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March 5, 2001

U. S. Nuclear Regulatory Commission
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Subject: Oconee Nuclear Station
Docket Nos. 50-269, -270, -287
Emergency Plan Implementing Procedures Manual
Volume C Revision 2001-02

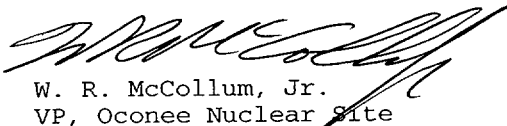
Please find attached for your use and review copies of the revision to the Oconee Nuclear Station Emergency Plan: Volume C Revision 2001-02, March 2001.

This revision is being submitted in accordance with 10 CFR 50-54(q) and does not decrease the effectiveness of the Emergency Plan or the Emergency Plan Implementing Procedures.

Any questions or concerns pertaining to this revision please call Mike Thorne, Emergency Planning Manager at 864-885-3210.

By copy of this letter, two copies of this revision are being provided to the NRC, Region II, Atlanta, Georgia.

Very truly yours,



W. R. McCollum, Jr.
VP, Oconee Nuclear Site

xc: (w/2 copies of attachments)
Mr. Luis Reyes,
Regional Administrator, Region II
U. S. Nuclear Regulatory Commission
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w/copy of attachments
Mr. Steven Baggett
Rockville, Maryland

(w/o Attachments, Oconee Nuclear Station)
NRC Resident Inspector
M. D. Thorne, Manager, Emergency Planning

A045

March 5, 2001

OCONEE NUCLEAR SITE
INTRASITE LETTER

SUBJECT: Emergency Plan Implementing Procedures
Volume C, Revision 2001-02

Please make the following changes to the Emergency Plan Implementing Procedures Volume C by following the below instructions.

REMOVE

Cover Sheet - Rev. 2001-01

Table of Contents, Page 2

C&F Functional Area Directive 102
02/02/2000

Training Division Emergency
Response Guide DTG-007 - 02/01/2000

ADD

Cover Sheet Rev. 2001-02

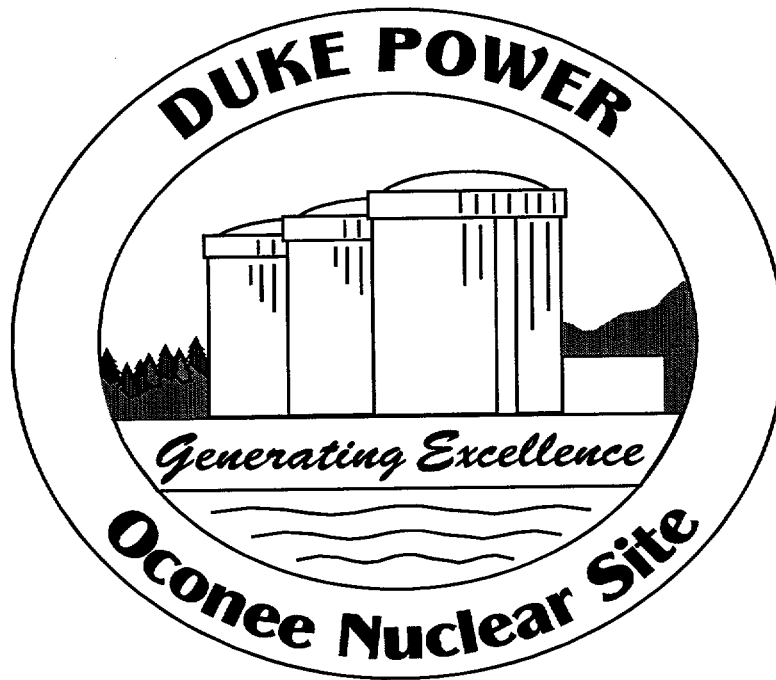
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Site Services Group (SSG)
Directive Manual - Functional
Area Directive 102 SSG Emergency
Response Plan (ONS Specific)
03/01/01

Training Division Emergency
Response Guide DTG-007 - 02/15/2001

DUKE POWER

EMERGENCY PLAN IMPLEMENTING PROCEDURES VOLUME C



APPROVED:

W. W. Foster, Manager
Safety Assurance

03/05/2001

Date Approved

03/05/2001

Effective Date

VOLUME C
REVISION 2001-02
MARCH, 2001

VOLUME C
TABLE OF CONTENTS

RP/0/B/1000/21	Operations Interface (EOF) - (09/19/00)
RP/0/B/1000/22	Procedure for Site Fire Damage Assessment and Repair - (09/18/00)
RP/0/B/1000/24	Protective Action Recommendations (11/10/99)
RP/0/B/1000/28	Communications & Community Relations World of Energy Emergency Response Plan - (02/17/97)
RP/0/B/1000/29	Fire Brigade Response - (12/12/96)
RP/0/B/1000/31	Oconee Nuclear Station Joint Information Center Emergency Response Plan - (06/12/00)
SR/0/B/2000/001	Standard Procedure for Public Affairs Response to the Emergency Operations Facility - (03/23/00)
Business Management	Business Management Emergency Plan - (10/11/00)
SSG Functional Area Directive 102	SSG Emergency Response Plan - ONS Specific - (03/01/2001)
Engineering Directive 5.1	Engineering Emergency Response Plan - (04/12/00)
Human Resources Procedure	ONS Human Resources Emergency Plan - (04/26/00)
Radiation Protection Manual Section 11.3	Off-Site Dose Assessment and Data Evaluation (04/06/99)
Radiation Protection Manual Section 11.7	Radiation Protection Environmental Monitoring for Emergency Conditions - (04/15/99)
Safety Assurance Directive 6.1	Safety Assurance Emergency Response Organization - (11/28/94)
Safety Assurance Directive 6.2	Safety Assurance Contingency Plan - (03/27/00)
Training Division	Training Division Emergency Response Guide DTG-007 (02/15/2000)

Revision 2001-02
March, 2001

INFORMATION ONLY




A Duke Energy Company

SITE SERVICES GROUP (SSG) DIRECTIVE MANUAL

Functional Area Directive: 102. SSG Emergency Response Plan (ONS Specific)

<u>Revision Number</u> <p style="text-align: center;">0</p>		<u>Issue Date</u> <p style="text-align: center;">03/15/01</p>
<p style="text-align: center;">CATAWBA</p> <p>Approved by/Date: <u>D.M. Huffstetler/xx/xx/xx</u> Site Services Manager Effective Date <u>N/A</u></p>	<p style="text-align: center;">MCGUIRE</p> <p>Approved by/Date: <u>M.W. Murdock/xx/xx/xx</u> Site Services Manager Effective Date <u>N/A</u></p>	<p style="text-align: center;">OCONEE</p> <p>Approved by/Date: <u>T.L. Crouse/01/29/01</u> Site Services Manager Effective Date <u>03/01/01</u></p>
Issued by: <u>N/A</u>		

ADDITIONAL SIGN-OFF/APPROVAL	
 DUKE POWER SITE SERVICES GROUP DIRECTIVE MANUAL	
Functional Area Directive: 102 SSG Emergency Response Plan (ONS Specific)	
<u>REVISION NUMBER</u> <u>0</u>	<u>ISSUE DATE</u> <u>03/15/01</u>
<p>Prepared by: CNS Review: <u>N/A</u> ONS Review: V L Smith, 01/29/01 MNS Review: <u>N/A</u></p> <p>Cross-Disciplinary Review/Date: <u>N/A</u></p> <p>CNS QA Review/Date: <u>N/A</u> MNS QA Review/Date: <u>N/A</u> ONS QA Review/Date: <u>N/A</u></p>	

SSG Appendix C. 100 Training Summary Form (Form SSG100B)

Training Summary Sheet						
Directive No.		<u>SSG-102 Rev.0</u>		Title <u>SSG Emergency Response Plan</u>		
Training Level: <u>Familiarization</u>						
Target Groups: _____ _____ _____ _____ _____ <u>x</u>						
	Fac	Equip	Tools	Distribution	Tech Supp	EP

This training summary is intended as an aid when training on new or revised directives, and should be placed in front of the referenced directive.

Training Summary Objectives/Changes:

No Training Required. Editorial Changes Only due to C&F split into two separate departments, namely, Nuclear Supply Chain (NSC) and Site Services Group (SSG).

NOTE: THIS DIRECTIVE MUST BE PROVIDED TO ONS EMERGENCY PLANNING GROUP WITHIN THREE (3) DAYS OF ISSUE.

Approved By: T L Crouse Date: 1/29/01

SSG 102 Document Revision Description:

<u>REVISION NO.</u>	<u>PAGES or SECTIONS REVISED AND DESCRIPTION</u>
0	Initial issue (Effective Date 03/01/01)

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**This directive is part of the Oconee Nuclear Site Emergency Plan Implementing procedure.
Upon approval/effectivedate of revisions to this directive, a controlled copy of this directive
must be sent to Emergency Planning within (3) working days upon receipt of document
transmittal.**

102.1 PURPOSE

The purpose of this directive is to provide guidelines for Emergency Response accountability and support during a drill or event at Oconee Nuclear Station. This includes any support needs prescribed by the Technical Support Center (TSC), the Operations Support Center (OSC), and the Emergency Operations Facility (EOF).

102.2 SCOPE

This directive applies to all Oconee Nuclear Station personnel designated to report through the EOF Site Services Group Manager or the Nuclear Supply Chain (NSC) OSC Liaison during a site drill or event. (Contractors, Vendors, and Visitors are included).

102.3 DEFINITIONS

- Accounting Individual - Individual designated by SSG Management to report a team's accountability during a site assembly and to assist in the relocation/evacuation of team.
- Emergency Operations Facility (EOF) - Alternate operational facility for Emergency personnel to perform Plant Operation functions, Support functions, and Communication functions. (Located on Issaqueena Trail in Clemson across from the Operations Center.)
- EOF Site Services Group Manager - reports to the EOF and coordinates request for the support teams reporting through NSC from the OSC or EOF Director.
- Emergency Response Organization (ERO) - A computerized list of Duke Power personnel trained to support the Oconee Nuclear Station during a drill or event. This list is maintained by the station Emergency Planning group to facilitate entry to the station or EOF.
- Operations Support Center (OSC) - Located outside the Unit 3 Operation Center (OPS) and designated for specially trained personnel to assemble for the support of the station during a drill or event.
- OSC Nuclear Supply Chain (NSC) Liaison – An NSC staff member (NSC Duty Person) reporting to the OSC to coordinate communication and requests between the OSC Manager and the various support groups reporting through SSG.
- OSC Coordinator - Individual designated by Nuclear Site Management to coordinate information from the TSC and direct operations at the OSC.
- Shift Personnel - Personnel designated by SSG Management for 24-hour coverage of the station tool rooms. (Report to SPOC - 3135 or 3101 during site assembly on backshift, weekends, or holidays.)
- Site Assembly - The method used to account for personnel during a drill or event.

- Site Evacuation - The evacuation of personnel from the site to an off-site location at the completion of a Site Assembly.
- Site Relocation - The relocation of personnel to an alternate location on-site during a Site Assembly.

102.4 REFERENCES

- Duke Power Company Oconee Nuclear Station Site Emergency Plan
- Oconee Response Procedure RP/O/B/1000/10 and RP/O/B/1000/22 and RP/O/B/1000/25
- NSD 114, Site Assembly/Evacuation

102.5 RESPONSIBILITIES

102.5.1 SITE SERVICES GROUP MANAGER

- a) Ensure site assembly accountability of personnel reporting through SSG is complete within 20 minutes.
- b) Ensure Category Classifications are assigned, identifying all SSG personnel as essential/non-essential. (Refer to Procedure RP/O/B/1000/10 for more information)
- c) Ensure Site Assembly locations are designated for SSG personnel.
- d) Ensure SSG organization is staffed to meet emergency response requirements.
- e) Ensure that an effective program exists to assemble workforce in a timely manner.
- f) Ensure that an effective program exists to stock and provide emergency materials/equipment in a timely manner.
- g) Ensure an effective program exists to maintain emergency stock inventory identified in Appendix G.

102.5.2 SITE SERVICES GROUP STAFF

- a) Ensure individuals are knowledgeable of this directive and NSD 114.
- b) Ensure personnel reporting to you are accounted for within 10 minutes during a site assembly. (Includes vendors, contractors, and visitors.)
- c) Ensure personnel reporting to you maintain training and experience levels to meet emergency response requirements.
- d) Ensure contact with SSG Emergency Evacuation /Relocation Coordinator is established and maintained until site assembly or evacuation is completed.

102.5.3 SITE SERVICES GROUP PERSONNEL

(Includes vendors, contractors, and any other personnel reporting through SSG)

- a) Report immediately to accounting individual during a site assembly and follow any instructions provided in the case of evacuation/relocation in a timely/orderly manner.
- b) Be familiar with your designated site assembly location.
- c) Designated Emergency Response personnel report to assigned location after reporting to your accounting individual and, if inside Protected Area, after swiping "EP Reader" nearest your assembly points location.
- d) Maintain training and experience levels to meet Emergency Response requirements. (Includes PAT and RWT training)

102.5.4 SSG EVACUATION/RELOCATION COORDINATOR

- a) Maintain and communicate the SSG Evacuation/Relocation plan per Evacuation Plan Icon on DAE. The plan includes plant status, personnel to be evacuated, and evacuation instructions. Refer to RP/O/B/1000/10 for emergency evacuation and relocation instructions if computer system is inoperable.
- b) Coordinate communication with the OSC NSC Liaison, the EOF SSG Manager and the accounting individuals to:
 - 1. Assure personnel needed for support have been determined and notified.
 - 2. Verify personnel are aware of which evacuation/relocation plan is in effect.
 - 3. Coordinate transportation efforts for evacuation.
 - 4. Report evacuation/relocation status (OSC - 885-3085 or EOF - 624-4392).

102.5.5 SSG EMERGENCY RESPONSE COORDINATOR

- a) Attend station Emergency Response drill scenario meetings and help develop drill scenarios involving SSG support personnel.
- b) Maintain Directive SSG-102, SSG Emergency Response Plan. Provide Site Emergency Planning with a copy of directive revisions within three working days of directive approval.
- c) Maintain OSC NSC Liaison and EOF SSG Manager duty schedules.
- d) Maintain SSG ERO list of designated personnel to be contacted during a drill or event. (Includes quarterly verification of names and phone numbers.)

102.5.6 SSG EMERGENCY RESPONSE TEAMS

- a) Notify the SSG Emergency Response Coordinator of any changes, deletions, or additions to the ERO list. (Includes name, phone number, ERO responsibility)
- b) Report quickly and safely to ERO area of responsibility when notified of a drill or event. (Report to accounting individual first if during normal working hours and, if inside Protected Area, after swiping "EP Reader" nearest your assembly points location.
- c) Maintain Fitness for Duty (FFD) when scheduled for ERO duty.
- d) Use repeat back method for verification of instructions.

- e) Answer all telephone calls with name and location while in a drill or event.

102.5.7 SSG FACILITIES AND EQUIPMENT MANAGER

- a) Ensure Site Emergency Equipment listed on Appendix F, or equivalent is kept on site in operating condition.
- b) Ensure Emergency Response Equipment listed in Appendix G, or equivalent, can be located and on-site within (4) hours of notification of emergency need.

102.6 DIRECTIONS

NOTE: When SSG support is necessary during a drill or event, the NSC OSC Coordinator, Shift Supervisor, or designee will contact the SSG ERO personnel by:

1. Site paging system to activate the OSC and EOF
2. Duty beeper will carry Blue Delta or Blue Echo message
3. Telephone call-out on the CAN system, use 1,2,3,4 code to respond.

102.6.1 NUCLEAR SUPPLY CHAIN (NSC) OSC LIAISON

- a) Be available to respond to a drill or event notification as soon as possible when on duty.
- b) Carry the duty beeper and maintain the OSC Duty Manual, cellular phone and brief case at all times. The OSC duty person is responsible for the security of these items.
- c) Notify the NSC Administrative Specialist responsible for the NSC Duty Roster and the SSG ER Coordinator before making any changes to the duty roster.
- d) Report to the OSC when notified of a drill or event, sign in, and function as the NSC Coordinator for the OSC. This responsibility includes supervising the OSC shift personnel and, if needed, relaying information to the SSG Commissary team member(s) on site.
- e) After reporting to the OSC, complete the check-off list. (Refer to Ocone Response Procedure RP/O/B/1000/25)
- f) Establish and maintain communication with SSG Evacuation/Relocation Coordinator until site assembly or evacuation is complete.

102.6.2 EOF SITE SERVICES GROUP MANAGER

- a) Be available to respond to a drill or event notification as soon as possible when on duty.
- b) Carry the duty beeper and maintain the EOF duty manual and briefcase at all times. It is the responsibility of the EOF duty person to ensure security of these items. Duty person must call in during ERO test on Tuesdays.

- c) Notify the SSG Administrative Specialist responsible for the SSG Duty Roster and the SSG ER Coordinator before making any changes to the duty roster.
- d) Report to the EOF when notified of a drill or event, sign in, and function as the SSG Manager for the EOF. This responsibility includes providing coordination between the OSC NSC Liaison and the SSG Emergency Response Organization (ERO).
- e) After reporting to the EOF, complete the EOF Manager Activation checklist. (Refer to Appendix A)
- f) Establish and maintain communication with the SSG Evacuation/Relocation Coordinator until site assembly or evacuation is complete.
- g) At completion of an emergency event, ensure appropriate groups complete the EOF Shutdown checklist. (Refer to Appendix B)

102.6.3 ADMINISTRATION TEAM

The Administration Director and Team(s) provide general administrative office support to the various EOF teams as needed.

- **Major functions**

- a) Provide office supplies and equipment in the SSG room
- b) Provide office assistant services
- c) Provide copy services
- d) Determine hotel/motel accommodations and travel requirements; contact Corporate Travel Center for securing these requirements.

- **Upon arrival at the EOF**

The Administration Director will be responsible for the following:

- a) Complete the Administration Staff checklist. (Appendix C)
- b) The Administration Team will maintain EOF SSG team files as follows:
 - 1. Correspondence - Incoming and Outgoing
 - 2. Log of activities

102.6.4 FACILITIES TEAM

The Facilities Team provides first line support of all facility, electrical, and communications needs at the EOF and the overall recovery organization during an event/drill.

- **Major Functions**

- a) Secure facility in case of any damage and make necessary repairs as needed to maintain integrity of building.
- b) Supply two-way radios and radio pagers as needed.
- c) Install additional electrical hookups as needed.
- d) Report all telecommunications problems to SPOC helpline (8-382-7762).

- **Upon arrival at the EOF**

- a) After reporting to the EOF, complete the Facilities Staff Checklist. (Refer to Appendix I).

- **Telephone**

Phone equipment for the Oconee EOF is located in each individual room and location. The press lines phones and related equipment are stored in the EOF Audio/Visual room.

102.6.5 NUCLEAR SUPPLY CHAIN (NSC) PROCUREMENT TEAM

The NSC Procurement Team coordinates all activities with the recovery Organization relating to the procurement of materials, equipment and services during an event/drill.

- **Major functions**

- a) Issue requisitions and purchase orders
- b) Negotiate contracts
- c) Expedite hardware and software
- d) Coordinate receipt and distribution of material and equipment.

NOTE: The EOF Director and the EOF SSG Manager are authorized to approve expenses incurred in the performance of duties.

- **Additional Personnel Required**

The procurement function will be handled by the General Office or NSC Procurement Group. The General Office will staff backup teams per the PD's instructions. Clerical support will be provided as needed by the EOF Administration Director.

- **Field Commodity Contacts**

Commodities contact can be called to assist in the requisitioning of materials during a Drill/Event. (See the Nuclear Supply Chain (NSC) ERO Teams, telephone numbers, and vendors' list in the C&F file cabinet for names).

- **Interface with Other Groups**

The NSC Procurement Director will work with the Distribution/Equipment Team to ensure expeditious delivery of equipment. The PD will work with the EOF SSG Manager and the Nuclear Generation Department to expedite the receipt and distribution of equipment and materials. The NSC Procurement Director will work with the Human Resources Team to assist in providing support personnel and labor relations assistance as required.

- **Crisis Stage to Recovery Stage**

The following is a checklist of things to do and/or consider when moving from the CRISIS STAGE to the RECOVERY STAGE of an event.

- a) Activate purchasing backup team and prepare shift schedule.
- b) Assess need for additional personnel support
- c) Assess need to activate field commodity contacts.
- d) Establish expediting priority code (3).

- **Procedures**

Requisitioning Equipment:

- a) When materials, equipment, and /or services are needed, the PD at the EOF will convey the need to the purchasing department via telephones, computers, and telecopiers. Recovery effort requisitions will be processed through the purchasing system for immediate handling.

Expediting:

- a) Expediting priority code (3) will apply to all purchases for the recovery operation unless determined otherwise.

Receiving:

- a) The ONS Nuclear Supply Chain (NSC) Receiving Department will handle receipt of material and equipment. A member of the EOF purchasing team will coordinate with receiving personnel to assure the material gets to the appropriate destination at the site.

102.6.6 COMMISSARY TEAM

The commissary team provides basic nutritional and personal needs for the recovery organization during a drill or event at the OSC, TSC, and EOF.

Arrival at the EOF

- a) The Commissary Director/designee (CD) will contact the food services as necessary to meet the needs of the situation and location.

- **Food Service**

- a) Vendors on the Site Services Group ERO Teams, telephone numbers, and vendors list have agreed to supply coffee and pastries for pickup or delivery within one hour, and regular meals (catered for up to 300 persons) within three (3) hours.

- **Recovery**

During the recovery stage, the following duties should be performed to ensure proper support for all EOF personnel involved.

- a) Notify food suppliers
- b) Establish daily schedule
 - 1. Meals - location, time and notification to all areas involved.
- c) If required, notify tent, furniture, and portable toilet suppliers.
- d) Establish personnel requirements, if required.
- e) Remove trash as necessary (when, how often, where).
- f) Establish schedule for personnel - Ensure around the clock coverage in all areas listed. Provide a copy to the SSG EOF Manager.

- **Audit Procedure**

Every 18-36 months, the Commissary Director will mail to each supplier, a letter (Appendix D) along with a stamped return envelope requesting verification of information contained in Appendix E. Follow-up phone calls and/or visits will be made to those vendors who fail to

return a completed form. Completed forms and visit reports will be kept in a permanent file and updated as needed by the Commissary Director.

102.6.7 DISTRIBUTION/EQUIPMENT TEAM

The Distribution/Equipment Team provides necessary equipment and personnel for movement of material and people to, from, and through the crisis area for the duration of the recovery effort.

- **Major Functions**

- a) Furnish vehicles/operators for personnel and equipment movement.
- b) Provide common carrier and specialized carrier service for specific material and personnel needs.
- c) Coordinate, trace, and expedite material deliveries and shipments in and out of recovery site.
- d) Coordinate with Fleet Services for fuel for on-site recovery vehicles and/or equipment.

- **First Call Out**

The first contingency will begin with establishment of base operations. This will include personnel establishment and transport equipment assessment.

- **Backup Equipment**

As the first move is taking place and work has begun, a total equipment assessment will be made to determine present, and future needs in personnel and material movement. This will also include establishment of busing and van schedules and route between plant facilities and between places of lodging and airport facilities to plant facilities, as required.

Additional transport equipment as well as operating personnel in the Duke Power Company system are also available on a phone call notice as need is determined.

102.7 APPENDIX

- Appendix A - EOF SSG Manager Activation Checklist
- Appendix B - EOF Shutdown Checklist
- Appendix C - Administration Staff Checklist
- Appendix D - Supplier Verification of Information Letter
- Appendix E - Commissary Supplies Agreement Form
- Appendix F - Site Emergency Response Equipment List
- Appendix G - Emergency Response Equipment
- Appendix H - Site Emergency Materials List
- Appendix I - Facilities Staff Checklist

Appendix A

EOF SSG MANAGER ACTIVATION CHECKLIST

NOTE: Initial on line left of item as completed.

- _____ Sign-in on the Site Services Group Board. Put on title nametag.
- _____ Sign-in on the EOF Director's room board.
- _____ Establish contact with the NSC OSC liaison (885-3085).
- _____ Establish contact with the SSG and NSC Evacuation/Relocation Coordinator.
- _____ Confirm arrival of SSG support team Directors via SSG Sign-in board.
(Admin., Commissary, Facilities, etc.). Call out other Directors if needed.
- _____ After EOF activation, confirm the Administrative Director has notified
insurance agents.
- _____ Attend EOF Management meeting as requested by EOF Director.
- _____ Collect (24) hr. shift rotation schedules for all ERO support teams as
requested by EOF Director.
- _____ Identify any Medical Emergency Response Team (MERT) members to the
EOF Director upon request.
- _____ Notify EOF Director when food or refreshments are ready to serve.
- _____ When calling in additional personnel, ensure they are Fit for Duty before
arriving.

Appendix B

Page 1 of 1

EOF SHUTDOWN CHECKLIST

NOTE: Initial on line left of item as completed.

Administration

- _____ Verify a minimum of (5) control copies of each procedure in the ERO Procedures Cabinet and the cabinet is locked
- _____ Verify public address system is off
- _____ Arrange return of relocated office equipment
- _____ Notify Hotels/Motels of release of rooms being held for reservation
- _____ Assist personnel needing airline transportation
- _____ Make (2) copies of EOF Director's logbook, and give to the Emergency Planner
- _____ Notify Corporate Insurance contact as to Emergency status

Procurement (NSC)

- _____ Transfer information on outstanding requisitions to normal Purchasing contacts

Facilities

- _____ Secure radio base stations
- _____ Return Media Center phones to storage location
- _____ Return portable communications equipment to storage location (if applicable)

Commissary

- _____ Notify vendors to discontinue food service to EOF, OSC, and TSC
- _____ Make arrangements for trash removal

Distribution /
Equipment

- _____ Arrange for transport of relocated equipment to original location (if applicable)
- _____ Arrange for transportation home for personnel (as needed)

Appendix C

ADMINISTRATION STAFF CHECKLIST

NOTE: Initial on line left of item as completed.

- _____ Verify clock in the SSG Room is synchronized with the digital clock in the EOF Director's area.
- _____ Set up EOF SSG area. (Get pads, pencils, etc.)
- _____ Data representation in EOF SSG office. (Telephone Books)
- _____ Provide for equipment needs and administrative support of news media.
- _____ Verify copy machines/telecopiers are turned on and functional.
- _____ Verify at least (5) copies of procedures are in the EOF procedure cabinet.
- _____ Provide a (24) hour shift list of the Administration team for the SSG Manager.
- _____ Copy logbook at completion of drill.
- _____ Notify Corporate Insurance of Station status.
 - a. Update of Alert status
 - b. Which Unit is affected
 - c. Status of Unit (i.e. leaking, contained, etc.)

Appendix D

SUPPLIER VERIFICATION OF INFORMATION LETTER

Dear Sir or Madam:

Your company has been previously contacted by a member of the Oconee Nuclear Site Emergency Response Team concerning your participation in upcoming emergency exercises at the Oconee Nuclear Site.

These exercises are to prepare us to manage an actual emergency should one ever occur. If an actual emergency should occur, your company could be called on to supply commodities needed to manage the situation.

The attached form, when verified by you, will enable us to maintain our current state of preparedness. Please sign and date the attached information and return it to me in the enclosed envelope.

Yours very truly,

Commissary Director
Oconee Nuclear Station
Site Services Group
Emergency Response Plan
Duke Power Company

Attachments

Appendix E

COMMISSARY SUPPLIES AGREEMENT FORM

PERIOD COVERED: Please check one:

18 Months _____ 24 Months _____ 30 Months _____ 36 Months _____

SUPPLIER NAME: _____

1. **Commodities Supplied During Actual Emergency or Exercise.**

2. Person's Name/Telephone Number to Call in Case of Emergency.

3. **Maximum Response Time by Above Vendor:**

TO: Emergency Operations Facility
Issaqueena Trail
Clemson, South Carolina

Duke Power Company
Oconee Nuclear Station
7800 Rochester Hwy.
Seneca, South Carolina 29672

4. I have reviewed the above information and affirm that it is accurate and current with the following exceptions:

Signed: _____ Title: _____ Date: _____

Appendix F
SITE EMERGENCY RESPONSE EQUIPMENT
(Equipment Kept On Site)

DESCRIPTION

- YARD TRACTOR OR EQUIVALENT
- TRAILER EQUIPMENT HAULING
- CRANE, 22-TON ROUGH TERRAIN
- FORKLIFT, 5000 LBS CAPACITY
- FORKLIFT, 8000 LBS CAPACITY
- FORKLIFT, 18000 LBS CAPACITY
- WELDERS, MOBILE
- AIR COMPRESSOR MOBILE WITH 1300 CFM
- BOOM TRUCK
- CABLE REEL CART

Appendix G

EMERGENCY RESPONSE EQUIPMENT
(On-site Within Four (4) Hours)

QTY	DESCRIPTION
1	ROAD TRACTOR OR EQUIVALENT
2	TRAILERS, EQUIPMENT AND MATERIALS
1	TRAILER, MOTOR LOAD CONTROL CENTER
1	CRANE, 40-TON HYDRAULIC TRUCK
2	SUMP PUMPS, GAS POWERED
1	PUMP, DIESEL
1	LOADER/BACKHOE
1	TRUCK DUMP
2	TRUCKS, BOOM
1	CORE DRILL, AIR OPERATED
2	GENERATORS, 30KVA
1	GENERATOR 200KVA
2	GENERATORS, 5KW, 50002
2	LIGHT PLANTS

Appendix H

SITE EMERGENCY MATERIALS LIST
(Nuclear Supply Chain Purchasing Team)

QUANTITY	DESCRIPTION	BUILDING
1	Emergency switchgear - Trailer mounted	8019 (2G)
1	Manual Spring Charging Tool	8019 (2G)
1	Cable Tray for Emergency switchgear	8019 (2G)
17	Reels of cable for power to pump motors and valves	8019 (2G)
17	Cable reel stands	8019(2G)
-	Parts and materials for cable connections	8093 QA Area(3A)
3	Valve control panels	8093 Bay Area (3A)
9	Nitrogen bottles for pneumatic valves	8093 QA Area(3A)
9	Pressure regulators for pneumatic valves	8093 QA Area(3A)
6	Sets of copper tubing for pneumatic valves	8093 QA Area(3A)
	Parts & materials for tubing connections	8093 QA Area(3A)
12	Pressure indicators	8093 QA Area(3A)
6	Pressure testers	8093 QA Area(3A)
3	Thermometers	8093 QA Area(3A)
	Parts & materials for instrument connections	8093 QA Area(3A)
3	Thermometers	8093 QA Area(3A)
-	Parts & materials for instrument connections	8093 QA Area(3A)
15	Cla-ton 500-watt light stands	8093 QA Area(3A)
17	Pipes for cable reels	8019 (2G)
-	"Herculite" for covering emergency switchgear	8093 (3A)

Appendix I

FACILITIES STAFF CHECKLIST

NOTE: Initial on line left of item as completed.

_____ Sign-in on logbook upon entry to EOF listing 24-hr. shift rotation coverage.

_____ Sign-in on Site Services Group Board and put on nametag.

_____ Turn PA System on.

_____ Check building temperature.

_____ Upon EOF activation, contact College Street Center to inform them of the need to keep mainframe computers available in order to support Drill/Event applications, such as Lotus Notes and information retrieval screens available (Host Sessions). **Telephone Number: 8-382-5868**

_____ Contact SPOC Helpline for computer/telephone problems. **Telephone Number: 8-382-7762**

_____ If power failure occurs at EOF, switch the generator over to main power. Control panel located at outside Equipment Room in rear of building.

_____ When EOF operation has been terminated, contact College Street Center to inform them of drill status.

_____ When EOF operation has been terminated, turn PA System off.

_____ When EOF operation has been terminated, turn building temperature back to original setting.

TRAINING DIVISION

Approval
Revised Date
Original Date
Prepared By
EP Review

BK
 2/15/2001
 6/4/92
 J. G. White
 M. L. Thorne

Oconee Training Division Training Guide

Training Division Emergency Response Guide

1.0 OBJECTIVE

The purpose of this guide is to define the role that the Oconee Training Division Group fulfills in support of the Oconee Nuclear Station Emergency Plan.

NOTE: Emergency Planning must review revisions to this guide and receive a control copy within three (3) working days of approval.

2.0 SCOPE

This guide is applicable to all Training Division personnel.

3.0 REFERENCES

Oconee Nuclear Station Emergency Plan
NSD 114 - Site Assembly/Evacuation Process
RP/O/B/1000/09 - Procedure for Site Assembly
RP/O/B/1000/10 - Procedure for Emergency Evacuation/Relocation
of Site Personnel
Emergency Procedure/Building Evacuation Plan (owned by Facilities
Group @ extension 4158)

4.0 RESPONSIBILITY

Each individual in the Training Division is responsible for following the requirements of this training guide in support of the Emergency Response Plan.

5.0 PROCEDURE

5.1 Accountability of Training Personnel

- A. All ***Training Division personnel***, including those who support the Emergency Response Organization, shall assemble at their designated assembly location as follows:

- ***Oconee Training Center personnel*** assemble in their designated work area
- ***All Training personnel in the OOB*** assemble outside the EM&S Training Manager's office
- ***Maintenance Training Facility personnel*** assemble outside the Maintenance Training Supervisor's office

Personnel unable to reach the assembly area within 8 minutes shall telephone their supervisor and identify their current location.

- B. ***Training personnel*** located inside the Protected Area when site assembly commences, shall proceed out of the protected area and report to their designated assembly location. Personnel unable to reach the designated assembly point within eight (8) minutes, shall go to the nearest assembly point, swipe their security badge at the card reader and call their supervisor.
- C. ***Training personnel*** working inside the RCA/RCZ who are wearing protective clothing shall go to the nearest change room, frisk appropriately, and swipe their security badge. They shall immediately call their supervisor to report their location and await further instructions.
- D. ***Training personnel*** who report to the *Technical Support Center* (TSC), *Operational Support Center* (OSC), and the *Emergency Operations Facility* (EOF) as members of the Emergency Response Organization shall notify their Training Evacuation Coordinator listed on Enclosure 6.1 prior to leaving their assembly point.

- E. ***Permanently badged students*** attending classes at the OOB, MTF or Complex shall call and VERBALLY speak to their Station Work Group Contact, who will report accountability for them. The student should remain in the classroom until site assembly is secured per the PA announcement. The Training Instructor will provide evacuation instructions in the event that a site evacuation should occur.
- F. ***Students at the OTC*** will be accounted for as follows:
- The Training OTC Site Assembly Contact will report all students in long term classes, such as Hot License Prep Class, Introduction to Systems Specific, and GFES Class.
 - Students in requal will be accounted for by the OSM.
 - Operations staff personnel who are in training at the OTC during a site assembly shall verbally call their station work group contact who will report accountability for them.
 - The Training OTC Site Assembly Contact shall provide evacuation instructions when needed.
- G. ***In-processing students*** shall call and VERBALLY speak to their Vendor Site Representative, who will report accountability for them. If the Vendor Site Representative is not available, the student shall call the Work Force Coordinator at extension 3974 or the Resource Deployment Contact at extension 4502. The student should remain in the classroom until site assembly is secured per the PA announcement. The Training Instructor will provide evacuation instructions in the event that a site evacuation should occur.
- H. ***All visitors inside*** the Protected Area shall assemble with their permanently badged escort. All visitors *outside* the Protected Area shall assemble with their Station Group Contact who will report accountability for them.
- I. ***Training personnel*** not supporting the Emergency Response Organization shall remain at their assembly location until released by the Emergency Coordinator.
- J. The access gates may or may not be manned during a site assembly. If you report to the site during a site assembly, proceed as normal to your work location unless directed otherwise by Security.

5.2 Site Assembly - Normal Work Hours (Monday - Thursday)

- A. Designated Training Division site assembly contacts are listed on Enclosure 6.1. They shall be responsible for ensuring that their section accountability status is reported to the HR Administrative Specialist at extension 4135, within 10 minutes. Each site assembly contact should report the total number of training personnel for their group, and include in that number any visitors interfacing with their group who are located outside the Protected Area. If the HR Administrative Specialist is not available, this accountability shall be reported to the Training Business Technology contact at extension 3396, who will in turn make accountability to the Security Shift Supervisor/designee at extension 5050.
- B. If telephone lines are inoperable; accountability status should be reported by available means (e.g., use of a messenger).
- C. Name, group and last known location of unaccounted personnel will be provided by the person reporting the personnel accountability. If last known location of unaccounted personnel is inside the Protected Area, Security will try to locate. If the last known location is outside the Protected Area, Training is responsible for locating personnel.

5.3 Site Assembly - Back Shifts, Weekends and Holidays

- A. The Supervisor or senior individual at each designated assembly location shall report accountability to the Security Shift Supervisor/designee at extension 5050.
- B. If telephone lines are inoperable, accountability status should be reported by available means (e.g., use of a messenger).
- C. Any individual not accounted for shall be identified by name, group and last known location.

5.4 Providing Twenty-Four (24) Hour Coverage

- A. If the emergency situation dictates, a shift rotation schedule will be developed for emergency response personnel to provide twenty-four hour coverage. The shift rotation schedule will be developed prior to implementation of site evacuation.

5.5 Site Evacuation

- A. The Emergency Coordinator will assess plant conditions and determine when an emergency situation requires site evacuation or relocation of personnel.
- B. If evacuation or relocation is required, the TSC OffSite Communicator is responsible for ensuring that evacuation/relocation instructions are provided for the site. The Training Division Evacuation Coordinators listed on Enclosure 6.1 are responsible for coordinating and implementing evacuation/relocation activities for the Training Division.
- C. Evacuation instructions will be coordinated by the Evacuation Coordinators in accordance with NSD 114, RP/0/B/1000/10, and the Emergency Procedure/Building Evacuation Plan. NSD 114 provides evacuation instruction sheets when the LAN is unavailable.
- D. The following guidelines are to be used by the Evacuation Coordinator should site evacuation take place:
 - 1. When the PA announcement is made to evacuate, access the Site Evacuation Plan from the LAN at the following location:
"Duke Application Environment, Oconee Desktop, Oconee Information Library, Evacuation Plan".
 - 2. Note: The OTC is not included in the site PA system. Security provides only the initial site assembly announcement to the OTC. Therefore, the OOB Training Evacuation Coordinator will relay any announcements concerning evacuation to the OTC Evacuation Coordinator. Also, when the Site Evacuation Plan cannot be accessed on the LAN, the OOB Training Evacuation Coordinator will inform the OTC Evacuation Coordinator.
 - 3. Each Evacuation Coordinator will be contacted by the Training Manager/designee to discuss evacuation plans, shift coverage and other evacuation related information. When the Training Manager is the acting EOF Director, this contact will be made from the EOF to Evacuation Coordinators listed on Enclosure 6.1. When the Training Manager is NOT the EOF Director, he may be performing other duties at the EOF and may not be available to make phone contacts. Therefore, in this circumstance, or when the Training Manager is scheduled off, the EM&S Manager/designee will fulfill this responsibility.

4. Obtain the Training Manager/designee's phone number for future call back and communication. Per the Training Manager, everyone will be evacuated unless otherwise notified.
5. Make copies of the evacuation plan for each person.
6. Instruct personnel, including students, to evacuate at designated times to designated location, based on instructions provided.
7. If personnel are relocated to the OTC or Complex, contact the Training Manager/designee and provide the phone number of your new location.
8. Call the TSC Offsite Communicator at extension 3706 to arrange bus transportation for personnel who cannot access their personal vehicle or obtain a ride with a co-worker.
9. The Evacuation Coordinator should be the last person to evacuate even if they are identified as Category 1 or 2.
10. Call the Training Manager/designee (using extension obtained in step 4 above) to report evacuation complete.

5.6 Staffing the Emergency Response Organization

- A. The TSC/OSC/EOF will be staffed in accordance with the Emergency Response Organization. Facility locations are as follows:

Primary

TSC: Units 1 & 2 Control Room - Kitchen Area

OSC: Room behind Unit 3 Control Room

EOF: Duke Power Operations Center - Issaqueena Trail

Alternate

TSC: Oconee Office Building Room 316

OSC: Oconee Office Building Room 316A

B. Notification of Activation during Normal Work Hours:

Notification of TSC/OSC/EOF activation will normally occur over the site public address and pager systems if the condition or event results in an emergency classification of Alert, Site Area Emergency, or General Emergency. Designated TSC/OSC/EOF personnel shall respond as required. These personnel shall notify their Training Evacuation Coordinator prior to leaving their assembly point.

C. Notification of Activation during Off-Normal Work Hours:

During back shifts, weekends, and holidays, TSC/OSC/EOF response personnel shall be notified by pager or the Community Alert Network System. If a Duty person is notified through the Community Alert Network, the response code he/she must use is 1 2 3 4. Should the pager system become inoperable, personnel serving in a duty capacity will be notified by the Switchboard Operator.

D. The Training Division staffs the *Technical Support Facility* for the following positions:

Operations Superintendent Assistant
TSC NRC Communicator
Offsite Communicator
Emergency Planning

E. The Training Division staffs the *Emergency Operations Facility* for the following positions:

EOF Director
Operations Interface Manager
Offsite Communications Manager
EOF Field Monitoring Coordinator
EOF Radiological Assessment Manager

6.0 Enclosures

6.1 Oconee Training Division Contacts

Enclosure 6.1

OCONEE TRAINING DIVISION CONTACTS

SITE ASSEMBLY CONTACTS

<u>Training Facility</u>	<u>Primary Contact</u>	<u>Alternate Contact</u>
Maintenance Trng.	Sara Morse (3506)	Mike Shelby (3316)
Oconee Office Bldg.	Diane Burrell (3396)	Trng/Tech Support Supv. or Designee
Oconee Trng. Center Ops Trng. Manager	Paul Stovall (3307)	Cam Eflin (3031) John Steely (3446)
Oconee Trng. Center Supv. Eng. Sim.	Keith Welchel (3349)	Allen Collins (3361) Jeff Pottmeyer (3462) Tom Rice (3463) Tam Vo (3464)

EVACUATION COORDINATORS

<u>Training Facility Contact</u>	<u>Primary Contact</u>	<u>Alternate</u>
Maintenance Trng.	Mike Shelby (3316)	Terry Mason (4659)
Oconee Office Bldg.	Don Sullivan (4774)	Kelly Pilgrim (3838)
Oconee Trng. Center	David Covar (3452)	Cam Eflin (3031) John Steely (3446)