



South Texas Project Electric Generating Station P.O. Box 289 Wadsworth, Texas 77483

January 27, 2003
NOC-AE-03001462
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ER 20030001
10CFR50.4(b)(5)
10CFR50 App E

U. S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, DC 20555

STP NUCLEAR OPERATING COMPANY
Units 1 and 2
Docket Nos. STN 50-498; STN 50-499
Changes to Emergency Plan Procedures

In accordance with 10CFR50.4(b)(5) and 10CFR50, Appendix E, Section V, the STP Nuclear Operating Company hereby submits the attached Emergency Plan Implementing Procedure revision.

If there are any questions regarding this matter, please contact me at (361) 972-7004.

A. C. Morgan
Supervisor, Emergency Response

AM/mk

Enclosure:

Letter of Receipt

Description of Changes

0ERP01-ZV-IN02, Notifications to Offsite Agencies, Rev. 16

0ERP01-ZV-EF24, Support Orientation Coordinator, Rev. 4

0ERP01-ZV-EF28, Assistant Support Organization Director, Rev. 3

OPGP05-ZV-0016, Prompt Notification System Implementing Procedure, Rev. 1

A045

cc:
(paper copy)

Emergency Planning Coordinator (2 copies)
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To: A. C. Morgan
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STP Nuclear Operating Company
P. O. Box 289
Wadsworth, TX 77483

From: Emergency Planning Coordinator
Region IV Office of the Regional Administrator
U. S. Nuclear Regulatory Commission
611 Ryan Plaza Drive, Suite 400
Arlington, TX 76011-8064

Subject: Receipt Acknowledgment for Changes to STP
Emergency Plan Implementing Procedure

I hereby acknowledge having received changes to the STP Nuclear Operating Company's
Emergency Plan Implementing Procedures transmitted by this letter.

Signature

Date

Description of Changes

These revisions do not reduce the effectiveness or change the intent of the Emergency Response Program.

Procedure 0ERP01-ZV-IN02, Notifications to Offsite Agencies, Rev. 16

- Administrative Clarification on page 25, Addendum 5, changed 0.45 to -0.45

Procedure 0ERP01-ZV-EF24, Support Orientation Coordinator, Rev. 4

- Administrative Clarification on page 11, changed Assistant Radiological Director to Radiological Director. Position deleted from the ERO.

Procedure 0ERP01-ZV-EF28, Assistant Support Organization Director, Rev. 3

- Administrative Clarification on page 13, Data Sheet 2, Deleted the Assistant Radiological Director position from the EOF Staffing Log. Removal of the Assistant Radiological Director was approved in Revision ICN 20-1 of the STPEGS Emergency Plan

Procedure 0PGP05-ZV-0016, Prompt Notification System Implementing Procedure, Rev. 1

- Administrative Clarifications on Addendum 5 title from Siren to Annual.
- Page 10, Addendum 4, clarified steps 3.7, 3.8, & 3.9.
- Page 14, Form 1, added line for date of test.

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Notifications To Offsite Agencies			
Quality	Non Safety-Related	Usage: N/A	Effective Date: 01/20/03
Max Keyes	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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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.**

Notifications To Offsite Agencies

- 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.
- 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.

Notifications To Offsite Agencies

- 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.**
- 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

Notifications To Offsite Agencies**7.0 Support Documents**

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

TP 1686C (04/02) REV. 9	SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION SUPPLEMENTAL NOTIFICATION FORM	<input type="checkbox"/> THIS IS A DRILL <input type="checkbox"/> THIS IS NOT A DRILL	
1. MESSAGE	S-_____	3. EMERGENCY DIRECTOR LOCATION:	() CR () TSC () EOF () AEOF
2. UNIT STATUS:	UNIT 1 POWER _____ UNIT 2 POWER _____	COMMUNICATOR NAME:	_____
STATUS OF BOUNDARY		4. FUEL CLADDING	5. REACTOR COOLANT SYSTEM
INTACT		()	()
POTENTIAL LOSS		()	()
LOSS		()	()
RE-ESTABLISHED		N/A	()
6. CONTAINMENT			
7. PROGNOSIS OF SITUATION	() IMPROVING () STABLE () DEGRADING SLOWLY () DEGRADING QUICKLY () UNKNOWN, UNDER ASSESSMENT	10. OFFSITE SUPPORT REQUESTED	() NONE () AMBULANCE () FIRE () LOCAL LAW ENFORCEMENT () WESTINGHOUSE () BECHTEL () INPO () NRC () OTHER _____
8. EAL #:	_____		
9. NUMBER OF FUNCTIONAL SAFETY TRAINS:	_____		
11. ONSITE PROTECTIVE MEASURES ORDERED	YES NO	12. ORGANIZATION /FACILITIES ACTIVATED	
ACCOUNTABILITY	_____	() TSC/OSC	
EVACUATION OF NON-ESSENTIALS	_____	() EOF	
CONTROL ROOM EVACUATION	_____	() ALTERNATE EOF	
TSC/OSC RELOCATION	_____	() JIC	
EOF RELOCATION	_____		
POTASSIUM IODIDE ISSUED	_____	14. MISCELLANEOUS INFORMATION	
MEDICAL EMERGENCY OFFSITE TRANSPORT	_____	_____	
OTHER _____	_____	_____	
13. PROJECTED OFFSITE DOSES (CENTERLINE)	TEDE (REM)	THYROID CDE (REM)	
A. EXCLUSION AREA BOUNDARY	_____	_____	
B. 2 MILES _____	_____	_____	
C. 5 MILES _____	_____	_____	
D. 10 MILES _____	_____	_____	
E. ESTIMATED RELEASE DURATION _____		HRS	
F. RELEASE RATE _____		µCi/sec	
15. EMERGENCY DIRECTOR APPROVAL:			
SIGNATURE _____	DATE _____	TIME _____	
16. ACKNOWLEDGMENT OF RECEIPT:			
SIGNATURE _____	DATE _____	TIME _____	

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

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 <small>(When EOC Activated)</small>	CONSOLE OR 979-543-6878 OR 979-532-1740	<small>(Refer to Addendum 2)</small>	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

**15 MINUTE NOTIFICATION
REQUIRED**

***LOG THE TIME OF CONTACT.**

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Notifications To Offsite Agencies			
Data Sheet 4	NRC Event Notification Worksheet (Typical)	Page 1 of 2	

NRC FORM 361 (12-2000)	REACTOR PLANT EVENT NOTIFICATION WORKSHEET	U.S. NUCLEAR REGULATORY COMMISSION OPERATIONS CENTER
		EN #

NRC OPERATION TELEPHONE NUMBER: PRIMARY -- 301-816-5100 or 800-532-3469*, BACK UPS -- [1st] 301-951-0550 or 800-449-3694*, [2nd] 301-415-0550 and [3rd] 301-415-0553 *Licensees who maintain their own ETS are provided these telephone numbers.

NOTIFICATION TIME ET CT	FACILITY OR ORGANIZATION	UNIT	NAME OF CALLER	CALL BACK #
EVENT TIME & ZONE CT	EVENT DATE	POWER/MODE BEFORE /		POWER/MODE AFTER /
EVENT CLASSIFICATIONS		1-Hr. Non-Emergency 10 CFR 50.72(b)(1)		<input type="checkbox"/> (v)(A) Safe S/D Capability AINA
<input type="checkbox"/> GENERAL EMERGENCY	GEN/AAEC	<input type="checkbox"/> TS Deviation	ADEV	<input type="checkbox"/> (v)(B) RHR Capability AINB
<input type="checkbox"/> SITE AREA EMERGENCY	SIT/AAEC	4-Hr. Non-Emergency 10 CFR 50.72(b)(2)		<input type="checkbox"/> (v)(C) Control of Rad Release AINC
<input type="checkbox"/> ALERT	ALE/AAEC	<input type="checkbox"/> (f) TS Required S/D	ASHU	<input type="checkbox"/> (v)(D) Accident Mitigation AIND
<input type="checkbox"/> UNUSUAL EVENT	UNU/AAEC	<input type="checkbox"/> (iv)(A) ECCS Discharge to RCS	ACCS	<input type="checkbox"/> (xii) Offsite Medical AMED
<input type="checkbox"/> 50.72 NON-EMERGENCY	(see next columns)	<input type="checkbox"/> (iv)(B) RPS Actuation (scram)	ARPS	<input type="checkbox"/> (xiii) Loss Comm/Asmt/Resp ACOM
<input type="checkbox"/> PHYSICAL SECURITY (73.71)	DDDD	<input type="checkbox"/> (x) Offsite Notification	APRE	60-Day Optional 10 CFR 50.73(a)(1)
<input type="checkbox"/> MATERIAL/EXPOSURE	B???	8-Hr. Non-Emergency 10 CFR 50.72(b)(3)		<input type="checkbox"/> Invalid Specified System Act AINV
<input type="checkbox"/> FITNESS FOR DUTY	HFIT	<input type="checkbox"/> (ii)(A) Degraded Condition	ADEG	Other Unspecified Requirement (Identify)
<input type="checkbox"/> OTHER UNSPECIFIED REQMT	(see last column)	<input type="checkbox"/> (ii)(B) Unanalyzed Condition	AUNA	<input type="checkbox"/> NONR
<input type="checkbox"/> INFORMATION ONLY	NNF	<input type="checkbox"/> (iv)(A) Specified System Actuation	AESF	<input type="checkbox"/> NONR

DESCRIPTION
Include: Systems affected, actuations and their initiating signals, causes, effect on plant, actions taken or planned, etc. <i>(Continue on back)</i>
<input type="checkbox"/> Control Room Log Book entry made.

NOTIFICATIONS	YES	NO	WILL BE	ANYTHING UNUSUAL OR NOT UNDERSTOOD?	<input type="checkbox"/> YES (explain above)	<input type="checkbox"/> NO
NRC RESIDENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DID ALL SYSTEMS FUNCTION AS REQUIRED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO (explain above)
STATE(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
LOCAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MODE OF OPERATION UNTIL CORRECTED:	ESTIMATE FOR RESTART DATE:	ADDITIONAL INFO ON BACK <input type="checkbox"/> YES <input type="checkbox"/> NO
OTHER GOV AGENCIES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
MEDIA/PRESS RELEASE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

NRC FORM 361 (12-2000)

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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			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

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Notifications To Offsite Agencies

Addendum 1

Responsibilities For Notification

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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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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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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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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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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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- 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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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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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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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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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.

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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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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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Support Orientation Coordinator			
Quality	Non Safety-Related	Usage: N/A	Effective Date: 01/20/03
Max Keyes	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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Support Orientation Coordinator**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Support Orientation Coordinator 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 Support Orientation Coordinator.**

2.0 Responsibilities

- 2.1 The Support Orientation Coordinator is responsible for:**
 - 2.1.1 Coordinating the processing of arriving support personnel through required orientation training, security badging, radiological in-processing and Fitness for Duty.**
 - 2.1.2 Arranging for specialized training.**

3.0 Precautions and Limitations

- 3.1 The Emergency Operations Facility may be activated at an Alert classification but will be activated when a Site Area Emergency or General Emergency classification has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.**
 - 3.1.1 The Emergency Director has ordered the activation of the Emergency Operations Facility to support response activities.**

4.0 References

- 4.1 STPEGS Emergency Plan**
- 4.2 OPGP09-ZA-0001, Plant Access Authorization Program**
- 4.3 OPGP09-ZA-0002, Fitness for Duty Program**
- 4.4 0ERP01-ZV-RE01, Recovery Operations**
- 4.5 0ERP01-ZV-RE02, Documentation**
- 4.6 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**

Support Orientation Coordinator**5.0 Procedure**

5.1 At an Alert or higher Emergency Classification or as directed by the Emergency Director implement Data Sheet 1, Step 1.0, Initial Activities.

5.2 Complete Checklist activities as follows:

5.2.1 Use the right column to log the time an activity is performed.

5.2.2 Reoccurring activities should be documented using the Emergency Action Log.

5.2.3 Implement other activities as necessary.

5.3 Use Checklists to help direct emergency activities.

6.0 Support Documents

6.1 Addendum 1, Shift Turnover Briefing

6.2 Addendum 2, Fitness For Duty Requirements

6.3 Data Sheet 1, Support Orientation Coordinator Checklist

6.4 Data Sheet 2, Orientation Requirements

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Addendum 1	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of events to the relief person including the following areas:
 - 1.1 Current Emergency Classification.
 - 1.2 Completed checklists & logs.
 - 1.3 Status of support personnel being processed or incoming.
 - 1.4 Current shift schedule.
- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement.
 - 2.1 Assistant Support Organization Director
 - 2.2 Radiological Director
 - 2.3 Security Manager
- 3.0 Update the Emergency Operations Facility staffing board.
- 4.0 Document the time of turnover and the identity of your relief in your log and provide copies to your replacement. Provide the original logs to the Procurement/Resources Supervisor.
- 5.0 Verify your phone number on the shift schedule. If this phone number is inside the 10-mile Emergency Planning Zone (EPZ), then provide an alternate phone number for contact should evacuation of the EPZ be necessary.
- 6.0 Take a copy of your shift schedule.
- 7.0 If issued a Thermoluminescent Dosimeter (TLD), then maintain custody until Termination or Recovery.
- 8.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to the site for the next shift.
- 9.0 Inform the Assistant Support Organization Director of the shift change and sign out when leaving the Emergency Operations Facility.

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Addendum 2	Fitness For Duty Requirements		Page 1 of 1

- 1.0 The requirements in 0PGP09-ZA-0002, Fitness for Duty, apply during emergency conditions.
- 2.0 The following instructions shall also apply:
 - 2.1 An individual which has consumed alcohol within the previous 5 hours shall be given a breathalyzer test.
 - 2.2 If an individual gives a breathalyzer reading of 0.020 to 0.039 Blood Alcohol Content (BAC), the direct report (supervisor or manager) shall make the decision to have the individual report to his/her work station or have the individual transported home.
 - 2.3 If an individual gives a breathalyzer reading of 0.040 BAC to 0.079 BAC, the facility manager or director shall make the decision to have the individual report to his/her work station or have the individual transported home.
 - 2.4 If it is deemed necessary to put an individual to work even though alcohol has been consumed and there is a measured degree of impairment, 0.040 BAC to 0.079 BAC, the facility manager or director shall assign another individual who is technically competent to act as an observer and escort for the person who has been called in for emergency work.
 - 2.5 Any individual testing at 0.08 BAC or above shall not be assigned to a workstation and shall be transported home.
 - 2.6 In all cases where blood alcohol levels exceed 0.04, the decision by the director or manager of the facility to allow the individual to function in an ERO position shall be based on the ability of the individual to make correct and reliable decisions.
 - 2.7 Individuals determined to be under the influence of alcohol or drugs and not allowed to perform in an ERO position will not be instructed to leave the site. They will be instructed to remain at a selected location onsite or provided a driver for return to their residence.
 - 2.8 Offsite agencies representatives, including the NRC, State of Texas and Matagorda County, are exempt from STPNOC Fitness for Duty requirements.

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Support Orientation Coordinator			
Data Sheet 1	Support Orientation Coordinator Checklist	Page 1 of 5	

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

1.0 INITIAL ACTIVITIES

- | | | | |
|-----|---|-------|-------|
| 1.1 | Report to the Emergency Operations Facility and sign in on the Staffing Board. | _____ | _____ |
| 1.2 | Inform the Assistant Support Organization Director of your arrival. | _____ | _____ |
| 1.3 | Ensure the Support Orientation Coordinator's Emergency Response Manual is available. | _____ | _____ |
| 1.4 | Contact the Procurement/Resources Supervisor to determine if any support personnel are in route to the site that will need special training, badging, or processing. | _____ | _____ |
| 1.5 | Assume responsibility for the Fitness For Duty Program. Implement Addendum 2, Fitness For Duty Requirements. | _____ | _____ |
| 1.6 | Initiate an Emergency Action Log. | _____ | _____ |
| 1.7 | Upon receiving a full brief on support personnel orientation requirements from the Assistant Support Organization Director and obtaining their concurrence, relocate to the Central Processing Facility for orientation processing. | _____ | _____ |
| 1.8 | Inform the Assistant Support Organization Director of a phone number where you can be reached. | _____ | _____ |

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Data Sheet 1	Support Orientation Coordinator Checklist		Page 2 of 5

<u>Action</u>	<u>Time</u>
---------------	-------------

2.0 ORIENTATION ACTIVITIES

- | | | |
|-------|---|-----|
| 2.1 | When informed by the Procurement/Resources Supervisor that support personnel are in route to the site, obtain the names, social security numbers, and if applicable the last utility they had access to and establish the processing requirements using Data Sheet 2, Orientation Requirements. | N/A |
| 2.1.1 | Evaluate with the requesting Managers or Directors the type and extent of training. | N/A |
| 2.1.2 | If due to urgency, a portion of the normal processing must be waived/exempted, consult with the Assistant Support Organization Director prior to proceeding. | N/A |
| 2.1.3 | Any deviation from access authorization procedure processing must be approved by the Emergency Director: | |
| | <ul style="list-style-type: none"> • Document per 10 CFR 50.54(x) requirement. | N/A |
| 2.2 | Coordinate with the Radiological Director concerning radiological conditions to determine a safe location for the support personnel to initially assemble. | N/A |
| 2.2.1 | If the Central Processing Facility cannot be used as a processing center, then coordinate with the Radiological Director for an alternate location. Inform the Procurement/Resource Supervisor of the alternate location. | N/A |
| 2.3 | Coordinate with the Security Manager to initiate documentation for badging and site access in accordance with OPGP09-ZA-0001, Plant Access Authorization Program. Provide the names of expected personnel and arrival times. | N/A |
| 2.4 | Coordinate with the Assistant Support Organization Director to obtain personnel and supplies for: | |
| 2.4.1 | Training | N/A |
| 2.4.2 | Psychological testing | N/A |

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Support Orientation Coordinator			
Data Sheet 1	Support Orientation Coordinator Checklist		Page 3 of 5

<u>Action</u>	<u>Time</u>
2.4.3 Fitness for Duty testing	N/A
2.4.4 Respiratory physical	N/A
2.4.5 Background investigations	N/A
2.5 Coordinate with the Radiological Director to arrange for dosimetry and respiratory fit testing. Provide names of expected personnel and arrival times.	N/A
2.6 Upon arrival of support personnel, notify requesting Managers or Directors and provide an estimated time when personnel will have completed orientation.	N/A
2.7 Contact the requesting Managers or Directors when support personnel have completed the processing.	N/A
2.8 Document processing and maintain a file of Data Sheet 2, Orientation Requirements.	N/A
3.0 SPECIAL ACTIVITIES	
3.1 Request for STPNOC Picture Badge:	
3.1.1 Confer with the Radiological Director or Security Manager to determine if individuals can be sent to the Central Processing Facility or the East Gatehouse badging station.	N/A
3.1.2 If radiological conditions allow, arrange for a Picture Badge to be processed at the Central Processing Facility or if the Central Processing Facility is not available, at the East Gatehouse.	N/A
3.1.3 If badges cannot be processed at the Central Processing Facility or the East Gatehouse, inform the Security Manager of the individual's name and shift schedule.	N/A

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Support Orientation Coordinator			
Data Sheet 1	Support Orientation Coordinator Checklist		Page 4 of 5

Action	Time
3.2 Evacuation of the Emergency Operations Facility:	
3.2.1 Make arrangements with the Assistant Support Organization Director to move supplies and equipment needed to process personnel to the Central Processing Facility, if available, or the Alternate Emergency Operations Facility.	N/A
3.2.2 Follow any special precautions provided by the Radiological Director.	N/A
3.2.3 When directed by the EOF Director to evacuate the Emergency Operations Facility, proceed to the new facility.	N/A
3.2.4 Upon arrival, set up a center for processing personnel.	N/A
4.0 ONGOING ACTIVITIES	
4.1 Periodically monitor progress of personnel undergoing orientation and provide status to the Assistant Support Organization Director and requesting Directors or Managers.	N/A
4.2 Evaluate with the Assistant Support Organization Director, the training manpower for incoming support personnel. Coordinate with the Procurement/Resources Supervisor to call out additional training or processing personnel as needed.	N/A
4.3 Maintain a file of processing records and training records.	N/A
5.0 SHIFT CHANGE	
5.1 Upon arrival of your shift replacement complete all actions listed in Addendum 1, Shift Turnover Briefing.	N/A

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Support Orientation Coordinator			
Data Sheet 1	Support Orientation Coordinator Checklist	Page 5 of 5	

<u>Action</u>	<u>Time</u>
---------------	-------------

6.0 RECOVERY ACTIVITIES

- | | | |
|-----|--|-----|
| 6.1 | Determine the manpower requirements necessary for upcoming document control activities. Request additional support from the Procurement/Resources Supervisor. | N/A |
| 6.2 | Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Form 1, Corrective Action Items List, and provide a copy to the Assistant Support Organization Director. | N/A |
| 6.3 | Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations. | N/A |

7.0 TERMINATION ACTIVITIES

- | | | |
|-----|--|-----|
| 7.1 | Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Form 1, Corrective Action Items List, and provide a copy of the list to the Assistant Support Organization Director. | N/A |
| 7.2 | Provide a list of any supplies or forms needing replenishment to the Procurement/Resources Supervisor. | N/A |
| 7.3 | Collect and organize in chronological order all documents, checklists, and logs. | N/A |
| 7.4 | Aid the Assistant Support Organization Director in writing an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. | N/A |
| 7.5 | Turn over all documentation generated during the emergency to the Procurement/Resources Supervisor. | N/A |

Date: _____

Name*	Company	Social Security #
A.	IMPLEMENT NORMAL PROCESSING REQUIREMENTS:	<input type="checkbox"/> YES <input type="checkbox"/> NO

OR

B. MINIMUM PROCESSING REQUIREMENTS (Check Requirements below)

	<u>REQUIREMENTS</u>	<u>PERSON DETERMINING</u>
1.0	Picture Badge	Security Manager
2.0	Whole Body Count (on completion of job)	Radiological Director
3.0	Respirator	Radiological Director
4.0	Dosimetry	Radiological Director
5.0	Fitness For Duty	Licensing Director
6.0	Training	Asst. Support Organization Director
6.1	GET I	
6.2	GET II	
7.0	Other	

(Requesting Director or Manager)

(Support Orientation Coordinator)

(Asst. Support Organization Director)

* Or attach a list of personnel if requirements are the same.

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Assistant Support Organization Director			
Quality	Non Safety-Related	Usage: N/A	Effective Date: 01/20/03
Max Keyes	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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Assistant Support Organization Director**1.0 Purpose and Scope**

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

2.0 Responsibilities

- 2.1 The Assistant Support Organization Director is responsible for:**

- 2.1.1 Arranging for meals and food services for the site.**
- 2.1.2 Ensuring that EOF administrative support and supplies are maintained.**
- 2.1.3 Ensuring that necessary records and documents are available and maintained to support the EOF function.**
- 2.1.4 Developing an EOF shift schedule.**
- 2.1.5 Arranging for additional Emergency Response Organization (ERO) staff, as necessary.**

3.0 Precautions and Limitations

- 3.1 The Emergency Operations Facility may be activated at an Alert classification but will be activated when a Site Area Emergency or General Emergency classification has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.**

- 3.1.1 The Emergency Director has ordered the activation of the Emergency Operations Facility to support response activities.**

4.0 Procedure

- 4.1 At an Alert or higher Emergency Classification or as directed by the Emergency Director implement Data Sheet 1, Initial Activities.**

- 4.2 Complete Checklist activities as follows:**

- 4.2.1 Use the right column to log the time an activity is performed.**
- 4.2.2 Reoccurring activities should be documented using the Emergency Action Log.**
- 4.2.3 Implement other activities as necessary.**

- 4.3 Use Checklists to help direct emergency activities.**

Assistant Support Organization Director**5.0 References**

- 5.1 STPEGS Emergency Plan**
- 5.2 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**
- 5.3 0ERP01-ZV-IN01, Emergency Classification**
- 5.4 0ERP01-ZV-RE01, Recovery Operations**
- 5.5 0ERP01-ZV-RE02, Documentation**
- 5.6 0ERP01-ZV-OF01, Alternate Emergency Operations Facility Activation, Operation, and Deactivation**

6.0 Support Documents

- 6.1 Addendum 1, Shift Turnover Briefing**
- 6.2 Addendum 2, Development of Shift Schedules**
- 6.3 Addendum 3, Administrative Staff Responsibilities**
- 6.4 Data Sheet 1, Assistant Support Organization Director Checklist**
- 6.5 Data Sheet 2, EOF Staffing Log**
- 6.6 Data Sheet 3, EOF Equipment Operability Checklist**
- 6.7 Data Sheet 4, Arrangement for Food Services**
- 6.8 Data Sheet 5, Transmittals Received/Sent Log**

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Assistant Support Organization Director			
Addendum 1	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of the event to the shift replacement including the following areas:
 - 1.1 Basis of the current emergency classification and the EALs of importance.
 - 1.2 Completed checklists and logs.
 - 1.3 Current meal arrangements.
 - 1.4 Current shift schedule.
 - 1.5 Recovery plans developed and corrective actions for plant recovery.
- 2.0 Inform the following of the transfer of responsibilities to the oncoming shift replacement.
 - 2.1 Administrative Staff
 - 2.2 Support Organization Director
 - 2.3 Support Orientation Coordinator
 - 2.4 Communications System Supervisor
 - 2.5 Administrative Manager
- 3.0 Update the Staffing Board.
- 4.0 Document the time of turnover and the identity of your relief on your Log and provide copies to your replacement.
- 5.0 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.
- 6.0 Take a copy of your shift schedule.
- 7.0 If issued a TLD, then maintain custody of the TLD until termination or recovery.
- 8.0 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.
- 9.0 Inform the Security Officer responsible for access control at the Emergency Operations Facility of the shift change and sign out when leaving.

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Assistant Support Organization Director			
Addendum 2	Development of Shift Schedules		Page 1 of 1

- 1.0 Use a copy of the Emergency Response Organization Roster to make shift assignments.
 - 1.1 The groups should be scheduled approximately one hour apart. No shift personnel should be assigned to more than 16 hours without relief or 24 hours within a 48 hour period.
 - 1.2 Using the Emergency Response Organization Roster, mark up names for each position for first and second shift.
- 2.0 Obtain approval from the Deputy EOF Director for the shift schedule.
- 3.0 Contact the Radiological Director for special instructions for personnel reporting to work for the next shift.
- 4.0 Contact the Security Manager for special instructions for personnel reporting to work for the next shift.
- 5.0 Contact the next shift personnel and provide the schedule for their shift and any special instructors specified by the Radiological Director and Security Manager. For any individuals living within the 10 mile EPZ, obtain an alternate telephone number should an evacuation be later implemented.
 - 5.1 For individuals without an alternative telephone number, direct the individual to contact the Support Organization Director upon an ordered relocation. Also, direct them to carry their STPNOC Picture Badge for access through roadblocks.
- 6.0 Select an alternate for any persons who could not be reached.
 - 6.1 Inform the Deputy EOF Director of any positions which could not be filled.
- 7.0 Provide a copy of the shift schedule to each person in the Emergency Operations Facility and post on the wall by the exit doors.
- 8.0 Fax a copy of the shift schedule to the Administrative Manager in the Technical Support Center.
- 9.0 Fax a copy of the shift schedule to the State of Texas EOC, Matagorda County EOC, and Federal Response Center, if activated.

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Assistant Support Organization Director			
Addendum 3	Administrative Staff Responsibilities		Page 1 of 2

1.0 Photocopy Machine

1.1 Assume responsibility for maintenance and operations of the photocopy machine.

1.1.1 Functionally check photocopies and ensure necessary supplies are available.

- Run several 8 1/2 X 11 test copies.
- Run several 8 1/2 X 14 test copies.
- Ensure that the following supplies are available:
 - One box of 8 1/2 X 11 paper.
 - One box of 8 1/2 X 14 paper.
 - Toner

2.0 Assist the Records Supervisor with document control:

2.1 Retrieve documents upon request from document control files.

2.2 Make necessary photocopies of controlled documents.

2.3 Promptly return all controlled documents to document control files.

2.4 Notify the Assistant Support Organization Director of any difficulties.

3.0 Assume responsibility for maintenance and operations of the fax machine:

3.1 Functionally check the fax machine.

3.2 Set the time and date.

3.3 Log all fax messages received and transmitted on Data Sheet 5, Transmittals Received/Sent Log.

3.4 When faxes are received distribute to the person indicated on the fax. Otherwise distribute copies to each Director and NRC.

3.5 Maintain a chronological file of all fax messages received and sent.

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Assistant Support Organization Director			
Addendum 3	Administrative Staff Responsibilities		Page 2 of 2

4.0 Shift Change Records:

4.1 Establish a file for each of the following disciplines. Include in the file all documents turned over during shift change.

4.1.1 EOF Director

4.1.2 Deputy EOF Director

4.1.3 Emergency Operations Facility Liaison

4.1.4 Licensing Director

4.1.5 Radiological Director

4.1.6 Technical Director

4.1.7 Support Organization Director

4.1.8 Public Affairs Coordinator

5.0 Complete Data Sheet 3, EOF Equipment Operability Checklist.

6.0 Assist the Assistant Support Organization Director with:

6.1 Developing shift schedules.

6.2 Arranging for food service.

6.3 Arranging for support personnel.

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Assistant Support Organization Director			
Data Sheet 1	Assistant Support Organization Director Checklist		Page 1 of 5

(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 Support Organization Director of your arrival. _____
- 1.3 Verify the Assistant Support Organization Director's Emergency Response Manual is available. _____
- 1.4 Initiate an Emergency Action Log. _____
- 1.5 Verify staffing levels of the EOF. Ensure all personnel have signed in on the EOF Staffing Board. Direct one of the Administrative Staff to complete Data Sheet 2, EOF Staffing Log. _____
- 1.6 Report the staffing status for the EOF to the Deputy EOF Director. Contact the Technical Support Center (TSC) Administrative Manager to obtain a status of TSC/OSC staffing. Request that copies of the TSC/OSC staffing log be faxed to the EOF. _____
 - 1.6.1 Fax a copy of Data Sheet 2 to the Administrative Manager. _____
 - 1.6.2 Provide copies of Data Sheet 2 and TSC/OSC staffing logs to all EOF Directors. _____
- 1.7 Request a copy of the Joint Information Center (JIC) staffing from the Site Public Affairs Specialist. _____
- 1.8 Direct Administrative Staff to use Addendum 3, Administrative Staff Responsibilities, and report when completed with Data Sheet 3. _____

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Assistant Support Organization Director			
Data Sheet 1	Assistant Support Organization Director Checklist		Page 3 of 5

ACTION	TIME
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2.0 SPECIAL ACTIVITIES

2.1 Radiological Release Occurring or Imminent:

2.1.1 Begin calling personnel scheduled for the next shift and provide any special instructions for reporting to the site as provided by the Radiological Director.	N/A
---	-----

2.2 Evacuation of the Emergency Operations Facility:

2.2.1 Collect the following documents:

• Assistant Support Organization Director's Emergency Response Manual.	N/A
--	-----

• All logs, checklists and any other important data generated.	N/A
--	-----

• List of employee telephone numbers.	N/A
---------------------------------------	-----

2.2.2 Contact the Administrative Manager and inform him/her of the evacuation of the Emergency Operations Facility.	N/A
---	-----

2.2.3 Obtain any special precautions issued by the Radiological Director for proceeding to the Alternate Emergency Operations Facility.	N/A
---	-----

2.2.4 When directed by the EOF Director, proceed with the Administrative Staff, Records Supervisor, and Support Orientation Coordinator to the Alternate Emergency Operations Facility.	N/A
---	-----

2.2.5 Upon arrival at the Alternate Emergency Operations Facility, reestablish contact with the Administrative Manager and provide your new telephone number.	N/A
---	-----

2.2.6 Arrange for food services for individuals who have evacuated to the Alternate Emergency Operations Facility.	N/A
--	-----

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Assistant Support Organization Director			
Data Sheet 1	Assistant Support Organization Director Checklist		Page 4 of 5

ACTION	TIME
2.3 Shuttle Service:	
2.3.1 Arrange to provide shuttle service to the site.	N/A
2.3.2 When shuttle services have been established, inform the EOF staff and the Administrative Manager.	N/A
2.3.3 Request the Site Public Affairs Specialist to include information on the shuttle in the next press release.	N/A
2.3.4 Post a sign at the exit to the EOF with information regarding the shuttle.	N/A
3.0 ONGOING ACTIVITIES	
3.1 Direct the activities of the Administrative Staff.	N/A
3.2 Ensure adequate administrative support, supplies and records are maintained for the EOF.	N/A
3.3 Coordinate with the Administrative Manager for changes in the total number of emergency response personnel onsite and the schedule for meals. Ensure that adequate numbers of meals are procured to meet the schedule.	N/A
4.0 SHIFT CHANGE	
4.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 1, Shift Turnover Briefing. Include the Administrative Staff, Support Orientation Coordinator, and Communications System personnel in the briefing.	N/A

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Assistant Support Organization Director			
Data Sheet 1	Assistant Support Organization Director Checklist		Page 5 of 5

ACTION	TIME
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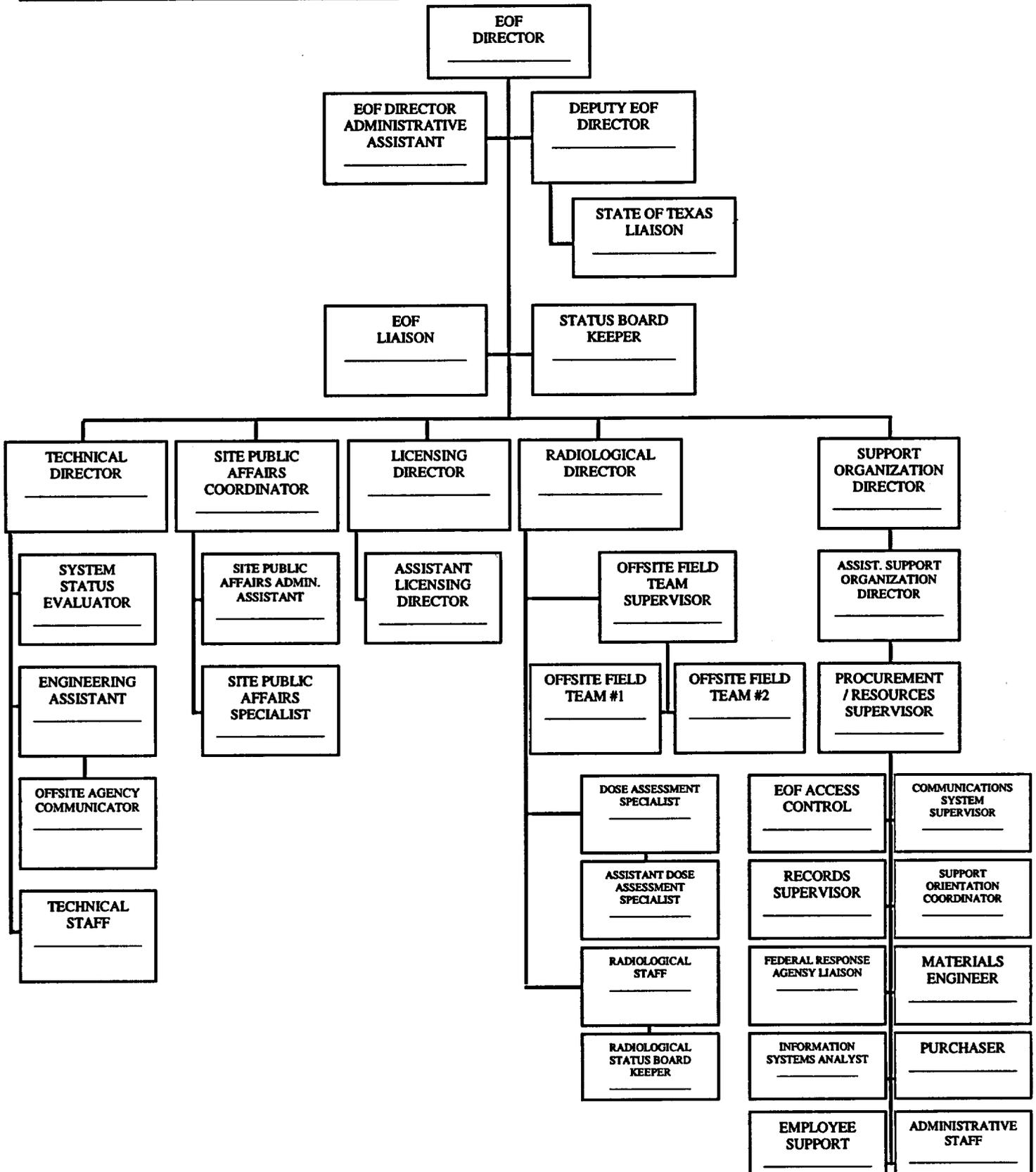
5.0 RECOVERY ACTIVITIES

- | | | |
|-----|---|-----|
| 5.1 | Assist with the development of a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Form 2, Corrective Action Items List, and provide a copy of the list to the Support Organization Director. | N/A |
| 5.2 | Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations. | N/A |

6.0 TERMINATION ACTIVITIES

- | | | |
|-----|--|-----|
| 6.1 | Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Form 1, Corrective Action Items List, and provide a copy of the list to the Support Organization Director. | N/A |
| 6.2 | Collect and organize in chronological order all documents, checklist, and logs from all Emergency Operations Facility personnel. Turn over all documentation to the Emergency Response Division. | N/A |
| 6.3 | Assist the Support Organization Director in writing an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. | N/A |
| 6.4 | Direct the Administrative Staff to organize and clean up the Emergency Operations Facility or Alternate Emergency Operations Facility. | N/A |

Assistant Support Organization Director



- 1.0 Food may be obtained from one of three sources:
 - 1.1 On-site stored food;
 - 1.2 Vending machines, personal lunches, or Nuclear Support Center (NCS) Cafeteria; or
 - 1.3 Outside vendor.
- 2.0 Obtaining Food From Offsite Vendors:
 - 2.1 Contact the Radiological Director to determine if special radiological precautions should be taken for delivery of food.
 - 2.2 Contact the Security Manager to determine if special actions should be taken for delivery of food.
 - 2.3 Establish an eating schedule with Deputy EOF Director concurrence.
 - 2.4 Determine the number of meals needed utilizing the table below.
 - 2.5 Provide the vendor special instructions for delivery to the site.
 - 2.6 When informed that the food has arrived at the East or West Gatehouse, request the OSC Coordinator to arrange for delivery to the TSC, OSC, and Control Room.
- 3.0 On-Site Stored Food:
 - 3.1 Confirm with the Radiological Director that on-site stored food has not been radiologically contaminated.
 - 3.2 Establish an eating schedule with concurrence of the Deputy EOF Director.
 - 3.3 Determine the number of meals needed using the table below.
 - 3.4 Contact the OSC Coordinator and request support for delivery of food to personnel at the TSC, OSC, Control Room and Security.

<u>LOCATION</u>	<u>MEALS NEEDED</u>	<u>SOURCE OF INFORMATION</u>
Emergency Operations Facility	_____	Survey EOF Staff
Operations Support Center	_____	Contact the OSC Coordinator
Technical Support Center	_____	Contact Admin. Manager
Control Room	_____	Contact Operations Manager
Security	_____	Contact Security Manager
Total (add 10%)	_____	

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Prompt Notification System Implementing Procedure			
Quality	Non-Safety-Related	Usage: IN HAND	Effective Date: 01/27/03
Joe Enoch	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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Usage

- 1 - IN HAND
- 2 - REFERENCED
- 3 - AVAILABLE

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Prompt Notification System Implementing Procedure			

1.0 Purpose and Scope

- 1.1 This procedure shall be used to implement the administration, maintenance, testing, and distribution of the Prompt Notification System.
- 1.2 This procedure implements the administration, maintenance, testing, and distribution of the alert radio subsystem of the Prompt Notification System.
- 1.3 This procedure implements the administration, maintenance, testing, and distribution of the siren subsystem of the Prompt Notification System.
- 1.4 This procedure implements portions of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to general public notification of emergencies at the STPEGS.
- 1.5 This procedure is implemented in conjunction with OPGP05-ZV-0007, Prompt Notification System.

2.0 Limitations

- 2.1 This procedure shall be implemented as directed by OPGP05-ZV-0007, Prompt Notification System.

3.0 Responsibilities

- 3.1 The responsible supervisor or Manager identified in OPGP05-ZV-0007, Prompt Notification System shall ensure the appropriate checklists and/or forms completed and returned to the Supervisor, Emergency Response or designee upon completion.

4.0 Procedure

- 4.1 The Supervisor, Emergency Response or designee performs the following:
 - 4.1.1 Quarterly updates Alert Radios in accordance with Addendum 1, Alert Radio Maintenance.
 - 4.1.2 Quarterly complete and forward Form 5, Siren Maintenance and Operability Report to the Division of Emergency Management (DEM).
 - 4.1.3 Coordinate the annual siren complete cycle test by performing the following:
 - a. Designate poll watchers for local observation of all sirens.
 - b. Coordinate test notification to the emergency planning zone residences, county officials, and station employees.

Prompt Notification System Implementing Procedure

- c. Direct poll watchers to document results using Form 4, Siren Complete Cycle Test Local Observation.
- 4.1.4 A successful Bi-Weekly (poll) test includes receiving positive polling data (RF-OK).
- 4.1.5 A successful Quarterly Growl test includes receiving positive polling data (RF-OK, RF-TEST_OK) and a positive visual growl inspection.
- 4.1.6 A successful Complete Cycle Test includes receiving positive polling data (RF_OK, RF-ACTIVATE_OK) and a positive complete cycle observation.
- 4.2 The Manager, Information Systems, or designee, performs the following:
 - 4.2.1 Annually Back-up Emergency Alert System Test in accordance with Addendum 2, Back-up Emergency Alert System Test.
 - 4.2.2 Biweekly, perform the Siren Poll Test on Wednesdays in accordance with Addendum 3, Siren Poll Test.
 - 4.2.3 Quarterly perform a Siren Growl Test, on Wednesdays at approximately 12:00 Noon in accordance with Addendum 4, Siren Growl Test.
 - 4.2.4 Quarterly perform Siren Visual Inspections in accordance with Form 3, Siren Visual Inspection.
 - 4.2.5 Annually perform the Siren Complete Cycle Test, in accordance with Addendum 5, Annual Complete Cycle Test.
 - 4.2.6 Perform the following tests of all affected sirens after preventive and/or corrective maintenance:
 - a. Poll Test in accordance with Addendum 3, Siren Poll Test.
 - b. Visually inspect siren's in accordance with Form 2, Siren Maintenance Visual Inspection.
 - c. Growl Test in accordance with Addendum 4, Siren Growl Test.
 - 4.2.7 Perform the following tests of all affected sirens after Severe Weather:
 - a. Poll Test in accordance with Addendum 3, Siren Poll Test.
- 4.3 Siren tests shall not be performed outside these intervals without prior permission from the Supervisor, Emergency Response. The only exception is visual tests may be postponed one working day based upon severe weather if recommended by the Supervisor, Communications. (SPR 933336).

Prompt Notification System Implementing Procedure**5.0 References**

- 5.1 OPGP05-ZV-0007, Prompt Notification System.**
- 5.2 OPGP05-ZV-0014, Emergency Response Activities**

6.0 Documentation

- 6.1 Documents generated in the execution of this procedure shall be retained in the Records Management System in accordance with the Document Type List (DTL).**

7.0 Support Documents

- 7.1 Addendum 1, Alert Radio Maintenance**
- 7.2 Addendum 2, Back-up Emergency Alert System Test**
- 7.3 Addendum 3, Siren Poll Test**
- 7.4 Addendum 4, Siren Growl Test**
- 7.5 Addendum 5, Annual Complete Cycle Test**
- 7.6 Form 1, Siren Test or Inspection Results**
- 7.7 Form 2, Siren Maintenance Visual Inspection**
- 7.8 Form 3, Siren Visual Inspection**
- 7.9 Form 4, Siren Complete Cycle Test Local Observation**
- 7.10 Form 5, Siren Maintenance and Operability Report**
- 7.11 Form 6, Back-up Emergency Alert System (EAS) Test Results**

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Prompt Notification System Implementing Procedure			
Addendum 1	Alert Radio Maintenance		Page 1 of 1

As a step is completed place a check mark or similar notation in the column to the right.

Activity	Complete
1.0 Maintain a current Emergency Planning Zone database composed of residents located outside effective siren range and within the 10-mile Emergency Planning Zone who have been provided an alert radio via a record compiled from electric utility listings and verified by the use of an information card.	_____
2.0 Maintain a current Emergency Planning Zone database composed of industrial locations, special facilities, and recreational areas within the South Texas Project 10-mile Emergency Planning Zone who have been provided an alert radio, via a record compiled from electric utility customer listings.	_____
3.0 Update the alert radio database:	_____
3.1 Determine new residents within the 10-mile Emergency Planning Zone, but outside effective siren range or if the special facilities, industrial location, or recreational areas are within the 10-mile Emergency Planning Zone.	_____
3.2 Mail-out an information card to verify the resident's address and physical location.	_____
3.3 Using the updated Emergency Planning Zone database and the returned information card, determine if the residents require an alert radio.	_____
3.4 If an alert radio is required, mail-out the unit with a return receipt or deliver the unit to the resident's home.	_____
3.5 Residents located outside effective siren range and all special facilities, industrial locations, and recreational facilities will receive an alert radio.	_____
3.6 A written back up listing of radio recipients will be kept on file in the Emergency Response Division.	_____
4.0 Maintain documentation (e.g., information card, date of distribution etc.) of alert radios distributed in the Emergency Planning Zone Alert Radio Database.	_____
5.0 Document results in accordance with procedure OPGP02-ZV-0014, Emergency Response Activities.	_____
6.0 Send defective or broken radio to the Metrology Laboratory for repair or replacement.	_____

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Prompt Notification System Implementing Procedure			
Addendum 2	Back-up Emergency Alert System Test		Page 2 of 2

Activity	Complete
4.11 Press the PTT button on the base of the microphone.	_____
4.12 Speak clearly approximately six inches away from the microphone.	_____
4.13 Start the announcements with, This is a test, this is only a test, this is a test of the back-up emergency alert system. End the announcements with, This has been a test of the back-up emergency alert system. This was only a test.	_____
4.14 Confirm test results with the radio station staff.	_____
4.15 Repeat test, if the initial test is unsuccessful.	_____
4.16 Upon completion of the test, turn off the radio and ENDEC encoder.	_____
5.0 Complete and forward Form 6, Back-up Emergency Alert System (EAS) Test Results, to the Emergency Response Division.	_____

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Addendum 3	Siren Poll Test		Page 1 of 2

As a step is completed place a check mark or similar notation in the column to the right.

Activity	Complete
1.0 Perform this test from either the Emergency Operations Facility or Matagorda County Sheriff's Office.	_____
2.0 Notify Matagorda County Sheriff's Office that STP will perform a poll test.	_____
3.0 Perform computer generated test:	
3.1 Verify the correct date and time is shown on the computer screen. If not, correct the date and time. (SPR 933336)	_____
3.2 Select CompuLert icon.	_____
3.3 Clear all previous siren status messages (initial test only).	_____
3.4 Select STATUS.	_____
3.5 Select POLL.	_____
3.6 Type ***.	_____
3.7 Select SEND.	_____
4.0 Verify RF-OK.	_____
5.0 If any siren does not poll RF-OK, the operator is permitted to Re-poll the affected siren(s) for fifteen minutes. The time stamp on the computer printout will document test start and end times.	_____
6.0 Perform additional poll test(s), in accordance with Step 3.0, for sirens that do not respond RF-OK. (If all sirens perform, N/A this blank as Not Applicable.)	_____
7.0 Indicate siren as failed on Form 1, Siren Test or Inspection Results, if RF-OK not received after 15 minutes.	_____

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Addendum 3	Siren Poll Test		Page 2 of 2

Activity	Complete
8.0 If greater than 50% of the sirens fail the poll tests notify Unit One Control Room Shift Supervisor and the Emergency Response Duty Manager. (This is a one hour NRC reportable event.)	_____
9.0 Complete poll test paperwork.	
9.1 Select REPORT.	_____
9.2 Select NEW ACTIVITIES REPORT.	_____
9.3 Document test results on Form 1, Siren Test or Inspection Results.	_____
9.4 Attach computer printout to Form 1, Siren Test or Inspection Results.	_____
9.5 Obtain review signature of Supervisor, Communications.	_____
10.0 For all sirens that failed, perform visual inspection per Form 2, Siren Maintenance Visual Inspection.	_____
11.0 Forward completed Form(s) to the Emergency Response Division.	_____

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Addendum 4	Siren Growl Test		Page 1 of 2

As a step is completed place a check mark or similar notation in the column to the right.

Activity	Complete
1.0 Perform this test from either the Emergency Operations Facility or Matagorda County Sheriff's Office.	_____
2.0 Notify the Matagorda County Sheriff's Office of the test.	_____
3.0 Perform computer generated test.	
3.1 Select CompuLert icon.	_____
3.2 Clear all previous siren status messages.	_____
3.3 Select STATUS.	_____
3.4 Select TEST.	_____
3.5 Type *** (or select siren(s) to be growled by the appropriate siren code).	_____
3.6 Select SEND.	_____
3.7 Select STATUS.	_____
3.8 Select POLL.	_____
3.9 Type *** (or select siren) to be polled by the appropriate siren code).	_____
3.10 Verify RF-OK TEST_OK.	_____

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Addendum 4	Siren Growl Test		Page 2 of 2

Activity	Complete
3.11 Verify RF-OK.	_____
a. Select STATUS.	_____
b. Select POLL.	_____
c. Type xxx (or select siren(s) to be poled by the appropriate siren code).	_____
d. Verify RF-OK.	_____
3.12 If any siren does not poll RF-OK TEST_OK or RF-OK, the operator is permitted to growl/poll the affected siren(s) for fifteen minutes. The time stamp on the printout will document test start and end times.	_____
3.13 If greater than 50% of the sirens fail the poll tests notify Unit One Control Room Shift Supervisor and the Emergency Response Duty Manager. (This is a one hour NRC reportable event).	_____
3.14 Complete growl test paperwork:	
a. Select REPORT.	_____
b. Select NEW ACTIVITIES REPORT.	_____
c. Document siren failures and test results on Form, 1, Siren Test or Inspection Results.	_____
d. Attach computer printout to Form 1, Siren Test or Inspection Results.	_____
e. Obtain review signature of Supervisor, Communications on Form 1, Siren Test or Inspection Results.	_____
f. Forward completed Form(s) to the Emergency Response Division.	_____

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Prompt Notification System Implementing Procedure			
Addendum 5	Annual Complete Cycle Test		Page 1 of 2

As a step is completed place a check mark or similar notation in the column to the right.

Activity	Complete
1.0 The Annual Complete Cycle Test shall be conducted from the Matagorda County Sheriff's Office on a Wednesday at approximately 12:00 Noon.	
2.0 Key Activation of the Siren System:	
2.1 Insert key in the Siren Controller Model 860 control panel.	_____
2.2 Rotate the key clockwise. The ALERT, ATTACK, FIRE and CANCEL buttons will illuminate.	_____
2.3 Depress the ALERT button activating all 32 sirens. Depress the ALERT a second time to avoid radio interference. (Do not remove the key until activation is complete).	_____
2.4 If necessary, use the CANCEL button to abort the ALERT activation.	_____
3.0 Perform a Siren Poll Test in accordance Addendum 3, Siren Poll Test.	_____
4.0 Verify, RF-OK ACTIVATE_OK.	_____
5.0 If any siren does not poll RF-OK ACTIVATE_OK, or if the siren did not run, the operator is permitted to re-test/poll the affected siren(s) for fifteen minutes. The time stamp on the New Activities Report (printout) will document test start and end times.	_____
6.0 If RF-OK ACTIVATE_OK is not received, repeat on affected sirens only (If all sirens perform N/A this blank as Not Applicable).	
6.1 Select COMMAND	_____
6.2 Select ALERT.	_____
6.3 Type xxx (or select siren(s) to be run by the appropriate siren code).	_____
6.4 Verify RF-OK ACTIVATE_OK.	_____

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Addendum 5	Annual Complete Cycle Test		Page 2 of 2

Activity	Complete
6.5 If RF-OK ACTIVATE_OK is not received after 15 minutes, record a siren failure on Form 1, Siren Test or Inspection Results.	_____
7.0 Reset Sirens by performing the following:	
7.1 Select STATUS.	_____
7.2 Select RESET STATUS.	_____
7.3 Type ***.	_____
7.4 Press ENTER.	_____
8.0 If greater than 50% of the sirens fail the poll tests notify Unit One Control Room Shift Supervisor and the Emergency Response Duty Manager. (This is a one hour NRC reportable event).	_____
9.0 Complete annual siren complete cycle test paperwork.	
9.1 Select REPORT.	_____
9.2 Select NEW ACTIVITIES REPORT.	_____
9.3 Document siren failures and test results on Form1, Siren Test or Inspection Results.	_____
9.4 Attach computer printout to Form 1, Siren Test or Inspection Results.	_____
9.5 Obtain review signature of Supervisor, Communications on Form 1, Siren Test or Inspection Results.	_____
9.6 Forward completed Forms to the Emergency Response Division.	_____
10.0 For any siren that failed, perform visual inspection per Form 2, Siren Maintenance Visual Inspection.	_____

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Form 1	Siren Test or Inspection Results		Page 1 of 2

Date of Test _____

Select the type of test:

- Bi-weekly Silent
 Quarterly Growl
 Annual Complete Cycle Test
 Severe Weather
 Post Maintenance

1. If the test is 100%, skip steps 2-7 and enter the outcome in the Results-Operability Calculation, if the test reveals siren failure(s) follow steps 2-8 and complete the Failures Table.

NOTE

Add additional forms if more space is required. N/A (Not Applicable) is not required on empty rows.

2. Enter siren code of each failed siren, e.g., ADA.
3. Enter the response received from the poll test, such as:
RF-ACTIVATE_NO POWER, AC FAIL, NO RESPONSE FROM POLL
4. Record Helpdesk Number received for failures.
5. Enter Yes or No in appropriate blanks after notification of Matagorda County Sheriff's Office (MCSO).
6. Enter Yes or No in appropriate blanks after notification of Emergency Response Division (ERD).
7. Complete the Results - Operability Calculation.
8. Attach computer printout.

FAILURES TABLE

Siren Code	Poll Response	Helpdesk Number	MCSO Notified	ERD Notified

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Form 1	Siren Test or Inspection Results		Page 2 of 2

RESULTS – OPERABILITY CALCULATION

$$\frac{^{(a)}\text{Total Sirens Tested} - ^{(b)}\text{Total Reported Failures}}{^{(c)}\text{Total Sirens Tested}} \times 100 = \% \text{ Operability}$$

$$\frac{^{(a)} \quad - \quad ^{(b)}}{^{(c)}} \times 100 = \quad \% \text{ Operability}$$

Comments:

Test Completed By: _____ Date: _____
(Print/Sign)

Results Reviewed By: _____ Date: _____
Supervisor, Communications (Print/Sign)

Results Approved By: _____ Date: _____
Supervisor, Emergency Response
or designee (Print/Sign)

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Form 2	Siren Maintenance Visual Inspection		Page 1 of 1

CAUTION

Due to electrical shock hazard, all manual growl tests shall be conducted from the radio control box by pressing the TEST or GROWL button on the Control Panel.

Siren Address Code: _____ Location: _____

1. List any unusual problems or damage: _____

2. Unlock AC power disconnect and turn off power. Open Compulert box and analyze failure lights for problems.
3. Fix/report problems.
 - Blown fuse
 - No power (electrical, battery, power line down)
 - Broken antenna cable
 - Radio inoperable
 - If the problem is electrical, ensure Facilities Management is notified to fix the siren.
 - Other _____
4. Turn power back on and lock AC power disconnect.
5. Perform growl test on the affected siren(s).
6. Did this solve problem?

If yes, then

 - Ensure siren is secure the power is on.
 - Attach computer print out to this form.

If no, troubleshoot and resolve problem and retest.
7. If unable to resolve problem, describe problem found: _____

8. Document conditions in Siren Polling Data Information database.

Visual Inspection Performed by: _____ Date: _____
 (Print/Sign)

Results Reviewed By: _____ Date: _____
 Supervisor, Communications (Print/Sign)

Results Approved By: _____ Date: _____
 Supervisor, Emergency Response
 or designee (Print/Sign)

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Prompt Notification System Implementing Procedure			
Form 3	Siren Visual Inspection		Page 1 of 2

Instructions or filling out form:

1. Mark in the boxes or siren components/tests, which fail the inspection. Do not mark the box of a component/test that works properly.
2. Note any problems that can not be fixed on the comments section of the form.
3. Sign and date this form.
4. Obtain signature of Supervisor, Communications.
5. Obtain the signature of the Emergency Preparedness Division designee.

SIREN CODE	SIREN LOCATION	Box Exteriors			Failure Lights			Tests Siren Motion Observed
		Fuse	Radio Control	Electronic Switch	AC Power Fail	Door Open	Other	
AAA	Wadsworth VFD							
ABA	Selkirk, North							
ABB	Selkirk, South							
ABC	Matagorda VFD							
ABD	Matagorda Beach							
ABE	FM 2668, 0.5 mi (S) of Riverside Park							
ABF	Selkirk VFD							
ADA	Markham VFD							
ADB	EL Maton @ FM 1095							
AEA	SH 35 @ SH 71							
AEB	Blessing VFD							
AEC	Tidewater Oaks @ FM 2853							
AED	Tres Palacios Oaks VFD							
AEE	Collegeport VFD							
BAA	FM 3057 @ FM 2668							
BAB	FM 2078 @ FM 2668							
BAC	CR 242							
BAD	River Bend Boat Access							
BBA	CR 222 @ SH 60							
BBB	Equistar Plant (SH 60)							
BBC	CR 259							

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Form 4	Siren Complete Cycle Test Local Observation		Page 1 of 1

1.0 Siren observer completes the following:

1.1 Siren Location: _____

1.2 Siren Sounds: YES NO

1.3 Siren Rotates (360°) YES NO

1.4 Siren Run Time (minutes): _____

1.5 Comments: _____

1.6 Return completed form to the Supervisor, Emergency Response or designee.

_____ Date: _____
Observer (Print/Sign)

2.0 Supervisor, Emergency Response or designee completes the following:

2.1 *Siren Test Results Sat Unsat

_____ Date: _____
Supervisor, Emergency Response
or designee (Print/Sign)

* The acceptance criteria for the siren complete cycle test shall include: siren sounds, siren rotates during the test, and siren operates for approximately three (3) minutes (CR 01-2004).

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Form 5	Siren Maintenance and Operability Report		Page 1 of 1

 Report Date

 1st 2nd 3rd 4th
 Circle Report Quarter

 Year

MONTH(S)	TOTAL NO. OF SIRENS VERIFIED	TOTAL NO. OF SIREN FAILURES	SIREN FAILURE LOCATION	NATURE OF EACH SIREN FAILURE	DATE FAILURE NOTED	DATE RESTORED TO SERVICE	OPERABILITY PERCENTAGE
	_____ (SIRENS x WEEKS)						%
	_____ (SIRENS x WEEKS)						%
	_____ (SIRENS x WEEKS)						%
AVERAGE =							%
FEMA REGION VI STATE OF TEXAS, DIVISION OF EMERGENCY MANAGEMENT <u>GENERAL INFORMATION</u> TOTAL SIRENS IN SYSTEM: 32 TESTING CYCLE -- BIWEEKLY			$\% \text{ Operability} = \frac{\text{Total Sirens Tested} - \text{Total Reported Failures} \times 100}{\text{Total Sirens Tested}}$ PREPARED BY: _____ (Print/Sign) APPROVED BY: _____ Supervisor, Emergency Response or designee (Print/Sign)				

Note: N/A (Not Applicable) is not required for empty boxes.

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