

SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

EMERGENCY PLAN

ATTACHMENT 2

IMPLEMENTING PROCEDURES

| <u>Procedure</u> | | <u>Plan Section</u> |
|------------------|--|---------------------|
| OPOP04-ZO-0004 | Personnel Emergencies | E, F, J |
| OPGP03-ZA-0106 | Emergency Medical Response Plan | F, J |
| OPGP03-ZT-0139 | Emergency Preparedness Training Program | M |
| OPGP05-ZV-0001 | Emergency Response Exercises and Drills | M, N |
| OPGP05-ZV-0002 | Emergency Response Activities Schedule | E, N |
| OPGP05-ZV-0003 | Emergency Response Organization | C, F |
| OPGP05-ZV-0005 | Emergency Response Program | A, O |
| OPGP05-ZV-0006 | Emergency Notification and Response System | C |
| OPGP05-ZV-0007 | Prompt Notification System | E, G |
| OPGP05-ZV-0009 | Emergency Facilities Inventories and Inspections | G, O |
| OPGP05-ZV-0010 | Emergency Plan Revision | A, O |
| OPGP07-ZA-0011 | Communications System | E |
| OPGP05-ZV-0011 | Emergency Communications | E, G |

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|------------------------------|-----------------------|---------------|-----------------------------|
| STI 31518434 | 0ERP01-ZV-EF03 | Rev. 8 | Page 1 of 24 |
| Radiological Director | | | |
| Quality | Non Safety-Related | Usage: N/A | Effective Date: 11/11/02 |
| Max Keys | N/A | N/A | Emergency Response Division |
| PREPARER | TECHNICAL | USER | COGNIZANT ORGANIZATION |

| <u>Table of Contents</u> | <u>Page</u> |
|---|-------------|
| 1.0 Purpose and Scope..... | 2 |
| 2.0 Responsibilities | 2 |
| 3.0 Precautions and Limitations | 3 |
| 4.0 References | 3 |
| 5.0 Procedure..... | 4 |
| 6.0 Support Documents | 4 |
| Addendum 1, Emergency Facility Habitability Table | 5 |
| Data Sheet 1, Radiological Director Checklist..... | 6 |
| Data Sheet 2, Radiological Briefing Checklist..... | 20 |
| Form 1, Emergency Exposure Tracking Log..... | 22 |
| Form 2, Potassium Iodide Issuance Log..... | 23 |
| Form 3, TLD Issuance Log..... | 24 |

Radiological Director

1.0 Purpose and Scope

- 1.1 This procedure specifies the actions to be completed by the Radiological Director in the Emergency Operations Facility (EOF) during a declared emergency.
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Radiological Director.

2.0 Responsibilities

- 2.1 The Radiological Director is responsible for:
 - 2.1.1 Assessing offsite radiological and environmental conditions that may impact the public.
 - 2.1.2 Directing offsite dose assessment activities and advising the Emergency Director on Protective Action Recommendations (PARs) for the public.
 - 2.1.3 Directing Offsite Field Team activities.
 - 2.1.4 Coordinating with the Technical Director to determine PARs based on the status of the fission product barriers and the potential for a radiological release.
 - 2.1.5 Monitoring radiological parameters that relate to Emergency Action Levels (EALs) to determine if conditions warrant a change in emergency classification.
 - 2.1.6 Functioning as the primary interface with the State of Texas Bureau of Radiation Control (BRC) personnel assigned to the Emergency Operations Facility.
 - 2.1.7 Reviewing and recommending approval of pre-planned exposures to emergency response personnel in excess of 10CFR20 limits.
 - 2.1.8 Determining Emergency Operations Facility radiological habitability.
 - 2.1.9 Managing radioactive waste and radiological control aspects of Recovery Operations.
 - 2.1.10 Recommending issuance of Potassium Iodide (KI).
 - 2.1.11 Functioning as the primary technical interface with the NRC Protective Measures Coordinator.
 - 2.1.12 Coordinating the analysis of Radiological samples by offsite laboratories due to the loss of onsite capability.

Radiological Director**3.0 Precautions and Limitations**

- 3.1 A Site Area Emergency or General Emergency has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.
- 3.2 The Emergency Director has ordered the activation of the Emergency Operations Facility to support response activities.
- 3.3 During an Alert, Site Area Emergency, or General Emergency, Administrative dose limits are not applicable.
 - 3.3.1 Emergency responders shall be authorized an exposure limit of 5 rem TEDE.
 - 3.3.2 No individual shall knowingly exceed 10CFR20 exposure limits except when authorized to do so by the Emergency Director.
 - 3.3.3 When Assembly and Accountability is completed, Radiation Protection ensures all personnel entering the Protected Area have Thermoluminescent Dosimetry (TLD).

4.0 References

- 4.1 STPEGS Emergency Plan
- 4.2 0ERP01-ZV-EF10, Offsite Field Team Supervisor
- 4.3 0ERP01-ZV-IN01, Emergency Classification
- 4.4 0ERP01-ZV-IN02, Notifications To Offsite Agencies
- 4.5 0ERP01-ZV-IN05, Site Evacuation
- 4.6 0ERP01-ZV-IN06, Radiological Exposure Guidelines
- 4.7 0ERP01-ZV-IN07, Offsite Protective Action Recommendations
- 4.8 0ERP01-ZV-RE01, Recovery Operations
- 4.9 0ERP01-ZV-RE02, Documentation
- 4.10 0ERP01-ZV-TP01, Offsite Dose Calculations
- 4.11 0ERP01-ZV-TP02, Offsite Field Teams
- 4.12 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

Radiological Director**5.0 Procedure**

5.1 When responding to the Emergency Operations Facility, implement Data Sheet 1, Radiological Director Checklist, Step 1.0 Initial Activities.

5.1.1 Insert the time an activity is completed, for reoccurring activities, document using the Emergency Action Log.

5.2 Implement the appropriate portions of Data Sheet 1, Radiological Director Checklist based on the events in progress.

5.3 Use Addenda and Checklists to help direct emergency activities.

6.0 Support Documents

6.1 Addendum 1, Emergency Facility Habitability Table

6.2 Data Sheet 1, Radiological Director Checklist

6.3 Data Sheet 2, Radiological Briefing Checklist

6.4 Form 1, Emergency Exposure Tracking Log

6.5 Form 2, Potassium Iodide Issuance Log

6.6 Form 3, TLD Issuance Log

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|------------------------------|---------------------------------------|---------------|--------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 5 of 24 |
| Radiological Director | | | |
| Addendum 1 | Emergency Facility Habitability Table | | Page 1 of 1 |

- 1.0 Conduct habitability surveys of occupied areas as deemed necessary (e.g., facility area/airborne radiation monitor increases, portal monitor alarm, facility dosimeter increase, and onset of a radiological release).
- 2.0 Habitability surveys should include radiation, contamination, and air samples.

| FACILITY | TYPE & LOCATION | RELOCATION CRITERIA | COMMENTS/GUIDELINES |
|-------------------------------------|---|--|---|
| EMERGENCY OPERATIONS FACILITY (EOF) | RADIATION <ul style="list-style-type: none"> • General Area • Security Desk • Portal Monitor Area AIRBORNE <ul style="list-style-type: none"> • Kitchen CONTAMINATION <ul style="list-style-type: none"> • Floor at Portal Monitor • Dose Assessment Room Floor • Kitchen | 5 rem TEDE | <ol style="list-style-type: none"> 1. Switch the EOF Emergency Ventilation System to the Emergency Mode when: <ul style="list-style-type: none"> • Elevated airborne concentration levels are suspected or confirmed • The Iodine air sampler in the EOF is in an alarm condition • Toxic gas/chemical release from nearby chemical facility (as needed). 2. Consider relocation to the Alternate EOF when dose rates exceed 1 rem/hr or airborne concentration levels exceed 400 DAC. 3. Consider reducing the EOF staff to key personnel when TEDE to personnel exceed 1 rem and begin rotation of key personnel to keep their exposures below 5 rem TEDE. |
| NUCLEAR TRAINING FACILITY (NTF) | RADIATION <ul style="list-style-type: none"> • Occupied areas • Chemistry lab when environmental samples are being analyzed. AIRBORNE <ul style="list-style-type: none"> • Entrance to NTF • Chemistry lab when environmental samples are being analyzed. CONTAMINATION <ul style="list-style-type: none"> • Occupied areas • Chemistry lab when environmental samples are being analyzed. | <ul style="list-style-type: none"> • 1 rem TEDE to emergency personnel • 0.1 rem TEDE to non-essential personnel | <ol style="list-style-type: none"> 1. Move key personnel into the EOF when dose rates exceed 1 rem/hr or airborne concentration levels exceed 400 DAC. Evacuate unnecessary personnel. |

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|------------------------------|---------------------------------|---------------|--------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 6 of 24 |
| Radiological Director | | | |
| Data Sheet 1 | Radiological Director Checklist | | Page 1 of 14 |

| | (Name) | | (Date) | | (Unit) |
|--------|--------|--|--------|--|--------|
| Action | | | | | Time |

1.0 INITIAL ACTIVITIES

1.1 Report to the Emergency Operations Facility and perform the following.

- Sign on the staffing board. _____
- Inform the Deputy EOF Director of your arrival. _____
- Ensure the Radiological Director's Emergency Response Manual is available. _____
- Obtain a briefing from the Radiological Manager using Data Sheet 2, Radiological Briefing Checklist. _____
- Brief the Deputy EOF Director of the information obtained from the Technical Support Center. _____

1.2 Verify the following individuals have responded.

- Instruct Dose Assessment Specialist to verify the Assistant Dose Assessment Specialist is available and required equipment is operational. _____
- Direct the Offsite Field Team Supervisor to implement 0ERP01-ZV-EF10, Offsite Field Team Supervisor, and inform you when teams are prepared for dispatch. _____
- Direct the Radiological Status Board Keeper to trend appropriate radiological and meteorological conditions on facility status boards. _____
- Direct remaining radiological staff to assist as necessary (e.g., completing forms, dosimetry issue, Potassium Iodide issue, etc). _____

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|------------------------------|---------------------------------|---------------|--------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 7 of 24 |
| Radiological Director | | | |
| Data Sheet 1 | Radiological Director Checklist | | Page 2 of 14 |

| Action | Time |
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| 1.3 Notify the Deputy EOF Director when all radiological functions are available. | _____ |
| 1.4 Assist the Deputy EOF Director in determining priorities for the Emergency Operations Facility. | _____ |
| 1.5 Review Radiation Protection Procedures with the Radiological Manager and assist in determining the level of compliance and the extent of allowed deviation. | _____ |
| 1.6 Periodically brief the Radiological staff on the status of the emergency and ongoing activities. | _____ |
| 1.7 Continually evaluate radiological conditions (i.e. area radiation, process and effluent monitor readings, ICS/ERFDADS, dose assessments, inplant, and field survey results). Assist the Radiological Manager in determining radiological precautions and monitoring requirements for emergency response activities. | _____ |
| 2.0 COMMUNICATION ACTIVITIES | |
| 2.1 Routinely communicate all radiological changes to the Emergency Director being sure to address the following. | _____ |
| <ul style="list-style-type: none"> • New Onsite/Offsite radiological changes since last briefing. • Plant radiological conditions are Stable OR Improving OR Degrading. • Protective Actions recommended to Matagorda County. • Protective Actions implemented by Matagorda County. • Wind direction from. • Latest Offsite Dose Assessment/Measurements. • Facility Habitability. • Priorities. | |
| 2.2 If requested by NRC Headquarters to provide information via telephone, then assign a Radiological Staff Member to be the communicator. | _____ |

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|------------------------------|---------------------------------|---------------|--------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 8 of 24 |
| Radiological Director | | | |
| Data Sheet 1 | Radiological Director Checklist | | Page 3 of 14 |

| Action | Time |
|---|-------------|
| 2.3 Routinely communicate all radiological changes to the NRC Protective Measures Coordinator when present. | _____ |
| 2.4 Routinely communicate all radiological changes to the Deputy EOF Director. | _____ |
| 2.5 Communicate onsite and offsite radiological status with the Technical Support Center and Operations Support Center. | _____ |
| 2.6 Communicate Emergency Action Level changes to the Emergency Director. | _____ |
| 2.7 Communicate Protective Action Recommendations to the Emergency Director. | _____ |
| 2.8 Communicate radiological status with the State of Texas Bureau of Radiation Control. | _____ |
| 2.9 During facility briefings, advise members of any known limitations to work activities resulting from radiological conditions. | _____ |
| 2.10 Communicate personnel or equipment needs with the Procurement/Resources Supervisor. | _____ |
| 3.0 EMERGENCY CLASSIFICATION ACTIVITIES | |
| 3.1 Using 0ERP01-ZV-IN01, Emergency Classification, Fission Product Barrier Degradation Initiating Condition Matrix and Recognition Category R (RADIOLOGICAL) Emergency Action Levels to determine if the emergency classification is correct. Inform the System Status Evaluator and Deputy EOF Director of your assessment. | _____ |
| 3.2 Monitor radiological levels on and offsite to determine if any emergency action levels are being exceeded. | _____ |

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|------------------------------|---------------------------------|---------------|--------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 9 of 24 |
| Radiological Director | | | |
| Data Sheet 1 | Radiological Director Checklist | | Page 4 of 14 |

| Action | Time |
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| 4.0 EXPOSURE CONTROL ACTIVITIES | |
| 4.1 Monitor personnel exposures, report elevated personnel exposures to the Emergency Director | _____ |
| 4.2 At an Alert or higher classification, issue a facility self-reading dosimeter to manned facilities listed in Addendum 1, Emergency Facility Habitability Table. | _____ |
| <ul style="list-style-type: none"> • Instruct personnel to monitor the facility dosimeter every 15 to 20 minutes, and report any increases in accumulated dose to Radiation Protection. | _____ |
| 4.3 Ensure all personnel responding to declared emergencies inside the protected area possess a Thermoluminescent Dosimeter (TLD). | _____ |
| <ul style="list-style-type: none"> • Document using Form 3, TLD Issuance Log. | _____ |
| 4.4 If a release of radioactive material has begun or is imminent, evaluate issuing self-reading dosimetry to all emergency response personnel. | _____ |
| <ul style="list-style-type: none"> • Document using Form 1, Emergency Exposure Tracking Log. | _____ |
| 4.5 Review requests and make recommendations to the Emergency Director for exposures that may exceed 10CFR20 limits as per 0ERP01-ZV-IN06, Radiological Exposure Guidelines, and obtain the Emergency Director's signature. | _____ |
| 4.6 Evaluate requirements and equipment status for Whole Body Counting. | _____ |
| 5.0 POTASSIUM IODIDE (KI) ISSUANCE ACTIVITIES | |
| 5.1 When necessary, determine the need for Potassium Iodide and obtain approval from the Emergency Director to issue Potassium Iodide. | _____ |
| <ul style="list-style-type: none"> • Consumption of Potassium Iodide is voluntary. | _____ |

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| NOTE |
| Potassium Iodide is most effective when taken just before or within 1-2 hours after exposure to radioiodine. |

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|------------------------------|---------------------------------|---------------|---------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 10 of 24 |
| Radiological Director | | | |
| Data Sheet 1 | Radiological Director Checklist | | Page 5 of 14 |

| Action | Time |
|---|-------------------------|
| <ul style="list-style-type: none"> • Ingestion of Potassium Iodide Tablets should occur when an exposure of 25 rem Thyroid CDE is calculated or imminent ($2.0E^{-5}$ μCi/cc for longer than 1 hour). | _____ |
| <ul style="list-style-type: none"> • Upon approval to issue Potassium Iodide onsite, notify the Radiological Manager. | _____ |
| <ul style="list-style-type: none"> • Upon approval to issue Potassium Iodide for offsite activities, notify the Offsite Field Team Supervisor and the Bureau of Radiation Control. | _____ |
| <ul style="list-style-type: none"> • Upon approval, issue Potassium Iodide within the Emergency Operations Facility perform the following: <ul style="list-style-type: none"> • Obtain a sufficient number of potassium iodide bottles and instructions from the emergency cabinet for all personnel. • Inspect bottles and dates; do not use expired bottles. • Issue each person a bottle and instruction page; direct them to take one tablet initially and to continue to take one tablet daily in accordance with instructions provided with the bottle. • Document using Form 2, Potassium Iodide Issuance Log. | _____ _____ _____ |
| 5.2 Ensure potassium iodide is issued to any additional persons responding. | _____ |
| 5.3 Continuously monitor I-131 Activity Levels to determine when potassium iodide issuance can be terminated. Notify the Emergency Director when the use of potassium iodide is no longer required. | _____ |
| 6.0 ACCIDENT ASSESSMENT ACTIVITIES | |
| 6.1 Coordinate with the Support Organization Director and the EOF Liaison any requests for radiological samples to be sent offsite for analysis. There are agreements with Comanche Peak Steam Electric Station and Duke Power in place to perform these services in case of the loss of capability onsite. | _____ |

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|------------------------------|---------------------------------|---------------|---------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 11 of 24 |
| Radiological Director | | | |
| Data Sheet 1 | Radiological Director Checklist | | Page 6 of 14 |

| Action | Time |
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| 6.2 In the event of an unmonitored radiological release, coordinate with the Radiological Manager or Offsite Field Team Supervisor for dispatch of an onsite or offsite monitoring team(s) to obtain, and periodically monitor, actual site boundary dose rates. | _____ |
| 6.3 Monitor station meteorological conditions from ICS/ERFDADS. | _____ |
| 6.4 Review offsite sampling missions from a protective measures standpoint. | _____ |
| 6.5 Evaluate radiation monitor and survey data to determine changing inplant radiological conditions. | _____ |
| 6.6 Provide the Emergency Director with radiological data obtained from offsite monitoring and inplant surveys for corrective action decision-making. | _____ |
| 7.0 RADIOLOGICAL RELEASE ACTIVITIES | |
| 7.1 Direct radiological surveys using Addendum 1, Emergency Facility Habitability Table. | _____ |
| 7.2 Inform the Dose Assessment Specialist and Offsite Field Team Supervisor of the release and direct team dispatch as necessary. | _____ |
| 7.3 Evaluate the potential for the release to impact the Celanese or EquiStar Chemical Plants. Inform the Deputy EOF Director of any possible impact. Provide as much advance notice as possible to allow shutdown of operations. | _____ |
| 7.4 Establish a facility Thermoluminescent Dosimeter (TLD) to monitor personnel exposure inside the Emergency Operations Facility. | _____ |
| 7.5 Ensure all personnel exiting the facility have a TLD if protective actions have been implemented. Document using Form 3, TLD Issuance Log. | _____ |
| 7.6 Evaluate swap over of Emergency Operations Facility emergency ventilation system to the Emergency Mode. | _____ |
| 7.7 Instruct all personnel entering the Emergency Operations Facility to pass through the portal monitor or perform a whole body frisk. | _____ |

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|------------------------------|---------------------------------|---------------|---------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 12 of 24 |
| Radiological Director | | | |
| Data Sheet 1 | Radiological Director Checklist | | Page 7 of 14 |

| Action | Time |
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| 7.8 Request the Deputy EOF Director to inform all personnel not to exit the facility without the Radiological Director's approval. | _____ |
| 7.9 Discuss the potential radiological impact on inplant activities with the Radiological Manager and assist him in determining additional radiological precautions. | _____ |
| 7.10 Contact the State of Texas Bureau of Radiation Control (BRC) personnel and inquire if the Mobile Lab is available for analysis of Environmental Samples. Inform the Offsite Field Team Supervisor. | _____ |
| 7.11 If radiological conditions require the closing of the Colorado River and/or the Intercoastal Waterway, inform the Support Organization Director of the recommendations, and request the county and state be notified. | _____ |
| 8.0 DOSIMETRY ISSUANCE ACTIVITIES | |
| 8.1 Thermoluminescent Dosimeter Issuance Program including provisions for issuance/collection, decontamination, and processing. Consider the following. | _____ |
| <ul style="list-style-type: none"> • Ensure personnel entering the protected area have been issued a Thermoluminescent Dosimeter, document using Form 3, TLD Issuance Log. | _____ |
| <ul style="list-style-type: none"> • Ensure personnel entering the protected area have been issued self reading dosimetry, document using Form 1, Emergency Exposure Tracking Log. | _____ |
| <ul style="list-style-type: none"> • As necessary, divert personnel to the Emergency Operations Facility to obtain dosimetry before reporting to the Protected Area. | _____ |
| <ul style="list-style-type: none"> • Consider establishing dosimetry issuance operations at selected County roadblocks and diverting personnel to these areas. | _____ |
| <ul style="list-style-type: none"> • Inform the Administrative Manager and Security Manager of provisions for providing dosimetry and instruct them to notify personnel who may be arriving onsite of dosimetry requirements. | _____ |

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|------------------------------|---------------------------------|---------------|---------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 13 of 24 |
| Radiological Director | | | |
| Data Sheet 1 | Radiological Director Checklist | | Page 8 of 14 |

| Action | Time |
|---|---|
| 9.0 OFFSITE FIELD TEAMS | |
| 9.1 Ensure Field Teams are implementing 0ERP01-ZV-TP02, Offsite Field Teams. <ul style="list-style-type: none"> • Review Offsite Field Team location, sampling instructions, and personal exposures with the Offsite Field Team Supervisor. • Monitor sample results with the Offsite Field Team Supervisor. • Report offsite radiological sample results with the Deputy EOF Director. • Determine where environmental samples should be evaluated to assist onsite capabilities. • Instruct the Offsite Field Team Supervisor in sample transport. | _____ _____ _____ _____ _____ |
| 10.0 DOSE ASSESSMENT ACTIVITIES | |
| 10.1 Direct the Dose Assessment Specialist to use 0ERP01-ZV-TP01, Offsite Dose Calculations. <ul style="list-style-type: none"> • Review Dose Assessment results with the Dose Assessment Specialist. • Compare dose assessment and offsite monitoring results for accuracy and validity. Evaluate discrepancies and resolve any conflicting data. • Evaluate the Offsite Field Team Radiation Survey result for the 3 foot closed window reading against Protective Action Recommendations. | _____ _____ _____ |

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|------------------------------|---------------------------------|---------------|---------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 14 of 24 |
| Radiological Director | | | |
| Data Sheet 1 | Radiological Director Checklist | | Page 9 of 14 |

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| Action | Time |
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NOTE

Verification of dose assessment data may be performed at any distance as determined by Offsite Field Team Supervisor.

10.2 If dose assessment results indicate Protective Action Guides exceeded at >10 miles, then verify readings with field teams and notify the Emergency Director.

- If field team radiation survey results concur with dose assessment results, then recommend to the Emergency Director expanding Protective Action Recommendations for downwind sectors > 10 miles in 2 mile increments until Protective Action Guides are not exceeded.
- If Protective Action Recommendations are greater than 10 miles, then changes in downwind sectors requires a state and county notification.

11.0 PROTECTIVE ACTION RECOMMENDATION ACTIVITIES

11.1 Implement 0ERP01-ZV-IN07, Offsite Protective Action Recommendations, and if necessary recommend a Protective Action Recommendation to the Emergency Director.

- Protective Action Recommendations are required at the declaration of a General Emergency.
- Protective Action Recommendations must be made to offsite agencies within 15 minutes of the Protective Action Recommendation decision.
- Monitor plant and meteorological conditions and revise Protective Action Recommendations as necessary.

11.2 If Protective Action Recommendations are indicated or change, review your decision with the Emergency Director and assist with the completion of 0ERP01-ZV-IN02, Data Sheet 1, Offsite Agency Notification Message Form as necessary.

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|------------------------------|---------------------------------|---------------|---------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 15 of 24 |
| Radiological Director | | | |
| Data Sheet 1 | Radiological Director Checklist | | Page 10 of 14 |

| Action | Time |
|---|-------------|
| 11.3 Obtain the County Implemented Offsite Protective Action Recommendations from the Deputy EOF Director and revise status board, as needed. | _____ |
| 11.4 Discuss Offsite Protective Action Recommendations with the Bureau of Radiation Control. | _____ |
| 12.0 HABITABILITY ACTIVITIES | |
| 12.1 Evaluate radiological conditions identified during habitability checks per Addendum 1, Emergency Facility Habitability Table. | _____ |
| <ul style="list-style-type: none"> • Stop all eating, drinking, or chewing until habitability is verified. | _____ |
| <ul style="list-style-type: none"> • Initiate facility monitoring using a self reading dosimeter as necessary. | _____ |
| <ul style="list-style-type: none"> • Advise the Emergency Director of recommended actions for continued Emergency Operations Facility operations including how long the facility can remain occupied by personnel before evacuation should be implemented. | _____ |
| 13.0 RELOCATION OF THE EMERGENCY OPERATIONS FACILITY | |
| 13.1 Determine the radiological precautions and protective equipment requirements necessary for persons evacuating to the Alternate Emergency Operations Facility. | _____ |
| <ul style="list-style-type: none"> • Upon Emergency Director approval, brief Emergency Operations Facility personnel on the preferred evacuation route and protective requirements. | _____ |
| <ul style="list-style-type: none"> • Direct the radiological staff to collect all important documentation, checklists, and logs in preparation for relocating to the Alternate Emergency Operations Facility. | _____ |
| <ul style="list-style-type: none"> • If required, contact the Radiological Manager and temporarily transfer responsibilities to the Technical Support Center. | _____ |
| <ul style="list-style-type: none"> • As necessary, issue dosimetry to evacuating personnel. | _____ |

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|------------------------------|---------------------------------|---------------|---------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 16 of 24 |
| Radiological Director | | | |
| Data Sheet 1 | Radiological Director Checklist | | Page 11 of 14 |

| Action | Time |
|---|---|
| <ul style="list-style-type: none"> • Upon relocation, perform the following: <ul style="list-style-type: none"> • Establish a radiological staff work area. • Re-establish communications with the Radiological Manager, obtain another radiological conditions briefing. • Re-establish communications with Offsite Field Teams. • Evaluate transient exposures received by Emergency Operations Facility personnel. | <hr/> <hr/> <hr/> <hr/> <hr/> |
| 14.0 SITE EVACUATION ACTIVITIES | |
| 14.1 Complete the Radiological Director responsibilities in 0ERP01-ZV-IN05, Site Evacuation. | <hr/> |
| 14.2 Inform the Bureau of Radiation Control of the evacuation. | <hr/> |
| 15.0 EOF HVAC OPERATION ACTIVITIES | |
| 15.1 Transfer the Emergency Operations Facility Emergency Ventilation System to the Emergency Mode by performing the following. <ul style="list-style-type: none"> • Reposition the control switch located in the HVAC Room from the NORMAL position to the EMERGENCY position. • After the two dampers reposition themselves, verify the magnahelic gauge reads < 1 inch of water. | <hr/> <hr/> <hr/> |
| 16.0 EQUIPMENT PROGRAMS | |
| 16.1 Evaluate survey instrumentation program including provisions for instrument repair, calibration, and obtaining additional respirators. | <hr/> |
| 16.2 Evaluate respiratory maintenance program including provisions for respirator repair, cleaning, fitting and obtaining additional respirators. | <hr/> |
| 16.3 Ensure SCBA resources are sufficient. | <hr/> |

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|------------------------------|---------------------------------|---------------|---------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 17 of 24 |
| Radiological Director | | | |
| Data Sheet 1 | Radiological Director Checklist | | Page 12 of 14 |

| Action | Time |
|---------------|-------------|
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17.0 SHIFT TURNOVER ACTIVITIES

- 17.1 As necessary, use Data Sheet 2, Radiological Briefing Checklist, provide a briefing of events to the relief person and the Radiological Staff. _____
- Explain the basis of the current Emergency Classification and the Emergency Action Levels of importance. _____
 - Explain the basis of the current Protective Action Recommendations. _____
 - Review completed checklists. _____
 - Review completed Logs. _____
 - Review information on Status Boards. _____
 - Radiation Monitor readings, inplant radiological problems, offsite radiological problems, KI issuance, personnel exposures, approvals to exceed 10CFR20 limits, Dose Assessment activities, and supplies or equipment expected from offsite. _____
 - The level of compliance and the extent of waiving radiological requirements. _____
 - Manpower status. _____
 - Recovery plans developed and corrective action items for station recovery. _____
 - Current Shift Schedule. _____
 - Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement: _____
 - All Emergency Operations Facility Directors. _____
 - Nuclear Regulatory Commission Protective Measures Coordinator. _____
 - Radiological Manager. _____
 - Radiological Coordinator. _____

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|------------------------------|---------------------------------|---------------|---------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 18 of 24 |
| Radiological Director | | | |
| Data Sheet 1 | Radiological Director Checklist | | Page 13 of 14 |

| Action | Time |
|---|-------------|
| <ul style="list-style-type: none"> • Bureau of Radiation Control Utility Liaison. | _____ |
| <ul style="list-style-type: none"> • Update the Emergency Operations Facility Staffing Board. | _____ |
| <ul style="list-style-type: none"> • Document the time of turnover and the identity of your relief in your log and provide copies to your replacement. Provide the original log sheets to the Deputy EOF Director. | _____ |
| <ul style="list-style-type: none"> • Verify your telephone number on the shift schedule. If this telephone number is inside the 10 mile Emergency Planning Zone (EPZ), then provide an alternate telephone number for contact should evacuation of the EPZ be necessary. | _____ |
| <ul style="list-style-type: none"> • Take a copy of your shift schedule. | _____ |
| <ul style="list-style-type: none"> • Inform the Security Officer of the shift turnover and sign out when leaving the Emergency Operations Facility. | _____ |
| 18.0 RECOVERY ACTIVITIES | |
| <ul style="list-style-type: none"> • Determine the manpower requirements necessary for upcoming radiation protection and repair efforts. | _____ |
| <ul style="list-style-type: none"> • Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02 Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Deputy EOF Director. | _____ |
| <ul style="list-style-type: none"> • Include radiological management and radioactive waste control aspects. | _____ |
| <ul style="list-style-type: none"> • Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations. | _____ |
| <ul style="list-style-type: none"> • Evaluate the radiation protection supplies that will be needed for recovery with the Radiological Staff, Radiological Manager, and Radiological Coordinator. | _____ |

| | | | |
|------------------------------|---------------------------------|---------------|---------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 19 of 24 |
| Radiological Director | | | |
| Data Sheet 1 | Radiological Director Checklist | | Page 14 of 14 |

Action

Time

- Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02 Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Deputy EOF Director.

19.0 TERMINATION ACTIVITIES

- With the assistance of the radiological staff, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report to the Deputy EOF Director.
- Provide a list of any supplies or forms needing replenishment to the Procurement/Resources Supervisor.
- If a Site Area Emergency or General Emergency was reached that was radiologically based, then ensure provisions are established for all personnel who had been onsite during the emergency to be whole body counted.
- Arrange for all site TLDs to be processed, if significant personnel doses have been received. Have the processing facility generate a report of accumulated exposures during the emergency including total Man-REM expended and highest doses received.
- Collect and organize all documents and turn over to the Deputy EOF Director.

| | | | |
|------------------------------|---------------------------------|---------------|---------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 20 of 24 |
| Radiological Director | | | |
| Data Sheet 2 | Radiological Briefing Checklist | | Page 1 of 2 |

| Person Providing Briefing | Person Receiving Briefing | Date/Time |
|---|---------------------------|-----------|
| 1. Current station problems: | | |
| _____ | | |
| _____ | | |
| _____ | | |
| 2. Current station radiological problems: | | |
| _____ | | |
| _____ | | |
| _____ | | |
| 3. Personnel exposure problems or approved dose extensions in effect: | | |
| _____ | | |
| _____ | | |
| _____ | | |
| 4. Locations and actions of onsite/offsite emergency teams: | | |
| _____ | | |
| _____ | | |
| _____ | | |
| 5. Any contaminated, injured personnel being prepared for transport or being transported to offsite medical facilities: | | |
| _____ | | |
| _____ | | |
| _____ | | |

| | | | |
|------------------------------|---------------------------------|---------------|---------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 21 of 24 |
| Radiological Director | | | |
| Data Sheet 2 | Radiological Briefing Checklist | | Page 2 of 2 |

6. Instructions given to Security on radiological concerns that may affect Security operations or personnel:

7. Adequacy of Radiation Protection personnel staffing in the Operations Support Center to support emergency response efforts:

8. Radiation Protection Equipment Problems:

9. Other radiological concerns which could potentially affect emergency response activities in the Control Room, East and West Gatehouse(s), Operations Support Center, and Technical Support Center:

| | | | |
|------------------------------|-------------------------------|---------------|---------------|
| | 0ERP01-ZV-EF03 | Rev. 8 | Page 23 of 24 |
| Radiological Director | | | |
| Form 2 | Potassium Iodide Issuance Log | | Page 1 of 1 |

| NAME LAST, FIRST, MI | SOCIAL SECURITY NUMBER | DATE | TIME | *SIGNATURE |
|-------------------------|---------------------------|------|------|------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

* By signing this block, the individual demonstrates voluntary acceptance and use of potassium iodide.

NOTE: Potassium Iodide is most effective when taken just before or within 1-2 hours after exposure to radioiodine.

CAUTION: Individuals who know they are sensitive to iodine containing foods (i.e., seafood) should not take potassium iodide.

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

| | | | | |
|---------------------------|-----------------------|------------|-----------------------------|--------------|
| STI 31518432 | 0ERP01-ZV-EF08 | | Rev. 6 | Page 1 of 15 |
| Licensing Director | | | | |
| Quality | Non Safety-Related | Usage: N/A | Effective Date: 11/11/02 | |
| Max Keys | N/A | N/A | Emergency Response Division | |
| PREPARER | TECHNICAL | USER | COGNIZANT ORGANIZATION | |

| <u>Table of Contents</u> | | <u>Page</u> |
|--------------------------|---|-------------|
| 1.0 | Purpose and Scope..... | 2 |
| 2.0 | Responsibilities | 2 |
| 3.0 | References | 2 |
| 4.0 | Procedure..... | 3 |
| 5.0 | Support Documents | 3 |
| | Addendum 1, Shift Turnover Briefing | 4 |
| | Data Sheet 1, Licensing Director Checklist..... | 5 |
| | Data Sheet 2, NRC Site Team Counterparts | 10 |
| | Data Sheet 3, NRC Briefing Form..... | 13 |

Licensing Director

1.0 Purpose and Scope

- 1.1 This procedure specifies the actions to be completed by the Licensing Director in the Emergency Operations Facility (EOF) during a declared emergency.

2.0 Responsibilities

- 2.1 The Licensing Director is responsible for:

- 2.1.1 Functioning as the primary liaison with Nuclear Regulatory Commission (NRC) personnel responding to the emergency.
- 2.1.2 Assuming responsibility for notifying the NRC referencing NRC Form 361, NRC Event Notification Worksheet.
- 2.1.3 Logging and tracking deviations from plant procedures and NRC regulations approved by the Emergency Director.
- 2.1.4 Ensuring commitments made to the NRC are logged and tracked.
- 2.1.5 Coordinating periodic meetings with the NRC and ensuring that information requested by the NRC is provided in a timely manner.
- 2.1.6 Ensuring ongoing status of plant activities is provided to the NRC.
- 2.1.7 Assisting the NRC Site Team with administrative and logistic matters.
- 2.1.8 Advising the Emergency Director of the status of activities relating to NRC commitments.

3.0 References

- 3.1 STPEGS Emergency Plan
- 3.2 0ERP01-ZV-IN02, Notifications to Offsite Agencies
- 3.3 0ERP01-ZV-RE01, Recovery Operations
- 3.4 0ERP01-ZV-RE02, Documentation
- 3.5 0PGP03-ZX-0002, Condition Reporting Process
- 3.6 0ERP01-ZV-OF01, Alternate Emergency Operations Facility Activation, Operation, and Deactivation.

Licensing Director

4.0 Procedure

4.1 When responding to the Emergency Operations Facility, implement Data Sheet 1, Licensing Director Checklist, Step 1.0 Initial Activities.

4.1.1 Insert the time an activity is completed, for reoccurring activities, document using the Emergency Action Log.

4.2 Implement the appropriate portions of Data Sheet 1, Licensing Director Checklist based on the events in progress.

4.3 Use Addenda and Checklists to help direct emergency activities.

5.0 Support Documents

5.1 Addendum 1, Shift Turnover Briefing

5.2 Data Sheet 1, Licensing Director Checklist

5.3 Data Sheet 2, NRC Site Team Counterparts

5.4 Data Sheet 3, NRC Briefing Form

| | | | |
|---------------------------|-------------------------|---------------|--------------|
| | 0ERP01-ZV-EF08 | Rev. 6 | Page 4 of 15 |
| Licensing Director | | | |
| Addendum 1 | Shift Turnover Briefing | | Page 1 of 1 |

- 1.0 Provide a briefing of events to the relief person including the following areas:
- Basis of the current emergency classification.
 - Current plant status.
 - Completed checklists.
 - Completed logs.
 - 50.54 (x) deviations.
 - Latest notifications made to the NRC.
 - Current shift schedule.
 - Recovery plans developed and corrective action items for plant recovery.
 - NRC Commitments.
- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement.
- EOF Directors.
 - All NRC personnel in EOF.
 - Assistant Licensing Director.
 - Engineering Assistant.
- 3.0 Document the time of turnover and the identity of your relief on your Log and provide copies to your replacement. Provide the original log sheets to the Assistant Support Organization Director.
- 4.0 Verify your telephone number on the shift schedule. IF this telephone number is inside the 10-mile EPZ, THEN provide an alternate telephone number for contact should an evacuation of the EPZ be necessary.
- 5.0 Take a copy of your shift schedule.
- 6.0 Verify possession of a STPEGS Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Support Orientation Coordinator.
- 7.0 Inform the individual responsible for Access Control to the EOF of the shift change and sign out when leaving the EOF.

| | | | |
|---------------------------|------------------------------|---------------|--------------|
| | 0ERP01-ZV-EF08 | Rev. 6 | Page 5 of 15 |
| Licensing Director | | | |
| Data Sheet 1 | Licensing Director Checklist | | Page 1 of 5 |

| | (Name) | (Date) | (Unit) |
|--------|--------|--------|--------|
| Action | | | Time |

1.0 INITIAL ACTIVITIES

- 1.1 Report to the EOF and sign in on the EOF Staffing Board. _____
- 1.2 Verify the following documents are available:
 - 1.2.1 Licensing Director's Emergency Response Manual. _____
 - 1.2.2 STPEGS Updated Final Safety Analysis Report. _____
 - 1.2.3 STPEGS Technical Specifications. _____
- 1.3 Contact the ENS Communicator or Operations Manager in the Control Room and review the notifications that have been made to the NRC.
 - 1.3.1 Discuss any special requests made by the NRC for information. _____
 - 1.3.2 Ensure the Senior NRC Resident Inspector was notified. _____
- 1.4 Determine if an open line with the Control Room\TSC Communicator is being maintained. _____
- 1.5 Initiate an Emergency Action Log. _____
- 1.6 Contact the Operations Manager and request information on any 10CFR50.54(x) deviations that have been identified by the TSC and the Control Room.
 - 1.6.1 Log the deviations in the Emergency Action Log. _____
 - 1.6.2 Ensure the EOF Director is aware of the deviations. _____
- 1.7 Review 0ERP01-ZV-IN02, Notifications to Offsite Agencies. _____

| | | | |
|---------------------------|------------------------------|---------------|--------------|
| | 0ERP01-ZV-EF08 | Rev. 6 | Page 6 of 15 |
| Licensing Director | | | |
| Data Sheet 1 | Licensing Director Checklist | | Page 2 of 5 |

| Action | Time |
|--|-------------|
| 1.8 Assume responsibility for NRC notifications once command and control has been transferred to the EOF. | _____ |
| 1.9 If time permits, complete Data Sheet 3, NRC Briefing Form, prior to the arrival of the NRC Site Team. Provide a copy of the completed form to the EOF Director. | _____ |
| 2.0 SPECIAL ACTIONS | |
| 2.1 Arrival of the NRC Site Team: | |
| 2.1.1 Introduce yourself to the NRC personnel and direct them to the NRC Room in the EOF. | _____ |
| 2.1.2 Provide copies of offsite agency notification forms and press releases to the Director of Site Operations. | _____ |
| 2.1.3 Inform the EOF Director of their arrival. | _____ |
| 2.1.4 Provide a briefing of the current situation. | _____ |
| 2.1.5 If time permits, complete Data Sheet 2, NRC Site Team Counterparts with the NRC Emergency Response Coordinator and introduce the NRC personnel to their STPEGS counterparts. Issue Data Sheet 2 to personnel in the EOF. | _____ |
| 2.1.6 Provide assistance and logistics support to the NRC Site Team. | _____ |
| 2.2 Commitment Tracking of NRC Items. | |
| 2.2.1 Identify and document all commitments to the NRC. Provide a daily summary to: | |
| • EOF Director. | _____ |
| • TSC Manager. | _____ |

| | | | |
|---------------------------|------------------------------|---------------|--------------|
| | 0ERP01-ZV-EF08 | Rev. 6 | Page 7 of 15 |
| Licensing Director | | | |
| Data Sheet 1 | Licensing Director Checklist | | Page 3 of 5 |

| Action | Time |
|--|-------------------------|
| <ul style="list-style-type: none"> • NRC Director of Site Operations. • NRC Emergency Response Coordinator. • Person responsible for closure of the commitment. | <hr/> <hr/> <hr/> |
| 2.3 Deviation from License Conditions: | |
| 2.3.1 Log all deviations from license conditions. | <hr/> |
| 2.3.2 Ensure all deviations have received the appropriate approvals. | <hr/> |
| 2.3.3 Advise the NRC Director of Site Operations or the NRC Emergency Response Coordinator of all deviations. | <hr/> |
| 2.4 Evacuation of the EOF. | |
| 2.4.1 Collect the following documents: | |
| <ul style="list-style-type: none"> • Licensing Manager's Emergency Response Manual. • All logs and forms completed. | <hr/> <hr/> |
| 2.4.2 Follow any special precautions provided by the Radiological Director for proceeding to the Alternate EOF. | <hr/> |
| 2.4.3 When directed by the Emergency Director, activate the Alternate EOF in accordance with procedure 0ERP01-ZV-OF01, Alternate Emergency Operations Facility Activation, Operation, and Deactivation, as applicable. | <hr/> |
| 2.4.4 Assist the NRC staff in setting up a work area. | <hr/> |
| 3.0 ONGOING ACTIONS | |
| 3.1 Ensure the NRC Site Team is provided with current information. | <hr/> |

| | | | |
|---------------------------|------------------------------|---------------|--------------|
| | 0ERP01-ZV-EF08 | Rev. 6 | Page 8 of 15 |
| Licensing Director | | | |
| Data Sheet 1 | Licensing Director Checklist | | Page 4 of 5 |

| Action | Time |
|---|-------------|
| 3.2 Maintain a log of 10CFR50.54(x) deviations. | _____ |
| 3.3 Maintain responsibility for NRC notifications per 0ERP01-ZV-IN02, Notifications to Offsite Agencies. | _____ |
| 3.4 Maintain a log of NRC commitments. | _____ |
| 3.5 Participate in EOF Director status briefings. | _____ |
| 3.6 Maintain an Emergency Action Log. | _____ |
| 4.0 SHIFT CHANGE | |
| 4.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 1, Shift Turnover Briefing. If practical, include the Assistant Licensing Director in the briefing. | _____ |
| 5.0 RECOVERY ACTIONS | |
| 5.1 Review logs to determine if all open commitments are still applicable. Brief the Emergency Director. | _____ |
| 5.2 Determine the manpower requirements necessary for upcoming licensing activities. Request the Assistant Support Organization Director to call-out additional personnel, if necessary. | _____ |
| 5.3 Continue to monitor ongoing licensing activities until Termination. | _____ |
| 5.4 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List, and provide a copy of the list to the Deputy EOF Director. | _____ |
| 5.5 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations. | _____ |
| 5.6 If a shift change occurs, then brief your replacement on the applicable sections of Addendum 1, Shift Turnover Briefing. Include the Assistant Licensing Director in your briefing. | _____ |

| | | | |
|---------------------------|------------------------------|---------------|--------------|
| | 0ERP01-ZV-EF08 | Rev. 6 | Page 9 of 15 |
| Licensing Director | | | |
| Data Sheet 1 | Licensing Director Checklist | | Page 5 of 5 |

| Action | Time |
|--|-------------|
| 6.0 TERMINATION ACTIONS | |
| 6.1 Review NRC commitments with the Emergency Director to verify whether all open commitments are still applicable. Make a copy of all applicable daily commitment summaries and provide to the Manager Quality and Licensing, to be entered into the Corrective Action Program database. | _____ |
| 6.2 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List, and provide a copy of the list to the Deputy EOF Director. | _____ |
| 6.3 Provide a list of any supplies or forms needing replenishment to the Assistant Support Organization Director. | _____ |
| 6.4 Collect and organize in chronological order all documents, checklists and logs. | _____ |
| 6.5 Write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report the Deputy EOF Director. | _____ |
| 6.6 Turn over all documentation generated during the emergency to the Assistant Support Organization Director. | _____ |

| <u>EMERGENCY OPERATIONS FACILITY</u> | | | |
|--------------------------------------|-------------|---------------------------------|-------------|
| <u>NRC POSITION</u> | <u>NAME</u> | <u>STPEGS COUNTERPART</u> | <u>NAME</u> |
| Director of Site Operations | _____ | EOF Director | _____ |
| Reactor Safety Coordinator | _____ | Technical Director | _____ |
| Protective Measures Coordinator | _____ | Radiological Director | _____ |
| Protective Measures Team Leader | _____ | Radiological Director | _____ |
| Emergency Response Coordinator | _____ | Licensing Director | _____ |
| Emergency Planning Analyst | _____ | Licensing Director | _____ |
| Government Liaison Coordinator | _____ | Support Organization Director | _____ |
| Dose Assessor | _____ | Dose Assessment Specialist | _____ |
| Env. Dose Assessment Coordinator | _____ | Offsite Field Team Supervisor | _____ |
| Public Affairs Coordinator | _____ | Site Public Affairs Coordinator | _____ |
| <u>NRC POSITION</u> | <u>NAME</u> | <u>ASSIGNED TO</u> | <u>NAME</u> |
| Counterpart Link Communicator | _____ | NRC Reactor Safety Coordinator | |
| Counterpart Link Communicator | _____ | Protective Measures Coordinator | |
| Public Affairs Communicator | _____ | Public Affairs Coordinator | |
| HPN Monitor | _____ | HPN Phone (Monitor only) | |
| ENS Monitor | _____ | Licensing Director | |
| Administrative Assistant | _____ | NRC Room | |
| Government Liaison Communicator | _____ | NRC Room | |
| Emergency Response Assistant | _____ | NRC Room | |
| Status Summary Coordinator | _____ | NRC Room | |
| Status Summary Communicator | _____ | NRC Room | |

| | | | |
|---------------------------|----------------------------|---------------|---------------|
| | 0ERP01-ZV-EF08 | Rev. 6 | Page 11 of 15 |
| Licensing Director | | | |
| Data Sheet 2 | NRC Site Team Counterparts | | Page 2 of 3 |

| <u>CONTROL ROOM</u> | | | |
|---|-------------|-------------------------------|-------------|
| <u>NRC POSITION</u> | <u>NAME</u> | <u>STPEGS COUNTERPART</u> | <u>NAME</u> |
| Control Room Coordinator (RI)* | _____ | Shift Supervisor | _____ |
| <u>TECHNICAL SUPPORT CENTER</u> | | | |
| <u>NRC POSITION</u> | | <u>STPEGS COUNTERPART</u> | |
| Reactor Safety Team Leader | _____ | TSC Manager | _____ |
| Radiation Safety Coordinator | _____ | Radiological Manager | _____ |
| Safeguards Security Coordinator | _____ | Security Manager | _____ |
| Security Specialist | _____ | Security Supervisor (CAS/SAS) | _____ |
| Operations Coordinator (SRI)** | _____ | Technical Manager | _____ |
| Core Damage Assessor | _____ | Technical Staff | |
| Reactor Systems Specialist | _____ | Technical Staff | |
| Reactor Systems Specialist | _____ | Technical Staff | |
| <u>NRC POSITION</u> | | <u>ASSIGNED TO</u> | |
| Counterpart Link Communicator | _____ | Reactor Safety Team Leader | |
| <u>OPERATIONS SUPPORT CENTER</u> | | | |
| <u>NRC POSITION</u> | | <u>STPEGS COUNTERPART</u> | |
| Health Physics Liaison | _____ | Radiological Coordinator | _____ |

* Resident Inspector
** Senior Resident Inspector

| | | | |
|---------------------------|----------------------------|---------------|---------------|
| | 0ERP01-ZV-EF08 | Rev. 6 | Page 12 of 15 |
| Licensing Director | | | |
| Data Sheet 2 | NRC Site Team Counterparts | | Page 3 of 3 |

| <u>MEDIA INFORMATION CENTER</u> | | | |
|--|-------------|------------------------------|-------------|
| <u>NRC POSITION</u> | <u>NAME</u> | <u>STPEGS COUNTERPART</u> | <u>NAME</u> |
| Media Center Coordinator | _____ | Media Information Director | _____ |
| Reactor Safety Technical Briefer | _____ | Technical Staff | _____ |
| Protective Measures Technical Briefer | _____ | Technical Staff | _____ |
| <u>STATE/COUNTY EMERGENCY OPERATIONS CENTER</u> | | | |
| <u>NRC POSITION</u> | <u>NAME</u> | <u>STPEGS COUNTERPART</u> | <u>NAME</u> |
| Government Liaison - State EOC | _____ | State of Texas EOC Liaison | _____ |
| Government Liaison - County EOC | _____ | Matagorda County EOC Liaison | _____ |

The following information will be briefed to the NRC Director of Site Operations (DSO) and his/her staff on arrival at the EOF. A copy of this information should be provided to the Emergency Director and DSO.

1. EMERGENCY CLASS DECLARED (circle one): UE, ALERT, SAE, GE.
2. AFFECTED UNIT: ____ TIME: ____ DATE: ____
3. EMERGENCY ACTION LEVEL: _____
4. OFFSITE PAR: _____
5. STATUS OF OTHER UNIT: ____% POWER, MODE _____, UE, ALERT, SAE, GE
6. AFFECTED PLANT PARAMETERS: Reactor Power _____% FP

| | (CHECK ONE) | YES | | NO |
|---------------------------------|-------------|-----|--|----|
| Reactor Trip | | | | |
| Safety Injection Actuated | | | | |
| Containment Isolated | | | | |
| Containment Spray Activated | | | | |
| Recirculation Initiated | | | | |
| ESF Diesel Generators Operating | | | | |
| Offsite Power Available | | | | |

RCS TEMPERATURE: _____ PRESSURE: _____

HEAT REMOVAL METHOD: (CIRCLE)

| | | | | |
|-----------------|---|---|---|---|
| HHSI | A | B | C | |
| LHSI | A | B | C | |
| STEAM GENERATOR | A | B | C | D |
| RHR | A | B | C | |

STATUS OF FISSION PRODUCT BARRIER (CHECK ONE):

| | INTACT | CHALLENGED | FAILED |
|-----------------------|--------|------------|--------|
| FUEL CLADDING | | | |
| RCS BOUNDARY | | | |
| CONTAINMENT INTEGRITY | | | |

A.C. POWER SOURCES AVAILABLE: (LIST)

| | |
|----------------------------|--|
| DIESEL GENERATORS | |
| UNIT AUXILIARY TRANSFORMER | |
| STAND-BY TRANSFORMER | |
| D.C. SOURCES | |

7. PROGNOSIS (circle one): STABLE, IMPROVING, DEGRADING, N/A

8. METEOROLOGICAL DATA:

WIND DIRECTION (from): _____ (DEG) WIND SPEED: _____ (MPH)

STABILITY CLASS: _____

PRECIPITATION (circle one): NONE, RAIN, SLEET, SNOW

9. OFFSITE RADIOLOGICAL CONDITIONS (check one):

_____ NO RELEASE IS INVOLVED.

_____ RELEASE IS IMMINENT.

_____ RELEASE IS OCCURRING. RELEASE PATH: _____

_____ RELEASE STARTED: TIME: ____ EST. DURATION: _____

_____ RELEASE OCCURRED PREVIOUSLY DURATION: _____

_____ RELEASE STOPPED: TIME: ____ DATE: _____

| PLUME CENTERLINE | TEDE | THYROID CDE |
|------------------|------|-------------|
| SITE BOUNDARY | mr | mr |
| 1 MILE | mr | mr |
| 2 MILES | mr | mr |
| 5 MILES | mr | mr |
| 10 MILES | mr | mr |

10. ONSITE PROTECTIVE MEASURES: _____

11. PLANT EVACUATION STATUS: _____

- 12. STATUS OF THE TSC: _____
- 13. STATUS OF THE OSC: _____
- 14. STATUS OF THE EOF: _____
- 15. CURRENT PRIORITY ITEMS: _____

- 16. OTHER OFFSITE AGENCIES RESPONDING: _____

- 17. OTHER INFORMATION: _____

ADDITIONAL INFORMATION SOURCES
 (Contact your co-located official for each facility)

| INFORMATION | STP – ERO POSITION | FACILITY |
|--------------------------|-----------------------|----------|
| OFFSITE DOSE PROJECTIONS | RADIOLOGICAL DIRECTOR | EOF |
| PARs & FIELD TEAM STATUS | RADIOLOGICAL DIRECTOR | EOF |
| EOF HABITABILITY | RADIOLOGICAL DIRECTOR | EOF |
| CORE DAMAGE ASSESSMENT | TECHNICAL MANAGER | TSC |
| CONTAINMENT STATUS | TECHNICAL MANAGER | TSC |
| PLANT EQUIPMENT PROBLEMS | MAINTENANCE MANAGER | TSC |
| REPAIR TEAM STATUS | MAINTENANCE MANAGER | TSC |
| PLANT OPERATION STATUS | OPERATIONS MANAGER | CR |
| IN-PLANT RAD. CONDITIONS | RADIOLOGICAL MANAGER | TSC |
| SECURITY STATUS | SECURITY MANAGER | TSC |

| | | | |
|--------------------------------------|-----------------------|---------------|-----------------------------|
| STI 31516907 | 0ERP01-ZV-EF10 | Rev. 6 | Page 1 of 15 |
| Offsite Field Team Supervisor | | | |
| Quality | Non Safety-Related | Usage: N/A | Effective Date: 11/11/02 |
| Max Keyes | N/A | N/A | Emergency Response Division |
| PREPARER | TECHNICAL | USER | COGNIZANT ORGANIZATION |

Table of ContentsPage

| | | |
|-----|--|----|
| 1.0 | Purpose and Scope..... | 2 |
| 2.0 | Responsibilities | 2 |
| 3.0 | References | 2 |
| 4.0 | Procedure..... | 3 |
| 5.0 | Support Documents | 3 |
| | Addendum 1, Shift Turnover Briefing | 4 |
| | Data Sheet 1, Offsite Field Team Supervisor Checklist..... | 5 |
| | Data Sheet 2, Offsite Field Team Checklist | 12 |
| | Data Sheet 3, Offsite Field Team Briefing Form | 14 |
| | Form 1, Potassium Iodide Issuance Log..... | 15 |

Offsite Field Team Supervisor**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Offsite Field Team Supervisor in the Emergency Operations Facility (EOF) during a declared emergency.
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Offsite Field Team Supervisor.

2.0 Responsibilities

- 2.1 The Offsite Field Team Supervisor is responsible for:
 - 2.1.1 Forming, briefing, and directing the activities of the Offsite Field Teams.
 - 2.1.2 Coordinating Offsite Field Team activities with State and Federal agencies.
 - 2.1.3 Evaluating dose projection calculations to determine monitoring locations and transient routes.
 - 2.1.4 Tracking Offsite Field Team exposures.
 - 2.1.5 Advising Offsite Field Teams of changes in meteorology, source terms, and plant conditions which could impact downwind doses.
 - 2.1.6 Functioning as the primary technical interface with the NRC Environmental Dose Assessment Coordinator.

3.0 References

- 3.1 STPEGS Emergency Plan
- 3.2 0ERP01-ZV-IN06, Radiological Exposure Guidelines
- 3.3 0ERP01-ZV-RE01, Recovery Operations
- 3.4 0ERP01-ZV-RE02, Documentation
- 3.5 0ERP01-ZV-TP01, Offsite Dose Calculations
- 3.6 ST-HS-HS-31940, File No U28.01, TEDE/DDE Ratio For Emergency Preparedness
- 3.7 0ERP01-ZV-TP02, Offsite Field Teams

Offsite Field Team Supervisor

3.8 Matagorda County Emergency Management Plan, Annex W Procedures, Procedure 24, Matagorda County Sheriff, and Procedure 42, Environmental Health Director.

3.9 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

4.0 Procedure

4.1 If requested by the Emergency Director (Shift Supervisor) at the Unusual Event classification to respond to the Emergency Operations Facility, then implement the appropriate portions of Data Sheet 1, Offsite Field Team Supervisor Checklist, as determined necessary based on the events in progress.

4.2 If an Alert or higher emergency classification is declared, then proceed to the Emergency Operations Facility and implement Data Sheet 1, Offsite Field Team Supervisor Checklist, Initial Activities.

4.2.1 Insert the time an activity is completed, for reoccurring activities, document using the Emergency Action Log.

4.2.2 Implement the appropriate portions of Data Sheet 1, Offsite Field Team Supervisor Checklist based on the events in progress.

4.3 Use Addendum's and Checklists to help direct emergency activities.

5.0 Support Documents

5.1 Addendum 1, Shift Turnover Briefing

5.2 Data Sheet 1, Offsite Field Team Supervisor Checklist

5.3 Data Sheet 2, Offsite Field Team Checklist

5.4 Data Sheet 3, Offsite Field Team Briefing Form

5.5 Form 1, Potassium Iodine Issuance Log

| | | | |
|--------------------------------------|-------------------------|---------------|--------------|
| | OERP01-ZV-EF10 | Rev. 6 | Page 4 of 15 |
| Offsite Field Team Supervisor | | | |
| Addendum 1 | Shift Turnover Briefing | | Page 1 of 1 |

- 1.0 Provide a briefing of events to the relief person and include the following areas:
 - 1.1 Basis of the current Emergency Classification
 - 1.2 Environmental monitoring activities
 - 1.3 Projected dose and actual field measurements
 - 1.4 Protective Action Recommendations issued and the status of implementation
 - 1.5 Completed checklists & Emergency Action Log
 - 1.6 Information on the Status Boards
 - 1.7 Manpower status
 - 1.8 Recovery plans developed and corrective action items for plant recovery
 - 1.9 Current shift schedule
- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement:
 - 2.1 Radiological Director
 - 2.2 Dose Assessment Specialist
- 3.0 NRC Environmental Dose Assessment Coordinator.
- 4.0 Update the Facility Staffing Board.
- 5.0 Document the time of turnover and the identity of your relief on your log and provide copies to your replacement. Provide the original log sheets to the Procurement/Resources Supervisor.
- 6.0 Verify your telephone number on the shift schedule. If this telephone number is inside the 10 mile EPZ, then provide an alternate telephone number for contact should evacuation of the EPZ be necessary.
- 7.0 Take a copy of your shift schedule.
- 8.0 If issued a TLD, then maintain custody of the TLD until Termination or Recovery.
- 9.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Support Orientation Coordinator.
- 10.0 Inform the Security Officer responsible for Access Control to the Emergency Operations Facility of the shift change and sign out when leaving the Facility.

| | | | |
|--------------------------------------|---|---------------|--------------|
| | 0ERP01-ZV-EF10 | Rev. 6 | Page 5 of 15 |
| Offsite Field Team Supervisor | | | |
| Data Sheet 1 | Offsite Field Team Supervisor Checklist | | Page 1 of 7 |

| | (Name) | (Date) | (Unit) |
|--|--------|--------|-------------|
| Action | | | Time |
| 1.0 INITIAL ACTIVITIES | | | |
| 1.1 Report to the Emergency Operations Facility and sign in on the Staffing Board. | | | _____ |
| 1.2 Inform the Radiological Director of your arrival and obtain a briefing of the status of plant environmental and radiological conditions and any environmental monitoring activities underway by the Technical Support Center. | | | _____ |
| 1.3 Ensure the Offsite Field Team Supervisor's Emergency Response Manual is available. | | | _____ |
| 1.4 Ensure the Offsite Field Team Supervisor's telephone has a dial tone. | | | _____ |
| 1.5 Ensure two Offsite Field Teams are available to perform environmental monitoring. Assign Offsite Field Team Leaders and direct them to implement 0ERP01-ZV-TP02, Data Sheet 1, Offsite Field Team Leader Checklist. Notify the Assistant Support Organization Director if additional staffing is required. | | | _____ |
| 1.6 Ensure operability of the radio for Offsite Field Team communications. Report any inoperable circuits to the Assistant Support Organization Director. | | | _____ |
| 1.7 Initiate an Emergency Action Log of significant activities. In particular, document telephone calls made or received and any data or information received from or provided to other persons. | | | _____ |

| | | | |
|--------------------------------------|---|---------------|--------------|
| | 0ERP01-ZV-EF10 | Rev. 6 | Page 6 of 15 |
| Offsite Field Team Supervisor | | | |
| Data Sheet 1 | Offsite Field Team Supervisor Checklist | | Page 2 of 7 |

| Action | Time |
|---|-------------|
| 2.0 OFFSITE FIELD TEAM ACTIVITIES | |
| 2.1 Discuss the status of plant conditions and the potential for a radiological release with the Radiological Director and the Dose Assessment Specialist. Determine which of the following actions should be initiated: | |
| 2.1.1 Deploy Offsite Field Teams downwind to monitor the release or to verify no releases are occurring or to be pre-positioned in the event a release occurs. | _____ |
| 2.1.2 If a radiological release has occurred, Then obtain appropriate PAR escalation paths from the Dose Assessment Specialist. | _____ |
| 2.1.3 Develop a strategy for Offsite Field Team placement to monitor the plume centerline. | _____ |
| 2.1.4 Activate personnel for additional Offsite Field Teams through the Assistant Support Organization Director. | _____ |
| 2.1.5 If needed, request the Radiological Director to obtain support for collection and analysis of environmental samples. | _____ |
| 2.1.6 If needed, request the Radiological Director to expand the environmental monitoring program. | _____ |
| 2.2 If an Offsite Field Team is needed, then coordinate the actions necessary to form, brief, and dispatch the Offsite Field Team using Data Sheet 2, Offsite Field Team Checklist. | _____ |
| 2.3 Maintain Offsite Field Team data on the Field Monitoring Data Status Board and coordinate information with the Dose Assessment Specialist and the Radiological Director. | _____ |
| 2.4 Coordinate Offsite Field Team activities with State and Federal agencies conducting offsite monitoring. Use pre-selected monitoring point designators (vs. road names or local landmarks) when communicating to offsite agencies. | _____ |

| | | | |
|--------------------------------------|---|---------------|--------------|
| | 0ERP01-ZV-EF10 | Rev. 6 | Page 7 of 15 |
| Offsite Field Team Supervisor | | | |
| Data Sheet 1 | Offsite Field Team Supervisor Checklist | | Page 3 of 7 |

| Action | Time |
|---|-------------|
| 2.5 If the Nuclear Regulatory Commission site team arrives at the Emergency Operations Facility, then function as the primary technical interface with the NRC Environmental Dose Assessment Coordinator. | _____ |
| 3.0 SPECIAL ACTIVITIES | |
| 3.1 Environmental Contamination Reported: | |
| 3.1.1 Inform the Radiological Director and the Support Organization Director of the reported conditions. | _____ |
| 3.1.2 Determine if additional monitoring or sampling is needed and direct the Offsite Field Teams to initiate the necessary activities. | _____ |
| 3.2 Offsite Field Team PAR escalation criteria: | |
| 3.2.1 Immediately report to the Dose Assessment Specialist when any of the following dose rates are measured at the plume centerline on the Exclusion Area Boundary (\approx 1 Mile). | _____ |
| • 100 mrem/hr | |
| • 1000 mrem/hr | |
| 3.3 Offsite Field Team Meals: | |
| 3.3.1 Provide the number of meals needed for the Offsite Field Teams, when requested by the Procurement/Resources Supervisor. | _____ |
| 3.3.2 When meals arrive, coordinate with the Radiological Director to select an uncontaminated location for eating. | _____ |
| 3.3.3 Request from the Assistant Support Organization Director for someone to deliver the meals to the selected location. | _____ |
| 3.3.4 Inform the Offsite Field Teams of the eating arrangements which should include: | |
| • Identification of where the food is being delivered. | _____ |

| | | | |
|--------------------------------------|---|---------------|--------------|
| | 0ERP01-ZV-EF10 | Rev. 6 | Page 8 of 15 |
| Offsite Field Team Supervisor | | | |
| Data Sheet 1 | Offsite Field Team Supervisor Checklist | | Page 4 of 7 |

| Action | Time |
|---|----------------|
| <ul style="list-style-type: none"> • Directions for the Offsite Field Team to self frisk and remove contaminated clothing before eating. • Arrangements for one Offsite Field Team to continue monitoring until the other team members have finished eating. | <hr/> <hr/> |
| 3.3.5 If Offsite Field Team personnel are contaminated and need decontaminating before eating, either direct them to return to the Emergency Operations Facility or arrange for setting up a remote decontamination area. | <hr/> |
| 3.4 Offsite Field Team Shift Changes: | |
| 3.4.1 When shift relief personnel report for assignment, form and brief the relief personnel using Data Sheets 2, 3, and Addendum 1. | <hr/> |
| 3.4.2 Coordinate with the Radiological Director to determine an uncontaminated location for the Offsite Field Teams to meet. (The best location would be just outside the Emergency Operations Facility in most cases.) | <hr/> |
| 3.4.3 Direct the new Offsite Field Team to proceed to the selected location and assist the current Offsite Field Team with a personnel survey prior to changing shifts. | <hr/> |
| 3.4.4 Inform the current Offsite Field Team of the location and arrival time of the replacement Offsite Field Team. Direct them to perform personnel surveying at that location and to leave contaminated clothing with the replacement Offsite Field Team or bag and deliver to the Emergency Operations Facility. | <hr/> |
| 3.4.5 If personnel require decontamination, then direct them to proceed to the Emergency Operations Facility or remote decontamination area. | <hr/> |
| 3.5 Security Threats: | |
| 3.5.1 Notify the Offsite Field Teams of any precautionary actions identified by the Security Manager that should be taken by Offsite Field Team members. | <hr/> |

| | | | |
|--------------------------------------|---|---------------|--------------|
| | 0ERP01-ZV-EF10 | Rev. 6 | Page 9 of 15 |
| Offsite Field Team Supervisor | | | |
| Data Sheet 1 | Offsite Field Team Supervisor Checklist | | Page 5 of 7 |

| Action | Time |
|---------------|-------------|
|---------------|-------------|

3.6 Issuance of Potassium Iodide (KI):

NOTE
Consumption of KI is voluntary.

- | | |
|---|-------|
| 3.6.1 If directed by the Radiological Director, then recommend all Offsite Field Team members to take KI. | _____ |
| 3.6.2 Potassium Iodide is most effective when taken just before or within 1-2 hours after exposure to radioiodine. | _____ |
| 3.6.3 Document issuance of KI to Offsite Field Team members on Form 1, Potassium Iodide Issuance Log. | _____ |
| 3.7 Evacuation of the Emergency Operations Facility: | |
| 3.7.1 Assist the Radiological Director in selecting evacuation routes to the Alternate Emergency Operations Facility that will minimize exposures to evacuating personnel. | _____ |
| 3.7.2 Contact the Offsite Field Teams and inform them of the plans to evacuate the Emergency Operations Facility. Assign a safe location for each team to move to outside of the plume. | _____ |
| 3.7.3 Inform the Radiological Manager that Offsite Field Team operations will be temporarily discontinued and that when the Emergency Operations Facility evacuates, you will proceed to the Alternate Emergency Operations Facility. | _____ |
| 3.7.4 Collect all completed checklists, logs, forms and the Offsite Field Team Supervisor's Emergency Response Manual. | _____ |
| 3.7.5 When directed by the EOF Director, then evacuate from the Emergency Operations Facility and proceed to the Alternate Emergency Operations Facility. | _____ |
| 3.7.6 Upon arrival at the Alternate Emergency Operations Facility, contact the Offsite Field Teams and re-initiate environmental monitoring activities. | _____ |

| | | | |
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| | 0ERP01-ZV-EF10 | Rev. 6 | Page 10 of 15 |
| Offsite Field Team Supervisor | | | |
| Data Sheet 1 | Offsite Field Team Supervisor Checklist | | Page 6 of 7 |

| Action | Time |
|--------|------|
|--------|------|

4.0 ONGOING ACTIVITIES

4.1 Maintain a status of Offsite Field Team activities and priorities.

NOTE

The following SRD to TEDE correction factors are provided as guidance only, per reference 3.7:

5 times SRD reading if ≤ 6 hours from reactor shutdown

10 times SRD reading if > 6 hours from reactor shutdown

4.2 Track Offsite Field Team exposures approximately every 30 minutes if a release is in progress or more often if crossing the plume.

4.3 Periodically update Offsite Field Teams on wind direction, projected downwind doses, changes in affected sectors, plant status, and release source terms. Advise the teams to take necessary precautions.

4.4 Inform all Offsite Field Teams of a change in the emergency classification.

4.5 Periodically brief the Radiological Director and Dose Assessment Specialist of Offsite Field Team activities noting survey and sample results and any new problems.

4.6 Maintain an Emergency Action Log of significant activities, telephone calls, and important information.

5.0 RECOVERY ACTIVITIES

5.1 With the Radiological Director and Dose Assessment Specialist, determine the extent of offsite monitoring that should be conducted. If necessary, perform the following:

5.1.1 Coordinate with the State and Federal agencies concerning any planned offsite monitoring or sampling.

| | | | |
|--------------------------------------|---|---------------|---------------|
| | 0ERP01-ZV-EF10 | Rev. 6 | Page 11 of 15 |
| Offsite Field Team Supervisor | | | |
| Data Sheet 1 | Offsite Field Team Supervisor Checklist | | Page 7 of 7 |

| Action | Time |
|--|-------------|
| 5.1.2 Deploy Offsite Field Teams to change out current environmental TLDs and replace air sampler charcoal cartridges. | _____ |
| 5.1.3 Assign Offsite Field Teams to assist in the collection of soil, vegetation, or water samples. | _____ |
| 5.2 Determine the manpower requirements necessary for upcoming environmental activities. Request the Assistant Support Organization Director to activate additional personnel or request additional personnel. | _____ |
| 5.3 Continue to direct ongoing Offsite Field Team efforts until termination. | _____ |
| 5.4 Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List, and provide a copy of the list to the Radiological Director. | _____ |
| 5.5 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations. | _____ |
| 5.6 Evaluate Offsite Field Team supplies that will be needed for Recovery. Request the Assistant Support Organization Director to obtain the needed supplies. | _____ |
| 6.0 TERMINATION ACTIVITIES | |
| 6.1 Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List, and provide a copy of the list to the Radiological Director. | _____ |
| 6.2 Provide a list of any supplies or forms needing replenishment to the Assistant Support Organization Director. | _____ |
| 6.3 Collect and organize in chronological order all documents, checklists, and logs. | _____ |
| 6.4 Assist the Radiological Director in writing an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. | _____ |
| 6.5 Turn over all documentation generated during the emergency to the Procurement/Resources Supervisor. | _____ |

| | | | |
|--------------------------------------|------------------------------|---------------|---------------|
| | 0ERP01-ZV-EF10 | Rev. 6 | Page 12 of 15 |
| Offsite Field Team Supervisor | | | |
| Data Sheet 2 | Offsite Field Team Checklist | | Page 1 of 2 |

| | (Name) | (Date) | (Unit) |
|---------------|--|--------|-------------|
| Action | | | Time |
| 1.0 | OFFSITE FIELD TEAM FORMATION AND BRIEFING | | |
| 1.1 | Determine location to be surveyed by the Offsite Field Team. Identify location by any or all of the following: | | |
| 1.1.1 | primary sector | | _____ |
| 1.1.2 | adjoining sectors | | _____ |
| 1.1.3 | distance from plant | | _____ |
| 1.1.4 | pre-selected monitoring points | | _____ |
| 1.1.5 | evacuation zones | | _____ |
| 1.1.6 | road intersections | | _____ |
| 1.1.7 | major terrain features | | _____ |
| 1.1.8 | man-made structures | | _____ |
| 1.2 | Determine scope of work and radiological precautions for team members. | | _____ |
| 1.3 | Complete Data Sheet 3, Offsite Field Team Briefing Form. | | _____ |
| 1.4 | Assign a team number (use sequential numbers). | | _____ |
| 1.5 | Complete 0ERP01-ZV-IN06, Radiological Exposure Guidelines, Form 1, Emergency Exposure Approval Form, for any team members needing exposure extensions. Refer to 0ERP01-ZV-IN06 Addendum 1, Emergency Accumulative Exposure Limits. | | _____ |
| 1.6 | <u>Brief team.</u> Instruct team members to perform continuous surveillance of the areas assigned to them and to provide as much radiological data as possible for evaluation. (It is the intent that the team only stops long enough in one location to perform a survey and/or collect air sample data then move to another location.) | | _____ |

| | | | |
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| | 0ERP01-ZV-EF10 | Rev. 6 | Page 13 of 15 |
| Offsite Field Team Supervisor | | | |
| Data Sheet 2 | Offsite Field Team Checklist | | Page 2 of 2 |

| Action | Time |
|---|-------------|
| 1.7 Perform a radio and telephone check. | _____ |
| 2.0 DISPATCHING OFFSITE FIELD TEAMS | |
| 2.1 Dispatch team. | _____ |
| 2.2 Inform the Radiological Director and Dose Assessment Specialist that the team has been dispatched. | _____ |
| 2.3 Update the Field Monitoring Data status board. | _____ |
| 2.4 Ensure a communications check with the team is performed approximately every 15 to 30 minutes. Keep team informed of developments that could impact offsite conditions. | _____ |
| 2.5 Maintain the completed checklists and forms in a file for future reference. | _____ |

| | | | |
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| | 0ERP01-ZV-EF10 | Rev. 6 | Page 14 of 15 |
| Offsite Field Team Supervisor | | | |
| Data Sheet 3 | Offsite Field Team Briefing Form | | Page 1 of 1 |

OFFSITE FIELD TEAM ASSIGNMENT

Team No.: _____ Date: _____ Time: _____

Team Leader: _____ SSN: _____
 TLD No.: _____ 0 - 200 mrem SRD Initial: _____ Final: _____
 0 - 5 R SRD Initial: _____ Final: _____

Team Member: _____ SSN: _____
 TLD No.: _____ 0 - 200 mrem SRD Initial: _____ Final: _____
 0 - 5 R SRD Initial: _____ Final: _____

RADIOLOGICAL CONDITIONS AND PROTECTION REQUIREMENTS

1. Current environmental radiological conditions:

Plume direction (from): _____ Wind speed: _____

| Location | Projected mrem/hr | Measured mrem/hr | Contamination |
|----------|-------------------|------------------|---------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

2. Assigned area to monitor and route: _____

3. Type of Sampling To Conduct:
 Plume Airborne Deposition
 Soil Vegetation Water

4. Protective clothing required: Yes _____ No _____

5. KI Recommended: Yes _____ No _____

6. Respiratory protection required: Yes _____ No _____

7. Turn Back Dose Rate: _____ R/hr Turn Back Dose: _____ R

8. Additional special precautions: _____

9. Offsite Field Team Supervisor phone number: _____

10. Completed by: _____ Date/Time: _____

| | | | |
|--------------------------------------|-------------------------------|---------------|---------------|
| | 0ERP01-ZV-EF10 | Rev. 6 | Page 15 of 15 |
| Offsite Field Team Supervisor | | | |
| Form 1 | Potassium Iodide Issuance Log | | Page 1 of 1 |

| LAST, | NAME FIRST, | MI | SOCIAL SECURITY NUMBER | DATE | TIME | *FIELD TEAM SUPERVISOR SIGNATURE |
|-------|----------------|----|---------------------------|------|------|-------------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |

***BY SIGNING THIS BLOCK THE FIELD TEAM SUPERVISOR SIGNIFIES THAT THE OFFSITE FIELD TEAM MEMBERS HAVE BEEN INFORMED THAT CONSUMPTION OF POTASSIUM IODIDE IS VOLUNTARY.**

CAUTION: INDIVIDUALS WHO KNOW THEY ARE SENSITIVE TO IODINE CONTAINING FOODS (I.E. SEAFOOD) SHOULD NOT TAKE POTASSIUM IODIDE

NOTE: POTASSIUM IODIDE IS MOST EFFECTIVE WHEN TAKEN JUST BEFORE OR WITHIN 1-2 HOURS AFTER EXPOSURE TO RADIOIODINE.

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

| | | | |
|--|-----------------------|---------------|-----------------------------|
| STI 31516909 | 0ERP01-ZV-EF25 | Rev. 6 | Page 1 of 22 |
| Site Public Affairs Coordinator | | | |
| Quality | Non Safety-Related | Usage: N/A | Effective Date: 11/11/02 |
| Max Keys | N/A | N/A | Emergency Response Division |
| PREPARER | TECHNICAL | USER | COGNIZANT ORGANIZATION |

| <u>Table of Contents</u> | | <u>Page</u> |
|--------------------------|---|-------------|
| 1.0 | Purpose and Scope..... | 2 |
| 2.0 | Responsibilities | 2 |
| 3.0 | Precautions and Limitations | 2 |
| 4.0 | Procedure..... | 3 |
| 5.0 | References | 3 |
| 6.0 | Support Documents | 3 |
| | Addendum 1, Pre-Written Press Releases | 4 |
| | Addendum 2, External Distribution List for Press Releases Prior To Activation of Joint Information Center | 16 |
| | Addendum 3, Emergency Operations Facility Distribution List for Press Releases | 17 |
| | Addendum 4, Categories for Bullet Format After Activation of Joint Information Center | 18 |
| | Data Sheet 1, Site Public Affairs Coordinator Checklist | 19 |

Site Public Affairs Coordinator**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Site Public Affairs Coordinator or STP Communications and Public Affairs Group in the Emergency Operations Facility during a declared emergency.
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Site Public Affairs Coordinator.

2.0 Responsibilities

- 2.1 The Site Public Affairs Coordinator or STP Communications and Public Affairs Group is responsible for:
 - 2.1.1 Gathering pertinent information relating to the emergency from the appropriate emergency response facility (Control Room, Technical Support Center, or Emergency Operations Facility).
 - 2.1.2 Developing understandable, complete, and accurate press releases, and/or press bullets describing the emergency situation.
 - 2.1.3 Obtaining approval of press releases and/or news bullets from the Emergency Director before the information is released.
 - 2.1.3.1 The Emergency Director may delegate approval authority for press releases and/or news bullets.
 - 2.1.4 Disseminating the approved press releases and/or news bullets to the public in a timely manner as described in the checklist.
 - 2.1.5 Delegating, as necessary, public affairs activities within the Emergency Operations Facility to either the Site Public Affairs Specialist or to the Site Public Affairs Administrative Assistant.

3.0 Precautions and Limitations

- 3.1 Ensure offsite notifications are complete prior to issuing press release.
- 3.2 Prior to activation of the Joint Information Center:
 - 3.2.1 The Site Public Affairs Coordinator is responsible for preparing, obtaining authorization, and disseminating press releases from the Emergency Operations Facility.

Site Public Affairs Coordinator

3.3 Upon activation of the Joint Information Center:

3.3.1 The Site Public Affairs Coordinator is responsible for preparing, obtaining authorization, and ensuring news bullets are sent to the Joint Information Center from the Emergency Operations Facility.

4.0 Procedure

4.1 When responding to the Emergency Operations Facility at an Alert or higher Emergency Classification, implement Data Sheet 1, Site Public Affairs Coordinator Checklist, Initial Activities.

4.1.1 Insert the time an activity is initiated, for reoccurring items document using the Emergency Action Log.

4.1.2 Telephone numbers are located in the Emergency Communications Directory.

4.2 Use these Addenda and Checklists to help direct emergency activities.

5.0 References

5.1 STPEGS Emergency Plan

5.2 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

5.3 0ERP01-ZV-RE01, Recovery Operations

5.4 0ERP01-ZV-RE02, Documentation

5.5 0ERP01-ZV-OF02, Joint Information Center Activation, Operation, and Deactivation

6.0 Support Documents

6.1 Addendum 1, Pre-Written Press Releases

6.2 Addendum 2, External Distribution List For Press Releases Prior to Activation of Joint Information Center

6.3 Addendum 3, Emergency Operations Facility Distribution List for Press Releases

6.4 Addendum 4, Categories For Bullet Format After Activation of Joint Information Center

6.5 Data Sheet 1, Site Public Affairs Coordinator Checklist

| | | | |
|--|----------------------------|---------------|--------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 4 of 22 |
| Site Public Affairs Coordinator | | | |
| Addendum 1 | Pre-Written Press Releases | | Page 1 of 12 |

For each of the emergency classifications, there are three pre-written press releases, numbered I through III, progressing from least to most specific information about the current event.

To issue a pre-written press release use Pages 2 – 12 as examples of format requirements and perform the following:

- Remove the statement PRE-WRITTEN PRESS RELEASE - #.
- Fill in blanks (i.e., date, time etc.).
- Remove note to Editors.
- Submit for approval.

The pre-written press releases follow in order:

- A. Alert I
- B. Alert II
- C. Alert III

- D. Site Area Emergency I
- E. Site Area Emergency II
- F. Site Area Emergency III

- G. General Emergency I
- H. General Emergency II
- I. General Emergency III

- J. Recovery I

- K. Termination I

| | | | |
|--|----------------------------|---------------|--------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 5 of 22 |
| Site Public Affairs Coordinator | | | |
| Addendum 1 | Pre-Written Press Releases | | Page 2 of 12 |

PRE-WRITTEN PRESS RELEASE - A

ALERT I

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____ (Date) _____

BAY CITY, TX. - - The South Texas Project Electric Generating Station declared an "Alert" today at _____ a.m./p.m. The nuclear plant is located 12 miles southwest of Bay City in Matagorda County. County, State, and Federal authorities have been notified.

Residents in the 10-mile Emergency Planning Zone around the plant are asked to tune their radios to the local Emergency Alert System, Station KMKS-FM (102.5) or KZRC-FM (92.5). Additional information will be released as it becomes available.

Emergency conditions at a nuclear power plant are classified into one of four classifications. In order of least serious to most serious, these are: Unusual Event, Alert, Site Area Emergency, and General Emergency. The "Alert" classification indicates there is, no hazard to the public, but a decreased level of safety may exist at the plant.

Currently, the station is activating their emergency response organization and taking all possible actions to mitigate the situation.

Approved by: _____

Time: _____

| | | | |
|--|----------------------------|---------------|--------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 6 of 22 |
| Site Public Affairs Coordinator | | | |
| Addendum 1 | Pre-Written Press Releases | | Page 3 of 12 |

PRE-WRITTEN PRESS RELEASE - B

ALERT II

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____ (Date) _____

BAY CITY, TX. -- At _____ a.m./p.m. today, officials at the South Texas Project Electric
Generating Station declared an "Alert" when _____

(description of event and designation of Unit)

There were/was/is/are _____

(description of injury or hazards)

to plant personnel and/but no immediate hazard to persons outside the plant.

There was _____ damage to _____.
(no, minor, some) (describe affected area)

Activation of the onsite Technical Support Center for engineering support, the Operations Support Center for craft support, and the Emergency Operations Facility for management support have been initiated and company personnel are staffing support positions to monitor and evaluate the plant's condition.

Additional information will be released as it becomes available.

Approved by: _____

Time: _____

| | | | |
|--|----------------------------|---------------|--------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 7 of 22 |
| Site Public Affairs Coordinator | | | |
| Addendum 1 | Pre-Written Press Releases | | Page 4 of 12 |

PRE-WRITTEN PRESS RELEASE - C

ALERT III

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____ (Date) _____

BAY CITY, TX. -- The "Alert" which was declared on _____, at _____ a.m./p.m. at the South Texas Project Electric Generating Station remains in effect as of _____ a.m./p.m. today.

Conditions at the nuclear plant near Bay City (have not changed/have improved/have deteriorated) due to _____

Plant officials report that _____

(describe efforts to resolve the situation)

The "Alert" was declared earlier because _____.

Employees at the plant who are not currently needed are _____.

There is no current threat to employees or to the public.

Additional information will be released as it becomes available.

Approved by: _____

Time: _____

| | | | |
|--|----------------------------|---------------|--------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 8 of 22 |
| Site Public Affairs Coordinator | | | |
| Addendum 1 | Pre-Written Press Releases | | Page 5 of 12 |

PRE-WRITTEN PRESS RELEASE - D

SITE AREA EMERGENCY I

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____

(Date) _____

BAY CITY, TX. – The South Texas Project Electric Generating Station declared a "Site Area Emergency" today at _____ a.m./p.m. The nuclear plant is located 12 miles southwest of Bay City in Matagorda County. There is no immediate danger to the public. Company officials have notified the appropriate local, federal and state authorities.

Should conditions warrant, residents living in the 10-mile Emergency Planning Zone around the plant will be advised of the emergency by a prompt notification system which includes warning sirens, alert radios, and an electronic telephone autodialer. If the warning sirens, alert radios, or autodialer are activated, residents in the 10-mile zone should tune their radios to KMKS-FM (102.5) or KZRC-FM (92.5) and await instructions.

Emergency conditions at a nuclear power plant are classified into one of four classifications. In order from least serious to most serious, these are: Unusual Event, Alert, Site Area Emergency, and General Emergency. The "Site Area Emergency" classification indicates actual or likely failures of plant safety functions, requiring protection of plant personnel.

Employees at the plant who are not currently needed are _____.

Additional information will be released as it becomes available.

Approved by: _____

Time: _____

(Optional - To be added only if the Joint Information Center in Bay City has been established):

Note to Editors: A Joint Information Center has been established at the Best Western - Matagorda Hotel and Conference Center in Bay City on State Highway 35 West. The most complete and accurate information will be available there. Do not come to the plant site! You will be referred to the Joint Information Center in Bay City. Media inquiries can be made to (979) 245-7712. Personnel will be available at that number around the clock for the duration of the emergency.

| | | | |
|--|----------------------------|---------------|--------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 9 of 22 |
| Site Public Affairs Coordinator | | | |
| Addendum 1 | Pre-Written Press Releases | | Page 6 of 12 |

PRE-WRITTEN PRESS RELEASE - E

SITE AREA EMERGENCY II

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____ (Date) _____

BAY CITY, TX. -- At _____ a.m./p.m. today, company officials declared a "Site Area Emergency" at the South Texas Project Electric Generating Station when _____

(description of event)

(describe potential hazard to residents in EPZ)

(describe injury or hazard to site personnel)

(describe any damage to plant)

Residents within 10 miles of the plant are advised to tune their radios to local radio stations KMKS-FM (102.5) or KZRC-FM (92.5) for instructions.

The plant's full emergency response plan has been activated, and Company officials have notified the appropriate local, federal and state authorities.

Additional information will be released as it becomes available.

Approved by: _____

Time: _____

(Optional - To be added only if the Joint Information Center in Bay City has been established):

Note to Editors: A Joint Information Center has been established at the Best Western - Matagorda Hotel and Conference Center in Bay City on State Highway 35 West. The most complete and accurate information will be available there. Do not come to the plant site! You will be referred to the Joint Information Center in Bay City. Media inquiries can be made to (979) 245-7712. Personnel will be available at that number around the clock for the duration of the emergency.

| | | | |
|--|----------------------------|---------------|---------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 10 of 22 |
| Site Public Affairs Coordinator | | | |
| Addendum 1 | Pre-Written Press Releases | | Page 7 of 12 |

PRE-WRITTEN PRESS RELEASE - F

SITE AREA EMERGENCY III

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____

(Date) _____

BAY CITY, TX. - The "Site Area Emergency" which was declared at _____ a.m./p.m. on _____ at the South Texas Project Electric Generating Station near Bay City, Texas, continues as of _____ a.m./p.m.

There (is / is not) radiological release in progress. (Conditional, if a release is in progress): This radiological release affects only the plant site. Residents within 10 miles of the plant are urged to keep their radios tuned to KMKS-FM (102.5) or KZRC-FM (92.5) for current information and any changes in conditions that might warrant instructions for them.

Maintenance teams have been dispatched to attempt to (stop the release, repair the _____, etc.).

Radiation monitoring teams have been deployed to evaluate the offsite radiological status.

Additional information will be released as it becomes available.

Approved by: _____

Time: _____

(Optional - To be added only if the Joint Information Center in Bay City has been established):

Note to Editors: A Joint Information Center has been established at the Best Western - Matagorda Hotel and Conference Center in Bay City on State Highway 35 West. The most complete and accurate information will be available there. Do not come to the plant site! You will be referred to the Joint Information Center in Bay City. Media inquiries can be made to (979) 245-7712. Personnel will be available at that number around the clock for the duration of the emergency.

| | | | |
|--|----------------------------|---------------|---------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 11 of 22 |
| Site Public Affairs Coordinator | | | |
| Addendum 1 | Pre-Written Press Releases | | Page 8 of 12 |

PRE-WRITTEN PRESS RELEASE - G

GENERAL EMERGENCY I

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____ (Date) _____

BAY CITY, TX. -- A "General Emergency" was declared at the South Texas Project Electric Generating Station at _____ a.m./p.m. The nuclear plant is located 12 miles southwest of Bay City in Matagorda County, Texas. Appropriate local, federal, and state officials have been notified.

A General Emergency may mean a release of radioactivity is in progress or imminent. It is the most serious of the four classifications of emergencies at nuclear power plants.

Local residents living in the 10-mile Emergency Planning Zone around the plant are being notified of the General Emergency through a prompt notification system which includes warning sirens in the area, alert radios which were distributed to area residents earlier, and through an electronic telephone autodialer.

Matagorda County officials will/are issue/issuing recommended actions for people close to the plant.

Matagorda County residents and visitors to the area are asked to tune their radios to one of the local Emergency Alert Stations, KMKS-FM (102.5) or KZRC-FM (92.5) for more information and specific instructions.

Additional information will be released as it becomes available.

Approved by: _____ Time: _____

(Optional - To be used only if the Joint Information Center established):

Note to Editors: A Joint Information Center has been established at the Best Western - Matagorda Hotel and Conference Center in Bay City on State Highway 35 West. The most complete and accurate information will be available there. Do not come to the plant site! You will be referred to the Joint Information Center in Bay City. Media inquiries can be made to (979) 245-7712. Personnel will be available at that number around the clock for the duration of the emergency.

| | | | |
|--|----------------------------|---------------|---------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 12 of 22 |
| Site Public Affairs Coordinator | | | |
| Addendum 1 | Pre-Written Press Releases | | Page 9 of 12 |

PRE-WRITTEN PRESS RELEASE - H

GENERAL EMERGENCY II

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____

(Date) _____

BAY CITY, TX. -- The "General Emergency" which was declared at _____ a.m./p.m. on _____ at the South Texas Project Electric Generating Station continues as of _____ a.m./p.m. The nuclear plant is located 12 miles southwest of Bay City in Matagorda County and approximately 90 miles southwest of Houston, Texas.

A radiological release (is, is not) in progress at the plant. Radiation monitoring teams are currently in the area around the plant monitoring the status.

(if a release is in progress, describe cause of release and characterize seriousness)

Local officials will/are recommend(ing) actions residents and visitors should take, these recommendations can be heard by tuning to the local radio stations. Residents and visitors within 10 miles of the plant should tune their radios to local radio stations KMKS-FM (102.5) or KZRC-FM (92.5) and should consult the Emergency Information section in the back of the Bay City Palacios & Matagorda County Telephone Book for additional information.

Additional information will be released as it becomes available.

Approved by: _____

Time: _____

(Optional - To be used only if the Joint Information Center established):

Note to Editors: A Joint Information Center has been established at the Best Western - Matagorda Hotel and Conference Center in Bay City on State Highway 35 West. The most complete and accurate information will be available there. Do not come to the plant site! You will be referred to the Joint Information Center in Bay City. Media inquiries can be made to (979) 245-7712. Personnel will be available at that number around the clock for the duration of the emergency.

| | | | |
|---------------------------------|----------------------------|---------------|---------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 13 of 22 |
| Site Public Affairs Coordinator | | | |
| Addendum 1 | Pre-Written Press Releases | | Page 10 of 12 |

PRE-WRITTEN PRESS RELEASE - I

GENERAL EMERGENCY III

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____

(Date) _____

BAY CITY, TX. -- The "General Emergency" still exists as of _____ a.m./p.m. at the South Texas Project Electric Generating Station according to company officials at the nuclear plant near Bay City.

The General Emergency was declared at _____ a.m./p.m. when _____

(cause of the General Emergency classification)

A radiological release (is, is not) occurring.

(Conditional, if a release is occurring): The release which began at _____ a.m./p.m., is (continuing , decreasing, increasing) at this time. The path of the plume has been determined to be (give direction from the plant):

Matagorda County officials have recommended _____

(describe current county protective action recommendations)

Efforts to resolve this emergency situation are continuing and include

(actions being taken by plant personnel)

Approved by: _____

Time: _____

(Optional - To be used only if the Joint Information Center established):

Note to Editors: A Joint Information Center has been established at the Best Western - Matagorda Hotel and Conference Center in Bay City on State Highway 35 West. The most complete and accurate information will be available there. Do not come to the plant site! You will be referred to the Joint Information Center in Bay City. Media inquiries can be made to (979) 245-7712. Personnel will be available at that number around the clock for the duration of the emergency.

| | | | |
|--|----------------------------|---------------|---------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 14 of 22 |
| Site Public Affairs Coordinator | | | |
| Addendum 1 | Pre-Written Press Releases | | Page 11 of 12 |

PRE-WRITTEN PRESS RELEASE - J

RECOVERY I

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____ (Date) _____

BAY CITY, TX. -- At _____ a.m./p.m. on _____, South Texas Project Electric Generating Station officials announced the emergency situation which had been declared earlier has now entered the "Recovery" stage. This means the plant is in a safe, stable condition and plant emergency activities will be phased out.

Local, federal, and state officials have concurred with the decision to enter the "Recovery" phase. There is no longer a potential for an uncontrolled release of radioactivity to the environment.

Additional information and instructions for area residents will be announced as they become available.

Approved by: _____

Time: _____

Note to Editors: A Joint Information Center has been established at the Best Western - Matagorda Hotel and Conference Center in Bay City on State Highway 35 West. The most complete and accurate information will be available there. Do not come to the plant site! You will be referred to the Joint Information Center in Bay City. Media inquiries can be made to (979) 245-7712. Personnel will be available at that number around the clock for the duration of the emergency.

| | | | |
|--|----------------------------|---------------|---------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 15 of 22 |
| Site Public Affairs Coordinator | | | |
| Addendum 1 | Pre-Written Press Releases | | Page 12 of 12 |

PRE-WRITTEN PRESS RELEASE - K

TERMINATION OF EMERGENCY I

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____

(Date) _____

BAY CITY, TX. - Company officials announced at _____ a.m./p.m. today, emergency conditions at the South Texas Project Electric Generating Station no longer exist and emergency related activities are being discontinued.

Local, federal and state officials have been notified that the emergency activities at the nuclear plant near Bay City, Texas, have been terminated.

Any significant additional or follow-up information will be released as available.

Approved by: _____

Time: _____

| | | | |
|--|--|---------------|---------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 16 of 22 |
| Site Public Affairs Coordinator | | | |
| Addendum 2 | External Distribution List for Press Releases Prior To Activation of Joint Information Center | | Page 1 of 1 |

NOTE: Fax/Post news releases to these locations until the Joint Information Center is activated.

Matagorda County Emergency Operations Center

Division of Emergency Management

Bureau of Radiation Control

Nuclear Regulatory Commission

Federal Emergency Management Agency

Department of Public Safety - Pierce

Department of Public Safety - Houston

Texas Genco LP

American Electric Power - Central Power & Light

City of San Antonio

City of Austin

Southwest PR Newswire

Associated Press

NOTE

Telephone/Fax numbers can be found in the Emergency Communication Directory.

| | | | |
|--|---|---------------|---------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 17 of 22 |
| Site Public Affairs Coordinator | | | |
| Addendum 3 | Emergency Operations Facility Distribution List for Press Releases | | Page 1 of 1 |

NOTE: Distribute press releases and news bullets to each of the following positions within the Emergency Operations Facility immediately following their release. Return original to Site Public Affairs Administrative Assistant.

Emergency Director

Nuclear Regulatory Commission (NRC)

Emergency Operations Facility Liaison

Licensing Director

Support Organization Director

Site Public Affairs Coordinator

Federal Response Agency Liaison

Bureau of Radiation Control (BRC)

Division of Emergency Management (DEM)

Federal Emergency Management Agency (FEMA)

| | | | |
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| | 0ERP01-ZV-EF25 | Rev. 6 | Page 18 of 22 |
| Site Public Affairs Coordinator | | | |
| Addendum 4 | Categories for Bullet Format After Activation of Joint Information Center | | Page 1 of 1 |

NOTE: After the activation of the Joint Information Center, the information flow from the Emergency Operations Facility to the Joint Information Center is in the format of approved news bullets. As a minimum, use the following categories for each set of news bullets.

PLANT STATUS

UNAFFECTED UNIT

RADIOLOGICAL CONDITIONS

EMPLOYEE/PUBLIC INJURIES AND/OR HAZARDS

| | | | |
|--|---|---------------|---------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 19 of 22 |
| Site Public Affairs Coordinator | | | |
| Data Sheet 1 | Site Public Affairs Coordinator Checklist | | Page 1 of 4 |

| | (Name) | (Date) | (Unit) |
|--|--------|--------|-------------|
| Action | | | Time |
| 1.0 INITIAL ACTIVITIES | | | |
| 1.1 Report to the Emergency Operations Facility and sign in on the Emergency Operations Facility Staffing Board. | | | _____ |
| 1.2 Inform the Deputy Emergency Operations Facility Director of your arrival. | | | _____ |
| 1.3 Initiate an Emergency Action Log of significant activities. In particular, document telephone calls made and received and any data or information received from or provided to other persons. | | | _____ |
| 1.4 Look in the fax machine for a copy of 0ERP01-ZV-IN02, Data Sheet 1, Offsite Agency Notification Form. | | | _____ |
| 1.5 Obtain necessary information to complete or assist the Joint Information Center in the completion of the pre-written press release from Addendum 1, Pre-Written Press Releases. | | | _____ |
| 1.6 Determine if any press releases have been issued. Obtain copies and inform Emergency Director as necessary. | | | _____ |
| 1.7 Upon activation, ensure Joint Information Center has received any written press releases sent from the Station. | | | _____ |
| 1.8 If approval authority has not been delegated by the Emergency Director, then upon completion of the pre-written press release, obtain written <u>or</u> oral approval for release from the Emergency Director. | | | _____ |
| 1.9 Prior to Joint Information Center activation, ensure approved press releases are transmitted as outlined in Addendum 2, External Distribution List for Press Releases Prior to Activation of Joint Information Center. | | | _____ |

| | | | |
|--|---|---------------|---------------|
| | 0ERP01-ZV-EF25 | Rev. 6 | Page 20 of 22 |
| Site Public Affairs Coordinator | | | |
| Data Sheet 1 | Site Public Affairs Coordinator Checklist | | Page 2 of 4 |

| Action | Time |
|--|-------------|
| 1.10 Direct the Site Public Affairs Specialist to provide the Website password to the JIC Internet/Graphics person. | _____ |
| 1.11 Direct Public Affairs Assistant to perform the following: | _____ |
| <ul style="list-style-type: none"> • Ensure operability of the public affairs personal computer and to verify pre-scripted press releases are the correct revision. | _____ |
| <ul style="list-style-type: none"> • Until the Joint Information Center is activated, fax approved press releases using Addendum 2, External Distribution List for Press Releases Prior to Activation of the Joint Information Center. | _____ |
| <ul style="list-style-type: none"> • Distribute approved press releases and news bullets in the Emergency Operations Facility using Addendum 3, Emergency Operations Facility Distribution List for Press Releases. | _____ |
| <ul style="list-style-type: none"> • Retain a copy of approved Press Releases and News Bullets. | _____ |
| 2.0 ONGOING ACTIVITIES | |
| 2.1 Continue to obtain updated information from the Control Room staff until the Technical Support Center is activated and turnover is complete. At that time, obtain the necessary information from the Administrative Manager in the Technical Support Center. | _____ |
| 2.2 For static conditions, update press releases hourly for issuance until Joint Information Center is activated. | _____ |
| 2.3 For dynamic conditions, issue press releases as needed, until Joint Information Center is activated. | _____ |
| 2.4 After the Joint Information Center is activated, maintain continuous telephone contact and fax and confirm receipt of approved news bullets to the Joint Information Center approximately every thirty minutes using the format and categories described in Addendum 4, Categories for Bullet Format After Activation of Joint Information Center. | _____ |
| 2.5 Maintain an open telephone line with the Joint Information Center to respond to their inquiries promptly and accurately and to help them prepare for periodic press briefings. | _____ |

| | | | |
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| | 0ERP01-ZV-EF25 | Rev. 6 | Page 21 of 22 |
| Site Public Affairs Coordinator | | | |
| Data Sheet 1 | Site Public Affairs Coordinator Checklist | | Page 3 of 4 |

| Action | Time |
|--|-------------|
| 2.6 Participate in the periodic Emergency Operations Facility Director's briefing. | _____ |
| 2.7 During periods of slow activity or steady state condition, prepare a narrative summary of the events that have occurred to date for approval and release | _____ |
| 2.8 Provide the Emergency Operations Facility Director or Deputy Emergency Operations Facility Directory copies of all issued press releases and report on any significant media events or inquiries. | _____ |
| 3.0 RECOVERY ACTIVITIES | |
| 3.1 Coordinate writing recovery press releases with the Joint Information Center by obtaining the necessary information to complete the pre-written press release for the Recovery classification (Press Release J - Recovery in Addendum 1) from the Deputy Emergency Operations Facility Director | _____ |
| 3.2 If approval authority has not been delegated by the Emergency Director, then upon completion of the pre-written press release, obtain written approval from the Emergency Director. | _____ |
| 3.3 Fax the approved press release to the Joint Information Center for distribution, if the Joint Information Center is still activated. If the Joint Information Center is not activated, ensure the Emergency Operations Facility Administrative Staff faxes and distributes press releases as per Addendum 2. | _____ |
| 3.4 Based on the anticipated level of activity during Recovery, determine through discussion with the Joint Information Center Director the optimum frequency for continuing press releases. | _____ |
| 3.5 Continue to generate news bullets for release to the Joint Information Center. | _____ |
| 3.6 Prepare a narrative summary of the events that have occurred. | _____ |

| | | | |
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| | 0ERP01-ZV-EF25 | Rev. 6 | Page 22 of 22 |
| Site Public Affairs Coordinator | | | |
| Data Sheet 1 | Site Public Affairs Coordinator Checklist | | Page 4 of 4 |

| Action | Time |
|---|-------------|
| 3.7 Obtain approval on all news bullets and narrative summary before release. | _____ |
| 3.8 Fax approved news bullets to the Joint Information Center for composition and distribution as press releases for as long as the Joint Information Center is activated or until Termination of the event. | _____ |
| 3.9 If the Joint Information Center is deactivated prior to Termination of the event, begin again to develop and fax approved press releases at a frequency appropriate to the level of public interest. | _____ |
| 3.10 Continue to distribute the approved news bullets or press releases per the internal distribution list in Addendum 3, Emergency Operations Facility Distribution List for Press Releases, until the event is terminated. | _____ |
| 3.11 If the Joint Information Center is deactivated prior to Termination of the event, begin again to develop and fax approved press releases at a frequency appropriate to the level of public interest. | _____ |
| 4.0 TERMINATION ACTIVITIES | |
| 4.1 Coordinate writing termination press release with Joint Information Center if it is still activated by obtaining the necessary information from the Deputy Emergency Operations Facility Director to complete the pre-written press release for termination of the event. | _____ |
| 4.2 Prepare a narrative summary of the events that have occurred. | _____ |
| 4.3 If approval authority has not been delegated by the Emergency Director then obtain approval of the press release from the Emergency Director. | _____ |
| 4.4 If the Joint Information Center is still activated, fax the approved press release to the Joint Information Center for distribution. | _____ |
| 4.5 If the Joint Information Center is no longer activated, fax the approved press release to the locations identified in Addendum 3, Emergency Operations Facility Distribution List for Press Releases. | _____ |
| 4.6 Collect and organize in chronological order all press releases, news bullets, and summaries. | _____ |
| 4.7 Turn over all documents generated during the emergency to the Deputy Emergency Operations Facility Director. | _____ |

| | | | |
|--|---------------------------|-------------------|---------------------------------|
| STI 31518433 | OERP01-ZV-IN02 | Rev. 15 | Page 1 of 27 |
| Notifications To Offsite Agencies | | | |
| Quality | Non Safety-Related | Usage: N/A | Effective Date: 11/11/02 |
| Max Keyes | N/A | N/A | Emergency Response Division |
| PREPARER | TECHNICAL | USER | COGNIZANT ORGANIZATION |

| <u>Table of Contents</u> | | <u>Page</u> |
|--------------------------|--|-------------|
| 1.0 | Purpose and Scope..... | 2 |
| 2.0 | Definitions | 2 |
| 3.0 | Precautions and Limitations | 2 |
| 4.0 | Responsibilities | 4 |
| 5.0 | Procedure..... | 5 |
| 6.0 | References | 9 |
| 7.0 | Support Documents | 10 |
| | Data Sheet 1, Offsite Agency Notification Message Form (Typical)..... | 11 |
| | Data Sheet 2, Supplemental Notification Form (Typical)..... | 12 |
| | Data Sheet 3, Offsite Agencies Log | 13 |
| | Data Sheet 4, NRC Event Notification Worksheet (Typical)..... | 14 |
| | Addendum 1, Responsibilities for Notification..... | 16 |
| | Addendum 2, Special Instructions for Completing Supplemental Notification Form | 17 |
| | Addendum 3, Emergency Communications (SPR 91-0447)..... | 19 |
| | Addendum 4, Instructions for Operating Emergency Response Data Systems (ERDS)..... | 23 |
| | Addendum 5, Atmospheric Stability Classification | 25 |
| | Addendum 6, Suggested Wording for Event Description | 26 |

Notifications To Offsite Agencies**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be taken for notifying offsite agencies and the Nuclear Regulatory Commission of a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

2.0 Definitions

- 2.1 Emergency Notification System (ENS) - FTS, 2001 Telephone System, used for initial notification of an emergency to the NRC.

3.0 Precautions and Limitations**NOTE**

Addendum 3, Emergency Communications provides information on the following communications links:

- NRC Emergency Notification System (ENS)
- State and County Ringdown Line
- Health Physics Network (HPN)
- STP Coordinator Ringdown Line
- 800 Mhz Radio

- 3.1 Notifications to offsite agencies shall meet the following time limits and criteria:

- 3.1.1 The State of Texas and Matagorda County shall be contacted within 15 minutes of the Emergency Director declaring:

- Initial classification of the emergency;
- Change in the classification; or
- Change in Protective Action Recommendations (PARs) for the public, including changes in wind direction resulting in PARs affecting additional zones.

Once contacted, the information contained in Items 1-8 and 12 of Data Sheet 1, Offsite Agency Notification Message Form shall be transmitted. All information shall be provided after message Number 1.

Notifications To Offsite Agencies

- 3.1.2 Notify the NRC Operations Center immediately following notifications to the State/County and no later than one hour after the emergency has been declared. Use Data Sheet 4, NRC Event Notification Worksheet, as a record of conversation. If more than one communicator is available, NRC notification may be made concurrently with State/County notification.
- 3.1.3 The Emergency Response Data System (ERDS) shall be activated at the time the NRC Operations Center is notified of the Alert, Site Area Emergency or General Emergency (see Addendum 4, Instructions for Operating Emergency Response Data System).
- 3.1.4 Issue updates to the State and County approximately hourly unless a State/County consensus is obtained for a reduced frequency (e.g. a static condition).
- 3.1.5 Immediately update the NRC, via the open line of communications, per Section 5.2.1.4 of this procedure.
- 3.1.6 After Offsite Agency Notification Message Number 1, all subsequent notifications shall be completed in entirety.
- 3.2 If the Emergency Classification or PARs are changed during the 15 minute notification period, then continue to complete notifications to the State/County prior to initiating the new notification, and inform the agencies that a change in classification or change in PAR will be forthcoming. (LCTS 9100453-936)
- 3.2.1 An exception to this situation is when termination is declared before the offsite agencies are notified of the emergency condition. For this situation, issue both notification forms concurrently.
- 3.3 Notifications to offsite agencies shall follow the guidelines in Addendum 3, Emergency Communications, when communication system deficiencies exist.
- 3.4 Any revisions to this procedure that directly or indirectly affect the format or usage of Data Sheet 1 shall be reviewed by the Texas Department of Health, Bureau of Radiation Control (BRC) prior to becoming effective.

Notifications To Offsite Agencies

4.0 Responsibilities

NOTE

Refer to Addendum 1, Responsibilities for Notification.

- 4.1 The individual with Emergency Director authority is responsible for approving all notifications to offsite agencies and ensuring notifications are made within the required time frames.
- 4.2 The Shift Supervisor is responsible for implementation of this procedure while functioning as the Emergency Director. Actual completion of forms may be delegated to the communicators.
- 4.3 The Control Room ENS Communicator is responsible for maintaining the open line with the NRC, unless otherwise directed by the NRC. This responsibility shall not transfer to the Technical Support Center (TSC) or Emergency Operations Facility (EOF).
- 4.4 The Control Room ENS Communicator is responsible for activating the ERDS at the time the NRC Operations Center is notified of the Alert, Site Area Emergency, or General Emergency (see Addendum 4).
- 4.5 The Control Room State/County Communicator is responsible for notifications to the State/County and for maintaining Data Sheet 3, Offsite Agencies Log, while the Shift Supervisor has Emergency Director authority.
- 4.6 The Chemical/Radiochemical Manager in the TSC is responsible for gathering information and preparing Data Sheet 1 and implementation of this procedure while the TSC Manager has Emergency Director authority. The Chemical/Radiochemical Manager is responsible for ensuring the correctness and timeliness of Data Sheet 1.
- 4.7 The TSC Communicator in the TSC is responsible for completing notifications to the State/County and NRC when provided completed notification forms from the Chemical/Radiochemical Manager, and maintaining Data Sheet 3. The TSC Communicator shall maintain a file containing copies of all Data Sheet 1 that originate from either the Control Room or Technical Support Center.
- 4.8 The Engineering Assistant in the EOF is responsible for implementation of this procedure while the EOF Director has Emergency Director authority. The Engineering Assistant is responsible for gathering information and preparing Data Sheet 1, and has primary responsibility for the correctness and timeliness of Data Sheet 1. The Engineering Assistant should also, if time permits, routinely complete Data Sheet 2.

Notifications To Offsite Agencies

- 4.9 The Offsite Agency Communicator in the EOF is responsible for completing notifications to the State/County, when directed by the Emergency Director, and for maintaining Data Sheet 3. The Offsite Agency Communicator shall maintain a file containing a copy of all Data Sheet 1 from the start of the event to recovery.
- 4.10 The Licensing Director in the EOF is responsible for completing notifications to the NRC over the ENS once the EOF is activated.

5.0 Procedure

CAUTION

The State and County are required to be contacted within 15 minutes of the Emergency Director declaring any of the following:

- Initial classification of the emergency, (Item 4)
- Change in the classification, (Item 4) or
- Change in Protective Action Recommendations (PARs) for the public, including changes in wind direction resulting in PARs affecting additional Zones, (Item 6).

5.1 Offsite Agency Notification (State/County)

NOTE

Print the information on Data Sheet 1 (black ink should be used).

ONLY BLOCKS 1-8 AND 12 ARE REQUIRED TO BE COMPLETED UPON INITIAL NOTIFICATION. ALL INFORMATION SHALL BE PROVIDED AFTER MESSAGE NUMBER 1.

5.1.1 Complete Data Sheet 1

NOTE

The Communicator, at the time of contact, enters the names of the persons contacted at DPS Pierce and Matagorda County at the top of each form. Record the time of contact.

- 5.1.1.1 ITEM 1 - Name of the STPEGS person communicating information to offsite agencies. Mark the applicable Unit. If the event is common unit, then mark Unit 1.
- 5.1.1.2 ITEM 2 - Mark if notification is or is not a drill.

Notifications To Offsite Agencies

- 5.1.1.3 ITEM 3 - Start with number one (1). Number sequentially, independent of facility originating Data Sheet 1, and indicate which facility is originating the message.
- 5.1.1.4 ITEM 4 - Mark if the classification is new or unchanged. Fill in the date and time the current classification was declared. Mark the event classification.
- 5.1.1.5 ITEM 5 - A radiological release is defined as exceeding the Emergency Action Level (EAL) for an Unusual Event.
- 5.1.1.6 ITEM 6 - Mark if the recommended protective actions are new or unchanged.
- a. Refer to 0ERP01-ZV-IN07, Offsite Protective Action Recommendations for PARs. Mark Block A or B. If Block A is marked then go to Step 5.1.1.7.
 - b. Ensure correct notations are used for zones and sectors. Zones range from 1 to 11. Sectors range from A to R. Refer to Addendum 4 in 0ERP01-ZV-IN07, Offsite Protective Action Recommendations, for a cross reference of zones and sectors.
- 5.1.1.7 ITEM 7 - Indicate BRC disposition on PARs recommendation or BRC Not Contacted.
- 5.1.1.8 ITEM 8 - Mark if the event description is new or unchanged. Enter the alphanumeric designator in the initiating condition line.
- a. Addendum 6 contains suggested wording that may be used by the communicator as an aid.
 - b. If wording other than that provide in Addendum 6 is used, then, include a brief explanation of the event in lay terms for clarification to offsite agencies. Legibly print a non-technical description of the event. **DO NOT USE ACRONYMS.**

Notifications To Offsite Agencies

NOTE

Only Blocks 1, 8 and 12 are required to be completed upon initial notification. The remainder of the form should be completed if time allows. The entire form shall be completed on all subsequent notifications or updates.

- 5.1.1.9 ITEM 9 - Mark NEW or UNCHANGED. Meteorological data is available on the Integrated Computer System (ICS) Emergency Response Facility Data Acquisition Display System (ERFDADS). Ensure 15 minute average lower wind speed and wind direction is used. See Addendum 5, Atmospheric Stability Classification.
- 5.1.1.10 ITEM 10 - Mark NEW or UNCHANGED. A radiological release is defined as exceeding the EAL for an Unusual Event. Use a default 4 hour value if the release duration unknown.
- 5.1.1.11 ITEM 11 - Additional remarks, if any.
- 5.1.1.12 ITEM 12 - Signature of Emergency Director authorizing release of Data Sheet 1.
- 5.1.2 Complete notifications using Data Sheet 3.
- 5.1.2.1 Contact State/County on ringdown line or alternate numbers.
- Read ITEMS 1-8.
 - Supply information in Items 9-11, if available.
- 5.1.2.2 Fax notification forms. Log time fax completed and confirmed.
- 5.1.2.3 If the Communicator is also making NRC notifications, complete Section 5.2 of this procedure prior to continuing.
- 5.1.2.4 Contact BRC and issue information on Data Sheet 1.
- 5.1.2.5 Notify unaffected Unit Control Room that an emergency fax notification has been made.
- 5.1.2.6 Notify the STP Coordinator that emergency fax notification has been made. This step is not required by the Offsite Agency Communicator located in the EOF.

Notifications To Offsite Agencies

- 5.1.3 Issue update notifications to State and County approximately hourly unless a State/County consensus is obtained for a reduced frequency (e.g. a static condition).
- 5.1.3.1 Update notifications are made using Data Sheet 1, Offsite Agency Notification Message Form.
- 5.1.3.2 If the Emergency Director is located in the Emergency Operations Facility and events are not rapidly changing, then, following issuance of Data Sheet 1, issue Data Sheet 2, Supplemental Notification Form. (Guidance for issuing Data Sheet 2 is found in Addendum 2, Special Instructions for Completing Supplemental Notification Form.)
- 5.1.4 If Data Sheet 1 or Data Sheet 2 is issued with incorrect information, then immediately contact the notified agencies correct the information and follow-up with a corrected Data Sheet 1 or Data Sheet 2.
- 5.1.5 If Data Sheet 1 or Data Sheet 2 is being transmitted with incorrect information, then immediately stop transmission, gather the correct information, and re-transmit a corrected Data Sheet 1 or Data Sheet 2.

5.2 NRC Notification**NOTE**

Complete Data Sheet 4 (black ink should be used) for initial NRC notification. Complete all applicable blocks on the worksheet.

- 5.2.1 Notify the NRC Operations Center immediately following initial notification of State/County agencies and no later than one hour after the emergency has been declared. If more than one communicator is available, these notifications may be done concurrently. Use Data Sheet 4 as a record of initial conversation. Additional records of conversation may be made on Emergency Action Log Sheets.
- 5.2.1.1 Description, Provide a description of the event to include systems affected, actuation's and initiating signals, causes, effect of event on plant, actions taken or planned, etc. Additional space is provided on back of Data Sheet 4. Check block when Control Room Log Book entry is made.

Notifications To Offsite Agencies

- 5.2.1.2 Radiological Releases, Complete this section if the event is radiologically based. Information from Data Sheet 1 may be used if information described in Data Sheet 4 is not available and obtaining it would likely cause a late notification.
- 5.2.1.3 Activate the ERDS at the time the NRC Operations Center is notified of the Alert, Site Area Emergency or General Emergency (see Addendum 4).
- 5.2.1.4 The Control Room ENS Communicator must maintain an open telephone line with the NRC, unless otherwise directed by the NRC. During the course of the event, immediately report any further degradation in the level of safety of the plant or other worsening conditions, including those that require declaration of any of the emergency classes, or may change from one emergency class to another, or a termination of the emergency class. Immediately report the results of ensuing evaluations or assessments of plant conditions, the effectiveness of response or protective measures taken, and information relating to plant behavior that is not understood.
- 5.2.2 Notify NRC Resident Inspector. Log time of contact on Data Sheet 4.

6.0 References

- 6.1 STPEGS Emergency Plan
- 6.2 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide
- 6.3 0ERP01-ZV-IN07, Offsite Protective Action Recommendations
- 6.4 0ERP01-ZV-IN01, Emergency Classification
- 6.5 10CFR50.72(a)ii.3
- 6.6 Inspection Report 91-03-01 (LCTS 9100453-936)
- 6.7 10CFR50 Appendix E, IV.D.3
- 6.8 IEN 89-89

7.0 Support Documents

- 7.1 Data Sheet 1, Offsite Agency Notification Message Form (Typical)
- 7.2 Data Sheet 2, Supplemental Notification Form (Typical)

Notifications To Offsite Agencies

- 7.3 Data Sheet 3, Offsite Agencies Log
- 7.4 Data Sheet 4, NRC Event Notification Worksheet (Typical)
- 7.5 Addendum 1, Responsibilities for Notifications
- 7.6 Addendum 2, Special Instructions for Completing Supplemental Notification Form
- 7.7 Addendum 3, Emergency Communications
- 7.8 Addendum 4, Instructions for Operating Emergency Response Data System (ERDS)
- 7.9 Addendum 5, Atmospheric Stability Classification
- 7.10 Addendum 6, Suggested Wording for Event Description

| MESSAGE NUMBER | *MATAGORDA COUNTY | *DPS, PIERCE | FAX COMPLETED AND CONFIRMED | *TEXAS DEPT. OF HEALTH (BRC) | *UNAFFECTED UNIT CONTROL ROOM STP COORDINATOR | NOTIFICATIONS COMPLETED |
|----------------|---|---|-----------------------------|------------------------------------|--|-------------------------|
| | CONSOLE OR 979-245-5526 OR 979-244-1178 (When EOC Activated) | CONSOLE OR 979-543-6878 OR 979-532-1740 | (Refer to Addendum 2) | 512-834-6688 OR 512-458-7460 | U1-8614/8610/ 8595/7732 U2-7953/8549/ 8683/8156 CONSOLE OR 713-207-2740 | BY: NAME/LOCATION |
| | | | | | | |
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|------------------------------------|
| 15 MINUTE NOTIFICATION REQUIRED |
|------------------------------------|

*LOG THE TIME OF CONTACT.

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

| | | | |
|--|--|----------------|---------------|
| | 0ERP01-ZV-IN02 | Rev. 15 | Page 15 of 27 |
| Notifications To Offsite Agencies | | | |
| Data Sheet 4 | NRC Event Notification Worksheet (Typical) | | Page 2 of 2 |

ADDITIONAL INFORMATION

PAGE 2 OF 2

| | | | | | | |
|--|--|---|--|------------------------------------|--|-----------|
| RADIOLOGICAL RELEASES: CHECK OR FILL IN APPLICABLE ITEMS (specific details/explanations should be covered in event description) | | | | | | |
| <input type="checkbox"/> LIQUID RELEASE | <input type="checkbox"/> GASEOUS RELEASE | <input type="checkbox"/> UNPLANNED RELEASE | <input type="checkbox"/> PLANNED RELEASE | <input type="checkbox"/> ONGOING | <input type="checkbox"/> TERMINATED | |
| <input type="checkbox"/> MONITORED | <input type="checkbox"/> UNMONITORED | <input type="checkbox"/> OFFSITE RELEASE | <input type="checkbox"/> T.S. EXCEEDED | <input type="checkbox"/> RM ALARMS | <input type="checkbox"/> AREAS EVACUATED | |
| <input type="checkbox"/> PERSONNEL EXPOSED OR CONTAMINATED | | <input type="checkbox"/> OFFSITE PROTECTIVE ACTIONS RECOMMENDED | | *State release path in description | | |
| | Release Rate (Ci/sec) | % T.S. Limit | HOO Guide | Total Activity (Ci) | % T.S. Limit | HOO Guide |
| Noble Gas | | | 0.1 Ci/sec | | | 1000 Ci |
| Iodine | | | 10 µCi/sec | | | 0.01 Ci |
| Particulate | | | 1 µCi/sec | | | 1 mCi |
| Liquid (excluding tritium and dissolved noble gases) | | | 10 µCi/min | | | 0.1 Ci |
| Liquid (tritium) | | | 0.2 Ci/min | | | 5 Ci |
| Total Activity | | | | | | |
| | PLANT STACK | CONDENSER/AIR EJECTOR | MAIN STEAM LINE | SG BLOWDOWN | OTHER | |
| RAD MONITOR READINGS | | | | | | |
| ALARM SETPOINTS | | | | | | |
| % T. S. LIMIT (if applicable) | | | | | | |
| RCS OR SG TUBE LEAKS: CHECK OR FILL IN APPLICABLE ITEMS (specific details/explanations should be covered in event description) | | | | | | |
| LOCATION OF THE LEAK (e.g., SG #, valve, pipe, etc) | | | | | | |
| LEAK RATE | UNITS: gpm/gpd | T. S. LIMITS | SUDDEN OR LONG TERM DEVELOPMENT | | | |
| LEAK START DATE: | TIME: | COOLANT ACTIVITY AND UNITS: | | PRIMARY - | SECONDARY - | |
| | MST | | | | | |
| LIST OF SAFETY EQUIPMENT NOT OPERATIONAL: | | | | | | |
| EVENT DESCRIPTION (Continued from front) | | | | | INITIALS AND DATE | |
| | | | | | _____ | |
| | | | | | _____ | |
| | | | | | _____ | |
| | | | | | _____ | |
| | | | | | _____ | |

Revised 01/29/2001

Notifications To Offsite Agencies

Addendum 1

Responsibilities For Notification

Page 1 of 1

| RESPONSIBILITY | RESPONSIBLE PERSON BASED ON LOCATION OF EMERGENCY DIRECTOR | | |
|--|--|--------------------------------|-----------------------------|
| | CR | TSC | EOF |
| Complete Data Sheet 1, Offsite Agency Notification Message Form | State/County Communicator | Chemical/Radiochemical Manager | Engineering Assistant |
| Complete Data Sheet 4, NRC Event Notification Worksheet and Maintain Open line | ENS Communicator | N/A | N/A |
| Update NRC on event status | ENS Communicator | Chemical/Radiochemical Manager | Licensing Director |
| Complete Data Sheet 2, Supplemental Notification Form | N/A | N/A | Engineering Assistant |
| Log State/County Notifications using Data Sheet 3, Offsite Agencies Log | State/County Communicator | TSC Communicator | Offsite Agency Communicator |

| | | | |
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| | 0ERP01-ZV-IN02 | Rev. 15 | Page 17 of 27 |
| Notifications To Offsite Agencies | | | |
| Addendum 2 | Special Instructions for Completing Supplemental Notification Form | | Page 1 of 2 |

NOTE

- Data Sheet 2 should be completed using black ink. No items are to be left blank even if information is unchanged.
- The Engineering Assistant should, if time permits, routinely complete Data Sheet 2.

- ITEM 1 - Use same number as on Data Sheet 1, which will be completed in conjunction with this form.
- ITEM 3 - Identify the location of the Emergency Director and the name of the Communicator.
- ITEM 9 - Enter the number of Engineered Safety Features (ESF) trains in the affected unit which are functional.
- ITEM 10 - Mark offsite support requested which will be responding to the site. This block is completed to facilitate the support group requested through county established roadblocks.
- ITEM 14 - Examples of miscellaneous information:
- a. Estimate of quantity of radioactive material released or being released and the points and heights of releases.
 - b. Chemical and physical form of released material, including estimates of the relative quantities and concentration of noble gases, iodines and particulates.
 - c. Estimate of any surface radioactive contamination in plant, onsite or offsite.
 - d. Any licensee emergency response actions underway.
- GENERAL -
- a. Enter unavailable if information is not known.
 - b. Enter N/A if item is not applicable.

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| | 0ERP01-ZV-IN02 | Rev. 15 | Page 18 of 27 |
| Notifications To Offsite Agencies | | | |
| Addendum 2 | Special Instructions For Completing Supplemental Notification Form | Page 2 of 2 | |

- c. Fax the completed and approved Data Sheet 2 to all agencies listed below:
- Matagorda County Sheriff's Office Dispatcher
 - Matagorda County Emergency Operations Center
 - Texas Department of Public Safety (DPS), Pierce, TX
 - Texas Department of Health, BRC
 - Division of Emergency Management
 - Texas Department of Public Safety, Houston, TX
 - Emergency Operations Facility
 - Affected Unit's TSC
 - Affected Unit's Control Room (when Emergency Direction is not in Control Room)
 - Unaffected Unit's Control Room
 - Site Public Affairs (EOF)
 - Joint Information Center (JIC) (if activated)
 - Energy Control Data Center

NOTE

Fax numbers can be found in the STPEGS Emergency Communications Directory.

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| | 0ERP01-ZV-IN02 | Rev. 15 | Page 19 of 27 |
| Notifications To Offsite Agencies | | | |
| Addendum 3 | Emergency Communications (SPR 91-0447) | | Page 1 of 4 |

1.0 Emergency Communications System

1.1 Emergency Notification System (ENS)

1.1.1 The ENS is a telephone circuit provided by the NRC.

1.1.2 The ENS is activated to notify the NRC of a declared emergency or drills/exercises and to maintain communications with the NRC Operations Center as needed.

1.1.3 If the ENS is activated, then a person SHALL remain on the line until the NRC agrees that the ENS may be terminated.

1.1.4 There are seven (7) methods to notify the NRC. These are:

- ENS telephone
- Outside phone lines
- Control Room direct phone line to Bay City
- Microwave line to Texas Genco LP and call forwarded to the NRC
- Ringdown line to STP Coordinator and call forward to the NRC
- 800 MHz Radio to communicate with STP Coordinator and call forward to the NRC
- Security radio communications to Matagorda County Sheriff's Office and forwarded to the NRC

1.1.5 The principal method of communications with the NRC is the ENS. The circuit may also be activated by the NRC.

1.1.6 If the ENS is out of service, then use outside phone lines to notify the NRC at one of the following telephone numbers (in order of priority) AND remain on the line.

- 9-1-301-816-5100
- 9-1-301-951-0550

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| | 0ERP01-ZV-IN02 | Rev. 15 | Page 20 of 27 |
| Notifications To Offsite Agencies | | | |
| Addendum 3 | Emergency Communications (SPR 91 0447) | | Page 2 of 4 |

- 1.1.7 If the outside telephone lines are out of service, then use the Control Room direct phone line to Bay City and notify the NRC at one of the following telephone numbers (in order of priority) AND remain on the line.
- 1-301-816-5100
 - 1-301-951-0550
- 1.1.8 If the Control Room direct telephone line to Bay City is out of order, then use the microwave tower line (32-0) to Texas Genco LP and have the Operator/Security complete the phone call to the NRC AND remain on the line if requested by the NRC.
- 1.1.9 If the microwave tower line is out of service, then use the STP Coordinator Ringdown line and have the dispatcher forward the call or information to the NRC AND remain on the line if requested by the NRC.
- 1.1.10 If the STP Coordinator Ringdown line is out of service, then use the 800 MHz Radio to communicate with STP Coordinator and have the dispatcher forward the information to the NRC AND remain on the radio if requested by the NRC.
- 1.1.11 If the 800 MHz Radio is out of service, then use the Security radio console to contact the Matagorda County Sheriff's Office and request the information be forwarded to the NRC. Stay on the radio with the Matagorda County Sheriff's Office.
- 1.2 State and County Ringdown line
- 1.2.1 The State and County ringdown line is provided to notify State and County officials of a declared emergency.
- 1.2.2 The State-County ringdown line is an automatic ringdown telephone circuit terminated on a communications console or an ORANGE telephone (EOF).
- 1.2.3 There are seven (7) methods to notify the State/County. These are:
- State/County ringdown telephone
 - Outside telephone lines
 - Control Room direct telephone line to Bay City
 - Microwave line to Texas Genco LP and call forwarded to the State and County

| | | | |
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| | 0ERP01-ZV-IN02 | Rev. 15 | Page 21 of 27 |
| Notifications To Offsite Agencies | | | |
| Addendum 3 | Emergency Communications (SPR 91 0447) | | Page 3 of 4 |

- 800 MHz Radio Communications with the State/County
- Ringdown line to STP Coordinator and call forward to the State/County
- Security radio communications with the County

1.2.4 If the State/County ringdown line is out of service, then use outside telephone lines to notify the State and County at one of the following telephone numbers:

- State/DPS-Pierce
 - 9-1-979-543-6878

OR

- 9-1-979-532-1740
- Matagorda County Sheriff's Office
 - 9-1-979-245-5526

1.2.5 If outside telephone lines are out of service, then use the Control Room direct telephone line to Bay City to notify the State/County.

1.2.6 If the Control Room direct telephone line to Bay City is out of service, then use the microwave line (32-0) to Texas Genco LP and have the Operator/Security complete the telephone calls to the State/County.

1.2.7 If the microwave line is out of service, then use the 800 MHz Radio to communicate with the State/County.

1.2.8 If the 800 MHz Radio is out of service, then use the STP Coordinator Ringdown line and forward the telephone call or information to the State/County.

1.2.9 If the STP Coordinator Ringdown line is out of service, then use the Security radio to notify the County and request they forward the information to the State.

1.3 Health Physics Network (HPN)

1.3.1 The HPN is terminated on an FTS, 2001 telephone.

1.3.2 The HPN is to be used only at the request of the NRC.

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| | 0ERP01-ZV-IN02 | Rev. 15 | Page 22 of 27 |
| Notifications To Offsite Agencies | | | |
| Addendum 3 | Emergency Communications (SPR 91 0447) | | Page 4 of 4 |

- 1.3.4 If the outside telephone lines are out of service, then use the microwave line (32-0) to Texas Genco LP and have the Operator/Security complete the telephone call to the NRC/HPN.
- 1.3.5 If the HPN telephone line is out of service, then notify the NRC Operations Center. (IEN 89-19)
- NOTIFY the NRC when the telephone set has been returned to service. (IEN 89-19)
- 1.3.6 The HPN telephone is designed to provide communications with the NRC Health Physics Section and/or other nuclear power plants during a declared emergency or drill/exercise. STPEGS health physics personnel MAY request a conference call with other nuclear power plants on the HPN by asking the NRC to connect the desired plant(s).
- 1.4 STP Coordinator Ringdown line
- 1.4.1 The STP Coordinator ringdown line is an automatic ringdown between the Co-owners and the plant.
- 1.5 800 MHz Radio
- 1.5.1 Press HOME on keypad to ensure channel 65 is on the LCD display. Channel 65 is monitored by the dispatcher.
- 1.5.2 If unnecessary traffic is coming over the radio, use MODE on the keypad until the prompt appears to put the radio to sleep. Entering 0 will put the unit to sleep. Pressing any button on the keypad will wake the unit up. Traffic will again be monitored.
- 1.5.3 To contact STP Coordinator, press STP Coordinator on the keypad. Channel 65 should be displayed, and momentarily, the STP Coordinator will acknowledge the unit calling. The handset is a push to talk handset.
- 1.5.4 The 800 MHz has many additional capabilities, including, use as a radiotelephone. Contact the EOF Communications System Supervisor for additional instructions.

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| | 0ERP01-ZV-IN02 | Rev. 15 | Page 23 of 27 |
| Notifications To Offsite Agencies | | | |
| Addendum 4 | Instructions for Operating Emergency Response Data Systems (ERDS) | | Page 1 of 2 |

- 1.0 Emergency Response Data System (ERDS) Activation, Termination, and Error Handling Instructions:
- 2.0 Steps to Activate the ERDS from Integrated Computer System / Emergency Response Facility Data Acquisition Display System (ICS/ERFDADS) Main Menu:
 - 2.1 Click on the Menu UP Arrow (WDPF Main Menu)
 - 2.2 Select Custom Graphics
 - 2.3 Select Top Level Menu
 - 2.4 Select AF, AM, AP, BR, & CC DISPLAYS
 - 2.5 Select NRC Link Control
 - 2.6 Click in ACTIVATE Block to connect with the NRC ERDS Computer at the NRC Operations Center in Rockville, Maryland, via a dedicated telephone line.
 - 2.7 The dial-up should generally succeed within one minute, at which time the NRC Link Control screen will indicate ACTIVE and ONLINE and will begin counting GOOD CYCLES. Otherwise, the ICS/ERFDADS will automatically re-dial and attempt to connect with the NRC ERDS computer several additional times. If no connection is established within approximately five minutes, then NRC Link Control screen will indicate the link status via error messages. If more than five minutes elapses without a successful response, then site personnel should notify the NRC before terminating efforts to establish the ERDS data link.
 - 2.8 The display terminal may now be used for other purposes while the ERDS data continues to be transmitted to the NRC. Whenever the ERDS is active, it is suggested that NRC Link Control or NRC Link Status screen be used to monitor the status of the ERDS data link.
- 3.0 Steps to terminate the ERDS:
 - 3.1 If NRC Link Control screen is not present on an ICS/ERFDADS terminal, repeat the ERDS activation steps 2.1, 2.2, 2.3, 2.4, and 2.5.
 - 3.2 When NRC Link Control screen is present on the terminal CLICK in the TERMINATE Block. This action causes the ICS/ERFDADS to disconnect the telephone connection with the NRC ERDS computer in Rockville, Maryland.
 - 3.3 When the ERDS is terminated by STP, the NRC Link Control and NRC Link Status screens will show the message Terminated and the Link Status Block with the message OFFLINE. When STP terminates the ERDS, then 15 minutes must lapse before attempting to activate the ERDS again from the same STP Unit.

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| | 0ERP01-ZV-IN02 | Rev. 15 | Page 24 of 27 |
| Notifications To Offsite Agencies | | | |
| Addendum 4 | Instructions For Operating Emergency Response Data Systems (ERDS) | | Page 2 of 2 |

4.0 Steps to handle ERDS error conditions:

- 4.1 If an error condition occurs, then the error messages will be displayed on NRC Link Control and NRC Link Status screens. If an error condition occurs, then obtain a hardcopy of the error message using Print Screen.
- 4.2 When the ERDS is active and no errors are occurring, then displays NRC Link Control and NRC Link Status screens will tag the ERDS Messages block with the message Active, the Link Status block with the message Online, the Read Error block with the message OK, the Nonsensical error block with the message OK, and the Write Error block with the message OK.
- 4.3 If an attempt is made to activate the ERDS by STP and all telephone lines at NRC are busy, then displays NRC Link Control and NRC Link Status screens will tag the ERDS Messages block with the message NRC lines busy. Obtain a hardcopy of the display showing the NRC lines busy message and then follow the steps to terminate the ERDS. Periodically try again to activate the ERDS, producing a hardcopy of the display each time the NRC lines busy message is shown.
- 4.4 If an attempt is made to activate the ERDS by STP and NRC denies access to the ERDS computer system in Rockville, Maryland, then displays NRC Link Control and NRC Link Status will tag the ERDS Messages block with the message Unaccepted by NRC. Obtain a hardcopy of the display showing the denied access by NRC message and then follow the steps to terminate the ERDS. Periodically try again to activate the ERDS, producing a hardcopy of the display each time the denied access by NRC message is shown.
- 4.5 NRC has the ability to terminate an active ERDS link. If NRC terminates such a link, then displays NRC Link Control and NRC Link Status will tag the ERDS Messages block with the message Terminated by NRC and the Link Status block with the message Offline. Obtain a hardcopy the display showing the ERDS link termination by NRC.
- 4.6 If the ERDS link is active and the telephone line is disconnected, then the ICS/ERFDADS will automatically re-dial and attempt to reconnect with the NRC ERDS computer system. If the telephone line is disconnected, then displays NRC Link Control and NRC Link Status will tag the ERDS Messages block with either the message Active or with the message Modem trouble, the Link Status block with the message Offline, and the remainder of the status messages blocks with the message OK or the message TRBL.

If the ERFDADS is not able to reconnect with the NRC ERDS computer system, then hardcopy the displayed error messages and contact the ERFDADS System Engineer.

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| | 0ERP01-ZV-IN02 | Rev. 15 | Page 25 of 27 |
| Notifications To Offsite Agencies | | | |
| Addendum 5 | Atmospheric Stability Classification | | Page 1 of 1 |

| Stability Classification | Class | Delta T (60m-10m)°F | *Sigma-Theta |
|---------------------------------|--------------|----------------------------|---------------------|
| Extremely Unstable | A | < -1.7 | ≥ 22.5 |
| Moderately Unstable | B | -1.71 TO -1.53 | 17.5 TO 22.5 |
| Slightly Unstable | C | -1.52 TO -1.35 | 12.5 TO 17.5 |
| Neutral | D | -1.34 TO, 0.45 | 7.5 TO 12.5 |
| Slightly Stable | E | -0.44 TO 1.35 | 3.8 TO 7.5 |
| Moderately Stable | F | 1.36 TO 3.60 | 2.1 TO 3.8 |
| Extremely Stable | G | > 3.60 | < 2.1 |

* Do not use Sigma-Theta if wind speed is less than 5 mph, use default Stability Class D.

Notifications To Offsite Agencies

Addendum 6

Suggested Wording for Event Description

Page 1 of 2

NOTE

Obtain Initiating Condition alphanumeric designation from the Emergency Director. Match designation with list below and enter into item 8 of Data Sheet 1.

Fission Product Barrier Degradation

| | |
|-----|---|
| FU1 | Loss or potential loss of Containment barrier |
| FA1 | Loss or potential loss of Fuel Clad or Reactor Coolant System barrier |
| FS1 | Loss or potential loss of two fission product barriers |
| FG1 | Loss of two fission product barriers with potential loss or loss of the third barrier |

System Malfunction

| | |
|-----|--|
| SU1 | Loss of offsite power to safety systems. Multiple sources of emergency power are available. |
| SU2 | Plant operation determined to be outside of plant safety specifications. |
| SU3 | Unplanned loss of most Control Room safety system alarm indications. |
| SU4 | Unplanned loss of all onsite or offsite communications capabilities. |
| SU5 | Unplanned loss of safety related battery power causing difficulty monitoring plant conditions while shutdown. |
| SU6 | Indication of degradation or potential loss of the Fuel Clad fission product barrier. |
| SU7 | Indication of degradation of Reactor Coolant System fission product barrier. |
| SA1 | Loss of all power to safety systems while the plant is shutdown and cooled down. |
| SA2 | Reactor failed to automatically shutdown when required. Manual shutdown was successful. |
| SA3 | Inability to maintain appropriate cooled down temperature while shutdown. |
| SA4 | Difficulty monitoring changing plant conditions due to unplanned loss of most Control Room safety system alarm indications. |
| SA5 | Electrical power to safety systems has degraded to a single source. |
| SA6 | Indication of potential loss of the Fuel Clad fission product barrier. |
| SS1 | Loss of all electrical power to safety systems. |
| SS2 | Reactor failed to automatically shutdown when required. Initial attempts at manual shutdown were not successful. |
| SS3 | Unplanned loss of safety related battery power compromising the ability to monitor and control plant safety functions. |
| SS4 | Complete loss of systems required for plant cooldown. |
| SS5 | Loss of water level in the Reactor Vessel that has or will uncover the fuel in the Reactor Vessel while the plant is shutdown and cooled down. |
| SS6 | Inability to monitor changing plant conditions due to unplanned loss of most Control Room safety system alarm indications. |
| SG1 | Prolonged loss of all electrical power to safety systems which will lead to a loss of all three fission product barriers unless restored. |
| SG2 | All attempts to shutdown the reactor have been unsuccessful which may lead to loss of all three fission product barriers. |

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| | 0ERP01-ZV-IN02 | Rev. 15 | Page 27 of 27 |
| Notifications To Offsite Agencies | | | |
| Addendum 6 | Suggested Wording for Event Description | | Page 2 of 2 |

Abnormal Radiological Levels

- RU1 Unplanned release to the environment of very low levels of radioactivity which exceed effluent limits and indicates a degradation in plant radiological controls.
- RU2 Unexpected increase in plant radiation levels.
- RA1 Unplanned release to the environment of low levels of radioactivity which significantly exceed effluent limits and indicates a substantial degradation in plant radiological controls.
- RA2 Potential damage or damage to spent nuclear fuel outside of the Reactor Vessel.
- RA3 Elevated plant radiation levels impede necessary access to plant operating stations.
- RS1 Actual or projected radiological dose at the site boundary has reached a level which is equal to 10% of the dose which would prompt an offsite protective action recommendation.
- RS2 An unexpected increase in containment radiation levels indicate a loss or potential loss of two fission product barriers.
- RG1 Actual or projected radiological dose at the site boundary has reached a level which requires an offsite protective action recommendation.
- RG2 An unexpected increase in containment radiation levels indicate a loss of two fission product barriers with potential loss or loss of third barrier.

Hazards and Other Conditions

- HU1 Security event affecting normal operation of the plant.
- HU2 (Fire or Explosion) in the (Protected Area or Switchyard) which affects normal plant operations.
- HU3 (Toxic or Flammable) gasses are affecting normal plant operations.
- HU4 (Describe destructive event) _____ is affecting normal plant operations.
- HU5 Conditions exist, not specifically covered by the Station Emergency Plan, which are impacting normal plant operations and, in the judgment of the Emergency Director, warrants declaration of an Unusual Event.
- HA1 Security event inside the Protected Area may potentially affect safe operation of the plant.
- HA2 (Fire or Explosion) in a plant vital area may potentially affect safe operation of the plant.
- HA3 (Toxic or Flammable) gasses may potentially affect safe operation of the plant.
- HA4 (Describe destructive event) _____ may potentially affect safe operation of the plant.
- HA5 Evacuation of Main Control Room. Plant controls established at Auxiliary Shutdown Panel.
- HA6 Conditions exist, not specifically covered by the Station Emergency Plan, which may affect safe operation of the plant, and, in the judgment of the Emergency Director, warrants the declaration of an Alert.
- HS1 Security event in a plant vital area which could affect safe shutdown.
- HS2 Evacuation of Main Control Room and plant controls cannot be established.
- HS3 Events affect the ability to shutdown the plant or maintain it in a safe shutdown condition.
- HG1 Security event resulting in loss of ability to reach and maintain safe shutdown.
- HG2 Conditions exist, not specifically covered by the Station Emergency Plan, which may potentially result in a hazard to the public, and in the judgment of the Emergency Director, warrants the declaration of a General Emergency.

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| STI 31518435 | 0ERP01-ZV-OF01 | Rev. 3 | Page 1 of 13 |
| Alternate Emergency Operations Facility Activation, Operation, and Deactivation | | | |
| Quality | Non Safety-Related | Usage: N/A | Effective Date: 11/11/02 |
| Max Keys | N/A | N/A | Emergency Response Division |
| PREPARER | TECHNICAL | USER | COGNIZANT ORGANIZATION |

Table of Contents

Page

| | | |
|-----|--|----|
| 1.0 | Purpose and Scope..... | 2 |
| 2.0 | Definitions | 2 |
| 3.0 | Prerequisites | 2 |
| 4.0 | Precautions and Limitations | 2 |
| 5.0 | Procedure..... | 3 |
| 6.0 | References | 8 |
| 7.0 | Support Documents | 8 |
| | Addendum 1, Alternate Emergency Operations Facility Equipment Layout and Floor Plan..... | 9 |
| | Form 1, Alternate Emergency Operations Facility Activation Checklist..... | 13 |

Alternate Emergency Operations Facility Activation, Operation, and Deactivation**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be taken for activation, operation, and deactivation of the Alternate Emergency Operations Facility (AEOF).
- 1.2 This procedure identifies and delineates the responsibilities of key personnel in the Alternate Emergency Operations Facility.
- 1.3 This procedure implements portions of the South Texas Project Electric Generating Station Emergency Plan specific to the Alternate Emergency Operations Facility.

2.0 Definitions

- 2.1 **ACTIVATION:** The formal declaration that necessary personnel and resources are present to perform the functions assigned to the Alternate Emergency Operations Facility. Activation shall be determined by the Emergency Director.
- 2.2 **ALTERNATE EMERGENCY OPERATIONS FACILITY:** The Alternate Emergency Operations Facility is located in the Bay City Service Center at the corner of Texas Highway 35 and Avenue M in Bay City, Texas. The Alternate Emergency Operations Facility is the offsite support facility designed to provide an operating center for the Emergency Director and other members of the Emergency Response Organization in the event that the near site Emergency Operations Facility requires evacuation or relocation.
- 2.3 **EVACUATION:** The process of removing all personnel and necessary resources from the Emergency Operation Facility due to an immediate or imminent danger. Evacuation may be total and immediate or performed in phases as determined by the Emergency Operations Facility Director.

3.0 Prerequisites

- 3.1 The Emergency Operations Facility is, or soon will be uninhabitable due to environmental and/or radiological conditions.
- 3.2 The Emergency Director has ordered the activation of the Alternate Emergency Operations Facility.

4.0 Precautions and Limitations

- 4.1 The Alternate Emergency Operations Facility may be activated only at the direction of the Emergency Director.

Alternate Emergency Operations Facility Activation, Operation, and Deactivation

- 4.2 Activation of the Alternate Emergency Operations Facility should be completed within four (4) hours of the decision to evacuate/relocate the Emergency Operations Facility due to environmental and/or radiological conditions.
- 4.3 In the event personnel in the Emergency Operations Facility are ordered to immediately evacuate and relocate to the Alternate Emergency Operations Facility, the functions of Emergency Director shall be transferred to or remain with the Technical Support Center Manager in the Technical Support Center until the Alternate Emergency Operations Facility has been declared activated.
- 4.4 In the event personnel in the Emergency Operation Facility are ordered to immediately evacuate and relocate to the Alternate Emergency Operations Facility, all other Emergency Response Organization positions in the Emergency Operations Facility that have counterpart positions in Technical Support Center shall transfer their duties back to that counterpart when the Emergency Director orders evacuation of the Emergency Operations Facility.
- 4.5 In the event personnel in the Emergency Operations Facility are ordered to perform a phased evacuation then, under the direction of the Emergency Operations Facility Director, a portion of the command and control and support staff will relocate to and activate the Alternate Emergency Operations Facility. Emergency Director duties may then be transferred to the Alternate Emergency Operations Facility. Following Alternate Emergency Operations Facility activation, the remaining Emergency Operations Facility staff will relocate to the Alternate Emergency Operations Facility.

5.0 Procedure

- 5.1 If activation of the Alternate Emergency Operations Facility is ordered prior to the Emergency Operations Facility becoming activated, then all Emergency Response Organization personnel normally stationed in the Emergency Operations Facility shall report to the Alternate Emergency Operations Facility.
- 5.1.1 Upon arrival at the Alternate Emergency Operations Facility, Emergency Response Organization personnel shall complete the appropriate Emergency Operations Facility position manual check lists utilizing either the controlled copies of procedures maintained at the Alternate Emergency Operations Facility or position manual located at the Alternate Emergency Operations Facility.

Alternate Emergency Operations Facility Activation, Operation, and Deactivation

- 5.2 If the Emergency Operations Facility has been activated and the Emergency Director orders the immediate evacuation of the Emergency Operations Facility, then before evacuating the Emergency Operations Facility:
- 5.2.1 The Emergency Operations Facility Director, if the Emergency Director, shall transfer responsibilities to the Technical Support Center Manager in the Technical Support Center.
 - 5.2.2 The Radiological Director shall transfer responsibilities to the Radiological Manager in the Technical Support Center.
 - 5.2.3 The Technical Director shall transfer responsibilities to the Technical Manager in the Technical Support Center.
 - 5.2.4 The Licensing Director shall transfer responsibilities for Nuclear Regulatory Commission notification to the Chemical/Radiochemical Manager in the Technical Support Center.
 - 5.2.5 The Engineering Assistant shall transfer offsite notification responsibility to the Chemical/Radiochemical Manager in the Technical Support Center.
 - 5.2.6 The Procurement/Resources Supervisor shall transfer responsibilities to the Administrative Manager in the Technical Support Center.
 - 5.2.7 The Offsite Field Team Supervisor shall either transfer his responsibilities to the Assistant Radiological Manager in the Technical Support Center or retain control of the Field Teams utilizing the Rad Van as a mobile command post.
 - 5.2.8 The Deputy Emergency Operations Facility Director shall ensure that the following personnel are dispatched to the Alternate Emergency Operations Facility to prepare the facility in accordance with Form 1, Alternate Emergency Operations Facility Activation Checklist:
 - a. Rad Staff 1 - Establish frisking station for arriving Emergency Operations Facility personnel.
 - b. Communications System Supervisor - Set up communications equipment at the Alternate Emergency Operations Facility.
 - c. Technical Staff 1 - Assist with Alternate Emergency Operations Facility preparation.
 - d. Administrative Staff Member - Assist with Alternate Emergency Operations Facility preparation.

Alternate Emergency Operations Facility Activation, Operation, and Deactivation

- e. After ensuring all personnel identified above are dispatched, the Deputy Emergency Operations Facility Director shall proceed to the Alternate Emergency Operations Facility to direct setup of the facility, per Addendum 1, Alternate Emergency Operations Facility Equipment Layout and Floor Plan.
- 5.2.9 The Support Organization Director shall transfer his responsibilities to the Administrative Manager in the Technical Support Center, maintain responsibility for the orderly evacuation of the Emergency Operations Facility, and assist all Directors with evacuation of personnel and equipment.
- a. Contact the Matagorda County Emergency Operations Center and request security for the Alternate Emergency Operations Facility.

NOTE

The Support Organization Director, with the assistance of the Procurement/Resources Supervisor and Administrative Staff, are available to assist the Emergency Operation Facility staff with the following steps.

- 5.2.10 The Procurement/Resources Supervisor should ensure that the following items are transferred to the Alternate Emergency Operations Facility:
- a. Public Affairs disk copies of press releases.
 - b. Drawings, procedures, manuals, and other documents found in the Drawings and Procedure Room, as identified in 0ERP01-ZV-EF11, Records Supervisor.
 - c. Office supplies.
 - d. Ensure all personnel in the Emergency Operation Facility take, at a minimum, their position manuals, logbooks, and any other documentation generated during the emergency to the Alternate Emergency Operations Facility.

Alternate Emergency Operations Facility Activation, Operation, and Deactivation**5.3 Phased Evacuation of the Emergency Operations Facility**

- 5.3.1 Under the direction of the Deputy Emergency Operations Facility Director the following Emergency Operations Facility personnel should relocate to the Alternate Emergency Operations Facility.
- a. Deputy Emergency Operations Facility Director
 - b. Dose Assessment Specialist
 - c. Offsite Field Team Supervisor with Rad Van (first to leave, directs implementations of actions for Rad Van in Form 1, Alternate Emergency Operations Facility Activation Checklist)
 - d. Rad Staff 1
 - e. System Status Evaluator (additional Alternate Emergency Operations Facility responsibility: Generation of Offsite Agency Notification Message Form)
 - f. Offsite Agency Communicator
 - g. Status Board Keeper 2
 - h. Licensing Director
 - i. Support Organization Director
 - j. Communications System Supervisor
 - k. EOF Liaison
 - l. Materials Engineer
 - m. Purchaser
 - n. Records Supervisor
 - o. Support Orientation Coordinator
 - p. Site Public Affairs Coordinator
 - q. Site Public Affairs Administrative Assistant
- 5.3.2 All departing personnel should take completed and in-work records with them.
- 5.3.3 Necessary computer software, drawings, procedures etc. should be taken by departing personnel to the Alternate Emergency Operations Facility.
- 5.3.4 Utilizing 0ERP01-ZV-IN05, Site Evacuation, the Radiological Director should provide the travel route to the Deputy Emergency Operations Facility Director.

Alternate Emergency Operations Facility Activation, Operation, and Deactivation

- 5.3.5 The Support Organization Director, utilizing 0ERP01-ZV-IN03, Emergency Response Organization Notification, should consider directing an amplifying information message to off-duty Emergency Operations Facility staff to report to the Alternate Emergency Operations Facility to assist in the transition. An example message is provided:

“This message is for the Emergency Operations Facility staff only. The Emergency Operations Facility has been ordered evacuated. The Emergency Director has directed that the (Red, White, Blue) Team Emergency Operations Facility staff report immediately to the Alternate Emergency Operations Facility. The Alternate Emergency Operations Facility is located in Bay City, Texas at the corner of State Highway 35 and Avenue M. Emergency Operations Facility staff should **NOT** report to the site.”

- 5.3.6 If possible, the Offsite Field Team Supervisor and Rad Staff 1 should retain control of the Offsite Field Teams during transit by utilizing the Rad Van as a mobile command post. Upon arrival at the Alternate Emergency Operations Facility, establish a frisking station as illustrated in Addendum 1, Alternate Emergency Operations Facility Equipment Layout and Floor Plan.
- 5.3.7 Personnel in section 5.3.1 may depart the Emergency Operations Facility only when the Emergency Operations Facility Director is assured viability of reduced staff operation in the following areas:
- a. Technical Assessment/Emergency Classification: Technical Director
 - b. Dose Assessment/Protective Action Recommendation decision making: Radiological Director
 - c. Offsite Notification: Engineering Assistant
 - d. Site Evacuation: Emergency Operations Facility Director
 - e. Public Affairs: Site Public Affairs Specialist
 - f. Nuclear Regulatory Commission notification: Assistant Licensing Director
 - g. Status Boards: Technical Director, Radiological Director
 - h. Communication Systems: Assistant Support Organization Director
 - i. Administrative Support: Assistant Support Organization Director
- 5.3.8 Upon arrival at the Alternate Emergency Operations Facility, the Support Organization Director should direct the set up of the Alternate Emergency Operations Facility utilizing Form 1 and Addendum 1 of this procedure.
- 5.3.9 All personnel relocating to the Alternate Emergency Operations Facility shall assume the same responsibilities as would normally be assumed at the Emergency Operations Facility and others as directed, and complete the appropriate checklist activities.

Alternate Emergency Operations Facility Activation, Operation, and Deactivation**5.4 Activation of the Alternate Emergency Operations Facility:**

5.4.1 Using the Emergency Operations Facility Director's checklist, the Emergency Operations Facility Director shall determine when the Alternate Emergency Operations Facility is ready for activation.

5.4.2 Following activation, Emergency Director authority may be transferred to the Emergency Operations Facility Director.

5.5 Deactivation of the Alternate Emergency Operations Facility shall be at the discretion of the Emergency Director or when termination of the emergency condition exists.

6.0 References

6.1 STPEGS Emergency Plan

6.2 0ERP01-ZV-EF11, Records Supervisor

6.3 0ERP01-ZV-IN03, Emergency Response Organization Notification

6.4 0ERP01-ZV-IN04, Assembly and Accountability

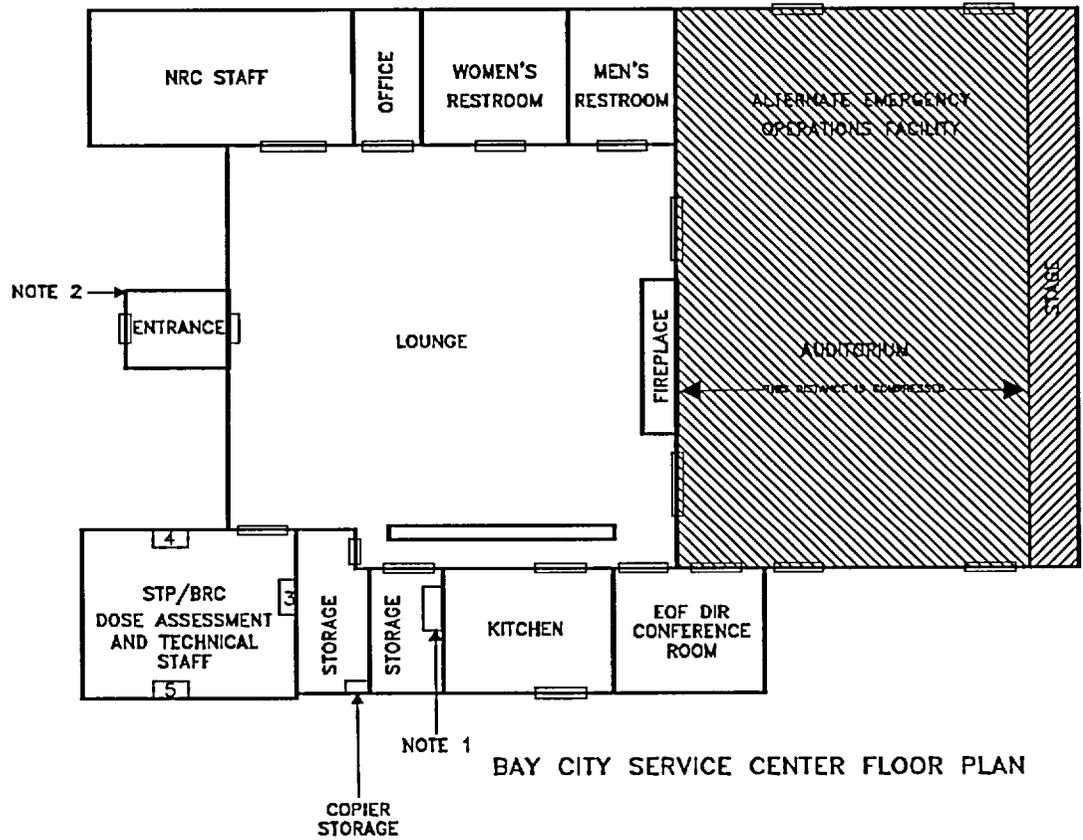
6.5 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

7.0 Support Documents

7.1 Addendum 1, Alternate Emergency Operations Facility Equipment Layout and Floor Plan

7.2 Form 1, Alternate Emergency Operations Facility Activation Checklist

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|--|--|---------------|--------------|
| | 0ERP01-ZV-OF01 | Rev. 3 | Page 9 of 13 |
| Alternate Emergency Operations Facility Activation, Operation, and Deactivation | | | |
| Addendum 1 | Alternate Emergency Operations Facility Equipment Layout and Floor Plan | | Page 1 of 4 |

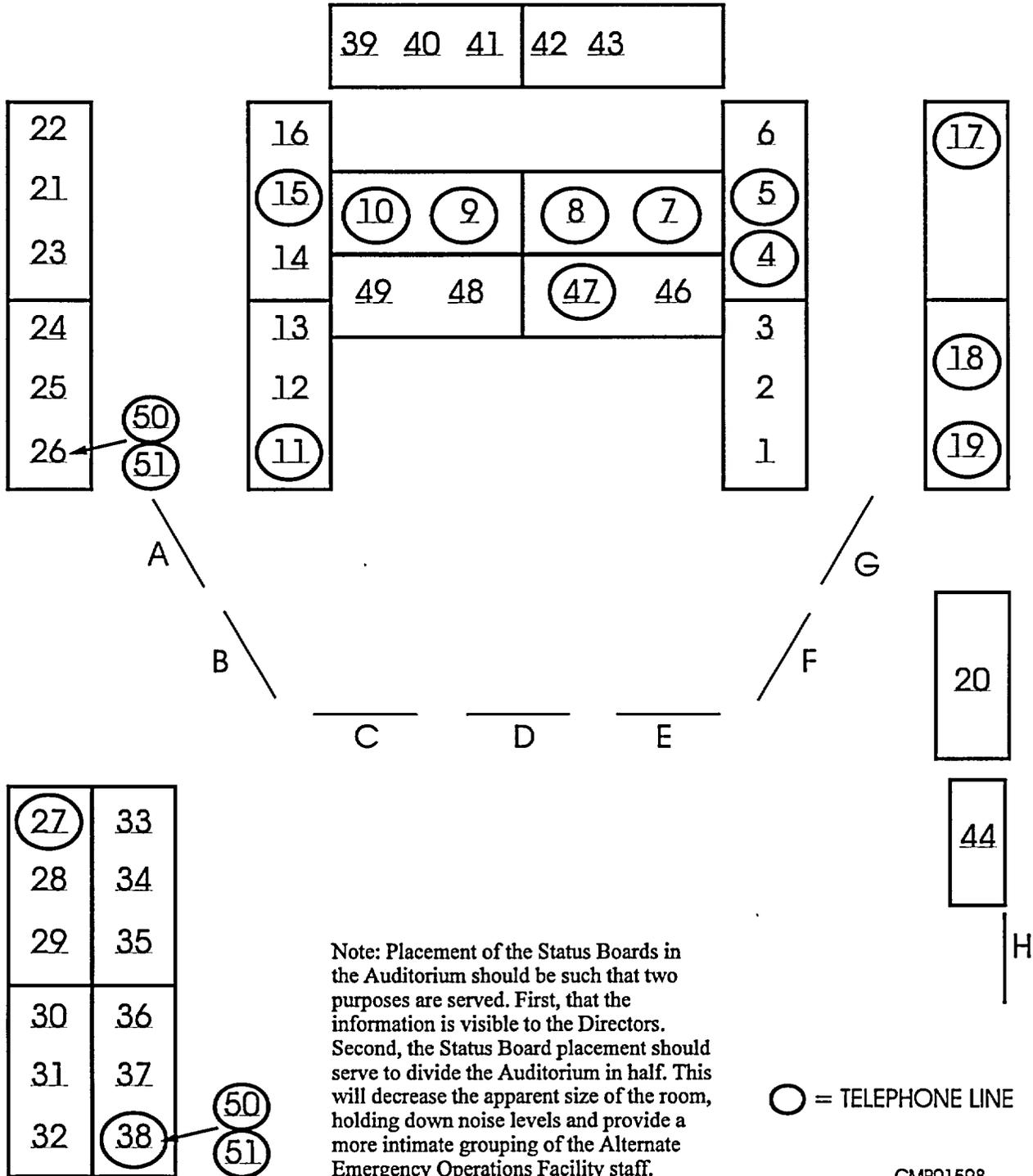


- NOTES:
- 1 - EMERGENCY EQUIPMENT STORAGE
 - 2 - FRISKING STATION/SECURITY
 - 3 - OFFSITE FIELD TEAM SUPERVISOR (RADIO COMMUNICATIONS)
 - 4 - DOSE ASSESSMENT (STPNOC)
 - 5 - BUREAU OF RADIATION CONTROL DOSE ASSESSMENT

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|--|--|---------------|---------------|
| | 0ERP01-ZV-OF01 | Rev. 3 | Page 11 of 13 |
| Alternate Emergency Operations Facility Activation, Operation, and Deactivation | | | |
| Addendum 1 | Alternate Emergency Operations Facility Equipment Layout and Floor Plan | | Page 3 of 4 |

POSITIONS AND EQUIPMENT

1. Bureau of Radiation Control Utility Liaison
2. Nuclear Regulatory Commission Protective Measures Counterpart Communicator (NRC PMCL)
3. Nuclear Regulatory Commission Protective Measures Coordinator
4. Radiological Director
5. Technical Director
6. Emergency Operations Facility Director Administrative Assistant
7. Emergency Operations Facility Director
8. Nuclear Regulatory Commission Director of Site Operations
9. Site Public Affairs Coordinator
10. Deputy Emergency Operations Facility Director
11. Assistant Licensing Director
12. Licensing Director
13. Nuclear Regulatory Commission Reactor Systems/Operations Specialist
14. Nuclear Regulatory Commission Reactor Systems/Operations Specialist
15. Support Organization Director
16. Nuclear Regulatory Commission Emergency Response Coordinator
17. Offsite Agency Communicator
18. Telecopier
19. Telecopier
20. Documents
21. Assistant Support Organization Director
22. Federal Emergency Management Agency
23. Nuclear Regulatory Commission Public Affairs Coordinator
24. Nuclear Regulatory Commission (Communicator) Public Affairs
25. Site Public Affairs Specialist
26. Site Public Affairs Administrative Assistant
27. Information Systems Analyst
28. Communications System Supervisor
29. Open
30. EOF Liaison

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|--|--|---------------|---------------|
| | 0ERP01-ZV-OF01 | Rev. 3 | Page 12 of 13 |
| Alternate Emergency Operations Facility Activation, Operation, and Deactivation | | | |
| Addendum 1 | Alternate Emergency Operations Facility Equipment Layout and Floor Plan | | Page 4 of 4 |

POSITIONS AND EQUIPMENT (CONTINUED)

31. Records Supervisor
32. Open
33. Procurement/Resources Supervisor
34. Employee Support
35. Support Orientation Coordinator
36. Open
37. Materials Engineer
38. Purchaser
39. Division of Emergency Management Utility Liaison
40. Nuclear Regulatory Commission Government Liaison Coordinator
41. Federal Response Agency Liaison
42. Federal Emergency Management Agency
43. Federal Emergency Management Agency
44. Copy Machine
45. Telephone Trunk
46. Nuclear Regulatory Commission Radiological Coordinator
47. Engineering Assistant
48. Nuclear Regulatory Commission Reactor Safety Counterpart Link (RSCL) Coordinator
49. Nuclear Regulatory Commission Reactor Safety Coordinator
50. Two (2) Computers
51. Two (2) Printers

STATUS BOARDS

- A. Unaffected Unit Status
- B. Emergency Classification Board
- C. Plant Status Board
- D. Key Event Chronology
- E. Radiological Status Board
- F. Emergency Operations Facility/Technical Support Center Tracking
- G. Protective Actions Recommended by Matagorda County
- H. Emergency Operations Facility Staffing Board

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|--|--|---------------|---------------|
| | 0ERP01-ZV-OF01 | Rev. 3 | Page 13 of 13 |
| Alternate Emergency Operations Facility Activation, Operation, and Deactivation | | | |
| Form 1 | Alternate Emergency Operations Facility Activation Checklist | | Page 1 of 2 |

| ACTION | INDIVIDUAL | TIME |
|--|----------------------------------|-------|
| 1. Obtain key from the Bay City Police Department and open the facility. | Rad Staff | _____ |
| 2. Open emergency equipment lockers. | Rad Staff | _____ |
| 3. Set up portable contamination monitoring equipment at the entrance to the facility and monitor all personnel accessing the Alternate Emergency Operations Facility for radioactive contamination. | Rad Staff | _____ |
| 4. Set up telephone system as shown in Addendum 1 (including telecopiers). Using the Emergency Communication Directory, ensure proper connection and placement of telephone instruments. Activate telephone systems. | Communications System Supervisor | _____ |
| 5. Set up radio communications and public address equipment as shown in Addendum 1. | Communications System Supervisor | _____ |
| 6. Set up tables and chairs as shown in Addendum 1. | Technical Staff | _____ |
| 7. Distribute controlled documents from storage cabinets. | Admin Staff | _____ |
| 8. Set up copy machine as shown in Addendum 1. | Admin Staff | _____ |
| 9. Set up status boards on easels as shown in Addendum 1. | Admin Staff | _____ |
| 10. Set up staffing chart at entrance. | Admin Staff | _____ |
| 11. Verify facility equipment and materials are set up properly for arriving Staff. | Deputy EOF Director | _____ |

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| STI 31516900 | 0ERP01-ZV-OF02 | Rev. 4 (GENERAL) | Page 1 of 19 |
| Joint Information Center Activation, Operation, and Deactivation | | | |
| Quality | Non Safety-Related | Usage: N/A | Effective Date: 11/11/02 |
| Max Keyes | N/A | N/A | Emergency Response Division |
| PREPARER | TECHNICAL | USER | COGNIZANT ORGANIZATION |

Table of Contents

Page

| | | |
|-----|--|----|
| 1.0 | Purpose and Scope..... | 2 |
| 2.0 | Responsibilities | 2 |
| 3.0 | Procedure | 3 |
| 4.0 | References | 10 |
| 5.0 | Support Documentation..... | 10 |
| | Addendum 1, Development of Shift Schedules | 11 |
| | Addendum 2, Joint Information Center Floor Plan (Sample) | 13 |

Joint Information Center Activation, Operation, and Deactivation**1.0 Purpose and Scope**

- 1.1 This procedure provides guidance for the activation, operation and deactivation of the Joint Information Center (JIC).

2.0 Responsibilities**2.1 The JIC Director is responsible for:**

- Overall management responsibility for activation and operation of the Joint Information Center.

2.2 The Company Spokesperson is responsible for:

- Serving as the primary spokesperson for STPEGS.
- Approving press releases.
- Maintaining contact with the STPEGS Site Public Affairs Coordinator.
- Meeting with offsite agency Public Information Officers (PIOs) prior to news briefings.
- Designating personnel to make public comments on the emergency.

2.3 The JIC Administrative Manager is responsible for:

- Facility and equipment setup and startup.
- Facility continued operation.
- Facility staffing and security.
- Developing JIC shift schedule.

2.4 The Media Relations Manager is responsible for:

- Managing the timely, accurate flow of information to the media covering the STPEGS emergency event.

2.5 The Senior Staff Writer is responsible for:

- Preparing press releases that give background information.

2.6 The Public Inquiry Manager is responsible for:

Joint Information Center Activation, Operation, and Deactivation

- Monitoring media outlets and public inquiries for erroneous information.

2.7 The Public Inquiry Staff is responsible for:

- Tracking and trending rumors and misinformation.

2.8 The JIC Security is responsible for:

- Control access to the Joint Information Center.

2.9 The Administrative Staff is responsible for:

- Providing clerical support to Joint Information Center as requested.

2.10 The Technical Support Liaison is responsible for:

- Providing technical information to and assist the Senior Staff Writer.

2.11 The Media Relations Technical Spokesperson is responsible for:

- Interpreting technical information.

2.12 The Media Relations Staff is responsible for:

- Assisting the Media Relations Manager as requested.

2.13 The Audio Visual Specialist is responsible for:

- Video taping news briefings.

2.14 The Media Relations ANI Liaison is responsible for:

- Providing insurance information.

2.15 The Internet/Graphics Technician is responsible for:

- Monitoring the Internet for STPEGS misinformation.

3.0 Procedure

3.1 Activation of the Joint Information Center:

3.1.1 An Alert, Site Area Emergency or General Emergency has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.

3.1.2 The Emergency Director has ordered the activation of the Joint Information Center to support response activities.

Joint Information Center Activation, Operation, and Deactivation

- 3.1.3 Upon arrival at the Joint Information Center, personnel shall proceed to their respective workstation if they are in possession of their STPEGS Identification badge. If not, personnel shall check in with Security for badging.
- 3.1.4 If the respective workstation has not been set up, then retrieve the appropriate boxes from storage and begin setting up the workstation. Addendum 1 depicts typical Joint Information Center floor plans.
- Ensure workstation clocks are synchronized with the STPEGS Integrated Computer System.
- 3.1.5 Each individual should perform equipment checks in his or her respective work area.
- 3.1.6 The JIC Director should declare the Joint Information Center activated when the following has been accomplished:
- Communications have been established with the Site Public Affairs Coordinator at the Emergency Operations Facility; and appropriate staff and equipment are available to begin operation.
- 3.2 The JIC Director:
- 3.2.1 Obtain information pertinent to the emergency at STPEGS from the Emergency Operations Facility (EOF).
- 3.2.2 Obtain status of the Joint Information Center staffing, facility and equipment setup, and security arrangements from the JIC Administrative Manager.
- 3.2.3 Activate Joint Information Center when sufficient staff and equipment are available to fulfill functions.
- 3.2.4 Ensure Joint Information Center is setup to accommodate the media response and the responding Public Information Officers (PIOs).
- 3.2.5 Provide accurate and timely information to the public of onsite status and conditions:
- Obtain accurate and timely plant/site information.
 - Keep the EOF Director appraised of information provided to the public.
 - Facilitate/coordinate dissemination of plant information to the PIOs co-located at the Joint Information Center.
- 3.2.6 Conduct adequate news briefings.

Joint Information Center Activation, Operation, and Deactivation

- 3.2.7 Provide news releases and bulletins.
 - 3.2.8 Obtain status of rumor control and public inquiry information from the Public Inquiry Manager
 - 3.2.9 Direct the Site Public Affairs Specialist to coordinate press releases, with Senior Staff Writer.
 - 3.2.10 Provide Company Spokesperson with timely and accurate information.
 - 3.2.11 If a Presidential Declaration is involved, work with the Lead Federal Agency (LFA) to integrate Joint Information Center activities, possibly through a Public Affairs Coordinating Committee.
 - 3.2.12 Direct the Media Relations Manager to coordinate media tours of emergency facilities by media and ensure tours are approved by facility directors/managers.
 - 3.2.13 Ensure the correct emergency classification is prominently displayed on facility status boards.
 - 3.2.14 Schedule frequent news conferences (e.g., hourly) in order to apprise media of current information.
 - 3.2.15 Provide accurate and timely information to the news media.
 - 3.2.16 Discuss plant status with offsite agency PIOs located at the Joint Information Center as well as the Division of Emergency Management PIO in Austin when possible.
 - 3.2.17 Direct the Media Relations Manager to schedule interviews with the media as needed.
 - 3.2.18 Correct misinformation/rumors during press briefings, as necessary.
 - 3.2.19 Ensure the JIC Administrative Manager transmits updated news releases.
 - 3.2.20 Hold strategy sessions with agency PIOs prior to press briefings.
- 3.3 The Company Spokesperson:
- 3.3.1 Report to and obtain a briefing from the JIC Director.
 - 3.3.2 During activation, if responding to the Joint Information Center from STPEGS, then report briefly to the Emergency Operations Facility and obtain a plant status briefing from the EOF Director and/or the Site Public Affairs Coordinator.

Joint Information Center Activation, Operation, and Deactivation**3.4 The JIC Administrative Manager:**

- 3.4.1 Report to and obtain a briefing from the JIC Director.
- 3.4.2 Before proceeding to the Joint Information Center, contact Matagorda Hotel to initiate setup and food service.
- 3.4.3 Before proceeding to the Joint Information Center, contact DPS Pierce to provide security.
- 3.4.4 Direct/oversee setup and startup of facility equipment and report to JIC Director when facility equipment is ready to support activation.
- 3.4.5 Monitor staffing of facility for activation and direct staff to obtain personnel for unfilled positions. Report to JIC Director when facility staffing is sufficient for activation.
- 3.4.6 Coordinate security activities at the Joint Information Center and provide status to JIC Director.
- 3.4.7 Coordinate staff activities.
- 3.4.8 Provide PIOs with support as requested and required (such as fax, copy, and typing assistance).
- 3.4.9 Ensure press releases are transmitted.
- 3.4.10 Develop a JIC staff shift schedule in accordance with Addendum 1.
- 3.4.11 Additional guidance can be found in ZV-0009, Joint Information Center Administrative Support Guide.

3.5 Media Relations Manager:

- 3.5.1 Report to and obtain a briefing from the JIC Director.
- 3.5.2 Report to JIC Director when ready to support facility activation.
- 3.5.3 Coordinate, schedule and announce the press briefings and conferences.
- 3.5.4 Respond to media inquiries for information.
- 3.5.5 Coordinate with JIC Administrative Manager to provide for media's physical needs.
- 3.5.6 Arrange special interviews when requested.

Joint Information Center Activation, Operation, and Deactivation

- 3.5.7 Respond to media telephone inquiries when requested
- 3.5.8 Respond to media needs at the Joint Information Center.
- 3.5.9 Obtain approval for and coordinate tours to other emergency response facilities as requested. Coordinate these with the JIC Director.
- 3.5.10 Coordinate correction of media misinformation with the Public Inquiry Manager.
- 3.5.11 Coordinate activities of the media relations and the audiovisual staff.
- 3.5.12 Facilitate media interviews with the Technical Spokesperson as appropriate.
- 3.6 Senior Staff Writer:
 - 3.6.1 Report to and obtain a briefing from the JIC Director.
 - 3.6.2 Prepare press releases and additions to press releases that give background information.
 - 3.6.3 Obtain approval of press releases from Company Spokesperson.
- 3.7 Public Inquiry Manager:
 - 3.7.1 Report to and obtain a briefing from the JIC Director.
 - 3.7.2 Coordinate activities of media monitors and rumor control telephone responders.
 - 3.7.3 Ensure monitoring of news outlets.
 - 3.7.4 Coordinate correction of rumors/media misinformation with the Media Relations Manager.
 - 3.7.5 Provide media monitors and rumor control personnel with press releases and corrected rumor information.
- 3.8 The Public Inquiry Staff:
 - 3.8.1 Report to and obtain a briefing from the Public Inquiry Manager.
 - 3.8.2 Monitor television and radio stations.
 - 3.8.3 Record television or radio misinformation, and report to the Public Inquiry Manager.
 - 3.8.4 Log rumor/misinformation.

Joint Information Center Activation, Operation, and Deactivation

- 3.8.5 Respond to public and media inquiries by referring to press releases and other information provided from official sources.
- 3.8.6 Monitor news conferences, if possible.
- 3.8.7 Report media inquiries to the Public Inquiry Manager.
- 3.8.8 Log media inquiries.
- 3.8.9 Track and trend rumors and misinformation.
- 3.9 JIC Security Staff:
 - 3.9.1 Report to and obtain a briefing from the JIC Administrative Manager.
 - 3.9.2 Badge utility and offsite agency personnel who are not in possession of official agency badges. Proper identification can be used to issue facility badges with the approval of the JIC Administrative Manager.
 - 3.9.3 Direct media representatives to Media Relations for badging.
 - 3.9.4 Control access to the Joint Information Center.
- 3.10 Administrative Staff:
 - 3.10.1 Report to and obtain a briefing from the JIC Administrative Manager.
 - 3.10.2 Assist the JIC Administrative Manager as requested.
 - 3.10.3 Provide clerical support to Joint Information Center Staff as requested.
- 3.11 Technical Support Liaison:
 - 3.11.1 Report to and obtain a briefing from the JIC Director.
 - 3.11.2 Assist the Company Spokesperson, Media Relations Manager and Senior Staff Writer in interpreting technical information.
 - 3.11.3 Provide technical information to and assist the Senior Staff Writer in checking news releases for technical accuracy. Assist in the preparation of news releases.
- 3.12 Media Relations Technical Spokesperson:
 - 3.12.1 Report to and obtain a briefing from the Media Relations Manager.
 - 3.12.2 Provide technical information to and assist the Senior Staff Writer in checking news releases for technical accuracy. Assist in the preparation of news releases.

Joint Information Center Activation, Operation, and Deactivation

- 3.12.3 Participate in technical news briefings as requested.
 - 3.12.4 Assist the Public Inquiry Manager in interpreting technical information.
 - 3.12.5 Identify appropriate visual aids to support technical explanations.
 - 3.12.6 Support the Media Relations Manager as needed.
- 3.13 Media Relations Staff:
- 3.13.1 Report to and obtain a briefing from the Media Relations Manager.
 - 3.13.2 Sign-in and badge media representatives if press badge is not available.
 - 3.13.3 Assist media personnel as requested.
- 3.14 Audio Visual Specialist:
- 3.14.1 Report to and obtain a briefing from the Public Inquiry Manager.
 - 3.14.2 Videotape news briefings.
 - 3.14.3 Tape interviews as requested by the Media Relations Manager.
- 3.15 The Media Relations ANI Liaison:
- 3.15.1 Report to and obtain a briefing from the Media Relations Manager.
 - 3.15.2 Provide information regarding insurance issues until arrival of the American Nuclear Insurers (ANI).
 - 3.15.3 Interface with ANI representatives during Joint Information Center activation.
- 3.16 The Internet/Graphics Technician:
- 3.16.1 Report to and obtain a briefing from the Public Inquiry Manager.
 - 3.16.2 Monitors various Media Internet sites for STPEGS misinformation.
 - 3.16.3 Activate the Emergency Response section of the STPEGS Website.
 - 3.16.4 Download press releases on Website.
- 3.17 Deactivation of the Joint Information Center
- The Joint Information Center shall be deactivated at the discretion of the JIC Director.

Joint Information Center Activation, Operation, and Deactivation**4.0 References**

4.1 STPEGS Emergency Plan

4.2 NUREG 0654/FEMA-REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, Rev. 1

4.3 ZV-0009, Joint Information Center Administrative Support Guide.

5.0 Support Documentation

5.1 Addendum 1, Development of Shift Schedules

5.2 Addendum 1, Joint Information Center Floor Plan (Sample)

Joint Information Center Activation, Operation, and Deactivation

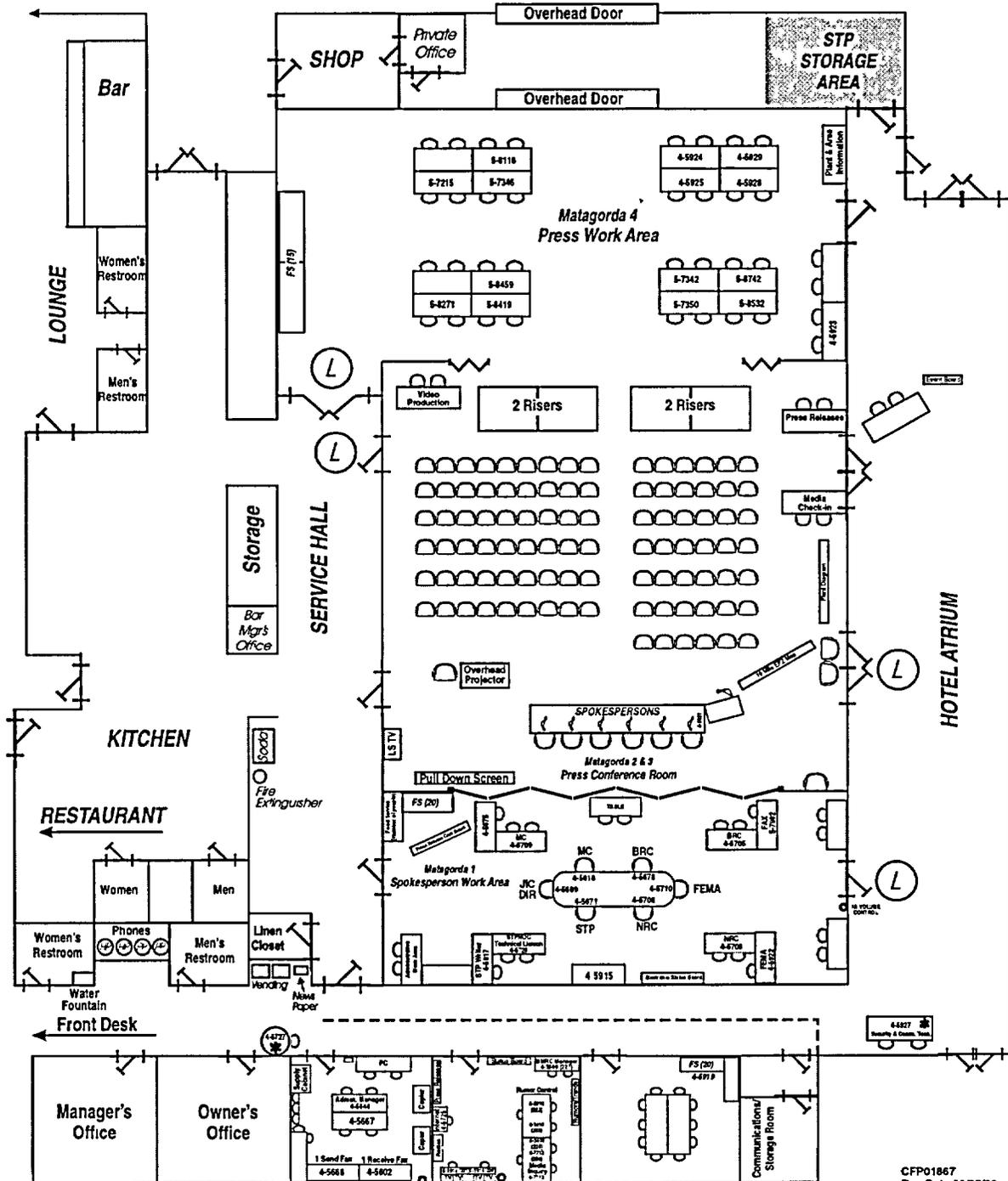
- 1.0 Use a copy of the Emergency Response Organization Roster to make shift assignments.
 - Identify the start time for the first and second shift.
 - Using the Joint Information Center Shift Roster input personnel names next to the appropriate position.
 - Obtain shift approval from the JIC Director.
- 2.0 Contacting Relief Personnel
 - Contact relief personnel by telephone at work if during normal working hours or at home and provide them with the start time for their shift.
 - Include the following information to all personnel:
 - Any individual living within the 10-mile Emergency Planning Zone shall give an alternate telephone number should they be evacuated.
 - For individuals without an alternate telephone number, direct the individual to contact the JIC Administrative Manager upon relocation.
 - Direct personnel to carry their STP picture ID badge for JIC access.
- 3.0 Post Notification
 - Inform the JIC Director when completed.
 - Provide a copy of the completed Joint Information Center Shift Roster to the JIC Director.
 - Fax the Joint Information Center Shift Roster to the Assistant Support Organization Director.
 - Ensure a copy of the Joint Information Center Shift Roster is posted in the Administrative Support and Break Rooms.

| | | | |
|---|--------------------------------|---------------|---------------|
| | 0ERP01-ZV-OF02 | Rev. 4 | Page 12 of 19 |
| Joint Information Center Activation, Operation, and Deactivation | | | |
| Addendum 1 | Development of Shift Schedules | | Page 2 of 2 |

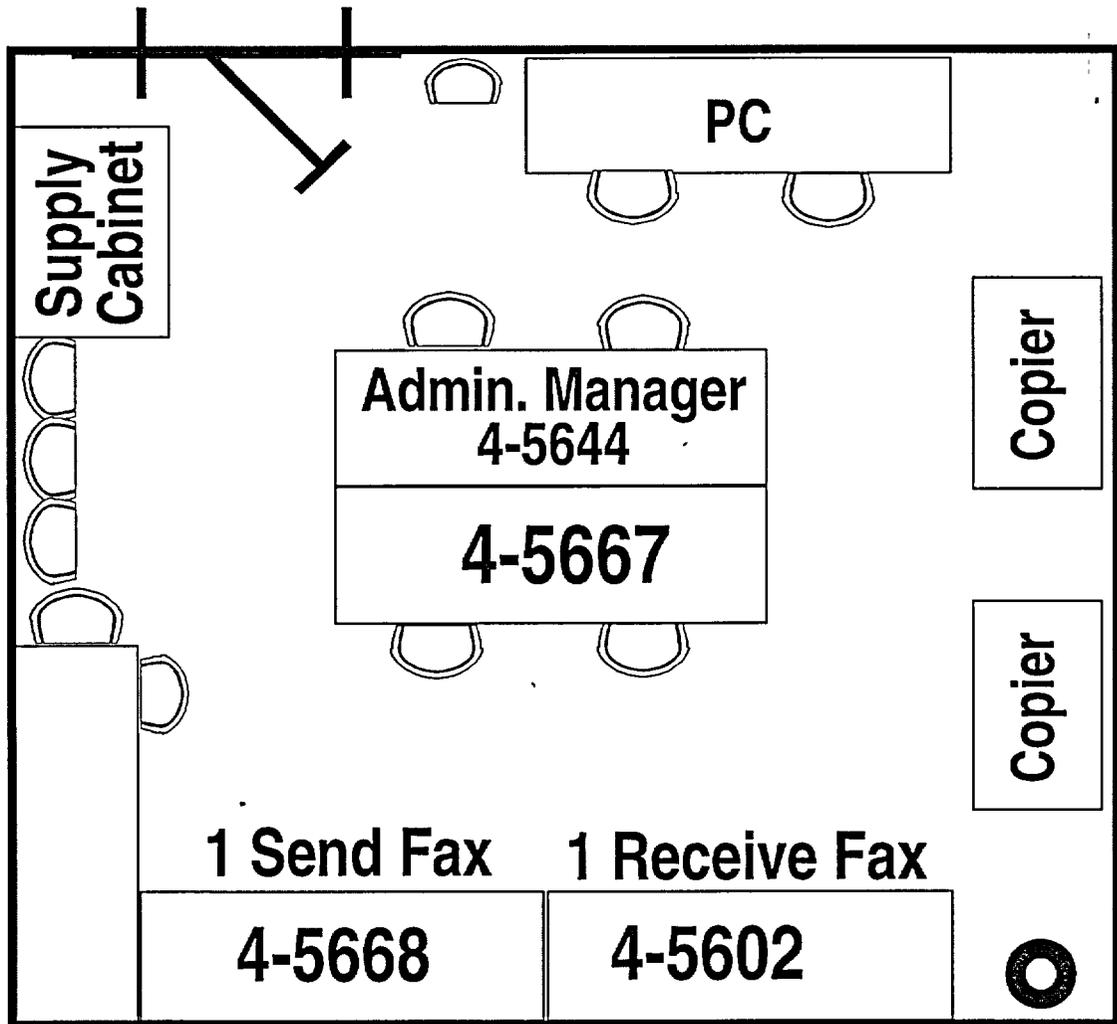
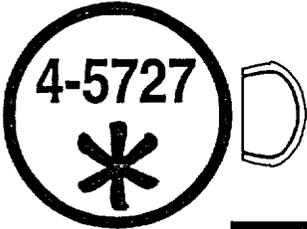
Date/Time: _____

| JOINT INFORMATION CENTER SHIFT ROSTER | | |
|--|---|--|
| POSITION | FIRST SHIFT Start Time: _____ | SECOND SHIFT Start Time: _____ |
| JIC Director | | |
| Company Spokesperson | | |
| JIC Administrative Manager | | |
| Admin Staff 1 | | |
| Admin Staff 2 | | |
| Admin Staff 3 | | |
| Admin Staff 4 | | |
| Admin Staff 5 | | |
| Admin Staff 6 | | |
| Admin Staff 7 | | |
| Audio-Visual Specialist | | |
| Internet/Graphics Technician | | |
| Public Inquiry Manager | | |
| P/MI Staff 1 | | |
| P/MI Staff 2 | | |
| P/MI Staff 3 | | |
| P/MI Staff 4 | | |
| P/MI Staff 5 | | |
| P/MI Staff 6 | | |
| Media Relations Manager | | |
| MR ANI Liaison | | |
| MR Staff 1 | | |
| MR Staff 2 | | |
| MR Staff 3 | | |
| MR Technical Spokesperson | | |
| Senior Staff Writer | | |
| Technical Support Liaison | | |

Joint Information Center Activation, Operation, and Deactivation

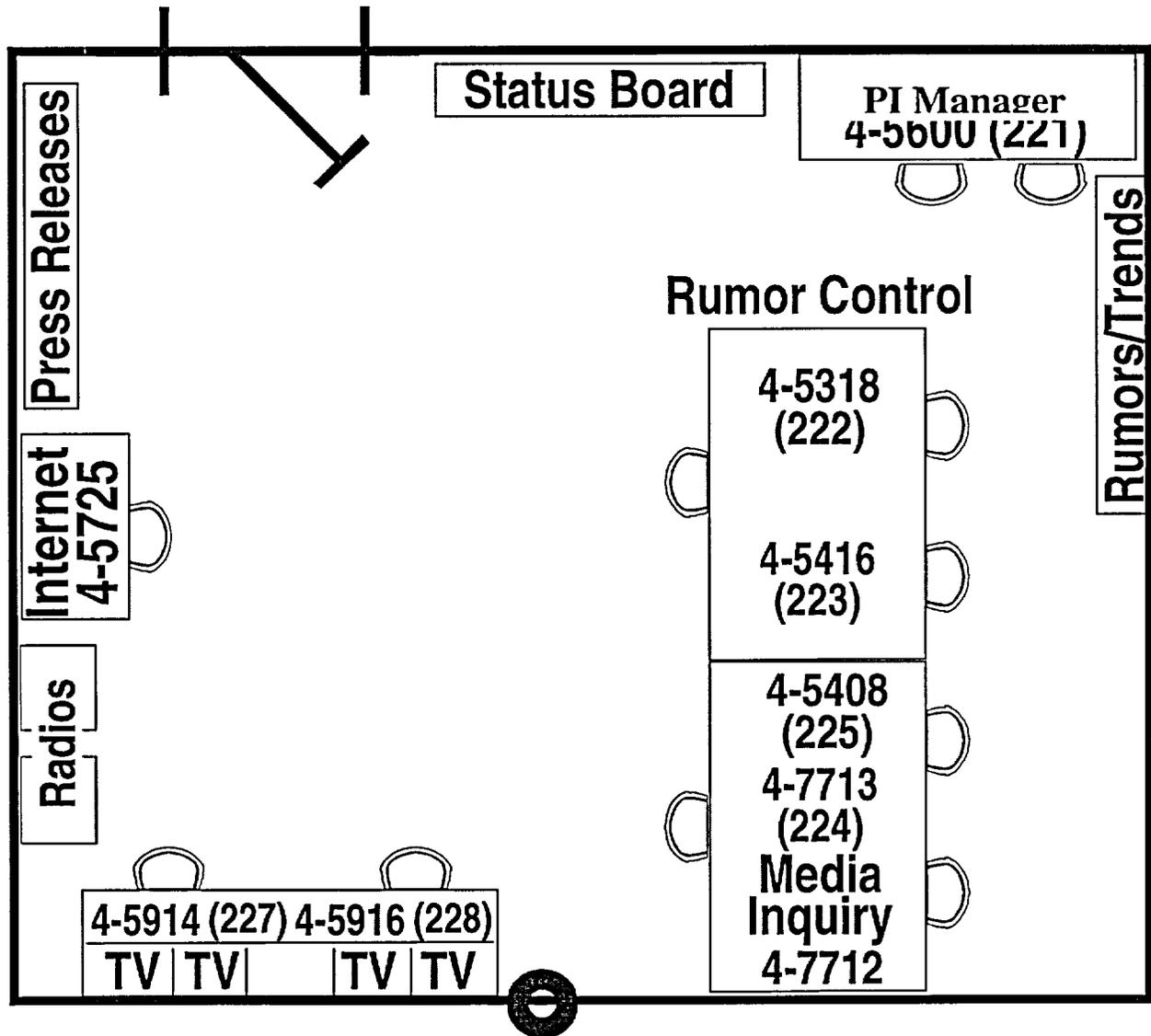


Administrative Support Austin Room



P.A. Volume Control

PUBLIC INQUIRY Dallas Room

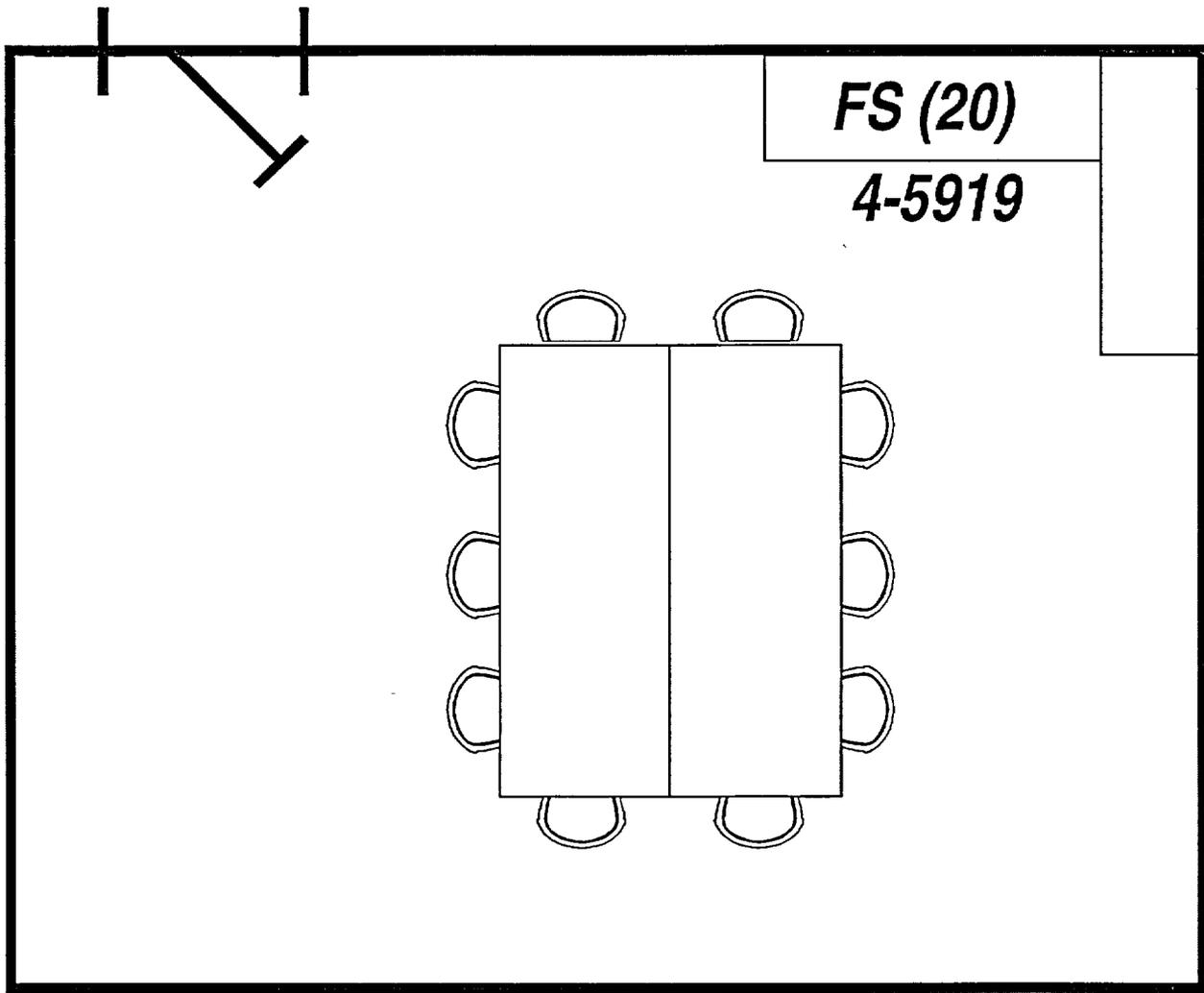


P.A. Volume Control

| | | | |
|---|--|---------------|---------------|
| | 0ERP01-ZV-OF02 | Rev. 4 | Page 16 of 19 |
| Joint Information Center Activation, Operation, and Deactivation | | | |
| Addendum 2 | Joint Information Center Floor Plan (Sample) | | Page 4 of 7 |

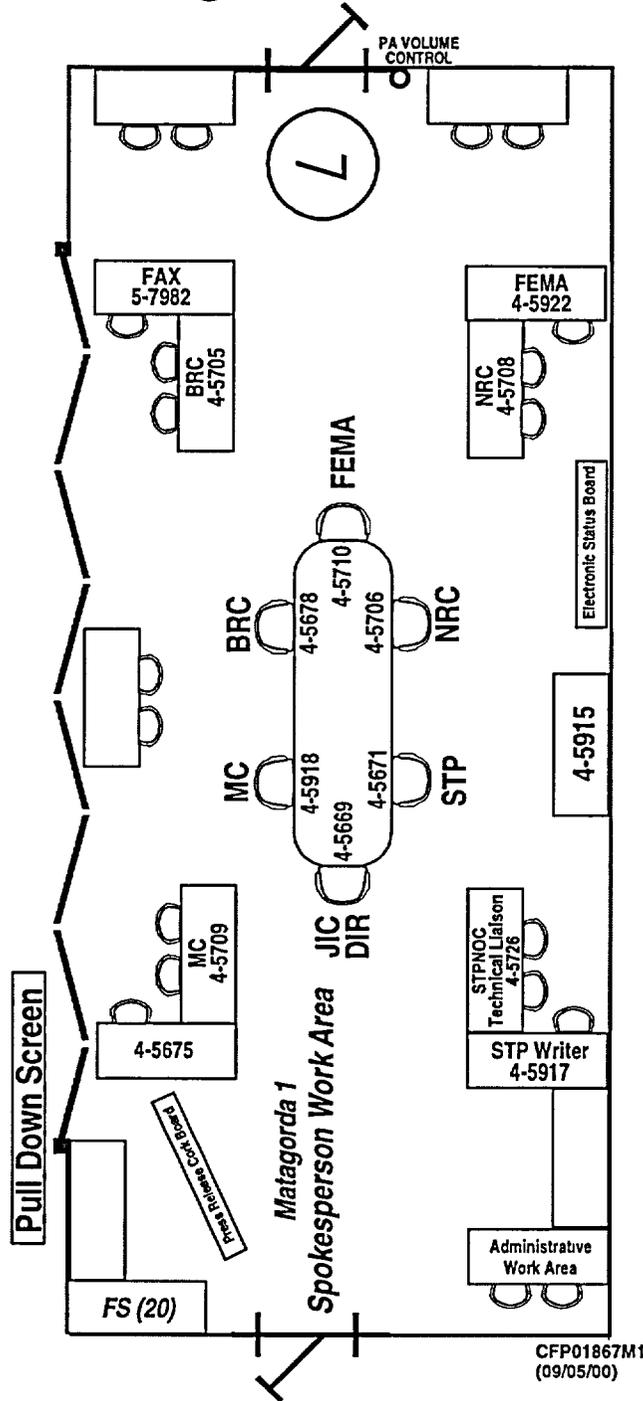
Break Room

Houston Room



Spokesperson

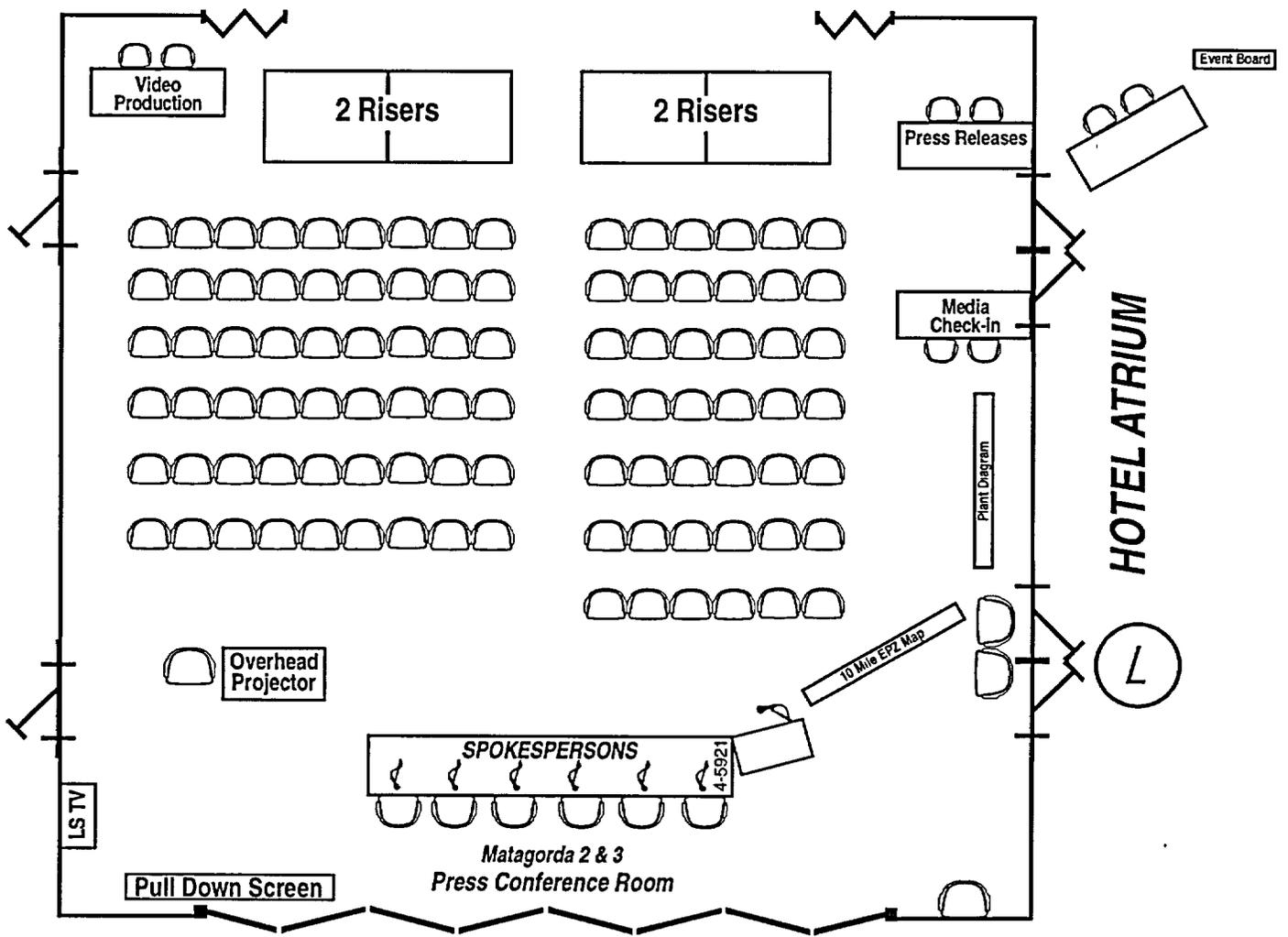
Matagorda Room 1



| | | | |
|--|--|--------|---------------|
| | 0ERP01-ZV-OF02 | Rev. 4 | Page 18 of 19 |
| Joint Information Center Activation, Operation, and Deactivation | | | |
| Addendum 2 | Joint Information Center Floor Plan (Sample) | | Page 6 of 7 |

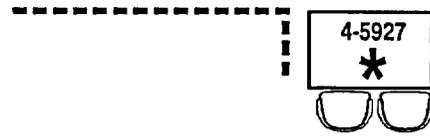
Press Conference Area

Matagorda Room 2/3



Location of Security Desk is closer to door.
See Complete Layout for exact location.

- 🗣️ Microphone
- ★ Security



Media Work Area

Matagorda Room 4

