

# Beaver Valley Power Station

Unit 1/2

EPP/I-2

Unusual Event

Document Owner  
Manager, Emergency Preparedness

Revision Number	18
Level Of Use	General Skill Reference
Safety Related Procedure	Yes

CONTROLLED  
BVPS UNIT 3

# Beaver Valley Power Station

Procedure Number:

EPP/I-2

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Unusual Event

Revision:

18

Page Number:

i of ii

## EFFECTIVE INDEX

Issue 8 Rev.	0	OSC Approved	3-12-87
	1	OSC Approved	8-13-87
	2	OSC Approved	6-20-88
	3	OSC Approved	9-22-88
	4	Non-Safety Revisions	2-23-89
	5	Non-Safety Revisions	1-12-90
Issue 9 Rev.	0	Non-Intent Revision	10-9-90
	1	Non-Intent Revision	10-11-91
	2	Non-Intent Revision	5-15-92
	3	Non-Intent Revision	12-29-92
	4	OSC Approved	1-27-93
Rev.	5	Non-Intent Revision	1-1-94
Rev.	6	Non-Intent Revision	10-14-94
Rev.	7	Non-Intent Revision	5-26-95
Rev.	8	Non-Intent Revision	10-31-95
Rev.	9	Non-Intent Revision	12-8-95
Rev.	10	Non-Intent Revision	10-23-96
Rev.	11	Non-Intent Revision	1-29-97
Rev.	12	Non-Intent Revision	6-17-97
Rev.	13	OSC Approved	10-15-97
Rev.	14	OSC Approved	4-1-98
Rev.	15	Non-Intent Revision	4-12-00
Rev.	16	Non-Intent Revision	8-8-01
Rev.	17	Non-Intent Revision	12-12-01
Rev.	18	Simple Change	8-15-02

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP/I-2</b>	
Title: <b>Unusual Event</b>	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>18</b>	Page Number: <b>ii of ii</b>	

**TABLE OF CONTENTS**

- A. Purpose
- B. References
- C. Responsibilities
- D. Action Levels/Precautions
- E. Procedure
- F. Final Condition
- G. Attachments
- H. Records and Forms

# Beaver Valley Power Station

Procedure Number:

EPP/I-2

Title:

Unusual Event

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

1 of 12

## A. PURPOSE

This procedure describes the actions to be taken once an Unusual Event has been declared at the Beaver Valley Power Station. Actions to be completed by the Control Room are outlined in Section E.1.0 while TSC actions are outlined in Section E.2.0.

## B. REFERENCES

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan and Implementing Procedures.
- 2.0 Beaver Valley Power Station Operating Manuals.
- 3.0 Beaver Valley Power Station Health Physics Manual.
- 4.0 Title 10, Code of Federal Regulations Part 50, Appendix E.
- 5.0 NUREG-0654/FEMA-REP-1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".
- 6.0 Condition Report #971737.  
Condition Report #993020.  
Condition Report #00-2202  
Condition Report #00-4309  
Condition Report #01-0693  
Condition Report #01-4468  
Condition Report #02-04015  
Condition Report #02-04155  
Condition Report #02-05012

## C. RESPONSIBILITY

The Emergency Director (Shift Manager (SM) of the affected Unit, until properly relieved by a designated alternate) has the responsibility and authority for implementation of the actions prescribed in this instruction. If the Shift Manager (SM) of the affected Unit is unavailable, the Shift Manager (SM) of the unaffected Unit **SHALL** assume the role of the Emergency Director until relieved. Or, if the occurrence is common to both Units (e.g., Security compromise, acts of nature), the Senior Shift Manager (SM) (per 1/2-OM-48.1.A.III.J) **SHALL** assume the role of Emergency Director.

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP/I-2</b>	
Title:  <b>Unusual Event</b>	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>18</b>	Page Number: <b>2 of 12</b>	

**D. ACTION LEVELS/PRECAUTIONS**

**1.0 Action Levels**

**1.1 An Unusual Event has been declared based on the occurrence of off-normal events which could indicate a potential degradation of the level of safety of the plant per EPP/I-1.**

**2.0 Precautions**

**2.1 Continued surveillance and assessment of plant conditions are necessary to ensure that the emergency classification is appropriately revised as conditions change, or as more definitive information is obtained.**

**2.2 Corrective actions to contend with the situation and to mitigate possible deterioration in plant conditions **SHALL** be conducted in accordance with the BVPS Operating Manual while simultaneously implementing this Instruction.**

**2.3 Following the declaration of an Unusual Event, Federal regulations require notification of offsite authorities **MUST** be made within fifteen minutes. (Refer to EPP/IP 1.1)**

**2.4 Contaminated/injured personnel no longer constitute an emergency declaration. However, BVPS is required to notify the NRC per 10CFR50.72.**

**2.5 Faxing of the Initial Notification Form is NOT the "Official" Notification to the Offsite Agencies and does NOT meet the 15-minute notification criteria. The 15-minute notification criteria is met and "Official" notification made when a representative of BVPS speaks with a representative of each Offsite Agency.**

# Beaver Valley Power Station

Procedure Number:

EPP/I-2

Title:

Unusual Event

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

3 of 12

## E. PROCEDURE

### NOTE:

If actions are required in an emergency that are immediately needed to protect the public health and safety and departs from the license condition or Technical Specification, the action **SHALL** be approved, as a minimum, by a licensed Senior Reactor Operator prior to taking the action per 10 CFR 50.54(x) and (y).

### 1.0 Control Room SM/ED actions:

#### NOTE:

Routine/Batch Releases at either Unit need not be discontinued upon declaration of an Unusual Event, UNLESS the release is the cause of the Unusual Event.

**CHECK**

- 1.1 Implement corrective actions.

#### NOTE:

Initial Notifications to the Offsite Agencies **MUST** be completed within 15 minutes of the Emergency Declaration.

- 1.2 Obtain Notification Package from the sealed EPP drawer.

#### NOTE:

Attachments and Forms designated with an \* are included in the Unusual Event Notification Package.

- 1.3 Complete Form EPP-IP-1.1.F.01\*, INITIAL NOTIFICATION FORM.

- 1.4 Begin notifications of Offsite Agencies per EPP-IP 1.1 – On-shift Communicator.

# Beaver Valley Power Station

Procedure Number:

EPP/I-2

Title:

Unusual Event

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

4 of 12

**CHECK**

- 1.5 A SRO (from the unaffected Unit) **SHALL** complete the blanks below and notify the Emergency Response Organization (ERO).

"This is \_\_\_\_\_ (Your Name)

at Beaver Valley Power Station. At \_\_\_\_\_ (time)  
hrs.,

Unit \_\_\_\_\_ has declared an UNUSUAL EVENT due to:

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

(Choose One and Continue)

- a. **DO NOT** report to your emergency facility. I repeat, **DO NOT** report to your emergency facility.
  - b. **Report** to your emergency facility. I repeat, **report** to your emergency facility.
- OR**
- c. **Report** to your alternate emergency facility. I repeat, **report** to your alternate emergency facility."

- 1.5.1 If ERO activation is **NOT** required, proceed to step 1.5.12 to send a Lotus Notes message only.
- 1.5.2 From a PAX phone, dial 4370.
- 1.5.3 Interrupt the greeting by **IMMEDIATELY** entering **XXXXXX**.
- 1.5.4 When prompted, enter scenario number **XXXXXX**.
- 1.5.5 When prompted, verify scenario number (9 for **YES** or 6 for **NO**).
- 1.5.6 When prompted "Do you want to record your on the fly message 1", Press 9 for **YES** or 6 for **NO**.

(Continued)

**CHECK**

# Beaver Valley Power Station

Procedure Number:

EPP/I-2

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Unusual Event

Revision:

18

Page Number:

5 of 12

- 1.5.7 When prompted "Enter on the fly number 1 segment ID or press star to record".
- 1.5.7.1 PRESS \* (A short delay will occur).
- 1.5.8 When prompted "Please speak your message after the tone", provide the information from Step 1.5 in your on the fly message.
- 1.5.8.1 PRESS the # Key when done with message.
- 1.5.9 Review message, when prompted "Is that correct" (Press 9 for YES or 6 for NO).
- 1.5.10 When prompted "You will queue scenario XXXXX. It will now be sent. Are you sure this is what you want to do?" (Press 9 for YES or 6 for NO)
- 1.5.11 Call the Central Alarm Station (CAS) (PAX 5114/5115) and provide the following information:
- Your name and title.
  - EPP CODE WORD \_\_\_\_\_
  - An UNUSUAL EVENT has been declared.
  - ERO pagers have been activated. Call back at PAX \_\_\_\_\_ when pager activates.
  - Request Near Site Building Emergency Notifications be made.
- 1.5.12 From Lotus Notes, send a message to "beeper all call" with the information from E.1.5 above. Include if ERO is to report or not. (Limit 220 characters)
- 1.6 Complete Form EPP-I-2.F.01\*, UNUSUAL EVENT PAGE ANNOUNCEMENT FORM.
- 1.7 Announce the Unusual Event Page Party Announcement.

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP/I-2</b>	
Title:  <b>Unusual Event</b>	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>18</b>	Page Number: <b>6 of 12</b>	

**NOTE:**

NRC notifications **MUST** be completed within 1 (one) hour of Emergency Declaration. (Satisfies 10CFR50.72)

**CHECK**

- 1.8 Complete Form EPP-IP-1.1.F.03 \*, FOLLOW-UP NOTIFICATION FORM.
- 1.8.1 On-shift Communications and Records Coordinator to perform Follow-Up Notifications.
- 1.9 Complete NRC FORM 361\*, REACTOR PLANT EVENT NOTIFICATION WORKSHEET.

**NOTE:**

(Licensed) Personnel from the opposite Unit should be utilized to complete NRC notifications.

NRC Operations Center  
800-532-3469  
or  
301-816-5100  
FAX: 301-816-5151

- 1.9.1 Provide details from NRC Form 361, NRC EVENT NOTIFICATION WORKSHEET to the NRC.
- 1.10 For Airborne release:
  - 1.10.1 Complete EPP-I-2, Attachment 1\*, OPERATIONAL INPUTS FOR DOSE ASSESSMENTS.
  - 1.10.2 Provide Attachment 2 to Health Physics personnel.
  - 1.10.3 Instruct Health Physics to initiate dose projections (EPP/IP 2.6).
  - 1.10.4 Initiate offsite/onsite radiation surveys (EPP/IP 2.2, 2.3).
  - 1.10.5 Obtain Dose Projection results from Health Physics.

# Beaver Valley Power Station

Procedure Number:

EPP/I-2

Title:

Unusual Event

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

7 of 12

## CHECK

### 1.11 For Liquid Release:

1.11.1 Obtain results from Health Physics personnel.

1.11.2 Determine if Liquid Release protective action is required per EPP/IP 4.1

1.11.3 Notify downstream water treatment plants and relay PAR, if applicable, On-shift Communicator.

1.12 Escalate Emergency Classification, if necessary.

1.13 Terminate when termination criteria met per EPP/IP 6.2, Attachment 1\*, TERMINATION GUIDELINES.

### 2.0 TSC Emergency Director Actions (If activated):

2.1 Coordinate with the Control Room to implement corrective actions.

#### NOTE:

Attachments and Forms designated with an \* are included in the Communications and Records Coordinator Notification Area.

2.2 Instruct the Communications and Records Coordinator to complete Form EPP-IP-1.1.F.03\*, FOLLOW-UP NOTIFICATION FORM.

2.2.1 Review and approve completed Form EPP-IP-1.1.F.03\*, FOLLOW-UP NOTIFICATION FORM.

# Beaver Valley Power Station

Procedure Number:

EPP/I-2

Title:

Unusual Event

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

8 of 12

## CHECK

- 2.3 Instruct the Communications and Records Coordinator to fax the completed Form EPP-IP-1.1.F.03\*, FOLLOW-UP NOTIFICATION FORM to the Offsite Agencies using the instructions located in the EPP Notification Book.

### NOTE:

NRC notifications **MUST** be completed within 1 (one) hour of Emergency Declaration. (Satisfies 10CFR50.72)

- 2.4 Instruct the TSC Operations Coordinator to complete NRC FORM 361\*, REACTOR PLANT EVENT NOTIFICATION WORKSHEET.

2.4.1 Ensure that the worksheet is provided to the Operations Communicator manning the NRC ENS "RED" phone.

2.4.2 Ensure that the details from NRC FORM 361\*, REACTOR PLANT EVENT NOTIFICATION WORKSHEET are provided to the NRC.

- 2.5 For Airborne release:

2.5.1 Instruct EA&DP to initiate dose projections (EPP/IP 2.6).

2.5.2 Initiate offsite/onsite radiation surveys (EPP/IP 2.2, 2.3).

2.5.3 Obtain Dose Projection results from EA&DP.

- 2.6 For Liquid Release:

2.6.1 Obtain results from EA&DP personnel.

2.6.2 Determine if Liquid Release protective action is required per EPP/IP 4.1.

2.6.3 Instruct the Communications and Records Coordinator to notify downstream water treatment plants and relay the PAR, if applicable, per EPP-IP-1.1.F.02.

# Beaver Valley Power Station

Procedure Number:

EPP/I-2

Title:

Unusual Event

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

9 of 12

## CHECK

2.7 Escalate Emergency Classification, if necessary.

2.8 Terminate when termination criteria met per EPP/IP 6.2, Attachment. 1, TERMINATION GUIDELINES.

### F. FINAL CONDITIONS

- 1.0 On-Call ED/alternate has been contacted.
- 2.0 Initial and Follow-Up Notifications completed.
- 3.0 The Unusual Event has been terminated with normal station administration resumed or the emergency reclassified.
- 4.0 Event termination calls are completed per IP 1.1

### G. ATTACHMENTS

- 1.0 Operational Inputs For Dose Assessments

### H. FORMS ASSOCIATED WITH THIS PROCEDURES

- 1.0 Records
  - 1.1 Completed copies of Attachments listed below shall be routed to Manager, Emergency Preparedness prior to retention by Beaver Valley Records Center.
    - 1.1.1 Attachment 1 Operational Inputs For Dose Assessment
- 2.0 Forms
  - 2.1 EPP-I-2.F.01 - Unusual Event Announcement

# Beaver Valley Power Station

Procedure Number:

**EPP/I-2**

Title:

**Unusual Event**

Unit:

**1/2**

Level Of Use:

**General Skill Reference**

Revision:

**18**

Page Number:

**10 of 12**

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<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP/I-2</b>	
Title:  <b>Unusual Event</b>	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>18</b>	Page Number: <b>11 of 12</b>	

**Attachment 1 (1 of 2)**

**OPERATIONAL INPUTS FOR DOSE ASSESSMENTS**

To perform a dose projection, Health Physics personnel will require the following information:

- 1) Type of accident: (Circle One) If unknown, use (2) LOCA W/GAP Activity.
  - (1) **LOCA W/RCS Activity** - Loss of coolant accident and no greater than Tech Spec RCS Activity.
  - (2) **LOCA W/GAP Activity** - Loss of coolant accident and core exit thermocouples have exceeded values (e.g., core cooling, RED PATH) that may indicate damage to fuel cladding with ESF's available.
  - (3) **Design Basis LOCA** - Double ended shear of RCS piping, rapid RCS depressurization, minimum engineered safety features function.
  - (4) **LOCA W/Failed ESF's (TID14844)** - Double ended shear of RCS piping, rapid RCS depressurization, no engineered safety features function and loss of containment.
  - (5) **Small Line Break LOCA** - Loss of coolant accident via piping systems outside containment (i.e., letdown) and no greater than Tech Spec RCS activity.
  - (6) **RCCA Ejection** - Reactor control cluster ejection causes loss of coolant accident which results in 10% gap release.
  - (7) **Steam Generator Tube Rupture** - SG Tube rupture with offsite power not available and affected SG used for cooldown (condenser not available).
  - (8) **Fuel Handling Accident** - The drop of a single fuel bundle affecting another in the Fuel Handling Building.
  - (9) **Loss of AC Power** - Loss of offsite power, natural circulation cooldown.
  - (10) **Gas Waste System Failure** - Alarms or unplanned pressure loss from waste gas treatment/storage system.
  - (11) **Main Steam Line Break** - Technical Specification RCS activity, with accident induced primary-to-secondary leak.

# Beaver Valley Power Station

Unit 1/2

EPP-I-3

ALERT

Document Owner  
Manager, Emergency Preparedness

Revision Number	17
Level Of Use	General Skill Reference
Safety Related Procedure	Yes

CONTROLLED  
BVPS UNIT 3

# Beaver Valley Power Station

Procedure Number:

EPP-I-3

Title:

ALERT

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

i of ii

## EFFECTIVE INDEX

Issue 8 Rev.	0	OSC Approved	3-12-87
	1	OSC Approved	8-13-87
	2	OSC Approved	6-20-88
	3	OSC Approved	9-22-88
	4	Non-Safety Revisions	2-23-89
	5	Non-Safety Revisions	1-12-90
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	2	Non-Intent Revision	5-15-92
	3	Non-Intent Revision	12-29-92
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Rev.	5	Non-Intent Revision	1-1-94
Rev.	6	Non-Intent Revision	10-14-94
Rev.	7	Non-Intent Revision	5-26-95
Rev.	8	Non-Intent Revision	10-31-95
Rev.	9	Non-Intent Revision	12-8-95
Rev.	10	Non-Intent Revision	10-23-96
Rev.	11	Non-Intent Revision	1-29-97
Rev.	12	Non-Intent Revision	6-17-97
Rev.	13	OSC Approved	10-15-97
Rev.	14	OSC Approved	4-1-98
Rev.	15	Non-Intent Revision	4-12-00
Rev.	16	Non-Intent Revision	8-8-01
Rev.	17	Simple Change	8-15-02

# Beaver Valley Power Station

Procedure Number:

EPP-I-3

Title:

ALERT

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

ii of ii

## TABLE OF CONTENTS

- A. Purpose
- B. References
- C. Responsibilities
- D. Action Levels/Precautions
- E. Procedure
- F. Final Condition
- G. Attachments
- H. Records and Forms

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-I-3</b>	
Title: <b>ALERT</b>	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>17</b>	Page Number: <b>1 of 14</b>	

**A. PURPOSE**

This procedure describes the actions to be taken in the event that an Alert Emergency has been declared at the Beaver Valley Power Station. Actions to be completed by the Control Room are outlined in Section E.1.0 while TSC actions are outlined in Section E.2.0.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan and Implementing Procedures.
- 2.0 Beaver Valley Power Station Operating Manuals.
- 3.0 Beaver Valley Power Station Health Physics Manual.
- 4.0 Title 10, Code of Federal Regulations Part 50, Appendix E.
- 5.0 NUREG-0654/FEMA-REP-1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".
- 6.0 Condition Report #971737.  
Condition Report #993020.  
Condition Report #00-2202  
Condition Report #00-4309  
Condition Report #01-0693  
Condition Report #01-4468  
Condition Report #02-04015  
Condition Report #02-04155  
Condition Report #02-05012

**C. RESPONSIBILITY**

The Emergency Director (Shift Manager (SM) of the affected Unit, until properly relieved by a designated alternate) has the responsibility and authority for implementation of the actions prescribed in this instruction. If the Shift Manager (SM) of the affected Unit is unavailable, the Shift Manager (SM) of the unaffected Unit **SHALL** assume the role of the Emergency Director until relieved. Or, if the occurrence is common to both Units (e.g., Security compromise, acts of nature), the Senior Shift Manager (SM) (per 1/2-OM-48.1.A.III.J) **SHALL** assume the role of Emergency Director.

# Beaver Valley Power Station

Procedure Number:

**EPP-I-3**

Title:

**ALERT**

Unit:

1/2

Level Of Use:

**General Skill Reference**

Revision:

17

Page Number:

2 of 14

## **D. ACTION LEVELS/PRECAUTIONS**

### **1.0 Action Levels**

- 1.1 An Alert Emergency condition has been declared based on the occurrence of events which could indicate an actual or potential degradation of the level of safety of the plant per EPP/I-1.**
- 1.2 An Unusual Event has been declared and based on subsequent information or upon a deterioration in plant conditions, the conditions has been reclassified as an Alert.**

### **2.0 Precautions**

- 2.1 Continued surveillance and assessment of plant conditions are necessary to ensure that the emergency classification is appropriately revised as conditions change, or as more definitive information is obtained.**
- 2.2 Corrective actions to contend with the situation and to mitigate possible deterioration in plant conditions **SHALL** be conducted in accordance with the BVPS Operating Manual while simultaneously implementing this Instruction.**
- 2.3 Following the declaration of an Alert, Federal regulations require notification of offsite authorities **MUST** be made within fifteen minutes. (Refer to EPP/IP 1.1)**
- 2.4 Faxing of the Initial Notification Form is NOT the "Official" Notification to the Offsite Agencies and does NOT meet the 15-minute notification criteria. The 15-minute notification criteria is met and "Official" notification made when a representative of BVPS speaks with a representative of each Offsite Agency.**

# Beaver Valley Power Station

Procedure Number:  
EPP-I-3

Title:

ALERT

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

3 of 14

## E. PROCEDURE

### NOTE:

If actions are required in an emergency that are immediately needed to protect the public health and safety and departs from the license condition or Technical Specification, the action **SHALL** be approved, as a minimum, by a licensed Senior Reactor Operator prior to taking the action per 10 CFR 50.54(x) and (y).

### 1.0 Control Room SM/ED actions:

### CHECK

- 1.1 Implement corrective actions.

### NOTE:

Initial Notifications to the Offsite Agencies **MUST** be completed within 15 minutes of the Emergency Declaration.

- 1.2 Remove Notification Package from the sealed EPP drawer.

### NOTE:

Attachments and Forms designated with an \* are included in the Alert Notification Package.

- 1.3 Complete Form EPP-IP-1.1.F.01\*, INITIAL NOTIFICATION FORM.

- 1.4 Onshift Communications and Records Coordinator to begin notifications of Offsite Agencies.

- 1.5 If the Emergency Response Organization (ERO) has previously been notified, **PROCEED TO STEP 1.6.11**, or continue:

- 1.5.1 Determine if the site is accessible for ERO response.

- 1.5.2 For Security Events, discuss site accessibility with Security personnel.

# Beaver Valley Power Station

Procedure Number:

**EPP-I-3**

Title:

**ALERT**

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

4 of 14

## NOTE:

Activating the Emergency Response Organization beepers will begin activation of the following: Technical Support Center (TSC), Operations Support Center (OSC), Emergency Operations Facility and the Joint Public Information Center (JPIC).

## CHECK

- 1.6 A SRO (from the unaffected Unit) **SHALL** complete the blanks below and notify the Emergency Response Organization (ERO).

"This is \_\_\_\_\_ (Your Name)

at Beaver Valley Power Station. At \_\_\_\_\_ (time)  
hrs.

Unit \_\_\_\_\_ has declared an ALERT due to:

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

(Choose One and Continue)

a. Report to your emergency facility. I repeat, report to your emergency facility.

OR

b. Report to your alternate emergency facility. I repeat, report to your alternate emergency facility."

- 1.6.1 From a PAX phone, dial 4370.
- 1.6.2 Interrupt the greeting by **IMMEDIATELY** entering XXXX.
- 1.6.3 When prompted, enter scenario number XXXX.
- 1.6.4 When prompted, verify scenario number (9 for YES or 6 for NO).

(Continue)

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-I-3</b>	
Title:  <b>ALERT</b>	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>17</b>	Page Number: <b>5 of 14</b>	

**CHECK**

- 1.6.5 When prompted "Do you want to record your on the fly message 1", Press 9 for YES or 6 for NO.
- 1.6.6 When prompted "Enter on the fly number 1 segment ID or press star to record". 
  - 1.6.6.1 PRESS \* (A short delay will occur).
- 1.6.7 When prompted "Please speak your message after the tone", provide the information from Step 1.6 in your on the fly message. 
  - 1.6.7.1 PRESS the # key when done with message.
- 1.6.8 Review message, when prompted "Is that correct" (Press 9 for YES or 6 for NO).
- 1.6.9 When prompted "You will queue scenario XXXX. It will now be sent. Are you sure this is what you want to do?" (Press 9 for YES or 6 for NO)
- 1.6.10 Call the Central Alarm Station (CAS) (PAX 5114/5115) and provide the following information: 
  - Your name and title.
  - EPP CODE WORD \_\_\_\_\_
  - An ALERT has been declared.
  - ERO pagers have been activated. Call back at PAX \_\_\_\_\_ when pager activates.
  - Request Near Site Building Emergency Notifications be made.
- 1.6.11 From Lotus Notes, send a message to "beeper all call" with the information from E.1.6 above. Include if ERO is to report or not.
- 1.7 Complete Form EPP-I-3.F.01\*, ALERT PAGE ANNOUNCEMENT FORM.

# Beaver Valley Power Station

Procedure Number:

EPP-I-3

Title:

ALERT

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

6 of 14

**CHECK**

- 1.8 Announce the ALERT Page Party Announcement.
- 1.9 Begin completing EPP/IP 3.2, Attachment 2\*, EPP SITE ACCOUNTABILITY FORM and provide to CAS as soon as possible, but in all cases, upon declaration of a Site Accountability.
- 1.10 Discontinue ANY Routine/Batch Releases at EITHER Unit.
- 1.11 Complete Form EPP-IP-1.1.F.03\*, FOLLOW-UP NOTIFICATION FORM.
- 1.11.1 Instruct the Onshift Communications and Records Coordinator to conduct Follow-Up Notifications per EPP-IP-1.1.

**NOTE:**

NRC notifications **MUST** be made within one (1) hour of Emergency Declaration. (Satisfies 10CFR50.72)

**CHECK**

- 1.12 Complete NRC Form 361\*, REACTOR PLANT EVENT NOTIFICATION WORKSHEET.

**NOTE:**

(Licensed) Personnel from the opposite Unit should be utilized to complete NRC notifications.

NRC Operations Center

800-532-3469

or

301-816-5100

Fax: 301-816-5151

# Beaver Valley Power Station

Procedure Number:

EPP-I-3

Title:

ALERT

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

7 of 14

## CHECK

- 1.12.1 Provide details from NRC Form 361\*, REACTOR PLANT EVENT NOTIFICATION WORKSHEET to the NRC.
- 1.13 If necessary:
- 1.13.1 Instruct Health Physics to survey Assembly Areas, per EPP/IP 3.1.
- 1.13.2 Implement Site Evacuation, per EPP/IP 3.2.
- 1.13.3 Notify Beaver, Columbiana and Hancock County officials if a Site Evacuation is ordered – Onshift Communicator.
- 1.14 For airborne release:
- 1.14.1 Complete EPP-I-3, Attachment. 1\*, OPERATIONAL INPUTS FOR DOSE ASSESSMENTS.
- 1.14.2 Provide completed Attachment to Health Physics Personnel.
- 1.14.3 Instruct Health Physics to initiate dose projections.
- 1.14.4 Initiate offsite/onsite radiation surveys (EPP/IP 2.2, 2.3).
- 1.14.5 Obtain dose projection results from Health Physics.
- 1.15 For Liquid Release:
- 1.15.1 Obtain results from Health Physics personnel.
- 1.15.2 Determine if Liquid Release protective action is required, per EPP/IP 4.1.
- 1.15.3 Notify downstream water treatment plants and relay PAR, if applicable – Onshift Communicator.
- 1.16 Escalate Emergency Classification, if necessary.
- 1.17 Terminate when termination criteria met per EPP/IP-6.2, Attachment 1 \*, TERMINATION GUIDELINES.

# Beaver Valley Power Station

Procedure Number:

**EPP-I-3**

Title:

**ALERT**

Unit:

1/2

Level Of Use:

**General Skill Reference**

Revision:

17

Page Number:

8 of 14

## 2.0 TSC Emergency Director Actions (Upon activation):

**CHECK**

- 2.1 Coordinate with the Control Room to implement corrective actions.

**NOTE:**

Initial Notifications to the Offsite Agencies **MUST** be completed within 15 minutes of the Emergency Declaration.

**NOTE:**

Attachments and Forms designated with an \* are included in the Communications and Records Coordinator Notification Package.

- 2.2 Complete Form EPP-IP-1.1.F.01\*, INITIAL NOTIFICATION FORM if not already completed.
- 2.2.1 Provide completed form to Communications & Records Coordinator.
- 2.3 Instruct the Communications and Records Coordinator to begin notifications of Offsite Agencies per EPP-IP-1.1.
- 2.4 Instruct the TSC Operations Coordinator to:
- 2.4.1 Complete Form EPP-I-3.F.01, ALERT PAGE ANNOUNCEMENT FORM.
- 2.4.2 Coordinate with Control Room to sound Station Standby Alarm, per Form EPP-I-3.F.01, ALERT PAGE ANNOUNCEMENT FORM.
- 2.4.3 Using Page Party System "super page", make Alert Page Announcement immediately after Standby Alarm is sounded.
- 2.5 Verify ANY Routine/Batch Releases at **EITHER** Unit stopped.

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-I-3</b>	
Title:  <b>ALERT</b>	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>17</b>	Page Number: <b>9 of 14</b>	

**CHECK**

- 2.6 Instruct the Communications and Records Coordinator to complete Form EPP-IP-1.1.F.03\*, FOLLOW-UP NOTIFICATION FORM.
- 2.6.1 Review and approve completed Follow-Up Notification Form.
- 2.6.2 Instruct the Communications and Records Coordinator to conduct Follow-Up Notifications per EPP-IP-1.1

**NOTE:**

NRC notifications **MUST** be made within one (1) hour of Emergency Declaration. (Satisfies 10CFR50.72)

- 2.7 Instruct the TSC Operations Coordinator to complete NRC Form 361\*, REACTOR PLANT EVENT NOTIFICATION WORKSHEET
- 2.7.1 Ensure that the worksheet is provided to the Operations Communicator manning the NRC ENS "RED" phone.
- 2.7.2 Ensure that the details from NRC Form 361\*, REACTOR PLANT EVENT NOTIFICATION WORKSHEET are provided to the NRC.

**NOTE:**

ERDS activation **MUST** be accomplished within one (1) hour of emergency declaration.

**CHECK**

- 2.8 Verify ERDS (EPP/IP 1.4) is activated, if not already done.
- 2.9 If necessary:
  - 2.9.1 Instruct Health Physics to survey Assembly Areas, per EPP/IP 3.1.

# Beaver Valley Power Station

Procedure Number:

EPP-I-3

Title:

ALERT

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

10 of 14

## CHECK

- 2.9.2 Implement Site Evacuation, per EPP/IP 3.2.
- 2.9.3 Instruct the Onshift Communications and Records Coordinator to notify Beaver, Columbiana and Hancock County officials if a Site Evacuation is ordered.
- 2.10 For airborne release:
- 2.10.1 Instruct EA&DP to initiate dose projections (EPP/IP 2.6).
- 2.10.2 Initiate offsite/onsite radiation surveys (EPP/IP 2.2, 2.3).
- 2.10.3 Obtain Dose Projection results from EA&DP.
- 2.11 For Liquid Release:
- 2.11.1 Obtain results from EA&DP personnel.
- 2.11.2 Determine if Liquid Release protective action is required, per EPP/IP 4.1.
- 2.11.3 Instruct the Communications and Records Coordinator to notify downstream water treatment plants and relay the PAR, if applicable, per EPP-IP-1.1.F.02.
- 2.12 Escalate Emergency Classification, if necessary.
- 2.13 Terminate when termination criteria met per EPP/IP 6.2, Attachment 1\*, TERMINATION GUIDELINES.

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-I-3</b>	
Title:  <b>ALERT</b>	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>17</b>	Page Number: <b>11 of 14</b>	

**F. FINAL CONDITIONS**

- 1.0 On-Call ED/alternate and On-Call E/RM/alternate have been contacted.
- 2.0 Initial and Follow-Up offsite notifications are complete.
- 3.0 The Alert has been terminated with normal station administration resumed, a recovery organization established or the emergency classification has escalated.
- 4.0 Event termination calls are completed per EPP/IP 1.1.

**G. ATTACHMENTS**

- 1.0 Operational Inputs For Dose Assessments

**H. RECORDS AND FORMS**

- 1.0 Records
  - 1.1 Completed copies of Attachments listed below shall be routed to Manager, Emergency Preparedness prior to retention by Beaver Valley Records Center.
    - 1.1.1 Attachment 1, Operational Inputs For Dose Assessments
- 2.0 Forms
  - 2.1 EPP-I-3.F.01 – Alert Page Announcement

# Beaver Valley Power Station

Procedure Number:

**EPP-I-3**

Title:

**ALERT**

Unit:

**1/2**

Level Of Use:

**General Skill Reference**

Revision:

**17**

Page Number:

**12 of 14**

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<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-I-3</b>	
Title:  <b>ALERT</b>	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>17</b>	Page Number: <b>13 of 14</b>	

**Attachment 1 (1 of 2)**

**OPERATIONAL INPUTS FOR DOSE ASSESSMENTS**

To perform a dose projection, Health Physics personnel will require the following information:

- 1) Type of accident: (Circle One) If unknown, use (2) LOCA W/GAP Activity.
  - (1) **LOCA W/RCS Activity** - Loss of coolant accident and no greater than Tech Spec RCS Activity.
  - (2) **LOCA W/GAP Activity** - Loss of coolant accident and core exit thermocouples have exceeded values that may indicate damage to fuel cladding with ESF's available.
  - (3) **Design Basis LOCA** - Double ended shear of RCS piping, rapid RCS depressurization, minimum engineered safety features function.
  - (4) **LOCA W/Failed ESF's (TID14844)** - Double ended shear of RCS piping, rapid RCS depressurization, no engineered safety features function and loss of containment.
  - (5) **Small Line Break LOCA** - Loss of coolant accident via piping systems outside containment (i.e., letdown) and no greater than Tech Spec RCS activity.
  - (6) **RCCA Ejection** - Reactor control cluster ejection causes loss of coolant accident which results in 10% gap release.
  - (7) **Steam Generator Tube Rupture** - SG Tube rupture with offsite power not available (condenser not available).
  - (8) **Fuel Handling Accident** - The drop of a fuel bundle in the Fuel Handling Building.
  - (9) **Loss of AC Power** - Loss of offsite power, natural circulation cooldown.
  - (10) **Gas Waste System Failure** - Alarms or unplanned pressure loss from waste gas treatment/storage system.
  - (11) **Main Steam Line Break** - Technical Specification RCS activity, with accident induced primary-to-secondary leak.

# Beaver Valley Power Station

Procedure Number:

**EPP-I-3**

Title:

**ALERT**

Unit:

1/2

Level Of Use:

**General Skill Reference**

Revision:

17

Page Number:

14 of 14

Attachment 1 (2 of 2)

## OPERATIONAL INPUTS FOR DOSE ASSESSMENTS

- 2) Time of plant trip or start of accident: \_\_\_\_\_.
- 3) Delay time between accident and start of release: \_\_\_\_\_ (Hours)
- 4) Expected, known, or default duration of release: \_\_\_\_\_ (Hours)  
(If duration unknown, use one (1) hour as default value.)
- 5) Known or expected release pathway: (Circle One)

<u>Rel. Point</u>	<u>Unit 1</u>	<u>Unit 2</u>
RP 1	Ventilation Vent	Ventilation Vent Condensate Pol.
RP 2	SLCRS	SLCRS
RP 3	Process Vent	Decon Building Waste Gas Building
RP 4	Main Steam	Main Steam

# Beaver Valley Power Station

Unit 1/2

EPP-I-4

SITE AREA EMERGENCY

Document Owner  
Manager, Emergency Preparedness

Revision Number	17
Level Of Use	General Skill Reference
Safety Related Procedure	Yes

CONTROLLED  
BVPS UNIT 3

# Beaver Valley Power Station

Procedure Number:

EPP-I-4

Title:

SITE AREA EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

i of ii

## EFFECTIVE INDEX

Issue 8 Rev.	0	OSC Approved	3-12-87
	1	OSC Approved	8-13-87
	2	OSC Approved	6-20-88
	3	OSC Approved	9-22-88
	4	Non-Safety Revisions	2-23-89
	5	Non-Safety Revisions	1-12-90
Issue 9 Rev.	0	Non-Intent Revision	10-9-90
	1	Non-Intent Revision	10-11-91
	2	Non-Intent Revision	5-15-92
	3	Non-Intent Revision	12-29-92
	4	OSC Approved	1-27-93
Rev.	5	Non-Intent Revision	1-1-94
Rev.	6	Non-Intent Revision	10-14-94
Rev.	7	Non-Intent Revision	5-26-95
Rev.	8	Non-Intent Revision	10-31-95
Rev.	9	Non-Intent Revision	12-8-95
Rev.	10	Non-Intent Revision	10-23-96
Rev.	11	Non-Intent Revision	1-29-97
Rev.	12	Non-Intent Revision	6-17-97
Rev.	13	OSC Approved	10-15-97
Rev.	14	OSC Approved	4-1-98
Rev.	15	Non-Intent Revision	4-12-00
Rev.	16	Non-Intent Revision	8-8-01
Rev.	17	Simple Change	8-15-02

# Beaver Valley Power Station

Procedure Number:

EPP-I-4

Title:

SITE AREA EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

ii of ii

## TABLE OF CONTENTS

- A. Purpose
- B. References
- C. Responsibilities
- D. Action Levels/Precautions
- E. Procedure
- F. Final Condition
- G. Attachments
- H. Records and Forms

# Beaver Valley Power Station

Procedure Number:

EPP-I-4

Title:

SITE AREA EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

1 of 14

## A. PURPOSE

This instruction describes the actions to be taken in the event that a Site Area Emergency has been declared at the Beaver Valley Power Station. Actions to be completed by the Control Room are outlined in Section E.1.0 while TSC actions are outlined in Section E.2.0.

## B. REFERENCES

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan and Implementing Procedures.
- 2.0 Beaver Valley Power Station Operating Manuals.
- 3.0 Beaver Valley Power Station Health Physics Manual.
- 4.0 Title 10, Code of Federal Regulations Part 50, Appendix E.
- 5.0 NUREG-0654/FEMA-REP-1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".
- 6.0 Condition Report #971737  
Condition Report #993020  
Condition Report #00-2202  
Condition Report #00-4309  
Condition Report #01-0693  
Condition Report #01-4468  
Condition Report #02-04015  
Condition Report #02-04155  
Condition Report #02-05012

## C. RESPONSIBILITY

The Emergency Director (Shift Manager (SM) of the affected Unit, until properly relieved by a designated alternate) has the responsibility and authority for implementation of the actions prescribed in this instruction. If the Shift Manager (SM) of the affected Unit is unavailable, the Shift Manager (SM) Shift Manager (SM) of the unaffected Unit **SHALL** assume the role of the Emergency Director until relieved. Or, if the occurrence is common to both Units (e.g., Security compromise, acts of nature), the Senior Shift Manager (SM) (per 1/2-OM-48.1.A.III.J) **SHALL** assume the role of Emergency Director.

# Beaver Valley Power Station

Procedure Number:

EPP-I-4

Title:

SITE AREA EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

2 of 14

## D. ACTION LEVELS/PRECAUTIONS

### 1.0 Action Levels

- 1.1 A Site Area Emergency has been declared based on the occurrence of events which involve actual or likely failures of plant functions needed for the protection of the public. Events classified as Site Area Emergencies are described in EPP/I-1.
- 1.2 An Unusual Event or an Alert emergency condition had been declared and emergency measures are being performed; and on the basis of subsequent information or upon deterioration in plant conditions, the condition has been reclassified as a Site Area Emergency.

### 2.0 Precautions

- 2.1 Continued surveillance and assessment of plant conditions are necessary to ensure that the emergency classification is appropriately revised as conditions change, or as more definitive information is obtained.
- 2.2 Corrective actions to contend with the situation and to mitigate possible deterioration in plant conditions **SHALL** be conducted in accordance with the BVPS Operating Manual while simultaneously implementing this Instruction.
- 2.3 Following the declaration of an Site Area Emergency, Federal regulations require notification of offsite authorities **MUST** be made within fifteen minutes. (Refer to EPP/IP 1.1)
- 2.4 Faxing of the Initial Notification Form is NOT the "Official" Notification to the Offsite Agencies and does NOT meet the 15-minute notification criteria. The 15-minute notification criteria is met and "Official" notification made when a representative of BVPS speaks with a representative of each Offsite Agency.

# Beaver Valley Power Station

Procedure Number:

EPP-I-4

Title:

SITE AREA EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

3 of 14

## E. PROCEDURE

### NOTE:

If actions are required in an emergency that are immediately needed to protect the public health and safety and departs from the license condition or Technical Specification, the action **SHALL** be approved, as a minimum, by a licensed Senior Reactor Operator prior to taking the action per 10 CFR 50.54(x) and (y).

### 1.0 Control Room SM/ED actions: (IF TSC NOT ACTIVATED)

#### CHECK

- 1.1 Implement corrective actions.

### NOTE:

Initial Notifications to the Offsite Agencies **MUST** be completed within 15 minutes of the Emergency Declaration.

- 1.2 Remove Notification Package from the sealed EPP drawer.

### NOTE:

Attachments and Forms designated with an \* are included in the Site Area Notification Package.

- 1.3 Complete Form EPP-IP-1.1.F.01 \* INITIAL NOTIFICATION FORM.

- 1.4 Onshift Communications and Records Coordinator to begin notifications of Offsite Agencies.

- 1.5 If the Emergency Response Organization (ERO) has previously been notified, **PROCEED TO STEP 1.6.11**, or continue..

- 1.5.1 Determine if the site is accessible for ERO response.

- 1.5.2 For Security Events, discuss site accessibility with Security personnel.

# Beaver Valley Power Station

Procedure Number:

EPP-I-4

Title:

SITE AREA EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

4 of 14

## NOTE:

Activating the Emergency Response Organization beepers will begin activation of the following: Technical Support Center (TSC), Operations Support Center (OSC), Emergency Operations Facility and the Joint Public Information Center (JPIC).

## CHECK

- 1.6 A SRO (from the unaffected Unit) **SHALL** complete the blanks below and notify the Emergency Response Organization (ERO).

"This is \_\_\_\_\_ (Your Name)

at Beaver Valley Power Station. At \_\_\_\_\_ (time)  
hrs.,

Unit \_\_\_\_\_ has declared a **SITE AREA EMERGENCY**  
due to:

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

(Choose One and Continue)

a. Report to your emergency facility. I repeat,  
report to your emergency facility.

OR

b. Report to your alternate emergency facility. I  
repeat, report to your alternate emergency  
facility."

- 1.6.1 From a PAX phone, dial 4370.
- 1.6.2 Interrupt the greeting by **IMMEDIATELY** entering  
XXXX.
- 1.6.3 When prompted, enter scenario number XXXX.
- 1.6.4 When prompted, verify scenario number (9 for YES or  
6 for NO).

(Continue)

# Beaver Valley Power Station

Procedure Number:

EPP-I-4

Title:

SITE AREA EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

5 of 14

## CHECK

- 1.6.5 When prompted "Do you want to record your on the fly message 1", Press 9 for YES or 6 for NO.
- 1.6.6 When prompted "Enter on the fly number 1 segment ID or press star to record".
- 1.6.6.1 PRESS \* (A short delay will occur).
- 1.6.7 When prompted "Please speak your message after the tone", provide the information from Step 1.6 in your on the fly message.
- 1.6.7.1 PRESS the # key when done with message..
- 1.6.8 Review message, when prompted "Is that correct" (Press 9 for YES or 6 for NO).
- 1.6.9 When prompted "You will queue scenario XXXX. It will now be sent. Are you sure this is what you want to do?" (Press 9 for YES or 6 for NO)
- 1.6.10 Call the Central Alarm Station (CAS) (PAX 5114/5115) and provide the following information:
- Your name and title.
  - EPP CODE WORD \_\_\_\_\_
  - A SITE AREA EMERGENCY has been declared.
  - ERO pagers have been activated. Call back at PAX \_\_\_\_\_ when pager activates.
  - Request Near Site Building Emergency Notifications be made.
- 1.6.11 From Lotus Notes, send a message to "beeper all call" with the information from E.1.6 above. Include if ERO is to report or not.
- 1.7 Notify Security to implement Site Assembly and Accountability, if not already done.

# Beaver Valley Power Station

Procedure Number:

**EPP-I-4**

Title:

**SITE AREA EMERGENCY**

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

6 of 14

**CHECK**

- 1.8 Complete Form EPP-I-4.F.01 \* SITE AREA EMERGENCY PAGE ANNOUNCEMENT.
- 1.9 Announce the Site Area Emergency Page Party Announcement.

**NOTE:**

For a Site Area Emergency or General Emergency, the EPP SITE ACCOUNTABILITY FORM MUST be delivered to CAS within 20 minutes of the Emergency Declaration.

**CHECK**

- 1.10 Complete Attachment 2, EPP/IP 3.2\*, EPP SITE ACCOUNTABILITY FORM and provide to CAS, if not already done.
- 1.11 Discontinue ANY Routine/Batch Releases at EITHER Unit.
- 1.12 Complete Form EPP-IP-1.1.F.03\*. FOLLOW-UP NOTIFICATION FORM.
- 1.12.1 Instruct the Onshift Communications and Records Coordinator to conduct Follow-Up Notifications per EPP-IP 1.1.

**NOTE:**

NRC notifications MUST be made within one (1) hour of emergency declaration. (Satisfies 10CFR50.72)

- 1.13 Complete NRC Form 361\*, REACTOR PLANT EVENT NOTIFICATION WORKSHEET.

# Beaver Valley Power Station

Procedure Number:

EPP-I-4

Title:

SITE AREA EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

7 of 14

**NOTE:**

(Licensed) Personnel from the opposite Unit should be utilized to complete NRC notifications.

NRC Operations Center

800-532-3469

or

301-816-5100

Fax: 301-816-5151

**CHECK**

- 1.13.1 Provide the details from NRC Form 361 REACTOR PLANT EVENT NOTIFICATION WORKSHEET to the NRC.
- 1.14 If Necessary:
- 1.14.1 Instruct Health Physics to survey Assembly Areas, per EPP/IP 3.1.
- 1.14.2 Implement Site Evacuation, per EPP/IP 3.2.
- 1.14.3 Notify Beaver, Columbiana and Hancock County officials if a Site Evacuation is ordered. – Onshift Communicator
- 1.15 For Airborne release:
- 1.15.1 Complete EPP-I-4, Attachment. 1\*, OPERATIONAL INPUTS FOR DOSE ASSESSMENTS.
- 1.15.2 Provide completed attachment to Health Physics personnel.
- 1.15.3 Instruct Health Physics to initiate dose projections (EPP/IP 2.6).
- 1.15.4 Initiate offsite/onsite radiation surveys (EPP/IP 2.2, 2.3).
- 1.15.5 Obtain Dose Projection results from Health Physics.

# Beaver Valley Power Station

Procedure Number:

EPP-I-4

Title:

SITE AREA EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

8 of 14

## CHECK

### 1.16 For Liquid Release:

1.16.1 Obtain results from Health Physics personnel.

1.16.2 Determine if Liquid Release protective action is required, per EPP/IP 4.1.

1.16.3 Notify downstream water treatment plants and relay the PAR, if applicable. – Onshift Communicator

1.17 Escalate Emergency Classification, if necessary.

1.18 Terminate when termination criteria met per EPP/IP-6.2, Attachment. 1\*, TERMINATION GUIDELINES.

### 2.0 TSC Emergency Director Actions (Upon activation):

2.1 Coordinate with the Control Room to implement corrective actions.

#### NOTE:

Initial Notifications to the Offsite Agencies **MUST** be completed within 15 minutes of the Emergency Declaration.

#### NOTE:

Attachments and Forms designated with an \* are included in the Communications and Records Coordinator Notification Package.

2.2 Complete Form EPP-IP-1.1.F.01\*, INITIAL NOTIFICATION FORM.

2.2.1 Provide completed form to Communications and Records Coordinator.

2.3 Instruct the Communications and Records Coordinator to begin notifications of Offsite Agencies per EPP-IP-1.1.

# Beaver Valley Power Station

Procedure Number:

EPP-I-4

Title:

SITE AREA EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

9 of 14

## CHECK

- 2.4 Instruct the TSC Operations Coordinator to:
- 2.4.1 Complete Form EPP-I-4.F.01\*, SITE AREA EMERGENCY ANNOUNCEMENT FORM.
- 2.4.2 Coordinate with Control Room to sound the Station Standby Alarm, per Form EPP-I-4.F.01\*, SITE AREA EMERGENCY ANNOUNCEMENT FORM.
- 2.4.3 Using Page Party System "super page", make Site Area Emergency Page Announcement immediately after Standby Alarm is sounded.
- 2.4.4 Instruct the Control Room to complete and deliver EPP SITE ACCOUNTABILITY FORM, if not already done.
- 2.5 Instruct Security to implement Site Assembly and Accountability, if not already done.
- 2.6 Notify the TSC Coordinators and ERM of emergency escalation and accountability, if not already done.
- 2.7 Provide update to ERF personnel via building page.
- 2.8 Discontinue ANY Routine/Batch Releases at EITHER Unit.
- 2.9 Instruct the Communications and Records Coordinator to complete Form EPP-IP-1.1.F.03\*, FOLLOW-UP NOTIFICATION FORM.
- 2.9.1 Review and approve completed Follow-Up Notification Form.
- 2.9.2 Instruct the Communications and Records Coordinator to conduct Follow-Up Notifications per EPP-IP-1.1

### NOTE:

NRC notifications **MUST** be made within one (1) hour of Emergency Declaration. (Satisfies 10CFR50.72)

# Beaver Valley Power Station

Procedure Number:

EPP-I-4

Title:

SITE AREA EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

10 of 14

## CHECK

- 2.10 Instruct the TSC Operations Coordinator to complete NRC Form 361, REACTOR PLANT EVENT NOTIFICATION WORKSHEET.
- 2.10.1 Ensure that worksheet is provided to Operations Communicator manning NRC ENS "RED" phone.
- 2.10.2 Ensure that the details from NRC Form 361, REACTOR PLANT EVENT NOTIFICATION WORKSHEET are provided to the NRC.

### NOTE:

ERDS activation **MUST** be accomplished within one (1) hour of emergency declaration.

- 2.11 Verify ERDS (EPP/IP 1.4) is activated, if not already done.
- 2.12 If Necessary:
- 2.12.1 Instruct Health Physics to survey Assembly Areas, per EPP/IP 3.1.
- 2.12.2 Implement Site Evacuation, per EPP/IP 3.2.
- 2.12.3 Instruct the Onshift Communications and Records Coordinator to notify Beaver, Columbiana and Hancock County officials if a Site Evacuation is ordered.
- 2.13 For airborne release:
- 2.13.1 Instruct EA&DP to initiate dose projections (EPP/IP 2.6).
- 2.13.2 Initiate offsite/onsite radiation surveys (EPP/IP 2.2, 2.3).
- 2.13.3 Obtain Dose Projection results from EA&DP.
- 2.14 For Liquid Release:
- 2.14.1 Obtain results from EA&DP personnel.

# Beaver Valley Power Station

Procedure Number:

EPP-I-4

Title:

SITE AREA EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

11 of 14

## CHECK

2.14.2 Determine if Liquid Release protective action is required, per EPP/IP 4.1.

2.14.3 Instruct the Communications and Records Coordinator to notify downstream water treatment plants and relay the PAR, if applicable, per EPP-IP-1.1.F.02.

2.15 Escalate Emergency Classification, if necessary.

2.16 Terminate when termination criteria met per EPP/IP 6.2, Attachment 1\*, TERMINATION GUIDELINES.

## **F. FINAL CONDITIONS**

1.0 On-Call ED/alternate and E/RM/alternate contacted.

2.0 Offsite notification initiated and updated.

3.0 The Site Area Emergency has been terminated with normal station administration resumed, a recovery organization established or the emergency reclassified.

4.0 Event termination calls are completed per EPP/IP 1.1.

## **G. ATTACHMENTS**

1.0 Operational Inputs For Dose Assessments

## **H. RECORDS AND FORMS**

1.0 Records

1.1 Completed copies of Attachments listed below shall be routed to Manager, Emergency Preparedness prior to retention by Beaver Valley Records Center.

1.1.1 Attachment 1, Operational Inputs For Dose Assessments

2.0 Forms

2.1 EPP-I-4.F.01 Site Area Emergency Page Announcement

# Beaver Valley Power Station

Procedure Number:

**EPP-I-4**

Title:

**SITE AREA EMERGENCY**

Unit:

**1/2**

Level Of Use:

**General Skill Reference**

Revision:

**17**

Page Number:

**12 of 14**

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# Beaver Valley Power Station

Procedure Number:

EPP-I-4

Title:

SITE AREA EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

17

Page Number:

13 of 14

Attachment 1 (1 of 2)

## OPERATIONAL INPUTS FOR DOSE ASSESSMENTS

To perform a dose projection, Health Physics personnel will require the following information:

- 1) Type of accident: (Circle One) If unknown, use (2) LOCA W/GAP Activity.
  - (1) LOCA W/RCS Activity - Loss of coolant accident and no greater than Tech Spec RCS Activity.
  - (2) LOCA W/GAP Activity - Loss of coolant accident and core exit thermocouples have exceeded values that may indicate damage to fuel cladding with ESF's available.
  - (3) Design Basis LOCA - Double ended shear of RCS piping, rapid RCS depressurization, minimum engineered safety features function.
  - (4) LOCA W/Failed ESF's (TID14844) - Double ended shear of RCS piping, rapid RCS depressurization, no engineered safety features function and loss of containment.
  - (5) Small Line Break LOCA - Loss of coolant accident via piping systems outside containment (i.e., letdown) and no greater than Tech Spec RCS activity.
  - (6) RCCA Ejection - Reactor control cluster ejection causes loss of coolant accident which results in 10% gap release.
  - (7) Steam Generator Tube Rupture - SG Tube rupture with offsite power not available (condenser not available).
  - (8) Fuel Handling Accident - The drop of a fuel bundle in the Fuel Handling Building.
  - (9) Loss of AC Power - Loss of offsite power, natural circulation cooldown.
  - (10) Gas Waste System Failure - Alarms or unplanned pressure loss from waste gas treatment/storage system.
  - (11) Main Steam Line Break - Technical Specification RCS activity, with accident induced primary-to-secondary leak.

# Beaver Valley Power Station

Procedure Number:  
**EPP-I-4**

Title:

**SITE AREA EMERGENCY**

Unit:

**1/2**

Level Of Use:

**General Skill Reference**

Revision:

**17**

Page Number:

**14 of 14**

**Attachment 1 (2 of 2)**

## OPERATIONAL INPUTS FOR DOSE ASSESSMENTS

- 2) Time of plant trip or start of accident: \_\_\_\_\_.
- 3) Delay time between accident and start of release: \_\_\_\_\_ (Hours)
- 4) Expected, known, or default duration of release: \_\_\_\_\_ (Hours)  
(If duration unknown, use one (1) hour as default value.)
- 5) Known or expected release pathway: (Circle One)

<u>Rel. Point</u>	<u>Unit 1</u>	<u>Unit 2</u>
RP 1	Ventilation Vent	Ventilation Vent Condensate Pol.
RP 2	SLCRS	SLCRS
RP 3	Process Vent	Decon Building Waste Gas Building
RP 4	Main Steam	Main Steam

# Beaver Valley Power Station

Unit 1/2

EPP-I-5

GENERAL EMERGENCY

Document Owner  
Manager, Emergency Preparedness

Revision Number	18
Level Of Use	General Skill Reference
Safety Related Procedure	Yes

CONTROLLED  
BVPS UNIT 3

# Beaver Valley Power Station

Procedure Number:

EPP-I-5

Title:

GENERAL EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

i of ii

## EFFECTIVE INDEX

Issue 8 Rev.	0	OSC Approved	3-12-87
	1	OSC Approved	8-13-87
	2	OSC Approved	6-20-88
	3	OSC Approved	9-22-88
	4	Non-Safety Revisions	2-23-89
	5	Non-Safety Revisions	1-12-90
Issue 9 Rev.	0	OSC Approved	9-27-90
	1	Non-Intent Revision	10-11-91
	2	Non-Intent Revision	5-15-92
	3	Non-Intent Revision	12-29-92
	4	OSC Approved	1-27-93
Rev.	5	Non-Intent Revision	1-1-94
Rev.	6	Non-Intent Revision	10-14-94
Rev.	7	Non-Intent Revision	5-26-95
Rev.	8	Non-Intent Revision	10-31-95
Rev.	9	Non-Intent Revision	12-8-95
Rev.	10	Non-Intent Revision	10-23-96
Rev.	11	Non-Intent Revision	1-29-97
Rev.	12	Non-Intent Revision	6-17-97
Rev.	13	OSC Approved	10-15-97
Rev.	14	OSC Approved	4-1-98
Rev.	15	Non-Intent Revision	12-30-98
Rev.	16	Non-Intent Revision	4-12-00
Rev.	17	Non-Intent Revision	8-8-01
Rev.	18	Simple Change	8-15-02

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-I-5</b>	
Title: <b>GENERAL EMERGENCY</b>	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>18</b>	Page Number: <b>ii of ii</b>	

**TABLE OF CONTENTS**

- A. Purpose
- B. References
- C. Responsibilities
- D. Action Levels/Precautions
- E. Procedure
- F. Final Condition
- G. Attachments
- H. Records and Forms

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-I-5</b>	
Title: <b>GENERAL EMERGENCY</b>	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>18</b>	Page Number: <b>1 of 16</b>	

**A. PURPOSE**

This instruction describes the actions to be taken in the event that a General Emergency has been declared at the Beaver Valley Power Station. Actions to be completed by the Control Room are outlined in Section E.1.0 while TSC actions are outlined in Section E.2.0.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan and Implementing Procedures.
- 2.0 Beaver Valley Power Station Operating Manuals.
- 3.0 Beaver Valley Power Station Health Physics Manual.
- 4.0 Title 10, Code of Federal Regulations Part 50, Appendix E.
- 5.0 NUREG-0654/FEMA-REP-1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".
- 6.0 Condition Report #971737.  
Condition Report #993020.  
Condition Report #00-2202  
Condition Report #00-4309  
Condition Report #01-0693  
Condition Report #02-04015  
Condition Report #02-04155  
Condition Report #02-05012

**C. RESPONSIBILITY**

The Emergency Director (Shift Manager (SM) of the affected Unit, until properly relieved by a designated alternate) has the responsibility and authority for implementation of the actions prescribed in this instruction. If the Shift Manager (SM) of the affected Unit is unavailable, the Shift Manager (SM) of the unaffected Unit **SHALL** assume the role of the Emergency Director until relieved. Or, if the occurrence is common to both Units (e.g., Security compromise, acts of nature), the Senior Shift Manager (SM) (per 1/2-OM-48.1.A.III.J) **SHALL** assume the role of Emergency Director.

# Beaver Valley Power Station

Procedure Number:

EPP-I-5

Title:

GENERAL EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

2 of 16

## D. ACTION LEVELS/PRECAUTIONS

### 1.0 Action Levels

- 1.1 A General Emergency has been declared based on the occurrence of events which involve actual or imminent substantial core degradation or melting with potential for loss of containment integrity, including Severe Accident Management Guidelines (SAMG). Events classified as General Emergencies are described in EPP/I-1.
- 1.2 A less severe emergency has been declared and emergency measures are being performed; and on the basis of subsequent information or upon deterioration in plant conditions, the condition has been reclassified as a General Emergency.

### 2.0 Precautions

- 2.1 Continued surveillance and assessment of plant conditions are necessary to ensure that the emergency classification is appropriately revised as conditions change, or as more definitive information is obtained.
- 2.2 The General Emergency classification includes actual or imminent events for which offsite protective actions will be needed. Notifications to offsite authorities **MUST** be made within 15 minutes after the declaration of the General Emergency.
- 2.3 Corrective actions to contend with the situation and to mitigate possible deterioration in plant conditions in accordance with the BVPS Operating Manual **SHALL** be conducted simultaneously with this instruction.
- 2.4 Faxing of the Initial Notification Form is NOT the "Official" Notification to the Offsite Agencies and does NOT meet the 15-minute notification criteria. The 15-minute notification criteria is met and "Official" notification made when a representative of BVPS speaks with a representative of each Offsite Agency.

# Beaver Valley Power Station

Procedure Number:

EPP-I-5

Title:

GENERAL EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

3 of 16

## E. PROCEDURE

### NOTE:

If actions are required in an emergency that are immediately needed to protect the public health and safety and departs from the license condition or Technical Specification, the action **SHALL** be approved, as a minimum, by a licensed Senior Reactor Operator prior to taking the action per 10 CFR 50.54(x) and (y).

### 1.0 Control Room SM/ED actions: (IF TSC NOT ACTIVATED)

#### CHECK

- 1.1 Implement corrective actions, including Severe Accident Management Guidelines (SAMG's), as directed by the EOP's

### NOTE:

Initial Notifications, including a **Protective Action Recommendation**, to the Offsite Agencies **MUST** be completed within 15 minutes of the Emergency Declaration.

- 1.2 Obtain Notification Package from the sealed EPP drawer.

### NOTE:

Attachments and Forms designated with an \* are included in the General Emergency Notification Package.

- 1.3 Complete the following:

- 1.3.1 Form EPP-IP-1.1.F.01\*, INITIAL NOTIFICATION FORM including a PROTECTIVE ACTION RECOMMENDATION (Reference EPP/IP 4.1, Attachment 1).

# Beaver Valley Power Station

Procedure Number:

EPP-I-5

Title:

GENERAL EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

4 of 16

## CHECK

- 1.4 Onshift Communications and Records Coordinator to begin notifications of Offsite Agencies.
- 1.4.1 Provide Initial Notification Protective Action Recommendation (PAR).

### NOTE:

For a fast breaking emergency, the SM/ED SHALL deliver the Protective Action Recommendation (PAR) at this time via the Initial Notification Conference (INC).

- 1.5 If the Emergency Response Organization (ERO) has previously been notified, **PROCEED TO STEP 1.6.11**, or continue.
- 1.5.1 Determine if the site is accessible for ERO response.
- 1.5.2 For Security Events, discuss site accessibility with Security personnel.

# Beaver Valley Power Station

Procedure Number:  
EPP-I-5

Title:  
GENERAL EMERGENCY

Unit: 1/2	Level Of Use: General Skill Reference
Revision: 18	Page Number: 5 of 16

### NOTE:

Activating the Emergency Response Organization beepers will begin activation of the following: Technical Support Center (TSC), Operations Support Center (OSC), Emergency Operations Facility and the Joint Public Information Center (JPIC).

### CHECK

- 1.6 A SRO (from the unaffected Unit) SHALL complete the blanks below and notify the Emergency Response Organization (ERO).

"This is \_\_\_\_\_ (Your Name) at  
Beaver Valley Power Station. At \_\_\_\_\_ (time) hrs.,  
Unit \_\_\_\_\_ has declared a GENERAL EMERGENCY  
due to:

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

(Choose One and Continue)

a. Report to your emergency facility. I repeat,  
report to your emergency facility.

OR

b. Report to your alternate emergency facility. I  
repeat, report to your alternate emergency  
facility."

- 1.6.1 From a PAX phone, dial 4370.
- 1.6.2 Interrupt the greeting by IMMEDIATELY entering  
XXXX.
- 1.6.3 When prompted, enter scenario number XXXX.
- 1.6.4 When prompted, verify scenario number (9 for YES or  
6 for NO).

(Continue)

# Beaver Valley Power Station

Procedure Number:

**EPP-I-5**

Title:

**GENERAL EMERGENCY**

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

6 of 16

## CHECK

- 1.6.5 When prompted "Do you want to record your on the fly message 1", Press 9 for YES or 6 for NO.
- 1.6.6 When prompted "Enter on the fly number 1 segment ID or press star to record".
- 1.6.6.1 PRESS \* (A short delay will occur).
- 1.6.7 When prompted "Please speak your message after the tone", provide the information from Step 1.6 in your on the fly message.
- 1.6.7.1 PRESS the # key when done with message..
- 1.6.8 Review message, when prompted "Is that correct" (Press 9 for YES or 6 for NO).
- 1.6.9 When prompted "You will queue scenario XXXX. It will now be sent. Are you sure this is what you want to do?" (Press 9 for YES or 6 for NO)
- 1.6.10 Call the Central Alarm Station (CAS) (PAX 5114/5115) and provide the following information:
- Your name and title.
  - EPP CODE WORD \_\_\_\_\_
  - A GENERAL EMERGENCY has been declared.
  - ERO pagers have been activated. Call back at PAX \_\_\_\_\_ when pager activates.
  - Request Near Site Building Emergency Notifications be made.
- 1.6.11 From Lotus Notes, send a message to "beeper all call" with the information from E.1.6 above. Include if ERO is to report or not.
- 1.7 Complete Form EPP-I-5.F.01\*, GENERAL EMERGENCY PAGE ANNOUNCEMENT.

# Beaver Valley Power Station

Procedure Number:

EPP-I-5

Title:

GENERAL EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

7 of 16

## CHECK

- 1.8 Announce the General Emergency Page Party Announcement.

### NOTE:

For a Site Area Emergency or General Emergency, EPP/IP 3.2, Attachment 2\*, EPP SITE ACCOUNTABILITY FORM MUST be delivered to CAS within 20 minutes of the Emergency Declaration.

- 1.9 Complete EPP/IP 3.2, Attachment 2\*, EPP SITE ACCOUNTABILITY FORM and provide to CAS, if not already done.

- 1.10 Notify Security to implement Site Assembly and Accountability, if not already done.

- 1.11 Discontinue ANY Routine/Batch Releases at EITHER Unit.

- 1.12 Complete Form EPP-IP-1.1.F.03\*, FOLLOW-UP NOTIFICATION FORM.

- 1.12.1 Instruct the Onshift Communications and Records Coordinator to conduct Follow-Up Notifications per EPP-IP-1.1.

### NOTE:

NRC notifications **MUST** be made within one (1) hour of emergency declaration. (Satisfies 10CFR50.72)

# Beaver Valley Power Station

Procedure Number:

**EPP-I-5**

Title:

**GENERAL EMERGENCY**

Unit:

1/2

Level Of Use:

**General Skill Reference**

Revision:

18

Page Number:

8 of 16

**CHECK**

- 1.13 Complete NRC Form 361\*, REACTOR PLANT EVENT NOTIFICATION WORKSHEET.

**NOTE:**

(Licensed) Personnel from the opposite Unit should be utilized to complete NRC notifications.

NRC Operations Center

800-532-3469

or

301-816-5100

Fax: 301-816-5151

- 1.13.1 Provide details from NRC Form 361, REACTOR PLANT EVENT NOTIFICATION WORKSHEET to the NRC.
- 1.14 If Necessary:
- 1.14.1 Instruct Health Physics to survey Assembly Areas, per EPP/IP 3.1.
- 1.14.2 Implement Site Evacuation, per EPP/IP 3.2.
- 1.14.3 Notify Beaver, Columbiana and Hancock County officials if a Site Evacuation is ordered. – Onshift Communicator
- 1.15 For Airborne release:
- 1.15.1 Complete EPP-I-5, Attachment 1\*, OPERATIONAL INPUTS FOR DOSE ASSESSMENTS.
- 1.15.2 Provide completed attachment to Health Physics personnel.

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-I-5</b>	
Title: <b>GENERAL EMERGENCY</b>	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>18</b>	Page Number: <b>9 of 16</b>	

**CHECK**

- 1.15.3 Instruct Health Physics to initiate dose projections (EPP/IP 2.6).
- 1.15.4 Initiate offsite/onsite radiation surveys (EPP/IP 2.2, 2.3).
- 1.15.5 Obtain Dose Projection results from Health Physics.
- 1.15.6 Update PAR, if necessary.
- 1.16 For Liquid Release:
  - 1.16.1 Obtain results from Health Physics personnel.
  - 1.16.2 Determine if Liquid Release protective action is required, per EPP/IP 4.1.
  - 1.16.3 Notify downstream water treatment plants and relay the PAR, if applicable. – Onshift Communicator
- 1.17 Terminate when termination criteria met per EPP/IP-6.2, Attachment 1\*, TERMINATION GUIDELINES.
- 2.0 TSC Emergency Director and EOF Emergency/Recovery Manager Actions (Upon activation):
- 2.1 Coordinate with the Control Room to implement corrective actions. This may include oversight of Severe Accident Management Guidelines (SAMG's) activities.

**NOTE:**

Initial Notifications, including a Protective Action Recommendation, to the Offsite Agencies **MUST** be completed within 15 minutes of the Emergency Declaration.

# Beaver Valley Power Station

Procedure Number:

EPP-I-5

Title:

GENERAL EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

10 of 16

**NOTE:**

Attachments and Forms designated with an \* are included in the Communications and Records Coordinator Notification Package.

**CHECK**

- 2.2 Complete the following:
- 2.2.1 EPP-IP-1.1.F.01\*, INITIAL NOTIFICATION FORM including a PROTECTIVE ACTION RECOMMENDATION, (Reference EPP/IP 4.1, Attachment 1).
- 2.2.2 Provide completed form to the Communications and Records Coordinator.
- 2.3 Instruct the Communications and Records Coordinator to begin notifications of Offsite Agencies per EP-/IP-1.1.
- 2.4 Per discussion with the E/RM, instruct the Assistant to the E/RM to initiate the Gold Executive Conference (GEC), per EPP/IP 4.1, if not already done.
- 2.4.1 E/RM SHALL provide the PAR to Offsite Agencies via the GEC.
- 2.5 Notify Security to implement Site Assembly and Accountability, if not already done.
- 2.6 Notify the TSC and EOF of emergency escalation and PAR via the building page.
- 2.6.1 Relay escalation information over headset circuits.
- 2.7 Instruct the TSC Operations Coordinator to:
- 2.7.1 Complete Form EPP-I-5.F.01\*, GENERAL EMERGENCY PAGE ANNOUNCEMENT FORM.
- 2.7.2 Coordinate with the Control Room to sound the Station Standby Alarm, per Form EPP-I-5.F.01\*, GENERAL EMERGENCY PAGE ANNOUNCEMENT FORM.

# Beaver Valley Power Station

Procedure Number:

EPP-1-5

Title:

GENERAL EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

11 of 16

## CHECK

- 2.7.3 Using Page Party System "super page", make General Emergency Page Announcement immediately after Standby Alarm is sounded.
- 2.7.4 Instruct the Control Room to complete and deliver EPP SITE ACCOUNTABILITY FORM, if not already done.
- 2.8 Discontinue ANY Routine/Batch Releases at EITHER Unit.
- 2.9 Instruct the Communications and Records Coordinator to complete Form EPP-IP-1.1.F.03\*, FOLLOW-UP NOTIFICATION FORM.
- 2.9.1 Review and approve completed Follow-Up Notification Form.
- 2.9.2 Instruct the Communications and Records Coordinator to conduct Follow-Up Notifications per EPP-IP-1.1.

### NOTE:

NRC notifications **MUST** be made within one (1) hour of Emergency Declaration. (Satisfies 10CFR50.72)

- 2.10 Instruct the TSC Operations Coordinator to complete NRC Form 361\*, REACTOR PLANT EVENT NOTIFICATION WORKSHEET.
- 2.10.1 Ensure that the worksheet is provided to the Operations Communicator manning the NRC ENS "RED" phone.
- 2.10.2 Ensure that the details from NRC Form 361\*, REACTOR PLANT EVENT NOTIFICATION WORKSHEET are provided to the NRC.

### NOTE:

ERDS activation **MUST** be accomplished within one (1) hour of an Alert or higher emergency declaration.

- 2.11 Verify ERDS (EPP/IP 1.4) is activated, if not already done.

**CHECK**

# Beaver Valley Power Station

Procedure Number:

EPP-I-5

Title:

GENERAL EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

12 of 16

## 2.12 If Necessary:

2.12.1 Instruct Health Physics to survey Assembly Areas, per EPP/IP 3.1.

2.12.2 Implement Site Evacuation, per EPP/IP 3.2.

2.12.3 Instruct the Onshift Communications and Records Coordinator to notify Beaver, Columbiana and Hancock County officials if a Site Evacuation is ordered.

## 2.13 For airborne release:

2.13.1 Instruct EA&DP to initiate dose projections (EPP/IP 2.6).

2.13.2 Initiate offsite/onsite radiation surveys (EPP/IP 2.2, 2.3).

2.13.3 Obtain Dose Projection results from EA&DP.

2.13.4 Update PAR, if necessary.

## 2.14 For Liquid Release:

2.14.1 Obtain results from EA&DP personnel.

2.14.2 Determine if Liquid Release protective action is required, per EPP/IP 4.1.

2.14.3 Instruct the Communications and Records Coordinator to notify downstream water treatment plants and relay the PAR, if applicable, per EPP-IP-1.1.F.02.

2.15 Terminate when termination criteria met per EPP/IP 6.2, Attachment 1\*, TERMINATION GUIDELINES.

# Beaver Valley Power Station

Procedure Number:

EPP-I-5

Title:

GENERAL EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

13 of 16

## F. FINAL CONDITIONS

- 1.0 On-Call ED/alternate and E/RM/alternate contacted.
- 2.0 Offsite notification initiated and updated.
- 3.0 The General Emergency has been terminated with normal station administration resumed, a recovery organization established or the emergency reclassified.
- 4.0 Event termination calls are completed per EPP-IP-1.1.

## G. ATTACHMENTS

- 1.0 Operational Inputs For Dose Assessments

## H. RECORDS AND FORMS

- 1.0 Records
  - 1.1 Completed copies of Attachments listed below shall be routed to Manager, Emergency Preparedness prior to retention by Beaver Valley Records Center.
    - 1.1.1 Attachment 1, Operational Inputs For Dose Assessments
- 2.0 Forms
  - 2.1 EPP-I-5.F.01 General Emergency Page Announcement

# Beaver Valley Power Station

Procedure Number:

**EPP-I-5**

Title:

**GENERAL EMERGENCY**

Unit:

**1/2**

Level Of Use:

**General Skill Reference**

Revision:

**18**

Page Number:

**14 of 16**

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# Beaver Valley Power Station

Procedure Number:

EPP-I-5

Title:

GENERAL EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

15 of 16

Attachment 1 (1 of 2)

## OPERATIONAL INPUTS FOR DOSE ASSESSMENTS

To perform a dose projection, Health Physics personnel will require the following information:

- 1) Type of accident: (Circle One) If unknown, use (2) LOCA W/GAP Activity.
  - (1) LOCA W/RCS Activity - Loss of coolant accident and no greater than Tech Spec RCS Activity.
  - (2) LOCA W/GAP Activity - Loss of coolant accident and core exit thermocouples have exceeded values that may indicate damage to fuel cladding with ESF's available.
  - (3) Design Basis LOCA - Double ended shear of RCS piping, rapid RCS depressurization, minimum engineered safety features function.
  - (4) LOCA W/Failed ESF's (TID14844) - Double ended shear of RCS piping, rapid RCS depressurization, no engineered safety features function and loss of containment.
  - (5) Small Line Break LOCA - Loss of coolant accident via piping systems outside containment (i.e., letdown) and no greater than Tech Spec RCS activity.
  - (6) RCCA Ejection - Reactor control cluster ejection causes loss of coolant accident which results in 10% gap release.
  - (7) Steam Generator Tube Rupture - SG Tube rupture with offsite power not available (condenser not available).
  - (8) Fuel Handling Accident - The drop of a fuel bundle in the Fuel Handling Building.
  - (9) Loss of AC Power - Loss of offsite power, natural circulation cooldown.
  - (10) Gas Waste System Failure - Alarms or unplanned pressure loss from waste gas treatment/storage system.
  - (11) Main Steam Line Break - Technical Specification RCS activity, with accident induced primary-to-secondary leak.

# Beaver Valley Power Station

Procedure Number:

EPP-I-5

Title:

GENERAL EMERGENCY

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

18

Page Number:

16 of 16

Attachment 1 (2 of 2)

## OPERATIONAL INPUTS FOR DOSE ASSESSMENTS

- 2) Time of plant trip or start of accident: \_\_\_\_\_.
- 3) Delay time between accident and start of release: \_\_\_\_\_ (Hours)
- 4) Expected, known, or default duration of release: \_\_\_\_\_ (Hours)  
(If duration unknown, use one (1) hour as default value.)
- 5) Known or expected release pathway: (Circle One)

<u>Rel. Point</u>	<u>Unit 1</u>	<u>Unit 2</u>
RP 1	Ventilation Vent	Ventilation Vent Condensate Pol.
RP 2	SLCRS	SLCRS
RP 3	Process Vent	Decon Building Waste Gas Building
RP 4	Main Steam	Main Steam

# Beaver Valley Power Station

**Unit 1/2**

**EPP-IP-1.1**

**Notifications**

Document Owner  
**Manager, Emergency Preparedness**

Revision Number	30
Level Of Use	General Skill Reference
Safety Related Procedure	Yes

**CONTROLLED  
BVPS UNIT 3**

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

i of ii

## EFFECTIVE INDEX

Issue 8 Rev.	0	OSC Approved	3-12-87
	1	OSC Approved	8-13-87
	2	OSC Approved	3-10-88
	3	OSC Approved	6-20-88
	4	Non-Safety Revisions	2-23-89
	5	Non-Safety Revisions	6-30-89
	6	OSC Approved	3-22-90
Issue 9 Rev.	0	OSC Approved	9-27-90
	1	Non-Intent Revision	6-28-91
	2	Non-Intent Revision	12-29-92
	3	Non-Intent Revision	1-27-93
Rev.	5	OSC Approved	11-10-93
Rev.	6	Non-Intent Revision	4-22-94
Rev.	7	Non-Intent Revision	7-29-94
Rev.	8	Non-Intent Revision	11-15-94
Rev.	9	Non-Intent Revision	1-20-95
Rev.	10	Non-Intent Revision	5-26-95
Rev.	11	Non-Intent Revision	9-1-95
Rev.	12	Non-Intent Revision	12-8-95
Rev.	13	Non-Intent Revision	2-1-96
Rev.	14	Non-Intent Revision	10-23-96
Rev.	15	Non-Intent Revision	1-29-97
Rev.	16	Non-Intent Revision	6-17-97
Rev.	17	Non-Intent Revision	1-16-98
Rev.	18	OSC Approved	4-1-98
Rev.	19	OSC Approved	7-1-98
Rev.	20	Non-Intent Revision	1-13-99
Rev.	21	Non-Intent Revision	9-28-99
Rev.	22	Non-Intent Revision	12-2-99
Rev.	23	Non-Intent Revision	7-12-00
Rev.	24	Non-Intent Revision	1-23-01
Rev.	25	Non-Intent Revision	5-1-01
Rev.	26	Non-Intent Revision	6-29-01
Rev.	27	Non-Intent Revision	8-8-01
Rev.	28	Non-Intent Revision	12-12-01
Rev.	29	Non-Intent Revision	6-14-02
Rev.	30	Simple Change	8-15-02

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Notifications

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

30

Page Number:

ii of ii

## TABLE OF CONTENTS

- A. Purpose
- B. References
- C. Responsibilities
- D. Action Levels/Precautions
- E. Procedure
- F. Final Condition
- G. Attachments
- H. Records and Forms

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-IP-1.1</b>	
Title:  Notifications	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>30</b>	Page Number: <b>1 of 64</b>	

**A. PURPOSE**

This procedure provides guidance for making initial and follow-up notifications during an emergency.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan.
- 2.0 Commonwealth of Pennsylvania Disaster Operations Plan/Annex E.
- 3.0 State of Ohio Nuclear Power Plant Emergency Response Plan.
- 4.0 West Virginia Radiological Emergency Plan for A Fixed Nuclear Facility.
- 5.0 Title 10, Code of Federal Regulations Part 50, Appendix E.
- 6.0 NUREG-0654/FEMA-REP-1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".
- 7.0 Condition Report #971737.  
 Condition Report #980706.  
 Condition Report #991967.  
 Condition Report #993020  
 TCN 1/2-00-020  
 Nuclear Regulatory Issue Summary 2000-11  
 Condition Report #01-1975  
 Condition Report #01-0693  
 Condition Report #00-4309  
 Condition Report #00-2202  
 Condition Report #01-6697  
 Condition Report #02-03299-78  
 Condition Report #02-03299-89  
 Condition Report #02-03299-127  
 Condition Report #02-04927  
 Condition Report #02-03681  
 Condition Report #02-04054

**C. RESPONSIBILITIES**

The Communications and Records Coordinator (or qualified designated communicator, until properly relieved) is responsible to ensure that all required offsite notifications are completed within the proper time frame following the declaration of an emergency. Security is responsible for initial notifications to near-site buildings.

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

2 of 64

## **D. ACTION LEVELS/PRECAUTIONS**

- 1.0 This procedure is to be initiated upon any of the following conditions:
  - 1.1 An emergency condition has been declared at the Beaver Valley Power Station as defined in the BVPS Emergency Preparedness Plan.
  - 1.2 An existing emergency condition has been reclassified to a higher emergency category, and/or, a significant deterioration in conditions has occurred.
  - 1.3 The emergency situation has been corrected, the emergency terminated, and recovery operations have begun.
- 2.0 Emergency communications will originate in the BV 1/2 Control Rooms. See EPP/IP 1.2 "Communication and Dissemination of Information" for details of the communication systems available.
- 3.0 To minimize the spread of rumors and undue public anxiety, the following precautions should be followed:
  - 3.1 All initial and follow-up notifications to County and State agencies **SHALL** be made with the Bell telephone system as the primary means, with predesignated back-ups available in the event the telephone systems are inoperable. A code word is utilized to ensure only authorized individuals receive the information.
  - 3.2 Information **SHALL** be provided to only individuals whose identity is known, and whose organization is listed on Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**. Any requests for information should be relayed to Corporate Communications at 724-682-5201.
  - 3.3 No news announcements on the incident **SHALL** be made prior to completion of all required notifications. News announcements will be developed as coordinated by the Corporate Communications Department.
- 4.0 In the event of a forced Control Room evacuation, the Onshift Communications and Records Coordinator will relocate to either CAS or the Communications Area of the TSC area of the ERF building, to make the required emergency notifications.

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

3 of 64

- 4.1 The Onshift Communications and Records Coordinator should contact the Emergency Director for form approvals and log the Emergency Director's name on the appropriate form.

Unit #1 – 724-682-5827

Unit #2 – 724-682-5327

### NOTE:

If necessary, Security may radio the officer assigned to the Emergency Director/SM under Appendix R to relay information as needed.

- 5.0 Upon the initial declaration of an Unusual Event (only when ERO activated), Alert, Site Area Emergency or General Emergency, Security personnel in the CAS will complete Form EPP-IP-1.1.F.05, **SECURITY NEAR-SITE BUILDING EMERGENCY NOTIFICATIONS**
- 6.0 All event notifications and escalations **SHOULD** be made to PEMA. Follow-Up Notifications **SHOULD** be directed to DEP/BRP. PEMA will ensure DEP/BRP is informed of the situation and contacts the plant for verification and assessment of the incident.
- 7.0 Should any emergency situation require contacting the Beaver County Emergency Services Center (i.e., fire, ambulance), **DO NOT** use 9-1-1. **NOTIFY** Beaver County Emergency Services Center at (724) 775-0880.
- 8.0 Once the County Emergency Operations Centers (EOC's) are activated, the Coordinators may inform the BVPS emergency communicator of an alternate phone number to be utilized.
- 9.0 Should there be questions concerning the required notifications and/or the appropriate paperwork (notification forms, logs, etc.), personnel from Emergency Preparedness may be contacted for assistance.

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

4 of 64

## E. PROCEDURE

### NOTE:

Initial Notifications are to be made to the first six listed Agencies on Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATIONS CALL LIST** and **MUST** be made within 15 minutes of the event declaration. Subsequent notifications **MUST** still be made.

### NOTE:

The BVPS Radio System is the alternate to the commercial phone system for notifications of offsite emergency response organizations. EPP/IP 1.2 Attachment 3, Step 5.0 provides direction in its use.

### NOTE:

If an emergency is reclassified and upgraded during the Follow-Up Notification process, the Communicator **SHALL** terminate the notification in progress and begin the upgraded Initial Notification process again per appropriate Attachment. If the Initial Notification Conference (INC) call is in progress, then the upgraded notifications **SHALL** be provided at this time. The 15-minute clock for the notifications will restart at the time of the upgraded declaration.

### NOTE:

IF contact cannot be made with the State of West Virginia, contact Hancock County (WVa) stating West Virginia did not answer and request Hancock County Office of Emergency Services contact the State with the Initial Notification information. It does not need read again.

### NOTE:

Faxing of Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM** is NOT the "Official" Notification to the Offsite Agencies and does NOT meet the 15-minute notification criteria. The 15-minute notification criteria is met and "Official" notification made when a representative of BVPS speaks with a representative of each Offsite Agency.

### 1.0 Initial Notifications

- 1.1 Complete Initial Notifications and document as thoroughly as possible according to the instructions provided.

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

5 of 64

1.2 Control Room personnel should utilize Part A of the applicable notification Attachment shown below.

- Unusual Event Notification Attachment 2
- Alert Notification Attachment 3
- Site Area Emergency Notification Attachment 4
- General Emergency Notification Attachment 5

1.3 TSC personnel should refer to Attachments 6 and 7.

## 2.0 Follow-Up Notifications

### NOTE:

The follow-up notification provides technical information to those qualified to use the data and serves as a means to verify the authenticity of an emergency notification. The code word also provides verification.

### NOTE:

Information for the **GASEOUS FOLLOW-UP NOTIFICATION FORM** is available via a MIDAS printout from Health Physics or EA&DP personnel.

2.1 Control Room personnel should utilize the applicable part of the Notification Attachment shown below.

- Unusual Event Notification Attachment 2
- Alert Notification Attachment 3
- Site Area Emergency Notification Attachment 4
- General Emergency Notification Attachment 5

2.2 TSC personnel should refer to Attachment 6, Step 3.0.

## 3.0 Subsequent Notifications

3.1 If it becomes necessary to reclassify the emergency, Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM** is used and notifications are made in the same manner specified in Section E-1 of this procedure.

3.2 Form EPP-IP-1.1-F.03, **FOLLOW-UP NOTIFICATION FORM** should be updated periodically (i.e., 2 times per shift) or at the discretion of the Emergency Director. This notification does not represent a change in classification.

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

1/2

Level Of Use:

**General Skill Reference**

Notifications

Revision:

30

Page Number:

6 of 64

## 4.0 Transfer of Responsibility

4.1 When TSC personnel are activated and have arrived onsite, a turnover **SHALL** be performed from the on-shift response organization to the TSC response organization using Form EPP-IP-1.1.F.06, **TSC COMMUNICATIONS AND RECORDS COORDINATOR TURNOVER CHECKLIST**.

4.2 When informed by TSC Communications and Records Coordinator, transfer communication responsibilities from the Control Room to the Technical Support Center.

## 5.0 Termination

5.1 When the emergency situation at BVPS has been terminated, make the appropriate termination calls per Form EPP-IP-1.1.F.04, **EMERGENCY TERMINATION CHECKLIST**.

## F. FINAL CONDITIONS

1.0 Use of this procedure **SHALL** be terminated when the emergency situation is corrected or when directed by the Emergency Director.

2.0 Form EPP-IP-1.1.F.04, **EMERGENCY TERMINATION CHECKLIST** is to be completed for termination calls to offsite agencies for all emergency events.

### NOTE:

Upon termination of the emergency situation and the subsequent termination of this IP, All originals of completed Attachments **SHALL** be forwarded to Emergency Preparedness.

## G. ATTACHMENTS

1.0 ACTIVATION OF THE ERO USING BEEPERS AND ERO VOICE MAIL SYSTEM

2.0 UNUSUAL EVENT NOTIFICATIONS

3.0 ALERT NOTIFICATIONS

4.0 SITE AREA EMERGENCY NOTIFICATIONS

5.0 GENERAL EMERGENCY NOTIFICATIONS

6.0 TSC EVENT NOTIFICATION

7.0 NOTIFICATION FORM FAXING INSTRUCTIONS

8.0 ERO BEEPER ACTIVATION INSTRUCTIONS

9.0 ACTIVATION OF THE INITIAL NOTIFICATION CONFERENCE (INC) CALL INSTRUCTIONS

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

7 of 64

## 10.0 INSTRUCTIONS FOR NOTIFICATION OF ERO FOR EVENT ESCALATION/UPDATES

### H. RECORDS AND FORMS

#### 1.0 Records

1.1 Completed copies of the Attachments listed below shall be routed to the Manager, Emergency Preparedness prior to retention by Beaver Valley Records Center.

1.1.1 Attachment 1, Activation of the ERO Using beepers and ERO Voice Mail System.

1.1.2 Attachment 2, Unusual Event Notifications

1.1.3 Attachment 3, Alert Notifications

1.1.4 Attachment 4, Site Area Emergency Notifications

1.1.5 Attachment 5, General Emergency Notifications

1.1.6 Attachment 6, TSC Event Notification

1.1.7 Attachment 7, Notification Form Faxing Instructions

1.1.8 Attachment 8, ERO Beeper Activation Instructions

1.1.9 Attachment 9, Activation of the Initial Notification Conference (INC) Call Instructions

1.1.10 Attachment 10, Instructions for Notification of ERO Event Escalation/updates

#### 2.0 Forms

2.1 EPP-IP-1.1.F.01 INITIAL NOTIFICATION FORM

2.2 EPP-IP-1.1.F.02 EMERGENCY NOTIFICATION CALL-LIST

2.3 EPP-IP-1.1.F.03 FOLLOW-UP NOTIFICATION FORM

2.4 EPP-IP-1.1.F.04 EMERGENCY TERMINATION CHECKLIST

2.5 EPP-IP-1.1.F.05 SECURITY NEAR-SITE BUILDING EMERGENCY NOTIFICATIONS

2.6 EPP-IP-1.1.F.06 TSC COMMUNICATIONS AND RECORDS COORDINATOR TURNOVER CHECKLIST

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

**Notifications**

Unit:

**1/2**

Level Of Use:

**General Skill Reference**

Revision:

**30**

Page Number:

**8 of 64**

**INTENTIONALLY BLANK**

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

9 of 64

## ATTACHMENT 1 (1 of 8)

### **ACTIVATION OF THE ERO USING BEEPERS AND ERO VOICE MAIL SYSTEM**

#### **A. PURPOSE**

This attachment is for using beepers and the Voice Mail System to make emergency event notifications to Emergency Response Organization (ERO) personnel and to verify that adequate ERO staffing levels are available.

#### **B. RESPONSIBILITY**

The Onshift Communications and Records Coordinator is responsible to ensure the actions outlined in this attachment are implemented.

#### **C. EQUIPMENT AND MATERIALS**

1.0 The following beeper notification system equipment is kept in CAS:

1.1 ERO beeper.

2.0 The following are found in the Control Room EPP sealed drawer.

2.1 Event Classification Packages

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Notifications

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

30

Page Number:

10 of 64

## ATTACHMENT 1 (2 of 8)

### D. PROCEDURE

#### 1.0 Beeper Activation, using ERO Voice Mail System by CAS.

#### NOTE:

If at any time prior to beeper activation utilizing the 5080 suffix, the beepers activate with the appropriate message and with 4370 or 4380 as the last four (4) digits, continue with the Initial Notifications in progress.

1.1 Upon the failure of the BVERS to actuate the ERO beepers, or at the discretion of the SM/Emergency Director, the Onshift Communications and Records Coordinator **SHALL** call the Central Alarm Station (CAS), providing to the Nuclear Security Shift Supervisor or designee the following:

1.1.1 Your name and position.

1.1.2 EPP Code Word.

1.1.3 Event Classification

1.1.4 Appropriate beeper code:

9999995080 ("Actual Event")

0000005080 ("Actual Event--Site Inaccessible")

1.1.5 Request a call back when CAS pager actuates with proper code.

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

11 of 64

## ATTACHMENT 1 (3 of 8)

1.1.6 Instructions as to which message to be used for the ERO Voice Mail System:

"Actual Event"

"Actual Event--Site Inaccessible"

1.2 Instruct the Nuclear Shift Security Supervisor to activate the beepers with the appropriate code.

1.2.1 Instruct the Nuclear Shift Security Supervisor to repeat the beeper activation two (2) times, 10 minutes apart to ensure that all appropriate personnel receive the call (i.e., 11:00 original call, 11:10 first recall, 11:20 second recall).

1.3 Once the ERO Voice Mail message has been changed, the Nuclear Security Shift Supervisor, or his designee, **SHALL** activate the ERO beepers.

### NOTE:

The BVPS Radio System is the alternate to the commercial phone system for notification of offsite emergency response organizations. EPP/IP 1.2, Attachment 3, Step 5.0 provides direction in its use.

1.4 Twenty minutes after the CAS pager has actuated, perform the following:

### NOTE:

The ERO Voice Mail System has a maximum of 4 lines available. If no lines are available, a busy signal will be received.

1.4.1 Remove the last three (3) pages of this Attachment "ERO Position List".

1.4.2 From a touch-tone phone or from a PAX phone dial 9-682-5080.

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

12 of 64

## ATTACHMENT 1 (4 of 8)

1.4.3 When the message begins press #.

### NOTE:

Any calls responding to the beeper activation that are received by CAS or the Control Room are also to be included in the ERO Beeper Holders List.

### NOTE:

Pressing **1** will repeat the voice mail message, pressing **2** will go to the next message. **DO NOT ERASE** voice mail messages. You do not have to wait for the prompt to press **1** or **2**.

1.4.4 When prompted to enter a Mail Box Number, enter \* **1 1 3** for an Actual Event or \* **1 1 4** for an Actual Event-Site Inaccessible.

### NOTE:

ERO Call List and ERO Beeper Holders List are located on the EP Department Web Page.

1.5 On the "ERO Position List", record the callers name, ETA and if they are "fit-for-duty" in the columns beside their ERO position. If a caller reports not "fit-for-duty", write N/A in the ETA column.

### NOTE:

The first 18 positions on the "ERO Position List" is the "Minimum Staffing" for TSC activation.

1.6 When done with messages on the ERO Voice Mail System, press \* \* to exit Voice Mail.

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Notifications

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

30

Page Number:

13 of 64

## ATTACHMENT 1 (5 of 8)

- 1.7 Verify the first 18 positions on the "ERO Position List" are filled.

### NOTE:

Attempts to contact designated coordinators or alternates of a position should be made using the current Emergency Response Organization Call List.

- 1.8 If no one for a designated position on the Minimum Staffing Section of the "ERO Position List" has responded, make follow-up calls to the designated coordinator **OR** alternates **UNTIL** a person qualified to fill that position has been contacted.
- 1.9 When all responses have been recorded on the "ERO Position List" **AND** the Minimum Staffing Checklist, perform the following:
- 1.9.1 Deliver copies of all paperwork to the ED.
- 1.9.2 Retain the original paperwork and forward to the Emergency Preparedness upon termination of the event.
- 1.10 When the emergency terminates or at the direction of the SM/Emergency Director or Communications and Records Coordinator, have CAS return the ERO Voice Mail message to the **NORMAL** message.
- 1.11 In the case of an actual emergency, Control Room personnel **SHOULD NOT** erase the incoming voice mail messages. They are to be retained for permanent records of the calls received during the emergency.
- 2.0 Return to EPP/IP 1.1, Notification Attachment in progress.

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-IP-1.1</b>	
Title:		Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>
Notifications		Revision: <b>30</b>	Page Number: <b>14 of 64</b>

**NOTIFICATIONS**

**ERO POSITION LIST**

**ATTACHMENT 1 (6 of 8)**

<b>POSITION</b>	<b>NAME</b>	<b>ETA</b>	<b>FFD</b>
EMERGENCY DIRECTOR			
COMMUNICATIONS & RECORDS COORDINATOR			
COMMUNICATIONS ASSISTANT			
COMMUNICATIONS ASSISTANT			
COMMUNICATIONS ASSISTANT			
EA&DP COORDINATOR			
TSC COORDINATOR			
RADCON COORDINATOR			
MAINTENANCE COORDINATOR			
ENGINEERING COORDINATOR			
OSC COORDINATOR			
OSC H.P. COORDINATOR			
COMPUTER COORDINATOR			
MECHANICAL ENGINEER			
ELECTRICAL ENGINEER			
NUCLEAR ENGINEER			
CHEMISTRY COORDINATOR			
EMERGENCY RECOVERY MANAGER			

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-IP-1.1</b>	
Title:  Notifications	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>30</b>	Page Number: <b>15 of 64</b>	

**NOTIFICATIONS**

**ERO POSITION LIST**

**ATTACHMENT 1 (7 of 8)**

<b>POSITION</b>	<b>NAME</b>	<b>ETA</b>	<b>FFD</b>
OSC COORDINATOR ASSISTANT			
OSC COORD. ASST			
OSC H.P. COORDINATOR ASSISTANT			
OSC H.P. COORDINATOR ASSISTANT			
OSC H.P. COORDINATOR ASSISTANT			
ASSISTNAT TO THE EMERGENCY DIRECTOR			
TSC OPS COORDINATOR			
TSC OPS COORDINATOR ASSISTANT			
OPS COMMUNICATOR			
OPS COMMUNICATOR			
OPS COMMUNICATOR			
EA&DP ASSISTANT			
EA&DP ASSISTANT			
ENVIRONMENTAL COORDINATOR			
CHEMISTRY COORDINATOR ASSISTANT			
COMPUTER OPERATOR			
COMPUTER OPERATOR			
COMPUTER OPERATOR			
MATERIALS ENGINEER			

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-IP-1.1</b>	
Title:  Notifications	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>30</b>	Page Number: <b>16 of 64</b>	

**NOTIFICATIONS**

**ERO POSITION LIST**

**ATTACHMENT 1 (8 of 8)**

<b>POSITION</b>	<b>NAME</b>	<b>ETA</b>	<b>FFD</b>
SYSTEM ENGINEER			
ASSISTANT TO THE EMERGENCY/RECOVERY MANAGER			
EOF OPERATIONS COORDINATOR			
EOF OPS COMMUNICATOR			
OFFSITE AGENCY LIAISON			
NUCLEAR COMMUNICATIONS MANGER			
NUCLEAR COMMUNICATIONS WRITER			
NUCLEAR COMMUNICATIONS WRITER			
NUCLEAR COMMUNICATIONS TECHNICAL ADVISOR			
JPIC MANAGER			
INFORMATION MANAGER			
INFORMATION COORDINATOR			
CHIEF COMPANY SPOKESPERSON			
TECHNICAL ADVISOR			
MEDIA RELATIONS COORDINATOR			
MEDIA RELATIONS COORDINATOR			
LOGISTICS COORDINATOR			

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-IP-1.1</b>	
Title:  Notifications	Unit: 1/2	Level Of Use: General Skill Reference	
	Revision: 30	Page Number: 17 of 64	

**ATTACHMENT 2 (1 of 7)**

**UNUSUAL EVENT NOTIFICATIONS**  
**CONTROL ROOM**

**A. Onshift Communications and Records Coordinator Initial Notification Actions:**

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED.
- 2.0 Fax the **INITIAL NOTIFICATION FORM** to the Offsite Agencies.
  - 2.1 Place completed Notification Form(s) on the fax machine (face down).
  - 2.2 Turn the external speaker located on the rear of the fax machine "on".

**NOTE:**  
Not all voice prompts are listed here, only the key ones.

**NOTE:**  
If Speed Dial buttons do not work, use the instructions provided in Attachment 7 of IP 1.1, page 2 of 2.

- 2.3 Press the "**HOOK**" button or, if external speaker is not functioning, lift the phone receiver.
- 2.4 Press Speed Dial number "**01**" (**EPP FAX**) on the fax machine.
- 2.5 At the voice prompt "**ENTER THE SUBSCRIBER ID AND POUND SIGN**", Press Speed Dial number "**02**".
- 2.6 At the voice prompt "**ENTER THE PASSWORD AND POUND SIGN**", Press Speed Dial number "**03**".
- 2.7 You will hear a voice prompt "**LOGGING IN, PLEASE WAIT**". At the voice prompt "**TO SEND A MESSAGE PRESS "1"**", press 1 on the numeric keypad (do not wait for additional prompts).

(Continued)

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

18 of 64

## ATTACHMENT 2 (2 of 7)

### UNUSUAL EVENT NOTIFICATIONS CONTROL ROOM

- 2.8 At the voice prompt "ENTER RECIPIENT ADDRESS NUMBER, TO FAX TO A LIST PRESS \*L", press Speed Dial number "04".
- 2.9 A voice prompt will inform you that "YOUR MESSAGE ID IS \_\_\_\_\_ AND WILL BE SENT TO LIST \_\_\_\_\_"
- 2.10 At the voice prompt "PLEASE START YOUR FAX MACHINE", press **START**.
- 2.11 Hang up the handset if used.
- 2.12 Turn "OFF" the external speaker on the rear of the fax machine, if used.
- 3.0 Activate Off-Site Agency Initial Notification Conference (INC) Call.
  - 3.1 On EP Auto-Dialer, press button marked **INC** OR dial 9# 1-330-315-4380 (or from a PAX phone, dial 9-1-330-315-4380).
  - 3.2 Interrupt the greeting by **IMMEDIATELY** entering XXXXXX.
    - 3.2.1 IF unable to activate INC, GO TO PART B of this procedure.
  - 3.3 When prompted, enter the scenario number XXXX.
  - 3.4 When prompted, verify the scenario number (9 for YES or 6 for NO).
  - 3.5 Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
  - 3.6 Hang up.

# Beaver Valley Power Station

Procedure Number:  
EPP-IP-1.1

Title:

Unit:

Level Of Use:

1/2

General Skill Reference

Notifications

Revision:

Page Number:

30

19 of 64

## ATTACHMENT 2 (3 of 7)

### UNUSUAL EVENT NOTIFICATIONS CONTROL ROOM

- 4.0 Access Initial Notification Conference Bridge.
  - 4.1 On EP Auto-Dialer, press button marked **CONF. Bridge OR** dial 9# 724-682-1900 (OR from a PAX phone, dial 9-724-682-1900).
  - 4.2 When prompted, enter XXXX, then the # key.
- 5.0 Provide Initial Notification to Offsite Agencies.
  - 5.1 As each Agency enters the INC call, state the following:
    - 5.1.1 "This is \_\_\_\_\_ at Beaver Valley  
(Your Name)  
Power Station, the Code Word is \_\_\_\_\_."
    - 5.1.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

\* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

- 5.2 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
  - 5.2.1 IF YES, ask if there are any questions.
  - 5.2.2 **STATE** the Protective Action Recommendation.
  - 5.2.3 IF NO, provide information from **INITIAL NOTIFICATION FORM.**

(Continued)





# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

1/2

Level Of Use:

**General Skill Reference**

Notifications

Revision:

30

Page Number:

22 of 64

## ATTACHMENT 2 (6 of 7)

### UNUSUAL EVENT NOTIFICATIONS CONTROL ROOM

- 10.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).
- 11.0 Upon termination of the emergency:
  - 11.1 When directed by SM/ED, complete Form EPP-IP-1.1.F.04, **EMERGENCY TERMINATION CHECKLIST**.
  - 11.2 Collect all original/completed attachments and forward to Emergency Preparedness.

#### **NOTE:**

**ONLY perform this part to contact Offsite Agencies individually for Initial Notification.**

#### **B. Individual Offsite Agency Initial Notification(s).**

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED or Control Room FAX machine.
- 2.0 Contact each required Offsite Agency per Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
- 3.0 Record the contact time and the name of agency representative on attachment.
- 4.0 **STATE** "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
- 5.0 **STATE** "EPP Code Word is \_\_\_\_\_."

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Notifications

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

30

Page Number:

23 of 64

## ATTACHMENT 2 (7 of 7)

### UNUSUAL EVENT NOTIFICATIONS CONTROL ROOM

- 6.0 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
  - 6.1 If **YES**, ask if there are any questions.
  - 6.2 **STATE** the Protective Action Recommendation.
  - 6.3 If **NO**, provide information from **INITIAL NOTIFICATION FORM**.
- 7.0 Return to Part A, Step 5.0 of this attachment.

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

**1/2**

Level Of Use:

**General Skill Reference**

Notifications

Revision:

**30**

Page Number:

**24 of 64**

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# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

25 of 64

## ATTACHMENT 3 (1 of 7)

### ALERT NOTIFICATIONS CONTROL ROOM

#### A. Onshift Communications and Records Coordinator Initial Notification Actions:

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED.
- 2.0 Fax the **INITIAL NOTIFICATION FORM** to the Offsite Agencies.
  - 2.1 Place completed Notification Form(s) on the fax machine (face down).
  - 2.2 Turn the external speaker located on the rear of the fax machine "on".

**NOTE:**

Not all voice prompts are listed here, only the key ones.

**NOTE:**

If Speed Dial buttons do not work, use the instructions provided in Attachment 7 of IP 1.1, page 2 of 2.

- 2.3 Press the "**HOOK**" button or, if external speaker is not functioning, lift the phone receiver.
- 2.4 Press Speed Dial number "**01**" (**EPP FAX**) on the fax machine.
- 2.5 At the voice prompt "**ENTER THE SUBSCRIBER ID AND POUND SIGN**", Press Speed Dial number "**02**".
- 2.6 At the voice prompt "**ENTER THE PASSWORD AND POUND SIGN**", Press Speed Dial number "**03**".
- 2.7 You will hear a voice prompt "**LOGGING IN, PLEASE WAIT**". At the voice prompt "**TO SEND A MESSAGE PRESS "1"**", press 1 on the numeric keypad (do not wait for additional prompts).

(Continued)

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

26 of 64

## ATTACHMENT 3 (2 of 7)

### ALERT NOTIFICATIONS CONTROL ROOM

- 2.8 At the voice prompt "ENTER RECIPIENT ADDRESS NUMBER, TO FAX TO A LIST PRESS \*L", press Speed Dial number "04".
- 2.9 A voice prompt will inform you that "YOUR MESSAGE ID IS \_\_\_\_\_ AND WILL BE SENT TO LIST \_\_\_\_\_"
- 2.10 At the voice prompt "PLEASE START YOUR FAX MACHINE", press START.
- 2.11 Hang up the handset if used.
- 2.12 Turn "OFF" the external speaker on the rear of the fax machine, if used.
- 3.0 Activate Off-Site Agency Initial Notification Conference (INC) Call.
  - 3.1 On EP Auto-Dialer, press button marked INC OR dial 9# 1-330-315-4380 (or from a PAX phone, dial 9-1-330-315-4380).
  - 3.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.
    - 3.2.1 IF unable to activate INC, GO TO PART B of this procedure.
  - 3.3 When prompted, enter the scenario number XXXX.
  - 3.4 When prompted, verify the scenario number (9 for YES or 6 for NO).
  - 3.5 Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
  - 3.6 Hang up.

# Beaver Valley Power Station

Procedure Number:  
**EPP-IP-1.1**

Title:  
**Notifications**

Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>
Revision: <b>30</b>	Page Number: <b>27 of 64</b>

## ATTACHMENT 3 (3 of 7)

### ALERT NOTIFICATIONS CONTROL ROOM

- 4.0 Access Initial Notification Conference Bridge.
  - 4.1 On EP Auto-Dialer, press button marked **CONF. Bridge OR** dial 9# 724-682-1900 (OR from a PAX phone, dial 9-724-682-1900).
  - 4.2 When prompted, enter XXXX, then the # key.
- 5.0 Provide Initial Notification to Offsite Agencies.
  - 5.1 As each Agency enters the INC call, state the following:
    - 5.1.1 "This is \_\_\_\_\_ at Beaver Valley  
(Your Name)  
  
Power Station, the Code Word is \_\_\_\_\_."
    - 5.1.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

\* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

- 5.2 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
  - 5.2.1 IF YES, ask if there are any questions.
  - 5.2.2 **STATE** the Protective Action Recommendation.
  - 5.2.3 IF NO, provide information from **INITIAL NOTIFICATION FORM.**

(Continued)

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

28 of 64

## ATTACHMENT 3 (4 of 7)

### ALERT NOTIFICATIONS CONTROL ROOM

- 5.3 STATE "A Follow-Up Notification will be provided as information becomes available."
- 5.4 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 5.5 For any Agency(ies) not on the conference call, perform the following:
- 5.5.1 Contact each remaining Offsite Agency and,
- 5.5.2 Record the contact time and the name of the agency representative.
- 5.5.3 STATE "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
- 5.5.4 STATE "EPP Code Word is \_\_\_\_\_."
- 5.5.5 Ask each Agency if they received the **INITIAL NOTIFICATION FORM** Fax and if it is legible.
- 5.5.5.1 If YES, ask if there are any questions.
- 5.5.5.2 STATE the Protective Action Recommendation.
- 5.5.5.3 If NO, provide information from the **INITIAL NOTIFICATION FORM**.
- 6.0 Notify the SM/ED of ERO Initial Notifications completed.
- Give SM/ED the Execution Roster qualified Report from BVERS when it arrives on Control Room FAX machine (approximately thirty minutes from ERO activation).

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-IP-1.1</b>	
Title:  Notifications	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>30</b>	Page Number: <b>29 of 64</b>	

**ATTACHMENT 3 (5 of 7)**

**ALERT NOTIFICATIONS**  
**CONTROL ROOM**

- 7.0 Document contact of the NRC within one (1) hour of the event declaration on Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
- 8.0 Review Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** with the SM/ED and contact each of the selected Personnel/Organizations, as required.
- 9.0 Conduct Follow-Up Notifications.
  - 9.1 Obtain a completed **FOLLOW-UP NOTIFICATION FORM** from the SM/ED.
  - 9.2 Fax the **FOLLOW-UP NOTIFICATION FORM** to the Offsite Agencies using the instructions from Step 2.0.
  - 9.3 20 minutes after FAX was sent, or after return FAX received in the Control Room, notify the six (6) Offsite Agencies **INDIVIDUALLY** using Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** by:
    - 9.3.1 **STATE** "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
    - 9.3.2 **STATE** "The Code Word is \_\_\_\_\_".
    - 9.3.3 Record the contact time and the name of the agency representative on the Follow-Up Notification part of Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
    - 9.3.4 Ask agency if they received the Follow-Up Notification #XX FAX and if it is legible.
    - 9.3.5 If YES, ask if any questions.
    - 9.3.6 If NO, provide information from the **FOLLOW-UP NOTIFICATION FORM**.
- 10.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

1/2

Level Of Use:

**General Skill Reference**

Notifications

Revision:

30

Page Number:

30 of 64

## ATTACHMENT 3 (6 of 7)

### ALERT NOTIFICATIONS CONTROL ROOM

- 11.0 Upon termination of the emergency:
  - 11.1 When directed by SM/ED, complete Form EPP-IP-1.1.F.04, **EMERGENCY TERMINATION CHECKLIST**.
  - 11.2 Collect all original/completed attachments and forward to Emergency Preparedness (BV-T).

#### NOTE:

ONLY perform this part to contact Offsite Agencies individually for Initial Notification.

#### B. Individual Offsite Agency Initial Notification(s).

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED or Control Room FAX machine.
- 2.0 Contact each required Offsite Agency per Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
- 3.0 Record the contact time and the name of agency representative on attachment.
- 4.0 **STATE** "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
- 5.0 **STATE** "EPP Code Word is \_\_\_\_\_."

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

**1/2**

Level Of Use:

**General Skill Reference**

Notifications

Revision:

**30**

Page Number:

**31 of 64**

## ATTACHMENT 3 (7 of 7)

### ALERT NOTIFICATIONS CONTROL ROOM

- 6.0 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
  - 6.1 If **YES**, ask if there are any questions.
  - 6.2 **STATE** the Protective Action Recommendation.
  - 6.3 If **NO**, provide information from **INITIAL NOTIFICATION FORM**.
- 7.0 Return to Part A, Step 5.0 of this attachment.

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

**1/2**

Level Of Use:

**General Skill Reference**

Notifications

Revision:

**30**

Page Number:

**32 of 64**

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<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-IP-1.1</b>	
Title:  Notifications	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>30</b>	Page Number: <b>33 of 64</b>	

**ATTACHMENT 4 (1 of 7)**

**SITE AREA EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

**A. Onshift Communications and Records Coordinator Initial Notification Actions:**

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED.
- 2.0 Fax the **INITIAL NOTIFICATION FORM** to the Offsite Agencies.
  - 2.1 Place completed Notification Form(s) on the fax machine (face down).
  - 2.2 Turn the external speaker located on the rear of the fax machine "on".

**NOTE:**  
Not all voice prompts are listed here, only the key ones.

**NOTE:**  
If Speed Dial buttons do not work, use the instructions provided in Attachment 7 of IP 1.1, page 2 of 2.

- 2.3 Press the "**HOOK**" button or, if external speaker is not functioning, lift the phone receiver.
- 2.4 Press Speed Dial number "**01**" (**EPP FAX**) on the fax machine.
- 2.5 At the voice prompt "**ENTER THE SUBSCRIBER ID AND POUND SIGN**", Press Speed Dial number "**02**".
- 2.6 At the voice prompt "**ENTER THE PASSWORD AND POUND SIGN**", Press Speed Dial number "**03**".
- 2.7 You will hear a voice prompt "**LOGGING IN, PLEASE WAIT**". At the voice prompt "**TO SEND A MESSAGE PRESS "1"**", press 1 on the numeric keypad (do not wait for additional prompts).

(Continued)

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

34 of 64

## ATTACHMENT 4 (2 of 7)

### SITE AREA EMERGENCY NOTIFICATIONS CONTROL ROOM

- 2.8 At the voice prompt "ENTER RECIPIENT ADDRESS NUMBER, TO FAX TO A LIST PRESS \*L", press Speed Dial number "04".
- 2.9 A voice prompt will inform you that "YOUR MESSAGE ID IS \_\_\_\_\_ AND WILL BE SENT TO LIST \_\_\_\_\_"
- 2.10 At the voice prompt "PLEASE START YOUR FAX MACHINE", press **START**.
- 2.11 Hang up the handset if used.
- 2.12 Turn "**OFF**" the external speaker on the rear of the fax machine, if used.
- 3.0 Activate Off-Site Agency Initial Notification Conference (INC) Call.
  - 3.1 On EP Auto-Dialer, press button marked **INC** OR dial 9# 1-330-315-4380 (or from a PAX phone, dial 9-1-330-315-4380).
  - 3.2 Interrupt the greeting by **IMMEDIATELY** entering XXXXXX.
    - 3.2.1 IF unable to activate INC, GO TO PART B of this procedure.
  - 3.3 When prompted, enter the scenario number XXXX.
  - 3.4 When prompted, verify the scenario number (9 for YES or 6 for NO).
  - 3.5 Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
  - 3.6 Hang up.

# Beaver Valley Power Station

Procedure Number:  
EPP-IP-1.1

Title:

Unit:

Level Of Use:

1/2

General Skill Reference

Notifications

Revision:

Page Number:

30

35 of 64

## ATTACHMENT 4 (3 of 7)

### SITE AREA EMERGENCY NOTIFICATIONS CONTROL ROOM

- 4.0 Access Initial Notification Conference Bridge.
  - 4.1 On EP Auto-Dialer, press button marked **CONF. Bridge OR** dial 9# 724-682-1900 (OR from a PAX phone, dial 9-724-682-1900).
  - 4.2 When prompted, enter XXXX, then the # key.
- 5.0 Provide Initial Notification to Offsite Agencies.
  - 5.1 As each Agency enters the INC call, state the following:
    - 5.1.1 "This is \_\_\_\_\_ at Beaver Valley  
(Your Name)  
  
Power Station, the Code Word is \_\_\_\_\_."
    - 5.1.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

\* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

- 5.2 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
  - 5.2.1 IF YES, ask if there are any questions.
  - 5.2.2 **STATE** the Protective Action Recommendation.
  - 5.2.3 IF NO, provide information from **INITIAL NOTIFICATION FORM.**

(Continued)

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

1/2

Level Of Use:

**General Skill Reference**

Notifications

Revision:

30

Page Number:

36 of 64

## ATTACHMENT 4 (4 of 7)

### SITE AREA EMERGENCY NOTIFICATIONS CONTROL ROOM

- 5.3 STATE "A Follow-Up Notification will be provided as information becomes available."
- 5.4 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 5.5 For any Agency(ies) not on the conference call, perform the following:
- 5.5.1 Contact each remaining Offsite Agency and,
  - 5.5.2 Record the contact time and the name of the agency representative.
  - 5.5.3 STATE "This is \_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
  - 5.5.4 STATE "EPP Code Word is \_\_\_\_\_."
  - 5.5.5 Ask each Agency if they received the **INITIAL NOTIFICATION FORM** Fax and if it is legible.
    - 5.5.5.1 If **YES**, ask if there are any questions.
    - 5.5.5.2 STATE the Protective Action Recommendation.
    - 5.5.5.3 If **NO**, provide information from the **INITIAL NOTIFICATION FORM**.
- 6.0 Notify the SM/ED of ERO Initial Notifications completed.
- Give SM/ED the Execution Roster qualified Report from BVERS when it arrives on Control Room FAX machine (approximately thirty minutes from ERO activation).

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

37 of 64

## ATTACHMENT 4 (5 of 7)

### SITE AREA EMERGENCY NOTIFICATIONS CONTROL ROOM

- 7.0 Document contact of the NRC within one (1) hour of the event declaration on Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
- 8.0 Review Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** with the SM/ED and contact each of the selected Personnel/Organizations, as required.
- 9.0 Conduct Follow-Up Notifications.
- 9.1 Obtain a completed **FOLLOW-UP NOTIFICATION FORM** from the SM/ED.
- 9.2 Fax the **FOLLOW-UP NOTIFICATION FORM** to the Offsite Agencies using the instructions from Step 2.0.
- 9.3 20 minutes after FAX was sent, or after return FAX received in the Control Room, notify the six (6) Offsite Agencies **INDIVIDUALLY** using Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** by:
- 9.3.1 **STATE** "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
- 9.3.2 **STATE** "The Code Word is \_\_\_\_\_".
- 9.3.3 Record the contact time and the name of the agency representative on the Follow-Up Notification part of Form EPP/IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
- 9.3.4 Ask agency if they received the Follow-Up Notification #XX FAX and if it is legible.
- 9.3.5 If **YES**, ask if any questions.
- 9.3.6 If **NO**, provide information from the **FOLLOW-UP NOTIFICATION FORM**.
- 10.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

1/2

Level Of Use:

**General Skill Reference**

Notifications

Revision:

30

Page Number:

38 of 64

## ATTACHMENT 4 (6 of 7)

### SITE AREA EMERGENCY NOTIFICATIONS CONTROL ROOM

11.0 Upon termination of the emergency:

11.1 When directed by SM/ED, complete the Form EPP-IP-1.1.F.04, **EMERGENCY TERMINATION CHECKLIST**.

11.2 Collect all original/completed attachments and forward to Emergency Preparedness (BV-T).

#### **NOTE:**

**ONLY perform this part to contact Offsite Agencies individually for Initial Notification.**

**B. Individual Offsite Agency Initial Notification(s).**

1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED or Control Room FAX machine.

2.0 Contact each required Offsite Agency per Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.

3.0 Record the contact time and the name of agency representative on attachment.

4.0 **STATE** "This is \_\_\_\_\_ (**Your Name**) \_\_\_\_\_ EPP Communicator".

5.0 **STATE** "EPP Code Word is \_\_\_\_\_."

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-IP-1.1</b>	
Title:  Notifications	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>30</b>	Page Number: <b>39 of 64</b>	

**ATTACHMENT 4 (7 of 7)**

**SITE AREA EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 6.0 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
  - 6.1 If **YES**, ask if there are any questions.
  - 6.2 **STATE** the Protective Action Recommendation.
  - 6.3 If **NO**, provide information from **INITIAL NOTIFICATION FORM**.
- 7.0 Return to Part A, Step 5.0 of this attachment.

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

**1/2**

Level Of Use:

**General Skill Reference**

Notifications

Revision:

**30**

Page Number:

**40 of 64**

**INTENTIONALLY BLANK**

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

41 of 64

## ATTACHMENT 5 (1 of 7)

### GENERAL EMERGENCY NOTIFICATIONS CONTROL ROOM

#### A. Onshift Communications and Records Coordinator Initial Notification Actions:

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED.
- 2.0 Fax the **INITIAL NOTIFICATION FORM** to the Offsite Agencies.
  - 2.1 Place completed Notification Form(s) on the fax machine (face down).
  - 2.2 Turn the external speaker located on the rear of the fax machine "on".

**NOTE:**

Not all voice prompts are listed here, only the key ones.

**NOTE:**

If Speed Dial buttons do not work, use the instructions provided in Attachment 7 of IP 1.1, page 2 of 2.

- 2.3 Press the "**HOOK**" button or, if external speaker is not functioning, lift the phone receiver.
- 2.4 Press Speed Dial number "**01**" (**EPP FAX**) on the fax machine.
- 2.5 At the voice prompt "ENTER THE SUBSCRIBER ID AND POUND SIGN", Press Speed Dial number "**02**".
- 2.6 At the voice prompt "ENTER THE PASSWORD AND POUND SIGN", Press Speed Dial number "**03**".
- 2.7 You will hear a voice prompt "LOGGING IN, PLEASE WAIT". At the voice prompt "TO SEND A MESSAGE PRESS "1", press 1 on the numeric keypad (do not wait for additional prompts).

(Continued)

# Beaver Valley Power Station

Procedure Number:  
**EPP-IP-1.1**

Title:

Unit:  
**1/2** Level Of Use:  
**General Skill Reference**

Notifications

Revision:  
**30** Page Number:  
**42 of 64**

## ATTACHMENT 5 (2 of 7)

### GENERAL EMERGENCY NOTIFICATIONS CONTROL ROOM

- 2.8 At the voice prompt "ENTER RECIPIENT ADDRESS NUMBER, TO FAX TO A LIST PRESS \*L", press Speed Dial number "04".
- 2.9 A voice prompt will inform you that "YOUR MESSAGE ID IS \_\_\_\_\_ AND WILL BE SENT TO LIST \_\_\_\_\_".
- 2.10 At the voice prompt "PLEASE START YOUR FAX MACHINE", press START.
- 2.11 Hang up the handset if used.
- 2.12 Turn "OFF" the external speaker on the rear of the fax machine, if used.
- 3.0 Activate Off-Site Agency Initial Notification Conference (INC) Call.
  - 3.1 On EP Auto-Dialer, press button marked INC OR dial 9# 1-330-315-4380 (or from a PAX phone, dial 9-1-330-315-4380).
  - 3.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.
    - 3.2.1 IF unable to activate INC, GO TO PART B of this procedure.
  - 3.3 When prompted, enter the scenario number XXXX.
  - 3.4 When prompted, verify the scenario number (9 for YES or 6 for NO).
  - 3.5 Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
  - 3.6 Hang up.

# Beaver Valley Power Station

Procedure Number:  
EPP-IP-1.1

Title:

Unit:  
1/2

Level Of Use:  
General Skill Reference

Notifications

Revision:  
30

Page Number:  
43 of 64

## ATTACHMENT 5 (3 of 7)

### GENERAL EMERGENCY NOTIFICATIONS CONTROL ROOM

- 4.0 Access Initial Notification Conference Bridge.
  - 4.1 On EP Auto-Dialer, press button marked **CONF. Bridge OR** dial 9# 724-682-1900 (**OR** from a PAX phone, dial 9-724-682-1900).
  - 4.2 When prompted, enter XXXX, then the # key.
- 5.0 Provide Initial Notification to Offsite Agencies.
  - 5.1 As each Agency enters the INC call, state the following:
    - 5.1.1 "This is \_\_\_\_\_ at Beaver Valley  
(Your Name)  
Power Station, the Code Word is \_\_\_\_\_."
    - 5.1.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

\* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

- 5.2 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
  - 5.2.1 IF YES, ask if there are any questions.
  - 5.2.2 STATE the Protective Action Recommendation.
  - 5.2.3 IF NO, provide information from **INITIAL NOTIFICATION FORM.**

(Continued)

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

44 of 64

## ATTACHMENT 5 (4 of 7)

### GENERAL EMERGENCY NOTIFICATIONS CONTROL ROOM

- 5.3 STATE "A Follow-Up Notification will be provided as information becomes available."
- 5.4 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 5.5 For any Agency(ies) not on the conference call, perform the following:
- 5.5.1 Contact each remaining Offsite Agency and,
- 5.5.2 Record the contact time and the name of the agency representative.
- 5.5.3 STATE "This is \_\_\_\_\_ (Your Name)  
EPP Communicator".
- 5.5.4 STATE "EPP Code Word is \_\_\_\_\_."
- 5.5.5 Ask each Agency if they received the **INITIAL NOTIFICATION FORM** Fax and if it is legible.
- 5.5.5.1 If YES, ask if there are any questions.
- 5.5.5.2 STATE the Protective Action Recommendation.
- 5.5.5.3 If NO, provide information from the **INITIAL NOTIFICATION FORM**.
- 6.0 Notify the SM/ED of ERO Initial Notifications completed.
- Give SM/ED the Execution Roster qualified Report from BVERS when it arrives on Control Room FAX machine (approximately thirty minutes from ERO activation).

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

45 of 64

## ATTACHMENT 5 (5 of 7)

### GENERAL EMERGENCY NOTIFICATIONS CONTROL ROOM

- 7.0 Document contact of the NRC within one (1) hour of the event declaration on Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
- 8.0 Review Form EP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** with the SM/ED and contact each of the selected Personnel/Organizations, as required.
- 9.0 Conduct Follow-Up Notifications.
- 9.1 Obtain a completed **FOLLOW-UP NOTIFICATION FORM** from the SM/ED.
- 9.2 Fax the **FOLLOW-UP NOTIFICATION FORM** to the Offsite Agencies using the instructions from Step 2.0.
- 9.3 20 minutes after FAX was sent, or after return FAX received in the Control Room, notify the six (6) Offsite Agencies **INDIVIDUALLY** using Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** by:
- 9.3.1 STATE "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
- 9.3.2 STATE "The Code Word is \_\_\_\_\_".
- 9.3.3 Record the contact time and the name of the agency representative on the Follow-Up Notification part of Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**
- 9.3.4 Ask agency if they received the Follow-Up Notification #XX FAX and if it is legible.
- 9.3.5 If YES, ask if any questions.
- 9.3.6 If NO, provide information from the **FOLLOW-UP NOTIFICATION FORM**.
- 10.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

46 of 64

## ATTACHMENT 5 (6 of 7)

### GENERAL EMERGENCY NOTIFICATIONS CONTROL ROOM

- 11.0 Upon termination of the emergency:
  - 11.1 When directed by SM/ED, complete Form EPP-IP-1.1.F.04, **EMERGENCY TERMINATION CHECKLIST**.
  - 11.2 Collect all original/completed attachments and forward to Emergency Preparedness (BV-T).

#### NOTE:

ONLY perform this part to contact Offsite Agencies individually for Initial Notification.

#### B. Individual Offsite Agency Initial Notification(s).

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED or Control Room FAX machine.
- 2.0 Contact each required Offsite Agency per Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
- 3.0 Record the contact time and the name of agency representative on attachment.
- 4.0 STATE "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
- 5.0 STATE "EPP Code Word is \_\_\_\_\_."

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

1/2

Level Of Use:

**General Skill Reference**

Notifications

Revision:

30

Page Number:

47 of 64

## ATTACHMENT 5 (7 of 7)

### GENERAL EMERGENCY NOTIFICATIONS CONTROL ROOM

- 6.0 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
  - 6.1 If **YES**, ask if there are any questions.
  - 6.2 **STATE** the Protective Action Recommendation.
  - 6.3 If **NO**, provide information from **INITIAL NOTIFICATION FORM**.
- 7.0 Return to Part A, Step 5.0 of this attachment.

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

**1/2**

Level Of Use:

**General Skill Reference**

Notifications

Revision:

**30**

Page Number:

**48 of 64**

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<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-IP-1.1</b>	
Title:  Notifications	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>30</b>	Page Number: <b>49 of 64</b>	

**ATTACHMENT 6 (1 of 7)**

**TSC EVENT NOTIFICATION**

**A. INSTRUCTIONS**

**1.0 Communications and Records Coordinator/Communications Assistant Actions:**

- 1.1 Obtain copies of the forms faxed to the TSC by the Control Room from the TSC Fax machine located on the Communicator's desk.
- 1.2 Contact the Control Room for turnover using Form EPP-IP-1.1.F.06, **TSC COMMUNICATIONS AND RECORDS COORDINATOR TURNOVER CHECKLIST**.
- 1.3 Make copies of previously complete Initial and Follow-Up Notification Forms and distribute to the following:
  - 1.3.1 **TSC (9):**
    - Communications Assts. (3)
    - Communications and Records Coord.
    - Emergency Director
    - OPS Coordinator
    - OPS Communicator (Red Phone)
    - OEMA Liaison Communicator
    - NRC (Place in NRC cubicle)
  - 1.3.2 **EOF (8):**
    - Emergency/Recovery Manager
    - Offsite Agency Liaison
    - NRC
    - Nuc Comm Manager
    - DEP/BRP
    - PEMA
    - OEMA
    - WVOES
- 1.4 Obtain the EPP Notification Books from the Communicators desk, if not already done.
- 1.5 Continue with Notifications from the point the Onshift Communications and Records Coordinator stopped.

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

50 of 64

## ATTACHMENT 6 (2 of 7)

### TSC EVENT NOTIFICATION

#### 2.0 Initial Notifications, Communications and Records Coordinator Actions:

##### NOTE:

Initial Notifications are to be made to the first six (6) listed Agencies on Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATIONS CALL-LIST** and **MUST** be made within 15 minutes of the event declaration. Subsequent notifications **MUST** still be made.

##### NOTE:

The BVPS Radio System is the alternate to the commercial phone system for notifications to offsite emergency response organizations. **EPP/IP 1.2, Attachment 3, Step 5.0** provides direction in its use.

##### NOTE:

If an emergency is reclassified and upgraded during the Follow-Up Notification process, the Communications and Records Coordinator **SHALL** terminate the notification in progress and begin the upgraded Initial Notification process again per appropriate Attachment. If the Initial Notification Conference (INC) call is in progress, then the upgraded notifications **SHALL** be provided at this time. The 15-minute clock for the notifications will restart at the time of the upgraded declaration.

#### 2.1 Provide the Emergency Director with the following:

- Form EPP-IP-1.1.F.01 **INITIAL NOTIFICATION FORM**
- Form EPP-IP-1.1.F.03 **FOLLOW-UP NOTIFICATION FORM**

2.1.1 Provide the **REACTOR PLANT EVENT NOTIFICATION WORKSHEET** to the TSC Ops Coordinator for completion.

2.2 Obtain completed Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM** from the Emergency Director. For upgraded Protective Action Recommendations (PARs), obtain completed Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM** from the Emergency Recovery Manager.

2.3 Review Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM** for all lines completed.

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-IP-1.1</b>	
Title:  <b>Notifications</b>	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>30</b>	Page Number: <b>51 of 64</b>	

**ATTACHMENT 6 (3 of 7)**

**TSC EVENT NOTIFICATION**

- 2.4 Make three (3) copies of completed Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM**.
- 2.4.1 Provide copies of Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM** to Communications Assistants.
- 2.5 Remove the **NOTIFICATION FORM FAXING INSTRUCTIONS** from the Communications and Records Coordinator's EPP Notification Book.
- 2.5.1 Fax the **INITIAL NOTIFICATION FORM** following the steps on the **NOTIFICATION FORM FAXING INSTRUCTIONS** (Attachment 7 of this procedure).
- 2.6 Initiate the INC call, per EPP-IP-1.1, Attachment 9 **ACTIVATION OF THE INITIAL NOTIFICATION CONFERENCE (INC) CALL INSTRUCTIONS** (Attachment 9 of this procedure).
- 2.7 Instruct another Communications Assistant to dial the INC, on another phone, to assist in monitoring the INC call.
- 2.8 As each Agency enters the INC call, state the following:
- 2.8.1 "This is \_\_\_\_\_ at Beaver Valley  
(Your Name)  
  
Power Station, the Code Word is \_\_\_\_\_.
- 2.8.2 Conduct a roll-call using Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** for Agencies 1-6 documenting names and contact time.
- 2.8.3 Verify from each Agency receipt of the appropriate Initial Notification Fax (i.e., Unusual Event, Alert, Site Area or General Emergency) and that the Fax is legible.
- IF YES, ask if any Agency has questions regarding the information provided on the **INITIAL NOTIFICATION FORM**,
  - **STATE** the Protective Action Recommendation.
  - IF NO, provide information from the **INITIAL NOTIFICATION FORM**.

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

52 of 64

## ATTACHMENT 6 (4 of 7)

### TSC EVENT NOTIFICATION

- 2.8.4 STATE "A Follow-Up Notification will be provided as information becomes available."
- 2.8.5 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 2.8.6 If a party cannot be contacted in a reasonable period of time, bypass that party and proceed down the list. After other required notifications are complete, re-attempt to contact any bypassed parties. Every effort **MUST** be made to contact the organizations listed in Attachment 2 and all attempts **MUST** be documented.
- 2.9 For any Agency(ies) not on the conference call, perform the following:
- 2.9.1 Contact each remaining Offsite Agency and,
- 2.9.2 Record the contact time and the name of the agency representative.
- 2.9.3 STATE "This is \_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
- 2.9.4 STATE "EPP Code Word is \_\_\_\_\_."
- 2.9.5 Ask each Agency if they received the **INITIAL NOTIFICATION FORM** Fax and if it is legible.
- 2.9.5.1 If **YES**, ask if there are any questions.
- 2.9.5.2 STATE the Protective Action Recommendation.
- 2.9.5.3 If **NO**, provide information from the **INITIAL NOTIFICATION FORM**.
- 2.10 Notify the Emergency Director when the Initial Notification calls to the first six (6) Agencies have been made.
- 2.11 Verify the Ops Coordinator has given the **REACTOR PLANT EVENT NOTIFICATION WORKSHEET** to the OPS Communicator manning the NRC phone for relaying information. Log time contacted on the **EMERGENCY NOTIFICATION CALL-LIST**.

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-IP-1.1</b>	
Title:  Notifications	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>30</b>	Page Number: <b>53 of 64</b>	

**ATTACHMENT 6 (5 of 7)**

**TSC EVENT NOTIFICATION**

2.12 Send Lotus Notes Message to ERO pagers per Attachment 16, this procedure.

2.13 Distribute copies of the current Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM** per Step 1.3

3.0 Follow-Up Notifications

**NOTE:**

Form EPP-IP-1.1.F.03, **FOLLOW-UP NOTIFICATION FORM** provides technical information to those qualified to use the data and serves as a means to verify the authenticity of an emergency notification. The **CODEWORD** also provides verification.

**NOTE:**

Form EPP-IP-1.1.F.03, **FOLLOW-UP NOTIFICATION FORM** should be updated periodically (i.e., 2 times per shift) or at the discretion of the Emergency Director.

3.1 Obtain information for the **FOLLOW-UP NOTIFICATION FORM**.

3.2 Complete Form EPP-IP-1.1.F.03, **FOLLOW-UP NOTIFICATION FORM** and make three (3) copies to give to the Communications Assistants.

3.3 Fax the **FOLLOW-UP NOTIFICATION FORM** following the instructions on the **NOTIFICATION FORM FAXING INSTRUCTIONS** (Attachment 7 of this procedure).

**NOTE:**

If an emergency is reclassified and upgraded during the Follow-Up Notification process, the Communications and Records Coordinator **SHALL** terminate the notification in progress and begin the upgraded Initial Notification process again per appropriate Attachment. If the Initial Notification Conference (INC) call is in progress, then the upgraded notifications **SHALL** be provided at this time. The 15-minute clock for the notifications will restart at the time of the upgraded declaration.

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Notifications

Unit:

1/2

Level Of Use:

General Skill Reference

Revision:

30

Page Number:

54 of 64

**ATTACHMENT 6 (6 of 7)**

## TSC EVENT NOTIFICATION

### **NOTE:**

The INC call **SHALL not** be used for Follow-Up Notifications. Offsite Agencies **SHALL** be called individually.

3.4 Upon receiving the TSC copy of the Follow-Up Notification Fax, or approximately 20 minutes after sending the Fax, begin Follow-Up Notifications to the first six (6) listed Agencies using Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.

3.4.1 Begin call by stating "This is (Your Name) at Beaver Valley Power Station, the Code Word is \_\_\_\_\_ This is a Follow-Up Notification verification call."

3.4.2 Record name and time of contact on Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.

### **NOTE:**

The Follow-Up Notifications # (Number) is Entered in the lower right corner of Form EPP-IP-1.1.F.03, **FOLLOW-UP NOTIFICATION FORM** (page 1 of 5).

3.4.3 Verify receipt of Follow-Up Notification # XX Fax and that the Fax is legible.

- IF YES, ask if there are any questions.
- IF NO, provide information from the **FOLLOW-UP NOTIFICATION FORM**.

3.4.4 If a party cannot be contacted in a reasonable period of time, bypass that party and proceed down the list. After other required notifications are complete, re-attempt to contact any bypassed parties. Every effort must be made to contact the organizations listed in Form EPP-IP-1.1.F.03, **FOLLOW-UP NOTIFICATION FORM** and all attempts must be documented.

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-IP-1.1</b>	
Title:  Notifications	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>30</b>	Page Number: <b>55 of 64</b>	

**ATTACHMENT 6 (7 of 7)**

**TSC EVENT NOTIFICATION**

**4.0 Subsequent Notifications**

**4.1 Review Form EPP-IP-1.1.F.02, EMERGENCY NOTIFICATION CALL-LIST with the Emergency Director.**

**4.2 Contact each of the selected Personnel/Organizations, as required, recording results on Form EPP-IP-1.1.F.02, EMERGENCY NOTIFICATIONS CALL-LIST.**

**4.3 If an emergency is escalated in classification, Form EPP-IP-1.1.F.01, INITIAL NOTIFICATION FORM is used and notifications are made in the same manner specified in Steps 2 and 3 of this procedure.**

**4.3.1 If an emergency is escalated in classification, and the INC call is ongoing, then confirm the upgraded receipt of the Initial Notification Fax on the current INC call.**

**4.3.2 If an Agency has not received the upgraded Fax, provide the information.**

**5.0 Site Assembly and Personnel Accountability**

**5.1 Provide information to Near-Site Assembly Area Coordinators per EPP/IP 3.2, Attachment 7.**

**6.0 Termination**

**6.1 Complete Form EPP-IP-1.1.F.04, EMERGENCY TERMINATION CHECKLIST.**

**6.2 Collect all originals of the completed attachments and forward to Emergency Preparedness.**

**B. FINAL CONDITIONS**

**1.0 Use of this procedure SHALL be terminated when the emergency situation is corrected or when directed by the Emergency Director.**

**2.0 The Form EPP-IP-1.1.F.04, EMERGENCY TERMINATION CHECKLIST is to be completed for termination calls to offsite agencies for all emergency events.**

**NOTE:**

**\***

Upon termination of the emergency situation and the subsequent termination of this IP, All originals of completed Attachments SHALL be forwarded to Emergency Preparedness.

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

**1/2**

Level Of Use:

**General Skill Reference**

Notifications

Revision:

**30**

Page Number:

**56 of 64**

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# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

57 of 64

## ATTACHMENT 7 (1 of 2)

### NOTIFICATION FORM FAXING INSTRUCTIONS

- 1.0 Place completed Notification Forms on the Fax Machine (face down) and perform the following steps:
- 2.0 Turn external speaker located on rear of fax machine to "ON".

**NOTE:**

Not all voice prompts are listed here, only the key ones.

- 3.0 Press the "HOOK" button or, if the external speaker is not functioning, lift the phone receiver.
- 4.0 Press Speed Dial number "01" on the Fax Machine labeled "EPP FAX". This will connect you to a voice prompt which states "WELCOME TO AT&T'S ENHANCED FAX".
- 5.0 At the voice prompt "ENTER THE SUBSCRIBER ID AND POUND SIGN". Press Speed Dial number "02".
- 6.0 At the voice prompt "ENTER THE PASSWORD AND POUND SIGN". Press Speed Dial number "03".
- 7.0 You will hear a voice prompt "LOGGING IN, PLEASE WAIT". At the voice prompt, "TO SEND MESSAGE, PRESS 1". **PRESS 1** on the Fax number keys (do not wait for additional prompts).
- 8.0 At the prompt "ENTER RECIPIENT ADDRESS NUMBER, TO ADDRESS TO A LIST PRESS \*L ", Press Speed Dial Number ("04").
- 9.0 A voice prompt will inform you that "YOUR MESSAGE ID IS XXXX AND WILL BE SENT TO XXXX RECIPIENTS".
- 10.0 At the voice prompt, "PLEASE START YOUR FAX MACHINE", press the Fax "**START** " button.
- 11.0 Hang up the phone or turn off speaker.
- 12.0 Return to procedure/Attachment step in progress.

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

58 of 64

## ATTACHMENT 7 (2 of 2)

### NOTIFICATION FORM FAXING INSTRUCTIONS

- 1.0 Place completed Notification Forms on the Fax Machine (face down) and perform the following steps:
- 2.0 Turn external speaker located on rear of fax machine to "ON".
- 3.0 Press the "HOOK" button or, if the external speaker is not functioning, lift the phone receiver.
- 4.0 Enter \_\_\_\_\_. This will connect you to a voice prompt which states "WELCOME TO AT&T's ENHANCED FAX".
- 5.0 At the voice prompt "ENTER THE SUBSCRIBER ID AND POUND SIGN", Enter \_\_\_\_\_.
- 6.0 At the voice prompt "ENTER THE PASSWORD AND POUND SIGN", Enter \_\_\_\_\_.
- 7.0 You will hear a voice prompt "LOGGING IN, PLEASE WAIT". At the voice prompt "TO SEND MESSAGE, PRESS 1", **PRESS 1** on the Fax telephone number keys (do not wait for additional prompts).
- 8.0 At the prompt "ENTER RECIPIENT ADDRESS NUMBER, TO ADDRESS TO A LIST, PRESS "\*L", enter \_\_\_\_\_.
- 9.0 At the voice prompt "WHEN FINISHED, PRESS THE "\*" AND "#" KEYS", press \*\*# buttons on the Fax number keys.
- 10.0 A voice prompt will inform you that "YOUR MESSAGE ID IS XXXX AND WILL BE SENT TO XXXX RECIPIENTS".
- 11.0 At the voice prompt "PLEASE START YOUR FAX MACHINE", press the Fax **START** button.
- 12.0 Hang up the phone or turn off speaker.
- 13.0 Return to procedure/Attachment step in progress.

# Beaver Valley Power Station

Procedure Number:  
EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

59 of 64

ATTACHMENT 8 (1 of 2)

## ERO BEEPER ACTIVATION INSTRUCTIONS

CHECK

- 1.0 A SRO (from the unaffected Unit) **SHALL** complete the blanks below and notify the Emergency Response Organization ERO.

This is \_\_\_\_\_ at Beaver Valley  
(Your Name)

Power Station. At \_\_\_\_\_ (time) hours, Unit \_\_\_\_\_ has

Declared an \_\_\_\_\_ due to:

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

- a. Report to your emergency facility. I repeat, report to your emergency Facility.

OR

- b. Report to your alternate emergency facility, I repeat, report to your alternate emergency facility.

### NOTE:

If ERO activation is NOT required, proceed to step 1.11 to send a Lotus Notes message.

- 1.1 From a PAX phone, dial 4370 (or dial 9-724-643-4370).
- 1.2 Interrupt the greeting by **IMMEDIATELY** entering XXXX.
- 1.3 When prompted, enter scenario number XXXX.
- 1.4 When prompted, verify scenario number (9 for YES or 6 for NO).
- 1.5 When prompted, "Do you want to record your on the fly message 1", Press 9 for YES or 6 for NO.

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-IP-1.1</b>	
Title:  <b>Notifications</b>	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>30</b>	Page Number: <b>60 of 64</b>	

**ATTACHMENT 8 (2 of 2)**

## **ERO BEEPER ACTIVATION INSTRUCTIONS**

**CHECK**

- 1.6 When prompted, "Enter on the fly 1 segment ID or press star to record".
- 1.6.1 **PRESS \*** (A short delay will occur).
- 1.7 When prompted, "Please speak your message after the tone", provide the information from Step 1.0 in your on the fly message.
- 1.7.1 **PRESS** the # key when done with message.
- 1.8 Review message, when prompted "Is that correct?" (Press 9 for YES and 6 for NO).
- 1.9 When prompted "You will queue scenario XXXX. It will now be sent. Are you sure this is what you want to do?" (Press 9 for YES or 6 for NO)
- 1.10 Call the Central Alarm Station (CAS) (PAX 5114/5115) and provide the following information:
- Your name and title.
- **EPP CODE WORD** \_\_\_\_\_
- A/An \_\_\_\_\_ has been declared.
- ERO pagers have been activated. Call back at PAX \_\_\_\_\_ when pager activates.
- Request Near Site Building Emergency Notifications be made.
- 1.11 From Lotus Notes, send a message "beeper all call" with the information from Step 1.0 above. Include if ERO is to report or not. (Limit 220 characters.)

# Beaver Valley Power Station

Procedure Number:

EPP-IP-1.1

Title:

Unit:

1/2

Level Of Use:

General Skill Reference

Notifications

Revision:

30

Page Number:

61 of 64

ATTACHMENT 9 (1 of 2)

## ACTIVATION OF THE INITIAL NOTIFICATION CONFERENCE (INC) CALL INSTRUCTIONS

### A. INITIATING INC

#### NOTE:

If BVERS is unavailable, go to Part B.1 of this Attachment.

- 1.0 Activate Offsite Agency Initial Notification Conference (INC) Call.
  - 1.1 On EP Auto-Dialer, press button marked **INC** OR DIAL 9# 1-330-315-4380 (or from a PAX phone, dial 9-1-330-315-4380).
  - 1.2 Interrupt the greeting by **IMMEDIATELY** entering XXXXXX.
    - 1.2.1 IF unable to activate INC, GO TO PART B of this procedure.
  - 1.3 When prompted, enter the **SCENARIO NUMBER** XXXXX.
  - 1.4 When prompted, verify the **SCENARIO NUMBER** (9 for YES OR 6 for NO).
  - 1.5 Verify when prompted, "You will cue **SCENARIO** **XXXX**. It will now be sent. Are you sure this is what you want to do?" (9 for YES OR 6 for NO).
  - 1.6 Hang up.
- 2.0 Access Initial Notification Conference Bridge.
  - 2.1 On EP Auto-Dialer, press button marked **CONF. Bridge** OR dial 9# 724-682-1900 (OR from a PAX phone, dial 9-724-682-1900).
  - 2.2 When prompted, enter XXXXXX, then the # key.
- 3.0 Return to Procedure/Attachment Step in progress.

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-IP-1.1</b>	
Title:  Notifications	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>30</b>	Page Number: <b>62 of 64</b>	

ATTACHMENT 9 (2 of 2)

**ACTIVATION OF THE INITIAL NOTIFICATION  
CONFERENCE (INC) CALL INSTRUCTIONS**

**B. Individual Offsite Agency Initial Notification(s).**

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED or Control Room FAX machine.
- 2.0 Contact each required Offsite Agency per the **EMERGENCY NOTIFICATION CALL-LIST**.
- 3.0 Record the contact time and the name of agency representative on attachment.
- 4.0 **STATE** "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
- 5.0 **STATE** "EPP Code Word is \_\_\_\_\_."
- 6.0 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
  - 6.1 If YES, ask if there are any questions.
  - 6.2 **STATE** the Protective Action Recommendation.
  - 6.3 If NO, provide information from **INITIAL NOTIFICATION FORM**.
- 7.0 Return to Procedure/Attachment Step in progress.

<b>Beaver Valley Power Station</b>		Procedure Number: <b>EPP-IP-1.1</b>	
Title:  Notifications	Unit: <b>1/2</b>	Level Of Use: <b>General Skill Reference</b>	
	Revision: <b>30</b>	Page Number: <b>63 of 64</b>	

**ATTACHMENT 10 (1 of 1)**

**INSTRUCTIONS FOR NOTIFICATION OF ERO  
FOR EVENT ESCALATIONS/UPDATES**

1. Open Lotus Notes. Select **New Memo**.
2. In the TO: block, type
3. In the BODY: Type time and Unit followed by a brief description of the event. Message length should be kept to less than 220 characters.
4. Press **SEND** and continue with step 10.

**OR**

5. If Lotus Notes is not working, then access the internet.
6. Go to the web site [www.airtouchpaging.com](http://www.airtouchpaging.com) and click on **Send A Message**.
7. In block for Step 1, enter **XXXXXXXXXXXX**.
8. In block for Step 2, enter text message for transient (up to 240 characters, a counter is provided).
9. At Step 3, click on send.
10. Call the Central Alarm Station (CAS) and provide the following information:
  - **Identify yourself by name**
  - Your position
11. Inform Security that the ERO beepers are going to be toned out with notification of a Unit Transient.
12. Five minutes after initial contact of CAS, call CAS again (if they have not contacted you) to verify beeper actuation.

# Beaver Valley Power Station

Procedure Number:

**EPP-IP-1.1**

Title:

Unit:

**1/2**

Level Of Use:

**General Skill Reference**

Notifications

Revision:

**30**

Page Number:

**64 of 64**

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