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November 11, 2002

U. S. Nuclear Regulatory Commission
Document Control Desk
Washington, D. C. 20555

Subject: Oconee Nuclear Station
Docket Nos. 50-269, -270, -287
Emergency Plan Implementing Procedures Manual
Volume C Revision 2002-12

Please find attached for your use and review copies of the revision to the Oconee Nuclear Station Emergency Plan: Volume C Revision 2002-12, November 2002.

This revision is being submitted in accordance with 10 CFR 50-54(q) and does not decrease the effectiveness of the Emergency Plan or the Emergency Plan Implementing Procedures.

Any questions or concerns pertaining to this revision please call Rodney Brown, Emergency Planning Manager at 864-885-3301.

By copy of this letter, two copies of this revision are being provided to the NRC, Region II, Atlanta, Georgia.

Very truly yours,

R. A. Jones.
VP, Oconee Nuclear Site

xc: (w/2 copies of attachments)
Mr. Luis Reyes,
Regional Administrator, Region II
U. S. Nuclear Regulatory Commission
61 Forsyth St., SW, Suite 24T23
Atlanta, GA 30303

w/copy of attachments
Mr. Steven Baggett
Rockville, Maryland

(w/o Attachments, Oconee Nuclear Station)
NRC Resident Inspector
J. R. Brown, Manager, Emergency Planning

A045

November 11, 2002

OCONEE NUCLEAR SITE
INTRASITE LETTER

SUBJECT: Emergency Plan Implementing Procedures
 Volume C, Revision 2002-12

Please make the following changes to the Emergency Plan Implementing Procedures Volume C by following the below instructions.

REMOVE

Cover Sheet - Rev. 2002-11
Table of Contents, Page 1
RP/0/B/1000/017 - 05/29/02
RP/0/B/1000/021 - 04/30/01

ADD

Cover Sheet Rev. 2002-12
Table of Contents, Page 1
RP/0/B/1000/017 - 11/04/02
RP/0/B/1000/021 - 11/04/02

DUKE POWER
EMERGENCY PLAN
IMPLEMENTING PROCEDURES
VOLUME C



APPROVED:

W. W. Foster, Manager
Safety Assurance

11/11/2002

Date Approved

11/11/2002

Effective Date

VOLUME C
REVISION 2002-12
November 2002

VOLUME C
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HP/0/B/1009/022	On Shift Off-Site Dose Projections	08/15/02
RP/0/B/1000/001	Emergency Classification	06/19/02
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Revision 2002-12
November 2002

INFORMATION ONLY

Duke Power Company PROCEDURE PROCESS RECORD

(1) ID No. RP/O/B/1000/017

Revision No. 007

PARATION

(2) Station OCONEE NUCLEAR STATION

(3) Procedure Title Spill Response

(4) Prepared By Ray Waterman (Signature) Ray Waterman Date 10/30/02

- (5) Requires NSD 228 Applicability Determination?
- Yes (New procedure or revision with major changes)
 - No (Revision with minor changes)
 - No (To incorporate previously approved changes)

(6) Reviewed By Robert Taylor (QR) Date 10/30/02

Cross-Disciplinary Review By _____ (QR) NA RET Date 10/30/02

Reactivity Mgmt Review By _____ (QR) NA RET Date 10/30/02

Mgmt Involvement Review By _____ (Ops Supt) NA RET Date 10/30/02

(7) Additional Reviews

Reviewed By _____ Date _____

Reviewed By _____ Date _____

(8) Temporary Approval (if necessary)

By _____ (OSM/QR) Date _____

By _____ (QR) Date _____

(9) Approved By Podung Brown Date 11/04/02

PERFORMANCE (Compare with control copy every 14 calendar days while work is being performed.)

(10) Compared with Control Copy _____ Date _____

Compared with Control Copy _____ Date _____

Compared with Control Copy _____ Date _____

(11) Date(s) Performed _____

Work Order Number (WO#) _____

COMPLETION

(12) Procedure Completion Verification:

- Unit 0 Unit 1 Unit 2 Unit 3 Procedure performed on what unit?
- Yes NA Check lists and/or blanks initialed, signed, dated, or filled in NA, as appropriate?
- Yes NA Required enclosures attached?
- Yes NA Data sheets attached, completed, dated, and signed?
- Yes NA Charts, graphs, etc. attached, dated, identified, and marked?
- Yes NA Procedure requirements met?

Verified By _____ Date _____

(*) Procedure Completion Approved _____ Date _____

(14) Remarks (Attach additional pages)

**Duke Power Company
Station Name**

Spill Response

Reference Use

Procedure No.

RP/0/B/1000/017

Revision No.

007

Electronic Reference No.

OX002WPE

Spill Response

NOTE: This procedure is an Implementing Procedure to the Oconee Nuclear Site Emergency Plan and must be forwarded to Emergency Planning within seven (7) working days of approval.

1. Symptoms

1.1 An unplanned or uncontrolled release/spill of a chemical or substance in excess of normal drips and splatters has occurred or is occurring and has been reported to the Control Room.

1.1.1 A chemical or substance can include:

- Products with an MSDS or Chemical Fact Sheet
- Hazardous wastes
- Radionuclide releases in excess of Tech Spec or 10CFR20 limits
- Oil and petroleum products
- Insulation containing, or potentially containing asbestos
- Any of the above materials contained in or on plant equipment, systems or components such as RCW water, wet layup water, etc.

2. Immediate Actions

NOTE:

- All spills or releases reported to the control room should be documented on Enclosure 4.1, Spill Report Form.
- Steps 2.1 through 2.4 needs to be addressed before allowing caller to hang up the phone.

2.1 Obtain the specifics of the spill/release from the person reporting the spill/release.

Name _____ Date _____

Phone Ext. _____

Spill Location _____

Material Spilled _____

Phone ext. or pager # that person can be reached at a later time (This number will be entered on Line 1 of Enclosure 4.1, Spill Report Form) _____

Other Pertinent Information _____

NOTE: Consult RP/0/B/1000/001, (Emergency Classification) whenever flammable or toxic gasses are detected/reported within or have the potential for entering the site area boundary.

- _____ 2.2 **IF** the event involves a fire, explosion hazard, or a release of toxic gas such as ammonia, hydrazine or chlorine gas
- THEN** relocate/evacuate all personnel from the spill area and downwind areas.
- _____ 2.2.1 Ask the switchboard operator to contact the Safety Duty Person for assistance in determining areas to be evacuated.
- _____ 2.3 **IF** the spill can be secured
- THEN** perform the following:
- _____ instruct the caller to secure the area of the spill,
- _____ warn others of any known danger,
- _____ remain in a safe area and monitor the situation until emergency personnel arrive on the scene.
- _____ 2.3.1 **IF** there is procedural guidance for handling a spill of this material and quantity
- THEN** instruct the caller to follow the procedure if it can be done safely.
- _____ 2.4 **IF** the release is still in progress, continues to spread, or if there is no procedural guidance for handling releases of this material
- THEN** _____ dispatch a Fire Brigade member to assess the event,
- _____ warn others of any known danger
- _____ remain in a safe area and monitor the situation until emergency personnel arrive on the scene.

IF the Fire Brigade requests site HAZMAT Team response or the event is a petroleum product that has reached water or is likely to reach water through floor drains, sumps or yard drains.

THEN page out the ONS HAZMAT Team, by having the switchboard operator activate the HAZMAT Team pagers.

_____ 2.4.1.1 Use plant P/A system and make following announcement twice (2):

_____ If a drill: This is a drill, This is a drill, All HAZMAT Team personnel please respond to PAP staging area. All HAZMAT Team personnel please respond to PAP for staging area.

_____ If actual event: May I have your attention please, May I have your attention please, All HAZMAT team members please respond to PAP staging area. All HAZMAT team members please respond to PAP staging area.

_____ 2.4.1.2 Call the Security PAP and request them to post the following information in the Administrative Building hallway outside the PAP

- Incident Location
- Chemicals involved, if known
- Any other pertinent information that may be available for the site HAZMAT Team responders

<p>NOTE:</p> <ul style="list-style-type: none">• The request for offsite HAZMAT team assistance should be made simultaneous with the request for fire department assistance. Offsite HAZMAT teams will not respond unless the fire department is also responding.• Request for assistance from the Oconee County HAZMAT Team must be made through the local Oconee County fire department.
--

_____ 2.5 **IF** conditions warrant assistance from the local county HAZMAT teams as determined by the Fire Brigade Leader or the HAZMAT Team Leader

THEN contact the appropriate County Rural Fire Department by calling the number listed in Section 8 of the Emergency Telephone Directory and request assistance of the County HAZMAT Team and local fire department.

- If the TSC is operational, the TSC Offsite Communicator can make this request.

- _____ 2.6 **IF** the HAZMAT event is located at Keowee Hydro
- THEN** request assistance from the Pickens County HAZMAT Team through the local Pickens County fire department.
- 2.6.1 If the TSC is operational, contact the TSC Offsite Communicator and initiate the turnover of remaining procedure requirements to them.
- 2.6.1.1 Turnover should include information received from the caller,
- Actions taken
 - Response of the Fire Brigade/HAZMAT Team
 - Other known information
- _____ 2.7 Complete steps 1-10 of Enclosure 4.1, (Spill Report Form) for all spills reported to the Control Room.
- _____ 2.7.1 Immediately contact the Environmental Management Duty Person for all spills reported to the Control Room.
- _____ 2.8 During normal day shift hours (0700-1730, Monday – Thursday) contact Environmental Management at ext. 4090 or applicable extension for Environmental Management personnel for reportability determination.
- _____ 2.8.1 During back shift, weekends, or if Environmental Management personnel cannot be contacted, then page Environmental Management Duty person.
- _____ 2.8.1.1 Provide the information from lines 2 through 10 on the Spill Report Form to the Duty Person and any other known details of the release.

NOTE: The Duty Person may have to research regulations or consult with others to determine if the release is reportable. During this time, completion of this procedure will be suspended. Request that the Duty Person inform you if it appears that the time required to make a determination of reportability will be longer than originally expected.

- _____ 2.9 Ask the Duty Person if the release is reportable.
- 2.9.1 **IF** the release is not reportable
- THEN** perform the following:
- _____ Go to the bottom of the Spill Report Form.
- _____ Mark a line through “Approved for Release” and initial.
- _____ Sign in the “Operations Shift Manager/Emergency Coordinator” space.
- _____ Go to Section 3.0, Subsequent Actions, of this procedure.

- _____ 2.10 **IF** the release is reportable
- THEN** perform the following:
- _____ Request from the Duty Person the information that is required to complete line numbers 11 through 13 on the Spill Report Form.
- _____ Have the Operations Shift Manager or Emergency Coordinator sign the "Approved For Release" space at the bottom of the form.

NOTE: Reportable releases require notification of off-site emergency and regulatory agencies. The telephone notification to the Nuclear Regulatory Commission in Step 2.12 must be made within 4 hours after Step 2.12 has begun.

- _____ 2.11 Fax the approved form to the Oconee County Emergency Preparedness Agency at the fax number listed in the Emergency Telephone Directory, Section 4.
- _____ 2.12 Fax the approved form to the Oconee County Law Enforcement Center to the fax number listed in Section 5 of the Emergency Telephone Directory.
- _____ 2.12.1 Contact Oconee County Law Enforcement Center at the Selective Signaling number in the Emergency Telephone Directory, Section 5.
- _____ 2.12.1.1 Write the contact information for the Oconee County Law Enforcement Center in the appropriate space in the top section of Enclosure 4.1, (Spill Report Form).
- _____ 2.13 **IF** the release is to Keowee River
- THEN** fax the form to the Pickens County Emergency Preparedness Agency at the fax terminal number listed in the Emergency Telephone Directory, Section 4.
- _____ 2.13.1 Contact the Pickens County Law Enforcement Center at the Selective Signaling number in the Emergency Telephone Directory, Section 5 after Oconee County notification is made.
- _____ 2.13.1.1 Write the contact information for the Pickens County Law Enforcement Center in the appropriate space in the top section of Enclosure 4.1, (Spill Report Form).

NOTE: The 24-hour contact number for the S.C. Bureau of Solid and Hazardous Waste Management (BSHWM) is State Emergency Response Commission. It may be necessary to wait for a return call from the BSHWM duty person. The State Emergency Response Commission's normal working hours are 0830 – 1700, after this time you will reach a recording.

- _____ 2.14 Contact S.C. Bureau of Solid and Hazardous Waste Management (BSHWM) at **1-803-253-6488 or 1-888-481-0125.**
 - _____ 2.14.1 Write the contact information for the S.C. Bureau of Solid and Hazardous Waste Management in the appropriate spaces in the top section of Enclosure 4.1, (Spill Report Form).
 - _____ 2.14.2 Provide the information from lines 2 through 13 on Enclosure 4.1, (Spill Response Form) to the BSHWM duty person.
 - _____ 2.14.3 Obtain the South Carolina Department of Health and Environmental Control file number from the BSHWM duty person and enter that file number in the appropriate space at the top of the Spill Report form.
- _____ 2.15 Contact National Response Center at **1-800-424-8802.**
 - _____ 2.15.1 Write the contact information for the National Response Center in the "National Response Center Contact" space in the top section of Enclosure 4.1, (Spill Report Form).
 - _____ 2.15.2 Provide the information from lines 2 through 13 on Enclosure 4.1, (Spill Report Form) to the National Response Center duty person.
 - _____ 2.15.3 Obtain the National Response Center file number and enter the number in the "National Response Center File Number" space at the top of Enclosure 4.1, (Spill Report Form).
- _____ 2.16 Make a Red Phone call to the Nuclear Regulatory Commission.
 - _____ 2.16.1 Provide all the information from Enclosure 4.1, (Spill Report Form) including the offsite agencies that were notified.
- _____ 2.17 Notify the Regulatory Compliance Duty Person that an NRC four hour Red Phone call has been made.
 - _____ 2.17.1 Ask the Regulatory Compliance Duty Person to notify the NRC Resident Inspector on duty that a four hour Red Phone call has been made.
- _____ 2.18 Notify the World of Energy Duty Person of any releases reported to offsite agencies.
- _____ 2.19 Go to Section 3. Subsequent Actions, of this procedure.

3. Subsequent Actions

- _____ 3.1 Telephone the person who reported the spill/release (from Line 1 of the yellow sheet/Spill Report form) for any information regarding the department/revision that is responsible for the spill.
 - _____ 3.1.1 Verify that this person can be reached at a later date at the telephone number listed on Line 1 of the Spill Report form.
 - _____ 3.1.2 Advise the spill reporter that it is no longer necessary for him/her to remain at the phone.
- _____ 3.2 Initiate the Problem Investigation Process (PIP).
- _____ 3.3 Record the information from lines 3-10 of the Spill Report form in the appropriate section of the Problem Identification portion of the PIP.
- _____ 3.4 Write the PIP number in the appropriate space at the top of the Spill Report form.
- _____ 3.5 Send the original approved Spill Report form to Environmental Management (ONO3EM) along with any additional notes or information that will assist Environmental Management in the problem investigation.

4. Enclosures

- _____ 4.1 Spill Report Form

Spill Report
Enclosure 4.1

RP/0/B/1000/017
Page 1 of 1

PIP No _____ SCDHEC File No _____ National Response Center File No _____

Oconee County Law Enforcement Center Contact	Telephone	Date	Time
Pickens County Law Enforcement Center Contact	Telephone	Date	Time
State Emergency Response Committee (SCBSHWM) Contact	Telephone	Date	Time
National Response Center Contact	Telephone	Date	Time

1. Name of Person Reporting Release to 4911 (Operations) Telephone Date Time

2 This is _____ at Duke Power Company's Oconee Nuclear Site, Seneca, SC
The telephone number is (864)885-3312

3. A release of _____ occurred at _____ on _____
(Name of Product) (Time) (Date)

4 An estimated quantity of _____ of the substance was released for a duration of _____
(lbs./gal.) (Hours/Minutes)
The release [is, is not] continuing. (Circle one)

5. The material was released to the _____ and covers an area of _____
(Air/Water/Soil) (Length and Width)

6. The source of the release was _____ located at or from _____
(Drum, Tank, Piping, etc) (Unit, Building, Vehicle #, System, etc.)

7. It was attributed to _____
(Cause of incident)

8. Corrective action being taken or planned _____

9. There were _____ injuries and _____ fatalities related to the release.
(numbers) (numbers)

10 Extent of property damage was _____

11. List the hazardous substances in the material and their respective statutory listing:
HAZARDOUS SUBSTANCE CERCLA OR EHS LIST

12. Health risks associated with the release _____

13. Recommendations for the public and the emergency response personnel _____

Emergency Planning/Environmental Management Telephone Date Time

APPROVED FOR RELEASE: _____
Operations Shift Manager/Emergency Coordinator Date Time

INFORMATION ONLY

Duke Power Company PROCEDURE PROCESS RECORD

(1) ID No. RP/O/B/1000/021

Revision No. 004

PREPARATION

(2) Station OCONEE NUCLEAR STATION

(3) Procedure Title Operations Interface (EOF)

(4) Prepared By Ray Waterman (Signature) _____ Date 10/28/02

- (5) Requires NSD 228 Applicability Determination?
- Yes (New procedure or revision with major changes)
 - No (Revision with minor changes)
 - No (To incorporate previously approved changes)

(6) Reviewed By [Signature] (QR) Date 11/4/02
 Cross-Disciplinary Review By _____ (QR) NA RET Date 11/4/02
 Reactivity Mgmt Review By _____ (QR) NA RET Date 11/4/02
 Mgmt Involvement Review By _____ (Ops Supt) NA _____ Date _____

(7) Additional Reviews
 Reviewed By _____ Date _____
 Reviewed By _____ Date _____

(8) Temporary Approval (if necessary)
 By _____ (OSM/QR) Date _____
 By _____ (QR) Date _____

(9) Approved By [Signature] Date 11/04/02

PERFORMANCE (Compare with control copy every 14 calendar days while work is being performed.)

(10) Compared with Control Copy _____ Date _____
 Compared with Control Copy _____ Date _____
 Compared with Control Copy _____ Date _____

(11) Date(s) Performed _____
 Work Order Number (WO#) _____

COMPLETION

- (12) Procedure Completion Verification:
- Unit 0 Unit 1 Unit 2 Unit 3 Procedure performed on what unit?
 - Yes NA Check lists and/or blanks initialed, signed, dated, or filled in NA, as appropriate?
 - Yes NA Required enclosures attached?
 - Yes NA Data sheets attached, completed, dated, and signed?
 - Yes NA Charts, graphs, etc. attached, dated, identified, and marked?
 - Yes NA Procedure requirements met?

Verified By _____ Date _____

Procedure Completion Approved _____ Date _____

Remarks (Attach additional pages)

Duke Power Company Station Name Operations Interface (EOF) Reference Use	Procedure No. RP/0/B/1000/021
	Revision No. 004
	Electronic Reference No. OX002WPI

Operations Interface

NOTE: This procedure is an implementing procedure to the Oconee Nuclear Site Emergency Plan and must be forwarded to Emergency Planning within three (7) working days of approval.

1. Symptoms

- 1.1 Conditions exist such that the Emergency Response Organization has been activated; the Emergency Operations Facility (EOF) is required to be staffed.

2. Immediate Actions

NOTE: The EOF is required to be staffed within 75 minutes of the declaration or upgrade to an EAL at which EOF activation is required (ALERT or higher).

- 2.1 If you are the on-call Operations Interface Manager (Ops Interface), upon activation of the Emergency Response Organization (ERO), report immediately to the EOF. (For actual emergencies, all other qualified and "fit for duty" Ops Interface Managers should also report to the EOF, or otherwise make themselves available for 24-hour staffing of the EOF).

For drills, particularly unannounced drills on backshifts, it is at their discretion whether or not "off duty" Ops Interface Managers report to the EOF. The Duty Ops Interface Manager should use Enclosure 4.2, (Telephone Numbers) to augment staffing if necessary.

- 2.1.1 If on site at the time of the activation, ensure that you are appropriately accounted for before leaving for the EOF.
- 2.1.2 Adhere to any special directions from control or security personnel regarding access to, or pass-through of, areas as you leave the site.
- 2.2 If you are the on-call Ops Interface person, and receive notification over the Community Alert Network as well as on your pager, provide a "NO" response to the phone request when asked if you can respond. The call tree looks for a second Ops Interface responder (in addition to the on-call person) and if you respond "YES," the phone net will stop looking. (Remember, the access code for phone network calls is 1,2,3,4).

3. Subsequent Actions

- 3.1 If the EOF is not open when you arrive, wait for Security personnel to open the EOF and establish entry control. After passing through Security, if it is a drill exercise, be sure to sign one of the Training Attendance sheets located in the entrance area so that you will receive credit for participating in the drill. Participation in, or observation of, at least one drill or EOF activation every 2 years is a requirement for the Ops Interface Manager position.
- 3.2 If you are the first Ops Interface Manager to arrive at the EOF, sign in on the status board in the EOF Director's area. Even if you are not the scheduled Ops Interface Manager, sign yourself in at that position until the duty person arrives. Then turn over to the duty Ops Interface Manager and replace your name on the board with his.
- 3.3 Obtain working copies of the procedure RP/0/B/1000/021, (Operations Interface) and of the Emergency Classification procedure (RP/0/B/1000/001) from the procedures cart in the EOF Director's area.
- 3.4 Connect to the Operations Communications Bridge network:
 - 3.4.1 Replace the batteries in the Operations Interface QTR-2 Radio/Headset belt pack with two fresh 9V batteries from the supply room in the EOF. (A fresh set of batteries provides a minimum duty cycle of six hours).
 - 3.4.2 Put the headset on and turn the power for the QTR-2 radio (belt pack unit) on using the Volume control switch located on top of the belt pack unit. The "Power On" LED should come on.
 - 3.4.3 The FDL₃ Repeater is the "base unit" sitting on the table. (It has the Rolm phone base unit plugged into the back.) Turn power on to the repeater by flipping the toggle switch up. The "Power On" and the "Channel #1" LED's should now be lit.
 - 3.4.4 The telephone handset should **NOT** be plugged into the Rolm phone base. Remove the handset from the cradle, and a dial tone should be heard.

<p>NOTE: Keep the handset out of the Rolm phone cradle during QTR-2 radio use. Returning the handset to the cradle will "hang the phone up" and break the communications link.</p>

- 3.4.5 Dial **66**. Another dial tone should be received.
- 3.4.6 Dial **4908**. Several rings will occur and then one beep. The beep indicates that you have successfully dialed into the communications bridge. (Everyone already on the telephone bridge will also hear the beep to let them know that someone else has joined them).

- 3.4.7 The "P-T-T" (push-to-talk) transmit switch on top of the belt pack unit is a three-position rocker switch:
- When the right side of the switch is pressed to the "CONT" position, the radio is locked into a continuous communication mode of operation, where, whenever you speak, your voice is transmitted.
 - Rocking the switch back to the neutral position blocks voice transmission from your unit.
 - The spring-return to neutral P-T-T position allows voice transmission from your unit for as long as the switch is held in the P-T-T position.
- 3.4.8 Adjust the volume to the headset with the volume control knob on the belt pack unit. The volume control knob on the repeater unit has no function in our present mode of operation.

NOTE: Two screw-driver adjusted volume control pots located on the back of the repeater unit that may be adjusted by a Communications or SSG person if you are having difficulty hearing or being heard.

- 3.4.9 After connecting to the Operations Communication Bridge, identify yourself to those already on the bridge. Your primary contact for information will be the Operations Liaison, who is also the primary communications link between the Control Room and the TSC. Begin collecting preliminary data about the emergency, but keep voice traffic to a minimum in order to not interfere with the Control Room/TSC link.

Begin filling out Enclosure 4.3, (Operations Interface Manager Initial Report), which is attached to this procedure.

NOTE: Usually, one or more message forms will have already been sent by the TSC Offsite Communicator and will be available from the Offsite Communications personnel in the EOF. These should be the primary source of preliminary information for you about the emergency.

- 3.4.10 The EOF Director will ask for an up-to-date copy of the "Operations Interface Manager Initial Report" before he declares the EOF "operational".
- 3.5 Activate the Satellite Display System
- 3.5.1 Point the remote control towards the Epson overhead projector and press the "Power" button on the remote to turn the projection unit on. (There is also a red "power on" button located on the projection unit if the remote is unavailable).

- 3.5.2 Make sure the Extron keypad (located behind the computer monitor) is selected to the correct monitor, per the numbered list posted near the keypad. The overhead projector will project whichever monitor is selected by the keypad.
- 3.5.3 The SDS (Satellite Display System) information for all units and simulator is located at the Operations Interface Manager's station in the EOF and also in Rad. Dose Assessment group area.
- 3.5.4 Access computer using your user ID.
- 3.5.5 Go to DAE, if SDS information is not in "My Applications" use search and type in SDS. Add to "My Applications".
- 3.5.6 Double-click on the appropriate SDS icon ("Simulator SDS" or "Actual Affected Unit SDS").
- 3.5.7 Double-click on the appropriate unit (Unit 1/Simulator if you are in the "Drill SDS" screen; or the affected unit SDS if you are in an actual emergency).
- 3.5.8 Navigate through the SDS screens to monitor desired parameters.
- 3.6 Continue to provide plant status and updates to the EOF Director:
 - 3.6.1 Use the Operations Communication Bridge network to keep abreast of developments.
 - 3.6.2 Use the SDS to help maintain a picture of overall plant conditions and equipment status.
- 3.7 Keep the EOF Director advised of the proper Emergency Action Level (EAL).
 - 3.7.1 Use RP/0/B/1000/001, (Emergency Classification) to verify proper EAL.
 - 3.7.2 Constantly review all possible conditions/scenarios that could require an upgrade in the EAL.
 - A. Immediately recommend to the EOF Director that the EAL be upgraded, if conditions warrant this.
- 3.8 Help the Offsite Communications Manager, as requested, review Emergency Notification message updates for accuracy.
- 3.9 Assist the Radiological Assessment Manager, as requested, by providing plant status updates.

- 3.10 If additional Ops Interface personnel are present, they should maintain the "Event" and "Major Equipment" status boards. These should be maintained as accurate, detailed, and up-to-date as possible since the majority of people in the EOF Director's area use the boards as reference.
- 3.11 When a board is full, use the "Copy" switch on the board to make a paper copy of the information before erasing the board to make room for new information. Xerox copies may be made for individuals desiring them.
- 3.12 If 24-hour staffing is to be set up, refer to Enclosure 4.2, (Telephone Numbers).
- 3.13 The EOF Director will announce when to secure from the drill or emergency.
 - 3.13.1 Return the telephone handset to the phone cradle, power down the repeater unit, and turn the belt pack unit off.
 - 3.13.2 Use the remote control (or the power switch on the projector unit) to turn off the overhead projector.
 - 3.13.3 Shutdown SDS: Select "Main" with the left mouse button. From the drop-down menu, double-click "Exit." Turn off the computer and monitor.
 - 3.13.4 Clean the "Event" and "Major Equipment" status boards. Advance the boards through a complete cycle to ensure that both panels on the boards get erased.
 - 3.13.5 Return any drawings and manuals to the proper locations. Discard scratch paper, procedure working copies, and other trash in the appropriate receptacles.

4. Enclosures

- 4.1 Operations Interface Organization and Responsibilities
- 4.2 Telephone Numbers
- 4.3 Operations Interface Manager Initial Report

Enclosure 4.1
**Operations Interface Organization And
Responsibilities**

RP/0/B/1000/021
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1. Operations Interface Organization and Responsibilities

1.1 Organization

1.1.1 The Ops Interface Manager group is staffed by Oconee Nuclear Site Training personnel who hold or have held a Senior Reactor Operator License.

1.2 Duty Roster

1.2.1 Members of the Ops Interface group are assigned to the Oconee Nuclear Site Duty roster and carry a pager. The assigned duty person is required to be "fit for duty" and capable of reaching the EOF within 75 minutes.

1.3 Responsibilities

1.3.1 The **primary** responsibility of the Ops Interface Manager is to ensure that the EOF Director has complete and up-to-date information on which to base the declared Emergency Action Level for the event.

1.3.2 Additional duties may include assisting other groups at the EOF with technical information about the event, maintaining the Event and Equipment status boards, and tracking the progress of the mitigating actions via the Operations Communications Bridge.

Enclosure 4.2
Telephone Numbers

1. Telephone Numbers

<i>NAME</i>	<i>OFFICE</i>	<i>HOME</i>	<i>PAGE</i>
AYERS, BOBBY	885-3459	882-4889	777-9300
BLACK, JIM	885-3458	882-1416	777-9288
HINDMAN, LARRY	885-3347	638-6514	777-9384
INMAN, TROY	885-3450	638-8372	777-9290
STEELY, J. R.	885-3446	296-9126	778-3562
WASHBURN, GABRIEL	885-3453	639-0460	777-9346
WHITENER, ALAN	885-3456	944-2113	777-9387
YARBROUGH, RANDALL	885-3460	654-2579	777-9309
MERCADO, OLSON	885-3613	882-6379	777-0830
Operations Communications Bridge		66-4908	
Simulator Instructor Console		66-3828	

Operations Interface Manager Initial Report

1. PRESENT EAL _____ DECLARED TIME/DATE _____

INITIAL EAL _____ DECLARED TIME/DATE _____

2. INITIATING EVENT: Unit _____

3. PRESENT STATUS OF AFFECTED UNIT(S): (including significant pieces of equipment out of service).

IMPROVING _____ STABLE _____ DEGRADING _____

4. STATUS OF UNAFFECTED UNITS:

5. Unit 1 SHUTDOWN AT (TIME/DATE) _____ OR AT _____ % POWER

Unit 2 SHUTDOWN AT (TIME/DATE) _____ OR AT _____ % POWER

Unit 3 SHUTDOWN AT (TIME/DATE) _____ OR AT _____ % POWER