



Tennessee Valley Authority, 1101 Market Street, Chattanooga, Tennessee 37402-2801

September 13, 2002

10 CFR 50,  
Appendix E  
Section V

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

Gentlemen:

In the Matter of	)	Docket Nos.	50-259	50-390
Tennessee Valley Authority	)		50-260	50-391
			50-296	50-327
				50-328


TVA CENTRAL EMERGENCY CONTROL CENTER (CECC) - EMERGENCY PLAN  
IMPLEMENTING PROCEDURE (EPIP) REVISIONS

In accordance with the requirements of 10 CFR Part 50, Appendix E, Section V, enclosed are copies of the Effective Page Listing and revisions to CECC EPIPs.

PROCEDURE		EFFECTIVE DATE
EPIP	EPL	9/3/02
EPIP-2	Rev. 28	9/3/02
EPIP-3	Rev. 29	9/3/02
EPIP-4	Rev. 30	9/3/02
EPIP-5	Rev. 32	9/3/02

If you have any questions, please contact Terry Knuettel at  
(423) 751-6673.

Sincerely,

  
Mark J. Burzynski  
Manager  
Nuclear Licensing

Enclosures  
cc: See page 2

A045

U.S. Nuclear Regulatory Commission  
Page 2  
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cc (Enclosures):

U.S. Nuclear Regulatory Commission (Enclosures 2)  
Region II  
Sam Nunn Atlanta Federal Center  
61 Forsyth Street, SW, Suite 23T85  
Atlanta, Georgia 30303-8931

NRC Senior Resident Inspector [Enclosures provided  
Browns Ferry Nuclear Plant by site DCRM]  
P.O. Box 149  
Athens, Alabama 35611

NRC Senior Resident Inspector [Enclosures provided  
Sequoyah Nuclear Plant by site DCRM]  
2600 Igou Ferry Road  
Soddy Daisy, Tennessee 37379-3624

NRC Senior Resident Inspector [No enclosures, by request  
Watts Bar Nuclear Plant of site resident]  
1260 Nuclear Plant Road  
Spring City, Tennessee 37381

U.S. Nuclear Regulatory Commission  
Page 3  
September 13, 2002

cc (w/o Enclosures):

T. E. Abney, PAB 1G-BFN  
B. K. Marks, LP 6B-C  
P. L. Pace, ADM 1L-WBN  
Pedro Salas, OPS 4C-SQN  
J. A. Scalice, LP 6A-C  
E. J. Vigluicci, ET 11A-K  
EDMS, EB 5G-C

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# DOCUMENT RELEASE AND FILING INSTRUCTIONS

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To Management Services/RIM/EDM  
Other \_\_\_\_\_  
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Date Submitted to Management \_\_\_\_\_  
Services/RIM/EDM: \_\_\_\_\_  
Date to Filed By. \_\_\_\_\_

Prepared By Gail White  
Extension: 751-2108  
Organization AS&P  
Address: LP 4D-C

Attached are (select one)

- ☒ QA Records/Documents  
☐ Non-QA Records/Documents

Release and Submitted for:

- ☒ Distribution  
☒ Retention

DOCUMENT NUMBER	REV	NO. PAGES	REC ACCT		DATE	REMOVE PAGES	INSERT PAGES
			Y	N			
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CECC EPIP-2, rev. log	28	2 ✓	✓			rev. log	rev. log
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CECC EPIP-5, rev. log	32	2 ✓	✓			rev. log	rev. log
CECC EPIP-5	32	8	✓			All	1 - 8

\_\_\_\_\_  
Date  
\_\_\_\_\_  
\_\_\_\_\_  
Contact \_\_\_\_\_ Ext. \_\_\_\_\_

Acceptance

Ronald L. Farmer 9-3-02  
Signature Date

TENNESSEE VALLEY AUTHORITY  
CENTRAL EMERGENCY CONTROL CENTER EMERGENCY PLAN  
IMPLEMENTING PROCEDURES  
LIST OF EFFECTIVE PAGES

This list of effective pages must be retained with the CECC-EIPs.

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## CECC EPIP Coversheet

<b>Tennessee Valley Authority</b>  <b>CENTRAL EMERGENCY CONTROL CENTER EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>Title</b>  <b>OPERATIONS DUTY SPECIALIST PROCEDURE FOR NOTIFICATION OF UNUSUAL EVENT</b>	<b>CECC EPIP-2 REV. 28</b>  <b>Effective Date:</b> <u>9/8/02</u>										
<p>WRITTEN BY: <u>Thomas E. Adkins</u> Signature      REVIEWED BY: <u>David Pond</u> Signature      <u>8/19/02</u> Date</p> <p>PLAN EFFECTIVENESS DETERMINATION: <u>Thomas E. Adkins</u> Signature      <u>8/16/02</u> Date</p> <p style="text-align: center;"><b>CONCURRENCES</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Concurrence Signature</th> <th style="width: 30%;">Date</th> </tr> </thead> <tbody> <tr> <td> <input checked="" type="checkbox"/> Manager, EP Program Planning and Implementation  <u>David Pond</u> </td> <td><u>8-19-02</u></td> </tr> <tr> <td> <input checked="" type="checkbox"/> Manager, Emergency Preparedness  <u>BKM</u> </td> <td><u>8/22/02</u></td> </tr> <tr> <td> <input checked="" type="checkbox"/> Manager, Radiological and Chemistry Services  <u>Chanchar</u> </td> <td><u>8/23/02</u></td> </tr> <tr> <td> <input type="checkbox"/> </td> <td>_____</td> </tr> </tbody> </table>			Concurrence Signature	Date	<input checked="" type="checkbox"/> Manager, EP Program Planning and Implementation <u>David Pond</u>	<u>8-19-02</u>	<input checked="" type="checkbox"/> Manager, Emergency Preparedness <u>BKM</u>	<u>8/22/02</u>	<input checked="" type="checkbox"/> Manager, Radiological and Chemistry Services <u>Chanchar</u>	<u>8/23/02</u>	<input type="checkbox"/>	_____
Concurrence Signature	Date											
<input checked="" type="checkbox"/> Manager, EP Program Planning and Implementation <u>David Pond</u>	<u>8-19-02</u>											
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<input checked="" type="checkbox"/> Manager, Radiological and Chemistry Services <u>Chanchar</u>	<u>8/23/02</u>											
<input type="checkbox"/>	_____											

## APPROVAL

<b>APPROVED BY:</b> <u>J. E. Miller</u> Signature	<u>Vice President, E&amp;TS</u> Title      Organization	<u>8-29-02</u> Date
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CECC-EPIP-2  
OPERATIONS DUTY SPECIALIST  
PROCEDURE FOR NOTIFICATION OF UNUSUAL EVENT

REVISION LOG		
Rev. No.	Date	Revised Pages
0	3/22/88	All (Changed from IPD to EPIP)
1	4/27/88	3
2	11/18/88	3
3	4/26/89	All
4	7/13/89	3
5	9/19/89	All
6	10/26/89	1,2, App. A (pg.2), App. B (p.2)
7	5/23/90	App. A (p.2), App. B (p.2)
8	5/21/91	Page 2 of 2, App. A, Pgs. 1 and 2, App. B, Pgs. 1 and 2
9	5/31/91	Page 2 of 2; App. B, Pgs. 1 and 2
10	12/12/91	Pages 1-2; App. A, pgs. 1-2; App. B, Pgs. 1-2
11	12/23/92	New coversheet and rev log added; pgs. 1-3; App. A, Appendix B deleted
12	06/18/93	Page 3; all pages issued.
13	06/28/94	All
14	2/17/95	Page 3 Name removal from notification list
15	7/13/95	Page 3 change Al. Area code; All pages issued.
16	3/20/96	Page 3 change M. O. Medford to J. P. Maciejewski; all pages issued.
17	10/30/96	Change SOS to SM, add SNE to call list, add M. O. Medford to call list, correct telephone area code.
18	12/12/96	Page 3 change M. O. Medford to O. J. Zeringue; all pages issued.
19	4/7/97	Annual review. Add notification completed step to procedure. All pages issued.
20	7/16/97	Modify notification list. All pages issued.
21	9/24/98	Add Mr. Scalice to notification list and remove Mr. Zeringue. All pages issued.

CECC-EPIP-2  
OPERATIONS DUTY SPECIALIST  
PROCEDURE FOR NOTIFICATION OF UNUSUAL EVENT

REVISION LOG (Continued)		
Rev. No.	Date	Revised Pages
<u>22</u>	<u>11/13/00</u>	<u>Add Public Information Manager to OPS notification list. Remove reference to notification board.</u>
<u>23</u>	<u>3/30/01</u>	<u>Annual review. Revise initial State Notification Form. All pages issued.</u>
<u>24</u>	<u>8/23/01</u>	<u>Update notification list. All pages issued.</u>
<u>25</u>	<u>11/7/01</u>	<u>Update notification list. All pages issued.</u>
<u>26</u>	<u>6/13/02</u>	<u>Annual review, add TPS notification, add credible threat NOUE activation of CECC, update notification list, add time to Initial State Notification Form. All pages issued.</u>
<u>27</u>	<u>7/24/02</u>	<u>Change "credible threat" terminology and update notification list. All pages issued.</u>
<u>28</u>	<u>9/3/02</u>	<u>Update organization names. Add Load Coordinator and TPS Transmission Dispatcher phone numbers.</u>

**OPERATIONS DUTY SPECIALIST  
PROCEDURE FOR NOTIFICATION OF UNUSUAL EVENT**

**1.0 PURPOSE**

This procedure is designed to direct the ODS during a Notification of Unusual Event to ensure consistent, accurate, and timely response in the event of an emergency.

**2.0 SCOPE**

This procedure covers anticipated requirements of the ODS during a Notification of Unusual Event.

**3.0 REFERENCES**

Radiological Emergency Plan

**4.0 ABBREVIATIONS AND DEFINITIONS**

EDO - Emergency Duty Officer  
ODS - Operations Duty Specialist  
CECC - Central Emergency Control Center  
NP - Nuclear Power  
SNE - Senior Nuclear Executive

**5.0 RESPONSIBILITIES**

- 5.1 Upon notification by the Site Emergency Director that a Notification of Unusual Event exists, the ODS is responsible for recording the preliminary report of information concerning the incident on Appendix A.
- 5.2 The ODS is responsible for notifying the appropriate State agency, CECC EDO, key NP emergency response personnel, the Load Coordinator, and the TPS Transmission Dispatcher.
- 5.3 The ODS is responsible for recording any follow-up information on Appendix B and notifying the appropriate State.

**6.0 PROCEDURE REQUIREMENTS**

**6.1 Actions to be Taken for a Notification of Unusual Event**

The ODS performs the following tasks:

**NOTE:** When making notifications of an emergency situation, provide only the information contained on the attachment. Avoid any unnecessary explanation or elaboration of the information. Timeliness and accuracy is of the utmost importance. If additional information/explanation is required by any party, provide the name and phone number of the EDO and request they contact him or patch them through to him.

(TIME/INITIALS)

\_\_\_\_ / \_\_\_\_ 6.1.1 Upon receiving a call from the Site Emergency Director:

Turn on Recording Equipment and enter the following information.

Current Date: \_\_\_\_\_

Current Time: \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ 6.1.2 Refer to the form in Appendix A and log information to be provided to the State.

\*6.1.3 Make notification call to the appropriate State (not to exceed 15 minutes from the time of the  
\* declaration of the event).

Tennessee

TEMA Duty Officer: \_\_\_\_\_ Time: \_\_\_\_\_  
(Use the ringdown telephone as the primary means to contact TEMA. If this does not work, then use numbers programmed on phones.)

Alabama

\* Alabama Office of Radiation Control Duty Officer: \_\_\_\_\_ Time: \_\_\_\_\_

AFTER HOURS NOTIFY

\* Montgomery State Trooper Post to have the Office of Radiation Control Duty Officer

call the ODS \_\_\_\_\_ Time: \_\_\_\_\_  
(See numbers programmed on phones.)

6.1.4 If the NOUE declaration is based on a credible site specific security threat indicated by an EAL listed below:

EAL 6.7 U for BFN  
"Credible Site Specific Security Threat"  
or  
EAL 4.6 for SQN and WBN  
"Credible Site Specific SecurityThreat"

Then activate the CECC using CECC-EPIP-3 using steps 6.1.5 through 6.1.2.4.

\*Revision

(TIME/INITIALS)

6.1.5 Notify the following by phone or pager.

\_\_\_\_ / CECC EDO (See REPTRACK Duty List)  
\_\_\_\_ / CECC Director (See REPTRACK Duty List)  
\_\_\_\_ / J. A. Scalice (See REND Call-Out List - SNE)  
\_\_\_\_ / J. E. Maddox (See REND Call-Out List - SNE)  
\_\_\_\_ / B. K. Marks (See REND Call-Out List - CECC Director)  
\_\_\_\_ / SNE (See REPTRACK Duty List or REND Call-Out List - SNE)  
\_\_\_\_ / Nuclear Emergency Public Information Duty Officer (See REPTRACK Duty List)

\_\_\_\_ / 6.1.6 Inform the Site Emergency Director that the respective State has been notified.

\* \_\_\_\_ / 6.1.7 Notify the Load Coordinator of the condition (751-7547).

\* \_\_\_\_ / 6.1.8 Notify the TPS Transmission Dispatcher of the condition.  
\* BFN: SW Dispatch 751-4203  
\* SQN: SE Dispatch 751-4208  
\* WBN: NE Dispatch 751-4204

\_\_\_\_ / 6.1.9 Upon receiving telecopy of the Site Emergency Director event form verify the information recorded on Appendix A of this procedure is correct.

\_\_\_\_ / 6.1.10 Telecopy the proper Appendix of this procedure to the affected State.

\* AL. Office of Radiation Control (334) 206-5387  
TEMA (615) 242-9635

\* \_\_\_\_ / 6.1.11 Verify that the telecopy to the State has been received. (Only during normal working hours for AL. Office of Radiation Control.) Use programmed telephone number for the affected State.

\_\_\_\_ / 6.1.12 Refer to the form in Appendix B, log follow-up information regarding the event in progress, and provide to the appropriate State.

6.2 Actions To Be Taken When the Condition Is Terminated

6.2.1 Upon notification of the termination of the Notification of Unusual Event, the ODS has the responsibility of notifying all parties informed in section 6.1 of this procedure.

\_\_\_\_ / Notifications completed

Exceptions: \_\_\_\_\_

APPENDIX A Page 1 of 1

TVA INITIAL NOTIFICATION FORM FOR NOTIFICATION OF UNUSUAL EVENT

1. ☐ THIS IS A REAL EVENT ☐ THIS IS A DRILL

2. This is \_\_\_\_\_, TVA Operations Duty Specialist at telephone number (423) 751-1700.

There has been a **NOTIFICATION OF UNUSUAL EVENT** declared at:

☐ Browns Ferry ☐ Sequoyah ☐ Watts Bar affecting:

☐ Unit 1 ☐ Unit 2 ☐ Unit 3 ☐ Common

3. EAL Designator: \_\_\_\_\_

4. Brief Description of the Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Radiological Conditions:

☐ No Abnormal Release Offsite

☐ Airborne Release Offsite

☐ Liquid Release Offsite

☐ Release Information Not Known

6. Event Declared: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

7. Provide Protective Action Recommendation:

☐ None

8. "Please repeat the information you have received to ensure accuracy."

9. Time and Date information provided to the State.

Time: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: When completed telecopy this information to the State.

APPENDIX B Page 1 of 1

FOLLOW-UP INFORMATION FORM  
NOTIFICATION OF UNUSUAL EVENT

1. "This is a Real Emergency. This is a Real Emergency." ☐  
or  
"This is a Drill. This is a Drill." ☐

2. Time \_\_\_\_\_

3. The following significant changes in Plant Conditions have occurred.

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4. The following significant changes in Radiological Conditions have occurred. \_\_\_\_\_

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5. "Please repeat the information you have received to ensure accuracy."

6. Time information provided to State. \_\_\_\_\_

7. Name \_\_\_\_\_ Date \_\_\_\_\_

Note: When completed telecopy this Form to the State.

## CECC EPIP Coversheet

Tennessee Valley Authority  CENTRAL EMERGENCY CONTROL CENTER EMERGENCY PLAN IMPLEMENTING PROCEDURES	Title  OPERATIONS DUTY SPECIALIST PROCEDURE FOR ALERT	CECC EPIP-3 REV. 29										
		Effective Date: 9/3/02										
<p>WRITTEN BY: <u>Thomas E. Albright</u> Signature REVIEWED BY: <u>David Pond</u> Signature 8-19-02 Date</p> <p>PLAN EFFECTIVENESS DETERMINATION: <u>Thomas E. Albright</u> Signature 8/16/02 Date</p> <p style="text-align: center;">CONCURRENCES</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Concurrence Signature</th> <th style="width: 30%;">Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Manager, EP Program Planning and Implementation <u>David Pond</u></td> <td>8-19-2002</td> </tr> <tr> <td><input checked="" type="checkbox"/> Manager, Emergency Preparedness <u>BK Martin</u></td> <td>8/22/02</td> </tr> <tr> <td><input checked="" type="checkbox"/> Manager, Radiological and Chemistry Services <u>Chandray</u></td> <td>8/23/02</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>			Concurrence Signature	Date	<input checked="" type="checkbox"/> Manager, EP Program Planning and Implementation <u>David Pond</u>	8-19-2002	<input checked="" type="checkbox"/> Manager, Emergency Preparedness <u>BK Martin</u>	8/22/02	<input checked="" type="checkbox"/> Manager, Radiological and Chemistry Services <u>Chandray</u>	8/23/02	<input type="checkbox"/>	
Concurrence Signature	Date											
<input checked="" type="checkbox"/> Manager, EP Program Planning and Implementation <u>David Pond</u>	8-19-2002											
<input checked="" type="checkbox"/> Manager, Emergency Preparedness <u>BK Martin</u>	8/22/02											
<input checked="" type="checkbox"/> Manager, Radiological and Chemistry Services <u>Chandray</u>	8/23/02											
<input type="checkbox"/>												

## APPROVAL

APPROVED BY: <u>J. E. Mullis</u> Signature	Vice President, E&TS Title Organization	8-29-02 Date
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CECC-EPIP-3  
OPERATIONS DUTY SPECIALIST  
PROCEDURE FOR ALERT

REVISION LOG

Rev. No.	Date	Revised Pages
0	3/22/88	All (Changed from IPD to EPIP)
1	04/27/88	3
2	11/18/88	3, 4
3	4/26/89	All
4	7/13/89	3, 4
5	9/19/89	All
6	10/26/89	2, App. A (p. 2), App. B (p.2) Title changed (pgs. 1-2)
7	5/23/90	"Site Area Emergency" section moved to EPIP-4. App. A (pg2), App. B (p.2). App. C added (p.1)
8	5/21/91	Pages 2 and 3, App. A, Pgs. 1 & 2, App. B, Pgs. 1 & 2
9	05/31/91	Page 2 of 3; Appendix B, pages 1 and 2
10	12/12/91	Pages 1-3/ App. A, pgs. 1-2; App. B, pgs. 1-2.
11	05/15/92	Page 2 revised; new coversheet and rev. log added; All pages issued.
12	12/23/92	Pages 1-4; App. A, Pg. 1; App. B, Pg. 1; App. C deleted.
13	01/25/93	Pages 1, 3 & 4; added activation of ERDS system. All pages issued.
14	06/18/93	Page 3; all pages issued.
15	06/24/94	Pages 1-4; App. B; Former App. B changes to App. C.
16	2/17/95	Page 3 Name removal from notification list.
17	7/13/95	Page 4 Changed AL. area code. All pages issued.
18	3/20/96	Page 3 Change M. O. Medford to J. P. Maciejewski; all pages issued.
19	10/30/96	Removed references to SOS, add M. O. Medford to call list, rearrange order of call list, telephone number updates, add statement to clarify CECC security setup instructions. Procedure put in new format. All pages issued.
20	12/12/96	Page 3 remove M. O. Medford. Page 4 add O. J. Zeringue; all pages issued.
21	4/7/97	Annual review. Update State of AL. fax number. All pages issued.
22	7/16/97	Correct telephone number. Modify notification list. All pages issued.
23	9/24/98	Update manual callout list and instructions. All pages issued.

CECC-EPIP-3  
OPERATIONS DUTY SPECIALIST  
PROCEDURE FOR ALERT

REVISION LOG (Continued)

<u>Rev. No.</u>	<u>Date</u>	<u>Revised Pages</u>
<u>24</u>	<u>11/13/00</u>	<u>Add section to cover ODS relocation, editorial changes.</u>
<u>25</u>	<u>3/30/01</u>	<u>Annual review. Revise initial State Notification Form. All pages issued.</u>
<u>26</u>	<u>8/23/01</u>	<u>Update notification list. All pages issued.</u>
<u>27</u>	<u>6/13/02</u>	<u>Annual review. Add TPS notification, update notification list, add time to to Initial State Notification Form, editorial changes. All pages issued.</u>
<u>28</u>	<u>7/24/02</u>	<u>Update notification list. Change Automated Paging System to Emergency Paging System. Change CECC Notification Board to REND. All pages issued.</u>
<u>29</u>	<u>9/3/02</u>	<u>Update organizational names. Add Load Coordinator and TPS Transmission Dispatcher phone numbers.</u>

**OPERATIONS DUTY SPECIALIST  
PROCEDURE FOR ALERT**

**1.0 PURPOSE**

This procedure is designed to direct the ODS during an Alert to ensure consistent, accurate, and timely response in the event of an emergency.

**2.0 SCOPE**

This procedure covers anticipated requirements of the ODS during an Alert. This procedure should not be used after the CECC has assumed responsibility for communications with the State under CECC EPIP-1.

**3.0 REFERENCES**

Radiological Emergency Plan

**4.0 ABBREVIATIONS AND DEFINITIONS**

EDO - Emergency Duty Officer  
ERDS - Emergency Response Data System  
ODS - Operations Duty Specialist  
CECC - Central Emergency Control Center

**5.0 RESPONSIBILITIES**

- 5.1 Upon notification by the Site Emergency Director that an Alert exists, the ODS is responsible for recording the preliminary report of information concerning the incident on Appendix A.
- 5.2 The ODS is responsible for notifying the appropriate State agency, CECC EDO, CECC Director, Plant Assessment Manager, Radiological Assessment Manager, Load Coordinator, TPS Transmission Dispatcher, and key CECC staff. The ODS is also responsible for notifying technical support personnel as requested.
- 5.3 The ODS is responsible for recording any follow-up information on Appendix B and notifying the appropriate State.

**6.0 PROCEDURE REQUIREMENTS**

**6.1 Actions to be Taken for an Alert**

The ODS performs the following tasks:

**NOTE:** When making notifications of an emergency situation, provide only the information contained on the attachment. Avoid any unnecessary explanation, interpretation, or elaboration of the information. Timeliness and accuracy is of the utmost importance.

(TIME/INITIALS)

\_\_\_\_ / \_\_\_\_ 6.1.1 Upon receiving a call from the Site Emergency Director:

**Turn on Recording Equipment** and enter the following information.

Current Date: \_\_\_\_\_

Current Time: \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ 6.1.2 Refer to the form in Appendix A and log information to be provided to the State.

\*6.1.3 \* 

Make notification call to the appropriate State (not to exceed 15 minutes from the time of the declaration of the event).
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Tennessee

TEMA Duty Officer: \_\_\_\_\_ Time: \_\_\_\_\_  
(Use the ringdown telephone as the primary means to contact TEMA. If this does not work, then use numbers programmed on phones.)

Alabama

\* Alabama Office of Radiation Control Duty Officer: \_\_\_\_\_ Time: \_\_\_\_\_

**AFTER HOURS NOTIFY**

\* Montgomery State Trooper Post to have the Office of Radiation Control Duty Officer

call the ODS \_\_\_\_\_ Time: \_\_\_\_\_  
(See numbers programmed on phones )

\*Revision

(TIME/INITIALS)

\_\_\_\_ / 6.1.4 If event has been terminated refer to CECC-EPIP-2 and perform Sections 6.1.4 through 6.1.9 of that procedure for notification and receive further guidance from the EDO.

\_\_\_\_ / 6.1.5 If event has not been terminated, activate Emergency Paging System. Monitor the Emergency Paging System screen. If any critical positions do not respond within 15 minutes or indicate they cannot respond, then use the REND or REP duty list to contact duty or backup staff for those positions. Appendix C will be used to document Fitness for Duty for positions contacted by telephone. Steps 6.1.6 through 6.1.25 of this procedure should be done in parallel with these actions as time permits.

-OR-

If Emergency Paging System is not operable, notify the following and have them report to the center (see the REPTRACK Duty List or REND). Initial attempts to fill critical positions should be performed before moving on to non-critical positions and steps 6.1.6 through 6.1.24 of this procedure. Appendix C will be used to document fitness for duty.

Critical Positions	
____ /	CECC EDO
____ /	CECC Director
____ /	Radiological Assessment Manager
____ /	Plant Assessment Manager
____ /	Dose Assessor
____ /	Plant Assessment Team Leader
____ /	Plant Assessment Coordinator
____ /	Nuclear Emergency Public Information Duty Officer

\_\_\_\_ / Environs Assessor  
 \_\_\_\_ / Management Services Supervisor  
 \_\_\_\_ / Resource Support Coordinator  
 \_\_\_\_ / Core Damage  
 \_\_\_\_ / Engineering Representative  
 \_\_\_\_ / Meteorologist  
 \_\_\_\_ / Communications Support Personnel (Telephones)  
 \_\_\_\_ / Computer Support Personnel  
 \_\_\_\_ / B. K. Marks

- / 6.1.6 If event has not been terminated, activate the ERDS system (not to exceed 1 hour after the declaration of the event). If the ERDS system fails to activate, continue with the next step (6.1.7) of this procedure.
- / 6.1.7 Notify the CECC EDO.
- / 6.1.8 Notify COC Security (751-3783) and request that security be established and key card access be initiated.

If the ODS is located in the Power Business Center and conditions allow relocation to the CECC continue with step 6.1.9 of this procedure, if the ODS is located in the CECC or is not relocating to the CECC proceed to section 6.1.16 of this procedure.

- / 6.1.9 Transfer 751-1700 to the cellular phone.
- / 6.1.10 Notify TEMA (for SQN and WBN events) that the ODS will be in transit to the CECC and that all calls should be made to 423-751-1700 until further notice.
- / 6.1.11 Relocate to the CECC.
- / 6.1.12 Follow up on any calls received during transit to the CECC.
- / 6.1.13 Place the "A-B" switches for the Paging, ERDS and Alarm Notification Systems to the "A" position.
- / 6.1.14 Transfer 751-1700 and the three site ringdown phones from the cellular phone back to the desktop phone.
- / 6.1.15 Notify TEMA (for SQN and WBN events) that the ODS is in the CECC and can now use the ringdown phone for communications.

- / 6.1.16 Inform the Site Emergency Director that the respective state has been notified.
- / 6.1.17 Notify J. E. Maddox (See REND Call-Out List-SNE).
- / 6.1.18 Notify J. A. Scalice (See REND Call-Out List-SNE).
- \*          / 6.1.19 Notify the Load Coordinator of the condition (751-7547).
- \*          / 6.1.20 Notify the TPS Transmission Dispatcher of the condition.  
\* BFN: SW Dispatch 751-4203  
\* SQN: SE Dispatch 751-4208  
\* WBN: NE Dispatch 751-4204
- / 6.1.21 Upon receiving telecopy of the Site Emergency Director event form, verify the information recorded on Appendix A of this procedure is correct.

\_\_\_\_ / \_\_\_\_ 6.1.22 Telecopy the proper Appendix of this procedure to the affected State.

\* AL. Office of Radiation Control (334) 206-5387  
TEMA (615) 242-9635

\* \_\_\_\_ / \_\_\_\_ 6.1.23 Verify that the telecopy to the State has been received (only during normal working hours for AL. Office of Radiation Control). Use programmed telephone number for the affected State.  
\*

\_\_\_\_ / \_\_\_\_ 6.1.24 If the ERDS system failed to activate in step 6.1.6 of this procedure, notify the computer support duty officer and the NRC duty officer at telephone number (301) 816-5100.

\_\_\_\_ / \_\_\_\_ 6.1.25 Refer to the form in Appendix B, log follow-up information, and provide to the appropriate State.

\_\_\_\_ / \_\_\_\_ 6.1.26 Continue attempts to contact any critical or non-critical positions in Section 6.1.5 of this procedure that have not responded.

\*Revision

APPENDIX A Page 1 of 1

TVA INITIAL NOTIFICATION FORM FOR ALERT

1. ☐ THIS IS A REAL EVENT ☐ THIS IS A DRILL

2. This is \_\_\_\_\_, TVA Operations Duty Specialist at telephone number (423) 751-1700.

There has been a **ALERT** declared at:

☐ Browns Ferry ☐ Sequoyah ☐ Watts Bar affecting:

☐ Unit 1 ☐ Unit 2 ☐ Unit 3 ☐ Common

3. EAL Designator: \_\_\_\_\_

4. Brief Description of the Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Radiological Conditions:

☐ No Abnormal Release Offsite

☐ Airborne Release Offsite

☐ Liquid Release Offsite

☐ Release Information Not Known

6. Event Declared: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

7. Provide Protective Action Recommendation:

☐ None

8. "Please repeat the information you have received to ensure accuracy."

9. Time and Date information provided to the State.

Time: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: When completed telecopy this information to the State.

APPENDIX B Page 1 of 1

FOLLOW-UP INFORMATION FORM  
ALERT

1. "This is a Real Emergency. This is a Real Emergency." ☐

or

"This is a Drill. This is a Drill." ☐

2. Time \_\_\_\_\_

3. The following significant changes in Plant Conditions have occurred.

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4. The following significant changes in Radiological Conditions have occurred. \_\_\_\_\_

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5. "Please repeat the information you have received to ensure accuracy."

6. Time information provided to State. \_\_\_\_\_

7. Name \_\_\_\_\_ Date \_\_\_\_\_

Note: When completed telecopy this Form to the State.

[illegible]

CECC EPIP Coversheet		CECC EPIP-4 REV. 30										
Tennessee Valley Authority  CENTRAL EMERGENCY CONTROL CENTER EMERGENCY PLAN IMPLEMENTING PROCEDURES	Title  OPERATIONS DUTY SPECIALIST PROCEDURE FOR SITE AREA EMERGENCY	Effective Date: 9/3/02										
<p>WRITTEN BY: <u>Thomas E. Adkins</u>      REVIEWED BY: <u>David Pond</u>      <u>8/20/02</u> Signature    Signature    Date</p> <p>PLAN EFFECTIVENESS DETERMINATION: <u>Thomas E. Adkins</u>      <u>8/16/02</u> Signature    Date</p> <p style="text-align: center;"><b>CONCURRENCES</b></p> <table border="1"> <thead> <tr> <th>Concurrence Signature</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Manager, EP Program Planning and Implementation <u>David Pond</u></td> <td><u>8/20/02</u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Manager, Emergency Preparedness <u>BK Martin</u></td> <td><u>8/22/02</u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Manager, Radiological and Chemistry Services <u>Randham</u></td> <td><u>8/23/02</u></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>			Concurrence Signature	Date	<input checked="" type="checkbox"/> Manager, EP Program Planning and Implementation <u>David Pond</u>	<u>8/20/02</u>	<input checked="" type="checkbox"/> Manager, Emergency Preparedness <u>BK Martin</u>	<u>8/22/02</u>	<input checked="" type="checkbox"/> Manager, Radiological and Chemistry Services <u>Randham</u>	<u>8/23/02</u>	<input type="checkbox"/>	
Concurrence Signature	Date											
<input checked="" type="checkbox"/> Manager, EP Program Planning and Implementation <u>David Pond</u>	<u>8/20/02</u>											
<input checked="" type="checkbox"/> Manager, Emergency Preparedness <u>BK Martin</u>	<u>8/22/02</u>											
<input checked="" type="checkbox"/> Manager, Radiological and Chemistry Services <u>Randham</u>	<u>8/23/02</u>											
<input type="checkbox"/>												

APPROVED BY: [Signature] Vice President, E&TS 8-29-08  
Signature Title Organization Date

CECC-EPIP-4  
OPERATIONS DUTY SPECIALIST  
PROCEDURE FOR SITE AREA EMERGENCY

REVISION LOG

Rev. No.	Date	Revised Pages
0	3/22/88	All (changed from IPD to EPIP)
1	4/27/88	4
2	7/8/88	Pages 3 & 4, Page 2 of App. B
3	11/18/88	3, 4
4	4/26/89	All
5	7/13/89	3, 4
6	9/19/89	All
7	10/26/89	2, App A (pg. 2), App. B (p. 2)
8	5/23/90	"General Emergency" moved to EPIP-5, App. A (p. 2), App. B (p.2), App. C added (p.1).
9	5/21/91	Pages 2 & 3, App. A, Pgs. 1 & 2, App. B, Pgs. 1 & 2
10	5/31/91	Page 2 of 3; Appendix B, Pages 1 & 2
11	12/12/91	Pages 1-3; App. A, pgs. 1-2; App. B, pgs. 1-2.
12	05/15/92	Page 2 revised; new coversheet and rev. log added; all pages issued.
13	12/23/92	All
14	01/25/93	Pages 1, 3-4, add activation of ERDS system. All pages issued.
15	06/18/93	Page 3; all pages issued.
16	06/24/94	Pages 1-4; App. B; Former App. B changed to App. C.
17	2/17/95	Page 3 Name removal from notification list
18	7/13/95	Page 4 Change AL. Area code. All pages issued.
19	3/20/96	Page 3 Change M. O. Medford to J. P. Maciejewski; All pages issued.
20	10/30/96	Remove references to SOS, add M. O. Medford to call list, telephone number updates; add statement to clarify CECC security setup instructions. Procedures put in new format. All pages issued.
21	12/12/96	Page 3 removed M. O. Medford: Page 4 add O. J. Zeringue; All pages issued.
22	4/7/97	Annual review, update State of AL. fax number. All pages issued.

CECC-EPIP-4  
OPERATIONS DUTY SPECIALIST  
PROCEDURE FOR SITE AREA EMERGENCY

REVISION LOG (Continued)		
Rev. No.	Date	Revised Pages
23	7/16/97	Correct telephone number. Modify notification list. All pages issued.
24	9/24/98	Annual review. Update manual callout list. All pages issued.
25	11/13/00	Add section to cover ODS relocation, editorial changes.
26	3/30/01	Annual review. Revise initial State Notification Form. All pages issued.
27	8/23/01	Update notification list. All pages issued.
28	6/13/02	Annual review. Add TPS notification, update notification list, add time to Initial State Notification Form, editorial changes. All pages issued.
29	7/24/02	Update notification list. Change Automated Paging to Emergency Paging System. Change CECC Notification Board to REND. All pages issued.
30	9/3/02	Update organization names. Add Load Coordinator and TPS Transmission Dispatcher phone numbers.

**OPERATIONS DUTY SPECIALIST  
PROCEDURE FOR SITE AREA EMERGENCY**

**1.0 PURPOSE**

This procedure is designed to direct the ODS during a Site Area Emergency to ensure consistent, accurate, and timely response in the event of an emergency.

**2.0 SCOPE**

This procedure covers anticipated requirements of the ODS during a Site Area Emergency. This procedure should not be used after the CECC has assumed responsibility for communication with the State under CECC-EPIP-1.

**3.0 REFERENCES**

Radiological Emergency Plan

**4.0 ABBREVIATIONS AND DEFINITIONS**

EDO - Emergency Duty Officer  
ERDS - Emergency Response Data System  
ODS - Operations Duty Specialist  
CECC - Central Emergency Control Center

**5.0 RESPONSIBILITIES**

5.1 Upon notification by the Site Emergency Director that a Site Area Emergency exists, the ODS is responsible for recording the preliminary report of information concerning the incident on Appendix A.

5.2 The ODS is responsible for notifying the appropriate State agency, CECC EDO, CECC Director, Plant Assessment Manager, Radiological Assessment Manager, Load Coordinator, TPS Transmission D-is patcher, and key CECC staff. The ODS is also responsible for notifying technical support personnel as requested.

5.3 The ODS is responsible for recording any follow-up information on Appendix B and notifying the appropriate State.

**6.0 PROCEDURE REQUIREMENTS**

6.1 Actions to be Taken for a Site Area Emergency

The ODS performs the following tasks:

**NOTE:** When making notifications of an emergency situation, provide only the information contained on the attachment. Avoid any unnecessary explanation, interpretation, or elaboration of the information. Timeliness and accuracy is of the utmost importance.

(TIME/INITIALS)

\_\_\_\_ / \_\_\_\_ 6.1.1 Upon receiving a call from the Site Emergency Director:

**Turn on Recording Equipment** and enter the following information.

Current Date: \_\_\_\_\_

Current Time: \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ 6.1.2 Refer to the form in Appendix A and log information to be provided to the State.

\*6.1.3 \* 

Make notification call to the appropriate State (not to exceed 15 minutes from the time of the declaration of the event).
---

Tennessee

TEMA Duty Officer: \_\_\_\_\_ Time: \_\_\_\_\_  
(Use the ringdown telephone as the primary means to contact TEMA. If this does not work, then use numbers programmed on phones.)

Alabama

\* Alabama Office of Radiation Control Duty Officer: \_\_\_\_\_ Time: \_\_\_\_\_

**AFTER HOURS NOTIFY**

\* Montgomery State Trooper Post to have the Office of Radiation Control Duty Officer call the ODS \_\_\_\_\_ Time: \_\_\_\_\_  
(See numbers programmed on phones.)

\*Revision

(TIME/INITIALS)

- \_\_\_\_ / 6.1.4 If event has been terminated refer to CECC-EPIP-2 and perform Sections 6.1.4 through of that procedure 6.1.9 for notification and receive further guidance from the EDO.
- \_\_\_\_ / 6.1.5 If the event has not been terminated, activate Emergency Paging System. Monitor the Emergency Paging System screen. If any critical positions do not respond within 15 minutes or indicate they cannot respond, then use the REND or REP duty list to contact duty or backup staff for those positions. Appendix C will be used to document Fitness for Duty for positions contacted by telephone. Steps 6.1.6 through 6.1.25 of this procedure should be done in parallel with these actions as time permits.

-OR-

If Emergency Paging System is not operable, notify the following and have them report to the center (see the REPTRACK Duty List or REND). Initial attempts to fill critical positions should be performed before moving on to non-critical positions and steps 6.1.6 through 6.1.24 of this procedure. Appendix C will be used to document fitness for duty.

Critical Positions	
____ /	CECC EDO
____ /	CECC Director
____ /	Radiological Assessment Manager
____ /	Plant Assessment Manager
____ /	Dose Assessor
____ /	Plant Assessment Team Leader
____ /	Plant Assessment Coordinator
____ /	Nuclear Emergency Public Information Duty Officer

____ /	Enviorns Assessor
____ /	Management Services Supervisor
____ /	Resource Support Coordinator
____ /	Core Damage
____ /	Engineering Representative
____ /	Meteorologist
____ /	Communications Support Personnel (Telephones)
____ /	Computer Support Personnel
____ /	B. K. Marks

- / 6.1.6 If event has not been terminated, activate the ERDS system (not to exceed 1 hour after the declaration of the event). If the ERDS system fails to activate continue with the next step (6.1.7) of this procedure.
- / 6.1.7 Notify the CECC EDO by phone:
- / 6.1.8 Notify COC Security (751-3783) and request that security be established and key card access be initiated.

If the ODS is located in the Power Business Center and conditions allow relocation to the CECC continue with step 6.1.9 of this procedure. If the ODS is located in the CECC or is not relocating to the CECC proceed to section 6.1.16 of this procedure.

- / 6.1.9 Transfer 751-1700 to the cellular phone.
- / 6.1.10 Notify TEMA (for SQN and WBN events) that the ODS will be in transit to the CECC and that all calls should be made to 423-751-1700 until further notice.
- / 6.1.11 Relocate to the CECC.
- Upon arrival in the CECC perform the following:
- / 6.1.12 Follow up on any calls received during transit to the CECC.
- / 6.1.13 Place the "A-B" switches for the Paging, ERDS and Alarm Notification Systems to the "A" position.
- / 6.1.14 Transfer 751-1700 and the three site ringdown phones from the cellular phone back to the desktop phone.
- / 6.1.15 Notify TEMA (for SQN and WBN events) that the ODS is in the CECC and can now use the ringdown phone for communications.

- / 6.1.16 Inform the Site Emergency Director that the respective state has been notified.
- / 6.1.17 Inform J. E. Maddox (See REND Call-Out List-SNE).
- / 6.1.18 Inform J. A. Scalice (See REND Call-Out List-SNE).
- \*          / 6.1.19 Notify the Load Coordinator of the condition (751-7547).
- / 6.1.20 Notify the TPS Transmission Dispatcher of the condition.
- \* BFN: SW Dispatch 751-4203
- \* SQN: SE Dispatch 751-4208
- \* WBN: NE Dispatch 751-4204
- / 6.1.21 Upon receiving telecopy of the Site Emergency Director event form, verify the information recorded on Appendix A of this procedure is correct.
- / 6.1.22 Telecopy the proper Appendix of this procedure to the affected State.
- \* AL. Office of Radiation Control (334) 206-5387
- \* TEMA (615) 242-9635

- \*        /        6.1.23 Verify that the telecopy to the State has been received (only during normal working hours for AL. Office of Radiation Control). Use programmed telephone number for the affected State.
- \*        /        6.1.24 If the ERDS system failed to activate in step 6.1.6 of this procedure, notify the computer support duty officer and the NRC duty officer at telephone number (301) 816-5100.
- \*        /        6.1.25 Refer to the form in Appendix B, log follow-up information, and provide to the appropriate State.
- \*        /        6.1.26 Continue attempts to contact any critical or non-critical positions in section 6.1.5 of this procedure that have not responded.

\*Revision

APPENDIX A Page 1 of 1

TVA INITIAL NOTIFICATION FORM FOR SITE AREA EMERGENCY

1. ☐ THIS IS A REAL EVENT ☐ THIS IS A DRILL

2. This is \_\_\_\_\_, TVA Operations Duty Specialist at telephone number (423) 751-1700.

There has been a **SITE AREA EMERGENCY** declared at:

☐ Browns Ferry ☐ Sequoyah ☐ Watts Bar affecting:

☐ Unit 1 ☐ Unit 2 ☐ Unit 3 ☐ Common

3. EAL Designator: \_\_\_\_\_

4. Brief Description of the Event: \_\_\_\_\_

5. Radiological Conditions:

☐ No Abnormal Release Offsite

☐ Airborne Release Offsite

☐ Liquid Release Offsite

☐ Release Information Not Known

6. Event Declared: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

7. Provide Protective Action Recommendation:

☐ None

8. The Meteorological conditions are:

Wind Speed. \_\_\_\_\_ m.p.h Wind Direction From: \_\_\_\_\_ degrees

9. "Please repeat the information you have received to ensure accuracy."

10. Time and Date information provided to the State.

Time: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: When completed telecopy this information to the State.

APPENDIX B Page 1 of 1

FOLLOW-UP INFORMATION FORM  
SITE AREA EMERGENCY

1. "This is a Real Emergency. This is a Real Emergency." ☐  
or  
"This is a Drill. This is a Drill." ☐

2. Time \_\_\_\_\_

3. The following significant changes in Plant Conditions have occurred.

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4. The following significant changes in Radiological Conditions have occurred. \_\_\_\_\_

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5. "Please repeat the information you have received to ensure accuracy."

6. Time information provided to State. \_\_\_\_\_

7. Name \_\_\_\_\_ Date \_\_\_\_\_

Note: When completed telecopy this Form to the State.

[illegible]

Tennessee Valley Authority  CENTRAL EMERGENCY CONTROL CENTER EMERGENCY PLAN IMPLEMENTING PROCEDURES	Title  OPERATIONS DUTY SPECIALIST PROCEDURE FOR GENERAL EMERGENCY	CECC EPIP-5 REV. 32  Effective Date: 9/3/02										
<p>WRITTEN BY: <u>Thomas E. Adkins</u> Signature      REVIEWED BY: <u>David Pond</u> Signature      <u>8/20/2002</u> Date</p> <p>PLAN EFFECTIVENESS DETERMINATION: <u>Thomas E. Adkins</u> Signature      <u>8/16/02</u> Date</p> <p style="text-align: center;"><b>CONCURRENCES</b></p> <table border="1"> <thead> <tr> <th data-bbox="159 1108 1252 1182">Concurrence Signature</th> <th data-bbox="1252 1108 1503 1182">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="159 1182 1252 1287"> <input checked="" type="checkbox"/> Manager, EP Program Planning and Implementation  <u>David Pond</u> </td> <td data-bbox="1252 1182 1503 1287"> <u>8/20/2002</u> </td> </tr> <tr> <td data-bbox="159 1287 1252 1392"> <input checked="" type="checkbox"/> Manager, Emergency Preparedness  <u>BK Marks</u> </td> <td data-bbox="1252 1287 1503 1392"> <u>8/22/02</u> </td> </tr> <tr> <td data-bbox="159 1392 1252 1497"> <input checked="" type="checkbox"/> Manager, Radiological and Chemistry Services  <u>Chandran</u> </td> <td data-bbox="1252 1392 1503 1497"> <u>8/23/02</u> </td> </tr> <tr> <td data-bbox="159 1497 1252 1575"> <input type="checkbox"/> </td> <td data-bbox="1252 1497 1503 1575"> </td> </tr> </tbody> </table>			Concurrence Signature	Date	<input checked="" type="checkbox"/> Manager, EP Program Planning and Implementation <u>David Pond</u>	<u>8/20/2002</u>	<input checked="" type="checkbox"/> Manager, Emergency Preparedness <u>BK Marks</u>	<u>8/22/02</u>	<input checked="" type="checkbox"/> Manager, Radiological and Chemistry Services <u>Chandran</u>	<u>8/23/02</u>	<input type="checkbox"/>	
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<input type="checkbox"/>												

## APPROVAL

APPROVED BY: <u>[Signature]</u> Signature	Vice President, E&TS Title      Organization	<u>8/29/02</u> Date
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CECC-EPIP-5  
OPERATIONS DUTY SPECIALIST  
PROCEDURE FOR GENERAL EMERGENCY

Rev. No.	Date	REVISION LOG	
		Revised Pages	
0	3/22/88	All (Changed from IPD to EPIP)	
1	7/8/88	App. B	
2	11/18/88	App. B	
3	4/26/89	All	
4	7/13/89	App. A (pgs. 2, 3, 4), App. B	
5	9/19/89	App. D (pg. 2)	
6	10/26/89	3-5, App. A (1, 3-4), App. B, App. D, App. G-I	
7	5/23/90	All (Formerly issued as EPIP-4)	
8	5/21/91	Pages 2 & 3, App. A, Pgs. 1 & 2, App. B, Pgs. 1 & 2	
9	5/31/91	Page 2 of 3; Appendix B, pages 1 and 2	
10	12/12/91	Pages 1-3; App. A, pgs. 1-2; App. B, pgs. 1-2.	
11	05/15/92	Page 2 revised; new coversheet & rev. log added. All pages issued.	
12	12/23/92	All	
13	01/25/93	Page 1, 4, add activation of ERDS system. All pages issued.	
14	06/18/93	Pages 2 and 3; all pages issued.	
15	03/17/94	Pages 1-4; all pages issued.	
16	04/19/94	Pages 1-4; all pages issued.	
17	06/24/94	Pages 1-4; all pages issued.	
18	07/25/94	Page 2 (new Hamilton Co. telephone number). All pages issued.	
19	2/17/95	Page 3 Name removal from notification list.	
20	7/13/95	Page 4 change AL. area code. All pages issued.	
21	3/20/96	Page 2 change to new telephone area code, page 3 change M. O. Medford to J. P. Maciejewski; all pages issued.	
22	10/30/96	Remove references to SOS, add M. O. Medford to call list, rearrange order of call list, telephone number updates, add statement to clarify CECC security setup instructions. Procedure put in new format. All pages issued.	

CECC-EPIP-5  
OPERATIONS DUTY SPECIALIST  
PROCEDURE FOR GENERAL EMERGENCY

REVISION LOG (Continued)		
Rev. No.	Date	Revised Pages
23	12/12/96	Page 3 remove M. O. Medford; Page 4 add O. J. Zeringue; All pages issued.
24	4/7/97	Annual review, update county emergency telephone numbers, correct typographical error in Appendix A. All pages issued.
25	7/16/97	Correct telephone number. Modify notification list. All pages issued.
26	9/24/98	Annual review. Update telephone area code and manual callout list. All pages issued.
27	11/13/00	Add section to cover ODS relocation, editorial changes.
28	3/30/01	Annual review. Revise initial State Notification Form. Update Morgan County after hours telephone number. All pages issued.
29	8/23/01	Updated telephone numbers and notification list. All pages issued.
30	6/13/02	Annual review. Add TPS notification, update notification list, add time to Initial State Notification Form, editorial changes. All pages issued.
31	7/24/02	Update notification list. Change Automated Paging System to Emergency Paging System. Change CECC Notification Board to REND. All pages issued.
32	9/3/02	Update organization names. Add Load Coordinator and TPS Transmission Dispatcher phone numbers.

**OPERATIONS DUTY SPECIALIST  
PROCEDURE FOR GENERAL EMERGENCY**

**1.0 PURPOSE**

This procedure is designed to direct the ODS during a General Emergency to ensure consistent, accurate, and timely response in the event of an emergency.

**2.0 SCOPE**

This procedure covers the action of the ODS during a General Emergency. This procedure should not be used after the CECC has assumed responsibility for communications with the State under EPIP-1.

**3.0 REFERENCES**

Radiological Emergency Plan

**4.0 ABBREVIATIONS AND DEFINITIONS**

EDO - Emergency Duty Officer  
EMA - Emergency Management Agency  
ERDS - Emergency Response Data System  
ODS - Operations Duty Specialist  
CECC - Central Emergency Control Center

**5.0 RESPONSIBILITIES**

- 5.1 Upon notification by the Site Emergency Director that a General Emergency exists, the ODS is responsible for recording the preliminary report of information concerning the incident on Appendix A.
- 5.2 The ODS is responsible for notifying the appropriate state and local agencies, CECC EDO, CECC Director, Plant Assessment Manager, Radiological Assessment Manager, Load Coordinator, TPS Transmission Dispatcher, and key CECC staff. The ODS is responsible for notifying technical support personnel as requested.
- 5.3 The ODS is responsible for recording any follow-up information on Appendix B and notifying the appropriate state.

**6.0 PROCEDURE REQUIREMENTS**

- 6.1 Action to be Taken for a General Emergency

The ODS performs the following tasks:

**NOTE:** When making notifications of an emergency situation, provide only the information contained on the attachment. Avoid any unnecessary explanation, interpretation, or elaboration of the information. Timeliness and accuracy is of the utmost importance.

(TIME/INITIALS)

\_\_\_\_ / \_\_\_\_ 6.1.1 Upon receiving a call from the Site Emergency Director:

**Turn on Recording Equipment.**

Current Date: \_\_\_\_\_  
Current Time: \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ 6.1.2 Refer to the form in Appendix A and log information to be provided to the local counties/State.

\_\_\_\_ / \_\_\_\_ 6.1.3 Activate the emergency paging system. (If emergency paging system fails, go to 6.1.4.)

\*6.1.4 \* Make notification call to the appropriate counties (initiation of notifications not to exceed 15 minutes from the time of the declaration of the event):

**Browns Ferry**

Limestone County: (256) 232-2631 Time: \_\_\_\_\_  
(After hrs) (256) 232-0111

Morgan County (256) 351-4620 Time: \_\_\_\_\_  
(After hrs) (256) 353-2515 opt 0

Lawrence County (256) 974-7641 Time: \_\_\_\_\_  
(After hrs) (256) 974-7911

Lauderdale County (256) 766-4201 Time: \_\_\_\_\_  
(After hrs) (256) 760-9117

**Sequoyah**

Hamilton County (423) 209-6900 Time: \_\_\_\_\_  
(After hrs) (423) 622-7777 or 622-0022

Bradley County (423) 476-0606 Time: \_\_\_\_\_  
(After hrs) (423) 476-7511

**Watts Bar**

Rhea County (423) 775-2505 Time: \_\_\_\_\_  
(After hrs) (423) 775-7828

Meigs County (423) 334-3211 Time: \_\_\_\_\_  
(After hrs) (423) 334-5268

McMinn County (423) 744-2715 Time: \_\_\_\_\_  
(After hrs) (423) 745-3140

(TIME/INITIALS)

6.1.5 Make notification call to the appropriate State.

Tennessee

TEMA Duty Officer: \_\_\_\_\_ Time: \_\_\_\_\_  
(Use the ringdown telephone as the primary means to contact TEMA. If this does not work, then use numbers programmed on phones.)

Alabama

\* Alabama Office of Radiological Control Duty Officer: \_\_\_\_\_ Time: \_\_\_\_\_

**AFTER HOURS NOTIFY**

\* Montgomery State Trooper Post to have Office of Radiological Control Duty Officer call the ODS \_\_\_\_\_ Time: \_\_\_\_\_  
(See numbers programmed on phones.)

6.1.6 Monitor the Emergency Paging System screen. If any critical positions do not respond within 15 minutes or indicate they cannot respond, then use the REPTRACK Duty List or REND to contact duty or backup staff for those positions. Appendix C will be used to document Fitness for Duty for positions contacted by telephone. Steps 6.1.7 through 6.1.25 of this procedure should be done in parallel with these actions as time permits.

Or

If the Emergency Paging System is not operable, notify the following and have them report to the CECC. (See REPTRACK Duty List or REND for names and phone numbers). Initial attempts to fill critical positions should be performed before moving on to non-critical positions and steps 6.1.7 through 6.1.26 of this procedure. Appendix C will be used to document fitness for duty.

<u>Critical Positions</u>	
_____ /	CECC EDO
_____ /	CECC Director
_____ /	Radiological Assessment Manager
_____ /	Plant Assessment Manager
_____ /	Dose Assessor
_____ /	Plant Assessment Team Leader
_____ /	Plant Assessment Coordinator
_____ /	Nuclear Emergency Public Information Duty Officer

_____ /	Environs Assessor
_____ /	Management Services Supervisor
_____ /	Resource Support Coordinator
_____ /	Core Damage
_____ /	Engineering Representative
_____ /	Meteorologist
_____ /	Communications Support Personnel (Telephones)
_____ /	Computer Support Personnel
_____ /	B. K. Marks

- / 6.1.7 Activate the ERDS system (not to exceed 1 hour after the declaration of the event).  
If the ERDS system fails to activate, continue with the next step (6.1.8) of this procedure.
- / 6.1.8 Notify the CECC EDO.
- / 6.1.9 Notify COC Security (751-3783) and request that security be established and key card access be initiated.

If the ODS is located in the Power Business Center and conditions allow relocation to the CECC continue with step 6.1.10 of this procedure. If the ODS is located in the CECC or is not relocating to the CECC proceed to section 6.1.17 of this procedure.

- / 6.1.10 Transfer 751-1700 to the cellular phone.
- / 6.1.11 Notify TEMA (for SQN and WBN events) that the ODS will be in transit to the CECC and that all calls should be made to 423-751-1700 until further notice.
- / 6.1.12 Relocate to the CECC.
- Upon arrival in the CECC perform the following:
- / 6.1.13 Follow up on any calls received during transit to the CECC.
- / 6.1.14 Place the "A-B" switches for the Paging, ERDS and Alarm Notification Systems to the "A" position.
- / 6.1.15 Transfer 751-1700 and the three site ringdown phones from the cellular phone back to the desktop phone.
- / 6.1.16 Notify TEMA (for SQN and WBN events) that the ODS is in the CECC and can now use the ringdown phone for communications.
- / 6.1.17 Inform the Site Emergency Director that the State and appropriate local Emergency Management Agencies have been notified.
- / 6.1.18 Notify J. E. Maddox (See REND Call-Out List-SNE).
- / 6.1.19 Notify J. A. Scalice (See REND Call-Out List-SNE).
- \* / 6.1.20 Notify the Load Coordinator of the condition (751-7547).
- / 6.1.21 Notify the TPS Transmission Dispatcher of the condition.  
BFN: SW Dispatch 751-4203  
SQN: SE Dispatch 751-4208  
WBN: NE Dispatch 751-4204
- / 6.1.22 Upon receiving telecopy of the Site Emergency Director event form, verify the information recorded on Appendix A of this procedure is correct.

\*Revision

- 6.1.23 Telecopy the proper Appendix of this procedure to the affected State.
- \* AL Office of Radiological Control (334) 206-5387  
TEMA (615) 242-9635
- 6.1.24 Verify that the telecopy to the State has been received (only during normal working hours for AL Office Radiological Control). Use programmed telephone number for the affected State.
- 6.1.25 If the ERDS system failed to activate in step 6.1.7 of this procedure, notify the computer support duty officer and the NRC duty officer at telephone number (301) 816-5100.
- 6.1.26 Refer to the form in Appendix B, log follow-up information, and provide to the appropriate state.
- 6.1.27 Continue attempts to contact any critical or non-critical positions in section 6.1.6 of this procedure that have not responded.

**\*Revision**

APPENDIX A Page 1 of 1

TVA INITIAL NOTIFICATION FORM FOR GENERAL EMERGENCY

1. ☐ THIS IS A REAL EVENT ☐ THIS IS A DRILL

2. This is \_\_\_\_\_, TVA Operations Duty Specialist at telephone number (423) 751-1700.

There has been a **GENERAL EMERGENCY** declared at:

☐ Browns Ferry ☐ Sequoyah ☐ Watts Bar affecting:

☐ Unit 1 ☐ Unit 2 ☐ Unit 3 ☐ Common

3. EAL Designator: \_\_\_\_\_

4. Brief Description of the Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Radiological Conditions:

☐ No Abnormal Release Offsite

☐ Airborne Release Offsite

☐ Liquid Release Offsite

☐ Release Information Not Known

6. Event Declared: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

7. Provide Protective Action Recommendation:

☐ Recommendation 1 - Evacuate 2 mile radius and 10 miles downwind and shelter remainder of the 10 mile EPZ

☐ Recommendation 2 - Evacuate 2 mile radius and 5 miles downwind and shelter remainder of the 10 mile EPZ

8. The Meteorological Conditions are:

Wind Speed: \_\_\_\_\_ m.p.h Wind Direction is from: \_\_\_\_\_ degrees

9. "Please repeat the information you have received to ensure accuracy."

10. Time and Date information provided to the State.

Time: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: When completed telecopy this Form to the State.

APPENDIX B Page 1 of 1

FOLLOW-UP INFORMATION FORM  
GENERAL EMERGENCY

1. "This is a Real Emergency. This is a Real Emergency." ☐  
or  
"This is a Drill. This is a Drill." ☐

2. Time \_\_\_\_\_

3. The following significant changes in Plant Conditions have occurred.

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4. The following significant changes in Radiological Conditions have occurred. \_\_\_\_\_

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5. The following changes to Protective Action Recommendations have occurred.

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6. "Please repeat the information you have received to ensure accuracy."

7. Time information provided to State. \_\_\_\_\_

8. Name \_\_\_\_\_ Date \_\_\_\_\_

Note: When completed telecopy this Form to the State.

[illegible]