

EMERGENCY PLAN IMPLEMENTING PROCEDURES	Appendix 1 Rev. 19
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EFFECTIVE DATE 27 June 2001

Form Number	Title	Revision Number	Referencing Procedure
CR-01	OSM/OSS Checklist	Rev. 1	EPIP 2.5
CR-02	Back Panel Communicator Checklist	Rev. 0	EPIP 2.5
CR-03	Dose Projection & ARM Data Sheet	Rev. 0	EPIP 2.5
EAL-01	Abnormal Rad Levels/Radioactive Effluent Table	Rev. 1	EPIP 1.1
EAL-02	Fission Barrier Table	Rev. 1	EPIP 1.1
EAL-03	Hazards & Other Conditions Affecting Plant Safety	Rev. 1	EPIP 1.1
EAL-04	System Malfunction Table	Rev. 1	EPIP 1.1
EOF - 02	NRC - HPN Communicator Checklist	Rev. 2	EPIP 1.5
EOF - 03	Technical Recorder Checklist	Rev. 2	EPIP 1.5
EOF - 04	Summary of Computer Data Backup Collection Activities	Rev. 1	EPIP 1.5
EOF - 05	EOF Information Services Representative Checklist	Rev. 2	EPIP 1.5
EOF - 06	DAEC Key Parameter Log	Rev. 0	EPIP 1.5
EOF - 07	Emergency Response and Recovery Director Checklist	Rev. 3	EPIP 1.5
EOF - 08	Rad & EOF Manager Checklist	Rev. 5	EPIP 1.5, 3.3
EOF - 09	EOF STA/OPS Liaison Checklist	Rev. 0	EPIP 1.5
EOF - 10	EOF-TSC Communicator Checklist	Rev. 3	EPIP 1.5
EOF - 11	Support Services Coordinator Checklist	Rev. 1	EPIP 1.5
EOF - 12	Field Team Director Checklist	Rev. 0	EPIP 1.5, 3.3
EOF - 13	Radiological Data Communicator Checklist	Rev. 0	EPIP 1.5, 3.3
EOF - 14	EOF MIDAS Operator Checklist	Rev. 0	EPIP 1.5, 3.3
EOF - 15	Radiological Data Plotter Checklist	Rev. 0	EPIP 1.5, 3.3

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EOF - 17	EOF Security Access Clerk Checklist	Rev. 1	EPIP 1.5
EOF - 18	EOF Staffing Accountability Roster	Rev. 2	EPIP 1.5
EOF - 19	Drill Announcement Message	Rev. 0	EPIP 1.4, 1.5
EOF - 20	Emergency Announcement Message	Rev. 0	EPIP 1.4, 1.5
EOF - 21	Personnel Access Log	Rev. 1	EPIP 1.4, 1.5
EOF - 22	Registration Form	Rev. 0	EPIP 14, 1.5
EOF - 23	Security Post Log	Rev. 1	EPIP 1.4, 1.5
EOF - 24	First Floor Security Post Description	Rev. 1	EPIP 1.4, 1.5
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EOF - 27	Status Update Message - EOF Communicator	Rev. 0	EPIP 1.5
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EOF - 31	Access B adge Example	Rev. 0	EPIP 1.5
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JPIC - 01	JPIC Manager Checklist	Rev. 3	EPIP 1.4
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JPIC - 05	Sequence of Events	Rev. 0	EPIP 1.4
JPIC - 06	Public Information Officer Support Checklist	Rev. 4	EPIP 1.4
JPIC - 07	Logistics Coordinator Checklist	Rev. 3	EPIP 1.4
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JPIC - 09	Audiovisual Specialist Checklist	Rev. 3	EPIP 1.4
JPIC - 11	Rumor Control Coordinator I Checklist	Rev. 3	EPIP 1.4
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JPIC - 13	Rumor Control Coordinator II Checklist	Rev. 2	EPIP 1.4
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JPIC - 16	Assistant JPIC Manager	Rev. 2	EPIP 1.4
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JPIC - 18	Sixth Floor Security Post Description	Rev. 2	EPIP 1.4
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JPIC-20	Media Support Checklist	Rev. 0	EPIP 1.4
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NOTE-02	ERO Notification - Alphanumeric Paging System Callout	Rev. 2	EPIP 1.2
NOTE-03	Event Notification Worksheet	Rev. 1	EPIP 1.2
NOTE-04	Plant Assembly Notification	Rev. 1	EPIP 1.2
NOTE-05	Emergency Action Level Notification	Rev. 2	EPIP 1.2
NOTE-06	Plant Page for Emergency Classification Changes	Rev.0	EPIP 1.2
ODEF-01	ODEF Decontamination Waiting Area	Rev. 0	EPIP 2.7
ODEF-02	Floor Plan for ORAL/ODEF	Rev. 0	EPIP 2.7

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ODEF-03	Travel Route to ORAL/ODEF	Rev. 0	EPIP 2.7
ODEF-04	12th Avenue Entrance to ORAL/ODEF	Rev. 0	EPIP 2.7
ORAA-01	Offsite Relocation and Assembly Area Supervisor's Checklist	Rev. 1	EPIP 2.4
ORAA-02	Health Physics Support for the Offsite Relocation and Assembly Area	Rev. 0	EPIP 2.4
ORAA-03	Security Support for the Offsite Relocation and Assembly Area	Rev. 0	EPIP 2.4
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OSC-01	OSC Layout	Rev. 0	EPIP 2.1
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TSC-04	Technical & Engineering Supervisor Checklist	Rev. 0	EPIP 2.2
TSC-05	Quality Assurance Checklist	Rev. 0	EPIP 2.2
TSC-06	Security & Support Supervisor Checklist	Rev. 0	EPIP 2.2
TSC-07	Administrative Supervisor Checklist	Rev. 0	EPIP 2.2
TSC-08	Material Management Supervisor Checklist	Rev. 0	EPIP 2.2
TSC-09	TSC-CR-OSC Communicator Checklist	Rev. 1	EPIP 2.2
TSC-10	CR-TSC-OSC Communicator Checklist	Rev. 1	EPIP 2.2
TSC-11	TSC-EOF-JPIC Communicator Checklist	Rev. 0	EPIP 2.2
TSC-12	ENS Communicator Checklist	Rev. 0	EPIP 2.2
TSC-13	HPN Communicator Checklist	Rev. 0	EPIP 2.2
TSC-14	TSC/OSC Operations Liaison Checklist	Rev. 1	EPIP 2.2
TSC-15	Radiological Support Staff Checklist	Rev. 1	EPIP 2.2
TSC-16	Radio Operator - Offsite Checklist	Rev. 0	EPIP 2.2
TSC-17	Radio Operator - Onsite Checklist	Rev. 0	EPIP 2.2
TSC-18	TSC MIDAS Operator Checklist	Rev. 0	EPIP 2.2
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TSC-20	TSC Operations Supervisor	Rev. 2	EPIP 2.2
TSC-21	Electrical Engineer Checklist	Rev. 0	EPIP 2.2
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TSC-24	Reactor Engineer Checklist	Rev. 1	EPIP 2.2
TSC-25	SPDS Operator Checklist	Rev. 1	EPIP 2.2
TSC-26	Information Services Representative Checklist	Rev. 1	EPIP 2.2

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TSC-27	Fire Marshall Checklist	Rev. 0	EPIP 2.2
TSC-28	NRC Roles During A Nuclear Power Plant Emergency Checklist	Rev. 0	EPIP 2.2
TSC-29	TSC Minimum Staffing Level	Rev. 1	EPIP 2.2
TSC-30	Emergency Action Request Log	Rev. 0	EPIP 2.2
TSC-31	Radio Operator Log	Rev. 0	EPIP 2.2
TSC-32	Status Board Recorder	Rev. 0	EPIP 2.2
TSC-33	Typical Organization of the NRC Site Team	Rev. 0	EPIP 2.2
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TSC-35	Assignment Form	Rev. 0	EPIP 5.2
TSC-36	Deactivation Report	Rev. 0	EPIP 5.2
TSC-37	Plant Operations Status	Rev. 0	EPIP 5.2
TSC-38	TSC/Control Room/OSC Activities	Rev. 0	EPIP 5.2
TSC-39	TSC Clerical Checklist	Rev. 0	EPIP 2.2

ERO NOTIFICATION - ALPHANUMERIC PAGING SYSTEM CALLOUT

(1) This form shall be approved by the OSM/OSS, EC, or ER&RD, whomever has command & control, for any emergency classification declaration at the DAEC.

(2) Fill in the required information, or select the appropriate choice, for the following:

- (A) Drill Real
- (B) Unusual Event Alert
- Site Area Emergency General Emergency

(C)

EAL _____														
Category (circle one)				Classification (circle one)				Sequence # (circle one)						
A	F	H	S	U	A	S	G	1	2	3	4	5	6	7

- (D) Do not report to assigned ERO facility.
- Report to your assigned ERO facility via the Normal Access
 North Access

(3) Initiate a group page utilizing the Alpha-Mate Paging System and instruction book. Type all of the above information using the following template:

(A) As an example, **DRILL, ALERT, AA2, REPORT TO YOUR ASSIGNED FACILITY VIA THE NORMAL ACCESS**

GROUP PAGE INITIATED BY: _____ DATE: _____ TIME: _____
OSM/OSS // EC // ER&RD

GROUP PAGE CONDUCTED BY: _____ DATE: _____ TIME: _____
Security Officer/STA/EOF Messenger

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1.1	Determination of Emergency Action Level	18	11/19/99
1.2	Notification	25	6/27/2001
1.3	Plant Assembly and Site Evacuation	8	6/16/99
1.4	Release of Emergency-Related Information	2	10/16/2000
1.5	Activation and Operation of the EOF	3	10/16/2000
2.1	Activation and Operation of the OSC	12	7/10/95
2.2	Activation and Operation of the TSC	20	12/18/98
2.3	Operation of the FTS-200 Phone Network	4	10/23/97
2.4	Activation and Operation of the ORAA	7	2/19/96
2.5	Control Room Emergency Response Operation	13	9/30/98
2.6	Activation and Operation of the ORAL	6	5/3/93
2.7	Activation and Operation of the ODEF	5	2/19/96
3.1	Inplant Radiological Monitoring	10	1/1/94
3.2	Field Radiological Monitoring	11	3/3/98
3.3	Dose Assessment and Protective Action	16	11/19/99
4.2	First Aid, Decontamination and Medical Support	5	5/3/93
4.3	Rescue and Emergency Repair Work	9	6/16/99
4.5	Administration of Potassium Iodide (KI)	5	9/5/97

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5.2	Recovery and Reentry	8	9/30/98
Appendix 1	EPIP Forms	n/a	n/a

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Effective Date: 6/27/2001

TECHNICAL REVIEW	
Prepared by: <u>Don A. Johnson</u>	Date: <u>5/28/2001</u>
Reviewed by: <u>Russell J. Titus</u> Independent Reviewer	Date: <u>5/29/01</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u>Russell J. Titus</u> Manager, Emergency Planning	Date: <u>5/30/01</u>

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1.0 PURPOSE

- (1) This procedure provides instructions for initial and follow-up notifications of the Emergency Response Organization (ERO), Benton and Linn Counties, the Iowa Emergency Management Division, and the NRC in response to an emergency classification declared at the DAEC.

2.0 DEFINITIONS

Emergency Classification : Four classes of Emergency Action Levels designed to provide early and prompt notification of events which could lead to more serious consequences given operator error or equipment failure or which might be indicative of more serious conditions which are not yet fully realized. The four classes are; Notification of Unusual Event, Alert, Site Area Emergency and General Emergency.

3.0 INSTRUCTIONS

3.1 OVERVIEW

- (1) The Operations Shift Manager/Operations Shift Supervisor (OSM/OSS), Emergency Coordinator (EC), and Emergency Response & Recovery Director (ER&RD) shall ensure that initial and follow-up notifications are made to the ERO, counties, State, and NRC in accordance with this procedure.
- (2) The Emergency Telephone Book (ETB) contains telephone numbers to support required notifications.
- (3) Benton and Linn Counties, and the Iowa Emergency Management Division, shall be notified within 15 minutes after the declaration of an emergency classification, as required by 10CFR50 Appendix E (Reference 1).
- (4) The NRC Emergency Operations Center (EOC) shall be notified as soon as possible after notifying Benton and Linn Counties and the Iowa Emergency

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Management Division, and not later than one hour after the declaration of an emergency classification as required by 10CFR50.72 (Reference 2).

- (5) Continuous communications with the NRC shall be established for all events classified as an ALERT or greater when requested by the NRC. This will be supported by the TSC ENS Communicator.
- (6) Completion of all notifications will be documented on the notification forms. Completed forms will be forwarded to the OSM/EC/ER&RD as appropriate for review. The Manager, Emergency Planning, shall receive a copy of the notification form. {IC001}

3.2 INITIALLY NOTIFYING THE ERO, BENTON/LINN/STATE EOC'S, AND NRC (REFERENCE ATTACHMENT 2)

- (1) **STA:** Upon declaration of the event, complete Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM', and submit this form to the OSM/OSS for review and approval.
- (2) **OSM/OSS:** Direct the Security Lt., (the STA performs this function during a security related emergency or if the Security Lt. is unable to get to the Control Room in time for this notification to be made within 15 minutes of the declaration), to make initial and follow-up notifications to Benton County, Linn County, the Iowa Emergency Management Division, Emergency Coordinator, ER&RD and the resident NRC inspector per section 3.3.
- (3) **STA:** Complete the following forms and submit them to the OSM/OSS for review and approval:
 - (a) Form NOTE-02, 'ERO NOTIFICATION - ALPHANUMERIC PAGING SYSTEM CALLOUT.'
 - (b) Form NOTE-03, 'EVENT NOTIFICATION WORKSHEET.'

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(c) Form NOTE-04, 'PLANT ASSEMBLY NOTIFICATION FORM.'

(d) If off hours, complete Form NOTE-01, 'ERO NOTIFICATION - OFF-HOURS PHONE SYSTEM CALLOUT', as well.

- (4) **OSM/OSS:** Direct a member of the Control Room crew to perform the plant page announcement per Form NOTE-04, 'PLANT ASSEMBLY NOTIFICATION FORM'. Ensure to turn on the outside speakers.
- (5) **OSM/OSS:** Direct the SAS Operator, (the STA performs this function during a security related emergency), to conduct pager notifications per Form NOTE-02, 'ERO NOTIFICATION - ALPHANUMERIC PAGING SYSTEM CALLOUT', and as necessary Form NOTE-01 'ERO NOTIFICATION - OFF-HOURS PHONE SYSTEM CALLOUT.' Return the form(s) to the OSM/OSS when completed.
- (6) **OSM/OSS:** As soon as possible, but within 1 hour after the declaration, direct the TSC ENS Communicator, (the backups for this function are the STA and Security Lt.), to make the initial and follow-up notifications to the NRC Emergency Operations Center per section 3.4.
- (7) **ER&RD:** Inform Corporate Management of the situation.
- (8) **ER&RD:** If activation of the EOF is desired or required, initiate notification of the EOF staff and direct the JPIC Manager to initiate notification of the JPIC staff.
- (9) **Support Services Coordinator:**
For an ALERT or greater, contact the Corporate Security Manager and instruct him/her to direct the Tower 1st Floor Security guard to make the appropriate (drill or emergency) announcement on the building page system.
- (10) **ERO Members:** When notified of an ALERT or greater, report to assigned facility and complete any assigned notifications in accordance with the ETB as applicable.

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3.3 NOTIFYING BENTON AND LINN COUNTIES AND THE IOWA EMERGENCY MANAGEMENT DIVISION OF EMERGENCY CLASSIFICATIONS

- (1) Using the dedicated microwave line, select line 2 and dial "9999" (All-Call) to contact Benton and Linn Counties, and the Iowa Emergency Management Division. Upon verification that all three parties are on the line, dial "####" to cease further ringing on the line. Provide the information as read from Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM'.

NOTE

If the microwave line is unable to contact either Benton County, Linn County, or State EMD then use the commercial telephone to contact them. A list of the numbers is available in the ETB and a copy is near the phone. The 15-minute requirement begins when the event is declared and ends when the FIRST EOC Representative answers the phone. Priority shall be: (1) notify all respondents via microwave line; (2) place a commercial telephone call to those respondents who, because of equipment/line difficulties, cannot answer the microwave line; (3) fax page 1 of NOTE-05 to ensure notifications are properly completed and understood.

- (2) Fax page 1 of 3 of the completed Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM', to Benton County, Linn County, and the Iowa Emergency Management Division to confirm the notification. Push button "01" for working hour distribution and button "02" for off hour and weekend distribution.

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(a) If the fax is not operable, confirmation will be made via microwave, commercial phone, or point-to-point radio.

- (3) Notify the Emergency Coordinator, ER&RD, and the resident NRC inspector via EPIP Form Note-05 until these positions are staffed Use the phone numbers/pager numbers listed in the ETB to contact persons filling these positions.
- (4) Initiate any follow-up notifications to the counties and State for changes to PARs and EALs.

3.4 NOTIFYING THE NRC OF EMERGENCY CLASSIFICATIONS

- (1) Notify the NRC Emergency Operations Center on the FTS-2000 Network ENS line using Form NOTE-03, 'Event Notification Worksheet'. The NRC EOC should be notified as soon as possible but no later than one hour after event classification.

3.5 FOLLOW UP NOTIFICATION FROM THE TSC

- (1) **EC:** Upon activating the TSC, assume responsibility from the OSM/OSS for directing follow up notifications for changes to PARs and EALs to the ERO, Benton and Linn County Emergency Management, the Iowa Emergency Management Division and the NRC until the ER&RD assumes this responsibility in the EOF.
- (2) Periodic status updates shall be provided to the State and counties by the TSC-EOF-OFFSITE Communicator until the EOF has assumed follow-up notifications.

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(3) **TSC Operations Liaison:**

For changes to the declared emergency classification, PARs, and/or cancellation of the emergency, complete Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM', and submit it to the EC for approval.

(4) **EC:** Review and approve Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM'.

(5) **EC:** Direct the TSC-EOF-OFFSITE Communicator to notify Benton County, Linn County, and the Iowa Emergency Management Division per section 3.3 step (1).

(6) **EC:** Direct the Admin Supervisor to send the backup fax to Benton County, Linn County, and the Iowa Emergency Management Division per section 3.3 step (2).

(7) **TSC Operations Liaison:**

Complete the following forms and submit them to the EC for review and approval:

(a) Form NOTE-02, 'ERO NOTIFICATION - ALPHANUMERIC PAGING SYSTEM CALLOUT.'

(b) Form NOTE-03, 'EVENT NOTIFICATION WORKSHEET.'

(c) Form NOTE-06, 'PLANT PAGE FOR EMERGENCY CLASSIFICATION CHANGES'.

(8) **EC:** Direct the Security and Support Supervisor to conduct pager notifications per Form NOTE-02, 'ERO NOTIFICATION - ALPHANUMERIC PAGING SYSTEM CALLOUT'.

(9) **EC:** Direct the TSC Operations Liaison to perform the plant page announcement per Form NOTE-06, 'PLANT PAGE FOR EMERGENCY CLASSIFICATION CHANGES'.

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- (10) **EC:** As soon as possible, but within 1 hour after the change, direct the TSC ENS Communicator to notify the NRC Emergency Operations Center per section 3.4

3.6 FOLLOW UP NOTIFICATION FROM THE EOF

- (1) **ER&RD:**
Upon activating the EOF, assume responsibility from the EC for directing follow up notifications for changes to PARs and EALs to the ERO, counties, State, and the NRC until no longer necessary.
- (2) Periodic updates shall be provided to the State and counties by the Rad & EOF Manager.
- (3) **Rad & EOF Manager:**
For changes to the declared emergency classification, PARs and/or cancellation of the emergency, complete the Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM', and submit it to the ER&RD for review and approval.
- (4) **EOF to TSC Communicator:**
Complete Form NOTE-02, 'ERO NOTIFICATION - ALPHANUMERIC PAGING SYSTEM CALLOUT', and submit it to the ER&RD for approval.
- (5) **Rad & EOF Manager:**
Using the Admin Hotline to contact Benton and Linn Counties, and the Iowa Emergency Management Division, provide the information as read from Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM'
- (6) **EOF Messenger:**
Conduct the pager notifications per the completed Form NOTE-02, 'ERO NOTIFICATION - ALPHANUMERIC PAGING SYSTEM CALLOUT' and fax page 1 of 3 of the completed Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM', to Benton and Linn Counties and the Iowa Emergency Management Division to confirm the notification.

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(a) If the fax is not operable, confirmation will be made via microwave, commercial phone, or point-to-point radio.

(7) **EOF HPN Communicator:**

Using Form NOTE-03, 'EVENT NOTIFICATION WORKSHEET', notify the NRC Operations Center on the FTS-2000 Network ENS and HPN line in the EOF. The TSC-ENS Communicator will maintain continuous communication on the ENS line with the NRC providing the needed plant technical information as requested by the NRC Emergency Operations Center.

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4.0 RECORDS

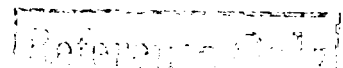
All logs, forms, and records generated must be forwarded to the EP Department and retained until NRC authorization for disposal has been received.

5.0 REFERENCES

- (1) 10CFR50 Appendix E IV. D
- (2) 10CFR50.72, "Immediate Notification Requirements"
- (3) {IC001}, Inspection Report 88-04
- (4) DAEC Emergency Plan
- (5) Emergency Telephone Book (ETB)

6.0 ATTACHMENTS

- (1) Attachment 1, Notification Forms
- (2) Attachment 2, Basic Flow Chart for Notifications (Control Room and TSC)



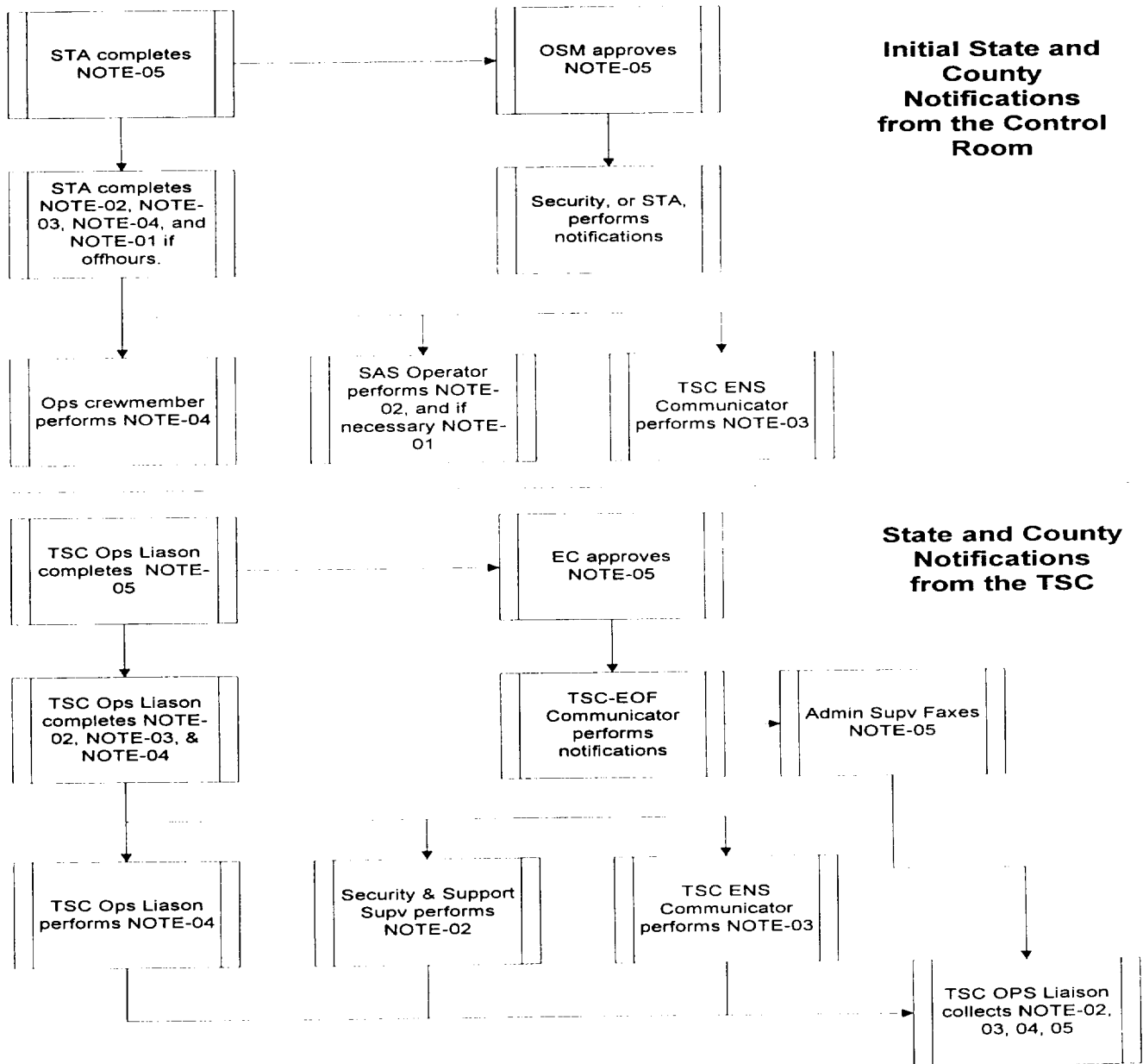
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ATTACHMENT 1
NOTIFICATION FORMS

Notification Form	Form No.
ERO Notification - Off-hours Phone System Callout	NOTE-01
ERO Notification - Alphanumeric Paging System Callout	NOTE-02
Event Notification Worksheet	NOTE-03
Plant Assembly Notification	NOTE-04
Emergency Action Level Notification	NOTE-05
Plant Page for Emergency Classification Changes	NOTE-06

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**ATTACHMENT 2
BASIS NOTIFICATION FLOWPATH**



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