



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


September 15, 2003  
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10CFR50 App E

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

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

In accordance with 10CFR50.4(b)(5) and 10CFR50, Appendix E, Section V, the STP Nuclear Operating Company hereby submits the attached Emergency Plan Implementing Procedure 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-IN05, Site Evacuation, Rev. 8

0ERP01-ZV-OS01, OSC Coordinator, Rev. 5

0ERP01-ZV-TS09, Administrative Manager, Rev. 7

0PGP03-ZV-0001, Severe Weather Plan, Rev. 9

A045

cc:  
(paper copy)

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**To:** A. C. Morgan  
Supervisor, Emergency Response  
STP Nuclear Operating Company  
P. O. Box 289  
Wadsworth, TX 77483

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

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

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

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Signature

---

Date

## **Description of Changes**

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

### **0ERP01-ZV-IN05, Site Evacuation, Rev. 8**

Pages 2, 11, 14, & 19, changed instruct personnel to open the heavy Haul Road to the North Access Road for Site Evacuation Traffic due to Owner Controlled Area traffic control modifications.

### **0ERP01-ZV-OS01, OSC Coordinator, Rev. 5**

Page 6, Data Sheet 1, Revised OSC Staffing to match facility staffing board.

Page 10, new step 8.5, added step for protecting personnel during high winds.

### **0ERP01-ZV-TS09, Administrative Manager, Rev. 7**

Data Sheet 1, page 13, step 3.1, added step to Broadcast Fax State and County Notification Forms.

### **0PGP03-ZV-0001, Severe Weather Plan, Rev. 9**

This is a complete Plan format revision commonly called a general revision that means it does not contain revision bars.

Redundant items were removed for clarification purposes.

Instructions that were given to multiple positions have been changed so a single position is responsible.

- Section 2, step 2.24, revised Severe Weather Safe Structure description, deleted Other Buildings - The lowest level floor and near the inner (center) most walls. Owner Controlled Area, the lowest level floor and near the inner (center) most walls.
- Section 2, step 2.11, Added Impact STP definition.
- Section 2, step 2.12, Added Impact Weather definition.
- Section 2, step 2.24, Removed buildings outside protected area from definition.
- Section 2, step 2.26, Revised Storm Crew description.
- Section 2, step 2.27, Added STP Location description.
- Section 3, Revised Responsibilities, added all storm crew members.
- Section 4, Procedure, moved all but the Shift Supervisor instructions to appropriate checklists. Added instructions for non-storm crew personnel.
- Section 4, step 4.9, Added storm preparation instructions.
- Section 4, step 4.10, Added Protected Area Access requirements.

## **Description of changes**

### **OPGP03-ZV-0001, Severe Weather Plan, Revision 9**

- Section 4, step 4.12, Added instructions to turn in all documentation to the Severe Weather Coordinator.
- Section 4, step 4.13, Added instructions for Storm Crew Activation.
- Section 4, step 4.14, Added instructions for Radio Station Announcements.
- Section 4, step 4.16, Added storage location for supplies food, water, bedding.
- Section 4, step 4.17, Added instructions for STP Severe Weather Update Line.
- Section 4, step 4.18, Added instructions for Storm Information Hotline.
- Section 4, step 4.19, Added instructions for Notices of Enforcement Discretion.
- New Addendum 1, Added Storm Crew Organization.
- Deleted old addendum 4, Severe Weather - Sequence of Events Chart. This information was moved to the responsible individual Checklists.
- New Addendum 5, Severe Weather Update Line Instructions, call in information for site personnel.
- New Addendum 6, Storm Crew Notification Instructions, directions for calling in storm crews.
- New Addendum 7, Department SWC Notification Instructions, system for informing Department SWC of storm status.
- New Addendum 8, Storm Crew Briefing Desired Outcomes, instructions for briefing storm crews.
- Revised old Form 2, Departmental Severe Weather Coordinator and Records Custodian Assignment, separated into 2 Forms. Removed Site Preparation Team Members. Second page of Form 2 is now Form 3.
- Changed old Form 3, Severe Weather Management Team/Storm Crew Roster to Storm Crew Roster, added Severe Weather Coordinator, Emergency Planner, Purchaser, Employee Support, Chemical/Radiochemical Manager, deleted Dose Assessment Specialist.
- Deleted Old Form 6, Severe Weather Preparations Checklist, moved responsibilities to position checklists.
- Added Data Sheet 3, Severe Weather Coordinator Checklist.
- Added Data Sheet 4, Department Managers Checklist.
- Added Data Sheet 5, Department Severe Weather Coordinator Checklist.

### **Description of changes**

#### **0PGP03-ZV-0001, Severe Weather Plan, Revision 9**

- Added Data Sheet 6, Department Severe Weather Records Custodian Checklist.
- Revised old Data Package 4 Form, Site Recovery Plan of Action, deleted prescribed text.
- Old Data Package 4 Form, Site Recovery Plan of Action changed to Form 7.

## SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

D0527

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<b>Site Evacuation</b>			
<b>Quality</b>	<b>Non Safety-Related</b>	<b>Usage: N/A</b>	<b>Effective Date: 09/10/03</b>
Max Keys	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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<b>Site Evacuation</b>			

## **1. 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. 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. 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 North Access Road is normally closed and must be opened by security if Site Evacuation Plan B, C, or D is selected.**



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#### **4. 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 once the Emergency Operations Facility assumes command and control.**
- 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 interfaces 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 interface 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.**

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**5. Procedure**

- 5.1 If the Emergency Director resides in the Control Room, then the Shift Supervisor shall implement 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 shall implement 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 shall implement Data Sheet 2, Deputy Emergency Operations Facility Director Checklist**
- 5.4 During normal working hours the Area Coordinator Manager shall implement Data Sheet 3, Area Coordinator Manager Checklist.**
- 5.5 During normal working hours the Area Coordinators shall implement Data Sheet 4, Area Coordinator Checklist.**
- 5.6 During off normal working hours and prior to activation of the TSC the Acting Security Manager shall implement 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.**

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**6. 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 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**

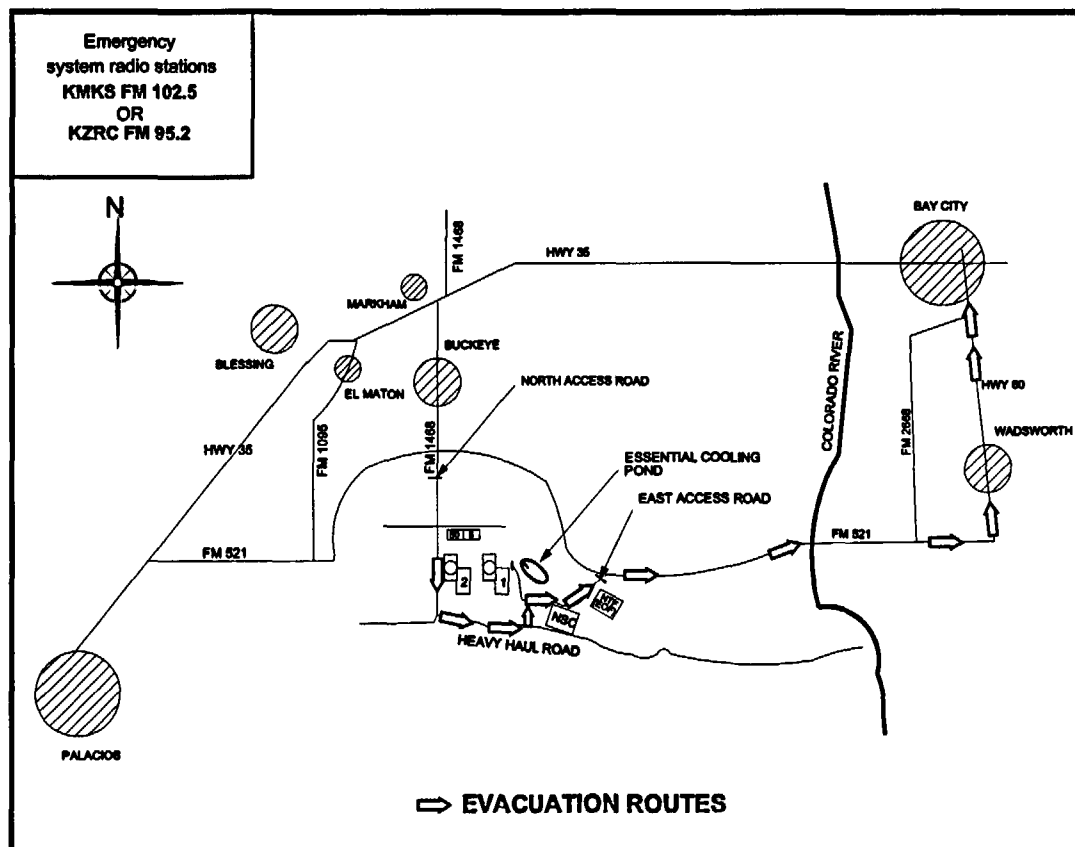
**7. Support Documents**

- 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 Hour Evacuation Sweeps**

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# PLAN A

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



AMP00805A  
REV 6

## 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).

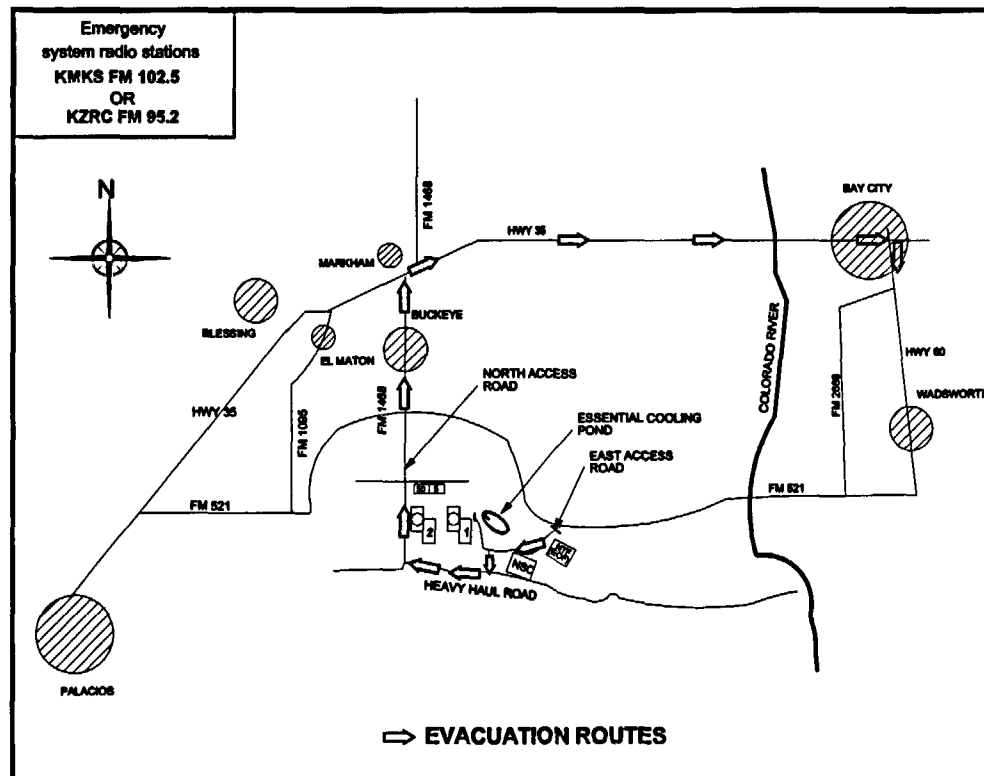
From Unit 1 side:  
Exit via the East Access Road,  
turn right onto FM 521 and go  
6.7 miles, turn left onto HWY 60,  
and go 10.3 miles, turn left onto  
Thompson Road, and go 0.1  
mile to the Reception Center  
(McAllister Middle School).

Personnel and vehicle monitoring  
will be conducted as necessary.

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## 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:

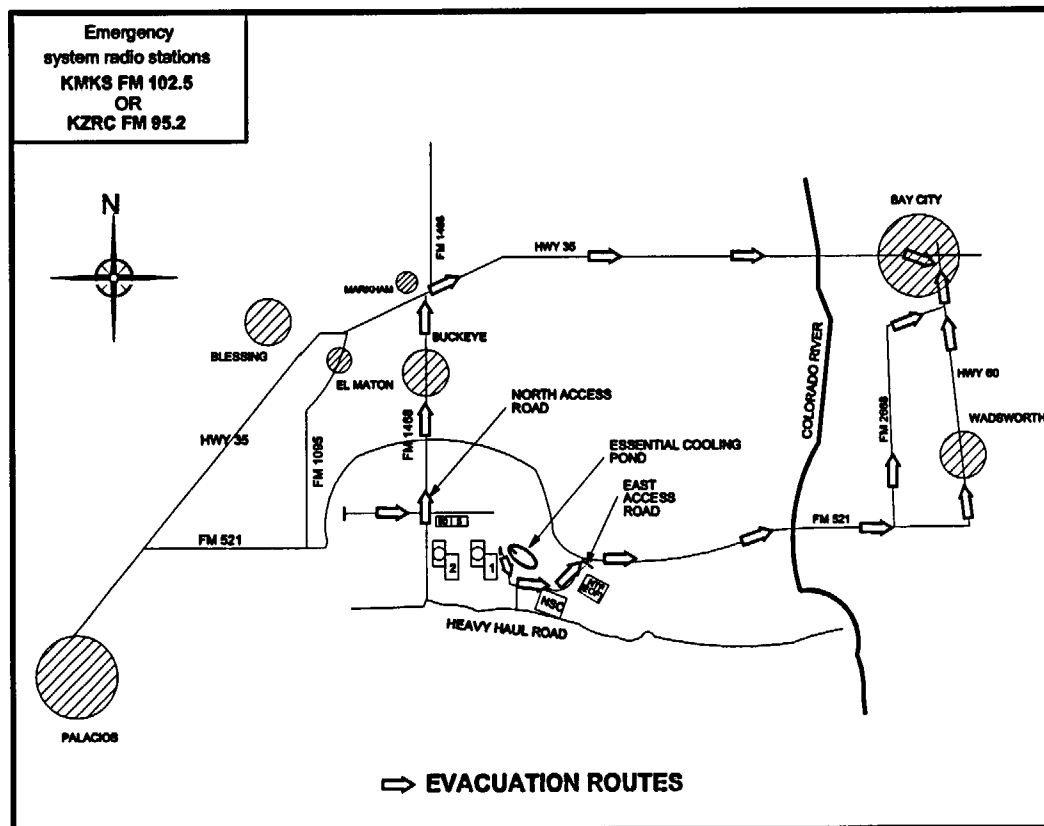
Take the Heavy Haul Road behind both Units and exit via the North Access Road, continue onto FM-1468 for 10.7 miles, turn right onto HWY 35 and go 6.2 miles, turn right onto HWY 60 and go 1.4 miles, turn right onto Thompson Road and go 0.1 mile to the Reception Center (McAllister Middle School).

Personnel and vehicle monitoring will be conducted as necessary.

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# 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



AMP00805C  
REV 6

## Plan C

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

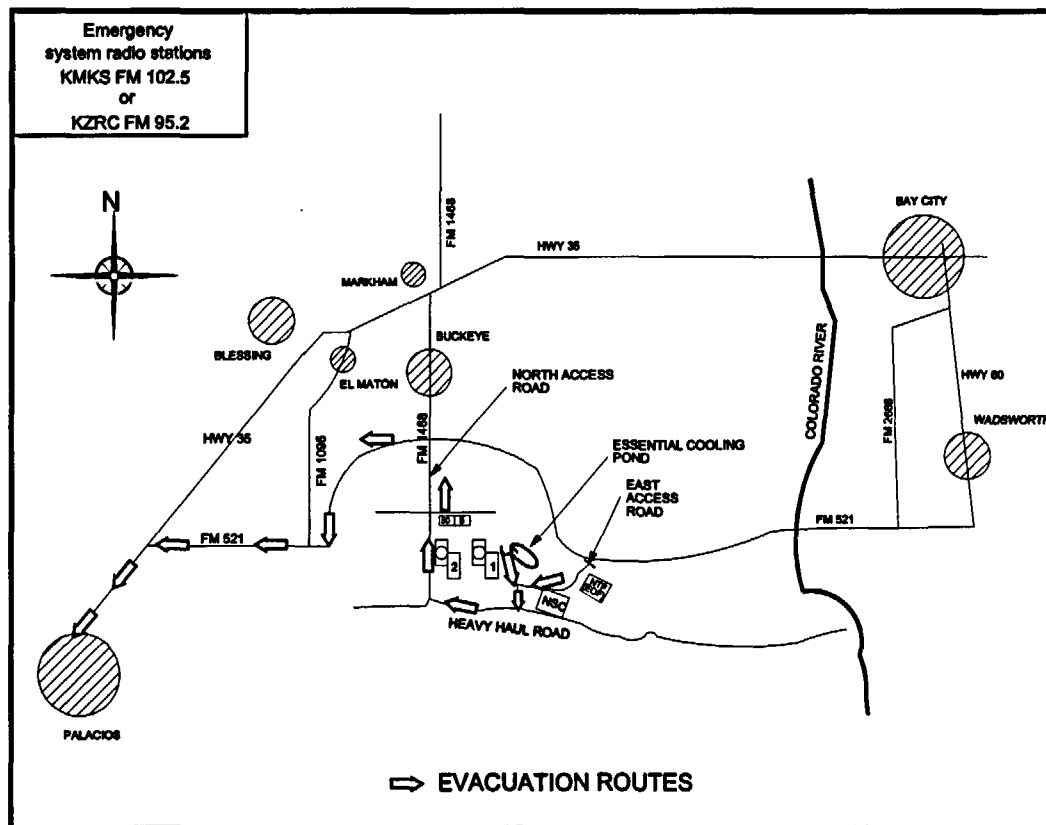
Exit via the East Access Road, turn right onto FM 521 and go 4.7 miles, turn left onto FM 2668 and go 10.3 miles, turn left onto HWY 60 and go 1.5 miles, turn left onto Thompson Road, and go 0.1 mile to the Reception Center (McAllister Middle School).

Personnel and vehicle monitoring will be conducted as necessary.

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

## PLAN D

MATAGORDA COUNTY HAS OPENED THE PALACIOS RECEPTION CENTER



AMP00805D  
REV 6

### Plan D

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

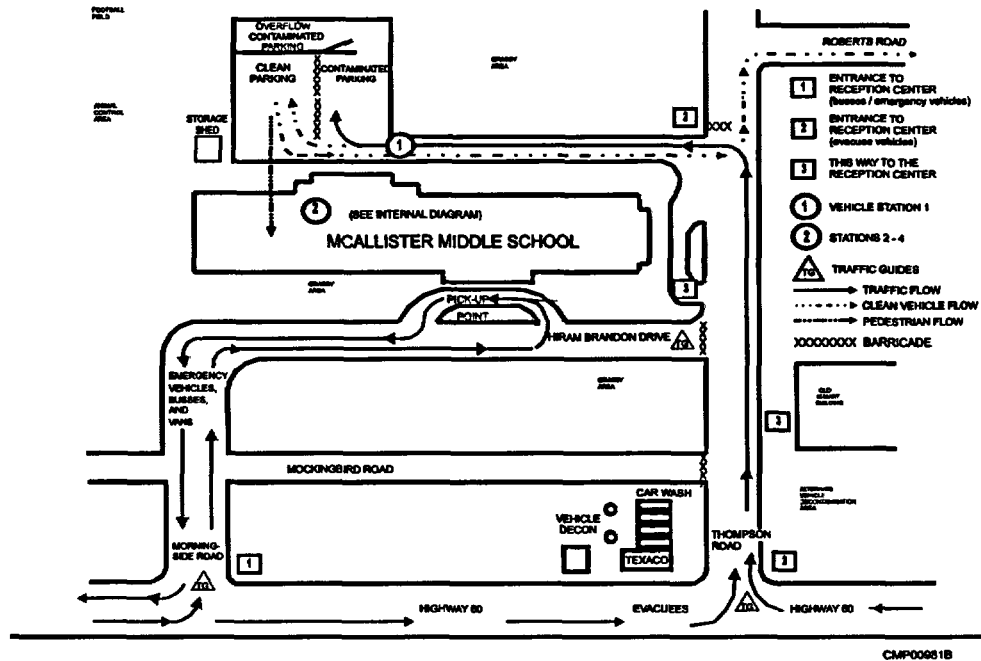
**From Unit 2 side:**  
Exit via the North Access Road, turn left onto FM 521 and go 10.2 miles, turn left onto HWY 35 and go 6.5 miles to the Reception Center (Palacios High School).

**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).

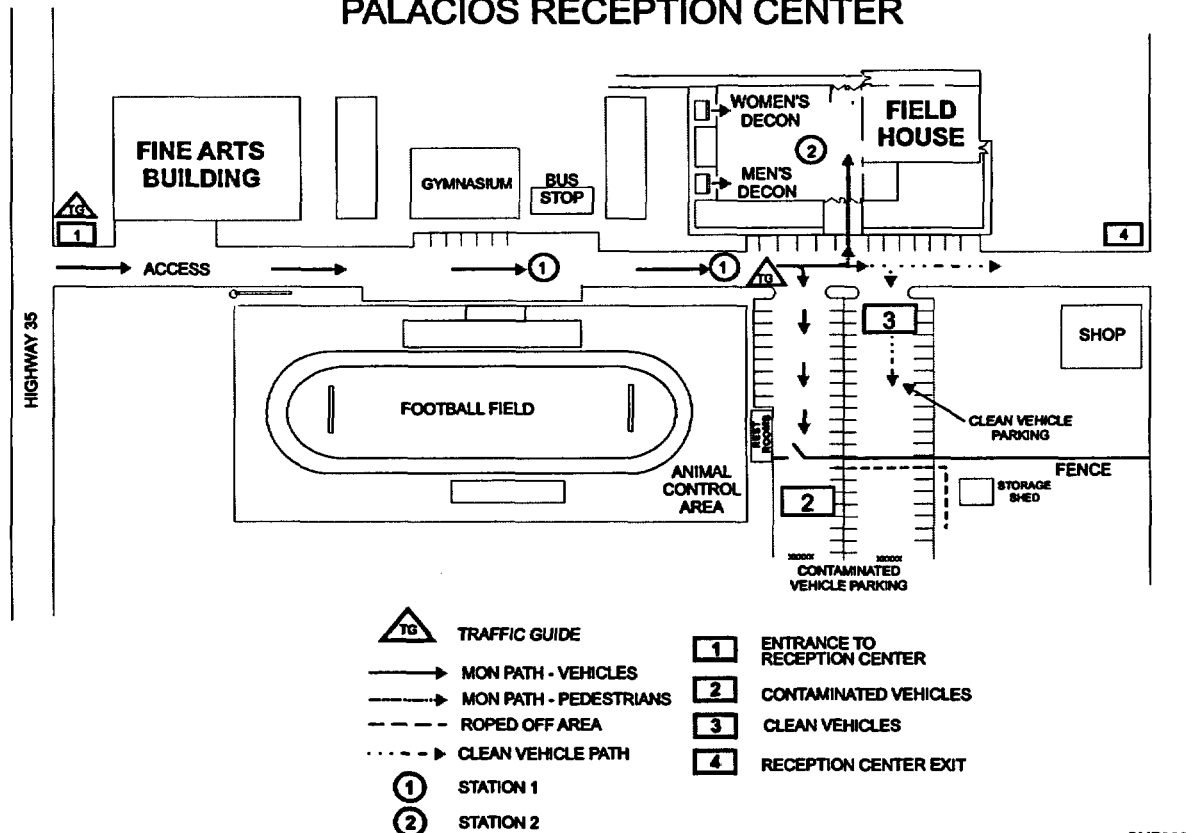
**Personnel and vehicle monitoring will be conducted as necessary.**

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<b>Addendum 2</b>	<b>Reception Centers</b>		<b>Page 1 of 1</b>

### MCALLISTER RECEPTION CENTER



### PALACIOS RECEPTION CENTER





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

<b>Name</b>	<b>Date</b>	<b>Unit</b>
<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 (EOC) 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 EOC 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 decision.

- 1.3 If Site Evacuation Plan B, C or D is selected, request the Acting Security Manager to open the North Access Road for Site Evacuation Traffic.

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

	<b>Name</b>	<b>Date</b>	<b>Unit</b>
<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 (EOC) 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 EOC 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>			
<b>Data Sheet 2</b>	<b>Deputy Emergency Operations Facility Director Checklist</b>	<b>Page 2 of 2</b>	

<b>Action</b>	<b>Time</b>
1.3 If Site Evacuation Plan B, C or D is selected, request the Security Manager to open the North Access Road for Site Evacuation Traffic.	_____
1.4 Inform the Area Coordinator Manager (Security Manager during off-hours) of the evacuation routes and Reception Center 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>			
<b>Data Sheet 3</b>	<b>Area Coordinator Manager Checklist</b>	<b>Page 1 of 2</b>	

<b>Name</b>	<b>Date</b>	<b>Unit</b>
<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 Facilities 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>			
<b>Data Sheet 3</b>	<b>Area Coordinator Manager Checklist</b>	<b>Page 2 of 2</b>	

**Action**

**Time**

## 2.0 IMPLEMENTATION OF EVACUATION

- 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. \_\_\_\_\_
- 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. \_\_\_\_\_
- 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. \_\_\_\_\_

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

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

## **1.0 PRIOR TO EVACUATION**

- 1.1 Obtain a radio and ensure the radio is operational. Use Facilities 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>Action</b>	<b>Time</b>
2.4 Direct two sweepers to perform verification that all personnel have left the building.	_____
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.	_____

**CAUTION**

IF an injured or ill person is found that requires medical attention contact the Control Room by dialing 911.



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## Action

## Time

### 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 B, C or D is selected, instruct personnel to open the North Access 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 Hour 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>			
<b>Form 1</b>	<b>Security Evacuation Sweeps</b>	<b>Page 1 of 1</b>	

- 1.0 Ensure that an adequate supply of Addendum 1, Site Evacuation Maps and Addendum 2, Reception Centers, are available if necessary.
- 2.0 When told to begin site evacuation by the Acting Security Manager, commence evacuation sweeps of your assigned buildings/Areas.
- 3.0 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 Control Room at 911 if injured person is found.
  - Give any specific instructions or hand out evacuation maps.
- 4.0 Periodically contact the Acting Security Manager to maintain accountability.
- 5.0 Continue to the next building/area and repeat the evacuation process.
- 6.0 When all assigned buildings are evacuated, notify the Acting Security Manager.
- 7.0 Document the time each sweep area is completed below.

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

<b>Sweep Area</b>	<b>Time</b>
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>			
<b>Form 2</b>	<b>Security Off Hour Evacuation Sweeps</b>	<b>Page 1 of 2</b>	

- 1.0 Ensure that an adequate supply of Addendum 1, Site Evacuation Maps and Addendum 2, Reception Centers, are available if necessary.
- 2.0 When told to begin site evacuation by the Acting Security Manager, commence evacuation sweeps of your assigned buildings/Areas.
- 3.0 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 Control Room at 911 if injured person is found.
  - Give any specific instructions or hand out evacuation maps.
- 4.0 Periodically contact the Acting Security Manager to maintain accountability.
- 5.0 Continue to the next building/area and repeat the evacuation process.
- 6.0 When all assigned buildings are evacuated, notify the Acting Security Manager.

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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

## SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

D0527

STI 31653323	<b>0ERP01-ZV-OS01</b>	<b>Rev. 5</b>	Page 1 of 13
<b>OSC Coordinator</b>			
<b>Quality</b>	<b>Non Safety-Related</b>	<b>Usage: N/A</b>	<b>Effective Date: 09/10/03</b>
Max Keyes	N/A	N/A	EMERGENCY RESPONSE DIVISION
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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<b>OSC Coordinator</b>			

## **1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Operations Support Center (OSC) Coordinator during a declared emergency to safely initiate mitigating actions as directed by the Control Room or Technical Support Center.**
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the OSC Coordinator.**

## **2.0 Responsibilities**

- 2.1 The OSC Coordinator is responsible to implement mitigating actions by:**
  - 2.1.1 Assuming responsibility for Operations Support Center activities.**
  - 2.1.2 Ensuring that Emergency Response Teams are formed, properly briefed, and dispatched and their status is monitored.**
  - 2.1.3 Ensuring accountability of Operations Support Center personnel is maintained.**
  - 2.1.4 Ensuring adequacy of resources and personnel needed to perform Operations Support Center activities.**
  - 2.1.5 Ensuring that Emergency Response Team activities are performed in accordance with approved procedures and policies.**
  - 2.1.6 Ensuring deviations from license conditions and NRC regulations are approved by the Emergency Director.**
  - 2.1.7 Ensuring that adequate communications and information flow is maintained with the Technical Support Center.**

## **3.0 References**

- 3.1 STPEGS Emergency Plan**
- 3.2 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**
- 3.3 0ERP01-ZV-OS06, Emergency Teams**
- 3.4 0ERP01-ZV-RE01, Recovery Operations**
- 3.5 0ERP01-ZV-RE02, Documentation**
- 3.6 0ERP01-ZV-SH04, Acting OSC Coordinator**

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<b>OSC Coordinator</b>			

#### **4.0 Procedure**

- 4.1 At an Alert or higher Emergency Classification or as directed by the Emergency Director report to the affected Unit's Operations Support Center and implement Data Sheet 1, Step 1.0, Initial Activities.**
- 4.2 Complete Checklist activities as follows:**
  - 4.2.1 Use the right column to log the time an activity is performed.**
  - 4.2.2 Reoccurring activities should be documented using an Emergency Action Log.**
  - 4.2.3 Implement other activities as necessary.**
- 4.3 Use Checklists to help direct emergency activities.**

#### **5.0 Support Documents**

- 5.1 Addendum 1, Shift Turnover Briefing**
- 5.2 Data Sheet 1, OSC Coordinator Checklist**
- 5.3 Form 1, OSC Sign-In Sheet**

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<b>Addendum 1</b>	<b>Shift Turnover Briefing</b>	<b>Page 1 of 1</b>	

- 1.0 Provide a briefing of events to the relief person including the following areas. Special topic briefings can be provided by selected Discipline Leads.
  - 1.1 Basis of the current Emergency Classification and the EALs of importance.
  - 1.2 Status of Emergency Response Team activities.
  - 1.3 Status of damage control and repair efforts.
  - 1.4 Inplant radiological problems status of personnel exposures including any approvals to exceed limits.
  - 1.5 Status of offsite radiological conditions.
  - 1.6 Any special security or administrative problems.
  - 1.7 Status of any supplies/equipment expected from offsite.
  - 1.8 Open items being tracked.
  - 1.9 Completed checklists & log.
  - 1.10 Information on the Status Boards.
  - 1.11 Personnel status.
  - 1.12 Recovery plans developed and corrective action items for plant Recovery.
  - 1.13 Current shift schedule.
- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement:
  - 2.1 All Discipline Leads
  - 2.2 TSC Manager
  - 2.3 Maintenance Manager
  - 2.4 NRC Health Physics Liaison
- 3.0 Update the OSC Staffing Board.
- 4.0 Document the time of turnover and the identity of your relief in your log and provide copies to your replacement. Provide the original log sheets to the Administrative Manager.
- 5.0 Verify your telephone number on the shift schedule. If this telephone number is inside the ten mile EPZ, then provide an alternate telephone number for contact should evacuation of the EPZ be necessary.
- 6.0 Take a copy of your shift schedule.
- 7.0 Verify possession of a STP Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Administrative Manager.
- 8.0 Inform the Security Coordinator of the shift change and sign out when leaving the OSC.



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<b>Data Sheet 1</b>	<b>OSC Coordinator Checklist</b>	<b>Page 1 of 8</b>	

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

## 1.0 INITIAL ACTIVITIES

- 1.1 Report to the Operations Support Center of the affected Unit and sign in on the Operations Support Center Staffing Board. \_\_\_\_\_
- 1.2 Ensure the OSC Coordinator's Emergency Response Manual is available. \_\_\_\_\_
- 1.3 Obtain a briefing from the Acting OSC Coordinator utilizing 0ERP01-ZV-SH04, Acting OSC Coordinator, Data Sheet 2, Operations Support Center Turnover Briefing Checklist. \_\_\_\_\_
- 1.4 Inform the Technical Support Center of your arrival. Discuss/record critical information, the plant status and emergency response activities. \_\_\_\_\_
- 1.5 Ensure personnel in the Operations Support Center are aware of the current Emergency Classification level and that the correct Emergency Classification is listed on the status board. \_\_\_\_\_
- 1.6 Verify with the Security Coordinator that personnel are signing in on the OSC Staffing Board and the board is being kept current. \_\_\_\_\_
- 1.7 Ensure the Operations Support Center is being activated in a timely manner by communicating with the Resource Coordinator or designee. Ensure personnel from their discipline sign in on Form 1, OSC Sign-In Sheet, and verify enough personnel are available to support Operations Support Center activities. \_\_\_\_\_
- 1.8 Verify the following individuals have arrived at the Operations Support Center. \_\_\_\_\_

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**Action**

**Time**

# **OPERATIONS SUPPORT CENTER STAFFING**

## **Required**

Chemistry Technician (1)

Electrical Maintenance (2)

I&C Technician (1)

Mechanical Maintenance (1)

RP Technicians (7)

## **Recommended**

OSC Coordinator (1)

Radiological Coordinator (1)

Chemistry, Mechanical, Electrical, I&C, & 3 RP Technicians are onshift.

## **NOTE**

Upgrade and or assign appropriate personnel as required, to fill necessary positions.

1.9 When required positions are filled, the Operations Support Center may be activated.

1.10 Notify Operations Support Center personnel and TSC Manager of Operations Support Center activation.

1.11 Request the call out of additional personnel as required to staff the Operations Support Center to control and mitigate the event.

1.12 Direct the Discipline Leads to identify all work in progress and the names of the work crews.

1.13 Initiate an Emergency Action Log of activities. In particular, document telephone calls made or received and any data or information received from or provided to other persons.

## **2.0 EMERGENCY RESPONSE TEAM ACTIVITIES**

2.1 Direct the Discipline Leads (in coordination with the Resource Coordinator) to maintain a status of manpower resources available in the Operations Support Center and onsite and to ensure an adequate pool of personnel is maintained to support Emergency Response Team activities.

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<b>Action</b>	<b>Time</b>
<p>2.2 If an Emergency Response Team is requested, then direct the Assistant OSC Coordinator to implement 0ERP01-ZV-OS06, Emergency Teams.</p> <p>• All requests shall be prioritized by the Technical Support Center.</p>	_____
2.3 Direct the Resource Coordinator to maintain a current listing of all emergency workers responding to the Operations Support Center.	_____
2.4 Direct the Discipline Leads to continually evaluate adequacy of resources required to perform Operations Support Center activities and to coordinate with the Materials Handler to obtain needed supplies and equipment.	_____
2.5 If assembly and accountability have not been performed, then obtain a status from the Maintenance Manager and the Radiological Coordinator of current activities underway in Radiologically Controlled Areas (RCAs). Determine which activities should be terminated.	_____
<b>3.0 SEARCH AND RESCUE ACTIVITIES</b>	
3.1 Direct the Assistant OSC Coordinator to form the necessary number of Search and Rescue Teams needed to search the last known location of the missing personnel.	_____
3.2 Provide periodic updates to the Assistant TSC Manager including the status of completion of the search and rescue effort.	_____
<b>4.0 ASSEMBLY AND ACCOUNTABILITY ACTIVITIES</b>	
4.1 Direct the Discipline Leads to perform a roll call of all Emergency Response Team members and verify their status and locations. Direct teams to continue activities unless hazardous or changing condition at their location precludes further activities.	_____
4.2 When the assembly alarm sounds, designate personnel from the Operations Support Center to act or interface with the Assembly Area Coordinators for the following areas to ensure all personnel card in and remain in the Assembly area until given further directions.	_____
<ul style="list-style-type: none"> <li>• Maintenance Operations Facility Machine Shop.</li> <li>• Maintenance Operations Facility Cafeteria.</li> <li>• RCA Access Control Point Unit 1 &amp; 2.</li> <li>• Warehouse 32 Annex.</li> </ul>	

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**Time**

- 4.3 Direct the Security Coordinator to obtain the names and security badge numbers of all Emergency Response Team members from the Operations Support Center Communicator and provide this information to the Security Force Supervisor for accountability. \_\_\_\_\_
- 4.4 Contact the Maintenance Manager and review the current team activities to determine which teams should be directed to terminate their activities and return to the Operations Support Center. Inform the Discipline Leads and Assistant OSC Coordinator of any teams that should be directed to return to the Operations Support Center. \_\_\_\_\_
- 4.5 Review with the Radiological Coordinator any radiological problems that may impact assembly actions or potential evacuation routes. \_\_\_\_\_
- 4.6 Inform all facility personnel that OSC Coordinator permission is required to exit the Operations Support Center. Personnel leaving the OSC are to be dispatched as an Emergency Team. \_\_\_\_\_
- 4.7 Discuss with the Radiological Coordinator what additional radiological protective measures should be taken for Emergency Response Team personnel. \_\_\_\_\_

**5.0 SITE EVACUATION ACTIVITIES**

- 5.1 With the Discipline Leads, determine additional personnel from each discipline considered essential to support the emergency response efforts who should remain onsite. Provide these names to the Assistant TSC Manager. \_\_\_\_\_

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**Action**

**Time**

## 6.0 FIRE AND MEDICAL EMERGENCY ACTIVITIES

### NOTE

Fire Brigade and Medical Emergency teams do not require completion of 0ERP01-ZV-OS06, Emergency Teams, Form 1, Emergency Response Team Briefing/Debriefing Form.

#### 6.1 Fire Brigade Support:

- Direct the Assistant OSC Coordinator to organize and dispatch support personnel for the Fire Brigade.
- If offsite Fire Equipment is requested, ensure the Assistant TSC Manager is informed.
- Provide periodic updates to the Maintenance Manager including the severity and extent of damage.

#### 6.2 Medical Support:

- Direct the Assistant OSC Coordinator to organize and dispatch personnel to support emergency medical personnel.
- If an offsite ambulance is requested, then inform the Assistant TSC Manager of the situation including the best building exit for the ambulance pick up point.
- Provide periodic updates to the Maintenance Manager including the name(s), severity of the injury or illness, the extent of contamination, and the estimated time of delivery of the person to the ambulance.

## 7.0 SECURITY THREAT ACTIVITIES

#### 7.1 Contact the Maintenance Manager and assess the potential impact on inplant emergency response activities.

#### 7.2 Direct the Discipline Leads to contact affected Emergency Response Team personnel and direct them to implement protective actions.

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Action	Time
--------	------

## 8.0 NATURAL DISASTER ACTIVITIES

- |     |   |  |
|-----|---|--|
| 8.1 | Contact the Maintenance Manager and discuss the need to dispatch Emergency Response Teams into the plant to inspect for damage.   |  |
| 8.2 | Determine precautions necessary to protect Emergency Response Team personnel who are working in affected areas.   |  |
| 8.3 | Contact affected Emergency Response Team personnel and direct them to implement protective actions.   |  |
| 8.4 | Consider rigging lifelines between buildings if severe winds may occur for a prolonged period (i.e. hurricane).   |  |
| 8.5 | IF Site wind speeds are projected to exceed 73 MPH, THEN move OSC emergency response personnel into the Mechanical Auxiliary Building or Electrical Auxiliary Building. |  |

## 9.0 ONGOING ACTIVITIES

- |     |   |  |
|-----|---|--|
| 9.1 | Periodically (i.e. twice an hour) ensure personnel in the OSC are briefed of overall plant status, radiological conditions, Emergency Classification, Protective Actions, (i.e. KI) and any significant status of Emergency Response Team activities. |  |
|     | <ul style="list-style-type: none"> <li>Direct the Discipline Leads to ensure field personnel are also notified.</li> </ul>  |  |
| 9.2 | Periodically brief the Maintenance Manager of Emergency Response Team status noting any new problems.   |  |
| 9.3 | Ensure any deviations from license conditions and/or NRC regulations are approved by the individual with Emergency Director authority prior to implementation.  |  |
| 9.4 | Periodically evaluate manpower requirements. If additional personnel are required, then direct the Resource Coordinator to initiate activities to obtain additional personnel.  |  |
| 9.5 | Periodically review with the Radiological Coordinator the need to restrict access to station areas due to changing radiological conditions.   |  |
| 9.6 | Ensure all status boards are maintained current with emergency response activities and priorities.  |  |

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<b>Action</b>	<b>Time</b>
9.7 Evaluate escalated radiological habitability checks with the Radiological Coordinator.	_____
9.8 Periodically evaluate the need for equipment and supplies.	_____
<b>10.0 CLASSIFICATION CHANGE ACTIVITIES</b>	
10.1 Inform all OSC personnel of the change in Emergency Classification and update the Status Board with the new Emergency Classification level.	_____
10.2 At a Site Area Emergency or General Emergency Classification, direct the Radiological Coordinator to terminate all non-emergency related activities in the Radiologically Controlled Areas (RCAs).	_____
10.3 Contact the Maintenance Manager for a briefing of the current situation and to determine if any teams should be recalled. Evaluate the reasons for the Emergency Classification change and the potential effect on Emergency Response Team and OSC activities.	_____
10.4 Direct the OSC Discipline Leads to complete a role call of the Emergency Response Teams and notify them of the Emergency Classification change and reason for the change.	_____
<b>11.0 SHIFT CHANGE</b>	
11.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 1, Shift Turnover Briefing.	_____
<b>12.0 RECOVERY ACTIVITIES</b>	
12.1 Determine the manpower requirements necessary for upcoming repair efforts. Request the Discipline Leads to activate additional personnel, if necessary. Inform the Resource Coordinator of any additional staffing levels for the OSC.	_____
12.2 Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List, and provide a copy of the list to the Maintenance Manager.	_____

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<b>Action</b>	<b>Time</b>
12.3 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.	_____
12.4 If a shift change occurs, then brief your replacement based on applicable sections of Addendum 1, Shift Turnover Briefing.	_____
<b>13.0 TERMINATION ACTIVITIES</b>	
13.1 With the Maintenance Manager, develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List.	_____
13.2 Provide a list of any supplies or forms needing replenishment in the OSC to the Administrative Manager.	_____
13.3 Collect and organize in chronological order all documents, checklists, and logs.	_____
13.4 With the assistance of key OSC personnel, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report and all documentation to the Assistant TSC Manager.	_____
13.5 Turn over all documentation generated during the emergency to the Administrative Manager.	_____





## SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

D0527

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<b>Administrative Manager</b>			
Quality	Non Safety-Related	Usage: N/A	Effective Date: 09/10/03
Max Keyes	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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<b>Administrative Manager</b>			

## **1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Administrative Manager in the Technical Support Center (TSC).**
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Administrative Manager.**

## **2. Responsibilities**

- 2.1 The Administrative Manager is responsible for:**
  - 2.1.1 Arranging for additional Emergency Response Organization staff as necessary.**
  - 2.1.2 Ensuring that necessary documents are available in the Technical Support Center and Operations Support Center.**
  - 2.1.3 Implements Fitness for Duty requirements for Emergency Response Organization personnel responding onsite.**
  - 2.1.4 Develops a Technical Support Center and Operations Support Center shift schedule.**
  - 2.1.5 Maintains an overall file of records generated during the emergency.**
- 2.2 Maintains adequate supplies for the Technical Support Center and Operations Support Center.**
- 2.3 Coordinates meal procurement with the Assistant Support Organization Director.**
- 2.4 Directs the activities of the Administrative Staff.**

## **3. Precautions and Limitations**

- 3.1 An Alert, Site Area Emergency or General Emergency has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.**
- 3.2 The Emergency Director has ordered the activation of the Technical Support Center to support response activities.**

## **4. References**

- 4.1 STPEGS Emergency Plan**
- 4.2 0ERP01-ZV-RE01, Recovery Operations**
- 4.3 0ERP01-ZV-RE02, Documentation**
- 4.4 0PGP09-ZA-0002, Fitness for Duty Program**

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- 4.5 0ERP01-ZV-IN01, Emergency Classification
- 4.6 NRC Inspection Report No. 91-020-03 (CR 91-762)
- 4.7 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

## 5. Procedure

- 5.1 At an Alert or higher Emergency Classification or as directed by the Emergency Director report to the affected Unit's Technical Support Center and implement Data Sheet 1, Step 1.0, Initial Activities.
  - 5.1.1 Use the right column to log the time an activity is performed.
  - 5.1.2 Reoccurring activities should be documented using an Emergency Action Log.
  - 5.1.3 Implement other activities as necessary.
- 5.2 Implement the appropriate portions of Data Sheet 1, Administrative Manager Checklist based on the events in progress.
- 5.3 Use these Addendum's and Checklists to help direct emergency activities.

## 6. Support Documents

- 6.1 Addendum 1, Fitness for Duty Requirements
- 6.2 Addendum 2, Administrative Staff Responsibilities
- 6.3 Addendum 3, Development of Shift Schedules
- 6.4 Addendum 4, Arrangements for Support Personnel
- 6.5 Addendum 5, Shift Turnover Briefing
- 6.6 Data Sheet 1, Administrative Manager Checklist
- 6.7 Data Sheet 2, Technical Support Center and Operations Support Center Staffing
- 6.8 Data Sheet 3, Arrangements for Food Services
- 6.9 Data Sheet 4, Fax Received or Transmitted Log
- 6.10 Data Sheet 5, Technical Support Center Manager Briefing Sheet

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<b>Addendum 1</b>	<b>Fitness for Duty Requirements</b>	<b>Page 1 of 1</b>	

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

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<b>Addendum 2</b>	<b>Administrative Staff Responsibilities</b>	<b>Page 1 of 2</b>	

- 1.0 Unlock all Technical Support Center doors (using Technical Support Center key or obtain assistance from Security).
- 2.0 Open the Technical Support Center Emergency Locker and monitor use of supplies to ensure adequate supplies are maintained.
- 3.0 Assume responsibility for Document Control:
  - 3.1 Make copies of documents requested or allow Technical Support Center personnel to check out documents. Keep a check-out log.
  - 3.2 If additional documents not available in the Technical Support Center are needed, then request assistance from the Procurement/Resources Supervisor.
- 4.0 Photocopy Machine:
  - 4.1 Assume responsibility for operation and maintenance of the photocopy machine.
  - 4.2 Functionally check photocopier and ensure necessary supplies are available.
    - 4.2.1 Run several 8 1/2 X 11 test copies.
    - 4.2.2 Run several 8 1/2 X 14 test copies.
    - 4.2.3 Ensure that the following supplies are available:
      - a One Box of 8 1/2 X 11 Paper
      - b One Box of 8 1/2 X 14 Paper
      - c Toner
      - d Fax machine
      - e Assume responsibility for operation of the fax machine. Refer to Fax Operations Manual.
      - f Send and receive a test fax to the Operations Support Center.
      - g Ensure that a ream of paper is available.

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- h Log all faxes received and transmitted on Data Sheet 4, Fax Received or Transmitted Log.
- i When faxes are received, distribute to the person indicated on the fax. Otherwise, distribute copies to each Technical Support Center Manager and the Nuclear Regulatory Commission representative in the Technical Support Center.
- j Maintain a chronological file of all outgoing and incoming faxes.
- k Shift Change Records
- l Maintain a file for each Technical Support Center Manager. Include in the file all documents turned over during shift change.

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## **1.0 Control Room and Security**

- 1.1 Assist in contacting personnel if the Operations Manager or Security Manager increase the number of persons per shift.**
- 1.2 Obtain copies of the shift schedules and manpower assignments from the Operation Manager and Security Manager.**
- 1.3 No shift personnel should be assigned to more than 16 hours without relief or 24 hours within a 48 hour period.**

## **2.0 Craft Personnel**

- 2.1 Obtain copies of next shifts manpower assignments from the Resource Coordinator, and log.**
- 2.2 Unless otherwise requested, craft individuals are contacted by the Operations Support Center.**

## **3.0 Technical Support Center and Operations Support Center**

- 3.1 Use a copy of the Emergency Response Organization Roster to make shift assignments.**
  - 3.1.1 The shifts should be scheduled approximately one hour apart. No shift personnel should be assigned to more than 16 hours without relief or 24 hours within a 48 hour period.**
  - 3.1.2 Using the Emergency Response Organization Roster, mark up names for each position, identifying first and second shift.**
  - 3.1.3 Obtain shift approval from the Technical Support Center Manager.**
  - 3.1.4 Contact the Security Manager and Radiological Manager for special instructions for personnel reporting to work on the next shift.**

## **4.0 Contacting Relief Personnel**

### **4.1 Normal Working Hours:**

- 4.1.1 If relief personnel are onsite during normal working hours, deliver copies of the shift schedule and any special actions specified by the Radiological and Security Managers to the East and West Gate Houses, Nuclear Support Center, and any other buildings occupied by Emergency Response Organization personnel.**



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4.1.2 Make an announcement over the site-wide public address system for personnel to pick up schedules.

4.1.3 Contact any remaining relief personnel and provide them with the shift schedule and any special actions specified by the Radiological and Security Managers.

4.1.4 Follow up with actual calls to their homes (later) to ensure they are aware of the schedules.

**4.2 Off Normal Working Hours:**

4.2.1 Contact relief personnel at their homes and provide them with the shift schedule and any special actions specified by the Radiological and Security Managers.

**4.3 Include the following information to all personnel:**

4.3.1 Any individual living within the 10 mile Emergency Planning Zone shall give an alternate telephone number (Cell Phone) should they be evacuated.

4.3.2 For individuals without an alternate telephone number, direct the individual to contact the Administrative Manager upon relocation.

4.3.3 Direct personnel to carry their STP picture ID badge for access through roadblocks.

**5.0 Post Notification**

5.1 Inform the Technical Support Center Manager when completed.

5.2 Provide a copy of the applicable pages to the Technical Support Center Manager and Operations Support Center Coordinator.

5.3 Fax the shift schedule to the Assistant Support Organization Director.

5.4 Ensure a copy is posted by the doors in the Technical Support Center and Operations Support Center.

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<b>Addendum 4</b>	<b>Arrangements for Support Personnel</b>	<b>Page 1 of 1</b>	

- 1.0 Obtain information on the number of people needed, types of skills, and the equipment involved.
- 2.0 Coordinate with the Radiological Manager to determine a location for the support personnel to assemble. Consider the Gate House, Visitor's Center, Nuclear Training Facility, Nuclear Support Center, or the Emergency Operations Facility based on potential radiological conditions. When contacting support personnel, provide this information.

**NOTE**

If the Emergency Operations Facility is activated, then these activities may be performed there.

- 3.0 Contact the Procurement/Resources Supervisor in the Emergency Operations Facility to locate vendors or contractors. Obtain the Technical Support Center Manager approval for the use of contract personnel.
- 4.0 Contact the Support Orientation Coordinator to arrange for personnel processing.

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<b>Addendum 5</b>	<b>Shift Turnover Briefing</b>	<b>Page 1 of 1</b>	

- 1.0 Provide a briefing of events to your relief person, include the following areas:
  - 1.1 The current emergency classification and basis
  - 1.2 Completed checklist
  - 1.3 Completed logs
  - 1.4 Current arrangements for food
  - 1.5 Current shift schedule
  - 1.6 Support being provided by Emergency Operations Facility
  - 1.7 Recovery plans developed and corrective actions for plant recovery
  - 1.8 Ongoing fitness for duty observations
- 2.0 Inform the following of the transfer of responsibilities to the oncoming shift replacement:
  - 2.1 All Technical Support Center Managers
  - 2.2 Administrative Staff
  - 2.3 Assistant Support Organization Director
  - 2.4 Procurement/Resources Supervisor
  - 2.5 Resources Coordinator
- 3.0 Update the Technical Support Center staffing board.
- 4.0 Document the time of turnover and the identity of your relief in your Log and provide copies to your replacement. File original logs in the master file for Emergency Action Logs.
- 5.0 Verify your telephone number on the shift schedule. If this telephone number is inside the 10-mile Emergency Planning Zone, then provide an alternate telephone number for contact should evacuation of the Emergency Planning Zone be necessary.
- 6.0 Take a copy of your shift schedule.
- 7.0 Verify possession of an STP Picture Badge for access through possible roadblocks when returning to the site for the next shift or contact the Support Orientation Coordinator for a Picture Badge.
- 8.0 Inform the Security Manager of the shift change and sign out when leaving the Technical Support Center.

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<b>Data Sheet 1</b>	<b>Administrative Manager Checklist</b>		<b>Page 1 of 6</b>

_____	_____	_____
(Name)	(Date)	(Unit)

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

## 1.0 INITIAL ACTIVITIES

- |       |   |       |
|-------|---|-------|
| 1.1   | Report to the Technical Support Center of the affected unit and sign in on the Staffing Board.  | _____ |
| 1.2   | Ensure the Administrative Manager's Emergency Response Manual is available.   | _____ |
| 1.3   | Ensure the Administrative Manager's telephone is operational.   | _____ |
| 1.4   | Initiate an Emergency Action Log of significant activities.   | _____ |
| 1.5   | Synchronize facility clock(s) with the ICS/ERFDADS.   | _____ |
| 1.6   | Check operation of emergency lights by pressing the test button.  | _____ |
| 1.7   | Assume responsibility for the Fitness for Duty Program for the Emergency Response Organization personnel responding to the Technical Support Center and Operations Support Center.  | _____ |
| 1.7.1 | If Security identifies a responding person who has consumed alcohol within the past five hours, or appears to be impaired due to a controlled substance or prescription drug, then inform the Technical Support Center Manager and implement Addendum 1, Fitness for Duty Requirements. | _____ |
| 1.8   | Distribute copies of any documents received on the fax to all Technical Support Center Managers.  | _____ |
| 1.9   | Provide copies of all notification messages and logs to the TSC Communicator.   | _____ |



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**Action**

**Time**

2.2.2 Complete meal arrangements until the Emergency Operations Facility is activated, then turn over responsibility to the Assistant Support Organization Director, provide details of meal arrangements already completed as necessary.

2.3 Contract and Support Personnel

2.3.1 Implement Addendum 4, Arrangements for Support Personnel, if requested.

2.4 Establishment of Shuttle Service

2.4.1 When contacted by the Assistant Support Organization Director that arrangements have been made to provide shuttle service, then inform the Technical Support Center Staff and ensure that the Control Room and Operations Support Center are informed. Notify oncoming shift personnel.

2.4.2 Request the Security Manager to post a sign at the exit to the Protected Area with information concerning the shuttle.

### 3.0 SPECIAL ACTIVITIES

3.1 State and County Notification

3.1.1 The following forms shall be sent to the State and County Agencies using Broadcast Fax:

- 0ERP01-ZV-IN02, Data Sheet 1, Offsite Agency Notification Message Form.
- Data Sheet 2, Supplemental Notification Form.

3.2 Security Threat

3.2.1 Notify outside vendors and incoming shift personnel of special security precautions identified by the Security Manager.

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<b>Data Sheet 1</b>	<b>Administrative Manager Checklist</b>	<b>Page 4 of 6</b>	

Action	Time
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**3.3 Requests for Picture ID Badges**

- 3.3.1 Confer with the Radiological Manager to determine if individuals can be sent to the Central Processing Facility (CPF) for processing.
- 3.3.2 If the Central Processing Facility is inaccessible, then inform the Security Manager of the individual's name.
- 3.3.3 Contact the Support Orientation Coordinator in the Emergency Operations Facility and arrange for vendor/contract or support personnel processing.

**3.4 Evacuation of the Technical Support Center**

- 3.4.1 Collect documents generated.
- 3.4.2 Follow any special precautions provided by the Radiological Manager for proceeding to the unaffected Unit's Technical Support Center.
- 3.4.3 When directed by the Technical Support Center Manager, then proceed with the Administrative Staff to the unaffected Unit's Technical Support Center.
- 3.4.4 Notify the Resources Coordinator and Assistant Support Organization Director upon arrival.

**4.0 ONGOING ACTIVITIES**

- 4.1 Direct the activities of the Administrative Staff. N/A
- 4.2 Maintain responsibility for Fitness for Duty for the Technical Support Center and Operations Support Center and periodically reevaluate the status of persons under Fitness For Duty observation. N/A

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<b>Action</b>	<b>Time</b>
4.3 Maintain an Emergency Action Log.	N/A
4.4 Periodically brief the Technical Support Center Manager using Data Sheet 5. (CR 91-762)	N/A
<b>5.0 SHIFT CHANGE</b>	
5.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 5, Shift Turnover Briefing.	
<b>6.0 RECOVERY ACTIVITIES</b>	
6.1 Determine the manpower requirements necessary for upcoming administrative activities. Activate additional personnel, if necessary.	
6.2 Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02, Documentation, Form 1, Corrective Action Items List. Obtain input from members of the Technical Support Center staff. Provide a copy of the list to the Deputy EOF Director.	
6.3 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.	
<b>7.0 TERMINATION ACTIVITIES</b>	
7.1 Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02, Documentation, Form 1, Corrective Action Items List. Obtain input from members of the Support Organization staff. Provide a copy of the list to the Deputy EOF Director.	



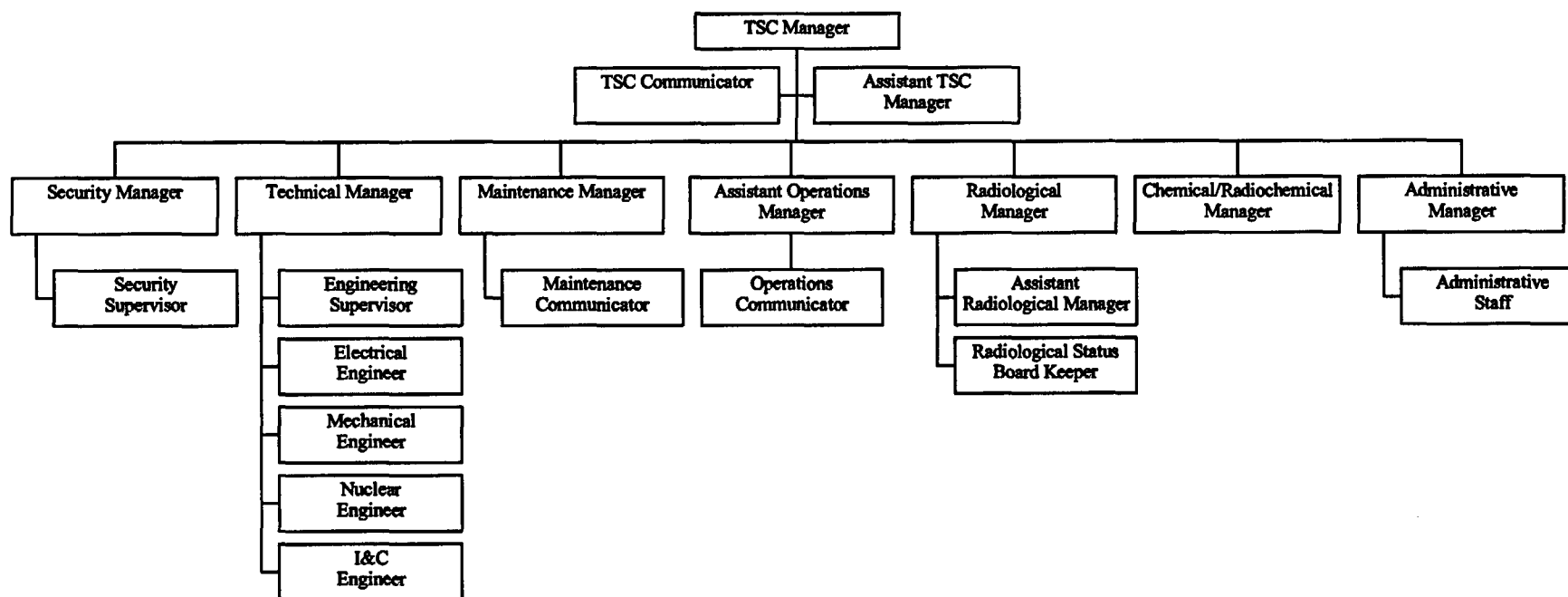
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<b>Action</b>	<b>Time</b>
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- 7.2 Provide a list of any supplies or forms needing replenishment to the Assistant Support Organization Director.
- 7.3 Collect and organize in chronological order all documents, checklists, and logs.
- 7.4 Verify that information on status boards has been recorded. Erase and clean status boards.
- 7.5 Replace all marked up procedures and used checklists.
- 7.6 Organize and cleanup the Technical Support Center.
- 7.7 With the assistance of the support organization staff, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report to the Deputy EOF Director.
- 7.8 Collect all documents, checklist and logs from all Technical Support Center Managers and turn over all documentation generated during the emergency to the Assistant Support Organization Director.

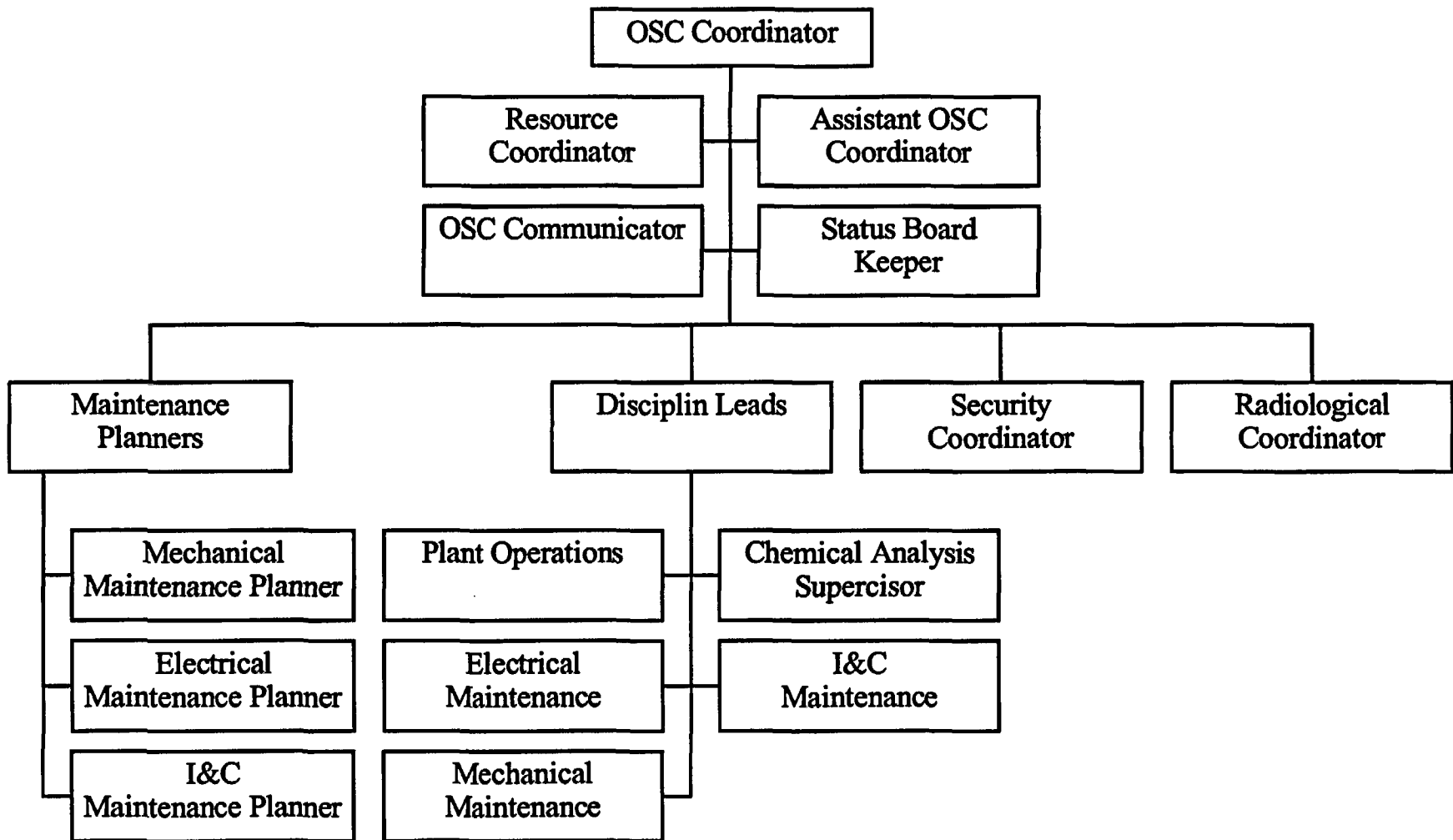
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### TECHNICAL SUPPORT CENTER STAFFING BOARD



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### OPERATIONS SUPPORT CENTER STAFFING BOARD



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<b>Data Sheet 3</b>	<b>Arrangements For Food Services</b>	<b>Page 1 of 1</b>	

## 1.0 Obtaining Food From Offsite Vendors

- 1.1 Contact the Radiological Manager to determine if special radiological precautions should be taken for delivery of food.
- 1.2 Contact the Security Manager to determine if special precautions should be taken for delivery of food.
- 1.3 Establish an eating schedule with Technical Support Center Manager concurrence.
- 1.4 Determine the number of meals needed utilizing the table below.
- 1.5 Provide the vendor special instructions for delivery to the site as necessary.
- 1.6 Forward this information to the Assistant Support Organization Director or complete task if the Emergency Operations Facility is not activated.
- 1.7 When informed that food has arrived, request the OSC Coordinator to arrange for delivery of food to the Technical Support Center, Operations Support Center, Control Room, and to leave meals for Security at the applicable Gate House.

## 2.0 Onsite Stored Food

- 2.1 Onsite food may be obtained from on-site stored food, vending machines, personal lunches, or Nuclear Support Center Cafeteria; or outside vendor.
- 2.2 Confirm with the Radiological Manager that on-site stored food has not been radiologically contaminated.
- 2.3 Establish an eating schedule with concurrence of the Technical Support Center Manager.
- 2.4 Determine the number of meals needed using the table below.
- 2.5 Contact the Operations Support Center Coordinator and request arrangement for delivery of on-site stored food to personnel at the Technical Support Center, Operations Support Center, Control Room, Emergency Operations Facility and to leave meals for Security at the applicable Gate House.

<u>LOCATION</u>	<u>MEALS NEEDED</u>	<u>SOURCE OF INFORMATION</u>
Technical Support Center	_____	Survey TSC staff
Operations Support Center	_____	Contact Assistant OSC Coordinator
Control Room	_____	Contact Operations Mgr.
Security	_____	Contact Security Mgr.
EOF (until Assistant Support Organization Director arrives)	_____	Contact Deputy EOF Director
Total (add 10 %)	_____	

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<b>Data Sheet 4</b>	<b>Fax Received or Transmitted Log</b>		<b>Page 1 of 1</b>

[illegible]

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<b>Data Sheet 5</b>	<b>Technical Support Center Manager Briefing Sheet</b>		<b>Page 1 of 1</b>

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

**1.0 Fitness for Duty exceptions**

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**2.0 Status of oncoming shift**

Shift Change Time - \_\_\_\_\_

Notification Problems - \_\_\_\_\_

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**3.0 Status of Meal Arrangements**

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**4.0 Other Administrative Problems**

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## SOUTH TEXAS PROJECT NUCLEAR OPERATING COMPANY

D0527

STI 31652879	<b>OPGP03-ZV-0001</b>	<b>Rev. 9</b> General	Page 1 of 50
<b>Severe Weather Plan</b>			
Quality	Non Safety-Related	Usage: <b>IN HAND</b>	Effective Date: 09/04/03
Max Keyes	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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#### Usage

1 - IN HAND

2 - REFERENCED

3 - AVAILABLE



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<b>Severe Weather Plan</b>			

## **1.0 Purpose and Scope**

- 1.1 The purpose of this plan is to provide guidance for coping with severe weather at the South Texas Project Electric Generating Station (STPEGS).**
- 1.2 This plan shall serve as the general guidance document for STPEGS severe weather and response. Compliance with guidance contained within this plan is intended to remain flexible in order to meet the Station's operating license requirements as well as the ability to react to frequent change in the weather conditions.**
- 1.3 This plan provides for a single point of severe weather meteorological monitoring at STPEGS.**
- 1.4 This plan describes the command and control for activities during severe weather conditions when not in STPEGS Emergency Plan.**
- 1.5 This plan describes the methodology for pickup, storage and retrieval of Quality Assurance Records and In-Process Required Quality Documents and Records.**
- 1.6 Severe weather conditions are declared based on forecasts that the severe weather will, or has the potential to impact the South Texas Project.**

## **2.0 Definitions**

- 2.1 DEPARTMENT SEVERE WEATHER COORDINATOR - Individual(s) assigned by a Department Manager to review, revise as required, and implement the station and specific department severe weather plan.**
- 2.2 DEPARTMENT SEVERE WEATHER PLAN - Specific guidance for an individual department for coping with severe weather at STPEGS.**
- 2.3 DEPARTMENT SEVERE WEATHER RECORDS CUSTODIAN - Individual(s) assigned by a Department Manager to implement portions of this severe weather plan as related to collection and storage of quality or in-progress required quality documents and records.**
- 2.4 ENGINEERING DEPARTMENT MANAGERS - For the purpose of this plan the Department Manager for Nuclear Fuels & Analysis, Design Engineering, Plant Engineering shall be referred to as the Engineering Department Managers.**
- 2.5 COLD WEATHER SEASON - October 31 through March 31**
- 2.6 FREEZE PROTECTION STORAGE CONTAINER - Pre-staged equipment maintained in a separate area or container to ensure a quick response to requests for temporary heating and thawing during cold weather alerts. This container is stored in Warehouse 32 as restricted STP Part Number 609-34046.**

**Severe Weather Plan****2.7 HURRICANE CATEGORIES -**

- **CATEGORY 1 - Winds 74-95 miles per hour or storm surge 4-5 feet above normal.**
- **CATEGORY 2 - Winds 96-110 miles per hour or storm surge 6-8 feet above normal.**
- **CATEGORY 3 - Winds 111-130 miles per hour or storm surge 9-12 feet above normal.**
- **CATEGORY 4 - Winds 131-155 miles per hour or storm surge 13-18 feet above normal.**
- **CATEGORY 5 - Winds greater than 155 miles per hour or storm surge greater than 18 feet above normal.**

**2.8 HURRICANE SEASON - June 1 through November 30.****2.9 HURRICANE WARNING - A warning that sustained winds 74 mph or higher associated with a hurricane are expected in a specified coastal area in 24 hours or less. Actions are initiated based on predictions that the hurricane will impact STP.****2.10 HURRICANE WATCH - An announcement for specific coastal areas that a hurricane condition is possible within 36 hours. Actions are initiated based on predictions that the hurricane will impact STP.****2.11 IMPACT STP – Hurricane or Tropical Storm striking the site as determined by the National Weather Service or Impact Weather.****2.12 IMPACT WEATHER - STP's consulting weather service.****2.13 IN PROCESS REQUIRED QUALITY DOCUMENTS AND RECORDS - Quality documents and records which have been initiated but not completed.****2.14 NOAA - National Oceanic and Atmospheric Administration****2.15 NWS - National Weather Service.****2.16 QSE - Qualified Scheduling Entity (STP Coordinator).****2.17 QUALITY ASSURANCE (QA) RECORDS - Those records which furnish documentary evidence of the quality of items and of activities affecting quality. A document is considered a quality assurance record when the document has been completed. (Records media may consist of hard copy, microforms and records system back-up tapes and disks.) Records may be originals or legible/reproducible copies.****2.18 SEVERE THUNDERSTORM WARNING - Tornadoes and/or severe thunderstorms are occurring that will impact STP.**

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**2.19 SEVERE THUNDERSTORM WATCH** - Tornadoes and/or severe thunderstorms are possible that will impact STP.

**2.20 SEVERE WEATHER** - Meteorological conditions associated with severe weather that will impact STP such as hurricanes, tornadoes, flooding, sub-freezing temperatures, or freezing rain and/or ice which may threaten continued safe plant operations or personnel safety.

**2.21 SEVERE WEATHER CLASSIFICATIONS**

**2.21.1 SEVERE WEATHER CONDITION THREE:**

- **Tropical Storm** - Issued when a tropical storm watch is posted for the Texas coast between Galveston Island and Corpus Christi **AND** is predicted to impact STP with sustained winds between 39 to 73 miles per hour.
- **Hurricane** - Issued when a hurricane is located in the Gulf of Mexico **AND** is predicted to impact STP.
- **Freezing Weather** - Issued when the outside air temperature is projected to be less than or equal to 40°F for greater than 24 hours, or less than 32°F at STP.
- **Tornado Watch** - Issued upon notification of a tornado watch for Matagorda County and predicted to impact STP.
- **Flash Flood** - Issued upon notification of a flash flood warning for Matagorda County and is predicted to impact STP.
- **Severe Thunderstorm Warning** - Issued upon notification of severe thunderstorms with damaging winds and hail that will impact STP.

**2.21.2 SEVERE WEATHER CONDITION TWO:**

- **Tropical Storm** - Issued when a tropical storm warning is posted for the Texas coast between Galveston Island and Corpus Christi **AND** is predicted to impact STP with sustained winds between 39 to 73 miles per hour.
- **Hurricane** - Issued when a hurricane watch is posted for the Texas coast between Galveston Island and Corpus Christi **AND** is predicted to impact STP.

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- **Freezing Weather** - Issued when the outside air temperature is projected to be greater than 20°F but the maximum temperature is expected to remain less than or equal to 35°F OR QSE initiates a Cold Weather Alert that affects STP.
- **Tornado Warning** - Issued upon notification of a tornado warning for Matagorda County and is predicted to impact STP.

**2.21.3 SEVERE WEATHER CONDITION ONE:**

- **Hurricane** - Issued when a hurricane warning is posted for the Texas coast between Galveston Island and Corpus Christi AND is predicted to impact STP.
- **Freezing Weather** - Issued when the outside air temperature is projected to be less than or equal to 20°F or remain less than 35°F for an extended period of time OR QSE initiates a Cold Weather Alert that affects STP.

**2.22 SEVERE WEATHER COORDINATOR (SWC)** - The Supervisor, Emergency Response, or designee.

**2.23 SEVERE WEATHER RECORDS CUSTODIAN** - Individual(s) assigned by a Department Manager responsible to safeguard QA records and in-process required quality documents and records.

**2.24 SEVERE WEATHER SAFE STRUCTURE** - Any building or structure that has been designed to withstand the effects of severe weather and adequately protect its occupants, and is used to shelter storm crews and other response organization personnel. The following structures are considered severe weather safe structures:

- Reactor Containment Buildings
- Mechanical-Electrical Auxiliary Buildings (preferred)
- Fuel Handling Buildings
- Diesel Generator Buildings
- Essential Cooling Water Pump Structure

**2.25 SEVERE WEATHER SITE PREPARATION TEAM** - Individuals assigned by Department Managers to prepare the site for severe weather. These individuals are onsite while storm crews are preparing their families and home.

**Severe Weather Plan**

- 2.26 **STORM CREW** - Consist of personnel from Facilities Management, Electrical Maintenance, Mechanical Maintenance, I&C Maintenance, NPMM, Sub-Station Operations and designated Emergency Response Organization personnel listed on Form 4, Storm Crew Roster. Storm Crew personnel listed on Form 4 will be designated as Storm Crew Team 1 or Storm Crew Team 2. Onshift personnel are augmented in accordance with the Department Severe Weather Plans (Operations, Health Physics, Chemistry, and Security).
- **STORM CREW TEAM 1 - (Duty Team)** will be the ERO On Call Duty Team for the week and designated Craft personnel (Form 4).
  - **STORM CREW TEAM 2 - (Oncoming Team)** will be the ERO On Call Duty Team for the following week and designated Craft personnel (Form 4).
- 2.27 **STP LOCATION** – N28.80 W096.05 (Decimal Degrees).
- 2.28 **TORNADO WARNING** - Tornadoes and/or severe thunderstorms are occurring that will impact STP.
- 2.29 **TORNADO WATCH** - Tornadoes and/or severe thunderstorms are possible that will impact STP.
- 2.30 **TROPICAL STORM WARNING** - Tropical storm conditions, including possible sustained winds between 39 to 73 MPH, are expected in a specific coastal area in 24 hours or less. Actions are initiated based on predictions that the hurricane will impact STP.
- 2.31 **TROPICAL STORM WATCH** - An announcement for specific areas that a tropical storm poses a possible threat, generally within 36 hours. Actions are initiated based on predictions that the hurricane will impact STP.

**3.0 Responsibilities**

- 3.1 EOF Director will be the Executive Management representative onsite and will provide overall direction for the Storm Crew. This position may also be staffed by the Deputy EOF Director.
- 3.2 TSC Manager is responsible for coordinating the Station's response to severe weather in accordance with this plan. This position may also be staffed by the Assistant TSC Manager.
- 3.3 Shift Supervisor (Unit 1 Control Room) is responsible for declaring, upgrading or canceling Severe Weather Conditions.
- 3.4 Operations Manager reports to the Unit 1 Control Room and provides management oversight of the implementation of Control Room severe weather response activities.

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- 3.5 The Severe Weather Coordinator is responsible for monitoring weather forecasts and conditions to anticipate entry into severe weather conditions that will impact STP and notifying the Storm Crews when entry into Severe Weather Condition 3, 2, or 1 is required.
- 3.6 Department Managers are responsible for overseeing plan implementation for areas under their control when a severe weather condition is declared.
- 3.7 Department Severe Weather Coordinators are responsible for implementing applicable department plans during a declared severe weather condition as it impacts STP.
- 3.8 Department Severe Weather Records Custodian's are responsible for implementation, collection and storage of department records for safekeeping during a declared severe weather condition as it impacts STP.
- 3.9 Emergency Planners are responsible for assisting in facility activation/operation, and monitoring emergency response activities related to a severe weather event.
- 3.10 Communications System Supervisor maintains operability of Site communication systems and telecommunications equipment.
- 3.11 Employee Support performs personnel special needs during a severe weather event and assisting family members with injured personnel as necessary.
- 3.12 EOF Liaison functions as the primary liaison with the STPEGS Owners and the Institute of Nuclear Power Operations (INPO). Acting as the primary interface with chemical facilities near STPEGS to provide information and coordinate support accommodations.
- 3.13 Purchaser issues contracts for personnel, equipment and services for severe weather recovery.
- 3.14 Site Public Affairs Specialist gathers information relating to the severe weather event, developing press releases, and disseminating press releases or news bullets to the public.
- 3.15 OSC Coordinator ensures repair teams are formed, briefed, and dispatched and their status is monitored. This position may also be staffed by the Assistant OSC Coordinator.
- 3.16 Maintenance personnel are responsible for staffing repair teams, attending briefings and debriefings, assisting in planning and performing work, identifies needed tools and equipment, and maintains and reports the status of repair activities. Maintenance personnel consist of the following disciplines: Electrical Supervisor, Electricians, I&C Supervisor, I&C Technician, Mechanical Maintenance Supervisor, Mechanics, Materials Handlers, and Sun-Station Technician.

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- 3.17 Materials Handlers are responsible for obtaining equipment and supplies from the warehouse.
- 3.18 TSC Administrative Staff performs facility clerical functions.
- 3.19 Chemical/Radiochemical Manager ensures notifications to offsite agencies. Determines priority of samples and types of analysis to be performed. Provides periodic NRC updates via ENS as needed.
- 3.20 TSC Communicator can make state & county communications (phone talker), Site Public Address Announcements, and other communications as directed. The Offsite Agency Communicator may also fill this position.
- 3.21 Electrical Engineer is responsible for resolving electrical problems related to the severe weather condition.
- 3.22 Maintenance Manager functions as the TSC interface for all repair activities requested of the Control Room and coordinates repair priorities.
- 3.23 Mechanical Engineer is responsible for resolving mechanical problems related to the severe weather condition.
- 3.24 Nuclear Engineer is responsible for monitoring the reactor core.
- 3.25 Radiological Manager assesses station radiological conditions for personnel protective measures and identifies the need for additional personnel.
- 3.26 Security Manager directs and implements Station security activities and functions as the primary interface with Local Law Enforcement Agencies.
- 3.27 Substation Operator is responsible for all work performed in the station Switchyard.

#### **4.0 Procedure**

##### **4.1 EOF Director**

- 4.1.1 When entry into Severe Weather Condition 1 is imminent due to a Hurricane direct the Severe Weather Coordinator to activate the Storm Crew and report to the Unit 1 Technical Support Center and Implement Data Sheet 1, EOF Director Checklist as necessary.

##### **4.2 TSC Manager**

- 4.2.1 When directed to activate the Storm Crew report to the Unit 1 Technical Support Center and implement Data Sheet 2, TSC Manager Checklist as necessary.

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#### **4.3 Severe Weather Coordinator**

- 4.3.1 Prior to May 1 of each year implement Data Sheet 3, Severe Weather Coordinator Checklist as applicable.**

#### **4.4 Shift Supervisor (Unit 1 Control Room)**

- 4.4.1 Evaluate available weather information and declare, upgrade or cancel severe weather conditions that pertain to severe weather impacting STP as defined in Section 2.0 Definitions.**
- 4.4.2 Notify the Severe Weather Coordinator, EOF Director, and TSC Manager of severe weather condition changes.**
- 4.4.3 Request assistance from the Severe Weather Coordinator and the Severe Weather Site Preparation Team at Severe Weather Condition 3, 2, or 1 as necessary.**
- 4.4.4 Implement OPOP01-ZO-0004, Extreme Cold Weather Guidelines, as required.**
- 4.4.5 Implement OPOP04-ZO-0002, Natural or Destructive Phenomena Guidelines, as required.**
- 4.4.6 IF entry into the Emergency Plan is required AND the Storm Crew has staffed the TSC, THEN Emergency Director functions may be transferred to the TSC Manager.**

#### **4.5 Department Managers**

- 4.5.1 Prior to May 1 of each year implement Data Sheet 4, Department Managers Checklist as applicable.**

#### **4.6 Department Severe Weather Coordinators**

- 4.6.1 Prior to April 15 and October 31 of each year implement Data Sheet 5, Department Severe Weather Coordinator Checklist as applicable.**

#### **4.7 Department Severe Weather Records Custodian**

- 4.7.1 When directed by your Department Severe Weather Coordinator or a member of the Storm Crew implement Data Sheet 6, Department Severe Weather Records Custodian Checklist.**

- 4.8 If entry into the Emergency Plan is required during implementation of the Severe Weather Plan, the Shift Supervisor assumes the role of the Emergency Director and directs the emergency in accordance with the STP Emergency Plan.**



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#### **4.9 Non-Storm Crew Personnel**

- Personnel who do not have assigned Severe Weather Plan positions or are not required for safe operation of the Units are considered non-storm crew personnel and should not report to the site.
- Do not come to the site unless you are a designated Storm Crew member or are called in.

#### **4.10 All Storm Crew personnel shall maintain unescorted access to the Protected Area and the Electrical Auxiliary Building (EAB).**

#### **4.11 The reporting organization of the Storm Crew is identified in Addendum 1, Storm Crew Organization.**

#### **4.12 When a severe weather condition is terminated, Storm Crew personnel shall forward all documentation to the Severe Weather Coordinator. Data may be used to complete review of storm activities, as well as Condition Report investigation.**

#### **4.13 Storm Crew Activation**

- Storm Crew pager carriers are activated by the Severe Weather Coordinator using the pager system in conjunction with a Voice Mail Box. The Severe Weather Coordinator places Storm Crew activation instructions in a voice mail box, activates the storm crew pagers which directs them to the voice mail box for instructions. Craft personnel will be contacted via telephone by their supervisors.

#### **4.14 Radio Station Announcements**

- As a public service local and regional radio stations can be used as a backup source of information to the above mentioned methods of communications with employees and contractor personnel. Refer to Addendum 4, Radio Stations Listing, for stations in your area.

#### **4.15 Department Call Tree**

- Department Management is encouraged to establish and use a department call tree to notify personnel in the event other lines of communication are out of service. An example may be that the Department Severe Weather Coordinator notifies the Department Manager who notifies Supervisors who in turn notify their staff. Some departments successfully used this method during Hurricane Claudette.

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#### **4.16 Food/Water/Bedding**

- Food, water, beds, blankets and pillows will be stored in Storage Room 317 on the 60' of the Electrical Auxiliary Building in both Units. The food is in the form of Meals Ready to Eat. Beds will be set up in room 102 on the 21' of the Electrical Auxiliary Building or other suitable areas.

#### **4.17 STP Severe Weather Update Line**

- An employee call-in line that should be used as the primary method of gathering information during the early stages of predicted severe weather. Do Not Contact the Control Room for severe weather information. The telephone number for the STP Severe Weather Update Line is 361-972-4636. A recorded message will provide information such as "DO NOT Report to Work"; "Report to Work at Designated Time"; "Site Severe Weather Information, e.g., Severe Weather Condition Level"; or other work related information during severe weather conditions. This line of communications will be used prior to and during Tropical Storms or Category 1 Hurricanes that impact South Texas Project. This line is available 24 hours a day.

#### **4.18 Storm Information Hotline**

- The Storm Information Hotline, 800-849-3935, is designed for long term information needs. This line will be activated following the declaration of STP Severe Weather Condition 1. The intent of this line is to provide information to all personnel if South Texas Project experiences possible catastrophic storm damage (Typically, Hurricane Category 2 or higher) that results in loss of telephone communication in the local area. The Storm Information Hotline is located in College Station, TX and will be manned 24 hours a day by STP personnel. This line is available 24 hours a day after declaration of STP Severe Weather Condition 1.

#### **4.19 Notices of Enforcement Discretion (NOED)**

- On rare occasions, such as during severe weather conditions, another government entity may issue an advisory assessment regarding the need for electrical power to protect public (non-radiological) health and safety. In these situations, when staying online may be a Licensing or Technical Specification violation licensees may request a NOED. Issue a NOED in accordance with procedure OPGP05-ZN-0001, Preparation of Requests for Enforcement Discretion.

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## 5.0 References

- 5.1 0POP04-ZO-0002, Natural or Destructive Phenomena Guidelines
- 5.2 0ERP01-ZV-IN01, Emergency Classification
- 5.3 0POP01-ZO-0004, Extreme Cold Weather Guidelines
- 5.4 0POP03-ZG-0006, Shutdown from 100% to Hot Standby
- 5.5 0POP03-ZG-0007, Plant Cooldown
- 5.6 0PGP05-ZN-0001, Preparation of Requests for Enforcement Discretion.
- 5.7 CR 93-4499, SPR 933248
- 5.8 CR 89-1573, SPR 890882
- 5.9 SOER 82-015, 3.c, Freezing of Safety-Related Equipment
- 5.10 0PMP02-ZA-0004, Maintenance Department Severe Weather Program
- 5.11 ST-HL-AE-5010, Revised position on 10 CFR 50.63, Loss of all Alternating Current Power
- 5.12 ST-AE-HL-92850, Implementation of the Station Blackout Rule (10 CFR 50.63) STP, Units 1 and 2 (TAC Nos. 68606 and 68607)
- 5.13 ST-HL-AE-3045, Response to 10 CFR 50.63, Loss of all Alternating Current Power
- 5.14 ST-HL-AE-5103, Supplemental Information to revised position on 10 CFR 50.63 Loss of all Alternating Current Power
- 5.15 NUMARC 87-00 Revision 1, Initiatives Addressing Station Blackout at Nuclear Power Plants

## 6.0 Documentation

- 6.1 The Severe Weather Coordinator will retain any pertinent records generated as a result of declaration of a severe weather condition. The records will be used to generate a report evaluating the success of activation of the station severe weather response. The report should be retained as a permanent record. Any items noted during the review requiring additional actions or review will be entered into the Condition Reporting process. The applicable records generated should be retained with the report and cross referenced in any resulting Condition Reports.

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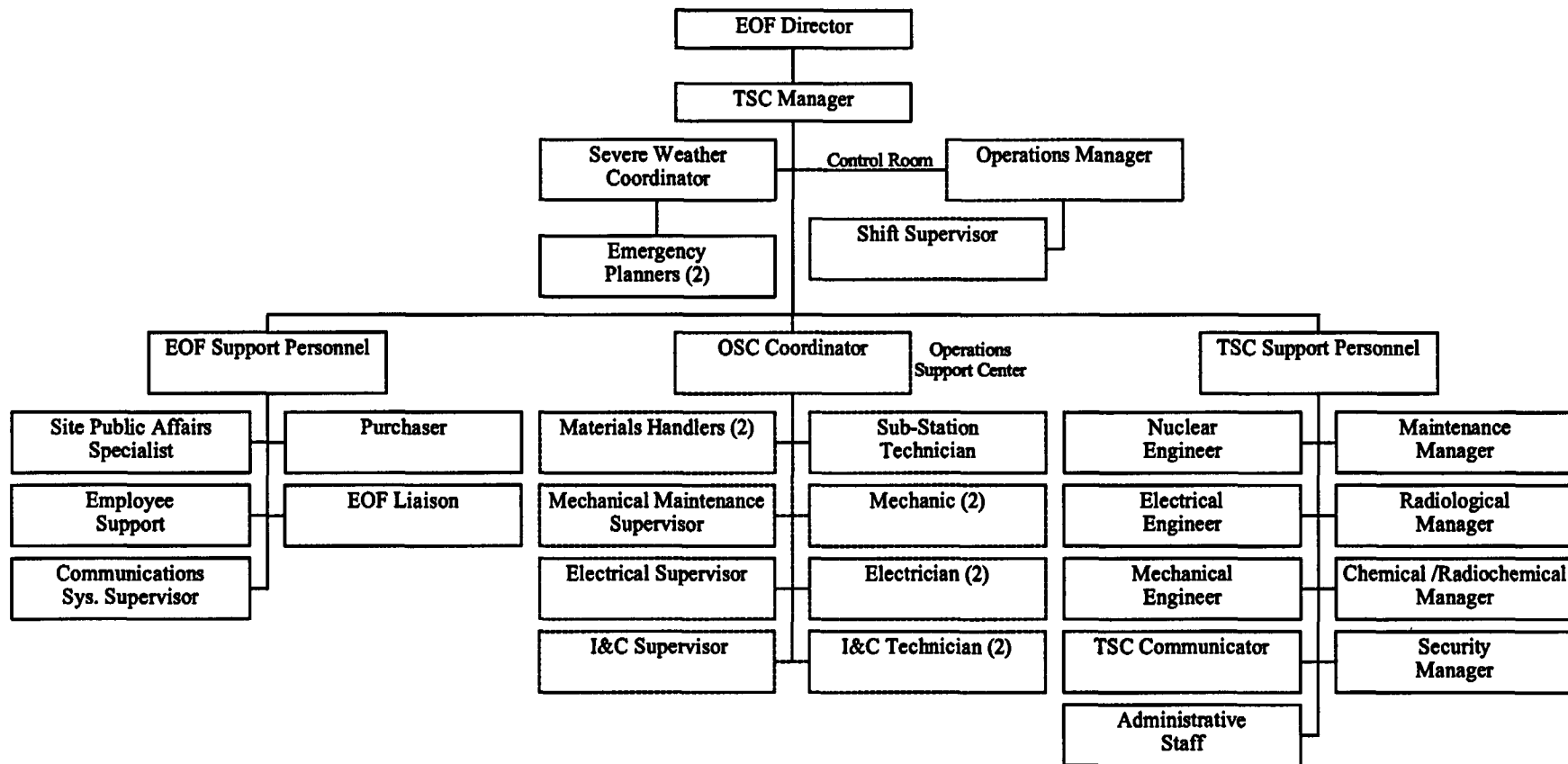
6.2 The Severe Weather Coordinator will retain the following records until superseded by the following years records:

- Completed Form 1, Severe Weather Plan Annual Review
- Completed Form 2, Department Severe Weather Assignments
- Completed Form 3, Estimated Records Inventory List

## **7.0 Support Documents**

- 7.1 Addendum 1, Storm Crew Organization
- 7.2 Addendum 2, Information Guidelines for Hurricane Season
- 7.3 Addendum 3, Information Guidelines for Freezing Weather
- 7.4 Addendum 4, Radio Stations Listing
- 7.5 Addendum 5, Severe Weather Update Line Instructions
- 7.6 Addendum 6, Storm Crew Notification Instructions
- 7.7 Addendum 7, Department SWC Notification Instructions
- 7.8 Addendum 8, Storm Crew Briefing Desired Outcome
- 7.9 Form 1, Severe Weather Plan Annual Review
- 7.10 Form 2, Department Severe Weather Assignments
- 7.11 Form 3, Estimated Records Inventory List
- 7.12 Form 4, Storm Crew Roster
- 7.13 Form 5, Freeze Protection Inventory
- 7.14 Form 6, Records Inventory List
- 7.15 Form 7, Site Recovery Plan of Action
- 7.16 Data Sheet 1, EOF Director Checklist
- 7.17 Data Sheet 2, TSC Manager Checklist
- 7.18 Data Sheet 3, Severe Weather Coordinator Checklist
- 7.19 Data Sheet 4, Department Managers Checklist
- 7.20 Data Sheet 5, Department Severe Weather Coordinator Checklist
- 7.21 Data Sheet 6, Department Severe Weather Records Custodian Checklist

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(#) Number of personnel filling position.

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<b>Addendum 2</b>	<b>Information Guidelines for Hurricane Season</b>	<b>Page 1 of 1</b>	

- Prior to June 1 each year, department personnel should be instructed by the Department Severe Weather Coordinator or designee on actions required by the applicable Department Severe Weather Plan.
- Additional topics may include:
  - Early dismissal requirements during adverse weather conditions
  - Station severe weather safe structures
  - Local radio station information
  - Report back to work requirements after early dismissal
  - Station hurricane information hotline
  - Home hurricane preparations
  - NOAA Weather Radio Stations Frequencies (Addendum 4)
  - Evacuation routes
  - Review of the Severe Weather Plan 0PGP03-ZV-0001
  - Procedural actions based on severe weather impacting STP

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<b>Addendum 3</b>	<b>Information Guidelines for Freezing Weather</b>		<b>Page 1 of 2</b>

**NOTE**

(SOER 82-015, CR 89-1573 – Entire Addendum)

- Prior to October 31 each year, Department Severe Weather Coordinators should inform department personnel via meetings, memos, or bulletins on: (SOER 82-015, 3.c)
  1. Remaining aware of conditions that may promote localized freezing (e.g., open louvers or doors) during the course of their daily work. (SOER 82-015, 3.c)
  2. To immediately notify their supervisor of any condition or conditions that could promote localized freezing. (SOER 82-015, 3.c)
  3. Be aware of exposure hazards and symptoms.
  4. Severe Weather Plan OPGP03-ZV-0001
  5. Review of Procedure OPOP01-ZO-0004, Extreme Cold Weather Guidelines with appropriate personnel.
- Additional topics recommended for personnel involved in system walk-downs:

**NOTE**

- All systems located within the boundaries of the following buildings are not considered susceptible to freezing weather conditions and will be excluded from the scope of the walk-down: Mechanical Auxiliary Building, Electrical Auxiliary Building, Reactor Containment Building, Fuel Handling Building, Essential Cooling Water Intake Structure, Turbine Generator Building. Systems located outside the walls of these buildings or on the roofs may be susceptible to freezing conditions.
- All yard systems (including Circulating Water Intake Structure, River Makeup Pumping Facility, yard systems inside and outside the Protected Area) which are potentially exposed to freezing weather conditions will be included in the scope of the walk-down. Also, Walk-down Criteria I will be addressed. Systems located outside the walls of these buildings or on the roofs may be susceptible to freezing conditions.

**Walk-down Criteria:** The following conditions are identified as potential problems when exposed to freezing weather.

1. Valve bonnets that are not insulated in a piping system that is insulated.
2. Freeze protection leaves a gap where the pipe either goes underground or enters a building.
3. Freeze protection ends before the tee or reducer at a pipe size transition, leaving a portion of the smaller pipe unprotected.

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4. Freeze protection ends at an equipment or system interface, leaving interface flanges or skid-mounted piping and instrumentation unprotected.
5. Local instrumentation (gauge glasses, pressure indicators, sensing lines, etc.) is not freeze protected, and space heaters are not provided in instrument cabinets.
6. Freeze protection is not continuous at pipe supports (Evaluation must be performed on a case-by-case basis to determine if fin-affected cooling is present.)
7. Insulation or heat tracing has not been restored following maintenance.
8. Ventilation outlets blowing directly on any water-filled instrument sensing line or instrument (Isolation Valve Cubicle or Diesel Generator Building only).
9. 6 inch and smaller piping and pumps that contain water and are not insulated must be evaluated for off-normal operation.
10. 2 inch and smaller piping and pumps that contain water and are not heat traced must be evaluated for off-normal operation.
11. 2 inch and smaller valves in a larger line that is not heat traced.
12. 6 inch and smaller valves in a larger line which is not insulated.
13. Freeze protection is not provided at tank vacuum breakers, level gauges, instrumentation, etc.
14. Freeze protection is not provided for extended vents and drains (Evaluation must be performed on a case-by-case basis to determine susceptibility/fin-affected cooling.)



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<b>Addendum 4</b>	<b>Radio Stations Listing</b>		<b>Page 1 of 1</b>

### **Local Radio Stations**

#### Bay City

KMKS-FM 102.5  
KZRC-FM 92.5

#### El Campo

KULP-AM 1390

#### Port Lavaca

#### Houston/Lake Jackson

KVIC-FM 93.3

KODA-FM 99.1  
KTRH-AM 740  
KPRC-AM 950  
KUHF-FM 88.7

### **NOAA Weather Radio Stations**

Bay City	162.425	MHz
Bryan/College Station	162.550	MHz
La Grange	162.550	MHz
Galveston	162.550	MHz
Houston	162.400	MHz
Lufkin	162.550	MHz

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<b>Addendum 5</b>	<b>Severe Weather Update Line Instructions</b>		<b>Page 1 of 1</b>

- 1.0 Instructions for Recording Message on the South Texas Project STP Severe Weather Update Line (SWUL)
- 2.0 To Record Message:
  - 2.1 Dial 4633 (SWUL answers with current message)
  - 2.2 When SWUL answers press \*
  - 2.3 When asked for access code enter 9676600
  - 2.4 Enter 0 to turn offline
  - 2.5 Enter 7 1 #
  - 2.6 Record message See examples below
  - 2.7 Enter 9 to stop recording
  - 2.8 To playback message, at this point enter 8 1 #
  - 2.9 Enter 1 to return online
  - 2.10 Dial 4643 to ensure message has been properly recorded.

NOTE: Words/numbers in *Italics* will vary according to day, date, and/or situation

**DO NOT REPORT TO WORK MESSAGE:**

“SOUTH TEXAS PROJECT IS CURRENTLY IN SEVERE WEATHER CONDITION (3, 2, 1). DO NOT REPORT TO WORK TODAY (*DAY/DATE*) UNLESS YOU ARE A DESIGNATED MEMBER OF A STORM CREW” (REPEAT MESSAGE)

**REPORT TO WORK MESSAGE:**

“SOUTH TEXAS PROJECT IS CURRENTLY IN SEVERE WEATHER CONDITION (3, 2, 1). ALL SOUTH TEXAS PROJECT PERSONNEL SHOULD REPORT TO WORK TODAY (*DAY/DATE*) AT YOUR REGULARLY SCHEDULED REPORTING TIME” (REPEAT MESSAGE)

)

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<b>Addendum 6</b>	<b>Storm Crew Notification Instructions</b>	<b>Page 1 of 1</b>	

**1.0 Activation Instructions for the Storm Crew:**

- 1.1 Access voicemail system by dialing 8777. Access your personal mailbox followed by your password. Select option 2 to send a message. Record Severe Weather Instruction Message. Press # key and enter destination mailbox (4099). Press # key to send message. Press \* key twice and hang up.**
- 1.2 To Activate pagers dial ext. 8367, or 361-972-8367. Enter the pager number (1219). When prompted to input the number to call, enter 361-972-4099. Press the # key and hang up.**
- 1.3 If it is necessary that you record a new message as the condition change, before you record the next message, you need to delete the previous message. To delete old message, dial 8777, then press 8 and enter mailbox 4099 followed by the password 4099. Press 1 to review message, then you can press 33, which takes you immediately to the end of the message where you can press 7 to delete the message. Press \* key twice and hang up.**
- 1.4 All pagers will activate. Severe Weather Storm Crew will call in to a "listen only" mailbox to retrieve message and follow instructions**

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<b>Addendum 7</b>	<b>Department SWC Notification Instructions</b>		<b>Page 1 of 1</b>

## **1.0 Activation Instructions for Severe Weather Coordinators**

- 1.1 From ON-SITE Dial 8777 \* 4088, enter password 4088. Select option 4,3,1,2 record personal greeting which will be the Severe Weather Information. After the information greeting, include instructions to leave their name and number so we will have a record of who responded.**
- 1.2 From OFF-SITE Dial 1-800-403-7787 # 4088, enter password 4088. Select options 4,3,1, record personal greeting (Same as above)**
- 1.3 Pager Activation Instructions**
  - 1.3.1 To Activate the Department Severe Weather Coordinators pagers, dial the pager number extension 8367 or from off-site, 1-800-403-7787 and press # to access the paging system. When prompted for the pager number, enter 2485, then enter 4088 as the call back number.**
  - 1.3.2 DSWCs will then receive the page and call in to hear the Severe Weather Information Message and instructions for leaving their name and phone number on mailbox 4088.**
- 1.4 MESSAGES**
  - 1.4.1 WEATHER INFORMATION: Give current weather conditions, projected conditions, Plan activation criteria, times, etc. Also, instructions included in the Severe Weather Plan. Give names of the TSC Manager and the EOF Director.**
  - 1.4.2 RESPONSE INSTRUCTIONS MESSAGE: AFTER THE BEEP, PLEASE LEAVE YOUR NAME, TELEPHONE NUMBER WHERE YOU CAN BE REACHED AND YOUR ESTIMATED TIME OF ARRIVAL AT STP. THANK YOU FOR YOUR RESPONSE.**
- 1.5 Deletion of Recorded Messages**
  - 1.5.1 Access your personal mailbox by dialing 8777, select \*, enter mailbox 4088, enter password 4088.**
  - 1.5.2 Follow voice prompts to delete messages.**

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- 1.0 Understand who is responsible for filling designated severe weather positions (Storm Crew Team 1 & Storm Crew Team 2) and that all positions have been filled.
- 2.0 Understand Storm Crew Team responsibilities.
- 3.0 Understand when the Storm Crew Teams will be released to attend to offsite preparations.
- 4.0 Understand when the Storm Crew Teams should report back to the site.
- 5.0 Understand how the Storm Crew Teams will be notified to return to site.
- 6.0 Understand which facility the Storm Crew Teams should report to when returning to site.
- 7.0 Ensure all Storm Crew Team personnel have unescorted access to the Electrical Auxiliary Building.
- 8.0 Understand that an extended stay on site may be necessary.
- 9.0 Understand what necessities will be provided for Storm Crew personnel during any protracted stay on site. (Food, Water, Sleeping Accommodations)
- 10.0 Understand safety precautions during severe weather.



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<b>Form 2</b>	<b>Department Severe Weather Assignments</b>	<b>Page 1 of 1</b>	

From: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Department Manager)

To: \_\_\_\_\_  
 (Severe Weather Coordinator)

The following individuals have been designated as the Department Severe Weather Coordinator and Records Custodian  
 for the \_\_\_\_\_  
 (Department Name)

Departmental Severe Weather Coordinator:

(Name)	Phone (Work)	Phone (Home)	Pager
(Name)	Phone (Work)	Phone (Home)	Pager
(Name)	Phone (Work)	Phone (Home)	Pager
Records Custodian:			
(Name)	Phone (Work)	Phone (Home)	Pager
(Name)	Phone (Work)	Phone (Home)	Pager
(Name)	Phone (Work)	Phone (Home)	Pager

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<b>Form 3</b>	<b>Estimated Records Inventory List</b>		<b>Page 1 of 1</b>

STP7090

**SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION  
ESTIMATED RECORDS INVENTORY LIST  
(HURRICANE RECORD STORAGE)**

PAGE                      OF

RECORDS CUSTODIAN \_\_\_\_\_ EXT. \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

COMPLETE AND FORWARD TO THE RMS RECORDS COORDINATOR, N2002.

PICKUP LOCATION \_\_\_\_\_ NUMBER OF BOXES \_\_\_\_\_

TOTAL NUMBER OF BOXES \_\_\_\_\_

**NOTE: Determine number of boxes based on  
archive box dimensions.**

<b>BOX DIMENSIONS</b> <b>12" X 15"</b>
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<b>Severe Weather Plan</b>			
<b>Form 4</b>	<b>Storm Crew Roster</b>	<b>Page 1 of 4</b>	

POSITION	SHIFT	NAME	HOME TELEPHONE	PAGER
Chemical/Radiochemical Manager	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
Emergency Planner	1 <sup>st</sup>			
	2 <sup>nd</sup>			
Emergency Planner	1 <sup>st</sup>			
	2 <sup>nd</sup>			
Employee Support	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
EOF Communications System Supervisor	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
EOF Director	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
EOF Liaison	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
Operations Manager	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
OSC Coordinator	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
Purchaser	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
Severe Weather Coordinator	1 <sup>ST</sup>			
	2 <sup>ND</sup>			

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<b>Form 4</b>	<b>Storm Crew Roster</b>	<b>Page 2 of 4</b>	

POSITION	SHIFT	NAME	HOME TELEPHONE	PAGER
Site Public Affairs Spec.	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
TSC Administrative Staff	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
TSC Communicator	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
TSC Electrical Engineer	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
TSC Maintenance Manager	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
TSC Manager	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
TSC Mechanical Engineer	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
TSC Nuclear Engineer	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
TSC Radiological Manager	1 <sup>ST</sup>			
	2 <sup>ND</sup>			
TSC Security Manager	1 <sup>ST</sup>			
	2 <sup>ND</sup>			

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<b>Form 4</b>	<b>Storm Crew Roster</b>	<b>Page 3 of 4</b>	

POSITION	DEPT/DIV	SHIFT	NAME	HOME TELEPHONE
Electrical Supervisor	Elec. Maint	1 <sup>st</sup>		
		2 <sup>nd</sup>		
Electrician	Elec. Maint	1 <sup>st</sup>		
		2 <sup>nd</sup>		
Electrician	Elec. Maint	1 <sup>st</sup>		
		2 <sup>nd</sup>		
Materials Handler	NPMM	1 <sup>st</sup>		
		2 <sup>nd</sup>		
Materials Handler	NPMM	1 <sup>st</sup>		
		2 <sup>nd</sup>		
Mechanical Maintenance Supervisor	Mech. Maint	1 <sup>st</sup>		
		2 <sup>nd</sup>		
Mechanic	Mech. Maint	1 <sup>st</sup>		
		2 <sup>nd</sup>		
Mechanic	Mech. Maint	1 <sup>st</sup>		
		2 <sup>nd</sup>		

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<b>Form 4</b>	<b>Storm Crew Roster</b>	<b>Page 4 of 4</b>	

POSITION	DEPT/DIV	SHIFT	NAME	HOME TELEPHONE
I&C Supervisor	I&C Maint	1 <sup>st</sup>		
		2 <sup>nd</sup>		
I&C Technician	I&C Maint	1 <sup>st</sup>		
		2 <sup>nd</sup>		
I&C Technician	I&C Maint	1 <sup>st</sup>		
		2 <sup>nd</sup>		
Substation Technician	Center Point	1 <sup>st</sup>		
		2 <sup>nd</sup>		

- On-shift Personnel from Health Physics, Chemistry, Plant Operations, Security, and Maintenance are also members of the Storm Crew.

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<b>Severe Weather Plan</b>			
<b>Form 5</b>	<b>Freeze Protection Inventory</b>	<b>Page 1 of 2</b>	

Stock Code 609-171 is used to obtain the Freeze Protection Storage Container from Warehouse 32 Annex.

**Freeze Protection Container**

Minimum Quantity			
<u>Reqd / Actual</u>	<u>Description</u>	<u>Stock Code</u>	
20 /	Heat Trace Tape, 6 Ft, 36-Watt (6-Watt / Ft)	501-31319	
15 /	Heat Trace Tape, 12 FT, 72-Watt (6-Watt / Ft)	501-31320	
15 /	Heat Trace Tape, 18 FT, 108-Watt (6-Watt / Ft)	501-31321	
25 /	Extension Cord, 50 FT	501-1878	
10 /	Extension Cord, 100 FT	501-1879	
400ft /	Heater Cable, 6-Watt, Cut-To-Length	501-31463	
4 /	Power Connector Kit, Heat Trace Cable (discontinued item)	501-31464	
3 /	Heat Gun (Also available in the Tool Room)	661-30855	
12 /	Skrim-Foil-Kraft Tape, 4" x 50 Yd	560-96026	
2 /	Rubetex Adhesive Foam Rubber, Pint	560-20034	
1 /	Rubetex, 1/2" x 36" x 48" Sheet	501-34001	
4 /	LPG Infared Heater 16,000 BTU/Hr Capacity	501-31322	
2 /	Pump, Hand Transfer, for 55 Gal Drums of Kerosene	661-30718	
4 /	Tie Wire, #16 AWG, SS (5 Lb Spool)	501-5206	

**Warehouse 32 Annex**

3 /	Roll Insulation/Duct Wrap, 1-1/2" Thick	501-34036
1 /	Roll of Jacketing Insulation, Rolled Smooth	501-2525
1 /	Temporary Matt Insulation, 1/2" x 60" x 75' Roll	501-33876
8 /	Portable Kerosene Heater, 150,000 BTU/Hr Capacity	501-31318
15 /	120V Electric Heaters, 1500 Watt Capacity	501-35520
8 /	** Propane Gas Heaters 175,000 - 350,000 BTU/Hr	501-35517
	w/Gas Hose, 1/4" ID x 40' Long, and	501-35519
	Regulator (Keep Heater, Hose & Regulator as a set)	501-35521
	(Use: FHB Air Intake Heaters)	
8 /	Can, Safety, 5 Gallon (for Kerosene)	562-167

This form, when completed, SHALL be retained with the Freeze Protection Container until superseded.

<b>Severe Weather Plan</b>
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**Gas Cylinder Storage Area**

Minimum Quantity			
<u>Reqd / Actual</u>	<u>Description</u>		<u>Stock Code</u>
<u>16 /</u>	Propane Gas Bottles, 100 Lb (for use with C/B 501-35517, 501-35519 & 501-35521)		501-35518
<u>6 /</u>	Propane Gas Bottles, 60 Lb (for use with C/B 501-31322)		501-24477

**Flammable Storage Building**

<u>(See Note)</u>	Kerosene, 55 Gallon Drum (discontinued)	560-11021
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**NOTE:** Kerosene is available from a bulk storage tank at the Fab Shop. Safety Cans (metal fuel containers), Stock Code 562-167 are available in the Annex.

**\*\* These items SHALL be released only at the direction of the Plant Manager or designee.**

Completed By: \_\_\_\_\_

Signature	Date
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**This form, when completed, SHALL be retained with the Freeze Protection Container until superseded.**







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<b>Severe Weather Plan</b>			
<b>Data Sheet 1</b>	<b>EOF Director Checklist</b>	<b>Page 1 of 1</b>	

<b>Action Step</b>		<b>Date/Time</b>
1.0	Brief Executive Management and Owners of severe weather conditions at STP.	_____
2.0	Inform the Nuclear Regulatory Commission of all preparatory actions for Severe Weather.	_____
3.0	Provide Storm Crew oversight and guidance for declared severe weather conditions.	_____
4.0	Contact Owners to ascertain equipment availability.	_____
5.0	Coordinate Severe Weather activities with Texas Department of Public Safety, Matagorda County Emergency Management, NRC and FEMA as necessary.	_____
6.0	If a Hurricane is expected to impact STP within 72 hours, then provide the following information to the NRC Region IV:	
6.1	STP's capability to provide sleeping accommodations, food, etc., inside the power block for licensee and NRC staffs if STP falls within the projected path of the Hurricane.	_____
6.2	The status of any preparatory actions to mitigate potential impacts from the Hurricane and the initiation of other precautions and actions, as necessary, to ensure plant safety.	_____
7.0	If Hurricane is expected to impact STP within 24 hours, then provide the following information to NRC Region IV:	
7.1	Update current preparatory status of STP.	_____
7.2	STP's Units current/projected operating status.	_____
7.3	Discuss NRC's co-location status.	_____
8.0	Order early dismissal approximately 24 hours prior to impacting STP or when deemed necessary.	_____
9.0	Evaluate the need for Notices of Enforcement Discretion (NOED), if required direct initiation in accordance with OPGP05-ZN-0001, Preparation of Requests for Enforcement Discretion.	_____

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<b>Severe Weather Plan</b>			
<b>Data Sheet 2</b>	<b>TSC Manager Checklist</b>	<b>Page 1 of 3</b>	

	<b>Action Step</b>	<b>Date/Time</b>
1.0	Maintain this Data Sheet and use a log to record other pertinent information.	_____
2.0	Obtain a briefing from the Shift Supervisor or Operations Manager: <ul style="list-style-type: none"> <li>Operational status of Unit 1 and 2.</li> <li>Severe Weather Condition.</li> <li>Status of equipment and repair activities.</li> <li>Status of State and County communications.</li> <li>Status of onsite protective actions.</li> </ul>	_____ _____ _____ _____ _____
3.0	Obtain TSC and OSC activation readiness.	_____
4.0	With the Severe Weather Coordinator and EOF Director review Severe Weather Condition for possible reclassification and inform the Shift Supervisor of any recommended changes.	_____
5.0	Provide support to the Shift Supervisor as requested.	_____
6.0	Support Operations implementation of procedure 0POP04-ZO-0002, Natural or Destructive Phenomena Guidelines.	_____
7.0	With the EOF Director evaluate Storm Crew staffing to ensure necessary personnel required for conditions.	_____
8.0	If not already done evaluate and recommend to Executive Management / EOF Director personnel early dismissal. Early dismissal should be considered 24 hours prior to landfall for a hurricane impacting STP. This may also include the Severe Weather Site Preparation Team.	_____
9.0	Obtain periodic updates on storm's location, current conditions, area forecast, and extended forecast for next 24 hours from the Severe Weather Coordinator.	_____
10.0	Provide periodic reports on storm's location, current conditions, area forecast, and extended forecast for next 24 hours to the Storm Crew.	_____

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<b>Data Sheet 2</b>	<b>TSC Manager Checklist</b>	<b>Page 2 of 3</b>	

<b>Action Step</b>	<b>Date/Time</b>
11.0 Ensure Storm Crew food and water supplies have been checked.	_____
12.0 Verify all Diesels are operable.	_____
13.0 Verify all outdoor gantry cranes are secured prior to >30 MPH winds.	_____
14.0 Verify Emergency Diesel Generator Fuel Oil Storage Tanks, Demin water tanks, Chem Storage tanks filled.	_____
15.0 Obtain regular updates from Operations, Radiation Protection, Chemistry, Engineering and Maintenance.	_____
16.0 Prepare for NRC Site Team arrival.	_____
<b>SEVERE WEATHER CONDITION ONE</b>	
17.0 Evaluate Emergency Plan Action Levels (EALs) and determine potential for entry into Emergency Plan, confer with EOF Director and Shift Supervisor.	_____
18.0 If an Emergency is declared, relieve the Shift Supervisor of Emergency Director responsibilities and make the appropriate State, County and NRC Notifications.	_____
19.0 Severe Weather Response Team Activities:	_____
<ul style="list-style-type: none"> <li>• Determine necessity to form and dispatch a Severe Weather Response Team.</li> <li>• Direct the Maintenance Manager to inform the Operations Support Center of the need for a team and its function.</li> <li>• Prioritize corrective actions and inform the Operations Support Center.</li> <li>• Maintain authority over all Severe Weather Response Teams dispatched and recall teams as necessary.</li> </ul>	
20.0 If not already completed activate Severe Weather Storm Crew.	_____
21.0 Direct the Maintenance Manager to establish plans for corrective actions and repairs.	_____

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<b>Data Sheet 2</b>	<b>TSC Manager Checklist</b>	<b>Page 3 of 3</b>	

<b>Action Step</b>	<b>Date/Time</b>
22.0 Verify Turbine Generator Lube Oil and other pumps tested.	_____
23.0 Verify NIS conducted communications checks.	_____
24.0 Verify Standby Diesel Generators testing complete.	_____
<b>SEVERE WEATHER RECOVERY</b>	
25.0 Once personnel hazardous are diminished direct the Maintenance Manager to dispatch facility evaluation teams to record storm damage.	_____
26.0 Assemble status information on station operational and radiological conditions and brief the EOF Director and Shift Supervisor.	_____
27.0 Direct the Maintenance Manager and OSC Coordinator to develop a list of activities and tasks that should be completed using Form7, Site Recovery Plan of Action.	_____
<b>SEVERE WEATHER TERMINATION</b>	
28.0 Provide a list of any supplies or forms needing replenishment to the Severe Weather Coordinator.	_____
29.0 Instruct TSC and OSC personnel to turnover documents generated during the emergency to the Severe Weather Coordinator.	_____

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<b>Data Sheet 3</b>	<b>Severe Weather Coordinator Checklist</b>	<b>Page 1 of 3</b>	

<b>Action Step</b>	<b>Date/Time</b>
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### **PREPARATORY SEVERE WEATHER ACTIONS**

- 1.0 Prior to May 1 each year notify appropriate Department Managers of the procedural requirements contained in Section 4.0. \_\_\_\_\_
- 2.0 Prior to May 1 each year ensure a Hurricane Package is prepared and sent to all departments. \_\_\_\_\_
- 3.0 Prior to June 1 each year schedule a site preparation status meeting with all departments to discuss and review severe weather impact on STP and the Severe Weather Plan. \_\_\_\_\_
- 4.0 Prior to June 1 each year assist with severe weather preparations for the entire station. \_\_\_\_\_
- 5.0 Prior to June 1 each year review Station for severe weather preparations and report status to Executive Management. \_\_\_\_\_
- 6.0 Use Impact Weather for monitoring weather forecasts and anticipate entry into severe weather conditions that will impact STP. STP Location - N28.80 W096.05 (Decimal Degrees). \_\_\_\_\_
- 7.0 To contact the Department Severe Weather Coordinators implement Addendum 7, Department SWC Notification Instructions. \_\_\_\_\_
- 8.0 If the predicted storm intensity is such that a Storm Crew relief team will be needed (Category 2, 3, 4 or 5 Hurricane), both Storm Crew Teams should report to the Unit 1 TSC & OSC. \_\_\_\_\_
- 9.0 If the predicted storm impact is of a lower intensity, Management may decide that only Storm Crew Team 1 is needed (Strong Tropical Storm or Category 1 Hurricane) This team should report to the Unit 1 TSC/OSC. \_\_\_\_\_
- 10.0 When Management decides to release Non-Storm Crew personnel from work due to Severe Weather, activate the severe weather telephone line using Addendum 5, Severe Weather Update Line Messages. \_\_\_\_\_

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<b>Data Sheet 3</b>	<b>Severe Weather Coordinator Checklist</b>	<b>Page 2 of 3</b>	

<b>Action Step</b>		<b>Date/Time</b>
11.0	When Management decides personnel should return to work, activate the severe weather telephone line using Addendum 5, Severe Weather Update Line Messages.	_____
12.0	If the Severe Weather Update Line fails, forward emergency message to local radio stations for broadcast using Addendum 4.	_____
<b>SEVERE WEATHER CONDITION THREE</b>		
13.0	Assist the Shift Supervisor with obtaining current weather information.	_____
14.0	Notify the Storm Crew when entry into Severe Weather Condition Three, is required.	_____
15.0	Upon entering Severe Weather Condition Three or at Management Discretion, Storm Crew personnel will meet for a briefing by the Severe Weather Coordinator, EOF Director and the TSC Manager (See Addendum 8, Storm Crew Briefing Desired Outcome). Craft personnel may not need to attend this meeting. They will be provided storm-related information by their supervisor.	_____
16.0	Monitor weather forecasts and conditions and evaluate potential impacts to station and vital equipment.	_____
17.0	Coordinate severe weather updates and response activities with the Texas Department of Public Safety, Matagorda County Emergency Management personnel, and FEMA, as necessary.	_____
18.0	Compile craft Storm Crew Roster information from department managers or Department Severe Weather Coordinators.	_____
19.0	Report on severe weather conditions and prognosis to the Department Severe Weather Coordinators and the Executive Management Team.	_____
<b>ENTRY INTO CONDITION TWO</b>		
20.0	Assist the Shift Supervisor with obtaining current weather information and distribute the data as necessary.	_____
21.0	Notify the Executive Management Team when entry into Severe Weather Condition Two is required.	_____

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	<b>Action Step</b>	<b>Date/Time</b>
22.0	Obtain the EOF Director concurrence to start staffing the Unit 1 TSC & OSC.	_____
23.0	Use ICS Screen EM-01 2601 MET TOWER 15 MINUTE AVERAGE to monitor site wind speed using the LOWER WIND SPEED AVG values from the primary (EMSN0001) or backup (EMXN0012) data points.	_____
24.0	Monitor weather forecasts and conditions and evaluate potential impacts to station and vital equipment.	_____
25.0	During Severe Weather Condition Two, report on severe weather conditions and prognosis to the Department Severe Weather Coordinators and the Severe Weather Site Preparation Team as applicable.	_____
26.0	When directed by the EOF Director, call in the Storm Crew in accordance with Addendum 6, Storm Crew Notification Instructions.	_____
27.0	If entry into Severe Weather Condition One is imminent activate the Storm Information Hotline.	_____
<b>SEVERE WEATHER CONDITION ONE</b>		
28.0	Assist the Shift Supervisor with obtaining current weather information and distribute the data as necessary.	_____
29.0	Notify the Storm Crew when entry into Severe Weather Condition One is required.	_____
30.0	Evaluate Emergency Plan Action Levels (EALs) and determine potential for entry into Emergency Plan, confer with Shift Supervisor, EOF Director, and TSC Manager as needed.	_____
31.0	Monitor weather forecasts and conditions and evaluate potential impacts to station and vital equipment.	_____
32.0	Report on severe weather conditions and prognosis to the EOF Director and TSC Manager.	_____

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<b>Severe Weather Plan</b>			
<b>Data Sheet 4</b>	<b>Department Managers Checklist</b>	<b>Page 1 of 2</b>	

<b>Action Step</b>		<b>Date/Initial</b>
<b>Retain this record until superseded by the following years record.</b>		
1.0	Prior to May 1 of each year designate Department Severe Weather Coordinator and Records Custodian using Form 2 and submit to the Severe Weather Coordinator.	_____
2.0	Check department emergency supplies and verify on-hand quantities are sufficient as required by this Plan, or department severe weather procedures. Replenish missing supplies as required by inventory results.	_____
3.0	Assist the Severe Weather Coordinator, as requested, in distributing data to site personnel and coordinating the implementation of this plan.	_____
4.0	Ensure the Department Severe Weather Plan is maintained current by performing an annual review and revising as necessary (Report completion on Form 1, Severe Weather Plan Annual Review and submit a copy to the Severe Weather Coordinator.)	_____
4.1	As necessary Department Severe Weather Plans should address onshift personnel and ensure adequate number of individuals to meet protracted staffing (48 hours).	_____
5.0	Department Severe Weather Procedures should include supply checklists which address the conditions during severe weather, (high winds, flooding, cold temperatures, etc.) and conditions which result from the severe weather (loss of offsite power, mud, residual flood water, wildlife, etc).	_____
5.1	Example equipment for cold weather that departments should consider: <ul style="list-style-type: none"> <li>• Extra heaters</li> <li>• Freeze prevention equipment (anti-freeze, covers, heat tape, etc.)</li> <li>• Operable vehicles (department cars, trucks, forklifts, etc.)</li> </ul>	_____
5.2	Example equipment for other severe weather that departments should consider: <ul style="list-style-type: none"> <li>• Preparatory equipment (tie downs, shoring, sandbags, trash pumps, etc.)</li> <li>• Recovery equipment (portable power generation equipment, extra batteries, trash pumps, food, gas chillers/coolers, etc.)</li> <li>• Communication equipment (e.g. telephones, radio station broadcasts) per ST-HL-AE-5010</li> </ul>	_____



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6.0	Review basic severe weather information package provided by the Severe Weather Coordinator, add the department's specific items and have presented by the Department Severe Weather Coordinator or distributed to department personnel.	_____
7.0	Prepare assigned department vehicles for use during severe weather conditions.	_____
8.0	Provide hurricane information packages to department personnel, as requested.	_____
9.0	Meet with the Severe Weather Coordinator to review plans and establish ground rules for severe weather season.	_____
10.0	Assign individuals to prepare the site for severe weather while Storm Crews make preparations at home. These individuals make up the Severe Weather Site Preparation Team.	_____
11.0	Assign Storm Crew personnel as required to support severe weather condition.	_____
12.0	Dismiss personnel early when directed by appropriate Executive Management.	_____
13.0	In the event of a Tornado Warning that directly impacts STP, ensure department personnel are directed to a safe location as indicated below. Personnel should NOT be directed to go outside. <ul style="list-style-type: none"> <li>• Reactor Containment Buildings</li> <li>• Mechanical-Electrical Auxiliary Buildings (preferred)</li> <li>• Fuel Handling Buildings</li> <li>• Diesel Generator Buildings</li> <li>• Essential Cooling Water Pump Structure</li> <li>• Other Buildings - The lowest level floor and near the inner most walls</li> <li>• Owner Controlled Area - Sheltering outside the Protected Area should be the lowest floor near inside walls away from windows.</li> </ul>	_____

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<b>Action Step</b>	<b>Date/Initial</b>
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**Retain this record until superseded by the following years record.**

**PREPARATORY SEVERE WEATHER ACTIONS**

- 1.0 Prior to April 15 of each year NPMM shall inventory and order necessary hurricane supplies. Supplies are stored in both units Electrical Auxiliary Buildings Room 317. \_\_\_\_\_
- 2.0 Prior to May 1 of each year provide the Records Management Coordinator the name, contact number, and an Estimated Records Inventory List of Quality Assurance Records requiring storage during adverse weather conditions that will directly impact STP using Form 3, Estimated Records Inventory List. \_\_\_\_\_
- 3.0 Prior to May 1 of each year departments shall review and revise (if applicable) their Severe Weather Plan and submit to the Severe Weather Coordinator. Use Form 1. \_\_\_\_\_
- 4.0 Prior to May 1 of each year departments shall check emergency supplies and verify that on-hand quantities are sufficient. If not, replenish. \_\_\_\_\_
- 5.0 Prior to June 1 of each year Records Management shall determine storage facilities are adequate for estimated archived records. \_\_\_\_\_
- 6.0 Prior to June 1 of each year all departments meet with Severe Weather Coordinator and review Station/Department severe weather plans. Also, review Department Severe Weather Information Program. Revise as necessary. \_\_\_\_\_
- 7.0 Prior to June 1 of each year all departments should ensure Severe Weather information is passed onto department personnel as required using Addendum 2 as a guide. \_\_\_\_\_
- 8.0 Prior to June 1 of each year all departments should contact the Severe Weather Coordinator for required Hurricane Packages if needed. \_\_\_\_\_

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	<b>Action Step</b>	<b>Date/Initial</b>
9.0	Prior to June 1 of each year all departments should perform site walk-down to determine actions required in preparation of Hurricane Season. Initiate Condition Report as necessary.	_____
10.0	Prior to June 1 of each year PMPI shall deliver Quality Assurance Records Storage boxes to all departments.	_____
11.0	Prior to June 1 of each year Records Management shall deliver Quality Assurance Record Storage box labels to all departments.	_____
12.0	Prior to October 1 of each year Maintenance shall perform all Heat Tracing/Freeze Protection System PMs	_____
13.0	Prior to October 1 of each year NPMM shall inventory the Freeze Protection Storage Container using Form 5, Freeze Protection Inventory.	_____
14.0	Prior to October 31 each year ensure department employees receive severe weather information using Addendum 3, Information Guidelines for Freezing Weather as guidelines.	_____
15.0	Prior to October 31 of each year systems engineering shall evaluate need for temporary shelters or temporary modifications for any areas or equipment susceptible to freezing and implement as required.	_____
16.0	Prior to October 31 of each year systems engineering shall provide to each Unit Shift Supervisor, and maintain current, a list of Mechanical Auxiliary Building and Fuel Handling Building chilled water cooling coils that need to be drained to prevent freezing.	_____
17.0	Prior to October 31 of each year systems engineering shall perform walk-downs of systems to identify deficiencies that could promote freezing and initiate Condition Report (CRs) to repair or compensate for these deficiencies.	_____

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<b>Action Step</b>		<b>Date/Initial</b>
18.0	Prior to October 31 of each year systems engineering shall review existing temporary modifications to ensure adequate freeze protection is provided to temporary equipment, and temporary freeze protection measures are adequate.	_____
19.0	Prior to October 31 of each year maintenance ensures temporary shelters, specified by SED, have been installed to withstand normally expected winds (e.g., made of canvas, plywood, etc.) with temporary heaters inside and any necessary temporary lighting.	_____
20.0	Prior to October 31 of each year Work Control ensures all SRs required for freeze protection have been identified and scheduled for work.	_____
21.0	Prior to October 31 of each year Plant Operations ensures all equipment and systems outside the Reactor Containment Building and under Plant Operations Department jurisdiction have been inspected for deficiencies that could promote freezing, and SRs to repair or compensate for these deficiencies have been initiated. Completed IAW reference 5.3, Section 5.1.4.	_____
22.0	Prior to October 31 of each year Facilities Management ensures all buildings outside the power block have been prepared for cold weather.	_____
23.0	Prior to October 31 of each year all departments shall notify Severe Weather Coordinator when actions are completed.	_____
<b>SEVERE WEATHER CONDITION THREE</b>		
24.0	Provide the names of individuals assigned to fulfill the department responsibilities to the Severe Weather Coordinator. These individuals make up the Severe Weather Site Preparation Team and Storm Crew. Form 4, Storm Crew Roster can be used as a guide for positions needed to support the severe weather condition declared.	_____
25.0	Commence Owner Controlled Area clean-up.	_____
26.0	Severe Weather Site Preparation Team begins securing department work areas.	_____
27.0	Check food and water supplies.	_____

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<b>Action Step</b>	<b>Date/Initial</b>
28.0 Implement Department Severe Weather Plans.	_____
29.0 PMPI should tie down loose material, verify cribbing has been placed in the vault, fill sandbags.	_____
30.0 Ensure all mobile cranes are secured.	_____
31.0 Should conditions warrant, ensure QA records are at an interim storage location ready to be transported to the vault. Must be maintained under constant surveillance.	_____
32.0 Plant Protection may hire additional security guards, if appropriate.	_____
33.0 Perform periodic inventory check of emergency tools and equipment under department control.	_____
34.0 Electrical vehicles should be fully charged or connected to a battery charger when not in use.	_____
35.0 Conduct Site Walk-Down.	_____
<b>SEVERE WEATHER CONDITION TWO</b>	
36.0 Implement Department Severe Weather Plans.	_____
37.0 Remove loose trash and materials and tie down temporary and portable structures.	_____
38.0 Designate storage locations for initial repair parts identified for plant restrictions.	_____
39.0 Mechanical Maintenance ensures the RCB Equipment Hatch and all Gantry Cranes are secured.	_____
40.0 Package in process and Quality Records as directed by the TSC Manager or Severe Weather Coordinator. Fill out Form 6.	_____
41.0 As directed by the TSC Manager or Severe Weather Coordinator, PMPI should move Quality Records to the vault.	_____

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<b>Action Step</b>		<b>Date/Initial</b>
42.0	Move pre-designated emergency equipment inside the protected area.	_____
43.0	Provide for means of communication with storm crews (telephones, radio station, broadcasts, etc.).	_____
44.0	Projects Department, based on expected severity of the storm determine which vehicles and equipment may be relocated to the levee.	_____
45.0	When possible, assist Projects Department by relocating vehicles in the OCA to the levee (south of the gas station). Vehicles in Protected Area to TGB Truck Bays (do not block in the ambulance or transport vehicle).	_____
46.0	Vehicles designated as essential for departmental use may be scheduled for later relocation.	_____
47.0	Sandbag doors (2-hour duration).	_____
48.0	NIS to perform software backup as necessary.	_____
49.0	Charge cell phone batteries.	_____
50.0	Perform site communications test.	_____
<b>SEVERE WEATHER CONDITION ONE</b>		
51.0	Implement Department Severe Weather Plans.	_____
52.0	When directed recall Storm Crews from home to work.	_____
53.0	Recommend vehicle parking away from Essential Cooling Water Pond.	_____
54.0	Dismiss station personnel as directed.	_____
55.0	NIS to backup and shrink-wrap software.	_____

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<b>Action Step</b>		<b>Date/Initial</b>
<b>56.0</b>	When the Security Force Supervisor is notified of a projected Hurricane arrival (sustained winds in excess of 73 miles per hour at the South Texas Project) to ensure that all exterior doors and hatches to the following buildings and vital areas are secure:	
	<ul style="list-style-type: none"> <li>• Mechanical and Electrical Auxiliary Buildings</li> <li>• Reactor Containment Buildings</li> <li>• Diesel Generator Buildings</li> <li>• Essential Cooling Water Intake Structure</li> </ul>	
<b>57.0</b>	Lock all buildings down.	
<b>58.0</b>	Test established hotline and offsite media interface.	

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<b>Action Step</b>	<b>Date/Initial</b>
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**When completed, retain this record until superseded.**

- 1.0 As directed by Department Severe Weather Coordinator or a member of the Storm Crew, implement collection and storage of department records for safekeeping. Need to maintain flexibility with planning based on projected severe weather conditions. \_\_\_\_\_
- 2.0 When advised by the TSC Manager or Severe Weather Coordinator, retrieve QA records and In-Process Quality Required Documents and Records from department area.
  - Inventory records and package archive boxes using Form 6, Records Inventory List. \_\_\_\_\_
  - Designate boxes with a red dot which contain records that will impact plant operation, site access, or safety system work. Boxes marked with red dots will be retrieved first. \_\_\_\_\_
  - Move packed, marked boxes to pickup point designated on Form 3, Estimated Records Inventory List. \_\_\_\_\_
  - Custody of records is transferred to Record Management when Form 6, Records Inventory List, is signed by an individual from Records Management. \_\_\_\_\_