FENOC
FirstEnergy Nuclear Operating Company

Perry Nuclear Power Plant
10 Center Road
P O Box 97
Perry, Ohio 44081

September 4, 2002
PY-CEI/NRR- 2660L

United States Nuclear Regulatory Commission
Document Control Desk
Washington, D C. 20555

Perry Nuclear Power Plant
Docket Nos. 50-440
Submittal of Emergency Plan
Implementing Instructions

Gentlemen:

Pursuant to 10 CFR 50 Appendix E, enclosed are changes to the Emergency Plan Implementing Instructions (EPIs) for the Perry Nuclear Power Plant These changes constitute revisions, temporary changes, or reissued pages. Please follow the updating instructions per the attached Controlled Document Instruction Sheet and return the signed Acknowledgment of Receipt form.

If you have questions or require additional information, please contact me at (440) 280-5294.

Very truly yours,

Vernon K. Higaki, Supervisor
Emergency Planning Unit

VKH.byr

Enclosure

cc: NRR Project Manager
NRC Resident Inspector
NRC Region III, Incident Response Center w/attachments

A045

FirstEnergy Nuclear Operating Company

PERRY NUCLEAR POWER PLANT

UNIT 1 & 2

ACKNOWLEDGMENT OF RECEIPT

Title Emergency Plan's Implementing Procedures for the Perry Nuclear Power Plant (EPIs), **EPI-A2 Rev. 8**

Control No. 60

Letter No./Date PY-CEI/NRR-2660L / September 4, 2002

_____ _____

Signature Date

_____

Title

Return to:

Perry Nuclear Power Plant
Attn: Beverly Richardson, A240
P. O. Box 97
Perry, Ohio 44081

FirstEnergy Nuclear Operating Company
Perry Nuclear Power Plant

Controlled Document Instruction Sheet

Manual: Emergency Plan Implementing Procedures for Perry Nuclear Power Plant (EPI), EPI-A2 Rev. 8

Control Number 60

Remove the entire old revision and insert the entire new revision.

PERRY OPERATIONS MANUAL

PNPP UPDATED CONTROLLED COPY

Emergency Plan Implementing Instruction No. 069

INFORMATION ONLY

TITLE: EMERGENCY ACTIONS BASED ON EVENT CLASSIFICATION

REVISION: 8 EFFECTIVE DATE: 8-29-02

PREPARED: David L. Bauguess 7-30-02
/ Date

EMERGENCY ACTIONS BASED ON EVENT CLASSIFICATION

Table of Contents

SCOPE OF REVISION:

Rev. 8 -
1. Modified references to an alternate TSC/OSC to include the Back-up EOF at the Ashtabula Service Center to be used if the site is inaccessible.
2. Modified to reflect that the EPU Representative can be contacted to initiate the dialogics system and set off ERO pagers if SAS personnel are unavailable to perform this task.
3. Repaginated and corrected table of contents numbering scheme.

EMERGENCY ACTIONS BASED ON EVENT CLASSIFICATION

1.0 PURPOSE

This instruction describes both pre-planned immediate and supplementary actions to be taken for an emergency condition which has been classified by the Emergency Coordinator per <EPI-A1>.

Once implemented, this instruction remains in effect until the emergency event is terminated and recovery entered per <EPI-A1>.

2.0 REFERENCES

2.1 Source References

1. NUREG-0654: Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
2. Emergency Plan for PNPP Docket Nos. 50-440, 50-441

2.2 Use References

1. EPI-1: Emergency Action Levels
2. EPI-6: Technical Support Center Activation
3. EPI-7: Operations Support Center Activation
4. EPI-8: Emergency Operations Facility Activation
5. EPI-10: Recovery
6. EPI-A11: Activation of the Backup Emergency Operations Facility
7. EPI-B1: Emergency Notification System
8. EPI-B5: Personnel Accountability/Site Evacuation
9. EPI-B8: Protective Actions and Guides
10. EPI-B9: Emergency Records
11. PAP-1701: Records Management Program
12. 10CFR50.72: Immediate Notification Requirements for operating Nuclear Power Reactors
13. PAP-1604: Reports Management

14. NOP-LP-2001: Condition Report Program

15. U.S. Nuclear Regulatory Commission (NRC) Response Coordination Manual (RCM), 1996

16. TECH-11: FirstEnergy Corporate Emergency Response Plan for Davis Besse Nuclear Power Station and Perry Nuclear Power Plant

17. Emergency Plan (EP)

18. Commitments addressed in this document:

B00962	P00035	P00040
P00004	P00037	

3.0 DEFINITIONS

3.1 Corporate Planning Center (CPC)

An area located at the unaffected FirstEnergy nuclear station/plant, which is mobilized to assist in the coordination of Corporate emergency response activities in support of the affected station/plant. At Davis Besse, the CPC is located in the Emergency Control Center (ECC) at the on-site Administration Building. At Perry, the CPC is located in the Emergency Operations Facility (EOF).

4.0 RESPONSIBILITIES

4.1 **Emergency Coordinator** <P00035> <P00040>

The Emergency Coordinator shall not delegate the responsibilities designated by an asterisk (*).

*1. Direct the notification of offsite agencies and organizations.

2. Direct the activation and deactivation of the designated Emergency Response Facilities, and the notification of required Emergency Response Organization (ERO) personnel.

*3. Determine the emergency classification including reclassification or termination.

*4. Recommend protective actions for the general public to State and local County Officials.

5. Coordinate and direct the actions necessary to terminate or mitigate the effects of the emergency.

6. Provide an interface with FirstEnergy Corporation organizational management and senior levels of outside organizations.

7. Provide information and assistance to the Public Information Organization, as appropriate.

8. Perform the actions of the Emergency Coordinator, as outlined in <EPI-A8>, in support of the activation and operation of the Emergency Operations Facility (EOF).

9. Request limited mobilization of the Davis-Besse ERO per the <Corporate Nuclear Emergency Response Plan> for events classified at a Site Area Emergency or above per <EPI-A1>. Discretionary mobilization of the Davis-Besse ERO is permissible at the Alert level.

4.2 **TSC Operations Manager**

1. Identify ERO repair and assessment priorities based on event conditions and plant status.

2. Coordinate the combined activities of Technical Support Center (TSC) and Operations Support Center (OSC) personnel based on established priorities.

3. Direct the OSC activities in support of the Control Room through the TSC Maintenance Coordinator.

4. Perform the actions of the Operations Manager as outlined in <EPI-A6>, in support of TSC activation and operation.

5. In the event the EOF is not operational, assume the responsibilities of the Emergency Coordinator.

4.3 **Shift Manager**

1. Initially classify an emergency event based on criteria set forth in <EPI-A1>, and assume the position of Emergency Coordinator.

2. Direct the shift operating staff and augmentation of the shift staff, if required.

3. Activate and direct the Fire Brigade and First Aid Team (FAT), as necessary.

4. Continuously assess plant conditions and recommend changes in the emergency classification and ERO task priorities to the Operations Manager and Emergency Coordinator.

5. Transfer Emergency Coordinator responsibilities to the TSC Operations Manager or EOF Emergency Coordinator when their respective facility is operational at Alert classification or above.

5.0 ACTIONS

5.1 Immediate Actions

5.1.1 **Emergency Coordinator:**

1. Use the Event Classification Checklist (PNPP No. 7983, Attachment 1) to initiate and document the completion of required actions.

2. Perform the Immediate Actions specified on Page 1 of 3 to the Event Classification Checklist, which include:

   a. Direct the initial notification of the State of Ohio and Counties of Ashtabula, Geauga, and Lake within 15 minutes of event classification, reclassification, Protective Action Recommendation (PAR), PAR change, or termination/recovery per <EPI-B1>, and the Nuclear Regulatory Commission (NRC) immediately following the notification of the State of Ohio and local counties but within one hour.

      1) **For events classified as a General Emergency,** ensure the initial notification includes <u>at a minimum</u> the following protective action recommendation (PAR) per <EPI-B8> based on wind direction (FROM): <P00037>

WIND DIRECTION - "FROM" (in degrees)	AFFECTED SUBAREAS
102 to 213	EVACUATE 1 & Lake
214 to 281	EVACUATE 1, 2 & Lake
282 to 11	EVACUATE 1, 2 & 3
12 to 33	EVACUATE 1 & 3
34 to 101	EVACUATE 1, 3 & Lake

<u>NOTE 1</u>: Do not delay recommending this default protective action for a General Emergency to perform detailed dose assessment calculations.

<u>NOTE 2</u>: The completed Initial Notification form (PNPP No. 7794) should be approved and forwarded to facility communicator(s) <u>within 10 minutes of the event classification or reclassification</u>.

b. Activate required emergency response facilities per the Event Classification Checklist.

-- If plant conditions or an on-going security event restrict or render one or more facilities inaccessible, direct the relocation of the EOF, and TSC/OSC, as required. <B00962>

- Onsite EOF → Backup EOF at ASSC
- TSC (603' SB) → Onsite EOF or Backup EOF
- OSC (599' CCB) → U2 Control Room or Backup EOF

NOTE: Portable radios and/or cellular phones can not be used within the Unit 1/2 Control Rooms.

c. Mobilize required Emergency Response Organization (ERO) personnel using a Pager Message form (PNPP No. 9100) contained in <EPI-B1>, and forward to the Secondary Alarm Station (SAS). If SAS personnel are needed for an immediate security response (such as an attempted or hostile intrusion into the plant) notify the on-call EPU representative to activate the ERO paging system.

NOTE: Activation of ERO pagers is NOT needed if:

- facilities required based on event classification or Emergency Coordinator judgment have already been/are being mobilized, or
- simultaneously classifying and terminating from an Unusual Event.

1) When the TSC is operational, direct the Security Coordinator to draft the pager message, and forward to the SAS or the EPU Representative, when approved.

d. At a Site Area Emergency classification or above, initiate personnel accountability per <EPI-B5>, and evaluate the following considerations:

NOTE: It may be prudent to delay implementation of accountability in situations where personnel safety could be jeopardized, such as a security event or severe weather.

1) For a significant offsite radiological release, determine if evacuating personnel should be directed to offsite monitoring/decontamination centers.

2) For an on-going Security event, determine if additional guidance should be issued regarding evacuation routes. <B00962>

e. Verify that required notifications and/or requests to offsite emergency support agencies (i.e., fire, ambulance, hospital) have been completed by the SAS.

f. Verify that an individual knowledgeable in system operations is assigned to answer NRC questions and inquiries over Emergency Notification System (ENS) circuit when an open line is established.

NOTE: Responsibility for manning open ENS line will be transferred to and maintained in the TSC.

5.2 Follow-Up Actions

5.2.1 **Emergency Coordinator:**

1. Perform the Follow-Up Actions specified on Page 2 of 3 to the Event Classification Checklist, which include:

a. Verify the completion of initial notifications to the State of Ohio, local counties, and the NRC.

b. Verify the completion of notifications to on-call ERO personnel.

c. Ensure that initial accountability results are obtained and search and rescue efforts initiated to locate unaccounted for personnel.

NOTE: All unaccounted for personnel, inside the Protected Area must be identified by name within 30 minutes of initiating personnel accountability and the Shift Manager notified of the number of unaccounted for people.

d. **For events classified as a General Emergency**, direct that a dose projection be performed to verify offsite doses and to determine the need to upgrade offsite PAR per <EPI-B8>.

1) If an PAR upgrade is warranted based on projected or actual offsite dose, direct the completion of an initial notification per Section 5.1.1.2.a.

e. Direct a follow-up notification to the State of Ohio, Counties of Ashtabula, Geauga and Lake, and the NRC within 60 minutes of event classification, reclassification, or decision to upgrade offsite PAR per <EPI-B1>.

NOTE: The completed Follow-up Notification form (PNPP No. 7795) should be approved and forwarded to facility communicator(s) within 50 minutes of the event declaration or decision to upgrade PAR.

f. If the OSC is being activated but NOT yet operational, perform the following actions per <EPI-A7>:

1) When the designated OSC Coordinator is not present, appoint an interim OSC Coordinator from supervisors available in OSC.

2) Once the facility is declared operational, relocate the Operations Foreman and Plant Operators (POs)/ Plant Attendants (PAs) to the OSC. This would not apply to a security event that could endanger personnel. The Shift Manager in coordination with the Supervisor, Nuclear Security Operations (SNSO) will determine whether personnel can safely traverse the plant and plant site.

3) Until the TSC is declared operational, direct the dispatching of OSC team(s) and personnel in response to the event through the OSC Coordinator per <EPI-A7>.

g. If the TSC is being activated but NOT yet operational, perform the following actions per <EPI-A6>:

1) **For events classified as an Alert or above** when the TSC is declared operational, transfer the non-delegatable Emergency Coordinator duties to the TSC.

NOTE: Per <EPI-A1>, event must be escalated to an Alert if, Emergency Coordinator duties are transferred out of Control Room at Unusual Event classification.

2) When necessary to expedite the transfer of offsite notification responsibilities, relocate Control Room Communicators to TSC.

h. Verify proper event classification using <EPI-A1>.

1) Initiate a new Event Classification Checklist if classification is changed.

2) Proceed to Section 5.3 if event is to be terminated.

i. Direct the periodic notification of the Institute of Nuclear Power Operations (INPO) and Nuclear Electric Insurance Limited (NEIL) per <EPI-B1> using the Industry Event Notification form (PNPP No. 9596).

NOTE: Notifications to these or any other support organization do not take precedence over required initial and/or follow-up notifications to the State of Ohio, local counties, and the NRC, and should be deferred until the TSC is operational.

1) Use the Industry Event Notification form to request the following assistance from INPO:

- Facilitating technical information flow to the nuclear industry by maintaining the NUCLEAR NETWORK.
- Dispatching an INPO Liaison to the affected plant/utility to facilitate utility interface with INPO and its industry resources.
- Locating replacement equipment and/or industry personnel with special technical expertise.

NOTE: Responsibility for periodically updating INPO will be transferred to EOF when operational. However, the TSC Plant Technical Engineer will continue to serve as the point of contact for all requests through INPO for industry assistance.

2) Suspend periodic updates to INPO and direct requests for Industry assistance through the INPO Liaison upon arrival, if requested.

j. Verify completion of follow-up notifications to the State of Ohio, local counties and the NRC, and updates to INPO and NEIL. Establish a schedule for periodic follow-up notifications to the State of Ohio, local counties, and NRC.

NOTE: Periodic follow-up notifications should be performed on approximately an hourly basis. However, the frequency of these notifications can be reduced based on the mutual consent of all parties.

k. Once the EOF is declared operational, transfer the non-delegatable Emergency Coordinator duties to the EOF.

l. Determine the need for additional facilities, and announce their activation as warranted using the Plant PA System and by completing and forwarding a Pager Message form to the SAS. If SAS personnel are needed for an immediate security response (such as an attempted or hostile intrusion into the plant) notify the on-call EPU representative to activate the ERO paging system.

m. **For events classified as Site Area Emergency or at the Emergency Coordinator's discretion,** contact the Davis-Besse on-call Emergency Off-Site Manager (EOM), per the instructions provided in the ERO Telephone Directory. Request the limited mobilization of the Davis-Besse ERO per the <Corporate Nuclear Emergency Response Plan> to assist in coordinating logistical support within the Company and with external sources.

2. When the onsite EOF becomes uninhabitable due to radiological concerns, direct the activation of the Backup EOF per <EPI-A11>.

3. When an elevated or unmonitored release has occurred, direct the performance of offsite dose calculations.

   a. Transmit changes to protective actions for the general public to the State of Ohio, local counties, and the NRC using an Initial Notification form per Section 5.1.1.4 within 15 minutes of approving PAR change.

   b. Direct a follow-up notification to the State of Ohio, local counties, and NRC per Section 5.2.1.7 within 1 hour of approving PAR change.

4. Provide assistance to the on-call Media Relations Representative or Information Liaison; review and approve Company news statements prepared by the Public Information Response Team (PIRT) or Joint Public Information Center (JPIC).

5. Ensure the emergency facilities and Joint Public Information Center (JPIC) are advised of the dispatching of an NRC Site Team when notified over the ENS Circuit, and that measures are taken to brief team members and expedite entry into the Protected Area.

NOTE: The NRC Operations Center in White Flint, MD, will take the lead in interfacing with the licensee during the "monitoring/standby modes" and prior to the arrival of the NRC Site Team and establishment of a Director of Site Operations.

a. If not yet mobilized, direct the activation of EOF and JPIC to support NRC Site Team response per the NRC Response Coordination Manual (RCM).

6. For events involving a Federal response due to a significant offsite radiological release, ensure an interface is established with the Federal Response Center (FRC) and Federal Radiological Monitoring and Assessment Center (FRMAC).

NOTE: Per the Federal Radiological Emergency Response Plan (FRERP), the NRC will serve as the Lead Federal Agency (LFA) and the U.S. Department of Energy (DOE) will coordinate offsite monitoring and assessment activities at the FRMAC. Refer to the NRC Response Coordination Manual (RCM) for specific details on Federal response capabilities and agency responsibilities and interfaces.

7. Continue to assess the emergency conditions and when significant changes in the emergency situation occur, verify the correct emergency classification in accordance with <EPI-A1> and reclassify the event appropriately.

a. If conditions for an event classification are no longer met, refer to Section 5.3 of this instruction.

5.3 Emergency Termination/Deactivation

5.3.1 **Emergency Coordinator:**

1. Event termination or recovery criteria outlined in <EPI-A1> has been reviewed and criteria met.

2. Identify equipment, systems, and components to be quarantined, and establish measures to implement quarantine.

3. Establish a Recovery Organization in accordance with <EPI-A10>, and implement an Incident Response Team (IRT) as required by <PAP-1604>.

4. **For events classified as an Alert or above,** the NRC, State of Ohio, and local counties have been consulted regarding event termination.

5. Announce the termination of the emergency (twice) on the Plant PA System.

6. Provide an initial notification of the emergency termination and entry into the Recovery Phase to the State of Ohio, local counties, and the NRC, using the Initial Notification form per Section 5.1.1.2.a.

7. Notify INPO and NEIL of the event termination and entry into the Recovery Phase using an Industry Event Notification form.

8. **At the Emergency Coordinator's discretion,** notify on-call ERO personnel of the event termination using a Pager Message form.

   NOTE: NOT required if simultaneously classifying and terminating from an Unusual event.

9. Evaluate and compile conditions requiring entry into <10CFR50.72>. Report these conditions to the NRC over the ENS circuit utilizing an Event Notification form (PNPP No. 6912) per <PAP-1604>.

   NOTE: Termination of the event should not be delayed to perform this action.

10. Coordinate the deactivation of the OSC, TSC, and/or EOF as appropriate.

11. Verify that notification of event termination to the State of Ohio, local counties, NRC, INPO, and NEIL have been completed.

5.4 Records

5.4.1 Records Handling

1. The records generated by emergency response personnel will be collected and maintained by EPU pursuant to <EPI-B9>. The Emergency Records Package will be transferred to Records Management pursuant to <PAP-1701> under Record Type 9J100.

5.4.2 Records Capture

The following records are generated by this document:

Quality Assurance Records

Event Classification Checklist (PNPP No. 7983)

Non-Quality Records

None

EVENT CLASSIFICATION CHECKLIST

PNPP No. 7983 Rev. 3/4/02 EPI-A2

Event classified as a/an: ☐Unusual Event ☐Alert ☐Site Area Emergency ☐General Emergency at _____ on __/__/__.

Checklist completed by: _____ (Shift Manager/TSC Operations Manager/ Emergency Coordinator)

A. IMMEDIATE ACTIONS	INITIALS	TIME
1. Announce event classification and reason for declaring emergency over the Plant PA System. Sound Plant Emergency Alarm if event classified from the Control Room.		
2. **[CONTROL ROOM ONLY]** Call two shift I&C technicians to Control Room as communicators. NOTE: CRA may also serve as a Control Room Communicator.		
3. Complete an Initial Notification form (PNPP No. 7794), approve, and forward to communicators within 10 minutes of decision to classify event or upgrade offsite PAR. NOTE: **For a GENERAL EMERGENCY**, ensure that <u>at a minimum</u> the default PAR, as outlined in Section 5.1.1.2 of EPI-A2, is included.		
4a. Determine facilities to be activated using table below: (R-required; O-optional)		

Classification/Facility	OSC	TSC	PIRT	EOF	JPIC
Unusual Event	O	O	O	O	O
Alert	R	R	R	O	O
Site Area Emergency	R	R	R	R	R
General Emergency	R	R	R	R	R

4b. Are needed facilities already in operation and available/accessible?

	Not Required	In Operation/ Mobilizing	Not Available/ Accessible	Alternate Location
OSC	☐	☐	☐	Unit 2 Control Room or Backup EOF
TSC	☐	☐	☐	Onsite EOF or Backup EOF
EOF	☐	☐	☐	Ashtabula Service Center
PIRT	☐	☐	☐	Not Applicable
JPIC	☐	☐	☐	Not Applicable

4c. Announce activation of facilities to be activated over the Plant PA System.		
5. Complete the Pager Messages form (PNPP No. 9100), approve, and forward immediately to the SAS or notify the on-call EPU Representative. NOTE: (1) Completion of form is delegated to the Security Coordinator once TSC is operational. (2) Activation of ERO pagers are <u>NOT</u> needed if required facilities have already been/are being mobilized <u>OR</u> simultaneously classifying and terminating from an Unusual Event.		
6. **[SITE AREA EMERGENCY or above]** Initiate personnel accountability per EPI-B5, if not yet implemented: ☐ Not Required NOTE: It may be prudent to delay implementation of accountability in situations where personnel safety could be jeopardized, such as a security event or severe weather.		
6a. Direct Shift Manager to initiate appropriate "Emergency" message over the Exclusion Area Paging System, and use PA feature to provide further guidance on offsite assembly if required.		
7. Verify that notifications and/or requests for offsite support were completed by the SAS: a. Fire Department (911) ☐ Not Required b. Ambulance (911) ☐ Not Required c. Hospital: Primary - Lake East; Backup - Lake West ☐ Not Required		
8. Verify that an individual knowledgeable in system operations is assigned to the NRC ENS Circuit to answer questions and inquiries when an open line is established.		
COMMENTS:		

REFER TO PAGE 2 OF 3 FOR LISTING OF FOLLOW-UP ACTIONS

EVENT CLASSIFICATION CHECKLIST

PNPP No. 7983 Rev. 3/4/02 EPI-A2

B. FOLLOW-UP ACTIONS	INITIALS	TIME
1. Verify completion of initial notifications: ☐ State of Ohio ☐ Geauga County ☐ Ashtabula County ☐ Lake County ☐ Nuclear Regulatory Commission (NRC)		
2. On-call ERO notifications completed at _____ hours.		
3. Personnel accountability completed at _____ hours. No. unaccounted for: _____.		
4. **[GENERAL EMERGENCY ONLY]** Direct that a dose projection be performed to verify offsite doses and to determine the need to upgrade offsite PARs per EPI-B8. - If a PAR upgrade is required, use an Initial Notification form (PNPP No. 7794) to advise offsite agencies per Step 3 under "Immediate Actions."		
5. Direct completion of a Follow-up Notification form (PNPP No. 7795), approve, and forward to Communicators within 50 minutes of event classification or decision to upgrade PARs.		
6. **OSC IN THE PROCESS OF BEING ACTIVATED.** ☐ Not applicable; proceed to Step 7.		
6a. Determine status of OSC activation, and appoint an interim OSC Coordinator if needed.		
6b. When OSC declared operational, relocate Operations Foreman and POs/PAs to OSC.		
7. **TSC IN THE PROCESS OF BEING ACTIVATED.** ☐ Not applicable; proceed to Step 8.		
7a. **[ALERT OR ABOVE ONLY]** Non-delegatable Emergency Coordinator duties transferred to the TSC: (1) Event Classification at _____ hours. (2) Protective Action Recommendations (PARs) at _____ hours. (3) Offsite Notifications at _____ hours.		
7b. When requested, relocate Control Room Communicators to TSC to expedite the transfer of offsite notification responsibilities.		
8. Verify proper event classification using EPI-A1. If event classification is changed, start a new Event Classification Checklist.		
9. **[ALERT OR ABOVE ONLY]** Direct the periodic notification of INPO and NEIL using an Industry Event Notification form (PNPP No. 9596).		
10. Verify completion of first follow-up notification, and establish a schedule for subsequent periodic notifications. NOTE: Periodic follow-up notifications are to be performed on an approximately hourly basis, unless alternate schedule established with approval of offsite agency(ies). ☐ State of Ohio ☐ Geauga County ☐ Ashtabula County ☐ Lake County ☐ NRC ☐ NEIL / ☐ Not Applicable ☐ INPO / ☐ Not Applicable		
11. Non-delegatable Emergency Coordinator duties transferred to the EOF: ☐ NA (1) Event Classification at _____ hours. (2) Protective Action Recommendations (PARs) at _____ hours. (3) Offsite Notifications at _____ hours.		
12. Determine the need for additional emergency facilities. ☐ Not Required, or ☐ as indicated: ☐ OSC ☐ TSC ☐ EOF/BEOF ☐ PIRT ☐ JPIC		
13. **[SITE AREA EMERGENCY OR @ EMERGENCY COORDINATOR DISCRETION]** Contact the Davis-Besse on-call Emergency Off-site Manager, per the instructions provided in ERO Telephone directory, and request mobilization of the Davis-Besse ERO to assist in coordinating Corporate or external support for event per the Corporate Response Plan.		
14. Review FOLLOW-UP ACTIONS listed in Section 5.2 of EPI-A2, Steps 2 thru 7, and perform as applicable.		

REFER TO PAGE 3 OF 3 FOR EVENT TERMINATION ACTIONS

EVENT CLASSIFICATION CHECKLIST

PNPP No. 7983 Rev. 3/4/02 EPI-A2

C. EVENT TERMINATION ACTIONS	INITIALS	TIME
1. Termination criteria in EPI-A1 reviewed and criteria met.		
2. Identify equipment, systems and components to be quarantined, and establish measures to implement quarantine.		
3. Recovery Organization established as required by EPI-A10. ☐ Not Applicable		
4. **[ALERT OR ABOVE ONLY]** NRC, State of Ohio, and local counties consulted regarding the decision to terminate the emergency. NOTE: Decision to terminate is a PNPP responsibility.		
5. Decision made to terminate event at ___ hours (Date / /)		
6. Announce event termination over the Plant PA System.		
7. Complete an Initial Notification form (PNPP No. 7794), approve, and forward to communicators within 10 minutes of event termination.		
8. **[ALERT OR ABOVE]** Notify INPO and NEIL of the termination of event using an Industry Event Notification form (PNPP No. 9596).		
9. **[At the Emergency Coordinator's discretion]** Complete the Pager Messages form (PNPP No. 9100), approve, and forward immediately to the SAS. ☐ Not Applicable NOTE: NOT required if simultaneously classifying and terminating from an Unusual Event.		
10. Evaluate and compile conditions requiring a notification under 10CFR50.72, and report to the NRC per PAP-1604.		
11. Coordinate facility deactivation: PIRT at _____ hours OSC at hours EOF at _____ hours TSC at hours JPIC at _____ hours		
12. Verify completion of offsite notifications: ☐ State of Ohio ☐ Geauga County ☐ Ashtabula County ☐ Lake County ☐ Nuclear Regulatory Commission (NRC) ☐ INPO / ☐ Not Applicable ☐ NEIL / ☐ Not Applicable		

COMMENTS:

FirstEnergy Nuclear Operating Company

PERRY NUCLEAR POWER PLANT

UNIT 1 & 2

ACKNOWLEDGMENT OF RECEIPT

Title Emergency Plan's Implementing Procedures for the Perry Nuclear Power Plant (EPIs), **EPI-A6 Rev. 11**

Control No. 60

Letter No./Date PY-CEI/NRR-2660L / September 4, 2002

_____ _____

Signature Date

_____

Title

Return to:

Perry Nuclear Power Plant
Attn: Beverly Richardson, A240
P. O. Box 97
Perry, Ohio 44081

FirstEnergy Nuclear Operating Company
Perry Nuclear Power Plant

Controlled Document Instruction Sheet

Manual: Emergency Plan Implementing Procedures for Perry Nuclear Power Plant (EPI), EPI-A6 Rev. 11

Control Number 60

Remove the entire old revision and insert the entire new revision.

PERRY OPERATIONS MANUAL

PNPP
UPDATED
CONTROLLED COPY

Emergency Plan Implementing Instruction No. 060

INFORMATION ONLY

TITLE: TECHNICAL SUPPORT CENTER ACTIVATION

REVISION: 11 EFFECTIVE DATE: 8-29-02

PREPARED: David L. Bauguess 7-30-02
/ Date

TECHNICAL SUPPORT CENTER ACTIVATION

Table of Contents

SCOPE OF REVISION:

Rev. 11 - 1. Corrected 5.4.2.7 to reflect that the TSC Core/Hydraulic Engineer performs the Core Damage Estimate.
2. Corrected POS titles that were missed on the last PIC.
3. Modified alternate TSC to include the Ashtabula Service Center which could be used if the site is inaccessible, and added Attachment 3.
4. Corrected typos.
5. Modified to reflect that the EPU Representative can be contacted to initiate the dialogics system and set off ERO pagers if SAS personnel are unavailable to perform this function due to a Security event.
6. Changed reference from American Nuclear Insurers (ANI) to Nuclear Electric Insurers Limited (NEIL).
7. Removed all references to Section 4.11, which was deleted in a previous PIC.
8. Repaginated to remove any "a" pages, no corrections necessary to the Table of Contents.

TECHNICAL SUPPORT CENTER ACTIVATION

1.0 PURPOSE

This instruction describes the activation and operation of the Technical Support Center (TSC), and delineates the responsibilities of designated TSC personnel.

The TSC will be activated for an Alert or higher classification, or at the direction of the Shift Manager, serving as Emergency Coordinator.

2.0 REFERENCES

2.1 Source References

1. Emergency Plan for PNPP Docket Nos. 50-440, 50-441

2.2 Use References

1. EPI-B1: Emergency Notification System
2. HPI-B0003: Processing Of Personnel Dosimetry
3. EPI-A1: Emergency Action Levels
4. EPI-A2: Emergency Actions Based On Event Classification
5. EPI-B8: Protective Action and Guides
6. EPI-B5: Personnel Accountability/Site Evacuation
7. NOP-LP-4006: Plant Operations Review Committee (PORC)
8. EPI-B9: Emergency Records
9. Emergency Response Telephone Directory
10. SOI-M52: Technical Support Center Ventilation System
11. PSI-0007: Reporting Emergency Plan-Related Communications Equipment Problems
12. Physical Security Plan
13. SOI-D19: Post Accident Radiation Monitoring System
14. EPI-B3: Radiological Surveys for Emergencies
15. EPI-B7a: Automated Offsite Dose Calculations

16. EPI-B7b: Manual Offsite Dose Calculations

17. EPI-B13: Determination of Core Damage Under Accident Conditions

18. EPI-A7: Operations Support Center Activation

19. Emergency Public Information Organization Instruction Manual (EPIOIM)

20. NOP-LP-1002: Fitness for Duty Program

21. SPI-0032: Notification of Key Emergency Response Organization Personnel

22. EPI-A8: Emergency Operations Facility Activation

23. PAP-1701: Records Management Program

24. Commitments addressed in this document:

B00626	P00010	P00046	P00051
B01028	P00042	P00047	P00053
L01395	P00045	P00050	P00059

3.0 DEFINITIONS

3.1 Activation/Activate

In regards to any emergency response facility, the term ACTIVATION shall refer to that time period from the decision to mobilize or ACTIVATE a facility to the decision to declare the facility OPERATIONAL.

3.2 Operational

In regards to any emergency response facility, the term OPERATIONAL shall refer to the decision to declare a facility functional and ready to perform its stated function(s).

4.0 RESPONSIBILITIES

4.1 Control Room Shift Manager

1. Direct the prompt activation of the TSC as required by the Emergency Plan, and in support of the Control Room for abnormal plant events.

2. Direct the activation of the alternate TSC at either the EOF or, if the site is inaccessible, at the backup EOF based on plant conditions.

4.2 **TSC Operations Manager**

1. Manage the onsite activities of the Emergency Response Organization (ERO) under the direction of the Emergency Coordinator. <P00050, P00053>

2. Assume the duties and responsibilities of the Emergency Coordinator, from the Shift Manager once the TSC is operational, and subsequently transfer these responsibilities to the Emergency Coordinator in the Emergency Operations Facility (EOF) when it has been declared operational. <P00051>

3. Ensure the TSC is manned and operated in accordance with this instruction.

4. Utilize TSC and Operations Support Center (OSC) staff to provide guidance and direction to assist the Control Room personnel in identifying and mitigating the effects of the emergency condition and in the assessment of plant conditions.

5. Coordinate the combined activities of the TSC, Control Room, and the OSC and all emergency teams and support personnel dispatched from the OSC.

6. Provide information to the Information Liaison stationed in the TSC, and approve Company press statements for event classified as an Alert or more severe.

7. Authorize emergency radiation exposure limit extensions per <HPI-B0003>.

8. Coordinate the quarantining of equipment/components resulting in or caused by events resulting in an Emergency Plan classification per <EPI-A1>.

4.3 **Administrative Assistant**

1. Coordinate the activation and manning of the TSC in support of the Operations Manager.

2. Coordinate TSC Communicator and Support Staff activities, and the augmentation and relief of TSC staff.

3. Assist TSC staff in obtaining available resources within the Perry Plant departments, and within the Company prior to the EOF being declared operational, which may be required.

4.4 **Radiation Protection Coordinator**

1. Coordinate all Radiation Protection and Chemistry activities in support of emergency operations, including assessment of radiological hazards within the plant. <P00047>

2. Coordinate interim offsite radiological monitoring, dose assessment, and development of protective action recommendations. <P00046>

3. Coordinate the issuance of dosimetry and the processing of emergency exposure limit extensions per <HPI-B0003>.

4. Coordinate the monitoring of area and airborne radiation levels in the TSC, and direct the shifting of TSC HVAC modes.

4.5 **Plant Technical Engineer** <P00045>

1. Assess plant parameters to determine the condition of the core, safety related systems, and fission product barriers.

2. Analyze plant conditions and develop guidance for protection of the core.

3. Supervise engineering and design activities in support of emergency operations.

4. Provide a liaison between the ERO, Gilbert Associates, Inc., General Electric Company, the Institute of Nuclear Power Operations (INPO), and any other contractor or Industry support organizations.

4.6 **Maintenance Coordinator**

1. Coordinate the dispatching and tracking of OSC personnel, through the OSC Coordinator, in support of priorities established by the TSC.

2. Obtain required technical support for OSC activities from TSC staff.

3. Provide the OSC with plant technical, operations, and maintenance information, and continuously apprise the OSC Coordinator of current plant status and transient conditions.

4.7 **Operations Advisor**

1. Continuously review emergency conditions and recommend reclassification of the emergency event, if required.

2. Serve as the Shift Manager's liaison, continuously apprising TSC staff of Control Room operations and requirements.

3. Apprise the Shift Manager of TSC priorities and TSC/OSC activities.

4. Supervise radwaste processing activities in support of emergency operations.

5. Assist the Radiation Protection Coordinator in the development of release duration estimates for protective action calculations, prior to the EOF being declared operational.

6. Serve as interim TSC Operations Manager in the event that the arrival of a designated individual is delayed or the TSC Operations Manager becomes incapacitated.

4.8 **Security Coordinator**

1. Coordinate all onsite security operations with the Supervisor, Nuclear Security Operations (SNSO), in support of the emergency condition.

2. Coordinate the accountability of onsite personnel, as necessary, in support of the Operations Manager.

3. Coordinate the access control requirements onsite and at the Emergency Operations Facility (EOF).

4. Provide a liaison between the Perry Plant and any Federal, State, or local law enforcement agencies.

5. Assist in the classification or reclassification of security-related events per <EPI-A1>.

4.9 **Regulatory Affairs Coordinator**

1. Serve as a source of plant and event information for FirstEnergy Liaisons located in State and local County Emergency Operations Centers (EOCs) or Emergency Management Agency (EMA) offices.

2. Coordinate telephone communications with Federal, State, and local county officials, outside of formal notifications performed in accordance with <EPI-B1>.

3. Contact a second Regulatory Affairs Coordinator or relocate to the EOF, when notified that representatives from the State of Ohio are being dispatched to the Perry Plant.

4. Dispatch a FirstEnergy Liaison(s) to the State EOCs when requested.

4.10 **Information Liaison**

1. Obtain, evaluate, and disseminate information concerning the emergency to the Public Information Response Team (PIRT) or Joint Public Information Center (JPIC) in accordance with the <EPIOIM>.

5.0 ACTIONS

CAUTION

If the site is in a security event, for personnel safety, all actions that involve personnel movement must be coordinated with both the Shift Manager and the Supervisor, Nuclear Security Operations (SNSO).

5.1 Control Room Shift Manager

1. Direct the activation of the TSC in accordance with <EPI-A2>, or the mobilization of TSC staff in support of a non-Emergency Plan event in accordance with <EPI-A1>.

2. Direct and announce the use of an alternate TSC per <EPI-A2>:

   a. at the EOF, if plant conditions render the 603' elevation of the Service Building inaccessible, or
   b. at the Backup EOF if the site is inaccessible.

3. Transfer the non-delegatable Emergency Coordinator duties to the TSC Operations Manager when the facility is operational and when he is ready to assume these duties.

> For events not classified under <EPI-A1>, involving the mobilization of TSC staff, the duties and responsibilities of the Emergency Coordinator will remain with the Shift Manager and NOT be transferred to the TSC.

5.2 TSC Operations Manager

5.2.1 Activation:

1. Go directly to Section 6.1 if TSC staff is being mobilized in response to a non-Emergency Plan event; otherwise continue on to Step 2.

2. If the EOF is to be used as the alternate TSC, refer to the Alternate TSC Layout (Attachment 2) before proceeding, otherwise, continue on to Step 3.

3. Direct the Administrative Assistant, to coordinate the activation of the TSC using TSC Activation Checklist (PNPP No. 7987, Attachment 1).

a. If a qualified Administrative Assistant is not yet present in the TSC, appoint an interim Administrative Assistant from available personnel.

> Goal for declaring the TSC operational is 60 minutes from the time of event classification: 15 minutes for ERO notifications; 30 minute response time when notified; plus 15 minutes to bring facility to an operational status.

4. Contact the Shift Manager to become apprised of current plant status, transient conditions, and emergency actions underway.

5. Utilize the event checklists contained in <EPI-A2> to obtain an accurate appraisal of emergency actions already performed or underway.

6. Periodically, assess personnel staffing levels through the Administrative Assistant, to determine if the following minimum staffing exists to declare the TSC operational:

- Operations Manager
- Administrative Assistant
- "5-Way" Communicator
- ENS Communicator or assigned engineer
- Operations Advisor
- Maintenance Coordinator
- Plant Technical Engineer
- Core/Hydraulic (Reactor) Engineer
- Radiation Protection Coordinator
- Dose Assessor (on-shift Chemistry Technician)

a. If the arrival of a required TSC staff member is delayed, use your judgment in appointing another available TSC staff member to cover that position on an interim basis.

b. Direct the Administrative Assistant to track the arrival of qualified personnel for the following TSC positions which can be manned after the TSC is declared operational to augment staffing:

- Electrical Engineer
- Mechanical Engineer
- Regulatory Affairs Coordinator
- Security Coordinator
- Information Liaison
- Radiation Protection Assistant
- Support Staff (3)
- Communicator (3rd)

7. When the minimum staffing requirements are met and the TSC is ready to be declared operational, perform the following steps using the TSC Activation Checklist:

> An Interim Operations Manager may declare the TSC operational, and accept responsibility for the non-delegatable Emergency Coordinator duties in coordination with TSC staff.

a. Use Intra-Facility Public Address System (PA) to:

1) Brief TSC/OSC staff on current plant status, event conditions, any emergency response efforts underway, and Control Room needs and priorities.
2) Remind TSC staff to log-in for accountability purposes using the TSC Hallway card reader.

b. Announce over the Plant PA System that "the TSC is OPERATIONAL, and control for OSC activities (if operational) has been transferred to the TSC". Record time TSC declared OPERATIONAL in logbook.

c. Inform the Security Coordinator that the TSC has assumed responsibility for directing SAS or the EPU Representative to perform further ERO notifications.

d. Inform the Shift Manager that the TSC is now OPERATIONAL, and establish when the following Emergency Coordinator duties will be transferred to the TSC:

- event classification per EPI-A1
- offsite notifications per EPI-B1
- offsite protective action recommendations per EPI-B8

1) Notify the TSC administrative Assistant prior to assuming offsite notification responsibilities.

> If a notification is pending (within 30 minutes), the TSC should defer assuming offsite notification responsibilities until the upcoming notification is completed.

e. Announce over the Intra-Facility (TSC-OSC) PA the transfer of Emergency Coordinator duties from the Control Room to the TSC, record transfer in logbook, and post the transfer of responsibilities on facility status board.

f. Review and sign the TSC Activation Checklist.

5.2.2 Operation:

1. Perform the actions of the Emergency Coordinator outlined in <EPI-A2>, concurrently with this instruction, utilizing the associated event checklist to document completion of required actions, until such time as the EOF is operational or the event is terminated.

2. Direct OSC operations through the Maintenance Coordinator in support of established priorities.

> The Control Room Shift Manager will retain the authority to direct the Fire Brigade, First Aid Team (FAT) and shift personnel.

3. Ensure the effective direction of the onsite emergency response effort through the establishment, periodic revision, and tracking of TSC priorities.

a. Establish OSC and Engineering Task Priorities in conjunction with TSC staff and post on facility status boards; revise periodically based on changing plant condition.

b. Direct the quarantining of equipment/components, whose failure resulted in or was caused by events, leading to or associated with the E-Plan classification, and which restoration is not immediately required to support the safe operation or shutdown of the plant.

4. Direct technical and engineering analyses through the Plant Technical Engineer in support of established priorities.

5. Direct radiological aspects of the emergency in-plant and within the site boundary through the Radiation Protection Coordinator.

6. Approve the extension of personnel exposure limits, as recommended by the Radiation Protection Coordinator, per <HPI-B0003>.

7. Approve and implement onsite protective actions as necessary.

8. Ensure the effective and timely communication of TSC priorities and OSC team status to the Shift Manager, and briefing of TSC staff on Control Room activities by the Operations Advisor.

9. Approve the use of potassium iodide (KI) for plant personnel, and Radiation Monitoring Team (RMT) personnel prior to EOF operation, per <EPI-B8>.

10. Ensure the effective and timely implementation of the accountability of onsite personnel through the Security Coordinator per <EPI-B5> at a Site Area Emergency.

11. Periodically review established priorities, and brief TSC personnel on the status of the emergency, Control Room emergency actions underway, and the status of OSC and engineering activities.

12. Provide updates to Federal, State, and local county officials over established telephone links at the request of the Regulatory Affairs Coordinator.

    a. Do NOT become distracted by calls directly from the NRC or other offsite agencies; refer calls and inquiries to the Regulatory Affairs Coordinator.

13. When informed that the Nuclear Regulatory Commission (NRC) Regional Site Team has been dispatched to the Perry Plant, perform the following:

    a. Notify Regulatory Affairs Coordinator, the Shift Manager, and the EOF Emergency Coordinator (if the EOF is operational).

b. Direct the activation of the EOF at this time, if the EOF has not yet been activated.

14. Direct the transfer of responsibility for offsite notifications, event re-classification, and for approval of offsite protective action recommendations to EOF once operational and the EOF Emergency Coordinator is ready to accept duties, by performing the following:

    a. Notify the Administrative Assistant when responsibility for offsite notifications will be transferred to the EOF.

    b. Notify the Radiation Protection Coordinator when responsibility for offsite dose projection and protective actions will be transferred to the EOF.

    c. Update facility status board to reflect the transfer of Emergency Coordinator duties to the EOF.

15. Direct the Administrative Assistant to establish a Plant Operations Review Committee (PORC) quorum for an unscheduled meeting per <NOP-LP-4006>, if deemed necessary to address procedural concerns.

16. Approve Company news statements for events classified at an Alert or higher, prior to the EOF being declared operational.

17. Authorize the Administrative Assistant to develop and initiate a relief rotation for TSC and OSC staff.

    -- If radiation levels resulting from an offsite release restrict the movement of people within the 10-mile EPZ, direct relief personnel to report to a FirstEnergy facility and arrange for transport to the site.

18. Direct the collection of event records per <EPI-B9> and demobilization of the TSC staff upon termination of the event.

5.3 Administrative Assistant

5.3.1 Activation:

1. Go directly to Section 6.2 if TSC staff is being mobilized in response to a non-Emergency Plan event; otherwise continue on to Step 2.

2. Initiate the callout process upon arriving at the TSC when onsite, or prior to departure from home to the TSC by contacting a support staff member or communicator to initiate a call tree, to obtain a total of 3 Communicators and 3 Support Staff. Ensure fitness for duty status is determined per <NOP-LP-1002>.

3. Track the arrival of TSC staff members on TSC Activation Checklist, and brief the TSC Operations Manager on staffing levels upon his arrival and routinely there after until required TSC staff positions are filled.

   a. If the activation of the TSC coincides with the initiation of a site accountability/evacuation, contact the Training and Education Center (TEC) Auditorium at Ext. 7817 and either dismiss the assembled personnel or direct needed personnel to report to the TSC.

4. If an alternate location is being used for the TSC, proceed; otherwise skip this step and continue on to Step 5.

   a. If the EOF is being used as the alternate TSC, refer to attachment 2 while performing the following steps:

      1) Assist arriving TSC staff in finding workstations and equipment.

      NOTE: TSC forms and other reference materials are stored in E-Plan locker located in FirstEnergy Room.

      2) In addition to the actions listed on the TSC Activation Checklist, perform the following:

         a) Instruct TSC Engineers to use TEC 110/111 Conference Room as a work area and to install telephones stored in E-Plan locker.

         b) Relocate photo copier (XEROX) from the second floor, TEC to the EOF using the door key located in EOF keybox.

         c) Instruct the On-Call Emergency Plan Representative to assist in placing the EOF HVAC in emergency isolation, if required.

   b. If the Backup EOF is being used as the alternate TSC, assist arriving TSC staff in finding workstations and equipment using Attachment 3.

5. Coordinate the manning and activation of the TSC utilizing the TSC Activation Checklist.

   a. Assign Communicators to the following circuits as personnel become available:

      - ("5-way") State and Local County Ringdown.
      - NRC Emergency Notification System (ENS) Circuit.
      - FirstEnergy 800 MHz (RMT) Radio Link.

1) If sufficient communicators are not available within 45 minutes of declaring the event to support the TSC operational, contact the Shift Manager and coordinate the transfer of Control Room Communicators to the TSC.

b. Verify that a TSC engineer has been assigned by the Plant Technical Engineer to the NRC ENS Circuit.

c. At an Alert classification or above, verify that the Emergency Response Data System (ERDS) link to the NRC has been initiated by the TSC Operations Advisor.

1) If not yet operational, activate ERDS per Section 5.7.1.1 within one (1) hour of the Alert declaration.

d. Assign support (clerical) staff to the following tasks as they become available:

- TSC Operations Manager's Log
- TSC Task Priorities/OSC Team Statusboards
- Plant Technical Data and Plant Radiological Data Statusboards

e. Synchronize facility wall clocks in Display Room, FirstEnergy Office, Hallway and the Access Control Point with Integrated Computer System (ICS).

This action shall not delay declaring TSC operational.

6. Submit the TSC Activation Checklist to the TSC Operations Manager for review and approval once minimum staffing has been met and equipment checks performed.

a. If upon completion of the TSC Activation Checklist a designated TSC Operations Manager has not yet arrived, forward the checklist to the TSC Operations Advisor as interim TSC Operations Manager.

7. Inform the TSC Communicators when the TSC will assume responsibility for making offsite notification to the NRC, State of Ohio, and local Counties.

5.3.2 Operation:

1. Coordinate the drafting, review/approval, and transmission of the initial and follow-up notifications to the NRC, State of Ohio, and local counties per <EPI-B1>.

2. Coordinate the drafting, review/approval, and transmission of periodic updates and requests for technical assistance to the INPO and Nuclear Electric Insurers Limited (NEIL) per <EPI-B1>.

3. Conduct telephone callouts for additional TSC staff if required, or to assist the OSC Coordinator in contacting additional personnel, using the <Emergency Response Telephone Directory>. Ensure the fitness for duty status is determined per <NOP-LP-1002>.

4. When informed by the "5-way" Communicator that State representatives are responding to the Perry Plant, perform the following:

   a. Inform the Regulatory Affairs Coordinator.

   b. Instruct the Information Liaison to notify the PIRT, at Ext. 5044, of the pending arrival of the State Public Information Officer.

5. When informed by the ENS Communicator that the Health Physics Network (HPN) circuit is to be opened, notify the Radiation Protection Coordinator.

6. When informed by the ENS Communicator that the NRC Regional Site Team or Augmented Inspection Team (AIT) has been dispatched to the Perry Plant, notify the Operations Manager and Regulatory Affairs Coordinator.

   a. Direct the appropriate Communicator to announce the activation of the EOF over the "5-way" circuit if the TSC Operations Manager directs the activation of the EOF in support of the NRC Site Team.

7. Deleted

8. Obtain available Perry Plant and Company resources as necessary to support emergency response activities.

   a. If the EOF is operational, direct any requests for Company resources to the EOF Manager.

9. Initiate repairs to emergency plan-related communications and the Private Branch Exchange (PBX) and Off-Premise Exchange (OPX) Circuits per <PSI-0007>.

10. Initiate repairs to administrative support equipment, i.e., FAX, Xerox, CVAX, aperture card reader, etc., by contacting the party(ies) listed in the <Emergency Response Telephone Directory> under "Communications Equipment Operating Guidelines."

    a. If site personnel accountability has been initiated, contact the OSC for available technical repair assistance.

11. When directed to convene an unscheduled PORC meeting, assemble a quorum using a qualified chairman or designated alternate and qualified members or alternates onsite or via a conference call and act as PORC Secretary in accordance with <NOP-LP-4006>.

12. Upon the activation of the EOF, contact the EOF Manager to coordinate the transfer of offsite notification duties, but DO NOT transfer this responsibility until authorized by the TSC Operations Manager.

    a. Direct the TSC Communicators to transfer offsite notification responsibilities to the EOF when authorized per <EPI-B1>.

    > The TSC will retain responsibility for maintaining an open ENS line after the EOF is operational and responsibility for offsite notifications have transferred.

13. Coordinate the relief of TSC and OSC personnel at the direction of the TSC Operations Manager by performing the following:

    a. Determine TSC relief personnel needs for key TSC positions and OSC relief personnel needs through the Maintenance Coordinator, and submit rosters to TSC Operations Manager for review and approval.

    b. Have the Radiation Protection Coordinator determine whether relief personnel should be directed to report to the Perry Plant site or to an offsite company location.

        1) If radiation levels from an offsite release restrict movement in the 10-mile EPZ, coordinate with the EOF, if operational, in directing relief personnel when contacted to report to a FirstEnergy facility, such as the Concord Service Center (COSC), in arranging transportation to the site through the Transportation Officer at the Lake County EOC at 953-5480, and in establishing radiological monitoring/dosimetry requirements.

    c. Direct available Communicators and support staff to contact required TSC relief personnel utilizing the <Emergency Response Telephone Directory>. Ensure the fitness for duty status is determined per <NOP-LP-1002>.

    d. Assist the OSC Coordinator in contacting required relief personnel using the OSC Staff Callout Listings available in the OSC. Ensure the fitness for duty status is determined per <NOP-LP-1002>.

e. Keep the Operations Manager informed of the status of staff relief efforts.

14. Upon deactivation of the TSC perform the following:

a. Return TSC HVAC to normal operating mode.

b. Coordinate the collection of event records per <EPI-B9>.

c. Clean-up of the TSC.

d. Dismiss facility communicators and support staff.

5.4 Radiation Protection Coordinator

5.4.1 Activation:

1. At an Alert classification or above, perform the following:

a. Direct the on-shift or other qualified Chemistry technician to report to the TSC as a Dose Assessor and to perform the following:

1) Verify the operability of the Computer-Aided Dose Assessment Program (CADAP) and associated DEC laser printer per <EPI-B7a>.

2) Assemble two (2) RMTs in the EOF Decontamination Room per <EPI-B3>, and brief them prior to deployment. <P00059, P00042>

3) Verify that the TSC airborne and area radiation monitors are operating, or are placed in operation per <SOI-D19>.

-- If either the TSC area or airborne radiation monitors are out of service, direct the OSC Radiation Protection Supervisor to have periodical habitability monitoring of the TSC initiated.

b. Verify with the OSC that a minimum of four (4) Radiation Protection (RP) technicians are available onsite or are being called in to support in-plant/OSC RP activities.

2. Call-in, or obtain from the OSC if available, a qualified Radiation Protection Assistant (RPA), if additional support is needed to track and evaluate in-plant Radiation Protection concerns and OSC activities. Ensure the fitness for duty status is determined per <NOP-LP-1002> for all call-ins.

3. Request from the Administrative Assistant that personnel be assigned, when available, to the following positions:

   a. RMT Communicator

   b. Radiological Status Boards (in TSC Display Room)

The Radiation Protection Coordinator is responsible for instructing the statusboard keeper on how and when to update boards, and for resolving any questions or discrepancies in data.

5.4.2 Operation:

1. When notified by the Administrative Assistant to establish an open line on the HPN, assign an available Radiation Protection technician from the OSC to keep the NRC apprised of significant plant Radiation Protection concerns and answer any Radiation Protection related questions regarding the event. <B00626>

2. Direct the Radiation Protection Assistant to perform the following:

   a. Interface with the OSC RP Supervisor to ensure the continuous monitoring of radiological condition in-plant and onsite.

   b. Monitor plant radiological trends on the Integrated Computer System (ICS); immediately notify TSC staff and the OSC RP Supervisor of significant changes in radiological conditions.

   c. Assist the Administrative Assistant in completing applicable portions of the Initial Notification form (PNPP No. 7794), Follow-up Notification form (PNPP No. 7795), and Industry Event Notification form (PNPP No. 9596) per <EPI-B1>.

   d. Periodically update or assist Support Staff in updating facility statusboards with current in-plant and site radiological information.

   e. Assist the HPN Communicator in responding to NRC inquiries and periodic status updates.

3. Recommend the use of protective measures for plant personnel as needed, including the use of potassium iodide (KI) per <EPI-B8>, respirators/self-contained breathing apparatus (SCBAs), etc.

4. Direct the Dose Assessor to coordinate the following:

   a. Control and deployment of RMTs per <EPI-B3>. <P00059>

   b. Assessment of actual or postulated radiological releases per <EPI-B7a> and <EPI-B7b>.

   c. Development of Protective Action Recommendations (PAR) for the general public per <EPI-B8>.

   d. Recommendation of protective measures for RMT personnel per <EPI-B3>.

   e. Ensure that the Radiological Statusboards are updated with dose estimates, meteorology conditions, etc.

5. Review and recommend PARs for the general public to the TSC Operations Manager for approval (prior to the EOF assuming responsibility for PARs).

6. Periodically verify radiation levels on both the TSC area and airborne monitors.

   a. If area or airborne radiation readings exceed normal levels, direct the TSC Maintenance Coordinator to have the TSC HVAC system placed in "recirculation" mode; consider recommending the evacuation of any unnecessary TSC support personnel and issuance of high range dosimetry per <EPI-B11>, and initiate periodic habitability surveys by Radiation Protection.

   b. If either monitor becomes out of service, direct the OSC Radiation Protection Supervisor to initiate periodic TSC habitability monitoring.

7. Coordinate the estimation of core damage, per <EPI-B13>, with the TSC Core/Hydraulic Engineer.

8. If the TSC was activated at an Unusual Event, perform Section 5.4.1.1 to mobilize required staff when event escalates to an Alert classification or above.

9. Upon the declaration of a Site Area Emergency, perform the following:

   a. Dispatch a Radiation Protection technician to the Primary Access Contact Point (PACP) in support of personnel accountability and, if warranted, recommend to the TSC Operations Manager the use of offsite assembly/decontamination centers per <EPI-B5>.

b. Verify a minimum of seven (7) Radiation Protection Technicians and two (2) Chemistry Technicians are onsite in support of in-plant/OSC activities. Direct the OSC to conduct additional callouts as necessary per <NOP-LP-1002>, to meet this commitment.

c. Direct the Dose Assessor to mobilize a third RMT per <EPI-B3>, and to brief EOF personnel on dose assessment and RMT activities. <P00042>

d. Ensure dosimetry is issued to TSC, Control Room, OSC, and EOF staff per <HPI-B3>.

e. Dispatch an RP Technician, when available, to the EOF to assist in radiological monitoring of facility.

1) If Backup EOF is activated in lieu of or in support of onsite facilities, dispatch an RP Technician to the Ashtabula Service Center (ASSC).

10. Once the EOF is operational, perform the following:

a. When authorized by the TSC Operations Manager, turnover of responsibility for dose assessment activities per <EPI-B8> and for control of the RMTs per <EPI-B3>.

b. Request the Offsite Radiation Advisor (ORA) to open the EOF HPN line and handle NRC requests for dose assessment information.

Responsibility for relaying information on site and in-plant Radiation Protection concerns will remain in the TSC.

c. At your discretion, relocate the Dose Assessor to the EOF to assist in offsite dose assessment activities.

d. Continue to track protective actions being recommended by Perry and implemented offsite.

e. Inform the ORA of radiochemistry and radiological survey results or anticipated plant operations which may affect offsite dose projections.

11. Provide instructions to Control Room, OSC, TSC and EOF staff on the collection and processing of dosimetry as part of staff relief or facility deactivation.

5.5 Plant Technical Engineer

5.5.1 Activation:

1. Determine if a Core/Hydraulic Engineer, Electrical Engineer, and Mechanical Engineer have arrived yet.

   NOTE: Electrical and Mechanical Engineers have a response time goal of ≤60 minutes; therefore, declaration of the TSC as operational should not be delayed pending the arrival of these engineers.

2. Assign the first available engineer to monitor the NRC ENS Circuit and direct individual to perform the following:

   NOTE: Operating instructions are listed in the <Emergency Response Telephone Directory> under "Communications Equipment Operating Guidelines".

   a. Inform the NRC of significant changes in the operational status of the plant or abnormal trends in plant data.

   b. Record NRC questions and requests on a Communications Record Sheet (PNPP No. 6284) per <EPI-B1>.

   c. Keep the Regulatory Affairs Coordinator apprised of NRC activities.

3. Contact additional engineering staff members based on the emergency event. Ensure the fitness for duty status is determined for call-ins per <NOP-LP-1002>.

   a. Contact the on-shift Shift Engineer (SE) to locate the relief shift SE and/or the training Shift SE during normal working hours to support TSC operation.

4. Appoint engineering staff members as they become available, to the following duties:

   a. Lead Engineer to coordinate and track engineering activities and to brief TSC engineers in plant FirstEnergy Room on event status and plant conditions.

   b. ICS Operator/Plant Technical Data Statusboard Coordinator.

5. Update the Plant Technical Data Statusboards, and request from the Administrative Assistant that a support staff member be assigned to maintain this board when available.

The Plant Technical Engineer is responsible for instructing the statusboard keeper on how and when to update this board, and for resolving any questions or discrepancies in data.

a. If the ICS is inoperable or access to data limited, dispatch an available Communicator or TSC/OSC staff member to the Control Room to initiate and maintain an open line over the Statusboard Ringdown Circuit.

6. Contact the Control Room SE to verify that the TSC-SE Ringdown Circuit is plugged in and operational.

7. Initiate and track engineering activities in support of the emergency event based on priorities once established.

8. Brief the TSC Operations Manager on engineering activities which are underway or required, as well as engineering support available to respond to the emergency event.

5.5.2 Operation:

1. Deleted

2. Maintain contact with SE for an assessment of plant conditions and current or postulated Control Room actions.

3. Direct the actions of plant technical and engineering design personnel to analyze plant conditions and system/equipment status in support of the Control Room shift staff and based on priorities established by TSC Operations Manager.

4. Track TSC engineering activities and revise assignments as needed to meet current TSC priorities.

5. Assign available engineering support to assist in briefing OSC teams and in providing in-plant engineering support to OSC team members.

6. Act as a liaison between the ERO and INPO, General Electric (SIL No. 324, "BWR Emergency Support Program"), and other contractors or Industry support organizations on technical and design matters. <B01028>

   a. Request for INPO technical or equipment/expertise location assistance should be made through the Administrative Assistant using an Industry Event Notification form (PNPP No. 9596) per <EPI-B1>.

7. Ensure that the Plant Technical Data Statusboard is updated periodically and data, i.e., system status, interpreted when required.

8. Periodically apprise key TSC staff members of plant technical and engineering design activities underway and recommendations developed.

5.6 Maintenance Coordinator

5.6.1 Activation:

1. Contact the OSC Coordinator to become apprised of current OSC staffing and activities underway.

   a. Appoint an OSC Coordinator from supervisors available in the OSC, if the arrival of a designated OSC Coordinator is delayed.

2. Initially update the OSC Team Statusboard and request from the Administrative Assistant that a support member be assigned to maintain this board using the OSC Team Status Ringdown.

   > The Maintenance Coordinator is responsible for instructing the status board keeper on how and when to update this board, and for resolving any questions or discrepancies in data.

3. Apprise key TSC staff on the status of the OSC, including current and projected staffing levels and activities presently underway or planned.

4. Notify the TSC Operations Manager when ready to assume control of the OSC from the Control Room.

5.6.2 Operation:

1. Notify the OSC Coordinator when control of OSC activities is assumed, and request that TSC Operations Manager announces over the Plant PA the transfer of OSC activities to the TSC.

2. Ensure that the Operations Foreman and the Plant Operators (POs) are relocated to the OSC when operational per <EPI-A7>.

   > Control of the on-shift POs remains with the Control Room.

3. Direct the dispatching of emergency teams and support personnel from the OSC through the OSC Coordinator per <EPI-A7> in support of the Control Room and based on the priorities established by the TSC Operations Manager.

   > All plant personnel available onsite, i.e., Security, Safety/Fire Protection technicians, etc., should be assembled and utilized if necessary to support OSC activities until the OSC staff is properly augmented.

4. Establish the briefing requirements, as outlined in <EPI-A7>, for each OSC team directed to be dispatched.

5. Request assistance from the Plant Technical Engineer in briefing OSC teams and for in-plant engineering support when needed.

6. Continuously apprise the OSC Coordinator of plant conditions and emergency actions underway, including Control Room activities and TSC established priorities.

7. Ensure that the OSC Team Statusboard is kept current and that key TSC staff are periodically informed of the status of OSC activities.

8. Direct OSC Coordinator to request that the Operations Foreman dispatch a PO to realign the TSC HVAC per <SOI-M52> at the request of the Administrative Assistant or Radiation Protection Coordinator.

9. Assist the Administrative Assistant in developing a relief rotation for OSC staff personnel when needed.

10. Direct the deactivation of the OSC when ordered and notify the TSC Operation Manager when OSC deactivation is complete.

5.7 Operations Advisor

5.7.1 Activation:

1. At an Alert classification or above, activate ERDS with NRC per the following: <L01395>

   a. Refer to the Emergency Response Data System Users Manual next to the ERDS terminal located in the TSC FirstEnergy Room and EOF Display Room.

   b. Press the RETURN key.

   c. When the computer prompts for Username, enter ERDS and press RETURN key.

   d. When the computer prompts for Password, enter NRCERDS and press RETURN key.

   e. Enter Option 1 and press RETURN key.

   -- If ERDS can not be activated due to computer/modem problems, notify the NRC over ENS Circuit, document failure in log, and contact Computer Support Unit (CSU).

2. Contact the Control Room personnel to become apprised of their activities, plant system/equipment status, and applicable emergency procedures/instructions entered.

3. Assist in the retrieval of plant data from ICS and the initial updating of the Plant Technical Data Statusboard.

4. Act as interim Operations Manager per Section 5.2, if the arrival of a qualified TSC Operations Manager is delayed or if the TSC Operations Manager becomes impaired, to allow the TSC to be declared operational in support of the Control Room.

5. Apprise the TSC Operations Manager upon arrival of Control Room and plant emergency activities presently underway.

5.7.2 Operation:

1. Continuously review and compare the criteria set forth in <EPI-A1> with current or projected plant and emergency conditions; recommend reclassification of the emergency event to the Operations Manager as required.

2. Monitor Control Room actions and operations to ensure compliance with approved operating procedures and instructions (i.e., PEIs, ONIs, etc.).

3. Serve as a liaison to the Shift Manager by:

   a. Briefing TSC staff of Control Room activities, operations underway or being considered, and needs.

   b. Apprising Control Room staff of TSC established priorities and the status of TSC engineering and OSC team status and activities.

   c. Advising the TSC Operations Manager on matters dealing with the operation of the reactor and support systems.

   d. Assisting in the resolution of any problems regarding the relocation of the Operations Foreman and POs to the OSC or in the effective utilization of the POs.

4. If the TSC was activated at an Unusual Event, perform Section 5.7.1.1 to activate the ERDS broadcast to the NRC when event escalates to an Alert classification or above.

5. Assist the Radiation Protection Coordinator and Dose Assessor in the formulation of release durations for offsite protective actions to the Plant Operations Advisor, when the EOF is operational.

6. Assist in the transfer of plant operations information and actions to the EOF.

7. Assist the Shift Manager in coordinating Radwaste processing activities in coordinating in support of the emergency event.

5.8 **Security Coordinator**

5.8.1 Activation:

1. Become apprised of Security activities underway and update the SNSO on current plant operations and emergency activities, as well as any abnormal radiological conditions in-plant or onsite.

2. Brief the TSC Operations Manager and TSC staff on recent and on-going Site Protection responses.

3. If the TSC is being activated concurrent with a Site Area Emergency declaration, verify that personnel responding to the TSC use the TSC Hallway card reader to log-in for accountability purposes.

4. If the EOF is being used as the alternate TSC, request that a security officer be dispatched to establish access control and restrict access to FirstEnergy employees.

5.8.2 Operation:

1. Monitor on-going security, First Aid Team (FAT), and Safety activities, and provide support to the SNSO in support of the Physical Security Plan.

   NOTE: Only Channels 3 and 5 can be monitored by radio unit at Security Coordinator's desk.

2. Apprise the SNSO of the emergency actions underway and abnormal radiological conditions in-plant or onsite.

3. Direct the SNSO to have all security officers report to the OSC when operational prior to entering the Radiologically Restricted Area (RRA).

4. Immediately notify TSC staff of an actual or potential fire or first aid incident, and coordinate with the Radiation Protection Coordinator to ensure the prompt entry and support of plant and offsite responders entering the RRA.

5. Provide a liaison between the Perry Plant and offsite law enforcement agencies concerning onsite security actions underway and requests for assistance.

6. Upon declaration of a Site Area Emergency or at the direction of the Operations Manager, perform the following:

   a. Commence personnel accountability actions per <EPI-B5>, and verify that TSC staff has logged-in using the TSC Hallway card reader.

   > Within 30 minutes of initiating accountability, the Control Room Shift Manager must be notified of the number of people unaccounted for and search and rescue actions initiated.

   b. Ensure a Pager Messages form (PNPP No. 9100) is promptly drafted and approved by the TSC Operations Manager; the completed form orally relayed to Secondary Alarm Station (SAS); and ERO pagers activated per <SPI-0032>.

7. Upon EOF activation direct the SNSO to dispatch a Security Officer(s) to the onsite EOF or Backup EOF (at the Ashtabula Service Center) to control facility access.

5.9 Regulatory Affairs Coordinator

5.9.1 Activation:

1. Become apprised of plant conditions and event status from TSC staff during activation.

2. Contact the State EOC to determine the following:

   a. Status of the State of Ohio's response to Perry Plant site. If the State makes a decision to respond to the Perry Plant site, perform the actions outlined in Section 5.9.2.4.

   b. Need to dispatch a FirstEnergy Liaison to the State EOC prior to a Site Area Emergency declaration.

   c. Discuss event status and probability for the event to worsen.

3. Contact an EMA representative or FirstEnergy County Liaisons at the EOCs in Ashtabula, Geauga and Lake Counties to clarify the event status and prognosis, and to identify a point of contact for further questions.

   NOTE: Offsite planners from Emergency Planning Unit (EPU) are contacted at an Alert level, as part of their respective counties' callout process, and will serve as a liaison between the county EOC and the Perry ERO.

4. Apprise the TSC Operations Manager of current NRC, State and county response to the event.

5.9.2 Operational:

1. At the Site Area Emergency declaration, contact a FirstEnergy Liaison using the <Emergency Response Telephone Directory> and dispatch to the State EOC if not yet performed. Ensure fitness for duty status is determined per <NOP-LP-1002>.

2. Provide an interface with the TSC Engineer manning the ENS Circuit and FirstEnergy State and County Liaisons, in response to NRC, State and local county inquiries.

   NOTE: The Executive Discussion Line (EDL) with the State and local counties shall NOT be established in the TSC.

3. Resolve any concerns regarding communications to offsite government agencies, including any requests for the establishment of additional telephone links not already described in the EPIs.

4. Upon being notified that the State is dispatching representatives to the Perry Plant site, perform the following:

   a. Update the TSC Operations Manager, and recommend either the activation of the EOF or the co-location of the State representatives at the TSC based on the event status and prognosis.

   b. Contact and dispatch a second Regulatory Affairs Coordinator to the EOF to meet the State representatives upon their arrival via Ohio National Guard helicopter. Ensure the fitness for duty status is determined per <NOP-LP-1002>.

   c. Brief the second Regulatory Affairs Coordinator upon his/her arrival onsite.

5. Document communications with offsite officials or FirstEnergy State/County EOC Liaisons in your logbook or using a Communications Record Sheet (PNPP No. 6284) per <EPI-B9>.

6. Once the EOF is activated and declared operational, relocate to the EOF and continue to coordinate the interface with offsite government agencies per <EPI-A8>.

5.10 Records

5.10.1 Records Handling

1. The records generated by emergency response personnel will be collected and maintained by Emergency Planning Unit (EPU) pursuant to <EPI-B9>. The Emergency Records Package will be transferred to Records Management pursuant to <PAP-1701>.

5.10.2 Records Capture

The following records are generated by this document:

Quality Assurance Records

TSC Activation Checklist (PNPP No. 7987)

Non-Quality Records

None

6.0 TSC STAFF MOBILIZATION FOR NON-EMERGENCY PLAN EVENTS

6.1 TSC Operations Manager

Under no circumstances shall the Control Room Shift Manager transfer, or the Operations Manager accept, responsibility for the Emergency Coordinator duties unless the event is classified per <EPI-A1>.

6.1.1 Upon arrival, contact the Control Room Shift Manager to become apprised of event/plant conditions and required support.

6.1.2 Establish and track task priorities using facility status boards.

6.1.3 Brief TSC staff upon their arrival of event/plant condition and direct facility activities in support of established priorities.

6.1.4 Direct the Administrative Assistant to coordinate the augmentation of TSC staff based on the event.

No minimum staffing or completion of TSC Activation Checklist is required for staff mobilization outside the Emergency Plan.

6.1.5 Direct the Operations Advisor to monitor <EPI-A1> for possible entry into the Emergency Plan based on changing plant conditions, and recommend classification of an event per <EPI-A1> to the Shift Manager if warranted.

6.1.6 Upon the Shift Manager's classification of an Emergency Plan event per <EPI-A1>, go directly to Section 5.2.1 and utilize the TSC Activation Checklist to augment staff and coordinate the transfer of Emergency Coordinator duties.

6.2 **Administrative Assistant**

6.2.1 Do NOT initiate the TSC Activation Checklist unless an Emergency Plan event is classified per <EPI-A1>.

6.2.2 Instruct TSC Communicator NOT to test the NRC ENS Circuit or "5-Way" State/County Ringdown.

6.2.3 Track the arrival of TSC staff and periodically notify the TSC Operations Manager of staffing levels.

6.2.4 Initiate callouts for additional TSC support at the direction of the TSC Operations Manager and on-call TSC responders, using available communicators.

6.2.5 Assign support staff as they become available to TSC status boards and the Records Room.

6.2.6 When notified by the TSC Operations Manager that the Emergency Plan has been entered, go to Section 5.3.1 and use the TSC Activation Checklist to ensure minimum staffing and testing of equipment.

TSC ACTIVATION CHECKLIST

(TO BE COMPLETED BY THE ADMINISTRATIVE ASSISTANT)

A. ☐ TSC rooms are unlocked [NOTE: Master key located in keybox outside TSC Records Room.]

B. Verify TSC manning levels:

Minimum TSC Staffing Requirements:

- ☐ TSC Operations Manager
- ☐ Operations Advisor
- ☐ Maintenance Coordinator
- ☐ Plant Technical Engineer
- ☐ Core/Hydraulic (Reactor) Engineer
- ☐ Radiation Protection Coordinator
- ☐ Dose Assessor (shift Chemistry Tech.)
- ☐ Administrative Assistant
- ☐ "5-Way" Communicator
  NOTE: Control Room communicator can be relocated to TSC to support facility activation or qualified I&C technicians used from OSC.
- ☐ ENS Communicator or assigned engineer

POSITIONS NOT REQUIRED TO DECLARE TSC OPERATIONAL:

- ☐ Electrical Engineer
- ☐ Mechanical Engineer
- ☐ Regulatory Affairs Coordinator
- ☐ Security Coordinator
- ☐ Information Liaison
- ☐ Radiation Protection Assistant
- ☐ RMT Communicator
- ☐ Support Staff #1 - Operations Manager's Log
- ☐ Support Staff #2 - Task Priorities & OSC Team Status Board
- ☐ Support Staff #3 - Plant Technical Data & Plant Radiological Data Status Boards

C. IF TSC ACTIVATION AND PERSONNEL ACCOUNTABILITY ARE BEING PERFORMED SIMULTANEOUSLY, call Ext. 7817 or request that a Security Officer or available TSC/OSC staff member be dispatched to the GET Auditorium to assess available manpower. Direct needed personnel to report to the TSC and notify Security at PACP.

D. Test the following circuits:

- ☐ Intra-Facility (TSC-OSC) PA
- ☐ Turn up Plant PA ceiling speakers in TSC rooms & hallway

E. ☐ Verify that the Operations Advisor has activated the ERDS transmission to the NRC. If not yet performed, initiate transmission at this time per EPI-A6 Section 5.7.1.1.

NOT REQUIRED TO DECLARE FACIEITY OPERATIONAL

F. Facility wall clocks in the Display Room, FIRSTENERGY Room, & Hallway synchronized with ICS.

Submitted By: _____ ___/___/___ @ _____ hours

Administrative Assistant Date Time

TSC ACTIVATION CHECKLIST

(TO BE COMPLETED BY THE TSC OPERATIONS MANAGER)

PNPP No. 7987 Rev. 3/13/02 EPI-A6

1. ☐ When the minimum staffing requirements are met and the TSC is ready to be declared OPERATIONAL, brief TSC staff on current plant conditions, emergency actions underway, Control Room needs, and TSC priorities.

2. ☐ Announce over the Plant PA System that "the TSC is OPERATIONAL, and control for OSC activities (if operational) has been transferred to the TSC". Record time TSC declared OPERATIONAL in logbook.

3 ☐ Inform the Security Coordinator that the TSC has assumed responsibility for directing SAS to perform further ERO notifications.

4. ☐ Inform the Shift Manager that the TSC is now OPERATIONAL, and establish when the following Emergency Coordinator duties will be transferred to the TSC:
   - event classification per EPI-A1.
   - offsite notifications per EPI-B1.
   - offsite protective action recommendations per EPI-B8.

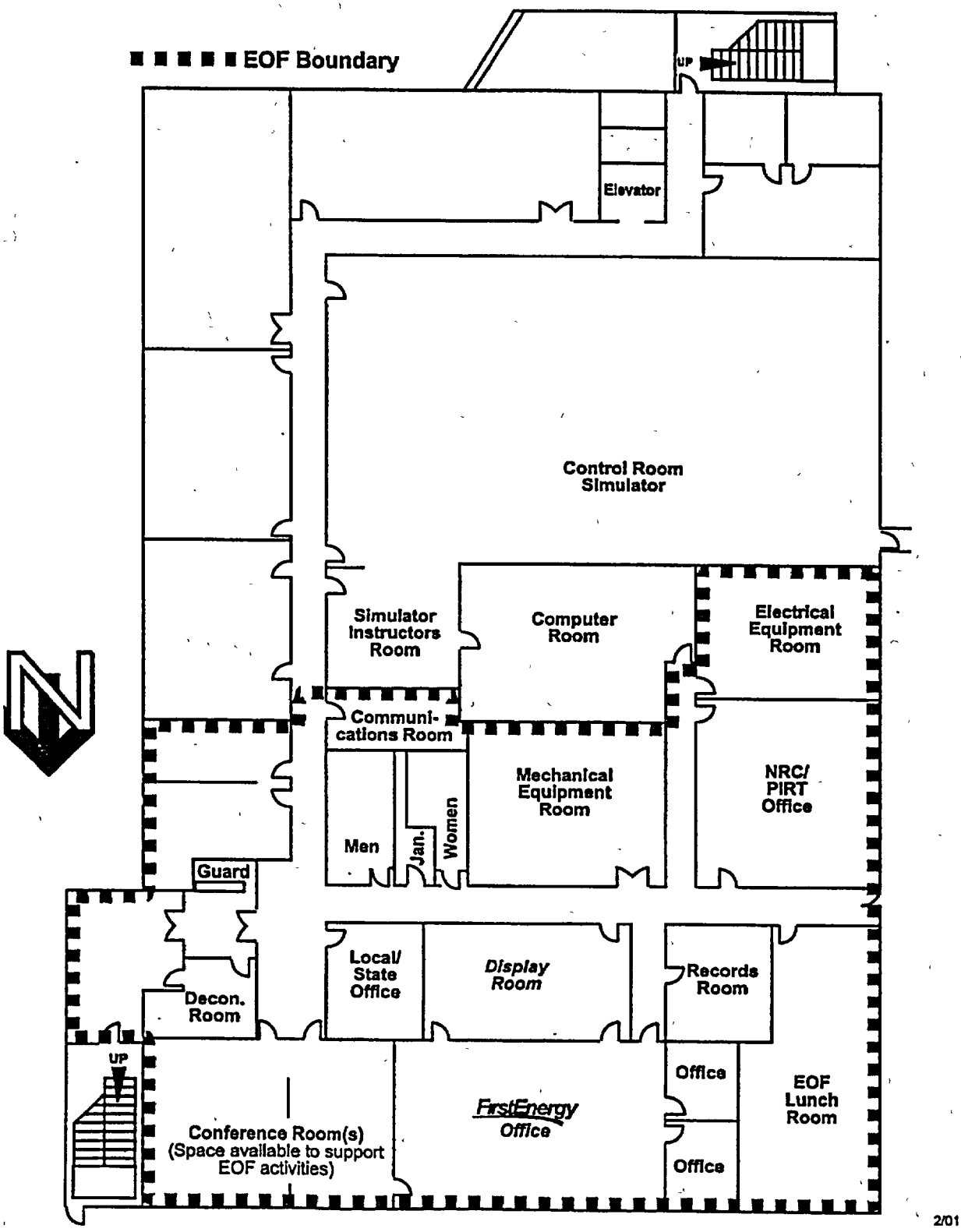
   ☐ Notify the TSC Administrative Assistant prior to assuming offsite notification responsibilities.

5. Announce over the Intra-Facility (TSC-OSC) PA the transfer of Emergency Coordinator duties from the Control Room to the TSC, record transfer in logbook, and post the transfer of responsibilities on facility status board:

   ☐ Event Classification ☐ Offsite Notifications ☐ Offsite Protective Action Recommendations

Declared Operational: _____ ___/___/___ @ _____ hours
TSC Operations Manager Date Time

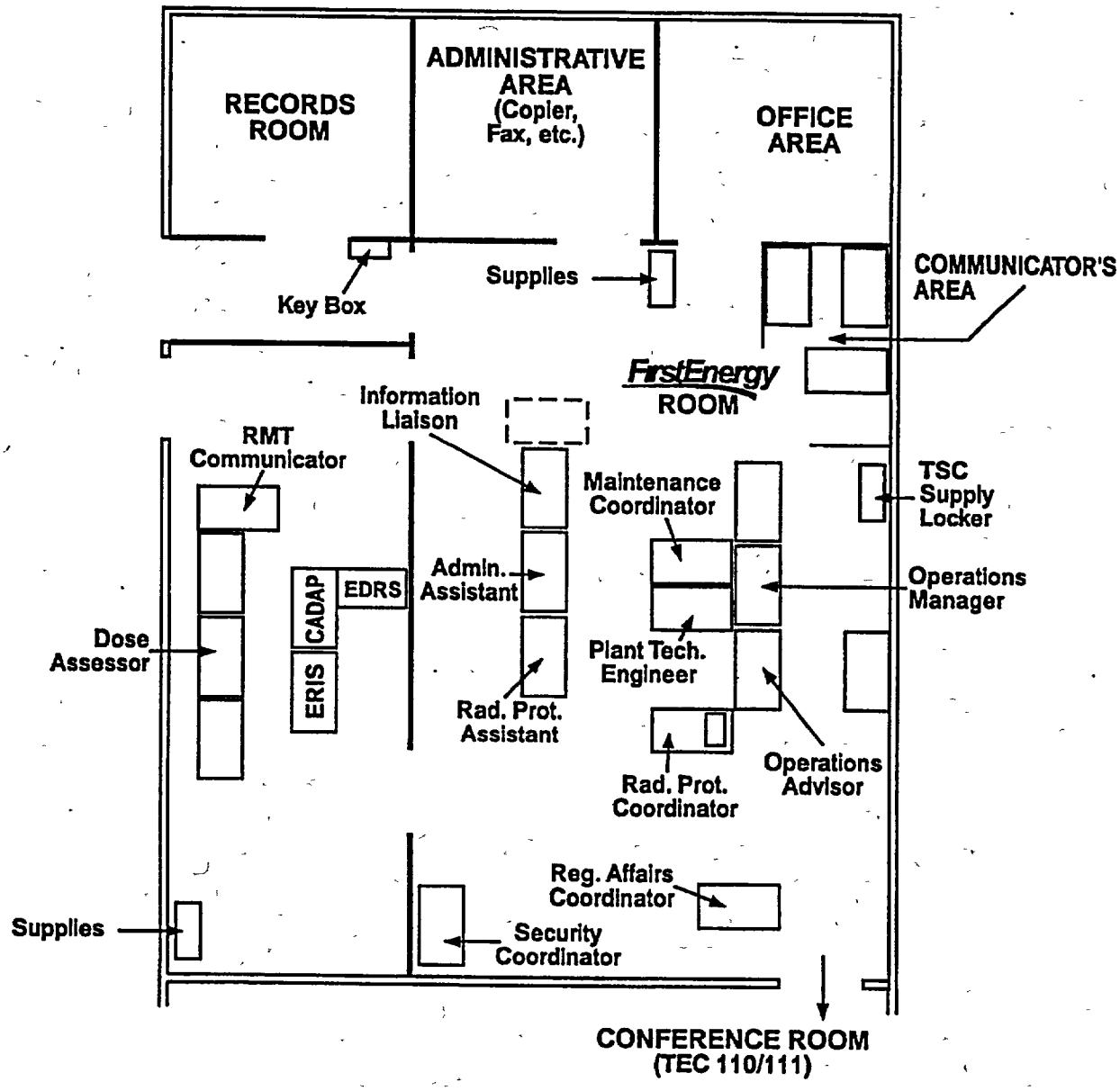
ALTERNATE TSC LAYOUT
Perry Training Center/ First Floor



2/01

PERRY NUCLEAR POWER PLANT
ALTERNATE TECHNICAL SUPPORT CENTER LAYOUT

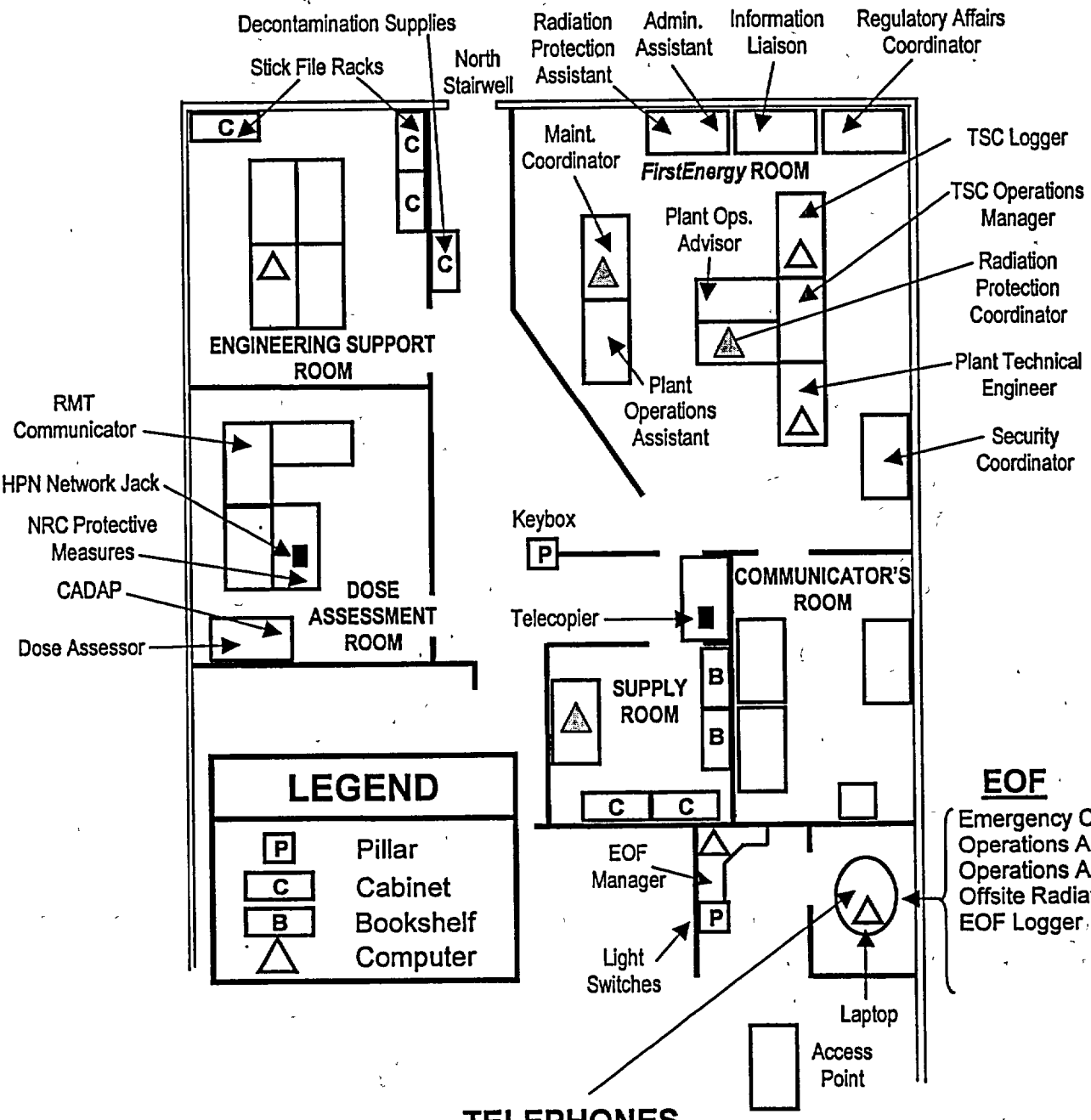
TRAINING CENTER (TEC)
FIRST FLOOR



2/01

ASHTABULA SERVICE CENTER TECHNICAL SUPPORT CENTER /BEOF LAYOUT

ASHTABULA SERVICE CENTER SECOND FLOOR



TELEPHONES

1- EOF Logger
1- Emergency Coordinator
1- Operations Assistant
1- 3-Way Speaker Phone

07/02

FirstEnergy Nuclear Operating Company

PERRY NUCLEAR POWER PLANT

UNIT 1 & 2

ACKNOWLEDGMENT OF RECEIPT

Title Emergency Plan's Implementing Procedures for the Perry Nuclear Power Plant (EPIs), **EPI-A7 Rev. 10**

Control No. 60

Letter No./Date PY-CEI/NRR-2660L / September 4, 2002

_____ _____

Signature Date

_____

Title

Return to:

Perry Nuclear Power Plant
Attn: Beverly Richardson, A240
P. O. Box 97
Perry, Ohio 44081

FirstEnergy Nuclear Operating Company
Perry Nuclear Power Plant

Controlled Document Instruction Sheet

Manual: Emergency Plan Implementing Procedures for Perry Nuclear Power Plant (EPI), EPI-A7 Rev. 10

Control Number 60

Remove the entire old revision and insert the entire new revision.

PERRY OPERATIONS MANUAL

PNPP
UPDATED
CONTROLLED COPY

Emergency Plan Implementing Instruction No. 160

TITLE: OPERATIONS SUPPORT CENTER ACTIVATION

INFORMATION ONLY

REVISION: 10 EFFECTIVE DATE: 8-29-02

PREPARED: David L. Bauguess 7-30-02
/ Date

OPERATIONS SUPPORT CENTER ACTIVATION

Table of Contents

SCOPE OF REVISION:

Periodic Review - Required

Rev. 10 - 1. Updated Perry Operations Section titles.
2. Modified references to an alternate OSC to include the Backup EOF, to be used if the site is inaccessible.
3. Added direction for movement of onsite and offsite OSC personnel if site is inaccessible.
4. Deleted reference to RPI-0124 which was deleted and referenced NOP-LP-1002 to be used to call out additional RP personnel.

OPERATIONS SUPPORT CENTER ACTIVATION

1.0 PURPOSE

This instruction describes the activation and operation of the Operations Support Center (OSC), and delineates the responsibilities of designated OSC personnel.

As written, EPI-A7 provides the direction and structure needed to implement the requirement of the Emergency Plan. This instruction can also be used at the Control Room Shift Manager's discretion to mobilize plant personnel and to provide direction and control in response to a significant plant event outside the Emergency Plan. However, plant personnel will adhere to all normal plant procedures in response to the mobilization of the OSC for an event not classifiable in accordance with <EPI-A1>.

2.0 REFERENCES

2.1 Source References:

1. Emergency Plan for PNPP Docket Nos. 50-440, 50-441
2. Emergency Plan Implementing Instruction (EPI) A6: "Technical Support Center Activation"
3. Plant Administrative Procedure (PAP) 0905: "Work Order Process"
4. Plant Administrative Procedure (PAP) 0904: "Work Prioritization System"

2.2 Use References:

1. Emergency Plan Implementing Instruction (EPI) A1: "Emergency Action Levels"
2. Emergency Plan Implementing Instruction (EPI) A2: "Emergency Actions Based On Event Classification"
3. Emergency Plan Implementing Instruction (EPI) B5: "Personnel Accountability/Site Evacuations"
4. Plant Administrative Procedure (PAP) 1701: "Records Management Program"
5. Nuclear Operating Administrative Procedure (NOP-LP) 1002: "Fitness for Duty Program"
6. Emergency Plan Implementing Instruction (EPI) B9: "Emergency Records"

7. Emergency Plan Implementing Instruction (EPI) B11: "Emergency Dosimetry Issue"

8. Health Physics Instruction (HPI) B0003: "Processing of Personnel Dosimetry"

9. Commitments addressed in this document:

   P00059 P00092 P00101

3.0 DEFINITIONS

3.1 Activation/Activate

In regards to any emergency response facility, the term ACTIVATION shall refer to that time period from the decision to mobilize or ACTIVATE a facility to the decision to declare the facility OPERATIONAL.

3.2 Operational

In regards to any emergency response facility, the term OPERATIONAL shall refer to the decision to declare a facility functional and ready to perform its stated function(s).

3.3 Priority 1 - Emergency

Immediate action required to mitigate failures that potentially threaten reactor safety, the public health, or life. Documentation of actions taken may occur after the fact.

A PRIORITY 1 shall include those immediate response actions critical toward preventing or mitigating an actual or imminent loss of a fission product barrier, i.e., fuel, Reactor Coolant System boundary, or Primary Containment.

3.4 Priority 2 - Urgent

System or equipment failure has occurred which impacts safe shutdown equipment such that plant shutdown may be necessary, or during outages, reduces the capability to provide for decay heat removal. Priority 2 may also be assigned to deficiencies which cause or may cause reduced generating capacity and/or personnel safety hazards. Resources necessary to support eliminating the deficiency and/or hazard should be applied immediately and continuously until completed.

3.5 Priority 3 - Routine (E-Plan)

Work or assessment activities which are not categorized under "Emergency" or "Urgent" priorities, and whose delay will not impact the restoration of systems or components required to address Emergency Response Organization (ERO) task priorities.

4.0 RESPONSIBILITIES

4.1 Shift Manager

1. Coordinate the initial activation of the OSC and direction of emergency teams and support personnel from the OSC prior to the Technical Support Center (TSC) being declared operational.

2. Direct the activation of the OSC in an alternate location based on plant conditions.

3. Activate and dispatch the Fire Brigade and First Aid Teams (FAT).

4. Direct the activities of the Plant Operators (POs) and Plant Attendants (PAs) in coordination with the TSC and OSC Coordinator.

4.2 OSC Coordinator

1. Coordinate the activities of emergency teams and support personnel dispatched from the OSC at the direction of the TSC, or Control Room Shift Manager prior to the TSC being operational.

2. Support PO/PA in-plant activities as requested by the Operations Foreman.

3. Maintain accountability of OSC personnel.

4. Direct the relief of OSC staff and emergency team members, as required.

5. Ensure dosimetry is issued to all OSC staff and Control Room personnel upon declaration of a Site Area Emergency or initiation of personnel accountability.

4.3 TSC Maintenance Coordinator

1. Direct the operation of the OSC and in support of TSC in-plant priorities and the required restoration of plant systems and components.

2. Direct all requests for emergency teams and support personnel to the OSC Coordinator.

3. Continuously apprise the OSC Coordinator of current plant status and transient conditions, and established OSC priorities.

4. Provide the OSC with plant technical, operations, and maintenance information as necessary.

5. Periodically apprise the Operations Manager on current OSC and emergency team operations.

4.4 **Operations Foreman**

1. Supervise shift PO/PA activities at the direction of the Shift Manager or Unit Supervisors, and in coordination with the OSC Coordinator.

4.5 **Director, Perry Nuclear Maintenance Department (PNMD)**

1. Maintain an updated callout listing in the OSC of PMS personnel to facilitate the prompt augmentation of OSC staff.

4.6 **Manager, Radiation Protection Section (RPS)**

1. Maintain an updated callout listing of RPS personnel to facilitate the prompt augmentation of OSC staff.

5.0 ACTIONS

CAUTION

If the site is in a security event, for personnel safety, all actions that involve personnel movement must be coordinated with both the Shift Manager and the Supervisor, Nuclear Security Operations (SNSO).

5.1 **Shift Manager**

5.1.1 Activation

1. Determine if conditions threaten or render the site inaccessible or 599' elevation of the Control Complex unavailable.

   a. If the 599' CCB is considered available to support OSC operations, announce the activation of the OSC and conduct ERO notifications in accordance with <EPI-A2>.

   b. If the 599' CCB is NOT available/habitable, announce the relocation of the OSC to the Unit 2 Control Room.

   c. If site is inaccessible, direct onsite OSC personnel to the 599' CCB or Unit 2 control room as appropriate. Offsite personnel responding to the OSC are to be redirected to the Ashtabula Service Center to receive additional direction from the OSC Coordinator.

   d. If the site is inaccessible due to security reasons such as station isolation or hostile intrusion, coordinate with the SNSO to determine safe movement of onsite personnel including those responding to the OSC. Offsite personnel responding to the OSC will be directed to the Ashtabula Service Center on stand-by to await further direction from the OSC Coordinator.

2. Prior to the arrival of the designated OSC Coordinator, appoint an interim OSC Coordinator from Support Supervisors reporting to the OSC to expedite facility activation.

3. Apprise the OSC Coordinator of plant conditions and emergency actions underway or required.

4. Once the OSC is declared operational, direct the on-shift POs/PAs and the Operations Foreman to relocate to the OSC. This does not apply during a security event that could endanger personnel. The Shift Manager in coordination with the SNSO will determine movement of onsite personnel.

5.1.2 Operation

1. Coordinate the dispatching of OSC emergency teams and personnel through the OSC Coordinator prior to the TSC being declared operational.

   a. Assign the appropriate briefing requirements, based on work priorities listed below, to each team being dispatched from the OSC based on the following criteria:

      PRIORITY 1 (EMERGENCY) ENTRY: Minimum briefing. Paperwork to be completed upon team's return to OSC, but use status boards to track team members and team progress. Assign necessary Radiation Protection coverage to support team activities.

      PRIORITY 2 (URGENT) ENTRY: Team to be briefed and dispatched ahead of routine entry work. Parts II and III (if applicable) of briefing sheet must be completed prior to dispatching team.

      PRIORITY 3 (ROUTINE) ENTRY: Full briefing of team and completion of briefing sheet. Entry should be delayed for higher priority entries.

2. Turnover control of OSC activities, with the exception of responsibility for POs/PAs, to the TSC Maintenance Coordinator when TSC is declared operational.

3. Direct requests for OSC support, except for the direction of POs/PAs, through the TSC Operations Advisor.

4. Direct requests for on-shift PO/PA support through the Operations Foreman located in the OSC on extension 7240, assigning the appropriate briefing requirements for each team/task.

   a. Immediately advise the TSC Operations Advisor on any actual or perceived delays in the dispatching of POs/PAs in support of TSC in-plant priorities and/or the required restoration/operation of plant systems and components.

5. Periodically update the Operations Foreman on plant status and emergency activities presently underway or required, and obtain a status of on-going and completed OSC activities.

5.2 OSC Coordinator

5.2.1 Activation

1. Use the OSC Activation Checklist (PNPP No. 7992, Attachment 1) to track and document completion of the activation actions outlined below.

   NOTE: Goal for OSC activation is 45 minutes: 30 minutes response time when notified, plus 15 minutes to reach operational status.

   a. If directed to use the Unit 2 Control Room an alternate OSC location, perform the following:

      1) Obtain the OSC Equipment kit stored in the Unit 1 Control Room E-Plan Locker which contains forms, procedures, etc., to aid in the initial activation of the OSC.

      2) Identify OSC personnel assembly areas to address space limitations and/or occupancy restrictions.

      3) Relocate the Plant Emergency Instruction (PEI) tool cabinet to the alternate OSC, based on ability to access the 599' CCB.

2. Determine available OSC staff present in or responding to the OSC.

   a. Direct available personnel to initiate callouts for required PMS supervisors and craft based on the event, using the PMS Callout List (maintained by PMS in the OSC). Ensure the fitness for duty status of all call-ins as determined per <NOP-LP-1002>.

   b. Verify that the on-shift Radiation Protection Supervisor or Technician-In-Charge has initiated callouts to ensure minimum staffing levels are met. Ensure the fitness for duty status of all call-ins per <NOP-LP-1002>.

      NOTE 1: A minimum of four RP technicians, in support of in-plant activities, are required at an Alert.

      NOTE 2: A minimum of seven RP technicians, in support of in-plant activities, are required at a Site Area Emergency.

c. Direct the on-shift Chemistry Technician to callout a second Chemistry Technician or Supervisor, if not presently on-site, for events classified as a Site Area Emergency. Ensure the fitness for duty status of all call-ins per <NOP-LP-1002>.

3. Identify I&C technicians qualified as Control Room/TSC Communicators and, if requested, dispatch to the TSC to assist in facility activation.

4. Identify qualified RMT Leaders and Helpers present in the OSC, and when requested, dispatch to EOF Decontamination Room as RMTs are mobilized.

NOTE: Ensure minimum RP complement (4 at Alert/7 at Site Area Emergency) is maintained as OSC in-plant support. Callouts for additional RMT personnel, if required, will be initiated by TSC per <EPI-B3>.

5. Direct personnel reporting to the OSC Conference Room, to utilize the "accountability" card reader located in the TSC hallway.

a. If the TSC "accountability" card reader is inoperable, obtain a listing of personnel reporting to the OSC using the Personnel Accountability Checklist form (PNPP No. 7957).

b. When a Site Area Emergency is declared concurrent with OSC activation, direct available RP personnel to issue dosimetry to OSC staff per <HPI-B0003>.

NOTE: OSC personnel located outside the Protected Area will report to the TEC Auditorium, Ext. 7817, once accountability is declared.

6. Utilize the OSC status boards and OSC Team Briefing/Debriefing Sheets (PNPP No. 7993, Attachment 2) to maintain accountability of OSC personnel leaving or dispatching from the OSC.

7. Contact the Shift Manager to obtain a briefing on plant conditions and emergency actions requiring OSC support.

8. If a potential radiological hazard exists, Radiation Protection to initiate periodic monitoring of area and airborne radiation levels in the OSC and adjacent areas. <P00092>

9. Synchronize OSC Conference Room wall clock with ICS by contacting TSC.

10. Declare the OSC operational using available staffing by performing the following:

    NOTE: The primary focus in declaring the OSC operational is to assist the Control Room in coordinating maintenance and repair activities. The OSC should, therefore, be declared operational after determining available staff.

    a. Inform the Shift Manager that the OSC is operational, and request that the on-shift POs and Operations Foreman be relocated to the OSC.

    b. Notify the TSC Maintenance Coordinator, if the TSC was activated, that the OSC is operational.

    c. Announce over the Plant PA System that the OSC is now operational.

11. Initiate actions listed under Section 5.2.2 to further augment OSC staff. Ensure the fitness for duty status of all call-ins is determined per <NOP-LP-1002>.

5.2.2 Operation

1. Assign a Radiation Protection Supervisor and, if required, a Chemistry Supervisor from OSC staff as they become available.

2. Designate and direct OSC technicians/craft to assembly areas, if necessary, to limit the number of people in and around the OSC to only those needed to support present OSC activities.

    NOTE: Assembly area locations should be chosen at the OSC Coordinator's discretion based on the number of OSC staff and with consideration to radiological conditions in-plant or onsite.

3. Assign OSC Support Staff from personnel available in the OSC to assist in maintaining a facility log per <EPI-B9> and to update OSC status boards.

4. Contact WMS Planner area(s) to determine resources available onsite, and direct work planner(s) to report to the OSC Conference Room, if needed.

    NOTE: Pager/telephone numbers for contacting the WMS work planners are listed on the Perry Work Implementation Schedule (PWIS).

5. Contact the Warehouse Supervisor or Material Handler and inform him of the OSC activation and to ensure that assistance is available onsite in accessing the Warehouse.

   NOTE: Pager/telephone numbers for contacting Material Management support are listed on the PWIS.

6. For events involving the actual or potential release of toxic or combustible gas hazards or confined space entry, contact a representative from the Site Safety Unit.

7. Ensure that the OSC Task Priority Board is revised based on periodic updates for TSC.

8. Use a OSC Team Briefing/Debriefing Sheet to assign a responsible supervisor to assemble and brief each OSC team, based on the following briefing requirements established by TSC or the Shift Manager, and to identify required Radiation Protection coverage. <P00101>

   PRIORITY 1 (EMERGENCY) ENTRY: Minimum briefing. Paperwork to be completed upon team's return to OSC, but use status boards to track team members and team progress. Assign necessary Radiation Protection coverage to support team activities.

   PRIORITY 2 (URGENT) ENTRY: Team to be briefed and dispatched ahead of routine entry work. Parts II and III (if applicable) of briefing sheet must be completed prior to dispatching team.

   PRIORITY 3 (ROUTINE) ENTRY: Full briefing of team and completion of briefing sheet. Entry should be delayed for higher priority entries.

   a. Request TSC engineering support for in-plant OSC team activities through the TSC Maintenance Coordinator.

   b. Utilize Operations Manual volumes, vendor manuals, plant drawings, and other reference materials available in the TSC Records Room to support the planning OSC work activities and briefing of OSC teams.

9. Assist the Operations Foreman in briefing, equipping, providing RP support, and in tracking POs/PAs being dispatched from the OSC at the Control Room's direction to restore and/or operate plant systems and components.

   NOTE: While the TSC and Control Room must coordinate OSC activities whenever and wherever possible, the Shift Manager does have authority to direct the Operations Foreman to dispatch on-shift POs/PAs from the OSC without TSC concurrence, if in his judgment the situation warrants such action.

10. Request PO/PA support from the Operations Foreman for OSC teams being mobilized at TSC direction.

11. Ensure that OSC Team Status Board accurately reflects team status, assigned task, and composition.

    a. Direct OSC staff to promptly communicate to the TSC using the status board ringdown, the dispatching, return, and periodic status of OSC teams.

12. Ensure that the responsible supervisor designated for each OSC team adequately briefs team members upon their returning and that actions taken, observations made, radiological surveys performed, etc., are documented on the back of OSC Team Briefing/Debriefing Sheet.

    a. If required by Responsible Supervisor, ensure that an OSC Team Troubleshooting/Activity Lbg (PNPP No. 9676, Attachment 3) is completed to document team activities.

13. Periodically discuss OSC status and repair activities either being planned or underway with the TSC Maintenance Coordinator.

14. Continue to assess radiological conditions in the vicinity of the OSC and staff assembly areas.

    a. If an actual or potential radiological hazard is detected, immediately notify the Maintenance Coordinator and recommend relocating assembly areas or the OSC to the Unit 2 Control Room.

    NOTE: An OSC Equipment Kit has been placed in the Unit 1 Control Room - E-Plan Locker to support the activation of the alternate OSC.

15. Arrange for the relief of OSC supervisory and staff personnel when required or as directed by the TSC Maintenance Coordinator. Ensure the fitness for duty status is determined for call-ins per <NOP-LP-1002>.

    a. Request that the TSC Maintenance Coordinator coordinate the contacting of required personnel and their access through the 10-mile Emergency Planning Zone (EPZ) to the plant, if offsite protective actions are in place.

16. Upon declaration of a Site Area Emergency or initiation of personnel accountability, perform the following:

    a. Direct OSC personnel, who have not yet done so as part of OSC activation, to log-in for accountability purposes using the designated TSC Hallway card reader.

b. If the TSC "accountability" card reader is inoperable, forward the completed Personnel Accountability Checklist(s) to the Central Alarm Station (CAS) per <EPI-B5>.

c. Direct the Warehouse Supervisor, Warehouse Material Handler(s), or other personnel outside the facility, but required to support OSC activities, to report to the OSC for accountability and radiation protection purposes.

d. Integrate into the OSC or dismiss unnecessary OSC personnel assembling in the Training and Education Center (TEC) Auditorium.

e. Contact the TSC Security Coordinator with the name(s) of the individual(s) requiring immediate access to the Protected Area to support OSC activities prior to accountability being completed.

f. Direct the OSC Radiation Protection Supervisor to issue a direct-reading dosimeter (DRD), and Thermoluminescent Dosimeter (TLD), if necessary, to <u>OSC staff and Control Room</u> personnel currently without dosimetry per <HPI-B0003>.

g. Initiate callouts as required to meet the following minimum staffing levels. Ensure the fitness for duty status is determined for call-ins per <NOP-LP-1002>.

   1) RP technicians/supervisors - 7 (supporting OSC in-plant activities)

   2) Chemistry technicians/supervisors - 2

17. When directed to deactivate the OSC, perform the following:

a. Release OSC personnel after ensuring that all equipment is inventoried and restored, the OSC Conference Room and staff assembly areas policed, and all generated records collected.

b. Turn over all records generated to the TSC Administrative Assistant, or Control Room Assistant if the TSC was not activated per <EPI-B9>.

c. Ensure that issued dosimetry is collected.

d. Notify the TSC Maintenance Coordinator, if the TSC was not activated, or the Control Room Shift Manager when the OSC is deactivated.

5.3 OSC Support Supervisors

5.3.1 Activation

1. Respond to the OSC Conference Room or designated alternate location, when the Plant PA announcement is made to activate the OSC.

   NOTE: The Shift Manager may use his judgment based on plant conditions and designate the Unit 2 Control Room or Backup EOF as the alternate OSC. An OSC Equipment Kit stored in the Unit 1 Control Room E-Plan Locker, should be obtained to assist in OSC activation and initial operation.

   a. If located outside the Protected Area during an OSC activation occurring simultaneously with of Site accountability/evacuation, report immediately to the TEC Auditorium and await instructions per <EPI-B5>.

2. Upon arrival, if the (duty) OSC Coordinator is not present, assume the position of interim OSC Coordinator and perform the actions listed in Section 5.2.

3. Assist in the activation of the OSC and accountability of personnel reporting to the OSC.

4. Assist the OSC Coordinator in contacting additional craft and technical support to augment OSC staffing utilizing the OSC Staff Callout Listing. Ensure the fitness for duty status of call-ins is determined per <NOP-LP-1002>.

5.3.2 Operation

1. When identified as a responsible supervisor for an OSC team, assemble and brief team members, based on the briefing requirements established by the TSC or Shift Manager using the OSC Team Briefing/Debriefing Sheet.

   a. If designated by OSC Coordinator, ensure team members receive a Radiation Protection briefing and Part III of the briefing sheet is completed before dispatching team.

   b. Designate whether an OSC Team Troubleshooting/Activity Log is required to document team activities.

2. Assist the OSC Coordinator in maintaining accountability of personnel located in the OSC and any OSC staff assembly areas being utilized.

3. Immediately inform the OSC Coordinator of changes in OSC team status; ensure the OSC Team Status Board is updated and that status changes are immediately relayed to TSC.

4. Ensure that teams returning to the OSC are adequately debriefed and that actions taken, observations made, radiological surveys performed, etc., are documented on the back of OSC Team Briefing/Debriefing Sheet and OSC Team Troubleshooting/Activity Log.

5. Upon declaration of a Site Area Emergency or initiation of personnel accountability, perform the following:

   a. Direct OSC personnel, who have not yet done so during OSC activation, to log-in for accountability purposes using the designated TSC Hallway card reader.

   b. Assist the OSC Coordinator in completing the Personnel Accountability Checklist (PNPP No. 7957) if the TSC "accountability" card reader is inoperable.

   c. Assist the OSC Radiation Protection Supervisor in issuing a TLD and/or DRD to all OSC staff and Control Room members currently without dosimetry per <HPI-B0003>.

5.4 Operations Foreman

5.4.1 Activation

1. Relocate the on-shift POs/PAs to the OSC (599'CCB), when directed by the Shift Manager, and identify yourself to the OSC Coordinator.

   NOTE: The Control Room will retain control of the on-shift POs/PAs at all times with the Operations Foreman acting as an interface with the OSC Coordinator.

2. Direct POs/PAs to utilize the "accountability" card reader located in the TSC Hallway.

3. Notify the Shift Manager or Unit Supervisor when the move to the OSC is complete.

5.4.2 Operation

1. When directed by the Control Room to dispatch a PO/PA(s), perform the following:

   a. Notify the OSC Coordinator of the names of the POs/PAs, where they are being dispatched, task priority and briefing requirements assigned by the Control Room, and OSC support needed.

   b. Ensure that (1) an OSC Team Briefing/Debriefing Sheet is completed, based on the assigned priority; and (2) that a team number for tracking and accountability purposes is obtained from the OSC Coordinator.

1) PRIORITY 1 (EMERGENCY) ENTRY: Minimum briefing. Paperwork to be completed upon team's return to OSC, but use status boards to track team members and team progress. Assign necessary Radiation Protection coverage to support team activities.

2) PRIORITY 2 (URGENT) ENTRY: Team to be briefed and dispatched ahead of routine entry work. Parts II and III (if applicable) of briefing sheet must be completed prior to dispatching team.

3) PRIORITY 3 (ROUTINE) ENTRY: Full briefing of team and completion of briefing sheet. Entry should be delayed for higher priority entries.

c. Ensure that POs/PAs being dispatched are briefed on Radiation Protection concerns and RP coverage provided if deemed necessary; if not required, check NOT REQUIRED block on PART III of briefing sheet.

1) Immediately advise the Control Room and TSC Operations Advisor of any actual or perceived delays in the dispatching of PO's/PAs from the OSC in support of TSC in-plant priorities and/or required restoration/operation of plant systems and components.

NOTE: POs/PAs may be dispatched at the Control Room's direction without OSC Coordinator concurrence. However, this should be used as a last resort, since the safety of the PO/PA being dispatched may be jeopardized.

2. Immediately inform the OSC Coordinator of changes in team status and ensure the OSC Team Status Board is updated.

3. Designate a PO/PA in support of OSC repair activities at the request of the OSC Coordinator.

4. Ensure that POs/PAs returning to the OSC are adequately debriefed and that actions taken, observations made, etc. are documented on the back of the OSC Team Briefing/Debriefing Sheet.

a. Verify that an OSC Team Troubleshooting/Activity Log is completed (if required).

b. Update the OSC Team Status board indicating the team's return.

c. Notify the Control Room and OSC Coordinator of the team's return and restoration/status of systems and components.

5. Appoint a PO to serve as the interim Operations Foreman if you must leave the OSC (e.g., Fire Brigade Leader).

6. Upon declaration of a Site Area Emergency or initiation of personnel accountability, ensure all on-shift POs/PAs and yourself are accounted for through the OSC or, if the OSC is not yet operational, through the Control Room.

5.5 OSC Staff Personnel

5.5.1 Activation

1. Respond to the 599'CCB or designated alternate location, when the Plant PA announcement is made to activate the OSC, and utilize the "accountability" card reader in the TSC Hallway.

> The Shift Manager will use his judgment based on plant conditions in designating the Unit 2 Control Room or Backup EOF as an alternate OSC.

   a. If located outside the Protected Area when an OSC activation occurs simultaneously with personnel accountability, report immediately to the TEC Auditorium and await instructions.

2. Relocate to the OSC staff assembly areas identified by the OSC Coordinator when directed.

5.5.2 Operation

1. Do not leave the OSC or its designated assembly areas unless directed to report to the OSC or released by the OSC Coordinator.

2. Ensure that you are adequately briefed and equipped based on the priority assigned to the OSC team prior to leaving the OSC.

3. Keep the OSC apprised of the status of assigned work when in the field and ensure the OSC is notified of any additional support needed.

   a. Document restoration, repair, and assessment efforts on an OSC Team Troubleshooting Log (if directed).

   NOTE: A TSC engineer may be assigned when needed to assist team personnel in troubleshooting and repair activities. In these situations, the designated OSC Responsible Supervisor, and not the TSC engineer, will retain control of team and must be apprised of team status, delays encountered, etc.

4. Continuously monitor your radiation exposure and area radiation levels when dispatched from the OSC, and request additional RP coverage if needed.

5. Immediately notify the OSC when the assigned work/task is completed, and return to the OSC Conference Room for debriefing.

6. When a Site Area Emergency is declared or personnel accountability initiated, use the "accountability" card reader located in the TSC Hallway, if not performed yet as part of OSC staffing.

   a. When in-plant or in the field as part of an OSC team and not yet logged-in for accountability, immediately contact the OSC to report your location, status, and individuals on or accompanying the team.

5.6 Warehouse Supervisor/Material Handler

5.6.1 Activation

1. When notified by the OSC Coordinator that the OSC has been activated, remain available at your work station or in the Warehouse to process requests for needed parts.

2. Contact material handlers, if needed, to assist in processing parts requests from the OSC.

5.6.2 Operation

1. Coordinate delivery of ordered parts to the OSC (599'CCB) or to a designated work area specified by the OSC.

2. When a Site Area Emergency is declared or personnel accountability is initiated, contact the OSC Coordinator at Ext. 5237 to obtain Radiation Protection coverage or instructions on reporting to OSC.

   NOTE: Access to the Protected Area may be delayed at the Primary Access Control Point (PACP) until accountability is complete.

5.7 Records

5.7.1 Records Handling

1. The records generated by emergency response personnel will be collected and maintained by Emergency Planning Unit (EPU) pursuant to <EPI-B9>. The Emergency Records Package will be transferred to records Management pursuant to <PAP-1701>.

5.7.2 Records Capture

The following records are generated by this document:

Quality Assurance Records

OSC Team Briefing/Debriefing Sheet (PNPP No. 7993)

OSC Team Troubleshooting/Activity Log (PNPP No. 9676)

OSC Activation Checklist (PNPP No. 7992)

Non-Quality Records

None

OSC ACTIVATION CHECKLIST

PNPP No. 7992 Rev. 12/20/00 EPI-A7

1. ☐ If alternate location for OSC is established as the Unit 2 Control Room, obtain OSC Equipment Kit from the Unit 1 Control Room E-Plan Locker.

2. ☐ Determine available manpower on-hand, and direct callouts for additional personnel:
NOTE: Do NOT delay OSC activation pending arrival of additional staff.

POSITION/DISCIPLINE	ASSIGNED/ONSITE	CONTACTED/ RESPONDING
PMS Electrical Supervisor	_____	☐
PMS Mechanical Supervisor	_____	☐
PMS I&C Supervisor	_____	☐
Radiation Protection Technicians (including Supervisors): SITE AREA EMERGENCY - 7 ALERT - 4	☐ No. _____	☐ No. _____
Chemistry Technicians: SITE AREA EMERGENCY - 2 ALERT - 1	☐ No. _____	☐ No. _____

3. ☐ Identify I&C technicians qualified as CR/TSC Communicators and, when requested, dispatch to the TSC to assist in facility activation.

4. ☐ Identify qualified RMT personnel present in OSC and, when requested, dispatch to the EOF Decon Room.
NOTE: Ensure minimum RP complement is maintained in support of OSC in-plant activities.

5. ☐ Obtain accountability by directing personnel reporting to the OSC to use the designated "accountability" card reader in the TSC Hallway.
- If a Site Area Emergency has been declared, issue dosimetry per <HPI-B003>.

6. ☐ Contact the Shift Manager to obtain a briefing on plant and emergency actions requiring OSC support.

7. ☐ If a potential radiological hazard exists, direct RP to initiate periodic monitoring of area and airborne radiation levels on the 599' CC and other assembly areas in use.

8. ☐ Synchronize OSC Conference Room wall clock with ICS by contacting Control Room or TSC.

9. Perform the following to declare the OSC "operational":

   ☐ Notify the Shift Manager that the OSC is operational and request that the Operations Foreman and POs/PAs be relocated to the OSC.

   ☐ Notify the Maintenance Coordinator, if the TSC was activated, that the OSC is operational.

   ☐ Announce over the Plant PA System that the OSC is operational.

   ☐ Sign and indicate the date/time OSC was declared operational in the block below.

DECLARED OPERATIONAL: _____ at ___/___/___ _____
OSC Coordinator *Date* *Time*

PERFORM THE ACTIONS OUTLINED ON BACK OF FORM TO FURTHER AUGMENT STAFF, AS REQUIRED.

OSC ACTIVATION CHECKLIST (Cont'd)

SUPPLEMENTAL ACTIONS:

10. ☐ Assign a Radiation Protection Supervisor and, if required, a Chemistry Supervisor from OSC staff as they become available.
    Radiation Protection Supervisor: _____
    Chemistry Supervisor: _____

11. ☐ Designate and direct OSC technicians and craft to assembly areas as necessary to limit the number of people in and around the OSC.

12. ☐ Assign available staff to maintain OSC Log per <EPI-B9> and maintain facility status boards.

13. ☐ Contact WMS planner work areas or initiate callouts using contact on POD to obtain required work planner support.

14. ☐ Contact Warehouse Supervisor or Material Handler and inform him/her of OSC activation and update on potential material needs.
    NOTE: Materials Management (spare parts) contact listed on POD.

15. ☐ For events involving toxic or combustible gas hazards or confined space entry, contact a representative from the Site Safety Unit.

OSC TEAM BRIEFING/DEBRIEFING SHEET

PNPP No. 7993 Rev. 10/25/00 Page 1 of 2 EPI-A7

PART I — TEAM INITIATION (OSC COORDINATOR)

BRIEFING

TEAM NO. ASSIGNED:

TASK DESCRIPTION:

PRIORITY: *(Refer to back of form for briefing required)*
- ☐ PRIORITY 1 - EMERGENCY
- ☐ PRIORITY 2 - URGENT
- ☐ PRIORITY 3 - ROUTINE

RESPONSIBLE SUPERVISOR:
- ☐ MECH. ☐ OPS
- ☐ ELECT. ☐ RP
- ☐ I&C ☐ CHEM

RADIATION PROTECTION COVERAGE:
- ☐ NOT REQUIRED - PART III NOT APPLICABLE
- ☐ REQUIRED - COMPLETE PART III
- ☐ (Priority 1) ASSIGN RP SUPPORT AND DISPATCH TEAM. DEFER COMPLETION OF PART III

TEAM AUTHORIZED BY: _____ *OSC COORDINATOR* _____ *DATE/TIME*

PART II — WORK BRIEFING (OSC RESPONSIBLE SUPERVISOR)

☐ COMPLETION DEFERRED UNTIL RETURN OF TEAM

LOCATION OF TASK: (BLDG./ELEV./ROOM/AREA)

TRAVEL ROUTE:

W.O. No. (if generated)

COMMUNICATIONS METHODS:
- ☐ GAITRONICS ☐ CONSTANT
- ☐ IN-PERSON ☐ 5 - 10 MIN.
- ☐ RADIO CH. _____ ☐ 10 - 15 MIN.
- ☐ ☐

SAFETY HAZARDS/PRECAUTIONS:
- ☐ ICE VESTS ☐ EAR PROTECTION
- ☐ OTHER:

- ☐ RWP DEFERRED; COMPLETE PART III
- ☐ RWP No. _____ IN LIEU OF PART III.

TEAM ASSIGNMENTS	DOSE AVAILABLE (MREM)	AUTH. DOSE (MREM)	EXPECTED DOSE (MREM)
LEADER: (1)			
MEMBERS: (2)			
(3)			
(4)			

PART III — RADIATION PROTECTION BREIFING

☐ NOT REQUIRED (PER PART 1)

☐ COMPLETION DEFERRED UNTIL RETURN OF TEAM

CLOTHING

BODY ☐ N/A	HEAD ☐ N/A	HANDS ☐ N/A	FEET ☐ N/A	FACE ☐ N/A
☐ LABCOAT ☐ OVERALL ☐ X2 ☐ PLASTICS ☐ T ☐ B ☐ MODESTY GARMENTS ☐ OTHER:	☐ SURGEON'S CAP ☐ CLOTH HOOD ☐ PLASTIC HOOD ☐ TAPE TO RESP. ☐ OTHER:	☐ COTTON LINERS ☐ SURGEON ☐ X2 ☐ RUBBER ☐ X2 ☐ WORK GLOVES ☐ AMBI GLOVES	☐ DISPOSABLE ☐ OTHER:	☐ PART. RESPIRATOR ☐ IODINE RESPIRATOR ☐ SUPPLIED AIR RESP. ☐ AIR HOOD ☐ FACESHIELD

DOSIMETRY

TYPE	MULTIPLE W.B. ☐ N/A	EXTREMITY ☐ N/A	
☐ TLD ☐ 0-500 mR DRD ☐ HIGH RANGE DRD ☐ ALARMING (MG) ☐ TELEMETRY DOS.	☐ HEAD ☐ BACK ☐ GONADS ☐ ELBOW ☐ L ☐ R ☐ KNEE ☐ L ☐ R ☐ OTHER:	☐ HAND ☐ L ☐ R ☐ WRIST ☐ L ☐ R ☐ LOWER LEG ☐ L ☐ R ☐ ANKLE ☐ L ☐ R ☐ OTHER ☐ SEE INSTRUCTIONS	☐ CONTINUOUS SURVEILLANCE ☐ PERIODIC SURVEILLANCE

KI USE: ☐ REQUIRED ☐ N/A
☐ If required, form PNPP No. 9177 completed.

DOSE EXTENSION(S): ☐ REQUIRED ☐ N/A
☐ If required, form PNPP No 6639 completed.

FINAL APPROVAL (OSC RESPONSIBLE SUPERVISOR)

Required briefing(s) completed/team dispatched:

_____ *OSC Responsible Supervisor* Time dispatched _____

☐ OSC Coordinator Notified/Status Boards Updated

OSC TEAM BRIEFING/DEBRIEFING SHEET

PART IV

TEAM DEBRIEFING (OSC RESPONSIBLE SUPERVISOR)

DEBRIEFING RETURN TIME:

☐ OSC COORDINATOR NOTIFIED OF RETURN.
☐ OSC STATUSBOARDS UPDATED; TSC NOTIFIED OF TEAM RETURN.

DESCRIPTION OF FINAL PROBLEM AND RESULTS OF TROUBLESHOOTING:

PROBLEMS CORRECTED ☐ YES ☐ NO - ACTION NEEDED TO CORRECT PROBLEM/ACTION TAKEN TO CORRECT PROBLEM:

TEAM ASSIGNMENTS	TOTAL DOSE (MREM)	RADIATION SURVEYS TAKEN: (list survey ID nos.)
(1)		
(2)		
(3)		
(4)		

DEBRIEFING COMPLETE: _____ (OSC RESPONSIBLE SUPERVISOR) _____ (DATE/TIME)

TEAM BRIEFING REQUIREMENTS

a. PRIORITY 1 (EMERGENCY) ENTRY: Minimum briefing. **Paperwork to be completed upon team's return to OSC**, but use statusboards to track team members and team progress. Assign necessary radiation protection coverage to support team activities.

b. PRIORITY 2 (URGENT) ENTRY: Team to be briefed and dispatched ahead of routine entry work. Parts II and III (if applicable) of briefing sheet must be completed prior to dispatching team.

c. PRIORITY 3 (ROUTINE) ENTRY: Full briefing of team and completion of briefing sheet. **Entry should be delayed for higher priority entries.**

Page ____ of ____

PNPP No. 9676

OSC TEAM TROUBLESHOOTING/ACTIVITY LOG

EPI-A7

DATE	TIME	STEP DESCRIPTION	INITIALS

FirstEnergy Nuclear Operating Company

PERRY NUCLEAR POWER PLANT

UNIT 1 & 2

ACKNOWLEDGMENT OF RECEIPT

Title Emergency Plan's Implementing Procedures for the Perry Nuclear Power Plant (EPIs), **EPI-A11 Rev. 3**

Control No. 60

Letter No /Date PY-CEI/NRR-2660L / September 4, 2002

_____ _____

Signature Date

_____

Title

Return to:

Perry Nuclear Power Plant
Attn: Beverly Richardson, A240
P. O. Box 97
Perry, Ohio 44081

FirstEnergy Nuclear Operating Company
Perry Nuclear Power Plant

Controlled Document Instruction Sheet

Manual: Emergency Plan Implementing Procedures for Perry Nuclear Power Plant (EPI), EPI-A11 Rev. 3

Control Number 60

Remove the entire old revision and insert the entire new revision.

PERRY OPERATIONS MANUAL

PNPP

Emergency Plan Implementing Instruction No. 010

TITLE: ACTIVATION OF THE BACKUP EMERGENCY OPERATIONS FACILITY

REVISION: 3 EFFECTIVE DATE: 8-29-02

PREPARED: Dan Cleavenger 7-27-02
/ Date

ACTIVATION OF THE BACKUP EMERGENCY OPERATIONS FACILITY

Table of Contents

SCOPE OF REVISION:

Rev. 3 -
1. (1.0) Added the Ashtabula Service Center Technical Support Center and clarified when it would be used..
2. (2.2.2) Added EPI-A6 "Technical Support Center Activation" in the use reference section.
3. (2.2.10) Added PY-CEI/NRR letter in the use references section.
4. (3.2) Added the Ashtabula Service Center Technical support Center to the definitions section. The definition describes the function and capabilities of the Ashtabula Service Center Technical Support Center. Also a new reference for the facility layout is referenced, i.e. attachment 7
5. (3.3) Added inaccessible to the definition.
6. (3.4) Added definition for the onsite TSC and alternate onsite TSC when they become inaccessible.
7. (4.1) Revised to add the activation of alternate emergency response facilities.

SCOPE OF REVISION (Cont.):

Rev. 3 -
8. (4.2) Revised to add the activation of alternate emergency response facilities.
9. (4.3)Revised to include the entire ERO staff.
10. (5.3 through 5.3.9.4) Added the ability to Activate the Ashtabula Service Center TSC in Lieu of an onsite TSC.
11. (5.4) Added the Activation of the Ashtabula Service Center (TSC) in relief of the Onsite TSC.
12. (5.5) Added Ashtabula Service Center TSC Activation Checklist as a quality assurance record.
13. (Attachment 3 sheet 2 0f 2) Added plant drawings to the BEOF Equipment Capabilities and Limitations list.
14. (Attachment 6)Added a new Ashtabula Service Center TSC Activation Checklist.
15. (Attachment 7) Added a new attachment that depicts the layout of the Ashtabula Service Center Technical Support Center/BEOF.
16. Updated Perry Operations Section titles throughout this instruction and changed CEI to FirstEnergy and ERIS to ICS.

ACTIVATION OF THE BACKUP EMERGENCY OPERATIONS FACILITY

1.0 PURPOSE

This instruction provides guidance on the activation of the Backup Emergency Operations Facility (BEOF) and/or Ashtabula Service Center Technical Support Center. This instruction is used when the onsite Emergency Operations Facility (EOF) and/or Technical Support Center is or will become unavailable due to the site becoming inaccessible, equipment failure, or habitability concerns. Operation of the BEOF and the Ashtabula Service Center Technical Support Center shall be conducted in accordance with their respective instructions.

2.0 REFERENCES

2.1 Source References:

1. Emergency Plan for PNPP, Docket Nos. 50-4401, 50-441.

2.2 Use References:

1. Emergency Plan Implementing Instruction (EPI) A8: "Emergency Operations Facility Activation"
2. Emergency Plan Implementing Instruction (EPI) A6: "Technical Support Center Activation"
3. Preparedness Support Instruction (PSI) 0008: "Determining the Availability of the Perry Plant On-Site Emergency Response Facilities"
4. Emergency Plan Implementing Instruction (EPI) B1: "Emergency Notification System"
5. Emergency Plan Implementing Instruction (EPI) A2: "Emergency Actions Based On Event Classifications"
6. Emergency Plan Implementing Instruction (EPI) B7a: "Automated Offsite Dose Calculations"
7. Emergency Response Telephone Directory
8. Emergency Public Information Organization Manual
9. Letter for compliance with security measures dated 3/18/02 (PY-CEI/NRR 2622L)
10. Commitments addressed in this document:

    None

3.0 DEFINITIONS

3.1 Backup Emergency Operations Facility (BEOF)

The alternate location for the onsite EOF which can be utilized for the management of overall company emergency response, coordination of emergency support activities with offsite agencies and authorities, and direction of Company radiological monitoring and assessment capabilities, in the event the onsite EOF becomes unavailable. The BEOF is at the Ashtabula Service Center (ASSC) which is located on State Route 84 in Saybrook, approximately 2 miles east of State Route 45.

A map to the ASSC is provided in Directions to the Ashtabula Service Center (Attachment 1). A figure illustrating the facility arrangement is provided in BEOF Layout (Attachment 2), and a listing of available equipment is contained in BEOF Equipment Capabilities and Limitations (Attachment 3).

3.2 Ashtabula Service Center Technical Support Center/BEOF

An alternate offsite Technical Support Center. This facility can be utilized for the management of overall company emergency response, coordination of emergency support activities with offsite agencies and authorities, and direction of Company radiological monitoring and assessment capabilities, in the event the onsite TSC, alternate onsite TSC and EOF become inaccessible. The Ashtabula Service Center TSC is located at the Ashtabula Service Center (ASSC) which is on State Route 84 in Saybrook, approximately 2 miles east of State Route 45.

A map to the ASSC is provided in Directions to the Ashtabula Service Center (Attachment 1). A figure illustrating the facility arrangement is provided in Ashtabula Service Center TSC/BEOF Layout (Attachment 6), and a listing of available equipment is contained in BEOF Equipment Capabilities and Limitations (Attachment 3).

3.3 EOF Unavailable/Inaccessible

The onsite EOF, located in the Perry Training and Education Center (TEC) shall be considered unavailable or inaccessible whenever in the Acting Emergency Coordinator's judgment the facility is unable to support EOF activities. A discussion on EOF availability is contained in <PSI-0008>.

3.4 TSC Inaccessible

The onsite TSC located at the 602' level of the control Complex and onsite Alternate TSC, located in the Perry Training and Education Center (TEC) shall be considered inaccessible whenever in the Acting Emergency Coordinator's judgment the facility is unable to support TSC activities.

3.5 Activation/Activate

In regards to any emergency response facility, the term ACTIVATION shall refer to that time period from the decision to mobilize or ACTIVATE a facility to the decision to declare the facility OPERATIONAL.

3.6 Operational

In regards to any emergency response facility, the term OPERATIONAL shall refer to the decision to declare a facility functional and ready to perform it stated function(s).

4.0 RESPONSIBILITIES

4.1 **Operations Manager/Shift Manager:** Direct the activation of back-up or alternate emergency response facilities should it be determined that the onsite emergency response facilities are or will soon be unavailable or inaccessible.

4.2 **Emergency Coordinator:**

1. Direct the activation of back-up or alternate emergency response facilities should it be determined that the onsite emergency response facilities are or will soon be unavailable or inaccessible.

2. Ensure that responsibility for the non-delegable Emergency Coordinator duties is clearly understood at all times.

4.3 **Emergency Response Organization Staff:** Ensure that their responsibilities and actions are performed in conjunction with this instruction.

5.0 ACTIONS

5.1 Activation of the BEOF in Lieu of the Onsite EOF

5.1.1 **Operations Manager/Shift Manager:**

1. Notify Emergency Response Organization (ERO) personnel of the activation of BEOF as part of the actions required under <EPI-A2> ensuring that the ERO Pager Messages form (PNPP No. 9100) contained in <EPI-B1> indicates the activation of the BEOF in lieu of the onsite EOF.

2. Direct that a Security Officer be dispatched to the onsite EOF to inform EOF staff members reporting to the EOF mistakenly or as part of personnel accountability, that the BEOF is being activated.

3. Direct that a Radiation Protection (RP) Technician be dispatched to the BEOF to supervise personnel monitoring and decontamination activities.

4. During the hours of 2330 to 0630 hours, notify the Duty Supervisor for the ASSC that the BEOF is being activated using the pager and home phone numbers listed in the <Emergency Response Telephone Directory>.

5.1.2 **Emergency Coordinator:**

1. Direct the activation of the BEOF utilizing the Backup EOF Activation Checklist (PNPP No. 9101, Attachment 4), and declare the BEOF operational once adequately staffed.

2. Coordinate the activities of BEOF staff to ensure the responsibilities outlined in <EPI-A8> are met for the proper classification and assessment of the emergency event.

5.1.3 **EOF Manager:**

1. Direct the activation of the BEOF telephone lines ("hot spares"), using the directions provided in the <Emergency Response Telephone Directory> under "Communications Equipment Operating Guidelines".

   NOTE: Auto-dialer located in Communicators' Area should be used for activation of "hot spares".

2. Verify that the facility communicators have established a conference network with the State and local counties, in lieu of the "5-way" line, per the <Emergency Response Telephone Directory> under "Communications Equipment Operating Guidelines".

3. Coordinate the manning and activation of the BEOF utilizing the Backup EOF Activation Checklist.

4. Contact the TSC Security Coordinator to verify that a Security Officer has been dispatched to the BEOF to control facility access.

   a. Direct the Security Officer, upon arrival, to establish and control access to the BEOF at the top of the stairway once the BEOF is declared operational, using the access log and facility badges stored inside the EOF Manager's drawer.

5. Verify that a Communicator has contacted the Nuclear Regulatory Commission (NRC) via commercial telephone and that a bridge has been established on the Emergency Notification System (ENS) circuit.

6. Utilize telecopier and xerox on 1st floor to support BEOF activities, as needed.

   NOTE: A spare telephone jack has been installed at entrance to Supply Room for a 2nd telecopier.

7. Utilize office space and telephones available on the first floor of the ASSC Service Building to support NRC Site Team and State activities.

8. Upon de-activation of the BEOF, contact the Alltel Marketing Department, using the <Emergency Response Telephone Directory>, to request the de-activation of the "hot spare" telephone lines.

9. Perform the actions outlined in <EPI-A8>, as applicable, in support of BEOF operation.

5.1.4 **Plant Operations Advisor:**

1. Assign the Plant Operations Assistant to monitor the Status Board Circuit to obtain plant system status and operational data from the TSC.

2. Coordinate with the EOF Manager the relocation of plant drawings and additional procedures, as needed, from the onsite EOF to the BEOF.

3. Perform the actions outlined in <EPI-A8>, as applicable, in support of BEOF operation.

5.1.5 **Offsite Radiation Advisor:**

1. Establish the data link and verify the operability of the Computer-Aided Dose Assessment Program (CADAP) and associated printer per <EPI-B7a>.

2. Contact the TSC Radiation Protection Coordinator to verify that an RP Technician has been dispatched to the BEOF to provide radiological monitoring of facility.

   a. If warranted, request from the TSC Radiation Protection Coordinator (RPC) that dosimetry delivered from the onsite EOF Decontamination Room to the BEOF.

      NOTE: Due to the ASSC's distance from the Perry Plant, no dosimetry will be stored at the BEOF.

3. When a release has occurred or is in progress, direct available RP technician(s) to set-up a frisker station by the main entrance to the ASSC Service Building.

4. Utilize the Warehouse Garage for personnel monitoring and decontamination.

   NOTE: Basic decontamination supplies are located on the 2nd floor of the Service/Administration Building. Refer to BEOF Decontamination Area Layout (Attachment 5).

5. Contact the NRC from the Dose Assessment Room, and request to be bridged onto the Health Physics Network (HPN) with the TSC. The NRC phone numbers are listed in the <Emergency Response Telephone Directory> under "Offsite Notification Numbers".

   NOTE: Dial the prefix "9+1" when using a CENTREX line.

6. Perform the actions outlined in <EPI-A8>, as applicable, in support of BEOF operation.

5.1.6 **Regulatory Affairs Coordinator:**

1. Verify that the NRC, State of Ohio, and local counties have been notified of the activation of the BEOF and are aware of the location of the ASSC.

2. Contact the Lake County Emergency Operations Center (EOC), using the <Emergency Response Telephone Directory> under "Offsite Notification Numbers", and request that the BEOF be placed on the Executive Discussion Line (EDL).

3. Perform the actions outlined in <EPI-A8> in support of BEOF operation.

5.1.7 **Information Liaison:**

1. Perform the actions outlined in the <Emergency Public Information Organization Manual> in support of BEOF operation.

5.1.8 **Facility Communicators:**

1. If the arrival of the EOF Manager is delayed, contact the Alltel CSC, and request the activation of BEOF phone "hot spares" per the instructions listed in the <Emergency Response Telephone Directory> under "Communications Equipment Operating Guidelines".

   NOTE: Auto-dialer located in Communicators' Area should be used to activate "hot spares".

2. Set up the "5-Way Conference Network", per the <Emergency Response Telephone Directory> under "Communications Equipment Operating Guidelines"; perform a roll call to ensure all EOC's are on the line prior to making the first offsite notification.

3. Contact the NRC Operations Center using the number listed on the auto-dialer label or in the <Emergency Response Telephone Directory> under "Offsite Notification Numbers"; request that the call be bridged onto the NRC ENS Circuit.

   NOTE: Dial the prefix "9-1" when using a CENTREX telephone line to contact the NRC.

4. When assigned to FirstEnergy 800 MHz (RMT) Radio, utilize BEOF Motorola Desk Top Unit Instructions contained in the <Emergency Response Telephone Directory> under "Communications Equipment Operating Guidelines".

5. Perform the actions outlined in <EPI-A8>, as applicable, in support of BEOF operation.

5.1.9 **All BEOF Staff Personnel:**

1. Report to the ASSC when notified or directed to the BEOF, using the directions provided in Attachment 1.

2. Upon arrival at the BEOF, perform a whole body frisk using the survey instrument available at the BEOF Access, if directed, using the instructions posted at the BEOF access and paying particular attention to hands and feet.

3. Log into the BEOF at the Access Control Point after the facility is declared operational.

   NOTE: Due to the distance of the ASSC from the Perry Plant, no dosimetry will be issued.

4. Assist in the activation of the BEOF per this instruction or as instructed upon your arrival.

5.2 Activation of the BEOF in Relief of the Onsite EOF

5.2.1 **Emergency Coordinator** (at the onsite EOF) shall implement either Option 1 or 2:

1. Continue to operate the onsite EOF until the BEOF is operational, per the following:

   NOTE: This option should be considered for situations where existing or projected radiological conditions outside the EOF significantly hamper site access, or for a loss of normal electrical power to the EOF where Uninterrupted Power Supply (UPS) remains available and radiological conditions do not require HVAC operation. (A 90-minute emergency lighting capability is available in the EOF.)

a. Direct the EOF Manager using available support staff to contact personnel utilizing the <Emergency Response Telephone Directory> to staff the BEOF.

b. Relocate needed staff and equipment (i.e., plant drawings, procedures, etc.) from the onsite EOF to the ASSC once the BEOF is operational, and EOF responsibilities have been transferred to the BEOF.

c. Deactivate the onsite EOF and release remaining personnel ensuring appropriate precautions and actions are taken to monitor personnel and vehicles for contamination.

OR

2. Transfer the Emergency Coordinator responsibilities back to the TSC, and relocate the EOF staff to the BEOF.

NOTE: This option should be considered for situations where the continued, effective operation of the onsite EOF is not possible due to equipment unavailability or situations in which its continued operation may affect the health and safety of EOF personnel (i.e., loss of HVAC during a significant radiological release).

5.2.2 **Personnel Staffing the BEOF:** Perform the actions listed in Sections 5.1.2 through 5.1.9.

5.3 Activation of the Ashtabula Service Center (ASSC) TSC in Lieu of an Onsite TSC

5.3.1 **Operations Manager/Shift Manager:**

1. Notify Emergency Response Organization (ERO) personnel of the activation of Ashtabula Service Center TSC as part of the actions required under <EPI-A2> ensuring that the ERO Pager Messages form (PNPP No. 9100) contained in <EPI-B1> indicates the activation of the Ashtabula Service Center TSC in lieu of an onsite TSC.

2. During the hours of 2330 to 0630 hours, notify the Duty Supervisor for the Ashtabula Service Center that this alternate TSC location is being activated. The Ashtabula Service Center Supervisor's pager and home phone numbers are listed in the <Emergency Response Telephone Directory>.

5.3.2 **Emergency Coordinator:**

1. Direct the activation of the Ashtabula Service Center TSC utilizing the Ashtabula Service Center TSC Activation Checklist (PNPP No. 9101, Attachment 4), and declare the facility operational once adequately staffed.

2. Coordinate the activities of Ashtabula Service Center TSC staff to ensure the responsibilities outlined in <EPI-A6> are met for the proper classification and assessment of the emergency event.

5.3.3 **TSC Administrative Assistant:**

1. Direct the activation of the Ashtabula Service Center TSC telephone lines ("hot spares"), using the directions provided in the <Emergency Response Telephone Directory> under "Communications Equipment Operating Guidelines".

   NOTE: Auto-dialer located in Communicators' Area should be used for activation of "hot spares".

2. Verify that the facility communicators have established a conference network with the State and local counties, in lieu of the "5-way" line, per the <Emergency Response Telephone Directory> under "Communications Equipment Operating Guidelines".

3. Coordinate the manning and activation of the facility utilizing the Ashtabula Service Center TSC Activation Checklist.

4. Contact the TSC Security Coordinator to verify that a Security Officer or local law enforcement has been dispatched to the Ashtabula Service Center TSC to control facility access.

   a. Direct the Security Officer or local law enforcement, upon arrival, to establish and control access to the Ashtabula Service Center TSC at the entrance of the facility once it is declared operational, using the access log and facility badges stored inside the TSC Administrative Assistant's drawer.

5. Verify that a Communicator has contacted the Nuclear Regulatory Commission (NRC) via commercial telephone and that a bridge has been established on the Emergency Notification System (ENS) circuit.

6. Utilize telecopier and xerox on 1st floor to support Ashtabula Service Center TSC activities, as needed.

   NOTE: A spare telephone jack has been installed at entrance to Supply Room for a 2nd telecopier.

7. Utilize office space and telephones available on the first floor of the Ashtabula Service Center Building to support NRC Site Team and State activities.

8. Upon de-activation of the Ashtabula Service Center TSC, contact the Alltel Marketing Department, using the <Emergency Response Telephone Directory>, to request the de-activation of the "hot spare" telephone lines.

9. Perform the actions outlined in <EPI-A6>, as applicable, in support of Ashtabula Service Center TSC operation.

5.3.4 **Plant Operations Advisor:**

1. Assign the Plant Operations Assistant to monitor the Status Board Circuit to obtain plant system status and operational data from the Control Room.

2. Perform the actions outlined in <EPI-A6>, as applicable, in support of Ashtabula Service Center TSC operation.

5.3.5 **Radiation Protection Coordinator:**

1. Establish the data link and verify the operability of the Computer-Aided Dose Assessment Program (CADAP) and associated printer per <EPI-B7a>.

2. When a release has occurred or is in progress, direct available RP technician(s) to set-up a frisker station by the main entrance to the Ashtabula Service Center.

3. Utilize the Warehouse Garage for personnel monitoring and decontamination.

   NOTE: Basic decontamination supplies are located on the 2nd floor of the Service/Administration Building. Refer to BEOF Decontamination Area Layout (Attachment 5).

4. Contact the NRC from the Dose Assessment Room, and request to be bridged onto the Health Physics Network (HPN). The NRC phone numbers are listed in the <Emergency Response Telephone Directory> under "Offsite Notification Numbers".

   NOTE: Dial the prefix "9+1" when using a CENTREX line.

5. Perform the actions outlined in <EPI-A6>, as applicable, in support of Ashtabula Service Center TSC operation.

5.3.6 **Regulatory Affairs Coordinator:**

1. Verify that the NRC, State of Ohio, and local counties have been notified of the activation of the Ashtabula Service Center TSC and are aware of the location of the Ashtabula Service Center.

2. Contact the Lake County Emergency Operations Center (EOC), using the <Emergency Response Telephone Directory> under "Offsite Notification Numbers", and request that Ashtabula Service Center be placed on the Executive Discussion Line (EDL).

3. Perform the actions outlined in <EPI-A6> in support of Ashtabula Service Center TSC operation.

5.3.7 **Information Liaison:**

1. Perform the actions outlined in the <Emergency Public Information Organization Manual> in support of Ashtabula Service Center TSC operation.

5.3.8 **Facility Communicators:**

1. If the arrival of the TSC Administrative Assistant is delayed, contact the Alltel CSC, and request the activation BEOF phone "hot spares" per the instructions listed in the <Emergency Response Telephone Directory> under "Communications Equipment Operating Guidelines".

   NOTE: Auto-dialer located in Communicators' Area should be used to activate "hot spares".

2. Set up the "5-Way Conference Network", per the <Emergency Response Telephone Directory> under "Communications Equipment Operating Guidelines"; perform a roll call to ensure all EOC's are on the line prior to making the first offsite notification.

3. Contact the NRC Operations Center using the number listed on the auto-dialer label or in the <Emergency Response Telephone Directory> under "Offsite Notification Numbers"; request that the call be bridged onto the NRC ENS Circuit.

   NOTE: Dial the prefix "9-1" when using a CENTREX telephone line to contact the NRC.

4. When assigned to FirstEnergy 800 MHz (RMT) Radio, utilize BEOF Motorola Desk Top Unit Instructions contained in the <Emergency Response Telephone Directory> under "Communications Equipment Operating Guidelines".

5. Perform the actions outlined in <EPI-A6>, as applicable, in support of Ashtabula Service Center TSC operation.

5.3.9 **All Alternate TSC Staff Personnel:**

1. Report to the Ashtabula Service Center when notified, using the directions provided in Attachment 1.

2. Upon arrival at the Ashtabula Service Center, perform a whole body frisk using the survey instrument available at the building entrance, if directed, using the posted instructions and paying particular attention to hands and feet.

3. Log into the Ashtabula Service Center TSC at the Access Control Point after the facility is declared operational.

   NOTE: Due to the distance of the Ashtabula Service Center from the Perry Plant, no dosimetry will be issued.

4. Assist in the activation of the Ashtabula Service Center TSC per this instruction or as instructed upon your arrival.

5.4 Activation of Ashtabula Service Center TSC in Relief of the Onsite TSC

5.4.1 **Emergency Coordinator** (at the onsite TSC) shall implement either Option 1 or 2:

1. Continue to operate the onsite TSC until the Ashtabula Service Center TSC is operational if conditions permit.

   a. Direct the TSC Administrative Assistant using available support staff to contact personnel utilizing the <Emergency Response Telephone Directory> to staff the Ashtabula Service Center TSC.

   b. Deactivate the onsite TSC and release remaining personnel ensuring appropriate precautions and actions are taken to monitor personnel and vehicles for contamination.

OR

2. Transfer the Emergency Coordinator responsibilities back to the Control Room, and relocate the TSC staff to the Ashtabula Service Center TSC.

   NOTE: This option should be considered for situations where the continued, effective operation of the onsite TSC is not possible due to changing conditions such as equipment unavailability, situations in which its continued operation may affect the health and safety of TSC personnel.

5.4.2 **Personnel Staffing the Ashtabula Service Center TSC:** Perform the actions listed in Sections 5.3.2 through 5.3.9.

5.5 Records

The following records are generated by this document:

Quality Assurance Records

Backup EOF Activation Checklist (PNPP No. 9101)

Ashtabula Service Center TSC Activation Checklist (PNPP No. 10177)

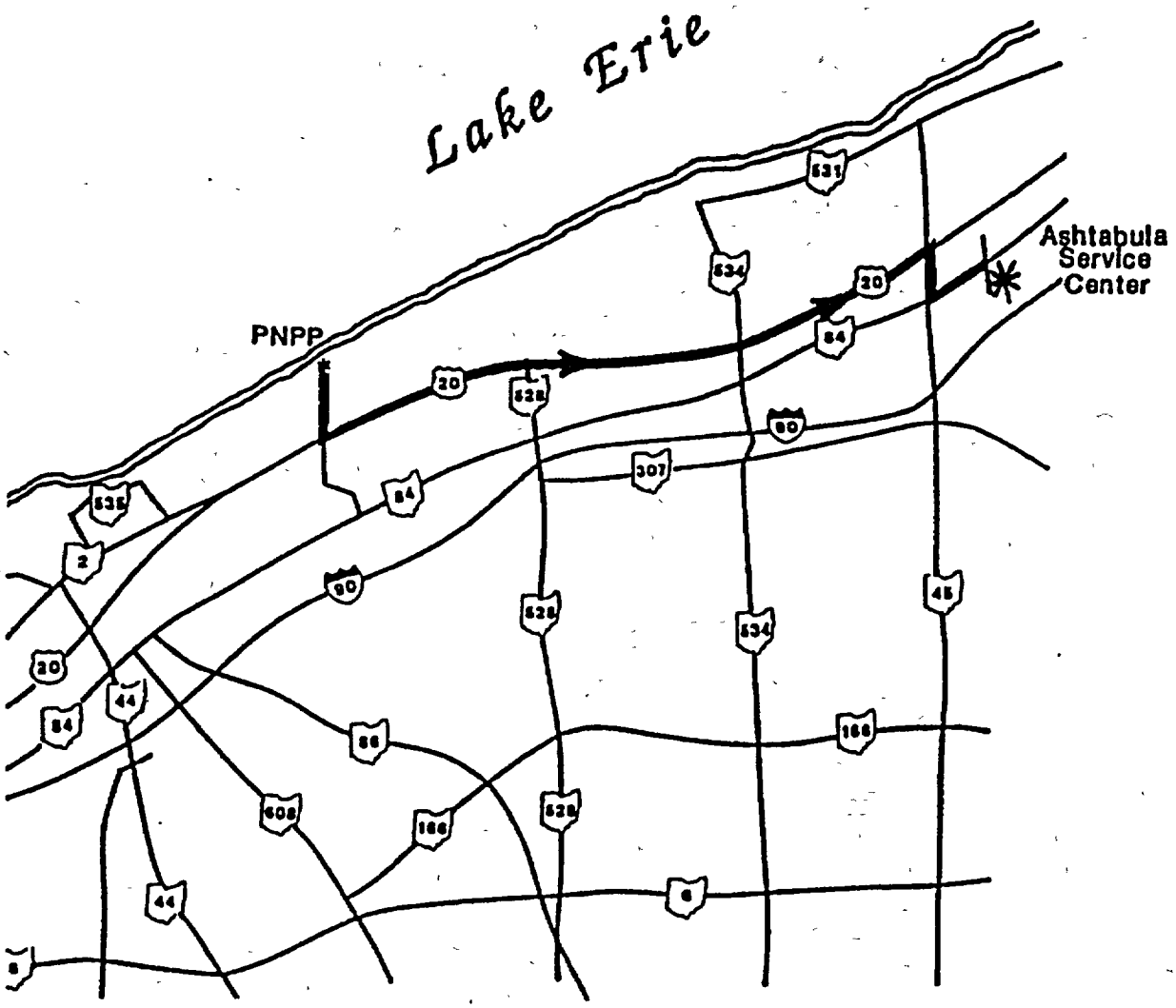
Non-Quality Records

None

DIRECTIONS TO THE ASHTABULA SERVICE CENTER

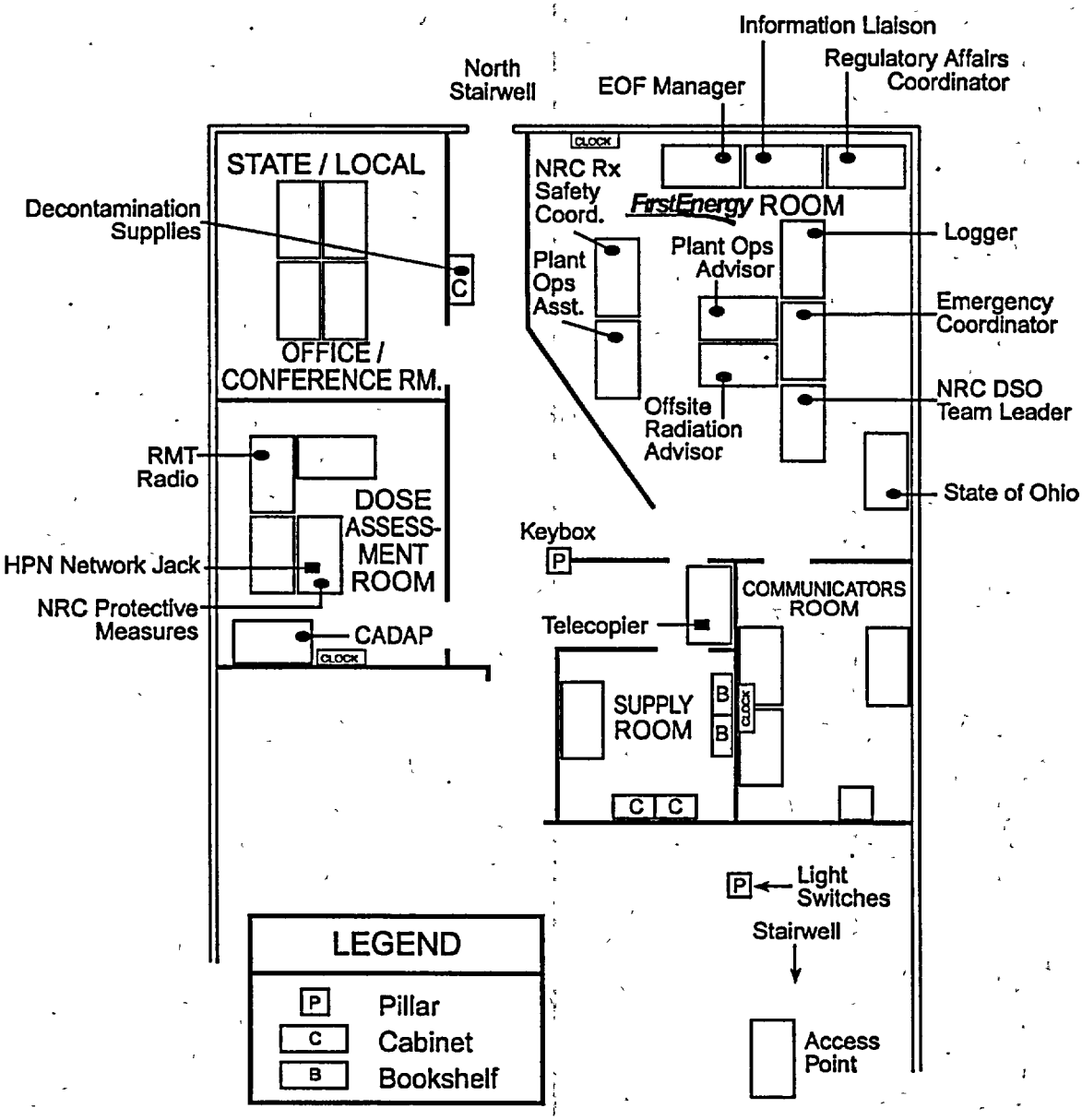
LOCATION: The ASSC is located on State Route 84 in Saybrook Township (Ashtabula County), approximately 2.5 miles east of the intersection with State Route 45.

PARKING INSTRUCTIONS: Upon arriving at the ASSC, park in the main lot located on the west side of the Service Building. Walk around back of Service Building to main entrance, then proceed to BEOF on second floor.



BACKUP EMERGENCY OPERATIONS FACILITY LAYOUT

ASHTABULA SERVICE CENTER
SECOND FLOOR



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BEOF EQUIPMENT CAPABILITIES AND LIMITATIONS

A. Communications

1. Dedicated Lines: None. Company CENTREX lines used.

   Limitations: Commercial lines are used in lieu of dedicated lines.

   - Conference bridge established in lieu of "5-Way" Circuit.
   - NRC request to bridge call over CENTREX phone into ENS circuits.
   - Conference call (open line) established in lieu of "3-Way" Intra-Facility Circuit.

2. Radio: BEOF will have access to FirstEnergy 800 MHz Trunked System for the direction and control of Perry Radiation Monitoring Teams (RMTs).

   Limitations: No access to the Plant Radio System.

3. Public Announcing (PA) Systems: Intra-facility PA.

   Limitations: No access to the Plant Page System.

B. Data Acquisition

1. Plant Operational Data: No access to ICS.

   Limitations: Information via Statusboard Ringdown Circuit to Control Room.

2. Dose Assessment: Access to CADAP via a computer workstation and modem ICADAP link.

C. Equipment and Supplies

1. Procedures/Instructions, Manuals, etc.:

   a. Emergency Plan Implementing Instructions (EPIs)

   b. PNPP Technical Specifications

   c. Plant Emergency Instructions (PEIs)

   d. Off-Normal Instructions (ONIs)

BEOF EQUIPMENT CAPABILITIES AND LIMITATIONS

e. Preparedness Support Instructions

f. Emergency Response Telephone Directories

Limitations: Full set of Operations Manual is not available.

2. Plant Drawings: A hardcopy set of TSC Engineering drawings are available

3. Radiation Monitoring: Survey meters ("friskers") at access point for personnel monitoring and area surveys. No dosimetry pre-staged.

Limitations:

- No portal radiation monitor.
- No installed facility area or airborne radiation monitors.

BACKUP EOF ACTIVATION CHECKLIST
(TO BE COMPLETED BY THE EOF MANAGER)

PNPP No. 9101 Rev. 7/30/02 EPI-A11

A. ☐ Turn on room lights and unlock lockers and file cabinets. [NOTE: Master padlock key located in keybox by copier.]

B. Assess personnel resources available in Backup EOF and assign the duties listed below to available communicators and support staff. Conduct additional callouts as needed.

☐ Contact ALLTEL using Communicator Area auto-dialer and request activation of Backup EOF telephone line ("hot spares").

☐ Establish conference bridge to State and local counties (refer to "5-Way Conference Network")
NOTE: Directions for activating "hot spares" and establishing conference bridge are contained in the Emergency Response Telephone Directory under "Communications Equipment Operating Guidelines".

☐ Contact the NRC via commercial telephone and request that Backup EOF be bridged on ENS Circuit.

☐ Test FAX machine. [NOTE: Additional copier & FAX located on first floor]

☐ Connect telephones and distribute procedures and other materials at various desks as labeled.
NOTE: Supplies/phones for each position are stored in separate file cabinet drawers. Procedures are stored in Supply Area.]

C. Verify BEOF manning levels:

Minimum BEOF Staffing Requirements:
- ☐ Emergency Coordinator
- ☐ Plant Operations Advisor
- ☐ Offsite Radiation Advisor
- ☐ Dose Assessor #1
- ☐ [illegible]

POSITIONS NOT REQUIRED TO DECLARE BEOF OPERATIONAL:
- ☒ Plant Operations Assistant
- ☒ Communicator
- ☒ Dose Assessor #2
- ☒ HPN Communicator

BACKUP EOF ACTIVATION CHECKLIST
(TO BE COMPLETED BY THE EMERGENCY COORDINATOR)

PNPP No. 9101 Rev. 7/30/02 EPI-A11

1. ☐ When the minimum staffing requirements are met and the Backup EOF is ready to be declared OPERATIONAL brief Backup EOF staff on current plant conditions, emergency actions underway, Control Room needs, and TSC priorities.

2. ☐ Announce over the Facility PA System that "the Backup EOF is OPERATIONAL". Record time Backup EOF was declared OPERATIONAL in logbook.

3. ☐ Inform the TSC Operations Manager and Shift Manager that the Backup EOF is now OPERATIONAL, and request that an applicable Plant PA announcement be made from the TSC or Control Room.

4. ☐ Establish when the following Emergency Coordinator duties will be transferred to the Backup EOF:
   - event classification per EPI-A1
   - offsite notifications per EPI-B1
   - offsite protective action recommendations (PARs) per EPI-B8

   ☐ Notify the EOF Manager prior to assuming offsite notification responsibilities.

   ☐ Notify the Offsite Radiation Advisor prior to assuming responsibility for offsite PARs.

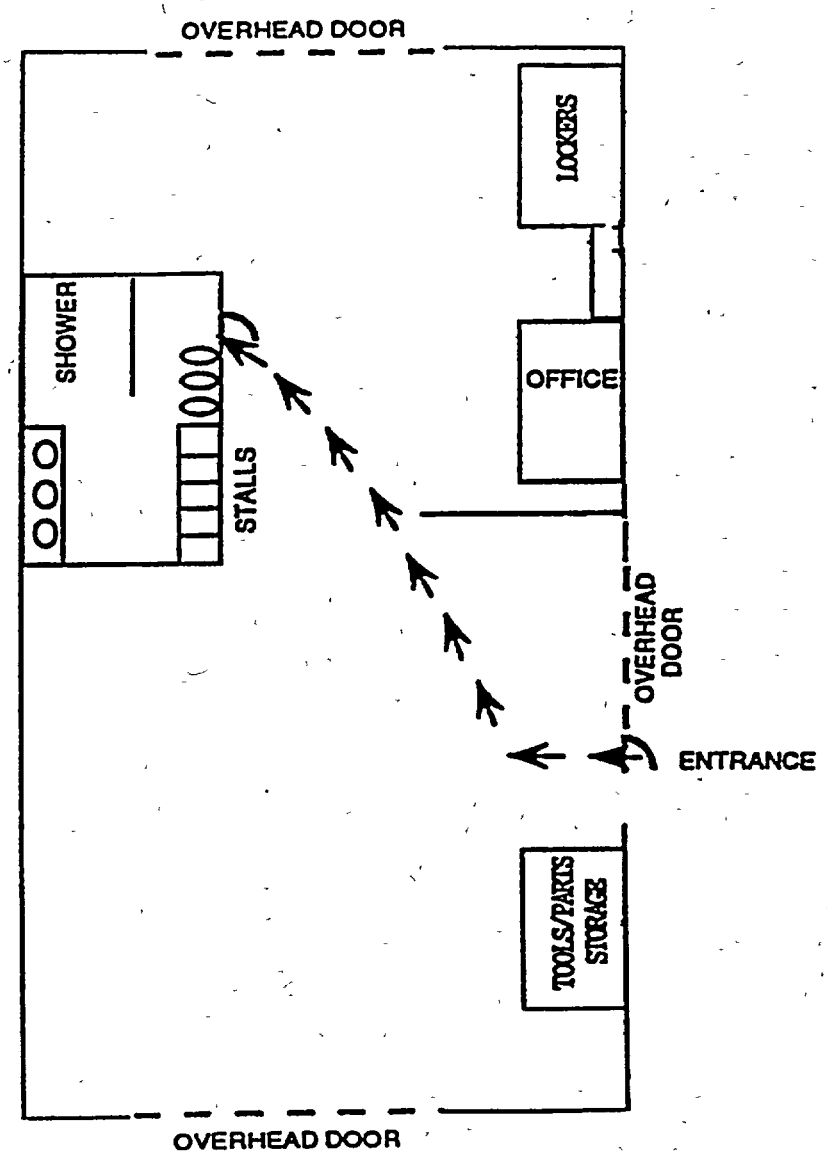
5. Announce over the Facility PA the transfer of Emergency Coordinator duties from the TSC to the Backup EOF, record transfer in logbook, and post the transfer of responsibilities on facility status board:

   ☐ Event Classification ☐ Offsite Notifications ☐ Offsite Protective Action Recommendations

Declared Operational: _____ (Emergency Coordinator) ___/___/___ (Date) @ _____ (Time) hours

BEOF DECONTAMINATION AREA LAYOUT

(located in Warehouse Garage)



ASHTABULA SERVICE CENTER TSC ACTIVATION CHECKLIST

(TO BE COMPLETED BY THE TSC ADMINISTRATIVE ASSISTANT)

PNPP No. 10177 Rev. 7/30/02 EPI-A11

A. ☐ Turn on room lights and unlock lockers and file cabinets. [NOTE: Master padlock key located in keybox by copier.]

B. Assess personnel resources available in Backup EOF and assign the duties listed below to available communicators and support staff. Conduct additional callouts as needed.

☐ Contact ALLTEL using Communicator Area auto-dialer and request activation of Backup EOF telephone line ("hot spares").

☐ Establish conference bridge to State and local counties (refer to "5-Way Conference Network")
NOTE: Directions for activating "hot spares" and establishing conference bridge are contained in the Emergency Response Telephone Directory under "Communications Equipment Operating Guidelines".

☐ Contact the NRC via commercial telephone and request that Backup EOF be bridged on ENS Circuit.

☐ Test FAX machine . [NOTE: Additional copier & FAX located on first floor]

☐ Connect telephones and distribute procedures and other materials at various desks as labeled.
NOTE: Supplies/phones for each position are stored in separate file cabinet drawers. Procedures are stored in Supply Area.]

C. Verify TSC manning levels:

Minimum TSC Staffing Requirements:
- ☐ TSC Operations Manager
- ☐ Operations Advisor
- ☐ Maintenance Coordinator
- ☐ Plant Technical Engineer
- ☐ Core/Hydraulic Engineer
- ☐ Radiation Protection Coordinator
- ☐ Dose Assessor
- ☐ Administrative Assistant
- ☐ "5-Way" Communicator
- ☐ ENS Communicator or assigned engineer

POSITIONS NOT REQUIRED TO DECLARE TSC OPERATIONAL:
- ☒ Electrical Engineer
- ☒ Mechanical Engineer
- ☒ Regulatory Affairs Coordinator
- ☒ Security Coordinator
- ☒ Information Liaison
- ☒ Radiation Protection Assistant
- ☒ RMT Communicator
- ☒ Support Staff#1 Operations Manager's Log
- ☒ Support Staff #2 Task Priorities & OSC Team Status Board
- ☒ Support Staff #3 Plant Technical Data & Plant Radiological Data Status Board

D. Direct available communicators to test the following circuits

☐ "3-Way" phone (GREEN) ☐ Facility PA ☐ FirstEnergy 800 MHz RMT Radio
☐ Status Board Line ☐ HPN phone (Dose Assessment Room)

E. ☐ Ashtabula Service Center TSC/BEOF Access Controller stationed
. [NOTE: Notify Security Coordinator or SNSO if security officer is not yet stationed.]

NOT REQUIRED TO DECLARE FACILITY OPERATIONAL

F. Facility wall clocks in the FirstEnergy Room, Dose Assessment Room, & Communicators' Room synchronized with ICS.

Submitted By _____ ____/____/____ @ _____ hours
TSC Administrative Assistant Date Time

ASHTABULA SERVICE CENTER TSC ACTIVATION CHECKLIST
(TO BE COMPLETED BY THE TSC OPERATIONS MANAGER)

PNPP 10177 Rev. 7/30/02 EPI-A11

1. ☐ When the minimum staffing requirements are met and the Ashtabula Service Center TSC is ready to be declared OPERATIONAL brief the staff on current plant conditions, emergency actions underway, Control Room needs, and TSC priorities.

2. ☐ Announce over the Facility PA System that "the Ashtabula Service Center TSC is OPERATIONAL". Record time Backup EOF was declared OPERATIONAL in logbook.

3. ☐ Inform the Shift Manager that the Backup EOF is now OPERATIONAL, and request that an applicable Plant PA announcement be made from the Control Room.

4. ☐ Establish when the following Emergency Coordinator duties will be transferred to the Ashtabula Service Center TSC
   - event classification per EPI-A1
   - offsite notifications per EPI-B1
   - offsite protective action recommendations (PARs) per EPI-B8

   ☐ Notify the TSC Administrative Assistant prior to assuming offsite notification responsibilities.

   ☐ Notify the TSC Radiation Protection Coordinator prior to assuming responsibility for offsite PARs.

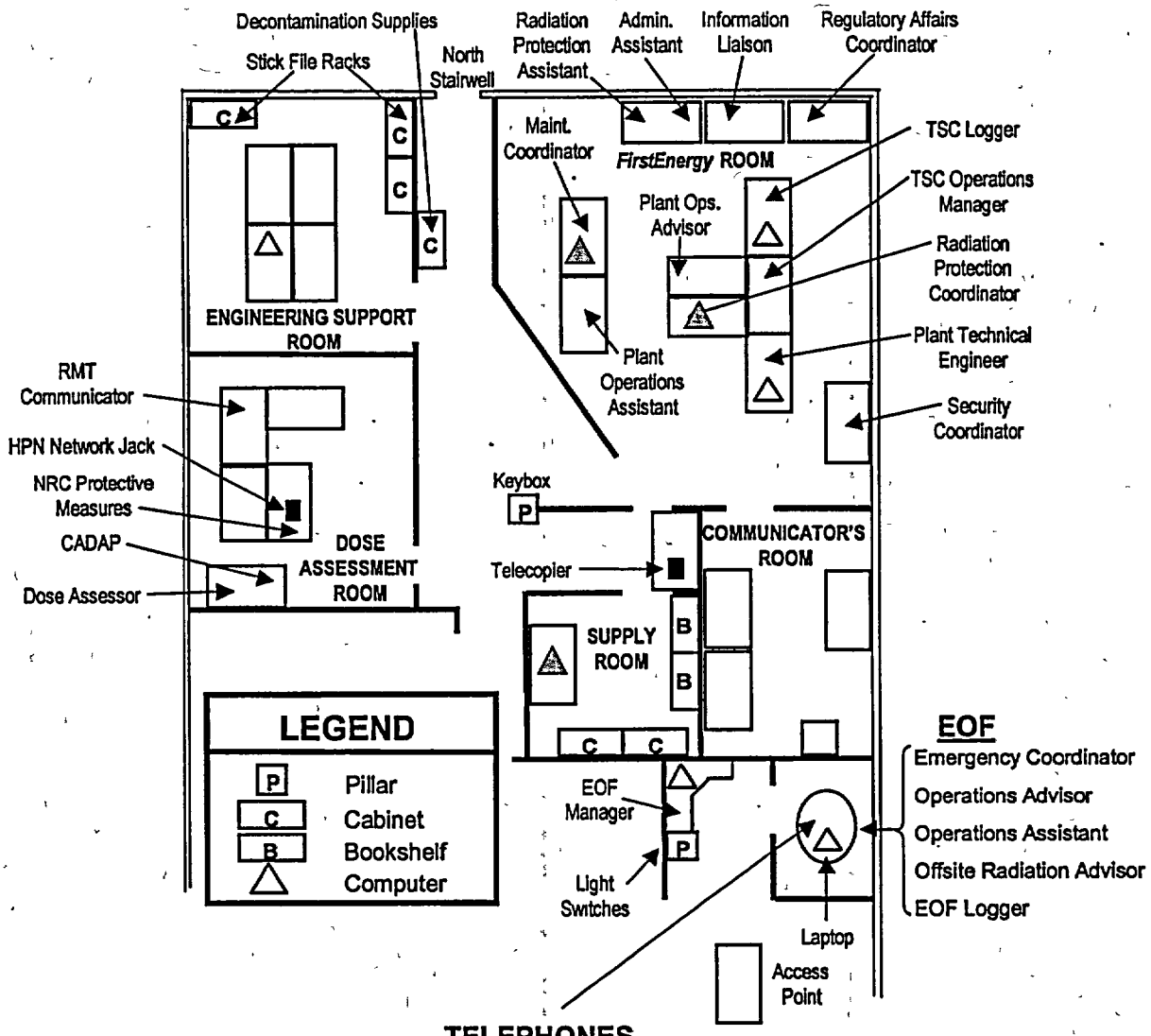
5. Announce over the Facility PA the transfer of Emergency Coordinator duties from the Control Room to the Ashtabula Service Center TSC, record transfer in logbook, and post the transfer of responsibilities on facility status board:

   ☐ Event Classification ☐ Offsite Notifications ☐ Offsite Protective Action Recommendations

Declared Operational: _____ (TSC Operations Manager) ___/___/___ (Date) @ _____ (Time) hours

ASHTABULA SERVICE CENTER TECHNICAL SUPPORT CENTER /BEOF LAYOUT

ASHTABULA SERVICE CENTER SECOND FLOOR



TELEPHONES

1- EOF Logger

1- Emergency Coordinator

1- Operations Assistant

1- 3-Way Speaker Phone

07/02

FirstEnergy Nuclear Operating Company

PERRY NUCLEAR POWER PLANT

UNIT 1 & 2

ACKNOWLEDGMENT OF RECEIPT

Title Emergency Plan's Implementing Procedures for the Perry Nuclear Power Plant (EPIs), **EPI-B1 Rev. 11**

Control No. 60

Letter No./Date PY-CEI/NRR-2660L / September 4, 2002

_____ _____

Signature Date

_____

Title

Return to:

Perry Nuclear Power Plant
Attn: Beverly Richardson, A240
P. O. Box 97
Perry, Ohio 44081

FirstEnergy Nuclear Operating Company
Perry Nuclear Power Plant

Controlled Document Instruction Sheet

Manual: Emergency Plan Implementing Procedures for Perry Nuclear Power Plant (EPI), EPI-B1 Rev. 11

Control Number 60

Remove the entire old revision and insert the entire new revision.

PERRY OPERATIONS MANUAL

PNPP

Emergency Plan Implementing Instruction No. 060

TITLE: EMERGENCY NOTIFICATION SYSTEM

REVISION: 11 EFFECTIVE DATE: 8-29-02

PREPARED: Dan Cleavenger 7-29-02
/ Date

EMERGENCY NOTIFICATION SYSTEM

Table of Contents

SCOPE OF REVISION:

Periodic Review - Required

Rev. 11 - 1. Updated Perry Operations Section titles throughout this instruction.

2. (1.0)Added the Emergency Planning Unit Representative as an initiator of the on-call Emergency Response Organization (ERO).

SCOPE OF REVISION (Cont.):

Rev. 11 - 3. (3.2)clarified, for the purpose of this instruction, the actions associated with the TSC will be the same at any of the designated Technical Support Centers.
4. (5.1.1) Inserted statement of actions to be taken if the site is inaccessible due to a security event.
5. (5.2.3.1) Corrected reference.
6. (Attachment 1 sheet 1 of 2) Added the on-call EPU representative to the form in addition to SAS. Created a new event code, 6666, to be used in a Security Event at the plant.
7. (Attachment 8)Modified the State of Ohio Protective Action Recommendations form to match what the State of Ohio actually uses.
8. (Attachment 10)Modified the State of Ohio Supplemental Action Form to match what the State of Ohio Actually uses.
9. Corrected spelling errors throughout the Instruction

EMERGENCY NOTIFICATION SYSTEM

1.0 PURPOSE

Provide guidance and outline responsibilities for notifications of local County, State, and Federal agencies, and Industry support organizations.

Notification of on-call Emergency Response Organization (ERO) personnel will be initiated per <EPI-A2> using an ERO Pager Messages form (PNPP No. 9100, Attachment 1), and conducted by the Secondary Alarm Station (SAS) per <SPI-0032> or Emergency Planning Unit representatives per this instruction.

2.0 REFERENCES

2.1 Source References:

1. Emergency Plan for Docket Nos. 50-440, 50-441
2. NRC Information Notice 98-08: Information Likely to be Requested if an Emergency is Declared

2.2 Use References:

1. NUREG-0654: Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
2. Emergency Response Telephone Directory
3. EPI-A1: Emergency Action Levels
4. EPI-A2: Emergency Actions Based On Event Classification
5. EPI-A6: Technical Support Center Activation
6. EPI-A8: Emergency Operations Facility Activation
7. EPI-A10: Re-entry/Recovery
8. EPI-B7a: Automated Offsite Dose Calculations
9. EPI-B9: Emergency Records
10. NOP-LP-1002: Fitness for Duty Program
11. PAP-1604: Reports Management
12. PAP-1701: Records Management Program

13. PSI-0007: Reporting Emergency Plan - Related Communications Equipment Problems

14. SPI-0032: Notification of Key Emergency Response Organization Personnel

15. Commitments addressed in this document:

H00011	P00001	P00008	P00041	P00102
H00012	P00002	P00031	P00062	
L01556	P00005	P00039	P00083	

3.0 DEFINITIONS

3.1 Transitory Event

An event which was determined to be classifiable in accordance with <EPI-A1>, but becomes a lower classifiable event before being identified and declared, i.e., Alert vs. Site Area Emergency.

3.2 Technical Support Center (TSC)/Alternate TSC/Ashtabula Service Center TSC

For the purposes of this Instruction, the actions associated with the TSC will be the same at any of the designated Technical Support Center Locations.

4.0 RESPONSIBILITIES

4.1 Shift Manager

1. Direct the immediate notification of on-call ERO personnel to ensure the prompt activation of required emergency facilities.

2. Direct the timely and accurate notification of local county, State, and Federal officials and other support organizations, of the entry into the Emergency Plan, change in event classification, or issuance of an offsite Protection Action Recommendation (PAR) for the general public.

3. Resolve any fitness for duty problems involving key ERO personnel required to respond to the Perry Plant in support of the emergency event per <NOP-LP-1002>.

4. Coordinate the transfer of responsibility for offsite agency and ERO notifications to the TSC Operations Manager once the Technical Support Center (TSC) is operational.

4.2 **TSC Operations Manager**

1. Ensure the coordinated turnover of offsite agency and Perry Plant ERO notification responsibilities from the Control Room Shift Manager to the TSC per <EPI-A6>, and the subsequent transfer of only offsite notification duties to the Emergency Operations Facility (EOF) when operational.

4.3 **EOF Emergency Coordinator**

1. Ensure the coordinated turnover of offsite agency notification responsibilities from the TSC to the EOF per <EPI-A8>.

4.4 **TSC Administrative Assistant/EOF Manager**

1. Coordinate the preparation, approval, and transmission of required notifications and periodic updates to the Nuclear Regulatory Commission (NRC), State of Ohio, local counties, and Industry support organizations.

4.5 **Control Room Communicator(s)**

1. I&C Technicians and Control Room Assistant (CRA) on shift will report to the Control Room upon declaration of an emergency, or as directed by the Shift Manager, to act as the Control Room Communicator.

2. Conduct notifications of County, State and Federal agencies and Industry support organizations, as directed.

3. Relocate to the TSC, when directed, to support the transfer of communication responsibilities to the TSC.

4.6 **TSC/EOF Communicator(s)**

1. Conduct notifications of County, State and Federal agencies, and Industry support organizations, as directed.

2. Contact additional ERO personnel, as directed, to augment or in relief of facility staff.

5.0 ACTIONS

5.1 **Shift Manager/TSC Operations Manager/EOF Emergency Coordinator**

5.1.1 If the site is inaccessible due to security reasons such as station isolation or hostile intrusion, determine in coordination with the Shift Nuclear Security Officer, safe movement of on site personnel including those responding to emergency response facilities. Offsite personnel responding to an onsite emergency response facility will be directed to the Ashtabula Service Center to activate their respective back-up and alternate emergency response facility and await further direction from the emergency coordinator.

5.1.2 Refer to Section 5.4.1 for notifications performed from the Remote Shutdown Panel due to a Control Room evacuation.

5.1.3 Perform the following to ensure that the local counties, the State of Ohio, and the NRC are notified of the: (1) classification or classification of an event per <EPI-A1>, (2) issuance of an offsite protective action recommendation (PAR), or (3) event termination, and entry into the Recovery Phase if applicable, using an Initial Notification Form (PNPP No. 7794, Attachment 2). <P00031>

1. Draft, or direct assigned/available staff to draft an initial notification message using the Initial Notification form.

   NOTE: The TSC Administrative Assistant and EOF Manager coordinate the drafting of offsite notifications.

   a. When termination criteria for Unusual Event are met at time of classification per <EPI-A1>, use Blocks 3.a and 3.b on the Initial Notification form to simultaneously classify and terminate event.

   b. Use Block 3.c on the Initial Notification form for documenting the classification of a "transitory event" per <EPI-A1>.

   c. If the emergency classification has changed more than once since the last notification, use an Initial Notification form to update off-site agencies of the current emergency classification and provide a discussion for any previously unreported classification. Document additional discussions in the Shift Log or Facility Log.

2. Within approximately 10 minutes of the classification, reclassification, decision to issue an offsite PAR, or termination, review the completed form ensuring that all item blocks on the Initial Notification form are completed, then sign as approved and forward to the CR Communicators, TSC Administrative Assistant, or EOF Manager.

> **Fifteen** (15) minutes is the guideline for performing an initial notification to the State of Ohio and local counties; however, at least 5 minutes must be allotted for communicator(s) to contact offsite agencies. <P00001>
>
> The NRC shall be notified immediately upon completion of notifications to the State and local counties, but within 1 hour of event declaration. <P00062>

5.1.4 Ensure that an individual knowledgeable in system operations, when available, is assigned to the NRC Emergency Notification System (ENS) Circuit in the TSC or Control Room.

> Attachment 3 outlines a list of sample questions that may be asked by the NRC during an emergency.

5.1.5 Respond to Federal, State and local county inquiries in a timely manner, but do not allow this to interfere with your responsibilities to oversee plant operations or direct required E-Plan actions. <P00102>

5.1.6 Perform the following to ensure a follow-up notification is provided to the State of Ohio, local counties, and the NRC within 1 hour of event classification or issuance of an offsite PAR:

1. Draft, or direct assigned/available staff to draft a follow-up message using the Follow-Up Notification form (PNPP No. 7795, Attachment 4).

   a. For an event involving the release of elevated radiation levels from the plant vents, direct the completion of Page 2 of 2 of the Follow-Up Notification form and check the appropriate space in Block #8. <P00005>

Page 2 of 2 of the Follow-Up Notification form can be completed manually by a Dose Assessor or automatically generated by the Computer-Aided Dose Assessment Program (CADAP) using <EPI-B7a>.

2. Within approximately 50 minutes, review the completed form, then sign as approved and forward to the CR Communicators, TSC Administrative Assistant, or EOF Manager.

One (1) hour is the requirement for performing this notification; however, at least 10 minutes must be allotted for communicators to contact offsite agencies.

5.1.7 Perform subsequent periodic follow-up notifications to the NRC, State of Ohio, and local counties, at approximately one hour intervals from the time of the last follow-up notification, using a Follow-Up Notification form.

1. For an extended event, consider obtaining agreement from the State of Ohio, local Counties, and the NRC to extend the hourly frequency for subsequent follow-up notifications to a longer interval.

5.1.8 Direct the periodic notification of the Institute of Nuclear Power Operations (INPO) and Nuclear Electric Insurance Limited (NEIL) for events classified at an Alert or higher classification, using an Industry Event Notification form (PNPP No. 9596, Attachment 5).

Notifications to these or any other support organization do not take precedence over initial and/or follow-up notifications. Since no specific time requirement exists for completing these notifications, they should be deferred and responsibility transferred to the TSC once operational.

1. The Industry Event Notification form will also be used to request the following assistance from INPO:

   The TSC Plant Technical Engineer should serve as the point of contact for all requests through INPO for industry assistance.

   - Facilitating technical information flow to the nuclear industry by maintaining the NUCLEAR NETWORK.
   - Dispatching an INPO Liaison to the affected plant/utility to facilitate utility interface with INPO and its industry resources.
   - Locating replacement equipment and/or industry personnel with special technical expertise.

2. Suspend periodic updates to INPO, and direct requests for Industry assistance through the INPO Liaison upon arrival, if requested.

   Responsibility for periodically updating INPO and NEIL will be transferred to EOF when operational. However, the TSC can continue to request assistance from INPO directly using the first page of the INPO Event Notification Guidelines form.

5.1.9 Ensure that any communication problems identified are reported in accordance with <PSI-0007> and that appropriate corrective action is taken.

5.1.10 Ensure that responsibility for offsite notifications is clearly transferred between emergency facilities per <EPI-A6> and <EPI-A8>.

1. Coordinate the relocation of Control Room Communicators to the TSC, if necessary, to expedite transfer of offsite communications out of the Control Room.

5.1.11 Upon the decision to reclassify the event or issue a revised offsite PAR, perform an initial notification to the State of Ohio, local counties, and NRC per Section 5.1.2.

5.1.12 Upon termination of an event, and entry into the Recovery Phase if appropriate, direct the following:

1. Ensure that the frequency and points of contact for further updates to offsite agencies has been identified as part of pre-recovery planning per <EPI-A10>, if applicable, and responsibility for completing these assigned.

2. Direct the notification of the State of Ohio, local counties, and the NRC per Section 5.1.2.

3. Direct that INPO and NEIL is notified of event termination per Section 5.1.6.

5.2 TSC Administrative Assistant/EOF Manager

5.2.1 Once the TSC is declared operational, coordinate the transfer of offsite notification responsibilities from the Control Room to the TSC through the TSC Operations Manager per <EPI-A6>.

Do not assume responsibility for offsite notifications until specifically authorized by the TSC Operations Manager.

5.2.2 Once the EOF or Backup EOF is declared operational, coordinate the transfer of offsite notification responsibilities with the TSC Administrative Assistant/EOF Manager.

Do not assume responsibility for offsite notifications until specifically authorized by the TSC Operations Manager and EOF Emergency Coordinator.

1. Consider releasing the TSC "5-Way" and RMT Communicators to the OSC once notification responsibilities have been transferred to the EOF or Backup EOF.

5.2.3 Perform the following to coordinate the preparation and approval by the TSC Operations Manager or EOF Emergency Coordinator of the Initial Notification form:

1. Verify that an item in each of the blocks on the Initial Notification form is filled in, and that the brief non-technical summary contained in Block #4 avoids the use of acronyms and abbreviations.

2. Obtain the TSC Radiation Protection Coordinator's or EOF Offsite Radiation Advisor's review of notifications involving an actual or potential for an offsite radiological release.

3. Ensure the approved form is forwarded to the facility communicators within approximately 10 minutes.

4. Verify that the State of Ohio and Counties of Ashtabula, Geauga and Lake are contacted within 15 minutes of event declaration or decision to issue an offsite PAR.

   a. Immediately direct facility communicators to utilize available commercial telephone circuits if a party does not answer the "5-Way" dedicated ringdown.

5. Verify that the NRC has been contacted immediately upon completion of the notification to the State of Ohio and local counties, but within 1 hour of event (re)classification.

6. Verify that the names and job titles of offsite individuals contacted are recorded on the back of form.

7. Distribute copies of the transmitted form to the Regulatory Affairs Coordinator and Information Liaison positions.

8. Ensure that questions and inquiries are recorded on a Communication Record Sheet (PNPP No. 8264, Attachment 7), and forward to the proper facility discipline for prompt resolution.

As part of TSC activation, a TSC engineer will be assigned by the Plant Engineer to maintain an open line with the NRC over the ENS circuit.

5.2.4 Coordinate the preparation of a Follow-Up Notification Form and approval by the TSC Operations Manager or EOF Emergency Coordinator:

1. Verify that an item in each of the blocks on the Follow-Up Notification form (Page 1 of 2) is filled in, and that the brief non-technical summary contained in Block #6 avoids the use of acronyms and abbreviations.

Page 2 of 2 of the Follow-Up Notification form (Supplemental Data) is completed manually by the Dose Assessor or automatically generated using CADAP when specified under Block #8.

2. Obtain the TSC Radiation Protection Coordinator's or EOF Offsite Radiation Advisor's review of notifications involving an actual or potential for an offsite radiological release.

3. Forward the approved form to the facility communicators within approximately 50 minutes, and direct them to:

   NOTE: Steps a and b shall be performed concurrently if staffing allows.

   a. Transmit orally Page 1 of 2 of the approved Follow-Up Notification Form to the State of Ohio, local counties, and NRC.

   b. Transmit over facility telecopier (FAX) Page 2 of 2 of the approved form, if applicable, per Block #8.

4. Verify that the State of Ohio, local counties, and NRC are contacted within 1 hour of the event classification, (re)classification, or decision to issue an offsite PAR.

5. Verify that the names and job titles of offsite individuals contacted are recorded on the back of Page 1 of 2 of form.

6. Verify that Page 2 of 2 of the completed form, if applicable, was telecopied to the State of Ohio, local counties and NRC, and documented on the back of Page 1 of 2 of form.

   a. If receipt of Page 2 of 2 over the FAX can not be verified as received within 10 minutes of initiating the FAXing of form, direct facility communicators to orally transmit Page 2 of 2 to the affected offsite party or parties.

7. Distribute copies of the transmitted form to the Regulatory Affairs Coordinator and Information Liaison positions.

5.2.5 Direct the facility communicators to maintain an open "5-Way" line at a Site Area Emergency or as requested by an offsite party.

5.2.6 Coordinate the completion of an Industry Event Notification form for periodic updates on event status and plant conditions to INPO and NEIL.

These updates DO NOT take precedence over required initial and follow-up notifications to the NRC, State of Ohio, and local counties.

1. Use Block #7 on the form to request INPO to maintain information flow over the Nuclear Network, and to request assistance in locating technical expertise and/or equipment, etc. to mitigate the event.

Responsibility for periodic updates to INPO and NEIL will transfer to the EOF when operational; however, the TSC will continue to request assistance from INPO with the Plant Technical Engineer serving as the point of contact.

2. Suspend periodic updates to INPO upon the arrival of an INPO Liaison, if requested.

5.2.7 Coordinate the completion of subsequent periodic notifications to the local counties, State of Ohio, and NRC, at approximately one hour intervals from the time of the last follow-up notification, using a Follow-Up Notification form.

5.2.8 Distribute copies of the State of Ohio Protective Action Recommendations (PNPP No. 7880, Attachment 8) and County Protective Action Decisions (PNPP No. 7881, Attachment 9) per distribution listing, when received over the "5-Way" Circuit.

5.2.9 Perform an initial notification to the NRC, State of Ohio, and local counties in accordance with Section 5.2.3 whenever a decision is made to reclassify or terminate the event or to issue a revised Offsite PAR.

5.2.10 Initiate troubleshooting and repairs on reported communications problems per <PSI-0007>.

5.3 **Facility Communicator(s)**

5.3.1 Refer to Section 5.4.2 for notifications performed outside the Control Room as a result of a Control Room evacuation.

5.3.2 Precede all communications over either the "5-Way" or NRC ENS circuits with the statement: "Communications over this circuit are being recorded." <L01556>

5.3.3 Ensure that Initial Notification form is received for transmission within approximately 10 minutes of the event being (re)classified, terminated, or the decision to issue an offsite PAR.

1. If the completed form is not received within approximately 10 minutes, immediately contact the Shift Manager (TSC Administrative Assistant or EOF Manager) to press for completion of this form.

2. Ensure that all item blocks on the Initial Notification form are completed, and that the form is signed as approved by the acting Emergency Coordinator.

5.3.4 Contact the State of Ohio and Counties of Lake, Ashtabula, and Geauga using the dedicated "5-way" telephone circuit within 15 minutes of event (re)classification, termination, or the decision to issue an offsite PAR.

1. Record the times that each agency was contacted on the top of form, but do not request names/titles of offsite contacts at this time.

2. Immediately request that a second communicator be assigned if a "5-Way" failure occurs, and use the following telephone systems in descending order to contact any party not answering the "5-way" ringdown:

Prior to the activation of a State or County Emergency Operations Center (EOC), the 24-hour contact point (Sheriffs Depts. or Ohio State Highway Patrol) shall be used. These 24-hour contact points are highlighted in yellow on the autodialers in the Control Room, TSC and EOF Communicators Areas. If in doubt as to whether an EOC has been activated, use the 24-hour contact point.

- Autodialer on direct outside (259-) line,
- Private Branch Exchange (PBX),
- Off-Premise Exchange (OPX)

3. Transmit the Initial Notification form orally using the Notification Guidelines (PNPP No. 8677, Attachment 6).

4. When the notification is complete, perform the following:

   a. Perform a roll call to obtain the name and title of each offsite contact.

   b. Request a callback from contact(s) if the "5-Way" Circuit was not used for notification.

   c. Record this information on the back of form.

5. Record inquiries received over the "5-way" on the Communication Record Sheet (PNPP No. 8264, Attachment 7) and forward to the Shift Manager, TSC Administrative Assistant, or EOF Manager to obtain response(s).

6. Request that an open "5-way" circuit be maintained if a Site Area Emergency or General Emergency is in effect, or unless directed otherwise.

5.3.5 Contact the NRC via the ENS circuit immediately upon completion of the initial notifications to the State of Ohio and local Counties, but within 1 hour of event (re)classification, termination, or PAR decision.

Notification of the State and local counties takes precedence over NRC notifications. Therefore, calls to the NRC should be deferred until the State and local counties have answered the "5-Way" ringdown or have been contacted via commercial telephone.

1. Record the time contacted on the top of form, but do not request names/titles of NRC contact at this time.

   a. If the ENS circuit fails or when performing notification from Backup EOF, utilize the private line autodialer, PBX extension, or OPX extension to contact the NRC.

2. Transmit the Initial Notification form verbatim, reading all statements indicated (checked).

NRC Duty Officer utilizes a generic event notification form similar to the Event Notification form (PNPP No. 6912) contained in <PAP-1604>.

3. When the notification is complete, perform the following:

   a. Obtain and record the name and title of the NRC contact on the form.

   b. Request a callback if the ENS Circuit was not used to perform notification, and document receipt of call on back of form.

4. Record all NRC questions and inquiries on a Communications Record Sheet and refer to Shift Manager or individual knowledgeable in system operations assigned to ENS. <P00102>

5. Maintain an open ENS line when requested.

Responsibility for maintaining an open ENS line will transfer to and remain in the TSC per <EPI-A6> once the facility is operational. Instructions for use of ENS remote headset are listed in <EP-A6>.

a. With the TSC engineer maintaining an open ENS line with the NRC, suspend monitoring ENS communications between formal notifications, unless directed otherwise.

6. Use the Event Notification form (PNPP No. 6912) as a guide in anticipating further information which may be requested by the NRC. <P00102>

Attachment 3 outlines a list of sample questions that may be asked by the NRC during an emergency.

5.3.6 Conduct a follow-up notification to the State of Ohio, local counties and NRC by performing the following:

1. Ensure the Follow-up Notification form is received for transmission within approximately 50 minutes of the event being (re)classified.

   a. If the completed form is not received within 50 minutes, immediately notify the Shift Manager (TSC Administrative Assistant or EOF Manager) to press for completion of the form.

2. Verify that all item blocks on the Follow-up Notification form are completed and the form is signed as approved by the Emergency Coordinator.

   a. If checked on Block #8 of the Follow-up Notification form, verify that a completed Page 2 of 2 of the Follow-Up Notification form is attached listing supplemental data.

3. Contact the State of Ohio, local counties, and the NRC using available telephone circuits; record the times each party was contacted on the top of form; then transmit Page 1 of 2 of the completed Follow-up notification form verbally using the Notification Guidelines.

All parties must be contacted for first follow-up notification within 1 hour of event (re)classification or decision to issue a PAR.

4. Telecopy (FAX) Page 2 of 2 of the completed Follow-Up Notification form, if applicable, to the State of Ohio, the counties of Lake, Ashtabula and Geauga, and the NRC.

   a. Verify that the FAX was received by each party using a commercial telephone.

Confirmation that the FAX was received should be completed within approximately 10 minutes of initiating the FAXing of Page 2 of 2.

   b. Transmit Page 2 of 2 orally if either insufficient staffing prevents FAXing simultaneously with Step 3 or if receipt of FAX can not be verified.

5. When the notification is complete, perform the following:

   a. Obtain and record the name and title of each offsite contact on the back of Page 1 of 2 of form.

   b. Request a callback if the "5-Way" or ENS Circuit was not used for notification or an open commercial line has not been established in lieu of dedicated line.

6. Terminate notification unless line is required or has been requested to remain open.

A ringdown must be re-initiated to connect a party which has hung up once an open "5-way" line is created.

5.3.7 Perform subsequent periodic notifications to the State of Ohio, local counties and NRC, at approximately one hour intervals from the time of last follow-up notifications, using a Follow-up Notification form.

1. Ensure communicator statusboard accurately reflects the time that each periodic notification was initiated.

5.3.8 When notified by TSC Administrative Assistant (EOF Manager) that your facility will be accepting responsibility of offsite notifications, perform the following:

1. Contact the facility that will be relieved of offsite notifications via commercial telephone and advise them of time turnover will be performed.

2. When directed by the TSC Administrative Assistant (EOF Manager) to assume communications, announce the following over the "5-way" or Backup EOF conference bridge:

   "The Perry Plant (Technical Support Center/Emergency Operations Facility/Backup Emergency Operations Facility) is operational and communications are now being handled by the (TSC/EOF/BEOF)."

Once the EOF or Backup EOF is operational and notification responsibilities have been transferred, TSC "5-Way" and ENS Communicators can be released to the OSC at the Administrative Assistants discretion.

5.3.9 When notified over the "5-way" by the State of Ohio that they are issuing a protective action recommendation or by a local county that they have decided to implement a protective action, utilize the following forms to record these actions and forward immediately to Shift Manager (TSC Administrative Assistant or EOF Manager).

- State of Ohio Protective Action Recommendations (PNPP No. 7880, Attachment 8)

- County Protective Action Decisions (PNPP No. 7881, Attachment 9).

- State of Ohio Supplemental Actions (PNPP No. 10062, Attachment 10)

5.3.10 Abide by the following priorities for "5-way" usage, listed in decreasing priority/importance:

1. Initial notifications from the Perry Plant (PNPP No. 7794).
2. State of Ohio Protective Action Recommendations (PNPP No. 7880).
3. County Protective Action Decisions (PNPP No. 7881).
4. Follow-Up notification from the Perry Plant (PNPP No. 7795).
5. State of Ohio Supplemental Actions (PNPP No. 10062).
6. Other communications or discussions between the Perry Plant, State of Ohio, and Local Counties.

5.3.11 Perform periodic updates, as directed, to INPO and NEIL, using an Industry Event Notification form.

Notifications to these or any other support organization do not take precedence over initial and/or follow-up notifications to the NRC, State of Ohio, and local counties.

1. Utilize the telephone numbers listed on the facility private line autodialers or in the <Emergency Response Telephone Directory> to contact organizations.
2. Record the name and title of each contact, as well as the time contacted, on the form.
3. Record any questions or inquiries received from these organizations on a separate Communication Record Sheet, and forward to the Shift Manager (TSC Administrative Assistant or EOF Manager) for resolution.

5.3.12 Notify the Shift Manager (TSC Administrative Assistant or EOF Manager) of any significant loss of site or plant communications.

5.4 Notifications Performed from the Unit 1 Remote Shutdown Panel as a Result of a Control Room Evacuation

5.4.1 The **Shift Manager** shall:

1. Direct the I&C technician(s) and Control Room Assistant, serving as Control Room Communicators, to report to the Unit 1 Remote Shutdown Panel.

2. Utilize the forms contained in packets stored with the <Emergency Response Telephone Directory> to perform the following:

   a. Track Emergency Coordinator action as required by <EPI-A2> using the appropriate event checklist.

   b. Draft, or direct available staff to draft an Initial Notification form, and approve form per Section 5.1.2.

   c. Direct a Control Room Communicator to report with the approved Initial Notification form to the TSC to perform the required notifications to the NRC, State of Ohio, and local counties.

   d. Complete, or direct available staff to complete an ERO Pager Message form, and approve.

   e. Direct Site Protection to report to the Unit 1 Remote Shutdown Panel to pickup the completed form and to initiate ERO callouts from the Central Alarm Station (CAS).

   f. Direct a second Communicator or CRA, if available, to establish an open line with the NRC using available telephone instruments.

Telephone numbers for the NRC Operations Center are labeled on instruments. User must dial "9 + 1", prior to dialing number listed on label.

   g. Use available forms to complete follow-up notifications to the NRC, State of Ohio, and local counties per Section 5.1.5.

5.4.2 **Facility Communicator(s)** shall:

1. Report to the Unit 1 Remote Shutdown Panel when directed.

2. Utilize communications in the TSC FirstEnergy Room to perform offsite notifications to the NRC, State of Ohio, and local counties per Section 5.3, when the Initial Notification form is approved by the Shift Manager.

3. Use available telephone instruments to establish an open line with the NRC from the Remote Shutdown Panel, if directed by the Shift Manager.

Telephone numbers for the NRC Operations Center are labeled on instruments. User must dial "9 + 1", prior to dialing number listed on label.

4. Continue to perform subsequent follow-up notification from the TSC as directed by the Shift Manager, until the TSC is declared operational and offsite notification responsibilities transferred to the TSC.

5.5 Records

5.5.1 Records Handling

1. The records generated by emergency response personnel will be collected and maintained by Emergency Planning (EPU) pursuant to <EPI-B9>. The Emergency Records Package will be transferred to Records Management pursuant to <PAP-1701>.

5.5.2 Records Capture

The following records are generated by this document:

Quality Assurance Records

ERO Pager Messages (PNPP No. 9100)

Initial Notification (PNPP No. 7794)

Follow-Up Notification (PNPP No. 7795)

Industry Event Notification (PNPP No. 9596)

Communication Record Sheet (PNPP No. 8264)

State of Ohio Protective Action Recommendations (PNPP No. 7880)

County Protective Action Decisions (PNPP No. 7881)

State of Ohio Supplemental Actions (PNPP No. 10062)

Non-Quality Records

Notification Guidelines (PNPP No. 8677)

PAGER MESSAGES

PNPP No. 9100 Rev. 7/30/02

EPI-B1/SPI-0032

CONTROL ROOM/TSC INSTRUCTIONS:

Select appropriate message in Block #1; complete brief status in Block #2; sign as approved, and forward to SAS or contact the on-call EPU representative and instruct them on which message number to transmit.

SAS OPERATOR INSTRUCTIONS:

- If PBX or OPX Voice Mail method is used (for E-Plan ERO callouts only), in lieu of the Dialogic Call out System, record the following information in succession on voice mail message per <SPI-32>; otherwise follow Dialogic System protocol as outlined in <SPI-32>.
  - Block #1 - Message narrative* Block #2 - Event conditions Block #3 - Fitness for duty statement

1. Message No./Narrative (Select One):

(√)	No.	Event Code	Message Narrative*	(√)	No.	Event Code	Message Narrative*
	01	1111	Unusual Event - No facilities required.		14	4444	General Emergency - OSC, TSC, Backup EOF, and JPIC to be activated.
	02	1111	Unusual Event - PIRT to be activated.		15	5555	Event Termination (No Recovery Entered).
	03	1111	Unusual Event - OSC, TSC, and PIRT to be activated.		16	5555	Event Termination (Recovery Phase Entered).
	04	2222	Alert - OSC, TSC, and PIRT to be activated.				**Facility Augmentation/Non-E-Plan Scenarios**
	05	2222	Alert - OSC, TSC, and PIRT already activated; no additional facilities required.		17	5555	OSC to be activated.
	06	3333	Site Area Emergency - EOF and JPIC to be activated; no additional facilities required.		18	5555	TSC to be activated.
	07	3333	Site Area Emergency - Backup EOF and JPIC to be activated (TSC & OSC already activated).		19	5555	PIRT to be activated.
	08	3333	Site Area Emergency - OSC, TSC, EOF, PIRT, and JPIC to be activated.		20	5555	OSC, TSC and PIRT to be activated.
	09	3333	Site Area Emergency - OSC, TSC, Backup EOF, and JPIC to be activated.		21	5555	EOF to be activated.
	10	4444	General Emergency - OSC, TSC, EOF, and JPIC already activated.		22	6666	Security Event Backup EOF/Ashtabula Service Center TSC to be activated.
	11	4444	General Emergency - EOF and JPIC to be activated (TSC and OSC already activated).		23	5555	JPIC to be activated.
	12	4444	General Emergency - Backup EOF and JPIC to be activated (TSC & OSC already activated).				**Drill/Test Use Only**
	13	4444	General Emergency - OSC, TSC, EOF, and JPIC to be activated.		24	9999	Unannounced Pager Test (Shift Manager approval not required)

(√)	No.	Event Code	Message Narrative
	55	8005898002	Unplanned Shutdown - Forced Outage Situation
	60	8005898002	Davis-Besse Event Support

2. Conditions are as follows: _____

_____

☐ Forced Outage Organization meeting schedule for: (if applicable): _____ at _____
(Time) *(Specific Location)*

3. Record the following ONLY if the PBX or OPX Voice Mail is to be used:
"At the end of this message please state that you are NOT filling the position if:
you are NOT fit for duty; you have consumed alcohol within the past 5 hours, OR you can NOT respond within 10 minutes of your response goal."

Approved: ____/____/_____ Delivered/Called into SAS/EPU: _____
Date Time Shift Manager/TSC Operations Manager *Circle One* *Time*

Activated By SAS: ____/____/_____
Date Time Name

PAGER MESSAGES

Quick Summary of Dialogic Activation

1. **Dial** access number: 259-_____ (Refer to sealed envelope in ERO Directory)
2. **Enter** password as soon as system answers: _____ (Refer to sealed envelope)
3. **Enter** scenario number: _____
   - Confirm scenario number - 9 for YES; 6 for NO.
4. When prompted, "Scenario will be queued as an [EMERGENCY/TEST/DRILL]. Do you want to change it?", **press** 9 for YES; 6 for NO.

   EMERGENCY/DRILL: Scenario Nos. 1 thru 23, 55, and 60
   TEST: Scenario No. 24
5. When prompted, " Record on the Fly Message # _____ Segment ID or press * to record," **press** * and **record** the message statement (as listed in Block #2 on front page of form).
   - Confirm recording - **Press** 9 for YES; 6 for NO.
6. When prompted, confirm scenario number, that it's an emergency/drill/test, the event code, and on-the-fly message. **Press** 9 for YES, 6 for NO, then hang up if correct to initiate system.

INITIAL NOTIFICATION

1. **This is the Perry Nuclear Power Plant:**
   ☐ **Control Room** ☐ **Technical Support Center (TSC)** ☐ **Emergency Operations Facility (EOF)**
   ☐ **Backup EOF**

   (***Communicator***: **State your NAME and ERO POSITION TITLE.)**

2. **This is a(n):** ☐ **Actual Emergency** ☐ **Drill**

For step 3 below: Use only step 'a' when classifying or reclassifying an event. Use both steps 'a' & 'b' when simultaneously classifying and terminating from an Unusual Event or Alert. Use step 'c' when classifying after a transitory event. Use step 'd' when revising a protective action recommendation.

3. **a. A (n)** ☐ **UNUSUAL EVENT** ☐ **ALERT** ☐ **SITE AREA EMERGENCY** ☐ **GENERAL EMERGENCY has been declared at** _____ **hours on** __/__/____ **based on EAL(s):** _____.

   b. The emergency situation has been terminated at _____ **hours on** __/__/____.
   (Time) (Date)

   c. A transitory event has occurred which would have required the declaration of a(n):
   ☐ **ALERT** ☐ **SITE AREA EMERGENCY** ☐ **GENERAL EMERGENCY**
   but was mitigated prior to classification. Current event status is at a(n):
   ☐ **UNUSUAL EVENT** ☐ **ALERT** ☐ **SITE AREA EMERGENCY**
   declared at _____ **hours on** __/__/____ **based on EAL(s):** _____.
   (Time) (Date)

   d. General Emergency protective actions are being changed at _____ **hours on** __/__/____.
   (Time) (Date)

4. Brief non-technical description of event: _____

5. ☐ **a.** NO unplanned radioactive release has occurred.
   ☐ **b.** An unplanned radioactive release is in progress.

6. Utility recommended protective actions:
   ☐ **a. None.**
   ☐ **b. Evacuation of people in Subareas: 1 2 3 4 5 6 7 Lake Erie (circle)**

7. **I repeat, this is a(n):** ☐ **Actual Emergency** ☐ **Drill**

COMMENTS:

Notification is due at: _____ **hours on** __/__/____; _____
(Time) (Date) EMERGENCY COORDINATOR APPROVAL (signature)

INITIAL NOTIFICATION

COMMUNICATOR INSTRUCTIONS:

A. Ensure Items 1-7 (page 1) are completed, and Emergency Coordinator has approved release of information.

B. Pickup the "5-Way" Ringdown. As parties answer, perform a roll call to verify that the State and county agencies listed below are on-line; record time contacted below. If party does NOT answer, initiate a separate call per EPI-B1.

	TIME CONTACTED	5-WAY USED? YES	NO		TIME CONTACTED	5-WAY USED? YES	NO
ASHTABULA COUNTY	_____	☐	☐	LAKE COUNTY	_____	☐	☐
GEAUGA COUNTY	_____	☐	☐	STATE OF OHIO	_____	☐	☐

Read the following: **"Please obtain an Initial Notification form to copy this transmission. Communication on the "5-Way" Circuit is being recorded."** (Pause 5-10 seconds to allow agencies to obtain form before continuing.) Read the following: **"The current date and time is: date / / , time."**

C. Transmit data on page 1. When completed, record the name of contact below; request a call back if the 5-Way was NOT used.

NOTE: The following step can be done in parallel with step C. above if additional communicators are available.

D. Once State and county agencies have been contacted, initiate call on NRC ENS Circuit. Read the following: **"The following is a communication from the Perry Nuclear Power Plant. Communication on the ENS Circuit is being recorded."**

E. Transmit data on page 1. When completed, record the name of contact below; request a call back if the ENS was NOT used.

TIME NRC CONTACTED: _____

If the "5-Way" Ringdown or ENS Circuit was **NOT** used, a verification call back is required.

ORGANIZATION	PERSON CONTACTED	JOB TITLE	TIME OF CALLBACK (If Applicable)
Ashtabula County			☐ N/A
Geauga County			☐ N/A
Lake County			☐ N/A
State of Ohio			☐ N/A
Nuclear Regulatory Commission			☐ N/A

COMMON OFFSITE ACRONYMS:

SD	Sheriff's Department	EOC	Emergency Operations Center
HP	Highway Patrol	EMA	Emergency Management Agency
OSHP	Ohio State Highway Patrol	OEMA	Ohio Emergency Management Agency

Communicator(s) Name: (1) _____ (2) _____

[TSC & EOF ONLY] Forward a copy of completed form to the Information Liaison and Regulatory Affairs Coordinator.

NRC ENS/HPN SAMPLE QUESTIONS

1. Is there any change to the classification of the event? If so, what is the reason?

2. What is the ongoing/imminent damage to the facility, including affected equipment and safety features?

3. Have toxic or radiological releases occurred or been projected, including changes in the release rate? If so, what is the projected onsite and offsite releases, and what is the basis of assessment?

4. What are the health effect/consequences to onsite/offsite people? How many onsite/offsite people are/will be affected and to what extent?

5. Is the event under control? When was control established, or what is the planned action to bring the event under control? What is the mitigative action underway or planned?

6. What onsite protective measures have been taken or planned?

7. What offsite protective actions have been recommended to State/local officials?

8. What is the status of State/local/other Federal agencies' responses, if known?

9. If applicable, what is the status of public information activities, such as alarm, broadcast, or press?

ENS - Emergency Notification System
HPN - Health Physics Network

FOLLOW-UP NOTIFICATION

Page 1 of 2

PNPP No. 7795 Rev. 12/18/00 EPI-B1

COMMUNICATOR INSTRUCTIONS:

A. Ensure Items 1-8 are completed, Page 2 of 2 attached (if applicable per block 8), and Emergency Coordinator has approved release below. If party does NOT answer, initiate a separate call per EPI-B1.

	TIME CONTACTED	5-WAY USED? YES	NO		TIME CONTACTED	5-WAY USED? YES	NO
ASHTABULA COUNTY	_____	☐	☐	LAKE COUNTY	_____	☐	☐
GEAUGA COUNTY	_____	☐	☐	STATE OF OHIO	_____	☐	☐

- Once State and county agencies have been contacted, initiate call on NRC ENS Circuit. TIME CONTACTED:_____

B. Transmit data below on Page 1 of 2, and simultaneously FAX Page 2 of 2 (if applicable).

C. When completed, record the name of contact on back of form; request a call back if the 5-Way or ENS was NOT used.

D. Verify receipt of FAX. Use "5-Way" or ENS to verbally transmit Page 2 of 2 if FAX receipt NOT confirmed.

E. Communicator(s) Name: (1) _____ (2) _____

F. [TSC & EOF ONLY] Forward a copy of completed form to the Information Liaison and Regulatory Affairs Coordinator.

Please obtain an Follow-up Notification form to copy this transmission. Communications on the "5-Way" and ENS Circuits are being recorded. (Pause 5-10 seconds to allow agencies to obtain form before continuing.)

1. **This is the Perry Nuclear Power Plant:**
   ☐ **Control Room** ☐ **Technical Support Center (TSC)** ☐ **Emergency Operations Facility (EOF)** ☐ **Backup EOF**

   (State your NAME and ERO POSITION TITLE.)

2. **This is a(n):** ☐ **Actual Emergency** ☐ **Drill**

3. **Date:**_____ **Time:**_____ **hours**

4. **The emergency classification remains at a(n):**
   ☐ **UNUSUAL EVENT** ☐ **ALERT** ☐ **SITE AREA EMERGENCY** ☐ **GENERAL EMERGENCY**

5. **Reactor is:** ☐ **at power** ☐ **decreasing power** ☐ **in hot shutdown** ☐ **in cold shutdown** ☐ **in refueling mode**
   Prognosis is: ☐ **stable** ☐ **improving** ☐ **degrading**

6. Brief non-technical description of event: _____

7. General Information:
   ☐ **a. Evacuation of non-essential personnel has been initiated. Completed at**_____ **(time).**
   - **Offsite assembly for monitoring and decontamination purposes required:** ☐ **Yes** ☐ **No**

   ☐ **b.** Fire department has been requested. Currently on-site: ☐ Yes ☐ No
   ☐ **c.** Ambulance has been requested. Currently on-site: ☐ Yes ☐ No
   ☐ **d. Other:**
   _____
   ☐ **e.** NOT APPLICABLE

8. Radiological Summary:
   ☐ **a. No abnormal elevated radiation levels detected out the plant vents requiring consideration of offsite protective actions. Notification is completed at this time. NO Page 2 of 2.**
   This is a(n): ☐ **actual emergency** ☐ **drill.**
   ☐ **b. Above normal radiation levels detected out the plant vents. No offsite protective action recommended.**
   Refer to Page 2 of 2: ☐ **FAXed** ☐ **To Follow** **This is a(n):** ☐ **actual emergency** ☐ **drill.**
   ☐ **c. Offsite PAR issued based on:** ☐ **General Emergency classification.** ☐ **Actual/projected doses.**
   Refer to page 2 of 2. ☐ **Faxed** ☐ **To Follow** **This is a(n):** ☐ **actual emergency** ☐ **drill.**

Notification is due at: _____ hours at __/__/__; _____
(Time) *(Date)* *EMERGENCY COORDINATOR APPROVAL (signature)*

FOLLOW-UP NOTIFICATION

PNPP No. 7795 Rev. 12/18/00 EPI-B1

COMMENTS:

COMMON OFFSITE ACRONYMS:

SD	Sheriff's Department
HP	Highway Patrol
OSHP	Ohio State Highway Patrol
EOC	Emergency Operations Center
EMA	Emergency Management Agency
OEMA	Ohio Emergency Management Agency

COMMUNICATOR USE ONLY:

If the "5-Way" Ringdown or ENS Circuit was **NOT** used; a verification call back is required.

	PERSON CONTACTED	JOB TITLE	Time Of Call Back (if applicable)	Page 2 of 2 FAX Received (if applicable)
Ashtabula County			☐ NA;	☐ NA;
Geauga County			☐ NA;	☐ NA;
Lake County			☐ NA;	☐ NA;
State of Ohio			☐ NA;	☐ NA;
Nuclear Regulatory Commission			☐ NA;	☐ NA;

FOLLOW-UP NOTIFICATION

PNPP No. 7795 Rev. 12/18/00 EPI-B1

9. Meteorological Data:
   - ☐ (a) Wind speed _____ mph.
   - ☐ (b) Wind direction from degrees.
   - ☐ (c) Stability Class _____ .
   - ☐ (d) Precipitation: ☐ Yes ☐ No

10. Recommended Protective Actions:
   - ☐ (a) Evacuation of people as follows:
     Subareas: 1 2 3 4 5 6 7 Lake (circle)
   - ☐ (b) Sheltering of people as follows:
     Subareas: 1 2 3 4 5 6 7 Lake (circle)
   - ☐ (c) Other: _____

11. Recommended protective actions based on: (EPI-B8)
   - ☐ (a) A General Emergency has been declared.
   - ☐ (b) Calculations based on elevated radiation levels out plant vents.
   - ☐ (c) Actual field monitoring team levels.
   - ☐ (d) Potential release calculations.

12. Offsite Release information:
   - ☐ (a) Airborne release.
   - ☐ (b) Liquid release: _____
   - ☐ (c) Actual start time: _____ hours.
   - ☐ (d) Estimated start time: _____ hours.
   - ☐ (e) Release duration: _____ hours.
   - ☐ (f) Time since reactor power < 4%: _ hours.

13. Release Rates

	VENT	MONITOR READING	RANGE		FLOWRATE (cfm)
☐ (a)	UNIT 1	E	☐ HI/MID (uCi/CC)	☐ LOW (cpm)	
☐ (b)	UNIT 2	E	☐ HI/MID (uCi/CC)	☐ LOW (cpm)	
☐ (c)	TB/HB	E	☐ HI/MID (uCi/CC)	☐ LOW (cpm)	
☐ (d)	OFFGAS	E	☐ HI/MID (uCi/CC)	☐ LOW (cpm)	

14. Source term used for calculation, based on core condition:
   ☐ No Damage ☐ Clad Damage ☐ Fuel Melt ☐ Iso. Sample

15. Non-noble gas reduction factors:
   - ☐ (a) Suppression Pool Temp < 212F
   - ☐ (b) Suppression Pool Temp > = 212F
   - ☐ (c) 0.5 -24 Hour Holdup
   - ☐ (d) > 24 Hour Holdup
   - ☐ (e) Containment Spray
   - ☐ (f) Fuel Pool Scrubbing
   - ☐ (g) Primary System Plateout
   - ☐ (h) Unfiltered
   - ☐ (i) Filtered
   - ☐ (j) FHBVS

16. Projected offsite dose at _____ (Time of Calc) based on a _____ hour release duration:

DISTANCE	A SECTOR(S)	B TEDE DOSE RATE (REM/HOUR)	C TEDE (REM)	D CHILD THYROID DOSE RATE (REM/HOUR)	E CHILD THYROID DOSE (REM)
Site Boundary					
2 Miles					
5 Miles					
10 Miles					

17. Field Survey Data: ☐ Not applicable

#	A TIME TAKEN	B DISTANCE (miles)	C SECTOR (S)	D GAMMA DOSE RATE (REM/HOUR)	E CHILD THYROID DOSE (REM) BASED ____ HRS IMMERSION
1.					
2.					
3.					
4.					

18. Estimate of any surface contamination:
   - ☐ (a) Contamination readings are at normal levels at this time.
   - ☐ (b) _____

19. DRD to TEDE conversion factor is: _____

20 I repeat: ☐ This is a drill. ☐ This is an actual emergency.

INDUSTRY EVENT NOTIFICATION

PNPP No. 9596 Rev. 6/15/98 EPI-B1

NOTE: The following guidelines may be used at the Emergency Coordinator's discretion to notify and update INPO and NEIL on event conditions, and to request equipment or technical expertise through INPO. Notification to INPO and NEIL do not take priority over required notification to the State of Ohio, Local Counties, and NRC.

Approved for Transmission: _____
EOF Emergency Coordinator or TSC Operations Manager

A. Required Information (complete each step)

1. Notification Status (check one):
   - ☐ a. Actual Event
   - ☐ b. Drill or Exercise
2. Event Location (plant name and unit): PERRY PLANT, UNIT 1
3. Caller's Name: _____ Position: _____

☐ Control Room	(440) 259-3648	FAX: (440) 280-8005
☐ TSC	(440) 259-3073	FAX: (440) 280-8006
☐ EOF	(440) 259-2965	FAX: (440) 280-8007
☐ Backup EOF	(440) 994-8274	FAX: (440) 994-8322/8323

4. Emergency Coordinator is: _____
   located in the : ☐ Control Room (440) 280-5763 ☐ TSC (440) 280-5727
   ☐ EOF (440) 280-5745 ☐ Backup EOF (440) 994-8352
5. Event Classification:
   - ☐ Unusual Event ☐ Site Area Emergency ☐ Termination
   - ☐ Alert ☐ General Emergency ☐ Recovery
6. Reason for Declaration: _____

BLOCK #7 TRANSMITTED ONLY TO INPO

7. INPO Assistance Requested: ☐ None (unless previously requested) ☐ Refer to checklist below

TYPE: ☐ Facilitating technical information flow to the nuclear industry by maintaining the **NUCLEAR NETWORK.**

☐ Dispatching an INPO Liaison to the affected plant/utility to facilitate utility interface with INPO and its industry resources.

☐ Locating replacement equipment and/or industry personnel with special technical expertise:

_____

_____

_____

Point of Contact: TSC Plant Technical Engineer @ (440) 280-5730

B. Additional Information: (CONTINUE ON TO NEXT PAGE)

INDUSTRY EVENT NOTIFICATION

PNPP No. 9596 Rev. 6/15/98 EPI-B1

IF AND WHEN TIME ALLOWS, PROVIDE A BRIEF SUMMARY OF PLANT STATUS

1. Plant Conditions/Trends: Status as of hours Trend (circle one)

   a. Fuel Cladding Barrier: ↑ ↔ ↓

   b. RCS Barrier: ↑ ↔ ↓

   c. Containment Barrier: ↑ ↔ ↓

   d. Reactor Power: % Mode: 1 2 3 4 5 Refuel (circle one)

   e. Core Cooling Status: ↑ ↔ ↓

   f. Electrical Power Status: ↑ ↔ ↓

2. Offsite Radiological Release Information:

   ☐ **Not Applicable; no abnormal release in progress!**

   a. Release Duration: Started @ hours Terminated @ hours (NA if not isolated)

   Duration: hours (estimated or actual)

   b. Meteorological Conditions: wind direction _____ (from)
   wind speed _____ mph
   stability class _____

   c. Protective Actions implemented by local counties.

   ☐ No protective actions recommended.

   ☐ Evacuation Subareas:

   ☐ Shelter Subareas:

   Based on: ☐ General Emergency Default ☐ CNTMT Activity ☐ Projected / Actual Dose

3. Other Event Information:

END OF NOTIFICATION

Message Acknowledged By:

Individual Contacted	Title	Time Contacted
	INPO:	
	NEIL:	

NOTIFICATION GUIDELINES

PNPP No. 8677 Rev. 8/20/02 EPI-B1

1. If one contact does not respond to a "5-way callout", do not wait more than 10 seconds before starting the message.
2. When contacting a party over a PBX/OPX line and an answering service answers, record the date/time the service was contacted on the form cover sheet.
3. Only **"Boldfaced"** items should be read when notifying the State, and Counties; a number and letter reference should be used for all other items. However, when notifying the NRC the whole sentence for each item must be read.
4. Use the phonetic alphabet wherever possible, (e.g., 5.c-5. Charlie). See the phonetic alphabet table below.
5. Read messages at a normal pace in a clear, loud voice. For blocks with two or more sentences, the pace at which the message is transmitted should be slowed; however, you must remember that too slow of a pace can also be a detriment – USE YOUR OWN JUDGEMENT.
6. When talking to the County Sheriff Department dispatchers, be aware that they may leave temporarily to handle police/fire emergency calls.
7. Remind all parties to raise their voice when they wish to talk.
8. When communicating with the NRC, PNPP Form No. 6912 (see PAP-1604) should be referenced as a guide towards anticipating the information which may be requested.
9. When the message is complete, ask all parties if a repeat back is necessary.
10. When asking for a contact's name/title, absolute correct spelling is not necessary.

PHONETIC ALPHABET TABLE

A – Alpha	E – Echo	I – India	M – Mike	Q – Quebec	V – Victor
B – Bravo	F – Foxtrot	J – Juliett	N – November	R – Romeo	W – Whiskey
C – Charlie	G – Golf	K – Kilo	O – Oscar	S – Sierra	X – X-Ray
D – Delta	H – Hotel	L – Lima	P – Papa	T – Tango	Y – Yankee
				U – Uniform	Z - Zulu

OFFSITE ACRONYMS

ACP – Access Control Point
ARC – American Red Cross
DOE – U.S. Department of Energy
EMA – Emergency Management Agency
EOF – Emergency Operations Center
EPA – Environmental Protection Agency
EPZ – Emergency Planning Zone
FAA – Federal Aviation Administration
FEMA – Federal Emergency Management Agency
FRC – Federal Response Center
FRMAC – Federal Radiological Monitoring and Assessment Center
ODA – Ohio Department of Agriculture
ODH – Ohio Department of Health
ODOT – Ohio Department of Transportation
OEMA – Ohio Emergency Management Agency
ONG – Ohio National Guard
OSHP – Ohio State Highway Patrol
SOP – Standard Operating Procedure
TCP – Traffic Control Point
USDA – U.S. Department of Agriculture
USDOT – U.S. Department of Transportation

COMMUNICATION RECORD SHEET

PNPP No. 8264 Rev. 10/93 EPI-B1

INQUIRY/REQUEST

TO: _____ _____
(Name/Point of Contact) (Position/Title/Location)

FROM: _____ _____
(Name of Requestor) (Position/Title/Location)

DATE: ___/___/___ TIME _____ hrs.

SUBJECT: _____

QUESTION/TASK: _____

REPLY REQUESTED: ☐ YES ☐ NO

INQUIRY RESPONSE

RESPONSE: _____

RESPONSE PREPARED BY: _____ at ___/___/___ _____
(Name) (Date) (Time)

RESPONSE DELIVERED TO: _____ at ___/___/___ _____
(Name) (Date) (Time)

STATE OF OHIO
PROTECTIVE ACTION RECOMMENDATIONS

PNPP No. 7880 Rev. 7/30/02 EPI-B1

MESSAGE START TIME

FOR UTILITY USE ONLY

1. This is a DRILL./This is NOT A DRILL.

2. This is _____ , _____ .
(Name) *(Title)*

3. The State of Ohio recommends the following for the General Public:

   a. EVACUATE
   Subarea(s) _____
   Other _____

   b. SHELTER
   Subarea(s) _____
   Other _____

   c. NO PROTECTIVE ACTIONS ARE NECESSARY.

   d. OTHER _____
   _____

4. PRECAUTIONARY ACTIONS: _____
_____
_____
_____

5. This above recommendations are based upon: a. PLANT CONDITIONS b. RELEASE DATA

6. This recommendation is effective as of _____ , _____ .
(Time) *(Date)*

MESSAGE STOP TIME:	COMMUNICATOR:

DISTRIBUTION: CONTROL ROOM: WHITE - SHIFT MANAGER CANARY/PINK - NA
TSC: WHITE - OPS. MGR. CANARY - RAD PROT. COORD. PINK - REGULATORY AFFAIRS COORD.
EOF: WHITE - EMERG. COORD. CANARY - OFFSITE RAD. ADV. PINK - REGULATORY AFFAIRS COORD.

"RECOMMENDATION ONLY"

COUNTY PROTECTIVE ACTION DECISIONS

PNPP No. 7881 Rev. 7/30/02 EPI-B1

MESSAGE START TIME

FOR UTILITY USE ONLY

1. This is a DRILL./This is NOT A DRILL.

2. This is _____ (Name), _____ (Title).

3. The _____ County/ies Commissioners recommend the following for the General Public:
   a. EVACUATE
      Subarea(s) _____
      Other _____
   b. SHELTER
      Subarea(s) _____
      Other _____
   c. NO PROTECTIVE ACTIONS ARE NECESSARY.
   d. OTHER _____

4. PRECAUTIONARY ACTIONS: _____

5. The above recommendation DO/DO NOT affect existing protective actions.

6. The above recommendations are based upon:
   a. STATE AND UTILITY RECOMMENDATIONS
   b. OTHER _____

7. This recommendation is effective as of _____ (Time), _____ (Date).

8. The sirens will be activated at _____ (Time).

9. The EAS will be activated at _____ (Time) and the message/s to be broadcasted will be:

   A B C D E F G H I J
   (Circle As Appropriate)

MESSAGE STOP TIME:	COMMUNICATOR:

DISTRIBUTION: *CONTROL ROOM: WHITE - SHIFT MANAGER CANARY/PINK - NA*
TSC: WHITE - OPS. MGR. CANARY - RAD PROT. COORD. PINK - REGULATORY AFFAIRS COORD.
EOF: WHITE - EMERG. COORD. CANARY - OFFSITE RAD. ADV. PINK - REGULATORY AFFAIRS COORD.

STATE OF OHIO SUPPLEMENTAL ACTION FORM

PNPP No. 10062A Rev. 7/30/02 EPI-B1

THE FOLLOWING ACTIONS **WERE** TAKEN BY THE STATE AT THE **ALERT.**

☐ Original ☐ Update #_____

MESSAGE START TIME: _____

THIS IS A DRILL/THIS IS NOT A DRILL Date: ____/____/____ Time: _____

☐ 1. ODOT, ODNR, and USCG have been requested to assist in **restricting Lake Erie traffic** as of _____.

☐ 2. State and Federal **Parklands** have been requested to close effective at: _____.

☐ 3. An aircraft has been dispatched as of: _____.

ETA Utility _____

ETA JPIC _____

Destination of passengers:

☐ JPIC ☐ EOF/ECC ☐ County

☐ 4. State Radiological **Monitoring Teams** have been dispatched as of: _____

Destination is: Columbiana County EOC ETA: _____
Fremont Airport ETA: _____
Lake County EOC ETA: _____

☐ 5. The **Communications Van** has been dispatched as of: _____

Destination is: Campground Rd. ETA: _____
SR 590/Elmore Eastern Rd. ETA: _____
Ledgemont Elementary ETA: _____

☐ 6. State **Liaisons** have been dispatched as follows:

County: _____ ETA: _____
County: _____ ETA: _____
County: _____ ETA: _____

☐ 7. **Contiguous governments** (Michigan, Pennsylvania, Canada) have been notified as of: _____

☐ 8. The State of Ohio Assessment Room has been **activated** as of: _____.

☐ 9. The State of Ohio Assessment Room is **operational** as of: _____.

☐ 10. Other:

MESSAGE STOP TIME:	**COMMUNICATOR:**

Distribution: Control Room: White - Shift Manager Canary/Pink - N/A
TSC: White - OPS Mgr. Canary - Rad Prot. Coord. Pink - Regulatory Affairs Coord.
EOF: White - Emerg. Coord. Canary - Offsite Rad. Adv. Pink - Regulatory Affairs Coord.

STATE OF OHIO SUPPLEMENTAL ACTION FORM

PNPP No. 10062B Rev. 7/30/02 EPI-B1

THE FOLLOWING ACTIONS **WERE** TAKEN BY THE STATE OF OHIO AT THE **SITE AREA EMERGENCY.**

☐ Original ☐ Update #_____

MESSAGE START TIME: _____

THIS IS A DRILL/THIS IS NOT A DRILL Date: ____/____/____ Time: _____

1. The Director of the Ohio Department of Agriculture recommends that as a precaution, **livestock and poultry be brought inside and placed on stored feed and protected water** in all townships and municipalities within 10 miles of the plant.
   Effective as of: _____.
2. ODOT, ODNR, and USCG have been requested to assist in **restricting Lake Erie traffic** as of:
   _____.
3. State and Federal **Parklands** have been requested to close effective as of: _____.
4. Based on plant conditions, the Governor has declared a **State of Emergency** effective as of: _____.
5. The Federal Aviation Administration has been contacted to **restrict air space** in the EPZ effective as of: _____.
6. Appropriate **Railroads** have been contacted to restrict rail traffic effective at: _____.
7. FEMA has been requested to implement the **Federal Radiological Response Plan** effective at: _____.
8. The DOE has been contacted as of: _____ and requested to activate **the Federal Radiological Monitoring and Assessment Center.** Aerial monitoring will be available as of: _____.
9. The State Emergency Operations Room has been **activated** as of: _____.
10. The State Emergency Operations Room is **operational** as of: _____.
11. Other:

MESSAGE STOP TIME:	**COMMUNICATOR:**

Distribution: Control Room: White - Shift Manager Canary/Pink - N/A
TSC: White - OPS Mgr. Canary - Rad Prot. Coord. Pink - Regulatory Affairs Coord.
EOF: White - Emerg. Coord. Canary - Offsite Rad. Adv. Pink - Regulatory Affairs Coord.

STATE OF OHIO SUPPLEMENTAL ACTION FORM

PNPP No. 10062C Rev. 7/30/02 EPI-B1

THE FOLLOWING ACTIONS **WERE** TAKEN BY THE STATE OF OHIO AT THE **GENERAL EMERGENCY.**

☐ Original ☐ Update #_____

MESSAGE START TIME: _____

THIS IS A DRILL/THIS IS NOT A DRILL Date: ____/____/____ Time: _____

1. The Director of the Ohio Department of Health recommends that **dose limits for emergency workers REMAIN THE SAME.**
2. The Director of the Ohio Department of Health recommends that **dose limits for emergency workers BE CHANGED** as follows:
   a. from 25 rem to _____.
   b. from 10 rem to _____.
   c. from 5 rem to _____ (cannot be lower than 1)
3. The Director of the Ohio Department of Health DOES NOT recommend that emergency workers and the Institutionalized take KI (potassium iodide)
4. The Director of the Ohio Department of Health recommends that emergency workers and the Institutionalized **TAKE KI** (potassium iodide) for subarea (s) _____.
5. Other:

MESSAGE STOP TIME:	**COMMUNICATOR:**

Distribution: Control Room: White - Shift Manager Canary/Pink - N/A
TSC: White - OPS Mgr. Canary - Rad Prot. Coord. Pink - Regulatory Affairs Coord.
EOF: White - Emerg. Coord. Canary - Offsite Rad. Adv. Pink - Regulatory Affairs Coord.