

COMANCHE PEAK STEAM ELECTRIC STATION

TRAINING MANUAL

**EMERGENCY PREPAREDNESS TRAINING**

PROCEDURE NO. TRA-105

REVISION NO. 21

EFFECTIVE DATE: 11-29-06

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**EMERGENCY PLANNING MANAGER**

<p style="text-align: center;"><b>CPSES TRAINING MANUAL</b></p>		<p style="text-align: center;"><b>PROCEDURE NO. TRA-105</b></p>
<p style="text-align: center;"><b>EMERGENCY PREPAREDNESS TRAINING</b></p>	<p style="text-align: center;"><b>REVISION NO. 21</b></p>	<p style="text-align: center;"><b>PAGE 2 OF 14</b></p>
<p><b>1.0     <u>PURPOSE</u></b></p> <p>The purpose of this procedure is to define the Emergency Preparedness Training Program and to provide implementation and administrative guidance.</p> <p><b>2.0     <u>APPLICABILITY</u></b></p> <p>This procedure applies to all employees at Comanche Peak Steam Electric Station (CPSES).</p> <p><b>3.0     <u>DEFINITIONS / ACRONYMS</u></b></p> <p>3.1     <u>Acronyms</u></p> <p>3.1.1   <u>ERO</u> – Emergency Response Organization</p> <p>3.1.2   <u>PAD</u> – Position Assistance Document</p> <p>3.2     <u>Definitions</u></p> <p>3.2.1   <u>Continuing Training</u>: Training activities conducted in accordance with a systematic approach to training process, industry, regulatory, and CPSES management expectations. The complemented training activities will maintain and /or enhance the student’s skills, knowledge and abilities. In addition, the completed training will maintain student’s proficiency and qualifications.</p> <p>3.2.2   <u>Emergency Response Organization (ERO)</u> – Personnel assigned to perform selected emergency response tasks during a declared emergency.</p> <p>3.2.3   <u>Initial Training</u> – Training required for assignment to the ERO.</p> <p>3.2.4   <u>Key ERO positions</u> – Personnel in the CPSES ERO who have the responsibility to perform safety-significant functions as identified in NEI 99-002.</p> <p>3.2.5   <u>Offsite Response Agencies</u> – offsite emergency organizations and agencies who may be called upon to provide assistance in the event of an emergency.</p> <p>3.2.6   <u>Plant Staff</u> – personnel who are involved in or support the operation, construction, and maintenance of CPSES.</p> <p>3.2.7   <u>Remedial Training</u> – Training to correct unsatisfactory performance.</p> <p>3.2.8   <u>Walkdown</u> – Accomplishment of position specific tasks by simulating, walking through, or performing tasks in the applicable emergency response facility.</p>		

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<p><b>4.0     <u>REFERENCES</u></b></p> <p>4.1     EPP-100, Maintaining Emergency Preparedness.</p> <p>4.2     NTP-102, Analysis</p> <p>4.3     NTP-103, Design</p> <p>4.4     NTP-104, Development</p> <p>4.5     NTP-105, Implementation</p> <p>4.6     NTP-106, Evaluation</p> <p>4.7     STA-106, Nuclear Training Records</p> <p>4.8     STA-302, Station Records</p> <p>4.9     STA-430, Emergency Planning Review Boards</p> <p>4.10    EP Staff Guideline 01, Emergency Planning Writer’s Guide</p> <p>4.11    EP Staff Guideline 15, Remedial Training</p> <p>4.12    EP Staff Guideline 20, NRC Performance Indicators</p> <p>4.13    Security Qualification and Training Plan</p> <p>4.14    CPSES Emergency Plan</p> <p>4.15    INPO 96-009, Maintaining Emergency Preparedness Manual</p> <p>4.16    NEI 99-002, Regulatory Assessment Performance Indicator Guideline.</p> <p><b>5.0     <u>RESPONSIBILITIES</u></b></p> <p>5.1     <u>Nuclear Training Manager</u></p> <p>          Responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring training records and associated documents are processed and retained in accordance with STA-106 and STA-302.</li> </ul> <p>5.2     <u>Emergency Planning Manager [C-03192]</u></p> <p>          Responsible for:</p> <ul style="list-style-type: none"> <li>• Identifying the training needs of CPSES Emergency Response Organization</li> </ul>		

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<ul style="list-style-type: none"> <li>• Periodically reviewing this program for effectiveness</li> <li>• Maintaining this procedure current</li> <li>• Reviewing and approving CPSES ERO lesson plans.</li> <li>• Reviewing or concurring with training waivers/exemptions per STA-106.</li> </ul> <p>5.3 <u>CPSES Emergency Response Organization</u></p> <ul style="list-style-type: none"> <li>• Responsible for completing training activities per this procedure.</li> <li>• Maintaining incumbent qualifications necessary for assigned ERO position.</li> </ul> <p><b>6.0 <u>INSTRUCTIONS</u></b></p> <p>6.1 <u>General Information</u></p> <p>6.1.1 The Emergency Preparedness Training Program is administered at group levels. The extent of training that each group receives is dependent on an individual’s responsibility to emergency preparedness. Typically, ERO members are selected on the bases of an individual’s background (training, experience, etc.), management input, or professional judgment. The ERO Selection Guide provides guidance for selected positions.</p> <p>6.1.2 The groups are divided as follows:</p> <ul style="list-style-type: none"> <li>• Plant staff</li> <li>• Emergency Response Organization</li> <li>• Offsite Response Agencies</li> </ul> <p>6.1.3 The Emergency Response Organization Initial and Continuing Training Program Curriculums outline the training requirements for specific positions on the CPSES Emergency Response Organization Roster.</p> <p>6.1.4 A Course Catalog (ATTACHMENT 8.1.1) summarizes the training courses.</p> <p>6.1.5 Presentation of Emergency Response Organization training is not limited to classroom instruction; for example, computer based training, seminars, self-study, or table-top drills may be used.</p> <p>6.1.6 For courses with examinations the pass/fail criteria is 80%.</p>		

6.2 Training Per Personnel Groups

6.2.1 Plant Staff

6.2.1.1 Information on reporting emergencies and expected actions during emergencies shall be presented to the individuals when they are initially processed into the site (typically Plant Access Training or vendor/contractor indoctrinations). (C-23561)

6.2.1.1.1 Security personnel are trained per the Security Training and Qualification Plan.

6.2.2 Emergency Response Organization

6.2.2.1 Initial Training Requirements

**NOTE:** A good practice is to allow new or potential ERO members to observe a peer during an exercise.

6.2.2.1.1 To be assigned to the Emergency Response Organization (ERO), prospective ERO members shall successfully complete initial training requirements for their ERO position as specified in the ERO Initial Training Program Curriculum. [C-05652]

6.2.2.1.2 Prospective ERO members should be evaluated in the position by either a walkdown (preferred), or drill/exercise participation prior to being placed on the roster.

6.2.2.1.3 Satisfactory demonstration of the performance by a satisfactory (SAT) rating on an individual's ERO evaluation sheet.

6.2.2.2 Continuing Training Requirements

6.2.2.2.1 Every calendar year ERO members shall attend continuing training. This training should consist of but not limited to; (C-27322)

Review of Emergency Response Basics

Management Expectations

Review of ERO Responsibilities

Exercise Findings

Industry Events

6.2.2.2.2 In addition, First Responders (First Aid Team) and Radiation Protection Technicians should receive training annually in handling injured, contaminated individuals.

6.2.2.2.3 Radiation Protection Technicians should also receive annual training in Onsite and Offsite Radiological Monitoring.

6.2.2.2.4 Other continuing training may be provided on a case by case basis. This training should be based on exercise performance improvement, program changes, evaluation findings, industry events, and Emergency Planning Review Board input.

6.2.2.2.5 The ERO Continuing Training Program Curriculum provides a complete list of continuing training requirements for respective positions.

#### 6.2.2.3 Exercise Participation

Every two calendar years personnel in positions listed on Attachment 8.1.2, "Key ERO Positions", should:

Participate in an exercise or drill in their ERO position and receive a satisfactory (SAT) rating on an Emergency Response Organization Drill/Exercise Evaluation Sheet.

Or

Perform as a Controller/Evaluator for their position in a drill or exercise.

**NOTE:** Participation is tracked in accordance with EP Staff Guideline 20.

EPP-100, "Maintaining Emergency Preparedness," contains a complete listing of exercises and drills.

#### 6.2.2.4 Disqualification

6.2.2.4.1 Disqualification for emergency response duties for an ERO member results from:

Less than 80% on written exam;

Or

An unsatisfactory (UNSAT) rating verified by Emergency Planning on an ERO evaluation sheet;

Or

Failure to complete annual continuing training requirements identified in paragraph 6.2.2.2.

6.2.2.4.2 Guidance to requalify personnel to the ERO is contained in EP Staff Guideline 15.

#### 6.2.2.5 Former ERO member

An individual who has been away from the ERO for less than two (2) calendar years should complete position specific training and be evaluated in the position prior to being placed on the ERO roster; otherwise, the initial training requirements should be completed.

6.2.2.6 Waivers and/or exemptions may be granted for classroom study, self-study, and/or CBT Training but not qualification. For qualification, the individual should have their performance evaluated and receive a satisfactory (SAT) rating on an ERO Position Walkdown Evaluation Sheet.

### 6.3 Offsite Response Agencies.

Training is offered to Offsite Response Agencies annually. [C-05654] Training includes such topics as:

- State and local government emergency plans
- Offsite direction, control, and decision making
- Facility staffing, activation, and operation
- Alerting and informing the public
- Protective and action guides

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<ul style="list-style-type: none"> <li>• Establishment of Reception Centers</li> <li>• Site access for fire department, ambulance/rescue, and law enforcement personnel</li> <li>• Squaw Creek Park evacuation</li> <li>• Set up and management of the Radiation Emergency Area at designated hospitals</li> <li>• Radiological orientation, including exposure/contamination control and decontamination.</li> <li>• Distribution of information to the news media and public.</li> <li>• Familiarization with CPSES Emergency Classification methodology</li> <li>• School and special facility response to a CPSES emergency.</li> </ul> <p>6.4 <u>Training Materials</u></p> <p>6.4.1 Training materials per this procedure include:</p> <p style="padding-left: 40px;">Lesson materials</p> <p style="padding-left: 40px;">ERO Initial Training Curriculum</p> <p style="padding-left: 40px;">ERO Continuing Training Curriculum</p> <p style="padding-left: 40px;">ERO Selection Guide</p> <p style="padding-left: 40px;">ERO Master Task List</p> <p style="padding-left: 40px;">ERO Position Walkdown Evaluation Sheets</p> <p style="padding-left: 40px;">ERO Drill/Exercise Evaluations Sheets</p> <p>6.4.2 Lesson materials should be analyzed, designed, developed, implemented, and evaluated in accordance with the Nuclear Training Procedures.</p> <p>6.4.3 ERO Position Walkdown Evaluation Sheets and ERO Drill/Exercise Evaluation Sheets are generated from the EP Master Task List. All task additions/changes/deletions are handled in accordance with EP Staff Guideline 001, Emergency Planning Writers Guide.</p> <p>6.4.4 Training materials should be approved by the Emergency Planning Manager or designee.</p>		



CPSES TRAINING MANUAL		PROCEDURE NO. TRA-105
EMERGENCY PREPAREDNESS TRAINING	REVISION NO. 21	PAGE 9 OF 14
<p>6.5    <u>Emergency Planning Review Boards</u></p> <p>The Emergency Planning Review Boards are established in accordance with STA-430, “Emergency Planning Review Boards.”</p> <p>6.6    <u>Program Effectiveness Evaluation</u></p> <p>6.6.1    The effectiveness of the training and qualification program should be evaluated in accordance with NTP-106, “Evaluation.”</p> <p>6.6.2    Emergency Response Organization (ERO) members shall be encouraged to provide feedback on training and exercises. [C-27028]</p> <p><b>7.0    <u>FIGURES</u></b></p> <p>None</p> <p><b>8.0    <u>ATTACHMENTS/FORMS</u></b></p> <p>8.1    <u>Attachments</u></p> <p>8.1.1    Course Catalog</p> <p>8.1.2    Key ERO Positions</p> <p>8.2    <u>Forms</u></p> <p>None</p> <p><b>9.0    <u>RECORDS</u></b></p> <p>When completed, the following documents generated in response to this procedure for the ERO should be handled in accordance with STA-106, “Nuclear Training Records”.</p> <p>9.1.1    ERO Position Walkdown Evaluation Sheet</p> <p>9.1.2    Emergency Response Organization Drill/Exercise Evaluation Sheet</p>		

ATTACHMENT 8.1.1

Page 1 of 4

**COURSE CATALOG**

Accident Classification (AC1)

Covers the following topics:

- Evaluation of initiating conditions to determine whether emergency class should be declared, escalated, or terminated.
- Criteria for reentry to previously evacuated onsite areas
- Criteria for closeout of emergency
- Criteria for activation of the Recovery Organization.

Core Damage Assessment (CDA)

Covers the responsibilities and methodologies for estimating the magnitude of reactor core damage following an accident.

Dose Assessment & Projections (DAP)

Covers the following topics:

- Gathering radiological, meteorological, and operational data to support dose projections.
- Data input to perform computer based dose projections.

Emergency Communications – Notifications (ECN)

Covers the following topics:

- Tasks associated with offsite emergency notifications.
- Tasks associated with the transfer of emergency notification duties.
- Use of the EP Notification Message Computer.

ATTACHMENT 8.1.1

Page 2 of 4

**COURSE CATALOG**

Emergency Response Basics (ERB)

Covers the following topics:

- Emergency Plan and Procedures
- Emergency Classifications
- Emergency Response Facilities
- CPSES Emergency Response Organization
- Emergency Response Equipment
- Offsite Interfaces
- Personnel Protective Measures
- Close-out and Recovery

Onsite Protective Actions (EVA)

Covers the following topics:

- Evacuation of personnel from buildings, areas, and the site.
- Accountability of personnel following a site evacuation
- Habitability monitoring of emergency response facilities
- Relocation of emergency response facilities
- Approval and issue of potassium iodide (KI)
- Radiological work controls.

Handling Contaminated Injured (HCI)

Covers the control of contamination and exposure without compromising medical care.

ATTACHMENT 8.1.1

Page 3 or 4

**COURSE CATALOG**

Onsite & Offsite Radiological Monitoring (ORS)

Covers the following topics:

- Tasks associated with in-plant survey teams
- Tasks associated with onsite survey teams
- Tasks associated with offsite monitoring teams.

Plant Access Training (PAT)

Covers the requirements to obtain unescorted access into the Protected Area.

Protective Action Recommendations (PAR)

Covers the following topics:

- Developing protective action recommendations
- Approving protective action recommendations.

Radiation Worker Training (RWT)

Covers the requirements for entry into Radiologically Controlled Areas.

Respiratory Protection Training (RPT)

Covers the requirements for the use of respiratory protective equipment.

Emergency Damage Mitigation Guidelines (SEG)

Covers the following topics:

- ABN-915, "Security Events"
- Station Significant Event Guideline
- Comanche Peak Offsite Response Book
- Engineering Workbook

ATTACHMENT 8.1.1

Page 4 of 4

**COURSE CATALOG**

Severe Accident Management (SAM)

Implementers:

Training Includes:

- Overview for SAMG
- Executive Volume for Control Room
- SACRG-1
- SACRG-2

Evaluators:

Training Includes:

- Overview for SAMG
- SAMG for the TSC
  - Executive Volume for the TSC
  - DFC/SCST
  - Instrumentation
  - SACRG-1 and 2
- Guidelines for the TSC

Decision Maker:

Training Includes:

- Overview for SAMG
- SAMG for the TSC
  - Executive Volume for the TSC
  - DFC/SCST
  - Instrumentation
  - SACRG-1 and 2

ATTACHMENT 8.1.2

Page 1 of 1

**KEY ERO POSITIONS**

CONTROL ROOM

Shift Manager

TSC

TSC Manager

TSC Ops Coordinator

TSC ONRAC

TSC Communications Coordinator

TSC Communicator

TSC Engineering Team Coordinator

OSC

OSC Manager

EOF

EOF Manager

EOF RP Coordinator

EOF OFFRAC

EOF Communications Coordinator

EOF Communicator