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

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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 and Implementing Procedure revisions.

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

P. L. Serra
Manager, Plant Protection

PLS/mk
Enclosure: Letter of Receipt
Description of Changes
STPEGS Emergency Plan / Rev. ICN 20-2
0ERP01-ZV-SH02, Acting Radiological Manager / Rev. 6
0ERP01-ZV-EF10, Offsite Field Team Supervisor / Rev. 7
0ERP01-ZV-EF03, Radiological Director / Rev. 9
0ERP01-ZV-OS03, Radiological Coordinator / Rev. 6
0ERP01-ZV-TS04, Radiological Manager / Rev. 7
0PGP05-ZV-0003, Emergency Response Organization / Rev. 7
0ERP01-ZV-EF20, State of Texas Liaison / Rev. 5
0PGP05-ZV-0016, Prompt Notification System Implementing Procedure / Rev. 3
0ERP01-ZV-OF02, Joint Information Center Activation, Operation, and Deactivation / Rev. 5
0PGP03-ZT-0139, Emergency Preparedness Training Program / Rev. 9

A045

cc:

(paper copy)

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To: P. L. Serra
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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.

_____ _____
Signature Date

Description of Changes

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

STPEGS Emergency Plan / Rev. ICN 20-2

NO	CHANGE	REASON
1	Section A, page 1, revised owner company names	Matched names to the Facility Operating License
2	Section B, page 2, step B.2.1, changed State Emergency Operations Center TO State Operations Center (SOC)	Editorial, Facility name change
3	Section B, page 3, step B.2.2, first and second paragraph, changed State Emergency Operations Center TO State Operations Center (SOC)	Editorial, Facility name change
4	Section C, page 12, step C.4.17, changed rumor control to Public Inquiry	Editorial Clarification
5	Section C, Table C-1, page 13, removed 1## from the 75 minute responder column for Plant Operators and added new line for the Plant Operations Discipline Lead 75 minute responder	In Revision 17 of the Emergency Plan dated 01/10/1996, Section C, Table C-2 (now Table C-1), inserted the OSC Operator in the 75-minute column. The Plant Operator Available in 75-Minute position works in the Operations Support Center and monitors Control Room radio communications to Plant Operators. This individual discusses Plant Operator functions and OSC resources that may be required by the Operators going into the Plant to the OSC Coordinator (Facility Manager). This individual remains in the OSC and was never intended to enter into the plant to manipulate equipment. The onshift Plant Operator and 75-minute responder are two distinctly different functions and the change was made in error. This position has been moved to a new line entitled Plant Operations Discipline Lead. The total number of 75 minute responders remains unchanged at 13.
6	Section C, Table C-1, page 14, added a Radwaste Operator and made it a ** position	The Radwaste Operator functions are covered by onshift personnel assigned other duties. Added to be consistent with NUREG 0654 Table B-1

NO	CHANGE	REASON
7	Section C, Figure C-1 through C-4, pages 16-19, revised to look like staffing boards in the facilities	Editorial Clarification, no title changes
8	Section C, Figure C-5, page 20, renamed one of admin staff Communications Technician in the JIC	Clarification, individuals were already part of the Staff
9	Section E, step E.3, page 4, Added not to exceed four months	Missing Appendix E requirement
10	Section E, Figure E-1, Siren Locations	Changed siren IDs from letter to number codes.
11	Section E, New Figure E-3, Added titles for those in charge at both ends of communication links	Missing Appendix E requirement
12	Section G, step G.7, page 6, changes State Emergency Operations Center to State Operations Center	Editorial, Facility name change
13	Section G, step G.11, page 8, Added location of first aid station	Missing Appendix E requirement
14	Section I, page 4, revised 10-mile EPZ Map	Road # typo
15	Section L, step L.5, page 3, Changed Emergency Operations Center to State Operations Center	Editorial, Facility name change
16	Section N, Addendum N-1, new step 9, Added remedial exercises requirement	Missing Appendix E requirement
17	Attachment 2, page 1, changed State of Texas EOC Liaison TO State of Texas Liaison	Editorial, Facility name change

0ERP01-ZV-SH02, Acting Radiological Manager / Rev. 6

Page 13 & 14, Deleted reference to instruction page, instructions are now on each bottle. Editorial Clarification

0ERP01-ZV-EF10, Offsite Field Team Supervisor / Rev. 7

Page 9, added in accordance with usage and dosage instructions on the bottle label. Editorial Clarification

0ERP01-ZV-EF03, Radiological Director / Rev. 9

Page 10, Delete reference to instruction page, instructions are now on each bottle. Editorial Clarification

0ERP01-ZV-OS03, Radiological Coordinator / Rev. 6

Page 13, Deleted reference to instruction page, instructions are now on each bottle. Editorial Clarification

0ERP01-ZV-TS04, Radiological Manager / Rev. 7

Page 10, Deleted reference to instruction page, instructions are now on each bottle. Editorial Clarification

0PGP05-ZV-0003, Emergency Response Organization / Rev. 7

Page 5, new step 5.4.1, added the duty week begins and ends on Tuesdays at 07:00. Clarification

Page 9, Addendum 2 step 1.0, changed admin staff to JIC Communications Technician. Clarification

Page 9, Addendum 2 step 1.0, Added Audio-Visual Technician to JIC responders for an Unusual Event (Security).

0ERP01-ZV-EF20, State of Texas Liaison / Rev. 5

Global revision, change Emergency Operations Center to State Operations Center (SOC).

Page 2, new step 3.2.2, added If not at the site contact the Deputy EOF Director for reporting instructions.

0PGP05-ZV-0016, Prompt Notification System Implementing Procedure / Rev. 3

Page 3, removed steps 4.1.4 - 4.1.6, vendor changed siren computer software and made these steps unnecessary.

Page 16, step 6, changed attach printout to complete Form 1.

Page 16, changed siren Id's from letters to numbers.

0PGP03-ZT-0139, Emergency Preparedness Training Program / Rev. 9

NO	CHANGE	REASON
1	Page 4, step 3.3.4, deleted responsibility for "Ensuring Emergency Care Attendants (ECAs) maintain necessary qualifications for ECA status"	STP no longer maintains Emergency Care Attendant Certification, only EMT Certification
2	Page 12, Added EPT-028, Assembly Area Coordinator Training	Added Training
3	Page 12, Added EPT-080, Storm Crew Training	Added Training
4	Page 13, Deleted Certification 4398, Emergency Care Attendant	Replaced by Cert 4600 (Emergency Medical Technician)
5	Page 15, added "STPNOC Assembly Area Coordinators/Managers, EPT-028"	Addition of EPT-028 in this procedure will formalize a currently informal process

NO	CHANGE	REASON
6	Added EPT-080 to the following positions: Communications System Supervisor, Employee Support, EOF Director (2), EOF Liaison, Purchaser, Site Public Affairs Specialist, Administrative Staff, Chemical/Radiochemical Manager, Engineer – Electrical, Engineer – Mechanical, Engineer – Nuclear, Maintenance Manager, Operations Manager, Radiological Manager, Security Manager, TSC Communicator, TSC Manager, Electrical Maintenance Discipline Leader, I&C Discipline Leader, Material Handler, Mechanical Maintenance Discipline Leader	Identified positions are given as Storm Crew members in station Severe Weather Plan
7	Added EPT-511 to the following positions: Assistant Operations Manager, Assistant Radiological Manager, Assistant TSC Manager, Chemical/Radiochemical Manager, Operations Communicator, Operations Manager, Radiological Manager, Security Manager, Technical Manager, TSC Communicator, TSC Manager	Identified positions are decision makers for infrequently performed TSC Tasks. EPT-511 will periodically refresh their knowledge
8	Page 18, #13, changed Cert 4398 (Emergency Care Attendant) to Cert 4600 (Emergency Medical Technician)	Cert 4398 has been deleted and Cert 4600 has taken its place
9	Page 18, JIC #1-3, added FFD-001 & GET-001	Clarification

0ERP01-ZV-OF02, Joint Information Center Activation, Operation, and Deactivation / Rev. 5

NO	CHANGE	REASON
1	Removed the words "is responsible for" in each position under 2.0 and put position title in bold.	To make the document easier to read These changes are not marked with revision bars.
2	Added bullets under 3.1.6.	To provide more definition as to when JIC can be activated and that some functions can be performed prior to activation.
3	Added 3.5.12 for Media Relations Manager, which is currently an expectation.	Added action for Media Relations Manager to facilitate media interviews with spokesperson.
4	Added 3.7.6 and 3.8.10, additional guidance in ZV-0010.	Public Inquiry Guide has been completed and is ready for use.
5	Added an action to 3.10.4, Administrative Staff, to reference Administrative Support Guide.	Administrative Support Guide has been completed and is ready for use.

NO	CHANGE	REASON
6	Added to the Technical Support Liaison position – 3.11.2, gathering information from the plant.	To more clearly define actions of position.
7	Added 3.12.6 to expectations for Media Relations Technical Spokesperson to support STP JIC positions, as well as other agency PIOs.	Added expectation to actions for Media Relations Technical Spokesperson
8	Changed Public Inquiry to Media Relations Manager in 3.14.1 as person Audiovisual Specialist reports to.	Position has changed reporting structure.
9	Added actions to the Audio Visual Specialist position in 3.14.2– setting up and adjusting PA system.	To more clearly define responsibilities of position.
10	Added actions to Internet Graphics Technician – 3.16.5 and 3.16.6, providing graphics support, posting press releases to Internet, emailing press releases to media outlets.	Position actions have been expanded.
11	Added 3.17, Communications Technician actions.	To further expound on actions necessary to address overall responsibilities of Administrative Manager.
12	Moved Deactivation of JIC from 3.17 to 3.18.	Added Communications Technician actions, which pushed Deactivation to 3.18.
13	Added 4.4, Public Inquiry.	Public Inquiry Guide has been completed and is ready for use.
14	Added Addendum 1 and 2 dealing with use of teleconferencing, and changed Addendum designators 1 to 4 and 2 to 5.	Added additional addenda and changed designator of Addendum from Rev. 4 to Rev.5.
15	Reorganized Addendum 3, Page 2-JIC Shift Roster.	Administrative Managers asked that procedure roster match official roster in order of positions.
16	Changed P/MI to PI staff on shift roster.	Name of staff is Public Inquiry.
17	Changed name of Administrative Staff position 7 (Communications Technician) on shift roster.	More accurately reflects position that has been a part of the Administrative group.

NO	CHANGE	REASON
18	Addendum 4, made minor changes to JIC layout drawings – removed most telephones from the center table in the Spokesperson Work Area room, added additional isles in the Press Conference room and deleted several rows of chairs and added Polycom, changed name of Rumor Control in Public Inquiry room to Public Inquiry, added teleconference to phone in Media Work Area that can be used for initial teleconference.	To reflect minor changes team has decided to make to the set up of the facility.
19	Added Addendum 5, JIC Priority set up.	During a drill, the team requested a JIC facility priority set up be provided in the procedure.

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SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

EMERGENCY PLAN

SECTION A

A INTRODUCTION

The emergency preparedness program at the South Texas Project Electric Generating Station (called the Station) is designed in accordance with Code of Federal Regulations, Title 10, Part 50.47 and the guidelines of the U.S. Nuclear Regulatory Commission as established in NUREG-0654/Federal Emergency Management Agency Report-1, Rev. 1. The Station is operated and managed by the STP Nuclear Operating Company, acting as Project Manager on behalf of Texas Genco, LP, The City Public Service Board of San Antonio (CPS), AEP Texas Central Company, and the City of Austin Texas (COA) under the South Texas Project Operations Agreement. The emergency preparedness program at the Station is concerned with hypothetical accidents that may occur at the Station that could potentially have an impact on the health and safety of the general public, Station employees, vendors, and visitors and/or protection of the environment.

A.1 Overall Objective

The overall objective of the emergency preparedness program is to provide planned actions and training which will mitigate consequences of a wide variety of accidents. Wide ranges of possible accident scenarios are used for a training basis following the guidelines established by the Nuclear Regulatory Commission.

Emergency Preparedness Planning has been developed to ensure an adequate level of preparedness for, and effective responses to, emergencies associated with the Station. The Emergency Plan (called the Plan) applies to emergency situations at the Station which involve actual or potential concerns for the safety of the general public or Station personnel.

The Emergency Plan and Emergency Plan Implementing and Administrative Procedures are designed to:

- Establish and define an Emergency Response Organization for dealing with the impact of the emergency;
- Provide for the protection of the health and safety of the general public;
- Provide a means of quickly identifying an accident condition and declaring the required emergency classification;

- Provide emergency information to the public through periodic press briefings in conjunction with State and local officials.

- Keep the Station Owners informed of the situation at the site.

B.2 State of Texas Responsibility

State of Texas has developed a Radiological Emergency Management Plan as an integral part of the State of Texas Emergency Management Plan. The State of Texas Emergency Management Plan outlines the State organization for emergency activities, and assigns tasks and responsibilities for mitigation, preparedness, response and recovery for natural, man-made or other disasters, and includes fixed nuclear facilities. It is a plan of action developed for use by local and State government officials in preparing for, responding to, and dealing with emergency situations throughout the State. The fundamental legislation providing the basis for emergency response by civil authorities is the Texas Disaster Act of 1975, as amended. This Act, in part, creates a Division of Emergency Management. The Division of Emergency Management is placed under the Director of Texas Department of Public Safety by Executive Order of the Governor relating to Emergency Management. The Texas Disaster Act of 1975, as amended, authorizes the creation of local organizations for emergency management, provides the Governor and executive heads of governing bodies of the State certain emergency powers, and provides the rendering of mutual aid among the political subdivisions of the State, with other states, and with the Federal Government. The Chairperson of the Texas Emergency Management Council is responsible for establishing an emergency organization capable of operation over a protracted period. The duties and responsibilities of the principal and support agencies of the State of Texas are summarized below. A detailed discussion of the State's response is contained in the Texas Emergency Management Plan.

B.2.1 Department of Health, Bureau of Radiation Control

The Texas Department of Health, Bureau of Radiation Control, is the Lead State agency responsible for responding to all peacetime radiological emergencies throughout Texas. Under the procedure established by the Texas Emergency Management Plan and as reaffirmed in a Letter of Agreement, the Bureau of Radiation Control Radiological Emergency Response Team responds to all types of radiological emergencies throughout the State. The Division of Emergency Management, upon notification by the Station of a Site Area Emergency or General Emergency, will notify key member agencies of the Emergency Management Council. The State Operations Center (SOC) is operational 24 hours a day, seven days a week. During radiological emergencies, the Bureau of Radiation

Control will be the Lead State agency for the assessment of radiological impact and damage to the environment. Once notified of a Site Area Emergency or General Emergency (or an Alert or Unusual Event which is likely to involve an offsite release), the Bureau of Radiation Control will establish a communication link (telephone) from their office in Austin, Texas with Station dose assessment personnel. The Bureau of Radiation Control estimates that it will take about one hour to activate their office after notification. The Bureau of Radiation Control is able to make dose projections in their Austin, Texas office from data provided by the Station. If the situation warrants, the Bureau of Radiation Control will dispatch Radiological Emergency Response Teams to the Station. The Bureau of Radiation Control has estimated the onsite response time to emergencies at the Station to be approximately 4 hours, and the full Emergency Response Team response time to field locations around the Station to be approximately 8 hours.

B.2.2 Department of Public Safety, Division of Emergency Management

The Texas Department of Public Safety has broad legal authority, in case of a radiological emergency, to take actions deemed necessary to protect the health and safety of Texas citizens. This authority includes, but is not limited to, control of public and private transportation corridors, and utilization of all public facilities in support of efforts to protect life and property. The Division of Emergency Management manages the State Operations Center (SOC), which is located at the Department of Public Safety Headquarters in Austin, Texas. The Department of Public Safety Sub District Office (Pierce, Texas), located approximately 45 miles from the Station, is the headquarters of the Disaster District serving the area around the Station.

The Texas Department of Public Safety provides the State with law enforcement services in emergency conditions. This includes but is not limited to disaster reconnaissance, emergency traffic control, and execution of evacuation control. These activities are conducted in support of local government, in accordance with the State of Texas basic Emergency Management Plan, and Annex E, Evacuation, and Annex G, Law Enforcement. The Department of Public Safety Commanding Officer in Sub-District 2C Pierce, Texas serves as Chairperson of the Disaster District Committee. The Department of Public Safety provides statewide communications service for direction of disaster operations. Requests for assistance from the County Emergency Operations Center are forwarded to the Disaster District Sub 2C in Pierce. Requests that exceed the District's ability to respond will be forwarded to the State Operations Center (SOC) in Austin.

misinformation/rumors during press briefings and ensures updated news release transmittals.

C.4.15 Company Spokesperson

The Company Spokesperson reports to the Joint Information Center at an Alert and is responsible for providing South Texas Project information to the news media. Also approves press releases and maintains contact with the Site Public Affairs Coordinator. Meets with offsite agency Public Information Officers (PIO) prior to news briefings. Designates personnel to make public comment on the emergency. Schedules frequent news conferences in order to apprise media of current information.

C.4.16 Media Relations Manager

The Media Relations Manager reports to the Joint Information Center at an Alert and is responsible for the timely accurate flow of information to the media, coordinates schedules and announces the press briefings and conferences, responds to media inquiries for information, arranges interviews, responds to media telephone inquiries, coordinates tours to other emergency response facilities as directed.

C.4.17 Public Inquiry Manager

The Public Inquiry Manager reports to the Joint Information Center at an Alert and is responsible for monitoring media outlets and public inquiries and reports and rectifies erroneous information, coordinates activities of media inquiry telephone responders, ensures monitoring of news outlets, coordinates correction of rumors/media misinformation, provides public inquiry staff with press releases and corrected rumor information.

TABLE C-1
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MINIMUM STAFFING REQUIREMENTS (STPEGS)
(Including Capability for Additional Staffing)

MAJOR FUNCTIONAL AREA	POSITION TITLE	UNIT 1 ONSHIFT *	UNIT 2 ONSHIFT*	ONSITE ONSHIFT	AVAILABLE 60 MINUTES #	AVAILABLE 75 MINUTES #
Plant Operations and Assessment of Operational Aspects	Shift Supervisor	-	-	2	-	-
	Unit Supervisor	1	1	-	-	-
	Reactor Operators	2	2	-	-	-
	Plant Operators	2	2	-	-	-
	Shift Technical Advisor	-	-	1**	-	-
	Plant Operations Discipline Lead	-	-	-	-	1##
Emergency Direction and Control *** (Emergency Director)	Shift Supervisor	1**	1**	-	-	-
Notification/Communications	-	-	-	2	-	2
Radiological Accident Assessment and Support of Operational Accident Assessment	Emergency Director	-	-	-	-	1
	Senior Health Physics Expertise (Dose Assessment)	-	-	1	-	-
	RP Technicians (onsite/offsite surveys)	-	-	2	3	4
	Chemistry Technician	-	-	1	-	1

TABLE C-1
Page 2 of 3
MINIMUM STAFFING REQUIREMENTS (STPEGS)
(Including Capability for Additional Staffing)

MAJOR FUNCTIONAL AREA	POSITION TITLE	UNIT 1 ONSHIFT*	UNIT 2 ONSHIFT*	ONSITE ONSHIFT	AVAILABLE 60 MINUTES #	AVAILABLE 75 MINUTES #
Plant System Engineering	Shift Technical Advisor	-	-	1**	-	-
	Nuclear Engineer	-	-	-	1	-
	Electrical Engineer	-	-	-	-	1
	Mechanical Engineer	-	-	-	-	1
Repair and Corrective Actions	Radwaste Operator	1**	1**			
	Mechanical Maintenance	-	-	1**	-	1
	Electrical Maintenance	-	-	1** AND 1	-	1
	I&C Technician	-	-	1	-	-
Protective Actions	RP Technicians (Access Control/RP Coverage for corrective actions, search and rescue, first aid, and fire-fighting/Personnel Monitoring/ Dosimetry)	-	-	2**	4	-
Fire Suppression	Plant Operations personnel	-	-	Fire Brigade per Technical Specifications	Local Support	Local Support

TABLE C-1
Page 3 of 3
MINIMUM STAFFING REQUIREMENTS (STPEGS)
(Including Capability for Additional Staffing)

MAJOR FUNCTIONAL AREA	POSITION TITLE	UNIT 1 ONSHIFT*	UNIT 2 ONSHIFT*	ONSITE ONSHIFT	AVAILABLE 60 MINUTES #	AVAILABLE 75 MINUTES #
Rescue Operations and First Aid	Plant Protection Personnel	-	-	2**	Local Support	Local Support
Site Access Control and Personnel Accountability	Plant Protection Personnel (Security/Communications/Personnel Accountability)	-	-	All per Security Plan	-	-
	TOTAL	5	5	15	8	13

Notes:

* For each unaffected unit in operation, maintain at least one Unit Supervisor, two Reactor Operators, and two Plant Operators. In accordance with Section 6.0 of the Technical Specifications for each unit, the shift crew composition may be less than the minimum number of operators (licensed or non-licensed) shown above for a period of time not to exceed two (2) hours in order to accommodate unexpected absences of on-duty shift crew members, provided immediate actions are taken to restore the crew composition. The minimum staff for a unit in cold shutdown will be one Senior Reactor Operator, one Reactor Operator, and one Plant Operator for that unit.

** These positions may be covered by onshift personnel assigned other functions.

*** Overall, direction of emergency response to be assumed by the Emergency Director at the Emergency Operations Facility when all centers are fully manned. Direction of minute-to-minute facility operation remains with senior manager in the Technical Support Center or Control Room.

\# Although such a short response time may be achieved in many cases, it is not possible to assure this response time in every instance.

This position is filled by personnel with plant operations experience

FIGURE C-1
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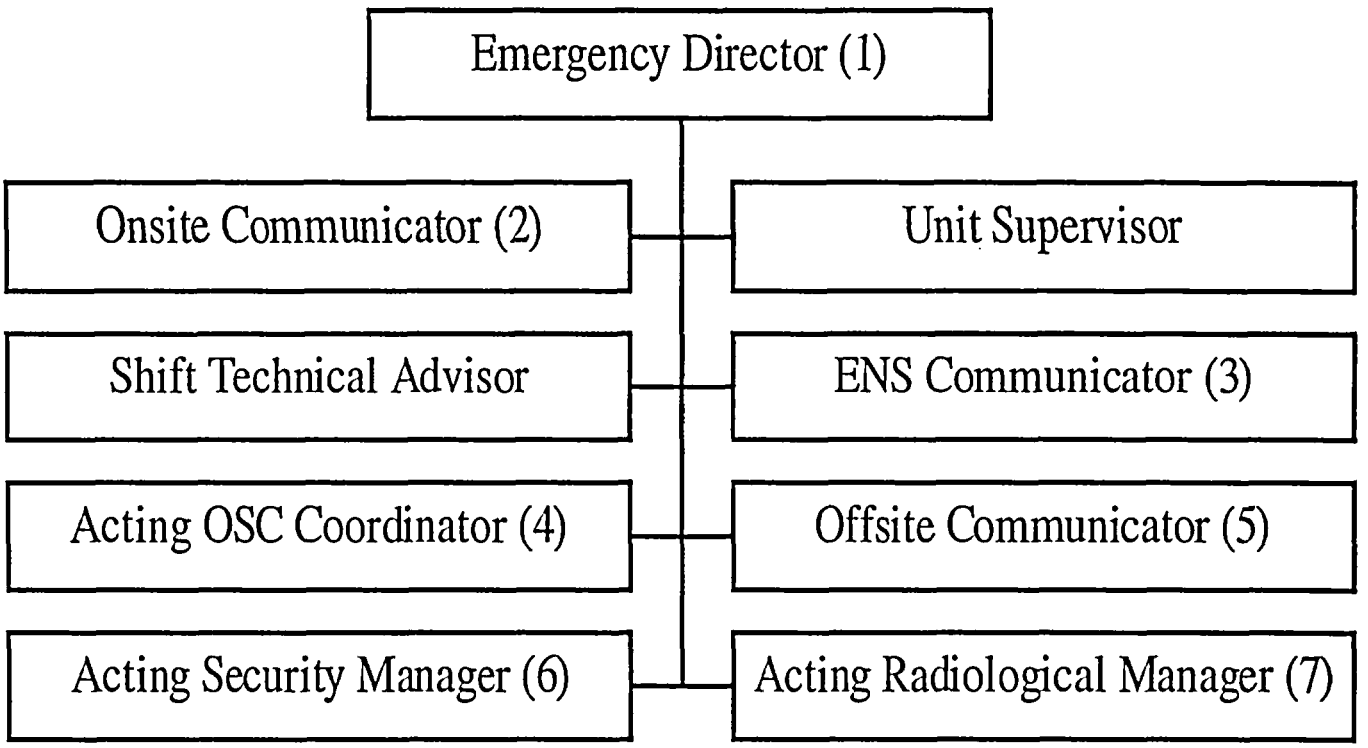
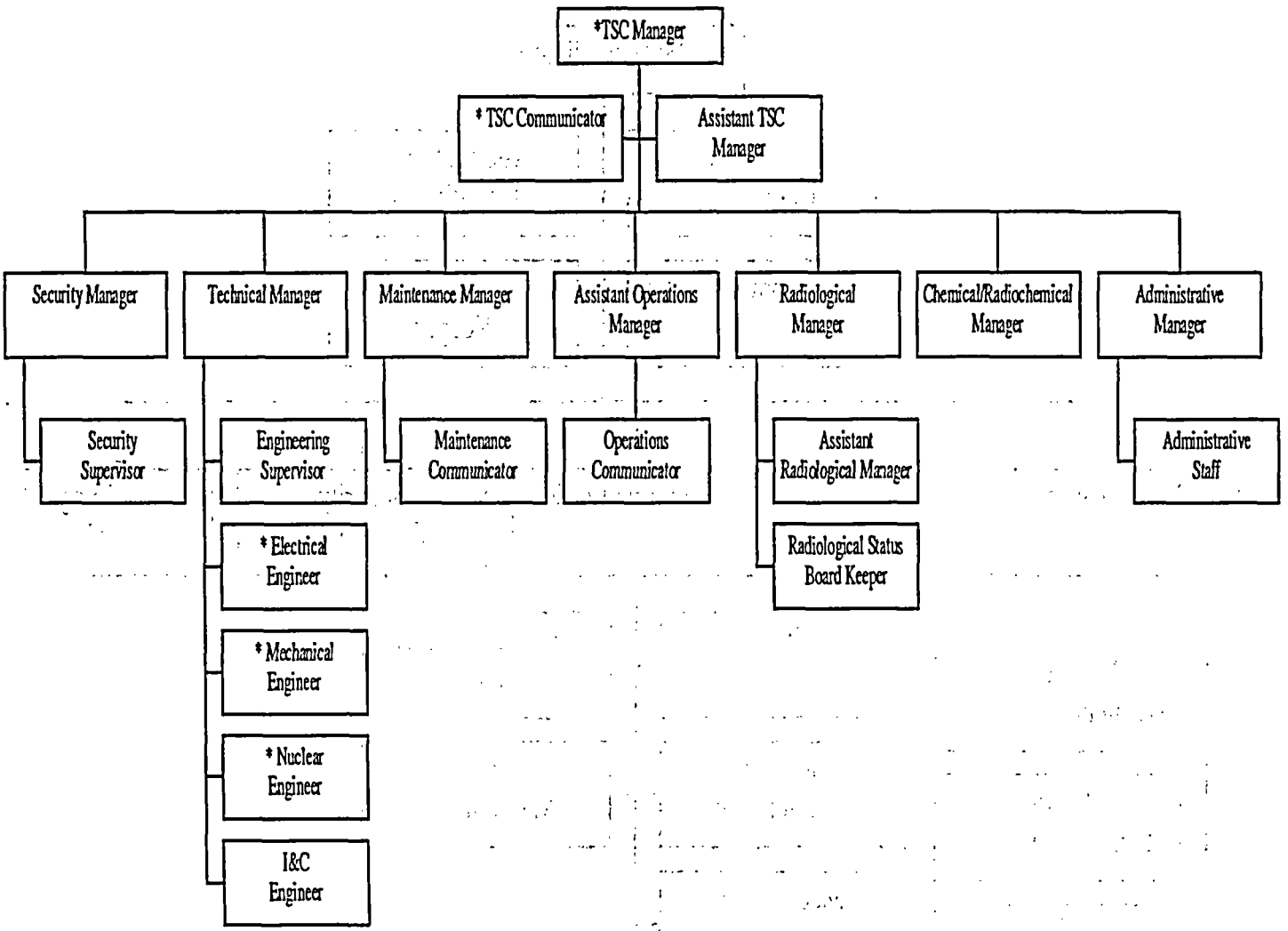
ONSHIFT EMERGENCY RESPONSE ORGANIZATION



(1) Shift Supervisor; (2) Plant Protection; (3) Reactor Operator, currently or previously licensed by NRC, or SRO Management Certified Personnel; (4) Duty Maintenance Supervisor; (5) Plant Operator; (6) Security Force Supervisor; (7) Senior Radiation Protection Technician.

FIGURE C-2
Page 1 of 1
TECHNICAL SUPPORT CENTER (TSC) STAFFING



*Required Minimum Staffing.
The Assistant TSC Manager may fill the TSC Manager position in his absence.

FIGURE C-3
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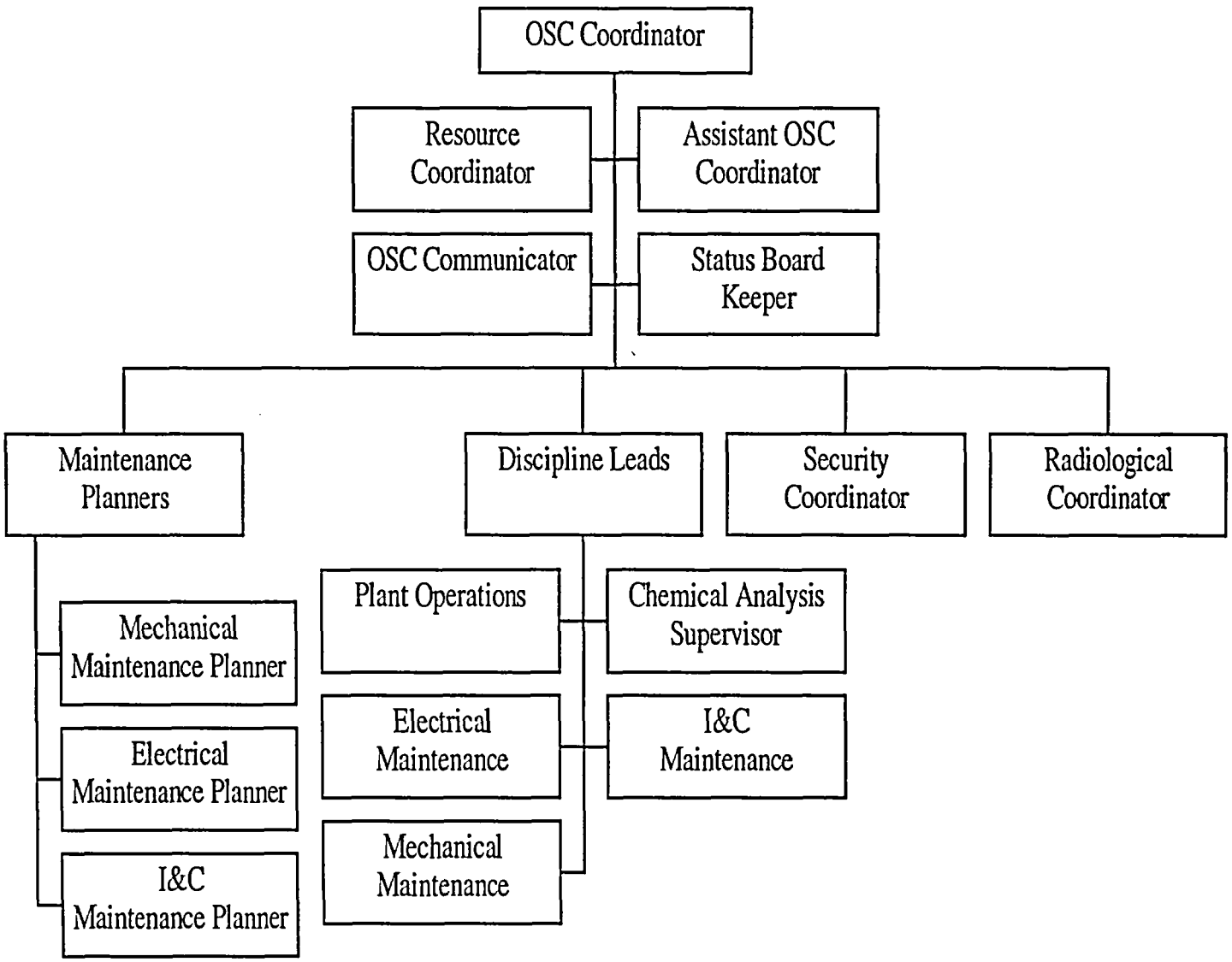
OPERATIONS SUPPORT CENTER (OSC) STAFFING



Required Minimum Staffing: Mechanic, Electricians (2), I&C Technician, Chemistry Technician, and Radiation Protection Technicians (7)

FIGURE C-4
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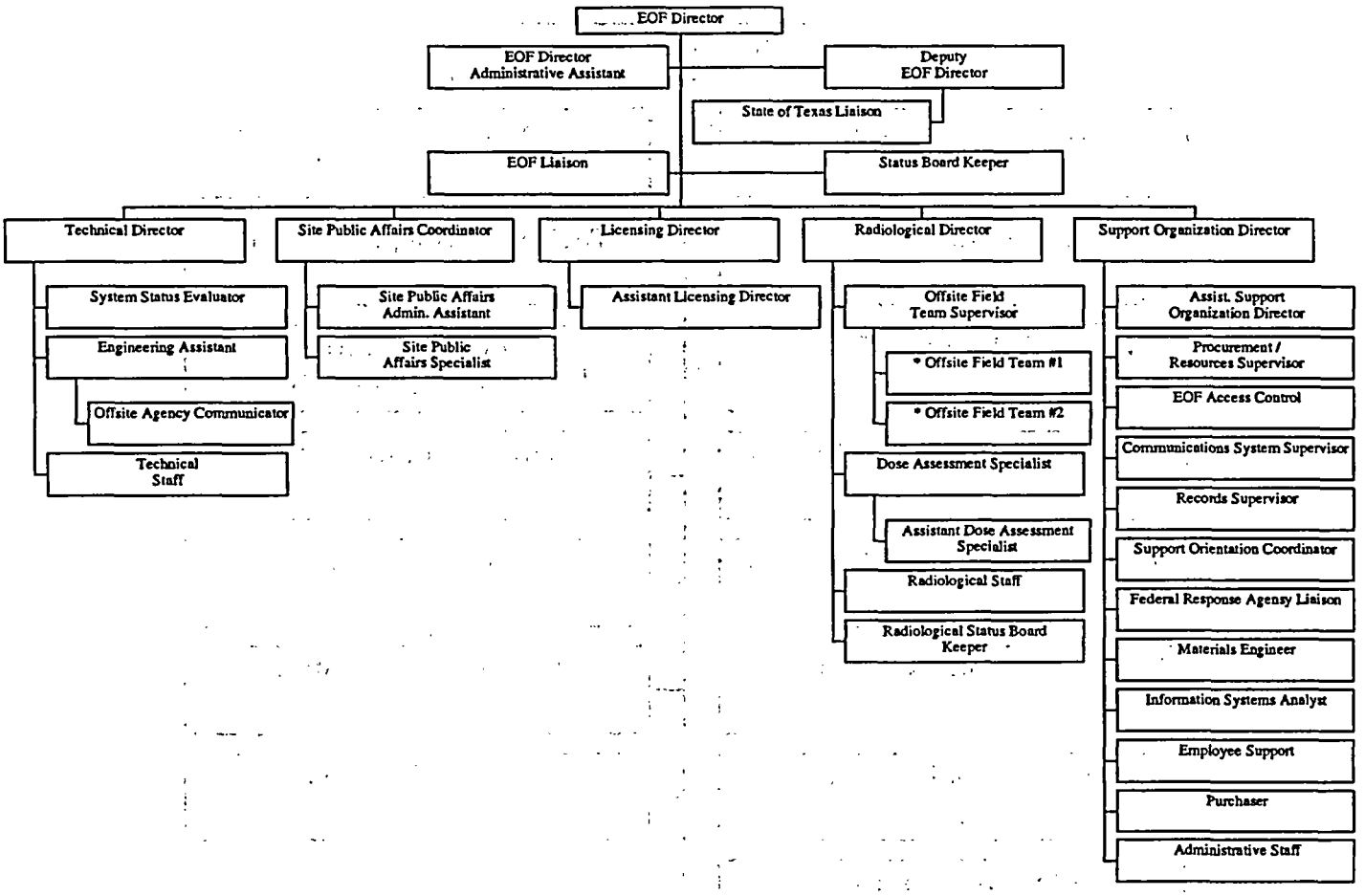
EMERGENCY OPERATIONS FACILITY (EOF) STAFFING



*Required Minimum Staffing

FIGURE C-5
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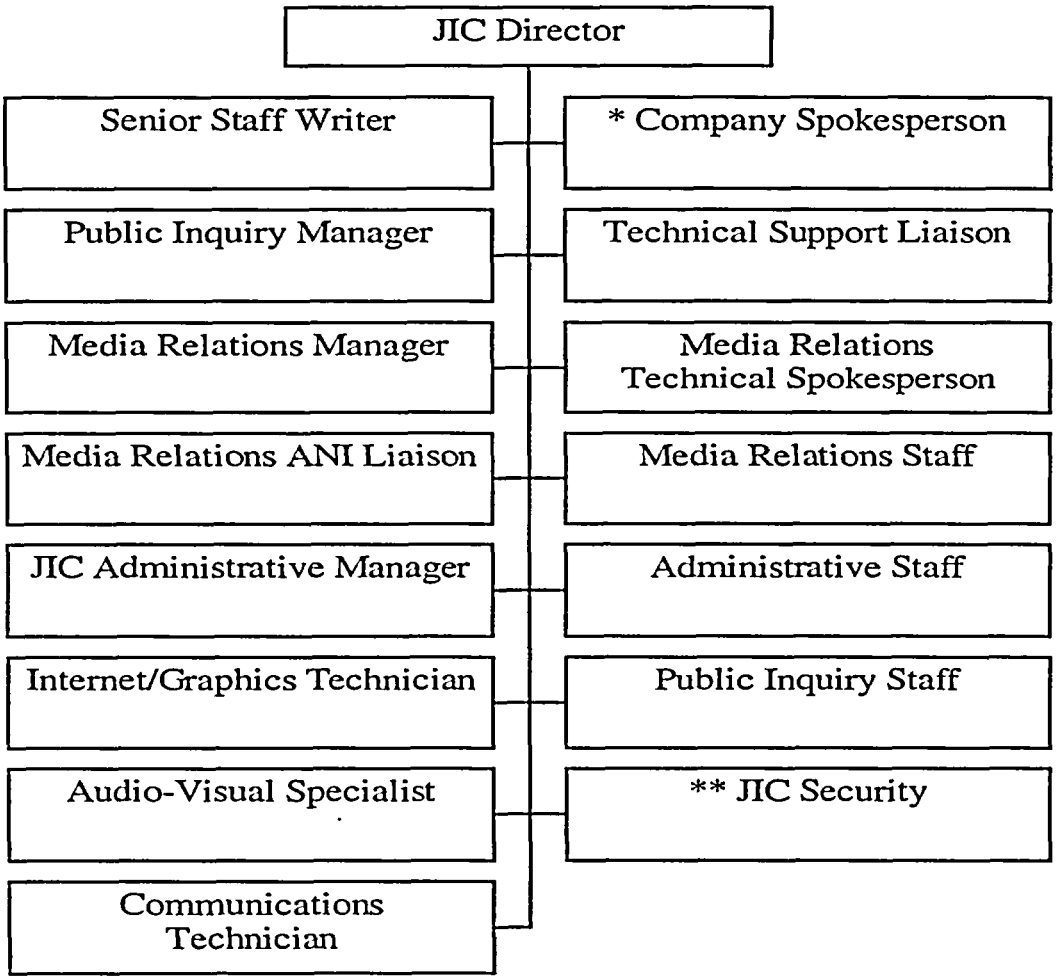
JOINT INFORMATION CENTER (JIC) STAFFING



* Required Minimum Staffing

** Supplied by Local Law Enforcement

SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

EMERGENCY PLAN

SECTION E

E NOTIFICATION METHODS AND PROCEDURES

This section of the Plan describes the methods and procedures that are established for notification by the Station, to Federal, State and County response organizations and for activation of the Station Emergency Response Organization.

E.1 Offsite Agency Notifications

The content of initial and follow-up messages to offsite response organizations is coordinated with State and County by Station Representatives. The forms for messages sent from the Station to offsite agencies are contained in the Emergency Response Procedure 0ERP01-ZV-IN02, Notifications to Offsite Agencies, the State of Texas Emergency Management Plan, and the Matagorda County Emergency Management Plan. More information on notification procedures is provided in Emergency Response Procedure 0ERP01-ZV-IN02, Notifications to Offsite Agencies. Plant Operations Procedure 0POP04-ZO-0004, Personnel Emergencies defines the communication links with offsite medical facilities.

E.2 Communication Links and Notifications

The Station has established communication links among the Station emergency response facilities and the Federal, State, and County emergency response organizations. The notification of response organizations is based on the response criteria developed for each emergency classification as discussed in Section D. The process for contacting Station Emergency Response Organization personnel contacted for each emergency classification is provided in Emergency Response Procedure 0ERP01-ZV-IN03, Emergency Response Organization Notification. Addendum E-1 shows the various communication links and the redundant communication equipment available to assure that communication channels are maintained. Emergency Response Facility telephone numbers are maintained in the Emergency Communications Directory. A description of the communications equipment is provided in Addendum E-1.

Initial notification is made simultaneously to the State and County via the Department of Public Safety Disaster District Office in Pierce, Texas and the Matagorda County Sheriff's Office within fifteen minutes of the declaration of the emergency classification by the Emergency Director. This notification is made via dedicated automatic ringdown lines that connect to the Matagorda County Sheriff's Office and Department of Public Safety in Pierce, Texas. The Nuclear Regulatory Commission is notified as soon as possible following notification of State and County agencies of the declared event, not to exceed

one hour. The licensee shall activate the Emergency Response Data System for any condition that requires the declaration of an Alert, Site Area Emergency, or General Emergency at the time the NRC Operations Center is notified of the emergency classification.

If a declared event is based on a fire, security, or radiological initiating condition, then appropriate Station emergency responders, and appropriate local support services will be notified. Local support services include those organizations listed in Section B of this Plan. These local services will activate other services in their individual areas if additional support is required.

E.2.1 Unusual Event

For an Unusual Event, emergency classification, the Shift Supervisor serving as Emergency Director, will initiate notifications in accordance with Emergency Response Procedure 0ERP01-ZV-IN02, Notifications to Offsite Agencies, and 0ERP01-ZV-IN03, Emergency Response Organization Notification. These procedures are prepared to meet the requirements of Code of Federal Regulations, Title 10, Part 20.2202 or 50.72.

E.2.2 Alert

For an Alert emergency classification, the Emergency Director will initiate notifications in accordance with Emergency Response Procedure 0ERP01-ZV-IN02, Notifications to Offsite Agencies, and augment the onshift duty complement using 0ERP01-ZV-IN03, Emergency Response Organization Notification. The Station Emergency Response Organization will be notified and requested to report to their respective Emergency Response Facilities. The Operations Support Center and the Technical Support Center will be activated. The Emergency Operations Facility and Joint Information Center are staffed as a precautionary action, and may be activated at the discretion of the Emergency Director. Dose projection capability is provided in the Emergency Operations Facility at an Alert. Personnel in the Emergency Operations Facility act in a support role to the Technical Support Center. The purpose of this emergency classification is to provide early and prompt notification of minor events which could lead to more serious consequences given operator error or equipment failure, or which may be indicative of more serious conditions that are not yet fully realized.

E.2.3 Site Area Emergency

For a Site Area Emergency classification, the Emergency Director will initiate notifications in accordance with Emergency Response Procedure 0ERP01-ZV-IN02, Notifications to Offsite Agencies, and augment the activated ERO staff utilizing 0ERP01-ZV-IN03, Emergency Response Organization Notification. Members of the Station Emergency Response Organization are notified and requested to report to their respective emergency response facilities. The emergency classification reflects conditions where full mobilization of emergency personnel is indicated, as well as, the dispatch of Offsite Field Teams with associated communications.

The Texas Department of Health, Bureau of Radiation Control, shall establish communications with the Matagorda County Emergency Management Organization, the Texas Department of Public Safety, the Division of Emergency Management, and the Station.

The Texas Department of Health, Bureau of Radiation Control, may activate its Radiological Response Organization and dispatch Radiological Response Teams to the site environs to perform radiological monitoring and environmental impact assessment. The Emergency Management Council is activated upon notification of the declared event by the Station. The Bureau of Radiation Control may dispatch a mobile environmental analysis and sampling vehicle to the Staging Area at the Bay City Civic Center to assist the Radiological Response Teams.

E.2.4 General Emergency

For a General Emergency classification, the Emergency Director will initiate notifications in accordance with Emergency Response Procedure 0ERP01-ZV-IN02, Notifications to Offsite Agencies, and notify Emergency Response Organization personnel utilizing 0ERP01-ZV-IN03, Emergency Response Organization Notification. The entire Station Emergency Response Organization is notified and directed to report to their respective emergency response facilities. The emergency classification reflects conditions requiring immediate implementation of appropriate predetermined protective actions.

The Texas Department of Health, Bureau of Radiation Control, shall establish communications with the Matagorda County Emergency Management Organization, the Texas Department of Public Safety, the Division of Emergency Management, and the Station.

The Texas Department of Health, Bureau of Radiation Control, may activate its Radiological Response Organization and dispatch Radiological Response Teams to the site environs to perform radiological monitoring and environmental impact assessment. The Department of Public Safety may provide escort for the Bureau of Radiation Control Radiological Response Team personnel. The Emergency Management Council is activated upon notification of the declared event by the Station. The Bureau of Radiation Control will dispatch a mobile environmental analysis and sampling vehicle to the Staging Area at the Bay City Civic Center to assist the Radiological Response Teams.

E.3 Notification of the General Public

The general public (resident and transient population) will be notified of an Unusual Event through press releases, radio broadcasts, and other news media. The general public will be notified of Alert or higher declarations through news advisories and/or Emergency Alert System messages prepared by Matagorda County Emergency Management officials. During emergencies that may require the implementation of protective actions, the general public will be alerted by the Prompt Notification System, which consists of alert radios, warning sirens, and news advisories and/or Emergency Alert System messages. This system is designed to enable the County authorities to notify essentially all of the population within the Emergency Planning Zone within about fifteen minutes.

Sirens are utilized to alert the more densely populated areas identified on Figure E-1. This system was designed considering the Federal Emergency Management Agency's Outdoor Warning System Guide (CPG-17), Federal Emergency Management Agency - Report-10, and the Nuclear Regulatory Commission's guidance presented in NUREG-0654/Federal Emergency Management Agency Report-1. All sirens have a single tone, two signal capability with a required signal duration of at least three minutes. The siren system is activated from the Matagorda County Sheriff's Office, or from the Station Emergency Operations Facility; individual sirens can be activated singularly at the individual siren location. The Station is responsible for the maintenance and routine testing of the siren system in accordance with NUREG 0654/Federal Emergency Management Agency Report-1 and the siren manufacturer's technical manual.

Deficiencies that are identified in the routine testing of the siren subsystem shall be corrected in an expedient manner not to exceed four months [10CFR50.54(s)(2)]. During this period of time, alternate notification methods shall be provided for residents within the siren's coverage, if the deficiency renders a siren out-of-service. This service is described in Matagorda County Emergency Management Plan Procedures.

The warning sirens and alert radios are activated by radio signal. The primary activation point is the Matagorda County Sheriff's Office. The sirens are activated by radio directly from the Sheriff's Office. The alert radios are activated by an Emergency Alert System signal from KMKS FM Radio Station in Bay City based on direction from Matagorda County Emergency Management officials. This service to the general public is provided 24 hours per day to accommodate day or night activation's. The secondary control point for the siren system is the Station Emergency Operations Facility. The siren system will be activated at the secondary control point only as directed by the Matagorda County Emergency Management officials and as approved by the Emergency Director.

Reasonable efforts shall be made to provide alert radios to residences within the ten mile emergency planning zone that are outside the effective coverage area of the siren system, as well as to major businesses, recreational areas and schools within the ten mile emergency planning zone. The alert radios are tested on a regular basis with activation of the test signal for the Emergency Alert System. Radios have a battery backup provision in the event of power failure. Instructions for use accompany the radio package. Maintenance and documentation is the responsibility of the Station.

The public receives instructions periodically that they are to tune to their local Emergency Alert System radio station, KMKS FM Radio, for emergency instructions whenever the sirens or alert radios are activated. The Emergency Alert Messages originate from Matagorda County officials.

E.4 Matagorda County Instructions to the Public

Matagorda County Emergency Management officials may use preformatted messages which give instructions to the public regarding specific protective actions to be taken by occupants of affected areas, if protective actions become necessary. Typical text for the messages are provided in the Matagorda County Emergency Management Plan Procedures. The Station has established notification methods and will provide information to Matagorda County that will allow officials of Matagorda County to make decisions on the appropriate public warning messages to be broadcast via the Emergency Alert System.

ADDENDUM E-1
Page 1 of 5
EMERGENCY RESPONSE FACILITIES COMMUNICATIONS

1.0 FUNCTION

The communications systems are designed to provide rapid and efficient communications required for operation and administration of the plant under all operating and emergency conditions. The diverse subsystems provided assure that adequate onsite and offsite communications are available to support orderly plant operation, shutdown, firefighting, and evacuation. In addition, attention is given to maintaining contact with the Matagorda County Sheriff's Office, the Department of Public Safety Disaster District in Pierce, Texas, and the Nuclear Regulatory Commission.

2.0 DESIGN BASES

The communications systems are not safety related and have no safety design bases. Failure of these systems shall not compromise any safety-related system nor require a plant shutdown.

The communications systems are designed to provide effective onsite and offsite communications. It allows operation and administration of the plant during all modes of operation.

3.0 DESCRIPTION

3.1 The following typical subsystems are provided:

- Telephone System
- Public Address (paging/alarm system)
- Maintenance Jack System
- Two-way Radio System
- Radio Paging System (beeper)
- Communications Console
- Satellite Briefcase Telephone
- Emergency Notification & Response System (ENRS)

ADDENDUM E-1
Page 2 of 5
EMERGENCY RESPONSE FACILITIES COMMUNICATIONS

3.1.1 Onsite Communications Systems

3.1.1.1 Telephone System

The telephone system is a Public Branch Exchange system that provides dial access to General Telephone Company of the Southwest in the Palacios central office, and microwave circuits to Bay City and Houston. The system has an independent, automatic starting and switching, backup power source. Additionally, dial access to the plant voice paging system, the radio paging system (beeper) and telecopiers is provided.

3.1.1.2 Public Address (Paging/Alarm System)

The voice paging and alarm system is provided to transmit routine messages, and emergency signals, such as fire, plant evacuation, and radiation emergency alarms. Flashing lights are provided in high noise areas inside plant buildings.

3.1.1.3 Maintenance Jack System

Telephone jack stations are provided throughout the plant for operating convenience during repair, operation, and maintenance of equipment required for safe shutdown.

3.1.1.4 Two-Way Radio System

Radio repeater base stations provide communication between control base stations, mobile units and hand-held portable radios within the plant area. An Ultra High Frequency base station is provided for emergency communication between the plant and the STP Coordinator. Hand-held portables are powered by self-contained batteries.

ADDENDUM E-1
Page 3 of 5
EMERGENCY RESPONSE FACILITIES COMMUNICATIONS

3.1.1.5 Radio Paging System (Beeper)

The radio paging system includes a fixed transmitter and receives only portable units. The pager system is a tone system that may be activated from plant telephones or from offsite touch-tone telephones.

3.1.1.6 Communications Consoles

The communications consoles provide plant operators with access to the telephone system, two-way radio channels, radio paging systems, and the public address systems. Plant emergency and fire alarm signals are activated from designated communications consoles.

3.1.1.7 Emergency Notification & Response System (ENRS)

ENRS is an onsite automated computer operated system used for ERO pager activation and AutoDial Telephone notification of declared emergencies. ENRS Backup consists of activation of all STPNOC pagers and an offsite automated telephone AutoDialer.

3.1.2 Offsite Communication Systems

Access to the nationwide dial telephone network is through the local telephone exchange at Palacios, Texas. The exchange is owned and operated by General Telephone Company of the Southwest. The Texas Genco LP microwave system also provides communication circuits into Houston. Offsite communication with the commercial telephone network is established via these circuits and can be accessed from both Control Rooms, both Technical Support Centers, and the Emergency Operations Facility.

- Dedicated automatic ringdown lines allow immediate and direct contact with the Matagorda County Sheriff's Office and the Texas Department of Public Safety, Disaster District Sub 2C in Pierce.

ADDENDUM E-1
Page 4 of 5
EMERGENCY RESPONSE FACILITIES COMMUNICATIONS

- The Federal Telephone System 2000 is a dedicated telephone system for establishing contact with the Nuclear Regulatory Commission Operations Center in Rockville, Maryland. This telephone circuit is also known as the Emergency Notification System.

- The Health Physics Network, another Federal Telephone System 2000 dedicated telephone system, is designed to provide communications with the NRC Health Physics Section and/or other nuclear power plants during a declared emergency or drill/exercise.

- Special telephone service circuits allow immediate and direct contact with the STP Coordinator.

- A portable satellite briefcase telephone is maintained in one of the two Unit Control Rooms. This telephone can be operated on Alternating Current or Direct Current power and provides worldwide access via satellite in case of a total loss of all telephone capability to the Station and/or surrounding area.

3.2 OPERATION

The communications systems are designed to allow contact among plant personnel, and plant-to-offsite communications during normal and emergency conditions.

Station procedure 0PGP05-ZV-0011, Emergency Communications, provides guidance regarding the operation of the Emergency Communication systems when responding to an emergency or drill/exercise. Station procedures 0PGP05-ZV-0002, Emergency Response Activities Schedule, and 0PGP07-ZA-0011, Communication Systems, provide details on the maintenance and testing requirements for the communication systems.

ADDENDUM E-1
Page 5 of 5
EMERGENCY RESPONSE FACILITIES COMMUNICATIONS

3.3 SYSTEMS INTERFACE

The telephone system provides interface between incoming telephone lines, the microwave system, plant voice paging system, radio-paging system, communications consoles and other associated equipment. The communications consoles interface with the telephone system, the radio system, and the plant voice paging system. Radio and telephone equipment used in the Technical Support Centers and Emergency Operations Facility are powered from separate non-Class 1E diesel generator-backed busses. Refer to Figure E-2, Typical Emergency Response Facilities Communications Pathway.

SIREN LOCATIONS

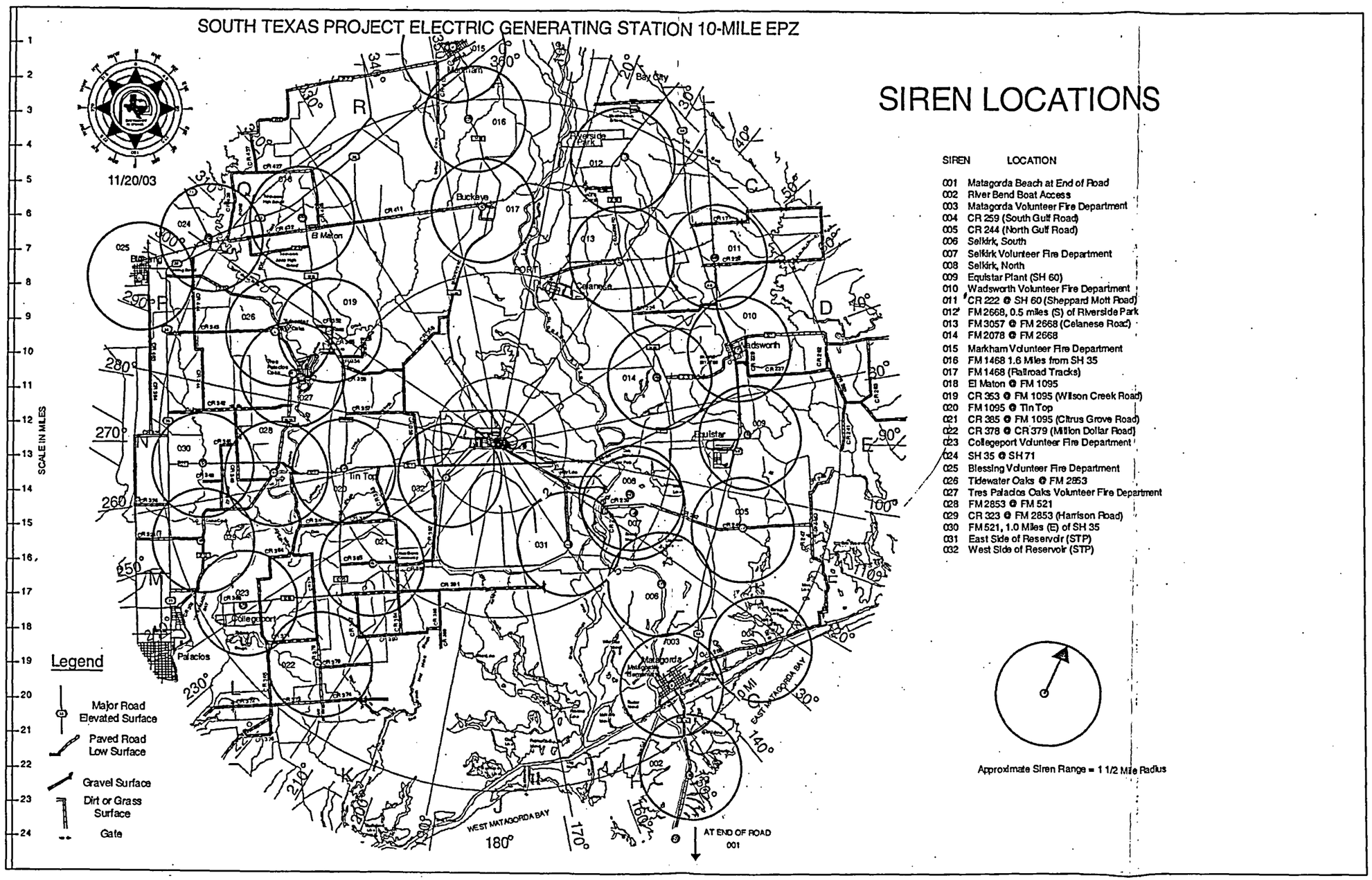


FIGURE E-2
Page 1 of 1
TYPICAL EMERGENCY RESPONSE FACILITIES COMMUNICATIONS PATHWAY

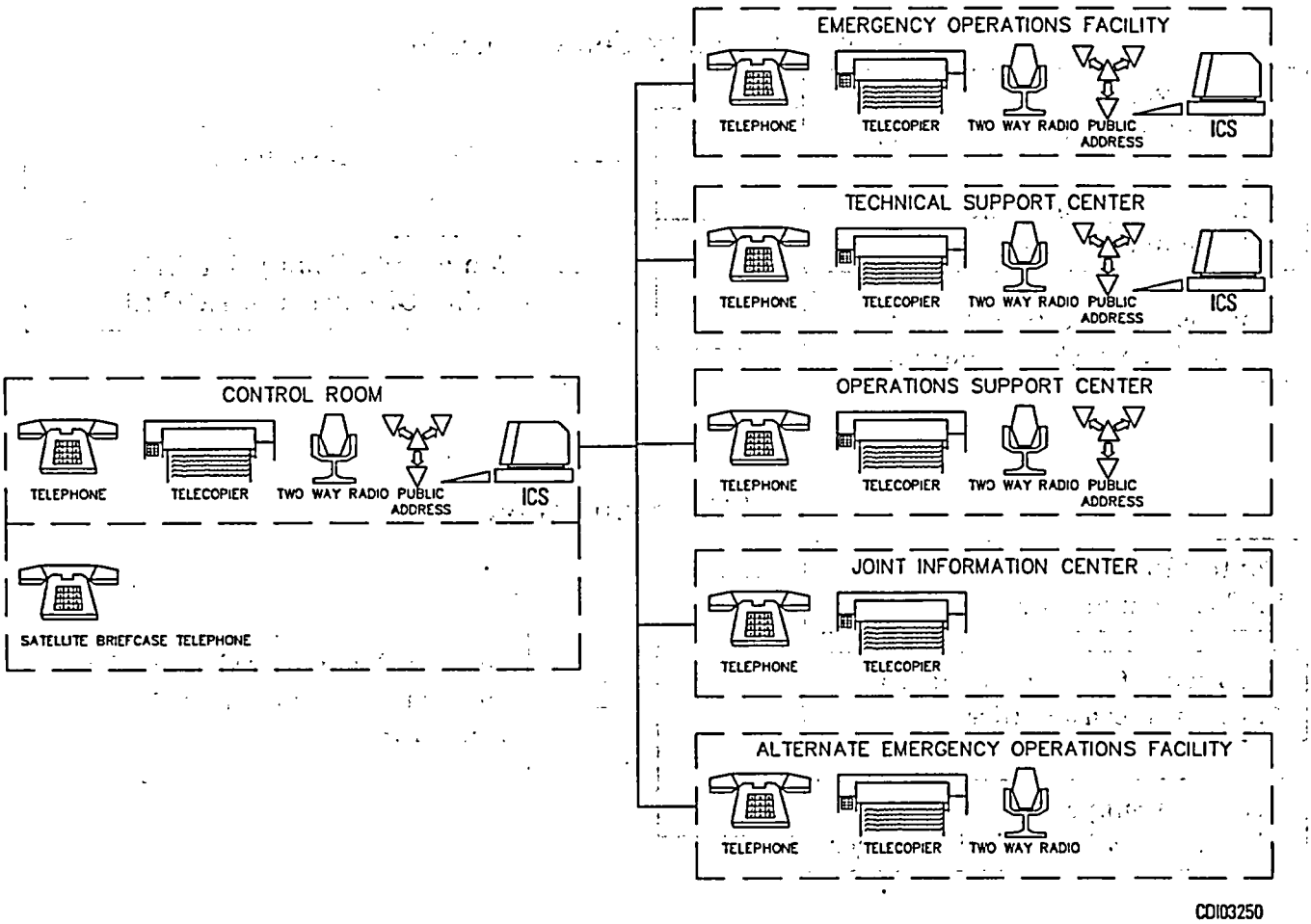
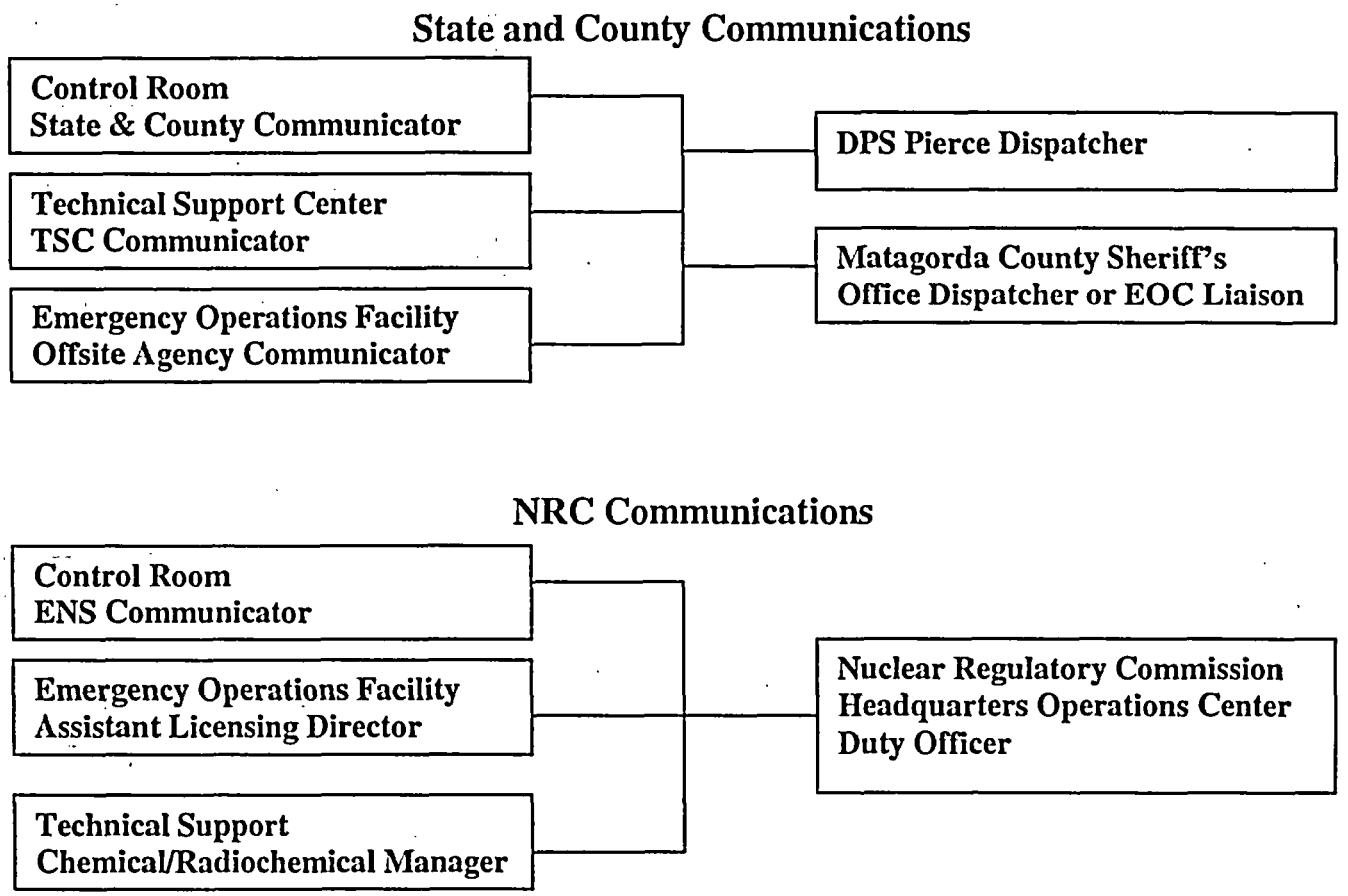


FIGURE E-3
Page 1 of 1
EMERGENCY COMMUNICATIONS LINKS



Center Activation, Operation and Deactivation describes the Joint Information Center layout and operation in detail.

G.7 State Operations Center and County Emergency Operations Centers

The State Operations Center and County Emergency Operations Center are activated by the respective authority to support State and County operations during a declared emergency. At the request of the appropriate State or County authorities, the State of Texas Liaison and Matagorda County EOC Liaison both of whom are familiar with Station operations and the Station Emergency Plan may be dispatched to the State Operations Center or County Emergency Operations Center. The Division of Emergency Management State Operations Center, which serves as a communication hub for the Division and other elements of the Department of Public Safety, is staffed 24 hours a day. In the event of an emergency, including an incident at a nuclear generating plant, the State Operations Center can be partially or fully activated in a short time to coordinate the State's response to the incident. The State Operations Center is located in Austin, Texas, in the Department of Public Safety Headquarters building. The Matagorda County Emergency Operations Center is located in the Matagorda County Sheriff's Office. The liaisons function as advisor to the Emergency Operations Center Managers and could act as liaisons between those Managers and the Station Emergency Response Organization. These representatives will not act as spokespersons for the Station.

G.8 Nuclear Regulatory Commission Emergency Operations Center

The Nuclear Regulatory Commission will activate its Emergency Operations Center in Rockville, Maryland, and in Arlington, Texas in the event of a declared emergency classification of a Site Area Emergency or higher classification at the Station. Nuclear Regulatory Commission personnel can also be expected to arrive at the Station. Designated co-locations for Nuclear Regulatory Commission personnel have been established in the Operations Support Center, Technical Support Center and the Emergency Operations Facility. Space has been provided and allocated in the Station Emergency Operations Facility for use as the Nuclear Regulatory Commission Emergency Operations Center onsite. Basic roles provided by the NRC are as follows:

- Monitor the Licensee to assure appropriate Protective Action is being taken with respect to offsite recommendations.
- Support the Licensee (Technical Analysis and Logistic Support)

- Support offsite authorities, including confirming the Licensee's recommendation to offsite authorities.
- Keep other Federal Agencies and Entities informed of the status of the incident.
- Keep the Media informed of the NRC's knowledge of the status of the incident, including coordination with other Public Affairs Groups.
- Intervene in a limited fashion to direct the licensee's on-site response in some unusual and very rare situations.

G.9 Laboratory Facilities

The Station has radiological and radiochemistry laboratories located in each unit. The facilities are designed to provide quick and efficient analyses of samples from the Station process systems, Reactor Coolant System, and secondary systems. The specific instruments that are incorporated in the systems utilized for core damage assessment are certified to perform their intended functions in an accident environment with abnormal chemistry and radiation parameters. Environmental monitoring sample analysis can also be performed in either unit's facilities. The physical separation of the units will allow the facilities in the unaffected unit to be used as a backup. The radiological station and radiochemical laboratory facilities may be supplemented by the use of the following:

- A mobile radiological laboratory set up at the staging area at the Bay City Civic Center and operated by the Texas Department of Health, Bureau of Radiation Control;
- The laboratory facilities of neighboring nuclear facilities as coordinated by the Institute of Nuclear Power Operations;
- Framatome Enviromental Lab; and
- TXU Electric (Letter of Agreement).

G.10 Personnel Decontamination Facilities

Personnel decontamination facilities are located near the Station Radiologically Controlled Area egress point and in the Emergency Operations Facility. Personnel decontamination is performed at the Station using normal Radiation Protection Procedures.

G.11 First Aid

A first aid station is located on the first floor of the Nuclear Support Center (NSC) Building and has provisions for treatment of minor injuries.

G.12 Maintenance/Damage Control

The Station is equipped to maintain and repair mechanical, structural, electrical and control instrumentation and equipment in the Station. Additional equipment may be requested from other utility facilities or contractors.

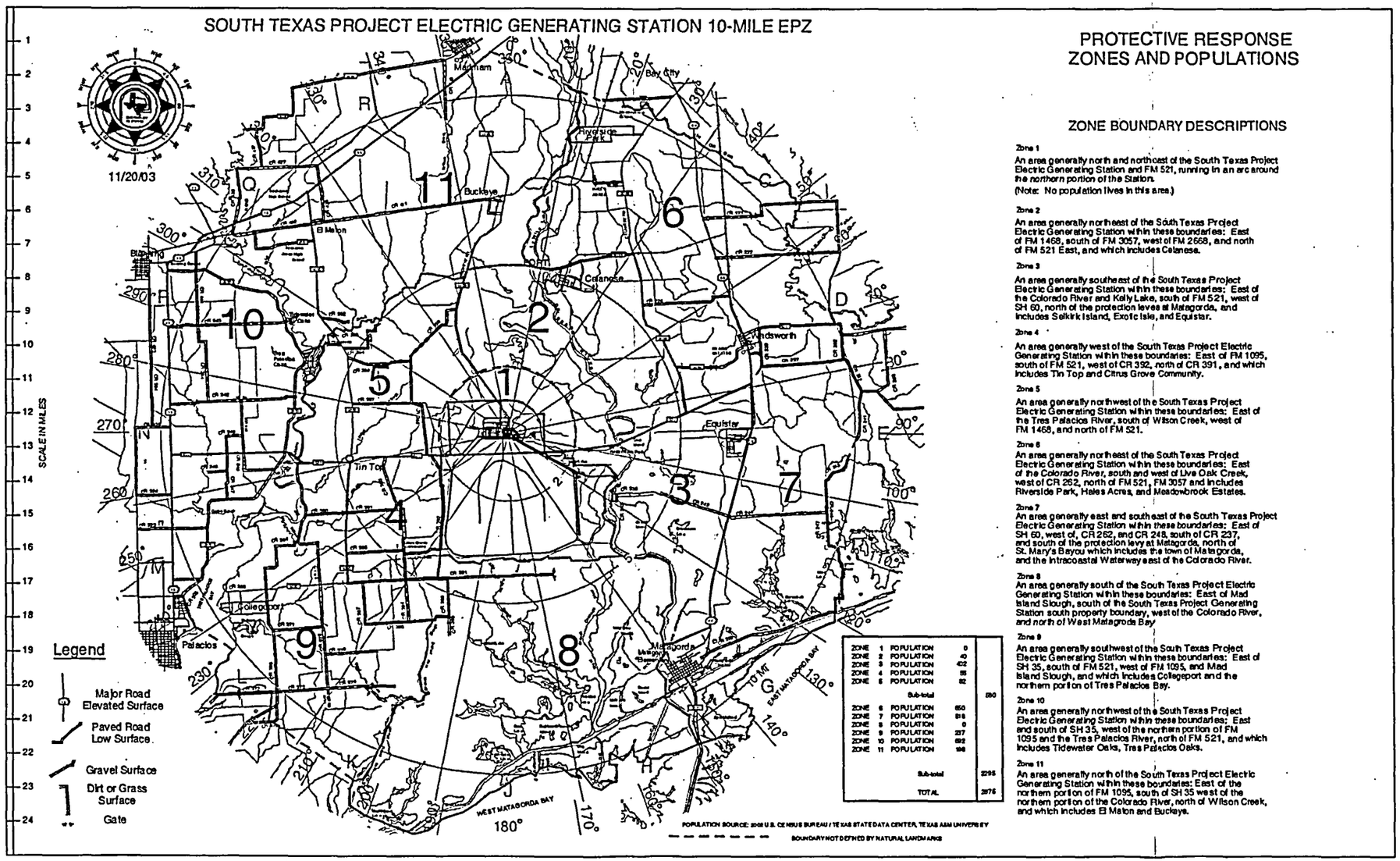
G.13 Emergency Response Facilities Data Acquisition and Display System

The Emergency Response Facilities Data Acquisition and Display System is an integrated system that performs the following functions:

- Implementation of the Safety Parameter Display System as described in NUREG-0696 and NUREG-0737, Supplement 1;
- Data acquisition and signal processing for the Engineered Safety Features Status Monitoring System; and,
- Data acquisition and signal processing for other normal plant monitoring systems including the plant annnunciators and the plant computer.

The Emergency Response Facilities Data Acquisition and Display System (called the System) functions are performed by several subsystems. The System is described in Table G-3. All displays provided for each facility are identical. The "Safety Parameter Display System" described in NUREG-0696 is implemented via the System. The design of the System is integrated with the implementation of Regulatory Guide 1.97 and the Control Room Design Review.

FIGURE I-1
Page 1 of 1
10 MILE EMERGENCY PLANNING ZONE



radiation and airborne levels based on current surveys. Stay times will be calculated for each unknown or high radiation area. Offsite population dose will be calculated by processing thermoluminescent dosimeters located in the Station 10-mile Emergency Planning Zone and using radiological dose assessment/projection models in accordance with procedure 0ERP01-ZV-TP01, Offsite Dose Calculations.

L.5 Recovery Initiation

Decisions to relax protective actions for the public will be made by the appropriate State authorities. The Emergency Director will notify the State Disaster District Sub-2C in Pierce or the State Operations Center in Austin, Matagorda County Emergency Management, and the Nuclear Regulatory Commission when the Station is returned to a safe condition and request that recovery actions be initiated as necessary.

L.6 Recovery Organization

Once recovery is declared, a Recovery Organization for performing recovery activities will be established as needed. This organization as defined in 0ERP01-ZV-RE01, Recovery Operations, shall consist of as a minimum:

- Recovery Manager - The Emergency Director, or his designee, will function as the Recovery Manager. The Recovery Manager is responsible for returning the plant to a re-start configuration.
- Personnel in the Station Emergency Response Organization should be integrated into the Recovery organization.
- The NRC, State of Texas, and Matagorda County Emergency Management shall be informed of the formation of the Recovery organization.

L.7 Recovery Procedures and Documentation

The activation of the Recovery Organization shall be determined by the Emergency Director in accordance with Emergency Response Procedure 0ERP-ZV-RE01, Recovery Operations. Activation of or changes to the Recovery Organization shall be announced to the Station Emergency Response Organization on duty and to all offsite agencies involved in the emergency classification.

All normal plant procedures will be followed unless specifically superseded by Recovery procedures. Recovery procedures are temporary procedures and will be deleted upon completion of the Recovery effort. Documentation of the emergency event shall be documented in accordance with 0ERP01-ZV-RE02, Documentation.

L.8 Recovery Actions for General Public

Offsite Recovery actions for the public are the responsibility of the County authorities.

L.9 Termination

Termination of the event shall be followed by written reports to cognizant authorities. The emergency condition is terminated when any of the following items are met:

- The emergency condition no longer exists and the plant is ready to return to normal operations.
- Repair activities are minor, the reactor is subcritical, and the plant is in a stable shutdown mode (at least Mode 3).

L.10 Exposure Authority

All questions of radiation exposure for emergency workers above the administrative limits of the Station will be directed to the Emergency Director. The Emergency Director is the only authority for extension of radiation exposures in excess of Title 10 Code of Federal Regulations Part 20 limits.

ADDENDUM N-1
Page 2 of 2
DRILLS AND EXERCISES

6.0 RADIOLOGICAL MONITORING DRILLS - Radiological Monitoring Drills shall be conducted at the Station annually. These drills shall provide for the monitoring of plant environs and radiological monitoring on site and offsite. These drills shall include collection and analysis of airborne activity, ground deposition surveys, and provide provisions for communications and record keeping. At least once every year collection and analysis will also include vegetation, soil and water. The State drills may not always be conducted at the Station. These drills will demonstrate the ability to coordinate with and make appropriate recommendations to the State of Texas, Department of Health Bureau of Radiation Control.

7.0 HEALTH PHYSICS DRILLS

7.1 Health Physics Drills shall be conducted semi-annually which involve response to and analysis of simulated elevated airborne and liquid samples and direct radiation measurements in the environment.

7.2 Analysis of inplant liquid samples with simulated elevated radiation levels shall be included in Health Physics drills annually. These drills will include appropriate radiation protection and contamination controls.

8.0 In addition to the scheduled drills and exercises, a program of simplified table top drills and training drills called walkthroughs will be conducted. The purpose of these table top drills and walkthroughs is to provide a controlled session of training at the assigned emergency response facility for emergency response personnel in the actions required during a declared emergency or during an exercise period.

9.0 Remedial exercises will be required if the emergency plan is not satisfactorily tested during the biennial exercise, such that NRC, in consultation with FEMA, cannot find reasonable assurance that adequate protective measures can be taken in the event of a radiological emergency. The extent of State and local participation in remedial exercises must be sufficient to show that appropriate corrective measures have been taken regarding the elements of the plan not properly tested in the previous exercises.

SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

EMERGENCY PLAN

ATTACHMENT 2

IMPLEMENTING PROCEDURES

Procedure		Plan Section
0ERP01-ZV-EF01	EOF Director	C
0ERP01-ZV-EF02	Deputy EOF Director	
0ERP01-ZV-EF03	Radiological Director	C
0ERP01-ZV-EF04	Technical Director	C
0ERP01-ZV-EF07	Support Organization Director	C
0ERP01-ZV-EF08	Licensing Director	C
0ERP01-ZV-EF09	Procurement/Resources Supervisor	F
0ERP01-ZV-EF10	Offsite Field Team Supervisor	J
0ERP01-ZV-EF11	Records Supervisor	
0ERP01-ZV-EF12	Communications Systems Supervisor	
0ERP01-ZV-EF15	Dose Assessment Specialist	H, I, J
0ERP01-ZV-EF17	System Status Evaluator	
0ERP01-ZV-EF18	Offsite Agency Communicator	
0ERP01-ZV-EF19	Matagorda County EOC Liaison	
0ERP01-ZV-EF20	State of Texas Liaison	
0ERP01-ZV-EF21	Federal Response Agency Liaison	
0ERP01-ZV-EF22	Emergency Operations Facility Liaison	
0ERP01-ZV-EF24	Support Orientation Coordinator	

STI 31671334	0ERP01-ZV-SH02	Rev. 6	Page 1 of 27
Acting Radiological Manager			
Quality	Non Safety-Related	Usage: N/A	Effective Date: 11/11/03

Max Keyes	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

Table of Contents Page

1.0 Purpose and Scope

1.1 This procedure specifies the actions to be completed by the Acting Radiological Manager during a declared emergency.

1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Acting Radiological Manager.

2.0 Responsibilities

2.1 An onshift senior radiation protection technician shall assume the position of Acting Radiological Manager until relieved by the Radiological Manager in the Technical Support Center. The Acting Radiological Manager reports to the Emergency Director in the Control Room at an Unusual Event and assists with the activation of the Operations Support Center at an alert or higher classification. The key responsibilities of the Acting Radiological Manager are:

2.1.1 Assessing Station radiological and environmental conditions.

2.1.2 Responding to radiological problems.

2.1.3 Identifying special radiological protective measures.

2.1.4 Determining special Radiation Work Permit requirements.

2.1.5 Verifying emergency classification if based on radiological Emergency Action Levels.

2.1.6 Reviewing and recommending emergency exposures to emergency response personnel in excess of Code of Federal Regulations, Title 10 Part 20 limits.

2.1.7 Ensuring adequate inventories of radiological supplies, equipment, and Radiation Protection personnel are available.

2.1.8 Providing prompt dose projection when requested.

2.2 During an Alert or higher classification, the Acting Radiological Manager, after being relieved of responsibility and authority by the Radiological Manager in the Technical Support Center, assumes the responsibilities of the Assistant Radiological Coordinator in the Operations Support Center.

2.3 Communicate radiological changes as necessary to the following personnel:

2.3.1 Emergency Director

2.3.2 Acting OSC Coordinator

2.3.3 Acting Security Manager

3.0 Precautions and Limitations

3.1 An Unusual Event or higher classification has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.

3.2 The Emergency Director has ordered the activation of the Emergency Response Organization during off-hours to support response activities.

3.3 During an Alert, Site Area Emergency, or General Emergency, Administrative dose limits are not applicable.

3.3.1 Emergency responders shall be authorized an exposure limit of 5 rem TEDE.

3.3.2 No individual shall knowingly exceed 10CFR20 exposure limits except when authorized to do so by the Emergency Director.

3.3.3 When Assembly and Accountability is completed, ensure all personnel remaining in the Protected Area have Thermoluminescent Dosimetry.

4.0 References

4.1 STPEGS Emergency Plan

4.2 0ERP01-ZV-IN01, Emergency Classification

4.3 0ERP01-ZV-IN02, Notifications To Offsite Agencies

4.4 0ERP01-ZV-IN04, Assembly and Accountability

4.5 0ERP01-ZV-IN05, Site Evacuation

4.6 0ERP01-ZV-IN06, Radiological Exposure Guidelines

4.7 0ERP01-ZV-IN07, Offsite Protective Action Recommendations

4.8 0ERP01-ZV-OS06, Emergency Teams

4.9 0ERP01-ZV-RE01, Recovery Operations

4.10 0ERP01-ZV-RE02, Documentation

4.11 0ERP01-ZV-TP01, Offsite Dose Calculations

4.12 NRC Inspection Report No. 90-10-02 (CR 90-516)

4.13 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

5.0 Procedures

5.1 Utilize the Acting OSC Coordinator and Chemistry Technician as necessary to support radiological activities.

5.2 When responding, implement Data Sheet 1, Acting Radiological Manager Checklist Initial Activities.

5.2.1 Insert the time an activity is completed, for reoccurring activities, document using the Emergency Action Log.

5.2.2 Implement other activities as necessary.

5.3 Implement the appropriate portions of Data Sheet 1, Acting Radiological Manager Checklist based on the events in progress.

5.4 Use Addendum's and Checklists to help direct emergency activities.

6.0 Support Documents

6.1 Addendum 1, Emergency Facility Habitability Table

6.2 Addendum 2, Emergency Onsite Radiological Surveys

6.3 Data Sheet 1, Acting Radiological Manager Checklist

6.4 Data Sheet 2, Control Room Checklist

6.5 Data Sheet 3, Radiological Briefing Checklist

6.6 Form 1, Emergency Exposure Tracking Log

6.7 Form 2, Potassium Iodide Issuance Log

6.8 Form 3, TLD Issuance Log

1.0 Conduct habitability surveys of occupied areas as deemed necessary (e.g., facility area/airborne radiation monitor increases, portal monitor alarm, facility dosimeter increase, onset of a radiological release).

2.0 Habitability surveys should include radiation, contamination, and air samples.

FACILITY	TYPE & LOCATION	RELOCATION CRITERIA	COMMENTS/GUIDELINES
CONTROL ROOM	RADIATION: • Control areas within the Control Room • Corridors outside of the Control Room • Kitchen area AIRBORNE: • Corridor outside of the Control Room CONTAMINATION: • Corridors outside of the Control Room • Kitchen area • Control areas and surfaces within the Control Room *if contamination is found outside of the Control Room*	25 rem TEDE	1. Rotate personnel to maintain exposures below 5 rem TEDE. 2. Include respiratory equipment protection factors in calculations.
OPERATIONS SUPPORT CENTER	RADIATION: • OSC Control Area • Men and Women Locker Room AIRBORNE: • OSC Control Area CONTAMINATION: • OSC Control Area • Men and Women Locker Room	5 rem TEDE	1. Consider relocation to the unaffected Unit OSC when dose rates exceed 1 rem/hr or airborne concentration levels exceed 400 DAC.
TECHNICAL SUPPORT CENTER	RADIATION: • TSC Control Area • Corridor outside of the TSC AIRBORNE: • Corridor outside of the TSC CONTAMINATION: • Corridor outside of the TSC • Control area within the TSC if contamination is found in the corridor outside of the TSC	5 rem TEDE	1. Consider relocation to the unaffected Unit TSC or the EOF when dose rates exceed 1 rem/hr or airborne concentration levels exceed 400 DAC. 2. Consider reducing the TSC staff to key essential personnel when exposure to personnel exceed 1 rem TEDE and begin rotation of key personnel to keep their exposures below 5 rem TEDE.

FACILITY	TYPE & LOCATION	RELOCATION CRITERIA	COMMENTS/GUIDELINES
CENTRAL ALARM STATION (CAS)	RADIATION: • CAS Control Area AIRBORNE: • Corridor outside of CAS CONTAMINATION: • CAS Control Area • Corridor outside of CAS	5 rem TEDE	1. Consider additional radiological habitability checks when: a. Contamination is found in the Unit 1 Control Room, or b. Unit 1 Control Room ventilation monitoring systems indicate the spread of contamination is occurring through the ventilation system, or c. Radiation levels in the Unit 1 Control Room exceed 100 mrem/hr. 2. Rotation of personnel should be established to maintain personnel exposures below 5 rem TEDE.
EAST GATEHOUSE	RADIATION: • East Gatehouse Area AIRBORNE: • Area outside of the Control Area CONTAMINATION: • Exit corridor of East Gatehouse	5 rem TEDE	1. Consider additional radiological habitability checks when the portal monitors are in a continuous alarm condition due to the presence of radiation or elevated airborne concentration levels. 2. Relocate access control operations to the East Gatehouse when dose rates exceed 1 rem/hr or airborne concentration levels exceed 400 DAC. Evacuate unnecessary personnel. 3. Rotation of personnel should be established to maintain personnel exposures below 5 rem TEDE.
COLD CHEMISTRY LAB	RADIATION, AIRBORNE, CONTAMINATION • Working area of Chemistry Lab	1 rem TEDE	1. Rotation of personnel should be established to maintain personnel exposures below 5 rem TEDE.

FACILITY	TYPE & LOCATION	RELOCATION CRITERIA	COMMENTS/GUIDELINES
WEST GATEHOUSE	RADIATION, AIRBORNE, CONTAMINATION • Occupied areas of the West Gatehouse	5 rem TEDE	1. Consider additional radiological habitability checks when the portal monitors are in a continuous alarm condition due to the presence of radiation or elevated airborne concentration levels. 2. Relocate access control operations to the East Gatehouse when dose rates exceed 1 rem/hr or airborne concentration levels exceed 400 DAC. Evacuate unnecessary personnel. 3. Rotation of personnel should be established to maintain personnel exposures below 5 rem TEDE.
SECONDARY ALARM STATION (SAS)	RADIATION, AIRBORNE, CONTAMINATION • SAS Control Area	5 rem TEDE	1. Consider additional radiological habitability checks when: a. Contamination is found in the West Gatehouse, or b. Radiation levels exceed 100 mrem/hr. 2. Rotation of personnel should be established to maintain personnel exposures below 5 rem TEDE.
ASSEMBLY AREAS	RADIATION, AIRBORNE, CONTAMINATION • Occupied areas of all Assembly Areas • Occupied areas of the Nuclear Support Center • Occupied areas of the Warehouse • Occupied areas of the Maintenance Operations Facility	1 rem TEDE	1. Consider additional radiological habitability checks when assembly has been implemented and site evacuation has not been performed. 2. Relocation of personnel should be established when dose rates exceed 100 mrem/hr or airborne concentration levels exceed 1 DAC.

NOTE

If the Operational Support Center is activated, then report all survey information to the Radiological Coordinator.

1.0 IN-PLANT SURVEYS

1.1 Radiation/Contamination Surveys

1.1.1 Use appropriate maps to identify location of survey.

1.1.2 Consider the use of a telescoping instrument over other types of hand-held instruments.

1.1.3 Whenever handling samples, obtain a contact dose rate and a dose rate at 30 centimeters.

1.1.4 Start with instrument on highest scale and switch downward when entering areas of unknown radiation levels.

1.1.5 Check dose rates on contaminated samples and take care to prevent the spread of contamination.

1.1.6 Use an Ionization Meter when beta dose rate surveys are necessary.

1.2 Air Sampling

1.2.1 Use iodine specific cartridges (e.g., silver zeolite) instead of charcoal.

1.2.2 Do not obtain air samples in explosive environments.

1.2.3 Consider running air sampler for a shorter time than normal when high airborne levels are expected. Use dose rates on sample when feasible to limit sample time.

1.2.4 Check dose rates on samples and keep samples at a distance when necessary.

1.3 Sample Transport

1.3.1 Bag samples and keep samples at a distance when possible. Count noble gas samples as soon as possible to account for short-lived isotopes.

1.3.2 Any sample dose rate greater than 1 rem/hr contact should be reported to the Emergency Director.

1.4 Sample Analysis

1.4.1 Designate a counting system for samples reading greater than 5 mrem/hr contact.

1.4.2 Count samples on the gamma spectrometry counting system in accordance with Count Room Procedures.

1.4.3 A quick field analysis may be used for iodine cartridges based on sample activity using the following calculation with an efficiency of (0.49%).

I-131 µCi/cc = Net cpm ÷([vol ft^3] x [0.0049 c/d] x [28,350 cc/ft^3] x [$2.22E^{+6}$ dpm/µCi])

1.4.4 A quick field analysis may be used for particulate filters based on sample activity using the following calculation with an efficiency of (10%).

µCi/cc = Net cpm ÷([vol ft^3] x [0.10 c/d] x [28,350 cc/ft^3] x [$2.22E^{+6}$ dpm/µCi])

1.4.5 To calculate stay times based upon I-131 air concentration:

Stay Time (HRS) = $2.0E^{-5}$ (µCi-hr/cc) ÷ I-131 Concentration (µCi/cc)

1.4.6 To calculate dose rate to Thyroid based upon I-131 air concentration with no protection factor:

Dose rate (rem/hr) = I-131 Concentration (µCi/cc) ÷ $8.0E^{-7}$ (µCi-hr/cc-rem)

2.0 OUT-OF-PLANT SURVEYS

2.1 Radiation Surveys

2.1.1 Use appropriate maps to identify location of survey.

2.1.2 Normally use an ionization chamber type instrument.

2.1.3 Take open window and closed window readings.

2.1.4 A waist level higher open-window-to-closed-window reading will indicate the presence of a radioactive plume.

2.1.5 When necessary, scan a square meter about two inches above ground for highest open window/closed window reading to indicate ground deposition.

2.2 Air Sampling

2.2.1 If power is unavailable, use a battery operated portable air sampler if available.

2.2.2 Use appropriate survey maps to identify location of samples.

2.2.3 Check dose rate on samples, bag, label, and transport back to counting room.

2.2.4 Determine sample storage area.

(Name) (Date) (Unit)

Action	Time
1.0 INITIAL ACTIVITIES	
1.1 When an Emergency Classification is initiated contact the Control Room and determine the following.	_____
• If Operations Support Center is to be activated	
• Emergency Classification and Basis	
• Dose Assessment requirements	
• Protective Action Recommendations and Basis	
• Release of radioactivity ongoing or imminent	
• Abnormal radiation levels within the station	
1.2 Review procedure 0ERP01-ZV-1N01 Emergency Classification, Fission Product Barrier Degradation Initiating Condition Matrix and Recognition Category R (RADIOLOGICAL).	_____
• Determine possible escalation paths and parameters to monitor.	
• Anticipate Protective Actions required based on classification.	
1.3 Initiate an Emergency Action Log of activities.	_____
1.4 If directed to report to the affected Unit Control Room, complete Data Sheet 2, Control Room Checklist, and assign another Radiation Protection Technician to perform the remaining steps of this Data Sheet as necessary.	_____
1.5 As necessary, direct Radiation Protection Technicians to implement actions in Addendum 2, Emergency Onsite Radiological Surveys.	_____

Action		Time
1.6	At an Alert or higher classification, verify 7 additional Radiation Protection Technicians, responded to pager activation from the Emergency Notification and Response System (ENRS) print out as necessary.	_____
1.7	Review all active Radiation Work Permits (RWPs) for exposures of work in progress.	_____
1.8	Evaluate all work in progress inside the Radiologically Controlled Area, only support work required by operations.	_____
2.0	EXPOSURE CONTROL ACTIVITIES	
2.1	Monitor personnel exposures using the computerized exposure monitoring system, or if not available, document exposures manually using Form 1, Emergency Exposure Tracking Log.	_____
	• Report elevated personnel exposures to the Emergency Director.	
2.2	At an Alert or higher classification, issue a facility electronic dosimeter to manned facilities listed in Addendum 1, Emergency Facility Habitability Table.	_____
	• Instruct personnel to monitor their dosimeter every 15 to 20 minutes, and to report any increases in accumulated dose to Radiation Protection.	
2.3	When Assembly and Accountability is completed, ensure all personnel remaining in the Protected Area have Thermoluminescent Dosimetry, Document issue using Form 3, TLD Issuance Log.	_____
2.4	If a release of radioactive material has begun or is imminent, evaluate issuing electronic dosimetry to all emergency response personnel.	_____
2.5	Coordinate Emergency Director approval for exposures that may exceed 10CFR20 limits as per 0ERP01-ZV-IN06, Radiological Exposure Guidelines, and obtain the Emergency Director's signature.	_____

Action	Time
3.0 OPERATIONS SUPPORT CENTER ACTIVATION	
3.1 Report to the affected Unit's Operations Support Center.	_____
3.2 Inform the Acting OSC Coordinator upon arrival.	_____
3.3 Inform the Emergency Director upon arrival.	_____
3.4 Assist the Acting Operations Support Center Coordinator in setup of the Operations Support Center.	_____
• Move equipment from the storage cage to the Operations Support Center.	
• Ensure all Emergency Response Manuals are available.	
• Setup and connect communication equipment, ensure the fax machine and telephones have a dial tone.	
• Ensure Appropriate Radiation Protection Staffing.	
• Establish Radiation Protection Technician(s) at the Radiologically Controlled Area (RCA) Access Control Point, ensure they perform the following:	
• Radiological Access Control	
• Dosimetry issue	
• Radiological briefing	
3.5 Inform the Acting Operations Support Center Coordinator when Radiation Protection functions are available to support Emergency Teams.	_____
3.6 Dispatch survey teams as necessary.	_____
3.7 Support formation and dispatch of Emergency Teams per 0ERP01-ZV-OS06, Emergency Teams.	_____

Action		Time
3.8	Maintain radiological status of Emergency Teams and modify radiation protection requirements as necessary for changing radiological conditions.	_____
3.9	Ensure updated radiological conditions are communicated to the Acting OSC Coordinator and the Emergency Director.	_____
3.10	Initiate and maintain the Radiological Status Boards as necessary.	_____
4.0	ACCIDENT ASSESSMENT ACTIVITIES	
4.1	Review RM-11 monitor data for adverse radiological trends.	_____
4.2	Review Radiation Protection survey data for adverse radiological trends.	_____
4.3	Report radiological conditions above normal levels to the Emergency Director.	_____
4.4	Evaluate the need for additional supplies, equipment (e.g., SCBA) and Radiation Protection personnel.	_____
5.0	POTASSIUM IODIDE (KI) ISSUANCE ACTIVITIES	
5.1	Obtain approval from the Emergency Director to issue potassium iodide.	_____

- Consumption of Potassium Iodide is voluntary.

> NOTE
>
> Potassium Iodide is most effective when taken just before or within 1-2 hours after exposure to radioiodine.

- Ingestion of Potassium Iodide Tablets should occur when an exposure of 25 rem Thyroid CDE is calculated or imminent ($2.0E^{-5}$ µCi/cc for longer than 1 hour).

5.2 Ensure the following actions are performed. _____

- Obtain a sufficient number of potassium iodide bottles from the emergency cabinet for all personnel.
- Inspect bottles and dates; do not use expired bottles.

Action	Time
• Issue each person a bottle; direct them to follow usage and dosage instructions on the bottle label.	
• Document potassium iodide issuance using Form 2, Potassium Iodide Issuance Log.	
5.3 Notify the Emergency Director that potassium iodide has been issued within the Protected Area, and until further notice, all responding personnel should take potassium iodide before arriving.	_____
5.4 Continuously monitor I-131 Activity to determine when potassium iodide issuance can be terminated. Notify the Emergency Director when the use of potassium iodide is no longer required.	_____
6.0 HABITABILITY ACTIVITIES	
6.1 Instruct radiological habitability surveys as necessary in accordance with Addendum 1, Emergency Facility Habitability Table.	_____
6.2 Request the facility managers not allow eating, drinking, or chewing until habitability is verified. (CR 90-516)	_____
6.3 Determine required actions to be taken for the facility based on guidance in Addendum 1, Emergency Facility Habitability Table. (CR 90-516)	_____
6.4 Communicate recommended actions to the Emergency Director.	_____
6.5 Evacuation of an Emergency Response Facility by performing the following.	_____
• Determine the radiological precautions and protective clothing requirements necessary for persons evacuating to the new location.	
• Select evacuation routes that will minimize exposures. Brief the Emergency Director and facility personnel on the planned evacuation routes and protective requirements.	

Action	Time
• Upon Emergency Director approval to relocate, record initial dosimeter reading and final dosimeter reading, to determine the transient exposure for all personnel during the relocation.	
• When personnel arrive at the new facility, survey all personnel and document contamination as necessary.	
7.0 ASSEMBLY AND ACCOUNTABILITY ACTIVITIES	
7.1 Assembly and Accountability is an automatic action when the Emergency Director declares a Site Area Emergency or higher classification.	
• The Emergency Director may order Assembly and Accountability at any time during an emergency.	
• Implement Radiological Manager actions of procedure 0ERP01-ZV-IN04, Assembly and Accountability.	
• Key card your ID badge into the facility accountability card reader if available.	
• Determine location of personnel in the field and inform the Acting Security Coordinator as necessary.	
• Coordinate assembly and accountability actions with the Emergency Director.	
• Ensure Radiation Protection Technician(s) maintains contamination control for personnel exiting the Radiologically Controlled Area.	
• Dispatch a Radiation Protection Technician to perform Habitability Checks at assembly areas in accordance with Addendum 1, Emergency Facility Habitability Table as necessary.	
• If Gatehouse portal monitoring equipment is not operable, dispatch a Radiation Protection Technician to perform radiological monitoring.	

Action	Time
8.0 SITE EVACUATION ACTIVITIES	
8.1 Site Evacuation is an automatic action when the Emergency Director declares a Site Area Emergency or higher classification and Assembly and Accountability has been completed.	_____
• The Emergency Director may order Site Evacuation at any time during an emergency.	
• Implement Radiological Manager actions of procedure 0ERP01-ZV-IN05, Site Evacuation.	
• Periodically provide briefings to the Emergency Director on site evacuation activities.	
9.0 DOSE ASSESSMENT ACTIVITIES	
9.1 When requested by the Emergency Director to perform Dose Assessment, obtain the current meteorological and radiological monitor data necessary.	_____
• Perform Dose Assessment in accordance with 0ERP01-ZV-TP01, Offsite Dose Calculations to determine the radiological impact to onsite and offsite personnel.	
• If Protective Action Guides (PAGs) are exceeded, brief the Emergency Director on results.	
10.0 PROTECTIVE ACTION RECOMMENDATION ACTIVITIES	
10.1 Protective Action Recommendations are required at the declaration of a General Emergency.	_____
• Implement procedure 0ERP01-ZV-IN07, Offsite Protective Action Recommendations.	
• Protective Action Recommendations must be made to offsite agencies within 15 minutes of the Protective Action Recommendation decision.	

Action	Time
• If Protective Action Recommendations are indicated or change, review your decision with the Emergency Director and assist with the completion of 0ERP01-ZV-IN02, Data Sheet 1, Offsite Agency Notification Message Form as necessary.	
• Monitor station radiological and meteorological conditions and revise Protective Action Recommendations as necessary.	
11.0 WORK CONTROL ACTIVITIES	
11.1 If restoration activities or surveys can not be performed under Radiation Work Permits, consider using emergency teams.	_____
11.2 With the Emergency Director approval, implement procedure 0ERP01-ZV-OS06, Emergency Teams and complete Radiological Coordinator activities.	_____
12.0 OFFSITE MEDICAL TRANSPORT OF CONTAMINATED PERSONNEL	
12.1 Dispatch Radiation Protection Technician(s) to perform personnel monitoring and contamination control.	_____
12.2 Ensure contamination control activities do not hinder the medical response.	_____
12.3 Evaluate the possibility of a Radiation Protection Supervisor/Technician from offsite meeting the ambulance at the hospital to assist in radiological controls.	_____
12.4 Ensure arrangements are made for a Radiation Protection Supervisor or Technician to accompany the ambulance to the hospital to assist as follows:	_____
• Ensure Thermoluminescent Dosimetry is properly worn by ambulance personnel.	

Action **Time**

- Advise the ambulance attendant on contamination control and hazards.
- Assist the hospital staff with contamination control and implementation of the hospital radiological plan.
- Assist the hospital and ambulance staff with cleanup, decontamination, and return all contaminated waste and dosimetry to the station.
- Brief the Emergency Director on details about the medical emergency and the response efforts.

13.0 RADIOLOGICAL RELEASE ACTIVITIES

13.1 Initiate installation of Step Off Pads at the Power Block Access Points. _____

13.2 Inform the Emergency Director of any abnormal radiological conditions that indicate an imminent or actual release. _____

13.3 Refer to Addendum 2, Emergency Onsite Radiological Surveys, for dispatch of an onsite survey teams. _____

13.4 Advise the Emergency Director, Acting Security Manager, and Assistant OSC Coordinator of any radiological precautions that should be taken. _____

14.0 SHIFT TURNOVER ACTIVITIES

14.1 Provide a briefing of events to the relief person and Radiological Staff, include the following. _____

- Basis of the current Emergency Classification and Emergency Action Levels of importance.
- Completed checklists.
- Completed Log.

Action **Time**

- Radiation Monitor readings and trends, inplant radiological problems, status of personnel exposures and any approvals to exceed limits, environmental monitoring activities, manpower status, current shift schedule, and any supplies/equipment expected from offsite.
- Inform the Emergency Director of the transfer of responsibilities to the oncoming shift replacement.
- Document the time of turnover and the identity of your relief in your log.

15.0 RADIOLOGICAL MANAGER TURNOVER

15.1 As necessary, use Data Sheet 3, Radiological Briefing Checklist to brief the arriving Radiological Manager in the Technical Support Center. _____

15.2 Report to the Radiological Coordinator in the Operations Support Center and assume the position of Assistant Radiological Coordinator. _____

16.0 RECOVERY ACTIVITIES _____

- Determine the manpower requirements necessary for upcoming radiation protection and repair efforts.
- Continue to monitor the status of ongoing radiation protection efforts until termination.
- Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.
- Evaluate the radiation protection supplies that will be needed for recovery.

17.0 TERMINATION ACTIVITIES _____

- Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02, Documentation, Data Sheet 1, Corrective Action Items List, and provide the list to the Emergency Director.

Action	Time
• Provide a list of any supplies or forms needing replenishment to the Emergency Director.	
• Collect, organize, and turn over all Acting Radiological Manager documents, checklists, and logs to the Emergency Director.	
• Assist the Emergency Director in writing an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation.	

(Name) (Date) (Unit)

Action	Time
1.0 INITIAL ACTIVITIES	
1.1 Report to the Shift Supervisor (Emergency Director) and obtain a briefing.	_____
1.2 Maintain an Emergency Action Log until relieved or event termination.	_____
1.3 Maintain communications with Radiation Protection personnel located in the Operations Support Center or Access Control Point.	_____
1.4 Verify operability and review data of the following equipment.	_____
• Radiation Monitor Instrument Panel (Train A & C)	
• Meteorological Tower 15 Minute Averages (ERFDADS 2601)	
• RCB Pressure (QDPS, Display QUAL PAMS)	
• RCB Pressure (PR-0934) and Hi Range Area Radiation (RR-8050) Chart Recorders	
• RM-11 Computer (CRT-8119)	
• Available computerized dose assessment program (CRT-0003)	
2.0 CONTINUING ACTIVITIES	
2.1 Assess radiological hazards onsite.	_____
2.2 Advise the Emergency Director, Acting Security Manager, and Assistant OSC Coordinator of any radiological precautions that should be taken.	_____
2.3 Review radiological Emergency Action Levels using 0ERP01-ZV-IN01, Emergency Classification; advise the Emergency Director as necessary.	_____
2.4 When requested by the Emergency Director, perform dose assessment per 0ERP01-ZV-TP01, Offsite Dose Calculations.	_____

Action		Time
2.5	Evaluate dose assessment results, radiological monitors, and survey data with procedure 0ERP01-ZV-IN07, Offsite Protective Action Recommendations (PARs).	_____
	• Advise the Emergency Director of initial and any changes to PARs.	
2.6	Implement Radiological Manager steps of 0ERP01-ZV-IN04, Assembly and Accountability.	_____
	• Assess radiological hazards onsite	
	• Determine wind direction from	
	• Advise the Emergency Director	
2.7	Implement Radiological Manager steps of 0ERP01-ZV-IN05, Site Evacuation.	_____
	• Assess Radiological Hazards onsite and offsite	
	• Perform dose Assessment	
	• Determine downwind sectors	
	• Choose Site Evacuation Plan from Addendum 1 of procedure 0ERP01-ZV-IN05, Site Evacuation.	
	• Advise the Emergency Director	
2.8	Review applicable sections of 0ERP01-ZV-IN07, Offsite Protective Action Recommendations.	_____
	• If Protective Action Recommendations are indicated or change, review your decision with the Emergency Director and assist with the completion of 0ERP01-ZV-IN02, Data Sheet 1, Offsite Agency Notification Message Form as necessary.	
2.9	Participate in Control Room Briefings and keep the Emergency Director informed of changing radiological conditions.	_____

Person Providing Briefing	Person Receiving Briefing	Date/Time

1. Current station problems:

2. Current station radiological problems:

3. Personnel exposure problems or approved dose extensions in effect:

4. Locations and actions of onsite/inplant emergency teams:

5. Any contaminated, injured personnel being prepared for transport or being transported to offsite medical facilities:

6. Instructions given to Security on radiological concerns that may affect Security operations or personnel:

_____
_____
_____
_____
_____
_____

7. Adequacy of Radiation Protection personnel staffing in emergency response facilities to support emergency response efforts:

_____
_____
_____
_____
_____
_____

8. Radiation Protection Equipment Problems:

_____
_____
_____
_____
_____
_____

9. Other radiological concerns which could potentially affect emergency response activities in the Control Room, East and West Gatehouse(s), Operations Support Center, Technical Support Center, and Emergency Operations Facility:

_____
_____
_____
_____
_____

Form 1 | Emergency Exposure Tracking Log | Page 1 of 1

NAME (Last, First, MI.)	SOCIAL SECURITY NUMBER	DOSIMETER NUMBER	READING IN (mrem)	DATE/TIME	READING OUT (mrem)	DATE/TIME	DESTINATION

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

NAME LAST, FIRST, MI	SOCIAL SECURITY NUMBER	DATE	TIME	*SIGNATURE

- By signing this block, the individual demonstrates voluntary acceptance and use of potassium iodide.

NOTE: Potassium Iodide is most effective when taken just before or within 1-2 hours after exposure to radioiodine.

CAUTION: Individuals who know they are sensitive to iodine containing foods (i.e., seafood should not take potassium iodide.

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

NAME LAST, FIRST, MI	SOCIAL SECURITY NUMBER	TLD NUMBER

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

Table of Contents Page

1.0 Purpose and Scope

1.1 This procedure specifies the actions to be completed by the Offsite Field Team Supervisor in the Emergency Operations Facility (EOF) during a declared emergency.

1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Offsite Field Team Supervisor.

2.0 Responsibilities

2.1 The Offsite Field Team Supervisor is responsible for:

2.1.1 Forming, briefing, and directing the activities of the Offsite Field Teams.

2.1.2 Coordinating Offsite Field Team activities with State and Federal agencies.

2.1.3 Evaluating dose projection calculations to determine monitoring locations and transient routes.

2.1.4 Tracking Offsite Field Team exposures.

2.1.5 Advising Offsite Field Teams of changes in meteorology, source terms, and plant conditions which could impact downwind doses.

2.1.6 Functioning as the primary technical interface with the NRC Environmental Dose Assessment Coordinator.

3.0 References

3.1 STPEGS Emergency Plan

3.2 0ERP01-ZV-IN06, Radiological Exposure Guidelines

3.3 0ERP01-ZV-RE01, Recovery Operations

3.4 0ERP01-ZV-RE02, Documentation

3.5 0ERP01-ZV-TP01, Offsite Dose Calculations

3.6 ST-HS-HS-31940, File No U28.01, TEDE/DDE Ratio For Emergency Preparedness

3.7 0ERP01-ZV-TP02, Offsite Field Teams

3.8 Matagorda County Emergency Management Plan, Annex W Procedures, Procedure 24, Matagorda County Sheriff, and Procedure 42, Environmental Health Director.

3.9 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

4.0 Procedure

4.1 If requested by the Emergency Director (Shift Supervisor) at the Unusual Event classification to respond to the Emergency Operations Facility, then implement the appropriate portions of Data Sheet 1, Offsite Field Team Supervisor Checklist, as determined necessary based on the events in progress.

4.2 If an Alert or higher emergency classification is declared, then proceed to the Emergency Operations Facility and implement Data Sheet 1, Offsite Field Team Supervisor Checklist, Initial Activities.

4.2.1 Insert the time an activity is completed, for reoccurring activities, document using the Emergency Action Log.

4.2.2 Implement the appropriate portions of Data Sheet 1, Offsite Field Team Supervisor Checklist based on the events in progress.

4.3 Use Addendum's and Checklists to help direct emergency activities.

5.0 Support Documents

5.1 Addendum 1, Shift Turnover Briefing

5.2 Data Sheet 1, Offsite Field Team Supervisor Checklist

5.3 Data Sheet 2, Offsite Field Team Checklist

5.4 Data Sheet 3, Offsite Field Team Briefing Form

5.5 Form 1, Potassium Iodine Issuance Log

1.0 Provide a briefing of events to the relief person and include the following areas:

- 1.1 Basis of the current Emergency Classification
- 1.2 Environmental monitoring activities
- 1.3 Projected dose and actual field measurements
- 1.4 Protective Action Recommendations issued and the status of implementation
- 1.5 Completed checklists & Emergency Action Log
- 1.6 Information on the Status Boards
- 1.7 Manpower status
- 1.8 Recovery plans developed and corrective action items for plant recovery
- 1.9 Current shift schedule

2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement:

- 2.1 Radiological Director
- 2.2 Dose Assessment Specialist

3.0 NRC Environmental Dose Assessment Coordinator.

4.0 Update the Facility Staffing Board.

5.0 Document the time of turnover and the identity of your relief on your log and provide copies to your replacement. Provide the original log sheets to the Procurement/Resources Supervisor.

6.0 Verify your telephone number on the shift schedule. If this telephone number is inside the 10 mile EPZ, then provide an alternate telephone number for contact should evacuation of the EPZ be necessary.

7.0 Take a copy of your shift schedule.

8.0 If issued a TLD, then maintain custody of the TLD until Termination or Recovery.

9.0 Verify possession of a STPNOC 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 Support Orientation Coordinator.

10.0 Inform the Security Officer responsible for Access Control to the Emergency Operations Facility of the shift change and sign out when leaving the Facility.

(Name) (Date) (Unit)

Action	Time
1.0 INITIAL ACTIVITIES	
1.1 Report to the Emergency Operations Facility and sign in on the Staffing Board.	_____
1.2 Inform the Radiological Director of your arrival and obtain a briefing of the status of plant environmental and radiological conditions and any environmental monitoring activities underway by the Technical Support Center.	_____
1.3 Ensure the Offsite Field Team Supervisor's Emergency Response Manual is available.	_____
1.4 Ensure the Offsite Field Team Supervisor's telephone has a dial tone.	_____
1.5 Ensure two Offsite Field Teams are available to perform environmental monitoring. Assign Offsite Field Team Leaders and direct them to implement 0ERP01-ZV-TP02, Data Sheet 1, Offsite Field Team Leader Checklist. Notify the Assistant Support Organization Director if additional staffing is required.	_____
1.6 Ensure operability of the radio for Offsite Field Team communications. Report any inoperable circuits to the Assistant Support Organization Director.	_____
1.7 Initiate an Emergency Action Log of significant activities. In particular, document telephone calls made or received and any data or information received from or provided to other persons.	_____

Action	Time
2.0 OFFSITE FIELD TEAM ACTIVITIES	
2.1 Discuss the status of plant conditions and the potential for a radiological release with the Radiological Director and the Dose Assessment Specialist. Determine which of the following actions should be initiated:	
2.1.1 Deploy Offsite Field Teams downwind to monitor the release or to verify no releases are occurring or to be pre-positioned in the event a release occurs.	_____
2.1.2 If a radiological release has occurred, Then obtain appropriate PAR escalation paths from the Dose Assessment Specialist.	_____
2.1.3 Develop a strategy for Offsite Field Team placement to monitor the plume centerline.	_____
2.1.4 Activate personnel for additional Offsite Field Teams through the Assistant Support Organization Director.	_____
2.1.5 If needed, request the Radiological Director to obtain support for collection and analysis of environmental samples.	_____
2.1.6 If needed, request the Radiological Director to expand the environmental monitoring program.	_____
2.2 If an Offsite Field Team is needed, then coordinate the actions necessary to form, brief, and dispatch the Offsite Field Team using Data Sheet 2, Offsite Field Team Checklist.	_____
2.3 Maintain Offsite Field Team data on the Field Monitoring Data Status Board and coordinate information with the Dose Assessment Specialist and the Radiological Director.	_____
2.4 Coordinate Offsite Field Team activities with State and Federal agencies conducting offsite monitoring. Use pre-selected monitoring point designators (vs. road names or local landmarks) when communicating to offsite agencies.	_____

Action	Time
2.5 If the Nuclear Regulatory Commission site team arrives at the Emergency Operations Facility, then function as the primary technical interface with the NRC Environmental Dose Assessment Coordinator.	_____
3.0 SPECIAL ACTIVITIES	
3.1 Environmental Contamination Reported:	
3.1.1 Inform the Radiological Director and the Support Organization Director of the reported conditions.	_____
3.1.2 Determine if additional monitoring or sampling is needed and direct the Offsite Field Teams to initiate the necessary activities.	_____
3.2 Offsite Field Team PAR escalation criteria:	
3.2.1 Immediately report to the Dose Assessment Specialist when any of the following dose rates are measured at the plume centerline on the Exclusion Area Boundary (≈ 1 Mile).	_____
• 100 mrem/hr	
• 1000 mrem/hr	
3.3 Offsite Field Team Meals:	
3.3.1 Provide the number of meals needed for the Offsite Field Teams, when requested by the Procurement/Resources Supervisor.	_____
3.3.2 When meals arrive, coordinate with the Radiological Director to select an uncontaminated location for eating.	_____
3.3.3 Request from the Assistant Support Organization Director for someone to deliver the meals to the selected location.	_____
3.3.4 Inform the Offsite Field Teams of the eating arrangements which should include:	
• Identification of where the food is being delivered.	_____

Action	Time
• Directions for the Offsite Field Team to self frisk and remove contaminated clothing before eating.	_____
• Arrangements for one Offsite Field Team to continue monitoring until the other team members have finished eating.	_____
3.3.5 If Offsite Field Team personnel are contaminated and need decontaminating before eating, either direct them to return to the Emergency Operations Facility or arrange for setting up a remote decontamination area.	_____
3.4 Offsite Field Team Shift Changes:	
3.4.1 When shift relief personnel report for assignment, form and brief the relief personnel using Data Sheets 2, 3, and Addendum 1.	_____
3.4.2 Coordinate with the Radiological Director to determine an uncontaminated location for the Offsite Field Teams to meet. (The best location would be just outside the Emergency Operations Facility in most cases.)	_____
3.4.3 Direct the new Offsite Field Team to proceed to the selected location and assist the current Offsite Field Team with a personnel survey prior to changing shifts.	_____
3.4.4 Inform the current Offsite Field Team of the location and arrival time of the replacement Offsite Field Team. Direct them to perform personnel surveying at that location and to leave contaminated clothing with the replacement Offsite Field Team or bag and deliver to the Emergency Operations Facility.	_____
3.4.5 If personnel require decontamination, then direct them to proceed to the Emergency Operations Facility or remote decontamination area.	_____
3.5 Security Threats:	
3.5.1 Notify the Offsite Field Teams of any precautionary actions identified by the Security Manager that should be taken by Offsite Field Team members.	_____

Action	Time

3.6 Issuance of Potassium Iodide (KI):

> **NOTE**
>
> Consumption of KI is voluntary.

3.6.1 If directed by the Radiological Director, then recommend all Offsite Field Team members take KI in accordance with usage and dosage instructions on the bottle label. _____

3.6.2 Potassium Iodide is most effective when taken just before or within 1-2 hours after exposure to radioiodine. _____

3.6.3 Document issuance of KI to Offsite Field Team members on Form 1, Potassium Iodide Issuance Log. _____

3.7 Evacuation of the Emergency Operations Facility:

3.7.1 Assist the Radiological Director in selecting evacuation routes to the Alternate Emergency Operations Facility that will minimize exposures to evacuating personnel. _____

3.7.2 Contact the Offsite Field Teams and inform them of the plans to evacuate the Emergency Operations Facility. Assign a safe location for each team to move to outside of the plume. _____

3.7.3 Inform the Radiological Manager that Offsite Field Team operations will be temporarily discontinued and that when the Emergency Operations Facility evacuates, you will proceed to the Alternate Emergency Operations Facility. _____

3.7.4 Collect all completed checklists, logs, forms and the Offsite Field Team Supervisor's Emergency Response Manual. _____

3.7.5 When directed by the EOF Director, then evacuate from the Emergency Operations Facility and proceed to the Alternate Emergency Operations Facility. _____

3.7.6 Upon arrival at the Alternate Emergency Operations Facility, contact the Offsite Field Teams and re-initiate environmental monitoring activities. _____

Action	Time
4.0 ONGOING ACTIVITIES	
4.1 Maintain a status of Offsite Field Team activities and priorities.	_____
NOTE The following SRD to TEDE correction factors are provided as guidance only, per reference 3.7: 5 times SRD reading if ≤ 6 hours from reactor shutdown 10 times SRD reading if > 6 hours from reactor shutdown	
4.2 Track Offsite Field Team exposures approximately every 30 minutes if a release is in progress or more often if crossing the plume.	_____
4.3 Periodically update Offsite Field Teams on wind direction, projected downwind doses, changes in affected sectors, plant status, and release source terms. Advise the teams to take necessary precautions.	_____
4.4 Inform all Offsite Field Teams of a change in the emergency classification.	_____
4.5 Periodically brief the Radiological Director and Dose Assessment Specialist of Offsite Field Team activities noting survey and sample results and any new problems.	_____
4.6 Maintain an Emergency Action Log of significant activities, telephone calls, and important information.	_____
5.0 RECOVERY ACTIVITIES	
5.1 With the Radiological Director and Dose Assessment Specialist, determine the extent of offsite monitoring that should be conducted. If necessary, perform the following:	
5.1.1 Coordinate with the State and Federal agencies concerning any planned offsite monitoring or sampling.	_____

Action	Time
5.1.2 Deploy Offsite Field Teams to change out current environmental TLDs and replace air sampler charcoal cartridges.	_____
5.1.3 Assign Offsite Field Teams to assist in the collection of soil, vegetation, or water samples.	_____
5.2 Determine the manpower requirements necessary for upcoming environmental activities. Request the Assistant Support Organization Director to activate additional personnel or request additional personnel.	_____
5.3 Continue to direct ongoing Offsite Field Team efforts until termination.	_____
5.4 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 Radiological Director.	_____
5.5 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.	_____
5.6 Evaluate Offsite Field Team supplies that will be needed for Recovery. Request the Assistant Support Organization Director to obtain the needed supplies.	_____
6.0 TERMINATION ACTIVITIES	
6.1 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 Radiological Director.	_____
6.2 Provide a list of any supplies or forms needing replenishment to the Assistant Support Organization Director.	_____
6.3 Collect and organize in chronological order all documents, checklists, and logs.	_____
6.4 Assist the Radiological Director in writing an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation.	_____
6.5 Turn over all documentation generated during the emergency to the Procurement/Resources Supervisor.	_____

(Name) (Date) (Unit)

Action		Time
1.0	OFFSITE FIELD TEAM FORMATION AND BRIEFING	
1.1	Determine location to be surveyed by the Offsite Field Team. Identify location by any or all of the following:	
1.1.1	primary sector	_____
1.1.2	adjoining sectors	_____
1.1.3	distance from plant	_____
1.1.4	pre-selected monitoring points	_____
1.1.5	evacuation zones	_____
1.1.6	road intersections	_____
1.1.7	major terrain features	_____
1.1.8	man-made structures	_____
1.2	Determine scope of work and radiological precautions for team members.	_____
1.3	Complete Data Sheet 3, Offsite Field Team Briefing Form.	_____
1.4	Assign a team number (use sequential numbers).	_____
1.5	Complete 0ERP01-ZV-IN06, Radiological Exposure Guidelines, Form 1, Emergency Exposure Approval Form, for any team members needing exposure extensions. Refer to 0ERP01-ZV-IN06 Addendum 1, Emergency Accumulative Exposure Limits.	_____
1.6	Brief team. Instruct team members to perform continuous surveillance of the areas assigned to them and to provide as much radiological data as possible for evaluation. (It is the intent that the team only stops long enough in one location to perform a survey and/or collect air sample data then move to another location.)	_____

Action		Time
1.7	Perform a radio and telephone check.	_____

2.0 DISPATCHING OFFSITE FIELD TEAMS

2.1	Dispatch team.	_____
2.2	Inform the Radiological Director and Dose Assessment Specialist that the team has been dispatched.	_____
2.3	Update the Field Monitoring Data status board.	_____
2.4	Ensure a communications check with the team is performed approximately every 15 to 30 minutes. Keep team informed of developments that could impact offsite conditions.	_____
2.5	Maintain the completed checklists and forms in a file for future reference.	_____

OFFSITE FIELD TEAM ASSIGNMENT

Team No.: _____ Date: _____ Time: _____

Team Leader: _____ SSN: _____
TLD No.: _____ 0 - 200 mrem SRD Initial: _____ Final: _____
0 - 5 R SRD Initial: _____ Final: _____

Team Member: _____ SSN: _____
TLD No.: _____ 0 - 200 mrem SRD Initial: _____ Final: _____
0 - 5 R SRD Initial: _____ Final: _____

RADIOLOGICAL CONDITIONS AND PROTECTION REQUIREMENTS

1. Current environmental radiological conditions:

Plume direction (from): _____ Wind speed: _____

Location	Projected mrem/hr	Measured mrem/hr	Contamination

2. Assigned area to monitor and route: _____

3. Type of Sampling To Conduct:
{ } Plume { } Airborne { } Deposition
{ } Soil { } Vegetation { } Water

4. Protective clothing required: Yes _____ No _____

5. KI Recommended: Yes _____ No _____

6. Respiratory protection required: Yes _____ No _____

7. Turn Back Dose Rate: _____ R/hr Turn Back Dose: _____ R

8. Additional special precautions: _____

9. Offsite Field Team Supervisor phone number: _____

10. Completed by: _____ Date/Time: _____

NAME LAST, FIRST, MI	SOCIAL SECURITY NUMBER	DATE	TIME	*FIELD TEAM SUPERVISOR SIGNATURE

*BY SIGNING THIS BLOCK THE FIELD TEAM SUPERVISOR SIGNIFIES THAT THE OFFSITE FIELD TEAM MEMBERS HAVE BEEN INFORMED THAT CONSUMPTION OF POTASSIUM IODIDE IS VOLUNTARY.

CAUTION: INDIVIDUALS WHO KNOW THEY ARE SENSITIVE TO IODINE CONTAINING FOODS (I.E. SEAFOOD) SHOULD NOT TAKE POTASSIUM IODIDE

NOTE: POTASSIUM IODIDE IS MOST EFFECTIVE WHEN TAKEN JUST BEFORE OR WITHIN 1-2 HOURS AFTER EXPOSURE TO RADIOIODINE.

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

Table of Contents Page

1.0 Purpose and Scope

1.1 This procedure specifies the actions to be completed by the Radiological Director in the Emergency Operations Facility (EOF) during a declared emergency.

1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Radiological Director.

2.0 Responsibilities

2.1 The Radiological Director is responsible for:

2.1.1 Assessing offsite radiological and environmental conditions that may impact the public.

2.1.2 Directing offsite dose assessment activities and advising the Emergency Director on Protective Action Recommendations (PARs) for the public.

2.1.3 Directing Offsite Field Team activities.

2.1.4 Coordinating with the Technical Director to determine PARs based on the status of the fission product barriers and the potential for a radiological release.

2.1.5 Monitoring radiological parameters that relate to Emergency Action Levels (EALs) to determine if conditions warrant a change in emergency classification.

2.1.6 Functioning as the primary interface with the State of Texas Bureau of Radiation Control (BRC) personnel assigned to the Emergency Operations Facility.

2.1.7 Reviewing and recommending approval of pre-planned exposures to emergency response personnel in excess of 10CFR20 limits.

2.1.8 Determining Emergency Operations Facility radiological habitability.

2.1.9 Managing radioactive waste and radiological control aspects of Recovery Operations.

2.1.10 Recommending issuance of Potassium Iodide (KI).

2.1.11 Functioning as the primary technical interface with the NRC Protective Measures Coordinator.

2.1.12 Coordinating the analysis of Radiological samples by offsite laboratories due to the loss of onsite capability.

3.0 Precautions and Limitations

3.1 A 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 Emergency Operations Facility to support response activities.

3.3 During an Alert, Site Area Emergency, or General Emergency, Administrative dose limits are not applicable.

3.3.1 Emergency responders shall be authorized an exposure limit of 5 rem TEDE.

3.3.2 No individual shall knowingly exceed 10CFR20 exposure limits except when authorized to do so by the Emergency Director.

3.3.3 When Assembly and Accountability is completed, Radiation Protection ensures all personnel entering the Protected Area have Thermoluminescent Dosimetry (TLD).

4.0 References

4.1 STPEGS Emergency Plan

4.2 0ERP01-ZV-EF10, Offsite Field Team Supervisor

4.3 0ERP01-ZV-IN01, Emergency Classification

4.4 0ERP01-ZV-IN02, Notifications To Offsite Agencies

4.5 0ERP01-ZV-IN05, Site Evacuation

4.6 0ERP01-ZV-IN06, Radiological Exposure Guidelines

4.7 0ERP01-ZV-IN07, Offsite Protective Action Recommendations

4.8 0ERP01-ZV-RE01, Recovery Operations

4.9 0ERP01-ZV-RE02, Documentation

4.10 0ERP01-ZV-TP01, Offsite Dose Calculations

4.11 0ERP01-ZV-TP02, Offsite Field Teams

4.12 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

5.0 Procedure

5.1 When responding to the Emergency Operations Facility, implement Data Sheet 1, Radiological Director Checklist, Step 1.0 Initial Activities.

5.1.1 Insert the time an activity is completed, for reoccurring activities, document using the Emergency Action Log.

5.2 Implement the appropriate portions of Data Sheet 1, Radiological Director Checklist based on the events in progress.

5.3 Use Addenda and Checklists to help direct emergency activities.

6.0 Support Documents

6.1 Addendum 1, Emergency Facility Habitability Table

6.2 Data Sheet 1, Radiological Director Checklist

6.3 Data Sheet 2, Radiological Briefing Checklist

6.4 Form 1, Emergency Exposure Tracking Log

6.5 Form 2, Potassium Iodide Issuance Log

6.6 Form 3, TLD Issuance Log

1.0 Conduct habitability surveys of occupied areas as deemed necessary (e.g., facility area/airborne radiation monitor increases, portal monitor alarm, facility dosimeter increase, and onset of a radiological release).

2.0 Habitability surveys should include radiation, contamination, and air samples.

FACILITY	TYPE & LOCATION	RELOCATION CRITERIA	COMMENTS/GUIDELINES
EMERGENCY OPERATIONS FACILITY (EOF)	RADIATION • General Area • Security Desk • Portal Monitor Area AIRBORNE • Kitchen CONTAMINATION • Floor at Portal Monitor • Dose Assessment Room Floor • Kitchen	5 rem TEDE	1. Switch the EOF Emergency Ventilation System to the Emergency Mode when: • Elevated airborne concentration levels are suspected or confirmed • The Iodine air sampler in the EOF is in an alarm condition • Toxic gas/chemical release from nearby chemical facility (as needed). 2. Consider relocation to the Alternate EOF when dose rates exceed 1 rem/hr or airborne concentration levels exceed 400 DAC. 3. Consider reducing the EOF staff to key personnel when TEDE to personnel exceed 1 rem and begin rotation of key personnel to keep their exposures below 5 rem TEDE.
NUCLEAR TRAINING FACILITY (NTF)	RADIATION • Occupied areas • Chemistry lab when environmental samples are being analyzed. AIRBORNE • Entrance to NTF • Chemistry lab when environmental samples are being analyzed. CONTAMINATION • Occupied areas • Chemistry lab when environmental samples are being analyzed.	• 1 rem TEDE to emergency personnel • 0.1 rem TEDE to non-essential personnel	1. Move key personnel into the EOF when dose rates exceed 1 rem/hr or airborne concentration levels exceed 400 DAC. Evacuate unnecessary personnel.

(Name) (Date) (Unit)

Action	Time
1.0 INITIAL ACTIVITIES	
1.1 Report to the Emergency Operations Facility and perform the following.	
• Sign on the staffing board.	_____
• Inform the Deputy EOF Director of your arrival.	_____
• Ensure the Radiological Director's Emergency Response Manual is available.	_____
• Obtain a briefing from the Radiological Manager using Data Sheet 2, Radiological Briefing Checklist.	_____
• Brief the Deputy EOF Director of the information obtained from the Technical Support Center.	_____
1.2 Verify the following individuals have responded.	_____
• Instruct Dose Assessment Specialist to verify the Assistant Dose Assessment Specialist is available and required equipment is operational.	_____
• Direct the Offsite Field Team Supervisor to implement 0ERP01-ZV-EF10, Offsite Field Team Supervisor, and inform you when teams are prepared for dispatch.	_____
• Direct the Radiological Status Board Keeper to trend appropriate radiological and meteorological conditions on facility status boards.	_____
• Direct remaining radiological staff to assist as necessary (e.g., completing forms, dosimetry issue, Potassium Iodide issue, etc).	_____

Action		Time
1.3	Notify the Deputy EOF Director when all radiological functions are available.	_____
1.4	Assist the Deputy EOF Director in determining priorities for the Emergency Operations Facility.	_____
1.5	Review Radiation Protection Procedures with the Radiological Manager and assist in determining the level of compliance and the extent of allowed deviation.	_____
1.6	Periodically brief the Radiological staff on the status of the emergency and ongoing activities.	_____
1.7	Continually evaluate radiological conditions (i.e. area radiation, process and effluent monitor readings, ICS/ERFDADS, dose assessments, inplant, and field survey results). Assist the Radiological Manager in determining radiological precautions and monitoring requirements for emergency response activities.	_____
2.0	COMMUNICATION ACTIVITIES	
2.1	Routinely communicate all radiological changes to the Emergency Director being sure to address the following.	_____

- New Onsite/Offsite radiological changes since last briefing.
- Plant radiological conditions are Stable OR Improving OR Degrading.
- Protective Actions recommended to Matagorda County.
- Protective Actions implemented by Matagorda County.
- Wind direction from.
- Latest Offsite Dose Assessment/Measurements.
- Facility Habitability.
- Priorities.

2.2	If requested by NRC Headquarters to provide information via telephone, then assign a Radiological Staff Member to be the communicator.	_____

Action		Time
2.3	Routinely communicate all radiological changes to the NRC Protective Measures Coordinator when present.	_____
2.4	Routinely communicate all radiological changes to the Deputy EOF Director.	_____
2.5	Communicate onsite and offsite radiological status with the Technical Support Center and Operations Support Center.	_____
2.6	Communicate Emergency Action Level changes to the Emergency Director.	_____
2.7	Communicate Protective Action Recommendations to the Emergency Director.	_____
2.8	Communicate radiological status with the State of Texas Bureau of Radiation Control.	_____
2.9	During facility briefings, advise members of any known limitations to work activities resulting from radiological conditions.	_____
2.10	Communicate personnel or equipment needs with the Procurement/Resources Supervisor.	_____
3.0	EMERGENCY CLASSIFICATION ACTIVITIES	
3.1	Using 0ERP01-ZV-IN01, Emergency Classification, Fission Product Barrier Degradation Initiating Condition Matrix and Recognition Category R (RADIOLOGICAL) Emergency Action Levels to determine if the emergency classification is correct. Inform the System Status Evaluator and Deputy EOF Director of your assessment.	_____
3.2	Monitor radiological levels on and offsite to determine if any emergency action levels are being exceeded.	_____

Action	Time
4.0 EXPOSURE CONTROL ACTIVITIES	
4.1 Monitor personnel exposures, report elevated personnel exposures to the Emergency Director	_____
4.2 At an Alert or higher classification, issue a facility self-reading dosimeter to manned facilities listed in Addendum 1, Emergency Facility Habitability Table.	_____
• Instruct personnel to monitor the facility dosimeter every 15 to 20 minutes, and report any increases in accumulated dose to Radiation Protection.	_____
4.3 Ensure all personnel responding to declared emergencies inside the protected area possess a Thermoluminescent Dosimeter (TLD).	_____
• Document using Form 3, TLD Issuance Log.	_____
4.4 If a release of radioactive material has begun or is imminent, evaluate issuing self-reading dosimetry to all emergency response personnel.	_____
• Document using Form 1, Emergency Exposure Tracking Log.	_____
4.5 Review requests and make recommendations to the Emergency Director for exposures that may exceed 10CFR20 limits as per 0ERP01-ZV-IN06, Radiological Exposure Guidelines, and obtain the Emergency Director's signature.	_____
4.6 Evaluate requirements and equipment status for Whole Body Counting.	_____
5.0 POTASSIUM IODIDE (KI) ISSUANCE ACTIVITIES	
5.1 When necessary, determine the need for Potassium Iodide and obtain approval from the Emergency Director to issue Potassium Iodide.	_____
• Consumption of Potassium Iodide is voluntary.	_____

NOTE

Potassium Iodide is most effective when taken just before or within 1-2 hours after exposure to radioiodine.

Action	Time
• Ingestion of Potassium Iodide Tablets should occur when an exposure of 25 rem Thyroid CDE is calculated or imminent ($2.0E^{-5}$ µCi/cc for longer than 1 hour).	_____
• Upon approval to issue Potassium Iodide onsite, notify the Radiological Manager.	_____
• Upon approval to issue Potassium Iodide for offsite activities, notify the Offsite Field Team Supervisor and the Bureau of Radiation Control.	_____
• Upon approval, issue Potassium Iodide within the Emergency Operations Facility perform the following:	_____
• Obtain a sufficient number of potassium iodide bottles from the emergency cabinet for all personnel.	_____
• Inspect bottles and dates; do not use expired bottles.	_____
• Issue each person a bottle; direct them to follow usage and dosage instructions on the bottle label.	_____
• Document using Form 2, Potassium Iodide Issuance Log.	_____
5.2 Ensure potassium iodide is issued to any additional persons responding.	_____
5.3 Continuously monitor I-131 Activity Levels to determine when potassium iodide issuance can be terminated. Notify the Emergency Director when the use of potassium iodide is no longer required.	_____
6.0 ACCIDENT ASSESSMENT ACTIVITIES	
6.1 Coordinate with the Support Organization Director and the EOF Liaison any requests for radiological samples to be sent offsite for analysis. There are agreements with Comanche Peak Steam Electric Station and Duke Power in place to perform these services in case of the loss of capability onsite.	_____

Action		Time
6.2	In the event of an unmonitored radiological release, coordinate with the Radiological Manager or Offsite Field Team Supervisor for dispatch of an onsite or offsite monitoring team(s) to obtain, and periodically monitor, actual site boundary dose rates.	_____
6.3	Monitor station meteorological conditions from ICS/ERFDADS.	_____
6.4	Review offsite sampling missions from a protective measures standpoint.	_____
6.5	Evaluate radiation monitor and survey data to determine changing inplant radiological conditions.	_____
6.6	Provide the Emergency Director with radiological data obtained from offsite monitoring and inplant surveys for corrective action decision-making.	_____
7.0	RADIOLOGICAL RELEASE ACTIVITIES	
7.1	Direct radiological surveys using Addendum 1, Emergency Facility Habitability Table.	_____
7.2	Inform the Dose Assessment Specialist and Offsite Field Team Supervisor of the release and direct team dispatch as necessary.	_____
7.3	Evaluate the potential for the release to impact the Celanese or EquiStar Chemical Plants. Inform the Deputy EOF Director of any possible impact. Provide as much advance notice as possible to allow shutdown of operations.	_____
7.4	Establish a facility Thermoluminescent Dosimeter (TLD) to monitor personnel exposure inside the Emergency Operations Facility.	_____
7.5	Ensure all personnel exiting the facility have a TLD if protective actions have been implemented. Document using Form 3, TLD Issuance Log.	_____
7.6	Evaluate swap over of Emergency Operations Facility emergency ventilation system to the Emergency Mode.	_____
7.7	Instruct all personnel entering the Emergency Operations Facility to pass through the portal monitor or perform a whole body frisk.	_____

Action		Time
7.8	Request the Deputy EOF Director to inform all personnel not to exit the facility without the Radiological Director's approval.	_____
7.9	Discuss the potential radiological impact on inplant activities with the Radiological Manager and assist him in determining additional radiological precautions.	_____
7.10	Contact the State of Texas Bureau of Radiation Control (BRC) personnel and inquire if the Mobile Lab is available for analysis of Environmental Samples. Inform the Offsite Field Team Supervisor.	_____
7.11	If radiological conditions require the closing of the Colorado River and/or the Intercoastal Waterway, inform the Support Organization Director of the recommendations, and request the county and state be notified.	_____
8.0	DOSIMETRY ISSUANCE ACTIVITIES	
8.1	Thermoluminescent Dosimeter Issuance Program including provisions for issuance/collection, decontamination, and processing. Consider the following.	_____
	• Ensure personnel entering the protected area have been issued a Thermoluminescent Dosimeter, document using Form 3, TLD Issuance Log.	_____
	• Ensure personnel entering the protected area have been issued self reading dosimetry, document using Form 1, Emergency Exposure Tracking Log.	_____
	• As necessary, divert personnel to the Emergency Operations Facility to obtain dosimetry before reporting to the Protected Area.	_____
	• Consider establishing dosimetry issuance operations at selected County roadblocks and diverting personnel to these areas.	_____
	• Inform the Administrative Manager and Security Manager of provisions for providing dosimetry and instruct them to notify personnel who may be arriving onsite of dosimetry requirements.	_____

Action	Time
9.0 OFFSITE FIELD TEAMS	
9.1 Ensure Field Teams are implementing 0ERP01-ZV-TP02, Offsite Field Teams.	_____
• Review Offsite Field Team location, sampling instructions, and personal exposures with the Offsite Field Team Supervisor.	_____
• Monitor sample results with the Offsite Field Team Supervisor.	_____
• Report offsite radiological sample results with the Deputy EOF Director.	_____
• Determine where environmental samples should be evaluated to assist onsite capabilities.	_____
• Instruct the Offsite Field Team Supervisor in sample transport.	_____
10.0 DOSE ASSESSMENT ACTIVITIES	
10.1 Direct the Dose Assessment Specialist to use 0ERP01-ZV-TP01, Offsite Dose Calculations.	_____
• Review Dose Assessment results with the Dose Assessment Specialist.	_____
• Compare dose assessment and offsite monitoring results for accuracy and validity. Evaluate discrepancies and resolve any conflicting data.	_____
• Evaluate the Offsite Field Team Radiation Survey result for the 3 foot closed window reading against Protective Action Recommendations.	_____

Action **Time**

NOTE

Verification of dose assessment data may be performed at any distance as determined by Offsite Field Team Supervisor.

10.2 If dose assessment results indicate Protective Action Guides exceeded at >10 miles, then verify readings with field teams and notify the Emergency Director. _____

- If field team radiation survey results concur with dose assessment results, then recommend to the Emergency Director expanding Protective Action Recommendations for downwind sectors > 10 miles in 2 mile increments until Protective Action Guides are not exceeded. _____
- If Protective Action Recommendations are greater than 10 miles, then changes in downwind sectors requires a state and county notification. _____

11.0 PROTECTIVE ACTION RECOMMENDATION ACTIVITIES

11.1 Implement 0ERP01-ZV-IN07, Offsite Protective Action Recommendations, and if necessary recommend a Protective Action Recommendation to the Emergency Director. _____

- Protective Action Recommendations are required at the declaration of a General Emergency. _____
- Protective Action Recommendations must be made to offsite agencies within 15 minutes of the Protective Action Recommendation decision. _____
- Monitor plant and meteorological conditions and revise Protective Action Recommendations as necessary. _____

11.2 If Protective Action Recommendations are indicated or change, review your decision with the Emergency Director and assist with the completion of 0ERP01-ZV-IN02, Data Sheet 1, Offsite Agency Notification Message Form as necessary. _____

Action	Time
11.3 Obtain the County Implemented Offsite Protective Action Recommendations from the Deputy EOF Director and revise status board, as needed.	_____
11.4 Discuss Offsite Protective Action Recommendations with the Bureau of Radiation Control.	_____
12.0 HABITABILITY ACTIVITIES	
12.1 Evaluate radiological conditions identified during habitability checks per Addendum 1, Emergency Facility Habitability Table.	_____
• Stop all eating, drinking, or chewing until habitability is verified.	_____
• Initiate facility monitoring using a self reading dosimeter as necessary.	_____
• Advise the Emergency Director of recommended actions for continued Emergency Operations Facility operations including how long the facility can remain occupied by personnel before evacuation should be implemented.	_____
13.0 RELOCATION OF THE EMERGENCY OPERATIONS FACILITY	
13.1 Determine the radiological precautions and protective equipment requirements necessary for persons evacuating to the Alternate Emergency Operations Facility.	_____
• Upon Emergency Director approval, brief Emergency Operations Facility personnel on the preferred evacuation route and protective requirements.	_____
• Direct the radiological staff to collect all important documentation, checklists, and logs in preparation for relocating to the Alternate Emergency Operations Facility.	_____
• If required, contact the Radiological Manager and temporarily transfer responsibilities to the Technical Support Center.	_____
• As necessary, issue dosimetry to evacuating personnel.	_____

Action	Time
• Upon relocation, perform the following:	_____
• Establish a radiological staff work area.	_____
• Re-establish communications with the Radiological Manager, obtain another radiological conditions briefing.	_____
• Re-establish communications with Offsite Field Teams.	_____
• Evaluate transient exposures received by Emergency Operations Facility personnel.	_____
14.0 SITE EVACUATION ACTIVITIES	
14.1 Complete the Radiological Director responsibilities in 0ERP01-ZV-IN05, Site Evacuation.	_____
14.2 Inform the Bureau of Radiation Control of the evacuation.	_____
15.0 EOF HVAC OPERATION ACTIVITIES	
15.1 Transfer the Emergency Operations Facility Emergency Ventilation System to the Emergency Mode by performing the following.	_____
• Reposition the control switch located in the HVAC Room from the NORMAL position to the EMERGENCY position.	_____
• After the two dampers reposition themselves, verify the magnahelic gauge reads < 1 inch of water.	_____
16.0 EQUIPMENT PROGRAMS	
16.1 Evaluate survey instrumentation program including provisions for instrument repair, calibration, and obtaining additional respirators.	_____
16.2 Evaluate respiratory maintenance program including provisions for respirator repair, cleaning, fitting and obtaining additional respirators.	_____
16.3 Ensure SCBA resources are sufficient.	_____

Action	Time
17.0 SHIFT TURNOVER ACTIVITIES	
17.1 As necessary, use Data Sheet 2, Radiological Briefing Checklist, provide a briefing of events to the relief person and the Radiological Staff.	_____
• Explain the basis of the current Emergency Classification and the Emergency Action Levels of importance.	_____
• Explain the basis of the current Protective Action Recommendations.	_____
• Review completed checklists.	_____
• Review completed Logs.	_____
• Review information on Status Boards.	_____
• Radiation Monitor readings, inplant radiological problems, offsite radiological problems, KI issuance, personnel exposures, approvals to exceed 10CFR20 limits, Dose Assessment activities, and supplies or equipment expected from offsite.	_____
• The level of compliance and the extent of waiving radiological requirements.	_____
• Manpower status.	_____
• Recovery plans developed and corrective action items for station recovery.	_____
• Current Shift Schedule.	_____
• Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement:	_____
• All Emergency Operations Facility Directors.	_____
• Nuclear Regulatory Commission Protective Measures Coordinator.	_____
• Radiological Manager.	_____
• Radiological Coordinator.	_____

Action	Time
• Bureau of Radiation Control Utility Liaison.	_____
• Update the Emergency Operations Facility Staffing Board.	_____
• 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 Deputy EOF Director.	_____
• Verify your telephone number on the shift schedule. If this telephone number is inside the 10 mile Emergency Planning Zone (EPZ), then provide an alternate telephone number for contact should evacuation of the EPZ be necessary.	_____
• Take a copy of your shift schedule.	_____
• Inform the Security Officer of the shift turnover and sign out when leaving the Emergency Operations Facility.	_____
18.0 RECOVERY ACTIVITIES	
• Determine the manpower requirements necessary for upcoming radiation protection and repair efforts.	_____
• Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02 Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Deputy EOF Director.	_____
• Include radiological management and radioactive waste control aspects.	_____
• Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.	_____
• Evaluate the radiation protection supplies that will be needed for recovery with the Radiological Staff, Radiological Manager, and Radiological Coordinator.	_____

Action	Time
• Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02 Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Deputy EOF Director.	_____
19.0 TERMINATION ACTIVITIES	
• With the assistance of the radiological staff, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report to the Deputy EOF Director.	_____
• Provide a list of any supplies or forms needing replenishment to the Procurement/Resources Supervisor.	_____
• If a Site Area Emergency or General Emergency was reached that was radiologically based, then ensure provisions are established for all personnel who had been onsite during the emergency to be whole body counted.	_____
• Arrange for all site TLDs to be processed, if significant personnel doses have been received. Have the processing facility generate a report of accumulated exposures during the emergency including total Man-REM expended and highest doses received.	_____
• Collect and organize all documents and turn over to the Deputy EOF Director.	_____

Person Providing Briefing	Person Receiving Briefing	Date/Time

1. Current station problems:

2. Current station radiological problems:

3. Personnel exposure problems or approved dose extensions in effect:

4. Locations and actions of onsite/offsite emergency teams:

5. Any contaminated, injured personnel being prepared for transport or being transported to offsite medical facilities:

6. Instructions given to Security on radiological concerns that may affect Security operations or personnel:

7. Adequacy of Radiation Protection personnel staffing in the Operations Support Center to support emergency response efforts:

8. Radiation Protection Equipment Problems:

9. Other radiological concerns which could potentially affect emergency response activities in the Control Room, East and West Gatehouse(s), Operations Support Center, and Technical Support Center:

NAME (Last, First, MI.)	SOCIAL SECURITY NUMBER	DOSIMETER NUMBER	READING IN (mrem)	DATE/TIME	READING OUT (mrem)	DATE/TIME	DESTINATION

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NAME LAST, FIRST, MI	SOCIAL SECURITY NUMBER	DATE	TIME	*SIGNATURE

* By signing this block, the individual demonstrates voluntary acceptance and use of potassium iodide.

NOTE: Potassium Iodide is most effective when taken just before or within 1-2 hours after exposure to radioiodine.

CAUTION: Individuals who know they are sensitive to iodine containing foods (i.e., seafood) should not take potassium iodide.

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NAME LAST, FIRST, MI	SOCIAL SECURITY NUMBER	TLD NUMBER

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

Table of Contents Page

1.0 Purpose and Scope

1.1 This procedure specifies the actions to be completed by the Radiological Coordinator in the Operations Support Center (OSC) during a declared emergency.

1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Radiological Coordinator.

2.0 Responsibilities

2.1 The Radiological Coordinator is responsible for:

2.1.1 Providing Radiation Protection (RP) support during required maintenance activities, search and rescue efforts, and Protected Area surveys.

2.1.2 Assigning Radiation Protection personnel to Emergency Response Teams, as required.

2.1.3 Dosimetry issue and maintaining radiological exposure history for emergency response personnel.

2.1.4 Providing for Emergency Response Team briefings and debriefings on radiological conditions.

2.1.5 Ensuring emergency facilities are monitored for habitability.

2.1.6 Implementing required protective clothing and monitoring requirements.

2.1.7 Ensuring adherence to the As Low As Reasonably Achievable (ALARA) philosophy, as practicable.

2.1.8 Obtaining necessary approvals to deviate from radiological protection procedures and requirements.

3.0 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 Operations Support Center to support response activities.

3.3 During an Alert, Site Area Emergency, or General Emergency, Administrative dose limits are not applicable.

3.2.1 Emergency responders shall be authorized an exposure limit of 5 rem TEDE.

3.2.2 When Assembly and Accountability is completed, ensure all personnel remaining in the Protected Area have Thermoluminescent Dosimetry.

4.0 References

4.1 STPEGS Emergency Plan

4.2 0ERP01-ZV-IN01, Emergency Classification

4.3 0ERP01-ZV-IN06, Radiological Exposure Guidelines

4.4 0ERP01-ZV-RE01, Recovery Operations

4.5 0ERP01-ZV-RE02, Documentation

4.6 NRC Inspection Report No. 86-35-36 (CR 87-282)

4.7 NRC Inspection Report No. 88-08-03 (CR 88-1509)

4.8 0ERP01-ZV-OS06, Emergency Teams

4.9 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

5.0 Procedures

5.1 When responding to the affected Unit Operations Support Center, implement Data Sheet 1, Radiological Coordinator Checklist Initial Activities.

5.1.1 Insert the time an activity is completed, for reoccurring activities, document using the Emergency Action Log.

5.1.2 Implement other activities as necessary.

5.2 Implement the appropriate portions of Data Sheet 1, Radiological Coordinator Checklist based on the events in progress.

5.3 Use Addendum's and Checklists to help direct emergency activities.

6.0 Support Documents

6.1 Addendum 1, Emergency Facility Habitability Table

6.2 Addendum 2, Emergency Onsite Radiological Surveys

6.3 Data Sheet 1, Radiological Coordinator Checklist

6.4 Data Sheet 2, Radiological Briefing Checklist

6.5 Form 1, Emergency Exposure Tracking Log

6.6 Form 2, Potassium Iodide Issuance Log

6.7 Form 3, TLD Issuance Log

1.0 Conduct habitability surveys of occupied areas as deemed necessary (e.g., facility area/airborne radiation monitor increases, portal monitor alarm, facility dosimeter increase, onset of a radiological release).

2.0 Habitability surveys should include radiation, contamination, and air samples. Discuss air sample survey requirements with the Radiological Manager as necessary.

FACILITY	TYPE & LOCATION	RELOCATION CRITERIA	COMMENTS/GUIDELINES
CONTROL ROOM	RADIATION: • Control areas within the Control Room • Corridors outside of the Control Room • Kitchen area AIRBORNE: • Corridor outside of the Control Room CONTAMINATION: • Corridors outside of the Control Room • Kitchen area • Control areas and surfaces within the Control Room if contamination is found outside of the Control Room	25 rem TEDE	1. Rotate personnel to maintain exposures below 5 rem TEDE. 2. Include respiratory equipment protection factors in calculations.
OPERATIONS SUPPORT CENTER	RADIATION: • OSC Control Area • Men and Women Locker Room AIRBORNE: • OSC Control Area CONTAMINATION: • OSC Control Area • Men and Women Locker Room	5 rem TEDE	1. Consider relocation to the unaffected Unit OSC when dose rates exceed 1 rem/hr or airborne concentration levels exceed 400 DAC.
TECHNICAL SUPPORT CENTER	RADIATION: • TSC Control Area • Corridor outside of the TSC AIRBORNE: • Corridor outside of the TSC CONTAMINATION: • Corridor outside of the TSC • Control area within the TSC if contamination is found in the corridor outside of the TSC	5 rem TEDE	1. Consider relocation to the unaffected Unit TSC or the EOF when dose rates exceed 1 rem/hr or airborne concentration levels exceed 400 DAC. 2. Consider reducing the TSC staff to key essential personnel when exposure to personnel exceed 1 rem TEDE and begin rotation of key personnel to keep their exposures below 5 rem TEDE.

FACILITY	TYPE & LOCATION	RELOCATION CRITERIA	COMMENTS/GUIDELINES
CENTRAL ALARM STATION (CAS)	RADIATION: • CAS Control Area AIRBORNE: • Corridor outside of CAS CONTAMINATION: • CAS Control Area • Corridor outside of CAS	5 rem TEDE	1. Consider additional radiological habitability checks when: a. Contamination is found in the Unit 1 Control Room, or b. Unit 1 Control Room ventilation monitoring systems indicate the spread of contamination is occurring through the ventilation system, or c. Radiation levels in the Unit 1 Control Room exceed 100 mrem/hr. 2. Rotation of personnel should be established to maintain personnel exposures below 5 rem TEDE.
EAST GATEHOUSE	RADIATION: • East Gatehouse Area AIRBORNE: • Area outside of the Control Area CONTAMINATION: • Exit corridor of East Gatehouse	5 rem TEDE	1. Consider additional radiological habitability checks when the portal monitors are in a continuous alarm condition due to the presence of radiation or elevated airborne concentration levels. 2. Relocate access control operations to the East Gatehouse when dose rates exceed 1 rem/hr or airborne concentration levels exceed 400 DAC. Evacuate unnecessary personnel. 3. Rotation of personnel should be established to maintain personnel exposures below 5 rem TEDE.
COLD CHEMISTRY LAB	RADIATION, AIRBORNE, CONTAMINATION • Working area of Chemistry Lab	1 rem TEDE	1. Rotation of personnel should be established to maintain personnel exposures below 5 rem TEDE.

FACILITY	TYPE & LOCATION	RELOCATION CRITERIA	COMMENTS/GUIDELINES
WEST GATEHOUSE	RADIATION, AIRBORNE, CONTAMINATION • Occupied areas of the West Gatehouse	5 rem TEDE	1. Consider additional radiological habitability checks when the portal monitors are in a continuous alarm condition due to the presence of radiation or elevated airborne concentration levels. 2. Relocate access control operations to the East Gatehouse when dose rates exceed 1 rem/hr or airborne concentration levels exceed 400 DAC. Evacuate unnecessary personnel. 3. Rotation of personnel should be established to maintain personnel exposures below 5 rem TEDE.
SECONDARY ALARM STATION (SAS)	RADIATION, AIRBORNE, CONTAMINATION • SAS Control Area	5 rem TEDE	1. Consider additional radiological habitability checks when: a. Contamination is found in the West Gatehouse, or b. Radiation levels exceed 100 mrem/hr. 2. Rotation of personnel should be established to maintain personnel exposures below 5 rem TEDE.
ASSEMBLY AREAS	RADIATION, AIRBORNE, CONTAMINATION • Occupied areas of all Assembly Areas • Occupied areas of the Nuclear Support Center • Occupied areas of the Warehouse • Occupied areas of the Maintenance Operations Facility	1 rem TEDE	1. Consider additional radiological habitability checks when assembly has been implemented and site evacuation has not been performed. 2. Relocation of personnel should be established when dose rates exceed 100 mrem/hr or airborne concentration levels exceed 1 DAC.

1.0 IN-PLANT SURVEYS

1.1 Radiation/Contamination Surveys

1.1.1 Use appropriate maps to identify location of survey.

1.1.2 Consider the use of a telescoping instrument over other types of hand-held instruments.

1.1.3 Whenever handling samples, obtain a contact dose rate and a dose rate at 30 centimeters.

1.1.4 Start with instrument on highest scale and switch downward when entering areas of unknown radiation levels.

1.1.5 Check dose rates on contaminated samples and take care to prevent the spread of contamination.

1.1.6 Use an Ionization Meter when beta dose rate surveys are necessary.

1.2 Air Sampling

1.2.1 Use iodine specific cartridges (e.g., silver zeolite) instead of charcoal.

1.2.2 Do not obtain air samples in explosive environments.

1.2.3 Consider running air sampler for a shorter time than normal when high airborne levels are expected. Use dose rates on sample when feasible to limit sample time.

1.2.4 Check dose rates on samples and keep samples at a distance when necessary.

1.3 Sample Transport

1.3.1 Bag samples and keep samples at a distance when possible. Count noble gas samples as soon as possible to account for short-lived isotopes.

1.3.2 Any sample reading greater than 1 rem/hr gamma on contact should be reported to the Radiological Coordinator.

1.4 Sample Analysis

1.4.1 Designate a counting system for samples reading greater than 5 mrem/hr gamma on contact.

1.4.2 Count samples on the gamma spectrometry counting system in accordance with Count Room Procedures.

1.4.3 A quick field analysis may be used for iodine cartridges based on sample activity using the following calculation with an efficiency of (0.49%).

I-131 µCi/cc = Net cpm ÷([vol ft^3] x [0.0049 c/d] x [28,350 cc/ft^3] x [$2.22E^{+6}$ dpm/µCi])

1.4.4 A quick field analysis may be used for particulate filters based on sample activity using the following calculation with an efficiency of (10%).

µCi/cc = Net cpm ÷([vol ft^3] x [0.10 c/d] x [28,350 cc/ft^3] x [$2.22E^{+6}$ dpm/µCi])

1.4.5 To calculate stay times based upon I-131 air concentration:

Stay Time (HRS) = $2.0E^{-5}$ (µCi-hr/cc) ÷ I-131 Concentration (µCi/cc)

1.4.6 To calculate dose rate to Thyroid based upon I-131 air concentration with no protection factor:

Dose rate (rem/hr) = I-131 Concentration (µCi/cc) ÷ $8.0E^{-7}$ (µCi-hr/cc-rem)

2.0 OUT-OF-PLANT SURVEYS

2.1 Radiation Surveys

2.1.1 Use appropriate maps to identify location of survey.

2.1.2 Normally use an ionization chamber type instrument.

2.1.3 Take open window and closed window readings.

2.1.4 A waist level higher open-window-to-closed-window reading will indicate the presence of a radioactive plume.

2.1.5 When necessary, scan a square meter about two inches above ground for highest open window/closed window reading to indicate ground deposition.

2.2 Air Sampling

2.2.1 If power is unavailable, use a battery operated portable air sampler if available.

2.2.2 Use appropriate survey maps to identify location of samples.

2.2.3 Check dose rate on samples, bag, label, and transport back to counting room.

2.2.4 Determine sample storage area.

(Name) (Date) (Unit)

Action **Time**

1.0 INITIAL ACTIVITIES

1.1 Report to the designated Unit's Operations Support Center and perform the following. _____

- Sign in on the Staffing Board.
- Inform the OSC Coordinator or Assistant OSC Coordinator upon arrival.
- Inform the Radiological Manager upon arrival.
- Initiate an Emergency Action Log of activities.
- Verify 7 additional Radiation Protection Technicians, responded to pager activation from the Emergency Notification and Response System (ENRS) print out as necessary.

1.2 Assist in Operations Support Center Activation. _____

- Open the Operations Support Center storage cage, if you do not have a key, use the emergency key in the key box next to the door.
- Move necessary equipment and materials from the storage cage to the Operations Support Center Command Center.
- Ensure the bin contents titles match the titles hanging above each position.
- Setup and connect communication equipment, ensure the telephones and fax have a dial tone.
- Attach Operations Support Center Position Badge to your outer clothing.
- Establish Radiation Protection Technician(s) at the Radiologically Controlled Area (RCA) Access Control Point, ensure they perform the following:
    - RCA Access Control

Action		Time
	• Dosimetry issue • Radiological briefings • RM-11 Console Operation • Radiological Communications	
	• Inform the Operations Support Center Coordinator when Radiation Protection functions are available to support Emergency Response Teams.	
1.3	If deviation from station radiological protection procedures is necessary, THEN obtain approval from the Radiological Manager.	_____
1.4	Review exposures of all work in progress.	_____
	• Evaluate all work in progress inside the Radiologically Controlled Area, only support work required by operations. • At a Site Area or higher classification, terminate all active RWPs in the affected area and arrange for notification of personnel to leave the RCA.	
1.5	Dispatch station Survey Teams as required.	_____
1.6	Evaluate moving the Breathing Air Compressor out of the potential release path and identify an operator in case it is needed.	_____
1.7	Support formation and dispatch of Emergency Teams per 0ERP01-ZV-OS06, Emergency Teams.	_____
1.8	Brief Radiation Protection personnel using Addendum 2, Emergency Onsite Radiological Surveys as necessary.	_____
1.9	Maintain radiological status of Emergency Teams and modify radiation protection requirements as necessary for changing radiological conditions.	_____
1.10	Ensure updated radiological conditions are communicated to the Operations Support Center staff and the Operations Support Center radiological Status Board Keeper.	_____
1.11	Maintain communications with the Radiological Manager and keep the OSC Coordinator informed of radiological conditions.	_____
1.12	Maintain communications with the Nuclear Regulatory Commission Health Physics Liaison, when present.	_____

Action	Time

2.0 EXPOSURE CONTROL ACTIVITIES

2.1 Monitor personnel exposures using the computerized exposure monitoring system or if not available, document exposures manually using Form 1, Emergency Exposure Tracking Log. _____

- Report elevated personnel exposures to the Radiological Manager.

2.2 If not already completed, issue a facility dosimeter to occupied facilities listed in Addendum 1, Emergency Facility Habitability Table. _____

- Instruct personnel to monitor the dosimeter every 15 to 20 minutes, and to report any increases to Radiation Protection.

2.3 When Assembly and Accountability is completed, ensure all personnel remaining in the Protected Area have Thermoluminescent Dosimetry. Document using Form 3, TLD Issuance Log. _____

2.4 If a release of radioactive material has begun or is imminent, evaluate issuing a dosimeter to all emergency response personnel. _____

2.5 Through the Radiological Manager, obtain Emergency Director approval for exposures that may exceed 10CFR20 limits as per 0ERP01-ZV-IN06, Radiological Exposure Guidelines, and obtain the Emergency Director's signature. _____

3.0 POTASSIUM IODIDE (KI) ISSUANCE ACTIVITIES

3.1 Through the Radiological Manager, obtain Emergency Director approval to issue Potassium Iodide. _____

- Consumption of Potassium Iodide is voluntary.

NOTE

Potassium Iodide is most effective when taken just before or within 1-2 hours after exposure to radioiodine.

- Ingestion of Potassium Iodide Tablets should occur when an exposure of 25 rem Thyroid CDE is calculated or imminent ($2.0E^{-5}$ µCi/cc for longer than 1 hour).

Action	Time

- Ensure the following actions are performed:
  - Obtain a sufficient number of potassium iodide bottles from the emergency cabinet for all personnel.
  - Inspect bottles and dates; do not use expired bottles.
  - Issue each person a bottle; direct them to follow usage and dosage instructions on the bottle label.
  - Document using Form 2, Potassium Iodide Issuance Log.

3.2 Notify the Radiological Manager that potassium iodide has been issued within the Protected Area, and until further notice, all responding personnel should take potassium iodide before arriving. _____

3.3 Continuously monitor I-131 Activity to determine when potassium iodide issuance can be terminated. Notify the Radiological Manager, when the use of potassium iodide is no longer required. _____

4.0 HABITABILITY ACTIVITIES

4.1 Instruct radiological habitability surveys as necessary in accordance with Addendum 1, Emergency Facility Habitability Table. _____

4.2 Request the facility managers not allow eating, drinking, or chewing until habitability is verified. (CR 88-282) _____

4.3 Determine required actions to be taken for the facility based on guidance in Addendum 1, Emergency Facility Habitability Table (CR 88-1509). _____

4.4 Communicate recommended actions to the OSC Coordinator and Radiological Manager. _____

4.5 Evacuation of an Emergency Response Facility by performing the following. _____

- Determine the radiological precautions and protective clothing requirements necessary for persons evacuating to the new location.

Action **Time**

- Select evacuation routes that will minimize exposures. Brief the Facility Manager on the planned evacuation routes and protective requirements.

- If radiological exposures are anticipated, ensure all personnel have a TLD and issue at least one person in the group a dosimeter. Prior to evacuation record initial dosimeter reading(s).

- When personnel arrive at the new facility, record final dosimeter reading and calculate the transient dose for all personnel during the relocation.

  - Survey all personnel and document contamination as necessary.

5.0 ACCIDENT ASSESSMENT ACTIVITIES

5.1 Review RM-11 monitor data for adverse radiological trends. _____

5.2 Review Radiation Protection survey data for adverse radiological trends. _____

5.3 Report radiological conditions above normal levels to the OSC Coordinator and Radiological Manager. _____

5.4 Evaluate the need for additional radiation protection supplies including SCBA reserves. _____

6.0 ASSEMBLY AND ACCOUNTABILITY ACTIVITIES

6.1 Upon notification of Assembly and Accountability, perform the following. _____

- Review RM-11 data to determine if any radiological problems exist that may impact assembly and accountability, notify the OSC Coordinator and Radiological Manager.

- Key card your ID badge into the facility accountability card reader.

  - Verify 41' MAB RCA Access Control Point personnel Key card into the facility accountability card reader.

- Determine location of personnel in the field and inform the Security Coordinator as necessary.

Action	Time

- Coordinate assembly and accountability actions with the OSC Coordinator.
- Ensure a Radiation Protection Technician(s) is maintaining contamination control for personnel exiting the Radiologically Controlled Area.
- Dispatch a Radiation Protection Technician to perform Habitability Checks at assembly areas in accordance with Addendum 1, Emergency Facility Habitability Table.
- If Gatehouse portal monitoring equipment is not operable, dispatch a Radiation Protection Technician to perform radiological monitoring.

7.0 SITE EVACUATION ACTIVITIES

7.1 Upon notification of Site Evacuation, perform the following. _____

- Review RM-11 data to determine if any radiological problems exist that may impact site evacuation, notify the OSC Coordinator and Radiological Manager.
- Perform actions as requested by the Radiological Manager.
- Periodically provide briefings to the OSC Coordinator on site evacuation activities.

8.0 WORK CONTROL ACTIVITIES

8.1 Review RM-11 and survey data to determine if any radiological problems exist that may impact work, notify the OSC Coordinator and Radiological Manager. _____

8.2 If restoration activities or surveys can not be performed under Radiation Work Permits, consider using emergency teams. _____

8.3 With the OSC Coordinator approval, implement procedure 0ERP01-ZV-OS06, Emergency Teams. _____

Action	Time
8.4 Interface with Discipline Leads to obtain appropriate information.	_____
• Job location, access, and exit routes.	
• Number of entries and length of job.	
9.0 OFFSITE MEDICAL TRANSPORT OF CONTAMINATED PERSONNEL	
9.1 When notified of medical emergency in a radiation area, perform the following.	_____
• Dispatch Radiation Protection Technician(s) to perform personnel monitoring and contamination control.	
• Ensure contamination control activities do not hinder the medical response.	
• Evaluate the possibility of a Radiation Protection Supervisor /Technician from offsite meeting the ambulance at the hospital to assist in radiological controls.	
• Ensure arrangements are made for a Radiation Protection Technician to accompany the ambulance to the hospital to assist as follows:	
• Ensure Thermoluminescent Dosimetry is properly worn by ambulance personnel.	
• Advise the ambulance attendant on contamination control and hazards.	
• Assist the hospital staff with contamination control and implementation of the hospital radiological plan.	
• Assist the hospital and ambulance staff with cleanup, decontamination, and return all contaminated waste and dosimetry to the station.	
• Brief the Radiological Manager on details about the medical emergency and the response efforts.	
10.0 RADIOLOGICAL RELEASE ACTIVITIES	
10.1 Initiate installation of Step Off Pads at the Power Block Access Points.	_____

Action	Time
10.2 Inform the OSC Coordinator and Radiological Manager of any abnormal radiological conditions that indicate an imminent or actual release.	_____
10.3 Refer to Addendum 2, Emergency Onsite Radiological Surveys, for dispatch an onsite survey teams.	_____
10.4 Advise the Security Coordinator of any radiological precautions that should be taken by Security personnel.	_____
11.0 SHIFT TURNOVER ACTIVITIES	
11.1 As necessary, use Data Sheet 2, Radiological Briefing Checklist, provide a briefing of events to the relief person and the Operations Support Center Radiological Staff. Include the following areas.	_____
• Basis of the current Emergency Classification and Emergency Action Levels of importance.	
• Completed Checklists.	
• Completed Log.	
• Radiation Monitor readings and trends, inplant radiological problems, status of personnel exposures and any approvals to exceed limits, environmental monitoring activities, manpower status, current shift schedule, and any supplies/equipment expected from offsite.	
• Inform the OSC Coordinator and Radiological Manager of the transfer of responsibilities to the oncoming shift replacement.	
• Document the time of turnover and the identity of your relief in your log.	
12.0 RECOVERY ACTIVITIES	_____
• Determine the manpower requirements necessary for upcoming radiation protection and repair efforts.	
• Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the OSC Coordinator	

Action	Time
• Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.	
• Evaluate the radiation protection supplies that will be needed for recovery with the Radiological Manager.	
13.0 TERMINATION ACTIVITIES	
• Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02, Documentation, Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Assistant Technical Support Center Manager.	
• Provide a list of any supplies or forms needing replenishment to the Administrative Manager.	
• If a Site Area Emergency or General Emergency was reached due to a Radiologically based event, advise the Radiological Manager that all persons who had been onsite during the emergency should be whole body counted.	
• Arrange for all site Thermoluminescent Dosimeters to be processed if significant personnel radiological doses were received. Have the processing facility generate a report of accumulated exposures during the emergency including total man-rem expended and highest doses received.	
• Collect and organize in chronological order all Operations Support Center Radiological Staff documents, checklists, and logs.	
• With the Assistant Radiological Coordinator, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report to the Assistant Operations Support Center Coordinator.	
• Turn over all documentation generated during the emergency to the OSC Coordinator.	

Person Providing Briefing	Person Receiving Briefing	Date/Time

1. Current station problems:

2. Current station radiological problems:

3. Personnel exposure problems or approved dose extensions in effect:

4. Locations and actions of onsite/inplant emergency teams:

5. Any contaminated, injured personnel being prepared for transport or being transported to offsite medical facilities:

6. Instructions given to Security on radiological concerns that may affect Security operations or personnel:

_____
_____
_____
_____
_____
_____

7. Adequacy of Radiation Protection personnel staffing in the Operations Support Center to support emergency response efforts:

_____
_____
_____
_____
_____
_____

8. Radiation Protection Equipment Problems:

_____
_____
_____
_____
_____
_____

9. Other radiological concerns which could potentially affect emergency response activities in the Control Room, East and West Gatehouse(s), Operations Support Center, and Technical Support Center:

_____
_____
_____
_____
_____
_____
_____

NAME (Last, First, MI.)	SOCIAL SECURITY NUMBER	DOSIMETER NUMBER	READING IN (mrem)	DATE/TIME	READING OUT (mrem)	DATE/TIME	DESTINATION

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NAME LAST, FIRST, MI	SOCIAL SECURITY NUMBER	DATE	TIME	*SIGNATURE

* By signing this block, the individual demonstrates voluntary acceptance and use of potassium iodide.

NOTE: Potassium Iodide is most effective when taken just before or within 1-2 hours after exposure to radioiodine.

CAUTION: Individuals who know they are sensitive to iodine containing foods (i.e., seafood) should not take potassium iodide.

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

NAME LAST, FIRST, MI	SOCIAL SECURITY NUMBER	TLD NUMBER

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

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1.0 Purpose and Scope

1.1 This procedure specifies the actions to be completed by the Radiological Manager in the Technical Support Center (TSC) during a declared emergency.

1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Radiological Manager.

2.0 Responsibilities

2.1 The Radiological Manager is responsible for:

2.1.1 Assessing station radiological and environmental conditions and identifying and implementing special radiological protective measures.

2.1.2 Determining level of compliance and deviations from station radiological protection procedures and obtaining the Emergency Director approval if needed for departure from license conditions per 10CFR50.54(x).

2.1.3 Reviewing and recommending approval of emergency response personnel exposures in excess of 10CFR20 limits.

2.1.4 Determining Onsite Emergency Response Facility radiological habitability.

2.1.5 Insuring adequate inventories of radiological supplies, equipment and Radiation Protection personnel are available.

2.1.6 Functioning as the primary technical interface with the Nuclear Regulatory Commission Radiation Safety Coordinator.

3.0 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.

3.3 During an Alert, Site Area Emergency, or General Emergency, Administrative dose limits are not applicable.

3.3.1 Emergency responders shall be authorized an exposure limit of 5 rem TEDE.

3.3.2 No individual shall knowingly exceed 10CFR20 exposure limits except when authorized to do so by the Emergency Director.

3.3.3 Upon Assembly and Accountability completion, ensure all personnel remaining in the Protected Area have Thermoluminescent Dosimetry (TLD).

4.0 References

4.1 STPEGS Emergency Plan

4.2 0ERP01-ZV-IN01, Emergency Classification

4.3 0ERP01-ZV-IN02, Notification To Offsite Agencies

4.4 0ERP01-ZV-IN04, Assembly and Accountability

4.5 0ERP01-ZV-IN05, Site Evacuation

4.6 0ERP01-ZV-IN06, Radiological Exposure Guidelines

4.7 0ERP01-ZV-IN07, Offsite Protective Action Recommendations

4.8 0ERP01-ZV-TP01, Offsite Dose Calculations

4.9 0ERP01-ZV-TP02, Offsite Field Teams

4.10 0ERP01-ZV-RE01, Recovery Operations

4.11 0ERP01-ZV-RE02, Documentation

4.12 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

4.13 NRC Inspection Report No. 90-10-03 (CR 90-516)

4.14 NRC Inspection Report No. 90-10-02 (CR 90-515)

4.15 NRC Inspection Report No. 86-35-36 (CR 87-282)

4.16 NRC Inspection Report No. 88-08-03 (CR 88-1509)

5.0 Procedure

5.1 When responding to the affected Units Technical Support Center, implement Data Sheet 1, Radiological Manager Checklist Initial Activities.

5.1.1 Insert the time an activity is completed, for reoccurring activities, document using the Emergency Action Log.

5.2 Implement the appropriate portions of Data Sheet 1, Radiological Manager Checklist based on the events in progress.

5.3 Use Addendum's and Checklists to help direct emergency activities.

6.0 Support Documents

6.1 Addendum 1, Emergency Facility Habitability Table

6.2 Addendum 2, Radiological Manager Meeting Outline

6.3 Data Sheet 1, Radiological Manager Checklist

6.4 Data Sheet 2, Radiological Briefing Checklist

6.5 Form 1, Emergency Exposure Tracking Log

6.6 Form 2, Potassium Iodide Issuance Log

6.7 Form 3, TLD Issuance Log

1.0 Conduct habitability surveys of occupied areas as deemed necessary (e.g., facility area/airborne radiation monitor increases, portal monitor alarm, facility dosimeter increase, onset of a radiological release).

2.0 Habitability surveys should include radiation, contamination, and air samples. Discuss air sample survey requirements with the Radiological Coordinator as necessary.

FACILITY	RELOCATION CRITERIA
Affected Unit Control Room	25 rem TEDE*
Affected Unit Operations Support Center	5 rem TEDE
Affected Unit Technical Support Center	5 rem TEDE
Central Alarm Station (CAS)	5 rem TEDE
Secondary Alarm Station (SAS)	5 rem TEDE
East Gatehouse	5 rem TEDE
West Gatehouse	5 rem TEDE
Affected Unit Cold Chemistry Lab	1 rem TEDE
Assembly Areas	1 rem TEDE

SATISFIES LICENSING COMMITMENTS
(CR 90-516), (CR 90-515), (CR 87-282), and (CR 88-1509)

* = Consider personnel rotation to keep exposures ALARA.

Date:_____ Time:_____

Radiological Release in Progress (Yes / No) Release Point:_____ Release Rate:_____

Plant Radiological Conditions:

Met Conditions:

Radiation Monitoring Trends:

On-site Team Exposures:

Highest individual Exposure:_____ Craft:_____ Name:_____

Protective Action Recommendations:_____

Potassium Iodide Issued (Yes / No) If yes list names and Craft:

Possible Escalation Path: _____

(Name) (Date) (Unit)

Action	Time
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 Inform the TSC Manager or Assistant TSC Manager upon arrival.	_____
1.3 Verify the following individuals have responded.	_____
• Assistant Radiological Manager	
• Request assistance as necessary (e.g., Dose Assessment, Emergency Team Exposure Tracking, Habitability, etc.).	
• Radiological Status Board Keeper	
• Direct trending of appropriate plant radiological conditions on facility status boards.	
• Direct the Status Board Keeper to keep the Radiological Coordinator in the OSC informed of Meteorological Conditions.	
1.4 As necessary, contact the Acting Radiological Manager and complete Data Sheet 2, Radiological Briefing Checklist.	_____
1.5 Determine adequacy of Radiation Protection personnel staffing.	_____
1.6 Initiate an Emergency Action Log of significant activities.	_____
1.7 Obtain a briefing from the TSC Manager.	_____
1.8 Inform the Radiological Coordinator of changing radiological conditions.	_____

Action		Time
1.9	If the Emergency Director resides in the Technical Support Center, the following are Radiological Manager responsibilities.	_____
	• Review Emergency Action Levels (EALs) per 0ERP01-ZV-IN01	
	• Assembly and Accountability per 0ERP01-ZV-IN04	
	• Assembly and Accountability is an automatic action when the Emergency Director declares a Site Area Emergency or higher classification.	
	• Site Evacuation per 0ERP01-ZV-IN05.	
	• Site Evacuation is an automatic action when the Emergency Director declares a Site Area Emergency or higher classification.	
	• Offsite Protective Action Recommendations per 0ERP01-ZV-IN07	
	• Offsite Dose Calculations per 0ERP01-ZV-TP01	
	• Offsite Field Monitoring per 0ERP01-ZV-TP02	
1.10	Determine the level of compliance and the extent of allowed deviation to onsite radiological procedures by reviewing them with the Radiological Coordinator and Radiological Director.	_____
	• Determine if the Emergency Director approval is needed for departure from license conditions per 10CFR50.54(x).	
1.11	If the NRC requests radiological information, answer onsite and inplant questions, and direct them to contact the Emergency Operations Facility for offsite data.	_____

Action	Time
2.0 COMMUNICATIONS ACTIVITIES	
2.1 Routinely communicate with the Radiological Coordinator in the Operations Support Center.	_____
• Discuss activities such as onsite and inplant radiological conditions, personnel exposures, protective measures for Onsite Emergency Workers, and adequacy of supplies and equipment.	
2.2 Routinely communicate with the Radiological Director in the Emergency Operations Facility:	_____
• Discuss activities such as Dose Assessment, offsite radiological conditions, and personnel exposures.	
2.3 If requested by the NRC, discuss activities such as Dose Assessment, offsite radiological conditions, and personnel exposures.	_____
3.0 EXPOSURE CONTROL ACTIVITIES	
3.1 Instruct the Radiological Coordinator to keep you informed of elevated Emergency Team personnel exposures.	_____
3.2 Upon Assembly and Accountability completion, ensure all personnel remaining in the Protected Area have Thermoluminescent Dosimetry. Consider making a site page announcement, document issue using Form 3, TLD Issuance Log.	_____
3.3 Initiate a facility dosimeter and monitor every 15 to 20 minutes.	_____
3.4 Consider use of electronic personal dosimeter(s) EPD to track exposures of Technical Support Center staff. Document using Form 1, Emergency Exposure Tracking Log.	_____
3.5 Determine from the Administrative Manager if additional support personnel have been called out to the Control Room, Technical Support Center or Operations Support Center and ensure these personnel have been issued appropriate dosimetry.	_____

Action	Time
3.6 Through the Radiological Director, obtain Emergency Director approval for exposures that may exceed 10CFR20 limits as per 0ERP01-ZV-IN06, Radiological Exposure Guidelines, and obtain the Emergency Director's signature.	_____

4.0 POTASSIUM IODIDE (KI) ISSUANCE ACTIVITIES

4.1 Consumption of Potassium Iodide is voluntary.	_____

NOTE

Potassium Iodide is most effective when taken just before or within 1-2 hours after exposure to radioiodine.

4.2 Ingestion of Potassium Iodide Tablets should occur when an exposure of 25 rem Thyroid CDE is calculated or imminent ($2.0E^{-5}$ µCi/cc for longer than 1 hour).	_____
4.3 Through the Radiological Director, obtain Emergency Director approval to issue Potassium Iodide.	_____
4.4 Upon approval, obtain a sufficient number of potassium iodide bottles from the emergency cabinet for all personnel.	_____
4.5 Inspect bottles and dates, do not use expired bottles.	_____
4.6 Issue each person a bottle; direct them to follow usage and dosage instructions on the bottle label.	_____
4.7 Document potassium iodide issuance using Form 2, Potassium Iodide Issuance Log.	_____
4.8 Notify the Radiological Director that potassium iodide has been issued onsite and until further notice, any persons responding to the affected onsite area should take potassium iodide before arriving.	_____
4.9 Continuously monitor the situation to determine when potassium iodide issuance can be terminated. Notify the Radiological Director, and Nuclear Regulatory Commission Radiation Safety Coordinator, if present, when the use of potassium iodide is no longer required.	_____

Action	Time
5.0 ACCIDENT ASSESSMENT ACTIVITIES	
5.1 In case of an unmonitored radiological release, coordinate with the Radiological Director for dispatch of an onsite or offsite monitoring team(s) to obtain, and periodically monitor, actual site boundary dose rates.	_____
5.2 Monitor station meteorological conditions from ICS/ERFDADS.	_____
5.3 Review planned Operations Support Center missions from a protective measures standpoint.	_____
5.4 Evaluate RM-11 terminal and survey data to determine changing radiological conditions.	_____
5.5 Provide the TSC Manager and Maintenance Manager with radiological data needed for repair and corrective action decision-making.	_____
5.6 During facility briefings, advise Technical Support Center staff members of any known limitations to work activities resulting from radiological conditions.	_____
6.0 RADIOLOGICAL RELEASE PRECAUTION ACTIVITIES	
6.1 If a release is projected or in progress, confer with the TSC Manager and Assistant Operations Manager to determine which building ventilation paths should be isolated.	_____
6.2 Discuss with the TSC Manager and Assistant Operations Manager the need for implementing contamination controls if a release occurs.	_____
6.3 Consider establishment of access control points for entry into building, and coordinate implementation of contamination control measures with the Radiological Coordinator.	_____

Action	Time
7.0 PROTECTIVE ACTION RECOMMENDATION ACTIVITIES	
7.1 Protective Action Recommendations are required at the declaration of a General Emergency.	_____
7.2 Monitor plant and meteorological conditions and revise Protective Action Recommendations as necessary.	_____
7.3 Evaluate plant radiological conditions and implement procedure 0ERP01-ZV-IN07, Offsite Protective Action Recommendations as necessary.	_____
7.4 Protective Action Recommendations must be made to offsite agencies within 15 minutes of the Protective Action Recommendation decision.	_____
7.5 If Protective Action Recommendations are indicated or change, review your decision with the Emergency Director and assist with the completion of 0ERP01-ZV-IN02, Data Sheet 1, Offsite Agency Notification Message Form as necessary.	_____
7.6 Monitor plant and meteorological conditions and revise Protective Action Recommendations as necessary.	_____
7.7 Continue to review conditions and update Protective Action Recommendations until the Emergency Director responsibility transfers to the Emergency Operations Facility, at that time brief the Radiological Director.	_____
7.8 As needed, obtain the offsite Protective Action Recommendation from the Radiological Director and revise status board.	_____
8.0 HABITABILITY ACTIVITIES	
8.1 Evaluate radiological conditions identified during habitability checks per Addendum 1, Emergency Facility Habitability Table.	_____
8.2 Ensure the Radiological Coordinator initiates facility monitoring using a electronic personal dosimeter.	_____
8.3 Ensure the TSC Portal Monitor is source response checked.	_____

Action	Time
8.4 Establish, as necessary, a frisking Station step off pad at the entrance to the Technical Support Center and Mechanical Auxiliary Building.	_____
8.5 Periodically update Technical Support Center personnel of habitability survey results.	_____
9.0 DOSE ASSESSMENT ACTIVITIES	
9.1 When requested by the Emergency Director to perform Dose Assessment, obtain the current meteorological and radiological monitor data necessary.	_____
9.2 Perform Dose Assessment per 0ERP01-ZV-TP01, Offsite Dose Calculations, to determine the radiological impact to onsite and offsite personnel.	_____
9.3 If Protective Action Guides (PAGs) are exceeded, brief the Emergency Director on results.	_____
10.0 SHIFT TURNOVER ACTIVITIES	
10.1 Using Data Sheet 2, Radiological Briefing Checklist, provide a briefing of events to the relief person and the Technical Support Center Radiological Staff.	_____
• Explain the basis of the current Emergency Classification and the EALs of importance.	
• Review completed checklists.	
• Review completed Logs.	
• Review information on the Status Boards.	
• Review Radiation Monitor readings and trends, inplant radiological problems, status of personnel exposures and any approvals to exceed 10CFR20 limits, environmental monitoring activities, and any supplies/equipment expected from offsite.	
• The level of compliance and the extent of waiving onsite radiological requirements.	

Action		Time
	• Manpower status.	
	• Recovery plans developed and corrective action items for station recovery.	
	• Current Shift Schedule.	
10.2	Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement.	_____
	• All Technical Support Center Managers	
	• Nuclear Regulatory Commission Radiation Safety Coordinator	
	• Radiological Coordinator	
	• Radiological Director	
10.3	Update the Technical Support Center Staffing Board.	_____
10.4	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.	_____
10.5	Verify your telephone number on the shift schedule. If this telephone number is inside the 10 mile Emergency Planning Zone (EPZ), then provide an alternate telephone number for contact should evacuation of the EPZ be necessary.	_____
10.6	Take a copy of your shift schedule.	_____
10.7	Inform the Security Manager of the shift change and sign out when leaving the Technical Support Center.	_____

Action	Time
11.0 RECOVERY ACTIVITIES	
• Determine the manpower requirements necessary for upcoming radiation protection and repair efforts.	
• Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02 Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Assistant TSC Manager.	
• Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.	
• Evaluate the radiation protection supplies that will be needed for recovery with the Radiological Director, Assistant Radiological Manager, and the Radiological Coordinator.	
12.0 TERMINATION ACTIVITIES	
• Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02 Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Assistant TSC Manager.	
• If a Site Area Emergency or General Emergency was reached due to a Radiologically based event, then determine which persons who had been onsite during the emergency should be whole body counted, advise the TSC Manager.	
• Arrange for all personnel TLDs to be processed as necessary. Have the processing facility generate a report of accumulated exposures during the emergency including total man-rem expended and highest exposure received.	
• With the Assistant Radiological Manager, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report to the Assistant TSC Manager.	
• Collect and organize all documents and turn over to the Administrative Manager.	

Person Providing Briefing	Person Receiving Briefing	Date	Time

1. Current station problems:

2. Current station radiological problems:

3. Personnel exposure problems or approved dose extensions in effect:

4. Locations and actions or onsite/inplant emergency teams:

5. Any contaminated, injured personnel being prepared for transport or being transported to offsite medical facilities:

6. Instructions given to Security on radiological concerns that may affect Security Operations or personnel:

7. Adequacy of Radiation Protection personnel staffing in the Operations Support Center to support emergency response efforts:

8. Radiation Protection Equipment Problems:

9. Other radiological concerns which could potentially affect emergency response activities in the Control Room, East and West Gatehouse(s), Operations Support Center, and Technical Support Center.

NAME (Last, First, MI.)	SOCIAL SECURITY NUMBER	DOSIMETER NUMBER	READING IN (mrem)	DATE/TIME	READING OUT (mrem)	DATE/TIME	DESTINATION

NAME LAST, FIRST, MI	SOCIAL SECURITY NUMBER	DATE	TIME	* SIGNATURE

* By signing this block, the individual demonstrates voluntary acceptance and use of potassium iodide.

NOTE: Potassium Iodide is most effective when taken just before or within 1-2 hours after exposure to radioiodine.
CAUTION: individuals who know they are sensitive to iodine containing foods (i.e., seafood) should not take potassium iodide.

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

NAME LAST, FIRST, MI	SOCIAL SECURITY NUMBER	TLD NUMBER

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

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Emergency Response Organization			
Quality	Non Safety-Related	Usage: Available	Effective Date: 11/11/03

Max Keyes	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

Table of Contents Page

1.0 Purpose and Scope

1.1 This procedure outlines the necessary components required to maintain a qualified Emergency Response Organization that is capable of responding to an emergency situation at the South Texas Project Electric Generating Station (STPEGS).

1.2 This procedure outlines the response required by the Emergency Response Organization to support an emergency at the South Texas Project Electric Generating Station (STPEGS).

1.3 This procedure implements the actions required to satisfy the commitments of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan.

2.0 Definitions

2.1 Activated - The state of an Emergency Response Facility where the minimum Staffing Levels are attained, (as outlined in Table C-1 of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan) and the responders are capable of performing their required functions.

2.2 Command & Control - Assumption of responsibility for the emergency response effort by the Emergency Director.

2.3 Emergency Response Organization - Designated station personnel who respond to declared emergencies at the STPEGS.

2.4 Emergency Response Organization Roster - A list of Emergency Response Organization positions that identifies Emergency Response Organization team designation qualified individuals for each position, telephone and pager numbers.

2.5 Facility Managers - Operations Manager, Operations Support Center Coordinator, Technical Support Center Manager, Joint Information Center Director, and Emergency Operations Facility Director.

2.6 Notification - The initiation of the callout process to supplement the Onshift Emergency Response Organization.

2.7 Staff Augmentation - The process of providing additional staff, as outlined by Table C-1 and Figures C2, C3, C4, and C5 of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan, to the onshift Emergency Response Organization.

2.8 Staff ERFs - The process of staffing Emergency Response Facilities prior to declaring an Alert or higher Emergency Classification.

3.0 Limitations and Precautions

3.1 Any qualified South Texas Project Nuclear Operating Company (STPNOC) employee may be required to fill an Emergency Response Organization position.

3.2 Vacant Emergency Response Organization Roster positions should be filled as soon as possible after the vacancy is identified.

3.3 An Emergency Response Organization member who transfers from one job to another on-site shall continue to serve in that position until a replacement is trained and qualified.

4.0 Responsibilities

4.1 The Supervisor, Emergency Response, or designee, is responsible for:

4.1.1 Overall coordination of the Emergency Response Organization.

4.1.2 Reviewing and updating the Emergency Response Organization Roster in accordance with 0PGP05-ZV-0002, Emergency Response Activities Schedule.

4.1.3 Maintaining current Emergency Response Organization Roster on a quarterly basis.

4.1.4 Providing training to Emergency Response Organization personnel in accordance with 0PGP03-ZT-0139, Emergency Response Training Program.

4.2 The Manager, Applications & Business Software, or designee, is responsible for:

4.2.1 Issuing pagers to Emergency Response Organization personnel as requested and maintaining pager system.

4.2.2 Assist with Autodialer maintenance.

4.3 The Manager, Plant Protection, or designee, is responsible for:

4.3.1 Verifying access levels for newly assigned Emergency Response Organization members.

4.3.2 Verifying training and qualifications of on-shift Emergency Response Organization personnel within the Plant Protection Department.

4.3.3 Providing emergency response training to Plant Protection Security Officers in accordance with 0PGP03-ZT-0139, Emergency Response Training Program.

4.4 The Managers, Operations, Health Physics, Chemistry, and Maintenance, or designees, are responsible for:

4.4.1 Verifying training and qualifications of on-shift Emergency Response Organization personnel within their respective Departments.

4.5 Emergency Response Organization members are responsible for:

4.5.1 Maintaining qualifications for Emergency Response Organization duty.

4.5.2 Responding to their assigned Emergency Response Facility within the appropriate time constraints as denoted in Addendum 1.

4.5.3 Notifying the Emergency Response Division of home or office telephone number or pager number changes.

4.5.4 Arranging for a qualified standby if assigned the duty and unavailable to fulfill Emergency Response Organization responsibilities.

4.5.5 Notifying the Emergency Response Division of job position transfers at STPEGS or termination of employment.

4.6 The Emergency Response Facility Managers are responsible for:

4.6.1 Approving all additions and/or deletions of Emergency Response Organization personnel assigned to their respective team and facility.

4.7 The Manager, Training, or designee, is responsible for:

4.7.1 Providing training to Emergency Response Organization members in accordance with 0PGP03-ZT-0139, Emergency Response Training Program.

5.0 Procedure

5.1 Assignment to the Emergency Response Organization

5.1.1 Assignment of personnel to the Emergency Response Organization is primarily based upon the functional area background and experience required to perform the duties and responsibilities of the assigned position.

5.1.2 Facility Managers should seek and recommend personnel to fill vacant positions on their team.

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

5.2 Initial Training and Qualification

5.2.1 Training requirements for each Emergency Response Organization position are outlined in 0PGP03-ZT-0139, Emergency Response Training Program.

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

5.2.3 Initial training and qualification shall be documented in accordance with 0PGP03-ZT-0139, Emergency Preparedness Training Program.

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

5.3 Requalification

5.3.1 Emergency Response Organization members shall maintain qualifications in accordance with 0PGP03-ZT-0139, Emergency Preparedness Training Program.

5.4 Emergency Response Organization Duty Rotation

5.4.1 The duty week begins and ends on Tuesdays at 07:00.

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

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

6.0 References

6.1 STPEGS Emergency Plan

6.2 0PGP05-ZV-0002, Emergency Response Activities Schedule

6.3 0PGP03-ZT-0139, Emergency Preparedness Training Program

6.4 0ERP01-ZV-IN03, Emergency Response Organization Notification

7.0 Documentation

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

8.0 Support Documents

8.1 Addendum 1, Emergency Response Organization Personnel Responsibilities

8.2 Addendum 2, Personnel Responsibilities to ENRS Activation

8.3 Addendum 3, Emergency Response Organization Roster Change Process

1.0 This provides guidance for the members of the Emergency Response Organization regarding the requirement for Emergency Response Organization membership, responsibilities and Emergency Response Organization actions to be taken.

2.0 NUREG-0654/FEMA-REP-1, Rev. 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, requires that: Each principal organization shall be capable of continuous (24-hour) operations for a protracted period. The individual in the principal organization who will be responsible for assuring continuity of resources (technical, administrative and material) shall be specified by title.

3.0 The same document specifies that the licensee must augment the plant staff in the following areas:

3.1 Logistics support for emergency personnel;

3.2 Technical support for planning and reentry/recovery operations;

3.3 Management level interface with governmental authorities; and,

3.4 Release of information to news media during an emergency (coordinated with governmental authorities).

4.0 The Emergency Response Organization provides the necessary personnel to contend with an emergency condition for a sustained period of time. The individuals selected for the Emergency Response Organization must have the prerequisite training in accordance with 0PGP03-ZT-0139, Emergency Response Training Program.

5.0 To protect the health and safety of the public and the workers at STPEGS, the resources to mitigate and manage the emergency situation must be available as soon as possible. In the event of an emergency declaration by the Shift Supervisor, the Onshift Response Organization is activated immediately and the individuals assigned assume their respective titles and the responsibilities for their position upon notification.

6.0 Those members of the Emergency Response Organization who are not on-site at the time of the emergency shall be able to augment the Onshift Response Organization within 60 or 75 minutes of being notified as defined in Table C-1 of the STPEGS Emergency Plan.

7.0 The Operations Support Center and Technical Support Center Emergency Response Organizations are required to be activated at an Alert classification. The Operations Support Center may be activated independently of the Technical Support Center. The Emergency Operations Facility and Joint Information Center are staffed at the Alert and may be activated at the discretion of the Emergency Director. The Emergency Operations Facility and Joint Information Center shall be activated at a Site Area Emergency classification.

8.0 Emergency Response Facilities may be staffed prior to declaration of an alert or higher classification when directed by the Shift Supervisor (Emergency Director).

9.0 Notification of the Emergency Response Organization is accomplished by using a pager system, public address system, auto dialing system, or an independent auto dialing system located offsite. Personnel will be issued pagers for prompt notification. Details of Emergency Response Organization notification are contained in 0ERP01-ZV-IN03 Emergency Response Organization Notification.

10.0 Regardless of the method of notification used, the result is to be the same, timely response to the STPEGS and activation of the Emergency Response Facilities.

NOTE

The Fitness for Duty Program is described in procedure 0PGP09-ZA-0002.

11.0 Emergency Response Organization members who are unable, in their opinion, to respond to an Emergency Response Organization activation due to alcohol consumption or other physical/mental impairment should answer the Fitness For Duty question in response to the pager notification as NO. If contacted by manual call-out the member should provide details with regard to their inability to respond.

12.0 Emergency Response Organization members responding to an Emergency Response Organization activation with duties inside the Protected Area who have consumed alcohol within the previous five (5) hours must wait at the East Gate outside the protected area and identify themselves to Plant Protection personnel. Breathalyzer results for personnel testing 0.040 BAC or above will be reported to and evaluated by their respective Emergency Response Facility Manager to determine if they should be allowed to report to their Emergency Response Facility.

13.0 Personnel responding to the Emergency Operations Facility who have consumed alcohol in the previous five (5) hours must identify themselves to the Support Orientation Coordinator in the Emergency Operations Facility or the Licensing Director. The Emergency Operations Facility Director will determine if persons testing 0.040 BAC or above can be allowed to assume their duties.

14.0 Changes to the Emergency Response Organization roster will be accomplished in accordance with this procedure. Members of the Emergency Response Organization should not be assigned to more than one (1) position at a time; although they may be qualified to fill more than one position, unless authorized by the Supervisor, Emergency Response. An Emergency Response Organization member who transfers from one job to another, on-site, will continue to serve in that position until a replacement is trained and qualified.

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

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

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

Control Room	Operations Manager
TSC	TSC Manager, Technical Manager, Security Manager
EOF	EOF Director, Deputy EOF Director, ED Admin Assistant, Licensing Director, Site Public Affairs Specialist, Site Public Affairs Coordinator, Site Public Affairs Admin Asst., Support Organization Director, Asst. Support Organization Director, Communications System Supervisor, Owners Liaison, Records Supervisor
JIC	Admin Manager, Audio-Visual Tech, JIC Communications Tech, JIC Director, Public Inquiry Manager, Spokesperson, Staff Writer, Technical Spokesperson, Technical Support Liaison.

2.0 When contacting ENRS you will be prompted to enter your identification number (normally your last four social security numbers).

3.0 For code -0006, you will hear additional recorded information.

4.0 For code -0003, -0004, -0005 & -0007, you will be prompted to answer the following questions:

4.1 When prompted are you fit for duty, enter 9 for yes or 6 for no.

4.2 When prompted are you able to respond, enter 9 for yes or 6 for no.

4.3 When prompted for how long it will take to report to your emergency facility, enter number of minutes.

5.0 If you receive a -0003, -0004, -0005, or -0007 Code and cannot reach the Emergency Notification and Response System or receive a message that there are no outstanding events at this time, report to your emergency facility.

6.0 If ENRS responds that you have filled your position, report to your emergency facility.

7.0 If you have the Duty and ENRS responds that your position has been filled, report to your emergency facility anyway.

8.0 During pager tests and drill or exercises, you will receive a pager code of -0690, Contact the Emergency Notification and Response System (ENRS) by calling extension 7333 on-site or (800) 424-2781 off-site and follow prompts as directed by ENRS.

1.0 Emergency Response Organization Roster Change Process

NOTE

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

2.0 The roster change initiator:

2.1 Identify the candidate to the emergency response facility immediate supervisor and obtain approval for the change.

2.2 The immediate supervisor obtains concurrence from the facility manager.

2.3 Forward the change with concurrence to the Emergency Response Division.

3.0 The Emergency Response Division:

3.1 Verifies that the candidate has:

3.1.1 Appropriate qualification level for the position. If not, work with the candidate to obtain necessary position qualification.

3.1.2 Ensures the candidate has the proper level of security access for the assigned facility.

3.1.3 Ensures the candidate home residence location does not preclude the candidate from responding to the facility in a timely fashion.

3.1.4 Ensures the candidate receives a pager programmed to receive Emergency Response Organization notifications

3.2 Obtains the following information from the candidate:

3.2.1 Name

3.2.2 Home telephone number

3.2.3 Work telephone number

3.2.4 Social Security Number

3.2.5 Pager number

3.3 Updates the Emergency Response Organization Roster.

3.4 Notification of roster change should include:

3.4.1 ENRS Administrator (requires information given in step 3.2 above)

3.4.2 Community Alerting and Notification System (CANS). Requires selected information given in step 3.2 above.

3.4.3 Telecommunications

3.4.4 Nuclear Security

3.4.5 Human Resources

3.4.6 Candidate position counterparts

3.4.7 Candidate Emergency Response Organization immediate supervisor

3.4.8 Candidate

3.4.9 Change initiator (if different than the candidate)

3.4.10 Updates electronic mail lists

3.5 Updates as necessary Performance Indicator Key Emergency Response Organization Participation database.

Table of Contents Page

1.0 Purpose and Scope

1.1 This procedure specifies the actions to be completed by the State of Texas Liaison in the State Operations Center (SOC) during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station specific to the State of Texas Liaison.

2.0 Responsibilities

2.1 The State of Texas Liaison is responsible for:

2.1.1 Assisting the State with the implementation of the State of Texas Radiological Emergency Management Plan.

2.1.2 Ensuring adequate information exchange between the Emergency Operations Facility (EOF) and the State Operations Center (SOC).

2.1.3 Arranging for South Texas Project support requested from the State.

2.1.4 Assisting in explaining technical issues.

2.1.5 Coordinating South Texas Project request for support from the State.

3.0 Precautions and Limitations

3.1 The Emergency Operations Facility may be activated at an Alert Emergency Classification and will be activated at a Site Area or General Emergency Classification in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.

3.2 Upon notification:

3.2.1 If at the site report to the Emergency Operations Facility and obtain the State of Texas Liaison's Emergency Response Manual, Cellular Telephone, and obtain a briefing from the Deputy EOF Director.

3.2.2 If not at the site (during off normal working hours) contact the Deputy EOF Director at the Emergency Operations Facility for reporting instructions.

3.3 The Texas State Operations Center (SOC) will be activated when a Site Area Emergency or higher classification has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.

3.4 Upon Deputy EOF Director instructions, report to the Texas State Operations Center (SOC) and implement Section 1.0, Initial Activities of Data Sheet 1, State of Texas Liaison Checklist.

4.0 References

4.1 STPEGS Emergency Plan

4.2 State of Texas Radiological Emergency Management Plan

4.3 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

4.4 0ERP01-ZV-RE01, Recovery Operations

4.5 0ERP01-ZV-RE02, Documentation

4.6 0ERP01-ZV-IN01, Emergency Classification

5.0 Procedure

5.1 When responding to the State Operations Center (SOC) in Austin, Texas, implement Section 1.0, Initial Activities of Data Sheet 1, State of Texas Liaison Checklist.

5.2 Complete Checklist activities as follows:

5.2.1 Use the right column to log the time an activity is performed.

5.2.2 Reoccurring activities should be documented using the Emergency Action Log.

5.2.3 Implement other activities as necessary.

5.3 Use this checklist to help direct emergency activities.

6.0 Support Documents

6.1 Addendum 1, Shift Turnover Briefing

6.2 Data Sheet 1, State of Texas Liaison Checklist

1.0 Provide a briefing of events to the relief person including the following areas:

1.1 The current emergency classification

1.2 Completed checklists

1.3 Completed logs

1.4 Latest plant status

1.5 Protective Action Recommendations implemented

1.6 Press releases issued

1.7 Notification forms received

1.8 Recovery plans developed and corrective actions for plant recovery

2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement.

2.1 State Operations Center Director and staff

2.2 Deputy EOF Director

3.0 Document the time of turnover and the identity of your relief on your Log and provide copies to your replacement. Provide original log sheets to the Assistant Support Organization Director after the emergency has been terminated.

4.0 Take a copy of your shift schedule, or request that the Assistant Support Organization Director in the Emergency Operations Facility fax a copy of the latest shift schedule.

(Name) (Data) (Unit)

Action **Time**

1.0 INITIAL ACTIVITIES

1.1 Report to the Texas State Operations Center (SOC) and inform the State Operations Center Director of your arrival. Introduce yourself as the STP Representative. _____

1.2 Verify the following documents are available:

1.2.1 State of Texas Radiological Emergency Management Plan _____

1.2.2 STPEGS Emergency Plan _____

1.3 Obtain a briefing of current events from the Deputy EOF Director and provide the following information:

1.3.1 A telephone number where you can be reached. _____

1.3.2 A fax number. _____

1.3.3 Status of the staffing of the State Operations Center. _____

1.4 Obtain and review copies of notification forms and press releases from the State Operations Center Director. _____

1.5 Contact the Deputy EOF Director to obtain the latest status of events. Confirm that this information can be released to the State Operations Center. With the approval of the State Operations Center Director, provide a briefing to the State Operations Center staff/council of the latest status of events. _____

1.6 Initiate an Emergency Action Log. _____

Action	Time
2.0 LIAISON ACTIVITIES	
2.1 Monitor State Operations Center activities and ensure that current and correct information is available from the STPEGS for State officials to make the appropriate decisions.	_____
2.2 Periodically contact the Deputy EOF Director to obtain the latest status of events. Confirm that this information can be released to the State Operations Center. With the approval of the State Operations Center Director, provide a briefing of the latest status of events to the State Operations Center staff/council.	_____
2.3 Provide simplified explanation of technical details related to plant systems. In particular, focus on the status of the three fission product barriers (fuel cladding, reactor coolant system, and containment) and safety systems still operational to maintain the plant in a safe shutdown. As necessary, contact the Technical Director for assistance in explaining technical issues.	_____
2.4 Verify and confirm any conflicting or questionable information.	_____
2.5 Coordinate and track South Texas Project requests for support from the State.	_____
2.6 Ensure communication flow of information between the Emergency Operations Facility and the State Operations Center is maintained.	_____
3.0 SHIFT CHANGE	
3.1 Upon arrival of your shift replacement complete all actions listed in Addendum 1, Shift Turnover Briefing.	_____

Action	Time
4.0 RECOVERY ACTIVITIES	
4.1 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Corrective Action Items List, Form 1, and fax a copy of the list to the Deputy EOF Director.	_____
4.2 Continue to assist the State with implementation of the State of Texas Radiological Emergency Management Plan.	_____
4.3 Assist the State in the development and implementation of recovery plans and procedures.	_____
5.0 TERMINATION ACTIVITIES	_____
5.1 Develop a list of any forms needing replenishment in the State of Texas Liaison's Emergency Response Manual. Provide a copy of the list to the Emergency Response Division upon return to the Plant.	_____
5.2 Collect and organize in chronological order all documents, checklists, and logs.	_____
5.3 Report to the Emergency Operations Facility and assist the Deputy EOF Director in writing an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation.	_____
5.4 Turn over all documentation generated during the emergency to the Assistant Support Organization Director.	_____

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Prompt Notification System Implementing Procedure			
Quality	Non-Safety-Related	Usage: IN HAND	Effective Date: 12/04/03

Max Keyes	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

Usage
1 - IN HAND
2 - REFERENCED
3 - AVAILABLE

1.0 Purpose and Scope

1.1 This procedure shall be used to implement the administration, maintenance, testing, and distribution of the Prompt Notification System.

1.2 This procedure implements the administration, maintenance, testing, and distribution of the alert radio subsystem of the Prompt Notification System.

1.3 This procedure implements the administration, maintenance, testing, and distribution of the siren subsystem of the Prompt Notification System.

1.4 This procedure implements portions of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to general public notification of emergencies at the STPEGS.

1.5 This procedure is implemented in conjunction with 0PGP05-ZV-0007, Prompt Notification System.

2.0 Limitations

2.1 This procedure shall be implemented as directed by 0PGP05-ZV-0007, Prompt Notification System.

3.0 Responsibilities

3.1 The responsible supervisor or Manager identified in 0PGP05-ZV-0007, Prompt Notification System shall ensure the appropriate checklists and/or forms completed and returned to the Supervisor, Emergency Response or designee upon completion.

4.0 Procedure

4.1 The Supervisor, Emergency Response or designee performs the following:

4.1.1 Quarterly updates Alert Radios in accordance with Addendum 1, Alert Radio Maintenance.

4.1.2 Quarterly complete and forward Form 5, Siren Maintenance and Operability Report to the Division of Emergency Management (DEM).

4.1.3 Coordinate the annual siren complete cycle test by performing the following:

a. Designate poll watchers for local observation of all sirens.

b. Coordinate test notification to the emergency planning zone residences, county officials, and station employees.

c. Direct poll watchers to document results using Form 4, Siren Complete Cycle Test Local Observation.

4.2 The Manager, Information Systems, or designee, performs the following:

4.2.1 Annually Back-up Emergency Alert System Test in accordance with Addendum 2, Back-up Emergency Alert System Test.

4.2.2 Biweekly, perform the Siren Poll Test on Wednesdays in accordance with Addendum 3, Siren Poll Test.

4.2.3 Quarterly perform a Siren Growl Test, on Wednesdays at approximately 12:00 Noon in accordance with Addendum 4, Siren Growl Test.

4.2.4 Quarterly perform Siren Visual Inspections in accordance with Form 3, Siren Visual Inspection.

4.2.5 Annually perform the Siren Complete Cycle Test, in accordance with Addendum 5, Annual Complete Cycle Test.

4.2.6 Perform the following tests of all affected sirens after preventive and/or corrective maintenance:

a. Poll Test in accordance with Addendum 3, Siren Poll Test.

b. Visually inspect siren's in accordance with Form 2, Siren Maintenance Visual Inspection.

c. Growl Test in accordance with Addendum 4, Siren Growl Test.

4.2.7 Perform the following tests of all affected sirens after Severe Weather:

a. Poll Test in accordance with Addendum 3, Siren Poll Test.

4.3 Siren tests shall not be performed outside these intervals without prior permission from the Supervisor, Emergency Response. The only exception is visual tests may be postponed one working day based upon severe weather if recommended by the Supervisor, Communications. (SPR 933336).

5.0 References

5.1 0PGP05-ZV-0007, Prompt Notification System.

5.2 0PGP05-ZV-0014, Emergency Response Activities

6.0 Documentation

6.1 Documents generated in the execution of this procedure shall be retained in the Records Management System in accordance with the Document Type List (DTL).

7.0 Support Documents

7.1 Addendum 1, Alert Radio Maintenance

7.2 Addendum 2, Back-up Emergency Alert System Test

7.3 Addendum 3, Siren Poll Test

7.4 Addendum 4, Siren Growl Test

7.5 Addendum 5, Annual Complete Cycle Test

7.6 Form 1, Siren Test or Inspection Results

7.7 Form 2, Siren Maintenance Visual Inspection

7.8 Form 3, Siren Visual Inspection

7.9 Form 4, Siren Complete Cycle Test Local Observation

7.10 Form 5, Siren Maintenance and Operability Report

7.11 Form 6, Back-up Emergency Alert System (EAS) Test Results

As a step is completed place a check mark or similar notation in the column to the right.

Activity		Complete
1.0	Maintain a current Emergency Planning Zone database composed of residents located outside effective siren range and within the 10-mile Emergency Planning Zone who have been provided an alert radio via a record compiled from electric utility listings and verified by the use of an information card.	
2.0	Maintain a current Emergency Planning Zone database composed of industrial locations, special facilities, and recreational areas within the South Texas Project 10-mile Emergency Planning Zone who have been provided an alert radio, via a record compiled from electric utility customer listings.	
3.0	Update the alert radio database:	
3.1	Determine new residents within the 10-mile Emergency Planning Zone, but outside effective siren range or if the special facilities, industrial location, or recreational areas are within the 10-mile Emergency Planning Zone.	_____
3.2	Mail-out an information card to verify the resident's address and physical location.	_____
3.3	Using the updated Emergency Planning Zone database and the returned information card, determine if the residents require an alert radio.	_____
3.4	If an alert radio is required, mail-out the unit with a return receipt or deliver the unit to the resident's home.	_____
3.5	Residents located outside effective siren range and all special facilities, industrial locations, and recreational facilities will receive an alert radio.	_____
3.6	A written back up listing of radio recipients will be kept on file in the Emergency Response Division.	_____
4.0	Maintain documentation (e.g., information card, date of distribution etc.,) of alert radios distributed in the Emergency Planning Zone Alert Radio Database.	_____
5.0	Document results in accordance with procedure 0PGP02-ZV-0014, Emergency Response Activities.	_____
6.0	Send defective or broken radio to the Metrology Laboratory for repair or replacement.	_____

As a step is completed place a check mark or similar notation in the column to the right.

Activity **Complete**

NOTE

Do not conduct the test without the assistance of radio station personnel. Station officials will ensure the test is conducted off the air. Activation of the system without contacting radio station staff will result in live over the air broadcast.

1.0 Report to the Matagorda County Sheriff's Office and contact the lead Emergency Alert System radio station to conduct the Back-up Emergency Alert System Test. _____

2.0 Upon approval from lead Emergency Alert System radio staff, initiate the test. _____

3.0 Turn on the radio and ENDEC encoder before conducting the system test. _____

4.0 Perform the following steps on the ENDEC encoder:

4.1 The display will read MENU in the lower left corner---Press ENTER. _____

4.2 The arrow should be pointing to ALERTS---Press ENTER. _____

4.3 The arrow should be pointing to ORIGINATE ALERT---Press ENTER. _____

4.4 To ensure password, press ENTER four times. _____

4.5 To select TEMPLATE---Press the button underneath TEMPLATE. _____

4.6 The display will read OUTGOING TEMPLATE KMKS---Press ENTER. _____

4.7 The display will read ADJUST TEMPLATE---Press the button underneath NO. _____

4.8 The display will read DURATION 1:00---Press ENTER. _____

4.9 The display will read KMKS---Press ENTER. _____

4.10 Upon completing the above steps, the radio should key up (red transmit light should illuminate) followed by a series of attention tones. This is the amount of time available to conduct the voice test. _____

Activity		Complete
4.11	Press the PTT button on the base of the microphone.	_____
4.12	Speak clearly approximately six inches away from the microphone.	_____
4.13	Start the announcements with, This is a test, this is only a test, this is a test of the back-up emergency alert system. End the announcements with, This has been a test of the back-up emergency alert system. This was only a test.	_____
4.14	Confirm test results with the radio station staff.	_____
4.15	Repeat test, if the initial test is unsuccessful.	_____
4.16	Upon completion of the test, turn off the radio and ENDEC encoder.	_____
5.0	Complete and forward Form 6, Back-up Emergency Alert System (EAS) Test Results, to the Emergency Response Division.	_____

As a step is completed place a check mark or similar notation in the column to the right.

Activity		Complete
1.0	Perform this test from either the Emergency Operations Facility or Matagorda County Sheriff's Office.	_____
2.0	Notify Matagorda County Sheriff's Office that STP will perform a poll test.	_____
3.0	Perform computer generated test:	
4.0	Verify the correct date and time is shown on the computer screen. If not, correct the date and time. (SPR 933336)	_____
4.1	Select CompuLert icon.	_____
4.2	Clear all previous siren status messages (initial test only).	_____
4.3	Select STATUS.	_____
4.4	Select POLL.	_____
4.5	Type *** (or select siren(s) to be polled by the appropriate siren code).	_____
4.6	Select SEND.	_____
5.0	Verify RF-OK.	_____
6.0	If any siren does not poll RF-OK, the operator is permitted to Re-poll the affected siren(s) for fifteen minutes. The time stamp on the computer printout will document test start and end times.	_____
7.0	Perform additional poll test(s), in accordance with Step 3.0, for sirens that do not respond RF-OK. (If all sirens perform, N/A this blank as Not Applicable.)	_____
8.0	Indicate siren as failed on Form 1, Siren Test or Inspection Results, if RF-OK not received after 15 minutes.	_____

Activity	Complete
9.0 If greater than 50% of the sirens fail the poll tests notify Unit One Control Room Shift Supervisor and the Emergency Response Duty Manager. (This is a one hour NRC reportable event.)	_____
10.0 Complete poll test paperwork.	
10.1 Select REPORT.	_____
10.2 Select NEW ACTVITIES REPORT.	_____
10.3 Document test results on Form 1, Siren Test or Inspection Results.	_____
10.4 Attach computer printout to Form 1, Siren Test or Inspection Results.	_____
10.5 Obtain review signature of Supervisor, Communications.	_____
11.0 For all sirens that failed, perform visual inspection per Form 2, Siren Maintenance Visual Inspection.	_____
12.0 Forward completed Form(s) to the Emergency Response Division.	_____

As a step is completed place a check mark or similar notation in the column to the right.

Activity		Complete
1.0	Perform this test from either the Emergency Operations Facility or Matagorda County Sheriff's Office.	_____
2.0	Notify the Matagorda County Sheriff's Office of the test.	_____
3.0	Perform computer generated test.	
3.1	Select CompuLert icon.	_____
3.2	Clear all previous siren status messages.	_____
3.3	Select STATUS.	_____
3.4	Select TEST.	_____
3.5	Type *** (or select siren(s) to be growled by the appropriate siren code).	_____
3.6	Select SEND.	_____
3.7	Select STATUS.	_____
3.8	Select POLL.	_____
3.9	Type *** (or select siren(s) to be polled by the appropriate siren code).	_____
3.10	Verify RF-OK TEST_OK.	_____

Activity		Complete
3.11	Verify RF-OK.	
	a. Select STATUS.	
	b. Select POLL.	
	c. Type xxx (or select siren(s) to be poled by the appropriate siren code).	
	d. Verify RF-OK.	
3.12	If any siren does not poll RF-OK TEST_OK or RF-OK, the operator is permitted to growl/poll the affected siren(s) for fifteen minutes. The time stamp on the printout will document test start and end times.	
3.13	If greater than 50% of the sirens fail the poll tests notify Unit One Control Room Shift Supervisor and the Emergency Response Duty Manager. (This is a one hour NRC reportable event).	
3.14	Complete growl test paperwork:	
	a. Select REPORT.	
	b. Select NEW ACTIVITIES REPORT.	
	c. Document siren failures and test results on Form, 1, Siren Test or Inspection Results.	
	d. Attach computer printout to Form 1, Siren Test or Inspection Results.	
	e. Obtain review signature of Supervisor, Communications on Form 1, Siren Test or Inspection Results.	
	f. Forward completed Form(s) to the Emergency Response Division.	

As a step is completed place a check mark or similar notation in the column to the right.

Activity		Complete
1.0	The Annual Complete Cycle Test shall be conducted from the Matagorda County Sheriff's Office on a Wednesday at approximately 12:00 Noon.	
2.0	Key Activation of the Siren System:	
2.1	Insert key in the Siren Controller Model 860 control panel.	_____
2.2	Rotate the key clockwise. The ALERT, ATTACK, FIRE and CANCEL buttons will illuminate.	_____
2.3	Depress the ALERT button activating all 32 sirens. Depress the ALERT a second time to avoid radio interference. (Do not remove the key until activation is complete).	_____
2.4	If necessary, use the CANCEL button to abort the ALERT activation.	_____
3.0	Perform a Siren Poll Test in accordance Addendum 3, Siren Poll Test.	_____
4.0	Verify, RF-OK ACTIVATE_OK.	_____
5.0	If any siren does not poll RF-OK ACTIVATE_OK, or if the siren did not run, the operator is permitted to re-test/poll the affected siren(s) for fifteen minutes. The time stamp on the New Activities Report (printout) will document test start and end times.	_____
6.0	If RF-OK ACTIVATE_OK is not received, repeat on affected sirens only (If all sirens perform N/A this blank as Not Applicable).	
6.1	Select COMMAND	_____
6.2	Select ALERT.	_____
6.3	Type xxx (or select siren(s) to be run by the appropriate siren code).	_____
6.4	Verify RF-OK ACTIVATE_OK.	_____

Activity	Complete
6.5 If RF-OK ACTIVATE_OK is not received after 15 minutes, record a siren failure on Form 1, Siren Test or Inspection Results.	_____
7.0 Reset Sirens by performing the following:	
7.1 Select STATUS.	_____
7.2 Select RESET STATUS.	_____
7.3 Type ***.	_____
7.4 Press ENTER.	_____
8.0 If greater than 50% of the sirens fail the poll tests notify Unit One Control Room Shift Supervisor and the Emergency Response Duty Manager. (This is a one hour NRC reportable event).	_____
9.0 Complete annual siren complete cycle test paperwork.	
9.1 Select REPORT.	_____
9.2 Select NEW ACTIVITIES REPORT.	_____
9.3 Document siren failures and test results on Form 1, Siren Test or Inspection Results.	_____
9.4 Attach computer printout to Form 1, Siren Test or Inspection Results.	_____
9.5 Obtain review signature of Supervisor, Communications on Form 1, Siren Test or Inspection Results.	_____
9.6 Forward completed Forms to the Emergency Response Division.	_____
10.0 For any siren that failed, perform visual inspection per Form 2, Siren Maintenance Visual Inspection.	_____

Date of Test_____

Select the type of test:

☐ Bi-weekly Silent ☐ Quarterly Growl ☐ Annual Complete Cycle Test ☐ Severe Weather ☐ Post Maintenance

1. If the test is 100%, skip steps 2-7 and enter the outcome in the Results-Operability Calculation, if the test reveals siren failure(s) follow steps 2-8 and complete the Failures Table.

NOTE

Add additional forms if more space is required. N/A (Not Applicable) is not required on empty rows.

2. Enter siren code of each failed siren, e.g., 001.
3. Enter the response received from the poll test, such as:

   RF-ACTIVATE_NO POWER, AC FAIL, NO RESPONSE FROM POLL

4. Record Helpdesk Number received for failures.
5. Enter Yes or No in appropriate blanks after notification of Matagorda County Sheriff's Office (MCSO).
6. Enter Yes or No in appropriate blanks after notification of Emergency Response Division (ERD).
7. Complete the Results - Operability Calculation.
8. Attach computer printout.

FAILURES TABLE

Siren Code	Poll Response	Helpdesk Number	MCSO Notified	ERD Notified

RESULTS – OPERABILITY CALCULATION

$$\frac{^{(a)}\text{Total Sirens Tested} - {}^{(b)}\text{Total Reported Failures}}{^{(c)}\text{Total Sirens Tested}} \times 100 = \quad \% \text{ Operability}$$

$$\frac{(a) \qquad - \qquad (b)}{(c)} \times 100 = \underline{\qquad\qquad} \% \text{ Operability}$$

Comments: _____

_____

_____

_____

_____

Test Completed By: _____ Date: _____
(Print/Sign)

Results Reviewed By: _____ Date: _____
Supervisor, Communications (Print/Sign)

Results Approved By: _____ Date: _____
Supervisor, Emergency Response
or designee (Print/Sign)

CAUTION

Due to electrical shock hazard, all manual growl tests shall be conducted from the radio control box by pressing the TEST or GROWL button on the Control Panel.

Siren Address Code: _____ Location: _____

1. List any unusual problems or damage: _____

_____

2. Unlock AC power disconnect and turn off power. Open Compulert box and analyze failure lights for problems.
3. Fix/report problems (Check the appropriate box(s)).
   - ☐ Blown fuse
   - ☐ No power (electrical, battery, power line down)
   - ☐ Broken antenna cable
   - ☐ Radio inoperable
   - ☐ If the problem is electrical, ensure Facilities Management is notified to fix the siren.
   - ☐ Other _____
4. Turn power back on and lock AC power disconnect.
5. Perform growl test on the affected siren(s).
6. Did this solve problem?

   If yes, then
   - Ensure siren is secure the power is on.
   - Complete Form 1, Siren Test or Inspection Results

   If no, troubleshoot and resolve problem and retest.
7. If unable to resolve problem, describe problem found: _____

_____

8. Document conditions in Siren Polling Data Information database.

Visual Inspection Performed by: _____ Date: _____
(Print/Sign)

Results Reviewed By: _____ Date: _____
Supervisor, Communications (Print/Sign)

Results Approved By: _____ Date: _____
Supervisor, Emergency Response
or designee (Print/Sign)

This page, when completed, shall be retained as per the Document Type List (DTL). File: Z18.01

Instructions or filling out form:

1. Mark in the boxes or siren components/tests, which fail the inspection. Do not mark the box of a component/test that works properly.
2. Note any problems that can not be fixed on the comments section of the form.
3. Sign and date this form.
4. Obtain signature of Supervisor, Communications.
5. Obtain the signature of the Emergency Preparedness Division designee.

SIREN CODE	SIREN LOCATION	Box Exteriors			Failure Lights			Siren Motion Not Observed
		Fuse	Radio Control	Electronic Switch	AC Power Fail	Door Open	Other	
001	Matagorda Beach at end of road							
002	River Bend Boat Access							
003	Matagorda VFD							
004	CR 259 (South Gulf Road)							
005	CR 244 (North Gulf Road)							
006	Selkirk, South							
007	Selkirk VFD							
008	Selkirk, North							
009	Equistar Plant (SH 60)							
010	Wadsworth VFD							
011	CR 222 @ SH 60 (Shepard Mott Road)							
012	FM 2668, 0.5 mi (S) of Riverside Park							
013	FM 3057 @ FM 2668 (Celanese Road)							
014	FM 2078 @ FM 2668							
015	Markham VFD							
016	FM 1468, 1.6 miles from SH 35							
017	FM 1468 (Railroad Tracks)							
018	EL Maton @ FM 1095							
019	CR 353 @ FM 1095 (Wilson Creek Road)							
020	FM 1095 @ Tin Top							
021	CR 385 @ FM 1095 (Citrus Grove Road)							

SIREN CODE	SIREN LOCATION	Box Exteriors			Failure Lights			Siren Motion Not Observed
		Fuse	Radio Control	Electronic Switch	AC Power Fail	Door Open	Other	
022	CR 378 @ CR 379 (Million Dollar Rd.)							
023	Collegeport VFD							
024	SH 35 @ SH 71							
025	Blessing VFD							
026	Tidewater Oaks @ FM 2853							
027	Tres Palacios Oaks VFD							
028	FM 2853 @ FM 521							
029	CR 323 @ FM 2853 (Harrison)							
030	FM 521, 1.0 miles (E) of SH 35							
031	East Side of Reservoir (STP)							
032	West Side of Reservoir (STP)							

Comments: _____

_____

_____

_____

Visual Inspection Performed by: _____ Date: _____
(Print/Sign)

Results Reviewed By: _____ Date: _____
Supervisor, Communications (Print/Sign)

Results Approved By: _____ Date: _____
Supervisor, Emergency Response
or designee (Print/Sign)

1.0 Siren observer completes the following:

1.1 Siren Location: _____

1.2 Siren Sounds: ☐ YES ☐ NO

1.3 Siren Rotates (360°) ☐ YES ☐ NO

1.4 Siren Run Time (minutes): _____

1.5 Comments: _____

_____

1.6 Return completed form to the Supervisor, Emergency Response or designee.

_____ Date: _____

Observer (Print/Sign)

2.0 Supervisor, Emergency Response or designee completes the following:

2.1 *Siren Test Results ☐ Sat ☐ Unsat

_____ Date: _____

Supervisor, Emergency Response
or designee (Print/Sign)

* The acceptance criteria for the siren complete cycle test shall include: siren sounds, siren rotates during the test, and siren operates for approximately three (3) minutes (CR 01-2004).

_____ Report Date

1st 2nd 3rd 4th
Circle Report Quarter

_____ Year

MONTH(S)	TOTAL NO. OF SIRENS VERIFIED	TOTAL NO. OF SIREN FAILURES	SIREN FAILURE LOCATION	NATURE OF EACH SIREN FAILURE	DATE FAILURE NOTED	DATE RESTORED TO SERVICE	OPERABILITY PERCENTAGE
	_____ (SIRENS x WEEKS)						%
	_____ (SIRENS x WEEKS)						%
	_____ (SIRENS x WEEKS)						%
FEMA REGION VI						AVERAGE =	%

STATE OF TEXAS, DIVISION OF EMERGENCY MANAGEMENT

GENERAL INFORMATION

TOTAL SIRENS IN SYSTEM: 32

TESTING CYCLE -- BIWEEKLY

$$\% \text{ Operability} = \frac{\text{Total Sirens Tested - Total Reported Failures x 100}}{\text{Total Sirens Tested}}$$

PREPARED BY: _____
(Print/Sign)

APPROVED BY: _____
Supervisor, Emergency Response or designee (Print/Sign)

Note: N/A (Not Applicable) is not required for empty boxes.

This page, when completed, shall be retained as per the Document Type List (DTL). File: Z18.01

NOTE

Before conducting the test, contact the lead EAS radio station to ensure the staff have disabled the live over the air broadcast capability.

1. Test Type: _____ Test Date/Time: _____

2. Equipment functional:

   a. Radio ☐ Yes ☐ No

   b. ENDEC Encoder ☐ Yes ☐ No

   c. Microphone ☐ Yes ☐ No

   d. Activation Card Available ☐ Yes ☐ No

3. Back-up Emergency Alert System Test: ☐ Sat ☐ Unsat

Test Completed By: _____ Date: _____
(Print/Sign)

Results Reviewed By: _____ Date: _____
Supervisor, Communications
(Print/Sign)

Results Approved By: _____ Date: _____
Supervisor, Emergency Response
or designee (Print/Sign)

Table of Contents Page

1.0 Purpose and Scope

1.1 Purpose

This procedure establishes the training and qualification requirements associated with the Emergency Response Organization at the South Texas Project Electric Generating Station (STPEGS).

1.2 Scope

This procedure applies to training and qualification activities conducted for onsite and offsite personnel assigned to the Emergency Response Organization (ERO). The associated onsite position titles appear in Addendum 2 and the offsite positions in Form 1.

2.0 Definitions

2.1 ANNUALLY: 12 $\pm$ 3 months

2.2 COMBINED FUNCTIONAL DRILL: As defined in Ref. 5.14, Emergency Response Exercises and Drills.

2.3 EMERGENCY PREPAREDNESS TRAINING WORKSHOP: Functional group training provided to ERO members to enhance skills.

2.4 OFFSITE: Outside the confines of the Owner Controlled Area boundaries.

2.5 ONSITE: Within the confines of the Owner Controlled Area boundaries.

2.6 SEVERE ACCIDENT, EVALUATOR, DECISION MAKER, and IMPLEMENTOR: As defined in Ref. 5.16, Severe Accident Management.

2.7 SUBJECT MATTER EXPERT: As referenced in Ref. 5.8, Management Oversight of Training Programs.

2.8 TABLE-TOP DRILL: A walkthrough training drill conducted for one or more Emergency Response Facilities or designated functional groups to enhance teamwork and individual skills.

3.0 Responsibilities

3.1 The Supervisor, Emergency Response Division, has the overall responsibility for the implementation and management of the STPEGS emergency preparedness program. The following activities are done under the oversight of the Supervisor, Emergency Response Division:

3.1.1 Provide development and training for all Emergency Preparedness Training requirements; except those courses given in 3.2.1 below.

3.1.2 Scheduling ERO training activities and notifying the targeted audience/students.

3.1.3 Maintain management oversight of the Emergency Preparedness Training Program in accordance with 0PGP03-ZA-0119, Management Oversight of Training Programs.

3.1.4 Activating an Emergency Preparedness Training Technical Advisory Council when necessary.

3.1.5 Severe Accident Management Guidelines training for ERO personnel.

3.2 The Manager, Training Department is responsible for supporting the STPEGS emergency preparedness program through the conduct of specialty and prerequisite onsite training programs. The following activities are done under the oversight of the Manager, Training Department:

3.2.1 Provide training and re-training (as required) for the following courses:

3.2.1.1 EPT-017 - ERFDADS (Licensed Operator Training, only)

3.2.1.2 EPT-019 - RM-21/Stampede (Dose Assessment)

3.2.1.3 EPT-031 - Offsite Field Team

3.2.1.4 EPT-060 - On-Shift Dose Assessment and PARs

3.2.1.5 EPT-075 - Duty Maintenance Supervisor Protective Actions (RP)

3.2.1.6 General Employee Training

3.2.2 Report training attendance for the above training courses when scheduled.

3.2.3 Maintain lesson plan files for the Emergency Response Division as requested.

3.2.4 Ensure availability of computerized training databases.

3.2.5 Provide classroom space for scheduled training provided by the Emergency Response Division.

3.2.6 Provide appropriate Training Department personnel for drill scenario development, drill observers, drill controllers, etc. when scheduled through the yearly training schedule or through Condition Reports.

3.2.7 Facilitate drills and exercises through the use of the simulator.

3.2.8 Notifying the Supervisor, Emergency Response, when a student fails an Emergency Preparedness Training course presented by the Training Department.

3.3 The Manager, Plant Protection Department is responsible for:

3.3.1 Providing required emergency preparedness initial and re-training courses to the plant security force.

3.3.2 Providing an instructor for EPT-040 Safeguards Contingency Events when required.

3.3.3 Ensuring Emergency Medical Technicians (EMTs) maintain necessary qualifications for EMT status.

3.4 Emergency Response Facility leaders (OSC Coordinator, TSC Manager, EOF Director, JIC Director) are responsible for ensuring their Emergency Response Organization Facility personnel attend scheduled Emergency Preparedness Training.

4.0 Procedure

4.1 Selection for Emergency Preparedness Training Program

4.1.1 Initial assignment of onsite members of the ERO shall be made in accordance with Ref. 5.15.

4.1.2 Offsite personnel assignments are in accordance with their respective titles as members of local and state government, law enforcement, medical, and mutual aid.

4.2 General Employee Training

4.2.1 Personnel badged for unescorted access to the Protected Area shall receive training in emergency preparedness as part of the General Employee Training Program described in Ref. 5.13.

4.3 Onsite Emergency Preparedness Initial Training

> NOTE
>
> Addendum 4, Substitution/History is provided as an aid to audit personnel to provide background on the Emergency Preparedness Training Program.

4.3.1 ERO position candidates, prior to assignment to an Emergency Response Organization position, shall complete initial training indicated for their respective position listed in Addendum 2.

4.3.2 Emergency Preparedness Training Program lesson plans are developed using applicable guidance from the systematic approach to training process.

4.3.3 Training objectives shall be used to develop evaluation items for written and performance evaluations. Ref. 5.9 may be used as guidance.

4.4 Onsite Annual Retraining

Each ERO member shall:

> NOTE
>
> Computer Based Training (CBT) is an acceptable equivalent method for classroom refresher training.

4.4.1 Maintain GET and FFD requirements per Addendum 2 AND,

4.4.1.1 Annually (12 ± 3 months), complete classroom refresher training on courses identified in Addendum 1 as requiring annual requalification and pass a comprehensive written examination, (EPT 20X, or 21X) OR

NOTE

Except as noted in 4.4.3 and 4.4.4, EPT-250 Requal credit is credit for all annual Emergency Preparedness Training requirements. For example, if a Dose Assessment Specialist has an EPT-250 credit, then that individual is current on all items for his position as given in Addendum 2.

4.4.1.2 Annually (12 ± 3 months), receive EPT-250 requalification credit. Criteria for awarding EPT-250 requalification are described in Section 4.4.2.

4.4.2 EPT-250 credit may be awarded when any of the following conditions are met:

4.4.2.1 An ERO member, during a Combined Functional Drill, table-top or functional group workshop, *participates as a player in their position with their team.* Included are personnel who participate in a drill conducted in accordance with 0PGP03-ZF-0002, Fire Brigade Drills. Any performance errors are corrected with on the spot correction (as appropriate) from either a controller or instructor.

4.4.2.2 An ERO member, during a Combined Functional Drill, table-top or functional group workshop, *participates as a player in their position, with a different team than the member is assigned*, AND the member has notified a drill controller or instructor. This notification will prevent the member's name from being deleted from the attendance record. Any performance errors are corrected with on the spot correction (as appropriate) from either a controller or instructor.

4.4.2.3 An ERO member, during a Combined Functional Drill, table-top or functional group workshop, *observes their counterpart in performance of position duties, receives turnover and then participates as a player* under the tutelage of the counterpart AND the member has notified a drill controller or instructor. This notification will prevent the member's name from being deleted from the attendance record. Any performance errors are corrected with on the spot correction (as appropriate) from either a controller or instructor.

4.4.2.4 An ERO member, during a Combined Functional Drill, table-top or functional group workshop, observes an ERO member in performance of position duties which are similar to their own (e.g., EOF Radiological Director with the TSC Radiological Manager) receives turnover and then participates as a player under tutelage AND the member has received prior approval from the Supervisor, Emergency Response AND has notified a drill controller or instructor. Any performance errors are corrected with on the spot correction (as appropriate) from either a controller or instructor.

4.4.2.5 IF an ERO member is controlling, evaluating, coaching or mentoring his/her position during a drill conducted in accordance with Ref. 5.14, Emergency Response Exercises and Drills, THEN the individual may receive requalification credit.

4.4.3 Personnel filling the position of Acting Radiological Manager shall receive dose assessment training annually (EPT-260, Onshift Dose Assessment and PARs Requalification or EPT-219 PARs and Offsite Dose Calculations Requalification).

4.4.3.1 Annual requalification credit for on-shift dose assessment may be awarded to an individual who has participated as the Acting Radiological Manager during Control Room simulator drills which encompass on-shift prompt dose assessment.

4.4.4 Personnel filling the position of Control Room State/County Communicator (i.e. Plant Operator) shall receive offsite notification training annually (EPT-221, Control Room Emergency Communicator Requalification).

4.4.5 EPT-350, Severe Accident Management Requalification, shall be awarded to the participants of a drill in which entry into the Severe Accident Management Guidelines is an objective.

4.5 Severe Accident Management Guidelines (SAMG) Initial Training

4.5.1 Implementor, Evaluator, and Decision Maker candidates shall complete the initial training indicated in Addendum 2 for their Emergency Response Organization position (course numbers EPT-001 through EPT-099) prior to assuming shift or prior to placement on the Emergency Response Organization Roster.

4.5.2 In addition to the initial Emergency Response Organization training requirements indicated above, Implementors, Decision Makers and Evaluators shall complete SMG002, Severe Accident Management Guidelines Classroom Training.

4.5.2.1 Candidates shall complete SMG-002, Severe Accident Management Guidelines Classroom Training prior to assuming shift or prior to placement on the Emergency Response Organization roster.

4.6 Severe Accident Management Guidelines (SAMG) Continuing Training

4.6.1 Each Implementor, Evaluator and Decision Maker shall participate in a Combined Functional Drill, table-top or functional group workshop specifically addressing SAMG implementation every three years. Drills will be developed and conducted in accordance with 0PGP05-ZV-0001, Emergency Response Exercise and Drills.

4.6.2 If the requirements of 4.6.1 can not be met, then each Implementor, Evaluator and Decision Maker shall complete SMG-202, Severe Accident Management Guidelines Classroom Requalification Training every three years.

4.7 Offsite Emergency Preparedness Training and Retraining

4.7.1 Training for hospital personnel, ambulance/rescue, police and fire departments shall include the procedures for notification, basic radiation protection, and their expected roles. For those local service support organizations who will enter the site, training shall also include site access procedures and the identity (by position and title) of the individual in the onsite emergency organization who will control the organization's support activities.

4.7.2 Initial training and retraining shall be offered and/or conducted for personnel with emergency responsibilities at least annually and at times as actual response, drill and exercise critiques may indicate.

4.7.3 Training and annual retraining shall be scheduled and tracked each calendar year, using a method similar to the information provided as Form 1. Variations to training schedules are permissible with the approval of the Supervisor, Emergency Response.

4.8 Additional Training

4.8.1 Additional training may be required (e.g. as a result of an identified weakness during a drill) in addition to the training identified on the Master Integrated Training Schedule. ERO personnel shall be notified by either their facility leader, supervisor, or by the Emergency Response Division and scheduled for training.

4.8.2 ERO personnel who miss scheduled training shall contact the Emergency Response Division to obtain a schedule for make-up training. The schedule should be provided by either their facility leader or by the Emergency Response Division.

4.8.3 Schedules for training should provide a minimum of two working weeks advance notice for those personnel who are to receive the training.

4.9 Onsite Trainee Evaluation

4.9.1 Evaluation criteria for written and practical examinations shall be based on objectives.

4.9.2 Successful completion of initial and classroom requalification training requires a grade of at least 70% on written examinations.

4.9.3 Examination failures shall be cause for removal from the ERO Roster until counseling, remediation and successful reexamination can be accomplished.

4.9.4 Examination failures shall be reported by the instructor to the Supervisor, Emergency Response.

4.10 Instructor Qualification

4.10.1 Instructors who present Emergency Preparedness Training courses which include a formal examination shall be certified in accordance with Ref. 5.12.

4.10.2 Subject Matter Experts, that have been approved by the Supervisor, Emergency Response, may be used to conduct workshops or tabletop drills.

4.11 Drill and Exercise Controllers and Evaluators

4.11.1 Drill and Exercise Instructors, Controllers and Evaluators for Levels 1, 2, or 3 drills/exercises shall be qualified in accordance with Ref. 5.14.

4.12 All training, including exercises, shall provide for formal critiques in order to identify weak or deficient areas that need correction. Recurring courses (e.g. EPT-203) shall be critiqued quarterly.

4.12.1 For classroom training, this may be accomplished in accordance with 0PGP03-ZA-0123, Implementation of Training Programs.

5.0 References

5.1 10CFR50, Appendix E

5.2 ANSI/ANS 3.7.3, 1979, Radiological Emergency Response Exercises for Nuclear Power Plants

5.3 American Nuclear Insurers Mutual Atomic Energy Liability Underwriters Inspection Criteria section 2.12

5.4 NRC TI 2515/55, Emergency Response Implementation Appraisal Program

5.5 NUREG 0654/FEMA REP-1; Section 0, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Response in Support of Nuclear Power Plants

5.6 INPO Good Practice EP-801 (Rev-01), April 1991, (INPO 85-014, Rev-01)

5.7 STPEGS Emergency Plan, Section M

5.8 0PGP03-ZA-0119, Management Oversight of Training Programs

5.9 0PGP03-ZA-0121, Design of Training Programs

5.10 0PGP03-ZA-0123, Implementation of Training Programs

5.11 0PGP03-ZF-0002, Fire Brigade Drills

5.12 0PGP03-ZT-0130, Instructor Training and Qualification

5.13 0PGP03-ZT-0133, General Employee Training Program

5.14 0PGP05-ZV-0001, Emergency Response Exercise and Drills

5.15 0PGP05-ZV-0003, Emergency Response Organization

5.16 0ERP01-ZV-TP03, Severe Accident Management

6.0 Documentation

6.1 Completed ERO training documentation shall be delivered to Records Management for Training Records Data System data entry and RMS receiving.

7.0 Support Documents

7.1 Addendum 1, Emergency Preparedness Training and Retraining Course Numbers

7.2 Addendum 2, Station Integrated Position Training Matrix

7.3 Addendum 3, Offsite Emergency Preparedness Course Numbers

7.4 Addendum 4, Substitution/History

7.5 Form 1, Offsite Training Matrix Schedule (Typical)

NOTE: Requalification Course numbers are 200 series.
*If EPT-250 is not current, then these courses require annual re-training.

EPT-001	Emergency Direction *
EPT-003	Emergency Support *
EPT-011	Emergency Communicator *
EPT-017	ERFDADS
EPT-019	PARs and Offsite Dose Calculations *
EPT-028	Assembly Area Coordinator Training
EPT-030	Quintron Console
EPT-031	Offsite Field Team
EPT-040	Safeguards Contingency Events
EPT-060	On-Shift Dose Assessment and PARs
EPT-075	Duty Maintenance Supervisor Protective Actions (RP)
EPT-080	Storm Crew Training
EPT-201	Emergency Direction Requalification (Classroom)
EPT-203	Emergency Support Requalification (Classroom)
EPT-209	E-Plan Retraining/Security
EPT-211	Emergency Communicator Requalification (Classroom)
EPT-219	RM21/STAMPEDE (Dose Assessment) Requalification (Classroom)
EPT 221	Control Room Emergency Communicator Requalification
EPT-250	ERO Annual Re-training (See Section 4.4)
EPT-260	On-Shift Dose Assessment and PARs Requalification
EPT-312	Controller/Evaluator Training
EPT-350	Severe Accident Management Requalification
	NOTE: *400 series courses are position specific Read and Sign Courses (R/S)*
EPT-401	EOF Director R/S
EPT-402	Deputy EOF Director R/S
EPT-404	Radiological Director R/S
EPT-405	Procurement/Resources Supervisor R/S
EPT-406	Offsite Field Team Supervisor R/S
EPT 407	Dose Assessment Specialist R/S
	Assistant Dose Assessment Specialist R/S
EPT-408	Support Organization Director R/S
EPT-409	Technical Director R/S
EPT-410	System Status Evaluator R/S
EPT-411	Engineering Assistant R/S
EPT-412	Records Supervisor R/S
EPT-413	Communications System Supervisor R/S
EPT-414	Offsite Agency Communicator R/S
EPT-415	Matagorda County EOC Liaison R/S
EPT-416	State of Texas EOC Liaison R/S

EPT-419	Support Orientation Coordinator R/S
EPT-420	Licensing Director R/S
	Assistant Licensing Director R/S
EPT-421	Site Public Affairs Coordinator R/S
	Site Public Affairs Specialist R/S
EPT-422	Materials Engineer R/S
EPT-423	Assistant Support Organization Director R/S
EPT-424	TSC Manager R/S
EPT-425	Assistant TSC Manager R/S
EPT-426	Operations Manager R/S
	Assistant Operations Manager R/S
EPT-427	Radiological Manager R/S
	Assistant Rad Manager R/S
EPT-428	Chemical/Radiochemical Mgr. R/S
EPT-429	Maintenance Manager R/S
EPT-430	Technical Manager R/S
EPT-431	Engineering Supervisor R/S
EPT-432	Security Manager R/S
EPT-433	Security Supervisor R/S
EPT-434	Administrative Manager R/S
EPT-435	OSC Coordinator R/S
EPT-436	Assistant OSC Coordinator R/S
EPT-438	Security Coordinator R/S
EPT-439	Materials Handler R/S
EPT-440	Operations Support Center Discipline Leads
	Plant Operations Discipline Lead R/S
	Chemistry Discipline Lead R/S
	Mechanical Maintenance Discipline Lead R/S
	I&C Discipline Lead R/S
EPT-441	Shift Supervisor/Emergency Director R/S
EPT-442	Security Force Supervisor/Acting Security Manager R/S
EPT-443	OSC Radiological Coordinator/Acting Radiological Manager R/S
EPT-444	Duty Maintenance Supervisor/Acting OSC Coordinator R/S
EPT-445	Company Spokesperson R/S
EPT-447	Emergency Operations Facility Liaison R/S
EPT-448	Radiological Coordinator R/S
EPT-4XX	Emergency Preparedness Training Read and Sign Program
EPT-5XX	Emergency Preparedness Workshop
RPT-100	Introductory Health Physics Course
SMG-002	Severe Accident Management Guidelines Classroom Training
SMG-202	Severe Accident Management Guidelines Classroom Requalification Training

Certification 3390, Chemistry E-Plan Table C-1 Radiation Protection Technician
Certification 4600, Emergency Medical Technician

EMERGENCY OPERATIONS FACILITY POSITIONS

All EOF positions require GET-I, and Fitness For Duty FFD-001. Personnel currently or previously licensed at STP or have completed STP SRO Management Certification do not require EPT-017. Personnel who are required to be respirator qualified shall, if necessary, have corrective lenses readily available.

	POSITION	COURSE NUMBER
1.	Administrative Staff	EPT-003
2.	Assistant Dose Assessment Specialist	EPT-003, EPT-011, EPT-019, EPT-404, EPT-407
3.	Assistant Support Organization Director	EPT-003, EPT-423
4.	Assistant Licensing Director	EPT-003, EPT-420
5.	Communications System Supervisor	EPT-003, EPT-080, EPT-413
6.	Deputy EOF Director (2)	EPT-001, EPT-011, EPT-040, EPT-402, SMG-002
7.	Dose Assessment Specialist	EPT-003, EPT-011, EPT-019, EPT-404, EPT-407
8.	ED Administrative Assistant/Logkeeper	EPT-003, EPT-011
9.	Employee Support	EPT-003, EPT-080
10.	Engineering Assistant	EPT-003, EPT-011, EPT-411
11.	EOF Director (2)	EPT-001, EPT-011, EPT-040, EPT-080, EPT-401, SMG-002
12.	EOF Liaison	EPT-003, EPT-080, EPT-447
13.	Licensing Director	EPT-003, EPT-420
14.	Matagorda County EOC Liaison	EPT-003, EPT-415
15.	Materials Engineer	EPT-003, EPT-422
16.	Offsite Agency Communicator	EPT-003, EPT-011, EPT-414
17.	Offsite Field Team	EPT-003, EPT-031, GET-II, GET-III, Fit Test, Respirator Physical
18.	Offsite Field Team (Driver)	EPT-003, GET-II, GET-III, Fit Test, Respirator Physical

EMERGENCY OPERATIONS FACILITY POSITIONS

All EOF positions require GET-I, and Fitness For Duty FFD-001. Personnel currently or previously licensed at STP or have completed STP SRO Management Certification do not require EPT-017. Personnel who are required to be respirator qualified shall, if necessary, have corrective lenses readily available.

POSITION	COURSE NUMBER
19. Offsite Field Team Supervisor	EPT-003, EPT-031, EPT-406
20. Procurement/Resources Supervisor	EPT-003, EPT-405
21. Purchaser	EPT-003, EPT-080
22. Rad Staff	EPT-003
23. Radiological Director	EPT-003, EPT-019, EPT-011, EPT-404
24. Records Supervisor	EPT-003, EPT-412
25. Site Public Affairs Admin. Assistant	EPT-003
26. Site Public Affairs Coordinator	EPT-003, EPT-421
27. Site Public Affairs Specialist	EPT-003, EPT-080, EPT-421
28. State Of Texas EOC Liaison	EPT-003, EPT-416
29. Status Board Keeper	EPT-003
30. Support Organization Director	EPT-003, EPT-408
31. Support Orientation Coordinator	EPT-003, EPT-419
32. System Status Evaluator	EPT-001, EPT- 011, EPT-017, EPT-410
33. Technical Director	EPT-001, EPT-011, EPT-409
34. Technical Staff	EPT-001, EPT-017
35. Information Systems Analyst	EPT-003
36. STPNOC Assembly Area Coordinators/Managers	EPT-028

Note: 2 - SAMG Decision Maker

TECHNICAL SUPPORT CENTER POSITIONS

All TSC positions require GET-I, and Fitness for Duty FFD-001. Personnel currently or previously licensed at STP or have completed STP SRO Management Certification do not require EPT-017.

	POSITION	COURSE NUMBER
1.	Administrative Manager	EPT-003, EPT-434
2.	Administrative Staff	EPT-003, EPT-080
3.	Assistant Operations Manager (3)	EPT-001, EPT-426, EPT-511, SMG-002
4.	Assistant Radiological Manager	EPT-003, EPT-019, EPT-427, EPT-511
5.	Assistant TSC Manager (2)	EPT-001, EPT-011, EPT-040, EPT-425, EPT-511, SMG-002
6.	Chemical/Radiochemical Manager	EPT-003, EPT-011, EPT-080, EPT-428, EPT-511
7.	Engineering Supervisor (3)	EPT-003, EPT-431, SMG-002
8.	Engineer - Electrical (3)	EPT-003, EPT-017, EPT-080, SMG-002
9.	Engineer - I&C (3)	EPT-003, EPT-017, SMG-002
10.	Engineer - Mechanical (3)	EPT-003, EPT-017, EPT-080, SMG-002
11.	Engineer - Nuclear (3)	EPT-001, EPT-017, EPT-080, SMG-002
12.	Maintenance Communicator	EPT-003
13.	Maintenance Manager	EPT-003, EPT-080, EPT-429
14.	Operations Communicator (1)	EPT-003, EPT-511, SMG-002
15.	Operations Manager (3)	EPT-001, EPT-080, EPT-426, EPT-511, SMG-002
16.	Radiological Manager (3)	EPT-003, EPT-019, EPT-080, EPT-427, EPT-511, SMG-002
17.	Security Manager	EPT-003, EPT-030, EPT-080, EPT-432, EPT-511
18.	Security Supervisor	EPT-003, EPT-433
19.	Status Board Keeper	EPT-003
20.	Technical Manager (3)	EPT- 001, EPT-430, EPT-511, SMG-002
21.	TSC Communicator	EPT-003, EPT-011, EPT-080, EPT-511
22.	TSC Manager (2)	EPT-001, EPT-011, EPT-040, EPT-080, EPT-424, EPT-511, SMG-002

Notes:
1 - SAMG Implementor
2 - SAMG Decision Maker
3 - SAMG Evaluator

OPERATIONS SUPPORT CENTER

All OSC positions require GET-I and Fitness for Duty FFD-001. Other identified positions require GET-II, GET-III, GET-IV, Fit Test, and Respirator Physical. Personnel who are required to be respirator qualified shall, if necessary, have corrective lenses readily available. Note: Operations Support Center emergency repair and damage control team personnel filling Emergency Response Organization positions in accordance with the South Texas Project Electric Generating Station Emergency Plan Table C-1 shall maintain respirator qualifications.

	POSITION	COURSE NUMBER
1.	Assistant OSC Coordinator	EPT-003, EPT-436 OR EPT-444
2.	Chemistry Discipline Leader	EPT-003, EPT-440
3.	Electrical Maintenance Discipline Leader	EPT-003, EPT-080, EPT-440
4.	Electrical Maintenance Staff	EPT-003, GET-II, GET-III, GET-IV, Fit Test, Respirator Physical
5.	Emergency Medical Response	EPT-003, GET-II, GET-III, GET-IV, Fit Test, Respirator Physical, Cert.4600 Emergency Medical Technician
6.	I&C Discipline Leader	EPT-003, EPT-080, EPT-440
7.	I&C Maintenance Staff	EPT-003, GET-II, GET-III, GET-IV, Fit Test, Respirator Physical
8.	Maintenance Planner	EPT-003
9.	Material Handler	EPT-003, EPT-080, EPT-439, GET-II, GET-III, GET-IV, Fit Test, Respirator Physical
10.	Mechanical Maintenance Discipline Leader	EPT-003, EPT-080, EPT-440
11.	Mechanical Maintenance Staff	EPT-003, GET-II, GET-III, GET-IV, Fit Test, Respirator Physical
12.	OSC Communicator	EPT-003
13.	OSC Coordinator	EPT-003, EPT-435
14.	Plant Operations Discipline Leader	EPT-003, EPT-440
15.	Radiological Coordinator	EPT-003, EPT-437
16.	Resource Coordinator	EPT-003
17.	Security Coordinator	EPT-003, EPT-438
18.	Status Board Keeper	EPT-003

CONTROL ROOM/ONSHIFT ORGANIZATION POSITIONS:

Control Room/Onshift positions designated # below require current FFD-001, GET-001, GET-002, GET-003, GET-004, respirator physical and respirator fit test. All other positions require current FFD-001, GET-001, and GET-002. Qualified Alarm Station Operators filling the Onsite Communicator position do NOT require EPT-030. IF the Duty Maintenance Supervisor does NOT have course credit for EPT-075, THEN EITHER the 2nd Mechanical Maintenance OR 2nd I&C Maintenance craft person on shift SHALL have course credit for EPT-075. Personnel, who are required to be respirator qualified shall, if necessary, have corrective lenses readily available.

	POSITION	COURSE NUMBER
1.	Shift Supv./Unit Supv./Emergency Director (1)#	EPT-001, EPT-011, EPT-040, EPT-441, SMG-002
2.	Shift Technical Advisor (1)#	EPT-001, EPT-011, SMG-002
3.	Reactor Operators (1)#	EPT-001, EPT-011, SMG-002
4.	Onsite Communicator	EPT-003, EPT-030
5.	Plant Operators (Fire Brigade/Safe Shutdown)#	EPT-003, EPT-011
6.	Acting Radiological Manager	EPT-003, EPT-060, EPT-443
7.	Radiation Protection Technicians#	EPT-003
8.	Security Force Supervisor/Acting Security Manager	EPT-003, EPT-442
9.	Security Force Table C-1 Personnel	EPT-003, GET-003, Respirator Physical and Fit Test
10.	Duty Maintenance Supv./Acting OSC Coordinator	EPT-003, EPT-075, EPT-444
11.	Material Handler	EPT-003, EPT-439
12.	ERO Maintenance Crews#	EPT-003
13.	Medical Responders (Plant Protection personnel)#	EPT-003,Cert 4600 (Emergency Medical Technician)
14.	Chemistry Technician (RP Protective Measures)#	EPT-003, RPT-100, Cert 3390 Chemistry E-Plan Table C-1 Radiation Protection Technician
15.	Chemistry Technician#	EPT-003
16.	State/County Communicator	EPT-003, EPT-011
17.	ENS Communicator	EPT-001, EPT-011

Notes: 1 - SAMG Implementor
Table C-1 – South Texas Project Electric Generating Station Emergency Plan Table C-1

JOINT INFORMATION CENTER POSITIONS

	POSITION	COURSE NUMBER
1.	Company Spokesperson	FFD-001, GET-001, EPT-001, EPT-445
2.	JIC Directors	FFD-001, GET-001, EPT-003, EPT-445
3.	All Other STPEGS Personnel Assigned To The Joint Information Center	FFD-001, GET-001, EPT-003

EPT-108	Introductory Overview of Emergency Preparedness
EPT-109	Emergency Access Operations
EPT-110	Basic Radiation Protection
EPT-111	Personal Dosimetry
EPT-112	Pressurized Water Reactor Familiarization
EPT-113	Matagorda County Emergency Management Plan
EPT-114	Matagorda County Emergency Response Direction and Control
EPT-115	Public Notification Methods
EPT-116	Prompt Notification System Operation
EPT-117	Protective Action Guides
EPT-118	Evacuation Methodology
EPT-119	Normal Site Access Operations
EPT-120	Fire Department
EPT-121	Radiation Monitoring and Decontamination
EPT-122	Reception Center Operation
EPT-123	Environmental Health Department
EPT-124	Law Enforcement
EPT-125	Emergency Communications Network
EPT-126	Public Information Officer
EPT-127	Emergency Medical Services
EPT-128	Transportation Officer and Bus Drivers
EPT-304	Offsite Agency Coordination

The Emergency Preparedness Training program was originally described in IP-8.21Q, Emergency Preparedness Training Program. This procedure provided for the following initial training courses:

EPT-001	Emergency Direction
EPT-002	Emergency Plan Training - Licensed Operators
EPT-003	Emergency Plan Training - Non-Licensed Operators
EPT-004	Emergency Plan Training - Technical Support (i.e., engineering)
EPT-005	Emergency Plan Training - Maintenance
EPT-006	Emergency Plan Training - Chemical Operations (i.e., non-licensed operators) and Chemical Analysis
EPT-007	Emergency Plan Training - Health and Safety Services (i.e., radiation protection)
EPT-008	Emergency Plan Training - Management Services (i.e., administrative personnel)
EPT-009	Emergency Plan Training - Security
EPT-010	Emergency Plan Training - Public Affairs & Information (i.e., corporate personnel who staffed the Media Information Center)

The ten basic courses were comprised of abbreviated/detailed lessons. A detailed lesson contained all objectives for a lesson (e.g., evacuation). An abbreviated lesson was comprised of most, but not all of the detailed objectives. This resulted in a course hierarchy which was used for course substitutions. The hierarchy was as follows:

1. EPT-001 or EPT-002
2. EPT-004 or EPT-007
3. EPT-003, EPT-005, EPT-006, EPT-008, EPT-009, EPT-010

As an example, a person needing EPT-008 credit could attend an EPT-004 or EPT-002 as an acceptable practice. Requalification frequency established in IP-8.21Q was 12 ± 3 months.

Two additional courses, EPT-011 Emergency Communicator, and EPT-030, Quintron Console Operation have a substitution history. EPT-011 (which includes operation of the Quintron Console) may be substituted for EPT-030.

Requalification training courses were identified as a 200 version of the initial course (e.g. requal for EPT-001 was EPT-201). Classroom basic requalification classes (EPT-200 series) were time shortened versions of the original class, covering all original objectives. An EPT-203 examination is identical to an EPT-003 examination and an EPT-201 examination is identical to an EPT-001 examination. If a person's qualifications have expired, requalification training will reinstate a person's qualifications to be on the Emergency Response Organization regardless of the time since expiration.

In mid-1991 the emergency preparedness program was completing an enhancement period. This period was characterized by a complete rewrite of all emergency preparedness procedures and training courses. Letter ST-HL-AE-3782 Extension of Emergency Response Requalification (Houston Lighting and Power to Nuclear Regulatory Commission, May 21, 1991) documents a one-time deviation in requalification frequency from 15 to 17 months to prevent requalification training on the old program and to permit requalification training on the enhanced program. This change is reflected in personnel training records during the summer of 1991. The requalification course numbers used in 1991 were: EPT-041 Differences 1 (differences between the old and new program for directors of the Emergency Response Organization) and EPT-042 Differences 2 (differences between the old and new program for those who supported the directors). Also, in mid-1991, IP-8.21Q was revised such that there became only two initial emergency preparedness training courses; EPT-001, Emergency Direction and EPT-003, Emergency Support. EPT-001 was revised to incorporate all of the objectives found in the previous courses EPT-001, 002, 004 and 007. EPT-003 then became the equivalent of EPT-003, 005, 006, 008, 009 and 010. Also, EPT-001, containing all of the objectives of EPT-003 and more, became an acceptable substitute for EPT-003.

In the spring of 1992, requalification requirements were modified to allow requalification by drill or workshop (EPT-250). In November, 1993, IP-8.21Q was retired and this procedure, 0PGP03-ZT-0139, Emergency Preparedness Training Program, became the implementing procedure for emergency preparedness training.

Revision 5 of this procedure created specific read and sign course numbers for many emergency response organization positions (EPT 400 series). The 400 series replaces the generic EPT 043 course number. Additionally, revision 5 added Severe Accident Management (SMG) training for select emergency response organization personnel.

ERO PERSONNEL	DATE SCHEDULED	DATE COMPLETED
1. Matagorda County Judge and Commissioner		
1.1 EPT-108 Introductory Overview of Emergency Preparedness	_____	_____
1.2 EPT-110 Basic Radiation Protection	_____	_____
1.3 EPT-112 Pressurized Water Reactor Familiarization	_____	_____
1.4 EPT-113 Matagorda County Emergency Management Plan	_____	_____
1.5 EPT-114 Matagorda County Emergency Response Direction and Control	_____	_____
1.6 EPT-115 Public Notification Methods	_____	_____
1.7 EPT-117 Protection Action Guides	_____	_____
1.8 EPT-118 Evacuation Methodology	_____	_____
2. Bay City Mayor		
2.1 EPT-108 Introductory Overview of Emergency Preparedness	_____	_____
2.2 EPT-110 Basic Radiation Protection	_____	_____
2.3 EPT-112 Pressurized Water Reactor Familiarization	_____	_____
2.4 EPT-113 Matagorda County Emergency Management Plan	_____	_____
2.5 EPT-114 Matagorda County Emergency Response Direction and Control	_____	_____
2.6 EPT-115 Public Notification Methods	_____	_____
2.7 EPT-117 Protection Action Guide	_____	_____
2.8 EPT-118 Evacuation Methodology	_____	_____
3. Palacios Mayor		
3.1 EPT-108 Introductory Overview of Emergency Preparedness	_____	_____
3.2 EPT-110 Basic Radiation Protection	_____	_____
3.3 EPT-112 Pressurized Water Reactor Familiarization	_____	_____
3.4 EPT-113 Matagorda County Emergency Management Plan	_____	_____
3.5 EPT-114 Matagorda County Emergency Response Direction and Control	_____	_____
3.6 EPT-115 Public Notification Methods	_____	_____
3.7 EPT-117 Protection Action Guides	_____	_____
3.8 EPT-118 Evacuation Methodology	_____	_____

Table of Contents Page

1.0 Purpose and Scope

1.1 This procedure provides guidance for the activation, operation and deactivation of the Joint Information Center (JIC).

2.0 Responsibilities

2.1 **JIC Director**

- Overall management responsibility for activation and operation of the Joint Information Center.

2.2 **Company Spokesperson**

- Serving as the primary spokesperson for STPEGS.
- Approving press releases.
- Maintaining contact with the STPEGS Site Public Affairs Coordinator.
- Meeting with offsite agency Public Information Officers (PIOs) prior to news briefings.
- Designating personnel to make public comments on the emergency.

2.3 **JIC Administrative Manager**

- Facility and equipment setup and startup.
- Facility continued operation.
- Facility staffing and security.
- Developing JIC shift schedule.

2.4 **Media Relations Manager**

- Managing the timely, accurate flow of information to the media covering the STPEGS emergency event.

2.5 **Senior Staff Writer**

- Preparing press releases that give background information.

2.6 **Public Inquiry Manager**

- Monitoring media outlets and public inquiries for erroneous information.

2.7 **Public Inquiry Staff**

- Tracking and trending rumors and misinformation.

2.8 **JIC Security**

- Controlling access to the Joint Information Center.

2.9 **Administrative Staff**

- Providing clerical support to Joint Information Center as requested.

2.10 **Technical Support Liaison**

- Providing technical information to and assisting the Senior Staff Writer.

2.11 **Media Relations Technical Spokesperson**

- Interpreting technical information.

2.12 **Media Relations Staff**

- Assisting the Media Relations Manager as requested.

2.13 **Audio Visual Specialist**

- Video taping news briefings.

2.14 **Media Relations ANI Liaison**

- Providing insurance information.

2.15 **Internet/Graphics Technician**

- Monitoring the Internet for STPEGS misinformation.

3.0 Procedure

3.1 **Activation of the Joint Information Center**

3.1.1 An Alert, Site Area Emergency or General Emergency has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.

3.1.2 The Emergency Director has ordered the activation of the Joint Information Center to support response activities.

3.1.3 Upon arrival at the Joint Information Center, personnel shall proceed to their respective workstation if they are in possession of their STPEGS Identification badge. If not, personnel shall check in with Security for badging.

3.1.4 If the respective workstation has not been set up, then retrieve the appropriate boxes from storage and begin setting up the workstation. Addendum 1 depicts typical Joint Information Center floor plans.

- Ensure workstation clocks are synchronized with the STPEGS Integrated Computer System.

3.1.5 Each individual should perform equipment checks in his or her respective work area.

3.1.6 The JIC Director should declare the Joint Information Center activated when the following has been accomplished:

- Communications have been established with the Site Public Affairs Coordinator at the Emergency Operations Facility; and appropriate staff and equipment are available to begin operation.
- In the event the Emergency Operations Facility is not functional, communication with the TSC should be established prior to activation.
- The JIC need not be activated to begin performing certain functions, e.g. Media Monitoring, answering public/media inquiry calls, press briefings/information, initial teleconference, or other functions as determined by the Joint Information Center Director.

3.2 **JIC Director**

3.2.1 Obtain information pertinent to the emergency at STPEGS from the Emergency Operations Facility (EOF).

3.2.2 Obtain status of the Joint Information Center staffing, facility and equipment setup, and security arrangements from the JIC Administrative Manager.

3.2.3 Activate Joint Information Center when sufficient staff and equipment are available to fulfill functions.

3.2.4 Ensure Joint Information Center is setup to accommodate the media response and the responding Public Information Officers (PIOs).

3.2.5 Provide accurate and timely information to the public of onsite status and conditions:

- Obtain accurate and timely plant/site information.
- Keep the EOF Director appraised of information provided to the public.
- Facilitate/coordinate dissemination of plant information to the PIOs co-located at the Joint Information Center.

3.2.6 Conduct adequate news briefings.

3.2.7 Provide news releases and bulletins.

3.2.8 Obtain status of rumor control and public inquiry information from the Public Inquiry Manager

3.2.9 Direct the Site Public Affairs Specialist to coordinate press releases, with Senior Staff Writer.

3.2.10 Provide Company Spokesperson with timely and accurate information.

3.2.11 If a Presidential Declaration is involved, work with the Lead Federal Agency (LFA) to integrate Joint Information Center activities, possibly through a Public Affairs Coordinating Committee.

3.2.12 Direct the Media Relations Manager to coordinate media tours of emergency facilities by media and ensure tours are approved by facility directors/managers.

3.2.13 Ensure the correct emergency classification is prominently displayed on facility status boards.

3.2.14 Schedule frequent news conferences (e.g., hourly) in order to apprise media of current information.

3.2.15 Provide accurate and timely information to the news media.

3.2.16 Discuss plant status with offsite agency PIOs located at the Joint Information Center as well as the Division of Emergency Management PIO in Austin when possible.

3.2.17 Direct the Media Relations Manager to schedule interviews with the media as needed.

3.2.18 Correct misinformation/rumors during press briefings, as necessary.

3.2.19 Ensure the JIC Administrative Manager transmits updated news releases.

3.2.20 Hold strategy sessions with agency PIOs prior to press briefings.

3.3 **Company Spokesperson**

3.3.1 Report to and obtain a briefing from the JIC Director.

3.3.2 During activation, if responding to the Joint Information Center from STPEGS, then report briefly to the Emergency Operations Facility and obtain a plant status briefing from the EOF Director and/or the Site Public Affairs Coordinator.

3.4 **JIC Administrative Manager**

3.4.1 Report to and obtain a briefing from the JIC Director.

3.4.2 Before proceeding to the Joint Information Center, contact Matagorda Hotel to initiate setup and food service.

3.4.3 Before proceeding to the Joint Information Center, contact DPS Pierce to provide security.

3.4.4 Direct/oversee setup and startup of facility equipment and report to JIC Director when facility equipment is ready to support activation.

3.4.5 Monitor staffing of facility for activation and direct staff to obtain personnel for unfilled positions. Report to JIC Director when facility staffing is sufficient for activation.

3.4.6 Coordinate security activities at the Joint Information Center and provide status to JIC Director.

3.4.7 Coordinate staff activities.

3.4.8 Provide Public Information Officers (PIOs) with support as requested and required (such as fax, copy, and typing assistance).

3.4.9 Ensure press releases are transmitted.

3.4.10 Develop a JIC staff shift schedule in accordance with Addendum 1.

3.4.11 Additional guidance can be found in ZV-0009, Joint Information Center Administrative Support Guide.

3.5 **Media Relations Manager**

3.5.1 Report to and obtain a briefing from the JIC Director.

3.5.2 Report to JIC Director when ready to support facility activation.

3.5.3 Coordinate, schedule and announce the press briefings and conferences.

3.5.4 Respond to media inquiries for information.

3.5.5 Coordinate with JIC Administrative Manager to provide for media's physical needs.

3.5.6 Arrange special interviews when requested.

3.5.7 Respond to media telephone inquiries when requested

3.5.8 Respond to media needs at the Joint Information Center.

3.5.9 Obtain approval for and coordinate tours to other emergency response facilities as requested. Coordinate these with the JIC Director.

3.5.10 Coordinate correction of media misinformation with the Public Inquiry Manager.

3.5.11 Coordinate activities of the media relations and the audiovisual staff.

3.5.12 Facilitate media interviews with Spokespersons as appropriate.

3.6 **Senior Staff Writer**

3.6.1 Report to and obtain a briefing from the JIC Director.

3.6.2 Prepare press releases and additions to press releases that give background information.

3.6.3 Obtain approval of press releases from Company Spokesperson.

3.7 **Public Inquiry Manager**

3.7.1 Report to and obtain a briefing from the JIC Director.

3.7.2 Coordinate activities of media monitors and rumor control telephone responders.

3.7.3 Ensure monitoring of news outlets.

3.7.4 Coordinate correction of rumors/media misinformation with the Media Relations Manager.

3.7.5 Provide media monitors and rumor control personnel with press releases and corrected rumor information.

3.7.6 Additional guidance can be found in ZV-0010, Joint Information Center Public Inquiry.

3.8 **The Public Inquiry Staff**

3.8.1 Report to and obtain a briefing from the Public Inquiry Manager.

3.8.2 Monitor television and radio stations.

3.8.3 Record television or radio misinformation, and report to the Public Inquiry Manager.

3.8.4 Log rumor/misinformation.

3.8.5 Respond to public and media inquiries by referring to press releases and other information provided from official sources.

3.8.6 Monitor news conferences, if possible.

3.8.7 Report media inquires to the Public Inquiry Manager.

3.8.8 Log media inquires.

3.8.9 Track and trend rumors and misinformation.

3.8.10 Additional guidance can be found in ZV-0010, Joint Information Center Public Inquiry.

3.9 **JIC Security Staff**

3.9.1 Report to and obtain a briefing from the JIC Administrative Manager.

3.9.2 Badge utility and offsite agency personnel who are not in possession of official agency badges. Proper identification can be used to issue facility badges with the approval of the JIC Administrative Manager.

3.9.3 Direct media representatives to Media Relations for badging.

3.9.4 Control access to the Joint Information Center.

3.10 **Administrative Staff**

3.10.1 Report to and obtain a briefing from the JIC Administrative Manager.

3.10.2 Assist the JIC Administrative Manager as requested.

3.10.3 Provide clerical support to Joint Information Center Staff as requested.

3.10.4 Additional guidance can be found in ZV-009, Joint Information Center Administrative Support Guide.

3.11 **Technical Support Liaison**

3.11.1 Report to and obtain a briefing from the JIC Director.

3.11.2 Gather information from the plant.

3.11.3 Assist the Company Spokesperson, Media Relations Manager and Senior Staff Writer in interpreting technical information.

3.11.4 Provide technical information to and assist the Senior Staff Writer in checking news releases for technical accuracy. Assist in the preparation of news releases.

3.12 **Media Relations Technical Spokesperson**

3.12.1 Report to and obtain a briefing from the Media Relations Manager.

3.12.2 Provide technical information to and assist the Senior Staff Writer in checking news releases for technical accuracy. Assist in the preparation of news releases.

3.12.3 Participate in technical news briefings as requested.

3.12.4 Assist the Public Inquiry Manager in interpreting technical information.

3.12.5 Identify appropriate visual aids to support technical explanations.

3.12.6 Support the Company Spokespersons, agency Public Information Officers (PIOs), Media Relations Manager, Public Inquiry Manager and other JIC staff as needed.

3.13 Media Relations Staff

3.13.1 Report to and obtain a briefing from the Media Relations Manager.

3.13.2 Sign-in and badge media representatives if press badge is not available.

3.13.3 Assist media personnel as requested.

3.14 Audio Visual Specialist

3.14.1 Report to and obtain a briefing from the Media Relations Manager.

3.14.2 Set up and adjust the Public Address system in the Press Conference area and insure PA system is working in the work areas of the facility.

3.14.3 Videotape news briefings.

3.14.4 Tape interviews as requested by the Media Relations Manager.

3.15 Media Relations ANI Liaison

3.15.1 Report to and obtain a briefing from the Media Relations Manager.

3.15.2 Provide information regarding insurance issues until arrival of the American Nuclear Insurers (ANI).

3.15.3 Interface with ANI representatives during Joint Information Center activation.

3.16 Internet/Graphics Technician

3.16.1 Reports to and obtains a briefing from the Public Inquiry Manager.

3.16.2 Monitors various Media Internet sites for STPEGS misinformation.

3.16.3 Activates the Emergency Response section of the STPEGS Website.

3.16.4 Downloads and posts press releases on STP Website.

3.16.5 Emails press releases to pre-established media locations/lists.

3.16.6 Supports the facility with graphics assistance.

3.17 **Communications Technician**

3.17.1 Reports to and obtains a briefing from the Administrative Manager.

3.17.2 Responsible for set up and functioning of the telecommunications equipment at the JIC and other offsite emergency response facilities.

3.17.3 Responsible for maintenance and functioning of the NORSTAR telephone system for the Public Inquiry telephone lines.

3.17.4 Responsible for set up and functioning of the JIC public address system.

3.17.5 Assist Audio Visual Technician with duties after completion of JIC set up.

3.18 **Deactivation of the Joint Information Center**

- The Joint Information Center shall be deactivated at the discretion of the JIC Director.

4.0 References

4.1 STPEGS Emergency Plan

4.2 NUREG 0654/FEMA-REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, Rev. 1

4.3 ZV-0009, Joint Information Center Administrative Support Guide

4.4 ZV-0010, Joint Information Center Public Inquiry

5.0 Support Documentation

5.1 Addendum 1, STP Use of Conference Plus, Inc. for Anytime Conferencing

5.2 Addendum 2, Use of the Polycom for Press Conference Conferencing

5.3 Addendum 3, Development of Shift Schedules

5.4 Addendum 4, Joint Information Center Floor Plan (Sample)

5.5 Addendum 5, Joint Information Center Setup Priority

Anytime Conferencing or 24/7 Conferencing Customer Number: 77149

Use Anytime Teleconferencing with the Polycom, allowing media outlets to call in and listen to press conferences. STP can also use this 24/7 for teleconferences. Participants are provided the date and time of the teleconference, telephone call in number, and pass code anytime prior to the conference. Conference participants will hear music until host/moderator starts conference. This can be used at the JIC if you have time to fax the teleconference time and telephone number/security code an hour or so prior to start time. ~$.21/minute/participating line

To Activate "Anytime" Teleconferencing:	Information:
• Call 888-387-6038	This number is set up 24/7 for STP use.
• Enter pass code 8152622#	
• Prompted to enter moderator code.	Will hear, "Host has not yet arrived. If you are the host, please press the * key."
• *	
• Enter moderator code 4103622#	
• Press *2 to record	Be sure you hear, "This conference is now being recorded." If you do not hear this message, press *2 again. You may have to wait until messaging has stopped before pressing the *2.
• Call is now open.	You are the host. You begin the conference by telling who you are and why you have called the conference. If at any time during the call you require Conference Plus Operator Assistance, press "*0" and an operator will assist you.
• *2 to stop recording	Do not do this until you are absolutely sure the call is complete. If you press *2 and conference is not really complete, it will erase what was previously recorded and start over.
• Hang up	Hanging up terminates the call. Audiotape will be mailed to Lurinda Barton that day.
• **To listen to digital playback ($.48/minute)** - **Call 888-843-8996** - **Enter Security Code 8152622#**	If you want media outlets to have the ability to hear digital playbacks, you will want to put this on future press releases.

Conference Plus can turn a completed teleconference into a .wav file and put it on FTP (file transfer protocol.) The Media can be directed to go to Conference Plus, Inc website to hear playback of teleconference, or STP can put it on STP's website. There is no set up fee. The cost per call is $20.00. Audio of teleconference goes to Conference Plus FTP address. STP can pick it up from there and download to STP website. File Name: STPEGS, User Name: STP, Password: STP. This may be cheaper than digital playback. This will NOT be used for drills. Converting .wav file to an MP3 file will allow those with slower internet connections to hear the teleconference.

Operator Assisted Teleconferencing **Customer Number: 77149**

Conference Plus operators call participants prior to the teleconference and put them on hold until the teleconference begins. Two lists (orders) have been provided to/placed with Conference Plus (see below.) Since there are a considerable number of potential participants on the JIC Real list, allow Conference Plus as much time as possible to set up the call, being aware that STP needs to get information out as soon as possible. STP can use this method of teleconference when time is of the essence and the teleconference can not be prescheduled. Participants will hear music until host/moderator starts conference.
~$.36/minute/participating line

To Activate "Operator Assisted" Teleconferencing:	Information:
• Call Conference Plus - 1-800-866-0888 or 1-847-619-6100	Call to set up teleconference. Give them at least 20 minutes to set up the call, or as long as you can.
• Press 1 – Audio Conference • Request to set up an Operator Assisted call.	Timing calls to begin at the 00:15's and the 00:45's after the hour increases the number of operators available to call participants.
• Provide them with the permanent order number (list number) that you want to activate. - **JIC Drill, - Order # 7086308** OR - **JIC Real, - Order # 7086311**	They will call everyone on the list and those choosing to participate will be put on hold until the conference begins. JIC Drill list has 9 potential participants. JIC Real list has 20 potential participants.
• Give them the following information: - Your name and that you are the new arranger for the call. - That you are calling on behalf of _____ (STP Company Spokesperson name for your team.) - Your call back number. Be sure they understand this is a different telephone number than the one on the order and that **they are to call you back on this line when the call is ready, and that they are to call you back last.** - Day of call - Time of call in Central Time - Tell them to record the call. - Get the operator's name that you placed the call with.	Provide a telephone number where you can be reached, or you will be called on your default number that has been provided to Conference Plus. Most default telephone numbers are your cell phone numbers. Operator will hang up after setting up call with you. If at any time there is a problem, call 800-866-0888 option 8 (Customer Service) or the Conference Plus Supervisor at 847-413-3454.
• Conference Plus operator will get participants on the line and call you when your call is ready.	They will call you on your default telephone number, unless you have provided them with another number. Begin the conference. You are the host and must introduce yourself and tell them why you are calling. Provide a short statement, and then take questions. If at any time during the call you require Conference Plus Operator Assistance, press "*0" and an operator will assist you.
• At the conclusion of conference, tell participants about the Joint Information Center, where it is located, and the time it will be operational.	
• Hang up.	Hanging up terminates the call. The operator will stop the recording. Audiotape will be mailed to Lurinda Barton at the end of the day.

• **Digital playback is available,** if you request it at $.48/minute/call and $50.00 set up fee - **Call 888-843-8996** - **Enter Security Code** Drill 7086308# Real 7086311#	If you want media outlets to have the ability to hear playbacks, you will have to put the telephone number and security code on future press releases. DO NOT GIVE THIS OUT TO THE PUBLIC. If multiple teleconferences are conducted, only the latest one will play. The latest tape will play for one week.

Conference Plus can turn a completed teleconference into a .wav file and put it on FTP (file transfer protocol.) The Media can be directed to go to Conference Plus, Inc website to hear playback of teleconference, or STP can put it on STP's website. There is no set up fee. The cost per call is $20.00. Audio of teleconference goes to Conference Plus FTP address. STP can pick it up from there and download to STP website. File Name: STPEGS, User Name: STP, Password: STP. This may be cheaper than digital playback. This will NOT be used for drills. Converting .wav file to an MP3 file will allow those with slower internet connections to hear the teleconference.

The Polycom will be used in the Press Conference room to allow the media to call into and listen to press conferences. Media Relations is responsible for setting up the unit, opening up the call, and insuring the message below is sent out by the Administrative Group prior to each press conference.

- Plug the Polycom unit into telephone jack.
- Plug the Polycom unit into a power supply.
- Place in center of spokespersons table.
- When ready for press conferences, call into Conference Plus, Inc, using instructions for Anytime Conferencing.
- Press #5 to place the unit on mute and #5 to take it off mute.
- Have an Administrative person fax out the following message to JIC Drill or JIC Real list prior to each press conference, as soon as time is set for the next press conference.
- Disconnect the call as soon as the press conference is concluded.

The South Texas Project Electric Generating Station will host a press conference at the Joint Information Center on _____/_____/_____ (Date) at _____:_____ CST (Time). If you wish to listen to the press conference, call 1-888-387-6038 a few minutes prior to the start of the press conference. The pass code for the conference is 8152622#. We regret we will be unable to take any questions over the telephone.

1.0 Use a copy of the Emergency Response Organization Roster to make shift assignments.

- Identify the start time for the first and second shift.
- Using the Joint Information Center Shift Roster input personnel names next to the appropriate position.
- Obtain shift approval from the JIC Director.

2.0 Contacting Relief Personnel

- Contact relief personnel by telephone at work if during normal working hours or at home and provide them with the start time for their shift.
- Include the following information to all personnel:
  - Any individual living within the 10-mile Emergency Planning Zone shall give an alternate telephone number should they be evacuated.
  - For individuals without an alternate telephone number, direct the individual to contact the JIC Administrative Manager upon relocation.
  - Direct personnel to carry their STP picture ID badge for JIC access.

3.0 Post Notification

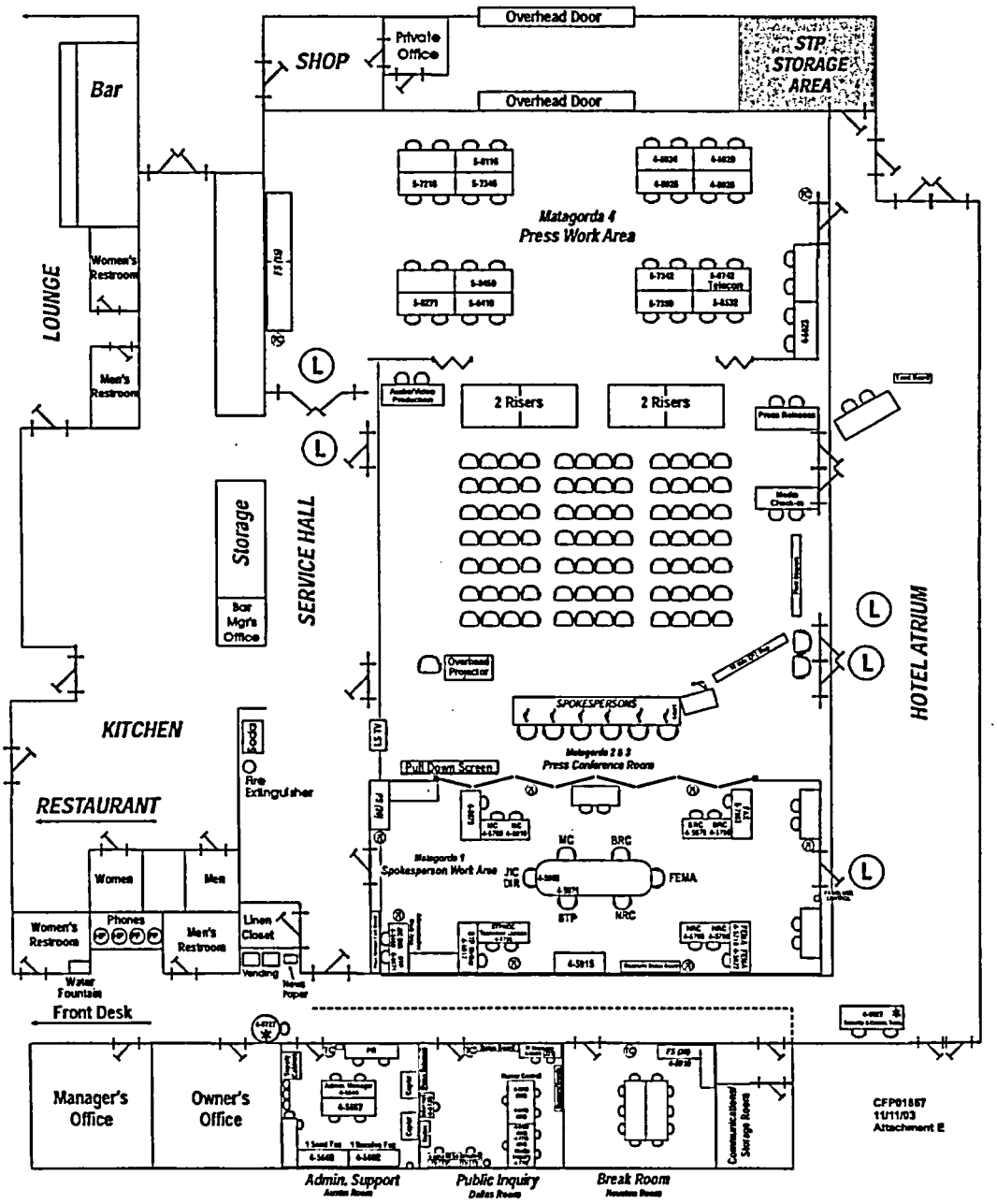
- Inform the JIC Director when completed.
- Provide a copy of the completed Joint Information Center Shift Roster to the JIC Director.
- Fax the Joint Information Center Shift Roster to the Assistant Support Organization Director.
- Ensure a copy of the Joint Information Center Shift Roster is posted in the Administrative Support and Break Rooms.

DATE/TIME: _____

JOINT INFORMATION CENTER SHIFT ROSTER

POSITION	FIRST SHIFT Start Time: _____	SECOND SHIFT Start Time: _____
Admin Staff 1		
Admin Staff 2		
Admin Staff 3		
Admin Staff 4		
Admin Staff 5		
Admin Staff 6		
Communications Technician		
Audio-Visual Specialist		
Internet/Graphics Technician		
JIC Administrative Manager		
JIC Director		
Public Inquiry Manager		
Media Relations Manager		
Public Inquiry Staff 1		
Public Inquiry Staff 2		
Public Inquiry Staff 3		
Public Inquiry Staff 4		
Public Inquiry Staff 5		
Public Inquiry Staff 6		
Public Inquiry Staff 7		
Media Relations Manager		
MR ANI Liaison		
MR Staff 1		
MR Staff 2		
MR Staff 3		
MR Technical Spokesperson		
Senior Staff Writer		
Spokesperson		
Technical Support Liaison		

Joint Information Center

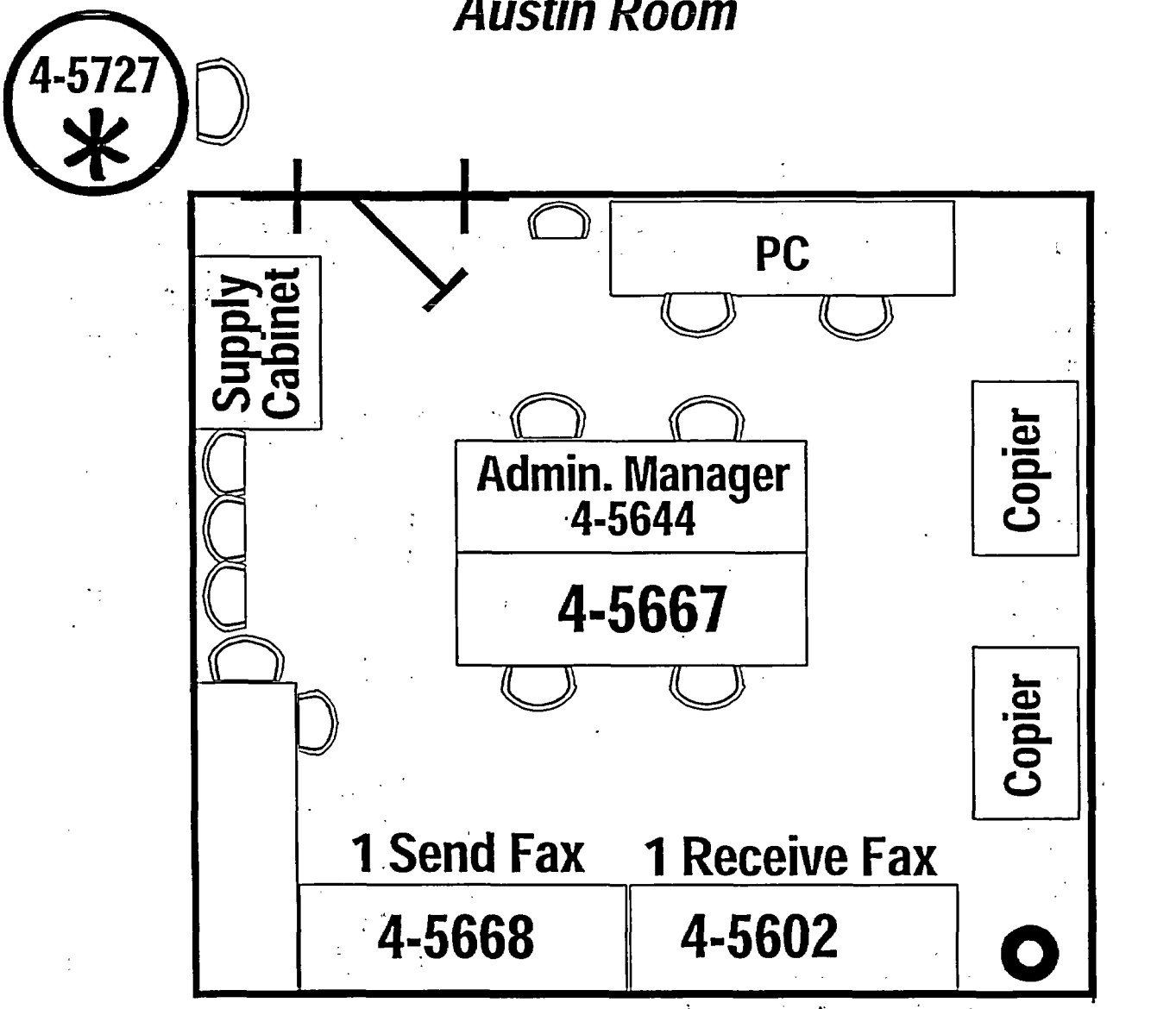


FS (#) Food Service (number of people)
• P.A. Volume Control
(PP) Pay Phones
(HP) House Phones
(L) Locked Doors
(TC) Trash Can
✱ Security
Microphone
----- Partitions

NOTE: Rooms 135/136 will be used for meals and rest

Administrative Support

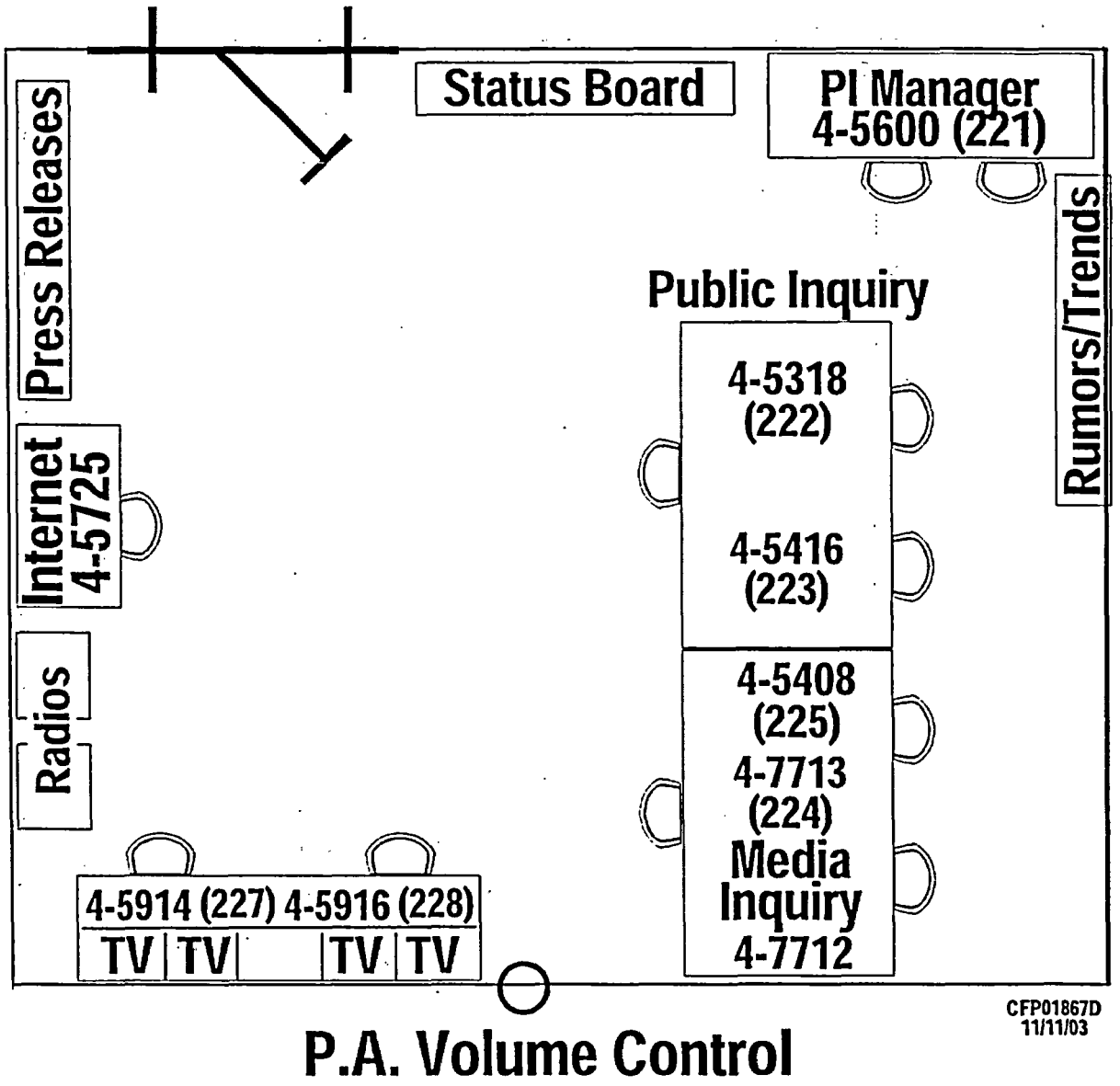
Austin Room



P.A. Volume Control

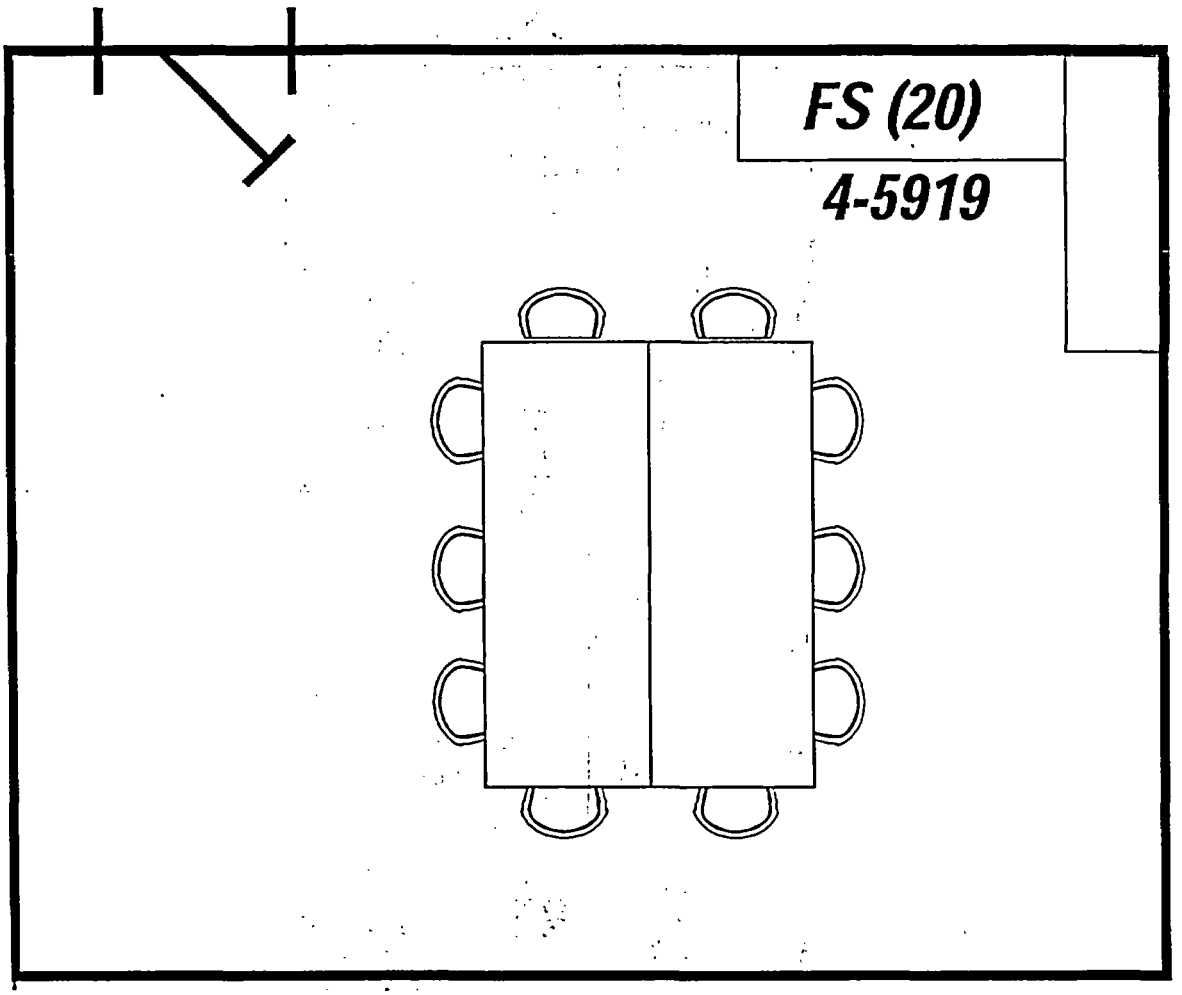
CFP01867A
08/30/00

Public Inquiry
Dallas Room



Break Room

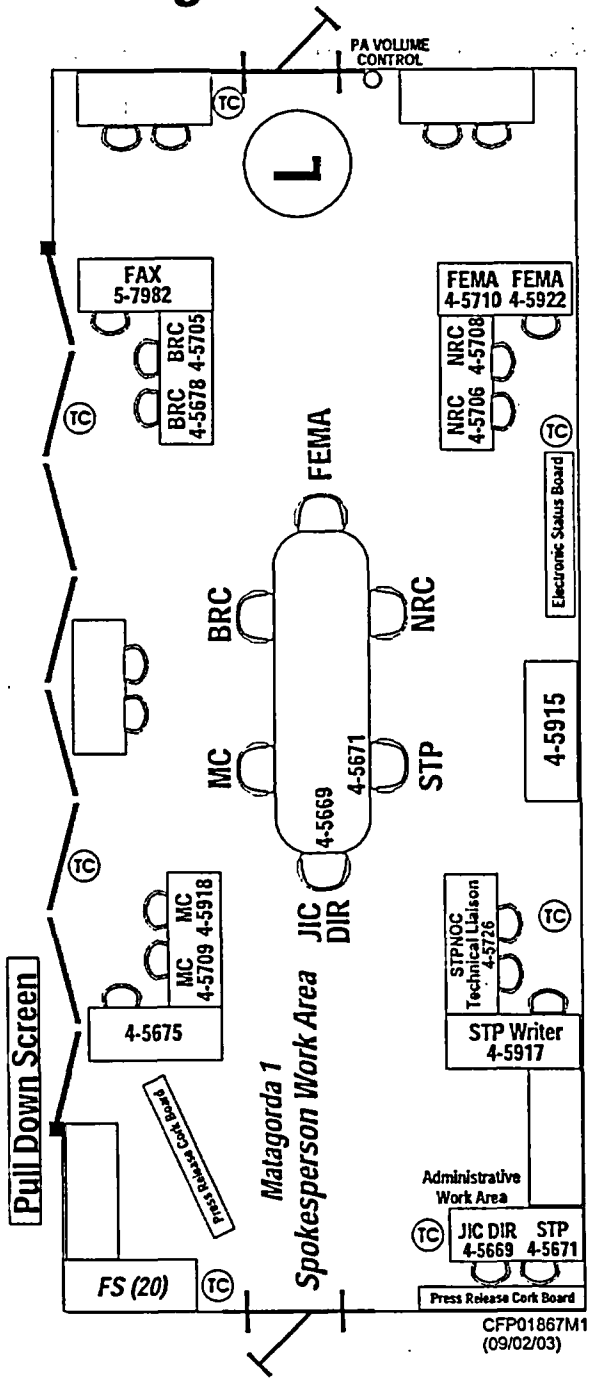
Houston Room



CFP01867H
08/30/00

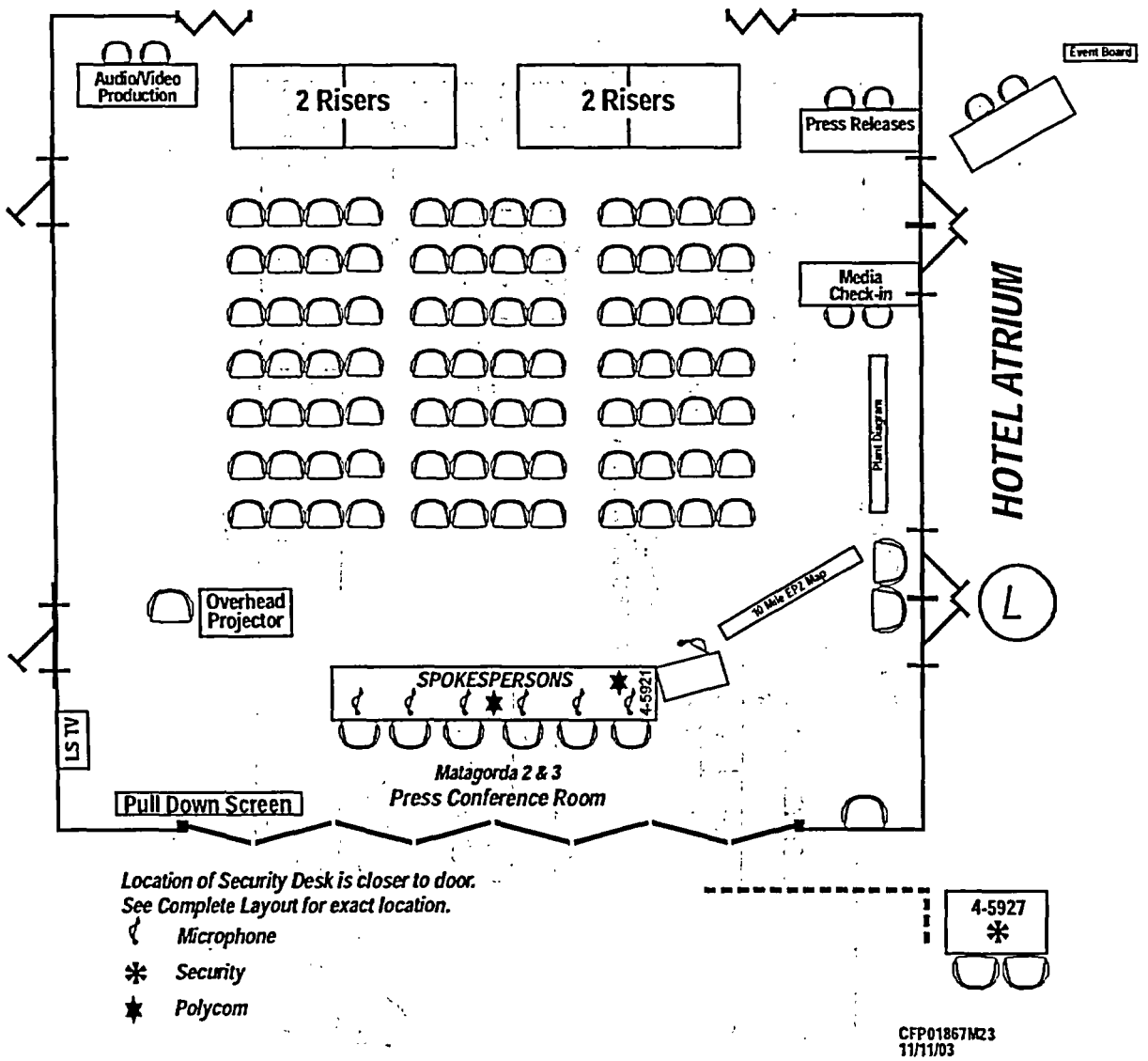
Spokesperson

Matagorda Room 1



Press Conference Area

Matagorda Room 2/3



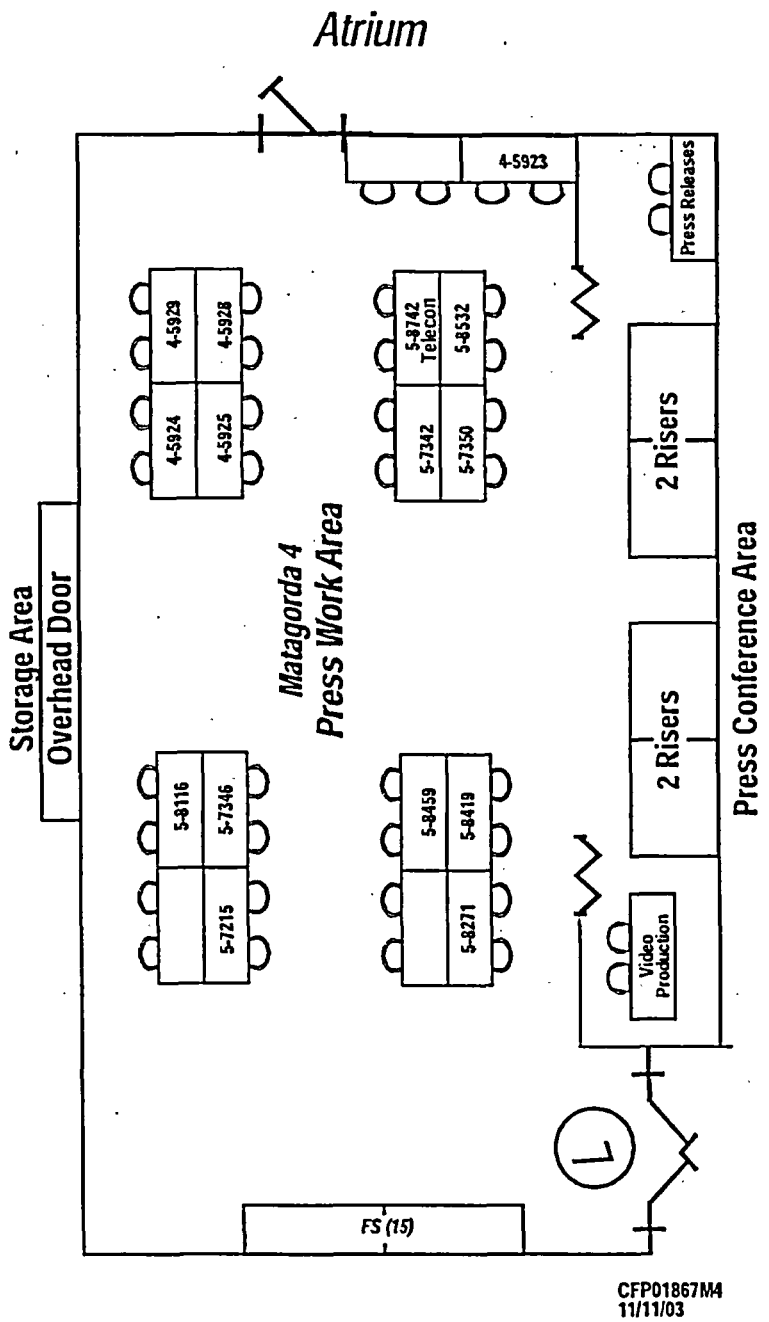
Location of Security Desk is closer to door.
See Complete Layout for exact location.

- *Microphone*
- *Security*
- *Polycom*

CFP01867M23
11/11/03

Media Work Area

Matagorda Room 4



CFP01867M4
11/11/03

1. Technical Liaison Telephone - 979-244-5726
2. Technical Liaison Work Area
3. Company Spokesperson and JIC Director Work Areas
4. Teleconference Phone in Houston Room - 979-244-5919
5. Teleconference Phone in Media Work Area - 979-245-8742
6. Fax Machines in Administrative Area
7. Copier in Administrative Area
8. Security Locations
9. Public Inquiry Line - 979-244-5318
10. County Spokesperson's Work Area
11. Press Conference Area - head table first and some chairs for media. Add to the number of chairs as soon as possible
12. Media Relations Map
13. Media Relations Charts and Graphs
14. Media Monitoring Equipment in the Public Inquiry Area
15. Rest of Administrative Room
16. Rest of Press Conference Room, including Polycom
17. Rest of Media Work Area
18. Rest of Spokesperson Work Area