



Serial: RNP-RA/02-0160

OCT 10 2002

United States Nuclear Regulatory Commission  
Attn: Document Control Desk  
Washington, DC 20555

H. B. ROBINSON STEAM ELECTRIC PLANT, UNIT NO. 2  
DOCKET NO. 50-261/LICENSE NO. DPR-23

TRANSMITTAL OF EMERGENCY PROCEDURE REVISIONS

Ladies and Gentlemen:

In accordance with 10 CFR 50.4(b)(5) and Appendix E to 10 CFR 50, Carolina Power and Light (CP&L) Company is transmitting revisions to the H. B. Robinson Steam Electric Plant (HBRSEP), Unit No. 2, Emergency Implementing Procedures. The procedure revisions and effective dates are listed in the attachment to this letter.

A description of the procedure change is provided on the "Summary of Changes" page for each emergency procedure. Please replace each superseded procedure with the attached revision.

If you have any questions concerning this matter, please contact Mr. C. T. Baucom.

Sincerely,

C. T. Baucom  
Supervisor – Licensing/Regulatory Programs

CAC/cac

Attachment

Enclosures

c: L. A. Reyes, NRC, Region II (2 copies)  
NRC Resident Inspector, HBRSEP  
R. Subbaratnam, NRC, NRR (w/o Attachments)

A045

### **Procedure Revisions and Effective Dates**

<b>Procedure</b>	<b>Revision No.</b>	<b>Effective Date</b>
EPEOF-03, "Administrative and Logistics Manager"	8	09/19/02
EPEOF-05, "Radiological Control Manager"	5	09/19/02
EPPRO-02, "Maintenance and Testing"	16	09/13/02
EPPRO-03, "Training and Qualification"	15	09/19/02

CAROLINA POWER & LIGHT COMPANY  
H. B. ROBINSON STEAM ELECTRIC PLANT, UNIT NO. 2

PLANT OPERATING MANUAL

VOLUME 2  
PART 5

EMERGENCY PROCEDURE

**EPEOF-03**

***ADMINISTRATIVE AND LOGISTICS MANAGER***

REVISION 8

## SUMMARY OF CHANGES

STEP	REVISION COMMENTS
All pages (footer - page numbers)	Changed format to reflect AP-007.
Attach 8.3.5.1	Changed FEOC Representative to SEOC Representative.
Attach 8.3.5.2, page 3	Changed FEOC Representative to SEOC Representative.

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## ADMINISTRATIVE AND LOGISTICS MANAGER QUICK START GUIDE

**NOTE:** Blanks are provided for place keeping ✓'s only, logs are the official record.  
This is a summary level guide and does not replace the procedure steps.

1. Sign-in on the facility sign-in board. Ensure copiers, fax machines, computers, phones are operable. \_\_\_\_\_
2. If Dialogic was used for callout, upon arrival at the Facility, notify Dialogic at X 1777. \_\_\_\_\_
3. Track EOF/TSC augmentation using Attachment 8.3.5.1, EOF Sign-in Roster and Attachment 8.3.5.5, TSC Sign-in Roster. \_\_\_\_\_
4. Assign an A&LM staff member to report to the TSC to verify set-up of the Accident Assessment Room, Support Services Room and the Environmental & Radiation Control (E&RC) Room Recommended Layout per Attachment 8.3.5.7, Attachment 8.3.5.8 and Attachment 8.3.5.9. \_\_\_\_\_
5. Contact the Operations Support Center (OSC) Leader to track OSC augmentation. \_\_\_\_\_
6. If necessary, assign a person to be the Evacuation Assembly Area Leader \_\_\_\_\_
7. At time of EOF activation synchronize clocks with the Emergency Response Facility Information System (ERFIS). \_\_\_\_\_
8. Establish an EOF overflow facility, if required. \_\_\_\_\_
9. Ensure that appropriate access controls (e.g., doors locked, guard stationed) for the EOF/TSC have been instituted. \_\_\_\_\_
10. Receive plant status briefing. Conduct briefing as appropriate with staff located in the EOF and TSC. \_\_\_\_\_
11. Notify the Emergency Response Manager as to readiness to activate. \_\_\_\_\_
12. Refer to procedure steps. \_\_\_\_\_

### **8.3 ADMINISTRATIVE & LOGISTICS MANAGER (A&LM)**

#### **8.3.1 PURPOSE**

1. This procedure describes the functional responsibilities and procedure steps for the Administrative & Logistics Manager (ALM).

#### **8.3.2 RESPONSIBILITIES**

1. Plan, schedule and expedite emergency logistical support (including operability, locating, ordering, receiving of equipment, screening, orientation, badging, transportation and lodging of support personnel) as well as accountability of Emergency Response personnel in the Technical Support Center (TSC), Emergency Operations Facility (EOF), and the Operations Support Center (OSC).
2. Establish cost control/accounting system as needed. Determine the need for additional contracts, facilities and services.
3. Provide technical and administrative direction to the Emergency Security Team Leader (ESTL) and Support Services. If necessary, assign a person to be the Evacuation Assembly Area Leader (EAAL).
4. Serve as a liaison between the Emergency Response Manager (ERM) and the Legal Department.
5. Ensure claims processing by CP&L and contractor insurance personnel.

#### **8.3.3 INSTRUCTIONS**

1. Determine staffing requirements and shift change assignments. Utilize Attachments 8.3.5.2, Emergency Operations Facility (EOF) Four Day Work Schedule, and 8.3.5.6, Technical Support Center (TSC) Four Day Work Schedule.

### 8.3.3 (Continued)

2. For evacuations:
  - a. In conjunction with the ERM and County Emergency Management officials determine appropriate shelter location for non-essential personnel.
  - b. Appropriate evacuation routes.
  - c. Coordinate Health Physics support.
  - d. Provide evacuation vehicles (if necessary).
3. Assign an individual from the TSC or EOF to provide assembled evacuees with plant status, shelter location and travel information, relief shift times and a reminder to refer questions concerning activities to the Company Spokesperson.
  - a. Release non-essential personnel as soon as possible.
4. Update the Emergency Security Team Leader (ESTL) on plant status as the Emergency progresses.
5. Notify the State and Counties regarding evacuation of personnel to their homes or shelter areas (if county shelters are open).
  - a. Notifications to State or County agencies may be made by (in order of preference):
    - State/County Emergency Communicator (dedicated line)
    - Assistant ERM (Bell line)
    - ESTL (via radio)
6. Notify the ESTL of the names and affiliations of individuals requested to report to the plant and where they will report.



### 8.3.3 (Continued)

7. Provide a list of incoming personnel to State and County agencies to facilitate access to the plant after traffic control is established.
8. Initiate the Florence Staging Area if required. Refer to the ERO Telephone Directory for the telephone number.
9. Provide safe routes for personnel reporting to the plant.
10. Contact Duke Power, Oconee Plant, to initiate shipment of the Hydrogen Recombiner to RNP, if required.
  - a. See INPO Resources Manual for number.
11. Coordinate request for use of government facilities through the State of South Carolina.
12. Direct requests for materials or parts to the Unit 1 issue counter, Bulk Warehouse or Unit 2 stockroom.
13. Direct clerical support requests to the Manager, Site Support Services or designee.
14. Direct requests for installation, maintenance and operation of communications facilities to the Information Technology personnel or the Help Desk. Refer to the ERO Telephone Directory for telephone numbers.
15. Ensure planned exposure control for personnel under your supervision in accordance with EPOSC-04, Emergency Work Control.
16. Determine the need for and utilize the Institute of Nuclear Power Operations (INPO) Resource Book to request additional resources from neighboring utilities.

### 8.3.3 (Continued)

17. Arrange for food, drinks, snacks for Emergency Response Organization (ERO) augmentees.
  - a. Determine number of personnel in each facility (TSC, EOF, OSC, Control Room, Joint Information Center).
    - For training exercises include Controller/Evaluator and Simulator staff.
  - b. Orders should be placed at least 2 hours before meals to allow for vendor preparation and delivery.
18. Arrange for hotels, motels for personnel as required.
19. Upon notification that teams are deployed, set-up state/NRC support rooms per Attachment 8.3.5.3, EOF NRC Support Room Recommended Layout and Attachment 8.3.5.10, TSC NRC Support Room Recommended Layout.
20. Perform personnel accountability of people reporting to the EOF and for other facilities as requested.
  - a. ERO personnel are accounted for by Emergency Facility.

### 8.3.4 RECORDS

N/A

### **8.3.5 ATTACHMENTS**

- 8.3.5.1 Emergency Operations Facility (EOF) Sign In Roster
- 8.3.5.2 Emergency Operations Facility (EOF) Four Day Work Schedule
- 8.3.5.3 EOF NRC Support Room Recommended Layout
- 8.3.5.4 Emergency Operations Facility (EOF) Emergency Supply List
- 8.3.5.5 Technical Support Center (TSC) Sign-In Roster
- 8.3.5.6 Technical Support Center (TSC) Four Day Work Schedule
- 8.3.5.7 Accident Assessment Room Recommended Layout
- 8.3.5.8 Support Services Room Recommended Layout
- 8.3.5.9 Environmental & Radiological Control (E&RC) Support Room Recommended Layout
- 8.3.5.10 TSC NRC Support Room Recommended Layout

**EMERGENCY OPERATIONS FACILITY (EOF) SIGN IN ROSTER**

**NOTE:** The positions listed below are recommended for activation purposes, however, partial activation should be considered in order to relieve the Control Room or TSC as soon as practical.

	NAME (PLEASE PRINT) / TIME
_____ EMERG. RESPONSE MGR. (B1-75)	_____ /
_____ ASST. EMERG. RESP. MGR.	_____ /
_____ EMERGENCY COMMUNICATOR*	_____ /
_____ PLANT OPERATIONS ADVISOR	_____ /
_____ DOSE PROJECTION LEADER (B1-45)	_____ /
_____ ENVIRON. MON. LEADER (B1-75)	_____ /

\*\*\*\*\*

EOF POSITIONS LISTED BELOW ARE NOT REQUIRED FOR INITIAL EOF ACTIVATION.

\*\*\*\*\*

_____ TECHNICAL ANALYSIS MGR.	_____ /
_____ ADMIN. & LOGISTICS MGR.	_____ /
_____ RADIOLOGICAL CONTROL MGR.	_____ /
_____ SPDS PLOTTER	_____ /
_____ ERM ADMIN. ASSISTANT	_____ /
_____ EMERG. COMM. ADMIN. ASSISTANT	_____ /
_____ SEOC REPRESENTATIVE	_____ /
_____ DARLINGTON EOC REPRESENTATIVE	_____ /
_____ CHESTERFIELD EOC REPRESENTATIVE	_____ /
_____ LEE EOC REPRESENTATIVE	_____ /
_____ STATE/COUNTY COMMUNICATOR*	_____ /
_____ PUBLIC INFORMATION COMMUNICATOR*	_____ /
_____ FACILITY ADMINISTRATIVE ASSISTANTS (2)	_____ /
	_____ /

**OVERFLOW**

ERO POSITION

_____	_____ /
_____	_____ /
_____	_____ /
_____	_____ /
_____	_____ /

\* Of the 3 Communicator positions (TSC and EOF), 1 additional person is required in 45 minutes and 2 additional personnel are required in 75 minutes.

**EMERGENCY OPERATIONS FACILITY (EOF) FOUR DAY WORK SCHEDULE**

Position	Shift	Time*	Date / /	Date / /	Date / /	Date / /
Emergency Response Manager			Name	Name	Name	Name
	1					
	2					
	3					
Assistant Emergency Response Manager			Name	Name	Name	Name
	1					
	2					
	3					
Emergency Communicator			Name	Name	Name	Name
	1					
	2					
	3					
Plant Operations Advisor			Name	Name	Name	Name
	1					
	2					
	3					
Dose Projection Leader			Name	Name	Name	Name
	1					
	2					
	3					

\* Shift times may vary - i.e., (2) 12-hour shifts, (3) 8-hour shifts

If (2) 12-hour shifts - use shift 1-shift 2 boxes

If (3) 8-hour shifts - use shift 1-shift 2 and shift 3 boxes

**EMERGENCY OPERATIONS FACILITY (EOF) FOUR DAY WORK SCHEDULE**

Position	Shift	Time*	Date / /	Date / /	Date / /	Date / /
Facility Administrative Assistant			Name	Name	Name	Name
	1					
	2					
	3					
Facility Administrative Assistant			Name	Name	Name	Name
	1					
	2					
	3					
Environmental Monitoring Leader			Name	Name	Name	Name
	1					
	2					
	3					
Technical Analysis Manager			Name	Name	Name	Name
	1					
	2					
	3					
Administrative & Logistics Manager			Name	Name	Name	Name
	1					
	2					
	3					
Radiological Control Manager			Name	Name	Name	Name
	1					
	2					
	3					

\* Shift times may vary - i.e., (2) 12-hour shifts, (3) 8-hour shifts

If (2) 12-hour shifts - use shift 1-shift 2 boxes

If (3) 8-hour shifts - use shift 1-shift 2 and shift 3 boxes

**EMERGENCY OPERATIONS FACILITY (EOF) FOUR DAY WORK SCHEDULE**

Position	Shift	Time*	Date / /	Date / /	Date / /	Date / /
ERM Administrative Assistant			Name	Name	Name	Name
	1					
	2					
	3					
SEOC Representative			Name	Name	Name	Name
	1					
	2					
	3					
Darlington EOC Representative			Name	Name	Name	Name
	1					
	2					
	3					

\* Shift times may vary - i.e., (2) 12-hour shifts, (3) 8-hour shifts

If (2) 12-hour shifts - use shift 1-shift 2 boxes

If (3) 8-hour shifts - use shift 1-shift 2 and shift 3 boxes

**EMERGENCY OPERATIONS FACILITY (EOF) FOUR DAY WORK SCHEDULE**

Position	Shift	Time*	Date / /	Date / /	Date / /	Date / /
Chesterfield EOC Representative			Name	Name	Name	Name
	1					
	2					
	3					
Lee EOC Representative			Name	Name	Name	Name
	1					
	2					
	3					
State/County Communicator			Name	Name	Name	Name
	1					
	2					
	3					
Public Information Communicator			Name	Name	Name	Name
	1					
	2					
	3					

\* Shift times may vary - i.e., (2) 12-hour shifts, (3) 8-hour shifts

If (2) 12-hour shifts - use shift 1-shift 2 boxes

If (3) 8-hour shifts - use shift 1-shift 2 and shift 3 boxes



**EMERGENCY OPERATIONS FACILITY (EOF) FOUR DAY WORK SCHEDULE**

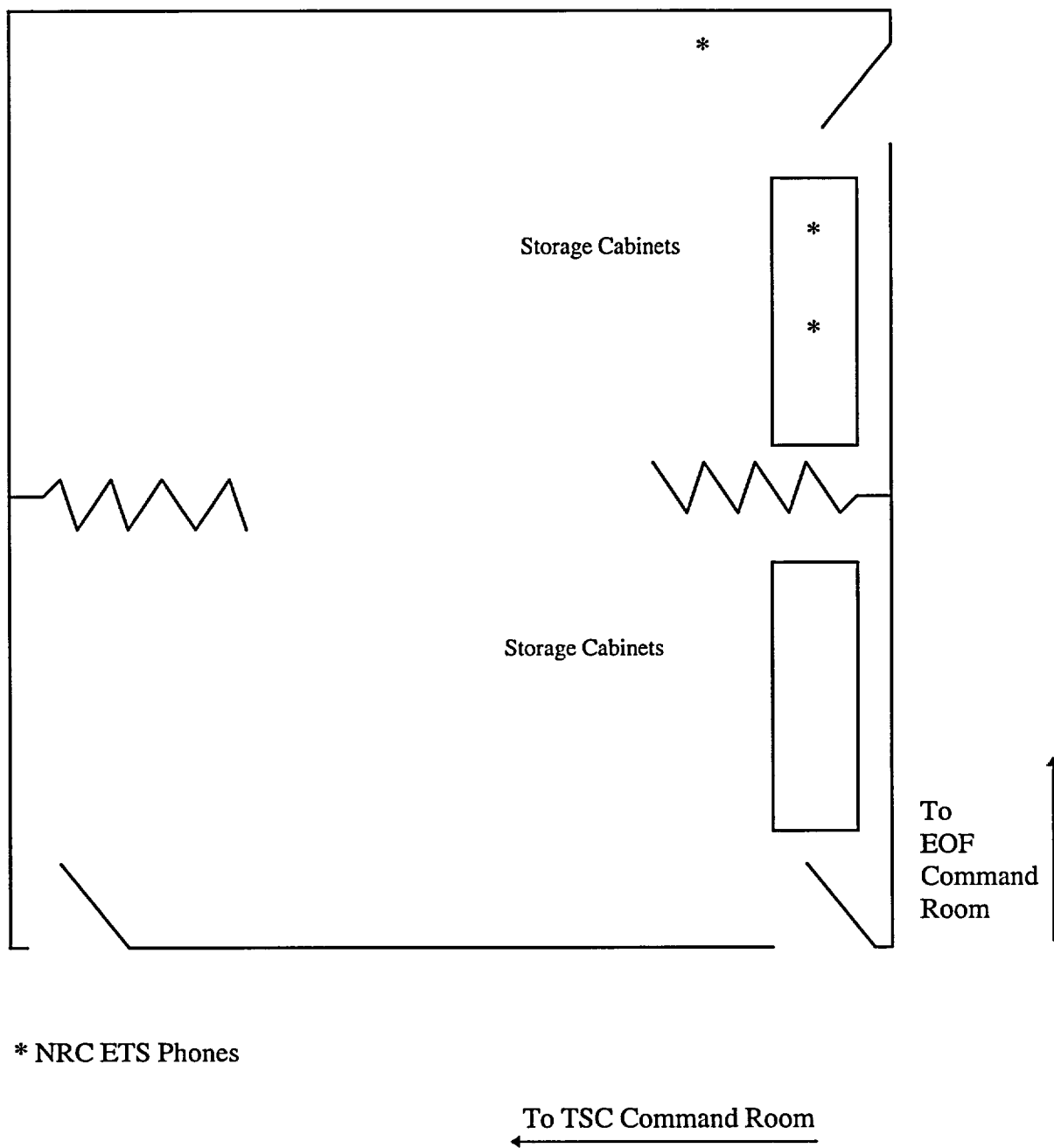
Position	Shift	Time*	Date / /	Date / /	Date / /	Date / /
Others:			Name	Name	Name	Name
	1					
	2					
	3					
			Name	Name	Name	Name
	1					
	2					
	3					
			Name	Name	Name	Name
	1					
	2					
	3					
			Name	Name	Name	Name
	1					
	2					
	3					

\* Shift times may vary - i.e., (2) 12-hour shifts, (3) 8-hour shifts

If (2) 12-hour shifts - use shift 1-shift 2 boxes

If (3) 8-hour shifts - use shift 1-shift 2 and shift 3 boxes

ATTACHMENT 8.3.5.3  
Page 1 of 1  
EOF NRC SUPPORT ROOM RECOMMENDED LAYOUT



**EMERGENCY OPERATIONS FACILITY (EOF) EMERGENCY SUPPLY LIST**

<u>SUPPLIES</u>	<u>EOF LOCATION</u>
1. Telecopier	Training Library
2. Xerox Machine	Copy Room 411
3. Emergency Kit	EOF/TSC Mech. Room
4. Clock	On Wall
5. Emergency Resources Manual (INPO)	A&L/M
6. Maps	
a. 10 mile EPZ	Room 434
b. 50 mile EPZ	Room 434
c. Topo Map of Plant Environments	Room 434
7. Mechanical Systems Drawings	Training Library
8. Electrical Systems Drawings	Training Library
9. FSAR	Training Library
10. System Descriptions	Training Library
11. Technical Specifications	Training Library
12. Emergency Plans	
a. Corporate Plan and Procedures	Room 434
b. Plant Plan and Procedures	Training Library
c. State and Local Plans	Room 434
13. Emergency Notification Phone Lists	Emergency Phone Book
14. CP&L Emergency Organization Chart	Room 434

**TECHNICAL SUPPORT CENTER (TSC) SIGN IN ROSTER**

**NOTE:** The positions listed below are recommended for activation purposes, however, partial activation should be considered in order to relieve the Control Room as soon as possible.

	NAME (PLEASE PRINT)	/ TIME
____ SITE EMERGENCY COORDINATOR (B1-75)	_____	/
____ RADIOLOGICAL CONTROL DIRECTOR	_____	/
____ PLANT OPERATIONS DIRECTOR	_____	/
____ REACTOR ENGINEER (B1-45)	_____	/
____ ELECTRICAL ENGINEER (B1-75)	_____	/
____ MECHANICAL ENGINEER (B1-75)	_____	/
____ EMERGENCY REPAIR DIRECTOR	_____	/
____ ERFIS MAINTENANCE	_____	/
____ EMERGENCY SECURITY LEADER	_____	/
____ TECHNICAL ANALYSIS DIRECTOR	_____	/
____ NRC COMMUNICATOR*	_____	/

\*\*\*\*\*  
 TSC POSITIONS LISTED BELOW ARE NOT REQUIRED FOR INITIAL TSC ACTIVATION.  
 \*\*\*\*\*

____ SEC ADMINISTRATIVE ASSISTANT	_____	/
____ SUPPORT SVS. COORDINATOR	_____	/
____ FACILITY ADMINISTRATIVE ASSISTANT(S)	(1) _____	/
	(2) _____	/

\*Of the 3 Communicator positions (TSC and EOF), 1 additional person is required in 45 minutes and 2 additional personnel are required in 75 minutes.

ATTACHMENT 8.3.5.5  
Page 2 of 2  
**TECHNICAL SUPPORT CENTER (TSC) SIGN IN ROSTER**

[illegible]

**TECHNICAL SUPPORT CENTER (TSC) FOUR DAY WORK SCHEDULE**

Position	Shift	Time*	Date / /	Date / /	Date / /	Date / /
Site Emergency Coordinator			Name	Name	Name	Name
	1					
	2					
	3					
Radiological Control Director			Name	Name	Name	Name
	1					
	2					
	3					
Plant Operations Director			Name	Name	Name	Name
	1					
	2					
	3					
Reactor Engineer			Name	Name	Name	Name
	1					
	2					
	3					

\* Shift times may vary - i.e., (2) 12-hour shifts, (3) 8-hour shifts

If (2) 12-hour shifts - use shift 1-shift 2 boxes

If (3) 8-hour shifts - use shift 1-shift 2 and shift 3 boxes

**TECHNICAL SUPPORT CENTER (TSC) FOUR DAY WORK SCHEDULE**

Position	Shift	Time*	Date / /	Date / /	Date / /	Date / /
Facility Administrative Assistants (2)			Name	Name	Name	Name
	1					
	2					
	3					
	1					
	2					
Electrical Engineer	3					
			Name	Name	Name	Name
	1					
	2					
Mechanical Engineer	3					
			Name	Name	Name	Name
	1					
	2					
Emergency Repair Director	3					
			Name	Name	Name	Name
	1					
	2					
ERFIS Maintenance	3					
			Name	Name	Name	Name
	1					
	2					
	3					

\* Shift times may vary - i.e., (2) 12-hour shifts, (3) 8-hour shifts

If (2) 12-hour shifts - use shift 1-shift 2 boxes

If (3) 8-hour shifts - use shift 1-shift 2 and shift 3 boxes

**TECHNICAL SUPPORT CENTER (TSC) FOUR DAY WORK SCHEDULE**

Position	Shift	Time*	Date / /	Date / /	Date / /	Date / /
Emergency Security Team Leader			Name	Name	Name	Name
	1					
	2					
	3					
Technical Analysis Director			Name	Name	Name	Name
	1					
	2					
	3					
NRC Communicator			Name	Name	Name	Name
	1					
	2					
	3					
SEC Administrative Assistant			Name	Name	Name	Name
	1					
	2					
	3					
Support Svs. Coordinator			Name	Name	Name	Name
	1					
	2					
	3					

\* Shift times may vary - i.e., (2) 12-hour shifts, (3) 8-hour shifts

If (2) 12-hour shifts - use shift 1-shift 2 boxes

If (3) 8-hour shifts - use shift 1-shift 2 and shift 3 boxes



**TECHNICAL SUPPORT CENTER (TSC) FOUR DAY WORK SCHEDULE**

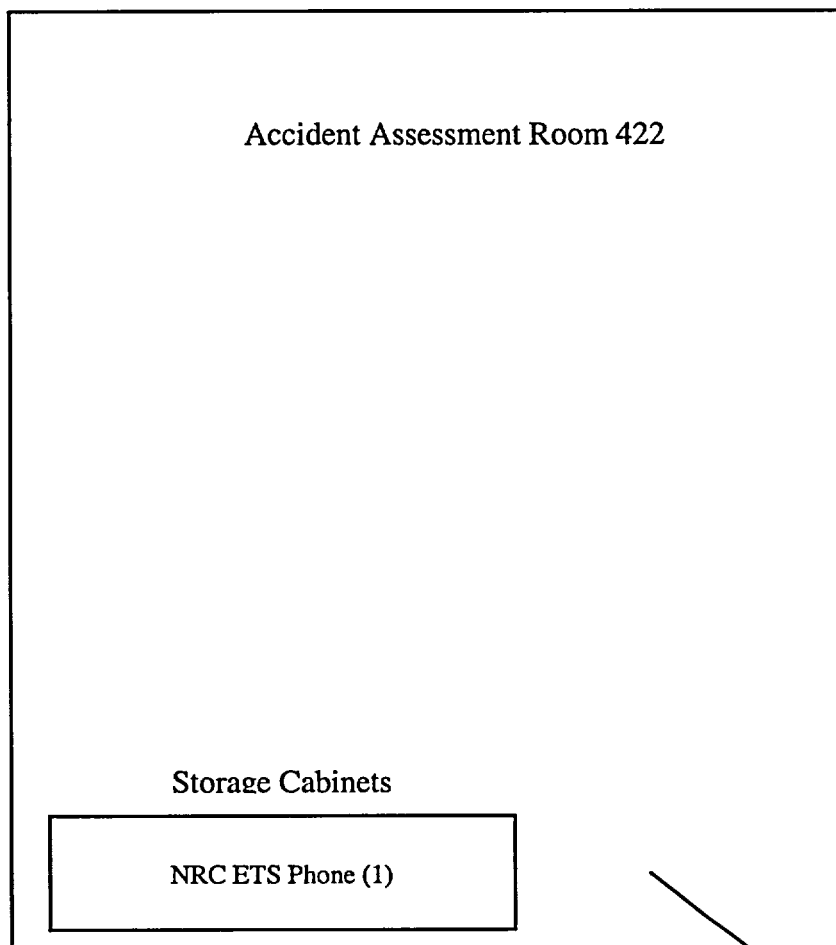
Position	Shift	Time*	Date / /	Date / /	Date / /	Date / /
Others:			Name	Name	Name	Name
	1					
	2					
	3					
			Name	Name	Name	Name
	1					
	2					
	3					
			Name	Name	Name	Name
	1					
	2					
	3					
			Name	Name	Name	Name
	1					
	2					
	3					
			Name	Name	Name	Name
	1					
	2					
	3					

\* Shift times may vary - i.e., (2) 12-hour shifts, (3) 8-hour shifts

If (2) 12-hour shifts - use shift 1-shift 2 boxes

If (3) 8-hour shifts - use shift 1-shift 2 and shift 3 boxes

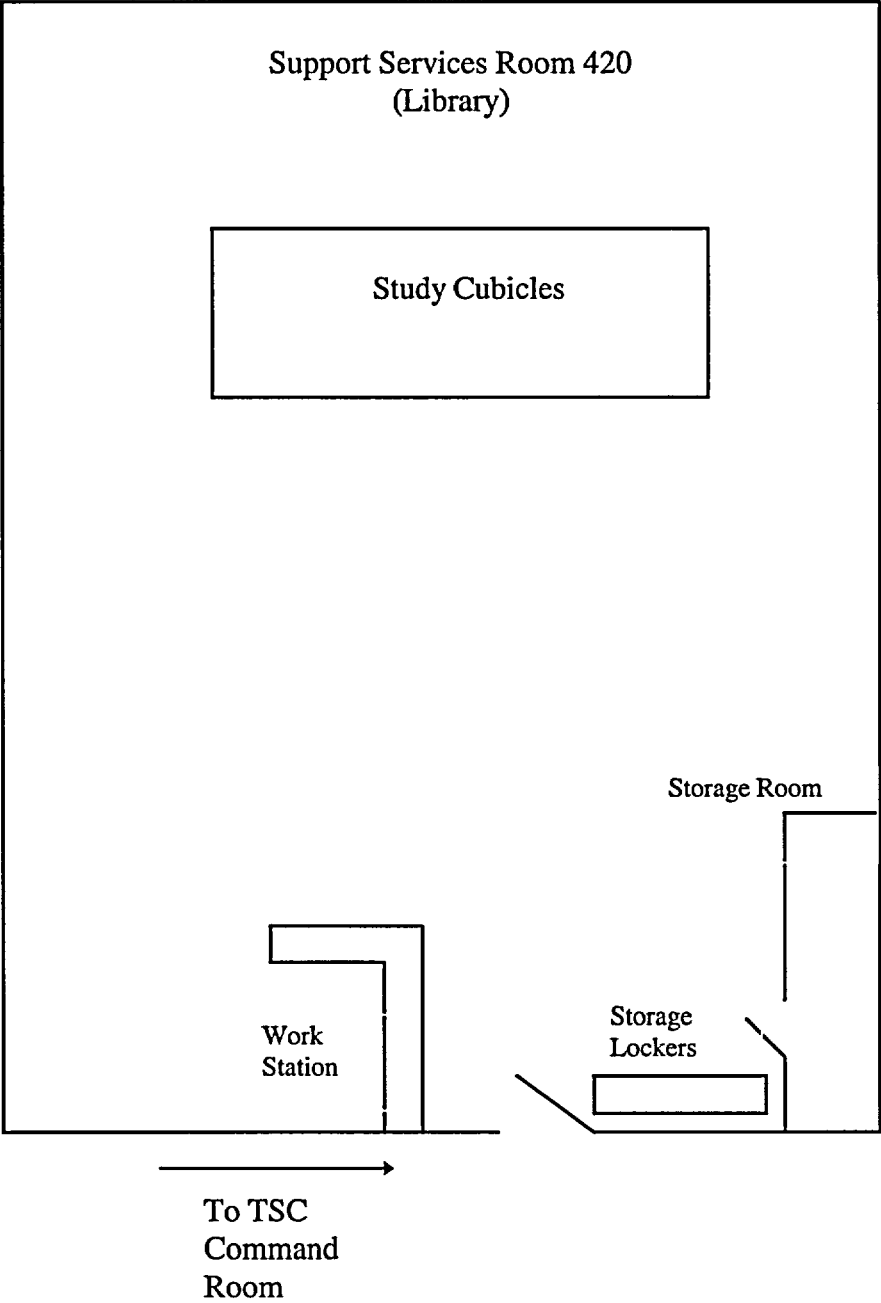
ATTACHMENT 8.3.5.7  
Page 1 of 1  
**ACCIDENT ASSESSMENT ROOM RECOMMENDED LAYOUT**



To TSC Command Room

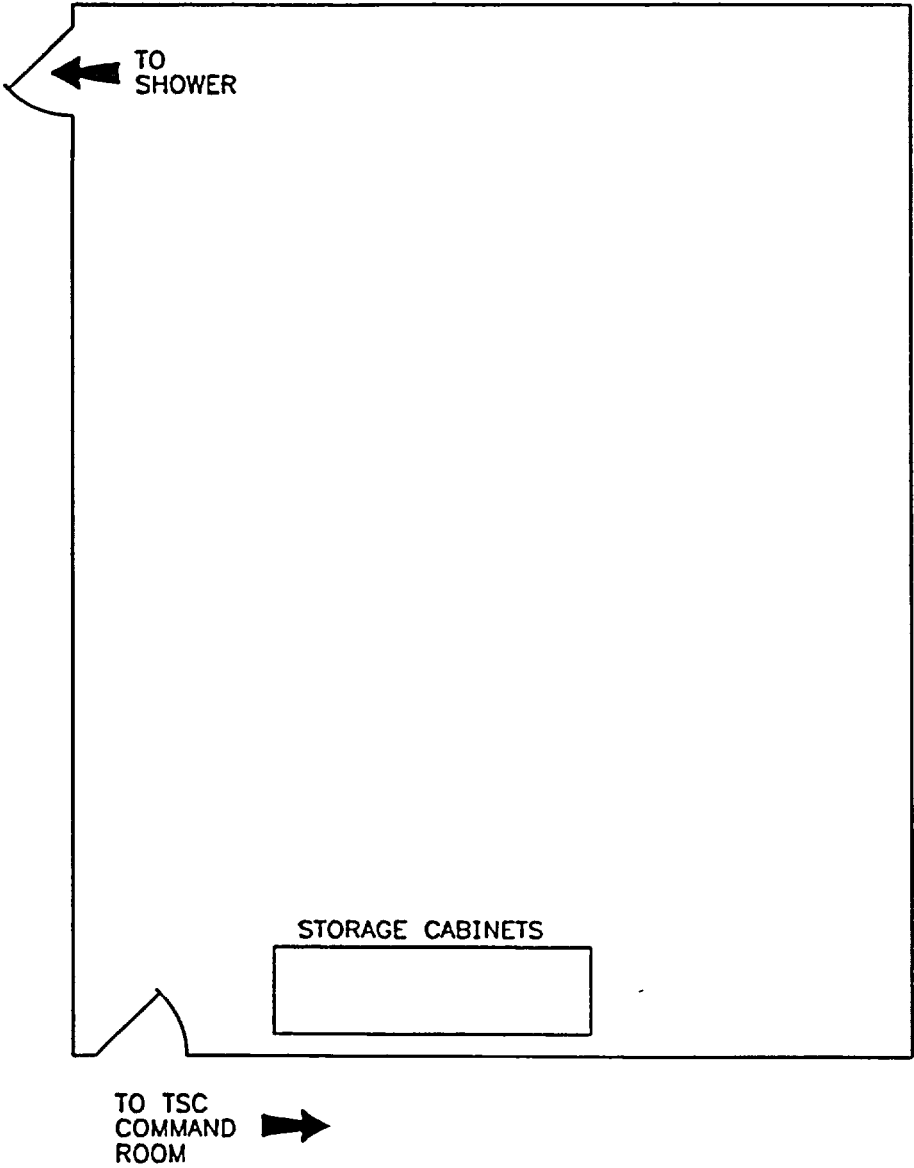


ATTACHMENT 8.3.5.8  
Page 1 of 1  
**SUPPORT SERVICES ROOM RECOMMENDED LAYOUT**

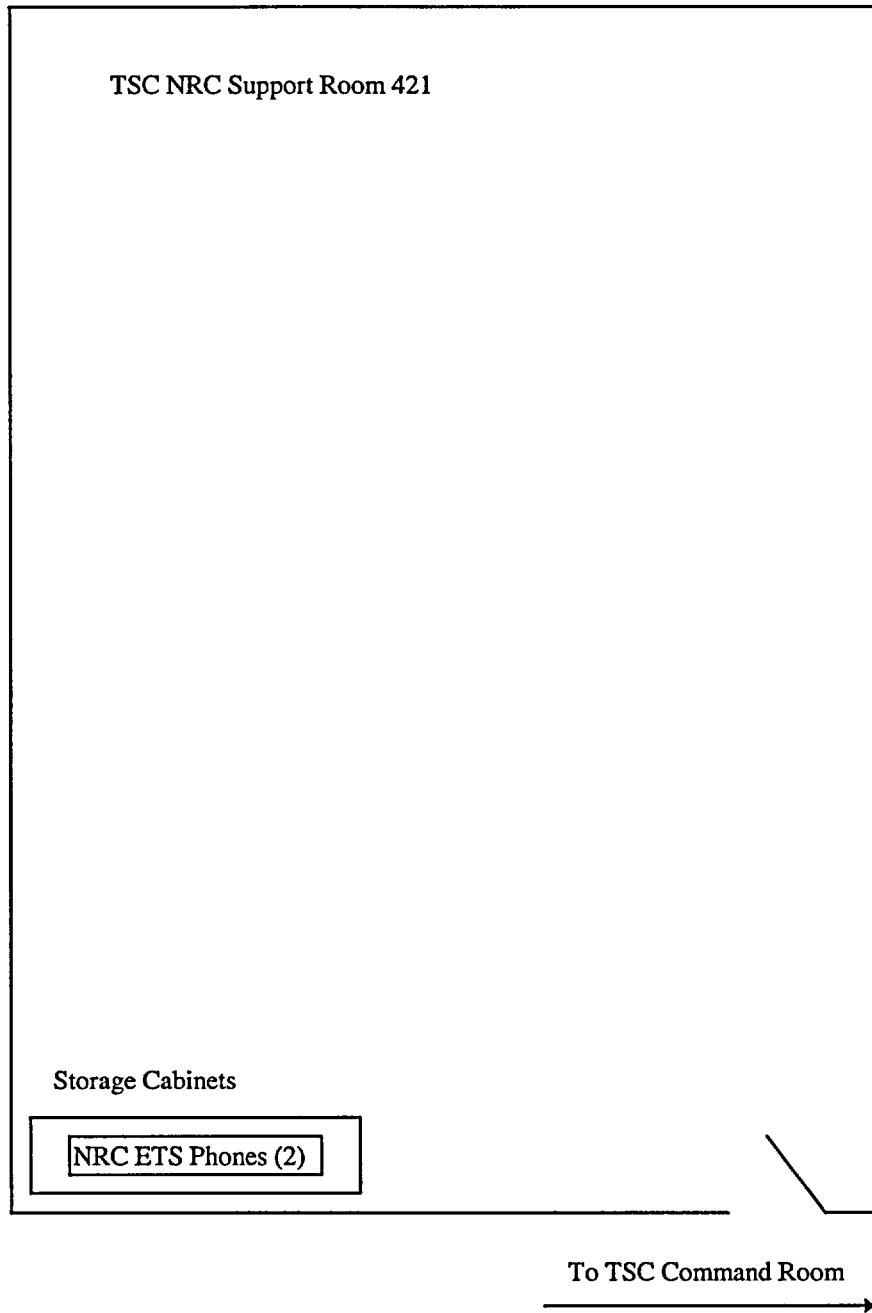


ATTACHMENT 8.3.5.9  
Page 1 of 1  
**ENVIRONMENTAL & RADIOLOGICAL CONTROL SUPPORT ROOM  
RECOMMENDED LAYOUT**

ENVIRONMENTAL AND RADIOLOGICAL CONTROLS  
SUPPORT ROOM  
ROOM 423



ATTACHMENT 8.3.5.10  
Page 1 of 1  
**TSC NRC SUPPORT ROOM  
RECOMMENDED LAYOUT**



CAROLINA POWER & LIGHT COMPANY  
H. B. ROBINSON STEAM ELECTRIC PLANT, UNIT NO. 2

PLANT OPERATING MANUAL

VOLUME 2  
PART 5

EMERGENCY PROCEDURE

**EPEOF-05**  
***RADIOLOGICAL CONTROL MANAGER***

REVISION 5

## SUMMARY OF CHANGES

REVISION #	REVISION COMMENTS
RCM Quick Start Guide, Step 12	The step to contact the Forward Emergency Operations Center has been deleted.
Step 8.5.2.3 Step 8.5.3.9	A note has been added to provide additional information/guidance for identification/selection of sectors for evacuation and/or sheltering.
Entire Document	The page numbering sequence has been revised to reflect the AP-007 format.

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## RADIOLOGICAL CONTROL MANAGER (RCM) QUICK START GUIDE

**NOTE:** Blanks are provided for place-keeping ✓s only; logs are the official record. This is a summary level guide and does not replace the procedure steps.

1. Sign-in on the facility sign-in board. Log on the Electronic Display System (EDS). \_\_\_\_\_
2. If dialogic was used for callout, upon arrival at the Facility, notify Dialogic at X 1777. \_\_\_\_\_
3. Obtain briefing from Radiological Control Director (RCD) in the Technical Support Center (TSC) or the relieving RCM. \_\_\_\_\_
4. Assess radiological control staff availability. Notify additional resources if necessary. Brief radiological control staff. \_\_\_\_\_
5. Obtain a briefing on the cause of the emergency. \_\_\_\_\_
6. Review Emergency Action Level (EAL)/Protective Action Recommendation (PAR) status. \_\_\_\_\_
7. Obtain wind direction (degrees blowing from/to). \_\_\_\_\_
8. Determine the source term. \_\_\_\_\_
9. Check alignment of TSC/EOF ventilation through HEPA system (R-38). Assess eating/drinking conditions for TSC/EOF Building and provide results to RCD. \_\_\_\_\_
10. Prompt dispatch of Environmental Monitoring Teams (Enmon Teams) downwind and verify locations. \_\_\_\_\_
11. Request updates from the Enmon Team Leader and the Dose Projection Team Leader (DPTL) every 30 minutes. \_\_\_\_\_
12. Establish contact with the Department of Health & Environmental Control. Refer to the ERO Telephone Directory. \_\_\_\_\_
13. Refer to procedure steps. \_\_\_\_\_

## 8.5 RADIOLOGICAL CONTROL MANAGER (RCM)

### 8.5.1 PURPOSE

This procedure describes the functional responsibilities and procedure steps for the Radiological Control Manager (RCM).

### 8.5.2 RESPONSIBILITIES

1. Manage the radiological control activities in the Emergency Operations Facility (EOF).
2. Maintain awareness of meteorology, dose projections, environmental monitoring, and offsite radiological consequences.
3. Recommend protective actions to the Emergency Response Manager (ERM).

**NOTE:** Sector boundaries are defined by the county/state officials and are represented by landmarks familiar to the public, thus appearing odd-shaped and protruding into the geometric 2-mile, 5-mile and 10-mile radii. Protective Action Recommendations (PARs) for a specific sector should be developed and made based on the requirement for the radius number it defines. PARs intended for the 2-mile radius apply only to those sectors which end in 0 (zero). PARs intended for the 5-mile radius only apply to those sectors, which end in 1. PARs intended for the 10-mile radius apply only to those sectors, which end in 2. (AR #48223)

4. Serve as liaison between the EOF and the Radiological Control Director (RCD) in the Technical Support Center (TSC) and corporate radiation control personnel.
5. Conduct ALARA review of engineering review and tasks proposed by the emergency organization.

### 8.5.3 INSTRUCTIONS

1. Upon notification, determine if conditions exist which would prevent immediate occupancy of the EOF and require personnel to report to the Alternate Assembly Area at the Darlington National Guard Armory.

### 8.5.3 (Continued)

2. Assess Radiological Control (RC) staff availability. The RC staff includes the Environmental Monitoring Team Leader (Enmon TL), the Dose Projection Team Leader (DPTL), the Environmental Monitoring Teams (Enmon Teams) and the Dose Projection Team (DPT).
3. Manage RC activities in the EOF to include:
  - a. Source term assessments,
  - b. Dose projection calculations,
  - c. Offsite radiological consequences (Enmon Teams),
  - d. Meteorological data (request each 1 hour, 3 hour and 3 day forecast), and
  - e. Facility habitability.
    - TSC/EOF Building eating, drinking, and smoking restrictions will be determined for the entire facility by the RCM and ERM, status shall be promptly communicated to the RCD for consistency.
4. Assist with notifications to various state and county agencies regarding evacuation and sheltering.
5. Determine the need and availability of offsite assistance.
6. Ensure that necessary information is posted on displays and status boards. Including:
  - a. Offsite radiological status,
  - b. Protective Action Recommendations (PARs), and
  - c. 10 mile emergency planning zone (EPZ) map,
7. Direct issuance of dosimetry as necessary.

### 8.5.3 (Continued)

8. Determine evacuation routes of personnel to and from the plant. All personnel not needed to mitigate the accident or casualty will be evacuated as Zone A-0 evacuees. If decontamination of personnel and vehicles is not currently being conducted at the plant, then decontamination will occur as for other Zone A-0 evacuees.
9. Based on plant data, dose projections and meteorology, determine the need for protective sheltering or evacuation, including appropriate routes. Utilize Attachment 8.5.5.1, Protective Action Recommendations, initially to determine prioritization.

**NOTE:** Sector boundaries are defined by the county/state officials and are represented by landmarks familiar to the public, thus appearing odd-shaped and protruding into the geometric 2-mile, 5-mile and 10-mile radii. Protective Action Recommendations (PARs) for a specific sector should be developed and made based on the requirement for the radius number it defines. PARs intended for the 2-mile radius apply only to those sectors which end in 0 (zero). PARs intended for the 5-mile radius only apply to those sectors, which end in 1. PARS intended for the 10-mile radius apply only to those sectors, which end in 2. (AR #48223)

10. Implement EPRAD-03, Dose Projections. This function is delegable to the Dose Projection Team Leader (DPTL). Confer with the DPTL to evaluate results and recommend protective actions. Consider the following:
  - a. Plume travel time for evacuation purposes (close-in sheltering vs. evacuation if the plume is already in route or if there will be a short term high dose period),
  - b. Evacuation times vs. plume dose duration, and
  - c. Hot spots resulting from plume deposition.
11. Provide protective action recommendations (PARs) to the ERM. Utilize EPCLA-01, Emergency Control and the Protective Action Guides to assist.

### 8.5.3 (Continued)

12. If the dose projection is > 1 Rem Total Effective Dose Equivalent or 5 Rem Committed Dose Equivalent to the thyroid, verify calculation of doses beyond the site boundary per EPRAD-03, Dose Projections.
13. Notify the DPTL of the status of Phase "A" isolation.
14. Obtain offsite radiological data from the Environmental Monitoring Team Leader (Enmon TL). Compare with results from the state and other offsite radiological data. Evaluate abnormal results.
15. Periodically confer with the Department of Health & Environmental Control (DHEC) regarding dose projections and environmental monitoring data.
16. Compare offsite monitoring results and dose projections against the Emergency Action Levels (EALs) to determine if the results warrant a change in emergency classification. Inform the Emergency Response Manager (ERM).
17. As requested by state officials, arrange for analysis of environmental samples by the Brunswick or Harris Plants or the Harris Energy & Environmental Center and for whole body counting and bioassay of affected offsite personnel.
18. Consider the administration of potassium iodide (KI) to the Environmental Monitoring (Enmon) Teams if the expected thyroid Committed Dose Equivalent will exceed 25 Rem. Inform the ERM to recommend KI administration to the offsite agencies.
19. Review and approve the Dosimeter Correction Factor (DCF) prepared by the Enmon\TL or DPTL. Provide the DCF to the ERM.

### 8.5.3 (Continued)

20. Approve exposure extensions.
21. Review PLP-021, "Chemical Storage, Inventory, Spill and Hazard Communication Program", for items to consider in the event of a chemical spill or accident.

<p><b>NOTE:</b> Contact numbers for the Environmental Compliance Unit are listed in the Emergency Response Organization Phone Book.</p>
---

- a. Contact the Environmental Compliance Unit to determine reportability.
  - b. Ensure the settling pond is isolated from the discharge canal for spills directed toward storm drains.
22. Coordinate shift change with the Administration & Logistics Manager (ALM).
23. Develop recovery strategy.

### 8.5.4 RECORDS

N/A

### 8.5.5 ATTACHMENTS

#### 8.5.5.1 Protective Action Recommendations

**PROTECTIVE ACTION RECOMMENDATIONS****DETERMINATION OF AFFECTED ZONES BASED ON WIND DIRECTION  
(EVACUATION TIME IN MINUTES)**

<u>WIND FROM</u>	<u>AFFECTED ZONES</u>	<u>WINTER WEEKDAY, FAIR WEATHER</u>	<u>WINTER WEEKNIGHT FAIR WEATHER</u>	<u>SUMMER WEEKDAY FAIR WEATHER</u>	<u>WINTER WEEKDAY, ADVERSE WEATHER</u>
North (338° - 022°)	A-0, B-1, B-2, C-1, C-2, D-1, D-2	225	180	210	295
Northeast (023° - 067°)	A-0, C-1, D-1, D-2, E-2	225	180	210	295
East (068° - 112°)	A-0, D-1, D-2, E-1, E-2	225	180	210	295
Southeast (113° - 157°)	A-0, A-1, A-2, D-2, E-1, E-2	225	180	210	295
South (158° - 202°)	A-0, A-1, A-2, B-1, B-2, E-1, E-2	225	180	210	295
Southwest (203° - 247°)	A-0, A-1, A-2, B-1, B-2	225	180	210	295
West (248° - 292°)	A-0, B-1, B-2, C-1, C-2	225	180	210	295
Northwest (293° - 337°)	A-0, B-1, B-2, C-1, C-2, D-2	225	180	210	295
ALL ZONES (10 MILE RADIUS)		240	180	215	315

CAROLINA POWER & LIGHT COMPANY  
H. B. ROBINSON STEAM ELECTRIC PLANT, UNIT NO. 2

PLANT OPERATING MANUAL

VOLUME 2  
PART 5

EMERGENCY PROCEDURE

**EPPRO-02**  
***MAINTENANCE AND TESTING***

REVISION 16



## SUMMARY OF CHANGES

Step#	Description of change
8.2.3.6	Include description of follow up for unsatisfactory results
8.2.11.1	Add scheduling beeper test for a different On Call team each quarter. Allow credit to be taken for actual events requiring callout
8.2.11.5	Revise to include follow up communications with EP staff
8.2.11.6	Revise acceptance criteria to focus on team on call
8.2.11.6.a	Revise definition of "eligible pagers"
Attachment 8.2.32.1	Add determination of follow up for unsatisfactory test results
Description of change	Correct to previous description for step 8.2.16; Delete the amount of donation to the HFD.
All pages	update the revision number to 16, renumber for consistency with other plant procedures

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## **8.2 MAINTENANCE AND TESTING**

### **8.2.1 PURPOSE**

1. To ensure periodic testing commitments of the Emergency Plan and 10 CFR 50 Appendix E are being met and properly documented.

### **8.2.2 RESPONSIBILITIES**

1. The EP Staff is responsible for performance of the following periodic tests in this procedure as follows:
  - a. Monthly Selective Signaling System Communications Drill - Once per 28 days + 10 days
  - b. Monthly Local Government Radio Test - Once per 28 days + 10 days
  - c. Monthly NRC ETS/ESSX/SSS Phone Tests - Once per 28 days + 10 days
  - d. Monthly Siren Testing - Once per 31 days + 7 days and Quarterly Growl Testing - Once per 92 days + 23 days
  - e. Quarterly IPZ State Communications Drill - Once per 92 days + 23 days
  - f. Quarterly ERO Phone Book Review - Once per 92 days + 23 days
  - g. Quarterly Beeper test - Once per 92 days + 23 days
  - h. Quarterly TSC/EOF Inventories - Once per 92 days + 23 days and after each drill
  - i. Semi-Annual Health Physics - Once per 184 days + 46 days and Annual PASS Drills - Once per 364 days + 91 days

#### 8.2.2.1 (Continued)

- j. Contributions to Emergency Support Organizations -Once per 364 days + 91 days, and each Quarter as required
- k. Annual Siren Full Volume Test - Once per 364 days + 91 days
- l. Annual Siren Adequacy Review - Once per 364 days + 91 days
- m. Annual EAL Review - Once per 364 days + 91 days
- n. Annual PNSC review of Emergency Plan - Once per 364 days + 91 days
- o. Annual Medical Emergency Drill - Once per 364 days + 91 days
- p. Annual Environmental Team Communications - Once per 364 days + 91 days
- q. Annual Lake Sign Verification - Once per 364 days + 91 days
- r. Annual Audit Required by 10CFR50.54T - Once per 364 days + 91 days
- s. Annual Letters of Agreement - Once per 364 days + 91 days
- t. Hospital and Rescue Squad Training - Once per 364 days + 91 days
- u. NRC Evaluated Exercise - Per 10 CFR, Part 50, Appendix E
- v. Augmentation Drill - Once per 24 months + 182 days
- w. Public Safety Information - Once per 364 days + 91 days and Once per 92 days + 23 days

### 8.2.3 GENERAL

1. Periodic test scheduling will be as follows:
  - a. When a periodic test is completed prior to the scheduled date the next scheduled date will be the early completion date plus the frequency.
  - b. When a periodic test is completed on or after the scheduled date but before the overdue date the next scheduled date will be the last scheduled date plus the frequency.
2. Emergency Preparedness (EP) personnel or Emergency Communicators may be used for communications drills.
3. A drill or exercise that uses the Selective Signaling System (SSS) to contact the State and Counties may be used to fulfill the requirements of the monthly communications test.
  - a. The Superintendent - Shift Operations (SSO) is responsible for providing an emergency communicator for the off hours monthly communications drill.
4. If while performing a test or drill an offsite agency is involved in an actual emergency perform the following:
  - a. If the agency is a State or County Warning Point or EOC, excuse the agency from the remainder of the test or drill, and annotate the situation in the test or drill documentation.
  - b. If the agency is the NRC, perform that part of the test at a later time.
5. A drill or exercise that begins between 6 p.m. and 4 a.m. or a weekend, that includes in the objectives, the conduct of an off hours augmentation of the ERO, may be used to satisfy the requirements of the Augmentation Drill.

### 8.2.3 (Continued)

6. Attachment 8.2.32.1, Certification Test and Review Form, may be used to document completion of any test or other periodic Emergency Preparedness (EP) requirement unless other documentation is specified in the procedure. If test results are unsatisfactory determination should be included for follow up actions, for example increased test frequency, AR, WR, etc.
7. When contacting the Control Room in the following procedure steps, it is desirable to contact the SSO, but not required.
8. Integrated site wide drills will be scheduled in accordance with PLP-007, "Robinson Emergency Plan."
9. The Early Warning Notification System is a computer system used and maintained by the EP Staff for monitoring and control of the Emergency Notification Sirens. The software owner will be the Supervisor - Emergency Preparedness. Changes to the software will be controlled per CSP-NGGC-2505 with a software quality level of "C". A users guide is available for instruction on the use of this system. Revision to the manual are controlled through the Document Management System. (CR 11959)
10. The Dialogic computer system is used and maintained by the EP staff for the notification of ERO members of off normal conditions. The software owner will be the Supervisor - Emergency Preparedness. Changes to the software will be controlled per CSP-NGGC-2505 with a software quality level of "D". A users guide is available for instruction on the use of this system. Revision to the manual are controlled through the Document Management System. (CR 11959)

### 8.2.4 EMERGENCY FACILITY/EQUIPMENT CHECKS (CR 11968)

1. On a daily (normal working week) basis, a walk down of the TSC and EOF facilities should be performed to verify the equipment and facilities are in a condition to support activation of the Emergency Response organization. Attachment 8.2.32.7 provides guidance on the minimum areas of review. The JIC operation area is normally locked after use and inventory. Periodic checks of the JIC are accomplished during routine procedure updates and drill critiques.

#### **8.2.5 MONTHLY SELECTIVE SIGNALING SYSTEM COMMUNICATIONS DRILL**

1. The monthly communications will normally be performed by Operations personnel. Every third monthly drill should be performed off hours.
  - During off hour drills it is acceptable to hold the test open until the following work day to complete the phone test portion of this drill. This will allow the County EOCs to be manned.
2. If not performed by Operations personnel, contact the Control Room and inform them that a Selective Signaling System (SSS) Communications Drill will be performed.
3. Provide information to the Emergency Communicator of sufficient detail to allow a Emergency Notification Form to be completed.
  - a. Use "This is a communication and equipment test, no further action is required," in the emergency description section of the Emergency Notification Form.
4. The Emergency Communicator uses the scenario information provided to fill out a notification form (EPNOT-01, CR/EOF Communicator).
5. Review the completed notification form to ensure that "THIS IS A DRILL" is checked, and that all required elements of the form are completed per EPNOT-00 Notification and Emergency Communications.



#### 8.2.5 (Continued)

6. The CRSS or SSO shall approve the notification form and instruct the Emergency Communicator to begin the notification.
7. The Emergency Communicator implements EPNOT-01 to notify Warning Points and EOCs. Instructions for using the RNP Selective Signaling System is contained in Attachment 8.1.5.6 (EPNOT-01).
8. If all parties responded to the communications drill skip to Step 8.2.5.13.
9. If any Warning Points or Emergency Operations Centers fail to respond verify that the nonresponding agencies can be contacted by commercial telephone using the phone number from the ERO Phone Book. During this call, attempt to determine why they did not answer the Selective Signaling System telephone.
10. Contact the nonresponding agency again using a Selective Signaling Telephone by dialing the specific dialing code for that agency. See Attachment 8.2.32.2, Selective Signaling System Dialing Codes.
11. If the agency called picks up, and communications can be established, consider the test successful.
12. If no agency can be contacted using the Selective Signaling System from any site location, via any method (including ESSX, Bell, etc.), **Immediately** inform the SSO and consult AP-030, NRC Reporting Requirements. Assist the SSO in making any necessary notification.
13. Notify the CRSS or SSO that the Selective Signaling System Communications Drill is concluded. State that the Selective Signaling System is returned to operational status.
14. Arrange for repair of any Selective Signaling System problems by calling the Telecommunications Help Desk. Notify Site Telecommunications of the problem for information purposes.
15. Contact IT and inform them of using ERFIS to generate the Emergency Notification Form. This allows them to reset ERFIS for future notification form use. (CR 16476)

### 8.2.5 (Continued)

**NOTE:** Chesterfield, Darlington, and Lee Counties have locations named, "Warning Point" and "Emergency Operating Center". The State does not station personnel in their EOC. Therefore, they have a Warning Point, and a Backup Warning Point. A repeat extension from the EOC is located in the State Warning Point.

16. Acceptance Criteria:

The monthly Selective Signaling System Communications drill is acceptable when:

- a. Contact has been made with the Warning Point and EOC for each of the Counties and the State Warning Points.
    - By decision of the State of South Carolina the Backup Warning Point phone is left with the ringer off since the Warning Point is manned 24 hours per day. The Backup Warning Point phone would be tested prior to use.
  - b. The message has been read to at least one of the locations for each of the agencies.
17. Documentation of the drill will consist of the notification form used with the agencies notified forms, and a completed Attachment 8.2.32.1 (EPPRO-02), Certification and Test Review Form.
18. Transmit the completed forms, to Records Storage in accordance with RDC-NGGC-0001. A copy of the record may be maintained in the EP files for the convenience of auditors.

## 8.2.6 MONTHLY LOCAL GOVERNMENT RADIO TEST

1. The State of South Carolina tests radio communications with various agencies and nuclear plants every Thursday starting at about 0900. Therefore, at approximately 0900 on the scheduled Thursday, or other prearranged day during the grace period, listen to the Local Government Radio (LGR) set in the EP office.
2. The LGR Instruction Manual lists "10" codes on Page 33. The only "10" codes necessary for the radio test are "10-1" (signal weak), "10-2" (signal good), and "10-97" (radio test).
3. Listen for the call from the State of South Carolina stating, "H.B. ROBINSON THIS IS SOUTH CAROLINA STATE WARNING POINT."
4. Pick up the handset, press the button on the handset, and acknowledge the transmission by saying:  
  
"THIS IS H.B. ROBINSON, I READ YOU 10-2", if the transmission is clear, *OR* "I READ YOU 10-1" if the transmission is weak, and inform the operator that two more radio sets need to be tested.
5. After your transmission is acknowledged, state:  
  
" THIS IS H.B. ROBINSON, SIGNING OFF."
6. After radio traffic on the channel has stopped, test the radio set in Rooms 425 TSC and 434 EOF as follows:  
" SOUTH CAROLINA STATE WARNING POINT. THIS IS H.B. ROBINSON FOR A 10-97 ON THE BACKUP RADIO", after the State operator responds answer with "THIS IS H.B. ROBINSON, I READ YOU 10-1 or 10-2" as appropriate.
7. After your transmission is acknowledged, state:  
  
" THIS IS H.B. ROBINSON SIGNING OFF."
8. Complete the third radio set per steps 8.2.6.6 and 8.2.6.7 above and inform the State operator that testing is complete.

#### 8.2.6 (Continued)

9. If the radio communication is weak or not working, notify the Telecommunications Help Desk, Site Telecommunications, and the South Carolina Emergency Preparedness Division. Following repairs retest the radio sets.
10. Acceptance Criteria:  
  
The monthly LGR test is acceptable when satisfactory communication has been completed with the State of South Carolina using the handsets at the TSC, EOF, and EP office.
11. Document the monthly test on Attachment 8.2.32.1, Certification and Test Review Form.
12. Transmit the completed form to Records Storage in accordance with RDC-NGGC-0001. A copy of the record may be maintained in the EP files for the convenience of auditors.

#### 8.2.7 MONTHLY NRC ETS/ESSX/SELECTIVE SIGNALING SYSTEM PHONE TESTS

1. Contact the Control Room and inform them that a test of the NRC ETS/ESSX/Selective Signaling System will be performed. Request that the Control Room not answer the ETS telephone until notified again at the conclusion of this test.
2. From an available ETS telephone in the TSC, EOF or NRC Office, dial one of the 10 digit telephone numbers listed in the ERO telephone book to contact the NRC Operations Center.
3. When the NRC Duty officer answers, inform him of your name, state that you are calling from Robinson Plant, and that this is the monthly test of the Emergency Notification System (ENS). Request that the Duty Officer call back at the extension in use.

#### 8.2.7 (Continued)

4. When the ENS telephone rings, answer the telephone by identifying "ROBINSON NUCLEAR PLANT."
  - a. Record the name of the Duty Officer contacted.
    - No other calls to the NRC Operations Center are required.
5. Use each of the ENS telephones listed on Attachment 8.2.32.3, NRC ETS/ESSX/SSS Monthly Telephone Test, to receive and originate a call.
  - a. This will verify that a dial tone is present and that each ringer, handset, and dial keypad is operational.
  - b. The Control Room ETS phone is tested daily and will not be included in this test.
6. When testing the Simulator SSS phone:
  - a. Plug "FOR EP DRILL USE ONLY" red-tagged cable into SSS phone.
  - b. Perform phone test.
  - c. Unplug "FOR EP DRILL USE ONLY" red-tagged cable from SSS phone. Plug "FOR SIMULATOR USE ONLY" green -tagged cable into SSS phone.
  - d. Notify Simulator Support upon completion of Simulator phone test.

Person notified \_\_\_\_\_
7. To test the ERDS Link to the NRC take a telephone to Room 426 and open the first louvered door on the back of the ERFIS panel.
  - a. Locate and disconnect the ERDS jack and connect the telephone in its place.

#### 8.2.7.7 (Continued)

- b. Ensure the telephone has a dial tone.
  - c. Disconnect the telephone and reconnect the ERDS jack previously disconnected.
- 8. If any problems are noted during the test:
  - a. Contact the NRC Operations Center by ETS, if available, or bell telephone at one of the numbers listed in the ERO telephone book.
  - b. If no means of contacting the NRC Operations Center is available, contact the SSO and inform him that a 1 hour reportable event to the NRC has occurred.
    - Consult AP-030.
    - Assist the SSO in making the notification.
- 9. Use each of the ESSX telephones listed on Attachment 8.2.32.3, NRC ETS/ESSX/SSS Monthly Telephone Test, to receive and originate a call.
  - a. This will verify that a dial tone is present and that each ringer, handset, and dial keypad is operational.
- 10. If any problems are identified with the ESSX telephones notify the Telecommunications Help Desk and onsite personnel to have the telephones repaired.
- 11. Notify the Control Room of the "Out of Service" condition. When the telephones are repaired and tested notify the Control Room that the telephones are returned to service.
  - a. This condition above is not reportable to the NRC.

### 8.2.7 (Continued)

12. Use each of the SSS telephones listed on Attachment 8.2.32.3, NRC ETS/ESSX/SSS Monthly Telephone Test, to receive and originate a call.
  - a. This will verify that each ringer, handset, and dial keypad is operational.
    - There is no dial tone on the SSS telephones.
13. If any problems are identified with the SSS telephones notify the Telecommunications Help Desk and onsite personnel to have the telephones repaired.
14. Notify the Control Room of the "Out of Service" condition.
  - a. When the telephones are repaired the tested, notify the Control Room that the telephones are returned to service.
    - This condition is not reportable to the NRC provided a backup communications system (Site PBX, ESSX, etc.) is available.
15. Notify the Control Room that the phone test is complete.
16. Acceptance Criteria:

The ETS, ESSX, and SSS phone tests are satisfactory when:

  - a. It has been verified that the dial tone (except SSS), ringer, handset, and keypad function for each ETS, ESSX, and SSS telephones.
  - b. A dial tone was obtained on the ERDS jack.

### 8.2.7 (Continued)

17. Documentation of the phone test will consist of Completed Attachment 8.2.32.3, NRC ETS/ESSX/SSS Monthly Telephone Test, and Attachment 8.2.32.1, Certification Test and Review Form.
18. Transmit the completed forms to Records Storage in accordance with RDC-NGGC-0001. A copy of the record may be maintained in the EP files for the convenience of auditors.

### 8.2.8 MONTHLY SIREN TESTING AND QUARTERLY GROWL TEST

**NOTE:** Sirens are rotated each week, typically this is automatically initiated early Monday morning. Once each quarter each siren is growl tested.

1. Obtain system records documenting the weekly rotation tests.
  - a. On a weekly basis, if the automatic report has not been generated, perform a manual rotation. Guidance is available in the system technical manual.

**NOTE:** The siren feedback system provides real time information on siren status. This data is reviewed as needed by a member of the EP staff.

2. If failures are noted which have not previously been reported:
  - a. Enter the required information on Attachment 8.2.32.4, Siren Out of Service Notification.
    - Siren power supplies are listed as page 2 of the attachment to aid in determining the impact of power outages.

**NOTE:** The references to the Help Desk provides the point of contact for service requests. The phone number is provided in the ERO phone book and is also available through E-Mail -TelCom HelpDesk.



#### 8.2.8.2 (Continued)

- b. Notify the Control Room that the siren is out of service.
  - c. Inform the County Emergency Management Director about the siren(s) out of service using the telephone number in the ERO Phone Book.
  - d. Notify the Telecommunications help desk to make repairs.
- 3. Consult AP-030 NRC Reporting requirements, assist the SSO in making any notifications if desired.
- 4. When notified by Transmission Maintenance or Telecommunications Help Desk that the siren has returned to service, perform the following:
  - a. Log the notification on Attachment 8.2.32.4, Siren Out of Service Notification.
  - b. Notify the Control Room that the siren is back in service.
  - c. Inform the County Emergency Management Director about the siren(s) back in service.
- 5. Review siren test records to compare rotation and alarm data against the notifications logged on Attachment 8.2.32.4, Siren Out of Service Notification.
  - a. If the records do not compare with the notification log, contact Telecommunications or Transmission Maintenance to resolve the differences.

#### 8.2.8 (Continued)

6. On a monthly test basis, verify that there has been 1 rotation test each week since the last monthly verification.

a. Telecommunications Service request or equivalent has been received for each failed test or that a siren is listed as out of service for each failed test. This may be done via the Siren Out Of Service log or the Help Desk.

7. On a quarterly basis, Growl Test the sirens, note any failures on the notification logs and document any Service requests, Telecommunications or Transmission Department.

a. Emergency Preparedness will establish a schedule for growl and full volume siren testing.

b. The testing schedule will be entered into the site surveillance tracking system, or similar system, to provide prompts to interested parties such as Site Communications.

8. Include the computer generated summary sheet or equivalent as attachments to the test documentation.

9. Acceptance Criteria

This test is satisfactory when:

a. Each of the sirens has been rotated weekly or any sirens that failed to rotate have been repaired and successfully retested or listed as out of service. In all cases, sirens out of service must be less than criteria for an NRC report.

b. On a quarterly basis, each siren Growl tested satisfactorily or any sirens that failed to growl have been repaired and successfully retested or listed as out of service. In all cases sirens out of service must be less than criteria for an NRC report.

c. Decisions on pass / fail have been documented on the computer generated summary sheet or equivalent. This should include problem resolutions and post maintenance testing results. (CR 99-01366)

#### 8.2.8 (Continued)

10. Complete Attachment 8.2.32.1, Certification Test and Review Form, and attach completed forms or Service Reports.

11. Transmit the completed forms to Records Storage in accordance with RDC-NGGC-0001.

a. A copy of the record may be maintained in the EP files for the convenience of auditors.

#### 8.2.9 QUARTERLY IPZ STATE COMMUNICATIONS DRILL

1. Prepare two Emergency Notification Forms using EPNOT-00, Notification and Emergency Communications.

a. One form will be the initial notification and one form will be the termination notification.

2. Review the completed notification form to ensure that "THIS IS A DRILL" is checked, and that all required elements of the form are completed per EPNOT-00, Notification and Emergency Communications.

3. Implement EPNOT-00, Notification and Emergency Communications to notify the NC Warning Point via commercial telephone at the number listed in the ERO Phone Book.

4. Verify the authentication code words if requested.

5. If the NC warning point fails to respond, perform the following:

a. Contact N. C. Emergency Management at the number listed in the ERO telephone book and attempt to determine why the warning point did not answer the telephone.

b. Attempt to contact the N. C. Warning Point again via commercial telephone.

#### 8.2.9 (Continued)

6. If contact can be made with the N. C. Warning Point and communications are established, consider the test successful.

7. If the N. C. Agencies identified above cannot be contacted the test is unsuccessful.

a. Notify the Telecommunications Help Desk and Site Telecommunications.

8. Acceptance Criteria:

The IPZ Communications Drill is satisfactory when contact has been made with the N. C. Warning Point for an initial Drill Notification and a termination Notification.

9. The Emergency Notification Forms used and an Attachment 8.2.32.1, Certification Test and Review Form, will provide documentation of the drill.

10. Transmit the completed forms to Records Storage in accordance with RDC-NGGC-0001. A copy of the record may be maintained in the EP files for the convenience of auditors.

#### 8.2.10 QUARTERLY ERO PHONE BOOK REVIEW

**NOTE:** The EP Staff maintains a copy of the ERO Phone Book in the EP Office as a markup copy. When changes to the ERO are processed in accordance with EPPRO-00, Program and Responsibilities, the markup copy is annotated with the change.

1. Arrange to have each person on the ERO called to confirm both their work number and their home telephone number.

Copies of the phone book (on site directory portion) are routed to each work group onsite to verify their information. Corrections are then routed back to EP for revision.

2. Arrange to have each office telephone number in the "Other Contacts (Offsite)" section of the ERO Phone Book called and confirm home and car telephone numbers. This is typically accomplished by the EP staff calling the persons involved.

#### 8.2.10 (Continued)

3. Review the ERO Phone Book and update any changes.
4. Update and publish the new ERO Phone Book revision.
5. Change out the new ERO Phone Book revision in each copy on distribution. Copies for the Unit 2 Control Room, and the Outside Auxiliary Operator desk (Work Control Center) and other primary users are typically routed.
6. Acceptance Criteria:  
  
The ERO phone book review is satisfactory when the book has been reviewed, revised and distributed, if required.
7. Document completion of the quarterly review of the ERO Phone Book by completion of Attachment 8.2.32.1, Certification and Test Review.
8. Transmit the completed records to Records Storage in accordance with RDC-NGGC-0001. A copy of the form may be maintained in the EP office for the convenience of auditors.

#### 8.2.11 QUARTERLY BEEPER DRILL

1. The Beeper Drill may be conducted by using the Beeper Drill scenario contained in the Dialogic database, with code 0\*0\*1, or manual beeper activation, defined in EPNOT-00, Notification and Emergency Communication, using code 0\*0\*4. The drill will be initiated by Emergency Preparedness (EP) personnel and scheduled with a different team On Call for each quarter. If an actual callout occurs within the quarter, credit may be taken for satisfying the quarterly test criteria.
2. Notify the Control Room when a Beeper Drill is to be conducted.

### 8.2.11 (Continued)

3. When the Dialogic scenario is used, Beeper holders will be required to call Dialogic and respond to the qualification questions.

a. Dialogic will provide printouts that will identify the ERO positions filled and provide names of those people who called the system during the drill but did not qualify.

4. If the Dialogic Beeper Drill scenario was not used, Beeper holders may be required to complete Attachment 8.2.32.5, ERO Beeper Test Results or respond to EP staff by e-mail or other communications.

5. On the day following the quarterly test, a site-wide e-mail should be sent out instructing ERO members not receiving a page during the test to contact EP.

6. Acceptance Criteria:

Greater than 80% of personnel issued a pager and expected to respond received the appropriate code and responded accordingly.

Those expected to respond are the team On Call. If an On Call member does not respond, but another qualified person demonstrates the ability to fill the position, credit will be given. Non responses will be investigated.

Appropriate management will be notified of failures to respond which are not due to extraordinary circumstances.

7. Additional Criteria: (not necessary to be satisfactory)

Determine if personnel in the positions identified on the on-call roster have confirmed that their beeper functioned and they could have reported to the appropriate on-site facility in 60 minutes or less. JIC responders have 120 minutes.

a. 60 minutes is based on the standard Dialogic qualification question.

#### 8.2.11 (Continued)

8. Document the completion of the Beeper Test on Attachment 8.2.32.1, Certification and Test Review, and attach other supporting documentation.
9. Transmit the completed records to Records Storage in accordance with RDC-NGGC-0001. A copy of the form may be maintained in the EP files for the convenience of auditors.

#### 8.2.12 QUARTERLY EOF/TSC/OSC/JIC INVENTORIES

1. Perform an inventory using Attachment 8.2.32.6, EOF/TSC/OSC/JIC Inventory, once per quarter and after each facility activation. Facility inventories will be completed as soon as possible not to exceed 3 working days following an activation. Quarterly inventories will be completed within the established grace period. After each activation, ERO personnel should ensure that their facility is in neat order and contains sufficient supplies for future activations, report deficiencies to Emergency Preparedness (EP).

2. Acceptance Criteria:

The EOF/TSC/OSC/JIC inventory is acceptable when the requirements of Attachment 8.2.32.2, EOF/TSC/OSC/JIC Inventory, have been met.

3. Documentation will consist of completed Attachment 8.2.32.6, EOF/TSC/OSC/JIC Inventory and Attachment 8.2.32.1, Certification Test and Review Form.

4. Transmit the completed records to Records Storage in accordance with RDC-NGGC-0001. A copy of the form may be maintained in the EP Files for the convenience of auditors.

#### **8.2.13 QUARTERLY ERO STATUS REPORT (CR 99-01860)**

1. This report lists the personnel on the ERO by position and team designation. The report includes:

- Requalification data for position and respirator.
- ERO on call schedule.
- Performance charts.

#### **8.2.14 QUARTERLY OFFSITE SELECTIVE SIGNALING PHONE CHECK (CR 19521)**

1. On a quarterly basis all offsite Selective Signaling phones will be checked for proper operation. Arrange with State and County personnel to perform this test.

2. Acceptance Criteria:

All phone circuits listed on attachment 8.2.32.8 have received and generated a phone call.

3. Transmit completed records to Records Storage per RDC-NGGC-0001, NGG Standard Records Management Program.



#### **8.2.15 SEMI-ANNUAL HEALTH PHYSICS AND ANNUAL PASS DRILLS**

1. Health Physics drills shall be conducted semi-annually. These drills will involve response to, and analysis of, simulated elevated airborne and liquid samples and direct radiation measurements in the environment.
2. On an annual basis the drill will include analysis of in plant samples with actual or simulated elevated radiation levels and use of the PASS System.
3. Acceptance Criteria:  
  
The acceptance criteria shall be as established in Emergency Preparedness Objectives.
4. The completion of the Health Physics and PASS drills will be documented by memorandum and an Attachment 8.2.32.1, Certification Test and Review Form.
5. Transmit completed records to Records Storage per RDC-NGGC-0001, NGG Standard Records Management Program.

## **8.2.16 CONTRIBUTIONS TO EMERGENCY SUPPORT ORGANIZATIONS**

### **1. Annual Contributions**

- a. During January of each year a check request will be submitted for each of the listed organizations below in the amounts specified in the approved budget.
  - Hartsville Rescue Squad
  - Lake Robinson Rescue Squad
  - Hartsville Fire Department
- b. Deliver the contribution checks to each receiving organization. Complete an Attachment 8.2.32.1, Certification and Test Review, to document the contribution.

### **2. Quarterly Contributions**

- a. Following the end of each quarter, contact the Lake Robinson Rescue Squad, and Hartsville Rescue Squad to determine the number of call-outs that were responded to by each organization. The amount of reimbursement will be based on the number of call-outs and the amount per call-out as specified in the approved budget.
- b. Develop check requests in the appropriate amounts. Deliver the contributions checks to each receiving organization.
- c. Complete an Attachment 8.2.32.1, Certification and Test Review, to document the reimbursement.

#### 8.2.16 (Continued)

3. Acceptance Criteria:

This task will be considered satisfactory when contributions and reimbursement checks (if required) have been delivered in a reasonable time.

4. Transmit copies of completed records to Records Storage per RDC-NGGC-0001, NGG Standard Records Management Program. An additional copy of the form may be maintained in the EP Files for the convenience of auditors.

#### 8.2.17 ANNUAL FULL VOLUME SIREN TEST

1. In January of each year, schedule a Full Volume Siren Test with the State, Counties, Transmission Maintenance, Telecommunications Maintenance, Site Communications and Corporate Communications.
2. As a minimum the Public Information Postcard should contain the time, date, number of siren activations expected, and sufficient time span to allow for maintenance testing and test print outs. (example: 1300 to 1600)
3. A pretest briefing should be held to discuss the sequence of events and lessons learned from previous tests. This should include as a minimum the following items:
  - If local siren de-activation is necessary prior to the three minute time out, ensure sufficient time is allowed for the siren feed back sensors to register a good activation (30-45 seconds).
  - Once the sirens are activated, allow the full three minutes to pass prior to any manipulation of command screens. This can lead to a premature siren shut down.
  - Allow 15 minutes between siren activation to allow printing of data in a consistent manner.

#### 8.2.17 (Continued)

4. Approximately six weeks before the scheduled Full Volume Test, perform the following:

**NOTE:** Site Communications will be notified of the Full Volume Test via a site surveillance system to prompt a public information plan to publicize the test.

- a. Arrange to have a volunteer siren watcher stationed at every siren for the test or monitor testing via feedback system.
  - b. If volunteers are used, send each a map, test form, and a set of watcher instructions.
  - c. If volunteers are used, schedule personnel as telephone operators to take telephone calls from the watchers after the test is concluded.
  - d. Coordinate with South Carolina Emergency Preparedness Division to determine if the EAS system will be activated.
  - e. If the EAS system will be activated during the annual siren test, inform Site Communications to ensure that this information is included in the public information plan.
5. If siren watchers are used schedule a briefing on the day of the test, to ensure coverage and a full understanding of what is required of the watchers.
  6. The full volume test will be conducted from the County Activation points and/or site activation as appropriate.
  7. If siren watchers are used they will call into the plant to inform the telephone operators of the results of the siren activations.
  8. If the siren feedback system is used collect system activation reports for documentation.
  9. If any siren fails to activate or rotate, perform notification steps in the monthly siren test section of this procedure.
  10. Consult AP-030, NRC Reporting Requirements, assist the SSO in making any notifications if desired.

#### 8.2.17 (Continued)

11. Acceptance Criteria:

For the purpose of this procedure the Full Volume siren test will be considered acceptable when sirens have been activated from the site or county activation points, failed sirens identified for repair, NRC notified if required, and any observation and/or feedback system test records collected. Corrective actions required will include schedule and completion dates as appropriate. Decisions on pass/fail have been documented on the computer generated summary sheet or equivalent. This should include problem resolutions and post maintenance testing results. (CR 99-01366)

12. Compile all test records and attach to a completed Attachment 8.2.32.1, Certification and Test Review.

13. Transmit the completed records to Records Storage in accordance with RDC-NGGC-0001. A copy of the record may be maintained in the EP files for the convenience of auditors.

#### 8.2.18 ANNUAL SIREN ADEQUACY REVIEW

1. Perform a survey of areas within the 10 mile EPZ that have the lowest siren coverage, per attachment 8.2.32.9, to determine if a significant change in demographics has occurred.
2. Contact the Emergency Response Directors from Darlington, Chesterfield, and Lee counties to review the survey results and determine additional demographic change information. Have the Directors sign the survey form.
3. Compare the current survey results to the previous test results and initial study. If an area appears to need additional siren coverage, schedule a noise level measurement for the area of interest during the next Annual Full Volume Test.
4. Compile all test records for a yearly interval to determine the simple arithmetic average of total test successes divided by total tests performed.
  - a. The arithmetic average should equal 90% or greater.
  - b. All regularly scheduled silent, growl and the full volume test for each siren is considered a test.

#### 8.2.18 (Continued)

5. Submit letters to the Federal Emergency Management Agency (FEMA) and the State of South Carolina informing them of the Test Results.
  - a. Route the letters to the vault.
6. Acceptance Criteria:

For the purpose of this procedure the Annual Siren Adequacy Review will be considered acceptable when:

  - a. The survey required above is complete.
  - b. The report has been developed and issued. If the arithmetic average is less than 90%, resulting corrective actions will include schedules and completion dates.

#### 8.2.19 ANNUAL EAL REVIEW

1. On an annual basis, arrangements shall be made to review the EALs with the State and County Emergency Preparedness representatives.
2. A memorandum will be generated by the EP staff documenting the review.
3. Acceptance Criteria:

The EAL review will be considered satisfactory when the review is complete and the memorandum above is signed.
4. Complete Attachment 8.2.32.1, Certification Test and Review Form, and attach to the memorandum from above to document the review.
5. Transmit completed records to Records Storage per RDC-NGGC-0001, NGG Standard Records Management Program.

#### **8.2.20 ANNUAL PNSC REVIEW OF EMERGENCY PLAN**

1. The Emergency Preparedness staff will review the Robinson Emergency Plan annually.
  - a. The purpose of this review is to determine if any revisions are required due to regulatory revisions, experiences of drills and exercises, or other requirements.
2. Following review, the Robinson Emergency Plan will be presented to the PNSC for review.
3. Revision to the Robinson Emergency Plan will be completed following PNSC review.
4. Acceptance Criteria:

The Emergency Plan review will be considered acceptable following review and acceptance by the PNSC.
5. The PNSC Minutes shall provide documentation of satisfactory completion of this activity.

#### **8.2.21 ANNUAL MEDICAL EMERGENCY DRILL**

1. A Medical Emergency Drill, involving a simulated contaminated and injured individual and participation of the local offsite medical services agencies, shall be conducted annually.
2. Acceptance Criteria:

The acceptance criteria shall be as established in Emergency Preparedness Objectives.
3. Records of the drill shall consist of the Scenario, Critique, and an Attachment 8.2.32.1, Certification Test and Review Form.
4. Transmit completed records to Records Storage per RDC-NGGC-0001, NGG Standard Records Management Program. A copy of the record may be maintained in the EP Files for the convenience of auditors.

### 8.2.22 ANNUAL ENVIRONMENTAL TEAM DRILLS

1. On an annual basis, the Environmental Team shall demonstrate the collection and analysis of all sample media, (water, vegetation, soil, and air) and provisions for communications and record keeping. Communications shall be monitored to ensure that communications equipment is adequate and that the ability to communicate effectively is demonstrated.
2. The completion of the Environmental Team Drills shall be documented in the Drill critique. The drill critique shall address the sample collection, record keeping and communications. The critique shall also address the communication equipment and the effectiveness of communications.
3. Acceptance Criteria:  
  
The acceptance criteria shall be as established in Emergency Preparedness Objectives.
4. Complete an Attachment 8.2.32.1, Certification and Test Review Form, and attach a memo stating the date and time for the completion of this task. The memo shall also include a summary of the applicable drill objectives and the drill critique results.
5. Transmit completed records to Records Storage per RDC-NGGC-0001, NGG Standard Records Management Program. A copy of the record may be maintained in the EP Files for the convenience of auditors.



### 8.2.23 ANNUAL LAKE SIGN VERIFICATION

1. Perform an inspection of the Evacuation Warning signs posted at each public access to Lake Robinson and Lake Prestwood on a Annual basis.
2. The signs are typically lettered with the following information:  
  
IN THE EVENT OF AN IDENTIFIED EMERGENCY REQUIRING  
EVACUATION OF THE LAKE AREA YOU WILL BE NOTIFIED BY  
SIRENS. IF THIS SIGNAL IS OBSERVED PLEASE:
  - a. LEAVE THE LAKE AREA IMMEDIATELY.
  - b. TURN ON THE RADIO OR TELEVISION FOR  
INFORMATION AND INSTRUCTIONS.
3. Lake signs are located at the following locations:
  - a. Lake Robinson      Easterling Landing  
                                 Johnson Landing  
                                 Chesterfield County (Morrisons Bridge)  
                                 Landing
  - b. Lake Prestwood      Sonovista Park Landing
4. Acceptance Criteria:  
  
The Evacuation Warning Sign inspection is considered satisfactory when they are found to be appropriately posted and readily readable.
5. Complete Attachment 8.2.32.1, Certification Test and Review Form, to document the inspection and any corrective actions taken.
6. Transmit completed record to Records Storage per RDC-NGGC-0001, NGG Standard Records Management Program.

#### **8.2.24 ANNUAL AUDIT REQUIRED BY 10 CFR 50.54(t)**

1. A review of the Emergency Preparedness Program shall be conducted at the frequency specified in the Code of Federal Regulations. This review shall be accomplished by individuals who do not have any responsibility for implementation of the program.
2. This review shall include an evaluation of the adequacy of interfaces with State and County Emergency Preparedness organizations as well as Drills, Exercises, program capabilities, and procedure effectiveness.
3. The results of the review and evaluation, including recommendations for improvement, shall be documented in an appropriate report.
4. The report shall be distributed to Plant and Corporate Management. Those portions of the report that concern the State and County Emergency Preparedness organizations shall be made available to them.
5. Acceptance Criteria:  
  
For the purpose of this procedure the Audit shall be considered acceptable when it is complete. Any resulting corrective actions shall include schedules and completion dates.
6. Copies of the report shall be distributed and filed as required by the reviewing organization.

#### **8.2.25 ANNUAL LETTERS OF AGREEMENT UPDATE**

1. On a annual basis, a memorandum will be sent to each agreement organization requesting that they sign and return the document. This will indicate concurrence with the content of the respective Agreement Letter.
2. If necessary new Agreement Letters will be negotiated. Changes to Letters of Agreement will be controlled by AP-021, Attachment 7.1 Licensing Document Change Request.

#### 8.2.25 (Continued)

3. Acceptance Criteria:

The Agreement Letters shall be considered acceptable when the signed memorandum have been returned or new agreements negotiated.

4. Complete an Attachment 8.2.32.1, Certification and Test Review Form, and attach to the signed memorandum.

5. Transmit completed records to Records Storage per RDC-NGGC-0001, NGG Standard Records Management Program.

#### 8.2.26 ANNUAL PUBLIC ALERT SIREN MAINTENANCE

1. On an annual basis preventative maintenance will be performed by Transmission Maintenance or equivalent maintenance organization. The inspection should consist of the following: (CR 99-01257)

a. General area

Clear weeds and brush from around the pole and controls. Clean area and spot paint as necessary.

b. Blower assembly

Check all hardware for tightness, check belts and seal for condition and tension. Lubricate according to manufacturers published specifications. Clean and lubricate the relief valve.

c. Rotator and Chopper Assembly

Check condition of blower pipe, fittings, mounting hardware, and conduit. Check turning gear for proper mesh, excessive wear, and lubricate according to manufacturers published specifications. Check Allen screws in pulleys for tightness.

d. Control Box

Check cleanliness of control box. Check all hardware for tightness.

#### 8.2.26 (Continued)

2. Return to service
  - a. Check for proper operation of blower, rotator, and chopper.
3. Acceptance Criteria:

This maintenance shall be acceptable when the maintenance is complete, discrepancies corrected and the growl test performed. The growl test may be performed locally or by the Emergency Preparedness Staff.
4. Emergency Preparedness shall be provided with documentation of satisfactory performance.
5. Complete an Attachment 8.2.32.1, Certification Test and Review Form, and attach the maintenance documentation. Transmit completed records to Records Storage per RDC-NGGC-0001, NGG Standard Records Management Program.

#### 8.2.27 HOSPITAL AND RESCUE SQUAD TRAINING

1. On an annual basis a package of self directed training material will be prepared and sent to the Darlington County Rescue Squad, Carolina Pines Regional Medical Center, and Chesterfield General Hospital. At the same time actual training will also be offered.
2. Acceptance Criteria:

The training shall be considered acceptable when the packages have been sent and training has been provided or refusal documented.
3. Complete an Attachment 8.2.32.1, Certification Test and Review Form, and attach to the memorandums, training material (if used), and documentation of training refusal if applicable.
4. Transmit completed records to Records Storage per RDC-NGGC-0001, NGG Standard Records Management Program.

#### 8.2.28 NRC EVALUATED EXERCISE

1. A graded exercise shall be conducted as required by 10 CFR, Part 50, Appendix E. The date of the exercise will be coordinated with the NRC, FEMA, State of South Carolina, Harris and Brunswick plants, and Chesterfield, Darlington, and Lee Counties.
2. The exercise scenario will be planned and developed to demonstrate the applicable Objectives from EPPRO-01, Program and Responsibilities.
3. The exercise is an event that tests the integrated capability of major response organizations and will include the attributes identified in PLP-007, Robinson Emergency Plan.
4. Acceptance Criteria:  
  
For the purpose of this procedure the exercise shall be considered acceptable when the exercise and critique are complete.
  - a. Any resulting corrective actions or re-demonstrations shall include schedules and completion dates.
5. Records of the exercise shall consist of the Scenario, and Critique. Documentation such as NRC and other regulatory reports may also be included.
6. Transmit completed records to Records Storage per RDC-NGGC-0001, NGG Standard Records Management Program. A copy of the record may be maintained in the EP Files for the convenience of auditors.

### 8.2.29 AUGMENTATION DRILL

**NOTE:** The conduct of Augmentation Drills is one of the Objectives that is normally satisfied during a drill or exercise. However, an augmentation drill may be conducted separate from a regular scheduled drill as follows.

1. Arrange with a member of senior management to conduct an unannounced off hours augmentation drill.
2. Access Dialogic to ensure individuals that should be listed from the ERO are entered in the database.
3. Station controllers in the TSC, OSC, and EOF to supervise the completion of augmentation forms.
4. Access the Dialogic computer and select an appropriate scenario. Conduct the augmentation drill using an appropriate code, manual beeper activation, or other call-out methods as necessary.
5. Contact the Control Room and request that they perform a site-wide announcement over the plant PA (with VLC switch in the "EMERGENCY" position):  
  
"ATTENTION ALL PERSONNEL. THIS IS A DRILL.  
EMERGENCY RESPONSE ORGANIZATION PERSONNEL  
REPORT TO YOUR DESIGNATED FACILITY".
  - a. Repeat The Announcement.
6. ERO Members will respond to the site, comply with fitness for duty requirement, and respond to their designated emergency facility.
7. The controllers will ensure that Attachment 8.1.5.10 of EPOSC -01, Attachment 8.3.5.1, and Attachment 8.3.5.5 of EPEOF-03, in their respective facilities, are completed as each member of the ERO arrives.
8. ERO members may be dismissed once they have signed in on the attachments.

#### 8.2.29 (Continued)

9. Document the completion of the augmentation drill using Attachment 8.2.32.1, Certification and Test Review Form. Include whether or not the requirements of Table 5.3.2-1, PLP-007, Robinson Emergency Plan, were met.
10. Review augmentation results and/or call lists to ensure that the staff required to be contacted by Dialogic are entered into the system.
11. Acceptance Criteria:

This drill is satisfactory when the positions identified in PLP-007, Robinson Emergency Plan, Table 5.3.2-1 have been filled within the time specified in the Table.

Transmit the completed records to Records Storage per RDC-NGGC-0001. A copy of test records may be maintained in EP files for the convenience of auditors.

#### 8.2.30 PUBLIC SAFETY AND MEDIA INFORMATION

1. Safety Information
  - a. During the preparation and review process for the annual distribution of the Safety Information, the EP staff will ensure that an updated list of area schools is provided.
    - This will normally be accomplished by contacting County Emergency Preparedness Directors.
  - b. Acceptance Criteria:

This action will be considered acceptable when the list of area schools has been updated and provided to personnel who are responsible for production of the safety information.

### 8.2.30 (Continued)

#### 2. Safety Information Quarterly Distribution

a. During the last month of each calendar quarter Emergency Preparedness personnel will survey the local hotels/motels to ensure they have adequate supplies of literature for transient personnel.

b. By agreement, inventories should be as follows:

- Landmark - approximately 150
- Lakeview Motel - approximately 25
- Hartsville Motel - approximately 50
- Missouri Inn - approximately 50
- Comfort Inn - approximately 75
- Fairfield Inn - approximately 100
- These numbers are to provide a reasonable inventory based on occupancy rates, maintaining an exact number is not required.

c. Acceptance Criteria:

This item will be considered complete and acceptable when the results are documented via memorandum to Emergency Preparedness Management.

#### 3. Media Information (CR 44135)

a. On an annual basis, the media handbooks used at the Joint Information Center should be reviewed for accuracy and updated.

b. Acceptance Criteria

This item will be considered complete and acceptable when the results are documented via memorandum to Emergency Preparedness Management.



### **8.2.31 RECORDS**

N/A

### **8.2.32 ATTACHMENTS**

- 8.2.32.1 Certification and Test Review Form
- 8.2.32.2 Selective Signaling System Dialing Codes
- 8.2.32.3 NRC ETS/ESSX/SSS Monthly Telephone Test
- 8.2.32.4 Siren Out of Service Notifications/Siren Power Supplies
- 8.2.32.5 ERO Beeper Test Results
- 8.2.32.6 EOF/TSC/OSC/JIC Inventory
- 8.2.32.7 Emergency Facility/Equipment Check Guidance
- 8.2.32.8 Quarterly Offsite Selective Signaling Phone Check
- 8.2.32.9 Siren Adequacy Review

ATTACHMENT 8.2.32.1  
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**CERTIFICATION TEST AND REVIEW FORM**

Test Performed: \_\_\_\_\_ Work Order No. \_\_\_\_\_

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

Scheduled/Unscheduled (Circle one)

(If unscheduled, state reason for test \_\_\_\_\_

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

	<u>Initials</u>	<u>Name (Print)</u>	<u>Date</u>
Test Performed by	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Test Complete: Date \_\_\_\_\_ Time \_\_\_\_\_

Test Satisfactory: Yes / No (Circle one)

Comments: (Required if results were unsatisfactory, including determination of follow up actions necessary for example increased test frequency, AR, WR) \_\_\_\_\_

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

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor - Emergency Preparedness

ATTACHMENT 8.2.32.2

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**SELECTIVE SIGNALING SYSTEM DIALING CODES**

Location	Individual Phone Code	Group Dialing Code			
		A1	A2	A3	A4
Control Room	42				X
Work Control Center	43				X
TSC	44				X
EOF State/County Communicator	45				X
Simulator	46				X
EOF Emergency Response Manager	47				
State Backup Warning Point	32	X	X		
Lee County Warning Point	34	X	X		
Darlington County Warning Point	36	X	X		
Chesterfield County Warning Point	38	X	X		
State Warning Point	50	X		X	
State EOC #1	51	X		X	
State EOC #2	51	X		X	
Lee County EOC #1	54	X		X	
Lee County EOC #2	55	X		X	
Darlington County EOC #1	56	X		X	
Darlington County EOC #2	57	X		X	
Chesterfield County EOC #1	58	X		X	
Chesterfield County EOC #2	59	X		X	

ATTACHMENT 8.2.32.3  
Page 1 of 1  
**NRC ETS/ESSX/SSS MONTHLY PHONE TEST**

**NOTE:** A single line instrument is required to test OCL and ERDS.

<u>Location/Circuit</u>	<u>Time/Date</u>	<u>Person Contacted</u>	<u>***Results</u>
EOF, Rm 434			
ETS (857-5066) (ENS)			
ETS (857-5069) (HPN))			
ETS (857-5066) (ENS)			
ETS (857-5063) (RSCL)			
ESSX (383-3680)			
ESSX (383-3681)			
SSS (45)			
SSS (47)			
EOF, Rm 435			
ETS (857-5068) (PMCL)			
ADMIN Building, NRC Office			
ETS (857-5066) (ENS)			
EOF, Rm 412			
ETS (857-5069) (HPN)			
ETS (857-5064) (MCL)			
ETS (857-5067) (OCL)**			
TSC, Rm 421			
ETS (857-5069) (HPN)			
ETS (857-5064) (MCL)			
TSC, Rm 422			
ETS (857-5063) (RSCL)			
SC, Rm 424			
ETS (857-5068) (PMCL)			
TSC, Rm 425			
ETS (857-5066) (ENS)			
ETS (857-5069) (HPN)			
ETS (857-5066) (ENS)			
ESSX (383-3682)			
ESSX (383-3683)			
SSS (44)			
ERFIS COMPUTER Rm 426			
ERDS (857-5065)*			
CONTROL ROOM			
ESSX (383-3684)			
ESSX (383-3685)			
SSS (42)			
SIMULATOR			
SSS (46)			
OSC			
ESSX (383-3686)			
ESSX (383-3687)			
WORK CONTROL CENTER			
SSS (43)			

\* Plug into jack in the back of computer cabinet and listen for dial tone.

\*\*Plug another ETS phone into the OCL jack (bottom jack near door by other ETS phones, labeled "OCL") and test similar to other phone circuits.

\*\*\* Satisfactory results are defined in step 8.2.7.5

ATTACHMENT 8.2.32.4

Page 1 of 2

**SIREN OUT OF SERVICE NOTIFICATIONS**

Date	Notification	Name	Time	Siren(s)	County	IN/OUT Service	Initial
	Noted By Telecom County Control Rm	_____ _____ _____ _____	_____ _____ _____ _____			IN/OUT (Circle)	
	Noted By Telecom County Control Rm	_____ _____ _____ _____	_____ _____ _____ _____			IN/OUT (Circle)	
	Noted By Telecom County Control Rm	_____ _____ _____ _____	_____ _____ _____ _____			IN/OUT (Circle)	
	Noted By Telecom County Control Rm	_____ _____ _____ _____	_____ _____ _____ _____			IN/OUT (Circle)	
	Noted By Telecom County Control Rm	_____ _____ _____ _____	_____ _____ _____ _____			IN/OUT (Circle)	
	Noted By Telecom County Control Rm	_____ _____ _____ _____	_____ _____ _____ _____			IN/OUT (Circle)	

ATTACHMENT 8.2.32.4  
Page 2 of 2  
**SIREN POWER SUPPLIES**

Darlington County

<u>Site</u>	<u>Feeder</u>	<u>Substation</u>	<u>Site</u>	<u>Feeder</u>	<u>Substation</u>
7	Pee Dee Coop	Hartsville	30	Kellytown	Segars
8	Pee Dee Coop	Hartsville	31	West Carolina	Segars
12	Pee Dee Coop	Sandhills	32	Tenth Street	Hartsville
13	Pee Dee Coop	Hartsville	33	Prestwood	Hartsville
14	Club Colony	Segars	34	Byrdtown	Hartsville
18	Pee Dee Coop	Beaver Dam	36	West Carolina	Segars
19	Club Colony	Segars	37	West Carolina	Segars
20	Pee Dee Coop	Hartsville	38	Lydia	Hartsville (115KV)
21	Pee Dee Coop	Hartsville	39	Pee Dee Coop	Pee Dee Coop
22	Pee Dee Coop	Beaver Dam	41	West Carolina	Segars
23	Kellytown	Segars	42	West Carolina	Segars
24	Pee Dee Coop	Beaver Dam	43	West Carolina	Segars
25	Pee Dee Coop	Seagers	44	Lydia	Hartsville (115KV)
26	Club Colony	Segars			
27	Club Colony	Segars			

Chesterfield County

<u>Site</u>	<u>Feeder</u>	<u>Substation</u>	<u>Site</u>	<u>Feeder</u>	<u>Substation</u>
1	McBee (12KV)	Bethune	10	Pineridge	Segars
2	Pee Dee Coop	Sandhills	11	Pineridge	Segars
3	Pee Dee Coop	Sandhills	15	Pee Dee Coop	Beaver Dam
4	Pee Dee Coop	Teal	16	Pee Dee Coop	Beaver Dam
5	McBee (12KV)	Bethune	17	Pineridge	Segars
6	Pee Dee Coop	Sandhills	45	McBee (12KV)	Bethune
9	McBee (12KV)	Bethune			

Lee County

<u>Site</u>	<u>Feeder</u>	<u>Substation</u>
28	Kellytown	Segars
29	Kellytown	Segars
35	Church Street	Bishopville
40	Church Street	Bishopville

ATTACHMENT 8.2.32.5  
Page 1 of 1

**ERO BEEPER TEST RESULTS**

**NOTE:** Report any beeper malfunctions to Emergency Preparedness for repair and/or replacement.

DATE OF DRILL: \_\_\_\_\_

RESPONDER'S NAME	ERO POSITION	TIME RECEIVED	DUPLICATE YES/NO	ETA FACILITY	REMARKS

Reviewed by: \_\_\_\_\_

**ROUTE TO EMERGENCY PREPAREDNESS WITHIN TWO (2) WORKING  
DAYS OF TEST**

.

ATTACHMENT 8.2.32.6  
Page 1 of 1  
**EOF/TSC/OSC/JIC INVENTORY**

	EOF	TSC	OSC	JIC	Room 422	Room 420
Clerical supplies - Pens, Markers, Paper, etc. (Ensure adequate supply is available, there is no suggested quantity.)	( )	( )	( )	( )	( )	( )
First Aid Kit (1)	( )	( )		( )		
Radar Lights (3)	( )	( )				
Facility - Emergency Procedures: EOF = 10 TSC = 7    OSC = 3    JIC = 4	( )	( )	( )	( )		
Full Set - Emergency Procedures (1 full set per facility, for TSC/EOF include SAMG procedures)	( ) ( )	( ) ( )	( )	( )		
Set - State Emergency Procedures (SCORERP) (only 1 set located in the EOF)	( )					
Telephones 422 = 8 / 420 = 2					( )	( )
Cleanliness = Check facilities for trash, wall charts clean, and general overview of neatness.	( )	( )	( )	( )	( )	( )
Copier, fax, and printer ink/toner cartridges				( )		

Satisfactory (✓) / Comment(\*)

Comments: \_\_\_\_\_

**NOTE:** Less than the suggested quantity does not make the EOF/TSC/OSC/JIC Inventory unsatisfactory provided replacements are being obtained.

Completed by \_\_\_\_\_  
Signature                      Date



ATTACHMENT 8.2.32.7  
Page 1 of 1  
**EMERGENCY FACILITY / EQUIPMENT CHECK GUIDANCE**

**TSC tour**

- Check general cleanliness and order.
- Boards/panels clean.
- Computer terminals operational.
- Clocks operational
- Verify radio station license current (Local Government Radio) (CR 25282)

**EOF tour**

- Check general cleanliness and order.
- Boards/panels clean.
- Computer terminals operational.
- Clocks operational.
- Siren computer alarms clear. Log on computer and verify correct time between terminal and RTUs.
- Verify radio station licenses current (Local Government Radio, Enmon) (CR 25282)

**Equipment Room check (AB-1 key)**

- Check general cleanliness and order.
- R-38 operating, (The HPs own the equipment. This is for information only.)
- Check ventilation dampers closed. (Normal position)
- Building exhaust fan running. (courtesy check)
- ENMON Boxes (2) and HP cabinet (1) seals intact.

**PBX room tour**

- Check general cleanliness and order.
- Check operation of Dialogic Computer. (Check 1777 phone line pick up and transfer. Also check 1003 pick up)
- Check for room integrity.

**General building walkdown**

- Check for work that would affect the integrity of the building.

ATTACHMENT 8.2.32.8

Page 1 of 1

QUARTERLY OFFSITE SELECTIVE SIGNALING PHONE CHECK

<u>Location/Circuit</u>	<u>Time/Date</u>	<u>Person Contacted</u>	<u>*Results</u>
STATE SSS			
State Back Up Warning Point (32)			
State Warning Point (50)			
State EOC 1 (51)			
State EOC 2 (51)			
LEE COUNTY SSS			
Warning Point (34)			
Directors Office (54)			
Lee County EOC (55)			
CHESTERFIELD COUNTY SSS			
Warning Point (38)			
Office area (58)			
Chesterfield County EOC (59)			
DARLINGTON COUNTY SSS			
Warning Point (36)			
Darlington County EOC (56)			
Darlington County EOC Office (57)			

\* Satisfactory results are defined in step 8.2.7.5

ATTACHMENT 8.2.32.9  
Page 1 of 5  
**SIREN ADEQUACY REVIEW**  
**Northeast Quadrant**

Each zone should be inspected for population density increases, industrial additions, permanent large noise sources which could increase ambient sound levels. Background noise sources should be compared to previous reports for comparison.

REGION	INT	BACKGROUND NOISE SOURCE
R3		
R4		
R5		
R6		
R7		
R8		
R9		
R10		
R11		
R12		
R13		
R14		
R15		
R16		
R17		
R18		
R19		
R20		
R21		
R22		

ATTACHMENT 8.2.32.9  
Page 2 of 5  
**SIREN ADEQUACY REVIEW**  
**Southeast Quadrant**

Each zone should be inspected for population density increases, industrial additions, permanent large noise sources which could increase ambient sound levels. Background noise sources should be compared to previous reports for comparison.

REGION	INT	BACKGROUND NOISE SOURCE
R1		
R2		
R23		
R24		
R25		
R26		
R27		
R28		
R29		
R30		
R31		
R44		
R45		
R46		
R47		
R48		
R49		
R50		
R51		
R52		
R63		

ATTACHMENT 8.2.32.9  
Page 3 of 5  
**SIREN ADEQUACY REVIEW**  
**Southwest Quadrant**

Each zone should be inspected for population density increases, industrial additions, permanent large noise sources which could increase ambient sound levels. Background noise sources should be compared to previous reports for comparison.

REGION	INT	BACKGROUND NOISE SOURCE
R32		
R33		
R34		
R35		
R36		
R37		
R38		
R39		
R40		
R41		
R42		
R43		
R56		
R57		
R58		

ATTACHMENT 8.2.32.9  
Page 4 of 5  
**SIREN ADEQUACY REVIEW**  
**Northwest Quadrant**

Each zone should be inspected for population density increases, industrial additions, permanent large noise sources which could increase ambient sound levels. Background noise sources should be compared to previous reports for comparison.

REGION	INT	BACKGROUND NOISE SOURCE
R53		
R54		
R55		
R59		
R60		
R61		
R62		
R64		
R65		

ATTACHMENT 8.2.32.9  
Page 5 of 5  
**SIREN ADEQUACY REVIEW**

I have reviewed the survey data and discussed population changes with the H.B. Robinson Emergency Preparedness staff. I have also reviewed applicable county records or discussed with the appropriated individuals concerning population changes and industrial changes within my county.

I have / do not have siren coverage areas that warrant further study.

\_\_\_\_\_/\_\_\_\_\_  
County EP Director      Chesterfield County

I have / do not have siren coverage areas that warrant further study.

\_\_\_\_\_/\_\_\_\_\_  
County EP Director      Darlington County

I have / do not have siren coverage areas that warrant further study.

\_\_\_\_\_/\_\_\_\_\_  
County EP Director      Lee County

CAROLINA POWER & LIGHT COMPANY  
H. B. ROBINSON STEAM ELECTRIC PLANT, UNIT NO. 2

PLANT OPERATING MANUAL

VOLUME 2  
PART 5

EMERGENCY PROCEDURE

**EPPRO-03**  
***TRAINING AND QUALIFICATION***

REVISION 15



### SUMMARY OF CHANGES

Step/Section	Description of Change
All Pages (footer - page numbers)	Changed format to reflect AP-007
Attachment 8.3.9.1 page 2	Deleted reference to Forward Emergency Operations Center (FEOC) (AR 00060065-6)
Attachment 8.3.9.3 page 2	Deleted reference to Forward Emergency Operations Center (FEOC) (AR 00060065-6)

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## **8.3 EMERGENCY PREPAREDNESS TRAINING AND QUALIFICATION PROGRAM**

### **8.3.1 ADMINISTRATION**

1. The Supervisor - Emergency Preparedness shall implement the Emergency Preparedness (EP) Training Program as described in this procedure.
2. The Emergency Preparedness Training Program applies to candidates and members of the Emergency Response Organization (ERO) who are expected to fill positions listed in Attachment 8.3.9.3, Emergency Preparedness Position Requirements, with the following exceptions:
  - a. Operations and Operations Training Personnel enrolled in an initial or continuing training program will normally receive Emergency Preparedness (EP) training through normal license training or requalification training cycles. Operations personnel qualifying as Emergency Communicator will qualify through the normal EP Training Program. Training is controlled through the Training Program Procedures (TPP).
  - b. Security Force - conducts their own training and qualification for their respective Non-ERO and Non-Emergency Security Team Leader (ESTL) positions. ESTL is through the ERO Training Program.
  - c. Rescue Personnel - First aid/CPR is provided for select individuals.
  - d. Offsite Training - The Emergency Preparedness Unit Staff coordinates training for offsite agencies outside of this program and documents this training.

#### 8.3.1.2 (Continued)

- e. Fire Brigade training and qualification is maintained through a separate program. TPP-219, "Fire Protection Training Program".
  - f. Some positions in Attachment 8.3.9.3, "Emergency Preparedness Position Requirements", have an N/A in the column for position specific training. The tasks performed by these individuals are either taught in Fundamentals or are performed daily in their Non-ERO jobs.
3. The Line Manager of the ERO Member shall ensure Respiratory Protection Training is maintained according to ERO positions listed in Attachment 8.3.9.1, "ERO Positions Requiring Respiratory Protection."

#### 8.3.2 PROGRAM OVERVIEW

- 1. The Emergency Preparedness Training Program provides trainees with the guidance required to perform their job as a member of the ERO.
- 2. The Program consists of Initial and Continuing training courses, and is designed to accomplish the following:
  - a. Train ERO candidates to perform tasks that are unique to their ERO position (Initial).
  - b. Maintain and enhance the knowledge and skill levels of ERO members in a changing environment (Continuing).
  - c. Various training settings may be used including self-study, computer-based, classroom, in-plant, electronic distribution, Lab, and tabletops. The setting chosen will be a function of productivity and efficiency.

### 8.3.2.2 (Continued)

- d. Throughout the classroom portions of training, the candidate's progress will be evaluated through written examinations. Successful completion of classroom training requires a combined average grade of not less than 80% for all portions of classroom training received. Continuing Training does not normally include testing. Remedial training will consist of the student repeating the course and the test will contain at least 60% different questions. (CR 99-01366)
  - e. Passing criteria for a Laboratory or Simulated setting would be a "Satisfactory" rating on the activity.
  - f. Any individual exam failure requires written notification to the ERO candidate and their supervisor.
3. ERO members who respond to the site shall have received Plant Access Training and Radiation Worker Training according to their ERO position and be badged at a CP&L Nuclear Plant. This provides initial orientation and annual retraining on the basics of Emergency Preparedness including but not limited to:
- a. Notification and instruction methods used in the event of an emergency.
  - b. Alarms (local, site, and fire) and associated responses.
  - c. Assembly areas for various alarms.
  - d. Overview of the plant and a basic discussion of security areas.
  - e. Basic fire protection principles.

### 8.3.2 (Continued)

4. Waivers from qualification training or prerequisite requirements based on previous job experience or education are requested using the NGGS-TRN-0003, "Training Exemption Requirements."  
Personnel who are current ERO members and have received credit for Emergency Response Organization courses under an old course code will be given credit for the new course code. This will be accomplished by a signature on the individual's initial qualification checklist and a note indicating the old course code.
5. The ERO Training Program Committee (ERO TPC) will be responsible for overseeing the EP Training Program. The ERO TPC will conduct business as outlined in the ERO TPC Charter and will be accountable to the applicable requirements of the Training Program Advisory Board (TAB).
6. Personnel designated to fill First Aid requirements shall receive initial and subsequent annual retraining. This training shall include, but not be limited to, Basic First Aid and Cardiopulmonary Resuscitation (CPR) and is conducted at a local Technical School. This program is controlled through the Site Safety Representative.
7. Plant personnel who are designated as Fire Brigade members shall receive training as described in TPP-219, Fire Protection Training Program.
8. Offsite organizations (i.e., hospital, ambulance, rescue, police and fire personnel) are trained in accordance with their Radiological Emergency Plans which include procedures for notification, basic radiation protection, and expected roles of support. The EP Staff will assist/coordinate this training as necessary.
9. Changes to the ERO Training Program will be presented to the TPC when deemed significant by the Supervisor - Emergency Preparedness.
10. Revisions to the qualification checklists and the Job Task Lists will be controlled by a written approval. The approval authority will be the Supervisor - Emergency Preparedness or designee.

### 8.3.2 (Continued)

11. Job specific training for Joint Information Center (JIC) personnel are included in the Fundamentals course. The job positions are described, communications to and from the JIC, and management expectations for communications with the media are all included in the Fundamentals course.
12. Qualification for Controller and Evaluator personnel consists of completing the Controller/Evaluator course.
13. Training will be performed using accurate training material. If an emergent need exists and insufficient time exists to make a permanent change, the material can be augmented using the guidance provided in TAP-300, "Development Phase". (CR 99-00936)
14. An EP/ ERO change checklist is used to ensure personnel are properly incorporated into the EP program. The checklist is maintained by the EP staff.
15. To make the ERO aware of participation expectations, an extent of play will be added to each scenario indicating which are to be performed and which evolutions are to be simulated. When the extent of play indicates simulate, the intent is for the evolution to be performed up to the point where continuing would not be safe or advisable (AR #00025627).
16. For the position of Emergency Communicator - Control Room, the Superintendent Shift Operations (SSO) is approved to sign the appropriate documents indicating demonstration of their tasks.
17. During the year 2001, an RNP Business Plan Initiative (BPI) is in progress. The BPI will revise the ERO qualification process to be more in line with the OJT/TPE guidance provided in the TAPs. The Qualification Checklists, Job-Task Lists, and evaluation methods will be revised. These documents and methods currently, and during the entire revision phase, will be within the guidance of this procedure and the TAPs.

### 8.3.2 (Continued)

18. The EP Supervisor has the discretion to determine if a Qualification Checklist or Job-Task List initiated, prior to the current revision will be considered acceptable.
19. To satisfy the requirements of the Emergency Plan for general training of people on site (exclusion area) who are guests or not covered by other NGG procedures, EP609 will be used and documented using the appropriate training roster.
20. Candidates who satisfactorily participate in a Tabletop, Drill, or Exercise each year and complete any required continuing training will remain qualified. Unsatisfactory performance will be removed from on-call responsibilities and be remediated in accordance with the TAPs. After successful remediation, the individual will be reassigned on-call duties.
21. Definitions
  - a. Participant - An individual who signs the organization chart for the facility and the training report, logs into the facility log if appropriate for the position, and assumes the duties and responsibilities of the position for a drill / exercise / or real event. A participant who is not qualified must have a qualified mentor / coach monitoring their performance.
  - b. Controller - An individual who has control over the timeline and flow of a scenario during a drill or exercise. Controllers pass out scenario information either written or verbally during drills and exercises. Controllers are the only ones who may address participants during Graded Exercises.
  - c. Evaluator - An individual who has no control over the timeline and flow of a scenario. Evaluators normally do not address the participants but may do so only if it will not distract the participant.
  - d. Mentor / Coach - An individual who is playing a leadership role in the qualification process of a candidate. A Mentor / Coach should be qualified either the same position as the candidate is working towards, or the position the candidate will work for on the ERO. The Mentor / Coach ensures the drill objectives are met for the position the candidate is filling.



### 8.3.3 EP INITIAL TRAINING AND QUALIFICATION PROGRAM DESCRIPTION

1. ALL ERO positions require an Initial Qualification Checklist, which are maintained by the EP Staff.
2. When an individual has been identified as a potential ERO candidate by plant management, the Supervisor - Emergency Preparedness or designee will provide the candidate and the candidates supervisor information addressing management's expectations, including the appropriate Initial Qualification Checklist, a flow path to qualification, and if possible, a schedule of training times and dates.
3. As a result of the Business Plan Initiative, the Initial Qualification Checklist will contain OJT / TPE type elements in the form of Phase-1 and Phase-2 sections using TAP-401 as guidance.
4. The candidates supervisor should coach them on their expectation for participation in the ERO and completing the qualification.
5. The candidate is responsible for attending the training on the scheduled date, making arrangements with EP to attend a drill, exercise, or tabletop, and ensuring an evaluator has signed their qualification checklist.
  - a. An evaluator is anyone who is assigned this position by the Supervisor-EP. To perform this role, preparation may include review of Controller / Evaluator training material or attending a Controller / Evaluator brief (CR 99-01317).

### 8.3.3 (Continued)

6. Following completion of their sections of the Qualification Checklist, the candidate will forward it to the EP Staff for permanent record retention, entry into the ERO Data Base, issuance of a beeper if required, and addition to the "ON CALL" schedule.
  - a. Candidates are not "officially" qualified until the field in the ERO database indicating they are qualified is updated to indicate "Yes" AND the candidate is notified by the EP Unit they are qualified.
  - b. Candidates shall not take duty until they are issued an ERO beeper, if applicable, and entered into the Data Base.
7. Individuals will only be qualified for one ERO position at a time except when Line Management and the Supervisor - Emergency Preparedness agree that it is appropriate for one individual to hold additional qualifications.
  - a. The EP staff will identify and track the ERO member's qualification.
8. Occasionally ERO members will be required to be removed from the database and Dialogic. In situations where an employee is terminating their employment from HBR, the employee should be removed no later than the end of the next working day. For other situations, the employee should be removed on the same day they are disqualified.
9. ERO members may be qualified a position which is similar in training and skills to their existing position without completing all Sections of the Initial Qualification Checklist for the new position. To accomplish this, the incumbent will complete an NGGS-TRN-0003, "Training Exemption Requirements" Form to request and exemption from Sections 2-5A. Previous training, experience on the ERO, or normal day-to-day job functions are examples of appropriate justification for EP to approve these moves. The approved exemption form will then be attached to an Initial qualification checklist indicating the exemption from sections 2-5A.

### 8.3.3 (Continued)

10. The Emergency Preparedness Training Program uses the Systematic Approach to Training (SAT) for the development and maintenance of training materials. The plant Training Administrative Procedures (TAPs) will be used as guidance

The EP Training program will apply the following exceptions to the TAPS.

The Supervisor - Emergency Preparedness is responsible for establishing and maintaining the ERO training program. The ERO Instructor is responsible for both the instructor and Performance Technologist assignments in the SAT process. The Supervisor - Emergency Preparedness is authorized to perform those program responsibilities assigned to various levels of training section management in the TAPs as applied to ERO training.

This procedure shall be overriding when conflicts exist with the TAPs in the areas of qualification checklists, qualification documentation, and general prerequisites for ERO qualification.

The qualification of Phase-1 and Phase-2 Evaluators shall be controlled by this procedure. Phase-1 Evaluators are anyone qualified the position of the candidate. Phase-2 Evaluators are anyone qualified the position of the candidate or Drill / Exercise Evaluators assigned the position. EP staff may sign either Phase-1 or Phase-2.

The individual assigned to conduct Phase-2 may be the same individual who conducted Phase-1.

#### 8.3.4 ERO REQUALIFICATION REQUIREMENTS

1. The qualifications for each ERO member shall be reviewed during each calendar year following initial qualification by the responsible individual. A Checklist is used to document yearly demonstration of proficiency. The completed checklist shall be sent to the EP Unit for qualification tracking, then to the Vault.
2. The form used to document the ERO member's annual demonstration of proficiency shall contain applicable elements required to maintain qualification in accordance with the TAPs.
3. An Initial Qualification Checklist will be used when an individuals' previous qualification has lapsed.
  - a. In addition EP may require completion of continuing training for the elapsed time.
  - b. If an individuals qualifications are pulled because they no longer meet the prerequisites, when the prerequisites are met they can be entered into the database without another Initial Qualification checklist, provided their qualifications have not lapsed.

### 8.3.5 EP CONTINUING TRAINING PROGRAM DESCRIPTION

1. ERO Continuing Training (CT) needs will be assessed through the EP Training Program Committee (TPC).
2. The TPC will identify Continuing Training needs based on:
  - a. Drill \ Exercise critiques
  - b. Student feed back
  - c. Related current industry events
3. Topics for ERO Continuing Training will be selected by the ERO Instructor and concurred by the Supervisor - Emergency Preparedness.
4. The TPC will critique completed training exercises during their regularly scheduled meetings.
5. Many times, the most efficient communications method between EP and the ERO is through electronic distribution. The use of electronic distribution is not appropriate in all cases and should be evaluated by the ERO Instructor on a case-by-case basis. This method may be considered as an alternative to stand-up formal classroom training. Electronic distribution may be used to target one or more positions for position specific training, or designed to target the entire ERO for continuing training. Registered "read receipt" of the electronic distribution to the individual is acceptable documentation for this training.
6. By not attending, On-shift Operators will not benefit from ERO Continuing Training (CT). To ensure this information is relayed to the On-shift Operators, ERO CT lesson plans will be provided to Operations through the Operations Real Time Training (RTT) program for incorporation in to Operations Training as appropriate. (RNP-RA/98-0014, CR 97-02306)

### 8.3.6 EMERGENCY PREPAREDNESS STAFF TRAINING

1. Continuing Training for the Lead Nuclear Emergency Preparedness Specialist and Senior Nuclear Emergency Preparedness Specialist should include:
  - a. Qualified Safety Reviewer Training
  - b. Mitigating Core Damage Training (once only)
  - c. Corrective Action or Root Cause Analysis Training (once only)
  - d. Emergency Preparedness Training (every 5 years; e.g. Harvard, Regional)
2. The EP Staff should be considered for the following professional development:
  - a. Attend at least one regional emergency preparedness meeting or conference (annually)
  - b. Participate in one drill or emergency event (annually)
  - c. On-system visit to Progress Energy nuclear site for EP related activities such as assessments or drills (annually)
  - d. Off-system visit to another EP organization (biennial)
3. The EP Staff members are subject matter experts and are considered qualified to provide training based on continued involvement and awareness of emergency planning regulations and Emergency Plan and procedures development and revision.
4. The EP Staff member designated as the ERO trainer shall be a certified trainer subject to the same qualification and retraining requirements of those trainers in the Training Section.

### **8.3.7 ERO RESPIRATOR QUALIFICATION (CR 98-02415)**

1. Certain positions, by the nature of their routinely assigned emergency duties, require respiratory protection.
2. The positions requiring respiratory protection are listed in Attachment 8.3.9.1, ERO Positions Requiring Respirator Protection. Positions listed in Attachment 8.3.9.1 are required to be qualified to use fullface, air-purifying respirator AND positive pressure, air-supplied respirator (SCBA).
3. Habitability is periodically monitored in the OSC. When habitability conditions are not met, then ERO positions would be relocated to the alternate OSC. These positions are noted as "relocated" on the attachment.
4. For positions located in the Technical Support Center \ Emergency Operations Facility (TSC / EOF) habitability is maintained by engineering features including a radiation monitor. In addition personnel periodically verify habitability. These ERO position are noted with "TSC/EOF" on the attachment.
5. If a position is normally located offsite, then respiratory protection is not needed. These positions are noted as "Offsite" on the attachment.
6. "All" means all individuals qualified this position must be respirator qualified. Medical and fit test exemptions can be obtained for specific individuals.

### **8.3.8 RECORDS**

1. Training records of individuals participating in the Emergency Preparedness Training Program shall include, but are not limited to:
  - a. Attendance rosters which will be sent to the vault.
  - b. Exam results in the form of answer sheets will be sent to the vault.
  - c. The Initial Qualification Checklists with the approval signature will be kept on file by the EP Staff.

#### 8.3.8 (Continued)

- d. Completed Initial Qualification Checklists will be sent to the vault.
- e. If Student Feedback documents are determined to require action, they will be tracked by Improvement ARs.
- f. Hard-copy records maintained are for information use only. Official copies of all required documentation mentioned above will be sent to the vault.

#### 8.3.9 ATTACHMENTS

- 8.3.9.1 ERO POSITIONS REQUIRING RESPIRATORY PROTECTION
- 8.3.9.2 EMERGENCY PREPAREDNESS LESSONS
- 8.3.9.3 EMERGENCY PREPAREDNESS POSITION REQUIREMENTS
- 8.3.9.4 EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS



ATTACHMENT 8.3.9.1

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**ERO POSITIONS REQUIRING RESPIRATORY PROTECTION**

ERO Position	Respirator	Justification
Accident Assessment Team Electrical	Yes (1)	All
Accident Assessment Team Mechanical	Yes (1)	All
Accident Assessment Team Reactor Engineer	Yes (1)	All
Administration & Logistics Manager (A&LM)	No	TSC / EOF
Administrative & Badging	No	Off Site
Assistant to ERM	No	TSC / EOF
Company Spokesperson	No	Off Site
Computer Support	Yes (1)	All
Damage Control Team Electrical	Yes (1)	All
Damage Control Team Leader Electrical	Yes (1)	All
Damage Control Team Leader Mechanical	Yes (1)	All
Damage Control Team Mechanical	Yes (1)	All
Dose Projection Team Leader	No	TSC / EOF
Emergency Communicator - EOF	No	TSC / EOF
Emergency Communicator - CR	Yes (1)	All
Emergency Repair Director	No	TSC / EOF
Emergency Response Manager	No	TSC / EOF
Emergency Security Team Leader	No	TSC / EOF
Environmental & Chemistry Technician	Yes (1)	All
Environmental Monitoring Team	No (3)	TSC / EOF

ATTACHMENT 8.3.9.1

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**ERO POSITIONS REQUIRING RESPIRATORY PROTECTION**

ERO Position	Respirator	Justification
Environmental Monitoring Team Leader	No	TSC / EOF
EOC Representative (Darlington County)	No	Off Site
EOC Representative (Lee County)	No	Off Site
EOF Representative (Chesterfield County)	No	Off Site
ERM Administrative Assistant	No	TSC / EOF
Facility Administrative Assistant (EOF)	No	TSC / EOF
Facility Administrative Assistant (OSC)	No (2)	Relocate
Facility Administrative Assistant (TSC)	No	TSC / EOF
SEOC Representative	No	Off Site
JIC Director	No	Off Site
Maintenance Planner Electrical	No (2)	Relocate
Maintenance Planner Mechanical	No (2)	Relocate
NRC Emergency Communicator	No	TSC / EOF
OSC Leader	No (2)	Relocate
OSC Leader Administrative Assistant	No (2)	Relocate
Plant Operations Advisor	No	TSC / EOF
Plant Operations Director	Yes (1)	All
Public Information Coordinator	No	Offsite
Public Information Emergency Communicator	No	TSC / EOF
Public Information Specialist	No	Off Site
Radiation Control Technician Damage Control	Yes (1)	All
Radiation Control Technician Facilities	Yes (1)	All

**ATTACHMENT 8.3.9.1**

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**ERO POSITIONS REQUIRING RESPIRATORY PROTECTION**

ERO Position	Respirator	Justification
Radiological Control Director	No	TSC / EOF
Radiological Control Manager	No	TSC / EOF
SEC Administrative Assistant	No	TSC / EOF
Site Emergency Coordinator - TSC	No	TSC / EOF
Site Emergency Coordinator Control Room	Yes (1)	CR
State / County Emergency Communicator	No	TSC / EOF
Storekeeper	No (2)	TSC / EOF
Support Services	No	TSC / EOF
Technical Analysis Director	No	TSC / EOF
Technical Analysis Manager	No	TSC / EOF
Technical Spokesperson	No	Off Site

1. The routine emergency duties assigned to this position require that the individual to be qualified for the use of fullface, air-purifying respirators AND SCBA
2. Relocating this position to the alternate OSC or TSC/EOF offsets the need for respiratory qualification and maintains dose ALARA for extended periods.
3. Enmon teams members are not required to wear respirators for transportation safety considerations and to maintain dose ALARA for extended periods.

ATTACHMENT 8.3.9.2  
Page 1 of 3  
**EMERGENCY PREPAREDNESS LESSONS**

<u>HOURS</u>	<u>COURSE</u>	<u>LESSON</u>
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FUNDAMENTALS:

3.0	EP100R	EP PROGRAM STRUCTURE/ORGANIZATION
0.5	EP101R	COMMAND AND CONTROL
0.5	EP102R	LOGKEEPING AND DOCUMENTATION
0.5	EP103R	PARTICIPATION/EXPECTATIONS
0.5	EP104R	FACILITY ACTIVATION/DEACTIVATION
2.5	EP105R	TSC FACILITY
0.5	EP106R	RELIEF STAFFING
2.5	EP107R	OSC FACILITY
2.5	EP108R	EOF FACILITY
3.0	EP109R	ERFIS/EDS
0.5	EP606R	JIC ORGANIZATION

FUNCTION SPECIFIC:

1.0	EP200R	RADIATION CONTROL DIRECTOR/MANAGER RESPONSIBILITIES
1.0	EP201R	DOSE PROJECTION TEAM RESPONSIBILITIES
1.0	EP202R	ACCIDENT ASSESSMENT TEAM RESPONSIBILITIES
3.0	EP203R	RADIATION CONTROL RESPONSIBILITIES
1.0	EP204R	ENVIRONMENTAL & CHEMISTRY TECHNICIAN RESPONSIBILITIES
1.0	EP205R	ENVIRONMENTAL MONITORING TEAM RESPONSIBILITIES
1.0	EP206R	DAMAGE CONTROL TEAM RESPONSIBILITIES
2.0	EP207R	EMERGENCY OPERATIONS CENTER REPRESENTATIVES
0.5	EP208R	ADMINISTRATIVE ASSISTANT RESPONSIBILITIES
2.0	EP209R	DELETED (Rev. 6)
2.0	EP210R	SITE EMERGENCY COORDINATOR RESPONSIBILITIES
2.0	EP211R	EMERGENCY RESPONSE MANAGER RESPONSIBILITIES
1.0	EP212R	STATUS BOARD PLOTTER
2.0	EP213R	LOGISTICS SUPPORT
1.0	EP214R	NOTIFICATION FORM AND NEWS RELEASES
1.0	EP215R	ACTIVATION OF EMERGENCY RESPONSE ORGANIZATION
0.5	EP216R	ASSISTANT TO EMERGENCY RESPONSE MANAGER
1.0	EP217R	EMERGENCY COMMUNICATOR RESPONSIBILITIES

**EMERGENCY PREPAREDNESS LESSONS****ADMINISTRATIVE:**

0.5	EP300R	COMMUNICATION PROTOCOL
0.5	EP301R	OFF-SITE AGENCY INTERFACE
0.5	EP302R	EMERGENCY FACILITY EQUIPMENT
0.5	EP303R	EMERGENCY COMMUNICATION EQUIPMENT
0.5	EP304R	ACCOUNTABILITY

**TECHNICAL:**

2.0	EP400R	EMERGENCY ACTION LEVELS (EALs)/EMERGENCY CLASSIFICATION
1.0	EP401R	ON-SITE PROTECTIVE MEASURES
1.0	EP402R	PROTECTIVE ACTION RECOMMENDATIONS (PARs)
2.0	EP403R	PLANT RECOVERY OPERATIONS
1.0	EP404R	PLANT DAMAGE ASSESSMENT
4.0	*EP405R	CORE DAMAGE ASSESSMENT

**E&RC:**

3.0	*EP500R	SOURCE TERM DETERMINATION
1.0	EP502R	EMERGENCY KITS/EQUIPMENT
2.0	*EP503R	ENVIRONMENTAL MONITORING SAMPLING
1.0	EP504R	MAP/PLUME STRATEGY
2.0	EP505R	STATE ENVIRONMENTAL TEAM INTERFACE
2.0	EP506R	METEOROLOGICAL THEORY
3.0	*EP510R	RADIATION MONITORING SYSTEM
4.0	*EP511R	HBR DOSE PROJECTION

ATTACHMENT 8.3.9.2  
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**EMERGENCY PREPAREDNESS LESSONS**

**MISCELLANEOUS:**

0.5	EP600R	MISSION BRIEFING/DEBRIEFING
0.5	EP601R	MISSION FORMATION/PRIORITY
0.5	EP602R	OSC RELOCATION
0.5	EP603R	EVACUATION/ASSEMBLY
0.5	*EP604R	SECURITY CONTROL POINTS
NA	EP605R	DELETED (Rev. 4)
2.0	EP607R	CONTROLLER / EVALUATOR
N/A	EP608R	Communicator Participation
N/A	EP609R	Plant Alarms and Required Responses
0.5	EP610R	Evaluator
0.6	EP611R	EP Staff Dialogic Training

\* Those lesson plans marked with an asterisk are required to have a concurrence signature blank to be signed by a subject matter expert (SME) in the area being taught. Appropriate SMEs to sign these blanks will be determined by the Supervisor - Emergency Preparedness. This requirement will be applicable to any lesson plan revisions made after 09/30/1999.

**EMERGENCY PREPAREDNESS POSITION REQUIREMENTS**

ERO Position	Fundamentals	Position Specific
Accident Assessment Team	EP6C044R	EP6C046R EP9801R EP9804R EP9805R
Administration & Logistics Manager (A&LM)	EP6C044R	EP6C048R
Administrative & Badging	EP6C044R	N/A
Assistant to ERM	EP6C044R	EP6C041R
Company Spokesperson	EP6C044R	N/A
Computer Support	EP6C044R	N/A
Control Room Operators	N/A	EP9801R EP9802R EP9804R
Damage Control Team Member	EP6C044R	EP6C050R EP9801R
Damage Control Team Leader	EP6C044R	EP6C050R
Dose Projection Team Leader	EP6C044R	EP6C054R
Emergency Communicator	EP6C044R	EP6C052R
Emergency Communicator - CR	EP6C044R	EP6C052R
Emergency Repair Director	EP6C044R	EP6C053R EP9801R
Emergency Response Manager	EP6C044R	EP6C047R EP9801R EP9804R
Emergency Security Team Leader	EP6C044R	EP6C024R
Environmental & Chemistry Technician	EP6C044R	EP6C050R
Environmental Monitoring Team	EP6C044R	EP6C051R

**EMERGENCY PREPAREDNESS POSITION REQUIREMENTS**

ERO Position	Fundamentals	Position Specific
Environmental Monitoring Team Leader	EP6C044R	EP6C051R
EOC Representative (Darlington County)	EP6C044R	EP6C052R
EOC Representative (Lee County)	EP6C044R	EP6C052R
EOF Representative (Chesterfield County)	EP6C044R	EP6C052R
ERM Administrative Assistant	EP6C044R	EP6C045R
Facility Administrative Assistant (EOF)	EP6C044R	EP6C045R
Facility Administrative Assistant (OSC)	EP6C044R	EP6C045R
Facility Administrative Assistant (TSC)	EP6C044R	EP6C045R
SEOC Representative	EP6C044R	EP6C052R
JIC Director	EP6C044R	N/A
Maintenance Planner Electrical	EP6C044R	EP6C036R
Maintenance Planner Mechanical	EP6C044R	EP6C036R
NRC Emergency Communicator	EP6C044R	EP6C052R
OSC Leader	EP6C044R	EP6C053R
OSC Leader Administrative Assistant	EP6C044R	EP6C045R
Plant Operations Advisor	EP6C044R	EP6C046R
Plant Operations Director	EP6C044R	EP6C047R EP9801R EP9802R EP9804R EP9805R
Public Information Coordinator	EP6C044R	N/A
Public Information Emergency Communicator	EP6C044R	EP6C052R
Public Information Specialist	EP6C044R	N/A
Radiation Control Technician Damage Control	EP6C044R	EP6C050R



**EMERGENCY PREPAREDNESS POSITION REQUIREMENTS**

ERO Position	Fundamentals	Position Specific
Radiation Control Technician Facilities	EP6C044R	EP6C050R
Radiological Control Director	EP6C044R	EP6C049R
Radiological Control Manager	EP6C044R	EP6C049R
SEC Administrative Assistant	EP6C044R	EP6C045R
Site Emergency Coordinator TSC	EP6C044R	EP6C047R EP9801R EP9804R
Site Emergency Coordinator Control Room	N/A	N/A (1)
State / County Emergency Communicator	EP6C044R	EP6C052R
Storekeeper	EP6C044R	N/A
Support Services	EP6C044R	EP6C048R
Technical Analysis Director	EP6C044R	EP6C046R EP9801R EP9804R
Technical Analysis Manager	EP6C044R	EP6C046R EP9801R EP9804R
Technical Spokesperson	EP6C044R	N/A

(1) The Control Room Site Emergency Coordinators (CR-SECs) are not decision makers like the TSC-SECs and therefore are not required to complete the same courses as the TSC-SECs. By maintaining an SRO license as required in the prerequisite section of their ERO Qualification Checklist, the CR-SECs receive initial SACRM training as part of the licensing process. To maintain their license, they must attend SAM retraining on a two year cycle. This is required by the Task-To-Training Matrix for SROs.

**EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS**

JIC	
– All Positions	Fundamentals Only
ERFIS	
– ERFIS Maintenance	Fundamentals Only
Storekeeper	
– Storekeeper	Fundamentals Only
EP6C024R, Security	0.5 EP301R OFF-SITE AGENCY INTERFACE
–Emergency Security Team Leader	0.5 EP304R ACCOUNTABILITY
	1.0 EP401R ON-SITE PROTECTIVE MEASURES
	0.5 EP603R EVACUATION/ASSEMBLY
	0.5 EP604R SECURITY CONTROL POINTS

**EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS**

EP6C036R, Planners – Maintenance Planners	FUNDAMENTALS ONLY		
EP6C041R, AERM – Assistant to the Emergency Response Manager	0.5	EP216R	ASSISTANT TO EMERGENCY RESPONSE ORGANIZATION
EP6C044R, Emergency Response Organization Fundamentals – All Positions	3.0	EP100R	EP PROGRAM STRUCTURE/ORGANIZATION
	0.5	EP101R	COMMAND AND CONTROL
	0.5	EP102R	LOGKEEPING AND DOCUMENTATION
	0.5	EP103R	PARTICIPATION/EXPECTATIONS
	0.5	EP104R	FACILITY ACTIVATION/DEACTIVATION
	2.5	EP105R	TSC FACILITY
	0.5	EP106R	RELIEF STAFFING
	2.5	EP107R	OSC FACILITY
	2.5	EP108R	EOF FACILITY
	3.0	EP109R	ERFIS/EDS
	0.5	EP602R	OSC RELOCATION
	0.5	EP606R	JIC ORGANIZATION

**EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS**

EP6C045R, Administrative			
– SEC Administrative Assistant	0.5	EP208R	ADMINISTRATIVE ASSISTANT RESPONSIBILITIES
– ERM Administrative Assistant	1.0	EP212R	STATUS BOARD PLOTTER
– OSC Leader Administrative Assistant	1.0	EP214R	NOTIFICATION FORM AND NEWS RELEASES
– Facility Administrative Assistant	0.5	EP302R	EMERGENCY FACILITY EQUIPMENT
	0.5	EP303R	EMERGENCY COMMUNICATION EQUIPMENT
	0.5	EP304R	ACCOUNTABILITY
EP6C046R, Accident Assessment			
– Accident Assessment Team Members	1.0	EP202R	ACCIDENT ASSESSMENT TEAM RESPONSIBILITIES
– Technical Analysis Manager	0.5	EP300R	COMMUNICATION PROTOCOL
– Technical Analysis Director	0.5	EP301R	OFF-SITE AGENCY INTERFACE
– Plant Operations Advisor	0.5	EP304R	ACCOUNTABILITY
	2.0	EP400R	EMERGENCY ACTION LEVELS (EALs)/EMERGENCY CLASSIFICATION
	1.0	EP402R	PROTECTIVE ACTION RECOMMENDATIONS (PARs)
	2.0	EP403R	PLANT RECOVERY OPERATIONS
	1.0	EP404R	PLANT DAMAGE ASSESSMENT
	4.0	EP405R	CORE DAMAGE ASSESSMENT
	3.0	EP510R	RADIATION MONITORING SYSTEM
	0.5	EP601R	MISSION FORMATION/PRIORITY

**EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS**

EP6C047R, ERM\SEC\POD – Emergency Response Manager – Site Emergency Coordinator – Plant Operations Director	2.0	EP210R	SITE EMERGENCY COORDINATOR RESPONSIBILITIES
	2.0	EP211R	EMERGENCY RESPONSE MANAGER RESPONSIBILITIES
	1.0	EP214R	NOTIFICATION FORM AND NEWS RELEASES
	0.5	EP300R	COMMUNICATION PROTOCOL
	0.5	EP301R	OFF-SITE AGENCY INTERFACE
	0.5	EP303R	EMERGENCY COMMUNICATION EQUIPMENT
	0.5	EP304R	ACCOUNTABILITY
	2.0	EP400R	EMERGENCY ACTION LEVELS (EALs)/EMERGENCY CLASSIFICATION
	1.0	EP401R	ON-SITE PROTECTIVE MEASURES
	1.0	EP402R	PROTECTIVE ACTION RECOMMENDATIONS (PARs)
	2.0	EP403R	PLANT RECOVERY OPERATIONS
	1.0	EP404R	PLANT DAMAGE ASSESSMENT
	3.0	EP510R	RADIATION MONITORING SYSTEM
	4.0	EP511R	HBR DOSE PROJECTION

**EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS**

EP6C048R, Logistics			
-	Administrative and Logistics Manager	2.0	EP213R LOGISTICS SUPPORT
-	Support Services Coordinator	0.5	EP301R OFF-SITE AGENCY INTERFACE
		0.5	EP303R EMERGENCY COMMUNICATION EQUIPMENT
		0.5	EP304R ACCOUNTABILITY
		1.0	EP401R ON-SITE PROTECTIVE MEASURES
		2.0	EP403R PLANT RECOVERY OPERATIONS
		0.5	EP603R EVACUATION/ASSEMBLY
		0.5	EP604R SECURITY CONTROL POINTS

**EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS**

EP6C049R, RCM\RCD			
-	Radiation Control Manager	1.0	EP200R RADIATION CONTROL DIRECTOR/MANAGER RESPONSIBILITIES
-	Radiation Control Director	1.0	EP201R DOSE PROJECTION TEAM RESPONSIBILITIES
		1.0	EP205R ENVIRONMENTAL MONITORING TEAM RESPONSIBILITIES
		1.0	EP214R NOTIFICATION FORM AND NEWS RELEASES
		0.5	EP301R OFF-SITE AGENCY INTERFACE
		0.5	EP304R ACCOUNTABILITY
		2.0	EP400R EMERGENCY ACTION LEVELS (EALs)/EMERGENCY CLASSIFICATION
		1.0	EP401R ON-SITE PROTECTIVE MEASURES
		1.0	EP402R PROTECTIVE ACTION RECOMMENDATIONS (PARs)
		2.0	EP403R PLANT RECOVERY OPERATIONS
		3.0	EP500R SOURCE TERM DETERMINATION
		2.0	EP503R ENVIRONMENTAL MONITORING SAMPLING
		1.0	EP504R MAP/PLUME STRATEGY
		2.0	EP506R METEOROLOGICAL THEORY
		3.0	EP510R RADIATION MONITORING SYSTEM
		4.0	EP511R HBR DOSE PROJECTION
		0.5	EP603R EVACUATION/ASSEMBLY

**EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS**

<ul style="list-style-type: none"> <li>– EP6C050R, Damage Control/E&amp;RC</li> <li>– Damage Control Team Member</li> <li>– Damage Control Team Leader</li> <li>– Environmental &amp; Chemistry Technician</li> <li>– Radiation Control Technician</li> </ul>	3.0	EP203R	RADIATION CONTROL RESPONSIBILITIES
	1.0	EP204R	ENVIRONMENTAL & CHEMISTRY TECHNICIAN RESPONSIBILITIES
	1.0	EP206R	DAMAGE CONTROL TEAM RESPONSIBILITIES
	0.5	EP300R	COMMUNICATION PROTOCOL
	0.5	EP303R	EMERGENCY COMMUNICATION EQUIPMENT
	0.5	EP304R	ACCOUNTABILITY
	2.0	EP403R	PLANT RECOVERY OPERATIONS
	1.0	EP404R	PLANT DAMAGE ASSESSMENT
	1.0	EP502R	EMERGENCY KITS/EQUIPMENT
	0.5	EP600R	MISSION BRIEFING/DEBRIEFING
	0.5	EP601R	MISSION FORMATION/PRIORITY
	0.5	EP603R	EVACUATION/ASSEMBLY



**EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS**

EP6C051R, ENMON			
–	Environmental Monitoring Team Member	1.0	EP205R ENVIRONMENTAL MONITORING TEAM RESPONSIBILITIES
–	Environmental Monitoring Team Leader	0.5	EP300R COMMUNICATION PROTOCOL
		0.5	EP303R EMERGENCY COMMUNICATION EQUIPMENT
		1.0	EP502R EMERGENCY KITS/EQUIPMENT
		2.0	EP503R ENVIRONMENTAL MONITORING SAMPLING
		1.0	EP504R MAP/PLUME STRATEGY
		2.0	EP505R STATE ENVIRONMENTAL TEAM INTERFACE

**EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS**

EP6C052R, Emergency Communicator			
– Emergency Communicator - NRC	2.0	EP207R	EMERGENCY OPERATIONS CENTER REPRESENTATIVES
– Emergency Communicator - State / Counties			
– Emergency Communicator - Public Information	1.0	EP214R	NOTIFICATION FORM AND NEWS RELEASES
– Emergency Communicator			
– Emergency Operations Center Representative	1.0	EP215R	ACTIVATION OF EMERGENCY RESPONSE ORGANIZATION
– Forward Emergency Operations Center Representative	1.0	EP217R	EMERGENCY COMMUNICATOR RESPONSIBILITIES
	0.5	EP300R	COMMUNICATION PROTOCOL
	0.5	EP301R	OFF-SITE AGENCY INTERFACE
	0.5	EP303R	EMERGENCY COMMUNICATION EQUIPMENT
	2.0	EP400R	EMERGENCY ACTION LEVELS (EALs)/EMERGENCY CLASSIFICATION
	1.0	EP402R	PROTECTIVE ACTION RECOMMENDATIONS (PARs)
	2.0	EP403R	PLANT RECOVERY OPERATIONS
EP6C053R, Repair \ Operations Support			
– Emergency Repair Director	0.5	EP304R	ACCOUNTABILITY
– Operations Support Center Leader	2.0	EP403R	PLANT RECOVERY OPERATIONS
	0.5	EP601R	MISSION FORMATION/PRIORITY

**EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS**

EP6C054R, Dose Projection – Dose Projection Team Leader	1.0	EP201R	DOSE PROJECTION TEAM RESPONSIBILITIES
	1.0	EP214R	NOTIFICATION FORM AND NEWS RELEASE
	0.5	EP303R	EMERGENCY COMMUNICATION EQUIPMENT
	1.0	EP402R	PROTECTIVE ACTION RECOMMENDATIONS (PARs)
	3.0	EP500R	SOURCE TERM DETERMINATION
	2.0	EP506R	METEOROLOGICAL THEORY
	3.0	EP510R	RADIATION MONITORING SYSTEM
	4.0	EP511R	HBR DOSE PROJECTION

**EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS**

EP9801R, "Executive Volume" - Emergency Response Manager - Site Emergency Coordinator - Plant Operations Director - Technical Analysis Director - Accident Assessment Team - Damage Control Team Leader - Damage Control Team - Emergency Repair Director - Control Room Operators - Technical Analysis Manager	0.5    EP700R    SAM Overview
EP9802R, "SACRM 1&2 Classroom" - Plant Operations Director - Control Room Operators	This course is maintained and presented by Operations Training.
EP9804R, "DFCS / SCST Classroom" - Emergency Response Manager - Site Emergency Coordinator - Plant Operations Director - Technical Analysis Director - Technical Analysis Manager - Control Room Operators	2.0    DFC / SCST 1.0    Instrumentation 2.0    Sam Philosophy 1.5    User's Guide
EP9805R, "SAM / SACM (Self Study)" - Plant Operations Director - Technical Analysis Director - Accident Assessment Team	CA 1 through 7 SACM 1 through 4 SAEM 1 through 2 SAM 1 through 8