

OMAHA PUBLIC POWER DISTRICT
 CONFIRMATION OF TRANSMITTAL
 EMERGENCY PLAN IMPLEMENTING PROCEDURES
 (EPIP)
 (Continued)

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RR-71	RR-71-1 thru RR-71-2 (11/27/85)	RR-71	RR-71-1 thru RR-71-2 (12/22/86)
RR-77	This is a new procedure. Add this procedure after RR-76. (12/22/86)		

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VOLUME III

OMAHA PUBLIC POWER DISTRICT - FORT CALHOUN STATION

EMERGENCY PLAN IMPLEMENTING PROCEDURES

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Fort Calhoun Station - Unit No. 1
Emergency Plan Implementing Procedure
EPIP-OSC-8

MEDICAL ASSISTANCE

I. SCOPE

This procedure provides a method for quick assistance, primary transportation and treatment, for major personnel injuries at the Fort Calhoun Station.

II. PURPOSE

This procedure provides instructions for responding teams and for procuring specialized medical assistance for treatment and transport.

II. PREREQUISITES

- A. The injured person has been moved, if possible, from the radiation area or shielding has been placed around him to reduce exposure.
- B. If possible, the injured person's protective clothing shall be removed and individual decontaminated prior to transport.

III. PRECAUTIONS

- A. In case of severe injury, FIRST AID and MEDICAL ASSISTANCE takes precedence over contamination control.
- B. The injured person should not be left unattended, but ALARA principles must be considered when in areas of high exposure. If possible, a fellow employee should remain with the victim for first aid and encouragement until full treatment is provided.

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IV. PROCEDURE

- A. Injuries sustained outside any radiation controlled areas should receive medical assistance in accordance with Standing Order G-41, Personal Injuries.
- B. When injured person is located, contact the Control Room or Monitor Coordinator and inform them of individual's status.
- C. If a major injury involving radiological concerns has occurred, then one of the following Rescue Squads shall be called for transport and assistance:
 - 1. Blair Rescue Squad (9-911) Primary
 - 2. Fort Calhoun Rescue Squad (9-426-6866)

If the Rescue Squad is unable to transport the individual, then use any of the following modes of transportation:

 - 1. UNMC Radiation Health Center vehicle (9-559-5299)
 - 2. Company vehicle
 - 3. Personal vehicle
- D. Notify UNMC - Radiation Health Center that a radiation accident has occurred at Fort Calhoun Station and the hospital will receive the injured person(s) in approximately 45 minutes. Describe known radiological and medical information available.
 - 1. University of Nebraska Medical Center Radiation Treatment Facility (9-559-5299).

The UNMC/RHC will utilize both its own facilities and Bishop Clarkson Memorial Hospital for diagnosis and treatment.
 - 2. Activate Emergency Team Members 2 and 3, if necessary, to perform re-entry and rescue activities. C/RP Technicians should be utilized if the Emergency Team has not reported.
 - 3. Activate Emergency Team Member 18 to perform Rescue Squad monitor activities, if necessary. C/RP Technicians should be utilized if the Emergency Team has not reported.
- E. Notify the Security Force that rescue vehicles will be on site; and state the location of Monitor Team 18 and/or injured individual.
- F. Provide UNMC/RHC with any additional information after the Rescue Squad vehicle has departed.
- G. Provide notification to the Training and Safety Supervisor (phone #4415) that an injury requiring hospital assistance has occurred, in accordance with Standing Order G-14.

Fort Calhoun Station Unit No. 1
Emergency Plan Implementing Procedure
EPIP-RR-9

RE-ENTRY and RECOVERY EQUIPMENT PROCUREMENT

I. PURPOSE

To provide a procedure for the acquisition of material and equipment to assess and monitor actual or potential off-site consequences of a radiological emergency condition.

II. PREREQUISITE

- A. The Fort Calhoun Station Emergency Recovery Organization must be activated prior to using this procedure.
- B. The Administrative Logistics Manager and his designated alternate must be thoroughly familiar with all portions of the Fort Calhoun Radiological Emergency Response Plan directly involving equipment procurement.
- C. Authorization by the Omaha Public Power District Board of Directors and the President has been obtained.

III. PRECAUTIONS

None.

IV. PROCEDURE

1. The Administrative Logistics Manager will respond to requests from the Recovery Manager for the acquisition of materials and equipment. Materials Management's "Emergency Purchase Procedure for Fort Calhoun Nuclear Station" is contained in Attachment 1 of this procedure.

NOTE: To the extent consistent with the requirements of the Emergency Recovery Organization, the District's existing procurement procedures will be followed.

2. Upon receipt of a request from the Recovery Manager, a "Request for Quotation/Purchase" will be initiated which will include the required material specifications, quantities, special requirements and shipping instructions (if special instructions are required). The preparation of the RFQ/P and specifications will be coordinated with the requesting Emergency Recovery Organization department, e.g., engineering, operations, etc.
3. The Administrative Logistics Manager or a member of his staff will hand-carry the requisition to the Recovery Manager for signature.

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IV. PROCEDURE (Continued)

4. The requisition will then be hand-carried to the Material Management Coordinator in the Emergency Recovery Organization. This function will normally be performed by the Division Manager - Material Management.
5. The Material Management Coordinator will assign a person to expedite the acquisition of the requested material. The expeditor will keep the Administrative Logistics Manager informed of any problem(s) with the acquisition of the requested material.
6. In the event the requested material cannot be obtained, the expeditor is authorized to contact the manager of the requesting recovery organization department and attempt to identify acceptable alternative(s). If an acceptable alternative is agreed to, the expeditor must obtain the approval of the Division Manager - Material Management prior to vendor authorization. The Material Management Coordinator is authorized to alter the original requisition up to a maximum of 10% increase in cost. Increases above this must be approved by the Recovery Manager through the Administrative Logistics Manager.
7. In the event the material cannot be obtained, the Material Management Coordinator will inform the Administrative Logistics Manager who will inform the Recovery Manager.
8. The expeditor will monitor the activities associated with the requisition until delivery has been confirmed by the requesting recovery organization department.

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**Interoffice
Memorandum**

DATE: June 27, 1980
FROM: Wayne Steele
TO: Bill Jones

ATTACHMENT 1

RE: Materials Management's Emergency Purchasing Procedure
for Fort Calhoun Nuclear Station

- A. Materials Management has designated a special block of 50 purchase order numbers (attached) to be used during official declared emergencies.
- B. Recommend these purchase order numbers be safeguarded at Fort Calhoun for use by the Recovery Organization. Responsibility for their use resides with the recovery manager or his designated representative.
- C. The Recovery Organization must notify purchasing, by second normal duty day, after the issuance of special order numbers. The following information is required:
1. Order number used
 2. Requisition number assigned to Purchase Order
 3. Vendor name and address
 4. Material or service required
 5. Quoted or estimated dollar amount expended
- E. Additional emergency order numbers will be authorized upon request from recovery manager.

Wayne Steele
Wayne Steele

WS:md
Attachment

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FORT CALHOUN EMERGENCY RECOVERY
PURCHASE ORDER REGISTER

THESE ORDERS ARE TO BE USED ONLY DURING A DECLARED PLANT EMERGENCY

<u>PURCHASE ORDER No.</u>	<u>ISSUED DATE</u>	<u>AUTHORIZED BY</u>	<u>VENDOR NAME</u>
FCE 201			
FCE 202			
FCE 203			
FCE 204			
FCE 205			
FCE 206			
FCE 207			
FCE 208			
FCE 209			
FCE 210			
FCE 211			
FCE 212			
FCE 213			
FCE 214			
FCE 215			
FCE 216			
FCE 217			
FCE 218			
FCE 219			
FCE 220			

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FORT CALHOUN EMERGENCY RECOVERY
PURCHASE ORDER REGISTER

THESE ORDERS ARE TO BE USED ONLY DURING A DECLARED PLANT EMERGENCY

<u>PURCHASE ORDER No.</u>	<u>ISSUED DATE</u>	<u>AUTHORIZED BY</u>	<u>VENDOR NAME</u>
FCE 221			
FCE 222			
FCE 223			
FCE 224			
FCE 225			
FCE 226			
FCE 227			
FCE 228			
FCE 229			
FCE 230			
FCE 231			
FCE 232			
FCE 233			
FCE 234			
FCE 235			
FCE 236			

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FORT CALHOUN EMERGENCY RECOVERY
PURCHASE ORDER REGISTER

THESE ORDERS ARE TO BE USED ONLY DURING A DECLARED PLANT EMERGENCY

<u>PURCHASE ORDER No.</u>	<u>ISSUED DATE</u>	<u>AUTHORIZED BY</u>	<u>VENDOR NAME</u>
FCE 237			
FCE 238			
FCE 239			
FCE 240			
FCE 241			
FCE 242			
FCE 243			
FCE 244			
FCE 245			
FCE 246			
FCE 247			
FCE 248			
FCE 249			
FCE 250			

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Fort Calhoun Station Unit No. 1
Emergency Plan Implementing Procedure
EPIP-RR-12
EMERGENCY RECOVERY ORGANIZATION'S
LICENSING ADMINISTRATOR

I. PURPOSE

The purpose of this procedure is to detail assignment and responsibilities of personnel in the Emergency Recovery Organization filling the position of Licensing Administrator.

II. PREREQUISITE

Both primary and alternate individuals filling the position of Licensing Administrator have been fully trained and are aware of their duties and responsibilities.

III. PRECAUTIONS

None

IV. PROCEDURE

Upon activation of the Emergency Recovery Organization, those individuals assigned to the position of Licensing Administrator shall carry out this assignment as detailed in Appendix 1 of this implementing procedure.

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R4 12-22-86

Fort Calhoun Station Unit No. 1
Emergency Plan Implementing Procedure
EPIP-RR-12
APPENDIX 1
LICENSING ADMINISTRATOR

A. Personnel Assignment

Primary (Job Title)

Senior Engineer

Alternate (Job Title)

By Recovery Manager Designation

B. Reporting Location

Emergency Operations Facility

C. Reports To

EOF Administration Supervisor

D. Supervises/Coordinates

N/A

E. Primary Responsibility

Resolves as necessary with NRC representatives questions regarding Technical Specifications, SAR's, and other licensing requirements.

F. Basic Duties

1. Upon notification of Emergency Recovery Organization activation, the primary and/or alternate Licensing Administrator designate(s) will report to their assigned location listed in Section B of this Appendix and inform the EOF Administration Supervisor of their presence.
2. If required, be prepared to provide around-the-clock support.
3. Coordinates with NRC representatives to resolve questions in a timely manner concerning USAR and Technical Specification amendments with regard to existing plant conditions in accordance with the implementing procedure EPIP-RR-5.
4. Coordinate with NRC representatives to resolve in a timely manner, license requirements in accordance with implementing procedure EPIP-RR-4.

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5. Perform safety analysis to support licensing submittals.
6. Will respond to non-compliances discovered through NRC inspection of the utilities nuclear facility.
7. Will notify and interface with INPO during emergencies.
8. Supports Fort Calhoun Station Operations staff in interpretations of Technical Specifications.

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Fort Calhoun Station Unit No. 1
Emergency Plan Implementing Procedure
EPIP-RR-21
EMERGENCY RECOVERY ORGANIZATION'S
MAINTENANCE SUPERVISOR

I. PURPOSE

The purpose of this procedure is to detail assignment and responsibilities of personnel in the Emergency Recovery Organization filling the position of Maintenance Supervisor.

II. PREREQUISITE

Both primary and alternate individuals filling the position of Maintenance Supervisor have been fully trained and are aware of their duties and responsibilities.

III. PRECAUTIONS

None

IV. PROCEDURE

Upon activation of the Emergency Recovery Organization, those individuals assigned to the position of Maintenance Supervisor shall carry out this assignment as detailed in Appendix 1 of this implementing procedure.

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Fort Calhoun Station Unit No. 1
Emergency Plan Implementing Procedure
EPIP-RR-21
APPENDIX 1
MAINTENANCE SUPERVISOR

A. Personnel AssignmentPrimary (Job Title)

Supervisor Maintenance - Fort Calhoun

Alternate (Job Title)

Supervisor Field Maintenance (Electrical or Mechanical) - Fort Calhoun

B. Reporting Location

Technical Support Center

C. Reports To

Site Director

D. Supervises/Coordinates

1. Fort Calhoun Maintenance Staff
2. Maintenance
3. Mechanical and Maintenance Technical Augmentation Staff

E. Primary Responsibility

Responsible for the maintenance, repair, installation of modifications on existing equipment not under the cognizance of the Design and Construction Group.

F. Basic Duties

1. Upon notification of Emergency Recovery Organization activation, the primary and/or alternate Maintenance Supervisor designate(s) will report to their assigned location listed in Section B of this appendix and inform the Site Director of their/his presence.
2. Calls out the staff listed in Section D of this appendix and has them report to their normally assigned departments provided the Radiological conditions allow occupancy.
3. Organizes staff personnel and establishes a schedule of working hours to support around-the-clock operations.

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F. Basic Duties (Continued)

4. Reports the manpower status to the Site Director.
5. Coordinates the Technical Augmentation Staff craftsmen, Nuclear production engineers and callout craft pool and incorporates these individuals into the Emergency Recovery Organization.
6. Coordinates with the Monitor Team Coordinator for Radiological information prior to dispatching maintenance personnel.
7. Directs in-house maintenance personnel in the repair and maintenance of existing equipment to original specifications in order to be in compliance with the Technical Specifications and support the recovery effort.
8. Ensures that documentation of all maintenance activities is maintained.
9. Directs in-house maintenance personnel in the installation of modifications to existing equipment in support of the recovery effort.

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Fort Calhoun Station Unit No. 1
EMERGENCY PLAN IMPLEMENTING PROCEDURE
EPIP-RR-67

Emergency Recovery Organization's Clerical Assistant

I. PURPOSE

The purpose of this procedure is to detail assignment and responsibilities of personnel in the Emergency Recovery Organization filling the position of Clerical Assistant.

II. PREREQUISITE

Both primary and alternate individuals filling the position of Clerical Assistant have been fully trained and are aware of their duties and responsibilities.

III. PRECAUTIONS

None

IV. PROCEDURE

Upon activation of the Emergency Recovery Organization, those individuals assigned to the position of Clerical Assistant shall carry out this assignment in Appendix 1 of this implementing procedure.

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Fort Calhoun Station Unit No. 1
Emergency Plan Implementing Procedure
EPIP-RR-67

APPENDIX 1
CLERICAL ASSISTANT

A. Personnel Assignment

Primary (Job Title)

By Recovery Manager designation

Alternate (Job Title)

By Recovery Manager designation

B. Reporting Location

Emergency Operations Facility

C. Reports To

EOF Administration Supervisor

D. Supervisor/Coordinates

N/A

E. Primary Responsibility

To organize and discharge all necessary clerical duties within the Emergency Operations Facility.

F. Basic Duties

1. Upon notification of Emergency Recovery Organization activation, the primary and/or alternate Clerical Assistant designate(s) will report to their assigned location listed in Section B of this appendix and informs the EOF Administration Supervisor of his/her presence.
2. Be prepared to provide around-the-clock operation.
3. After reporting to the EOF Administration Supervisor, obtains a copy of the Emergency Recovery Organization Call Lists from the file cabinet in Room 13. Makes copies of the call lists and distributes them to locations identified below: (Refer to EPIP-EOF-1)
 - a. Recovery Manager (Room 13)
 - b. Dose Assessment Coordinator (Room 13)

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F. Basic Duties (Continued)

3.
 - c. Emergency Coordinator (Room 13)
 - d. Environmental Survey and Analysis Supervisor (Room 6)
 - e. Licensing Administrator (Room 13)
 - f. Administrative Logistics Manager (Room 13)
 - g. Recovery Manager Secretary (Room 10)
 - h. EOF Information Specialist (Room 8)
 - i. EOF Administration Supervisor (Room 10)
 - j. Security Guard Station (entrance hallway)
4. Ensures extra message distribution baskets in Room 10 file cabinets are placed in Rooms 12 and 14. Ensures an adequate stock of blank forms for message distribution are available at needed locations.
5. Collects and distributes information and data within the Emergency Operations Facility per Routing list. (Normally found posted next to the photo copy machine).
6. Maintains original copies of messages in numerical sequence for use at a later date.
7. Locates required 35 mm microfilm aperture cards, containing reduced copies of plant drawings, and processes them through the Xerox printer for members of the Emergency Recovery Organization as needed.
8. Assists the Recovery Manager's Secretary in transmitting messages by FAX as directed.
9. Posts Status Boards as directed.
10. Obtains office supplies as needed for EOF functions.
11. Assists Recovery Manager Secretary in calling Recovery Emergency Personnel Alternates.

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Fort Calhoun Station Unit No. 1
EMERGENCY PLAN IMPLEMENTING PROCEDURE
EPIP-RR-71

Emergency Recovery Organization's Recovery Manager Communicator

I. PURPOSE

The purpose of this procedure is to detail assignment and responsibilities of the personnel in the Emergency Recovery Organization filling the position of Recovery Manager Communicator.

II. PREREQUISITE

Both primary and alternate individuals filling the position of Recovery Manager Communicator have been fully trained and are aware of their duties and responsibilities.

III. PRECAUTIONS

None

IV. PROCEDURE

Upon activation of the Emergency Recovery Organization, those individuals assigned to the position of Recovery Manager Communicator shall carry out this assignment in Appendix 1 of this Implementing Procedure.

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Fort Calhoun Station Unit No. 1
EMERGENCY PLAN IMPLEMENTING PROCEDURE
EPIP-RR-71
APPENDIX 1
Recovery Manager Communicator

A. Personnel Assignment

Primary (Job Title)

By Recovery Manager designation

Alternate (Job Title)

By Recovery Manager designation

B. Reporting Location

Emergency Operations Facility

C. Reports To

Recovery Manager

D. Primary Responsibility

Maintain Recovery Manager telephone network in open status.

E. Basic Duties

1. Upon notification of Emergency Recovery Organization activation the primary and/or alternate Recovery Manager Communicator designate(s) will report to their assigned location listed in Section B of this Appendix and inform the Recovery Manager of his/her presence.
2. Establishes and maintains open communications with the TSC via the Recovery Manager's Communicators conference telephone.
3. Briefs the Recovery Manager on any messages taken in his absence.
4. Informs the Recovery Manager when plant personnel request to talk to him.
5. Be prepared to provide around-the-clock support.
6. Maintains log of all RM actions and conversations.
7. Monitors the SPDS for plant parameters.
8. Maintains communications on the NRCENS telephone.

Fort Calhoun Station Unit No. 1
Emergency Plan Implementing Procedure
EPIP-RR-77

EMERGENCY RECOVERY ORGANIZATION'S
CALL LIST CALLER

I. PURPOSE

The purpose of this procedure is to detail assignment and responsibilities of personnel in the Emergency Recovery Organization filling the position of Call List Caller.

II. PREREQUISITE

Both primary and alternate individuals filling the position of Call List Caller have been fully trained and are aware of their duties and responsibilities.

III. PRECAUTIONS

None

IV. PROCEDURE

Upon activation of the Emergency Recovery Organization, those individuals assigned to the position of Call List Caller shall carry out this assignment as detailed in Appendix 1 of this implementing procedure.

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Fort Calhoun Station Unit No. 1
EMERGENCY PLAN IMPLEMENTING PROCEDURE
EPIP-RR-77

APPENDIX 1
Call List Caller

A. Personnel Assignment

Primary (Job Title)

North Omaha Station Shift Supervisor

Alternate (Job Title)

System Operator

Alternate (Job Title)

Line Dispatcher

B. Reporting Location

Normal Work Station

C. Reports to:

Site Director

D. Primary Responsibility

Makes calls to members of the Initial Response Organization when an emergency is declared at Fort Calhoun Station.

E. Basic Duties

1. Upon notification from the Fort Calhoun Station Site Director or his designee, the primary and/or alternate Call List Caller will initiate calling numbers of the Initial Response Organization.
2. Informs the persons being contacted of the Emergency Classification and asks if he/she can respond immediately.
3. The person making the calls will note time contacted, whether individual can respond and initial each entry on the call list.

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FC/EPIP/02

RO 12-22-86

APPENDIX 1
Call List Caller

4. Follows the order and special instructions on the call list when making calls.
5. Calls first the Normal Work Phone or Home Phone, depending on the time of day, then, if no answer, calls pager number, if applicable, then the Emergency Station Number.
6. Continue call list until two (2) of the TSC-Recorder Phone Talkers (E.T. Tag No. 1) have been contacted.
7. Call the Ft. Calhoun Station Site Director and inform him that the calls have been completed, and inform him of any positions or individuals that were not contacted.
8. If you are unable to contact two (2) of the TSC-Recorder Phone Talkers (E.T. Tag No. 1), then continue the call list until you reach the STOP point noted on the Call List, for the Emergency Classification declared by the Ft. Calhoun Site Director.

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FC/EPIP/02

RO 12-22-86

Fort Calhoun Station Unit No. 1
EMERGENCY PLAN IMPLEMENTING PROCEDURE
EPIP-RR-68

Emergency Recovery Organization's Recovery Manager Secretary

I. PURPOSE

The purpose of this procedure is to detail assignment and responsibilities of personnel in the Emergency Recovery Organization filling the position of Recovery Manager Secretary.

II. PREREQUISITE

Both primary and alternate individuals filling the position of Recovery Manager Secretary have been fully trained and are aware of their duties and responsibilities.

III. PRECAUTIONS

None

IV. PROCEDURE

Upon activation of the Emergency Recovery Organization, those individuals assigned to the position of Recovery Manager Secretary shall carry out this assignment in Appendix 1 of this implementing procedure.

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Fort Calhoun Station Unit No. 1
Emergency Plan Implementing Procedure
EPIP-RR-68

APPENDIX 1
RECOVERY MANAGER SECRETARY

A. Personnel Assignment

Primary (Job Title)

By Recovery Manager designation

Alternate (Job Title)

By Recovery Manager designation

B. Reporting Location

Emergency Operations Facility

C. Reports To

EOF Administration Supervisor

D. Supervisor/Coordinates

N/A

E. Primary Responsibility

Performs all secretarial duties required or requested by the Recovery Manager or his staff.

F. Basic Duties

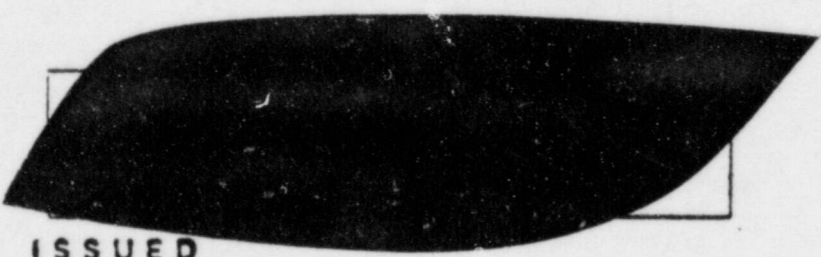
1. Upon notification of Emergency Recovery Organization activation, the primary and/or alternate Recovery Manager Secretary designate(s) will report to their assigned location listed in Section B of this appendix and informs the EOF Administration Supervisor of his/her presence.
2. Be prepared to provide around-the-clock operation.
3. Completes telephone notification of Emergency Recovery Organization members as requested by the Recovery Manager or his staff.
4. Performs secretarial duties such as, typing, sending and receiving telecopier (FAX) messages, taking dictation or any other such duties as required.

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APPENDIX 1
(Continued)F. Basic Duties

5. Answers all incoming calls for members of the Emergency Recovery Organization when they do not answer their telephones, takes messages or pages the party being called. (Note: calls to extensions [REDACTED] and [REDACTED] for Administrative Logistics Manager, Recovery Manager, and Emergency Coordinator automatically forward to extension [REDACTED] if a busy signal is received.)
6. Operates the EOF paging system.
7. Receives and records plant operations data. (Ref. EPIP-OSC-15)
8. With the assistance of the Clerical Assistants, contact Recovery Emergency Personnel Alternates.


ISSUED

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