

Distribution Transmittal/Acknowledgement

Station Number : 1078
Station Level : 2
Station Location : MAILOUT
Station Name : NUCLEAR REGULATORY COMMISSION
Station Description : NRC PUBLIC DOCUMENT DESK, 1 WHITE FLINT NORTH 11555
Transmittal Number : ROCKVILLE PIKE ROCKVILLE, MD 20852-2738
Distribution Date : TR0200005039
 12/10/2002

Special Instructions : THE FRONT MEMO IS FOR INFO ONLY AND DOES NOT GO INTO THE MANUAL.

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Date

STPEGS Mailing Address

STPEGS
 RMS/NSC
 P.O. Box 289
 Wadsworth, Texas 77483

AD45

Destroy Transmittal/Acknowledgment

Station Number : 1078
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Station Description : NRC PUBLIC DOCUMENT DESK, 1 WHITE FLINT NORTH 11555
Transmittal Number : ROCKVILLE PIKE ROCKVILLE, MD 20852-2738
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 RMS/NSC
 P.O. Box 289
 Wadsworth, Texas 77483

"This report is SQA level 2 per OPGP07-ZA-0014"

STP Nuclear Operating Company**OFFICE MEMORANDUM****To:** Emergency Management Plan Holders

December 10, 2002

From: Lurinda Barton**Subject:** New Procedure

Radio stations KIOX 96.9 FM and KXGJ 101.7 FM are being phased out as our backup Emergency Alert System (EAS) radio stations. KZRC 92.5 FM will become our new backup EAS radio station. Attached is a new procedure for KZRC. When you receive this package, please make the following changes to your Matagorda County, Bay City, and Palacios Emergency Management Plan, Annex W REP Procedures Manual.

1. Replace the cover sheet with the one enclosed with this package.
2. Replace the Annex W Procedures Distribution List with the one enclosed with this package.
3. Remove and discard the Record of Revisions page. This will not be replaced.
4. Change out your Table of Contents with the newest one, which is also attached.
5. Remove the procedures and index tabs for KIOX (Procedure 62) and KXGJ (Procedure 64).
6. Inset the new tab and procedure for KZRC (Procedure 62).

If you have any questions, please call me at 361-972-7695.

31532285

**EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS
ANNEX W PROCEDURES
FIXED NUCLEAR FACILITIES RESPONSE**

**RADIOLOGICAL EMERGENCY PREPAREDNESS (REP) PLAN
(SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION)**

31532313

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W PROCEDURES
FIXED NUCLEAR FACILITIES RESPONSE

**ANNEX W PROCEDURES
DISTRIBUTION LIST
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| <u>Jurisdiction/Agency</u> | <u>Control Number</u> | <u>Number of Copies</u> |
|---|-----------------------|-------------------------|
| Amateur Radio Emergency Services | 069 | 1 |
| American Red Cross, Matagorda County Chapter | 691 | 1 |
| Bay City | | |
| Mayor | 683 | 1 |
| Police Department | 644 | 1 |
| Public Library | | |
| Bay City | 060 | 1 |
| Matagorda Branch | 116 | 1 |
| Sargent Branch | 117 | 1 |
| Public Works Director | 696 | 1 |
| Celanese | 042 | 1 |
| Emergency Medical Services | | |
| Gulf Coast Emergency Medical Service | 698 | 1 |
| Matagorda Emergency Medical Service | 078 | 1 |
| Midfield Emergency Medical Service | 045 | 1 |
| Sargent Area Volunteer Emergency Service (SAVES) | 068 | 1 |
| FEMA Headquarters | 014 | 1 |
| Region VI, Denton, Texas | 071 | 10 |
| Independent School Districts ISD | | |
| Bay City Independent School District, Central Office | 701 | 1 |
| Bay City Independent School District, Transportation Director | 685 | 1 |
| Matagorda Independent School District | 686 | 1 |

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W PROCEDURES
FIXED NUCLEAR FACILITIES RESPONSE

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DISTRIBUTION LIST
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| <u>Jurisdiction/Agency</u> | <u>Control Number</u> | <u>Number of Copies</u> |
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| Independent School Districts ISD (continued) | | |
| Palacios Independent School District | 688 | 1 |
| Tidehaven Independent School District | 687 | 1 |
| Van Vleck Independent School District | 072 | 1 |
| Van Vleck Independent School District, Transportation Director | 073 | 1 |
| Joint Information Center - Matagorda Hotel | 378 | 1 |
| KZRC Radio | 737 | 1 |
| KMKS Radio | 692 | 1 |
| Matagorda County Aerostat Site | 706 | 1 |
| Matagorda County | | |
| Clerk's Office | 090 | 1 |
| County Judge | 682 | 1 |
| Emergency Operations Center | 645 | 1 |
| Environmental Health | 699 | 1 |
| Hospital District | | |
| Matagorda General Hospital | 667 | 1 |
| Office of Emergency Management | 046 | 1 |
| Palacios Community Medical Center | 931 | 1 |
| Precinct Commissioners | | |
| Precinct 1 | 066 | 1 |
| Precinct 2 | 051 | 1 |
| Precinct 3 | 040 | 1 |
| Precinct 4 | 096 | 1 |

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W PROCEDURES
FIXED NUCLEAR FACILITIES RESPONSE

ANNEX W PROCEDURES
DISTRIBUTION LIST
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| <u>Jurisdiction/Agency</u> | <u>Control Number</u> | <u>Number of Copies</u> |
|--|-----------------------|-------------------------|
| Public Information Officer | 106 | 1 |
| Sheriff | 1039 | 1 |
| Palacios | | |
| City Administrator | 684 | 1 |
| Police Department | 647 | 1 |
| Public Library | 112 | 1 |
| State of Texas | | |
| Bureau of Radiation Control | 367 | 1 |
| Department of Public Safety, Pierce, Texas | 360 | 1 |
| Division of Emergency Management, State EOC | 571 | 1 |
| STP Nuclear Operating Company | | |
| Emergency Operations Facility | 016 | 1 |
| Emergency Response Division | 205/770 | 2 |
| Nuclear Support Center Library | 900 | 1 |
| MOF Library | 999 | 1 |
| Records Management Systems | FDC | 1 |
| United States Nuclear Regulatory Commission | | |
| USNRC Public Document Desk, Washington D.C. | 1078 | 1 |
| USNRC, Operations Center | 1079 | 1 |
| USNRC, Region IV | 564 | 1 |
| USNRC Public Document Room, Wharton County Junior College | 114 | 1 |
| Volunteer Fire Departments of Matagorda County | | |
| Bay City Volunteer Fire Department | 082 | 1 |
| Blessing Volunteer Fire Department | 064 | 1 |

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W PROCEDURES
FIXED NUCLEAR FACILITIES RESPONSE

ANNEX W PLAN AND PROCEDURES
ANNEX W PROCEDURES
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| <u>Jurisdiction/Agency</u> | <u>Control Number</u> | <u>Number of Copies</u> |
|---|-----------------------|-------------------------|
| Volunteer Fire Department of Matagorda County (continued) | | |
| Collegeport Volunteer Fire Department | 050 | 1 |
| Markham Volunteer Fire Department | 047 | 1 |
| Matagorda Volunteer Fire Department | 689 | 1 |
| Midfield Volunteer Fire Department | 058 | 1 |
| Palacios Volunteer Fire Department | 690 | 1 |
| Sargent Volunteer Fire Department | 067 | 1 |
| Selkirk Volunteer Fire Department | 293 | 1 |
| Tres Palacios Oaks Volunteer Fire Department | 084 | 1 |
| Van Vleck Volunteer Fire Department | 074 | 1 |
| Wadsworth Volunteer Fire Department | 038 | 1 |
| | | |
| TOTAL | | 75 |

31532317

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W PROCEDURES
FIXED NUCLEAR FACILITIES RESPONSE

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| | Procedure 41, Environmental Health Director | P-41-1 |
| | Procedure 42, Exposure Control for Emergency Workers | P-42-1 |
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EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W PROCEDURES
FIXED NUCLEAR FACILITIES RESPONSE

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| Procedure 62, | KZRC Radio Operations | P-62-1 |
| Procedure 63, | Emergency Alert System Messages | P-63-1 |

Section VII: Reception Centers and Congregate Care

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| Procedure 70, | American Red Cross Director | P-70-1 |
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PROCEDURE 82
KZRC RADIO OPERATIONS

31532322

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**

KZRC RADIO OPERATIONS

Procedure 62

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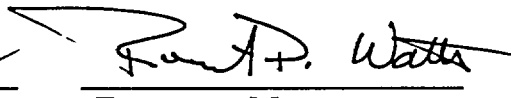
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Effective Date: November 30, 2002

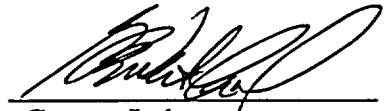
APPROVED:



KZRC Representative



Emergency Management
Coordinator



County Judge

KZRC RADIO OPERATIONS

Procedure 62

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by KZRC during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).
- 1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response specific to KZRC.

2.0 Discussion

- 2.1 KZRC acts as a backup Emergency Alert System (EAS) Station for Matagorda County and will broadcast EAS messages. KMKS is the primary EAS station for Matagorda County and activates the alert radios provided to residents in the emergency planning zone around the STPEGS.
- 2.2 KZRC will broadcast EAS messages as they are received. Messages will be rebroadcast at least every 15 minutes until a new message is received or an all clear is given by the Matagorda County Emergency Operations Center (EOC).
- 2.3 KZRC may send reporters to the Joint Information Center (JIC), when activated. The JIC is established at the Best Western Matagorda Hotel and Conference Center at an Alert.
- 2.4 The STPEGS media information may be used by KZRC to provide additional information, as appropriate.
- 2.5 An **EAS Message** gives direction to the public on actions that should be taken during an emergency. Regular programming should be suspended and the message broadcast to the public as soon as the message is received. The current EAS message should be broadcast at least every 15 minutes until a new message is received.
- 2.6 A **News advisory** gives further information regarding the situation. A news advisory should be transmitted to the public as soon as possible.

KZRC RADIO OPERATIONS

Procedure 62

3.0 References

- 3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios .
- 3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response .
- 3.3 Emergency Management Plan, Annex W, Procedure 63, "Emergency System Alert Messages and News Advisories."
- 3.4 FEMA-REP-11, A Guide To Preparing Emergency Information Materials And Emergency Broadcast Instructions.

4.0 Equipment Required

- 4.1 None.

5.0 Precautions and Limitations

- 5.1 EAS messages regarding the STPEGS shall not be issued unless approved by the Matagorda County Emergency Management Director.
- 5.2 EAS messages for a fast-breaking emergency have been pre-approved by the Emergency Management Director and will be disseminated, if necessary, by the Matagorda County Sheriff's Office.

6.0 Prerequisites

- 6.1 **An Alert, Site Area Emergency, or General Emergency** has been declared by STPEGS, and KZRC has been requested to broadcast EAS messages or news advisories by Matagorda County Officials.

KZRC RADIO OPERATIONS

Procedure 62

7.0 Procedure

- 7.1 Upon notification by the County Emergency Management Director of an emergency at the STPEGS or of an impending EAS Message or news advisory, refer to Attachment 1, "KZRC Checklist."

NOTE

When required by the checklist to make contact with individuals or agencies outside of the radio station, refer to the local telephone company directory.

8.0 Attachments

- 8.1 Attachment 1, KZRC Checklist
- 8.2 Attachment 2, Acronyms List

KZRC RADIO OPERATIONS

Procedure 62

KZRC CHECKLIST
Attachment 1
(Page 1 of 3)

| Name | Date |
|--------|----------|
| ACTION | TIME/LOG |

I. ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY

1. Ensure the following materials/information are available: _____
 - a. Set of laminated maps
 - b. STPEGS media information

NOTE

At the Alert, only news advisories will be issued by Matagorda County officials. At Site Area Emergency (SAE) or General Emergency (GE), news advisories are informational and are either in addition to or replace the previous Emergency Alert System message.

2. When a news advisory is received, broadcast the message immediately if the information is urgent, otherwise broadcast the information as soon as possible. _____

NOTE

EAS messages issued by the County should be preceded by a telephone call. If no telephone call is received, verify the message with the Matagorda County EOC prior to broadcast.

3. When an EAS Message is received from the Matagorda County EOC, then immediately:
 - a. Interrupt regular programming and broadcast the EAS message live. Do not read shaded or crossed out areas of faxed messages. _____

KZRC RADIO OPERATIONS

Procedure 62

KZRC CHECKLIST

Attachment 1

(Page 2 of 3)

| ACTION | TIME/LOG |
|--|-----------------|
| b. Record the EAS message for future broadcast, if desired. | _____ |
| c. Rebroadcast EAS message at least every 15 minutes until a new message is received or an all clear is given by the Matagorda County EOC. | _____ |
| 4. Send a reporter to the Joint Information Center when informed of its activation, and if desired. | _____ |
| 5. Request Law Enforcement from local law enforcement, if needed. | _____ |
| 6. Review STPEGS media information, and broadcast additional information on STPEGS, as appropriate. | _____ |
| 7. If the emergency is of long duration, perform shift turnovers in accordance with Section II of this checklist. | N/A |

KZRC RADIO OPERATIONS

Procedure 62

KZRC CHECKLIST

Attachment 1

(Page 3 of 3)

| ACTION | TIME/LOG |
|---|-----------------|
| II. SHIFT TURNOVER | |
| 1. Provide briefing to shift relief of situation at STPEGS. | _____ |
| 2. Review Checklist with shift relief. | _____ |
| 3. Document names, date and time of turnover. | LOG* |

*Log sheets are available in the radio station's STPEGS Position Manual.

KZRC RADIO OPERATIONS

Procedure 62

ACRONYMS LIST

Attachment 2

(Page 1 of 1)

| <u>Acronym</u> | <u>Applies To</u> |
|----------------|---|
| ACP | Access Control Point |
| ARC | American Red Cross |
| BRC | Bureau of Radiation Control |
| CAN | Community Alert Network |
| DEM | Division of Emergency Management |
| DPS | Department of Public Safety |
| DRD | Direct-Reading Dosimeter |
| EAS | Emergency Alert System |
| ECL | Emergency Classification Level |
| EMC | Emergency Management Coordinator |
| EMD | Emergency Management Director |
| EOC | Emergency Operations Center |
| EOF | Emergency Operations Facility |
| EPA | Environmental Protection Agency |
| EPZ | Emergency Planning Zone |
| FEMA | Federal Emergency Management Agency |
| ISD | Independent School District |
| JIC | Joint Information Center |
| KI | Potassium Iodide |
| NRC | Nuclear Regulatory Commission |
| PAG | Protective Action Guide |
| PAR | Protective Action Recommendation |
| PIO | Public Information Officer |
| STPEGS | South Texas Project Electric Generating Station |
| TCP | Traffic Control Point |
| TLD | Thermoluminescent Dosimeter |