

Davis Besse Power Station  
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Davis-Besse Nuclear Power Station

EMERGENCY PLAN IMPLEMENTING PROCEDURE

RA-EP-02010

(Supersedes RA-EP-02010, R02/E-2)

EMERGENCY MANAGEMENT

REVISION 03

Prepared by: Dennis J. Gordon

Procedure Owner: Director – Support Services

Effective Date: 05/15/02

Procedure Classification:

- Safety Related
- Quality Related
- Non-Quality Related

|   |
|---|
| <p style="text-align: center;"><b>LEVEL OF USE:</b><br/><b>IN-FIELD REFERENCE</b></p> |
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## 1.0 PURPOSE

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

## 2.0 REFERENCES

### 2.1 Developmental

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

### 2.2 Implementation

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

### 3.0 DEFINITIONS

- 3.1 ALTERNATE EMERGENCY OPERATIONS FACILITY (AEOF) - A conference area outside the 10-mile EPZ, which is available to hold meetings between Davis-Besse emergency management personnel and offsite agency management personnel.
- 3.2 ESSENTIAL PERSONNEL - Personnel assigned specific Emergency Response Duties as identified in the DBNPS Emergency Plan (i.e., operations, fire brigade (FB), first aid team (FAT), radiation monitoring team (RMT), Team Leaders and members, etc.)
- 3.3 NONESSENTIAL PERSONNEL - Personnel who are not preassigned specific Emergency Response duties.
- 3.4 PAR - Protective Action Recommendation.

### 4.0 RESPONSIBILITIES

- 4.1 Emergency Director (Outside of the Control Room), Attachment 1, Emergency Management Guidelines for Emergency Director.
- 4.2 Emergency Plant Manager, Attachment 2, Emergency Management Guidelines for Emergency Plant Manager.
- 4.3 Emergency Offsite Manager, Attachment 3, Emergency Management Guidelines for Emergency Offsite Manager.
- 4.4 Company Spokesperson, Attachment 4, Emergency Management Guidelines for Company Spokesperson.
- 4.5 Emergency Assistant Plant Manager, Attachment 5, Emergency Management Guidelines for Emergency Assistant Plant Manager.

### 5.0 INITIATING CONDITIONS

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

## 6.0 PROCEDURE

### 6.1 Activation

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

- 8.1.1 Emergency Director (Outside of the Control Room), Attachment 1, Emergency Management Guidelines for Emergency Director.
- 8.1.2 Emergency Plant Manager, Attachment 2, Emergency Management Guidelines for Emergency Plant Manager.
- 8.1.3 Emergency Offsite Manager, Attachment 3, Emergency Management Guidelines for Emergency Offsite Manager.
- 8.1.4 Company Spokesperson, Attachment 4, Emergency Management Guidelines for Company Spokesperson.
- 8.1.5 Emergency Assistant Plant Manager, Attachment 5, Emergency Management Guidelines for Emergency Assistant Plant Manager.

## 7.0 FINAL CONDITIONS

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

## 8.0 RECORDS

- 8.1 The following quality assurance records are completed by this procedure and shall be listed on the Nuclear Records List, captured, and submitted to Nuclear Records Management in accordance with NG-NA-00106:
  - 8.1.1 Emergency Director Turnover Sheet, ED-8122
- 8.2 The following non-quality assurance records are completed by this procedure and may be captured and submitted to Nuclear Records Management, in accordance with NG-NA-00106:
  - 8.1.2 None

**ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)**  
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**ALTERNATES:** Emergency Plant Manager until the designated Emergency Director arrives.

As listed in Emergency Plan Telephone Directory, Section 3

**DUTY LOCATION:** Technical Support Center, or Emergency Control Center/Emergency Operations Facility

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

**NON-DELEGABLE RESPONSIBILITIES:**

1. Emergency Classification.
2. Offsite Protective Action Recommendations.
3. Compliance with station procedures.
4. Safety and well being of station personnel.
5. Ordering a General Evacuation.

**DELEGABLE RESPONSIBILITIES:**

1. Emergency Dose Authorizations.\*
2. Onsite use of Potassium Iodide by Company personnel.\*

\*Delegable ONLY to Emergency Plant Manager

**DIRECT REPORTS:**

1. Emergency Offsite Manager
2. Emergency Plant Manager
3. Company Spokesperson
4. Emergency Director Advisor

**ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)**

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**RESPONSE TO CLASSIFIED EVENTS**

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

**Unusual Event RA-EP-01600**

- A. **IF** a meaningless "Group" pager display appears on your pager, **THEN** call the Computerized Automated Notification System to verify that an emergency does not exist at the station.
- B. When notified of an Unusual Event (1111 on your pager), call the Computerized Automated Notification System to indicate you have been notified.

**NOTE C.**

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

- C. When contacted by the Plant Manager, if practical, use the Emergency Director Turnover Data Sheet, ED 8122, to review each of the listed areas.
- D. Review the actions being taken to resolve the situation and the projected course of the event.

**NOTE E.**

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

- E. Exchange telephone numbers, pager numbers, and points of contact with the Plant Manager for further discussions as the situation develops.
- F. No further action is required in response to an incident at this classification level.

**ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)**  
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**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900**

- A. Upon being notified by pager of an Alert (2222 on your pager), Site Area Emergency (3333 on your pager), General Emergency (4444 on your pager) call the Computerized Automated Notification System to indicate you have been notified and provide the system with your estimated travel time (in minutes) to the Emergency Control Center/Emergency Operations Facility.
- B. Report to the Emergency Control Center/Emergency Operations Facility (ECC/EOF).
- C. Upon arrival at the ECC/EOF contact the Emergency Director for a briefing on the nature of the incident.
- D. Discuss the situation with the Emergency Plant Manager and the Emergency Offsite Manager; verify the appropriate classification was made. In the event an improper classification was made, properly classify the event and carry out the correct procedures.
- E. When you have been sufficiently briefed and the Emergency Control Center/Emergency Operations Facility (ECC/EOF) and Technical Support Center (TSC) are activated, complete an Emergency Director Turnover Data Sheet, ED 8122, and inform the Emergency Director that you are assuming the position of Emergency Director. Announce to the following individuals that you have assumed the Emergency Director position (also direct a general announcement be made):
  1. Emergency Plant Manager
  2. Emergency Offsite Manager
  3. Company Spokesperson
- F. Direct the Emergency Offsite Manager to activate the Corporate Support group at the Perry Plant.
- G. Notify the President – First Energy Nuclear Operating Company (FENOC) of the incident and its potential at the earliest opportunity.
- H. With the Emergency Offsite Manager, review the status of any Protective Action Recommendations made to offsite organizations. **REFER TO** RA-EP-02245, Protective Action Guidelines.
- I. Consider delegating authority for emergency radiation dose and onsite use of Potassium Iodide to the Emergency Plant Manager. **REFER TO** RA-EP-02620, Emergency Exposure Controls and Potassium Iodide Distribution.

**ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)**

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

(Cont.)

**NOTE J.**

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

- J. Focus your attention to the area of major concern by seating yourself in the facility (TSC or ECC/EOF) which is playing the pivotal role in response to the situation. Ensure that both the Emergency Plant Manager and Emergency Offsite Manager are aware of your location at all times.
- K. Review the status of the Joint Public Information Center (JPIC) with the Company Spokesperson.
- L. Review the status of assembly within the Protected Area with the Emergency Plant Manager. **REFER TO** RA-EP-02520, Assembly and Accountability. **REFER TO** Attachment 6, Overview of Assembly/Evacuation/Accountability, for overview.
- M. Perform evacuation duties, as necessary, in accordance with RA-EP-02530, Evacuation.
- N. **IF** it becomes desirable or necessary to meet with offsite agency officials at a location outside the Plume Exposure Emergency Planning Zone (10-mile EPZ), **THEN** direct that the EOM activate the Alternate Emergency Operations Facility.
- O. As the Emergency Classification requires upgrading or downgrading (as indicated to you by either the Emergency Plant Manager or Emergency Offsite Manager) conduct a meeting with both the Emergency Plant Manager and Emergency Offsite Manager to review the appropriate classification and its impact on onsite and offsite activities underway. Direct the Emergency Offsite Manager to initiate the completion of the Initial Notification Form for your signature. **REFER TO** RA-EP-02110, Emergency Notification.
- P. Periodically meet with the Emergency Plant Manager and Emergency Offsite Manager to review the situation and prognosis for the event.
- Q. Evaluate the duration of the event, and arrange for relief staff as deemed appropriate. **REFER TO** Attachment 8, Guidelines for Shift Turnover. Assign an individual to coordinate this activity.
- R. Periodically update the Senior Vice President - Nuclear.

**ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)**

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

(Cont.)

- S. **IF** evacuation of non-essential personnel was performed, **THEN**, inform the Corporate Emergency Response Organization (CERO) of the offsite location that was selected. Coordinate use of company facilities with the CERO. As support is required, obtain assistance from the Corporate Planning Center.
- T. Confer with offsite agency liaisons during the emergency and prior to entering recovery.
- U. When the Emergency Plant Manager determines that the plant has been stabilized, consider reentry and recovery requirements. **REFER TO** RA-EP-02710, Reentry and RA-EP-02720, Recovery Organization
- V. Direct that a Condition Report be generated.

**ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY PLANT MANAGER**  
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**ALTERNATES:** As listed in Emergency Plan Telephone Directory, Section 3

**DUTY LOCATION:** Technical Support Center

**PRIMARY DUTY:** Coordination and conduct of:

1. Plant Operations
2. Plant Assessment
3. Emergency classification associated with plant parameters.
4. Onsite actions to mitigate and terminate the emergency event.
5. Provide input to protective action recommendations based upon plant parameters.

**NON-DELEGABLE RESPONSIBILITIES:**

1. **IF** delegated by the Emergency Director,  
**THEN** the responsibility of authorizing emergency dose and distribution of Potassium Iodide (KI) cannot be re-delegated.
2. Reentry operations into evacuated areas shall be approved by the Emergency Plant Manager.

**DIRECT REPORTS:**

1. Emergency Assistant Plant Manager
2. Emergency Radiation Protection Manager
3. TSC Engineering Manager
4. OSC Manager
5. Emergency Security Manager
6. Recovery Advisor.

**ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY PLANT MANAGER**  
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**RESPONSE TO CLASSIFIED EVENTS**

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

**Unusual Event RA-EP-01600**

- A. **IF** a meaningless "Group" pager display appears on your pager, **THEN** call the Computerized Automated Notification System to verify that an emergency does not exist at the station.
- B. Upon being notified of an Unusual Event (1111 on your pager), call the Computerized Automated Notification System to indicate you have been notified.
- C. Contact the Control Room and discuss the nature of the incident with the Emergency Director (Shift Manager).
  - 1. Review the existing plant conditions and verify that the appropriate Emergency Classification has been made.
  - 2. Determine any need for additional manpower or logistical support that may aid the Emergency Director (Shift Manager) in correcting the situation.
  - 3. Through discussion attempt to determine the length of time anticipated until downgrading is possible.
  - 4. Using the Emergency Director Turnover Data Sheet, ED 8122, review each of the areas listed on the sheet with the Emergency Director (Shift Manager) and complete the form.

**NOTE D.**

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

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

**ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY PLANT MANAGER**

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**Unusual Event RA-EP-01600**

(Cont.)

- E. Contact the on-call Emergency Director and review the information outlined on the Emergency Director Turnover Data Sheet, ED 8122.
  - 1. Review the actions being taken to resolve the situation and provide an estimate of how long the station will be in this emergency classification prior to downgrading.
  - 2. Exchange telephone numbers and points of contact for future discussions as the situation develops.
- F. Continue to monitor the progress of the situation through follow-up discussions with the Emergency Director (Shift Manager).
- G. No further action is required in response to an incident at this classification level.

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

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

**NOTE B.**

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

- B. Call the Davis-Besse Public Affairs Duty Officer voice mail box and provide a brief summary of the event, and a point of contact for requesting additional information.
- C. Report to the Technical Support Center (TSC).

**ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY PLANT MANAGER**

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

- D. Upon arrival at the TSC, contact the Control Room and discuss the nature of the incident with the Emergency Director using the Emergency Director Turnover Data Sheet, ED 8122, as a guide.
1. Determine the immediacy of the need to shift the responsibilities of the Emergency Director to either yourself or the Emergency Assistant Plant Manager in the absence of the on-call Emergency Director or one of his alternates.
    - a. **IF** it is necessary to relieve the Shift Manager of the Emergency Director responsibilities and the Emergency Assistant Plant Manager has not arrived, **THEN** proceed to the Control Room and relieve the Shift Manager as Emergency Director.
    - b. **IF** the Emergency Assistant Plant Manager (EAPM) has arrived, **THEN** you may remain in the TSC, and the EAPM may relieve the Shift Manager as Emergency Director as needed.
    - c. **IF** the on-call Emergency Director has been delayed, but adequate staffing has arrived to activate the TSC and ECC/EOF, **THEN** activate the TSC and ECC/EOF and relieve the Control Room of Emergency Director responsibilities.
    - d. The Emergency Director shall remain in the Control Room until the TSC and ECC/EOF have been activated.
  2. **IF** you are not required to proceed to the Control Room, **THEN** review the existing plant conditions and verify that the appropriate Emergency Classification has been made.
- E. Upon the arrival of the Emergency Director and Emergency Offsite Manager, review the current status of the situation. Assist the Emergency Director in preparation for shifting the responsibilities from the Control Room.

**ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY PLANT MANAGER**

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

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

1. Emergency Director
2. Emergency Offsite Manager
3. Emergency Assistant Plant Manager
4. Emergency RP Manager
5. OSC Manager

**NOTE F.6**

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

6. Make a general plant announcement.
- G. With the activation of the TSC you are responsible for the coordination and conduct of all activities associated with plant operations. These responsibilities include:
1. Continuously monitoring plant conditions/radiological conditions and ensuring that the Emergency Director remains apprised of specific plant conditions which impact the Emergency Classification and Protective Measures (onsite and offsite).
  2. Assuming the responsibility, if delegated by the Emergency Director, for authorizing emergency radiological dose in excess of 10 CFR 20 limits and also the distribution of Potassium Iodide to onsite personnel. These responsibilities may not be delegated to any other individual.
- H. When directed by the Emergency Director, coordinate with the Emergency Security Manager to accomplish assembly and accountability of all personnel within the protected area. **REFER TO** Attachment 6, Overview of Assembly/Evacuation/Accountability for overview of these activities.
- I. Notification of American Nuclear Insurers (ANI) is required at an Alert, Site Area Emergency and General Emergency classification.

**ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY PLANT MANAGER**

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

**REFER TO** Section 2 of the Emergency Plan Telephone Directory for contact names and telephone numbers. After notifying ANI, contact the Corporate Risk Department.

- J. For events which involve damage to Davis-Besse property, advise Nuclear Electric Insurance. Refer to Section 2 of the Emergency Plan Telephone Directory for telephone numbers.
- K. Periodically meet with the Emergency Director and Emergency Offsite Manager to review the status of the situation and progress toward resolution.
- L. Periodically conference with the following individuals to review actions being implemented and to ensure a coordinated response by each group:
  - 1. Emergency Assistant Plant Manager
  - 2. Emergency RP Manager
  - 3. TSC Engineering Manager
  - 4. OSC Manager
  - 5. Emergency Security Manager
- M. Ensure that periodic updates are given to the onsite organization as appropriate, using the ERF PA system.
- N. Ensure that the TSC Administrative Assistant maintains a log of all actions and decisions made during the course of the response.
- O. You are responsible for determining when stabilization of plant conditions has occurred. **REFER TO** RA-EP-02710, Reentry, for guidance in this area. You are also responsible for informing the Emergency Director of conditions that support recovery.

**ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY OFFSITE MANAGER**

Page 1 of 6

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

**DUTY LOCATION:** Emergency Control Center/Emergency Operations Facility

**PRIMARY DUTIES:**

1. Communications and information flow with corporate, offsite and regulatory agencies.
2. Overview of EALs associated with radiological releases.
3. Making recommendations to the Emergency Director concerning PARs.
4. Inputs to the Emergency Director concerning EALs and classification of the event.

**DIRECT REPORTS:**

1. NRC Liaison
2. ECC Operations Advisor
3. Dose Assessment Coordinator
4. Emergency Planning Advisor
5. Emergency Facilities Services Manager

**ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY OFFSITE MANAGER**  
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**RESPONSE TO CLASSIFIED EVENTS**

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

**Unusual Event RA-EP-01600**

- A. IF a meaningless "Group" pager display appears on your pager, THEN call the Computerized Automated Notification System to verify that an emergency does not exist at the station.
- B. Upon begin notified of an Unusual Event (1111 on your pager), call the Computerized Automated Notification System (CANS) to indicate you have been notified.
- C. If you suspect that CANS is not functioning properly, direct an individual to go to the TSC Library and check CANS.
- D. Contact the Emergency Plant Manager, review the items listed on the Emergency Director Turnover Data Sheet, ED 8122. If the Emergency Plant Manager cannot be contacted, then contact the Emergency Director in the Control Room.
- E. Contact the on-call Emergency Planning Advisor:
  1. Provide an update on the cause and status of the Unusual Event.
  2. Request the on-call Emergency Planning Advisor contact Ottawa and Lucas County EMA officials and verify that initial notifications were received and any questions were answered.
- F. Contact the Ohio Emergency Management Agency Duty Officer listed in Section 2 of the Davis-Besse Emergency Plan Telephone Directory and verify that the initial notifications were received and any questions answered.
- G. Verify that the President – FENOC has received follow-up information on the Unusual Event.
- H. Continue to monitor the progress of the situation through follow-up discussions with the Emergency Director as the situation warrants.
- I. Upon downgrading, contact the personnel that were called in Steps F and G and ensure any questions are answered and the situation is understood.
- J. Send personnel to the station, as appropriate, to collect the various logs, records, reports, etc., for review.

**ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY OFFSITE MANAGER**

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

- A. Upon being notified of an Alert (2222 on your pager), Site Area Emergency (3333 on your pager), General Emergency (4444 on your pager), call the Computerized Automated Notification System to indicate you have been notified and provide the system with your estimated travel time (in minutes) to the Emergency Control Center/Emergency Operations Facility.
- B. Report to the Emergency Control Center/Emergency Operations Facility (ECC/EOF).
- C. Contact the Emergency Plant Manager, review the items listed on the Emergency Director Turnover Data Sheet, ED 8122. If the Emergency Plant Manager cannot be contacted, contact the Emergency Director in the Control Room.
- D. Verify the minimum required ECC/EOF staffing in the following functional areas:
  - 1. Emergency Offsite Manager
  - 2. Emergency Planning Advisor
  - 3. Dose Assessment Coordinator and Dose Assessment Staff
  - 4. NRC Liaison
  - 5. State and County Communicator
- E. Declare the ECC/EOF activated when minimum staffing has arrived, the offsite communication links are functioning, and the current plant situation is understood.
- F. Make the following or similar announcement on the Emergency Response Facility Public Address (ERF PA) System:

"THE EMERGENCY CONTROL CENTER IS ACTIVATED AT (TIME).  
(NAME) IS THE EMERGENCY OFFSITE MANAGER."
- G. Notify the Emergency Assistant Plant Manager of ECC/EOF activation.
- H. Monitor the status of key ECC/EOF tasks by using the Problem Analysis Board, as needed.
- I. As appropriate, direct the Emergency Facility Services Manager or assigned individual to communicate with the supplementary JPIC personnel which assemble in the Energy Education Center (EEC) during normal working hours. Consider having the EEC/EOF establish a communicator on the Public Information Loop Telephone System.
- J. Periodically conduct briefings with personnel in the ECC/EOF and Dose Assessment Center on emergency status. Use the Emergency Director Turnover Data Sheet, ED 8122, for information, as applicable.

**ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY OFFSITE MANAGER**

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

- K. Contact the Perry Plant Control Room and advise them that Davis-Besse is in a classifiable emergency and request that they activate their corporate support group. Provide them an ECC/EOF phone number to be used as a contact phone number when they have established their organization. Typically, this will be the Policy Loop Communicator's phone number.
- L. When advised by the Dose Assessment Coordinator that a release is in progress or imminent, coordinate isolation of the DBAB ventilation and water supply with the Emergency Facility Services Manager.
  - 1. Announce "***THERE WILL BE NO EATING, DRINKING, SMOKING OR CHEWING UNTIL FURTHER NOTICE***" over the ERF PA system, and ensure the JPIC is notified.
  - 2. Make an ERF PA announcement to use water sparingly while the potable water is isolated.
  - 3. Advise the Emergency Director to relocate the JPIC, if it is onsite.
- M. Assist in determining an evacuation route to the offsite assembly area in accordance with RA-EP-02520, Assembly and Accountability.
- N. Ensure a Davis-Besse Technical Liaison arrives at the state and both county EOCs.
- O. Review protective actions with the Dose Assessment Coordinator and make recommendations to the Emergency Director, as necessary, in accordance with RA-EP-02245, Protective Action Guidelines.
- P. Ensure the NRC Liaison uses the NRC Event Notification Worksheet, ED 7843, to inform the NRC of any change in emergency classification in accordance with DB-OP-00002, Operations Section Event/Incident Notifications and Actions.
- Q. When directed by the Emergency Director to establish the Alternate Emergency Operations Facility (AEOF), perform the following:
  - 1. Notify the Emergency Security Manager in the TSC that the AEOF is being activated and direct him/her to make appropriate arrangements to address AEOF security needs.
  - 2. Inform the offsite authorities that the AEOF is being established.

**ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY OFFSITE MANAGER**

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

3. Determine which functional areas from the ERO should attend this conference. As a minimum, it is suggested that the following functional areas be included:
    - Emergency Director
    - Emergency Offsite Manager
    - Radiation Protection Management
    - Operations Management
    - Technical Communicator
  4. Use the Emergency Plan Telephone Directory to call out the desired additional personnel and direct them to report to the Alternate EOF to consult with offsite officials. REFER TO Attachment 7, AEOF Activation and Operation to set up the facility.
  5. Notify the Company Spokesperson and the JPIC Manager that the Alternate EOF is being established.
  6. Begin collecting information and data to fax to the AEOF once it is activated.
- R. When notified that an NRC Incident Response Team (IRT) will be dispatched.
1. Advise the following individuals:
    - Emergency Director
    - Emergency Plant Manager
    - Company Spokesperson
    - Emergency Security Manager
  2. Direct the Emergency Facilities Services Manager to set up NRC work areas.

**NOTE R 3.**

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

3. Call-in additional personnel as needed to prepare a technical briefing for the NRC and to perform support and liaison activities for the IRT.
- S. Ensure a release pathway diagram and plume exposure footprint are faxed to the State and both county EOCs, as appropriate.

**ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY OFFSITE MANAGER**

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

- T. Assist the Emergency Director in assessing the need for and implementing a shift turnover, if needed.
- U. If radiation monitoring assistance is needed, then request the corporate support group:
  - 1. Contact appropriate utilities.  
**REFER TO** the Emergency Plan Telephone Directory, Section 2.
  - 2. Contact the Department of Energy Radiological Assistance Program.  
**REFER TO** the Emergency Plan Telephone Directory, Section 2.
- V. If assistance is requested for bringing personnel or vehicles to the site:
  - 1. Plan an entry route considering wind direction, release condition, and road blocks.
  - 2. Arrange for vehicles, if needed, through the corporate support group.
- W. Request that the Dose Assessment Coordinator assess radiological conditions in preparation for Recovery activities.
- X. Direct deactivation of the ECC/EOF when conditions warrant, including:
  - 1. The Emergency Director and Emergency Plant Manager agree that continued offsite dose assessment and Protective Action functions are no longer necessary for responding to the existing plant conditions.
  - 2. Prior to announcing the deactivation, the Company Spokesperson shall be fully briefed on plant status and planned recovery actions.
- Y. Instruct ECC/EOF staff to collect all pertinent material for documentation, and return their areas to pre-emergency status.
  - 1. All equipment and supplies have been replaced in accordance with RA-EP-00600, Emergency Facility and Equipment Maintenance Program.
  - 2. Electrical equipment has been de-energized, as appropriate.
- Z. Review ECC/EOF records for completeness.
- AA. Perform assigned recovery duties in accordance with RA-EP-02720, Recovery.

**ATTACHMENT 4: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**COMPANY SPOKESPERSON**

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

**DUTY LOCATION:** Joint Public Information Center (JPIC)

**PRIMARY DUTIES:**

1. Senior management of Emergency Public Information.
2. Coordinate company-related news information with official offsite agencies.
3. Confer with Emergency Director - plant status.
4. Confer with JPIC Manager - media interests.
5. Review DBNPS information gathered by the JPIC Manager and the JPIC Communicator
6. Provide information concerning Davis-Besse status to the public and media representatives.
7. Approve company-related news release information.

**DIRECT REPORT:** JPIC Manager

**ATTACHMENT 4: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**COMPANY SPOKESPERSON**

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**RESPONSE TO CLASSIFIED EVENTS**

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

**Unusual Event RA-EP-01600**

- A. **IF** a meaningless "Group" pager display appears on your pager, **THEN** call the Computerized Automated Notification System to verify that an emergency does not exist at the station.
- B. Upon being notified of an Unusual Event (1111 on your pager), call the Computerized Automated Notification System to indicate you have been notified.

**NOTE C.**

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

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

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

- A. **IF** a meaningless "Group" pager display appears on your pager, **THEN** call the Computerized Automated Notification System to verify that an emergency does not exist at the station.
- B. Upon notification of an Alert (2222 on your pager), Site Area Emergency (3333 on your pager), or General Emergency (4444 on your pager), call the Computerized Automated Notification System to indicate you have been notified and provide the system with your estimated travel time (in minutes).
- C. Proceed to the offsite Joint Public Information Center and upon arrival:
  - 1. Sign in on staffing board.
  - 2. Initiate a personal log beginning with arrival time.

**ATTACHMENT 4: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**COMPANY SPOKESPERSON**

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

D. Activation:

1. Discuss the current emergency classification and overall plant status with the Emergency Director.
2. Discuss with the JPIC Manager the emergency status based on information from the Emergency Director Turnover Data Sheet, ED 8122
3. Review with the JPIC Manager and/or Public Affairs Duty Officer news releases and media notifications made thus far.

NOTE D.4

Prior to the arrival of governmental Public Information Officers (PIOs), the JPIC may serve as a company news center.

4. Ensure that information (e.g. News Releases, notification logs) regarding Emergency Public Information activities prior to JPIC activation have been transmitted to the appropriate facilities. Responding news agencies should be notified that the JPIC is being activated.
5. Receive notification from the JPIC Manager that the facility is ready to activate. Verify that governmental PIOs are aware that the JPIC is ready to activate.
6. Declare the JPIC activated.
7. Notify the Emergency Director of the time the JPIC was declared activated.
8. Announce that the JPIC is activated. This means the JPIC has assumed primary responsibility for emergency public information activities.

E. Emergency Actions

1. Coordinate with other PIOs and the JPIC Manager to establish a schedule for news briefings. Ensure changes to the schedule are announced whenever the pace of emergency developments changes significantly.
2. Review each news release prepared by the JPIC Writer for overall accuracy, clarity and style, and approve releases prior to distribution to the media.
3. Confer with the PIOs prior to each news briefing to exchange and compare information and to determine the most appropriate sequence of presentation.

**ATTACHMENT 4: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**COMPANY SPOKESPERSON**

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

4. Provide public information on behalf of the Company to the news media at the JPIC.
    - a. Public statements may be based on news release content.
    - b. Respond to inquiries on facts, events, and actions involving the Company, its personnel, and its property.
    - c. **DO NOT** speculate on the causes or possible consequences of the emergency; focus on the presentation of current, factual information.
    - d. **DO NOT** discuss public protective actions or activities of responding governmental agencies; refer inquiries on these subjects to the appropriate governmental PIOs.
  5. Provide interviews, as arranged by the JPIC Manager. The Audio/Visual Coordinator should video tape one-on-one interviews.
  6. Respond to inquiries from Nuclear Energy Institute.
  7. Provide information copies of news releases to the Emergency Director after approval.
- F. Termination of Emergency Conditions
1. **IF** the Company Spokesperson is considering deactivation of the JPIC, **THEN**, confer with the JPIC Manager to determine whether news media interest is within normal public relations capabilities.
    - a. The JPIC shall **NOT** be deactivated unless all PIOs agree that they ***NO*** longer need the JPIC to carry out emergency public information activities.
    - b. Inform the Emergency Director of the deactivation discussion with the PIOs.
    - c. When the Emergency Director approves deactivation of the JPIC, commence deactivation.
  2. During recovery activities, the JPIC may be designated to support media center activities.
- G. Perform recovery duties in accordance with RA-EP-02720, Recovery.

**ATTACHMENT 5: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY ASSISTANT PLANT MANAGER**

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

**DUTY LOCATION:** Control Room Shift Manager's Office

**PRIMARY DUTIES:**

1. Coordination of Control Room response to the emergency situation.
2. Liaison between Control Room and TSC personnel.
3. Advisor to the Emergency Plant Manager on plant status and trends.
4. Provide input for protective action recommendations and emergency classification changes

**DIRECT REPORTS:**

1. Shift Manager
2. Shift Engineer (Shift Technical Advisor)
3. Control Room Communicator

**ATTACHMENT 5: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY ASSISTANT PLANT MANAGER**

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**RESPONSE TO CLASSIFIED EVENTS**

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

**Unusual Event RA-EP-01600**

- A. **IF** a meaningless "Group" pager display appears on your pager, **THEN** call the Computerized Automated Notification System to verify that an emergency does not exist at the station.
- B. Upon being notified of an Unusual Event (1111 on your pager), call the Computerized Automated Notification System to indicate you have been notified.
- C. Contact the Control Room and discuss the nature of the incident with the Emergency Director (Shift Manager).
  - 1. Review the existing plant conditions and verify that the appropriate Emergency Classification has been made.
  - 2. Determine any need for additional manpower or logistical support that may aid the Emergency Director (Shift Manager) in correcting the situation.
  - 3. Through discussion attempt to determine the length of time anticipated until downgrading is possible.
  - 4. Using the Emergency Director Turnover Data Sheet, ED 8122, review each of the areas listed on the sheet with the Emergency Director (Shift Manager) and complete the form.

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

- A. Upon being notified of an Alert (2222 on your pager), Site Area Emergency (3333 on your pager), General Emergency (4444 on your pager), call the Computerized Automated Notification System to indicate you have been notified and provide the system with your estimated travel time (in minutes) to the Shift Supervisor's Office.
- B. Report to the Control Room (CTRM) and obtain a briefing from the onshift staff.

**ATTACHMENT 5: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY ASSISTANT PLANT MANAGER**

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

NOTE C.

The NRC telephone, CTRM Communicator telephone, headsets, and emergency forms are stored in sealed boxes underneath the Shift Manager's Desk.

- C. Upon arrival at the CTRM, establish communications with the Technical Support Center (TSC) and discuss the nature of the incident with the Emergency Plant Manager.
1. Determine the immediacy of the need to shift the responsibilities of the Emergency Director to either yourself or the Emergency Plant Manager in the absence of the on-call Emergency Director or one of his alternates.
    - a. When you arrive in the Control Room area, offer to assume the responsibilities of Emergency Director from the Shift Manager.
    - b. When the TSC and ECC/EOF have been activated, shift the Emergency Directory responsibilities to the Emergency Director or in his absence the Emergency Plant Manager.
    - c. The Emergency Director shall remain in the Control Room until TSC and ECC/EOF have been activated.
  2. Review the existing plant conditions and verify that the appropriate Emergency Classification has been made. REFER TO RA-EP-01500, Emergency Classification.

NOTE C.3

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

3. Call in an additional shift of operators to assume the fire brigade and first aid team duties, and to perform other duties as directed by the OSC Manager. Extra operators do not have to be present to consider the OSC activated.
4. Keep the Emergency Plant Manager advised of plant operations, actions performed by Operations personnel, changes in plant parameters, and potential changes in classification and problems.

**ATTACHMENT 5: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY ASSISTANT PLANT MANAGER**

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

(Cont.)

5. Ensure that the members of the normal plant organization assume duties in the onsite Emergency Organization.
6. Review staffing levels with the Emergency Plant Manager and, if necessary, call in additional individuals.
7. Ensure that first aid and medical treatment is given to injured personnel:
  - a. Station personnel, trained in first aid, shall assist in accordance with RA-EP-02000, Medical Emergencies.
  - b. RA-EP-02800, Transport of Contaminated Injured Personnel, shall govern the handling of contaminated injured personnel needing offsite medical care.
- D. Periodically conduct tele-conferencing with the Emergency Plant Manager and the OSC Manager to review actions being implemented and to ensure a coordinated response.
- E. Ensure that periodic updates are given as appropriate, using the GaiTronics system.
- F. Ensure that the Shift Manager or his designee maintains a log of all actions and decisions made during the course of the response.
- G. Once the emergency classification has been reclassified to an Unusual Event or terminated, the presence of the Emergency Assistant Plant Manager in the Control Room is no longer required.
- H. Participate in recovery activities in accordance with RA-EP-02720, Recovery Organization, as necessary.

## Required Actions

| Event               | Essential Personnel                             | Non-Essential Personnel within the:   |  | Optional Actions  |
|---------------------|---|---|--|---|
|                     |   | Protected Area  | Owner Controlled Area                    |   |
| Unusual Event       | Notification                                    | Notification  | Notification                             | <ol style="list-style-type: none"> <li>1. Staffing of the OSC</li> <li>2. Limited evacuation of affected areas</li> <li>3. Assembly of the Protected Area</li> </ol>  |
| Alert               | Respond to assigned emergency response facility | Assembly  | Notification                             | <ol style="list-style-type: none"> <li>1. Assembled personnel options:                             <ol style="list-style-type: none"> <li>a. Keep personnel assembled</li> <li>b. Evacuate the Protected Area</li> <li>c. Return personnel to work</li> </ol> </li> </ol> |
| Site Area Emergency | Respond to assigned emergency response facility | Evacuate and perform accountability of the Protected Area                       | Assembly                                 | <ol style="list-style-type: none"> <li>1. Assembled personnel options:                             <ol style="list-style-type: none"> <li>a. Keep personnel assembled</li> <li>b. Site evacuate</li> </ol> </li> </ol>  |
| General Emergency   | Respond to assigned emergency response facility | Site Evacuation, perform Protected Area Accountability if not performed earlier | Site Evacuation to offsite assembly area | <ol style="list-style-type: none"> <li>1. Assembled personnel options:                             <ol style="list-style-type: none"> <li>a. Keep personnel assembled</li> <li>b. Send personnel home</li> </ol> </li> </ol>  |

**ATTACHMENT 7: AEOF ACTIVATION AND OPERATION**

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**Alternate Emergency Operations Facility (AEOF) Setup and Activation**

- A. Locate 5 company telephone lines, record their individual telephone numbers and designate them as follows:
- 1 - AEOF Communicator
  - 1 - Senior Management Phone
  - 3 - General usage telephone
- B. Locate the Fax machine and record the telephone number.
- C. Refer to the Emergency Plan Telephone Directory, Emergency Facility Tab, and fax the AEOF telephone numbers to the Emergency Control Center/Emergency Operations Facility, Public Relations fax machine.
- D. AEOF Communicator shall:
- Establish and maintain an open communication circuit with the Emergency Control Center/Emergency Operations Facility (ECC/EOF) in accordance with the instructions posted in the AEOF.
  - Request that the Emergency Control Center/Emergency Operations Facility (ECC/EOF) fax current data on the following issues:
    - Offsite release values, effected sub-areas and projected duration
    - Plant status
    - Plant safety system status
    - Recent Joint Public Information Center (JPIC) news releases.
- E. Establish a parking area for arriving agencies.
- F. Setup the senior manager's speaker phone and obtain a briefing from the Emergency Director (ED) or his/her representative.
- G. Setup the large conference room in a "roundtable" arrangement
- H. Setup the overhead projector and verify operations
- I. Setup signs to direct individuals to Alternate EOF
- J. Advise Emergency Director (ED) that the AEOF is activated

**ATTACHMENT 7: AEOF ACTIVATION AND OPERATION**

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**Briefing Guidelines**

- A. Use tent cards to identify each individual by name and organization.
- B. Respond only to utility actions and responses to the event. Direct non-utility questions to the appropriate individual/organization
- C. Designate an individual to serve as a scribe.
  - Record key issues, questions and request for additional information.
  - Maintain a log of attendees.
- D. Periodically brief the Emergency Director of AEOF activities.
- E. Call in additional personnel as required to maintain facility operations.

**Deactivation**

- A. Review all AEOF records for completeness and accuracy.
- B. Remove all AEOF signs and return equipment to the AEOF storage as appropriate.
- C. **REFER TO** RA-EP-00600, Emergency Facilities and Equipment Maintenance Program, for AEOF inventory.
- D. Complete the RA-EP-02720, Recovery, Attachment 1, Deactivation Report.
- E. Collect and forward all AEOF records to the Emergency Preparedness Unit.

**ATTACHMENT 8: GUIDELINES FOR SHIFT TURNOVER**

Page 1 of 2

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

- A. Considerations for the following issues should be made:
1. Establishment of an ERO shift rotation schedule.
  2. Selection of a shift turnover time.
  3. Determine if special instructions are required to be communicated to the personnel being called out, e.g. duration of shift and if they are going to be required to stay at their assigned facility, access route/requirements, radiological controls, assembly points, etc.
  4. As appropriate, establish an offsite assembly point for relief personnel and make provisions for a caravan or a bus to bring personnel to the station. If an offsite assembly point is selected, ensure the ECC/EOF has made offsite agencies aware of the assembly point location and the access route to the station.
  5. Determine how or if individual dosimeter will be retrieved from off going personnel and make provisions for issuing dosimeters to relieving personnel.

NOTE A.6

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

6. Assign an individual to coordinate the call-out. Normally, this is assigned to the Emergency Facility Services Manager.
  7. Establish a phone number(s) that ERO personnel can call for offsite information.
- B. The facility should prepare for shift turnover by:
1. Directing each member of your staff to review their records/logs and ensure completeness.
  2. Review facility status boards for accuracy and update as appropriate.
  3. Assemble a list of agencies which you are in communications with, and identify any outstanding or follow-up issues.

**ATTACHMENT 8: GUIDELINES FOR SHIFT TURNOVER**

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4. Evaluate the need to assemble your staff following turnover to debrief or discuss special instructions.
  5. Brief staff as to turnover expectations. Ensure that they understand which route to take when leaving the station, and when they are expected to return. Provide personnel with a Company telephone number to obtain information or to contact the ERO.
- C. Coordinate turnover such that key facility activities are not disrupted, and important evolutions such as emergency classification or protective action changes are completed prior to beginning turnover. Each member of your staff should turnover their responsibilities to the oncoming individual by:
1. As applicable, reviewing any logs or records maintained by their position.
  2. Review the information on the status boards.
  3. Discuss evolutions that have occurred during the past shift.
  4. Discuss classification level, special evolutions, and any onsite protective actions.
  5. As appropriate, discuss pending evolutions.
  6. Ask if there are questions.
  7. Advise ERO supervisor that they have been relieved.
- D. Personnel who have completed turnover should ensure that they have:
1. Signed into the facility organization status board.
  2. Been issued a TLD and appropriate dosimeter, if necessary.
  3. As appropriate, make an entry into the logbook indicating that they are now responsible for the position. The entry should include name, ERO title, time and date that the turnover took place, and any other pertinent details regarding the turnover.

COMMITMENTS

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