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May 28, 1998

U. S. Nuclear Regulatory Commission
Document Control Desk
Washington, D.C. 20555

Gentlemen:

Subject: Docket Nos. 50-206, 50-361, and 50-362
Emergency Plan Implementing Procedure
San Onofre Nuclear Generating Station, Units 1, 2 and 3

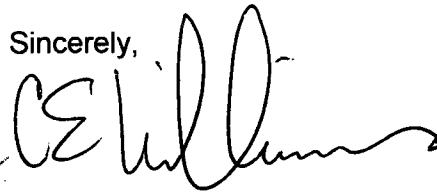
Pursuant to 10 CFR 50, Appendix E, Section V, this letter provides a copy of the following revised Emergency Plan Implementing Procedure:

<u>PROCEDURE</u>	<u>REV</u>	<u>TCN</u>	<u>TITLE</u>
SO123-VIII-30.6	5		EOF Communicator Duties

For your convenience, an updated index is enclosed listing titles, latest revisions, and TCNs to all of the San Onofre Nuclear Generating Station Emergency Plan Implementing Procedures. Items which have changed since our last submittal are indicated by a bar in the right margin.

The enclosure also lists the current Offsite Emergency Planning Order and the Emergency Plan Training Program Description, which are referenced in the Emergency Plan.

Sincerely,

for 
Gregory T. Gibson
Manager, Compliance

Enclosures

cc: Emergency Response Coordinator, USNRC Region IV
J. A. Sloan, Senior Resident Inspector, San Onofre Units 2 & 3

9806030420 980528
PDR ADOCK 05000206
F PDR

P. O. Box 128
San Clemente, CA 92674-0128

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SONGS EPIP INDEX

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SONGS EPIP INDEX

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SO123-VIII-80	8		EMERGENCY GROUP LEADER DUTIES
SO123-VIII-90.1	3		HEADQUARTERS SUPPORT CENTER (HSC)
SO123-VIII-90.2	2	1	EOF CORPORATE COMMUNICATIONS

**EMERGENCY PLAN REFERENCED
ORDERS AND TRAINING PROCEDURES**

<u>DOCUMENT</u>	<u>REV. #</u>	<u>TCN</u>	<u>TITLE</u>
SO123-NP-1	1		OFFSITE EMERGENCY PLANNING (OEP) RESPONSIBILITIES AND OFFSITE INTERFACES
SO123-XXI-1.11.3	8		EMERGENCY PLAN TRAINING PROGRAM DESCRIPTION

EOF COMMUNICATOR DUTIES

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EOF COMMUNICATOR DUTIES

1.0 OBJECTIVE

1.1 Provide direction for implementing offsite notifications from the Emergency Operations Facility (EOF).

2.0 REFERENCES

2.1 Procedures

2.1.1 S0123-VI-0.9, Author's Guide for the Preparation of Orders, Procedures, and Instructions

2.2 Other

2.2.1 Form EP(123) 10, Event Notification Form (ENF)

2.2.2 Emergency Response Telephone Directory (ERTD)

3.0 PREREQUISITES

3.1 Emergency Planning (EP) is responsible for ensuring that the current copy of this Document is in the emergency notebook for use during declared emergencies and drills.

3.2 Personnel are responsible for ensuring they use the current copy of this Document when not in a declared emergency or drill by checking the Nuclear Document Management System (NDMS) and any issued TCNs/ECs or by use of one of the methods described in S0123-VI-0.9, Author's Guide for the Preparation of Orders, Procedures, and Instructions.

4.0 PRECAUTION(S)

4.1 Emergency Coordinator (EC) duties shall normally be performed by the Units 2/3 Shift Superintendent (SS) prior to turnover to the Station Emergency Director (SED), and ultimately by the Corporate Emergency Director (CED).

5.0 CHECKLIST(S)

5.1 None

6.0 PROCEDURE

NOTE: The Emergency Response Telephone Directory (ERTD) is located in the EOF Communicator Notebook and contains alternate telephone and FAX numbers for the offsite agencies.

6.1 Initial Activation

- 6.1.1 Review the Yellow Phone System (YPS) configuration.
 - .1 Ensure both monitors and both printers have power and are on-line.
 - .2 Check that the software is loaded and running and that the printers have paper.
 - .3 Monitor the YPS status display screen for notifications being performed from the Technical Support Center (TSC).
- 6.1.2 Review messages received at the YPS printer Station *35 and notification status with EOF YPS Computer Operator.
 - .1 Ensure copies of all messages are delivered to the Emergency Advisor Notifications (EAN) and the Administrative Coordinator.
- 6.1.3 Identify any stations on the status display indicating that the data circuits are off-line (not highlighted).
 - .1 Direct the Administrative Coordinator to FAX all future printed messages to these off-line stations until they are returned to service, and inform telecommunications per Step 6.7.1.

6.2 Turnover of Notification Duties

- 6.2.1 When EC turnover to the CED is confirmed by the EAN, contact the TSC Communicator. (TSC-2/3 86396 or 86397)
- 6.2.2 Record the following information in your log:
 - .1 TSC Communicator Name
Last Message Number
Time of Turnover

6.0 PROCEDURE (Continued)

6.2.3 When the TSC confirms readiness, accept transfer of responsibility for Yellow Phone and Blue Phone notifications to the EOF.

- .1 Verify that "Lockout Lower" has been released by the TSC.
- .2 Notify the EOF Emergency Planning Coordinator (EPC) that offsite notifications have been assumed by the EOF.

6.3 15-Minute Verbal Notification

6.3.1 When notified of an event reclassification or Protective Action Recommendation (PAR) revision, perform the following using Attachment 1.

- .1 Prepare the verbal information and obtain the PAR and release information from the EAN.
- .2 Perform **Blue Phone** verbal notification.
- .3 Perform **Yellow Phone** verbal notification.

6.3.2 If an offsite agency does not receive the Yellow Phone verbal notification, then dial the individual YPS Station number or use the alternate bell numbers listed in Attachment 1 to make contact.

6.3.3 Report the status of the 15-minute verbal notification to the EAN.

6.4 30-Minute Printed Message

6.4.1 Obtain the Event Notification Form (ENF) from the EAN.

- .1 Provide a copy of the ENF to the YPS Computer Operator for printed message preparation.

6.4.2 Assist the YPS Computer Operator with data entry as necessary, then perform the following actions:

- .1 Print and compare a hard copy of the printed message with the hand written original prior to message transmission.
- .2 Modify the text if required to correct errors or to reduce technical terminology.
- .3 Direct the YPS Computer Operator to transmit the message.
- .4 Direct the Administrative Coordinator to FAX the approved message to the State Office of Emergency Services (OES).

6.0 PROCEDURE (Continued)

- 6.4.3 If an offsite agency does not receive the printed message over the YPS, then direct the Administrative Coordinator to FAX the message to that station.
- .1 If all stations report no message receipt, then transmit the message over the FAX by pressing the "Relay Broadcast" button, enter code "22" + "SET", then press *92.
- 6.4.4 Report the status of the 30-minute printed message notification to the EAN.

6.5 Message Receipt Verification

- 6.5.1 Verify Offsite Agency acknowledgement of printed message receipt on the Yellow Phone System Status Screen approximately 5 minutes after the message was sent.
- .1 If a participating station has not pressed the "Report Acknowledge Button" and time permits, then initiate a call to that station and read the following:
- "This is San Onofre Nuclear Generating Station."
- "We are verifying your receipt of a printed message."
- "Please press your "Report Acknowledge Button" to confirm printed message receipt."
- "This completes our verification call, San Onofre clear."
- .2 Report the status of the printed message receipt verification to the EAN.

6.6 Follow-Up and Other Notifications

- 6.6.1 Use the following steps for all Follow-up, Offsite Dose Assessment Center (ODAC), Free Form, and Close-out notifications.
- 6.6.2 Deliver a copy of the hand-drafted message to the YPS Computer Operator for printed message preparation.
- 6.6.3 Assist the YPS Computer Operator with data entry as necessary, then perform the following actions:
- .1 Print and compare a hard copy of the printed message with the hand written original prior to message transmission. Request ODAC to review all ODAC messages prior to actual message transmission.
- .2 Modify the text if required to correct errors or to reduce technical terminology.

6.0 PROCEDURE (Continued)

- 6.6.3.3 Direct the YPS Computer Operator to transmit the message.
- .4 Direct the Administrative Coordinator to FAX the approved message to the OES.
- 6.6.4 If an offsite agency does not receive the printed message over the YPS, then direct the Administrative Coordinator to FAX the message to that station.
- 6.6.5 Report the status of the printed message notification to the EAN.
- 6.6.6 Verify message receipt within 30 minutes by checking the status monitor for message receipt.
- .1 Call the stations who have not acknowledged message receipt and request them to press the yellow lighted "Report Acknowledged" button near their YPS printer.

NOTE: No verbal notification or roll call is required for follow up notifications.

6.7 Administrative Actions

- 6.7.1 Report all phone problems to the Telecommunications Repair Technician in the EOF (88220), and to the EOF Emergency Planning Coordinator.

7.0 RECORDS

- 7.1 Maintain a log of decisions and actions required by EIPs. Provide documentation of conditions, events, and communications wherever appropriate to ensure a complete and adequate record, to minimize misunderstanding, and to identify items requiring followup actions.
- 7.2 Forward all completed procedure and attachments to the Emergency Planning Coordinator at the conclusion of the event or drill.

VERBAL NOTIFICATIONS

Stations Manned 24 hrs Bold Type:

Verbal Message # _____ Approved: _____

<p>[M] *27 O/C Comm Ctr (714) Alt 834-7208 FAX 834-7210</p>	<p>1.0 Perform the following verbal notifications from the indicated text below:</p>
<p>[U] *28 O/C EOC (714) Alt 834-7261 Fax 834-7354</p>	<p>.1 <u>Read the message to OES via the Blue Phone.</u> Record Contact Name/Time _____ Alt (916) 262-1621 FAX (916) 262-1677</p>
<p>[D] *26 San Juan EOC (714) Alt 493-3171 FAX 493-1251</p>	<p>.2 <u>Read the message to *91 via the YPS circuit.</u> Record Time Initiated - _____</p>
<p>[D] *34 Dana Pt EOC (714) Alt 248-3533 FAX 248-9920</p>	<p>YPS & OES Read for ALL Messages "This is San Onofre Nuclear Generating Station."</p>
<p>[M] *33 San Diego EOC (619) Alt 565-5255 FAX 278-1752</p>	<p>YPS & OES Read for Reclassification or PAR Change "A(n) _____ [] has been declared (Emergency Class) [] is in progress at _____ in Unit _____." (EDT)</p>
<p>[D] *46 San Diego ODP (619) Alt 565-3490 FAX 694-2514</p>	<p>"Consult Event Code _____ in your Manual of Emergency Events."</p>
<p>[M] *47 San Clemente (714) Alt 361-8201 FAX 361-8381</p>	<p>"The Protective Action Recommendation [] is as follows:" [] was changed at _____ to:"</p>
<p>[U] *25 San Clem EOC (714) Alt 366-4705 FAX 366-4700</p>	<p>[] "None Required" (time) [] "State Beach Evacuation" [] "Shelter for all sectors to the EPZ Boundary" [] "Evacuate in all sectors to the EPZ Boundary"</p>
<p>[M] *22 USMC Cmd D/O (619) Alt 725-5744, 725-5900 FAX 725-5336 Duty Officer 725-5617</p>	<p>"There [] has not been a radioactive release. [] has</p>
<p>[D] *23 USMC EOC (619) Alt 725-5079 FAX 725-5894</p>	<p>YPS Read for Reclassification or PAR Change Only "When I announce your station no. and agency name, please respond with your first initial and last name." (<-- Log responses)</p>
<p>[M] *32 San Diego CHP (619) Alt 467-3323 FAX 467-4311</p>	<p>"Prepare to receive printed message # _____ in a few minutes. Acknowledge msg. receipt by pressing the printer Report ACK Button.</p>
<p>[D] *48 San Diego CHP EOC (619) Alt 238-3645 FAX 268-2851</p>	<p>YPS & OES Read For Close-Out Message Only "Emergency Actions have been closed-out at San Onofre."</p>
<p>[D] *24 St Parks EOC (714) Alt 492-0802 FAX 492-8412</p>	<p>YPS & OES Read for ALL Messages "This Message is complete, San Onofre Clear."</p>
<p>[M] *42 ECC Alhambra (818) Alt 7-46179 FAX 7-46373</p>	

1.0 INSTRUCTIONS

BACKUP COMMUNICATIONS

1.1 Verbal Notifications

- 1.1.1 If the Offsite Agencies cannot be contacted via the YPS, then call stations *27, *33, *47, *22, *32 & *42 using their alternate numbers listed in Attachment 1.
- .1 Request Orange County *27 to initiate emergency recall and notification for Dana Point and San Juan Capistrano.
 - .2 Request *32 San Diego CHP to initiate emergency recall and notification for State Parks.
- 1.1.2 Ensure the following notifications are made.
- .1 If State Parks Station *24 and the Alternate Number do not answer, then request *32 San Diego CHP to initiate emergency recall for State Parks.
 - .2 If San Diego County EOC *33 and ODP *46, do not answer, then notify the Coast Guard of the protective action recommendations. (See ERTD, for Bell numbers)
- 1.1.3 Request *42 Energy Control Center, Alhambra for assistance in offsite notifications if needed.

1.2 Printed Message Notifications

- 1.2.1 If the Offsite Agencies do not receive the printed message via the YPS, then use the FAX machine to relay broadcast the printed message to the offsite agencies.
- .1 Start the relay by pressing the "Relay Broadcast" button, enter code "22" + "SET", then press *92.

1.3 Notification Forms

- 1.3.1 Upon receiving the completed notification form, direct the EOF Administrative Coordinator to make 12 copies of the verbal form message and perform the following actions:
- .1 Deliver 1 copy to the YPS Communicator for immediate verbal notification using Step 1.1.2.
 - .2 Deliver 1 copy to the FAX operator for immediate transmission using relay broadcast Step 1.2.1.
 - .3 Deliver 8 copies to the EOF Liaison Center Coordinator (LCC) and request the LCC to direct the agency Liaisons to initiate calls to their respective EOCs.