



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

April 8, 2003  
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U. S. Nuclear Regulatory Commission  
Attention: Document Control Desk  
Washington, DC 20555

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

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

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

A. C. Morgan  
Supervisor, Emergency Response

ACM/mk

Enclosure: Letter of Receipt  
Description of Changes  
0ERP01-ZV-IN03, Emergency Response Organization Notification, Rev. 10  
0ERP01-ZV-IN05, Site Evacuation, Rev. 7  
0ERP01-ZV-SH01, Shift Supervisor, Rev. 17  
0PGP05-ZV-0003, Emergency Response Organization, Rev. 6  
0PGP05-ZV-0009, Emergency Facility Inventories and Inspections, Rev. 9  
0PGP05-ZV-0012, Emergency Facility Inventories, Rev. 6

AC45

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**To:** A. C. Morgan  
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**From:** Emergency Planning Coordinator  
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611 Ryan Plaza Drive, Suite 400  
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**Subject:** **Receipt Acknowledgment for Changes to STP  
Emergency Plan Implementing Procedure**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Description of Changes

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

### **Procedure 0ERP01-ZV-IN03, Emergency Response Organization Notification, Rev. 10**

- Page 4, step 5.1.1, added instructions for ED to direct ENRS activation for early staffing of ERFs.
- Page 4, Step 5.2.3, added instructions for using ENRS to notify ERO of early staffing.
- Page 6, Step 1.2, change Unusual Event U1 to Unusual Event & Unusual Event U2 to Unusual Event (Security), changed Abort pager code from 8888 to 0008, added code 107, Staff ERFs 0007.
- Page 6, New step 1.3, added if the Control Room does not announce the bases for the Unusual Event then contact the affected Unit Control Room to verify what the UE was based on.
- Page 8, Step 1.3, change Unusual Event U1 to Unusual Event & Unusual Event U2 to Unusual Event (Security), changed Abort pager code from 8888 to 0008, added \*0007, Staff ERFs.
- Page 10, step 1.1, added 305 Unusual Event (Security), and 306 Drill Staff ERFs.

### **Procedure 0ERP01-ZV-IN05, Site Evacuation, Rev. 7**

- Page 2, step 3.2, changed to “The Heavy Haul Road is normally closed and must be opened by security if Site Evacuation Plan A, B, or D is selected.”
- Page 4, step 5.8.2, moved security sweep directions to form 1 and 2.
- Page 6-9, changed KIOX FM 96.9 to KZRC FM 95.2.
- Page 6-9, revised evacuation instructions.
- Page 11, Data Sheet 1, step 1.3, changed to “If Site Evacuation Plan A, B, or D is chosen, request the Acting Security Manager to open the Heavy Haul Road for Site Evacuation Traffic.”
- Page 12, Data Sheet 1, step 2.2, added instructions to make site evacuation PA announcement.
- Page 14, Data Sheet 2, step 1.3, changed to “If Site Evacuation Plan A, B, or D is chosen, request the Security Manager to open the Heavy Haul Road for Site Evacuation Traffic.”
- Page 14, Data Sheet 2, step 2.1, added During Off Normal Hours contact the Security Manager.
- Page 14, Data Sheet 2, step 2.2, added instructions to make site evacuation PA announcement.
- Page 14, Data Sheet 2, step 2.4, added instructions to get status of site evacuation.
- Page 19, Data Sheet 5, new step 1.1.3, added instructions to activate OCA Pagers.
- Page 19, Data Sheet 5, new step 1.3, added instructions for opening heavy haul road.
- Page 19, Data Sheet 5, step 2.1, Added directions for OCA Evacuation.
- Page 20, Form 1, added additional instructions and search areas for normal working hour sweeps.
- Page 21, Form 2, added additional search areas for off normal working hour sweeps.

### **Procedure 0ERP01-ZV-SH01, Shift Supervisor, Rev. 17**

- Master QSE to STP Coordinator.
- Pages 3 step 4.4, page 13 step 2.1, page 18 step 2.1, page 26 step 2.1, & page 32 step 2.1, added steps to consider restricting hand held radio transmissions during security events that include explosive or electronic controlled devices.
- Pages 6, 7, & 8 added the following clarification, “To select the appropriate evacuation zones and downwind sectors refer to Addendum 4, Protective Response Zones”.
- Page 12, step 1.11, Added directions for early staffing of the Emergency Response Facilities.
- Page 31, steps 1.6.3 & 1.6.4, changed OPDA to Computerized Dose Assessment.

## Description of Changes

### **Procedure OPGP05-ZV-0003, Emergency Response Organization, Rev. 6**

- Page 2, removed old step 2.2
- Page 2, step 2.7, added Figures C2, C3, C4, and C5.
- Page 2, new step 2.8, added definition of “staff facilities”
- Page 3, step 4.2, title changed from Manager Information Technology Infrastructure to Manager Applications & Business Software.
- Page 4, step 4.4, removed Purchasing and Materials Management
- Page 7, new step 8.0, Emergency Response Facilities may be staffed prior to declaration of an alert or higher classification when directed by the ED.
- Page 8, step 9, changed manual telephone call-out to offsite auto dialing system.
- Page 9, combined steps 1.0, 2.0, & 4.0. Added Security based Unusual Event reference, changed abort code from 8888 to 0008, added 0007 Staff ERFs, added list of positions activated during a security related Unusual Event.
- Page 11, step 3.4.2, replaced manual call-out list with CANS.

### **Procedure OPGP05-ZV-0009, Emergency Facility Inventories and Inspections, Rev. 9**

- Page 4, added step 4.5, The Superintendent Security responsibilities.
- Page 4, added step 4.6, The Area Coordinators responsibilities.
- Page 5, added step r, Site Evacuation Equipment Inventory - East / West Gatehouses & Area Coordinators.

### **Procedure OPGP05-ZV-0012, Emergency Facility Inventories, Rev. 6**

- Various editorial clarifications.
- Page 4, step 4.9.7, 4<sup>th</sup> bullet, revised description of AgX Cartridge expiration.
- Page 5, step 6.15, added Form 14.
- Page 6, bottom of the table, added Site Evacuation Equipment Inventory.
- Page 15, revised the number of batteries.
- Page 24, changed 137 TLDs to 102.
- Page 24, revised the number of batteries.
- Page 25, changed 54 TLDs to 62.
- Page 26, added Form 14, Site Evacuation Equipment Inventory.

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<b>Emergency Response Organization Notification</b>				
Quality	Non Safety-Related	Usage: N/A	Effective Date: 04/01/03	
Max Keyes	N/A	N/A	Emergency Response Division	
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION	

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**Emergency Response Organization Notification****1.0 Purpose and Scope**

- 1.1 This procedure provides guidance for the primary and backup notification process of the Emergency Response Organization (ERO) of an Unusual Event or higher emergency classification.
- 1.2 This procedure provides guidance for the notification of the ERO, with amplifying information or direction regarding a declared emergency.
- 1.3 This procedure provides guidance for the notification of the ERO during drills and pager tests.

**2.0 Definitions**

- 2.1 **CONTROL PAGERS:** ERO pager maintained in the Secondary Alarm Station which is monitored to verify pager system activation.
- 2.2 **DIALOGICS AUTODIALING SYSTEM:** The primary method of notifying ERO personnel of a declared emergency.
- 2.3 **DRILL:** A training event in which ERO personnel may be asked to report to their respective Emergency Response Facility (ERF).
- 2.4 **DUTY TEAM:** The ERO team (Red, White or Blue) that is assigned primary responsibility, on a rotating basis, for staffing ERFs.
- 2.5 **EMERGENCY NOTIFICATION AND RESPONSE SYSTEM (ENRS):**
  - 2.5.1 An automated computer operated system provided by Dialogics Corporation, used for ERO pager activation and telephone notification of declared emergencies.
  - 2.5.2 ENRS Backup, A manual code entered into the pager system to activate all station pagers, also Community Alert Notification System (CANS) an automated computer operated system provided by CAN Corporation. Used if the primary fails to operate during a declared emergency.
- 2.6 **EMERGENCY RESPONSE ORGANIZATION (ERO):** Personnel trained and qualified to activate and operate the Emergency Response Facilities during a declared emergency or when requested by the Shift Supervisor.
- 2.7 **NOTIFICATION:** Contact of ERO personnel by either plant public address system, pager or telephone.

**Emergency Response Organization Notification****3.0 Precautions and Limitations**

- 3.1 All ERO personnel are issued pagers for emergency event notification. These pagers should be left on at all times, even when not on duty.
- 3.2 All ERO personnel will be notified of an Unusual Event or higher emergency classification.
- 3.3 Control Pager activation in the Secondary Alarm Station (SAS) and/or ENRS telephone call to the Secondary Alarm Station Operator is indication of the successful activation of the notification system.
- 3.4 Control Pager activation in SAS is indication of the successful activation of ENRS Backup.
- 3.5 In the event of the unavailability of ENRS, the Emergency Director is responsible for the timely notification of the Nuclear Regulatory Commission Resident Inspector.

**4.0 Responsibilities**

- 4.1 The Emergency Director (Shift Supervisor) is responsible for:
  - 4.1.1 Directing notification of ERO personnel of an Unusual Event or higher emergency classification.
  - 4.1.2 Directing notification of ERO personnel with additional, amplifying information regarding emergencies that have already been declared.
- 4.2 Plant Protection personnel are responsible for:
  - 4.2.1 Notification of ERO personnel utilizing the Emergency Notification and Response System (ENRS).
  - 4.2.2 If ENRS is unavailable, then activate ENRS Backup.
- 4.3 The Emergency Response Supervisor or designee, is responsible for:
  - 4.3.1 Maintaining the overall administration of ENRS including scenario development, implementation, and testing.
  - 4.3.2 Initiating ERO Roster changes and maintaining the roster database current in ENRS.
  - 4.3.3 Testing of ENRS in accordance with OPGP05-ZV-0002, Emergency Response Activities Schedule.

**Emergency Response Organization Notification**

- 4.4 All ERO personnel are responsible for:
- 4.4.1 Carrying an ERO pager.
  - 4.4.2 Responding to their respective ERF within the required time limits.
  - 4.4.3 Responding to ENRS when paged.
- 4.5 The Acting Radiological Manager, or designee, ensures notification of off-shift Radiation Protection Technicians.
- 4.6 The Onsite Communicator is responsible for:
- 4.6.1 Contacting the Secondary Alarm Station to verify ENRS activation.
  - 4.6.2 Ensuring Form 1, Amplifying Information, is faxed to the Secondary Alarm Station when necessary.

**5.0 Procedure****5.1 Emergency Director:**

- 5.1.1 If staffing the Emergency Response Facilities prior to an Alert or higher classification, contact SAS and request ENRS activation.
- 5.1.2 Ensure the SAS Operator has activated ENRS.
- 5.1.3 Emergency Amplifying Information (Scenario 106)
  - Upon determination of the need for issuing additional information to the Emergency Response Organization (Shift change, drive in routes, etc.), direct a facility communicator to draft the content of the message to be issued using Form 1, Amplifying Information. Then fax the message to the Secondary Alarm Station at extension 7801.

**5.2 Plant Protection Secondary Alarm Station (SAS):**

- 5.2.1 Activate ENRS weekly pager test on the designated day and time in accordance with Addendum 3, ENRS Pager Test Activation Instructions.
- 5.2.2 Upon hearing the public address announcement of an Unusual Event Emergency or higher classification, activate ENRS in accordance with Addendum 1, ENRS Activation Instructions.
- 5.2.3 Upon receiving Emergency Director instructions to Staff Emergency Response Facilities, activate ENRS in accordance with Addendum 1, ENRS Activation Instructions.

**Emergency Response Organization Notification**

- If ENRS fails, activate ENRS Backup in accordance with Addendum 2, ENRS Backup Activation Instructions.

5.2.4 Contact the Emergency Director or Onsite Communicator in the control room and inform him/her of ENRS Activation.

5.2.5 Upon receiving Form 1, Amplifying Information, activate ENRS in accordance with Addendum 1, ENRS Activation Instructions.

5.3 Onsite Communicator:

5.3.1 If the Secondary Alarm Station Operator reports the failure of ENRS, inform the Emergency Director.

5.3.2 Assist the Emergency Director to complete Form 1, Amplifying Information, fax completed form to the Secondary Alarm Station (7801) and direct the activation of ENRS in accordance with Addendum 1, ENRS Activation Instructions.

6.0 References

6.1 STPEGS Emergency Plan

6.2 OPGP05-ZV-0002, Emergency Response Activities Schedule

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

7.0 Supporting Documents

7.1 Addendum 1, ENRS Activation Instructions

7.2 Addendum 2, ENRS Backup Activation Instructions

7.3 Addendum 3, ENRS Pager Test Activation Instructions

7.4 Addendum 4, ENRS Termination Instructions

7.5 Form 1, Amplifying Information

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Addendum 1	ENRS Activation Instructions		Page 1 of 2

1.0 ENRS Activation Instructions

1.1 Select the applicable scenario code listed below.

**CAUTION**

The following codes are for actual emergencies only. Verify you are using the correct scenario code prior to entering the system.

1.2 Scenario Codes:

<u>Scenario ID Code</u>	<u>Description</u>	<u>Event Code</u>	
<b>101</b>	Unusual Event	-0001	
<b>102</b>	Unusual Event (Security)	-0002	
<b>103</b>	Alert Emergency	-0003	
<b>104</b>	Site Area Emergency	-0004	
<b>105</b>	General Emergency	-0005	
<b>106</b>	Amplifying Information	-0006	(Amplifying Information Form 1)
<b>107</b>	Staff ERFs	-0007	
<b>888</b>	Abort	-0008	

1.3 If the Control Room does not announce the bases for the Unusual Event then contact the affected Unit Control Room to verify what the UE was based on.

<b>Action</b>	<b>System Response</b>
Dial 2424	This is the remote activation module.
Enter YOUR ID number. (ID provided under separate cover by the Emergency Response Division.)	To start a scenario enter the scenario ID Code, followed by the # sign or press # alone for more options.

<b>Action</b>	<b>System Response</b>
Enter the appropriate code, followed by the # sign. (see scenario ID codes in above list.)	The Scenario is building. (Wait for prompt)
For Scenario ID Code 106, the following prompt will be heard.	You may change the current message, Press 1 to listen to the current message, Press 2 to record a new message, or press # to continue.
PRESS 2.	After the tone, speak the new message. When you are finished recording press the # sign.
Use Form 1 as basis for Amplifying Information message, after message is spoken, a slight pause will occur.	The message will then be repeated back.
To start the scenario PRESS 3.	The Scenario is building.
PRESS # to exit.	N/A

- 1.4 There will be a time delay of approximately 1½ minutes between the time ENRS is activated and pager activation. Indication that the system has activated is the activation of the Control Pager in SAS and/or a telephone call to the SAS operator. Check the event code on the control pager to ensure the appropriate scenario was started.
- 1.5 When ENRS calls the Secondary Alarm Station, enter the First SAS Operator I.D. code (provided by the Emergency Response Division). The system will deliver the current scenario message. If the scenario message is incorrect implement Addendum 4, ENRS Termination Instructions.
- 1.6 If the control pager did not activate, attempt activation again. If the control pager fails to activate the second time, and the Secondary Alarm Station fails to receive a telephone call from ENRS, then initiate ENRS Backup in accordance with Addendum 2, ENRS Backup Activation Instructions.
- 1.7 Contact the Control Room and inform the Emergency Director of ENRS activation status.

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1.0 ENRS Backup Activation Instructions

- 1.1 ENRS Backup shall only be used after the AutoDial failed to activate twice.
- 1.2 The ENRS Backup System consists of a manual page followed by CANS activation.
- 1.3 Select the applicable Access Code listed below:

<u>Access Code</u>	<u>Description</u>
<b>*0001</b>	Unusual Event
<b>*0002</b>	Unusual Event (Security)
<b>*0003</b>	Alert Emergency
<b>*0004</b>	Site Area Emergency
<b>*0005</b>	General Emergency
<b>*0007</b>	Staff ERFs
<b>*0008</b>	Abort

<b>Action</b>	<b>System Response</b>
Onsite Dial 8367, Offsite Dial (800) 403-7787	Please enter the pager number.
0800	Please enter your caller password.
Enter the appropriate caller password. (Caller password provided under separate cover by the Emergency Response Division).	Please enter your Access Code.
Enter * followed by the appropriate Access Code. (see Access Codes in above list.)	N/A
Hang up	

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Addendum 2	ENRS Backup Activation Instructions		Page 2 of 2

- 1.4 There will be a time delay of approximately 30 seconds between the time the telephone call and pager activation. Indication that the system has activated is the activation of the Control Pager in SAS. Check the event code on the control pager to ensure the appropriate scenario.
- 1.5 If the wrong scenario has been transmitted, Then return to step 1.3 to activate manual page again

2.0 CANS Activation Instructions

- 2.1 CANS shall only be used after the AutoDial has failed and an Alert or higher emergency has been declared or the Emergency Director orders the Emergency Response Facilities Staffed.
- 2.2 CANS shall only be used when the notification is during off-normal working hours.
- 2.3 To activate CANS perform the following:

Action	System Response
Dial (800) 552-4226 or (877)786-8478	CANS Operator answers the call.
Tell the operator you have an emergency and need to activate CANS.	The operator will ask for your name.
Tell the operator STP Plant Protection.	The operator will ask for the password.
Tell the operator the password. (Password provided under separate cover by the Emergency Response Division).	The operator will ask for the list.
Tell the operator 2.	The operator will ask for the Message.
Tell the operator, SOTEX4	N/A
Hang up	

- 2.4 Contact the Control Room and inform the Emergency Director of activation.

1.0 Pager Test Activation instructions.

1.1 Determine the appropriate ERO duty team Red, White or Blue and select the correct Pager System Test Scenario listed below.

**CAUTION**

The following scenario codes are for drill/exercise or pager system testing use only. Verify you are using the correct Scenario ID Code prior to entering the system.

<u>Scenario ID Code</u>	<u>Description</u>	<u>Event Code</u>
201	Pager System Test – Red Team	-0690
202	Pager System Test – White Team	-0690
203	Pager System Test – Blue Team	-0690
301	Drill Alert Red Team	-0690
302	Drill Alert White Team	-0690
303	Drill Alert Blue Team	-0690
304	Drill Unusual Event	-0690
305	Drill Unusual Event (Security)	-0690
306	Drill Staff ERFs	-0690

**NOTE**

The Pager System Test will be documented in accordance with OPGP05-ZV-0002, Emergency Activities Schedule.

<b>Action</b>	<b>System Response</b>
Dial 2424	This is the remote activation module.

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<b>Action</b>	<b>System Response</b>
Immediately Enter YOUR ID number while this message is playing. (ID provided under separate cover by the Emergency Response Division.)	To start a scenario enter the scenario ID, followed by the # sign or press # alone for more options.
Enter the appropriate code, followed by the # sign. (See scenario ID codes in above list.)	The Scenario is building.
To start the scenario PRESS 3.	The Scenario is building.
PRESS # to exit.	N/A

- 1.2 There will be a time delay of approximately 1½ minutes between the time ENRS is activated and pager activation. Indication that the system has activated is the activation of the Control Pager in the SAS room and / or a telephone call to the SAS operator. Check the event code on the control pager to ensure the appropriate scenario was started.

**NOTE**

ENRS will place one telephone call to the Secondary Alarm Station at the beginning of the scenario to confirm correct scenario and proper operation of the system.

- 1.3 When ENRS calls the Secondary Alarm Station, enter the SAS Operator ID Code (provided by the Emergency Response Division). The system will deliver the current scenario message. If the scenario message is incorrect initiate Addendum 4, ENRS Termination Instructions.
- 1.4 If the control pager did not activate, attempt activation again. If the control pager fails to activate the second time, and the Secondary Alarm Station fails to receive a telephone call from ENRS, then contact the Emergency Response Division and inform of ENRS failure.

**NOTE**

In the event ENRS is running a scenario and there is a change, terminate the current scenario and start the new scenario.

1.0 ENRS Manual Termination

1.1 In the event an incorrect scenario has been activated or an event status has changed, ENRS may be terminated as follows:

<b>Action</b>	<b>System Response</b>
Dial 2424	This is the remote activation module.
Enter YOUR ID number. (ID provided under separate cover by the Emergency Response Division.)	To start a scenario enter the scenario ID, followed by the # sign or press # alone for more options.
PRESS #	To start a scenario press 1, To stop a scenario press 2.
PRESS 2	Please enter the scenario ID followed by the # sign.
Enter the scenario code followed by the # sign.	The scenario will be stopped. Press the # button to end this call.
PRESS # to exit.	N/A
Dial 7333	Call extension 7333 to ensure message has returned to daily information message. Message should start "Hello this is the South Texas Project. This is the Emergency Notification Response System, there are no outstanding events at this time." If necessary repeat steps to stop the scenario.

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Addendum 4	ENRS Termination Instructions		Page 2 of 2

1.2 If the system was activated in error and the pagers have activated, then perform the following actions:

<b>Action</b>	<b>System Response</b>
Dial 2424	This is the remote activation module.
Enter YOUR ID number. (ID provided under separate cover by the Emergency Response Division.)	To start a scenario enter the scenario ID, followed by the # sign or press # alone for more options.
PRESS 888#	To start the scenario press 3. To return to the Main Menu, press #.
PRESS 3	Monitor the Control Pager for activation with code -0007.



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<b>Site Evacuation</b>			
Quality	Non Safety-Related	Usage: N/A	Effective Date: 04/01/03
Max Keyes	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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**Site Evacuation****1.0 Purpose and Scope**

- 1.1 This procedure provides instructions for the Site Evacuation of non-essential personnel from the Protected Area and Owner Controlled Area.
- 1.2 This procedure may be implemented at any time under the authority of the Emergency Director and shall be implemented after accountability for a Site Area Emergency or General Emergency.

**2.0 Definitions**

- 2.1 **AREA COORDINATOR:** Personnel assigned responsibility for evacuating specific buildings or areas. A list of Area Coordinators is maintained in the Emergency Communications Directory.
- 2.2 **AREA COORDINATOR MANAGER:** Individual assigned overall responsibility of Area Coordinators.
- 2.3 **RECEPTION CENTER:** The designated offsite area where South Texas Project (STP) evacuated personnel report for radiological monitoring, and if necessary, decontamination. The Reception Centers are activated by Matagorda County. The Bay City Reception Center is the McAllister Middle School. The Palacios Reception Center is the Palacios High School.

**3.0 Precautions and Limitations**

- 3.1 A site evacuation may be delayed by the Emergency Director if any of the following conditions exist:
  - 3.1.1 Severe weather conditions which could threaten safe transport,
  - 3.1.2 A significant radiological hazard which could be encountered,
  - 3.1.3 A security threat occurring which could have an adverse impact on personnel leaving the site, or
  - 3.1.4 A condition similar to the above in magnitude which, in the opinion of the Emergency Director, could adversely affect site personnel.
- 3.2 The Heavy Haul Road is normally closed and must be opened by security if Site Evacuation Plan A, B, or D is selected.

**Site Evacuation****4.0 Responsibilities**

- 4.1 Personnel implementing this procedure are responsible for the coordination of activities to evacuate the Owner Controlled Area and coordinate with the Matagorda County emergency management officials regarding monitoring and decontamination of STP evacuees.
- 4.2 The Shift Supervisor is responsible for implementing this procedure until the Technical Support Center or Emergency Operations Facility assumes command and control.
- 4.3 The Assistant Technical Support Center Manager is responsible for implementing this procedure until the Emergency Operations Facility assumes command and control.
- 4.4 The Deputy Emergency Operations Facility Director is responsible for implementing this procedure.
- 4.5 The Security Manager, during normal working hours, is responsible for coordinating the activities of the Security Force to ensure station personnel evacuate safely and interfacing with local law enforcement.
- 4.6 The Acting Security Manager, during off normal working hours, is responsible for coordinating the activities of the Security Force to ensure station personnel evacuate safely and interfacing with local law enforcement.
- 4.7 The Radiological Director or Acting Radiological Manager is responsible for determining special actions that should be taken based on radiological problems.
- 4.8 The Area Coordinator Manager, during normal working hours, is responsible for coordinating the evacuation of buildings in the Owner Controlled Area.
- 4.9 The Area Coordinators, during normal working hours, are responsible for implementing evacuation of buildings in the Owner Controlled Area.

**Site Evacuation**

## 5.0 Procedure

- 5.1 If the Emergency Director resides in the Control Room, then the Shift Supervisor implements Data Sheet 1, Shift Supervisor Checklist.
- 5.2 If the Emergency Director resides in the Technical Support Center, then the Assistant Technical Support Center Manager implements Data Sheet 2, Deputy Emergency Operations Facility Director Checklist.
- 5.3 If the Emergency Director resides in the Emergency Operations Facility, then the Deputy Emergency Operations Facility Director implements Data Sheet 2, Deputy Emergency Operations Facility Director Checklist
- 5.4 The Area Coordinator Manager implements Data Sheet 3, Area Coordinator Manager Checklist.
- 5.5 The Area Coordinators implement Data Sheet 4, Area Coordinator Checklist.
- 5.6 If the Emergency Director resides in the Control Room, then the Acting Security Manager implements Data Sheet 5, Acting Security Manager Checklist.
- 5.7 Radiological Director or Acting Radiological Manager:
  - 5.7.1 If a radiological release is in progress or is imminent, review Addendum 1, Site Evacuation Maps, and determine if specific evacuation routes are needed or if personnel can proceed out of the area using the most direct route home.
  - 5.7.2 If specific evacuation routes or Reception Centers are to be used, then discuss with the Shift Supervisor or Deputy Emergency Operations Facility Director.
- 5.8 Security Manager:
  - 5.8.1 Establish access control to the Owner Controlled Area at the access roads to FM 521. Inform the Deputy Emergency Operations Facility Director when completed.
  - 5.8.2 Provide security patrols to assist with directing or evacuating personnel in the Owner Controlled Area.

**Site Evacuation****6.0 References**

- 6.1 STPEGS Emergency Plan
- 6.2 0ERP01-ZV-IN02, Notification To Offsite Agencies
- 6.3 0ERP01-ZV-IN04, Assembly and Accountability
- 6.4 Emergency Communications Directory
- 6.5 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

**7.0 Support Documents**

- 7.1 Addendum 1, Site Evacuation Maps
- 7.2 Addendum 2, Reception Centers
- 7.3 Data Sheet 1, Shift Supervisor Checklist
- 7.4 Data Sheet 2, Deputy Emergency Operations Facility Director Checklist
- 7.5 Data Sheet 3, Area Coordinator Manager Checklist
- 7.6 Data Sheet 4, Area Coordinator Checklist
- 7.7 Data Sheet 5, Acting Security Manager Checklist
- 7.8 Form 1, Security Evacuation Sweeps
- 7.9 Form 2, Security Off Hours Evacuation Sweeps

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<b>Site Evacuation</b>			
Addendum 1	Site Evacuation Maps		Page 1 of 4

# PLAN A

**THE PLUME CENTERLINE IS IN SECTORS Q, R, A or B  
AND MATAGORDA COUNTY HAS OPENED THE BAY CITY RECEPTION CENTER**

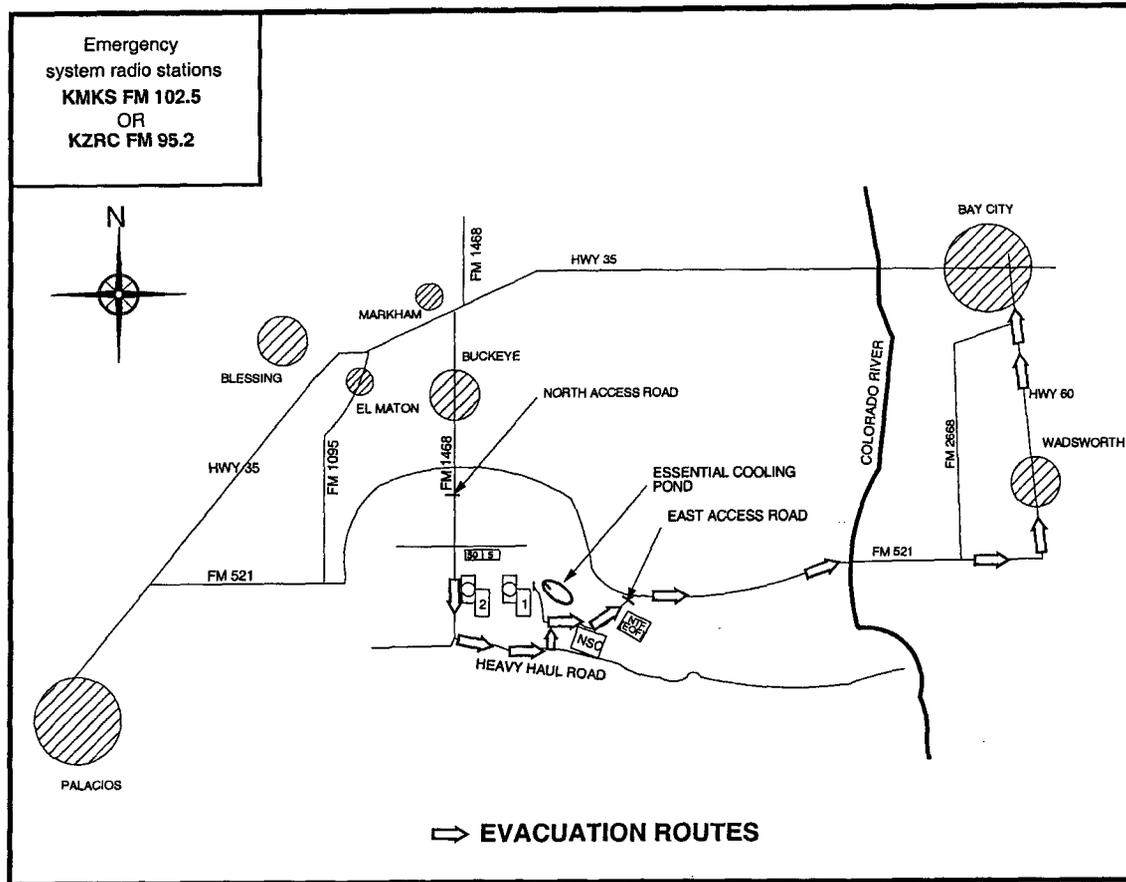
Plan A

AVOID FM 1468 AND FM 521  
NORTH OF THE PLANT.

From Unit 2 side:  
Take the Heavy Haul Road behind both Units and exit via the East Access Road, turn right onto **FM 521** and go 6.7 miles, turn left onto **HWY 60**, and go 10.3 miles, turn left onto **Thompson Road**, and go 0.1 mile to the Reception Center (McAllister Middle School).

From Unit 1 side:  
Exit via the East Access Road, turn right onto **FM 521** and go 6.7 miles, turn left onto **HWY 60**, and go 10.3 miles, turn left onto **Thompson Road**, and go 0.1 mile to the Reception Center (McAllister Middle School).

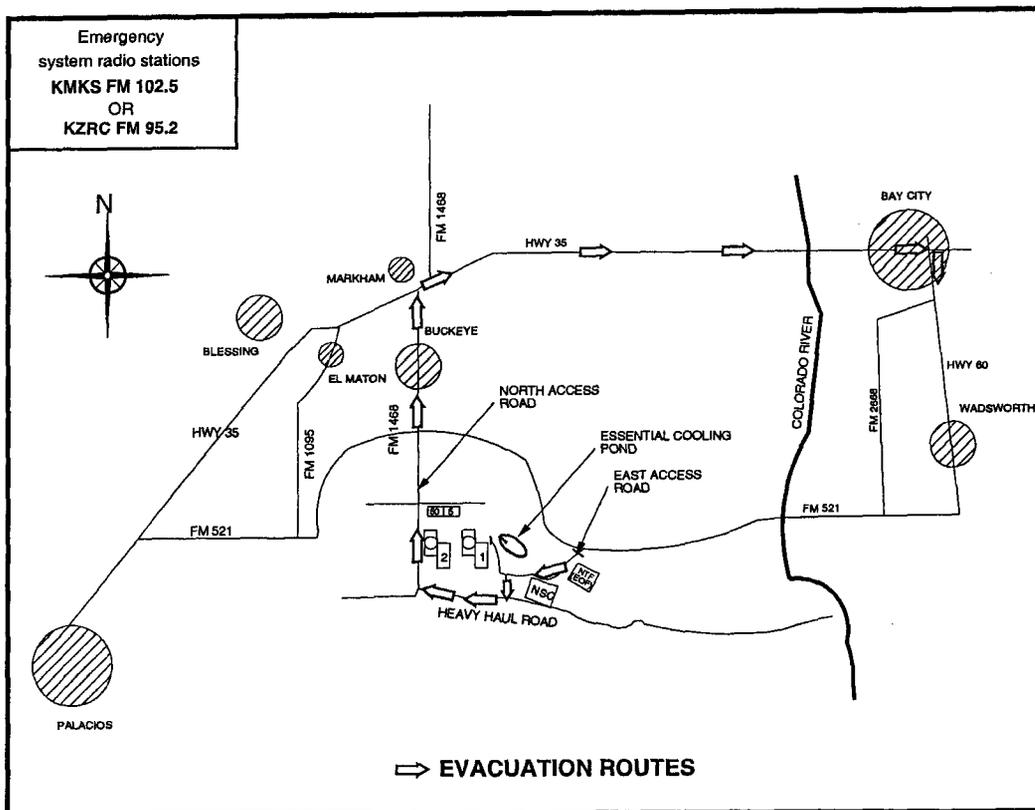
Personnel and vehicle monitoring will be conducted as necessary.



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<b>Site Evacuation</b>			
Addendum 1	Site Evacuation Maps		Page 2 of 4

# PLAN B

**THE PLUME CENTERLINE IS IN SECTOR C, D, E, F, OR G  
AND MATAGORDA COUNTY HAS OPENED THE BAY CITY RECEPTION CENTER**



AMP00805B  
REV 6

## Plan B

**AVOID FM 521 EAST OF FM 1468,  
FM 2668 AND HWY 60.**

**From Unit 2 side:**  
 Exit via the North Access Road, continue onto **FM 1468** for 10.7 miles, turn right onto **HWY 35** and go 6.2 miles, turn right onto **HWY 60** and go 1.4 miles, turn right onto **Thompson Road** and go 0.1 mile to the Reception Center (McAllister Middle School).

**From Unit 1 side:**  
 Take the Heavy Haul Road behind both Units and exit via the North Access Road, continue onto **FM-1468** for 10.7 miles, turn right onto **HWY 35** and go 6.2 miles, turn right onto **HWY 60** and go 1.4 miles, turn right onto **Thompson Road** and go 0.1 mile to the Reception Center (McAllister Middle School).

Personnel and vehicle monitoring will be conducted as necessary.

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<b>Site Evacuation</b>			
Addendum 1	Site Evacuation Maps		Page 3 of 4

# PLAN C

Plan C

**THE PLUME CENTERLINE IS IN SECTORS H, J, K, L, M, N, OR P  
AND MATAGORDA COUNTY HAS OPENED THE BAY CITY RECEPTION CENTER**

AVOID SOUTH SIDE OF PLANT SITE.

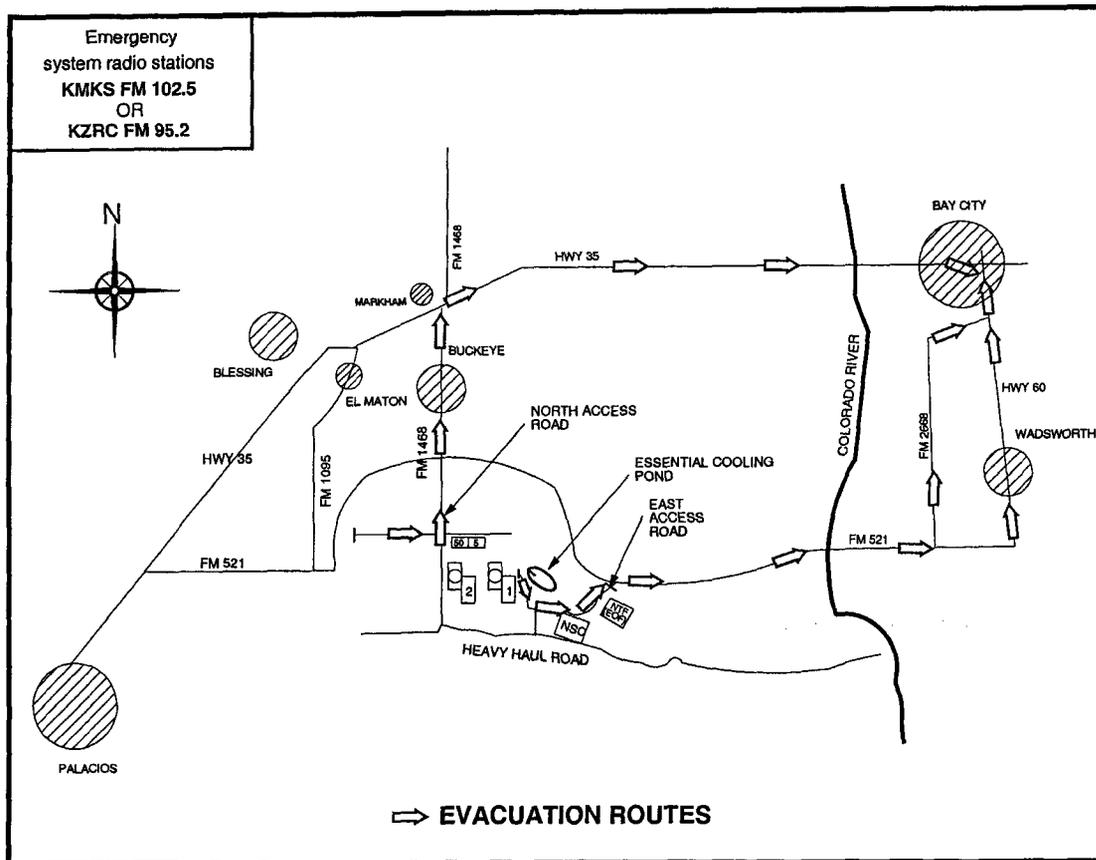
From Unit 2 side:  
Exit via the North Access Road, continue onto **FM 1468** for 10.7 miles, turn right onto **HWY 35** and go 6.2 miles, turn right onto **HWY 60** and go 1.4 miles, turn right onto **Thompson Road** and go 0.1 mile to the Reception Center (McAllister Middle School).

From Unit 1 side:  
Exit via the East Access Road, turn right onto **FM 521** and go 6.7 miles, turn left onto **HWY 60** and go 10.3 miles, turn left onto **Thompson Road**, and go 0.1 mile to the Reception Center (McAllister Middle School).

**OR**

Exit via the East Access Road, turn right onto **FM 521** and go 4.7 miles, turn left onto **FM 2668** and go 10.3 miles, turn left onto **HWY 60** and go 1.5 miles, turn left onto **Thompson Road**, and go 0.1 mile to the Reception Center (McAllister Middle School).

Personnel and vehicle monitoring will be conducted as necessary.

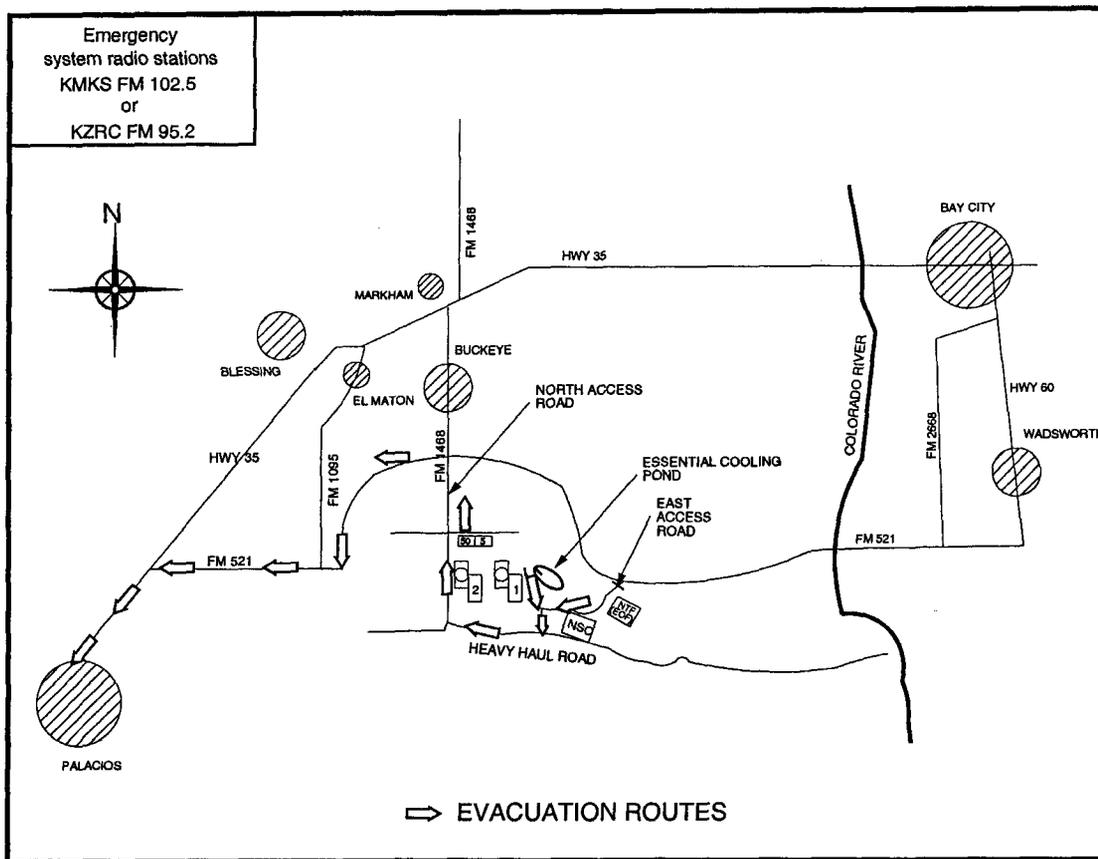


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<b>Site Evacuation</b>			
Addendum 1	Site Evacuation Maps		Page 4 of 4

# PLAN D

MATAGORDA COUNTY HAS OPENED THE PALACIOS RECEPTION CENTER

Plan D



**AVOID FM 521 EAST OF FM 1468, FM 2668 AND HWY 60.**

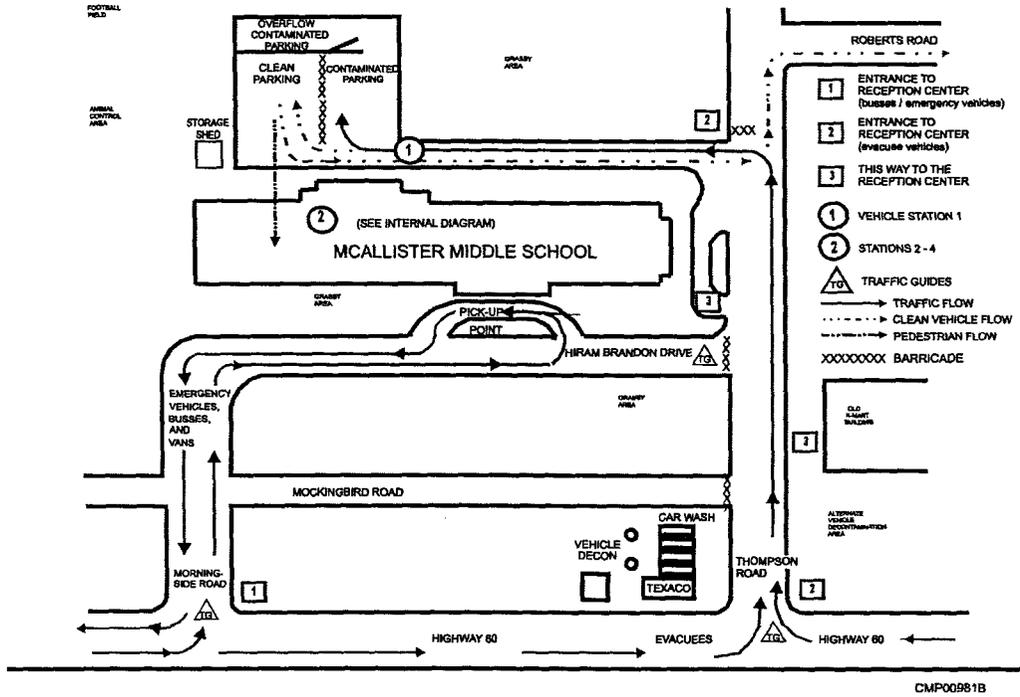
**From Unit 2 side:**  
 Exit via the North Access Road, turn left onto **FM 521** and go 10.2 miles, turn left onto **HWY 35** and go 6.5 miles to the Reception Center (Palacios High School).

**From Unit 1 side:**  
 Take the Heavy Haul Road behind both Units and exit via the North Access Road, turn left onto **FM 521** and go 10.2 miles, turn left onto **HWY 35** and go 6.5 miles to the Reception Center (Palacios High School).

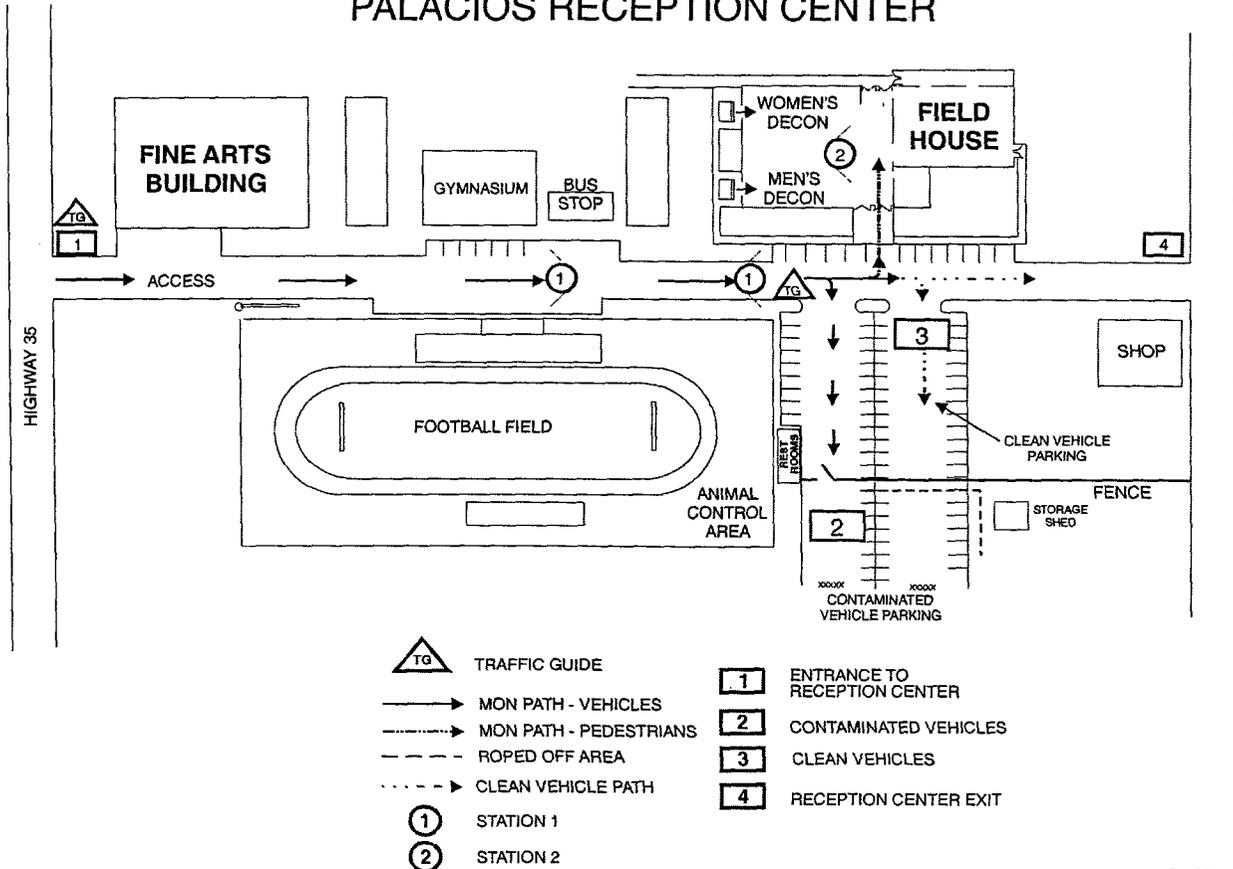
Personnel and vehicle monitoring will be conducted as necessary.

Site Evacuation

MCALLISTER RECEPTION CENTER



PALACIOS RECEPTION CENTER



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<b>Site Evacuation</b>			
Data Sheet 1	Shift Supervisor Checklist		Page 1 of 2

	Name	Date		Unit
<b>Action</b>				<b>Time</b>

1.0 PRIOR TO EVACUATION

1.1 If activation of a Reception Center is advised by Health Physics, contact the Matagorda County Emergency Operations Center or if the facility has not been activated, the Sheriff's Office and:

1.1.1 Request activation of a Reception Center. \_\_\_\_\_

1.1.2 Brief the officials on radiological conditions and the potential for personnel and vehicles to be contaminated. \_\_\_\_\_

1.1.3 Obtain information on any road closures that may affect selection of an evacuation route. \_\_\_\_\_

1.1.4 When County officials inform you which Reception Center they elect to activate, inform the Acting Radiological Manager and discuss which evacuation route to use based on current wind direction in accordance with Addendum 1, Site Evacuation Maps. \_\_\_\_\_

1.1.5 Inform County officials of the route that evacuees will use. \_\_\_\_\_

1.1.6 Provide an estimate on the number of evacuees.  
(NOTE: With all facilities activated, approximately 300 will remain on site.) \_\_\_\_\_

1.1.7 Request traffic control, if needed. \_\_\_\_\_

1.2 Inform the Acting Security Manager of the evacuation routes and if necessary the Reception Center(s) decision. \_\_\_\_\_

1.3 If Site Evacuation Plan A, B, or D is selected, request the Acting Security Manager to open the heavy Haul Road for Site Evacuation Traffic. \_\_\_\_\_

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<b>Site Evacuation</b>			
Data Sheet 1	Shift Supervisor Checklist		Page 2 of 2

**Action**

**Time**

2.0 IMPLEMENTATION OF EVACUATION

**NOTE**

Site Evacuation shall take place immediately after completion of Assembly & Accountability or at the direction of the Emergency Director.

- 2.1 Direct the Acting Security Manager to initiate Owner Controlled Area evacuation. \_\_\_\_\_
- 2.2 Ensure a Site Evacuation announcement is made over the public address system using the **Unit Override** button. \_\_\_\_\_
- 2.3 Inform the Matagorda County EOC when the station evacuation is complete. \_\_\_\_\_

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<b>Site Evacuation</b>			
Data Sheet 2	Deputy Emergency Operations Facility Director Checklist		Page 1 of 2

	Date	Unit
Name		
Action		Time

1.0 PRIOR TO EVACUATION

1.1 If activation of a Reception Center is advised by Health Physics, contact the Matagorda County Emergency Operations Center or if the facility has not been activated, the Sheriff's Office and:

1.1.1 Request activation of a Reception Center. \_\_\_\_\_

1.1.2 Brief the officials on radiological conditions and the potential for personnel and vehicles to be contaminated. \_\_\_\_\_

1.1.3 Obtain information on any road closures that may affect selection of an evacuation route. \_\_\_\_\_

1.1.4 When County officials inform you which Reception Center they elect to activate, inform the Radiological Director and discuss which evacuation route to use based on current wind direction in accordance with Addendum 1, Site Evacuation Maps. \_\_\_\_\_

1.1.5 Inform County officials of the route that evacuees will use. \_\_\_\_\_

1.1.6 Provide an estimate on the number of evacuees.  
(NOTE: With all facilities activated, approximately 300 will remain on site.) \_\_\_\_\_

1.1.7 Request traffic control, if needed. \_\_\_\_\_

1.1.8 If necessary and with the Emergency Director approval, request the Matagorda County EOC dispatch school busses to pick-up station evacuees. Ensure to give routes and pick-up locations. \_\_\_\_\_

1.2 Contact the Assistant Technical Support Center Manager for any non-ERO personnel that should remain onsite prior to evacuation. \_\_\_\_\_

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<b>Site Evacuation</b>			
Data Sheet 2	Deputy Emergency Operations Facility Director Checklist		Page 2 of 2

<b>Action</b>	<b>Time</b>
1.3 If Site Evacuation Plan A, B, or D is selected, request the Security Manager to open the Heavy Haul Road for Site Evacuation Traffic.	_____
1.4 Inform the Area Coordinator Manager (Security Manager during off-hours) of the evacuation routes and Reception Center(s) decision. Direct the Area Coordinator Manager to:	_____
1.4.1 Disseminate the information to Area Coordinators in preparation for the evacuation order.	_____
1.4.2 Confirm that Area Coordinators are positioned to initiate evacuation.	_____

2.0 IMPLEMENTATION OF EVACUATION

**NOTE**

Site Evacuation shall take place immediately after completion of Assembly & Accountability or at the direction of the Emergency Director.

2.1 Direct the Area Coordinator Manager to initiate Owner Controlled Area evacuation. During Off Normal Hours contact the Security Manager.	_____
2.2 Ensure a Site Evacuation announcement is made over the public address system using the <b>Unit Override</b> button.	_____
2.3 Ensure offsite agency notification by transmitting 0ERP01-ZV-IN02, Data Sheet 2, Supplemental Notification Form, ensure Emergency Director approval.	_____
2.4 Contact the Assistant TSC Manager or Security Manager and request status of Site Evacuation. Report completion to the Emergency Director.	_____
2.5 Inform the Matagorda County EOC when the station evacuation is complete.	_____
2.6 As necessary, periodically contact Matagorda County EOC to determine if additional support or resources are needed to support the Reception Center. Obtain a status of monitoring activities.	_____

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<b>Site Evacuation</b>			
Data Sheet 3	Area Coordinator Manager Checklist		Page 1 of 2

	Name	Date		Unit
<b>Action</b>				<b>Time</b>

1.0 PRIOR TO EVACUATION

- 1.1 Via telephone or radio, notify Area Coordinators that an Owner Controlled Area evacuation will be implemented and to review and perform the actions listed in Data Sheet 4, Area Coordinator Checklist. \_\_\_\_\_
- 1.2 Perform a roll call, via radio using Channel 2, of all Area Coordinators to verify radio communications. \_\_\_\_\_
- 1.3 Determine the order of which buildings should be evacuated to minimize traffic control problems. The order should take into consideration Area Coordinators who have multiple buildings. \_\_\_\_\_
- 1.4 When informed by the Deputy Emergency Operations Facility Director of the evacuation routes and/or Reception Centers, then notify the Area Coordinators of acceptable evacuation routes or direct the Area Coordinators to hand out the selected evacuation map(s). Inform Coordinators of the order in which buildings should be evacuated. \_\_\_\_\_
- 1.5 If Matagorda County has activated a Reception Center, then dispatch the Reception Center Liaison to the selected Reception Center. Direct the Reception Center Liaison to contact the Deputy Emergency Operations Facility Director upon arrival and to provide subsequent periodic updates on Reception Center activities. (NOTE: Reception Center Liaisons are listed in the Emergency Communications Directory.) \_\_\_\_\_

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<b>Site Evacuation</b>			
Data Sheet 3	Area Coordinator Manager Checklist		Page 2 of 2

<b>Action</b>	<b>Time</b>
---------------	-------------

2.0 IMPLEMENTATION OF EVACUATION

- |  |  |
|--|--|
| <p>2.1 When directed by the Deputy Emergency Operations Facility Director, direct the Area Coordinators to implement building evacuations in the identified order. Direct Area Coordinators to call in upon completion of evacuation of each building.</p> |  |
| <p>2.2 Ensure that the Area Coordinator performs a sweep of each building. Direct Area Coordinators to evacuate upon completing verification that evacuation is complete for their area.</p>   |  |
| <p>2.3 When all buildings are evacuated and the sweep searches have been completed, advise the Deputy Emergency Operations Facility Director of the completion of the Owner Controlled Area evacuation.</p>  |  |

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<b>Site Evacuation</b>			
Data Sheet 4	Area Coordinator Checklist		Page 1 of 2

Name	Date	Unit
<b>Action</b>		<b>Time</b>

**1.0 PRIOR TO EVACUATION**

- 1.1 Obtain a radio and ensure the radio is operational. Use channel 2. \_\_\_\_\_
- 1.2 Obtain a bullhorn and ensure bullhorn is operational. \_\_\_\_\_
- 1.3 Ensure that an adequate supply of Addendum 1, Site Evacuation Maps and Addendum 2, Reception Centers, are available. \_\_\_\_\_
- 1.4 Ensure you know what buildings are your responsibilities. Contact the Area Coordinator Manager if you are not sure. \_\_\_\_\_
- 1.5 Ensure that assigned building sweepers are onsite and available. If sweepers are not available, then select alternates to perform sweeps when the buildings are evacuated. \_\_\_\_\_
- 1.6 When contacted by the Area Coordinator Manager with instructions on the evacuation route, distribute the appropriate evacuation map. Follow the building evacuation order identified by the Area Coordinator Manager. \_\_\_\_\_

**2.0 IMPLEMENTATION OF EVACUATION**

- 2.1 Commence evacuation of your assigned buildings when directed by the Area Coordinator Manager. \_\_\_\_\_
- 2.2 When directed by the Area Coordinator Manager to begin evacuation of your building, then direct the sweepers to commence evacuation by walking through the building and announcing that personnel should evacuate. Give any specific instructions or hand out evacuation maps. \_\_\_\_\_
- 2.3 Contact the Area Coordinator Manager when all personnel have evacuated from the building. \_\_\_\_\_

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<b>Site Evacuation</b>			
Data Sheet 4	Area Coordinator Checklist		Page 2 of 2

<b>Action</b>	<b>Time</b>
2.4 Direct two sweepers to perform verification that all personnel have left the building. Contact the Area Coordinator Manager if injured persons are found.	_____
2.5 Continue to the next building in the assigned area and repeat the evacuation process.	_____
2.6 When all assigned buildings are evacuated, notify the Area Coordinator Manager. Evacuate the sweepers.	_____

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<b>Site Evacuation</b>			
Data Sheet 5	Acting Security Manager Checklist		Page 1 of 1

<b>Action</b>	<b>Time</b>
---------------	-------------

**1.0 OFF NORMAL HOURS**

1.1 When notified of a Site Evacuation by the Emergency Director, perform the following:

1.1.1 Notify Security Officers that a Site Evacuation will be implemented and instruct them to begin preparing for evacuation of the buildings outside the Protected Area.

\_\_\_\_\_

1.1.2 Establish access control to the Owner Controlled Area at the access roads to FM 521. Inform the Emergency Director when completed.

\_\_\_\_\_

1.1.3 If not already completed, activate the OCA Pagers, request Alpha & Bravo Checkpoints to report status when all Pager carriers have been evacuated.

\_\_\_\_\_

1.2 As necessary, when informed by the Emergency Director of the evacuation routes and/or Reception Centers, then notify the Security Officers of acceptable evacuation routes or direct them to hand out the selected evacuation map(s) in Addendum 1 & 2.

\_\_\_\_\_

1.3 If Site Evacuation Plan A, B, or D is selected, instruct personnel to open heavy Haul Road for site evacuation traffic.

\_\_\_\_\_

**2.0 IMPLEMENTATION OF EVACUATION**

2.1 When directed to evacuate by the Emergency Director, instruct the Security Officers to implement appropriate evacuation sweeps:

- Form 1, Security Evacuation Sweeps.
- Form 2, Security Off Hours Evacuation Sweeps.

\_\_\_\_\_

\_\_\_\_\_

2.2 Direct Security Officers to periodically call in during evacuation sweep to maintain accountability.

\_\_\_\_\_

2.3 When all buildings/Areas are evacuated, advise the Emergency Director of the completion of the Site Evacuation.

\_\_\_\_\_

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<b>Site Evacuation</b>			
Form 1	Security Evacuation Sweeps		Page 1 of 1

1. Ensure that an adequate supply of Addendum 1, Site Evacuation Maps and Addendum 2, Reception Centers, are available if necessary.
2. When told to begin site evacuation by the Acting Security Manager, commence evacuation sweeps of your assigned buildings/Areas.
3. Conduct a sweep by walking through assigned building/area and announcing that personnel should evacuate.
  - Ensure work areas, restrooms, kitchens, break areas, stairwells, smoke areas, storage areas, conference rooms, assembly areas, walk in vaults, elevators, and libraries are included in sweep as applicable.
  - Knock on closed doors, periodically stop and listen for any sign of distress.
  - Assist handicapped personnel. Contact the Acting Security Manager if injured persons are found.
  - Give any specific instructions or hand out evacuation maps.
4. Periodically contact the Acting Security Manager to maintain accountability.
5. Continue to the next building/area and repeat the evacuation process.
6. When all assigned buildings are evacuated, notify the Acting Security Manager.
7. Document the time each sweep area is completed below.

Sweep Area	Time
Building 21 (Hazmat Yard)	
Blast Yard	
Switchyard	
Circulating Water Structure (Intake/discharge)	
Steam Generator Storage Building	
Low Level Storage Yard	
Gas Station	

Sweep Area	Time
Car Wash	
Nitrogen Skid	
Potable Water Area	
Security Firing Range	
Reservoir Makeup Pumping Facility	
Perimeter of Reservoir	
Reservoir Blow Down Area	

\_\_\_\_\_  
Acting Security Manager [or Designee] (Print/Sign)

\_\_\_\_\_  
Date/Time

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<b>Site Evacuation</b>			
Form 2	Security Off Hour Evacuation Sweeps		Page 1 of 2

1. Ensure that an adequate supply of Addendum 1, Site Evacuation Maps and Addendum 2, Reception Centers, are available if necessary.
2. When told to begin site evacuation by the Acting Security Manager, commence evacuation sweeps of your assigned buildings/Areas.
3. Conduct a sweep by walking through assigned building/area and announcing that personnel should evacuate.
  - Ensure work areas, restrooms, kitchens, break areas, stairwells, smoke areas, storage areas, conference rooms, assembly areas, walk in vaults, elevators, and libraries are included in sweep as applicable.
  - Knock on closed doors, periodically stop and listen for any sign of distress.
  - Assist handicapped personnel. Contact the Acting Security Manager if injured persons are found.
  - Give any specific instructions or hand out evacuation maps.
4. Periodically contact the Acting Security Manager to maintain accountability.
5. Continue to the next building/area and repeat the evacuation process.
6. When all assigned buildings are evacuated, notify the Acting Security Manager.

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<b>Site Evacuation</b>			
Form 2	Security Off Hour Evacuation Sweeps		Page 2 of 2

Document the time each sweep area is completed below.

Sweep Area	Time
Blast Yard	
Building 120 (Reliant Energy Building)	
Building 19 (Flammable Storage)	
Building 20 (Shop 4)	
Building 21 (Hazmat Yard)	
Building 27 (Warehouse 32)	
Building 3	
Building 52 (Warehouse A / Met Lab)	
Buildings 11 (Records Vault)	
Buildings 15	
Buildings 33 / 45	
Buildings 5 / 50	
Buildings 71	
Car Wash	
Circulating Water Structure (Intake/discharge)	
Gas Station	

Sweep Area	Time
Low Level Storage Yard	
Nitrogen Skid	
Nuclear Support Center (NSC)	
Nuclear Training Facility (NTF)	
Perimeter of Reservoir	
Reservoir Blow Down Area	
Potable Water Area	
Reservoir Makeup Pumping Facility	
Security Firing Range	
Steam Generator Storage Building	
Switchyard	
Warehouse B	
Warehouse C	
Warehouse D	
Warehouse E	

\_\_\_\_\_  
Acting Security Manager [or Designee] (Print/Sign)

\_\_\_\_\_  
Date/Time

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<b>Shift Supervisor</b>			
Quality	Non Safety-Related	Usage: N/A	Effective Date: 04/01/03
Max Keyes	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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**Shift Supervisor****1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Shift Supervisor in the Control Room during a declared emergency.

**2.0 Responsibilities**

- 2.1 The Shift Supervisor of the affected Unit is responsible for:

- 2.1.1 Recognizing, classifying and declaring the emergency.
- 2.1.2 Assuming the responsibilities and authorities of the Emergency Director until relieved by the TSC Manager or EOF Director.
- 2.1.3 Completing notifications and Protective Action Recommendations (PARs) to offsite agencies until relieved of Emergency Director responsibility and authority.
- 2.1.4 Directing initial onsite emergency response activities.
- 2.1.5 Monitoring plant conditions for changes in emergency action levels (EALs) and emergency classification.
- 2.1.6 Directing Control Room response to mitigate the emergency condition.
- 2.1.7 Approving departures from license conditions per 10CFR50.54(x) for Control Room Operator actions and equipment manipulations.
- 2.1.8 Directing notification of the Emergency Response Organization (ERO), until relieved of Emergency Director responsibility and authority.
- 2.1.9 Approving, or delegating approval of, press releases prior to issuance until relieved of Emergency Director responsibility and authority.

- 2.2 The Shift Supervisor of the unaffected Unit is responsible for:

- 2.2.1 Assuming the responsibilities and authority of Emergency Director if the Shift Supervisor of the affected Unit is unable to assume or continue to perform the duties of the Emergency Director.

- 2.3 The Unit 1 Shift Supervisor is responsible for:

- 2.3.1 Assuming the responsibilities and authorities of Emergency Director for events common to both Units.

## Shift Supervisor

### 3.0 References

- 3.1 STPEGS Emergency Plan
- 3.2 0ERP01-ZV-IN01, Emergency Classification
- 3.3 0ERP01-ZV-IN02, Notifications to Offsite Agencies
- 3.4 0ERP01-ZV-IN03, Emergency Response Organization Notification
- 3.5 0ERP01-ZV-IN04, Assembly and Accountability
- 3.6 0ERP01-ZV-IN05, Site Evacuation
- 3.7 0ERP01-ZV-TS01, TSC Manager
- 3.8 0ERP01-ZV-RE02, Documentation
- 3.9 0POP04-ZO-0004, Personnel Emergencies
- 3.10 0POP02-HE-0002, Technical Support Center HVAC System
- 3.11 0PGP09-ZA-0002, Fitness for Duty Program
- 3.12 0ERP01-ZV-TP03, Severe Accident Management
- 3.13 NRC Inspection Report 90-10-03 (LCTS #9000789-936)
- 3.14 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

### 4.0 Procedure

- 4.1 If an Unusual Event or higher emergency classification is declared, implement the appropriate Data Sheet (1, 2, 3, or 4) based on the emergency classification declared. Use these Data Sheets to direct emergency activities.
- 4.2 If the emergency classification changes, then terminate completion of the current Data Sheet and initiate a new Data Sheet (2, 3, 4, or 5) based on the new emergency classification.
- 4.3 Request a licensed Reactor Operator from the unaffected Unit (if available) be dispatched to assist.
- 4.4 Consider restricting hand held radio transmissions during security events that include explosive or electronic controlled devices.

**Shift Supervisor**

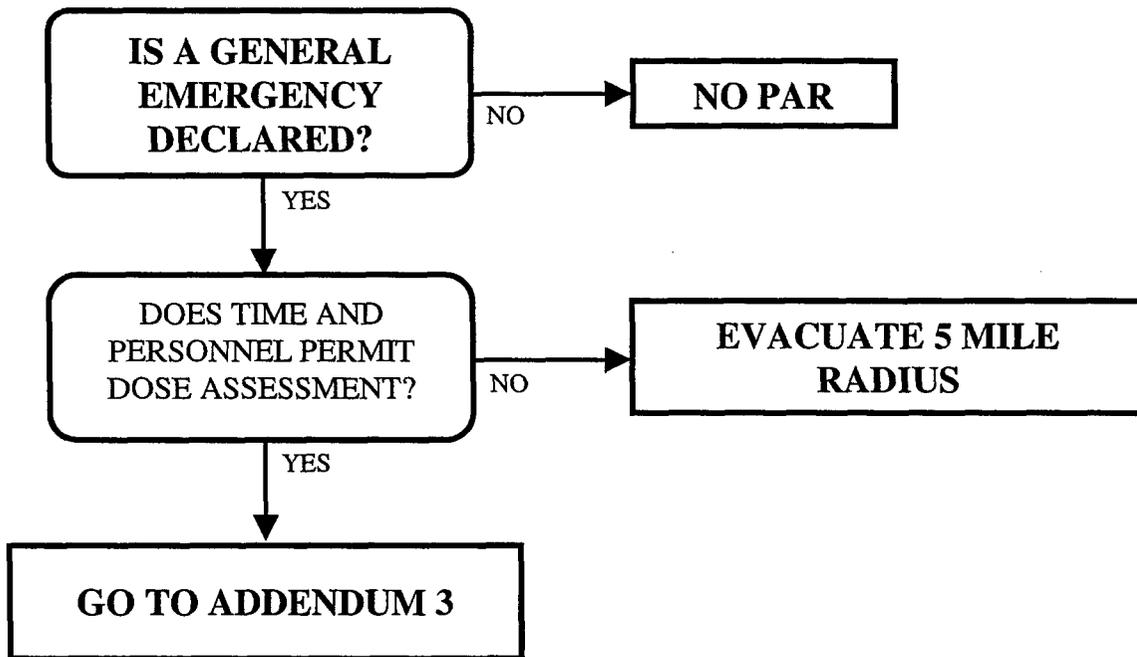
- 4.5 Assume the responsibilities and authorities of the Emergency Director. The Emergency Director is responsible for making certain key decisions and ensuring their implementation. The responsibilities which CANNOT be delegated include:
- 4.5.1 Declaring a new emergency classification.
  - 4.5.2 Approving Protective Action Recommendations (PARs) issued to State and County authorities.
  - 4.5.3 Approving required notifications to the State and County.
  - 4.5.4 Approving exposures in excess of 10CFR20 limits and authorizing the use of Potassium Iodide (KI).
  - 4.5.5 Approving departure from license conditions per 10CFR50.54(x).
  - 4.5.6 Declaring entry into Severe Accident Management Guidelines.
- 4.6 The following Emergency Director responsibilities and authorities MAY be delegated:
- 4.6.1 Requesting federal assistance.
  - 4.6.2 Approving press releases prior to issuance.
  - 4.6.3 Approving commitments to the NRC.
  - 4.6.4 Approving required communications with the NRC.
- 4.7 Upon arrival of the TSC Manager or EOF Director, provide a turnover briefing per 0ERP01-ZV-TS01, Data Sheet 2, Emergency Director Turnover Briefing.
- 4.8 When Emergency Director responsibilities have been transferred to the TSC Manager or EOF Director, then the Shift Supervisor shall perform the following:
- 4.8.1 Keep the Emergency Director informed of any plant conditions which could change the EAL or PARs.
  - 4.8.2 Provide ongoing assessment and interface with the Operations Manager, including recommending priorities for repair activities.
  - 4.8.3 Approve departure from license conditions per 10CFR50.54(x) for Control Room Operator actions and equipment manipulations.

**Shift Supervisor****5.0 Support Documents**

- 5.1 Addendum 1, Protective Action Recommendation Flowchart
- 5.2 Addendum 2, Core/Containment Status Table
- 5.3 Addendum 3, Protective Response Sectors
- 5.4 Data Sheet 1, Unusual Event Checklist
- 5.5 Data Sheet 2, Alert Checklist
- 5.6 Data Sheet 3, Site Area Emergency Checklist
- 5.7 Data Sheet 4, General Emergency Checklist
- 5.8 Data Sheet 5, Termination Checklist

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Addendum 1	Protective Action Recommendation Flowchart		Page 1 of 1

**ENTRY REQUIREMENTS:** A General Emergency **AND** a radiological release is in progress **AND** time does not permit the calculation and evaluation of downwind doses **OR** personnel are not available to complete these calculations.



To select the appropriate evacuation zones and downwind sectors refer to Addendum 4, Protective Response Zones.

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Addendum 2	Core/Containment Status Table		Page 1 of 1

**ENTRY REQUIREMENTS:** General Emergency **AND** a radiological release is **NOT** in progress.

CONTAINMENT HIGH RANGE RADIATION MONITOR (RT-8050, 8051)	CONTAINMENT PRESSURE	PROTECTIVE ACTION RECOMMENDATIONS
		EVACUATION
Less Than 200 R/hr	N/A	2 Mile Radius
200 R/hr to 1,000 R/hr	< 5 psig	2 Mile Radius & 5 Miles Downwind
	≥ 5 psig	5 Mile Radius
Greater Than 1,000 R/hr	< 5 psig	5 Mile Radius & 10 Miles Downwind
	≥ 5 psig	10 Mile Radius

To select the appropriate evacuation zones and downwind sectors refer to Addendum 4, Protective Response Zones.

NOTE: Assumptions used in the calculation of this table are in procedure 0ERP01-ZV-IN07, Offsite Protective Action Recommendations, Addendum 2.

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Addendum 3	Radiological Release Table		Page 1 of 1

**ENTRY REQUIREMENTS:** General Emergency **WITH** a radiological release in progress.  
(Below List in order of preference based on available data)

CONDITION	PROTECTIVE ACTION
	EVACUATE
<b>I. <u>PROJECTED DOSES</u></b> (For Short Duration Puffs only < 30 min) a. Projected doses < PAG (1 rem TEDE or 5 rem Thyroid CDE) b. Projected doses ≥ PAG (1 rem TEDE or 5 rem Thyroid CDE)	a. Two mile radius b. Two mile radius and zones in any sector projected to exceed PAG
<b>II. <u>PROJECTED DOSES BEYOND EXCLUSION AREA BOUNDARY</u></b> a. Projected doses < PAG (1 rem TEDE or 5 rem Thyroid CDE) b. Projected doses ≥ PAG 0-5 miles (1 rem TEDE or 5 rem Thyroid CDE) c. Projected doses ≥ PAG 5-10 miles (1 rem TEDE or 5 rem Thyroid CDE) d. Projected doses ≥ PAG at greater than 10-miles and dose projection is supported by field team measurements (1 rem TEDE or 5 rem Thyroid CDE)	a. Two mile radius b. Two mile radius and zones in affected downwind sectors to 5 miles c. Five mile radius and zones in affected downwind sectors to 10 miles d. Ten mile radius and affected downwind sectors in 2-mile increments until PAG is not exceeded.
<b>III. <u>DOSE RATES MEASURED AT PLUME CENTERLINE ON EXCLUSION AREA BOUNDARY</u></b> a. <100 mr/hr b. 100 mr/hr to 1000 mr/hr c. >1000 mr/hr	a. Two mile radius b. Two mile radius and zones in affected downwind sectors to 5 miles c. Five mile radius and zones in affected downwind sectors to 10 miles
<b>IV. <u>RELEASE RATES</u></b> a. ≥ EAL for General Emergency	a. Five mile radius and zones in affected downwind sectors to 10 miles
<b>V. <u>DEFAULT VALUES</u></b> (Addendum 1) a. General Emergency	a. Five mile radius

To select the appropriate evacuation zones and downwind sectors refer to Addendum 4, Protective Response Zones.

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Addendum 4	Protective Response Zones		Page 1 of 1

**AFFECTED ZONES:** Determine affected sectors and protective response zones and enter onto 0ERP01-ZV-IN02, Data Sheet 1, Offsite Agency Notification Message Form.

**TWO MILE RADIUS:** PROTECTIVE RESPONSE ZONE: 1

**FIVE MILE RADIUS:** PROTECTIVE RESPONSE ZONES: 1, 2, 3, 4 & 5

**TEN MILE RADIUS:** PROTECTIVE RESPONSE ZONES: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 & 11

WIND DIRECTION FROM(°)	AFFECTED DOWNWIND SECTORS	PROTECTIVE RESPONSE ZONE KEY HOLE	
		2 Mile Radius & 5 Miles Downwind	5 Mile Radius & 10 Miles Downwind
164-174	Q, R, A, B	1, 2, 5	1, 2, 3, 4, 5, 6, 10, 11
175-185	R, A, B	1, 2	1, 2, 3, 4, 5, 6, 11
186-196	R, A, B, C	1, 2	1, 2, 3, 4, 5, 6, 11
197-208	A, B, C	1, 2	1, 2, 3, 4, 5, 6, 11
209-219	A, B, C, D	1, 2	1, 2, 3, 4, 5, 6, 11
220-230	B, C, D	1, 2	1, 2, 3, 4, 5, 6
231-241	B, C, D, E	1, 2, 3	1, 2, 3, 4, 5, 6, 7
242-253	C, D, E	1, 2, 3	1, 2, 3, 4, 5, 6, 7
254-264	C, D, E, F	1, 2, 3	1, 2, 3, 4, 5, 6, 7
265-275	D, E, F	1, 2, 3	1, 2, 3, 4, 5, 6, 7
276-286	D, E, F, G	1, 2, 3	1, 2, 3, 4, 5, 6, 7
287-298	E, F, G	1, 3	1, 2, 3, 4, 5, 7
299-309	E, F, G, H	1, 3	1, 2, 3, 4, 5, 7, 8
310-320	F, G, H	1, 3	1, 2, 3, 4, 5, 7, 8
321-331	F, G, H, J	1, 3	1, 2, 3, 4, 5, 7, 8
332-343	G, H, J	1	1, 2, 3, 4, 5, 7, 8
344-354	G, H, J, K	1	1, 2, 3, 4, 5, 7, 8, 9
355-5	H, J, K	1	1, 2, 3, 4, 5, 8, 9
6-16	H, J, K, L	1	1, 2, 3, 4, 5, 8, 9
17-28	J, K, L	1	1, 2, 3, 4, 5, 8, 9
29-39	J, K, L, M	1, 4	1, 2, 3, 4, 5, 8, 9
40-50	K, L, M	1, 4	1, 2, 3, 4, 5, 8, 9
51-61	K, L, M, N	1, 4, 5	1, 2, 3, 4, 5, 8, 9, 10
62-73	L, M, N	1, 4, 5	1, 2, 3, 4, 5, 9, 10
74-84	L, M, N, P	1, 4, 5	1, 2, 3, 4, 5, 9, 10
85-95	M, N, P	1, 4, 5	1, 2, 3, 4, 5, 9, 10
96-106	M, N, P, Q	1, 4, 5	1, 2, 3, 4, 5, 9, 10, 11
107-118	N, P, Q	1, 5	1, 2, 3, 4, 5, 9, 10, 11
119-129	N, P, Q, R	1, 5	1, 2, 3, 4, 5, 9, 10, 11
130-140	P, Q, R	1, 5	1, 2, 3, 4, 5, 10, 11
141-151	P, Q, R, A	1, 2, 5	1, 2, 3, 4, 5, 10, 11
152-163	Q, R, A	1, 2, 5	1, 2, 3, 4, 5, 10, 11

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Data Sheet 1	Unusual Event Checklist		Page 1 of 6

	(Name)	(Date)	(Unit)
<b>Action</b>	<b>Time</b>		

1.0 INITIAL ACTIONS

- 1.1 Announce to Control Room personnel the declaration of an **Unusual Event** and the assumption of Emergency Director responsibilities by the Shift Supervisor. \_\_\_\_\_
- 1.2 Ensure the following announcement (or similar announcement) is made over the public address system using the **Unit Override** button: \_\_\_\_\_

**CAUTION**

Public Address Announcements may be changed or delayed due to the following conditions: Severe weather conditions which could threaten safe transport, a significant radiological hazard which could be encountered, a security threat occurring which could have an adverse impact on personnel moving around or leaving the site.

**(READ SLOWLY)** "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL. AN UNUSUAL EVENT HAS BEEN DECLARED IN UNIT(S) \_\_\_\_\_. ALL PERSONNEL SHOULD CONTINUE WITH THEIR NORMAL DUTIES UNLESS ASSIGNED EMERGENCY RESPONSE ACTIONS FOR AN UNUSUAL EVENT." (Optional: Give brief description of the event).

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- 1.3 Direct the Control Room Communicators or available personnel to complete the required notifications as described in 0ERP01-ZV-IN02, Notifications to Offsite Agencies. \_\_\_\_\_

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Data Sheet 1	Unusual Event Checklist		Page 2 of 6

<b>Action</b>	<b>Time</b>
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- **No PARs are required for an Unusual Event.**
- **State/County shall be contacted within 15 minutes of declaration of the Unusual Event to make emergency notifications.**
- **NRC notification shall be made immediately upon completion of State/County notification and no later than one hour after declaring the Unusual Event. If more than one Communicator is available, NRC notification may be made concurrently with State/County notification.**

1.4 As appropriate, upon the Onsite Communicator arrival, direct him/her to complete asterisked steps of this Checklist.

\* 1.5 Contact the Duty Operations Manager and brief him/her on the situation.

\* 1.6 Contact the Duty Plant Manager and brief him/her on the situation.

\* 1.7 Contact the STP Coordinator and advise him/her of the nature of the emergency.

\* 1.8 Contact the Alarm Station Operator at extension 6042 to verify Emergency Notification and Response System (ENRS) activation.

\* 1.9 If ENRS fails, then direct the Onsite Communicator to notify select management personnel listed in the Onsite Communicator Position Manual.

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Data Sheet 1	Unusual Event Checklist		Page 3 of 6

<b>Action</b>	<b>Time</b>
<p>* 1.10 Ensure that the following on-shift personnel have responded to their emergency duty station or have contacted the Control Room and are available to respond if needed:</p> <ul style="list-style-type: none"> <li>• Onsite Communicator (Control Room)</li> <li>• State/County Communicator (Control Room)</li> <li>• ENS Communicator (Control Room)</li> <li>• Acting Radiological Manager</li> <li>• Shift Technical Advisor (Control Room)</li> <li>• Acting OSC Coordinator</li> <li>• Acting Security Manager</li> </ul>	<hr/>
<p>1.11 If early staffing of the Emergency Response Facilities is desirable, then contact the Alarm Station Operator at extension 6042 and request ENRS activation for Staffing ERO Facilities.</p>	<hr/>
<p>1.12 If any of the following conditions exist, then consider establishing the OSC in accordance with procedure 0ERP01-ZV-IN03, Emergency Response Organization Notification, Form 1, Amplifying Information:</p> <ul style="list-style-type: none"> <li>• In-plant radiological conditions are deteriorating;</li> <li>• Search and rescue efforts are necessary;</li> <li>• Security threat is in progress;</li> <li>• Offsite chemical plant release occurs which may impact site operations;</li> <li>• Vital equipment in the plant is in a degraded condition;</li> <li>• Shift Supervisor judgment.</li> </ul>	<hr/>

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<b>Shift Supervisor</b>			
Data Sheet 1	Unusual Event Checklist		Page 4 of 6

<b>Action</b>	<b>Time</b>
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2.0 SPECIAL ACTIONS

2.1 Consider restricting hand held radio transmissions during security events that include explosive or electronic controlled devices.

LOG

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2.2 Early Dismissal of Non-Essential Personnel

2.2.1 Consider **early** dismissal of non-essential personnel for the following conditions:

- The event is declared due to radiological problems and the condition could worsen.
- A Security event is in progress and removal of personnel from the site would facilitate the ability of Security to respond.
- Notification of severe weather has been received which could impact the safety of personnel onsite.
- Notification of an incident at a nearby chemical facility has been received that could impact the site.
- An orderly shutdown of activities and movement of personnel offsite is warranted.
- A situation which has a significant potential to develop into unsafe or hazardous conditions onsite exists.

2.2.2 Discuss with the Duty Operations Manager the advisability of conducting early dismissal.

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2.2.3 If early dismissal of non-essential personnel in the Protected Area is determined appropriate, then make the following announcement:

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Data Sheet 1	Unusual Event Checklist		Page 5 of 6

<b>Action</b>	<b>Time</b>
<p>* <b>(READ SLOWLY)</b> "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL. THE EMERGENCY DIRECTOR HAS ORDERED THE EARLY DISMISSAL OF ALL NON-ESSENTIAL PERSONNEL. ALL MEMBERS OF THE EMERGENCY RESPONSE ORGANIZATION REPORT TO YOUR FACILITIES. ALL NON-ESSENTIAL PERSONNEL SHALL SECURE THEIR WORK AREA, INFORM THEIR SUPERVISOR OF JOB STATUS, AND EXIT THE SITE UNLESS DIRECTED OTHERWISE BY SUPERVISION. MONITOR LOCAL RADIO BROADCASTS FOR ADDITIONAL INFORMATION."</p>	
<p>* 2.2.4 If early dismissal of non-essential personnel in the Owner Controlled Area is determined appropriate, then contact the Security Force Supervisor (Acting Security Manager) and request notification of personnel in the Owner Controlled Area.</p>	_____
<p>2.3 Assembly and Accountability</p>	
<p>2.3.1 Implement 0ERP01-ZV-IN04, Assembly and Accountability.</p>	_____
<p>2.3.2 If the OSC has been activated, then instruct Plant Operators that have not been assigned tasks to proceed to the OSC for accountability and remain there to support OSC operations.</p>	_____
<p>2.3.3 If persons are determined to be missing as a result of performing Assembly and Accountability, then contact the Duty Maintenance Supervisor (Acting OSC Coordinator) and provide names and last known locations of the missing persons. Direct the Duty Maintenance Supervisor (Acting OSC Coordinator) to form and dispatch Search and Rescue teams.</p>	_____
<p>2.4 Site Evacuation</p>	
<p>2.4.1 Implement 0ERP01-ZV-IN05, Site Evacuation.</p>	_____
<p>2.5 Personnel Emergencies</p>	
<p>2.5.1 Implement 0POP04-ZO-0004, Personnel Emergencies.</p>	LOG

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Data Sheet 1	Unusual Event Checklist		Page 6 of 6

<b>Action</b>	<b>Time</b>
2.6 Potential for Radiological Release Occurring or Imminent	
2.6.1 Place the affected Unit's TSC HVAC System in emergency/isolation mode or verify automatic transfer has occurred using OPOP02-HE-0002, TSC HVAC System.	_____
* 2.6.2 Contact unaffected Unit's Shift Supervisor and recommend placing the unaffected Unit's TSC HVAC in emergency/isolation mode.	_____
2.7 Toxic Gas/Chemical Release from Nearby Chemical Facilities	
2.7.1 If time permits, then initiate 0ERP01-ZV-IN04, Assembly and Accountability and 0ERP01-ZV-IN05, Site Evacuation.	_____
* 2.7.2 Otherwise, announce over the public address system for all personnel to seek shelter in buildings and turn off ventilation systems. Direct the Security Force Supervisor (Acting Security Manager) to warn personnel outside the Protected Area.	_____
3.0 ONGOING ACTIONS	
3.1 Continuously assess plant conditions against 0ERP01-ZV-IN01, Emergency Classification, to determine if changes to the current emergency classification are warranted.	LOG
3.2 Evaluate the need for continued staffing of ERO positions and release unnecessary personnel to return to normal duties.	LOG
3.3 Review and approve press releases as applicable.	LOG
<ul style="list-style-type: none"> <li>• Maintain an Emergency Action Log.</li> </ul>	

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<b>Shift Supervisor</b>			
Data Sheet 2	Alert Checklist		Page 1 of 6

	(Name)	(Date)	(Unit)
<b>Action</b>			<b>Time</b>

1.0 INITIAL ACTIONS

- 1.1 Announce to Control Room personnel the declaration of an **Alert** and the continuation (or assumption) of Emergency Director responsibilities by the Shift Supervisor. \_\_\_\_\_
- 1.2 Ensure the following announcement (or similar announcement) is made over the public address system using the **Unit Override** button: \_\_\_\_\_

**CAUTION**

Public Address Announcements may be changed or delayed due to the following conditions: Severe weather conditions which could threaten safe transport, a significant radiological hazard which could be encountered, a security threat occurring which could have an adverse impact on personnel moving around or leaving the site.

**(READ SLOWLY)** "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL. AN ALERT HAS BEEN DECLARED IN UNIT(S) \_\_\_\_\_. ALL DESIGNATED MEMBERS OF THE EMERGENCY RESPONSE ORGANIZATION REPORT TO YOUR FACILITY. ALL OTHER PERSONNEL ARE TO CONTINUE WITH THEIR NORMAL DUTIES UNLESS FURTHER INSTRUCTIONS ARE GIVEN." (Optional: Give brief description of the event.)

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<b>Shift Supervisor</b>			
Data Sheet 2	Alert Checklist		Page 2 of 6

<u>Action</u>	<u>Time</u>
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1.3 Direct the Control Room Communicators or available personnel to complete the required notifications as described in 0ERP01-ZV-IN02, Notifications to Offsite Agencies.

- **No PARs are required for an Alert.**
- **State/County shall be contacted within 15 minutes of the declaration of the Alert to make emergency notifications.**
- **NRC notification shall be made immediately upon completion of State/County notification and not later than one hour after declaring the Alert.** If more than one Communicator is available, NRC notification may be made concurrently with State/County notification.
- **Activate** Emergency Response Data System (ERDS) at the time the NRC Operations Center is notified of the Alert.

1.4 As appropriate, upon the Onsite Communicator arrival, direct him/her to complete asterisked steps of this Checklist.

\* 1.5 Contact the Alarm Station Operator at extension 6042 to verify Emergency Notification and Response System activation.

\* 1.6 Contact the Duty Operations Manager and brief him/her on the situation.

\* 1.7 Contact the Duty Plant Manager and brief him/her on the situation.

\* 1.8 Contact the STP Coordinator and advise him/her of the nature of the emergency.

\* 1.9 Ensure that the following on-shift personnel have responded to their emergency duty station:

- Onsite Communicator (Control Room)
- State/County Communicator (Control Room)
- ENS Communicator (Control Room)

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<b>Shift Supervisor</b>			
Data Sheet 2	Alert Checklist		Page 3 of 6

Action	Time
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- Shift Technical Advisor (Control Room)
- Acting Radiological Manager
- Acting OSC Coordinator
- Acting Security Manager

**2.0 SPECIAL ACTIONS**

2.1 Consider restricting hand held radio transmissions during security events that include explosive or electronic controlled devices. LOG

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2.2 Early Dismissal of Non-Essential Personnel

2.2.1 Consider **early** dismissal of non-essential personnel for the following conditions:

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- The event is declared due to radiological problems and the condition could worsen.
- A Security event is in progress and removal of personnel from the site would facilitate the ability of Security to respond.
- Notification of severe weather has been received which could impact the safety of personnel onsite.
- Notification of an incident at a nearby chemical facility has been received that could impact the site.
- An orderly shutdown of activities and movement of personnel offsite is warranted.
- A situation with a significant potential to develop into unsafe or hazardous conditions exists onsite.

2.2.2 Discuss with the Duty Operations Manager the advisability of conducting early dismissal.

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Data Sheet 2	Alert Checklist		Page 4 of 6

<b>Action</b>	<b>Time</b>
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2.2.3 If early dismissal of non-essential personnel in the Protected Area is determined appropriate, then make the following announcement:

\* (Read Slowly) "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL. THE EMERGENCY DIRECTOR HAS ORDERED THE EARLY DISMISSAL OF ALL NON-ESSENTIAL PERSONNEL. ALL NON-ESSENTIAL PERSONNEL SHALL SECURE THEIR WORK AREA, INFORM THEIR SUPERVISOR OF JOB STATUS, AND EXIT THE SITE UNLESS DIRECTED OTHERWISE BY SUPERVISION. MONITOR LOCAL RADIO BROADCASTS FOR ADDITIONAL INFORMATION."

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\* 2.2.4 If early dismissal of non-essential personnel in the Owner Controlled Area is determined appropriate, then contact the Security Force Supervisor (Acting Security Manager) and request notification of personnel in the Owner Controlled Area.

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2.3 Assembly and Accountability

2.3.1 Implement 0ERP01-ZV-IN04, Assembly and Accountability.

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2.3.2 Instruct Plant Operators that have not been assigned tasks to proceed to the OSC for Accountability and remain there to support OSC operations.

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2.3.3 If missing persons are discovered as a result of performing Assembly and Accountability, then contact the Duty Maintenance Supervisor (Acting OSC Coordinator) and provide names and last known locations of the missing persons. Direct the Duty Maintenance Supervisor (Acting OSC Coordinator) to form and dispatch Search and Rescue teams.

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2.4 Site Evacuation

2.4.1 Implement 0ERP01-ZV-IN05, Site Evacuation.

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Data Sheet 2	Alert Checklist		Page 6 of 6

<b>Action</b>	<b>Time</b>
3.2 Evaluate the adequacy of the current Operations staffing and request assistance from the unaffected Unit and/or call out additional personnel.	LOG
* 3.3 Make periodic site public address announcements on the status of the emergency including any radiological hazard precautions.	LOG
3.4 Until relieved as the Emergency Director, update off-site agencies (State, County, BRC) about hourly (or more frequently if warranted) on the status of the emergency.	LOG
3.5 Keep Plant Operators in the field advised of plant status and radiological conditions as applicable.	LOG
3.6 Review and approve press releases as applicable. <ul style="list-style-type: none"> <li>• Maintain an Emergency Action Log.</li> </ul>	LOG
4.0 FOLLOWING EMERGENCY DIRECTOR TURNOVER TO THE TSC MANAGER OR EOF DIRECTOR <ul style="list-style-type: none"> <li>• Maintain ENS communications with the NRC if requested.</li> <li>• Advise the Emergency Director of conditions which may change the emergency classification.</li> <li>• Periodically brief Control Room staff of the status of the emergency and ongoing repair efforts.</li> </ul>	

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Data Sheet 3	Site Area Emergency Checklist		Page 1 of 6

(Name)	(Date)	(Unit)
<b>Action</b>		<b>Time</b>

**NOTE**

Continue with this checklist only if the TSC Manager or EOF Director has not assumed Emergency Director responsibilities and authorities.

**1.0 INITIAL ACTIONS**

- 1.1 Announce to Control Room personnel the declaration of a **Site Area Emergency (SAE)** and the continuation (or assumption) of Emergency Director responsibilities by the Shift Supervisor. \_\_\_\_\_
- 1.2 Ensure the following announcement (or similar announcement) is made over the public address system using the **Unit Override** button: \_\_\_\_\_

**CAUTION**

Public Address Announcements may be changed or delayed due to the following conditions: Severe weather conditions which could threaten safe transport, a significant radiological hazard which could be encountered, a security threat occurring which could have an adverse impact on personnel moving around or leaving the site.

**(READ SLOWLY) "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL. A SITE AREA EMERGENCY HAS BEEN DECLARED IN UNIT(S) \_\_\_\_."**  
 (Optional: Give brief description of the event.)

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Data Sheet 3	Site Area Emergency Checklist		Page 2 of 6

<b>Action</b>	<b>Time</b>
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- 1.3 If Assembly and Accountability has not been completed, then determine wind direction (from) and implement Assembly and Accountability by sounding the assembly alarm for about 15 seconds and make the following announcement:

“ATTENTION. ATTENTION. ASSEMBLY AND ACCOUNTABILITY HAS BEEN ORDERED FOR ALL PERSONNEL IN THE PROTECTED AREA. ALL EMERGENCY RESPONSE ORGANIZATION PERSONNEL REPORT TO YOUR DESIGNATED ASSEMBLY AREA AND IMMEDIATELY CARD-IN ON ACCOUNTABILITY CARDREADERS. ALL OTHER PERSONNEL EXIT THE PROTECTED AREA VIA THE FOLLOWING ROUTE:

(Read one of the following as determined by wind direction [from])

**[Wind Direction From: 000-090]** PERSONNEL SHOULD GO NORTH OF UNITS 1 AND 2 AND EXIT THE EAST GATEHOUSE, AND ASSEMBLE IN THE NUCLEAR SUPPORT CENTER. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”

**OR**

**[Wind Direction From: 091-180]** PERSONNEL SHOULD GO SOUTH OF UNITS 1 AND 2 AND EXIT THE EAST GATEHOUSE, AND ASSEMBLE IN THE NUCLEAR SUPPORT CENTER. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”

**OR**

**[Wind Direction From: 181-270]** PERSONNEL SHOULD GO SOUTH OF UNITS 1 AND 2 AND EXIT THE WEST GATEHOUSE, AND ASSEMBLE IN THE CENTRAL PROCESSING FACILITY. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”

**OR**

**[Wind Direction From: 271-359]** PERSONNEL SHOULD GO NORTH OF UNITS 1 AND 2 AND EXIT THE WEST GATEHOUSE, AND ASSEMBLE IN THE CENTRAL PROCESSING FACILITY. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”

(Repeat the assembly alarm and announcement as appropriate to ensure personnel accountability is complete).

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<b>Action</b>	<b>Time</b>
<p>1.4 Direct the Control Room Communicators or available personnel to complete the required notifications as described in 0ERP01-ZV-IN02, Notifications to Offsite Agencies.</p> <ul style="list-style-type: none"> <li>• <b>No PARs are required for a Site Area Emergency.</b></li> <li>• <b>State/County shall be contacted within 15 minutes of the declaration of the SAE to make emergency notifications.</b></li> <li>• <b>NRC notification shall be made immediately upon completion of State/County notification and not later than one hour after declaring the SAE.</b> If more than one Communicator is available, NRC notification may be made concurrently with State/County notification.</li> <li>• <b>Activate</b> Emergency Response Data System (ERDS) at the time the NRC Operations Center is notified of the Site Area Emergency, if not previously activated.</li> </ul>	_____
1.5 As appropriate, upon the Onsite Communicator arrival, direct him/her to complete asterisked steps of this Checklist.	_____
* 1.6 If not already accomplished, then contact the Alarm Station Operator at extension 6042 to verify Emergency Notification and Response System activation.	_____
1.7 Instruct Plant Operators that have not been assigned tasks to proceed to the OSC for Accountability and remain there to support OSC operations. Ensure Plant Operators that remain under Control Room direction obtain an electronic dosimeter.	_____
* 1.8 Contact the STP Coordinator and advise him/her of the nature of the emergency.	_____

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<b>Action</b>	<b>Time</b>
<p>* 1.9 Verify that the following on-shift personnel have responded to their emergency duty station:</p> <ul style="list-style-type: none"> <li>• Onsite Communicator (Control Room)</li> <li>• State/County Communicator (Control Room)</li> <li>• ENS Communicator (Control Room)</li> <li>• Shift Technical Advisor (Control Room)</li> <li>• Acting Radiological Manager</li> <li>• Acting OSC Coordinator</li> <li>• Acting Security Manager</li> </ul>	<hr/>
<p>1.10 If the event is radiologically based and the TSC HVAC has not been transferred to emergency/isolation mode, Then:</p> <p>1.10.1 Place the affected Unit's TSC HVAC System in emergency/isolation mode or verify automatic transfer has occurred using 0POP02-HE-0002, TSC HVAC System.</p>	<hr/>
<p>* 1.10.2 Contact the unaffected Unit's Shift Supervisor and recommend placing the unaffected Unit's TSC HVAC in emergency/isolation mode.</p>	<hr/>
<p>1.11 If site evacuation has not been completed, then implement 0ERP01-ZV-IN05, Site Evacuation upon completion of Assembly and Accountability.</p>	<hr/>

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<b>Action</b>	<b>Time</b>
<b>2.0 SPECIAL ACTIONS</b>	
2.1 Consider restricting hand held radio transmissions during security events that include explosive or electronic controlled devices.	LOG
2.2 Personnel Emergencies	
2.2.1 Implement 0POP04-ZO-0004, Personnel Emergencies.	LOG
2.3 Radiological Release Occurring or Imminent	
2.3.1 Direct all Plant Operators to report to the 41' RCA Access Control Point and obtain an electronic dosimeter.	
2.3.2 Direct the Dose Assessment Specialist in the EOF to perform dose projections. If the Dose Assessment Specialist is not available, then direct the Acting Radiological Manager to perform the dose projections.	
2.4 Toxic Gas/Chemical Release from Nearby Chemical Facilities	
* 2.4.1 If conditions did not permit Assembly and Accountability and Evacuation, announce over the public address system for all personnel to seek shelter in buildings and turn off ventilation systems. Direct the Security Force Supervisor (Acting Security Manager) to warn personnel outside the Protected Area.	
2.5 Missing Persons	
* 2.5.1 If missing persons are discovered as a result of performing Assembly and Accountability, then contact the Duty Maintenance Supervisor (Acting OSC Coordinator) and provide names and last known locations of the missing persons. Direct the Duty Maintenance Supervisor (Acting OSC Coordinator) to form and dispatch Search and Rescue teams.	

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Data Sheet 3	Site Area Emergency Checklist		Page 6 of 6

<b>Action</b>	<b>Time</b>
<b>3.0 ONGOING ACTIONS</b>	
3.1 Continuously assess plant conditions against 0ERP01-ZV-IN01, Emergency Classification to determine if changes to the current emergency classification are warranted.	LOG
3.2 Evaluate the adequacy of the current Operations staffing and request assistance from the unaffected Unit and/or call out additional personnel.	LOG
* 3.3 Make periodic site public address announcements of the status of the emergency including any radiological hazard precautions.	LOG
3.4 Until relieved as the Emergency Director, update off-site agencies (State, County, BRC) about hourly (or more frequently if warranted) on the status of the emergency.	LOG
<ul style="list-style-type: none"> <li>• Maintain an Emergency Action Log.</li> </ul>	
<b>4.0 FOLLOWING EMERGENCY DIRECTOR TURNOVER TO THE TSC MANAGER</b>	
<ul style="list-style-type: none"> <li>• Maintain ENS communications with the NRC if requested.</li> <li>• Advise the Emergency Director of conditions which may change the emergency classification.</li> <li>• Periodically brief the Control Room staff of the status of the emergency and ongoing repair efforts.</li> <li>• Keep Plant Operators in the field advised of plant status and radiological conditions as applicable.</li> <li>• Review and approve press releases as applicable.</li> </ul>	

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Data Sheet 4	General Emergency Checklist		Page 1 of 6

	(Name)	(Date)	(Unit)
<b>Action</b>			<b>Time</b>

**NOTE**

Continue with this checklist only if the TSC Manager or EOF Director has not assumed Emergency Director responsibilities and authorities.

**1.0 INITIAL ACTIONS**

- 1.1 Announce to Control Room personnel the declaration of a **General Emergency (GE)** and the continuation (or assumption) of Emergency Director responsibilities by the Shift Supervisor. \_\_\_\_\_
  
- 1.2 Ensure the following announcement (or similar announcement) is made over the public address system using the **Unit Override** button: \_\_\_\_\_

**CAUTION**

Public Address Announcements may be changed or delayed due to the following conditions: Severe weather conditions which could threaten safe transport, a significant radiological hazard which could be encountered, a security threat occurring which could have an adverse impact on personnel moving around or leaving the site.

**(READ SLOWLY) "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL. A GENERAL EMERGENCY HAS BEEN DECLARED IN UNIT(S) \_\_\_\_."** (Optional: Give brief description of the event.)

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Data Sheet 4	General Emergency Checklist		Page 2 of 6

<b>Action</b>	<b>Time</b>
<p>1.3 If Assembly and Accountability has not been completed, then determine wind direction (from) and implement Assembly and Accountability by sounding the assembly alarm for about 15 seconds and make the following announcement:</p> <p>“ATTENTION. ATTENTION. ASSEMBLY AND ACCOUNTABILITY HAS BEEN ORDERED FOR ALL PERSONNEL IN THE PROTECTED AREA. ALL EMERGENCY RESPONSE ORGANIZATION PERSONNEL REPORT TO YOUR DESIGNATED ASSEMBLY AREA AND IMMEDIATELY CARD-IN ON ACCOUNTABILITY CARDREADERS. ALL OTHER PERSONNEL EXIT THE PROTECTED AREA VIA THE FOLLOWING ROUTE:</p> <p>(Read one of the following as determined by wind direction [from])</p> <p><b>[Wind Direction From: 000-090] PERSONNEL SHOULD GO NORTH OF UNITS 1 AND 2 AND EXIT THE EAST GATEHOUSE, AND ASSEMBLE IN THE NUCLEAR SUPPORT CENTER. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>[Wind Direction From: 091-180] PERSONNEL SHOULD GO SOUTH OF UNITS 1 AND 2 AND EXIT THE EAST GATEHOUSE, AND ASSEMBLE IN THE NUCLEAR SUPPORT CENTER. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>[Wind Direction From: 181-270] PERSONNEL SHOULD GO SOUTH OF UNITS 1 AND 2 AND EXIT THE WEST GATEHOUSE, AND ASSEMBLE IN THE CENTRAL PROCESSING FACILITY. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>[Wind Direction From: 271-359] PERSONNEL SHOULD GO NORTH OF UNITS 1 AND 2 AND EXIT THE WEST GATEHOUSE, AND ASSEMBLE IN THE CENTRAL PROCESSING FACILITY. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”</b></p> <p>(Repeat the assembly alarm and announcement as appropriate to ensure personnel accountability is complete).</p>	



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<b>Action</b>	<b>Time</b>
1.6.3 <b>IF</b> a radiological release <b><u>IS</u></b> in progress, <b><u>AND</u></b> Computerized Dose Assessment is available, <b>THEN</b> obtain the Protective Action Recommendation from the printout.	_____
1.6.4 <b>IF</b> a radiological release is in progress, <b><u>AND</u></b> Computerized Dose Assessment is <b><u>NOT</u></b> available, <b>THEN</b> use manual dose assessment, actual field readings, or release rates to determine the Protective Action Recommendation using Addendum 3, Radiological Release Table.	_____
1.6.5 <b>IF</b> dose assessment results indicate $\geq 1$ rem TEDE or $\geq 5$ rem Thyroid CDE (PAGs) are exceeded at 10 miles, and field team measurements verify projected dose, <b>THEN</b> recommend evacuation of 10 mile radius and downwind sectors greater than 10-miles in 2-mile increments until PAGs are not exceeded.	_____
1.6.6    Determine affected downwind sectors and zones using Addendum 4, Protective Response Zones.	_____
1.7    As appropriate, upon the Onsite Communicator arrival, direct him/her to complete the asterisked steps of this Checklist.	_____
*    1.8    If not already accomplished, then contact the Alarm Station Operator at extension 6042 to verify Emergency Notification and Response activation.	_____
*    1.9    Contact the STP Coordinator and advise him/her of the nature of the emergency.	_____
*    1.10    Verify that the following on-shift personnel have responded to their emergency duty station:	_____
<ul style="list-style-type: none"> <li>•    State/County Communicator (Control Room)</li> <li>•    ENS Communicator (Control Room)</li> <li>•    Shift Technical Advisor (Control Room)</li> <li>•    Acting Radiological Manager</li> <li>•    Acting OSC Coordinator</li> <li>•    Acting Security Manager</li> </ul>	

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Data Sheet 4	General Emergency Checklist		Page 5 of 6

<b>Action</b>	<b>Time</b>
1.11 If the event is radiologically based:	
1.11.1 Place the affected Unit's TSC HVAC System in emergency/isolation mode or verify automatic transfer has occurred using 0POP02-HE-0002, TSC HVAC System.	_____
* 1.11.2 Contact the unaffected Shift Supervisor and recommend placing the unaffected Unit's TSC HVAC in emergency/isolation mode.	_____
1.11.3 Direct the Dose Assessment Specialist in the EOF to perform dose projections. If the Dose Assessment Specialist is not available, then direct the Acting Radiological Manager to perform dose projections.	_____
1.12 If site evacuation has not been completed, then implement 0ERP01-ZV-IN05, Site Evacuation upon completion of Assembly and Accountability.	_____
<b>2.0 SPECIAL ACTIONS</b>	
2.1 Consider restricting hand held radio transmissions during security events that include explosive or electronic controlled devices.	LOG
2.2 Personnel Emergencies	
2.2.1 Implement 0POP04-ZO-0004, Personnel Emergencies.	LOG
2.3 Missing Persons	
* 2.3.1 If missing persons are discovered as a result of performing Assembly and Accountability, then contact the Duty Maintenance Supervisor (Acting OSC Coordinator) and provide names and last known locations of the missing persons. Direct the Duty Maintenance Supervisor (Acting OSC Coordinator) to form and dispatch Search and Rescue teams.	_____
<b>3.0 ONGOING ACTIONS</b>	
3.1 Continuously assess plant conditions against 0ERP01-ZV-IN01, Emergency Classification to determine if changes to the current emergency classification are warranted.	LOG

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<b>Action</b>	<b>Time</b>
3.2 Evaluate the adequacy of the current Operations staffing and request assistance from the unaffected Unit and/or call out additional personnel.	LOG
* 3.3 Make periodic site public address announcements of the status of the emergency including any radiological hazard precautions.	LOG
3.4 Until relieved as the Emergency Director, update off-site agencies (State, County, BRC) about hourly (or more frequently if warranted) on the status of the emergency.	LOG
3.5 Keep Plant Operators advised of Plant Status and radiological conditions as applicable.	LOG
3.6 Review and approve press releases as applicable.	LOG
3.7 If severe reactor core damage is identified, then implement procedure 0ERP01-ZV-TP03, Severe Accident Management.	LOG
<ul style="list-style-type: none"> <li>• Maintain an Emergency Action Log.</li> </ul>	
4.0 FOLLOWING EMERGENCY DIRECTOR TURNOVER TO THE TSC MANAGER	
<ul style="list-style-type: none"> <li>• Maintain ENS communications with the NRC if requested.</li> <li>• Advise the Emergency Director of conditions which may change the classification of the emergency.</li> <li>• Periodically brief the Control Room staff of the status of the emergency and ongoing repair efforts.</li> </ul>	

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<b>Shift Supervisor</b>			
Data Sheet 5	Termination Checklist		Page 1 of 1

(Name)	(Date)	(Unit)
<b>Action</b>		<b>Time</b>

1.0 TERMINATION ACTIONS

- 1.1 Announce termination of the emergency condition over the public address system. \_\_\_\_\_
- 1.2 Complete notifications to offsite agencies per 0ERP01-ZV-IN02, Notifications to Offsite Agencies, if applicable. \_\_\_\_\_
- 1.3 For termination of an Unusual Event, notify all individuals notified on declaration of the event that the event is terminated. \_\_\_\_\_
- 1.4 Determine if Fitness for Duty post-accident screening should be initiated per OPGP09-ZA-0002, Fitness For Duty Program. \_\_\_\_\_
- 1.5 Provide a list of any supplies or forms needing replenishment to the Supervisor, Emergency Response. \_\_\_\_\_
- 1.6 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List. \_\_\_\_\_
  - 1.6.1 Collect the lists developed by the Acting Radiological Manager, Acting Security Manager, and the Acting OSC Coordinator. Review the lists and forward them to the Manager, Emergency Response. \_\_\_\_\_
- 1.7 Following termination from an Unusual Event, collect all logs and data sheets pertaining to the event and forward to the Supervisor, Emergency Response. \_\_\_\_\_
- 1.8 Following termination from an Alert or higher classification, forward all control room documentation to the Assistant TSC Manager. \_\_\_\_\_

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<b>Emergency Response Organization</b>			
Quality	Non Safety-Related	Usage: <b>Available</b>	Effective Date: 04/01/03
Max Keys	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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**Emergency Response Organization****1. Purpose and Scope**

- 1.1 This procedure outlines the necessary components required to maintain a qualified Emergency Response Organization that is capable of responding to an emergency situation at the South Texas Project Electric Generating Station (STPEGS).
- 1.2 This procedure outlines the response required by the Emergency Response Organization to support an emergency at the South Texas Project Electric Generating Station (STPEGS).
- 1.3 This procedure implements the actions required to satisfy the commitments of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan.

**2. Definitions**

- 2.1 **Activated** - The state of an Emergency Response Facility where the minimum Staffing Levels are attained, (as outlined in Table C-1 of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan) and the responders are capable of performing their required functions.
- 2.2 **Command & Control** - Assumption of responsibility for the emergency response effort by the Emergency Director.
- 2.3 **Emergency Response Organization** - Designated station personnel who respond to declared emergencies at the STPEGS.
- 2.4 **Emergency Response Organization Roster** - A list of Emergency Response Organization positions that identifies Emergency Response Organization team designation qualified individuals for each position, telephone and pager numbers.
- 2.5 **Facility Managers** - Operations Manager, Operations Support Center Coordinator, Technical Support Center Manager, Joint Information Center Company Spokesperson, and Emergency Operations Facility Director.
- 2.6 **Notification** - The initiation of the callout process to supplement the Onshift Emergency Response Organization.
- 2.7 **Staff Augmentation** - The process of providing additional staff, as outlined by Table C-1 and Figures C2, C3, C4, and C5 of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan, to the onshift Emergency Response Organization.
- 2.8 **Staff ERFs** - The process of staffing Emergency Response Facilities prior to declaring an Alert or higher Emergency Classification.

**Emergency Response Organization****3. Limitations and Precautions**

- 3.1 Any qualified South Texas Project Nuclear Operating Company (STPNOC) employee may be required to fill an Emergency Response Organization position.
- 3.2 Vacant Emergency Response Organization Roster positions should be filled as soon as possible after the vacancy is identified.
- 3.3 An Emergency Response Organization member who transfers from one job to another on-site shall continue to serve in that position until a replacement is trained and qualified.

**4. Responsibilities**

- 4.1 The Supervisor, Emergency Response, or designee, is responsible for:
  - 4.1.1 Overall coordination of the Emergency Response Organization.
  - 4.1.2 Reviewing and updating the Emergency Response Organization Roster in accordance with OPGP05-ZV-0002, Emergency Response Activities Schedule.
  - 4.1.3 Maintaining current Emergency Response Organization Roster on a quarterly basis.
  - 4.1.4 Providing training to Emergency Response Organization personnel in accordance with OPGP03-ZT-0139, Emergency Response Training Program.
- 4.2 The Manager, Applications & Business Software, or designee, is responsible for:
  - 4.2.1 Issuing pagers to Emergency Response Organization personnel as requested and maintaining pager system.
  - 4.2.2 Assist with Autodialer maintenance.
- 4.3 The Manager, Plant Protection, or designee, is responsible for:
  - 4.3.1 Verifying access levels for newly assigned Emergency Response Organization members.
  - 4.3.2 Verifying training and qualifications of on-shift Emergency Response Organization personnel within the Plant Protection Department.
  - 4.3.3 Providing emergency response training to Plant Protection Security Officers in accordance with OPGP03-ZT-0139, Emergency Response Training Program.

**Emergency Response Organization**

- 4.4 The Managers, Operations, Health Physics, Chemistry, and Maintenance, or designees, are responsible for:
  - 4.4.1 Verifying training and qualifications of on-shift Emergency Response Organization personnel within their respective Departments.
- 4.5 Emergency Response Organization members are responsible for:
  - 4.5.1 Maintaining qualifications for Emergency Response Organization duty.
  - 4.5.2 Responding to their assigned Emergency Response Facility within the appropriate time constraints as denoted in Addendum 1.
  - 4.5.3 Notifying the Emergency Response Division of home or office telephone number or pager number changes.
  - 4.5.4 Arranging for a qualified standby if assigned the duty and unavailable to fulfill Emergency Response Organization responsibilities.
  - 4.5.5 Notifying the Emergency Response Division of job position transfers at STPEGS or termination of employment.
- 4.6 The Emergency Response Facility Managers are responsible for:
  - 4.6.1 Approving all additions and/or deletions of Emergency Response Organization personnel assigned to their respective team and facility.
- 4.7 The Manager, Training, or designee, is responsible for:
  - 4.7.1 Providing training to Emergency Response Organization members in accordance with OPGP03-ZT-0139, Emergency Response Training Program.
- 5. Procedure
  - 5.1 Assignment to the Emergency Response Organization
    - 5.1.1 Assignment of personnel to the Emergency Response Organization is primarily based upon the functional area background and experience required to perform the duties and responsibilities of the assigned position.
    - 5.1.2 Facility Managers should seek and recommend personnel to fill vacant positions on their team.

**Emergency Response Organization**

5.1.3 A change to an Emergency Response Organization Roster assignment is accomplished by following the guidance provided in Addendum 3, Emergency Response Organization Roster Change Process.

## 5.2 Initial Training and Qualification

5.2.1 Training requirements for each Emergency Response Organization position are outlined in OPGP03-ZT-0139, Emergency Response Training Program.

5.2.2 Initial training and qualification should be completed as soon as possible.

5.2.3 Initial training and qualification shall be documented in accordance with OPGP03-ZT-0139, Emergency Preparedness Training Program.

5.2.4 An individual shall not be assigned to the Emergency Response Organization until training and qualification is complete.

## 5.3 Requalification

5.3.1 Emergency Response Organization members shall maintain qualifications in accordance with OPGP03-ZT-0139, Emergency Preparedness Training Program.

## 5.4 Emergency Response Organization Duty Rotation

5.4.1 Emergency Response Organization teams should stand the duty for one week every three weeks.

5.4.2 If an Emergency Response Organization position is staffed less than three deep, the remaining team member(s) shall cover the duty until the position is fully staffed.

## 6. References

6.1 STPEGS Emergency Plan

6.2 OPGP05-ZV-0002, Emergency Response Activities Schedule

6.3 OPGP03-ZT-0139, Emergency Preparedness Training Program

6.4 OERP01-ZV-IN03, Emergency Response Organization Notification

## 7. Documentation

7.1 Training records shall be maintained in accordance with reference 6.3.

8. Support Documents

8.1 Addendum 1, Emergency Response Organization Personnel Responsibilities

8.2 Addendum 2, Personnel Responsibilities to ENRS Activation

8.3 Addendum 3, Emergency Response Organization Roster Change Process

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<b>Emergency Response Organization</b>			
Addendum 1	Emergency Response Organization Personnel Responsibilities		Page 1 of 2

- 1.0 This provides guidance for the members of the Emergency Response Organization regarding the requirement for Emergency Response Organization membership, responsibilities and Emergency Response Organization actions to be taken.
- 2.0 NUREG-0654/FEMA-REP-1, Rev. 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, requires that: Each principal organization shall be capable of continuous (24-hour) operations for a protracted period. The individual in the principal organization who will be responsible for assuring continuity of resources (technical, administrative and material) shall be specified by title.
- 3.0 The same document specifies that the licensee must augment the plant staff in the following areas:
  - 3.1 Logistics support for emergency personnel;
  - 3.2 Technical support for planning and reentry/recovery operations;
  - 3.3 Management level interface with governmental authorities; and,
  - 3.4 Release of information to news media during an emergency (coordinated with governmental authorities).
- 4.0 The Emergency Response Organization provides the necessary personnel to contend with an emergency condition for a sustained period of time. The individuals selected for the Emergency Response Organization must have the prerequisite training in accordance with OPGP03-ZT-0139, Emergency Response Training Program.
- 5.0 To protect the health and safety of the public and the workers at STPEGS, the resources to mitigate and manage the emergency situation must be available as soon as possible. In the event of an emergency declaration by the Shift Supervisor, the Onshift Response Organization is activated immediately and the individuals assigned assume their respective titles and the responsibilities for their position upon notification.
- 6.0 Those members of the Emergency Response Organization who are not on-site at the time of the emergency shall be able to augment the Onshift Response Organization within 60 or 75 minutes of being notified as defined in Table C-1 of the STPEGS Emergency Plan.
- 7.0 The Operations Support Center and Technical Support Center Emergency Response Organizations are required to be activated at an Alert classification. The Operations Support Center may be activated independently of the Technical Support Center. The Emergency Operations Facility and Joint Information Center are staffed at the Alert and may be activated at the discretion of the Emergency Director. The Emergency Operations Facility and Joint Information Center shall be activated at a Site Area Emergency classification.
- 8.0 Emergency Response Facilities may be staffed prior to declaration of an alert or higher classification when directed by the Shift Supervisor (Emergency Director).

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<b>Emergency Response Organization</b>			
Addendum 1	Emergency Response Organization Personnel Responsibilities		Page 2 of 2

- 9.0 Notification of the Emergency Response Organization is accomplished by using a pager system, public address system, auto dialing system, or an independent auto dialing system located offsite. Personnel will be issued pagers for prompt notification. Details of Emergency Response Organization notification are contained in OERP01-ZV-IN03 Emergency Response Organization Notification.
- 10.0 Regardless of the method of notification used, the result is to be the same, timely response to the STPEGS and activation of the Emergency Response Facilities.

**NOTE**

The Fitness for Duty Program is described in procedure OPGP09-ZA-0002.

- 11.0 Emergency Response Organization members who are unable, in their opinion, to respond to an Emergency Response Organization activation due to alcohol consumption or other physical/mental impairment should answer the Fitness For Duty question in response to the pager notification as NO. If contacted by manual call-out the member should provide details with regard to their inability to respond.
- 12.0 Emergency Response Organization members responding to an Emergency Response Organization activation with duties inside the Protected Area who have consumed alcohol within the previous five (5) hours must wait at the East Gate outside the protected area and identify themselves to Plant Protection personnel. Breathalyzer results for personnel testing 0.040 BAC or above will be reported to and evaluated by their respective Emergency Response Facility Manager to determine if they should be allowed to report to their Emergency Response Facility.
- 13.0 Personnel responding to the Emergency Operations Facility who have consumed alcohol in the previous five (5) hours must identify themselves to the Support Orientation Coordinator in the Emergency Operations Facility or the Licensing Director. The Emergency Operations Facility Director will determine if persons testing 0.040 BAC or above can be allowed to assume their duties.
- 14.0 Changes to the Emergency Response Organization roster will be accomplished in accordance with this procedure. Members of the Emergency Response Organization should not be assigned to more than one (1) position at a time; although they may be qualified to fill more than one position, unless authorized by the Supervisor, Emergency Response. An Emergency Response Organization member who transfers from one job to another, on-site, will continue to serve in that position until a replacement is trained and qualified.

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Addendum 2	Personnel Responsibilities to ENRS Activation		Page 1 of 1

1.0 When you receive a Pager Code, perform the following:

<b>CODE</b>	<b>MEANING</b>	<b>RESPONSE</b>
-0001	Unusual Event	Contact ENRS at 7333 on-site or (800) 424-2781 off-site
-0002	Unusual Event (Security)	*Contact ENRS at 7333 on-site or (800) 424-2781 off-site
-0003	Alert Emergency	Contact ENRS at 7333 on-site or (800) 424-2781 off-site
-0004	Site Area Emergency	Contact ENRS at 7333 on-site or (800) 424-2781 off-site
-0005	General Emergency	Contact ENRS at 7333 on-site or (800) 424-2781 off-site
-0006	Amplifying Information	Contact ENRS at 7333 on-site or (800) 424-2781 off-site
-0007	Staff ERFs	Contact ENRS at 7333 on-site or (800) 424-2781 off-site
-0008	Abort	Stop your response, do not contact ENRS
-0690	Drill or Test	Contact ENRS at 7333 on-site or (800) 424-2781 off-site

\* IF you have the duty AND are one of the following positions, THEN report to your facility.

<b>Control Room</b>	Operations Manager
<b>TSC</b>	TSC Manager, Technical Manager, Security Manager
<b>EOF</b>	EOF Director, Deputy EOF Director, ED Admin Assistant, Licensing Director, Site Public Affairs Specialist, Site Public Affairs Coordinator, Site Public Affairs Admin Asst., Support Organization Director, Asst. Support Organization Director, Communications System Supervisor, Owners Liaison, Records Supervisor
<b>JIC</b>	JIC Director, Spokesperson, Technical Support Liaison, Staff Writer, Technical Spokesperson, Administrative Manager, Admin Staff (Position 7 Only), Public Inquiry Manager.

- 2.0 When contacting ENRS you will be prompted to enter your identification number (normally your last four social security numbers).
- 3.0 For code -0006, you will hear additional recorded information.
- 4.0 For code -0003, -0004, -0005 & -0007, you will be prompted to answer the following questions:
- 4.1 When prompted are you fit for duty, enter 9 for yes or 6 for no.
- 4.2 When prompted are you able to respond, enter 9 for yes or 6 for no.
- 4.3 When prompted for how long it will take to report to your emergency facility, enter number of minutes.
- 5.0 If you receive a -0003, -0004, -0005, or -0007 Code and cannot reach the Emergency Notification and Response System or receive a message that there are no outstanding events at this time, report to your emergency facility.
- 6.0 If ENRS responds that you have filled your position, report to your emergency facility.
- 7.0 If you have the Duty and ENRS responds that your position has been filled, report to your emergency facility anyway.
- 8.0 During pager tests and drill or exercises, you will receive a pager code of -0690, Contact the Emergency Notification and Response System (ENRS) by calling extension 7333 on-site or (800) 424-2781 off-site and follow prompts as directed by ENRS.

## Emergency Response Organization

Addendum 3

Emergency Response Organization Roster Change Process

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## 1.0 Emergency Response Organization Roster Change Process

**NOTE**

All of the following may be accomplished using e-mail.

## 2.0 The roster change initiator:

- 2.1 Identify the candidate to the emergency response facility immediate supervisor and obtain approval for the change.
- 2.2 The immediate supervisor obtains concurrence from the facility manager.
- 2.3 Forward the change with concurrence to the Emergency Response Division.

## 3.0 The Emergency Response Division:

## 3.1 Verifies that the candidate has:

- 3.1.1 Appropriate qualification level for the position. If not, work with the candidate to obtain necessary position qualification.
- 3.1.2 Ensures the candidate has the proper level of security access for the assigned facility.
- 3.1.3 Ensures the candidate home residence location does not preclude the candidate from responding to the facility in a timely fashion.
- 3.1.4 Ensures the candidate receives a pager programmed to receive Emergency Response Organization notifications

## 3.2 Obtains the following information from the candidate:

- 3.2.1 Name
- 3.2.2 Home telephone number
- 3.2.3 Work telephone number
- 3.2.4 Social Security Number
- 3.2.5 Pager number

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- 3.3 Updates the Emergency Response Organization Roster.
- 3.4 Notification of roster change should include:
  - 3.4.1 ENRS Administrator (requires information given in step 3.2 above)
  - 3.4.2 Community Alerting and Notification System (CANS). Requires selected information given in step 3.2 above.
  - 3.4.3 Telecommunications
  - 3.4.4 Nuclear Security
  - 3.4.5 Human Resources
  - 3.4.6 Candidate position counterparts
  - 3.4.7 Candidate Emergency Response Organization immediate supervisor
  - 3.4.8 Candidate
  - 3.4.9 Change initiator (if different than the candidate)
  - 3.4.10 Updates electronic mail lists
- 3.5 Updates as necessary Performance Indicator Key Emergency Response Organization Participation database.

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<b>Emergency Facility Inventories and Inspections</b>			
Quality	Non Safety-Related	Usage: <b>Referenced</b>	Effective Date: 04/01/03
Max Keyes	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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**Emergency Facility Inventories and Inspections****1.0 Purpose and Scope**

- 1.1 This procedure lists Emergency Response Facilities (ERFs) and requirements for completing inventories.
- 1.2 This procedure outlines the requirements to verify the operational readiness and availability of the emergency facilities, equipment and supplies required for the implementation of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan.

**2.0 Definitions**

- 2.1 **DRILL/EXERCISE:** A period of instruction/testing that simulates an actual emergency.
- 2.2 **EMERGENCY LOCKERS:** Designated cabinets and spaces used to store equipment and supplies in the ERFs and other locations for use during a declared emergency or drill/exercise.
- 2.3 **EMERGENCY RESPONSE FACILITIES (ERFs):** Facilities which are manned during an emergency which provide technical and communications support for the Control Room and provide information and services to protect the health and safety of the public and site personnel.
- 2.4 **INSPECTION:** The act of visually verifying the state of readiness of an ERF.
- 2.5 **INVENTORY:** The act of verifying and checking the operational readiness of emergency equipment and supplies in an ERF or locker.

**3.0 Limitations and Precautions**

- 3.1 If an instrument must be removed from an emergency locker for calibration/repair, it should be replaced within 24 hours of removal.
- 3.2 Any emergency respiratory protection equipment used for an actual emergency or drill shall be inspected or replaced within 24 hours of the termination of the emergency or drill.

**4.0 Responsibilities**

- 4.1 The Supervisor, Emergency Response or designee, is responsible for:
  - 4.1.1 Performing inspections of ERFs, except Control Rooms.
  - 4.1.2 Ensuring inventories are completed at least once per calendar quarter with no more than 120 days between consecutive inventories.
  - 4.1.3 Reviewing for completeness and accuracy, and approving inventory forms.

**Emergency Facility Inventories and Inspections**

- 4.1.4 Providing replacement, non-radiological related, supplies for use in ERFs and emergency lockers.
- 4.1.5 Verifying during inventory performance that radiation detection equipment is within the scheduled calibration.
- 4.2 The Manager, Health Physics or designee, is responsible for:
- 4.2.1 The maintenance/replacement of Respiratory Protection Equipment and Associated Documentation in the Owner Controlled Area.
- 4.2.2 Performing inventories using procedure OPGP05-ZV-0012, Emergency Facility Inventories in accordance with Step 4.1.2:
- Form 2, Technical Support Center Inventory
  - Form 3, Operations Support Center Inventory
  - Form 4, Emergency Operations Facility Inventory
  - Form 6, Offsite Survey Team Kit Inventory
  - Form 7, Environmental Sampling Kit Inventory
  - Form 9, Rad Van Inventory
  - Form 11, Site Ambulance / Transport Vehicle.
- 4.2.3 Approving Health Physics restricted materials for restocking ERFs/emergency lockers.
- 4.3 The Manager, Meteorology and Radiological Laboratory or designee, is responsible for:
- 4.3.1 Replacing radiation detection equipment located in ERFs and/or emergency lockers when it must be removed for calibration/repairs or has been expended through use.
- 4.3.2 Maintaining emergency response radiation detection equipment records, to include equipment type, serial number, storage location, and calibration due date.
- 4.3.3 Performing inventories using procedure OPGP05-ZV-0012, Emergency Facility Inventories Inventory in accordance with Step 4.1.2:
- Form 5, Support Hospital Inventory
  - Form 8, Alternate Emergency Operations Facility Inventory
  - Form 10, Offsite Ambulance Inventory

**Emergency Facility Inventories and Inspections**

- Form 12, Environmental Health Department (EHD) Inventory
  - Form 13, Matagorda County Sheriff's Office
- 4.4 The Manager, Plant Operations or designee, is responsible for:
- 4.4.1 Performing inventories using procedure OPGP05-ZV-0012, Emergency Facility Inventories in accordance with Step 4.1.2:
- Form 1, Control Room Inventory (both Units) emergency response equipment.
- 4.4.2 Verify during inventory performance that radiation protection equipment is within the scheduled calibration.
- 4.5 The Superintendent Security or designee, is responsible for:
- 4.5.1 Performing inventories using procedure OPGP05-ZV-0012, Emergency Facility Inventories in accordance with Step 4.1.2:
- Form 14, Site Evacuation Equipment Inventory (East & West Gatehouses)
- 4.6 The Area Coordinator or designee, is responsible for:
- 4.6.1 Performing inventories using procedure OPGP05-ZV-0012, Emergency Facility Inventories in accordance with Step 4.1.2:
- Form 14, Site Evacuation Equipment Inventory (various locations listed in the Emergency Communications Directory).

**Emergency Facility Inventories and Inspections**

## 5.0 Procedure

NOTE

ERFs and/or emergency lockers/equipment are maintained in the following locations:

- a. Control Room (both Units)
- b. Technical Support Center (both Units)
- c. Operations Support Center (both Units)
- d. Emergency Operations Center (Matagorda County Sheriff's Office)
  - 1) Celanese
  - 2) EquiStar
- e. Offsite Survey Team (Kits A and B)
- f. Rad Van
- g. Onsite Ambulance Services (Site Ambulance and Transport)
- h. Alternate Emergency Operations Facility (Bay City Service Center)
- i. Matagorda General Hospital
- j. Wagner General Hospital
- k. Emergency Operations Center (Matagorda County Sheriff's Office)
- l. Environmental Health Department (EHD)
- m. Gulf Coast EMS
- n. Telephone cell (Inspection only)
- o. Joint Information Center (Best Western Matagorda Hotel - Inspection only)
- p. State of Texas Bureau of Radiation Control Staging Area (Bay City Civic Center – Inspection only)
- q. Reception Center (McAllister Middle School / Palacios Senior High School Field House - Inspection only)
- r. Site Evacuation Equipment Inventory - East / West Gatehouses & Area Coordinators

5.1 A complete inspection and inventory (if required) of ERFs and/or emergency lockers/equipment shall be performed within 24 hours following a drill/exercise for those ERFs used, within 24 hours after the termination of a declared emergency if the ERF/locker was utilized, or when a locker is found unsealed or unlocked.

5.1.1 During the 1st Quarter inspection and inventory of lockers/equipment, all sealed packages with the exception of those sealed from the manufacturer, shall be broken open and physically counted and inspected.

NOTE

This does not include those packaged items/kits that contain items/equipment requiring an operational check or functional check.

**Emergency Facility Inventories and Inspections**

5.1.2 Packaged items/kits found to be sealed from the last inventory may be signed off and documented as inventoried. For documenting purposes, the accounted inventory will be the same quantity as the required inventory.

5.2 A partial inventory is required, of affected items, when the locker(s) is found secure and equipment (such as respiratory or radiation detection) is being changed out.

5.3 To perform inventories utilize the applicable Facility Inventory form (Forms 1-14) from procedure 0PGP05-ZV-0012, Emergency Facility Inventories.

## 6.0 References

6.1 STPEGS Emergency Plan

6.2 NUREG 0654, FEMA-REP-1, Criteria for the Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants

6.3 NUREG 0696, Functional Criteria for Emergency Response Facilities

6.4 Matagorda County Annex W, REP Plan

6.5 0PGP05-ZV-0012, Emergency Facility Inventories

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<b>Emergency Facility Inventories</b>				
Quality	Non Safety-Related	Usage: <b>IN HAND</b>	Effective Date: 04/01/03	
Max Keys	N/A	N/A	Emergency Response Division	
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION	

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Usage

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

**Emergency Facility Inventories****1.0 Purpose and Scope**

- 1.1 This procedure lists the emergency equipment and supplies stored in Emergency Response Facilities (ERFs) and/or emergency lockers.
- 1.2 Provides guidance on completing inventories and inspections.

**2.0 Limitations and Precautions**

- 2.1 This procedure is to be used in conjunction of OPGP05-ZV-0009, Emergency Facility Inventories and Inspections.

**3.0 Responsibilities**

- 3.1 Responsibilities for completing these Forms is addressed in procedure OPGP05-ZV-0009, Emergency Facility Inventories and Inspections.
- 3.2 Emergency Response Division shall forward approved forms to Records Management System as quality records.

**4.0 Procedure****NOTE**

Emergency lockers shall be locked or sealed utilizing a plastic seal, a break-away lock, or contained within a locked space, as needed to assure availability of stored equipment.

- 4.1 Utilize the applicable Facility Inventory form (Forms 1-14) from this procedure when performing inventories.
  - 4.1.1 Complete all required information on each form.
  - 4.1.2 The COMMENTS section of the form may be used to document shortages, additions and deletions of equipment/supplies, other equipment, or explain abnormal conditions in inventory.
- 4.2 Replace any missing inventory items within 5 working days. For those items not in stock, a notation should be made in the comments section of the inventory sheet specifying an expected delivery date. A copy of the Purchase Requisition should be attached to the inventory sheet.
  - 4.2.1 If an instrument must be removed from an emergency locker for calibration/repair, it shall be replaced within 24 hours of removal.

**Emergency Facility Inventories**

- 4.2.2 Any emergency respiratory protection equipment used for an actual emergency or drill shall be inspected or replaced within 24 hours of the termination of the emergency or drill.
- 4.2.3 Equipment change-out in a sealed kit requires an inventory form to be completed.
- 4.3 Document replacement supplies on original form in comments section or perform new inventory if needed, to clarify actions taken.

**NOTE**

Instrument functional checks verify response to source, not instrument accuracy.

- 4.4 An instrument Functional Check shall be performed for those kits which have radiation detection instruments, utilizing the check sources located in the ERFs and/or emergency lockers.

**NOTE**

Operational checks verify physical capability by using AC or battery power and good battery condition.

- 4.5 An Operational Check shall be performed on applicable emergency supplies and equipment located in the ERFs and/or emergency lockers.
- 4.6 A copy of the inventory should be placed with each emergency locker.
- 4.7 For all discrepancies (missing inventory, expired inventory, equipment operational failure, etc.) inform an emergency response representative within one working day.
- 4.8 Forward the completed ORIGINAL form to the Supervisor, Emergency Response, for review and signature within two (2) working days.
- 4.9 Inventory Form Instruction:
- 4.9.1 If the inventory is being performed to meet the quarterly inventory requirement, place a check in the space following **Scheduled**: (May be checked if full inventory is performed for other reason during prescribed period).
- 4.9.2 Designate the reason inventory is being performed by marking the appropriate line. For reason other than specified, mark "**Other**" and specify reason. (seal broken, lock broken, supplies added, etc.)
- 4.9.3 If applicable, circle the appropriate Unit or kit designator.

## Emergency Facility Inventories

- 4.9.4 N/A (NA, N.A.), abbreviation used for “not applicable”. Used to indicate performance of the action described is not applicable during performance of the Inventory.
- 4.9.5 In the first column headed **QTY: REQ/ACT.**, write the item quantity verified in an emergency locker or facility up to the required minimum. For those items in excess of minimum, denote the required minimum number followed by a plus (+) sign. Any discrepancies may be noted in the **Comments** section. Should packaged items/kits be found sealed from the previous inventory, the item may be signed off and documented as inventoried. For documenting purposes, the accounted inventory will be the same quantity as the required inventory.
- 4.9.6 If a partial inventory is required, document non-inventoried items/equipment by placing “N/A” in the **Qty: Req/Act.** column for the first incomplete inventory item/equipment and draw a line through the following non-inventoried items/equipment.
- 4.9.7 In the third column, on applicable inventory forms, provide the required information.
- **Functional Check or Operational Check**, mark SAT for proper response or UNSAT for improper response.
  - **Exp. Date** place the date (mm/dd/yy) provided on the equipment by the manufacturer. If multiple items within one category have different dates, list the date that is nearest to present date.
  - **Insp. Date**, place the date (mm/dd/yy) the respirator was inspected.
  - **Exp. Date**, place the date (mm/dd/yy) the cartridge expires.
  - Any discrepancies may be noted in the **Comments** section (i.e., opened manufacturer’s bag, holes in manufacturer’s bag, etc.).
- 4.9.8 Indicate if the kit was found **Locked** or **Sealed** by circling applicable action and by placing a check after **Yes** or **No**. Indicate if the kit was left **Locked** or **Sealed** by circling the applicable action and by placing a check after **Yes** or **No**.
- 4.9.9 Person performing inventory should place their signature and print their name in the space following **Performed By:**.
- 4.9.10 Place the date (mm/dd/yy) the inventory is completed in the space after **Date**.

**Emergency Facility Inventories**

- 4.9.11 The Supervisor, Emergency Response or person designated in writing will place, their signature in the **Reviewed By:** after reviewing for inventory completion and correctness.
- 4.9.12 Place the date (mm/dd/yy) the inventory is reviewed in the space after **Date.** (This is the date of record for use on RMS transmittal).

**5.0 References**

- 5.1 OPGP05-ZV-0009, Emergency Facility Inventories and Inspections

**6.0 Support Documents**

- 6.1 Addendum 1, E-Plan Kit Designators and Locations
- 6.2 Form 1, Control Room Inventory
- 6.3 Form 2, Technical Support Center Inventory
- 6.4 Form 3, Operations Support Center Inventory
- 6.5 Form 4, Emergency Operations Facility Inventory
- 6.6 Form 5, Support Hospital Inventory
- 6.7 Form 6, Offsite Survey Team Kit Inventory
- 6.8 Form 7, Environmental Sampling Kit Inventory
- 6.9 Form 8, Alternate Emergency Operations Facility Inventory
- 6.10 Form 9, Rad Van Inventory
- 6.11 Form 10, Offsite Ambulance Inventory
- 6.12 Form 11, Site Ambulance/Transport Vehicle Inventory
- 6.13 Form 12, Environmental Health Department (EHD) Inventory
- 6.14 Form 13, Matagorda County Sheriff's Office Inventory
- 6.15 Form 14, Site Evacuation Equipment Inventory

## Emergency Facility Inventories

Addendum 1

E-Plan Kit Designators and Locations

Page 1 of 1

DESIGNATOR	DESCRIPTION	LOCATION
E01	Control Room Inventory	Control Room: U1
E02	Control Room Inventory	Control Room: U2
E03	Emergency Operations Facility Inventory	EOF
E04	Support Hospital Inventory	Matagorda General Hospital (MGH), Bay City
E05	Support Hospital Inventory	Palacios Community Medical Center (PCMC)
E06	Matagorda County Sheriff's Office Inventory	Matagorda County Sheriff's Office, Bay City
E07	Site Ambulance/Transport Vehicle Inventory	North of MOF/Outside East Gate House in OCA
E08	Alternate Emergency Operations Facility Inventory	Bay City Service Center
E09	Rad Van Inventory	EOF
E10	Operations Support Center Inventory	U1
E11	Technical Support Center Inventory	U1
E12	Technical Support Center Inventory	U2
E13	Offsite Ambulance Inventory	Gulf Coast EMS, Bay City & Palacios
E15	Offsite Survey Team "A" Inventory	EOF
E16	Offsite Survey Team "B" Inventory	EOF
E17	Environmental Sampling Kit "A" Inventory	EOF
E18	Environmental Sampling Kit "B" Inventory	EOF
E20	Operations Support Center Inventory	U2
E21	Environmental Health Department (EDH) Inventory	County of Matagorda Annex Building, Bay City
N/A	Site Evacuation Equipment Inventory	East / West Gatehouses & Area Coordinators

Emergency Facility Inventories

Form 1

Control Room Inventory (E01/E02)

Page 1 of 1

Group Performing Inventory: **PLANT OPERATIONS** Unit: \_\_\_\_\_  
 Scheduled: \_\_\_\_\_ Post Drill/Exercise: \_\_\_\_\_ Resp. Routine: \_\_\_\_\_ 1 / 2  
 Other: \_\_\_\_\_

QTY: REQ/ACT.	ITEM	
1 /	First Aid Kit, small	
5 /	Flashlights	
1 /	Tweezers	
1 /	Utility Knife w/blades	
2 /	Duct Tape, roll	
30 /	Plastic Bags (small, medium and large)	
* 5 /	0-5R Dosimeters	
* 15 /	0-200 mR Dosimeters	
5 /	Emergency Communications Directory (Including site directory)	
2 /	Step-off Pads	
5 /	Protective Clothing, sets **	
# 50 /	Spare SCBA bottles	
# 14 /	SCBAs	Insp. Date _____
20 /	Potassium Iodide, bottles	Exp. Date _____
20 /	"D" Batteries	Exp. Date _____
* 1 /	Dosimeter Charger	Operational Check _____
# 10 /	Respirator with particulate filter or canister: (1) small, (8) medium, (1) large; Store in a manner that does not cause distortion or distention. (e.g., Do not stack. Lay with face piece lens down).	Insp. Date _____
1 /	Satellite Communication Briefcase (Unit 1 only)	Operational Check _____ To be performed by Licensed Operator Name: _____

\* Maintained by Met Lab  
 # Maintained by H.P.  
 \*\* Includes: Disposable or cotton coveralls with hood, plastic or cloth booties, rubber shoe covers, cotton glove liners, and rubber gloves.

Kit was Found: Locked / Sealed      Yes  No   
 Kit was Left: Locked / Sealed      Yes  No   
 Is the housekeeping satisfactory?      Yes  No   
 Is the facility appearance satisfactory?      Yes  No

Comments: \_\_\_\_\_

Performed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

Reviewed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

## Emergency Facility Inventories

Form 2

Technical Support Center Inventory (E11/E12)

Page 1 of 2

Group Performing Inventory: **HEALTH PHYSICS**

Unit: \_\_\_\_\_

Scheduled: \_\_\_\_\_ Post Drill/Exercise: \_\_\_\_\_

1 / 2

Other: \_\_\_\_\_

QTY: REQ/ACT.	ITEM	
6 /	Emergency Communications Directory (includes site directory)	
2 /	Quintron Console w/handset	
5 /	Flashlights	
1 /	Tweezers	
1 /	Utility Knife w/blades	
1 /	First Aid Kit	
100 /	Smears	
2 /	Air Sampler Filter Holder Assemblies with adequate O-Rings	
2 /	Duct Tape, roll	
2 /	Step-off Pads	
1 /	100' Extension Cord	
40 /	Plastic Bags (small, medium, large)	
20 /	Protective Clothing, sets **	
* 2 /	GM Probe w/cables	
20 /	Surgical Gloves, pr.	
* 10 /	0-5 R Dosimeters	
* 40 /	0-200 mR Dosimeters	
* 47 /	TLDs Control (2) Issue (45) – TLDs should be stored in the kit as far from the source as possible.	
# 20 /	Air Sample Particulate Filters	
# 1 /	Check Source, Cs-137, button	
* 2 /	Dosimeter Chargers	Operational Check _____
* 2 /	Alarm Ratemeter w/power cord (177 Series)	Functional Check _____
* 1 /	Air Sampler, Portable, AC Powered	Operational Check _____
50 /	Potassium Iodide, bottles	Exp. Date _____
2 /	"9V" Batteries	Exp. Date _____
20 /	"D" Batteries	Exp. Date _____
# 10 /	Sealed AgX Cartridges	Exp. Date _____

This page, when completed, shall be retained as per the Document Type List (DTL).

Emergency Facility Inventories

Form 2

Technical Support Center Inventory (E11/E12)

Page 2 of 2

Unit:

1 / 2

QTY: REQ/ACT.	ITEM	
* 1 /	Dose Rate Survey Meter (i.e., RS05)	Functional Check _____
1 /	Polaroid Camera w/film	Exp. Date _____

\* Maintained by Met Lab

# Maintained by H.P.

\*\* Includes: Disposable or cotton coveralls with hood, plastic or cloth booties, rubber shoe covers, cotton glove liners, and rubber gloves.

Kit was Found: Locked / Sealed Yes  No

Kit was Left: Locked / Sealed Yes  No

Is the housekeeping satisfactory? Yes  No

Is the facility appearance satisfactory? Yes  No

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Performed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

Reviewed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

Emergency Facility Inventories

Form 3

Operations Support Center Inventory (E10/E20)

Page 1 of 2

Group Performing Inventory:

HEALTH PHYSICS

Unit:

Scheduled: \_\_\_\_\_

Post Drill/Exercise: \_\_\_\_\_

Resp. Routine: \_\_\_\_\_

1 / 2

Other: \_\_\_\_\_

QTY: REQ/ACT.	ITEM
2 /	Step Off Pads
5 /	Plastic Bags, large
10 /	Flashlights
1 /	Duct Tape, roll
6 /	Keys-Hot Tool Room (3), Bldg. 26 (1), Drawing Cabinet (2)
2 /	Tool Kit, electrical
2 /	Tool Kit, mechanical
2 /	Tool Kit, I&C
21 /	Telephones
2 /	Proximity Suits
5 /	Emergency Communication Directory (includes site directory)
1 /	100' Extension Cord
3 /	Rad Barrier Rope Stanchion
1 /	100' Yellow and Magenta Rope
3 /	Rad Signs w/inserts
** 10 /	Protective Clothing sets
2 /	Lapel Cartridge Holder Assemblies
50 /	Lapel Air Sample Particulate Filters
50 /	Air Sample Particulate Filters
* 40 /	TLDs Control (1) Issue (39) – TLDs should be stored in the kit as far from the source as possible.
1 /	Facsimile Machine
1 /	First Aid Kit

Emergency Facility Inventories

Form 3

Operations Support Center Inventory (E10/E20)

Page 2 of 2

Unit:

1 / 2

QTY: REQ/ACT.	ITEM	
1 /	Quintron w/handset	
1 /	Shaving cream	
5 /	Razors	
# 10 /	Sealed Lapel AgX Cartridges	Exp. Date _____
# 10 /	Sealed AgX Cartridges	Exp. Date _____
# 8 /	SCBAs	Insp. Date _____
# 11 /	Respirator with particulate filter or canister: (1) small, (9) medium, (1) large; Store in a manner that does not cause distortion or distention (e.g., Do not stack. Lay with face piece lens down.)	Insp. Date _____
60 /	Potassium Iodide, bottles	Exp. Date _____
40 /	"D" Batteries	Exp. Date _____
6 /	Lantern Batteries	Exp. Date _____
1 /	Polaroid Camera w/film	Exp. Date _____

\* Maintained by Met Lab

# Maintained by H.P.

\*\* Includes: Disposable or cotton coveralls with hood, plastic or cloth booties, rubber shoe covers, cotton glove liners, and rubber gloves.

Kit was Found: Locked / Sealed Yes  No

Kit was Left: Locked / Sealed Yes  No

Is the housekeeping satisfactory? Yes  No

Is the facility appearance satisfactory? Yes  No

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Performed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

Reviewed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

Emergency Facility Inventories

Form 4

Emergency Operations Facility Inventory (E03)

Page 1 of 2

Group Performing Inventory: **HEALTH PHYSICS**

Scheduled: \_\_\_\_\_ Post Drill/Exercise: \_\_\_\_\_ Other: \_\_\_\_\_

QTY: REQ/ACT.	ITEM	
1 /	Binoculars	
5 /	Flashlights	
2 /	Duct Tape, rolls	
2 /	Rad Tape, rolls	
2 /	Shampoo, bottle	
4 /	Soap, bar	
5 /	Washcloths	
15 /	Emergency Communications Directory (includes site directory)	
1 /	Command Console/Radio	
1 /	Quintron Console w/handset	
3 /	Radiation Warning Sign w/inserts	
* 3 /	GM Probe w/cables	
20 /	Air Sample Particulate Filters	
2 /	Air Sample Filter Holder Assemblies with adequate O-rings	
# 1 /	Check Source, Cs-137, button	
40 /	Protective Clothing, sets **	
60 /	Plastic Bags	
* 10 /	0-5 R Dosimeters	
2 /	Step-off Pads	
* 160 /	TLDs Control (2) Issue (158) – TLDs should be stored in the kit as far from the source as possible	
* 1 /	Dosimeter Charger	Operational Check _____
# 10 /	Sealed AgX Cartridges	Exp. Date _____
* 1 /	Air Sampler, Portable, AC Powered	Operational Check _____
* 3 /	Dose Rate Survey Meter (i.e., RSO5)	Functional Check _____
* 3 /	Count Rate Survey Meter (i.e., LUD 3)	Functional Check _____
100 /	Potassium Iodide, bottles	Exp. Date _____
10 /	"9V" Batteries	Exp. Date _____
40 /	"D" Batteries	Exp. Date _____
1 /	Polaroid Camera w/film	Exp. Date _____

Emergency Facility Inventories

Form 4

Emergency Operations Facility Inventory (E03)

Page 2 of 2

QTY: REQ/ACT.	ITEM
1 /	100' Extension Cord
40 /	Surgeons Gloves, pr.
5 /	Shoes, pr.
100 /	Smears
50 /	Shoe Cover, pr.
3 /	Fluorescent Light, Battery Powered
2 /	Shaving Cream, can
5 /	Razors, disposable
1 /	Tweezers
1 /	First Aid Kit

\* Maintained by Met Lab

# Maintained by H.P.

\*\* Includes: Disposable or cotton coveralls with hood, plastic or cloth booties, rubber shoe covers, cotton glove liners, and rubber gloves.

Kit was Found: Locked / Sealed Yes  No

Kit was Left: Locked / Sealed Yes  No

Is the housekeeping satisfactory? Yes  No

Is the facility appearance satisfactory? Yes  No

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Performed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

Reviewed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

## Emergency Facility Inventories

Form 5

Support Hospital Inventory (E04/E05)

Page 1 of 2

Group Performing Inventory: **METROLOGY and RADIOLOGICAL LABORATORY**

MGH/PCMC

Scheduled: \_\_\_\_\_ Post Drill/Exercise: \_\_\_\_\_ Other: \_\_\_\_\_

QTY: REQ/ACT.	ITEM
50 /	Radiation Labels or Tags
* 22 /	TLDs-Issue (20) Control (2) – TLDs should be stored in the kit as far from the source as possible.
8 /	Magnets, barrier rope
4 /	Duct Tape, roll
4 /	Masking Tape, roll
1 /	Lead Shield (Pig)
2 /	Double Sided Tape, rolls
2 /	Rad Tape, rolls
150 /	Rad Barrier Rope (ft.)
4 /	Rope Stanchions ****
12 /	Rad Barrier Signs w/inserts
5 /	Step-off Pads
25 /	Isolation Gowns ** OR ER Gowns
300 /	Smears
10 /	Plastic Bags, small
10 /	Plastic Bags, X-ray size
10 /	Plastic Bags, large
10 /	Masslin Cloths
1 /	Masslin Mop
2 /	Dress-Out Sign
1 /	Hospital Setup Sign
1 /	Art Portfolio
1 /	Herculite, White, Roll
1 /	Anatomical Diagram, Pad
1 /	Dosimetry Issue Log, Pad
1 /	Accident Information Form ***
1 /	Matagorda County Hospital District Radiological Hospital Plan ***
1 /	Emergency Communication's Directory ***
2 /	Garbage Cans
Decontamination Kit	
20 /	Swabs
4 /	Pens, ink
2 /	Scissors, pr.
1 /	Tweezers
2 /	Clippers, nail
1 /	Hand Brush
1 /	Abrasive Soap

This page, when completed, shall be retained as per the Document Type List (DTL).



## Emergency Facility Inventories

Form 6

Offsite Survey Team Kit Inventory (E15/E16)

Page 1 of 2

Group Performing Inventory:

HEALTH PHYSICS

Kit:

Scheduled: \_\_\_\_\_

Post Drill/Exercise: \_\_\_\_\_

Resp. Routine: \_\_\_\_\_

A / B

Other: \_\_\_\_\_

QTY: REQ/ACT.	ITEM	
1 /	First Aid Kit, small	
1 /	Utility Knife w/ blades	
2 /	Maps, 10 mi. EPZ, full sets	
2 /	Tweezers	
2 /	Air Sample Filter Holder Assemblies with adequate O-Rings	
50 /	Air Sample Particulate Filters	
# 1 /	Check Source, Cs-137, button	
1 /	Lapel Cartridge Holder Assembly	
2 /	Lapel Air Sample Particulate Filters	
** 2 /	Protective Clothing, sets	
100 /	Smears	
10 /	Plastic bags, 2" x 4"	
1 /	Duct Tape, roll	
* 2 /	0-200 mR Dosimeters	
* 2 /	0-5R Dosimeters	
10 /	Sampling Labels	
5 /	Plastic Bags, clear, medium for instruments	
1 /	Marinelli, 1 liter	
25 /	Surgeons Gloves, pr.	
1 /	Calculator	Operational Check _____
10 /	"D" Batteries	Exp. Date _____
10 /	"9V" Batteries	Exp. Date _____
* 1 /	Count Rate Survey Meter (i.e., LUD 3) and GM Probe w/cables	Functional Check _____
* 1 /	Dose Rate Survey Meter (i.e., RS05)	Functional Check _____
* 1 /	Air Sampler, Portable, DC Powered	Operational Check _____
# 5 /	Sealed AgX Cartridges	Exp. Date _____
2 /	Potassium Iodide, bottles	Exp. Date _____
* 1 /	Lapel Sampling Pump	Operational Check _____
# 2 /	Sealed AgX Lapel Cartridges	Exp. Date _____
# 2 /	Respirators with particulate filter or canister: (medium); Store in a manner that does not cause distortion or distention, (e.g., Do not stack. Lay with face piece lens down.)	Insp. Date _____
* 1 /	Dosimeter Charger	Operational Check _____

This page, when completed, shall be retained as per the Document Type List (DTL).



**Emergency Facility Inventories**

Form 7

Environmental Sampling Kit Inventory (E17/E18)

Page 1 of 1

Group Performing Inventory: **HEALTH PHYSICS**

Kit:

Scheduled: \_\_\_\_\_ Post Drill/Exercise: \_\_\_\_\_

A / B

Other: \_\_\_\_\_

QTY: REQ/ACT.	ITEM
1 /	Gloves, pr. (leather or cotton)
1 /	Grass shears
5 /	Autoclavable Bags, Biohazard
1 /	Garden Spade, small
5 /	Pouches, 10" x 12"
1 /	Bucket (one gallon) w/rope
5 /	Cubitainer (one gallon)
5 /	Cubitainer Transport Boxes
1 /	Masking Tape
1 /	12" Ruler
5 /	Ziploc Bags, 1 gallon
5 /	Ziploc Bags, 2 gallon
1 /	Flat Bladed Hoe, sml
2 /	Sheet Protectors
1 /	Paper Towels, roll
10 /	Container, 16 oz.
5 /	Trash Bags, lg. (22" x 28")
1 /	Funnel
1 /	Wire Cutter
1 /	Spray Bottle

Kit was Found: Locked / Sealed Yes  No

Kit was Left: Locked / Sealed Yes  No

Is the housekeeping satisfactory? Yes  No

Is the facility appearance satisfactory? Yes  No

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Performed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

Reviewed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)



## Emergency Facility Inventories

Form 9

Rad Van Inventory (E09)

Page 1 of 2

Group Performing Inventory: HEALTH PHYSICS

Scheduled: \_\_\_\_\_ Post Drill/Exercise: \_\_\_\_\_ Other: \_\_\_\_\_

QTY: REQ/ACT.	ITEM	
10 /	Lapel Air Sample Particulate Filters	
# 2 /	Lapel Cartridge Holder Assemblies	
* 1 /	Check Source, Cs-137, button	
300 /	Smears	
** 10 /	Protective clothing, sets	
6 /	Plastic Bags, medium (clear for instruments)	
100 /	Air Sample Particulate Filters	
20 /	Air Sample Labels	
4 /	Air Sampler Filter Holder Assemblies with adequate O-Rings	
* 2 /	0-200 mR Dosimeters	
* 2 /	0-5R Dosimeters	
1 /	First Aid Kit	
1 /	Maps, 10 mi. EPZ., full set	
1 /	Duct Tape, roll	
25 /	Surgeons Gloves, pr	
2 /	Calculator	Operational Check _____
# 20 /	Sealed AgX Cartridges	Exp. Date _____
20 /	"D" Batteries	Exp. Date _____
4 /	"9V" Batteries,	Exp. Date _____
* 2 /	Count Rate Survey Meters (i.e., LUD 3) and GM Probe w/cables	Functional Check _____
* 2 /	Dose Rate Survey Meters (i.e., RS05)	Functional Check _____
# 10 /	Sealed AgX Lapel Cartridges	Exp. Date _____
* 1 /	Dosimeter Chargers	Operational Check _____
2 /	Potassium Iodide, bottles	Exp. Date _____
* 1 /	Air Sampler, Portable, DC Powered	Operational Check _____
* 1 /	Lapel Sampling Pump	Operational Check _____

\* Maintained by Met Lab

# Maintained by H.P.

\*\* Includes: Disposable or cotton coveralls with hood, plastic or cloth booties, rubber shoe covers, cotton glove liners, and rubber gloves.

Emergency Facility Inventories

Form 9

Rad Van Inventory (E09)

Page 2 of 2

Kit was Found: Locked / Sealed Yes  No

Kit was Left: Locked / Sealed Yes  No

Is the housekeeping satisfactory? Yes  No

Is the facility appearance satisfactory? Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_

Performed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
(Print) (Signature)

Reviewed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
(Print) (Signature)

Emergency Facility Inventories

Form 10

Offsite Ambulance Inventory (E13)

Page 1 of 1

Group Performing Inventory: METROLOGY AND RADIOLOGICAL LABORATORY

Scheduled: \_\_\_\_\_ Post Drill/Exercise: \_\_\_\_\_ Ambulance Kit: A / B / C / D / E / F / G

Other: \_\_\_\_\_

QTY: REQ/ACT.	ITEM
* 7 /	TLDs- Control (2) Issue (5)
* 5 /	0-200 mR Dosimeters
* 5 /	0-5R Dosimeters
5 /	Matagorda County Emergency Worker Badges
1 /	Dosimetry Issue Log
1 /	Site Map
* 1 /	Dosimeter Charger
	Operational Check _____

\* Maintained by Met Lab

Kit was Found: Locked / Sealed Yes  No

Kit was Left: Locked / Sealed Yes  No

Is the housekeeping satisfactory? Yes  No

Is the facility appearance satisfactory? Yes  No

Comments: \_\_\_\_\_

Performed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
(Print) (Signature)

Reviewed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
(Print) (Signature)

Emergency Facility Inventories

Form 11

Site Ambulance/Transport Vehicle Inventory (E07)

Page 1 of 1

Group Performing Inventory: **HEALTH PHYSICS** Site Ambulance/Transport Vehicle  
 Scheduled: \_\_\_\_\_ Post Drill/Exercise: \_\_\_\_\_ Other: \_\_\_\_\_

QTY: REQ/ACT.	ITEM
1 /	Carry Case
20 /	Disposable Booties, pr.
4 /	Disposable Coveralls, pr.
20 /	Surgeon Gloves, pr.
2 /	Herculite Fabric, 5' x 8'
* 7 /	TLDs-Control (2) Issue (5)

\* Maintained by Met Lab

Kit was Found: Locked / Sealed Yes  No   
 Kit was Left: Locked / Sealed Yes  No   
 Is the housekeeping satisfactory? Yes  No   
 Is the facility appearance satisfactory? Yes  No

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Performed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

Reviewed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

Emergency Facility Inventories

Form 12

Environmental Health Department (EHD) Inventory (E21)

Page 1 of 1

Group Performing Inventory: **METROLOGY AND RADIOLOGICAL LABORATORY**

Scheduled: \_\_\_\_\_ Post Drill/Exercise: \_\_\_\_\_ Other: \_\_\_\_\_

QTY: REQ/ACT.	ITEM	
* 102 /	TLDs-Control (2) Issue (100) – TLDs should be stored in the kit as far from the source as possible.	
# 1 /	Check Source, Cs-137, button	
* 50 /	0-200 mR Dosimeters	
* 6 /	Dosimeter Chargers	Operational Check _____
* 10 /	Survey Meters (14C, Ludlum) with GM Probes and Cables	Operational Check _____
40 /	"D" Batteries	Exp. Date _____

\* Maintained by Met Lab  
 # Maintained by H.P.

Kit was Found: Locked / Sealed Yes  No

Kit was Left: Locked / Sealed Yes  No

Is the housekeeping satisfactory? Yes  No

Is the facility appearance satisfactory? Yes  No

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Performed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

Reviewed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

Emergency Facility Inventories

Form 13

Matagorda County Sheriff's Office Inventory (E06)

Page 1 of 1

Group Performing Inventory: **METROLOGY AND RADIOLOGICAL LABORATORY**

Scheduled: \_\_\_\_\_ Post Drill/Exercise: \_\_\_\_\_ Other: \_\_\_\_\_

QTY: REQ/ACT.	ITEM	
* 77 /	TLDs (75) Issue (2) Control – TLDs should be stored in the kit as far from the source as possible.	
* 40 /	0-200 mR Dosimeters	
1 /	Check Source, Lantern mantle	
* 100 /	0-200 mR Dosimeters – EquiStar (40), Celanese (60)	
* 40 /	0-20 R Dosimeters	
* 62 /	TLD – EquiStar (1) Control (30) Issue, Celanese (1) Control (30) Issue.	
* 6 /	Dosimeter Chargers	Operational Check _____
* 2 /	Survey Meters (14C, Ludlum) with GM Probe and Cable	Operational Check _____
8 /	“D” Batteries	Exp. Date _____
100 /	Potassium Iodide, bottles	Exp. Date _____
* 2 /	Dosimeter Chargers – EquiStar (1), Celanese (1)	Operational Check _____

\* Maintained by Met Lab

Kit was Found: Locked / Sealed Yes  No

Kit was Left: Locked / Sealed Yes  No

Is the housekeeping satisfactory? Yes  No

Is the facility appearance satisfactory? Yes  No

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Performed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

Reviewed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

Emergency Facility Inventories

Form 14

Site Evacuation Equipment Inventory

Page 1 of 1

Group Performing Inventory: **PLANT PROTECTION AND AREA COORDINATORS**

Scheduled: \_\_\_\_\_ Post Drill/Exercise: \_\_\_\_\_ Other: \_\_\_\_\_

AREAS

Location:  
(Mark One)

1	2	3	4	6	7	8	East	West
---	---	---	---	---	---	---	------	------

Gatehouse

1	2E	2W	3E	3W	4E	4W	5E	5W
---	----	----	----	----	----	----	----	----

Area-5, NSC Floors

QTY: REQ/ACT.	ITEM	
* /	Site Evacuation Map Plan A	
* /	Site Evacuation Map Plan B	
* /	Site Evacuation Map Plan C	
* /	Site Evacuation Map Plan D	
1 /	Procedure OERP01-ZV-IN05, Site Evacuation	Revision _____
1 /	Hand Held Radio (Area Coordinators Only)	Operational Check _____
1 /	Bull Horn	Operational Check _____
<b>** BATTERIES</b>		
16 /	"AA" Batteries	Exp. Date _____
16 /	"C" Batteries	Exp. Date _____

\* Quantities are listed in the Emergency Communications Directory. East and West Gatehouses quantities are 50 each.

\*\* Place N/A next to the batteries not used by your Bull Horn.

Kit was Found: Sealed Yes  No

Kit was Left: Sealed Yes  No

Is the Kit appearance satisfactory? Yes  No

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Performed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

Reviewed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)