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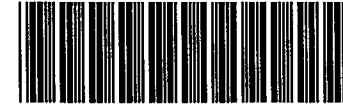
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FLORIDA POWER
CRYSTAL RIVER UNIT 3
PLANT OPERATING MANUAL

EMERGENCY PLAN IMPLEMENTING PROCEDURE

EM-206

EMERGENCY PLAN ROSTER NOTIFICATION

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1.0 PURPOSE

- 1.1 To provide instructions for methods of notification for emergency response personnel from the Technical Support Center (TSC)/Operational Support Center (OSC) and Emergency Operations Facility (EOF).
- 1.2 To identify locations of Emergency Rosters and Phone Directories for:
 - o Emergency Response Personnel Roster and Phone Directory
 - o Off-Site Support Phone Directory (Local, State, Federal)
 - o Emergency Facility Phone Directory
 - o Violent Weather Committee and Volunteer Phone Directory
- 1.3 To provide instructions to obtain Emergency Team Rosters from the PassPort Personnel Qualification Data system (PQD).

2.0 REFERENCES

2.1 Developmental References

- 2.1.1 10 CFR 50.47, Emergency Plans
- 2.1.2 10 CFR 50, Appendix E, Emergency Planning and Preparedness for Production and Utilization Facilities
- 2.1.3 NUREG-0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
- 2.1.4 Radiological Emergency Response Plan

3.0 PERSONNEL INDOCTRINATION

3.1 Definitions

Activate - To provide notification to emergency response personnel of the need to respond to the TSC/OSC or EOF for staffing and operation.

Operational - The minimum functions and communication links are established, required equipment is in proper working order, and the TSC Emergency Coordinator or EOF Director has assumed responsibility and authority for the emergency condition.

3.2 Responsibilities

- 3.2.1 The Emergency Coordinator notifies Security to ensure necessary notifications are completed during the declared emergency condition at CR-3.
- 3.2.2 Nuclear Security ensures emergency response personnel are notified in accordance with this procedure.
- 3.2.3 Technical Training provides data entry, verification, generation and distribution of Emergency Team Rosters.
- 3.2.4 Emergency Preparedness ensures Emergency Response Rosters are updated and distributed in accordance with Section 4.4.

3.2.5 The Supervisor Emergency Preparedness ensures quarterly reviews of Emergency Roster Call Lists and submits changes as necessary.

3.3 Limits and Precautions

3.3.1 The Emergency Group Pager system is NOT intended to take the place of manual phone notification of minimum emergency personnel during backshift, weekend or holidays.

3.3.2 Once the TSC or EOF is operational, the Emergency Coordinator or EOF Director determines the number of additional personnel to cope with the emergency and ensures appropriate calls are made from the Emergency Roster Call Lists.

4.0 INSTRUCTIONS

4.1 Instructions For Notifying TSC and EOF Staff

4.1.1 Activation of the TSC and EOF is performed by Nuclear Security when the Emergency Coordinator notifies Nuclear Security to activate either the TSC or EOF.

4.1.2 Immediately upon request from the Emergency Coordinator to activate the TSC or EOF, Nuclear Security will perform one or more of the following actions:

4.1.2.1 All Shifts

GO TO Section 4.2.1 and 4.2.2 for activation of the TSC and Dose Assessment Team.

GO TO Section 4.2.3, as requested, for EOF activation.

GO TO Section 4.2.4 for TSC and EOF activation when a Security Event occurs on backshift, weekend or holiday AND it has been decided to send personnel to the EOF instead of the TSC.

4.1.2.2 Backshift, Weekend or Holiday

In addition to activation of Emergency Group Pages for the TSC or EOF; BEGIN phone notification of the TSC or EOF staff using the Weekly On-Call List.

4.1.3 IF phone contact is NOT made from the Weekly On-Call List for the TSC or EOF, THEN GO TO Emergency Response Personnel Roster and NOTIFY a minimum of one person from the positions you were unable to contact.

4.1.4 UNLOCK the entrance doors to the TSC, unless TSC personnel are sent to the EOF.

4.1.5 IF pagers do NOT activate, THEN begin additional notifications of personnel from the Emergency Response Personnel Roster.

4.2 Notification Methods

4.2.1 TSC – Activation of Emergency Group Pagers

NOTE

An incorrect entry can be corrected by depressing the "exit" key.

NOTE

There is a backup Quikpager keyboard in the Technical Support Center.

To activate the Emergency Group pagers, COMPLETE the following:

- 4.2.1.1 OBTAIN the verification pager in the Nuclear Security Operations Center (NSOC).
- 4.2.1.2 TURN verification pager on. (You will receive confirmation beeps.)
- 4.2.1.3 DEPRESS the letters "TSC" on Quikpager keyboard.
- 4.2.1.4 DEPRESS "Enter" key.
- 4.2.1.5 DEPRESS "M" (for message) on keyboard.
- 4.2.1.6 DEPRESS "F1" key (stored message instructing personnel to staff the TSC).
- 4.2.1.7 DEPRESS "Enter" key. (Message sent when original screen appears.)

NOTE

Current hard copy printouts of the Emergency Response Personnel Roster are located in the Control Room, NSOC, TSC/OSC and EOF.

- 4.2.1.8 IF pagers fail to activate on day shift,
THEN BEGIN notification of TSC staff using the "Office" numbers listed in Emergency Response Personnel Roster. CONTACT a minimum of one person from each of the TSC required functions.

4.2.2 DAT – Activation of Dose Assessment Team at ALERT

- 4.2.2.1 DEPRESS the letters "DAT" on Quikpager keyboard.
- 4.2.2.2 DEPRESS the "Enter" Key.
- 4.2.2.3 DEPRESS "M" on Keyboard.
- 4.2.2.4 DEPRESS "F2" key (stored message instructing EOF Dose Assessment Team to report to EOF)
- 4.2.2.5 DEPRESS "Enter" Key.
- 4.2.2.6 IF a request was also made to activate the EOF,
THEN GO TO Section 4.2.3.
- 4.2.2.7 IF NO request was made to activate the EOF,
THEN RETURN TO Section 4.1.2.2 and COMPLETE as appropriate.

NOTE

An incorrect entry can be corrected by depressing the "exit" key.

NOTE

There is a backup Quikpager keyboard in the Technical Support Center.

4.2.3 EOF - Activation of Emergency Group Pagers

To activate the Emergency Group Pagers, COMPLETE the following:

- 4.2.3.1 OBTAIN the verification pager in NSOC.
- 4.2.3.2 TURN verification pager on. (You will receive confirmation beeps.)
- 4.2.3.3 DEPRESS the letters "EOF" on Quikpager keyboard.
- 4.2.3.4 DEPRESS "Enter" key.
- 4.2.3.5 DEPRESS "M" (for message) on keyboard.
- 4.2.3.6 DEPRESS "F2" key (stored message instructing personnel to staff the EOF).
- 4.2.3.7 DEPRESS "Enter" key. (Message sent when original screen appears.)

NOTE

Current hard copy printouts of the Emergency Response Personnel Roster are located in the Control Room, NSOC, TSC/OSC and EOF.

- 4.2.3.8 IF pagers fail to activate on day shift,
THEN BEGIN notification of EOF staff using the "Office" numbers listed in Emergency Response Personnel Roster. CONTACT a minimum of one person from each of the EOF required functions.
- 4.2.3.9 RETURN to Section 4.1.2.2 and COMPLETE as appropriate.

4.2.4 TSC and EOF Activation during Security Event

To activate the Emergency Group pagers, COMPLETE the following:

- 4.2.4.1 OBTAIN the verification pager in the Nuclear Security Operations Center (NSOC).
- 4.2.4.2 TURN verification pager on. (You will receive confirmation beeps.)
- 4.2.4.3 DEPRESS the letters "TSC" on Quikpager keyboard.
- 4.2.4.4 DEPRESS "Enter" key.
- 4.2.4.5 DEPRESS "M" (for message) on keyboard.
- 4.2.4.6 DEPRESS "F5" key (stored message instructing personnel to staff the EOF due to a Security Event).
- 4.2.4.7 DEPRESS "Enter" key. (Message sent when original screen appears.)
- 4.2.4.8 WHEN pager unit finishes sending message,
THEN return to Quikpager unit and send message for EOF personnel to staff the EOF.
- 4.2.4.9 DEPRESS the letters "EOF" on Quikpager keyboard.
- 4.2.4.10 DEPRESS "Enter" key.
- 4.2.4.11 DEPRESS "M" (for message) on keyboard.
- 4.2.4.12 DEPRESS "F5" key (stored message instructing personnel to staff the EOF due to Security Event).
- 4.2.4.13 DEPRESS "Enter" key. (Message sent when original screen appears.)
- 4.2.4.14 RETURN to Section 4.1.2.2 and COMPLETE as appropriate.

NOTE

Current computer printouts of Emergency Team Rosters are located in the Control Room and in the Operational Support Center.

NOTE

The following instructions may be used from a Network personal computer. The printers designated to print reports are identified within the Report Module as discussed below.

The IT Help Desk supports problems experienced with execution of the PQD reports.

4.3 Instructions For Obtaining Emergency Team Rosters [NOCS 9819]

4.3.1 Viewing Individual and Team Qualifications on the PC Screen

- 4.3.1.1 OPEN PQD (START-PROGRAMS-Business Applications-PassPort Production-PassPort Information Web Portal)
- 4.3.1.2 SELECT "Services Company" drop down arrow.
- 4.3.1.3 SELECT "Energy Supply-Nuclear".

- 4.3.1.4 SELECT "Crystal River 3 Plant".
- 4.3.1.5 SELECT "Personnel Qualifications".
- 4.3.1.6 SELECT "Duty Areas" from the "ERO" heading.

NOTE

The qualification status of individuals will appear in the right hand column of the view selected.

- 4.3.1.7 GO TO the "down arrow" and page through the on-screen report until the desired emergency team Duty Area appears, OR
- 4.3.1.8 SEARCH for a specific Duty Area by number or key word or phrase using the "binocular" search button, OR
- 4.3.1.9 SEARCH for an individual by name or social security number using the "binocular" search button.

4.3.2 Printing Individual And Team Qualifications

- 4.3.2.1 SELECT the "print" icon button on the tool bar to print the entire report OR,
- 4.3.2.2 IDENTIFY the page number(s) of the report that is required for printing.
 - 4.3.2.2.1 PRINT by selecting "File" then "Print" from the Windows menu tool bar.
 - 4.3.2.2.2 SELECT "Pages" and ENTER the page numbers desired.
 - 4.3.2.2.3 SELECT "OK".

4.4 Location of Emergency Rosters and Phone Directories

Hard copies of the Emergency Rosters and Phone Directories are located in the following facilities:

- CR-3 Control Room and Simulator Control Room (Emergency Coordinator Manual)
 - Emergency Response Personnel Roster and Phone Directory
 - Off-Site Support Phone Directory
 - Emergency Facility Phone Directory
 - Violent Weather Committee and Volunteer Phone Directory (CR-3 Control Room only)
- TSC/OSC (various locations)
 - Emergency Response Personnel Roster and Phone Directory
 - Off-Site Support Phone Directory
 - Emergency Facility Phone Directory
 - Violent Weather Committee and Volunteer Phone Directory
 - Emergency Team Roster
- EOF (various locations)
 - Emergency Response Personnel Roster and Phone Directory
 - Off-Site Support Phone Directory
 - Emergency Facility Phone Directory
- NSOC (With Quikpager unit)
 - Emergency Response Personnel Roster and Phone Directory

Access to above phone lists, except the Emergency Team Roster, is also located on the Emergency Preparedness Web page at:
http://s00154/source/cr3/cr3_regaff/cr3_ep/cr3_regaff_ep_main1.htm

The Emergency Team Roster is accessed in accordance with Section 4.3.

PROCEDURE DEVELOPMENT AND REVISION RECORD

Procedure: EM0206

New Rev: 97

PRR#: 21281

Title: EMERGENCY PLAN ROSTER NOTIFICATION

MINOR CHANGES

If Minor Changes are included, check the applicable box(es) and provide a list of affected steps.
The following corrections are incorporated throughout:

- | | |
|---|---|
| <input type="checkbox"/> Sentence Structure | <input type="checkbox"/> Redundant words or phrases |
| <input type="checkbox"/> Punctuation | <input type="checkbox"/> Abbreviations |
| <input checked="" type="checkbox"/> Capitalization | <input type="checkbox"/> Obviously incorrect units of measure |
| <input type="checkbox"/> Spelling | <input type="checkbox"/> Inadvertently omitted symbols (#, %, etc.) |
| <input type="checkbox"/> Organizational Changes: position titles, department names, or telephone numbers | <input type="checkbox"/> Obvious step numbering discrepancies |
| | <input type="checkbox"/> Format |

The following corrections are incorporated in the step(s) indicated: "Throughout" is used in lieu of Step# if a specific change affects a large number of steps.

Changing information that is obviously incorrect and referenced correctly elsewhere

Misplaced decimals that are neither setpoint values nor tolerances

Reference to a procedure when an approved procedure has taken the place of another procedure

Fixing branching points when it is clear the branching steps were originally intended but were overlooked or incorrectly stated due to step number changes

Adding clarifying information such as NOTES and CAUTIONS

Adding words to clarify steps, NOTES, or CAUTIONS which clearly do not change the methodology or intent of the steps

PROCEDURE DEVELOPMENT AND REVISION RECORD

Procedure: EM0206

New Rev: 97

PRR#: 21281

Title: EMERGENCY PLAN ROSTER NOTIFICATION

NON-INTENT CHANGES

Changes are incorporated for the reasons provided. "Throughout" is used in lieu of Step # if a specific change affects a large number of steps. For new or cancelled procedures the reason is provided.

| | |
|------------|--|
| Throughout | Changed reference from TIS to PassPort Personnel Qualification Data system (PQD). Support of 2/18/02 Passport Rollout. |
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| 3.0 | NOTE - deleted statement indicating a safety assessment is not required for this procedure. EM procedures are required to have safety assessments. |
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| 4.2.1.8 and 4.2.3.8 | Deleted requirement to activate pagers twice. With new metrocall system, the pagers will automatically activate twice. Renumbered steps accordingly. |
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|-----------------|---|
| 4.3.1 and 4.3.2 | Revised the viewing and printing of team qualifications to address PQD passport implementation. |
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| 4.5 | Delete section for EC and EOF Director to consider shift changes.. This has been implemented in EM-102 for the Emergency Coordinator and REP-03 for the EOF Director. These procedures are used for implementation of the E-Plan by the respective positions. |
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| 4.2.4 | Added instructions to follow for a credible Security Event when TSC personnel are to report to the EOF. |
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| 4.2.2.6 | Added step to activate the EOF if requested prior to making additional TSC phone calls. Renumbered as needed. (NUPOST 97725) |
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| 4.1.2 | Clarify Security will perform one or more of the following actions: |
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| 4.1.2.1 | Add Go TO Section 4.2.4 for Security Event |
|---------|--|

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| 4.1.4 | Clarify to open the TSC, unless TSC personnel are sent to EOF. |
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| 4.4 | Updated the website location for the phone Directories. |
|-----|---|

CHANGE OF INTENT, CANCELLATION, OR NEW PROCEDURE

Changes are incorporated for the reasons provided. "Throughout" is used in lieu of Step # if a specific change affects a large number of steps. For new or cancelled procedures the reason is provided.

| | |
|-----|---|
| All | Because EM-206 is a procedure related to the Emergency Preparedness Program, changes identified in the non-intent changes are considered to be intent changes under Enclosure 2 of AI-400C. This procedure was in the review cycle prior to Rev. 29 of AI-400C being issued. REG-NGGC-0010 will be completed. |
|-----|---|
