

REPORT: P187R40

DOCUMENTATION MANAGEMENT  
DOCUMENT ON-LINE CONTROL SYSTEM  
TRANSMITTAL / RECEIPT ACKNOWLEDGMENT

TRANSMITTAL NUMBER: 9911-00778  
TRANSMITTAL DATE : 11/08/1999  
TRANSMITTAL PAGE : 001

COPY NUMBER : 1665

TO: DOC. CONTROL DESK,  
  
USNRC  
DIVISION OF EMERGENCY  
PREPAREDNESS  
WASHINGTON, D.C. 20555

AS THE HOLDER OF THESE DOCUMENT COPIES, YOU ARE RESPONSIBLE FOR THEIR CONTROL AND MAINTENANCE IN ACCORDANCE WITH THE ACTIONS SPECIFIED BY THIS TRANSMITTAL. DOCUMENTS WHICH ARE NO LONGER CURRENT SHALL EITHER BE REMOVED AND DESTROYED OR MARKED TO REFLECT THAT THEY ARE SUPERSEDED OR VOIDED AND ARE NO LONGER CONSIDERED CONTROLLED.

\*\*\*\*\* ENSURE THAT DOCUMENTS ARE FILED IN TAB ORDER AS IDENTIFIED ON THE TABLE OF CONTENTS, AS APPLICABLE \*\*\*\*\*

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT DOCUMENT CONTROL, DAVIS-BESSE NUCLEAR POWER STATION, TELEPHONE (419) 321-7483.

THE ATTACHED DOCUMENT COPIES ARE DISTRIBUTION ONLY. NO RECEIPT ACKNOWLEDGMENT IS REQUIRED.

0500346  
F

A045

NOV 8 1999

REPORT: P187R40

DOCUMENTATION MANAGEMENT  
DOCUMENT ON-LINE CONTROL SYSTEM  
TRANSMITTAL / RECEIPT ACKNOWLEDGMENT

TRANSMITTAL NUMBER: 9911-00778  
TRANSMITTAL DATE : 11/08/1999  
TRANSMITTAL PAGE : 002

COPY NUMBER : 1665

TYPE	DOCUMENT	SHT/SEC:	REV/SUB:	STATUS
TOC	EPIB	SHT/SEC:		
REMOVE:	TOC	SHT/SEC:	REV/SUB: 0047	REVISED
INSERT:	TOC	SHT/SEC:	REV/SUB: 0048	APPROVED
MANUAL: EPIB		SHT/SEC:		
PROC RA-EP-02110		SHT/SEC:		
REMOVE:	PROC	SHT/SEC:	REV/SUB: 0000	REVISED
INSERT:	PROC	SHT/SEC:	REV/SUB: 0001	APPROVED
MANUAL: EPIB		SHT/SEC:		
PROC RA-EP-02220		SHT/SEC:		
REMOVE:	PROC	SHT/SEC:	REV/SUB: 0000	APPROVED
INSERT:	PROC	SHT/SEC:	REV/SUB: 0000	APPROVED
PC	PC			APPROVED
	RA-EP-02220			
	RA-EP-02110			
	RA-EP-02110			
	C99-1526			

END OF TRANSMITTAL

MANUAL TABLE OF CONTENTS  
 DB EMERGENCY PLAN IMPLEMENTING PROCEDURES VOL B  
 MANUAL: EPIB REVISION: 48

PAGE NO. 1  
 DATE 11/8/99

TAB	PROCEDURE NUMBER	REV	ST	EFFECT DATE	ALTERATIONS	ALTERATION EFF DATE	TITLE
001	RA-EP-02010	02	CE	1/29/99			EMERGENCY MANAGEMENT
002	RA-EP-02110	01	CE	11/8/99			EMERGENCY NOTIFICATION
003	RA-EP-02220	00	CE	8/20/96	C 991526	11/8/99	EMERGENCY CONTROL CENTER ACTIVATION AND RESPONSE
004	HS-EP-02230	03	CE	2/24/89	C 897261 C 922045	1/8/90 1/1/93	DOSE ASSESSMENT CENTER ACTIVATION AND RESPONSE
005	HS-EP-02240	04	CE	12/29/93	C 940669	4/22/94	OFFSITE DOSE ASSESSMENT
006	RA-EP-02245	00	CE	4/8/97	C 972719	6/11/98	PROTECTIVE ACTION GUIDELINES
007	HS-EP-02250	05	CE	8/21/92	C 922629 C 932223	9/7/93 12/29/93	RADIATION MONITORING TEAM SURVEYS
008	HS-EP-02260	04	CE	8/27/90	C 912319 C 931696 C 932754 C 941061	1/1/93 8/6/93 12/29/93 6/17/94	RADIOLOGICAL CONTROLS IN THE DBAB
009	RA-EP-02270	01	CE	6/10/97			FACILITIES SUPPORT
010	RA-EP-02290	01	CE	5/26/95			EMERGENCY FACILITIES EQUIPMENT OPERATION
011	RA-EP-02310	00	CE	6/29/95			TSC ACTIVATION AND RESPONSE
012	RA-EP-02320	01	CE	7/28/95	C 972100 C 972879 C 990015	11/6/97 1/30/98 1/22/99	EMERGENCY TECHNICAL ASSESSMENT

Davis-Besse Nuclear Power Station

EMERGENCY PLAN IMPLEMENTING PROCEDURE

RA-EP-02110

(Supersedes RA-EP-02110, R0)

Emergency Notification

REVISION 01

Prepared by: Patti J Smith 8/17/99  
Date

Sponsor: [Signature] 8/20/99  
Date  
Manager - Regulatory Affairs

Approved by: [Signature] 8/20/99  
Date  
Director - Engineering & Services

Approved by: [Signature] 8/27/99  
Date  
Plant Manager

Effective Date: 11/8/99

Procedure Classification:

- Safety Related
- Quality Related
- Non-Quality Related



TABLE OF CONTENTS

	<u>Page</u>
1.0 PURPOSE.....	4
2.0 REFERENCES .....	4
3.0 DEFINITIONS .....	4
4.0 RESPONSIBILITIES .....	5
5.0 INITIATING CONDITIONS .....	5
6.0 PROCEDURE .....	6
6.1 Notification of the Emergency Response Organization Using the Computerized Automated Notification System (CANS) .....	6
6.2 Notification of the State and Counties.....	8
6.3 Notification of the Emergency Response Organization through Manual Activation of the Group Page.....	9
6.4 Individual Contact of Emergency Responders .....	10
6.5 Notification of the NRC .....	11
7.0 FINAL CONDITIONS .....	11
8.0 RECORDS.....	12
ATTACHMENT 1. Davis-Besse Emergency Notification Coversheet (DBEP-012-00) .....	13
ATTACHMENT 2. Initial Notification Form (DBEP-010-00) .....	14
ATTACHMENT 3. Periodic Update Form (DBEP-009-00) .....	15
ATTACHMENT 4. Emergency Position Checklist.....	18
COMMITMENTS .....	19

## 1.0 PURPOSE

To provide guidelines for notifying the Emergency Response Organization and offsite agencies in accordance with the Davis-Besse Nuclear Power Station Emergency Plan.

## 2.0 REFERENCES

### 2.1 Developmental

2.1.1 Davis-Besse Nuclear Power Station Emergency Plan

### 2.2 Implementation

2.2.1 DB-OP-00002, Operations Section Event/Incident Notifications and Actions

2.2.2 DBNPS Emergency Plan Telephone Directory

## 3.0 DEFINITIONS

- 3.1 **COMPUTERIZED AUTOMATED NOTIFICATION SYSTEM (CANS)** - A computer assisted system that has the following capabilities:
- 3.1.1 Contacting emergency response personnel through the use of pagers or the telephone system.
  - 3.1.2 Accepting calls from authorized emergency responders.
  - 3.1.3 Maintaining an updated list of Emergency Responders that have or have not responded.
- 3.2 **EMERGENCY RESPONSE ORGANIZATION (ERO)** - The organization formed and trained to respond to various emergencies according to requirements in the DBNPS Emergency Plan.
- 3.3 **EMERGENCY RESPONSE ORGANIZATION ON CALL REPORT** - A weekly report, which lists the schedules of On Call, On Coming and Standby ERO Responders.
- 3.4 **INTEGRATED ON CALL REPORT** - A weekly report which lists positions that have on call Plant Duty Responsibilities along with their On Call ERO Responsibilities.
- 3.5 **ON CALL TEAM** - Personnel in the ERO who are designated as the primary responders.
- 3.6 **ON COMING TEAM** - Personnel in the ERO who are designated as the first alternate to the On Call Team responders.
- 3.7 **SCENARIO ACTIVATION PASSWORD** - Numbers assigned to designated individuals used to gain access to CANS.
- 3.8 **STANDBY TEAM** - Personnel in the ERO who are designated as the second alternate to the On Call Team responders.

- 3.9 INITIAL NOTIFICATION FORM - The form used when notifying the State and Counties of an emergency at the Davis-Besse Nuclear Power Station. The Initial Notification is also used when changing either the level of classification or the protective action recommendations.
- 3.10 PERIODIC UPDATE FORM - The form used when updating the State and Counties of the status of an emergency at the Davis-Besse Nuclear Power Station.

#### 4.0 RESPONSIBILITIES

- 4.1 The Emergency Director shall be responsible for ensuring that Emergency Response Organization notification and offsite notifications are performed in accordance with this procedure.
- 4.2 The Shift Supervisor or designated alternate shall be responsible for the activation of CANS upon declaration of an emergency or drill classification.
- 4.3 The Supervisor - Emergency Preparedness shall be responsible for:
  - 4.3.1 Review of documentation created from this procedure.
  - 4.3.2 The corrective actions of any deficiencies found with the equipment.

#### 5.0 INITIATING CONDITIONS

- 5.1 This procedure shall be activated when any of the following have been declared:
  - 5.1.1 Unusual Event
  - 5.1.2 Alert
  - 5.1.3 Site Area Emergency
  - 5.1.4 General Emergency



6.0 PROCEDURENOTE 6.1

- The priority for performing notification is as follows, however, steps may be performed concurrently:
  1. Notification of ERO using CANS - Section 6.1.
  2. Notification of State and Counties - Section 6.2.
  3. Notification of ERO using Sections 6.3 and 6.4.
  4. Notification of NRC - Section 6.5.
- Initial notification of the State and Counties or a change in Protective Actions is required within 15 minutes of declaration of an emergency or change in classification.

6.1 Notification of the Emergency Response Organization Using the Computerized Automated Notification System (CANS)6.1.1 IF the individual activating CANS is not a(n):

- Shift Supervisor,
- Emergency Assistant Plant Manager,
- Assistant Shift Supervisor,
- Shift Manager (STA),
- Shift Supervisor Administrative Assistant,
- Emergency Planning Advisor,
- Emergency Offsite Manager, or
- ECC Communications Equipment Operator

THEN obtain a scenario activation password from one of these personnel.

## 6.1.2 To activate CANS, the Shift Supervisor or designee shall:

- a. IF upgrading emergency classification from an Unusual Event, THEN use steps 6.1.2.c through h.
- b. IF reclassifying a previously declared drill or emergency, THEN go to 6.3.
- c. Obtain the Emergency or Drill Classification from the Emergency Director.
- d. Obtain the CANS access number from the Emergency Plan Telephone Directory.
- e. Dial the CANS number from a touch tone telephone line:
  1. IF you fail to contact CANS after two attempts, THEN go to Step 6.3.

- f. REFER TO the CANS Activation Flow Chart in the Immediate Notification Numbers section of the Emergency Plan Telephone Directory for activation.

NOTE 6.1.2.g

Within 10 minutes the pager located in the Control Room should activate with displays of the selected classification code.

- g. Wait for the Control Room pager to activate with the proper display:
1. If the Control Room pager fails to respond, then contact the On Call Emergency Offsite Manager. (See the Integrated On Call Report for number.)
  2. Upon contact inquire if their pager has received the proper Emergency or Drill Classification Code.
- h. Review the CANS Fax to ensure the ERO positions are filled.
1. IF the positions are not being filled, THEN contact the On Call Emergency Offsite Manager (see the Integrated On Call Report for numbers).

6.2 Notification of the State and Counties**NOTE 6.2**

Initial notification of the State and Counties or a change in Protective Actions is required within 15 minutes of the declaration of an emergency or a change in classification.

- 6.2.1 When making an initial notification, fill out Attachment 2, Initial Notification form (DBEP-010-00).

**NOTE 6.2.2**

Periodic updates are required as conditions change or hourly, as a minimum, unless the offsite agencies agree to forgo them.

- 6.2.2 When making a periodic update, fill out Attachment 3, Periodic Update form (DBEP-009-00).
- 6.2.3 Review and obtain the Emergency Director's approval on Attachment 1, Davis-Besse Emergency Notification Coversheet (DBEP-012-00).
- 6.2.4 Activate the Davis-Besse 4-Way Ringdown Circuit (4-Way). (Detailed instructions, are contained in the Emergency Plan Telephone Directory).
- a. If the 4-way is not operable, then obtain telephone numbers for the offsite agencies in the Immediate Notification section of the Emergency Plan Telephone Directory. Contact should be established in the following order:
    1. Ottawa County
    2. Lucas County
    3. State of Ohio
- 6.2.5 As agencies answer, identify yourself by name and facility (Control Room, ECC) and record the following:
- a. The agency notified.
  - b. Time of contact.
  - c. If the 4-way was used when making the notification.
- 6.2.6 Transmit the information from the approved form. Do not give out any other information.

6.2.7 If any of the required three agencies did not answer the 4-way, then contact them using the Emergency Plan Telephone Directory.

- a. Be aware that offsite agencies should call back to verify the notification if a telephone other than the 4-way was used.

6.2.8 Telefax all completed forms to the Emergency Control Center.

6.3 Notification of the Emergency Response Organization through Manual Activation of the Group Page

6.3.1 Manually activate the group page by performing the following:

- a. Obtain the Emergency or Drill Classification from the Emergency Director.
- b. Obtain the following number from the Emergency Plan Telephone Directory, Immediate Notification section, Emergency Response Organization:
  1. ERO Numeric group pager number
- c. Contact the pager system by dialing the pager number.
  1. If you fail to contact the group page a second time, proceed to Step 6.4.
- d. Enter the appropriate classification code:

1111 - UNUSUAL EVENT

2222 - ALERT

3333 - SITE AREA EMERGENCY

4444 - GENERAL EMERGENCY

0000 - ALL CLEAR

- e. Depress the pound key (#) after entering the code.
- f. Repeat Steps 6.3.1.b through 6.3.1.e to activate the group page a second time.

NOTE 6.3.1.g

Within 10 minutes the pager located in the Control Room should activate with displays of the selected classification code.

- g. Wait for the pager to sound with the proper display.
  - 1. If the Control Room pager fails to respond, then contact the On Call Emergency Offsite Manager (see the Integrated On Call Report for numbers.)
  - 2. Inquire if their pager has received the proper classification code.
  - 3. If the Emergency Offsite Manager has not received the page, proceed to Step 6.4.

6.4 Individual Contact of Emergency Responders

- 6.4.1 If CANS and the pager system fail, then the Shift Supervisor or designee shall obtain the following:
  - a. Attachment 4, Emergency Position Checklist
  - b. The ERO On Call Report
  - c. The Emergency Plan Telephone Directory
- 6.4.2 Contact the positions listed on the Emergency Position Checklist using the On Call Report to determine who is on duty. The Emergency Plan Telephone Directory lists both telephone numbers and pager numbers for these individuals.

NOTE 6.4.3

It is important that calls be as short and concise as possible in order to expedite the notification process.

- 6.4.3 Upon making contact inform the individual of the following:
  - 1. Your name and title.
  - 2. Basis for your call (CANS and pagers failed to initiate emergency notifications).
  - 3. The classification.
- 6.4.4 Record time of contact on Attachment 4, Emergency Position Checklist.

**6.5 Notification of the NRC**

6.5.1 Activate the NRC Resident Inspector's pager(s) with the Emergency Classification code as follows:

- a. Obtain the NRC Resident Inspector's pager number(s) from the Emergency Plan Telephone Directory, Immediate Notification section.
- b. Contact the pager system by dialing the pager number(s).
- c. Enter the appropriate classification code:

1111 - UNUSUAL EVENT

2222 - ALERT

3333 - SITE AREA EMERGENCY

4444 - GENERAL EMERGENCY

0000 - ALL CLEAR

- d. Repeat steps 6.5.1.a through 6.5.1.c to activate the page a second time.

6.5.2 Initial notification to the NRC should be made by the Control Room staff, unless directed otherwise by the Emergency Director.

6.5.3 Make initial notification to the NRC immediately after notification of the local and state agencies, but no later than one hour after any emergency declaration.

6.5.4 For all NRC notifications, fill out the NRC Event Notification Worksheet (ED 7943), in accordance with DB-OP-00002, Operations Section Event/Incident Notifications and Actions.

6.5.5 Activate the NRC Emergency Notification System (ENS) (red phone) to contact the NRC Operations Center in Bethesda, Maryland.

- a. If the ENS red phone is out of service, then use the Emergency Plan Telephone Directory, Immediate Notification section, for backup telephone numbers.

6.5.6 Transmit the information on the form.

6.5.7 Telefax all forms to the Emergency Control Center.

**7.0 FINAL CONDITIONS**

7.1 The required personnel have been notified in accordance with the appropriate Emergency or Drill Classification.

7.2 Any system malfunctions have been reported to the Supervisor - Emergency Preparedness.

8.0 RECORDS

- 8.1 The following quality assurance records are completed by this procedure and shall be listed on the Nuclear Records List, captured, and submitted to Nuclear Records Management in accordance with NG-NA-00106:
  - 8.1.1 Davis-Besse Emergency Notification Coversheet (DBEP-012-00)
  - 8.1.2 Initial Notification Form (DBEP-010-00)
  - 8.1.3 Periodic Update Form (DBEP-009-00)
- 8.2 The following non-quality assurance records are completed by this procedure and may be captured and submitted to Nuclear Records Management, in accordance with NG-NA-00106:
  - 8.2.1 Emergency Position Checklist

ATTACHMENT 1: DAVIS-BESSE EMERGENCY NOTIFICATION COVERSHEET

<b>DAVIS-BESSE EMERGENCY NOTIFICATION COVER SHEET</b>	
<input type="checkbox"/> INITIAL NOTIFICATION <input type="checkbox"/> PERIODIC UPDATE	<input type="checkbox"/> ACTUAL EMERGENCY <input type="checkbox"/> DRILL

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SAMPLE

1. Emergency Director approval to release information \_\_\_\_\_  
ED Initials
2. Initiate the 4-Way Ringdown.
3. As parties answer, identify yourself and your facility.
4. Obtain and fill in information below:

	EOC	LAW ENFORCEMENT	TIME CONTACTED	4-WAY RINGDOWN USED?		TIME OF CALLBACK (IF 4-WAY NOT USED)	INDIVIDUAL CALLING BACK (IF 4-WAY NOT USED)
				YES	NO		
OTTAWA COUNTY	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
LUCAS COUNTY	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
STATE OF OHIO	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

5. Transmit information on the attached Initial Notification Form / Periodic Update Form.

\_\_\_\_\_  
Signature of Communicator

- Control Room
- Emergency Control Center





ATTACHMENT 3: PERIODIC UPDATE

STATE/COUNTY USE ONLY DATE _____ TIME _____ MESSAGE NO _____	<b>PERIODIC UPDATE</b>
--	------------------------

1. This is the Davis-Besse Nuclear Power Station:
  - Control Room
  - Emergency Control Center
  
2. This is a(n)
  - Actual Emergency
  - Drill
  
3. Date: \_\_\_\_\_ Time: \_\_\_\_\_
  
4. This notification provides an update for:
  - a. Only item(s) \_\_\_\_\_ of this form.
  - b. All items on this form.
  
5.  a. A(n)  UNUSUAL EVENT  ALERT  SITE AREA EMERGENCY  GENERAL EMERGENCY  
 has been declared at \_\_\_\_\_  
(Time) (Date)
  
6. Prognosis is:
  - Stable
  - Improving
  - Degrading
  - Will Follow
  
7. Utility recommended protective actions:
  - a. None
  - b. Evacuation of people in Subareas 1 2 3 4 5 6 7 8 9 10 11 12
  - c. Sheltering of people in Subareas 1 2 3 4 5 6 7 8 9 11
  - d. Other recommendations: \_\_\_\_\_
  
8. The reactor is:
  - Operating
  - Shutdown; time of shutdown: \_\_\_\_\_

SAMPLE

ATTACHMENT 3: PERIODIC UPDATE (Continued)

9. Meteorological Data:

- a. Wind Speed \_\_\_\_\_ mph
- b. Wind direction from \_\_\_\_\_ degrees
- c. Stability Class A B C D E F G
- d. Precipitation:  Yes  No
- e. Forecast: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Offsite Release Information:

- a. No abnormal release of radioactive materials - go to step 13.
- b. Airborne radioactive release
- c. Liquid radioactive release
- d. Release start time: \_\_\_\_\_
- e. Release duration: \_\_\_\_\_ hours

SAMPLE

11. Release Rates:

- a. Date: \_\_\_\_\_
- b. Time: \_\_\_\_\_
- c. Noble Gas \_\_\_\_\_ Ci/sec
- d. Radiiodide \_\_\_\_\_ Ci/sec

12. Projected offsite dose based on: \_\_\_\_\_

DISTANCE	A TEDE RATE (REM/HOUR)	B THYROID DOSE RATE (REM/HOUR)	C TEDE (REM)	D THYROID DOSE (REM)	E SUBAREA(S)
Site Boundary					
2 Miles					
5 Miles					
10 Miles					

ATTACHMENT 3: PERIODIC UPDATE (Continued)

13. Field Survey Data:

Not available

A	B	C	D	E
TIME TAKEN	DISTANCE DOWN WIND (MILES)	LOCATION	TEDE RATE (REM/HOUR)	THYROID DOSE RATE (REM/HOUR)

14. General Information:

- a. Evacuation of nonessential site personnel
- b. Fire Department has been requested
- c. Ambulance has been requested
- d. Additional Information: \_\_\_\_\_

SAMPLE

15. I repeat, this is a(n):     Actual Emergency     Drill

ATTACHMENT 4: EMERGENCY POSITION CHECKLIST

For ERO Status Update use, place an "X" in the "No" space provided if the computer names the position.  
For individual contact use, log the time each notification or unsuccessful attempt is made.

	<u>Emergency Title</u>	<u>Emergency Facility</u>	<u>Person Notified?</u>		<u>Time Notified*</u>
			<u>Yes</u>	<u>No</u>	
1.	Emergency Director	ECC/TSC	_____	_____	_____
2.	Emergency Plant Manager	TSC	_____	_____	_____
3.	Emergency Offsite Manager	ECC	_____	_____	_____
4.	Emergency Assistant Plant Manager	CTRM	_____	_____	_____
5.	OSC Manager	OSC	_____	_____	_____
6.	Emergency Radiation Protection Manager	TSC	_____	_____	_____
7.	TSC Engineering Manager	TSC	_____	_____	_____
8.	NRC Liaison	ECC	_____	_____	_____
9.	JPIC Manager	JPIC	_____	_____	_____
10.	Core/Thermal Hydraulic Engineer	TSC	_____	_____	_____
11.	Emergency Planning Advisor	ECC	_____	_____	_____
12.	Dose Assessment Coordinator	ECC	_____	_____	_____
13.	Company Operator	CLE	_____	_____	_____

Performed by: \_\_\_\_\_ Date: \_\_\_\_\_

\*Complete only if individual contact of the emergency responders is required.

<u>Section</u>	<u>Reference</u>	<u>Comments</u>
Note 6.2	TERMS O 13969 Q 00784	Capability to notify State and Local agencies within 15 minutes after declaring an emergency.
Attachment 2	TERMS O 13462	Initial notifications should address all items in NUREG-0654, Rev. 1, Standard E Criterion 3.
Section 6.2	TERMS O 13532 O 13566 O 15211 O 15212 Q 02859 Q 03114 Q 03115	Notification of the State of Ohio as well as the Counties.
Attachemnt 1, 2, & 3	TERMS O 13532 O 13567 O 15211 O 15212	Message content
Section 6.5	TERMS O13532 O 15211 O 15212 Q 02859	NRC Notification.
Attachment 2 & 3	TERMS O 13534 O 14152 O 15211	Initial and follow up message content
Attachment 1	TERMS O 15212	Documenting receipt of notification

END

**PROCEDURE DEVELOPMENT FORM**  
ED 7635-13

SHEET 1 OF 1  
PROCEDURE ACTIVITY TRACKING NO. 99-1526

SECTION 1 - IDENTITY					
PROCEDURE NO. / CURRENT REVISION RA-EP-02220 R00	PROPOSED REVISION NO. --	PROPOSED CHANGE NO. 01	<input type="checkbox"/> NEW <input type="checkbox"/> REVISION <input checked="" type="checkbox"/> CHANGE <input type="checkbox"/> TEMPORARY APPROVAL	<input checked="" type="checkbox"/> CANCELLATION <input type="checkbox"/> INACTIVATION <input type="checkbox"/> REACTIVATION <input type="checkbox"/> APPROVAL	<input type="checkbox"/> RESTRICTED EXPIRES _____ (DATE / EVENT)

PROCEDURE TITLE  
**Emergency Control Center Activation and Response**

PROCEDURE CLASSIFICATION  
 SR  QR  N-QR  CHANGE TO?  YES  NO PAT / PCR NOS. CLOSED OUT  CONTINUED

ACTIVITY SUMMARY / PURPOSE  
Change needed with the new CANS

CONTINUED

SECTION 2 - CONCURRENT EFFECTIVE DOCUMENTS		
DOCUMENT NO. / REVISION	DOCUMENT TITLE	PAT NO. / CHANGE REQUEST

SECTION 3 - REVIEW ORGANIZATIONS	
REQUIRED	REQUESTED

PROCEDURE PREPARER <i>Armin J. Guder</i>	DATE 8/13/99	QUALIFIED REVIEWER <i>Paul J. Summerman</i>	DATE 8/16/99
---	-----------------	--	-----------------

SECTION 4 - ATTACHMENTS		
COMPLETED AND ATTACHED		
YES N/A <input type="checkbox"/> <input checked="" type="checkbox"/> VALIDATION CHECKLIST <input checked="" type="checkbox"/> <input type="checkbox"/> COMMITMENT VERIFICATION SUMMARY <input type="checkbox"/> <input checked="" type="checkbox"/> SAFETY EVALUATION NO. _____	YES N/A <input checked="" type="checkbox"/> <input type="checkbox"/> SAFETY REVIEW <input type="checkbox"/> <input checked="" type="checkbox"/> DOCUMENT REVIEW SHEETS	YES N/A <input type="checkbox"/> <input checked="" type="checkbox"/> REVISED CROSS REFERENCES LIST <input type="checkbox"/> <input checked="" type="checkbox"/> PCRs <input type="checkbox"/> <input type="checkbox"/> OTHER _____
FINAL QUALIFIED REVIEWER CONCURRENCE <i>[Signature]</i>		DATE 8/17/99

SECTION 5 - TEMPORARY APPROVAL			
MANAGEMENT SRO N/A	DATE	APPROVAL AUTHORITY N/A	DATE

SECTION 6 - CONCURRENCE / FINAL APPROVAL			
PROCEDURE SPONSOR <i>[Signature]</i>	DATE 8/20/99	<input type="checkbox"/> MANAGER - BUSINESS SERVICES N/A	DATE
<input type="checkbox"/> DIRECTOR - NA N/A	DATE	<input checked="" type="checkbox"/> SRP <i>[Signature]</i>	DATE 8/25/99
<input type="checkbox"/> DIRECTOR - E&S N/A	DATE	<input checked="" type="checkbox"/> PLANT MANAGER <i>[Signature]</i>	DATE 8/27/99
<input type="checkbox"/> DIRECTOR - NSS N/A	DATE	APPROVAL AUTHORITY <i>[Signature]</i>	DATE 8/30/99

SECTION 7 - TRAINING / PROCEDURE EFFECTIVITY			
TRAINING COMPLETE <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	ALTERATION EFFECTIVE DATE 11/8/99	PROCEDURE SPONSOR <i>J. P. Fink/DHF</i>	DATE 11-1-99

Davis-Besse Nuclear Power Station

EMERGENCY PLAN IMPLEMENTING PROCEDURE

RA-EP-02220

(Supersedes HS-EP-02220 R4)

EMERGENCY CONTROL CENTER ACTIVATION AND RESPONSE

REVISION 00

Prepared by: *Dennis J. Gordon* *6/18/96*  
Date

Sponsor: *[Signature]* *6/25/96*  
Date  
Manager - Regulatory Affairs

Approved by: *[Signature]* *7-3-96*  
Date  
Director - Engineering and Services

Approved by: *[Signature]* *8-5-96*  
Date  
Plant Manager

Effective Date: AUG 20 1996

Procedure Classification:

- Safety Related
- Quality Related
- Non-Quality Related





## EMERGENCY CONTROL CENTER ACTIVATION AND RESPONSE

TABLE OF CONTENTS

	<u>Page</u>
1.0 PURPOSE .....	4
2.0 REFERENCES .....	4
3.0 DEFINITIONS .....	4
4.0 RESPONSIBILITIES .....	4
5.0 INITIATING CONDITIONS .....	5
6.0 PROCEDURE .....	6
6.1 Emergency Director Advisor .....	6
6.2 Emergency Planning Advisor .....	6
6.3 State and County Communicator .....	8
6.4 NRC Liaison .....	8
7.0 FINAL CONDITIONS .....	9
8.0 RECORDS .....	9
COMMITMENTS .....	10

## 1.0 PURPOSE

This procedure outlines the steps required for activation, operation, and deactivation of the Emergency Control Center (ECC) as performed by the Emergency Director Advisor and Emergency Planning Advisor.

## 2.0 REFERENCES

### 2.1 Developmental

2.1.1 Davis-Besse Nuclear Power Station Emergency Plan

### 2.2 Implementation

2.2.1 RA-EP-01500, Emergency Classification

2.2.2 RA-EP-02290, Emergency Facilities Equipment Operation

2.2.3 RA-EP-02110, Emergency Notification

2.2.4 RA-EP-02010, Emergency Management

2.2.5 Emergency Plan Telephone Directory

## 3.0 DEFINITIONS

3.1 **COMPUTERIZED AUTOMATED NOTIFICATION SYSTEM (CANS)** - A computer developed and used to control notification of designated personnel in the event of an emergency.

3.2 **EMERGENCY CONTROL CENTER (ECC)** - An area located on the first floor of the Davis-Besse Administration Building which is equipped to facilitate the control and coordination of emergency activities and assessment.

## 4.0 RESPONSIBILITIES

4.1 The Emergency Director Advisor is responsible for:

4.1.1 Assisting the Emergency Director in performing his emergency responsibilities.

4.1.2 Providing periodic approved information to the Company Spokesperson for release to the general public.

4.1.3 Calling out emergency staffing as specified in the Emergency Plan Telephone Directory.

- 4.2 The Emergency Planning Advisor is responsible for:
  - 4.2.1 Verifying proper operation of CANS and appropriate ECC staff notifications of the emergency classification.
  - 4.2.2 Verifying proper operation of the offsite sirens.
  - 4.2.3 Providing Initial Notifications and Periodic Updates to offsite agencies.
  - 4.2.4 Interacting with the liaisons that arrive at the ECC from the State of Ohio, and Ottawa and Lucas Counties.
- 4.3 The State and County Communicator is responsible for:
  - 4.3.1 Maintaining communication with Ottawa County, Lucas County and the State of Ohio.
  - 4.3.2 Calling out emergency staffing as specified in the Emergency Plan Telephone Directory.
- 4.4 The NRC Liaison is responsible for:
  - 4.4.1 Interfacing with the NRC.
  - 4.4.2 Interfacing with the NRC Incident Response Team when it arrives at Davis-Besse.
  - 4.4.3 Calling out emergency staffing as specified in the Emergency Plan Telephone Directory.

## 5.0 INITIATING CONDITIONS

This procedure shall be used when:

- 5.1 An emergency has been declared and classified as an Alert, a Site Area Emergency, or a General Emergency.
- 5.2 Determined by the Emergency Director.

## 6.0 PROCEDURE

### 6.1 Emergency Director Advisor

- 6.1.1 Conduct personnel call outs as specified on the Emergency Director Advisor call tree card, or in the Emergency Plan Telephone Directory.
- 6.1.2 Assist the Emergency Director in turnover of responsibilities from the Control Room.
- 6.1.3 Follow events closely, be prepared to brief and assist the Emergency Director concerning procedural requirements relating to the emergency (see RA-EP-02010, Emergency Management).
- 6.1.4 Act as a liaison between the Emergency Director and Company Spokesperson.
- 6.1.5 Review checklists and notifications for completeness, as appropriate.
- 6.1.6 Assess the need to upgrade or downgrade the emergency in accordance with RA-EP-01500, Emergency Classification.

### 6.2 Emergency Planning Advisor

- 6.2.1 Upon arrival at the ECC, verify that CANS is operational.
  - a. Notify the Emergency Offsite Manager of CANS status.
  - b. Determine who has responded to CANS.
  - c. If necessary, initiate additional staff notifications.
- 6.2.2 Ensure status boards are updated, and assign arriving status board keepers to specific status boards.
- 6.2.3 Energize the Emergency Response Facility PA System and other ECC equipment in accordance with RA-EP-02290, Emergency Facilities Equipment Operations.
- 6.2.4 When ECC is activated, assume responsibility for required notifications to the State of Ohio, Ottawa County, and Lucas County.
  - a. Ensure all Initial Notification and Periodic Update Forms are approved by the Emergency Offsite Manager and approved and initialed by the Emergency Director prior to transmittal to offsite agencies.
  - b. Ensure a Periodic Update Form is provided to offsite agencies as conditions change, or at least hourly, in accordance with RA-EP-02110, Emergency Notification.

- c. If the emergency classification is changed, within 15 minutes provide an Initial Notification Form to the offsite agencies in accordance with RA-EP-02110, Emergency Notification.
  - d. Follow up transmittals over the 4-way Ringdown Phone with a telecopy of the document to the Ohio EMA, Lucas and Ottawa County EMAs.
  - e. Notify INPO of the emergency declaration, or change in classification using the Emergency Plan Telephone Directory.
- 6.2.5 If the emergency classification changes, notify the ERO in accordance with RA-EP-02110, Emergency Notification.
- 6.2.6 Telecopy meteorological condition changes to the State of Ohio, and Ottawa and Lucas Counties.
- 6.2.7 When requested by Ottawa or Lucas County Officials determine the status of siren activation:
- a. For those sirens that do not have a green light on the PNS Status Map, perform a status request in accordance with RA-EP-02290, Emergency Facilities Equipment Operation.
  - b. Notify the appropriate county Emergency Operations Center of any sirens which may not have sounded.
- 6.2.8 Ensure protective actions recommended by the State of Ohio are posted on the comments section of the Radiological Status Board.
- 6.2.9 Ensure protective actions implemented by the Counties are posted on the Protective Actions Taken Status Board.
- 6.2.10 Provide periodic briefings to and answer questions from the EMA Liaisons in the ECC.
- 6.2.11 Provide assistance to the Emergency Offsite Manager, as needed.
- 6.2.12 Upon deactivation of the ECC, inform the State of Ohio, Ottawa and Lucas Counties using an Initial Notification Form in accordance with RA-EP-02110, Emergency Notification.
- 6.2.13 Notify the ERO of the "All Clear" in accordance with RA-EP-02110, Emergency Notification.

6.3 State and County Communicator

6.3.1 Verify personnel call outs as specified on the State and County Communicator call tree card, or in the Emergency Plan Telephone Directory.

6.3.2 Establish and maintain communications with Ottawa and Lucas Counties, and the State of Ohio.

6.4 NRC Liaison

6.4.1 Verify personnel call outs as specified on the NRC Liaison call tree card, or in the Emergency Plan Telephone Directory.

6.4.2 When notified that an NRC Incident Response Team is being sent to Davis-Besse:

- a. Determine as much information as possible about the response team:
  1. Director of Site Operations
  2. Number of Responders
  3. Estimated Time of Arrival
- b. Advise the NRC of any special route considerations and recommend that the team report to the DBAB for their initial briefing.
- c. Notify the following of the pending arrival:
  1. Emergency Director
  2. Emergency Offsite Manager
  3. Emergency Plant Manager
  4. Emergency Security Manager
  5. Company Spokesperson
- d. Call in additional personnel as required for:
  1. Escorts
  2. Technical Briefers
- e. Request assistance from the Emergency Facilities Services Manager to set up the NRC work areas.

**7.0 FINAL CONDITIONS**

This procedure shall be terminated when:

- 7.1 Plant conditions are such that the emergency has been downgraded to Unusual Event, or terminated; and the ECC has been deactivated.
- 7.2 All equipment and useable supplies have been returned to their storage location.
- 7.3 The ECC staff has been relieved of all duties associated with the operation of the ECC.
- 7.4 The Company Spokesperson has been fully briefed on plant status and planned recovery actions.

**8.0 RECORDS**

- 8.1 The following quality assurance records are completed by this procedure and shall be listed on the Nuclear Records List, captured, and submitted to Nuclear Records Management in accordance with NG-NA-00106:

- 8.1.1 None

- 8.2 The following non-quality assurance records are completed by this procedure and may be captured and submitted to Nuclear Records Management, in accordance with NG-NA-00106:

- 8.2.1 None



COMMITMENTS

<u>Section</u>	<u>Reference</u>	<u>Comments</u>
None	None	None

END