

Davis Besse Power Station  
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		Document						
TOC 1	TOC 2	Type	Number		Sh/Sec	Changes	Rev	Status
old	EPIB	EPOC	PROC	RA-EP-02010			0004	APPROVED
new	EPIB	EPOC	PROC	RA-EP-02010			0005	APPROVED
old	EPIB		PROC	RA-EP-02220			0002	APPROVED
new	EPIB		PROC	RA-EP-02220			0003	APPROVED

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### EPIB

Number	Title
RA-EP-02010	EMERGENCY MANAGEMENT
RA-EP-02110	EMERGENCY NOTIFICATION
RA-EP-02220	EMERGENCY OPERATIONS FACILITY ACTIVATION AND RESPONSE
RA-EP-02230	DOSE ASSESSMENT CENTER ACTIVATION AND RESPONSE
RA-EP-02240	OFFSITE DOSE ASSESSMENT
RA-EP-02245	PROTECTIVE ACTION GUIDELINES
RA-EP-02250	RADIATION MONITORING TEAM SURVEYS
RA-EP-02260	RADIOLOGICAL CONTROLS IN THE DBAB
RA-EP-02270	FACILITIES SUPPORT
RA-EP-02310	TECHNICAL SUPPORT CENTER ACTIVATION AND RESPONSE
RA-EP-02320	EMERGENCY TECHNICAL ASSESSMENT

Davis-Besse Nuclear Power Station

EMERGENCY PLAN IMPLEMENTING PROCEDURE

RA-EP-02010

EMERGENCY MANAGEMENT

REVISION 05

Prepared by: B. W. Cope

Procedure Owner: Manager – Regulatory Affairs

Effective Date: FEB 25 2004

Procedure Classification:

- Safety Related
- Quality Related
- Non-Quality Related

**LEVEL OF USE:**  
**IN-FIELD REFERENCE**

*Information  
Only*  
DOC. MGT.  
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## 1.0 PURPOSE

This procedure establishes a reference aid for key Emergency Response Organization personnel that consolidates the action steps of each individual during the first phase of any emergency response. It is intended to supplement the individual's familiarity and compliance with the plan and implementing procedures by providing a memory key and guideline for the manager's initial responses.

## 2.0 REFERENCES

### 2.1 Developmental

- 2.1.1 Davis-Besse Nuclear Power Station Emergency Plan
- 2.1.2 Corporate Emergency Response Plan

### 2.2 Implementation

- 2.2.1 NOP-LP-1002, Fitness for Duty
- 2.2.2 RA-EP-00600, Emergency Facility and Equipment Maintenance Program
- 2.2.3 RA-EP-01500, Emergency Classification
- 2.2.4 RA-EP-01600, Unusual Event
- 2.2.5 RA-EP-01700, Alert
- 2.2.6 RA-EP-01800, Site Area Emergency
- 2.2.7 RA-EP-01900, General Emergency
- 2.2.8 RA-EP-02000, Medical Emergencies
- 2.2.9 RA-EP-02110, Emergency Notification
- 2.2.10 RA-EP-02245, Protective Action Guidelines
- 2.2.11 RA-EP-02520, Assembly and Accountability
- 2.2.12 RA-EP-02530, Evacuation
- 2.2.13 RA-EP-02620, Emergency Exposure Controls and Potassium Iodide Distribution
- 2.2.14 RA-EP-02710, Reentry
- 2.2.15 RA-EP-02720, Recovery Organization
- 2.2.16 RA-EP-02800, Preparation and Transport of Contaminated Injured Personnel
- 2.2.17 RA-EP-02807, Emergency Helicopter Landing Zones
- 2.2.18 DB-OP-00002, Operations Section Event/Incident Notifications and Actions
- 2.2.19 Davis-Besse Emergency Plan Telephone Directory

### 3.0 DEFINITIONS

- 3.1 ALTERNATE EMERGENCY OPERATIONS FACILITY (AEOF) - A conference area outside the 10-mile EPZ, which is available to hold meetings between Davis-Besse emergency management personnel and offsite agency management personnel.
- 3.2 ESSENTIAL PERSONNEL - Personnel assigned specific Emergency Response Duties as identified in the DBNPS Emergency Plan (i.e., operations, fire brigade (FB), first aid team (FAT), radiation monitoring team (RMT), Team Leaders and members, etc.)
- 3.3 NONESSENTIAL PERSONNEL - Personnel who are not preassigned specific Emergency Response duties.
- 3.4 PAR - Protective Action Recommendation.

### 4.0 RESPONSIBILITIES

- 4.1 Emergency Director (Outside of the Control Room), Attachment 1, Emergency Management Guidelines for Emergency Director.
- 4.2 Emergency Plant Manager, Attachment 2, Emergency Management Guidelines for Emergency Plant Manager.
- 4.3 Emergency Offsite Manager, Attachment 3, Emergency Management Guidelines for Emergency Offsite Manager.
- 4.4 Company Spokesperson, Attachment 4, Emergency Management Guidelines for Company Spokesperson.
- 4.5 Emergency Assistant Plant Manager, Attachment 5, Emergency Management Guidelines for Emergency Assistant Plant Manager.

### 5.0 INITIATING CONDITIONS

This procedure is initiated upon notification of a classified emergency event at Davis-Besse Nuclear Power Station.

## 6.0 PROCEDURE

### 6.1 Activation

Upon notification of a classified event at Davis-Besse Nuclear Power Station, each member of the Emergency Response Organization identified below may refer to the appropriate attachment for their responsibilities.

- 8.1.1 Emergency Director (Outside of the Control Room), Attachment 1, Emergency Management Guidelines for Emergency Director.
- 8.1.2 Emergency Plant Manager, Attachment 2, Emergency Management Guidelines for Emergency Plant Manager.
- 8.1.3 Emergency Offsite Manager, Attachment 3, Emergency Management Guidelines for Emergency Offsite Manager.
- 8.1.4 Company Spokesperson, Attachment 4, Emergency Management Guidelines for Company Spokesperson.
- 8.1.5 Emergency Assistant Plant Manager, Attachment 5, Emergency Management Guidelines for Emergency Assistant Plant Manager.

## 7.0 FINAL CONDITIONS

Use of this procedure by emergency management personnel is no longer required when the emergency has been terminated.

## 8.0 RECORDS

- 8.1 The following quality assurance records are completed by this procedure and shall be listed on the Nuclear Records List, captured, and submitted to Nuclear Records Management in accordance with NG-NA-00106:
  - 8.1.1 Emergency Director Turnover Sheet, DBEP-304
- 8.2 The following non-quality assurance records are completed by this procedure and may be captured and submitted to Nuclear Records Management, in accordance with NG-NA-00106:
  - 8.1.2 None

**ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)**

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**ALTERNATES:** Emergency Plant Manager until the designated Emergency Director arrives.

As listed in Emergency Plan Telephone Directory, Section 3

**DUTY LOCATION:** Technical Support Center, or Emergency Operations Facility

**PRIMARY DUTY:** Overall coordination of Davis-Besse's response to any classifiable event.

**NON-DELEGABLE RESPONSIBILITIES:**

1. Emergency Classification.
2. Offsite Protective Action Recommendations.
3. Compliance with station procedures.
4. Safety and well being of station personnel.
5. Ordering a General Evacuation.

**DELEGABLE RESPONSIBILITIES:**

1. Emergency Dose Authorizations.\*
2. Onsite use of Potassium Iodide by Company personnel.\*

\*Delegable ONLY to Emergency Plant Manager

**DIRECT REPORTS:**

1. Emergency Offsite Manager
2. Emergency Plant Manager
3. Company Spokesperson
4. Emergency Director Advisor

**ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)**

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**RESPONSE TO CLASSIFIED EVENTS**

This guideline is provided to assist in performing the various activities associated with an Emergency Response in the event of an incident at the Davis-Besse Nuclear Power Station. Refer to the appropriate emergency classification heading and carry out the actions identified under it.

**Unusual Event RA-EP-01600**

- A. **IF** a meaningless "Group" pager display appears on your pager, **THEN** call the Computerized Automated Notification System to verify that an emergency does not exist at the station.
- B. When notified of an Unusual Event (1111 on your pager), call the Computerized Automated Notification System to indicate you have been notified.

**NOTE C.**

The on-call Plant Manager will contact the Control Room, determine the status of the situation and will then contact you with the essential information.

- C. When contacted by the Plant Manager, if practical, use the Emergency Director Turnover Data Sheet, DBEP-304, to review each of the listed areas.
- D. Review the actions being taken to resolve the situation and the projected course of the event.

**NOTE E.**

The Plant Manager's home, office and individual pager phone numbers are listed in the Emergency Plan Telephone Directory.

- E. Exchange telephone numbers, pager numbers, and points of contact with the Plant Manager for further discussions as the situation develops.
- F. No further action is required in response to an incident at this classification level.

**ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)**  
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**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900**

- A. Upon being notified by pager of an Alert (2222 on your pager), Site Area Emergency (3333 on your pager), General Emergency (4444 on your pager) call the Computerized Automated Notification System (CANS) to indicate you have been notified and provide the system with your estimated travel time (in minutes) to the Emergency Operations Facility. If you are unable to call into CANS then report to the Emergency Operations Facility (EOF).
- B. Report to the Emergency Operations Facility (EOF).
- C. Upon arrival at the EOF contact the Emergency Director for a briefing on the nature of the incident.
- D. Discuss the situation with the Emergency Plant Manager and the Emergency Offsite Manager; verify the appropriate classification was made. In the event an improper classification was made advise the Emergency Director.
- E. When you have been sufficiently briefed and the EOF and Technical Support Center (TSC) are activated, complete an Emergency Director Turnover Data Sheet, DBEP-304, and inform the Emergency Director that you are assuming the position of Emergency Director. Announce to the following individuals that you have assumed the Emergency Director position (also direct a general announcement be made):
  - 1. Emergency Plant Manager
  - 2. Emergency Offsite Manager
  - 3. Company Spokesperson
- F. Direct the Emergency Offsite Manager to activate the Corporate Support.
- G. Notify the President – FirstEnergy Nuclear Operating Company (FENOC) or his designee of the incident and its potential at the earliest opportunity.

**ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)**

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**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900**  
**(cont)**

**CAUTION H.**

Protective Action Recommendations once issued start in motion a sequence of events in the 10-mile emergency planning zone that if modified have the potential to cause confusion that may hamper the orderly implementation of protective actions for the general public.

- H. With the Emergency Offsite Manager, review the status of any Protective Action Recommendations made to offsite organizations. Once an offsite Protective Action Recommendation (PAR) has been issued to evacuate a specific sub-area the PAR should not be changed until the conditions that caused the PAR to be issued are fully under control. **REFER TO** RA-EP-02245, Protective Action Guidelines.
- I. Consider delegating authority for emergency radiation dose and onsite use of Potassium Iodide to the Emergency Plant Manager. **REFER TO** RA-EP-02620, Emergency Exposure Controls and Potassium Iodide Distribution.

**NOTE J.**

Announcements that are intended for the emergency organization in the DBAB are to be made using the ERF Public Address system. Only the north end of the DBAB 1<sup>st</sup> floor is covered by this system. No information can be sent to the station using this system.

- J. Focus your attention to the area of major concern by seating yourself in the facility (TSC or EOF) which is playing the pivotal role in response to the situation. Ensure that both the Emergency Plant Manager and Emergency Offsite Manager are aware of your location at all times.
- K. Review the status of the Joint Public Information Center (JPIC) with the Company Spokesperson.
- L. Review the status of assembly within the Protected Area with the Emergency Plant Manager. **REFER TO** RA-EP-02520, Assembly and Accountability. **REFER TO** Attachment 6, Overview of Assembly/Evacuation/Accountability, for overview.
- M. Perform evacuation duties, as necessary, in accordance with RA-EP-02530, Evacuation.

**ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)**

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**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900**

(Cont.)

- N. **IF** it becomes desirable or necessary to meet with offsite agency officials at a location outside the Plume Exposure Emergency Planning Zone (10-mile EPZ), **THEN** direct that the EOM activate the Alternate Emergency Operations Facility.
- L. As the Emergency Classification requires upgrading or downgrading (as indicated to you by either the Emergency Plant Manager or Emergency Offsite Manager) conduct a meeting with both the Emergency Plant Manager and Emergency Offsite Manager to review the appropriate classification and its impact on onsite and offsite activities underway. Direct the Emergency Offsite Manager to initiate the completion of the Initial Notification Form for your signature. **REFER TO** RA-EP-02110, Emergency Notification.
- P. Periodically meet with the Emergency Plant Manager and Emergency Offsite Manager to review the situation and prognosis for the event.
- Q. Evaluate the duration of the event, and arrange for relief staff as deemed appropriate. **REFER TO** Attachment 8, Guidelines for Shift Turnover. Assign an individual to coordinate this activity.
- R. Periodically update the President – FirstEnergy Nuclear Operating Company (FENOC) or his designee of the incident.
- S. **IF** evacuation of non-essential personnel was performed, **THEN**, inform the Corporate Emergency Response Organization (CERO) of the offsite location that was selected. Coordinate use of company facilities with the CERO. As support is required, obtain assistance from the Corporate Planning Center.
- T. Confer with offsite agency liaisons during the emergency and prior to entering recovery.
- U. When the Emergency Plant Manager determines that the plant has been stabilized, consider reentry and recovery requirements. **REFER TO** RA-EP-02710, Reentry and RA-EP-02720, Recovery Organization
- V. Direct that a Condition Report be generated to document the classification of the emergency.

**ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY PLANT MANAGER**

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**ALTERNATES:** As listed in Emergency Plan Telephone Directory, Section 3

**DUTY LOCATION:** Technical Support Center

**PRIMARY DUTY:** Coordination and conduct of:

1. Plant Operations
2. Plant Assessment
3. Emergency classification associated with plant parameters.
4. Onsite actions to mitigate and terminate the emergency event.
5. Provide input to protective action recommendations based upon plant parameters.

**NON-DELEGABLE RESPONSIBILITIES:**

1. **IF** delegated by the Emergency Director,  
**THEN** the responsibility of authorizing emergency dose and distribution of Potassium Iodide (KI) cannot be re-delegated.
2. Reentry operations into evacuated areas shall be approved by the Emergency Plant Manager.

**DIRECT REPORTS:**

1. Emergency Assistant Plant Manager
2. Emergency Radiation Protection Manager
3. TSC Engineering Manager
4. OSC Manager
5. Emergency Security Manager
6. Recovery Advisor.

**ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY PLANT MANAGER**

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**RESPONSE TO CLASSIFIED EVENTS**

This procedure is provided as a guide to assist in performing the various activities associated with an Emergency Response in the event of an incident at the Davis-Besse Nuclear Power Station. Refer to the appropriate emergency classification heading and carry out the actions identified under it.

**Unusual Event RA-EP-01600**

- A. **IF** a meaningless "Group" pager display appears on your pager, **THEN** call the Computerized Automated Notification System to verify that an emergency does not exist at the station.
- B. Upon being notified of an Unusual Event (1111 on your pager), call the Computerized Automated Notification System to indicate you have been notified.
- C. Contact the Control Room and discuss the nature of the incident with the Emergency Director (Shift Manager).
  - 1. Review the existing plant conditions and verify that the appropriate Emergency Classification has been made.
  - 2. Determine any need for additional manpower or logistical support that may aid the Emergency Director (Shift Manager) in correcting the situation.
  - 3. Through discussion attempt to determine the length of time anticipated until downgrading is possible.
  - 4. Using the Emergency Director Turnover Data Sheet, DBEP-304, review each of the areas listed on the sheet with the Emergency Director (Shift Manager) and complete the form.

**NOTE D.**

The Davis-Besse Public Affairs Duty Officer (PADO) telephone number is found on the ED/EPM/EOM pocket call card and in the Emergency Plan Telephone Directory.

- D. Call the Davis-Besse Public Affairs Duty Officer voice mail box and provide a brief summary of the event, and a point of contact for requesting additional information.

**ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY PLANT MANAGER**  
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**Unusual Event RA-EP-01600**  
**(Cont.)**

- E. Contact the on-call Emergency Director and review the information outlined on the Emergency Director Turnover Data Sheet, DBEP-304.
  - 1. Review the actions being taken to resolve the situation and provide an estimate of how long the station will be in this emergency classification prior to downgrading.
  - 2. Exchange telephone numbers and points of contact for future discussions as the situation develops.
- F. Continue to monitor the progress of the situation through follow-up discussions with the Emergency Director (Shift Manager).
- G. No further action is required in response to an incident at this classification level.

**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900**

- A. Upon being notified of an Alert (2222 on your pager), Site Area Emergency (3333 on your pager), General Emergency (4444 on your pager), call the Computerized Automated Notification System to indicate you have been notified and provide the system with your estimated travel time (in minutes) to the Technical Support Center. If you are unable to call into CANS then report to the Technical Support Center (TSC).

**NOTE B.**

The Davis-Besse Public Affairs Duty Officer (PADO) telephone number is found on the ED/EPM/EOM pocket call card and in the Emergency Plan Telephone Directory.

- B. Call the Davis-Besse Public Affairs Duty Officer voice mail box and provide a brief summary of the event, and a point of contact for requesting additional information.
- C. Report to the Technical Support Center (TSC).

**ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY PLANT MANAGER**  
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**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900**  
**(Cont.)**

**NOTE D.**

The ultimate responsibility for directing the manipulation of plant equipment rests with the Shift Manager (Senior Reactor Operator) in the Control Room.

- D. Upon arrival at the TSC, contact the Control Room and discuss the nature of the incident with the Emergency Director using the Emergency Director Turnover Data Sheet, DBEP-0304, as a guide.
1. Determine the immediacy of the need to shift the responsibilities of the Emergency Director to either yourself or the Emergency Assistant Plant Manager in the absence of the on-call Emergency Director or one of his alternates.
    - a. **IF** it is necessary to relieve the Shift Manager of the Emergency Director responsibilities and the Emergency Assistant Plant Manager has not arrived, **THEN** proceed to the Control Room and relieve the Shift Manager as Emergency Director.
    - b. **IF** the Emergency Assistant Plant Manager (EAPM) has arrived, **THEN** you may remain in the TSC, and the EAPM may relieve the Shift Manager as Emergency Director as needed.
    - c. **IF** the on-call Emergency Director has been delayed, but adequate staffing has arrived to activate the TSC and EOF, **THEN** activate the TSC and EOF and relieve the Control Room of Emergency Director responsibilities.
    - d. The Emergency Director shall remain in the Control Room until the TSC and EOF have been activated.
  2. **IF** you are not required to proceed to the Control Room, **THEN** review the existing plant conditions and verify that the appropriate Emergency Classification has been made.
- E. Upon the arrival of the Emergency Director and Emergency Offsite Manager, review the current status of the situation. Assist the Emergency Director in preparation for shifting the responsibilities from the Control Room.

**ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY PLANT MANAGER**

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**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900**  
**(Cont.)**

- F. Activation and management of the TSC is the responsibility of the TSC Engineering Manager. Upon being notified of the activation of the TSC by the TSC Engineering Manager, ensure that the following individuals are informed:
1. Emergency Director
  2. Emergency Offsite Manager
  3. Emergency Assistant Plant Manager
  4. Emergency RP Manager
  5. OSC Manager

**NOTE F.6**

*Announcements that are intended for the emergency organization in the DBAB are to be made using the ERF Public Address system. Only the north end of the DBAB 1<sup>st</sup> floor is covered by this system. The Protected Area cannot be contacted using this system.*

6. Make a general plant announcement.
- G. With the activation of the TSC you are responsible for the coordination and conduct of all activities associated with plant operations. These responsibilities include:
1. Continuously monitoring plant conditions/radiological conditions and ensuring that the Emergency Director remains apprised of specific plant conditions which impact the Emergency Classification and Protective Measures (onsite and offsite).
  2. Assuming the responsibility, if delegated by the Emergency Director, for authorizing emergency radiological dose in excess of 10 CFR 20 limits and also the distribution of Potassium Iodide to onsite personnel. These responsibilities may not be delegated to any other individual.
- H. When directed by the Emergency Director, coordinate with the Emergency Security Manager to accomplish assembly and accountability of all personnel within the protected area. **REFER TO** Attachment 6, Overview of Assembly/Evacuation/Accountability for overview of these activities.
- I. Notification of American Nuclear Insurers (ANI) is required at an Alert, Site Area Emergency and General Emergency classification.

**ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY PLANT MANAGER**

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**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900**  
**(Cont.)**

**REFER TO** Section 2 of the Emergency Plan Telephone Directory for contact names and telephone numbers. After notifying ANI, contact the Corporate Risk Department.

- J. For events which involve damage to Davis-Besse property, advise Nuclear Electric Insurance. Refer to Section 2 of the Emergency Plan Telephone Directory for telephone numbers.
- K. Periodically meet with the Emergency Director and Emergency Offsite Manager to review the status of the situation and progress toward resolution.
- L. Periodically conference with the following individuals to review actions being implemented and to ensure a coordinated response by each group:
  - 1. Emergency Assistant Plant Manager
  - 2. Emergency RP Manager
  - 3. TSC Engineering Manager
  - 4. OSC Manager
  - 5. Emergency Security Manager
- M. Ensure that periodic updates are given to the onsite organization as appropriate, using the ERF PA system.
- N. Direct that the TSC Manager, OSC Manager and the Emergency Assistant Plant Manager monitor their staff for fitness for duty issues. If extended work hours are required **REFER TO** NOP-LP-1002, Fitness For Duty and complete the appropriate request for extended hours and forward them to the Emergency Director for approval.
- O. Ensure that the TSC Administrative Assistant maintains a log of all actions and decisions made during the course of the response.
- P. You are responsible for determining when stabilization of plant conditions has occurred. **REFER TO** RA-EP-02710, Reentry, for guidance in this area. You are also responsible for informing the Emergency Director of conditions that support recovery.

**ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY OFFSITE MANAGER**

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**ALTERNATES:** As listed in Emergency Plan Telephone Directory, Section 3

**DUTY LOCATION:** Emergency Operations Facility

**PRIMARY DUTIES:**

1. Communications and information flow with corporate, offsite and regulatory agencies.
2. Overview of EALs associated with radiological releases.
3. Making recommendations to the Emergency Director concerning PARs.
4. Inputs to the Emergency Director concerning EALs and classification of the event.

**DIRECT REPORTS:**

1. NRC Liaison
2. Operations Advisor
3. Dose Assessment Coordinator
4. Emergency Planning Advisor
5. Emergency Facilities Services Manager

**ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY OFFSITE MANAGER**

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**RESPONSE TO CLASSIFIED EVENTS**

This guideline is provided to assist in performing the various activities associated with an emergency response in the event of an incident at the Davis-Besse Nuclear Power Station. Refer to the appropriate emergency classification heading and carry out the actions identified under it.

**Unusual Event RA-EP-01600**

- A. IF a meaningless "Group" pager display appears on your pager, THEN call the Computerized Automated Notification System to verify that an emergency does not exist at the station.
- B. Upon begin notified of an Unusual Event (1111 on your pager), call the Computerized Automated Notification System (CANS) to indicate you have been notified.
- C. If you suspect that CANS is not functioning properly, direct an individual to go to the TSC Library and check CANS.
- D. Contact the Emergency Plant Manager, review the items listed on the Emergency Director Turnover Data Sheet, DBEP-304. If the Emergency Plant Manager cannot be contacted, then contact the Emergency Director in the Control Room.
- E. Contact the on-call Emergency Planning Advisor:
  1. Provide an update on the cause and status of the Unusual Event.
  2. Request the on-call Emergency Planning Advisor contact Ottawa and Lucas County EMA officials and verify that initial notifications were received and any questions were answered.
- F. Contact the Ohio Emergency Management Agency Duty Officer listed in Section 2 of the Davis-Besse Emergency Plan Telephone Directory and verify that the initial notifications were received and any questions answered.
- G. Verify that the President – FENOC has received follow-up information on the Unusual Event.
- H. Continue to monitor the progress of the situation through follow-up discussions with the Emergency Director as the situation warrants.
- I. Upon downgrading, contact the personnel that were called in Steps F and G and ensure any questions are answered and the situation is understood.
- J. Send personnel to the station, as appropriate. to collect the various logs, records, reports. etc., for review.

**ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY OFFSITE MANAGER**

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**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900**

- A. Upon being notified of an Alert (2222 on your pager), Site Area Emergency (3333 on your pager), General Emergency (4444 on your pager), call the Computerized Automated Notification System to indicate you have been notified and provide the system with your estimated travel time (in minutes) to the Emergency Operations Facility. If you are unable to call into CANS then report to the Emergency Operations Facility (EOF).
- B. Report to the Emergency Operations Facility (EOF).
- C. Contact the Emergency Plant Manager, review the items listed on the Emergency Director Turnover Data Sheet, DBEP-304. If the Emergency Plant Manager cannot be contacted, contact the Emergency Director in the Control Room.
- D. Verify the minimum required EOF staffing in the following functional areas:
1. Emergency Offsite Manager
  2. Emergency Planning Advisor
  3. Dose Assessment Coordinator and Dose Assessment Staff
  4. NRC Liaison
  5. State and County Communicator
- E. Verify offsite communication links are functioning by:

COMMUNICATIONS CIRCUIT	VERIFY BY	COMMENTS
Emergency Notification System (Red Phone)	Dialing any EOF extension using the 10-digit telephone number. When responsible for communications, be prepared to continuously man circuit.	Same telephone extension as Control Room and TSC
Emergency Notification System Backup Line	Dialing any EOF extension using the 10-digit telephone number	Same telephone extension as Control Room and TSC
Any EOF telephone	Check for dial tone.	
4-Way Ringdown	Wait to till EOF has responsibility for offsite communications. Be prepared to continuously man circuit.	Same telephone extension as Control Room
Technical Data Loop	Test with TSC Technical Data Loop communicator	Circuit has no dial tone.
Rad Management Loop	Test with Emergency RP Manager in the TSC	Circuit has no dial tone.

**ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY OFFSITE MANAGER**

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**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900 (Cont.)**

- F. Declare the EOF activated when minimum staffing has arrived, the offsite communication links are functioning, and the current plant situation is understood.
- G. Make the following or similar announcement on the Emergency Response Facility Public Address (ERF PA) System:  

"THE EMERGENCY OPERATIONS FACILITY IS ACTIVATED AT (TIME).  
(NAME) IS THE EMERGENCY OFFSITE MANAGER."
- H. Direct the Operations Advisor to announce the time of EOF activation over the Technical Data Loop.
- I. Monitor the status of key EOF tasks by using the Problem Analysis Board, as needed.
- I. As appropriate, direct the Emergency Facility Services Manager or assigned individual to communicate with the supplementary JPIC personnel which assemble in the Energy Education Center (EEC) during normal working hours. Consider having the EEC/EOF establish a communicator on the Public Information Loop Telephone System.
- J. Periodically conduct briefings with personnel in the EOF and Dose Assessment Center on emergency status. Use the Emergency Director Turnover Data Sheet, DBEP-304, for information, as applicable.
- K. Contact the Perry Plant Control Room and advise them that Davis-Besse is in a classifiable emergency and request that they activate their corporate support group. Provide them an EOF phone number to be used as a contact phone number when they have established their organization. Typically, this will be the Policy Loop Communicator's phone number.
- L. When advised by the Dose Assessment Coordinator that a release is in progress, imminent or at the discretion of the Emergency Offsite Manager, coordinate isolation of the DBAB ventilation and water supply with the Emergency Facility Services Manager.
  - 1. Announce "***THERE WILL BE NO EATING, DRINKING, SMOKING OR CHEWING UNTIL FURTHER NOTICE***" over the ERF PA system.
  - 2. Ensure that the "No eating, drinking or chewing" signs are turned over above the Dose Assessment Center doorway.
  - 3. Make an ERF PA announcement to use water sparingly while the potable water is isolated.

**ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY OFFSITE MANAGER**

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**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900 (Cont.)**

4. Ensure the JPIC is notified.
  5. Advise the Emergency Director to relocate the JPIC, if it is onsite.
- M. Assist in determining an evacuation route to the offsite assembly area in accordance with RA-EP-02520, Assembly and Accountability.
- N. Ensure a Davis-Besse Technical Liaison arrives at the state and both county EOCs.

**CAUTION O.**

Protective Action Recommendations, once issued, start in motion a sequence of events in the 10-mile emergency planning zone that, if modified, have the potential to cause confusion that may hamper the orderly implementation of protective actions for the general public.

- O. Review protective actions with the Dose Assessment Coordinator and make recommendations to the Emergency Director, as necessary, in accordance with RA-EP-02245, Protective Action Guidelines. Once an offsite Protective Action Recommendation (PAR) has been issued to evacuate a specific sub-area, the PAR should not be changed until the conditions that caused the PAR to be issued are fully under control.  
**REFER TO** RA-EP-02245, Protective Action Guidelines.
- P. Ensure the NRC Liaison uses the Reactor Plant Event Notification Worksheet, DB-0095, to inform the NRC of any change in emergency classification in accordance with DB-OP-00002, Operations Section Event/Incident Notifications and Actions.
- Q. Coordinate landing of helicopters with the Emergency Security Manager. Landing a helicopter onsite should be avoided unless extenuating circumstances such as a medical emergency occurs. Personnel being transported to or from the station should be directed to a nearby airport such as the Ottawa Regional Airport located east of Port Clinton, Ohio or other appropriate offsite facility. Ground transportation may have to be arranged. For situations that involve an actual or potential radiological release ensure that the responders avoid the plume where possible.  
**REFER TO** RA-EP-02807, Emergency Helicopter Landing Zones for specific information on landing a helicopter onsite.

**ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY OFFSITE MANAGER**

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**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900 (Cont.)**

- R. When directed by the Emergency Director to establish the Alternate Emergency Operations Facility (AEOF), perform the following:
1. Notify the Emergency Security Manager in the TSC that the AEOF is being activated and direct him/her to make appropriate arrangements to address AEOF security needs.
  2. Inform the offsite authorities that the AEOF is being established.
  3. Determine which functional areas from the ERO should attend this conference. As a minimum, it is suggested that the following functional areas be included:
    - Emergency Director
    - Emergency Offsite Manager
    - Radiation Protection Management
    - Operations Management
    - Technical Communicator
  4. Use the Emergency Plan Telephone Directory to call out the desired additional personnel and direct them to report to the Alternate EOF to consult with offsite officials. REFER TO Attachment 7, AEOF Activation and Operation to set up the facility.
  5. Notify the Company Spokesperson and the JPIC Manager that the Alternate EOF is being established.
  6. Begin collecting information and data to fax to the AEOF once it is activated.
- S. When notified that an NRC Incident Response Team (IRT) will be dispatched.
1. Advise the following individuals:
    - Emergency Director
    - Emergency Plant Manager
    - Company Spokesperson
    - Emergency Security Manager
  2. Direct the Emergency Facilities Services Manager to set up NRC work areas.

**ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY OFFSITE MANAGER**

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**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900 (Cont.)**

NOTE S.3.

Personnel who are being called-in shall comply with NOP-LP-1002, Fitness for Duty guidelines.

3. Call-in additional personnel as needed to prepare a technical briefing for the NRC and to perform support and liaison activities for the IRT.
- T. Ensure a release pathway diagram and plume exposure footprint are faxed to the State and both county EOCs, as appropriate.
  - U. Direct that the Dose Assessment Coordinator and the Radiological Test Lab Coordinator monitor their staffs for fitness for duty concerns. Monitor EOF staff and if extended work hours are required REFER TO NOP-LP-1002, Fitness For Duty and complete the appropriate request for extended hours and forward them to the Emergency Director for approval.
  - V. Assist the Emergency Director in assessing the need for and implementing a shift turnover, if needed.
  - W. If radiation monitoring assistance is needed, then request the corporate support group:
    1. Contact appropriate utilities.  
REFER TO the Emergency Plan Telephone Directory, Section 2.
    2. Contact the Department of Energy Radiological Assistance Program.  
REFER TO the Emergency Plan Telephone Directory, Section 2.
  - X. If assistance is requested for bringing personnel or vehicles to the site:
    1. Plan an entry route considering wind direction, release condition, and road blocks.
    2. Arrange for vehicles, if needed, through the corporate support group.
  - Y. Request that the Dose Assessment Coordinator assess radiological conditions in preparation for Recovery activities.

**ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY OFFSITE MANAGER**

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**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900 (Cont.)**

- Z. Direct deactivation of the EOF when conditions warrant, including:
  - 1. The Emergency Director and Emergency Plant Manager agree that continued offsite dose assessment and Protective Action functions are no longer necessary for responding to the existing plant conditions.
  - 2. Prior to announcing the deactivation, the Company Spokesperson shall be fully briefed on plant status and planned recovery actions.
- AA. Instruct EOF staff to collect all pertinent material for documentation, and return their areas to pre-emergency status.
  - 1. All equipment and supplies have been replaced in accordance with RA-EP-00600, Emergency Facility and Equipment Maintenance Program.
  - 2. Electrical equipment has been de-energized, as appropriate.
- AB. Review EOF records for completeness.
- AC. Perform assigned recovery duties in accordance with RA-EP-02720, Recovery.

**ATTACHMENT 4: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**COMPANY SPOKESPERSON**  
Page 1 of 5

**ALTERNATES:** As listed in Emergency Plan Telephone Directory, Section 3

**DUTY LOCATION:** Joint Public Information Center (JPIC)

**PRIMARY DUTIES:**

1. Senior management of Emergency Public Information.
2. Coordinate company-related news information with official offsite agencies.
3. Confer with Emergency Director - plant status.
4. Confer with JPIC Manager - media interests.
5. Review DBNPS information gathered by the JPIC Manager and the JPIC Communicator
6. Provide information concerning Davis-Besse status to the public and media representatives.
7. Approve company-related news release information.

**DIRECT REPORT:** JPIC Manager

**ATTACHMENT 4: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**COMPANY SPOKESPERSON**

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**RESPONSE TO CLASSIFIED EVENTS**

This guideline is provided to assist in performing the various activities associated with an Emergency Response in the event of an incident at the Davis-Besse Nuclear Power Station. Refer to the appropriate emergency classification heading and carry out the actions identified under it.

**Unusual Event RA-EP-01600**

- A. **IF** a meaningless "Group" pager display appears on your pager, **THEN** call the Computerized Automated Notification System to verify that an emergency does not exist at the station.
- B. Upon being notified of an Unusual Event (1111 on your pager), call the Computerized Automated Notification System to indicate you have been notified.

**NOTE C.**

The Davis-Besse Public Affairs Duty Officer (PADO) voice mail box telephone number is found on the Company Spokesperson pocket call card and in the Emergency Plan Telephone Directory.

- C. Call the Davis-Besse Public Affairs Duty Officer voice mail box and provide a brief summary of the event, and a point of contact for requesting additional information.

**Alert RA-EP-01700, Site Area Emergency RA-EP-01800, &**  
**General Emergency RA-EP-01900**

- A. **IF** a meaningless "Group" pager display appears on your pager, **THEN** call the Computerized Automated Notification System to verify that an emergency does not exist at the station.
- B. Upon notification of an Alert (2222 on your pager), Site Area Emergency (3333 on your pager), or General Emergency (4444 on your pager), call the Computerized Automated Notification System to indicate you have been notified and provide the system with your estimated travel time (in minutes). If you are unable to call into CANS then report to the Joint Public Information Center (JPIC).
- C. Proceed to the offsite Joint Public Information Center and upon arrival:
  - 1. Sign in on staffing board.
  - 2. Initiate a personal log beginning with arrival time.

**ATTACHMENT 4: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**COMPANY SPOKESPERSON**

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**Alert RA-EP-01700, Site Area Emergency RA-EP-01800, &**  
**General Emergency RA-EP-01900**  
**(Cont.)**

D. Activation:

1. Discuss the current emergency classification and overall plant status with the Emergency Director.
2. Discuss with the JPIC Manager the emergency status based on information from the Emergency Director Turnover Data Sheet, DBEP-304.
3. Review with the JPIC Manager and/or Public Affairs Duty Officer (PADO) media releases and media notifications made thus far.

**NOTE D.4**

Prior to the arrival of governmental Public Information Officers (PIOs), the JPIC may serve as a company news center.

4. Coordinate with the PADO to ensure that information (e.g. News Releases, notification logs) regarding Emergency Public Information activities prior to JPIC activation have been transmitted to the JPIC. Responding news agencies should be notified through the PADO that the JPIC is being activated.
5. Receive notification from the JPIC Manager that the facility is ready to activate. Verify that governmental PIOs are aware that the JPIC is ready to activate.
6. Declare the JPIC activated.
7. Notify the Emergency Director of the time the JPIC was declared activated.
8. Announce that the JPIC is activated. This means the JPIC has assumed primary responsibility for emergency public information activities.

E. Emergency Actions

1. Coordinate with other PIOs and the JPIC Manager to establish a schedule for news briefings. Ensure changes to the schedule are announced whenever the pace of emergency developments changes significantly.
2. Review each news release prepared by the JPIC Writer for overall accuracy, clarity and style, and approve releases prior to distribution to the media.
3. Media releases must also be reviewed by the Emergency Director, and Corporate Communications prior to being released.
4. Confer with the PIOs prior to each media briefing to exchange and compare information and to determine the most appropriate sequence of presentation.

**ATTACHMENT 4: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**COMPANY SPOKESPERSON**

Page 4 of 5

**Alert RA-EP-01700, Site Area Emergency RA-EP-01800, &**  
**General Emergency RA-EP-01900**  
**(Cont.)**

5. Provide public information on behalf of the Company to the news media at the JPIC.
  - a. Public statements may be based on news release content.
  - b. Respond to inquiries on facts, events, and actions involving the Company, its personnel, and its property.
  - c. **DO NOT** speculate on the causes or possible consequences of the emergency; focus on the presentation of current, factual information.
  - d. **DO NOT** discuss public protective actions or activities of responding governmental agencies; refer inquiries on these subjects to the appropriate governmental PIOs.
6. Provide interviews, as arranged by the JPIC Manager. The Audio/Visual Coordinator should video tape one-on-one interviews.
7. Respond to inquiries from Nuclear Energy Institute.
8. Provide information copies of news releases to the Emergency Director after approval.
9. Monitor JPIC staff for fitness for duty concerns and if extended work hours are required **REFER TO** NOP-LP-1002, Fitness For Duty and complete the appropriate request for extended hours and forward them to the Emergency Director for approval.

F. Termination of Emergency Conditions

1. **IF** the Company Spokesperson is considering deactivation of the JPIC, **THEN**, confer with the JPIC Manager to determine whether news media interest is within normal public relations capabilities.
  - a. The JPIC shall **NOT** be deactivated unless all PIOs agree that they ***NO*** longer need the JPIC to carry out emergency public information activities.
  - b. Inform the Emergency Director of the deactivation discussion with the PIOs.
  - c. When the Emergency Director approves deactivation of the JPIC, commence deactivation.

**ATTACHMENT 4: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**COMPANY SPOKESPERSON**

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**Alert RA-EP-01700. Site Area Emergency RA-EP-01800. &**  
**General Emergency RA-EP-01900**  
**(Cont.)**

2. During recovery activities, the JPIC may be designated to support media center activities.
- G. Perform recovery duties in accordance with RA-EP-02720, Recovery.

**ATTACHMENT 5: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY ASSISTANT PLANT MANAGER**  
Page 1 of 4

**ALTERNATES:** As listed in Emergency Plan Telephone Directory, Section 3

**DUTY LOCATION:** Control Room Shift Manager's Office

**PRIMARY DUTIES:**

1. Coordination of Control Room response to the emergency situation.
2. Liaison between Control Room and TSC personnel.
3. Advisor to the Emergency Plant Manager on plant status and trends.
4. Provide input for protective action recommendations and emergency classification changes

**DIRECT REPORTS:**

1. Shift Manager
2. Shift Engineer (Shift Technical Advisor)
3. Control Room Communicator

**ATTACHMENT 5: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY ASSISTANT PLANT MANAGER**

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**RESPONSE TO CLASSIFIED EVENTS**

This procedure is provided as a guide to assist in performing the various activities associated with an Emergency Response in the event of an incident at the Davis-Besse Nuclear Power Station. Refer to the appropriate emergency classification heading and carry out the actions identified under it.

**Unusual Event RA-EP-01600**

- A. **IF** a meaningless "Group" pager display appears on your pager, **THEN** call the Computerized Automated Notification System to verify that an emergency does not exist at the station.
- B. Upon being notified of an Unusual Event (1111 on your pager), call the Computerized Automated Notification System to indicate you have been notified.
- C. Contact the Control Room and discuss the nature of the incident with the Emergency Director (Shift Manager).
  - 1. Review the existing plant conditions and verify that the appropriate Emergency Classification has been made.
  - 2. Determine any need for additional manpower or logistical support that may aid the Emergency Director (Shift Manager) in correcting the situation.
  - 3. Through discussion attempt to determine the length of time anticipated until downgrading is possible.
  - 4. Using the Emergency Director Turnover Data Sheet, DBEP-304, review each of the areas listed on the sheet with the Emergency Director (Shift Manager) and complete the form.

**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900**

- A. Upon being notified of an Alert (2222 on your pager), Site Area Emergency (3333 on your pager), General Emergency (4444 on your pager), call the Computerized Automated Notification System to indicate you have been notified and provide the system with your estimated travel time (in minutes) to the Shift Manager's Office. If you are unable to call into CANS then report to the Control Room.
- B. Report to the Control Room (CTRM) and obtain a briefing from the onshift staff.

**ATTACHMENT 5: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY ASSISTANT PLANT MANAGER**

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**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900**  
(Cont.)

**NOTE C.**

1. The NRC telephone, CTRM Communicator telephone, headsets, and emergency forms are stored in sealed boxes underneath the Shift Manager's Desk.
2. The ultimate responsibility for directing the manipulation of plant equipment rests with the Shift Manager (Senior Reactor Operator) in the Control Room.

- C. Upon arrival at the CTRM, establish communications with the Technical Support Center (TSC) and discuss the nature of the incident with the Emergency Plant Manager.
  1. Determine the immediacy of the need to shift the responsibilities of the Emergency Director to either yourself or the Emergency Plant Manager in the absence of the on-call Emergency Director or one of his alternates.
    - a. When you arrive in the Control Room area, offer to assume the responsibilities of Emergency Director from the Shift Manager.
    - b. When the TSC and EOF have been activated, shift the Emergency Directory responsibilities to the Emergency Director or in his absence the Emergency Plant Manager.
    - c. The Emergency Director shall remain in the Control Room until TSC and EOF have been activated.
  2. Review the existing plant conditions and verify that the appropriate Emergency Classification has been made. REFER TO RA-EP-01500, Emergency Classification.

**NOTE C.3**

Personnel who are being called in shall comply with NOP-LP-1002, Fitness for Duty guidelines.

3. Call in an additional shift of operators to assume the fire brigade and first aid team duties, and to perform other duties as directed by the OSC Manager. Extra operators do not have to be present to consider the OSC activated.

**ATTACHMENT 5: EMERGENCY MANAGEMENT GUIDELINES**  
**FOR**  
**EMERGENCY ASSISTANT PLANT MANAGER**

Page 4 of 4

**Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &**  
**General Emergency RA-EP-01900**

(Cont.)

4. Keep the Emergency Plant Manager advised of plant operations, actions performed by Operations personnel, changes in plant parameters, and potential changes in classification and problems.
5. Ensure that the members of the normal plant organization assume duties in the onsite Emergency Organization.
6. Review staffing levels with the Emergency Plant Manager and, if necessary, call in additional individuals.
7. Ensure that first aid and medical treatment is given to injured personnel:
  - a. Station personnel, trained in first aid, shall assist in accordance with RA-EP-02000, Medical Emergencies.
  - b. RA-EP-02800, Transport of Contaminated Injured Personnel, shall govern the handling of contaminated injured personnel needing offsite medical care.
- D. Periodically conduct tele-conferencing with the Emergency Plant Manager and the OSC Manager to review actions being implemented and to ensure a coordinated response.
- E. Ensure that periodic updates are given as appropriate, using the GaiTronics system.
- F. Ensure that the Shift Manager or his designee maintains a log of all actions and decisions made during the course of the response.
- G. Once the emergency classification has been reclassified to an Unusual Event or terminated, the presence of the Emergency Assistant Plant Manager in the Control Room is no longer required.
- H. Monitor Control Room staff for fitness for duty concerns and if extended work hours are required **REFER TO** NOP-LP-1002, Fitness For Duty and complete the appropriate request for extended hours and forward them to the Emergency Director for approval.
- I. Participate in recovery activities in accordance with RA-EP-02720, Recovery Organization, as necessary.

**ATTACHMENT 6**  
**OVERVIEW OF ASSEMBLY/EVACUATION/ACCOUNTABILITY**  
Page 1 of 1

**Normally Required Actions**

		Unusual Event	Alert	Site Area Emergency	General Emergency
<b>Essential Personnel</b>		Notification	Respond to assigned emergency response facility	Respond to assigned emergency response facility	Respond to assigned emergency response facility
<b>Non-Essential Personnel within the:</b>	<b>Protected Area</b>	Notification	Assembly at the Training Center	Evacuate and perform accountability in the Protected Area	Site Evacuation, perform Protected Area Accountability if not performed earlier
	<b>Owner Controlled Area</b>	Notification	Notification	Assembly	Site Evacuation to designated offsite assembly area

**Optional Actions**

Unusual Event	Alert	Site Area Emergency	General Emergency
<ol style="list-style-type: none"> <li>Staff the Operations Support Center</li> <li>Limited evacuation of the affected area of the plant</li> <li>Assembly of Protected Area non-essential personnel in the Training Center</li> </ol>	<ol style="list-style-type: none"> <li>Assembled personnel options:                     <ul style="list-style-type: none"> <li>Keep personnel assembled</li> <li>Evacuate the Protected Area and perform Protected Area Accountability</li> <li>Return personnel to work</li> <li>Send non-essential personnel home</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Assembled personnel options:                     <ul style="list-style-type: none"> <li>Keep personnel assembled</li> <li>Send non-essential personnel home</li> <li>Site evacuation</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Assembled personnel at the offsite assembly area options:                     <ul style="list-style-type: none"> <li>Keep personnel assembled</li> <li>Send non-essential personnel home</li> </ul> </li> </ol>

**REFER TO** RA-EP-02520, Assembly and Accountability and RA-EP-02530, Evacuation for details

**ATTACHMENT 7: AEOF ACTIVATION AND OPERATION**

Page 1 of 2

**Alternate Emergency Operations Facility (AEOF) Setup and Activation**

- A. Locate 5 company telephone lines, record their individual telephone numbers and designate them as follows:
- 1 - AEOF Communicator
  - 1 - Senior Management Phone
  - 3 - General usage telephone
- B. Locate the Fax machine and record the telephone number.
- C. Refer to the Emergency Plan Telephone Directory, Emergency Facility Tab, and fax the AEOF telephone numbers to the Emergency Operations Facility, Public Relations fax machine.
- D. AEOF Communicator shall:
- Establish and maintain an open communication circuit with the Emergency Operations Facility (EOF) in accordance with the instructions posted in the AEOF.
  - Request that the Emergency Operations Facility (EOF) fax current data on the following issues:
    - Offsite release values, effected sub-areas and projected duration
    - Plant status
    - Plant safety system status
    - Recent Joint Public Information Center (JPIC) news releases.
- E. Establish a parking area for arriving agencies.
- F. Setup the senior manager's speakerphone and obtain a briefing from the Emergency Director (ED) or his/her representative.
- G. Setup the large conference room in a "roundtable" arrangement
- H. Setup the overhead projector and verify operations
- I. Setup signs to direct individuals to Alternate EOF
- J. Advise Emergency Director (ED) that the AEOF is activated

**ATTACHMENT 7: AEOF ACTIVATION AND OPERATION**

Page 2 of 2

**Briefing Guidelines**

- A. Use tent cards to identify each individual by name and organization.
- B. Respond only to utility actions and responses to the event. Direct non-utility questions to the appropriate individual/organization
- C. Designate an individual to serve as a scribe.
  - Record key issues, questions and request for additional information.
  - Maintain a log of attendees.
- D. Periodically brief the Emergency Director of AEOF activities.
- E. Call in additional personnel as required to maintain facility operations.

**Deactivation**

- A. Review all AEOF records for completeness and accuracy.
- B. Remove all AEOF signs and return equipment to the AEOF storage as appropriate.
- C. **REFER TO** RA-EP-00600, Emergency Facilities and Equipment Maintenance Program, for AEOF inventory.
- D. Complete the RA-EP-02720, Recovery, Deactivation Report DBEP-062.
- E. Collect and forward all AEOF records to the Emergency Preparedness Unit.

**ATTACHMENT 8: GUIDELINES FOR SHIFT TURNOVER**

Page 1 of 2

The activities of this checklist are to be coordinated by an individual assigned by the Emergency Director. Evaluate the event duration. For events that have an expected duration of greater than four hours a relief shift of ERO staff should be assembled.

- A. Considerations for the following issues should be made:
1. Establishment of an ERO shift rotation schedule.
  2. Selection of a shift turnover time.
  3. Determine if special instructions are required to be communicated to the personnel being called out, e.g. duration of shift and if they are going to be required to stay at their assigned facility, access route/requirements, radiological controls, assembly points, etc.
  4. As appropriate, establish an offsite assembly point for relief personnel and make provisions for a caravan or a bus to bring personnel to the station. If an offsite assembly point is selected, ensure the EOF has made offsite agencies aware of the assembly point location and the access route to the station.
  5. Determine how or if individual dosimeter will be retrieved from off going personnel and make provisions for issuing dosimeters to relieving personnel.

NOTE A.6

Personnel who are being called in shall comply with  
NOP-LP-1002, Fitness for Duty guidelines.

6. Assign an individual to coordinate the call-out. Normally, this is assigned to the Emergency Facility Services Manager.
  7. Establish a phone number(s) that ERO personnel can call for offsite information.
- B. The facility should prepare for shift turnover by:
1. Directing each member of your staff to review their records/logs and ensure completeness.
  2. Review facility status boards for accuracy and update as appropriate.
  3. Assemble a list of agencies which you are in communications with, and identify any outstanding or follow-up issues.

**ATTACHMENT 8: GUIDELINES FOR SHIFT TURNOVER**

Page 2 of 2

4. Evaluate the need to assemble your staff following turnover to debrief or discuss special instructions.
  5. Brief staff as to turnover expectations. Ensure that they understand which route to take when leaving the station, and when they are expected to return. Provide personnel with a Company telephone number to obtain information or to contact the ERO.
- C. Coordinate turnover such that key facility activities are not disrupted, and important evolutions such as emergency classification or protective action changes are completed prior to beginning turnover. Each member of your staff should turnover their responsibilities to the oncoming individual by:
1. As applicable, reviewing any logs or records maintained by their position.
  2. Review the information on the status boards.
  3. Discuss evolutions that have occurred during the past shift.
  4. Discuss classification level, special evolutions, and any onsite protective actions.
  5. As appropriate, discuss pending evolutions.
  6. Ask if there are questions.
  7. Advise ERO supervisor that they have been relieved.
- D. Personnel who have completed turnover should ensure that they have:
1. Signed into the facility organization status board.
  2. Been issued a TLD and appropriate dosimeter, if necessary.
  3. As appropriate, make an entry into the logbook indicating that they are now responsible for the position. The entry should include name, ERO title, time and date that the turnover took place, and any other pertinent details regarding the turnover.

COMMITMENTS

<u>Step Number</u>	<u>Reference</u>	<u>Comments</u>
Attachment 5	O 05685	Station management presence in the Control Room during TSC activation.
Attachment 1, I Attachment 2, G	O 13454	Who, by title, has authority to authorize emergency exposures in excess of regulatory limits.
Attachment 1	O 13612	List of delegable and non-delegable responsibilities of the Emergency Director.
Attachment 1, H Attachment 3, O	O 20716	Guidance of changing protective action recommendations. (CA 03-06439 & RIS 02-012)
Attachment 1 Attachment 2 Attachment 5	Q 02855, Q 02856	Orderly transfer of authority
Attachment 2, Section C, Attachment 5, Section C	Q 02857	Relieving the Emergency Director in the Control Room
Attachment 2, D Attachment 5, C	Q 02858	Authority, and limitations thereof, of technical and management personnel to direct activities in the Control Room.
Entire Procedure	Q 03111	Emergency Organization and individual authority
Attachment 7	O 18661	Alternate Emergency Operations Facility
Attachment 2, N Attachment 3, T Attachment 4, E.8 Attachment 5, H	CA 03-06831-02	Task facility manager with monitoring fitness for duty and extending hours of staff.
Attachment 7	O 18879	Alternate EOF has at least 2 phone lines and access to current plant status.
Attachment 1.N	O 19251	Alternate EOF may be staffed at a General Emergency to conduct meetings outside of 10-mile EPZ
Attachment 7	O 19253	Provide guidance for setup and operations of Alternate EOF

COMMITMENTS (Cont.)

<u>Step Number</u>	<u>Reference</u>	<u>Comments</u>
Attachment 7	O 19255	Designate a team to staff Alternate EOF

END

Davis-Besse Nuclear Power Station

EMERGENCY PLAN IMPLEMENTING PROCEDURE

RA-EP-02220

EMERGENCY OPERATIONS FACILITY ACTIVATION AND RESPONSE

REVISION 03

Prepared by: B. W. Cope

Procedure Owner: Manager – Regulatory Affairs

Effective Date: FEB 25 2004

Procedure Classification:

- Safety Related
- Quality Related
- Non-Quality Related

LEVEL OF USE:  
**IN-FIELD REFERENCE**

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## 1.0 PURPOSE

This procedure outlines the steps required for activation, operation, and deactivation of the Emergency Operations Facility (EOF) as performed by the Emergency Director Advisor, Emergency Planning Advisor, State and County Communicator and the NRC Liaison.

## 2.0 REFERENCES

### 2.1 Developmental

2.1.1 Davis-Besse Nuclear Power Station Emergency Plan

### 2.2 Implementation

2.2.1 RA-EP-01500, Emergency Classification

2.2.2 RA-EP-02010, Emergency Management

2.2.3 RA-EP-02110, Emergency Notification

2.2.4 RA-EP-02270, Facilities Support

2.2.5 RA-EP-00420, Response to Prompt Notification System Malfunction

2.2.6 DBNPS Emergency Plan Telephone Directory

## 3.0 DEFINITIONS

- 3.1 **CENTRAL COMPUTER UNIT (CCU)** – Is the personal computer that the Federal Signal Corporation's SFCDWARE Software resides on and provides for the interface to the Remote Terminal Units (RTU) at each siren. This terminal provides for activation, polling and monitoring of the siren system. The CCUs are at the following locations: Ottawa County Sheriffs' Office, Davis-Besse Emergency Operations Facility and at the Oak Harbor 500-Foot Tower Site.
- 3.2 **COMPUTERIZED AUTOMATED NOTIFICATION SYSTEM (CANS)** - A computer developed and used to control notification of designated personnel in the event of an emergency.
- 3.3 **EMERGENCY OPERATIONS FACILITY (EOF)** - An area located on the first floor of the Davis-Besse Administration Building which is equipped to facilitate the control and coordination of emergency activities and assessment. Prior to 2004 the EOF was known as the Emergency Control Center (ECC).

#### 4.0 RESPONSIBILITIES

- 4.1 The Emergency Director Advisor is responsible for:
  - 4.1.1 Assisting the Emergency Director in performing his emergency responsibilities.
  - 4.1.2 Providing periodic approved information to the Company Spokesperson for release to the general public.
  - 4.1.3 On failure of the Computerized Automated Notification System (CANS) call out emergency staffing as specified in the call tree section of the Emergency Plan Telephone Directory.
- 4.2 The Emergency Planning Advisor is responsible for:
  - 4.2.1 Verifying proper operation of CANS and appropriate EOF staff notifications of the emergency classification.
  - 4.2.2 Verifying proper operation of the offsite sirens.
  - 4.2.3 Providing Initial Notifications and Periodic Updates to offsite agencies.
  - 4.2.4 Interacting with the liaisons that arrive at the EOF from the State of Ohio, and Ottawa and Lucas Counties.
- 4.3 The State and County Communicator is responsible for:
  - 4.3.1 Maintaining communication with Ottawa County, Lucas County and the State of Ohio.
  - 4.3.2 On failure of the Computerized Automated Notification System (CANS) call out emergency staffing as specified in the call tree section of the Emergency Plan Telephone Directory.
- 4.4 The NRC Liaison is responsible for:
  - 4.4.1 Interfacing with the NRC.
  - 4.4.2 Interfacing with the NRC Incident Response Team when it arrives at Davis-Besse.
  - 4.4.3 On failure of the Computerized Automated Notification System (CANS) call out emergency staffing as specified in the call tree section of the Emergency Plan Telephone Directory.

## 5.0 INITIATING CONDITIONS

This procedure shall be used when:

- 5.1 An emergency has been declared and classified as an Alert, a Site Area Emergency, or a General Emergency.
- 5.2 Determined by the Emergency Director.

## 6.0 PROCEDURE

### 6.1 Emergency Director Advisor

- 6.1.1 On failure of the Computerized Automated Notification System (CANS) call out emergency staffing as specified in the call tree section of the Emergency Plan Telephone Directory.
- 6.1.2 Assist the Emergency Director in turnover of responsibilities from the Control Room.
- 6.1.3 Follow events closely, be prepared to brief and assist the Emergency Director concerning procedural requirements relating to the emergency (see RA-EP-02010, Emergency Management).
- 6.1.4 Act as a liaison between the Emergency Director and Company Spokesperson.
- 6.1.5 Review checklists and notifications for completeness, as appropriate.
- 6.1.6 Assess the need to upgrade or downgrade the emergency in accordance with RA-EP-01500, Emergency Classification.

### 6.2 Emergency Planning Advisor

- 6.2.1 Upon arrival at the EOF, verify that CANS is operational.
  - a. Determine who has responded to CANS. Compare the CANS Response Status Report to, CANS Validation Checklist, DBEP-305 if required.
  - b. Notify the Emergency Offsite Manager of CANS status and status of the emergency response organization callout.
  - c. If necessary, initiate additional staff notifications.
- 6.2.2 Ensure status boards are updated, and assign arriving status board keepers to specific status boards.

NOTE 6.2.3

This public address system transmits to the Radiological Testing Laboratory (RTL), Technical Support Center, (TSC), Emergency Operations Facility (EOF), the adjacent hallways, and the lunchroom at the North end of the DBAB First Floor.

- 6.2.3 Energize the Emergency Response Facility (ERF) Public Address (PA) System by:
- a. Plug the PA system jack into the EOF north wall. (Located to the left of the Dose Assessment Center sliding glass doors.)
  - b. Depress the amplifier power "ON" button and observe that the power on light illuminates.
  - c. Ensure that the tone switch is in the "DEFEAT" position (out).
  - d. Make sure all other controls are at their assigned position, indicated by a red dot on each control.

NOTE 6.2.3.e

Microphones are located in the EOF and the TSC on the Emergency Director table.

- e. Press the transmit button to make announcements.
  - f. If problems are experienced, contact the Emergency Facilities Services Manager for assistance.
- 6.2.4 Establish initial siren system status. Refer to ATTACHMENT 1, SIREN SYSTEM, A. INITIAL SYSTEM ASSESSMENT
- 6.2.5 When the EOF is activated, assume responsibility for preparing required notifications to the State of Ohio, Ottawa County, and Lucas County.
- a. Ensure all Initial Notification and Periodic Update Forms are approved by the Emergency Offsite Manager and approved and initialed by the Emergency Director prior to transmittal to offsite agencies.

- b. Ensure an approved Initial Notification Form is transmitted to the offsite agencies in accordance with RA-EP-02110, Emergency Notification, within 15 minutes following:
    - 1. Change of the emergency classification
    - 2. Change of the protective action recommendations
  - c. Ensure an approved Periodic Update Form is provided to offsite agencies as conditions change or at least hourly in accordance with RA-EP-02110, Emergency Notification.
  - d. Notify INPO of the emergency declaration, or change in classification using the Emergency Plan Telephone Directory.
- 6.2.6 If the emergency classification changes, notify the ERO in accordance with RA-EP-02110, Emergency Notification.
- 6.2.7 When directed telecopy meteorological condition changes to the State of Ohio, and Ottawa and Lucas Counties.
- 6.2.8 When siren system status is requested by Ottawa or Lucas County and with the EOM's concurrence, refer to ATTACHMENT 1: SIREN SYSTEM, B. DETERMINING STATUS FOLLOWING SIREN SYSTEM ACTIVATION
- 6.2.9 Ensure protective actions implemented by the State of Ohio are posted on the Radiological Status Board.
- 6.2.10 Ensure protective actions implemented by the Counties are posted on the Protective Actions Taken Status Board.
- 6.2.11 Provide periodic briefings to and answer questions from the EMA Liaisons in the EOF.
- 6.2.12 Provide assistance to the Emergency Offsite Manager, as needed.
- 6.2.13 Upon deactivation of the EOF, inform the State of Ohio, Ottawa and Lucas Counties using an Initial Notification Form in accordance with RA-EP-02110, Emergency Notification.
- 6.2.14 Notify the ERO of the "All Clear" in accordance with RA-EP-02110, Emergency Notification.

### 6.3 State and County Communicator

- 6.3.1 On failure of the Computerized Automated Notification System (CANS) call out emergency staffing as specified in the call tree section of the DBNPS Emergency Plan Telephone Directory.
- 6.3.2 Establish and maintain communications with Ottawa and Lucas Counties, and the State of Ohio.

### 6.4 NRC Liaison

#### 6.4.1 Activation

- a. Respond to Computerized Automated Notification System (CANS)
- b. On failure of the CANS call out emergency staffing as specified in the call tree section of the DBNPS Emergency Plan Telephone Directory.

NOTE

Extension of the Emergency Notification System (ENS) are located in the Control Room, Shift Engineer's Office, TSC, EOF and the NRC Conference Room DBAB Room 110

If the Control Room is communicating with the NRC you will be able to monitor the communications.

- c. Verify that the primary and backup Emergency Notification System (ENS) telephones at the NRC Liaison Desk have dial tone by picking up the receiver. If no dial tone is present notify the Emergency Offsite Manager.
- d. Begin a personal log for the NRC Liaison position. Ensure key interactions with the NRC are documented in your log. All documents should have time, date and author/sources.
- e. Verify that the Emergency Response Data System (ERDS) has been activated by the TSC by contacting the TSC Computer Technician.

#### 6.4.2 Operations

- a. Determine Emergency Action Level (EAL) that the event was classified under.

- b. Verify initial notification to NRC was made and obtain copy of Event Notification Worksheet(s), (Form DB 0095) that have been transmitted to the NRC during this event. If the Control Room has not faxed a copy of the Event Notification Worksheet request that the EOF Operations Advisor obtain a copy from the Control Room. ↓
- c. If the initial NRC notification has not been made notify the Emergency Offsite Manager.
- d. Ensure that the following position have been contacted and provided an event status:
1. NRC Resident
  2. Manager-Regulatory Affairs
  3. Director-Support Services
  4. NRC Project Manager
- e. Periodically update (at least once every hour) the NRC via the ENS. Update the Problem Analysis Status Board following each periodic briefing. Ensure that items that require follow-up/feedback are posted on the Problem Analysis Status Board. Suggested issues for discussion:
1. Emergency Classification
  2. Status/condition of the three fission product barriers
  3. Status of reactor (operating/shutdown/cooldown/shutdown margin)
  4. Status of station emergency response facility activation
  5. Status of a radiological releases to the environment
    - Wind direction
    - Stability Class
    - Expected release duration of the (2 hours default)
  6. Source of the release
  7. Station onsite protective actions
  8. Station offsite protective action recommendations
  9. Protective actions taken by offsite agencies
  10. Requests for offsite medical, fire or law enforcement assistance
  11. Issues that have received media attention

- f. Request information from the NRC on:
  - 1. Potential or expected NRC response to the station
  - 2. Potential or expected NRC response to the State of Ohio Emergency Operations Facility
  - 3. Requests for additional information
- g. Participate in periodic EOF briefings. Highlight key interactions with the NRC, questions and NRC dispatch of personnel to the stations.
- h. When advised that the NRC is dispatching an Incident Response Team refer to ATTACHMENT 2: PREPARING FOR NRC INCIDENT RESPONSE TEAM and notify the following of the pending NRC Team arrival:
  - 1. Emergency Director
  - 2. Emergency Offsite Manager
  - 3. Emergency Plant Manager
  - 4. Emergency Security Manager
  - 5. Company Spokesperson

#### 6.4.3 Deactivation

- a. Prepare a list of NRC issues and provide turnover to the Manager - Regulatory Affairs or his designee.
- b. Review RA-EP-02720, Recovery Organization procedure.
- c. For significant events consider the following activities:
  - 1. Sequester of failed equipment not necessary for safe shutdown for NRC inspection before repair.
  - 2. Prepare a location and list of appropriate personnel for interview.
  - 3. Prepare a list of names, titles and telephone numbers of key personnel in the recovery organization.

## 7.0 FINAL CONDITIONS

This procedure shall be terminated when:

- 7.1 Plant conditions are such that the emergency has been downgraded to Unusual Event, or terminated; and the EOF has been deactivated.
- 7.2 All equipment and useable supplies have been returned to their storage location.

- 7.3 The EOF staff has been relieved of all duties associated with the operation of the EOF.
- 7.4 The Company Spokesperson has been fully briefed on plant status and planned recovery actions.

## 8.0 RECORDS

- 8.1 The following quality assurance records are completed by this procedure and shall be listed on the Nuclear Records List, captured, and submitted to Nuclear Records Management in accordance with NG-NA-00106:
  - 8.1.1 None
- 8.2 The following non-quality assurance records are completed by this procedure and may be captured and submitted to Nuclear Records Management, in accordance with NG-NA-00106:
  - 8.2.1 None

ATTACHMENT 1: SIREN SYSTEM  
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A. INITIAL SYSTEM ASSESSMENT

The Davis-Besse Prompt Notification System is comprised of 54 sirens. Sirens 1-5 are located in Jerusalem Township in eastern Lucas County; the remaining 49 sirens are in Ottawa County. Ottawa County has 32 non-EPZ sirens in addition to the 49 EPZ sirens. The EPZ sirens are those found in the red box on the siren map displayed on the Central Computer Unit (CCU).

Each morning at approximately 5 am the CCU automatically polls the sirens. The CCU will automatically poll the siren a second time if the siren does not respond to the initial polling. The siren will not respond to the poll if there is radio traffic on or near the siren frequency in the vicinity of the individual siren site. Therefore you should poll the siren three times before declaring that the siren has a valid communications failure, for a total of six attempts.

For additional information reference procedure, RA-EP-00420, Response to Prompt Notification System Malfunction and the Prompt Notification System Central Computer Unit Reference (DBEP-052) located next to the CCU.

NOTE

When the siren monitoring program is on the "Map Display" screen, additional information about the colored dots can be obtained by opening the "Legend" Window. Detailed information about each siren can be obtained by positioning the pointer on the numbered siren dot and left clicking the mouse.

1. From the EOF Central Computer Unit (CCU), review the siren status by:
  - a. Obtaining a copy of the PNS Siren Computer Map Report Form (DBEP-051).
  - b. From the siren computer if not already selected, select the Map screen from the upper tool bar.

ATTACHMENT 1: SIREN SYSTEM  
(Page 2 of 3)NOTE

The third line of the individual siren "Status Detail FCT" window labeled "Last Comm" will indicate the last date and time that the siren communicated with the CCU.

- c. For any siren that indicates a communication failure (Purple) poll the siren again by selecting the individual siren from the map. When the individual siren "Status Detail FCT" window opens select "Poll" to poll this siren. If the siren does not response poll the individual siren a second time. After three attempts indicate that the siren has a communications failure.
- b. Observe the color of the "Map Display" dots and record the numbers of those sirens (dots) that are not solid green or solid blue on the PNS Siren Computer Map Report Form (DBEP-051).
- c. Advise the Emergency Offsite Manager (EOM) of any abnormal indications.
- d. With concurrence of the EOM, reset the "Map Display" by selecting Reset Map on the upper tool bar.
- e. Periodically check the "Map Display" and report any changes to the EOM.

**B. DETERMINING STATUS FOLLOWING SIREN SYSTEM ACTIVATION**

1. When requested by Ottawa or Lucas County and with the EOM's concurrence, use the CCU to determine the status of siren activation:
  - a. Obtain a copy of the PNS Siren Computer Map Report form (DB-EP-051).
  - b. Select Polling from the upper tool bar. Left clicking on Polling will initiate the polling sequence.
  - c. After the polling is complete (approximately 12 minutes), observe the color of the "Map Display" dots and record the numbers of those sirens (dots) that are not solid green on the PNS Siren Computer Map Report Form (DB-EP-051).
  - d. For any siren that indicates a communication failure (Purple) poll the siren again by selecting the individual siren from the map. When the individual siren "Status Detail FCT" window opens select "Poll" to poll this siren. If the siren does not response poll the individual siren a second time. After a total of three attempts indicate that the siren has a communications failure.

ATTACHMENT 1: SIREN SYSTEM  
(Page 3 of 3)

- e. Advise the Emergency Offsite Manager (EOM) of any abnormal indications. Then communicate this information to the requesting offsite agency.
- f. With concurrence of the EOM reset the "Map Display" by selecting Reset Map on the upper tool bar. All siren dots should change to blue.
- g. Periodically check the "Map Display" and report any changes to the EOM.

ATTACHMENT 2:  
PREPARING FOR NRC INCIDENT RESPONSE TEAM (IRT)  
Page 1 of 1

1. Using the NRC Incident Response Team (IRT) Form (DBEP-306) obtain as much information as possible.
2. Obtain from the Offsite Emergency Manager recommended route/requirements for entering the 10-mile emergency planning zone.
3. Obtain information on NRC IRT itinerary, including place (airport) and estimated time of arrival (ETA). Advise the NRC of any special routing considerations and provide directions to the site. Request that the NRC IRT team report to the EOF for an initial briefing.
3. Notify the Emergency Offsite Manager that a NRC IRT is being dispatched and request that the local law enforcement be advised
4. Coordinate with the Emergency Security Manager to make arrangements for protected area and EOF access for the NRC IRT team members.
5. Ensure that the Emergency Facility Services Manager is directed to set up work areas, including telephone support, for NRC IRT personnel. For information on work area setup refer to RA-EP-02270, Facilities Support
6. Ensure that arrangements are made for an initial briefing for the NRC IRT upon their arrival.
7. Obtain Emergency Offsite Manager permission to call in additional personnel, as necessary, for technical briefings and to serve as liaisons and as escorts for unbadged NRC personnel. (Note: Personnel who are being called in shall comply with NOP-LP-1002, Fitness for Duty Program guidelines).
8. Request Emergency Security Manager to ensure that individuals called-in will be granted access to the EOF. Confirm that their site access requirements are current.

COMMITMENTS

<u>Section</u>	<u>Reference</u>	<u>Comments</u>
None	None	None

END