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FLORIDA POWER
CRYSTAL RIVER UNIT 3
PLANT OPERATING MANUAL

EMERGENCY PLAN IMPLEMENTING PROCEDURE

EM-206

EMERGENCY PLAN ROSTER NOTIFICATION

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1.0 PURPOSE

- 1.1 To provide instructions for methods of notification to emergency response personnel from the Technical Support Center (TSC)/Operational Support Center (OSC) and Emergency Operations Facility (EOF).
- 1.2 To identify locations of emergency rosters and phone directories for:
 - o Emergency Response Personnel Roster
 - o Off-Site Support phone directory (Local, State, Federal)
 - o Emergency Facility Telephone Directory
 - o Violent Weather Committee/Volunteer phone directory
- 1.3 To provide instructions to obtain Emergency Response Team Rosters from the PassPort Personnel Qualification Data system (PQD).

2.0 REFERENCES

2.1 Developmental References

- 2.1.1 10 CFR 50.47, Emergency Plans
- 2.1.2 10 CFR 50, Appendix E, Emergency Planning and Preparedness for Production and Utilization Facilities
- 2.1.3 NUREG-0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
- 2.1.4 Radiological Emergency Response Plan

3.0 PERSONNEL INDOCTRINATION

3.1 Definitions

Activate - To provide notification to emergency response personnel of the need to respond to the TSC/OSC or EOF for staffing and operation.

Operational - The minimum functions and communication links are established, required equipment is in proper working order, and the TSC Emergency Coordinator or EOF Director has assumed responsibility and authority for the emergency condition.

3.2 Responsibilities

- 3.2.1 The Emergency Coordinator notifies Security to activate emergency facilities during the declared emergency condition at CR3.
- 3.2.2 Security ensures emergency response personnel are notified in accordance with this procedure.
- 3.2.3 Technical Training provides data entry, verification, and generation of emergency team rosters.
- 3.2.4 Emergency Preparedness ensures Emergency Response Personnel Roster and Off-Site Support phone directory are reviewed and updated quarterly. These are distributed quarterly in accordance with Section 4.4. [NOCS 1954]

3.3 Limits and Precautions

3.3.1 The emergency group pager system is NOT intended to take the place of manual phone notification of minimum emergency personnel during backshift, weekend or holidays.

3.3.2 Once the TSC or EOF is operational, the Emergency Coordinator or EOF Director determines the number of additional personnel to cope with the emergency and ensures appropriate calls are made for additional emergency support personnel.

4.0 INSTRUCTIONS

4.1 Instructions For Notifying TSC and EOF Staff [NOCS 6100]

4.1.1 The Emergency Coordinator NOTIFIES Security to activate the TSC or EOF.

4.1.2 WHEN requested by Emergency Coordinator to activate the TSC or EOF, THEN immediately ACTIVATE the TSC and/or EOF using options listed in 4.1.2.1 and 4.1.2.2 as appropriate.

4.1.2.1 All Shifts

GO TO Section 4.2.1 and 4.2.2 for activation of the TSC and Dose Assessment Team (non-Security event)

GO TO Section 4.2.3, as requested, for EOF activation (non-Security event).

GO TO Section 4.2.4 for TSC and EOF activation instructions when a Security Event occurs.

4.1.2.2 Backshift, Weekend or Holiday

In addition to activation of emergency group pagers for the TSC or EOF, BEGIN phone notification of the TSC or EOF staff using the Weekly On-Call List.

IF phone contact is NOT made from the Weekly On-Call List for the TSC or EOF, THEN GO TO the ERO Call in Roster (next to pager unit) and NOTIFY a minimum of one person from the positions you were unable to contact.

4.1.3 UNLOCK the entrance doors to the TSC, unless TSC personnel are sent to the EOF.

4.1.4 IF pagers do NOT initiate, THEN begin additional notifications of personnel from the Emergency Response Personnel Roster, as requested. See Section 4.4 for locations of roster.

Notification Methods**4.2.1 TSC – Activation of Emergency Group Pagers****NOTE**

An incorrect entry can be corrected by depressing the "exit" key.

NOTE

There is a backup Quikpager keyboard in the TSC Communications Room.

To initiate the Emergency Group pagers, COMPLETE the following:

- 4.2.1.1 OBTAIN the verification pager located next to the pager unit.
- 4.2.1.2 TURN verification pager on. (You will receive confirmation beeps.)
- 4.2.1.3 DEPRESS the letters "TSC" on Quikpager keyboard.
- 4.2.1.4 DEPRESS "Enter" key.
- 4.2.1.5 DEPRESS "M" (for message) on keyboard.
- 4.2.1.6 DEPRESS "F1" key (stored message instructing personnel to staff the TSC).
- 4.2.1.7 DEPRESS "Enter" key. (Message sent when original screen appears.)
- 4.2.1.8 IF pagers fail to initiate on day shift,
THEN BEGIN notification of TSC staff using the "Office/Cell" numbers listed on the ERO Call in Roster (next to pager unit). CONTACT a minimum of one person from each of the TSC required functions.

NOTE

Activation of DAT page is required every time the TSC is activated.

4.2.2 DAT – Activation of Dose Assessment Team at ALERT

- 4.2.2.1 DEPRESS the letters "DAT" on Quikpager keyboard.
- 4.2.2.2 DEPRESS the "Enter" Key.
- 4.2.2.3 DEPRESS "M" on Keyboard.
- 4.2.2.4 DEPRESS "F2" key (stored message instructing EOF Dose Assessment Team to report to EOF)
- 4.2.2.5 DEPRESS "Enter" Key.
- 4.2.2.6 IF a request was also made to activate the EOF,
THEN GO TO Section 4.2.3.
- 4.2.2.7 IF NO request was made to activate the EOF,
THEN RETURN TO Section 4.1.2.2 if backshift, weekend or holiday,
OR RETURN TO Section 4.1.3.

NOTE

An incorrect entry can be corrected by depressing the "exit" key.

NOTE

There is a backup Quikpager keyboard in the TSC Communications Room.

4.2.3 EOF – Activation of Emergency Group Pagers

To initiate the Emergency Group Pagers, COMPLETE the following:

- 4.2.3.1 OBTAIN the verification pager located next to pager unit.
- 4.2.3.2 TURN verification pager on. (You will receive confirmation beeps.)
- 4.2.3.3 DEPRESS the letters "EOF" on Quikpager keyboard.
- 4.2.3.4 DEPRESS "Enter" key.
- 4.2.3.5 DEPRESS "M" (for message) on keyboard.
- 4.2.3.6 DEPRESS "F2" key (stored message instructing personnel to staff the EOF).
- 4.2.3.7 DEPRESS "Enter" key. (Message sent when original screen appears.)
- 4.2.3.8 IF pagers fail to initiate on day shift,
THEN BEGIN notification of EOF staff using the "Office/Cell" numbers listed on the ERO Call in Roster (next to pager unit). CONTACT a minimum of one person from each of the EOF required functions.
- 4.2.3.9 RETURN to Section 4.1.2.2 and COMPLETE for backshift, weekend or holiday.

4.2.4 TSC and EOF Activation during Security Event

- 4.2.4.1 CONFIRM with the Control Room the location to which TSC personnel are to report.
 - 4.2.4.1.1 IF TSC personnel are to respond to the TSC,
THEN initiate TSC pagers in accordance with Section 4.2.1.
 - 4.2.4.1.2 IF TSC personnel are to respond to the EOF,
THEN PERFORM the following to initiate the Emergency Group pagers.
- 4.2.4.2 OBTAIN the verification pager located next to the Security Quikpager unit.
- 4.2.4.3 TURN verification pager on. (You will receive confirmation beeps.)
- 4.2.4.4 DEPRESS the letters "TSC" on Quikpager keyboard.
- 4.2.4.5 DEPRESS "Enter" key.
- 4.2.4.6 DEPRESS "M" (for message) on keyboard.
- 4.2.4.7 DEPRESS "F5" key (stored message instructing personnel to staff the EOF due to a Security Event).
- 4.2.4.8 DEPRESS "Enter" key. (Message sent when original screen appears.)
- 4.2.4.9 WHEN pager unit finishes sending message,
THEN CONTINUE the following to send message to EOF personnel to staff the EOF.
- 4.2.4.10 DEPRESS the letters "EOF" on Quikpager keyboard.
- 4.2.4.11 DEPRESS "Enter" key.
- 4.2.4.12 DEPRESS "M" (for message) on keyboard.
- 4.2.4.13 DEPRESS "F5" key (stored message instructing personnel to staff the EOF due to Security Event).
- 4.2.4.14 DEPRESS "Enter" key. (Message sent when original screen appears.)
- 4.2.4.15 RETURN to Section 4.1.2.2 and COMPLETE for backshift, weekend or holiday, ensuring personnel understand they are to report to the EOF.

NOTE

Current copies of the ERO Emergency Response Team rosters are located in the Control Room and in the Operational Support Center.

4.3 Instructions For Obtaining Emergency Response Team Rosters [NOCS 9819]

4.3.1 Viewing Individual and Team Qualifications on the PC Screen

- 4.3.1.1 OPEN PQD from a Network computer on Progress Energy web (<http://source/pds/>) or from START-PROGRAMS-Business Applications-PassPort Production-PassPort Information Web Portal.
- 4.3.1.2 SELECT "Services Company" drop down arrow.
- 4.3.1.3 SELECT "Energy Supply-Nuclear".

- 4.3.1.4 SELECT "Crystal River 3 Plant"
- 4.3.1.5 SELECT "Personnel Qualifications".
- 4.3.1.6 SELECT "Teams by Duty Areas" from the "ERO" heading.
- 4.3.1.7 GO TO the "down arrow" and page through the on-screen report until the desired emergency team Duty Area appears, OR
- 4.3.1.8 SEARCH for a specific Duty Area by number or key word or phrase using the "binocular" search button, OR
- 4.3.1.9 SEARCH for an individual by name or social security number using the "binocular" search button.
- 4.3.2 **Printing Individual And Team Qualifications**
- 4.3.2.1 SELECT the "print" icon button on the tool bar to print the entire report OR,
- 4.3.2.2 IDENTIFY the page number(s) of the report that is required for printing.
- 4.3.2.2.1 PRINT by selecting "File" then "Print" from the Windows menu tool bar.
- 4.3.2.2.2 SELECT "Pages" and ENTER the page numbers desired.
- 4.3.2.2.3 SELECT "OK".
- 4.4 **Location of Emergency Rosters and Phone Directories [NOCS 9190, 10517, 10530]**

Emergency rosters and directories identify current ERO members and outside emergency contacts. Hard copies of the emergency rosters and phone directories are located in the following facilities and updated quarterly. Refer to AI-4000, Enclosure 9 for specific location distribution.

- CR-3 Control Room (Emergency Coordinator Manual)
 - Emergency Response Personnel Roster
 - Off-Site Support phone directory
 - Emergency Facility Telephone Directory
 - Violent Weather Committee/Volunteer phone directory
- TSC/OSC (various locations)
 - Emergency Response Personnel Roster
 - Off-Site Support phone directory
 - Emergency Facility Phone Directory
 - Violent Weather Committee/Volunteer phone directory
 - ERO Emergency Response Team rosters
- EOF (EOF Emergency Position Manuals)
 - Emergency Response Personnel Roster
 - Off-Site Support phone directory
 - Emergency Facility Phone Directory
- Security
 - Emergency Response Personnel Roster
 - ERO Call In Roster (With Security Quikpager unit only)

Access to above phone lists, except the ERO Emergency Response Team roster and ERO Call In Roster, are also located on the Emergency Preparedness Web page at:
http://progressnet/cr3/CR3_regaff/cr3_ep/

The ERO Emergency Response Team roster is accessed in accordance with Section 4.3.

REVISION SUMMARY for Rev 99 of EM-206 (February 2003)

Procedure Section	Changes and Reason
Throughout	Clarification: Replaced the term "activate" with "initiate" when the meaning did not refer to the definition associated with activating personnel.
1.3	Clarification: Provide proper title of Emergency Response Team Roster as listed under PQD
4.1.1 and 4.1.2	Clarification: Revised to meet Writers Guide for Instructions.
4.1.2.1	Clarification: Remove reference to activation of Security event on backshift, weekend or holiday. Specific Instructions are now provided under Section 4.2.4, depending on instructions received from Control Room. Clarified first two actions are for non-security events.
4.2.4; 4.2.4.1; 4.2.4.1.1 and 4.2.4.1.2, 4.2.4.1.5	NCR 73206: Instructions clarified and added to confirm with Control Room where TSC personnel are to report during a Security event. IF/THEN statements revised, based on where to direct TSC personnel. Renumbered steps accordingly.
4.2.4.9	Clarification: To ensure Security pages EOF after paging TSC for Security event.
4.3.1.1	Clarification: Web address added for access to PQD from a network computer.
4.3.1	Deleted 2 nd NOTE for Section 4.3 and included in instructions.
4.4	Clarification: Added that hard copies of emergency rosters are updated quarterly and for specific distribution refer to AI-4000, Encl. 9. Also clarified ERO Call In roster is located by the Security quickpager unit only.