



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

April 22, 2002
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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 Procedures

In accordance with 10CFR50.4(b)(5) and 10CFR50, Appendix E, Section V, the STP Nuclear Operating Company hereby submits the attached revisions to three (3) Emergency Plan Implementing Procedures.

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

P. L. Serra
Manager, Plant Protection

CM/mk

Enclosure: Letter of Receipt
Description of Changes
OERP01-ZV-EF07, Support Organization Director, Rev. 6
OERP01-ZV-TS02, Assistant TSC Manager, Rev. 4
OERP01-ZV-TS08, Security Manager, Rev. 7

A045

cc:

(paper copy)

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To: P. L. Serra
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From: Plant Support Branch
Region IV Office of the Regional Administrator
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611 Ryan Plaza Drive, Suite 400
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Subject: **Receipt Acknowledgment for Changes to STP
Emergency Plan Implementing Procedures**

I hereby acknowledge having received changes to the STP Nuclear Operating Company's Emergency Plan Implementing Procedures transmitted by STP letter NOC-AE-02001308.

Signature

Date

Description of Changes

0ERP01-ZV-EF07, Support Organization Director, Rev. 6

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

Clarified procedure usage to N/A to comply with procedure OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide.

Section 4.0, clarified procedure use. Combined Data Sheets 2 & 3 into Data Sheet 1. Added step 2.3, Security Events to Data Sheet 1.

0ERP01-ZV-TS02, Assistant TSC Manager, Rev. 4

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

Data Sheet 1, page 9, step 9.0, first bullet, added, "Ensure to include an item owner. Provide Priorities to the OSC Coordinator, Operations Manager and Deputy EOF Director."

Data Sheet 1, page 9, step 9.0, added new step, "If a PAR has been issued to the County, then document the PAR directed by the county to residents on the "Protective Action Recommended by Matagorda County Status Board."

0ERP01-ZV-TS08, Security Manager, Rev. 7

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

Data Sheet 1, page 9, added step, "As necessary, if law enforcement personnel are responding to an event inside the Protected Area, contact the Deputy Emergency Operations Facility Director and request he/she make arrangements to expedite the process."

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Assistant TSC Manager			
Quality	Non Safety-Related	Usage: N/A	Effective Date: 04/17/02
Max Keyes	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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Assistant TSC Manager

1.0 Purpose and Scope

- 1.1 This procedure specifies the actions to be completed by the Assistant TSC Manager in the Technical Support Center (TSC) during a declared emergency.
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Assistant TSC Manager.

2.0 Responsibilities

- 2.1 The Assistant TSC Manager is responsible for:
 - 2.1.1 Assuming the function and responsibilities of the TSC Manager in his absence.
 - 2.1.2 Providing ongoing support to the TSC Manager in implementing the TSC responsibilities and functions including tracking the status of key emergency activities.
 - 2.1.3 Coordinating implementation of assembly and accountability and Site Evacuation.
 - 2.1.4 Coordinating response activities for search and rescue efforts and medical emergencies.
 - 2.1.5 Ensuring that required offsite agency notifications are completed by the Chemical/Radiochemical Manager within the required time frames.
 - 2.1.6 Ensuring that a time line of key events is maintained.
 - 2.1.7 Tracking Emergency Team priorities and disseminating the information to the Operations Support Center and Emergency Operations Facility.

3.0 Precautions and Limitations

- 3.1 An Alert Emergency or higher classification has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.
- 3.2 The Emergency Director has ordered the activation of the Technical Support Center to support response activities.
- 3.3 0ERP01-ZV-IN04, Assembly and Accountability are required at a Site Area Emergency Classification or higher unless to do so would put site workers at risk. The Emergency Director at anytime as dictated by conditions may order Assembly and Accountability.
- 3.4 0ERP01-ZV-IN05, Site Evacuation is required at a Site Area Emergency Classification or higher unless to do so would put site workers at risk. The Emergency Director at anytime as dictated by conditions may order Site Evacuation.

Assistant TSC Manager

4.0 References

- 4.1 STPEGS Emergency Plan
- 4.2 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide
- 4.3 0ERP01-ZV-TS01, TSC Manager
- 4.4 0ERP01-ZV-IN01, Emergency Classification
- 4.5 0ERP01-ZV-IN02, Notification to Offsite Agencies
- 4.6 0ERP01-ZV-IN04, Assembly and Accountability
- 4.7 0ERP01-ZV-IN05, Site Evacuation
- 4.8 0ERP01-ZV-RE01, Recovery Operations
- 4.9 0ERP01-ZV-RE02, Documentation
- 4.10 OPOP04-ZO-0004, Personnel Emergencies

5.0 Procedure

- 5.1 At an Alert or higher declaration announcement or as directed by the Emergency Director, report to the affected Unit Technical Support Center, implement Data Sheet 1, Assistant TSC Manager Checklist, Initial Activities.
- 5.2 Complete Checklist activities as follows:
 - 5.2.1 Use the right column to log the time an activity is performed.
 - 5.2.2 Reoccurring activities should be documented using the Emergency Action Log.
 - 5.2.3 Implement other activities as necessary.
- 5.3 Use this Addendum and Checklist to help direct emergency activities.

6.0 Support Documents

- 6.1 Addendum 1, Shift Turnover Briefing
- 6.2 Data Sheet 1, Assistant TSC Manager Checklist

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Assistant TSC Manager			
Addendum 1	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of events to the relief person including the following areas:
 - Basis of the current Emergency Classification and the EALs of importance.
 - Staffing level of Emergency Facilities and location of Emergency Director.
 - Completed Checklists and Logs.
 - Notifications to offsite agencies issued.
 - Information on the status boards.
 - Recovery plans developed and corrective action items for plant recovery.
 - Current shift schedule.
- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement.
 - All TSC Managers.
 - NRC Reactor Safety Team Leader.
 - Deputy EOF Director.
- 3.0 Document the time of turnover and the identity of your relief on your log and provide copies to your replacement. Provide the original log sheets to the Administrative Manager.
- 4.0 Verify your telephone number on the shift schedule. IF this telephone number is inside the 10 mile EPZ, THEN provide an alternate telephone number for contact should evacuation of the EPZ be necessary.
- 5.0 Take a copy of your shift schedule.
- 6.0 Verify possession of a STPNOC Picture Badge for access through possible roadblocks when returning to the site for the next shift or request a replacement Picture Badge from the Administrative Manager.
- 7.0 Inform the Security Manager of the shift change and sign out when leaving the TSC.

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Assistant TSC Manager			
Data Sheet 1	Assistant TSC Manager Checklist		Page 1 of 7

	(Name)	(Date)	(Unit)
Action			Time

1.0 INITIAL ACTIVITIES

- | | | |
|-----|---|-------|
| 1.1 | Report to the Technical Support Center of the affected Unit and sign in on the TSC Staffing Board. | _____ |
| 1.2 | Obtain the Assistant TSC Manager's Emergency Response Manual and attach Technical Support Center Position Badge to your outer clothing. | _____ |
| 1.3 | Report to the TSC Manager upon your arrival and obtain a briefing as applicable. | _____ |
| 1.4 | Ensure the following Status Boards are maintained. <ul style="list-style-type: none"> • TSC Tracking (TSC Priorities). • Protective Actions Recommended by Matagorda County. | _____ |
| 1.5 | Assist the TSC Manager in determining when minimum staffing requirements for the TSC and OSC are met. | _____ |
| 1.6 | IF the TSC Manager has not arrived within approximately one hour of the initial call-out, THEN assume the role of the TSC Manager and implement the following actions. <ul style="list-style-type: none"> • Inform the TSC staff you will be assuming the TSC Manager position. • Direct the Administrative Manager to initiate call-out of an alternate TSC Manager. • Request from the Technical Manager a staff person to assist with the completion of the Assistant TSC Manager responsibilities. • Implement procedure 0ERP01-ZV-TS01, TSC Manager. • Maintain this Data Sheet and other pertinent information on an Emergency Action Log. | _____ |

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Action

Time

2.0 ASSEMBLY AND ACCOUNTABILITY ACTIVITIES

- When Assembly and Accountability is ordered, perform the following:
 - Coordinate the implementation of 0ERP01-ZV-IN04, Assembly and Accountability unless conducting assembly will place personnel in a more hazardous situation (i.e. severe weather, fire, and security threat).
 - Provide periodic status updates of response activities in progress and upon completion of the effort to the following:
 - TSC Manager and TSC personnel.
 - OSC Coordinator.
 - Deputy EOF Director.
 - IF there are missing persons as a result of accountability, implement Search and Rescue Activities.

3.0 SITE EVACUATION ACTIVITIES

- When Site Evacuation is ordered, perform the following:
- Coordinate site evacuation activities with the Deputy EOF Director using procedure 0ERP01-ZV-IN05, Site Evacuation.
- Keep the following personnel informed of site evacuation activities:
 - TSC Manager and TSC personnel.
 - OSC Coordinator.

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Action	Time
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4.0 SEARCH AND RESCUE ACTIVITIES

- Obtain the number of missing persons and their last known locations from the Security Manager.
- Contact the OSC Coordinator and request the formation of Search and Rescue Teams. Provide the number of missing persons, their last known location, and direct the OSC Coordinator to standby for additional information.
- IF the probability of injuries exist, THEN activate the site ambulance.
- IF equipment or debris may need to be moved to rescue personnel, THEN request the Maintenance Manager to begin planning and obtain necessary resources to implement the rescue effort.
- Monitor progress of the search and rescue effort through periodic contact with the OSC Coordinator and keep the TSC Manager and Security Manager informed.
- Brief the OSC Coordinator of any changing plant conditions, which could impact the search and rescue effort.

5.0 OFFSITE NOTIFICATION ACTIVITIES

- Coordinate completion and transmittal of the Offsite Agency Notification Message Form of procedure 0ERP01-ZV-IN02, Notification to Offsite Agencies within the required time frames.

6.0 MEDICAL EMERGENCY ACTIVITIES

- Coordinate the implementation of 0POP04-ZO-0004, Personnel Emergencies to relieve the Control Room of this responsibility.

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Action

Time

- Provide periodic status updates of response activities in progress and upon completion of the effort to the:
 - TSC Manager and TSC personnel.
 - Deputy EOF Director.
 - OSC Coordinator.

7.0 CHEMICAL HAZARD ACTIVITIES

- IF notified of a toxic gas or chemical release from a nearby Chemical Facility, THEN perform the following.
 - IF time permits, THEN initiate 0ERP01-ZV-IN04, Assembly and Accountability and 0ERP01-ZV-IN05, Site Evacuation.
 - Otherwise, announce over the public address system for all personnel to seek shelter in buildings and turn off ventilation systems.

8.0 TSC EVACUATION ACTIVITIES

- Inform the Deputy EOF Director of the plans to evacuate the TSC.
- Direct the TSC Communicator to inform the NRC over the ENS phone of the plans to evacuate the TSC.
- Collect the following:
 - Completed logs and checklists.
 - Assistant TSC Manager's Emergency Response Manual.
 - Copy of the information from the TSC Priority Tracking Status Board.
- Follow any special precautions issued by the Radiological Manager.

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Action

Time

- WHEN directed by the TSC Manager, THEN proceed to the unaffected Unit's TSC or EOF.
- Upon completion of the evacuation, reestablish contact with the Deputy EOF Director. Provide a telephone number for future communications.

9.0 ONGOING ACTIVITIES

- Maintain the TSC Priority Tracking Status Board by listing prioritized activities and open items identified by the TSC Manager. Ensure to include an item owner. Provide Priorities to the OSC Coordinator, Operations Manager and Deputy EOF Director.
- Assist the TSC Manager with completion of activities on the TSC Manager's checklist.
- Establish and maintain periodic communications with the Deputy EOF Director:
 - Provide a status of changes and updates to items listed on the TSC Priority Tracking Status Board and Key Events Chronology Status Board.
 - Inform the TSC Manager of priorities and activities underway in the EOF.
- Assist the TSC Manager and Technical Manager in evaluating ongoing conditions that could effect the current Emergency Action Level and change the Emergency Classification as defined in 0ERP01-ZV-IN01, Emergency Classification.
- If a PAR has been issued to the County, then document the PAR directed by the county to residents on the "Protective Action Recommended by Matagorda County Status Board."
- IF a shift change occurs, THEN brief your replacement based on applicable sections of Addendum1, Shift Turnover Briefing.
- Maintain an Emergency Action Log of significant activities, telephone calls, and important information.

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Action

Time

10.0 TERMINATION ACTIVITIES

- Update the Emergency Classification Board.
- IF the TSC Manager is functioning as the Emergency Director, THEN direct the TSC Communicator to inform the Deputy EOF Director of the change in Emergency Classification.
- Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Actions Items List.
- Provide a list of any supplies or forms needing replenishment to the Administrative Manager.
- Collect and organize in chronological order all documents, checklists, and logs.
- Collect the Corrective Action Items Lists from the various TSC Managers. Review the lists with key TSC/OSC Managers and assign priorities to tasks. Provide the prioritized list to the TSC Manager.
- Assist the TSC Manager in completing the Emergency Response Summary report in accordance with 0ERP01-ZV-RE02, Documentation.
- Turn over all documentation generated during the emergency to the Administrative Manager.

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Assistant TSC Manager			
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Action	Time
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11.0 RECOVERY ACTIVITIES

- Update the Emergency Classification Board.
- IF the TSC Manager is functioning as the Emergency Director, THEN direct the TSC Communicator to inform the Deputy EOF Director of the change in Emergency Classification.
- Develop a list of activities and tasks, which should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List.
- Collect the Corrective Action Items Lists from the TSC Managers. Review the lists and assign priorities to tasks. Provide the prioritized list to the TSC Manager.
- Inform the Deputy EOF Director of any planned changes in repair priorities.
- Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.
- Maintain an Emergency Action Log until Termination.

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Support Organization Director			
Quality	Non Safety-Related	Usage: N/A	Effective Date: 04/17/02

Max Keyes	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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Support Organization Director**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Support Organization Director in the Emergency Operations Facility (EOF) during a declared emergency.

2.0 Responsibilities

- 2.1 The Support Organization Director is responsible for:

- 2.1.1 Coordinating the interaction with offsite authorities and support organizations.
- 2.1.2 Ensuring arrangements are in place to process support personnel to meet training, security, and radiological requirements.
- 2.1.3 Ensuring communications systems are maintained operable and additional communications are provided as necessary.
- 2.1.4 Ensuring adequate and timely information is provided to offsite agencies.
- 2.1.5 Coordinating and maintaining a status of South Texas Project Electric Generating Station support requested by county, state, and federal agencies.
- 2.1.6 Arranging for special assistance to South Texas Project Electric Generating Station employees and their families with special needs during an emergency.
- 2.1.7 Overall coordination of administrative support for the EOF.

3.0 References

- 3.1 STPEGS Emergency Plan
- 3.2 0ERP01-ZV-IN02, Notifications to Offsite Agencies
- 3.3 0ERP01-ZV-RE01, Recovery Operations
- 3.4 0ERP01-ZV-RE02, Documentation
- 3.5 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

4.0 Procedure

- 4.1 When responding to the Emergency Operations Facility implement Data Sheet 1, Support Organization Director Checklist Initial Activities.
 - 4.1.1 Insert the time an activity is completed, for reoccurring activities, document using the Emergency Action Log.

Support Organization Director

- 4.2 Implement the appropriate portions of Data Sheet 1, Support Organization Director Checklist based on the events in progress.
- 4.3 Use Addendum's and Checklists to help direct emergency activities.

5.0 Support Documents

- 5.1 Addendum 1 - Shift Turnover Briefing
- 5.2 Data Sheet 1 - Support Organization Director Checklist

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Support Organization Director			
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- 1.0 Provide a briefing of events to the relief person, including the following areas:
 - Basis of the current emergency classification and the EALs of importance
 - Protective Action Recommendations issued
 - Status of primary fission product barriers and critical safety functions
 - Status of offsite agencies including facilities activated
 - Completed checklists
 - Completed Logs
 - Recovery plans developed and corrective action items for plant recovery
 - Current shift schedule

- 2.0 Inform the following personnel of the transfer of responsibility to the oncoming shift replacement:
 - All EOF Directors
 - Support Organization Staff
 - NRC Government Liaison Coordinator

- 3.0 Document the time of turnover and the identity of your relief on your log and provide copies to your replacement. Provide original log sheets to the Assistant Support Organization Director.

- 4.0 Verify the telephone number on the shift schedule. If this telephone number is inside the 10 mile EPZ, then provide an alternate telephone number for contact should evacuation of the EPZ be necessary.

- 5.0 Take a copy of your shift schedule.

- 6.0 If issued a TLD, then maintain custody of the TLD until Termination or Recovery.

- 7.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Support Orientation Coordinator.

- 8.0 Inform the individual responsible for Access Control to the EOF of the shift change and sign out when leaving the EOF.

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Support Organization Director			
Data Sheet 1	Support Organization Director Checklist		Page 1 of 3

	(Name)	(Date)	(Unit)
Action			Time

1.0 INITIAL ACTIONS

- 1.1 Report to the EOF and sign in on the EOF Staffing Board. _____
- 1.2 Inform the Deputy EOF Director of your arrival and obtain a briefing of the current situation. _____
- 1.3 Verify the Support Organization Director's Emergency Response Manual is available. _____
- 1.4 Obtain from the Procurement/Resources Supervisor a status of materials and supplies requested by the TSC. _____
- 1.5 When the State of Texas, Division of Emergency Management (DEM) representatives arrive, provide a briefing of the current situation. Periodically brief DEM personnel of ongoing activities with the state and county. _____
- 1.6 When the Nuclear Insurance Liaison arrives at the Joint Information Center and establishes contact with the EOF, provide a briefing of the current situation. _____
- 1.7 Initiate an Emergency Action Log. _____

2.0 SPECIAL ACTIONS

- 2.1 Earthquake _____
 - Contact the Matagorda County Sheriff's Office and request information on damage to roadways and bridges around STPEGS and in the direction of Bay City and Palacios.
 - Keep the Radiological Director advised of any information provided.

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Support Organization Director			
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Action	Time
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2.2 Aircraft Crash Onsite

- Notify the Matagorda County Sheriff's Office of incident.
- Keep the Emergency Director and Security Manager updated.

2.3 Security Event

- As necessary, establish and maintain communications with offsite agency personnel prior to arrival onsite, (e.g., FBI, DEA, ATF, and Bomb Squad).
- Request what type of information they may need prior to arrival (e.g., HR Profiles, room layouts, personnel needed for interviews).
- Report status to the Deputy EOF Director.

2.4 Evacuation of the EOF

- Direct Support and Administration Staff to collect all completed checklists, logs, and forms.
- Follow any special precautions provided by the Radiological Director for proceeding to the Alternate EOF.
- When directed by the Emergency Director, proceed to the Alternate EOF.

3.0 ONGOING ACTIONS

- Coordinate the overall interaction with offsite authorities. Ensure adequate and timely information is being provided and offsite authorities are informed of activities that may have an impact offsite. Provide clarification to offsite agencies of any information released. Obtain approval from the Emergency Director to release any new information.

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Support Organization Director			
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Action

Time

- Coordinate and maintain a status of requests for support and assistance made by STPEGS to offsite organizations and of requests made by offsite agencies to STPEGS.
- Ensure arrangements are in place to process support personnel to meet required training, security, and radiological requirements. Verify that any deviations from normal processing have been approved by the Emergency Director and documented.
- Keep the State of Texas, Division of Emergency Management (DEM) Utility Liaison and the representatives from the Federal Emergency Management Agency (FEMA) in the EOF updated of any information provided to state, county, and federal agencies.
- Function as the primary interface with the NRC Government Liaison Coordinator.
- Maintain an Emergency Action Log.
- Participate in the Emergency Director's status briefing.

4.0 SHIFT CHANGE

- Upon arrival of your shift replacement, complete all actions listed in Addendum 1, Shift Turnover Briefing. Include the Procurement/Resources Supervisor and the Assistant Support Organization Director in the briefing.

5.0 RECOVERY ACTIONS

- Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List, Obtain input from members of the Support Organization staff. Provide a copy of the list to the Deputy EOF Director.
- Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.

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Support Organization Director			
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Action

Time

- Maintain an Emergency Action Log.

- If a shift change occurs, then brief your replacement based on the applicable sections of Addendum 1. Include the Procurement/Resources Supervisor and the Assistant Support Organization Director in the briefing.

6.0 TERMINATION ACTIONS

- Collect and organize in chronological order all documents, checklists, and logs.
- Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List, Obtain input from members of the Support Organization staff. Provide a copy of the list to the Deputy EOF Director.
- With the assistance of the Support Organization Staff, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report to the Deputy EOF Director.
- Provide a list of supplies or forms needing replenishment to the Assistant Support Organization Director.
- Turn over all documentation generated during the emergency to the Assistant Support Organization Director.

Security Manager

Quality

Non Safety-Related

Usage: N/A

Effective Date: 04/17/02

Max Keyes

N/A

N/A

Emergency Response Division

PREPARER

TECHNICAL

USER

COGNIZANT ORGANIZATION

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Security Manager**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Security Manager in the Technical Support Center (TSC) during a declared emergency.
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Security Manager.

2.0 Responsibilities

- 2.1 The Security Manager is responsible for:
 - 2.1.1 Directing the implementation of on-site security emergency response activities.
 - 2.1.2 Implementing accountability efforts.
 - 2.1.3 Assisting with Protected and Owner Controlled Areas evacuation.
 - 2.1.4 Establishing special access controls.
 - 2.1.5 Providing for the expedient entry/exit of emergency vehicles.
 - 2.1.6 Directing changes to security operations based on radiological conditions.
 - 2.1.7 Determining level of compliance with current security procedures.

3.0 Precautions and limitations

- 3.1 0ERP01-ZV-IN04, Assembly and Accountability are required at a Site Area Emergency Classification or greater unless to do so would put site personnel at risk. Assembly and Accountability may be ordered by the Emergency Director at anytime as dictated by conditions.
- 3.2 0ERP01-ZV-IN05, Site Evacuation is required at a Site Area Emergency Classification or greater unless to do so would put site personnel at risk. Site Evacuation may be ordered by the Emergency Director at anytime as dictated by conditions.
- 3.3 The Technical Support Center is activated at an Alert Emergency or higher classification in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.
 - 3.3.1 The Emergency Director has ordered the activation of the Technical Support Center to support response activities.

Security Manager

4.0 References

- 4.1 STPEGS Emergency Plan
- 4.2 OERP01-ZV-IN01, Emergency Classification
- 4.3 OERP01-ZV-IN03, Emergency Response Organization Notification
- 4.4 OERP01-ZV-IN04, Assembly and Accountability
- 4.5 OERP01-ZV-IN05, Site Evacuation
- 4.6 OERP01-ZV-SH03, Acting Security Manager
- 4.7 OERP01-ZV-RE01, Recovery Operations
- 4.8 OERP01-ZV-RE02, Documentation
- 4.9 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide
- 4.10 OPOP04-ZO-0007, Aircraft Crash Onsite

5.0 Procedure

- 5.1 At an Alert or higher Emergency Classification or as directed by the Emergency Director report to the affected Unit's Technical Support Center and implement Data Sheet 1, Step 1.0 Initial Activities.
- 5.2 Complete Checklist activities as follows:
 - 5.2.1 Use the right column to log the time an activity is performed.
 - 5.2.2 Reoccurring activities should be documented using the Emergency Action Log.
 - 5.2.3 Implement other activities as necessary.
- 5.3 Use Checklists to help direct emergency activities.

6.0 Support Documents

- 6.1 Addendum 1, Shift Turnover Briefing
- 6.2 Data Sheet 1, Security Manager Checklist
- 6.3 Data Sheet 2, Site Security Control Orders
- 6.4 Data Sheet 3, TSC Manager Briefing Sheet

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- 1.0 Provide a briefing of events to the relief person including the following areas:
 - Current Emergency Classification.
 - Completed checklists.
 - Completed Logs.
 - Data Sheet 2, Site Security Control Orders and any potential upcoming events that would require changing the security activities onsite.
 - Recovery plans developed and corrective action items for plant recovery.
 - Current shift schedule and staffing levels.

- 2.0 Inform the following personnel of the transfer of responsibility to the oncoming shift replacement:
 - All Technical Support Center Managers
 - Nuclear Regulatory Commission Counterpart
 - OSC Security Coordinator
 - Security Force Supervisor
 - Security Supervisor

- 3.0 Document the time of turnover and the identity of your relief on your LOG and provide copies to your replacement. Provide the original LOG sheets to the Administrative Manager.

- 4.0 Verify your telephone number on the shift schedule. IF this telephone number is inside the 10 mile Emergency Planning Zone, THEN provide an alternate number for contact should evacuation of the Emergency Planning Zone be necessary.

- 5.0 Take a copy of your shift schedule.

- 6.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Administrative Manager.

- 7.0 Sign out when leaving the Technical Support Center.

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Data Sheet 1	Security Manager Checklist		Page 1 of 9

	(Name)	(Date)	(Unit)
Action			Time

1.0 INITIAL ACTIVITIES

- 1.1 Report to the Technical Support Center of the affected Unit and sign in on the Staffing Board. _____
- 1.2 Initiate an Emergency Action Log of significant activities. Document telephone calls made/received and any data or information received from or provided to other persons. _____
- 1.3 Obtain a briefing from the Acting Security Manager using 0ERP01-ZV-SH03, Data Sheet 3, Security Briefing Checklist. _____
- 1.4 Verify the Emergency Notification and Response System (ENRS) was activated in accordance with 0ERP01-ZV-IN03, Emergency Response Organization Notification. _____
- 1.5 Review with the Radiological Manager current radiological conditions that may impact security operations and advise the Security Force Supervisor of any necessary precautions. _____
- 1.6 Review with the Maintenance Manager the current and planned inplant team activities and their locations. Brief the Security Force Supervisor of planned inplant activities. _____
- 1.7 Ensure that the following documents/equipment are available. _____
 - Security Manager's Emergency Response Manual.
 - Safeguards Contingency Plan and Procedures (as necessary).
 - Security Radio.
- 1.8 Inform the Security Force Supervisor and Security Coordinator of the classification and review/implement the following actions: _____

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Action

Time

- Broadcast over the security frequency what classification has been declared and complete a roll call of the Security Force.
 - Direct posting of the affected Unit and appropriate Emergency Classification signs at the East and West Gatehouses.
 - Report any unusual activities or alarms that may be relevant to the current emergency condition to the TSC Manager.
 - Instruct the Security Force Supervisor to activate additional personnel as required. Inform the Administrative Manager of the additional staffing activated.
 - Determine status of any Local Law Enforcement Agency activities being implemented.
 - Dispatch a Security Officer to the Emergency Operations Facility to perform access control functions.
 - Establish access control to the Protected Area and Owner Controlled Area. Allow entry of Emergency Response Organization personnel and Nuclear Regulatory Commission augment personnel responding to the Emergency Operations Facility, Control Room, Technical Support Center, and Operations Support Center. TSC Manager approval is required for all Protected Area entries. EOF Director approval is required for all Owner Controlled Area entries.
 - Establish access control for the Owner Controlled Area.
- 1.9 Notify the Security Force Supervisor and Security Coordinator when the TSC Manager assumes Emergency Director authority and responsibility.
- 1.10 If changes to standard security procedures are necessary:
- Document any deviations from standard procedures using Data Sheet 2, Site Security Control Orders, and obtain Emergency Director approval.
 - Brief the Security Force Supervisor, Security Supervisor, Security Coordinator, and the NRC representatives at the Technical Support Center of any approved deviations.

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Action	Time
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- Issue Data Sheet 2, Site Security Control Orders, to the Security Force Supervisor for briefing Security Officers and shift replacements.

1.11 Brief the TSC Manager of any special security actions underway in response to the emergency condition and any Local Law Enforcement Agency activities being implemented.

2.0 SPECIAL ACTIVITIES

2.1 Personnel Emergency

- Coordinate with the Assistant TSC Manager when informed of the arrival of an offsite ambulance and the location where the ambulance will meet the injured person, then:
 - Arrange for expedient entry/exit of the ambulance.
- Inform the Security Force Supervisor of the location where the ambulance should be directed and request notification when the ambulance arrives at and leaves the site.
- Inform the Assistant TSC Manager when the ambulance arrives on site.
- Inform the Assistant TSC Manager when the ambulance leaves site.

2.2 Assembly/Accountability

- Coordinate with the Assistant TSC Manager and complete the Security Manager responsibilities in 0ERP01-ZV-IN04, Assembly and Accountability.
- Ten (10) minutes after assembly and accountability has been declared, make an announcement over the Technical Support Center public address system to remind personnel to card in on the facility Accountability Card Readers.

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Action	Time
<p>2.3 Search and Rescue</p> <ul style="list-style-type: none"> • Record the names, badge numbers, and last known location of the missing persons identified by the Security Force Supervisor. • Inform the following of the missing persons: <ul style="list-style-type: none"> • Assistant TSC Manager • Radiological Manager • OSC Security Coordinator 	_____
<p>2.4 Site Evacuation</p> <ul style="list-style-type: none"> • Coordinate with the Assistant TSC Manager and complete the Security Manager responsibilities in 0ERP01-ZV-IN05, Site Evacuation. 	_____
<p>2.5 Security Threat</p> <ul style="list-style-type: none"> • Coordinate with the Security Force Supervisor to ensure implementation of necessary response actions to the security threat. • Brief the Technical Support Center staff and Nuclear Regulatory Commission representatives of any special security actions underway in response to the emergency condition. • Coordinate with the Radiological Manager to implement any special radiological precautions for Security Force Personnel. • Brief the Security Coordinator of the security threat and identify special precautions necessary for the emergency teams. • Coordinate with the Assistant Operations Manager to: <ul style="list-style-type: none"> • Identify vital equipment that could be at risk due to the security threat. • Identify protective measures that should be taken for the Control Room. 	_____

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- Direct the Security Force Supervisor to take special security measures to counter threats to vital areas and equipment at risk as identified by the Assistant Operations Manager.
- Advise the EOF Radiological Director of any security related precautions that should be taken by environmental field teams.
- As necessary, if law enforcement personnel are responding to an event inside the Protected Area, contact the Deputy Emergency Operations Facility Director and request he/she make arrangements to expedite the process.
- Contact the Matagorda County Sheriff's Office and provide a briefing. Maintain periodic contact

2.6 Radiological Release Occurring or Imminent

- Confer with the Radiological Manager to determine which of the following facilities can continue to be occupied or used to shelter security personnel.
 - Central Alarm Station
 - Secondary Alarm Station
 - East Gatehouse
 - West Gatehouse
 - Operations Support Center's
 - Technical Support Center's
- Contact the Security Force Supervisor and:
 - Specify the precautionary radiological actions to be taken by Security Force personnel in the field.

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- Request notification when any offsite agency personnel arrive onsite and recommend any precautionary radiological actions to be taken at that time.
- If Electronic Dosimetry alarms, then notify a Radiation Protection Technician and the Security Manager.

2.7 Issuance of Potassium Iodide (KI)

NOTE
Consumption of Potassium Iodide is voluntary

- If directed by the Emergency Director to ingest Potassium Iodide, then contact the Security Coordinator and verify distribution of sufficient Potassium Iodide for all Security Force personnel.

2.8 Toxic Gas/Chemical Release From Nearby Chemical Facilities

- Direct the Security Supervisor to warn personnel outside the Protected Area to seek shelter in buildings and turn off any ventilation system (or put in recirculation mode).

2.9 Aircraft Crash Onsite

- Coordinate response actions for the airplane crash (utilize Security Supervisor, if available, for areas outside Protected Area).
- Dispatch security personnel to the scene to secure and preserve the crash scene as much as possible without hindering rescue efforts or plant emergency response efforts.
- Assist in completion of procedure 0POP04-ZO-0007, Aircraft Crash Onsite, Form 1, Aircraft Crash Information and provide to the Technical Manager.

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2.10 Evacuation of the Technical Support Center

- Collect the following items as necessary:
 - Security Manager's Emergency Response Manual.
 - Security Procedures
 - Security Radio
 - All security checklists and logs
- Follow any special precautions provided by the Radiological Manager for proceeding to the unaffected Unit's Technical Support Center or Emergency Operations Facility.
- Contact the Security Force Supervisor and inform him of the Technical Support Center evacuation.
- Confer with the Radiological Manager about the continued manning of Security facilities including the CAS/SAS. If possible, keep the CAS or SAS manned and make provisions for more frequent shift changes.
- Upon arrival at the new location, contact the Security Force Supervisor and Security Coordinator and provide a telephone number for future contact.

3.0 ONGOING ACTIVITIES

- Periodically brief the TSC Manager of any special security activities onsite. Use Data Sheet 3, TSC Manager Briefing Sheet.
- Periodically confer with the Radiological Manager concerning radiological conditions that could impact security operations and personnel.
- Act as the primary Technical Support Center liaison with the Nuclear Regulatory Commission on security events.

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Action	Time
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- Periodically brief the Security Force Supervisor and Security Supervisor, if available, of emergency team activities and locations. Provide an update of current Technical Support Center activities
- Maintain communications with the Security Coordinator and provide briefings.
- Maintain Data Sheet 2, Site Security Control Orders current.
- Report instances of eating, drinking, or chewing to the TSC Manager after these actions have been prohibited.

4.0 SHIFT CHANGE

- Upon arrival of your shift replacement, complete all actions listed on Addendum 1, Shift Turnover Briefing.

5.0 RECOVERY ACTIVITIES

- Inform the Security Force Supervisor, Security Coordinator and Security Supervisor of the Recovery.
- Ensure that a broadcast has been done, over the security frequency that Recovery has been declared and a roll call of the Security Force has been completed.
- Ensure that a Recovery sign has been posted at the East and West Gatehouses.
- Determine the manpower requirements necessary for upcoming security activities. Activate additional personnel, if necessary.
- Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02, Documentation, Data Sheet 1, Corrective Action Items List, and provide a copy to the Assistant TSC Manager.
- Assist in development of recovery plans and procedures using guidance in 0ERP01-ZV-RE01, Recovery Operations.

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Action

Time

6.0 TERMINATION ACTIVITIES

- Inform the Security Force Supervisor, Security Coordinator and Security Supervisor of the Termination of the emergency condition. Ensure the following are completed:
 - Broadcast over the security frequency that Termination has been declared and complete a roll call of the Security Force.
 - Remove the emergency classification signs at the East and West Gatehouses.
 - Return the Emergency Response Manual, Safeguards Contingency Plan and Procedures as necessary.
- Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02, Form 1 Corrective Action Items List, and provide a copy of the list to the Assistant TSC Manager.
- Provide a list of any supplies or forms needing replenishment to the Administrative Manager.
- Collect and organize in chronological order all documents, checklists, and logs.
- With the Security Force Supervisor and Security Supervisor, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report to the Assistant TSC Manager.
- Turn over all documentation generated during the emergency to the Administrative Manager.

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Data Sheet 2	Site Security Control Orders		Page 1 of 3

Approved by Security Manager	Date/Time	Unit
Approved by TSC Manager	Date/Time	
Approved by Emergency Director	Date/Time	

A. Review of Administrative, Barrier, Monitoring, Response, and Security Procedures results with the following:

1. All current procedures remain in effect

OR (check one)

2. Current procedures remain in effect except for the following deviations:

a. Fire door patrols:

b. Locks and keys:

c. Security barriers:

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d. Compensatory posts:

e. Patrols:

f. Badging:

g. Routine alarm response:

h. Security patrols:

i. Contingency response:

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j. Safeguards Information:

k. Use of Force:

l. Other:

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Data Sheet 3	TSC Manager Briefing Sheet		Page 1 of 1

	(Name)	(Date)	(Unit)
I.	Special Security Events in progress		Time _____
<hr/>			
II.	Radiological Conditions affecting Security		
<hr/>			
III.	Local Law Enforcement Activities supporting STPNOC		
<hr/>			
IV.	Security Deviations		
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