

Beaver Valley Power Station

Unit 1/2

EPP/IP 1.4

Technical Support Center Activation, Operation and Deactivation

Document Owner
Manager, Emergency Preparedness

Revision Number	16
Level Of Use	In-Field Reference
Safety Related Procedure	Yes

CONTROLLED
BVPS UNIT 3

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Issue 8 Rev.	0	OSC Approved	3-12-87
	1	OSC Approved	3-29-88
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Issue 9 Rev.	0	Non-Intent Revision	10-9-90
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Rev.	5	OSC Approved	11-10-93
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	14	Non-Intent Revision	01-23-01
	15	Non-Intent Revision	8-8-01
	16	Non-Intent Revision	12-12-01

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A. PURPOSE

This procedure provides guidance for the Technical Support Center (TSC) staff in the activation, operation and deactivation of the Technical Support Center.

B. REFERENCES

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan and Implementing Procedures.
- 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 Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants."
- 5.0 NRC Inspection Report 50-334 #81-27 (The concept of operations described in this EPP/IP were incorporated in response to finding.)
- 6.0 NUREG-1394 "Emergency Response Data System (ERDS) Implementation."
- 7.0 Condition Report #970716
Condition Report #00-2202
Condition Report #01-3198
Condition Report #01-6025

C. RESPONSIBILITIES

The Technical Support Coordinator is responsible for insuring the actions outlined in this procedure are completed. The Emergency Director is responsible for insuring Attachment 4 "Guidance for ERF Evacuation/Inaccessible" is implemented, if applicable. The TSC Computer Coordinator is responsible for ERDS activation per Attachment 9.

D. ACTION LEVELS/PRECAUTIONS

1.0 ACTION LEVELS

NOTE

NUREG-1394 requires activation of the ERDS computer within one (1) hour of the declaration of any Alert or higher classification.

1.1 This procedure should be initiated upon any of the following:

- 1.1.1 At the direction of the Nuclear Shift Supervisor assuming the responsibilities of the Emergency Director.

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1.1.2 Declaration of an emergency condition equal to or greater than an Alert.

2.0 PRECAUTIONS

NOTE:

Operability of the TSC and EOF is checked as part of Operations Manual, Chapter 58. Emergency activation of the TSC and EOF will include operability checks in addition to those mentioned above.

- 2.1 To ensure that appropriate and timely attention is paid to the in-plant and offsite aspects of the emergency condition, the Nuclear Shift Supervisor should delegate supervision of in-plant activities and assume the responsibilities of the Emergency Director as set forth in the BVPS Emergency Preparedness Plan.
- 2.2 The Nuclear Shift Supervisor must ensure that TSC activities and personnel associated with TSC activation do not interfere with operational and assessment actions.
- 2.3 The Technical Support Center will provide the following functions:
 - * Provide plant management and technical support to plant operations personnel during emergency conditions.
 - * Relieve the reactor operators of peripheral duties and communications not directly related to reactor system manipulations.
 - * Prevent congestion in the Control Room.
 - * Perform EOF functions for the Alert Emergency class and for the Site Area Emergency class and General Emergency class until the EOF is functional.

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E. PROCEDURE

1.0 ACTIVATION

NOTE:

The TSC should be activated as soon as possible, but, in all cases, within one (1) hour of an ALERT or higher classification. BVPS will continue to maintain an ERO and notification system which will have the objective of meeting the 30/60 minute response time criteria specified in NUREG-0654. It is recognized that 100% staff augmentation, within 30 minutes, may not be achievable under all circumstances. The Onsite staff shall be augmented as soon as reasonably achievable.

- 1.1 Upon declaration of an emergency condition equal to or greater than an ALERT or as directed by the Emergency Director (NSS), the ERF Emergency Access Station procedure should be implemented (Attachment 2)
 - 1.1.1 Security and the Technical Support Coordinator shall refer to Attachment 1 for instructions concerning the ERF ventilation.
 - 1.1.2 If personnel are notified that the Site is inaccessible, refer to Attachment 4 "Guidance For ERF Inaccessible/Evacuation".
- 1.2 Upon notification of an Alert or higher emergency classification, the on-call Emergency Director shall do at least one of the following:
 - 1.2.1 Proceed to the Control Room, or
 - 1.2.2 Contact the NSS/ED via cell phone, direct ringdown phone, or other available communications, and
 - 1.2.3 Obtain the information to complete the turnover status checklist with the on-duty NSS/Emergency Director.
- 1.3 The Technical Support Coordinator shall inform the Emergency Director of TSC staffing (reference Attachment 5).

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NOTE:

Obtain the BVERS printout from the FAX machine in the TSC Communications Area.

- 1.3.1 Using the Beaver Valley Emergency Response System (BVERS) printout, determine staffing from personnel currently at the TSC, or via arrival times listed on the BVERS printout.
- 1.4 The Technical Support Coordinator shall inform the Emergency Director of the status of the following:
 - 1.4.1 Emergency equipment is energized or operable. (Reference Attachment 5)
 - 1.4.2 Security has:
 - Secured the ERF Emergency Entrance.
 - Isolated the ERF ventilation, per Attachment 1.
 - 1.4.3 Health Physics has:
 - Established Frisking Station (if required).
 - Established TLD Issue Area.
- 1.5 Verify that the Radiological Controls Coordinator has initiated habitability surveys, if necessary. (Refer to Attachment 8 of this IP.)

NOTE:

Depending on the type of emergency or circumstances, the TSC may be activated without complete staffing or all available communications equipment.

- 1.6 Upon information provided by the Technical Support Coordinator, the Emergency Director, or designee, shall declare the Technical Support Center activated and inform the Shift Supervisor of the final transfer of responsibilities. A formal activation announcement shall be made over the ERF page, the plant page party system, and the Operations/RadCon Headset Circuits. EPP/IP 1.3, "Turnover Status Checklist" should be used during the turnover process to assure accurate information is received.

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2.0 OPERATION

NOTE:

If actions are required in an emergency that are immediately needed to protect the public health and safety, and departs from the license condition or Technical Specification, the action shall be approved, as a minimum by a licensed Senior Reactor Operator prior to taking the action, per 10 CFR 50.54 (x) and (y).

- 2.1 The Technical Support Center (TSC) is located in the Emergency Response Facility. Equipment and facilities required for implementation of the BVPS EPP are located in the TSC. This equipment includes; computer systems for both Units, dedicated telephones providing access to Control Room data and the means for conversations with Operations personnel and dedicated headset circuits.
- 2.2 Technical Support Center equipment operation shall be under the guidance set forth in the BVPS EPP/IP 1.2, "Communications and Dissemination of Information", or other applicable procedures.
- 2.3 If access to the TSC becomes restricted due to radiological or other conditions, the Emergency Director and designated Emergency Coordinators should relocate per Attachment 4. All other TSC personnel will receive reporting instructions as the situation warrants.
- 2.4 The functional responsibilities of the individual TSC personnel (Emergency Coordinators) are identified in Section 5 of the BVPS Emergency Preparedness Plan.

3.0 DEACTIVATION

- 3.1 The Emergency Director may, upon satisfying the criteria of EPP/IP 6.2, "Termination of the Emergency and Recovery", declare the TSC deactivated. The Technical Support Coordinator will be directed to coordinate the TSC deactivation. Preparations should be made between the Shift Supervisor and the Emergency Director to transfer remaining responsibilities to the On-Shift or Recovery organizations.
- 3.2 After shifting responsibilities, inform the Shift Supervisor that the TSC has been deactivated. A formal announcement should be made to any remaining TSC staff and announced over the Operations and RadCon circuits, as a minimum.

CAUTION:

Establish contact with the NRC to obtain approval for ERDS link deactivation.

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- 3.3 Upon deactivation, the Technical Support Coordinator should direct available personnel to de-energize and restore emergency equipment, forms and any other items utilized during the emergency response.

F. FINAL CONDITIONS

- 1.0 The use of this procedure shall be terminated after the following conditions have been met.
 - 1.1 All available records generated during the emergency response are forwarded to the Communications and Record Coordinator.
 - 1.2 All functional equipment/supplies have been restored to preactivation status.
 - 1.3 The TSC staff has been relieved of all duties associated with the operation of the TSC.
 - 1.4 Normal operations have been restored or a recovery organization established.

G. ATTACHMENTS

- 1.0 ERF VENTILATION SYSTEM ISOLATION
- 2.0 ERF EMERGENCY ENTRANCE
- 3.0 ACTIVATION OF IPC, ERFCS AND SPDS COMPUTERS
- 4.0 GUIDANCE FOR ERF EVACUATION/INACCESSIBLE
- 5.0 TECHNICAL SUPPORT COORDINATOR - ACTIVATION CHECKLIST (Example)
- 6.0 COMPUTER COORDINATOR - ACTIVATION CHECKLIST (Example)
- 7.0 COMMUNICATIONS AND RECORDS COORDINATOR - ASSIGNMENT CHECKLIST (Example)
- 8.0 RADIOLOGICAL CONTROLS COORDINATOR - CHECKLIST (Example)
- 9.0 ACTIVATION OF THE EMERGENCY RESPONSE DATA SYSTEM (ERDS) FROM THE TSC
- 10.0 NRC/BVPS TECHNICAL INFORMATION FLOW

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ERF EMERGENCY VENTILATION ISOLATION/ACTIVATION

RESPONSIBILITY

Upon declaration of an ALERT or higher emergency classification, or at the direction of the Emergency Director, Security shall complete **SECTION A** and the Technical Support Coordinator, or designee, shall complete **SECTION B**.

NOTE:

If Security is unavailable or delayed, the Technical Support Coordinator, or designee, shall also complete **SECTION A**.

SECTION A, Ventilation Isolation by Security

NOTE:

The ERF Ventilation System is isolated by Security personnel immediately after they have established the ERF Emergency Access Station.

To manually isolate the ventilation system in the Emergency Response Facility, perform either step 1) or 2) of the following:

- 1) Flip the switch on Control Panel #5 (located in the EOF - Figure 1). The switch is located on the lower right hand side of the HVAC panel and should be placed from the normal position to the Emergency System Mode Switch position (observe instructions posted on the panel).
or
- 2) Follow the same procedure in the Mechanical Room (Figure 1). The switch and instructions are also located on the HVAC panel on the lower right hand side of the panel.

The switch closes the automatic dampers and allows for recirculating the air in the ERF. Whether the switch is in the normal or emergency system mode switch position, the air is sent through a series of filters before circulating.

- 3) Record time Emergency Ventilation switch activated, and **inform Technical Support Coordinator**.
- 4) If the ventilation system is not isolated/activated, inform Technical Support Coordinator. The Technical Support Coordinator shall discuss the situation with the Engineering Coordinator, Emergency Director and Radiological Control Coordinator as to the need for surveys, sampling or ERF evacuation.

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ERF EMERGENCY VENTILATION ISOLATION/ACTIVATION

SECTION B, Starting Second Ventilation Fan by Tech Support Coord./Designee

The purpose of Section B is to start the second air handling Fan to ensure a positive pressure is maintained in the TSC and EOF during emergency use.

- 1) Locate the S-1 Air Handling Unit Panel in the Maintenance Area Mechanical Room Figure 1, (Across from the ERF Reproduction Room.)
- 2) Verify or place the S-1 air handling unit Fan No. 1 in "Manual".
- 3) Verify or place the S-1 air handling unit Fan No. 2 in "Manual".

NOTE:

If S-1 air handling unit Fan No. 1 is in service, go to step 5, if S-1 air handling unit Fan No. 2 is in service, go to step 4 and skip step 5).

- 4) Start the S-1 air handling unit fan No. 1 by pushing the start button.
- 5) Start the S-1 air handling unit fan No. 2 by pushing the start button.
- 6) Adjust the manual speed controller on the S-1 air handling unit Fan No. 1 to 8.75.
- 7) Adjust the manual speed controller on the S-1 air handling unit Fan No. 2 to 8.75.
- 8) Close doors to the TSC (including the Communications Area of the Ombudsman's Office) and EOF (i.e.: do not prop or block doors open).
- 9) Inform Emergency Director second ventilation fan has been started to maintain TSC and EOF positive pressure.
- 10) If the second fan does not start, the Technical Support Coordinator shall discuss the situation with the Engineering Coordinator, Emergency Director and Radiological Control Coordinator as to the need for surveys or sampling.

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ERF EMERGENCY VENTILATION ISOLATION/ACTIVATION

SECTION C, Returning Ventilation System to One Fan (Normal) Service

CAUTION:

Ramp down Fan speed prior to stopping second Fan.

- 1) Stop the S-1 air handling unit Fan No. 2 by pushing the stop button.
- 2) Place the S-1 air handling Unit Fan No. 2 in auto.
- 3) Adjust the manual speed controller on the S-1 air handling unit Fan No. 1 to 7.0.
- 4) Adjust the manual speed controller on the S-1 air handling unit Fan No. 2 to 7.0.
- 5) Place the ERF Building Normal/Emergency Ventilation switch at panel CP-1 in the Maintenance Area Mechanical Room Figure 1 (across from the ERF Reproduction Room) to the Normal position.
- 6) Confirm labeled indicators have reversed damper positions.
- 7) Inform the Engineering Coordinator and the Emergency Director.

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ERF EMERGENCY ENTRANCE

A. PURPOSE

This procedure provides guidance for emergency support personnel for gaining access to the Emergency Response Facility (ERF).

B. REFERENCES

None

C. RESPONSIBILITIES

The RadCon Coordinator and Security Coordinator are responsible for insuring the actions outlined in this procedure are completed.

D. ACTION LEVELS/PRECAUTIONS

1.0 ACTION LEVELS

1.1 This procedure should be initiated upon any of the following:

- 1.1.1 At the direction of the Nuclear Shift Supervisor assuming the responsibilities of the Emergency Director.
- 1.1.2 Declaration of an emergency condition equal to or greater than an emergency classification of ALERT.

2.0 PRECAUTIONS

2.1 The ERF Emergency Entrance will provide the following functions:

- * Provide a controlled access location into the ERF.
- * Provide a location for performing radiological monitoring of personnel entering the ERF (if appropriate).

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E. PROCEDURE

1.0 ACTIVATION

NOTE:

If emergency personnel arrive at the ERF Building prior to Security/Health Physics set-up, they shall sign in on the wall boards by the garage and begin activation of their area. Upon Security/Health Physics set-up, announcements should be made on the ERF Page for personnel to report to the Security Sign-in Station and, also obtain dosimetry. Security and Health Physics may cross-reference sign-in logs to assure all personnel are signed in and possess dosimetry.

- 1.1 Security will secure all entrances to the ERF, except the Health Physics Check Area entrance at the ERF garage (Figure 1).
 - 1.1.1 Security will establish a Security/Sign-in Station inside the ERF by the garage and Decontamination Room doors (Figure 2).
- 1.2 Personnel shall sign the sheets located on the wall near the Security Sign-in. As indicated in EPP/IP 1.7 "Emergency Response Organization Teams", signing the Sign-in Sheet indicates the individual is Fit For Duty and has not consumed alcohol within the last five (5) hours.
- 1.3 Health Physics will establish a Dosimetry Issue Station down the hall from the Security/Sign-in Station. All personnel entering the ERF Building will be required to wear a TLD (Figure 2).
 - 1.3.1 Dosimetry should not be issued to individuals who have worn their assigned BVPS TLD when entering the ERF. The Security/TLD issue log should be marked accordingly.
 - 1.3.2 A RadCon Coordinator Assistant should make the following announcement on the ERF page system (PAX 7000).

"All emergency workers who have not processed in through Security and Health Physics should do so as soon as practical to ensure complete staff accountability and radiation dosimetry issue."

REPEAT THIS ANNOUNCEMENT SEVERAL TIMES DURING THE INFLUX OF THE ERO SUPPORT STAFF.

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- 1.4 Health Physics will also establish a radiological monitoring station, if needed, in the Health Physics Check Area with appropriate radiological boundaries (Figure 2).
- 1.5 After the influx of TSC/EOF support staff, a RadCon Coordinator Assistant should make an accounting of those who normally have assigned dosimetry and who received ERF-EPP TLD's. The normal dosimetry should be pulled from the normal storage locations for return to the ERF Building as soon as practical.

2.0 OPERATION

- 2.1 Health Physics will determine the necessity of a self-frisk based on Health Physics/Operations evaluation of the potential for contamination due to a radiological release.
- 2.2 All personnel entering the Health Physics Check area will remain within the radiological boundaries until monitored, if necessary.
- 2.3 If contamination is detected, Health Physics should be notified. They will evaluate the extent of the contamination, and direct decontamination in the Decontamination Room, if necessary. (Refer to BVPS HPM Chapter 3, RP 2.3 "Decontamination Control" for additional guidance.)

NOTE:

The Decontamination Room showers drain to a holding tank buried outside the ERF. Tank level indicator panels are located in the front entrance to the ERF, and the Service Dock Area by the roll-up door.

- 2.4 If no contamination is detected, personnel may exit the Health Physics Check Area at the designated point, and continue to the Security/Sign-in Station.
- 2.5 Present Beaver Valley Power Station I.D. to Security personnel at the Sign-in Station. If personnel do not have proper identification or are not on the Emergency Response Organization Call-List, they will remain at the Security Station until vouched for/escorted by TSC/EOF personnel.
- 2.6 Upon clearance of the Security/Sign-in Station, personnel should sign-in on the wall board sheets, obtain dosimetry from Health Physics, or notify Health Physics their assigned BVPS TLD is being worn, and then continue to their appropriate emergency response positions.

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3.0 DEACTIVATION

- 3.1 Upon decision by the Emergency Director/Emergency Recovery Manager to terminate the use of the ERF Emergency Entrance, the RadCon Coordinator and Security Coordinator will direct the deactivation process.
- 3.2 Upon deactivation and prior to the return of normal building access, the RadCon Coordinator will assure that all radiological boundaries and equipment are properly removed, and surveys are conducted to confirm that the Health Physics Check Area (and Decontamination Room, if necessary) are below 5000 dpm/100 cm². Areas that cannot be readily decontaminated to acceptable levels shall be isolated and access controlled until decontamination efforts are satisfactorily completed.
- 3.3 Upon deactivation, the Security Coordinator will assure the re-establishment of normal building access.

F. FINAL CONDITIONS

- 1.0 The use of this procedure shall be terminated after the following conditions have been met:
 - 1.1 All records generated during the emergency response are forwarded to the proper personnel for review and then forwarded to Emergency Preparedness.
 - 1.2 All functional equipment/supplies have been restored to pre-activation status.
 - 1.3 All contaminated waste has been properly packaged and transported to Radiological Waste Disposal.

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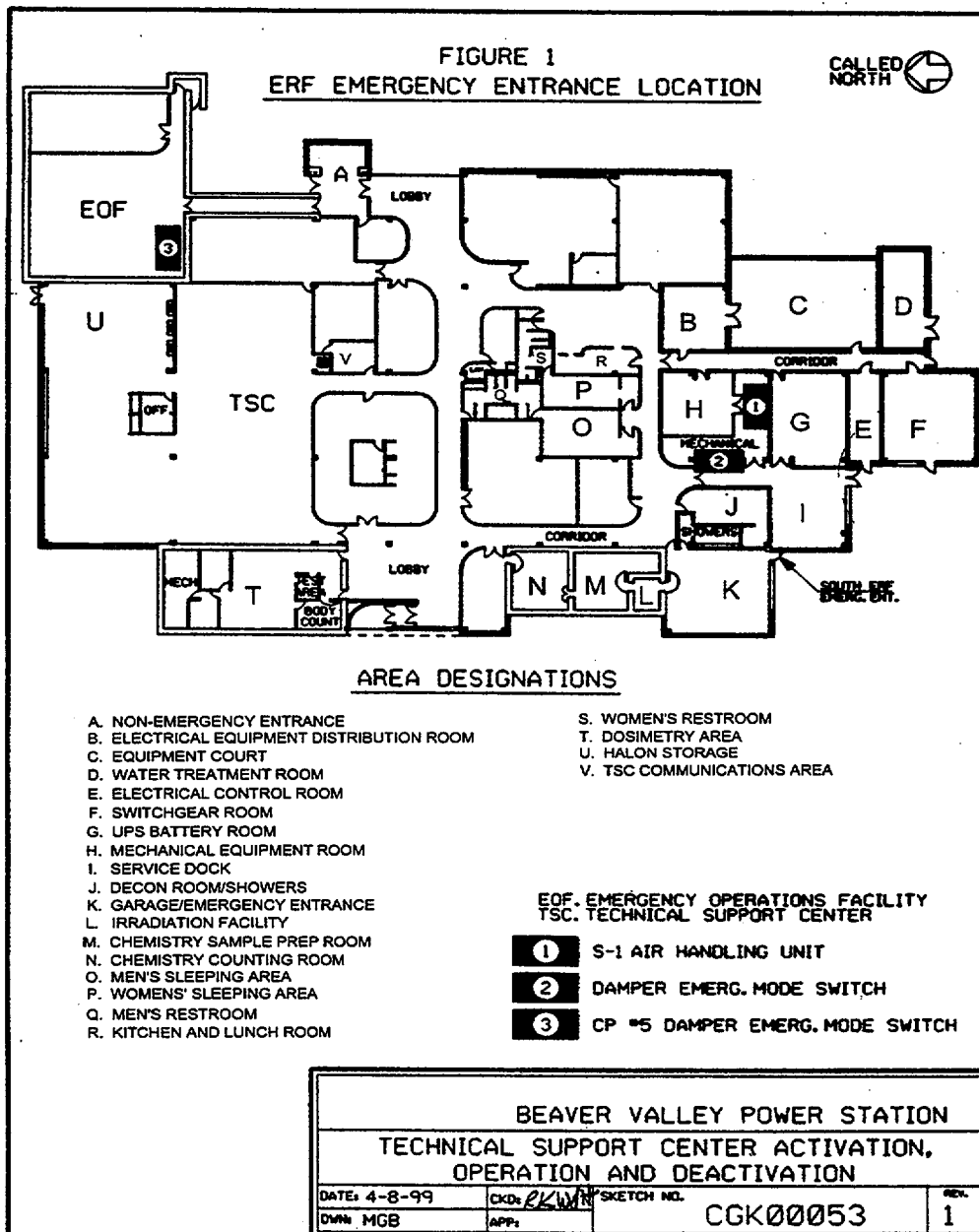
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Figure 1

ERF EMERGENCY ENTRANCE LOCATION



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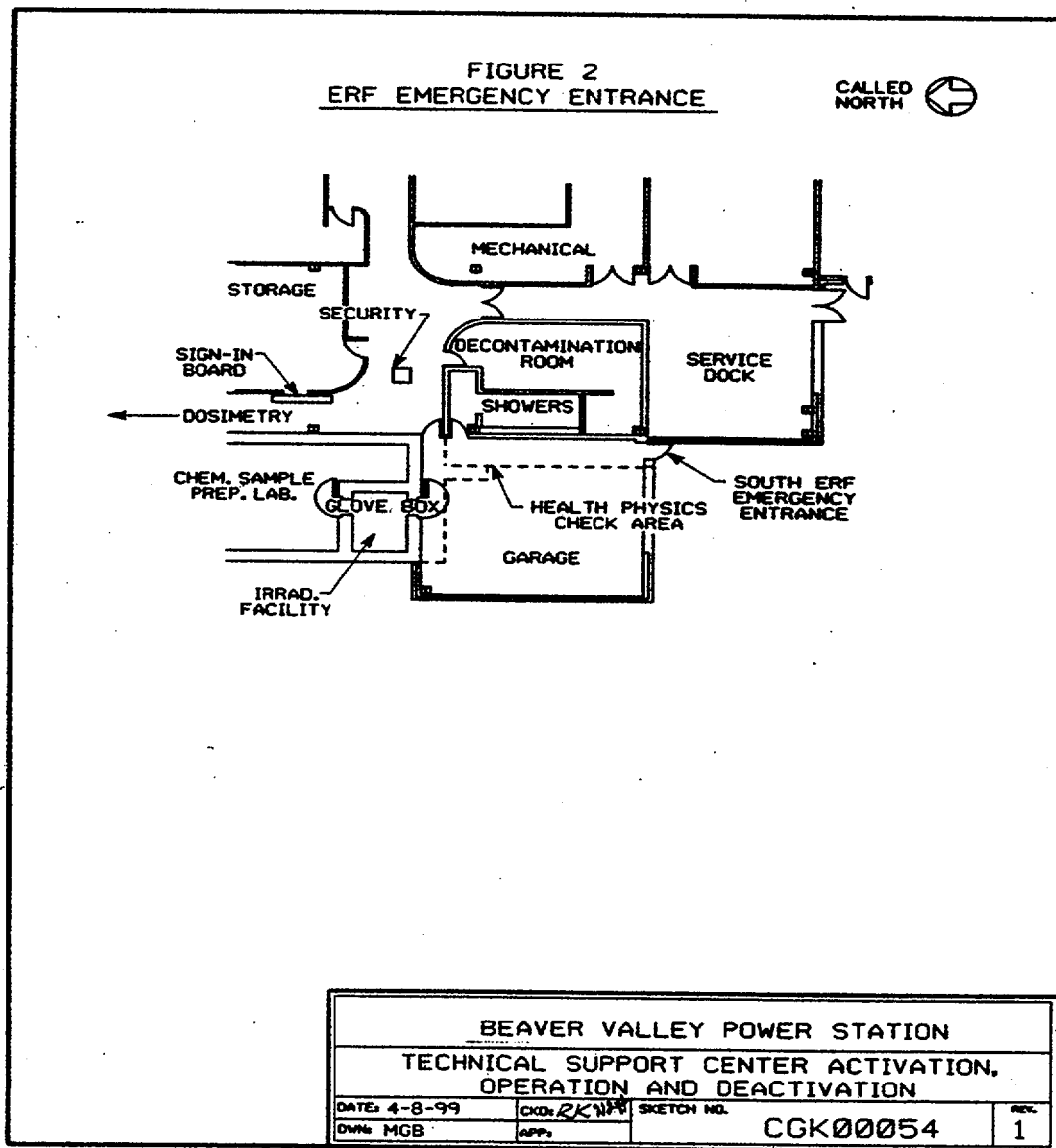
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FIGURE 2

ERF EMERGENCY ENTRANCE



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ACTIVATION OF IPC, ERFCS AND SPDS COMPUTERS

1. Obtain keys to computer consoles from TSC key box and supplies from TSC cabinet.
2. Convert TSC and EOF consoles to engineer mode.
3. Energize TSC trend pen recorders.
4. Perform system check on IPC and SPDS or ERFCS according to OM Chapter 58 and verify activation on HDSR.
5. Clear computer's OJ, log, and high speed line printer.
6. Identify key groups at direction of computer coordinator.
7. Activate trend pen recorders utilizing representative points from key groups. Identify point names and ranges with grease pencil on recorder faces. (U2 Only)
8. Initiate one standard trend log for each key group and activate and initiate collection.
9. Assign key groups to their respective logs.
10. Display RCS P&ID on IPC/ERFCS utility screen.
11. Display PSSD iconic on SPDS monitor.
12. Monitor group display for point alarms or abnormal trends and values, and alert key personnel.
13. Modify displays, trend pens, standard trend logs, and spare group assignments to support needs of TSC and EOF personnel.
14. Periodically provide logs and appropriate summaries.
15. Upon termination return system to normal operating status, and return console keys to the TSC key cabinet.

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GUIDANCE FOR ERF EVACUATION/INACCESSIBLE

NOTE:

Although the ERF Building is a radiologically hardened facility, other hazards (fire, toxic gas, flooding, loss of power, loss of internal ventilation control, etc.) may cause evacuation of the ERF, or result in ERF inaccessibility to emergency response personnel.

- 1.0 The following is guidance for Emergency Response Organization personnel in the event of ERF evacuation or inaccessibility.

TABLE 1

<u>TSC POSITION</u>		<u>IF EVACUATION RELOCATE TO</u>	<u>IF INACCESSIBLE REPORT TO</u>
Emergency Director	*	Control Room	Alternate EOF (JPIC)
TSC Operations Coordinator	*	Control Room	Alternate EOF (JPIC)
RadCon Coordinator	*	Control Room	Alternate EOF (JPIC)
Maintenance Coordinator	*	Control Room	Alternate EOF (JPIC)
Comm & Records Coord.	*	Control Room	Alternate EOF (JPIC)
Chemistry Coordinator		Unit 1 Cold Lab	Alternate EOF (JPIC)
Engineering Coordinator		SEB	Alternate EOF (JPIC)
Technical Support Coordinator		SEB	Alternate EOF (JPIC)
TSC Engineers		SEB	Alternate EOF (JPIC)
Document Support		SEB	Alternate EOF (JPIC)
Security Representative	+	Alternate EOF (JPIC)	Alternate EOF (JPIC)
Computer Coordinator		Alternate EOF (JPIC)	Alternate EOF (JPIC)
Operations Communicator		Alternate EOF (JPIC)	Alternate EOF (JPIC)
Telecommunications		SEB	Alternate EOF (JPIC)
EA&DP Coordinator		Alternate EOF (JPIC)	Alternate EOF (JPIC)

- + The Security Coordinator will remain in CAS while ERF Security personnel relocate per EPP/IP 1.6.

- * These personnel should relocate to the unaffected Unit's NSS Office.

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GUIDANCE FOR ERF EVACUATION/INACCESSIBLE

2.0 ERF Evacuation

NOTE:

Upon determination that ERF personnel must be evacuated during an emergency condition, the Emergency Director, in conjunction with the RadCon Coordinator and the TSC Security Coordinator, shall assign appropriate personnel to conduct a search of the building to assure that all personnel are evacuated.

EOF personnel shall report to the Alternate EOF per EPP/IP 1.6.

- 2.1 Personnel listed in Table 1 shall turnover their responsibilities to Control Room or OSC personnel and report to their designated locations.
- 2.2 All other ERF personnel shall relocate to the SEB first floor or relocate to another area (alternate onsite work location or assembly area).
 - 2.2.1 Upon relocation, the Engineering Coordinator, Chemistry Coordinator and EA&DP Coordinator shall call the Emergency Director in the Control Room and relay a phone number where they can be contacted.
 - 2.2.2 Personnel may also be dismissed from the Site, as directed by the appropriate Coordinator.
- 2.3 The evacuation location may be changed per the Emergency Director, or appropriate Coordinator, dependent on the cause of the evacuation or the loss of specific equipment.

3.0 ERF Inaccessible

NOTE:

This would most likely be a non-daylight work hour event, since during daylight work hours, personnel onsite would be able to access onsite Emergency Facilities.

- 3.1 Upon notification of an emergency classification with the Site inaccessible, only those TSC positions listed in Table 1 should report to the Alternate EOF and determine the requirements for Site access and the necessity for additional personnel response (assistants, communicators, engineers, etc.).

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GUIDANCE FOR ERF EVACUATION/INACCESSIBLE

4.0 Site Accessible

- 4.1 Upon the Site becoming accessible, the Emergency Director/Emergency Recovery Manager shall call the Control Room NSS/ED for a turnover, if the emergency has not been terminated.
- 4.2 Upon completion of the turnover, the TSC Emergency Director/Emergency Recovery Manager shall report to the TSC/EOF, conditions permitting (radiological, toxic gas, etc.). He will then call the Control Room NSS for an update, receive a staffing and equipment operability update, and brief the TSC and EOF over the ERF Building page system.

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Procedure Number:

EPP/IP 1.4

Title:

Unit:

1/2

Level Of Use:

In-Field Reference

Technical Support Center Activation, Operation and Deactivation

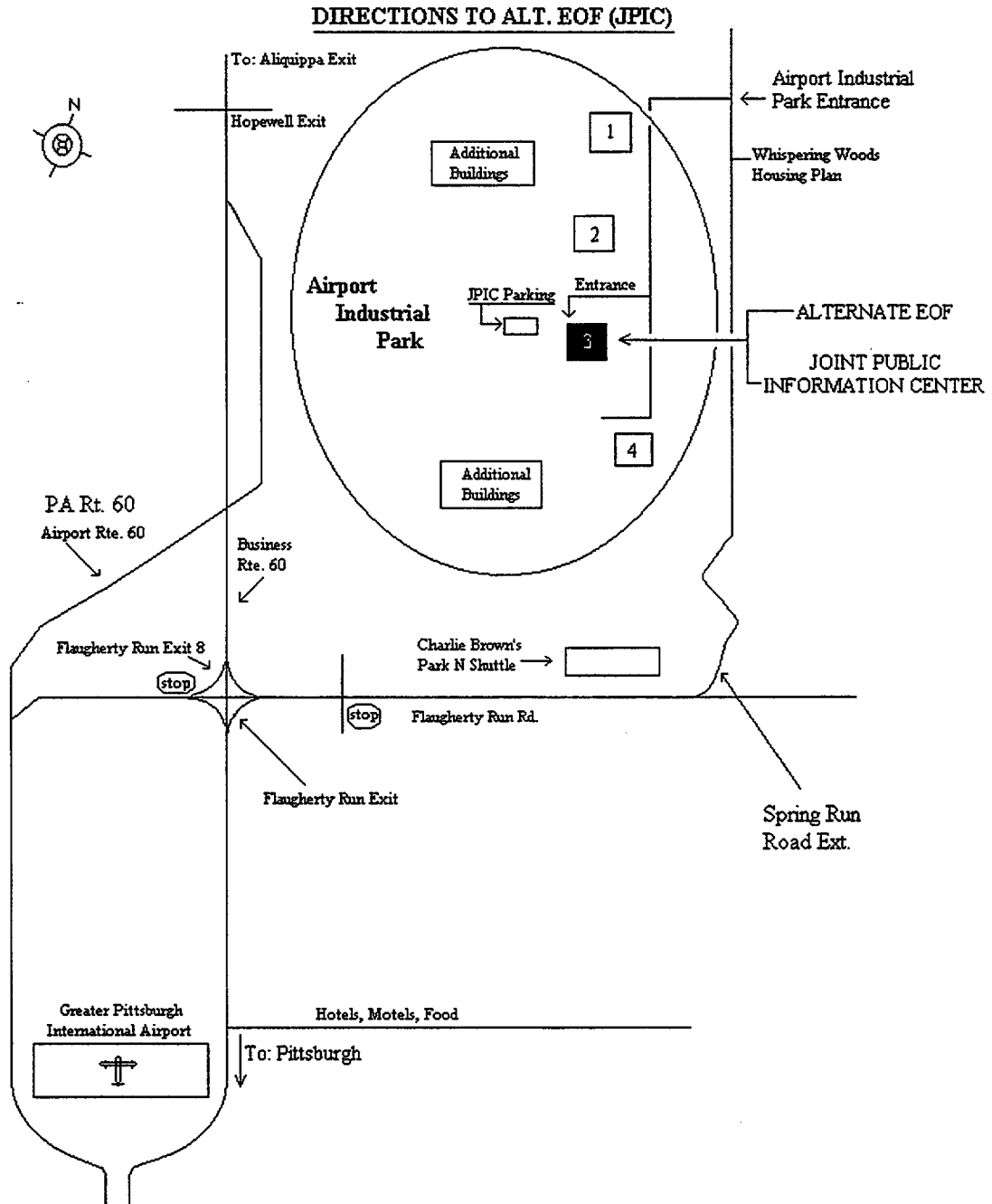
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Figure 1



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ATTACHMENT 5 (Page 1 of 3)

TECHNICAL SUPPORT COORDINATOR
(TSC ACTIVATION CHECKLIST)

NOTE:

This checklist is provided to aid the Technical Support Coordinator in determining the state of readiness of the TSC for activation. It is not intended to replace any portion of this IP.

NOTE:

TSC Engineering personnel are to begin completion of this attachment as they arrive in the TSC.

A) INITIAL ACTIVATION

Verified Complete By	Time	Task
		1. Unlock TSC Key Box, open TSC Cabinet and distribute TSC Folders, Badges, etc.
		2. Review Page 2 of this Attachment to determine equipment operability.
		3. Review Page 3 of this Attachment to determine TSC Staffing.
		4. Confirm with Security that the ERF Emergency Entrance has been staffed.
		5. Confirm with HP that the RadCon Frisker Station has been established.
		6. Confirm with HP that the TLD Issue Area has been established.
		7. Perform Section B, "Starting Second Ventilation Fan by Tech Support Coord./Designee" of Attachment 1, "ERF Emergency Ventilation Isolation/Activation".
		8. Confirm with Security/Engineering that the ERF ventilation system has been isolated.
		9. Request the Engineering Coordinator to contact the STA and inform him that the TSC is being prepared and to obtain a turnover from the STA.
		10. Confirm with the Computer Coordinator that the IPC/ERFCS/SPDS/Trend Pens and ERDS computer systems are operational and available.
		11. Confirm with the EA&DP Coordinator that the MIDAS/ARERAS Systems, or alternates, are operational and available.

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TECHNICAL SUPPORT COORDINATOR
(TSC ACTIVATION CHECKLIST)

B. ADDITIONAL

Verified Complete By	Time	Task
		1. Set up headsets at TSC Command Table.
		2. Obtain a copy of the appropriate Unit(s) EOPs from the ERF Emergency Records Center.
		3. Power up Xerox and drawing reproduction equipment.
		4. Assign individual to TSC OEMA Liaison phone to support BVPS personnel located at OEMA (Approximately 4 hours travel time prior to arrival at OEMA).
		5. Update the "Engineering Activities" board.

TECHNICAL SUPPORT COORDINATOR
(TSC ACTIVATION CHECKLIST - EQUIPMENT)

Verified Complete By	Time	SUGGESTED Operable Equipment
		1. Audio communications (Headset circuits and/or direct dial phones) to Control Room.
		2. <u>E</u> mergency <u>T</u> elephone <u>S</u> ystem (ETS) phones
		3. PAX and Bell Phone Lines
		4. Radio Communications Link-Radiation Monitoring

Comments/Exceptions:

TSC READY FOR ACTIVATION

TSC Coordinator:	Time:	Date:
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Beaver Valley Power Station

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TECHNICAL SUPPORT COORDINATOR (TSC ACTIVATION CHECKLIST - STAFFING)

**Verified
Complete
By****Time****Task**

1. Retrieve the BVERS Call Response Report from the ERF FAX (TSC Communications Area) and determine if all TSC Primary Responder positions have been filled for TSC activation (May not be necessary for events that occur during normal working hours since personnel may staff facilities prior to report printout.).

2. Review TSC staffing. Inform the ED when sufficient TSC staff members have arrived. Depending on the emergency conditions, personnel necessary for the TSC may vary. Listed below is the suggested minimum staffing.

- * Emergency Director
- * EA&DP Coordinator
- * Computer Coordinator
- * Communications & Records Coord
- * Communications Assistant
- * Communications Assistant
- Communications Assistant
- * Technical Support Coordinator
- * Nuclear Engineer
- * Electrical Engineer
- * Mechanical Engineer

* Designates minimum positions per the Emergency Plan

Technical Support Coordinator

Time:

Date:

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ATTACHMENT 6 (Page 1 of 1)

**COMPUTER COORDINATOR
ACTIVATION CHECKLIST**

NOTE:

This checklist is provided as an aid for the Computer Coordinator in the performance of his/her duties. It is not intended to replace any portion of this IP.

NOTE

NUREG-1394 requires activation of the ERDS computer within one (1) hour of the declaration of any Alert or higher classification.

ERDS Activation:

1. Activate ERDS per Attachment 9.

Functional Check of IPC Hardware

1. Turn on monitors in TSC and EOF. Check for current date and time in upper right-hand corner.
2. Check that time is updating.
3. Check High Speed Printer (#4) has adequate paper.

System Activation

1. Get Key from break/glass box in TSC.
2. Open TSC emergency cabinet (Key #1) get the following supplies:
 - a. Speed Memos & status charts
 - b. Arm bands/Badges
 - c. Pens, paper, etc. (misc. supplies)
3. At IPC Console (some duties can be shared by EOF Operator)
 - a. Call up a point summary
 - b. Select points & ranges (operations assistance)
 - c. Activate standard trend logs
4. System Surveillance
 - a. Alarms-acknowledge & generate speed memo's or inform Operation Coordinator.
 - b. Displays-view for changes in critical parameters (SPDS also)
 - c. Analog trends-watch for and rate changes

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RADIOLOGICAL CONTROLS COORDINATOR
(TSC SUPPORT CHECKLIST)

NOTE:

This checklist is provided as an aid for the Radiological Controls Coordinator in the performance of his/her duties. It is not intended to replace any portion of this IP.

Verified Complete By	Time	Task
		1. Establish communications with the OSC and EA&DP.
		2. Identify significant radiological conditions (both initiating conditions and current status).
		3. Update the ED.
		4. Establish a Dosimetry Issue Station near Security sign-in.
		5. Start the continuous air samples in the EOF hallway and adjust the alarm level following radon daughter equilibrium.
		6. Set-up and start the area radiation monitors in the EOF hallway.
		7. Post signs at the Health Physics' Check Area entrance at the ERF garage indicating the whole body frisking is / is not required upon entering the ERF Building.
		8. Initiate Habitability Surveys (if applicable).
		Emergency Response Facilities Habitability-- Other Than CR (OSC, TSC, EOF)
		IF the results of radiation surveys at emergency response facilities other than the Control Room indicate radiation levels of:
		<ul style="list-style-type: none"> >15.0 mrem/hr DDE or a projected dose in 30 days in excess of 5 rem DDE, and/or, gross airborne activity (less noble gases) in excess of 5 DAC, or projected exposure in a week in excess of 40 DAC-hours for isotopic mix less noble gases, and/or, gross airborne activity (less noble gases) that are projected to cause thyroid exposures in excess of 30 rem within 30 days.

RadCon Coordinator:	Time:	Date:
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RADIOLOGICAL CONTROLS COORDINATOR
(TSC SUPPORT CHECKLIST)

Verified Complete By	Time	Task
		<p>THEN evacuate personnel in excess of minimum staffing requirements. Declared pregnant workers and minors should be evacuated under the habitability criteria established for assembly areas. Implement stay time controls (based on emergency exposure criteria as necessary in accordance with EPP/IP 5.3) for personnel remaining at the facility. Implement respiratory protection if the gross airborne activity (less noble gases) is in excess of 10 DAC, or if projected exposure in a week will be in excess of 80 DAC-hours for isotopic mix less noble gases. Make preparations for the activation of alternate facilities. Activate these facilities as soon as possible, but so that they will not have an adverse impact on the emergency response.</p>

<u>TIME</u>	<u>FACILITY</u>	<u>RADIATION LEVELS</u>	<u>AIRBORNE ACTIVITY</u>	<u>COMMENTS</u>
	Unit 1 Mens Locker Room			
	SOSB - 3			
	SOSB - 4			
	OSC			
	TSC			
	EOF			
	* ERF Areas			

* If radiological controls are necessary outside the ERF building, notify the Emergency Director TSC Health Physics and Security personnel to limit ERF personnel access/egress to the ERF, as appropriate (i.e.: restrict access, respirators, anti-C's, etc.). Provide an ERF Building Page announcement concerning restrictions. Notify the ROC of ERF radiological conditions and accessibility.

RadCon Coordinator:	Time:	Date:
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**ACTIVATION OF THE EMERGENCY RESPONSE DATA SYSTEM (ERDS)
FROM THE TSC**

NOTE:

If the ERDS Computer cannot be activated for any reason, contact the BVPS Computer Maintenance Section for corrective action. Inform the Emergency Director the ERDS data link is out of service and backup phone communications with the NRC should be established.

1. Obtain keys to TSC cabinet #1 (if not already open), enter cabinet and obtain "username" and "password" from envelope on inside of cabinet door.

NOTE:

Before attempting to power on the equipment, verify that the unit is powered off -- not just in the screen saver mode. The NCD19C X terminal has a built-in screen saver facility. This screen saver facility will dim the display screen monitor if the keyboard or mouse has not been used for an extended period of time. If the X terminal is in screen saver mode, moving the mouse or pressing any key on the keyboard will cause the display monitor to be refreshed. If the display monitor remains blank after moving the mouse, then the NCD19C X terminal is either broken or powered off.

2. If not already powered on, turn on the NCD19C X terminal using the power switch located on the rear of the NCD19C base unit.

NOTE:

If the DECwindows logon message does not appear after approximately 30 seconds, then the unit is broken; has been disconnected from the network; or the MicroVAX 3100 computer is not operational. Contact the BVPS Computer Maintenance Section to take corrective action.

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ACTIVATION OF THE EMERGENCY RESPONSE DATA SYSTEM (ERDS) FROM THE TSC

3. If not already powered on, turn on the HP LaserJet IIIP laser printer using the power switch located on the right side of the unit.

After turning on power to the HP LaserJet IIIP, the printer will perform a series of power-on self tests. If the power-on self tests successfully completes, all indicator lights on the operator panel will be off except the ONLINE indicator, and the status display will read "00 READY LETTER". If any other indication is present on the printer, then the power-on self tests were not successfully completed and you will be unable to make hard copies of the screen displays. In either case, proceed with the activation procedure.

4. Select the "Username" window, enter information from card in TSC Cabinet #1 and press <RETURN>.
5. Select the "Password" window, enter the current password from the card in TSC Cabinet #1 and press <RETURN>.

CORRECT USER NAME/PASSWORD ENTERED: If the correct Username and password were entered, then the logon message will automatically be removed from the display screen. The R*TIME/X MMI application will be started and the initialized MMI display window with the "TOP MENU", "SCREEN UP", "SCREEN DOWN", and "PREV SCREEN" function buttons will be displayed on the NCD19C X terminal (approximately 1 minute).

6. Move the pointer to the dash in the upper left corner of the control menu box of the MMI display menu. Using the mouse, click once and select "lower" from the pop-up menu.

NOTE:

Do Not close "Session Manager" icon. This will terminate the ERDS link. Minimize the icon, if necessary, and put in lower portion of screen.

7. Position pointer to the lower left hand corner, double click on the "BVERDS" icon.

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**ACTIVATION OF THE EMERGENCY RESPONSE DATA SYSTEM (ERDS)
FROM THE TSC**

8. Position pointer to "Applications" from the pop-up Session Manager menu. Click on "Applications" and select "DECTerm" from the pop-up menu.
9. Type in "ERD", leave a space and "1" or "2" depending on the affected unit. Hit return and follow screen prompted instructions to activate link.
10. While link is activating "Link Status" will change from "Offline" to "Attempting Connection" to "Modem Connected" to "Online". Additionally, Link Status will change from "Offline" to "Connect Modem" to "Connect ERDS" to "Sending Data" or "Waiting".
11. Position pointer to the dash in the upper left corner of the control menu box of the DECTerm window. Using the mouse, click once and select "Minimize" from the pop-up menu.

NOTE:

If both ERDS links need to be activated due to a site emergency declaration or Alert or higher, repeat steps 8 thru 11 for the opposite unit.

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A5.715DV

NRC/BVPS TECHNICAL INFORMATION FLOW

A. PURPOSE

This attachment will define NRC/BVPS information flow responsibilities and provide technical information sheets to be utilized during emergency situations.

NOTE:

This Attachment is to be utilized in the event that the Emergency Response Data System (ERDS) is not operational.

B. RESPONSIBILITIES

The overall responsibility for this attachment rests with the Emergency Director (NSS until the TSC is activated). Individual responsibilities are determined by the location of the NRC dedicated line and the type of information required. These individual responsibilities are listed below:

- * Control Room-NRC/ENS phone - Personnel will be used from the unaffected Unit's supervisory personnel or an assigned designee, until properly relieved by the appropriate TSC Personnel.
- * TSC/EOF-NRC/ENS phone - Designated personnel from the Operations Communicators emergency response group. This will terminate Control Room personnel's responsibility.
- * TSC/EOF-NRC/HPN line - Designated personnel from RadCon and EA & DP.

NOTE:

Unless warranted by the initiating condition or requested by the NRC, the NRC/HPN line will not be manned at the Unusual Event. If required, personnel will be assigned by the Radiological Operations Center Coordinator.

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NRC/BVPS TECHNICAL INFORMATION FLOW

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C. ACTION LEVELS/PRECAUTIONS

NOTE:

The NSS (Emergency Director) will determine if these data sheets are applicable at the Unusual Event Classification. The data sheets shall be completed for all Alert and above declarations if the ERDS is not operational.

- 1.0 Preliminary information from the licensee (before establishment of the NRC/HPN) is provided via the NRC/ENS and includes both reactor safety and health physics data.
- 2.0 Once the NRC/HPN is established, the HPN is the primary means of communicating radiological data, and the ENS is the primary means of communicating reactor safety related information to NRC.

D. PROCEDURE

- 1.0 Technical Data Sheets
 - 1.1 Information sheets concerning plant parameters and Control Room status will be utilized by those personnel manning the NRC/ENS lines.
 - 1.1.1 For Unit #1 actual events, ATTACHMENT 10 may be completed using the IPC Trend Functions and request support from Computer Coordinator.
 - 1.1.1.1 Type GRPPRN to activate group print function.
 - 1.1.1.2 Enter Group Name NRC Infor 1 (Group 1) or NRCINFO2 (Group 2) followed by a <cr>.
 - 1.1.1.3 Select appropriate function key (F1 through F4) to select printer location.
 - 1.1.1.4 Obtain printout from appropriate printer to relay to NRC.

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NRC/BVPS TECHNICAL INFORMATION FLOW

**ATTACHMENT 10 (3 of 16)
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- 1.1.2 For Unit #2, ATTACHMENT 10 may be completed using the ERFCS group pushbuttons 71 and 72 (GPO71, GPO72), request support from Computer Coordinator. These pushbuttons mimic the attachments for operational data. Data may be acquired commencing with the Group 71 pushbutton and using the page down feature prior to using the Group 72 pushbutton and its associated page down feature.

NOTE:

ATTACHMENT 10 should be completed once per hour (1/Hr.) unless requested differently by the NRC.

- 1.2 Information sheets concerning dose projections, in-plant surveys, offsite surveys and protective action recommendations (pages 11 thru 13 of this attachment) will be utilized by those personnel manning the NRC/HPN line.
- 2.0 Maintaining the ENS and HPN
- 2.1 The ENS and HPN lines are tested monthly with any deficiencies noted and reported to the appropriate parties.
- 2.2 The ENS system is exercised each morning by the Headquarters Operation Officer's placement of a call to BVPS to collect status information.

E. FINAL CONDITIONS

Use of this attachment is to be terminated at the direction of the NRC Operations Center.

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NRC/BVPS TECHNICAL INFORMATION FLOW

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UNIT 1 TREND GROUP ASSIGNMENT SUMMARY

GROUP NAME NRCINFO1	GROUP DESCRIPTION EPP NRC/BVPS TECHNICAL INFO
------------------------------------	--

	POINT ID	DESCRIPTION	ENGR UNITS
1	N0049A	PWR RNG CHANNEL 1 FLUX (QUAD 4)	PC
2	N0050A	PWR RNG CHANNEL 2 FLUX (QUAD 2)	PC
3	N0051A	PWR RNG CHANNEL 3 FLUX (QUAD 1)	PC
4	N0052A	PWR RNG CHANNEL 4 FLUX (QUAD 3)	PC
5	N0035A	INTERMEDIATE RNG DET 1 FLUX	AMP
6	N0036A	INTERMEDIATE RNG DET 2 FLUX	AMP
7	N0031A	SOURCE RANGE DET 1 LOG FLUX	CPS
8	N0032A	SOURCE RANGE DET 2 LOG FLUX	CPS
9	L3204A	RX VESSEL FULL RANGE LEVEL-A	PC
10	L3210A	RX VESSEL FULL RANGE LEVEL-B	PC
11	L3206A	RX VESSEL DYNAMIC LEVEL-A	PC
12	L3212A	RX VESSEL DYNAMIC LEVEL-B	PC
13	U0093	IN CORE T/C 5 HOTTEST AVG	DEGF
14	U0094	SUBCOOL (AVG 5 HI T/C) ICCM AVG	DEGF
15	U0400	RCLA UNCORRECTED FLOW 1/2/3 AVG	PC
16	U0420	RCLB UNCORRECTED FLOW 1/2/3 AVG	PC
17	U0440	RCLC UNCORRECTED FLOW 1/2/3 AVG	PC
18	L0403A	SG A WIDE RANGE LEVEL	PC
19	L0423A	SG B WIDE RANGE LEVEL	PC
20	L0443A	SG C WIDE RANGE LEVEL	PC
21	U0414	SG A STM OUT PRESS 1/2/2 AVG	PSIG
22	U0434	SG B STM OUT PRESS 1/2/2 AVG	PSIG
23	U0454	SG C STM OUT PRESS 1/2/2 AVG	PSIG
24	F0403A	SG A UNCRR FW 1 FLOW	MLB/HR
25	F0404A	SG A UNCRR FW 2 FLOW	MLB/HR
26	F0423A	SG B UNCRR FW 1 FLOW	MLB/HR
27	F0424A	SG B UNCRR FW 2 FLOW	MLB/HR
28	F0443A	SG C UNCRR FW 1 FLOW	MLB/HR
29	F0444A	SG C UNCRR FW 2 FLOW	MLB/HR
30	F0601A	SG A AUX FEED FLOW	GPM
31	F0602A	SG B AUX FEED FLOW	GPM
32	F0603A	SG C AUX FEED FLOW	GPM
33	T0419A	RCLA WR THOT	DEGF
34	T0439A	RCLB WR THOT	DEGF

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NRC/BVPS TECHNICAL INFORMATION FLOW

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UNIT 1 TREND GROUP ASSIGNMENT SUMMARY

GROUP NAME NRCINFO1	GROUP DESCRIPTION EPP NRC/BVPS TECHNICAL INFO
------------------------------------	--

	POINT ID	DESCRIPTION	ENGR UNITS
35	T0459A	RCLC WR THOT	DEGF
36	T0406A	RCLA WR TCOLD	DEGF
37	T0426A	RCLB WR TCOLD	DEGF
38	T0446A	RCLC WR TCOLD	DEGF
39	L0500A	RWST LEVEL 1	FT
40	P0498A	RCS LOOP 2 WIDE RANGE PRESS	PSIG
41	P0499A	RCS WR PRESSURE	PSIG
42	U0482	PRESSURIZER PRESS 1/2/3/4/5 AVG	PSIG
43	U0483	PRESSURIZER LEVEL 1/2/3 AVG	PC
44	F0128A	CHG PUMP DISCH HDR UNCORR FLOW	GPM
45	F05943A	HHSI TO BIT FLOW	GPM
46	F5940A	HHSI TO HOT LEG HDR FLOW	GPM
47	F5945A	SI-P-1A DISCHARGE FLOW	GPM
48	F5946A	SI-P-1B DISCHARGE FLOW	GPM
49	L0752A	CNMT SUMP WTR LEVEL	IN
50	L0750A	RECIRC SUMP WTR LVL 1	IN
51	L0751A	RECIRC SUMP WTR LVL 2	IN
52	U1000	CONTAINMENT PRESS 1/2/3 AVG	PSIA
53	P1008A	WIDE RANGE CNMT PRESS CH 1	PSIA
54	P1009A	WIDE RANGE CNMT PRESS CH 2	PSIA
55	U1008	AVG OF 5 TS TEMPS	DEGF
56	C0201A	CNMT HYDROGEN CONCENTRAITON CH1	PC
57	C0202A	CNMT HYDROGEN CONCENTRAITON CH2	PC

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NRC/BVPS TECHNICAL INFORMATION FLOW

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UNIT 1 TREND GROUP ASSIGNMENT SUMMARY

GROUP NAME	GROUP DESCRIPTION
NRCINFO2	EPP NRC/BVPS TECHNICAL INFO

POINT ID	DESCRIPTION	ENGR UNITS
1	R0030A LIQUID WASTE EFFLUENT	CPM
2	Y0705A COMP COOLING/RECIRC SPRAY HX RW	CPM
3	Y0717A LIQUID WASTE CONTAMINATED DN EFF	CPM
4	R0029A CONDENSER AIR EJECTOR	CPM
5	R0070A CNMT HIGH RANGE RAD MONITOR CH 1	RH
6	R0071A CNMT HIGH RANGE RAD MONITOR CH 2	RH
7	Y0735A REACTOR CONTAINMENT L/R	MRH
8	R0036A RX COOLANT LETDOWN HI RANGE	CPM
9	R0037A RX COOLANT LETDOWN LO RANGE	CPM
10	R0034A STEAM GENERATOR BLOWDOWN	CPM

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PLANT STATUS

Affected Unit: 2

Update time: _____

CONTROL ROOM:

NAME

Nuclear Shift Supv/ED: _____

Nuclear Shift Operations Foreman: _____

Shift Technical Advisor: _____

Control Room Emergency Ventilation Initiated Y/N

Respiratory/HP Protection Requirements Y/N

EVENT (EAL & Description): _____

TSC Activated: Y/N EOF Activated: Y/N

PROCEDURE:

No. and Title

Abnormal OP _____

Emergency OP _____

EPP Procedure _____

GENERAL

Unaffected Unit Status Mode _____ % Pwr _____

Name: _____

Date/Time: _____

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UNIT #2

GROUP 71 Page 1

REACTIVITY CONTROL

<u>Parameter</u>	<u>Point ID#</u>	<u>Value</u>	
Power Range	N0049A	_____	PC
	N0050A	_____	PC
	N0051A	_____	PC
	N0052A	_____	PC
Intermediate Range	N0035A	_____	AMPS
	N0036A	_____	AMPS
Source Range	N0031A	_____	CPS
	N0032A	_____	CPS

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UNIT #2

GROUP 71 Page 2

CORE COOLING

<u>Parameter</u>	<u>Point ID#</u>	<u>Value</u>	
Rx Vessel Level	L0072A	_____	PC
	L0075A	_____	PC
	L0071A	_____	PC
	L0074A	_____	PC
T/C Temperature	UT 1003	_____	DEGF
Margin to Saturation	UT 1002	_____	DEGF
RCS Flow	F0400C	_____	PC
	F0421C	_____	PC
	F0442C	_____	PC

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UNIT #2

GROUP 71 Page 3

STEAM GENERATORS

<u>Parameter</u>	<u>Point ID#</u>	<u>Value</u>	
S/G Levels	L0403A	_____	PC
	L0423A	_____	PC
	L0443A	_____	PC
S/G Pressure	UP1003	_____	PSIG
	UP1004	_____	PSIG
	UP1005	_____	PSIG
S/G Feedwater Flow	UF1001	_____	KBH
	UF1002	_____	KBH
	UF1003	_____	KBH

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UNIT #2

GROUP 71 Page 4

STEAM GENERATORS (Cont.)

<u>Parameter</u>	<u>Point ID#</u>	<u>Value</u>	
Aux Feedwater Flow	UF3000	_____	GPM
	UF3001	_____	GPM
	UF3002	_____	GPM
Hot Leg Temp	T0419A	_____	DEGF
	T0439A	_____	DEGF
	T0459A	_____	DEGF
Cold Leg Temp	T0406A	_____	DEGF
	T0426A	_____	DEGF
	T0446A	_____	DEGF

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UNIT #2

GROUP 71 Page 5

MISCELLANEOUS PARAMETERS

Parameter

Point ID#

Value

RWST Level

L0500A

L0501A

IN

IN

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UNIT #2

GROUP 72 Page 1

RCS INTEGRITY

<u>Parameter</u>	<u>Point ID#</u>	<u>Value</u>	
RCS Pressure	UP1001	_____	PSIG
Przr Level	UL1000	_____	PC
Charging and SI Flow	UF1013	_____	GPM
	UF1011	_____	GPM
	UF1014	_____	GPM
Cnmt Sump Level	L0100A	_____	IN
	L0102A	_____	IN
Rx Cnmt Sump Level	L0750A	_____	IN
	L0751A	_____	IN

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UNIT #2

GROUP 72 Page 2

RADIOACTIVITY CONTROL

Parameter

Point ID#

Value

Effluent Liquid Rad Monitors

R0094A

uc/cc

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RADIOACTIVITY CONTROL (Cont.)

<u>Parameter</u>	<u>Point ID#</u>	<u>Value</u>	
Condenser Air Ejector Rad Monitor	R0001A	_____	uc/cc
	R0010A	_____	uc/cc
Cnmt Rad Monitors	R0086A	_____	Rad/Hr
	R0087A	_____	Rad/Hr
RCS Letdown Rad Monitors	R0003A	_____	uc/cc
	R0002A	_____	uc/cc
Main Steam Rad Monitors	R0088A	_____	uc/cc
	R0089A	_____	uc/cc
	R0090A	_____	uc/cc
S/G Blowdown Rad Monitor	R0079A	_____	uc/cc

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UNIT #2

GROUP 72 Page 4

CONTAINMENT CONDITIONS

<u>Parameter</u>	<u>Point ID#</u>	<u>Value</u>
Cnmt Pressure	UP1000	_____ PSIA
Cnmt Temperature	T1002A	_____ DEGF
	T1008A	_____ DEGF
	T1013A	_____ DEGF
	T1014A	_____ DEGF
	T1015A	_____ DEGF
Cnmt Hydrogen Conc.	Y0752A	_____ PC
	Y0753A	_____ PC

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Beaver Valley Power Station

Unit 1/2

EPP/IP 3.2

Site Assembly and Personnel Accountability

Document Owner
Manager, Emergency Preparedness

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Safety Related Procedure	Yes

CONTROLLED
BVPS UNIT 3

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Title:

Unit:

1/2

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	2	Non-Safety Related	6-30-89
	3	OSC Approved	3-22-90
Issue 9 Rev.	0	OSC Approved	9-27-90
	1	Non-Intent Revision	11-21-91
	2	Non-Intent Revision	12-29-92
Rev.	5	Non-Intent Revision	1-1-94
Rev.	6	Non-Intent Revision	10-14-94
Rev.	7	Non-Intent Revision	10-6-95
Rev.	8	Non-Intent Revision	10-23-96
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A. PURPOSE

This procedure provides instructions for assembling and accounting for personnel and visitors onsite in the event of an evacuation of plant areas.

B. REFERENCES

1.0 Beaver Valley Power Station Emergency Preparedness Plan and Implementing Procedures.

2.0 Beaver Valley Power Station Security Plan.

3.0 Title 10 Code of Federal Regulations Part 50, Appendix E.

4.0 NUREG-0654/FEMA-REP-1 "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants."

5.0 Condition Reports CR# 01-3198, 01-3322

C. RESPONSIBILITIES

1.0 EMERGENCY DIRECTOR

1.1 The Emergency Director (NSS until properly relieved) is responsible for declaring a Site Area or General Emergency (A Site Area or General Emergency mandates Personnel Accountability, unless circumstances mitigate against performing.).

1.2 The Emergency Director (NSS until properly relieved) can order a Site Assembly or Personnel Accountability should the situation warrant.

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2.0 SECURITY COORDINATOR

- 2.1 The Security Coordinator (Nuclear Security Shift Supervisor until properly relieved) is responsible for the actions pertaining to Site Assembly and Site Accountability.

NOTE:

If a Site Area Emergency appears imminent, the Security Coordinator should initiate steps to expedite the prompt completion of Accountability.

- 2.2 The Security Coordinator will be located in the TSC unless a Security event is in progress. In that case, he will be located in the Security Building. The senior member of the security organization will assume the duties of the Security Coordinator.

D. ACTION LEVELS/PRECAUTIONS

1.0 ACTION LEVELS

- 1.1 An emergency condition at BVPS has resulted in conditions which require a Site Assembly and/or Site Accountability.
- 1.2 A Site Area or General Emergency has been declared.

2.0 PRECAUTIONS

- 2.1 This procedure applies to the declaration of a Site Assembly and/or Site Accountability at the BVPS Site (Unit 1 and 2) and addresses maintaining accountability of emergency personnel and other personnel remaining to perform emergency functions.
- 2.2 This procedure is primarily directed at Assembly and Accountability initiated by actual or imminent radiological conditions. It also applies to evacuations related to other habitability hazards, such as toxic gases or fire.
- 2.3 The responsibility for maintaining personnel accountability in the event of a local evacuation, rest with the supervisory personnel providing access control and/or radiological coverage to that area.
- 2.4 A Site Assembly may also be required due to a Security Event. Attachment 4 provides space for specifics to be included in the Page Announcement.

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E. PROCEDURE

1.0 SITE ASSEMBLY

NOTE:

If a Site Assembly is directed, Emergency Facility Coordinators shall complete an accurate list of assigned personnel who can not go to the Assembly Area because of their emergency assignment (Attachment 2 of this IP). This Attachment must be furnished to the Central Alarm Station, in writing, before accountability can be complete. In the event of a radiological release or similar emergency (toxic gases) making access to the Central Alarm Station impossible, Attachment 2 shall be transmitted via phone (PAX) or other communications links (Page, Ops or Rad circuits). The Attachment should be initiated at the Alert classification if it appears that a Site Area Emergency is imminent and delivered as soon as possible following the call for the Site Assembly or Site Area Emergency declaration, whichever comes first.

1.1 Control Room Actions

1.1.1 Perform Attachment 10 of this procedure.

NOTE:

Refer to the following EPP/IP's for possible applicability.

- * EPP/IP 3.1 "Evacuation"
- * EPP/IP 5.1 "Search and Rescue"

1.2 Site Assembly - Onsite nonessential personnel

1.2.1 Upon activation of Standby Alarm, personnel shall stop work and listen for instructions over the page.

1.2.2 If instructions are given to report to the Assembly Areas:

- * Stop work
- * Shut down equipment
- * Lower any suspended loads
- * Leave area

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1.2.3 Personnel exiting Vital Areas **SHALL** utilize card readers, ensuring computerized Accountability is maintained.

1.2.3.1 If directed by Security, personnel may tailgate. **However**, each employee must still insert the key-card badge into the card reader before exiting.

1.2.3.2 In the event card readers are inoperable, personnel may "Thumb-Out" by manually releasing the door lock. The Central Alarm Station or nearest Security personnel must be notified of the "Thumb-Out" to update the Security computer and maintain computerized accountability.

1.2.4 Personnel within Unit 1 shall report to the Mens Locker Room located in the Turbine Building.

1.2.5 Personnel within Unit 2 and on the odd number floors in the SOSB shall report to the 3rd floor Assembly Area of the SOSB. Personnel located on the even floors of the SOSB shall report to the 4th floor Assembly Area in the SOSB.

1.2.6 Contractor manual personnel within the Protected Area shall report to the 2nd floor Assembly Area in the NCOS Building. BVPS and non-manual contractor personnel within the Protected Area, but not in either unit, shall report to the 3rd floor Assembly Area in the NCOS Building.

NOTE:

Outage personnel under the direction of NCD will report to the NCOS Assembly Area (Craft Change Area).

1.2.7 Construction Contractor personnel located or working outside the Protected Area fence, but within BVPS property, will report to Whse "B".

NOTE:

Outage personnel under the direction of other Site groups (e.g., Westinghouse personnel contracted by BVPS Maintenance) will exit the PAF and report to Whse "B".

1.2.8 Visitors shall follow the instructions given by their escort.

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1.3 Assembly Area Actions

1.3.1 Once within the Assembly Areas, personnel shall follow the following guidelines:

- * Follow all instructions given by Page Party Announcements, Supervisors, Security and Health Physics, if applicable.
- * Refrain from smoking, eating or drinking.
- * Remain calm and quiet so that further instructions can be heard.
- * Personnel SHALL remain in their Assembly Areas until instructed to do otherwise.

NOTE:

The Assembly Area Coordinator/Supervisors shall assume control of the Assembly Areas using Attachment 7 as guidance.

2.0 PERSONNEL OUTSIDE THE PROTECTED AREA

2.1 Personnel located outside the Protected Area who do not have emergency assignments shall report to the closest Near-site Assembly Area listed below and await further instructions.

- * Administration Building (Basement)
- * Site Engineering Building (SEB 1st Floor)
- * Warehouse B (2nd Floor)
- * QA Building (1st Floor)

NOTE:

Warehouse B is usually a locked facility. The designated Assembly Area Coordinator/designee has a key to this facility and is responsible for activating this facility.

2.2 A Near-site Assembly Area Coordinator will provide instructions on signing the EPP Roster and directions on smoking, eating and drinking.

NOTE:

The Assembly Area Coordinator shall assume control of the Assembly Areas using Attachment 7 as guidance.

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2.3 Updates concerning event classifications, plant conditions and possible Site Evacuation will be received by the Near-site Assembly Area Coordinator from the TSC and relayed to assembled personnel. (Refer to Attachment 8 of this IP for Coordinator instructions.)

2.4 Should the situation warrant, air sampling will be conducted by Health Physics personnel at one or all of the Near-site Assembly Areas.

2.5 If a Site Evacuation is ordered, personnel will receive instructions as to where they should report (Remote Assembly Area or home).

3.0 ACCOUNTABILITY

3.1 Upon direction from the Emergency Director, in conjunction with Security, or the TSC Security Coordinator if activated, Control Room personnel shall complete Attachment 5 of this IP.

3.2 The primary method for accountability of station personnel is through the computerized key-card system. This system has provisions for identifying and printing a listing of all personnel remaining inside the Protected Area. All non-emergency personnel located within the Protected Area shall follow the instructions provided.

3.3 Emergency Facility Coordinators located inside the Protected Area should formulate a list of those personnel within their facilities or under their cognizance, who would be unable to report to their assembly areas during accountability due to their emergency assignments. (See Attachment 2)

3.3.1 The EPP Site Accountability Form (Attachment 2) should be initiated as soon as possible after an ALERT is declared. When complete and accurate, the list should be faxed (724-643-4469) or hand carried to the CAS.

NOTE:

In the event of a radiological release or similar emergency (toxic gases) making access to the Central Alarm Station impossible, Attachment 2 shall be transmitted via phone (PAX) or other communications links (Page, Ops or Rad circuits).

3.4 During emergency conditions, personnel are permitted to exit the Auxiliary Building in mass without carding out at the exit readers. The card readers in the Assembly Areas relocate any personnel who tailgated out of Vital Areas during emergencies.

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NOTE:

Refer to Attachment 5 of this IP for the Initiate Accountability Page Announcement.

NOTE:

Security personnel shall assist BVPS Supervisory personnel, as requested, at the Primary Assembly Areas.

- 3.5 Construction personnel not assigned to a Primary Assembly Area within the Protected Area shall immediately exit through the Primary Access Facility (PAF) or Secondary Access Facility (SAF) (when in use) via their regularly assigned entry/exit gate, report to a Near-site Assembly Area (See Attachment 3) and await further instructions.
- 3.6 A computer generated accountability printout will be completed within thirty (30) minutes of the declaration of a Site Area Emergency or within thirty (30) minutes of the Emergency Director's request for Accountability if not in a Site Area Emergency. This printout will complete the first stage of the Accountability/Search process.
- 3.7 Site Accountability reports are completed by comparing the computer printout listing persons inside the Protected Area but not in the Primary Assembly Area against various EPP Site Accountability Forms (Attachment 2) provided by the Emergency Facility Coordinators.
- 3.8 Onsite Security personnel in CAS will report the results of the initial Accountability/Search process to the Security Coordinator in the TSC who will keep the Emergency Director updated.
 - 3.8.1 Search and rescue operations will be conducted for personnel listed as being in the Protected Area but not shown on the various Accountability Forms (per EPP/IP 5.1 "Search and Rescue"). This will be the follow-up stage of the Accountability/Search process.
- 3.9 Personnel outside the Protected Area fence when a Site Assembly is indicated shall proceed to the nearest designated Near-site Assembly Area, as identified in Attachment 3 of this IP. Once Site Accountability has been initiated and completed, Near-site Assembly Area Coordinators should report results to the TSC per Attachment 8 of this IP.

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3.10 Personnel with emergency assignments inside the Protected Area will enter through the PAF.

3.10.1 After entering the Protected Area, personnel should proceed to their Primary Assembly Area and report in prior to proceeding to their emergency assignments.

3.10.2 Individuals not able to report to their Primary Assembly Area, due to the nature of their emergency assignment, should go directly to their emergency response facility and be placed on that facility's Accountability Form.

NOTE:

Attachment 2 of this IP should be referenced when an EPP Site Accountability Form is to be utilized.

3.10.3 Emergency response personnel should make every effort to report to the Primary Assembly Areas to assist in completing accountability within the required time period (30 minutes).

NOTE:

Personnel SHALL not leave the Primary Assembly Areas during accountability. Coordinators must use caution to insure sufficient personnel remain to maintain the emergency facility functional.

4.0 ACCOUNTABILITY FOR SITE EVACUATION

NOTE:

Refer to Attachment 6 of this IP for the Site Evacuation Page Announcement.

4.1 Should a Site Evacuation be ordered, normal personnel access control procedures will apply.

4.2 During an emergency condition, personnel exiting the site shall follow normal exiting procedures, or as directed by Security.

4.2.1 Once the security badge/key-cards have been read, the system can be interrogated to determine personnel within the Protected Area and their whereabouts.

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4.2.2 Applicable information will be reported to the Security Coordinator who relays the information to the Emergency Director.

4.2.2.1 If necessary, search and rescue operations will be conducted for personnel listed as being in the Protected Area but not shown on the various Accountability Forms (per EPP/IP 5.1 "Search and Rescue").

4.3 TLD/dosimeters will be collected at the normal issue and collection point unless otherwise directed by Radcon.

F. FINAL CONDITIONS

This procedure will be complete when an accountability report has been delivered to the Emergency Director and when procedures being conducted concurrently (Search and Rescue and Evacuation) have been satisfactorily completed.

G. ATTACHMENTS

- 1.0 ASSEMBLY AREAS AND CORRESPONDING TELEPHONE NUMBERS
- 2.0 EPP SITE ACCOUNTABILITY FORM
- 3.0 NEAR-SITE ASSEMBLY AREA MAP
- 4.0 SITE ASSEMBLY PAGE ANNOUNCEMENT
- 5.0 INITIATE ACCOUNTABILITY PAGE ANNOUNCEMENT
- 6.0 SITE EVACUATION PAGE ANNOUNCEMENT
- 7.0 AREA COORDINATORS INSTRUCTIONS - NEAR-SITE ASSEMBLY AREA
- 8.0 RETURN TO WORK ANNOUNCEMENT
- 9.0 PRIMARY ASSEMBLY AREA INSTRUCTIONS
- 10.0 SITE ASSEMBLY AND PERSONNEL ACCOUNTABILITY EVACUATION CHECKLIST

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TELEPHONE LISTING FOR ASSEMBLY AREAS AND ASSOCIATED LOCATIONS

PRIMARY ASSEMBLY AREAS:

U1 Mens Locker Room	5169/Page
U2 NCOS-2	7881
U2 NCOS-3	5476
U2 SOSB-3	7595
U2 SOSB-4	4942/7516/7502

OFFSITE ASSEMBLY AREAS:

Western Power Delivery Division, Raccoon Headquarters	393-2384
Hookstown Grange	573-9885

MISCELLANEOUS AREAS:

BVPS Control Room - Unit 1	5110
BVPS Control Room - Unit 2	5313
BVPS Control Room - NSS Office	5102/5172/5302
Alternated Operations Support Center (Unit 1 Emergency S/D Panel Area)	5174/Page
BVPS Security Building (CAS Room)	643-5954/PAX 5114/5115 (or Page)
Operations Support Center	1369/5391
Communications & Record Coord. (TSC)	5583/5652

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EPP SITE ACCOUNTABILITY FORM

To be completed for non-assembling personnel at each work location. Started once a Station Alert Emergency has been declared, delivered to the Central Alarm Station (PAX 5114/5115) at the declaration of an Accountability, Site Area Emergency (or General Emergency if there is a rapid escalation). Complete all sections of the form. Individuals listed on an EPP Site Accountability Form should card-in to any of the Accountability Card Readers if they are in the area.

	"BV" NO.	BADGE NO.	NAME (LAST AND INITIALS)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

WORK GROUP
(Control Room, OSC)

INDIVIDUAL COMPLETING
THE FORM/DATE

TELEPHONE NUMBER
TO BE REACHED AT

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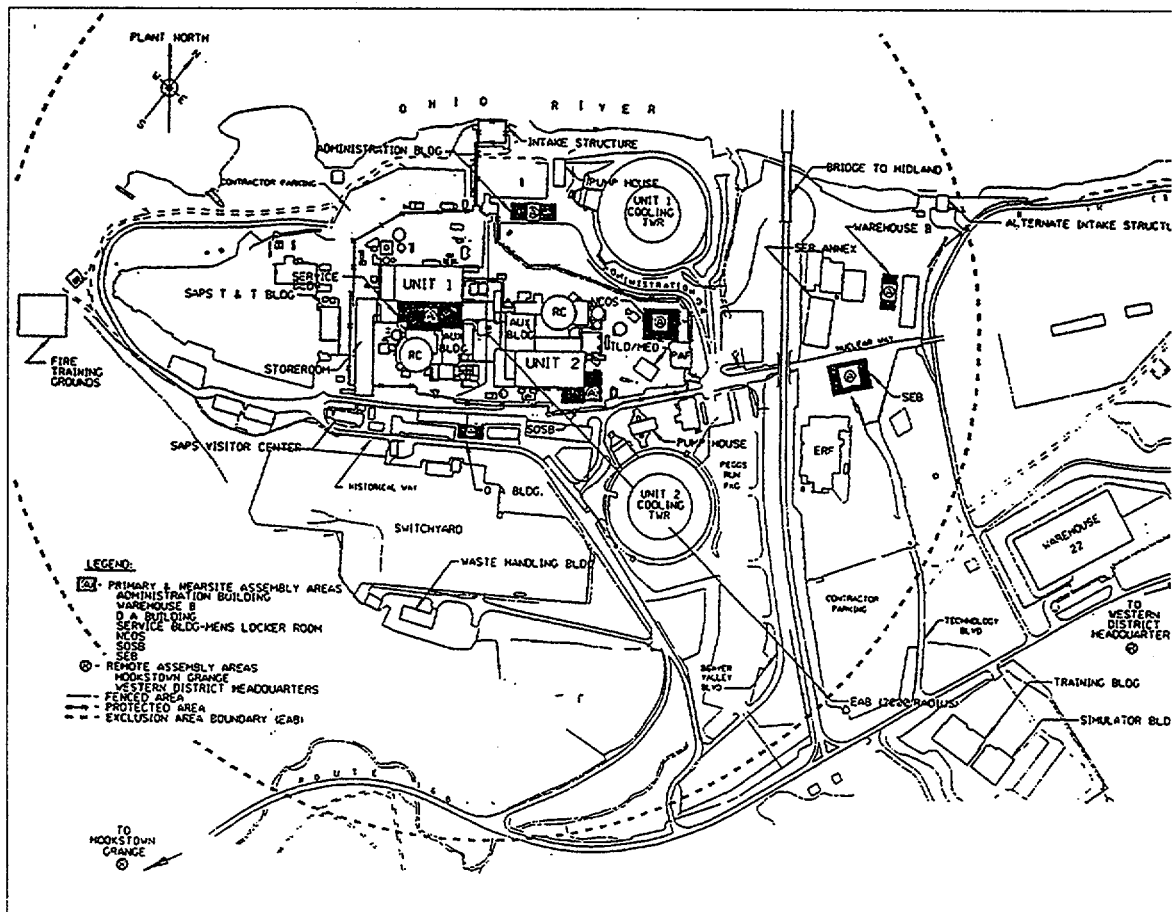
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ATTACHMENT 3 (1 of 1)

NEAR-SITE ASSEMBLY AREA MAP



Beaver Valley Power Station		Procedure Number: EPP/IP 3.2	
Title: Site Assembly and Personnel Accountability	Unit: 1/2	Level Of Use: In-Field Reference	
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Beaver Valley Power Station

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Unit:

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ATTACHMENT 4 (1 of 1)

A5.715FT

SITE ASSEMBLY PAGE ANNOUNCEMENT

Should the Emergency Director (NSS until relieved) order a Site Assembly, complete the following steps:

1) Sound the Station Stand-by Alarm one (1) time.

2) Read the following:

"Attention all site personnel, this is an actual event".

a) "The Emergency Director has ordered a Site Assembly. Personnel with emergency assignments report to your designated locations. All other personnel report immediately to your designated Assembly Area."

"This is an actual event."

OR

b) "The Emergency Director has ordered a Site Assembly due to a Security Event in progress. (Provide specifics, as applicable.) _____

_____."

3) Perform Steps 1 and 2 two (2) additional times within 15 minutes of the first announcement, unless the event is escalated or terminated.

	<u>Time</u>	<u>Initials</u>
• First Announcement	_____	_____
• Second Announcement	_____	_____
• Third Announcement	_____	_____
• Date	_____	

4) Restore Page System to single unit operation upon termination of the event or upon direction of the Emergency Director.

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ATTACHMENT 5 (1 of 1)
A5.715FU

NOTE:

IF ANNOUNCEMENT ORDERING ACCOUNTABILITY HAS BEEN MADE PER EPP/I-4 "SITE AREA EMERGENCY", DISREGARD THIS ATTACHMENT.

INITIATE ACCOUNTABILITY PAGE ANNOUNCEMENT

Upon the direction of the Emergency Director or declaration of a Site Area Emergency, initiate an Accountability by completing the following steps:

- 1) Sound the Station Stand-by Alarm one (1) time.
- 2) Read the following:

"Attention all site personnel, this is an actual event. "A Site Accountability has been ordered by the Emergency Director. This is an actual event."

Additional Comments:

- 3) Perform Steps 1 and 2 two (2) additional times within 15 minutes of the first announcement, unless the event is escalated or terminated.

	<u>Time</u>	<u>Initials</u>
• First Announcement	<hr/>	<hr/>
• Second Announcement	<hr/>	<hr/>
• Third Announcement	<hr/>	<hr/>
• Date	<hr/>	

- 4) Restore Page System to single unit operation upon termination of the event or upon direction of the Emergency Director.

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EPP/IP 3.2

Title:

Unit:

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ATTACHMENT 6 (1 of 1)

A5.715FV

SITE EVACUATION PAGE ANNOUNCEMENT

Should the Emergency Director order a Site Evacuation, complete the following steps:

- 1) Sound the Station Stand-by Alarm one (1) time.
- 2) Read the following:

"Attention all site personnel, the Emergency Director has ordered a Site Evacuation. All personnel, except those with emergency assignments, shall exit via your normal entrance/exit location and; (check one)

☐

Report to _____ for vehicle monitoring.

Specify location

☐

Report directly to ____ Hookstown Grange Remote Assembly
Area

____ Western Power Delivery Division

____ Raccoon Headquarters,

____ Remote Assembly Area

☐

Exit the Site and proceed home until further notice.

Additional Comments:

- 3) Perform Steps 1 and 2 two (2) additional times within 15 minutes of the first announcement, unless the event is escalated or terminated.

TimeInitials

- First Announcement

- Second Announcement

- Third Announcement

- Date

- 4) Restore Page System to single unit operation upon termination of the event or upon direction of the Emergency Director.

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ATTACHMENT 7 (1 of 4)
A5.715FW

NEAR-SITE ASSEMBLY AREA INSTRUCTIONS
AREA COORDINATOR

Upon notification of a Site Area Emergency or Site Assembly/Accountability, the Near-Site Assembly Coordinator (NSAAC) shall do the following:

- 1) Report to their designated Assembly area location, open the Emergency Cabinet and remove the appropriate supplies (Instructions, rosters, etc.).
- 2) Distribute and request all personnel at the Assembly Area sign rosters.
- 3) Call 5583 to notify the Communications and Records Coordinator (C&RC) in the TSC that you are activated. Provide the C&RC, or assistant, with: a) your name, b) your Near-Site Assembly Area location and c) your phone number for callbacks.
- 4) The C&RC will provide you with the following information:

- 1) "This is an actual event. The following is information as of (time) _____. A SITE AREA / GENERAL EMERGENCY was declared at Unit #1 / Unit #2 at (time) _____ due to (reason) _____

A Site Assembly and Accountability was called at (time) _____. The Site Protective Action per the Emergency Director at (time) _____ is:

- a) To remain at the Assembly Area. All personnel should sign a roster.
- b) Return to work.
- c) Evacuate to the Hookstown Grange / Western Power Delivery Division, Raccoon Headquarters Offsite Assembly Area.
- d) Evacuate the Site and follow directions of local authorities.

LOCATION _____, NAME _____, DATE _____
(RETURN TO DIRECTOR, EPP)

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ATTACHMENT 7 (2 of 4)
A5.715FW

NEAR-SITE ASSEMBLY AREA INSTRUCTIONS
AREA COORDINATOR

- 2) Upon Termination of the emergency include the following: "The emergency condition has been terminated at (time)_____."
- 5) Inform personnel in the area of this information via the buildings page system, bullhorn, etc.
- 6) Keep personnel informed as information is provided by the C&RC.
- 7) If an EVACUATION is declared, provide directions, if necessary, to the appropriate offsite Assembly Area per EPP/IP 3.1 "Evacuation" located in the emergency cabinet.
- 8) Select one pocket dosimeter from the cabinet. Read and log the initial reading. Rezero if hairline is not visible. Read and log readings every 15 minutes as long as you are located at the Near Site Assembly Area or until the emergency is terminated. Provide readings if requested.

<u>TIME</u>	<u>READING (mRem)</u>	<u>TIME</u>	<u>READING (mRem)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 9) Upon termination, collect records and rosters and return them to the Director, Emergency Preparedness, BV-T.

LOCATION _____, NAME _____, DATE _____
(RETURN TO DIRECTOR, EPP)

Beaver Valley Power Station

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ATTACHMENT 7 (3 of 4)

A5.715FW

NEAR-SITE ASSEMBLY AREA INSTRUCTIONS COMMUNICATIONS & RECORDS COORDINATOR

1) Upon Receiving a Call From the NSAAC's, Provide the Following Information:

- 1) "This is an actual event. The following is information as of (time) _____. A SITE AREA / GENERAL EMERGENCY was declared at Unit #1 / Unit #2 at (time) due to (reason) _____

A Site Assembly and Accountability was called at (time) _____. The Site Protective Action per the Emergency Director at (time) _____ is:

- a) To remain at the Assembly Area. All personnel should sign a roster.
- b) Return to work.
- c) Evacuate to the Hookstown Grange / Western Power Delivery Division Raccoon Headquarters Offsite Assembly Area.
- d) Evacuate the Site and follow directions of local authorities.

2) Upon Termination of the emergency include the following:

"The emergency condition has been terminated at (time) _____."

NAME _____, DATE _____

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ATTACHMENT 7 (4 of 4)
A5.715FW

NEAR-SITE ASSEMBLY AREA INSTRUCTIONS
COMMUNICATIONS & RECORDS COORDINATOR

- 2) Update the Information as Necessary, and Call the NSAAC's at the Following:

<u>LOCATION</u>	<u>PHONE NO.</u>	<u>COORD. NAME</u>
Administration Building	_____	_____
Site Engineering Building (SEB)	_____	_____
Warehouse B	_____	_____
QA Building	_____	_____

- 3) The NSAAC's are logging pocket dosimeter readings every 15 minutes. Periodically, request their latest reading, and if, INCREASING, inform the TSC Radcon Coordinator.

NAME _____, DATE _____

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ATTACHMENT 8 (1 of 1)
A5.715FX

RETURN TO WORK ANNOUNCEMENT

EVACUATED AREA - ALL CLEAR

- 1) Sound the Station Stand-by Alarm one (1) time.
- 2) Read the following:

"Attention all site personnel, this is an actual event".

"The _____ is now radiologically (or other hazard) safe.
(Specify Unit and location)

Personnel may return to that area. This is an actual event."

Additional Comments:

- 3) Perform Steps 1 and 2 two (2) additional times within 15 minutes of the first announcement, unless the event is escalated or terminated.

	<u>Time</u>	<u>Initials</u>
• First Announcement	<hr/>	<hr/>
• Second Announcement	<hr/>	<hr/>
• Third Announcement	<hr/>	<hr/>
• Date	<hr/>	

- 4) Restore Page System to single unit operation upon termination of the event or upon direction of the Emergency

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ATTACHMENT 9 (1 of 1)

PRIMARY ASSEMBLY AREA INSTRUCTIONS

Upon declaration of Site Accountability:

1. All personnel in the Primary Assembly Area shall insert their key card into the assembly area reader.
2. Wait for light on reader and remove key card.
3. Remain in the Assembly Area unless directed otherwise.
4. Follow all instructions from Page/Party Announcements.
5. Refrain from smoking, eating and drinking.
6. Remain calm and quiet so instructions can be heard.
7. Supervisory personnel shall control Assembly Areas.
8. Contact CAS 5114 or 5115 if problems arise.

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ATTACHMENT 10 (Page 1 of 1)

**SITE ASSEMBLY AND
PERSONNEL ACCOUNTABILITY/EVACUATION
CONTROL ROOM ACTIONS**

1. Contact CAS to activate the Primary Assembly Area card readers. ☐
 2. Complete SITE ASSEMBLY PAGE ANNOUNCEMENT (EPP/IP 3.2, Att. 4). ☐
 3. Direct Health Physics personnel to perform radiological surveys of affected areas to identify extent, nature and source of problem, if applicable. ☐
 4. Direct Health Physics personnel to perform radiological surveys in the Primary and/or Near-site Assembly Areas, if applicable. ☐
 5. Based on conditions or surveys of the affected areas: ☐
 - Permit personnel to return to work by performing EPP/IP 3.2, Att. 8 RETURN TO WORK ANNOUNCEMENT. ☐
- OR**
- If warranted, send personnel home or to Remote Assembly Area by performing EPP/IP 3.2, Att. 6 SITE EVACUATION PAGE ANNOUNCEMENT. ☐
 6. To implement Site Accountability, complete EPP/IP 3.2, Att. 5 INITIATE ACCOUNT-ABILITY PAGE ANNOUNCEMENT. ☐

NOTE:

Must be completed within 15 minutes of calling for accountability.

- 6.1 Complete EPP/IP 3.2, Att. 2 EPP SITE ACCOUNTABILITY FORM. ☐
 - 6.2 Hand carry, if conditions permit, the completed EPP SITE ACCOUNTABILITY FORM to CAS. ☐
7. Upon notification of unaccounted personnel, perform EPP/IP 5.1, Att. 1 SEARCH AND RESCUE PAGE ANNOUNCEMENT. ☐
 - 7.1 If required, perform EPP/IP 5.1 SEARCH AND RESCUE. ☐
8. For Site Evacuation, perform EPP/IP 3.2, Att. 6 SITE EVACUATION PAGE ANNOUNCEMENT. ☐

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Beaver Valley Power Station

Unit 1/2

EPP/IP 9.1

Emergency Public Information Emergency Response Organization Controlling Procedure

Document Owner
Emergency Preparedness

Revision Number	11
Level Of Use	General Skill Reference
Safety Related Procedure	Yes

CONTROLLED
BVPS UNIT 3

Beaver Valley Power Station		Procedure Number: EPP/IP 9.1	
Title: Emergency Public Information Emergency Response Organization		Unit: 1/2	Level Of Use: General Skill Reference
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- D. ACTION LEVELS/PRECAUTIONS
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- G. ATTACHMENTS

Beaver Valley Power Station		Procedure Number: EPP/IP 9.1	
Title: Emergency Public Information Emergency Response Organization Controlling Procedure		Unit: 1/2	Level Of Use: General Skill Reference
		Revision: 11	Page Number: 1 of 5

A. PURPOSE

This procedure provides instructions to the Emergency Public Information Emergency Response Organization for the performance of tasks associated with the Public Information function. This controlling procedure is the entry point to other EPP/IP's related to Emergency Public Information.

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.
- 6.0 Condition Report #01-4230

C. RESPONSIBILITIES

- 1.0 First Energy Corporate Communications has the responsibility to assure the notifications described in this procedure are completed, as necessary.
- 2.0 On-Call personnel assigned a beeper shall respond to their designated emergency facility upon beeper activation.
- 3.0 The Senior Nuclear Communications Representative or designee, in consultation with the Senior Vice President - Nuclear or designee has the responsibility for determination of activation of the JPIC.
- 4.0 First Energy is responsible for the preparation and issuance of all news announcements related to plant conditions at the Beaver Valley Power Station. State and county emergency management agencies are responsible for the issuance of public announcements relating to offsite conditions, including recommended emergency measures and evacuation requirements.

Beaver Valley Power Station		Procedure Number: EPP/IP 9.1	
Title: Emergency Public Information Emergency Response Organization Controlling Procedure		Unit: 1/2	Level Of Use: General Skill Reference
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5.0 When the JPIC is activated, the Chief Company Spokesperson is the official source of verbal information to the news media regarding an emergency condition at Beaver Valley Power Station.

D. PRECAUTIONS/ACTION LEVELS

1.0 Action Levels

1.1 An emergency condition, classified as a 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 As deemed necessary by the Senior Nuclear Communications Representative or designee in consultation with the Senior Vice President – Nuclear, or designee.

2.0 Precautions

2.1 All news announcements shall be approved by either the designated Emergency Director (prior to Emergency Operations Facility (EOF) activation) or the Emergency/Recovery Manager (after EOF activation), prior to Chief Company Spokesperson, or designee, review.

E. PROCEDURE

1.0 Notification of Emergency Public Information Organization (EPIO)

1.1 Upon declaration of an Alert, or greater emergency, the Emergency Response Organization Beepers will be activated. EPIO "On-Call" beeper holders will call in and respond accordingly to the instruction provided.

1.2 Control Room personnel will notify the Senior Nuclear Communications Representative, or designated alternate, of an emergency per EPP/IP 1.1 "Notifications". The information is recorded on the Initial Notification Form (from EPP/IP 1.1).

1.3 After completing the Initial Notification Form, the information should be forwarded to the Senior Nuclear Communications Representative who will disseminate information as deemed necessary.

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1.4

Upon designated EPIO personnel arrival at the JPIC, personnel will determine the necessity of notifying and mobilizing other EPIO personnel via call-trees.

2.0

Organization

2.1

When activated, BVPS members of the EPIO are assigned to one of two locations: The Beaver Valley Power Station Emergency Operations Facility (EOF) or the Joint Public Information Center (JPIC) according to the organizational structure in Section 5 of the BVPS Emergency Preparedness Plan.

3.0

Response

Following notification from Beaver Valley Power Station of any event classified as an emergency according to the BVPS Emergency Preparedness Plan, the EPIO response is as follows:

3.1

The Senior Nuclear Communications Representative, or designee, should call the Control Room in approximately 10 minutes following initial notification of the event and receive information on the Follow-up Notification Form (from EPP/IP 1.1).

3.2

Unusual Event and Prior to JPIC Activation

The Senior Nuclear Communications Representative or designee will disseminate information from the Initial and Follow-up Notification Forms, as deemed necessary.

3.3

Alert

3.3.1

Upon declaration of an Alert, or higher emergency, the ERO beepers will be activated. Designated On-Call personnel shall report to their appropriate emergency facilities.

3.3.2

Designated EPIO EOF personnel are notified and mobilized at an Alert Emergency and will activate per EPP/IP 9.3.

3.3.3

Designated EPIO JPIC personnel are notified and mobilized at an Alert Emergency and will activate per EPP/IP 9.4.

3.3.4

If situations warrant, additional EPIO JPIC staff may be activated per EPP/IP 9.4 and EPP/IP 9.5, respectively.

Beaver Valley Power Station		Procedure Number: EPP/IP 9.1	
Title: Emergency Public Information Emergency Response Organization Controlling Procedure		Unit: 1/2	Level Of Use: General Skill Reference
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3.3.5 When activated, the EOF EPIO staff will begin news announcement writing responsibilities per EPP/IP 9.3.

3.4 Site Area Emergency and General Emergency

The EPIO is fully activated at this level of emergency, and continues to issue news announcements after approval by the ERM and Chief Company Spokesperson.

4.0 Facilities

The following is a description of the functions of the Nuclear Communications emergency facilities:

4.1 Emergency Operations Facility (EOF)-BVPS

When activated, the EOF staff is responsible for:

4.1.1 Gathering information and writing news announcements.

4.1.2 Acquiring and recording all necessary approvals of the written information to be released.

4.1.3 Distributing news announcements to First Energy Corporate Communications (until JPIC is activated), JPIC, ERF, and BVPS personnel.

4.1.4 Providing technical information for plant status updates to the JPIC.

4.1.5 Investigating and resolving rumored information concerning plant conditions and providing corrected information to the JPIC.

4.2 Joint Public Information Center (JPIC) - Coraopolis, PA

When activated, the JPIC is responsible for:

4.2.1 Issuing news announcements as significant events occur at the plant. In addition, media phone inquiries are handled at the JPIC.

4.2.2 Holding news briefings and distributing information to the news media.

4.2.3 Arranging for special requests of the news media.

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4.2.4 Keeping company personnel notified of plant conditions, responding to reports of inaccurate information and distributing news announcements to all Company VP's for distribution through their respective groups.

4.2.5 Responding to calls from the general public.

4.2.6 Responding to calls from shareholders, investors and the financial community.

4.2.7 Coordinating distribution of information to local officials.

4.2.8 Participating in joint news announcements with county, state and federal government officials.

4.2.9 Maintaining liaison with information officers from the county, state and federal government agencies located at the JPIC.

4.2.10 Monitoring news media broadcasts to ensure accuracy of presented information.

4.2.11 Distributing news announcements to JPIC and Corporate Communications personnel.

4.2.12 Responding to calls from the media and the general public.

F. FINAL CONDITIONS

1.0 The use of this procedure may be terminated when the situation/classification, which warranted activation of this IP, has been resolved or, as deemed appropriate per the Senior Nuclear Communications Representative and Senior Vice President-Nuclear or designee.

G. ATTACHMENTS

None

Beaver Valley Power Station

Unit 1/2

EPP/IP 9.3

**Activation, Operation and Deactivation of Emergency Public Information Organization
Emergency Operations Facility (EOF)**

Document Owner
Manager, Emergency Preparedness

Revision Number	4
Level Of Use	General Skill Reference
Safety Related Procedure	Yes

**CONTROLLED
BVPS UNIT 3**

Beaver Valley Power Station

Procedure Number:

EPP/IP 9.3

Title:

Activation, Operation and Deactivation of Emergency Public
Information Organization Emergency Operations Facility (EOF)

Unit:

1/2

Level Of Use:

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Beaver Valley Power Station		Procedure Number: EPP/IP 9.3	
Title: Activation, Operation and Deactivation of Emergency Public Information Organization Emergency Operations Facility (EOF)		Unit: 1/2	Level Of Use: General Skill Reference
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A. PURPOSE

This procedure provides guidance for the Emergency Public Information Organization (EPIO) Communications Emergency Operations Facility (EOF) staff in the activation, operation and deactivation of the EOF.

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 NPDAF 5.3, News Release and Notification
- 5.0 EPP/IP 1.7, Emergency Response Organization Teams
- 6.0 Condition Report #01-4230

C. RESPONSIBILITIES

- 1.0 The EOF Nuclear Communications Manager has overall responsibility for the implementation of this procedure.
- 2.0 The EOF Support Services Manager has responsibility to arrange for clerical support and resolve equipment problems per the BVPS Emergency Preparedness Plan Section 5.0.
- 3.0 Job Guidelines for EOF Nuclear Communications personnel are located in Attachment 1.

D. ACTION LEVELS/PRECAUTIONS

1.0 ACTION LEVELS

- 1.1 EOF Nuclear Communications activation is required at an emergency condition, classified as a Site Area or General Emergency at Beaver Valley Power Station Unit 1, Unit 2 or as requested by the Emergency Director or Emergency/Recovery Manager, or....

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- 1.2 As deemed necessary by the Senior Nuclear Communications Representative, or designee in consultation with the Senior Vice President Nuclear, or designee.

2.0 PRECAUTIONS

- 2.1 All news announcements shall be approved by either the designated Emergency Director (prior to 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 News announcements concerning radioactive announcements shall be confirmed with the Radcon Coordinator and/or EA&DP Coordinator.

E. PROCEDURE

NOTE:

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

1.0 ACTIVATION

NOTE:

Designated EPIO EOF personnel will be notified and mobilized at an Alert Emergency via call-trees or beepers.

- 1.1 Upon notification, EPIO EOF personnel shall report to the EOF.

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1.2 The EOF Nuclear Communications Manager shall determine when adequate staff has arrived.

1.3 The EOF Nuclear Communications Coordinator, if present, shall notify the EOF Nuclear Communications Manager of equipment and supplies status.

1.4 The EOF Nuclear Communications Manager shall inform the JPIC and Corporate staffs when the EOF staff is activated.

1.5 The EOF Nuclear Communications Manager, or designee, shall inform the Emergency/Recovery Manager or Emergency Director that the Nuclear Communications staff operation is activated.

2.0 OPERATION

2.1 Verbal Information

2.1.1 The Nuclear Communications Technical Advisor EOF shall collect and disseminate plant status information according to established guidelines (Attachment 1).

2.1.2 The Nuclear Communications Coordinator shall investigate all rumored information at the request of the JPIC staff and provide follow-up.

2.2 Written Information

2.2.1 The Nuclear Communications Manager shall consult with the Senior Nuclear Communications Representative, or designee, to determine when to begin the process of writing news announcements per the guidelines in Attachment 1.

2.2.2 The Nuclear Communications Writers shall prepare all news announcements regarding plant conditions per Attachments 1 and 2.

2.2.3 The Nuclear Communications Manager shall obtain written approval of all news announcements per Attachment 4.

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2.2.4 The Nuclear Communications Coordinator shall ensure the distribution of all news announcements in the EOF as described in Attachment 3, "NEWS ANNOUNCEMENT DISTRIBUTION".

3.0 DEACTIVATION

3.1 Upon concurrence from the JPIC Manager or designee, the EOF Nuclear Communications Staff shall be deactivated.

3.2 Emergency equipment/supplies shall be restored to pre-activation status.

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 EPIO EOF staff has been relieved of all duties associated with the development and distribution of news announcements.

G. ATTACHMENTS

- 1.0 Job Guidelines
- 2.0 News Announcement Checklist
- 3.0 News Announcement Distribution
- 4.0 News Announcements Approval Process

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JOB GUIDELINES

EOF NUCLEAR COMMUNICATIONS MANAGER

1. Upon beeper activation, reports to the Emergency Response Facility (ERF) or following notification from the primary Nuclear Communications contact, records emergency information, and notifies other members of the EPIO Response Team as necessary.
2. Once in the EOF, reports the arrival of the Nuclear Communications On-Site staff at the EOF to the Joint Public Information Center (JPIC) Information Coordinator (if JPIC is activated). If JPIC is not activated, contacts the Senior Nuclear Communications Representative, or designee.
3. Informs and verifies with the EPIO at the JPIC, if activated, all telephone numbers to be used in contacting the EPIO Communications On-Site staff.
4. As senior Nuclear Communications staff person in the EOF, interfaces with the Emergency Director and/or Emergency/Recovery Manager in resolving any conflicts involving news announcements from the EOF (depending on facilities activation stage).
5. Obtains approval of news announcements from the Emergency Director or Emergency/Recovery Manager (depending on facilities activation stage).
6. Furnishes all approved news announcements to EPIO staff located at the JPIC (if activated), and the EOF.
7. Investigates rumor inquiries from the JPIC Information Coordinator. If possible, provides correct information to the JPIC Information Coordinator for follow-up.
8. Maintains a working relationship with and responds to inquiries regarding news announcements from local, state and federal officials who are located on-site.
9. Maintains communications with JPIC via telephone or telephone headset, as necessary.

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JOB GUIDELINES

EOF NUCLEAR COMMUNICATIONS COORDINATOR

1. Following notification from the EOF Nuclear Communications Manager, reports to the ERF.
2. Reports the arrival of the EPIO On-Site staff at the EOF to the Emergency Director and/or Emergency/Recovery Manager (depending on facilities activation stage).
3. Coordinates with EOF Support Services to ensure resources and/or services are provided for any federal, state or county public information personnel operating from the EOF.
4. Assures distribution of BVPS news announcements to EOF and TSC facilities and provides all approved BVPS news announcements to EPIO staff located at the JPIC.
5. Assures transmittal of all off-site agency news announcements generated in the EOF to the JPIC Information Coordinator.
6. Investigates rumor inquiries from the JPIC Information Coordinator. If possible, provides correct information to the JPIC Information Coordinator for follow-up.
7. Maintains a working relationship with and responds to inquiries regarding news announcements from local, state and federal officials who are located on-site.
8. Coordinates with Support Services personnel for shifts as needed.
9. Collects information as necessary from EOF or TSC personnel to support the development of news announcements.
10. Assists the EOF Nuclear Communications Writer in developing news announcements, as needed.
11. Maintains a log of activities, including all significant items, events, contacts, and approvals.

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JOB GUIDELINES

EOF NUCLEAR COMMUNICATIONS WRITER

1. Prepares news announcements at the EOF in coordination with the Senior Nuclear Communications Representative as directed by the EOF Nuclear Communications Manager.
2. Prepares news announcements declaring any upgrading or termination of emergency classifications, (i.e., Unusual Event, Alert, Site Area and General Emergency) at BVPS.
3. Develops and writes periodic and timely news announcements based on up-to-the-minute plant conditions.
4. Uses Attachment 2, News Announcement Checklist to develop news announcements.

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JOB GUIDELINES

NUCLEAR COMMUNICATIONS TECHNICAL ADVISOR-EOF

1. Collects briefing and status information from appropriate TSC and EOF personnel.
2. Provides EPIO EOF staff with status and interpretation of plant conditions.
3. Provides timely technical information via telephone and frequently consults with JPIC Technical Advisor, Chief Company Spokesperson and JPIC Information Manager regarding:
 - a. Emergency classification escalation and termination
 - b. Status of on-going radiological conditions
 - c. Current plant status
4. As necessary, provides technical review of news announcements generated at the EOF prior to review by the Emergency Director or Emergency/Recovery Manager (depending on facilities' activation stage).

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NEWS ANNOUNCEMENT CHECKLIST

Date

Current as of: _____ (Time)

News announcement Number

Contact numbers

Headline

Dateline - Shippingport, PA --

Current level of emergency

Time declared

Reason for declaring emergency level

Brief recap of situation

Corrective measures being taken by company

Occurrence/status of radiation announcement

Notifications made by company

Explanation of emergency classification

Inclusion of phrase "as a precautionary measure" as appropriate

Provide update on status of plant employees

Impact on health and safety of public -- only in early stages of emergency

Add "Additional information will be provided as it becomes available" as appropriate

Periodically reference the company's on-going communication with NRC and state and local emergency management agencies

Page Numbers (i.e., Page 1 of __, if applicable)

to indicate end of news announcement

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NEWS ANNOUNCEMENT DISTRIBUTION
FOR: EMERGENCY OPERATIONS FACILITY

Distribution checklist for all news announcements issued by BVPS, state, county and federal agencies as a result of an emergency at BVPS.

- _____ Transmit to JPIC (FAX #4011/4010)
- _____ Transmit to First Energy Corporate Communications at 330-384-4539.
- _____ Post EOF

HAND CARRY TO:

- _____ TSC Emergency Director
- _____ Emergency/Recovery Manager or Assistant (EOF)
- _____ NRC Public Information Officer or on-site TSC/EOF Representative
- _____ State Emergency Management Agency Representatives
 - _____ Pennsylvania
 - _____ Ohio
 - _____ West Virginia
- _____ Master Copy in Binder

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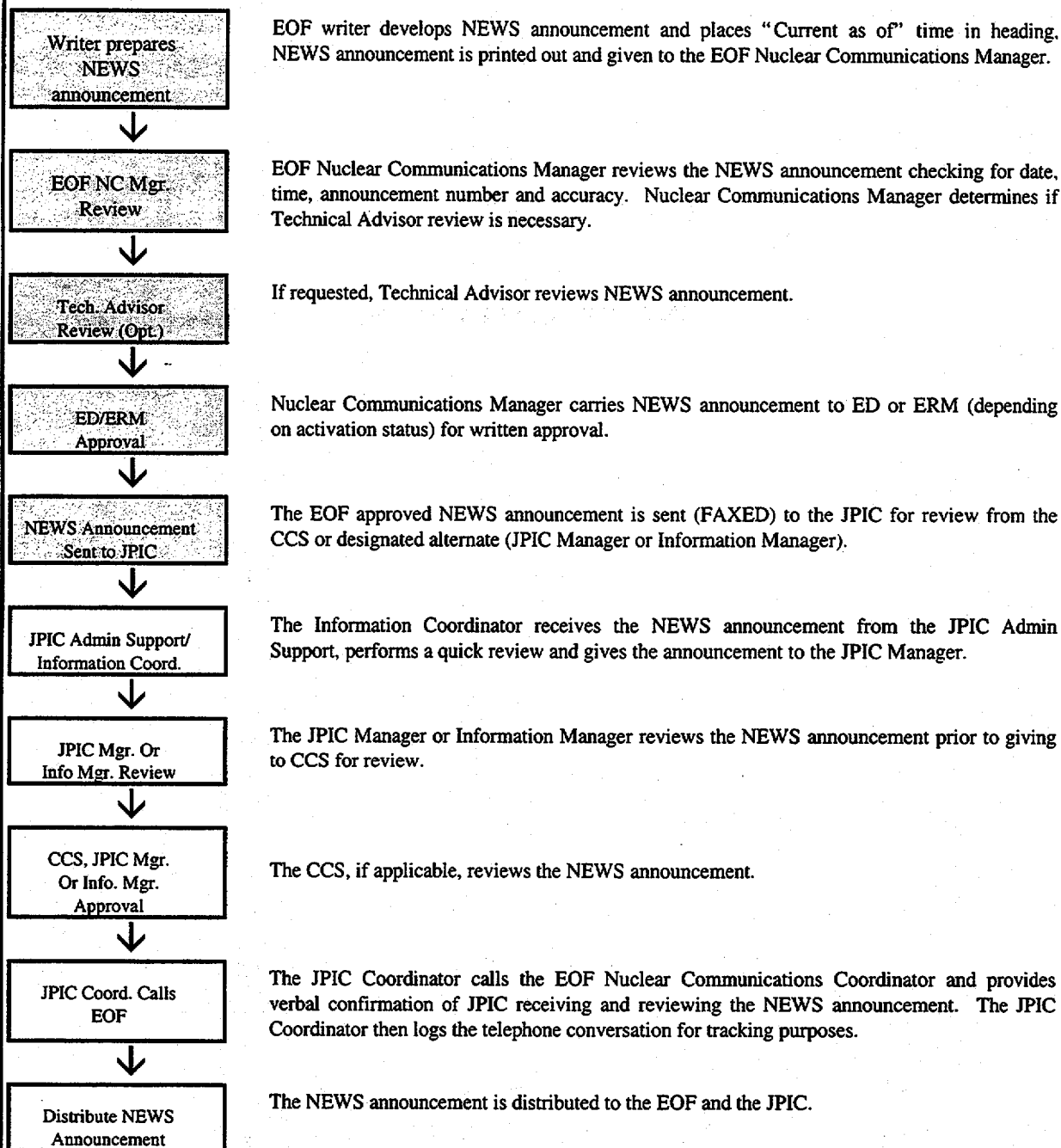
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NEWS ANNOUNCEMENT APPROVAL PROCESS



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Beaver Valley Power Station

Unit 1/2

EPP/IP 9.4

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

Document Owner
Emergency Preparedness

Revision Number	6
Level Of Use	General Skill Reference
Safety Related Procedure	Yes

**CONTROLLED
BVPS UNIT 3**

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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
Rev. 6	Non-Intent Revision	12-12-01

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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.

6.0 Condition Report #01-3198, 01-4230, 01-4236

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 JPIC activation is required at an emergency condition, classified as a Site Area or General Emergency at Beaver Valley Power Station Unit 1, Unit 2, or as requested by the Emergency Director, or ...

1.2 As deemed necessary by the Senior Nuclear Communications Representative, or designee, in consultation with the Senior Vice President-Nuclear, or designee.

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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.

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- 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 and the Penn Power Customer Accounts Services Department 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 and distribution of subsequent news announcements in accordance with the guidelines in Attachment 1.

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2.1.5. The Information Coordinator shall verbally notify the EOF Nuclear Communication Manager of the JPIC receiving and reviewing of 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.

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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.

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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
- 6.0 JPIC News Briefing Summary Sheet

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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. Reviews 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.

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JOB GUIDELINES

JPIC MANAGER

1. Reports to the JPIC and signs the staffing board.
2. Mobilize the remainder of the JPIC staff by directing the Information Manager, Information Coordinator, Media Relations Coordinator and the Logistics Coordinator to begin the call out of additional personnel, as necessary.
3. 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.
4. Ensures JPIC logistical needs are met through interface with the Logistics Coordinator.
5. Continually observes the operation of the JPIC and recommends changes or improvements to facilitate media briefings.
6. Reviews news announcements if Chief Company Spokesperson unavailable.
7. 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.
8. Advises The Chief Company Spokesperson and points out potential questions to be answered in upcoming news briefings.
9. Deactivates the JPIC as outlined in Section E, Deactivation and Section F, Final Conditions of this procedure.

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JOB GUIDELINES

INFORMATION MANAGER

1. Reports to the JPIC and signs the staffing board.
2. As necessary, call-out additional personnel as follows:
 - EMA Contact Reps. (3) Three
 - Rumor Control Coordinator (1) One
 - Media Monitoring Reps. (3) Three
3. In the absence or unavailability of the Chief Company Spokesperson and JPIC Manager, approves news announcements.
4. Participates in telephone discussions between the Chief Company Spokesperson and the Technical Advisors at the JPIC and EOF.
5. 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).
6. 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.
7. Coordinates the issuing of news announcements with those of the State and County to ensure timeliness and consistency.
8. Oversees the EMA Contact Representatives to assure that the needs of the State and County representatives at the JPIC are being met.
9. Provide feedback to Media Monitoring Representatives, Media Contact Representatives, or Rumor Control Coordinator concerning how rumors or mis-information is addressed.
10. Review and approve JPIC News Briefing Summary Sheet (Attachment 6) and give to the Rumor Control Coordinator for distribution.

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JOB GUIDELINES

INFORMATION COORDINATOR

1. Reports to the JPIC and signs the staffing board.
2. As necessary, call-out additional personnel as follows:
 - Information Coordinator Assistant
 - CASD Reps., Penn Power-New Castle
 - Media Contact Reps. (3) Three
3. 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 verbally notifies EOF Nuclear Communications Manager of JPIC receiving and reviewing 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 the Rumor Control Coordinator.

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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, in conjunction with Support Services (EOF).
10. Maintains an event log of all communications and activities and issues the log to the Emergency Preparedness Section 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.

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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. Collects event logs from JPIC staff at the conclusion of the emergency and forwards the logs to the Information Coordinator.

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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.

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JOB GUIDELINES

EMERGENCY MANAGEMENT AGENCY (EMA) CONTACT REPRESENTATIVE

1. Reports to the JPIC and signs the staffing board.
2. Contacts the designated EMA State and County Public Information Officers, listed in the EP Resource Manual, and informs them that the Joint Public Information Center has been activated.
3. Provides a call-back number (use your phone 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 new 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.

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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 Rumor Control 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 (Attachments 2 and 9).
8. At the conclusion of the emergency, provides recorded information and logs to the Information Coordinator.

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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 Rumor Control Coordinator.
4. Receives rumor control information from the Information Coordinator, or designee, through the Rumor Control Coordinator, 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.

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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. Receives corrected, approved "Rumor Inquiry Forms", (Attachment 3) from the Information Coordinator for distribution to the Media Contact Reps. and the Media Monitoring Reps.
5. Maintains a log of all rumors received and sources.
6. Provides the approved JPIC News Briefing Summary Sheet (Attachment 6) to the Media Contact Representatives and the Media Monitoring Representatives.
7. At the conclusion of the emergency, provides recorded information and logs to the Information Coordinator.

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JOB GUIDELINES

MEDIA RELATIONS COORDINATOR

1. Reports to the JPIC and signs the staffing board.
2. Calls out the Technical Briefer to report to the JPIC, if needed.
3. Continually observes the operation of the Joint Public Information Center and recommends changes or improvements to facilitate media briefings.
4. Advises Chief Company Spokesperson (through the JPIC Manager, if available) and points out potential questions to be answered in upcoming news briefings.
5. 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.
6. Works with the Logistics Coordinator to ensure that the media briefing area at the JPIC is fully functional.
7. Semi-annually reviews and updates press kits at the JPIC.
8. Ensures that news announcements and biographies are distributed in the JPIC media briefing area.
9. Maintains a log of all news announcements, (Federal, State, County and Utility) distributed to the mass media from the JPIC and maintains a copy of each news announcement.
10. Compiles and issues a report to the Information Coordinator at the conclusion of the emergency.

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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.

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JOB GUIDELINES

LOGISTICS COORDINATOR

1. Reports to the JPIC and signs the staffing board.
2. As necessary, call out additional personnel as follows:
 - Administrative Support (JPIC)
 - Engineering Communications Representative
 - Security Coordinator (JPIC)
3. 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.
4. Notifies Security Coordinator to initiate security measures at the JPIC properties.
5. Arranges for the accommodation of news trailers, and other media or corporate transportation equipment.
6. Assures the set-up of sufficient communications equipment at the JPIC.
7. Maintains supervision of all logistics during an emergency at the JPIC properties and acts as a liaison with the management of the JPIC.
8. Maintains a quarterly check and test of all JPIC equipment and reports any changes or problems to the Senior Nuclear Communications Representative.
9. 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.
10. Coordinates with the EOF Support Services Manager for JPIC clerical support and 24 hour staffing.
11. Compiles and issues a report of all emergency response logistics to the JPIC Manager at the conclusion of the emergency.

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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.

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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.

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<p style="text-align: right;">ATTACHMENT 1 (17 of 17)</p> <p style="text-align: center;"><u>JOB GUIDELINES</u></p> <p style="text-align: center;"><u>ADMINISTRATIVE SUPPORT</u></p> <ol style="list-style-type: none">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.			

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NEWS ANNOUNCEMENT DISTRIBUTION FOR: JOINT PUBLIC INFORMATION CENTER

ATTACHMENT 2 (1 of 2)

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)

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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
8. FIRST ENERGY CORPORATE
 Todd Schneider, Mgr., FENOC Communications 330-761-4055
 Pager 440-733-0728
 Home 330-659-6216
 Ralph J. DiNicola, FE Corporate Public Relations 330-384-5939
 Home 330-896-3380
 Fax 330-384-4539
 Corporate Communications On-Call
 Answering (Evenings and Weekends) 888-900-5200
9. INSTITUTE OF NUCLEAR POWER OPERATIONS (INPO)
 Communications Division 770-644-8216
 EP Command Center 1-800-321-0614
10. Nuclear Energy Institute (NEI) 202-739-8000
 Fax 202-785-4113
11. EDISON ELECTRIC INSTITUTE 24-hr. Press Hotline 800-424-8897
 General Switchboard 202-778-6400

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ATTACHMENT 3 (1 of 1)

RUMOR INQUIRY FORM JOINT PUBLIC INFORMATION CENTER

Rumor Received by:

Number: _____

☐ 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: ☐ Rumor Control Coordinator.☐ Media Monitoring Reps.☐ Media Contact Reps.☐ JPIC Mgr.☐ Inform. Mgr.

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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.

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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.

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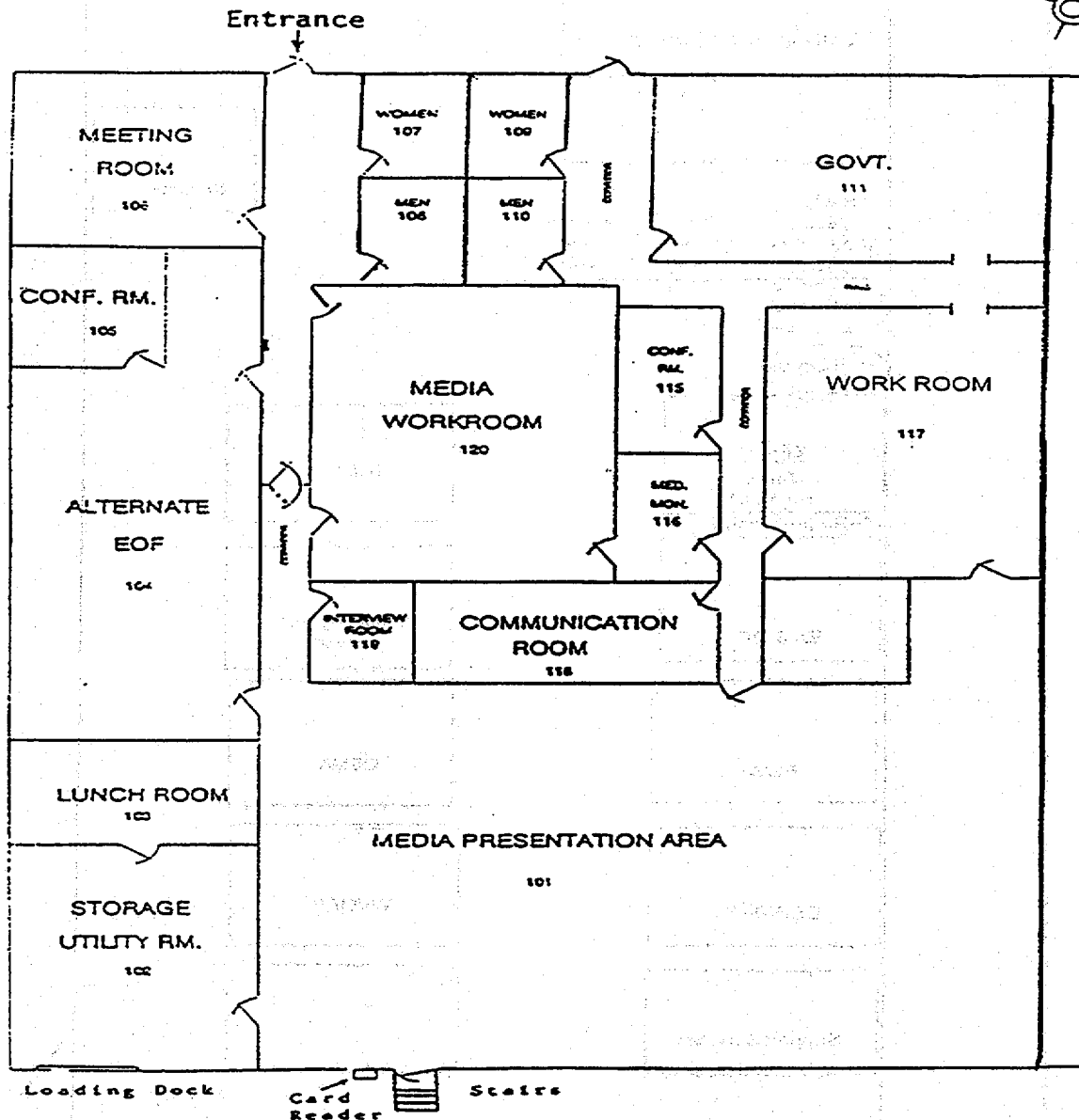
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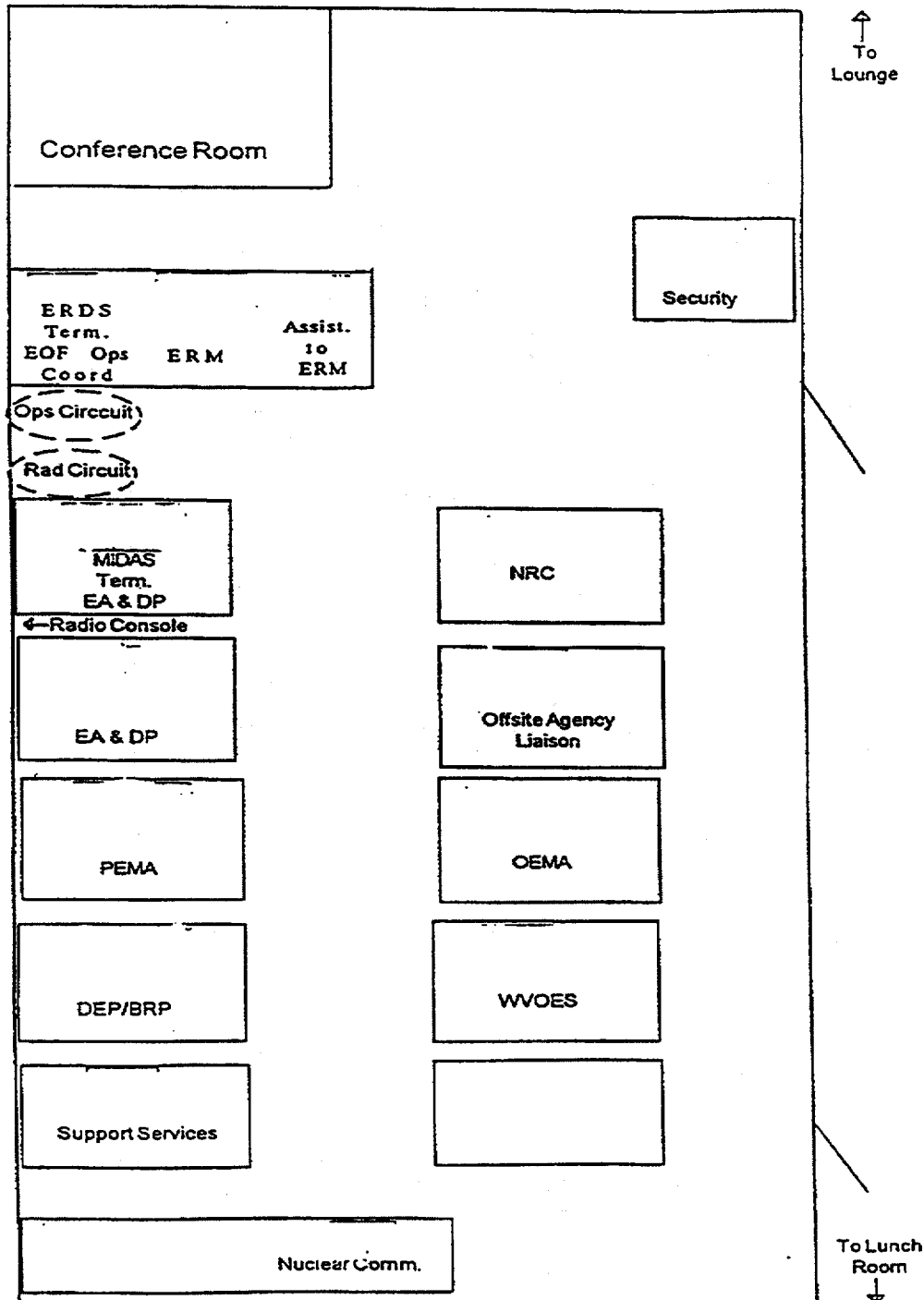
JPIC FLOOR PLANS



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JPIC AEOF



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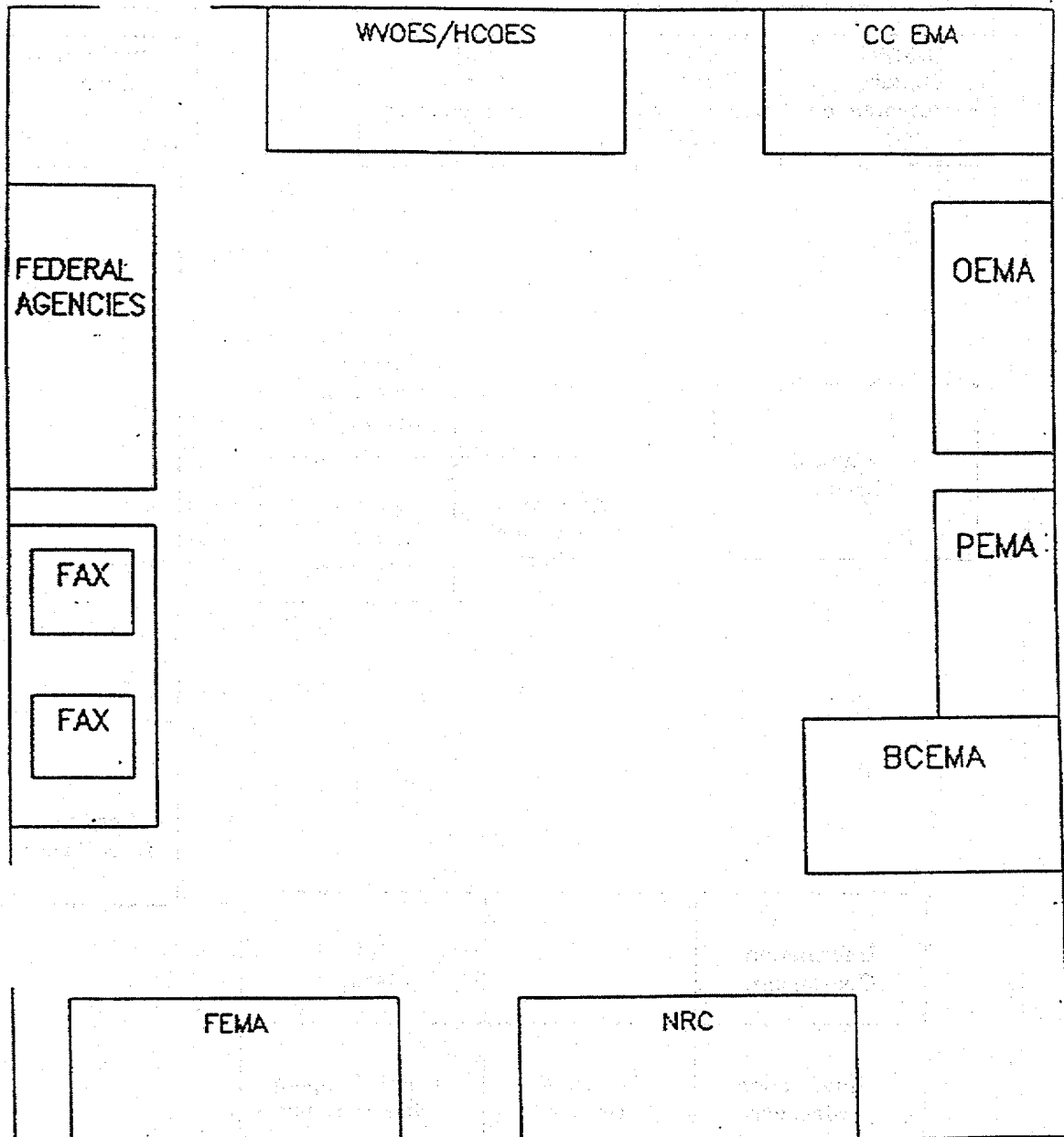
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JPIC GOVERNMENT ROOM



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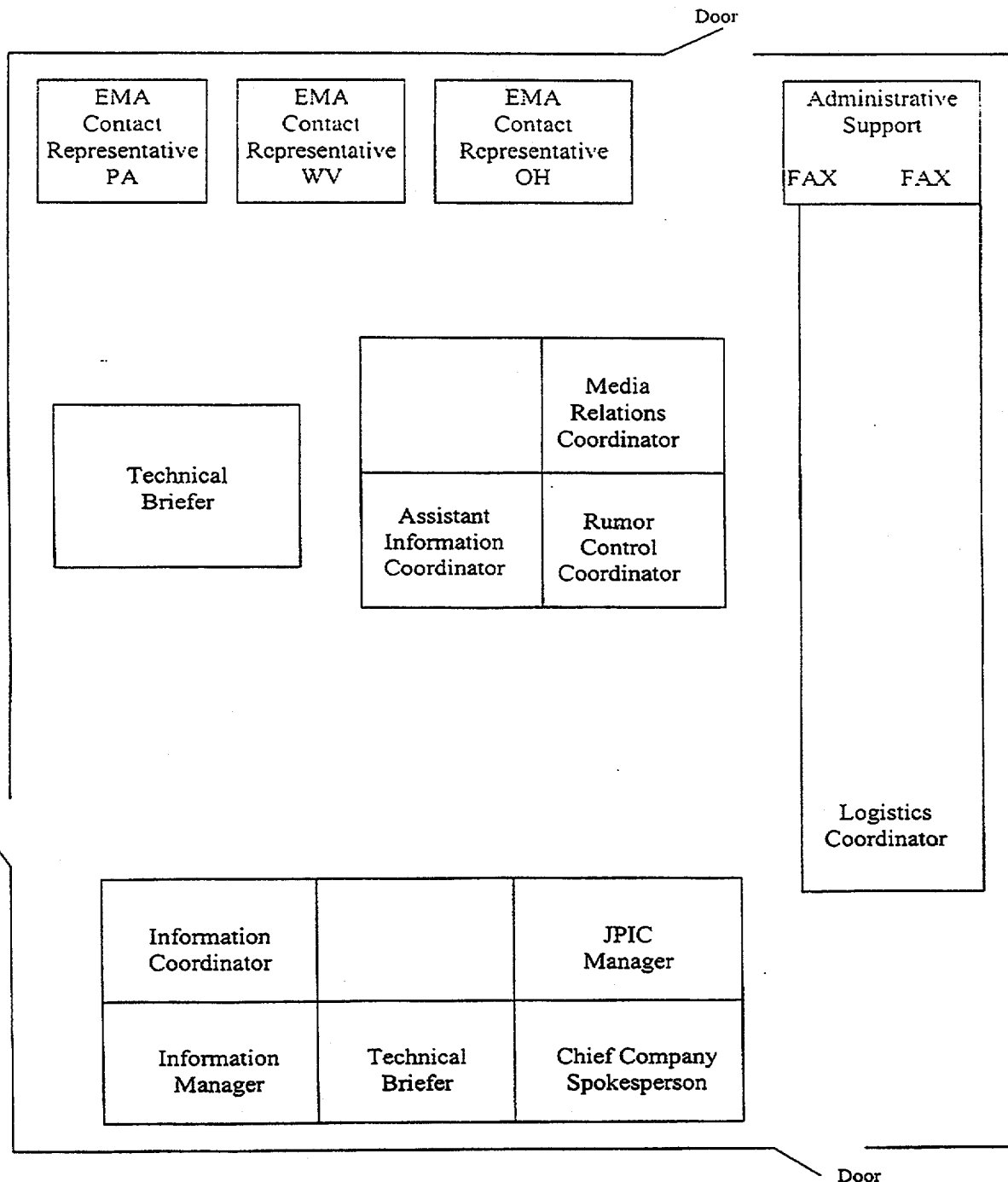
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JPIC WORK ROOM



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ATTACHMENT 6 (1 of 2)

JPIC NEWS BRIEFING SUMMARY SHEET

Date: _____ Time: _____ News Briefing Number: _____

Chief Company Spokesperson: _____

Event Classification: _____ Category: _____

Time Declared: _____

Cause: _____

Radiation Being Released? ☐ Yes ☐ NoRefer all questions regarding offsite radiation readings to respective
County/State Emergency Operations Center.

Injured Person: Name: _____ Time of Injury: _____

Injury: _____

Where: _____

Present Condition: _____

Why Occurred: _____

Where is Injured Taken _____

Significant Plant Equipment Failure: _____

What/When/Why _____

Significant Noteworthy Item: _____

Rumor Control Coordinator Preparer: _____

JPIC Information manager Approval: _____

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ATTACHMENT 6 (2 of 2)

JPIC RUMOR CONTROL COORDINATOR FORM

- This form is to be used by the JPIC Rumor Control Coordinator to document major or significant new information being provided by the JPIC Chief Company Spokesperson or JPIC Manager during a JPIC News Briefing that has changed since the last JPIC News Briefing. This information will be provided to the JPIC Media Contact Representative at the conclusion of a JPIC News Briefing for their use in disseminating event information over the telephones.
- The information needs to be **ACCURATE** and **CONCISE**. If you are unsure of the information, either confirm the information or omit the information.
- Only fill out the applicable information. Don't include information, which you would not expect to see in a News Announcement.
- This information is a secondary method to the written News Announcements as the way that Media Contact Representatives obtain information to be released over the telephones. This information may provide early summary notification to Media Contact Representatives before the issue is available on a written News Announcement. The written News Announcements will normally provide the details or additional extent of condition information on issues for the Media Contact Representatives to use.

NOTE: This is not intended to be a substitute for the News Release Information, just an early warning of significant changes which you should see coming in a future News Announcement.

- Information should never be supplied to the Media Contact Representatives for their use over a telephone UNTIL AFTER it has been released via a written News Announcement or via a JPIC News Briefing.
- Any questions on this form or on the information to be supplied with this form should be brought to the JPIC Manager or JPIC Information Manager.

Beaver Valley Power Station

Unit 1/2

EPP/IP 9.5

**ACTIVATION, OPERATION AND DEACTIVATION OF THE PENN POWER CUSTOMER
ACCOUNT SERVICES DEPARTMENT**

Document Owner
Manager, Emergency Preparedness

Revision Number	6
Level Of Use	General Skill Reference
Safety Related Procedure	Yes

**CONTROLLED
BVPS UNIT 3**

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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
Rev. 6	Non-Intent Revision	12-12-01

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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.
- 6.0 Condition Report #01-4236, #01-4230

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 Penn Power Customer Account Services Department activation is required at an emergency condition, classified as a Site Area or General Emergency at Beaver Valley Power Station Unit 1, Unit 2 or as requested by the Emergency Director or Emergency/Recovery Manager, or...
- 1.2 As deemed necessary by the Senior Nuclear Communications Representative, or designee, in consultation with the Senior Vice President, Nuclear or designee.

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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.

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<p>G. <u>ATTACHMENTS</u></p> <p>1.0 Job Guidelines</p> <p>2.0 BVPS Response to telephone inquiries.</p>			

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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. Following an emergency, issues a report of activities to BVPS Emergency Preparedness.

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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.
- **If JPIC is activated** → Refer them to the Media Contact Representatives at:
(412) 604-4937, (412) 604-4938, (412) 604-4939, (412) 604-4940, OR (412) 604-4941
- **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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