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Davis-Besse Power Station
Transmittal Report

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Davis-Besse Nuclear Power Station

EMERGENCY PLAN IMPLEMENTING PROCEDURE

RA-EP-02010

EMERGENCY MANAGEMENT

REVISION 18

Prepared by: P. J. Smith

Procedure Owner: Emergency Response Manager

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1.0 PURPOSE

This procedure establishes a reference aid for key Emergency Response Organization (ERO) personnel that consolidates the action steps of each individual during the first phase of any emergency response. It is intended to supplement the individual's familiarity and compliance with the plan and implementing procedures by providing a memory key and guideline for the manager's initial responses.

Attachments to this procedure provide guidance for the following senior ERO positions:

- Emergency Director (Outside of the Control Room)
- Emergency Plant Manager
- Emergency Offsite Manager
- Company Spokesperson
- Emergency Assistant Plant Manager

2.0 REFERENCES

2.1 Developmental

- 2.1.1 Davis-Besse Nuclear Power Station Emergency Plan
- 2.1.2 NOBP-LP-5001, Fleet Emergency Response Support
- 2.1.3 NRC Bulletin 2005-02: Emergency Preparedness and Response Actions For Security-Based Events
- 2.1.4 Ottawa County Emergency Operations Plan, Annex M – Medical
- 2.1.5 NRC RIS 2008-26 CLARIFIED REQUIREMENTS OF TITLE 10 OF THE CODE OF FEDERAL REGULATIONS (10 CFR) SECTION 50.54(Y) WHEN IMPLEMENTING 10 CFR SECTION 50.54(X) TO DEPART FROM A LICENSE CONDITION OR TECHNICAL SPECIFICATION

2.2 Implementation

- 2.2.1 NOP-LP-1002, Fitness for Duty Program
- 2.2.2 RA-EP-00600, Emergency Facilities and Equipment Maintenance Program
- 2.2.3 RA-EP-01500, Emergency Classification
- 2.2.4 RA-EP-01600, Unusual Event
- 2.2.5 RA-EP-01700, Alert
- 2.2.6 RA-EP-01800, Site Area Emergency
- 2.2.7 RA-EP-01900, General Emergency
- 2.2.8 RA-EP-02000, Medical Emergencies
- 2.2.9 RA-EP-02110, Emergency Notification
- 2.2.10 RA-EP-02245, Protective Action Guidelines
- 2.2.11 RA-EP-02520, Assembly and Accountability
- 2.2.12 RA-EP-02530, Evacuation
- 2.2.13 RA-EP-02620, Emergency Dose Control and Potassium Iodide Distribution
- 2.2.14 RA-EP-02710, Reentry
- 2.2.15 RA-EP-02720, Recovery Organization
- 2.2.16 RA-EP-02800, Preparation and Transport of Contaminated Injured Personnel
- 2.2.17 RA-EP-02807, Emergency Helicopter Landing Zones
- 2.2.18 RA-EP-02890, Emergency Response Organization Response To Security Events or Threats
- 2.2.19 NOP-OP-1015, Event Notifications
- 2.2.20 DB-OP-02544, Security Events or Threats

- 2.2.21 Davis-Besse Emergency Plan Telephone Directory
- 2.2.22 NOP-WM-9001, FIN/Minor/Toolpouch/Immediate/Urgent Maintenance

3.0 DEFINITIONS

- 3.1 ESSENTIAL PERSONNEL – Those assigned specific emergency response duties as identified in the Emergency Plan.
- 3.2 NON-ESSENTIAL PERSONNEL - Personnel who are not pre-assigned specific emergency response duties.
- 3.3 PAR - Protective Action Recommendation.
- 3.4 RAPID SITE EVACUATION – The process used during an imminent security threat to rapidly relocate personnel not essential to plant operations offsite. Personnel exiting the Protected Area will be directed to bypass the exit turnstiles and portal monitors. When the exit turnstiles are bypassed, protected area accountability and radiological surveys will not be performed. Arrangements for accounting for personnel would be considered as appropriate after the event.

4.0 RESPONSIBILITIES

- 4.1 Emergency Director (Outside of the Control Room), Attachment 1, Emergency Management Guidelines for Emergency Director.
- 4.2 Emergency Plant Manager, Attachment 2, Emergency Management Guidelines for Emergency Plant Manager.
- 4.3 Emergency Offsite Manager, Attachment 3, Emergency Management Guidelines for Emergency Offsite Manager.
- 4.4 Company Spokesperson, Attachment 4, Emergency Management Guidelines for Company Spokesperson.
- 4.5 Emergency Assistant Plant Manager, Attachment 5, Emergency Management Guidelines for Emergency Assistant Plant Manager.

5.0 INITIATING CONDITIONS

This procedure is initiated upon notification of a classified emergency event at Davis-Besse Nuclear Power Station.

6.0 PROCEDURE

NOTE 6.1

Each of the below sections may be done in series or parallel.

6.1 Activation

Upon notification of a classified event at Davis-Besse Nuclear Power Station, each member of the Emergency Response Organization identified below may refer to the appropriate attachment for their responsibilities.

- 6.1.1 Emergency Director (Outside of the Control Room), Attachment 1, Emergency Management Guidelines for Emergency Director.
- 6.1.2 Emergency Plant Manager, Attachment 2, Emergency Management Guidelines for Emergency Plant Manager.
- 6.1.3 Emergency Offsite Manager, Attachment 3, Emergency Management Guidelines for Emergency Offsite Manager.
- 6.1.4 Company Spokesperson, Attachment 4, Emergency Management Guidelines for Company Spokesperson.
- 6.1.5 Emergency Assistant Plant Manager, Attachment 5, Emergency Management Guidelines for Emergency Assistant Plant Manager.

7.0 FINAL CONDITIONS

Use of this procedure by emergency management personnel is no longer required when the emergency has been terminated.

NOTE: 8.0

All logs, documents and forms generated during the implementation of this procedure are to be retained and processed in accordance with RA-EP-02720, Recovery Organization.

8.0 RECORDS

8.1 The following records that are completed by this procedure shall be processed and retained as part of the Event Package in accordance with RA-EP-02720, Recovery Organization.

8.1.1 Emergency Director Turnover Sheet, DBEP-304

ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)

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ALTERNATES: Emergency Plant Manager until the designated Emergency Director arrives at the Emergency Operations Facility.

As listed in Emergency Plan Telephone Directory, Section 3

DUTY LOCATION: Emergency Operations Facility

PRIMARY DUTY: Overall coordination of Davis-Besse's response to any classifiable event.

NON-DELEGABLE RESPONSIBILITIES:

1. Emergency Classification.
2. Offsite Protective Action Recommendations.
3. Compliance with station procedures.
4. Safety and well being of station personnel.
5. Ordering a General Evacuation.

DELEGABLE RESPONSIBILITIES:

1. Emergency Dose Authorizations.*
2. Onsite use of Potassium Iodide by Company personnel.*

*Delegable ONLY to Emergency Plant Manager

DIRECT REPORTS:

1. Emergency Offsite Manager
2. Emergency Plant Manager
3. Company Spokesperson
4. Emergency Director Advisor

ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)

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RESPONSE TO CLASSIFIED EVENTS

This guideline is provided to assist in performing the various activities associated with an emergency response in the event of an incident at the Davis-Besse Nuclear Power Station. Refer to the appropriate section of this attachment and carry out the actions identified under it.

RESPONSE TO A SECURITY EVENT THAT REQUIRES RAPID SITE EVACUATION

NOTE A.

- In response to a security event that requires a rapid site evacuation, the oncall Security Event Response Group (Refer to Attachment 8) will assemble in the TSC.
- Operations personnel and onshift personnel not required to implement and support Control Room actions will assemble in the TSC. Onshift Fire Brigade members will respond to Service Building #2 or as directed by the Shift Manager.

CAUTION A.

- This section is implemented in response to an actual hostile action, or a threat of a hostile action against the station that results in the station being evacuated.
- As in responding to any station emergency, the employee must exercise personnel judgment in responding, and be alert to potential hazards that place themselves at risk.

- A. Upon being notified of a security event that requires a rapid site evacuation, report to Emergency Operations Facility. REFER TO RA-EP-02890, Emergency Response Organization Response To Security Events or Threats for additional guidance.
- B. Coordinate ERO actions as described in Unusual Event RA-EP-01600 or Alert RA-EP-01700, Site Area Emergency RA-EP-01800 & General Emergency RA-EP-01900 sections of this attachment.

**ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES FOR
EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)**

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Unusual Event RA-EP-01600

- A. Call the Computerized Automated Notification System (CANS) and then standby to receive a Plant Duty Team page.
- B. On receiving a Plant Duty Team page discuss with the Duty Team additional resources that may be required to be called in to augment the shift response to the Unusual Event,
- C. IF the event escalates,
THEN follow the Alert RA-EP-01700, Site Area Emergency RA-EP-01800 & General Emergency RA-EP-01900 section of this attachment.

ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)

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Alert RA-EP-01700, Site Area Emergency RA-EP-01800
& General Emergency RA-EP-01900 (Cont.)

- A. Call the Computerized Automated Notification System (CANS) and then report to the Emergency Operations Facility (EOF).
- B. Upon arrival at the EOF contact the Emergency Director for a briefing on the nature of the incident.
- C. Discuss the situation with the Emergency Plant Manager and the Emergency Offsite Manager; verify the appropriate classification was made. In the event an improper classification was made advise the Emergency Director.
- D. When you have been sufficiently briefed and the EOF and Technical Support Center (TSC) are activated, request that the Emergency Director in the Control Room complete and provide via fax machine an Emergency Director Turnover Data Sheet, DBEP-304, and take turnover from the Emergency Director in the Control Room. Announce to the following individuals that you have assumed the Emergency Director position (also direct a general announcement be made over the plant Gaitronics and ERF public address system):
 - 1. Emergency Plant Manager
 - 2. Emergency Offsite Manager
 - 3. Company Spokesperson
- E. Direct the Emergency Offsite Manager to activate the corporate organization if in an Alert or higher emergency classification.
- F. Notify the President, FirstEnergy Nuclear Operating Company (FENOC) or his designee of the incident at the earliest opportunity.

ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES
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Alert RA-EP-01700, Site Area Emergency RA-EP-01800
& General Emergency RA-EP-01900 (Cont.)

CAUTION G.

1. Offsite Protective Action Recommendations (PARs) are required to be made at a General Emergency and must be communicated with the initial notification of a General Emergency to offsite agencies.
2. Changes in Protective Action Recommendations (PARs) are communicated to the offsite agencies using an Initial Notification Form (DBEP-010) within 15 minutes of the Emergency Director approval.
3. Once the initial offsite PAR is issued with the General Emergency notification, changes to wind speed, wind direction, stability class, release duration, release rate, and isotopic composition may require that the offsite PAR be revised within 15 minutes of the change.
4. Protective Action Recommendations, once issued, start in motion a sequence of events in the 10-mile emergency planning zone that if modified have the potential to cause confusion that may hamper the orderly implementation of protective actions for the general public.
5. The dose assessment process uses average metrological conditions over a 15 minute interval. The metrological data updates every 15 minutes.

- G. With the Emergency Offsite Manager, review the status of any Protective Action Recommendations made to offsite organizations. Once an offsite Protective Action Recommendation (PAR) has been issued to evacuate a specific sub-area the PAR should not be changed until the conditions that caused the PAR to be issued are fully under control. REFER TO RA-EP-02245, Protective Action Guidelines.
- H. Consider delegating authority for emergency radiation dose and onsite use of Potassium Iodide to the Emergency Plant Manager. REFER TO RA-EP-02620, Emergency Dose Control and Potassium Iodide Distribution.

ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)

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Alert RA-EP-01700, Site Area Emergency RA-EP-01800
& General Emergency RA-EP-01900 (Cont.)

- I. Review the status of the Joint Information Center (JIC) response with the Company Spokesperson, if activated.
- J. Review the status of assembly of Protected Area personnel with the Emergency Plant Manager. REFER TO RA-EP-02520, Assembly and Accountability. REFER TO Attachment 6, Overview of Assembly/Evacuation/Accountability, for an overview. Protected Area Accountability is required following a Protected Area evacuation, but may be called for at anytime by the Emergency Director.
IF you request accountability
THEN notify the Emergency Security Manager that you want Protected Area accountability to be performed and the accountability printout taken to the OSC.
- K. Perform evacuation duties, as necessary, in accordance with RA-EP-02530, Evacuation.
- L. As the Emergency Classification requires upgrading or downgrading (as indicated to you by either the Emergency Plant Manager or Emergency Offsite Manager) conduct a discussion with the Emergency Plant Manager and Emergency Offsite Manager to review the appropriate classification and its impact on onsite and offsite activities underway. Direct the Emergency Offsite Manager to initiate the completion of the Initial Notification Form for your signature.
REFER TO RA-EP-02110, Emergency Notification.
- M. Periodically discuss with the Emergency Plant Manager and Emergency Offsite Manager to review the situation and prognosis for the event.

ATTACHMENT 1: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY DIRECTOR (OUTSIDE OF THE CONTROL ROOM)

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Alert RA-EP-01700, Site Area Emergency RA-EP-01800
& General Emergency RA-EP-01900 (Cont.)

- N. Evaluate the duration of the event, and arrange for relief staff as deemed appropriate. REFER TO Attachment 7, Guidelines for Shift Turnover. Assign an individual in each facility to coordinate this activity.
- O. Periodically update the President, FirstEnergy Nuclear Operating Company (FENOC) or his designee of the incident.
- P. IF evacuation of non-essential personnel was performed, THEN, inform the Corporate Planning Center of the offsite location that was selected and as necessary coordinate use of company facilities with them. As support is required, obtain assistance from the Corporate Planning Center. The Policy Management Loop Communicator in the EOF maintains communications with the Corporate Planning Center.
- Q. Confer with offsite agency liaisons during the emergency and prior to entering recovery.
- R. When the Emergency Plant Manager determines that the plant has been stabilized, consider reentry and recovery requirements. REFER TO RA-EP-02710, Reentry and RA-EP-02720, Recovery Organization
- S. Direct that a Condition Report be generated to document the event.

ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY PLANT MANAGER

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ALTERNATES: As listed in Emergency Plan Telephone Directory, Section 3

DUTY LOCATION: Technical Support Center

PRIMARY DUTY: Coordination and conduct of:

1. Plant Operations
2. Plant Assessment
3. Emergency classification associated with plant parameters.
4. Onsite actions to mitigate and terminate the emergency event.
5. Provide input to protective action recommendations based upon plant parameters.
6. Act as Shift Manager designee during a classifiable emergency as identified in NOP-WM-9001, FIN/Minor/Toolpouch/Immediate/Urgent Maintenance, Attachment 1.

NON-DELEGABLE RESPONSIBILITIES:

1. IF delegated by the Emergency Director,
THEN the responsibility of authorizing emergency dose and distribution of Potassium Iodide (KI) cannot be re-delegated.
2. Reentry operations into evacuated areas shall be approved by the Emergency Plant Manager.

DIRECT REPORTS:

1. Emergency Assistant Plant Manager
2. Emergency Radiation Protection Manager
3. TSC Engineering Manager
4. OSC Manager
5. Emergency Security Manager
6. Recovery Advisor.

ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES
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RESPONSE TO CLASSIFIED EVENTS

This guideline is provided to assist in performing the various activities associated with an emergency response in the event of an incident at the Davis-Besse Nuclear Power Station. Refer to the appropriate section of this attachment and carry out the actions identified under it.

RESPONSE TO A SECURITY EVENT THAT REQUIRES RAPID SITE EVACUATION

NOTE A.

- In response to a security event that requires a rapid site evacuation, the oncall Security Event Response Group (Refer to Attachment 8) will assemble in the TSC.
- Operations personnel and onshift personnel not required to implement and support Control Room actions will assemble in the TSC. Onshift Fire Brigade members will respond to Service Building #2 or as directed by the Shift Manager.

CAUTION A.

- This section is implemented in response to an actual hostile action, or a threat of a hostile action against the station that results in the station being evacuated.
- As in responding to any station emergency, the employee must exercise personnel judgment in responding, and be alert to potential hazards that place themselves at risk. In the event that you are unable to respond to the TSC in the DBAB, go to the Lindsey Emergency Response Facility until it is safe to come to the station.

- A. Upon being notified of a security event that requires a rapid site evacuation, report to Technical Support Center. Emergency Plant Managers that are not on call will report to the Lindsey Emergency Response Facility.
- B. Coordinate ERO actions as described in Unusual Event RA-EP-01600, Alert RA-EP-01700, Site Area Emergency RA-EP-01800 & General Emergency RA-EP-01900 sections of this attachment.
- C. Refer to RA-EP-02890, Emergency Response Organization Response To Security Events or Threats for additional guidance.

ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY PLANT MANAGER

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Unusual Event RA-EP-01600

- A. Call the Computerized Automated Notification System (CANS) and then standby to receive a Plant Duty Team page.
- B. On receiving a Plant Duty Team page discuss with the Duty Team additional resources that may be required to be called in to augment the shift response to the Unusual Event,
- C. IF the event escalates,
THEN follow the Alert RA-EP-01700, Site Area Emergency RA-EP-01800 & General Emergency RA-EP-01900 section of this attachment.

NOTE D

The Davis-Besse Public Affairs Duty Officer (PADO) telephone number is found on the ED/EPM/EOM pocket call card and in the Emergency Plan Telephone Directory.

- D. Call the Davis-Besse Public Affairs Duty Officer voice mail box and provide a brief summary of the event, and a point of contact for requesting additional information.
- E. Evaluate the event's expected duration and plant needs to determine if additional augmentation of the on shift staff is desired.
- F. IF the event escalates,
THEN follow the Alert RA-EP-01700, Site Area Emergency RA-EP-01800 & General Emergency RA-EP-01900 section of this attachment.

ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES
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Alert RA-EP-01700, Site Area Emergency RA-EP-01800
& General Emergency RA-EP-01900

- A. Call the Computerized Automated Notification System (CANS) and then report to the Technical Support Center (TSC)

NOTE B.

The Davis-Besse Public Affairs Duty Officer (PADO) telephone number is found on the ED/EPM/EOM pocket call card and in the Emergency Plan Telephone Directory.

- B. Call the Davis-Besse Public Affairs Duty Officer voice mail box and provide a brief summary of the event, and a point of contact for requesting additional information.

NOTE C.

The ultimate responsibility for directing the manipulation of plant equipment rests with the Shift Manager (Senior Reactor Operator) in the Control Room.

- C. Upon arrival at the TSC, contact the Control Room and discuss the nature of the incident with the Emergency Director using the Emergency Director Turnover Data Sheet, DBEP-0304, as a guide.
1. Determine the immediacy of the need to shift the responsibilities of the Emergency Director to either yourself or the Emergency Assistant Plant Manager in the absence of the on-call Emergency Director or one of his alternates.
 - a. IF it is necessary to relieve the Shift Manager of the Emergency Director responsibilities and the Emergency Assistant Plant Manager has not arrived,
THEN proceed to the Control Room and relieve the Shift Manager as Emergency Director.
 - b. IF the Emergency Assistant Plant Manager (EAPM) has arrived,
THEN you may remain in the TSC, and the EAPM should relieve the Shift Manager as Emergency Director.
 - c. The Emergency Director responsibilities shall remain in the Control Room until the TSC and EOF have been activated.

ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY PLANT MANAGER

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Alert RA-EP-01700, Site Area Emergency RA-EP-01800
& General Emergency RA-EP-01900 (Cont.)

2. IF you are not required to proceed to the Control Room,
THEN review the existing plant conditions and verify that the appropriate
Emergency Classification has been made.
- D. Update the Emergency Director and Emergency Offsite Manager in the Emergency
Operations Facility regarding the current status of the situation. Assist the
Emergency Director in preparation for shifting the Emergency Director
responsibilities from the Control Room.
- E. Activation and management of the TSC is the responsibility of the TSC
Engineering Manager. Upon being notified of the activation of the TSC by the
TSC Engineering Manager, ensure that the following individuals are informed:
 1. Emergency Director
 2. Emergency Assistant Plant Manager
 3. OSC Manager
- F. With the activation of the TSC you are responsible for the coordination and
conduct of all activities associated with plant operations. These responsibilities
include:
 1. Continuously monitoring plant conditions/radiological conditions and
ensuring that the Emergency Director remains apprised of specific plant
conditions which impact the Emergency Classification and Protective
Measures (onsite and offsite).
 2. Assuming the responsibility, if delegated by the Emergency Director, for
authorizing emergency radiological dose in excess of 10 CFR 20 limits and
also the distribution of Potassium Iodide to onsite personnel. These
responsibilities may not be delegated to any other individual.
- G. When directed by the Emergency Director, coordinate with the Emergency
Security Manager to accomplish assembly and accountability of all personnel
within the protected area. REFER TO Attachment 6, Overview of
Assembly/Evacuation/Accountability for overview of these activities.

ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES
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Alert RA-EP-01700, Site Area Emergency RA-EP-01800
& General Emergency RA-EP-01900 (Cont.)

1. At the declaration of a Site Area Emergency, an accountability list for the Protected Area will be generated by the Central Alarm Station operator automatically per IS-DP-00026, Guidelines for Alarm Station Operations. If an accountability list is requested to be printed by the Emergency Director at any other time, ensure that the Emergency Security Manager is aware that an accountability list needs to be generated and delivered to the OSC Manager within 30 minutes of the notification to evacuate.
- H. Notify American Nuclear Insurers (ANI) of the Alert, Site Area Emergency or General Emergency classification. REFER TO Section 2, Immediate Notification of the Emergency Plan Telephone Directory for contact names and telephone numbers.
- I. For events that involve damage to Davis-Besse property, advise Nuclear Electric Insurance Limited (NEIL) of the Alert, Site Area Emergency or General Emergency classification. REFER TO Section 2, Immediate Notification of the Emergency Plan Telephone Directory for telephone numbers.
- J. Notify FirstEnergy Corporate Risk Assessment of the Alert, Site Area Emergency or General Emergency classification. REFER TO Section 2, Immediate Notification of the Emergency Plan Telephone Directory for contact names and telephone numbers.
- K. Communicate routinely with the Emergency Director to review the status of the situation and progress toward resolution.
- L. Periodically conference with the following individuals to review actions being implemented and to ensure a coordinated response by each group:
 1. Emergency Assistant Plant Manager
 2. Emergency RP Manager
 3. TSC Engineering Manager
 4. OSC Manager
 5. Emergency Security Manager
- M. Ensure that periodic updates are given to the onsite organization as appropriate, using the ERF PA system.
- N. Direct that the TSC Manager, OSC Manager and the Emergency Assistant Plant Manager monitor their staff for fitness for duty issues. If extended work hours are required REFER TO NOP-LP-1002, Fitness For Duty Program and complete the appropriate request for extended hours and forward them to the Emergency Director for approval.

ATTACHMENT 2: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY PLANT MANAGER

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Alert RA-EP-01700, Site Area Emergency RA-EP-01800
& General Emergency RA-EP-01900 (Cont.)

NOTE O.

When 10CFR50.54(x) is invoked it is a one hour reportable under 10CFR50.72(b)(1)(a).

- O. When considering invoking 10CFR50.54(x) perform the following:
1. Immediately notify the NRC Liaison in the EOF.
 2. Ensure that the activity and decision making process is well documented.
 3. To invoke 10CFR50.54(x) at a minimum the Emergency Director must approve the action (10CFR50.54(y)) prior to the action being implemented.
 4. Ensure that the use of 10CFR50.54(x) is documented in the corrective action program.
- P. Ensure that the TSC Administrative Assistant maintains a log of all actions and decisions made during the course of the response.
- Q. You are responsible for determining when stabilization of plant conditions has occurred. REFER TO RA-EP-02710, Reentry, for guidance in this area.
- R. You are also responsible for informing the Emergency Director of conditions that support recovery.

ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY OFFSITE MANAGER

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ALTERNATES: As listed in Emergency Plan Telephone Directory, Section 3

DUTY LOCATION: Emergency Operations Facility

PRIMARY DUTIES:

1. Communications and information flow with corporate, offsite and regulatory agencies.
2. Overview of EALs associated with radiological releases.
3. Making recommendations to the Emergency Director concerning PARs.
4. Inputs to the Emergency Director concerning EALs and classification of the event.

DIRECT REPORTS:

1. NRC Liaison
2. EOF Operations Advisor
3. Dose Assessment Coordinator
4. Emergency Planning Advisor
5. Emergency Facilities Services Manager in the Technical Support Center

ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY OFFSITE MANAGER

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RESPONSE TO CLASSIFIED EVENTS

This guideline is provided to assist in performing the various activities associated with an emergency response in the event of an incident at the Davis-Besse Nuclear Power Station. Refer to the appropriate section of this attachment and carry out the actions identified under it.

RESPONSE TO A SECURITY EVENT THAT REQUIRES STATION EVACUATION

NOTE A.

- In response to a security event that requires a rapid site evacuation, the oncall Security Event Response Group (Refer to Attachment 8) will assemble in the TSC.
- Operations personnel and onshift personnel not required to implement and support Control Room actions will assemble in the TSC. Onshift Fire Brigade members will respond to Service Building #2 or as directed by the Shift Manager.

CAUTION A.

- This section is implemented in response to an actual hostile action, or a threat of a hostile action against the station that results in the station being evacuated.
- As in responding to any station emergency, the employee must exercise personnel judgment in responding, and be alert to potential hazards that place themselves at risk.

- A. Upon being notified of a security event that requires a rapid site evacuation, report to Emergency Operations Facility. REFER TO RA-EP-02890, Emergency Response Organization Response To Security Events or Threats for additional guidance.
- B. During a beyond design basis event, in order to meet the requirements of Phase 3, an alliance between AREVA and Pooled Equipment Inventory Corporation (PEICo), was established. The Strategic Alliance for FLEX Emergency Response (SAFER) team is contracted by the nuclear industry through PEICo to establish National SAFER Response Centers (NSRC) operated by Pooled Inventory Management (PIM) and in collaboration with AREVA to purchase, store, and deliver emergency response equipment in the case of a major nuclear accident or BDBEE in the U.S. The equipment will mitigate events that cause an extended loss of electrical power or motive force, and a loss of access to a site's ultimate heat sink. Refer to the guidance provided in the SAFER Response Plan for Davis-Besse Nuclear Power Station and assist with coordination, if the emergency involves a beyond design basis event.
- C. Refer to Attachment 3, section for Alert RA-EP-01700, Site Area Emergency, RA-EP-01800, & General Emergency RA-EP-01900.

ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY OFFSITE MANAGER

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Unusual Event RA-EP-01600

- A. Call the Computerized Automated Notification System (CANS) and then standby to receive a Plant Duty Team page.
- B. Contact the on-call Duty Emergency Response individual and request that they contact Ottawa County, Lucas County, and the State of Ohio Emergency Management Agency staff to verify that the initial notifications were received and any questions were answered.
- C. Continue to monitor the progress of the situation through follow-up discussions with the Emergency Director and / or Duty Team as the situation warrants.
- D. Upon downgrading, contact the Duty Emergency Response individual and ensure any questions from the state or counties are answered and communicate to the state and counties that the event has been terminated.

ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY OFFSITE MANAGER

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Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900

- A. Upon being notified report to the Emergency Operations Facility (EOF).
- B. If not already completed by the Emergency Director, contact the Emergency Plant Manager in the Technical Support Center (TSC), and review the items listed on the Emergency Director Turnover Data Sheet, DBEP-304. If the Emergency Plant Manager cannot be contacted, contact the Emergency Director in the Control Room.
- C. Verify the minimum required EOF staffing in the following functional areas. The Emergency Offsite Manager has the authority to fill positions in the organization required for EOF activation with any available personnel who have the ability to perform the required function(s). Refer to Attachment 11, Equivalent Training Matrix for the list of positions that have the ability to perform alternate function(s) when necessary.
 - 1. Emergency Offsite Manager
 - 2. Emergency Planning Advisor
 - 3. Dose Assessment Coordinator
 - 4. NRC Liaison
 - 5. State and County Communicator
 - 6. Three Radiation Monitoring Team (RMT) members (report to the Radiological Testing Laboratory (RTL))

NOTE D

The 4-Way Ringdown telephone is not manned by the EOF until after the EOF is activated and following Emergency Director turnover.

- D. Verify telephone communications are available.
- E. Declare the EOF activated when:
 - minimum staffing has arrived;
 - telephone communications are available, and
 - current plant status is understood.
- F. Make the following facility update and announcement on the Owner Controlled Area Public Address System:

"THE EMERGENCY OPERATIONS FACILITY IS ACTIVATED AT (Time).
(Name) IS THE EMERGENCY OFFSITE MANAGER."

ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES
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Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900 (Cont.)

- G. Communicate EOF activation times as follows:
- Direct the EOF Operations Advisor to announce the time of EOF activation over the Technical Data Conference Bridge.
 - Direct the Public Relations Communicator to inform the Joint Information Center of the time of EOF activation.
- H. When Emergency Director responsibilities transfer to the EOF then direct the 4-Way Phone be manned.
- I. Monitor the status of key EOF tasks by using the DB EOF Task Board, as needed.
- J. Periodically (typically hourly) conduct briefings with personnel in the EOF and Dose Assessment Center on emergency status. Use form DBEP-304, Emergency Director Turnover Data Sheet for information for the initial facility briefing. Use form DBEP- 064, Emergency Response Facility Briefing Aid as a guide when conducting briefings.

NOTE K

Refer to the DB Emergency Plan Telephone Directory, Section 3.7, Corporate Support for qualified duty Fleet Emergency Preparedness Representatives and contact numbers.

- K. Verify the duty Fleet Emergency Preparedness Representative has contacted the Policy Management Loop Communicator in the EOF. Ensure the individual has been provided an update and request that they implement NOBP-LP-5001, Fleet Support of Emergency Plans at FENOC Nuclear Plants, if required. The Corporate Assistance Center is required to be activated at a Site Area Emergency, General Emergency, or a hostile action event classification. If the duty Fleet Emergency Preparedness Representative has not contacted the Policy Loop Communicator then perform the following:
1. Direct the Emergency Planning Advisor to review the CANS report to determine if a duty Fleet Emergency Preparedness Representative has been contacted.
 - If one has been contacted then direct the Policy Loop Communicator to contact that individual directly.
 - If the duty Fleet Emergency Preparedness Representative has not responded direct the Policy Loop Communicator to contact one.
- L. Ensure the NRC Liaison uses the Reactor Plant Event Notification Worksheet, NOP-OP-1015-01, to inform the NRC of any change in emergency classification in accordance with NOP-OP-1015, Event Notifications.

ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES
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EMERGENCY OFFSITE MANAGER

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Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900 (Cont.)

- M. If facility support is needed at the Lindsey Emergency Response Facility, contact the Emergency Facilities Services Manager in the Technical Support Center (TSC) and request support from Maintenance Services.
- N. Ensure a Davis-Besse Technical Liaison arrives at the State of Ohio EOC and both Ottawa and Lucas County EOCs.

NOTE O

The DBAB ventilation system and water supply can be isolated at the discretion of the Emergency Offsite Manager.

- O. When advised by the Dose Assessment Coordinator that a radiological release is in progress or imminent, coordinate isolation of the DBAB ventilation system and water supply with the Emergency Facility Services Manager in the Technical Support Center (TSC).
1. Have announced over the Owner Controlled Area Public Address System: "THERE WILL BE NO EATING, DRINKING, SMOKING OR CHEWING UNTIL FURTHER NOTICE."
 2. Have announced over the DBAB Emergency Response Facility Public Address System: "THERE WILL BE NO EATING, DRINKING, SMOKING OR CHEWING UNTIL FURTHER NOTICE. THE BUILDING WATER SYSTEM HAS BEEN ISOLATED, USE WATER SPARINGLY. OBTAIN PERMISSION FROM THE RADIOLOGICAL TESTING LAB PRIOR TO LEAVING THE EMERGENCY RESPONSE FACILITIES".
 3. Ensure that personnel in the Owner-Controlled Area (OCA) who may have not heard the Owner Controlled Area Public Address announcement are notified. These groups include, but are not limited to:
 - Assembly Areas
 - Security officers in the OCA
 - OSC Materials Handlers in the warehouse
 - Radiation Monitoring Teams
 - Maintenance Services personnel who are assigned to support the Emergency Facilities Services Managers
 4. Contact the Emergency Facilities Services Manager in the TSC and ensure that the "No eating, drinking, smoking, or chewing" signs are posted in the DBAB Emergency Response Facilities.
 5. Ensure the JIC is notified.

ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES
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EMERGENCY OFFSITE MANAGER

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Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900 (Cont.)

- P. Discuss with the Emergency Director the plan for personnel who are assembled. Personnel can either remain assembled, be sent home, or directed to the offsite assembly area. If personnel are sent home, ensure they are provided a brief regarding the emergency. Assist in determining an evacuation route in accordance with RA-EP-02520, Assembly and Accountability.
- Q. Ensure an Initial Notification Form is completed following a change in Classification or a change in Protective Action Recommendations.

CAUTION R

1. Offsite Protective Action Recommendations (PARs) are required to be made at a General Emergency and must be communicated with the initial notification of a General Emergency to offsite agencies.
2. Changes in Protective Action Recommendations (PARs) are communicated to the offsite agencies using an Initial Notification Form (DBEP-010) within 15 minutes of the Emergency Director approval.
3. Once the initial offsite PAR is issued with the General Emergency notification, changes to wind speed, wind direction, stability class, release duration, release rate, and isotopic composition may require that the offsite PAR be revised within 15 minutes of the change.
4. Protective Action Recommendations, once issued, start in motion a sequence of events in the 10-mile emergency planning zone that if modified have the potential to cause confusion that may hamper the orderly implementation of protective actions for the general public.
5. The dose assessment process uses average metrological conditions over a 15 minute interval. The metrological data updates every 15 minutes.

- R. Following declaration of a General Emergency, review protective action recommendations with the Dose Assessment Coordinator and make recommendations to the Emergency Director, as necessary, in accordance with RA-EP-02245, Protective Action Guidelines. Once an offsite Protective Action Recommendation (PAR) has been issued to evacuate a specific sub-area, the PAR should not be changed until the conditions that caused the PAR to be issued are fully under control.

REFER TO RA-EP-02245, Protective Action Guidelines.

ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES
FOR
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Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900 (Cont.)

- S. Monitor EOF staff for fitness for duty concerns and if extended work hours are required REFER TO NOP-LP-1002, Fitness For Duty Program and complete the appropriate request for extended hours and forward them to the Emergency Director for approval.
- T. Coordinate landing of helicopters with the Emergency Security Manager in the Technical Support Center (TSC). Landing a helicopter onsite should be avoided unless extenuating circumstances such as a medical emergency occurs. Personnel being transported to or from the station should be directed to a nearby airport such as the Ottawa Regional Airport located east of Port Clinton, Ohio or other appropriate offsite facility. Ground transportation may have to be arranged. For situations that involve an actual or potential radiological release ensure that the responders avoid the plume where possible. REFER TO RA-EP-02807, Emergency Helicopter Landing Zones for specific information on landing a helicopter onsite.
- U. When liaisons arrive from the counties and the State, welcome the individuals and provide an initial briefing. Direct the liaisons to their work location and provide each a visitor badge that will allow building access. Visitor badges and badge issue log are located at the Emergency Offsite Manager's work station.
- V. When notified that an NRC Incident Response Team (IRT) will be dispatched.
1. Advise the following individuals:
 - Emergency Director
 - Emergency Plant Manager
 - Company Spokesperson
 - Emergency Security Manager

NOTE V.2

Personnel who are being called-in shall comply with Procedure NOP-LP-1002, Fitness for Duty Program guidelines.

2. Call-in additional personnel, as needed, to prepare a technical briefing for the NRC and to perform support and liaison activities for the IRT.

ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY OFFSITE MANAGER

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Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900 (Cont.)

- W. Provide a release pathway drawing and a plume footprint to the State and County agencies immediately following the transmittal of an Initial Notification for a General Emergency or a change in Protective Action Recommendations, as appropriate.
- X. Direct that the Dose Assessment Coordinator and the Radiological Test Lab Coordinator monitor their staffs for fitness for duty concerns. Monitor EOF staff and if extended work hours are required REFER TO NOP-LP-1002, Fitness For Duty Program, complete the appropriate request for extended hours, and forward them to the Emergency Director for approval.
- Y. Assist the Emergency Director in assessing the need for and implementing a shift turnover, if needed.
- Z. If radiation monitoring assistance is needed, then request corporate support via the Policy Management Loop Communicator.
- AA. Confer with the Dose Assessment Coordinator and Emergency RP Manager (in the TSC) regarding relaxation of the No Eating, Drinking, Smoking, or Chewing restrictions. When these restrictions are relaxed, communicate to the affected personnel.
- AB. If assistance is requested for bringing personnel or vehicles to the site:
 - 1. Plan an entry route considering wind direction, release condition, and road blocks.
 - 2. Arrange for vehicles, if needed, through the corporate support group.

ATTACHMENT 3: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY OFFSITE MANAGER

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Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900 (Cont.)

- AC. Request that the Dose Assessment Coordinator assess radiological conditions in preparation for Recovery activities.
- AD. Direct deactivation of the EOF when conditions warrant, including:
1. The Emergency Director and Emergency Plant Manager agree that continued offsite dose assessment and Protective Action functions are no longer necessary for responding to the existing plant conditions.
 2. Prior to announcing the deactivation, the Company Spokesperson shall be fully briefed on plant status and planned recovery actions.
- AE. Instruct EOF staff to collect all pertinent material for documentation, and return their areas to pre-emergency status.
1. All equipment and supplies have been replaced in accordance with RA-EP-00600, Emergency Facilities and Equipment Maintenance Program.
 2. Electrical equipment has been de-energized, as appropriate.
- AF. Review EOF records for completeness.
- AG. Perform assigned recovery duties in accordance with RA-EP-02720, Recovery.

ATTACHMENT 4: EMERGENCY MANAGEMENT GUIDELINES
FOR COMPANY SPOKESPERSON

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ALTERNATES: As listed in Emergency Plan Telephone Directory, Section 3

DUTY LOCATION: Joint Information Center (JIC)

PRIMARY DUTIES:

1. Senior management of Emergency Public Information.
2. Coordinate company-related news information with official offsite agencies.
3. Confer with Emergency Director - plant status.
4. Confer with JIC Manager - media interests.
5. Review DBNPS information gathered by the JIC Manager and the JIC Communicator
6. Provide information concerning Davis-Besse status to the public and media representatives.
7. Joint Information Center (JIC) News Statements shall be approved by the Company Spokesperson OR the JIC Manager.

DIRECT REPORT:

JIC Manager

**ATTACHMENT 4: EMERGENCY MANAGEMENT GUIDELINES
FOR COMPANY SPOKESPERSON**

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RESPONSE TO CLASSIFIED EVENTS

This guideline is provided to assist in performing the various activities associated with an emergency response in the event of an incident at the Davis-Besse Nuclear Power Station. Refer to the appropriate section of this attachment and carry out the actions identified under it.

Unusual Event RA-EP-01600

- A. Upon being notified of an Unusual Event, call the Computerized Automated Notification System (CANS) and standby to respond if the event escalates.

NOTE B.

The Davis-Besse Public Affairs Duty Officer (PADO) voice mail box telephone number is found on the Company Spokesperson pocket call card and in the Emergency Plan Telephone Directory.

- B. Call the Davis-Besse Public Affairs Duty Officer voice mail box and provide a contact phone number for you. For situations which have significant media interest the PADO may seek JIC assistance.

ATTACHMENT 4: EMERGENCY MANAGEMENT GUIDELINES
FOR COMPANY SPOKESPERSON

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Alert RA-EP-01700, Site Area Emergency RA-EP-01800,
General Emergency RA-EP-01900 and
Response to a Security Event that requires a RAPID SITE EVACUATION

NOTE A.

All available JIC personnel will report to the JIC if the station is evacuated due to a security event.

- A. Upon notification report to the Joint Information Center (JIC).
- B. Proceed to the offsite Joint Information Center and upon arrival:
 - 1. Sign in on staffing board.
 - 2. Initiate a personal log beginning with arrival time.
- C. Activation:
 - 1. Discuss the current emergency classification and overall plant status with the Emergency Director.
 - 2. Discuss with the JIC Manager the emergency status based on information from the Emergency Director Turnover Data Sheet, DBEP-304.
 - 3. Review with the JIC Manager and/or Public Affairs Duty Officer (PADO) news statements and media notifications made thus far.

NOTE C.4

Prior to the arrival of governmental Public Information Officers (PIOs), the JIC may serve as a company news center.

- 4. Coordinate with the PADO to ensure that information (e.g. News Statements, notification logs) regarding Emergency Public Information activities prior to JIC activation have been transmitted to the JIC. Responding news agencies should be notified through the PADO that the JIC is being activated.
- 5. Receive notification from the JIC Manager that the facility is ready to activate.
- 6. Declare the JIC activated.
- 7. Notify the Emergency Director of the time the JIC was declared activated.
- 8. Announce that the JIC is activated. This means the JIC has assumed primary responsibility for emergency public information activities.
- 9. Verify that governmental PIOs are aware that the JIC is activated.

ATTACHMENT 4: EMERGENCY MANAGEMENT GUIDELINES
FOR COMPANY SPOKESPERSON

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Alert RA-EP-01700, Site Area Emergency RA-EP-01800, &
General Emergency RA-EP-01900 and
Response to a Security Event that requires a RAPID SITE EVACUATION (Cont.)

D. Emergency Actions

1. Coordinate with the PIOs and the JIC Manager to establish a schedule for news briefings. Ensure changes to the schedule are announced whenever the pace of emergency developments changes significantly.
2. Review each news statement prepared by the JIC Writer for overall accuracy, clarity and style, and approve news statements prior to distribution to the media.
3. News Statements must also be reviewed by the Emergency Director, and Corporate Communications prior to being released.
4. IF during the review and approval process, changes are made to the news statements that do NOT change the intent of the statement, THEN the statement may be approved and distributed with only the Company Spokesperson or JIC Manager approval.
5. Confer with the PIOs prior to each media briefing to exchange and compare information and to determine the most appropriate sequence of presentation.
6. Provide public information on behalf of the Company to the news media at the JIC.
 - a. Public statements may be based on news statement content.
 - b. Respond to inquiries on facts, events, and actions involving the Company, its personnel, and its property.
 - c. DO NOT speculate on the causes or possible consequences of the emergency; focus on the presentation of current, factual information.
 - d. DO NOT discuss public protective actions or activities of responding government agencies; refer inquiries on these subjects to the appropriate government PIOs.
7. Provide interviews, as arranged by the JIC Manager. The Audio/Visual Coordinator should video tape one-on-one interviews.
8. Respond to inquiries from Nuclear Energy Institute.
9. Provide information copies of news statements to the Emergency Director after final approval.

ATTACHMENT 4: EMERGENCY MANAGEMENT GUIDELINES
FOR COMPANY SPOKESPERSON

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Alert RA-EP-01700, Site Area Emergency RA-EP-01800, &
General Emergency RA-EP-01900 and
Response to a Security Event that requires a RAPID SITE EVACUATION (Cont.)

10. Monitor JIC staff for fitness for duty concerns and if extended work hours are required REFER TO NOP-LP-1002, Fitness For Duty Program and complete the appropriate request for extended hours and forward them to the Emergency Director for approval.

E. Termination of Emergency Conditions

1. IF the Company Spokesperson is considering deactivation of the JIC, THEN, confer with the JIC Manager to determine whether news media interest is within normal public relations capabilities.
 - a. The JIC shall **NOT** be deactivated unless all Public Information Officers (PIOs) agree that they no longer need the JIC to carry out emergency public information activities.
 - b. Inform the Emergency Director of the deactivation discussion with the PIOs.
 - c. When the Emergency Director approves deactivation of the JIC, commence deactivation.
2. During recovery activities, the JIC may be designated to support media center activities.

F. Perform recovery duties in accordance with RA-EP-02720, Recovery.

ATTACHMENT 5: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY ASSISTANT PLANT MANAGER

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ALTERNATES: As listed in Emergency Plan Telephone Directory, Section 3

NORMAL DUTY LOCATION: Control Room Shift Manager's Office
SECURITY EVENT DUTY LOCATION: Control Room Shift Manager's Office

PRIMARY DUTIES:

1. Coordination of Control Room response to the emergency situation.
2. Liaison between Control Room and TSC personnel.
3. Advisor to the Emergency Plant Manager on plant status and trends.
4. Provide input for protective action recommendations and emergency classification changes
5. Act as Shift Manager designee during a classifiable emergency as identified in NOP-WM-9001, FIN/Minor/Toolpouch/Immediate/Urgent Maintenance, Attachment 1.

DIRECT REPORTS:

1. Shift Manager
2. Shift Engineer (Shift Technical Advisor)
3. Control Room Communicator

ATTACHMENT 5: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY ASSISTANT PLANT MANAGER

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RESPONSE TO CLASSIFIED EVENTS

This guideline is provided to assist in performing the various activities associated with an emergency response in the event of an incident at the Davis-Besse Nuclear Power Station. Refer to the appropriate section of this attachment and carry out the actions identified under it.

RESPONSE TO A SECURITY EVENT THAT REQUIRES RAPID SITE EVACUATION

NOTE A.

- In response to a security event that requires a rapid site evacuation, the oncall Security Event Response Group (Refer to Attachment 8) will assemble in the TSC.
- Operations personnel and onshift personnel not required to implement and support Control Room actions will assemble in the TSC. Onshift Fire Brigade members will respond to Service Building #2 or as directed by the Shift Manager.

CAUTION A.

- This section is implemented in response to an actual hostile action, or a threat of a hostile action against the station that results in the station being evacuated.
- As in responding to any station emergency, the employee must exercise personnel judgment in responding, and be alert to potential hazards that place themselves at risk. In the event that you are unable to respond to the TSC go to the offsite assembly area until it is safe to come to the station.

- A. Upon being notified of a security event that requires a rapid site evacuation, report to the Control Room. Emergency Assistant Plant Managers that are not on call will report to the Lindsey Emergency Response Facility. Refer to RA-EP-02890, Emergency Response Organization Response To Security Events or Threats for additional guidance.

ATTACHMENT 5: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY ASSISTANT PLANT MANAGER

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RESPONSE TO A SECURITY EVENT THAT REQUIRES RAPID SITE EVACUATION
(Cont.)

- B. Upon arrival in the Control Room, contact the Emergency Plant Manager in the Technical Support Center (TSC) and provide plant status. Plug in the Green Phone.

NOTE C.

Personnel who are not part of the TSC staff may be relocated to the Energy Education Center to standby.

- C. Determine the number of operations personnel assembled in the TSC.
- D. Provide support to the Control Room as described in Unusual Event RA-EP-01600; Alert RA-EP-01700; Site Area Emergency; RA-EP-01800 & General Emergency RA-EP-01900 sections of this attachment.

ATTACHMENT 5: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY ASSISTANT PLANT MANAGER

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Unusual Event RA-EP-01600

- A. Call the Computerized Automated Notification System (CANS) and then standby to receive a Plant Duty Team page.
- B. On receiving a Plant Duty Team page discuss with the Duty Team additional resources that may be required to be called in to augment the shift response to the Unusual Event.
- C. Evaluate the event's expected duration and plant needs to determine if additional augmentation of the on shift staff is desired.
- D. If the event escalates then follow the Alert RA-EP-01700, Site Area Emergency RA-EP-01800 & General Emergency RA-EP-01900 section of this attachment.

ATTACHMENT 5: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY ASSISTANT PLANT MANAGER

Page 5 of 7

Alert RA-EP-01700, Site Area Emergency, RA-EP-01800
& General Emergency RA-EP-01900

NOTE A.

- The Green Phone, CTRM Communicator telephone, headsets, and emergency forms are stored in sealed boxes underneath the Shift Manager's Desk.
- The ultimate responsibility for directing the manipulation of plant equipment rests with the Shift Manager (Senior Reactor Operator) in the Control Room.

- A. Upon arrival at the CTRM, establish communications with the Technical Support Center (TSC) and discuss the nature of the incident with the Emergency Plant Manager.
1. Determine the immediacy of the need to shift the responsibilities of the Emergency Director to either yourself or the Emergency Plant Manager in the absence of the on-call Emergency Director or one of his alternates.
 - a. When you arrive in the Control Room area, offer to assume the responsibilities of Emergency Director from the Shift Manager.
 - b. When the TSC and EOF have been activated, shift the Emergency Directory responsibilities to the Emergency Director or in his absence the Emergency Plant Manager.
 - c. The Emergency Director shall remain in the Control Room until TSC and EOF have been activated.

ATTACHMENT 5: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY ASSISTANT PLANT MANAGER
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Unusual Event RA-EP-01600, Alert RA-EP-01700, Site Area Emergency,
RA-EP-01800 & General Emergency RA-EP-01900 (Cont.)

2. Review the existing plant conditions and verify that the appropriate Emergency Classification has been made. REFER TO RA-EP-01500, Emergency Classification.

NOTE B.3.

Personnel who are being called in shall comply with NOP-LP-1002, Fitness for Duty Program guidelines.

3. Call in an additional shift of operators to assume the fire brigade and first aid team duties, and to perform other duties as directed by the OSC Manager. Extra operators do not have to be present to consider the OSC activated.
 4. Keep the Emergency Plant Manager advised of plant operations, actions performed by Operations personnel, changes in plant parameters, and potential changes in classification and problems.
 5. Review staffing levels with the Emergency Plant Manager and, if necessary, call in additional individuals.
 6. Ensure that first aid and medical treatment is given to injured personnel:
 - a. Station personnel, trained in first aid, shall assist in accordance with RA-EP-02000, Medical Emergencies.
 - b. RA-EP-02800, Transport of Contaminated Injured Personnel, shall govern the handling of contaminated injured personnel needing offsite medical care.
- B. Periodically conduct teleconferences with the Emergency Plant Manager and the OSC Manager to review actions being implemented and to ensure a coordinated response.
- C. Ensure that periodic updates to plant personnel are given as appropriate, using the GaiTronics system.

ATTACHMENT 5: EMERGENCY MANAGEMENT GUIDELINES
FOR
EMERGENCY ASSISTANT PLANT MANAGER

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Alert RA-EP-01700, Site Area Emergency RA-EP-01800 &
General Emergency RA-EP-01900 (Cont.)

- D. Ensure that the Shift Manager or his designee maintains a log of all actions and decisions made during the course of the response.
- E. Once the emergency classification has been reclassified to an Unusual Event or terminated, the presence of the Emergency Assistant Plant Manager in the Control Room is no longer required.
- F. Monitor Control Room staff for fitness for duty concerns and if extended work hours are required REFER TO NOP-LP-1002, Fitness For Duty Program and complete the appropriate request for extended hours and forward them to the Emergency Director for approval.
- G. Participate in recovery activities in accordance with RA-EP-02720, Recovery Organization, as necessary.

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Unusual Event	Alert	Site Area Emergency	General Emergency	Rapid Site Evacuation Due to Security Event
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Non-Essential Personnel within the:	Protected Area	Notification	Assembly at the Training Center	Evacuate and perform accountability in the Protected Area	Site Evacuation, perform Protected Area Accountability if not performed earlier	Immediately evacuate to their home
	Owner Controlled Area	Notification	Notification	Assembly	Site Evacuation to designated offsite assembly area	Immediately evacuate to their home

ATTACHMENT 6:
OVERVIEW OF ASSEMBLY/EVACUATION/ACCOUNTABILITY

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Optional Actions

Unusual Event	Alert	Site Area Emergency	General Emergency	Rapid Site Evacuation Due to Security Event
1. Staff the Operations Support Center 2. Limited evacuation of the affected area of the plant 3. Assembly of Protected Area non-essential personnel in the Training Center	1. Assembled personnel options: <ul style="list-style-type: none"> Keep personnel assembled Evacuate the Protected Area and perform Protected Area Accountability * Return personnel to work Send non-essential personnel home 	1. Assembled personnel options: <ul style="list-style-type: none"> Keep personnel assembled Send non-essential personnel home Site evacuation 	1. Assembled personnel at the offsite assembly area options: <ul style="list-style-type: none"> Keep personnel assembled Send non-essential personnel home 	None

***REFER TO** RA-EP-02520, Assembly and Accountability and RA-EP-02530, Evacuation for details

ATTACHMENT 7: GUIDELINES FOR SHIFT TURNOVER

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The activities of these guidelines are to be coordinated by an individual assigned by the Emergency Director. Evaluate the event duration. For events that have an expected duration of greater than four hours a relief shift of ERO staff should be assembled.

A. Considerations for the following issues should be made:

1. Establishment of an ERO shift rotation schedule.
2. Selection of a shift turnover time.
3. Determine if special instructions are required to be communicated to the personnel being called out, e.g. duration of shift and if they are going to be required to stay at their assigned facility, access route/requirements, radiological controls, assembly points, etc.
4. As appropriate, establish an offsite assembly point for relief personnel and make provisions for a caravan or a bus to bring personnel to the station. If an offsite assembly point is selected, ensure the EOF has made offsite agencies aware of the assembly point location and the access route to the station.
5. Determine how or if individual dosimeters will be retrieved from off going personnel and make provisions for issuing dosimeters to relieving personnel.

NOTE A.6.

Personnel who are being called in shall comply with
NOP-LP-1002, Fitness for Duty Program guidelines.

6. Assign an individual to coordinate the call-out. Normally, this is assigned to the Emergency Facility Services Manager.
7. Establish a phone number(s) that ERO personnel can call for offsite information.
8. Utilize the following forms to create and notify the relief roster.
 - CONTROL ROOM RELIEF ROSTER, DBEP-604
 - OSC RELIEF ROSTER, DBEP-403
 - TSC RELIEF ROSTER, DBEP-205
 - JIC RELIEF ROSTER, DBEP-505
 - EOF RELIEF ROSTER, DBEP-307

ATTACHMENT 7: GUIDELINES FOR SHIFT TURNOVER

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- B. The facility should prepare for shift turnover by:
1. Directing each member of your staff to review their records/logs and ensure completeness.
 2. Evaluate the need to assemble your staff following turnover to debrief or discuss special instructions.
 3. Brief staff as to turnover expectations. Ensure that they understand which route to take when leaving the station, and when they are expected to return. Provide personnel with a Company telephone number to obtain information or to contact the ERO.
- C. Coordinate turnover such that key facility activities are not disrupted, and important evolutions such as emergency classification or protective action changes are completed prior to beginning turnover. Each member of your staff should turnover their responsibilities to the oncoming individual by:
1. As applicable, reviewing any logs or records maintained by their position.
 2. Review the information on the status boards.
 3. Discuss evolutions that have occurred during the past shift.
 4. Discuss classification level, special evolutions, and any onsite protective actions.
 5. As appropriate, discuss pending evolutions.
 6. Ask if there are questions.
 7. Advise ERO supervisor that they have been relieved.
- D. Personnel who have completed turnover should ensure that they have:
1. Signed into the facility organization status board.
 2. Been issued a TLD and appropriate dosimeter, if necessary.
 3. As appropriate, make an entry into the logbook indicating that they are now responsible for the position. The entry should include name, ERO title, time and date that the turnover took place, and any other pertinent details regarding the turnover.

ATTACHMENT 8: SECURITY EVENT RESPONSE GROUP

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On-call duty individuals assigned to the ERO positions listed below will report to the Technical Support Center (TSC) in the DBAB when the Security Event Response Group is activated and it is safe to respond.

1. Emergency Plant Manager
2. OSC Manager
3. Mechanical Oncall Responder
4. Electrical Oncall Responder
5. I&C Oncall Responder
6. OSC RP Coordinator
7. TSC Mechanical Engineer
8. TSC Electrical Engineer

All other qualified individuals in the ERO positions listed above will report to the Lindsey Emergency Response Facility.

During a Rapid Site Evacuation and in accordance with DB-OP-02544, Security Events or Threats, Operations and Continuous Service personnel will disperse as follows:

Operations Personnel:

1. On-shift Fire Brigade members report to Service Building 2 with Fire Brigade gear.
2. Operation's Safe Shutdown personnel report to the Control Room.
3. On-shift Operation's personnel not assigned to the Fire Brigade and not assigned as Safe Shutdown personnel report to the Technical Support Center in the DBAB.
4. Off shift Operations Personnel report to the Technical Support Center (TSC) in the DBAB.

Continuous Service Personnel:

1. Unless directed otherwise by the Shift Manager, Continuous Service Radiation Protection, Chemistry, and Maintenance personnel report to the Technical Support Center in the DBAB.

ATTACHMENT 9: LOGISTICAL RESOURCES

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NOTE

Refer to RA-EP-02807, Emergency Helicopter Landing Zones
for guidance on evaluation of potential landing zones.

Additional resources required to respond to an emergency event at Davis-Besse should be requested by contacting any, or all of the following (Refer to Emergency Plan Telephone Directory)

1. Corporate Support
2. Ottawa County Emergency Management Agency
 - Northwest Ohio and Southeast Michigan Mutual Assistance District (NOMMAD)
Available via mutual aid agreements with county organizations
3. Lucas County Emergency Management Agency
4. State of Ohio Emergency Management Agency

Area Airports (Refer to the Federal Aviation Web Site for detail information. www.faa.gov)

1. Erie-Ottawa Regional Airport
Port Clinton, Ohio
2. Toledo Express Airport, (FFA Identifier: TOL)
Toledo, Ohio
3. Metcalf Field Airport (FFA Identifier: TDZ)
Toledo, Ohio,
4. Fremont Airport (FFA Identifier: 14G)
Fremont, Ohio,
5. Sandusky County Regional Airport (FFA Identifier: S24)
Fremont, Ohio,

Area Nuclear Power Plants (Refer to Emergency Plan Telephone Directory)

1. FERMI II
Monroe, Michigan
2. Perry Station
Perry, Ohio
3. Beaver Valley
Shippingport, Pennsylvania

**ATTACHMENT 10: RESPONSE TO SIGNIFICANT
PLANT DAMAGE/CASUALTIES**

Page 1 of 3

This attachment is designed to provide general guidance for interfacing with the offsite response to an event that involves significant damage to plant structures and/or multiple casualties. Ottawa County has emergency plans for addressing multiple or mass casualty situations. These plans include mutual aid agreements with contiguous counties. As part of this planning, a staging area will be established for responding emergency equipment, personnel and victims. A senior Emergency Medical Service (EMS) responder will assume the role of Incident Commander (IC), and will have on-scene authority for the incident. For events where a hostile individual(s) are involved, local law enforcement will authorize entry into the area.

TERMINOLOGY

1. Mass Casualty Incident – An incident where the number of victims exceeds the capability of the responding service. The incident may be “Closed”, i.e. confined to a small geographical area such as the station or “Open”, i.e. victims are scattered over a large area.
2. Medical Emergency – An incident involving 5 – 15 victims
3. Major Medical Emergency – An incident involving 16 – 50 victims
4. Medical Disaster – An incident involving more than 50 victims
5. Triage – is the sorting of and allocation of treatment to victims according to a system of priorities designed to maximize the number of survivors. Victims whose injuries are so grave that they have very little chance of survival may not receive medical attention while attention/resources are focused on victims that have a higher survival rate. Triage will normally occur at the incident site unless the incident site is too hazardous.

GENERAL GUIDELINES

Coordinate with the Emergency Director and conduct a conference call with senior ERO management present in the Technical Support Center and Emergency Operations Facility to discuss the following:

1. Establishing an interface with the Incident Commander at the Incident Command Post. (Around the clock coverage may be required.)
2. Establishing a Logistical Coordinator for managing offsite personnel and equipment resources. (Around the clock coverage may be required.)
3. Establishing and communicating organizational priorities with a focus on nuclear safety (core and fuel integrity) and personnel (general population and employee) safety.
4. Reminding the ERO that individual names of the victims are not to be released to the general public without Emergency Director approval and that media inquiries should be directed to the Joint Information Center (JIC).
5. Establishing and maintaining egress and access routes to the station and the incident site to ensure smooth and unimpeded flow of personnel and emergency equipment to and from the station.

**ATTACHMENT 10: RESPONSE TO SIGNIFICANT
PLANT DAMAGE/CASUALTIES**

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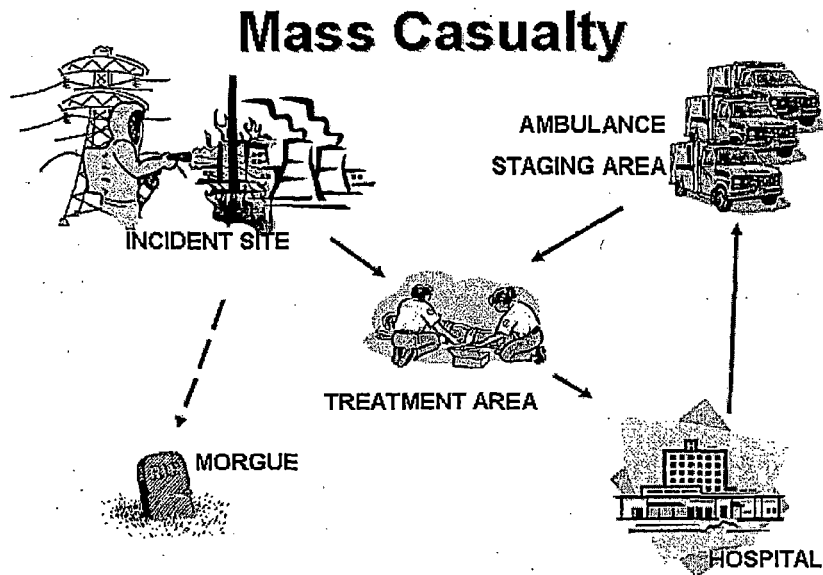
6. Maintaining effective communications with the JIC, as implementation of this attachment will result in major media coverage of the event.
7. Establishing a designated check-in and check-out location for responding company personnel and limiting the return of employees to those needed to respond to the event.
8. Contacting corporate for additional support, as may be required.

GUIDELINES FOR EVENTS INVOLVING LARGE NUMBERS OF CASUALTIES

- A. Evaluate station structures to determine which structures can be occupied and provide a safe working environment.
- B. Establish a liaison and communicator (Incident Command Post to EOF) with the Incident Commander (IC). The Incident Commander will establish a Command Post near the incident to coordinate the offsite response.
- C. Inform the Incident Commander of any known or changing hazards.
- D. The following station buildings have the potential to be used as Treatment Areas or expedient Morgue:
 - Training Center
 - Davis-Besse Administration Building, Energy Education Center
 - Warehouse
 - Pavilion (Good weather only)
- E. When recommending a Treatment Area the following should be considered:
 - Upwind from the incident if releases of smoke, radiation or other hazardous gases are involved
 - Radiation level (if applicable)
 - Good lighting
 - Protection from the weather
 - Vehicle access to State Route 2 and the incident site
 - Away from other known hazards
 - Near the incident site
 - Access to helicopter emergency landing site (Refer to RA-EP-02807, Emergency Helicopter Landing Zones for guidance for selecting landing site).
- F. Recovery
 - Provide counseling for personnel who witnessed or responded to events involving personnel casualties.
 - Ensure that employees are advised of any crime scenes and the requirements for access.
 - Be prepared to support interviews by law enforcement investigators.

**ATTACHMENT 10: RESPONSE TO SIGNIFICANT
PLANT DAMAGE/CASUALTIES**

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GUIDELINES FOR EVENTS INVOLVING SIGNIFICANT PLANT DAMAGE

NOTE

Northwest Ohio and Southeast Michigan Mutual Assistance District (NOMMAD) is comprised of area industries that are committed to share resources and specialized equipment for addressing hazardous material spills, and fires. Access to NOMMAD resources can be obtained by contacting Ottawa County, Emergency Management Agency.

- A. Notify Ottawa County and the State of Ohio that a significant event has occurred at Davis-Besse and significant resources are likely to be requested to address the following conditions:
 - Hazardous material
 - Firefighting expertise
 - Debris removal equipment
- B. Select an individual to act as the station Logistical Coordinator
- C. Determine if an offsite staging area is required to assemble equipment prior to being moved to the station.
- D. The Logistical Coordinator is responsible for:
 - Being the central point of contact for obtaining offsite resources
 - Coordinating movement of equipment and personnel with the EOF. Consider radiological and security conditions at both the station and offsite staging areas.
 - Ensuring that the Emergency Security Manager is advised of responding equipment (Type of equipment, expected arrival time and vendor's name)

ATTACHMENT 11: EQUIVALENT TRAINING MATRIX

Page 1 of 1

Positions required for facility activation:	Positions with the ability to perform the required function temporarily to support timely facility activation:
1. Emergency Offsite Manager	None
2. Emergency Planning Advisor	Emergency Offsite Manager
3. Dose Assessment Coordinator	None
4. NRC Liaison	NRC Liaison Communicator / Emergency Director / Emergency Offsite Manager / Emergency Director Advisor / EOF Operations Advisor
5. State and County Communicator	Emergency Planning Advisor / Emergency Offsite Manager / Emergency Director Advisor
6. Radiation Monitoring Team (RMT) members	RTL Coordinator

COMMITMENTS

<u>Step Number</u>	<u>Reference</u>	<u>Comments</u>
Attachment 5	O 05685	Station management presence in the Control Room during TSC activation.
Attachment 1, H Attachment 2, F	O 13454	Who, by title, has authority to authorize emergency exposures in excess of regulatory limits.
Attachment 1	O 13612	List of delegable and non-delegable responsibilities of the Emergency Director.
Attachment 1, G Attachment 3, R	O 20716	Guidance of changing protective action recommendations. (CA 03-06439 & RIS 02-012)
Attachment 2, N Attachment 3, R Attachment 4, D.10 Attachment 5, G	CA 03-06831-02	Task facility manager with monitoring fitness for duty and extending hours of staff.
Attachment 9	O 21576	offsite support (B.5.b 2/25/02 NRC order)
Attachments 6 & 8	O 21665	Onsite protective action considerations for rapid site evacuation (NRC Bulletin 05-002)
Step 2.1.4, Attachment 10	O 21811	Provide mass casualty guidelines
Attachment 11	CA 2011-06163-01	Equivalent Training Matrix

END