



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

March 28, 2002  
NOC-AE-02001292  
STI: 31423065  
FILE NO: Z18  
ER 20020019  
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.

A handwritten signature in black ink, appearing to read "P. L. Serra", is written over a horizontal line.

P. L. Serra  
Manager, Plant Protection

CM/mk

Enclosure: Letter of Receipt  
Description of Changes  
OERP01-ZV-IN05, Site Evacuation, Rev. 6

AO45

cc:

\*Ellis W. Merschoff  
Regional Administrator, Region IV  
U.S. Nuclear Regulatory Commission  
611 Ryan Plaza Drive, Suite 400  
Arlington, Texas 76011-8064

Jon C. Wood  
Matthews & Branscomb  
112 East Pecan, Suite 1100  
San Antonio, Texas 78205-3692

John A. Nakoski  
Addressee Only  
U. S. Nuclear Regulatory Commission  
Project Manager, Mail Stop OWFN/7-D-1  
Washington, DC 20555-0001

Institute of Nuclear Power  
Operations - Records Center  
700 Galleria Parkway  
Atlanta, GA 30339-5957

Mohan C. Thadani  
Addressee Only  
U. S. Nuclear Regulatory Commission  
Project Manager, Mail Stop OWFN/7-D-1  
Washington, DC 20555

Richard A. Ratliff  
Bureau of Radiation Control  
Texas Department of Health  
1100 West 49th Street  
Austin, TX 78756-3189

\*Cornelius F. O'Keefe  
c/o U. S. Nuclear Regulatory Commission  
P. O. Box 910  
Bay City, TX 77404-0910

R. L. Balcom/D. G. Tees  
Reliant Energy, Inc.  
P. O. Box 1700  
Houston, TX 77251

A. H. Gutterman, Esquire  
Morgan, Lewis & Bockius  
1800 M. Street, N.W.  
Washington, DC 20036-5869

C. A. Johnson/A. C. Bakken III  
AEP - Central Power and Light Company  
P. O. Box 289, Mail Code: N5012  
Wadsworth, TX 77483

M. T. Hardt/W. C. Gunst  
City Public Service  
P. O. Box 1771  
San Antonio, TX 78296

U. S. Nuclear Regulatory Commission  
Attention: Document Control Desk  
Washington, D.C. 20555-0001

A. Ramirez/C. M. Canady  
City of Austin  
Electric Utility Department  
721 Barton Springs Road  
Austin, TX 78704

\*Plant Support Branch Secretary  
Region IV Office of the Regional  
U. S. Nuclear Regulatory Commission  
611 Ryan Plaza Drive, Suite 400  
Arlington, TX 76011-8064

\* The above copies distributed without Attachment except as noted by the asterisk. If copies are required, please contact us.

NOC-AE-02001292  
STI: 31423065  
FILE NO: Z18  
ER 20020019  
Page 3

**To:** P. L. Serra  
Manager, Emergency Response  
STP Nuclear Operating Company  
P. O. Box 289  
Wadsworth, TX 77483

**From:** Plant Support Branch  
Region IV Office of the Regional Administrator  
U. S. Nuclear Regulatory Commission  
611 Ryan Plaza Drive, Suite 400  
Arlington, TX 76011-8064

**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 Plan Implementing Procedure transmitted by STP letter NOC-AE-02001292.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Description of Changes**  
**0ERP01-ZV-IN05**  
**Site Evacuation, Rev. 6**

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

- This change is due to the West Access Road being closed.
- Split Shift Supervisor out of existing Data Sheet 2, into new Data Sheet 1, no change in responsibility, change was for clarification.
- Split Acting Security Manager out of existing Data Sheet 2, into new Data Sheet 5, change was for clarification only.
- Global, changed Radiological Manager to Radiological Director, this is the position that performs the HP functions.
- Global, removed parentheses that indicated more than one position can perform the step from procedure checklists to reduce confusion.
- Added Form 1, Off Hours Evacuation, to aid security in Owner Controlled Area Evacuation.
- General revision, changes are not designated by revision bars.

The changes are noted in the following table:

**0ERP01-ZV-IN05, Site Evacuation, Rev. 6**

NO.	Change to Revision 5	Reason
1.	Changed procedure Usage to N/A.	Guidance in procedure OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide.
2.	Page 2, Step 2.3, changed McAllister Junior High School to McAllister Middle School.	Name changed
3.	Page 2, Step 3.2, added "The North Access Road is normally closed and must be opened by security."	Changes due to the North Access Road not being opened 7/24.

### 0ERP01-ZV-IN05, Site Evacuation, Rev. 6

NO.	Change to Revision 5	Reason
4.	Page 3, step 4.1, added, Personnel implementing this procedure are responsible for the coordination of activities to evacuate the Owner Controlled Area and coordinate with the Matagorda County emergency management officials regarding monitoring and decontamination of STP evacuees.	The responsibility for implementing this procedure is with different positions dependent on command and control location.
5.	Page 3, moved old step 4.1.1. to Data Sheet 2.	Only the EOF sends out the Supplement Notification Form for site evacuation.
6.	Page 3, moved old step 4.2.1. to new step 5.1.	Removed all direction to implement Data Sheets to section 5.
7.	Page 3, step 4.3, changed from the TSC Manager to Assistant TSC Manager.	Clarification, Assistant TSC Manager .
8.	Page 3, step 4.9, added responsibilities for the Area Coordinator.	Clarification.
9.	Page 3 & 4, Clarified procedure directions to reflect Responsibilities.	Clarification.
10.	Page 4, step 5.8.2, removed the 2 hour wait for site evacuation verification.	The 2 hour wait was to long.
11.	Page 5, step 6.5, added "OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide."	Editorial "Reference"
12.	Addendum 1, page 6, added sector B, deleted the west access road gate, changed McAllister Junior High School to McAllister Middle School.	Changes due to closing the West Access Road and school name change.
13.	Addendum 1, deleted old Plan B Map.	Changes due to closing the West Access Road.
14.	Addendum 1, page 7, changed from Plan C to B, deleted the west access road gate, changed McAllister Junior High School to McAllister Middle School.	Changes due to closing the West Access Road and school name change.
15.	Addendum 1, page 8, changed from Plan D to C, deleted the west access road gate, changed McAllister Junior High School to McAllister Middle School.	Changes due to closing the West Access Road and school name change.

**0ERP01-ZV-IN05, Site Evacuation, Rev. 6**

NO.	Change to Revision 5	Reason
16.	Addendum 1, page 9, changed from Plan E to D, deleted the west access road gate, diverted traffic from west to north access road, changed McAllister Junior High School to McAllister Middle School.	Changes due to closing the West Access Road and school name change.
17.	Addendum 2, page 10, changed McAllister Junior High School to McAllister Middle School.	Name changed
18.	Data Sheet 1, page 11, changed from Assistant TSC Manager to Shift Supervisor.	Clarification, gives the SS specific direction and a checklist. The Assistant TSC Manager is directed to use Data Sheet 2.
19.	Data Sheet 2, page 13, step 1.1.4, changed Radiological Manager to Radiological Director	Clarification
20.	Data Sheet 2, page 13, step 1.1.8, clarified step for requesting transportation assistance from the EOC.	Clarification
21.	Data Sheet 2, page 13, added step 1.2, "Contact the Assistant Technical Support Center Manager for any non-ERO personnel that should remain onsite prior to evacuation."	Clarification
22.	Data Sheet 2, page 14, step 1.3, added "If Site Evacuation is through the North Access Road, contact and request the Security Manager (Acting Security Manager) to open the North Access Road for Site Evacuation Traffic."	This step allows time to open the North Gate if necessary.
23.	Data Sheet 2, page 14, step 2.3, directs offsite agency notification.	Clarification
24.	Data Sheet 5, page 19, New Checklist for Acting Security Manager.	Clarification
25.	Form 1, page 20, New Form, Off Hours Evacuation.	Form to document areas evacuated.

STI 31408066	<b>0ERP01-ZV-IN05</b>		<b>Rev. 6</b> General	Page 1 of 20
<b>Site Evacuation</b>				
Quality	Non Safety-Related	Usage: N/A	Effective Date: 03/13/02	
Max Keyes	N/A	N/A	Emergency Response Division	
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION	

Table of Contents

	<u>Page</u>
1.0 Purpose and Scope.....	2
2.0 Definitions .....	2
3.0 Precautions and Limitations .....	2
4.0 Responsibilities.....	3
5.0 Procedure.....	4
6.0 References .....	5
7.0 Support Documents .....	5
Addendum 1 - Site Evacuation Maps .....	6
Addendum 2 - Reception Centers.....	10
Data Sheet 1 - Shift Supervisor Checklist .....	11
Data Sheet 2 - Deputy Emergency Operations Facility Director Checklist.....	13
Data Sheet 3 - Area Coordinator Manager Checklist .....	15
Data Sheet 4 - Area Coordinator Checklist .....	17
Data Sheet 5 – Acting Security Manager Checklist .....	19
Form 1 – Off Hours Evacuation .....	20

**Site Evacuation****1.0 Purpose and Scope**

- 1.1 This procedure provides instructions for the Site Evacuation of non-essential personnel from the Protected Area and Owner Controlled Area.
- 1.2 This procedure may be implemented at any time under the authority of the Emergency Director and shall be implemented after accountability for a Site Area Emergency or General Emergency.

**2.0 Definitions**

- 2.1 **AREA COORDINATOR:** Personnel assigned responsibility for evacuating specific buildings or areas. A list of Area Coordinators is maintained in the Emergency Communications Directory.
- 2.2 **AREA COORDINATOR MANAGER:** Individual assigned overall responsibility of Area Coordinators.
- 2.3 **RECEPTION CENTER:** The designated offsite area where South Texas Project (STP) evacuated personnel report for radiological monitoring, and if necessary, decontamination. The Reception Centers are activated by Matagorda County. The Bay City Reception Center is the McAllister Middle School. The Palacios Reception Center is the Palacios High School.

**3.0 Precautions and Limitations**

- 3.1 A site evacuation may be delayed by the Emergency Director if any of the following conditions exist:
  - 3.1.1 Severe weather conditions which could threaten safe transport,
  - 3.1.2 A significant radiological hazard which could be encountered,
  - 3.1.3 A security threat occurring which could have an adverse impact on personnel leaving the site, or
  - 3.1.4 A condition similar to the above in magnitude which, in the opinion of the Emergency Director, could adversely affect site personnel.
- 3.2 The North Access Road is normally closed and must be opened by security.

**Site Evacuation****4.0 Responsibilities**

- 4.1 Personnel implementing this procedure are responsible for the coordination of activities to evacuate the Owner Controlled Area and coordinate with the Matagorda County emergency management officials regarding monitoring and decontamination of STP evacuees.
- 4.2 The Shift Supervisor is responsible for implementing this procedure until the Technical Support Center or Emergency Operations Facility assumes command and control.
- 4.3 The Assistant Technical Support Center Manager is responsible for implementing this procedure until the Emergency Operations Facility assumes command and control.
- 4.4 The Deputy Emergency Operations Facility Director is responsible for implementing this procedure.
- 4.5 The Security Manager, during normal working hours, is responsible for coordinating the activities of the Security Force to ensure station personnel evacuate safely and interfacing with local law enforcement.
- 4.6 The Acting Security Manager, during off normal working hours, is responsible for coordinating the activities of the Security Force to ensure station personnel evacuate safely and interfacing with local law enforcement.
- 4.7 The Radiological Director or Acting Radiological Manager is responsible for determining special actions that should be taken based on radiological problems.
- 4.8 The Area Coordinator Manager, during normal working hours, is responsible for coordinating the evacuation of buildings in the Owner Controlled Area.
- 4.9 The Area Coordinators, during normal working hours, are responsible for implementing evacuation of buildings in the Owner Controlled Area.

**Site Evacuation****5.0 Procedure**

- 5.1 If the Emergency Director resides in the Control Room, then the Shift Supervisor implements Data Sheet 1, Shift Supervisor Checklist.
- 5.2 If the Emergency Director resides in the Emergency Operations Facility, then the Deputy Emergency Operations Facility Director implements Data Sheet 2, Deputy Emergency Operations Facility Director Checklist.
- 5.3 If the Emergency Director resides in the Technical Support Center, then the Assistant Technical Support Center Manager implements Data Sheet 2, Deputy Emergency Operations Facility Director Checklist.
- 5.4 The Area Coordinator Manager implements Data Sheet 3, Area Coordinator Manager Checklist.
- 5.5 The Area Coordinators implement Data Sheet 4, Area Coordinator Checklist.
- 5.6 If the Emergency Director resides in the Control Room, then the Acting Security Manager implements Data Sheet 5, Acting Security Manager Checklist.
- 5.7 Radiological Director or Acting Radiological Manager:
  - 5.7.1 If a radiological release is in progress or is imminent, review Addendum 1, Site Evacuation Maps, and determine if specific evacuation routes are needed or if personnel can proceed out of the area using the most direct route home.
  - 5.7.2 If specific evacuation routes or Reception Centers are to be used, then discuss with the Shift Supervisor or Deputy Emergency Operations Facility Director.
- 5.8 Security Manager:
  - 5.8.1 Establish access control to the Owner Controlled Area at the access roads to FM 521. Inform the Deputy Emergency Operations Facility Director when completed.
  - 5.8.2 Upon completion of the Site Evacuation, during normal working hours, initiate security patrols to verify that all personnel in the Owner Controlled Area have evacuated. In particular, verify evacuation of special areas such as the Primary Meteorological Tower, Main Reservoir, Firing Range, River Makeup Facility, etc. Inform the Deputy Emergency Operations Facility Director when completed.

**Site Evacuation****6.0 References**

- 6.1 STPEGS Emergency Plan
- 6.2 0ERP01-ZV-IN02, Notification To Offsite Agencies
- 6.3 0ERP01-ZV-IN04, Assembly and Accountability
- 6.4 Emergency Communications Directory
- 6.5 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

**7.0 Support Documents**

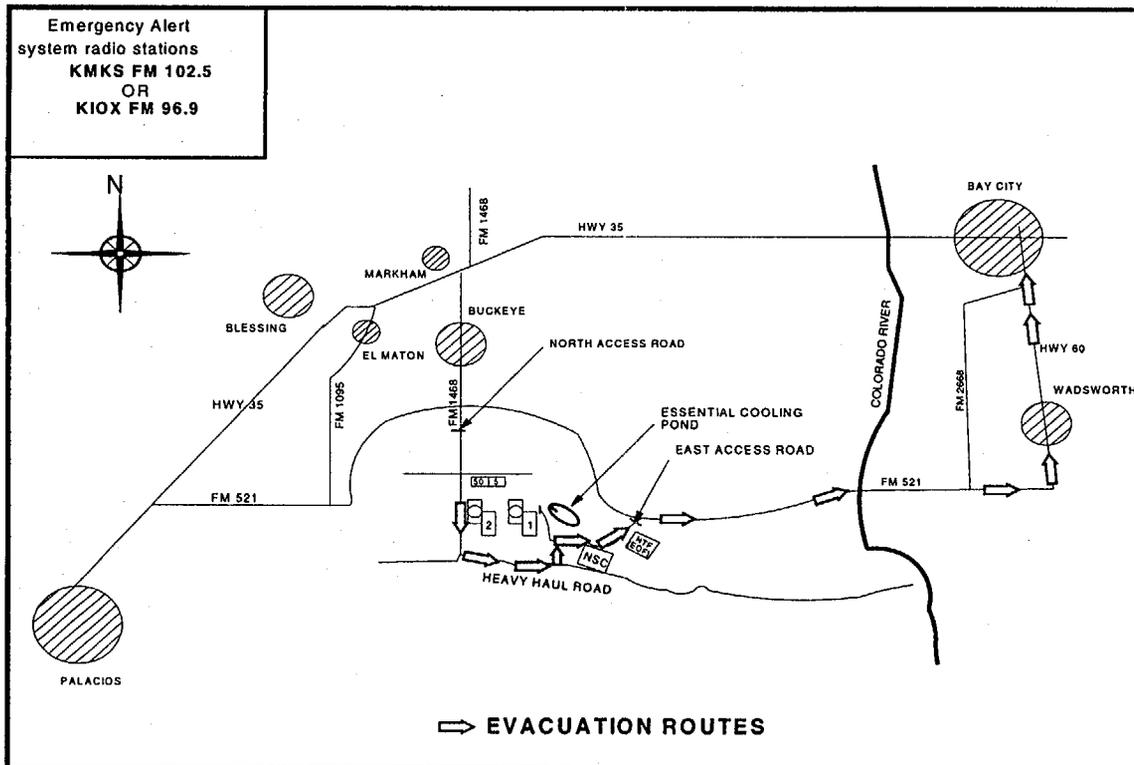
- 7.1 Addendum 1, Site Evacuation Maps
- 7.2 Addendum 2, Reception Centers
- 7.3 Data Sheet 1, Shift Supervisor Checklist
- 7.4 Data Sheet 2, Deputy Emergency Operations Facility Director Checklist
- 7.5 Data Sheet 3, Area Coordinator Manager Checklist
- 7.6 Data Sheet 4, Area Coordinator Checklist
- 7.7 Data Sheet 5, Acting Security Manager Checklist
- 7.8 Form 1, Off Normal Hours

Site Evacuation

# PLAN A

## Plan A

THE PLUME CENTERLINE IS IN SECTORS Q, R, A OR B  
AND MATAGORDA COUNTY HAS OPENED THE BAY CITY RECEPTION CENTER



Emergency Alert  
system radio stations  
KMKS FM 102.5  
OR  
KIOX FM 96.9

AVOID FM 1468 (BUCKEYE ROAD) and FM 521 NORTH OF PLANT.

From Unit 2 side:  
Proceed on Heavy Haul Road behind the Units to the East Access Road to FM 521.  
Proceed on FM 521 East to HWY 60 North then turn left on Thompson Road.  
Proceed to the Reception Center (McAllister Middle School).

From Unit 1 side:  
Proceed to FM 521 East to HWY 60 North then turn left on Thompson Road.  
Proceed to the Reception Center (McAllister Middle School).

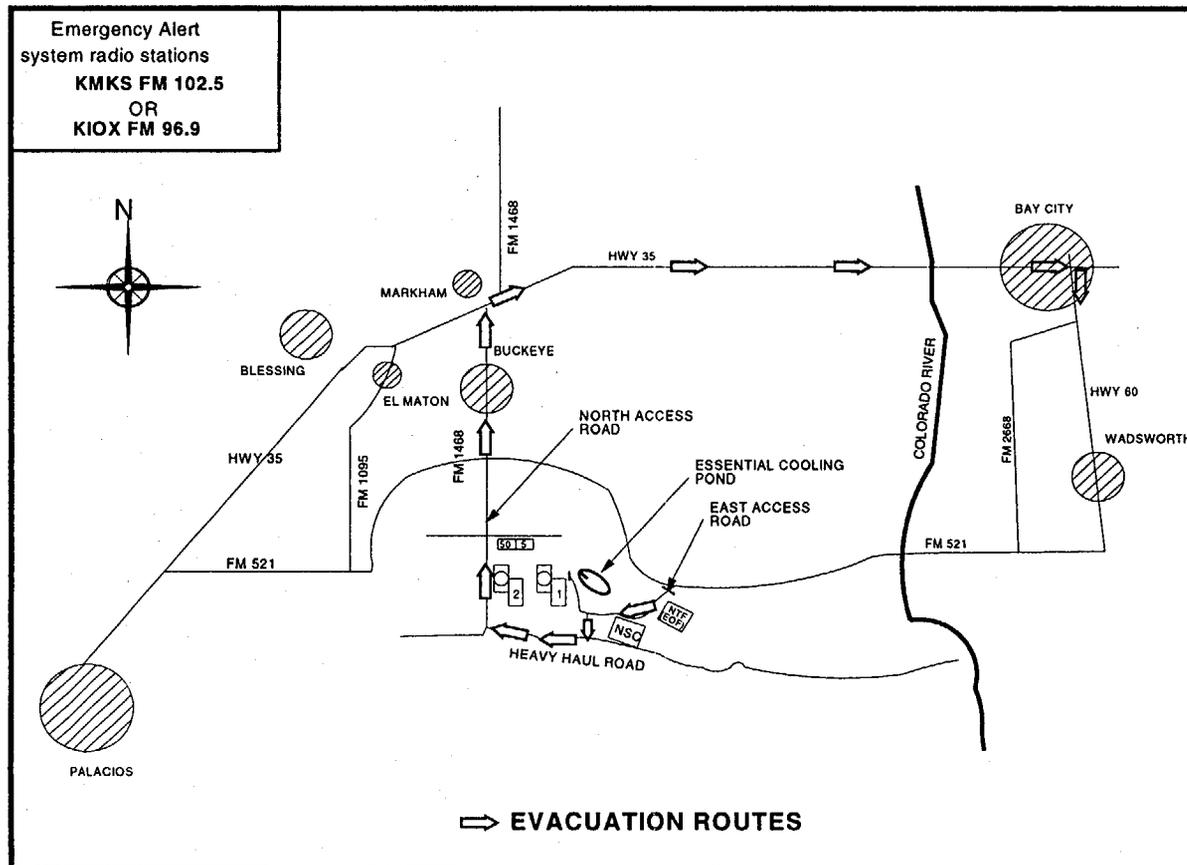
Personnel and vehicle monitoring will be conducted as necessary.

## Site Evacuation

**PLAN B**

Plan B

**THE PLUME CENTERLINE IS IN SECTOR C, D, E, F, OR G  
AND MATAGORDA COUNTY HAS OPENED THE BAY CITY RECEPTION CENTER**



AMP00805C  
REV 5

AVOID FM 521 East of FM 1468  
(BUCKEYE ROAD), FM 2668  
and HWY 60.

From Unit 2 side:

Exit via North Access Road.  
Proceed to Bay City via  
FM 1468 to HWY 35 East.  
Proceed to HWY 60 South.  
On HWY 60 South, turn right  
onto Thompson Road.  
Proceed to the Reception Center  
(McAllister Middle School).

From Unit 1 side:

Proceed to Heavy Haul Road  
exit via North Access road.  
Proceed to Bay City via  
FM 1468 to FM 35 East. Proceed  
to HWY 60 South. On HWY 60  
South, turn right onto Thompson  
Road. Proceed to the Reception  
Center (McAllister Middle  
School).

Personnel and vehicle monitoring  
will be conducted as necessary.

Site Evacuation

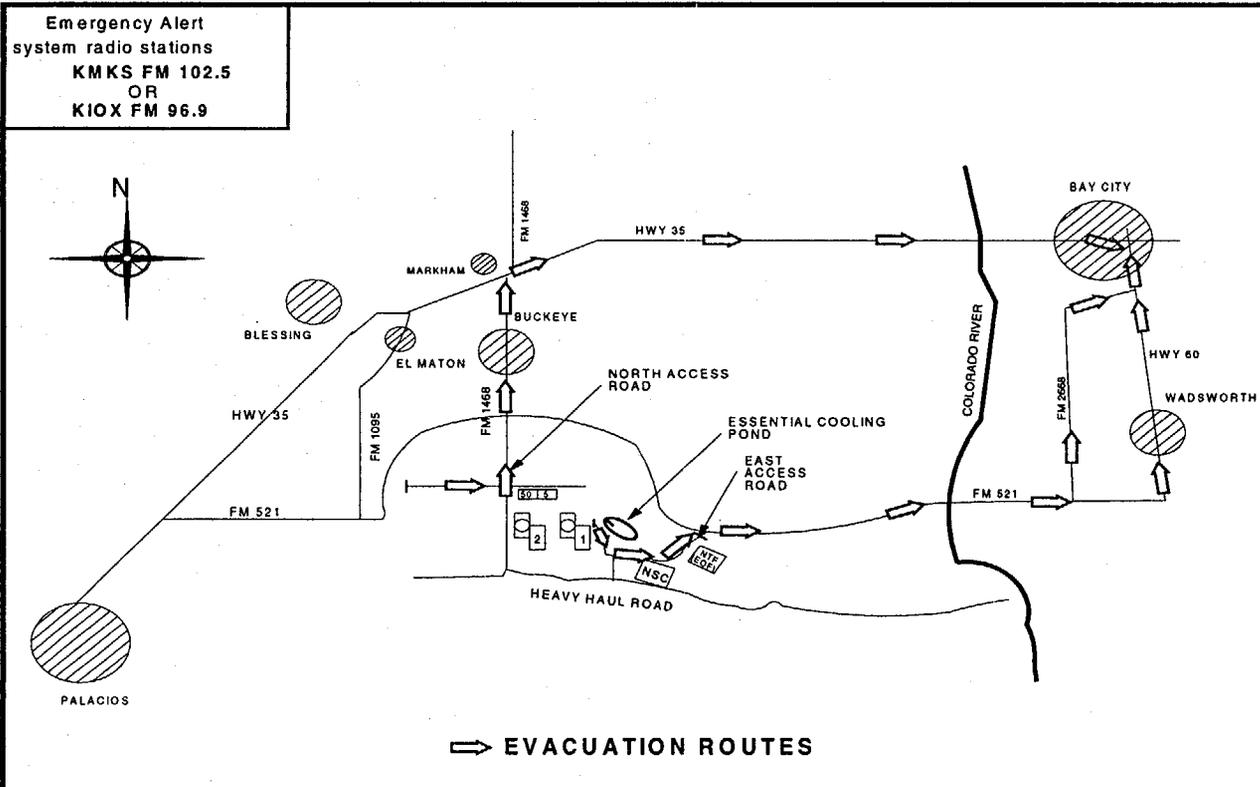
# PLAN C

## Plan C

THE PLUME CENTERLINE IS IN SECTORS H, J, K, L, M, N, OR P  
AND MATAGORDA COUNTY HAS OPENED THE BAY CITY RECEPTION CENTER

AVOID SOUTH SIDE OF  
PLANT SITE.

Emergency Alert  
system radio stations  
KMKS FM 102.5  
OR  
KIOX FM 96.9



From Unit 2 side:  
Proceed North via North Access  
Road to FM 1468. Use FM 1468  
North to HWY 35 East. Proceed  
to HWY 60 South. On HWY 60  
South, turn right on Thompson  
Road. Proceed to the Reception  
Center (McAllister Middle  
School).

From Unit 1 side:  
Proceed on HWY 521 East to  
HWY 60 North to FM 2668 to  
HWY 60. From HWY 60, turn  
onto Thompson Road. Proceed  
to the Reception Center (McAllister  
Middle School).

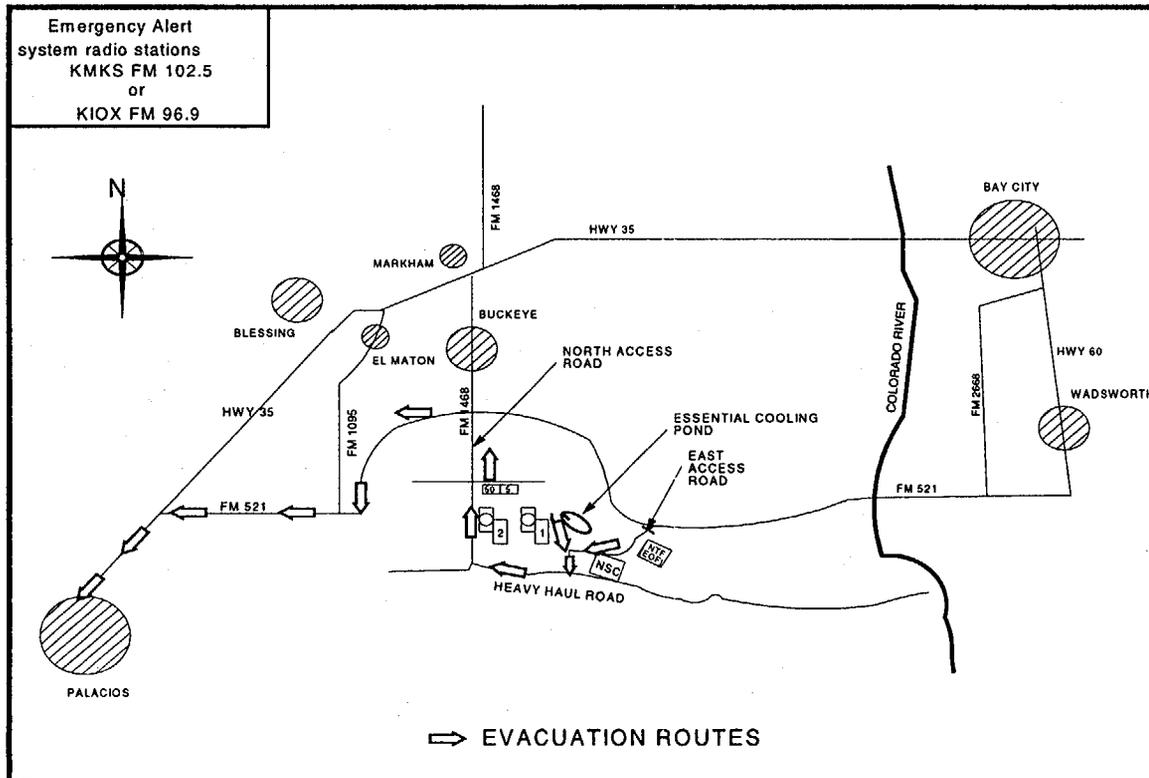
Personnel and vehicle monitoring  
will be conducted as necessary.

Site Evacuation

# PLAN D

## Plan D

MATAGORDA COUNTY HAS OPENED THE PALACIOS RECEPTION CENTER



AMP00805E  
REV 5

AVOID FM 521 East of FM 1468 (BUCKEYE ROAD), FM 2668 and HWY 60.

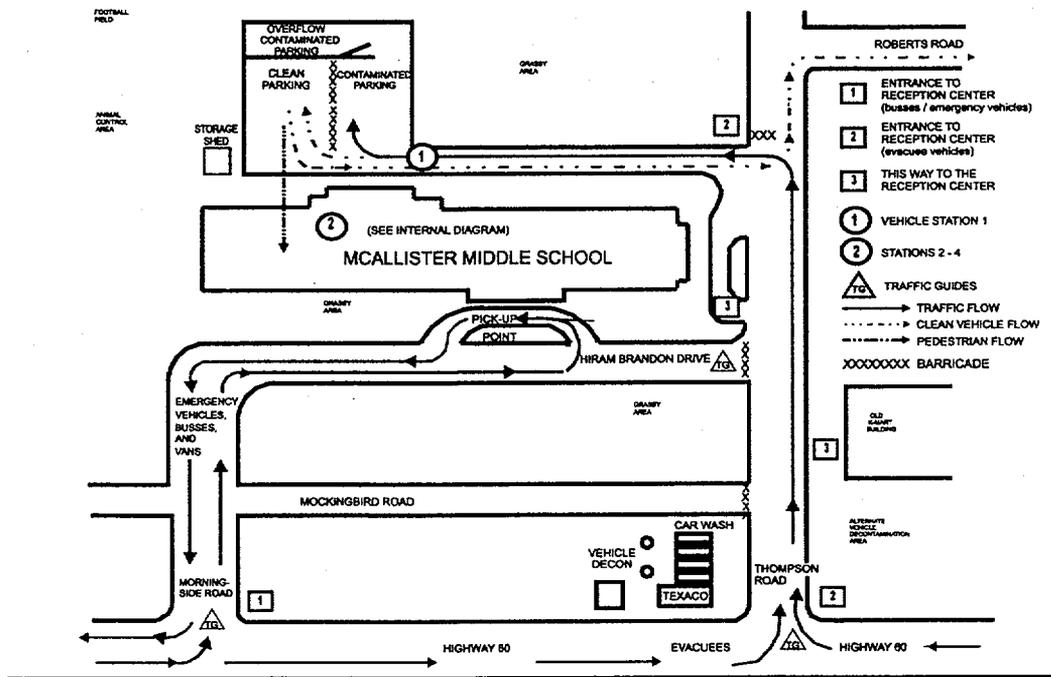
From Unit 2 side:  
Proceed through the North Access Road. Proceed to Palacios via FM 521 to HWY 35 West. Proceed to the Reception Center (Palacios High School).

From Unit 1 side:  
Processed to Heavy Haul Road behinds the units. Proceed through the North Access Road. Proceed to Palacios via FM 521 to HWY 35 West. Proceed to the Reception Center (Palacios High School).

Personnel and vehicle monitoring will be conducted as necessary.

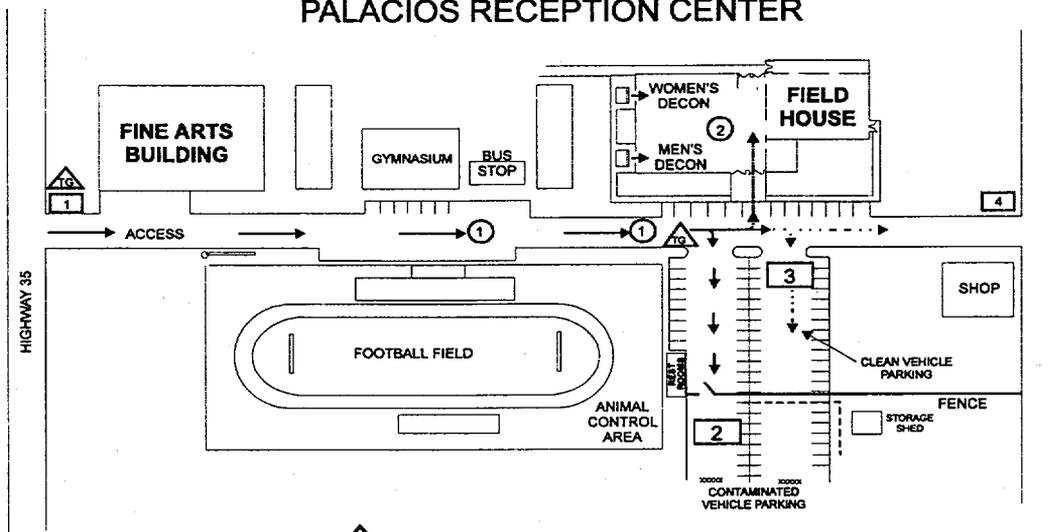
Site Evacuation

MCALLISTER RECEPTION CENTER



CMP00981B

PALACIOS RECEPTION CENTER



- TRAFFIC GUIDE
- MON PATH - VEHICLES
- MON PATH - PEDESTRIANS
- ROPED OFF AREA
- CLEAN VEHICLE PATH
- STATION 1
- STATION 2
- ENTRANCE TO RECEPTION CENTER
- CONTAMINATED VEHICLES
- CLEAN VEHICLES
- RECEPTION CENTER EXIT

CMP00981A

	<b>0ERP01-ZV-IN05</b>	<b>Rev. 6</b>	Page 11 of 20
<b>Site Evacuation</b>			
Data Sheet 1	Shift Supervisor Checklist		Page 1 of 2

	Name	Date		Unit
<b>Action</b>				<b>Time</b>

**1.0 PRIOR TO EVACUATION**

1.1 If activation of a Reception Center is advised by Health Physics, contact the Matagorda County Emergency Operations Center or if the facility has not been activated, the Sheriff's Office and:

1.1.1 Request activation of a Reception Center. \_\_\_\_\_

1.1.2 Brief the officials on radiological conditions and the potential for personnel and vehicles to be contaminated. \_\_\_\_\_

1.1.3 Obtain information on any road closures that may affect selection of an evacuation route. \_\_\_\_\_

1.1.4 When County officials inform you which Reception Center they elect to activate, inform the Acting Radiological Manager and discuss which evacuation route to use based on current wind direction in accordance with Addendum 1, Site Evacuation Maps. \_\_\_\_\_

1.1.5 Inform County officials of the route that evacuees will use. \_\_\_\_\_

1.1.6 Provide an estimate on the number of evacuees.  
(NOTE: With all facilities activated, approximately 300 will remain on site.) \_\_\_\_\_

1.1.7 Request traffic control, if needed. \_\_\_\_\_

1.2 If Site Evacuation is through the North Access Road, request the Security Manager to open the North Access Road for Site Evacuation Traffic. \_\_\_\_\_

1.3 Inform the Acting Security Manager of the evacuation routes and if necessary the Reception Center(s) decision. \_\_\_\_\_

	<b>0ERP01-ZV-IN05</b>	<b>Rev. 6</b>	Page 12 of 20
<b>Site Evacuation</b>			
Data Sheet 1	Shift Supervisor Checklist		Page 2 of 2

<b>Action</b>	<b>Time</b>
---------------	-------------

2.0 IMPLEMENTATION OF EVACUATION

**NOTE**

Site Evacuation shall take place immediately after completion of Assembly & Accountability or at the direction of the Emergency Director.

2.1 Direct the Acting Security Manager to initiate Owner Controlled Area evacuation.

---

2.2 Inform the Matagorda County EOC when the station evacuation is complete.

---

	<b>0ERP01-ZV-IN05</b>	<b>Rev. 6</b>	Page 13 of 20
<b>Site Evacuation</b>			
Data Sheet 2	Deputy Emergency Operations Facility Director Checklist		Page 1 of 2

Name	Date	Unit
Action		Time

**1.0 PRIOR TO EVACUATION**

- 1.1 If activation of a Reception Center is advised by Health Physics, contact the Matagorda County Emergency Operations Center or if the facility has not been activated, the Sheriff's Office and:
  - 1.1.1 Request activation of a Reception Center. \_\_\_\_\_
  - 1.1.2 Brief the officials on radiological conditions and the potential for personnel and vehicles to be contaminated. \_\_\_\_\_
  - 1.1.3 Obtain information on any road closures that may affect selection of an evacuation route. \_\_\_\_\_
  - 1.1.4 When County officials inform you which Reception Center they elect to activate, inform the Radiological Director and discuss which evacuation route to use based on current wind direction in accordance with Addendum 1, Site Evacuation Maps. \_\_\_\_\_
  - 1.1.5 Inform County officials of the route that evacuees will use. \_\_\_\_\_
  - 1.1.6 Provide an estimate on the number of evacuees.  
(NOTE: With all facilities activated, approximately 300 will remain on site.) \_\_\_\_\_
  - 1.1.7 Request traffic control, if needed. \_\_\_\_\_
  - 1.1.8 If necessary and with the Emergency Director approval, request the Matagorda County EOC dispatch school busses to pick-up station evacuees. Ensure to give routes and pick-up locations. \_\_\_\_\_
- 1.2 Contact the Assistant Technical Support Center Manager for any non-ERO personnel that should remain onsite prior to evacuation. \_\_\_\_\_

	<b>0ERP01-ZV-IN05</b>	<b>Rev. 6</b>	Page 14 of 20
<b>Site Evacuation</b>			
Data Sheet 2	Deputy Emergency Operations Facility Director Checklist		Page 2 of 2

<b>Action</b>	<b>Time</b>
1.3 If Site Evacuation is through the North Access Road, request the Security Manager to open the North Access Gate for Site Evacuation Traffic.	_____
1.4 Inform the Area Coordinator Manager (Acting Security Manager during off hours) of the evacuation routes and Reception Center(s) decision. Direct the Area Coordinator Manager to:	_____
1.4.1 Disseminate the information to Area Coordinators in preparation for the evacuation order.	_____
1.4.2 Confirm that Area Coordinators are positioned to initiate evacuation.	_____
<b>2.0 IMPLEMENTATION OF EVACUATION</b>	

**NOTE**

Site Evacuation shall take place immediately after completion of Assembly & Accountability or at the direction of the Emergency Director.

2.1 Direct the Area Coordinator Manager to initiate Owner Controlled Area evacuation.	_____
2.2 Direct the Visitors Center to terminate operations and evacuate the area. Provide special evacuation instructions, if necessary.	_____
2.3 Ensure offsite agency notification by transmitting 0ERP01-ZV-IN02, Data Sheet 2, Supplemental Notification Form, ensure Emergency Director approval.	_____
2.4 Inform the Matagorda County EOC when the station evacuation is complete.	_____
2.5 As necessary, periodically contact Matagorda County EOC to determine if additional support or resources are needed to support the Reception Center. Obtain a status of monitoring activities.	_____

	<b>0ERP01-ZV-IN05</b>	<b>Rev. 6</b>	Page 15 of 20
<b>Site Evacuation</b>			
Data Sheet 3	Area Coordinator Manager Checklist		Page 1 of 2

Name	Date	Unit
Action		Time

**1.0 PRIOR TO EVACUATION**

1.1 Via telephone or radio, notify Area Coordinators that an Owner Controlled Area evacuation will be implemented and to review and perform the actions listed in Data Sheet 4, Area Coordinator Checklist.

\_\_\_\_\_

1.2 Perform a roll call, via radio using Channel 2, of all Area Coordinators to verify radio communications.

\_\_\_\_\_

1.3 Determine the order of which buildings should be evacuated to minimize traffic control problems. The order should take into consideration Area Coordinators who have multiple buildings.

\_\_\_\_\_

1.4 When informed by the Deputy Emergency Operations Facility Director of the evacuation routes and/or Reception Centers, then notify the Area Coordinators of acceptable evacuation routes or direct the Area Coordinators to hand out the selected evacuation map(s). Inform Coordinators of the order in which buildings should be evacuated.

\_\_\_\_\_

1.5 If a Reception Center has been activated by Matagorda County, then dispatch the Reception Center Liaison to the selected Reception Center. Direct the Reception Center Liaison to contact the Deputy Emergency Operations Facility Director upon arrival and to provide subsequent periodic updates on Reception Center activities.  
(NOTE: Reception Center Liaisons are listed in the Emergency Communications Directory.)

\_\_\_\_\_

	<b>OERP01-ZV-IN05</b>	<b>Rev. 6</b>	Page 16 of 20
<b>Site Evacuation</b>			
Data Sheet 3	Area Coordinator Manager Checklist		Page 2 of 2

<b>Action</b>	<b>Time</b>
<b>2.0 IMPLEMENTATION OF EVACUATION</b>	
2.1 When directed by the Deputy Emergency Operations Facility Director, direct the Area Coordinators to implement building evacuations in the identified order. Direct Area Coordinators to call in upon completion of evacuation of each building.	_____
2.2 Ensure that a sweep of each building is performed by the Area Coordinator. Direct Area Coordinators to evacuate upon completing verification that evacuation is complete for their area.	_____
2.3 When all buildings are evacuated and the sweep searches have been completed, advise the Deputy Emergency Operations Facility Director of the completion of the Owner Controlled Area evacuation.	_____

	<b>0ERP01-ZV-IN05</b>	<b>Rev. 6</b>	Page 17 of 20
<b>Site Evacuation</b>			
Data Sheet 4	Area Coordinator Checklist		Page 1 of 2

	Date	Unit
Name		
Action		Time

**1.0 PRIOR TO EVACUATION**

- 1.1 Obtain a radio and ensure the radio is operational. Use channel 2. \_\_\_\_\_
- 1.2 Obtain a bullhorn and ensure bullhorn is operational. \_\_\_\_\_
- 1.3 Ensure that an adequate supply of Addendum 1, Site Evacuation Maps and Addendum 2, Reception Centers, are available. \_\_\_\_\_
- 1.4 Ensure you know what buildings are your responsibilities. Contact the Area Coordinator Manager if you are not sure. \_\_\_\_\_
- 1.5 Ensure that assigned building sweepers are onsite and available. If sweepers are not available, then select alternates to perform sweeps when the buildings are evacuated. \_\_\_\_\_
- 1.6 When contacted by the Area Coordinator Manager with instructions on which evacuation route is to be used and which evacuation maps are to be distributed, then prepare to evacuate buildings as per directed by the Area Coordinator Manager. Follow the order of evacuation of buildings as identified by the Area Coordinator Manager. \_\_\_\_\_

**2.0 IMPLEMENTATION OF EVACUATION**

- 2.1 Commence evacuation of your assigned buildings when directed by the Area Coordinator Manager. \_\_\_\_\_
- 2.2 When directed by the Area Coordinator Manager to begin evacuation of your building, then direct the sweepers to commence evacuation by walking through the building and announcing that personnel should evacuate. Give any specific instructions or hand out evacuation maps. \_\_\_\_\_
- 2.3 Contact the Area Coordinator Manager when all personnel have evacuated from the building. \_\_\_\_\_

	<b>0ERP01-ZV-IN05</b>	<b>Rev. 6</b>	Page 18 of 20
<b>Site Evacuation</b>			
Data Sheet 4	Area Coordinator Checklist		Page 2 of 2

<b>Action</b>	<b>Time</b>
2.4 Direct two sweepers to perform verification that all personnel have left the building. Contact the Area Coordinator Manager if injured persons are found.	_____
2.5 Continue to the next building in the assigned area and repeat the evacuation process.	_____
2.6 When all assigned buildings are evacuated, notify the Area Coordinator Manager. Evacuate the sweepers.	_____

	<b>0ERP01-ZV-IN05</b>	<b>Rev. 6</b>	Page 19 of 20
<b>Site Evacuation</b>			
Data Sheet 5	Acting Security Manager Checklist		Page 1 of 1

**Action**

**Time**

1.0 OFF NORMAL HOURS

1.1 When notified of a Site Evacuation by the Shift Supervisor, perform the following:

1.1.1 Notify Security Officers that a Site Evacuation will be implemented and instruct them to begin preparing for evacuation of the buildings outside the Protected Area.

1.1.2 Establish access control to the Owner Controlled Area at the access roads to FM 521. Inform the Shift Supervisor when completed.

1.1.3 Determine the order of which buildings should be evacuated by using Form 1, Off Hours Evacuation.

1.2 As necessary, when informed by the Shift Supervisor of the evacuation routes and/or Reception Centers, then notify the Security Officers of acceptable evacuation routes or direct them to hand out the selected evacuation map(s) in Addendum 1 & 2.

2.0 IMPLEMENTATION OF EVACUATION

2.1 When directed by the Shift Supervisor, instruct the Security Officers to implement building evacuations in accordance with Form 1, Off Hours Evacuation.

2.2 Direct Security Officers to call in upon completing each building evacuation.

2.3 When all buildings are evacuated, advise the Shift Supervisor of the completion of the Site Evacuation.

	<b>0ERP01-ZV-IN05</b>	<b>Rev. 6</b>	Page 20 of 20
<b>Site Evacuation</b>			
Form 1	Off Hours Evacuation		Page 1 of 1

<b>SEARCH TEAM</b>	<b>SEARCH AREA</b>	<b>TIME</b>
<b>A</b>	Building 3	
	Buildings 5	
	Buildings 11	
	Buildings 15	
	Buildings 50	
<b>B</b>	Buildings 33	
	Buildings 45	
	Buildings 71	
<b>C</b>	Building 19	
	Building 27	
	Warehouse B	
	Warehouse C	
	Warehouse D	
<b>D</b>	Building 20	
	Warehouse E	
	Hazmat Yard	
	Blast Yard	
<b>E</b>	Nuclear Support Center (NSC)	
<b>F</b>	Switchyard	
	Building 120	
<b>G</b>	Nuclear Training Facility (NTF)	
<b>H</b>	Building 52	
	Met Lab	
<b>I</b>	Primary Meteorological Tower	
<b>J</b>	Main Reservoir	
<b>K</b>	Firing Range	
<b>L</b>	River Makeup Facility	