

EPLP

100 - STATION GROUP DIRECTOR'S DUTIES

100-1	Supervision of Emergencies, Drills and Exercises (Primary Responsibility - Station Director)	Rev. 2	4/82
100-C1	Station Director - Checklist of Initial GSEP Responsibilities	Rev. 2	3/82
100-C2	Operations Director - Checklist of Initial GSEP Responsibilities	Rev. 1	1/81
100-C3	Technical Director - Checklist of Initial GSEP Responsibilities	Rev. 2	2/82
100-C4	Maintenance Director - Checklist of Initial GSEP Responsibilities	Rev. 1	3/81
100-C5	Stores Director - Checklist of Initial GSEP Responsibilities	Rev. 1	7/81
100-C6	Administrative Director - Checklist of Initial GSEP Responsibilities	Rev. 2	10/81
100-C7	Security Director - Checklist of Initial GSEP Responsibilities	Rev. 2	7/82
100-C8	Rad/Chem Director - Checklist of Initial GSEP Responsibilities	Rev. 2	6/82
100-C9	Emergency Reports Checklist (Primary Responsibility - Operations Director)	Rev. 1	3/81
100-C10	Record of GSEP Activities	Rev. 0	1/81
100-C11	Environ Director - Checklist of Initial GSEP Responsibilities	Rev. 0	7/81
100-C12	Operational Support Center Supervisor/ Operating Foreman (Checklist of Initial GSEP Responsibilities)	Rev. 0	6/82
100-C13	Operational Support Center Supervisor/Rad./ Chem. Foreman (Checklist of Initial GSEP Responsibilities)	Rev. 0	6/82

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SECURITY DIRECTOR
(Checklist of Initial GSEP Responsibilities)

NOTE

This checklist is provided solely for the convenience of the Security Director. It is not necessary to follow this checklist step by step. Its completion is not required and its use is determined by the Security Director.

- I. Identify to the Station Director any non-routine security procedures and/or contingencies that are in effect or that require a response.
- _____
- _____
- _____
- II. Account for all personnel in accordance with the procedure for Assembly and Evacuation of Personnel (EPIP 300-3).
- _____
- _____
- _____
- III. Control access to roads entering the plant property _____.
- IV. Assist the Administrative Director with controlling access to the Technical Support Center. _____
- V. Dispatch Security personnel to the Emergency Operations Facility if activated. _____
- VI. Coordinate with Rad./Chem. Director to keep security personnel informed of area affected by gaseous release. Consider developing a means to avoid or monitor entrance of security personnel into possible plume path. _____
- VII. Coordinate with the Rad./Chem. Director and control ingress and egress to and from the protected area.
- VIII. Record subsequent GSEP-related activities on Record of GSEP Activities (EPIP 100-C10).

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EPIP

500 - MAINTAINING EMERGENCY PREPAREDNESS

500-1	Quarterly Inventory of First Aid Supplies (Primary Responsibility - Administrative Director)	Rev. 0	1/81
500-2	Annual/Quarterly GSEP Trailer Inventory (Primary Responsibility - Rad/Chem Director)	Rev. 1	2/81
500-3	Quarterly St. Joseph Hospital Emergency Cart Inventory (Primary Responsibility - Rad/Chem Director)	Rev. 1	6/81
500-4	Monthly Decontamination and Medical Area Inventory (Primary Responsibility - Rad/Chem Director)	Rev. 1	1/82
500-5	Quarterly Technical Support Center Inventory (Primary Responsibility - Rad/Chem Director)	Rev. 0	10/80
500-6	Quarterly Operational Support Center Inventory (Primary Responsibility - Rad/Chem Director)	Rev. 0	10/80
500-7	Operational Checks of Communications Systems (Primary Responsibility - GSEP Coordinator)	Rev. 4	1/82
500-8	Quarterly Emergency Operations Facility Inventory (Primary Responsibility - GSEP Coordinator)	Rev. 0	5/82
500-9	Operational Check of Notification Phone List	Rev. 0	7/82

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OPERATIONAL CHECK OF NOTIFICATION PHONE LIST

A. PURPOSE

The purpose of this procedure is to describe the method for testing the Emergency Plan Implementing Procedure (EPIP) Notification Phone List for shift augmentation.

B. REFERENCES

1. NUREG - 0654.
2. EPIP Notification Phone List.
3. Generating Station Emergency Plan (GSEP).

C. PREREQUISITES

None.

D. PRECAUTIONS

1. Do not call bargaining unit personnel.
2. Ensure that all personnel understand that travel to the plant is not required.

E. LIMITATIONS AND ACTIONS

1. If at any time during the test an actual emergency should occur, discontinue the test.
2. Do not interfere with normal shift operation.

F. PROCEDURE

1. Person requesting the test (Station GSEP Coordinator, Operations Duty Supervisor or Shift Engineer).
 - a. Call or notify the Shift Engineer of the test requirement.
 - b. Request the Shift Engineer or his delegate record the time and initiate the test in accordance with this procedure.
2. Shift Engineer or his delegate.
 - a. Call an Operations Duty Supervisor and repeat the following message:

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"This is a test of the GSEP Notification Phone List. Please make the required calls for a Site Emergency. Do not call bargaining unit personnel. Record the time initiated, the name of each person contacted, the time each person is contacted and the time required for each person to reach his reporting station. Report back to the Shift Engineer or his delegate when your portion of the call list is complete. Send all record sheets to the Station GSEP Coordinator. This is a test."

- b. Record time notified of the completion of each call list.
- c. Send record of times to the Station GSEP Coordinator.

3. Operations Duty Supervisor.

- a. Call the Maintenance GSEP Supervisor and repeat the following message:

"This is a test of the GSEP Notification Phone List. Please make the required calls for a Site Emergency. Do not call bargaining unit personnel. Record the time initiated, the name of each person contacted, the time each person is contacted and the time required for each person to reach his reporting station. Report back to the Shift Engineer or his delegate when your portion of the call list is complete. Send all record sheets to the Station GSEP Coordinator. This is a test."

- b. Call personnel for the remaining positions on Call List A, record time each person was contacted and obtain travel time estimates for each person.
- c. Call the Shift Engineer or his delegate when Call List A has been completed.
- d. Send records to the Station GSEP Coordinator.

4. Maintenance GSEP Supervisor.

- a. Call the Technical Staff GSEP Supervisor and repeat the following message:

"This is a test of the GSEP Notification Phone List. Please make the required calls for a Site Emergency. Do not call bargaining unit personnel. Record the time initiated, the name of each person contacted, the time each person is contacted and the time required for each person to reach his reporting station. Report back to the Shift Engineer or his delegate when your portion of the call list is complete. Send all record sheets to the Station GSEP Coordinator. This is a test."

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- b. Call personnel for the remaining positions on Call List B, record time each person was contacted and obtain travel time estimates for each person.
 - c. Call the Shift Engineer or his delegate when Call List B has been completed.
 - d. Send records to the Station GSEP Coordinator.
5. Technical Staff GSEP Supervisor.
- a. Call the Rad./Chem. GSEP Supervisor and repeat the following message:

"This is a test of the GSEP Notification Phone List. Please make the required calls for a Site Emergency. Do not call bargaining unit personnel. Record the time initiated, the name of each person contacted, the time each person is contacted and the time required for each person to reach his reporting station. Report back to the Shift Engineer or his delegate when your portion of the call list is complete. Send all record sheets to the Station GSEP Coordinator. This is a test."
 - b. Call personnel for the remaining positions on Call List C, record time each person was contacted and obtain travel time estimates for each person.
 - c. Call the Shift Engineer or his delegate when Call List C has been completed.
 - d. Send records to the Station GSEP Coordinator.
6. Rad./Chem. GSEP Supervisor.

CAUTION

Do not call bargaining unit personnel.

- a. Call personnel for the positions on Call List D, record time each person was contacted and obtain travel time estimates for each person.
- b. Call the Shift Engineer or his delegate when Call List D has been completed.
- c. Send records to the Station GSEP Coordinator.

G. CHECKLISTS

None.

H. TECHNICAL SPECIFICATIONS REFERENCES

None.

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