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United States Nuclear Regulatory Commission
Attn: Document Control Desk
Washington, DC 20555

H. B. ROBINSON STEAM ELECTRIC PLANT, UNIT NO. 2
DOCKET NO. 50-261/LICENSE NO. DPR-23

TRANSMITTAL OF EMERGENCY PROCEDURE REVISIONS

Ladies and Gentlemen:

In accordance with 10 CFR 50.4(b)(5) and Appendix E to 10 CFR 50, Progress Energy Carolinas, Inc. (PEC), is transmitting revisions to H. B. Robinson Steam Electric Plant (HBRSEP), Unit No. 2, Emergency Implementing Procedures. The procedure revisions and effective dates are listed in the attachment to this letter.

A description of the procedure changes are provided on the "Summary of Changes" page for the emergency procedures. Please replace the superseded procedures with the enclosed revisions.

If you have any questions concerning this matter, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. T. Baucom'.

C. T. Baucom
Supervisor – Licensing/Regulatory Programs

CAC/cac

Attachment

Enclosures

c: L. A. Reyes, NRC, Region II (2 copies)
NRC Resident Inspector, HBRSEP
C. P. Patel, NRC, NRR (w/o Attachment and Enclosures)

Procedure Revisions and Effective Dates

Procedure	Revision No.	Effective Date
EPPRO-03, "Training and Qualification"	16	10/09/03
EPEOF-01, "Emergency Response Manager"	8	10/02/03

H. B. ROBINSON STEAM ELECTRIC PLANT, UNIT NO. 2

PLANT OPERATING MANUAL

VOLUME 2
PART 5

EMERGENCY PROCEDURE

EPPRO-03

TRAINING AND QUALIFICATION

REVISION 16

**SUMMARY OF CHANGES
PRR 106206**

Step/Section	Description of Change
Attachment 8.3.9.1 page 2	Deleted requirement for POD to maintain respirator quals and changed the justification to the same as SEC.

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8.3 EMERGENCY PREPAREDNESS TRAINING AND QUALIFICATION PROGRAM

8.3.1 ADMINISTRATION

1. The Supervisor - Emergency Preparedness shall implement the Emergency Preparedness (EP) Training Program as described in this procedure.
2. The Emergency Preparedness Training Program applies to candidates and members of the Emergency Response Organization (ERO) who are expected to fill positions listed in Attachment 8.3.9.3, Emergency Preparedness Position Requirements, with the following exceptions:
 - a. Operations and Operations Training Personnel enrolled in an initial or continuing training program will normally receive Emergency Preparedness (EP) training through normal license training or requalification training cycles. Operations personnel qualifying as Emergency Communicator will qualify through the normal EP Training Program. Training is controlled through the Training Program Procedures (TPP).
 - b. Security Force - conducts their own training and qualification for their respective Non-ERO and Non-Emergency Security Team Leader (ESTL) positions. ESTL is through the ERO Training Program.
 - c. Rescue Personnel - First aid/CPR is provided for select individuals.
 - d. Offsite Training - The Emergency Preparedness Unit Staff coordinates training for offsite agencies outside of this program and documents this training.

8.3.1.2 (Continued)

- e. Fire Brigade training and qualification is maintained through a separate program. TPP-219, "Fire Protection Training Program".
 - f. Some positions in Attachment 8.3.9.3, "Emergency Preparedness Position Requirements", have an N/A in the column for position specific training. The tasks performed by these individuals are either taught in Fundamentals or are performed daily in their Non-ERO jobs.
3. The Line Manager of the ERO Member shall ensure Respiratory Protection Training is maintained according to ERO positions listed in Attachment 8.3.9.1, "ERO Positions Requiring Respiratory Protection."

8.3.2 PROGRAM OVERVIEW

- 1. The Emergency Preparedness Training Program provides trainees with the guidance required to perform their job as a member of the ERO.
- 2. The Program consists of Initial and Continuing training courses, and is designed to accomplish the following:
 - a. Train ERO candidates to perform tasks that are unique to their ERO position (Initial).
 - b. Maintain and enhance the knowledge and skill levels of ERO members in a changing environment (Continuing).
 - c. Various training settings may be used including self-study, computer-based, classroom, in-plant, electronic distribution, Lab, and tabletops. The setting chosen will be a function of productivity and efficiency.

8.3.2.2 (Continued)

- d. Throughout the classroom portions of training, the candidate's progress will be evaluated through written examinations. Successful completion of classroom training requires a combined average grade of not less than 80% for all portions of classroom training received. Continuing Training does not normally include testing. Remedial training will consist of the student repeating the course and the test will contain at least 60% different questions. (CR 99-01366)
 - e. Passing criteria for a Laboratory or Simulated setting would be a "Satisfactory" rating on the activity.
 - f. Any individual exam failure requires written notification to the ERO candidate and their supervisor.
3. ERO members who respond to the site shall have received Plant Access Training and Radiation Worker Training according to their ERO position and be badged at a CP&L Nuclear Plant. This provides initial orientation and annual retraining on the basics of Emergency Preparedness including but not limited to:
- a. Notification and instruction methods used in the event of an emergency.
 - b. Alarms (local, site, and fire) and associated responses.
 - c. Assembly areas for various alarms.
 - d. Overview of the plant and a basic discussion of security areas.
 - e. Basic fire protection principles.

8.3.2 (Continued)

4. Waivers from qualification training or prerequisite requirements based on previous job experience or education are requested using the NGGS-TRN-0003, "Training Exemption Requirements." Personnel who are current ERO members and have received credit for Emergency Response Organization courses under an old course code will be given credit for the new course code. This will be accomplished by a signature on the individual's initial qualification checklist and a note indicating the old course code.
5. The ERO Training Program Committee (ERO TPC) will be responsible for overseeing the EP Training Program. The ERO TPC will conduct business as outlined in the ERO TPC Charter and will be accountable to the applicable requirements of the Training Program Advisory Board (TAB).
6. Personnel designated to fill First Aid requirements shall receive initial and subsequent annual retraining. This training shall include, but not be limited to, Basic First Aid and Cardiopulmonary Resuscitation (CPR) and is conducted at a local Technical School. This program is controlled through the Site Safety Representative.
7. Plant personnel who are designated as Fire Brigade members shall receive training as described in TPP-219, Fire Protection Training Program.
8. Offsite organizations (i.e., hospital, ambulance, rescue, police and fire personnel) are trained in accordance with their Radiological Emergency Plans which include procedures for notification, basic radiation protection, and expected roles of support. The EP Staff will assist/coordinate this training as necessary.
9. Changes to the ERO Training Program will be presented to the TPC when deemed significant by the Supervisor - Emergency Preparedness.
10. Revisions to the qualification checklists and the Job Task Lists will be controlled by a written approval. The approval authority will be the Supervisor - Emergency Preparedness or designee.

8.3.2 (Continued)

11. Job specific training for Joint Information Center (JIC) personnel are included in the Fundamentals course. The job positions are described, communications to and from the JIC, and management expectations for communications with the media are all included in the Fundamentals course.
12. Qualification for Controller and Evaluator personnel consists of completing the Controller/Evaluator course.
13. Training will be performed using accurate training material. If an emergent need exists and insufficient time exists to make a permanent change, the material can be augmented using the guidance provided in TAP-300, "Development Phase". (CR 99-00936)
14. An EP/ ERO change checklist is used to ensure personnel are properly incorporated into the EP program. The checklist is maintained by the EP staff.
15. To make the ERO aware of participation expectations, an extent of play will be added to each scenario indicating which are to be performed and which evolutions are to be simulated. When the extent of play indicates simulate, the intent is for the evolution to be performed up to the point where continuing would not be safe or advisable (AR #00025627).
16. For the position of Emergency Communicator - Control Room, the Superintendent Shift Operations (SSO) is approved to sign the appropriate documents indicating demonstration of their tasks.
17. During the year 2001, an RNP Business Plan Initiative (BPI) is in progress. The BPI will revise the ERO qualification process to be more in line with the OJT/TPE guidance provided in the TAPs. The Qualification Checklists, Job-Task Lists, and evaluation methods will be revised. These documents and methods currently, and during the entire revision phase, will be within the guidance of this procedure and the TAPs.

8.3.2 (Continued)

18. The EP Supervisor has the discretion to determine if a Qualification Checklist or Job-Task List initiated, prior to the current revision will be considered acceptable.
19. To satisfy the requirements of the Emergency Plan for general training of people on site (exclusion area) who are guests or not covered by other NGG procedures, EP609 will be used and documented using the appropriate training roster.
20. Candidates who satisfactorily participate in a Tabletop, Drill, or Exercise each year and complete any required continuing training will remain qualified. Unsatisfactory performance will be removed from on-call responsibilities and be remediated in accordance with the TAPs. After successful remediation, the individual will be reassigned on-call duties.
21. Definitions
 - a. Participant - An individual who signs the organization chart for the facility and the training report, logs into the facility log if appropriate for the position, and assumes the duties and responsibilities of the position for a drill / exercise / or real event. A participant who is not qualified must have a qualified mentor / coach monitoring their performance.
 - b. Controller - An individual who has control over the timeline and flow of a scenario during a drill or exercise. Controllers pass out scenario information either written or verbally during drills and exercises. Controllers are the only ones who may address participants during Graded Exercises.
 - c. Evaluator - An individual who has no control over the timeline and flow of a scenario. Evaluators normally do not address the participants but may do so only if it will not distract the participant.
 - d. Mentor / Coach - An individual who is playing a leadership role in the qualification process of a candidate. A Mentor / Coach should be qualified either the same position as the candidate is working towards, or the position the candidate will work for on the ERO. The Mentor / Coach ensures the drill objectives are met for the position the candidate is filling.

8.3.3 EP INITIAL TRAINING AND QUALIFICATION PROGRAM DESCRIPTION

1. ALL ERO positions require an Initial Qualification Checklist, which are maintained by the EP Staff.
2. When an individual has been identified as a potential ERO candidate by plant management, the Supervisor - Emergency Preparedness or designee will provide the candidate and the candidates supervisor information addressing management's expectations, including the appropriate Initial Qualification Checklist, a flow path to qualification, and if possible, a schedule of training times and dates.
3. As a result of the Business Plan Initiative, the Initial Qualification Checklist will contain OJT / TPE type elements in the form of Phase-1 and Phase-2 sections using TAP-401 as guidance.
4. The candidates supervisor should coach them on their expectation for participation in the ERO and completing the qualification.
5. The candidate is responsible for attending the training on the scheduled date, making arrangements with EP to attend a drill, exercise, or tabletop, and ensuring an evaluator has signed their qualification checklist.
 - a. An evaluator is anyone who is assigned this position by the Supervisor-EP. To perform this role, preparation may include review of Controller / Evaluator training material or attending a Controller / Evaluator brief (CR 99-01317).

8.3.3 (Continued)

6. Following completion of their sections of the Qualification Checklist, the candidate will forward it to the EP Staff for permanent record retention, entry into the ERO Data Base, issuance of a beeper if required, and addition to the "ON CALL" schedule.
 - a. Candidates are not "officially" qualified until the field in the ERO database indicating they are qualified is updated to indicate "Yes" AND the candidate is notified by the EP Unit they are qualified.
 - b. Candidates shall not take duty until they are issued an ERO beeper, if applicable, and entered into the Data Base.
7. Individuals will only be qualified for one ERO position at a time except when Line Management and the Supervisor - Emergency Preparedness agree that it is appropriate for one individual to hold additional qualifications.
 - a. The EP staff will identify and track the ERO member's qualification.
8. Occasionally ERO members will be required to be removed from the database and Dialogic. In situations where an employee is terminating their employment from HBR, the employee should be removed no later than the end of the next working day. For other situations, the employee should be removed on the same day they are disqualified.
9. ERO members may be qualified a position which is similar in training and skills to their existing position without completing all Sections of the Initial Qualification Checklist for the new position. To accomplish this, the incumbent will complete an NGGS-TRN-0003, "Training Exemption Requirements" Form to request and exemption from Sections 2-5A. Previous training, experience on the ERO, or normal day-to-day job functions are examples of appropriate justification for EP to approve these moves. The approved exemption form will then be attached to an Initial qualification checklist indicating the exemption from sections 2-5A.

8.3.3 (Continued)

10. The Emergency Preparedness Training Program uses the Systematic Approach to Training (SAT) for the development and maintenance of training materials. The plant Training Administrative Procedures (TAPs) will be used as guidance

The EP Training program will apply the following exceptions to the TAPS.

The Supervisor - Emergency Preparedness is responsible for establishing and maintaining the ERO training program. The ERO Instructor is responsible for both the instructor and Performance Technologist assignments in the SAT process. The Supervisor - Emergency Preparedness is authorized to perform those program responsibilities assigned to various levels of training section management in the TAPs as applied to ERO training.

This procedure shall be overriding when conflicts exist with the TAPs in the areas of qualification checklists, qualification documentation, and general prerequisites for ERO qualification.

The qualification of Phase-1 and Phase-2 Evaluators shall be controlled by this procedure. Phase-1 Evaluators are anyone qualified the position of the candidate. Phase-2 Evaluators are anyone qualified the position of the candidate or Drill / Exercise Evaluators assigned the position. EP staff may sign either Phase-1 or Phase-2.

The individual assigned to conduct Phase-2 may be the same individual who conducted Phase-1.

8.3.4 ERO REQUALIFICATION REQUIREMENTS

1. The qualifications for each ERO member shall be reviewed during each calendar year following initial qualification by the responsible individual. A Checklist is used to document yearly demonstration of proficiency. The completed checklist shall be sent to the EP Unit for qualification tracking, then to the Vault.
2. The form used to document the ERO member's annual demonstration of proficiency shall contain applicable elements required to maintain qualification in accordance with the TAPs.
3. An Initial Qualification Checklist will be used when an individuals' previous qualification has lapsed.
 - a. In addition EP may require completion of continuing training for the elapsed time.
 - b. If an individuals qualifications are pulled because they no longer meet the prerequisites, when the prerequisites are met they can be entered into the database without another Initial Qualification checklist, provided their qualifications have not lapsed.

8.3.5 EP CONTINUING TRAINING PROGRAM DESCRIPTION

1. ERO Continuing Training (CT) needs will be assessed through the EP Training Program Committee (TPC).
2. The TPC will identify Continuing Training needs based on:
 - a. Drill \ Exercise critiques
 - b. Student feed back
 - c. Related current industry events
3. Topics for ERO Continuing Training will be selected by the ERO Instructor and concurred by the Supervisor - Emergency Preparedness.
4. The TPC will critique completed training exercises during their regularly scheduled meetings.
5. Many times, the most efficient communications method between EP and the ERO is through electronic distribution. The use of electronic distribution is not appropriate in all cases and should be evaluated by the ERO Instructor on a case-by-case basis. This method may be considered as an alternative to stand-up formal classroom training. Electronic distribution may be used to target one or more positions for position specific training, or designed to target the entire ERO for continuing training. Registered "read receipt" of the electronic distribution to the individual is acceptable documentation for this training.
6. By not attending, On-shift Operators will not benefit from ERO Continuing Training (CT). To ensure this information is relayed to the On-shift Operators, ERO CT lesson plans will be provided to Operations through the Operations Real Time Training (RTT) program for incorporation in to Operations Training as appropriate. (RNP-RA/98-0014, CR 97-02306)

8.3.6 EMERGENCY PREPAREDNESS STAFF TRAINING

1. Continuing Training for the Lead Nuclear Emergency Preparedness Specialist and Senior Nuclear Emergency Preparedness Specialist should include:
 - a. Qualified Safety Reviewer Training
 - b. Mitigating Core Damage Training (once only)
 - c. Corrective Action or Root Cause Analysis Training (once only)
 - d. Emergency Preparedness Training (every 5 years; e.g. Harvard, Regional)
2. The EP Staff should be considered for the following professional development:
 - a. Attend at least one regional emergency preparedness meeting or conference (annually)
 - b. Participate in one drill or emergency event (annually)
 - c. On-system visit to Progress Energy nuclear site for EP related activities such as assessments or drills (annually)
 - d. Off-system visit to another EP organization (biennial)
3. The EP Staff members are subject matter experts and are considered qualified to provide training based on continued involvement and awareness of emergency planning regulations and Emergency Plan and procedures development and revision.
4. The EP Staff member designated as the ERO trainer shall be a certified trainer subject to the same qualification and retraining requirements of those trainers in the Training Section.

8.3.7 ERO RESPIRATOR QUALIFICATION (CR 98-02415)

1. Certain positions, by the nature of their routinely assigned emergency duties, require respiratory protection.
2. The positions requiring respiratory protection are listed in Attachment 8.3.9.1, ERO Positions Requiring Respirator Protection. Positions listed in Attachment 8.3.9.1 are required to be qualified to use fullface, air-purifying respirator AND positive pressure, air-supplied respirator (SCBA).
3. Habitability is periodically monitored in the OSC. When habitability conditions are not met, then ERO positions would be relocated to the alternate OSC. These positions are noted as "relocated" on the attachment.
4. For positions located in the Technical Support Center \ Emergency Operations Facility (TSC / EOF) habitability is maintained by engineering features including a radiation monitor. In addition personnel periodically verify habitability. These ERO position are noted with "TSC/EOF" on the attachment.
5. If a position is normally located offsite, then respiratory protection is not needed. These positions are noted as "Offsite" on the attachment.
6. "All" means all individuals qualified this position must be respirator qualified. Medical and fit test exemptions can be obtained for specific individuals.

8.3.8 RECORDS

1. Training records of individuals participating in the Emergency Preparedness Training Program shall include, but are not limited to:
 - a. Attendance rosters which will be sent to the vault.
 - b. Exam results in the form of answer sheets will be sent to the vault.
 - c. The Initial Qualification Checklists with the approval signature will be kept on file by the EP Staff.

8.3.8 (Continued)

- d. Completed Initial Qualification Checklists will be sent to the vault.
- e. If Student Feedback documents are determined to require action, they will be tracked by Improvement ARs.
- f. Hard-copy records maintained are for information use only. Official copies of all required documentation mentioned above will be sent to the vault.

8.3.9 ATTACHMENTS

- 8.3.9.1 ERO POSITIONS REQUIRING RESPIRATORY PROTECTION
- 8.3.9.2 EMERGENCY PREPAREDNESS LESSONS
- 8.3.9.3 EMERGENCY PREPAREDNESS POSITION REQUIREMENTS
- 8.3.9.4 EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS

ATTACHMENT 8.3.9.1

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ERO POSITIONS REQUIRING RESPIRATORY PROTECTION

ERO Position	Respirator	Justification
Accident Assessment Team Electrical	Yes (1)	All
Accident Assessment Team Mechanical	Yes (1)	All
Accident Assessment Team Reactor Engineer	Yes (1)	All
Administration & Logistics Manager (A&LM)	No	TSC / EOF
Administrative & Badging	No	Off Site
Assistant to ERM	No	TSC / EOF
Company Spokesperson	No	Off Site
Computer Support	Yes (1)	All
Damage Control Team Electrical	Yes (1)	All
Damage Control Team Leader Electrical	Yes (1)	All
Damage Control Team Leader Mechanical	Yes (1)	All
Damage Control Team Mechanical	Yes (1)	All
Dose Projection Team Leader	No	TSC / EOF
Emergency Communicator - EOF	No	TSC / EOF
Emergency Communicator - CR	Yes (1)	All
Emergency Repair Director	No	TSC / EOF
Emergency Response Manager	No	TSC / EOF
Emergency Security Team Leader	No	TSC / EOF
Environmental & Chemistry Technician	Yes (1)	All
Environmental Monitoring Team	No (3)	TSC / EOF

ATTACHMENT 8.3.9.1

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ERO POSITIONS REQUIRING RESPIRATORY PROTECTION

ERO Position	Respirator	Justification
Environmental Monitoring Team Leader	No	TSC / EOF
EOC Representative (Darlington County)	No	Off Site
EOC Representative (Lee County)	No	Off Site
EOF Representative (Chesterfield County)	No	Off Site
ERM Administrative Assistant	No	TSC / EOF
Facility Administrative Assistant (EOF)	No	TSC / EOF
Facility Administrative Assistant (OSC)	No (2)	Relocate
Facility Administrative Assistant (TSC)	No	TSC / EOF
SEOC Representative	No	Off Site
JIC Director	No	Off Site
Maintenance Planner Electrical	No (2)	Relocate
Maintenance Planner Mechanical	No (2)	Relocate
NRC Emergency Communicator	No	TSC / EOF
OSC Leader	No (2)	Relocate
OSC Leader Administrative Assistant	No (2)	Relocate
Plant Operations Advisor	No	TSC / EOF
Plant Operations Director	No	TSC / EOF
Public Information Coordinator	No	Offsite
Public Information Emergency Communicator	No	TSC / EOF
Public Information Specialist	No	Off Site
Radiation Control Technician Damage Control	Yes (1)	All
Radiation Control Technician Facilities	Yes (1)	All

ERO POSITIONS REQUIRING RESPIRATORY PROTECTION

ERO Position	Respirator	Justification
Radiological Control Director	No	TSC / EOF
Radiological Control Manager	No	TSC / EOF
SEC Administrative Assistant	No	TSC / EOF
Site Emergency Coordinator - TSC	No	TSC / EOF
Site Emergency Coordinator Control Room	Yes (1)	CR
State / County Emergency Communicator	No	TSC / EOF
Storekeeper	No (2)	TSC / EOF
Support Services	No	TSC / EOF
Technical Analysis Director	No	TSC / EOF
Technical Analysis Manager	No	TSC / EOF
Technical Spokesperson	No	Off Site

1. The routine emergency duties assigned to this position require that the individual to be qualified for the use of fullface, air-purifying respirators AND SCBA
2. Relocating this position to the alternate OSC or TSC/EOF offsets the need for respiratory qualification and maintains dose ALARA for extended periods.
3. Enmon teams members are not required to wear respirators for transportation safety considerations and to maintain dose ALARA for extended periods.

EMERGENCY PREPAREDNESS LESSONS

<u>HOURS</u>	<u>COURSE</u>	<u>LESSON</u>
<u>FUNDAMENTALS:</u>		
3.0	EP100R	EP PROGRAM STRUCTURE/ORGANIZATION
0.5	EP101R	COMMAND AND CONTROL
0.5	EP102R	LOGKEEPING AND DOCUMENTATION
0.5	EP103R	PARTICIPATION/EXPECTATIONS
0.5	EP104R	FACILITY ACTIVATION/DEACTIVATION
2.5	EP105R	TSC FACILITY
0.5	EP106R	RELIEF STAFFING
2.5	EP107R	OSC FACILITY
2.5	EP108R	EOF FACILITY
3.0	EP109R	ERFIS/EDS
0.5	EP606R	JIC ORGANIZATION
<u>FUNCTION SPECIFIC:</u>		
1.0	EP200R	RADIATION CONTROL DIRECTOR/MANAGER RESPONSIBILITIES
1.0	EP201R	DOSE PROJECTION TEAM RESPONSIBILITIES
1.0	EP202R	ACCIDENT ASSESSMENT TEAM RESPONSIBILITIES
3.0	EP203R	RADIATION CONTROL RESPONSIBILITIES
1.0	EP204R	ENVIRONMENTAL & CHEMISTRY TECHNICIAN RESPONSIBILITIES
1.0	EP205R	ENVIRONMENTAL MONITORING TEAM RESPONSIBILITIES
1.0	EP206R	DAMAGE CONTROL TEAM RESPONSIBILITIES
2.0	EP207R	EMERGENCY OPERATIONS CENTER REPRESENTATIVES
0.5	EP208R	ADMINISTRATIVE ASSISTANT RESPONSIBILITIES
2.0	EP209R	DELETED (Rev. 6)
2.0	EP210R	SITE EMERGENCY COORDINATOR RESPONSIBILITIES
2.0	EP211R	EMERGENCY RESPONSE MANAGER RESPONSIBILITIES
1.0	EP212R	STATUS BOARD PLOTTER
2.0	EP213R	LOGISTICS SUPPORT
1.0	EP214R	NOTIFICATION FORM AND NEWS RELEASES
1.0	EP215R	ACTIVATION OF EMERGENCY RESPONSE ORGANIZATION
0.5	EP216R	ASSISTANT TO EMERGENCY RESPONSE MANAGER
1.0	EP217R	EMERGENCY COMMUNICATOR RESPONSIBILITIES

EMERGENCY PREPAREDNESS LESSONSADMINISTRATIVE:

0.5	EP300R	COMMUNICATION PROTOCOL
0.5	EP301R	OFF-SITE AGENCY INTERFACE
0.5	EP302R	EMERGENCY FACILITY EQUIPMENT
0.5	EP303R	EMERGENCY COMMUNICATION EQUIPMENT
0.5	EP304R	ACCOUNTABILITY

TECHNICAL:

2.0	EP400R	EMERGENCY ACTION LEVELS (EALs)/EMERGENCY CLASSIFICATION
1.0	EP401R	ON-SITE PROTECTIVE MEASURES
1.0	EP402R	PROTECTIVE ACTION RECOMMENDATIONS (PARs)
2.0	EP403R	PLANT RECOVERY OPERATIONS
1.0	EP404R	PLANT DAMAGE ASSESSMENT
4.0	*EP405R	CORE DAMAGE ASSESSMENT

E&RC:

3.0	*EP500R	SOURCE TERM DETERMINATION
1.0	EP502R	EMERGENCY KITS/EQUIPMENT
2.0	*EP503R	ENVIRONMENTAL MONITORING SAMPLING
1.0	EP504R	MAP/PLUME STRATEGY
2.0	EP505R	STATE ENVIRONMENTAL TEAM INTERFACE
2.0	EP506R	METEOROLOGICAL THEORY
3.0	*EP510R	RADIATION MONITORING SYSTEM
4.0	*EP511R	HBR DOSE PROJECTION

EMERGENCY PREPAREDNESS LESSONSMISCELLANEOUS:

0.5	EP600R	MISSION BRIEFING/DEBRIEFING
0.5	EP601R	MISSION FORMATION/PRIORITY
0.5	EP602R	OSC RELOCATION
0.5	EP603R	EVACUATION/ASSEMBLY
0.5	*EP604R	SECURITY CONTROL POINTS
NA	EP605R	DELETED (Rev. 4)
2.0	EP607R	CONTROLLER / EVALUATOR
N/A	EP608R	Communicator Participation
N/A	EP609R	Plant Alarms and Required Responses
0.5	EP610R	Evaluator
0.6	EP611R	EP Staff Dialogic Training

* Those lesson plans marked with an asterisk are required to have a concurrence signature blank to be signed by a subject matter expert (SME) in the area being taught. Appropriate SMEs to sign these blanks will be determined by the Supervisor - Emergency Preparedness. This requirement will be applicable to any lesson plan revisions made after 09/30/1999.

EMERGENCY PREPAREDNESS POSITION REQUIREMENTS

ERO Position	Fundamentals	Position Specific
Accident Assessment Team	EP6C044R	EP6C046R EP9801R EP9804R EP9805R
Administration & Logistics Manager (A&LM)	EP6C044R	EP6C048R
Administrative & Badging	EP6C044R	N/A
Assistant to ERM	EP6C044R	EP6C041R
Company Spokesperson	EP6C044R	N/A
Computer Support	EP6C044R	N/A
Control Room Operators	N/A	EP9801R EP9802R EP9804R
Damage Control Team Member	EP6C044R	EP6C050R EP9801R
Damage Control Team Leader	EP6C044R	EP6C050R
Dose Projection Team Leader	EP6C044R	EP6C054R
Emergency Communicator	EP6C044R	EP6C052R
Emergency Communicator - CR	EP6C044R	EP6C052R
Emergency Repair Director	EP6C044R	EP6C053R EP9801R
Emergency Response Manager	EP6C044R	EP6C047R EP9801R EP9804R
Emergency Security Team Leader	EP6C044R	EP6C024R
Environmental & Chemistry Technician	EP6C044R	EP6C050R
Environmental Monitoring Team	EP6C044R	EP6C051R

EMERGENCY PREPAREDNESS POSITION REQUIREMENTS

ERO Position	Fundamentals	Position Specific
Environmental Monitoring Team Leader	EP6C044R	EP6C051R
EOC Representative (Darlington County)	EP6C044R	EP6C052R
EOC Representative (Lee County)	EP6C044R	EP6C052R
EOF Representative (Chesterfield County)	EP6C044R	EP6C052R
ERM Administrative Assistant	EP6C044R	EP6C045R
Facility Administrative Assistant (EOF)	EP6C044R	EP6C045R
Facility Administrative Assistant (OSC)	EP6C044R	EP6C045R
Facility Administrative Assistant (TSC)	EP6C044R	EP6C045R
SEOC Representative	EP6C044R	EP6C052R
JIC Director	EP6C044R	N/A
Maintenance Planner Electrical	EP6C044R	EP6C036R
Maintenance Planner Mechanical	EP6C044R	EP6C036R
NRC Emergency Communicator	EP6C044R	EP6C052R
OSC Leader	EP6C044R	EP6C053R
OSC Leader Administrative Assistant	EP6C044R	EP6C045R
Plant Operations Advisor	EP6C044R	EP6C046R
Plant Operations Director	EP6C044R	EP6C047R EP9801R EP9802R EP9804R EP9805R
Public Information Coordinator	EP6C044R	N/A
Public Information Emergency Communicator	EP6C044R	EP6C052R
Public Information Specialist	EP6C044R	N/A
Radiation Control Technician Damage Control	EP6C044R	EP6C050R

EMERGENCY PREPAREDNESS POSITION REQUIREMENTS

ERO Position	Fundamentals	Position Specific
Radiation Control Technician Facilities	EP6C044R	EP6C050R
Radiological Control Director	EP6C044R	EP6C049R
Radiological Control Manager	EP6C044R	EP6C049R
SEC Administrative Assistant	EP6C044R	EP6C045R
Site Emergency Coordinator TSC	EP6C044R	EP6C047R EP9801R EP9804R
Site Emergency Coordinator Control Room	N/A	N/A (1)
State / County Emergency Communicator	EP6C044R	EP6C052R
Storekeeper	EP6C044R	N/A
Support Services	EP6C044R	EP6C048R
Technical Analysis Director	EP6C044R	EP6C046R EP9801R EP9804R
Technical Analysis Manager	EP6C044R	EP6C046R EP9801R EP9804R
Technical Spokesperson	EP6C044R	N/A

(1) The Control Room Site Emergency Coordinators (CR-SECs) are not decision makers like the TSC-SECs and therefore are not required to complete the same courses as the TSC-SECs. By maintaining an SRO license as required in the prerequisite section of their ERO Qualification Checklist, the CR-SECs receive initial SACRM training as part of the licensing process. To maintain their license, they must attend SAM retraining on a two year cycle. This is required by the Task-To-Training Matrix for SROs.

EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS

JIC		
- All Positions		Fundamentals Only
ERFIS		
- ERFIS Maintenance		Fundamentals Only
Storekeeper		
- Storekeeper		Fundamentals Only
EP6C024R, Security		
-Emergency Security Team Leader		0.5 EP301R OFF-SITE AGENCY INTERFACE 0.5 EP304R ACCOUNTABILITY 1.0 EP401R ON-SITE PROTECTIVE MEASURES 0.5 EP603R EVACUATION/ASSEMBLY 0.5 EP604R SECURITY CONTROL POINTS

EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS

EP6C036R, Planners – Maintenance Planners	FUNDAMENTALS ONLY
EP6C041R, AERM – Assistant to the Emergency Response Manager	0.5 EP216R ASSISTANT TO EMERGENCY RESPONSE ORGANIZATION
EP6C044R, Emergency Response Organization Fundamentals – All Positions	3.0 EP100R EP PROGRAM 0.5 EP101R STRUCTURE/ORGANIZATION 0.5 EP102R COMMAND AND CONTROL 0.5 EP103R LOGKEEPING AND DOCUMENTATION 0.5 EP104R PARTICIPATION/EXPECTATIONS FACILITY 2.5 EP105R ACTIVATION/DEACTIVATION 0.5 EP106R TSC FACILITY 2.5 EP107R RELIEF STAFFING 2.5 EP108R OSC FACILITY 3.0 EP109R EOF FACILITY 0.5 EP602R ERFIS/EDS 0.5 EP606R OSC RELOCATION 0.5 EP606R JIC ORGANIZATION

EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS

<p>EP6C045R, Administrative</p> <ul style="list-style-type: none"> - SEC Administrative Assistant - ERM Administrative Assistant - OSC Leader Administrative Assistant - Facility Administrative Assistant 	<p>0.5 EP208R ADMINISTRATIVE ASSISTANT RESPONSIBILITIES</p> <p>1.0 EP212R STATUS BOARD PLOTTER</p> <p>1.0 EP214R NOTIFICATION FORM AND NEWS RELEASES</p> <p>0.5 EP302R EMERGENCY FACILITY EQUIPMENT</p> <p>0.5 EP303R EMERGENCY COMMUNICATION EQUIPMENT</p> <p>0.5 EP304R ACCOUNTABILITY</p>
<p>EP6C046R, Accident Assessment</p> <ul style="list-style-type: none"> - Accident Assessment Team Members - Technical Analysis Manager - Technical Analysis Director - Plant Operations Advisor 	<p>1.0 EP202R ACCIDENT ASSESSMENT TEAM RESPONSIBILITIES</p> <p>0.5 EP300R COMMUNICATION PROTOCOL</p> <p>0.5 EP301R OFF-SITE AGENCY INTERFACE</p> <p>0.5 EP304R ACCOUNTABILITY</p> <p>2.0 EP400R EMERGENCY ACTION LEVELS (EALs)/EMERGENCY CLASSIFICATION</p> <p>1.0 EP402R PROTECTIVE ACTION</p> <p>2.0 EP403R RECOMMENDATIONS (PARs)</p> <p>1.0 EP404R PLANT RECOVERY OPERATIONS</p> <p>4.0 EP405R PLANT DAMAGE ASSESSMENT</p> <p>3.0 EP510R CORE DAMAGE ASSESSMENT</p> <p>0.5 EP601R RADIATION MONITORING SYSTEM MISSION FORMATION/PRIORITY</p>

EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS

EP6C047R, ERM\SEC\POD – Emergency Response Manager – Site Emergency Coordinator – Plant Operations Director	2.0 EP210R SITE EMERGENCY COORDINATOR RESPONSIBILITIES 2.0 EP211R EMERGENCY RESPONSE MANAGER RESPONSIBILITIES 1.0 EP214R NOTIFICATION FORM AND NEWS RELEASES 0.5 EP300R COMMUNICATION PROTOCOL 0.5 EP301R OFF-SITE AGENCY INTERFACE 0.5 EP303R EMERGENCY COMMUNICATION EQUIPMENT 0.5 EP304R ACCOUNTABILITY 2.0 EP400R EMERGENCY ACTION LEVELS (EALs)/EMERGENCY CLASSIFICATION 1.0 EP401R ON-SITE PROTECTIVE MEASURES 1.0 EP402R PROTECTIVE ACTION 2.0 EP403R RECOMMENDATIONS (PARs) 1.0 EP404R PLANT RECOVERY OPERATIONS 3.0 EP510R PLANT DAMAGE ASSESSMENT 4.0 EP511R RADIATION MONITORING SYSTEM HBR DOSE PROJECTION
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EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS

EP6C048R, Logistics – Administrative and Logistics Manager – Support Services Coordinator	2.0 EP213R LOGISTICS SUPPORT 0.5 EP301R OFF-SITE AGENCY INTERFACE 0.5 EP303R EMERGENCY COMMUNICATION EQUIPMENT 0.5 EP304R ACCOUNTABILITY 1.0 EP401R ON-SITE PROTECTIVE MEASURES 2.0 EP403R PLANT RECOVERY OPERATIONS 0.5 EP603R EVACUATION/ASSEMBLY 0.5 EP604R SECURITY CONTROL POINTS
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EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS

EP6C049R, RCM/RCD – Radiation Control Manager – Radiation Control Director	1.0 EP200R RADIATION CONTROL 1.0 EP201R DIRECTOR/MANAGER RESPONSIBILITIES 1.0 EP205R DOSE PROJECTION TEAM RESPONSIBILITIES 1.0 EP214R ENVIRONMENTAL MONITORING TEAM RESPONSIBILITIES 0.5 EP301R NOTIFICATION FORM AND NEWS RELEASES 0.5 EP304R OFF-SITE AGENCY INTERFACE ACCOUNTABILITY 2.0 EP400R EMERGENCY ACTION LEVELS (EALs)/EMERGENCY CLASSIFICATION 1.0 EP401R ON-SITE PROTECTIVE MEASURES 1.0 EP402R PROTECTIVE ACTION 2.0 EP403R RECOMMENDATIONS (PARs) 3.0 EP500R PLANT RECOVERY OPERATIONS 2.0 EP503R SOURCE TERM DETERMINATION ENVIRONMENTAL MONITORING SAMPLING 1.0 EP504R MAP/PLUME STRATEGY 2.0 EP506R METEOROLOGICAL THEORY 3.0 EP510R RADIATION MONITORING SYSTEM 4.0 EP511R HBR DOSE PROJECTION 0.5 EP603R EVACUATION/ASSEMBLY
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EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS

<ul style="list-style-type: none"> - EP6C050R, Damage Control\E&RC - Damage Control Team Member - Damage Control Team Leader - Environmental & Chemistry Technician - Radiation Control Technician 	<ul style="list-style-type: none"> 3.0 EP203R RADIATION CONTROL RESPONSIBILITIES 1.0 EP204R ENVIRONMENTAL & CHEMISTRY TECHNICIAN RESPONSIBILITIES 1.0 EP206R DAMAGE CONTROL TEAM RESPONSIBILITIES 0.5 EP300R COMMUNICATION PROTOCOL 0.5 EP303R EMERGENCY COMMUNICATION EQUIPMENT 0.5 EP304R ACCOUNTABILITY 2.0 EP403R PLANT RECOVERY OPERATIONS 1.0 EP404R PLANT DAMAGE ASSESSMENT 1.0 EP502R EMERGENCY KITS/EQUIPMENT 0.5 EP600R MISSION BRIEFING/DEBRIEFING 0.5 EP601R MISSION FORMATION/PRIORITY 0.5 EP603R EVACUATION/ASSEMBLY
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EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS

EP6C051R, ENMON – Environmental Monitoring Team Member – Environmental Monitoring Team Leader	1.0 EP205R ENVIRONMENTAL MONITORING TEAM RESPONSIBILITIES 0.5 EP300R COMMUNICATION PROTOCOL 0.5 EP303R EMERGENCY COMMUNICATION EQUIPMENT 1.0 EP502R EMERGENCY KITS/EQUIPMENT 2.0 EP503R ENVIRONMENTAL MONITORING SAMPLING 1.0 EP504R MAP/PLUME STRATEGY 2.0 EP505R STATE ENVIRONMENTAL TEAM INTERFACE
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EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS

<ul style="list-style-type: none"> EP6C052R, Emergency Communicator - Emergency Communicator - NRC - Emergency Communicator - State / Counties - Emergency Communicator - Public Information - Emergency Communicator - Emergency Operations Center Representative - Forward Emergency Operations Center Representative 	<ul style="list-style-type: none"> 2.0 EP207R EMERGENCY OPERATIONS CENTER REPRESENTATIVES 1.0 EP214R NOTIFICATION FORM AND NEWS RELEASES 1.0 EP215R ACTIVATION OF EMERGENCY RESPONSE ORGANIZATION 1.0 EP217R EMERGENCY COMMUNICATOR RESPONSIBILITIES 0.5 EP300R COMMUNICATION PROTOCOL 0.5 EP301R OFF-SITE AGENCY INTERFACE 0.5 EP303R EMERGENCY COMMUNICATION EQUIPMENT 2.0 EP400R EMERGENCY ACTION LEVELS (EALs)/EMERGENCY CLASSIFICATION 1.0 EP402R PROTECTIVE ACTION RECOMMENDATIONS (PARs) 2.0 EP403R PLANT RECOVERY OPERATIONS
<ul style="list-style-type: none"> EP6C053R, Repair \ Operations Support - Emergency Repair Director - Operations Support Center Leader 	<ul style="list-style-type: none"> 0.5 EP304R ACCOUNTABILITY 2.0 EP403R PLANT RECOVERY OPERATIONS 0.5 EP601R MISSION FORMATION/PRIORITY

EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS

EP6C054R, Dose Projection – Dose Projection Team Leader	<table border="0"> <tr> <td style="vertical-align: top;">1.0</td> <td style="vertical-align: top;">EP201R</td> <td style="vertical-align: top;">DOSE PROJECTION TEAM RESPONSIBILITIES</td> </tr> <tr> <td style="vertical-align: top;">1.0</td> <td style="vertical-align: top;">EP214R</td> <td style="vertical-align: top;">NOTIFICATION FORM AND NEWS RELEASE</td> </tr> <tr> <td style="vertical-align: top;">0.5</td> <td style="vertical-align: top;">EP303R</td> <td style="vertical-align: top;">EMERGENCY COMMUNICATION EQUIPMENT</td> </tr> <tr> <td style="vertical-align: top;">1.0</td> <td style="vertical-align: top;">EP402R</td> <td style="vertical-align: top;">PROTECTIVE ACTION RECOMMENDATIONS (PARs)</td> </tr> <tr> <td style="vertical-align: top;">3.0</td> <td style="vertical-align: top;">EP500R</td> <td style="vertical-align: top;">SOURCE TERM DETERMINATION</td> </tr> <tr> <td style="vertical-align: top;">2.0</td> <td style="vertical-align: top;">EP506R</td> <td style="vertical-align: top;">METEOROLOGICAL THEORY</td> </tr> <tr> <td style="vertical-align: top;">3.0</td> <td style="vertical-align: top;">EP510R</td> <td style="vertical-align: top;">RADIATION MONITORING SYSTEM</td> </tr> <tr> <td style="vertical-align: top;">4.0</td> <td style="vertical-align: top;">EP511R</td> <td style="vertical-align: top;">HBR DOSE PROJECTION</td> </tr> </table>	1.0	EP201R	DOSE PROJECTION TEAM RESPONSIBILITIES	1.0	EP214R	NOTIFICATION FORM AND NEWS RELEASE	0.5	EP303R	EMERGENCY COMMUNICATION EQUIPMENT	1.0	EP402R	PROTECTIVE ACTION RECOMMENDATIONS (PARs)	3.0	EP500R	SOURCE TERM DETERMINATION	2.0	EP506R	METEOROLOGICAL THEORY	3.0	EP510R	RADIATION MONITORING SYSTEM	4.0	EP511R	HBR DOSE PROJECTION
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3.0	EP510R	RADIATION MONITORING SYSTEM																							
4.0	EP511R	HBR DOSE PROJECTION																							

EMERGENCY PREPAREDNESS COURSE CODES AND REQUIREMENTS

<p>EP9801R, "Executive Volume" <ul style="list-style-type: none"> - Emergency Response Manager - Site Emergency Coordinator - Plant Operations Director - Technical Analysis Director - Accident Assessment Team - Damage Control Team Leader - Damage Control Team - Emergency Repair Director - Control Room Operators - Technical Analysis Manager </p>	<p>0.5 EP700R SAM Overview</p>
<p>EP9802R, "SACRM 1&2 Classroom" <ul style="list-style-type: none"> - Plant Operations Director - Control Room Operators </p>	<p>This course is maintained and presented by Operations Training.</p>
<p>EP9804R, "DFCS / SCST Classroom" <ul style="list-style-type: none"> - Emergency Response Manager - Site Emergency Coordinator - Plant Operations Director - Technical Analysis Director - Technical Analysis Manager - Control Room Operators </p>	<p>2.0 DFC / SCST 1.0 Instrumentation 2.0 Sam Philosophy 1.5 User's Guide</p>
<p>EP9805R, "SAM / SACM (Self Study) <ul style="list-style-type: none"> - Plant Operations Director - Technical Analysis Director - Accident Assessment Team </p>	<p>CA 1 through 7 SACM 1 through 4 SAEM 1 through 2 SAM 1 through 8</p>

H. B. ROBINSON STEAM ELECTRIC PLANT, UNIT NO. 2

PLANT OPERATING MANUAL

VOLUME 2

PART 5

EPEOF-01

EMERGENCY RESPONSE MANAGER

REVISION 8

SUMMARY OF CHANGES
PRR 96984

STEP #	REVISION COMMENTS
ERM Quick Start Guide Step 2	Deleted phone number for dialogic from procedure.
Step 8.1.3.3	Changed the location of the alternate assembly area for the EOF to the Darlington County Emergency Operations Center.

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8.1.2 RESPONSIBILITIES	5
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8.1.5 ATTACHMENTS	8
8.1.5.1 Turnover Checklist	9
8.1.5.2 Recovery Consideration Guidance	12

EMERGENCY RESPONSE MANAGER (ERM) QUICK START GUIDE

NOTE: Blanks are provided for place keeping only, logs are the official record. This is a summary level guide and does not replace the procedure steps.

1. Sign in on the facility sign-in board/roster. Log on to the Electronic Display System (EDS). _____
2. If dialogic was used for callout, upon arrival at the Facility, notify Dialogic. _____
3. Verify EOF staffing and resources available to prepare for facility activation. _____

_____ AERM	_____ S/C EC	_____ POA
_____ ERM Admin Asst	_____ PI EC	_____ ALM
_____ EC	_____ RCM	_____ EnMon TL
	_____ TAM	_____ DPTL

NOTE: The Emergency Response Manager (ERM) and the Emergency Communicator (EC) can assume and conduct offsite communication activities from the Emergency Operations Facility to relieve the Control Room prior to facility activation.

4. Review Emergency Notification Forms and press releases issued. _____
5. Direct the EOF staff to prepare for initial plant status briefing. _____
6. Obtain initial plant status briefing from the Control Room (CR) or the Technical Support Center (TSC). _____
 - Use Attachment 8.1.5.1 for guidance.
7. Request TSC support for EOF areas not prepared to assume emergency response role. This does not include offsite communications. _____
8. Activate EOF as soon as possible. _____
9. Refer to procedure steps. _____

8.1 EMERGENCY RESPONSE MANAGER (ERM)

8.1.1 PURPOSE

1. This procedure describes the functional responsibilities and procedure steps for the Emergency Response Manager (ERM).

8.1.2 RESPONSIBILITIES

1. Maintain overall command and control of the company's response to the emergency and the Emergency Operations Facility (EOF).
2. Maintain unilateral authority to commit company resources to the emergency response.
3. Maintain communications regarding the emergency with internal and external contacts.
4. Approve Emergency Notification Forms and press releases.
5. Recommend Protective Actions to the offsite agencies.
6. Manage the company's offsite radiological monitoring and dose projection.

8.1.3 INSTRUCTIONS

NOTE:

The non-delegable duties to:

1. Notify Off-site authorities, and
2. Formulate Protective Actions Recommendations (PAR) transfer to the ERM upon activation of the EOF.

1. Upon notification of an emergency, the ERM shall interface with the Site Emergency Coordinator (SEC)-CR or Technical Support Center (TSC) to determine if the EOF shall be activated.
 - a. EOF activation is required at an Alert or higher emergency classification level but will normally activate simultaneously with the TSC.

8.1.3 (Continued)

2. Determine if conditions exist which would prevent immediate occupancy of the EOF. In the event of a chemical/toxic hazard contact the Site Industrial Safety Representative/designee for appropriate protective actions. Consider monitoring for gas intrusion.
3. Determine if the EOF Alternate Assembly Area located at the Darlington County Emergency Operations Center, 1625 Harry Byrd Highway (Highway 151), Darlington, SC, is a preferable assembling location.
4. The EOF shall relieve the CR of offsite communications as soon as possible.
 - a. To accomplish this, the EOF can assume and conduct offsite communications from the EOF prior to facility activation with the presence of the ERM and the Emergency Communicator (EC).
5. Direct the EOF staff to prepare for activation.
6. Complete Attachment 8.1.5.1, Turnover Checklist.
7. Brief the EOF staff regarding the information from the turnover if not completed as a group on the speaker phone.
8. Advise EOF staff regarding eating and drinking requirements.
9. Schedule subsequent facility briefings. (30-60 minute time frame)
10. Approve Emergency Notification Forms.
 - a. Notification is required within 15 minutes for initial classification.
 - b. Follow-up notifications are required every 30-60 minutes or for any event which significantly impacts the health and safety of the public.

8.1.3 (Continued)

11. Approve press releases.
 - a. Following the activation of the EOF, press releases should be available for issue to the news media following:
 - A change of an emergency classification, or
 - A radiological release as a result of the emergency, or
 - Other significant events provided to the offsite agencies via an Emergency Notification Form.
12. Confer with Joint Information Center (JIC) personnel upon their arrival at the JIC. The Public Information Emergency Communicator (PI-EC) and the JIC Emergency Response Organization (ERO) beepered positions shall maintain public/media response to the emergency until the JIC is appropriately staffed.
13. Review and maintain awareness of dose projection and environmental field monitoring activities.
 - a. This includes administration of Potassium Iodide (KI), dosimeter correction factor, and expanded environmental monitoring.
14. Formulate and communicate PARs to the State and Counties.
15. Ensure the Assistant to the Emergency Response Manager (AERM) is maintaining contact with Unit 1 and the Darlington County Plant. Habitability screening may be necessary if personnel remain in the area.
16. Notify state and counties to provide "heads-up" information as necessary. Provide assistance as requested. Refer to the Emergency Response Organization (ERO) Telephone Directory for telephone numbers.
17. Notify Corporate Senior Management periodically regarding plant status updates. Refer to the ERO Telephone Directory for telephone numbers.

8.1.3 (Continued)

18. Determine the need for and request assistance from neighboring utilities. Refer to the ERO Telephone Directory for telephone numbers.
19. Confer with the SEC periodically to ensure continuity of operations and response.
20. Initiate necessary action per Attachment 8.1.5.2, Recovery Consideration Guidance.
 - a. Recovery operations should not interfere with emergency response.
 - b. Consider use of outage organization to begin recovery planning in parallel with emergency response.

8.1.4 RECORDS

N/A

8.1.5 ATTACHMENTS

- 8.1.5.1 Turnover Checklist
- 8.1.5.2 Recovery Consideration Guidance

ATTACHMENT 8.1.5.1
Page 1 of 3
TURNOVER CHECKLIST

This checklist is guidance for turning over the Site Emergency Coordinator responsibilities from the Control Room to the Technical Support Center, for turning over offsite responsibilities from the Site Emergency Coordinator to the Emergency Response Manager, or for assuming or relinquishing the SEC or ERM position.

<p>NOTE: Blanks are provided for place keeping only, logs are the official record. This is a summary level guide and does not replace the procedure steps.</p>

A. Establish ERFIS as official time for log keeping unless unavailable. _____

B. ONSITE SITUATION

1. Review Emergency Classification, basis for declaration, and mitigating actions. Suspend turnover if plant conditions exist that change the classification, notification, or PARs. _____

- a. Review status of safety equipment and systems.
- b. Review status of fission product barriers.
- c. Review condition/stability of reactor.
- d. Review any Emergency Action Levels exceeded.
- e. Review cause, history, initiating events leading to declaration of emergency.

2. Review onsite protective actions taken. _____

- a. Assembly
- b. Shelter
- c. Evacuations (Local, Protected Area, Site, Exclusion Area)

<p>NOTE: If there is a Site Evacuation, Unit 1 may need to continue operating.</p>

- d. Potassium Iodide Administration
- e. Complete PLP-015 Overtime Form for ERO as appropriate.

ATTACHMENT 8.1.5.1
Page 2 of 3
TURNOVER CHECKLIST

3. Review status of offsite assistance requested for the site. _____
- a. Fire Department
 - b. Rescue Squad
 - c. Local Law Enforcement Agency

C. OFFSITE SITUATION

1. Review Status of Offsite Notifications. _____
- State and County initial and any follow-up messages
 - NRC (Including Status of ERDS activation per EPCLA-01)
 - Other: Westinghouse, Ebasco, INPO
 - Any needed notifications that have not been made
2. Review Protective Action Recommendations made and notifications made to the State and Counties. _____
3. Review any communications received from the State or Counties regarding activation, readiness, protective actions, or requests for information. _____
4. Review data on any projected or actual radiological releases. _____
5. Review the time and content of any press releases or media briefing. _____

ATTACHMENT 8.1.5.1
Page 3 of 3
TURNOVER CHECKLIST

D. EMERGENCY RESPONSE

1. Review status of Emergency Response Organization Activation. _____
 - Notifications made to off-duty and offsite personnel. _____
 - Emergency Response Facilities that are activated. _____
 - Emergency Response Facilities that will be activated. _____
 - Other notifications needed. _____
2. Review outside organizations requested to mobilize. _____
3. Review assistance needed. _____
4. After the TSC-SEC assumes responsibilities for the event declaration, the CR-SEC maintains responsibility to keep the TSC updated of changing conditions and the urgency of declaring events based on the changing conditions. _____

E. TURNOVER COMPLETED _____

RECOVERY CONSIDERATION GUIDANCE

1. Identify personnel to assume the positions required for the Recovery Organization. See PLP-007, Robinson Emergency Plan.
2. In conjunction with the Site Emergency Coordinator, develop a recovery plan.
3. Identify resources needed to complete the recovery.
4. Obtain any services and equipment necessary to complete the needed repair.
5. Conduct post accident evaluations of the causes and consequences of the incident.
6. Assess and determine the overall damage.
7. Obtain all necessary licenses, or amendments to licenses, required for repair of the unit and disposal of waste products.
8. Coordinate with local and state agencies to keep them informed of onsite activities on a timely basis and provide support for any offsite protective actions required during the recovery phase.
9. Maintain security for the plant and associated facilities.
10. Coordinate NRC activities at the site in an effort to avoid duplication and minimize impact on the plant staff.
11. Control personnel exposure during reentry and recovery.
12. Consult with the Corporate legal staff.
13. Review PLP-037, "Conduct of Infrequently Performed Tests or Evolutions".