



South Texas Project Electric Generating Station P.O. Box 289 Wadsworth, Texas 77483

March 4, 2002
NOC-AE-02001271
STI: 31408757
FILE NO: Z18
ER 20020011
10CFR50.4(b)(5)
10CFR50 App E

U. S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, DC 20555

STP NUCLEAR OPERATING COMPANY
Units 1 and 2
Docket Nos. STN 50-498; STN 50-499
Changes to Emergency Plan & Implementing Procedure

In accordance with 10CFR50.4(b)(5) and 10CFR50, Appendix E, Section V, the STP Nuclear Operating Company hereby submits the attached revision to one (1) Emergency Plan Implementing Procedure.

If there are any questions regarding this matter, please contact either Mr. Morgan at (361) 972-7004 or myself at (361) 972-8053.

P. L. Serra
Manager, Plant Protection

CM/mk

Enclosure: Letter of Receipt
Description of Changes
OERP01-ZV-OF01, Alternate Emergency Operations Facility Activation,
Operation, and Deactivation, Rev. 2

1045

cc:

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To: P. L. Serra
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From: Plant Support Branch
Region IV Office of the Regional Administrator
U. S. Nuclear Regulatory Commission
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Subject: **Receipt Acknowledgment for Changes to STP
Emergency Plan Implementing Procedure**

I hereby acknowledge having received changes to the STP Nuclear Operating Company's Emergency Classification Procedures transmitted by STP letter NOC-AE-02001271.

Signature

Date

**Description of Changes
0ERP01-ZV-OF01**

Alternate Emergency Operations Facility Activation, Operation, and Deactivation, Rev. 2

This revision does not reduce the effectiveness or change the intent of the Emergency Response Program.

- This revision incorporates condition report CR 01-52-2.
- Changes are designated by revision Bars.

The changes are noted in the following table:

Revision 1	Revision 2
Usage Referenced.	Changed Usage to N/A as per procedure OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide.
5.2.1, 5.2.2, 5.2.3, 5.2.4, and 5.2.6 ... “shall transfer his responsibilities” . .	“shall transfer responsibilities” (editorial)
5.2.8.1 Paragraph describing duties of Rad Van personnel (establish a frisking station)	Responsibility reassigned to Rad Staff. Rad Van personnel are no longer assigned to the Emergency Response Organization.
5.2.8.2 Paragraph describing duties of Communications System Technician (set up communications).	Responsibility reassigned to Communications System Supervisor. Communications System Technician no longer assigned to the Emergency Response Organization.
5.2.8.3 Paragraph describing duties of Technical Staff Member (assist in facility preparation).	Responsibility assigned to Technical Staff 1 (correct position title – there is only one EOF Technical Staff position)
5.3.1 k Communications System Technician (phased relocation)	Communications System Supervisor reassigned duties of Communications System Technician. Communications System Technician deleted from Emergency Response Organization.
5.3.5 deleted “step 5.3 Notification of the ERO with amplifying information or direction regarding a declared emergency,”	Editorial correction, redundant statement.
5.3.6 Instructions for Offsite Field Team Supervisor and Rad Van personnel	Duties reassigned to Offsite Field Team Supervisor and Rad Staff 1. Rad Van personnel deleted from Emergency Response Organization.
5.3.6 “Rad Van personnel shall establish contamination control and monitoring as necessary.”	“establish a frisking station as illustrated in Addendum 1” . . Additional instructions for location of frisking station.
5.3.7 “a” through “i” (generic)	Corrected “a” through “i” as necessary. Error in Revision 1 omitted the information. Updated position responsibilities as they occurred.
6.5, added OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide.	Editorial reference.

Revision 1	Revision 2
Addendum 1, Page 11 #27 Telephone Operator	Position has undergone name and responsibility change. Now – Information System Analyst.
Addendum 1, Page 11 #30 Owners Liaison	Position has undergone name and responsibility change. Now – EOF Liaison
Addendum 1, Page 12 #s 32 and 36	Positions have been deleted. Seats are now open.
Form 1 #1, 2, and 3 Rad Van responsibilities	Responsibilities changed to Rad Staff. Rad Van personnel no longer on ERO.
Form 1 # 4 and 5 Communications System Technician responsibilities	Responsibilities changed to Communications System Supervisor

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Alternate Emergency Operations Facility Activation, Operation, and Deactivation			
Quality	Non Safety-Related	Usage: N/A	Effective Date: 02/06/02
Leo Meier	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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Alternate Emergency Operations Facility Activation, Operation, and Deactivation**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be taken for activation, operation, and deactivation of the Alternate Emergency Operations Facility (AEOF).
- 1.2 This procedure identifies and delineates the responsibilities of key personnel in the Alternate Emergency Operations Facility.
- 1.3 This procedure implements portions of the South Texas Project Electric Generating Station Emergency Plan specific to the Alternate Emergency Operations Facility.

2.0 Definitions

- 2.1 **ACTIVATION:** The formal declaration that necessary personnel and resources are present to perform the functions assigned to the Alternate Emergency Operations Facility. Activation shall be determined by the Emergency Director.
- 2.2 **ALTERNATE EMERGENCY OPERATIONS FACILITY:** The Alternate Emergency Operations Facility is located in the Bay City Service Center at the corner of Texas Highway 35 and Avenue M in Bay City, Texas. The Alternate Emergency Operations Facility is the offsite support facility designed to provide an operating center for the Emergency Director and other members of the Emergency Response Organization in the event that the near site Emergency Operations Facility requires evacuation or relocation.
- 2.3 **EVACUATION:** The process of removing all personnel and necessary resources from the Emergency Operation Facility due to an immediate or imminent danger. Evacuation may be total and immediate or performed in phases as determined by the Emergency Operations Facility Director.

3.0 Prerequisites

- 3.1 The Emergency Operations Facility is, or soon will be uninhabitable due to environmental and/or radiological conditions.
- 3.2 The Emergency Director has ordered the activation of the Alternate Emergency Operations Facility.

4.0 Precautions and Limitations

- 4.1 The Alternate Emergency Operations Facility may be activated only at the direction of the Emergency Director.

Alternate Emergency Operations Facility Activation, Operation, and Deactivation

- 4.2 Activation of the Alternate Emergency Operations Facility should be completed within four (4) hours of the decision to evacuate/relocate the Emergency Operations Facility due to environmental and/or radiological conditions.
- 4.3 In the event personnel in the Emergency Operations Facility are ordered to immediately evacuate and relocate to the Alternate Emergency Operations Facility, the functions of Emergency Director shall be transferred to or remain with the Technical Support Center Manager in the Technical Support Center until the Alternate Emergency Operations Facility has been declared activated.
- 4.4 In the event personnel in the Emergency Operation Facility are ordered to immediately evacuate and relocate to the Alternate Emergency Operations Facility, all other Emergency Response Organization positions in the Emergency Operations Facility that have counterpart positions in Technical Support Center shall transfer their duties back to that counterpart when the Emergency Director orders evacuation of the Emergency Operations Facility.
- 4.5 In the event personnel in the Emergency Operations Facility are ordered to perform a phased evacuation then, under the direction of the Emergency Operations Facility Director, a portion of the command and control and support staff will relocate to and activate the Alternate Emergency Operations Facility. Emergency Director duties may then be transferred to the Alternate Emergency Operations Facility. Following Alternate Emergency Operations Facility activation, the remaining Emergency Operations Facility staff will relocate to the Alternate Emergency Operations Facility.

5.0 Procedure

- 5.1 If activation of the Alternate Emergency Operations Facility is ordered prior to the Emergency Operations Facility becoming activated, then all Emergency Response Organization personnel normally stationed in the Emergency Operations Facility shall report to the Alternate Emergency Operations Facility.
- 5.1.1 Upon arrival at the Alternate Emergency Operations Facility, Emergency Response Organization personnel shall complete the appropriate Emergency Operations Facility position manual check lists utilizing either the controlled copies of procedures maintained at the Alternate Emergency Operations Facility or position manual located at the Alternate Emergency Operations Facility.

Alternate Emergency Operations Facility Activation, Operation, and Deactivation

- 5.2 If the Emergency Operations Facility has been activated and the Emergency Director orders the immediate evacuation of the Emergency Operations Facility, then before evacuating the Emergency Operations Facility:
- 5.2.1 The Emergency Operations Facility Director, if the Emergency Director, shall transfer responsibilities to the Technical Support Center Manager in the Technical Support Center.
 - 5.2.2 The Radiological Director shall transfer responsibilities to the Radiological Manager in the Technical Support Center.
 - 5.2.3 The Technical Director shall transfer responsibilities to the Technical Manager in the Technical Support Center.
 - 5.2.4 The Licensing Director shall transfer responsibilities for Nuclear Regulatory Commission notification to the Chemical/Radiochemical Manager in the Technical Support Center.
 - 5.2.5 The Engineering Assistant shall transfer offsite notification responsibility to the Chemical/Radiochemical Manager in the Technical Support Center.
 - 5.2.6 The Procurement/Resources Supervisor shall transfer responsibilities to the Administrative Manager in the Technical Support Center.
 - 5.2.7 The Offsite Field Team Supervisor shall either transfer his responsibilities to the Assistant Radiological Manager in the Technical Support Center or retain control of the Field Teams utilizing the Rad Van as a mobile command post.
 - 5.2.8 The Deputy Emergency Operations Facility Director shall ensure that the following personnel are dispatched to the Alternate Emergency Operations Facility to prepare the facility in accordance with Form 1, Alternate Emergency Operations Facility Activation Checklist:
 - 5.2.8.1 Rad Staff 1 - Establish frisking station for arriving Emergency Operations Facility personnel.
 - 5.2.8.2 Communications System Supervisor - Set up communications equipment at the Alternate Emergency Operations Facility.
 - 5.2.8.3 Technical Staff 1 - Assist with Alternate Emergency Operations Facility preparation.
 - 5.2.8.4 Administrative Staff Member - Assist with Alternate Emergency Operations Facility preparation.

Alternate Emergency Operations Facility Activation, Operation, and Deactivation

- 5.2.8.5 After ensuring all personnel identified above are dispatched, the Deputy Emergency Operations Facility Director shall proceed to the Alternate Emergency Operations Facility to direct setup of the facility, per Addendum 1, Alternate Emergency Operations Facility Equipment Layout and Floor Plan.
- 5.2.9 The Support Organization Director shall transfer his responsibilities to the Administrative Manager in the Technical Support Center, maintain responsibility for the orderly evacuation of the Emergency Operations Facility, and assist all Directors with evacuation of personnel and equipment.
- 5.2.9.1 Contact the Matagorda County Emergency Operations Center and request security for the Alternate Emergency Operations Facility.

NOTE

The Support Organization Director, with the assistance of the Procurement/Resources Supervisor and Administrative Staff, are available to assist the Emergency Operation Facility staff with the following steps.

- 5.2.10 The Procurement/Resources Supervisor should ensure that the following items are transferred to the Alternate Emergency Operations Facility:
- 5.2.10.1 Public Affairs disk copies of press releases.
- 5.2.10.2 Drawings, procedures, manuals, and other documents found in the Drawings and Procedure Room, as identified in 0ERP01-ZV-EF11, Records Supervisor.
- 5.2.10.3 Office supplies.
- 5.2.10.4 Ensure all personnel in the Emergency Operation Facility take, at a minimum, their position manuals, logbooks, and any other documentation generated during the emergency to the Alternate Emergency Operations Facility.

Alternate Emergency Operations Facility Activation, Operation, and Deactivation**5.3 Phased Evacuation of the Emergency Operations Facility**

5.3.1 Under the direction of the Deputy Emergency Operations Facility Director the following Emergency Operations Facility personnel should relocate to the Alternate Emergency Operations Facility.

- a. Deputy Emergency Operations Facility Director
- b. Assistant Radiological Director
- c. Dose Assessment Specialist
- d. Offsite Field Team Supervisor with Ran Van (first to leave, directs implementations of actions for Rad Van in Form 1, Alternate Emergency Operations Facility Activation Checklist)
- e. Rad Staff 1
- f. System Status Evaluator (additional Alternate Emergency Operations Facility responsibility: Generation of Offsite Agency Notification Message Form)
- g. Offsite Agency Communicator
- h. Status Board Keeper 2
- i. Licensing Director
- j. Support Organization Director
- k. Communications System Supervisor
- l. EOF Liaison
- m. Materials Engineer
- n. Purchaser
- o. Records Supervisor
- p. Support Orientation Coordinator
- q. Site Public Affairs Coordinator
- r. Site Public Affairs Administrative Assistant

5.3.2 All departing personnel should take completed and in-work records with them.

5.3.3 Necessary computer software, drawings, procedures etc. should be taken by departing personnel to the Alternate Emergency Operations Facility.

5.3.4 Utilizing 0ERP01-ZV-IN05, Site Evacuation, the Radiological Director should provide the travel route to the Deputy Emergency Operations Facility Director.

Alternate Emergency Operations Facility Activation, Operation, and Deactivation

- 5.3.5 The Support Organization Director, utilizing 0ERP01-ZV-IN03, Emergency Response Organization Notification, should consider directing an amplifying information message to off-duty Emergency Operations Facility staff to report to the Alternate Emergency Operations Facility to assist in the transition. An example message is provided:
- “This message is for the Emergency Operations Facility staff only. The Emergency Operations Facility has been ordered evacuated. The Emergency Director has directed that the (Red, White, Blue) Team Emergency Operations Facility staff report immediately to the Alternate Emergency Operations Facility. The Alternate Emergency Operations Facility is located in Bay City, Texas at the corner of Texas State Highway 35 and Avenue M. Emergency Operations Facility staff should **NOT** report to the site.”
- 5.3.6 If possible, the Offsite Field Team Supervisor and Rad Staff 1 should retain control of the Offsite Field Teams during transit by utilizing the Rad Van as a mobile command post. Upon arrival at the Alternate Emergency Operations Facility, establish a frisking station as illustrated in Addendum 1, Alternate Emergency Operations Facility Equipment Layout and Floor Plan.
- 5.3.7 Personnel in section 5.3.1 may depart the Emergency Operations Facility only when the Emergency Operations Facility Director is assured viability of reduced staff operation in the following areas:
- a. Technical Assessment/Emergency Classification: Technical Director
 - b. Dose Assessment/Protective Action Recommendation decision making: Radiological Director
 - c. Offsite Notification: Engineering Assistant
 - d. Site Evacuation: Emergency Operations Facility Director
 - e. Public Affairs: Site Public Affairs Specialist
 - f. Nuclear Regulatory Commission notification: Assistant Licensing Director
 - g. Status Boards: Technical Director, Radiological Director
 - h. Communication Systems: Assistant Support Organization Director
 - i. Administrative Support: Assistant Support Organization Director
- 5.3.8 Upon arrival at the Alternate Emergency Operations Facility, the Support Organization Director should direct the set up of the Alternate Emergency Operations Facility utilizing Form 1 and Addendum 1 of this procedure.
- 5.3.9 All personnel relocating to the Alternate Emergency Operations Facility shall assume the same responsibilities as would normally be assumed at the Emergency Operations Facility and others as directed, and complete the appropriate checklist activities.

Alternate Emergency Operations Facility Activation, Operation, and Deactivation**5.4 Activation of the Alternate Emergency Operations Facility:**

5.4.1 Using the Emergency Operations Facility Director's checklist, the Emergency Operations Facility Director shall determine when the Alternate Emergency Operations Facility is ready for activation.

5.4.2 Following activation, Emergency Director authority may be transferred to the Emergency Operations Facility Director.

5.5 Deactivation of the Alternate Emergency Operations Facility shall be at the discretion of the Emergency Director or when termination of the emergency condition exists.

6.0 References

6.1 STPEGS Emergency Plan

6.2 0ERP01-ZV-EF11 - Records Supervisor

6.3 0ERP01-ZV-IN03 - Emergency Response Organization Notification

6.4 0ERP01-ZV-IN04 - Assembly and Accountability

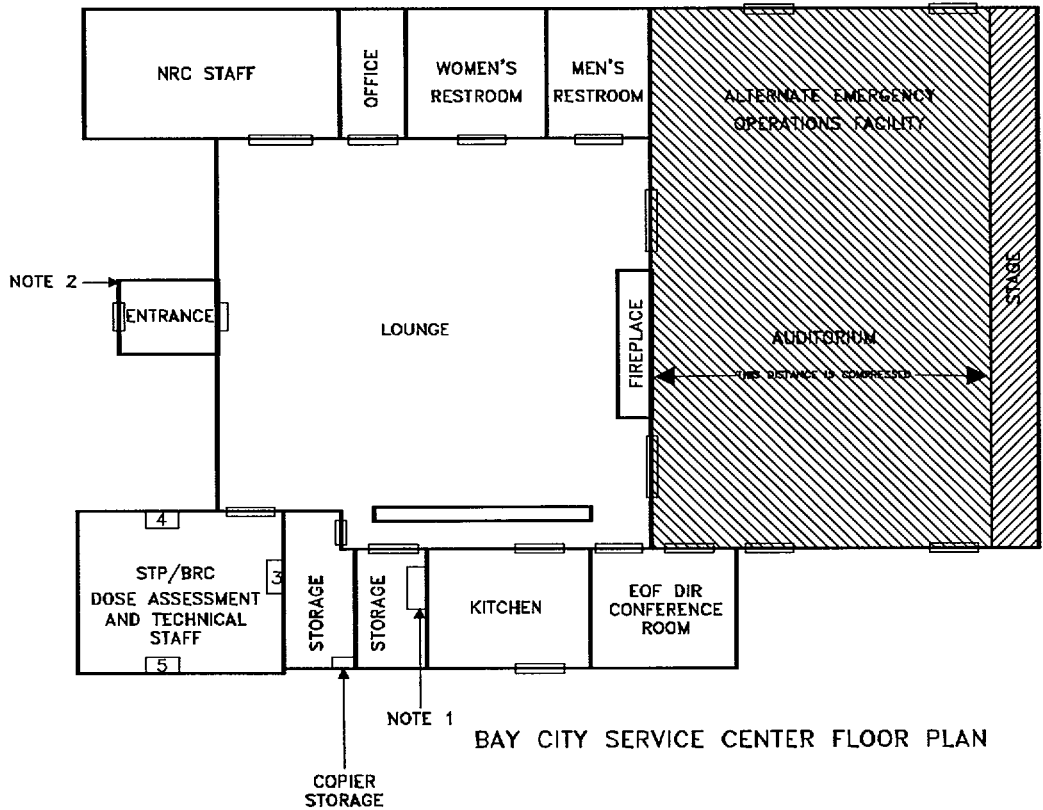
6.5 OPGP05-ZV-0004 – Emergency Plan Implementing Procedure Users Guide

7.0 Support Documents

7.1 Addendum 1 - Alternate Emergency Operations Facility Equipment Layout and Floor Plan

7.2 Form 1- Alternate Emergency Operations Facility Activation Checklist

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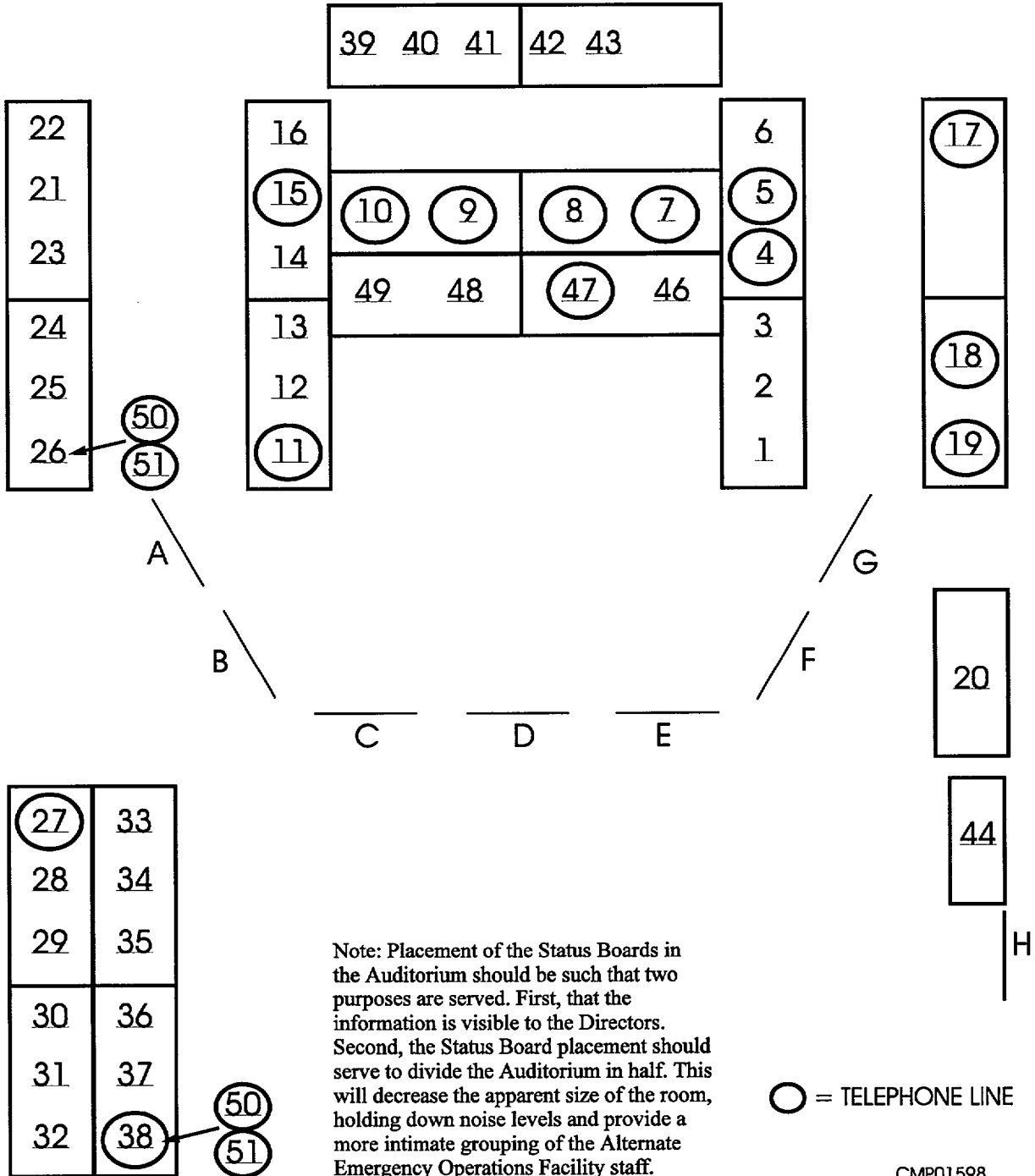
BAY CITY SERVICE CENTER FLOOR PLAN

- NOTES:
- 1 - EMERGENCY EQUIPMENT STORAGE
 - 2 - FRISKING STATION/SECURITY
 - 3 - OFFSITE FIELD TEAM SUPERVISOR (RADIO COMMUNICATIONS)
 - 4 - DOSE ASSESSMENT (STPNOC)
 - 5 - BUREAU OF RADIATION CONTROL DOSE ASSESSMENT

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STAGE



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POSITIONS AND EQUIPMENT

1. Bureau of Radiation Control Utility Liaison
2. Nuclear Regulatory Commission Protective Measures Counterpart Communicator (NRC PMCL)
3. Nuclear Regulatory Commission Protective Measures Coordinator
4. Radiological Director
5. Technical Director
6. Emergency Operations Facility Director Administrative Assistant
7. Emergency Operations Facility Director
8. Nuclear Regulatory Commission Director of Site Operations
9. Site Public Affairs Coordinator
10. Deputy Emergency Operations Facility Director
11. Assistant Licensing Director
12. Licensing Director
13. Nuclear Regulatory Commission Reactor Systems/Operations Specialist
14. Nuclear Regulatory Commission Reactor Systems/Operations Specialist
15. Support Organization Director
16. Nuclear Regulatory Commission Emergency Response Coordinator
17. Offsite Agency Communicator
18. Telecopier
19. Telecopier
20. Documents
21. Assistant Support Organization Director
22. Federal Emergency Management Agency
23. Nuclear Regulatory Commission Public Affairs Coordinator
24. Nuclear Regulatory Commission (Communicator) Public Affairs
25. Site Public Affairs Specialist
26. Site Public Affairs Administrative Assistant
27. Information Systems Analyst
28. Communications System Supervisor
29. Open
30. EOF Liaison

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POSITIONS AND EQUIPMENT (CONTINUED)

31. Records Supervisor
32. Open
33. Procurement/Resources Supervisor
34. Employee Support
35. Support Orientation Coordinator
36. Open
37. Materials Engineer
38. Purchaser
39. Division of Emergency Management Utility Liaison
40. Nuclear Regulatory Commission Government Liaison Coordinator
41. Federal Response Agency Liaison
42. Federal Emergency Management Agency
43. Federal Emergency Management Agency
44. Copy Machine
45. Telephone Trunk
46. Nuclear Regulatory Commission Radiological Coordinator
47. Engineering Assistant
48. Nuclear Regulatory Commission Reactor Safety Counterpart Link (RSCL) Coordinator
49. Nuclear Regulatory Commission Reactor Safety Coordinator
50. Two (2) Computers
51. Two (2) Printers

STATUS BOARDS

- A. Unaffected Unit Status
- B. Emergency Classification Board
- C. Plant Status Board
- D. Key Event Chronology
- E. Radiological Status Board
- F. Emergency Operations Facility/Technical Support Center Tracking
- G. Protective Actions Recommended by Matagorda County
- H. Emergency Operations Facility Staffing Board

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Form 1	Alternate Emergency Operations Facility Activation Checklist		Page 1 of 2

ACTION	INDIVIDUAL	TIME
1. Obtain key from the Bay City Police Department and open the facility.	Rad Staff	_____
2. Open emergency equipment lockers.	Rad Staff	_____
3. Set up portable contamination monitoring equipment at the entrance to the facility and monitor all personnel accessing the Alternate Emergency Operations Facility for radioactive contamination.	Rad Staff	_____
4. Set up telephone system as shown in Addendum 1 (including telecopiers). Using the Emergency Communication Directory, ensure proper connection and placement of telephone instruments. Activate telephone systems.	Communications System Supervisor	_____
5. Set up radio communications and public address equipment as shown in Addendum 1.	Communications System Supervisor	_____
6. Set up tables and chairs as shown in Addendum 1.	Technical Staff	_____
7. Distribute controlled documents from storage cabinets.	Admin Staff	_____
8. Set up copy machine as shown in Addendum 1.	Admin Staff	_____
9. Set up status boards on easels as shown in Addendum 1.	Admin Staff	_____

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<u>ACTION</u>	<u>INDIVIDUAL</u>	<u>TIME</u>
10. Set up staffing chart at entrance.	Admin Staff	_____
11. Verify facility equipment and materials are set up properly for arriving Staff.	Deputy EOF Director	_____