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RA-EP-02410	OPERATIONS SUPPORT CENTER ACTIVATION AND RESPONSE
RA-EP-02420	SEARCH AND RESCUE
RA-EP-02510	EMERGENCY SECURITY ORGANIZATION ACTIVATION AND RESPONSE
RA-EP-02520	ASSEMBLY AND ACCOUNTABILITY
RA-EP-02530	EVACUATION
RA-EP-02610	EMERGENCY RADIATION PROTECTION ORGANIZATION ACTIVATION AND RESPONSE
RA-EP-02620	EMERGENCY DOSE CONTROL AND POTASSIUM IODIDE DISTRIBUTION
RA-EP-02640	STATION RADIOLOGICAL SURVEYS AND CONTROLS DURING EMERGENCIES
RA-EP-02710	REENTRY
RA-EP-02720	RECOVERY ORGANIZATION

Davis-Besse Nuclear Power Station

EMERGENCY PLAN IMPLEMENTING PROCEDURE

RA-EP-02410

(Supersedes RA-EP-02410 R2)

OPERATIONS SUPPORT CENTER ACTIVATION AND RESPONSE

REVISION 3

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Approved by: *J. W. Byrns* 11/11/01
Plant Manager Date

Effective Date: 12/5/01

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- ☒ Safety Related
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GENERAL REFERENCE

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OPERATIONS SUPPORT CENTER ACTIVATION AND RESPONSE

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1.0 PURPOSE

This procedure outlines the steps required for activation, operation, and deactivation of the Operations Support Center (OSC).

2.0 REFERENCES

2.1 Developmental

2.1.1 DBNPS Emergency Plan

2.1.2 Emergency Plan Telephone Directory (EPTD)

2.2 Implementation

2.2.1 RA-EP-00600, Emergency Facilities and Equipment Maintenance Program

2.2.2 RA-EP-02420, Search and Rescue

2.2.3 RA-EP-02520, Assembly and Accountability

2.2.4 RA-EP-02530, Evacuation

2.2.5 RA-EP-02610, Emergency Radiation Protection (RP) Organization
Activation and Response

2.2.6 RA-EP-02710, Reentry

2.2.7 RA-EP-02720, Recovery

3.0 DEFINITIONS

3.1 Corrective Action - A measure taken to reduce or terminate an emergency.

3.2 Operations Support Center (OSC) - A location within the Protected Area where Emergency Response Teams (ERTs) can be assembled, briefed and coordinated during an emergency.

3.3 Three-Way Ringdown Phone Circuit (Green Phone) - A dedicated phone circuit which connects the following parties:

3.3.1 OSC - OSC Manager

3.3.2 Technical Support Center (TSC) - Emergency Plant Manager (EPM)

3.3.3 Control Room (CTRM) - Emergency Assistant Plant Manager (EAPM)

4.0 RESPONSIBILITIES

4.1 The OSC Manager shall be responsible for:

- 4.1.1 Ensuring the implementation of this procedure.
- 4.1.2 Reporting to the EPM and coordinating with the TSC staff to reduce the severity of the event.
- 4.1.3 Ensuring the Emergency Response Teams (ERTs) are adequately staffed and available when required by the EPM.
- 4.1.4 Coordinating and directing emergency maintenance and modification activities.
- 4.1.5 Ensuring the OSC Radiation Protection (RP) Coordinator provides adequate RP support for OSC activities according to RA-EP-02610, Emergency RP Organization and Activation.
- 4.1.6 Relocating the OSC when directed by the EPM.

4.2 The Assistant OSC Manager shall be responsible for:

- 4.2.1 Reporting to the OSC Manager.
- 4.2.2 Interfacing with the OSC Materials Manager to ensure adequate emergency equipment and supplies are available to support ERT corrective actions.
- 4.2.3 Assigning essential personnel to the ERTs.
- 4.2.4 Interfacing with the OSC RP Coordinator to ensure radiological support for ERTs.
- 4.2.5 Ensuring the ERTs are adequately:
 - a. Briefed before each corrective action.
 - b. Debriefed after each corrective action.
- 4.2.6 Assuming the duties of the OSC Manager in the absence of the OSC Manager.

4.3 The OSC Materials Manager shall be responsible for:

- 4.3.1 Reporting to the OSC Manager.
- 4.3.2 Providing emergency equipment and supplies to support the needs of the ERTs.
- 4.3.3 Ensuring adequate warehouse personnel are available to support the procurement and delivery of needed emergency supplies and equipment.

- 4.4 The OSC Logkeeper shall be responsible for:
 - 4.4.1 Reporting to the OSC Manager
 - 4.4.2 Calling out emergency staff as specified in the call tree section of the Emergency Plan Telephone Directory (EPTD) upon a failure of the Computerized Automated Notification System (CANS).
 - 4.4.3 Maintaining the OSC log.
- 4.5 The OSC Team Briefer/Debriefers shall be responsible for:
 - 4.5.1 Reporting to the Assistant OSC Manager
 - 4.5.2 Adequately briefing ERTs before every corrective action.
 - 4.5.3 Adequately debriefing ERTs after every corrective action.
- 4.6 The Chemistry Technicians shall be responsible for sampling and analyzing various plant systems when directed.
- 4.7 The OSC Personnel Pool shall be responsible for the manning of the ERTs and other supporting roles.

5.0 INITIATING CONDITIONS

- 5.1 This procedure shall be activated at the discretion of the Emergency Director (ED) or when any of the following have been declared:
 - 5.1.1 Alert
 - 5.1.2 Site Area Emergency
 - 5.1.3 General Emergency

6.0 PROCEDURE

Steps in this procedure may be performed simultaneously.

6.1 OSC Manager

6.1.1 Activation

- a. Report to the OSC and inform the EPM of arrival.
- b. Obtain a turnover briefing from onshift maintenance personnel or the ED.
- c. Assess the need for personnel in addition to the minimum staff required for activation in Step 6.1.1.d.
- d. Ensure the following minimum staff required for activation reports to the OSC, unless engaged in an emergency corrective action.
 1. Two Electrical Maintenance individuals.
 2. Two I&C Maintenance individuals.
 3. Two Mechanical Maintenance individuals.
 4. OSC RP Coordinator.
 5. Two RP Technicians.
 6. Chemistry Technician.
- e. Ensure adequate staffing of the RP Organization by the OSC RP Coordinator in accordance with RA-EP-02610, Emergency RP Organization Activation and Response.

NOTE 6.1.1.f.

Deviations may be made to DBEP-056, OSC
Layout at the OSC Manager's discretion.

- f. Rearrange furniture and place equipment according to DBEP-056, Operations Support Center Layout. Remove all unnecessary furniture to avoid inhibiting OSC activities.
- g. Ensure communications are established and maintained with the Control Room (CTRM) and Technical Support Center (TSC).

- h. IF additional communications are necessary,
THEN utilize the Centrex conference call feature.
- i. Ensure the OSC status boards are initiated and maintained and the OSC activities are recorded in the log book by the OSC Log Keeper.
- j. Contact the TSC using the Three-Way Ringdown Phone Circuit (green phone) or other available phone circuit to obtain an update of the emergency conditions.
- k. WHEN the minimum OSC staff is available
AND the OSC communications are established,
THEN announce that the OSC is activated
AND inform the EPM.
- l. Provide a briefing to the OSC personnel on initial conditions and expected actions.

6.1.2 Operation

- a. Ensure that all needed OSC personnel have been notified and report to the OSC. In addition to the personnel listed in 6.1.1.d., the OSC staff includes:
 - 1. OSC Manager
 - 2. Assistant OSC Manager
 - 3. OSC Operations Advisor
 - 4. Two OSC Team Briefer/Debriefers
 - 5. OSC Communicator
 - 6. OSC Document Control Clerk
 - 7. Plant Engineers as needed
 - 8. Operations Shift personnel (not in Control Room or assigned to specific tasks)
 - 9. Maintenance Pool personnel
 - 10. OSC Log Keeper

- b. IF OSC personnel can NOT be contacted,
THEN contact the Emergency Offsite Manager in the Emergency Control Center (ECC),
AND request an update on the response of essential personnel.
- c. Obtain keys as required for plant access from the Shift Supervisor.
- d. Direct the OSC RP Coordinator to perform periodic OSC radiological habitability surveys in accordance with RA-EP-02610, Emergency RP Organization Activation and Response.
- e. IF radiological conditions indicate that the habitability criteria listed in RA-EP-02610, Emergency RP Organization Activation and Response will be exceeded,
THEN inform the EPM,
AND make preparations to relocate the OSC.
- f. IF directed by the EPM to relocate the OSC,
THEN evaluate the following conditions prior to the move.
 - 1. Location:
 - Adequate access to the plant
 - Advisable to be located within the Protected Area
 - Upwind from the release location.
 - 2. Communications capabilities should include at least three telephone circuits
 - 3. Physical size: space for approximately 35 people
 - 4. Provide access to appropriate reference materials, tools, safety equipment, etc.
 - 5. Habitability Requirements:
 - Current radiological survey of the area
 - Adequate ventilation.
- g. Ensure adequate staffing for the following:
 - 1. First aid support
 - 2. Emergency maintenance support
 - 3. Communications support
 - 4. Fire fighting support (after the additional operation shift arrives)
 - 5. Search and Rescue.

- h. Give priority to requests for operations personnel performing corrective actions.
- i. Approve and dispatch ERTs as necessary, to support the emergency response in accordance with Section 1 of DBEP-024, Emergency Team Briefing/Debriefing Form.
- j. Coordinate and direct maintenance and equipment modification activities in support of corrective actions or system modification requests directed by the EPM.
- k. Update the EPM periodically on current plant conditions and current corrective actions.
- l. Ensure that the OSC Status Boards are continually updated to reflect current plant conditions and a log is maintained of OSC activities.
- m. Periodically brief the OSC personnel on current emergency conditions.
- n. Assess additional manpower requirements before dismissal of personnel.
- o. Coordinate with the Emergency Security Manager to ensure personnel accountability.
REFER TO RA-EP-02520, Assembly and Accountability.
- p. IF station evacuation is initiated,
THEN REFER TO RA-EP-02530, Evacuation.
- q. IF personnel are missing,
THEN REFER TO RA-EP-02420, Search and Rescue.
- r. IF reentry is initiated,
THEN REFER TO RA-EP-02710, Reentry.
- s. IF conditions have stabilized and are improving
THEN REFER TO RA-EP-02720, Recovery.

6.1.3 Deactivation

- a. Deactivate the OSC when directed by the EPM.
- b. Ensure all assigned tasks have been completed and all ERTs have been debriefed.
- c. Perform any necessary reentry actions in accordance with RA-EP-02710, Reentry.
- d. Ensure all emergency equipment and supplies have been replaced in their specific storage locations.

- e. Ensure the emergency equipment is inventoried according to RA-EP-00600, Emergency Facilities and Equipment Maintenance Program, and report all Emergency Preparedness equipment or procedure deficiencies to the Supervisor - Emergency Preparedness.
- f. Complete required actions as described in RA-EP-02720, Recovery.
- g. Review records to ensure completeness, and forward all records to the Supervisor - Emergency Preparedness for transmittal to Nuclear Records Management.

6.2 Assistant OSC Manager

6.2.1 Activation

- a. Report to the OSC and inform the OSC Manager of arrival.
- b. Receive a briefing from the OSC Manager.
- c. IF the OSC Manager has NOT arrived, THEN assume the duties of the OSC Manager.
- d. Ensure the Gai-tronics speaker is adjusted to a level that can be heard in the OSC.

6.2.2 Operation

- a. Establish the following ERTs as necessary using qualified personnel.
 - 1. Fire Brigade Team
 - 2. First Aid Team
 - 3. Search and Rescue Team
 - 4. Emergency Repair/Operations Team
 - 5. Reentry Team
 - 6. Standby Reentry Team

NOTE 6.2.2.b

Give priority to the Emergency Operation Teams when performing Steps b. through f.

- b. Appoint a team leader for each ERT.

- c. Two dedicated members should be assigned to each team.
- d. Ensure the OSC RP Coordinator is notified before a team briefing begins so that radiological concerns and conditions can be addressed during the team briefing.
- e. Ensure that each ERT is briefed before every corrective action.
- f. Ensure the following is logged on the ERT Assignment Board:
 - 1. Team No.
 - 2. Team Members
 - 3. Dose (mrem)
 - 4. Task
 - 5. Location
- g. Ensure a debriefing is conducted as each team returns to the OSC.
- h. For Post Accident Sampling System (PASS) samples, contact the following:
 - 1. OSC RP Coordinator for radiological support.
 - 2. Emergency RP Manager for technical expertise.
 - 3. Adequate Chemistry Technicians to perform sampling.
- i. Discuss additional equipment and supply needs with the OSC Materials Manager.

6.2.3 Deactivation

- a. Ensure all ERTs have returned to the OSC and have been debriefed.
- b. Deactivate the ERTs when directed by the OSC Manager.
- c. Document and report any procedural or equipment deficiencies to the OSC Manager in accordance with RA-EP-02720, Recovery.
- d. Forward all records to the OSC Manager for review.

6.3 OSC Materials Manager

6.3.1 Activation

- a. Inform the OSC Manager and Radiological Testing Laboratory (RTL) Coordinator of your arrival and location. Request that your name be placed on the OSC Emergency Organization Status Board.
- b. Receive a briefing from the OSC Manager or Assistant OSC Manager.
- c. Inform the RTL Coordinator about the number of warehouse personnel, and their location so that required dosimetry can be issued.
- d. Ensure adequate warehouse personnel are available to support the procurement and delivery of needed emergency supplies and equipment.
- e. Inform incoming warehouse personnel to report to the RTL for required dosimetry before proceeding to the warehouse.

6.3.2 Operation

- a. Interface with the OSC Manager and Assistant OSC Manager to provide emergency supplies and equipment when needed.
- b. Interface with the RTL Coordinator to ensure the warehouse is surveyed for radiological habitability when necessary.

6.3.3 Deactivation

- a. Return warehouse personnel supporting the emergency to normal operation.
- b. Document and report any procedural or equipment deficiencies to the OSC Manager in accordance with RA-EP-02720, Recovery.
- c. Forward all records generated during the emergency to the OSC Manager for review.

6.4 OSC Team Briefer/Debrief

6.4.1 Activation

- a. Report to the OSC and inform the Assistant OSC Manager of arrival.
- b. Receive a briefing from the OSC Manager or Assistant OSC Manager.

6.4.2 Operation

- a. Ensure the OSC RP Coordinator is notified before a team briefing begins so that radiological concerns and conditions can be addressed during the team briefing.
- b. Adequately brief ERTs before every corrective action using DBEP-024, Emergency Team Briefing/Debriefing Form.
- c. Adequately debrief ERTs when the team returns to the OSC using DBEP-024, Emergency Team Briefing/Debriefing Form.
- d. Ensure the OSC RP Coordinator is informed of results of corrective actions performed in the Radiologically Restricted Area (RRA) and complete DBEP-024, Emergency Team Briefing/Debriefing Form.

6.4.3 Deactivation

- a. Ensure DBEP-024, Emergency Team Briefing/Debriefing Form is completed.
- b. Document and report any procedural or equipment deficiencies to the OSC Manager in accordance with RA-EP-02720, Recovery.
- c. Forward all records to the OSC Manager for review.

6.5 Chemistry Technicians

6.5.1 Activation

- a. Report to the OSC and inform the Assistant OSC Manager of arrival.
- b. Receive briefing from the OSC Manager or Assistant OSC Manager.

6.5.2 Operation

- a. Sample and analyze various plant systems including PASS samples when required.
- b. Interface with the Emergency RP Manager for technical expertise when required.
- c. Report all sample results to the OSC Manager.
- d. Update Emergency RP Manager on sample results.

6.5.3 Deactivation

- a. Document and report any procedural or equipment deficiencies to the OSC Manager in accordance with RA-EP-02720, Recovery.
- b. Forward all records to the OSC Manager for review.

6.6 OSC Logkeeper

6.6.1 Activation

- a. Report to the OSC and inform the Assistant OSC Manager of arrival.
- b. Receive a briefing from the OSC Manager or Assistant OSC Manager.
- c. On failure of CANS, call out emergency staffing as specified in the call tree section of the EPTD.

6.6.2 Operation

- a. Maintain an accurate log of OSC activities. Capture and record key decisions and events such as:
 1. Equipment repairs
 2. Personnel injuries
 3. Emergency dose authorizations
 4. Potassium Iodide (KI) issuance.
 5. Modifications to the plant.

6.6.3 Deactivation

- a. Review the OSC log for readability and completeness.
- b. IF the OSC log requires alterations for clarifications, THEN enter the missing material as a late entry (L.E.).
- c. Document and report any procedural or equipment deficiencies to the OSC Manager in accordance with RA-EP-02720, Recovery.
- d. Forward all records to the OSC Manager for review.

7.0 FINAL CONDITIONS

- 7.1 The emergency has been downgraded to an Unusual Event or terminated and the OSC has been deactivated and OSC personnel relieved of all duties.
- 7.2 All records generated during the operation of the OSC have been reviewed and forwarded to the Supervisor - Emergency Preparedness by the OSC Manager.
- 7.3 All equipment and reusable supplies have been returned to their storage locations in accordance with RA-EP-00600, Emergency Facilities and Equipment Maintenance Program.

8.0 RECORDS

- 8.1 The following quality assurance records are completed by this procedure and shall be listed on the Nuclear Records List, captured, and submitted to Nuclear Records Management in accordance with NG-NA-00106.
 - 8.1.1 Emergency Team Briefing Form
 - 8.1.2 Emergency Team De Briefing Form
 - 8.1.3 OSC Log
- 8.2 The following non-quality assurance records are completed by this procedure and may be captured and submitted to Nuclear Records Management in accordance with NG-NA-00106.
 - 8.2.1 None

COMMITMENTS

Step Number	Reference	Comments
4.1	TERMS O 05726	OSC Manager responsibilities
6.1.2.d	TERMS O 13590	Precautionary surveys of OSC areas
6.1.2.a.3	TERMS O 14330	Operations Advisor
6.1.2.d	TERMS O 15155	OSC habitability surveys should include air and smear samples
6.1.2.f & g	TERMS O 15156	OSC habitability relocation criteria
Entire Procedure	TERMS Q 03111	Emergency Preparedness organization procedures
6.1.1	TERMS Q 02850	Technical support for operating shift
6.1.2		

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RA-EP-02870	STATION ISOLATION
RA-EP-02000	MEDICAL EMERGENCIES
RA-EP-02800	PREPARATION AND TRANSPORT OF CONTAMINATED INJURED PERSONNEL
RA-EP-02805	DAVIS BESSE EMERGENCY TELEPHONE SYSTEM
RA-EP-02807	EMERGENCY HELICOPTER LANDING ZONES
RA-EP-02861	RADIOLOGICAL INCIDENTS
RA-EP-02864	CONTAINMENT EVACUATION
RA-EP-02880	INTERNAL FLOODING

Davis-Besse Nuclear Power Station

EMERGENCY PLAN OFF NORMAL PROCEDURE

RA-EP-02807

EMERGENCY HELICOPTER LANDING ZONES

REVISION 01

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Director - Support Services Date

Approved by: J. W. Byrnes 11/11/01
Plant Manager Date

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1.0 PURPOSE

This procedure provides guidelines for the use of the Davis-Besse Helicopter Landing Zones within the Davis-Besse Owner-Controlled Area.

2.0 REFERENCES

2.1 Developmental

2.1.1 RA-EP-02000, Medical Emergencies

2.1.2 IS-DP-00026, Guidelines for Alarm Station Operations

2.2 Implementation

None.

3.0 DEFINITIONS

3.1 DAVIS-BESSE HELICOPTER LANDING ZONES – The Davis-Besse Nuclear Power Station (DBNPS) Designated Helicopter Landing Zone is the area south of the Personnel Processing Facility (PPF) (Attachment 1, Designated Helicopter Landing Zone). An Alternate Landing Zone may be utilized which meets the requirements of step 6.1.2.a.

4.0 RESPONSIBILITIES

4.1 The Supervisor – Security Shift shall dispatch Nuclear Security personnel to meet the helicopter, ensure landing zone is clear of debris and safety rules are followed.

5.0 INITIATING CONDITIONS

This procedure shall be implemented whenever a helicopter is expected to land within the Owner Controlled Area of the Davis-Besse Nuclear Power Station.

Note 6.0

During medical emergencies, Carroll Township or a mutual aid fire department should respond to Davis-Besse to assist in the landing of Life Flight.

6.0 PROCEDURE

6.1 Use of the Davis-Besse Emergency Helicopter Landing Zone

6.1.1 The expecting party shall:

- a. Notify the Supervisor – Security Shift of the expected arrivals of a helicopter.
- b. Provide escorts for personnel arriving in the helicopter, as necessary.

6.1.2 The Supervisor – Security Shift shall:

- a. Ensure that the Designated Helicopter Landing Zone is cleared of all obstructions. (Refer to Attachment 1, Designated Helicopter Landing Zone.)
- b. If necessary, determine an Alternate Landing Zone using the following criteria:
 1. Landing zone is at least 100 feet square; or larger when high winds are a factor.
 2. Landing zone is as smooth and flat as possible.
 3. Landing zone is clear of trees, wires, emergency vehicles, signs, fallen branches, snow and other loose debris.
- c. Dispatch members of the Nuclear Security Force to mark the Designated Helicopter Landing Zone, or Alternate Landing Zone, with the following (Refer to Attachment 2, Night Landing Zone):
 1. Orange pylons at each corner and one pylon at the zone periphery in the direction that the wind is blowing from during daylight hours.

NOTE 6.1.2.c.2

Flares are stored in the Security Armory in the PPF.
Flares are also contained in each of the four-wheel
RMT vehicle tool kits.

2. Flares at each corner and one flare at the zone periphery in the direction that the wind is blowing from when pylons cannot be easily seen.
- d. Control access to the landing zone to ensure the safety of the helicopter and its personnel.
- e. Arrange for the rapid transport of medical personnel to the injury scene, if appropriate.
- f. Ensure that a member of the Nuclear Security Force stays with the helicopter.
- g. Ensure that the personnel arriving by helicopter have been provided with escorts if admittance to the Protected Area is required.

6.2 General Safety Precautions for Helicopter Arrivals and Departures

- 6.2.1 The following precautions for approaching the helicopter shall be adhered to by all personnel (Refer to Attachment 3, Safe Approach Zones):
 - a. Keep spectators at least 200 feet from the area. Keep emergency personnel at least 100 feet from the area.
 - b. Eye and hearing protection should be worn whenever the helicopter blades are in motion.
 - c. At no time shall anyone approach the tail of the helicopter. Always approach the helicopter from the front.
 - d. Never approach the helicopter when blades are in motion, unless directed otherwise by the pilot and/or flight crew.
 - e. Never approach a helicopter without first establishing eye contact with the pilot and receiving a signal to proceed.
 - f. No smoking or running within 50 feet of the helicopter.
 - g. For Life Flight operations, do not assist crew members in opening or closing the doors of the helicopter. The flight crew is responsible for loading and unloading equipment and patient(s).

- g. For Life Flight operations, do not assist crew members in opening or closing the doors of the helicopter. The flight crew is responsible for loading and unloading equipment and patient(s).

7.0 FINAL CONDITIONS

- 7.1 The helicopter has departed the Owner Controlled Area.

8.0 RECORDS

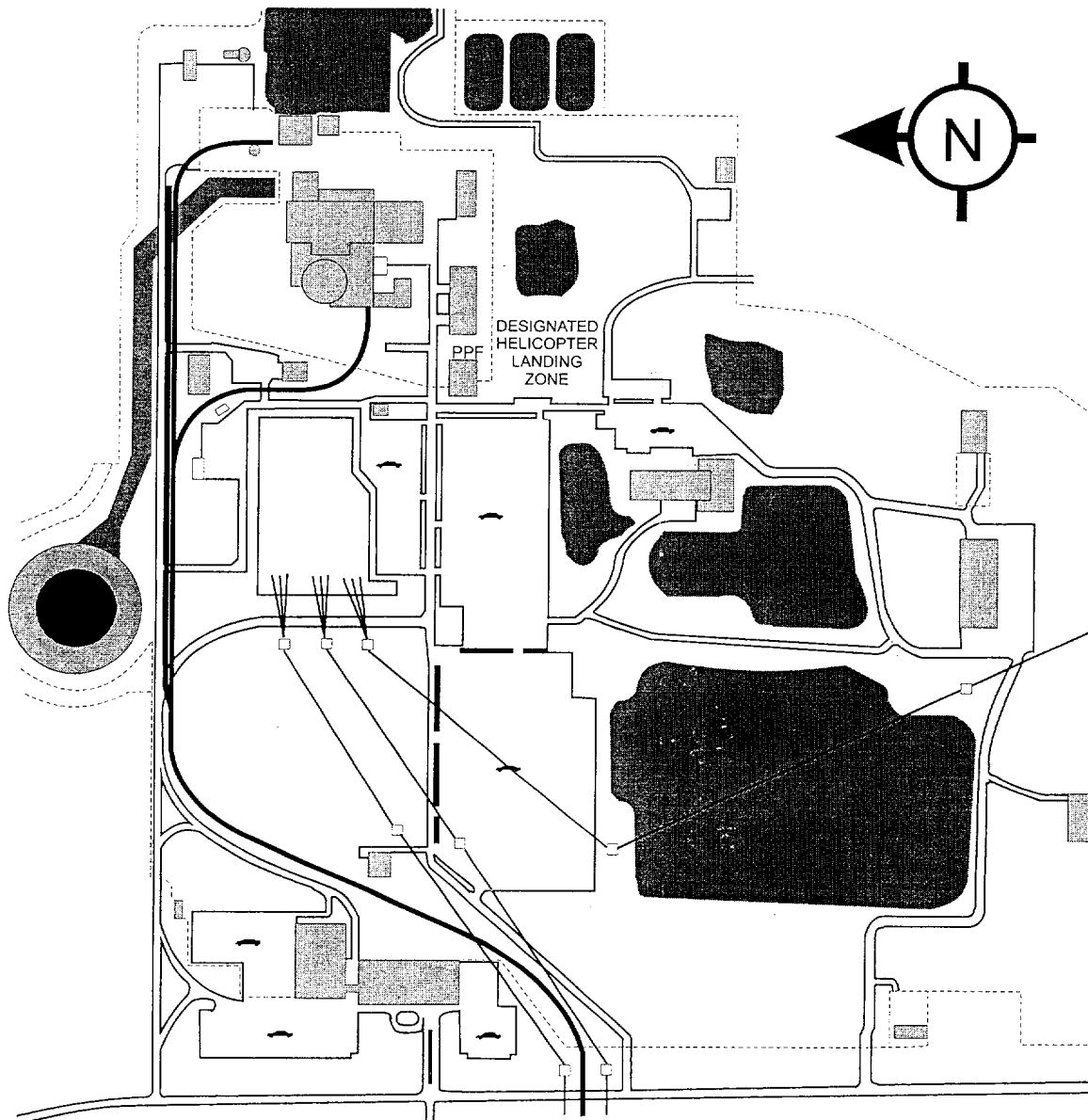
- 8.1 The following quality assurance records are completed by this procedure and shall be listed on the Nuclear Records List, captured, and submitted to Nuclear Records Management in accordance with NG-NA-00106:

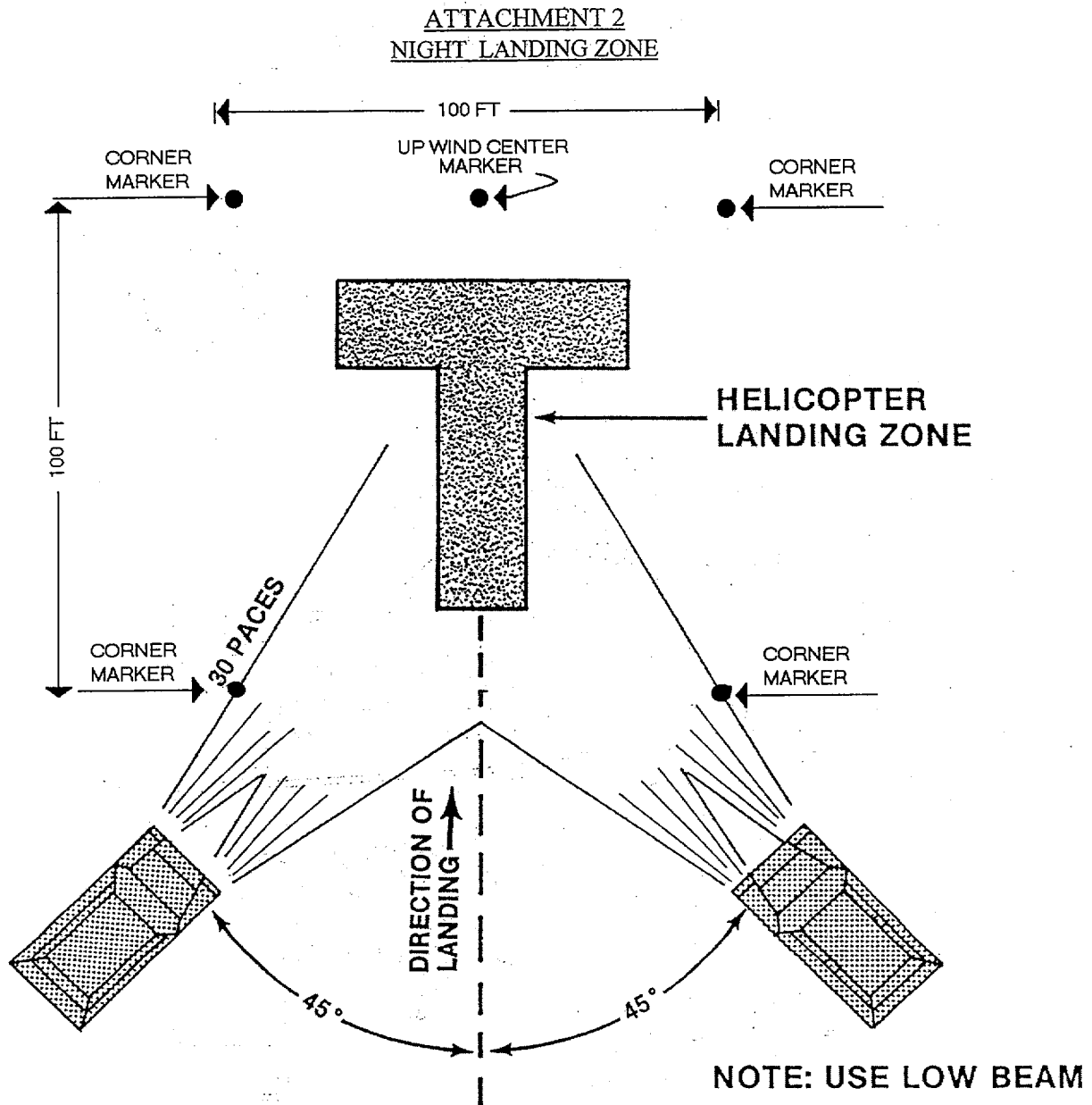
8.1.1 None

- 8.2 The following non-quality assurance records are completed by this procedure and shall be listed on the Nuclear Records List, captured, and submitted to Nuclear Records Management in accordance with NG-NA-00106:

8.2.1 None

ATTACHMENT 1
DESIGNATED HELICOPTER LANDING ZONE

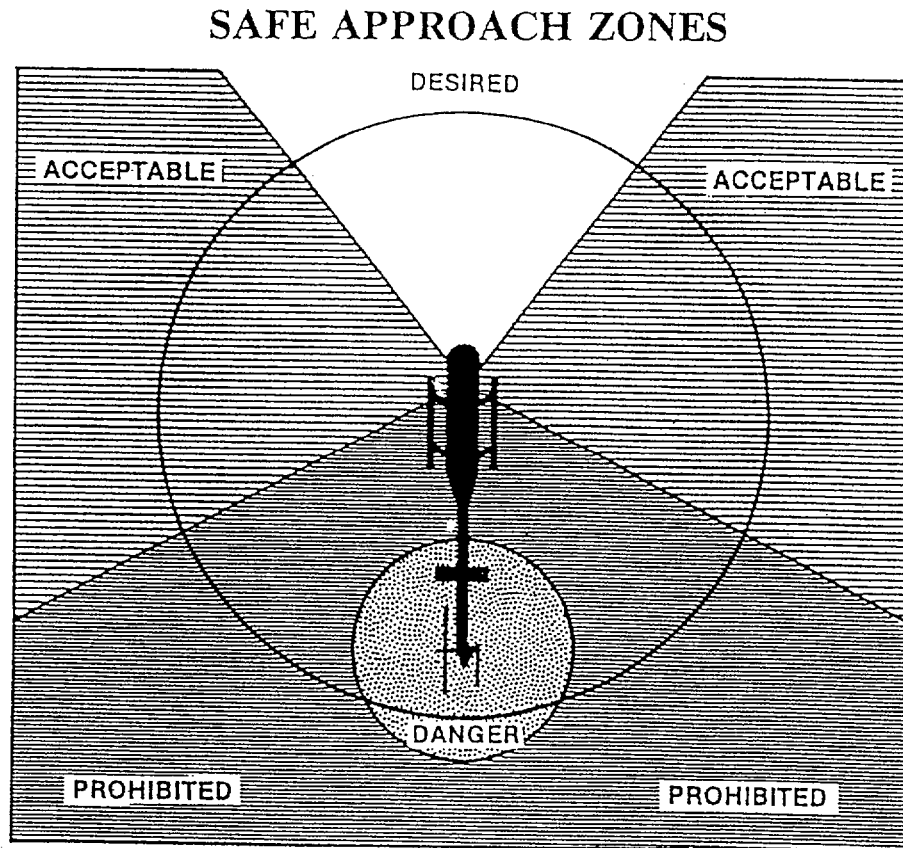




Additional guidance:

1. Beware of any hazards such as power lines, fences, trees, etc., that the pilot may not be able to see.
2. Park vehicles with low beams on approximately 40 to 50 feet from helicopter landing area, offset from helicopter approach route.
3. Never shine lights at helicopter which may blind pilot.

ATTACHMENT 3
SAFE APPROACH ZONES



Safety considerations when boarding or exiting helicopters:

1. Wait for permission to board or exit from pilot.
2. Approach or leave the helicopter from near the front so the pilot can see you at all times.
3. No smoking around the helicopter.
4. Hats and other loose items should be secured to protect against rotor winds.
5. Keep long-handled tools, litters, radio antenna, and similar items away from rotor blades.
6. Keep your head down at all times. The slower the rotor blades are turning, the lower they will dip towards the ground.
7. Never approach or leave a helicopter from any side where the ground is higher than where the helicopter is standing, you may walk into a rotor blade.

COMMITMENTS

<u>Section</u>	<u>Reference</u>	<u>Comments</u>
None	None	None

END