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August 7, 2000

L-00-107

U. S. Nuclear Regulatory Commission  
Attention: Document Control Desk  
Washington, DC 20555-0001

**Subject: Beaver Valley Power Station, Unit No. 1 and No. 2  
BV-1 Docket No. 50-334, License No. DPR-66  
BV-2 Docket No. 50-412, License No. NPF-73  
Beaver Valley Power Station Emergency Preparedness Plan  
Implementing Procedures (Volumes 2 and 3)**

In accordance with 10 CFR Part 50.4, this letter forwards recent revisions of the Beaver Valley Power Station Emergency Preparedness Plan Implementing Procedures (Volumes 2 and 3) to the Nuclear Regulatory Commission. The changes do not decrease the effectiveness of the Plan and the Plan, as changed, continues to meet the requirements of Appendix E of 10 CFR 50. Therefore, 10 CFR Part 50.54(q) requires that these changes be submitted for information only.

If there are any questions on this submittal, please contact Mr. T. S. Cosgrove, Manager, Licensing at 724-682-5203.

Sincerely,



Lew W. Myers

Enclosure

- c: Mr. D. S. Collins, Project Manager (w/o enclosures)
- Mr. D. M. Kern, Sr. Resident Inspector (w/o enclosures)
- Mr. H. J. Miller, NRC Region I Administrator (2 copies)

A045

Revisions to  
Beaver Valley Power Station  
Emergency Preparedness Plan Implementing Procedures  
(Volumes 2 and 3)

EPP/IP 1.1	"Notifications"
EPP/IP 1.2	"Communications and Dissemination of Information"
EPP/IP 1.7	"Emergency Response Organization (ERO) Teams"
EPP/IP 2.3	"Offsite Monitoring for Airborne Release"
EPP/IP 4.1	"Offsite Protective Actions"
EPP/IP 9.4	"Activation, Operation and Deactivation of the Joint Public Information Center (JPIC)"
EPP/IP 9.5	"Activation, Operation and Deactivation of the Penn Power Customer Account Services Department"

The procedures identified above were revised primarily to reflect new telephone numbers. The titles on the approval page were also updated to reflect the current organization.

Changes to procedure EPP/IP 1.1 were also made to reflect use of the ERO Position List, ERO Call List and Beeper List; and to provide direction (in Attachment 12) for Initial Notification Conference call termination.

# **NOTIFICATIONS**

APPROVAL PAGEIntent Related Revision \_\_\_ Yes X No

## IF YES

## OSC and Site Approval

OSC Meeting Number \_\_\_\_\_

Date \_\_\_\_\_

Reviewed \_\_\_\_\_

Manager, Emergency Preparedness

\_\_\_\_\_

Date

Approved \_\_\_\_\_

Director, Plant Services

\_\_\_\_\_

Date

## IF NO

Reviewed Susan L. Vicarie

Manager, Emergency Preparedness

6-30-00

Date

Approved Charles R. Brook

Director, Plant Services

6/30/00

Date

CONTROLLED  
BVPS UNIT 3

## NOTIFICATIONS

**EFFECTIVE INDEX**

Issue 8 Rev.	0	OSC Approved	3-12-87
	1	OSC Approved	8-13-87
	2	OSC Approved	3-10-88
	3	OSC Approved	6-20-88
	4	Non-Safety Revisions	2-23-89
	5	Non-Safety Revisions	6-30-89
	6	OSC Approved	3-22-90
Issue 9 Rev.	0	OSC Approved	9-27-90
	1	Non-Intent Revision	6-28-91
	2	Non-Intent Revision	12-29-92
	3	Non-Intent Revision	1-27-93
	Rev. 5	OSC Approved	11-10-93
	Rev. 6	Non-Intent Revision	4-22-94
	Rev. 7	Non-Intent Revision	7-29-94
	Rev. 8	Non-Intent Revision	11-15-94
	Rev. 9	Non-Intent Revision	1-20-95
	Rev. 10	Non-Intent Revision	5-26-95
	Rev. 11	Non-Intent Revision	9-1-95
	Rev. 12	Non-Intent Revision	12-8-95
	Rev. 13	Non-Intent Revision	2-1-96
	Rev. 14	Non-Intent Revision	10-23-96
	Rev. 15	Non-Intent Revision	1-29-97
	Rev. 16	Non-Intent Revision	6-17-97
	Rev. 17	Non-Intent Revision	1-16-98
	Rev. 18	OSC Approved	4-1-98
	Rev. 19	OSC Approved	7-1-98
	Rev. 20	Non-Intent Revision	1-13-99
	Rev. 21	Non-Intent Revision	9-28-99
	Rev. 22	Non-Intent Revision	12-2-99
	Rev. 23	Non-Intent Revision	7-12-00

**NOTIFICATIONS**

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**NOTIFICATIONS****A. PURPOSE**

This procedure provides guidance for activation of the ERO and for making initial and follow-up notifications during an emergency.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan.
- 2.0 Commonwealth of Pennsylvania Disaster Operations Plan/Annex E.
- 3.0 State of Ohio Nuclear Power Plant Emergency Response Plan.
- 4.0 West Virginia Radiological Emergency Plan for A Fixed Nuclear Facility.
- 5.0 Title 10, Code of Federal Regulations Part 50, Appendix E.
- 6.0 NUREG-0654/FEMA-REP-1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".
- 7.0 Condition Report #971737.  
Condition Report #980706.  
Condition Report #991967.  
Condition Report #993020

**C. RESPONSIBILITIES**

The Communications and Records Coordinator (or qualified designated communicator, until properly relieved) is responsible to ensure that all required offsite notifications are completed within the proper time frame following the declaration of an emergency. Security is responsible for initial notifications to near-site buildings.

**D. ACTION LEVELS/PRECAUTIONS**

- 1.0 This procedure is to be initiated upon any of the following conditions:
  - 1.1 An emergency condition has been declared at the Beaver Valley Power Station as defined in the BVPS Emergency Preparedness Plan.
  - 1.2 An existing emergency condition has been reclassified to a higher emergency category, and/or, a significant deterioration in conditions has occurred.
  - 1.3 The emergency situation has been corrected, the emergency terminated, and recovery operations have begun.
- 2.0 Emergency communications will originate in the BV 1/2 Control Rooms. See EPP/IP 1.2 "Communication and Dissemination of Information" for details of the communication systems available.

## NOTIFICATIONS

- 3.0 To minimize the spread of rumors and undue public anxiety, the following precautions should be followed:
- 3.1 All initial and follow-up notifications to County and State agencies **SHALL** be made with the Bell telephone system as the primary means, with predesignated back-ups available in the event the telephone systems are inoperable. A code word is utilized to ensure only authorized individuals receive the information.
  - 3.2 Information **SHALL** be provided to only individuals whose identity is known, and whose organization is listed on the Emergency Notification Call-List EPP/IP 1.1, Attachment 2. Any requests for information should be relayed to Corporate Communications at 724-682-5201.
  - 3.3 No news announcements on the incident **SHALL** be made prior to completion of all required notifications. News announcements will be developed as coordinated by the Corporate Communications Department.
- 4.0 In the event of a forced Control Room evacuation, the Onshift Communications and Records Coordinator will relocate to the Communications Area of the TSC area of the ERF building, to make the required emergency notifications.
- 4.1 The Onshift Communications and Records Coordinator should contact the Emergency Director for form approvals and log the Emergency Director's name on the appropriate form.

Unit #1 – 724-682-5827

Unit #2 – 724-682-5327

**NOTE:**

If necessary, Security may radio the officer assigned to the Emergency Director/NSS under Appendix R to relay information as needed.

- 5.0 Upon the initial declaration of an Alert, Site Area Emergency or General Emergency, Security personnel in the CAS will complete Attachment 6 of this IP.
- 6.0 All event notifications and escalations **SHOULD** be made to PEMA. Follow-Up Notifications **SHOULD** be directed to DEP/BRP. PEMA will ensure DEP/BRP is informed of the situation and contacts the plant for verification and assessment of the incident.

## NOTIFICATIONS

- 7.0 Should any emergency situation require contacting the Beaver County Emergency Services Center (i.e., fire, ambulance), **DO NOT** use 9-1-1. **NOTIFY** Beaver County Emergency Services Center at (724) 775-0880.
- 8.0 Once the County Emergency Operations Centers (EOC's) are activated, the Coordinators may inform the BVPS emergency communicator of an alternate phone number to be utilized.
- 9.0 Should there be questions concerning the required notifications and/or the appropriate paperwork (notification forms, logs, etc.), personnel from Emergency Preparedness may be contacted for assistance.

E. PROCEDURE**NOTE:**

Initial Notifications are to be made to the first six listed Agencies on the Emergency Notifications Call List, EPP/IP 1.1, Attachment 2 and **MUST** be made within 15 minutes of the event declaration. Subsequent notifications **MUST** still be made.

**NOTE:**

The BVPS Radio System is the alternate to the commercial phone system for notifications of offsite emergency response organizations. **EPP/IP 1.2 Attachment 3, Step 6.0** provides direction in its use.

**NOTE:**

If an emergency is reclassified and upgraded during the Follow-Up Notification process, the Communicator **SHALL** terminate the notification in progress and begin the upgraded Initial Notification process again per appropriate Attachment. If the Initial Notification Conference (INC) call is in progress, then the upgraded notifications **SHALL** be provided at this time. The 15-minute clock for the notifications will restart at the time of the upgraded declaration.

**NOTE:**

IF contact cannot be made with the State of West Virginia, contact Hancock County (WVa) stating West Virginia did not answer and request Hancock County Office of Emergency Services contact the State with the Initial Notification information. It does not need read again.

## NOTIFICATIONS

**NOTE:**

Faxing of the Initial Notification Form is NOT the "Official" Notification to the Offsite Agencies and does NOT meet the 15-minute notification criteria. The 15-minute notification criteria is met and "Official" notification made when a representative of BVPS speaks with a representative of each Offsite Agency.

## 1.0 Initial Notifications

1.1 Complete Initial Notifications and document as thoroughly as possible according to the instructions provided.

1.2 Control Room personnel should utilize Part A of the applicable notification Attachment shown below.

- Unusual Event Notification Attachment 8
- Alert Notification Attachment 9
- Site Area Emergency Notification Attachment 10
- General Emergency Notification Attachment 11

1.3 TSC personnel should refer to Attachments 12 and 13.

## 2.0 Follow-Up Notifications

**NOTE:**

The follow-up notification provides technical information to those qualified to use the data and serves as a means to verify the authenticity of an emergency notification. The code word also provides verification.

**NOTE:**

Information for the Gaseous Follow-Up Notification Form is available via a MIDAS printout from Health Physics or EA&DP personnel.

2.1 Control Room personnel should utilize Part B of the applicable Notification Attachment shown below.

- Unusual Event Notification Attachment 8
- Alert Notification Attachment 9
- Site Area Emergency Notification Attachment 10
- General Emergency Notification Attachment 11

2.2 TSC personnel should refer to Attachment 12, Step 3.0.

**NOTIFICATIONS****3.0 Subsequent Notifications**

- 3.1 If it becomes necessary to reclassify the emergency, the Initial Notification Form is used and notifications are made in the same manner specified in Section E-1 of this procedure.
- 3.2 The Follow-Up Notification Form should be updated periodically (i.e., 2 times per shift) or at the discretion of the Emergency Director. This notification does not represent a change in classification.

**4.0 Transfer of Responsibility**

- 4.1 When TSC personnel are activated and have arrived onsite, a turnover **SHALL** be performed from the on-shift response organization to the TSC response organization.
- 4.2 When informed by TSC Communications and Records Coordinator, transfer communication responsibilities from the Control Room to the Technical Support Center.
- 4.3 Upon notification that the communication responsibilities have transferred to the TSC, the relieved Communications and Records Coordinator **SHALL** ensure the telephone "EPP switches" are in the "NORM" position.

**5.0 Termination**

- 5.1 When the emergency situation at BVPS has been terminated, make the appropriate termination calls per Attachment 5, Emergency Termination Checklist.

**F. FINAL CONDITIONS**

- 1.0 Use of this procedure **SHALL** be terminated when the emergency situation is corrected or when directed by the Emergency Director.
- 2.0 Attachment 5 (Emergency Termination Checklist) is to be completed for termination calls to offsite agencies for all emergency events.

**NOTE:**

Upon termination of the emergency situation and the subsequent termination of this IP, All originals of completed Attachments **SHALL** be forwarded to Emergency Preparedness.

**NOTIFICATIONS**

**G. ATTACHMENTS**

- 1.0 INITIAL NOTIFICATION FORM
- 2.0 EMERGENCY NOTIFICATION CALL-LIST
- 3.0 FOLLOW-UP NOTIFICATION FORM
- 4.0 NRC EVENT NOTIFICATION WORKSHEET (Example)
- 5.0 EMERGENCY TERMINATION CHECKLIST
- 6.0 NEAR-SITE BUILDING EMERGENCY NOTIFICATIONS
- 7.0 ACTIVATION OF THE ERO USING BEEPERS AND ERO VOICE MAIL SYSTEM
- 8.0 UNUSUAL EVENT NOTIFICATIONS
- 9.0 ALERT NOTIFICATIONS
- 10.0 SITE AREA EMERGENCY NOTIFICATIONS
- 11.0 GENERAL EMERGENCY NOTIFICATIONS
- 12.0 TSC EVENT NOTIFICATIONS
- 13.0 NOTIFICATION FORM FAXING INSTRUCTIONS (Example)
- 14.0 ERO BEEPER ACTIVATION INSTRUCTIONS (Example)
- 15.0 ACTIVATION OF THE INITIAL NOTIFICATION CONFERENCE (INC) CALL INSTRUCTIONS (Example)

BEAVER VALLEY POWER STATION

ATTACHMENT 1 (1 of 1)

## INITIAL NOTIFICATION FORM

☐ THIS IS A DRILL

☐ **THIS IS AN ACTUAL EVENT**

1. THIS IS BEAVER VALLEY POWER STATION, MY NAME IS \_\_\_\_\_ (Name).

THE CODE WORD IS \_\_\_\_\_.

MAY I PLEASE HAVE YOUR NAME \_\_\_\_\_ (Document on IP 1.1 Attachment 2).

THE TIME IS \_\_\_\_\_ (Document on IP 1.1 Attachment 2).

2. EMERGENCY CLASSIFICATION

☐ UNUSUAL EVENT

☐ SITE AREA EMERGENCY

☐ ALERT

☐ GENERAL EMERGENCY

☐ THE EVENT HAS BEEN TERMINATED.

☐ UNIT #1 ☐ UNIT #2 TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

THIS PRESENTS A/AN ☐ INITIAL DECLARATION

☐ ESCALATION

☐ NO CHANGE

IN CLASSIFICATION STATUS

3. THE EMERGENCY ACTION LEVEL (EAL) NUMBER IS: \_\_\_\_\_

BRIEF NON-TECHNICAL DESCRIPTION OF EVENT \_\_\_\_\_

4. THERE IS ☐ NO

☐ AN AIRBORNE

☐ A LIQUID

NON-ROUTINE RADIOLOGICAL RELEASE IN PROGRESS

5. PROTECTIVE ACTION RECOMMENDATION (PAR) \_\_\_\_\_

6. WIND DIRECTION IS FROM: \_\_\_\_\_ degrees AT 150'; WIND SPEED IS: \_\_\_\_\_ mph AT 35'

☐ THIS IS A DRILL

☐ **THIS IS AN ACTUAL EVENT**

APPROVED \_\_\_\_\_

DATE \_\_\_\_\_

NOTE:

THIS PAPER IS INTENDED TO BE PINK FOR BVPS ONLY, IT IS WHITE TO ACCOMODATE FAXING.

**NOTIFICATIONS**

**INTENTIONALLY BLANK**

**EPP/Implementing Procedure  
NOTIFICATIONS  
EMERGENCY NOTIFICATION CALL-LIST**

**ALERT OR HIGHER - ACTIVATE BEEPERS**

**EPP/IP 1.1  
A5.715DQ  
ATTACHMENT 2 (1 of 10)**

**INITIAL NOTIFICATION**

**THE AGENCIES LISTED BELOW MUST BE NOTIFIED WITHIN FIFTEEN (15) MINUTES  
AFTER THE EMERGENCY HAS BEEN DECLARED.**

ORGANIZATION	CIRCLE ONE		CIRCLE ONE	CONTACT		FAX	INI.
	PRIMARY NUMBER	ALTERNATE NUMBER	EMERGENCY CLASS	NAME	TIME*		
1. Beaver County Emergency Management Agency Relay To: R. Chiodo, Director EOC Number: _____	724-775-0880 9-1-1 Dispatcher Beaver, PA	724-774-1049 BCEMA Director Director's Office	UE SAE ALERT GE			Y N	
2. PA Emergency Management Agency Duty Officer	1-717-651-2001	Relay Thru BC-911 724-775-0880 BCEMA Director	UE SAE ALERT GE			Y N	
3. Columbiana County Emergency Management Agency Relay To: J. Carter, Director EOC Number: _____	1-330-424-7255 Sheriff's Dispatcher Lisbon, OH	1-330-424-9725 CCEMA Director Director's Office	UE SAE ALERT GE			Y N	
4. Ohio Emergency Management Agency Duty Officer  EOC Number: _____	1-614-889-7150 Columbus, OH	1-614-466-2660 Ohio Highway Patrol Dispatcher	UE SAE ALERT GE			Y N	
5. West Virginia Office of Emergency Services Duty Officer	1-304-558-5380 Charleston, WV	1-304-564-4100 Sheriff's 9-1-1 Dispatcher New Cumberland, WV	UE SAE ALERT GE			Y N	
6. Hancock County Office of Emergency Services Relay To: K. Sutton, Director EOC Number: _____	1-304-564-4100 Sheriff's 9-1-1 Dispatcher N. Cumberland, WV	1-304-564-4068 HCOES Dispatcher Dispatcher's Office	UE SAE ALERT GE			Y N	

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EPP/Implementing Procedure  
NOTIFICATIONS  
EMERGENCY NOTIFICATION CALL-LIST**

**EPP/IP 1.1  
A5.715DQ  
ATTACHMENT 2 (2 of 10)**

## FOLLOW-UP NOTIFICATION

ORGANIZATION	CIRCLE ONE		CIRCLE ONE	CONTACT		FAX	INI.
	PRIMARY NUMBER	ALTERNATE NUMBER	CURRENT CLASSIFICATION	NAME	TIME*		
1. Beaver County Emergency Management Agency Relay To: R. Chiodo, Director EOC Number: _____	724-775-0880 9-1-1 Dispatcher Beaver, PA	724-774-1049 BCEMA Director Director's Office	UE      SAE ALERT   GE			Y N	
2. PEMA / DEP/BRP	1-717-651-2001	Relay Thru BC-911 724-775-0880 BCEMA Director	UE      SAE ALERT   GE			Y N	
3. Columbiana County Emergency Management Agency Relay To: J. Carter, Director EOC Number: _____	1-330-424-7255 Sheriff's Dispatcher Lisbon, OH	1-330-424-9725 CCEMA Director Director's Office	UE      SAE ALERT   GE			Y N	
4. Ohio Emergency Management Agency Duty Officer EOC Number: _____	1-614-889-7150 Columbus, OH	1-614-466-2660 Ohio Highway Patrol Dispatcher	UE      SAE ALERT   GE			Y N	
5. West Virginia Office of Emergency Services Duty Officer	1-304-558-5380 Charleston, WV	1-304-564-4100 Sheriff's 9-1-1 Dispatcher New Cumberland, WV	UE      SAE ALERT   GE			Y N	
6. Hancock County Office of Emergency Services Relay To: K. Sutton, Director EOC Number: _____	1-304-564-4100 Sheriff's 9-1-1 Dispatcher N. Cumberland, WV	1-304-564-4068 HCOES Dispatcher Dispatcher's Office	UE      SAE ALERT   GE			Y N	

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EPP/Implementing Procedure  
NOTIFICATIONS**

**EPP/IP 1.1  
A5.715DQ**

**EMERGENCY NOTIFICATION CALL-LIST (Cont'd)**

**ATTACHMENT 2 (3 of 10)**

The following are to be notified only for the emergency classifications listed in the Emergency Class column.

ORGANIZATION	CIRCLE ONE		CIRCLE ONE	CONTACT		INITIALS
	PRIMARY NUMBER	ALTERNATE NUMBER	EMERGENCY CLASS	NAME	TIME*	
7. U.S. Nuclear Regulatory Commission During Normal Working Hours	NRC/ENS FTS 2000 Phone FAX	1-301-816-5100  1-301-816-5151	UE SAE  ALERT GE			
8. Contact one of the following: Mgr. Ops. - Notifies Plant Mgr. Notifies  Sr. V.P. BVPS	5101  7622  5512	W. Pearce - 724-643-4543 K. Ostrowski - 724-728-4934 L. Myers 330-757-7177	UE ONLY			
9. Corp. Comm. (Notify One) A. J. Fenwick T. M. Schneider R. G. Wilkins	5201 330-761-4055 419-321-7129	724-899-2396 330-659-6810 440-774-2606 (Pager 1-419-640-3229)	UE ONLY			
10. BVPS Emergency Preparedness (Notify One) S. L. Vicinie H. I. Szklinski J. C. Contreras J. M. Sasala	5767 5772 5773 5539	724-869-7165 724-457-9210 412-795-4931 724-538-3239	UE ONLY			
11. NRC BVPS Site Rep. (Notify One) D. Kern  G. Wertz  G. Dentel	5570  5570  5570	724-728-3135  724-770-0393  412-749-3877	UE ONLY			

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

EMERGENCY NOTIFICATION CALL-LIST (Cont'd)

ATTACHMENT 2 (4 of 10)

The following organizations are notified only for the emergency classifications listed in the Emergency Class. column.

ORGANIZATION	NUMBER	CIRCLE ONE EMERGENCY CLASS	CONTACT		INITIALS
			NAME	TIME*	
12. Bruce Mansfield Power Station	724-643-2300 724-643-5851	ALERT SAE      GE			
13. Midland Water Plant	724-643-4920 (8:00-11:00 a.m. M thru F) Alternate: Beaver Co. EMA - 724-775-0880	Liquid Release			
14. East Liverpool Water Plant Contact: Mr. Clark	1-330-385-5050 1-330-385-8812	Liquid Release			
15. Chester, W. VA. Water Plant	1-304-564-4100 (24 hours) 1-304-387-2820	Liquid Release			
16. U.S Corps of Engineering a. New Cumberland Dam (Downriver) b. Montgomery Dam (Upriver)	1-740-537-2571 724-643-8400 Alternate: Beaver Co. EMA-724-775-0880	Liquid Release			
17. U.S. Coast Guard Marine Safety	412-644-5808 (Daylight) 1-800-253-7465 (Night) 1-800-424-8802 (Nat'l Response) Alternate: Beaver Co. EMA-724-775-0880	All offsite Releases - Actual or Imminent			
18. INPO	1-800-321-0614 (24 hr.) (Switchboard) FAX - 1-770-644-8549 FAX - 1-770-644-8567 FAX - 1-770-644-8594	ALERT SAE      GE			

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EPP/Implementing Procedure  
NOTIFICATIONS**

**EPP/IP 1.1  
A5.715DQ**

**EMERGENCY NOTIFICATION CALL-LIST (Cont'd)**

**ATTACHMENT 2 (5 of 10)**

The following organizations are notified only for the emergency classifications listed in the Emergency Class. column.

ORGANIZATION	NUMBER	CIRCLE ONE	CONTACT		INITIALS
		EMER. CLASS	NAME	TIME*	
19. Westinghouse Atomic Power Division					
a. Site Rep. (Thomas "Smokey" Burdin)	724-682-5461 (W) 412-617-0342 (B)				
b. Ed Dzanis	412-374-5216 (W) 412-372-3534 (H) 412-634-359 (W) Beeper) 412-855-0505 (Car)	ALERT SAE GE			
c. Bruce Garry	412-374-6605 (W) 724-327-9051 (H) 412-760-4863				
20. American Nuclear Insurers					
• Radiological Nuclear Emergencies	1-860-561-3433 (Ext. 500)	ALERT SAE GE			

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EPP/Implementing Procedure  
NOTIFICATIONS**

**EPP/IP 1.1  
A5.715DQ**

**EMERGENCY NOTIFICATION CALL-LIST (Cont'd)**

**ATTACHMENT 2 (6 of 10)**

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.

ORGANIZATION	NUMBER	CIRCLE ONE	CONTACT		INITIALS
		EMERGENCY CLASS			
21. Pennsylvania DEP/BRP	1-717-651-2001	UE ALERT SAE GE			
22. Ohio Dept. of Health Bureau of Radiation Protection	614-644-2727	UE ALERT SAE GE			
23. Pennsylvania State Police (Brighton Barracks)	724-773-7400	UE ALERT SAE GE			
24. BOC Gases	1-304-387-0889 (24 Hrs.)	UE ALERT SAE GE			
25. Ashland Oil Co.	1-800-274-5263	UE ALERT SAE GE			
26. Freedom Station Valvoline Oil	724-774-2020	UE ALERT SAE GE			
27. Buckeye Pipeline Co.	1-800-523-9420 (24 Hrs.) 1-800-551-1285 (24 Hrs.) 1-800-331-4115 (24 Hrs.)	UE ALERT SAE GE			

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EPP/Implementing Procedure  
NOTIFICATIONS**

**EPP/IP 1.1  
A5.715DQ**

**EMERGENCY NOTIFICATION CALL-LIST (Cont'd)**

**ATTACHMENT 2 (7 of 10)**

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.

ORGANIZATION	NUMBER	CIRCLE ONE	CONTACT		INITIALS
		EMERGENCY CLASS	NAME	TIME*	
28 Peoples Natural Gas	1-800-300-3333	UE ALERT SAE GE			
29. DOE RAP/IRAP Brookhaven Area Office	1-516-344-2200 (24 Hrs.)	UE ALERT SAE GE			
30. Medic-Rescue Ambulance Service	Relay through Beaver Co. EMA-724-775-0880 Alternate: 724-773-3104 724-728-3620 (Office)	UE ALERT SAE GE			
31. Shippingport Fire Department	Relay through Beaver Co. EMA-724-775-0880  Alternate: 724-773-3100	UE ALERT SAE GE			
32. Shippingport Borough	Relay through Beaver Co. EMA-724-775-0880  Alternate: Police 724-643-1371 Manager 724-643-4333 (W), 724-643-9661 (H)	UE ALERT SAE GE			

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EPP/Implementing Procedure  
NOTIFICATIONS**

**EPP/IP 1.1  
A5.715DQ**

**EMERGENCY NOTIFICATION CALL-LIST (Cont'd)**

**ATTACHMENT 2 (8 of 10)**

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.

ORGANIZATION	NUMBER	CIRCLE ONE	CONTACT		INITIALS
		EMERGENCY CLASS			
33. University of Pittsburgh Medical Center-Beaver Valley	724-857-1274  Alternate: Relay through Beaver Co. EMA-724-775-0880	UE ALERT SAE GE			
34. The Medical Center, Beaver, PA Emergency Room	724-728-7110  Alternate: Relay through Beaver Co. EMA-724-775-0880	UE ALERT SAE GE			
35. University of Pittsburgh Medical Center - Presbyterian Emergency Room	412-647-3333	UE ALERT SAE GE			
36. UPMC - Presby Radiation Emergency Response Program, Dept. of Radiation Medicine Radiation Safety Office	412-647-3595 412-624-2728	UE ALERT SAE GE			
37. West Virginia Bureau For Public Health /Radiation Protection	1-304-558-3526	UE ALERT SAE GE			
38. CSX Transportation Chief Dispatcher	1-800-232-0144	UE ALERT SAE GE			

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EPP/Implementing Procedure  
NOTIFICATIONS**

**EPP/IP 1.1  
A5.715DQ**

**EMERGENCY NOTIFICATION CALL-LIST (Cont'd)**

**ATTACHMENT 2 (9 of 10)**

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.

ORGANIZATION	NUMBER	CIRCLE ONE EMERGENCY CLASS	CONTACT		INITIALS
			NAME	TIME*	
39. US National Weather Service-Pittsburgh Forecast Office Coraopolis Office	412-262-1882 (24 Hrs.)	UE ALERT SAE GE			
40. US Corps of Engineers Emergency Management Divisions	412-395-7144	UE ALERT SAE GE			
41. EPA Region III	215-814-9016	UE ALERT SAE GE			
42. National Response Center-DC (All Hazards)	800-424-8802 (24 Hrs.)	UE ALERT SAE GE			
43. PA Dept. of Environmental Protection	412-442-4000 (24 Hrs.)	UE ALERT SAE GE			
44. PennDOT - Bridgeville Office Dist. Maint. Engr. - William Sacco	412-429-5002 (W) 724-693-8214 (H)	UE ALERT SAE GE			
45. PennDOT - Rochester Office Maint. Manager - Frank Bologna	724-774-6610 (W) 724-869-5296 (H)	UE ALERT SAE GE			

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTIFICATIONS

EMERGENCY NOTIFICATION CALL-LIST (Cont.) ATTACHMENT 2 (10 of 10)

APPENDIX R PAX PHONES

Unit #1

East Cable Vault (BIP Area) 5827

West Cable Vault 5827

Unit #2

Alternate Shutdown Panel 5327

NOTE: If necessary, CAS may radio the officer assigned to the Emergency Director/NSS under Appendix R, to relay information, as needed.

BEAVER VALLEY POWER STATION

ATTACHMENT 3 (1 of 5)

**FOLLOW-UP NOTIFICATION FORM**

☐ THIS IS A DRILL

☐ **THIS IS AN ACTUAL EVENT**

**NOTE:**

NO IMMEDIATE CALLBACK IS REQUIRED. If you have not received a call verifying receipt of this FAX within 30 minutes, please call (724) 643-8000.

1. THIS IS: \_\_\_\_\_ AT BEAVER VALLEY POWER STATION  
UNIT 1/UNIT 2, THE CODE WORD IS \_\_\_\_\_. MAY I HAVE YOUR  
NAME PLEASE \_\_\_\_\_.

2. THE FOLLOWING DATA REPRESENT THE MOST CURRENT AND ACCURATE  
INFORMATION, PROJECTIONS, AND/OR PROGNOSIS AVAILABLE AS OF:

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

3. EMERGENCY CLASSIFICATION:

UNUSUAL EVENT ☐ SITE AREA EMERGENCY ☐

ALERT ☐ GENERAL EMERGENCY ☐

DECLARED AT: TIME \_\_\_\_\_ DATE \_\_\_\_\_

4. CAUSE OF EMERGENCY (EAL \_\_\_\_ ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
APPROVED

\_\_\_\_\_  
#  
FOLLOW-UP NOTIFICATION

**NOTE:**

THIS PAPER IS INTENDED TO BE PINK FOR BVPS ONLY, IT IS WHITE TO ACCOMODATE FAXING.

**BEAVER VALLEY POWER STATION**

ATTACHMENT 3 (2 of 5)

**FOLLOW-UP NOTIFICATION FORM**

5. CURRENT PLANT STATUS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONDITIONS: STABLE ☐ UNSTABLE ☐  
REACTOR: SHUTDOWN ☐ AT POWER ☐  
EQUIPMENT DAMAGE:  
NONE ☐ MINOR ☐ MAJOR ☐  
COOLING: NORMAL COOLDOWN (FORCED FLOW) ☐  
NORMAL COOLDOWN (NATURAL CIRCULATION) ☐  
SAFETY INJECTION COOLDOWN (FEED AND BLEED) ☐  
N/A ☐

6. ACCIDENTAL RADIOLOGICAL RELEASE: (TSC Only, See EA&DP)

GASEOUS TO ATMOSPHERE ☐  
LIQUID TO OHIO RIVER ☐  
N/A ☐

7. SURFACE CONTAMINATION ESTIMATES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. NON-PLANNED RADIOLOGICAL RELEASE: (TSC Only, See EA&DP)

NO ROUTINE BATCH RELEASES WAS IN PROGRESS ☐  
PRIOR TO DECLARATION.  
ANY ROUTINE BATCH RELEASE HAS BEEN DISCONTINUED ☐  
N/A ☐

9. REQUEST FOR OFFSITE SUPPORT: Specify Needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE:

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## NOTIFICATIONS

## GASEOUS

ATTACHMENT 3 (3 of 5)

**FOLLOW-UP NOTIFICATION FORM****NOTE:** Items numbered to coincide with MIDAS print-out.

- [ 1 ] Time Prepared: \_\_\_\_\_
- [ 2 ] Type of Accident: (Circle One)
- |                          |                        |                          |
|--------------------------|------------------------|--------------------------|
| • LOCA/WITH DBA ACTIVITY | • STM GEN TUBE RUPTURE | • FUEL HANDLING ACCIDENT |
| • SMALL LINE BREAK LOCA  | • LOSS OF AC POWER     | • WASTE GAS DECAY TANK   |
| • LOCA/WITH GAP ACTIVITY | • RCCA EJECT           | • FSAR BASIS             |
| • LOCA/WITH RCS ACTIVITY | • MAIN STEAMLINE       | • TID LOCA               |
- [ 3 ] Time of Rx Trip or Accident start: \_\_\_\_\_
- [ 4 ] Release Started: (Y) (N) [ 5 ] Time: \_\_\_\_\_ (actual) (proj.)
- [ 6 ] Release Stopped: (Y) (N) [ 7 ] Duration: \_\_\_\_\_ (actual) (proj.)
- [ 8 ] Potential For Additional Release: (Y) (N)
- [ 9 ] Projected Release Based on: \_\_\_\_\_
- [ 10 ] Noble Gas: \_\_\_\_\_ uCi/sec
- [ 11 ] Iodine: \_\_\_\_\_ uCi/sec
- [ 12 ] Total: \_\_\_\_\_ uCi/sec
- [ 13 ] I/NG Ratio: \_\_\_\_\_
- [ 14 ] Monitor ID: \_\_\_\_\_ U1 or U2 (Circle One)
- [ 15 ] Reading: \_\_\_\_\_ cpm or uCi/cc (Circle One) [ 16 ] Flow: \_\_\_\_\_ cfm
- [ 17 ] 35ft Wind Speed: \_\_\_\_\_ [ 18 ] Delta-T: \_\_\_\_\_ [ 19 ] Stability: \_\_\_\_\_
- [ 20 ] 150ft Direction: \_\_\_\_\_ [ 21 ] 500ft Direction: \_\_\_\_\_ [ 22 ] Precip: (Y) (N)
- [ 23 ] Source: \_\_\_\_\_

**NOTE:****THIS PAPER IS INTENDED TO BE PINK FOR BVPS ONLY, IT IS WHITE TO ACCOMODATE FAXING.**

**GASEOUS**

ATTACHMENT 3 (4 of 5)

**FOLLOW-UP NOTIFICATION FORM**

	Dist	Sectors (a)	TEDE (b)	Projected Thyroid CDE (c)
[ 24 ]	EAB	_____	_____ REM	_____ REM
[ 25 ]	2 mi	_____	_____ REM	_____ REM
[ 26 ]	5 mi	_____	_____ REM	_____ REM
[ 27 ]	10 mi	_____	_____ REM	_____ REM

[ 28 ] EDE-TO-TEDE Ratio: \_\_\_\_\_

[ 29 ] Actual Field Monitoring Results:

Time (a)	Point (b)	WB REM/Hr (c)	Thy REM/Hr (d)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OFFSITE PROTECTIVE ACTION RECOMMENDATION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE:**

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# LIQUID

ATTACHMENT 3 (5 of 5)

## FOLLOW-UP NOTIFICATION FORM

DATE \_\_\_\_\_ / TIME \_\_\_\_\_

1. Potential For Additional Release: Yes ☐ No ☐

LIQUID RELEASE ASSESSMENT:

PROCEDURE \_\_\_\_\_ ATTACHMENT(s) \_\_\_\_\_

2. RADIONUCLIDES IN SAMPLE:

H-3 = _____ uCi/ml	_____ = _____ uCi/ml
_____ = _____ uCi/ml	_____ = _____ uCi/ml
_____ = _____ uCi/ml	_____ = _____ uCi/ml
_____ = _____ uCi/ml	_____ = _____ uCi/ml
_____ = _____ uCi/ml	_____ = _____ uCi/ml
_____ = _____ uCi/ml	_____ = _____ uCi/ml

Actual

Projected

- |                             |                |                |
|-----------------------------|----------------|----------------|
| 3. TIME OF RELEASE START    | _____          | _____          |
| TIME OF RELEASE STOP        | _____          | _____          |
| RELEASE DURATION            | _____ Hrs      | _____ Hrs.     |
| RELEASE FLOW RATE           | _____ gpm      | _____ gpm      |
| DILUTION RATE (Due to BVPS) | _____ gpm      | _____ gpm      |
| OHIO RIVER FLOW RATE        | _____ cuft/sec | _____ cuft/sec |

4. TS/ODCM FRACTION \_\_\_\_\_  
(TS/ODCM Limit = 10 x NRC-EC)

- ☐ No Emergency
- ☐ Unusual Event (TS/ODCM Fraction is > 2, and release ≥ 60 minutes)
- ☐ Alert Emergency (TS/ODCM Fraction is > 200, and release ≥ 15 minutes)

5. EPA MPC FRACTION \_\_\_\_\_

- ☐ No PAR required (EPA-MPC is < 12)
- ☐ PAR REQUIRED PER EPP/IP 4.1 (EPA-MPC > 12: NOTIFY THE MIDLAND WATER TREATMENT PLANT AND RECOMMEND THE PLANT STOP INTAKE FROM THE OHIO RIVER UNTIL NOTIFIED BY DEP/BRP. ALSO REFER TO EPP/IP 1.1 ATTACHMENT 2 FOR OTHER NOTIFICATIONS.)

**NOTE:**

THIS PAPER IS INTENDED TO BE PINK FOR BVPS ONLY, IT IS WHITE TO ACCOMMODATE FAXING.

**NOTIFICATIONS**

**INTENTIONALLY BLANK**

## EVENT NOTIFICATION WORKSHEET

NRC FORM 361 18-891		(EXAMPLE)		U.S. NUCLEAR REGULATORY COMMISSION OPERATIONS CENTER	
EVENT NOTIFICATION WORKSHEET					
NOTIFICATION TIME	FACILITY OR ORGANIZATION		UNIT	CALLER'S NAME	CALL BACK = : ENS _____ or ( ) _____
EVENT TIME & ZONE	EVENT DATE / /	1-Hr Non-Emergency 10 CFR 50.72(b)(1)		(vi) Lost Offsite Comms	AESS
				(vi) Fire	AFIR
POWER/MODE BEFORE	POWER/MODE AFTER	(i)(A) TS Required S/D	ASHU	(vi) Toxic Gas	ACHE
		(i)(B) TS Deviation	ADEV	(vi) Rad Release	ARAO
		(ii) Degraded Condition	ADEG	(vi) Oth Hampering Safe Op.	AHIN
		(iii)(A) Unanalyzed Condition	AUNA	4-Hr Non-Emergency 10 CFR 50.72(b)(2)	
		(iii)(B) Outside Design Basis	AOUT	(i) Degrade While S/D	ADAS
		(iii)(C) Not Covered by OPs/EPs	ACNC	(ii) RPS Actuation (scram)	ARPS
EVENT CLASSIFICATIONS		(iii) Earthquake	ANEA	(ii) ESF Actuation	AESF
GENERAL EMERGENCY	GEN/AAEC	(iii) Flood	ANFL	(iii)(A) Safe S/D Capability	AINA
SITE AREA EMERGENCY	SIT/AAEC	(iii) Hurricane	ANHU	(iii)(B) RHR Capability	AINB
ALERT	ALE/AAEC	(iii) Ice/Hail	ANIC	(iii)(C) Control of Rad Release	AINC
UNUSUAL EVENT	UNU/AAEC	(iii) Lightning	ANLI	(iii)(D) Accident Mitigation	AIND
50.72 NON EMERGENCY (see next columns)		(iii) Tornado	ANTO	(iv)(A) Air Release > 2X App B	AAIR
PHYSICAL SECURITY (73.71)	D???	(iii) Oth Natural Phenomenon	ANOT	(iv)(B) Liq Release > 2X App B	ALIQ
TRANSPORTATION	NTRA	(iv) ECCS Discharge to RCS	ACCS	(v) Offsite Medical	AMED
20,403 MATERIAL/EXPOSURE	B???	(v) Lost ENS	AENS	(vi) Offsite Notification	APRE
OTHER NOAM,NLCO,NSNL,NINF,NLTR,NONR		(v) Lost Emerg. Assessment	AARC		
CDEF, FLOM, EIRR, GCON					
DESCRIPTION					
Include: Systems affected, actuations & their initiating signals, causes, effect of event on plant, actions taken or planned, etc.					
NOTIFICATIONS NRC RESIDENT	YES	NO	WILL BE	ANYTHING UNUSUAL OR NOT UNDERSTOOD?	YES (Explain above)
STATE(s)				DID ALL SYSTEMS FUNCTION AS REQUIRED?	YES
LOCAL					NO (Explain above)
OTHER GOV AGENCIES				MODE OF OPERATION	ESTIMATE FOR
MEDIA/PRESS RELEASE				UNTIL CORRECTED:	RESTART DATE:
				ADDITIONAL INFO ON BACK?	

## EVENT NOTIFICATION WORKSHEET

NRC Form 351 (8-99)		ADDITIONAL INFORMATION				USNRC OPERATIONS CENTER																																																		
RADIOLOGICAL RELEASES: CHECK OR FILL IN APPLICABLE ITEMS (specific details/explanations should be covered in event description)																																																								
LIQUID RELEASE	GASEOUS RELEASE	UNPLANNED RELEASE	PLANNED RELEASE	ONGOING	TERMINATED																																																			
MONITORED	UNMONITORED	OFFSITE RELEASE	T.S. EXCEEDED	RM ALARMS	AREAS EVACUATED																																																			
PERSONNEL EXPOSED OR CONTAMINATED		OFFSITE PROTECTIVE ACTIONS RECOMMENDED			*State release path in description.																																																			
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LOCATION OF THE LEAK (e.g., SG #, valve, pipe, etc.):																																																								
LEAK RATE:		UNITS: gpm/gpd	T.S. LIMITS:	SUDDEN OR LONG TERM DEVELOPMENT:																																																				
LEAK START DATE:		TIME:	COOLANT ACTIVITY & UNITS: PRIMARY -		SECONDARY -																																																			
LIST OF SAFETY RELATED EQUIPMENT NOT OPERATIONAL:																																																								
EVENT DESCRIPTION (Continued from front)																																																								

## EMERGENCY TERMINATION CHECKLIST

**NOTE:** The Offsite agencies **DO NOT** maintain the Emergency Termination Checklist. Instruct the agency to log the termination information and inform the cognizant individual of their organization of the termination date and time.

"This is Beaver Valley Power Station. This notification is to inform you that the emergency situation at Beaver Valley Power Station has been terminated on

\_\_\_\_\_ Date \_\_\_\_\_ hours. Please complete all applicable procedures before terminating."

ORGANIZATION	PERSON CONTACTED	NUMBER	CONTACT TIME *	INITIALS
Beaver County Emergency Management Agency		724-775-0880		
PA Emergency Management Agency		1-717-651-2001		
Columbiana County Emergency Management Agency		1-330-424-7255		
Ohio Emergency Management Agency		1-614-889-7150		
Hancock County Office of Emergency Services		1-304-564-4100		
West Virginia Office of Emergency Services		1-304-558-5380		
U.S. Nuclear Regulatory Commission		1-301-816-5100		
Corporate Communications		724-682-5201		
Bruce Mansfield Power Station		724-643-2300		

\* Contact Time = Time of Initial Contact With Individual

Approved (ED/ERM) \_\_\_\_\_

Date: \_\_\_\_\_

## EMERGENCY TERMINATION CHECKLIST

**NOTE:** Notifications regarding the termination of the emergency situation at BVPS SHALL be made to any agency receiving Initial or Follow-Up Notifications.

ORGANIZATION	PERSON CONTACTED	NUMBER	CONTACT TIME *	INITIALS

\* Contact Time = Time of Initial Contact With Individual

Approved (ED/ERM) \_\_\_\_\_

Date: \_\_\_\_\_

## NOTIFICATIONS

BEAVER VALLEY POWER STATION

ATTACHMENT 6 (1 of 2)

**SECURITY NEAR-SITE BUILDING  
EMERGENCY NOTIFICATION INSTRUCTIONS**

- 1) At the initial declaration of an Alert, or higher, emergency classification or if a Site protective action is required as determined by the Emergency Director (NSS), Security personnel **SHALL** page each of the following facilities using the building page number shown below or contact a listed individual.

**TIME NOTIFIED**

- A) Training Building

PAX 7003 Building Page

- B) Simulator Building

PAX 7001 Building Page

- C) Site Engineering Building (SEB)

PAX 7007 Building Page

- D) Warehouse 22

PAX 7002 Building Page

- E) Site Engineering Building Annex (K-Mart)

724-682-5577  
Manager, BVPS Supply Chain

724-682-7778  
Supervisor, Procurement

## NOTIFICATIONS

BEAVER VALLEY POWER STATION

ATTACHMENT 6 (2 of 2)

**SECURITY NEAR-SITE BUILDING  
EMERGENCY NOTIFICATION INSTRUCTIONS**

- 2) Security personnel will circle or complete the following information per the Emergency Director (designee) and provide over the page/phone. Repeat message.

**PART I**

This is an ACTUAL EVENT. Beaver Valley Power Station Unit # 1 / 2 has declared an emergency classification of ALERT / SITE AREA / GENERAL EMERGENCY at (Time) \_\_\_\_\_. All Emergency Response Personnel **SHALL** report to their Emergency Response positions. This is an ACTUAL EVENT.

**PART II**

**NOTE:**      **READ ONLY IF A SITE EVACUATION IS REQUIRED.**

This is an ACTUAL EVENT. A Site Evacuation has been declared by the Emergency Director. All non-emergency response personnel:

- 1) Are dismissed to GO HOME.
- 2) REPORT TO THE Hookstown Grange Offsite Assembly Area, or
- 3) REPORT TO THE Western District Headquarters Raccoon Substation) Offsite Assembly Area to await further instructions.

This is an ACTUAL EVENT.

NOTIFICATIONS

ATTACHMENT 7 (1 of 8)

**ACTIVATION OF THE ERO  
USING BEEPERS AND ERO VOICE MAIL SYSTEM**

**A. PURPOSE**

This attachment is for using beepers and the Voice Mail System to make emergency event notifications to Emergency Response Organization (ERO) personnel and to verify that adequate ERO staffing levels are available.

**B. RESPONSIBILITY**

The Onshift Communications and Records Coordinator is responsible to ensure the actions outlined in this attachment are implemented.

**C. EQUIPMENT AND MATERIALS**

1.0 The following beeper notification system equipment is kept in CAS:

1.1 ERO beeper.

2.0 The following are found in the Control Room EPP sealed drawer.

2.1 Event Classification Packages

## NOTIFICATIONS

## ATTACHMENT 7 (2 of 8)

**D. PROCEDURE**

- 1.0 Beeper Activation, using ERO Voice Mail System by CAS.

**NOTE:**

If at any time prior to beeper activation utilizing the 5080 suffix, the beepers activate with the appropriate code and with 4370 or 4380 as the last four (4) digits, continue with the Initial Notifications in progress.

- 1.1 Upon the failure of the BVERS to actuate the ERO beepers, or at the discretion of the NSS/Emergency Director, the Onshift Communications and Records Coordinator **SHALL** call the Central Alarm Station (CAS), providing to the Nuclear Security Shift Supervisor or designee the following:
- 1.1.1 Your name and position.
  - 1.1.2 EPP Code Word.
  - 1.1.3 Event Classification
  - 1.1.4 Appropriate beeper code:
    - 9999995080 ("Actual Event")
    - 0000005080 ("Actual Event--Site Inaccessible")
  - 1.1.5 Request a call back when CAS pager actuates with proper code.

## NOTIFICATIONS

## ATTACHMENT 7 (3 of 8)

- 1.1.6 Instructions as to which message to be used for the ERO Voice Mail System:

"Actual Event"

"Actual Event--Site Inaccessible"

- 1.2 Instruct the Nuclear Shift Security Supervisor to activate the beepers with the appropriate code.

- 1.2.1 Instruct the Nuclear Shift Security Supervisor to repeat the beeper activation two (2) times, 10 minutes apart to ensure that all appropriate personnel receive the call (i.e., 11:00 original call, 11:10 first recall, 11:20 second recall).

- 1.3 Once the ERO Voice Mail message has been changed, the Nuclear Security Shift Supervisor, or his designee, **SHALL** activate the ERO beepers.

**NOTE:**

The BVPS Radio System is the alternate to the commercial phone system for notification of offsite emergency response organizations. **EPP/IP 1.2, Attachment 3, Step 6.0** provides direction in its use.

- 1.4 Twenty minutes after the CAS pager has actuated, perform the following:

**NOTE:**

The ERO Voice Mail System has a maximum of 4 lines available. If no lines are available, a busy signal will be received.

- 1.4.1 Remove the last three (3) pages of this Attachment "ERO Position List".
- 1.4.2 From a touch-tone phone or from a PAX phone dial 9-682-5080.

## NOTIFICATIONS

## ATTACHMENT 7 (4 of 8)

- 1.4.3 When the message begins press **#**.

**NOTE:**

Any calls responding to the beeper activation that are received by CAS or the Control Room are also to be included in the ERO Beeper Holders List.

**NOTE:**

Pressing **1** will repeat the voice mail message, pressing **2** will go to the next message. **DO NOT ERASE** voice mail messages. You do not have to wait for the prompt to press **1** or **2**.

- 1.4.4 When prompted to enter a Mail Box Number, enter **\* 1 1 3** for an Actual Event or **\* 1 1 4** for an Actual Event-Site Inaccessible.

**NOTE:**

ERO Call List and ERO Beeper Holders List are located on the EP Department Web Page.

- 1.5 On the "ERO Position List", record the callers name, ETA and if they are "fit-for-duty" in the columns beside their ERO position. If a caller reports not "fit-for-duty", write N/A in the ETA column.

**NOTE:**

The first 18 positions on the "ERO Position List" is the "Minimum Staffing" for TSC activation.

- 1.6 When done with messages on the ERO Voice Mail System, press **\* \*** to exit Voice Mail.

## NOTIFICATIONS

## ATTACHMENT 7 (5 of 8)

- 1.7 Verify the first 18 positions on the "ERO Position List" are filled.

**NOTE:**

Attempts to contact designated coordinators or alternates of a position should be made using the current Emergency Response Organization Call List.

- 1.8 If no one for a designated position on the Minimum Staffing Section of the "ERO Position List" has responded, make follow-up calls to the designated coordinator **OR** alternates **UNTIL** a person qualified to fill that position has been contacted.
- 1.9 When all responses have been recorded on the "ERO Position List" **AND** the Minimum Staffing Checklist, perform the following:
- 1.9.1 Deliver copies of all paperwork to the ED.
  - 1.9.2 Retain the original paperwork and forward to the Emergency Preparedness upon termination of the event.
- 1.10 When the emergency terminates or at the direction of the NSS/Emergency Director or Communications and Records Coordinator, have CAS return the ERO Voice Mail message to the **NORMAL** message.
- 1.11 In the case of an actual emergency, Control Room personnel **SHOULD NOT** erase the incoming voice mail messages. They are to be retained for permanent records of the calls received during the emergency.
- 2.0 Return to EPP/IP 1.1, Notification Attachment in progress.

## NOTIFICATIONS

## ERO POSITION LIST

## ATTACHMENT 7 (6 of 8)

POSITION	NAME	ETA	FFD
EMERGENCY DIRECTOR			
COMMUNICATIONS & RECORDS COORDINATOR			
COMMUNICATIONS ASSISTANT			
COMMUNICATIONS ASSISTANT			
COMMUNICATIONS ASSISTANT			
EA&DP COORDINATOR			
TSC COORDINATOR			
RADCON COORDINATOR			
MAINTENANCE COORDINATOR			
ENGINEERING COORDINATOR			
OSC COORDINATOR			
ROC COORDINATOR			
COMPUTER COORDINATOR			
MECHANICAL ENGINEER			
ELECTRICAL ENGINEER			
NUCLEAR ENGINEER			
CHEMISTRY COORDINATOR			
EMERGENCY RECOVERY MANAGER			

## NOTIFICATIONS

## ERO POSITION LIST

## ATTACHMENT 7 (7 of 8)

POSITION	NAME	ETA	FFD
OSC COORDINATOR ASSISTANT			
OSC COMMUNICATOR			
ROC COORDINATOR ASSISTANT			
ROC COORDINATOR ASSISTANT			
ROC COORDINATOR ASSISTANT			
ASSISTANT TO THE EMERGENCY DIRECTOR			
TSC OPS COORDINATOR			
TSC OPS COORDINATOR ASSISTANT			
OPS COMMUNICATOR			
OPS COMMUNICATOR			
OPS COMMUNICATOR			
EA&DP ASSISTANT			
EA&DP ASSISTANT			
ENVIRONMENTAL COORDINATOR			
CHEMISTRY COORDINATOR ASSISTANT			
COMPUTER OPERATOR			
COMPUTER OPERATOR			
COMPUTER OPERATOR			
MATERIALS ENGINEER			

## NOTIFICATIONS

## ERO POSITION LIST

ATTACHMENT 7 (8 of 8)

POSITION	NAME	ETA	FFD
SYSTEM ENGINEER			
ASSISTANT TO THE EMERGENCY/RECOVERY MANAGER			
EOF OPERATIONS COORDINATOR			
EOF OPS COMMUNICATOR			
OFFSITE AGENCY LIAISON			
NUCLEAR COMMUNICATIONS MANGER			
NUCLEAR COMMUNICATIONS WRITER			
NUCLEAR COMMUNICATIONS WRITER			
NUCLEAR COMMUNICATIONS TECHNICAL ADVISOR			
JPIC MANAGER			
INFORMATION MANAGER			
INFORMATION COORDINATOR			
CHIEF COMPANY SPOKESPERSON			
TECHNICAL ADVISOR			
MEDIA RELATIONS COORDINATOR			
MEDIA RELATIONS COORDINATOR			
LOGISTICS COORDINATOR			

## NOTIFICATIONS

## ATTACHMENT 8 (1 of 6)

**UNUSUAL EVENT NOTIFICATIONS**  
**CONTROL ROOM**

## A. Onshift Communications and Records Coordinator Initial Notification Actions:

1.0 If requested by NSS, activate ERO, (otherwise proceed to Step 2.0).

1.1 Ask NSS/ED: **SITE ACCESSIBLE** or **SITE INACCESSIBLE**.

1.2 Activate ERO beepers by:

1.2.1 On EP Auto-Dialer, press button marked **BVERS OR**  
dial 9# 643-4370 (or from a PAX phone, dial 9-643-4370).1.2.2 Interrupt the greeting by **IMMEDIATELY** entering XXXXXX.

1.2.3 When prompted, enter scenario number:

<b><u>SITE ACCESSIBLE</u></b>	- <b><u>XXXXX</u></b>
<b><u>SITE INACCESSIBLE</u></b>	- <b><u>XXXXX</u></b>

1.2.4 When prompted, verify scenario number (9 for YES or 6 for NO).

1.2.5 Verify, when prompted, "You will cue SCENARIO XXXXXX. It  
will now be sent. Are you sure this is what you want to do?"  
(9 for YES or 6 for NO)

1.2.6 Hang up.

1.3 Call Central Alarm Station (CAS) (PAX 5114/5115) and provide the  
following information:

1.3.1 EPP Communicator \_\_\_\_\_ (Give your Name) \_\_\_\_\_.

1.3.2 EPP CODE WORD \_\_\_\_\_.

1.3.3 An **UNUSUAL EVENT** has been declared.1.3.4 ERO pagers will be activated. Call back at PAX \_\_\_\_\_ when  
beeper activates.1.3.5 **STATE**, "Begin Near-Site Building Emergency Notifications".

## NOTIFICATIONS

## ATTACHMENT 8 (2 of 6)

**UNUSUAL EVENT NOTIFICATIONS**  
**CONTROL ROOM**

- 2.0    Activate Off-Site Agency Initial Notification Conference (INC) Call.
  - 2.1    On EP Auto-Dialer, press button marked **INC** OR dial 9# 1-330-315-4380 (or from a PAX phone, dial 9-1-330-315-4380).
  - 2.2    Interrupt the greeting by **IMMEDIATELY** entering XXXXXX.
    - 2.2.1    IF unable to activate INC, GO TO PART B of this procedure.
  - 2.3    When prompted, enter the scenario number XXXX.
  - 2.4    When prompted, verify the scenario number (9 for YES or 6 for NO).
  - 2.5    Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
  - 2.6    Hang up.
- 3.0    Access Initial Notification Conference Bridge.
  - 3.1    On EP Auto-Dialer, press button marked **CONF. Bridge** OR dial 9# 682-1900 (OR from a PAX phone, dial 9 682-1900).
  - 3.2    When prompted, enter XXXX, then the # key.

## NOTIFICATIONS

## ATTACHMENT 8 (3 of 6)

**UNUSUAL EVENT NOTIFICATIONS**  
**CONTROL ROOM**

## 4.0 Provide Initial Notification to Offsite Agencies.

4.1 Obtain completed Initial Notification form from the NSS/ED or Control Room FAX machine.

4.2 As each Agency enters the INC call, state the following:

4.2.1 "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ at Beaver Valley Power Station, the Code Word is \_\_\_\_\_. Please stand-by for an emergency message."

4.2.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

\* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

4.3 Ask each agency if they received the Initial Notification Form FAX and if it is legible.

4.3.1 IF YES, ask if there are any questions.

4.3.2 **STATE** the Protective Action Recommendation.

4.3.3 IF NO, provide information from Initial Notification Form.

NOTIFICATIONS

ATTACHMENT 8 (4 of 6)

**UNUSUAL EVENT NOTIFICATIONS**  
**CONTROL ROOM**

- 4.4 **STATE** "A Follow-Up Notification will be provided as information becomes available."
- 4.5 **STATE** "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 4.6 For any Agency not on the conference call, perform PART B for missing Agency(ies).
- 5.0 Verify ERO was activated (if required) otherwise proceed to Step 6.0.
  - 5.1 Contact Central Alarm Station (CAS) (PAX 5114/5115) (if they have not previously contacted the Control room).
  - 5.2 Verify CAS beeper activated.
    - 5.2.1 If CAS beeper did not activate, perform EPP/IP 1.1, Attachment 7.
  - 5.3 Notify the NSS/ED of ERO Initial Notifications completed and of ERO activation status.
    - Give NSS/ED the Execution Roster qualified Report from BVERS when it arrives on Control Room FAX machine (approximately one hour from ERO activation).
- 6.0 Place communications console phone switches to the EPP position.

**NOTIFICATIONS****ATTACHMENT 8 (5 of 6)****UNUSUAL EVENT NOTIFICATIONS**  
**CONTROL ROOM**

- 7.0 Contact the NRC within one (1) hour of the event declaration per EPP/IP 1.1, Attachment 2. (Licensed) personnel from the opposite unit should be used to perform this notification.
  - 7.1 Record notification to NRC on EPP/IP 1.1, Attachment 2.
- 8.0 Contact each of the remaining Personnel/Organizations, as required, per EPP/IP 1.1, Attachment 2
- 9.0 Conduct Follow-Up Notifications.
  - 9.1 Obtain a completed Follow-Up Notification Form from the NSS/ED or the Control Room FAX machine.
  - 9.2 20 minutes after FAX was sent, or after return FAX received in the Control Room, notify the six (6) Offsite Agencies INDIVIDUALLY using EPP/IP 1.1, Attachment 2 by:
    - 9.2.1 STATE "This is \_\_\_\_ (Your Name) \_\_\_\_ EPP Communicator".
    - 9.2.2 STATE "The Code Word is \_\_\_\_\_."
    - 9.2.3 Record the contact time and the name of the agency representative on the Follow-Up Notification part of EPP/IP 1.1, Attachment 2.
    - 9.2.4 Ask agency if they received the Follow-Up Notification #XX FAX and if it is legible.
    - 9.2.5 If YES, ask if any questions.
    - 9.2.6 If NO, provide information from the Follow-Up Notification Form.
- 10.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).
  - 10.1 Place Communications Console phone switches back to NORMAL position.

## NOTIFICATIONS

## ATTACHMENT 8 (6 of 6)

**UNUSUAL EVENT NOTIFICATIONS**  
**CONTROL ROOM**

- 11.0 Upon termination of the emergency:
  - 11.1 When directed by NSS/ED, complete the Emergency Termination Checklist, EPP/IP 1.1, Attachment 5.
  - 11.2 Collect all original/completed attachments and forward to Emergency Preparedness.

**NOTE:**

ONLY perform this part to contact Offsite Agencies individually for Initial Notification.

- B. Individual Offsite Agency Initial Notification(s).
  - 1.0 Obtain completed Initial Notification Form from the NSS/ED or Control Room FAX machine.
  - 2.0 Contact each required Offsite Agency per EPP/IP 1.1, Attachment 2.
  - 3.0 Record the contact time and the name of agency representative on attachment.
  - 4.0 **STATE** "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
  - 5.0 **STATE** "EPP Code Word is \_\_\_\_\_."
  - 6.0 Ask each agency if they received the Initial Notification Form FAX and if it is legible.
    - 6.1 If YES, ask if there are any questions.
    - 6.2 **STATE** the Protective Action Recommendation.
    - 6.3 If NO, provide information from Initial Notification Form.
  - 7.0 Return to Part A, Step 5.0 of this attachment.

## NOTIFICATIONS

## ATTACHMENT 9 (1 of 6)

**ALERT NOTIFICATIONS**  
**CONTROL ROOM**

## A. Onshift Communications and Records Coordinator Initial Notification Actions:

1.0 Activate ERO, if required (otherwise proceed to Step 2.0).

1.1 Ask NSS/ED: **SITE ACCESSIBLE** or **SITE INACCESSIBLE**.

1.2 Activate ERO beepers by:

1.2.1 On EP Auto-Dialer, press button marked **BVERS OR**  
dial 9# 643-4370 (or from a PAX phone, dial 9-643-4370).

1.2.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.

1.2.3 When prompted, enter scenario number:

<b>SITE ACCESSIBLE</b>	- <b><u>XXXXX</u></b>
<b>SITE INACCESSIBLE</b>	- <b><u>XXXXX</u></b>

1.2.4 When prompted, verify scenario number (9 for YES or 6 for NO).

1.2.5 Verify, when prompted, "You will cue SCENARIO XXXXXX. It will now be sent. Are you sure this is what you want to do?"  
(9 for YES or 6 for NO)

1.2.6 Hang up.

1.3 Call Central Alarm Station (CAS) (PAX 5114/5115) and provide the following information:

1.3.1 EPP Communicator \_\_\_\_\_ (Give your Name) .

1.3.2 EPP CODE WORD \_\_\_\_\_ .

1.3.3 An **ALERT** has been declared.

1.3.4 ERO pagers will be activated. Call back at PAX \_\_\_\_\_ when beeper activates.

1.3.5 **STATE**, "Begin Near-Site Building Emergency Notifications".

## NOTIFICATIONS

## ATTACHMENT 9 (2 of 6)

**ALERT NOTIFICATIONS**  
**CONTROL ROOM**

- 2.0 Activate Off-Site Agency Initial Notification Conference (INC) Call.
  - 2.1 On EP Auto-Dialer, press button marked **INC** OR dial 9# 1-330-4380 (or from a PAX phone, dial 9-1-330-315-4380).
  - 2.2 Interrupt the greeting by **IMMEDIATELY** entering XXXXXX.
    - 2.2.1 IF unable to activate INC, GO TO PART B of this procedure.
  - 2.3 When prompted, enter the scenario number XXXX.
  - 2.4 When prompted, verify the scenario number (9 for YES or 6 for NO).
  - 2.5 Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
  - 2.6 Hang up.
- 3.0 Access Initial Notification Conference Bridge.
  - 3.1 On EP Auto-Dialer, press button marked **CONF. Bridge** OR dial 9# 682-1900 (OR from a PAX phone, dial 9 682-1900).
  - 3.2 When prompted, enter XXXX, then the # key.

## NOTIFICATIONS

## ATTACHMENT 9 (3 of 6)

**ALERT NOTIFICATIONS**  
**CONTROL ROOM**

## 4.0 Provide Initial Notification to Offsite Agencies.

4.1 Obtain completed Initial Notification form from the NSS/ED or Control Room FAX machine.

4.2 As each Agency enters the INC call, state the following:

4.2.1 "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ at Beaver Valley Power Station, the Code Word is \_\_\_\_\_. Please stand-by for an emergency message."

4.2.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

\* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

4.3 Ask each agency if they received the Initial Notification Form FAX and if it is legible.

4.3.1 IF YES, ask if there are any questions.

4.3.2 STATE the Protective Action Recommendation.

4.3.3 IF NO, provide information from Initial Notification Form.

NOTIFICATIONS

ATTACHMENT 9 (4 of 6)

**ALERT NOTIFICATIONS**  
**CONTROL ROOM**

- 4.4 STATE "A Follow-Up Notification will be provided as information becomes available."
- 4.5 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 4.6 For any Agency not on the conference call, perform PART B for missing Agency(ies).
- 5.0 Verify ERO was activated (if required) otherwise proceed to Step 6.0.
  - 5.1 Contact Central Alarm Station (CAS) (PAX 5114/5115) (if they have not previously contacted the Control room).
  - 5.2 Verify CAS beeper activated.
    - 5.2.1 If CAS beeper did not activate, perform EPP/IP 1.1, Attachment 7.
  - 5.3 Notify the NSS/ED of ERO Initial Notifications completed and of ERO activation status.
    - Give NSS/ED the Execution Roster qualified Report from BVERS when it arrives on Control Room FAX machine (approximately one hour from ERO activation).
- 6.0 Place communications console phone switches to the EPP position.

## NOTIFICATIONS

## ATTACHMENT 9 (5 of 6)

**ALERT NOTIFICATIONS**  
**CONTROL ROOM**

- 7.0 Complete **EPP SITE ACCOUNTABILITY FORM** (EPP/IP 3.2, Attachment 2) as time permits.
- 8.0 Contact the NRC within one (1) hour of the event declaration per EPP/IP 1.1, Attachment 2. (Licensed) personnel from the opposite unit should be used to perform this notification.
  - 8.1 Record notification to NRC on EPP/IP 1.1, Attachment 2.
- 9.0 Contact each of the remaining Personnel/Organizations, as required, per EPP/IP 1.1, Attachment 2
- 10.0 Conduct Follow-Up Notifications.
  - 10.1 Obtain a completed Follow-Up Notification Form from the NSS/ED or the Control Room FAX machine.
  - 10.2 20 minutes after FAX was sent, or after return FAX received in the Control Room, notify the six (6) Offsite Agencies INDIVIDUALLY using EPP/IP 1.1, Attachment 2 by:
    - 10.2.1 STATE "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
    - 10.2.2 STATE "The Code Word is \_\_\_\_\_".
    - 10.2.3 Record the contact time and the name of the agency representative on the Follow-Up Notification part of EPP/IP 1.1, Attachment 2.
    - 10.2.4 Ask agency if they received the Follow-Up Notification #XX FAX and if it is legible.
    - 10.2.5 If YES, ask if any questions.
    - 10.2.6 If NO, provide information from the Follow-Up Notification Form.
- 11.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).
  - 11.1 Place Communications Console phone switches back to NORMAL position.

## NOTIFICATIONS

## ATTACHMENT 9 (6 of 6)

**ALERT NOTIFICATIONS**  
**CONTROL ROOM**

- 12.0 Upon termination of the emergency:
  - 12.1 When directed by NSS/ED, complete the Emergency Termination Checklist, EPP/IP 1.1, Attachment 5.
  - 12.2 Collect all original/completed attachments and forward to Emergency Preparedness.

**NOTE:**

ONLY perform this part to contact Offsite Agencies individually for Initial Notification.

**B. Individual Offsite Agency Initial Notification(s).**

- 1.0 Obtain completed Initial Notification Form from the NSS/ED or Control Room FAX machine.
- 2.0 Contact each required Offsite Agency per EPP/IP 1.1, Attachment 2.
- 3.0 Record the contact time and the name of agency representative on attachment.
- 4.0 **STATE** "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
- 5.0 **STATE** "EPP Code Word is \_\_\_\_\_."
- 6.0 Ask each agency if they received the Initial Notification Form FAX and if it is legible.
  - 6.1 If YES, ask if there are any questions.
  - 6.2 **STATE** the Protective Action Recommendation.
  - 6.3 If NO, provide information from Initial Notification Form.
- 7.0 Return to Part A, Step 5.0 of this attachment.

## NOTIFICATIONS

## ATTACHMENT 10 (1 of 6)

**SITE AREA EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

## A. Onshift Communications and Records Coordinator Initial Notification Actions:

1.0 Activate ERO, if required (otherwise proceed to Step 2.0).

1.1 Ask NSS/ED: **SITE ACCESSIBLE** or **SITE INACCESSIBLE**.

1.2 Activate ERO beepers by:

1.2.1 On EP Auto-Dialer, press button marked **BVERS OR**  
dial 9# 643-4370 (or from a PAX phone, dial 9-643-4370).

1.2.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.

1.2.3 When prompted, enter scenario number:

<b>SITE ACCESSIBLE</b>	- <b><u>XXXXX</u></b>
<b>SITE INACCESSIBLE</b>	- <b><u>XXXXX</u></b>

1.2.4 When prompted, verify scenario number (9 for YES or 6 for NO).

1.2.5 Verify, when prompted, "You will cue SCENARIO XXXXXX. It  
will now be sent. Are you sure this is what you want to do?"  
(9 for YES or 6 for NO)

1.2.6 Hang up.

1.3 Call Central Alarm Station (CAS) (PAX 5114/5115) and provide the  
following information:

1.3.1 EPP Communicator \_\_\_\_\_ (Give your Name) .

1.3.2 EPP CODE WORD \_\_\_\_\_ .

1.3.3 A **SITE AREA EMERGENCY** has been declared.1.3.4 ERO pagers will be activated. Call back at PAX \_\_\_\_\_ when  
beeper activates.1.3.5 **STATE**, "Begin Near-Site Building Emergency Notifications".

## NOTIFICATIONS

## ATTACHMENT 10 (2 of 6)

**SITE AREA EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 2.0    Activate Off-Site Agency Initial Notification Conference (INC) Call.
  - 2.1    On EP Auto-Dialer, press button marked **INC** OR dial 9# 1-330-315-4380 (or from a PAX phone, dial 9-1-330-315-4380).
  - 2.2    Interrupt the greeting by **IMMEDIATELY** entering XXXXXX.
    - 2.2.1    IF unable to activate INC, GO TO PART B of this procedure.
  - 2.3    When prompted, enter the scenario number XXXX.
  - 2.4    When prompted, verify the scenario number (9 for YES or 6 for NO).
  - 2.5    Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
  - 2.6    Hang up.
- 3.0    Access Initial Notification Conference Bridge.
  - 3.1    On EP Auto-Dialer, press button marked **CONF. Bridge** OR dial 9# 682-1900 (**OR** from a PAX phone, dial 9 1-682-1900).
  - 3.2    When prompted, enter XXXX, then the # key.

## NOTIFICATIONS

## ATTACHMENT 10 (3 of 6)

**SITE AREA EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

4.0 Provide Initial Notification to Offsite Agencies.

4.1 Obtain completed Initial Notification form from the NSS/ED or Control Room FAX machine.

4.2 As each Agency enters the INC call, state the following:

4.2.1 "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ at Beaver Valley Power Station, the Code Word is \_\_\_\_\_. Please stand-by for an emergency message."

4.2.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

\* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

4.3 Ask each agency if they received the Initial Notification Form FAX and if it is legible.

4.3.1 IF YES, ask if there are any questions.

4.3.2 **STATE** the Protective Action Recommendation.

4.3.3 IF NO, provide information from Initial Notification Form.

NOTIFICATIONS

ATTACHMENT 10 (4 of 6)

**SITE AREA EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 4.4 **STATE** "A Follow-Up Notification will be provided as information becomes available."
- 4.5 **STATE** "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 4.6 For any Agency not on the conference call, perform PART B for missing Agency(ies).
- 5.0 Verify ERO was activated (if required) otherwise proceed to Step 6.0.
  - 5.1 Contact Central Alarm Station (CAS) (PAX 5114/5115) (if they have not previously contacted the Control room).
  - 5.2 Verify CAS beeper activated.
    - 5.2.1 If CAS beeper did not activate, perform EPP/IP 1.1, Attachment 7.
  - 5.3 Notify the NSS/ED of ERO Initial Notifications completed and of ERO activation status.
    - Give NSS/ED the Execution Roster qualified Report from BVERS when it arrives on Control Room FAX machine (approximately one hour from ERO activation).
- 6.0 Place communications console phone switches to the EPP position.

## NOTIFICATIONS

## ATTACHMENT 10 (5 of 6)

**SITE AREA EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 7.0 Complete **EPP SITE ACCOUNTABILITY FORM** (EPP/IP 3.2, Attachment 2) and deliver to CAS (if required).
- 8.0 Contact the NRC within one (1) hour of the event declaration per EPP/IP 1.1, Attachment 2. (Licensed) personnel from the opposite unit should be used to perform this notification.
  - 8.1 Record notification to NRC on EPP/IP 1.1, Attachment 2.
- 9.0 Contact each of the remaining Personnel/Organizations, as required, per EPP/IP 1.1, Attachment 2
- 10.0 Conduct Follow-Up Notifications.
  - 10.1 Obtain a completed Follow-Up Notification Form from the NSS/ED or the Control Room FAX machine.
  - 10.2 20 minutes after FAX was sent, or after return FAX received in the Control Room, notify the six (6) Offsite Agencies INDIVIDUALLY using EPP/IP 1.1, Attachment 2 by:
    - 10.2.1 STATE "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
    - 10.2.2 STATE "The Code Word is \_\_\_\_\_".
    - 10.2.3 Record the contact time and the name of the agency representative on the Follow-Up Notification part of EPP/IP 1.1, Attachment 2.
    - 10.2.4 Ask agency if they received the Follow-Up Notification #XX FAX and if it is legible.
    - 10.2.5 If YES, ask if any questions.
    - 10.2.6 If NO, provide information from the Follow-Up Notification Form.
- 11.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).
  - 11.1 Place Communications Console phone switches back to NORMAL position.

## NOTIFICATIONS

## ATTACHMENT 10 (6 of 6)

**SITE AREA EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 12.0 Upon termination of the emergency:
  - 12.1 When directed by NSS/ED, complete the Emergency Termination Checklist, EPP/IP 1.1, Attachment 5.
  - 12.2 Collect all original/completed attachments and forward to Emergency Preparedness.

**NOTE:**

ONLY perform this part to contact Offsite Agencies individually for Initial Notification.

**B. Individual Offsite Agency Initial Notification(s).**

- 1.0 Obtain completed Initial Notification Form from the NSS/ED or Control Room FAX machine.
- 2.0 Contact each required Offsite Agency per EPP/IP 1.1, Attachment 2.
- 3.0 Record the contact time and the name of agency representative on attachment.
- 4.0 **STATE** "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator.
- 5.0 **STATE** "EPP Code Word is \_\_\_\_\_."
- 6.0 Ask each agency if they received the Initial Notification Form FAX and if it is legible.
  - 6.1 If YES, ask if there are any questions.
  - 6.2 **STATE** the Protective Action Recommendation.
  - 6.3 If NO, provide information from Initial Notification Form.
- 7.0 Return to Part A, Step 5.0 of this attachment.

## NOTIFICATIONS

## ATTACHMENT 11 (1 of 6)

**GENERAL EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

## A. Onshift Communications and Records Coordinator Initial Notification Actions:

1.0 Activate ERO, if required (otherwise proceed to Step 2.0).

1.1 Ask NSS/ED: **SITE ACCESSIBLE** or **SITE INACCESSIBLE**.

1.2 Activate ERO beepers by:

1.2.1 On EP Auto-Dialer, press button marked **BVERS OR**  
dial 9# 643-4370 (or from a PAX phone, dial 9-643-4370).

1.2.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.

1.2.3 When prompted, enter scenario number:

**SITE ACCESSIBLE** - **XXXXX**  
**SITE INACCESSIBLE** - **XXXXX**

1.2.4 When prompted, verify scenario number (9 for YES or 6 for NO).

1.2.5 Verify, when prompted, "You will cue SCENARIO XXXXXX. It  
will now be sent. Are you sure this is what you want to do?"  
(9 for YES or 6 for NO)

1.2.6 Hang up.

1.3 Call Central Alarm Station (CAS) (PAX 5114/5115) and provide the  
following information:

1.3.1 EPP Communicator \_\_\_\_\_ (Give your Name) .

1.3.2 EPP CODE WORD \_\_\_\_\_ .

1.3.3 A **GENERAL EMERGENCY** has been declared.1.3.4 ERO pagers will be activated. Call back at PAX \_\_\_\_\_ when  
beeper activates.1.3.5 **STATE** , "Begin Near-Site Building Emergency Notifications".

## NOTIFICATIONS

## ATTACHMENT 11 (2 of 6)

**GENERAL EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 2.0    Activate Off-Site Agency Initial Notification Conference (INC) Call.
  - 2.1    On EP Auto-Dialer, press button marked **INC OR** dial 9# 1-330-315-4380 (or from a PAX phone, dial 9-1-330-315-4380).
  - 2.2    Interrupt the greeting by **IMMEDIATELY** entering XXXXXX.
    - 2.2.1    **IF** unable to activate INC, GO TO PART B of this procedure.
  - 2.3    When prompted, enter the scenario number XXXX.
  - 2.4    When prompted, verify the scenario number (9 for YES or 6 for NO).
  - 2.5    Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
  - 2.6    Hang up.
- 3.0    Access Initial Notification Conference Bridge.
  - 3.1    On EP Auto-Dialer, press button marked **CONF. Bridge OR** dial 9# 682-1900 (**OR** from a PAX phone, dial 9 682-1900).
  - 3.2    When prompted, enter XXXX, then the # key.

## NOTIFICATIONS

## ATTACHMENT 11 (3 of 6)

**GENERAL EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

4.0 Provide Initial Notification to Offsite Agencies.

4.1 Obtain completed Initial Notification form from the NSS/ED or Control Room FAX machine.

4.2 As each Agency enters the INC call, state the following:

4.2.1 "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ at Beaver Valley Power Station, the Code Word is \_\_\_\_\_. Please stand-by for an emergency message."

4.2.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

\* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

4.3 Ask each agency if they received the Initial Notification Form FAX and if it is legible.

4.3.1 IF YES, ask if there are any questions.

4.3.2 **STATE** the Protective Action Recommendation.

4.3.3 IF NO, provide information from Initial Notification Form.

NOTIFICATIONS

ATTACHMENT 11 (4 of 6)

**GENERAL EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 4.4 STATE "A Follow-Up Notification will be provided as information becomes available."
- 4.5 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 4.6 For any Agency not on the conference call, perform PART B for missing Agency(ies).
- 5.0 Verify ERO was activated (if required) otherwise proceed to Step 6.0.
  - 5.1 Contact Central Alarm Station (CAS) (PAX 5114/5115) (if they have not previously contacted the Control room).
  - 5.2 Verify CAS beeper activated.
    - 5.2.1 If CAS beeper did not activate, perform EPP/IP 1.1, Attachment 7.
  - 5.3 Notify the NSS/ED of ERO Initial Notifications completed and of ERO activation status.
    - Give NSS/ED the Execution Roster qualified Report from BVERS when it arrives on Control Room FAX machine (approximately one hour from ERO activation).
- 6.0 Place communications console phone switches to the EPP position.

## NOTIFICATIONS

## ATTACHMENT 11 (5 of 6)

**GENERAL EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 7.0 Complete **EPP SITE ACCOUNTABILITY FORM** (EPP/IP 3.2, Attachment 2) and deliver to CAS (if required).
- 8.0 Contact the NRC within one (1) hour of the event declaration per EPP/IP 1.1, Attachment 2. (Licensed) personnel from the opposite unit should be used to perform this notification.
  - 8.1 Record notification to NRC on EPP/IP 1.1, Attachment 2.
- 9.0 Contact each of the remaining Personnel/Organizations, as required, per EPP/IP 1.1, Attachment 2
- 10.0 Conduct Follow-Up Notifications.
  - 10.1 Obtain a completed Follow-Up Notification Form from the NSS/ED or the Control Room FAX machine.
  - 10.2 20 minutes after FAX was sent, or after return FAX received in the Control Room, notify the six (6) Offsite Agencies INDIVIDUALLY using EPP/IP 1.1, Attachment 2 by:
    - 10.2.1 STATE "This is (Your Name) EPP Communicator".
    - 10.2.2 STATE "The Code Word is \_\_\_\_\_".
    - 10.2.3 Record the contact time and the name of the agency representative on the Follow-Up Notification part of EPP/IP 1.1, Attachment 2.
    - 10.2.4 Ask agency if they received the Follow-Up Notification #XX FAX and if it is legible.
    - 10.2.5 If YES, ask if any questions.
    - 10.2.6 If NO, provide information from the Follow-Up Notification Form.
- 11.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).
  - 11.1 Place Communications Console phone switches back to NORMAL position.

## NOTIFICATIONS

## ATTACHMENT 11 (6 of 6)

**GENERAL EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 12.0 Upon termination of the emergency:
- 12.1 When directed by NSS/ED, complete the Emergency Termination Checklist, EPP/IP 1.1, Attachment 5.
  - 12.2 Collect all original/completed attachments and forward to Emergency Preparedness.

**NOTE:**

ONLY perform this part to contact Offsite Agencies individually for Initial Notification.

**B. Individual Offsite Agency Initial Notification(s).**

- 1.0 Obtain completed Initial Notification Form from the NSS/ED or Control Room FAX machine.
- 2.0 Contact each required Offsite Agency per EPP/IP 1.1, Attachment 2.
- 3.0 Record the contact time and the name of agency representative on attachment.
- 4.0 **STATE** "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator.
- 5.0 **STATE** "EPP Code Word is \_\_\_\_\_."
- 6.0 Ask each agency if they received the Initial Notification Form FAX and if it is legible.
  - 6.1 If YES, ask if there are any questions.
  - 6.2 **STATE** the Protective Action Recommendation.
  - 6.3 If NO, provide information from Initial Notification Form.
- 7.0 Return to Part A, Step 5.0 of this attachment.

## NOTIFICATIONS

## ATTACHMENT 12 (1 of 6)

TSC EVENT NOTIFICATIONA. INSTRUCTIONS

## 1.0 Communications and Records Coordinator/Communications Assistant Actions:

1.1 Obtain copies of the forms faxed to the TSC by the Control Room from the TSC Fax machine located on the Communicator's desk.

1.2 Contact the Control Room for turnover.

1.2.1 When turnover is complete, have the Onshift Communications and Records Coordinator place phone switches to the NORMAL position.

1.3 Make copies of previously complete Initial and Follow-Up Notification Forms and distribute to the following:

1.3.1 TSC (7):

- Communications Assts. (3)
- Communications and Records Coord.
- Emergency Director
- OPS Coordinator
- OPS Communicator (Red Phone)
- OEMA Liaison Communicator

1.3.2 EOF (7):

- |                              |           |
|------------------------------|-----------|
| • Emergency/Recovery Manager | • DEP/BRP |
| • Offsite Agency Liaison     | • PEMA    |
| • NRC                        | • OEMA    |
|                              | • WVOES   |

1.4 Obtain the EPP Notification Books from the Communicators desk, if not already done.

1.5 Continue with Notifications from the point the Onshift Communications and Records Coordinator stopped.

## NOTIFICATIONS

## ATTACHMENT 12 (2 of 6)

**TSC EVENT NOTIFICATION**

## 2.0 Initial Notifications, Communications and Records Coordinator Actions:

**NOTE:**

Initial Notifications are to be made to the first six (6) listed Agencies on the **EMERGENCY NOTIFICATIONS CALL-LIST**, EPP/IP 1.1, Attachment 2 and **MUST** be made within 15 minutes of the event declaration. Subsequent notifications **MUST** still be made.

**NOTE:**

The BVPS Radio System is the alternate to the commercial phone system for notifications to offsite emergency response organizations. **EPP/IP 1.2, Attachment 3, Step 6.0** provides direction in its use.

**NOTE:**

If an emergency is reclassified and upgraded during the Follow-Up Notification process, the Communications and Records Coordinator **SHALL** terminate the notification in progress and begin the upgraded Initial Notification process again per appropriate Attachment. If the Initial Notification Conference (INC) call is in progress, then the upgraded notifications **SHALL** be provided at this time. The 15-minute clock for the notifications will restart at the time of the upgraded declaration.

## 2.1 Provide the Emergency Director with the following:

- Initial Notification Form (EPP/IP 1.1, Attachment 1)
- Follow-Up Notification Form (EPP/IP 1.1, Attachment 3)

2.1.1 Provide the NRC Worksheet to the TSC Ops Coordinator for completion.

2.2 Obtain completed **INITIAL NOTIFICATION FORM** from the Emergency Director.2.3 Review **INITIAL NOTIFICATION FORM** for all lines completed.

## NOTIFICATIONS

## ATTACHMENT 12 (3 of 6)

**TSC EVENT NOTIFICATION**

- 2.4 Make three (3) copies of completed **INITIAL NOTIFICATION FORM**.
- 2.4.1 Provide copies of **INITIAL NOTIFICATION FORM** to Communications Assistants.
- 2.5 Remove the **NOTIFICATION FORM FAXING INSTRUCTIONS** from the Communications and Records Coordinator's EPP Notification Book.
- 2.5.1 Fax the **INITIAL NOTIFICATION FORM** following the steps on the **NOTIFICATION FORM FAXING INSTRUCTIONS** (Attachment 13 of this procedure).
- 2.6 Initiate the INC call, per Attachment 15.
- 2.7 Instruct another Communications Assistant to dial the INC, on another phone, to assist in monitoring the INC call.
- 2.8 As each Agency enters the INC call, state the following:
- 2.8.1 "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ at Beaver Valley Power Station, the Code Word is \_\_\_\_\_. Please stand-by for an emergency message."
- 2.8.2 Conduct a roll-call using EPP/IP 1.1, Attachment 2, Page 2, for Agencies 1-6 documenting names and contact time.
- 2.8.3 Verify from each Agency receipt of the appropriate Initial Notification Fax (i.e., Unusual Event, Alert, Site Area or General Emergency) and that the Fax is legible.
- IF YES, ask if any Agency has questions regarding the information provided on the fax. Inform the Agency that a Follow-Up Notification will be relayed as information becomes available.
  - **STATE** the Protective Action Recommendation.
  - IF NO, provide information from the Initial Notification Form **AND** inform the Agency that a Follow-Up Notification will be relayed as information becomes available.

## NOTIFICATIONS

## ATTACHMENT 12 (4 of 6)

**TSC EVENT NOTIFICATION**

- 2.8.4 STATE "A Follow-Up Notification will be provided as information becomes available."
- 2.8.5 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 2.8.6 If a party cannot be contacted in a reasonable period of time, bypass that party and proceed down the list. After other required notifications are complete, re-attempt to contact any bypassed parties. Every effort **MUST** be made to contact the organizations listed in Attachment 2 and all attempts **MUST** be documented.
- 2.9 Notify the Emergency Director when the Initial Notification calls to the first six (6) Agencies have been made.
- 2.10 Contact each of the remaining Personnel/Organizations, as required, per EPP/IP 1.1, Attachment 2.
- 2.11 Verify the Ops Coordinator has given the **NRC WORKSHEET** to the OPS Communicator manning the NRC phone for relaying information. Log time contacted on EPP/IP 1.1, Attachment 2.
- 3.0 Follow-Up Notifications

**NOTE:**

The follow-up notification provides technical information to those qualified to use the data and serves as a means to verify the authenticity of an emergency notification. The **CODEWORD** also provides verification.

**NOTE:**

The Follow-Up Notification Form should be updated periodically (i.e., 2 times per shift) or at the discretion of the Emergency Director.

- 3.1 Obtain information for the **FOLLOW-UP NOTIFICATION FORM** (EPP/IP 1.1, Attachment 3).
- 3.2 Complete the **FOLLOW-UP NOTIFICATION FORM** and make three (3) copies to give to the Communications Assistants.

## NOTIFICATIONS

## ATTACHMENT 12 (5 of 6)

**TSC EVENT NOTIFICATION**

- 3.3 Fax the **FOLLOW-UP NOTIFICATION FORM** following the instructions on the **NOTIFICATION FORM FAXING INSTRUCTIONS** (Attachment 13 of this procedure).

**NOTE:**

If an emergency is reclassified and upgraded during the Follow-Up Notification process, the Communications and Records Coordinator **SHALL** terminate the notification in progress and begin the upgraded Initial Notification process again per appropriate Attachment. If the Initial Notification Conference (INC) call is in progress, then the upgraded notifications **SHALL** be provided at this time. The 15-minute clock for the notifications will restart at the time of the upgraded declaration.

**NOTE:**

The INC call **SHALL not** be used for Follow-Up Notifications. Offsite Agencies **SHALL** be called individually.

- 3.4 Upon receiving the TSC copy of the Follow-Up Notification Fax, or approximately 20 minutes after sending the Fax, begin Follow-Up Notifications to the first six (6) listed Agencies using EPP/IP 1.1, Attachment 2 "**EMERGENCY NOTIFICATION CALL-LIST**".

- 3.4.1 Begin call by stating "This is (Your Name) at Beaver Valley Power Station, the Code Word is \_\_\_\_\_. This is a Follow-Up Notification verification call."

- 3.4.2 Record name and time of contact on EPP/IP 1.1, Attachment 2.

**NOTE:**

The Follow-Up Notifications # (Number) is Entered in the lower right corner of Attachment 3, page 1 of 5.

- 3.4.3 Verify receipt of Follow-Up Notification # XX Fax and that the Fax is legible.
- IF YES, ask if there are any questions.
  - IF NO, provide information from the Follow-Up Notification Form.

## NOTIFICATIONS

## ATTACHMENT 12 (6 of 6)

**TSC EVENT NOTIFICATION**

3.4.4 If a party cannot be contacted in a reasonable period of time, bypass that party and proceed down the list. After other required notifications are complete, re-attempt to contact any bypassed parties. Every effort must be made to contact the organizations listed in Attachment 2 and all attempts must be documented.

## 4.0 Subsequent Notifications

4.1 If an emergency is escalated in classification, the **INITIAL NOTIFICATION FORM** is used and notifications are made in the same manner specified in Steps 2 and 3 of this procedure.

4.1.1 If an emergency is escalated in classification, and the INC call is ongoing, then confirm the upgraded receipt of the Initial Notification Fax on the current INC call.

4.1.2 If an Agency has not received the upgraded Fax, provide the information.

## 5.0 Site Assembly and Personnel Accountability

5.1 Provide information to Near-Site Assembly Area Coordinators per EPP/IP 3.2, Attachment 7.

## 6.0 Termination

6.1 Complete the **EMERGENCY TERMINATION CHECKLIST** (EPP/IP 1.1, Attachment 5).

6.2 Collect all originals of the completed attachments and forward to Emergency Preparedness.

**B. FINAL CONDITIONS**

1.0 Use of this procedure **SHALL** be terminated when the emergency situation is corrected or when directed by the Emergency Director.

2.0 Attachment 5 (Emergency Termination Checklist) is to be completed for termination calls to offsite agencies for all emergency events.

**NOTE:**

\*

Upon termination of the emergency situation and the subsequent termination of this IP, All originals of completed Attachments **SHALL** be forwarded to Emergency Preparedness.

## NOTIFICATIONS

ATTACHMENT 13 (1 of 1)

**NOTIFICATION FORM FAXING INSTRUCTIONS****EXAMPLE**

- 1.0 Place completed Notification Forms on the Fax Machine (face down) and perform the following steps:

**NOTE:**

Not all voice prompts are listed here, only the key ones. Fax Speed Dial Numbers are pre-programmed only in the Control Room, TSC and JPIC.

- 2.0 Lift phone receiver on Fax Machine, or press the **"HOOK"** button.
- 3.0 Press Speed Dial number **"01"** on the Fax Machine labeled **"EPP FAX"**, (or dial \_\_\_\_\_). This will connect you to a voice prompt which states **"WELCOME TO AT&T'S ENHANCED FAX"**.
- 4.0 At the voice prompt **"ENTER THE SUBSCRIBER ID AND POUND SIGN"**, Press Speed Dial number **"02"**, (or enter the Subscriber ID number \_\_\_\_\_ followed by the **"#"** symbol).
- 5.0 At the voice prompt **"ENTER THE PASSWORD AND POUND SIGN"**, Press Speed Dial number **"03"**, (or enter the Password ID number \_\_\_\_\_ followed by the **"#"** symbol).
- 6.0 You will hear a voice prompt **"LOGGING IN, PLEASE WAIT"**. At the voice prompt **"TO SEND MESSAGE, PRESS 1"**. **PRESS 1** on the Fax number keys (do not wait for additional prompts).

**NOTE:**

If Speed Dial 04 is used, Step 8.0 does not need to be performed.

- 7.0 At the voice prompt **"ENTER RECIPIENT ADDRESS NUMBER"**, enter the following buttons on the Fax number keys \_\_\_\_\_.
- 8.0 At the voice prompt **"WHEN FINISHED PRESS THE "\*" AND "#" KEYS"**, press **"\*#"** buttons on the Fax number keys.
- 9.0 A voice prompt will inform you that **"YOUR MESSAGE ID IS XXXX AND WILL BE SENT TO XXXX RECIPIENTS"**.
- 10.0 At the voice prompt, **"PLEASE START YOUR FAX MACHINE"**, press the Fax **"START/COPY"** button.
- 11.0 Hang up the phone
- 12.0 Return to procedure/Attachment step in progress.

**NOTIFICATIONS**

**INTENTIONALLY BLANK**

## NOTIFICATIONS

## ATTACHMENT 14 (1 of 1)

**ERO BEEPER ACTIVATION INSTRUCTIONS (EXAMPLE)**

- 1.0 Ask NSS/ED: **SITE ACCESSIBLE** or **SITE INACCESSIBLE**
- 2.0 Activate ERO Beepers by:
  - 2.1 On EP Auto-Dialer, press button marked **BVERS** OR dial 9# 643-4370 (or from a PAX phone, dial 9-643-4370).
  - 2.2 Interrupt the greeting by **IMMEDIATELY** entering XXXXXX.
  - 2.3 When prompted, enter scenario number:  

<b><u>SITE ACCESSIBLE</u></b>	<b><u>XXXXX</u></b>
<b><u>SITE INACCESSIBLE</u></b>	<b><u>XXXXX</u></b>
  - 2.4 When prompted, verify scenario number (9 for YES or 6 for NO).
  - 2.5 Verify, when prompted, "You will cue SCENARIO XXXXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO)
  - 2.6 Hang up.
- 3.0 Call the Central Alarm Station (CAS) (PAX 5114/5115) and provide the following information:
  - 3.1 EPP Communicator \_\_\_\_\_ (Give your Name) \_\_\_\_\_.
  - 3.2 EPP CODE WORD \_\_\_\_\_.
  - 3.3 A(n) \_\_\_\_\_ has been declared
  - 3.4 ERO pagers will be activated. Call back at PAX \_\_\_\_\_ when beeper activates.
  - 3.5 **STATE**, "Begin Near-Site Building Emergency Notifications".
- 4.0 Return to Procedure/Attachment Step in progress.

**NOTIFICATIONS**

**INTENTIONALLY BLANK**

## NOTIFICATIONS

ATTACHMENT 15 (1 of 2)

**ACTIVATION OF THE INITIAL NOTIFICATION  
CONFERENCE (INC) CALL INSTRUCTIONS (EXAMPLE)**

**NOTE:**

For an ALERT, or higher emergency declaration, the ERO Beepers **SHALL** be activated prior to the initiation of the INC call. Part A.1 initiates the INC call computer program. Part A.2 provides direction for the Communicator to enter the conference call with the Offsite Agencies.

**A. INITIATING INC**

**NOTE:**

If BVERS is unavailable, go to Part B.1 of this Attachment.

- 1.0 Activate Offsite Agency Initial Notification Conference (INC) Call.
  - 1.1 On EP Auto-Dialer, press button marked **INC** OR DIAL 9# 1-330-315-4380 (or from a PAX phone, dial 9-1-330-315-4380).
  - 1.2 Interrupt the greeting by **IMMEDIATELY** entering XXXXXX.
    - 1.2.1 IF unable to activate INC, GO TO PART B of this procedure.
  - 1.3 When prompted, enter the **SCENARIO NUMBER** XXXXX.
  - 1.4 When prompted, verify the **SCENARIO NUMBER** (9 for YES OR 6 for NO).
  - 1.5 Verify when prompted, "You will cue **SCENARIO** XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES OR 6 for NO).
  - 1.6 Hang up.
- 2.0 Access Initial Notification Conference Bridge.
  - 2.1 On EP Auto-Dialer, press button marked **CONF. Bridge** OR dial 9# 682-1900 (OR from a PAX phone, dial 9 682-1900).
  - 2.2 When prompted, enter XXXXXX, then the # key.
- 3.0 Return to Procedure/Attachment Step in progress.

## NOTIFICATIONS

## ATTACHMENT 15 (2 of 2)

**ACTIVATION OF THE INITIAL NOTIFICATION  
CONFERENCE (INC) CALL INSTRUCTIONS (EXAMPLE)**

B. Individual Offsite Agency Initial Notification(s).

- 1.0 Obtain completed Initial Notification Form from the NSS/ED or Control Room FAX machine.
- 2.0 Contact each required Offsite Agency per EPP/IP 1.1, Attachment 2.
- 3.0 Record the contact time and the name of agency representative on attachment.
- 4.0 **STATE** "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
- 5.0 **STATE** "EPP Code Word is \_\_\_\_\_."
- 6.0 Ask each agency if they received the Initial Notification Form FAX and if it is legible.
  - 6.1 If YES, ask if there are any questions.
  - 6.2 **STATE** the Protective Action Recommendation.
  - 6.3 If NO, provide information from Initial Notification Form.
- 7.0 Return to Procedure/Attachment Step in progress.

**COMMUNICATIONS AND DISSEMINATION**  
**OF INFORMATION**

## COMMUNICATIONS AND DISSEMINATION OF INFORMATION

APPROVAL PAGEIntent Related Revision \_\_\_\_ Yes X No

IF YES

## OSC and Site Approval

OSC Meeting Number \_\_\_\_\_ Date \_\_\_\_\_

Reviewed \_\_\_\_\_  
Manager, Emergency Preparedness \_\_\_\_\_ Date \_\_\_\_\_Approved \_\_\_\_\_  
Director, Plant Services \_\_\_\_\_ Date \_\_\_\_\_

IF NO

Reviewed Susan L. Vicini 7-6-00  
Manager, Emergency Preparedness \_\_\_\_\_ Date \_\_\_\_\_Approved Charles R. Brooks 7/6/00  
Director, Plant Services \_\_\_\_\_ Date \_\_\_\_\_CONTROLLED  
BVPS UNIT 3

## COMMUNICATIONS AND DISSEMINATION OF INFORMATION

**EFFECTIVE INDEX**

Issue 8 Rev.	0	OSC Approved	3-12-87
	1	OSC Approved	6-20-88
	2	Non-Safety Revisions	7-13-89
	3	OSC Approved	3-22-90
Issue 9 Rev.	0	Non-Intent Revision	10-9-90
	1	Non-Intent Revision	8-30-91
	2	Non-Intent Revision	6-8-92
	3	Non-Intent Revision	12-29-92
Rev.	5	OSC Approved	11-10-93
	6	Non-Intent Revision	11-15-94
	7	Non-Intent Revision	9-1-95
	8	Non-Intent Revision	4-3-96
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	10	Non-Intent Revision	6-17-97
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**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**TABLE OF CONTENTS**

- A. Purpose
- B. References
- C. Responsibilities
- D. Action Levels/Precautions
- E. Procedure
- F. Final Condition
- G. Attachments

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION****A. PURPOSE**

This procedure describes the locations and functions of the communications systems available for emergency use onsite and for contacting offsite agencies, their location and their functions. Attachments to this procedure describe specific operations for these systems, as necessary.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan.
- 2.0 Beaver Valley Power Station Operating Manual.
- 3.0 Title 10, Code of Federal Regulations Part 50, Appendix E.
- 4.0 NUREG-0654/FEMA-REP-1, "Criteria for Preparedness and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".
- 5.0 Title 10 Code of Federal Regulations Part 50.72.
- 6.0 NUREG-1394 Rev. 1, "Emergency Response Data System Implementation"
- 7.0 Condition Report #970711
- 8.0 Condition Report #971737

**C. RESPONSIBILITIES**

ERO personnel are responsible for proper use of communications systems as described in this IP.

**D. ACTION LEVELS/PRECAUTIONS**

This procedure is to be initiated upon any of the following conditions:

- 1.0 At the direction of the Emergency Director.
- 2.0 At the declaration of an emergency condition.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION****E. PROCEDURE****1.0 Communication Guidelines**

- 1.1 To the maximum extent possible, all communications regarding the existence of severity of the event, or recommendations of protective actions, will be made on communications circuits which cannot be readily intercepted by persons outside of the emergency organizations. Telephone circuits shall be used as the primary means with radio used only as a backup. This protocol will minimize the spread of rumors, minimize congestion of telephone communications and minimize the undue public anxiety.
  - 1.1.1 When the radio communications are in use, the transmissions can be monitored and recorded by individuals located offsite. It is of extreme importance that safeguards information is not transmitted, nor information concerning physical plant security systems or conditions. As an example, information describing the exact location of a gate for ambulance or fire department use, or location of a breached Security fence should not be relayed over the radio. If such information is needed in the Control Room, the PAX or page party should be used.
- 1.2 In addition to the provisions of Step 1, messages should be worded to avoid possible errors in transcription/interpretation in accordance with the following guidelines as applicable:
  - 1.2.1 To the extent possible, avoid the use of technical jargon, particularly in communications with offsite agencies.
  - 1.2.2 Ensure that the message is complete. Do not assume that the message recipient can supply the proper missing words, etc., necessary to make the message complete.
  - 1.2.3 Avoid the use of abbreviations. For example, millirem - not "m-rem", "m-R". To the extent possible, utilize the phonetic alphabet.
  - 1.2.4 Read numbers "telephone number" style. Thus, 425 becomes "four-two-five" not "four hundred and twenty-five".

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

- 1.2.5 Avoid the use of codes.
- 1.2.6 Preface each communication with the title or name of the receiving party and your title or name. For example: "Beaver Valley Control Room, this is Monitoring Team Number 1.." Wait for the receiving party to acknowledge the contact prior to relaying any information.
- 1.2.7 Since some equipment in the radio system is voice actuated, it is wise to clear your throat or make another noise prior to starting your message. This will prevent the loss of the beginning of your message.
- 1.2.8 After the communication is complete, request the receiving party to read the message back, if appropriate (particularly if numerical data was relayed).
- 1.2.9 For radio communications, end message with an appropriate termination phrase. For example: "...Monitoring Team Number 1, out."
- 1.3 The Coordinator or designee will log appropriate communications on provided data forms.
- 1.4 To minimize the spread of rumors, refer all communications from news media or from the public to Corporate Communications.
  - 1.4.1 Inquiries from the media should be directed to (724) 682-5201 or 330-761-4055.
  - 1.4.2 Inquiries from the public should be directed to 1-800-720-3600. During non-business hours, inquiries from the public should be directed to 1-800-720-3600. They will be patched to the Joint Public Information Center and the applicable State rumor control line.
- 1.5 Once the Emergency Operations Facility (EOF) is activated, encourage authorized callers to contact the Offsite Agency Liaison at the EOF for information. This will minimize the number of communications and improve the accuracy of information disseminated.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

- 1.6 FirstEnergy Corporate Communications is responsible for providing briefings and press releases to the news media. FirstEnergy Corporate Communications will provide representatives to the ERF. ERF personnel shall provide information on the plant status as requested. No information should be held back from FirstEnergy Corporate by BVPS personnel. Station personnel shall ensure that the information provided to FirstEnergy Corporate Communications is current and consistent with the information provided to offsite emergency organizations. EPP/IP 9. 1, "Emergency Public Information", provides additional information on the release of information to the news media.
- 1.7 For emergencies in which the public is notified (sirens, EAS, etc.) the commercial Bell network near the plant (643 exchange) may be unavailable due to overloading. The PAX exchange (682) should be available.
  - 1.7.1 If the exchanges are overloaded, use the BVPS Industrial Radio System to make the emergency calls.
  - 1.7.2 To contact PEMA, notify either BCEMA or the Pennsylvania State Police, and request that they relay notification via a State teletype or radio/microwave network.
  - 1.7.3 To contact University of Pittsburgh Medical Center-Beaver Valley, The Medical Center, Beaver, PA, the ambulance service, or the fire department, use the BVPS Industrial Radio to contact BCEMA for relay via the County fire and EMS nets.
  - 1.7.4 The portable transceiver on frequencies 155.130 MHz and/or 155.610 MHz (Beaver County Net) in the CAS could be used to relay offsite notifications in the event the BVPS Industrial Radio System and commercial Bell System are unavailable.

**F. FINAL CONDITIONS**

Use of this procedure is to be terminated when directed by the Emergency Director or the Emergency/Recovery Manager at their respective facilities.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**G. ATTACHMENTS**

- 1.0 COMMUNICATIONS INTERFACE MATRIX
- 2.0 OPERATING INSTRUCTIONS FOR NRC ENS AND HPN HOTLINE PHONE
- 3.0 COMMUNICATIONS EQUIPMENT
- 4.0 EMERGENCY RESPONSE ORGANIZATION ACTIVATION EQUIPMENT
- 5.0 EMERGENCY PAGING DEVICES/BEEPERS
- 6.0 DISSEMINATION OF DATA BETWEEN RESPONSE CENTERS
- 7.0 ALTERNATE METHOD OF PROVIDING INITIAL NOTIFICATIONS AND PAR'S VIA RADIO

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

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COMMUNICATIONS INTERFACE MATRIX

	BELL	PAX	NRC/ ENS	NRC/ HPN	DEP/ BRP	OPS CIRCUIT	RADCON CIRCUIT	DED. RING DOWN	DED. RAD CON	BEEPERS	153.47	153.635	PAGE PARTY	STATION ALARMS
BV-1 CONTROL ROOM	X	X	X			X	X	X	X		X	X	1	X
BV-2 CONTROL ROOM	X	X				X	X	X	X			X	2	X
NSS OFFICE	X	X	X		X						X		3	
OSC	X	X	X			X	X	X	X		X		1	X
ROC	X	X		X		X	X		X		X		1	
TSC	X	X	X	X		X	X	X	X		X		1	
EOF	X	X	X	X		X	X	X			X			
EA&DP	X	X		X	X		X		X		X			
CAS	X	X				X	X			X			1	
PEMA	X				X									
DEP/BRP	X													
OEMA	X													
WVOES	X													
BCEMA	X										X			
CCEMA	X										X			
HCOES	X										X			
NRC	X		X	X										
FEMA	X													
INPO	X													
JPIC	X	X									X		1	
MONITORING TEAMS	X										X			
BVPS ERO	X									X				
AEOF	X	X				X	X	X	X		X	X		
U2 H.P.	X	X							X				2	

PAGE PARTY KEY

1 = BV1

2 = BV2

3 = BOTH

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

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## COMMUNICATIONS AND DISSEMINATION OF INFORMATION

## ATTACHMENT 2 (1 of 3)

**OPERATING INSTRUCTIONS FOR NRC  
ENS AND HPN HOTLINE PHONES****A. PURPOSE**

This attachment provides instructions for the use of the two (ENS and HPN) NRC hotline telephone systems. These phone systems are designated for emergency use only.

**B. DISCUSSION**

The FTS 2000 can be visualized as a telephone system which runs parallel to, but separate from the public Bell System throughout the Country. The system is operated by AT&T. The FTS 2000 operates in the same manner as the Bell System when placing a long distance phone call. Simply lift the receiver, wait for a dial tone and key in a ten digit phone number - the prefix "1" is not required. The FTS 2000 cannot access the Bell System, nor can it be accessed by the Bell System.

The NRC has installed several FTS 2000 phones at the BVPS. FTS 2000 replaces the auto-ringdown red phones (ENS-Emergency Notification System) and the HPN (Health Physics Network) phones. In addition, other FTS 2000 phones have been located in the ERF for use by the NRC in the event of an emergency at BVPS. These phones are red or beige in color and can be identified by their designated area code (700). The FTS 2000 phones are the property of the NRC and are designated for communications with the NRC only.

**C. PROCEDURE****NOTE:**

The NRC/HPN phone shall not be used by BVPS personnel, except for periodic phone checks or as directed by NRC personnel. The instructions which follow are provided in case such operation is required.

## COMMUNICATIONS AND DISSEMINATION OF INFORMATION

## ATTACHMENT 2 (2 of 3)

1.0 ENS/HPN Phone

- 1.1 Lift the receiver on the telephone instrument and listen for dial tone;
- 1.2 After receiving dial tone, dial the first number listed on the sticker\* located on the telephone instrument using all ten digits. If the first number is busy, use the second.

**NOTE:**

This procedure directs your call to the NRC Operations Center (NRCOC).

- \* The sticker is located between the receiver cradle on the base of the instrument and displays the following phone numbers to the NRCOC.

Main	301-816-5100
FAX	301-816-5151

- 1.3 Once the information is relayed, stay on the line until relieved by another individual, or as directed by the NRC.

**NOTE:**

EPP/IP 1.4, Attachment 10 "NRC/BVPS Technical Information Flow" provides the NRC data sheets for the ENS and HPN lines in the event of ERDS failure.

- 1.4 Complete and relay EPP/IP 1.4, Attachment 10 (NRC/BVPS Technical Information Flow, if ERDS is unavailable) as requested by the NRC Operations Center.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 2 (3 of 3)**

- 1.5 The NRC, ENS and HPN lines **SHALL** be tested to meet the requirements of 10CFR50, Appendix E under cognizance of Emergency Preparedness.
- 1.6 Telephone line trouble should be reported to the NRCOC by the above procedure.
- 1.7 Telephone instrument trouble can be reported to EPP or Telecommunications

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

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## COMMUNICATIONS AND DISSEMINATION OF INFORMATION

## ATTACHMENT 3 (1 of 6)

COMMUNICATIONS EQUIPMENT**A. PURPOSE**

This attachment describes the independent systems for outside communication to Federal, State and County authorities, to corporate management, and to offsite support groups. These are:

**B. EQUIPMENT****1.0 The Bell System**

- 1.1. The Beaver Valley Power Station is provided with telephone service by Bell Atlantic. All Bell telephones are direct lines and can be used simultaneously.
- 1.2 The Bell System is the primary communications system due to its ability to provide communications with a large number of parties over a wide area, and for the privacy provided.
- 1.3 The Bell phones are routinely used by station personnel performing normal station activities, those numbers used for EPP communications are tested to meet the requirements of 10CFR50, Appendix E.

**NOTE:**

The "EPP" switch directs calls to the shared NSS office until the TSC is activated. Upon activation, the switch is reversed and calls are directed to the ERF.

- 1.4 There is normally an independent - ringing telephone line to the shared NSS office (724-643-8002). During emergencies, an "EPP" switch provides the capability for three sequential-ringing telephone lines (724-643-8000, 8001, 8002) with an open line search feature.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION****ATTACHMENT 3 (2 of 6)****2.0 The PAX (Private Automatic Exchange) System**

- 2.1 The PAX System includes switchboards in the SOSB and the ERF. The ERF and the SOSB switchboards are connected to each other and to a switchboard at Akron, Ohio via T1 carrier trunks, which in turn is connected to the public telephone network as well as to other DLC switchboards. The ERF and SOSB switchboards also have direct trunks to the public telephone network.
- 2.2 The PAX System has Direct Inward Dial capability for all telephone lines connected to any of the switchboards (724-682-XXXX). These telephone lines also have the capability of calling any other telephone line on the PAX System. Direct Dial calling to the public telephone network is also available.
- 2.3 During an emergency, PAX lines should be used for extended conversations and discussions thus allowing quick data transmission via the dedicated circuits.
- 2.4 The PAX System is routinely used by station personnel performing normal station activities and is tested to meet the requirements of 10CFR50, Appendix E.

**3.0 Beaver Valley Emergency Response System (BVERS)**

- 3.1 Refer to Attachment 4 for Emergency Response Organization Activation Equipment.
- 3.2 Gold Execute Conference for upper level management discussions and Protective Action Recommendations.

**4.0 Hotlines DEP/BRP**

- 4.1 There are two separate and independent "hotlines" which provide direct communications with the DEP/BRP over dedicated lines. These lines are immediately available during an emergency.

## COMMUNICATIONS AND DISSEMINATION OF INFORMATION

## ATTACHMENT 3 (3 of 6)

- 4.2 The DEP/BRP "white" hotline is an automatic ringdown system with a transceiver in the Control Room and at DEP/BRP headquarters in Harrisburg, Pa. This phone circuit has been designated for the dissemination of technical data on the emergency to DEP/BRP personnel to provide for offsite accident assessment.

The DEP/BRP "blue hotline" is an automatic ringdown system with a transceiver at the DEP/BRP area in the EOF used to provide radiological data to BRP.

- 4.3 The DEP/BRP white and blue phones shall be tested to meet the requirements of 10CFR50, Appendix E under cognizance of Emergency Preparedness.

5.0 Industrial Radio System

- 5.1 The Industrial Radio System that is used as part of EPP emergency communications network consists of two base stations for operating frequencies 153.47 MHz and 153.635 MHz. In addition, BVPS Security has exclusive use of 450 MHz repeater/hand held transceiver radio system.
- 5.2 The 153.47 MHz consists of the following: The Shippingport Hill base station, six (6) remote consoles located in the TSC, EOF, BV-1 ANSS station, the shared NSS office, and BV-2 Emergency Shutdown panel and five (5) hand held transceivers which have the capability to transmit and receive on either frequency.

Private line capability exists (153.47). These are as follows:

PL1 Used for communication with System Operator, distribution switching.

PL2 Used for emergency communications with BCEMA, HCOES, CCEMA and Pa State Police ONLY. (For Initial Notifications or PAR's, go to Attachment 7.)

## COMMUNICATIONS AND DISSEMINATION OF INFORMATION

## ATTACHMENT 3 (4 of 6)

PL3 Used for communications with offsite monitoring teams, and all other routine uses.

PL4 Spare.

The private line feature provides for tone-operated squelch on transmit and receive. When the PL is enabled, only transmitters broadcasting the appropriate PL tone (1, 2, or 3) will be heard on the console. If the PL is disabled (by lifting handset), the console or handset will receive any transmission. Any transmissions from the Control Room console or handsets will be received only by those receivers having the same PL selected as the Control Room console. Any remote receiver without a PL feature, or with the PL feature disabled will receive all transmissions, regardless of source.

The PL feature is not a means of carrying on four simultaneous conversations - only one conversation can be held at any one time - nor is it a means to establish privacy. The sole purpose of the PL feature is to prevent reception of unwanted message traffic.

- 5.3 The base stations at HCOES, CCEMA, and BCEMA always transmit on PL2, and will receive only PL2 transmissions, if the PL feature on the receiver is enabled. If the PL feature is disabled, these stations will receive all transmissions on 153.47. The transceivers located in the NSOF area and at the PA State Police Barracks, receive on PL2, but do not have PL on transmit.

The base station at the ERF receives and transmits on PL1. All walkie-talkies and BVPS mobile units receive on PL3, but do not have a PL on transmit.

- 5.4 A "takeover" button on the Control Room console will override any extension handsets.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION****ATTACHMENT 3 (5 of 6)**

- 5.5 A low band system on approximately 50 MHz is used by in-plant Radcon personnel at BVPS. There is no PL feature on the low band.
- 5.6 The BVPS Industrial Radio System is the primary means of communication with offsite monitoring teams and is an alternate to the Bell phone for notification of offsite emergency response organizations.
- 5.7 The system is routinely used by station personnel. The base stations are tested by substations and shops. The communications links from the Control Room, TSC and EOF to the three risk counties, and the Pennsylvania State Police are tested to meet the requirements of 10CFR50, Appendix E.

**6.0 Station Page Party****NOTE:**

There are 2 independent Page Party Systems at BVPS (Unit #1 and Unit #2). During routine operations, the systems maintain independent operation. During an actual emergency, the capability exists for the joint Control Room facility to perform a site-wide page or announcement. Discussions between the 2 systems are not possible in its present configuration.

- 6.1 Each Page Party System is a five line telephone system which uses loudspeakers to page an individual party. The system provides for paging individuals within the plant from any other page station, and if necessary, communicating with them. Since the five lines are common to all stations, conference calls are possible.
- 6.2 During emergency conditions, the PAX system, if available, should be used for answering a page in order to free the system for communications from emergency squad members, survey teams, and others not having access to PAX phones.

COMMUNICATIONS AND DISSEMINATION OF INFORMATION

ATTACHMENT 3 (6 of 6)

6.3 The ability to interface the Page Party with the PAX Phone System exists. This system allows personnel to access the Page Party System from any PAX phone to page either Unit. The PAX phone numbers for the Page Party are:

- Unit 1 - 5199
- Unit 2 - 5399

**NOTE:**

Emergency Response internal communications are discussed in Attachment 6.

## COMMUNICATIONS AND DISSEMINATION OF INFORMATION

## ATTACHMENT 4 (1 of 4)

**EMERGENCY RESPONSE ORGANIZATION ACTIVATION EQUIPMENT****A. PURPOSE**

This Attachment provides instructions for the identification, location and use of the Beaver Valley Emergency Response System (BVERS), the ERO Voice Mail System and Notifications Auto-dialer.

**B. EQUIPMENT DESCRIPTION AND LOCATION****1.0 Beaver Valley Emergency Response System**

1.1 Dialogics Communication Corp. Communicator located in the ERF Computer Room (UPS powered).

1.2 724-643-4370 or 330-315-4380 is the designated call-in number. To facilitate call-ins, at least 24 lines are available. Either the computer assisted call-in system will answer or a busy signal will be received.

1.3 Faxes will be sent to various locations for verification of ERO call-in.

1.4 Preprogrammed messages are accessible. These messages are:

**1.4.1 NORMAL OPERATIONS****1.4.2 DRILL AND PERIODIC OPERATIONAL SURVEILLANCE TEST (OST)****1.4.3 ACTUAL EVENT****1.4.4 ACTUAL EVENT--SITE INACCESSIBLE**

1.5 The ability to provide messages for various occurrences (i.e., Unit specific transient).

COMMUNICATIONS AND DISSEMINATION OF INFORMATION

ATTACHMENT 4 (2 of 4)

- 2.0 Emergency Response Organization Voice Mail System
  - 2.1 Panasonic KX-TVS100 Voice Processing System
  - 2.2 Located in the ERF Telecomm Room and connected to the Beaver Valley Power Station telephone system.
  - 2.3 724-682-5380 (PAX 5380), is the designated call-in number.
    - 2.3.1 Incoming calls are distributed to four available phone lines as they become available to a voice mail box.
    - 2.3.2 To verify each voice mail box is functional, a direct call can be accomplished by dialing PAX 7780, 7781, 7782 or 7783. This should only be done for troubleshooting, or as directed by procedure.
  - 2.4 Prerecorded messages are available for selection. They are:
    - 2.4.1 NORMAL OPERATIONS
    - 2.4.2 DRILL AND PERIODIC OPERATIONAL SURVEILLANCE TEST (OST)
    - 2.4.3 ACTUAL EVENT
    - 2.4.4 ACTUAL EVENT--SITE INACCESSIBLE
  - 2.5 The Emergency Response Organization Voice Mail System is tested to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.

## COMMUNICATIONS AND DISSEMINATION OF INFORMATION

## ATTACHMENT 4 (3 of 4)

- 2.6 Voice Mail messages are retrievable by use of a PAX line.

**NOTE:**

Actual Event incoming messages become permanent records. They are NOT to be erased. They are to be saved for the EP Section.

- 2.6.1 Dial PAX 7783.
- 2.6.2 When message begins, press **#** .
- 2.6.3 When prompted to enter the Mail Box number, enter  
\* **1 1 2** .
- 2.6.4 When prompted, press **1** to play back voice mail messages.
- 2.6.5 While playing voice mail messages, press **1** to go to next message or press **2** to repeat message. You do not have to wait for the prompt to press either key.
- 3.0 Auto-Dialer
- 3.1 Auto-dialers are located in the Control Room and TSC EPP Communications areas.
- 3.2 All auto-dialer phones are tested to meet the requirements of 10CFR50, Appendix E.
- 3.3 Instructions for using the Auto-Dialers, programming the Auto-Dialer numbers and the list of numbers in the Auto-Dialer are in Designated EPP Desk/Cabinet drawers in the Control Room and TSC.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 4 (4 of 4)**

- 3.3.1 The auto-dialer in the Control Room and TSC are designed to work by pushing the button next to the number listed that is to be called. The numbers are listed in EPP/IP 1.1, Notifications, Attachment 2.
- 3.3.2 The number dialed will appear on the LCD display area for all auto-dialer phones.
- 3.3.3 Upon reaching the appropriate party, commence the notification.

## COMMUNICATIONS AND DISSEMINATION OF INFORMATION

## ATTACHMENT 5 (1 of 2)

**EMERGENCY PAGING DEVICES/BEEPERS****A. PURPOSE**

This Procedure provides instructions for the issuance, testing and maintenance of the Radio Paging (Beeper) device used to notify key personnel in the event of an emergency. The primary purpose for the paging devices is for non-work hour notification of Emergency Response personnel.

**B. PROCEDURE****1.0 Issuance of Paging Devices**

1.1 Paging devices will be issued by Emergency Preparedness to key personnel as outlined below.

- Designated ERO positions in the emergency organization
- Selected alternates to other positions as needed.
- Others as agreed upon by the Department Managers and Emergency Preparedness.

1.2 Personnel assigned a paging device are listed on the Emergency Response Organization Call-List. The Call-List is updated bi-monthly and is distributed by Emergency Preparedness.

**NOTE:**

The call for beeper activation **SHALL** be made before all other notifications from the Control Room.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 5 (2 of 2)**

**EMERGENCY PAGING DEVICES/BEEPERS**

**2.0 Testing and Maintenance**

- 2.1 The paging and answering systems **SHALL** be tested as part of the Operating Surveillance Test (O.S.T.) Program, on a periodic basis. ERO members of the "On Call" Team **SHALL** respond during the test by calling the number designated in the beeper code and supplying the information requested.
- 2.2 Unannounced beeper activation tests will be conducted at the discretion of a designated EP representative.
- 2.3 Verification results are forwarded to Emergency Preparedness who is responsible for prompt resolution of any identified deficiencies.
- 2.4 Personnel assigned a paging device are responsible for proper care and use of the device as outlined in instructions provided with the device.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION****ATTACHMENT 6 (1 of 7)****DISSEMINATION OF EMERGENCY DATA  
BETWEEN EMERGENCY RESPONSE CENTERS****A. PURPOSE**

This Attachment describes the communications available for the transfer of data between the various emergency response facilities.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan and Implementing Procedures.
- 2.0 Title 10 Code of Federal Regulations Part 50
- 3.0 Beaver Valley Power Station Operating Manual Chapter 40.
- 4.0 NUREG-0654/FEMA-REP-1, "Criteria for Preparedness and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".

**C. RESPONSIBILITIES**

The designated ERO communicators are responsible to ensure all communication systems for internal communications are operable, all instructions followed and any malfunctions reported. The Communications Equipment Foreman, or designee, is responsible for addressing any reported malfunctions.

**D. ACTION LEVELS/PRECAUTIONS****1.0 ACTION LEVELS**

- 1.1 An emergency condition has been declared at Beaver Valley Power Station as provided in the BVPS Emergency Preparedness Plan.
- 1.2 The emergency organizations have been activated.

COMMUNICATIONS AND DISSEMINATION OF INFORMATION

ATTACHMENT 6 (2 of 7)

**DISSEMINATION OF EMERGENCY DATA  
BETWEEN EMERGENCY RESPONSE CENTERS**

- 1.3 Upon direction from the Emergency Director, all or part of the Emergency Response Organization has been activated.

2.0 PRECAUTIONS

- 2.1 This procedure provides general information on how technical and operational data are transferred between various individuals in the emergency organization. This procedure is intended to serve as guidance and need not be followed step-by-step.
- 2.2 Requests for information from members of the news media or from unidentified individuals shall be referred to Corporate Communications (724-682-5201) or the Joint Public Information Center (JPIC), when activated, (412-604-4937).
- 2.3 Each individual in the emergency organization must ensure that when information becomes available, it is forwarded to the appropriate individuals or groups and in a manner that it is likely to be understood by the recipient.
- 2.4 To the extent possible, the Emergency Director and/or the Emergency Recovery Manager shall minimize the amount of time spent on the communication circuits.
- 2.5 Written forms of communication should be used when appropriate. If no predesignated data sheet exists, a speed memo should be used with the copies distributed as follows:
  - 2.5.1 Top copy (original) to the Emergency Director.
  - 2.5.2 Second copy to the Emergency/Recovery Manager.
  - 2.5.3 Third copy to the individual responsible for taking action on the data.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION****ATTACHMENT 6 (3 of 7)****DISSEMINATION OF EMERGENCY DATA  
BETWEEN EMERGENCY RESPONSE CENTERS**

After the Emergency Director and/or Emergency/Recovery Manager have read the message, the sheet is forwarded to the status board keeper for recording and kept for documentation.

**E. PROCEDURE****1.0 RADIOLOGICAL HEADSET CIRCUIT**

- 1.1 This circuit provides constant and timely transfer of in-plant radiological data between the emergency response centers.
- 1.2 Communicators assigned by various coordinators will operate the headset at the locations shown in Attachment 1.
- 1.3 Persons requesting or volunteering information should identify themselves and the party to whom the message is directed prior to message transmittal.
- 1.4 This circuit is tested to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.

**2.0 OPERATIONS HEADSET CIRCUIT**

- 2.1 The operations circuit is used in conjunction with the Inplant Process Computer system, Safety Parameter Display System, or Emergency Response Facility Computer System. This circuit is used for disseminating Control Room information to other emergency facilities.
- 2.2 The Operations Communicator is assigned to the Control Rooms as part of the TSC staff and is identified in the emergency organization. Other communicators on the operations circuit are assigned by the various coordinators. Locations for the operations circuit are shown in Attachment 1.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION****ATTACHMENT 6 (4 of 7)****DISSEMINATION OF EMERGENCY DATA  
BETWEEN EMERGENCY RESPONSE CENTERS**

- 2.3 Persons requesting or volunteering information should identify themselves and the party to whom the message is directed prior to message transmittal.
- 2.4 This circuit is tested to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.

**3.0 RADIOLOGICAL RESPONSE DEDICATED TELEPHONE**

- 3.1 This telephone system provides a means for onsite emergency response centers to plan and coordinate radiological response activities.
- 3.2 This system is located in the plant areas as shown in Attachment 1, "Communications Interface Matrix".
- 3.3 This system will be manned by communicators assigned by emergency coordinators. The phones will provide direct ringdown capability between each station but no "party-line" features between the stations.
- 3.4 This circuit is tested to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.

**4.0 TSC/EOF/CONTROL ROOM DEDICATED TELEPHONES**

- 4.1 The TSC/EOF/Control Room dedicated telephones are a dedicated ring down intercom circuit connecting the plant areas as shown in Attachment 1, "Communications Interface Matrix".
- 4.2 The purpose of these circuits is to provide a reliable means of conducting longer term conversation between the personnel at each location.
- 4.3 The dedicated phones receive power from the SOSB and ERF phone switches.
- 4.4 This circuit is tested to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION****ATTACHMENT 6 (5 of 7)****DISSEMINATION OF EMERGENCY DATA  
BETWEEN EMERGENCY RESPONSE CENTERS****5.0 COMPUTERS**

- 5.1 Atmospheric Radioactive Effluent Release Assessment System (ARERAS). The ARERAS computer system will provide data needed for determination of meteorological conditions in the vicinity of the Beaver Valley Power Station and to assess and monitor actual or potential offsite consequences of a release during a radiological emergency condition.
- 5.2 Inplant Process Computer System (IPC-BV1, ERFCS-BV2). These systems perform data acquisition, trending, alarm reporting, logging, CRT displays, data storage and various human communication functions to provide for the monitoring of plant variables in the Control Rooms, the Technical support Center (TSC), and the Emergency Operations Facility (EOF). The equipment interfaces with the plants for inputs at several locations and provides analog outputs at the TSC for chart recorders.
- 5.3 Safety Parameter Display System (SPDS-BV1) - The SPDS provides a concise display of critical plant parameters to aid operators in rapidly and reliably determining the safety status of the plant during abnormal and emergency conditions. Duplicate displays are provided in the TSC and EOF in order to improve the exchange of information between these facilities and the Control Room. The SPDS is capable of trending and displaying current and recent parameter magnitudes as a function of time.
- 5.4 These systems are tested in the TSC and EOF to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.

**6.0 STATUS BOARDS**

- 6.1 Status boards are provided in the response facilities for tracking data and response actions. The boards also aid in turnovers, documentation and overall assessment of the accident.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 6 (6 of 7)**

**DISSEMINATION OF EMERGENCY DATA  
BETWEEN EMERGENCY RESPONSE CENTERS**

- 6.2 Designated status board keepers shall update the narrative board which provides sequential display of events as situations warrant.

**7.0 PARTY PAGE**

Internal communications related to the emergency response will be in the form of periodic announcements made to keep all site and response personnel apprised of events.

**8.0 STATION ALARM**

- 8.1 The station alarm shall be sounded over the station page system to alert station personnel an emergency condition exists.
- 8.2 The Control Room shall sound the station alarm anytime an emergency condition is declared, escalated or de-escalated. An announcement shall follow informing station and emergency response personnel of the current situation.

**F. FINAL CONDITIONS**

Use of this procedure shall be terminated at the time of TSC deactivation or when directed by the Emergency Director.

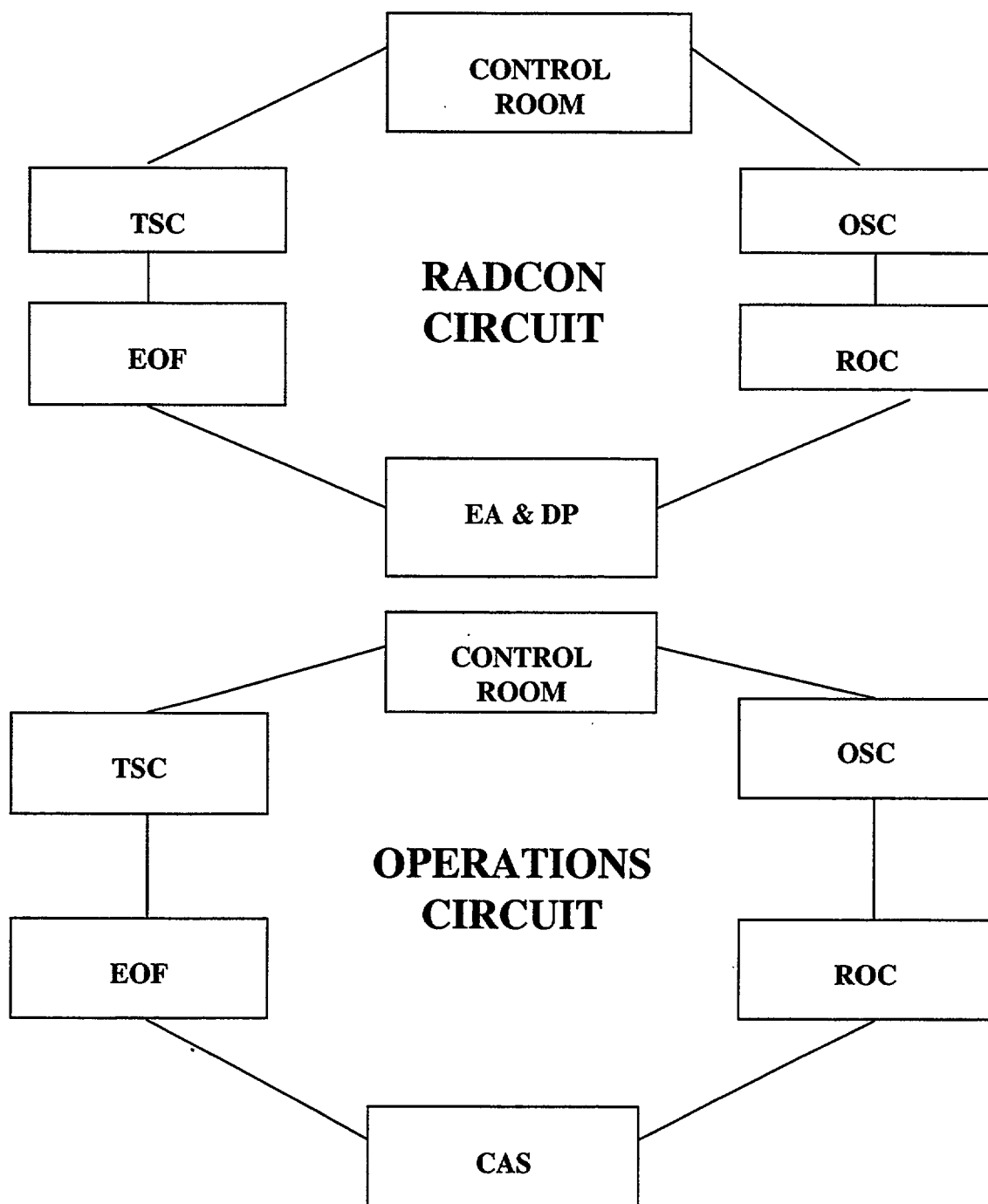
**G. FIGURES**

**1.0 EMERGENCY HEADSET PHONE CIRCUITS**

## COMMUNICATIONS AND DISSEMINATION OF INFORMATION

ATTACHMENT 6 (7 of 7)

**FIGURE 1**  
**EMERGENCY HEADSET PHONE CIRCUITS**



**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

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**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 7 (1 of 1)**

**ALTERNATE METHOD OF PROVIDING  
INITIAL NOTIFICATIONS AND PAR'S VIA RADIO**

- 1) From one of the remote 153.47 MHz radio consoles, press the PL2 button. This line is used for emergency communications with Beaver County Emergency Management Agency (Beaver County 911 Center), Columbiana County Emergency Management Agency, and Hancock County Office of Emergency Services.
- 2) Make the following announcement:  
  
"Beaver County 911, this is Beaver Valley Power Station, please acknowledge, Columbiana County Sheriff Dispatch, this is Beaver Valley Power Station, please acknowledge, Hancock County Sheriff Dispatch, this is Beaver Valley Power Station, please acknowledge."  
  
Repeat, as necessary.
- 3) Upon County acknowledgment, announce the following:  
  
"I have an Initial Notification/Protective Action Recommendation for you. Please acknowledge."  
  
Repeat, as necessary.
- 4) Provide Initial Notification and/or PAR and request acknowledgment.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

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**EMERGENCY RESPONSE**  
**ORGANIZATION (ERO) TEAMS**

EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS

APPROVAL PAGE

Intent Related Revision \_\_\_\_ Yes X No

IF YES

OSC and Site Approval

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Reviewed \_\_\_\_\_  
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CONTROLLED  
BVPS UNIT 3

**EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS****EFFECTIVE INDEX**

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**EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS**

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**EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS****A. PURPOSE**

This procedure describes the Beaver Valley Power Station (BVPS) Emergency Response Organization (ERO) Teams including: designations, assignments, responsibility, transfers and overall coordination.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan.
- 2.0 NUREG-0654/FEMA-REP-1 "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants."
- 3.0 Title 10, Code of Federal Regulations Part 50, Appendix E.
- 4.0 NPDAP 2.14 "Fitness-For-Duty Program For Duquesne Light Employees".

**C. RESPONSIBILITIES**

- 1.0 The Manager, Emergency Preparedness is responsible for the overall coordination of the ERO Teams and the associated Call-List.
- 2.0 ERO members assigned to a dedicated response team (Red, White, Blue) or ERO Pool personnel (Green), are responsible for the actions described in this procedure.

**D. ACTION LEVELS/PRECAUTIONS****1.0. ACTION LEVELS**

- 1.1 This IP remains in effect at all times to ensure a full state of readiness is maintained.

**2.0 PRECAUTIONS**

- 2.1 All ERO personnel shall be aware of the requirements stipulated in this procedure.
- 2.2 Transfers of ERO personnel responsibility shall follow the guidance provided in this procedure.

**EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS****E. PROCEDURES****1.0 ERO TEAM DESIGNATION**

- 1.1 The BVPS Emergency Response Organization will consist of three (3) dedicated response teams, each with required designated Primary and Secondary responders, supplemented by designated support (call-tree) personnel. The teams will be identified by colors (i.e., Red, White, Blue).
- 1.2 Primary Responders shall report to their emergency facility as soon as possible, and in all instances, within one (1) hour of notification of an Alert, or higher, emergency classification.
- 1.3 Secondary Responders shall report to their emergency facility as soon as possible, and in all instances, within two (2) hours of notification of an Alert, or higher, emergency classification.
- 1.4 Designated support (call-tree) personnel are to report to their emergency facilities as soon as possible following notification.
- 1.5 ERO personnel not assigned to one of the three (3) dedicated response teams will be assigned to the ERO Team Pool, and shall report as soon as possible following notification. The Team Pool will also be identified by color (Green).
- 1.6 Initial team assignments will be determined by Emergency Preparedness personnel. ERO response team transfers shall be approved by the Manager, EP. Temporary transfers are described in Section E.3 of this procedure.

**2.0 ERO TEAM RESPONSE ASSIGNMENTS/RESPONSIBILITIES**

- 2.1 Dedicated Response Teams will rotate between the following response categories: On-Call, Back-Up and Stand-By.
  - 2.1.1 On-Call responders are those personnel who shall respond immediately when notified. An On-Call team shall consist of Primary Responders, Secondary Responders, and designated support personnel.

**EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS**

2.1.2 Back-Up responders are the designated relief personnel (12-hour shifts) for the On-Call responders. A Back-Up team shall consist of Primary Responders, Secondary Responders, and designated support personnel.

2.1.3 Stand-By responders have no response responsibility for the week that they are designated as Stand-By. A Stand-By team shall consist of Primary Responders, Secondary Responders, and designated support personnel.

2.2 ERO Response Teams shall rotate weekly.

2.2.1 Rotation assignments shall be as follows:

- On-Call to Stand-By
- Stand-By to Back-Up
- Back-Up to On-Call

2.2.2 Rotation shall occur every Wednesday at 0800 hours.

2.3 On-Call Team Fitness For Duty (FFD) requirements.

2.3.1 Personnel designated "On-Call" Primary and Secondary Responders shall adhere to Fitness For Duty (FFD) requirements per NPDAP 2.14.

2.3.2 Personnel conducting a call-out must ask the individual "If they have consumed alcohol within the last 5 hours."

2.3.2.1 Personnel responding to a call-out must meet FFD requirements.

2.3.3 If deemed necessary, FFD testing shall be conducted prior to beginning ERO duties.

3.0 **BEEPER/RESPONSIBILITY ASSIGNMENTS AND TRANSFERS**

3.1 All personnel assigned to an ERO position as either a Primary or Secondary responder shall be assigned a beeper unless otherwise noted.

3.2 On Call personnel arranging transfer of ERO responsibility shall notify Emergency Preparedness per Attachment 2.

3.3 Transfer of assignment responsibility for On-Call Team Responders shall fall into three (3) categories.

**EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS****NOTE:**

Individuals shall consult the ERO Call-List to determine the identity of qualified personnel for their ERO position for On Call transfer of responsibility. The ERO Call-List is distributed in paper format and is also available electronically.

**NOTE:**

If personnel in the On-Call category will not be available for any portion of their one week rotation, they shall arrange for a qualified replacement from the GREEN or Stand-by Team prior to requesting a replacement from the Back-up Team.

- 3.3.1 On-Call Team personnel who will be unavailable to respond for a period of less than 24 hours shall do the following:

**NOTE:**

Emergency Preparedness DOES NOT need to be informed when a transfer of responsibilities for less than 24 hours occurs.

- 3.3.1.1 Ensure their position is covered by another qualified individual for that ERO position
- 3.3.2 On-Call Team personnel who will be unavailable to respond for a period of greater than 24 hours shall do the following:
- 3.3.2.1 Ensure their position is covered by another qualified individual for that ERO position by completing Attachment 2, "On-Call ERO Response Team Transfer Form"
- 3.3.2.2 Mail (or FAX @ PAX 5777) Attachment 2 to the Manager, Emergency Preparedness. If during off-normal working hours, call the ERO Voice Mail System at (724) 682-5080 and provide the information on Attachment 2. Mail (or FAX) a completed document to the Manager, Emergency Preparedness.

**EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS**

3.3.3 On-Call Team personnel who will be unavailable to respond due to sudden illness (NOI&I) or personal emergency should attempt to locate a replacement. If a replacement can not be located, contact Emergency Preparedness, or leave a voice mail message at (724) 682-5080.

3.4 All personnel assigned beepers are responsible for maintaining operability of that beeper (i.e., changing batteries when necessary). Personnel shall keep their beepers "on" at all times (and in the audible mode when appropriate) and respond accordingly to ALL beeper activations.

4.0 ERO ACTIVATION

4.1 Beaver Valley Emergency Response System (BVERS) Notification

**NOTE:**

BVERS is a computer aided Voice Mail system that will be used to activate the ERO Beepers and accept personnel call backs.

4.1.1 Beepers will be activated for ERO notifications with the following Beeper Codes:

- \* Actual events "9999994370" or "4380"
- \* Actual events - Site Inaccessible "0000004370" or "4380"

4.1.1.1 **Only On-Call ERO Team personnel shall call back into BVERS by dialing 724-643-4370/330-315-4380, as required.**

4.1.1.2 BVERS call-back numbers are listed on the ERO Call-List.

4.1.2. Beeper Holder Response

4.1.2.1 Upon calling into BVERS, you will be prompted to enter your I.D. number (e.g.: 0123). *Data entry requires a touch tone phone.* BVERS will then ask you to verify the number by pressing "9" (yes) or "6" (no).

## EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS

**NOTE:**

BVERS will have information on all qualified ERO personnel programmed into its data base, and will know who you are and for which ERO position you are currently qualified by your I.D. entry. Personnel calling into BVERS will either access the system immediately, or receive a busy signal. Personnel calling back should be able to access the system within a few minutes.

## 4.1.2.2 BVERS will ask the following questions:

- \* BVERS will inform you that an actual event has been declared and ask if you understand the message by pressing "9" (yes) or "6" (no).
- \* BVERS will ask if you are Fit For Duty and ask you to acknowledge by pressing "9" (yes) or "6" (no).
- \* BVERS will ask if you are able to respond and ask you to acknowledge by pressing "9" (yes) or "6" (no).
- \* BVERS will ask you to enter your Estimated Time of Arrival in minutes (enter your travel time from your location to your emergency facility).
- \* BVERS will then terminate the connection.

## 4.1.2.3 BVERS will print out reports for the Control Room Emergency Response Facility, and Joint Public Information Center identifying those personnel who have called in.

## 4.1.2.4 The ERO Team designated as Back-Up does not need to call-in but shall report 12-hours after emergency declaration, unless otherwise notified.

4.1.3 If BVERS determines that a specific ERO position has not been staffed, it will activate the individual beepers for all personnel in that specific ERO position with the following Beeper Code display: "9-9-9-4370/4380" or "0-0-0-4370/4380".

**EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS**

4.1.3.1 **Any ERO Beeper Holder receiving a Beeper Code of "9-9-9-4370/4380" or "0-0-0-4370/4380" SHALL call into BVERS**, answer the questions requested and report to their designated emergency facility. *(This assumes that the On-Call individual is unable to respond.)*

4.1.3.1.1 If the ERO position has been filled, any other personnel calling in to respond to the position will be informed that there are no positions available.

4.1.3.1.2 If the On-Call individual becomes available, he/she shall call into BVERS and report to their emergency facility.

4.1.4 If BVERS determines that a specific ERO position has still not called in, BVERS will perform the following notifications for personnel in that specific ERO position:

- \* Call the individual PAX phone numbers of personnel in that specific position,
- \* Call the individual Home phone numbers of personnel in that specific position, and
- \* Again, activate the individual beepers for personnel in that specific ERO position.
- \* This will continue until the ERO position is filled.

4.2 ERO Voice Mail System (ERO-VMS) Notification

**NOTE:**

The ERO-VMS is a typical voice mail system that is used to activate the ERO beepers and accept personnel call backs **in the event that the primary BVERS system is unavailable**. The ERO-VMS utilizes the ERF switch and has remote accessing features. There is only one beeper call back number for ERO-VMS.

4.2.1 Beepers will be activated for ERO notifications with the following Beeper Codes:

- \* Actual events "9999995080"
- \* Actual events - Site Inaccessible "0000005080"

**EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS**

- 4.2.1.1 **Only On-Call ERO Team personnel shall call back into the ERO-VMS by dialing 682-5080 (PAX 5080).**
- 4.2.1.2 ERO-VMS call-back number is listed on the ERO Call-List.
- 4.2.2. **Beeper Holder Response**
  - 4.2.2.1 The ERO-VMS will inform you that an emergency has been declared and ask that you provide the following information. If you have not consumed alcohol in the last 5 hours, (personnel must verbally provide this information at the sound of the tone):
    - \* Your name (please spell last name)
    - \* ERO position
    - \* Estimated time of arrival (Time of Day, i.e., 2145 Hrs., 0115 Hrs.)
  - 4.2.2.2 If you have consumed alcohol in the last 5 hours, contact an alternate for your emergency position.

**NOTE:**

ERO-VMS has a maximum of 4 incoming lines. As a line becomes available, the next call received will be answered. If no lines are available, a busy signal will be received.

**5.0 ERO RESPONSE DURING WORKING AND NON-WORKING HOURS****5.1 Response During Working Hours****5.1.1 "On-Call" ERO Personnel**

- 5.1.1.1 Beeper Holders **SHALL** call the Beaver Valley Emergency Response System (BVERS) prior to responding to their emergency location (This includes personnel onsite).
- 5.1.1.2 **ALL** "On-Call" ERO personnel **SHALL** respond to their emergency facility.

**EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS**

- 5.1.1.3 Determine manpower needs and “call-out” additional personnel, if necessary.
- 5.1.2 All Other ERO Personnel
  - 5.1.2.1 SHALL report to their emergency facility.
  - 5.1.2.2 Take direction from the “On-Call” ERO personnel.
- 5.2 Response During Non-Working Hours
  - 5.2.1 “On-Call” ERO Personnel
    - 5.2.1.1 Beeper Holders SHALL call the Beaver Valley Emergency Response System (BVERS) and respond to their emergency location.
    - 5.2.1.2 Determine manpower needs and “call-out” additional personnel, if necessary.
  - 5.2.2 All Other ERO Personnel
    - 5.2.2.1 Beeper Holders SHALL remain alert for further instructions (call-out, shift rotation, etc.).
    - 5.2.2.2 All other ERO personnel will be called-out, if necessary.

**F. ATTACHMENTS**

- 1.0 Yearly ERO Team Rotation Schedule
- 2.0 On Call Response Team Transfer Form

**EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS**

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**2000 ERO TEAM  
ON-CALL ROTATION SCHEDULE**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January			X		W							B							R							W					X
February		B							R							W							B					X			
March	R							W							B							R						X		W	
April					B							R							W					X		B					
May			R							W							B					X		R							W
June							B							R					X		W							B			
July					R							W					X		B							R					
August		W							B					X		R							W							B	
September						R					X		W								B							R			
October				W					X		B							R								W					
November	B					X		R							W								B						R		
December				X		W							B								R							W			

**R = RED TEAM****W = WHITE TEAM****B = BLUE TEAM**

X = 1/2 ost 57.1 (Monday @ 2100 hrs)

Shaded box = Wednesday 0800 hrs ERO Team Rotation

Good Friday

-4/21

Memorial Day

-5/29

Labor Day

-9/4

Thanksgiving

-11/23

Variable Date Holidays

**EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS**

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## EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS

## ATTACHMENT 2

**ON-CALL RESPONSE TEAM TRANSFER FORM****SUBJECT:** On-Call ERO Response Team Transfer**TO:** Manager, Emergency Preparedness (BV-T)**FROM:**\_\_\_\_\_  
Print Name\_\_\_\_\_  
Badge No.\_\_\_\_\_  
ERO Position and Team**PERSON TRANSFERRING RESPONSIBILITY:**I will be unable to fulfill my On-Call ERO assignment during the period \_\_\_\_\_ / \_\_\_\_\_  
Date Timeto \_\_\_\_\_ / \_\_\_\_\_ and have arranged a transfer of responsibility with the following  
Date Time

qualified individual to perform my duties during this time period.

**From Team:** Green, Red, White, Blue\_\_\_\_\_  
Print Name of Replacement

(Circle Appropriate Team)

\_\_\_\_\_  
Signature

If during off-normal working hours, call into Voice Mail number (724) 682-5080 and provide the above information. Mail (or FAX 5777) a completed document to the Manager, Emergency Preparedness.

cc: ERO Replacement

**EMERGENCY RESPONSE ORGANIZATION (ERO) TEAMS**

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**OFFSITE MONITORING FOR AIRBORNE**  
**RELEASE**

**EPP/IP 2.3**  
**A5.735B**

**Intent Related Revision** \_\_\_ Yes X No

## OSC and Site Approval

Approved \_\_\_\_\_  
Director, Plant Services

\_\_\_\_\_ Date

Approved Charles R. Brooks 7/6/00  
for Director, Plant Services Date

**Rev. 9**

**EFFECTIVE INDEX**

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**A. OBJECTIVE**

This procedure provides instructions to the field monitoring teams for performing offsite field monitoring in the event of an airborne release of radioactivity.

**B. RESPONSIBILITY**

This procedure is to be performed by the designated offsite monitoring teams.

**C. ACTION LEVELS/PRECAUTIONS/PREREQUISITES**

1.0 This procedure shall be implemented by the offsite monitoring teams when the teams are organized and directed to perform offsite field monitoring.

2.0 Precautions

2.1 Vehicles shall be used for monitoring team purposes. Personal vehicles shall generally not be used, unless no suitable vehicles are available. Owners volunteering the use of their personal vehicles shall be alerted to the fact that most insurance companies will deny any claim for damage due to radioactive contamination.

2.2 All monitoring equipment shall be stowed in the vehicle such that it will not effect the safe operation of the vehicle.

2.3 Monitoring team vehicles shall be operated in compliance with all motor vehicle laws, including speed limits and the use of seat belts.

3.0 The following prerequisites are required for successful completion of this procedure. If any of these prerequisites can not be met, request assistance from the TSC/EOF (682-5643, -5644) or the Radiological Operations Center (682-5120, -5124).

3.1 Inventoried monitoring team kit, and,

3.2 Hi-band Communications Radio and antenna, and,

3.3 Personal dosimetry, and,

- 3.4 PL Switch in Control Room in proper position
- 3.5 BVPS vehicle, or another vehicle, meeting the following criteria:
  - 3.5.1 Enclosed vehicle with sufficient room for the monitoring kit and fixed seating, with seat belts, for at least two persons, and,
  - 3.5.2 Operable cigarette lighter receptacle, and,
  - 3.5.3 At least 1/2 tank of gas, and,
  - 3.5.4 Current State motor vehicle inspection sticker.

**D. PROCEDURE**

**1.0 Preliminary Actions**

**NOTE:**

These preliminary steps are written with the assumption that the offsite monitoring teams will be dispatched from the Radiological Operations Center (ROC) or another inplant location, at the request of EA & DP personnel at the TSC/EOF.

If the TSC/EOF is not activated, all communications specified for EA & DP shall be directed to the Control Room.

If the team(s) are dispatched from an offsite location, (e.g., ERF, JPIC, home, etc.), the team is authorized to deviate from the preliminary steps provided below, as necessary, **PROVIDED** that the **PREREQUISITE's** listed above are met.

- 1.1 Record the following information:
  - 1.1.1 Procedure Start Date: \_\_\_\_\_
  - 1.1.2 Procedure Start Time: \_\_\_\_\_

**EPP/Implementing Procedure**  
**OFFSITE MONITORING FOR AIRBORNE RELEASE**

**EPP/IP 2.3**  
**A5.715EB**

- 1.2 Prior to leaving the ROC or the station, obtain the following dosimetry information on team members.

Name	Badge No.	Quarter TLD+SRD (mrem)	Expos Limit (mrem)	Current SRD (mrem)
------	--------------	------------------------------	--------------------------	--------------------------

Team Leader:

\_\_\_\_\_

Driver::

\_\_\_\_\_

Addit'l::

\_\_\_\_\_

- 1.2.1 If any of these data not readily available, a reasonable estimate should be entered until data are available.

- 1.3 Prior to leaving the ROC obtain the key for the emergency key cabinet in the Unit 2 Cooling Tower Pump House.

**NOTE:**

The Pump House, itself, is not locked. There is a break glass, containing a key to the key cabinet, located within the Pump House.

- 1.4 If not already in their possession, team members shall obtain and don personal dosimetry, including a high-range SRD.

**NOTE:**

Team members will retain their dosimetry when they exit the station, and use this dosimetry while performing offsite monitoring.

If dispatched from other locations, (e.g., ERF, home, etc.), team members shall use dosimetry provided in monitoring kits.

- 1.5 Exit the station via the Primary Access Facility and proceed to the Unit 2 Cooling Tower Pump House.

- 1.6 Locate one of the vehicles for which keys are provided in the Pump House key cabinet. This vehicle shall meet the prerequisites of Section C.3.4, as directed by the ROC.
  - 1.6.1 If no vehicles are readily available, request the assistance of the ROC or the EA & DP in obtaining a suitable vehicle.
  - 1.6.2 If a vehicle cannot be obtained, a volunteered personal vehicle may be used if it meets the prerequisites of Section C.2.0.
- 1.7 Obtain monitoring equipment and prepare vehicle as follows:
  - 1.7.1 Obtain an airborne radiological monitoring team kit from the emergency cabinets in the Pump House.
  - 1.7.2 Perform operability checks on monitoring equipment, before leaving the Pump House, in accordance with instrument use procedures provided in kit.
    - 1.7.2.1 If any piece of equipment is missing or fails its operability check, obtain a calibrated replacement from other kits or from other station sources.
  - 1.7.3 Obtain a 60 watt monitoring team radio unit with magnetic mount antenna from the emergency cabinets in the Pump House.
  - 1.7.4 If the ROC has explicitly directed the use of protective clothing and/or respirators, this equipment shall be donned prior to leaving the station.
  - 1.7.5 Load monitoring team equipment into the vehicle so that it is safely restrained and will not affect the operation of the vehicle.
  - 1.7.6 Remove the survey maps, survey logs, procedures, the beta-gamma survey instrument, radios, and other equipment that may be needed enroute, from the monitoring kits and stow in a location accessible to the team leader while enroute.
  - 1.7.7 Install radio equipment on the vehicle.

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**A5.715EB**

1.7.8 Perform a radio check with EA & DP, to verify the operability of the radio equipment.

1.7.8.1 If radio equipment is inoperable, obtain replacement equipment.

1.8 Provide the following information to the EA & DP personnel:

1.8.1 Name and badge numbers of team members.

1.8.2 Current pocket dosimeter reading and exposure limits.

1.9 Request a briefing from EA & DP and record the following information in the spaces provided below. If the TSC is not yet activated, obtain this information from the ROC or the Control Room.

1.9.1 Team Identification: \_\_\_\_\_

1.9.2 Emergency Classification: \_\_\_\_\_

1.9.3 Has Release Started? \_\_\_\_ If so, when? \_\_\_\_\_

1.9.4 Plume Type: \_\_PUFF \_\_GROUND LVL \_\_ELEVATED

1.9.5 Current 35' Wind Speed: \_\_\_\_\_(mph)

1.9.6 Current 150' Wind Direction: \_\_\_\_\_(deg)

1.9.7 Initial Survey Route Assignment:

\_\_NW\_\_NE\_\_SE\_\_SW

- OR -

Initial Survey Location: \_\_\_\_\_

1.9.8 Desire Measurements at Initial Location: \_\_\_\_\_

1.9.9 Air Sampling: \_\_ Silver Zeolite  
\_\_ Charcoal \_\_ None

- 1.9.10 Public Protective Actions Implemented: \_\_\_\_\_  
\_\_\_\_\_
- 1.9.11 Special Precautions or Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 1.10 Obtain a copy of the Field Monitoring Team Log (Form 2.3-1, and complete the following entries in the spaces provided:
- 1.10.1 GAS TANK LEVEL -- indicate gas tank level by drawing a vertical line across the scale.
- 1.10.2 TEAM -- indicate the team designation by circling one of the numbers and circling "OFFSITE".
- 1.10.3 ROUTE -- if so assigned, indicate the assigned survey route by circling one of the distances and one of the quadrants. Otherwise, circle "N/A".
- 1.10.4 DATE -- Enter today's date.
- 1.10.5 TEAM MEMBERS -- print the name and badge number of team members.
- 1.10.6 INSTRUMENT SERIAL NUMBERS -- enter the serial number for survey instruments.
- 1.11 Proceed to the first survey location.
- 1.12 Perform requested surveys in accordance with the remaining steps of this procedure.
- 1.12.1 If the TSC/EOF is not yet activated, and the ROC or Control Room has not specified a first survey location, the monitoring team shall proceed as described in Step 3.0.

**2.0    Continuing Actions**

**NOTE:**

The instructions in this section are applicable during all offsite monitoring team activities, and shall be performed in conjunction with other steps as appropriate.

- 2.1    Team members shall periodically read their pocket dosimeter and report their cumulative radiation reading to the TSC/EOF no less than every 30 minutes.
- 2.2    Team members shall take appropriate actions to prevent the spread of detected contamination to their skin, clothing, survey equipment, and/or vehicle to the extent possible.
- 2.3    Team members shall not eat, drink, or smoke in areas with greater than background contamination or airborne activity.
- 2.4    Keep the radio equipment turned on at all times while away from the station.
- 2.5    All communications between the monitoring teams and EA & DP shall follow standard radio protocol (Attachment 7).
  - 2.5.1    Identify survey locations using predesignated survey locations to the extent possible.
  - 2.5.2    All survey data reports to EA & DP shall use the following format:

**NOTE:**

To facilitate the transfer of data, the Field Monitoring Team Log used by the monitoring team, and the Field Monitoring Worksheet used by EA & DP has similarly labeled blanks. It is only necessary to transfer the variable information. Fixed information such as column headings and units need not be relayed. This protocol will minimize communication errors.

- 2.5.2.1    Report all survey data on the worksheet in relation to its block number, rather than its parameter name. For example, "...Block 1 is A point one point one; Block 5 is four zero zero zero; Block 3 is zero point five;....".

2.5.2.2 Do not report units such as mR/hr, ft3.

2.6 If members of the public or the news media solicit information from the monitoring team, the team shall:

2.6.1 Be courteous.

2.6.2 Explain that the survey is a precautionary measure, that the survey data are raw data that have not been evaluated, and, that significant final data will be reported to State and local authorities.

2.6.3 Direct additional public questions to the local county information line. The telephone number is provided in the emergency response section (blue pages) of the telephone directory.

2.6.4 Direct additional news media questions to First Energy Corporate at 724-682-5201.

2.7 Remain alert to the status of consumable supplies, such as vehicle gas, sample media and survey meter batteries, and notify EA & DP of any pending shortfalls.

2.8 In the event of a monitoring team shift change associated with a longer term emergency response, the off-going monitoring team will complete the FINAL CONDITIONS of this procedure. The oncoming team will initiate a new copy of this procedure, re-performing or verifying the preliminary steps above, as directed by EA & DP or the ROC.

3.0 Default Survey

**NOTE:**

The steps in this section are performed whenever the ROC or the Control Room does not provide an initial survey assignment. This may occur during a quickly breaking incident prior to activation of the ROC or TSC/EOF. Generally, by the time that the team has completed the preliminary steps of this procedure, the TSC/EOF will have been activated.

3.1 Locate the survey map and the survey point index for the assigned map quadrant.

- 3.1.1 If the quadrant was not assigned, select the quadrant into which the wind is blowing:

<u>Wind Direction</u>	<u>Quadrant</u>
0 - 90	SW
90-180	NW
180-270	NE
270-360	SE

- 3.2 If weather permits, perform a moving dose rate survey (Step 4.0) while enroute to the first survey location.
- 3.2.1 If there is a BVPS monitoring team at that location, proceed to the next location on the survey route.
- 3.3 Perform a stationary dose rate survey (Step 5.0) at this location.
- 3.4 If the open window dose rate is greater than the closed window dose rate, obtain a 10 ft<sup>3</sup> air sample and perform field screening on the sample media as described in Step 6.0.
- 3.4.1 Use a silver zeolite cartridge for iodine sampling.
- 3.5 Record all data on the Field Monitoring Team Log.
- 3.6 Report the data to the ROC or Control Room.
- 3.7 Proceed to the next survey point on the route.
- 3.8 Repeat Steps 3.2 to 3.7 until directed otherwise.

**4.0    Moving Dose Rate Survey**

**NOTE:**

Moving dose rate surveys are performed to locate the boundaries of the plume, and/or, to locate plume centerline. The steps in this section are performed when in enroute to the first survey location, while enroute between survey locations, and as directed by EA & DP.

**NOTE:**

Whenever possible an ion chamber instrument, such as the Eberline RO- series, should be used for making dose rate measurements. However, an instrument with an energy-compensated GM probe, such as the Eberline HP-270, is an acceptable substitute for gamma exposure measurements.

**NOTE:**

Team SRD readings should be reported to EA & DP approximately every 30 minutes or, in higher dose rate areas, every 100 mrem.

- 4.1    Select a beta-gamma instrument.
- 4.2    Close the beta window.
- 4.3    Open the vehicle window and hold the instrument at the opening.
- 4.4    Travel along the designated survey route at a low rate of speed (within speed limits, no greater than 30 mph).
- 4.5    Monitor instrument read-out and note changes in instrument response.
  - 4.5.1    Report the first increase ( $>1.0$  mrem/hr) in ambient dose rate above background to EA & DP and log the location on the Field Monitoring Team Log.

4.5.2 If the ambient dose rate increases to 100 mR/hr:

4.5.2.1 Immediately move away to an area of lower dose rate.

4.5.2.2 Notify EA & DP and request instructions.

4.5.3 If the survey is being performed to locate the leading and trailing edges of the plume also report significant decreases in ambient dose rates.

5.0 Stationary Dose Rate Survey

**NOTE:**

Whenever possible an ion chamber instrument, such as the Eberline RO- series, should be used for making dose rate measurements. However, an instrument with an energy-compensated GM probe, such as the Eberline HP-270, is an acceptable substitute for gamma exposure measurements.

5.1 Take a closed window reading.

5.1.1 Check the beta window closed.

5.1.2 Hold the instrument, or instrument probe parallel to, facing, and about 3 feet (e.g., waist height) above the ground.

5.1.3 Allow sufficient time for the instrument reading to stabilize.

5.1.4 Record reading, in mR/hr, on the Field Monitoring Team Log.

5.2 Take an open window reading.

5.2.1 Open the beta window.

- 5.2.2 Hold the instrument, or instrument probe parallel to, facing, and about 3 feet (e.g., waist height) above the ground. Allow sufficient time for the instrument reading to stabilize. Note the reading.
- 5.2.3 Rotate the instrument beta window to face upwards. Allow sufficient time for the instrument reading to stabilize. Note the reading.
- 5.2.4 Record the higher reading, in mR/hr, on the Field Monitoring Team Log.
- 5.2.5 Vary the height of the instrument, or probe, between waist height and 3 inches above the ground.
  - 5.2.5.1 If the open window reading is higher, closer to the ground, record and label the 3 inch reading in the REMARKS column.

- 5.3 If an air sample was requested for this location, proceed to Step 6.0.
- 5.4 When all measurements required at this location have been obtained, report the data (blocks 1 - 11) to EA & DP. Await further instructions.

**6.0 Airborne Activity Sampling**

**NOTE:**

If the open window dose rate measurement is about equal to the closed window reading, the survey location is not submerged in the plume and air samples will underestimate the plume concentration. Notify EA & DP if this is the case and request instructions.

- 6.1 Prepare sampler:
  - 6.1.1 If not already present, mark a flow arrow on the side of the charcoal or silver zeolite cartridge.

- 6.1.1.1 EA & DP will direct which iodine sample media to use.
- 6.1.2 Place a clean particulate filter, and the iodine sample cartridge, in the sample holder and install on the sampler.
  - 6.1.2.1 Air flow shall pass through the particulate paper first and then the cartridge in the direction of the arrow marked on the cartridge.
  - 6.1.2.2 If EA & DP does not request an iodine sample, use a single charcoal cartridge as a place-holder. Re-use this cartridge for all subsequent particulate sample.
- 6.1.3 Position the sampler so that the intake is not in close proximity to potentially contaminated surfaces. Protect the filter paper and iodine cartridge from rain.
- 6.1.4 If the air sampler has an integral battery, proceed to Step 6.2.

**CAUTION:**

In the steps to follow, use caution when connecting the sampler power leads to the vehicle battery. Specifically:

Avoid the fan, fan belt, and other engine moving parts when positioning and connecting power leads.

Avoid contact with battery acid corrosion residue.

To minimize the potential for hydrogen explosion, do NOT connect or disconnect the sampler power leads while the sampler is turned on.

- 6.1.5 Connect the sampler to the vehicle battery.

**6.2 Obtain the sample:**

6.2.1 Turn on the sampler

6.2.2 Record the sample start time on an Air Sample Record Card.

6.2.3 Read the flow rate, and determine the sampling time:

$$\text{Sample Time, minutes} = \frac{\text{Desired Volume ft}^3}{\text{Sample Flow Rate, cfm}}$$

6.2.3.1 The desired sample volume is 10 ft<sup>3</sup>, unless directed otherwise by EA & DP personnel.

6.2.4 When the sample time has elapsed, stop the sampler and record the stop time on an Air Sample Record Card.

6.2.5 Complete other data requested on Air Sample Record Card.

**6.3 Using the E140N with a HP210 probe, obtain a background reading.**

6.3.1 Check that the RESPONSE control is set for the slowest response.

6.3.2 Position the probe over the location where the sample media will be counted.

6.3.3 Evaluate background count rate.

6.3.3.1 If the background exceeds 30,000 cpm, notify EA & DP and request clearance to move to an area of lower background.

6.3.4 Note and record the background count rate in cpm on the Field Monitoring Team Log.

**6.4 Perform field screening of the sample media.**

**CAUTION**

Handle sample media in a manner that minimizes cross-contamination of sample media or the removal of activity from the sample media. As example:

Handle all sample media by the edges.

Place, do not slide, sample media into sample bags.

Do not shake sample bags, or squeeze sample bags together.

**6.4.1 Remove the sample media from the sample holder.**

**6.4.2 Count the filter paper and the iodine cartridge separately.**

**6.4.2.1 Place the filter paper on a clean surface.**

**6.4.2.2 Hold the HP210 probe about 0.5 inches above the filter paper.**

**6.4.2.3 Record the gross instrument reading, in cpm, on the Field Monitoring Team Log.**

**6.4.2.4 Place the iodine sample cartridge on a clean surface, flow arrow pointing downward.**

**6.4.2.5 Hold the HP210 probe about 0.5 inches above the face of the sample cartridge.**

**6.4.2.6 Record the gross instrument reading, in cpm, on the Field Monitoring Team Log.**

- 6.5 On the Field Monitoring Team Log,
  - 6.5.1 Record the sample volume in column 8.
  - 6.5.2 Circle the iodine sample time, if applicable, in column 9.
  - 6.5.3 Record the team member SRD readings in columns 10 and 11.
- 6.6 When all measurements required at this location have been obtained, report the data (blocks 1 - 11) to EA & DP. Await further instructions.

**E. FINAL CONDITIONS**

- 1.0 All sample media are properly bagged, labeled, and have been returned to the station for possible laboratory analysis.
- 2.0 All survey logs are complete, and signed by the team leader.
- 3.0 Survey logs shall be attached to this procedure, and the procedure forwarded to the EA & DP Coordinator in the TSC/EOF, and then upon termination of the emergency, to the Communications and Records Coordinator.
- 4.0 If the team has been directed to turnover to a relief team, the oncoming monitoring team has been briefed by the off-going team regarding the status of monitoring equipment, supplies, the vehicle, and other pertinent information.
- 5.0 If the team has been directed to return to the station without turnover, all monitoring equipment, including the vehicle, has been returned to the original storage location, or another location designated by EA & DP.
- 6.0 Procedure Complete
  - 6.1 Date/Time: \_\_\_\_\_
  - 6.2 Team Leader: \_\_\_\_\_

**F. REFERENCES**

- 1.0 DLC, "Airborne Radioactivity Sampling" HPM RP 7.3
- 2.0 DLC, Portable Air Samplers - Model H-809C, H-809V, H-809B2 (RADECO).  
HPM RIP-6.6

**G. ATTACHMENTS**

- 1.0 Worksheet 2.3-1, Field Monitoring Team Log
- 2.0 NW Offsite Survey Map
- 3.0 SW Offsite Survey Map
- 4.0 SE Offsite Survey Map
- 5.0 NE Offsite Survey Map
- 6.0 Air Sample Record Card
- 7.0 Radio Protocol

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**WORKSHEET 2.3-1,**  
**FIELD MONITORING TEAM LOG**

**EXAMPLE**

**ATTACHMENT 1 (2 OF 2)**

**INSTRUCTIONS**

**One Time Entries**

- a. **GAS TANK** -- Enter the gas tank level at the start of monitoring.
- b. **TEAM** -- Circle the appropriate team designation(s).
- c. **ROUTE** -- If assigned a specific route, circle the distance and quadrant designations. IF NOT, circle "N/A".
- d. **DATE** -- Enter the current date.
- e. **TEAM MEMBERS** -- Enter the name and badge number of the team members. Member #1 should be the team leader.
- f. **INSTRUMENT SERIAL NUMBERS** -- Enter the serial numbers of the instruments that will be used.
- g. **TEAM LEADER** -- The team leader signs the form when the form is complete.

**For Each Survey Point**

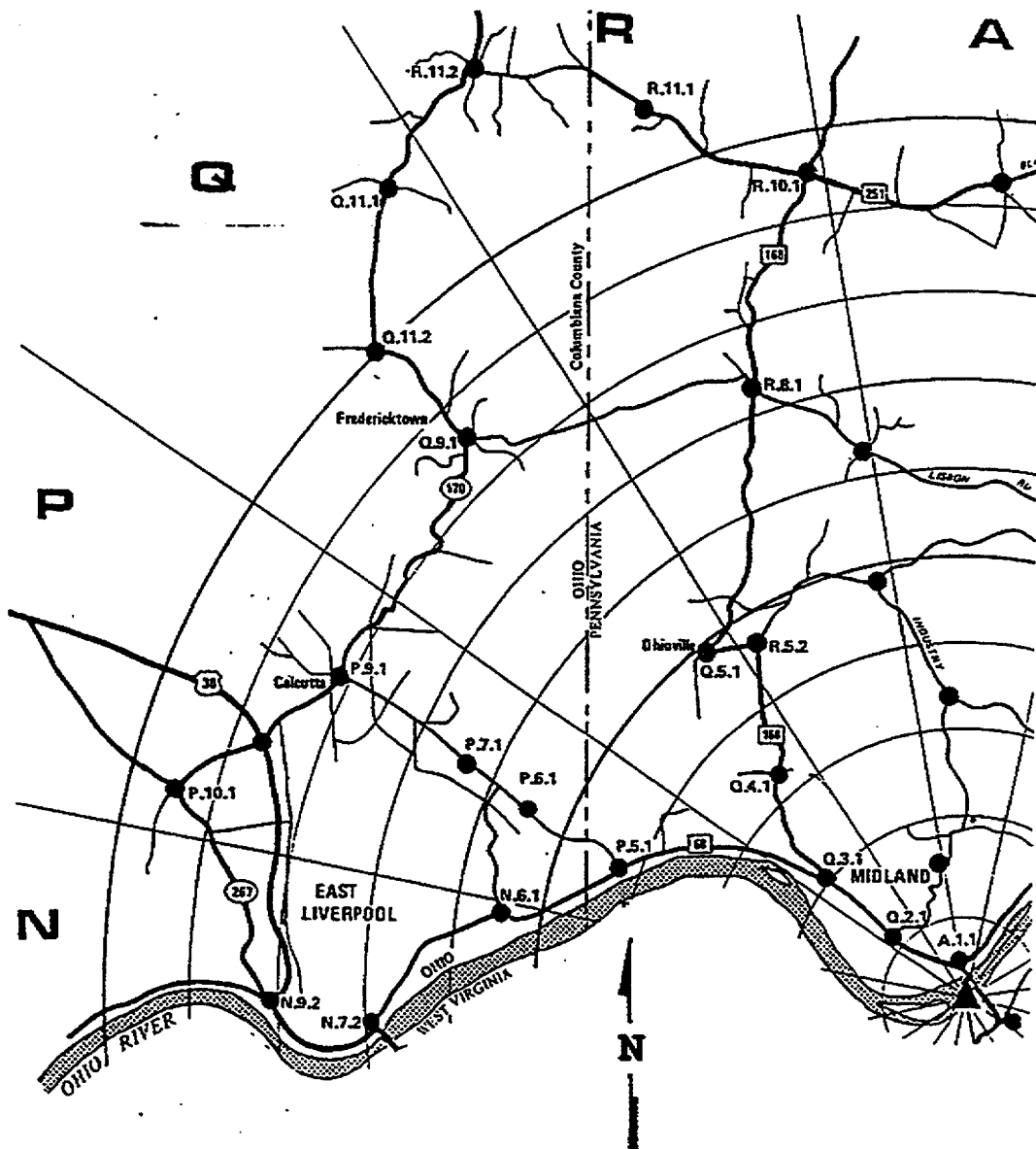
1. **SURVEY POINT** -- Enter the survey point designation, (e.g., A.1.1. If a non-standard survey location, enter an asterisk in column 1 and put a description of the location in the remarks section.
2. **TIME** -- Enter the time that the measurements were taken. For air samples, use the start time of the sampling period.
- 3,4 **DOSE RATE** -- Enter the closed window B-G dose rate in mR/hr and the open window B-G dose rate in mR/hr in columns 3 and 4 respectively.
- 5,6,7 **FIELD SCREENING** -- Enter the gross count rates for particulate and iodine samples, and the background count rate, in cpm, in columns 5, 6 and 7 as appropriate.
8. **SAMPLE VOLUME** -- Enter the air sample volume in column 8.
9. **CARTRIDGE TYPE** -- Circle the iodine sample media type in column 9.
- 10,11 **TEAM SRD, mR/hr** -- Enter the team members self-reading dosimeter dose in columns 10 and 11. Use column 11 for team member #1 identified at the bottom of the log and column 12 for team member #2.
12. Enter any remarks necessary in the Remarks Column.

**NOTE:** When reporting these data back to EA & DP, report the data by column number and value. For example: "...column 1 A point 1 point 1, column 2 fourteen hundred, column 3 zero point zero one, column 2 zero point zero three, column 5 none..." Use "none" to report any columns for which data were not collected.

2.3-1

ATTACHMENT 2 (1 of 3)

NW OFFSITE SURVEY MAP



**ATTACHMENT 2 (2 of 3)**

**NORTHWEST 5 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
Q.3.1	Intersection of Rt's 168 & 68	Good
P.5.1	Intersection of Rt. 68 and Calcutta-Smith Ferry Rd.	Good
P.6.1	Top of Hill Calcutta-Smith Ferry Rd.	Good
N.6.1	Intersection of Parkway Rd. & Ohio Rt. 39	Good

**NORTHWEST 10 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
A.1.1	Rt. 168 Bridge on Midland side of Ohio River	Good
Q.3.1	Intersection of Rt. 168 & 68	Good
Q.4.1	Rt. 168 & Eastwood Dr.	Good
Q.5.1	Ohioville Vol. Fire Dept. off Rt. 168	Good
R.8.1	Intersection of Rt. 168 & Lisbon Rd.	Good
R.10.1	Intersection of Rt's 251 & 168	Fair
R.11.1	Intersection of Rt. 251 & State Gamelands Rd.	Poor
R.11.2	Intersection of Rt's 170 & 251	Poor
Q.11.1	Intersection of Rt. 170 & Clarkson Pancake Rd.	Good
Q.11.2	Intersection of Rt. 170 & Frederickstown Clarkson Rd.	Good
C.9.1	Intersection of Rt. 170 & Frederickstown Rd.	Good
P.9.1	Intersection of Rt. 170 & Calcutta-Smith Ferry Rd.	Good
P.10.1	Intersection of Rt. 267 & T928 (Irish-Ridge Rd)	Good
N.9.2	Intersection of Rt's 267 & 39/7 (School)	Fair
N.7.2	Emergency stopping area before Ohio/W.Va. Bridge Rt. 30	Good
P.5.1	Intersection of Rt. 68 & Calcutta-Smith Ferry Rd.	Good

**ATTACHMENT 2 (3 of 3)**

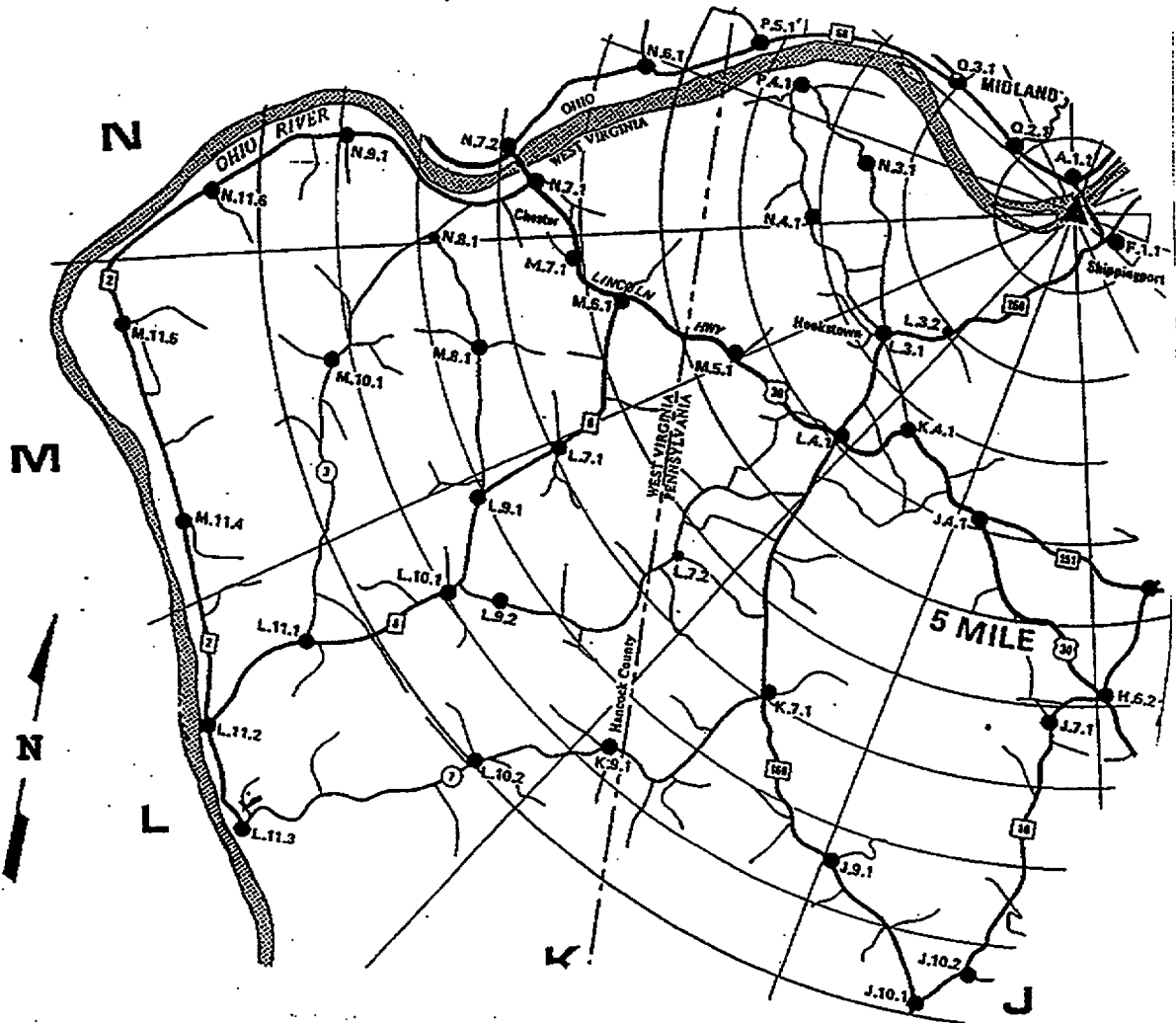
**NORTHWEST ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
A.1.1	Rt. 168 Bridge on Midland Side of Ohio River	Good
Q.3.1	Intersection of Rt. 168 & 68	Good
P.6.1	Top of Hill Calcutta-Smith Ferry Rd.	Good
N.6.1	Intersection of Fisher Rd. & Ohio Rt. 39	Poor
Q.4.1	Entrance to Meadowbrook Estates, Rt. 168 & Eastwood Dr.	Good
Q.5.2	Intersection of Tuscarawas Rd. and Rte. 168	Good
Q.5.1	Ohioville Vol. Fire Dept. off Rt. 168	Good
R.8.1	Intersection of Rt. 168 & Lisbon Rd.	Good
R.10.1	Intersection of Rt's 251 & 168	Fair
R.11.1	Intersection of Rt. 251 & State Gamelands Rd.	Poor
R.11.2	Intersection of Rt's 170 & 154	Poor
Q.11.1	Intersection of Rt. 170 & Clarkson Pancake Rd.	Good
Q.11.2	Intersection of Rt. 170 & Fredrickstown Clarkson Rd.	Good
Q.9.1	Intersection of Rt. 170 & Frederickstown Rd.	Poor
P.9.1	Intersection of Rt. 170 & Calcutta-Smith Ferry Rd.	Good
P.10.1	Intersection of Rt. 267 & T928 (Irish-Ridge Rd)	Good
N.9.2	Intersection of Rt's 267 & 39/7 (School)	Good
N.7.2	Emergency stopping area before Ohio/W.Va. Bridge Rt. 30	Good
P.5.1	Intersection of Rt. 68 & Calcutta-Smith Ferry Rd.	Good
P.6.1	Top of hill Calcutta-Smith Ferry Rd.	Good
P.7.1	Calcutta Church (Calcutta-Smith Ferry Rd.)	Good

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ATTACHMENT 3 (1 of 4)

SW OFFSITE SURVEY MAP



ATTACHMENT 3 (2 of 4)

SOUTHWEST 5 MILE ROUTE

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
L.3.1	Major Intersection in Hookstown	Good
L.4.1	Intersection of Rt. 168 & Rt. 30	Good
J.4.1	Intersection of Rt. 30 & Tr. 151	Good
H.5.1	Intersection of Rt. 151 & Rt. 18	Good
H.6.2	Intersection of Rt. 18 & Rt. 30	Fair
M.5.1	West on Rt. 30, 1.2 miles Past L.4.1 or East on Rt. 30, 1.2 miles Past M.6.1	Good
M.6.1	Intersection of Rt. 30 & Rt. 8	Good
N.7.1	West Virginia-Ohio Bridge, Rt. 30	Good
N.6.1	Intersection of Rt. 39 & Parkway	Good
Q.2.1	Entrance to J&L Steel, Rt. 68 Midland	Good
A.1.1	Midland Side of Rt. 168 Bridge	Good

SOUTHWEST 10 MILE ROUTE

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
L.3.1	Major Intersection in Hookstown	Good
L.4.1	Intersection of Rt. 168 & Rt. 30	Good
J.4.1	Intersection of Rt. 30 & Tr. 151	Good
H.5.1	Intersection of Rt. 151 & Rt. 18	Good
H.6.2	Intersection of Rt. 18 & Rt. 30	Fair
J.10.1	Intersection of Rt. 18 & Rt. 168	Good
J.9.1	Entrance to Youth Forestry Camp Rt. 168	Good
K.7.1	Intersection of Hanover Rd. & Rt. 168, 2.7 miles from J.9.1 or 3.3 miles from L.A.1	Good
K.9.1	Intersection of Rt. 7 & Rt. 24	Good
L.10.2	Intersection of Rt. 7 & Rt. 26, (Florence Rd.) Sewage Lift Station	Good
L.11.3	Intersection of Rt. 2 & Rt. 7, (Hardin's Run)	Fair

ATTACHMENT 3 (3 of 4)

SOUTHWEST 10 MILE ROUTE

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
L.11.2	Intersection of Rt. 2 & Rt. 8	Good
M.11.4	Bridge of Tomlinson Lake, Rt. 2	Good
M.11.5	Intersection of Rt. 2 & Rt. 208	Good
N.11.6	Intersection of Rt. 2 & Rt. 3/6, R.R. Crossing	Good
N.9.1	Intersection of Rt. 2 & Rt. 1	Good
N.7.1	West Virginia-Ohio Bridge, Rt. 30	Good
N.6.1	Intersection of Rt. 39 & Parkway	Good
Q.2.1	Entrance to J&L Steel Rt. 68 Midland	Good
A.1.1	Midland Side of Rt. 168 Bridge over Ohio	Good
L.4.1	Intersection of Rt. 168 & Rt. 30	Good

SOUTHWEST ROUTE

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
L.3.1	Major Intersection in Hookstown	Good
L.4.1	Intersection of Rt. 168 & Rt. 30	Good
J.4.1	Intersection of Rt. 30 & Tr. 151	Good
H.5.1	Intersection of Rt. 151 & Rt. 18	Good
H.6.2	Intersection of Rt. 18 & Rt. 30	Fair
J.10.1	Intersection of Rt. 18 & Rt. 168	Good
J.9.1	Entrance to Youth Forestry Camp Rt. 168	Good
K.7.1	Intersection of Hanover Rd. & Rt. 18, 2.7 miles from L.4.1	Good
M.5.1	West on Rt. 30, 1.2 miles Past L.4.1 or East or East on Rt. 30, 1.2 miles Past M.6.1	Good
M.6.1	Intersection of Rt. 30 & Rt. 8	Good
N.7.1	West Virginia-Ohio Bridge, Rt. 30	Good
A.1.1	Midland Side of Rt. 168 Bridge	Good
Q.2.1	Entrance to J&L Steel, Rt. 68 Midland	Good
N.6.1	Intersection of Rt. 39 & Parkway Rd.	Good

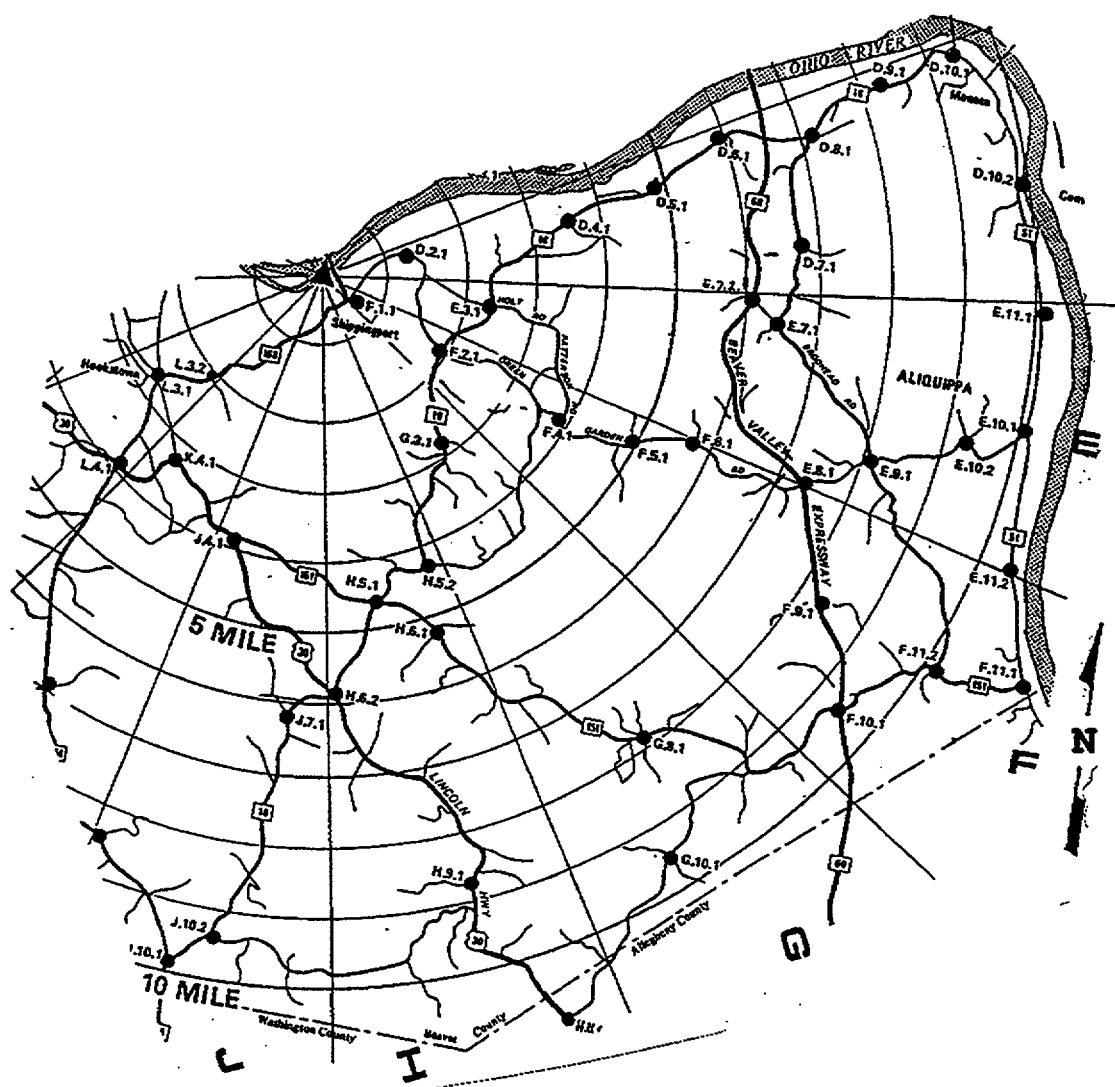
**ATTACHMENT 3 (4 of 4)**

**SOUTHWEST ROUTE**

<b><u>POINT</u></b>	<b><u>LOCATION</u></b>	<b><u>RADIO COMMUNICATION</u></b>
N.4.1	Second Bridge Past Hookstown Intersection	Good
P.4.1	Dravo, Keystone Division	Good
N.3.1	Top of Hill Next to DLCO Radio Tower	Good
L.7.1	Intersection of Rt. 8 & Rt. 14	Good
L.9.1	Intersection of Rt. 8 & Rt. 5	Good
L.10.1	Tomlinson Run State Park Entrance, Rt. 8	Good
L.11.1	Intersection of Rt. 8 & Rt. 3	Good
L.9.2	Oak Glen High School, County Rd. 18	Good
L.7.2	Intersection of Rt. 33 & Rt. 14/2	Fair
N.9.1	Intersection of Rt. 2 & Rt. 1	Good
N.11.6	Intersection of Rt. 2 & Rt. 3/6, RR Crossing	Good
M.11.5	Intersection of Rt. 2 & Rt. 208	Good
M.11.4	Bridge Over Tomlinson Lake, Rt. 2	Good
L.11.2	Intersection of Rt. 2 & Rt. 8	Good
L.11.3	Intersection of Rt. 2 & Rt. 7, (Hardin's Run)	Fair
L.10.2	Intersection of Rt. 7 & Rt. 26, (Florence Rd.)	Good
K.9.1	Intersection of Rt. 7 & Rt. 24	Good
M.10.1	Intersection of Rt. 3 & Rt. 208	Good
N.8.1	Intersection of Rt. 3/2 & Rt. 5	Good
M.8.1	Intersection of Rt. 5 & Rt. 208	Good

ATTACHMENT 4 (1 of 4)

SE OFFSITE SURVEY MAP



**ATTACHMENT 4 (2 of 4)**

**SOUTHEAST 5 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
D.2.1	Bruce Mansfield Plant Entrance	Good
F.2.1	Intersection of Rt. 18 & Green Garden Rd.	Good
E.3.1	Intersection of Rt. 18 & Holt Rd.	Good
D.4.1	"Y" in road at Rt. 18 and Mowry Rd.	Good
D.5.1	Main Plant Entrance ARCO/POLYMERS, Rt. 18	Good
D.6.1	Zinc Corp. of American Entrance, Rt. 18	Good
E.7.2	Center Exit of Rt. 60	Good
E.8.1	Aliquippa Exit of Rt. 60	Good
F.6.1	Intersection of Penny Hollow Park Rd. & Green Garden Road	Good
F.4.1	Intersection of Green Garden Rd. & Patterson Rd.	Good
G.3.1	Superior Mobile Homes, Rt. 18	Good
H.5.1	Intersection of Rt's 18 & 151	Good
J.4.1	Intersection of Rt's 30 & 151	Good
L.3.1	Main Intersection in Hookstown	Good

**SOUTHEAST 10 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
D.2.1	Bruce Mansfield Plant Entrance	Good
F.2.1	Intersection of Rt. 18 & Green Garden Rd.	Good
E.3.1	Intersection of Rt. 18 & Holt Rd. 1.1 mile from F2.1	Good
D.4.1	"Y" in road at Rt. 18 and Mowry Rd.	Good
D.5.1	Main Plant Entrance ARCO/POLYMERS, Rt. 18	Good
D.6.1	Zinc Corp. of American, Rt. 18	Good
D.8.1	Intersection of Rt's 18 & 51, Beaver Valley Mall	Good
D.9.1	Gee Bee Shopping Center, Rt. 18/51	Good

ATTACHMENT 4 (3 of 4)

**SOUTHEAST 10 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
D.10.1	Pheonix Glass Parking Lot, Penn Ave., Monaca	Good
D.10.2	Intersection of Constitution Blvd. and Monaca Rd.	Good
E.11.1	Entrance to West Aliquippa, Constitution Blvd.	Good
E.10.1	Entrance to Aliquippa from Constitution Blvd.	Good
E.10.2	Intersection of Franklin Ave. & Kennedy Blvd., Aliq.	Good
E.11.2	Ambridge-Aliquippa Bridge, Constitution Blvd.	Fair
F.11.1	Phillips Power Station, Constitution Blvd.	Poor
F.11.2	Intersection of Rt's 51 & 151	Good
F.10.1	Intersection of Rt's 151 & 60, 60 overpasses 151	Good
G.10.1	2nd Intersection Past Booktown (off Rt. 151)	Good
H.11.1	Mazzaro Coal Right Side Rt. 30 - Allegheny Co.	Fair
H.9.1	Raccoon Park Entrance, Rt. 30	Fair
J.10.1	Intersection of Rt's 18 & 168	Good
H.6.2	Intersection of Rt's 18 & 30	Fair
J.4.1	Intersection of Rt's 30 & 151	Good
L.3.1	Main Intersection in Hookstown	Good

**SOUTHEAST ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
D.2.1	Bruce Mansfield Plant Entrance, Rt. 18	Good
F.2.1	Intersection of Rt. 18 & Green Garden Rd.	Good
E.3.1	Intersection of Rt. 18 & Holt Rd.	Good
D.4.1	"Y" in road at Rt. 18 and Mowry Rd.	Good
D.5.1	Main Plant Entrance ARCO/POLYMERS, Rt. 18	Poor
D.8.1	Intersection of Rt's 18 & 51, Beaver Valley Mall	Good
D.9.1	Gee Bee Shopping Center, Rt. 18/51	Good
D.10.1	Pheonix Glass Parking Lot, Penn Ave., Monaca	Good

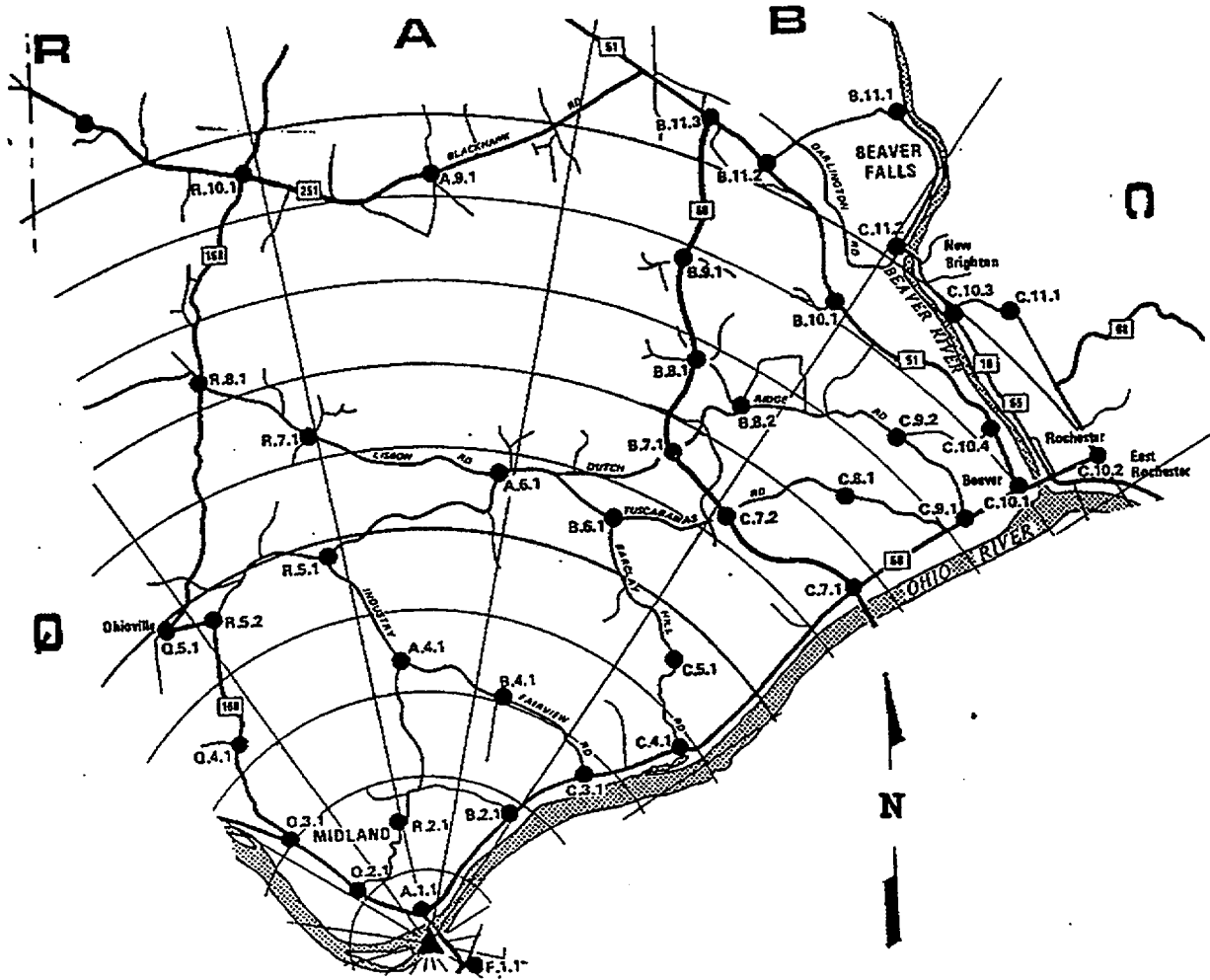
**ATTACHMENT 4 (4 of 4)**

**SOUTHEAST ROUTE (Continued)**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
D.10.2	Intersection of Constitution Blvd. and Monaca Rd.	Good
E.9.1	Intersection of Rt. 51 and Kennedy Blvd.	Good
E.11.1	Entrance to West Aliquippa, Constitution Blvd.	Good
E.10.1	Entrance to Aliquippa from Constitution Blvd.	Good
E.10.2	Inter. of Franklin Ave. & Kennedy Blvd., Aliq	Good
E.11.2	Ambridge-Aliquippa Bridge, Constitution Blvd.	Fair
F.11.1	Phillips Power Station, Constitution Blvd.	Poor
F.11.2	Intersection of Rt's 51 & 151	Good
F.10.1	Intersection of Rt. 151 and Rt. 60, 60 overpasses 151	Good
H.11.1	Mazzaro Coal- right side Rt. 30 - Allegheny Co.	Fair
H.9.1	Raccoon Park Entrance, Rt. 30	Fair
J.10.1	Intersection of Rt's 18 & 168	Good
G.8.1	Steel Bridge on Rt. 151	Good
H.6.1	2 Miles east from 18 & 151 Intersection or 2 Miles west on Rt. 151 from G.8.1	Good
H.5.1	Intersection of Rt's 151 & 18	Good
H.6.2	Intersection of Rt's 18 & 30	Fair
G.3.1	Superior Mobile Homes, Rt. 18	Good
L.3.1	Main Intersection in Hookstown	Good
D.7.1	Entrance to Community College of Beaver County, Rt. 51	Good
E.7.1	KMART Shopping Center off of Rt. 60 Ramp	Good
E.7.2	Center Exit of Rt. 60	Good
F.9.1	Bridge on Rt. 60, 1.6 miles north from Center exit	Good
E.8.1	Aliquippa Exit of Rt. 60	Good
F.6.1	Penny Hollow Park Rd. & Green Garden Rd.	Good
F.4.1	Intersection of Green Garden Rd. & Patterson Rd.	Good
G.10.1	2nd Intersection past Booktown (off Rt. 151)	Good

ATTACHMENT 5 (1 of 4)

NE OFFSITE SURVEY MAP



**ATTACHMENT 5 (2 of 4)**

**NORTHEAST 5 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
A.1.1	Rt. 168 Bridge on the Midland side of Ohio River	Good
B.2.1	Red Brick Bldg. on left side of Rt. 68, 1.5 m from A.1.1	Good
C.3.1	Intersection of Rt. 68 & Engle Rd.	Good
C.4.1	Intersection of Rt. 68 & Barclay Hill Rd.	Good
C.5.1	Inter. of John E. Gray Dr. & Barclay Hill Rd.	Good
B.6.1	Intersection of Barclay Hill Rd. & Tuscarawas Rd.	Good
A.6.1	Intersection of Lisbon Rd. and Tuscarawas Rd.	Good
R.5.1	Intersection of Engle Rd. & Tuscarawas Road	Good
R.5.2	Intersection of Tuscarawas Rd. & Rt. 168	Good
Q.4.1	Intersection on Rt. 168, Eastwood Rd.	Good
Q.3.1	Intersection of Rt. 168 and Rt. 68	Good

**NORTHEAST 10 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
A.1.1	Rt. 168 Bridge on the Midland side of Ohio River	Good
B.2.1	Red Brick Bldg. on left side of Rt. 68, 1.5 m from A.1.1	Good
C.3.1	Intersection of Rt. 68 & Engle Rd.	Good
C.4.1	Intersection of Rt. 68 & Barclay Hill Rd.	Good
C.7.1	Intersection of Rt. 68 & Rt. 60 Rt. 68 overpasses Rt. 60	Good
C.9.1	Beaver County Courthouse, Rt. 68	Good
C.10.1	Intersection of Rt's 68 & 51, 68 overpasses 51	Good
C.10.2	Huntsman Funeral Home at right angle bend in Rt. 68	Good
C.11.1	Four way intersection at bottom of Marion Hill	Good

ATTACHMENT 5 (3 of 4)

NORTHEAST 10 MILE ROUTE (Continued)

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
C.10.3	Morrow Ford across bridge over Beaver River, Rt. 18	Good
B.11.1	3 way inter. at Geneva College Athletic complex	Fair
B.11.3	Intersection of Rt's 60 & 51 at Chippewa	Fair
C.11.2	Diamond Milling near N. Brighton/ Beaver Falls Bridge	Good
C.10.4	Inter. of Rt 51 & Beaver Hollow Rd.	Good
A.9.1	Blackhawk Public Golf Course, Rt. 251	Good
R.10.1	Intersection of Rt's 251 & 168	Fair
R.8.1	Intersection of Lisbon Rd. & Rt. 168	Good
Q.5.1	Ohioville Vol. Fire Dept., Rt. 168	Good
Q.4.1	Intersection on Rt. 168, 2.3m from Q.5.1	Good
Q.3.1	Intersection of Rt's 168 & 68, Midland	Good

NORTHEAST ROUTE

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
Q.3.1	Intersection of Rt's 168 & 68, Midland	Good
A.1.1	Rt. 168 Bridge on the Midland side of Ohio River	Good
B.2.1	Red Brick Bldg. on left side of Rt. 68, 1.5 m from A.1.1	Good
C.3.1	Intersection of Rt. 68 & Industry Engle Rd.	Good
C.4.1	Intersection of Rt. 68 & Barclay Hill Rd.	Good
C.7.1	Intersection of Rt. 68 & Rt. 60 Rt. 68 overpasses Rt. 60	Good
C.9.1	Beaver County Courthouse, Rt. 68	Good
C.10.1	Intersection of Rt's 68 & 51, 68 overpasses 51	Good
C.10.2	Huntsman Funeral Home at right angle bend in Rt. 68	Good

**ATTACHMENT 5 (4 of 4)**

**NORTHEAST ROUTE (Continued)**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
C.10.3	Morrow Ford across bridge over Beaver River, Rt. 18	Good
B.11.1	Three-way Inter. at Geneva College Athletic Complex	Good
B.11.2	Intersection of Rt's 588 & 51	Good
B.10.1	Top of Fallston Hill Golf Course	Good
C.10.4	Intersection of Rt. 51 and Beaver Hollow Rd.	Good
C.8.1	Top of Hill on Tuscarawas Rd. at Walington Estates	Good
C.7.2	Intersection of Tuscarawas Rd. and Rt. 60	Good
C.5.1	Inter. of John E. Gray Dr. & Barclay Hill Rd.	Good
B.6.1	Intersection of Barclay Hill Rd. & Tuscarawas Rd.	Good
A.6.1	Intersection of Lisbon Rd. and Tuscarawas Rd.	Good
R.7.1	Intersection on Lisbon Rd. & Ridgemont Rd.	Good
R.8.1	Intersection of Lisbon Rd. & Rt. 168	Good
R.10.1	Intersection of Rt's 168 & 251	Poor
A.9.1	Blackhawk Public Golf Course, Rt. 251	Poor
Q.5.1	Ohioville Vol. Fire Dept., Rt. 168	Good
Q.4.1	Intersection on Rt. 168 & Eastwood Rd.	Good
Q.3.1	Intersection of Rt's 168 & 68	Good
B.11.3	Intersection of Rt's 60 & 51	Fair
B.9.1	Bridge on Rt. 60 over Brady's Run County Park	Good
B.7.1	Intersection of Dutch Ridge Rd. and Rt. 60	Good
C.7.2	Intersection of Tuscarawas Rd. and Rt. 60	Good
B.4.1	Western Beaver High School	Good
C.9.2	Beaver County Medical Center--Dutch Ridge Rd.	Good
R.5.1	Intersection of Engle Rd. & Tuscarawas Rd.	Good
R.5.2	Intersection of Tuscarawas Rd. and Rt. 168	Good

**ATTACHMENT 6 (1 of 1)**

**AIR SAMPLE RECORD CARD**

Air sample locations: \_\_\_\_\_

Date: \_\_\_\_\_ Surveyor: \_\_\_\_\_

Sampler ID# \_\_\_\_\_

Sampler Flow Rate ft/min \_\_\_\_\_

Sample time: (10 ft /Sampler Flow Rate - \_\_\_\_\_

Sample Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

Sample Volume: \_\_\_\_\_

**INTENTIONALLY BLANK**

**ATTACHMENT 7 (1 of 2)**

**RADIO PROTOCOL**

Because radio communications is one way at a time (unlike a telephone), the use of a standard protocol is necessary to minimize confusion, speed operation and insure accurate transfer of information.

- 1) Begin a transmission with the name of the receiving party followed by the name of the transmitting party. For example, "Beaver Valley EA & DP this is Field Monitoring Team One, over". Wait for the receiving party to acknowledge before relaying data. During a series of exchanges, terminate each transmission with "over" to indicate to the other person that they may transmit. End the final transmission of a series with an appropriate termination phrase. For example, "Monitoring Team One out".
- 2) Controlling group (EA & DP, ROC) communicators must avoid general statements such as, "Monitoring teams report your dosimeter readings". This can result in confusion due to simultaneous transmissions by two or more teams. Direct such inquiries to each team in sequence. The only exception to this is if no response is needed from the individual teams.
- 3) Certain letters of the alphabet can be confused when said (V and B, P and B, as examples). When spelling words for clarity or giving alphabetic designators, use the standard international phonetic alphabet shown below. Monitoring locations D.2.1 becomes "Delta point two point one". For a word like bat., say "I spell-bravo, alpha, tango", giving the phonetics slowly.
- 4) Give numerical information as digits rather than reading it as a number. 2432 becomes two, four, three, two rather than two thousand four hundred thirty two. 35.7 becomes three, five, point, seven rather than thirty five and seven tenths.
- 5) Report data as specified in the Field Monitoring EPP/IPs - that is by block location on the forms and without units such as mR/hr., cubic ft., or cpm. If units must be given, say them out - millirem per hour, counts per minute, etc. Avoid jargon and abbreviations.
- 6) Insure correct data transferal by obtaining repeat backs of all data sent and provide repeat back or acknowledgment of messages received.

**ATTACHMENT 7 (2 of 2)**

**RADIO PROTOCOL**

- 7) Avoid exclamatory or alarming statements. When you press the microphone button, you are making a public announcement because of the many scanners that can receive business band communications.

**INTERNATIONAL PHONETIC ALPHABET**

A-ALPHA	J-JULIETT	S-SIERRA
B-BRAVO	K-KILO	T-TANGO
C-CHARLIE	L-LIMA	U-UNIFORM
D-DELTA	M-MIKE	V-VICTOR
E-ECHO	N-NOVEMBER	W-WHISKEY
F-FOXTROT	O-OSCAR	X-XRAY
G-GULF	P-PAPA	Y-YANKEE
H-HOTEL	Q-QUEBEC	Z-ZULU
I-INDIA	R-ROMEIO	

## **OFFSITE PROTECTIVE ACTIONS**

## OFFSITE PROTECTIVE ACTIONS

APPROVAL PAGEIntent Related Revision \_\_\_\_ Yes X No

## IF YES

## OSC and Site Approval

OSC Meeting Number \_\_\_\_\_

Date \_\_\_\_\_

Reviewed \_\_\_\_\_

Manager, Emergency Preparedness

\_\_\_\_\_

Date

Approved \_\_\_\_\_

Director, Plant Services

\_\_\_\_\_

Date

## IF NO

Reviewed Susan L. Vicarie

Manager, Emergency Preparedness

7-6-00

Date

Approved Charles R. Brooksfor Director, Plant Services7/6/00

Date

CONTROLLED  
BVPS UNIT 3

## OFFSITE PROTECTIVE ACTIONS

EFFECTIVE INDEX

Issue 8 Rev.	0	OSC Approved	3-12-87
Issue 9 Rev.	0	Non-Intent Related	10-9-90
	1	Non-Intent Revision	11-19-91
	2	Non-Intent Revision	12-29-92
Rev.	5	OSC Approved	11-10-93
	6	Non-Intent Revision	11-15-94
	7	Non-Intent Revision	10-23-96
	8	Non-Intent Revision	6-17-97
	9	Non-Intent Revision	1-1-98
Rev.	10	OSC Approved	7-1-98
	11	Non-Intent Revision	12-31-99
	12	Non-Intent Revision	4-12-00
	13	Non-Intent Revision	7-12-00

**OFFSITE PROTECTIVE ACTIONS**

**TABLE OF CONTENTS**

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- B. References
- C. Responsibilities
- D. Action Levels/Precautions
- E. Procedure
- F. Final Condition
- G. Attachments

**OFFSITE PROTECTIVE ACTIONS****A. PURPOSE**

This procedure provides guidance to the Emergency Director/Emergency Recovery Manager for the recommending of offsite protective actions to State and/or County emergency services groups. The Beaver Valley Power Station is required to make recommendations for protective actions as part of the initial notification or follow-up process if the nature and magnitude of the actual or potential radioactivity release warrants protective actions for the public.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan and Implementing Procedures.
- 2.0 USEPA 520/8-75-001 (and subsequent revisions) "Manual of Protective Action Guides and Protective Actions for Nuclear Incidents".
- 3.0 USEPA 570/9-75-003 "National Interim Primary Drinking Water Regulations".
- 4.0 County and State Emergency Plans.
- 5.0 Title 10 Code of Federal Regulations Part 50, Appendix E.
- 6.0 NUREG-0654/FEMA-REP-1 Draft Supplement 3 "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants."
- 7.0 NRC Response Technical Manual - 92 Vol. 1, Rev. 2.
- 8.0 EPA Manual of Protective Action Guides and Protective Actions For Nuclear Incidents (EPA 400-R-92-001).
- 9.0 CR# 981499

**OFFSITE PROTECTIVE ACTIONS****C. RESPONSIBILITIES**

- 1.0 The Emergency Director and the Emergency Recovery Manager are the only individuals authorized to recommend offsite protective actions on behalf of Beaver Valley Power Station (BVPS).
- 2.0 In the event protective action decisions are necessary prior to the activation of the Technical Support Center, the on-duty Nuclear Shift Supervisor, in his role as Emergency Director, will determine a Protective Action Recommendation, using Attachment 1 of this procedure, considering plant systems status information from shift personnel and dose projection information from the Radiation Technician (or Health Physics Supervision).
- 3.0 When the Technical Support Center is activated, responsibility for protective action recommendations shifts from the Nuclear Shift Supervisor to the Technical Support Center Emergency Director.
- 4.0 When the Emergency Operations Facility is activated, responsibility for protective action recommendations shifts to the Emergency Recovery Manager with input from the Emergency Director.
- 5.0 The development of a BVPS Protective Action Recommendation requires input from different individuals within the emergency response organization. The Emergency Director/Emergency Recovery Manager may solicit input from the personnel identified below, and/or, from appropriate representatives of the three State governments and the NRC in arriving at his decision. Once the Emergency Director/Emergency Recovery Manager has decided upon a recommendation, it may be relayed to the offsite agencies by designated BVPS emergency response personnel.
- 6.0 When the TSC (and/or EOF) is activated, designated EA & DP personnel will perform radiological assessments, will evaluate the need for offsite protective actions based on these assessments, and will provide appropriate recommendations to the Emergency Director/Emergency Recovery Manager for consideration. EA & DP personnel will use the EPP/IP 2 series for these determinations.

## OFFSITE PROTECTIVE ACTIONS

D. ACTION LEVELS/PRECAUTIONS

## 1.0 PROTECTIVE ACTION GUIDES -- AIRBORNE RELEASES

**NOTE:**

If there are simultaneous accidents at BV-1 and BV-2 resulting in release(s) to the environment, dose projections will be required for both units. When determining the utilities' Protective Action Recommendations (PAR) under this condition, the PAR must be determined on the basis of the total dose from both units.

1.1 The Protective Action Recommendation is based on Attachment 1.

- 1.2 Based on dose assessments, no protective action should be recommended for incidents involving actual or potential airborne releases of radioactive material which are projected to result in doses to members of the general public that are less than 1 rem to the whole body (TEDE) or 5 rem to the child thyroid (CDE).

HOWEVER, a Protective Action Recommendation may be required due to plant conditions.

**NOTE:**

Per NUREG 0654, Supplement 3, the purpose of Sheltering is to advise the remainder of the 10-mile EPZ to go indoors to monitor Emergency Alert System (EAS) broadcasts.

- 1.3 Sheltering or evacuation of members of the general public within the affected area shall be recommended for incidents involving actual or potential airborne releases of radioactive material which are projected to result in doses to members of the general public, greater than or equal to 1 rem to the whole body (TEDE) or 5 rem to the child thyroid (CDE).
- 1.4 Attachment 1 (Offsite Protective Action Recommendation Flowchart) is used to determine a Protective Action Recommendation due to the declaration of a General Emergency. The Protective Action Recommendation is based on an analysis of the fission product barriers via the Critical Safety Functions and/or dose projections.

**OFFSITE PROTECTIVE ACTIONS**

- 1.5 Protective action decisions are primarily based on plant systems status assessments, and secondarily based on dose projections. As time and personnel availability permit, these two types of assessments may be performed simultaneously, and the results of both included in the protective action decision. Any upgrade to the protective action recommendation will be based on dose projections/assessments.
- 1.5.1 If dose assessments have been completed by the time that this decision is made and a larger affected area is indicated, then the larger recommendation shall be made. Do not delay recommendation to await dose projection results.

**NOTE:**

The BVPS Emergency Response Organization makes every attempt to relay the utilities Protective Action Recommendation as quickly as possible. The Initial Notification Conference (INC) Call is the primary means of relaying the recommendation for onshift and TSC/EOF personnel.

The Gold Executive Conference (GEC) is the primary means for TSC/EOF personnel to discuss the recommendation with State and County management. This method provides an immediate way to discuss the Protective Action Recommendation, and ensure that the appropriate State and County Agencies understand the recommendation. The States and Counties also receive the recommendation via commercial phone line as described in Step E.1.6 or E.2.7. This step ensures documentation is properly completed and the GEC serves as a redundant notification.

**2.0 PROTECTIVE ACTION GUIDES -- WATERBORNE RELEASES**

- 2.1 Recommendations shall be made to downstream water treatment plants (per EPP/IP 1.1, Attachment 2) to secure taking water from the Ohio River for liquid releases projected to exceed the concentration of radionuclide that will cause a dose commitment to any organ of 48 mrem. This is equivalent to 12 times the EPA Primary Drinking Water Standard, as measured at the water treatment plant discharge (to the public distribution system). This is determined in accordance with EPP/IP 2.7, "Liquid Release Estimate" or EPP/IP 2.7.1, "Liquid Release Estimate - Computer Method".

**OFFSITE PROTECTIVE ACTIONS****3.0 IDENTIFICATION OF AFFECTED AREAS****NOTE:**

From MIDAS capable computer or Met. Shelter. (150' wind direction is used in lieu of ground level wind direction to avoid interference from terrain adjacent to meteorological tower.)

3.1 The downwind wedge is determined using the 150' and 500' wind directions, from an ARERAS capable computer or from other sources as described in EPP/IP 2.6.5.

3.1.1 Using the 150' and 500' elevation wind directions, identify the downwind sectors using the Downwind Wedge Determination chart on Attachment 1.

3.1.2 The downwind wedge is all of the sectors identified in Step 3.1.1, including any sectors bracketed by the identified sectors (i.e., upper and lower wedges do not overlap) or if the outer edge of a wedge bisects a sector, include the entire sector.

3.2 The affected area will resemble a keyhole consisting of a circle with a 90 degree (or larger) wedge shaped sector attached in the downwind direction or depending on meteorological conditions, a circle with no downwind wedge. A downwind wedge determination chart is provided on Attachment 1.

3.3 When using dose projections as a basis for recommending offsite protective actions, projected doses calculated:

- at the EAB apply to the 0-2 mile radial circle;
- at 2 miles apply to the 2-5 mile downwind wedge or radial circle and;
- at 5 miles apply to the 5-10 mile downwind wedge or radial circle.

## OFFSITE PROTECTIVE ACTIONS

E. PROCEDURE1.0 TSC/EOF NOT ACTIVATED -- ACTIONS BY EMERGENCY DIRECTOR FOR AIRBORNE RELEASE**NOTE:**

Upon declaration of a General Emergency, a Protective Action Recommendation must be provided to the State/County Agencies within 15 minutes of the declaration. This information must also be provided on the Initial Notification Form. The steps which follow are performed by the Emergency Director or by his designees. Recommendations by designees will be reviewed and approved by the Emergency Director.

- 1.1 Enter Attachment 1 with information obtained from shift personnel.
- 1.2 Determine from meteorological parameters, the wind direction and wind speed.
- 1.3 Assess plant parameters to identify or estimate how long the release will continue. If the release has not started yet, estimate when the release will start and how long it will continue, if possible.
  - 1.3.1 Release duration due to LOCA's in Containment of <1 hour can be assumed if all ESF's are operable (i.e.: One Full Train of Containment sprays, etc.).

**NOTE:**

If dose projections are not immediately available, provide the minimum Protective Action Recommendation per Attachment 1, and go to Step 1.6.

- 1.4 Obtain dose projection data from the Radiation Technician or Health Physics Supervision determined in accordance with EPP/IP 2.6, "Environmental Assessment and Dose Projection Controlling Procedure" and its supporting procedures. Do not delay recommending protective actions to wait for offsite monitoring team results. The projected dose for the Exclusion Area Boundary (EAB) should be calculated first, and as necessary, for other distances.
- 1.5 Upgrade the initial protective action recommendation based on dose projections as necessary (refer to Step E.4.0).

**OFFSITE PROTECTIVE ACTIONS**

- 1.6 Direct the Onshift Communications and Records Coordinator (or other shift personnel) to document the recommendation on the Initial Notification Form and to make recommendations to the appropriate onsite personnel and/or offsite authorities in accordance with EPP/IP 1.1, "Notifications".

2.0 TSC/EOF ACTIVATED -- ACTION BY EMERGENCY DIRECTOR/EMERGENCY RECOVERY MANAGER FOR AIRBORNE RELEASE

**NOTE:**

Upon declaration of a General Emergency, a Protective Action Recommendation must be provided to the State/County Agencies within 15 minutes of the declaration. This information must also be provided on the Initial Notification Form. The steps which follow are performed by the Emergency Director until such time as the EOF is activated, after which, the steps are performed by the Emergency Recovery Manager or by their designees. Recommendations by designees will be reviewed and approved by the Emergency Director/Emergency Recovery Manager (ED/ERM).

- 2.1 Instruct the Assistant to the Emergency Recovery Manager to activate the Gold Executive Conference (GEC) Attachment 2, and inform the ED/ERM when it is activated.
- 2.2 TSC personnel will evaluate plant systems status, and provide information to the Emergency Director. The Emergency Director (Emergency Recovery Manager when activated) will develop Protective Action Recommendations considering plant systems status, meteorological conditions and dose assessments in conjunction with Attachment 1.

**NOTE:**

If dose projections are not immediately available, provide the minimum Protective Action Recommendation per Attachment 1, and go to Step 1.6.

- 2.3 Direct EA & DP personnel to perform radiological assessments and determine forecast meteorological conditions in conjunction with appropriate EPP/IP 2 Series procedures. EA & DP personnel are expected to evaluate potential ground contamination from plume fallout and to make appropriate recommendations for reducing exposure from this source. (Refer to EPP/IP 2.6.10, "Ground Contamination Assessment and Protective Actions).
- 2.4 Review the recommendations developed by the TSC and EA & DP personnel.

**OFFSITE PROTECTIVE ACTIONS**

- 2.5 As time permits, the ED/ERM should discuss the Company recommendation with the three State agencies and with the NRC with the objective of obtaining a consensus recommendation, if possible. These discussions may occur in the EOF or by teleconferences (via the GEC or other communication links, if necessary). In the absence of an agreement, the recommendation shall be based on the BVPS staff's best evaluation of the plant conditions or dose assessment information.
- 2.6 If the minimum recommendation is being provided, go to Step 2.7. If dose projections indicate upgrading the recommendation, refer to Step E.4.0, if not continue.
- 2.7 Direct the Communications and Records Coordinator to document the recommendation on the Initial Notification Form and to make recommendations to the appropriate onsite personnel and/or offsite authorities in accordance with EPP/IP 1.1, "Notifications".
- 2.8 Notify FirstEnergy Corporate Communications personnel of the recommendation, but direct them not to include the content of the Company's recommendation in any news announcements. Such announcements should only indicate that BVPS has made a recommendation to offsite authorities and that these agencies are considering the recommendation. This prohibition is intended to prevent confusion that might result if the action implemented differs from that recommended by BVPS.

**3.0 WATERBORNE RELEASE**

- 3.1 Obtain data in accordance with EPP/IP 2.7, "Liquid Release Estimate" or EPP/IP 2.7.1, "Liquid Release Estimate - Computer Method".
- 3.2 Per dose projections, for liquid releases corresponding to > 12 times EPA MPC, notify the Midland Water Treatment Plant (per EPP/IP 1.1, Attachment 2) and recommend the Plant stop taking water from the Ohio River until notified by the DEP/BRP.
- 3.3 If actual sample analyses at Midland indicates activity in excess of EPA limits, additional sampling should be performed at East Liverpool, Ohio, and Chester, WV and a similar recommendation made for these Plants. The Ohio EPA will determine when East Liverpool can resume taking water from the Ohio River, and the WV Bureau of Public Health will determine when Chester can resume taking water from the Ohio River.
- 3.4 Notify additional offsite authorities including the Coast Guard and the US Corp. of Engineers per EPP/IP 1.1, Attachment 2.

**OFFSITE PROTECTIVE ACTIONS****4.0 UPGRADING PROTECTIVE ACTION RECOMMENDATIONS****NOTE:**

The initial Protective Action Recommendation is based on operational assessments. Any upgrades to the Recommendation will be based on dose projections exceeding the EPA PAG's at greater than 2 miles, or meteorological conditions.

- 4.1 Dose assessments should be performed in conjunction with operational assessments, if possible.
- 4.2 A Protective Action Recommendation developed without dose assessment input (Attachment 1) is the minimum initial recommendation and shall be instituted immediately, unless:
  - available dose projections indicate a more restrictive Protective Action Recommendation (e.g.: dose projection at 2 miles exceeds the EPA PAG's) or,
  - the release has not started, the start time is not known AND the meteorological forecast for a consistent wind direction is not known. In this case the determination of a "downwind wedge" is meaningless since the wind direction may change prior to the release. (Example: For the evacuate 2 mile, 360° and 5 mile downwind wedge for this condition, a Protective Action Recommendation of 0-5 mile evacuation, 360 degrees would be required.). Refer to Attachment 1.
- 4.3 In the event that EA&DP dose projections indicate an upgrade of the Protective Action Recommendation from Attachment 1 (i.e.: dose projections at 2 miles exceed the EPA PAG's, etc.), the Emergency Director (Emergency Recovery Manager, if activated) **SHALL:**
  - 4.3.1 Discuss the upgraded Protective Action Recommendation, and its dose projection basis, with the three State agencies and with the NRC with the objective of obtaining a consensus recommendation, if possible.
  - 4.3.2 Discussions may occur in the EOF or by teleconferences (via the GEC or other communication links, if necessary).

**OFFSITE PROTECTIVE ACTIONS**

4.3.3 Provide PAR's beyond the 10-mile EPZ, if the projected dose based on field measurement data would exceed the EPA PAG's beyond this distance.

4.3.3.1 If necessary, the evacuation area should be expanded in 5-mile increments such that the EPA PAG's are not expected to be exceeded outside the recommended radius (e.g., if PAG's are expected to be reached at 17 miles, the PAR would include 20 miles).

4.3.4 In the absence of an agreement, the recommendation shall be based on the BVPS staff's best evaluation of the plant conditions or dose assessment information.

4.4 Direct the Communications and Records Coordinator to document the upgraded Protective Action Recommendation on the Initial Notification Form and to make recommendations to the appropriate onsite personnel and/or offsite authorities in accordance with EPP/IP 1.1, "Notifications".

**F. FINAL CONDITIONS**

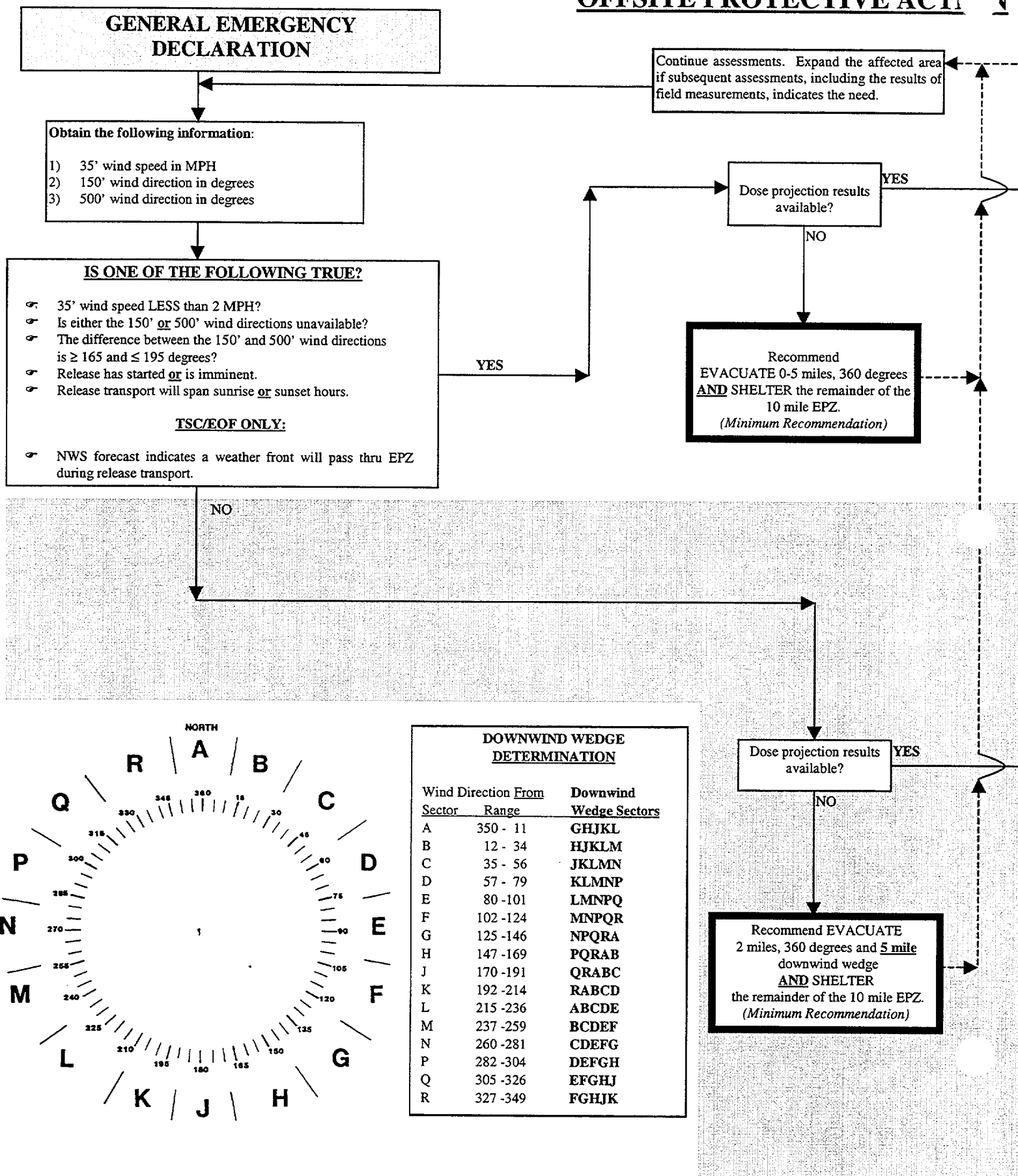
- 1.0 All appropriate agencies have been notified of the Beaver Valley Power Station Offsite Protective Action Recommendation.
- 2.0 The GEC has been relinquished to the State and County agencies for coordination of siren activation or other discussions.
- 3.0 The emergency condition has been terminated and recovery has begun.
- 4.0 All Emergency Termination Notifications per EPP/IP 1.1 have been completed.

**G. ATTACHMENTS**

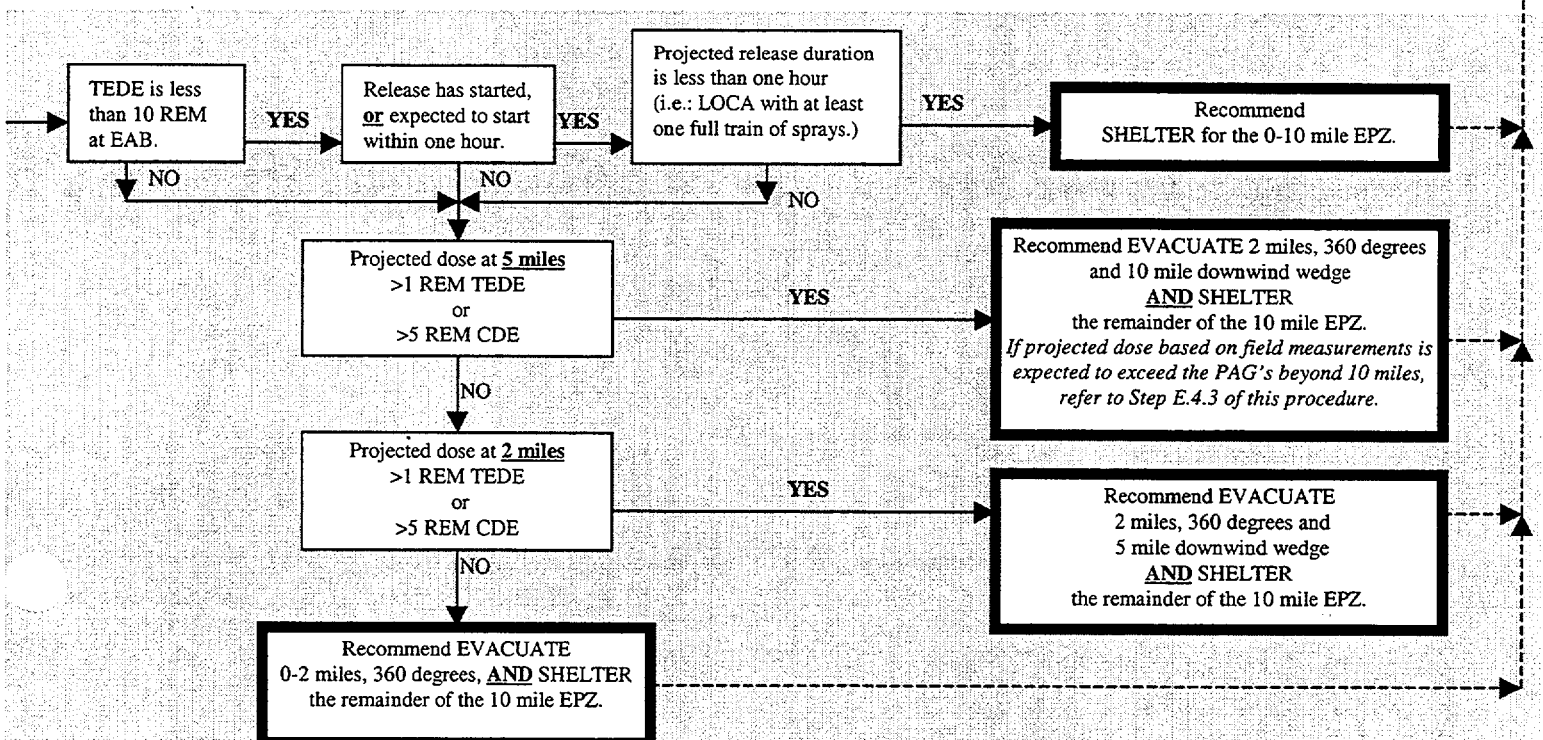
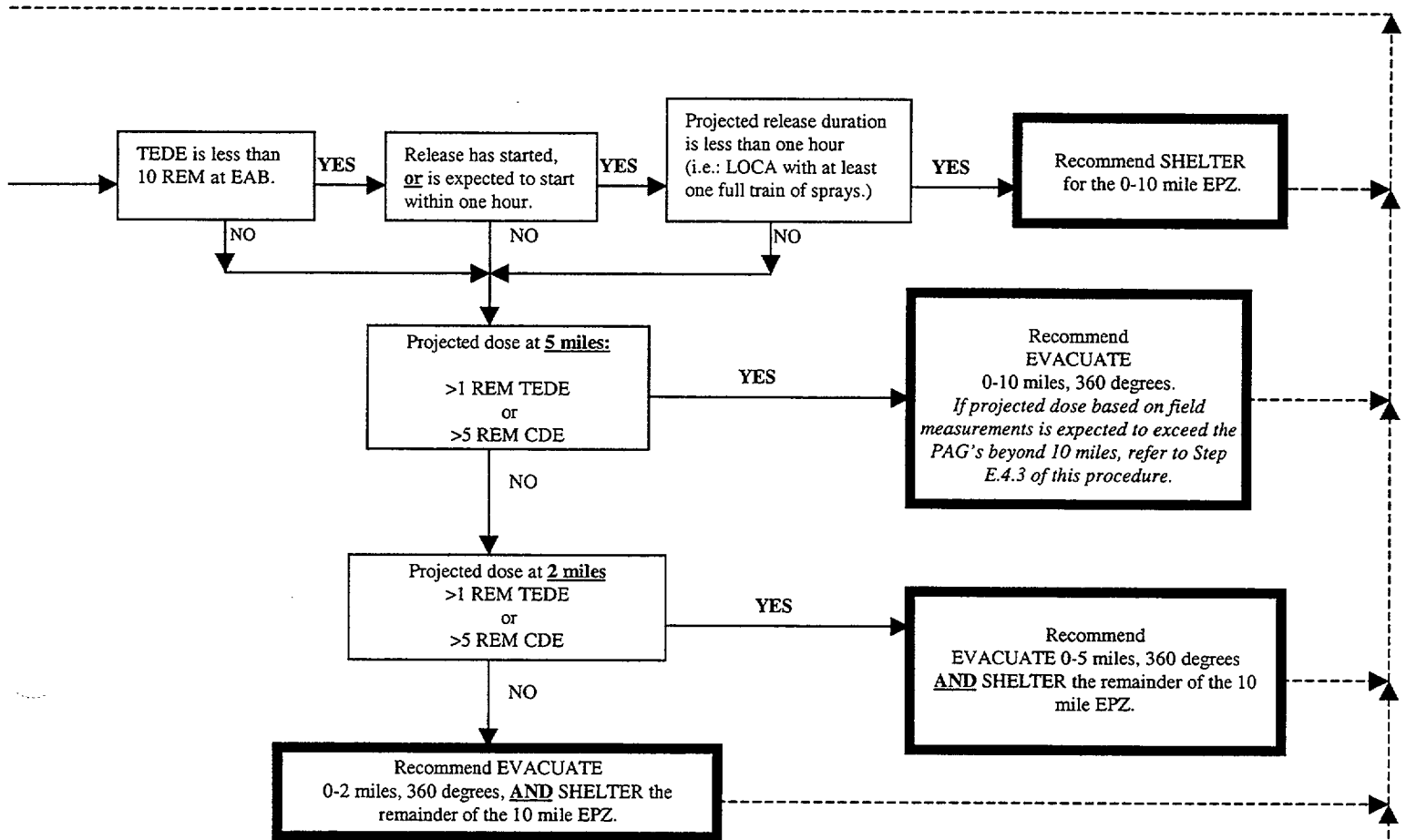
- 1.0 OFFSITE PROTECTIVE ACTION RECOMMENDATION FLOWCHART
- 2.0 ACTIVATION OF THE GOLD EXECUTIVE CONFERENCE CALL

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# OFFSITE PROTECTIVE ACTION



## RECOMMENDATION FLOWCHART



**OFFSITE PROTECTIVE ACTIONS**

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**ACTIVATION OF THE GOLD EXECUTIVE CONFERENCE**  
**(GEC)CALL INSTRUCTIONS (EXAMPLE)**

**NOTE:**

The Gold Executive Conference (GEC) is a function of the Beaver Valley Emergency Response System (BVERS). The GEC is the method that the On-Call Emergency Response Organization (ERO), particularly the Emergency Director, or Emergency/Recovery Manager if activated, shall use to establish a conference call for the purpose of discussing a Protective Action Recommendation (PAR) with the Offsite Agencies. This call shall be initiated by the Assistant to the E/RM.

**NOTE:**

This procedure should be implemented prior to, or in anticipation of, a General Emergency declaration to ensure timely discussion of plant conditions with the State and County agencies.

**A. INITIATING GEC**

- 1.0 Obtain the PASSCODE and SCENARIO NUMBER envelope from the EOF Emergency Cabinet to activate the Gold Executive Conference (GEC) call.
- 2.0 From a touch tone phone, dial 9-643-4370 to access the Beaver Valley Emergency Response System (BVERS) and do the following:
  - 2.1 **IMMEDIATELY** enter the **BVERS PASSCODE XXXX** when system answers.
    - 2.1.1 If GEC is unavailable, go to Section B of this Attachment, otherwise, continue with this Section.
  - 2.2 When prompted, enter **SCENARIO NUMBER XXXX**.
  - 2.3 When prompted, verify the **SCENARIO NUMBER** by pressing **9** for **YES OR 6** for **NO**.
  - 2.4 When prompted, "You will cue **SCENARIO XXXX**. It will now be sent. Are you sure this is what you want to do?" Press **9** for **YES OR 6** for **NO**.
  - 2.5 Hang up.

**ACTIVATION OF THE GOLD EXECUTIVE CONFERENCE**  
**(GEC)CALL INSTRUCTIONS (EXAMPLE)**

**NOTE:**

You must dial the prefix "9" to obtain an outside line to enter the GEC call. This number is NOT a PAX extension.

3.0 To enter the GEC call:

3.1 From a touch tone phone, dial "9-682-1900".

3.2 At the voice prompt "Please enter your passcode followed by the "#" sign" enter the **PASSCODE XXXX #**.

3.3 There will be a short delay while the system connects the Offsite Agencies into the conference call. A "Beep" will be heard as each Agency enters the GEC call.

4.0 Conduct a roll call to confirm that the following Offsite Agencies are on the Conference call documenting the contact time and the individuals' names:

	NAME	TIME
BCEMA		
CCEMA		
HCOES		
PEMA		
OEMA		
WVOES		
PA DEP/BRP		

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**ACTIVATION OF THE GOLD EXECUTIVE CONFERENCE**  
**(GEC)CALL INSTRUCTIONS (EXAMPLE)**

**NOTE:**

Any person disconnected, or any additional personnel, may enter the GEC at any time, once the system is activated, by dialing 724-682-1900 and providing the GEC PASSCODE.

- 5.0 If an Offsite Agency does not respond, call the agency using the contact phone number from EPP/IP 1.1, "Notifications", and request they call into the GEC by dialing 724-682-1900 and providing the GEC PASSCODE.
- 6.0 The Assistant to the E/RM shall then turnover the phone to the ED, or E/RM if activated, to provide the PAR.
- 7.0 Upon providing the PAR, the ED, or E/RM if activated, shall answer any questions from the Offsite Agencies then turn over command of the GEC to the Offsite Agencies for discussions and siren coordination.

**B. GEC UNAVAILABLE**

- 1.0 If GEC is unavailable, utilize commercial lines.
  - 1.1 Contact the State/County agencies per EPP/IP 1.1 "Notifications", Attachment 2 and provide the PAR.
  - 1.2 PA DEP/BRP may be contacted using the "Blue" Hotline in the EOF.
- 2.0 If commercial phone systems are unavailable, the BVPS Radio System is the alternate method for providing the PARs to the Counties. EPP/IP 1.2, Attachment 3 (Step 6.0) provides direction for using the radio system. The Counties should then contact their respective States.

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**ACTIVATION, OPERATION AND**  
**DEACTIVATION**  
**OF THE**  
**JOINT PUBLIC INFORMATION CENTER (JPIC)**

ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)

APPROVAL PAGE

Intent Related Revision \_\_\_ Yes X No

IF YES

OSC and Site Approval

OSC Meeting Number \_\_\_\_\_

Date \_\_\_\_\_

Reviewed \_\_\_\_\_

Manager, Emergency Preparedness

\_\_\_\_\_

Date

Approved \_\_\_\_\_

Director, Plant Services

\_\_\_\_\_

Date

IF NO

Reviewed Susan L. Vicinie

Manager, Emergency Preparedness

7-6-00

Date

Approved Charles R. Brooks

for

Director, Plant Services

7/6/00

Date

CONTROLLED  
BVPS UNIT 3

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)****EFFECTIVE INDEX**

Rev. 0	OSC Approved	12-8-95
Rev. 1	Non-Intent Revision	10-23-96
Rev. 2	Non-Intent Revision	6-17-97
Rev. 3	OSC Approved	1-1-98
Rev. 4	Non-Intent Revision	12-2-99
Rev. 5	Non-Intent Revision	7-12-00

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

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**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)****A. PURPOSE**

This procedure provides guidance for the Joint Public Information Center (JPIC) staff in the activation, operation and deactivation of the JPIC.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan.
- 2.0 Title 10, Code of Federal Regulations, Part 50.
- 3.0 NUREG-0654/FEMA-REP-1 "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".
- 4.0 NPDAP 5.3, News Release and Notification.
- 5.0 EPP/IP 1.7, Emergency Response Organization Teams.

**C. RESPONSIBILITIES**

- 1.0 The JPIC Manager has overall responsibility for the implementation of this procedure.
- 2.0 Job Guidelines for JPIC personnel are located in Attachment 1.

**D. ACTION LEVELS/PRECAUTIONS****1.0 ACTION LEVELS**

- 1.1 An emergency condition, classified as an Alert, Site Area or General Emergency has been declared at Beaver Valley Power Station Unit 1, Unit 2 or as requested by the Emergency Director, or ...
- 1.2 The ERO beepers have been activated, or ...
- 1.3 As deemed necessary by the Senior Nuclear Communications Representative in consultation with the Senior Vice President-Nuclear.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)****2.0 PRECAUTIONS**

- 2.1 All news announcements must be approved by either the designated Emergency Director (prior to Emergency Operations Facility (EOF) activation) or the Emergency/Recovery Manager (after EOF activation).
- 2.2 Any significant policy announcement on subjects other than plant conditions must be coordinated with First Energy Corporate Communications, in consultation with the Senior Vice President-Nuclear.
- 2.3 Representatives of the State and the County emergency response agencies are encouraged to participate at the news briefings. BVPS may issue joint news announcements with these agencies.
- 2.4 The County and the State emergency management agencies have been asked to advise the Senior Nuclear Communications Representative of announcements issued to the news media or the Emergency Alert Stations.

**E. PROCEDURE****NOTE:**

JPIC personnel are activated in accordance with EPP/IP 1.7, "EMERGENCY RESPONSE ORGANIZATION TEAMS."

**1.0 ACTIVATION****NOTE:**

Designated JPIC personnel (beeper holders) shall be notified and mobilized at an Alert Emergency via beeper activation. Once the designated personnel arrive at the JPIC, additional personnel may be called-in, as necessary.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

- 1.1 Upon notification, JPIC personnel shall report to the JPIC and sign the staffing board.
- 1.2 The Information Coordinator shall notify the JPIC Manager when adequate staff has arrived.
- 1.3 The Logistics Coordinator shall notify the JPIC Manager when sufficient equipment and supplies are available for operation of the JPIC.
- 1.4 The Security Coordinator shall establish and maintain adequate security in accordance with Attachment 4 of this procedure.
- 1.5 The JPIC Manager shall make a formal activation announcement of the JPIC over the JPIC public address system.
- 1.6 Via telephone, the Information Coordinator shall inform the EPIO staff at the EOF that the JPIC has been activated.

**2.0 OPERATION**

- 2.1 News Announcements
  - 2.1.1 The Information Coordinator shall collect all news announcements that were approved prior to JPIC activation.
  - 2.1.2 Administrative Support personnel shall ensure the distribution of all news announcements as described in Attachment 2 of this procedure.
  - 2.1.3 The Information Coordinator shall continue to obtain current news announcements from the EOF in accordance with the guidelines in Attachment 1.
  - 2.1.4 The Information Coordinator shall ensure JPIC review, approval and distribution of subsequent news announcements in accordance with the guidelines in Attachment 1.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

- 2.1.5. The Information Coordinator shall verbally notify the EOF Nuclear Communication Manager of the approval of the news announcements.

**2.2 News Briefings**

- 2.2.1 Via telephone, the JPIC Technical Advisor shall contact the EOF Technical Advisor to discuss plant related information.
- 2.2.2 Via telephone conferencing, the JPIC Technical Advisor shall ensure the participation of the Chief Company Spokesperson and Information Manager in discussions per 2.2.1, as appropriate.
- 2.2.3 Information gathered during the conference call may be presented at news briefings by the Chief Company Spokesperson.
- 2.2.4 The JPIC Manager shall arrange for a pre-briefing meeting with the governmental Public Information Officers (PIOs) present at the JPIC, in preparation for the news briefing.
- 2.2.5 The Chief Company Spokesperson and the JPIC Manager, in consultation with the governmental PIOs, will determine the frequency of news briefings at the JPIC.
- 2.2.6 The Media Relations Coordinator will inform the news media of the time of upcoming news briefings.
- 2.2.7 The JPIC Manager will preside over news briefings. The Chief Company Spokesperson and governmental PIOs will provide information and answer news media questions regarding the status of the emergency.
- 2.2.8 JPIC personnel will record questions that could not be answered and provide answers for subsequent news briefings.
- 2.2.9 The JPIC Technical Briefer will provide generic information regarding plant systems to the news media.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)****2.3 Information Management and Control**

- 2.3.1 The Media Contact Representatives shall receive and respond to telephone calls from the news media in accordance with the guidelines in Attachment 1.
- 2.3.2 The Media Monitoring Representatives shall monitor TV and radio news broadcasts in accordance with the guidelines in Attachment 1.
- 2.3.3 The Rumor Control Coordinator shall report any apparent misinformation received to the Information Coordinator in accordance with the guidelines in Attachment 1.
- 2.3.4 The EMA Contact Representatives shall provide information to and receive information from the governmental PIOs at the JPIC in accordance with the guidelines in Attachment 1.

**3.0 DEACTIVATION**

- 3.1 Upon concurrence from the JPIC Manager, the Chief Company Spokesperson and governmental PIO's, the JPIC shall be deactivated.
- 3.2 Emergency equipment/supplies shall be restored to preactivation status, by the Logistics Coordinator.

**F. FINAL CONDITIONS**

This procedure shall be terminated after the following conditions have been met:

- 1.0 Normal plant operations have been or are in the process of being restored.
- 2.0 News media interest has diminished to such an extent that pre-emergency media relations procedures can again be used.
- 3.0 The JPIC staff has been relieved of all duties associated with the development and presentation of news information.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**G. ATTACHMENTS**

- 1.0 Job Guidelines
- 2.0 News Announcement Distribution
- 3.0 Rumor Inquiry Form
- 4.0 Security Procedures
- 5.0 JPIC Floor Plans

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (1 of 17)**

**JOB GUIDELINES**

**CHIEF COMPANY SPOKESPERSON**

1. Reports to the JPIC and signs the staffing board.
2. Briefs and consults with the EPIO staff and governmental PIOs at the JPIC.
3. Presents regular, timely information at news briefings at the JPIC regarding the status of the plant.
4. Announces plant status and actions being taken to achieve plant stability, using current news announcements and information regarding plant status provided by the Technical Advisor.
5. Approves news announcements.
6. Announces any company policy decisions coming from the EOF regarding the protection and safety of on-site personnel.
7. Announces any upgrading or termination of emergency classification of the plant and the reason for the change.
8. Participates in interviews with the local, regional and national news media.
9. Frequently consults with the Emergency/Recovery Manager regarding present status of plant conditions and when possible participates in EOF briefings via phone.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (2 of 17)**

**JOB GUIDELINES**

**JPIC MANAGER**

1. Reports to the JPIC and signs the staffing board.
2. Announces the activation of the JPIC via the public address system once sufficient staff and equipment is in place as communicated by the Information and Logistics Coordinators.
3. Ensures JPIC logistical needs are met through interface with the Logistics Coordinator.
4. Continually observes the operation of the JPIC and recommends changes or improvements to facilitate media briefings.
5. Approves news announcements if Chief Company Spokesperson unavailable.
6. During news briefings, compiles a list of items that need to be followed up in subsequent briefings. This includes questions that need to be answered, evaluation of the effectiveness of each news briefing, and follow-up of incorrect information that was released to the public from whatever source.
7. Advises The Chief Company Spokesperson and points out potential questions to be answered in upcoming news briefings.
8. Deactivates the JPIC as outlined in Section E, Deactivation and Section F, Final Conditions of this procedure.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (3 of 17)**

**JOB GUIDELINES**

**INFORMATION MANAGER**

1. Reports to the JPIC and signs the staffing board.
2. In the absence or unavailability of the Chief Company Spokesperson and JPIC Manager, approves news announcements.
3. Participates in telephone discussions between the Chief Company Spokesperson and the Technical Advisors at the JPIC and EOF.
4. Maintains communications with the Information Coordinator to assure that news announcement approval, rumor control, media monitoring, and news media contact functions are being conducted properly and effectively. Also, reviews and signs, "Rumor Inquiry Form" (Attachment 3).
5. Prior to any joint news briefings arranges a coordination meeting with the Chief Company Spokesperson and the State and County officials located at the JPIC.
6. Coordinates the issuing of news announcements with those of the State and County to ensure timeliness and consistency.
7. Oversees the EMA Contact Representatives to assure that the needs of the State and County representatives at the JPIC are being met.
8. Provide feedback to Media Monitoring Representatives, Media Contact Representatives, or Rumor Control Coordinator concerning how rumors or mis-information is addressed.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (4 of 17)**

**JOB GUIDELINES**

**INFORMATION COORDINATOR**

1. Reports to the JPIC and signs the staffing board.
2. Serves as Information Manager until the Information Manager arrives.

**Prior to JPIC activation:**

1. Ensures staff has signed-in with Security.
2. Ensures staff completes the staffing board.
3. Notifies the JPIC Manager when the JPIC is fully staffed and can be activated.
4. Requests that the EOF transmit the Initial Notification Form and all news announcements that have been approved and distributed.

**JPIC activation:**

1. Informs the ERM or Assistant, Sr. Nuclear Communications Representative and EOF staffs via telephone that the JPIC is activated.
2. Obtains current news announcements from the EOF and Chief Company Spokesperson, or designee, approval. Verbally notifies EOF Nuclear Communications Manager of JPIC approval of news announcement.
3. Collects all news announcements that were approved prior to JPIC activation and ensures distribution to JPIC staff.
4. Continually ensures that news announcements are being provided to the State, County and Federal agencies either through telephone communications or hard copy transmission.
5. Ensures that the status boards in the Government and Work Rooms are continuously updated with emergency events.
6. Maintains ongoing communications with First Energy Corporate Communications informing them of emergency events.
7. Continually directs rumor control activities and investigates rumors. Assures the Information Manager reviews and approves responses to rumors per Attachment 3.
  - a. After review and approval by the Information Manager, provide a copy of approved Rumor Inquiry form to individuals listed on form.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (5 of 17)**

**JOB GUIDELINES**

**INFORMATION COORDINATOR (CONTINUED)**

**JPIC activation:**

8. Consults with the Information Manager and fulfills requests as needed.
9. If necessary, ensures that a second shift is called-out.
10. Maintains an event log of all communications and activities and issues the log to the Senior Nuclear Communications Representative, at the conclusion of the emergency.
11. Collects event logs from JPIC at the conclusion of the emergency and forwards the logs to the Senior Nuclear Communications Representative.
12. Ensures distribution of news announcements to JPIC staff.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (6 of 17)**

**JOB GUIDELINES**

**INFORMATION COORDINATOR - ASSISTANT**

1. Reports to the JPIC and signs the staffing board.
2. Ensures the staff completes the staffing board and notifies the Information Coordinator when the JPIC is fully staffed.
3. Maintains and updates the status boards in the Government and Work Rooms with emergency events.
4. Maintains a log of the Information Coordinator's activities.
5. Ensures Media Monitors, Media Contact Representatives, and the Rumor Control Coordinator receive all news announcements.
6. Communicates event status to the Media Monitors and the Rumor Control Coordinator for information only.
7. Collects event logs from JPIC staff at the conclusion of the emergency and forwards the logs to the Information Coordinator.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (7 of 17)**

**JOB GUIDELINES**

**JPIC TECHNICAL ADVISOR**

1. Reports to the JPIC and signs the staffing board.
2. Maintains frequent contact with the EOF Technical Advisor to obtain up-to-the-minute information on plant status.
3. Keeps the Chief Company Spokesperson, JPIC Manager and Information Manager informed of the plant status and actions being taken to achieve plant stability and recovery.
4. Ensures that the Chief Company Spokesperson and the Information Manager are included in telephone discussions of plant status information with the EOF, as appropriate.
5. Takes written notes as needed to accurately convey information from the EOF Technical Advisor to the Chief Company Spokesperson, Information Manager or Information Coordinator.
6. Seeks information from the EOF Technical Advisor as requested by the Chief Company Spokesperson, JPIC Manager or Information Manager.
7. Consults with JPIC staff, as requested, in the interpretation and clarification of news announcements and other information regarding plant status and actions being taken to achieve plant stability and recovery.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (8 of 17)**

**JOB GUIDELINES**

**EMERGENCY MANAGEMENT AGENCY (EMA) CONTACT REPRESENTATIVE**

1. Reports to the JPIC and signs the staffing board.
2. Contacts the designated EMA officials and informs them that the Joint Public Information Center has been activated.
3. Provides a call-back number for the EMA's use to obtain information regarding plant and on-site status.
4. Provides plant status information via news announcements to the County or State Public Information Officers at the JPIC.
5. Keeps the Information Manager apprised of County and State public announcements and news announcements.
6. Provides liaison between Company and County and State Public Information Officers for logistical and ongoing administrative needs within the JPIC.
7. Keeps EMA's apprised of relevant rumor control activity as directed by the Information Coordinator.
8. Maintains a log during an emergency of all contacts, time of contact, along with any other pertinent information.
9. Following an emergency, issues a report to the Information Manager regarding emergency response activities.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (9 of 17)**

**JOB GUIDELINES**

**MEDIA CONTACT REPRESENTATIVES**

1. Reports to the JPIC and signs the staffing board.
2. Provides logistical information (location of plant, lodging near plant, etc.) to the media.
3. Answers basic media inquiries related to the emergency. Detailed inquiries are logged and given to the Information Coordinator for follow-up. Information regarding station events/activities should be given to the media only after it has been released via a news announcement or News Briefing.
4. Reports rumor information to the Information Coordinator using the Rumor Inquiry Form (Attachment 3).
5. Maintains a log during an emergency of all contacts, time of contact, along with any other pertinent information.
6. Refers all inquiries regarding protective measures for public to appropriate County emergency management agency, per EPP/IP 9.5, Attachment 2.
7. Refers all industry calls requesting news announcements to the INPO Nuclear Network.
8. At the conclusion of the emergency, provides recorded information and logs to the Information Coordinator.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (10 of 17)**

**JOB GUIDELINES**

**MEDIA MONITORING GUIDELINES**

1. Reports to the JPIC and signs the staffing board.
2. Monitors local radio and TV stations and reports to the Information Coordinator any information which appears to be misleading or incorrect. Stations to be periodically monitored are:

**RADIO**

KDKA - 1020 AM (Pittsburgh)

WKQV - 1410 AM (Pittsburgh)

WBVP - 1230 AM (Beaver Falls)

WMBA - 1460 AM (Ambridge)

WKBN - 570 AM (Youngstown, OH)

**TV**

KDKA-TV Channel 2 (Pgh, Pa)

WKBN - Channel 27  
(Youngstown, OH)

CNN  
(Atlanta, GA)

3. Completes Rumor Inquiry Form (Attachment 3) and submits it to the Information Coordinator.
4. Receives rumor control information from the Information Coordinator, or designee, as appropriate and monitors media accordingly.
5. Maintains a log of all incorrect information with time and source.
6. Receives information from written news announcements and from Media Relations Coordinator on upcoming interviews and coverage and monitors accordingly.
7. At the conclusion of the emergency, provides recorded information and logs to the Information Coordinator.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (11 of 17)**

**JOB GUIDELINES**

**RUMOR CONTROL COORDINATOR - JPIC**

1. Reports to the JPIC and signs the staffing board.
2. Receives and records all requests for information, points of clarification, and rumored information.
3. Reports information to the Information Coordinator using the Rumor Inquiry Form (Attachment 3) for follow-up.
4. After investigation of received requests by the Information Coordinator, reports and records correct information to the Information Manager for follow-up.
5. Maintains a log of all rumors received and sources.
6. At the conclusion of the emergency, provides recorded information and logs to the Information Coordinator.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (12 of 17)**

**JOB GUIDELINES**

**MEDIA RELATIONS COORDINATOR**

1. Reports to the JPIC and signs the staffing board.
2. Continually observes the operation of the Joint Public Information Center and recommends changes or improvements to facilitate media briefings.
3. Advises Chief Company Spokesperson and points out potential questions to be answered in upcoming news briefings.
4. Coordinates requests from news media. This may include:
  - a. Arranging media tours to designated locations near the plant for photographic and filming purposes;
  - b. Recommending spokespersons and arranging media interviews with company officials;
  - c. Coordinating special parking requirements for national network or other trailers, etc.
  - d. Obtaining permission from plant security for aerial photography;
  - e. Providing press kits, photos, diagrams, etc., as requested.
5. Works with the Logistics Coordinator to ensure that the media briefing area at the JPIC is fully functional.
6. Semi-annually reviews and updates press kits at the JPIC.
7. Ensures that news announcements, biographies and news backgrounders are distributed in the JPIC media briefing area.
8. Maintains a log which contains a copy of all written information distributed to the mass media from the JPIC.
9. Compiles and issues a report to the Information Coordinator at the conclusion of the emergency.
10. Provides a brief written summary of major points of interest described during News Briefings to the Media Contact Representatives.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (13 of 17)**

**JOB GUIDELINES**

**TECHNICAL BRIEFER**

1. Reports to the JPIC and signs the staffing board.
2. Attends all news briefings to obtain information on the current status of various plant systems.
3. Consults with the JPIC Technical Advisor as needed on questions and requests for information related to systems affected by an emergency.
4. Answers media questions between news briefings concerning descriptions of plant systems and operating characteristics of these systems.

**NOTE:**

INFORMATION GIVEN TO THE NEWS MEDIA IS LIMITED TO DESCRIPTIONS OF THE OPERATION OF PLANT SYSTEMS. SINCE THE DISCUSSION ON ACTUAL PLANT CONDITIONS AND ACTIONS BEING TAKEN TO ACHIEVE PLANT STABILITY IS THE RESPONSIBILITY OF THE CHIEF COMPANY SPOKESPERSON, THE TECHNICAL BRIEFER WILL NOT SPECULATE ON SUCH MATTERS OR POTENTIAL FUTURE EVENTS.

5. Explains plant systems by using the plant visual schematics that are available in the Media Presentation Room.
6. Serves as advisor to the JPIC Staff on any technical matter.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (14 of 17)**

**JOB GUIDELINES**

**LOGISTICS COORDINATOR**

1. Reports to the JPIC and signs the staffing board.
2. Assures the timely delivery and set-up of all equipment and display material required for emergency response operation, including equipment that is stored at other locations.
3. Notifies Security Coordinator to initiate security measures at the JPIC properties.
4. Arranges for the accommodation of news trailers, and other media or corporate transportation equipment.
5. Assures the set-up of sufficient communications equipment at the JPIC.
6. Maintains supervision of all logistics during an emergency at the JPIC properties and acts as a liaison with the management of the JPIC.
7. Maintains a quarterly check and test of all JPIC equipment and reports any changes or problems to the Senior Nuclear Communications Representative.
8. Maintains up-to-date checklists and procedures for JPIC set-up and operation, revising quarterly. Also maintains current forms for JPIC use during emergency response.
9. Coordinates with the EOF Support Services Manager for JPIC clerical support and 24 hour staffing.
10. Compiles and issues a report of all emergency response logistics to the JPIC Manager at the conclusion of the emergency.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (15 of 17)**

**JOB GUIDELINES**

**SECURITY COORDINATOR**

1. Reports to the JPIC and signs the staffing board.
2. Implements security requirements for JPIC.
3. Assures that security officers are stationed at proper locations as outlined in Attachment 4 of this procedure.
4. Assures that only individuals with proper credentials as outlined in the EPIO Emergency Preparedness Plan are admitted to the JPIC.
5. Contacts local or State law enforcement officials should their assistance be required.
6. Maintains a log of personnel entering and leaving the JPIC.
7. Compiles and issues a report to the Logistics Coordinator at the conclusion of the emergency.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (16 of 17)**

**JOB GUIDELINES**

**ENGINEERING COMMUNICATIONS REPRESENTATIVE**

1. Reports to the JPIC and signs the staffing board.
2. Provides technical expertise and resolves telecommunication problems associated with emergency response operations.
3. Assists with the set-up, operation, and maintenance of all telecommunications equipment, as required.
4. Coordinates operation and maintenance of the necessary telecommunications channels and equipment that is required between the JPIC and outside governmental facilities (i.e., PEMA, Harrisburg Office).
5. Assures the timely acquisition of additional emergency telecommunications engineering support personnel, if necessary.
6. Compiles and issues a report to the Logistics Coordinator at the conclusion of the emergency.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (17 of 17)**

**JOB GUIDELINES**

**ADMINISTRATIVE SUPPORT**

1. Reports to the JPIC and signs the staffing board.
2. Operates-facsimile and copy equipment.
3. Requests necessary materials, resources, personnel from Logistics Coordinator to ensure the smooth flow of information within and from the JPIC.
4. Distributes Company news announcements to JPIC staff and external locations in accordance with Attachment 2.
5. Aid the State, County and NRC in distributing their news announcements at the JPIC.
6. Compiles and issues a report to the Logistics Coordinator at the conclusion of the emergency.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

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# ACTIVATION, OPERATION AND DEACTIVATION OF THE JOINT PUBLIC INFORMATION CENTER (JPIC)

## NEWS ANNOUNCEMENT DISTRIBUTION ATTACHMENT 2 (1 of 2) FOR: JOINT PUBLIC INFORMATION CENTER

Distribution checklist for all news announcements issued by BVPS, state, county and federal agencies as a result of an emergency at BVPS.

News Announcement # \_\_\_\_\_

\_\_\_\_\_ Revision received      \_\_\_\_\_ Revision Distributed  
\_\_\_\_\_ Time received      \_\_\_\_\_ Time Distributed

### FAX TO:

_____	PR Newswire	888-568-0898
_____	EOF Nuclear Communications Staff	724-682-5994
_____	First Energy Corporate Communications	330-384-4539
_____	Beaver County EMA	724-775-1163
_____	Columbiana County EMA	330-424-9267
_____	Hancock County OES	304-564-4031
_____	Pennsylvania EMA	717-651-2021
_____	Ohio EMA	614-889-7183
_____	West Virginia OES	304-344-4538
_____	NRC (Region I, Public Affairs)	610-337-5241
_____	NRC (Washington D.C.)	301-415-2234
_____	INPO	770-644-8549
_____	Nuclear Energy Institute	202-739-8000

### HAND CARRY TO:

_____	Information Manager
_____	Information Coordinator
_____	Information Coordinator Assistant
_____	Technical Advisor
_____	Chief Company Spokesperson
_____	Rumor Control Coordinator
_____	Media Relations Coordinator
_____	Media Monitoring Reps. (3)
_____	Post in JPIC (1)
_____	Copies For Reporters (as needed)
_____	Technical Briefer
_____	Emergency Management Contact Representatives (11)
_____	Pennsylvania Rep. (5)
_____	Ohio Rep. (3)
_____	West Virginia Rep. (3)

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**EPP/IP 9.4**

**Attachment 2 (2 of 2)**

**NEWS ANNOUNCEMENT DISTRIBUTION  
FOR: JOINT PUBLIC INFORMATION CENTER**

**TELEPHONE CONTACTS**

1. NRC REGION 1 PUBLIC AFFAIRS ..... 610-337-5330  
    General Office number ..... 610-337-5000  
    WASHINGTON D.C. PUBLIC AFFAIRS ..... 310-415-8200  
        Weekends ..... 310-415-7000
2. PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY  
    General Number ..... 717-651-2001
3. BEAVER COUNTY EMERGENCY MANAGEMENT AGENCY  
    ..... 724-775-1049 or  
    ..... 724-775-1700  
    **Public Information (Site Area or General Emergency)** ..... 724-775-0344
4. OHIO EMERGENCY MANAGEMENT AGENCY .....  
    ..... 614-889-7153  
    Public Affairs Officer ..... 614-889-7000
5. COLUMBIANA COUNTY EMERGENCY MANAGMENT AGENCY  
    ..... 330-424-9725 or  
    ..... 330-424-7005  
    **Public Information (Site Area or General Emergency)** ..... 330-424-0861
6. WEST VIRGINIA OFFICE OF EMERGENCY SERVICES  
    ..... 304-558-5380
7. HANCOCK COUNTY OFFICE OF EMERGENCY SERVICES  
    ..... 304-564-4040  
    ..... or 4041
9. FIRST ENERGY CORPORATE  
    Todd Schneider ..... 330-761-4055  
        Pager ..... 440-275-4899  
        Home ..... 330-659-6810  
    Ralph J. DiNicola, Dir., Public Relations ..... 330-384-5939  
        Home ..... 330-896-3380  
    Fax ..... 330-384-4539
10. INSTITUTE OF NUCLEAR POWER OPERATIONS (INPO)  
    Communications Division ..... 770-644-8216  
    EP Command Center ..... 1-800-321-0614
11. Nuclear Energy Institute (NEI) ..... 202-739-8000  
    Fax ..... 202-785-4113
12. EDISON ELECTRIC INSTITUTE 24-hr. Press Hotline ..... 800-424-8897  
    General Switchboard ..... 202-778-6400

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 3 (1 of 1)**

**RUMOR INQUIRY FORM  
JOINT PUBLIC INFORMATION CENTER**

Rumor Received by:

☐ Media Monitoring Rep.

☐ Media Contact Reps.

Other ☐ \_\_\_\_\_

Date: \_\_\_\_\_

Time Received: \_\_\_\_\_

Rumor Source: ☐ News Media ☐ Employee ☐ Public Other ☐ \_\_\_\_\_

Name of Source: \_\_\_\_\_

Affiliation, if any: \_\_\_\_\_

Nature of Rumor: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Person Recording Rumor: \_\_\_\_\_

Response: \_\_\_\_\_

\_\_\_\_\_

Source of Response: \_\_\_\_\_

Information Mgr. (or designee)

Approval Signature: \_\_\_\_\_

**Forward copy to:** ☐ Media Monitoring Reps. ☐ Media Contact Reps.  
☐ JPIC Mgr. ☐ Inform. Mgr.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

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**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)****ATTACHMENT 4 (1 of 2)****SECURITY PROCEDURES****A. PURPOSE:**

This procedure provides guidance for controlling access and maintaining order within the Joint Public Information Center (JPIC) in support of the BVPS Emergency Preparedness Plan.

**B. SCOPE:**

These procedures shall apply to all individuals, both employees and non-employees, who are present at the JPIC when that facility is operated in support of the BVPS Emergency Preparedness Plan.

**C. PROCEDURES:**

- 1.0 The Security Coordinator for the JPIC shall be directly responsible for implementing and enforcing these procedures when the JPIC is activated in support of the BVPS Emergency Preparedness Plan, as well as during appropriate periods immediately prior to such activation when these procedures are deemed necessary to establish and maintain order at the JPIC.
- 2.0 To assist the Security Coordinator in implementing and enforcing these procedures, if needed, security officers will be positioned at various locations to control access and to help maintain order. All personnel within the JPIC must adhere to these procedures, and must accept the authority of the security officers to restrict access in compliance with these procedures.
- 3.0 Disorderly persons shall be removed from the JPIC, if such action is necessary to maintain proper order, and the Security Coordinator shall establish liaison with local law enforcement agencies to provide appropriate support for this purpose.
- 4.0 Properly identified Beaver Valley Power Station employees will be allowed access to the JPIC as necessary for the performance of their duties, but all BVPS employees must wear their company ID cards in the chest area in a visible manner whenever they are inside the JPIC when these procedures are in effect. Any questions regarding employee access or the proper display of company ID cards should be referred to the Security Coordinator.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 4 (2 of 2)**

**SECURITY PROCEDURES**

- 5.0 All non-employees must enter through the marked doors at the front (North side) of the JPIC, and must be logged-in at the appropriate registration desk after presenting proper credentials from the organizations they represent. Any non-employees without proper credentials must have their access authorized by an appropriate Beaver Valley Supervisor. Each non-employee will be issued one of the following types of access badges when he or she is logged-in, and must wear the badge in the chest area in a visible manner at all times while within the JPIC:
- a) News Media Representatives - pink cards
  - b) Governmental Representatives - blue cards
  - c) Visitors - white cards
- 6.0 Prior to departing the JPIC for any reason, all non-employees must return their access badges and be logged-out. Any lost access badges must be reported to the Security Coordinator as soon as the loss is noticed.
- 7.0 Certain non-employees may be authorized limited access to the JPIC loading dock and adjacent Lunch Room for logistical purposes (i.e., delivery and removal of food, supplies, trash, etc.), without being logged-in or issued access badges, but such access must be specifically authorized by the Security Coordinator. A security officer or other designated representative of the Security Coordinator must accompany such persons at all times while they are within the JPIC. Under no circumstances will such persons be admitted to any areas of the JPIC other than the loading dock and adjacent Lunch Room.
- 8.0 If the Alternate EOF is activated, Alternate EOF personnel will enter the JPIC Building per EPP/IP 1.6, Attachment 2. BVPS Security will send a representative to be stationed inside the JPIC Building, but outside the Alternate EOF door. BVPS Security will control access to the Alternate EOF.

**ACTIVATION, OPERATION**  
**AND DEACTIVATION**

**OF**

**THE PENN POWER**

**CUSTOMER**

**ACCOUNT SERVICES**

**DEPARTMENT**

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5  
A5.735B**

**APPROVAL PAGE**

Intent Related Revision \_\_\_\_ Yes X No

**IF YES**

**OSC and Site Approval**

OSC Meeting Number \_\_\_\_\_ Date \_\_\_\_\_

Reviewed \_\_\_\_\_  
Manager, Emergency Preparedness \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_  
Director, Plant Services \_\_\_\_\_ Date \_\_\_\_\_

**IF NO**

Reviewed Susan L. Vicinie \_\_\_\_\_  
Manager, Emergency Preparedness \_\_\_\_\_ Date 7-6-00

Approved Charles R. Broda \_\_\_\_\_  
for Director, Plant Services \_\_\_\_\_ Date 7/6/00

**CONTROLLED  
BVPS UNIT 3**

**Rev. 5**

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5**

**EFFECTIVE INDEX**

Rev. 0	OSC Approved	12-8-95
Rev. 1	Non-Intent Revision	10-23-96
Rev. 2	Non-Intent Revision	6-17-97
Rev. 3	OSC Approved	1-1-98
Rev. 4	Non-Intent Revision	12-2-99
Rev. 5	Non-Intent Revision	7-12-00

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5**

**TABLE OF CONTENTS**

- A. PURPOSE
- B. RESPONSIBILITY
- C. ACTION LEVELS/PRECAUTIONS
- D. PROCEDURE
- E. FINAL CONDITIONS
- F. REFERENCES
- G. ATTACHMENTS

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5**

**A. PURPOSE**

This procedure provides guidance on the activation, operation and deactivation of the Penn Power Customer Account Services Department (CASD).

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan.
- 2.0 Title 10, Code of Federal Regulations, Part 50.
- 3.0 NUREG-0654/FEMA-REP-1 "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants."
- 4.0 NPDAP 5.3, News Release and Notification.
- 5.0 EPP/IP 1.7 Emergency Response Organization Teams.

**C. RESPONSIBILITIES**

- 1.0 The CASD Representative is responsible for addressing incoming phone calls to the Company service board regarding an emergency condition at Beaver Valley Power Station as outlined in Attachment 1.

**D. ACTION LEVELS/PRECAUTIONS**

**1.0 ACTION LEVELS**

- 1.1 An emergency condition, classified as Site Area or General Emergency has been declared at Beaver Valley Power Station Unit 1, Unit 2 or as requested by the Emergency Director or Emergency/Recovery Manager.
- 1.2 As deemed necessary by the Senior Nuclear Communications Representative in consultation with the Senior Vice President, Nuclear or designee.

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
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**EPP/IP 9.5**

**2.0 PRECAUTIONS**

- 2.1 All news announcements must be approved by either the designated Emergency Director (prior to Emergency Operations Facility (EOF) activation) or the Emergency/Recovery Manager (after EOF activation).
- 2.2 Any significant policy announcement on subjects other than plant conditions must be coordinated with First Energy Corporate Communications or designee in consultation with the Senior Vice President, Nuclear, or designee.

**E. PROCEDURE**

**1.0 ACTIVATION**

- 1.1 Upon notification, CASD staff shall report to their respective offices.

**2.0 OPERATION**

- 2.1 The Customer Account Services Representative shall direct their staff to refer calls to the appropriate organization (Attachment 2).

**3.0 DEACTIVATION**

- 3.1 Upon concurrence from the JPIC Manager, the CASD Staff shall be deactivated.

**F. FINAL CONDITIONS**

This procedure shall be terminated after the following conditions have been met:

- 1.0 Normal plant operations have been or are in the process of being restored.
- 2.0 News media interest has diminished to such an extent that pre-emergency media relations procedures can again be used.
- 3.0 The CASD staff has been relieved of all duties associated with the development and distribution of news announcements.

**EPP/Implementing Procedure  
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CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5**

**G. ATTACHMENTS**

- 1.0 Job Guidelines
- 2.0 BVPS Response to telephone inquiries.
- 3.0 Rumor Inquiry Form - Customer Account Services Department

**EPP/Implementing Procedure  
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**EPP/IP 9.5**

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CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5**

**ATTACHMENT 1 (1 of 1)**

**JOB GUIDELINES**

**CUSTOMER ACCOUNT SERVICES DEPARTMENT REPRESENTATIVE**

1. Following notification from the EPIO contact, reports to the Customer Account Services Department.
2. Assures that the telephone service board is adequately staffed.
3. Provides copies of news announcements to Customer Services telephone service board staff for use in answering public inquiries.
4. Assures that information given to the public is confined to the material contained in the news announcements.
5. Reports possible misinformation to the Rumor Control Coordinator, for follow-up using Attachment 3, Rumor Inquiry – Customer Account Services Department.
6. As needed, contacts the JPIC Manager to obtain the most current plant status updates.
7. Following an emergency, issues a report of activities to BVPS Emergency Preparedness.

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
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CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5**

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ATTACHMENT 2 (1 of 1)

## **BVPS RESPONSE TO TELEPHONE INQUIRIES**

**DO NOT  
GIVE INFORMATION  
ON PLANT STATUS**

### **IF CALLER IS:**

- **MEDIA** → Refer them to FirstEnergy Corporate Communications at (724) 682-5201.
- **PUBLIC** → Non-Emergency  
  
Refer them to FirstEnergy Corporate Communications at (724) 682-5201  
  
→ Emergency Event – Questions about What to Do
  - Ask What State they are located in.
  - Refer them to the County Emergency Center:
    - Columbiana County, OH: (330) 424-7139
    - Hancock County, WVA: (304) 564-4054
    - Beaver County, PA: (724) 775-1700/  
(724) 728-2421
- EPP Event – Questions on Plant Status  
  
Tell them to tune to their local television and radio stations for updates.

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**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5  
A5.715GM**

**ATTACHMENT 3 (1 of 1)**

**RUMOR INQUIRY  
CUSTOMER ACCOUNTS SERVICE DEPARTMENT**

PERSON TAKING CALL: \_\_\_\_\_

TIME : \_\_\_\_\_

CALLER'S NAME AND ORGANIZATION: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NATURE OF INQUIRY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IS RESPONSE REQUESTED? \_\_\_\_\_ YES \_\_\_\_\_ NO

RESPONSE GIVEN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TIME OF RESPONSE: \_\_\_\_\_

SOURCE OF INFORMATION: \_\_\_\_\_

Note: This form is to be given to the Customer Account Services Representative  
for follow-up.

**EPP/Implementing Procedure  
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**EPP/IP 9.5**

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