Davis Besse Power Station
Transmittal / Receipt Acknowledgement

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	TOC 1	TOC 2	Type	Number	Sht/Sec	Changes	Rev	Status
old	EPIB	EPOC	PROC	RA-EP-02010			0002	APPROVED
new	EPIB	EPOC	PROC	RA-EP-02010		E01-3144	0002	APPROVED
old	EPIC		PROC	RA-EP-02510			0003	APPROVED
new	EPIC		PROC	RA-EP-02510		E01-3143	0003	APPROVED

PROCEDURE DEVELOPMENT FORM
ED 7635-17

SHEET	PROCEDURE ACTIVITY TRACKING NO.
1 OF 1	01- 3144

SECTION 1 - IDENTITY

PROCEDURE NO. / CURRENT REVISION	PROPOSED REVISION NO.	PROPOSED C or E NO.		
RA-EP-02010/R02			☐ NEW (N) ☐ CANCELLATION (CX)	
			☐ REVISION (R) ☐ INACTIVATION (IN)	☐ RESTRICTED (CR/TR)
SUPERSEDES			☐ CHANGE (C) ☐ REACTIVATION (RA)	ESTIMATED EXPIRATION
	--	E-1	☐ TEMPORARY APPROVAL (TA)	
			☒ EDITORIAL CORRECTION (E)	(DATE / EVENT)

PROCEDURE TITLE

Emergency Management

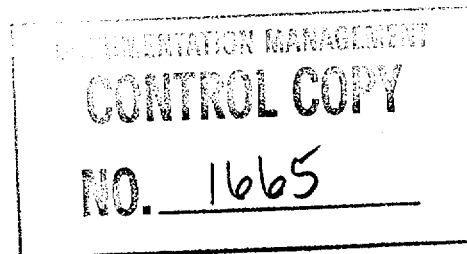| PROCEDURE CLASSIFICATION	HAS PROCEDURE BEEN EXEMPTED FROM REGULATORY APPLICABILITY?	PAT / PCR NOS. CLOSED OUT	
☒ SR ☐ QR ☐ N-QR			
CHANGE TO? ☐ YES ☒ NO	☐ YES ☒ NO		☐ CONTINUED

ACTIVITY SUMMARY / PURPOSE

Corrrect Titles, Correct Spelling, remove an obsolete reference,

☐ CONTINUED

SECTION 2 - CONCURRENT EFFECTIVE DOCUMENTS   ☐ CONTINUED

DOCUMENT NO. / REVISION	DOCUMENT TITLE	PAT NO. / CHANGE REQUEST

SECTION 3 - REVIEW ORGANIZATIONS

REQUIRED	REQUESTED
☐ CONTINUED	☐ CONTINUED

PROCEDURE PREPARER	DATE 12/3/01	QUALIFIED REVIEWER N/A	DATE

SECTION 4 - ATTACHMENTS

COMPLETED AND ATTACHED

YES N/A		YES N/A		YES N/A	
☐ ☐	VALIDATION CHECKLIST	☐ ☐	10CFR50.59 SCREEN NO. _____	☐ ☐	REVISED CROSS REFERENCES LIST
☐ ☐	COMMITMENT VERIFICATION SUMMARY	☐ ☐	10CFR50.59 EVALUATION NO. _____	☐ ☐	PCRs
☐ ☐	REGULATORY APPLICABILITY DETERMINATION NO. _____	☐ ☐	DOCUMENT REVIEW SHEETS	☐ ☐	OTHER _____

FINAL QUALIFIED REVIEWER CONCURRENCE N/A	DATE

SECTION 5 - TEMPORARY APPROVAL

MANAGEMENT SRO	DATE	APPROVAL AUTHORITY	DATE
N/A		N/A	

SECTION 6 - CONCURRENCE / FINAL APPROVAL

PROCEDURE SPONSOR N/A	DATE	☐ SRB N/A	DATE
☐ MANAGER – NUCLEAR QUALITY ASSESSMENT (QA) N/A	DATE	☐ PLANT MANAGER N/A	DATE
		APPROVAL AUTHORITY N/A	DATE

SECTION 7 - TRAINING / PROCEDURE EFFECTIVITY

TRAINING COMPLETE ☐ YES ☒ N/A	ALTERATION EFFECTIVE DATE 1/10/02	PROCEDURE SPONSOR	DATE 12-28-01

Davis-Besse Nuclear Power Station

EMERGENCY PLAN IMPLEMENTING PROCEDURE

RA-EP-02010

(Supersedes RA-EP-02010, R1)

Emergency Management

REVISION 02

Prepared by: _____ _10-28-98_
                                                                        Date

Sponsor: _____ _11/6/98_
                          Manager - Regulatory Affairs   Date

Approved by: _Robert E Donnelly_____ _12/10/98_
                          Director - Engineering & Services   Date

Approved by: _____ _12/11/98_
                          Plant Manager   Date

Effective Date: _1/8/99_
                          _01/29/99_

Procedure Classification:

_X_ Safety Related

____ Quality Related

____ Non-Quality Related

LEVEL OF USE:

IN-FIELD REFERENCE

LIST OF EFFECTIVE PAGES

Page	Change No.	Page	Change No.	Page	Change No.
1		23			
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1.0 PURPOSE

This procedure establishes a reference aid for key Emergency Response Organization personnel that consolidates the action steps of each individual during the first phase of any emergency response. It is intended to supplement the individual's familiarity and compliance with the plan and implementing procedures by providing a memory key and guideline for the manager's initial responses.

2.0 REFERENCES

   2.1 Developmental

      2.1.1 Davis-Besse Nuclear Power Station Emergency Plan
      2.1.2 Corporate Emergency Response Plan

   2.2 Implementation

      2.2.1 NG-IS-00004, Fitness for Duty Program
      2.2.2 RA-EP-00600, Emergency Facility and Equipment Maintenance Program
      2.2.3 RA-EP-01500, Emergency Classification
      2.2.4 RA-EP-01600, Unusual Event
      2.2.5 RA-EP-01700, Alert
      2.2.6 RA-EP-01800, Site Area Emergency
      2.2.7 RA-EP-01900, General Emergency
      2.2.8 RA-EP-02000, Medical Emergencies
      2.2.9 RA-EP-02110, Emergency Notification
      2.2.10 HS-EP-02230, Dose Assessment Center Activation and Response
      2.2.11 RA-EP-02245, Protective Action Guidelines
      2.2.12 RA-EP-02520, Assembly and Accountability
      2.2.13 RA-EP-02530, Evacuation
      2.2.14 RA-EP-02620, Emergency Exposure Controls and Potassium Iodide Distribution
      2.2.15 RA-EP-02710, Reentry
      2.2.16 RA-EP-02720, Recovery Organization
      2.2.17 RA-EP-02800, Preparation and Transport of Contaminated Injured Personnel
      2.2.18 RA-EP-02950, JPIC Activation and Response
      2.2.19 DB-OP-00002, Operations Section Event/Incident Notifications and Actions
      2.2.20 Davis-Besse Emergency Plan Telephone Directory

3.0   DEFINITIONS

   3.1   ALTERNATE EMERGENCY OPERATIONS FACILITY (AEOF) - A conference area
         outside the 10-mile EPZ, which is available to hold meetings between Davis-Besse
         emergency management personnel and offsite agency management personnel.

   3.2   ESSENTIAL PERSONNEL - Personnel assigned specific Emergency Response Duties
         as identified in the DBNPS Emergency Plan (i.e., operations, fire brigade (FB), first aid
         team (FAT), radiation monitoring team (RMT), Team Leaders and members, etc.)

   3.3   NONESSENTIAL PERSONNEL - Personnel who are not preassigned specific
         Emergency Response duties.

   3.4   PAR - Protective Action Recommendation.

4.0   RESPONSIBILITIES

   4.1   Emergency Director (Outside of the Control Room), Attachment 1, Emergency
         Management Guidelines for Emergency Director.

   4.2   Emergency Plant Manager, Attachment 2, Emergency Management Guidelines for
         Emergency Plant Manager.

   4.3   Emergency Offsite Manager, Attachment 3, Emergency Management Guidelines for
         Emergency Offsite Manager.

   4.4   Company Spokesperson, Attachment 4, Emergency Management Guidelines for
         Company Spokesperson.

   4.5   Emergency Assistant Plant Manager, Attachment 5, Emergency Management
         Guidelines for Emergency Assistant Plant Manager.

5.0   INITIATING CONDITIONS

   This procedure is initiated upon notification of a classified emergency event at Davis-Besse
   Nuclear Power Station.

6.0 PROCEDURE

    6.1 Activation

    Upon notification of a classified event at Davis-Besse Nuclear Power Station, each member of the Emergency Response Organization identified below may refer to the appropriate attachment for their responsibilities.

        6.1.1 Emergency Director (Outside of the Control Room), Attachment 1, Emergency Management Guidelines for Emergency Director.

        6.1.2 Emergency Plant Manager, Attachment 2, Emergency Management Guidelines for Emergency Plant Manager.

        6.1.3 Emergency Offsite Manager, Attachment 3, Emergency Management Guidelines for Emergency Offsite Manager.

        6.1.4 Company Spokesperson, Attachment 4, Emergency Management Guidelines for Company Spokesperson.

        6.1.5 Emergency Assistant Plant Manager, Attachment 5, Emergency Management Guidelines for Emergency Assistant Plant Manager.

7.0 FINAL CONDITIONS

Use of this procedure by emergency management personnel is no longer required when the emergency has been terminated.

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 Director Turnover Sheet, ED-8122

    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

Emergency Management Guidelines

For

Emergency Director (Outside Of The Control Room)

ALTERNATES: Emergency Plant Manager until the designated Emergency Director arrives.

                  As listed in Emergency Plan Telephone Directory, Section 3

DUTY LOCATION: Technical Support Center, or Emergency Control Center

PRIMARY DUTY: Overall coordination of Davis-Besse's response to any
                classifiable event.

NON-DELEGABLE RESPONSIBILITIES:

1.   Emergency Classification.

2.   Offsite Protective Action Recommendations.

3.   Compliance with station procedures.

4.   Safety and well being of station personnel.

5.   Ordering a General Evacuation.

DELEGABLE RESPONSIBILITIES:

1.   Emergency Dose Authorizations.*

2.   Onsite use of Potassium Iodide by Company personnel.*

      *Delegable ONLY to Emergency Plant Manager

DIRECT REPORTS:

1.   Emergency Offsite Manager

2.   Emergency Plant Manager

3.   Company Spokesperson

4.   Emergency Director Advisor

<u>Response To Classified Events</u>

This guideline is provided to assist in performing the various activities associated with an Emergency Response in the event of an incident at the Davis-Besse Nuclear Power Station. Refer to the appropriate emergency classification heading and carry out the actions identified under it.

<u>Unusual Event RA-EP-01600</u>

A.   <u>IF</u> a meaningless "Group" pager display appears on your pager,
       <u>THEN</u> call the Computerized Automated Notification System to verify that an emergency does not exist at the station.

B.   When notified of an Unusual Event (1111 on your pager), call the Computerized Automated Notification System to indicate you have been notified.

> **NOTE C.**
>
> The on-call Plant Manager will contact the Control Room, determine the status of the situation and will then contact you with the essential information.

C.   When contacted by the Plant Manager, if practical, use the Emergency Director Turnover Data Sheet, ED 8122, to review each of the listed areas.

D.   Review the actions being taken to resolve the situation and the projected course of the event.

> **NOTE E.**
>
> The Plant Manager's home, office and individual pager phone numbers are listed in the Emergency Plan Telephone Directory.

E.   Exchange telephone numbers, pager numbers, and points of contact with the Plant Manager for further discussions as the situation develops.

F.   No further action is required in response to an incident at this classification level.

Alert RA-EP-01700, Site Area Emergency RA-EP-01800 & General Emergency RA-EP-01900

A.   Upon being notified by pager of an Alert (2222 on your pager), Site Area Emergency (3333 on your pager), General Emergency (4444 on your pager) call the Computerized Automated Notification System to indicate you have been notified and provide the system with your estimated travel time (in minutes) to the Emergency Control Center.

B.   Report to the Emergency Control Center (ECC).

C.   Upon arrival at the ECC contact the Emergency Director for a briefing on the nature of the incident.

D.   Discuss the situation with the Emergency Plant Manager and the Emergency Offsite Manager; verify the appropriate classification was made. In the event an improper classification was made, properly classify the event and carry out the correct procedures.

E.   When you have been sufficiently briefed and the Emergency Control Center (ECC) and Technical Support Center (TSC) are activated, complete an Emergency Director Turnover Data Sheet, ED 8122, and inform the Emergency Director that you are assuming the position of Emergency Director. Announce to the following individuals that you have assumed the Emergency Director position (also direct a general announcement be made):

   1.   Emergency Plant Manager

   2.   Emergency Offsite Manager

   3.   Company Spokesperson

F.   Direct the Emergency Offsite Manager to activate the Corporate Support group at the Perry Plant.

G.   Notify the Senior Vice President - Nuclear of the incident and its potential at the earliest opportunity.

H.   With the Emergency Offsite Manager, review the status of any Protective Action Recommendations made to offsite organizations. **REFER TO** RA-EP-02245, Protective Action Guidelines.

I.   Consider delegating authority for emergency radiation dose and onsite use of Potassium Iodide to the Emergency Plant Manager. **REFER TO** RA-EP-02620, Emergency Exposure Controls and Potassium Iodide Distribution.

**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900**
(CONT.)

NOTE J.

Announcements that are intended for the emergency organization in the
DBAB are to be made using the ERF Public Address system. Only the
north end of the DBAB 1st floor is covered by this system. No
information can be sent to the station using this system.

J.   Focus your attention to the area of major concern by seating yourself in the facility
     (TSC or ECC) which is playing the pivotal role in response to the situation. Ensure
     that both the Emergency Plant Manager and Emergency Offsite Manager are aware of
     your location at all times.

K.   Review the status of the JPIC with the Company Spokesperson.

L.   Review the status of assembly within the Protected Area with the Emergency Plant
     Manager. **REFER TO** RA-EP-02520, Assembly and Accountability. **REFER TO**
     Attachment 6, Overview of Assembly/Evacuation/Accountability, for overview.

M.   Perform evacuation duties, as necessary, in accordance with RA-EP-02530,
     Evacuation.

N.   **IF** it becomes desirable or necessary to meet with offsite agency officials at a location
     outside the Plume Exposure Emergency Planning Zone (10-mile EPZ),
     THEN direct that the EOM activate the Alternate Emergency Operations Facility.

O   As the Emergency Classification requires upgrading or downgrading (as indicated to
     you by either the Emergency Plant Manager or Emergency Offsite Manager) conduct a
     meeting with both the Emergency Plant Manager and Emergency Offsite Manager to
     review the appropriate classification and its impact on onsite and offsite activities
     underway. Direct the Emergency Offsite Manager to initiate the completion of the
     Initial Notification Form for your signature.
     REFER TO RA-EP-02110, Emergency Notification.

P.   Periodically meet with the Emergency Plant Manager and Emergency Offsite Manager
     to review the situation and prognosis for the event.

Q.   Evaluate the duration of the event, and arrange for relief staff as deemed appropriate.
     REFER TO Attachment 8, Guidelines for Shift Turnover. Assign an individual to
     coordinate this activity.

R.   Periodically update the Senior Vice President - Nuclear.

S.   **IF** evacuation of non-essential personnel was performed,
     THEN, inform the Corporate Emergency Response Organization (CERO) of the
     offsite location that was selected. Coordinate use of company facilities with the
     CERO. As support is required, obtain assistance from the Corporate Planning Center.

Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900
(Cont.)

T. Confer with offsite agency liaisons during the emergency and prior to entering recovery.

U. When the Emergency Plant Manager determines that the plant has been stabilized, consider reentry and recovery requirements. **REFER TO** RA-EP-02710, Reentry and RA-EP-02720, Recovery Organization

V. Direct that a Condition Report be generated.

Emergency Management Guidelines

For

Emergency Plant Manager

ALTERNATES: As listed in Emergency Plan Telephone Directory, Section 3

DUTY LOCATION: Technical Support Center

PRIMARY DUTY: Coordination and conduct of:

1.   Plant Operations

2.   Plant Assessment

3.   Emergency classification associated with plant parameters.

4.   Onsite actions to mitigate and terminate the emergency event.

5.   Provide input to protective action recommendations based upon plant parameters.

NON-DELEGABLE RESPONSIBILITIES:

1.   IF delegated by the Emergency Director,
      THEN the responsibility of authorizing emergency dose and distribution of Potassium
      Iodide (KI) cannot be re-delegated.

2.   Reentry operations into evacuated areas shall be approved by the Emergency Plant
      Manager.

DIRECT REPORTS:

1.   Emergency Assistant Plant Manager

2.   Emergency Radiation Protection Manager

3.   TSC Engineering Manager

4.   OSC Manager

5.   Emergency Security Manager

6.   Recovery Advisor.

RESPONSE TO CLASSIFIED EVENTS

This procedure is provided as a guide to assist in performing the various activities associated with an Emergency Response in the event of an incident at the Davis-Besse Nuclear Power Station. Refer to the appropriate emergency classification heading and carry out the actions identified under it.

Unusual Event RA-EP-01600

A. **IF** a meaningless "Group" pager display appears on your pager,
    THEN call the Computerized Automated Notification System to verify that an emergency does not exist at the station.

B. Upon being notified of an Unusual Event (1111 on your pager), call the Computerized Automated Notification System to indicate you have been notified.

C. Contact the Control Room and discuss the nature of the incident with the Emergency Director (Shift Manager).

    1. Review the existing plant conditions and verify that the appropriate Emergency Classification has been made.

    2. Determine any need for additional manpower or logistical support that may aid the Emergency Director (Shift Manager) in correcting the situation.

    3. Through discussion attempt to determine the length of time anticipated until downgrading is possible.

    4. Using the Emergency Director Turnover Data Sheet, ED 8122, review each of the areas listed on the sheet with the Emergency Director (Shift Manager) and complete the form.

    > **NOTE D.**
    >
    > The Davis-Besse Public Affairs Duty Officer (PADO) telephone number is found on the ED/EPM/EOM pocket call card and in the Emergency Plan Telephone Directory.

D. Call the Davis-Besse Public Affairs Duty Officer voice mail box and provide a brief summary of the event, and a point of contact for requesting additional information.

RESPONSE TO CLASSIFIED EVENTS
Unusual Event RA-EP-01600
(Cont.)

E. Contact the on-call Emergency Director and review the information outlined on the Emergency Director Turnover Data Sheet, ED 8122.

1. Review the actions being taken to resolve the situation and provide an estimate of how long the station will be in this emergency classification prior to downgrading.

2. Exchange telephone numbers and points of contact for future discussions as the situation develops.

F. Continue to monitor the progress of the situation through follow-up discussions with the Emergency Director (Shift Manager).

G. No further action is required in response to an incident at this classification level.

Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900

A. Upon being notified of an Alert (2222 on your pager), Site Area Emergency (3333 on your pager), General Emergency (4444 on your pager), call the Computerized Automated Notification System to indicate you have been notified and provide the system with your estimated travel time (in minutes) to the Technical Support Center.

NOTE B.

The Davis-Besse Public Affairs Duty Officer (PADO) telephone number is found on the ED/EPM/EOM pocket call card and in the Emergency Plan Telephone Directory.

B. Call the Davis-Besse Public Affairs Duty Officer voice mail box and provide a brief summary of the event, and a point of contact for requesting additional information.

C. Report to the Technical Support Center (TSC).

D. Upon arrival at the TSC, contact the Control Room and discuss the nature of the incident with the Emergency Director using the Emergency Director Turnover Data Sheet, ED 8122, as a guide.

1. Determine the immediacy of the need to shift the responsibilities of the Emergency Director to either yourself or the Emergency Assistant Plant Manager in the absence of the on-call Emergency Director or one of his alternates.
   a. **IF** it is necessary to relieve the Shift Manager of the Emergency Director responsibilities and the Emergency Assistant Plant Manager has not arrived,
   THEN proceed to the Control Room and relieve the Shift Manager as Emergency Director.

RESPONSE TO CLASSIFIED EVENTS

**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900**

(Cont.)

    b.   **IF** the Emergency Assistant Plant Manager (EAPM) has arrived,
          THEN you may remain in the TSC, and the EAPM may relieve the
          Shift Manager as Emergency Director as needed.

    c.   **IF** the on-call Emergency Director has been delayed, but adequate
          staffing has arrived to activate the TSC and ECC,
          THEN activate the TSC and ECC and relieve the Control Room of
          Emergency Director responsibilities.

    d.   The Emergency Director shall remain in the Control Room until the
          TSC and ECC have been activated.

  2.   **IF** you are not required to proceed to the Control Room,
       THEN review the existing plant conditions and verify that the appropriate
       Emergency Classification has been made.

E.   Upon the arrival of the Emergency Director and Emergency Offsite Manager,
    review the current status of the situation. Assist the Emergency Director in
    preparation for shifting the responsibilities from the Control Room.

F.   Activation and management of the TSC is the responsibility of the TSC Engi-
    neering Manager. Upon being notified of the activation of the TSC by the TSC
    Engineering Manager, ensure that the following individuals are informed:

    1.   Emergency Director

    2.   Emergency Offsite Manager

    3.   Emergency Assistant Plant Manager

    4.   Emergency RP Manager

    5.   OSC Manager

NOTE F.6

Announcements that are intended for the emergency
organization in the DBAB are to be made using the ERF Public
Address system. Only the north end of the DBAB 1st floor is
covered by this system. The Protected Area cannot be
contacted using this system.

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    6.   Make a general plant announcement.

RESPONSE TO CLASSIFIED EVENTS
Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900
(Cont.)

G.   With the activation of the TSC you are responsible for the coordination and
      conduct of all activities associated with plant operations. These responsibilities
      include:

      1.   Continuously monitoring plant conditions/radiological conditions and
            ensuring that the Emergency Director remains apprised of specific plant
            conditions which impact the Emergency Classification and Protective
            Measures (onsite and offsite).

      2.   Assuming the responsibility, if delegated by the Emergency Director, for
            authorizing emergency radiological dose in excess of 10 CFR 20 limits and
            also the distribution of Potassium Iodide to onsite personnel. These
            responsibilities may not be delegated to any other individual.

H.   When directed by the Emergency Director, coordinate with the Emergency
      Security Manager to accomplish assembly and accountability of all personnel
      within the protected area. **REFER TO** Attachment 6, Overview of
      Assembly/Evacuation/Accountability for overview of these activities.

I.   Notification of American Nuclear Insurers (ANI) is required at an Alert, Site
      Area Emergency and General Emergency classification.
      REFER TO Section 2 of the Emergency Plan Telephone Directory for contact
      names and telephone numbers. After notifying ANI, contact the Corporate Risk
      Department.

J.   For events which involve damage to Davis-Besse property, advise Nuclear
      Electric Insurance. Refer to Section 2 of the Emergency Plan Telephone
      Directory for telephone numbers.

K.   Periodically meet with the Emergency Director and Emergency Offsite Manager
      to review the status of the situation and progress toward resolution.

L.   Periodically conference with the following individuals to review actions being
      implemented and to ensure a coordinated response by each group:
      1.   Emergency Assistant Plant Manager
      2.   Emergency RP Manager
      3.   TSC Engineering Manager
      4.   OSC Manager
      5.   Emergency Security Manager

M.   Ensure that periodic updates are given to the onsite organization as appropriate,
      using the ERF PA system.

N.   Ensure that the TSC Administrative Assistant maintains a log of all actions and
      decisions made during the course of the response.

O.   You are responsible for determining when stabilization of plant conditions has
      occurred. **REFER TO** RA-EP-02710, Reentry, for guidance in this area. You
      are also responsible for informing the Emergency Director of conditions that
      support recovery.

Emergency Management Guidelines

For

Emergency Offsite Manager

ALTERNATES: As listed in Emergency Plan Telephone Directory, Section 3

DUTY LOCATION: Emergency Control Center

PRIMARY DUTIES:

1.   Communications and information flow with corporate, offsite and
regulatory agencies.

2.   Overview of EALs associated with radiological releases.

3.   Making recommendations to the Emergency Director concerning PARs.

4.   Inputs to the Emergency Director concerning EALs and classification of
the event.

DIRECT REPORTS:

1.   NRC Liaison

2.   ECC Operations Advisor

3.   Dose Assessment Coordinator

4.   Emergency Planning Advisor

5.   Emergency Facilities Services Manager

Response To Classified Events

This guideline is provided to assist in performing the various activities associated with an emergency response in the event of an incident at the Davis-Besse Nuclear Power Station. Refer to the appropriate emergency classification heading and carry out the actions identified under it.

Unusual Event RA-EP-01600

A.   IF a meaningless "Group" pager display appears on your pager,
      THEN call the Computerized Automated Notification System to verify that an emergency does not exist at the station.

B.   Upon begin notified of an Unusual Event (1111 on your pager), call the Computerized Automated Notification System (CANS) to indicate you have been notified.

C.   If you suspect that CANS is not functioning properly, direct an individual to go to the TSC Library and check CANS.

D.   Contact the Emergency Plant Manager, review the items listed on the Emergency Director Turnover Data Sheet, ED 8122. If the Emergency Plant Manager cannot be contacted, then contact the Emergency Director in the Control Room.

E.   Contact the on-call Emergency Planning Advisor:

      1.   Provide an update on the cause and status of the Unusual Event.

      2.   Request the on-call Emergency Planning Advisor contact Ottawa and Lucas County EMA officials and verify that initial notifications were received and any questions were answered.

F.   Contact the Ohio Emergency Management Agency Duty Officer listed in Section 2 of the Davis-Besse Emergency Plan Telephone Directory and verify that the initial notifications were received and any questions answered.

G.   Verify that the Senior Vice President - Nuclear has received follow-up information on the Unusual Event.

H.   Continue to monitor the progress of the situation through follow-up discussions with the Emergency Director as the situation warrants.

I.   Upon downgrading, contact the personnel that were called in Steps F and G and ensure any questions are answered and the situation is understood.

J.   Send personnel to the station, as appropriate, to collect the various logs, records, reports, etc., for review.

Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900

A.   Upon being notified of an Alert (2222 on your pager), Site Area Emergency (3333 on your pager), General Emergency (4444 on your pager), call the Computerized Automated Notification System to indicate you have been notified and provide the system with your estimated travel time (in minutes) to the Emergency Control Center.

B.   Report to the Emergency Control Center (ECC).

C.   Contact the Emergency Plant Manager, review the items listed on the Emergency Director Turnover Data Sheet, ED 8122. If the Emergency Plant Manager cannot be contacted, contact the Emergency Director in the Control Room.

D.   Verify the minimum required ECC staffing in the following functional areas:

       1.   Emergency Offsite Manager

       2.   Emergency Planning Advisor

       3.   Dose Assessment Coordinator and Dose Assessment Staff

       4.   NRC Liaison

       5.   State and County Communicator

E.   Declare the ECC activated when minimum staffing has arrived, the offsite communication links are functioning, and the current plant situation is understood.

F.   Make the following or similar announcement on the Emergency Response Facility Public Address (ERF PA) System:

       "THE EMERGENCY CONTROL CENTER IS ACTIVATED AT (TIME). (NAME) IS THE EMERGENCY OFFSITE MANAGER."

G.   Notify the Emergency Assistant Plant Manager of ECC activation.

H.   Monitor the status of key ECC tasks by using the Problem Analysis Board, as needed.

I.   As appropriate, direct the Emergency Facility Services Manager or assigned individual to communicate with the supplementary JPIC personnel which assemble in the Energy Education Center (EEC) during normal working hours. Consider having the EEC establish a communicator on the Public Information Loop Telephone System.

J.   Periodically conduct briefings with personnel in the ECC and Dose Assessment Center on emergency status. Use the Emergency Director Turnover Data Sheet, ED 8122, for information, as applicable.

Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900
(Cont.)

K.   Contact the Perry Plant Control Room and advise them that Davis-Besse is in a
      classifiable emergency and request that they activate their corporate support group.
      Provide them an ECC phone number to be used as a contact phone number when
      they have established their organization. Typically, this will be the Policy Loop
      Communicator's phone number.

L.   When advised by the Dose Assessment Coordinator that a release is in progress or
      imminent, coordinate isolation of the DBAB ventilation and water supply with the
      Emergency Facility Services Manager.

      1.   Announce *"THERE WILL BE NO EATING, DRINKING, SMOKING OR
            CHEWING UNTIL FURTHER NOTICE"* over the ERF PA system, and
            ensure the JPIC is notified.

      2.   Make an ERF PA announcement to use water sparingly while the potable
            water is isolated.

      3.   Advise the Emergency Director to relocate the JPIC, if it is onsite.

M.   Assist in determining an evacuation route to the offsite assembly area in
      accordance with RA-EP-02520, Assembly and Accountability.

N.   Ensure a Davis-Besse Technical Liaison arrives at the state and both county EOCs.

O.   Review protective actions with the Dose Assessment Coordinator and make
      recommendations to the Emergency Director, as necessary, in accordance with
      RA-EP-02245, Protective Action Guidelines.

P.   Ensure the NRC Liaison uses the NRC Event Notification Worksheet, ED 7843, to
      inform the NRC of any change in emergency classification in accordance with
      DB-OP-00002, Operations Section Event/Incident Notifications and Actions.

Q.   When directed by the Emergency Director to establish the Alternate Emergency
      Operations Facility (AEOF), perform the following:

      1.   Notify the Bay Shore management that the Alternate Emergency
            Operations Facility (AEOF) is being activated by contacting Bay Shore
            Security. Notify the Emergency Security Manager in the TSC that the
            AEOF is being activated and direct him/her to make appropriate
            arrangements to address AEOF security needs.

      2.   Inform the offsite authorities that the AEOF is being established at the
            Bay Shore Power Station Training Center.

Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900
(Cont.)

3. Determine which functional areas from the ERO should attend this conference. As a minimum, it is suggested that the following functional areas be included:

    - Emergency Director
    - Emergency Offsite Manager
    - Radiation Protection Management
    - Operations Management
    - Technical Communicator

4. Use the Emergency Plan Telephone Directory to call out the desired additional personnel and direct them to report to the Alternate EOF to consult with offsite officials. REFER TO Attachment 7, AEOF Activation and Operation to set up the facility.

5. Notify the Company Spokesperson and the JPIC Manager that the Alternate EOF is being established.

6. Begin collecting information and data to fax to the AEOF once it is activated.

R. When notified that an NRC Incident Response Team (IRT) will be dispatched.

1. Advise the following individuals:

    - Emergency Director
    - Emergency Plant Manager
    - Company Spokesperson
    - Emergency Security Manager

2. Direct the Emergency Facilities Services Manager to set up NRC work areas.

NOTE R 3.

Personnel who are being called-in shall comply with NG-IS-00004, Fitness for Duty Program guidelines.

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3. Call-in additional personnel as needed to prepare a technical briefing for the NRC and to perform support and liaison activities for the IRT.

S. Ensure a release pathway diagram and plume exposure footprint are faxed to the State and both county EOCs, as appropriate.

T. Assist the Emergency Director in assessing the need for and implementing a shift turnover, if needed.

**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900**
(Cont.)

U. If radiation monitoring assistance is needed, then request the corporate support group:

    1. Contact appropriate utilities.
       REFER TO the Emergency Plan Telephone Directory, Section 2.

    2. Contact the Department of Energy Radiological Assistance Program.
       REFER TO the Emergency Plan Telephone Directory, Section 2.

V. If assistance is requested for bringing personnel or vehicles to the site:

    1. Plan an entry route considering wind direction, release condition, and road blocks.

    2. Arrange for vehicles, if needed, through the corporate support group.

W. Request that the Dose Assessment Coordinator assess radiological conditions in preparation for Recovery activities.

X. Direct deactivation of the ECC when conditions warrant, including:

    1. The Emergency Director and Emergency Plant Manager agree that continued offsite dose assessment and Protective Action functions are no longer necessary for responding to the existing plant conditions.

    2. Prior to announcing the deactivation, the Company Spokesperson shall be fully briefed on plant status and planned recovery actions.

Y. Instruct ECC staff to collect all pertinent material for documentation, and return their areas to pre-emergency status.

    1. All equipment and supplies have been replaced in accordance with RA-EP-00600, Emergency Facility and Equipment Maintenance Program.

    2. Electrical equipment has been de-energized, as appropriate.

Z. Review ECC records for completeness.

AA. Perform assigned recovery duties in accordance with RA-EP-02720, Recovery.

Emergency Management Guidelines

For

Company Spokesperson

ALTERNATES: As listed in Emergency Plan Telephone Directory, Section 3

DUTY LOCATION: Joint Public Information Center (JPIC)

PRIMARY DUTIES:

1.   Senior management of Emergency Public Information.

2.   Coordinate company-related news information with official offsite agencies.

3.   Confer with Emergency Director - plant status.

4.   Confer with JPIC Manager - media interests.

5.   Review DBNPS information gathered by the JPIC Manager and the JPIC Communicator

6.   Provide information concerning Davis-Besse status to the public and media
      representatives.

7.   Approve company-related news release information.

DIRECT REPORT: JPIC Manager

Response To Classified Events

This guideline is provided to assist in performing the various activities associated with
an Emergency Response in the event of an incident at the Davis-Besse Nuclear Power
Station. Refer to the appropriate emergency classification heading and carry out the
actions identified under it.

Unusual Event RA-EP-01600

A.   **IF** a meaningless "Group" pager display appears on your pager,
     THEN call the Computerized Automated Notification System to verify that
     an emergency does not exist at the station.

B.   Upon being notified of an Unusual Event (1111 on your pager), call the
     Computerized Automated Notification System to indicate you have been notified.

> ### NOTE C.
>
> The Davis-Besse Public Affairs Duty Officer (PADO) voice
> mail box telephone number is found on the Company
> Spokesperson pocket call card and in the Emergency Plan
> Telephone Directory.

C.   Call the Davis-Besse Public Affairs Duty Officer voice mail box and provide a
     brief summary of the event, and a point of contact for requesting additional
     information.

Alert RA-EP-01700, Site Area Emergency RA-EP-01800, & General Emergency RA-EP-01900

A.   **IF** a meaningless "Group" pager display appears on your pager,
     THEN call the Computerized Automated Notification System to verify that
     an emergency does not exist at the station.

B.   Upon notification of an Alert (2222 on your pager), Site Area Emergency (3333 on
     your pager), or General Emergency (4444 on your pager), call the Computerized
     Automated Notification System to indicate you have been notified and provide the
     system with your estimated travel time (in minutes).

C.   Proceed to the offsite Joint Public Information Center and upon arrival:

     1.   Sign in on staffing board.

     2.   Initiate a personal log beginning with arrival time.

D.   Activation:

     1.   Discuss the current emergency classification and overall plant status with the
          Emergency Director.

     2.   Discuss with the JPIC Manager the emergency status based on information
          from the Emergency Director Turnover Data Sheet, ED 8122

3. Review with the JPIC Manager and/or Public Affairs Duty Officer news releases and media notifications made thus far.

```
┌─────────────────────────────────────────────────────────────┐
│                          NOTE D.4                           │
│                                                             │
│   Prior to the arrival of governmental Public Information Officers │
│   (PIOs), the JPIC may serve as a company news center.      │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

4. Ensure that information (e.g. News Releases, notification logs) regarding Emergency Public Information activities prior to JPIC activation have been transmitted to the appropriate facilities. Responding news agencies should be notified that the JPIC is being activated.

5. Receive notification from the JPIC Manager that the facility is ready to activate. Verify that governmental PIOs are aware that the JPIC is ready to activate.

6. Declare the JPIC activated.

7. Notify the Emergency Director of the time the JPIC was declared activated.

8. Announce that the JPIC is activated. This means the JPIC has assumed primary responsibility for emergency public information activities.

E. Emergency Actions

1. Coordinate with other PIOs and the JPIC Manager to establish a schedule for news briefings. Ensure changes to the schedule are announced whenever the pace of emergency developments changes significantly.

2. Review each news release prepared by the JPIC Writer for overall accuracy, clarity and style, and approve releases prior to distribution to the media.

3. Confer with the PIOs prior to each news briefing to exchange and compare information and to determine the most appropriate sequence of presentation.

4. Provide public information on behalf of the Company to the news media at the JPIC.

   a. Public statements may be based on news release content.

   b. Respond to inquiries on facts, events, and actions involving the Company, its personnel, and its property.

   c. DO NOT speculate on the causes or possible consequences of the emergency; focus on the presentation of current, factual information.

   d. DO NOT discuss public protective actions or activities of responding governmental agencies; refer inquiries on these subjects to the appropriate governmental PIOs.

5. Provide interviews, as arranged by the JPIC Manager. The Audio/Visual Coordinator should video tape one-on-one interviews.

6. Respond to inquiries from Nuclear Energy Institute.

7. Provide information copies of news releases to the Emergency Director after approval.

F. Termination of Emergency Conditions

1. IF the Company Spokesperson is considering deactivation of the JPIC, THEN, confer with the JPIC Manager to determine whether news media interest is within normal public relations capabilities.

    a. The JPIC shall NOT be deactivated unless all PIOs agree that they NO longer need the JPIC to carry out emergency public information activities.

    b. Inform the Emergency Director of the deactivation discussion with the PIOs.

    c. When the Emergency Director approves deactivation of the JPIC, commence deactivation.

2. During recovery activities, the JPIC may be designated to support media center activities.

G. Perform recovery duties in accordance with RA-EP-02720, Recovery.

Emergency Management Guidelines

For

Emergency Assistant Plant Manager

ALTERNATES: As listed in Emergency Plan Telephone Directory, Section 3

DUTY LOCATION: Control Room Shift Manager's Office

PRIMARY DUTIES:

1. Coordination of Control Room response to the emergency situation.

2. Liaison between Control Room and TSC personnel.

3. Advisor to the Emergency Plant Manager on plant status and trends.

4. Provide input for protective action recommendations and emergency classification changes

DIRECT REPORTS:

1. Shift Manager

2. Shift Engineer (Shift Technical Advisor)

3. Control Room Communicator

Response To Classified Events

This procedure is provided as a guide to assist in performing the various activities associated with an Emergency Response in the event of an incident at the Davis-Besse Nuclear Power Station. Refer to the appropriate emergency classification heading and carry out the actions identified under it.

Unusual Event RA-EP-01600

A.   **IF** a meaningless "Group" pager display appears on your pager,
THEN call the Computerized Automated Notification System to verify that an emergency does not exist at the station.

B.   Upon being notified of an Unusual Event (1111 on your pager), call the Computerized Automated Notification System to indicate you have been notified.

C.   Contact the Control Room and discuss the nature of the incident with the Emergency Director (Shift Manager). |

1.   Review the existing plant conditions and verify that the appropriate Emergency Classification has been made.

2.   Determine any need for additional manpower or logistical support that may aid the Emergency Director (Shift Manager) in correcting the situation. |

3.   Through discussion attempt to determine the length of time anticipated until downgrading is possible.

4.   Using the Emergency Director Turnover Data Sheet, ED 8122, review each of the areas listed on the sheet with the Emergency Director (Shift Manager) and complete the form. |

Alert RA-EP-01700, Site Area Emergency RA-EP-01800 & General Emergency RA-EP-01900

A.   Upon being notified of an Alert (2222 on your pager), Site Area Emergency (3333 on your pager), General Emergency (4444 on your pager), call the Computerized Automated Notification System to indicate you have been notified and provide the system with your estimated travel time (in minutes) to the Shift Supervisor's Office.

B.   Report to the Control Room (CTRM) and obtain a briefing from the onshift staff.

Response To Classified Events

Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900

(Cont.)

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NOTE C.

The NRC telephone, CTRM Communicator telephone,
headsets, and emergency forms are stored in sealed
boxes underneath the Shift Manager's Desk.
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C.   Upon arrival at the CTRM, establish communications with the Technical Support
Center (TSC) and discuss the nature of the incident with the Emergency Plant
Manager.

1.   Determine the immediacy of the need to shift the responsibilities of the
Emergency Director to either yourself or the Emergency Plant Manager in the
absence of the on-call Emergency Director or one of his alternates.

a.   When you arrive in the Control Room area, offer to assume the
responsibilities of Emergency Director from the Shift Manager.

b.   When the TSC and ECC have been activated, shift the Emergency
Directory responsibilities to the Emergency Director or in his absence
the Emergency Plant Manager.

c.   The Emergency Director shall remain in the Control Room until TSC
and ECC have been activated.

2.   Review the existing plant conditions and verify that the appropriate Emergency
Classification has been made. REFER TO RA-EP-01500, Emergency
Classification.

```
NOTE C.3
Personnel who are being called in shall comply with
NG-IS-00004, Fitness for Duty Program guidelines.
```

3.   Call in an additional shift of operators to assume the fire brigade and first
aid team duties, and to perform other duties as directed by the OSC
Manager. Extra operators do not have to be present to consider the OSC
activated.

4.   Keep the Emergency Plant Manager advised of plant operations, actions
performed by Operations personnel, changes in plant parameters, and
potential changes in classification and problems.

5.   Ensure that the members of the normal plant organization assume duties in
the onsite Emergency Organization.

Response To Classified Events

**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900**

(Cont.)

6. Review staffing levels with the Emergency Plant Manager and, if necessary, call in additional individuals.

7. Ensure that first aid and medical treatment is given to injured personnel:

    a. Station personnel, trained in first aid, shall assist in accordance with RA-EP-02000, Medical Emergencies.

    b. RA-EP-02800, Transport of Contaminated Injured Personnel, shall govern the handling of contaminated injured personnel needing offsite medical care.

D. Periodically conduct tele-conferencing with the Emergency Plant Manager and the OSC Manager to review actions being implemented and to ensure a coordinated response.

E. Ensure that periodic updates are given as appropriate, using the GaiTronics system.

F. Ensure that the Shift Manager or his designee maintains a log of all actions and decisions made during the course of the response.

G. Once the emergency classification has been reclassified to an Unusual Event or terminated, the presence of the Emergency Assistant Plant Manager in the Control Room is no longer required.

H. Participate in recovery activities in accordance with RA-EP-02720, Recovery Organization, as necessary.

Required Actions

Event	Essential Personnel	Non-Essential Personnel within the:		Optional Actions
		Protected Area	Owner Controlled Area	
Unusual Event	Notification	Notification	Notification	1. Staffing of the OSC 2. Limited evacuation of affected areas 3. Assembly of the Protected Area
Alert	Respond to assigned emergency response facility	Assembly	Notification	1. Assembled personnel options: a. Keep personnel assembled b. Evacuate the Protected Area c. Return personnel to work
Site Area Emergency	Respond to assigned emergency response facility	Evacuate and perform accountability of the Protected Area	Assembly	1. Assembled personnel options: a. Keep personnel assembled b. Site evacuate
General Emergency	Respond to assigned emergency response facility	Site Evacuation, perform Protected Area Accountability if not performed earlier	Site Evacuation to offsite assembly area	1. Assembled personnel options: a. Keep personnel assembled b. Send personnel home

AEOF ACTIVATION AND OPERATION

Alternate Emergency Operations Facility (AEOF) Setup and Activation

A.   Locate 5 company telephone lines, record their individual telephone numbers and designate them as follows:

- 1 - Technical Loop Communicator

- 1 - Senior Management Phone

- 3 - General usage telephone

B.   Locate the Fax machine and record the telephone number.

C.   Refer to the Emergency Plan Telephone Directory, Emergency Facility Tab, and fax the AEOF telephone numbers to the Emergency Control Center, Public Relations fax machine.

D.   AEOF Technical Loop Communicator shall:
- Utilize the Emergency Plan Telephone Directory to access the Technical Data Loop and establish communications with the Davis-Besse Emergency Response Facilities.

- Once the Technical Data Loop Telephone is established maintain the circuit open.

- Request that the Emergency Control Center fax current data on the following issues:

  ❏   Offsite release values, effected sub-areas and projected duration

  ❏   Plant status

  ❏   Plant safety system status

  ❏   Recent Joint Public Information Center (JPIC) news releases.

E.   Establish a parking area for arriving agencies.

F.   Setup the senior manager's speaker phone and obtain a briefing from the Emergency Director (ED) or his/her representative.

G.   Setup the large classroom in a "roundtable" arrangement

H.   Setup the overhead projector and verify operations

I.   Setup signs to direct individuals to Alternate EOF

J.   Advise Emergency Director (ED) that the AEOF is activated

AEOF ACTIVATION AND OPERATION (Cont.)

Briefing Guidelines

A. Use tent cards to identify each individual by name and organization.

B. Respond only to utility actions and responses to the event. Direct non-utility questions to the appropriate individual/organization

C. Designate an individual to serve as a scribe.

- Record key issues, questions and request for additional information.

- Maintain a log of attendees.

D. Periodically brief the Emergency Director of AEOF activities.

E. Call in additional personnel as required to maintain facility operations.

Deactivation

A. Review all AEOF records for completeness and accuracy.

B. Remove all AEOF signs and return equipment to the AEOF storage locker. REFER TO RA-EP-00600, Emergency Facilities and Equipment Maintenance Program, for AEOF cabinet inventory.

C. Complete the RA-EP-02720, Recovery, Attachment 1, Deactivation Report.

D. Collect and forward all AEOF records to the Emergency Preparedness Unit.

GUIDELINES FOR SHIFT TURNOVER

The activities of this checklist are to be coordinated by an individual assigned by the Emergency Director. Evaluate the event duration. For events that have an expected duration of greater than four hours a relief shift of ERO staff should be assembled.

A. Considerations for the following issues should be made:

　　1. Establishment of an ERO shift rotation schedule.

　　2. Selection of a shift turnover time.

　　3. Determine if special instructions are required to be communicated to the personnel being called out, e.g. duration of shift and if they are going to be required to stay at their assigned facility, access route/requirements, radiological controls, assembly points, etc.

　　4. As appropriate, establish an offsite assembly point for relief personnel and make provisions for a caravan or a bus to bring personnel to the station. If an offsite assembly point is selected, ensure the ECC has made offsite agencies aware of the assembly point location and the access route to the station.

　　5. Determine how or if individual dosimeter will be retrieved from off going personnel and make provisions for issuing dosimeters to relieving personnel.

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┌─────────────────────────────────────────────────────────────┐
│                                                             │
│                        NOTE A.6                             │
│                                                             │
│   Personnel who are being called in shall comply with       │
│   NG-IS-00004, Fitness for Duty Program guidelines.         │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

　　6. Assign an individual to coordinate the call-out. Normally, this is assigned to the Emergency Facility Services Manager.

　　7. Establish a phone number(s) that ERO personnel can call for offsite information.

B. The facility should prepare for shift turnover by:

　　1. Directing each member of your staff to review their records/logs and ensure completeness.

　　2. Review facility status boards for accuracy and update as appropriate.

　　3. Assemble a list of agencies which you are in communications with, and identify any outstanding or follow-up issues.

GUIDELINES FOR SHIFT TURNOVER
(Cont.)

4. Evaluate the need to assemble your staff following turnover to debrief or discuss special instructions.

5. Brief staff as to turnover expectations. Ensure that they understand which route to take when leaving the station, and when they are expected to return. Provide personnel with a Company telephone number to obtain information or to contact the ERO.

C. Coordinate turnover such that key facility activities are not disrupted, and important evolutions such as emergency classification or protective action changes are completed prior to beginning turnover. Each member of your staff should turnover their responsibilities to the oncoming individual by:

1. As applicable, reviewing any logs or records maintained by their position.

2. Review the information on the status boards.

3. Discuss evolutions that have occurred during the past shift.

4. Discuss classification level, special evolutions, and any onsite protective actions.

5. As appropriate, discuss pending evolutions.

6. Ask if there are questions.

7. Advise ERO supervisor that they have been relieved.

D. Personnel who have completed turnover should ensure that they have:

1. Signed into the facility organization status board.

2. Been issued a TLD and appropriate dosimeter, if necessary.

3. As appropriate, make an entry into the logbook indicating that they are now responsible for the position. The entry should include name, ERO title, time and date that the turnover took place, and any other pertinent details regarding the turnover.

COMMITMENTS

Section	Reference	Comments
Attachment 5	TERMS O 05685	Station management presence in the Control Room during TSC activation.
Attachment 1, Attachment 2	TERMS O 13454	Who, by title, has authority to authorize emergency exposures in excess of regulatory limits.
Attachment 1	TERMS O 13612	List of delegable and non-delegable responsibilities of the Emergency Director.
Attachment 1, Attachment 2, Attachment 5	TERMS Q 02855, TERMS Q 02856	Orderly transfer of authority
Attachment 2, Section C, and Attachment 5, Section C	TERMS Q 02857 TERMS Q 02858	Relieving the Emergency Director in the Control Room
Entire Procedure	TERMS Q 03111	Emergency Organization and individual authority
Attachment 7	TERMS O 18661	Alternate EOF

END

PROCEDURE DEVELOPMENT FORM

ED 7635-17

SHEET ___ OF ___

PROCEDURE ACTIVITY TRACKING NO. 01-3143

SECTION 1 - IDENTITY

PROCEDURE NO. / CURRENT REVISION	PROPOSED REVISION NO.	PROPOSED C or E NO.		
RA-EP-02510, Revision 3			☐ NEW (N) ☐ CANCELLATION (CX)	☐ RESTRICTED (CR/TR)
SUPERSEDES		E-1	☐ REVISION (R) ☐ INACTIVATION (IN) ☐ CHANGE (C) ☐ REACTIVATION (RA) ☐ TEMPORARY APPROVAL (TA) ☒ EDITORIAL CORRECTION (E)	ESTIMATED EXPIRATION (DATE / EVENT)

PROCEDURE TITLE

Emergency Security Organization Activation and Response

PROCEDURE CLASSIFICATION ☒ SR ☐ QR ☐ N-QR CHANGE TO? ☐ YES ☒ NO	HAS PROCEDURE BEEN EXEMPTED FROM REGULATORY APPLICABILITY? ☐ YES ☒ NO	PAT / PCR NOS. CLOSED OUT ~~N/A~~ ~~01-2256 & 01-2666~~	☐ CONTINUED

ACTIVITY SUMMARY / PURPOSE

This editorial change clarifies the use of TLDs during implementation of the station Emergency Plan by adding a note to 6.2.1.d and additional text to 6.2.3.b.

DOCUMENTATION MANAGEMENT CONTROL COPY NO. 1665

☐ CONTINUED

SECTION 2 - CONCURRENT EFFECTIVE DOCUMENTS ☐ CONTINUED

DOCUMENT NO. / REVISION	DOCUMENT TITLE	PAT NO. / CHANGE REQUEST

SECTION 3 - REVIEW ORGANIZATIONS

REQUIRED	REQUESTED
☐ CONTINUED	☐ CONTINUED

PROCEDURE PREPARER B. W. Cope	DATE 12-17-01	QUALIFIED REVIEWER N/A	DATE

SECTION 4 - ATTACHMENTS

COMPLETED AND ATTACHED

YES N/A		YES N/A		YES N/A	
☐ ☐	VALIDATION CHECKLIST	☐ ☐	10CFR50.59 SCREEN NO. _____	☐ ☐	REVISED CROSS REFERENCES LIST
☐ ☐	COMMITMENT VERIFICATION SUMMARY	☐ ☐	10CFR50.59 EVALUATION NO. _____	☐ ☐	PCRs
☐ ☐	REGULATORY APPLICABILITY DETERMINATION NO. _____	☐ ☐	DOCUMENT REVIEW SHEETS	☐ ☐	OTHER _____

FINAL QUALIFIED REVIEWER CONCURRENCE N/A	DATE

SECTION 5 - TEMPORARY APPROVAL

MANAGEMENT SRO N/A	DATE	APPROVAL AUTHORITY	DATE

SECTION 6 - CONCURRENCE / FINAL APPROVAL

PROCEDURE SPONSOR N/A	DATE	☐ SRB N/A	DATE
☐ MANAGER – NUCLEAR QUALITY ASSESSMENT (QA) N/A	DATE	☐ PLANT MANAGER N/A	DATE
		APPROVAL AUTHORITY N/A	DATE

SECTION 7 - TRAINING / PROCEDURE EFFECTIVITY

TRAINING COMPLETE ☐ YES ☒ N/A	ALTERATION EFFECTIVE DATE 1/10/02	PROCEDURE SPONSOR H. Rockhard	DATE 12-28-01

Davis-Besse Nuclear Power Station

EMERGENCY PLAN IMPLEMENTING PROCEDURE

RA-EP-02510

Emergency Security Organization Activation and Response

REVISION 03

Prepared by: _____ _1/12/01_
Date

Sponsor: _____ _4-30-01_
Manager - Regulatory Affairs Date

Approved by: _____ _5/21/01_
Director – Support Services Date

Approved by: _____ _5/21/01_
Plant Manager Date

Effective Date: _05/21/01_ _~~05/22/01~~_

Procedure Classification:

__X__ Safety Related

_____ Quality Related

_____ Non-Quality Related

LEVEL OF USE:
IN-FIELD REFERENCE

LIST OF EFFECTIVE PAGES

Page	Change No.	Page	Change No.	Page	Change No.
1					
2	E-1				
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TABLE OF CONTENTS

1.0   PURPOSE

      To provide instructions for the activation, operation and deactivation of the Emergency
      Security Organization.

2.0   REFERENCES

      2.1   Developmental

            2.1.1 Davis-Besse Nuclear Power Station Emergency Plan

            2.1.2 Davis-Besse Nuclear Power Station Industrial Security Plan

      2.2   Implementation

            2.2.1 RA-EP-02420, Search and Rescue

            2.2.2 RA-EP-02520, Assembly and Accountability

            2.2.3 RA-EP-02530, Evacuation

            2.2.4 DBNPS Emergency Plan Telephone Directory

3.0   DEFINITIONS

      3.1   ACCESS AUTHORIZATION LEVELS - There are two levels of access
            implemented during an emergency. These levels are indicated by a colored stripe
            which appears on the Company Identification Badge:

            3.1.1 GREEN STRIPE (LEVEL 1) - Indicates ERO personnel authorized access
                   to any emergency facility onsite.

            3.1.2 BLUE STRIPE (LEVEL 2)- Indicates ERO personnel authorized access to
                   facilities other than the DBAB Restricted Area.

      3.2   ACCESS LISTS:

            3.2.1 SECURITY ACCESS LIST - The report that lists ERO Responders, Access
                   Authorization Levels, and Emergency Facilities. The report is also used to
                   record the temporary badge number should a responder not have their
                   company identification.

3.3 BADGING STATIONS:

    3.3.1 SOUTH BADGING STATION - The security point setup at the south end of the DBAB Restricted Area.

    3.3.2 NORTH BADGING STATION - The security point setup at the north end of the DBAB Restricted Area.

3.4 DBAB RESTRICTED AREA - The area located in the DBAB which contains the following:

    3.4.1 Technical Support Center (TSC)

    3.4.2 Emergency Control Center (ECC)

3.5 EMERGENCY RESPONSE ORGANIZATION (ERO) - The organization formed and trained to respond to various emergencies according to requirements in the Davis-Besse Emergency Plan.

4.0 RESPONSIBILITIES

4.1 The Emergency Security Manager is responsible for:

    4.1.1 Overall control of the Emergency Security Organization in accordance with this procedure and the Industrial Security Plan.

    4.1.2 Notifying the Emergency Plant Manager of any security concerns or problems.

    4.1.3 Ensuring access has been controlled at the following locations:

        a. Owner Controlled Area (OCA)

        b. Protected Area (PA)

        c. DBAB Restricted Area

        d. Joint Public Information Center (JPIC)

4.2 The Supervisor - Security Shift is responsible for:

    4.2.1 The operations of the Nuclear Security Force.

    4.2.2 Restricting access to the PA in accordance with this procedure.

4.3 The OCA Security Supervisor is responsible for:

  4.3.1 Restricting access to the DBAB and OCA in accordance with this procedure.

  4.3.2 Assisting the Emergency Security Manager as requested.

4.4 The Nuclear Security Force is responsible for:

  4.4.1 Assisting in the OCA and DBAB security as requested.

5.0 INITIATING CONDITIONS

5.1 This procedure shall be initiated when any of the following have been declared:

  5.1.1 Alert

  5.1.2 Site Area Emergency

  5.1.3 General Emergency

5.2 At the discretion of the Emergency Director

6.0   PROCEDURE

   6.1   Emergency Security Manager

      6.1.1   Activation

             The Emergency Security Manager shall:

             a.   Report to the Technical Support Center (TSC) and sign in.

             b.   Conduct briefings with the Supervisor - Security Shift and the
                  OCA Security Supervisor ensuring that access has been
                  controlled at the following locations:

                  1.   Protected Area

                  2.   OCA Access Point

                  3.   DBAB Restricted Area

                  4.   JPIC (if manned at the DBAB)

             c.   Inform the Emergency Plant Manager that access has been
                  restricted and report any other security related events.

             d.   Interface with the Emergency Radiation Protection (RP)
                  Manager to determine if onsite radiological conditions may
                  affect security functions.

             e.   Contact the JPIC Manager and determine what type of security
                  support is required for the JPIC.

      6.1.2   Operation

             The Emergency Security Manager shall:

             a.   Conduct periodic briefings with the Supervisor - Security Shift
                  and the OCA Security Supervisor.

             b.   If notified that personnel other than Emergency Responders
                  (i.e., county officials, visitors, etc.) are seeking Station access
                  they should be brought to the North Badging Station and the
                  Emergency Offsite Manager in the Emergency Control Center
                  should be advised.

c.   Request a communicator from the Supervisor - Security Shift, if necessary.

d.   Report any security related concerns to the Emergency Plant Manager.

e.   Assist in Evacuation in accordance with RA-EP-02530, Evacuation, in the event of a Site Area Emergency or at the direction of the Emergency Plant Manager.

f.   Ensure the OCA Security Supervisor is notified if an NRC Incident Response Team will be arriving onsite.

g.   Notify the NRC of a security reportable event as follows:

   1.   Advise the Emergency Plant Manager and the NRC Liaison as to the reportable event.

   2.   Notify the NRC using the Emergency Notification System (ENS) located in the TSC.

h.   Continue to interface with the Emergency RP Manager to keep updated on radiological conditions.

i.   Ensure the DB front lobby door and the DB South and North Entrance doors are electronically locked and secured if informed that there is a release in progress.

j.   Maintain a log of significant security related events and actions.

6.1.3 Deactivation

The Emergency Security Manager shall:

a.   Ensure the Supervisor - Security Shift and the OCA Security Supervisor are informed of the deactivation when notified by the Emergency Plant Manager.

b.   Forward any logs or records generated as a result of the event to the Supervisor - Emergency Preparedness.

c.   Ensure that all facilities and equipment are restored to pre-emergency conditions.

6.2   Supervisor - Security Shift

6.2.1 Activation

The Supervisor - Security Shift shall:

> ### NOTE 6.2.1.a
>
> The NRC Resident Inspectors are classified as Emergency Responders.

a.   Ensure that access to the Protected Area has been controlled as to
      allow access to Emergency Responders only.

> ### NOTE 6.2.1.b
>
> During a declared emergency non-Emergency Responders should receive a
> safety/plant status briefing in the DBAB emergency facilities before entering
> the Protected Area.

b.   If notified that personnel other than Emergency Responders (i.e., NRC,
      county officials, visitors, etc.) have arrived at the PPF perform the
      following:

      1.   Direct them to the DBAB North Badging Station to expedite their
            access.

      2.   Advise the Emergency Offsite Manager of the expected arrival of
            the personnel.

c.   Dispatch Nuclear Security Force personnel to control access at the
      DBAB and OCA access point.

> ### NOTE 6.2.1.d
>
> Ensure that emergency dosimetry does not read more than 20% scale.

E-1

d.   Ensure that the Nuclear Security Force reports to the following area to
      receive emergency dosimetry:

      1.   Secondary Alarm Station

      2.   Personnel Processing Facility (Access Area)

e.   Initiate assembly and accountability in accordance with
      RA-EP-02520, Assembly and Accountability.

6.2.2 Operation

The Supervisor - Security Shift shall:

a. Coordinate the notification of the NRC during a reportable event with the Emergency Security Manager.

b. Notify the Shift Supervisor as to the status of security no less frequently than once every two hours if the emergency classification is a result of a security situation.

c. Assist in Search and Rescue operation in accordance with RA-EP-02420, Search and Rescue, if directed by the OSC Manager.

6.2.3 Deactivation

The Supervisor - Security Shift shall:

a. Return security within the Protected Area to pre-emergency conditions, when directed by the Emergency Security Manager.

b. Ensure that all emergency TLDs are collected and that individual emergency dose is recorded. E^{-1}

c. Forward any logs or records generated as a result of the event to the Supervisor - Emergency Preparedness.

6.3 OCA Security Supervisor

6.3.1 Activation of the DBAB Restricted Area

The OCA Supervisor shall:

a. Ensure the following exterior doors are disarmed or electronically unlocked as noted (Refer to Attachment 1, DBAB Restricted Area):

1. DB North Entrance Double Doors – electronically unlocked

2. Annex North Door - electronically unlocked

3. DB RMT Exterior Entrance – electronically disarmed

b. Ensure the following exterior doors are electronically locked and posted with directions to the proper access point:

1. DB Front Lobby Door

2. DB South Entrance Door

3. DB North Stair Door

c. Ensure the following exterior doors are locked (key) and electronically armed:

    1.   DB South stair
    2.   Annex West corridor

> **NOTE 6.3.1.d**
>
> The master keys to the DBAB are located in the North Security Badging Station Security Box.

d. Ensure the following interior doors are unlocked by key (These doors are not electronically monitored.) (Refer to Attachment 1, DBAB Restricted Area):

    1.   Emergency Control Center (ECC)

    2.   Technical Support Center (TSC)

    3.   Technical Support Center (TSC) Library

    4.   Radiological Testing Lab (RTL)

    5.   RMT Access Door (inside the RTL)

e. Ensure the interior doors at the South Badging Station are configured as noted, so that only authorized responders with keycards are allowed access (Refer to Attachment 1, DBAB Restricted Area):

    1.   South Badging Station cardreader-equipped door – normal keycard access and/or manned.

    2.   DB East Mech South door – key locked and armed

    3.   DB TSC Computer Room door – key locked and armed

f. Obtain and distribute to the proper badging station(s) the following from the Security Manager's desk (located in the TSC):

    1.   The Security box(s) containing access lists, master keys, Emergency TLDs and temporary security badges.

    2.   The Emergency Plan Implementing Procedure (Volume C).

    3.   The Emergency Plan Telephone Directory.

g.   Ensure security personnel are stationed at the OCA Access Point,
      North Badging Station and South Badging Station (if required).

h.   Ensure that each responder has a Green (Level 1) stripe on their
      Company I.D. indicating that they have access authorization to the
      DBAB Restricted Area.

      1.   If the responder does not have a Company I.D. then:

            a)   Request a valid form of identification (drivers license).

            b)   Refer to the Security Access list to locate the responder's
                  name and access level.

            c)   Issue a green temporary security badge. Record the
                  number of the issued badge on the Security Access list.

      2.   If the responder does not have proper identification and/or is
            not listed on the Security Access List then:

            a)   Determine which Emergency Response Facility the
                  responder will need access to.

            b)   Obtain approval by contacting the appropriate individual
                  listed on the Security Access List.

            c)   Complete DBEP-034, Visitor Access/TLD Form, and
                  issue a green temporary security badge.

NOTE 6.3.1.i

In an effort to expedite access, each DBAB Emergency Response
position has a pre-issued TLD located in their designated
emergency facility. Additional TLDs are provided by Security, as
requested.

-----

i.   If notified that personnel other than ERO responders (i.e., NRC,
      county officials, visitors, etc.) will be arriving, expedite their access
      as follows:

      1.   Advise the OCA Access Point of the expected arrival of the
            personnel.

2.   Upon arrival, issue a temporary badge and TLD to each
      responder. Refer to Attachment 2, General Guidelines on the
      Issuance and Retrieval of Emergency TLDs, for proper TLD
      issuance and retrieval (if appropriate). (The NRC and county
      officials may have their own TLD, an emergency TLD shall also
      be issued). Record the appropriate information on the Visitor
      Access/TLD Form.

3.   Direct the personnel to the proper emergency facility or contact
      an escort.

6.3.2 Activation of OCA Access Point

a.   Ensure access is controlled at the OCA Access Point as follows:

1.   Obtain the security box containing access lists, site maps and
      DBAB Visitor Access Maps (Refer to Attachment 3, DBAB
      Visitor Access Map).

2.   Ensure that the responder has a Green (Level 1)
      or Blue (Level 2) stripe on their Company I.D. indicating that
      the responder has access authorization to the site.

3.   If the responder does not have a Company I.D. then:

a)   Request a valid form of identification (drivers license).

b)   Refer to the Security Access List to locate the responder's
      name and access level.

4.   If the responder does not have proper identification or is not
      listed on the Security Access List, obtain approval by
      contacting the appropriate individual on the Security Access
      List.

b.   If notified that personnel other than ERO responders (i.e., NRC,
      county officials, visitors, etc.) will be arriving, expedite their access
      as follows:

1.   Upon arrival, request proper identification and issue the
      appropriate temporary security badge.

2.   Direct the personnel to the DBAB North Badging Station.
      Maps to the North Badging Station are located in the security
      box (Refer to Attachment 3, DBAB Visitor Access Map).

    c.   Clear all site roadways of non-emergency traffic.

    d.   Stop all non-emergency deliveries.

    e.   Conduct site patrols as personnel are available to ensure gates are locked and traffic is maintained.

6.3.3 Operation

The OCA Security Supervisor shall:

    a.   Assist the Emergency Security Manager, as required, in the operation of the OCA.

> ## NOTE 6.3.3.b
>
> If the DBAB monitoring and decontamination station is established, contaminated personnel bypass the North Badging Station and are released into the Berthing Area (Room 116) when the decontamination process is complete.

    b.   Ensure OCA officers are informed of radiological conditions as required.

    c.   As personnel become available, assign a member of the Nuclear Security Force to periodically patrol the DBAB Restricted Area performing the following:

        1.   Checking exterior and interior doors.

        2.   Ensuring responders are properly badged and wearing TLDs. Refer to Attachment 2, General Guidelines on the Issuance and Retrieval of Emergency TLDs, for proper TLD usage.

        3.   Providing access to any locked areas, as requested.

    d.   Request responders or visitors that are leaving the DBAB Restricted Area and the Site, to turn in their Emergency TLDs. Refer to Attachment 2, General Guidelines on the Issuance and Retrieval of Emergency TLDs, for proper TLD issuance and retrieval.

e. If notified that the Joint Public Information Center (JPIC) will be
    activated at the DBAB, control access as follows:

    1. Ensure the DB Front Lobby Doors are electronically unlocked.

    2. Restrict access to the DBAB hallway by key locking or posting
        personnel at (See Attachment 1, DBAB Restricted Area):

        a. DBAB Lobby to hallway door next to elevator

        b. EEC Lobby to hallway door

        c. EEC to hallway door

        d. EEC to Information Systems door

        e. DBAB elevator

    3. Restrict access to the Second Floor from the South Stairwell by
        either locking or posting personnel at the Second Floor DB
        South Stair door (stairwell side).

    4. Ensure no unauthorized individuals are within the secured JPIC
        area. Personnel in this area should have a Green (Level 1) or
        Blue (Level 2) stripe on their Company I.D.

    4. Station a member of the Nuclear Security Force in the DBAB
        Lobby to monitor visitor activity.

    5. Monitor the DBAB Parking Lot and, as appropriate, address
        traffic control issues created by the media and their associated
        video equipment vehicles.

6.3.4 Deactivation

The OCA Security Supervisor shall:

a. Return security within the OCA back to pre-emergency conditions,
    when directed by the Emergency Security Manager.

b. Ensure temporarily issued security badges are collected.

c. Ensure temporarily issued TLDs are collected. Refer to Attachment 2,
    General Guidelines on the Issuance and Retrieval of Emergency
    TLDs, for proper issuance and retrieval.

d. Forward any logs and records generated as a result of the event to the
    Supervisor - Emergency Preparedness.

7.0   FINAL CONDITIONS

    No emergency exists and the security organization has returned to normal operations.

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
           may be captured and submitted to Nuclear Records Management, in accordance
           with NG-NA-00106:

           8.2.1 None

ATTACHMENT 1: DBAB RESTRICTED AREA

ECC/TSC RESTRICTED AREA

JPIC RESTRICTED AREA

A   ANNEX NORTH
B   DB NORTH ENTRANCE DOUBLE
C   * DB RMT EXTERIOR ENTRANCE
D   * DB RMT INTERIOR ENTRANCE
E   * RTL
F   * TSC
G   * ECC
H   DB FRONT LOBBY
I   DB SOUTH BADGING RDR.
J   * DB TSC COMPUTER ROOM
K   * DB EAST MECH SOUTH DOOR
L   *HALLWAY ACCESS
M   DB SOUTH ENTRANCE
N   * ACCESS TO JPIC RESTRICTED AREA
       (5 ACCESS POINTS)
O   * DBAB SOUTH STAIR
P   * DB WEST MECH. NORTH
Q   * ANNEX WEST CORRIDOR
R   DB NORTH STAIR
S   *DB SOUTH BADGING NON RDR.

* Requires key and/or manipulate mortise lock function.

ATTACHMENT 1
Page 1 of 1

ATTACHMENT 2:
GENERAL GUIDELINES ON THE ISSUANCE AND
RETRIEVAL OF EMERGENCY TLDs

1.0   Administrative

    a.   TLDs shall not be removed from the site, unless previously authorized by the RTL Coordinator.

    b.   Lost, damaged, or questionable dosimetry shall be promptly reported to the RTL Coordinator.

2.0   Issue of TLDs

    a.   Complete the Visitor Access/TLD Form by providing the following information:

        1.   TLD number
        2.   Current date

    b.   Have the person acknowledge the receipt of the TLD by providing their Social Security Number and signing the Visitor Access/TLD Form.
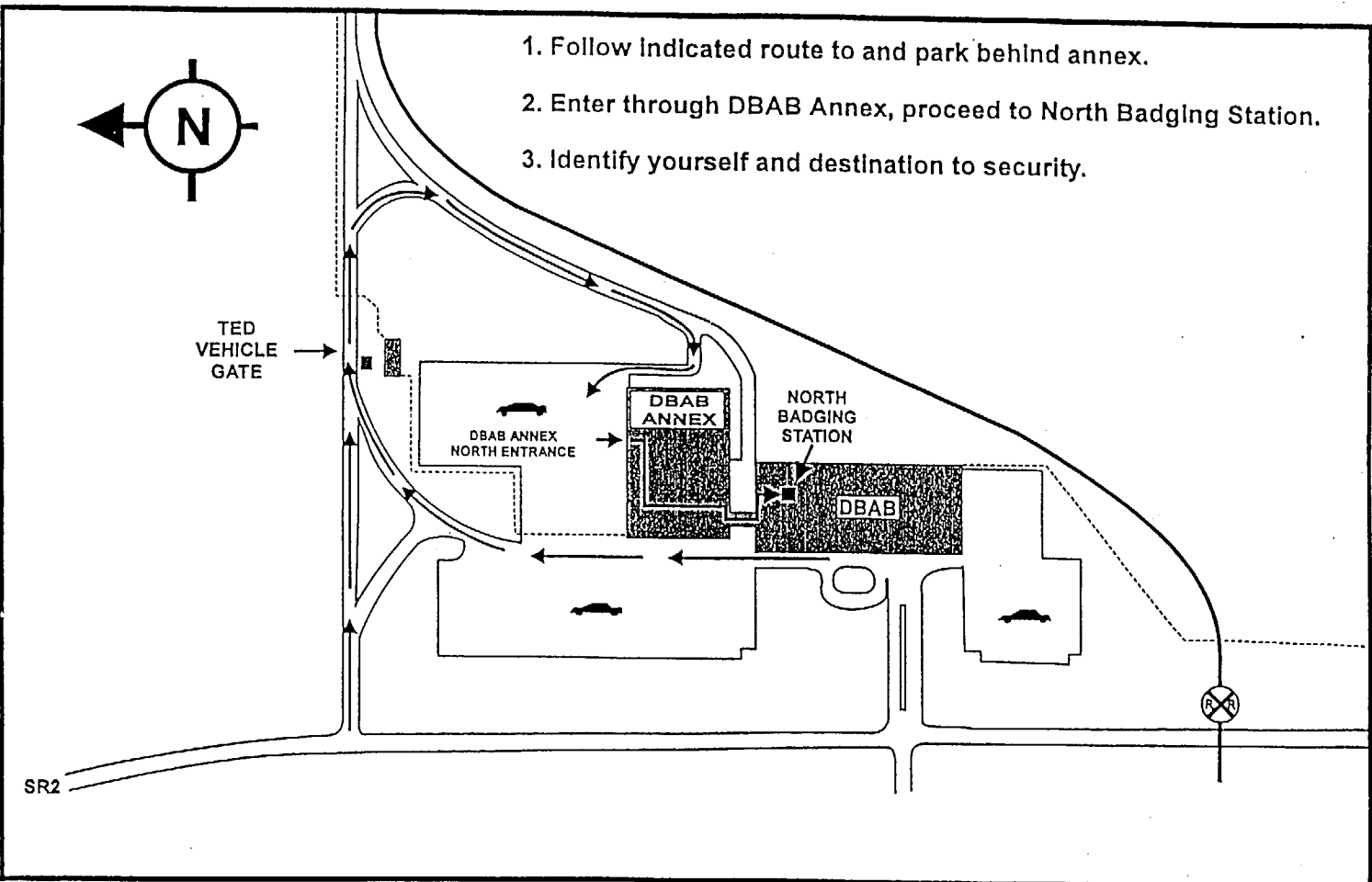
3.0   Routine Wear and Use of TLD

    a.   TLDs shall be worn on the front portion of the individual, above the belt-line and below the line of the shoulders, unless otherwise directed.

    b.   All personnel who have an emergency TLD shall wear it at all times while on DBNPS property.

4.0   Collection of TLDs

    a.   TLDs shall be collected when an individual leaves the site.

    b.   Keep the collected TLDs separate from the TLDs that have not been issued.

    c.   Clearly mark the container indicating that it contains TLDs which have been collected following use.

    d.   Contact the RTL Coordinator for assistance in processing the collected TLDs.

1. Follow indicated route to and park behind annex.

2. Enter through DBAB Annex, proceed to North Badging Station.

3. Identify yourself and destination to security.

N

TED VEHICLE GATE

DBAB ANNEX NORTH ENTRANCE

DBAB ANNEX

NORTH BADGING STATION

DBAB

SR2

COMMITMENTS

Step Number	Reference	Comments
Section 4.1	Q 03111	Responsibilities assigned to the Emergency Director
3.1 6.3.1.g	O 05761	Use of colored badges for DBAB Restricted Area.