

EOF-2  
October, 1982  
Revision 2

# CONTROLLED COPY I

GSEP Corporate Command Center  
Emergency Plan Implementing Procedure  
EPIP: EOF-2

TITLE: The Technical Support Manager

Prepared by: Carol A. Nellis Date: 12/1/82

Reviewed and Approved by: B.A. Flesher Date: 12/1/82

Reviewed and Approved by: [Signature] Date: 12/1/82

#0619D

TECHNICAL SUPPORT MANAGER

A. PURPOSE

The purpose of this procedure is to assist the Technical Support Manager in fulfilling the responsibilities assigned in the GSEP.

B. REFERENCES

1. The Generating Station Emergency Plan and Telephone Directory
2. INPO's Emergency Resource Manual
3. GSEP Corporate Command Center Emergency Plan Implementing Procedure - EPIP CC-2, The CCC Intelligence Director, EOF Activation Procedure - EOF 15, Westinghouse Emergency Plan, General Electric Emergency Plan.

C. PREREQUISITES

1. The Technical Support Manager will designate an individual to fulfill the duties of Intelligence Director at the CCC.

D. PRECAUTIONS

1. None

E. LIMITATIONS AND ACTIONS

1. None

F. PROCEDURE

1. Responsibility
  - a. The Technical Support Manager is responsible for managing a technical staff in support of nuclear power plant recovery operations.
2. Duties
  - a. Develop plans and procedures as necessary in direct support of plant operations personnel with the objective of taking the plant to and maintaining a safe shutdown condition.

- b. Provide a central facility for collection, retention, retrieval and transmission of plant and local environmental parameters.
- c. Provide experienced licensed personnel for direct support of plant shift operations personnel. Contact the Assistant Superintendent - Operations of CECo's other operating stations for availability of licensed personnel to support the recovery activities.
- d. Analyze conditions, develop guidance and out-of-normal operating and emergency procedures for direct support of plant shift operations personnel.
- e. Analyze instrumentation and control problems, develop emergency procedures or alternate control schemes, design and coordinate the installation of short-term modifications.
- f. Assemble and direct a technical support staff to assist in the systems analysis or development of emergency procedures.

Consult the Technical Support personnel call list in the GSEP Telephone Directory which lists names of qualified persons for each of various technical disciplines. If necessary, arrange for additional support personnel via INPO. Use the INPO Emergency Resources Manual (Reference 2) directly or refer to the INPO phone numbers in Attachment B.

- g. Establish a schedule of personnel for relief and shift duty, if necessary. Attachment D is a suggested schedule for four and five-man shift rotation. Use of the schedule is optional.
- h. Coordinate the activities of the Intelligence Director at the CCC.
- i. Maintain complete record of the GSEP recovery activities.

3. Working Relationships - Consult with:
  - a. The Plant Operations Manager (the Station Director at TSC) regarding implementation of emergency plans and procedures.
  - b. The Environmental/Emergency Coordinator regarding any plant manipulations that might effect off-site doses.
  - c. The Waste System Radiation Control Manager regarding any plant manipulations that might effect in-plant radiation or waste inventory levels.
  - d. The Scheduling and Planning Manager regarding planned and scheduled activities of the Technical Support group.

G. CHECKLISTS

1. Attachment A - Technical Support Manager's Checklist
2. Attachment B - Technical Support Manager's Phone List
3. Attachment C - Day Off Schedule for Recovery Group Shift Manning
4. Attachment D - Westinghouse Emergency Response Plan
5. Attachment E - General Electric - BWR Emergency Support Program
6. Attachment F - INPO - Emergency Response Plan

ATTACHMENT A

TECHNICAL SUPPORT MANAGER'S CHECKLIST

NOTE: This checklist is for the convenience of the Technical Support Manager. It is not necessary to adhere to the checklist item-by-item. It may serve as an aid for recording information during the recovery operations.

Complete upon notification or arrival.

|                     |   | DATE | TIME |
|---------------------|---|------|------|
| 1. Notified         |   |      |      |
| GSEP Classification | <input type="checkbox"/> Transportation Accident            |      |      |
|                     | <input type="checkbox"/> Unusual Event                      |      |      |
|                     | <input type="checkbox"/> Alert                              |      |      |
|                     | <input type="checkbox"/> Site Emergency                     |      |      |
|                     | <input type="checkbox"/> General Emergency                  |      |      |
| Location            | <input type="checkbox"/> Braidwood                          |      |      |
|                     | <input type="checkbox"/> Byron                              |      |      |
|                     | <input type="checkbox"/> Dresden                            |      |      |
|                     | <input type="checkbox"/> LaSalle                            |      |      |
|                     | <input type="checkbox"/> Quad Cities                        |      |      |
|                     | <input type="checkbox"/> Zion                               |      |      |
| Reporting Location  | <input type="checkbox"/> Corporate Command Center           |      |      |
|                     | <input type="checkbox"/> Dixon EOF                          |      |      |
|                     | <input type="checkbox"/> Libertyville Backup EOF            |      |      |
|                     | <input type="checkbox"/> Mazon EOF                          |      |      |
|                     | <input type="checkbox"/> Morrison EOF                       |      |      |
|                     | <input type="checkbox"/> Westinghouse Training Center, Zion |      |      |
| Other Information:  |   |      |      |
| _____               |   |      |      |
| _____               |   |      |      |
| _____               |   |      |      |
| _____               |   |      |      |

|   |  |  |  |  |
|---|--|--|--|--|
| 2. Reported to Recovery Manager   |  |  |  |  |
| <hr/>   |  |  |  |  |
| 3. Begin Log of Events (ensure the log includes items listed in EOF-2 (Technical Support Manager), Section F2).               |  |  |  |  |
| <hr/>   |  |  |  |  |
| 4. Establish communications with the Intelligence Director and obtain available information and coordinate his/her activities |  |  |  |  |
| <hr/>   |  |  |  |  |
| 5. Establish contact with the Technical Director in the Station Group and determine plant conditions.                         |  |  |  |  |
| <hr/>   |  |  |  |  |
| 6. Establish immediate staff requirements and obtain necessary staff personnel.   |  |  |  |  |
| <hr/>   |  |  |  |  |
| 7. Assist in set-up of EOF, if needed, using EOF-15 (EOF Activation).   |  |  |  |  |
| <hr/>   |  |  |  |  |
| 8. Check the operability of the SPDS.   |  |  |  |  |
| <hr/>   |  |  |  |  |
| 9. Establish on-going communications with the following personnel as a minimum:   |  |  |  |  |
| Recovery Manager  |  |  |  |  |
| Advisory Support Manager  |  |  |  |  |
| Waste Systems Radiation   |  |  |  |  |
| Plant Operations Manager  |  |  |  |  |
| Design and Construction Manager   |  |  |  |  |

9. (continued)  Environmental/Emergency Coord. | | | |  
 Scheduling and Planning Mgr. | | | |  
 Intelligence Director | | | |  
 Technical Director | | | |

10. Determine what areas of expertise are required and obtain Company experts using the GSEP Telephone Directory. The areas available are listed below. | | | |

| Area/Discipline                             | Name(s) | Note/Discussion |
|---|---------|-----------------|
| <input type="checkbox"/> Core Theory        |         |                 |
| <input type="checkbox"/> Transient Analysis |         |                 |
| <input type="checkbox"/> Nuclear Eng'g      |         |                 |
| <input type="checkbox"/> Electrical Eng'g   |         |                 |
| <input type="checkbox"/> Process Computers  |         |                 |
| <input type="checkbox"/> I&C Systems        |         |                 |
| <input type="checkbox"/> Refueling Ops      |         |                 |
| <input type="checkbox"/> Eng'g Mechanics    |         |                 |
| <input type="checkbox"/> Metallurgy         |         |                 |







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ATTACHMENT B

TECHNICAL SUPPORT MANAGER'S PHONE LIST

COMMONWEALTH EDISON NUCLEAR STATIONS

Braidwood  
Byron  
Dresden  
LaSalle  
Quad Cities  
Zion

NSSS VENDORS

Westinghouse

W. J. Johnson, Nuclear Service Division (Office)  
Pittsburgh, PA (Home)

24 - Hour Emergency Number - Refer to Attachment E -  
Westinghouse Emergency Response Plan - Water Reactor Division

General Electric

J. E. Nash, Mech. and Nuclear Service (Office)  
(Home)

24 - Hour Emergency Number

(alternate numbers to the  
Control Center)

Refer to Attachment F - General Electric BWR Emergency Support  
Program - for more details.

NUCLEAR REGULATORY COMMISSION

Office of Nuclear Reactor Regulation

Project Managers:

|                 |                 |
|-----------------|-----------------|
| Byron/Braidwood | Kenneth Riper   |
| Zion            | David Wigginton |
| Quad Cities 1/2 | Roby Bevan      |
| LaSalle         | Tony Bournia    |
| Dresden 1/2/3   | Paul O'Connor   |

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TECHNICAL SUPPORT MANAGER'S PHONE LIST (cont'd)

Region III Inspection & Enforcement

INSTITUTE OF NUCLEAR POWER OPERATIONS

Switchboard number  
24-Hour Emergency Number

This number should be used for 24-hour access to INPO to obtain industry support. During working hours this phone number will be manned. After hours, an answering service will record messages and contact appropriate INPO personnel. Be sure to leave phone number, name, utility, and location for the recorded message. Refer to Attachment G, INPO's Emergency Response Plan, and/or Reference 2, INPO's Emergency Resource Manual for more information.

ARCHITECT - ENGINEER/CONSULTANTS

Sargent & Lundy

Switchboard

24-Hour Emergency Number  
After hours, a taped message will inform you to leave information to receive a confirming call back.

EPRI/NSAC

Dr. David Rossin

#0619D

DAY OFF SCHEDULE FOR RECOVER GROUP SHIFT MANNING

| NAME           | DATE |  | M T W T F S S |   |   |   |   |   |   | M T W T F S S |   |   |   |   |   |   | M T W T F S S |   |   |   |   |   |   |
|----------------|------|--|---------------|---|---|---|---|---|---|---------------|---|---|---|---|---|---|---------------|---|---|---|---|---|---|
|                | DAY  |  | M             | T | W | T | F | S | S | M             | T | W | T | F | S | S | M             | T | W | T | F | S | S |
| 5 MAN SCHEDULE | A    |  |               |   |   |   |   |   |   |               |   |   |   |   |   |   |               |   |   |   |   |   |   |
|                | B    |  |               |   |   |   |   |   |   |               |   |   |   |   |   |   |               |   |   |   |   |   |   |
|                | C    |  |               |   |   |   |   |   |   |               |   |   |   |   |   |   |               |   |   |   |   |   |   |
|                | D    |  |               |   |   |   |   |   |   |               |   |   |   |   |   |   |               |   |   |   |   |   |   |
|                | E    |  |               |   |   |   |   |   |   |               |   |   |   |   |   |   |               |   |   |   |   |   |   |
| 4 MAN SCHEDULE | A    |  |               |   |   |   |   |   |   |               |   |   |   |   |   |   |               |   |   |   |   |   |   |
|                | B    |  |               |   |   |   |   |   |   |               |   |   |   |   |   |   |               |   |   |   |   |   |   |
|                | C    |  |               |   |   |   |   |   |   |               |   |   |   |   |   |   |               |   |   |   |   |   |   |
|                | D    |  |               |   |   |   |   |   |   |               |   |   |   |   |   |   |               |   |   |   |   |   |   |

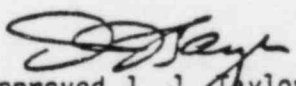
ATTACHMENT C

- 1 = 12MN-BA
- 2 = BA-4P
- 3 = 4P-MN

BLANK = OFF

ATTACHMENT D

EMERGENCY RESPONSE PLAN  
WATER REACTORS DIVISIONS  
WESTINGHOUSE ELECTRIC CORPORATION

  
Approved J. J. Taylor  
V.P and General Manager  
Water Reactors Division

Date: 6/1/80

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\*For internal Westinghouse use only.

Westinghouse  
Water Reactors Divisions  
Emergency Response Plan

1.0 PURPOSE AND SCOPE

To define the Emergency Response Plan (ERP) for the Westinghouse Water Reactors Divisions (WRD) following an abnormal occurrence involving a nuclear power plant that releases or has the potential of releasing above normal amounts of radioactivity. This plan is primarily applicable to nuclear power plants located in the United States which have a Westinghouse designed Nuclear Steam Supply System (NSSS), but may be activated for other cases contingent upon the ability of WRD to provide meaningful assistance and specific Westinghouse management approval. It is the intent of WRD to supply emergency assistance to our utility customers through this Emergency Response Plan (ERP) on a 24 hour/day, 7 day/week basis.

This plan is intended to define WRD operations as support to utilities emergency activities. Specifically this plan:

1. Defines the WRD emergency response organization, role, scope, functions and responsibilities and how it is activated.
2. Identifies the key WRD individuals to be available in the early phase of an emergency response.
3. Defines the prime WRD interfaces with involved parties.
4. Defines the WRD role in emergency news communications and the interrelationship with the utility site Emergency News Communications Center and the news media.

Emergency Response Plan Director

When activated the WRD Emergency Response plan becomes a functioning organization under the management of the plan Director. The ERP Director is a senior WRD manager who during the time the plan is

activated has the same managerial authority as a division General Manager. The Director will report to the Vice President of WRD, the Vice President of NES, and other Westinghouse corporate management as appropriate, and will be responsible for similar high level interactions with the utilities senior manager responsible for Emergency Response and Recovery.

The ER Director's Staff consists of 5 individuals:

Deputy Director: Responsible to manage the internal operation of the Plan. The Deputy makes the initial notifications to mobilize the operation of the plan and is responsible to maintain internal communication between the functioning parts of the plan.

Emergency News Communications Manager: Responsible for external communications management as described in the Plan and in Appendix C, Emergency News Communication Center Plan.

Service Response Manager: Responsible for mobilizing and directing plant and operational services as described in the Plan and in Appendix D, Service Response Plan.

Technical Support Manager: Responsible for all technical advice provided to the Utility site and for mobilizing and managing the required technical resources as described in the Plan and in Appendix E, Technical Support Plan.

Logistics and Administration Manager: Responsible for administration and facilities and equipment needs as described in the Plan and in Appendix F, Logistics and Administration Plan.



## 2.0 ACTIVATION OF THE EMERGENCY RESPONSE PLAN

### 2.1 Introduction

This activation plan has been devised so that when the Director of the Emergency Response Team receives word of an abnormal occurrence in a Westinghouse-designed nuclear power plant, he takes certain actions that trigger decisions by himself and other responsible managers. These actions (A) and decisions (D) are shown as a series of alternatives in Figure A-1, which schematically describes how the functional organizations set up in WRD will respond to a variety of situations. •

### 2.2 Stages of an Event and Activation

Any event is treated in a series of five stages from beginning to end and all alternative actions are considered along with the decisions for response as may be required. The stages are as follows:

- Stage 1: This includes initial notification from any one of a number of sources, analysis of the problem, and the decision for the depth of response.
- Stage 2: This covers the activation of all, part, or none of the response units within WRD.
- Stage 3: According to the magnitude of effort, the organizations in the Emergency Response Plan are made operational.
- Stage 4: During this period all activated functional organizations are managed to ensure that all available resources within WRD are applied toward informing the utility, the Nuclear Regulatory Commission (NRC), and the public.
- Stage 5: This step includes all actions taken which lead to deactivation of the plan.

### 2.3 Stage 1 - Initial Response

The first word regarding an incident may come from a number of sources in addition to the normally expected utility contact. Examples of potential reporting sources which might contact organizations within the Corporation such as an executive level, advocacy programs, a functional department, or a telephone operator are as follows:

- Nuclear Regulatory Commission
- News media (local news media, wire service etc.)
- State or local agencies
- Federal Emergency Management Administration
- Atomic Industrial Forum
- An employee

The actions and decisions described in paragraphs 2.3.1 and 2.3.2 cover any of these eventualities.

In any case, initial notification of an incident will trigger actions and decisions by either (or both) the Regional Service Manager (RSM) and the Emergency Response Plan Director (ERPD). Through all stages of an event WRD/NES Executive Management is consulted. The alternatives facing the RSM and ERP Director upon initial notification of an event are described in the following paragraphs.

#### 2.3.1 Regional Service Manager

The Regional Service Manager receives notification of an incident from the utility and he takes the following actions:

- a. Gathers available information about the incident.
- b. Establishes a communications interface with the ERP Director.

- c. Maintains the primary communications link with the utility until the ERP director has the WRD response organization in place.

The Regional Service Manager has the following choice of decisions:

- a. Based on available information, he judges that the ERP should be activated. He calls the ERP Director and makes his recommendation.
- b. If activation in his opinion is questionable, he may call appropriate NSD managers to arrive at a joint decision. Cognizant NSD managers may then call the ERP Director, to request activation.
- c. Either singly, or in joint consultation with NSD managers, is decided that only functional organizations need be activated for response to the utility problem then the ERP is not activated.

#### 2.3.2 Emergency Response Plan Director

- a. Inform Vice President WRD of incident and action he recommends.
- b. Inform the Regional Service Manager of which action is to be taken.

When notified of an incident, the ERP Director has the following decisions to make:

- a. He may pass on the response directly to the responsible functional organization within WRD (NSD, NTD, NFD, etc) without activating the Emergency Response Plan.
- b. In consultation with the VPs WRD/NES he decides to activate the ERP and advises his Deputy Director to do so.
- c. He may return the responsibility of a response to the Regional Service Manager.
- d. Inform the Regional Service Manager of which action is to be taken.

### 2.3.3 Special Cases

If an event takes place at a non-Westinghouse nuclear steam supply system, the WRD Emergency Response Plan may be activated by the ERP Director with the appropriate approvals. Requests for assistance and the manner of handling it are funneled through the ERP Director. In addition, a legal/commercial basis must be established to define the terms of assistance.

If an event occurs in an overseas Westinghouse Nuclear Steam Supply System, the WRD Emergency Response Plan may be activated with corporate approvals to support the in-country agreements set up by WNI/PSPD. In this case, primary interfaces will be established on a country-by-country basis.

### 2.4 Stage 2 - Plan Activation

At this point, the decision for total or partial activation has been made. The (A)ction, (D)ecision phase involves only the Director of the Emergency Response Plan. In Stage 2 the ERP Director acts as follows:

- a. He activates the Emergency News Communication Center (ENCC), whose director has the discretion to forward information as he deems necessary, with approvals of higher management and after appropriate consultation with the affected utility news communicator.
- b. He activates only the WRD Communications Network, a skeleton organization of key communications and technical personnel who maintain lines of information among WRD, NRC, the pertinent utility, and the public.
- c. He activates the entire Emergency Response Plan. In addition to the ENCC, he will activate the appropriate service response organizations, the Technical Support Team (in MNC 418A/415D), the Command Center (in MNC 501/502C), and the Logistics and Administration Sup

port functions. Having established contact with RSM, as described in Stage 1, he will advise the RSM to maintain site contact with the utility until ERP members have arrived at their assembly points in the Nuclear Center, at which time they will be ready to respond to the situation. The Site Response Team (three specialists and an appropriate RSM) with the approval of the utility will have been dispatched to the site to participate as needed in the recovery operation and feed back information to the ERP Director.

## 2.5 Stage 3 - Operation of Response Organizations

There are three key persons involved during this stage of an incident. They are the Service Response Manager, the Technical Support Manager, and the Logistics and Administration Manager. The actions and decisions they must make are described in the following paragraphs.

### 2.5.1 Service Response Manager

The Service Response Manager has the primary responsibility for directing all service activities in coordination with the Emergency Response Plan Director. Based on the severity (urgency) and definition of the incident and the need for on-site presence of specialists from within WRD, he is faced with the following decisions to be made:

- a. Activate the Site Response Team immediately and dispatch them to the site by the fastest means available, enlisting the aid of the Logistics and Administration Manager if necessary.
- b. Place the Site Response Team on a standby basis with the SRT leader moving to the MNC Command Center.
- c. Contact the appropriate functional (service) organization and advise it to respond as appropriate.

### 2.5.2 Technical Support Manager

The Technical Support Manager is responsible for technical advice relayed to the customer and for obtaining the approval of higher management as he judges necessary. He has one of the following decisions to make:

- a. Fully activate the Emergency Technical Center (MNC 418/415) and assemble all members. He then serves as the group's interface with the Command Center and other functional groups, requesting whatever additional support is needed.
- b. Partially activate the Emergency Technical Center to include members fully conversant only with those areas of immediate concern. The remaining members of the ETC are placed on standby.
- c. Do not activate the Emergency Technical Center, but request support directly from the appropriate functional group.

### 2.5.3 Logistics and Administration Manager

The Logistics and Administration Manager will have the primary responsibility for supplying material, facilities, transportation, and communications links based upon the decisions and actions of other ERP members. These responsibilities may include any or all of the following:

- a. Update security force on anticipated arrival/departure of news media personnel, based on depth of operation of ENCC.
- b. Arrange transportation, equipment transfers, purchases, cash advances, etc., to support service response activities.
- c. Rearrange furniture or other equipment within WRD facilities in support to ERP team needs.

- d. Establish special communications links (telephones, wire services, intercoms, etc.) as dictated by the situation.
- e. Provide for movement of information from the Information Resources Center or Records Center as needed.
- f. Supply additional graphics/audio visual/video support needed by ERP operations.
- g. Call for a standby situation for various support services as described in Section 2.3.2a.
- h. Relinquish responsibilities to functional organizations.

#### 2.6 Stage 4 - Response by Functional Organizations

During this stage the recovery process is under way. The ERP Director and the ERP staff manage all of the organizations that have been activated to assist the utilities in its efforts to control and recover from the incident. Responsibility is transferred in an orderly fashion to expedite the work of functional organizations or appropriate special project or task forces that may have been established.

#### 2.7 Stage 5 - Deactivation of Emergency Response Organization

This is the final stage and formal end of the Emergency Response Plan. Responsibility is moved out of the ERP framework at such time as the ERP Director is satisfied that the emergency is terminated and the ERP is no longer needed. The ERP Director will then formally advise all involved i.e. utility, NRC, and the Westinghouse organization involved, that the plan has been deactivated.

## 3.0 READINESS ASSURANCE

### 3.1 Audits/Drills

Annually the Emergency Response Plan Director will arrange for a complete operational evaluation of this plan. This will include a sample audit of the Emergency Technical Center Reference Library, phone communications network and may include drills.

WRD will also participate, as requested, in utility initiated drills.

These audits and drills will be documented for review by Westinghouse corporate management.

### 3.2 Training

The Emergency Response Plan Director will also hold annual familiarization sessions and establish specific training based on feedback from these sessions.



#### 4.0 COMMERCIAL BASIS

Westinghouse will furnish Emergency Assistance Services as specifically described in the "Westinghouse Emergency Response Plan," to the utility requesting such services (hereinafter "User"). The emergency assistance period begins at the time of initial notification by the User to Westinghouse of an abnormal occurrence involving its nuclear power plant that releases or has the potential of releasing above normal amounts of radioactivity and shall terminate when the Westinghouse Emergency Response Organization and the Emergency Response Plan is deactivated.

#### Compensation

Westinghouse will perform the Emergency Assistance Services stated herein at no cost to the utility during the first three (3) days of such emergency. The remaining period of performance of such services shall be performed on a firm price basis, with or without price adjustment, and/or on a time and material basis, said basis to be agreed upon prior to the expiration of said three (3) day period.

The remaining terms and conditions during activation of any part of the Westinghouse Emergency Response plan will be provided in a separate document.

APPENDIX A  
ERP COMMUNICATIONS PLAN

If an event at a Westinghouse designed NSSS occurs that might require full scale Westinghouse Emergency response, the plant operator should:

1. Immediately contact the Westinghouse Regional Service Manager (RSM).

Two numbers are provided, the "off hours" (home) number listed is a special dedicated line which is equipped with an answering device which when the RSM is not available, will give the caller instructions, take a message and when the caller hangs up, will automatically begin calling both of the RSM alternates until it gets an answer and an acknowledgment tone.

2. If in a reasonable period no response is received the Reactor Plant Operator should contact the Service Response Manager.

This will initiate the actions described in the plan and shown in Figure A-1.

Upon full activation, communication links and advisories will be established as shown on Figure A-2. The primary link will be between the site and the RSM until the plan is fully activated. At this time the prime link is between the ERP Director and the Utility Recovery Manager. Support links will be established with the Site Response Team upon their arrival on site, the Onsite Technical Support Center and the Site Emergency News Communications Center. Advisory communications will be made, as appropriate with the U.S. NRC, (RRG), Institute for Nuclear Power Operating Regulatory Response, NSA, other Westinghouse plants, Architect/Engineers, etc.

FIGURE A-1

ERP COMMUNICATION PLAN - ACTIVATION

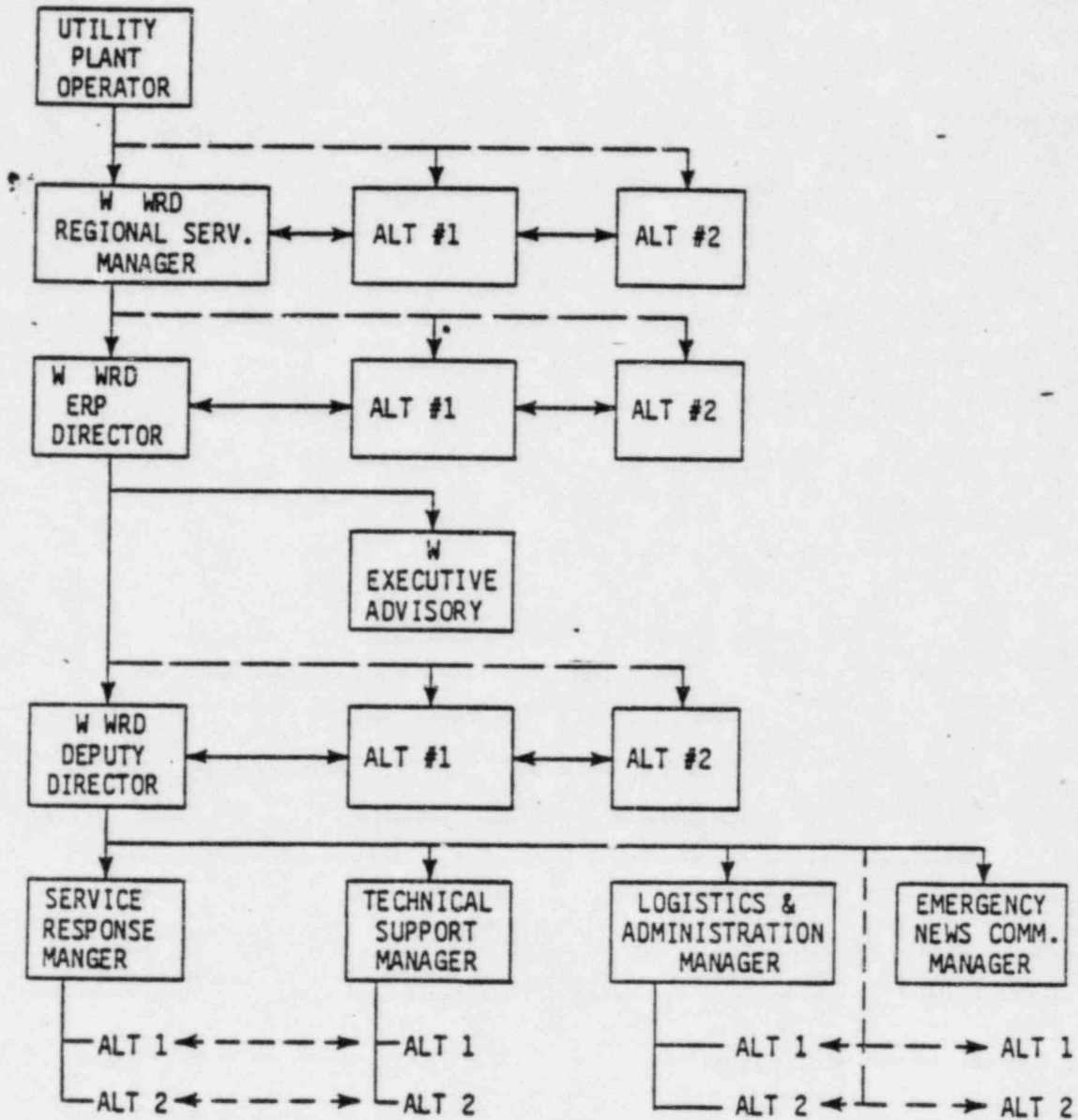
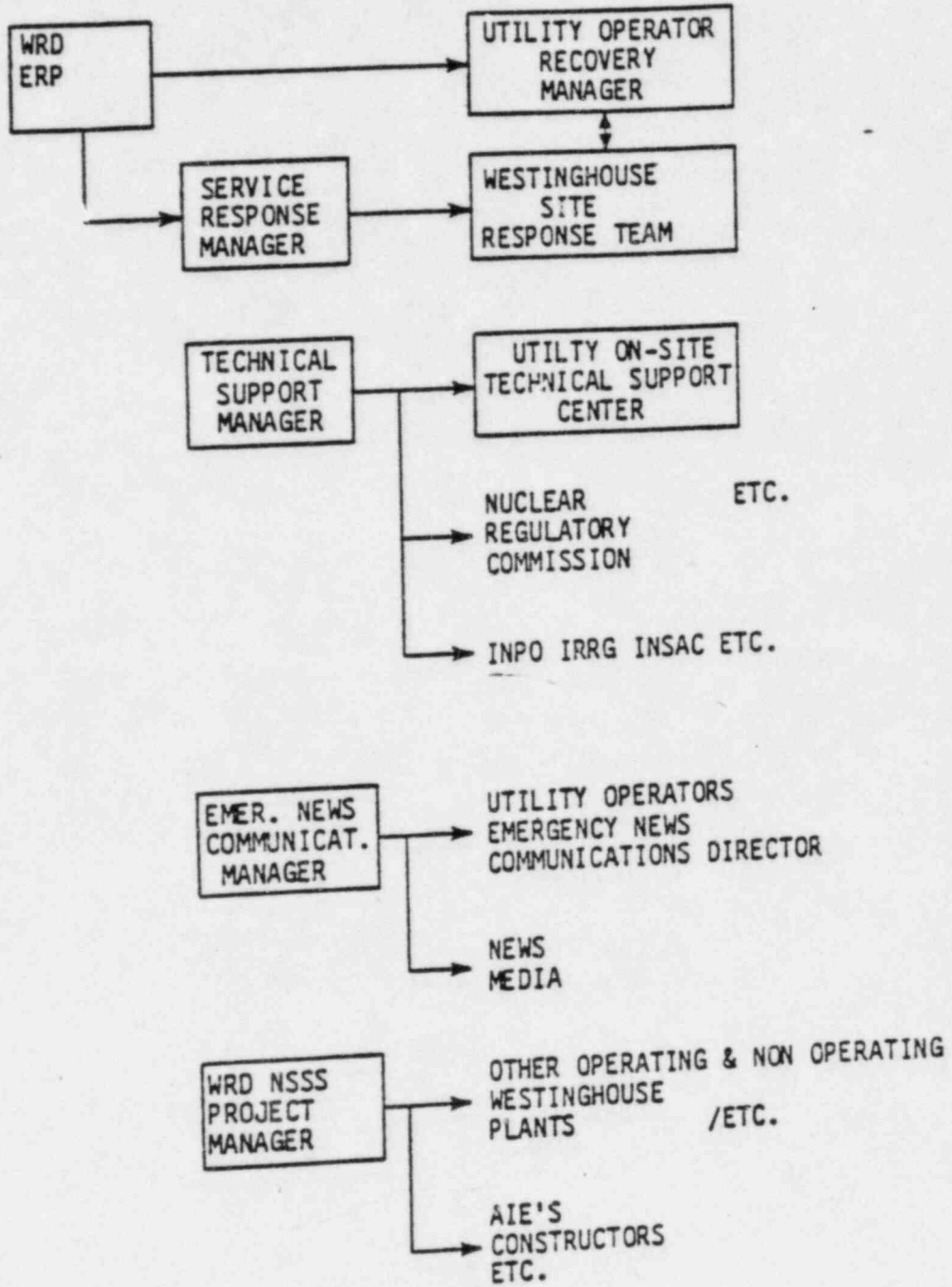


FIGURE A-2

ERP COMMUNICATION PLAN - ADVISORY



APPENDIX B  
READINESS ASSURANCE PLAN

In order to assure readiness WRD will Drill/Audit and train as outlined in Section 3 of the plan. The Deputy Director will be responsible for these actions.

\*Training: At least once a year the Deputy Director will hold a plan familiarization session where all major facets of the plan will be reviewed. The training will include:

- a) Review of procedures
- b) Review of facilities
- c) Review of responsibilities of contact personnel

The general outline of the review and those participating will be documented and made available for Westinghouse Corporate Audit.

Drills: A Drill Master will be assigned by the Deputy Director to ensure that at least one unannounced drill is held during each 12 month period. This drill may be initiated in co-operation with a utility initiated drill or by the Westinghouse ERP Drill Master. In all cases each drill instruction will begin with the words "This is a Drill, repeat drill of the WRD Emergency Response Plan" before providing instructions. From time to time communications network drills will be held to assure minimum team manning capability. The Westinghouse ERP Drill Master will be responsible for maintaining records of these drills for Westinghouse Corporate Audit.

Audits: Audits on an annual basis will be made by a Westinghouse corporate Audit group to assure readiness and accuracy and completeness of response plans training and reference materials. The results of these audits can be made available to operating utilities on written request.

## APPENDIX E

### TECHNICAL SUPPORT PLAN

#### Functions

The Emergency Technical Center (ETC) functions as a part of the WRD Emergency Response Plan.

The ETC provides the key communications link with the utility Technical Support Center (TSC) through which pertinent plant data and system conditions are received by Westinghouse.

The Emergency Technical Center shall provide dedicated and timely assistance to utilities in the early stages of an emergency involving release or potential release of above normal amounts of radioactivity.

This assistance will derive from an established technical capability or understanding which the utility may not readily possess or for which the utility desires additional or corroborating effort.

Assistance can consist of analysis support, technical evaluations, advice, or any other form appropriate to the emergency at hand.

This technical support and data communications shall be provided to the utility and other organizations of the WRD Emergency Response Plan via the Early Response Team (ERT) in the Emergency Response Command Center.

#### Activation

Activation is by decision of the Early Response Team through the ETC Manager or designated alternate.

Activation shall be affected on a case-by-case basis as soon as it has been determined that data acquisition and plant technical support is desired.

2598A

Once authorized, activation and organization of the ETC function shall proceed in parallel with assembly of the ERT under the authority of the ETC Director, who is designated by the Technical Center Manager.

## RESPONSIBILITIES

### Technical Center Manager

The Technical Center Manager is responsible for assuring that necessary equipment and resources within the ETC are complete and in operating order.

The Technical Center Manager will assure that an adequate roster of key personnel is provided to the ETC Director and is continually updated to support ETC staffing requirements.

The Technical Center Manager is responsible for providing the ERT with timely plant data as received from the utility technical support center or other sources via the ETC communications links.

The Technical Center Manager is responsible for all technical support and recommendations provided for the use of the utility, NRC or other organizations by the ETC staff.

The Technical Center Manager will serve as the single Westinghouse spokesman for technical support.

The Technical Center Manager is responsible for informing the appropriate Nuclear Safety line organization of the existence and nature of the emergency and to authorize Nuclear Safety line organization effort or involvement as appropriate to the situation at hand. The intent is to anticipate and effect the eventual transition to normal line management responsibility.

The Technical Center Manager is responsible for assuring that appropriate records are maintained for ETC operations.

The Technical Center Manager will judge when the state of emergency is over and recommend to the Emergency Response Director that the ETC be deactivated. Upon approval of the Emergency Response Director, he will:

1. Assign continued line management responsibilities as appropriate, and
2. Direct the preparation of an event report describing the nature and progress of the emergency including:
  - a. A chronological sequence of key events
  - b. A description and summary of ETC efforts and results
  - c. A critique of the event itself and the ETC operations with appropriate recommendations.

ETC Director:

The ETC Director is responsible for initial ETC staffing and maintaining an effective staffing level throughout the emergency.

The ETC Director is responsible for all ETC data communications, recommendations, and technical support provided to the ETC Manager.

The ETC Director will serve as the single ETC spokesman for communications with the WRD Emergency Response Command Center.

The ETC Director is responsible for overall direction of ETC technical activities associated with each particular emergency, including documentation of ETC efforts.

The ETC Director is responsible for serving as communication link to obtain plant/event data from NRC when directed by the Technical Center Manager.



## STAFFING

Initial staffing of the ETC will be by selection from a roster of key personnel maintained by the Technical Center Manager at all times. Candidates for appointment as ETC Director, depending on the particular emergency, shall be identified on the ETC Staffing roster. The Technical Center Manager and his designated alternate, the Emergency Response Director and his designated alternate and all key personnel on the ETC staffing roster will possess copies of this roster at all times. The roster will be on continuous and conspicuous display in the ETC while actuated.

The ETC Director, once appointed, will effect the initial staffing of the ETC by appropriate selection from this roster.

The requirements for this roster are as follows:

1. A minimum of five individuals shall be identified by name from each of the following second level groups:
  - a. Licensing and Safety Evaluation
  - b. Reactor Protection
  - c. Safeguards Engineering
  - d. Fluid Systems Design
  - e. Systems Analysis and Operations
2. Each individual shall be identified by:
  - a. Name
  - b. Group

- c. Area(s) of technical expertise
  - d. Plants or groups of plants for which the individual may have special familiarity
  - e. Work extensions and home telephone numbers
  - f. Any other special characteristics which may be relevant.
3. Individuals shall be selected such that, collectively and as a minimum, technical capability exists in the following areas:
- a. Safeguards Systems
  - b. BOP Systems Design
  - c. Functional Analysis
  - d. Nuclear Operations
  - e. Reactor Protection Analysis
  - f. Safeguards Analysis
  - g. Mechanical and Fluid Systems Evaluation
  - h. Emergency/Abnormal Operating Procedures
  - i. Environmental and Operational Safety
4. The names and telephone numbers of the managers of the following groups shall also be provided on the roster sheet:
- a. Manager, Steam Generator Systems & Materials
  - b. Manager, Plant Systems

- c. Manager, Fluid Systems Design
- d. Manager, Electrical Systems Application
- e. Manager, Applied Mechanics Department
- f. Manager, Systems Analysis and Operations
- g. Manager, Licensing and Safety Evaluation
- h. Manager, Safeguards Engineering
- i. Manager, Reactor Protection
- j. Manager, Nuclear Engineering
- k. Manager, Fuel Performance Engineering and Evaluation

#### OPERATIONS

The Technical Center Manager shall assume all responsibilities of the ETC and the ETC Director until such time as the ETC Director has established functional operation of the ETC.

The Technical Center Manager shall report directly to the Command Center (MNC 501) from where all technical support to the utility will be authorized.

The designated ETC Director shall report directly to the ETC (MNC, CR 418) and assure establishment of the following:

1. Initial staffing level
2. Communications link with Technical Center Manager in the Command Center

### 3. Utility-Westinghouse data communications link

The ETC Director shall establish initial staffing of the ETC consistent with the staffing criteria outlined above, and designate individual responsibilities to the ETC staff for, at minimum, the following functions:

#### 1. Site Communications Function

- Responsible for continued ongoing interface with site Technical Support Center.
- Obtains plant status as often as warranted, and fills out Plant Event Data Sheet.
- Obtains basic information on event, site evaluation of probable event prognosis, and site recovery plans.
- Along with ETC Director, is only external interface from ETC.

#### 2. Emergency Procedure Function

- Establishes likely post-accident operator actions based on plant specific procedures.
- Compares plant-specific procedures with applicable Westinghouse reference instruction.
- Identifies likely future course of action based on plant procedures
- Evaluates applicability of Westinghouse Reference EOI's for future reference and recommendations.
- Evaluates plant transient against the analytical basis for Westinghouse/Utility emergency guidelines.

### 3. Data and Facility Management

- Responsible for Plant Event Data Board updates and maintenance.
- Continual log of ETC activity including chronological data sheets.
- Reports to ETC Director for duties related to ETC staffing, facility organization and in-house plant data availability.
- Establishment of ETC hardware required for emergency telecommunications with the site and the ETC communications system with the Emergency Command Center and the ENCC.

### 4. Event Analysis/Evaluation

- Responsible for evaluation of site data as to data consistency and sufficiency for event evaluation.
- Provide event evaluation as to recovery alternatives, concerns and event diagnosis verification.
- Provide radiological evaluation for past and potential future releases.

Initial Operation of the ETC consistent with the functional responsibilities identified above is expected to consist of one manager, five to seven engineers and one engineering aide.

Access to the ETC areas shall be restricted to those identified by either the Technical Center Manager or the designated Technical Center Director of Operations.

A functional diagram depicting ETC organization structure is provided in Figure 1.

Communications requirements for effective ETC operation may be categorized as follows:

#### Plant Site Data Communications

- In the near term, prior to realization of advanced plant site Technical Support Centers, the primary communication mechanism for plant data and status will be via a two-way speaker phone. This line should also be connected as a reception - only intercom in the Command Center.
- A redundant headphone with sound actuated microphone equipped with a long extension cord connected to the same line as the speaker phone should also be provided in the ETC. This would permit mobility by the site communications engineer when required, without disruption of other ETC activities.
- A telecopy machine for printed material should be immediately available to the individual performing the data management function. The telecopier facilities in the Word Processing Center on the fourth floor, MNC, should serve this purpose.
- A tape recorder to be used for information verification of plant conditions obtained from the speaker phone link is necessary. Operation of this recorder is under the authority and responsibility of the ETC Director.

#### Command Center Communications

- Closed circuit T.V. feed of the Plant Event Data Board should be continuously provided to a monitor in the Command Center and available for viewing on the monitors already located in the ENCC (MNC, Auditorium).

- A headphone equipped with sound actuated microphone should be provided as a direct link from the ETC Director to the Technical Center Manager located in MNC 501. The capability should exist for this line to also operate as a normal speakerphone.
- An additional speakerphone should be available in C.R. 415 for ETC use to other internal and external resource centers.
- In order to facilitate receiving information from NRC when authorized, the capability for applying a separate phone line as a three-way hookup with the ETC Director and the Technical Center Manager should exist.

September 20, 1982

Attachment 2  
Mid-American Region  
Zion Station

Emergency Communication Network

Please inform one Westinghouse contact, using this list in the order shown, to ensure early notification to W of an emergency occurring at your plant. Please be prepared to discuss as many facts as are available at the time of the call and identify a cognizant individual in your organization to provide continuing communications and updates to W.

|    | <u>Title</u>                          | <u>Name</u>    | <u>Office</u> | <u>Home</u> | <u>HHL</u> |
|----|---------------------------------------|----------------|---------------|-------------|------------|
| 1. | Site Services Manager                 | John Johnson   |               |             |            |
| 2. | Operating Plant Regional<br>Manager   | Bill Johnson   |               |             |            |
|    | 1st Alternate                         | Dave Hollein   |               |             |            |
|    | 2nd Alternate                         | Chuck Sprumont |               |             |            |
| 3. | Service Response Manager              | Bob Stokes     |               |             |            |
|    | 1st Alternate                         | John Miller    |               |             |            |
|    | 2nd Alternate                         | Dave Campbell  |               |             |            |
| 4. | Emergency Response Director           | Tom Anderson   |               |             |            |
| 5. | Emergency Response Deputy<br>Director | Ron Lehr       |               |             |            |
| 6. | Emergency News<br>Communications      | Mike Mangan    |               |             |            |

Note: Unless indicated otherwise, all phone numbers are area code . Where an area code other than .s shown, it applies to the office, home, and HHL numbers.



Attachment 3

Technical Center Library

I. PLANT LAYOUT DRAWINGS

- A. Plot Plan
- B. Nuclear Tank Farm General Arrangement
- C. Primary Aux. Bldg. Arrangements
- D. Aux. Feed Pump Bldg. Arrangements
- E. Waste Holdup Tank Pit Arrangement
- F. Fuel Storage Bldg. Arrangement
- G. Turbine Bldg. Heater Bay Arrangements
- H. Containment Bldg. Arrangements

II. SYSTEMS DESCRIPTIONS

- A. RCS
- B. Auxiliary Coolant System
- C. CVCS
- D. Waste Disposal System
- E. ESF
- F. Main and Reheat Steam
- G. Feedwater, Extraction Steam and Heater Drain Systems
- H. Service Water and Cooling Water

III. FLOW DIAGRAMS

- A. RCS
- B. CVCS
- C. SIS

Attachment 3 (Cont'd)  
Technical Center Library

- D. ACS
- E. Waste Disposal System
- F. Nuclear Equipment Drains
- G. Sampling System
- H. Main Steam
- I. Condensate and Boiler Feed Pump Suction
- J. Cond. and Boiler Feed Pump Suction Electrical Freeze Protection
- K. Boiler Feedwater
- L. Service and Cooling Water River Water and Fresh Water
- M. Service Water System

IV. FUNCTIONAL LOGIC DIAGRAMS

- A. Reactor Trip Signals
- B. Turbine Trip Signals
- C. 6900 v. Bus Auto Transfer
- D. Nuclear Instrumentation Trip Signals
- E. Nuclear Instrumentation Permissives and Blocks
- F. Emergency Generator Starting
- G. Safeguards Sequence
- H. Pressurizer Trip Signals
- I. Steam Generator Trip Signals
- J. Reactor Coolant System Trip Signals and Manual Trip
- K. Safeguards Actuation Signals
- L. Feedwater Isolation

Attachment 3 (Cont'd)  
Technical Center Library

- M. Rod Stops and Turbine Load Cutback
- N. Setpoints for Reactor Control and Protection Systems

V. SINGLE LINE DIAGRAMS

- A. 480 Volt Motor Control Centers and Instrument Buses
- B. D.C. System

VI. INTERLOCK SHEETS

- A. RCS
- B. Auxiliary Coolant System
- C. CVCS
- D. Waste Disposal Systems
- E. ESF

VII. ALARM & CONTROL SETPOINTS

- A. RCS
- B. Auxiliary Coolant System
- C. CVCS
- D. Waste Disposal System
- E. ESF

VIII. COOLANT ACTIVITY DATA

IX. STEAM GENERATOR OPERATING HISTORY

Attachment 3 (Cont'd)  
Technical Center Library

X. INDEX OF READOUTS, ALARMS, AND CONTROL SWITCHES ON MAIN CONTROL BOARDS

- A. RCS
- B. Auxiliary Coolant System
- C. CVCS
- D. Waste Disposal System
- E. ESF
- F. Main Steam
- G. Main Feedwater
- H. Auxiliary Feedwater
- I. Service Water



April 14, 1980  
File Tab A

## ATTACHMENT E

SIL No. 324  
Category 1

### BWR EMERGENCY SUPPORT PROGRAM

For some time, General Electric (GE) has had in place a support program, which utilized the full resources of the Nuclear Energy Group in San Jose and the Installation and Services Engineering personnel in the local districts, to support utilities during emergency situations. This program has provided assistance for BWRs during major component failures and plant transients to minimize the impact of the event and assure rapid return to operation. In order to more expeditiously assist BWR owners/operators during emergency situations which could potentially endanger the health and safety of the public or plant personnel, or which under certain circumstances could have a major impact on continued plant operations, a special Emergency Support Program has been established by GE's Nuclear Services Department. The purpose of this Service Information Letter is to provide BWR owners/operators the essential details of this Emergency Support Program and to identify how emergency assistance can be expeditiously requested from GE.

### NOTE

This support program is directed at emergency situations and is not intended to replace normal services requests/communications through the local GE service representatives or Nuclear Services Managers.

### EMERGENCY SUPPORT PROGRAM

#### I. 24-HOUR DEDICATED COMMUNICATIONS COVERAGE

General Electric has established 24-hour dedicated communications coverage to be used to request emergency assistance. The telephone number to be used for the initial contact is:

Area Code

During normal working hours this number will be connected to the office of the Manager of BWR Product Service. During non-working hours, this number will be monitored by an answering service which will contact a designated GE manager. Upon reaching the answering service, the BWR owner/operator should leave a number, name and BWR site name for immediate call back.

#### II. SITUATION ASSESSMENT

The Manager, BWR Product Service, or designated GE Manager, will make an assessment of the emergency situation during the initial contact discussion with the BWR owner/operator and determine the scope of the assistance being requested by the utility.

GENERAL  ELECTRIC

### III. SUPPORT

Upon activation of the Emergency Support Program GE will:

1. Form and dispatch to the affected site (if requested) an Emergency Response Team composed of appropriate technical disciplines. The program is set up to accomplish team arrival on the affected BWR site within 24 hours of the request. The team will be equipped with film badges, mobile telephone and a portable telecopy machine.
2. Form a Technical Support Team in San Jose composed of appropriate technical disciplines and establish dedicated telephone communications with the affected BWR site, the GE Operations Site Engineer and/or local General Electric service representative, and the Emergency Response Team.
3. Contact the BWR Operations Engineer and/or the local General Electric service representative and direct him to proceed immediately to the BWR site to establish communications and data collection as necessary until the arrival of the Emergency Response Team or as the Technical Support Team directs.
4. Continue to provide assistance to the utility in recovery from the emergency to insure timely return to service.

### IV. ARRANGEMENTS

GE will maintain the Emergency Support Program in a standby mode at no cost to the BWR owner/operator. Once the Emergency Support Program is activated, however, services provided will be governed by the terms and conditions of the nuclear services contract in place between the BWR owner/operator and GE, or if such contract is unsigned, as currently proposed by GE to the BWR owner/operator. To facilitate initiation of the program prior written agreement with this approach will be needed.

### RECOMMENDATIONS

To accomplish a rapid initiation of emergency support and to insure a coordinated effort at combating and recovering from emergency conditions it is recommended that the following be done by the BWR owner/operator:

1. Incorporate the GE 24-hour dedicated communications number into site emergency procedures.
2. Provide site administrative support for the Emergency Response Team when such a team is activated. This should include communication facilities, health physics control and document access.

3. Provide General Electric with emergency situation instructions governing site admission and specifying conduct for the BWR Operations Site Engineer, the local General Electric service representative, and the Emergency Response Team.
4. Provide a written agreement to GE that Emergency Support services may be desired and that such services, when activated, will be governed by the terms and conditions of the nuclear services contract in place between the BWR owner/operator and GE, or if such contract is unsigned, as currently proposed by GE to the BWR owner/operator.

For additional information contact your local General Electric service representative.

Prepared by: D.L. Layton/R.E. Bates

Approved by: *D.K. Willett*  
D.K. Willett, Manager  
BWR Product Service

Issued by: *D.L. Allred*  
D.L. Allred, Manager  
Utility Support Services

Product Reference:  
A71 - Plant Recommendations

ATTACHMENT F

INPO

EMERGENCY RESPONSE PLAN

ORIGINAL REV. 0

8/11/80



INPO  
EMERGENCY RESPONSE PLAN

1. Introduction

- 1.1 Purpose
- 1.2 Scope

2. Activation and Operation

- 2.1 Activation
- 2.2 Operations

- 2.2.1 On-Scene Representation
- 2.2.2 INPO Emergency Response Center
- 2.2.3 Emergency Resources Search
- 2.2.4 Incident Analysis
- 2.2.5 Technical Consultation

3. Summary of Responsibilities

- 3.1 Director Radiological Protection & Emergency Preparedness Division
- 3.2 Director Criteria and Analysis Division
- 3.3 Director Administrative Division
- 3.4 Director Communications Division
- 3.5 Directors Evaluation and Assistance, and Training and Education Divisions
- 3.6 INPO Emergency Plan Coordinator
- 3.7 INPO Duty Person
- 3.8 INPO On-Scene Representative

INSTITUTE OF NUCLEAR POWER OPERATIONS  
EMERGENCY RESPONSE PLAN

1. INTRODUCTION

The experiences at Three Mile Island show that a utility could need resources beyond in-house capabilities for the recovery from a nuclear plant emergency. One of the roles of INPO is to assist the affected utility in quickly applying the resources of the nuclear industry to meet the needs of an emergency.

1.1 PURPOSE

The purpose of this plan is to specify the planned response of INPO to an emergency at a nuclear utility. In addition to routine responsibilities, INPO shall be able to provide the following emergency support functions:

- a. Assistance to the affected utility in locating sources of emergency manpower and equipment.
- b. Analysis of the operational aspects of the incident.
- c. The dissemination to member utilities of information concerning the incident that is applicable to their operations.
- d. Organizing the support of industry experts who could advise the utility on technical matters.

To support these functions INPO shall maintain the following emergency support capabilities:

- a. A dedicated Emergency Call Number capable of reaching designated INPO staff and activating INPO support functions twenty-four hours per day, seven days per week.
- b. Designated INPO Representative(s) who can be quickly dispatched to the utility emergency response organization to coordinate INPO support activities and information flow.
- c. The 24 hour-a-day operation of an Emergency Response Center at INPO.

## 1.2 Scope

For the purpose of this plan an "emergency" is any incident condition at a nuclear plant for which immediate INPO involvement is appropriate. Such situations are equivalent to the "alert", "site" and "general" emergency conditions as defined by NRC. Utility emergency response planning should include notification of INPO via the dedicated Emergency Call Number for these situations.

## 2. ACTIVATION AND OPERATION

### 2.1 Activation

When the report of an Emergency or a request for Emergency Assistance is received at INPO during working hours:

- o The call shall be logged by the Radiological Protection and Emergency Preparedness Division.
- o The Emergency Plan Coordinator or his alternate shall be immediately informed, and the appropriate call lists initiated.
- o The Coordinator should then advise the President, INPO and implement the provisions of this plan as appropriate to the situation.

When calls are received on the INPO Emergency Call Number during non-working hours:

- o The INPO Duty Person shall respond to the call, and determine the nature of the situation.
- o For accidents at nuclear plants that may involve the activation of this plan he shall advise the Emergency Plan Coordinator or his alternate.
- o This Plan shall then be implemented as appropriate to the situation, by the responding Emergency Plan Coordinator.

### 2.2 Operation

INPO's organization in an emergency is shown in figure 1. It shall include the following elements as appropriate to the emergency:

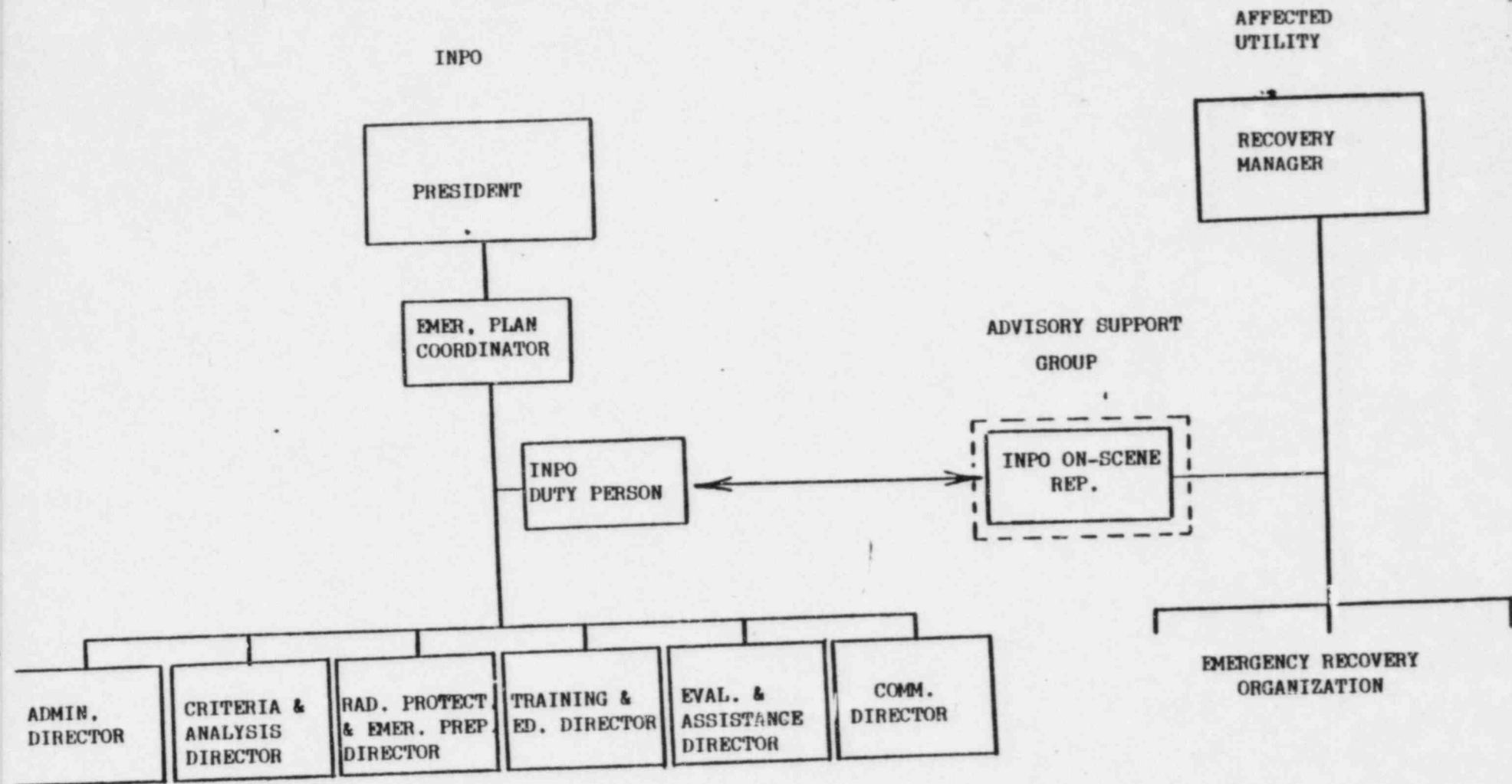


FIGURE I  
 INPO EMERGENCY RESPONSE  
 ORGANIZATION

2.2.1 On-scene Representation - If requested by the utility, or when deemed appropriate by the Emergency Plan Coordinator, one or more members of the technical staff\*, will be sent to the scene as representatives. These individuals will report to the Recovery Manager and will assist his staff in coordinating INPO's response to the emergency as follows:

- o Manning a single position responsible to the designated utility manager as the point of liaison for all INPO matters.
- o Working with the INPO Duty Person, to coordinate all requests for assistance, INPO response and related communications. He should normally conduct his communications through the INPO Duty Person.
- o As requested by the utility, assisting them in initiating and updating entries into INPO industry information systems (such as NOTEPAD) concerning the accident status and related information of value to other utilities.
- o Ensuring that all information concerning the emergency that is released by him is properly and formally cleared through appropriate utility channels.
- o Serving as the initial point of contact for INPO fact finding activities until a specially designated team for that purpose arrives on site.

An INPO Representative shall normally be capable of being dispatched within approximately four-hours of notification and decision.

\*This individual shall be suitably qualified per Institute policy.

2.2.2 INPO Emergency Response Center (ERC) - Once activated, the INPO Emergency Response Center should be continually manned by an INPO Duty Person who shall report to the Emergency Plan Coordinator. This Center shall function as follows:

- o It shall serve as the point at INPO for the coordination of communications with the site Recovery Organization. Together, the On-Site Representative and the INPO Duty person shall ensure a smooth flow of information and support between INPO and the site.
- o Whenever possible, communications with the site recovery organization should pass through the ERC. In all cases the ERC should be kept advised of matters relating to the Institute's involvement in the emergency.
- o It shall be a clearing house for the distribution of emergency information and requests within INPO. The Duty Person shall ensure that new requests are promptly distributed to cognizant individuals and shall maintain a current status of the INPO response. He shall keep the Emergency Coordinator advised of the status of INPO support to an emergency.
- o An accurate written record of all official communications with the site shall be maintained by the INPO Duty Officer. It shall show time and content of all communications. Records shall also be maintained to document INPO's action on all emergency requests.

Once activated, the Emergency Response Center shall remain manned until secured by the Emergency Plan Coordinator.

2.2.3 Emergency Resources Search- Upon request in an emergency, the INPO Radiological Protection & Emergency Preparedness Division shall, at INPO, provide assistance to the affected utility in locating and arranging additional emergency manpower, equipment, and the services of various technical experts from industry sources. Working through the INPO Duty Person, the division staff shall serve as agents for the utility in acting on requests for support from non-governmental organizations.



2.2.4 Accident Analysis - INPO Criteria and Analysis  
Division is responsible for the analysis of operational factors relating to plant incidents. In an emergency this function shall be initiated as directed by the President INPO. On-site activities, when undertaken, shall be coordinated with the On-Site INPO Representative. All results of INPO analysis or recommendations to industry concerning the accident will be approved by the President INPO prior to release.

2.2.5 Technical Consultation - In an emergency, INPO's efforts shall be primarily directed at serving the needs of the industry itself. This includes responding to queries for information on operational/technical matters by industry groups. The Director of Communications Division shall coordinate responses to all such information requests.

INPO should also be prepared to respond to extensive and continuous requests for information from non-industry groups. INPO's replies must adequately convey the professional awareness and involvement of the organization but must not contain information more properly coordinated and promulgated by on-scene officials. The Communications Director shall ensure that details in the Institute's responses are limited only to INPO's role during the emergency and do not assume responsibility for information disclosures concerning the status of the plant or the emergency.

SUMMARY OF RESPONSIBILITIES

The emergency responsibilities of key INPO staff are as summarized in this section. Except where specifically noted, when a Division Director is unavailable his responsibilities shall be carried out by that individual in his Division designated to act as his alternate.

3.1 Director Radiological Protection & Emergency Preparedness Division

Is responsible for:

- a. Acting as Emergency Plan Coordinator as discussed in Section 3.6
- b. The maintenance of technical information on industry sources of manpower and equipment available to support a plant emergency. On request from the affected utility, in an emergency he is responsible for providing assistance in locating and arranging for emergency support.
- c. The maintenance of data on, and location of industry experts who may be utilized in an emergency including the necessary pre-planning to ensure that their services can be rapidly mobilized as needed to support an emergency.
- d. The readiness of an Emergency Response Center at INPO. He shall insure the Administration Director is kept advised of the logistical support needed for the maintenance of this center and supporting facilities.
- e. Maintaining a list of individuals approved by the President who can be assigned as an on-scene INPO Representative. Assuring that these Representatives are thoroughly familiar with this plan and are supplied with necessary information concerning the affected utility and the INPO response functions. He shall also ensure the Representative is provided with necessary communications equipment and supporting software to maintain INPO information systems up to date concerning the emergency.
- f. Providing member utilities with information concerning INPO Emergency functions, emergency phone numbers, response resources, and channels of communications.

- g. The coordination of assignments for INPO staff as on-call Duty Officers and the coordination of a duty rotation. He is also responsible for the training of these individuals.
- h. The development and maintenance of information systems to support INPO Emergency Response activities, including the training of INPO personnel responsible for operating these systems in an emergency.
- i. The distribution and maintenance of this plan.

### 3.2 Director Criteria and Analysis Division

Is responsible for:

- a. Providing operational technical information as necessary to support emergency activities.
- b. The analysis of the operational aspects of the accident and the issuing of appropriate advisories to other utilities.
- c. Providing emergency support as necessary to the Emergency Plan Coordinator.

### 3.3 Director Administrative Division

Is responsible for:

- a. Providing logistical support such that the INPO On-Site Representatives can be promptly dispatched to a utility for an extended period (approximately four hour notice).
- b. The maintenance of personnel data and the issuing of documents necessary for INPO representatives to gain admittance to nuclear sites. This includes security data, health physics data, etc.
- c. Maintenance of an up-to-date off-hours call list for key INPO staff.
- d. Initiation and maintenance of an INPO emergency call line and paging system.
- e. Providing logistical support for the maintenance of an INPO Emergency Response Center as recommended by the Director Radiological Protection & Emergency Preparedness Division.
- f. Providing necessary additional support as requested by the Emergency Plan Coordinator.

### 3.4 Director of Communications Division

is responsible for:

- a. The handling of all inquiries with industry groups such as EEI, NRECA, AIF and APPA and member utilities, concerning INPO's activities during an emergency at the utility.\*
- b. The handling of non-industry inquiries for information concerning INPO's role in an emergency, with policy as established by the President, INPO.
- c. The indoctrination of all INPO staff concerning the handling of inquiries by the media and non-utility groups.
- d. Keeping INPO's Administrative Staff up to date as necessary concerning developments of general interest during an emergency.

\*INPO will not serve as a media focal point regarding the plant or its status as that responsibility vests with the operating utility.



3.5 Directors Evaluation and Assistance Division and  
Training and Education Divisions

Shall be responsible for providing support to the  
Emergency Plan Coordinator as necessary to support the  
implementation of this plan.

### 3.6 Emergency Plan Coordinator

This is the individual at INPO who has overall responsibility for Emergency Response Plan initiation and operation. When available, the Director Radiological Protection & Emergency Preparedness Division will perform this function. In his absence the next available individual from a list approved by the President, shall assume the responsibilities of Emergency Plan Coordinator. Specifically these responsibilities include:

1. The activation of this plan or any portion thereof upon request from a utility or upon notification of a qualifying emergency.
2. Directing and coordinating the activities of the INPO staff to ensure that institute response functions are effectively executed and utility emergency requests are promptly acted on.
3. Approving termination of the INPO emergency support activities associated with this plan.
4. Advising the President, INPO concerning the Institute's involvement and response to the emergency.

All INPO Division Directors are accountable to the Emergency Plan Coordinator for their responsibilities with regard to this plan and their assigned actions in responding to utility requests made in conjunction with this plan.

### 3.7 INPO Duty Person

The INPO Duty Person is that person assigned this function in a formally established rotation approved by the Radiological Protection & Emergency Preparedness Division Director. The INPO Duty person will be on-call after working hours for the handling of emergency requests. After activation of this plan, the INPO Duty Person shall man the INPO Emergency Response Center. He reports to the Emergency Plan Coordinator and shall serve as the primary point of contact at INPO for the emergency. His responsibilities include:

- a. Coordination of the response effort and communications between INPO, the affected utility Emergency Response Organization and the INPO On-Scene Representative.
- b. Distribution of reports and requests from the utility to appropriate INPO staff and keeping the Emergency Plan Coordinator advised of their status.
- c. Keeping the President, the Emergency Plan Coordinator and the INPO Division Directors advised of significant developments during the emergency.
- d. Coordination of requests from INPO staff for information from the utility staff relating to the emergency.
- e. Maintenance of an accurate written record of all his official communications with the affected utility. The maintenance of appropriate additional records necessary to document requests and INPO's response to the emergency.
- f. Maintaining up-to-date INPO information systems concerning the accident by coordinating with the On-Scene Representative.

Individuals assigned as duty persons should normally be members of a technical Division staff who are knowledgeable of the INPO organization and its response capabilities. While on call the individual should be able to respond to calls within approximately one hour.

### 3.8 INPO On-Scene Representative

The INPO On-Scene Representative shall be that individual (or individuals) designated by the President to be the on-site point of contact responsible for coordinating INPO communications and activities relating to the emergency. These responsibilities include:

- a. Advising the Recovery Manager (or his equivalent) concerning INPO resources and capabilities.
- b. Relaying requests back to INPO and coordinating on scene aspects of the response.
- c. Keeping the INPO Duty Person advised on the status of the emergency and any significant developments relating to it. Together they shall ensure that INPO information systems are updated on matters relating to the emergency.
- d. Ensuring that all information released by him to INPO for general dissemination is properly cleared through the utility's organization.
- e. Coordinating on-site INPO accident analysis activities as directed by the President, INPO.
- f. Recommending to the President, INPO additional emergency response efforts, not covered under this plan.

Individuals assigned as On-Scene Representatives should normally be experienced senior technical staff members who have been approved by the President to fill this function.