

From Records Management

Letter # EF:90:0309

Date April 6, 1990

Subject Controlled Distribution of Emergency Plan and Procedures Manual

To Distribution

cc: HF Letter Log, MS-52

Attached are the following revisions to the Emergency Plan and Procedures Manual, Emergency Procedures Section, which has been assigned to you under controlled distribution:

- o Latest Record of Revision - Emergency Procedures
- o Emergency Procedure G-27, Rev. 6 - Emergency Telephone Roster

Please replace the previous record of revision pages in the Emergency Procedures section and Emergency Procedure G-27, Rev. 5 with the attached.

Copies made from a controlled document are to be marked **UNCONTROLLED** before distribution.

To acknowledge receipt of these revisions, please sign, date, and return the attached controlled distribution receipt acknowledgement by April 20, 1990, to

Ms. L. E. Domes, Mail Stop 52
Records Management
West Valley Nuclear Services Co., Inc.
P.O. Box 191
West Valley, New York 14171-0191

For your convenience, a return address has been placed on the reverse side of the controlled distribution receipt acknowledgement; please fold, staple, and place in the mail. If you have any questions, do not hesitate to call.

Mr. L. E. Domes

L. E. Domes, Records Processor
Mail Stop - 52
Records Management
West Valley Nuclear Services Co., Inc.

LED

Approved: C. M. Schiffhauer

C. M. Schiffhauer, Supervisor

Attachments: As stated above.

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EMERGENCY PROCEDURES

RECORD OF REVISION

PROCEDURE

If there are changes to the procedure, the revision number increases by one. These changes are indicated by placing a heavy vertical black line located in the right-hand margin adjacent to the sentence or paragraph which was revised.

Example:

The vertical line in the margin indicates a change. |

Rev. No.	Description of Changes	Revision On Page(s)	Dated
0	Original Issue Emergency Procedure G-19	G-19.1 through G-19.5	09-89
2	Revision to G-11	G-11.1 through G-11.6	01-90
7	Revision to G-26	G-26.1 through G-26.13	01-90
2	Revision to G-10	G-10.1 through G-10.3	03-90
6	Revision to G-27	G-27.1 through G-27.8	04-90

Emergency Procedure G-27

EMERGENCY TELEPHONE ROSTER

1.0 POLICY

It is the policy of West Valley Nuclear Services to provide a list with outside agencies phone numbers and delineate responsibilities for making notification to outside agencies in case of emergencies.

2.0 SCOPE

2.1 Purpose:

This procedure provides the phone numbers of personnel and outside agencies involved with emergency response that may be called by the Liaison Manager and the DOE-ID WCC Communicator.

2.2 Discussion:

Upon implementation of the Emergency Plan, the Liaison Manager, and the DOE-ID WCC Communicator will make required notifications using the appendices of this Emergency Telephone Roster.

3.0 DEFINITIONS

None -

4.0 RESPONSIBILITIES

- 4.1 The Liaison Manager has the responsibility to notify outside agencies as per Emergency Implementing Procedure G-7.
- 4.2 The DOE-ID WCC Communicator has the responsibility to notify the Warning Communication Center (WCC) in Idaho and maintain an open line of communication at all times during the emergency as per Emergency Implementing Procedure G-36.
- 4.3 The Liaison Manager and the DOE-ID WCC Communicator shall maintain a record of all communications with off-site personnel and organizations.
- 4.4 The Emergency Planning and Preparedness Coordinator shall be responsible for quarterly verification and updating of the Emergency Telephone Roster.

5.0 GENERAL

None

6.0 PROCEDURE

- 6.1 Appendix A is the Liaison Manager Call List. The Liaison Manager shall activate the off-site emergency response agencies as per Emergency Implementing Procedure G-7.
- 6.2 Appendix B contains phone numbers of the Westinghouse Energy and Utility Systems Emergency Committee that may be useful during an emergency.
- 6.3 Appendix C contains phone numbers that may be useful for medical emergencies.
- 6.4 Appendix D contains phone numbers that may be useful for fire and/or safeguards emergencies.
- 6.5 Appendix E contains phone numbers that may be useful during any emergency.
- 6.6 Changes to the appendices shall be approved by DOE and the WVNS President.

7.0 APPLICABLE DOCUMENTS

- 7.1 WVDP-022, Emergency Plan
- 7.2 Emergency Procedure G-5, Duties of the Emergency Director
- 7.3 Emergency Procedure G-6, Duties of the Assistant Emergency Director
- 7.4 -Emergency Procedure G-7, Duties of the Liaison Manager
- 7.5 Emergency Procedure G-12, Duties and Responsibilities of the Security Manager During an Emergency Condition
- 7.6 Emergency Procedure G-36, Duties of the DOE-WCC Communicator

8.0 RECORDS AND NOTIFICATIONS

- 8.1 Documentation of communications through logbook entries, check-off list completion, tape recordings.

APPENDIX A - CALL LIST

HAZARDOUS MATERIALS REPORTABLE QUANTITY RELEASES/SPILLS (other than radioactive)

<u>TITLE</u>	<u>OFFICE PHONE</u>	<u>OFF HOURS or EMER. PHONE</u>
U.S. DOE HEADQUARTERS Emergency Operations Center	24 hour Notification	202-586-8100 FTS-7-896-8100
DOE-ID WARNING COMMUNICATIONS CENTER (WCC)	24 hour Notification	208-526-1515 FTS-7-583-1515 Speed Dial 173-37
CATTARAUGUS COUNTY Emergency Management Warning Point	24 hour Notification	716-938-9191 Speed Dial 173-50
ERIE COUNTY Department of Emergency Services	24 hour Notification	716-858-6578
STATE WARNING POINT Albany (SEMO)	24 hour Notification	518-457-2200 518-457-6811 Speed Dial 173-41
EPA National Response Center	24 hour Notification	800-424-8802 202-267-2675 FTS-7-267-2675
REGION II EPA Emergency Response Team	24 hour Notification	201-548-8730
NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION Oil Spill or Hazardous Material Spill	24 hour Notification	800-457-7362
WESTINGHOUSE CORP. ENVIRONMENTAL AFFAIRS RESPONSE GROUP	24 hour Notification	412-642-3444
WESTINGHOUSE CORP. ENERGY CENTER SECURITY STATION	24 hour Notification	412-374-4019 412-374-4020

APPENDIX A - CALL LIST (continued)

RADIOACTIVE RELEASES/SPILLS (Reportable Quantities)

<u>TITLE</u>	<u>OFFICE PHONE</u>	<u>OFF HOURS or EMER. PHONE</u>
U.S. DOE HEADQUARTERS Emergency Operations Center	24 hour Notification	202-586-8100 FTS-7-896-8100
DOE-ID WARNING COMMUNICATIONS CENTER (WCC)	24 hour Notification	208-526-1515 FTS-7-583-1515 Speed Dial 173-37
CATTARAUGUS COUNTY Emergency Management Warning Point	24 hour Notification	716-938-9191 716-938-6631 Speed Dial 173-50
ERIE COUNTY Department of Emergency Services	24 hour Notification	716-858-6578
STATE WARNING POINT Albany (SEMO)	24 hour Notification 24 hour Back-up	518-457-2200 518-457-6811 Speed Dial 173-41
EPA National Response Center	24 hour Notification	800-424-8802 202-267-2675 FTS-267-2675
REGION II EPA Emergency Response Team	24 hour Notification	201-548-8730
WESTINGHOUSE CORP. ENVIRONMENTAL AFFAIRS RESPONSE GROUP	24 hour Notification	412-642-3444
WESTINGHOUSE CORP. ENERGY CENTER SECURITY STATION	24 hour Notification	412-374-4019 412-374-4020
NUCLEAR REGULATORY COMMISSION Emergency Operations Center	24 hour Notification	202-951-0550

APPENDIX B - CALL LIST

WESTINGHOUSE CORPORATE

<u>TITLE</u>	<u>NAME</u>	<u>OFFICE PHONE</u>	<u>OFF HOURS or EMER. PHONE</u>
COORDINATOR	R. J. Slember	412-374-6500	412-487-5044
ALTERNATE COORDINATOR	T. A. Christopher	412-374-3700	412-856-8463
PUBLIC RELATIONS	C. C. Newton	412-642-3348	412-741-0744
	R. L. Morrow	412-642-3005	412-362-6286
MANPOWER RESOURCES	G. R. Harley, GOCO	412-374-4661	412-733-4588
	R. D. Harris, ESBUS	412-374-6520	412-372-2423
FINANCIAL RESOURCES	R. F. Miska	412-374-5555	412-845-6579
MEDICAL AND HEALTH PHYSICS	A. T. Sabo	412-374-4645	412-327-7336
	Dr. E. C. Curtis	412-642-3476	412-642-4432
LEGAL	V. W. Campbell	412-374-4614	412-488-0813
SECURITY AND SAFEGUARDS	M. S. Nicolson	412-642-3097	412-343-4571
	R. E. Tschiegg	412-374-4646	412-731-1365
	Guard Station Energy Ctr. (24 hr)	412-374-4019	

APPENDIX C

MEDICAL EMERGENCY PHONE NUMBERS

Note: Bertrand Chaffee should only be notified if its facility will be used.

<u>TITLE</u>	<u>OFFICE PHONE</u>	<u>OFF-HOURS or EMER. PHONE</u>
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HOSPITAL		
Bertrand Chaffee Hospital, Springville	24 hour Notification	716-592-2871 Speed Dial 52
BACK-UP FACILITIES		
* U. S. DOE Radiation Emergency Assistance Center/Training Site	FTS-626-3131 615-576-3131	Methodist Medical Center of Oak Ridge Switchboard 615-481-1000 Ask for REACTS/ or Beeper 241
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AMBULANCE(S)		
West Valley Volunteer Fire Department	24 hour Notification	716-942-3232 Speed Dial 36
Back-ups LaSalle Ambulance Service	24 hour Notification	716-882-8400
Springville Volunteer Fire Department	24 hour Notification	716-592-2825
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Concord Medical Group, Springville	24 hour Notification	716-592-3600 Speed Dial 53
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- * These facilities are notified only if the DOE On-Site Representative and the Emergency Director feel that these organizations' assistance is required.

APPENDIX D

FIRE, POLICE PHONE NUMBERS

<u>TITLE</u>	<u>OFFICE PHONE</u>	<u>OFF HOURS OR EMER. PHONE</u>
West Valley Volunteer Fire Department	24 hour Notification	716-942-3232 Speed Dial 36
Cattaraugus County Sheriff Department	24 hour Notification	716-938-9191 Speed Dial 48
Erie County Sheriff Department	716-662-5554	716-662-5554
Franklinville Village Police	716-676-5697	716-676-5697
New York State Police	716-941-9300	716-941-9300
Franklinville State Police	716-676-5712	
FBI - Jamestown J. Wenger, Special Agent	716-484-7085	
FBI - Buffalo	716-856-7800	

APPENDIX E

OTHER USEFUL TELEPHONE NUMBERS

CONTEL TELEPHONE

Work Orders	24 hour Notification	800-342-0095 Speed Dial 64
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Repair	24 hour Notification	607-335-4915 Speed Dial 65
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FAULT LINE	24 hour Notification	716-942-6711 814-368-7305
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NIAGARA MOHAWK POWER COMPANY	24 hour Notification	716-831-7225 Speed Dial 47
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Alternate	24 hour Notification	716-834-4646 716-834-2210
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NATIONAL WEATHER SERVICE	24 hour Notification	716-632-1319
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