

Beaver Valley Power Station

Unit 1/2

EPP-IP-1.1

Notifications

Document Owner
Manager, Emergency Preparedness

Revision Number	31
Level Of Use	General Skill Reference
Safety Related Procedure	Yes

CONTROLLED
BVPS UNIT 3

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A. PURPOSE

This procedure provides guidance for making initial and follow-up notifications during an emergency.

B. REFERENCES

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan.
- 2.0 Commonwealth of Pennsylvania Disaster Operations Plan/Annex E.
- 3.0 State of Ohio Nuclear Power Plant Emergency Response Plan.
- 4.0 West Virginia Radiological Emergency Plan for A Fixed Nuclear Facility.
- 5.0 Title 10, Code of Federal Regulations Part 50, Appendix E.
- 6.0 NUREG-0654/FEMA-REP-1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".
- 7.0 Condition Report #971737.
Condition Report #980706.
Condition Report #991967.
Condition Report #993020
TCN 1/2-00-020
Nuclear Regulatory Issue Summary 2000-11
Condition Report #01-1975
Condition Report #01-0693
Condition Report #00-4309
Condition Report #00-2202
Condition Report #01-6697
Condition Report #02-03299-78
Condition Report #02-03299-89
Condition Report #02-03299-127
Condition Report #02-04927
Condition Report #02-03681
Condition Report #02-04054

C. RESPONSIBILITIES

The Communications and Records Coordinator (or qualified designated communicator, until properly relieved) is responsible to ensure that all required offsite notifications are completed within the proper time frame following the declaration of an emergency. Security is responsible for initial notifications to near-site buildings.

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D. ACTION LEVELS/PRECAUTIONS

- 1.0 This procedure is to be initiated upon any of the following conditions:
 - 1.1 An emergency condition has been declared at the Beaver Valley Power Station as defined in the BVPS Emergency Preparedness Plan.
 - 1.2 An existing emergency condition has been reclassified to a higher emergency category, and/or, a significant deterioration in conditions has occurred.
 - 1.3 The emergency situation has been corrected, the emergency terminated, and recovery operations have begun.
- 2.0 Emergency communications will originate in the BV 1/2 Control Rooms. See EPP/IP 1.2 "Communication and Dissemination of Information" for details of the communication systems available.
- 3.0 To minimize the spread of rumors and undue public anxiety, the following precautions should be followed:
 - 3.1 All initial and follow-up notifications to County and State agencies **SHALL** be made with the Bell telephone system as the primary means, with predesignated back-ups available in the event the telephone systems are inoperable. A code word is utilized to ensure only authorized individuals receive the information.
 - 3.2 Information **SHALL** be provided to only individuals whose identity is known, and whose organization is listed on Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**. Any requests for information should be relayed to Corporate Communications at 724-682-5201.
 - 3.3 No news announcements on the incident **SHALL** be made prior to completion of all required notifications. News announcements will be developed as coordinated by the Corporate Communications Department.
- 4.0 In the event of a forced Control Room evacuation, the Onshift Communications and Records Coordinator will relocate to either CAS or the Communications Area of the TSC area of the ERF building, to make the required emergency notifications.

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4.1 The Onshift Communications and Records Coordinator should contact the Emergency Director for form approvals and log the Emergency Director's name on the appropriate form.

Unit #1 – 724-682-5827
Unit #2 – 724-682-5327

NOTE:

If necessary, Security may radio the officer assigned to the Emergency Director/SM under Appendix R to relay information as needed.

5.0 Upon the initial declaration of an Unusual Event (only when ERO activated), Alert, Site Area Emergency or General Emergency, Security personnel in the CAS will complete Form EPP-IP-1.1.F.05, **SECURITY NEAR-SITE BUILDING EMERGENCY NOTIFICATIONS**

6.0 All event notifications and escalations **SHOULD** be made to PEMA. Follow-Up Notifications **SHOULD** be directed to DEP/BRP. PEMA will ensure DEP/BRP is informed of the situation and contacts the plant for verification and assessment of the incident.

7.0 Should any emergency situation require contacting the Beaver County Emergency Services Center (i.e., fire, ambulance), **DO NOT** use 9-1-1. **NOTIFY** Beaver County Emergency Services Center at (724) 775-0880.

8.0 Once the County Emergency Operations Centers (EOC's) are activated, the Coordinators may inform the BVPS emergency communicator of an alternate phone number to be utilized.

9.0 Should there be questions concerning the required notifications and/or the appropriate paperwork (notification forms, logs, etc.), personnel from Emergency Preparedness may be contacted for assistance.

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E. PROCEDURE

NOTE:

Initial Notifications are to be made to the first six listed Agencies on Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATIONS CALL LIST** and **MUST** be made within 15 minutes of the event declaration. Subsequent notifications **MUST** still be made.

NOTE:

The BVPS Radio System is the alternate to the commercial phone system for notifications of offsite emergency response organizations. **EPP/IP 1.2 Attachment 3, Step 5.0** provides direction in its use.

NOTE:

If an emergency is reclassified and upgraded during the Follow-Up Notification process, the Communicator **SHALL** terminate the notification in progress and begin the upgraded Initial Notification process again per appropriate Attachment. If the Initial Notification Conference (INC) call is in progress, then the upgraded notifications **SHALL** be provided at this time. The 15-minute clock for the notifications will restart at the time of the upgraded declaration.

NOTE:

IF contact cannot be made with the State of West Virginia, contact Hancock County (WVa) stating West Virginia did not answer and request Hancock County Office of Emergency Services contact the State with the Initial Notification information. It does not need read again.

NOTE:

Faxing of Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM** is NOT the "Official" Notification to the Offsite Agencies and does NOT meet the 15-minute notification criteria. The 15-minute notification criteria is met and "Official" notification made when a representative of BVPS speaks with a representative of each Offsite Agency.

1.0 Initial Notifications

- 1.1 Complete Initial Notifications and document as thoroughly as possible according to the instructions provided.**

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1.2 Control Room personnel should utilize Part A of the applicable notification Attachment shown below.

• Unusual Event Notification	Attachment 2
• Alert Notification	Attachment 3
• Site Area Emergency Notification	Attachment 4
• General Emergency Notification	Attachment 5

1.3 TSC personnel should refer to Attachments 6 and 7.

2.0 Follow-Up Notifications

NOTE:

The follow-up notification provides technical information to those qualified to use the data and serves as a means to verify the authenticity of an emergency notification. The code word also provides verification.

NOTE:

Information for the **GASEOUS FOLLOW-UP NOTIFICATION FORM** is available via a MIDAS printout from Health Physics or EA&DP personnel.

2.1 Control Room personnel should utilize the applicable part of the Notification Attachment shown below.

• Unusual Event Notification	Attachment 2
• Alert Notification	Attachment 3
• Site Area Emergency Notification	Attachment 4
• General Emergency Notification	Attachment 5

2.2 TSC personnel should refer to Attachment 6, Step 3.0.

3.0 Subsequent Notifications

3.1 If it becomes necessary to reclassify the emergency, Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM** is used and notifications are made in the same manner specified in Section E-1 of this procedure.

3.2 Form EPP-IP-1.1-F.03, **FOLLOW-UP NOTIFICATION FORM** should be updated periodically (i.e., 2 times per shift) or at the discretion of the Emergency Director. This notification does not represent a change in classification.

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4.0 **Transfer of Responsibility**

4.1 When TSC personnel are activated and have arrived onsite, a turnover **SHALL** be performed from the on-shift response organization to the TSC response organization using Form EPP-IP-1.1.F.06, **TSC COMMUNICATIONS AND RECORDS COORDINATOR TURNOVER CHECKLIST**.

4.2 When informed by TSC Communications and Records Coordinator, transfer communication responsibilities from the Control Room to the Technical Support Center.

5.0 **Termination**

5.1 When the emergency situation at BVPS has been terminated, make the appropriate termination calls per Form EPP-IP-1.1.F.04, **EMERGENCY TERMINATION CHECKLIST**.

F. FINAL CONDITIONS

1.0 Use of this procedure **SHALL** be terminated when the emergency situation is corrected or when directed by the Emergency Director.

2.0 Form EPP-IP-1.1.F.04, **EMERGENCY TERMINATION CHECKLIST** is to be completed for termination calls to offsite agencies for all emergency events.

NOTE:

Upon termination of the emergency situation and the subsequent termination of this IP, All originals of completed Attachments **SHALL** be forwarded to Emergency Preparedness.

G. ATTACHMENTS

1.0 **ACTIVATION OF THE ERO USING BEEPERS AND ERO VOICE MAIL SYSTEM**

2.0 **UNUSUAL EVENT NOTIFICATIONS**

3.0 **ALERT NOTIFICATIONS**

4.0 **SITE AREA EMERGENCY NOTIFICATIONS**

5.0 **GENERAL EMERGENCY NOTIFICATIONS**

6.0 **TSC EVENT NOTIFICATION**

7.0 **NOTIFICATION FORM FAXING INSTRUCTIONS**

8.0 **ERO BEEPER ACTIVATION INSTRUCTIONS**

9.0 **ACTIVATION OF THE INITIAL NOTIFICATION CONFERENCE (INC) CALL INSTRUCTIONS**

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10.0 INSTRUCTIONS FOR NOTIFICATION OF ERO FOR EVENT ESCALATION/UPDATES

H. RECORDS AND FORMS

1.0 Records

1.1 Completed copies of the Attachments listed below shall be routed to the Manager, Emergency Preparedness prior to retention by Beaver Valley Records Center.

1.1.1 Attachment 1, Activation of the ERO Using Beepers and ERO Voice Mail System.

1.1.2 Attachment 2, Unusual Event Notifications

1.1.3 Attachment 3, Alert Notifications

1.1.4 Attachment 4, Site Area Emergency Notifications

1.1.5 Attachment 5, General Emergency Notifications

1.1.6 Attachment 6, TSC Event Notification

1.1.7 Attachment 7, Notification Form Faxing Instructions

1.1.8 Attachment 8, ERO Beeper Activation Instructions

1.1.9 Attachment 9, Activation of the Initial Notification Conference (INC) Call Instructions

1.1.10 Attachment 10, Instructions for Notification of ERO Event Escalation/updates

2.0 Forms

2.1 EPP-IP-1.1.F.01 INITIAL NOTIFICATION FORM

2.2 EPP-IP-1.1.F.02 EMERGENCY NOTIFICATION CALL-LIST

2.3 EPP-IP-1.1.F.03 FOLLOW-UP NOTIFICATION FORM

2.4 EPP-IP-1.1.F.04 EMERGENCY TERMINATION CHECKLIST

2.5 EPP-IP-1.1.F.05 SECURITY NEAR-SITE BUILDING EMERGENCY NOTIFICATIONS

2.6 EPP-IP-1.1.F.06 TSC COMMUNICATIONS AND RECORDS COORDINATOR TURNOVER CHECKLIST

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ATTACHMENT 1 (1 of 8)

ACTIVATION OF THE ERO USING BEEPERS AND ERO VOICE MAIL SYSTEM

A. PURPOSE

This attachment is for using beepers and the Voice Mail System to make emergency event notifications to Emergency Response Organization (ERO) personnel and to verify that adequate ERO staffing levels are available.

B. RESPONSIBILITY

The Onshift Communications and Records Coordinator is responsible to ensure the actions outlined in this attachment are implemented.

C. EQUIPMENT AND MATERIALS

1.0 The following beeper notification system equipment is kept in CAS:

1.1 ERO beeper.

2.0 The following are found in the Control Room EPP sealed drawer.

2.1 Event Classification Packages

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D. PROCEDURE

1.0 Beeper Activation, using ERO Voice Mail System by CAS.

NOTE:

If at any time prior to beeper activation utilizing the 5080 suffix, the beepers activate with the appropriate message and with 4370 or 4380 as the last four (4) digits, continue with the Initial Notifications in progress.

- 1.1** Upon the failure of the BVERS to actuate the ERO beepers, or at the discretion of the SM/Emergency Director, the Onshift Communications and Records Coordinator **SHALL** call the Central Alarm Station (CAS), providing to the Nuclear Security Shift Supervisor or designee the following:

1.1.1 Your name and position.

1.1.2 EPP Code Word.

1.1.3 Event Classification

1.1.4 Appropriate beeper code:

9999995080 ("Actual Event")

0000005080 ("Actual Event--Site Inaccessible")

1.1.5 Request a call back when CAS pager actuates with proper code.

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1.1.6 Instructions as to which message to be used for the ERO Voice Mail System:

"Actual Event"

"Actual Event--Site Inaccessible"

1.2 Instruct the Nuclear Shift Security Supervisor to activate the beepers with the appropriate code.

1.2.1 Instruct the Nuclear Shift Security Supervisor to repeat the beeper activation two (2) times, 10 minutes apart to ensure that all appropriate personnel receive the call (i.e., 11:00 original call, 11:10 first recall, 11:20 second recall).

1.3 Once the ERO Voice Mail message has been changed, the Nuclear Security Shift Supervisor, or his designee, **SHALL** activate the ERO beepers.

NOTE:

The BVPS Radio System is the alternate to the commercial phone system for notification of offsite emergency response organizations. **EPP/IP 1.2, Attachment 3, Step 5.0** provides direction in its use.

1.4 Twenty minutes after the CAS pager has actuated, perform the following:

NOTE:

The ERO Voice Mail System has a maximum of 4 lines available. If no lines are available, a busy signal will be received.

1.4.1 Remove the last three (3) pages of this Attachment "ERO Position List".

1.4.2 From a touch-tone phone or from a PAX phone dial 9-682-5080.

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1.4.3 When the message begins press #.

NOTE:

Any calls responding to the beeper activation that are received by CAS or the Control Room are also to be included in the ERO Beeper Holders List.

NOTE:

Pressing **1** will repeat the voice mail message, pressing **2** will go to the next message. **DO NOT ERASE** voice mail messages. You do not have to wait for the prompt to press **1** or **2**.

1.4.4 When prompted to enter a Mail Box Number, enter * **1 1 3** for an Actual Event or * **1 1 4** for an Actual Event-Site Inaccessible.

NOTE:

ERO Call List and ERO Beeper Holders List are located on the EP Department Web Page.

1.5 On the "ERO Position List", record the callers name, ETA and if they are "fit-for-duty" in the columns beside their ERO position. If a caller reports not "fit-for-duty", write N/A in the ETA column.

NOTE:

The first 18 positions on the "ERO Position List" is the "Minimum Staffing" for TSC activation.

1.6 When done with messages on the ERO Voice Mail System, press * * to exit Voice Mail.

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- 1.7 Verify the first 18 positions on the "ERO Position List" are filled.

NOTE:

Attempts to contact designated coordinators or alternates of a position should be made using the current Emergency Response Organization Call List.

- 1.8 If no one for a designated position on the Minimum Staffing Section of the "ERO Position List" has responded, make follow-up calls to the designated coordinator **OR** alternates **UNTIL** a person qualified to fill that position has been contacted.
- 1.9 When all responses have been recorded on the "ERO Position List" **AND** the Minimum Staffing Checklist, perform the following:
- 1.9.1 Deliver copies of all paperwork to the ED.
- 1.9.2 Retain the original paperwork and forward to the Emergency Preparedness upon termination of the event.
- 1.10 When the emergency terminates or at the direction of the SM/Emergency Director or Communications and Records Coordinator, have CAS return the ERO Voice Mail message to the **NORMAL** message.
- 1.11 In the case of an actual emergency, Control Room personnel **SHOULD NOT** erase the incoming voice mail messages. They are to be retained for permanent records of the calls received during the emergency.
- 2.0 Return to EPP/IP 1.1, Notification Attachment in progress.

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NOTIFICATIONS
ERO POSITION LIST
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POSITION	NAME	ETA	FFD
EMERGENCY DIRECTOR			
COMMUNICATIONS & RECORDS COORDINATOR			
COMMUNICATIONS ASSISTANT			
COMMUNICATIONS ASSISTANT			
COMMUNICATIONS ASSISTANT			
EA&DP COORDINATOR			
TSC COORDINATOR			
RADCON COORDINATOR			
MAINTENANCE COORDINATOR			
ENGINEERING COORDINATOR			
OSC COORDINATOR			
OSC H.P. COORDINATOR			
COMPUTER COORDINATOR			
MECHANICAL ENGINEER			
ELECTRICAL ENGINEER			
NUCLEAR ENGINEER			
CHEMISTRY COORDINATOR			
EMERGENCY RECOVERY MANAGER			

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ERO POSITION LIST

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POSITION	NAME	ETA	FFD
OSC COORDINATOR ASSISTANT			
OSC COORD. ASST			
OSC H.P. COORDINATOR ASSISTANT.			
OSC H.P. COORDINATOR ASSISTANT			
OSC H.P. COORDINATOR ASSISTANT			
ASSISTNAT TO THE EMERGENCY DIRECTOR			
TSC OPS COORDINATOR			
TSC OPS COORDINATOR ASSISTANT			
OPS COMMUNICATOR			
OPS COMMUNICATOR			
OPS COMMUNICATOR.			
EA&DP ASSISTANT			
EA&DP ASSISTANT			
ENVIRONMENTAL COORDINATOR			
CHEMISTRY COORDINATOR ASSISTANT			
COMPUTER OPERATOR			
COMPUTER OPERATOR			
COMPUTER OPERATOR			
MATERIALS ENGINEER			

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ERO POSITION LIST

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POSITION	NAME	ETA	FFD
SYSTEM ENGINEER			
ASSISTANT TO THE EMERGENCY/RECOVERY MANAGER			
EOF OPERATIONS COORDINATOR			
EOF OPS COMMUNICATOR			
OFFSITE AGENCY LIAISON			
NUCLEAR COMMUNICATIONS MANGER			
NUCLEAR COMMUNICATIONS WRITER			
NUCLEAR COMMUNICATIONS WRITER			
NUCLEAR COMMUNICATIONS TECHNICAL ADVISOR			
JPIC MANAGER			
INFORMATION MANAGER			
INFORMATION COORDINATOR			
CHIEF COMPANY SPOKESPERSON			
TECHNICAL ADVISOR			
MEDIA RELATIONS COORDINATOR			
MEDIA RELATIONS COORDINATOR			
LOGISTICS COORDINATOR			

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UNUSUAL EVENT NOTIFICATIONS CONTROL ROOM

A. Onshift Communications and Records Coordinator Initial Notification Actions:

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED.
- 2.0 Fax the **INITIAL NOTIFICATION FORM** to the Offsite Agencies.
 - 2.1 Place completed Notification Form(s) on the fax machine (face down).
 - 2.2 Turn the external speaker located on the rear of the fax machine "on".

NOTE:

Not all voice prompts are listed here, only the key ones.

NOTE:

If Speed Dial buttons do not work, use the instructions provided in Attachment 7 of IP 1.1, page 2 of 2.

- 2.3 Press the "**HOOK**" button or, if external speaker is not functioning, lift the phone receiver.
- 2.4 Press Speed Dial number "**01**" (**EPP FAX**) on the fax machine.
- 2.5 At the voice prompt "ENTER THE SUBSCRIBER ID AND POUND SIGN", Press Speed Dial number "**02**"
- 2.6 At the voice prompt "ENTER THE PASSWORD AND POUND SIGN", Press Speed Dial number "**03**".
- 2.7 You will hear a voice prompt "LOGGING IN, PLEASE WAIT". At the voice prompt "TO SEND A MESSAGE PRESS "1", press 1 on the numeric keypad (do not wait for additional prompts).

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UNUSUAL EVENT NOTIFICATIONS CONTROL ROOM

- 2.8 At the voice prompt "ENTER RECIPIENT ADDRESS NUMBER, TO FAX TO A LIST PRESS *L", press Speed Dial number "04".
- 2.9 A voice prompt will inform you that "YOUR MESSAGE ID IS _____ AND WILL BE SENT TO LIST _____"
- 2.10 At the voice prompt "PLEASE START YOUR FAX MACHINE", press START.
- 2.11 Hang up the handset if used.
- 2.12 Turn "OFF" the external speaker on the rear of the fax machine, if used.
- 3.0 Activate Off-Site Agency Initial Notification Conference (INC) Call.
 - 3.1 On EP Auto-Dialer, press button marked INC OR dial 9# 1-330-315-4380 (or from a PAX phone, dial 9-1-330-315-4380).
 - 3.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.
 - 3.2.1 IF unable to activate go to Step 4 of this attachment.
 - 3.3 When prompted, enter the scenario number XXXX.
 - 3.4 When prompted, verify the scenario number (9 for YES or 6 for NO).
 - 3.5 Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
 - 3.6 Hang up.

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UNUSUAL EVENT NOTIFICATIONS
CONTROL ROOM

- 4.0 Access Initial Notification Conference Bridge.
- 4.1 On EP Auto-Dialer, press button marked **CONF. Bridge OR** dial 9# 724-682-1900 (**OR** from a PAX phone, dial 9-724-682-1900).
- 4.2 When prompted, enter XXXX, then the # key.
- 4.2.1 If unable to activate, go to PART B of this attachment.
- 5.0 Provide Initial Notification to Offsite Agencies.
- 5.1 As each Agency enters the INC call, state the following:
- 5.1.1 "This is _____ at Beaver Valley
(Your Name)
Power Station, the Code Word is _____."
- 5.1.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

- 5.2 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
- 5.2.1 IF YES, ask if there are any questions.
- 5.2.2 STATE the Protective Action Recommendation.
- 5.2.3 IF NO, provide information from **INITIAL NOTIFICATION FORM**.

(Continued)

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ATTACHMENT 2 (4 of 9)

UNUSUAL EVENT NOTIFICATIONS
CONTROL ROOM

- 5.3 **STATE** "A Follow-Up Notification will be provided as information becomes available."
- 5.4 **STATE** "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 5.5 For any Agency(ies) **NOT** on the conference call, perform the following:
- 5.5.1 Contact each remaining Offsite Agency and,
- 5.5.2 Record the contact time and the name of the agency representative.
- 5.5.3 **STATE** "This is ____ (Your Name) ____ EPP Communicator".
- 5.5.4 **STATE** "EPP Code Word is _____."
- 5.5.5 Ask each Agency if they received the **INITIAL NOTIFICATION FORM** Fax and if it is legible.
- 5.5.5.1 If **YES**, ask if there are any questions.
- 5.5.5.2 **STATE** the Protective Action Recommendation.
- 5.5.5.3 If **NO**, provide information from the **INITIAL NOTIFICATION FORM**.
- 6.0 Notify the SM/ED of ERO Initial Notifications completed.
- Give SM/ED the Execution Roster qualified Report from BVERS when it arrives on Control Room FAX machine (approximately thirty minutes from ERO activation).

Beaver Valley Power Station		Procedure Number. EPP-IP-1.1	
Title Notifications		Unit 1/2	Level Of Use General Skill Reference
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ATTACHMENT 2 (5 of 9)

UNUSUAL EVENT NOTIFICATIONS
CONTROL ROOM

- 7.0 Document contact of the NRC within one (1) hour of the event declaration on Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
- 8.0 Review Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** with the SM/ED and contact each of the selected Personnel/Organizations, as required.
- 9.0 Conduct Follow-Up Notifications.
 - 9.1 Obtain a completed **FOLLOW-UP NOTIFICATION FORM** from the SM/ED.
 - 9.2 Fax the **FOLLOW-UP NOTIFICATION FORM** to the Offsite Agencies using the instructions from Step 2.0.
 - 9.3 20 minutes after FAX was sent, or after return FAX received in the Control Room, notify the six (6) Offsite Agencies **INDIVIDUALLY** using Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** by:
 - 9.3.1 **STATE** "This is ____ (Your Name) ____ EPP Communicator".
 - 9.3.2 **STATE** "The Code Word is _____".
 - 9.3.3 Record the contact time and the name of the agency representative on the Follow-Up Notification part of Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
 - 9.3.4 Ask agency if they received the Follow-Up Notification #XX FAX and if it is legible.
 - 9.3.5 If YES, ask if any questions.
 - 9.3.6 If NO, provide information from the **FOLLOW-UP NOTIFICATION FORM**.

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Title:		Unit: 1/2	Level Of Use General Skill Reference
Notifications		Revision 31	Page Number: 22 of 74

ATTACHMENT 2 (6 of 9)

UNUSUAL EVENT NOTIFICATIONS
CONTROL ROOM

- 10.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).
- 11.0 Upon termination of the emergency:
 - 11.1 When directed by SM/ED, complete Form EPP-IP-1.1.F.04, **EMERGENCY TERMINATION CHECKLIST**.
 - 11.2 Collect all original/completed attachments and forward to Emergency Preparedness.

NOTE:

ONLY perform this part to contact Offsite Agencies individually for Initial Notification.

- B. Backup Initial Notification Conference Call.
 - 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from SM/ED or Control Room Fax machine.
 - 2.0 Dial 1-800-882-3610 (or 1-412-380-2000).
 - 3.0 Enter PASSCODE XXXXXX when prompted.
 - 4.0 If unable to activate, go to PART C of this Attachment.

Beaver Valley Power Station		Procedure Number EPP-IP-1.1	
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ATTACHMENT 2 (7 of 9)

UNUSUAL EVENT NOTIFICATIONS
CONTROL ROOM

5.0 Provide Initial Notification to Offsite Agencies

5.1 As each Agency enters the INC call, state the following:

**5.5.1 "This is _____ at Beaver Valley
(Your Name)**

Power Station, the Code Word is _____."

5.5.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

5.2 Ask each agency if they received the INITIAL NOTIFICATION FORM FAX and if it is legible.

5.5.3 IF YES, ask if there are any questions.

5.5.4 STATE the Protective Action Recommendation.

5.5.5 IF NO, provide information from INITIAL NOTIFICATION FORM.

5.3 STATE "A Follow-Up Notification will be provided as information becomes available."

5.4 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."

(Continued)

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UNUSUAL EVENT NOTIFICATIONS
CONTROL ROOM

- 5.5 For any Agency(ies) **NOT** on the conference call, perform the following:
 - 5.5.1 Contact each remaining Offsite Agency and,
 - 5.5.2 Record the contact time and the name of the agency representative.
 - 5.5.3 **STATE** "This is _____ (Your Name) _____ EPP Communicator".
 - 5.5.4 **STATE** "EPP Code Word is _____."
 - 5.5.5 Ask each Agency if they received the **INITIAL NOTIFICATION FORM** Fax and if it is legible.
 - 5.5.5.1 If **YES**, ask if there are any questions.
 - 5.5.5.2 **STATE** the Protective Action Recommendation.
 - 5.5.5.3 If **NO**, provide information from the **INITIAL NOTIFICATION FORM**.

6.0 Return to PART A, Step 5.0 of this Attachment.

C. Individual Offsite Agency Initial Notification(s).

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED or Control Room FAX machine.
- 2.0 Contact each required Offsite Agency per Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
- 3.0 Record the contact time and the name of agency representative on attachment.
- 4.0 **STATE** "This is _____ (Your Name) _____ EPP Communicator".
- 5.0 **STATE** "EPP Code Word is _____."

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ATTACHMENT 2 (9 of 9)

UNUSUAL EVENT NOTIFICATIONS
CONTROL ROOM

- 6.0 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
 - 6.1 If **YES**, ask if there are any questions.
 - 6.2 **STATE** the Protective Action Recommendation.
 - 6.3 If **NO**, provide information from **INITIAL NOTIFICATION FORM**.
- 7.0 Return to Part A, Step 5.0 of this attachment.

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ATTACHMENT 3 (1 of 9)

ALERT NOTIFICATIONS
CONTROL ROOM

A. Onshift Communications and Records Coordinator Initial Notification Actions:

- 1.0 Obtain completed INITIAL NOTIFICATION FORM from the SM/ED.**
- 2.0 Fax the INITIAL NOTIFICATION FORM to the Offsite Agencies.**
 - 2.1 Place completed Notification Form(s) on the fax machine (face down).**
 - 2.2 Turn the external speaker located on the rear of the fax machine "on".**

NOTE:

Not all voice prompts are listed here, only the key ones.

NOTE:

If Speed Dial buttons do not work, use the instructions provided in Attachment 7 of IP 1.1, page 2 of 2.

- 2.3 Press the "HOOK" button or, if external speaker is not functioning, lift the phone receiver.**
- 2.4 Press Speed Dial number "01" (EPP FAX) on the fax machine.**
- 2.5 At the voice prompt "ENTER THE SUBSCRIBER ID AND POUND SIGN", Press Speed Dial number "02".**
- 2.6 At the voice prompt "ENTER THE PASSWORD AND POUND SIGN", Press Speed Dial number "03".**
- 2.7 You will hear a voice prompt "LOGGING IN, PLEASE WAIT". At the voice prompt "TO SEND A MESSAGE PRESS "1", press 1 on the numeric keypad (do not wait for additional prompts).**

(Continued)

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ATTACHMENT 3 (2 of 9)

ALERT NOTIFICATIONS CONTROL ROOM

- 2.8 At the voice prompt "ENTER RECIPIENT ADDRESS NUMBER, TO FAX TO A LIST PRESS *L", press Speed Dial number "04".
- 2.9 A voice prompt will inform you that "YOUR MESSAGE ID IS _____ AND WILL BE SENT TO LIST _____"
- 2.10 At the voice prompt "PLEASE START YOUR FAX MACHINE", press START.
- 2.11 Hang up the handset if used.
- 2.12 Turn "OFF" the external speaker on the rear of the fax machine, if used.
- 3.0 Activate Off-Site Agency Initial Notification Conference (INC) Call.
 - 3.1 On EP Auto-Dialer, press button marked INC OR dial 9# 1-330-315-4380 (or from a PAX phone, dial 9-1-330-315-4380).
 - 3.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.
 - 3.2.1 IF unable to activate go to Step 4 of this Attachment.
 - 3.3 When prompted, enter the scenario number XXXX.
 - 3.4 When prompted, verify the scenario number (9 for YES or 6 for NO).
 - 3.5 Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
 - 3.6 Hang up.

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ATTACHMENT 3 (3 of 9)

ALERT NOTIFICATIONS
CONTROL ROOM

- 4.0** Access Initial Notification Conference Bridge.
- 4.1** On EP Auto-Dialer, press button marked **CONF. Bridge OR** dial 9# 724-682-1900 (OR from a PAX phone, dial 9-724-682-1900).
- 4.2** When prompted, enter XXXX, then the # key.
- 4.2.1** If unable to activate, go to PART B of this attachment.
- 5.0** Provide Initial Notification to Offsite Agencies.
- 5.1** As each Agency enters the INC call, state the following:
- 5.1.1** "This is _____ at Beaver Valley
(Your Name)
Power Station, the Code Word is _____."
- 5.1.2** Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

- 5.2** Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
- 5.2.1** IF YES, ask if there are any questions.
- 5.2.2** **STATE** the Protective Action Recommendation.
- 5.2.3** IF NO, provide information from **INITIAL NOTIFICATION FORM**.

(Continued)

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ATTACHMENT 3 (4 of 9)

ALERT NOTIFICATIONS
CONTROL ROOM

- 5.3 **STATE** "A Follow-Up Notification will be provided as information becomes available."
- 5.4 **STATE** "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 5.5 For any Agency(ies) not on the conference call, perform the following:
 - 5.5.1 Contact each remaining Offsite Agency and,
 - 5.5.2 Record the contact time and the name of the agency representative.
 - 5.5.3 **STATE** "This is _____ (Your Name) _____ EPP Communicator".
 - 5.5.4 **STATE** "EPP Code Word is _____."
 - 5.5.5 Ask each Agency if they received the **INITIAL NOTIFICATION FORM** Fax and if it is legible.
 - 5.5.5.1 If **YES**, ask if there are any questions.
 - 5.5.5.2 **STATE** the Protective Action Recommendation.
 - 5.5.5.3 If **NO**, provide information from the **INITIAL NOTIFICATION FORM**.
- 6.0 Notify the SM/ED of ERO Initial Notifications completed.
 - Give SM/ED the Execution Roster qualified Report from BVERS when it arrives on Control Room FAX machine (approximately thirty minutes from ERO activation).

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ATTACHMENT 3 (5 of 9)

ALERT NOTIFICATIONS
CONTROL ROOM

7.0 Document contact of the NRC within one (1) hour of the event declaration on Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.

8.0 Review Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** with the SM/ED and contact each of the selected Personnel/Organizations, as required.

9.0 Conduct Follow-Up Notifications.

9.1 Obtain a completed **FOLLOW-UP NOTIFICATION FORM** from the SM/ED.

9.2 Fax the **FOLLOW-UP NOTIFICATION FORM** to the Offsite Agencies using the instructions from Step 2.0.

9.3 20 minutes after FAX was sent, or after return FAX received in the Control Room, notify the six (6) Offsite Agencies **INDIVIDUALLY** using Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** by:

9.3.1 STATE "This is _____ (Your Name) _____ EPP Communicator".

9.3.2 STATE "The Code Word is _____".

9.3.3 Record the contact time and the name of the agency representative on the Follow-Up Notification part of Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.

9.3.4 Ask agency if they received the Follow-Up Notification #XX FAX and if it is legible.

9.3.5 If YES, ask if any questions.

9.3.6 If NO, provide information from the **FOLLOW-UP NOTIFICATION FORM**.

10.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).

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ATTACHMENT 3 (6 of 9)

ALERT NOTIFICATIONS
CONTROL ROOM

11.0 Upon termination of the emergency:

11.1 When directed by SM/ED, complete Form EPP-IP-1.1.F.04, **EMERGENCY TERMINATION CHECKLIST**.

11.2 Collect all original/completed attachments and forward to Emergency Preparedness (BV-T).

NOTE:

ONLY perform this part to contact Offsite Agencies individually for Initial Notification.

B. Backup Initial Notification Conference Call

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED or Control Room Fax machine.
- 2.0 Dial 1-800-3610 (or 1-412-380-2000)
- 3.0 Enter PASSCODE XXXXXX when prompted.
- 4.0 If unable to activate, go to PART C of this Attachment.

(Continued)

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ATTACHMENT 3 (7 of 9)

ALERT NOTIFICATIONS
CONTROL ROOM

5.0 Provide Initial Notification to Offsite Agencies.

5.1 As each Agency enters the INC call, state the following:

**5.1.1 "This is _____ at Beaver Valley
(Your Name)**

Power Station, the Code Word is _____."

5.1.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

5.2 Ask each agency if they received the INITIAL NOTIFICATION FORM FAX and if it is legible.

5.2.4 IF YES, ask if there are any questions.

5.2.5 STATE the Protective Action Recommendation.

5.2.6 IF NO, provide information from INITIAL NOTIFICATION FORM.

5.3 STATE "A Follow-Up Notification will be provided as information becomes available."

5.4 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."

(Continued)

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ATTACHMENT 3 (8 of 9)

ALERT NOTIFICATIONS CONTROL ROOM

- 5.5 For any Agency(ies) **NOT** on the conference call, perform the following:
- 5.5.1 Contact each remaining Offsite Agency and,
 - 5.5.2 Record the contact time and the name of the agency representative.
 - 5.5.3 **STATE** "This is _____ (Your Name) _____ EPP Communicator".
 - 5.5.4 **STATE** "EPP Code Word is _____."
 - 5.5.5 Ask each Agency if they received the **INITIAL NOTIFICATION FORM** Fax and if it is legible.
 - 5.5.5.1 If **YES**, ask if there are any questions.
 - 5.5.5.2 **STATE** the Protective Action Recommendation.
 - 5.5.5.3 If **NO**, provide information from the **INITIAL NOTIFICATION FORM**.

6.0 Return to PART A, Step 5.0 of this Attachment.

C. Individual Offsite Agency Initial Notification(s).

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED or Control Room FAX machine.
- 2.0 Contact each required Offsite Agency per Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
- 3.0 Record the contact time and the name of agency representative on attachment.
- 4.0 **STATE** "This is _____ (Your Name) _____ EPP Communicator".
- 5.0 **STATE** "EPP Code Word is _____."

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ATTACHMENT 3 (9 of 9)

ALERT NOTIFICATIONS
CONTROL ROOM

- 6.0 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
 - 6.1 If **YES**, ask if there are any questions.
 - 6.2 **STATE** the Protective Action Recommendation.
 - 6.3 If **NO**, provide information from **INITIAL NOTIFICATION FORM**.
- 7.0 Return to Part A, Step 5.0 of this attachment.

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Unit

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ATTACHMENT 4 (1 of 9)

SITE AREA EMERGENCY NOTIFICATIONS
CONTROL ROOM

A. Onshift Communications and Records Coordinator Initial Notification Actions:

- 1.0 Obtain completed INITIAL NOTIFICATION FORM from the SM/ED.**
- 2.0 Fax the INITIAL NOTIFICATION FORM to the Offsite Agencies.**
 - 2.1 Place completed Notification Form(s) on the fax machine (face down).**
 - 2.2 Turn the external speaker located on the rear of the fax machine "on".**

NOTE:

Not all voice prompts are listed here, only the key ones.

NOTE:

If Speed Dial buttons do not work, use the instructions provided in Attachment 7 of IP 1.1, page 2 of 2.

- 2.3 Press the "HOOK" button or, if external speaker is not functioning, lift the phone receiver.**
- 2.4 Press Speed Dial number "01" (EPP FAX) on the fax machine.**
- 2.5 At the voice prompt "ENTER THE SUBSCRIBER ID AND POUND SIGN", Press Speed Dial number "02".**
- 2.6 At the voice prompt "ENTER THE PASSWORD AND POUND SIGN", Press Speed Dial number "03".**
- 2.7 You will hear a voice prompt "LOGGING IN, PLEASE WAIT". At the voice prompt "TO SEND A MESSAGE PRESS "1", press 1 on the numeric keypad (do not wait for additional prompts).**

(Continued)

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ATTACHMENT 4 (2 of 9)

SITE AREA EMERGENCY NOTIFICATIONS CONTROL ROOM

- 2.8 At the voice prompt "ENTER RECIPIENT ADDRESS NUMBER, TO FAX TO A LIST PRESS *L", press Speed Dial number "04".
- 2.9 A voice prompt will inform you that "YOUR MESSAGE ID IS _____ AND WILL BE SENT TO LIST _____"
- 2.10 At the voice prompt "PLEASE START YOUR FAX MACHINE", press START.
- 2.11 Hang up the handset if used.
- 2.12 Turn "OFF" the external speaker on the rear of the fax machine, if used.
- 3.0 Activate Off-Site Agency Initial Notification Conference (INC) Call.
 - 3.1 On EP Auto-Dialer, press button marked INC OR dial 9# 1-330-315-4380 (or from a PAX phone, dial 9-1-330-315-4380).
 - 3.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.
 - 3.2.1 IF unable to activate go to Step 4 of this Attachment.
 - 3.3 When prompted, enter the scenario number XXXX.
 - 3.4 When prompted, verify the scenario number (9 for YES or 6 for NO).
 - 3.5 Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
 - 3.6 Hang up.

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ATTACHMENT 4 (3 of 9)

SITE AREA EMERGENCY NOTIFICATIONS
CONTROL ROOM

4.0 Access Initial Notification Conference Bridge.

4.1 On EP Auto-Dialer, press button marked **CONF. Bridge OR** dial 9# 724-682-1900 (**OR** from a PAX phone, dial 9-724-682-1900).

4.2 When prompted, enter XXXX, then the # key.

4.2.1 If unable to activate, go to PART B of this Attachment.

5.0 Provide Initial Notification to Offsite Agencies.

5.1 As each Agency enters the INC call, state the following:

5.1.1 "This is _____ at Beaver Valley
(Your Name)

Power Station, the Code Word is _____."

5.1.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

5.2 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.

5.2.1 IF YES, ask if there are any questions.

5.2.2 STATE the Protective Action Recommendation.

5.2.3 IF NO, provide information from **INITIAL NOTIFICATION FORM**.

(Continued)

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ATTACHMENT 4 (4 of 9)

SITE AREA EMERGENCY NOTIFICATIONS
CONTROL ROOM

- 5.3 **STATE** "A Follow-Up Notification will be provided as information becomes available."
- 5.4 **STATE** "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 5.5 For any Agency(ies) not on the conference call, perform the following:
 - 5.5.1 Contact each remaining Offsite Agency and,
 - 5.5.2 Record the contact time and the name of the agency representative.
 - 5.5.3 **STATE** "This is _____ (Your Name) _____ EPP Communicator".
 - 5.5.4 **STATE** "EPP Code Word is _____."
 - 5.5.5 Ask each Agency if they received the **INITIAL NOTIFICATION FORM** Fax and if it is legible.
 - 5.5.5.1 If **YES**, ask if there are any questions.
 - 5.5.5.2 **STATE** the Protective Action Recommendation.
 - 5.5.5.3 If **NO**, provide information from the **INITIAL NOTIFICATION FORM**.
- 6.0 Notify the SM/ED of ERO Initial Notifications completed.
 - Give SM/ED the Execution Roster qualified Report from BVERS when it arrives on Control Room FAX machine (approximately thirty minutes from ERO activation).

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ATTACHMENT 4 (5 of 9)

SITE AREA EMERGENCY NOTIFICATIONS
CONTROL ROOM

- 7.0 Document contact of the NRC within one (1) hour of the event declaration on Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
- 8.0 Review Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** with the SM/ED and contact each of the selected Personnel/Organizations, as required.
- 9.0 Conduct Follow-Up Notifications.
 - 9.1 Obtain a completed **FOLLOW-UP NOTIFICATION FORM** from the SM/ED.
 - 9.2 Fax the **FOLLOW-UP NOTIFICATION FORM** to the Offsite Agencies using the instructions from Step 2.0.
 - 9.3 20 minutes after FAX was sent, or after return FAX received in the Control Room, notify the six (6) Offsite Agencies **INDIVIDUALLY** using Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** by:
 - 9.3.1 STATE "This is _____ (Your Name) _____ EPP Communicator".
 - 9.3.2 STATE "The Code Word is _____".
 - 9.3.3 Record the contact time and the name of the agency representative on the Follow-Up Notification part of Form EPP/IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
 - 9.3.4 Ask agency if they received the Follow-Up Notification #XX FAX and if it is legible.
 - 9.3.5 If YES, ask if any questions.
 - 9.3.6 If NO, provide information from the **FOLLOW-UP NOTIFICATION FORM**.
- 10.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).

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SITE AREA EMERGENCY NOTIFICATIONS
CONTROL ROOM

11.0 Upon termination of the emergency:

11.1 When directed by SM/ED, complete the Form EPP-IP-1.1.F.04, **EMERGENCY TERMINATION CHECKLIST**.

11.2 Collect all original/completed attachments and forward to Emergency Preparedness (BV-T).

NOTE:

ONLY perform this part to contact Offsite Agencies individually for Initial Notification.

B. Backup Initial Notification Conference Call

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED or Control Room Fax machine.
- 2.0 Dial 1-800-3610 (or 1-412-380-2000)
- 3.0 Enter PASSCODE XXXXXX when prompted.
- 4.0 If unable to activate, go to PART C of this Attachment.

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ATTACHMENT 4 (7 of 9)

SITE AREA EMERGENCY NOTIFICATIONS
CONTROL ROOM

5.0 Provide Initial Notification to Offsite Agencies.

5.1 As each Agency enters the INC call, state the following:

**5.1.1 "This is _____ at Beaver Valley
(Your Name)**

Power Station, the Code Word is _____."

5.1.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

*** Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.**

5.2 Ask each agency if they received the INITIAL NOTIFICATION FORM FAX and if it is legible.

5.2.1 IF YES, ask if there are any questions.

5.2.2 STATE the Protective Action Recommendation.

5.2.3 IF NO, provide information from INITIAL NOTIFICATION FORM.

5.3 STATE "A Follow-Up Notification will be provided as information becomes available."

5.4 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."

(Continued)

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SITE AREA EMERGENCY NOTIFICATIONS CONTROL ROOM

- 5.5 For any Agency(ies) **NOT** on the conference call, perform the following:
 - 5.5.1 Contact each remaining Offsite Agency and,
 - 5.5.2 Record the contact time and the name of the agency representative.
 - 5.5.3 **STATE** "This is ____ (Your Name) _____ EPP Communicator".
 - 5.5.4 **STATE** "EPP Code Word is _____."
 - 5.5.5 Ask each Agency if they received the **INITIAL NOTIFICATION FORM** Fax and if it is legible.
 - 5.5.5.1 If **YES**, ask if there are any questions.
 - 5.5.5.2 **STATE** the Protective Action Recommendation.
 - 5.5.5.3 If **NO**, provide information from the **INITIAL NOTIFICATION FORM**.

6.0 Return to PART A, Step 5.0 of this Attachment.

C. Individual Offsite Agency Initial Notification(s).

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED or Control Room FAX machine.
- 2.0 Contact each required Offsite Agency per Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
- 3.0 Record the contact time and the name of agency representative on attachment.
- 4.0 **STATE** "This is ____ (Your Name) _____ EPP Communicator".
- 5.0 **STATE** "EPP Code Word is _____."

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SITE AREA EMERGENCY NOTIFICATIONS
CONTROL ROOM

- 6.0 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
 - 6.1 If **YES**, ask if there are any questions.
 - 6.2 **STATE** the Protective Action Recommendation.
 - 6.3 If **NO**, provide information from **INITIAL NOTIFICATION FORM**.
- 7.0 Return to Part A, Step 5.0 of this attachment.

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ATTACHMENT 5 (1 of 9)

GENERAL EMERGENCY NOTIFICATIONS CONTROL ROOM

A. Onshift Communications and Records Coordinator Initial Notification Actions:

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED.
- 2.0 Fax the **INITIAL NOTIFICATION FORM** to the Offsite Agencies.
 - 2.1 Place completed Notification Form(s) on the fax machine (face down).
 - 2.2 Turn the external speaker located on the rear of the fax machine "on".

NOTE:

Not all voice prompts are listed here, only the key ones.

NOTE:

If Speed Dial buttons do not work, use the instructions provided in Attachment 7 of IP 1.1, page 2 of 2.

- 2.3 Press the "**HOOK**" button or, if external speaker is not functioning, lift the phone receiver.
- 2.4 Press Speed Dial number "**01**" (**EPP FAX**) on the fax machine.
- 2.5 At the voice prompt "**ENTER THE SUBSCRIBER ID AND POUND SIGN**", Press Speed Dial number "**02**".
- 2.6 At the voice prompt "**ENTER THE PASSWORD AND POUND SIGN**", Press Speed Dial number "**03**".
- 2.7 You will hear a voice prompt "**LOGGING IN, PLEASE WAIT**". At the voice prompt "**TO SEND A MESSAGE PRESS "1"**", press 1 on the numeric keypad (do not wait for additional prompts).

(Continued)

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GENERAL EMERGENCY NOTIFICATIONS CONTROL ROOM

- 2.8 At the voice prompt "ENTER RECIPIENT ADDRESS NUMBER, TO FAX TO A LIST PRESS *L", press Speed Dial number "04".
- 2.9 A voice prompt will inform you that "YOUR MESSAGE ID IS _____ AND WILL BE SENT TO LIST _____".
- 2.10 At the voice prompt "PLEASE START YOUR FAX MACHINE", press START.
- 2.11 Hang up the handset if used.
- 2.12 Turn "OFF" the external speaker on the rear of the fax machine, if used.
- 3.0 Activate Off-Site Agency Initial Notification Conference (INC) Call.
 - 3.1 On EP Auto-Dialer, press button marked INC OR dial 9# 1-330-315-4380 (or from a PAX phone, dial 9-1-330-315-4380).
 - 3.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.
 - 3.2.1 IF unable to activate go to Step 4 of this Attachment.
 - 3.3 When prompted, enter the scenario number XXXX.
 - 3.4 When prompted, verify the scenario number (9 for YES or 6 for NO).
 - 3.5 Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
 - 3.6 Hang up.

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ATTACHMENT 5 (3 of 9)

GENERAL EMERGENCY NOTIFICATIONS
CONTROL ROOM

- 4.0 Access Initial Notification Conference Bridge.
- 4.1 On EP Auto-Dialer, press button marked **CONF. Bridge OR** dial 9# 724-682-1900 (OR from a PAX phone, dial 9-724-682-1900).
- 4.2 When prompted, enter XXXX, then the # key.
- 4.2.1 If unable to activate, go to PART B of this Attachment.
- 5.0 Provide Initial Notification to Offsite Agencies.
- 5.1 As each Agency enters the INC call, state the following:
- 5.1.1 "This is _____ at Beaver Valley
(Your Name)
Power Station, the Code Word is _____."
- 5.1.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

- 5.2 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
- 5.2.1 IF YES, ask if there are any questions.
- 5.2.2 STATE the Protective Action Recommendation.
- 5.2.3 IF NO, provide information from **INITIAL NOTIFICATION FORM**.

(Continued)

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GENERAL EMERGENCY NOTIFICATIONS CONTROL ROOM

- 5.3 **STATE** "A Follow-Up Notification will be provided as information becomes available."
- 5.4 **STATE** "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 5.5 For any Agency(ies) not on the conference call, perform the following:
 - 5.5.1 Contact each remaining Offsite Agency and,
 - 5.5.2 Record the contact time and the name of the agency representative.
 - 5.5.3 **STATE** "This is _____ (Your Name)
EPP Communicator".
 - 5.5.4 **STATE** "EPP Code Word is _____."
 - 5.5.5 Ask each Agency if they received the **INITIAL NOTIFICATION FORM** Fax and if it is legible.
 - 5.5.5.1 If **YES**, ask if there are any questions.
 - 5.5.5.2 **STATE** the Protective Action Recommendation.
 - 5.5.5.3 If **NO**, provide information from the **INITIAL NOTIFICATION FORM**.
- 6.0 Notify the SM/ED of ERO Initial Notifications completed.
 - Give SM/ED the Execution Roster qualified Report from BVERS when it arrives on Control Room FAX machine (approximately thirty minutes from ERO activation).

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ATTACHMENT 5 (5 of 9)

GENERAL EMERGENCY NOTIFICATIONS
CONTROL ROOM

- 7.0 Document contact of the NRC within one (1) hour of the event declaration on Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
- 8.0 Review Form EP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** with the SM/ED and contact each of the selected Personnel/Organizations, as required.
- 9.0 Conduct Follow-Up Notifications.
 - 9.1 Obtain a completed **FOLLOW-UP NOTIFICATION FORM** from the SM/ED.
 - 9.2 Fax the **FOLLOW-UP NOTIFICATION FORM** to the Offsite Agencies using the instructions from Step 2.0.
 - 9.3 20 minutes after FAX was sent, or after return FAX received in the Control Room, notify the six (6) Offsite Agencies **INDIVIDUALLY** using Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** by:
 - 9.3.1 **STATE** "This is _____ (Your Name) _____ EPP Communicator".
 - 9.3.2 **STATE** "The Code Word is _____".
 - 9.3.3 Record the contact time and the name of the agency representative on the Follow-Up Notification part of Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**
 - 9.3.4 Ask agency if they received the Follow-Up Notification #XX FAX and if it is legible.
 - 9.3.5 If **YES**, ask if any questions.
 - 9.3.6 If **NO**, provide information from the **FOLLOW-UP NOTIFICATION FORM**.
- 10.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).

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GENERAL EMERGENCY NOTIFICATIONS
CONTROL ROOM

11.0 Upon termination of the emergency:

11.1 When directed by SM/ED, complete Form EPP-IP-1.1.F.04, **EMERGENCY TERMINATION CHECKLIST**.

11.2 Collect all original/completed attachments and forward to Emergency Preparedness (BV-T).

NOTE:

ONLY perform this part to contact Offsite Agencies individually for Initial Notification.

B. Backup Initial Notification Conference Call

- 1.0** Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED or Control Room Fax machine.
- 2.0** Dial 1-800-3610 (or 1-412-380-2000)
- 3.0** Enter PASSCODE XXXXXX when prompted.
- 4.0** If unable to activate, go to **PART C** of this Attachment.

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ATTACHMENT 5 (7 of 9)

GENERAL EMERGENCY NOTIFICATIONS
CONTROL ROOM

5.0 Provide Initial Notification to Offsite Agencies.

5.1 As each Agency enters the INC call, state the following:

5.1.1 "This is _____ at Beaver Valley
(Your Name)

Power Station, the Code Word is _____."

5.1.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

5.2 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.

5.2.1 IF YES, ask if there are any questions.

5.2.2 STATE the Protective Action Recommendation.

5.2.3 IF NO, provide information from **INITIAL NOTIFICATION FORM**.

5.3 STATE "A Follow-Up Notification will be provided as information becomes available."

5.4 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."

(Continued)

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GENERAL EMERGENCY NOTIFICATIONS
CONTROL ROOM

- 5.5 For any Agency(ies) **NOT** on the conference call, perform the following:
- 5.5.1 Contact each remaining Offsite Agency and,
 - 5.5.2 Record the contact time and the name of the agency representative.
 - 5.5.3 **STATE** "This is _____ (Your Name) _____ EPP Communicator".
 - 5.5.4 **STATE** "EPP Code Word is _____."
 - 5.5.5 Ask each Agency if they received the **INITIAL NOTIFICATION FORM** Fax and if it is legible.
 - 5.5.5.1 If **YES**, ask if there are any questions.
 - 5.5.5.2 **STATE** the Protective Action Recommendation.
 - 5.5.5.3 If **NO**, provide information from the **INITIAL NOTIFICATION FORM**.

6.0 Return to PART A, Step 5.0 of this Attachment.

C. Individual Offsite Agency Initial Notification(s).

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED or Control Room FAX machine.
- 2.0 Contact each required Offsite Agency per Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.
- 3.0 Record the contact time and the name of agency representative on attachment.
- 4.0 **STATE** "This is _____ (Your Name) _____ EPP Communicator".
- 5.0 **STATE** "EPP Code Word is _____."

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ATTACHMENT 5 (9 of 9)

GENERAL EMERGENCY NOTIFICATIONS
CONTROL ROOM

- 6.0 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
 - 6.1 If **YES**, ask if there are any questions.
 - 6.2 **STATE** the Protective Action Recommendation.
 - 6.3 If **NO**, provide information from **INITIAL NOTIFICATION FORM**.
- 7.0 Return to Part A, Step 5.0 of this attachment.

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ATTACHMENT 6 (1 of 7)

TSC EVENT NOTIFICATION

A. INSTRUCTIONS

1.0 Communications and Records Coordinator/Communications Assistant Actions:

- 1.1 Obtain copies of the forms faxed to the TSC by the Control Room from the TSC Fax machine located on the Communicator's desk.
- 1.2 Contact the Control Room for turnover using Form EPP-IP-1.1.F.06, **TSC COMMUNICATIONS AND RECORDS COORDINATOR TURNOVER CHECKLIST**.
- 1.3 Make copies of previously complete Initial and Follow-Up Notification Forms and distribute to the following:
 - 1.3.1 **TSC (9):**
 - Communications Assts. (3)
 - Communications and Records Coord.
 - Emergency Director
 - OPS Coordinator
 - OPS Communicator (Red Phone)
 - OEMA Liaison Communicator
 - NRC (Place in NRC cubicle)
 - 1.3.2 **EOF (8):**

• Emergency/Recovery Manager	• DEP/BRP
• Offsite Agency Liaison	• PEMA
• NRC	• OEMA
• Nuc Comm Manager	• WVOES
- 1.4 Obtain the EPP Notification Books from the Communicators desk, if not already done.
- 1.5 Continue with Notifications from the point the Onshift Communications and Records Coordinator stopped.

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ATTACHMENT 6 (2 of 7)

TSC EVENT NOTIFICATION

2.0 Initial Notifications, Communications and Records Coordinator Actions:

NOTE:

Initial Notifications are to be made to the first six (6) listed Agencies on Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATIONS CALL-LIST** and **MUST** be made within 15 minutes of the event declaration. Subsequent notifications **MUST** still be made.

NOTE:

The BVPS Radio System is the alternate to the commercial phone system for notifications to offsite emergency response organizations. **EPP/IP 1.2, Attachment 3, Step 5.0** provides direction in its use.

NOTE:

If an emergency is reclassified and upgraded during the Follow-Up Notification process, the Communications and Records Coordinator **SHALL** terminate the notification in progress and begin the upgraded Initial Notification process again per appropriate Attachment. If the Initial Notification Conference (INC) call is in progress, then the upgraded notifications **SHALL** be provided at this time. The 15-minute clock for the notifications will restart at the time of the upgraded declaration.

2.1 Provide the Emergency Director with the following:

- Form EPP-IP-1.1.F.01 **INITIAL NOTIFICATION FORM**
- Form EPP-IP-1.1.F.03 **FOLLOW-UP NOTIFICATION FORM**

2.1.1 Provide the **REACTOR PLANT EVENT NOTIFICATION WORKSHEET** to the TSC Ops Coordinator for completion.

2.2 Obtain completed Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM** from the Emergency Director. For upgraded Protective Action Recommendations (PARs), obtain completed Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM** from the Emergency Recovery Manager.

2.3 Review Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM** for all lines completed.

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ATTACHMENT 6 (3 of 7)

TSC EVENT NOTIFICATION

- 2.4 Make three (3) copies of completed Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM**.
 - 2.4.1 Provide copies of Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM** to Communications Assistants.
- 2.5 Remove the **NOTIFICATION FORM FAXING INSTRUCTIONS** from the Communications and Records Coordinator's EPP Notification Book.
 - 2.5.1 Fax the **INITIAL NOTIFICATION FORM** following the steps on the **NOTIFICATION FORM FAXING INSTRUCTIONS** (Attachment 7 of this procedure).
- 2.6 Initiate the INC call, per EPP-IP-1.1, Attachment 9 **ACTIVATION OF THE INITIAL NOTIFICATION CONFERENCE (INC) CALL INSTRUCTIONS** (Attachment 9 of this procedure).
- 2.7 Instruct another Communications Assistant to dial the INC, on another phone, to assist in monitoring the INC call.
- 2.8 As each Agency enters the INC call, state the following:
 - 2.8.1 "This is _____ at Beaver Valley
(Your Name)

Power Station, the Code Word is _____.
 - 2.8.2 Conduct a roll-call using Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST** for Agencies 1-6 documenting names and contact time.
 - 2.8.3 Verify from each Agency receipt of the appropriate Initial Notification Fax (i.e., Unusual Event, Alert, Site Area or General Emergency) and that the Fax is legible.
 - IF YES, ask if any Agency has questions regarding the information provided on the **INITIAL NOTIFICATION FORM**,
 - **STATE** the Protective Action Recommendation.
 - IF NO, provide information from the **INITIAL NOTIFICATION FORM**.

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ATTACHMENT 6 (4 of 7)

TSC EVENT NOTIFICATION

- 2.8.4 STATE "A Follow-Up Notification will be provided as information becomes available."
- 2.8.5 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 2.8.6 If a party cannot be contacted in a reasonable period of time, bypass that party and proceed down the list. After other required notifications are complete, re-attempt to contact any bypassed parties. Every effort **MUST** be made to contact the organizations listed in Attachment 2 and all attempts **MUST** be documented.
- 2.9 For any Agency(ies) not on the conference call, perform the following:
 - 2.9.1 Contact each remaining Offsite Agency and,
 - 2.9.2 Record the contact time and the name of the agency representative.
 - 2.9.3 STATE "This is ____ (Your Name) _____ EPP Communicator".
 - 2.9.4 STATE "EPP Code Word is _____."
 - 2.9.5 Ask each Agency if they received the **INITIAL NOTIFICATION FORM** Fax and if it is legible.
 - 2.9.5.1 If YES, ask if there are any questions.
 - 2.9.5.2 STATE the Protective Action Recommendation.
 - 2.9.5.3 If NO, provide information from the **INITIAL NOTIFICATION FORM**.
- 2.10 Notify the Emergency Director when the Initial Notification calls to the first six (6) Agencies have been made.
- 2.11 Verify the Ops Coordinator has given the **REACTOR PLANT EVENT NOTIFICATION WORKSHEET** to the OPS Communicator manning the NRC phone for relaying information. Log time contacted on the **EMERGENCY NOTIFICATION CALL-LIST**.

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ATTACHMENT 6 (5 of 7)

TSC EVENT NOTIFICATION

2.12 Send Lotus Notes Message to ERO pagers per Attachment 16, this procedure.

2.13 Distribute copies of the current Form EPP-IP-1.1.F.01, **INITIAL NOTIFICATION FORM** per Step 1.3

3.0 Follow-Up Notifications

NOTE:

Form EPP-IP-1.1.F.03, **FOLLOW-UP NOTIFICATION FORM** provides technical information to those qualified to use the data and serves as a means to verify the authenticity of an emergency notification. The **CODEWORD** also provides verification.

NOTE:

Form EPP-IP-1.1.F.03, **FOLLOW-UP NOTIFICATION FORM** should be updated periodically (i.e., 2 times per shift) or at the discretion of the Emergency Director.

3.1 Obtain information for the **FOLLOW-UP NOTIFICATION FORM**.

3.2 Complete Form EPP-IP-1.1.F.03, **FOLLOW-UP NOTIFICATION FORM** and make three (3) copies to give to the Communications Assistants.

3.3 Fax the **FOLLOW-UP NOTIFICATION FORM** following the instructions on the **NOTIFICATION FORM FAXING INSTRUCTIONS** (Attachment 7 of this procedure).

NOTE:

If an emergency is reclassified and upgraded during the Follow-Up Notification process, the Communications and Records Coordinator **SHALL** terminate the notification in progress and begin the upgraded Initial Notification process again per appropriate Attachment. If the Initial Notification Conference (INC) call is in progress, then the upgraded notifications **SHALL** be provided at this time. The 15-minute clock for the notifications will restart at the time of the upgraded declaration.

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TSC EVENT NOTIFICATION

NOTE:

The INC call **SHALL** not be used for Follow-Up Notifications. Offsite Agencies **SHALL** be called individually.

- 3.4 Upon receiving the TSC copy of the Follow-Up Notification Fax, or approximately 20 minutes after sending the Fax, begin Follow-Up Notifications to the first six (6) listed Agencies using Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.

3.4.1 Begin call by stating "This is (Your Name)
at Beaver Valley Power Station, the Code Word is _____
This is a Follow-Up Notification verification call."

3.4.2 Record name and time of contact on Form EPP-IP-1.1.F.02, **EMERGENCY NOTIFICATION CALL-LIST**.

NOTE:

The Follow-Up Notifications # (Number) is Entered in the lower right corner of Form EPP-IP-1.1.F.03, **FOLLOW-UP NOTIFICATION FORM** (page 1 of 5).

3.4.3 Verify receipt of Follow-Up Notification # XX Fax and that the Fax is legible.

- IF YES, ask if there are any questions.
- IF NO, provide information from the **FOLLOW-UP NOTIFICATION FORM**.

3.4.4 If a party cannot be contacted in a reasonable period of time, bypass that party and proceed down the list. After other required notifications are complete, re-attempt to contact any bypassed parties. Every effort must be made to contact the organizations listed in Form EPP-IP-1.1.F.03, **FOLLOW-UP NOTIFICATION FORM** and all attempts must be documented.

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ATTACHMENT 6 (7 of 7)

TSC EVENT NOTIFICATION

4.0 Subsequent Notifications

4.1 Review Form EPP-IP-1.1.F.02, EMERGENCY NOTIFICATION CALL-LIST with the Emergency Director.

4.2 Contact each of the selected Personnel/Organizations, as required, recording results on Form EPP-IP-1.1.F.02, EMERGENCY NOTIFICATIONS CALL-LIST.

4.3 If an emergency is escalated in classification, Form EPP-IP-1.1.F.01, INITIAL NOTIFICATION FORM is used and notifications are made in the same manner specified in Steps 2 and 3 of this procedure.

4.3.1 If an emergency is escalated in classification, and the INC call is ongoing, then confirm the upgraded receipt of the Initial Notification Fax on the current INC call.

4.3.2 If an Agency has not received the upgraded Fax, provide the information.

5.0 Site Assembly and Personnel Accountability

5.1 Provide information to Near-Site Assembly Area Coordinators per EPP/IP 3.2, Attachment 7.

6.0 Termination

6.1 Complete Form EPP-IP-1.1.F.04, EMERGENCY TERMINATION CHECKLIST.

6.2 Collect all originals of the completed attachments and forward to Emergency Preparedness.

B. FINAL CONDITIONS

1.0 Use of this procedure SHALL be terminated when the emergency situation is corrected or when directed by the Emergency Director.

2.0 The Form EPP-IP-1.1.F.04, EMERGENCY TERMINATION CHECKLIST is to be completed for termination calls to offsite agencies for all emergency events.

NOTE:

Upon termination of the emergency situation and the subsequent termination of this IP. All originals of completed Attachments SHALL be forwarded to Emergency Preparedness.

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ATTACHMENT 7 (1 of 2)

NOTIFICATION FORM FAXING INSTRUCTIONS

- 1.0 Place completed Notification Forms on the Fax Machine (face down) and perform the following steps:
- 2.0 Turn external speaker located on rear of fax machine to "ON".

NOTE:

Not all voice prompts are listed here, only the key ones.

- 3.0 Press the "**HOOK**" button or, if the external speaker is not functioning, lift the phone receiver.
- 4.0 Press Speed Dial number "**01**" on the Fax Machine labeled "**EPP FAX**". This will connect you to a voice prompt which states "WELCOME TO AT&T'S ENHANCED FAX".
- 5.0 At the voice prompt "ENTER THE SUBSCRIBER ID AND POUND SIGN". Press Speed Dial number "**02**".
- 6.0 At the voice prompt "ENTER THE PASSWORD AND POUND SIGN". Press Speed Dial number "**03**".
- 7.0 You will hear a voice prompt "LOGGING IN, PLEASE WAIT". At the voice prompt, "TO SEND MESSAGE, PRESS 1". **PRESS 1** on the Fax number keys (do not wait for additional prompts).
- 8.0 At the prompt "ENTER RECIPIENT ADDRESS NUMBER, TO ADDRESS TO A LIST PRESS *L ", Press Speed Dial Number ("04").
- 9.0 A voice prompt will inform you that "YOUR MESSAGE ID IS XXXX AND WILL BE SENT TO XXXX RECIPIENTS".
- 10.0 At the voice prompt, "PLEASE START YOUR FAX MACHINE", press the Fax "**START** " button.
- 11.0 Hang up the phone or turn off speaker.
- 12.0 Return to procedure/Attachment step in progress.

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ATTACHMENT 7 (2 of 2)

NOTIFICATION FORM FAXING INSTRUCTIONS

- 1.0 Place completed Notification Forms on the Fax Machine (face down) and perform the following steps:
- 2.0 Turn external speaker located on rear of fax machine to "ON".
- 3.0 Press the "**HOOK**" button or, if the external speaker is not functioning, lift the phone receiver.
- 4.0 Enter _____. This will connect you to a voice prompt which states "WELCOME TO AT&T's ENHANCED FAX".
- 5.0 At the voice prompt "ENTER THE SUBSCRIBER ID AND POUND SIGN", Enter _____.
- 6.0 At the voice prompt "ENTER THE PASSWORD AND POUND SIGN", Enter _____.
- 7.0 You will hear a voice prompt "LOGGING IN, PLEASE WAIT". At the voice prompt "TO SEND MESSAGE, PRESS 1", **PRESS 1** on the Fax telephone number keys (do not wait for additional prompts).
- 8.0 At the prompt "ENTER RECIPIENT ADDRESS NUMBER, TO ADDRESS TO A LIST, PRESS ***L**", enter _____.
- 9.0 At the voice prompt "WHEN FINISHED, PRESS THE ****** AND **#** KEYS", press ****#** buttons on the Fax number keys.
- 10.0 A voice prompt will inform you that "YOUR MESSAGE ID IS XXXX AND WILL BE SENT TO XXXX RECIPIENTS".
- 11.0 At the voice prompt "PLEASE START YOUR FAX MACHINE", press the Fax **"START"** button.
- 12.0 Hang up the phone or turn off speaker.
- 13.0 Return to procedure/Attachment step in progress.

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ATTACHMENT 8 (1 of 2)

ERO BEEPER ACTIVATION INSTRUCTIONS

CHECK

- 1.0 A SRO (from the unaffected Unit) **SHALL** complete the blanks below and notify the Emergency Response Organization ERO. ☐

This is _____ at Beaver Valley
(Your Name)

Power Station. At _____ (time) hours, Unit _____ has

Declared an _____ due to:

- a. Report to your emergency facility. I repeat, report to your emergency Facility.

OR

- b. Report to your alternate emergency facility, I repeat, report to your alternate emergency facility.

NOTE:

If ERO activation is NOT required, proceed to step 1.11 to send a Lotus Notes message.

- | | | |
|-----|--|--------------------------|
| 1.1 | From a PAX phone, dial 4370 (or dial 9-724-643-4370). | <input type="checkbox"/> |
| 1.2 | Interrupt the greeting by <u>IMMEDIATELY</u> entering XXXX. | <input type="checkbox"/> |
| 1.3 | When prompted, enter scenario number XXXX. | <input type="checkbox"/> |
| 1.4 | When prompted, verify scenario number (9 for YES or 6 for NO). | <input type="checkbox"/> |
| 1.5 | When prompted, "Do you want to record your on the fly message 1", Press 9 for YES or 6 for NO. | <input type="checkbox"/> |

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ATTACHMENT 8 (2 of 2)

ERO BEEPER ACTIVATION INSTRUCTIONS

CHECK

- 1.6 When prompted, "Enter on the fly 1 segment ID or press star to record". ☐
- 1.6.1 PRESS * (A short delay will occur). ☐
- 1.7 When prompted, "Please speak your message after the tone", provide the information from Step 1.0 in your on the fly message. ☐
- 1.7.1 PRESS the # key when done with message. ☐
- 1.8 Review message, when prompted "Is that correct?" (Press 9 for YES and 6 for NO). ☐
- 1.9 When prompted "You will queue scenario XXXX. It will now be sent. Are you sure this is what you want to do?" (Press 9 for YES or 6 for NO) ☐
- 1.10 Call the Central Alarm Station (CAS) (PAX 5114/5115) and provide the following information: ☐
- Your name and title. ☐
 - EPP CODE WORD _____ ☐
 - A/An _____ has been declared. ☐
 - ERO pagers have been activated. Call back at PAX _____ when pager activates. ☐
 - Request Near Site Building Emergency Notifications be made. ☐
- 1.11 From Lotus Notes, send a message "beeper all call" with the information from Step 1.0 above. Include if ERO is to report or not. (Limit 220 characters.) ☐

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ATTACHMENT 9 (1 of 4)

ACTIVATION OF THE INITIAL NOTIFICATION CONFERENCE (INC) CALL INSTRUCTIONS

A. INITIATING INC

NOTE:

If BVERS is unavailable, go to Part B.1 of this Attachment.

- 1.0 Activate Offsite Agency Initial Notification Conference (INC) Call.
 - 1.1 On EP Auto-Dialer, press button marked INC OR DIAL 9# 1-330-315-4380 (or from a PAX phone, dial 9-1-330-315-4380).
 - 1.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.
 - 1.2.1 IF unable to activate, go to Step 2.0 of this Attachment.
 - 1.3 When prompted, enter the SCENARIO NUMBER XXXXX.
 - 1.4 When prompted, verify the SCENARIO NUMBER (9 for YES OR 6 for NO).
 - 1.5 Verify when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES OR 6 for NO).
 - 1.6 Hang up.
- 2.0 Access Initial Notification Conference Bridge.
 - 2.1 On EP Auto-Dialer, press button marked **CONF. Bridge** OR dial 9# 724-682-1900 (OR from a PAX phone, dial 9-724-682-1900).
 - 2.2.1 IF unable to activate, go to PART B of this Attachment.
 - 2.2 When prompted, enter XXXXXX, then the # key.
- 3.0 Return to Procedure/Attachment Step in progress.

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ATTACHMENT 9 (2 of 4)

ACTIVATION OF THE INITIAL NOTIFICATION CONFERENCE (INC) CALL INSTRUCTIONS

B. BACKUP INITIAL NOTIFICATION CONFERENCE CALL

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED or Control Room Fax machine.
- 2.0 Dial 1-800-3610 (or 1-412-380-2000)
- 3.0 Enter PASSCODE XXXXXX when prompted.
- 4.0 If unable to activate, go to PART C of this Attachment.
- 5.0 Provide Initial Notification to Offsite Agencies.
 - 5.1 As each Agency enters the INC call, state the following:
 - 5.1.1 "This is _____ at Beaver Valley
(Your Name)

Power Station, the Code Word is _____."
 - 5.1.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

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ATTACHMENT 9 (3 of 4)

ACTIVATION OF THE INITIAL NOTIFICATION CONFERENCE (INC) CALL INSTRUCTIONS

5.2 Ask each agency if they received the INITIAL NOTIFICATION FORM FAX and if it is legible.

5.2.1 IF YES, ask if there are any questions.

5.2.2 STATE the Protective Action Recommendation.

5.2.3 IF NO, provide information from INITIAL NOTIFICATION FORM.

5.3 STATE "A Follow-Up Notification will be provided as information becomes available."

5.4 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."

5.5 For any Agency(ies) NOT on the conference call, perform the following:

5.5.1 Contact each remaining Offsite Agency and,

5.5.2 Record the contact time and the name of the agency representative.

5.5.3 STATE "This is ____ (Your Name) ____ EPP Communicator".

5.5.4 STATE "EPP Code Word is _____."

5.5.5 Ask each Agency if they received the INITIAL NOTIFICATION FORM Fax and if it is legible.

5.5.5.1 If YES, ask if there are any questions.

5.5.5.2 STATE the Protective Action Recommendation.

5.5.5.3 If NO, provide information from the INITIAL NOTIFICATION FORM.

6.0 Return to PART A, Step 5.0 of this Attachment.

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ACTIVATION OF THE INITIAL NOTIFICATION CONFERENCE (INC) CALL INSTRUCTIONS

C. Individual Offsite Agency Initial Notification(s).

- 1.0 Obtain completed **INITIAL NOTIFICATION FORM** from the SM/ED or Control Room FAX machine.
- 2.0 Contact each required Offsite Agency per the **EMERGENCY NOTIFICATION CALL-LIST**.
- 3.0 Record the contact time and the name of agency representative on attachment.
- 4.0 **STATE** "This is _____ (Your Name) _____ EPP Communicator".
- 5.0 **STATE** "EPP Code Word is _____."
- 6.0 Ask each agency if they received the **INITIAL NOTIFICATION FORM FAX** and if it is legible.
 - 6.1 If **YES**, ask if there are any questions.
 - 6.2 **STATE** the Protective Action Recommendation.
 - 6.3 If **NO**, provide information from **INITIAL NOTIFICATION FORM**.
- 7.0 Return to Procedure/Attachment Step in progress.

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ATTACHMENT 10 (1 of 1)

INSTRUCTIONS FOR NOTIFICATION OF ERO FOR EVENT ESCALATIONS/UPDATES

1. Open Lotus Notes. Select New Memo.
2. In the TO: block, type _____.
3. In the BODY: Type time and Unit followed by a brief description of the event. Message length should be kept to less than 220 characters.
4. Press **SEND** and continue with step 12.

OR

5. If Lotus Notes is not working, then access the internet.
6. Go to the web site www.verizonmessaging.com and click on **Send A Message**. (No sign-in is required.)
7. In block for To, enter **XXXXXXXXXXXX**.
8. Subject block left blank.
9. In block for Your Message, enter text message for transient (up to 240 characters, a counter is provided).
10. From block left blank.
11. At Step 3, click on send.
12. Call the Central Alarm Station (CAS) and provide the following information:
 - **Identify yourself by name**
 - **Your position**
13. Inform Security that the ERO beepers are going to be toned out with notification of a Unit Transient.
14. Five minutes after initial contact of CAS, call CAS again (if they have not contacted you) to verify beeper actuation.

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Beaver Valley Power Station

Unit 1/2

EPP-IP-1.2

COMMUNICATIONS AND DISSEMINATION OF INFORMATION

Document Owner
Manager, Emergency Preparedness

Revision Number	18
Level Of Use	General Skill Reference
Safety Related Procedure	Yes

CONTROLLED
BVPS UNIT 3

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A. PURPOSE

This procedure describes the locations and functions of the communications systems available for emergency use onsite and for contacting offsite agencies, their location and their functions. Attachments to this procedure describe specific operations for these systems, as necessary.

B. REFERENCES

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan.
- 2.0 Beaver Valley Power Station Operating Manual.
- 3.0 Title 10, Code of Federal Regulations Part 50, Appendix E.
- 4.0 NUREG-0654/FEMA-REP-1, "Criteria for Preparedness and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".
- 5.0 Title 10 Code of Federal Regulations Part 50.72.
- 6.0 NUREG-1394 Rev. 1, "Emergency Response Data System Implementation"
Condition Report #970711
Condition Report #971737
Condition Report #00-2202
Condition Report #00-2219
Condition Report #00-4309
Condition Report #02-07033

C. RESPONSIBILITIES

ERO personnel are responsible for proper use of communications systems as described in this IP.

D. ACTION LEVELS/PRECAUTIONS

This procedure is to be initiated upon any of the following conditions:

- 1.0 At the direction of the Emergency Director.
- 2.0 At the declaration of an emergency condition.

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E. PROCEDURE

1.0 Communication Guidelines

1.1 To the maximum extent possible, all communications regarding the existence of severity of the event, or recommendations of protective actions, will be made on communications circuits which cannot be readily intercepted by persons outside of the emergency organizations. Telephone circuits shall be used as the primary means with radio used only as a backup. This protocol will minimize the spread of rumors, minimize congestion of telephone communications and minimize the undue public anxiety.

1.1.1 When the radio communications are in use, the transmissions can be monitored and recorded by individuals located offsite. It is of extreme importance that safeguards information is not transmitted, nor information concerning physical plant security systems or conditions. As an example, information describing the exact location of a gate for ambulance or fire department use, or location of a breached Security fence should not be relayed over the radio. If such information is needed in the Control Room, the PAX or page party should be used.

1.2 In addition to the provisions of Step 1, messages should be worded to avoid possible errors in transcription/interpretation in accordance with the following guidelines as applicable:

1.2.1 Use the phonetic alphabet.

1.2.2 To the extent possible, avoid the use of technical jargon, particularly in communications with offsite agencies.

1.2.3 Ensure that the message is complete. Do not assume that the message recipient can supply the proper missing words, etc., necessary to make the message complete.

1.2.4 Avoid the use of abbreviations. For example, millirem - not "m-rem", "m-R". To the extent possible, utilize the phonetic alphabet.

1.2.5 Read numbers "telephone number" style. Thus, 425 becomes "four-two-five" not "four hundred and twenty-five".

1.2.6 Avoid the use of codes.

1.2.7 Preface each communication with the title or name of the receiving party and your title or name. For example: "Beaver Valley Control Room, this is Monitoring Team Number 1" Wait for the receiving party to acknowledge the contact prior to relaying any information.

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- 1.2.8 Since some equipment in the radio system is voice actuated, it is wise to clear your throat or make another noise prior to starting your message. This will prevent the loss of the beginning of your message.
- 1.2.9 After the communication is complete, request the receiving party to read the message back, if appropriate (particularly if numerical data was relayed).
- 1.2.10 For radio communications, end message with an appropriate termination phrase. For example: "...Monitoring Team Number 1, out."
- 1.3 The Coordinator or designee will log appropriate communications on provided data forms.
- 1.4 To minimize the spread of rumors, refer all communications from news media or from the public to Corporate Communications.
 - 1.4.1 Inquiries from the media should be directed to (724) 682-5201 or 330-761-4055.
 - 1.4.2 Inquiries from the public should be directed to 1-800-720-3600. During non-business hours, inquiries from the public should be directed to 1-800-720-3600. They will be patched to the Joint Public Information Center and the applicable State rumor control line.
- 1.5 Once the Emergency Operations Facility (EOF) is activated, encourage authorized callers to contact the Offsite Agency Liaison at the EOF for information. This will minimize the number of communications and improve the accuracy of information disseminated.
- 1.6 FirstEnergy Corporate Communications is responsible for providing briefings and press releases to the news media. FirstEnergy Corporate Communications will provide representatives to the ERF. ERF personnel shall provide information on the plant status as requested. No information should be held back from FirstEnergy Corporate by BVPS personnel. Station personnel shall ensure that the information provided to FirstEnergy Corporate Communications is current and consistent with the information provided to offsite emergency organizations. EPP/IP 9. 1, "Emergency Public Information", provides additional information on the release of information to the news media.
- 1.7 For emergencies in which the public is notified (sirens, EAS, etc.) the commercial Bell network near the plant (643/682 exchanges) may be unavailable due to overloading. The PAX exchange (682) should be available.

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- 1.7.1 If the exchanges are overloaded, use the BVPS Industrial Radio System to make the emergency calls.
- 1.7.2 To contact PEMA, notify either BCEMA or the Pennsylvania State Police, and request that they relay notification via a State teletype or radio/microwave network.
- 1.7.3 To contact The Medical Center, Beaver, PA, the ambulance service, or the fire department, use the BVPS Industrial Radio to contact BCEMA for relay via the County fire and EMS nets.
- 1.7.4 The portable transceiver on frequencies 155.130 MHz and/or 155.610 MHz (Beaver County Net) in the CAS could be used to relay offsite notifications in the event the BVPS Industrial Radio System and commercial Bell System are unavailable.

F. FINAL CONDITIONS

Use of this procedure is to be terminated when directed by the Emergency Director or the Emergency/Recovery Manager at their respective facilities.

G. ATTACHMENTS

- 1.0 COMMUNICATIONS INTERFACE MATRIX
- 2.0 OPERATING INSTRUCTIONS FOR NRC ENS AND HPN HOTLINE PHONE
- 3.0 COMMUNICATIONS EQUIPMENT
- 4.0 EMERGENCY RESPONSE ORGANIZATION ACTIVATION EQUIPMENT
- 5.0 EMERGENCY PAGING DEVICES/BEEPERS
- 6.0 DISSEMINATION OF DATA BETWEEN RESPONSE CENTERS
- 7.0 ALTERNATE METHOD OF PROVIDING INITIAL NOTIFICATIONS AND PAR'S VIA RADIO
- 8.0 EPP MESSAGE AUTHENTICATION CODEWORD

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ATTACHMENT 1 (1 of 1)

COMMUNICATIONS INTERFACE MATRIX

	B E L L	P A X	ETS	DEP/ BRP	OPS CIRCUIT	RADCON CIRCUIT	DED. RING DOWN	DED RAD CON	BEEPERS	153.47	153.435	PAGE PARTY	STATION ALARMS
BV-1 CONTROL ROOM	X	X	X		X	X	X	X		X	X	1	X
BV-2 CONTROL ROOM	X	X			X	X	X	X			X	2	X
NSS OFFICE	X	X	X	X						X		3	
OSC	X	X	X		X	X	X	X				3	
TSC	X	X	X		X	X	X	X		X		1	
EOF	X	X	X		X	X	X			X			
EA&DP	X	X	X	X		X		X		X			
CAS	X	X			X				X			1	
PEMA	X			X									
DEP/BRP	X												
OEMA	X												
WVOES	X												
BCEMA	X									X			
CCEMA	X									X			
HCOES	X									X			
NRC	X		X										
FEMA	X												
INPO	X												
JPIC	X	X								X		1	
MONITORING TEAMS	X									X			
BVPS ERO	X								X				
AEOF	X	X			X	X	X	X		X	X		
U2 H P	X	X						X				2	
AOSC	X	X			X	X	X	X		X		1	X

PAGE PARTY KEY 1 = BV1

2 = BV2

3 = BOTH

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OPERATING INSTRUCTIONS FOR NRC ENS AND HPN HOTLINE PHONES

A. PURPOSE

This attachment provides instructions for the use of the designated phones of the Emergency Telephone System (ETS) for contacting the NRC Emergency Notification System (ENS) and Health Physics Network (HPN). These phones are designated for emergency use only.

B. DISCUSSION

The Emergency Telephone System (ETS) is a designated set of phones on the commercial phone system that **DO NOT** go through either of the Beaver Valley Phone Switches but go directly to Akron, Ohio for switching. This is to meet the requirements for dissimilar vulnerability to assure contact with the NRC during a declared emergency at Beaver Valley Power Station should the local phone switches become overloaded. The ETS operates in the same manner as the Commercial phone systems when placing a long distance call. To place a call, lift the receiver, wait for a dial tone, dial "9" (due to the system being centraxed) then dial "1" followed by the 10-digit phone number.

There are several phones installed in various facilities for contacting the ENS and HPN. In addition, other ETS phones have been located in the ERF for use by the NRC in the event of an emergency at BVPS. These phones are red in color and can be identified by their designated area code (330) and are designated for communications with the NRC only.

C. PROCEDURE

NOTE:

The ETS phones **SHALL** not be used by BVPS personnel, except for periodic phone checks or as directed by NRC personnel. The instructions which follow are provided in case such operation is required.

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1.0 ENS/HPN Phone

- 1.1 Lift the receiver on the telephone instrument and listen for dial tone;
- 1.2 After receiving dial tone, dial the first number listed on the sticker* located on the telephone instrument using all ten digits. If the first number is busy, use the second.

NOTE:

This procedure directs your call to the NRC Operations Center (NRCOC).

- * The sticker is located between the receiver cradle on the base of the instrument and displays the following phone numbers to the NRCOC.

Main 1-800-532-3469

Or..... 1-301-816-5100

Backup 1..... 1-800-449-3694

Or..... 1-301-951-0550

Backup 2..... 1-301-415-0550

Backup 3..... 1-301-415-0553

FAX..... 1-301-816-5151

Region IV

(Alt. Site)..... 1-817-860-8100

- 1.3 Once the information is relayed, stay on the line until relieved by another individual, or as directed by the NRC.

NOTE:

EPP/IP 1.4, Attachment 10 "NRC/BVPS Technical Information Flow" provides the NRC data sheets for the ENS and HPN lines in the event of ERDS failure.

- 1.4 Complete and relay EPP/IP 1.4, Attachment 10 (NRC/BVPS Technical Information Flow, if ERDS is unavailable) as requested by the NRC Operations Center.

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- 1.5 The NRC, ENS and HPN lines **SHALL** be tested to meet the requirements of 10CFR50, Appendix E under cognizance of Emergency Preparedness.
- 1.6 Telephone line/instrument trouble **SHOULD** be reported to the Help Desk at 825/3700.

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COMMUNICATIONS EQUIPMENT

A. PURPOSE

This attachment describes the independent systems for outside communication to Federal, State and County authorities, to corporate management, and to offsite support groups. These are:

B. EQUIPMENT

1.0 The Bell System

- 1.1. The Beaver Valley Power Station is provided with telephone service by Bell Atlantic. All Bell telephones are direct lines and can be used simultaneously.
- 1.2 The Bell System is the primary communications system due to its ability to provide communications with a large number of parties over a wide area, and for the privacy provided.
- 1.3 The Bell phones are routinely used by station personnel performing normal station activities, those numbers used for EPP communications are tested to meet the requirements of 10CFR50, Appendix E.

NOTE:

The "EPP" switch directs calls to the shared NSS office until the TSC is activated. Upon activation, the switch is reversed and calls are directed to the ERF.

- 1.4 There is normally an independent - ringing telephone line to the shared NSS office (724-643-8002). During emergencies, an "EPP" switch provides the capability for three sequential-ringing telephone lines (724-643-8000, 8001, 8002) with an open line search feature.

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2.0 The PAX (Private Automatic Exchange) System

- 2.1 The PAX System includes switchboards in the SOSB and the ERF. The ERF and the SOSB switchboards are connected to each other and to a switchboard at Akron, Ohio via T1 carrier trunks, which in turn is connected to the public telephone network as well as to other DLC switchboards. The ERF and SOSB switchboards also have direct trunks to the public telephone network.
- 2.2 The PAX System has Direct Inward Dial capability for all telephone lines connected to any of the switchboards (724-682-XXXX). These telephone lines also have the capability of calling any other telephone line on the PAX System. Direct Dial calling to the public telephone network is also available.
- 2.3 During an emergency, PAX lines should be used for extended conversations and discussions thus allowing quick data transmission via the dedicated circuits.
- 2.4 The PAX System is routinely used by station personnel performing normal station activities and is tested to meet the requirements of 10CFR50, Appendix E.

3.0 Beaver Valley Emergency Response System (BVERS)

- 3.1 Refer to Attachment 4 for Emergency Response Organization Activation Equipment.
- 3.2 Gold Execute Conference for upper level management discussions and Protective Action Recommendations.

4.0 Hotlines DEP/BRP

- 4.1 There are two separate and independent "hotlines" which provide direct communications with the DEP/BRP over dedicated lines. These lines are immediately available during an emergency.

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- 4.2 The DEP/BRP "white" hotline is an automatic ringdown system with a transceiver in the Control Room and at DEP/BRP headquarters in Harrisburg, Pa. This phone circuit has been designated for the dissemination of technical data on the emergency to DEP/BRP personnel to provide for offsite accident assessment.

The DEP/BRP "blue hotline" is an automatic ringdown system with a transceiver at the DEP/BRP area in the EOF used to provide radiological data to BRP.

- 4.3 The DEP/BRP white and blue phones shall be tested to meet the requirements of 10CFR50, Appendix E under cognizance of Emergency Preparedness.

5.0 Industrial Radio System

- 5.1 The Industrial Radio System that is used as part of EPP emergency communications network consists of two base stations for operating frequencies 153.47 MHz and 153.635 MHz. In addition, BVPS Security has exclusive use of 450 MHz repeater/hand held transceiver radio system.

- 5.2 The 153.47 MHz consists of the following: The Shippingport Hill base station, six (6) remote consoles located in the TSC, EOF, BV-1 ANSS station, the shared NSS office, and BV-2 Emergency Shutdown panel and five (5) hand held transceivers which have the capability to transmit and receive on either frequency.

Private line capability exists (153.47). These are as follows:

PL1 Used for communication with System Operator, distribution switching.

PL2 Used for emergency communications with BCEMA, HCOES, CCEMA and Pa State Police ONLY. (For Initial Notifications or PAR's, go to Attachment 7.)

PL3 Used for communications with offsite monitoring teams, and all other routine uses.

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PL4 Spare.

The private line feature provides for tone-operated squelch on transmit and receive. When the PL is enabled, only transmitters broadcasting the appropriate PL tone (1, 2, or 3) will be heard on the console. If the PL is disabled (by lifting handset), the console or handset will receive any transmission. Any transmissions from the Control Room console or handsets will be received only by those receivers having the same PL selected as the Control Room console. Any remote receiver without a PL feature, or with the PL feature disabled will receive all transmissions, regardless of source.

The PL feature is not a means of carrying on four simultaneous conversations - only one conversation can be held at any one time - nor is it a means to establish privacy. The sole purpose of the PL feature is to prevent reception of unwanted message traffic.

- 5.3 The base stations at HCOES, CCEMA, and BCEMA always transmit on PL2, and will receive only PL2 transmissions, if the PL feature on the receiver is enabled. If the PL feature is disabled, these stations will receive all transmissions on 153.47. The transceivers located in the NSOF area and at the PA State Police Barracks, receive on PL2, but do not have PL on transmit.

The base station at the ERF receives and transmits on PL1. All walkie-talkies and BVPS mobile units receive on PL3, but do not have a PL on transmit.

- 5.4 A "takeover" button on the Control Room console will override any extension handsets.
- 5.5 A low band system on approximately 50 MHz is used by in-plant Radcon personnel at BVPS. There is no PL feature on the low band.
- 5.6 The BVPS Industrial Radio System is the primary means of communication with offsite monitoring teams and is an alternate to the Bell phone for notification of offsite emergency response organizations.
- 5.7 The system is routinely used by station personnel. The base stations are tested by substations and shops. The communications links from the Control Room, TSC and EOF to the three risk counties, and the Pennsylvania State Police are tested to meet the requirements of 10CFR50, Appendix E.

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6.0 Station Page Party

NOTE:

There are 2 independent Page Party Systems at BVPS (Unit #1 and Unit #2). During routine operations, the systems maintain independent operation. During an actual emergency, the capability exists for the joint Control Room facility to perform a site-wide page or announcement. Discussions between the 2 systems are not possible in its present configuration.

- 6.1 Each Page Party System is a five line telephone system which uses loudspeakers to page an individual party. The system provides for paging individuals within the plant from any other page station, and if necessary, communicating with them. Since the five lines are common to all stations, conference calls are possible.
- 6.2 During emergency conditions, the PAX system, if available, should be used for answering a page in order to free the system for communications from emergency squad members, survey teams, and others not having access to PAX phones.
- 6.3 The ability to interface the Page Party with the PAX Phone System exists. This system allows personnel to access the Page Party System from any PAX phone to page either Unit. The PAX phone numbers for the Page Party are:
 - Unit 1 - 5199
 - Unit 2 - 5399

NOTE:

Emergency Response internal communications are discussed in Attachment 6.

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EMERGENCY RESPONSE ORGANIZATION ACTIVATION EQUIPMENT

A. PURPOSE

This Attachment provides instructions for the identification, location and use of the Beaver Valley Emergency Response System (BVERS), the ERO Voice Mail System and Notifications Auto-dialer.

B. EQUIPMENT DESCRIPTION AND LOCATION

1.0 Beaver Valley Emergency Response System

- 1.1 Dialogics Communication Corp. Communicator located in the ERF Computer Room (UPS powered).
- 1.2 724-643-4370 or 330-315-4380 is the designated call-in number. To facilitate call-ins, at least 24 lines are available. Either the computer assisted call-in system will answer or a busy signal will be received.
- 1.3 Faxes will be sent to various locations for verification of ERO call-in.
- 1.4 Preprogrammed messages are accessible. These messages are:
 - 1.4.1 NORMAL OPERATIONS
 - 1.4.2 DRILL AND PERIODIC OPERATIONAL SURVEILLANCE TEST (OST)
 - 1.4.3 ACTUAL EVENT
- 1.5 The ability to provide messages for various occurrences (i.e., Unit specific transient).

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- 2.0 Emergency Response Organization Voice Mail System
 - 2.1 Panasonic KX-TVS100 Voice Processing System
 - 2.2 Located in the ERF Telecomm Room and connected to the Beaver Valley Power Station telephone system.
 - 2.3 724-682-5080 (PAX 5080), is the designated call-in number.
 - 2.3.1 Incoming calls are distributed to four available phone lines as they become available to a voice mail box.
 - 2.3.2 To verify each voice mail box is functional, a direct call can be accomplished by dialing PAX 7780, 7781, 7782 or 7783. This should only be done for troubleshooting, or as directed by procedure.
 - 2.4 Prerecorded messages are available for selection. They are:
 - 2.4.1 NORMAL OPERATIONS
 - 2.4.2 DRILL AND PERIODIC OPERATIONAL SURVEILLANCE TEST (OST)
 - 2.4.3 ACTUAL EVENT
 - 2.4.4 ACTUAL EVENT--SITE INACCESSIBLE
 - 2.5 The Emergency Response Organization Voice Mail System is tested to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.
 - 2.6 Voice Mail messages are retrievable by use of a PAX line.

NOTE:

Actual Event incoming messages become permanent records. They are NOT to be erased. They are to be saved for the EP Section.

2.6.1 Dial PAX 7783.

2.6.2 When message begins, press # .

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2.6.3 When prompted to enter the Mail Box number, enter
* 1 1 2 .

2.6.4 When prompted, press 1 to play back voice mail messages.

2.6.5 While playing voice mail messages, press 1 to go to next message or press 2 to repeat message. You do not have to wait for the prompt to press either key.

3.0 Auto-Dialer

3.1 Auto-dialers are located in the Control Room and TSC EPP Communications areas.

3.2 All auto-dialer phones are tested to meet the requirements of 10CFR50, Appendix E.

3.3 Instructions for using the Auto-Dialers, programming the Auto-Dialer numbers and the list of numbers in the Auto-Dialer are in Designated EPP Desk/Cabinet drawers in the Control Room and TSC.

3.3.1 The auto-dialer in the Control Room and TSC are designed to work by pushing the button next to the number listed that is to be called. The numbers are listed in EPP/IP 1.1, Notifications, Attachment 2.

3.3.2 The number dialed will appear on the LCD display area for all auto-dialer phones.

3.3.3 Upon reaching the appropriate party, commence the notification.

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ATTACHMENT 5 (1 of 2)

EMERGENCY PAGING DEVICES/BEEPERS

A. PURPOSE

This Procedure provides instructions for the issuance, testing and maintenance of the Radio Paging (Beeper) device used to notify key personnel in the event of an emergency. The primary purpose for the paging devices is for non-work hour notification of Emergency Response personnel.

B. PROCEDURE

1.0 Issuance of Paging Devices

1.1 Paging devices will be issued by Emergency Preparedness to key personnel as outlined below.

- Designated ERO positions in the emergency organization
- Selected alternates to other positions as needed.
- Others as agreed upon by the Department Managers and Emergency Preparedness.

1.2 Personnel assigned a paging device for ERO purposes are listed on the Emergency Response Organization Call-List. The Call-List is updated bi-monthly and is distributed by Emergency Preparedness.

NOTE:

The call for beeper activation **SHALL** be made before all other notifications from the Control Room.

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EMERGENCY PAGING DEVICES/BEEPERS

2.0 Testing and Maintenance

- 2.1 The paging and answering systems **SHALL** be tested as part of the Operating Surveillance Test (O.S.T.) Program, on a periodic basis. ERO members of the "On Call" Team **SHALL** respond during the test by calling the number designated in the beeper code and supplying the information requested.
- 2.2 Unannounced beeper activation tests will be conducted at the discretion of a designated EP representative.
- 2.3 Verification results are forwarded to Emergency Preparedness who is responsible for prompt resolution of any identified deficiencies.
- 2.4 Personnel assigned a paging device are responsible for proper care and use of the device as outlined in instructions provided with the device.

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ATTACHMENT 6 (1 of 7)

DISSEMINATION OF EMERGENCY DATA BETWEEN EMERGENCY RESPONSE CENTERS

A. PURPOSE

This Attachment describes the communications available for the transfer of data between the various emergency response facilities.

B. REFERENCES

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan and Implementing Procedures.
- 2.0 Title 10 Code of Federal Regulations Part 50
- 3.0 Beaver Valley Power Station Operating Manual Chapter 40.
- 4.0 NUREG-0654/FEMA-REP-1, "Criteria for Preparedness and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".

C. RESPONSIBILITIES

The designated ERO communicators are responsible to ensure all communication systems for internal communications are operable, all instructions followed and any malfunctions reported. The Communications Equipment Foreman, or designee, is responsible for addressing any reported malfunctions.

D. ACTION LEVELS/PRECAUTIONS

1.0 ACTION LEVELS

- 1.1 An emergency condition has been declared at Beaver Valley Power Station as provided in the BVPS Emergency Preparedness Plan.
- 1.2 The emergency organizations have been activated.
- 1.3 Upon direction from the Emergency Director, all or part of the Emergency Response Organization has been activated.

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DISSEMINATION OF EMERGENCY DATA BETWEEN EMERGENCY RESPONSE CENTERS

2.0 PRECAUTIONS

- 2.1 This procedure provides general information on how technical and operational data are transferred between various individuals in the emergency organization. This procedure is intended to serve as guidance and need not be followed step-by-step.
- 2.2 Requests for information from members of the news media or from unidentified individuals shall be referred to Corporate Communications (724-682-5201) or the Joint Public Information Center (JPIC), when activated, (412-604-4937).
- 2.3 Each individual in the emergency organization must ensure that when information becomes available, it is forwarded to the appropriate individuals or groups and in a manner that it is likely to be understood by the recipient.
- 2.4 To the extent possible, the Emergency Director and/or the Emergency Recovery Manager shall minimize the amount of time spent on the communication circuits.
- 2.5 Written forms of communication should be used when appropriate. If no predesignated data sheet exists, a speed memo should be used with the copies distributed as follows:
 - 2.5.1 Top copy (original) to the Emergency Director.
 - 2.5.2 Second copy to the Emergency/Recovery Manager.
 - 2.5.3 Third copy to the individual responsible for taking action on the data.

After the Emergency Director and/or Emergency/Recovery Manager have read the message, the sheet is forwarded to the status board keeper for recording and kept for documentation.

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**DISSEMINATION OF EMERGENCY DATA
BETWEEN EMERGENCY RESPONSE CENTERS**

E. PROCEDURE

1.0 RADIOLOGICAL HEADSET CIRCUIT

- 1.1 This circuit provides constant and timely transfer of in-plant radiological data between the emergency response centers.
- 1.2 Communicators assigned by various coordinators will operate the headset at the locations shown in Attachment 1.
- 1.3 Persons requesting or volunteering information should identify themselves and the party to whom the message is directed prior to message transmittal.
- 1.4 This circuit is tested to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.

2.0 OPERATIONS HEADSET CIRCUIT

- 2.1 The operations circuit is used in conjunction with the Inplant Process Computer system, Safety Parameter Display System, or Emergency Response Facility Computer System. This circuit is used for disseminating Control Room information to other emergency facilities.
- 2.2 The Operations Communicator is assigned to the Control Rooms as part of the TSC staff and is identified in the emergency organization. Other communicators on the operations circuit are assigned by the various coordinators. Locations for the operations circuit are shown in Attachment 1.
- 2.3 Persons requesting or volunteering information should identify themselves and the party to whom the message is directed prior to message transmittal.
- 2.4 This circuit is tested to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.

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DISSEMINATION OF EMERGENCY DATA BETWEEN EMERGENCY RESPONSE CENTERS

3.0 RADIOLOGICAL RESPONSE DEDICATED TELEPHONE

- 3.1 This telephone system provides a means for onsite emergency response centers to plan and coordinate radiological response activities.
- 3.2 This system is located in the plant areas as shown in Attachment 1, "Communications Interface Matrix".
- 3.3 This system will be manned by communicators assigned by emergency coordinators. The phones will provide direct ringdown capability between each station but no "party-line" features between the stations.
- 3.4 This circuit is tested to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.

4.0 TSC/EOF/CONTROL ROOM DEDICATED TELEPHONES

- 4.1 The TSC/EOF/Control Room dedicated telephones are a dedicated ring down intercom circuit connecting the plant areas as shown in Attachment 1, "Communications Interface Matrix".
- 4.2 The purpose of these circuits is to provide a reliable means of conducting longer term conversation between the personnel at each location.
- 4.3 The dedicated phones receive power from the SOSB and ERF phone switches.
- 4.4 This circuit is tested to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.

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DISSEMINATION OF EMERGENCY DATA BETWEEN EMERGENCY RESPONSE CENTERS

5.0 COMPUTERS

- 5.1 Atmospheric Radioactive Effluent Release Assessment System (ARERAS). The ARERAS computer system will provide data needed for determination of meteorological conditions in the vicinity of the Beaver Valley Power Station and to assess and monitor actual or potential offsite consequences of a release during a radiological emergency condition.
- 5.2 Inplant Process Computer System (IPC-BV1, ERFCS-BV2). These systems perform data acquisition, trending, alarm reporting, logging, CRT displays, data storage and various human communication functions to provide for the monitoring of plant variables in the Control Rooms, the Technical support Center (TSC), and the Emergency Operations Facility (EOF). The equipment interfaces with the plants for inputs at several locations and provides analog outputs at the TSC for chart recorders.
- 5.3 Safety Parameter Display System (SPDS-BV1) - The SPDS provides a concise display of critical plant parameters to aid operators in rapidly and reliably determining the safety status of the plant during abnormal and emergency conditions. Duplicate displays are provided in the TSC and EOF in order to improve the exchange of information between these facilities and the Control Room. The SPDS is capable of trending and displaying current and recent parameter magnitudes as a function of time.
- 5.4 These systems are tested in the TSC and EOF to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.

6.0 STATUS BOARDS

- 6.1 Status boards are provided in the response facilities for tracking data and response actions. The boards also aid in turnovers, documentation and overall assessment of the accident.
- 6.2 Designated status board keepers shall update the narrative board which provides sequential display of events as situations warrant.

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DISSEMINATION OF EMERGENCY DATA BETWEEN EMERGENCY RESPONSE CENTERS

7.0 PARTY PAGE

Internal communications related to the emergency response will be in the form of periodic announcements made to keep all site and response personnel apprised of events.

8.0 STATION ALARM

8.1 The station alarm shall be sounded over the station page system to alert station personnel an emergency condition exists.

8.2 The Control Room shall sound the station alarm anytime an emergency condition is declared, escalated or de-escalated. An announcement shall follow informing station and emergency response personnel of the current situation.

F. FINAL CONDITIONS

Use of this procedure shall be terminated at the time of TSC deactivation or when directed by the Emergency Director.

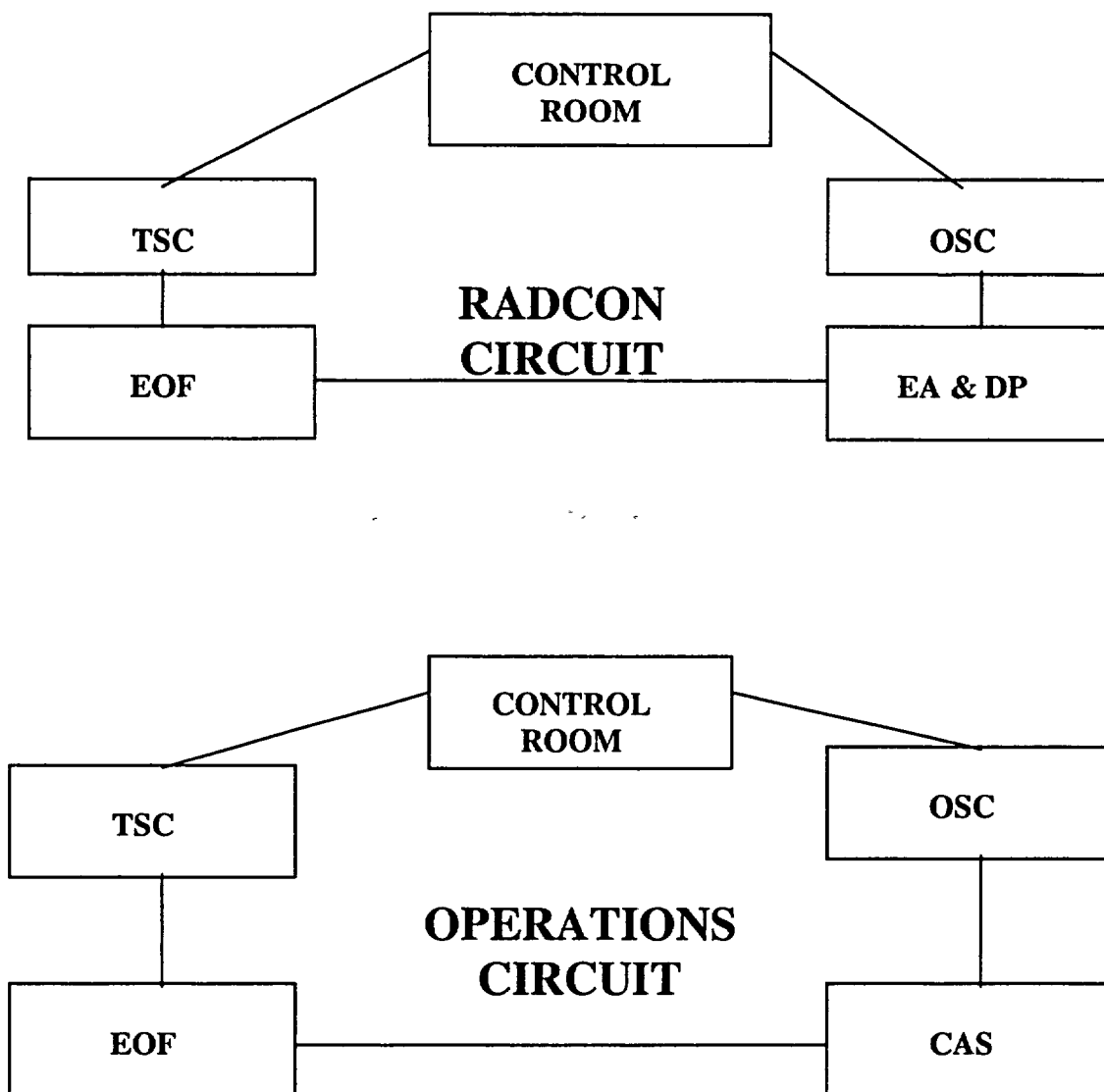
G. FIGURES

1.0 EMERGENCY HEADSET PHONE CIRCUITS

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**FIGURE 1
EMERGENCY HEADSET PHONE CIRCUITS**



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COMMUNICATIONS AND DISSEMINATION OF
INFORMATION

Unit:

1/2

Level Of Use:

General Skill Reference

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ATTACHMENT 7 (1 of 1)

ALTERNATE METHOD OF PROVIDING INITIAL NOTIFICATIONS AND PAR'S VIA RADIO

- 1) From one of the remote 153.47 MHz radio consoles, press the PL2 button. This line is used for emergency communications with Beaver County Emergency Management Agency (Beaver County 911 Center), Columbiana County Emergency Management Agency, and Hancock County Office of Emergency Services.
- 2) Make the following announcement:

 "Beaver County 911, this is Beaver Valley Power Station, please acknowledge, Columbiana County Sheriff Dispatch, this is Beaver Valley Power Station, please acknowledge, Hancock County Sheriff Dispatch, this is Beaver Valley Power Station, please acknowledge."

 Repeat, as necessary.
- 3) Upon County acknowledgment, announce the following:

 "I have an Initial Notification/Protective Action Recommendation for you. Please acknowledge."

 Repeat, as necessary.
- 4) Provide Initial Notification and/or PAR and request acknowledgment.

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EPP MESSAGE AUTHENTICATION CODE WORD

1. The EPP Message Authentication Code Word is used as a method for providing authentication of information being relayed to various Offsite Agencies and is coming from Beaver Valley Power Station.
2. The EPP Message Authentication Code Word is changed:
 - Nominally on an annual basis (where possible, in conjunction with revisions to EPP-IP-1.1 "Notifications").
 - More often as determined by Emergency Preparedness.
3. The EPP Message Authentication Code Word may be chosen at random or follow a predetermined sequence such as the phonetic alphabet. The Code Word **SIMULATOR** will be used for all drills during Licensed Retraining with no offsite participation.
4. The EPP Message Authentication Code Word is pre-printed on various forms for use during declared emergencies. These forms are maintained by Emergency Preparedness in Notification Packages in various Emergency Facilities. Emergency Preparedness shall ensure the Notification Packages are in place in the various Emergency Facilities to coincide with the Code Word change.
5. A letter giving the date and time for the EPP Message Authentication Code Word to change will be distributed according to the distribution lists maintained by Emergency Preparedness.

Beaver Valley Power Station

Unit 1/2

EPP/IP 1.4

Technical Support Center Activation, Operation and Deactivation

Document Owner
Manager, Emergency Preparedness

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Level Of Use	General Skill Reference
Safety Related Procedure	Yes

CONTROLLED
BVPS UNIT 3

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<u>EFFECTIVE INDEX</u>			
Issue 8 Rev.	0	OSC Approved	3-12-87
	1	OSC Approved	3-29-88
	2	OSC Approved	3-22-90
Issue 9 Rev.	0	Non-Intent Revision	10-9-90
	1	Non-Intent Revision	11-21-91
	2	Non-Intent Revision	12-29-92
	3	Non-Intent Revision	2-9-93
Rev.	5	OSC Approved	11-10-93
	6	OSC Approved	12-15-94
	7	Non-Intent Revision	10-6-95
	8	Non-Intent Revision	12-1-95
	9	Non-Intent Revision	4-3-96
	10	Non-Intent Revision	6-17-97
Rev.	11	Non-Intent Revision	1-1-98
	12	Non-Intent Revision	4-1-98
	13	Non-Intent Revision	12-31-99
	14	Non-Intent Revision	01-23-01
	15	Non-Intent Revision	8-8-01
	16	Non-Intent Revision	12-12-01
	17	Simple Change	8-15-02
Rev.	18	Simple Change	2-25-03

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A. PURPOSE

This procedure provides guidance for the Technical Support Center (TSC) staff in the activation, operation and deactivation of the Technical Support Center.

B. REFERENCES

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan and Implementing Procedures.
- 2.0 Beaver Valley Power Station Operating Manual.
- 3.0 Title 10 Code of Federal Regulations Part 50, Appendix E.
- 4.0 NUREG-0654/FEMA-REP-1 "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants."
- 5.0 NRC Inspection Report 50-334 #81-27 (The concept of operations described in this EPP/IP were incorporated in response to finding.)
- 6.0 NUREG-1394 "Emergency Response Data System (ERDS) Implementation."
- 7.0 Condition Report #970716
Condition Report #00-2202
Condition Report #01-3198
Condition Report #01-6025
Condition Report #02-04166
Condition Report #01-1714-07
Condition Report #02-03660

C. RESPONSIBILITIES

The Technical Support Coordinator is responsible for insuring the actions outlined in this procedure are completed. The Emergency Director is responsible for insuring Attachment 4 "Guidance for ERF Evacuation/Inaccessible" is implemented, if applicable. The TSC Computer Coordinator is responsible for ERDS activation per Attachment 9.

D. ACTION LEVELS/PRECAUTIONS

1.0 ACTION LEVELS

NOTE

NUREG-1394 requires activation of the ERDS computer within one (1) hour of the declaration of any Alert or higher classification.

1.1 This procedure should be initiated upon any of the following:

- 1.1.1 At the direction of the Shift Manager, assuming the responsibilities of the Emergency Director.

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1.1.2 Declaration of an emergency condition equal to or greater than an Alert.

2.0 PRECAUTIONS

NOTE:

Operability of the TSC and EOF is checked as part of Operations Manual, Chapter 58. Emergency activation of the TSC and EOF will include operability checks in addition to those mentioned above.

- 2.1 To ensure that appropriate and timely attention is paid to the in-plant and offsite aspects of the emergency condition, the Shift Manager should delegate supervision of in-plant activities and assume the responsibilities of the Emergency Director as set forth in the BVPS Emergency Preparedness Plan.
- 2.2 The Shift Manager must ensure that TSC activities and personnel associated with TSC activation do not interfere with operational and assessment actions.
- 2.3 The Technical Support Center will provide the following functions:
 - * Provide plant management and technical support to plant operations personnel during emergency conditions.
 - * Relieve the reactor operators of peripheral duties and communications not directly related to reactor system manipulations.
 - * Prevent congestion in the Control Room.
 - * Perform EOF functions for the Alert Emergency class and for the Site Area Emergency class and General Emergency class until the EOF is functional.
 - * Provide radiological briefings for personnel leaving the ERF during a declared emergency.

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E. PROCEDURE

1.0 ACTIVATION

NOTE:

The TSC should be activated as soon as possible, but, in all cases, within one (1) hour of an ALERT or higher classification. BVPS will continue to maintain an ERO and notification system which will have the objective of meeting the 30/60 minute response time criteria specified in NUREG-0654. It is recognized that 100% staff augmentation, within 30 minutes, may not be achievable under all circumstances. The Onsite staff shall be augmented as soon as reasonably achievable.

- 1.1 Upon declaration of an emergency condition equal to or greater than an ALERT or as directed by the Emergency Director (SM), the ERF Emergency Access Station procedure should be implemented (Attachment 2)
 - 1.1.1 Security and the Technical Support Coordinator shall refer to Attachment 1 for instructions concerning the ERF ventilation.
 - 1.1.2 If personnel are notified that the Site is inaccessible, refer to Attachment 4 "Guidance For ERF Inaccessible/Evacuation".
- 1.2 Upon notification of an Alert or higher emergency classification, the on-call Emergency Director shall do at least one of the following:
 - 1.2.1 Proceed to the Control Room, or
 - 1.2.2 Contact the SM/ED via cell phone, direct ringdown phone, or other available communications, and
 - 1.2.3 Obtain the information to complete the turnover status checklist with the on-duty SM/Emergency Director.
- 1.3 The Technical Support Coordinator shall inform the Emergency Director of TSC staffing (reference Attachment 5).

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NOTE:

Obtain the BVERS printout from the FAX machine in the TSC Communications Area.

- 1.3.1 Using the Beaver Valley Emergency Response System (BVERS) printout, determine staffing from personnel currently at the TSC, or via arrival times listed on the BVERS printout.
- 1.4 The Technical Support Coordinator shall inform the Emergency Director of the status of the following:
 - 1.4.1 Emergency equipment is energized or operable. (Reference Attachment 5)
 - 1.4.2 Security has:
 - Secured the ERF Emergency Entrance.
 - Isolated the ERF ventilation, per Attachment 1.
 - 1.4.3 Radiation Protection has:
 - Established Frisking Station (if required).
 - Established TLD Issue Area.
- 1.5 Verify that the Radiological Controls Coordinator has initiated habitability surveys, if necessary. (Refer to Attachment 8 of this IP.)

NOTE:

Depending on the type of emergency or circumstances, the TSC may be activated without complete staffing or all available communications equipment.

- 1.6 Upon information provided by the Technical Support Coordinator, the Emergency Director, or designee, shall declare the Technical Support Center activated and inform the Shift Manager of the final transfer of responsibilities. A formal activation announcement shall be made over the ERF page, the plant page party system, and the Operations/RadCon Headset Circuits. EPP/IP 1.3, "Turnover Status Checklist" should be used during the turnover process to assure accurate information is received.

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2.0 OPERATION

NOTE:

If actions are required in an emergency that are immediately needed to protect the public health and safety, and departs from the license condition or Technical Specification, the action shall be approved, as a minimum by a licensed Senior Reactor Operator prior to taking the action, per 10 CFR 50.54 (x) and (y).

- 2.1 The Technical Support Center (TSC) is located in the Emergency Response Facility. Equipment and facilities required for implementation of the BVPS EPP are located in the TSC. This equipment includes; computer systems for both Units, dedicated telephones providing access to Control Room data and the means for conversations with Operations personnel and dedicated headset circuits.
- 2.2 Technical Support Center equipment operation shall be under the guidance set forth in the BVPS EPP/IP 1.2, "Communications and Dissemination of Information", or other applicable procedures.
- 2.3 If access to the TSC becomes restricted due to radiological or other conditions, the Emergency Director and designated Emergency Coordinators should relocate per Attachment 4. All other TSC personnel will receive reporting instructions as the situation warrants.
- 2.4 The functional responsibilities of the individual TSC personnel (Emergency Coordinators) are identified in Section 5 of the BVPS Emergency Preparedness Plan.

3.0 DEACTIVATION

- 3.1 The Emergency Director may, upon satisfying the criteria of EPP/IP 6.2, "Termination of the Emergency and Recovery", declare the TSC deactivated. The Technical Support Coordinator will be directed to coordinate the TSC deactivation. Preparations should be made between the Shift Manager and the Emergency Director to transfer remaining responsibilities to the On-Shift or Recovery organizations.
- 3.2 After shifting responsibilities, inform the Shift Manager that the TSC has been deactivated. A formal announcement should be made to any remaining TSC staff and announced over the Operations and RadCon circuits, as a minimum.

CAUTION:

Establish contact with the NRC to obtain approval for ERDS link deactivation.

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- 3.3 Upon deactivation, the Technical Support Coordinator should direct available personnel to de-energize and restore emergency equipment, forms and any other items utilized during the emergency response.

F. FINAL CONDITIONS

- 1.0 The use of this procedure shall be terminated after the following conditions have been met.
- 1.1 All available records generated during the emergency response are forwarded to the Communications and Record Coordinator.
- 1.2 All functional equipment/supplies have been restored to preactivation status.
- 1.3 The TSC staff has been relieved of all duties associated with the operation of the TSC.
- 1.4 Normal operations have been restored or a recovery organization established.

G. ATTACHMENTS

- 1.0 ERF VENTILATION SYSTEM ISOLATION
- 2.0 ERF EMERGENCY ENTRANCE
- 3.0 ACTIVATION OF IPC, ERFCS AND SPDS COMPUTERS
- 4.0 GUIDANCE FOR ERF EVACUATION/INACCESSIBLE
- 5.0 TECHNICAL SUPPORT COORDINATOR - ACTIVATION CHECKLIST (Example)
- 6.0 COMPUTER COORDINATOR - ACTIVATION CHECKLIST (Example)
- 7.0 COMMUNICATIONS AND RECORDS COORDINATOR - ASSIGNMENT CHECKLIST (Example)
- 8.0 RADIOLOGICAL CONTROLS COORDINATOR - CHECKLIST (Example)
- 9.0 ACTIVATION OF THE EMERGENCY RESPONSE DATA SYSTEM (ERDS) FROM THE TSC
- 10.0 NRC/BVPS TECHNICAL INFORMATION FLOW

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ERF EMERGENCY VENTILATION ISOLATION/ACTIVATION

RESPONSIBILITY

Upon declaration of an ALERT or higher emergency classification, or at the direction of the Emergency Director, Security shall complete **SECTION A** and the Technical Support Coordinator, or designee, shall complete **SECTION B**.

NOTE:

If Security is unavailable or delayed, the Technical Support Coordinator, or designee, shall also complete **SECTION A**.

SECTION A, Ventilation Isolation by Security

NOTE:

The ERF Ventilation System is isolated by Security personnel immediately after they have established the ERF Emergency Access Station.

To manually isolate the ventilation system in the Emergency Response Facility, perform either step 1) or 2) of the following:

- 1) Flip the switch on Control Panel #5 (located in the EOF - Figure 1). The switch is located on the lower right hand side of the HVAC panel and should be placed from the normal position to the Emergency System Mode Switch position (observe instructions posted on the panel).
or
- 2) Follow the same procedure in the Mechanical Room (Figure 1). The switch and instructions are also located on the HVAC panel on the lower right hand side of the panel.

The switch closes the automatic dampers and allows for recirculating the air in the ERF. Whether the switch is in the normal or emergency system mode switch position, the air is sent through a series of filters before circulating.

- 3) Record time Emergency Ventilation switch activated, and inform Technical Support Coordinator.
- 4) If the ventilation system is not isolated/activated, inform Technical Support Coordinator. The Technical Support Coordinator shall discuss the situation with the Engineering Coordinator, Emergency Director and Radiological Control Coordinator as to the need for surveys, sampling or ERF evacuation.

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ERF EMERGENCY VENTILATION ISOLATION/ACTIVATION

SECTION B, Starting Second Ventilation Fan by Tech Support Coord./Designee

The purpose of Section B is to start the second air handling Fan to ensure a positive pressure is maintained in the TSC and EOF during emergency use.

- 1) Locate the S-1 Air Handling Unit Panel in the Maintenance Area Mechanical Room Figure 1, (Across from the ERF Reproduction Room.)
- 2) Verify or place the S-1 air handling unit Fan No. 1 in "Manual".
- 3) Verify or place the S-1 air handling unit Fan No. 2 in "Manual".

NOTE:

If S-1 air handling unit Fan No. 1 is in service, go to step 5, if S-1 air handling unit Fan No. 2 is in service, go to step 4 and skip step 5).

- 4) Start the S-1 air handling unit fan No. 1 by pushing the start button.
- 5) Start the S-1 air handling unit fan No. 2 by pushing the start button.
- 6) Adjust the manual speed controller on the S-1 air handling unit Fan No. 1 to 8.75.
- 7) Adjust the manual speed controller on the S-1 air handling unit Fan No. 2 to 8.75.
- 8) Close doors to the TSC (including the Communications Area of the Ombudsman's Office) and EOF (i.e.: do not prop or block doors open).
- 9) Inform Emergency Director second ventilation fan has been started to maintain TSC and EOF positive pressure.
- 10) If the second fan does not start, the Technical Support Coordinator shall discuss the situation with the Engineering Coordinator, Emergency Director and Radiological Control Coordinator as to the need for surveys or sampling.

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ERF EMERGENCY VENTILATION ISOLATION/ACTIVATION

SECTION C, Returning Ventilation System to One Fan (Normal) Service

CAUTION:

Ramp down Fan speed prior to stopping second Fan.

- 1) Stop the S-1 air handling unit Fan No. 2 by pushing the stop button.
- 2) Place the S-1 air handling Unit Fan No. 2 in auto.
- 3) Adjust the manual speed controller on the S-1 air handling unit Fan No. 1 to 7.0.
- 4) Adjust the manual speed controller on the S-1 air handling unit Fan No. 2 to 7.0.
- 5) Place the ERF Building Normal/Emergency Ventilation switch at panel CP-1 in the Maintenance Area Mechanical Room Figure 1 (across from the ERF Reproduction Room) to the Normal position.
- 6) Confirm labeled indicators have reversed damper positions.
- 7) Inform the Engineering Coordinator and the Emergency Director.

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ERF EMERGENCY ENTRANCE

A. PURPOSE

This procedure provides guidance for emergency support personnel for gaining access to the Emergency Response Facility (ERF).

B. REFERENCES

None

C. RESPONSIBILITIES

The RadCon Coordinator and Security Coordinator are responsible for insuring the actions outlined in this procedure are completed.

D. ACTION LEVELS/PRECAUTIONS

1.0 ACTION LEVELS

1.1 This procedure should be initiated upon any of the following:

- 1.1.1 At the direction of the Shift Manager assuming the responsibilities of the Emergency Director.
- 1.1.2 Declaration of an emergency condition equal to or greater than an emergency classification of ALERT.

2.0 PRECAUTIONS

2.1 The ERF Emergency Entrance will provide the following functions:

- * Provide a controlled access location into the ERF.
- * Provide a location for performing radiological monitoring of personnel entering the ERF (if appropriate).

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E. PROCEDURE

1.0 ACTIVATION

NOTE:

If emergency personnel arrive at the ERF Building prior to Security/Radiation Protection set-up, they shall sign in on the wall boards by the garage and begin activation of their area. Upon Security/Radiation Protection set-up, announcements should be made on the ERF Page for personnel to report to the Security Sign-in Station and, also obtain dosimetry. Radiation Protection may cross-reference sign-in logs to assure all personnel are signed in and possess dosimetry.

- 1.1 Security will secure all entrances to the ERF, except the Radiation Protection Check Area entrance at the ERF garage (Figure 1).
- 1.2 Personnel shall sign the sheets located on the wall near the Security Sign-in. As indicated in EPP/IP 1.7 "Emergency Response Organization Teams", signing the Sign-in Sheet indicates the individual is Fit For Duty and has not consumed alcohol within the last five (5) hours.
- 1.3 Radiation Protection will establish a Dosimetry Issue Station down the hall from the Security/Sign-in Station. All personnel entering the ERF Building will be required to wear a TLD (Figure 2).
 - 1.3.1 Dosimetry should not be issued to individuals who have worn their assigned BVPS TLD when entering the ERF. The Security/TLD issue log should be marked accordingly.
 - 1.3.2 A RadCon Coordinator Assistant should make the following announcement on the ERF page system (PAX 7000).

"All emergency workers who have not processed in through Security and Radiation Protection should do so as soon as practical to ensure complete staff accountability and radiation dosimetry issue."

REPEAT THIS ANNOUNCEMENT SEVERAL TIMES DURING THE INFLUX OF THE ERO SUPPORT STAFF.

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- 1.4 Radiation Protection will also establish a radiological monitoring station, if needed, in the Radiation Protection Check Area with appropriate radiological boundaries (Figure 2).
- 1.5 A RadCon Coordinator or Assistant shall make the following announcement:

"All ERF personnel leaving the ERF must receive a radiological briefing from the TSC RadCon Coordinator in the TSC prior to exiting the ERF".
- 1.6 After the influx of TSC/EOF support staff, a RadCon Coordinator Assistant should make an accounting of those who normally have assigned dosimetry and who received ERF-EPP TLD's. The normal dosimetry should be pulled from the normal storage locations for return to the ERF Building as soon as practical.

2.0 OPERATION

- 2.1 Radiation Protection will determine the necessity of a self-frisk based on Radiation Protection/Operations evaluation of the potential for contamination due to a radiological release.
- 2.2 All personnel entering the Radiation Protection Check area will remain within the radiological boundaries until monitored, if necessary.
- 2.3 If contamination is detected, Radiation Protection should be notified. They will evaluate the extent of the contamination, and direct decontamination in the Decontamination Room, if necessary. (Refer to BVPS HPM Chapter 3, RP 2.3 "Decontamination Control" for additional guidance.)

NOTE:

The Decontamination Room showers drain to a holding tank buried outside the ERF. Tank level indicator panels are located in the front entrance to the ERF, and the Service Dock Area by the roll-up door.

- 2.4 If no contamination is detected, personnel may exit the Radiation Protection Check Area at the designated point, by using the card reader on the wall beside the door (BVPS ID required) or contacting one of the phone numbers listed on the wall, and continue to the Sign-in Sheets.
- 2.5 Personnel who do not have an ID card to access the card reader must call one of the phone numbers listed on the wall to gain access.
- 2.6 Personnel shall sign-in on the wall board sheets, obtain dosimetry from Radiation Protection, or notify Radiation Protection their assigned BVPS TLD is being worn, and then continue to their appropriate emergency response positions.

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3.0 DEACTIVATION

- 3.1 Upon decision by the Emergency Director/Emergency Recovery Manager to terminate the use of the ERF Emergency Entrance, the RadCon Coordinator and Security Coordinator will direct the deactivation process.
- 3.2 Upon deactivation and prior to the return of normal building access, the RadCon Coordinator will assure that all radiological boundaries and equipment are properly removed, and surveys are conducted to confirm that the Radiation Protection Check Area (and Decontamination Room, if necessary) are below 5000 dpm/100 cm². Areas that cannot be readily decontaminated to acceptable levels shall be isolated and access controlled until decontamination efforts are satisfactorily completed.
- 3.3 Upon deactivation, the Security Coordinator will assure the re-establishment of normal building access.

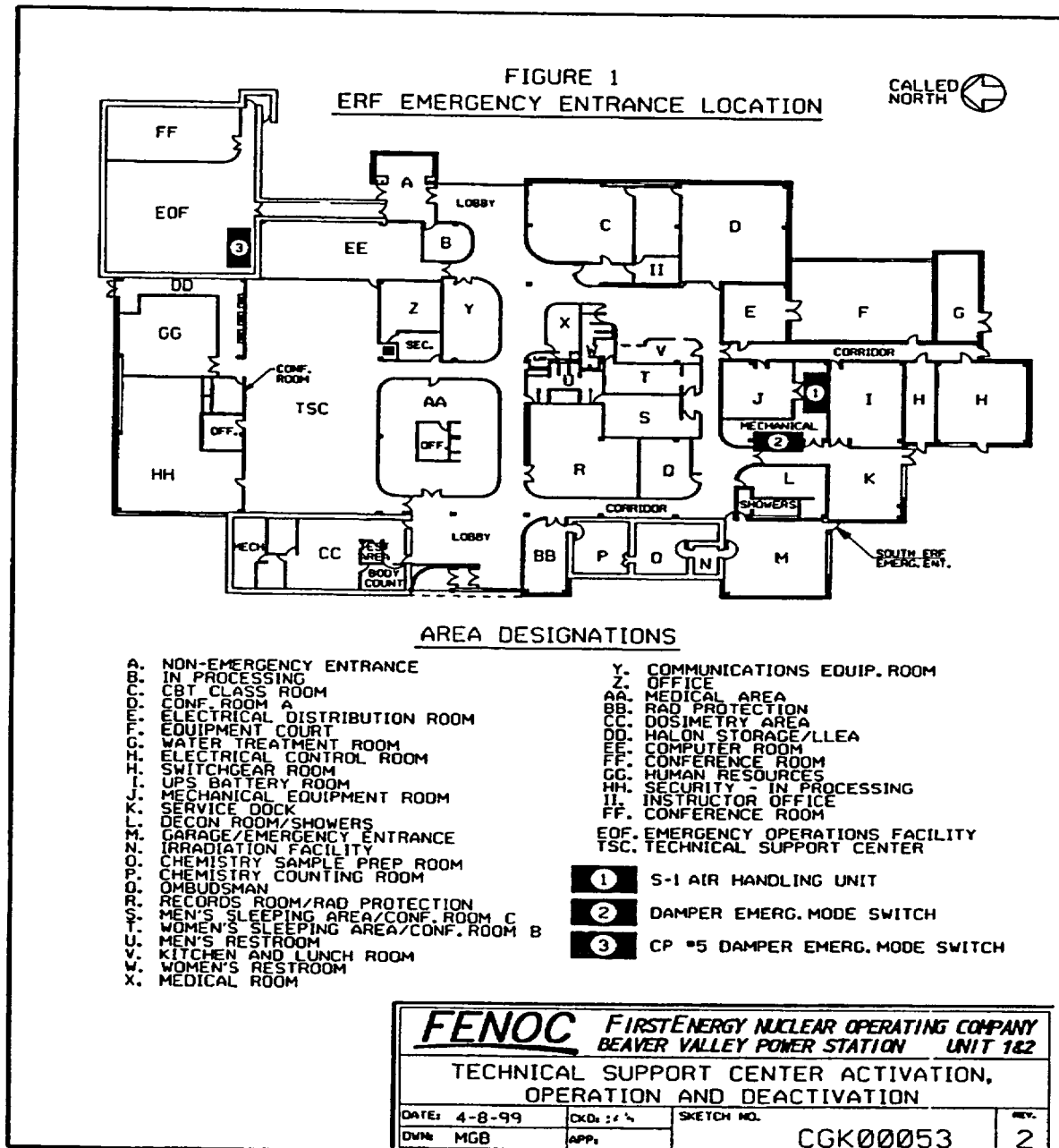
F. FINAL CONDITIONS

- 1.0 The use of this procedure shall be terminated after the following conditions have been met:
 - 1.1 All records generated during the emergency response are forwarded to the proper personnel for review and then forwarded to Emergency Preparedness.
 - 1.2 All functional equipment/supplies have been restored to pre-activation status.
 - 1.3 All contaminated waste has been properly packaged and transported to Radiological Waste Disposal.

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Figure 1

ERF EMERGENCY ENTRANCE LOCATION



14-JAN-2003 08:54 k:\u3\cgk00053 F31

PREPARED BY THE BVPs  CHECKED BY THE BVPs

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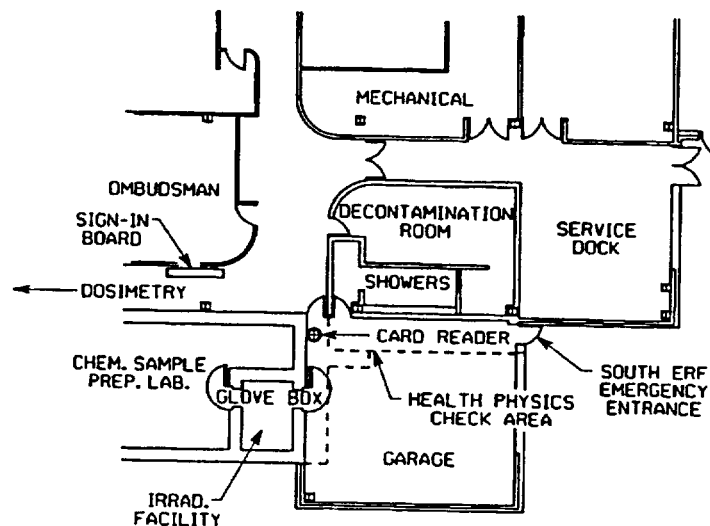
FIGURE 2

ERF EMERGENCY ENTRANCE

CALLED NORTH



FIGURE 2
ERF EMERGENCY ENTRANCE



FENOC

FIRSTENERGY NUCLEAR OPERATING COMPANY
BEAVER VALLEY POWER STATION UNIT 1&2

TECHNICAL SUPPORT CENTER ACTIVATION,
OPERATION AND DEACTIVATION

DATE: 4-8-99

CHKD: 7-5

SKETCH NO.

REV.

OWN: MGB

APP:

CGK00054

2

14-JAN-2003 08:55

k:\u3\cqk00054.r01

PREPARED BY
THE BVS



CADED
SYSTEM

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ACTIVATION OF IPC, ERFCS AND SPDS COMPUTERS

1. Obtain keys to computer consoles from TSC key box and supplies from TSC cabinet.
2. Convert TSC and EOF consoles to engineer mode.
3. Energize TSC trend pen recorders.
4. Perform system check on IPC and SPDS or ERFCS according to OM Chapter 58 and verify activation on HDSR.
5. Clear computer's OJ, log, and high speed line printer.
6. Identify key groups at direction of computer coordinator.
7. Activate trend pen recorders utilizing representative points from key groups. Identify point names and ranges with grease pencil on recorder faces. (U2 Only)
8. Initiate one standard trend log for each key group and activate and initiate collection.
9. Assign key groups to their respective logs.
10. Display RCS P&ID on IPC/ERFCS utility screen.
11. Display PSSD iconic on SPDS monitor.
12. Monitor group display for point alarms or abnormal trends and values, and alert key personnel.
13. Modify displays, trend pens, standard trend logs, and spare group assignments to support needs of TSC and EOF personnel.
14. Periodically provide logs and appropriate summaries.
15. Upon termination return system to normal operating status, and return console keys to the TSC key cabinet.

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GUIDANCE FOR ERF EVACUATION/INACCESSIBLE

NOTE:

Although the ERF Building is a radiologically hardened facility, other hazards (fire, toxic gas, flooding, loss of power, loss of internal ventilation control, etc.) may cause evacuation of the ERF, or result in ERF inaccessibility to emergency response personnel.

- 1.0 The following is guidance for Emergency Response Organization personnel in the event of ERF evacuation or inaccessibility.

TABLE 1

<u>TSC POSITION</u>		<u>IF EVACUATION RELOCATE TO</u>	<u>IF INACCESSIBLE REPORT TO</u>
Emergency Director	*	Control Room	Alternate EOF (JPIC)
TSC Operations Coordinator	*	Control Room	Alternate EOF (JPIC)
RadCon Coordinator	*	Control Room	Alternate EOF (JPIC)
Maintenance Coordinator	*	Control Room	Alternate EOF (JPIC)
Comm & Records Coord.	*	Control Room	Alternate EOF (JPIC)
Chemistry Coordinator		Unit 1 Cold Lab	Alternate EOF (JPIC)
Engineering Coordinator		SEB	Alternate EOF (JPIC)
Technical Support Coordinator		SEB	Alternate EOF (JPIC)
TSC Engineers		SEB	Alternate EOF (JPIC)
Document Support		SEB	Alternate EOF (JPIC)
Security Representative	+	Alternate EOF (JPIC)	Alternate EOF (JPIC)
Computer Coordinator		Alternate EOF (JPIC)	Alternate EOF (JPIC)
Operations Communicator		Alternate EOF (JPIC)	Alternate EOF (JPIC)
Telecommunications		SEB	Alternate EOF (JPIC)
EA&DP Coordinator		Alternate EOF (JPIC)	Alternate EOF (JPIC)

+ The Security Coordinator will remain in CAS while ERF Security personnel relocate per EPP/IP 1.6.

* These personnel should relocate to the unaffected Unit's SM Office.

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GUIDANCE FOR ERF EVACUATION/INACCESSIBLE

2.0 ERF Evacuation

NOTE:

Upon determination that ERF personnel must be evacuated during an emergency condition, the Emergency Director, in conjunction with the RadCon Coordinator and the TSC Security Coordinator, shall assign appropriate personnel to conduct a search of the building to assure that all personnel are evacuated.

EOF personnel shall report to the Alternate EOF per EPP/IP 1.6.

- 2.1 Personnel listed in Table 1 shall turnover their responsibilities to Control Room or OSC personnel and report to their designated locations.
- 2.2 All other ERF personnel shall relocate to the SEB first floor or relocate to another area (alternate onsite work location or assembly area).
 - 2.2.1 Upon relocation, the Engineering Coordinator, Chemistry Coordinator and EA&DP Coordinator shall call the Emergency Director in the Control Room and relay a phone number where they can be contacted.
 - 2.2.2 Personnel may also be dismissed from the Site, as directed by the appropriate Coordinator.
- 2.3 The evacuation location may be changed per the Emergency Director, or appropriate Coordinator, dependent on the cause of the evacuation or the loss of specific equipment.

3.0 ERF Inaccessible

NOTE:

This would most likely be a non-daylight work hour event, since during daylight work hours, personnel onsite would be able to access onsite Emergency Facilities.

- 3.1 Upon notification of an emergency classification with the Site inaccessible, only those TSC positions listed in Table 1 should report to the Alternate EOF and determine the requirements for Site access and the necessity for additional personnel response (assistants, communicators, engineers, etc.).

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GUIDANCE FOR ERF EVACUATION/INACCESSIBLE

4.0 Site Accessible

- 4.1 Upon the Site becoming accessible, the Emergency Director/Emergency Recovery Manager shall call the Control Room SM/ED for a turnover, if the emergency has not been terminated.
- 4.2 Upon completion of the turnover, the TSC Emergency Director/Emergency Recovery Manager shall report to the TSC/EOF, conditions permitting (radiological, toxic gas, etc.). He will then call the Control Room SM for an update, receive a staffing and equipment operability update, and brief the TSC and EOF over the ERF Building page system.

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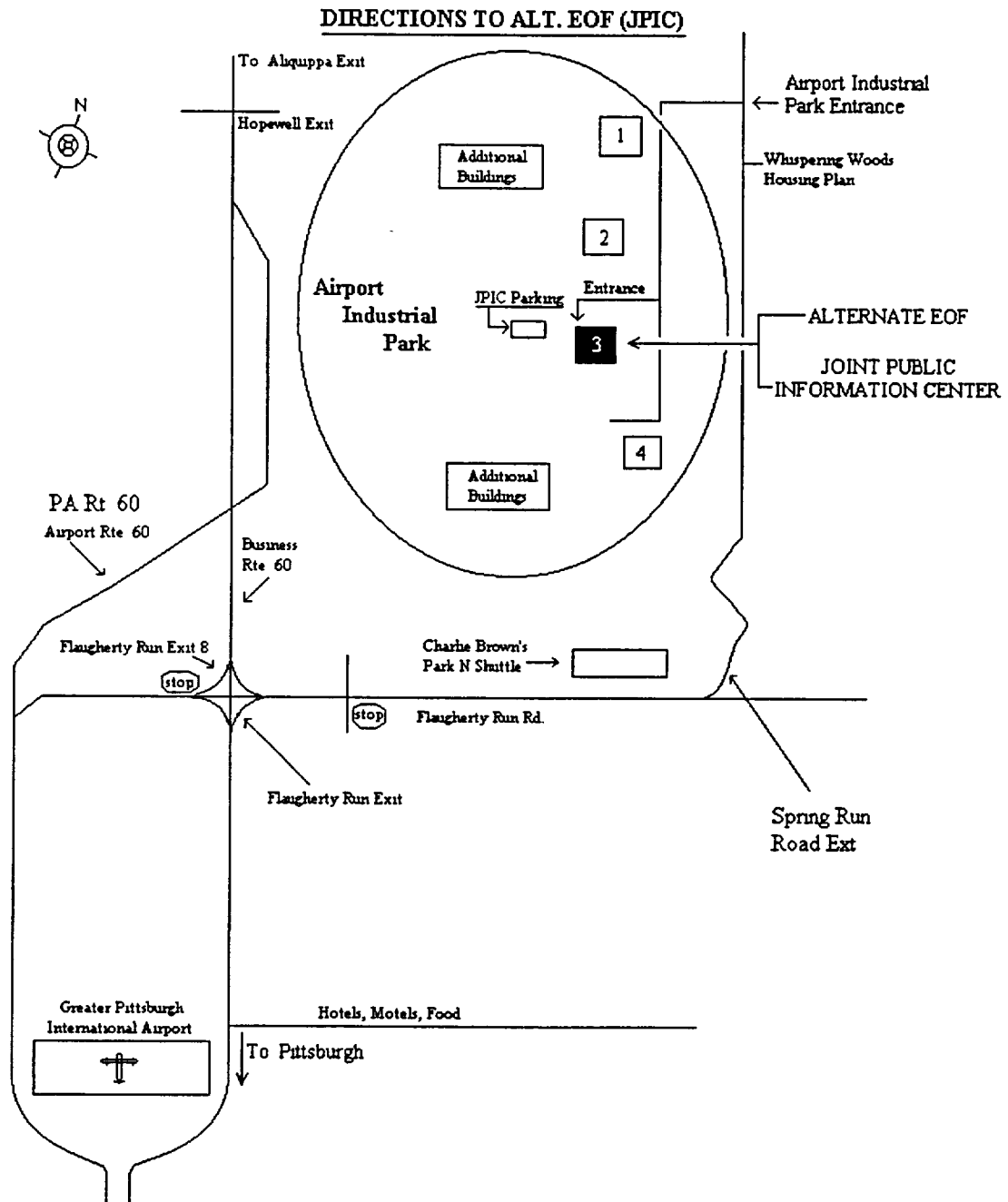
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Figure 1



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ATTACHMENT 5 (Page 1 of 3)

TECHNICAL SUPPORT COORDINATOR
(TSC ACTIVATION CHECKLIST)

NOTE:

This checklist is provided to aid the Technical Support Coordinator in determining the state of readiness of the TSC for activation. It is not intended to replace any portion of this IP.

NOTE:

TSC Engineering personnel are to begin completion of this attachment as they arrive in the TSC.

A) INITIAL ACTIVATION

Verified Complete By	Time	Task
		1. Open TSC Cabinet and distribute TSC Folders, Badges, etc.
		2. Review Page 2 of this Attachment to determine equipment operability.
		3. Review Page 3 of this Attachment to determine TSC Staffing.
		4. Confirm with Security that the ERF Emergency Entrance has been staffed.
		5. Confirm with RP that the RadCon Frisker Station has been established.
		6. Confirm with RP that the TLD Issue Area has been established.
		7. Perform Section B, "Starting Second Ventilation Fan by Tech Support Coord./Designee" of Attachment 1, "ERF Emergency Ventilation Isolation/Activation".
		8. Confirm with Security/Engineering that the ERF ventilation system has been isolated.
		9. Request the Engineering Coordinator to contact the STA and inform him that the TSC is being prepared and to obtain a turnover from the STA.
		10. Confirm with the Computer Coordinator that the IPC/ERFCS/SPDS/Trend Pens and ERDS computer systems are operational and available.
		11. Confirm with the EA&DP Coordinator that the MIDAS/ARERAS Systems, or alternates, are operational and available.

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TECHNICAL SUPPORT COORDINATOR (TSC ACTIVATION CHECKLIST)

B. ADDITIONAL

Verified
Complete ByTimeTask

1. Set up headsets at TSC Command Table.
2. Obtain a copy of the appropriate Unit(s) EOPs from the ERF Emergency Records Center.
3. Power up Xerox and drawing reproduction equipment.
4. Assign individual to TSC OEMA Liaison phone to support BVPS personnel located at OEMA (Approximately 4 hours travel time prior to arrival at OEMA).
5. Update the "Engineering Activities" board.

TECHNICAL SUPPORT COORDINATOR (TSC ACTIVATION CHECKLIST - EQUIPMENT)

Verified
Complete ByTimeSUGGESTED
Operable Equipment

1. Audio communications (Headset circuits and/or direct dial phones) to Control Room.
2. Emergency Telephone System (ETS) phones
3. PAX and Bell Phone Lines
4. Radio Communications Link-Radiation Monitoring

Comments/Exceptions:

TSC READY FOR ACTIVATION

TSC Coordinator:

Time:

Date:

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TECHNICAL SUPPORT COORDINATOR
(TSC ACTIVATION CHECKLIST - STAFFING)

Verified Complete By	Time	Task
		1. Retrieve the BVERS Call Response Report from the ERF FAX (TSC Communications Area) and determine if all TSC Primary Responder positions have been filled for TSC activation (May not be necessary for events that occur during normal working hours since personnel may staff facilities prior to report printout.).
		2. Review TSC staffing. Inform the ED when sufficient TSC staff members have arrived. Depending on the emergency conditions, personnel necessary for the TSC may vary. Listed below is the suggested minimum staffing.
		<ul style="list-style-type: none"> * <u>Required By E-Plan</u> * Emergency Director * EA&DP Coordinator * Communications & Records Coord * Communications Assistant * Communications Assistant * Nuclear Engineer * Electrical Engineer * Mechanical Engineer * Chemistry Coordinator

ADDITIONAL ONE-HOUR RESPONDERS

- Communications Assistant
- Computer Coordinator
- Technical Support Coordinator
- Communications Assistant
- Rad Control Coordinator
- Maintenance Coordinator
- Engineering Coordinator

Technical Support Coordinator	Time:	Date:
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ATTACHMENT 6 (Page 1 of 1)

COMPUTER COORDINATOR ACTIVATION CHECKLIST

NOTE:

This checklist is provided as an aid for the Computer Coordinator in the performance of his/her duties. It is not intended to replace any portion of this IP.

NOTE

NUREG-1394 requires activation of the ERDS computer within one (1) hour of the declaration of any Alert or higher classification.

ERDS Activation:

1. Activate ERDS per Attachment 9.

Functional Check of IPC Hardware

1. Turn on monitors in TSC and EOF. Check for current date and time in upper right-hand corner.
2. Check that time is updating.
3. Check High Speed Printer (#4) has adequate paper.

System Activation

1. Get Key from break/glass box in TSC.
2. Open TSC emergency cabinet (Key #1) get the following supplies:
 - a. Speed Memos & status charts
 - b. Arm bands/Badges
 - c. Pens, paper, etc. (misc. supplies)
3. At IPC Console (some duties can be shared by EOF Operator)
 - a. Call up a point summary
 - b. Select points & ranges (operations assistance)
 - c. Activate standard trend logs
4. System Surveillance
 - a. Alarms-acknowledge & generate speed memo's or inform Operation Coordinator.
 - b. Displays-view for changes in critical parameters (SPDS also)
 - c. Analog trends-watch for and rate changes

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RADIOLOGICAL CONTROLS COORDINATOR
(TSC SUPPORT CHECKLIST)

NOTE:

This checklist is provided as an aid for the Radiological Controls Coordinator in the performance of his/her duties. It is not intended to replace any portion of this IP.

Verified Complete By	Time	Task
		1. Establish communications with the OSC and EA&DP.
		2. Identify significant radiological conditions (both initiating conditions and current status).
		3. Update the ED.
		4. Establish a Dosimetry Issue Station near Security sign-in.
		5. Start the continuous air samples in the EOF hallway and adjust the alarm level following radon daughter equilibrium.
		6. Set-up and start the area radiation monitors in the EOF hallway.
		7. Post signs at the Radiation Protection's Check Area entrance at the ERF garage indicating the whole body frisking is / is not required upon entering the ERF Building.
		8. Initiate Habitability Surveys (if applicable).
		Emergency Response Facilities Habitability-- Other Than CR (OSC, TSC, EOF)
		IF the results of radiation surveys at emergency response facilities other than the Control Room indicate radiation levels of:
		<ul style="list-style-type: none"> >15.0 mrem/hr DDE or a projected dose in 30 days in excess of 5 rem DDE, and/or, gross airborne activity (less noble gases) in excess of 5 DAC, or projected exposure in a week in excess of 40 DAC-hours for isotopic mix less noble gases, and/or, gross airborne activity (less noble gases) that are projected to cause thyroid exposures in excess of 30 rem within 30 days.

RadCon Coordinator:	Time:	Date:
----------------------------	--------------	--------------

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RADIOLOGICAL CONTROLS COORDINATOR (TSC SUPPORT CHECKLIST)

Verified
Complete
By

Time

Task

THEN evacuate personnel in excess of minimum staffing requirements. Declared pregnant workers and minors should be evacuated under the habitability criteria established for assembly areas. Implement stay time controls (based on emergency exposure criteria as necessary in accordance with EPP/IP 5.3) for personnel remaining at the facility. Implement respiratory protection if the gross airborne activity (less noble gases) is in excess of 10 DAC, or if projected exposure in a week will be in excess of 80 DAC-hours for isotopic mix less noble gases. Make preparations for the activation of alternate facilities. Activate these facilities as soon as possible, but so that they will not have an adverse impact on the emergency response.

TIME	FACILITY	RADIATION LEVELS	AIRBORNE ACTIVITY	COMMENTS
	Unit 1 Mens Locker Room			
	SOSB - 3			
	SOSB - 4			
	OSC			
	TSC			
	EOF			
	* ERF Areas			

- * If radiological controls are necessary outside the ERF building, notify the Emergency Director TSC Radiation Protection and Security personnel to limit ERF personnel access/egress to the ERF, as appropriate (i.e.: restrict access, respirators, anti-C's, etc.). Provide an ERF Building Page announcement concerning restrictions, including a statement that all personnel leaving the ERF need to receive a radiological briefing from the TSC Radiological Coordinator (See Step 1.5). Notify the OSC-RP of ERF radiological conditions and accessibility.

RadCon Coordinator:

Time:

Date:

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ATTACHMENT 9 (Page 1 of 3)

**ACTIVATION OF THE EMERGENCY RESPONSE DATA SYSTEM (ERDS)
FROM THE TSC**

NOTE:

If the ERDS Computer cannot be activated for any reason, contact the BVPS Computer Maintenance Section for corrective action. Inform the Emergency Director the ERDS data link is out of service and backup phone communications with the NRC should be established.

1. Obtain keys to TSC cabinet #1 (if not already open), enter cabinet and obtain "username" and "password" from envelope on inside of cabinet door.

NOTE:

Before attempting to power on the equipment, verify that the unit is powered off -- not just in the screen saver mode. The NCD19C X terminal has a built-in screen saver facility. This screen saver facility will dim the display screen monitor if the keyboard or mouse has not been used for an extended period of time. If the X terminal is in screen saver mode, moving the mouse or pressing any key on the keyboard will cause the display monitor to be refreshed. If the display monitor remains blank after moving the mouse, then the NCD19C X terminal is either broken or powered off.

2. If not already powered on, turn on the NCD19C X terminal using the power switch located on the rear of the NCD19C base unit.

NOTE:

If the DECwindows logon message does not appear after approximately 30 seconds, then the unit is broken; has been disconnected from the network; or the MicroVAX 3100 computer is not operational. Contact the BVPS Computer Maintenance Section to take corrective action.

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ACTIVATION OF THE EMERGENCY RESPONSE DATA SYSTEM (ERDS) FROM THE TSC

3. If not already powered on, turn on the RP LaserJet III laser printer using the power switch located on the right side of the unit.

After turning on power to the RP LaserJet III, the printer will perform a series of power-on self tests. If the power-on self tests successfully completes, all indicator lights on the operator panel will be off except the ONLINE indicator, and the status display will read "00 READY LETTER". If any other indication is present on the printer, then the power-on self tests were not successfully completed and you will be unable to make hard copies of the screen displays. In either case, proceed with the activation procedure.

4. Select the "Username" window, enter information from card in TSC Cabinet #1 and press <RETURN>.
5. Select the "Password" window, enter the current password from the card in TSC Cabinet #1 and press <RETURN>.

CORRECT USER NAME/PASSWORD ENTERED: If the correct Username and password were entered, then the logon message will automatically be removed from the display screen. The R*TIME/X MMI application will be started and the initialized MMI display window with the "TOP MENU", "SCREEN UP", "SCREEN DOWN", and "PREV SCREEN" function buttons will be displayed on the NCD19C X terminal (approximately 1 minute).

6. Move the pointer to the dash in the upper left corner of the control menu box of the MMI display menu. Using the mouse, click once and select "lower" from the pop-up menu.

NOTE:

Do Not close "Session Manager" icon. This will terminate the ERDS link. Minimize the icon, if necessary, and put in lower portion of screen.

7. Position pointer to the lower left hand corner, double click on the "BVERDS" icon.

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**ACTIVATION OF THE EMERGENCY RESPONSE DATA SYSTEM (ERDS)
FROM THE TSC**

8. Position pointer to "Applications" from the pop-up Session Manager menu. Click on "Applications" and select "DECTerm" from the pop-up menu.
9. Type in "ERD", leave a space and "1" or "2" depending on the affected unit. Hit return and follow screen prompted instructions to activate link.
10. While link is activating "Link Status" will change from "Offline" to "Attempting Connection" to "Modem Connected" to "Online". Additionally, Link Status will change from "Offline" to "Connect Modem" to "Connect ERDS" to "Sending Data" or "Waiting".
11. Position pointer to the dash in the upper left corner of the control menu box of the DECTerm window. Using the mouse, click once and select "Minimize" from the pop-up menu.

NOTE:

If both ERDS links need to be activated due to a site emergency declaration or Alert or higher, repeat steps 8 thru 11 for the opposite unit.

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ATTACHMENT 10 (1 of 3)
A5.715DV

NRC/BVPS TECHNICAL INFORMATION FLOW

A. PURPOSE

This attachment will define NRC/BVPS information flow responsibilities and provide technical information sheets to be utilized during emergency situations.

NOTE:

This Attachment is to be utilized in the event that the Emergency Response Data System (ERDS) is not operational.

B. RESPONSIBILITIES

The overall responsibility for this attachment rests with the Emergency Director (Shift Manager until the TSC is activated). Individual responsibilities are determined by the location of the NRC dedicated line and the type of information required. These individual responsibilities are listed below:

- * Control Room-NRC/ENS phone - Personnel will be used from the unaffected Unit's supervisory personnel or an assigned designee, until properly relieved by the appropriate TSC Personnel.
- * TSC/EOF-NRC/ENS phone - Designated personnel from the Operations Communicators emergency response group. This will terminate Control Room personnel's responsibility.
- * TSC/EOF-NRC/HPN line - Designated personnel from RadCon and EA & DP.

NOTE:

Unless warranted by the initiating condition or requested by the NRC, the NRC/HPN line will not be manned at the Unusual Event. If required, personnel will be assigned by the RP Operations Center Coordinator.

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NRC/BVPS TECHNICAL INFORMATION FLOW

ATTACHMENT 10 (2 of 3)
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C. ACTION LEVELS/PRECAUTIONS

NOTE:

The Shift Manager (Emergency Director) will determine if these data sheets are applicable at the Unusual Event Classification. The data sheets shall be completed for all Alert and above declarations if the ERDS is not operational.

- 1.0 Preliminary information from the licensee (before establishment of the NRC/HPN) is provided via the NRC/ENS and includes both reactor safety and radiation protection data.
- 2.0 Once the NRC/HPN is established, the HPN is the primary means of communicating radiological data, and the ENS is the primary means of communicating reactor safety related information to NRC.

D. PROCEDURE

1.0 Technical Data Sheets

- 1.1 Information sheets concerning plant parameters and Control Room status will be utilized by those personnel manning the NRC/ENS lines.
 - 1.1.1 For Unit #1 actual events, EPP-IP-1.4.F01 may be completed using the IPC Trend Functions and request support from Computer Coordinator.
 - 1.1.1.1 Type GRPPRN to activate group print function.
 - 1.1.1.2 Enter Group Name NRC Infor 1 (Group 1) or NRCINFO2 (Group 2) followed by a <cr>.
 - 1.1.1.3 Select appropriate function key (F1 through F4) to select printer location.
 - 1.1.1.4 Obtain printout from appropriate printer to relay to NRC.

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NRC/BVPS TECHNICAL INFORMATION FLOW

ATTACHMENT 10 (3 of 3)
A5.715DV

- 1.1.2 For Unit #2, EPP-IP-1.4.F02 may be completed using the ERFCS group pushbuttons 71 and 72 (GPO71, GPO72), request support from Computer Coordinator. These pushbuttons mimic the attachments for operational data. Data may be acquired commencing with the Group 71 pushbutton and using the page down feature prior to using the Group 72 pushbutton and its associated page down feature.

NOTE:

ATTACHMENT 10 should be completed once per hour (1/Hr.) unless requested differently by the NRC.

- 1.2 Information sheets concerning dose projections, in-plant surveys, offsite surveys and protective action recommendations (EPP-IP-1.4.F01 and EPP-IP-1.4.F02) will be utilized by those personnel manning the NRC/HPN line.
- 2.0 Maintaining the ENS and HPN
- 2.1 The ENS and HPN lines are tested monthly with any deficiencies noted and reported to the appropriate parties.
- 2.2 The ENS system is exercised each morning by the Headquarters Operation Officer's placement of a call to BVPS to collect status information.

E. FINAL CONDITIONS

Use of this attachment is to be terminated at the direction of the NRC Operations Center.

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