

NOTIFICATIONS

A. OBJECTIVE

This procedure provides instructions for notification of offsite authorities and emergency response agencies in emergency situations. The procedure also addresses notification of selected off-duty BVPS personnel and the notification of selected DLC corporate staff personnel. Notification of offsite organizations is required for any of the four emergency classifications.

The Communications and Records Coordinator is responsible to ensure that all required offsite notifications are completed within the proper time frame following the declaration of an emergency.

The notification of other off-duty BVPS personnel is addressed in the EPP/Instruction for each emergency classification. The dissemination of information to personnel and the news-media is addressed in EPP/IP-9.1, "Emergency Public Information Plan--BVPS".

B. PREREQUISITES/INITIAL CONDITIONS

1. An emergency condition has been declared at the Beaver Valley Power Station as provided in the BVPS Emergency Preparedness Plan.
and/or
2. An existing emergency condition has been reclassified to a higher emergency category, and/or, a significant deterioration in conditions has occurred.
and/or
3. The emergency situation has been corrected and the emergency terminated, and recovery operations have begun.

C. PRECAUTIONS

1. Most radio communications, including the DLC Industrial Radio System, can be intercepted by relatively inexpensive and commercially available scanners, or similar radio receivers. All initial Notifications and follow-up notifications shall be made by telephone as a primary means, with radio used only as a backup in the event telephone systems are inoperative during an emergency. This protocol will minimize the spread of rumors, minimize congestion of telephone circuits, and minimize undue public anxiety. In those cases where radio communications are necessary, the use of such equipment and the wording of transmissions will be in keeping with this protocol.

8211090389 821102
PDR ADOCK 05000334
PDR

2. No press releases on the incident shall be made prior to completion of all notifications, and will be made only by Duquesne Light Company Public Information Division (PID) personnel. Do not provide information to any individual whose identity is unknown, or to any organization not listed on the Emergency Notification Call-list. Relay all such calls for information to DLC PID _____, or to the local emergency services organization in the appropriate state.
3. Insure that "EPP" switches associated with telephones in the Control Room are positioned in the EPP position during emergency operations.

D. GUIDANCE AND CRITERIA

1. Initial Notification Content

- 1.1 The initial contact with offsite agencies is generally made to a communications operator or other similarly qualified individual. Thus, the initial notifications must be simple, brief, and factual. Avoid the use of jargon, abbreviations, or language which might be confusing or misunderstood. The intent of the initial notification is to have this individual notify the appropriate personnel in the offsite agencies that an emergency condition has been declared. Once notified, appropriate individuals will call back to the station for additional information.
- 1.2 A message form is provided for all classifications of emergencies to facilitate accurate notifications to offsite personnel. Identical message forms have been provided to the primary offsite agencies.

2. Notification Sequence

- 2.1 Notifications shall be made to all offsite authorities and other individuals listed on the Emergency Notification Call-list by the on-duty shift personnel immediately following the declaration of an Alert, Site Area, or General Emergency by the Emergency Director.
- 2.2 Unusual Event notifications shall be made to all offsite authorities and other individuals listed on the Emergency Notification Call-list within one hour from the declaration of the emergency.
- 2.3 All notifications, regarding emergency conditions, to the USNRC shall be made in accordance with BVPS OM Chapter 48.10 using the ENS red hotline phone and Figure 48-35 (in lieu of Attachment 1 to this EPP/IP).
- 2.4 If an abnormal event occurs, and this event does not constitute an emergency condition as described in EPP/Instruction 1, but is reportable to the USNRC pursuant to BVPS OM Chapter 48, DLC PID should be notified of the event for a possible press release. If station management deems it appropriate, a courtesy call should be made to PEMA, BCEMA, HCOES, CCDSA, and DLC Public Information on a timely, but not necessarily on an immediate emergency basis. If the reportable abnormal condition occurs during a backshift, consideration should be given to waiting until the start of the daylight shift to make this notification.
- 2.5 The following notification sequence has been established by the jurisdictions within the emergency planning zone:
 - 2.5.1 Beaver County Emergency Management Agency (BCEMA)
 - 2.5.2 Pennsylvania Emergency Management Agency (PEMA)
 - 2.5.3 Columbiana County Disaster Services Agency (CCDSA)
 - 2.5.4 Hancock County Office of Emergency Services (HCOES)
 - 2.5.5 US NRC Region 1 (Via OPX hotline--red phone)

For General Emergencies, the following agencies will be notified directly by BVPS. For lesser emergencies, these notifications are made by the respective counties.

- 2.5.6 Ohio Disaster Services Agency (ODSA)
- 2.5.7 West Virginia Office of Emergency Services (WVOES)

BCEMA makes backup notifications to CCDSA and HCOES. PEMA activates DER/Bureau of Radiation Protection, which in turn contacts the station for additional technical information. PEMA also contacts the Ohio Disaster Services Agency, and the West Virginia Office of Emergency Services.

- 2.6 The remaining notifications are made in keeping with the sequence provided on the Emergency Notification Call-list.

3. Follow-up Notification

- 3.1 The follow-up notification serves two purposes: The first is to provide technical information on the emergency directly to those individuals qualified to use the data. The second is to provide a means for offsite authorities to verify the authenticity of an emergency notification.
- 3.2 Attachment 2, Follow-up Notification Form, is similar in format to the Initial Notification Forms, but with a more extensive technical content. Unlike the Initial Notification Form, it is not intended to be relayed word-for-word. The objective of the form is to standardize the information provided to offsite agencies. Primary offsite agencies have been provided with copies of the form.

4. Verification

- 4.1 All notifications made to offsite agencies will be verified by the offsite agencies. The follow-up communications in response to an initial notification is the primary means of verification.
- 4.2 To further ensure authenticity, offsite authorities will only accept notification from the following individuals at the station:
 - 4.2.1 Shift Supervisor
 - 4.2.2 Shift Foreman
 - 4.2.3 Emergency Director

- 4.2.4 Communications and Records Coordinator
- 4.2.5 Station Superintendent

5. Subsequent Notifications

- 5.1 If it becomes necessary to reclassify the emergency to a higher (or lower) classification, the Initial Notification Form appropriate to the new classification should be completed and the notifications made in the same manner specified for the initial notification of an emergency.
- 5.2 When appropriate, offsite authorities and others listed on the Emergency Notification Call-list shall be notified that the emergency condition is terminated and, if applicable, that a recovery organization has been established.

E. PROCEDURE

- 1. Upon declaration of an emergency, the Emergency Director (Shift Supervisor, until relieved) will compose the appropriate Initial Notification Form, and complete a Follow-up Notification Form, or direct that this be done. The Follow-up Notification Form should be updated as necessary as information changes.

NOTE

The Emergency Director is the only individual authorized to declare an emergency and to recommend protective actions to offsite authorities. When the EOF is activated, this authority is transferred to the Emergency/Recovery Manager. The Communications and Records Coordinator or the Offsite Agency Liaison may relay the approved recommendation.

- 2. The Emergency Director will assign an individual from the on-duty shift to serve as Communications and Records Coordinator (normally the NSS Administrative Assistant) until relieved by the designated individual. This individual will make notifications to the individuals and organizations listed on the Emergency Notification Call-list (Attachment 1) as follows:

- 2.1 Contact each organization or individual using the telephone number listed. If the telephones are inoperative, utilize the specified back-up.
- 2.2 When the party answers, read the introduction paragraph on the notification form and pause to allow the individual to obtain his copy of the form (PEMA, HCOES, CCDSA, AND BCEMA only), or blank paper on which to record the notification.
- 2.3 Read the text of the notification, emphasizing the variable information. The initial notification must be kept simple and non-technical.
- 2.4 Have the recipient read back the message and if necessary, correct any errors.
- 2.5 Note the name of the individual contacted and the time of the contact on the Emergency Notification Call List.
- 2.6 Direct the party contacted to notify the appropriate individuals in their organizations in accordance with the organization's emergency plans. Remind the party contacted that a callback is required from the designated individual.
- 2.7 Proceed to the next party on the call-list.
- 2.8 If a party can not be contacted in a reasonable period of time, bypass that party and proceed down the list. After the other notifications are complete, re-attempt to contact any bypassed parties. If a party still can not be reached, consider other means such as dispatching a courier, relay through another party, or similar actions. Every effort must be made to contact the five organizations listed in Section D.2.4 of this procedure.
- 2.9 When the parties call back for further information, note the time and the name of the individuals on the call-list. (Use a new list if there is insufficient room to record the call-backs.) Provide the information available from the current Follow-up Notification Form. If the party requests information not on the form, make reasonable efforts to obtain and relay the information, if consistent with completing notifications.

2.10 If a party not specified on the call-list requests information, refer the party to either the DLC Public Information Division, or to the local emergency services organization in his/her community.

F. REFERENCES

1. Beaver Valley Power Station Emergency Preparedness and Implementing Procedures.
2. Title 10 Code of Federal Regulations Part 50, Appendix E
3. NUREG-0654/FEMA-REP-1 "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.

G. ATTACHMENTS

1. Emergency Initial Notification Form
2. Emergency Notification Call-List
3. Follow-up Notification Form.

BEAVER VALLEY POWER STATION

Initial Notification Form

INSTRUCTIONS

1. Read the following:

"This is the Beaver Valley Power Station. The following is a notification of an emergency. Record the information to follow on the Emergency Initial Notification Form:

2. This is _____ title _____
(Name) (Emergency Organization Title)
of Duquesne Light Company.

3. Emergency Class: _____ UNUSUAL EVENT _____ SITE EMERGENCY
_____ ALERT _____ GENERAL EMERGENCY

4. Radioactivity: _____ Has Not Been Released _____ Is Being Released
_____ Release Has Been Stopped
_____ Within Plant _____ From Plant

5. Type of Release: _____ Airborne _____ Waterborne _____ Surface Spill

6. Protective Actions: _____ None Recommended _____ Recommended as follows:

-
7. This notification was made at _____ on _____
(Time) (Date)

Return phone number is _____

8. Please repeat back the information you have recorded to ensure accuracy.
9. Notify the appropriate individual(s) of your organization or agency.

10. CODE _____

FOR BCEMA/PEMA/HCES/CCDSA/USNRC ONLY:

11. Request the appropriate individual in your organization contact the station for additional information if deemed necessary.

EMERGENCY NOTIFICATION CALL-LIST

NOTE: The majority of the telephone numbers listed below are numbers designated for emergency purposes only. In most cases, these number should not be used for non-emergency communications. On weekdays between 8 am and 4 pm, use the normal phone first.

NOTE: Ensure that the "EPP/Normal" switches on the phones are in the "EPP" position to allow call-backs on _____ to be routed to the Control Room.

NOTE: Calls to the offsite agencies listed on this sheet must be made in the sequence shown, as rapidly as possible following declaration of emergency, and prior to any notifications on remaining sheets. If one of the organizations can not be reached, continue with the next, and then re-attempt to notify the bypassed organization before continuing with the rest of the notifications.

	Organization/Individual	Normal	24-hr Emergency Number		Name of Contact	Time/Init
		Business	Primary	Alternate		
1.	Beaver Co. Emerg. Management Agency (BCEMA) Dispatcher (24-hrs):Relay to Mr. R. Chiodo			DLC Radio	_____	_____
2.	Pennsylvania Emerg. Management Agency (PEMA) Duty Officer (24-hrs)			Relay through BCEMA	_____	_____
3.	Columbiana Co. Disaster Services Agcy (CCDSA) Dispatcher (24 hrs):relay to: . M. Mr. M. Lippiatt			DLC Radio	_____	_____
4.	Hancock County Office of Emerg. Services Dispatcher (24 hrs)*:relay data to Mr. A. Kondik *Ask courthouse SWBD operator for dispatcher during normal working hours. This is a direct line after hours.			DLC Radio	_____	_____
5.	US Nuclear Regulatory Commission Duty Officer (24-hrs)			OPX red hotline	_____	_____
<u>GENERAL EMERGENCIES ONLY</u>						
	5a Ohio Disaster Services Agency (OUSA)			Relay through CCDSA	_____	_____
	5b West Virginia Office of Emergency			Relay through HCOES	_____	_____

EMERGENCY NOTIFICATION CALL-LIST (Con't)

NOTE: See notes on Page 1

<u>Organization/Individual</u>	<u>Telephone</u>	<u>Alternate</u>	<u>Name or Contract</u>	<u>Time/Init</u>
6. BVPS-1 Superintendent H. P. Williams	PAX	(H)*		
7. BVPS-1 Operations Supervisor L. Schad	PAX	(H)*		
8. Shippingport Atomic Power Station	PAX	DLC Radio		
9. BVPS Unit 2 Construction: R. Swiderski (Backshifts and weekends: ranking DLC-CDN or SBI Guard)		DLC Radio		
10. DLC Public Information Department (Notify one)				
J. D. Frank	PAX	(H)*		
D. Messner	PAX	(H)*		
F. Skledar	PAX	(H)		
J. M. Sasala	PAX	(H)		
J. F. Grogan	PAX			
K. A. Scherer	PAX			

Each individual listed below will notify the next higher level of management consistent with the severity of the emergency. The Station Superintendent or designated alternate notifies the Manager, Nuclear Operations*.

Manager, Nuclear Operations T. D. Jones See Directory (H)*

V. P. Nuclear Division J. J. Carey See Directory (H)*

* * * * *

ACTIVATION OF TSC/EOF ORGANIZATION VIA BEEPERS: (Note: Activate code-a-phone answer machine)

Beaver County beepers (ask operator to tone-out #)

Pittsburgh Area beepers (activated by telephone-no operator)

*Numbers available from Nuclear Shift Supervisor

*these personnel have beepers.

EMERGENCY NOTIFICATION CALL-LIST (Con't)

NOTE: The following organizations are notified only for the accidents noted in parenthesis next to their name.

11. U. S. Coast Guard (All offsite releases, actual or imminent)
Marine Safety (Pittsburgh)

12. U. S. Corps of Engineers (liquid releases)
New Cumberland Dam (downriver)
Montgomery Dam (upriver)

13. Midland Water Plant (liquid releases) (Notify one)
Mr. D. Craik
Mr. McHaffie
Mr. Haywood

14. East Liverpool Water Plant (liquid releases)
Mr. Francis Wise

15. Chester, WVA Water Plant (liquid releases)
Notify via HCOES

16. Westinghouse Atomic Power Division (Alert & higher) (Notify one)
Mr. D. Campbell
Mr. D. Lokay
Mr. R. Von Osinski

17. INPO (Alert & higher)

18. National Weather Service (Site & General Emergencies)

19. American Nuclear Insurers
Fire/All Risk Emergencies
Radiological Nuclear Emergencies

In addition to the above, the following organizations, although not directly notified are authorized to receive information regarding the emergency:

DER/Bureau of Radiation Protection, Pennsylvania

DER/BRP hotline will be operative upon activation of DER/BRP by PEMA.

State of Ohio Disaster Services Agency

State of West Virginia Office of Emergency Services

West Virginia Dept. of Health/Radiation Protection

DLC Radio

White Hotline

EMERGENCY NOTIFICATION CALL-LIST (Con't)

The following organizations are not normally notified directly in the event of an emergency at BVPS, but may be contacted if particular emergency conditions warrant.

Pennsylvania State Police (Lt. J. Render)

Pennsylvania State Police (Chippewa Barracks)

Laurel Pipeline Co. (Mr. T. Gordon)

Mobil Pipeline Co.

National Transit Co. (Mr. E. Bernard)

Ashland Pipeline Co.

Freedom Station

Buckeye Pipeline Co.

DOE RAP/IRAP Brookhaven Area Office

Medic-Rescue Ambulance Service

Community Ambulance

Shippingport Fire Department

Aliquippa Hospital Emergency Room

Aliquippa Hospital Nuclear Medicine

Beaver County Medical Center

Presbyterian University Hospital Emergency Room

Radiation Emergency Response Program

Dr. Neil Wald-Dept. of Radiation Medicine

Dr. Albert Spritzer

Crucible Steel Company 10th Street Gatehouse

Linde Air Company (Mr. Jeward Ypma)

McIntosh Hemphill (E. W. Bliss)

Mr. R. Ansevin

Mr. D. Lemesh

Bruce Mansfield Power Station

Plant Superintendent (D. Bodar)

Assist. Superintendent (D. Thomas)

Shift Supervisor

Conrail Division Supervisor

Pittsburgh and Lake Erie Chief Dispatcher

US Weather Bureau-Pittsburgh

Air Pollution Meteorologist

Forecast Office

(24-hr)

Coraopolis Office

NOTE: The phone numbers listed above are updated on the annual review. More up-to-date numbers are available in the monthly and quarterly emergency telephone number checklists, and are available in the Control Room.

BEAVER VALLEY POWER STATIONFollow-up Notification Form

The following data represent the most current and most accurate information, projections, and/or prognosis available at the time this notification was made.

TIME: _____ Date: _____ By: _____

Return phone number: _____

1. Affected Facility: Beaver Valley Power Station2. Unusual Event/Alert
Site Area/General Emergency Declared at: _____ on: _____
Time Date

3. Cause of Emergency _____

4. Current Plant Status: _____

Conditions: Stable/Unstable Reactor: Shutdown/At PowerEquipment Damage: Minor/MajorCooling: Normal Cooldown/Safety Injection Cooldown/NA

5. Radioactivity Release (If Applicable)

Type of Release: Liquid/Gaseous Release to: Ohio River/AtmosphereTime Start: _____ Release Stopped: Yes/No/NA at: _____Potential for Release: Yes/No Additional Release? Yes/No

Wind Speed (mph) _____

Wind Direction From N/NE/NW/S/SE/SW/E/WStability Class ABC/D/E/FG

6. Projected Dose or Actual Dose Rate:

Projected Dose (REM) Actual Dose Rate (REM/HR)Site Boundary5-mile radius10-mile radius7. Recommended Protective Action: No protective action necessary/

Shelter within _____ mile radius/Evacuate within _____ mile radius

Date: _____

BEAVER VALLEY POWER STATION

EPP/IP-1.1

Time: _____

Follow-up Notification Form

Attachment 3

Part 2

Directions: The Dose Projection Coordinator will relay this information to the NRC (via HP Hotline), to DER/BRP (via White Hotline), and to other appropriate agencies (Ohio and West Virginia).

RELEASE TO OHIO RIVER

	<u>Actual</u>	<u>Projected</u>
Time of Release Start	_____	_____
Release Duration	_____ hrs.	_____ hrs.
Release Volume	_____ gal.	_____ gal.
Total Activity	_____ Ci.	_____ Ci.
Radionuclide(s) in Release	_____	_____
	_____	_____
	_____	_____
	_____	_____

River Water Sampled:

Time/Date of Sample	_____
Location of Sample	_____
Measure River Activity	_____ Ci/cc.
Radionuclides Present	_____

ATMOSPHERIC RELEASE

Release Data:

	<u>Actual</u>	<u>Projected</u>
Time of Release Start	_____	_____
Release Duration	_____ hrs.	_____ hrs.
Release Rate	_____ cc/sec	_____ cc/sec
Noble Gas Release Rate	_____ Ci/sec	_____ Ci/sec
Radioiodine Release Rate	_____ Ci/sec	_____ Ci/sec
Release Height	_____ m.	_____ m.

Meteorology Data:

Wind Direction	_____
Wind Speed	_____ mph
Stability Class	_____
Precipitation	_____

Type of Accident: VCT Rupture/GST Rupture/MSL Break/FH Accident/WGDT Release/LOCA

OTHER:

BEAVER VALLEY POWER STATION

Initial Notification Form

INSTRUCTIONS

1. Read the following:

"This is the Beaver Valley Power Station. The following is a notification of an emergency. Record the information to follow on the Emergency Initial Notification Form:

2. This is _____ title _____
(Name) (Emergency Organization Title)
of Duquesne Light Company.

3. Emergency Class: _____ UNUSUAL EVENT _____ SITE EMERGENCY
_____ ALERT _____ GENERAL EMERGENCY

4. Radioactivity: _____ Has Not Been Released _____ Is Being Released
_____ Release Has Been Stopped
_____ Within Plant _____ From Plant

5. Type of Release: _____ Airborne _____ Waterborne _____ Surface Spill

6. Protective Actions: _____ None Recommended _____ Recommended as follows:

7. This notification was made at _____ on _____
(Time) (Date)

Return phone number is _____

8. Please repeat back the information you have recorded to ensure accuracy.

9. Notify the appropriate individual(s) of your organization or agency.

10. CODE _____

FOR BCEMA/PEMA/HCES/CCDSA/USNRC ONLY:

11. Request the appropriate individual in your organization contact the station for additional information if deemed necessary.

BEAVER VALLEY POWER STATION

Follow-up Notification Form

The following data represent the most current and most accurate information, projections, and/or prognosis available at the time this notification was made.

TIME: _____ Date: _____ By: _____

Return phone number: _____

1. Affected Facility: Beaver Valley Power Station

2. Unusual Event/Alert
Site Area/General Emergency Declared at _____ on: _____
Time Date

3. Cause of Emergency _____

4. Current Plant Status: _____

Conditions: Stable/Unstable Reactor: Shutdown/At Power

Equipment Damage: Minor/Major

Cooling: Normal Cooldown/Safety Injection Cooldown/NA

5. Radioactivity Release (If Applicable)

Type of Release: Liquid/Gaseous Release to: Ohio River/Atmosphere

Time Start: _____ Release Stopped: Yes/No/NA at: _____

Potential for Release: Yes/No Additional Release? Yes/No

Wind Speed (mph) _____

Wind Direction From N/NE/NW/S/SE/SW/E/W

Stability Class ABC/D/E/FG

6. Projected Dose or Actual Dose Rate:

Projected Dose (REM) Actual Dose Rate (REM/HR)

Site Boundary

5-mile radius

10-mile radius

7. Recommended Protective Action: No protective action necessary/

Shelter within _____ mile radius/Evacuate within _____ mile radius

Date: _____

BEAVER VALLEY POWER STATION

EPP/IP-1.1

Time: _____

Follow-up Notification Form

Attachment 3

Part 2

Directions: The Dose Projection Coordinator will relay this information to the NRC (via HP Hotline), to DER/BRP (via White Hotline), and to other appropriate agencies (Ohio and West Virginia).

RELEASE TO OHIO RIVER

	<u>Actual</u>	<u>Projected</u>
Time of Release Start	_____	_____
Release Duration	_____ hrs.	_____ hrs.
Release Volume	_____ gal.	_____ gal.
Total Activity	_____ Ci.	_____ Ci.
Radionuclide(s) in Release	_____	_____
	_____	_____
	_____	_____
	_____	_____

River Water Sampled:

Time/Date of Sample	_____
Location of Sample	_____
Measure River Activity	_____ Ci/cc.
Radionuclides Present	_____

ATMOSPHERIC RELEASE

Release Data:

	<u>Actual</u>	<u>Projected</u>
Time of Release Start	_____	_____
Release Duration	_____ hrs.	_____ hrs.
Release Rate	_____ cc/sec	_____ cc/sec
Noble Gas Release Rate	_____ Ci/sec	_____ Ci/sec
Radioiodine Release Rate	_____ Ci/sec	_____ Ci/sec
Release Height	_____ m.	_____ m.

Meteorology Data:

Wind Direction	_____
Wind Speed	_____ mph
Stability Class	_____
Precipitation	_____

Type of Accident: VCT Rupture/GS1 Rupture/MSL Break/FH Accident/WGDT Release/LOCA

OTHER: