

TRANSMITTAL/ACKNOWLEDGEMENT MEMORANDUM

NOTIFICATION NO: 126
DATE: September 7, 2001

TO: NRC-NRR/Document Control Desk, Washington DC

SUBJECT: Emergency Plan Implementing Procedures (--- Series) Manual No: 91 *

Revisions to your controlled copy of the manual, as checked above, are attached. As indicated below, please remove and discard the superseded material and insert the revised material, or perform the changes as directed herein.

MANUAL CONTENTS	REMOVE		INSERT	
	REV	DATE	REV	DATE
EPIP Index	121	8/24/01	122	9/12/01
EPIP 1.1 14557	18	11/19/99	19	9/12/01
EPIP 1.3 15605	8	6/16/99	9	9/12/01
EPIP 1.4 14921	2	10/16/00	3	9/12/01
EPIP 2.1 15606	12	7/10/95	13	9/12/01
EPIP 2.2 15728	20	12/18/98	21	9/12/01
EPIP 2.3 15608	4	10/23/97	5	9/12/01
EPIP 2.4 15746	7	2/19/96	8	9/12/01
EPIP 2.6 15747	6	5/3/93	7	9/12/01

Verify the procedures listed in this distribution, or associated attachments or checklists, are not currently being performed. If any of these items are currently being performed, the verification signature below acknowledges that a controlled transition from the old revision to the new revision shall be made in accordance with Section 3.4 of ACP 101.01, "Procedure Use and Adherence."

_____ (Verification) _____ (Date)

(Can be N/A'd if revisions are being inserted into a reference manual)

Please acknowledge that the above action has been taken by signing below and returning this memorandum to:

**Duane Arnold Energy Center
Procedure Department
3277 DAEC Road
Palo, IA 52324**

I have inserted the above revisions in the Manual.

_____ Signed _____ Date

Ao.45

EMERGENCY PLAN IMPLEMENTING PROCEDURES	Rev. 122 PAGE 1 of 2
INDEX	

EFFECTIVE DATE: 09/12/2001

Procedure	Title	Revision Number	Date
1.1	Determination of Emergency Action Levels	19	09/12/01
1.2	Notification	26	08/24/01
1.3	Plant Assembly and Site Evacuation	9	09/12/01
1.4	Release of Emergency-Related Information	3	09/12/01
1.5	Activation and Operation of the EOF	3	10/16/00
2.1	Activation and Operation of the OSC	13	09/12/01
2.2	Activation and Operation of the TSC	21	09/12/01
2.3	Operation of the FTS-2001 Phone Network	5	09/12/01
2.4	Activation and Operation of the ORAA	8	09/12/01
2.5	Control Room Emergency Response Operation	13	09/30/98
2.6	Activation and Operation of the ORAL	7	09/12/01
2.7	Activation and Operation of the ODEF	5	02/19/96
3.1	Inplant Radiological Monitoring	10	01/01/94
3.2	Field Radiological Monitoring	11	03/03/98
3.3	Dose Assessment and Protective Action	16	11/19/99
4.2	First Aid, Decontamination and Medical Support	5	05/03/93
4.3	Rescue and Emergency Repair Work	9	06/16/99
4.5	Administration of Potassium Iodide (KI)	5	09/05/97

EMERGENCY PLAN IMPLEMENTING PROCEDURES	Rev. 122 PAGE 2 of 2
INDEX	

5.2	Recovery and Reentry	8	09/30/98
Appendix 1	EPIP Forms	n/a	n/a

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.1
DETERMINATION OF EMERGENCY ACTION LEVELS	Rev. 19 Page 1 of 9

Effective Date: ~~9/8/2001~~ ~~9/8/2001~~ ~~9/8/2001~~
 9-12-2001

TECHNICAL REVIEW	
Prepared by: <u>Richard C. Johnson</u>	Date: <u>8/28/01</u>
Reviewed by: <u>K. Wilkins</u> Independent Reviewer	Date: <u>8/28/01</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u>Robert Sullivan</u> Manager, Emergency Planning	Date: <u>8/28/01</u>

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.1
DETERMINATION OF EMERGENCY ACTION LEVELS	Rev. 19 Page 2 of 9

Table of Contents

	<u>Page</u>
1.0 PURPOSE	3
2.0 DEFINITIONS	3
3.0 INSTRUCTIONS	4
3.1 OVERVIEW.....	4
3.2 EVENT CLASSIFICATION.....	5
3.3 CRITERIA FOR EMERGENCY CLASSIFICATION CHANGES.....	7
4.0 RECORDS.....	9
5.0 REFERENCES	9
6.0 EPIP FORMS.....	9

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.1
DETERMINATION OF EMERGENCY ACTION LEVELS	Rev. 19 Page 3 of 9

1.0 PURPOSE

- (1) Provides guidance to the Operations Shift Manager (OSM), Emergency Coordinator (EC), or Emergency Response and Recovery Director (ER&RD), as applicable, when determining a need to declare or retract an emergency event at DAEC.

2.0 DEFINITIONS

- (1) **Emergency Action Level (EAL)** - A pre-determined, site-specific, observable threshold for a plant Initiating Condition that places the plant in a given Emergency Classification Level. An EAL can be: an instrument reading, an equipment status indicator, a measurable parameter (on-site or off-site), a discrete observable event, results of analyses, entry into specific emergency operating procedures, or another phenomenon which, if it occurs, indicates entry into a particular Emergency Classification Level.
- (2) **EAL Technical Basis Document** - This document was developed to :
- Provide clear documentation of how NEI generic guidance was applied in the development of DAEC upgraded EALs.
 - Provide justification of any exceptions or additions to NEI generic guidance as it is applied to DAEC.
 - Facilitate the regulatory approval of the upgraded EALs that is required under 10CFR50 Appendix E.
- (3) **Emergency Classification Level** - These are taken from 10CFR50 Appendix E. They are, in escalating order :
- (Notification of) **Unusual Event (UE)**: Events are in progress or have occurred which indicate a potential degradation of the level of safety of the plant. No releases of radioactive material requiring off-site response or monitoring are expected unless further degradation of safety systems occurs.
 - **Alert**: Events are in progress or have occurred which involve an actual or potential substantial degradation of the level of safety of the plant. Any releases are expected to be limited to small fractions of the EPA Protective Action Guideline exposure levels.
 - **Site Area Emergency (SAE)**: Events are in progress or have occurred which involve an actual or likely major failure of plant functions needed for the protection of the public. Any release is not expected to exceed

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.1
DETERMINATION OF EMERGENCY ACTION LEVELS	Rev. 19 Page 4 of 9

EPA Protective Action Guideline exposure levels except near the site boundary.

- **General Emergency (GE):** Events are in progress or have occurred which involve actual or imminent substantial core degradation or melting, with potential for loss of containment integrity. Releases can be reasonably expected to exceed EPA Protective Guideline exposure levels offsite for more than the immediate site area.
- (4) **Retraction** - The recanting of an Emergency Action Level that was declared due to an indeterminate condition.

3.0 INSTRUCTIONS

3.1 OVERVIEW

- (1) The Control Room, TSC, and EOF staff shall evaluate plant conditions to determine whether any EAL Threshold Values have been met. The OSM/EC/ER&RD should declare the appropriate EAL within 15 minutes once indications are available that the Threshold Value for an EAL has been exceeded.
- (2) The OSM/EC/ER&RD shall ensure requisite notifications are made within the 15-minute requirement, per EPIP 1.2 'Notification'.
- (3) Plant assembly and site evacuation decisions shall be made in accordance with EPIP 1.3, 'Plant Assembly and Site Evacuation'.
- (4) The EC/OSM/ER&RD shall review and approve the emergency classification to determine if events/conditions have changed that may warrant upgrade, declassification, termination or retraction.
- (5) The EC/OSM/ER&RD shall ensure activation of the Emergency Response Organization is underway/completed, as required.
- (6) If an EAL has been declared due to an indeterminate condition and subsequent investigation/evaluation discovers the condition did not exist, the event may be retracted. Notifications shall be made per EPIP 1.2 'Notification'.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.1
DETERMINATION OF EMERGENCY ACTION LEVELS	Rev. 19 Page 5 of 9

3.2 EVENT CLASSIFICATION

- (1) Emergency conditions are classified in an ascending order of severity as follows:
 - NOTIFICATION OF UNUSUAL EVENT (Recognition Category AU, FU, HU, SU)
 - ALERT (Recognition Category AA, FA, HA, SA)
 - SITE AREA EMERGENCY (Recognition Category AS, FS, HS, SS)
 - GENERAL EMERGENCY (Recognition Category AG, FG, HG, SG)

- (2) When a suspected emergency condition occurs, the EC/OSM/ER&RD and their associated staff, shall make the initial analysis and determination of the classification, referring to the appropriate EAL tables in Appendix 1 and the EAL Basis Document. The appropriate EAL should be declared within 15 minutes once indications are available that the Threshold Value for an EAL has been exceeded. Appendix 1 of the EPIP's contains the four tables, EAL-01 through EAL-04, covering Emergency Action Levels.

- (3) To determine an EAL: Categorize the general type of event, referring to the EAL tables, verify determinations by referring to the EAL Technical Basis Document.

- (4) If the OSM has been fulfilling the responsibilities of the EC, upon declaring the emergency classification, the event, the time declared and the action(s) taken shall be logged in the Shift Manager's Log.

- (5) Other events not specifically included in this procedure which may be based on plant prognosis, weather, or other external events, as well as events that have a high likelihood of occurrence may be classified as a NOTIFICATION OF UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY at the discretion of the EC/OSM/ER&RD. The primary consideration for classification of these events shall be to protect the health and safety of site personnel and the public.

- (6) The highest emergency classification for which an Emergency Action Level (EAL) is CURRENTLY met should be declared.
 - If an action level for a higher classification was exceeded, but the situation has been resolved prior to offsite reporting, the higher classification level should be REPORTED to the offsite agencies and the NRC, but SHOULD NOT be declared.

 - The notification must indicate the CURRENT classification, the period of time that the higher classification existed and the mitigating conditions

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.1
DETERMINATION OF EMERGENCY ACTION LEVELS	Rev. 19 Page 6 of 9

that caused the reduction in the emergency classification.

(7) Reclassification shall be reviewed and approved by the EC/OSM/ER&RD.

- Reclassification should be based upon the guidance provided in the EAL Tables and Reference 1.
- The EC/OSM should consult with the following personnel, if available, during such evaluations:
 - Site Radiation Protection Coordinator (SRPC)
 - TSC Operations Supervisor
 - Tech and Engineering Supervisor
 - Emergency Response and Recovery Director
- The ER&RD should consult with the following personnel:
 - Assistant ER&RD
 - Emergency Coordinator
 - EOF OPS Liaison
- The EC/OSM shall ensure that offsite agencies are notified of the reclassification in accordance with EPIP 1.2, 'Notification'. If the Emergency Operations Facility (EOF) has been declared operational, the ER&RD shall assume this responsibility, unless otherwise advised.
- If the OSM is fulfilling the responsibilities of the EC, reclassification of an event shall be documented in the Operations Shift Manager's Log or the TSC Supervisor's Log as appropriate.

(8) As plant conditions change, the EC/OSM/ER&RD shall ensure that plant status is monitored and the EAL Tables and EAL Basis Document are constantly consulted in order to adjust the emergency classification, as appropriate. The appropriate EAL should be declared within 15 minutes once indications are available that the Threshold Value for an EAL has been exceeded.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.1
DETERMINATION OF EMERGENCY ACTION LEVELS	Rev. 19 Page 7 of 9

3.3 CRITERIA FOR EMERGENCY CLASSIFICATION CHANGES

(1) As plant conditions change, consider :

- The probability that plant conditions will continue to improve.
- The probability that plant conditions might worsen, thereby necessitating upgrading the emergency classification once the emergency has been downgraded.
- The need to staff all or some of the emergency response facilities.
- Evaluating existing conditions with respect to the criteria established for each emergency classification per the EAL Tables.
- The control or termination of non-routine releases of radioactive material to the environment.
- The control or cessation of any fire, flood, earthquake, or similar emergency conditions.
- The specified corrective action has been taken, or the plant has been placed in the appropriate operating mode.
- All required notifications are completed.
- The TSC technical staff has evaluated the plant status with respect to the Technical Specifications and recommends downgrading the emergency classification.

(2) An emergency condition can be considered resolved, and a Recovery Organization established, if necessary, when the following guidelines have been met or addressed:

- Existing conditions no longer meet the emergency classification criteria and it appears unlikely that conditions will deteriorate further.
- No surveillance relative to offsite protective actions is needed, except for the control of foodstuffs, water, and offsite contamination, or environmental assessment activities.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.1
DETERMINATION OF EMERGENCY ACTION LEVELS	Rev. 19 Page 8 of 9

- Radiation levels in affected in-plant areas are stable or decreasing to acceptable levels.
- Releases of radioactive material to the environment are under control or have ceased.
- No Emergency Operating Procedure (EOP) entry condition exists.
- The reactor is in a stable and safe shutdown condition, and long-term core cooling is available as required.
- The control or cessation of any fire, flood, earthquake, or similar emergency conditions.
- All EAL notifications have been completed.
- Offsite conditions will not limit access of personnel and support resources.
- Discussions have been held with the Nuclear Regulatory Commission (NRC), State and local organizations with FEMA input as necessary, and agreement has been reached to terminate the emergency.
- The TSC technical staff has evaluated the plant status with respect to the Technical Specifications and concurs with the termination of the emergency.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.1
DETERMINATION OF EMERGENCY ACTION LEVELS	Rev. 19 Page 9 of 9

4.0 RECORDS

All logs, forms, and records generated must be forwarded to the EP Department and retained in accordance with QA Record Retention requirements. Authorization for disposal shall be obtained from the NRC.

5.0 REFERENCES

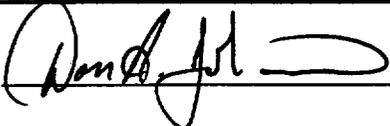
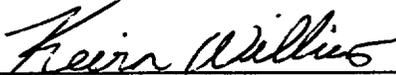
- (1) DAEC Emergency Plan
- (2) DAEC EAL Technical Basis Document
- (3) DAEC Technical Specifications
- (4) Emergency Operating Procedures (EOPs)
- (5) Updated Final Safety Analysis Report
- (6) EPIP 1.2, 'Notifications'
- (7) 10CFR50 Appendix E

6.0 EPIP FORMS

TABLE	FORM No.
Abnormal Rad Levels/Radioactive Effluent	EAL-01
Fission Barrier Table	EAL-02
Hazards and Other Conditions Affecting Plant Safety	EAL-03
System Malfunction	EAL-04

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 1.3
PLANT ASSEMBLY AND SITE EVACUATION	Rev. 9 Page 1 of 13

Effective Date: 9/12/01

TECHNICAL REVIEW	
Prepared by: <u></u>	Date: <u>8-9-2001</u>
Reviewed by: <u> Independent Reviewer</u>	Date: <u>8/28/01</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u> Manager, Emergency Planning</u>	Date: <u>8/28/01</u>

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 1.3
PLANT ASSEMBLY AND SITE EVACUATION	Rev. 9 Page 2 of 13

Table of Contents

	<u>Page</u>
1.0 PURPOSE	3
2.0 DEFINITIONS	3
3.0 INSTRUCTIONS	3
3.1 PLANT ASSEMBLY	3
3.2 ACCOUNTABILITY DETERMINATION	7
3.3 MAINTENANCE OF ACCOUNTABILITY	8
3.4 SITE ACCESS CONTROL.....	8
3.5 HABITABILITY CHECKS AND MONITORING OF PERSONNEL	9
3.6 SITE EVACUATION.....	9
3.7 EMERGENCY CLASSIFICATION UPGRADES.....	12
4.0 RECORDS	12
5.0 REFERENCES	12
6.0 ATTACHMENTS	12
ATTACHMENT 1: FORMS.....	13

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 1.3
PLANT ASSEMBLY AND SITE EVACUATION	Rev. 9 Page 3 of 13

1.0 PURPOSE

- (1) This procedure provides instructions for plant and site evacuations, the determination and maintenance of accountability of site personnel, control of access to the DAEC site, and habitability and monitoring in assembly areas. This procedure supports the implementation of requirements in NUREG-0654 and the DAEC Emergency Plan.

2.0 DEFINITIONS

Plant Assembly: An evacuation of personnel from selected buildings or facilities at the DAEC, where the evacuated personnel are reassembled at locations on the site.

Site Evacuation: An evacuation of some or all personnel from the DAEC site to an offsite location.

3.0 INSTRUCTIONS

3.1 PLANT ASSEMBLY

- (1) The OSM/OSS shall direct sounding of the Evacuation Alarm for approximately ten (10) seconds for any event classified as an ALERT or greater. (Ensure to 'turn on' the outside speakers.) The Evacuation Alarm may also be sounded for other events, such as:

- (a) NOTIFICATION OF UNUSUAL EVENT which warrants evacuation.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 1.3
PLANT ASSEMBLY AND SITE EVACUATION	Rev. 9 Page 4 of 13

- (b) Other occurrences which require the evacuation of any part of the plant.

NOTE

For accountability purposes, if we are in an emergency classification condition evacuation of any area of the plant requires evacuation of the entire plant.

- (2) The nature and location of the problem may preclude egress through specific areas of the Power Block Structure during evacuation. The OSM/OSS shall evaluate this potential. Where a problem exists, add any necessary instructions to the "Plant Assembly Notification Form", Form NOTE-04.
- (3) Upon sounding of the Evacuation Alarm, a plant evacuation announcement shall be made on the paging system, using Form NOTE-04, "Plant Assembly Notification Form".
- (4) Repeat the Evacuation Alarm and paging instructions.
- (5) All members of the Emergency Response Organization shall proceed without delay to their assigned Emergency Response Facility.
- (a) Pre-designated personnel shall report to the TSC as specified in Reference 1.
- (b) Pre-designated personnel shall report to the OSC as specified in Reference 2.
- (c) The on-shift operating crew will report to the Control Room.
- (d) Security personnel will begin implementing their assigned duties.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 1.3
PLANT ASSEMBLY AND SITE EVACUATION	Rev. 9 Page 5 of 13

- (e) Personnel assigned to the EOF shall leave the DAEC site so they may assume their responsibilities in the EOF.

NOTE

EOF personnel shall have a means of identification placed upon their Security badges.

- (6) All personnel on site but not members of the Emergency Response Organization shall proceed without delay to their respective assembly areas. Assembly locations are depicted in Form PASE-02.

NOTE

It is each employee's responsibility to heed any instructions given over the paging system regarding unsafe areas or locations, and to act accordingly. In the event the paging system that inoperable, a runner system shall be established. This runner (assigned by the Security and Support Supervisor) shall advise plant personnel by megaphone of the "Assembly Call". If the Security vehicle is available and manpower permits, the vehicle's P.A. system shall be utilized to advise personnel in the Owner Controlled area to assemble.

- (a) All personnel, that are not a member of the ERO, within the Protected Area shall report to the Warehouse.
- (b) Visitors shall be escorted to the Security Control Point and instructed to remain in that area. Upon the visitors exit from the Protected Area, the escorts will then proceed to their assigned areas.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 1.3
PLANT ASSEMBLY AND SITE EVACUATION	Rev. 9 Page 6 of 13

- (c) Personnel in the Badging Center and fixed trailers outside the protected area who are not assigned to the ERO shall report to the Badging Center, sign in on the Badging Center emergency accountability log (at the Dosimetry Counter) and await further instructions via the plant paging system.
 - (d) Personnel in the Training Center who are not assigned to the ERO shall remain in the Training Center, sign in the Training Center Accountability log (at the reception desk) and await further instructions via the plant paging system.
 - (e) Personnel in the Plant Support Center who are not assigned to the ERO shall remain in the PSC, sign in the emergency accountability log (at the reception desk) and await further instructions via the plant paging system.
 - (f) Onsite personnel, who are outside the Protected Area and not in the Badging Center, Training Center, Plant Support Center or fixed trailers shall report to the Security Control Point.
- (7) Personnel who evacuated the Power Block Structure by way of alarmed doors shall report immediately to the OSC to be monitored, since they will have bypassed the portal monitor at Access Control.
- (a) They shall report to the Central Alarm Station the location of the alarmed door by which they evacuated.
 - (b) They shall then report to their designated assembly area for accountability purposes.
- (8) Security Force personnel shall make a tour of the grounds outside of the Protected Area Boundary.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 1.3
PLANT ASSEMBLY AND SITE EVACUATION	Rev. 9 Page 7 of 13

3.2 ACCOUNTABILITY DETERMINATION

- (1) Accountability of personnel shall be conducted as follows:
 - (a) Security will activate the Emergency Accountability card readers when advised an event has been declared.
 - (b) All personnel except the on-duty Control Room Shift Operating personnel, Control Room personnel, Shift Security Personnel, and personnel assigned ERO positions in the TSC, OSC, and EOF shall report to their Assembly Areas and log in using the emergency accountability card reader or emergency accountability log book. Personnel assigned to the TSC or OSC shall report to their respective facility and swipe their badge through the card reader.
 - (c) If any personnel must leave their assigned facility and report to another, it is necessary to swipe their badge through the emergency accountability card reader when arriving at the other facility.
- (2) The results of this accountability check shall be reported to the Security and Support Supervisor who shall inform the Emergency Coordinator. This check shall be accomplished within 30 minutes of the start of the emergency, and Security shall continuously account for all onsite individual thereafter.
- (3) In the event that an accountability for all personnel is not initially established:
 - (a) Contact shall be made with supervisory personnel who are not in the Emergency Response Organization to determine if the individual(s) is are in fact present.
 - (b) If not present, an effort should be made to determine the individual(s) last known location.
- (4) Rescue efforts conducted in accordance with Reference 6, shall be initiated for any individual(s) confirmed to be missing.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 1.3
PLANT ASSEMBLY AND SITE EVACUATION	Rev. 9 Page 8 of 13

3.3 MAINTENANCE OF ACCOUNTABILITY

- (1) If the evacuation was conducted due to an Alert or greater emergency action level declaration, personnel must remain in their assigned assembly areas until released by the Emergency Coordinator.

3.4 SITE ACCESS CONTROL

- (1) A Security Force member shall be provided with a list of all personnel granted unescorted access and dispatched to the access road at the site boundary.
- (2) Personnel who desire access to the site will be stopped by the Security Force member prior to being granted such access.
 - (a) If the individual desiring access is recognized by the Security Force member, access shall be granted.
 - (b) If the individual desiring access is not recognized, the Security Force member shall verify the identity of the individual by requesting some form of picture identification and verifying that unescorted access is authorized before allowing the individual to proceed.
 - (c) If the individual desiring access is not on the list, access shall be permitted only if authorized by the Security and Support Supervisor.
- (3) Local law enforcement agencies will establish access control west of the site at Palo Marsh Road and DAEC Road intersection as part of the local county and state emergency response function.
 - (a) When such control has been established, contact shall be made by the local law enforcement agency with the Security Shift Supervisor.
 - (b) The Security Force member stationed on the access road at the site boundary shall provide the local law enforcement agency individual with the copy of the list of authorized personnel granted unescorted access.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 1.3
PLANT ASSEMBLY AND SITE EVACUATION	Rev. 9 Page 9 of 13

- (c) The access control function provided by the Security Force member shall be continued by the local law enforcement official.
- (d) The Security Shift Supervisor shall be responsible for coordination with the local law enforcement official, as required, to authorize personnel access to the site.

3.5 HABITABILITY CHECKS AND MONITORING OF PERSONNEL

- (1) Verification of assembly area habitability will be accomplished as specified in Reference 3.

3.6 SITE EVACUATION

NOTE
 Non-essential personnel shall be evacuated for a **SITE** or **GENERAL EMERGENCY** unless radiological, environmental, or security conditions prohibit evacuation.

- (1) Evacuation of the site for nonessential personnel may be required based upon:
 - (a) Severity of the event
 - (b) Habitability of assembly areas.
- (2) In making determinations as to non-essential personnel to be evacuated.
 - (a) Consideration needs to be given to the type of emergency being experienced. For example, evacuation of personnel through the Security Control Point (SCP) may complicate a security related condition.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 1.3
PLANT ASSEMBLY AND SITE EVACUATION	Rev. 9 Page 10 of 13

- (b) Consideration needs to be given to the personnel who should remain based upon the emergency condition and skills which may be required on short notice.
 - (c) Consideration should be given to maintaining an adequate level of support services personnel; e.g., administrative, procurement, and clerical personnel.
 - (d) Generally, personnel to be evacuated shall be those in the Training Center, Badging Center, Plant Support Center and Warehouse.
- (3) Evacuation of personnel from the site will be authorized by the Emergency Coordinator.
 - (4) The OSM/OSS shall direct sounding of the Evacuation Alarm for approximately 10 seconds. (Ensure to 'turn on' the outside speakers.) Upon completion of the Evacuation Alarm, a site evacuation announcement shall be made on the plant paging system, using Form NOTE-04, or NOTE-06, as applicable.
 - (5) If evacuation is required and authorized, it shall be directed by the OSC Supervisor and coordinated with the Security Shift Supervisor.
 - (a) The Security Shift Supervisor shall advise the local law enforcement official located at the intersection of Palo Marsh Road and DAEC Road of the planned evacuation.
 - (b) Personnel being evacuated shall deposit their security badges in the receptacle at the egress card reader but retain their TLD which will be turned in at the ORAA.
 - (6) If a total site evacuation is required including evacuation of the Security Facility due to a radiological or other environmental condition, the following items will be removed from the Security Facility and taken to the ORAA.
 - (a) All radios and emergency access key rings.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 1.3
PLANT ASSEMBLY AND SITE EVACUATION	Rev. 9 Page 11 of 13

- (b) All access lists and accountability lists.
 - (c) The Palo key ring.
- (7) Evacuation from the site shall normally be to the ORAA at the Palo School unless otherwise directed by the Emergency Coordinator.
- (a) If the radiological release and meteorological conditions are such that evacuation to the Palo facility is inappropriate, an alternate location shall be selected by the Emergency Coordinator based upon input from the Site Radiation Protection Coordinator. The normal alternate location should be the ORAL/ODEF, unless conditions prohibit its use.
 - (b) A plant page system announcement shall be made notifying evacuees of the alternate offsite assembly area.
- (8) Site evacuation shall be by the routes shown in Form PASE-05, using personal transportation.
- (a) The south route from the plant will normally be used for site evacuation unless inclement weather, high traffic density or radiological conditions dictate use of the northern route.
 - (b) Security personnel shall provide traffic control Onsite and at the ORAA as specified in Reference 7.
 - (c) Accountability of personnel during evacuation shall be maintained.
- (9) An accountability check for personnel evacuating assembly areas within the protected area should be performed once personnel have arrived at the alternate assembly location. Personnel may then be released, or requested to stay, as necessary.
- (10) Security personnel shall proceed to the Badging Center, Training Center and Plant Support Center to ensure that all personnel in those facilities have evacuated.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 1.3
PLANT ASSEMBLY AND SITE EVACUATION	Rev. 9 Page 12 of 13

3.7 EMERGENCY CLASSIFICATION UPGRADES

- (1) The Operations Shift Supervisor shall direct a plant announcement be made on the plant paging system, using Form NOTE-06, for emergency classification upgrades to a SITE EMERGENCY or a GENERAL EMERGENCY.

4.0 RECORDS

All records generated as a result of this procedure should be submitted to the OSC Supervisor for filing and maintained as Lifetime QA records unless generated during drills/exercises.

5.0 REFERENCES

- (1) EPIP 2.2, "Activation and Operation of the TSC
- (2) EPIP 2.1, "Activation and Operation of the OSC
- (3) EPIP 3.1, Onsite Radiological Monitoring
- (4) DAEC Emergency Plan
- (5) NUREG-0654, Planning Standard J
- (6) EPIP 4.3, "Rescue and Emergency Repair Work"
- (7) EPIP 2.4, "Activation and Operation of the ORAA"

6.0 ATTACHMENTS

- 6.1 Attachment 1

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 1.3
PLANT ASSEMBLY AND SITE EVACUATION	Rev. 9 Page 13 of 13

ATTACHMENT 1
FORMS

FORM TITLE	FORM NUMBER
Plant Assembly Notification	NOTE-04
Onsite Assembly Locations	PASE-02
Site Evacuation Notification	NOTE-04
Plant Page for Emergency Classification Changes	NOTE-06
Site Evacuation Routes	PASE-05

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 1 of 21

Effective Date: 9/12/01

TECHNICAL REVIEW	
Prepared by: <u>Carl Vogler</u>	Date: <u>8-10-01</u>
Reviewed by: <u>Russell J. Titus</u> Independent Reviewer	Date: <u>8/28/01</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u>Paul Sullivan</u> Manager, Emergency Planning	Date: <u>8/28/01</u>

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 2 of 21

Table of Contents

	<u>Page</u>
1.0 PURPOSE	4
2.0 DEFINITIONS	4
3.0 INSTRUCTIONS	4
3.1 ACTIVATION AND OPERATION OF THE JPIC	4
3.2 SECURITY	5
3.3 ACTIVATION OF JPIC BACKUP FACILITY	8
3.4 RUMOR CONTROL ACTIVITIES	9
3.5 PREPARATION AND APPROVAL OF WRITTEN INFORMATION RELEASES	10
3.6 DISTRIBUTION OF WRITTEN INFORMATION RELEASES	11
3.7 CONDUCT OF NEWS CONFERENCES	12
3.8 NEWS BRIEFINGS AND INTERVIEWS	12
3.9 PLANT TOURS	13
3.10 DEACTIVATION OF THE JPIC	13
4.0 RECORDS	14
5.0 REFERENCES	14
6.0 ATTACHMENTS	14
ATTACHMENT 1, DAEC JPIC ORGANIZATION CHART	16

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 3 of 21

ATTACHMENT 2, LAYOUT OF THE DAEC JPIC 17

ATTACHMENT 3, INSTRUCTIONS TO THE NEWS MEDIA AND OTHER
VISITORS TO THE JPIC 18

ATTACHMENT 4, ACCESS BADGE EXAMPLES 19

ATTACHMENT 5, REGISTRATION FORM..... 20

ATTACHMENT 6, LOCATION OF THE JPIC BACKUP FACILITY 21

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 4 of 21

1.0 PURPOSE

- (1) This procedure delineates the responsibilities, actions, and interfaces required by Nuclear Management Company (NMC) and Alliant Energy personnel who staff the Joint Public Information Center (JPIC) during an emergency at the Duane Arnold Energy Center (DAEC). The basis for this procedure is documented in NUREG 0654, Planning Standard "G", (Reference 1), 10 CFR 50 (Reference 2), and the DAEC Plan, Sections G and H (Reference 3).
- (2) The Joint Public Information Center is created to:
 - Coordinate the development and dissemination of clear, accurate, and timely information to the news media; and,
 - Establish and operate rumor control in a coordinated and timely manner.

2.0 DEFINITIONS

None.

3.0 INSTRUCTIONS

3.1 ACTIVATION AND OPERATION OF THE JPIC

- (1) The JPIC Manager shall determine the extent to which the JPIC will be staffed. JPIC positions are indicated on Attachment 1.
- (2) Notification of persons needed to staff the JPIC will be accomplished in accordance with EPIP 1.2, "Notification" (Reference 4).
- (3) All persons reporting to the JPIC, Public Information Officers, and News Media representatives, will be processed into the facility in accordance with Section 3.2. Attachment 3 will be distributed to the media and visitors as they are processed into the JPIC.
- (4) The Logistics Coordinator shall supervise activities needed to prepare the JPIC for operation. Attachment 2 may be used for the physical set-up of the facility.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 5 of 21

- (5) Persons staffing JPIC positions shall participate in the activation and operation of the JPIC utilizing guidance provided in checklists from Appendix 1 of the EPIP manual.
- (6) The JPIC Manager shall advise the ER&RD when the JPIC is operational and the facility is prepared to receive news media representatives.
- (7) In the event that the JPIC is activated and the EOF is not activated, the Technical Liaison should contact the TSC-EOF Offsite Communicator in the TSC to ensure timely and accurate information is being received and released from the JPIC.
- (8) If additional resources/personnel are needed contact the Support Services Coordinator in the EOF.

3.2 SECURITY

NOTE

Whenever the title Alliant Energy "Corporate Security Manager" is used in this procedure, it shall also imply his/her designee.

- (1) The Support Services Coordinator will contact the Alliant Energy Corporate Security Manager for security guards.
- (2) The Alliant Energy Corporate Security Manager will conduct the following:
 - * When guards arrive ensure they are assigned to security posts;
 - * Instruct them on their responsibilities, as needed;
 - * Ensure a walkdown of the 6th and 14th floor is conducted following the emergency announcement to verify all visitors have vacated;
 - * Use security post checklist from Appendix 1 of the EPIP Manual.

NOTE

Building wide page announcements are made during normal working hours (8 AM - 5 PM, Monday through Friday). The "Drill Announcement Message" is used for drill purposes only, and the "Emergency Announcement Message" is used for emergency purposes.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 6 of 21

- (3) The guard stationed on the 1st floor should be informed of the following:
- (a) During normal business hours access control will be regulated at the elevator lobbies of the 1st, 6th and 14th floors.
 - (b) During non-working hours NMC and Alliant Energy personnel who present identification shall be permitted to access Alliant Energy portions of the building. Identification, such as a Driver's License, may be compared to the Emergency Telephone Book or a list of NMC and Alliant Energy personnel permitted access to the EOF or JPIC.
 - (c) Contract personnel with appropriate identification and whose names are listed in the Emergency Telephone Book or on any approved access list, shall be permitted access to the EOF or JPIC.
 - (d) Personnel who present appropriate identification as a Linn or Benton County Emergency Management member, representative from the State of Iowa, Emergency Management Division or Department of Health; employees of the Nuclear Regulatory Commission (NRC); or Federal Emergency Management Agency (FEMA) shall be permitted access to the 6th or 14th floors, as requested.
 - (e) Security personnel will hold news media representatives on the 1st floor if the JPIC has not been activated. The JPIC Manager will notify Security when the media may be directed to the sixth floor.
 - (f) Following activation of the JPIC news media are to be permitted access to the 6th floor, only.
- (4) Security access personnel on the 6th floor will process all media desiring access to the JPIC.
- (5) Security access will notify the JPIC Manager when FEMA and/or NRC PIOs arrive at the JPIC.
- (6) If access is desired by any other individuals to the JPIC or EOF, the JPIC Manager should be contacted for JPIC access and the Assistant ER&RD for EOF access.
- (7) Upon reporting to their assigned security posts, Security Guards should:

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 7 of 21

- (a) Conduct a radio check with the other security posts;
 - (b) Initiate (or update) the Security Log by recording the following information:
 - * Date and time of staffing (or relieving) the assigned post;
 - * Name of the Security Guard and Access Control staff assigned;
 - * Results of radio checks;
 - * Actions taken to correct any deficiencies.
 - (c) Provide assistance, as required, to the Security Access Control staff to prevent unauthorized access.
- (8) Upon reporting to their assigned locations, Security Access Control personnel should:
- (a) Provide security badges to personnel assigned duties at the EOF, JPIC and Corporate Management who desire access to the JPIC or EOF;
 - (b) Establish Access Control and initiate recording of any personnel who exit and enter those areas;
 - (c) Make entries or ensure that they are made for Support Services staff who may be providing services or delivering equipment for emergency use;
 - Prior to entering the facility, the individual's name and time should be recorded in the log;
 - When exiting, the time and location where the individual can be reached should be recorded if appropriate;
 - Subsequent re-entries and exits should be recorded as above.
- (9) The Alliant Energy Corporate Security Manager representative and Support Services Coordinator shall be advised of access control problems;
- (10) When individuals without access to the JPIC, the EOF or to Corporate Management offices insist on gaining access, the Alliant Energy Corporate Security Manager shall be advised.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 8 of 21

- (11) Circumstances associated with access control problems experienced should be recorded in the Security Log.
- (12) Badges shall be issued to all personnel granted access to the JPIC and EOF.
- (13) Badges, depicted on Attachment 4, "Access Badge Example", should be color coded, as indicated.
- (14) State and County representatives with assigned functions in the EOF or JPIC will be requested to complete Attachment 5, "Registration Form" or an equivalent prior to being issued a badge.
- (15) Once issued, badges should be retained by the recipient even though he or she may exit the area (except those issued to news media [orange]).
- (16) Badges issued to the new media should be collected upon exit of the individual and, if he or she returns, reissued.

3.3 ACTIVATION OF JPIC BACKUP FACILITY

- (1) The ER&RD will notify the JPIC Manager if a decision is made to evacuate Subarea 23 of the Cedar Rapids Metropolitan area.
- (2) If the JPIC has already been established at the Alliant Energy Tower, it will be necessary to relocate key JPIC spokespersons, media representatives, and State, County and Federal spokesperson to the JPIC Backup Facility at the Alliant Energy Hangar at the Eastern Iowa Airport as shown on Attachment 6. The Public Rumor Control Group and the News Media Rumor Control Group will remain at the Alliant Energy Tower.
- (3) The JPIC Manager shall issue an information release informing the news media and the public that conditions require the relocation of the JPIC and that news reports will be temporarily interrupted until the JPIC Backup Facility becomes operational.
- (4) The JPIC Manager will notify the Support Services Coordinator in the EOF that the JPIC Backup Facility is being activated and request a security guard and a Security Access Clerk be assigned to that location.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 9 of 21

- (5) The Logistics Coordinator will arrange for necessary vehicles to transport staff, audiovisual equipment, and other necessary supplies to the Alliant Energy Hangar.
- (6) The Logistics Coordinator should ensure telephone and FAX communications from the Alliant Energy Tower to the JPIC Backup Facility are operational.
- (7) Once the JPIC Backup Facility is operational, the JPIC Manager should ensure an information release is made, informing the news media and public that the facility is operational.
- (8) The JPIC Manager will notify the EOF when the JPIC Backup Facility is operational.

3.4 RUMOR CONTROL ACTIVITIES

- (1) Rumor Control staff will perform their function as outlined in checklists contained in Appendix 1 of the EPIP manual.
- (2) Rumors or misinformation and trends in information identified by News Media or Public Rumor Control will be relayed to the Assistant JPIC Manager.
- (3) The Assistant JPIC Manager will ensure that rumors or misinformation are addressed in a timely manner in either a news conference, a news briefing, or a telephone call.
- (4) As appropriate, rumors or misinformation regarding State or County activities will be referred to State or County PIOs located in the JPIC in accordance with the Linn and Benton County Radiological Emergency Response Plans (References 5 & 6).

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 10 of 21

3.5 PREPARATION AND APPROVAL OF WRITTEN INFORMATION RELEASES

NOTE

Prescribed news release templates are available on computer disk and hard drive in the JPIC storage area, 6th Floor and Emergency Planning at the DAEC, as well as the Site Communication Department at the DAEC.

- (1) The JPIC Manager shall direct the Technical Liaison and Assistant JPIC Manager to prepare written information releases for the news media and the public as needed.
- (2) As appropriate to the emergency situation, written information releases should include:
 - The type, severity, and extent of the emergency situation at DAEC;
 - The plant's current status (i.e., stable, improving, or deteriorating).
 - Any changes in the emergency classification, including cancellation of the emergency situation;
 - A description of the latest developments regarding the emergency situation
 - The prognosis for, or magnitude of, any radiological releases from the plant, and the associated meteorological conditions;
 - A description of those actions taken or currently being undertaken to mitigate the emergency situation and place the plant in a safe, stable condition.
- (3) The Assistant JPIC Manager shall also ensure the following items are included:
 - Times of events and declarations;

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 11 of 21

- Points of contact and/or telephone numbers for the news media and the general public;
 - Refer persons to the DAEC Emergency Action Plan in US WEST DEX and McLeod USA telephone books for additional emergency information.
- (4) The JPIC Manager shall direct written information releases to the DAEC Spokesperson for review and approval.
 - (5) The DAEC Spokesperson shall review and approve the release with respect to its contents, the events that have and/or are taking place at DAEC, the actions initiated by the DAEC in response to the emergency situation, and any related decisions by management.
 - (6) Any questions or concerns regarding the contents of the information release shall be resolved with the JPIC Manager and the Technical Liaison.
 - (7) After review and approval, the DAEC Spokesperson shall return the information release to the JPIC Manager for final processing.
 - (8) At a minimum, written information releases should be prepared following activation of the JPIC and cancellation of the emergency situation (i.e., resumption of normal plant operations); however, written information releases should be prepared as events related to the emergency situation dictate to ensure that the news media and the general public are kept fully informed, and to preclude the dissemination of misinformation. Such information releases should also be prepared when a change in emergency classification occurs.

3.6 DISTRIBUTION OF WRITTEN INFORMATION RELEASES

- (1) To the extent possible, information releases should be reviewed with Federal, State, and County PIOs or agencies to ensure consistency, accuracy, and timeliness in the release of information by all parties responding to the emergency situation.
- (2) The Logistics Support staff shall ensure that copies of the approved information release are made available to the JPIC staff, the EOF, and the News Media Work Area.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 12 of 21

- (3) For each information release prepared, the Logistics Support staff shall ensure that originals of the draft and final approved information releases are retained and appropriately filed with other JPIC records.

3.7 CONDUCT OF NEWS CONFERENCES

* * *

NOTE

News conferences should be conducted as events related to the emergency situation dictate; however, it is recommended that, at a minimum, news conferences be conducted at least once daily until such time that the plant has been placed in a safe, stable condition.

* * *

- (1) The JPIC Manager will schedule news conferences held in the JPIC and will coordinate the announcement of the time of scheduled news conferences to the media.
- (2) The Logistics Coordinator will ensure that a notice for scheduled news conferences is posted in the Auditorium.
- (3) Prior to any news conference, the DAEC Spokesperson, the JPIC Manager, the Medical Advisor, if present, the Technical Liaison, and appropriate State and County PIOs shall meet to discuss the content and organization of the news conference.
- (4) The JPIC Manager will serve as the moderator for all news conferences.
- (5) The Audiovisual Support should videotape all news conferences as a matter of record.

3.8 NEWS BRIEFINGS AND INTERVIEWS

- (1) News briefings by the JPIC Manager, the DAEC Spokesperson, or the Technical Liaison shall be given as needed for the emergency situation. The Audiovisual Support should videotape all news briefing and interviews as a matter of record.
- (2) The Technical Liaison may provide generic "background information" presentations and technical briefings to the news media.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 13 of 21

- (3) If appropriate, the JPIC Manager may establish a schedule of videotape or film presentations for the news media at the JPIC on such topics as radiation and plant design.
- (4) Requests by the news media for "one-on-one" interviews shall be arranged by the JPIC Manager.

3.9 PLANT TOURS

- (1) Once the plant has been placed in a safe, stable condition, the JPIC Manager, with the concurrence of the ER&RD, may arrange tours of the plant for the news media.
- (2) The Logistics Coordinator shall coordinate with the Support Services Coordinator in the EOF in arranging transportation for the news media from the JPIC or JPIC Backup Facility to DAEC and back, if needed.
- (3) The JPIC Manager shall coordinate with the DAEC Security Superintendent to facilitate access for those representatives from the news media touring the site.
- (4) The JPIC Manager shall designate those persons from DAEC who will accompany each tour group and answer any questions.

3.10 DEACTIVATION OF THE JPIC

- (1) After consulting with the ER&RD, the JPIC Manager may direct deactivation of the JPIC under the following conditions:
 - The plant has been placed in a safe, stable condition, and
 - The level of news media interest has diminished to the point where full-scale operation of the JPIC is no longer required.
- (2) The Logistics Coordinator shall supervise the deactivation of the JPIC.
- (3) All personnel shall restore their work station locations to their pre-emergency configurations.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 14 of 21

- (4) All personnel shall surrender their logs and other records to the Logistics Coordinator for disposition as determined by the JPIC Manager.
- (5) The Logistics Coordinator shall advise the Support Services Coordinator that security provisions are no longer required at the JPIC.
- (6) If requested by the ER&RD, the JPIC Manager shall prepare a written synopsis of the activities of the JPIC during the emergency situation with assistance from the JPIC staff as needed.

4.0 RECORDS

All original forms, logs, graphs and computer runs generated shall be forwarded to the Emergency Planning Department and retained in accordance with the QA Retention requirements. Records will be retained until the NRC gives approval for disposal.

5.0 REFERENCES

- (1) NUREG-0654/FEMA-REP-1, Revision 1, Planning Standard G. Criteria 3.a., 3.b., 4.a., 4.b., and 4.c.
- (2) Title 10, Code of Federal Regulations, 10CFR50.47
- (3) DAEC Emergency Plan, Sections G and H
- (4) EPIP 1.2, "Notification"
- (5) Linn County Radiological Emergency Response Plan, Section G
- (6) Benton County Radiological Emergency Response Plan, Section G
- (7) Duane Arnold Energy Center Emergency Telephone Book

6.0 ATTACHMENTS

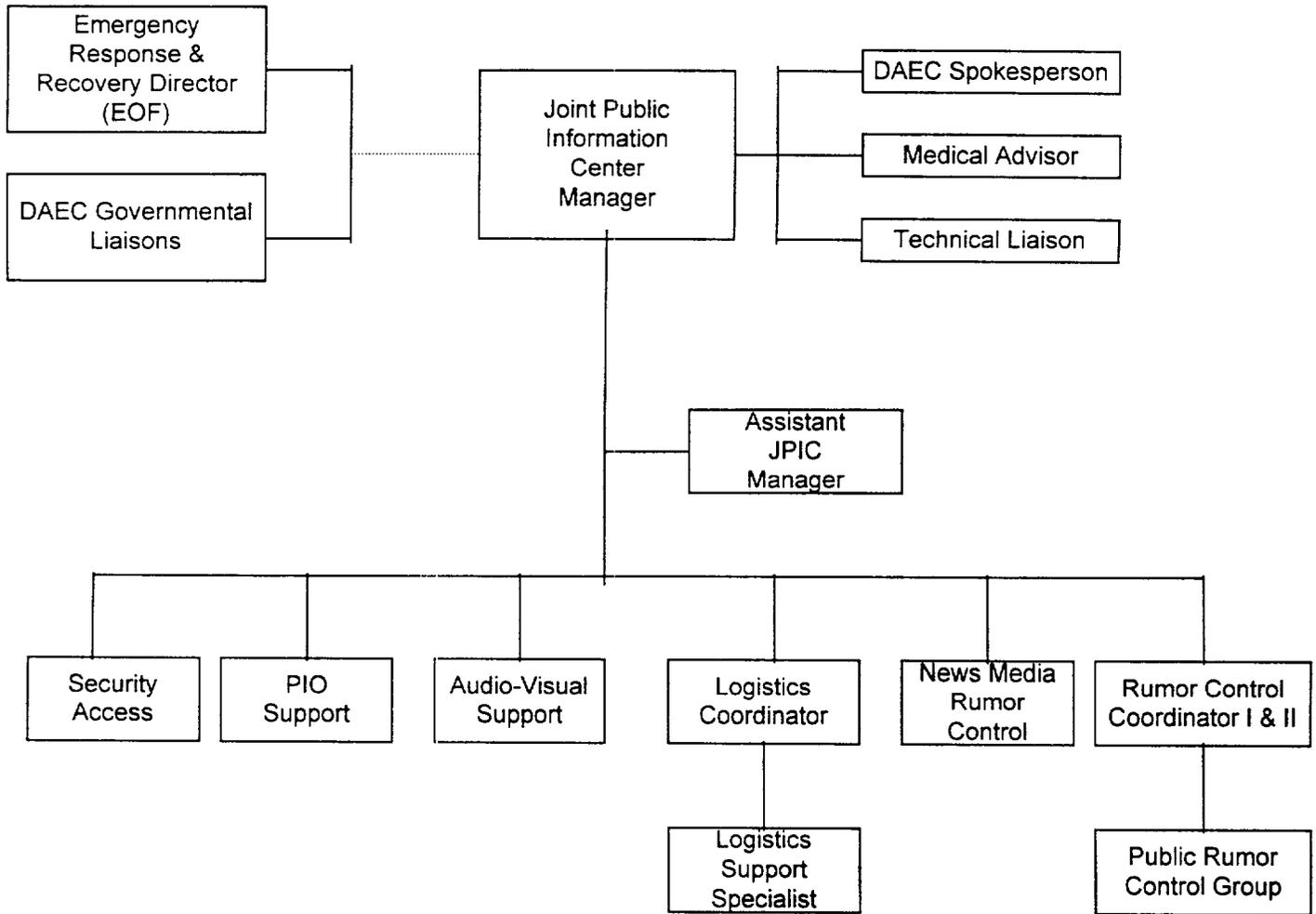
- (1) DAEC Joint Public Information Center Organization
- (2) Typical Layout of the Joint Public Information Center

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 15 of 21

- (3) Instructions to the News Media and Other Visitors to the Joint Public Information Center
- (4) Access Badge Examples
- (5) Registration Form
- (6) Location of JPIC Backup Facility

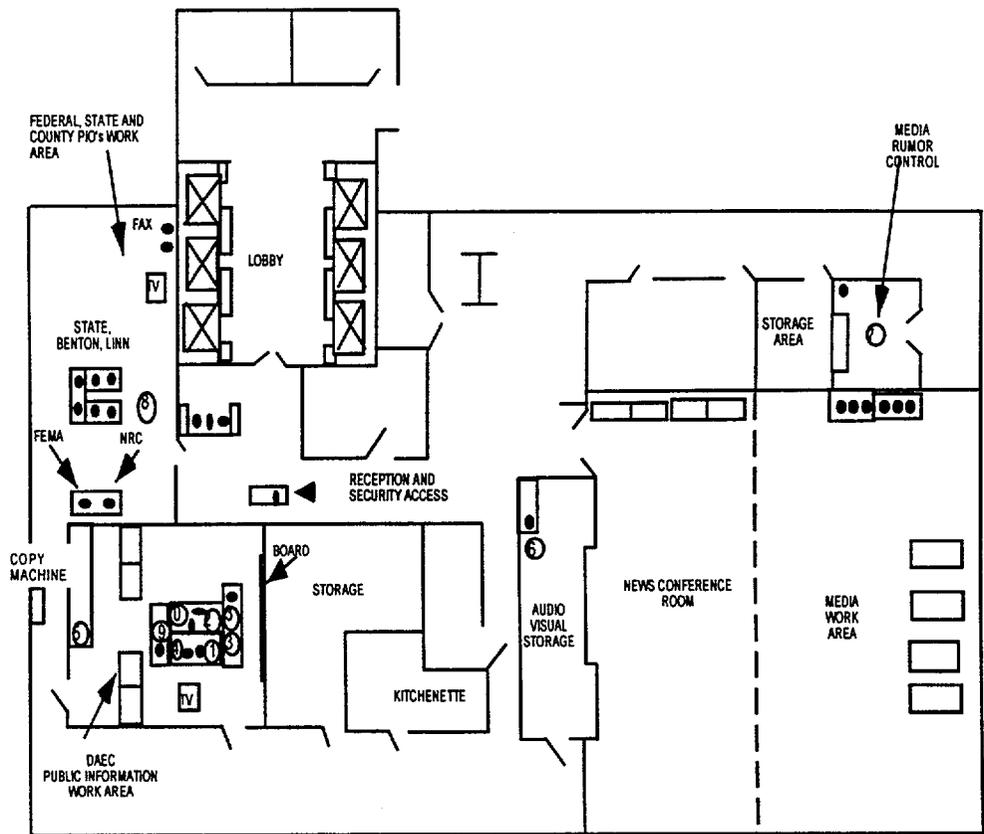
EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 16 of 21

**ATTACHMENT 1
DUANE ARNOLD ENERGY CENTER
JOINT PUBLIC INFORMATION CENTER ORGANIZATION**



EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 17 of 21

**ATTACHMENT 2
LAYOUT OF THE DAEC JOINT PUBLIC INFORMATION CENTER
'TYPICAL'**



WORK STATION LOCATIONS

- | | | | |
|--------------------------|---------------------------------|-----------------------------|-----------------------|
| ① DAEC SPOKESPERSON | ② LOGISTICS COORDINATOR/SUPPORT | ③ PIO SUPPORT | ● TELEPHONE/ FAX LINE |
| ④ JPIC MANAGER | ⑤ AUDIO-VISUAL SUPPORT | ⑥ RUMOR CONTROL COORDINATOR | |
| ⑦ TECHNICAL LIAISON | ⑧ NEWS MEDIA RUMOR CONTROL | ⑩ MEDICAL CONSULTANT | |
| ⑨ ASSISTANT JPIC MANAGER | | | |

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 18 of 21

**ATTACHMENT 3
INSTRUCTIONS TO THE NEWS MEDIA AND OTHER VISITORS
TO THE DUANE ARNOLD ENERGY CENTER (DAEC)
JOINT PUBLIC INFORMATION CENTER (JPIC)**

- Please wear your registration badge at all times in the Joint Public Information center (JPIC).
- A schedule of news conferences and other events, copies of all written information releases, and other pertinent information will be available in the auditorium. Background information for the news media is also available in the Auditorium. Background information for the news media is also available in the Auditorium.
- Any special announcements will be made over the JPIC public address system in the Joint Public Information Center.
- The News Media Work Area has been established for your use, and copies of all information releases will be made available there.
- Plant tours are subject to the approval of the DAEC. If the situation permits plant tours, a schedule and sign-up sheets will be posted in the Auditorium.
- Please direct any requests for special interviews to the JPIC Manager.
- All official information will be provided by the DAEC Spokesperson.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 19 of 21

**ATTACHMENT 4
ACCESS BADGE EXAMPLES
'TYPICAL'**

DAEC
NAME

AGENCY REPRESENTATIVE
Name:
Agency:

Badge Color:

- | | |
|-----------|---|
| 1. Orange | News Media |
| 2. Green | EOF and JPIC Staff with assigned functions including NMC and Alliant Energy employees and State and County Representatives. |
| 3. Yellow | Agency Representatives of FEMA/NRC, etc. with assigned function in the EOF and JPIC. |
| 4. Pink | Observers or FEMA/NRC evaluators. |

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 20 of 21

**ATTACHMENT 5
REGISTRATION FORM
'TYPICAL'**

Name: _____

Company or Organization: _____

Title or Position: _____

Business Address: _____

City: _____ State: _____ Zip: _____

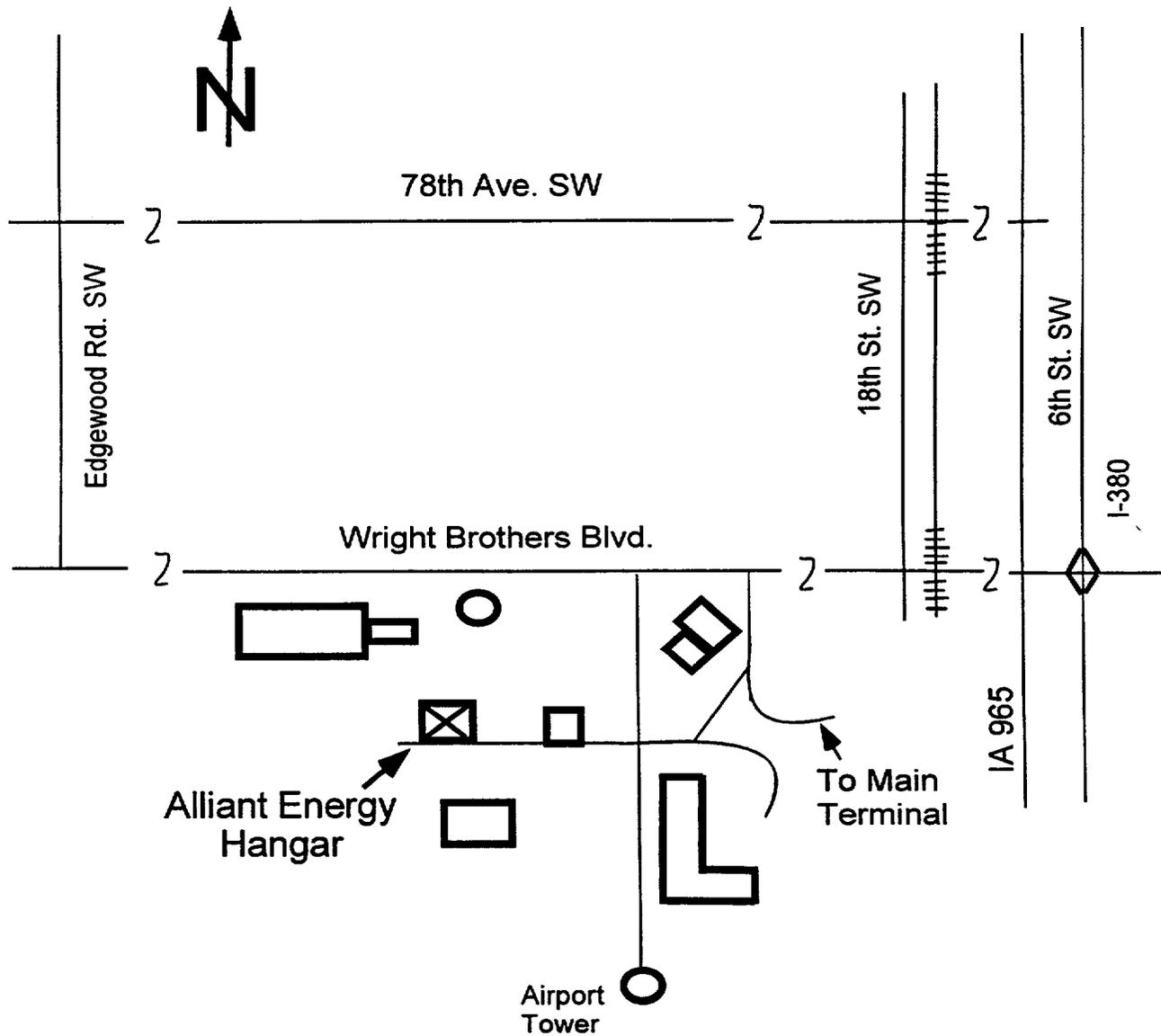
Business Phone: _____

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 3 Page 21 of 21

ATTACHMENT 6

LOCATION OF JPIC BACKUP FACILITY

Cedar Rapids



EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 2.1
ACTIVATION AND OPERATION OF THE OPERATIONAL SUPPORT CENTER (OSC)	Rev. 13 Page 1 of 10

Effective Date: 9/12/01

TECHNICAL REVIEW	
Prepared by: <u>Don A. Johnson</u>	Date: <u>8/9/2001</u>
Reviewed by: <u>Russell J. White</u> Independent Reviewer	Date: <u>8/28/01</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u>David Sullivan</u> Manager, Emergency Planning	Date: <u>8/28/01</u>

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 2.1
ACTIVATION AND OPERATION OF THE OPERATIONAL SUPPORT CENTER (OSC)	Rev. 13 Page 2 of 10

Table of Contents

	<u>Page</u>
1.0 PURPOSE	2
2.0 DEFINITIONS	2
3.0 INSTRUCTIONS	3
3.1 ACTIVATION	2
3.2 STAFFING	2
3.3 INITIAL FUNCTIONAL ACTIVITIES	3
3.4 FIRE BRIGADE	5
3.5 OPERATION OF THE OSC	5
3.6 RECOVERY/REENTRY	8
3.7 ALTERNATE OSC LOCATIONS	8
4.0 RECORDS	8
5.0 REFERENCES	8
6.0 ATTACHMENTS	9
ATTACHMENT 1, APPLICABLE EPDM FORMS	10

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 2.1
ACTIVATION AND OPERATION OF THE OPERATIONAL SUPPORT CENTER (OSC)	Rev. 13 Page 3 of 10

1.0 PURPOSE

- (1) This procedure provides guidance for activation and operation of the Operational Support Center (OSC) as well as guidance to the Fire Brigade in the performance of their duties. The basis for this procedure is documented in NUREG-0654, Planning Standard H (Reference 1) and the DAEC Emergency Plan, Section H (Reference 2).

2.0 DEFINITIONS

- (1) None.

3.0 INSTRUCTIONS

3.1 ACTIVATION

- (1) The OSC shall be activated for any event classified as an ALERT or greater. The OSC may be activated at a NOTIFICATION OF UNUSUAL EVENT at the discretion of the Emergency Coordinator (EC).

3.2 STAFFING

- (1) OSC staffing levels
 - (a) The minimum staffing level is reflected in EPIP Form No. OSC-03 in accordance with NUREG 0654 (Rev. 1) and the DAEC Emergency Plan.
 - Upon staffing the minimum 30-minute positions, the OSC is considered operational.
- (2) Upon initiation of the Evacuation Alarm (required for events classified as an ALERT or greater), the following action should be taken to activate and staff the OSC:
 - (a) All onsite Emergency Response Organization (ERO) personnel other than those designated to report to the Control Room, Technical Support Center (TSC), and Emergency Operations Facility (EOF) shall report to the OSC. (EPIP Form No. OSC-01).

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 2.1
ACTIVATION AND OPERATION OF THE OPERATIONAL SUPPORT CENTER (OSC)	Rev. 13 Page 4 of 10

- (b) Upon arrival in the OSC, personnel shall proceed to the Emergency Assignment Staffing Board and relocate the appropriate nameplate from the lower portion of the board, to the space provided on the upper portion of the board. Then follow the instructions posted inside the appropriate locker door.
- (c) If all 30 min/60 min positions have been filled, relocate the nameplate to the upper portion of staffing board. Go to the OSC Staging Area and wait for further directions.

3.3 INITIAL FUNCTIONAL ACTIVITIES

- (1) OSC Supervisor should report to the OSC to supervise the activities there, using "OSC Supervisor Checklist" (EPIP Form No. OSC-08) as a guide. The OSC Supervisor shall ensure that a record is maintained of pertinent occurrences in the OSC, using the "Emergency Event Log" (EPIP Form No. OSC-05) and "Recommended Log Entry Topics" (EPIP Form No. OSC-04).
- (2) Staffing of support positions via the Emergency Assignment Staffing Board, will be supervised by the OSC Supervisor, as follows:
 - (a) Personnel should select their own nameplate and place it first in a 30-minute response position. Once all 30-minute response positions have been filled, proceed to fill all 60-minute response positions. (EPIP Form No. OSC-12). A single star denotes 30-minute response. Two stars denote 60-minute response.
 - ★ = 30 minute responders
 - ★★ = 60 minute responders
- (3) The Health Physics Supervisor should report to the OSC to coordinate the radiological response efforts of the Health Physics Technicians, using "Health Physics Supervisor Checklist" (EPIP Form No. OSC-09) as a guide.
- (4) The "Personal Statement Concerning Incident" form (EPIP Form No. OSC-06) shall be distributed and collected by the Personnel Monitoring/Habitability HP, and forwarded to the HP Supervisor for review.
 - (a) If unexpected or unusual responses are discovered, the individual who recorded those responses should be contacted in an effort to obtain additional information or details as appropriate. The OSC Supervisor shall be informed of any unexpected or unusual responses and, if appropriate, the Site Radiation Protection

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 2.1
ACTIVATION AND OPERATION OF THE OPERATIONAL SUPPORT CENTER (OSC)	Rev. 13 Page 5 of 10

Coordinator (SRPC) and Emergency Coordinator (EC) shall be informed.

- (5) The Electrical Maintenance, Mechanical Maintenance and the Instrument & Control Maintenance Supervisors should report to the OSC. These positions will coordinate repair efforts between the TSC and repair teams in the OSC, using "Electrical, Mechanical and Instrument & Control Maintenance Supervisor" (EPIP Form No. OSC-10) as a guide.
- (6) The Security and Support Supervisor shall establish accountability (as described in EPIP 1.3) for all personnel in the OSC. If personnel are determined to be missing, rescue activities should be conducted as prescribed in Reference 3.
- (7) Security shall relocate the emergency cabinets in the TSC HVAC Equipment Room to the OSC Hallway, per EPIP Form No. OSC-01.

3.4 FIRE BRIGADE

- (1) The Fire Brigade will assemble and initiate actions to extinguish fires when the fire alarm is sounded.
- (2) In the event that a fire develops and the Emergency Response Organization is activated, the Fire Brigade shall be briefed by the HP Supervisor on radiological conditions and also shall be briefed in accordance with the DAEC Fire Plan.
- (3) Communication between the Fire Brigade and the Emergency Response Organization shall be as follows:
 - (a) The Fire Brigade Leader should receive technical direction from the Control Room and should maintain communications with the Control Room throughout the fire incident.
 - (b) The Fire Brigade Leader shall ensure that the OSC Supervisor is kept informed of the status and location of the fire so that assistance to the Fire Brigade can be provided, as necessary.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 2.1
ACTIVATION AND OPERATION OF THE OPERATIONAL SUPPORT CENTER (OSC)	Rev. 13 Page 6 of 10

- (c) The Health Physics Technician should establish communications with the HP Supervisor informing him of the radiological conditions in the area of the fire.

3.5 OPERATION OF THE OSC

- (1) The OSC Supervisor shall maintain responsibility over all personnel in the OSC. (EPIP Form No. OSC-02).
 - (a) If evacuation of assembly areas or the TSC is required, personnel shall be relocated as specified in Reference 5.
 - (b) If evacuation to the ORAA is required, evacuation shall be accomplished in accordance with Reference 5 and Reference 6.
- (2) Activities conducted by personnel assigned to the OSC shall be coordinated through the OSC Supervisor.
 - (a) Inplant Radiological Monitoring shall be accomplished in accordance with Reference 4.
 - (b) Field Radiological Monitoring shall be accomplished in accordance with Reference 7.
 - (c) Rescue and repair activities shall be accomplished in accordance with Reference 3.
- (3) The Site Radiation Protection Coordinator should consult with the Radiological Assessment Coordinator in the EOF and the HP Supervisor in the OSC with respect to activating the Offsite Radiological and Analytical Laboratory (ORAL).
 - (a) The ORAL should be activated if significant offsite releases are detected.
 - (b) If activation of the ORAL is desired, the Site Radiation Protection Coordinator should initiate activation in accordance with Reference 8.
 - (c) Keys to the facility may be obtained from the Security Control point.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 2.1
ACTIVATION AND OPERATION OF THE OPERATIONAL SUPPORT CENTER (OSC)	Rev. 13 Page 7 of 10

- (4) Once an ALERT has been declared, and until there is a radiological release in progress, the HP Supervisor will assemble, brief and dispatch the following teams to perform the specified tasks with OSC Supervisor concurrence. The HP Supervisor shall inform the Site Radiation Protection Coordinator of teams dispatched. If a release is in progress, team dispatch concurrence must be obtained from the Emergency Coordinator or his designee.
- (a) ORAL/ODEF - facility set-up in accordance with Reference 8 and Reference 9.
 - (b) ORAA - facility set-up in accordance with Reference 6.
 - (c) Onsite Field Monitoring Team - establish radio contact with the TSC and perform surveys as directed by the SRPC.
 - (d) Offsite Field Monitoring Team - establish contact with the radio operator located in the TSC.
- (5) Prior to allowing personnel to leave the OSC, the OSC Supervisor should ensure the following as appropriate:
- (a) Personnel have been thoroughly briefed by appropriate craft Supervisor and the HP Supervisor on plant status, expected radiological conditions and associated precautions, increased exposure limits, stay times, access routes, communications requirements, objectives of the assigned task and procedures for performing the assigned task, as appropriate.
 - (b) Personnel have been properly dressed in protective clothing and have adequate dosimetry and respiratory protection equipment.
 - (c) Emergency Coordinator or designee concurs on dispatching the team.
- (6) During the performance of their assignments, personnel shall be responsible for maintaining their own personal exposures as low as reasonably achievable (ALARA).
- (7) Upon their return to the OSC, personnel should contact the OSC Supervisor for instructions and debriefing.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 2.1
ACTIVATION AND OPERATION OF THE OPERATIONAL SUPPORT CENTER (OSC)	Rev. 13 Page 8 of 10

- (8) The OSC Supervisor should ensure that personnel assembled in the OSC are periodically apprised of the event status, problems, and actions being taken to restore the plant to a safe condition.
- (9) Where response actions are expected to be required over a long period of time, the OSC Supervisor shall:
 - (a) Evaluate staffing needs and establish a rotating work schedule to assure adequate coverage.
 - (b) Recommend to the Tech & Engineering Supervisor any additional staff support services which should be obtained.
 - (c) Coordinate, as required, with the Security and Support Supervisor to assure that provisions have been made for continuous coverage of all OSC positions.

3.6 RECOVERY/RE-ENTRY

- (1) When directed by the Emergency Coordinator, the OSC Supervisor shall assist in developing a recovery plan.
- (2) Recovery planning and deactivation of the OSC shall be accomplished upon authorization of the Emergency Coordinator and shall comply with the applicable requirements prescribed in EPIP 5.2, "Recovery and Reentry" (Reference 10).

3.7 ALTERNATE OSC LOCATIONS

- (1) If the OSC staging area becomes uninhabitable, an alternate staging area should be selected by the OSC Supervisor.
- (2) The hallway between the TSC/OSC may be utilized first. The OSC Supervisor should select critical personnel required for the events in progress.
- (3) Non-critical personnel may be relocated to the Training Center Break room, ORAA or ODEF as determined by the OSC Supervisor.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 2.1
ACTIVATION AND OPERATION OF THE OPERATIONAL SUPPORT CENTER (OSC)	Rev. 13 Page 9 of 10

4.0 RECORDS

All records generated as a result of this procedure should be submitted to the TSC Clerical Staff for filing.

5.0 REFERENCES

- (1) NUREG 0654, Rev. 1, Planning Standard H
- (2) DAEC Emergency Plan, Section H
- (3) EPIP 4.3, "Rescue and Emergency Repair Work"
- (4) EPIP 3.1, "Inplant Radiological Monitoring"
- (5) EPIP 1.3, "Plant and Site Evacuation"
- (6) EPIP 2.4, "Activation and Operation of the ORAA"
- (7) EPIP 3.2, "Field Radiological Monitoring"
- (8) EPIP 2.6, "Activation and Operation of the Offsite Radiological and Analytical Laboratory"
- (9) EPIP 2.7, "Activation and Operation of the DAEC Offsite Decontamination Facility (ODEF)"
- (10) EPIP 5.2, "Recovery and Reentry"

6.0 ATTACHMENTS

ATTACHMENT 1 OSC Forms

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 2.1
ACTIVATION AND OPERATION OF THE OPERATIONAL SUPPORT CENTER (OSC)	Rev. 13 Page 10 of 10

ATTACHMENT 1
OSC FORMS

OSC Forms	Form No.
OSC Layout	OSC-01
OSC Organization Chart	OSC-02
Minimum Staffing Level	OSC-03
Recommended Log Entry Topics	OSC-04
Emergency Event Log Sheet	OSC-05
Personal Statement Concerning Incident	OSC-06
Emergency Exposure Tracking Log	OSC-07
OSC Supervisor Checklist	OSC-08
Health Physics Supervisor Checklist	OSC-09
Electrical, Mechanical, I&C Maintenance Supervisor Checklist	OSC-10
Emergency Assignment Staffing Board Duties	OSC-11

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.2
ACTIVATION AND OPERATION OF THE TSC	Rev. 21 Page 1 of 15

Effective Date: 9/12/01

TECHNICAL REVIEW	
Prepared by: <u>Don A. Johnson</u>	Date: <u>8/20/2001</u>
Reviewed by: <u>Kevin Willis</u> Independent Reviewer	Date: <u>8/28/01</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u>Paul Sullivan</u> Manager, Emergency Planning	Date: <u>8/28/01</u>

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.2
ACTIVATION AND OPERATION OF THE TSC	Rev. 21 Page 2 of 15

Table of Contents

	<u>Page</u>
1.0 PURPOSE	3
2.0 DEFINITIONS	3
3.0 INSTRUCTIONS RESPONSIBILITIES AND AUTHORITIES.....	4
3.1 TSC ACTIVATION	4
3.2 STAFFING	5
3.3 OPERATION OF THE TSC.....	8
3.4 TECHNICAL EVALUATION AND CORRECTIVE ACTION ACTIVITIES.....	10
3.5 EMERGENCY RADIOLOGICAL ACTIVITIES.....	11
3.6 NRC SITE TEAM	12
3.7 TRANSFER OF CONTROL	13
4.0 RECORDS.....	14
5.0 REFERENCES	14
6.0 ATTACHMENTS	14
ATTACHMENT 1, TSC FORMS (POSITION CHECKLISTS)	15

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.2
ACTIVATION AND OPERATION OF THE TSC	Rev. 21 Page 3 of 15

1.0 PURPOSE

- (1) This procedure provides instructions for activation and operation of the Technical Support Center (TSC). The basis for this procedure is documented in NUREG-0654, Planning Standard H and the DAEC Emergency Plan, Section B.

2.0 DEFINITIONS

The following definitions supplement those contained in the Quality Assurance Manual, Appendix B, "Glossary of Terms".

Activation – Initiation of actions to setup and staff the TSC with ERO personnel.

Accident Management Team (AMT) – Personnel trained in accident mitigation strategies and response during Severe Accident Management events.

Emergency Action Level (EAL) – Four classifications for determining appropriate emergency actions: Notice of Unusual Event (UE), Alert, Site Area Emergency (SAE), and General Emergency (GE).

Emergency Coordinator (EC) – Plant Manager, or designee, assigned command and control of the ERO until relieved by the ER&RD.

Emergency Operating Procedures (EOPs) – Symptom based procedures which are entered when key plant parameters are threatened and provides accident mitigation strategies to be taken by the plant up to the point that Primary Containment Flooding is required.

Emergency Response & Recovery Director (ER&RD) – Site Vice President, or designee, assigned overall command and control of the ERO.

Emergency Response Organization (ERO) – The team of trained personnel who respond to emergency declarations in support of the Plant.

Emergency Telephone Book (ETB) – A listing of all positions identified and personnel assigned to those ERO positions.

Operational – Minimum staffing requirements are satisfied iaw TSC-29, and the TSC is able to assume responsibility for EAL declarations, State & County notifications, and Protective Action Recommendations (PARs) from the Control Room.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.2
ACTIVATION AND OPERATION OF THE TSC	Rev. 21 Page 4 of 15

Severe Accident Guidelines (SAGs) – Symptom based procedures which provide accident mitigation strategies to be taken by the plant following the point when it is determined that Primary Containment Flooding is required.

Technical Support Guidelines (TSGs) – Tools to provide a method for the development and optimization of the accident mitigation strategies. The TSGs are intended to enhance the ability of the ERO to assess control parameters, plant status, system status and EOP/SAG actions.

3.0 INSTRUCTIONS

3.1 TSC ACTIVATION

- (1) The TSC may be activated at a NOTIFICATION OF UNUSUAL EVENT at the discretion of the Emergency Coordinator (EC), however, the TSC shall be activated for any event classified as an ALERT or greater. At an ALERT classification and subsequent sounding of the Evacuation alarm and Plant Page announcement, the TSC must be operational within 30 minutes.
- (2) Upon becoming activated, all personnel assigned to the TSC shall report to the TSC. Personnel must first swipe at any identified emergency accountability swipe card reader. The emergency accountability card readers are located at the TSC entrance, the Admin. Building hallway (OSC), and the Warehouse. Personnel then proceed to sign in on the TSC Emergency Assignment Staffing Board, acquire a position badge, position handbook and follow all instructions in the applicable position checklists. Position checklists are contained in Appendix 1.
- (3) The EC reports directly to the Control Room to obtain a detailed turnover from the Operations Shift Manager/Supervisor (OSM/OSS). He/she then relieves the OSM/OSS of ERO responsibilities and proceeds to the TSC to assume overall command and control of the ERO until relieved of this responsibility by the Emergency Response and Recovery Director (ER&RD). The EC should comply with the items identified in position checklist, TSC-01.
- (4) In the absence of the EC, the Technical and Engineering Supervisor assumes the command and control function of the TSC.
- (5) The Technical and Engineering Supervisor is responsible for ensuring all minimum staffing requirements for the TSC are met. If necessary, the Technical and Engineering Supervisor may appoint qualified personnel to fill all vacant

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.2
ACTIVATION AND OPERATION OF THE TSC	Rev. 21 Page 5 of 15

positions. Minimum staffing requirements are identified in TSC-29. The Technical and Engineering Supervisor should comply with the items identified in the applicable position checklist, TSC-04.

- (6) During activation of the TSC, computer links should be established. These include startup and transmission of:
 - (a) ERDS to the NRC Operations Center.
 - (b) SPDS to various displays in the facility.
 - (c) The Electronic Status Board, to the EOF, JPIC, and other sites as directed.

- (7) Establish telephone communications between the:
 - (a) TSC, Control Room and OSC.
 - (b) TSC, EOF and JPIC.
 - (c) ENS circuit to the NRC Operations Center.
 - (d) HPN circuit to the NRC Operations Center.

3.2 STAFFING

- (1) The minimum staffing level is reflected in EPIP Form No. TSC-29 in accordance with Reference 1 and Reference 3.
 - (a) Upon staffing the minimum 30-minute positions the TSC is considered operational.

- (2) The Technical and Engineering Supervisor is responsible for the activation of the TSC. Upon all minimum staffing requirements being satisfied, the Technical and Engineering Supervisor shall inform the EC, and initiate a PA announcement to ERO personnel. The announcement should state that all staffing requirements have been met and that the TSC has been declared operational.

- (3) Upon initiation of the Evacuation Alarm (at an ALERT or greater), the following action should be taken to activate the TSC:

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.2
ACTIVATION AND OPERATION OF THE TSC	Rev. 21 Page 6 of 15

- (a) All onsite ERO personnel, other than those designated to report to the Control Room, OSC, and EOF, shall report to the TSC.
 - (b) Upon arrival in the TSC, personnel shall proceed to the TSC Emergency Assignment Staffing Board, sign in, locate the applicable position badge and then acquire their associated position handbook. Utilize the position specific checklist to ensure that the minimum requirements for that position are accomplished.
- (4) ERO position checklists are as listed below:
- Emergency Coordinator: EPIP Form TSC-01.
 - Site Radiation Protection Coordinator: EPIP Form TSC-03.
 - Technical & Engineering Supervisor: EPIP Form TSC-04.
 - Quality Assurance: EPIP Form TSC-05.
 - Security & Support Supervisor: EPIP Form TSC-06.
 - Administrative Supervisor: EPIP Form TSC-07.
 - Material Management Supervisor: EPIP Form TSC-08.
 - TSC-CR-OSC Communicator: EPIP Form TSC-09.
 - CR-TSC-OSC Communicator: EPIP Form TSC-10.
 - TSC-EOF-JPIC Communicator: EPIP Form TSC-11.
 - ENS Communicator: EPIP Form TSC-12.
 - HPN Communicator: EPIP Form TSC-13.
 - TSC/OSC Operations Liaison: EPIP Form TSC-14.
 - Radiological Support Staff: EPIP Form TSC-15.
 - Radio Operator-Offsite: EPIP Form TSC-16.
 - Radio Operator-Onsite: EPIP Form TSC-17.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.2
ACTIVATION AND OPERATION OF THE TSC	Rev. 21 Page 7 of 15

TSC MIDAS Operator: EPIP Form TSC-18.

Technical & Analysis Engineer: EPIP Form TSC-19.

TSC Operations Supervisor: EPIP Form TSC-20

Electrical Engineer: EPIP Form TSC-21.

I & C Engineer: EPIP Form TSC-22.

Mechanical Engineer: EPIP Form TSC-23.

Reactor Engineer: EPIP Form TSC-24.

SPDS Operator: EPIP Form TSC-25.

Information Services Representative: EPIP Form TSC-26.

Fire Marshall: EPIP Form TSC-27.

NRC Roles During A Nuclear Power Plant Emergency: EPIP Form TSC-28.

TSC Minimum Staffing Level: EPIP Form TSC-29.

Emergency Action Request Log: EPIP Form TSC-30.

Radio Operator Log: EPIP Form TSC-31.

Status Board Recorder: EPIP Form TSC-32.

TSC Organization (typical): EPIP Form TSC-34

TSC Clerical: EPIP Form TSC-39

- (5) If positions remain unstaffed, the Technical and Engineering Supervisor may assign qualified individuals to the unstaffed positions and supplement the assembled staff by further call-out. Further call-out should be coordinated between the Security and Support Supervisor and the Administrative Supervisor.
- (6) Upon being advised by the Technical and Engineering Supervisor that the TSC is staffed and has been declared operational, the EC should transit from the

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.2
ACTIVATION AND OPERATION OF THE TSC	Rev. 21 Page 8 of 15

Control Room to the TSC. The EC should brief the TSC staff regarding current plant status and provide direction as to the response actions and tasks to be pursued.

3.3 OPERATION OF THE TSC

- (1) The EC assumes the overall command and control function of the ERO, until relieved of that responsibility by the ER & RD. In the absence of the EC, the Technical and Engineering Supervisor will assume the responsibilities of the EC.
- (2) The TSC, under the supervision of the EC, shall perform the following key functions:
 - (a) Provide assistance to the on-shift operating personnel.
 - (b) Complete vital area accountability.
 - (c) Establish TSC/OSC habitability.
 - (d) Coordinate engineering, emergency repair work, and temporary modifications.
 - (e) Communicate with local, State, Federal and corporate organizations.
 - (f) Initiate all EAL notifications, until relieved of this function by the EOF.
 - (g) Trend all vital plant parameters.
 - (h) Evaluate plant conditions and effluent monitoring systems to determine if a significant release has occurred, is in progress, or may potentially occur.
 - (i) Evaluate dose projections and develop protective action recommendations, as prescribed in reference 2.
 - (j) Communicate any protective action recommendations to the local and State emergency operations centers.
- (3) The OSM/OSS should advise the OSC Supervisor and the TSC Operations Supervisor as to the need to dispatch operators to local plant areas.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.2
ACTIVATION AND OPERATION OF THE TSC	Rev. 21 Page 9 of 15

- (4) All operational activities should be conducted in accordance with approved procedures. Where procedural requirements cannot be complied with, TSC staff personnel should be assigned to assist the Control Room in preparing temporary changes or developing temporary procedures.
- (5) Adherence to Technical Specification requirements shall be maintained. In the event that deviation from Technical Specification requirements is immediately needed to protect the health and safety of the public, reasonable action that departs from a license condition or Technical Specification is permissible, as specified in 10 CFR 50.54(x).
- (6) Prior to taking such actions, approval shall be granted, at a minimum, by a licensed Senior Reactor Operator, as specified in 10 CFR 50.54(y).
- (7) The NRC shall be notified in accordance with 10 CFR 50.72.
- (8) When significant changes in plant status occur, or when new information relevant to onsite or offsite response actions become known, the EC should ensure that such information is disseminated to all TSC staff. This information should be disseminated via a PA announcement.
- (9) Plant status briefings should be conducted approximately every 30 minutes or sooner. The announcements should be preceded with, "Attention staff personnel, a status briefing will occur in 1 minute". While briefings are being conducted all communications should be halted, if possible, and personnel attention should be focused on the briefing.
- (10) Logistics and administrative support needs shall be provided under the supervision of the Security and Support Supervisor and shall include the following:
 - (a) Procurement expediting and warehouse support.
 - (b) Food, clothing, and transportation needs.
 - (c) Temporary office facilities and communications, typing/word processing and reproduction equipment.
- (11) Where response actions will be required over a protracted period of time, the EC shall take action to ensure that personnel staffing and shift assignments are made so that continuous coverage is available for all required functions.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.2
ACTIVATION AND OPERATION OF THE TSC	Rev. 21 Page 10 of 15

3.4 TECHNICAL EVALUATION AND CORRECTIVE ACTION ACTIVITIES

- (1) Based upon the initiating event(s) and current plant status information, the Engineering Staff, under the direction of the Technical & Engineering Supervisor shall perform the following functions:
 - (a) Evaluate available options which will aid in terminating the transient and enable the plant to be returned to a safe and stable condition.
 - (b) Review drawings, specifications and other engineering data to ensure that technical evaluations are conducted with the latest information and that operational evolutions are properly planned.
 - (c) Recommend prioritization of response options which, if implemented, would assist in mitigating the event, restore the plant to a safe condition, minimize or stop any radiological release in progress.
 - (d) Soliciting recommendations and guidance regarding the event and plant conditions from appropriate vendor and contract engineering firms.
 - (e) Contact applicable vendors and industry organizations, (with expertise in specialized areas) who may be able to contribute to analyzing the cause of the event and proposing solutions and response actions.
- (2) In developing response options, the Technical & Engineering Supervisor (T&ES) should coordinate with the Site Radiation Protection Coordinator (SRPC) for those options where access to existing or potentially radiologically hazardous areas may be required.
- (3) When corrective actions taken involve placing systems in abnormal configurations, the effects that such off-normal modes might have on future operational evolutions shall be evaluated.
- (4) In restoring the plant to a safe, stable condition, consideration should be given to minimizing the spread of radioactive contamination to other areas of the plant. Contain the radiological hazard to as few systems and as small an area as possible.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.2
ACTIVATION AND OPERATION OF THE TSC	Rev. 21 Page 11 of 15

3.5 EMERGENCY RADIOLOGICAL ACTIVITIES

- (1) The SRPC shall ensure that necessary protective measures are instituted for the radiological safety of all personnel on-site.
 - (a) Events which result in significant on-site radiological hazards should be given priority to determine assembly area habitability and assuring continued acceptability of those habitability areas.
 - (b) If habitability of the assembly areas is unsatisfactory or potentially unsatisfactory, the SRPC should recommend to the EC evacuation of those assembly areas.
 - For all non-essential personnel, the Offsite Relocation and Assembly Area (ORAA) should be activated in accordance with reference 5.
 - If the habitability of the ORAA is suspect (based on wind conditions), it is recommended that the alternate assembly area be the Offsite Decontamination Facility (ORAL/ODEF).
 - (c) Essential personnel shall relocate to alternate locations onsite in accordance with reference 6.
- (2) The SRPC should ensure that the TSC/OSC staff personnel are apprised of significant radiological hazard areas within the plant and should provide recommendations to the EC regarding:
 - (a) Radiological concerns associated with planned response options, repair activities, etc.
 - (b) Personnel exposure limit increase authorization.
 - (c) Levels of radioiodines and the advisability of administering Potassium Iodide (KI).
 - (d) Reclassification of the event due to on-site radiological problems and effluent release rates.
 - (e) Evacuation of the site.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.2
ACTIVATION AND OPERATION OF THE TSC	Rev. 21 Page 12 of 15

- (3) Onsite and offsite radiological monitoring shall be conducted in the event of imminent release from the plant.
 - (a) Advise the EC, OSC Supervisor and HP Supervisor of the need to conduct onsite and/or offsite monitoring.
 - (b) Provide information regarding the projected or ongoing release to the EC, OSC Supervisor, and HP Supervisor.

3.6 NRC SITE TEAM

- (1) NRC Site Team members initially dispatched to the TSC, and their TSC counterparts, are as follows:
 - (a) Radiation Safety Coordinator - SRPC
 - (b) Reactor Safety Operations Coordinator - Technical & Engineering Supervisor
 - (c) Security/Safeguards Coordinator - Security & Support Supervisor
- (2) Upon arrival of NRC Site Team personnel, a briefing shall be conducted by, or under the direction of, the EC. Topics discussed should be:
 - (a) Response actions in progress at the TSC to mitigate/terminate the event.
 - (b) Prognosis of the event.
 - (c) Offsite radiological monitoring activities and results.
 - (d) Dose projection results and protective action recommendations that have been issued.
 - (e) Protective actions that have been implemented by offsite authorities in the EPZ.
 - (f) Any additional information requested by the NRC.
- (3) Additionally, the NRC Incident Response Plan defines the NRC's responsibilities during an emergency. A description of these roles is listed in TSC-28, "NRC Roles During a Nuclear Power Plant Emergency." Refer to Reference 7 for

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.2
ACTIVATION AND OPERATION OF THE TSC	Rev. 21 Page 13 of 15

additional organization charts for performing essential functions during a federal response to a severe reactor accident with an emphasis on state and federal coordination.

- (4) The Federal Radiological Emergency Response Plan (FRERP) also establishes the NRC as Lead Federal Agency (LFA) for response to nuclear power plant accidents. As LFA, the roles assigned to the NRC include:
- (a) Coordinate federal technical evaluations and assessments.
 - (b) Act as Lead Technical Spokesperson for the Federal Government.
 - (c) Assist the state in interpretation and analysis of technical information.
 - (d) Keep the White House informed of technical assessments.

3.7 TRANSFER OF CONTROL

- (1) Upon activation of the EOF, the TSC shall relinquish the following functions, but the TSC must remain available to resume these functions in the event the EOF becomes incapable of performing them:
- (a) Offsite communications, including follow-up notifications with local, State and Federal agencies.
 - (b) Dose projection and dose assessment activities.
 - (c) Offsite radiological monitoring and assessment activities, including coordination and interface with local, State and Federal organization.
 - (d) Development and transmittal of protective action recommendations for the public within the Emergency Planning Zone (EPZ).

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.2
ACTIVATION AND OPERATION OF THE TSC	Rev. 21 Page 14 of 15

4.0 RECORDS

Records generated by this procedure shall be retained as needed to support documentation for drills and exercises. If an emergency is declared and the TSC is activated, these records may be retained in order to reconstruct the emergency event.

5.0 REFERENCES

- (1) NUREG-0654, Rev. 1
- (2) EPA 400-R-92-001, May 1992
- (3) DAEC Plan
- (4) Emergency Telephone Book (ETB)
- (5) EPIP 2.4
- (6) EPIP 1.3
- (7) NUREG 1471
- (8) EPIP 3.3
- (9) EPIP 1.1

6.0 ATTACHMENTS

- (1) TSC Forms (Position Checklists)

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.2
ACTIVATION AND OPERATION OF THE TSC	Rev. 21 Page 15 of 15

ATTACHMENT 1
TSC FORMS (Position Checklists)

TSC Forms	Form No.
Emergency Coordinator	TSC-01
Site Radiation Protection Coordinator	TSC-03
Technical & Engineering Supervisor	TSC-04
Quality Assurance	TSC-05
Security & Support Supervisor	TSC-06
Administrative Supervisor	TSC-07
Material Management Supervisor	TSC-08
TSC-CR-OSC Communicator	TSC-09
CR-TSC-OSC Communicator	TSC-10
TSC-EOF-JPIC Communicator	TSC-11
ENS Communicator	TSC-12
HPN Communicator	TSC-13
TSC/OSC Operations Liaison	TSC-14
Radiological Support Staff	TSC-15
Radio Operator - Offsite	TSC-16
Radio Operator - Onsite	TSC-17
TSC MIDAS Operator	TSC-18
Technical & Analysis Engineer	TSC-19
TSC Operations Supervisor	TSC-20
Electrical Engineer	TSC-21
I & C Engineer	TSC-22
Mechanical Engineer	TSC-23
Reactor Engineer	TSC-24
SPDS Operator	TSC-25
Info Services Rep.	TSC-26
Fire Marshall	TSC-27
Status Board Recorder	TSC-32
TSC Clerical Support	TSC-39

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 5 Page 1 of 10

Effective Date: 9/12/01

TECHNICAL REVIEW	
Prepared by: <u>Don A. [Signature]</u>	Date: <u>8/22/2001</u>
Reviewed by: <u>Russell [Signature]</u> Independent Reviewer	Date: <u>8/28/01</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u>Paul Suller [Signature]</u> Manager, Emergency Planning	Date: <u>8/28/01</u>

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 5 Page 2 of 10

Table of Contents

	<u>Page</u>
1.0 PURPOSE	3
2.0 DEFINITIONS	3
3.0 INSTRUCTIONS	5
3.1 FTS-2001 DIALING INSTRUCTIONS	5
3.2 FTS-2001 TROUBLE REPORTING	5
4.0 RECORDS	6
5.0 REFERENCES	6
6.0 ATTACHMENTS	7
ATTACHMENT 1, CONTROL ROOM FTS-2001 LOCATIONS	8
ATTACHMENT 2, TSC FTS-2001 LOCATIONS	9
ATTACHMENT 3, EOF FTS-2001 LOCATIONS	10

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 5 Page 3 of 10

1.0 PURPOSE

- (1) This procedure provides guidance associated with the operation of the FTS-2001 phone network. This network is necessary to maintain assured and reliable communications with the NRC during an emergency at DAEC as well as for licensee reporting events during operations.

2.0 DEFINITIONS

The following definitions supplement those contained in the "Glossary of Terms" Appendix B of the Quality Assurance Manual.

Emergency Notification System (ENS):

Telephone link established as the primary means of communicating reactor safety-related information during an emergency to the NRC. The ENS portion of the emergency communications system is designed to facilitate the licensee's timely notifications to the NRC of off-normal incidents affecting the facility and provide information concerning the operation and status of the plant to the NRC Operations Center. Upon request by the NRC, the licensee must maintain an open, continuous communication channel with the NRC.

Emergency Response Data System (ERDS):

This system provides direct electronic transmission of selected parameters between the DAEC Emergency Data System (EDS) on the DAEC Plant Process Computer (PPC) to the NRC Emergency Response Data System (ERDS). The ERDS would be activated by the licensee upon declaration of an Alert or higher emergency classification to begin transmission to the NRC Operations Center. The system is also intended for use by plant personnel at other times than plant emergencies to monitor plant status by requesting the system's plant parameter displays without transmitting data to the NRC.

Federal Telecommunications System (FTS-2001):

Network provided by the federal government for use as a communication alternative to the public switched network. The FTS-2001 network provides a separate government network for all of the essential communication functions to the NRC and it avoids the potential public switched network blockage anticipated during a major emergency.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 5 Page 4 of 10

Health Physics Network (HPN):

Telephone link established with the NRC during its standby or initial activation mode of operations after the licensee's TSC/EOF has been activated and is operational. Preliminary information from the licensee (before establishment of the HPN) is provided via the ENS and includes both reactor safety and health physics data. After it has been established, the HPN is the primary means of communicating radiological data (onsite and offsite measurements, dose assessment information and protective measures) and meteorological conditions from the licensee to the NRC. Upon request by the NRC, the licensee must maintain an open, continuous communication channel with the NRC.

Local Area Network (LAN):

Dedicated telephone jack used to access a line to allow the NRC Site Team access to any of the products or services provided on the NRC Operations Center's local area network. This includes technical projections, press releases, status reports, E-mail, and various computerized analytical tools.

Management Counterpart Link (MCL):

Telephone link established for any internal discussions between the Executive Team Director or Executive Team Members and the NRC Director of Site Operations or top-level licensee management at the site.

Protective Measures Counterpart Link (PMCL):

Telephone link established initially with the NRC base team, and then with the NRC site team representatives once they arrive on site. They will conduct internal NRC discussions on radiological releases and meteorological conditions, and the need for protective actions separate from the licensee and without interfering with the exchange of information between the licensee and the NRC. This is the channel by which the NRC Operations Center supports NRC protective measures personnel at the site. In addition, this link may also be used for discussion between the Reactor Safety Team Director and licensee plant management at the site.

Reactor Safety Counterpart Link (RSCL):

Telephone link established initially with the NRC base team, and then with the NRC site team representatives once they arrive on site, to conduct internal NRC discussions on plant and equipment conditions separate from the licensee, and without interfering with the exchange of information between the licensee and the NRC. This is the channel by which the NRC Operations Center supports NRC reactor safety personnel at the site. In addition, this link may also be used for

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 5 Page 5 of 10

discussion between the Reactor Safety Team Director and licensee plant management at the site.

3.0 INSTRUCTIONS

3.1 FTS-2001 DIALING PROCEDURES

- (1) Lift the receiver on the telephone instrument and listen for the dial tone.
- (2) After receiving the dial tone:
 - (a) Dial the first number listed on the sticker located on the telephone instrument. (make sure you dial one first).
 - (b) If the first number is busy, proceed on with the second, etc.

3.2 FTS-2001 TROUBLE REPORTING

- (1) Should any emergency communications subsystem (ENS, HPN, RSCL, PMCL, MCL, LAN, or ERDS) fail, the Operations Center in Rockville, Maryland, should be so informed over normal commercial telephone systems by calling (301) 816-5100 or the following backup number: (301) 951-0550 or (301) 415-0550.
- (2) The following information should be provided when contacting the NRC about a failed communication system:
 - (a) Name of contact at location of failure
 - (b) Commercial phone number of contact
 - (c) Location of contact
 - (d) Any other pertinent information
- (3) The NRC Network Control Center (NCC) analyzes the problem and attempts to isolate or determine where it is. If the problem is within the FTS-2001 system, the NCC will direct corrective action including dispatch of work crews.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 5 Page 6 of 10

- (4) If the NRC determines that there is no problem within the FTS-2001 portion of the service they will notify the contact person that the problem is on the DAEC side of the demark.
- (5) If the NRC determines or a local problem is suspected on FTS-2001 phone equipment:
 - (a) Call Technical Services at 851-7228 or the Palo Alto Cooperative telephone Association at 851-3431 for DAEC problems.
 - (b) Call the Alliant Telecommunications department for phone problems in the EOF. The necessary arrangements will be made for repairs.
- (6) If total FTS-2001 is lost, communicate by any means necessary to the NRC Operations Center including commercial telephone, Alliant microwave system through System Load Dispatcher or use the Emergency Planning cell phone.
- (7) If significant losses of FTS-2001 equipment should occur, contact the OSM. The OSM will review ACP-1402.3 for possible regulatory reporting requirements as prescribed in 10CFR50.72.

4.0 RECORDS

None.

5.0 REFERENCES

- (1) 10 CFR 50.47 (b)(6)
- (2) 10 CFR 50.72
10 CFR 50.109 (a)(4)(i)
- (3) 10 CFR Part 50, Appendix E VI
- (4) ACP 1402.3 Plant Regulatory Reporting Activities
- (5) NRC Administrative Letter 94-04: Change of the NRC Operations Center Commercial Telephone and Facsimile Numbers

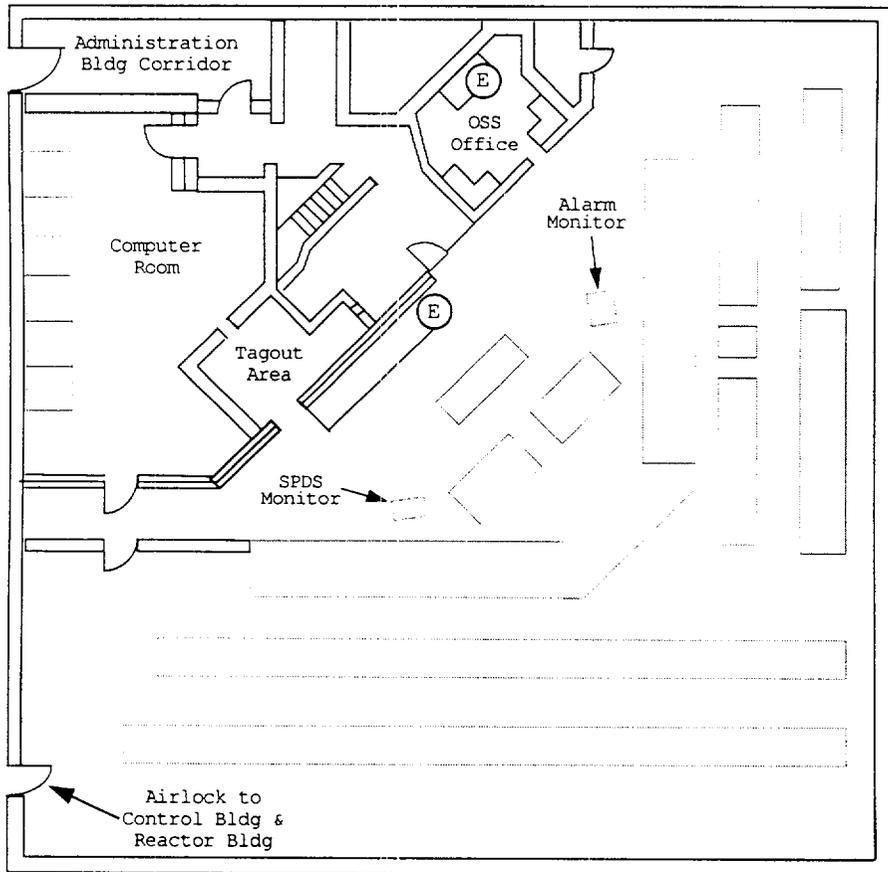
EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 5 Page 7 of 10

6.0 ATTACHMENTS

- (1) Control Room FTS-2001 Locations
- (2) TSC FTS-2001 Locations
- (3) EOF FTS-2001 Locations

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 5 Page 8 of 10

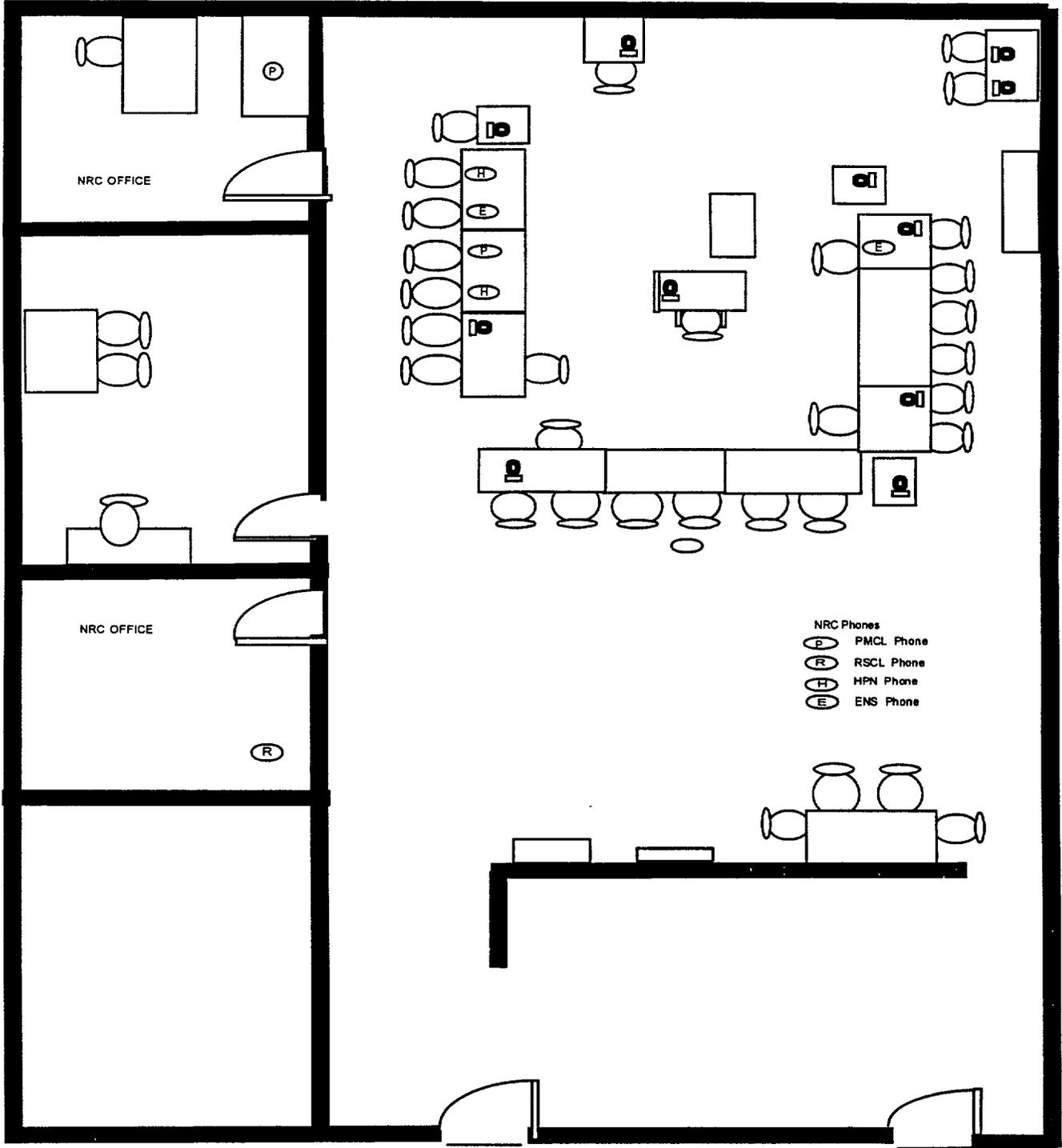
ATTACHMENT 1
CONTROL ROOM FTS-2001 LOCATIONS
 Typical



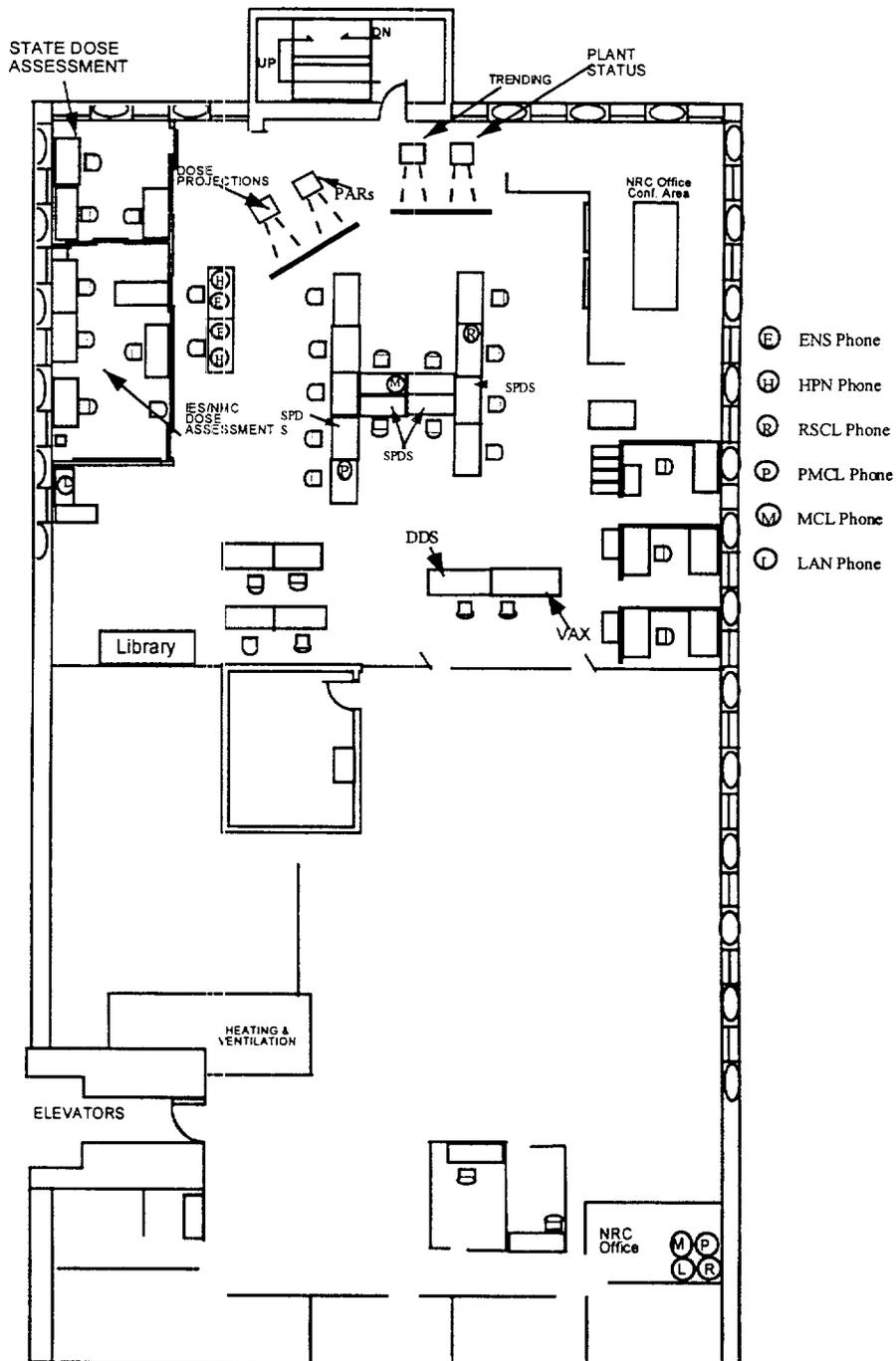
Legend	
ⓔ	ENS Phone

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 5 Page 9 of 10

ATTACHMENT 2
TECHNICAL SUPPORT CENTER FTS-2001 LOCATIONS
 (Typical)

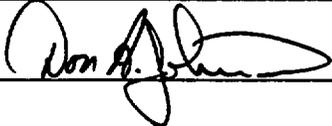
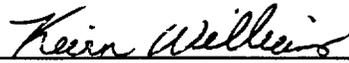


EOF - FTS - 2001
Phone Locations



EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.4
ACTIVATION AND OPERATION OF THE OFFSITE RELOCATION AND ASSEMBLY AREA (ORAA)	Rev. 8 Page 1 of 9

Effective Date: 9/12/01

TECHNICAL REVIEW	
Prepared by: <u></u>	Date: <u>8/23/2001</u>
Reviewed by: <u> Independent Reviewer</u>	Date: <u>8/28/01</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u> Manager, Emergency Planning</u>	Date: <u>8/28/01</u>

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.4
ACTIVATION AND OPERATION OF THE OFFSITE RELOCATION AND ASSEMBLY AREA (ORAA)	Rev. 8 Page 2 of 9

Table of Contents

	<u>Page</u>
1.0 PURPOSE	3
2.0 DEFINITIONS	3
3.0 INSTRUCTIONS	3
3.1 ACTIVATION	3
3.2 OPERATION OF THE ORAA	4
3.3 SAMPLES	6
3.4 RECOVERY	6
4.0 RECORDS	8
5.0 REFERENCES	8
6.0 ATTACHMENTS	8
ATTACHMENT 1, ORAA FORMS	9

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.4
ACTIVATION AND OPERATION OF THE OFFSITE RELOCATION AND ASSEMBLY AREA (ORAA)	Rev. 8 Page 3 of 9

1.0 PURPOSE

- (1) This procedure provides instructions for activation and operation of the Offsite Relocation and Assembly Area (ORAA).

2.0 DEFINITIONS

None.

3.0 INSTRUCTIONS

3.1 ACTIVATION

- (1) The OSC Supervisor shall contact the ORAA Supervisor when notified that an evacuation from the site shall be conducted.

NOTE

An evacuation of non-essential personnel from the site is required for events classified as a SITE AREA or GENERAL EMERGENCY. Severe radiological conditions may cause the evacuation of all site personnel. Evacuation from the DAEC shall be conducted according to EPIP 1.3, "Plant Assembly and Site Evacuation".

- (2) "ORAA Supervisor's Checklist", should be used by the ORAA Supervisor to perform his duties (Form ORAA-01). In addition to the checklist, the ORAA Supervisor shall maintain a log of all pertinent activities involved in evacuating personnel from the site and activating the ORAA (Form OSC-05).
- (3) The ORAA Supervisor should coordinate with the OSC Supervisor and HP Supervisor to assign two Health Physics Technicians to assist in activating the ORAA.
- (4) The ORAA Supervisor will direct Health Physics personnel to proceed to the ORAA, and activate the facility in accordance with instructions provided in Form ORAA-02.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.4
ACTIVATION AND OPERATION OF THE OFFSITE RELOCATION AND ASSEMBLY AREA (ORAA)	Rev. 8 Page 4 of 9

- (5) The ORAA Supervisor shall coordinate with the Security Shift Supervisor to assign two members of the Security Force to assist in the evacuation and setting up the facility, according to Form ORAA-03 "Security Support for the Offsite Relocation and Assembly Area".
- (6) The ORAA Supervisor should contact the Palo Mayor listed in the Emergency Telephone Book to advise that an evacuation from the DAEC is planned.
- (7) The overall building floor plan and surrounding general area is shown in Form ORAA-04 "Offsite Relocation and Assembly Area".

3.2 OPERATION OF THE ORAA

- (1) Following activation of the ORAA, the ORAA Supervisor should periodically contact the HP Supervisor regarding changes in radiological or meteorological conditions which may impact the continued habitability of the ORAA.
- (2) Personnel processing and monitoring will proceed as follows (Form ORAA-05).
 - (a) Arriving vehicles shall proceed to the southwest entrance of the ORAA parking area where the security check point will be established.
 - (b) All personnel should remain in their vehicles until Health Physics has completed a survey of the vehicle.
 - (c) Health Physics will determine if the vehicle is contaminated or clean and instruct the driver on where to park the vehicle.
 - (d) The driver of the vehicle will proceed into the designated parking areas (clean or contaminated).

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.4
ACTIVATION AND OPERATION OF THE OFFSITE RELOCATION AND ASSEMBLY AREA (ORAA)	Rev. 8 Page 5 of 9

NOTE

Any passengers will be dropped off at the southeast door of the gymnasium as directed by the Health Physics Technician.

- (e) Arriving personnel should enter the facility using the southeast door and proceed to the designated monitoring area on the stage.
 - (f) Personnel will survey themselves or be surveyed by Health Physics personnel prior to crossing the controlled area stepoff pad. Upon successful completion of monitoring, personnel will exit the controlled area and proceed through to the gymnasium.
 - (g) Personnel who are identified as contaminated shall be directed into the decontamination area for further evaluation.
- (3) Contaminated personnel will be processed as follows:
- (a) If contamination is detected on clothing, the contaminated clothing will be removed, bagged and tagged with the owner's name. Personal Clothing Contamination Record (form HP-64) should be used to document contaminated clothing. If the person is then found to be clean, he/she will be provided with clean, temporary clothing (e.g., coveralls) and directed into the gymnasium.
 - (b) If the individual is found to be contaminated, they will be decontaminated to the extent possible using paper towels, waterless hand cleaner, etc. and provided with clean, temporary clothing (e.g., coveralls). When adequately decontaminated, they will be directed into the gymnasium. All personnel contaminations will be documented using DAEC Personnel Contamination Record (Form HP-27).

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.4
ACTIVATION AND OPERATION OF THE OFFSITE RELOCATION AND ASSEMBLY AREA (ORAA)	Rev. 8 Page 6 of 9

NOTE

If further decontamination is necessary, such personnel shall be transported to the Offsite Decontamination Facility. DAEC Personnel Contamination Record (HP-27) should accompany contaminated individuals to the ODEF.

- (4) The ORAA Supervisor shall contact the OSC Supervisor to report the status of evacuated personnel and to determine the disposition of those personnel assembled. This information shall also be placed on the Electronic Status Board.
- (5) If personnel are to be released, the ORAA Supervisor should advise those personnel of the location of the plume, if any, and areas to avoid within the EPZ.
- (6) If additional vehicles are needed to facilitate release of personnel, the ORAA Supervisor should contact the Security and Support Supervisor in the TSC to make the necessary arrangements.

3.3 SAMPLES

- (1) As directed by the Radiological Assessment Coordinator, the Offsite Monitoring Teams may temporarily leave samples at the ORAA. Samples should be stored in a fashion such that they do not pose a personnel exposure hazard.

3.4 RECOVERY

- (1) The ORAA may be used as a staging area to support recovery and re-entry efforts at the DAEC.
- (2) The ORAA Supervisor shall direct deactivation of the ORAA upon being authorized by the OSC Supervisor. Deactivation shall be accomplished in accordance with the requirements of EPIP 5.2. The ORAA Supervisor shall

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.4
ACTIVATION AND OPERATION OF THE OFFSITE RELOCATION AND ASSEMBLY AREA (ORAA)	Rev. 8 Page 7 of 9

ensure that the following activities are accomplished upon deactivating the ORAA.

- (a) Inventory equipment and supplies and restock them, as necessary.
- (b) Perform any necessary decontamination of the facility.
- (c) Conduct housekeeping activities, as necessary, to clean up the facility.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.4
ACTIVATION AND OPERATION OF THE OFFSITE RELOCATION AND ASSEMBLY AREA (ORAA)	Rev. 8 Page 8 of 9

4.0 RECORDS

All records generated as a result of this procedure shall be submitted to the Site Radiological Protection Coordinator.

5.0 REFERENCES

- (1) Duane Arnold Energy Center Emergency Plan
- (2) NUREG 0654, Rev. 1

6.0 ATTACHMENTS

- (1) Attachment 1, ORAA Forms

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.4
ACTIVATION AND OPERATION OF THE OFFSITE RELOCATION AND ASSEMBLY AREA (ORAA)	Rev. 8 Page 9 of 9

ATTACHMENT 1

ORAA FORMS

<u>ORAA FORMS</u>	<u>FORM NO.</u>
Offsite Relocation and Assembly Area Supervisor's Checklist	ORAA-01
Health Physics Support for the Offsite Relocation and Assembly Area	ORAA-02
Security Support for the Offsite Relocation and Assembly Area	ORAA-03
Offsite Relocation and Assembly Area	ORAA-04
Offsite Relocation and Assembly Area Parking and Vehicle Monitoring	ORAA-05

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 1 of 18

Effective Date: 9/12/01

TECHNICAL REVIEW	
Prepared by: <u></u>	Date: <u>8/23/2001</u>
Reviewed by: <u></u> Independent Reviewer	Date: <u>8/28/01</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u></u> Manager, Emergency Planning	Date: <u>8/28/01</u>

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 2 of 18

Table of Contents

	<u>Page</u>
1.0 PURPOSE	4
2.0 DEFINITIONS	4
3.0 INSTRUCTIONS	4
3.1 RESPONSIBILITIES	4
3.1.1 SITE RADIATION PROTECTION COORDINATOR	4
3.1.2 EMERGENCY COORDINATOR	4
3.1.3 ORAL/ODEF SUPERVISOR	4
3.1.4 RADIOLOGICAL ASSESSMENT COORDINATOR	5
3.2 ACTIVATION	5
3.2.1 NOTIFICATION OF ORAL PERSONNEL	5
3.2.2 ACCESS TO ORAL	6
3.2.3 SETUP OF THE ORAL	6
3.2.4 NOTIFICATION OF ORAL OPERABILITY	7
3.3 ORAL OPERATING PROCEDURES	8
3.3.1 RECEIPT OF SAMPLES	8
3.3.2 SAMPLE PREPARATION	9

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 3 of 18

3.4 SAMPLE ANALYSIS 9

3.5 DOCUMENTATION OF RESULTS 10

3.6 LIQUID WASTE TRANSFER 11

3.7 LIQUID WASTE STORAGE AND DISCHARGE 12

3.8 SOLID WASTE PACKAGING AND DISPOSAL 12

3.9 RADIOLOGICAL MONITORING OF THE ORAL 13

3.10 DEACTIVATION OF THE ORAL 14

4.0 RECORDS 15

5.0 REFERENCES 15

6.0 ATTACHMENTS 16

ATTACHMENT 1, ENTRANCE/EXIT INSTRUCTIONS FOR ORAL. 17

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 4 of 18

1.0 PURPOSE

- (1) This procedure provides instructions for activation and operation of the Offsite Radiological and Analytical Laboratory (ORAL) located at 1017 12th Avenue S.W. in Cedar Rapids. The ORAL is intended to be utilized to radiologically analyze air filters and iodine cartridges, and environmental type samples (e.g. water, and soil) in the event of an emergency at DAEC.

2.0 DEFINITIONS

None

3.0 INSTRUCTIONS

3.1 RESPONSIBILITIES

3.1.1 SITE RADIATION PROTECTION COORDINATOR

- (1) Determine the potential need for processing samples at the ORAL.
- (2) Recommend activation of the ORAL.

3.1.2 EMERGENCY COORDINATOR

- (1) Authorize activation of the ORAL.

3.1.3 ORAL/ODEF SUPERVISOR

- (1) Verify that actions required to physically place the ORAL in operation are accomplished.
- (2) Coordinate and supervise support activities provided by personnel at the ORAL.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 5 of 18

3.1.4 RADIOLOGICAL ASSESSMENT COORDINATOR

- (1) The Radiological Assessment Coordinator will assume responsibility for the ORAL after the EOF is declared operational.

3.2 ACTIVATION

3.2.1 NOTIFICATION OF ORAL PERSONNEL

- (1) The Site Radiation Protection Coordinator upon determining the potential need for processing samples at the ORAL should take the following actions:
 - (a) Recommend activation of the ORAL to the Emergency Coordinator.

NOTE

The ORAL shall be activated for a SITE or GENERAL EMERGENCY, but may be activated for events of lower classification, at the discretion of the Emergency Coordinator.

- (b) Subsequent to receiving authorization from the Emergency Coordinator, contact the HP Supervisor and advise him/her of the impending activation of the ORAL and to notify the ORAL/ODEF Supervisor and OSC Supervisor.
- (c) Request the HP Supervisor to contact the ORAL/ODEF Supervisor to staff the ORAL.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 6 of 18

3.2.2 ACCESS TO ORAL

- (1) The ORAL is located on the second floor of the IE Systems Protection Warehouse located at 1017 12th Avenue S.W. (Reference EPIP Form ODEF-03))
- (2) Entry to the Offsite Radiological and Analytical Laboratory should only be made from the exterior entryway on the 12th Avenue side of the building (see Attachment 1, "Entrance/Exit Instructions for ORAL").

NOTE

The keys for the ORAL/ODEF are maintained at the Security Control Point (SCP), Chemistry Department, and in the Access Control office.

- (3) All personnel delivering samples to the ORAL should ring the doorbell to obtain access. The samples should be delivered to the Sample Receipt and Preparation Laboratory.

NOTE

All samples shall be received by an HP or Chemistry Technician only.

- (4) Personnel should not take any samples directly into the Counting Room.

3.2.3 SETUP OF THE ORAL

- (1) The ORAL Facility Supervisor will make necessary arrangements to have all laboratory counting equipment made operational as soon as possible.
- (2) Existing commercial telephone communications between the ORAL and the DAEC and EOF will be verified.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 7 of 18

NOTE

The use of portable radio communication equipment (e.g., walkie-talkies) will not be permitted within the ORAL since such radiowave frequencies will interfere with the proper operation of the Radiation Detection systems.

- (3) The doorbell should be tested for operability. If it is not working, ensure the Offsite Teams are aware of this by contacting the EOF or OSC and having them inform the Offsite Teams.
- (4) The Offsite Decontamination Facility (ODEF) Health Physics Technicians will verify the operability of all portable radiation survey meters in use at the ORAL.
- (5) The ODEF Health Physics Technician will prepare a "Contaminated Area" within the Sample Receipt and Preparation Laboratory such that there is access from the hallway leading into the facility to the Counting Room, refer to Attachment 3 for area set up location.

3.2.4 NOTIFICATION OF ORAL OPERABILITY

- (1) The ORAL/ODEF Facility Supervisor should notify the HP Supervisor at the DAEC and the Radiological Assessment Coordinator at the EOF when the ORAL is staffed and the laboratory and counting room equipment is operational. Denote this on the Electronic Status Board.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 8 of 18

3.3 ORAL OPERATING PROCEDURES

3.3.1 RECEIPT OF SAMPLES

NOTE

The sample runner should at all times avoid handling samples and should maintain good ALARA practices through the use of shielding including distance from the samples and limiting the amount of time in the sample area.

- (1) In accordance with EPIP 3.2, "Field Radiological Monitoring," personnel collecting samples are responsible for assuring that each sample is packaged in a plastic bag and sealed to prevent potential spread of radioactive contamination.
- (2) Also, in accordance with EPIP 3.2, personnel collecting samples are responsible for properly identifying each sample; to include the following information:
 - (a) Sample description
 - (b) Sample collection location
 - (c) Date and time of sampling
 - (d) Beta/Gamma radiation level at contact with sample container.
- (3) All samples shall be received by an HP or Chemistry Technician only.
- (4) In the case of milk samples, if spoilage could become a problem, add approximately 40 grams of sodium bisulfate to each gallon of milk.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 9 of 18

3.3.2 SAMPLE PREPARATION

- (1) The following actions should be taken by the ORAL Chemistry Technician:
 - (a) All sample identification information should be recorded on the appropriate form, in accordance with the requirements of PASAP 8.20 ("Offsite Lab and Decontamination Facility (ORAL/ODEF)").
 - (b) All sample preparation or aliquoting for counting should be completed in the chemical fume hood.
 - (c) Each sample prepared for counting should be repackaged in a "clean" plastic bag. Care must be taken to mark the sample's DATA ID number on the new plastic bag.
- (2) As necessary, the chemical preparation of a sample will be completed using standard chemistry procedures as described in the DAEC Plant Chemistry Procedures.
- (3) All samples prepared for counting should temporarily be stored in the shielded storage cabinet located in the Sample Receipt and Preparation Laboratory. Samples prepared for counting should not be stored in the Counting Room.

3.4 SAMPLE ANALYSIS

- (1) The ORAL Chemistry Technician should complete sample analysis as described in the following instructions:
 - (a) PASAP 8.10, "Alpha/Beta Analysis of Samples Using the Tennelec LB 1000 at the ORAL".
 - (b) PASAP 8.13, "Gamma Isotopic at the ORAL"

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 10 of 18

- (2) If it is desirable to save a sample for any reason, such samples should be marked "SAVE," and should be placed inside the shielded storage cabinet located in the Sample Receipt and Preparation Laboratory.
- (3) After a sample has been counted and all results have been determined to be satisfactory, the sample should be marked for "DISPOSAL," and then the sample should immediately be returned to the Sample Receipt and Preparation Laboratory for disposal. Samples should not be stored or kept in the Counting Room. Disposal of any sample should not be completed unless authorized by the ORAL/ODEF Facility Supervisor.
- (4) After a solid sample (e.g., air filter, swipe, iodine cartridge, etc.) has been counted and satisfactory results have been obtained, the solid sample may be placed in the approved waste container located in the Sample Receipt and Preparation Laboratory for disposal.
- (5) All liquid samples may be disposed of by pouring the liquid into the chemical fume hood drain which is connected directly to a high integrity polyethylene storage bottle. Under no circumstances should any liquids be put into the solid waste container.
 - (a) An HP must periodically survey waste container to ensure dose is maintained ALARA.

3.5 DOCUMENTATION OF RESULTS:

- (1) All counting data and sample analysis results should be recorded on the appropriate form, in accordance with the requirements of PASAP 8.20 ("Offsite Lab and Decontamination Facility (ORAL/ODEF)"). In addition, the printout for each sample analysis should be kept on file in the ORAL.
- (2) All sample results will be verbally communicated to the Radiological Assessment Coordinator at the EOF, or as necessary, to the Site Radiation Protection Coordinator or HP Supervisor at the DAEC, as soon as possible.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 11 of 18

3.6 LIQUID WASTE TRANSFER

- (1) Liquid radioactive waste will be generated as liquid samples or from the preparation of samples for counting in the ORAL. Such radioactive liquid waste should be discarded only in the chemical fume hood drain. This drain is connected directly to a 10 gallon high-integrity polyethylene storage bottle located directly underneath the fume hood.
- (2) Radioactive liquid wastes should not be disposed of in the sink or toilet located in the restroom outside of the ORAL.
- (3) As necessitated by the volume of emergency operations involving liquid samples, the ORAL Chemistry Technicians will monitor and record the liquid waste levels in both ten (10) gallon storage tanks; i.e.:
 - (a) The 10 gallon bottle for the laboratory sink,
 - (b) The 10 gallon bottle for the chemical fume hood.
- (4) As the smaller 10 gallon storage bottles become full, the radioactive liquid may either be:
 - (a) Poured down the shower drain, or
 - (b) Properly packaged as required by DAEC Radwaste for transport to DAEC for ultimate processing and disposal.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 12 of 18

3.7 LIQUID WASTE STORAGE AND DISCHARGE

- (1) As the 500 gallon storage tank becomes full, sampling and analysis of the contents will be completed in accordance with PASAP 8.11, "Radioactive Waste Control and Disposal from the DAEC Lab and the Decontamination Facility."

NOTE

Radioactive liquid wastes should not be discharged into the Cedar Rapids sanitary sewage system unless written authorization has been granted by the Site Radiation Protection Coordinator.

3.8 SOLID WASTE PACKAGING AND DISPOSAL

- (1) Solid radioactive waste will be packaged and disposed of as detailed in PASAP 8.11, "Radioactive Waste Control and Disposal from the DAEC Offsite Lab and the Decontamination Facility."
- (2) Unless otherwise specified by DAEC Radwaste, all solid radioactive waste will be packaged in approved DOT specification containers (e.g., 55-gallon steel drum).
- (3) A radiation survey will be completed, and the contact and 3 foot from container radiation levels should be recorded on a label and affixed to the container, as required.
- (4) A loose contamination swipe of the container should be completed, and counted for both alpha and beta/gamma radiation. All swipe results should be recorded on the appropriate form, in accordance with the requirements of PASAP 8.20 (Offsite Lab and Decontamination Facility (ORAL/ODEF)).

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 13 of 18

- (5) The waste container may then be moved out of the Sample Receipt and Preparation Laboratory via the warehouse freight elevator and temporarily stored in the designated area in the basement of the facility.
- (6) The storage area will be designated as a temporary "Radioactive Materials Storage Area" and properly posted, as required in 10CFR Part 20.

NOTE

This temporary storage area should be established in close proximity to the Offsite Decontamination Facility 500 gallon storage tank.

- (7) DAEC Radwaste will be requested to have the waste containers properly labeled, and then picked up for transport back to DAEC for ultimate disposal.

3.9 RADIOLOGICAL MONITORING OF THE ORAL

- (1) Radiological surveys for both radiation levels and for loose contamination (i.e., both alpha and beta/gamma radiation) should be conducted as necessary during the operation of the ORAL. Air sampling should be performed as necessary to ensure habitability of the facility.
- (2) During the emergency operation of the ORAL, such radiological surveys should be completed at least once a day.
- (3) All radiological survey results should be recorded, and kept on file in the Offsite Radiological and Analytical Laboratory.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 14 of 18

3.10 DEACTIVATION OF THE ORAL

(1) Deactivation Responsibility

- (a) The ORAL/ODEF Supervisor will deactivate the Offsite Radiological and Analytical Laboratory upon authorization of either the Site Radiation Protection Coordinator at the DAEC or the Radiological Assessment Coordinator in the EOF.**
- (b) Prior to returning counting room equipment to normal status, a "background" count should be taken to monitor for any potential detector contamination.**
- (c) The ORAL Chemistry Technicians will then proceed to return the counting room equipment to its normal status. (See PASAP 8.12, "Routine Maintenance of the DAEC Offsite Radiological and Analytical Laboratory", and EP-009A).**

(2) Resupply of the Offsite Radiological and Analytical Laboratory

- (a) The ORAL/ODEF Supervisor will be responsible for assuring the completion of the resupply of the Offsite Radiological and Analytical Laboratory, as necessary.**
 - i) Chemical and laboratory supplies must be reinventoried and restocked, as necessary.**
 - ii) P-10 Counting Gas for the Tennelec LB 1000 Detector System must be inventoried. At least one extra full tank should be available.**
 - iii) Liquid Nitrogen (LN:12.) for the HPGe Detector System must be inventoried and resupplied as necessary.**
 - iv) Miscellaneous supplies and forms must be reinventoried and restocked, as necessary.**

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 15 of 18

- (3) Summary Report of Offsite Radiological and Analytical Laboratory Activities
 - (a) The ORAL/ODEF Supervisor will be responsible for preparing a summary report of ORAL Activities conducted during the emergency activation period.
 - (b) This summary report should include all sample results as processed in the ORAL, including sample log forms and all reporting forms.

4.0 RECORDS

All records generated by this procedure shall be maintained iaw DAEC QA Record Retention requirements.

5.0 REFERENCES

- (1) Duane Arnold Energy Center Emergency Plan
- (2) PASAP 8.12, "Routine Maintenance of the DAEC Off-site Radiological and Analytical Laboratory"
- (3) PASAP 8.10, "Alpha/Beta Analysis of Samples Using The Tennelec LB 1000 at the ORAL"
- (4) PASAP 8.11, "Radioactive Waste Control and Disposal from the DAEC Offsite Lab and the Decontamination Facility"
- (5) PASAP 8.13 "Gamma Isotopic at the ORAL"
- (6) PASAP 8.20, "Offsite Lab and Decontamination Facility (ORAL/ODEF)"
- (7) RWH 3403.4 - "Waste Segregation and Handling"
- (8) PCP 6.12 - "Gross Water Activity"

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 16 of 18

- (9) PCP 6.11 - "Gross Gamma Activity"
- (10) PCP 6.2 - "Sample Preparation for the Counting Room"
- (11) PCP 6.1 - "General Considerations for Counting Radioactive Samples and Recording Results"
- (12) PCP 2.8 - "Collection and Analysis of Particulate and Iodine Filters From the Gaseous Effluent Monitors"
- (13) PCP 7.5 - "Tennelec Low Background Counter Model LB 1000"
- (14) HPP 3103.02 - "Radiation and Contamination Survey Performance and Documentation"
- (15) Manual of Protective Action Guides and Protective Actions for Nuclear Incidents" (EPA 520/1-75-001A Dated January 1990)
- (16) Operating License

6.0 ATTACHMENTS

Attachment 1, "ENTRANCE/EXIT INSTRUCTIONS FOR ORAL"

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 17 of 18

**ATTACHMENT 1
ENTRANCE/EXIT INSTRUCTIONS FOR ORAL**

Entrance Instructions:

- (1) Enter the building using the main entrance on the first floor (1017 12th Ave SW).
- (2) Unlock the door using the exterior door key.

NOTE

As the door opens, a buzzing sound will be heard from the touch pad box, located on the right wall just inside the door. The small red light, at the top of the touch pad, will be lit, indicating that the security alarm is armed.

- (3) Disarm the security alarm by entering the four-digit alarm code on the touch pad. Enter the numbers slowly (one number per second). If a mistake is made, wait 5-7 seconds and begin again by entering the first number of the alarm code. The small red light, at the top of the touch pad, will go out when the alarm is disarmed.

NOTE

There are about 30 seconds allowed to disarm the security alarm. If not disarmed, the alarm will sound at the ORAL and at the Cedar Rapids Police Department.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 7 Page 18 of 18

- (4) All interior doors are unlocked using a second key - not the exterior door key.

NOTE

The door to the laboratory upstairs, labeled "ORAL SAMPLE RECEIPT AND PREPARATION AREA," is also alarmed. This door is disarmed when the four-digit alarm code is entered on the touch pad downstairs at the main entrance.

Exit Instructions:

- (1) Lock all interior doors when leaving the building.
- (2) Arm the security alarm by entering the four-digit alarm code (same code) on the touch pad. Remember to enter the numbers slowly. This will arm both the upstairs door and the door at the main entrance (next to the touch pad).

NOTE

Once the alarm code has been entered, the small red light, at the top of the touch pad, will begin flashing. About 30 seconds are allowed to exit the building. If a mistake is made in entering the four-digit alarm code, wait 5-7 seconds and reenter. If the small red light stops flashing (remains lit) before exiting the building, the security alarm must be disarmed and armed again before opening the exterior door or the alarm will sound.

- (3) Be sure to close the door "solidly" when exiting.
- (4) Lock the door, using the exterior door key, by turning the key counterclockwise. The door will not lock without the key.