

M-32

TO: J. PARROTT  
FROM: D.L. HORTON

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AOC-21 TEL: 716 942-4300

NRC HEADQUARTERS

DATE: 10/07/98  
PAGE: 1

TRANSMITTAL NUM: 000012460

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CONTROLLED COPY#	PROC ID	REV#	PC#	ISSUE DATE	PROCEDURE TITLE
136	EMAP-201	0	2	10/07/98	ADMINISTRATION OF THE EMERGENCY MANAGEMENT PROGRAM

NF08

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Original signed by:

*James D. Parrott*  
Signature (BLACK INDELIBLE INK ONLY)

*10/19/98*  
Date

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PDR PROJ  
M-32 PDR

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WVDP EMERGENCY MANAGEMENT ADMINISTRATIVE  
PROCEDURES  
WVDP-135 VOL II  
INDEX

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<u>PROC ID</u>	<u>REV</u>	<u>FC</u>	<u>PROCEDURE TITLE</u>	<u>STATUS</u>	<u>ISSUE DATE</u>	<u>COGNIZANT MANAGER</u>
EMAP-201	0		ADMINISTRATION OF THE EMERGENCY MANAGEMENT PROGRAM	ACTIVE	09/29/95	LOFTON, J. .
EMAP-201	0	1	ADMINISTRATION OF THE EMERGENCY MANAGEMENT PROGRAM	ACTIVE	05/21/97	LOFTON, J. .
EMAP-201	0	2	ADMINISTRATION OF THE EMERGENCY MANAGEMENT PROGRAM	ACTIVE	10/07/98	LOFTON, J. .
EMAP-202	2		TRAINING OF THE EMERGENCY RESPONSE ORGANIZATION (ERO)	ACTIVE	06/10/98	LOFTON, J. .
EMAP-203	1		EMERGENCY PREPAREDNESS DRILLS AND EXERCISES	ACTIVE	10/31/96	LOFTON, J. .
EMAP-204	2		FACILITIES AND EQUIPMENT	ACTIVE	05/21/97	LOFTON, J. .
EMAP-204	2	1	FACILITIES AND EQUIPMENT	ACTIVE	09/16/97	LOFTON, J. .
EMAP-204	2	2	FACILITIES AND EQUIPMENT	ACTIVE	12/17/97	LOFTON, J. .
EMAP-204	2	3	FACILITIES AND EQUIPMENT	ACTIVE	12/31/97	LOFTON, J. .
EMAP-204	2	4	FACILITIES AND EQUIPMENT	ACTIVE	03/31/98	LOFTON, J. .

WVNS RECORD OF REVISION

DOCUMENT

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- Placing the words MAJOR CHANGE REVISION at the beginning of the text.
- Placing either FC#> or PC#> (whichever applies) in the left-hand margin at the beginning of the paragraph or section where the field/page change has been made AND placing a vertical black line in the margin adjacent to the actual change.
- Placing the words "New-Type Revision" or "On-Hold" in the description of changes.

Example:

The vertical line in the margin indicates a change. |

FC1> The FC#> in the margin along with the vertical line  
(redline) indicates a change. |

Rev. No.	Description of Changes	Revision On Page(s)	Dated
0	Original Issue	All	9/95
PC1	Updated throughout to reference new DOE Order 151.1 Updated Project Participants	1-4 Attachment A	05/21/97
PC2	Corrected procedure titles. Corrected document number. Corrected acronym for OH/WVDP. Added to elements section. Reworded. Relettered Corrected procedure titles. Corrected/added document numbers. Incorporated exercise/drill schedule with ERAP. Reworded sentence, combined review and concurrence by OH/WVDP and DOE-HQ. Added document numbers. Deleted reference to WVDP-193, Emergency Action Derivation and Guidance Manual. Reworded sentence and added OH/WVDP review and concurrence of "Triennial" exercise package. Changed OH/WVDP acronym. Reworded paragraph. Added title to WVDP-257 Reworded and changed Memoranda of Agreement to Letter of Agreement. Reworded. Reworded and added reference to RIDS.	1  2 3           4	10/07/98



WVNS RECORD OF REVISION CONTINUATION FORM

Rev. No.	Description of Changes	Revision On Page(s)	Dated
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EMAP-201 Administration of the Emergency Management Program

1.0 PURPOSE

This procedure describes the administration of the West Valley Demonstration Project (WVDP) Emergency Management Program.

2.0 SCOPE

PC1> The West Valley Demonstration Project Emergency Management Program is defined by DOE O 151.1, "Comprehensive Emergency Management System." This procedure includes those administrative activities required of West Valley Nuclear Services (WVNS), the site contractor, for compliance with DOE directives and policy. Project participants are illustrated in Attachment A.

3.0 REQUIREMENTS AND REFERENCES

3.1 Requirements

PC1> DOE O 151.1, "Comprehensive Emergency Management System."

3.2 References

DOE "Emergency Management Guide."  
WVDP-022, "WVDP Emergency Plan."  
PC2> WVDP-139, "WVDP Emergency Management Implementing Procedures", Volume I and "Emergency Management Administrative Procedures", Volume II.  
PC1> WVDP-171, "WVDP Emergency Readiness Assurance Plan"  
PC1> WVDP-257, "WVNS Manual for the Preparation, Review, Approval, Distribution and Revision of Controlled Documents."  
PC1> WVDP-273, "WVDP Hazards Survey"  
WV-101, "Open Items Control Systems."  
WV-103, "Controlled Distribution Documents."  
WV-121, "Assessment Program."  
WV-193, "The Emergency Action Derivation and Guidance Manual (EADGM)."  
PC2> WVDP-262, "Records Management and Storage."  
EMAP-203, "Emergency Preparedness Drills and Exercises."  
EMAP-204, "Facilities and Equipment."

4.0 RESPONSIBILITIES

PC1> 4.1 The DOE-Ohio Field Office Manager, in accordance with DOE O 151.1, is responsible for the emergency response of all DOE-Ohio contractor-operated facilities, including the WVDP.

PC2> 4.2 The OH/WVDP Project Director maintains overall responsibility for emergency preparedness and response activities at the WVDP. The DOE Project Director reviews the WVDP Emergency Management program to assure:

4.2.1 Development, implementation, and maintenance of an emergency management program commensurate with the site's potential hazard.

4.2.2 Performance and documentation of hazards assessment.

4.2.3 A continuing program of emergency management drills and exercises.

4.2.4 Assessments of the emergency management program to verify compliance with DOE directives and policy.

4.3 West Valley Nuclear Services (WVNS), the WVDP site contractor, has been delegated responsibility and authority to create an Emergency Response Organization (ERO) and to develop and maintain a site emergency plan and associated procedures to ensure that immediate emergency response actions are initiated.

4.4 WVNS president, cognizant authority for the WVDP ERO, implements the policies of the DOE-Ohio Field Office as delegated through the DOE-WV Project Director. The WVNS President is responsible for establishing an organization to administer the WVDP Emergency Management Program. Currently this organization is the Emergency Management Department.

PC1> 4.5 Emergency Management Department develops, implements, and maintains an integrated and comprehensive emergency management program, as well as adequate training and support staff, in accordance with DOE O 151.1. These responsibilities include:

4.5.1 Development and maintenance of the emergency plan and procedures.

4.5.2 Development of the Emergency Readiness Assurance Plan (ERAP) and annual updates.

4.5.3 Development and maintenance of comprehensive hazards assessment documents.

4.5.4 Development and conduct of training and drill/exercise programs.

4.5.5 Coordination of assessment activities.

4.5.6 Development of related documentation.

4.5.7 Coordination of emergency resources, including equipment and facilities.

## 5.0 PROCEDURE

PC1> 5.1 WVNS develops, establishes and maintains an effective, integrated emergency preparedness program consistent with the scope of WVDP operations, potential emergencies, and requirements in the DOE O 151.1. The program must include:

PC1> 5.1.1 An emergency plan and implementing procedures that incorporate the following elements:

- A. Emergency Response Organization
- B. Off-site Response Interfaces
- C. Operational Emergency Event Classes
- D. Notification
- E. Consequence Assessment
- F. Protective Actions
- G. Medical Support
- H. Recovery and Re-entry
- I. Public Information
- J. Emergency Facilities
- K. Training



- PC2> L. Drills and Exercises
- M. Program Administration
- N. Transportation Emergency Management.
- 5.1.2 O. Hazards Assessments.
- 5.1.3 P. Emergency Readiness Assurance Plan.
- 5.2 WVNS obtains DOE review and concurrence of emergency management documents at the required levels.
- PC2> 5.2.1 WVNS will review annually:
  - PC2> A. WVDP-022, WVDP Emergency Plan
  - PC2> B. WVDP-139, Emergency Management Implementing Procedures, Volume I and Emergency Management Administrative Procedures, Volume II.
  - PC2> C. Hazards Assessment as presented in WVDP-193, Emergency Action Derivation and Guidance Manual, including preventative and mitigative response actions for potential emergencies.
  - PC1> PC2> D. WVDP-273, WVDP Hazards Survey.
  - PC2> E. WVDP-171, WVDP Emergency Readiness Assurance Plan, including a schedule of emergency drills and exercises.
  - PC2> F. Document Hierarchy that illustrates compliance with DOE Orders and Codes of Federal Regulation.
- PC2> 5.2.2 Submit to OH/WVDP and DOE-HQ for annual review and concurrence:
  - PC2> A. WVDP-022, WVDP Emergency Plan.
  - PC2> B. WVDP-171, Emergency Readiness Assurance Plan.
- PC2> 5.2.3 Submit to OH/WVDP and DOE-HQ for Triennial review and concurrence:
  - PC2> A. Triennial Operational Emergency Exercise Package.
- 5.3 WVNS validates the Emergency Management program through yearly assessments and appraisals.
  - 5.3.1 Self-assessments are conducted continually and documented at least annually in accordance with WV-121, "Assessment Program."
  - 5.3.2 Independent Internal Assessments are performed annually by WVNS Project Appraisals in accordance with WV-121.

5.3.3 External Independent Assessments are performed periodically by WVNS parent or subsidiary contractor personnel. The assessments are performed by personnel with no direct responsibility for the performance of the activity being assessed.

PC1> 5.3.4 Validation Assessments are conducted by the DOE-Ohio office in compliance with DOE O 151.1.

5.3.5 External Appraisals are conducted by personnel under the direction of DOE-HQ.

PC2> 5.3.6 Surveillances are performed periodically by OH/WDVP.

5.4 WVNS controls emergency management documents to ensure that copies of plans, procedures, agreements and technical support documents are up-to-date and accessible as needed.

PC2> 5.4.1 An established and formal system that ensures updated copies of the Emergency Plan, Emergency Management Implementing and Administrative Procedures, as well as supporting technical documents, are available at all times in the Emergency Operations Center (EOC), the Alternate Emergency Operations Center (AEOC), the Technical Support Center (TSC), the Main Plant Operations Shift Supervisor's office, and other locations where they may be needed during an emergency.

PC1> PC2> 5.4.2 Documents are controlled per WVDP-257, WVNS Manual for Preparation, Review, Approval, Distribution and Revision of Controlled Documents to ensure that changes and updates are distributed to all organizations maintaining these documents.

PC2> 5.4.3 Documents have been developed, maintained, and Letters Of Agreement/Memoranda Of Understanding with state and local agencies are updated as needed.

PC2> 5.4.4 The annual review requirements for WVDP-022 and WVDP-139 will be documented and tracked in accordance with the WVDP Site Contractor Policy and Procedure, WV-101, "Open Items Control System."

PC2> 5.4.5 Emergency Management will maintain the following documents in accordance with the Site Records Inventory and Disposition System (RIDS):

- A. Training records that certify the qualifications status of ERO participants.
- B. Drill and exercise records that document participation by ERO members.
- C. Drill and exercise reports and evaluations to track corrective actions.
- D. Inspection records for equipment and facilities.
- E. Document Hierarchy to illustrate compliance with DOE orders and Codes of Federal Regulations (CFR).



6.0 \* RECORDS MAINTENANCE

No records are generated by this procedure.

7.0 ATTACHMENTS

Attachment A      Project Participants

PROJECT PARTICIPANTS

PROJECT PARTICIPANTS

