Arizona Nuclear Power Project

PROC NO: 7N409.03.00
REVISION: 0
PAGE OF
DATE: 11/30/84

TITLE: EMERGENCY PLAN REVIEW AND APPROVAL

RECORD OF CHANGES AND REVISIONS

PAGE	REVISION	PAGE	REVISION	PAGE	REVISION

FOR INFORMATION ONLY

ASSIGNED COPY
PVNGS # 8-9A

Approved By: [signature] 11-14-84
Signature Date

Effective Date: 11/30/84

PV216-08A (8-84)

Form 1N001.02A
Rev. 0

TITLE: EMERGENCY PLAN REVIEW AND APPROVAL

1.0 PURPOSE AND SCOPE

This Procedure establishes guidelines for providing technical and administrative review, update and approval of the PVNGS Emergency Plan.

2.0 DEFINITIONS AND ABBREVIATIONS

2.1 ANS - American National Standards

2.2 EPRI - Electric Power Research Institute

2.3 FEMA - Federal Emergency Management Agency

2.4 INPO - Institute of Nuclear Power Operations

2.5 NRC - Nuclear Regulatory Commission

3.0 RESPONSIBILITIES

The Manager, Emergency Planning and Preparedness Department (EP&P) is responsible for coordinating the review and approval of the PVNGS Emergency Plan and submittal to NRC for approval.

4.0 PROCEDURE

4.1 The review and any revisions shall consider the following:

NOTE: The PVNGS Emergency Plan shall be reviewed at least annually.

4.1.1 Deficiencies in procedures, personnel or equipment discovered during drills and exercises.

4.1.2 Changes in personnel assignments within Emergency Plan organization.

4.1.3 Changes in state and federal regulations or policies.

4.1.4 Recommendations from INPO, EPRI, ANS or consultants.

4.1.5 Changes to facilities, area or status.

4.1.6 Results of appraisals or audits from NRC, INPO, FEMA or APS independent audit teams.

4.2 The EP&P staff will coordinate any changes to the implementing procedures from Section 4.1 above.

4.3 The Manager, EP&P shall review and distribute to appropriate organizations.

4.4 The Emergency Plan Revisions are distributed to the following organizations for review and comment:

- Emergency Planning and Preparedness Department
- Director, Nuclear Operations
- Manager, PVNGS Radiation Protection and Chemistry
- Manager, Administrative Services
- Manager, Maintenance
- Manager, Administrative Services
- PVNGS Compliance
- Licensing Department
- APS Public Information Office
- ANPP Construction
- APS Corporate Health Physics
- Arizona Division of Emergency Services
- Arizona Radiation Regulatory Agency
- Maricopa County Department of Civil Defense and Emergency Services

4.5 All comments shall be addressed to the Emergency Planning and Preparedness Department for resolution and disposition.

4.6 The completed draft shall be reviewed and approved by the Manager, EP&P and submitted to the PRB review and approval cycle in accordance with Reference 5.1.1.

4.7 Upon approval by PRB, the Emergency Plan shall be sent to the Assistant Vice President, Nuclear Production; the Vice President, Nuclear Production; and the Executive Vice President, ANPP for concurrence.

4.8 The Licensing Department shall be responsible for submitting the approved Emergency Plan to the NRC for their approval.

5.0 REFERENCES

5.1 Implementing References

5.1.1 PVNGS Station Manual Procedure 70AC-0ZZ06, Plant Review Board

5.2 Developmental References

5.2.1 PVNGS Emergency Plan, Revision 3

5.2.2 EPIP Reference Document Control

5.2.3 Unit One Interim Technical Specifications, Administrative Controls 6.5.1.6

5.2.4 PVNGS Final Safety Analysis Report, 13.3

6.0 FORMS AND ATTACHMENTS

None.

Arizona Nuclear Power Project

PROC NO: 7N409.04.00
REVISION: 0
PAGE OF
DATE: 11/12/84

TITLE: EMERGENCY PLAN CHANGE NOTICE

RECORD OF CHANGES AND REVISIONS

PAGE	REVISION	PAGE	REVISION	PAGE	REVISION

FOR INFORMATION ONLY

Assigned copy
PVNGS 8-9A

Approved By: Signature

Date: 11-14-84

Effective Date: 11/30/84

PV216-08A (8-84)

Form 1N001.02A
Rev. 0

TITLE: EMERGENCY PLAN CHANGE NOTICE

1.0 PURPOSE AND SCOPE

This Procedure provides for inclusion of significant changes into the Palo Verde Nuclear Generating Station Emergency Plan concurrent with the established review and approval procedure for the annual update of the PVNGS Emergency Plan.

2.0 DEFINITIONS AND ABBREVIATIONS

2.1 ANS - American National Standards

2.2 EPRI - Electric Power Research Institute

2.3 FEMH - Federal Emergency Management Agency

2.4 INPO - Institute of Nuclear Power Operations

2.5 NRC - Nuclear Regulatory Commission

3.0 RESPONSIBILITIES

The Manager, Emergency Planning and Preparedness Department (EP&P) is responsible for coordinating the review and approval of the PVNGS Emergency Plan and submittal to the Nuclear Regulatory Commission for approval.

4.0 PROCEDURE

4.1 The significant changes will be prepared in a written report entitled "PVNGS Emergency Plan Interim Change Notice" (see Appendix A) by the EP&P staff, and will be presented directly to the Manager, EP&P for review and approval. Changes will be shown by numbered review bars on necessary copies of text accompanying the Interim Change Notice.

4.2 The PVNGS Emergency Plan Interim Change Notice shall be sent to the Plant Review Board to review and approve the changes in accordance with Reference 5.1.1.

4.3 Upon the Plant Review Board approval, the Emergency Plan Change Notice will be returned to the EP&P Department, from which one copy will be transmitted to licensing for review and another copy is forwarded in sequence to the following for confirmation:

- Assistant Vice President, Nuclear
- Vice President, Nuclear
- Executive Vice President, ANPP

4.4 Following signed approvals, EP&P will request the licensing department to forward the change (with review bars) to the Nuclear Regulatory Commission.

4.5 The fully approved Emergency Plan Change Notice is returned to the Emergency Planning and Preparedness Department for incorporation into the working control copy as an approved change and for submission to Drawing and Document Control (DDC) for dissemination to control copy holders.

NOTE: The working control copy is submitted, as a minimum, annually for update in accordance with established Emergency Plan review and approval procedure.

5.0 REFERENCES

5.1 Implementing References

5.1.1 PVNGS Station Manual Procedure 70AC-OZZ06, Plant Review Board

5.2 Developmental References

5.2.1 PVNGS Emergency Plan, Revision 3

5.2.2 Unit One Interim Technical Specifications, Administrative Controls 6.5.1.6.

6.0 FORMS AND ATTACHMENTS

6.1 Appendix A, PVNGS Emergency Plan Interim Change Notice

TITLE: EMERGENCY PLAN CHANGE NOTICE

APPENDIX A

PVNGS EMERGENCY PLAN INTERIM CHANGE NOTICE

DATE: _____
PAGE 1 OF _____
E-PLAN REV. NO. _____

AFFECTED SECTION: _____

CHANGE REQUIRED: _____

REASON FOR CHANGE: _____

SOURCE DOCUMENTS IDENTIFYING CHANGE: _____

SUBMITTED BY _____ DATE: _____
EP&P STAFF REVIEW _____ DATE: _____
MANAGER EP&P APPROVAL _____ DATE: _____
PRB APPROVAL _____ DATE: _____
ASST. V.P. NUCLEAR PROD. APPROVAL _____ DATE: _____
VICE PRES. NUCLEAR PROD. CONCURRENCE _____ DATE: _____
EXEC. V.P. ANPP APPROVAL _____ DATE: _____

SUBMITTED TO NRC BY: _____ DATE: _____
NRC APPROVAL _____ DATE: _____

Arizona Nuclear Power Project

PROC NO: 7N409.07.00
REVISION: 0
PAGE OF
DATE: 01/16/85

TITLE: EMERGENCY PLAN IMPLEMENTING PROCEDURES, REVIEW AND APPROVAL

RECORD OF CHANGES AND REVISIONS

PAGE	REVISION	REASON FOR REVISION

FOR INFORMATION ONLY

Assigned Copy
PVNGS 8-9A

Approved By:

Signature — Date: 1-21-85

Effective Date: 2/22/85

PVNGS Plant Manager's Signature (if required) — Date

PRB Review (if required) — Date

PV216-08A (8-84)

Form 1N001.02A
Rev. 1

TITLE: EMERGENCY PLAN IMPLEMENTING PROCEDURES, REVIEW AND APPROVAL

1.0 PURPOSE AND SCOPE

To establish guidelines for providing technical and administrative review, update and approval of Emergency Plan Implementing Procedures (EPIPs).

2.0 DEFINITIONS

2.1 ANSI - American National Standards Institute

2.2 DDC - Drawing and Document Control

2.3 EPIP - Emergency Plan Implementing Procedure

2.4 EPRI - Electric Power Research Institute

2.5 INPO - Institute of Nuclear Power Operations

2.6 NRC - Nuclear Regulatory Commission

2.7 PCN - Procedure Change Notice

2.8 PRB - Plant Review Board

3.0 RESPONSIBILITIES

3.1 The Supervisor, Site Emergency Planning shall be responsible for updating or revising the Emergency Plan Implementing Procedures (EPIPs) as a result of audits or deficiencies identified by emergency drills or exercises.

3.2 DDC shall be responsible for notifying the department head when an EPIP review is required.

3.3 The Manager, Emergency Planning and Preparedness shall be responsible for initiating an annual independent audit of EPIPs.

3.4 The PRB shall be responsible for reviewing and recommending approval of EPIPs to the PVNGS Plant Manager.

3.5 The Manager, Licensing shall be responsible for submitting all new or revised EPIPs to the NRC Regional Office and the Document Control Desk.

4.0 PROCEDURE

4.1 The review and any subsequent revisions should consider the following items:

4.1.1 Deficiencies in training, procedures, personnel or equipment which may have been discovered during drills/exercises.

4.1.2 Changes in personnel assignments within the Emergency organization.

4.1.3 Changes in functions, assignments or response capabilities of supporting agencies.

4.1.4 Changes in applicable federal or state statutes, regulations or policies.

4.1.5 Recommended modifications to procedures or equipment from other agencies such as INPO, EPRI or ANSI.

4.1.6 Modifications to the plant or site area.

4.1.7 Changes in construction or operation status.

4.1.8 Results of Emergency Preparedness appraisals/reviews by the NRC, INPO, Emergency Planning or an independent review organization.

4.2 Attachment 1 shall be used to document this revision and shall be signed by the approving authority of the original procedure.

4.3 DDC shall notify the Manager, Emergency Planning and Preparedness when a review is required.

4.4 Deficiencies found during the review process shall be corrected by either revising the procedure or issuing a PCN per Reference 5.1.1.

4.5 Quarterly, the Supervisor, Site Emergency Planning shall initiate a verification of telephone numbers listed in the EPIPs.

4.5.1 Verification may be conducted in conjunction with Emergency Planning drills or exercises.

4.5.2 To verify, dial the listed number and receive concurrence from the answering party that the number dialed is the current number for the location listed in the EPIPs.

4.5.3 If any numbers require correcting, a PCN or procedure revision to affected procedures shall be initiated within 5 working days.

4.6 Revisions or PCNs to the EPIPs shall be forwarded to the Manager, Emergency Planning and Preparedness for approval to insure that there is no conflict with Licensing commitments, the PVNGS Emergency Plan or so that changes may be incorporated into the Emergency Plan, and review of EPIPs for consistency with overall PVNGS Emergency Planning goals and objectives.

4.7 The PRB shall review and recommend approval of EPIPs per Reference 5.1.2.

4.8 Within 30 days after approval of a new or revised EPIP, Licensing shall submit one copy of the Procedure to the Administrator of the NRC Regional Office and two copies to the Document Control Desk.

5.0 REFERENCES

5.1 Implementing References

5.1.1 70AC-0ZZ02, "Review and Approval of Station Procedures"

5.1.2 70AC-0ZZ06, "Plant Review Board"

5.2 Developmental References

5.2.1 PVNGS Emergency Plan, Rev. 5

5.2.2 PVNGS Unit One Technical Specifications, Section 6.5.2.7 and 6.8.1

6.0 FORMS AND ATTACHMENTS

6.1 Procedure Periodic Review Control Form, Attachment 1

ATTACHMENT 1

PROCEDURE PERIODIC REVIEW CONTROL FORM

Procedure No. _____

Procedure Title _____

_____

Due Date _____

Revision No. _____

Change Required? Yes ___ No ___

Comments: _____

_____

_____

_____

_____

_____

_____

Reviewed by _____ Date _____

Procedure Revision Initiated to incorporate comments, if required.

_____ _____ _____

Signature Date Procedure Rev. No.

Approved: _____ Date _____

Arizona Nuclear Power Project

PROC NO: 7N409.08.00
REVISION: 1
PAGE OF
DATE: 01/23/86

TITLE: EMERGENCY PREPAREDNESS DRILLS

RECORD OF CHANGES AND REVISIONS

PAGE	REVISION	PAGE	REVISION	PAGE	REVISION
All	1				

NPRM CONTROL # _____

Approved By: _____ Signature

2/10/86 Date

Effective Date: 2/28/86

TITLE: EMERGENCY PREPAREDNESS DRILLS

1.0 PURPOSE AND SCOPE

1.1 To establish guidelines for developing, conducting, evaluating and documenting emergency preparedness drills.

1.2 To provide guidance to test emergency response personnel, equipment, communications, plans, and procedures as an extension of classroom training.

1.3 To provide guidance to verify the adequacy of the PVNGS Emergency Plan and Implementing Procedures and the overall effectiveness of emergency preparedness at PVNGS.

2.0 DEFINITIONS AND ABBREVIATIONS

2.1 Definitions

2.1.1 Controller - Individual assigned to direct the drill and provide messages, data and instructions. Controllers also serve as evaluators during the drill.

2.1.2 Drill - A supervised instruction period aimed at testing, developing and maintaining skills in a particular operation(s).

2.1.3 Emergency Planning Action Item List - A listing of open items related to the drill requiring corrective action.

2.2 Abbreviations

2.2.1 ADES - Arizona Division of Emergency Services

2.2.2 ALARA - As Low As Reasonably Achievable

2.2.3 ARRA - Arizona Radiation Regulatory Agency

2.2.4 CEC - Corporate Emergency Center

2.2.5 CEO - Chief Executive Officer

2.2.6 CHIC - Corporate Headquarters Information Center

2.2.7 DPS - Arizona Department of Public Safety

2.2.8 EC - Emergency Coordinator

2.2.9 ENS - Emergency Notification System

2.2.10 EOC - Emergency Operations Center

2.2.11 EOD - Emergency Operations Director

2.2.12 EOF - Emergency Operations Facility

2.2.13 EPIP - Emergency Plan Implementing Procedure

2.2.14 EPZ - Emergency Planning Zone

2.2.15 JENC - Joint Emergency News Center

2.2.16 MCDCDES - Maricopa County Department of Civil Defense and Emergency Services

2.2.17 MCSO - Maricopa County Sheriff's Office

2.2.18 NAN - Notification Alert Network

2.2.19 NRC - Nuclear Regulatory Commission

2.2.20 OSC - Operations Support Center

2.2.21 STSC - Satellite Technical Support Center

2.2.22 TSC - Technical Support Center

3.0 RESPONSIBILITIES

3.1 The Manager, Emergency Planning shall have overall responsibility for the development, approval, conduct, evaluation and documentation of drills.

3.2 The Onsite and Offsite Emergency Planning Supervisors shall assign deficiencies as action items on the Emergency Planning Action Item List and task them to the affected departments or personnel.

3.3 The Onsite and Offsite Emergency Planning Supervisors shall be reponsible for ensuring appropriate corrective actions are taken to resolve deficiencies identified during drills.

3.4 The PVNGS Plant Manager shall review and approve Drill Objectives, date, time, location, and participating organizations for onsite drills.

4.0 PROCEDURE

NOTE: Drills shall be conducted on a periodic basis as outlined in Attachment 1.

4.1 Onsite and Offsite Drills

4.1.1 The Onsite and/or Offsite Emergency Planning Supervisor shall coordinate the planning and scheduling of each drill. The Manager, Emergency Planning shall approve the drill schedule.

4.1.2 Drills shall be developed, scheduled and conducted in such a manner to meet the requirements of 10CFR50, Appendix E, guidance of NUREG-0654, Rev. 1 and other appropriate regulatory guidance.

4.1.3 Drills shall be scheduled and conducted so as to minimize conflicts with normal plant operations.

4.1.4 Drill scenarios may be developed on a real time basis or on an accelerated schedule so that more activities are tested in a shorter time frame.

4.1.5 The Onsite and/or Offsite Emergency Planning Supervisor shall submit the drill objectives, date, time, location and participating organizations using the Drill Scenario Approval Form (Attachment 2) to the Manager, Emergency Planning and the PVNGS Plant Manager (onsite drills only) for review and approval.

4.1.6 The Onsite and/or Offsite Emergency Planning Supervisor shall review and approve the drill scenario and coordinate the assignment of controllers.

4.1.7 Prior to the drill, the Onsite and/or Offsite Emergency Planning Supervisor shall ensure that:

4.1.7.1 The Predrill Checklist Form (Attachment 3) is completed.

4.1.7.2 A Lead Controller is assigned for the drill.

4.1.7.3 A predrill briefing is held to inform the controllers of the objectives of the drill, extent of play, pre-staging requirements, which portions of the scenario require strong control and which portions of the scenario permit free play. Attachment 4, Controller Briefing Checklist, shall be completed.

4.1.7.4 Players are briefed concerning the objectives, precautions and extent of play. Attachment 5, Player Briefing Checklist, shall be completed or a memo addressing these items shall be provided to the players.

4.1.8 Following the drill, the Lead Controller (or Onsite or Offsite Emergency Planning Supervisor) shall meet with all controllers and conduct a critique.

4.1.9 Upon completion of the critique, the Lead Controller shall brief the Onsite and Offsite Emergency Planning Supervisors on the results of the drill.

4.1.10 The Onsite and Offsite Emergency Planning Supervisors shall assign deficiencies as action items on the Emergency Planning Action Item List, task them to the affected departments or personnel, as applicable, and submit this to the Manager, Emergency Planning for approval.

4.1.11 Upon receipt of the approved Emergency Planning Action Item List, the Onsite and Offsite Emergency Planning Supervisors shall then submit to the Manager, Emergency Planning a written Drill Report which shall include the following:

4.1.11.1 A cover sheet, in memo form, to identify the drill by name and number; to list sections which are included in the report, and to provide an approval signature block for the Manager, Emergency Planning to approve the report.

4.1.11.2 Section 1 - date, time and duration of the drill; the participating agencies by name; the purpose of the drill; the narrative summary; and the list of assigned controllers.

4.1.11.3 Section 2 - comparison of the drill objectives against actual performance.

4.1.11.4 Section 3 - significant findings of such a nature that, if uncorrected, would reduce the effectiveness of the emergency response program and shall be tracked on the Emergency Planning Action Item List. General observations shall be noted but not included on the Emergency Planning Action Item List.

4.1.11.5 Section 4 - actual drill sequence of events (time line).

4.1.11.6 Section 5 - utility drill participants.

4.1.12 After the Manager, Emergency Planning approves the Drill Report, a copy of the Drill Report, the completed Drill Scenario Approval Form (Attachment 2) and Predrill Checklist Form (Attachment 3) shall be submitted to Drawing and Document Control for retention.

4.1.13 A complete copy of the drill scenario, Drill Report, and other drill related materials shall be retained in the Emergency Planning Department files as long as deemed appropriate by the Manager, Emergency Planning.

4.1.14 Copies of the Emergency Planning Action Item List for each drill shall be submitted to the Plant Manager, Asst. Vice-President, Nuclear Production and other appropriate ANPP departments.

4.1.15 The Onsite and Offsite Emergency Planning Supervisors shall track the status of corrective actions related to deficiencies identified on the Emergency Planning Action Item List and ensure appropriate resolution.

4.2 Fire Drills

4.2.1 Drill scenarios, predrill actions, drill critiques, reports of drill performance and corrective actions shall be administered and implemented by the PVNGS Fire Prevention Department in accordance with 83TR-0ZZ07, Fire Team Training, Revision 1.

4.3 Communications Drills

4.3.1 The weekly communications testing of the NAN lines to state and county response agencies shall be performed without a drill scenario or controller. This shall be completed by the Operations Department using forms provided in PVNGS Station Manual, 410P-1QF02 and 420P-2QF02.

4.3.2 The monthly communications testing of the ENS line from the Control Room(s), TSC and EOF to the NRC Headquarters Operations Center and of the two extension commercial phones (replacing the HPN and Federal Telephone System which are not installed at PVNGS) shall be performed without a drill scenario or controller. This shall be completed by the Emergency Planning Department using Attachment 6.

4.3.3 The quarterly communications testing with the state in the ingestion exposure EPZ shall be performed without a scenario or controller. This shall be performed by the Emergency Planning Department using Attachment 7.

NOTE: Pursuant to ANPP Administrative Policies and Procedures, 7N409.07.00, all phone numbers listed in the EPIPs are checked on a quarterly basis.

4.3.4 Annual communications testing shall be performed during the annual exercise. Records shall be prepared and maintained pursuant to ANPP Policies and Procedures 7N409.09.00.

4.3.5 Deficiencies noted during communications testing will be brought to the attention of the Manager, Emergency Planning.

4.3.6 Records of communications testing described above shall be collected by the Emergency Planning Department for subsequent transmittal to Drawing and Document Control.

5.0 REFERENCES

5.1 Implementing References

None

5.2 Developmental References

5.2.1 PVNGS Emergency Plan, Revision 6

5.2.2 NUREG-0654 FEMA REP-1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants," Revision 1

5.2.3 80PR-0ZZ01, "Training Program," Revision 3

5.2.4 10CFR50, Appendix E, "Emergency Planning and Preparedness for Production and Utilization Facilities"

5.2.5 83TR-0ZZ07, "Fire Team Training", Revision 1.

5.2.6 PVNGS Station Manual, 410P-1QF02, Revision 1, "Notification Alert Network (NAN) Tests."

5.2.7 NRC IE Information Notice No. 85-55, "Revised Emergency Exercise Frequency Rule." July 15, 1985.

5.2.8 ANPP Administrative Policies and Procedures, 7N409.07.00, "Emergency Planning Implementing Procedures, Review and Approval."

5.2.9 ANPP Administrative Policies and Procedures, 7N409.09.00, "Emergency Preparedness Exercise."

6.0 FORMS AND ATTACHMENTS

6.1 Attachment 1 - Drill Frequencies

6.2 Attachment 2 - Drill Scenario Approval Form

6.3 Attachment 3 - Predrill Checklist Form

6.4 Attachment 4 - Controller Briefing Checklist

6.5 Attachment 5 - Player Briefing Checklist

6.6 Attachment 6 - Monthly Communications Drill Record

6.7 Attachment 7 - Quarterly Communications Drill Record

ATTACHMENT 1

DRILL FREQUENCIES

1.0 WEEKLY

1.1 Communications links and notification procedures with offsite state and local agencies within the plume exposure pathway (10 mile EPZ) shall be tested on a weekly basis.

2.0 MONTHLY

2.1 Communications links with the NRC shall be tested monthly as follows:

From	To NRC Headquarters Operations Center
Control Room(s)	ENS
TSC	ENS and two extension commercial phones
EOF	ENS and two extension commerical phones

NOTE: The two extension commercial phones shall be used instead of the Health Physics Network and Federal Telecommunications System lines which are not installed at PVNGS.

3.0 QUARTERLY

3.1 Drills shall be conducted quarterly for each shift fire brigade for each unit.

3.2 Communications links and notification procedures with Federal response organizations and state organizations within the ingestion pathway (50 mile EPZ) shall be tested on a quarterly basis.

4.0 SEMI-ANNUALLY

4.1 Health Physics drills shall be conducted semi-annually generally in conjunction with exercises or radiological monitoring drills. Health Physics drills involve response to, and analysis of, simulated elevated radiation levels both liquid and airborne, as well as direct radiation measurements in the environment.

ATTACHMENT 1 (Cont'd)

DRILL FREQUENCIES

5.0 ANNUALLY

5.1 Communications between PVNGS, Federal and state emergency response organizations, and field assessment teams shall be tested annually generally in conjunction with the annual exercise.

5.2 Medical emergency drills involving treatment of a simulated contaminated person with provision for participation by offsite support service agencies (ambulance, helicopter or hospital) shall be conducted annually.

5.3 Radiological monitoring drills for personnel assigned to inplant, onsite and offsite monitoring teams, involving communications, use of instruments, calculation of offsite dose projections and the collection of sample media shall be conducted annually.

5.4 Health Physics and chemistry drills involving analysis of inplant liquid samples with actual elevated radiation levels, including usage of the postaccident sampling system shall be conducted annually.

5.5 An emergency exercise of the PVNGS Emergency Plan shall be conducted annually. Offsite emergency management organizations shall be requested to participate in each annual exercise; however, full participation by offsite agencies is required biannually pursuant to NRC IE Information Notice No. 85-55.

5.6 Additional drills may be conducted as necessary to maintain proficiency of response personnel.

ATTACHMENT 2

DRILL SCENARIO APPROVAL FORM

Prepared By: _____ Approved By: _____
Manager, Emergency Planning

Reviewed By: _____ Approved By: _____
Offsite Emergency Planning Supervisor Plant Manager
(Onsite Drills Only)

Reviewed By: _____
Onsite Emergency Planning Supervisor

1. Type of Drill: _____ Drill Number: _____

2. Date and Time of Commencement: _____ Duration: _____

3. Participating Organizations:

4. Objectives:

5. Scope: (simulated events, extent of play, locations)

6. Precautions/Limitations:

ATTACHMENT 3

PREDRILL CHECKLIST FORM

DRILL TITLE: _____ DRILL NUMBER: _____ DRILL DATE: _____

	Initials/Date
1. Objectives of drill developed and approved. (Drill Scenario Approval Form - Attachment 2)	/
2. Scenarios developed and approved.	/
3. Drills scheduled so as not to affect essential plant operations or activities.	/
4. Offsite agencies notified as necessary:	
(1) Maricopa County Department of Civil Defense & Emergency Services (MCDCDES)	/
(2) Arizona Radiation Regulatory Agency (ARRA)	/
(3) Maricopa County Sheriff's Office (MSCO)	/
(4) Arizona Department of Emergency Services (ADES)	/
(5) Arizona Department of Public Safety (DPS)	/
(6) Nuclear Regulatory Commission (NRC) Region V	/
(7) NRC Resident Inspector(s)	/
(8) Others (specify) _____	/
_____	/
_____	/

ATTACHMENT 3 (Cont'd)

PREDRILL CHECKLIST FORM

5. ANPP departments and others notified as necessary:

(1)	PVNGS Plant Manager	/
(2)	Manager, Operations	/
(3)	Manager, Technical Support	/
(4)	Director, Technical Services	/
(5)	Manager, Administrative Support	/
(6)	Security (ANPP, APS, Construction)	/
(7)	ANPP Communications Center	/
(8)	Media Relations Department	/
(9)	Telephone Operators	/
(10)	Unit Operations Superintendent (Affected Unit(s))	/
(11)	Systems Electric Department	/
(12)	Others (specify) _____	/
	_____	/
	_____	/

ATTACHMENT 3 (Cont'd)

PREDRILL CHECKLIST FORM

6. Support organizations notified as appropriate:

(1)	Maryvale Samaritan Hospital	/
(2)	Good Samaritan Hospital	/
(3)	Backup Ambulance (Bechtel Power Corporation)	/
(4)	National Weather Service	/
(5)	Arizona State University	/
(6)	Others (specify) _____	/
	_____	/
	_____	/

7. Players designated and informed of drill (Attachment 5 or memo). ____/____

8. Controllers designated and informed of drill (Attachment 4). ____/____

9. Facility walkdown, procedure check and communication test completed. ____/____

10. Equipment and materials check (e.g., mock-ups, moulage) ____/____

11. Drill Notice posted on plant bulletin board as appropriate. ____/____

Performed By: _____ _____
Signature Date

Reviewed By: _____ _____
Onsite Emergency Planning Supervisor Date

Reviewed By: _____ _____
Offsite Emergency Planning Supervisor Date

Approved By: _____ (If Required) _____
Manager, Emergency Planning Date

ATTACHMENT 4

CONTROLLER BRIEFING CHECKLIST

1) Distribute scenario packages and identify Controller stations. [ ]

2) Review of Objectives. [ ]

3) Review of Scenario:

   - Narrative [ ]
   - Time line [ ]
   - Messages [ ]
   - Data [ ]

4) Review of Controller responsibilities:

   - Keeping play on schedule and in line. [ ]
   - Maintaining contact with Lead Controller [ ]
   - Issuance of Messages [ ]
   - Flexibility of play [ ]
   - Stationed promptly [ ]
   - Evaluation forms [ ]

5) Review of cautions to be observed:

   - Plant operation interference [ ]
   - Excessive prompting [ ]
   - Player / Plant safety [ ]
   - Criticizing players actions [ ]

6) Stress data capture and importance of complete records (This includes both player records and controller records). [ ]

7) Review plans for the critique. [ ]

8) Other comments. [ ]

DRILL TITLE: _____ CONDUCTED BY: _____

DRILL NUMBER: _____ DATE: _____

DRILL DATE: _____

ATTACHMENT 5

PLAYERS BRIEFING CHECKLIST

1) Identify Player stations. [ ]

2) Review of objectives. [ ]

3) Review cautions to be observed:

   Plant operation interference [ ]

   Player/Plant safety [ ]

4) Items to be remembered:

   Talking thru drill play [ ]

   Play as much as possible [ ]

   The scenario may not be realistic [ ]

   Be conscious of information flow [ ]

   Expiditing Development of Emergency Teams [ ]

5) Stress data capture and importance of complete logs and other documents. Times documented should be time of event rather than time of receipt of information. [ ]

6) Facilities activated (i.e., actual unit control room or the simulator). [ ]

7) Review plans for the critique. [ ]

8) Other comments. [ ]

DRILL TITLE: _____ CONDUCTED BY: _____

DRILL NUMBER: _____ DATE: _____

DRILL DATE: _____

ATTACHMENT 6

MONTHLY COMMUNICATIONS DRILL RECORD

Date Tested _____

ENS	TESTED SAT/UNSAT	COMMENTS
Unit 1 CR		
Unit 1 Shift. Sup. Off.		
Unit 2 CR		
Unit 2 Shift. Sup. Off.		
Unit 3 CR		
Unit 3 Shift. Sup. Off.		
TSC		
EOF		

COMMERCIAL LINES TO NRC

TSC		
EOF		

Performed By: _____ Date: _____

Approved By: _____ Date: _____

ATTACHMENT 7

QUARTERLY COMMUNICATIONS DRILL RECORD

DATE TESTED _____

OPERATIONS RINGDOWN #1	TESTED SAT/UNSAT	COMMENTS
ADES		
ARRA		
CEC		
UNIT 1 STSC		
UNIT 2 STSC		
UNIT 3 STSC		
TSC		
EOF		

OPERATIONS RINGDOWN #2		
ADES		
CEC		
SIMULATOR STSC		
TSC		
EOF		

OPERATIONS RINGDOWN #3		
ADES		
CEC		
UNIT 1 STSC		
UNIT 2 STSC		
UNIT 3 STSC		
TSC		
EOF		

ATTACHMENT 7 (Cont'd)

QUARTERLY COMMUNICATIONS DRILL RECORD

OPERATIONS RINGDOWN #4	TESTED SAT/UNSAT	COMMENTS
ADES		
ARRA		
CEC		
SIMULATOR STSC		
TSC		
EOF		

Perfomed by: _____ Date: _____

Approved by: _____ Date: _____
Manager, Emergency Planning

ATTACHMENT 7 (Cont'd)

QUARTERLY COMMUNICATIONS DRILL RECORD

DATE TESTED _____

PUBLIC INFORMATION RINGDOWN #1	TESTED SAT/UNSAT	COMMENTS
JENC		
CHIC		
EOF		
CEC		
PUBLIC INFORMATION RINGDOWN #2		
JENC		
CHIC		
EXECUTIVE RINGDOWN		
CEC		
CEO		
EOD		

Perfomed by: _____ Date: _____

Approved by: _____ Date: _____
Manager, Emergency Planning

Arizona Nuclear Power Project

PROC NO: 7N409.09.00
REVISION: 1
PAGE OF
DATE: 01/23/86

TITLE: EMERGENCY PREPAREDNESS EXERCISE

RECORD OF CHANGES AND REVISIONS

PAGE	REVISION	PAGE	REVISION	PAGE	REVISION
A11	1				

FOR INFORMATION ONLY

NPRM CONTROL # _____

Approved By: VG Haynes
Signature

8/10/86
Date

Effective Date: 2/28/86

PV216-08A (8-84)

Form 1N001.02A
Rev. 0

TITLE: EMERGENCY PREPAREDNESS EXERCISE

1.0 PURPOSE AND SCOPE

1.1 To establish guidelines for developing, conducting, evaluating and documenting annual emergency preparedness exercises.

1.2 To provide guidance to test both onsite and offsite emergency personnel, equipment, communications, plans and procedures, including the coordination and interface with federal, state, and county governments.

1.3 To provide guidance to verify the adequacy of the Palo Verde Nuclear Generating Station Emergency Plan and Implementing Procedures and the overall effectiveness of onsite and offsite emergency preparedness.

2.0 DEFINITIONS AND ABBREVIATIONS

2.1 Definitions

2.1.1 Controller - Individual assigned to direct the exercise and provide messages and data. Controllers also serve as evaluators during the exercise.

2.1.2 Emergency Planning Action Item List - A listing of open items related to the exercise requiring corrective action.

2.1.3 Exercise - An event that tests the integrated capability of the major portion of the basic elements within emergency preparedness plans and organizations.

2.2 Abbreviations

2.2.1 ADES - Arizona Division of Emergency Services

2.2.2 ARRA - Arizona Radiation Regulatory Agency

2.2.3 DPS - Arizona Department of Public Safety

2.2.4 FEMA - Federal Emergency Management Agency

2.2.5 MCDCDES - Maricopa County Department of Civil Defense and Emergency Services

2.2.6 MCSO - Maricopa County Sheriff's Office

2.2.7 NRC - Nuclear Regulatory Commission

2.2.8 RAC - Radiological Assistance Committee

3.0 RESPONSIBILITIES

3.1 The Manager, Emergency Planning shall have overall responsibility for the development, approval, conduct, evaluation and documentation of annual emergency preparedness exercises.

3.2 The Onsite and Offsite Emergency Planning Supervisors shall be responsible for assigning deficiencies as action items using the Emergency Planning Action Item List and tasking items to the appropriate department or personnel.

3.3 The Onsite and Offsite Emergency Planning Supervisors shall be responsible for ensuring appropriate corrective actions are taken to resolve deficiencies identified during the annual exercises.

3.4 The Vice-President, Nuclear Production and the PVNGS Plant Manager shall approve exercise objectives.

4.0 PROCEDURE

4.1 The Manager, Emergency Planning shall provide the opportunity for state and county response agencies to participate in each annual exercise. Full participation by state and county response agencies is required biannually and evaluated by the Federal Emergency Management Agency.

4.2 The Manager, Emergency Planning shall coordinate the scheduling of the annual exercises in consultation with the Arizona Division of Emergency Services (if appropriate), Nuclear Regulatory Commission and Federal Emergency Management Agency (if appropriate).

4.3 The Manager, Emergency Planning, in cooperation with the Arizona Division of Emergency Services (if appropriate), shall insure that the exercise scenario is developed within the time frame of Attachment 1.

4.4 The Onsite and Offsite Emergency Planning Supervisors shall coordinate preparation of the exercise scenario and ensure that:

4.4.1 Annual exercises are developed, scheduled and conducted in a manner consistent with the regulations and guidance of 10CFR50, Appendix E, NUREG-0654, Rev. 1 and other appropriate regulatory guidance.

4.4.2 The scenario's simulated events and station initial conditions are developed in a manner that adequately tests the level of emergency preparedness of the groups involved in the exercise.

4.4.3 The exercise simulates an emergency that results in offsite radiological releases which require response by offsite authorities, if offsite response agencies are participating in the annual exercise.

4.4.4 The scenario is varied from year to year so that all major elements of the response plans and preparedness organizations are tested within a five-year period.

4.4.5 Once every six years, the exercise starts between 6:00 p.m. and midnight and another between midnight and 6:00 a.m.

4.4.6 Exercises are conducted under various weather conditions.

4.4.7 Some exercises are unannounced.

4.4.8 The Exercise scenario is treated as confidential information prior to the annual exercise and no players have access to this information.

4.5 The Manager, Emergency Planning and Preparedness shall submit the exercise objectives to the Vice President, Nuclear Production and PVNGS Plant Manager for approval prior to submittal to the NRC and FEMA (if appropriate).

4.6 The Onsite and Offsite Emergency Planning Supervisors shall review and approve the exercise scenario and coordinate the assignment of controllers.

4.7 The Manager, Emergency Planning shall review and approve the exercise scenario.

4.7.1 After Manager, Emergency Planning approval, the scenario shall be submitted to the NRC and FEMA in accordance with Attachment 1.

4.8 Prior to the exercise, the Onsite and Offsite Emergency Planning Supervisors shall ensure that:

4.8.1 The Pre-Exercise Checklist Form (Attachment 2) is completed.

4.8.2 A Lead Controller is assigned for the exercise.

4.8.3 A pre-exercise briefing is held to inform the controllers of the exercise objectives, extent of play, pre-staging requirements, which portions of the scenario require strong control and which portions of the scenario permit free play. Attachment 3, Controller Briefing Checklist, shall be completed. Copies of the exercise scenario are distributed at the controller briefing.

4.8.4 Players are informed of the date and time of the exercise and are provided with exercise ground rules. This is accomplished by preparing and issuing a memo to all players.

4.8.5 Players will not be informed of the date and time of unannouced exercises.

4.9 Upon termination of the exercise play, the following activities shall be completed onsite and at the EOF.

4.9.1 The chief controller in each emergency response facility shall assemble the controllers and players to critique play action in that facility. NRC evaluators shall be invited to attend facility specific critiques.

4.9.1.1 The manager of the facility and players shall provide comments.

4.9.1.2 The controllers shall then summarize their evaluations.

4.9.1.3 The chief controller will record manager and player comments and collect material (forms, etc.) completed during the exercise.

4.9.2 Following the facility specific critiques, all onsite controllers and key onsite players shall assemble in the EOF Command Center. NRC evaluators shall be invited to attend the critique.

4.9.2.1 The Lead Controller for the exercise shall conduct the critique.

4.9.2.2 The managers of the emergency response facilities and key players shall provide comments.

4.9.2.3 The chief controllers and other controllers shall provide the results of their evaluations.

4.9.2.4 The Lead Controller shall collect all evaluation forms and exercise material.

4.10 Upon termination of the exercise play, offsite controllers and players shall hold critiques similar to those described in Section 4.9 of this procedure.

4.11 Key onsite and offsite controllers shall meet to discuss the results of critiques and to prepare the exercise time line.

4.11.1 Significant findings and observations will be recorded.

4.12 The significant findings and observations shall be presented to the NRC and FEMA (if appropriate).

4.13 The NRC and FEMA (if appropriate) shall conduct exit interviews with ANPP, State and County Management personnel to present preliminary findings in accordance with Attachment 1.

4.14 After receipt of the formal evaluations from the NRC and FEMA (if appropriate), the Onsite and Offsite Emergency Planning Supervisors shall assign deficiencies as action items on the Emergency Planning Action Item List, task them to affected departments and personnel and submit this to the Manager, Emergency Planning for approval. Deficiencies recorded shall include those significant findings identified by the controllers and improvement areas and/or violations identified by the NRC and FEMA (if appropriate).

4.15 Upon receipt of the approved Emergency Planning Action Item List, the Onsite and Offsite Emergency Planning Supervisors shall then submit to the Manager, Emergency Planning a written Exercise Report which shall include the following:

4.15.1 A cover sheet, in memo form, to identify the exercise by name and date; to list the sections included in report; and to provide for approval by the Manager, Emergency Planning.

4.15.2 Section 1 - date, time and duration of the exercise; the participating agencies by name; the purpose of the exercise; the initial conditions and the narrative summary; and the list of assigned controllers.

4.15.3 Section 2 - comparison of the exercise objectives against actual performance.

4.15.4. Section 3 - significant findings of such a nature that, if uncorrected, would reduce the effectiveness of the emergency response program and shall be tracked on the Emergency Planning Action Item List. General observations shall be noted but not included on the Emergency Planning Action Item List.

4.15.5 Section 4 - the actual exercise sequence of events (time line).

4.15.6 Section 5 - utility exercise players.

4.16 After the Manager, Emergency Planning approves the Exercise Report, a copy of the Exercise Report, exercise scenario, and Pre-Exercise Checklist Form (Attachment 2) shall be submitted to Drawing and Document Control.

4.17 Copies of the Exercise Report and Emergency Planning Action Item List shall be submitted to the PVNGS Plant Manager, Vice-President, Nuclear Production and others as appropriate.

4.18 A complete copy of the exercise scenario, Exercise Report, evaluation forms and other exercise related material shall be retained in the Emergency Planning Department files as long as deemed appropriate by the Manager, Emergency Planning.

4.19 The Onsite and Offsite Emergency Planning Supervisors shall track the status of corrective actions related to deficiencies identified on the Emergency Planning Action Item List and ensure appropriate resolution.

5.0 REFERENCES

5.1 Implementing References

None

5.2 Developmental References

5.2.1 PVNGS Emergency Plan, Revision 6

5.2.2 80PR-0ZZ01, "Training Program", Revision 3

5.2.3 NUREG-0654 FEMA-REP-1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants," Revision 1

5.2.4 10CFR50, Appendix E, "Emergency Planning and Preparedness for Production and Utilization Facilities."

5.2.5 NRC IE Information Notice No. 85-55, "Revised Emergency Exercise Frequency Rule", July 15, 1985.

6.0 FORMS AND ATTACHMENTS

6.1 Attachment 1 - "Milestones for Exercise Observation and Critiques"

6.2 Attachment 2 - "Pre-Exercise Checklist Form"

6.3 Attachment 3 - "Controller Briefing Checklist"

ATTACHMENT 1

MILESTONES FOR EXERCISE OBSERVATION AND CRITIQUES

- 75 days	State and licensee submit exercise objectives to FEMA and NRC Regional Offices, respectively.
- 60 days	FEMA and NRC Regional Offices discuss and meet with licensee/state as necessary to prepare response.
- 45 days	State and licensee scenario developers submit exercise scenario to FEMA and NRC regions for review.
- 35 days	FEMA and NRC regions notify state and licensee of scenario acceptability.
- 30 days	FEMA and NRC regions develop specific postexercise critique schedule with the state and advise FEMA and NRC headquarters.
- 15 days	The RAC Chairman and NRC Team Leader should meet to develop observer action plan (where stationed, how many from each organization, what to look for).
- 1 day	Meeting, in the exercise area, of all Federal observers both onsite and offsite, to finalize assignments and give instructions.
E day	Exercise
E day	FEMA and RAC observers caucus to collate observations. NRC observers also caucus to collate observations.
E day	RAC Chairman and NRC Team Leader meet, as soon after their respective caucuses as practical, to coordinate federal participation in critique.
E to + 1 day	Joint RAC/NRC critique.

ATTACHMENT 1 (Cont'd)

MILESTONES FOR EXERCISE OBSERVATION AND CRITIQUES

General Agenda

(1) State, locals and licensee present their views.
(2) Critique of offsite actions by RAC Chairman.
(3) Critique of onsite actions by NRC.
(4) Critique of federal response (if applicable) by RAC Chairman.
(5) Opportunity for clarification questions or comments by licenses, state and locals (press and public questions shall not be entertained during the critique).

+15 days — Written critiques by FEMA region to the state, with copies to FEMA headquarters and NRC and by NRC region to licensee with copies to NRC headquarters and FEMA.

NOTE: FEMA and RAC will observe and evaluate exercises biannually.

ATTACHMENT 2

PRE-EXERCISE CHECKLIST FORM

		Initials/Date
1.	Exercise objectives approved by Manager, Emergency Planning, PVNGS Plant Manager and Vice President, Nuclear Production.	/
2.	Exercise objectives submitted to NRC/FEMA.	/
3.	NRC/FEMA approval of objectives.	/
4.	Exercise scenario submitted to NRC/FEMA for review and approval.	/
5.	NRC/FEMA approval of scenario.	/
6.	Offsite agencies notified as necessary:	
	(1) Maricopa County Department of Civil Defense & Emergency Services (MCDCDES)	/
	(2) Maricopa County Sheriff's Office (MCSO)	/
	(3) Arizona Department of Public Safety (DPS)	/
	(4) Nuclear Regulatory Commission (NRC) Resident Inspector(s)	/
	(5) Arizona Division of Emergency Services (ADES)	/
	(6) Arizona Radiation Regulatory Agency (ARRA)	/
	(7) Others (specify) _____	/
	_____	/
	_____	/

ATTACHMENT 2 (Cont'd)

PRE-EXERCISE CHECKLIST FORM

	Initials/Date
7. ANPP departments and others notified of date and time as necessary:	
(1) PVNGS Plant Manager	/
(2) Manager, Operations	/
(3) Manager, Technical Support	/
(4) Manager, Administration Support	/
(5) Vice President, Nuclear Production	/
(6) Director, Technical Services	/
(7) Security (ANPP, APS, Construction)	/
(8) ANPP Communications Center	/
(9) Media Relations Department	/
(10) Telephone Operators	/
(11) System Electric Department	/
(12) Affected Unit Operations Superintendent	/
(13) Others (specify) _____	/
_____	/
_____	/

ATTACHMENT 2 (Cont'd)

PRE-EXERCISE CHECKLIST FORM

	Initials/Date
8. Support organizations notified as appropriate:	
(1) Maryvale Samaritan Hospital	/
(2) Good Samaritan Hospital	/
(3) Backup Ambulance (Bechtel Power Corp.)	/
(4) National Weather Service	/
(5) Arizona State University	/
(6) Combustion Engineering	/
(7) Bechtel Power Corporation	/
(8) Others (Specify): _____	/
_____	/
_____	/
9. Players designated and informed of date of exercise and player rules (memo)	/
10. Controllers designated, briefed and provided with exercise scenario package (Attachment 3)	/

ATTACHMENT 2 (Cont'd)

PRE-EXERCISE CHECKLIST FORM

	Initials/Date
11. Facility walkdown, procedure check and communications test completed.	/
12. Equipment and materials check (e.g., moulage, mock-ups)	/
13. Exercise Notice posted on plant bulletin board (not applicable for unannounced exercises)	/

Performed By: _____ Signature _____ Date

Reviewed By: _____ Onsite Emergency Planning Supervisor _____ Date

Reviewed By: _____ Offsite Emergency Planning Supervisor _____ Date

Approved By: _____ Manager, Emergency Planning _____ Date

ATTACHMENT 3

CONTROLLER BRIEFING CHECKLIST

1) Distribute Scenario Packages and identify Controller stations ☐

2) Review of Objectives ☐

3) Review of Scenario:

- Narrative ☐
- Time line ☐
- Messages ☐
- Data ☐

4) Review of Controller responsibilities:

- Keeping play on schedule and in line ☐
- Maintaining contact with Lead Controller ☐
- Issuance of Messages ☐
- Flexibility of play ☐
- Stationed promptly ☐
- Evaluation forms ☐

5) Review of cautions to be observed:

- Plant operation interference ☐
- Excessive prompting ☐
- Player / Plant safety ☐
- Criticizing players actions ☐

6) Stress data capture and importance of complete records (this includes both players records and controller records) ☐

7) Review plans for critiques ☐

8) Other comments ☐

EXERCISE DATE: _____

CONDUCTED BY: _____
DATE: _____

Arizona Nuclear Power Project

PROC NO: 8N718.04.00
REVISION: 3
PAGE OF
DATE: 01/02/86

TITLE: EMERGENCY PLAN TRAINING

RECORD OF CHANGES AND REVISIONS

PAGE	REVISION	PAGE	REVISION	PAGE	REVISION

Approved By: VG Haynes — Signature

1/15/86 — Date

Effective Date: 1/27/86

PV216-08A (8-84)

Form 1N001.02A
Rev. 0

TITLE: EMERGENCY PLAN TRAINING

1.0 PURPOSE AND SCOPE

1.1 This Procedure implements the ANPP policy to provide Emergency Plan training appropriate to the needs of ANPP and APS personnel, to on-site and off-site personnel who functionally participate in Emergency Plan activities, and to certain affected segments of the public.

1.2 This Procedure describes methods of providing and documenting Emergency Plan training for on-site and off-site Emergency Plan participants and for appropriate segments of the public.

1.3 This Procedure meets the functional definition of an Emergency Plan Implementing Procedure and as such, shall require an annual (12 month) review and filing with the NRC.

2.0 DEFINITIONS AND ABBREVIATIONS

2.1 CEC - Corporate Emergency Center

2.2 CHIC - Corporate Headquarters Information Center

2.3 EOF - Emergency Operations Facility

2.4 EPIP - Emergency Plan Implementing Procedure

2.5 JENC - Joint Emergency News Center

2.6 OSC - Operations Support Center

2.7 PCN - Procedure Change Notice

2.8 STSC - Satellite Technical Support Center

2.9 TSC - Technical Support Center

2.10 Yearly Training Cycle - A cycle of training where periodic retraining is required twelve (12) months from the completion date of the last successfully completed course. In the event retraining is completed in less than twelve (12) months, the retraining date may be adjusted to twelve (12) months from the date of completion.

2.11 Retraining Date - That date by which retraining in a particular training course should be received and successfully completed. The retraining date is the last day of the month in which an individual completed a particular course in the previous year.

3.0 RESPONSIBILITIES

3.1 Manager, Emergency Planning shall be responsible for:

3.1.1 Reviewing the contents of courses developed for Emergency Plan training and for ensuring that off-site (excluding EOF) Emergency Plan training is conducted.

3.1.2 Providing to the PVNGS Training Manager a listing of personnel assigned to positions by Social Security Number vice job code who require initial training.

3.1.3 Providing to supervisors on a bimonthly basis, the Emergency Plan Staffing List for review and update of personnel currently assigned to their group.

3.1.4 Notifying the PVNGS Training Manager of any Procedure Change Notice (PCN) or revision to an Emergency Plan Implementing Procedure (EPIP).

3.1.5 Coordinating training for off-site organizations involved in rendering assistance to PVNGS (corporate, news media, external assisting agencies) as required.

3.1.6 Ensuring the Emergency Planning Staffing List is current after receiving input from the PVNGS Training Manager and/or responsible supervisors.

3.1.7 Providing to all ANPP employees each calendar year, a letter describing the Onsite Siren System, its sounds, actions to be taken and the phone number of recorded siren sounds.

3.2 Manager, Plant Services

Responsible for development and implementation of appropriate Emergency Plan training for ANPP personnel that have specific on-site emergency plan responsibilities.

3.3 PVNGS Training Manager shall be responsible for:

3.3.1 Updating, preparing, approving, coordinating and conducting on-site PVNGS Emergency Response Training (On-shift, On-site and EOF ANPP personnel).

3.3.2 Providing to the Manager, Emergency Planning, on a bi-monthly basis, names of individuals who are now fully qualified for inclusion on the Emergency Plan Staffing List.

3.4 ANPP Supervisors shall be responsible for:

3.4.1 Ensuring their designated personnel maintain Emergency Plan qualifications by meeting all applicable Emergency Plan Training/Retraining requirements within the yearly training cycle.

3.4.2 Reviewing the Emergency Plan Staffing List, as provided, and forwarding any personnel additions or deletions to the Manager, Emergency Planning. The lack of response by a supervisor shall be construed as no changes to the staffing list were necessary at that time.

3.5 Individual employees are responsible for attending Emergency Plan Training/Retraining on dates assigned by their supervisor.

4.0 PROCEDURE

On-shift, On-site and EOF Staff training shall be conducted in accordance with References 5.1.1, 5.1.2, 5.2.1. Offsite staff training shall be conducted in accordance with Reference 5.1.6.

4.1 Basic Training and Indoctrination

4.1.1 Personnel requiring unescorted access into the security protected area shall receive general instructions on the Emergency Plan annually as part of Site Access (Re)Training:

4.2 Emergency Organization Training

4.2.1 ANPP personnel assigned to the On-shift, On-site or Off-site Emergency Organizations shall receive initial and annual retraining specific to their emergency assignment or facility (See Attachment 1, 2 and 3).

4.2.1.1 Personnel should be rescheduled for Emergency Plan retraining on, or before, the retraining date for that course.

4.2.1.2 The individual may exceed the retraining date by up to 90 days without changing the yearly training cycle for that course.

4.2.1.3 If the 15-month training cycle is exceeded any authority or qualification based on that training shall be rescinded. Initial Emergency Plan training shall then be required to restore qualification.

4.2.2 Personnel who are unable to successfully complete an initial training class shall be rescheduled for that class or, at the discretion of the instructor may receive remedial training.

4.2.3 Personnel who are unable to pass the retraining examination shall be rescheduled for initial training of that class.

4.2.4 Additional retraining of individuals shall be conducted whenever necessitated by significant revisions to the Emergency Plan and/or implementing procedures as determined by the Manager, Emergency Planning.

4.2.5 In addition to formal classroom instruction, drills and exercises shall be conducted to enable personnel to further develop their skills in dealing with an emergency.

4.2.6 Annually, the Manager, Emergency Planning shall review the lesson plans used for teaching emergency planning courses.

4.3 Off-site Agency Training

4.3.1 The Manager, Emergency Planning shall ensure coordination of annual training for members of the following off-site support agencies:

- Maricopa County Department of Civil Defense and Emergency Services.
- Arizona Radiation Regulation Agency.
- Maryvale Samaritan Hospital.
- Good Samaritan Medical Center.
- Backup Ambulance Service.
- Bechtel Fire Department.
- Others as deemed necessary.

4.3.2 Training should be specific to the agencies' response assignment and, at a minimum, include the following:

- Basic radiation protection and emergency dosimetry.
- Emergency response procedures.
- Interactions with the ANPP emergency organization.

4.3.3 The PVNGS Training Manager may assist the Emergency Planning Department as necessary to conduct training.

4.4 Media Familiarization

4.4.1 Annually, in cooperation with state and county government, training shall be given to local and regional news media. The program will include:

- PVNGS Emergency Plan and EPIPs.
- Basic information concerning PVNGS operation and radiation.
- Locations and means for release of public information in an emergency.
- Familiarization tour of the Joint Emergency News Center.

4.4.2 The ANPP Public Information Department, with the assistance of the Emergency Planning Department, shall conduct the news media familiarization.

4.5 Documentation

4.5.1 On-shift, On-site and EOF Staff Emergency Response Personnel Training shall be documented in accordance with References 5.1.3 and 5.1.4. The PVNGS Training Department shall maintain these records.

4.5.2 Off-site staff training shall be documented in accordance with Reference 5.1.6. The Manager, Emergency Planning shall maintain these records.

4.5.3 Lesson plans shall be used for all classroom instruction (References 5.1.1, 5.1.2). All lesson plans shall be reviewed and updated annually or as required due to EPIP revision and documented by the reissuing of the lesson plans.

4.5.4 Written examinations shall be administered, as required, with an established minimum passing score.

4.5.5 Lesson plans and examinations are not required for off-site agency training. Briefing forms and outline are an acceptable means of documentation.

5.0 REFERENCES

5.1 Implementing References

5.1.1 Procedure 8N718.01.00, Systematic Training Development

5.1.2 PVNGS Procedure 80PR-0ZZ01, Training Program

5.1.3 PVNGS Procedure 81AC-0ZZ01, PVNGS Training Records

5.1.4 ANPP Procedure 8N718.09.00, ANPP Training Approval, Registration and Documentation.

5.1.5 PVNGS Procedure 83TR-0ZZ04, General Employee Training Pathway

5.1.6 ANPP Department Instruction 8I718.04.01, Emergency Planning Off-site Training Program

5.2 Developmental References

5.2.1 Policy 8P718.00.00, Qualification, Training and Certification Policy

5.2.2 Code of Federal Regulations, Title 10, Chapter 1, Part 50.47 (10CFR50.47), "Emergency Plans"

5.2.3 Code of Federal Regulations, Title 10, Chapter 1, Appendix E (10CFR50 Appendix E), "Emergency Planning and Preparedness for Production and Utilization Facilities"

5.2.4 Regulatory Guide 3.42 "Emergency Planning in Fuel Cycle Facilities and Plants Licensed Under 10CFR Parts 50 and 70"

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

5.2.6 PVNGS Emergency Plan

6.0 FORMS AND ATTACHMENTS

6.1 Attachment 1, Emergency Plan Training Assignement and Course Content

6.2 Attachment 2, Corporate Emergency Response Personnel Emergency Plan Training Program

6.3 Attachment 3, Joint Public Information Personnel Emergency Plan Training Program

EMERGENCY PLAN TRAINING ASSIGNMENT AND COURSE CONTENT

The following initial training/retraining courses shall be provided to the designated emergency response personnel as listed.

Overview (NGE01/NGE09)
- Status Board Keeper/Clerical Aides
- DDC
- Dosimetry Clerk
- Computer Support

Emergency Coordinator (NGE02)
- Emergency Coordinator (On-Shift)
- Emergency Coordinator (On-Site)
- Operations Advisor
- Operations Coordinator

STSC/OSC Staff (NGE03/NGE11)
- STSC Communicator
- OSC Coordinator
- Repairs Coordinator
- Nurse

TSC/EOF Staff (NGE04/NGE12)
- NRC Liaison, Operations
- Technical Engineering Coordinator
- Security Director
- Information Monitor
- Hazards Control Coordinator
- Computer Support Coordinator/Staff
- Reactor Analyst
- Chemistry Coordinator
- Technical Engineering Assistant/STA
- Personnel Resources Coordinator
- Electrical Coordinator

EMERGENCY PLAN TRAINING ASSIGNMENT AND COURSE CONTENT

TSC/EOF Staff (NGE04/NGE12) (Continued)
- Mechanical Coordinator
- I and C Coordinator
- Technical Analysis Coordinator
- Emergency Maintenance Coordinator
- Emergency Operations Director
- Administrative and Logistics Coordinator
- Government Liaison Engineer
- EOF Contact
- Logistics Communicator
- Security Coordinator
- Offsite Technical Representative
- NRC Liaison, Health Physics
- Radiological Protection Coordinator
- Radiological Assessment Coordinator
- Radiological Protection Support Staff

Fire Department Training (NGE05/NGE13)
- Fire Department Personnel

Surveys and Sampling (NGE06/NGE14)
- Radiation Protection Technicians (Unit Technicians and Radioactive Waste Technicians)
- Field Team Communicator
- Radiological Assessment Communicator

Dose Assessment (NGE07/NGE15)
- Radiological Protection Coordinator
- Radiological Assessment Coordinator
- Radiation Protection Support Staff
- Radiation Protection Monitor

Subjects contained within each training course are listed below:

EMERGENCY PLAN TRAINING ASSIGNMENT AND COURSE CONTENT

Overview
- NGE01 - Overview for Support Staff
- NGE09 - Retraining for Support Staff

Emergency Coordinator (Initial and Retraining)
- NGE02 - Overview for Emergency Coordinator
  - STSC/TSC/EOF for Emergency Coordinators
  - Emergency Classifications
  - Emergency Exposure Guidelines/KI Administration

STSC/OSC Staff
- NGE03 - Overview for STSC/OSC Staff
  - STSC Activation
  - OSC Activation
  - Search and Rescue
  - Reentry
  - Emergency Exposure Guidelines/KI Administration
- NGE11 - Retraining for STSC/OSC Staff

TSC/EOF Staff
- NGE04 - Overview for TSC/EOF Staff
  - TSC Activation
  - EOF Activation
  - Emergency Exposure Guidelines/KI Administration
- NGE12 - Retraining for TSC/EOF Staff

Fire Department Training
- NGE05 - Overview for Fire Department
  - Actuation and Responsibilities
- NGE13 - Retraining for Fire Department

Surveys and Sampling
- NGE06 - Overview for STSC/OSC Staff
  - OSC Activation
  - STSC Activation
  - Search and Rescue
  - Emergency Exposure Guidelines/KI Administration

EMERGENCY PLAN TRAINING ASSIGNMENT AND COURSE CONTENT

Surveys and Sampling (Continued)
- Surveys and Sampling
- Surveys and Sampling Practical
- NGE14 - Retraining for Surveys and Sampling

Dose Assessment
- NGE07 Fundamentals of Dose Assessment
- Dose Assessment Procedure Practical
- Dose Assessment Computer Practical
- NGE15 - Retraining for Dose Assessment

CORPORATE EMERGENCY RESPONSE PERSONNEL EMERGENCY PLAN TRAINING PROGRAM

The following initial training/retraining subjects shall be provided to all Corporate Emergency Response person- nel:

1. Principles of nuclear reactors (not given to CEC technical staff, i.e., Corporate Technical Coordinator and Corporate Engineering Support Coordinator primaries, alternates and support staff).

2. Emergency classifications.

3. Emergency notification callout.

4. Emergency facilities: functions and interfaces.

5. Corporate Emergency Procedures - overview.

6. CEC function and positions.

7. CEC notification, activation, and operatin.

Attachment 2

JOINT PUBLIC INFORMATION PERSONNEL
EMERGENCY PLAN TRAINING PROGRAM

The following initial training/retraining subjects shall be provided to all Public Information personnel:

1. Principles of nuclear reactors.
2. Principles of radiation.
3. Emergency classifications.
4. Emergency facilities and telecommunications.
5. Government agencies - emergency response.
6. Flow of public information.

Attachment 3