-ZV-TS03, Operations Manager, Revision 6

1. This revision does not reduce the effectiveness nor change the intent of the procedure as described within the Emergency Plan.
2. Editorial change to revise procedure reference changes.

**Summary of Changes for  
Emergency Response Organization Notification  
OERP01-ZV-IN03 Rev. 8**

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

The content changes are:

- Changed procedure usage to N/A. Change made to bring procedure into compliance with OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide.
- This revision is to incorporate operational changes to the automatic dialing system.
- General Revision, no Rev Bars
- Corrected fax number from 8518 to 7315.

The changes are noted in the following table:

<b>Change No.</b>	<b>Change to Revision 7</b>	<b>Reason</b>
1	Change Addendum 2 to Data Sheet 1.	To comply with procedure OPGP03-ZA-0039, Plant Procedure Writer's Guide.
2	Changed Data Package 1, 2, 3 to Form 1, 2, and 3.	To comply with procedure OPGP03-ZA-0039, Plant Procedure Writer's Guide.
3	Added Form 4, ERO Manual Call-Out List of Responders.	Provides a form to document personnel and positions contacted during manual call-out.
4	Step 1.3, Scope change to include notification of ERO during drills and pager tests.	Procedure is used during drills and the weekly pager test.
5	Step 2.1 deleted Warehouse 32.	Control pager is necessary only in SAS.
6	New Step 2.6, Defines Emergency Response Organization (ERO).	Procedure contains numerous references to the ERO but did not have a definition.
7	Step 3.2, Changed from All ERO personnel will be notified of an Alert. To All ERO personnel will be notified of an Unusual Event or higher classification.	Global page will occur at the Unusual Event to notify entire organization of event. Old method of calling individually selected management took too long for the notification to be made. No response required to the site.

**Summary of Changes for  
Emergency Response Organization Notification  
0ERP01-ZV-IN03 Rev. 8**

<b>Change No.</b>	<b>Change to Revision 7</b>	<b>Reason</b>
8	Add 3.3, Control Pager activation in the Secondary Alarm Station (SAS) and/or a phone call to the Secondary Alarm. Station Operation is indication of the successful activation of the system.	Defines what constitutes successful activation of the system to security personnel.
9	Added Step 3.4, In the event of the unavailability of the autodialer system, the Shift Supervisor is responsible for the timely notification of the Nuclear Regulator Commission Resident Inspector.	In the past, if there was a problem with activation of system, the NRC resident was not given a timely notification.
10	Step 4..1.1, Changed select management personnel to ERO personnel.	No longer a separate list of select management personnel, all ERO members will be notified of any Declared Emergency. No response required to the site.
11	Step 4.2.1, Deleted per the steps in Addendum 1, ENRS Operation.	This is covered under procedure steps and does not belong under Responsibilities.
12	Step 4.2.2, Deleted Maintaining the database current in the ENRS.	Emergency Response will maintain the database in the ENRS current.
13	Step 4.2.2, Added If the ENRS system is unavailable then notify the Emergency Director that Manual Call out is required.	Security personnel must call the control room and inform the Shift Supervisor/Emergency Director of failure of ENRS so that Manual callout can start.
14	Step 4.3.1, Added Maintaining the overall administration of the ENRS including scenario development, implementation, and testing.	Describes the responsibilities of all administration of Call out system under the Manager Emergency Response.
15	Step 4.3.2, Deleted requirement for security to maintain roster updates.	In accordance with independent assessment by OEG, have consolidated responsibility for roster and call out lists to Emergency Response.
16	Step 4.3.3, Added new testing requirements in accordance with the Emergency Response Activities Schedule.	Designates testing required by OPGP07-ZA-0014 Software Quality Assurance Program.

**Summary of Changes for  
Emergency Response Organization Notification  
0ERP01-ZV-IN03 Rev. 8**

<b>Change No.</b>	<b>Change to Revision 7</b>	<b>Reason</b>
17	Deleted Step 4.7, The Site Public Affairs Coordinator or designee is responsible for notification of select Media Information Center personnel.	Houston Industries personnel no longer staff these positions. The positions have been entered into the AutoDial system to be contacted as ERO responders.
18	Moved Step 4.8 to Step 4.5.1.	Acting OSC Coordinator will be responsible to coordinate the manual call-out of ERO personnel.
19	Added new Step 4.7, describes the responsibilities of the Onsite Communicator to ensure the ENRS system has been activated and the necessary forms are faxed to Security and the Warehouse Personnel.	Identifies the responsibilities of the Onsite Communicator in the Control Room.
20	Revised Step 5.1 to include all Emergency Director instructions.	Further defined actions by the Emergency Director that were in Rev. 7.
21	Revised Step 5.2 to include all Security Force Supervisor instructions.	Further defined actions by the Security Force Supervisor that were in Rev. 7.
22	Revised Step 5.3 to include all Secondary Alarm Station Operator instructions.	Defined actions by the Secondary Alarm Station Operator.
23	Added Step 5.4 to include all Onsite Communicator instructions.	Defined actions by the Onsite Communicator. Moved applicable instructions from Data Package 2.
24	New Step 6.2.	Added reference to procedure 0PGP05-ZV-0002, Emergency Response Activities.
25	New Step 6.3.	Added reference to procedure 0PGP05-ZV-0004, Emergency Plan Implementing. Procedure Users Guide.
26	Addendum 1 changed name from ENRS Operation to, ENRS Activation Instructions. Changed 23 scenarios to 14 total scenarios.	Steps changed throughout Addendum 1 to cover changes in new software which runs ENRS system. This will make it easier for personnel to choose the correct scenario and activate it without making a mistake.

**Summary of Changes for  
Emergency Response Organization Notification  
0ERP01-ZV-IN03 Rev. 8**

<b>Change No.</b>	<b>Change to Revision 7</b>	<b>Reason</b>
27	New Addendum 1, Combined 11 activation scenarios into 7.	This will make it easier for personnel to choose the correct scenario and activate it without making a mistake.
28	New Addendum 1, Section 1.0, describes how to activate ENRS during an emergency.	This information was in separate locations within the procedure. Instructions are updated to new autodialer system.
29	New Addendum 1, Section 2.0, describes how to activate ENRS during test or drill/exercise.	This information was in separate locations within the procedure. Instructions are updated to new autodialer system.
30	New Addendum 1, Section 2.1 Combined 11 test activation scenarios into 7.	This will make it easier for personnel to choose the correct scenario and activate it without making a mistake.
31	New Addendum 1, Section 2.0, Added a Note Box. ENRS will be tested and documented in accordance with OPGP05-ZV-0002, Emergency Activities Schedule.	This provides direction for recording and documenting test results per QA CR-98-10371.
32	Addendum 2 and Data Package 2, combined into new Data Sheet 1, Manual Call-Out Instructions.	To comply with procedure OPGP03-ZA-0039, Plant Procedure Writer's Guide. Consolidated call out instructions to one package.
33	Data Package 1, Unusual Event Notification Checklist deleted and replaced with New Form 1, Unusual Event On-The-Fly Message.	Moved instructions in Section 5.0 and added form to capture message.
34	New Form 2, Manual Call-Out Script.	Added manual callout script in case of Dialogic's failure. Gives personnel performing manual call out a script to ensure each ERO member receives the same information.
35	New Form 3, Amplifying Information, replaces Data Package 3, Declared. Emergency Amplifying Information Notification Checklist.	Moved instructions in section 5.0, and added form to capture message to comply with procedure OPGP03-ZA-0039, Plant Procedure Writer's Guide.
36	New Form 4, ERO Manual Call-Out List of Responders.	Records data in one place including Name, Position, Fit for Duty, Arrival time.

# SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

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**EMERGENCY PLAN**

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# SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

## EMERGENCY PLAN

### SECTION B

- e. Matagorda County Chapter American Red Cross - by Letter of Agreement, will provide assistance at the Reception Center for registration of residents and site employees evacuated because of a nuclear power plant event, and will provide for emergency needs by organizing congregate care facilities providing services necessary to support the evacuated population. The American Red Cross will participate in training, drills and exercises on request. These and other responsibilities of this agency are identified in the Emergency Management Plan for Matagorda County, Bay City and Palacios. The American Red Cross supports that Plan and the Emergency Preparedness Program at the Station. The Matagorda County Office of the American Red Cross is located in Bay City approximately 17 road miles from the Station and their service is available 24 hours per day.
- f. Gulf Coast EMS - by Letter of Agreement, will provide 24 hour per day ambulance service to the Station in the event of an emergency or drill/exercise situation. Gulf Coast EMS response time to the station is approximately thirty minutes.
- g. Institute of Nuclear Power Operations (INPO) - by Letter of Agreement, will provide assistance in acquiring the help of other organizations in the industry on a 24 hours a day basis. In addition, INPO will provide assistance, utilizing its own resources, as requested and as appropriate.
- h. American Nuclear Insurers - The Station maintains a policy with American Nuclear Insurers. American Nuclear Insurers has agreed to assume responsibility, except where excluded by the policy, for promptly assisting members of the public who may be adversely affected by an incident at the Station.
- i. Comanche Peak - by Letter of Agreement will, in the event of an emergency at the South Texas Project and loss of onsite analysis capabilities, support the Station by performing selected post accident analysis.
- j. Duke Engineering Company - by Letter of Agreement, will provide assistance in the radioanalyses of environmental samples or personnel dosimetry as requested.
- k. Lockheed Martin (Matagorda Aerostat Site) - by Letter of Agreement, will provide notification to the Station in the event of an Aerostat breakaway.
- l. Bay City Independent School District - by Letter of Agreement, will provide evacuation services (busses, drivers, reception centers and congregate care facilities) to Matagorda County or the Station in the event of an accident at the Station.

# SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

## EMERGENCY PLAN

### SECTION B

- m. Matagorda Independent School District - by Letter of Agreement, will perform early dismissal of students at the Alert classification, and evacuation of students to the McAllister Junior High School at the Site Area or General Emergency classification.
  - n. Palacios Independent School District - by Letter of Agreement, will provide evacuation services (busses, drivers, reception centers and congregate care facilities) to Matagorda County or the Station in the event of an accident at the Station.
  - o. Tidehaven Independent School District - by Letter of Agreement, will perform early dismissal of students at the Alert classification, and evacuation of students to the appropriate Reception Center at the Site Area Emergency classification.
  - p. Van Vleck Independent School District - by Letter of Agreement, will provide evacuation services (busses, drivers) to Matagorda County or the Station in the event of an accident at the Station.
  - q. Matagorda County Environmental Health - by Letter of Agreement, will assist the Station on a 24 hours per day basis, or as needed, during an emergency situation at the Station.
  - r. City of Bay City - by Letter of Agreement, will make the Bay City Service Center available in the event of the in-operability of the Station Emergency Operations Facility.
  - s. South Texas Project Participation Agreement – An agreement among Co-Owners for South Texas Project operations.
- B.6 The Emergency Preparedness program for the Station requires the coordinated response of several organizations. The Emergency Director is the key individual in the Station Emergency Response Organization. The Station Emergency Response Organization is described fully in Section C of this Plan.
- a. The Emergency Director initiates the activation of the offsite Emergency Response Organizations by contacting the Division of Emergency Management via the Department of Public Safety Offices in Pierce, Texas, the Matagorda County Sheriff's Office, and the Nuclear Regulatory Commission. All these organizations are staffed 24 hours per day to provide communications links for the purpose of receiving notification of a radiological emergency. The Federal agencies which may be requested by the Station to provide assistance can be notified by contacting the Nuclear Regulatory Commission on a dedicated communication link, the Emergency Notification System line.

# SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

## EMERGENCY PLAN

### ATTACHMENT 2

#### PROCEDURE CROSS-REFERENCE

0ERP01-ZV-EF01	EOF Director	C
0ERP01-ZV-EF02	Deputy EOF Director	
0ERP01-ZV-EF03	Radiological Director	C
0ERP01-ZV-EF04	Technical Director	C
0ERP01-ZV-EF07	Support Organization Director	C
0ERP01-ZV-EF08	Licensing Director	C
0ERP01-ZV-EF09	Procurement/Resources Supervisor	F
0ERP01-ZV-EF10	Offsite Field Team Supervisor	J
0ERP01-ZV-EF11	Records Supervisor	
0ERP01-ZV-EF12	Communications Systems Supervisor	
0ERP01-ZV-EF15	Dose Assessment Specialist	H, I, J
0ERP01-ZV-EF17	System Status Evaluator	
0ERP01-ZV-EF18	Offsite Agency Communicator	
0ERP01-ZV-EF19	Matagorda County EOC Liaison	
0ERP01-ZV-EF20	State of Texas EOC Liaison	
0ERP01-ZV-EF21	Federal Response Agency Liaison	
0ERP01-ZV-EF22	Emergency Operations Facility Liaison	
0ERP01-ZV-EF24	Support Orientation Coordinator	
0ERP01-ZV-EF25	Site Public Affairs Coordinator	K
0ERP01-ZV-EF26	Materials Engineer	
0ERP01-ZV-EF27	Engineering Assistant	
0ERP01-ZV-EF28	Assistant Support Organization Director	F
0ERP01-ZV-IN01	Emergency Classification	D, H
0ERP01-ZV-IN02	Notifications to Offsite Agencies	D, E, F, H, I
0ERP01-ZV-IN03	Emergency Response Organization Notification	E, F
0ERP01-ZV-IN04	Assembly and Accountability	F, I
0ERP01-ZV-IN05	Site Evacuation	F, I, J
0ERP01-ZV-IN06	Radiological Exposure Guidelines	F, H, I, J
0ERP01-ZV-IN07	Offsite Protective Action Recommendations	H, I
0ERP01-ZV-OF01	Alternate Emergency Operations Facility Activation, Operation, and deactivation	G
0ERP01-ZV-OF02	Joint Information Center Activation, Operations, and Deactivation	G, K
0ERP01-ZV-OS01	OSC Coordinator	C
0ERP01-ZV-OS02	Assistant OSC Coordinator	C
0ERP01-ZV-OS03	Radiological Coordinator	C
0ERP01-ZV-OS04	Security Coordinator	C
0ERP01-ZV-OS05	Materials Handler	
0ERP01-ZV-OS06	Emergency Teams	C

R:\PROCEDURES\APPROVED\p05\0ZV0003.05X Effective Date: 02/13/01 Print Time / Date: 2:51 PM 02/07/01		<b>OPGP05-ZV-0003</b>		<b>Rev. 5</b>	Page 1 of 11
<b>Emergency Response Organization</b>					
<b>Quality</b>	<b>Non Safety-Related</b>	<b>Usage: Available</b>		<b>Effective Date: 02/13/01</b>	
Max Keyes	N/A	N/A		Emergency Response Division	
PREPARER	TECHNICAL	USER		COGNIZANT ORGANIZATION	

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**Emergency Response Organization****1.0 Purpose and Scope**

- 1.1 This procedure outlines the necessary components required to maintain a qualified Emergency Response Organization which is capable of responding to an emergency situation at the South Texas Project Electric Generating Station (STPEGS).
- 1.2 This procedure outlines the response required by the Emergency Response Organization to support an emergency situation at the South Texas Project Electric Generating Station (STPEGS).
- 1.3 This procedure implements the actions required to satisfy the commitments of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan.

**2.0 Definitions**

- 2.1 **Activated** - The state of an Emergency Response Facility where the minimum Staffing Levels are attained, (as outlined in Table C-1 of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan) and the responders are capable of performing their required functions.
- 2.2 **Call-Out List**: A sequenced version of the Emergency Response Organization Roster which is utilized by personnel performing manual call-out of the Emergency Response Organization in accordance with 0ERP01-ZV-IN03, Emergency Response Organization Notification.
- 2.3 **Command & Control** - Assumption of responsibility for the emergency response effort by the Emergency Director.
- 2.4 **Emergency Response Organization**: Designated station personnel who respond to declared emergencies at the STPEGS.
- 2.5 **Emergency Response Organization Roster**: A list of Emergency Response Organization positions that identifies Emergency Response Organization team designation, qualified individuals for each position, telephone and pager numbers.
- 2.6 **Facility Managers**: Operations Manager, Operations Support Center Coordinator, Technical Support Center Manager, Joint Information Center Company Spokesperson, and Emergency Operations Facility Director.
- 2.7 **Notification** - The initiation of the callout process to supplement the Onshift Emergency Response Organization.

**Emergency Response Organization**

2.8 Staff Augmentation - The process of providing additional staff, as outlined by Table C-1 of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan, to the onshift Emergency Response Organization.

### 3.0 Limitations and Precautions

3.1 Any qualified STPEGS employee may be required to fill an Emergency Response Organization position.

3.2 Vacant Emergency Response Organization Roster positions should be filled as soon as possible after the vacancy is identified.

3.3 An Emergency Response Organization member who transfers from one job to another onsite shall continue to serve in that position until a replacement is trained and qualified.

### 4.0 Responsibilities

4.1 The Supervisor, Emergency Response, or designee, is responsible for:

4.1.1 Overall coordination of the Emergency Response Organization.

4.1.2 Reviewing and updating the Emergency Response Organization Roster in accordance with OPGP05-ZV-0002, Emergency Response Activities Schedule.

4.1.3 Maintaining current Emergency Response Organization Rosters on a quarterly basis.

4.1.4 Providing training to Emergency Response Organization personnel in accordance with OPGP03-ZT-0139, Emergency Response Training Program.

4.2 The Manager, Information Technology Infrastructure, or designee, is responsible for:

4.2.1 Issuing pagers to Emergency Response Organization personnel as requested and maintaining pager system.

4.2.2 Assist with Autodialer maintenance.

**Emergency Response Organization**

- 4.3 The Manager, Plant Protection, or designee, is responsible for:
- 4.3.1 Verifying access levels for newly assigned Emergency Response Organization members.
  - 4.3.2 Verifying training and qualifications of on-shift Emergency Response Organization personnel within the Plant Protection Department.
  - 4.3.3 Providing emergency response training to Plant Protection Security Officers in accordance with OPGP03-ZT-0139, Emergency Response Training Program.
- 4.4 The Managers, Operations, Health Physics, Chemistry, Maintenance, and Purchasing and Materials Management, or designees, are responsible for:
- 4.4.1 Verifying training and qualifications of on-shift Emergency Response Organization personnel within their respective Departments.
- 4.5 Emergency Response Organization members are responsible for:
- 4.5.1 Maintaining qualifications for Emergency Response Organization duty.
  - 4.5.2 Responding to their assigned Emergency Response Facility within the appropriate time constraints as denoted in Addendum 1.
  - 4.5.3 Notifying the Emergency Response Division of home or office telephone number or pager number changes.
  - 4.5.4 Arranging for a qualified standby if assigned the duty and unavailable to fulfill Emergency Response Organization responsibilities.
  - 4.5.5 Notifying the Emergency Response Division of job position transfers at STPEGS or termination of employment.
- 4.6 The Emergency Response Facility Managers are responsible for:
- 4.6.1 Approving all additions and/or deletions of Emergency Response Organization personnel assigned to their respective team and facility.
- 4.7 The Manager, Training, or designee, is responsible for:
- 4.7.1 Providing training to Emergency Response Organization members in accordance with OPGP03-ZT-0139, Emergency Response Training Program.

**Emergency Response Organization****5.0 Procedure****5.1 Assignment to the Emergency Response Organization**

- 5.1.1 Assignment of personnel to the Emergency Response Organization is primarily based upon the functional area background and experience required to perform the duties and responsibilities of the assigned position.
- 5.1.2 Facility Managers should seek and recommend personnel to fill vacant positions on their team.
- 5.1.3 A change to an Emergency Response Organization Roster assignment is accomplished by following the guidance provided in Addendum 3, Emergency Response Organization Roster Change Process.

**5.2 Initial Training and Qualification**

- 5.2.1 Training requirements for each Emergency Response Organization position are outlined in OPGP03-ZT-0139, Emergency Response Training Program.
- 5.2.2 Initial training and qualification should be completed as soon as possible.
- 5.2.3 Initial training and qualification shall be documented in accordance with OPGP03-ZT-0139, Emergency Preparedness Training Program.
- 5.2.4 An individual shall not be assigned to the Emergency Response Organization until training and qualification is complete.

**5.3 Requalification**

- 5.3.1 Emergency Response Organization members shall maintain qualifications in accordance with OPGP03-ZT-0139, Emergency Preparedness Training Program.

**5.4 Emergency Response Organization Duty Rotation**

- 5.4.1 Emergency Response Organization teams should stand the duty for one week every three weeks.
- 5.4.2 If an Emergency Response Organization position is staffed less than three deep, the remaining team member(s) shall cover the duty until the position is fully staffed.

**Emergency Response Organization****6.0 References**

- 6.1 STPEGS Emergency Plan
- 6.2 OPGP05-ZV-0002, Emergency Response Activities Schedule
- 6.3 OPGP03-ZT-0139, Emergency Preparedness Training Program
- 6.4 NGP-150, Emergency Preparedness
- 6.5 0ERP01-ZV-IN03, Emergency Response Organization Notification

**7.0 Documentation**

- 7.1 Training records shall be maintained in accordance with reference 6.3.

**8.0 Support Documents**

- 8.1 Addendum 1 - Emergency Response Organization Personnel Responsibilities
- 8.2 Addendum 2 - Personnel Responsibilities to ENRS Activation
- 8.3 Addendum 3 - Emergency Response Organization Roster Change Process

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<b>Emergency Response Organization</b>			
Addendum 1	Emergency Response Organization Personnel Responsibilities		Page 1 of 2

- 1.0 This provides guidance for the members of the Emergency Response Organization regarding the requirement for Emergency Response Organization membership, responsibilities and Emergency Response Organization actions to be taken.
  
- 2.0 NUREG-0654/FEMA-REP-1, Rev. 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, requires that: Each principal organization shall be capable of continuous (24-hour) operations for a protracted period. The individual in the principal organization who will be responsible for assuring continuity of resources (technical, administrative and material) shall be specified by title.
  
- 3.0 The same document specifies that the licensee must augment the plant staff in the following areas:
  - 3.1 Logistics support for emergency personnel;
  - 3.2 Technical support for planning and reentry/recovery operations;
  - 3.3 Management level interface with governmental authorities; and,
  - 3.4 Release of information to news media during an emergency (coordinated with governmental authorities).
  
- 4.0 The Emergency Response Organization provides the necessary manpower to contend with an emergency condition for a sustained period of time. The individuals selected for the Emergency Response Organization must have the prerequisite training as found in OPGP03-ZT-0139, Emergency Response Training Program.
  
- 5.0 To protect the health and safety of the public and the workers at STPEGS, the resources to mitigate and manage the emergency situation must be available as soon as possible. In the event of an emergency declaration by the Shift Supervisor, the Onshift Response Organization is activated immediately and the individuals assigned assume their respective titles and the responsibilities for their position upon notification.
  
- 6.0 Those members of the Emergency Response Organization who are not on site at the time of the emergency shall be able to augment the Onshift Response Organization within 60 or 75 minutes of being notified as defined in Table C-1 of the STPEGS Emergency Plan.
  
- 7.0 The Operations Support Center and Technical Support Center Emergency Response Organizations are required to be activated at an Alert classification. The Operations Support Center may be activated independently of the Technical Support Center. The Emergency Operations Facility and Joint Information Center are staffed at the Alert and may be activated at the discretion of the Emergency Director. The Emergency Operations Facility and Joint Information Center shall be activated at a Site Area Emergency classification.

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Addendum 1	Emergency Response Organization Personnel Responsibilities		Page 2 of 2

- 8.0 Notification of the Emergency Response Organization is accomplished by using a pager system, public address system, auto dialing system, or manual telephone call-out. Personnel will be issued pagers for prompt notification. Details of Emergency Response Organization notification are contained in 0ERP01-ZV-IN03 Emergency Response Organization Notification.
- 9.0 Regardless of the method of notification used, the result is to be the same, timely response to the STPEGS and activation of the Emergency Response Facilities.

**NOTE**

The Fitness for Duty Program is described in procedure OPGP09-ZA-0002.

- 10.0 Emergency Response Organization members who are unable, in their opinion, to respond to an Emergency Response Organization activation due to alcohol consumption or other physical/mental impairment should answer the Fitness For Duty question in response to the pager notification as NO. If contacted by manual call-out the member should provide details with regard to their inability to respond.
- 11.0 Emergency Response Organization members responding to an Emergency Response Organization activation with duties inside the Protected Area who have consumed alcohol within the previous five (5) hours must wait at the East Gate outside the protected area and identify themselves to Plant Protection personnel. Breathalyzer results for personnel testing 0.040 BAC or above will be reported to and evaluated by their respective Emergency Response Facility Manager to determine if they should be allowed to report to their Emergency Response Facility.
- 12.0 Personnel responding to the Emergency Operations Facility who have consumed alcohol in the previous five (5) hours must identify themselves to the Support Orientation Coordinator in the Emergency Operations Facility or the Licensing Director if the Support Orientation Coordinator has been relocated to the Central Processing Facility. The Emergency Operations Facility Director will determine if persons testing 0.040 BAC or above can be allowed to assume their duties.
- 13.0 Changes to the Emergency Response Organization roster will be accomplished in accordance with this procedure. Members of the Emergency Response Organization should not be assigned to more than one (1) position at a time; although they may be qualified to fill more than one position, unless authorized by the Supervisor, Emergency Response. An Emergency Response Organization member who transfers from one job to another, onsite, will continue to serve in that position until a replacement is trained and qualified.

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Addendum 2	Personnel Responsibilities to ENRS Activation		Page 1 of 1

- 1.0 When you receive one of the following Pager Codes:
  - 1.1 0001 - Unusual Event Unit 1
  - 1.2 0002 - Unusual Event Unit 2
  - 1.3 0003 - Alert Emergency
  - 1.4 0004 - Site Area Emergency
  - 1.5 0005 - General Emergency
  - 1.6 0006 – Amplifying Information
- 2.0 Contact the Emergency Notification and Response System (ENRS) by calling extension 7333 on-site or 1-800-424-2781 off-site.
- 3.0 When prompted, enter your identification number (normally the last 4 social security numbers).
- 4.0 For codes 0001 & 0002 you will receive a message whether or not to report to your facility.
- 5.0 For code 0006 you will hear additional recorded information.
- 6.0 At an Alert or higher declaration you will be prompted to answer the following questions:
  - 6.1 When prompted are you fit for duty, enter 9 for yes or 6 for no.
  - 6.2 When prompted are you able to respond, enter 9 for yes or 6 for no.
  - 6.3 When prompted for how long it will take to report to your emergency facility, enter number of minutes.
- 7.0 If you receive an Alert (0003), Site Area (0004), or General Emergency (0005) Code, and cannot reach the Emergency Notification and Response System or receive a message that there are no outstanding events at this time, report to your emergency facility.
- 8.0 If ENRS responds that you have filled your position, report to your emergency facility.
- 9.0 If you have the Duty and ENRS responds that your position has been filled, report to your emergency facility anyway.
- 10.0 If you receive Pager Code 8888, then stop your response, this is the Abort Code.
- 11.0 During pager tests and drill or exercises, you will receive a pager code of 0690, perform the following:
  - 11.1 Contact the Emergency Notification and Response System (ENRS) by calling extension 7333 on-site or 1-800-424-2781 off-site.
  - 11.2 When prompted, enter your identification number (last 4 social security numbers).
  - 11.3 Follow prompts as directed by ENRS.

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Addendum 3	Emergency Response Organization Roster Change Process		Page 1 of 2

1.0 Emergency Response Organization Roster Change Process

**NOTE**

All of the following may be accomplished using e-mail.

2.0 The roster change initiator:

- 2.1 Identify the candidate to the emergency response facility immediate supervisor and obtain approval for the change.
- 2.2 The immediate supervisor obtains concurrence from the facility manager.
- 2.3 Forward the change with concurrence to the Emergency Response Division.

3.0 The Emergency Response Division:

- 3.1 Verifies that the candidate has:
  - 3.1.1 Appropriate qualification level for the position. If not, work with the candidate to obtain necessary position qualification.
  - 3.1.2 Ensures the candidate has the proper level of security access for the assigned facility.
  - 3.1.3 Ensures the candidate home residence location does not preclude the candidate from responding to the facility in a timely fashion.
  - 3.1.4 Ensures the candidate receives a pager programmed to receive Emergency Response Organization notifications
- 3.2 Obtains the following information from the candidate:
  - 3.2.1 Name
  - 3.2.2 Home telephone number
  - 3.2.3 Work telephone number
  - 3.2.4 Social Security Number
  - 3.2.5 Pager number

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Addendum 3	Emergency Response Organization Roster Change Process		Page 2 of 2

- 3.3 Updates the Emergency Response Organization Roster
  - 3.3.1 Notification of roster change should include:
    - 3.3.1.1 ENRS Administrator (requires information given in #3.2 above)
    - 3.3.1.2 Telecommunications
    - 3.3.1.3 Nuclear Security
    - 3.3.1.4 Human Resources
    - 3.3.1.5 Candidate position counterparts
    - 3.3.1.6 Candidate Emergency Response Organization immediate supervisor
    - 3.3.1.7 Candidate
    - 3.3.1.8 Change initiator (if different than the candidate)
    - 3.3.1.9 Updates electronic mail lists
- 3.4 Updates as necessary Performance Indicator Key Emergency Response Organization Participation database.

R:\PROCEDURES\APPROVED\Pg0502ZV0007.04x Effective Date: 02/01/01 Print Time / Date: 10:07 AM 01/30/01	<b>OPGP05-ZV-0007</b>		<b>Rev. 4</b>	Page 1 of 19
<b>Prompt Notification System</b>				
Quality	Non-Safety-Related	Usage: <b>IN HAND</b> <b>(Forms Only)</b>	Effective Date: 02/01/01	
Joe Enoch	N/A	N/A	Emergency Response Division	
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION	

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**Prompt Notification System****1.0 Purpose and Scope**

- 1.1 This procedure provides overall guidance for the administration, maintenance, testing and distribution of the Prompt Notification System.
- 1.2 This procedure assigns responsibility for the administration, maintenance, testing and distribution of the alert radio subsystem of the Prompt Notification System.
- 1.3 This procedure assigns responsibility for the administration, maintenance and testing of the siren subsystem of the Prompt Notification System.
- 1.4 This procedure implements portions of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to general public notification of emergencies at the STPEGS.

**2.0 Definitions**

- 2.1 **SUBSYSTEM ADMINISTRATION:** Alert Radios - Updating, on a quarterly basis, the Emergency Planning Zone database by reviewing the electric utility listings, followed by verifying the data with the use of an information card. Sirens - Defining the hardware requirements and testing frequency of the siren subsystem, as well as reviewing test results and submitting documentation to the State of Texas Division of Emergency Management and the Federal Emergency Management Agency (FEMA).
- 2.2 **SUBSYSTEM TESTING:** Alert Radios – Performing back-up Emergency Alert System testing from the Matagorda County Sheriff's Department on an annual basis.
- 2.3 **SUBSYSTEM MAINTENANCE:** Maintaining the hardware of the alert radio and siren subsystems in a state of readiness to support emergency response requirements.
- 2.4 **SUBSYSTEM DISTRIBUTION:** Providing alert radios to designated locations based on the Emergency Planning Zone database (electric utility listings). For residents only, verifying the data with the use of an information card.

**3.0 Responsibilities**

- 3.1 The Supervisor, Emergency Response, or designee, is responsible for:
  - 3.1.1 Administration of the alert radio subsystem.
    - 3.1.1.1 Overseeing the administration of the alert radios through quarterly database reviews using electric utility listings and verifying the data through the use of information cards.

**Prompt Notification System**

- 3.1.1.2 Purchasing alert radios in accordance with the established technical specifications.
  - 3.1.1.3 Coordinating annual activation of the alert radios with Matagorda County officials and the lead Emergency Alert System radio station.
  - 3.1.1.4 Establishing maintenance and operational testing of the alert radios in accordance with the manufacture's specifications and providing them to the Manager of the Metrology and Radiological Laboratory or designee.
- 3.1.2 Distribution of the Alert Radio
- 3.1.2.1 Distributing alert radios in accordance with the FEMA approved REP-10 Addendum, "Prompt Notification System For The South Texas Project Electric Generating Station".
  - 3.1.2.2 Distributing alert radio to industrial locations, special facilities, and recreational areas within the 10-mile Emergency Planning Zone and residents located outside effective siren range, but within the 10-mile Emergency Planning Zone via mail-outs or individual delivery.
  - 3.1.2.3 Tracking alert radio distribution.
- 3.1.3 Administration of the Siren Subsystem.
- 3.1.3.1 Establishing the hardware requirements for the siren subsystem and providing them to the Manager, Information Systems, or designee.
  - 3.1.3.2 Establishing the testing schedule of the siren subsystem, and providing it to the Manager, Information Systems, or designee in accordance with Addendum 1, "Siren and Alert Radio Subsystem Test Schedule".
  - 3.1.3.3 Reviewing the test results and submitting completed documentation to the Records Management System.
  - 3.1.3.4 Submitting Form 4, "Siren Subsystem Maintenance and Operability Report" as required per OPGP05-ZV-0002, "Emergency Response Activities Schedule" to Records Management System.

**Prompt Notification System**

- 3.1.3.5 Coordinating activation of the siren system with Matagorda County officials, businesses and residents located within the 10 mile Emergency Planning Zone.
- 3.1.4 Developing and maintaining current alert radio and siren subsystem test procedures.
- 3.2 The Manager, Information Systems, or designee, is responsible for:
  - 3.2.1 Maintenance and testing of the back-up Emergency Alert System and siren subsystem.
    - 3.2.1.1 Performing an annual test of the back-up Emergency Alert System, located in the Matagorda County Sheriff's Department dispatch office in accordance with an approved schedule between STP Emergency Response Division, Matagorda County Sheriff's Department and the lead Emergency Alert System radio station.

**NOTE**

The lead radio station tests the primary Emergency Alert System, located at the radio station, in conjunction with the Federal Communication Commission's requirements.

- 3.2.1.2 Performing tests of the siren subsystem hardware as required in accordance with approved vendor specifications, and the test schedule in accordance with Addendum 1, "Siren and Alert Radio Subsystem Test Schedule".
- 3.2.1.3 Performing Poll (Silent) Tests, Growl Tests and visuals, as needed after a severe weather (e.g. thunderstorm, high wind, hurricane, etc.) incident (CR 99-2717).
- 3.2.1.4 Contacting the Supervisor, Emergency Response, or designee when the back-up Emergency Alert System or a siren(s) is or will be out of service.
- 3.2.1.5 Coordinating repair of the siren subsystem with Facilities Management or outside contractor as appropriate.
- 3.2.1.6 Contacting Matagorda County Emergency Management officials when a siren(s) is or will be out of service for 24 hours or longer.
- 3.2.1.7 Forwarding test results to the Supervisor, Emergency Response, or designee, for review and approval.

**Prompt Notification System**

3.3 Manager, Metrology and Radiological Laboratories or designee, is responsible for:

3.3.1 Performing operational tests on the alert radios as required in accordance with approved vendor specifications.

3.3.2 Affixing a STPEGS identification tag on the alert radio for tracking purposes.

3.3.3 Disposition of damaged or returned radios.

3.4 The Public Information Officer, Public Affairs and Communications, is responsible for:

3.4.1 Notifying residents, special facilities, industrial locations and recreational areas within the 10-mile Emergency Planning Zone (EPZ) prior to any Complete Cycle Test via letter, newsletter or local news media.

#### 4.0 Procedure

##### 4.1 Alert Radio Subsystem

4.1.1 Maintain a current Emergency Planning Zone database composed of residents located outside effective siren range and within the 10-mile Emergency Planning Zone who have been provided an alert radio via a record compiled from electric utility listings and verified by the use of an information card.

4.1.2 Maintain a current Emergency Planning Zone database composed of industrial locations, special facilities, and recreational areas within the South Texas Project 10-mile Emergency Planning Zone who have been provided an alert radio, via a record compiled from electric utility customer listings.

4.1.3 Update the alert radio database, on a quarterly basis.

4.1.3.1 Check new electric utility listing to determine if the residents are within the 10-mile Emergency Planning Zone, but outside effective siren range or if the special facilities, industrial location, or recreational areas are within the 10-mile Emergency Planning Zone.

4.1.3.2 Mail-out an information card to verify the resident's address and physical location.

4.1.3.3 Using the updated Emergency Planning Zone database and the returned information card, determine if the residents require an alert radio.

**Prompt Notification System**

- 4.1.3.4 If an alert radio is required, mail-out the unit with a return receipt or deliver the unit to the resident's home.
- 4.1.3.5 Residents located outside effective siren range and all special facilities, industrial locations, and recreational areas will receive an alert radio.
- 4.1.3.6 A written back-up listing of radio recipients will be kept on file in the Emergency Response Division.
- 4.1.4 Maintain documentation (e.g., information card, date of distribution etc.,) of alert radios distributed to the designated locations via the Emergency Planning Zone database.
- 4.1.5 Send defective or broken radio to the Metrology Laboratory for repair or replacement.
- 4.1.6 Purchase alert radios as necessary to support distribution.
- 4.2 Back-up Emergency Alert System Test
  - 4.2.1 Contact lead Emergency Alert System radio station to conduct the back-up test.

**NOTE**

Do not conduct the test without the assistance of radio station personnel. Station officials will ensure the test is conducted off the air. Activation of the system without contacting radio station staff will result in live over the air broadcast.

- 4.2.2 Upon approval from lead Emergency Alert System radio staff, initiate the test.
- 4.2.3 Turn on the radio and ENDEC encoder before conducting the system test.
- 4.2.4 Perform the following steps on the ENDEC encoder.
  - 4.2.4.1 The display will read MENU in the lower left corner---Press ENTER
  - 4.2.4.2 The arrow should be pointing to ALERTS---Press ENTER
  - 4.2.4.3 The arrow should be pointing to ORIGINATE ALERT---Press ENTER
  - 4.2.4.4 To ensure password, press ENTER four times

**Prompt Notification System**

- 4.2.4.5 To select TEMPLATE---Press the button underneath TEMPLATE
- 4.2.4.6 The display will read OUTGOING TEMPLATE KMKS---Press ENTER
- 4.2.4.7 The display will read ADJUST TEMPLATE---Press the button underneath NO
- 4.2.4.8 The display will read DURATION 1:00---Press ENTER
- 4.2.4.9 The display will read KMKS---Press ENTER

**NOTE**

Upon completing the above steps, the radio should key up (red transmit light should illuminate) followed by a series of attention tones. This is the amount of time available to conduct the voice test.

- 4.2.4.10 Press the PTT button on the base of the microphone.
  - 4.2.4.11 Speak clearly approximately six inches away from the microphone.
  - 4.2.4.12 Start the announcements with, "This is a test, this is only a test, this is a test of the back-up emergency alert system". End the announcements with, "This has been a test of the back-up emergency alert system. This was only a test".
  - 4.2.4.13 Confirm test results with the radio station staff.
  - 4.2.4.14 Repeat test, if the initial test is unsuccessful.
  - 4.2.4.15 Upon completion of the test, turn off the radio and ENDEC encoder.
- 4.2.5 Complete Form 5, "Back-up Emergency Alert System Results".
  - 4.2.6 Forwarding test results to the Supervisor, Emergency Response or designee, for review and approval.

**Prompt Notification System**NOTE

Conduct Siren Subsystem testing in accordance with Addendum 1, "Siren and Alert Radio Subsystem Test Schedule". Verify the correct date and time is shown on the computer screen. If not, correct the date and time. (SPR 933336)

**4.3 Siren Subsystem****4.3.1 Poll (Silent) Test**

4.3.1.1 Select "CompuLert" icon

4.3.1.2 Select "STATUS"

4.3.1.3 Select "POLL"

4.3.1.4 Type in "\*\*\*\*"

4.3.1.5 Select "SEND"

4.3.1.6 Select "REPORT"

4.3.1.7 Select "NEW ACTIVITIES"

4.3.1.8 If the siren(s) do not respond to the Poll Test, repeat the test. If there is no response after a second attempt, indicate the siren(s) as failed (CR 99-2717).

4.3.1.9 Using Form 1, "Prompt Notification System Test Results", document the Poll Test, and attach test printout to Form 1.

4.3.1.10 Forward completed test package to the Supervisor, Emergency Response, or designee for approval.

**4.3.2 Growl Test**

4.3.2.1 Select "CompuLert" icon

4.3.2.2 Select "STATUS"

4.3.2.3 Select "GROWL"

4.3.2.4 Type in "\*\*\*\*"

4.3.2.5 Select "SEND"

**Prompt Notification System**

- 4.3.2.6 Select "STATUS"
- 4.3.2.7 Select "POLL"
- 4.3.2.8 Verify "Run Status" on all sirens
- 4.3.2.9 Select "STATUS"
- 4.3.2.10 Select "RESET STAT"
- 4.3.2.11 Select "STATUS"
- 4.3.2.12 Select "POLL"
- 4.3.2.13 Verify "RF OK"
- 4.3.2.14 Select "REPORT"
- 4.3.2.15 Select "NEW ACTIVITIES"
- 4.3.2.16 Using Form 1, "Prompt Notification System Test Results", document the Growl Test, and attach test printout to Form 1.
- 4.3.2.17 Forward completed test package to the Supervisor, Emergency Response, or designee for approval.
- 4.3.3 Visual Inspection
  - 4.3.3.1 Using Form 2, "Prompt Notification System Visual Inspection", perform and document the Visual Test.
  - 4.3.3.2 Perform the Poll test per Step 4.3.1.
  - 4.3.3.3 Forward completed test package to the Supervisor, Emergency Response, or designee for approval.
- 4.3.4 Complete Cycle Test
  - 4.3.4.1 Ensure businesses residents, schools, industrial facilities and recreational areas within the 10-mile EPZ have been notified prior to the test.
  - 4.3.4.2 Ensure the Matagorda County Sheriff's Office (MCSO) has been notified prior to the test.
  - 4.3.4.3 Assign personnel as Observers at each siren.

**Prompt Notification System**

- 4.3.4.4 Conduct a pre-test briefing for all involved test participants.
  - 4.3.4.5 Place key into the "EMERGENCY ENABLE" switch and turn to the right.
  - 4.3.4.6 Depress the "ALERT" pushbutton.
  - 4.3.4.7 Observe the "Bsy" light on the radio transmitter.
  - 4.3.4.8 Perform the Poll test per Step 4.3.1.
  - 4.3.4.9 Using Form 1, "Prompt Notification System Test Results" and Form 3, "Complete Cycle Test Local Observation", document the Complete Cycle Test, attach test printout to Form 1 and 3.
  - 4.3.4.10 Forward completed test package to the Supervisor, Emergency Response, or designee for approval.
- 4.3.5 Post Maintenance or Severe Weather Condition
- 4.3.5.1 Following any preventive and/or corrective maintenance, perform post maintenance testing for the affected sirens:
    - a. Visual Inspection (per Section 4.3.3), and
    - b. Growl Test (per Section 4.3.2).
  - 4.3.5.2 Following a Severe Weather Condition, perform a Poll Test (per Section 4.3.1).
  - 4.3.5.3 Forward completed test packages to the Supervisor, Emergency Response, or designee for approval.

## 5.0 References

- 5.1 STPEGS Emergency Plan
- 5.2 NUREG-0654/FEMA-REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Plans and Preparedness in Support of Nuclear Power Plants
- 5.3 FEMA-REP-10, Guide for the Evaluation of Alert and Notification System for Nuclear Power Plants
- 5.4 Addendum, Prompt Notification System For the South Texas Project Electric Generating Station, FEMA-REP-10, April 1997

**Prompt Notification System**

- 5.5 STPEGS Response Report to FEMA-REP-10, ST-HL-FD-198
  - 5.6 Emergency Management Plan for Matagorda County, Bay City, and Palacios
  - 5.7 OPGP05-ZV-0002, Emergency Response Activities Schedule
  - 5.8 Vendor Manual, Penetrator 10 and 15 Rotating Directional Siren
  - 5.9 SPR 933336
  - 5.10 CR 99-2717
- 6.0 Documentation
- 6.1 Documents generated in the execution of this procedure shall be retained in the Records Management System for five years.
- 7.0 Support Documents
- 7.1 Addendum 1 – Siren and Alert Radio Subsystem Test Schedule
  - 7.2 Form 1 - Prompt Notification System Test Results (IN HAND)
  - 7.3 Form 2 - Prompt Notification System Visual Inspection (IN HAND)
  - 7.4 Form 3 - Complete Cycle Test Local Observation (IN HAND)
  - 7.5 Form 4 - Siren Subsystem Maintenance and Operability Report (IN HAND)
  - 7.6 Form 5 – Back-up Emergency Alert System (EAS) Test Results (IN HAND)

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Addendum 1	Siren and Alert Radio Subsystem Test Schedule		Page 1 of 1

NOTE

Siren tests shall not be performed outside of these hours without prior permission from the Supervisor, Emergency Response. The only exception is visual tests may be postponed one working day based upon severe weather if recommended by the Supervisor, Communications. (SPR 933336)

- |                  |   |
|------------------|---|
| Biweekly         | (B) - Perform Poll (silent) Test at least every two weeks. The Poll Test will be conducted from either the Emergency Operations Center or Matagorda County Sheriff's Office on Wednesday.   |
| Quarterly        | (Q) - Perform Growl Test at least quarterly. The Growl Test shall be conducted from the Matagorda County Sheriff's Office on a Wednesday at approximately 12:00 Noon.<br><br>- Perform Visual Inspections at least quarterly.   |
| Annual           | (A) - Complete Cycle Test - Perform the Complete Cycle Test at least annually. The Complete Cycle Test shall be conducted from the Matagorda County Sheriff's Office on a Wednesday at approximately 12:00 Noon.<br><br>- Back-up Emergency Alert System Test at least annually from the Matagorda County Sheriff's Office. |
| Post Maintenance | (P) - Perform Poll Test, Visual Inspection and Growl Test of the affected siren(s) following preventive and/or corrective maintenance.  |
| Post Weather     | (W) - Perform Poll Test after a severe weather condition is identified; additional maintenance and testing may be required if unsat test results are determined.  |

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Form 1	Prompt Notification System Test Results (IN HAND)		Page 1 of 2

1. Notifications:
  - a. MCSO notified (Poll, Growl, Complete Cycle Test) \_\_\_\_\_
  - b. Residents, schools, industrial facilities and recreational areas within the EPZ notified (Complete Cycle Test) \_\_\_\_\_
2. Performed at: \_\_\_\_\_ Matagorda County Sheriff's Office (MCSO)  
 \_\_\_\_\_ STPEGS Emergency Operations Facility
3. Test Date/Time: \_\_\_\_\_ / \_\_\_\_\_
4. Quarterly Check of MCSO Central Controller Printer \_\_\_\_\_

NOTE

Major loss of the offsite notification system is when greater than 50 percent of the sirens are inoperable. Immediately notify the Unit 1 Shift Supervisor of this condition. NRC notification within one hour is required pursuant to 10 CFR 50.72(b)(1)(v).

5. Complete Form 1, Page 2 of 2 for affected sirens.
6. Supervisor, Emergency Response or designee notified of siren failure(s)  
 (Reference Steps 3.2.1.4 and 3.2.1.6)

NAME	SIREN CODE(S)	DATE	TIME
------	---------------	------	------

7. Help Desk No. \_\_\_\_\_
8. Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Attach Test Computer Print-out Sheets

10. Test Completed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature
- Results Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor, Communications
- Results Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor, Emergency Response  
 or designee

File: Z18.01

This page, when completed, shall be retained as per the Document Type List (DTL).

Prompt Notification System

Results: (Test Type, B = Biweekly, Q = Quarterly, A = Annual, P = Post Maintenance, W = Weather)

SIREN CODE	SIREN LOCATION	TEST TYPE	TEST		PHYSICAL RESET RECOMMENDED	VISUAL INSPECTION RECOMMENDED
			ACCEPT-ABLE	UNACCEPT-ABLE		
AAA	Wadsworth Volunteer Fire Department					
ABA	Selkirk, North					
ABB	Selkirk, South					
ABC	Matagorda Volunteer Fire Department					
ABD	Matagorda Beach at end of road					
ABE	FM 2668, 0.5 mi (S) of Riverside Park					
ABF	Selkirk Volunteer Fire Department					
ADA	Markham Volunteer Fire Department					
ADB	EL Maton @ FM 1095					
AEA	SH 35 @ SH 71					
AEB	Blessing Volunteer Fire Department					
AEC	Tidewater Oaks @ FM 2853					
AED	Tres Palacios Oaks Volunteer Fire Department					
AEE	Collegeport Volunteer Fire Department					
BAA	FM 3057 @ FM 2668					
BAB	FM 2078 @ FM 2668					
BAC	CR 242					
BAD	River Bend Boat Access					
BBA	CR 222 @ SH 60					
BBB	Equistar Plant (SH 60)					
BBC	CR 259					
CAA	FM 1468 (Railroad Tracks)					
CAB	FM 521, 1.0 miles (E) of SH 35					
CBA	CR 352 @ FM 1095					
CBB	FM 2853 @ FM 521					
CCA	FM 1095 @ Tin Top					
CCB	CR 385 @ FM 1095					
CCD	West Side of Reservoir (STP)					
CCE	East Side of Reservoir (STP)					
CCF	FM 1468, 1.6 miles from SH 35					
CDA	CR 378 @ CR 379					
CDB	CR 323 @ FM 2853					

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<b>Prompt Notification System</b>			
Form 2	Prompt Notification System Visual Inspection (IN HAND)		Page 1 of 2

Site Location: \_\_\_\_\_

**CAUTION**

Due to electrical shock hazard, all manual growl tests shall be conducted from the radio control box by pressing the TEST or GROWL button on the Control Panel.

- |    |  |                              |                             |
|----|--|------------------------------|-----------------------------|
| 1. | Fuse box padlock in place and locked:                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. | All box exteriors acceptable:  |                              |                             |
|    | a. Fuse Box  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|    | b. Radio Control Box   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|    | c. Electronic Switch Box   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. | Failure lights illuminated:  |                              |                             |
|    | a. AC POWER FAIL   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|    | b. DOOR OPEN   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|    | c. Other electronic indications acceptable<br>(if no, explain in comments) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. | Siren Growl  |                              |                             |
|    | a. Siren motion observed   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

File: Z18.01

This page, when completed, shall be retained as per the Document Type List (DTL).

5. System restored:

a. AC Power ON

Yes       No

b. Padlocks in place and locked

Yes       No

NOTE

After performing all visual inspections, perform poll test, per Section 4.3.1, to assure operability of sirens.

6. Polling test results satisfactory

Yes       No

7. Emergency Response Supervisor or designee notified of unsatisfactory results?

Yes       No       N/A

8. Help Desk No. \_\_\_\_\_

9. Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Visual Inspection Performed By: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Time: \_\_\_\_\_  
(SPR 933336)

11. Results Reviewed By: \_\_\_\_\_  
Supervisor, Communications

Date: \_\_\_\_\_

12. Results Approved By: \_\_\_\_\_  
Supervisor, Emergency Response  
or designee

Date: \_\_\_\_\_

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<b>Prompt Notification System</b>			
Form 3	Complete Cycle Test Local Observation (IN HAND)		Page 1 of 1

Siren Location \_\_\_\_\_

1.0 Observer Name \_\_\_\_\_

Three minute run

1.1 Siren Sounds \_\_\_\_\_  
YES/NO

1.2 Siren Rotates \_\_\_\_\_  
YES/NO

1.3 Siren Stops \_\_\_\_\_  
YES/NO

1.4 Siren Run Time (minutes): \_\_\_\_\_

2.0 Return completed form to the Supervisor, Emergency Response or designee.

\_\_\_\_\_  
Observer Signature

Date: \_\_\_\_\_

3.0 Siren Test Results  Sat  Unsat

\_\_\_\_\_  
Supervisor, Emergency Response  
or designee

Date: \_\_\_\_\_

Prompt Notification System

Form 4

Siren Subsystem Maintenance and Operability Report (IN HAND)

Page 1 of 1

DATE: \_\_\_\_\_

\_\_\_\_\_  
QUARTER

\_\_\_\_\_  
YEAR

MONTH(S)	TOTAL NO. OF SIRENS VERIFIED	TOTAL NO. OF SIREN FAILURES	SIREN FAILURE LOCATION	NATURE OF EACH SIREN FAILURE	DATE FAILURE NOTED	DATE RESTORED TO SERVICE	OPERABILITY PERCENTAGE
	(SIRENS x WEEKS)						%
	(SIRENS x WEEKS)						%
	(SIRENS x WEEKS)						%

FEMA REGION VI  STATE OF TEXAS, DIVISION OF EMERGENCY MANAGEMENT  GENERAL INFORMATION  TOTAL SIRENS IN SYSTEM: 31  TESTING CYCLE -- BIWEEKLY	AVERAGE = %  <b>% Operability = <math>\frac{\text{Total Sirens Tested} - \text{Total Reported Failures}}{\text{Total Sirens Tested}} \times 100</math></b>  PREPARED BY: _____  APPROVED BY: _____
--	--

This page, when completed, shall be retained as per the Document Type List (DTL).

NOTE

Before conducting the test, contact the lead EAS radio station to ensure the staff have disabled the live over the air broadcast capability.

1. Test Type: \_\_\_\_\_ Test Date/Time: \_\_\_\_\_

2. Equipment functional:

- |                              |                              |                             |
|------------------------------|------------------------------|-----------------------------|
| a. Radio                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. ENDEC Encoder             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Microphone                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Activation Card Available | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. Back-up Emergency Alert System Test:  Sat  Unsat

4. Test Completed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Results Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor, Communications

Results Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor, Emergency Response  
or designee

R:\PROCEDURES\APPROVED\ERP01\0ZVTS03.06x Effective Date: 02/01/01 Print Time / Date: 8:49 AM 02/01/01		<b>0ERP01-ZV-TS03</b>		<b>Rev. 6</b>	Page 1 of 11
<b>Operations Manager</b>					
Quality	Non Safety-Related	Usage: N/A	Effective Date: 02/01/01		
Max Keys	N/A	N/A	Emergency Response Division		
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION		

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**Operations Manager****1.0 Purpose and Scope**

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

**2.0 Responsibilities**

- 2.1 The Operations Manager is responsible for:
  - 2.1.1 Providing management oversight of the implementation of Control Room emergency response activities.
  - 2.1.2 Determining the nature and extent of the emergency.
  - 2.1.3 Determining the status of plant systems and equipment.
  - 2.1.4 Tracking implementation of Emergency Operating Procedures and Off Normal Operating Procedures.
  - 2.1.5 Identifying critical systems that must be maintained operable or repaired.
  - 2.1.6 Prioritizing items impacting emergency or off normal actions to ensure most important items are addressed first.
  - 2.1.7 Informing TSC Manager of 10CFR50.54(x) deviations implemented by the Shift Supervisor.

**3.0 References**

- 3.1 STPEGS Emergency Plan
- 3.2 0ERP01-ZV-IN01, Emergency Classification
- 3.3 0ERP01-ZV-RE01, Recovery Operations
- 3.4 0ERP01-ZV-RE02, Documentation
- 3.5 OPOP04-SY-0001, Seismic Event
- 3.6 OPOP04-ZO-0001, Control Room Evacuation
- 3.7 NRC Inspection Report No. 90-10-03 (LCTS 9000789-936)
- 3.8 LCTS 901252-936

**Operations Manager**

- 3.9 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide
  - 3.10 0POP04-ZO-0004, Personnel Emergencies
  - 3.11 0POP02-HE-0002, Technical Support Center HVAC System
  - 3.12 0POP04-ZO-0008, Fire/Explosion
  - 3.13 0POP04-ZO-0007, Aircraft Crash Onsite
  - 3.14 0POP04-ZO-0005, Chemical Spills/Toxic Gas Release
  - 3.15 0POP04-ZO-0006, Accident at Nearby Chemical Plant
- 4.0 Procedure
- 4.1 At an Alert or higher Emergency Classification or as directed by the Emergency Director report to the affected Unit's Control Room and implement Data Sheet 1, Initial Activities.
  - 4.2 Complete Checklist activities as follows:
    - 4.2.1 Use the right column to log the time an activity is performed.
    - 4.2.2 Reoccurring activities should be documented using the Emergency Action Log.
    - 4.2.3 Implement other activities as necessary.
  - 4.3 Use Checklists to help direct emergency activities.
- 5.0 Support Documents
- 5.1 Addendum 1 - Shift Turnover Briefing
  - 5.2 Data Sheet 1 – Operations Manager Checklist
  - 5.3 Data Sheet 2 – TSC Manager Briefing Sheet

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<b>Operations Manager</b>			
Addendum 1	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of events to the relief person including the following areas.
  - 1.1 Basis of the current emergency classification and the Emergency Action Levels (EALs) of importance
  - 1.2 Status of the fission product barriers and critical safety systems
  - 1.3 Emergency Operating Procedures (EOPs) and Off Normal Operating Procedures initiated
  - 1.4 Completed checklists & logs
  - 1.5 Maintenance activities underway to return critical equipment to service
  - 1.6 Recovery plans developed and corrective action items for plant recovery
  - 1.7 Current shift schedule
  
- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement.
  - 2.1 TSC Manager
  - 2.2 Operations Communicator
  - 2.3 NRC Counterpart
  - 2.4 Shift Supervisor
  - 2.5 OSC Coordinator
  - 2.6 Assistant Operations Manager, located in the Technical Support Center
  - 2.7 Plant Operations Discipline Lead
  
- 3.0 Document the time of turnover and the identity of your relief on your Log and provide copies to your replacement.
  
- 4.0 Verify your telephone number on the Administrative Manager's shift schedule. If this telephone number is inside the 10 mile Emergency Planning Zone (EPZ), then provide an alternate telephone number for contact should evacuation of the EPZ be necessary.
  
- 5.0 Take a copy of your shift schedule.
  
- 6.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Administrative Manager.

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<b>Operations Manager</b>			
Data Sheet 1	Operations Manager Checklist		Page 1 of 5

(Name)	(Date)	(Unit)
<b>Action</b>	<b>Time</b>	

1.0 INITIAL ACTIVITIES

- 1.1 Report to the Control Room of the affected Unit. \_\_\_\_\_
- 1.2 Ensure that the Operations Manager's Emergency Response Manual is available. \_\_\_\_\_
- 1.3 Keep the Assistant Operations Manager and/or the Operations Communicator current on plant system status and the implementation of Off Normal and Emergency Operating Procedures. \_\_\_\_\_
- 1.4 Obtain a briefing from the Shift Supervisor, Unit Supervisor or Shift Technical Advisor using TSC Manager Briefing Sheet, Data Sheet 2. \_\_\_\_\_
- 1.5 Obtain a list of current major systems or components that are out of service.
  - 1.5.1 Ensure the affected Unit's Technical Support Center HVAC system has been placed in emergency/isolation mode using 0POPO2-HE-0002, TSC HVAC System. \_\_\_\_\_
  - 1.5.2 Recommend to the unaffected Unit's Shift Supervisor to place unaffected Unit's Technical Support Center HVAC in emergency/isolation mode. \_\_\_\_\_
- 1.6 Initiate an Emergency Action Log. \_\_\_\_\_

2.0 ASSESSMENT ACTIVITIES

- 2.1 Brief the Assistant Operations Manager, located in the Technical Support Center, on the emergency actions in progress by Operations personnel. N/A
- 2.2 Assess the current on Shift Operations staffing and activate additional personnel, if needed. N/A

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<b>Operations Manager</b>			
Data Sheet 1	Operations Manager Checklist		Page 2 of 5

<b>Action</b>	<b>Time</b>
2.3 Coordinate with the Maintenance Manager and the TSC Manager for assignment of priorities for equipment repair. Inform the Shift Supervisor of the initial priorities.	N/A
2.4 Review 0ERP01-ZV-IN01, Emergency Classification. Verify the correct emergency classification has been declared. Inform the TSC Manager if a reassessment of the emergency classification should be made.	N/A
<b>3.0 SPECIAL ACTIVITIES</b>	
3.1 Assembly and Accountability	
3.1.1 If not already completed, at a Site Area or General Emergency instruct the Shift Supervisor to have Plant Operators not assigned tasks to proceed to the Operations Support Center for accountability and remain there to support Operations Support Center Operations.	N/A
3.2 Earthquakes	
3.2.1 Verify plant operating conditions have not changed as a result of the earthquake and advise the TSC Manager.	N/A
3.2.2 Verify implementation of 0POP04-SY-0001, Seismic Event.	N/A
3.3 Fire/Explosion	
3.3.1 Verify the implementation of 0POP04-ZO-0008, Fire/Explosion.	N/A
3.3.2 Assume responsibility for coordinating the Fire Brigade response.	N/A
3.4 Aircraft Crash	
3.4.1 Verify the implementation of 0POP04-ZO-0007, Aircraft Crash Onsite.	N/A
3.4.2 Ensure activation of the Fire Brigade or Bay City Fire Department.	N/A

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Data Sheet 1	Operations Manager Checklist		Page 3 of 5

<b>Action</b>	<b>Time</b>
3.5 Radiological Releases Occurring or Imminent	
3.5.1 Ensure the affected Unit's Technical Support Center HVAC system has been placed in emergency/isolation mode using OPOP02-HE-0002, TSC HVAC System.	N/A
3.5.2 Recommend to the unaffected Unit's Shift Supervisor to place the unaffected Unit's Technical Support Center HVAC in emergency/isolation mode.	N/A
3.6 Toxic Gas/Chemical Release from Nearby Chemical Facilities	
3.6.1 Verify the implementation of OPOP04-ZO-0005, Chemical Spills/Toxic Gas Release or OPOP04-ZO-0006, Accident at Nearby Chemical Plant.	N/A
3.7 Personnel Emergencies	
3.7.1 Assist Shift Supervisor in implementation of procedure OPOP04-ZO-0004, Personnel Emergencies.	N/A
3.7.2 If the Technical Support Center is activated contact the Assistant TSC Manager, located in the Technical Support Center, and inform of the event.	N/A
3.8 Security Threat	
3.8.1 Notify the Shift Supervisor of security threats reported by the Security Manager. Coordinate with the Security Manager to establish increased security for the Control Room or vital equipment areas, if necessary.	N/A
3.9 Evacuation of the Control Room	
3.9.1 Verify implementation of OPOP04-ZO-0001, Control Room Evacuation.	N/A
3.10 If the Control Room evacuation is a result of a security event, then request Security personnel for the Remote Shutdown and Transfer Panel areas.	N/A

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<b>Operations Manager</b>			
Data Sheet 1	Operations Manager Checklist		Page 4 of 5

<b>Action</b>	<b>Time</b>
3.11 Evacuation of the Technical Support Center	
3.11.1 Direct the Operations Communicator to proceed to the Control Room. Direct the Assistant Operations Manager to proceed to the unaffected Unit's Technical Support Center or the Emergency Operations Facility.	N/A
4.0 ONGOING ACTIVITIES	
4.1 Oversee Control Room activities taken in response to the emergency condition.	N/A
4.2 Periodically brief the TSC Manager on the status of plant systems and Emergency Operating Procedures or Off Normal Operating Procedures which have been implemented. Use Data Sheet 2, TSC Manager Briefing Sheet.	N/A
4.3 Periodically brief the Shift Supervisor of Technical Support Center activities and evaluations.	N/A
4.4 Periodically discuss with the Technical Manager information specific to any EAL conditions which could result in a change in the emergency classification per 0ERP01-ZV-IN01, Emergency Classification.	N/A
4.5 Ensure operator response actions within the plant (outside the Control Room) are coordinated with the Operations Support Center for radiation protection and Security coverage of Operations personnel implementing EOP actions.	N/A
4.6 Prior to operating any system in an unacceptably degraded condition or outside the bounds of an approved operating procedure, consult the Technical Manager, Maintenance Manager and TSC Manager.	N/A
4.7 Keep TSC Manager informed of specific 10CFR50.54(x) deviations.	N/A

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Data Sheet 1	Operations Manager Checklist		Page 5 of 5

<b>Action</b>	<b>Time</b>
<b>5.0 SHIFT CHANGE</b>	
5.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 1, Shift Turnover Briefing. Include the Assistant Operations Manager and the Operations Communicator in the briefing.	N/A
<b>6.0 RECOVERY ACTIVITIES</b>	
6.1 Inform the Shift Supervisor of both Units of the new emergency classification.	N/A
6.2 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Assistant TSC Manager, located in the Technical Support Center.	N/A
6.3 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operation.	N/A
<b>7.0 TERMINATION ACTIVITIES</b>	
7.1 Inform the Shift Supervisor of both Units of the new emergency classification.	N/A
7.2 Provide a list of any supplies or forms needing replenishment to the Administrative Manager.	N/A
7.3 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Assistant TSC Manager, located in the Technical Support Center.	N/A
7.4 Collect and organize in chronological order all documents, checklists and logs.	N/A
7.5 With the assistance of the Shift Supervisor, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report to the Assistant TSC Manager.	N/A
7.6 Turn over all documents generated during the emergency to the Administrative Manager.	N/A

\_\_\_\_\_

(Name) (Date) (Unit)

**I. Current Emergency Classification** \_\_\_\_\_

Initiating Conditions \_\_\_\_\_

\_\_\_\_\_

Emergency Action Level \_\_\_\_\_

\_\_\_\_\_

Basis \_\_\_\_\_

\_\_\_\_\_

**II. Procedures in progress or completed** \_\_\_\_\_

\_\_\_\_\_

**III. Critical Safety System Status**

	A	B	C	D
SDG	—	—	—	X
ECW	—	—	—	X
CCW	—	—	—	X
RHR	—	—	—	X
HHSI	—	—	—	X
LHSI	—	—	—	X
CS	—	—	—	X
AFW	—	—	—	—
SG	—	—	—	—

IV. Status of Fission Product Barrier

	<u>Cladding</u>	<u>RCS</u>	<u>CONTAINMENT</u>
Intact	( )	( )	( )
Potential Loss	( )	( )	( )
Imminent Loss	( )	( )	( )
Breached/Stable	( )	( )	( )
Breached/Degrading	( )	( )	( )
Re-established	( )	( )	( )

V. Critical Maintenance Activities

- 1) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 2) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 3) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 4) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 5) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

R:\PROCEDURES\APPROVED\ERP01\OZVIN03.08x Effective Date: 02/13/01 Print Time / Date: 2:46 PM 02/07/01		<b>0ERP01-ZV-IN03</b>		<b>Rev. 8</b> General		Page 1 of 19	
<b>Emergency Response Organization Notification</b>							
Quality		Non Safety-Related		Usage: N/A		Effective Date: 02/13/01	
Max. Keys		N/A		N/A		Emergency Response Division	
PREPARER		TECHNICAL		USER		COGNIZANT ORGANIZATION	

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**Emergency Response Organization Notification****1.0 Purpose and Scope**

- 1.1 This procedure provides guidance for the initial notification of the Emergency Response Organization (ERO) of an Unusual Event or higher emergency classification.
- 1.2 This procedure provides guidance for the notification of the ERO, with amplifying information or direction regarding a declared emergency.
- 1.3 This procedure provides guidance for the notification of the ERO during drills and pager tests.

**2.0 Definitions**

- 2.1 **CONTROL PAGERS:** ERO pager maintained in the Secondary Alarm Station which is monitored to verify pager system activation.
- 2.2 **DIALOGICS AUTODIALING SYSTEM:** A computer operated autodialing telephone system used for notifying ERO personnel of a declared emergency, or additional, amplifying information of a declared emergency.
- 2.3 **DRILL:** A training event in which ERO personnel may be asked to report to their respective Emergency Response Facility (ERF).
- 2.4 **DUTY TEAM:** The ERO team (Red, White or Blue) that is assigned primary responsibility, on a rotating basis, for staffing ERFs.
- 2.5 **EMERGENCY NOTIFICATION AND RESPONSE SYSTEM (ENRS):** An automated, computer operated system provided by Dialogics Corporation, used for ERO pager activation and telephone notification of declared emergencies.
- 2.6 **EMERGENCY RESPONSE ORGANIZATION (ERO):** Personnel trained and qualified to activate and operate the Emergency Response Facilities during a declared emergency or when requested by the Shift Supervisor.
- 2.7 **NOTIFICATION:** Contact of select plant management personnel and/or ERO personnel by either plants public address system, pager or telephone.

**3.0 Precautions and Limitations**

- 3.1 All ERO personnel are issued pagers for emergency event notification. These pagers should be left on at all times, even when not on duty.
- 3.2 All ERO personnel will be notified of an Unusual Event or higher emergency classification.

**Emergency Response Organization Notification**

- 3.3 Control Pager activation in the Secondary Alarm Station (SAS) and/or a phone call to the Secondary Alarm Station Operator is indication of the successful activation of the notification system.
- 3.4 In the event of the unavailability of the autodialer system, the Shift Supervisor is responsible for the timely notification of the Nuclear Regulatory Commission Resident Inspector.

#### 4.0 Responsibilities

##### 4.1 The Emergency Director is responsible for:

- 4.1.1 Directing notification of ERO personnel of an Unusual Event or higher emergency classification.
- 4.1.2 Directing notification of ERO personnel with additional, amplifying information regarding emergencies that have already been declared.

##### 4.2 Nuclear Plant Protection personnel are responsible for:

- 4.2.1 Notification of ERO personnel utilizing the Emergency Notification and Response System (ENRS).
- 4.2.2 If the ENRS system is unavailable then notify the Emergency Director that Manual Call Out is required.

##### 4.3 The Manager, Emergency Response, or designee, is responsible for:

- 4.3.1 Maintaining the overall administration of the ENRS including scenario development, implementation, and testing.
- 4.3.2 Initiating ERO Roster changes and maintaining the roster database current in the ENRS. Manual call-out lists will be made available in the ERFs as necessary.
- 4.3.3 Testing of the ENRS in accordance with OPGP05-ZV-0002, Emergency Response Activities Schedule.

##### 4.4 All ERO personnel are responsible for:

- 4.4.1 Carrying an ERO pager.
- 4.4.2 Responding to their respective ERF within the required time limits.
- 4.4.3 Responding to the ENRS when paged.

**Emergency Response Organization Notification**

- 4.5 Warehouse personnel are responsible for:
    - 4.5.1 Coordinating a manual Call-Out of the ERO in the event of an ENRS System failure.
    - 4.5.2 Coordinating a manual call-out of ERO personnel, as determined by the Emergency Director to support ERF activation.
    - 4.5.3 Review and tabulation of designated ENRS Fax Reports and reporting the results to the TSC Administrative Manager.
    - 4.5.4 Coordinating a manual Call-Out for those positions not filled by the Dialogics Autodialer.
  - 4.6 The Acting Radiological Manager, or designee, ensures notification of off-shift Radiation Protection Technicians.
  - 4.7 The Onsite Communicator is responsible for:
    - 4.7.1 Contacting the Secondary Alarm Station to verify ENRS activation.
    - 4.7.2 Ensuring Form 1, Unusual Event On-The-Fly Message and Form 3, Amplifying Information is faxed to the Security Force Supervisor as necessary.
    - 4.7.3 Ensuring Form 2, Manual Call-Out Script is faxed to Warehouse Personnel.
  - 4.8 The Acting OSC Coordinator is responsible for manual call out of the Emergency Response Organization in the event Warehouse Personnel are not available.
- 5.0 Procedure
- 5.1 Emergency Director:
    - 5.1.1 Unusual Event Notification:
      - 5.1.1.1 Complete Form 1, Unusual Event On-The-Fly Message, and give it to the Onsite Communicator.
      - 5.1.1.2 Ensure the Onsite Communicator has faxed the Unusual Event On-The-Fly Message to the Security Force Supervisor and contacted the Secondary Alarm Station to verify ENRS activation.
      - 5.1.1.3 If ENRS is unable to notify the ERO, ensure the Onsite Communicator notifies Selected Management Personnel and the NRC Resident.

**Emergency Response Organization Notification**

## 5.1.2 Emergency Response Organization Notification:

**NOTE:**

Alert, Site Area Emergency, and General Emergency ENRS messages are pre-scripted recorded messages and do not require an On-The -Fly voice message during activation of the ENRS.

- 5.1.2.1 Ensure the Secondary Alarm Station (SAS) operator has activated the ENRS with the appropriate message in accordance with Addendum 1.
- 5.1.2.2 If ENRS is not available, ensure manual Emergency Response Organization Call-Out by completing Form 2, Manual Call-Out Script and give it to the Onsite Communicator.
- 5.1.2.3 Direct the Warehouse Personnel to initiate Data Sheet 1, ERO Notification Instructions, of this procedure.
- 5.1.2.4 Emergency Amplifying Information (Scenario 106)
  - a. Upon determination of the need for issuing additional information to the Emergency Response Organization (Shift change, drive in routes, etc.), direct a facility communicator to draft the content of the message to be issued using Form 3, Amplifying Information. Then fax the message to the Security Force Supervisor at extension 7315.
  - b. The Security Force Supervisor will forward to the Secondary Alarm Station Operator the information to make the Emergency Amplifying message using Addendum 1, ENRS Activation Instructions.

## 5.2 Security Force Supervisor:

- 5.2.1 Upon receiving Form 1, Unusual Event On-The-Fly Message, forward to the Secondary Alarm Station operator and direct the activation of the ENRS in accordance with Addendum 1.
- 5.2.2 Upon receiving Form 3, Amplifying Information, forward to Secondary Alarm Station and direct the activation of ENRS in accordance with Addendum 1.

**Emergency Response Organization Notification**

## 5.3 Secondary Alarm Station Operator:

- 5.3.1 Upon hearing the public address announcement of an Alert Emergency or higher classification, activate the ENRS in accordance with Addendum 1, ENRS Activation Instructions.
- 5.3.2 If the control pager does not activate, attempt activation again. If the control pager fails to activate the second time, and the Secondary Alarm Station fails to receive a telephone call from ENRS, then contact the Emergency Director or Onsite Communicator in the control room and inform him/her of the failure.

## 5.4 Onsite Communicator:

## 5.4.1 Unusual Event Activities:

## 5.4.1.1 NRC Resident Notification

- a. Obtain the message to be given, from the Emergency Director, using Form 1, Unusual Event On-The-Fly Message.
- b. Telephone the NRC Resident Inspector using the Select Management Personnel notification list.
- c. Read the message as provided by the Emergency Director.
- d. Notify the Emergency Director when notification is complete.
- e. Notify the NRC Resident Inspector when the Unusual Event is terminated.

## 5.4.1.2 Unusual Event Notification

- a. Obtain the message to be given, from the Emergency Director, using Form 1, Unusual Event On-The-Fly Message. Then, fax the message to the Security Force Supervisor at extension **7315**.
- b. If the Secondary Alarm Station Operator reports the failure of ENRS to start, use Form 1, Unusual Event On-The-Fly Message and notify the Select Management Personnel listed in the Onsite Communicator Position Manual.

**Emergency Response Organization Notification**

## 5.5 Warehouse Personnel

- 5.5.1 If requested to perform a Manual Call-Out of Emergency Response personnel, coordinate with on-shift personnel and ensure the call-out is completed in accordance with Data Sheet 1, Manual Call-Out Instructions.
- 5.5.2 If contacted to call-out additional personnel during a real event, then review the ENRS Execution List Exception Report (Faxed to the 41' Health Physics RCA access area) to determine which ERO positions have not been filled.
- 5.5.3 Using Data Sheet 1, Manual Call-Out Instructions, attempt to contact an individual, by telephone, for each ERO position that did not respond to the ENRS.
- 5.5.4 Provide a status of ERO response to the TSC Administrative Manager.
- 5.5.5 Fax a copy of tabulated results of ERO response to the affected unit TSC and EOF.
  - 5.5.5.1 TSC Unit 1 Fax – 8833
  - 5.5.5.2 TSC Unit 2 Fax – 8802
  - 5.5.5.3 EOF Fax – 8510

## 6.0 References

- 6.1 Emergency Plan
- 6.2 OPGP05-ZV-0002, Emergency Response Activities Schedule
- 6.3 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

## 7.0 Supporting Documents

- 7.1 Addendum 1, ENRS Activation Instructions
- 7.2 Data Sheet 1, Manual Call-Out Instructions
- 7.3 Form 1, Unusual Event On-The-Fly Message
- 7.4 Form 2, Manual Call-Out Script
- 7.5 Form 3, Amplifying Information
- 7.6 Form 4, ERO Manual Call-Out List of Responders

1.0 ENRS Activation Instructions

1.1 Activation due to an emergency event classification.

1.1.1 Select the applicable scenario code listed below.

**CAUTION**

The following codes are for actual emergencies only. Verify you are using the correct scenario code prior to entering the system.

1.1.2 Scenario Codes:

<u>Scenario ID Code</u>	<u>Description</u>	<u>Event Code</u>	
<b>101</b>	Unusual Event – U1	0001	(On-The-Fly Message Form 1)
<b>102</b>	Unusual Event – U2	0002	(On-The-Fly Message Form 1)
<b>103</b>	Alert Emergency	0003	
<b>104</b>	Site Area Emergency	0004	
<b>105</b>	General Emergency	0005	
<b>106</b>	Amplifying Information	0006	(Amplifying Information Form 3)
<b>888</b>	Abort	8888	

<b>Action</b>	<b>System Response</b>
Dial 2424	This is the remote activation module.
Enter YOUR ID number. (ID provided under separate cover by the Emergency Response Division.)	To start a scenario enter the scenario ID, followed by the # sign or press # alone for more options.

## Emergency Response Organization Notification

Action	System Response
Enter the appropriate code, followed by the # sign. (see scenario ID codes in above list.)	The Scenario is building. (Wait for prompt)
For Scenario ID Code 101, 102, or 106 the following prompt will be heard.	You may change the current message, Press 1 to listen to the current message, Press 2 to record a new message, or press # to continue.
PRESS 2.	After the tone speak the new message. When you are finished recording press the # sign.
Use Form 1 or 3 as basis for on-the-fly message, after message is spoken, a slight pause will occur.	The message will then be repeated back.
To start the scenario PRESS 3.	The Scenario is building.
PRESS # to exit.	N/A

- 1.2 There will be a time delay of approximately 1½ minutes between the time the ENRS is activated and pager activation. Indication that the system has activated is the activation of the Control Pager in the SAS room and / or a phone call to the SAS operator. Check the event code on the control pager to ensure the appropriate scenario was started.
- 1.3 When the ENRS calls the Secondary Alarm Station, enter the First SAS Operator I.D. code (provided by the Emergency Response Division). The system will deliver the current scenario message. If the scenario message is incorrect see section 3.0 to Terminate the scenario.
- 1.4 If the control pager did not activate, attempt activation again. If the control pager fails to activate the second time, and the Secondary Alarm Station fails to receive a telephone call from the ENRS, then contact the Emergency Director and inform of ENRS failure.

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2.0 Pager Test Activation instructions.

2.1 Determine the appropriate ERO duty team Red, White or Blue and select the correct Pager System Test Scenario listed below.

**CAUTION**

The following scenario codes are for drill / exercise or pager system testing use only. Verify you are using the correct scenario code prior to entering the system.

<u>Scenario ID Code</u>	<u>Description</u>	<u>Event Code</u>
<b>201</b>	Pager System Test – Red Team	0690
<b>202</b>	Pager System Test – White Team	0690
<b>203</b>	Pager System Test – Blue Team	0690
<b>301</b>	Drill Alert Red Team	0690
<b>302</b>	Drill Alert White Team	0690
<b>303</b>	Drill Alert Blue Team	0690
<b>304</b>	Drill Unusual Event	0690

**NOTE**

The Pager System Test will be documented in accordance with OPGP05-ZV-0002, Emergency Activities Schedule.

<b>Action</b>	<b>System Response</b>
Dial 2424	This is the remote activation module.

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<b>Action</b>	<b>System Response</b>
Immediately Enter YOUR ID number while this message is playing. (ID provided under separate cover by the Emergency Response Division.)	To start a scenario enter the scenario ID, followed by the # sign or press # alone for more options.
Enter the appropriate code, followed by the # sign. (see scenario ID codes in above list.)	The Scenario is building.
For Scenario ID Code 304 the following prompt will be heard.	You may change the current message, Press 1 to listen to the current message, Press 2 to record a new message, or press # to continue.
PRESS 2.	After the tone speak the new message. When you are finished recording press the # sign.
Use Form 1 or 3 as basis for on-the-fly message, after message is spoken, a slight pause will occur.	The message will then be repeated back.
To start the scenario PRESS 3.	The Scenario is building.
PRESS # to exit.	N/A

- 2.2 There will be a time delay of approximately 1½ minutes between the time the ENRS is activated and pager activation. Indication that the system has activated is the activation of the Control Pager in the SAS room and / or a phone call to the SAS operator. Check the event code on the control pager to ensure the appropriate scenario was started.

<b><u>NOTE</u></b>
The ENRS will place one telephone call to the Secondary Alarm Station at the beginning of the scenario to confirm correct scenario and proper operation of the system.

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- 2.3 When the ENRS calls the Secondary Alarm Station, enter the SAS Operator I.D. code (provided by the Emergency Response Division). The system will deliver the current scenario message. If the scenario message is incorrect see section 3.0 to Terminate the scenario.
- 2.4 If the control pager did not activate, attempt activation again. If the control pager fails to activate the second time, and the Secondary Alarm Station fails to receive a telephone call from the ENRS, then contact the Emergency Response Division and inform of ENRS failure.

**NOTE**

The ENRS will automatically terminate after one hour, or when all positions are filled.

**3.0 ENRS Manual Termination**

- 3.1 In the event an incorrect scenario has been activated, the ENRS may be terminated as follows:

<b>Action</b>	<b>System Response</b>
Dial 2424	This is the remote activation module.
Enter YOUR ID number. (ID provided under separate cover by the Emergency Response Division.)	To start a scenario enter the scenario ID, followed by the # sign or press # alone for more options.

Action	System Response
PRESS #	To start a scenario press 1, To stop a scenario press 2.
PRESS 2	The scenario has been notified to stop. Press the # button to end this call.
PRESS #	N/A
Dial 7333	Call extension 7333 to ensure message has returned to daily information message. Message should start "Hello this is the South Texas Project. This is the Emergency Notification Response System, there are no outstanding events at this time." If necessary repeat steps to stop the scenario.

3.2 If the system was activated in error and the pagers have activated, then perform the following actions:

Dial 2424	This is the remote activation module.
Enter YOUR ID number. (ID provided under separate cover by the Emergency Response Division.)	To start a scenario enter the scenario ID, followed by the # sign or press # alone for more options.
PRESS 888#	To start the scenario press 3. To return to the Main Menu, press #.
PRESS 3	Monitor the Control Pager for activation with code 8888.

3.3 If appropriate, repeat the steps in Section 1.0, or 2.0 to activate the correct scenario.

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Data Sheet 1	Manual Call-Out Instructions		Page 1 of 2

	Action	Responsible Individual	Time
1.	If the control pager did not activate, attempt activation again. If the control pager fails to activate the second time, and the Secondary Alarm Station fails to receive a telephone call from the ENRS, then contact the Emergency Director to inform him of ENRS failure.	SAS Operator	_____
2.	Contact the Alarm Station Operator at extension 6042 to verify ENRS activation. If ENRS has failed then ensure Emergency Director completes Form 2, Manual Call Out Script.	Onsite Communicator	_____
3.	Contact Warehouse Personnel at extension 6701 and direct initiation of a manual call-out of the ERO and fax Form 2.	Onsite Communicator	_____
4.	When directed to perform a Manual call out of ERO personnel, log the start time. Contact personnel, log the start time. Contact personnel on Manual Call Out List and provide the information provided on Form 2. Record results on the Manual Call-Out List or Form 4.	Warehouse Personnel	_____
5.	If manual call-out is not initiated, then retrieve the Execution List Exception Report from the 41' Facsimile machine. Review the report to determine which ERO positions did not respond to the ENRS.	Warehouse Personnel	_____
6.	Attempt to contact an individual by telephone, for each ERO position that did not respond to the ENRS. Use Form 2 to inform responders of emergency conditions.	Warehouse Personnel	_____

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Data Sheet 1	Manual Call-Out Instructions		Page 2 of 2

	Action	Responsible Individual	Time
7.	Provide a status of ERO response to the TSC Administrative Manager. Fax a copy of results of ERO response to the affected unit TSC Administrative Manager.  TSC Unit 1, 8833 or TSC Unit 2, 8802.	Warehouse Personnel	_____

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Form 1	Unusual Event On-The-Fly Message		Page 1 of 1

1.0 Unusual Event On-The-Fly Message

1.1 Record the following: An Unusual Event has been declared in Unit (1) or (2). The basis for the declaration is as follows:

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Form 2	Manual Call-Out Script		Page 1 of 1

This is the South Texas Project. I have a call for       (Name)      . Is this individual currently available?

*When the individual identifies him/her self to you read the following:*

**A(n) \_\_\_\_\_ has been declared by Unit \_\_\_\_\_. The Emergency Director has ordered the activation of the Emergency Response Facilities based on:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE**

Guidance from OPGP09-ZC-0002, Fitness for Duty Program, requires NO alcohol consumption within the previous 5 hours.

Are you Fit for Duty?

*If the answer is NO, tell them the following:*

**DO NOT REPORT TO YOUR FACILITY.**

*If the answer is YES,*

How long will it take in minutes before you can respond to your Emergency Response Facility?

**YOU HAVE FILLED YOUR POSITION, REPORT TO YOUR FACILITY.**

If you can not contact the individual or the individual is not fit for duty, then contact the next individual for that position, otherwise move on to the next position.

Record their Name, ERO Position and time of arrival on either the Manual Call-Out List or Form 4.

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Form 3	Amplifying Information		Page 1 of 1

- 1.0 The following message form is to be used to draft the content to be entered as the On-The-Fly Message when activating the ENRS for an Amplifying Information Message.
- 2.0 Record the following: **A(An)** \_\_\_\_\_ **has been declared in Unit (1 / 2).**  
(Emergency Classification)
- 3.0 **Additional information or direction is provided as follows:**

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