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STN-50-530 Palo Verde Nuclear Station, Unit 3, Arizona Publi 05000530
AUTH.NAME AUTHOR AFFILIATION
SEAMAN,C. Arizona Public Service Co. (formerly Arizona Nuclear Power
RECIP.NAME RECIPIENT AFFILIATION
Document Control Branch (Document Control Desk) Revised 10/1/98 Dec

SUBJECT: Forwards propreitary & non-propreitary revised EPIPs, including rev 0 to 16DP-0EP10,rev 6 to 16DP-0EP11,rev 4 to 16DP-0EP14,rev 7 to 16DP-0EP15 & rev 5 to 16DP-0EP17. Propreitary info withheld.

DISTRIBUTION CODE: A045D COPIES RECEIVED:LTR 1 ENCL 1 SIZE: 4 + 168
TITLE: OR Submittal: Emergency Preparedness Plans, Implement'g Procedures, C

NOTES:STANDARDIZED PLANT 05000528
Standardized plant. 05000529
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MAY

Arizona Public Service Company
PALO VERDE NUCLEAR GENERATING STATION
P.O. BOX 52034 • PHOENIX, ARIZONA 85072-2034

240-01929-HFB/DWC
February 20, 1998

U. S. Nuclear Regulatory Commission
ATTN: Document Control Desk
Mail Station P1-37
Washington, DC 20555-0001

Dear Sirs:

Subject: Palo Verde Nuclear Generating Station (PVNGS)
Units 1, 2, and 3
Docket Nos. STN 50-528/529/530
Emergency Plan Implementing Procedure Update

Enclosed are copies of revised PVNGS Emergency Plan Implementing Procedures (EPIPs), which are being sent in accordance with 10 CFR 50, Appendix E.V. The EPIPs included with this transmittal are indicated on the enclosed list. The effective date of these EPIPs is March 20, 1998.

APS is forwarding two copies of the enclosure to the NRC Region IV Office, and a copy of the revised EPIPs have been provided to the NRC Resident Inspector's Office as an update to the assigned controlled procedures.

If you have any questions, please contact me at (602) 393-2099.

Sincerely,

Craig K. Seaman

Craig Seaman
Director
Emergency Services

HFB/DWC/hl 240060

Enclosure

1/1
A045

cc: T. H. Andrews (w/Enclosure - 2 copies)
M. J. Sontag (w/Enclosure - 1 copy)
E. W. Merschoff (w/o Enclosure)
J. H. Moorman (w/o Enclosure)
K. E. Perkins (w/o Enclosure)

ltr encl
1 1 w/o prop
1 1 w/o prop

Change: NSAC
NRC PDR

FOR PVNGS INTERNAL USE ONLY

bcc:	H. F. Bieling	(6050) (all w/o Enclosure)
	A. K. Krainik	(7636)
	S. A. Bauer	(7636)
	D. G. Marks	(7636)
	D. W. Crozier	(7003)

ENCLOSURE

REVISED EMERGENCY PLAN IMPLEMENTING PROCEDURE LISTING

REVISED PVNGS EMERGENCY PLAN IMPLEMENTING PROCEDURES

16DP-0EP10 Rev. 0
16DP-0EP11 Rev. 6
16DP-0EP14 Rev. 4
16DP-0EP15 Rev. 7
16DP-0EP17 Rev. 5

REVISED EMERGENCY PLAN IMPLEMENTING PROCEDURES LISTING

EP NO.	CURRENT REVISION NO.	Page(s) Numbers Marked*
16DP-0EP10	0	None
16DP-0EP11	6	None
16DP-0EP14	4	13
16DP-0EP15	7	10
16DP-0EP17	5	None

***Certain EPIPs contain information considered private or proprietary (including names, home telephone numbers, and internal and external telephone numbers, which must remain available during an emergency). In accordance with Generic Letter No. 81-27, the specific information has been bracketed on the indicated pages. We request this information be considered confidential and withheld from public disclosure pursuant to 10 CFR 2.790(a) and 10 CFR 9.17(a).**

Nuclear Information and Records Management Transmittal

Procedure Number	Revision #	Effective Date
16DP-0EP11	05	12-31-97

Document #	Critical Area	Control	Custodian	Location	Paper	Quantity	Remarks
16DP-0EP		00-000	NRC DOCUMENT CONTROL DESK	DOCUMENT CONTROL DESK, US NUCLEAR REGULATORY COMMISSION, MAIL STATION PI-37, WASHINGTON, DC 20555-0001	PW	1	SEND CERTIFIED MAIL ONLY!
16DP-0EP		00-000	NRC RIV ERC	USNRC REGION IV, ATTN.: T.H. ANDREWS, 611 RYAN PLAZA DRIVE, SUITE 400, ARLINGTION, TX 76011	PW	2	SEND CERTIFIED MAIL ONLY!
16DP-0EP		00-000	DUNCAN,R	X/STA-6050	PW	1	
16DP-0EP		00-000	WOLFE,W	X/STA-6050	PW	1	
16DP-0EP		00-000	HECKMAN,D	X/STA-6265	PW	1	
16DP-0EP		00-000	FRANCIS,K	X/STA-7003	PW	1	
16DP-0EP		00-000	LINES,H	X/STA-7003	PW	1	
16DP-0EP		00-000	IDE,W	X/STA-7294	PW	1	
16DP-0EP		00-000	GOODWIN,A	Y/ARIZONA RADIATION REG AGENCY 4814 S 40TH ST PHX AZ 85040	PW	1	
16DP-0EP		00-000	LUTTON,J	Y/AZ RAD REG AGENCY 4814 S 40TH ST PHX AZ 85040	PW	1	
16DP-0EP		00-000	SPENCER,B	Y/MARICOPA CNTY DEPT OF EMERG MGMT 2035 N 52ND ST PHX AZ 85008	PW	1	
16DP-0EP		00-000	PORTER,J CAPTAIN	Y/MARICOPA CO SHERIFF'S OFFICE 102 W MADISON PHX AZ 85003	PW	1	

9809250212
7/29/98

50-528
Superseded pages per Rev 7 to EPIP

Remarks

Quantity to be Reproduced	
PW 13	ST

For Questions Contact NIRM

x6131 m.s. 7720

Nuclear Information and Records Management Transmittal

Procedure Number	Revision #	Effective Date
16DP-0EP11	**05**	**12-31-97**

Document #	Critical Area	Control	Custodian	Location	Paper	Quantity	Remarks
16DP-0EP		00-000	ARPIAO,J SHERIFF	Y/MARICOPA COUNTY SHERIFFS OFFICE 102 W MADISON PHX AZ 85003	PW	1	
16DP-0EP		00-000	BORDER,H	Y/PLNS & OPS AZ DIV OF EMERGENCY MGMT 5636 E MCDOWELL RD PHX AZ 85008	PW	1	
16DP-0EP		01-007		WRF-DDC	PW	1	
16DP-0EP		05-006		A/UI-RP	PW	1	
16DP-0EP		05-036	MGR	C/EOF-DW-EMER-PLAN	PW	1	
16DP-0EP		05-095		B/UII-RP	PW	1	
16DP-0EP	TAPA	05-098		A/UI-REM-SHDWN	PW	1	
16DP-0EP	TAPA	05-127		B/UII-REM-SHDWN	PW	1	
16DP-0EP	TAPA	05-132		H/UIII-REM-SHDWN	PW	1	
16DP-0EP		05-136		H/UIII-RP	PW	1	
16DP-0EP		12-003	WOLFE,B	X/STA-6050	PW	2	JENC
16DP-0EP		15-001	SGT-OFFICE	D/SEC-BLDG	PW	1	
16DP-0EP		15-002	CAS	D/SEC-BLDG	PW	1	
16DP-0EP		15-003	SAS	D/SEC	PW	1	
16DP-0EP11		05-015	SUPV-STDS	H/DAWPS-BLDG	PW	1	

Remarks

Quantity to be Reproduced	
PW 16	ST

For Questions Contact NIRM

x6131 m.s. 7720

PROCEDURE INTENT

This procedure establishes guidelines for the following administrative functions:

- provide technical and administrative review, update, and approval of Emergency Plan Implementing Procedures, Joint Public Information Procedures, departmental Technical Instructions, and the Emergency Action Level Technical Bases Document
- provide assurance for review of the PVNGS Emergency Plan, 16DP-Series NATM Procedures, the Emergency Action Level Technical Bases Document, and the Joint Public Information Procedures prior to document creation, revision, or cancellation in accordance with 10 CFR 50.54(q)
- provide for development, conduct, evaluation, and documentation of emergency preparedness drills and exercises
- provide for instruction and testing of onsite and offsite ERO personnel in the use of equipment, communications, plans, procedures, and management commitments
- provide for testing of equipment, communications, plans, procedures, and management commitments
- provide for the operational readiness and availability of reserves required for implementation of the PVNGS Emergency Plan through maintenance of equipment and supplies
- verify the adequacy of the PVNGS Emergency Plan, procedures, and effectiveness of both onsite and offsite emergency preparedness
- provide for document storage and retention requirements in accordance with ANSI N45.2.9-1974

EFFECTIVE DATE 12-31-97

1.0 - Introduction

Table of Contents

1.0 - Introduction *continued...*

Applicability

This procedure establishes guidelines and contains provisions for administering functions deemed necessary to ensure adequacy of the PVNGS Emergency Preparedness Program. This procedure should be used when direction is required to test, change, or verify any aspect of the PVNGS Emergency Preparedness Program.

Content

This Introduction Section of the procedure describes the following:

- Scope
- Responsibilities

Scope

This procedure includes guidance oriented towards the following aspects of the Emergency Preparedness Program:

- review, update, or approval of 16DP-Series NATM Procedures, Joint Public Information Procedures, departmental Technical Instructions, and the Emergency Action Level Technical Bases Document
- 10 CFR 50.54(q) screening criteria for reviews pertaining to the PVNGS Emergency Plan, 16DP-Series NATM Procedures, Emergency Action Level Technical Bases Document, and Joint Public Information Procedures
- development, conduct, evaluation, and documentation of emergency preparedness drills and exercises
- instruction / testing of onsite and offsite ERO personnel in use of equipment, communications, plans, procedures, and management commitments
- periodic testing of equipment, communications, plans, procedures, and management commitments
- verifying the adequacy of plans and procedures and the effectiveness of PVNGS onsite and offsite emergency preparedness
- verifying the operational readiness and availability of reserves required for implementation of the PVNGS Emergency Plan
- fulfillment of document and storage requirements in accordance with ANSI N45.2.9-1974, Requirements for Collection, Storage, and Maintenance of Quality Assurance Records for Nuclear Power Plants
- fulfillment of regulatory requirements

1.0 - Introduction *continued...*

Responsibilities

The Department Leader - Emergency Planning *(or designee)* shall be responsible for the coordination of the following activities:

- review and approval of the PVNGS Emergency Plan, 16DP-Series NATM Procedures, Joint Public Information Procedures, departmental Technical Instructions, and the Emergency Action Level Technical Bases Document
- assurance that 10 CFR 50.54(q) screening requirements have been completed prior to revision of the PVNGS Emergency Plan and/or the creation, revision, or cancellation of 16DP-Series NATM Procedures, the Emergency Action Level Technical Bases Document, or the Joint Public Information Procedures
- appropriate development, review, approval, conduct, evaluation, and documentation of applicable emergency preparedness related tests, training drills, evaluated drills, and exercises
- approval of objectives / extent-of-play regarding applicable drills and exercises in conjunction with offsite agencies, if applicable
- submittal of evaluated exercise scenarios to the USNRC and FEMA when requested
- verification that PVNGS Emergency Kits are maintained in a state of operational readiness and availability for emergency events
- as appropriate, participation of Emergency Planning staff members as Facility Advisors
- fulfillment of emergency preparedness document and storage requirements in accordance with ANSI N45.2.9-1974, Requirements for Collection, Storage, and Maintenance of Quality Assurance Records for Nuclear Power Plants
- fulfillment of emergency preparedness regulatory requirements

1.0 - Introduction *continued...*

Procedure Layout

The following elements identify the organization of this document:

- Each section in this procedure is associated with guidance applicable to a given aspect of PVNGS Emergency Preparedness.
- Each section may be organized into topic areas comprising duties and/or requirements the individual must maintain to accomplish the associated task.
- Tasks are preceded by check-off lines the individual may use to denote fulfillment or accomplishment of applicable topic area criteria.
- Certain areas of procedures may incorporate the use of flowcharts, whereby direction may be specified to proceed, or go to, other areas of the procedure. These other areas are annotated by block labels, such as the block label for this topic area cited by **"Procedure Layout"** in the immediate left margin scan column. Using this schema, the user should immediately proceed ahead in the document to the specified block label when directed by the flowchart and perform the actions associated with the given topic area.

Procedure Use and Adherence

The individual using this document shall address each applicable topic area to verify that onsite and offsite emergency preparedness programs are maintained at optimum capabilities at all times and that regulatory requirements are fulfilled. Technical Instructions *(Instructional Guides)* may be used in addition to this procedure for areas where detailed guidance is desired to accomplish a particular function. Document use and adherence is controlled by 01DP-0AP01, Procedure Process.

2.0 - Procedure Review and Approval Limitations

Process

The following elements identify the general limitations imposed by the procedure review and approval process:

- 01DP-0AP01, Procedure Process, shall be used as a basis for the review and approval of 16DP-Series NATM Procedures, Joint Public Information Procedures, and departmental Technical Instructions.
- 16DP-Series NATM Procedures and the Joint Public Information Procedures shall be reviewed and updated, if appropriate, on a biennial basis or more frequently if required by changing conditions.
- The PVNGS Emergency Plan shall be reviewed and updated, if appropriate, on an annual basis or more frequently if required by changing conditions.
- Telephone numbers listed in the Telecommunications Technical Instruction shall be reviewed and updated, if appropriate, on a quarterly basis. Any changes required shall be initiated as soon as practicable following noted inconsistencies.

Screening Requirements

A 10 CFR 50.54(q) Screening per Section 3 of this procedure shall be completed for any of the following document actions prior to the document change:

- revision to the PVNGS Emergency Plan
- creation of 16DP-Series NATM Procedures and/or Joint Public Information Procedures
- revision to 16DP-Series NATM Procedures, the Emergency Action Level Technical Bases Document, and/or the Joint Public Information Procedures
- cancellation of 16DP-Series NATM Procedures, the Emergency Action Level Technical Bases Document, and/or the Joint Public Information Procedures

Screening Basis

Screenings are performed to determine if the respective Evaluations are required for the document change. Creation, revision, or cancellation made to the 16DP-Series NATM Procedures, the Emergency Action Level Technical Bases Document, or the Joint Public Information Procedures as a result of a PVNGS Emergency Plan revision do not require a second 10 CFR 50.54(q) Screening or Evaluation.

2.0 - Procedure Review and Approval Limitations *continued...*

Cross-Organization Reviews

Emergency Planning shall address cross-organization review comments received from reviewing disciplines for appropriateness to the revisions. In addition, Joint Public Information Procedures shall be reviewed by the following personnel:

- Joint Emergency News Center Facility Coordinator
- Joint Emergency News Center State / County / PVNGS Spokespersons
- Rumor Control Group Supervisor
- PVNGS Strategic Communications

USNRC Document Submittals

Emergency Planning shall verify that one copy of a revised plan and/or created / revised procedure has been submitted to the Administrator of the USNRC Regional Office and that two copies have been submitted to the Document Control Desk within thirty days following the effective date of the document*(s)*.

2.1 - Procedure Review and Approval Methodology

Assemble Material

___ Obtain the following reports / forms for use in the [Nuclear Administrative Technical Manual] procedure review and approval process:

- Procedure Action Cover Sheet *(PAC)*
- Commitment Action Tracking System *(CATS)* database search results
- 10 CFR 50.54(q) Screening / Evaluation *(Section 3 of this procedure)*
- Cross-organization Review
- Notification of Procedure Change

Perform Biennial Review and/or Revision

___ Using 01DP-0AP01, Procedure Process, perform a biennial review *(full basis check)* and/or revision to the applicable document*(s)*, considering the following items:

- deficiencies in training, procedures, personnel performance, and equipment identified during training sessions, drills, and exercises
- changes to personnel assignments within onsite or offsite Emergency Response Organizations
- changes to state or federal regulations or policies
- recommendations from industry organizations or agencies
- modifications to the plant or site area
- changes to facilities
- changes in operational status or construction impact
- results of federal, state, industry, or internal audits
- changes resulting from revisions to the PVNGS Emergency Plan or other procedures
- 10 CFR 50.59 Screening / Evaluation requirements

2.1 - Procedure Review and Approval Methodology *continued...*

Complete Remaining Actions

___ 1. Address all cross-organizational review comments as appropriate.

___ 2. Perform a 10 CFR 50.54(q) Screening per Section 3 of this procedure.

___ 3. For plan revisions or for intent changes to procedures, perform a 10 CFR 50.59 Screening and, if applicable, a 10 CFR 50.59 Evaluation.

___ 4. Obtain required technical reviews and approvals as appropriate.

___ 5. Contact Nuclear Regulatory Affairs - Regulatory Commitment Tracking System *(RCTS)* personnel and open RCTS Action Item*(s)* for the following appropriate organization*(s)*:

- Nuclear Regulatory Affairs *(for Emergency Plan actions)*
- Nuclear Information Records Management *(for procedure actions)*

These action item*(s)* should indicate a 30-day time requirement for USNRC submittal from the time when the plan / procedure*(s)* became effective.

___ 6. Verify that one copy of a revised plan and/or created / revised procedure has been submitted to the Administrator of the USNRC Regional Office and that two copies have been submitted to the Document Control Desk within thirty days following the effective date of the document*(s)*.

2.2 - Technical Instruction Control Methodology

Applicability

This section provides guidance for the development of requirements and limitations for Emergency Planning Technical Instructions *(16TD-Series)*. In concert with 01DP-0AP01, Procedure Process, this guidance is provided to prevent the inclusion of information or changes into the Emergency Planning Technical Instructions which could result in an unreviewed safety question.

Scope

This section of the procedure establishes controls for the structure, content, format, review, approval, and distribution of Emergency Planning Technical Instructions.

Transition

01DP-0AP01, Procedure Process, Revision 5, established the requirements for Technical Instructions. In addition, the revision has removed the guidance previously established for the Instructional Guide process. The Emergency Planning Instructional Guides currently in effect may remain in effect until they are revised, at which time each shall conform to the Emergency Planning Technical Instruction requirements specified within this section.

Limitations

Emergency Planning Technical Instructions are documents provided as tools to support the Nuclear Administrative Technical Manual 16DP-Series procedures. As such, they shall not contain any sequence for the performance of regulatory required tasks or the control of processes mandated by requirements or management controls contained in PD-0AP01, Administrative Control Program.

Content

Emergency Planning Technical Instructions may include, but are not limited to, repetitive tasks, processes or repetitive portions of a process, and/or information that expands, enhances, or explains a procedure process.

Distribution

PVNGS Information Technology and Nuclear Information Records Management *(NIRM)* will provide a location [controlled directories] for electronic distribution of Emergency Planning Technical Instructions. Prior to transmission, the procedure owner shall ensure that signatures and dates have been typed on the Technical Instruction cover page.

2.2.1 - Structure of Technical Instructions

Document Divisions

The Emergency Planning Technical Instruction may be divided into chapters, sections, and subsections appropriate to the content type of the document. Each chapter, section, and subsection may contain block diagrams, tables, flowcharts, formatted text, or check-off lines appropriate to the type of instructional content.

Page Elements

Each page of an Emergency Planning Technical Instruction shall contain the following header / footer information:

- title
- Technical Instruction number *(e.g., 16TD-0EP201)*
- document revision number *(e.g., Revision 3)*
- sequential page number *(e.g., 14 of 29)*

Cover Page Elements

In addition to the header / footer requirements, the cover page of an Emergency Planning Technical Instruction shall contain the following information:

- Statement of intent *(Introduction)*
- Technical Instruction Reviewer signature block
- Technical Instruction Approver signature block
- Technical Instruction Effective Date block

2.2.2 - Content of Technical Instructions

Purpose and Introduction

The first page of the Emergency Planning Technical Instruction shall contain a statement of intent, or purpose, for the document. This statement of intent may be labeled as an Introduction and should define the purpose or application of the document. Additionally, it may contain particular aspects or interface required to ensure consistent use of the document.

Section 1.0 of all Emergency Planning Technical Instructions shall be labeled as "Introduction" to ensure format of intent, interface, table of contents, and document limitations are applied consistently throughout the Technical Instruction development process.

Main Body

Following Section 1.0 of the Technical Instruction is the main body containing all remaining sections and appendices of the document. The main body presents the details of the instruction and should accommodate only the information necessary to adequately perform the instructions. However, instruction details shall be incorporated at a level sufficient to satisfy the program requirements and management controls specified in the higher tier document which the Technical Instruction supports.

2.2.3 - Format of Technical Instructions

Style and Application

Development of Emergency Planning Technical Instructions may encompass the use of the standardized outline format reference or the open format specified in 01DP-0AP01, Procedure Process. However, use of the open format for all Emergency Planning Technical Instructions is preferred, as this format establishes consistency, a higher threshold for performance errors, and a simplistic level of user-friendliness. In addition, use of the open format for Technical Instruction development accommodates, but is not limited to, block diagrams, tables, flowcharts, formatted text, and check-off lines.

Numbering Format

The section numbering sequence specified in 01DP-0AP01, Procedure Process, shall be consistently applied to all Emergency Planning Technical Instructions that are developed using the open format process.

2.2.4 - Review and Approval of Technical Instructions

Abstract

The following criteria should be considered for the Emergency Planning Technical Instruction review and approval process:

- the application of the document
- the users of the document
- the appropriate level of document ownership

Revision 0 Review

The initial issue review of an Emergency Planning Technical Instruction shall be completed by an individual qualified as a Nuclear Administrative Technical Manual *(NATM)* Procedure Technical Reviewer. As a technical reviewer, the individual shall be knowledgeable, familiar with, and proficient in the subject area addressed by the document instructions. Following satisfactory review and concurrence, the technical reviewer shall sign and date the cover page of the reviewed Technical Instruction appropriately. In addition, the technical reviewer shall complete Appendix F, Determining Technical Instruction Checklist, of 01DP-0AP01, Procedure Process, for the initial issue of the Technical Instruction.

The completed Appendix F shall be retained by Emergency Planning in accordance with Section 7.0, Document Storage and Retention Requirements, of this procedure.

Subsequent Revision Review

The technical reviewer of the Technical Instruction shall be an individual who is knowledgeable, familiar with, and proficient in the subject addressed by the document instructions. Following satisfactory review and concurrence, the technical reviewer shall sign and date the cover page of the reviewed Technical Instruction appropriately.

The technical reviewer need not be qualified as a Nuclear Administrative Technical Manual *(NATM)* Procedure Technical Reviewer.

Document Approval

The Department Leader - Emergency Planning *(or designee)*, as owner, shall ascertain completion of independent review for the Technical Instruction prior to document approval. For initial issue Technical Instructions, s/he shall also ascertain completion of Appendix F, Determining Technical Instruction Checklist, of 01DP-0AP01, Procedure Process. Following satisfactory review and approval, the owner shall sign and date the cover page of the approved Technical Instruction appropriately and indicate the document's effective date.

2.2.5 - Administration and Distribution of Technical Instructions

Abstract

The Department Leader - Emergency Planning *(or designee)*, as owner, is responsible to ensure that Nuclear Information Records Management *(NIRM)* personnel are notified *(via email)* of any Emergency Planning Technical Instruction creation, revision, cancellation, or supersedure.

The Department Leader - Emergency Planning *(or designee)*, as owner, is responsible to ensure that an electronic copy of each new or revised Emergency Planning Technical Instruction is transmitted to Nuclear Information Records Management *(NIRM)* personnel in accordance with 01DP-0AP05, Control of Electronic Documents Transferred to NIRM.

Administration

16TD-0EP163, PVNGS EP Technical Instruction Control, specifies the process to use for Emergency Planning Technical Instruction creation, revision, cancellation, supersedure, and distribution. The Technical Instruction provides direction for document actions from initial entry into the system for proposed revisions through distribution and management notification of the document effective date following completion of the process.

Process

The methodology specified in 16TD-0EP163, PVNGS EP Technical Instruction Control, shall be employed for the Emergency Planning Technical Instruction administrative process. The use of this methodology will ensure that all Technical Instruction administrative actions are performed in a comprehensive and consistent manner. In addition, the administrative process specified in the Technical Instruction may be applied to all Emergency Planning related procedures and forms.

3.0 - 10 CFR 50.54(q) Overview of Requirements

Abstract

Per 10 CFR 50.54 (q):

A licensee authorized to possess and operate a nuclear power reactor shall follow and maintain in effect emergency plans which meet the standards in 50.47(b) and the requirements in Appendix E of this part. A licensee authorized to possess and/or operate a research reactor or a fuel facility shall follow and maintain in effect emergency plans which meet the requirements in Appendix E to this part. The licensee shall retain the emergency plan and each change that decreases the effectiveness of the plan as a record until the Commission terminates the license for the nuclear power reactor. The nuclear power reactor licensee may make changes to these plans without Commission approval only if the changes do not decrease the effectiveness of the plans and the plans, as changed, continue to meet the standards of 50.47(b) and the requirements of Appendix E to this part. The research reactor and/or the fuel facility licensee may make changes to these plans without Commission approval only if these changes do not decrease the effectiveness of the plans and the plans, as changed, continue to meet the requirements of Appendix E to this part. This nuclear power reactor, research reactor, or fuel facility licensee shall retain a record of each change to the emergency plan made without prior Commission approval for a period of three years from the date of the change. Proposed changes that decrease the effectiveness of the approved emergency plans may not be implemented without application to and approval by the Commission. The licensee shall submit, as specified in 50.4, a report of each proposed change for approval. If a change is made without approval, the licensee shall submit, as specified in 50.4, a report of each change within 30 days after the change is made.

[21 FR 355, Jan. 19, 1956, as amended at 28 FR 3197, Apr. 3, 1963; 58 FR 45243, Aug. 27, 1993; 59 FR 5519, Feb. 7, 1994; 59 FR 10267, Mar. 4, 1994]

3.0 - 10 CFR 50.54(q) Overview of Requirements *continued...*

Limitations

A 10 CFR 50.54(q) Screening is performed to determine if a 10 CFR 50.54(q) Evaluation is required for the revision / cancellation. The Evaluation will be performed for all PVNGS Emergency Plan revisions and any document creation, revision, or cancellation requiring a revision to the PVNGS Emergency Plan.

10 CFR 50.54(q) Evaluations are conducted to verify that revisions to the PVNGS Emergency Plan maintain compliance with federal regulations and do not decrease its effectiveness. The following types of Plan and procedure revisions do not impact the effectiveness of the PVNGS Emergency Plan:

- telephone number and/or staffing assignment changes
- facility floor plan modifications
- changes to equipment inventory requirements
- format changes / typographical error corrections
- modifications that do not alter the intent of the PVNGS Emergency Plan *(e.g., intent is altered if the accomplishment or its method changes in a significant manner relative to regulatory standards, requirements, guidance, or to commitments addressed in the existing revisions of the Plan or procedures)*

If the proposed revision / cancellation causes a decrease in the effectiveness of the PVNGS Emergency Plan, the revision / cancellation and associated justification must be submitted to the US Nuclear Regulatory Commission for approval prior to implementation.

3.1 - 10 CFR 50.54(q) Methodology

Process

___ Obtain the following forms for use in the 10 CFR 50.54(q) Screening and Evaluation process:

- EP-0760, 10 CFR 50.54(Q) Screening
- EP-0761, 10 CFR 50.54(Q) Evaluation

___ Complete Form EP-0760, 10 CFR 50.54(Q) Screening, and, if required, Form EP-0761, 10 CFR 50.54(Q) Evaluation.

___ Submit completed form*(s)* to the Department Leader - Emergency Planning *(or designee).*

4.0 - Overview of Training Drills / Evaluated Drills / Exercises

Abstract

10 CFR 50.47 states, in part, "...Periodic exercises are conducted to evaluate major portions of emergency response capabilities, and periodic drills are conducted to develop and maintain key skills." Moreover, 10 CFR 50, Appendix E.IV.F, details the specific requirements for training of Emergency Response Organization personnel.

To further elaborate on these requirements, the following three Emergency Planning event types shall be used accordingly as defined references:

- A Training Drill is a supervised period of instruction. Controller / Participant interface *(i.e., coaching, prompting)* is allowed to enhance essential skills. No portion of this drill may be used to demonstrate compliance with periodic assessment requirements *(i.e., objective related evaluation)*. Objectives are applied as performance measures and results are used as "lessons learned" in future training drills.
- An Evaluated Drill is a measured assessment of a specified portion of emergency response capabilities. Controller / Participant interface *(i.e., coaching, prompting, casual conversation)* is not allowed. This drill may be used to demonstrate compliance with periodic assessment requirements *(i.e., objective related evaluation)*.
- An Exercise is a measured assessment of major portions of emergency response capabilities. Controller / Participant interface *(i.e., coaching, prompting, casual conversation)* is not allowed. This event type may be used to demonstrate compliance with periodic assessment requirements *(i.e., objective related evaluation)*.

The performance of all three event types shall provide for critiqued feedback.

Provisions of Implementation

The following provisions apply to all Emergency Planning drills and exercises:

- All training drills, evaluated drills, and exercises should be scheduled and conducted to minimize conflicts with normal plant operations.
- If practicable, training drills, evaluated drills, and exercises should be scheduled in conjunction with applicable onsite / offsite response organizations and with the Licensed Operator Training Organization.
- Evaluated drills and exercise scenarios shall be developed in conjunction with participating response organizations. Scenario content should vary from exercise to exercise such that all major elements *(i.e., Planning Standards)* of the PVNGS Emergency Plan are tested within a six-year period.

continues...

4.0 - Overview of Training Drills / Evaluated Drills / Exercises *continued...*

Provisions of Implementation *(continued)*

- Objectives, the extent-of-play scheme, and the scenario for the biennial USNRC Evaluated Exercise shall be approved by the Department Leader - Emergency Planning *(or designee)* and submitted to the USNRC Regional Office and the Federal Emergency Management Agency within the time periods requested by those agencies prior to performance of the Evaluated Exercise.
- Communications capabilities shall be tested annually between PVNGS, federal and state emergency response organizations, and field assessment teams. These capabilities shall include notification aspects related to emergency response staffing. However, these tests may be performed in conjunction with an Evaluated Drill or Exercise and may be used to demonstrate compliance with periodic assessment requirements.

Drill and Exercise Requirements

Evaluated drills and exercises shall incorporate the following aspects:

- a Lead Controller will administer the Control Organization
- players will be briefed on ground rules and safety considerations prior to commencement of the event
- facility critiques will be conducted in accordance with 10 CFR 50 Appendix E.IV.F.2.g.
- corrective actions shall be implemented to address negative findings *(i.e., deficiencies and weaknesses)* noted during performance of the drill or exercise

Evaluated drills and exercise scenario manuals include the following elements:

- the basic objective*(s)* and appropriate evaluation criteria
- date*(s)*, time period, place*(s)*, and participating organizations
- simulated events
- time schedule of real and simulated initiating events
- a narrative summary describing the conduct of the exercise or drills to include such things as simulated casualties, offsite fire department assistance, rescue of personnel, use of protective clothing, deployment of radiological monitoring teams, and public information activities

4.0 - Overview of Training Drills / Evaluated Drills / Exercises *continued...*

Drill and Exercise Findings

Performance related issues resulting from the conduct of training drills shall be dispositioned in accordance with Emergency Response Organization training practices and requirements *(e.g., remediation, critique, lessons learned, briefing).*

Findings identified during performance of evaluated drills and exercises shall be appropriately categorized comparable to USNRC methodology and shall conform to the following guidance:

- Deficiencies will be identified in accordance with 10 CFR 50.54(s)(2)(ii) and generally correspond to findings in which the licensee's demonstrated state of emergency preparedness does not provide reasonable assurance that adequate protective measures can and will be taken in the event of a radiological emergency. Deficiencies can be identified due to one or more major emergency preparedness programmatic failures.
- Weaknesses will be identified as findings in which the licensee's demonstrated level of preparedness could have precluded effective implementation of the Emergency Plan in the event of an actual emergency. Weaknesses generally correspond to the inability to satisfy those objectives which relate to and are evaluated in accordance with regulatory criteria.
- Findings classified as strengths are exempt from categorization and need not be dispositioned.

Disposition of Findings

The evaluation and tracking of all drill and exercise findings shall utilize the following process:

1. Review all comments and objective evaluation forms *(Controller Debrief).*
2. Screen all comments for validity.
3. Identify the valid comments which satisfy CRDR thresholds and issue the appropriate CRDR*(s)* per 90DP-0IP03, Condition Report Screening and Processing. Comments that individually satisfy a CRDR threshold should appropriately be entered into individual CRDRs. Those which do not may be grouped together on one Review CRDR.
4. Disposition the remaining individual comments appropriately.

4.0 - Overview of Training Drills / Evaluated Drills / Exercises *continued...*

Biennial Exercise Requirements

An exercise of the PVNGS Emergency Plan shall be conducted every two years and may be included in the biennial offsite plan exercise.

Necessary actions shall be taken to ensure that adequate emergency response capabilities are maintained during the interval between biennial exercises by conducting drills, at least one of which involves a combination of some of the principle functional areas of onsite emergency response capabilities. These functional areas include the following activities:

- management and coordination of emergency response
- accident assessment
- protective action decision-making
- plant system repair with corrective actions

State and local government agencies located within the plume exposure pathway Emergency Planning Zone *(EPZ)* shall be offered the opportunity to participate in drills when requested by the agencies. Activation of all emergency response facilities is not necessary during these drills. The following aspects should be addressed:

- the opportunity for accident management strategies is afforded
- supervised instruction is permitted
- the opportunity for operating staff to resolve problems *(success paths)* in lieu of Controller intervention is provided
- the focus of the drills is on training objectives

4.0 - Overview of Training Drills / Evaluated Drills / Exercises *continued...*

Biennial Exercise Criteria

The Biennial Evaluated Exercise must satisfy, as a minimum, all of the following seven criteria:

1. The exercise must be an exercise and not a drill. In an exercise, player performance is observed and noted by evaluators for critique purposes; there is no coaching by non-players.
2. The exercise involves major elements of the Emergency Plan. Most or all of the emergency response facilities *(ERFs)* are activated.
3. The exercise tests the integrated capability of the licensee to implement the Emergency Plan.
4. A unique scenario is developed for the exercise.
5. In addition to a Federal evaluation, the licensee performs a self-assessment of the exercise. A critique is conducted to identify strengths and weaknesses. Corrective actions are developed and implemented to address identified weaknesses.
6. State and local organizations are offered the opportunity to participate in the exercise.
7. Utility documentation of the exercise and how it met these criteria must be available for examination by USNRC inspectors.

4.1 - Training Drill / Evaluated Drill / Exercise Frequency Requirements

Training Drills	***Facility:***	not required - scheduled per Simulator / classroom / personnel availability or as needs arise based on performance history or procedure and duty responsibility familiarization
	Table-top:	not required - scheduled per availability of personnel and resources based on performance history or procedure and duty responsibility familiarization
Evaluated Drills	***Assembly:***	6-year - performed in conjunction with Security personnel - involves Accountability activities
	Radiological Monitoring:	annual - environmental drill involving onsite soil / vegetation deposition sampling
	Full-Scale:	biennial - scheduled in years between Evaluated Exercises per Simulator / classroom / personnel availability or as needs arise based on performance history or procedure and duty responsibility familiarization
	Health Physics:	semi-annual - can be performed in conjunction with the Biennial Exercise or Full-Scale Drill - both of the following per calendar year, one in each half: • ***PASS:*** satisfies liquid sampling requirements • ***Radiological:*** satisfies airborne sampling requirements - performed with onsite / offsite survey teams
	Medical:	annual - conducted with offsite medical and transportation facilities - involves care of contaminated injured individuals
Exercises	***Evaluated:***	biennial - scheduled per availability of the Simulator and plant personnel in conjunction with federal, state, and county authorities - evaluated by Federal agencies and self-assessment audit teams - must satisfy the seven criteria delineated in Section 4, Provisions of Implementation, of this document - documentation of actual events may be used in lieu of Exercise performance based on request to NRR with subsequent approval
	IPZ:	6-year - ingestion pathway involving offsite agency response - full-scope 2-day event

5.0 - Equipment Test Overview

Provisions of Implementation

Equipment testing should be scheduled and conducted to minimize conflicts with normal plant operations.

All records associated with required tests shall be collected and approved by Emergency Planning and forwarded to the Document Configuration Control *(DCC)* Section of Nuclear Information Records Management.

5.1 - Equipment Test Frequency Requirements

Communications

ERDS: quarterly - scheduled for eleventh week of each calendar quarter - involves Control Room link verification to USNRC Operations Center from each PVNGS Unit

NAN: monthly - tested by Operations - failures reported to Emergency Planning Department

State / County: quarterly - communications links tested by Emergency Planning Department

USNRC: monthly - tested by Emergency Planning Department from Unit Control Rooms, TSC, and EOF - failures reported to USNRC Operations Center

Offsite Siren Warning System

Activation: annual - conducted by Arizona Division of Emergency Management *(ADEM)* - APS Communications and Construction and Emergency Planning participate - malfunctions reported to APS Communications and Construction - Emergency Planning prepares / submits report to ADEM, who forwards to Federal Emergency Management Agency *(FEMA)*

Growl: quarterly - conducted by APS Communications and Construction - Emergency Planning notified of test scope and schedule - test results / failures reported to Emergency Planning

Silent: monthly - conducted by Maricopa County Department of Emergency Management *(MCDEM)*, Maricopa County Sheriff's Office *(MCSO)*, and Arizona Department of Public Safety *(DPS)* - test results / failures reported to Emergency Planning

5.1 - Equipment Test Frequency Requirements *continued...*

Uninterruptible Power Supply	***Dose Assessment:***	quarterly - tested for all dose assessment computers - test conducted by Emergency Planning

6.0 - Overview of Emergency Kit Maintenance

Inventory Requirements

Emergency Preparedness Kits shall be inventoried immediately following any event which breaches the integrity of the kit *(i.e., designating equipment usage)* or each calendar quarter, whichever is most limiting.

NATM Procedures contained in the ERO Position Manuals are maintained current by Nuclear Information Records Management *(NIRM)* personnel, but shall be inventoried in conjunction with the Emergency Kit to ensure all NATM Procedures are of current issue.

Equipment shall not be substituted unless specifically approved by the Department Leader - Emergency Planning *(or designee).*

Calibration and Instrument Checks

Emergency Plan Dose / Dose Rate equipment is calibrated on a 6-month cycle. Air sampling equipment is calibrated annually. Replacement of this equipment shall occur prior to the next calibration due date individually designated on each item. Equipment used in an emergency event must be returned to the calibration facility for calibration and required maintenance, if necessary. However, sufficient reserves of required instrumentation / equipment shall be available to replace those which are removed for calibration or repair.

Operational checks of radiation survey and monitoring instrumentation shall be performed at quarterly inventory intervals. The operational checks shall include the radiological check source test and the internal battery test, if so equipped. Check source tests will also be performed on instrumentation during an emergency event.

6.1 - Emergency Kit Inventory Verification

Emergency Preparedness Kits

The following Emergency Preparedness Kits shall be inventoried immediately following use or each calendar quarter, whichever is most limiting:

- 2 - Ambulance *(Fire Department / Medical Center)*
- 1 - Emergency Operations Facility
- 1 - Offsite Decontamination *(Buckeye Airport)*
- 2 - Offsite Hospitals *(Good Samaritan / Maryvale)*
- 3 - Operations Support Center *(1 per Unit)*
- 3 - Radiological Field Assessment Team Vehicles *(maintained in Building E)*
- 4 - Satellite Technical Support Center *(1 per Unit and Simulator-A)*
- 1 - Site Medical Center *(Building F)*
- 2 - Soil Sampling *(maintained in Building E)*
- 1 - Technical Support Center

Process

Use of the Emergency Kit Inventory Technical Instruction *(Instructional Guide)*, 16TD-0EP052 *(16IG-0EP052)*, is strongly suggested for performance of any Emergency Kit inventory verification.

7.0 - Document Storage and Retention Requirements Overview

Abstract

The requirements of ANSI N45.2.9-1974, Requirements for Collection, Storage, and Maintenance of Quality Assurance Records for Nuclear Power Plants, apply to the work of any individual or organization that participates in collection, storage, or maintenance of quality assurance records associated with nuclear power plants. The requirements are intended to assure that records are available when needed for their intended purpose.

Quality related records will be processed in accordance with 84DP-0RM30, Record Turnover Control.

Document Storage

The following table is used to determine Emergency Planning document storage and retention requirements:

	DOCUMENT TYPE	EP FILES	EP FIRE-PROOF FILES	NIRM *(w/i 120 Days)*
Quality Related Lifetime Retention	EP-0300 *(Exposure Auth)*			◆
	EP-0503 *(KI Dist)*			◆
	Facility Walkthrough Trng			◆
	Onsite Training			◆
Quality Related 5-Year Retention	Declared Event		◆	
	EP-0013 *(Duty FFD)*		◆	
	Equipment Test			◆
	Evaluated Drill Report			◆
	Exercise Report			◆
	Kit Inventory			◆
Non-Quality Related 3-Year Retention	CATS dB Search Results	◆		
	EP-0772 *(Player Brief)*	◆		
	EP-0774 *(Confidentiality)*	◆		
	EP-0800 *(EP Comment)*	◆		
	Facility Maintenance	◆		
	Facility Walkdown	◆		
	Offsite Training *(non-PV)*	◆		

PROCEDURE INTENT

This procedure provides functional instruction for the activation and operation of the Emergency Operations Facility.

EFFECTIVE DATE 07-30-97

1.0 - Introduction

Table of Contents

1.0 - Introduction *continued...*

Applicability

This procedure provides functional instruction for the activation and operation of the Emergency Operations Facility. It should be referenced by Emergency Response personnel when responding to that facility during any event classified at an ***Alert*** or higher emergency classification.

Content

This Introduction Section of the procedure describes the following:

- Prerequisites
- Precautions
- Limitations

Prerequisites

All of the following conditions have been satisfied:

- An ***Alert*** or higher Emergency Classification has been declared.
- The Emergency Operations Facility meets minimum activation staffing levels.

Precautions

The Emergency Operations Facility serves as the focal point for coordination of onsite and offsite emergency response activities. Facility staff members are responsible for Protective Action Recommendations, liaison to offsite government officials / organizations, and management of the PVNGS response organization.

If the Emergency Operations Facility becomes uninhabitable, the APS Buckeye Office may be selected as a backup by the Emergency Operations Director. The Radiological Assessment Coordinator will aid in evaluating and formulating recommendations for relocation.

Notifications of downgrade to an emergency classification or protective actions recommended to state authorities by PVNGS ***shall not*** be transmitted to the Joint Emergency News Center.

Limitations

The Emergency Operations Facility shall be activated within the time augmentation goals set forth in the PVNGS Emergency Plan *(i.e., 1 hour during normal work hours and 1-2 hours during off-normal work hours)*. It is preferred that those individuals required for activation have been briefed on the emergency prior to facility activation.

continues...

1.0 - Introduction *continued...*

Limitations *(continued)*

Notifications to State/County agencies shall commence, via the NAN, within 15 minutes following each change in the emergency classification or following termination of the emergency declaration.

Notifications to State/County agencies shall commence, via the NAN, within 15 minutes following each change in the current Protective Action Recommendation.

The NRC shall be contacted immediately following notification of State/County agencies and within 60 minutes following initial, upgraded, or downgraded emergency declarations. The NRC shall be contacted immediately following notification of State/County agencies for emergency declaration termination.

Assembly is recommended at the ***Alert*** classification level unless the Emergency Coordinator is reasonably assured that the condition does not have the potential to further degrade. Accountability does not have to be performed immediately following the request for Assembly. In any case, Accountability is required for a ***Site Area Emergency*** or a ***General Emergency*** and must be completed within 30 minutes following the request for Accountability.

Although Site Evacuation is optional at the ***Site Area Emergency*** classification level, it is required at the ***General Emergency*** level.

A currently licensed Senior Reactor Operator must approve any suspension of safeguards directed by the Emergency Coordinator prior to taking the action in accordance with the Code of Federal Regulations, Title 10, Part 50.54(y).

Emergency Response Organization support personnel shall be questioned on alcohol use when contacted offsite for duty onsite and their response shall be recorded as specified in the Code of Federal Regulations, Title 10, Part 26.20(e).

Procedure Layout

- Each section in this procedure is associated with a position within the facility.
- Each section is organized into topic areas comprising tasks which are required for the individual to perform.
- Tasks are preceded by check-off lines the individual may use to denote performance of steps or topic areas.

continues...

1.0 - Introduction *continued...*

Procedure Layout *(continued)*

- Certain areas of procedures may incorporate the use of flowcharts, whereby direction may be specified to proceed, or go to, other areas of the procedure. These other areas are annotated by block labels, such as the block label for this topic area cited by **"Procedure Layout"** in the immediate left margin scan column. Using this schema, the user should immediately proceed ahead in the document to the specified block label when directed by the flowchart and perform the actions associated with the given topic area.

Procedure Use and Adherence

Some topic areas in this procedure may not require performance, may require performance more than one time, or may require performance out-of-sequence. The individual should address each, however, to ensure the health and safety of plant personnel and the public are maintained and that regulatory requirements are fulfilled. Instructional Guides may be used in addition to this procedure for areas where detailed guidance is desired to accomplish a particular function. Document use and adherence is controlled by 01DP-0AP01, Procedure Process.

2.0 - Emergency Operations Director Function

Duties and Responsibilities

The Emergency Operations Director assumes command of PVNGS emergency operations and is responsible for the following duties:

- Overall coordination of PVNGS onsite and offsite emergency functions
- Interface between PVNGS and federal, state, and county emergency response agencies
- Communication of plant status updates and radiological release data to USNRC, state and county Emergency Operations Center, Technical Operations Center, and Joint Emergency News Center personnel
- Notification to state and county agencies regarding recommended protective actions
- Provision of administrative, technical, and logistical support to station emergency operations
- Ensuring continuity of emergency organization resources
- Take appropriate exceptions to QA/QC and plant administrative procedures
- Approve draft information pertaining to plant conditions for transmittal to Joint Emergency News Center personnel

The following non-delegable responsibilities of the Emergency Coordinator are assumed by the Emergency Operations Director upon Emergency Operations Facility activation:

- Notification to offsite emergency management agencies
- Communicating Protective Action Recommendations to offsite emergency management agencies

2.1 - Initial Actions

Facility Activation

___ If, at any time during the event, relocation of facility staff to the Backup Emergency Operations Facility is indicated, direct the Administrative and Logistics Coordinator to form provisions for relocation of facility operations to the Backup Emergency Operations Facility.

___ Contact the Onsite Emergency Coordinator at the Technical Support Center and review the following items:

- Basis for the current emergency classification
- Current plant status
- Corrective action implementation

___ Record the time and activate the Emergency Operations Facility when the following required facility personnel have arrived:

- Dose Assessment Health Physicist
- Government Liaison
- Radiological Assessment Coordinator
- Security Coordinator
- Technical Analysis Manager

___ When facility emergency response personnel have assumed their duties and responsibilities, notify the Emergency Coordinator, the Vice President - Nuclear, and the Arizona Division of Emergency Management - Technical Operations Center of the following items:

- The Emergency Operations Facility has been activated
- Current emergency classification / plant status
- Recommended protective actions

___ Direct the Government Liaison to prepare follow-up emergency information in anticipation of Arizona Radiation Regulatory Agency request. *(Form EP-0542, Followup Emergency Message, may be used as guidance.)*

___ Review pertinent protective actions for appropriateness to the current emergency classification and plant conditions. *(16IG-0EP161, Protective Actions, may be used as guidance for review.)*

2.2 - Subsequent Actions

Status

Perform the following actions as required:

IF...	THEN...
the emergency classification has changed	Direct the Government Liaison to notify offsite agencies within 15 minutes of the change in classification.
a change to the Protective Action Recommendation is indicated	Direct the Government Liaison to notify offsite agencies within 15 minutes of the change in Protective Action Recommendation.
you need a plant status update from the Technical Support Center	Review plant status, emergency classification, and corrective actions with the Emergency Coordinator.
a site evacuation has been directed by the Emergency Coordinator	Assist the Emergency Coordinator with activities supporting the site evacuation.
administrative procedures do not support current activities	Take exceptions, as necessary, to QA/QC and plant administrative procedures.
additional administrative support or resources is indicated	Authorize the Administrative and Logistics Coordinator to provide support and resources, as necessary.
a briefing to offsite agencies is indicated	Brief offsite agency personnel periodically, as necessary, on plant status, emergency classification, and corrective actions taken.
a briefing to your staff is indicated	Conduct Emergency Operations Facility briefings based on plant conditions / other problems.
offsite assistance is required	Advise the Administrative and Logistics Coordinator to call the required organizations as needed. Request the Emergency Coordinator to arrange for access when assistance arrives.
draft information for the JENC requires approval	Review / approve draft information compiled by the Information Coordinator as necessary.
event termination or downgrade is currently indicated	Consult with the Emergency Coordinator and proceed to Step 2.3 - Terminal Actions.

2.3 - Terminal Actions

Event Termination or Downgrade

___ Address the following items with the Emergency Coordinator:

- The anticipated plant response is such that there should be no challenge to any fission product barriers or radiation releases in excess of Technical Specifications.
- Present plant conditions offer no possibility of an adverse impact on the health and safety of the public and plant personnel.
- Measures have been successfully instituted to correct or compensate for malfunctioning equipment.

___ Consult with USNRC representatives in the Emergency Operations Facility *(if present)*, personnel at the State Technical Operations Center, and personnel with the Arizona Radiation Regulatory Agency prior to emergency event downgrade or termination.

___ Direct all coordination for the release of information through the State Emergency Operations Center / Technical Operations Center so that Protective Action Recommendations can be considered.

(Do not inform the JENC of event downgrading or termination.)

___ Upon emergency event termination, direct the Government Liaison to notify offsite agencies within 15 minutes of event termination and to notify PVNGS Emergency Response Organization personnel.

___ If appropriate, establish the Recovery Organization *(16IG-0EP182, Recovery Organization, may be referenced for guidance).*

Record Retention

___ Collect all Emergency Operations Facility personnel documentation and logs and forward associated paperwork to the Emergency Planning Department.

3.0 - Administrative and Logistics Coordinator Function

Duties and Responsibilities

Administrative and Logistics Coordinator mobilizes offsite resources and plans and obtains logistical support for the Onsite Emergency Organization. Support includes provision of needed technical documents, additional communications and analytical equipment, additional security support, manpower support, transportation, housing and food needs, and relocation to a backup Emergency Operations Facility, if necessary. S/he functions as liaison to reporting support personnel.

The Administrative and Logistics Coordinator reports to the Emergency Operations Director in the Emergency Operations Facility.

3.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, ensure that the facility ERFDADS terminals are functioning properly and that all communications equipment is operational. *(As necessary, refer to 16IG-0EP056, ERFDADS Application, for guidance.)*

___ Brief the Security Coordinator on required facility security measures and Administrative Support personnel on necessary job duties.

___ Synchronize all clocks in the facility with that of the Affected Unit.

3.2 - Subsequent Actions

Contingency

___ If directed, at any time during the event, to form provisions for relocation of facility staff, relocate facility operations to the Backup Emergency Operations Facility. *(16IG-0EP021, Backup Emergency Operations Facility, may be referenced for further guidance.)*

3.2 - Subsequent Actions *continued...*

Status

___ Contact the Operations Advisor in the Satellite Technical Support Center, the Security Director in the Technical Support Center, and the Operations Support Center Coordinator in the Operations Support Center and request each to perform the following:

- provide a summary of staffing requirements / rotation schedule for their facilities to you as time permits
- ensure personnel in their facilities will not exceed overtime limitations per Appendix A, Section 6.2.2, of the Unit Technical Specifications

___ Request that Costs and Budgets personnel establish a Work Breakdown Structure *(WBS)* Number for event / insurance tracking purposes.

___ As directed, contact offsite support organizations to obtain the necessary technical and/or additional personnel support. *(16IG-0EP201, Telecommunications, may be referenced as necessary.)*

___ When the Operations Advisor in the Satellite Technical Support Center, the Security Director in the Technical Support Center, and the Operations Support Center Coordinator in the Operations Support Center have each provided shift staffing requirements for their facility, record Personnel Shift Staffing for all onsite facilities and submit to the Emergency Operations Director. *(Form EP-0011, Personnel Shift Staffing, may be used as guidance.)*

___ If necessary, contact Fire Protection personnel to obtain additional respiratory protection equipment from inventories maintained by Fire Protection.

___ If directed, contact additional Emergency Response Organization support personnel for duty, ensuring that 10 CFR 26.20(e) FFD requirements are maintained. *(Form EP-0013, Duty Contact Register, may be used for guidance.)*

continues...

3.3 - Terminal Actions

Status *(continued)*

___ As required, maintain support in the following areas for the onsite facilities:

- administrative support
- technical documentation / manuals
- communications equipment
- analytical equipment
- additional personnel
- transportation
- housing / food *(staff support)*

Record Retention

___ Collect all documentation and associated logs from the Security Coordinator and Administrative Support personnel at event termination.

___ Submit logs, data, and other documentation to the Emergency Operations Director after event termination.

4.0 - Administrative Support Function

Duties and Responsibilities

Administrative Support personnel render assistance to the Onsite Emergency Organization in all matters requiring clerical support. Duties related to this function include information dissemination, the use and/or transmission of facsimile materials, document duplication and retrieval, telecommunications assistance, log-keeping, site-wide announcements, etc.

Administrative Support personnel report to the Administrative and Logistics Coordinator in the Emergency Operations Facility.

4.1 - Initial Actions

Facility Activation

___ Consult with the Administrative and Logistics Coordinator to determine and initiate immediate support functions required to aid activation of the facility.

4.2 - Subsequent Actions

Status

___ Render assistance and support for various duties as assigned.

4.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Administrative and Logistics Coordinator after event termination.

5.0 - Assistant Emergency Operations Director Function

Duties and Responsibilities

The Assistant Emergency Operations Director, if stationed, assists the Emergency Operations Director with his/her duties.

The Assistant Emergency Operations Director reports to the Emergency Operations Director in the Emergency Operations Facility.

5.1 - Initial Actions

Facility Activation

___ Consult with the Emergency Operations Director and assist with support functions required to aid activation of the facility.

5.2 - Subsequent Actions

Status

___ Render assistance and support for various duties as assigned.

5.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Emergency Operations Director after event termination.

6.0 - Dose Assessment Health Physicist Function

Duties and Responsibilities

The Dose Assessment Health Physicist performs radiological dose projections and other calculations or evaluations as directed.

The Dose Assessment Health Physicist reports to the Radiological Assessment Coordinator in the Emergency Operations Facility. S/he assumes similar duties from the Radiological Monitoring Technician in the Satellite Technical Support Center upon Emergency Operations Facility activation.

6.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, access ERFDADS and determine the status of current meteorological conditions.

6.2 - Subsequent Actions

Status

___ Review current dose projections and Protective Action Recommendations issued by PVNGS for accuracy and applicability to current conditions.

___ Consult with the Technical Analysis Manager to determine the most probable effluent release pathways and release duration.

___ If conditions have changed or "bounding" parameters have been requested, perform dose projections, with emphasis placed on source term, meteorological data, and radiological field assessment data. *(16IG-0EP041, Dose Projection, may be used for guidance.)*

___ Based on "best fit" dose projections, advise the Radiological Assessment Coordinator on recommended protective actions and bounding value expectations. *(16IG-0EP161, Protective Actions, may be referenced as necessary.)*

6.3 - Terminal Actions

Record Retention	___	Submit logs, data, and other documentation to the Radiological Assessment Coordinator after event termination.

7.0 - Government Liaison Function

Duties and Responsibilities

The Government Liaison performs all subsequent notifications to offsite agencies upon Emergency Operations Facility activation. Duties include providing assistance to the Technical Analysis Manager, briefing government staff at the facility, reporting significant changes in the emergency to the Joint Emergency News Center Technical Advisor, and maintaining communications with the Offsite Technical Representative.

The Government Liaison reports to the Technical Analysis Manager in the Emergency Operations Facility. S/he relieves the Satellite Technical Support Center Communicator upon Emergency Operations Facility activation.

7.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, establish contact with the Satellite Technical Support Center Communicator in the Affected Unit, relieve that individual of duties and responsibilities, and request a transmitted copy of the current Palo Verde NAN Emergency Message.

NOTE

Notifications of downgrade to an emergency classification or protective actions recommended to state authorities by PVNGS ***shall not*** be transmitted to the Joint Emergency News Center.

___ If requested by the Emergency Operations Director, contact the following agencies and inform them of Emergency Operations Facility activation:

- Joint Emergency News Center *(JENC Technical Advisor)*
- State Technical Operations Center *(Offsite Technical Representative)*

___ Notify the following agencies of radioactive plume travel direction / speed. *(16IG-0EP201, Telecommunications, may be referenced as necessary)*:

- Federal Aviation Administration
- National Transportation Safety Board

7.2 - Subsequent Actions

Status

___ Notify the Institute of Nuclear Power Operations *(INPO)* of the emergency.

Perform the following actions as required:

IF...	THEN...
directed to notify offsite agencies within 15 minutes of a change in emergency classification	Notify offsite agencies within 15 minutes of emergency classification. *(16IG-0EP053, Emergency Message Forms, may be used for guidance.)*
directed to complete information for a follow-up emergency message	Collect information for a follow-up emergency message. *(16IG-0EP053, Emergency Message Forms, may be used for guidance.)*
plant information is requested by Joint Emergency News Center or State Technical Operations Center staff	Provide information only to the JENC Technical Advisor, the JENC Facility Coordinator, or State Technical Operations Center staff members. *(Reference NOTE Step 7.1 - Initial Actions)*
assistance is required to brief government staff at the facility	Provide briefing assistance to the Technical Analysis Manager as necessary.
directed to notify offsite agencies within 15 minutes of an emergency classification termination	Notify offsite agencies within 15 minutes of the emergency classification termination. *(16IG-0EP053, Emergency Message Forms, may be used for guidance.)*

7.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Technical Analysis Manager after event termination.

8.0 - Information Coordinator Function

Duties and Responsibilities

The Information Coordinator gathers and drafts information for use by Joint Emergency News Center personnel once approved by the Emergency Operations Director. S/he functions as liaison to American Nuclear Insurers representatives.

Information Coordinator personnel report to the Emergency Operations Director in the Emergency Operations Facility.

8.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, establish communications with the Joint Emergency News Center Technical Advisor or Facility Coordinator.

8.2 - Subsequent Actions

Status

NOTE

Notifications of downgrade to an emergency classification or protective actions recommended to state authorities by PVNGS ***shall not*** be transmitted to the Joint Emergency News Center.

___ Gather appropriate information and draft materials.

___ Unless relieved by corporate financial personnel, notify American Nuclear Insurers of the emergency and advise with updates as the need arises.

___ Prepare draft information for approval by the Emergency Operations Director and transmit the approved draft information to the Joint Emergency News Center.

8.3 - Terminal Actions

Record Retention	___	Submit logs, data, and other documentation to the Emergency Operations Director after event termination.

9.0 - Plant Status Technician Function

Duties and Responsibilities

The Plant Status Technician maintains communications monitoring capability with the Unaffected Shift Technical Advisor in the Satellite Technical Support Center / Control Room and the Plant Status Technician in the Technical Support Center when ERFDADS is unavailable. S/he is responsible for maintaining a concise knowledge level regarding technical and operational status of plant parameters and equipment functionality. Duties include the maintenance of accurate, current data on the facility plant status boards via guidance of Systems Engineering.

If staffed, the Plant Status Technician reports to the Technical Analysis Manager in the Emergency Operations Facility.

9.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, establish communications monitoring capability with the Unaffected Shift Technical Advisor in the Satellite Technical Support Center / Control Room and the Plant Status Technician in the Technical Support Center.

___ Record an initial set of current plant data on the facility plant status boards using the approved color code scheme.

9.2 - Subsequent Actions

Status

___ Maintaining open communications capability previously established, record accurate, current plant data on the facility plant status boards on a continuing basis using the approved color code scheme.

9.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Technical Analysis Manager after event termination.

10.0 - Radiation Protection Support Technician Function

Duties and Responsibilities

The Radiation Protection Support Technician performs facility habitability surveys for the Emergency Operations Facility and monitors the facility Radiation Monitoring System monitor RU-13B for airborne activity. S/he also provides radiological status board updates, issues and maintains dosimetry, and assists the Radiological Assessment Coordinator with miscellaneous administrative functions.

The Radiation Protection Support Technician reports to the Radiological Assessment Coordinator in the Emergency Operations Facility.

10.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, place the Emergency Operations Facility Radiation Monitoring System monitor RU-13B into operation in the Emergency Mode in accordance with the posted monitor instructions.

___ Remove the Area Radiation Monitor from the emergency locker and place it into operation in the Emergency Operations Facility.

10.2 - Subsequent Actions

Status

Perform the following actions as required:

IF...	THEN...
contamination control for the Emergency Operations Facility is warranted	Establish a contamination control point at the Emergency Operations Facility Stairway #1 airlock entrance as required.
habitability surveys are warranted	Perform the following actions: ◆ Periodically ensure no upscale trends exist on RU-13B for gaseous, particulate, and Iodine activity. ◆ Perform facility air sampling in accordance with 75RP-9RP21, Airborne Evaluation *(10 cubic feet air samples may be taken for ALARA considerations).* ◆ *(Form EP-0481, Air Sample Data, may be used for calculations.)*
dosimetry functions need to be addressed	Maintain dosimetry requirements as necessary.
EOF RMS Monitor RU-13B alarms	Investigate / resolve annunciator alarms and evaluate the impact on facility filtration.
administrative functions need to be addressed	Assist the Radiological Assessment Coordinator with administrative functions.

10.3 - Terminal Actions

Radiation Monitoring

___ Place the Emergency Operations Facility Radiation Monitoring System monitor RU-13B into operation in the Normal Mode in accordance with the posted monitor instructions.

Record Retention

___ Submit logs, data, and other documentation to the Radiological Assessment Coordinator after event termination.

11.0 - Radiological Assessment Communicator Function

Duties and Responsibilities

The Radiological Assessment Communicator positions and controls both onsite and offsite survey teams in coordination with other facility radiological assessment personnel as directed by the Radiological Assessment Coordinator. S/he also maintains communications with radiological assessment personnel at the Technical Support Center and the Affected Unit Satellite Technical Support Center.

The Radiological Assessment Communicator reports to the Radiological Assessment Coordinator in the Emergency Operations Facility.

11.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, determine and report the operability status of the following communications circuits to the Radiological Assessment Coordinator and the Administrative and Logistics Coordinator:

- normal telephone systems
- dedicated voice systems
- Environmental Assessment Line
- base station radio

___ Establish communications capabilities with radiological assessment personnel in the Technical Support Center and the Affected Unit Satellite Technical Support Center using the normal telephone system.

11.2 - Subsequent Actions

Radiological Assessment

Perform the following actions as required:

IF...	THEN...
the Radiological Assessment Coordinator requests Radiological Field Assessment Team positioning	Direct the teams as requested and coordinate team movement with offsite agency teams. Consideration should be given for the following: • 2 teams at the Site Boundary - 1 at each plume edge • 1 team at the leading edge of the plume • teams alternated for plume centerline sampling *(ALARA)*
a team / plume tracking mechanism is desired	Plot reported dose rates and team locations to aid in plume tracking.
an accurate record of team / plume tracking is desired	Maintain communications logs regarding radiological assessment.
field team internal / external dose limits may be exceeded	Initiate a tracking mechanism of EDE / TEDE ratios for individual team member exposures and consider implementation of Potassium Iodide administration. *(16IG-0EP051, Emergency Exposures and KI, may be used for guidance.)*
the Radiological Assessment Coordinator requires status updates to plume speed and direction of travel	Inform the Radiological Assessment Coordinator of all changes in radiological status.

11.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Radiological Assessment Coordinator after event termination.

12.0 - Radiological Assessment Coordinator Function

Duties and Responsibilities

The Radiological Assessment Coordinator provides direction and control of offsite and onsite radiological controls beyond the Protected Area. S/he evaluates dose projection data obtained by facility radiological assessment staff and provides technical advice to the Emergency Operations Director regarding Protective Action Recommendations. Duties of the Radiological Assessment Coordinator include coordination of offsite monitoring efforts, direction for dose projection iteration, and overall responsibility for Radiation Protection actions. S/he serves as principal liaison of the PVNGS Emergency Response Organization to state radiological organization directors. The Radiological Assessment Coordinator maintains an open line of communications with Radiation Protection personnel in the Technical Support Center and the Affected Unit Satellite Technical Support Center / Control Room.

The Radiological Assessment Coordinator reports to the Emergency Operations Director in the Emergency Operations Facility.

12.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, ensure that the following personnel are fully briefed:

- Dose Assessment Health Physicist
- Radiation Protection Support Technician
- Radiological Assessment Communicator
- USNRC Liaison Health Physics

___ Verify that facility ventilation is aligned to the Emergency Mode of operation and is functioning properly.

___ If appropriate, ensure that a facility contamination control point is properly established and that local area thermoluminescent dosimetry has been placed in each facility airlock.

continues...

12.1 - Initial Actions *continued...*

Facility Activation *(continued)*

___ Ensure that the following radiological components are available:

- procedures, etc.
- dose assessment software / hardware or contingencies
- ERFDADS / Radiation Monitoring System information or contingencies

___ Contact the Radiological Protection Coordinator in the Technical Support Center and determine:

- extent and consequences of radiological releases / plant conditions
- potential for subsequent radiological releases
- actions that the Radiological Protection Coordinator has taken

___ Contact the Radiation Protection Monitor in the Satellite Technical Support Center and determine:

- dose projections / Protective Action Recommendations made thus far
- status / location of offsite survey teams dispatched thus far
- extent and consequences of radiological releases / plant conditions

___ Relieve the Radiation Protection Monitor of responsibility for control of offsite survey teams.

___ Relieve the Radiological Monitoring Technician of responsibility for the performance of dose projections.

12.2 - Subsequent Actions

Dose Projection

Perform the following actions as required:

IF...	THEN...
assurance is required regarding dose projection data accuracy	Analyze source term, meteorological, and survey team data to determine consistency in bases for Protective Action Recommendations.
radiological status boards reflect inaccurate data	Direct the Radiation Protection Support Technician to update the status board data.

12.2 - Subsequent Actions *continued...*

Protective Measures

Perform the following actions as required:

IF...	THEN...
a parameter affecting the current Protective Action Recommendation has changed	Consult with the Emergency Operations Director to determine if a change to the current Protective Action Recommendation is required. Discuss options for site evacuation or onsite sheltering as required.
an impact to Emergency Operations Facility habitability exists	Advise the Emergency Operations Director of the need to relocate Emergency Operations Facility personnel to a backup facility.
an Emergency Operations Facility relocation has been directed by the Emergency Operations Director	Perform the following actions: 1) contact the Radiological Monitoring Technician and assign responsibility for performance of dose projection to him/her 2) contact the Radiation Protection Monitor and assign responsibility for control of offsite survey teams to him/her 3) upon arrival at a backup facility, relieve those individuals of the responsibilities previously assigned
knowledge of personnel locations beyond the Protected Area is required	Determine personnel traffic areas, entry and exit routes, and personnel protection requirements.
a site evacuation has been directed by the Emergency Coordinator	Provide radiological support and input on radiological conditions to the Emergency Operations Director during the evacuation and discuss the possibility of Potassium Iodide administration. Advise the Radiological Protection Coordinator, the Reassembly Team Leader, and the Security Coordinator accordingly.
a briefing with state representatives in the facility is indicated	Brief the state representatives as required on radiological aspects of the emergency.

12.2 - Subsequent Actions *continued...*

Offsite Surveys

Perform the following actions as required:

IF...	THEN...
the Radiological Assessment Communicator requests input on survey team location	Evaluate meteorological data, plant radiological release points, and dose projection data. Provide direction for survey teams and issue EDE / TEDE SID limits if required. *(The Dose Projection Technical Bases may be used for guidance.)*
state survey data has been transmitted to the facility	Ensure that the Radiological Assessment Communicator receives the state survey team data.
Assembly has been directed by the Emergency Coordinator	Evaluate Assembly Areas beyond the Protected Area for potential of radiological hazards and dispatch survey teams, if required.

12.3 - Terminal Actions

Radiation Instrumentation

___ Ensure that dose rate meters from the emergency kit are transmitted to the calibration facility for calibration and required maintenance.

Recovery

___ If implementation of a recovery effort is appropriate, consult with the Emergency Operations Director regarding Radiation Protection support.

Record Retention

___ Collect all documentation and associated logs from the following support personnel:

- Dose Assessment Health Physicist
- Radiation Protection Support Technician
- Radiological Assessment Communicator
- USNRC Liaison Health Physics

___ Submit logs, data, and other documentation to the Emergency Operations Director after event termination.

13.0 - Security Coordinator Function

Duties and Responsibilities

The Security Coordinator processes personnel necessary for site support prior to site entry and maintains communications with the Security Director in the Technical Support Center to aid in determining personnel site access requirements. S/he is also responsible for security of the Emergency Operations Facility.

The Security Coordinator reports to the Administrative and Logistics Coordinator and resides in the Emergency Operations Facility.

13.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, contact the Security Director in the Technical Support Center to determine the current site access restrictions and inform the Administrative and Logistics Coordinator.

13.2 - Subsequent Actions

Site Access

___ Inform the Security Director in the Technical Support Center of any offsite personnel that are required onsite and request pertinent information for those granted access.

___ Prior to site entry, process those personnel which are necessary for site support per the Security procedures.

Facility Access Control

___ Verify proper operation of the Emergency Operations Facility emergency ventilation. *(16IG-0EP055, Emergency Ventilation, may be used for guidance.)*

___ Report Emergency Operations Facility readiness to Security.

continues...

13.2 - Subsequent Actions *continued...*

Facility Access Control *(continued)*

___ Maintain periodic tours of the facility to ensure that unauthorized personnel do not gain access to the facility.

___ Ensure that 10 CFR 26.20(e) FFD requirements have been maintained. *(Form EP-0013 may be used for guidance.)*

Site Evacuation

___ If a site evacuation has been directed by the Emergency Coordinator, advise the Emergency Operations Director of the evacuation directive and the request for Emergency Operations Facility support.

___ Advise the Radiological Assessment Coordinator of the evacuation directive and request radiological monitoring team support.

___ With recommendations from the Radiological Assessment Coordinator, assign personnel as Reassembly Team Leaders and brief them on acceptable evacuation route*(s)* to use and on the Reassembly Area. *(16IG-0EP191, Site Evacuation, may be used for guidance.)*

___ Contact the Water Reclamation Facility Shift Supervisor and direct the distribution of emergency van keys, if necessary.

___ Contact local law enforcement agencies and advise them of the site evacuation and request assistance with traffic control, if required.

13.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Administrative and Logistics Coordinator after event termination.

14.0 - Shift Technical Advisor Function

Duties and Responsibilities

The Shift Technical Advisor monitors plant system data from the facility via ERFDADS, maintaining liaison with the Shift Technical Advisor in the Technical Support Center. Duties include assessments of plant conditions and evaluations of projected occurrences and corrective actions.

The Shift Technical Advisor reports to the Technical Analysis Manager in the Emergency Operations Facility.

14.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, access ERFDADS and assess the status of plant systems and critical plant parameters.

___ Contact technical support personnel as directed.

14.2 - Subsequent Actions

Status

___ Maintain communications with technical support personnel and with the Shift Technical Advisor in the Technical Support Center regarding technical status, proposed recommendations, and corrective actions.

___ Advise the Plant Status Technician of any significant changes to plant status and the Technical Analysis Manager of proposed recommendations and any significant changes to plant status.

14.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Technical Analysis Manager after event termination.

15.0 - Systems Engineering Function

Duties and Responsibilities

The Systems Engineer performs engineering analyses as required. S/he collaborates closely with the Plant Status Technician and Technical Analysis Manager to assure accurate and timely updates to facility technical information.

The Systems Engineer reports to the Technical Analysis Manager in the Emergency Operations Facility.

15.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, contact the Engineering Section in the Technical Support Center for analyses requirements.

___ Access ERFDADS and ensure an accurate baseline data set is conveyed appropriately to the Plant Status Technician.

15.2 - Subsequent Actions

Status

___ Maintain ERFDADS data analyses and ensure critical data is relayed to the Plant Status Technician as required.

___ Provide recommendations to the Technical Analysis Manager as required.

15.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Technical Analysis Manager after event termination.

16.0 - Technical Analysis Manager Function

Duties and Responsibilities

The Technical Analysis Manager directs evaluations of projected occurrences and their corrective actions and is responsible to provide a periodic assessment of the evaluations to the Emergency Operations Director. S/he maintains communications with the Technical Engineering Manager in the Technical Support Center and other technical support groups as required. The Technical Analysis Manager functions as the primary interface with offsite agency representatives stationed in the facility.

The Technical Analysis Manager reports to the Emergency Operations Director in the Emergency Operations Facility.

16.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, provide a status briefing to the following personnel:

- Government Liaison
- Offsite Technical Representative at the State Technical Operations Center *(located in the State Emergency Operations Center)*
- Plant Status Technician
- Shift Technical Advisor
- Systems Engineering

___ Contact the Technical Engineering Manager in the Technical Support Center and request an assessment of plant conditions.

___ Determine the need for and contact any additional engineering and technical support personnel as required.

16.2 - Subsequent Actions

Contingency

___ Coordinate with Engineering personnel and, based on an assessment of plant conditions, evaluate the projected occurrences and their corrective actions, noting the following considerations:

- recommended strategy to reduce or eliminate the effects of the projected occurrence
- recommended strategy to reduce or eliminate source terms and the subsequent offsite release *(requires Radiological Assessment Coordinator consultation)*
- projected time remaining to uncover or melt the reactor core
- functional status of plant safety systems

___ Consult with the Technical Engineering Manager in the Technical Support Center to determine any technical changes in plant conditions which may have occurred, recommendations, and the need to modify the current Engineering evaluations, if necessary.

___ With assistance from the Government Liaison, maintain offsite agency representatives stationed in the facility advised of current Engineering evaluations and contingencies.

Status

___ As necessary, continue with assessment, analyses, and evaluations of projected occurrences and their corrective actions.

___ Maintain the Dose Assessment Health Physicist advised of changing plant conditions which may affect the magnitude or duration of any potential radiological release.

___ Maintain the Plant Status Technician advised of any technical change in plant conditions which may affect the accuracy of plant status board data.

___ Verify the accuracy and adequacy of any technical information prior to its release for public dissemination by the Information Coordinator.

___ Consult with the Technical Engineering Manager in the Technical Support Center and the Emergency Operations Director regarding current plant status and recommendations for additional resources required for plant stabilization and recovery.

16.3 - Terminal Actions

Record Retention

___ Collect all documentation and associated logs from the following support personnel:

- Government Liaison
- Plant Status Technician
- Shift Technical Advisor
- Systems Engineering

___ Submit logs, data, and other documentation to the Emergency Operations Director after event termination.

17.0 - USNRC Liaison Health Physics Function

Duties and Responsibilities

Upon Emergency Operations Facility activation, the USNRC Liaison Health Physics assumes responsibility for continuous communications with the USNRC regarding radiological aspects of the emergency event. S/he may be relieved of duties by a representative of the USNRC Emergency Response Team upon their arrival.

The USNRC Liaison Health Physics reports to the Radiological Assessment Coordinator in the Emergency Operations Facility.

17.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, contact the USNRC using the Health Physics Network telephone.

___ When contact with the USNRC has been established, identify yourself as the HPN Communicator at Palo Verde and request connection to the HPN Teleconference Bridge.

___ When connection to the HPN Teleconference Bridge has been established, provide the initial radiological conditions for the event.

17.2 - Subsequent Actions

Status

___ Maintain continuous communications with the USNRC until relieved by a representative of the USNRC Emergency Response Team.

17.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Radiological Assessment Coordinator after event termination.

7

PROCEDURE INTENT

This procedure provides functional instruction for the activation and operation of the Satellite Technical Support Center.

EFFECTIVE DATE 07-30-97

1.0 - Introduction

Table of Contents

1.0 - Introduction *continued...*

Applicability

This procedure provides functional instruction for the activation and operation of the Satellite Technical Support Center. It should be referenced by Emergency Response personnel when responding to that facility during any classified emergency event.

Content

This Introduction Section of the procedure describes the following:

- Prerequisites
- Precautions
- Limitations

Prerequisites

All of the following conditions have been satisfied:

- An *NUE* or higher Emergency Classification has been declared.
- The Satellite Technical Support Center meets minimum activation staffing levels.

Precautions

Emergencies should be classified with a goal of 15 minutes from the time conditions are available as specified in the NRC Position Paper of 01 AUG 95.

If the Satellite Technical Support Center becomes uninhabitable, an Unaffected Unit Satellite Technical Support Center should be selected as an alternate by the Emergency Coordinator. The Radiation Protection Monitor will aid in evaluating and formulating recommendations for relocation.

In the event of a Security Contingency, such as a direct armed attack, assign other personnel to perform the response actions which are normally performed by Security. If the event could endanger arriving personnel due to safety or security conditions, decide where emergency personnel should report and change the initial group pager message appropriately.

If ERFDADS is inoperable, meteorological information required by the Radiological Monitoring Technician can be obtained by dialing the National Weather Service in Phoenix per 16IG-0EP201, Telecommunications, Section 5, Government Agencies *(Federal)*, and requesting current meteorological data at PVNGS. For this case, Delta -T will be derived by the Radiological Monitoring Technician. Ensure that the Emergency Coordinator is informed and that someone is sent to the Meteorological Tower for resolution of failure and to obtain local data, if possible.

1.0 - Introduction *continued...*

Limitations

The Satellite Technical Support Center shall be activated within the time augmentation goals set forth in the PVNGS Emergency *Plan (i.e., immediately following initial emergency declaration)*. It is preferred that those individuals required for activation have been briefed on the emergency prior to facility activation.

Notifications to State/County agencies per the Palo Verde NAN Emergency Message Form shall commence within 15 minutes following each initial, upgraded, or downgraded emergency declaration or any change to a Protective Action Recommendation. Notifications to State/County agencies per the Emergency Termination Message Form shall commence within 15 minutes following termination of the emergency declaration.

The NRC shall be contacted immediately following notification of State/County agencies and within 60 minutes following initial, upgraded, or downgraded emergency declarations. The NRC shall be contacted immediately following notification of State/County agencies for emergency declaration termination.

The NRC phone must be manned continuously at the NRC's request by a Senior Reactor Operator, Reactor Operator, or a Shift Technical Advisor.

An Unaffected Unit Shift Technical Advisor shall report to the Satellite Technical Support Center and address core thermohydraulic and engineering parameters within 30 minutes following emergency event declaration until relieved by the Reactor Analyst in the Technical Support Center.

The Emergency Response Data System is required to be activated as soon as possible, but no later than 1 hour, following a declaration of an ***Alert*** or higher emergency classification.

Assembly is recommended at the ***Alert*** classification level unless the Emergency Coordinator is reasonably assured that the condition does not have the potential to further degrade. Accountability does not have to be performed immediately following the request for Assembly. In any case, Accountability is required for a ***Site Area Emergency*** or a ***General Emergency*** and must be completed within 30 minutes following the request for Accountability.

Although Site Evacuation is optional at the ***Site Area Emergency*** classification level, it is required at the ***General Emergency*** level.

continues...

1.0 - Introduction *continued...*

Limitations *(continued)*

The Radiation Protection Monitor shall deploy at least 1 offsite survey team within 30 minutes following emergency declaration of an ***Alert*** or higher classification when an effluent monitor indicates a higher-than-normal release of radioactive materials is occurring. As appropriate, the team may be dispatched for surveys, advised to stand by, or secured from activities if no radiation release is apparent.

A currently licensed Senior Reactor Operator must approve any suspension of safeguards directed by the Emergency Coordinator prior to taking the action in accordance with the Code of Federal Regulations, Title 10, Part 50.54(y).

Procedure Layout

- Each section in this procedure is associated with a position within the facility.
- Each section is organized into topic areas comprising tasks which are required for the individual to perform.
- Tasks are preceded by check-off lines the individual may use to denote performance of steps or topic areas.
- Certain areas of procedures may incorporate the use of flowcharts, whereby direction may be specified to proceed, or go to, other areas of the procedure. These other areas are annotated by block labels, such as the block label for this topic area cited by **"Procedure Layout"** in the immediate left margin scan column. Using this schema, the user should immediately proceed ahead in the document to the specified block label when directed by the flowchart and perform the actions associated with the given topic area.

Procedure Use and Adherence

Some topic areas in this procedure may not require performance, may require performance more than one time, or may require performance out-of-sequence. The individual should address each, however, to ensure the health and safety of plant personnel and the public are maintained and that regulatory requirements are fulfilled. Instructional Guides may be used in addition to this procedure for areas where detailed guidance is desired to accomplish a particular function. Document use and adherence is controlled by 01DP-0AP01, Procedure Process.

2.0 - Onshift Emergency Coordinator Function

Duties and Responsibilities

The Onshift Emergency Coordinator assumes management control of the Onshift Emergency Organization upon classification of an emergency event. S/he is in charge of onshift emergency operations and is responsible for direction and coordination of the Onshift Emergency Organization.

The following non-delegable duties are assumed by the Emergency Coordinator upon classification of an emergency event:

- notification of offsite emergency response agencies and organizations
- provision of Protective Action Recommendations to offsite emergency management agencies
- subsequent reclassification of emergency events
- determination of the necessity for site evacuation
- authorization for emergency workers to exceed 10 CFR 20 exposure limits
- activation of onsite and offsite emergency response organizations for an ***Alert*** or higher emergency classification level

2.1 - Initial Actions

Facility Activation

___ Notify the Site Shift Manager of the emergency situation and direct him/her to report to the Affected Unit Control Room and, upon arrival, conduct transfer of Emergency Coordinator responsibilities.

___ Record the time and activate the Satellite Technical Support Center with the following required onshift facility personnel support:

- Radiation Protection Monitor
- Satellite Technical Support Center Communicator
- Shift Technical Advisor

___ Direct the Satellite Technical Support Center Communicator to complete and transmit Form EP-0541, Palo Verde NAN Emergency Message, to offsite agencies within 15 minutes of emergency event declaration. *(16IG-0EP053, Emergency Message Forms, may be used for guidance.)*

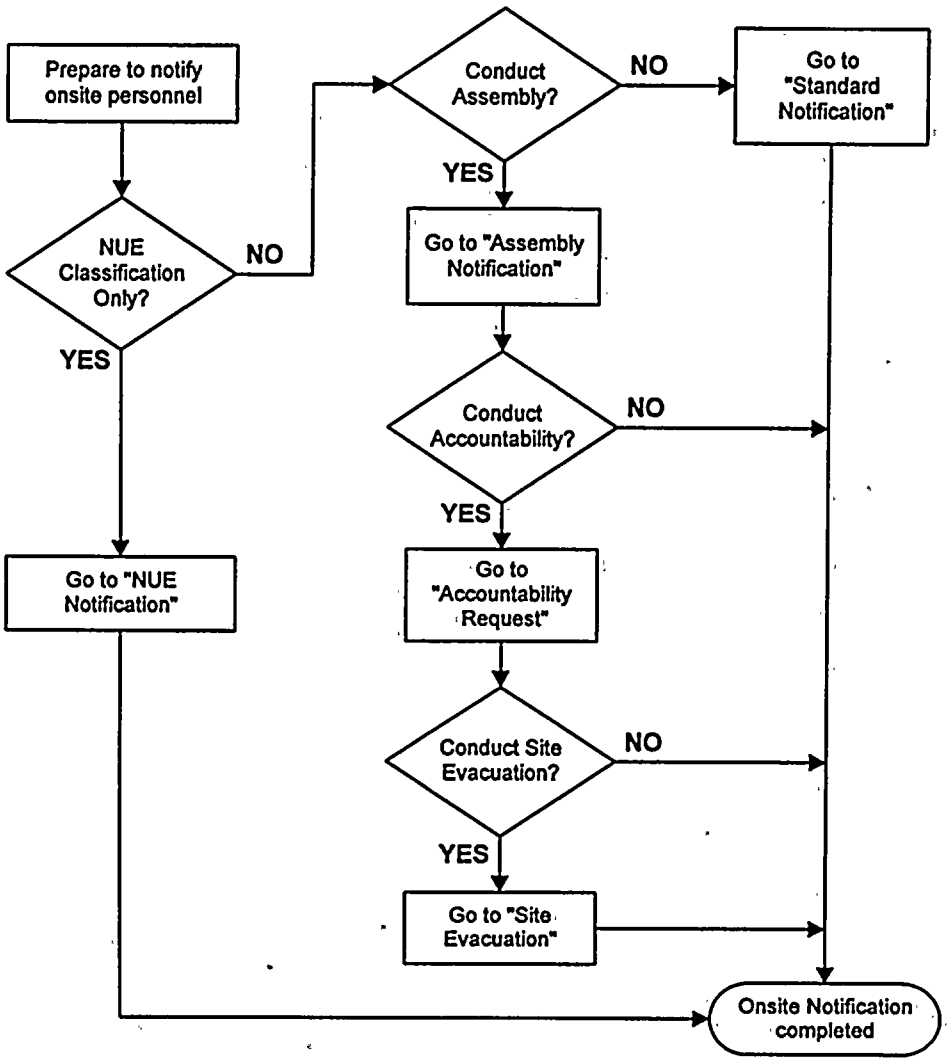
___ Determine the appropriate Protective Action Recommendations. *(16IG-0EP161, Protective Actions, may be used for guidance.)*

___ For off-hour events, instruct the Security Director to initiate call-out actions by activating the Autodialer.

2.1 - Initial Actions *continued...*

Onsite Notification Process Flowchart

___ Conduct an onsite notification using the appropriate action as determined by the following flowchart:



2.1 - Initial Actions *continued...*

NUE Notification

___ If the event in progress is currently classified as a Notification of Unusual Event, transmit the following message over the Unit Evacuation System:

"Attention all plant personnel. Attention all plant personnel. An emergency situation classified as a Notification of Unusual Event exists in Unit ___. All emergency response personnel stand by until further notice."

(Repeat message once. This responsibility can be delegated.)

___ Direct the Security Director to complete supplemental onsite notifications.

Standard Notification

___ If Assembly is not to be conducted, transmit the following message over the Unit Evacuation System:

"Attention all plant personnel. Attention all plant personnel. An emergency situation classified as a _____ exists in Unit ___. All emergency response personnel report to your emergency location. All other personnel stand by until further notice."

(Provide instructions on areas to avoid as appropriate. Repeat message once. This responsibility can be delegated.)

___ Direct the Security Director to complete supplemental onsite notifications.

2.1 - Initial Actions *continued...*

Assembly Notification

___ If Assembly is to be conducted, perform the following:

- Sound the Unit Assembly Signal for approximately 30 seconds.
- Transmit the following message over the Unit Evacuation System:

  "Attention all plant personnel. Attention all plant personnel. An emergency situation classified as a _____ exists in Unit ___. Assembly is required. All personnel report to your designated Assembly Area."

  (Provide instructions on areas to avoid as appropriate. Repeat sounding the Unit Assembly Signal and the message once.)

___ Direct the Security Director to complete supplemental onsite notifications.

___ Return to the Onsite Notification Process Flowchart, if appropriate.

Accountability Request

___ If Accountability is to be conducted after Assembly, perform the following:

- Request CAS Security personnel *(verbally or via telephone)* to perform Accountability and to provide the report within 30 minutes.
- Advise the Security Director to locate any unaccounted individuals.

___ Return to the Onsite Notification Process Flowchart, if appropriate.

2.1 - Initial Actions *continued...*

Site Evacuation

___ If Site Evacuation is to be conducted, determine the evacuation route / site egress point *(with input from the Radiation Protection Monitor)*.

___ Instruct the Security Director to complete both the supplemental onsite notifications and the organization / security actions for a Site Evacuation.

___ When actions to organize the evacuation have been completed and security measures have been established, transmit the following message over the Unit Evacuation System:

"Attention all plant personnel. Attention all plant personnel. Site evacuation for non-essential personnel is required. Proceed to your own vehicles and follow the instructions from Security."

___ Sound the Site Evacuation Signal for approximately 30 seconds.

(Repeat the message once.)

2.2 - Subsequent Actions

Follow-up

Perform the following actions as required:

IF...	THEN...
the Shift Technical Advisor time required actions need to be addressed	Direct the Shift Technical Advisor*(s)* to assess core damage within 30 minutes, to notify the USNRC within 1 hour, and to activate the Emergency Response Data System within 1 hour, if appropriate.
dose projection requirements need to be addressed	Direct the Radiation Protection Monitor to deploy at least 1 offsite survey team within 30 minutes and obtain the dose assessment data necessary to complete a dose projection.
the other Units need to be informed of the event	Notify the Unaffected Units' Shift Supervisors of the emergency.

Status

Perform the following actions as required:

IF...	THEN...
reclassification of the emergency is required	Implement 16DP-0EP13, Emergency Classification.
you need a plant status update from Control Room personnel	Review initiating event, plant status, emergency classification, EOP in use, and corrective actions with Control Room personnel.
a briefing to Satellite Technical Support Center staff is indicated	Conduct Satellite Technical Support Center briefings based on plant conditions and other problems.
activation of the Operations Support Center is indicated	Determine activation requirements and call the facility to ensure readiness.
additional information to the Arizona Radiation Regulatory Agency is necessary	Direct the Satellite Technical Support Center Communicator to prepare Form EP-0542, Follow-up Emergency Message. *(16IG-0EP053, Emergency Message Forms, may be used for guidance.)*

2.2 - Subsequent Actions *continued...*

Protective Measures

Perform the following actions as required:

IF...	THEN...
a change to the emergency classification or Protective Action Recommendation is indicated	Direct the Satellite Technical Support Center Communicator to complete and transmit Form EP-0541, Palo Verde NAN Emergency Message, to offsite agencies within 15 minutes of emergency classification. *(16IG-0EP053, Emergency Message Forms, may be used for guidance.)*
the Satellite Technical Support Center is deemed uninhabitable	Authorize emergency exposures as necessary. Adjust stay times of Satellite Technical Support Center personnel to minimize exposure. Relocate personnel to an Unaffected Unit Satellite Technical Support Center, if necessary.
use of Potassium Iodide is indicated	Consult with the Radiation Protection Monitor regarding the use of Potassium Iodide and authorize administration of Potassium Iodide to personnel. *(16IG-0EP051, Emergency Exposures and KI, may be used for guidance.)*
the Operations Support Center is deemed uninhabitable	Direct the Operations Support Center Coordinator to relocate staff, equipment, and supplies to an Alternate Operations Support Center in a designated Unaffected Unit. Ensure that radiological precautions are observed.
a fire response is indicated	Implement 14DP-0FP32, Emergency Notification and Response, and dispatch the Fire Team / Fire Team Advisor. If required, instruct the Security Director to contact the alternate offsite fire department for assistance.
a medical response is indicated	Implement 14DP-0FP32, Emergency Notification and Response, and 14DP-0FP11, Emergency Medical Response. Contact x4444 and advise. If necessary, dispatch an Emergency Medical Team and coordinate any required offsite assistance.

2.2 - Subsequent Actions *continued...*

Security

Perform the following actions as required:

IF...	THEN...
offsite assistance is required	Request the Security Director to call the appropriate organizations and arrange for access when assistance arrives. *(16IG-0EP201, Telecommunications, may be used for number reference.)*
site access needs to be restricted	Instruct the Security Director to limit access to PVNGS and to contact the Local Law Enforcement Agency for assistance, if required.
site access is required for offsite assistance personnel	Instruct the Security Director to arrange access for personnel not registered on the Emergency Response Personnel Access List and/or those individuals without Protected Area access.

Repairs

Perform the following actions as required:

IF...	THEN...
in-plant status information is required	Determine the scope of emergency repairs, radiological surveys, etc. Authorize team dispatch per 16DP-0EP16, Operations Support Center Actions.
an accident sample is required	Direct Chemistry to initiate the actions necessary to obtain accident sampling and analysis per 16DP-0EP18, Accident Sampling.
the disposition of contaminated water in secondary systems is required	Implement 74DP-9ZZ14, Contaminated Water Management Program.

continues...

2.2 - Subsequent Actions *continued...*

Repairs *(continued)*

Perform the following actions as required:

IF...	THEN...
an alternate source of Spray Pond inventory is required	Direct Maintenance and Engineering to implement actions necessary to restore Spray Pond inventory, with particular respect to the following items: ◆ ensuring these actions are initiated within 6 days following a seismic event / SSE that results in irreparable damage to the 3 onsite wells which supply makeup water to SP ◆ securing a dependable water supply capable of delivering 1200 gpm within 21 days of an SSE or other accident which eliminates or restricts normal water supply to an inadequate level ◆ ensuring that the following 2 items have been performed: 1. the Environmental Department shall file a Notice of Intent to Drill with the Arizona Department of Water Resources before new well drilling commences, and 2. as soon as practical, the Environmental Department shall apply for a temporary permit to withdraw groundwater in excess of our grandfathered right by submitting evidence that an emergency exists to the Director of the Arizona Department of Water Resources ◆ assurance that Spare Well Water Pump *(MLIS ID #45750074)* and 200 HP, 3-phase, 1800 rpm Electric Motor *(MLIS ID #44670001)* have been adequately maintained under PM Task 054390 *(continues...)*

continues...

2.2 - Subsequent Actions *continued...*

Repairs *(continued)*

Perform the following actions as required:

IF...	THEN...
an alternate source of Spray Pond inventory is required *(continued)*	*(continued)* ◆ assurance for an accurate assessment of current water inventory, normal water supply system status, time estimates for restoration of normal systems, identification of alternate supplies, and technically sound solutions to any outstanding water supply problems ◆ mobilizing a well drilling company capable of constructing a well within 15 days ◆ mobilizing a supply company capable of delivering temporary piping ◆ identification of alternate routes to the site from Phoenix or possible equipment air lifts ◆ referencing the Section 8.0 ERTEC Drawing in this procedure for well site selections ◆ determination of the extent of damage to the 2 normal production wells 34abb and 27ddc and the standby well 27cbc with work initiated to restore the normal production wells and the standby well to service

2.2 - Subsequent Actions *continued...*

Turnover of Duties

___ When consulted by the Onsite Emergency Coordinator in an ***Alert*** or higher emergency classification, provide a briefing on the following items:

- initiating event
- emergency classification*(s)*
- current plant status
- procedures in use
- corrective actions applied thus far

___ When both the Satellite Technical Support Center Communicator and the Radiation Protection Monitor have been relieved of their duties, transfer EC duties and responsibilities to the Onsite Emergency Coordinator.

___ Ensure that the USNRC Liaison in the Technical Support Center has assumed continuous communications capabilities with the USNRC.

2.3 - Terminal Actions

Event Downgrade

___ Address the following items prior to downgrading the event:

- Conditions requiring the current emergency classification level no longer exist.
- The anticipated plant response is such that there should be no degradation to any fission product barriers or increase in radiation releases.
- Present plant conditions are such that there is no possibility of an adverse impact on the health and safety of the public and plant personnel due to actions associated with event downgrade.
- Consultation with government agencies and the Emergency Operations Director, if appropriate, has taken place.

___ Transmit the following message over the Unit Evacuation System:

"Attention all plant personnel. Attention all plant personnel. The emergency situation declared in Unit ___ has now been downgraded to a _____."

(Provide special instructions as necessary. Repeat the message once.)

2.3 - Terminal Actions *continued...*

Event Termination

___ Address the following items prior to terminating the event:

- The anticipated plant response is such that there should be no challenge to any fission product barriers or radiation releases in excess of Technical Specifications.
- Present plant conditions offer no possibility of an adverse impact on the health and safety of the public and plant personnel.
- Consultation with government agencies and the Emergency Operations Director, if appropriate, has taken place.

___ If Assembly had been initiated, sound the *"All Clear"* Signal for approximately 30 seconds.

___ Transmit the following message over the Unit Evacuation System:

"Attention all plant personnel. Attention all plant personnel. The emergency situation declared in Unit ___ has now been terminated."

(Provide special instructions as necessary. As appropriate, repeat sounding the "All Clear" Signal and the message once.)

___ Direct the Satellite Technical Support Center Communicator to complete Form EP-0543, Emergency Termination Message, and transmit it to those government agencies listed on the form. *(16IG-0EP053, Emergency Message Forms, may be used for guidance.)*

___ Direct the Shift Technical Advisor to notify the USNRC as soon as possible of emergency termination.

___ Notify the Unaffected Units' Shift Supervisors of emergency termination.

___ At termination of the emergency classification, notify the PVNGS Nuclear Regulatory Affairs Department or the respective Unit Duty Engineer and request a written summary be provided to state / county offsite authorities within 8 hours *(5 days if terminated from a Notification of Unusual Event).*

(Provide copies of required materials, as requested by the Nuclear Regulatory Affairs Department, for preparation of the report.)

2.3 - Terminal Actions *continued...*

Record Retention	___	Transfer copies of all associated paperwork to the Emergency Planning Department. Forward all original paperwork to the Unit Operations Department for sorting, collating, and transfer to Nuclear Information Records Management.

3.0 - Operations Advisor Function

Duties and Responsibilities

The Operations Advisor is the management liaison in the Satellite Technical Support Center / Control Room and, as such, performs continuing analyses of plant conditions and maintains the Shift Supervisor and Emergency Coordinator advised of technical / operational information. The Operations Advisor is responsible to maintain a flow of information between the Technical Support Center and the Control Room. S/he ensures accurate data is provided to the Operations Coordinator in the Technical Support Center and may assist in the development of specialized procedures for the conduct of emergency operations.

This position is activated and reportable to the Satellite Technical Support Center upon notification and reports to the Emergency Coordinator through subsequent relief of that position.

3.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, consult with the Control Room Shift Supervisor and determine the technical / operational aspects of the event*(s)* in progress.

3.2 - Subsequent Actions

Status

___ When contacted by the Operations Coordinator in the Technical Support Center, provide the technical and operational aspects of the event*(s)* in progress to the Operations Coordinator, when appropriate.

___ As required, provide technical and operational guidance to the Emergency Coordinator and Operations personnel.

___ Assist, as necessary, in reclassification of the emergency and in any development of procedures for emergency operations.

___ Provide analysis of containment conditions prior to entry per 02AC-9ZZ01, Containment Entry in Modes 1 Through 4.

3.3 - Terminal Actions

Record Retention	___	Submit logs, data, and other documentation to the Shift Supervisor after event termination.

4.0 - Radiation Protection Monitor Function

Duties and Responsibilities

The Radiation Protection Monitor oversees the initial radiological response to the emergency condition until relieved by the Radiological Protection Coordinator in the Technical Support Center and the Radiological Assessment Coordinator in the Emergency Operations Facility. S/he provides technical advice to the Emergency Coordinator regarding radiological conditions and Protective Action Recommendations and is responsible to ensure that habitability surveys and contamination control measures are maintained in the Protected Area. Other duties include the authorization of personnel radiation exposures in excess of PVNGS Administrative Exposure Hold Points and advising the Emergency Coordinator on the use of Potassium Iodide. S/he is responsible for deployment of offsite radiological field assessment teams following declaration of an ***Alert*** or higher classification.

The Radiation Protection Monitor reports to the Onshift Emergency Coordinator in the Satellite Technical Support Center.

4.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, deploy at least 1 offsite survey team within 30 minutes following emergency declaration of an ***Alert*** or higher classification when an effluent monitor indicates that a higher-than-normal release of radioactive materials is occurring. *(The team may be dispatched for surveys, advised to stand by, or secured from activities if no radiation release is apparent.)*

___ Ensure that radiological dose projection actions are performed. *(16IG-0EP041, Dose Projection, may be used for guidance.)*

___ Based upon completed dose projections, advise the Emergency Coordinator on the need and level of protective actions required. *(16IG-0EP161, Protective Actions, may be used for guidance.)*

4.2 - Subsequent Actions

Onsite Protective Measures

Perform the following actions as required:

IF...	THEN...
knowledge of in-plant radiological conditions is required	Direct habitability surveys and contamination control measures as necessary.
the status of 140' Auxiliary Building RP and Chemistry equipment and supplies is required	Determine the availability of the following: ◆ emergency supplies ◆ Multi-channel analyzer ◆ sample counting capabilities
knowledge of personnel locations in the Protected Area is required	Determine the following: ◆ personnel traffic routes / areas ◆ entry and exit routes ◆ personnel protection requirements
Protected Area radiological conditions could impact personnel	Ensure the following items are addressed: ◆ Operations and support personnel are briefed ◆ Security is informed of current conditions ◆ Operations Support Center habitability is maintained, if applicable ◆ survey / repair teams are briefed ◆ team stay times have been calculated
the potential for airborne Iodine exists	Issue EDE / TEDE SID limits to affected teams. *(Refer to the Dose Projection Technical Bases for further guidance.)*
an impact to Satellite Technical Support Center habitability exists	Advise the Emergency Coordinator of the need to relocate Satellite Technical Support Center functions to an Unaffected Unit Satellite Technical Support Center.
Emergency Exposure Guidelines or KI distribution must be authorized	16IG-0EP051, Emergency Exposures and KI, may be used as guidance.

continues...

4.2 - Subsequent Actions *continued...*

Onsite Protective Measures *(continued)*

Perform the following actions as required:

IF...	THEN...
Assembly has been directed by the Emergency Coordinator	Evaluate Protected Area Assembly Areas for potential radiological impact.
additional personnel and/or materials are required	Contact Radiation Protection in the Unaffected Units for additional personnel and/or materials.

Offsite Protective Measures

Perform the following actions as required:

IF...	THEN...
the Radiological Monitoring Technician requests radiological and/or meteorological data	retrieve radiological and/or meteorological data from ERFDADS using the P&ID DISPLAYS. *(If ERFDADS is unavailable, consider contacting the National Weather Service in Phoenix per 16IG-0EP201, Telecommunications, Section 5, Government Agencies (Federal), for current meteorological data at PVNGS.)*
a parameter affecting the current Protective Action Recommendation has changed	Inform the Emergency Coordinator that a change to the current Protective Action Recommendation may be required. Discuss options for site evacuation or onsite sheltering as required.
knowledge of personnel locations beyond the Protected Area is required	Determine personnel traffic areas, entry and exit routes, and personnel protection requirements. Maintain status of offsite survey teams and record data to aid in plume tracking.
Site Evacuation and/or Potassium Iodide administration is indicated	16IG-0EP191, Site Evacuation, and 16IG-0EP051, Emergency Exposures and KI, may be used as guidance.

4.3 - Terminal Actions

Turnover of Duties	___	Transfer onsite responsibilities to the Radiological Protection Coordinator in the Technical Support Center except for habitability survey and contamination control of the Satellite Technical Support Center / Control Room.
	___	Provide information to the Radiological Protection Coordinator in the Technical Support Center of the location and status for all Protected Area survey teams.
	___	Transfer responsibilities and provide information to the Radiological Assessment Coordinator in the Emergency Operations Facility of the location, status, deployment times, and data obtained for all offsite survey teams.
	___	Discontinue providing data to the Radiological Monitoring Technician.
	___	Provide analysis of containment conditions based on ALARA prior to entry per 02AC-9ZZ01, Containment Entry in Modes 1 Through 4.
Radiation Instrumentation	___	Ensure that dose rate meters from the emergency kit are transmitted to the calibration facility for calibration and required maintenance.
Recovery	___	If decontamination is necessary, contact the Radiological Services Manager for disposition. *(16IG-0EP182, Recovery Organization, may be used for guidance.)*
Record Retention	___	Submit logs, data, and other documentation to the Emergency Coordinator or Shift Supervisor after event termination.

5.0 - Satellite Technical Support Center Communicator Function

Duties and Responsibilities

The Satellite Technical Support Center Communicator is responsible for performing initial and subsequent offsite management agency notifications upon declaration of an emergency event. S/he is relieved of this responsibility by the Government Liaison in the Emergency Operations Facility upon that facility's activation, after which s/he may serve as the communicator and log keeper for the facility. The Satellite Technical Support Center Communicator position is assumed by a Nuclear Operator or an Operations Technician upon notification.

The Satellite Technical Support Center Communicator reports to the Emergency Coordinator in the Satellite Technical Support Center.

5.1 - Initial Actions

Facility Activation

___ When notified to report to the Control Room / Satellite Technical Support Center, report to the facility for an Emergency Coordinator briefing.

___ As directed, perform the actions associated with offsite agency notifications. *(16IG-0EP053, Emergency Message Forms, may be used for guidance.)*

5.2 - Subsequent Actions

Status

___ Maintain the Emergency Coordinator advised of issues or potential problems regarding the notification process.

Turnover of Duties

___ Transfer duties and responsibilities for offsite notifications to the Government Liaison in the Emergency Operations Facility when contacted.

___ If requested, transmit a copy of the current Form EP-0541, Palo Verde NAN Emergency Message, by facsimile *(FAX)* to the Emergency Operations Facility.

___ Maintain communications and logs for the facility as required.

5.3 - Terminal Actions

Record Retention	___	Submit logs, data, and other documentation to the Emergency Coordinator after event termination.

6.0 - Security Director Function

Duties and Responsibilities

The Security Director provides direction and control of the Onsite Security Force for areas of personnel accountability, access control, site security, evacuation, medical transportation, and personnel / equipment security control. S/he is responsible for notification to the Emergency Response Organization of the emergency event as directed by the Emergency Coordinator.

The Security Director position is assumed by the Security Team Leader and is reportable to the Emergency Coordinator in the Satellite Technical Support Center, but is not required to report to the facility.

6.1 - Initial Actions

Autodialer Emergency Notification

___ If necessary, assign a Security Shift Sergeant to report to Security Headquarters and fulfill the Security Team Leader duties and responsibilities.

___ Within 30 minutes of emergency declaration, verify proper operation of the Technical Support Center emergency ventilation *(16IG-0EP055, Emergency Ventilation, may be used as guidance).*

___ For off-normal shift hours only, activate the Autodialer as directed. *(16IG-0EP013, Autodialer Activation, may be used as guidance.)*

___ When emergency notifications have been completed, inform the Emergency Coordinator of any unaffirmed Emergency Response Organization positions.

6.2 - Subsequent Actions

Status

___ As necessary, inform the Emergency Coordinator of any potential impacts or projected consequences to security by the events in progress.

continues...

6.2 - Subsequent Actions *continued...*

Status *(continued)*

Perform the following actions as required:

FOR...	THEN...
Assembly	◆ Conduct area searches in all Units *(16IG-0EP012, Assembly, may be referenced for further guidance).* ◆ Lock down the Protected Area. ◆ Notify the Water Reclamation Facility Control Room of the Assembly directive to ensure WRF personnel are notified to assemble. ◆ Support the Emergency Coordinator with post-Assembly activities.
Accountability	◆ Ensure that the Emergency Coordinator receives a detailed Accountability report within 30 minutes following the request. ◆ Using the Unit Evacuation System and/or the site-wide page, locate any unaccounted individuals identified on the detailed Accountability Report. ◆ If necessary, coordinate with Fire Protection personnel to locate and assist unaccounted individuals identified on the detailed Accountability Report.
vehicle control	◆ Coordinate with Radiation Protection to establish air and surface routes for arriving or departing traffic under radiological conditions. ◆ Obtain arriving vehicle / personnel information and transmit to Security personnel. ◆ Dispatch Security personnel to inspect and escort arriving vehicles and personnel.

continues...

6.2 - Subsequent Actions *continued...*

Status *(continued)*

Perform the following actions as required:

FOR...	THEN...
Security deployment	• Coordinate with the Radiation Protection Monitor for areas to avoid under radiological conditions.
offsite assistance	• As directed, restrict access to PVNGS using Local Law Enforcement Agency assistance. • Request offsite emergency assistance as directed and advise the Emergency Coordinator on status. • Authorize Protected Area access. • Control access to vital areas when the Security Computer is unavailable or as requested. • Refer all media inquiries to Strategic Communications or the Joint Emergency News Center, as applicable.
suspension of Safeguards	Ensure Senior Reactor Operator approval is obtained prior to deferment of any required safeguards or security actions. *(Examples include search and identification of personnel, search of packages and vehicles, and use of ACADs within the Protected Area.)*
site evacuation	• Initiate the actions for evacuation organization and security measures *(16IG-0EP191, Site Evacuation, may be used as guidance).* • When the site has been evacuated, direct Security to conduct searches of all buildings and areas outside the Protected Area for non-essential personnel.

6.3 - Terminal Actions

Record Retention	___	Submit logs, data, and other documentation to the Emergency Coordinator after event termination.

7.0 - Shift Technical Advisor Function

Duties and Responsibilities

The Onshift Shift Technical Advisor consults with the Shift Supervisor on activities that impact safe operation of the Unit. S/he monitors various data displays throughout the course of the emergency and provides electrical and mechanical technical support to Control Room personnel. Duties of the Unaffected Shift Technical Advisor*(s)* include monitoring core thermohydraulic parameters, interfacing with the Emergency Coordinator and Radiation Protection Monitor, communicating plant system status updates, fulfilling responsibilities associated with USNRC communications, and supporting the Onshift Shift Technical Advisor.

The Shift Technical Advisors report to the Shift Supervisor in the Control Room. The Unaffected Shift Technical Advisor*(s)* are relieved by the Reactor Analyst in the Technical Support Center upon that facility's activation.

7.1 - Initial Actions

Facility Activation

The Onshift Shift Technical Advisor will perform the following action*(s)*:

___ Independently verify the current emergency classification, assess the status of plant systems and critical plant parameters as directed, and communicate the findings to the Shift Supervisor.

___ For an ***Alert*** or higher Emergency Classification, activate the Emergency Response Data System. *(16IG-0EP054, Emergency Response Data System, may be used for guidance.)*

___ Contact technical support personnel as required.

The Unaffected Shift Technical Advisor*(s)* will perform the following actions*(s)*:

___ When duties have been assumed and an informational briefing has been received, assess the status of plant systems and core thermohydraulic parameters.

___ Establish contact with the Plant Status Technicians in the Technical Support Center and Emergency Operations Facility, if activated, and arrange a 3-way conference call for communicating 15-minute plant system status updates.

7.2 - Subsequent Actions

Status

The Onshift Shift Technical Advisor will perform the following actions as required:

___ Continue independent verification of any changes to emergency classifications and communicate the findings to the SS/EC.

___ Continue assessments and assist Control Room personnel.

___ Periodically brief the Shift Supervisor concerning plant status, availability of support personnel, and corrective action recommendations.

The Unaffected Shift Technical Advisor*(s)* will perform the following action*(s)*:

___ Continue assessments of plant systems and core thermohydraulic parameters.

___ Provide a status of plant conditions to the Emergency Coordinator and Radiation Protection Monitor on a periodic basis.

___ Obtain an Event Notification Worksheet from the Event Reporting Manual and complete the form fields as completely as possible.

___ Using the Event Notification Worksheet and within 1 hour of initial, upgraded, or downgraded emergency classification, notify the USNRC Operations Center via the FTS-2000 *(ENS)* NRC telephone.

___ Maintain contact with the USNRC until relieved by the USNRC Liaison Operations in the Technical Support Center.

___ Maintain assessments of plant systems and core thermohydraulic parameters until relieved by the Reactor Analyst in the Technical Support Center.

___ Provide support to the Onshift Shift Technical Advisor as required.

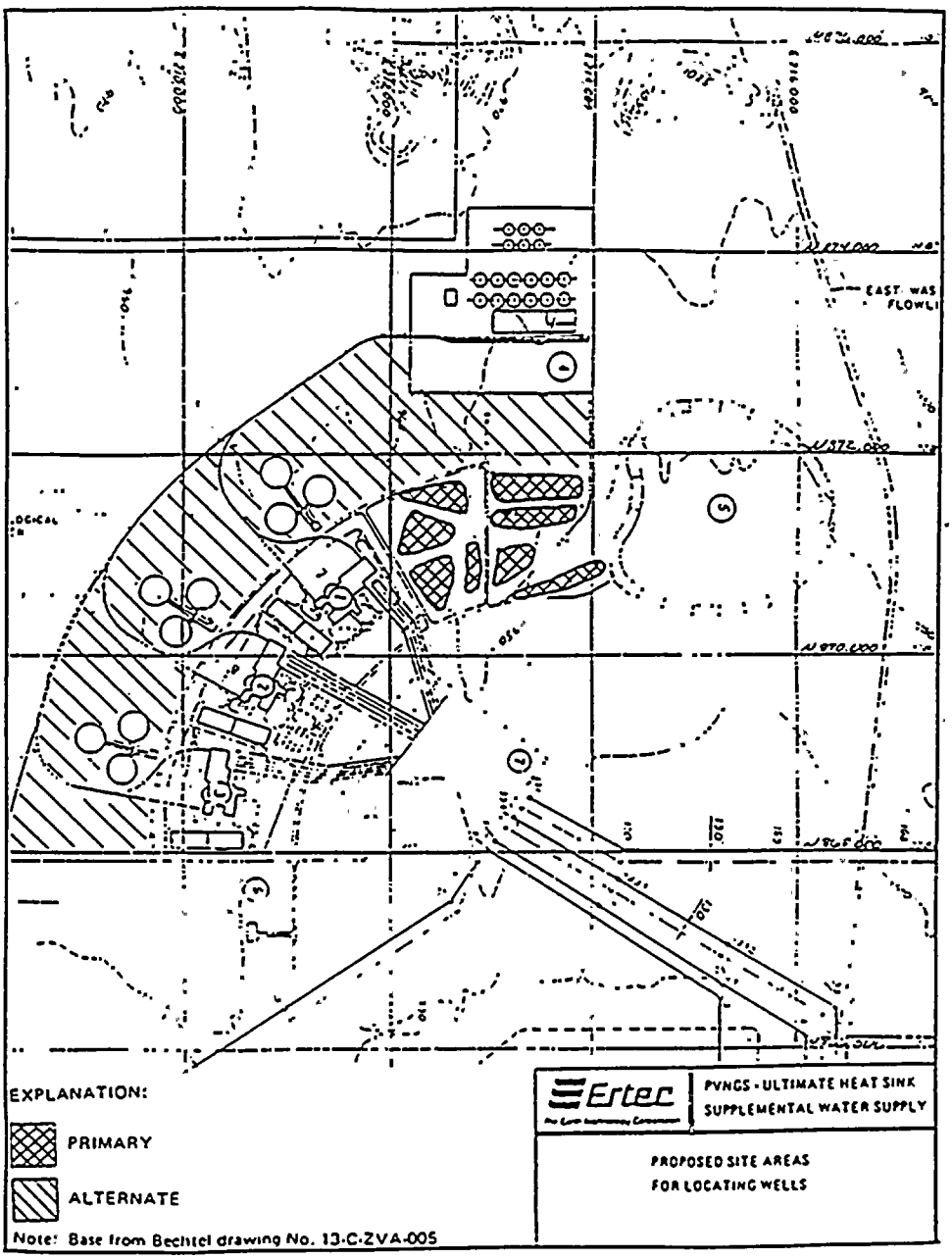
7.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Shift Supervisor after event termination.

8.0 - Well Site Selections

ERTEC Drawing



NOTE: This Section is not electronically available.

PROCEDURE INTENT

This procedure provides functional instruction for the activation and operation of the Technical Support Center.

EFFECTIVE DATE 07-30-97

1.0 - Introduction

Table of Contents

1.0 - Introduction *continued...*

Applicability

This procedure provides functional instruction for the activation and operation of the Technical Support Center. It should be referenced by Emergency Response personnel when responding to that facility during any event classified at an ***Alert*** or higher emergency classification.

Content

This Introduction Section of the procedure describes the following:

- Prerequisites
- Precautions
- Limitations

Prerequisites

All of the following conditions have been satisfied:

- An ***Alert*** or higher Emergency Classification has been declared.
- The Technical Support Center meets minimum activation staffing levels.

Precautions

Emergencies should be classified with a goal of 15 minutes from the time conditions are available as specified in the NRC Position Paper of 01 AUG 95.

If the Technical Support Center becomes uninhabitable, the Emergency Operations Facility or other habitable facility may be selected as an alternate by the Emergency Coordinator. The Radiation Protection Coordinator will aid in evaluating and formulating recommendations for relocation.

Limitations

The Technical Support Center shall be activated within the time augmentation goals set forth in the PVNGS Emergency Plan *(i.e., 1 hour during normal work hours and 1-2 hours during off-normal work hours)*. It is preferred that those individuals required for activation have been briefed on the emergency prior to facility activation.

Notifications to State/County agencies shall commence within 15 minutes following each change in the emergency classification or following termination of the emergency declaration.

continues...

1.0 - Introduction *continued...*

Limitations *(continued)*

The NRC shall be contacted immediately following notification of State/County agencies and within 60 minutes following initial, upgraded, or downgraded emergency declarations. The NRC shall be contacted immediately following notification of State/County agencies for emergency declaration termination.

The NRC phone must be manned continuously at the NRC's request by a Senior Reactor Operator, Reactor Operator, or a Shift Technical Advisor.

The Emergency Response Data System is required to be activated as soon as possible, but no later than 1 hour, following a declaration of an ***Alert*** or higher emergency classification.

Assembly is recommended at the ***Alert*** classification level unless the Emergency Coordinator is reasonably assured that the condition does not have the potential to further degrade. Accountability does not have to be performed immediately following the request for Assembly. In any case, Accountability is required for a ***Site Area Emergency*** or a ***General Emergency*** and must be completed within 30 minutes following the request for Accountability.

Although Site Evacuation is optional at the ***Site Area Emergency*** classification level, it is required at the ***General Emergency*** level.

A currently licensed Senior Reactor Operator must approve any suspension of safeguards directed by the Emergency Coordinator prior to taking the action in accordance with the Code of Federal Regulations, Title 10, Part 50.54(y).

Procedure Layout

- Each section in this procedure is associated with a position within the facility.
- Each section is organized into topic areas comprising tasks which are required for the individual to perform.
- Tasks are preceded by check-off lines the individual may use to denote performance of steps or topic areas.
- Certain areas of procedures may incorporate the use of flowcharts, whereby direction may be specified to proceed, or go to, other areas of the procedure. These other areas are annotated by block labels, such as the block label for this topic area cited by **"Procedure Layout"** in the immediate left margin scan column. Using this schema, the user should immediately proceed ahead in the document to the specified block label when directed by the flowchart and perform the actions associated with the given topic area.

1.0 - Introduction *continued...*

Procedure Use and Adherence

Some topic areas in this procedure may not require performance, may require performance more than one time, or may require performance out-of-sequence. The individual should address each, however, to ensure the health and safety of plant personnel and the public are maintained and that regulatory requirements are fulfilled. Instructional Guides may be used in addition to this procedure for areas where detailed guidance is desired to accomplish a particular function. Document use and adherence is controlled by 01DP-0AP01, Procedure Process.

2.0 - Onsite Emergency Coordinator Function

Duties and Responsibilities

The Onsite Emergency Coordinator assumes management control of the Onsite Emergency Organization when relieving the Onshift Emergency Coordinator. The Onsite Emergency Coordinator is in charge of onsite emergency operations and is responsible for direction and coordination of the Onsite Emergency Organization.

The primary duties of the Onsite Emergency Coordinator are to manage the Onsite Emergency Organization by:

- Diagnosing plant conditions
- Identifying and implementing corrective actions
- Coordinating onsite emergency activities
- Implementing protective actions for station personnel
- Communicating with offsite agencies until activation of the Emergency Operations Facility

2.1 - Initial Actions

Facility Activation

___ Relieve the Onshift Emergency Coordinator of Emergency Coordinator functions when Onshift Emergency Coordinator turnover conditions have been satisfied.

___ Record the time and activate the Technical Support Center when the following required facility personnel have arrived:

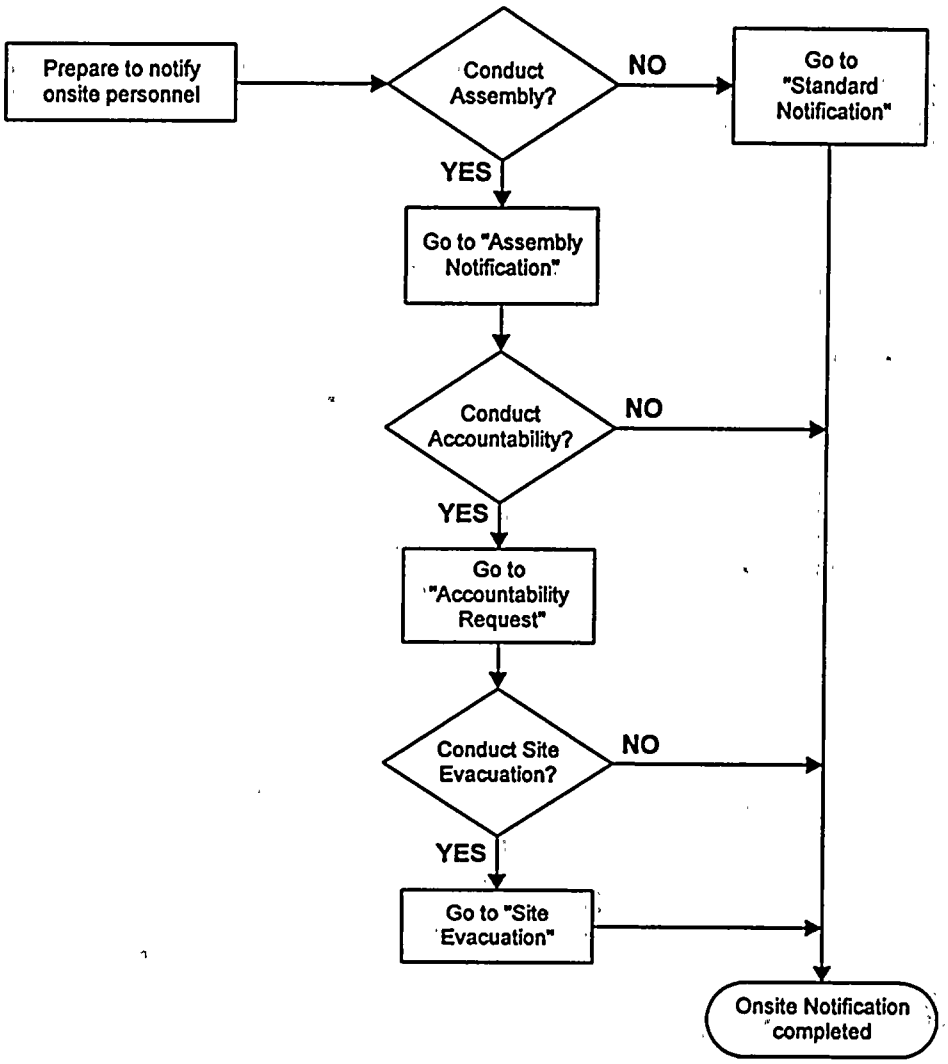
- Electrical Engineer
- Emergency Maintenance Coordinator
- Mechanical Engineer
- Operations Coordinator
- Radiological Protection Coordinator
- Security Director
- Technical Engineering Manager

___ When facility emergency response personnel have assumed their duties and responsibilities, notify the other emergency response facilities that the Technical Support Center has been activated.

2.1 - Initial Actions *continued...*

Onsite Notification Process Flowchart

___ Conduct an onsite notification using the appropriate action as determined by the following flowchart:



2.1 - Initial Actions *continued...*

Standard Notification

___ If Assembly is not to be conducted, transmit the following message over the Unit Evacuation System:

"Attention all plant personnel. Attention all plant personnel. An emergency situation classified as a _____ exists in Unit ___. All emergency response personnel report to your emergency location. All other personnel stand by until further notice."

(Provide instructions on areas to avoid as appropriate. Repeat message once. This responsibility can be delegated.)

___ Direct the Security Director to complete supplemental onsite notifications.

Assembly Notification

___ If Assembly is to be conducted, perform the following:

- Sound the Unit Assembly Signal for approximately 30 seconds.
- Transmit the following message over the Unit Evacuation System:

  "Attention all plant personnel. Attention all plant personnel. An emergency situation classified as a _____ exists in Unit ___. Assembly is required. All personnel report to your designated Assembly Area."

  (Provide instructions on areas to avoid as appropriate. Repeat sounding the Unit Assembly Signal and the message once.)

___ Direct the Security Director to complete supplemental onsite notifications.

___ Return to the Onsite Notification Process Flowchart, if appropriate.

Accountability Request

___ If Accountability is to be conducted after Assembly, perform the following:

- Request CAS Security personnel *(verbally or via telephone)* to perform Accountability and to provide the report within 30 minutes.
- Advise the Security Director to locate any unaccounted individuals.

___ Return to the Onsite Notification Process Flowchart, if appropriate.

2.1 - Initial Actions *continued...*

Site Evacuation

___ If Site Evacuation is to be conducted, determine the evacuation route / site egress point *(with input from the Radiological Protection Coordinator).*

___ Instruct the Security Director to complete both the supplemental onsite notifications and the organization / security actions for a Site Evacuation.

___ When actions to organize the evacuation have been completed and security measures have been established, transmit the following message over the Unit Evacuation System:

"Attention all plant personnel. Attention all plant personnel. Site evacuation for non-essential personnel is required. Proceed to your own vehicles and follow the instructions from Security."

___ Sound the Site Evacuation Signal for approximately 30 seconds.

(Repeat the message once.)

2.2 - Subsequent Actions

Status

Perform the following actions as required:

IF...	THEN...
reclassification of the emergency is required	Implement 16DP-0EP13, Emergency Classification.
you need a plant status update from the Control Room	Review plant status, initiating event, emergency classification, and corrective actions with Control Room personnel.
a briefing to your staff is indicated	Conduct Technical Support Center briefings based on plant conditions and other problems.
recovery implementation is appropriate at this time	Consult with the Emergency Operations Director for implementation of recovery operations.

2.2 - Subsequent Actions *continued...*

Protective Measures

Perform the following actions as required:

IF...	THEN...
the emergency classification or current Protective Action Recommendation has changed	Inform the Emergency Operations Director of any event or Protective Action Recommendation changes. Discuss options for site evacuation, onsite sheltering, or early dismissal of personnel as required.
Technical Support Center dose rates are rising	Authorize emergency exposures as necessary. Adjust stay times of Technical Support Center personnel to minimize exposure. Relocate personnel to the Emergency Operations Facility, if necessary.
use of Potassium Iodide is indicated	Consult with the Radiation Protection Monitor regarding the use of Potassium Iodide and authorize administration of Potassium Iodide to personnel as required.
the Operations Support Center is deemed uninhabitable	Direct the Operations Support Center Coordinator to relocate staff, equipment, and supplies to an Alternate Operations Support Center in a designated Unaffected Unit. Ensure that radiological precautions are observed.
a fire response is indicated	Implement 14DP-0FP32, Emergency Notification and Response, and dispatch the Fire Team / Fire Team Advisor. If required, instruct the Security Director to contact the alternate offsite fire department for assistance.
a medical response is indicated	Implement 14DP-0FP32, Emergency Notification and Response, and 14DP-0FP11, Emergency Medical Response. Contact x4444 and advise. If necessary, dispatch an Emergency Medical Team and coordinate any required offsite assistance.

2.2 - Subsequent Actions *continued...*

Security

Perform the following actions as required:

IF...	THEN...
offsite assistance is required	Request Emergency Operations Facility staff to call the appropriate offsite assistance organizations. Instruct the Security Director to arrange for access when assistance arrives.
site access needs to be restricted	Instruct the Security Director to limit access to PVNGS and to contact the Local Law Enforcement Agency for assistance, if required.
site access is required for offsite assistance personnel	Instruct the Security Director to arrange access for personnel not registered on the Emergency Response Personnel Access List and/or those individuals without Protected Area access.

Repairs

Perform the following actions as required:

IF...	THEN...
in-plant status information is required	Determine the scope of emergency repairs, radiological surveys, etc. Authorize team dispatch per 16DP-0EP16, Operations Support Center Actions.
an accident sample is required	Direct the Chemistry Coordinator to initiate the actions to obtain accident sampling and analysis per 16DP-0EP18, Accident Sampling.
the disposition of contaminated water in secondary systems is required	Implement 74DP-9ZZ14, Contaminated Water Management Program.

continues...

2.2 - Subsequent Actions *continued...*

Repairs *(continued)*

Perform the following actions as required:

IF...	THEN...
an alternate source of Spray Pond inventory is required	Direct the Emergency Maintenance Coordinator and Technical Engineering Manager to implement actions necessary to restore Spray Pond inventory, with particular respect to the following items: ◆ ensuring these actions are initiated within 6 days following a seismic event / SSE that results in irreparable damage to the 3 onsite wells which supply makeup water to SP ◆ securing a dependable water supply capable of delivering 1200 gpm within 21 days of an SSE or other accident which eliminates or restricts normal water supply to an inadequate level ◆ ensuring that the following 2 items have been performed: 1. the Environmental Department shall file a Notice of Intent to Drill with the Arizona Department of Water Resources before new well drilling commences, and 2. as soon as practical, the Environmental Department shall apply for a temporary permit to withdraw groundwater in excess of our grandfathered right by submitting evidence that an emergency exists to the Director of the Arizona Department of Water Resources *(continues...)*

continues...

2.2 - Subsequent Actions *continued...*

Repairs *(continued)*

Perform the following actions as required:

IF...	THEN...
an alternate source of Spray Pond inventory is required *(continued)*	*(continued)* ◆ assurance that Spare Well Water Pump *(MLIS ID #45750074)* and 200 HP, 3-phase, 1800 rpm Electric Motor *(MLIS ID #44670001)* have been adequately maintained under PM Task 054390 ◆ assurance for an accurate assessment of current water inventory, normal water supply system status, time estimates for restoration of normal systems, identification of alternate supplies, and technically sound solutions to any outstanding water supply problems ◆ mobilizing a well drilling company capable of constructing a well within 15 days ◆ mobilizing a supply company capable of delivering temporary piping ◆ identification of alternate routes to the site from Phoenix or possible equipment air lifts ◆ referencing the Section 20.0 ERTEC Drawing in this procedure for well site selections ◆ determination of the extent of damage to the 2 normal production wells 34abb and 27ddc and the standby well 27cbc with work initiated to restore the normal production wells and the standby well to service

2.3 - Terminal Actions

Event Downgrade

___ Address the following items prior to downgrading the event:

- Conditions requiring the current emergency classification level no longer exist.
- The anticipated plant response is such that there should be no degradation to any fission product barriers or increase in radiation releases.
- Present plant conditions are such that there is no possibility of an adverse impact on the health and safety of the public and plant personnel due to actions associated with event downgrade.
- Consultation with the Emergency Operations Director and government agencies has taken place.

___ Transmit the following message over the Unit Evacuation System:

"Attention all plant personnel. Attention all plant personnel. The emergency situation declared in Unit ___ has now been downgraded to a _____."

(Provide special instructions as necessary. Repeat the message once.)

2.3 - Terminal Actions *continued...*

Event Termination

___ Address the following items prior to terminating the event:

- The anticipated plant response is such that there should be no challenge to any fission product barriers or radiation releases in excess of Technical Specifications.
- Present plant conditions offer no possibility of an adverse impact on the health and safety of the public and plant personnel.
- Consultation with the Emergency Operations Director and government agencies has taken place.

___ If Assembly had been initiated, sound the *"All Clear"* Signal for approximately 30 seconds.

___ Transmit the following message over the Unit Evacuation System:

"Attention all plant personnel. Attention all plant personnel. The emergency situation declared in Unit ___ has now been terminated."

(Provide special instructions as necessary. As appropriate, repeat sounding the "All Clear" Signal and the message once.)

___ Request the Emergency Operations Director to direct the Government Liaison to notify offsite agencies of event termination.

___ Direct the USNRC Liaison Operations to inform the USNRC as soon as possible of emergency termination.

___ Notify the Unaffected Units' Shift Supervisors of emergency termination.

___ At termination of the emergency classification, notify the PVNGS Nuclear Regulatory Affairs Department or the respective Unit Duty Engineer and request a written summary be provided to state / county offsite authorities within 8 hours.

(Provide copies of required materials, as requested by the Nuclear Regulatory Affairs Department, for preparation of the report.)

2.3 - Terminal Actions *continued...*

Record Retention	___	Transfer copies of all associated paperwork to the Emergency Planning Department. Forward all original paperwork to the Unit Operations Department for sorting, collating, and transfer to Nuclear Information Records Management.

3.0 - Administrative Support Function

Duties and Responsibilities

Administrative Support personnel render assistance to the Onsite Emergency Organization in all matters requiring clerical support. Duties related to this function include information dissemination, the use and/or transmission of facsimile materials, document duplication and retrieval, telecommunications assistance, log-keeping, site-wide announcements, etc.

Administrative Support personnel report to the Security Director in the Technical Support Center.

3.1 - Initial Actions

Facility Activation

___ Consult with the Security Director to determine and initiate immediate support functions required to aid activation of the facility.

3.2 - Subsequent Actions

Status

___ Render assistance and support for various duties as assigned.

3.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Security Director after event termination.

4.0 - Chemistry Coordinator Function

Duties and Responsibilities

The Chemistry Coordinator provides analysis and evaluation of coolant and air samples to aid in determination of reactor core conditions and release potentials. S/he provides chemical analyses and interprets results of the analyses for evaluation of plant systems and coordinates with the Reactor Analyst to schedule and support core damage assessment activities, including post-accident sampling.

The Chemistry Coordinator reports to the Technical Engineering Manager in the Technical Support Center. There is no Onshift Emergency Organization counterpart for the Chemistry Coordinator.

4.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, contact the Onshift Chemistry Technician and the Radiological Monitoring Technician for a briefing on current plant chemistry conditions and Radiation Monitoring System trends.

___ Consult with the Technical Engineering Manager and the Reactor Analyst and determine the needs for additional Chemistry Support personnel based on current plant chemistry.

NOTE

A 3-hour window is generally required for completion of a sample analysis from the time that a sample has been requested. When preparation time is available *(e.g., waiting for primary sample decay)*, sample carts may be prepared and an initial flush of the Post-Accident Sample System may be performed.

___ If required, consult with the affected Unit Chemistry Technicians and direct that preparations be initiated for use of the Post-Accident Sample System.

4.2 - Subsequent Actions

Status

___ Evaluate, determine, and interpret analyses results of coolant / air samples and provide the results to the Reactor Analyst and technical staff in the Technical Support Center and Emergency Operations Facility.

___ Keep the Radiological Protection Coordinator aware of current and forecasted sampling / counting activities. *(Assign priorities as necessary.)*

___ If applicable, evaluate the potential for a hydrogen bubble in the steam generator during a tube rupture event.

4.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Technical Engineering Manager after event termination.

5.0 - Electrical Engineering Function

Duties and Responsibilities

The Electrical Engineer provides electrical engineering analyses as required by the specific event*(s)* in progress.

The Electrical Engineer reports to the Technical Engineering Manager in the Technical Support Center. There is no Onshift Emergency Organization counterpart for the Electrical Engineer.

5.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, contact the Satellite Technical Support Center Shift Technical Advisor*(s)* and relieve responsibilities for electrical engineering support.

___ Consult with the Technical Engineering Manager to determine and initiate immediate support functions required to aid engineering analyses.

5.2 - Subsequent Actions

Status

___ Support recommendations for actions associated with probabilistic risk assessment and electrical engineering and determine corporate engineering staff requirements to support the recommendations.

5.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Technical Engineering Manager after event termination.

6.0 - Emergency Coordinator Technical Assistant Function

Duties and Responsibilities

The Emergency Coordinator Technical Assistant provides the Emergency Coordinator the bases for actions taken by Control Room personnel as specifed in the emergency operating procedures and maintains the Emergency Coordinator advised of the operational impact of events in progress.

The Emergency Coordinator Technical Assistant reports to the Emergency Coordinator in the Technical Support Center. There is no Onshift Emergency Organization counterpart for the Emergency Coordinator Technical Assistant.

6.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, consult with the Operations Coordinator and determine the status of event*(s)* in progress and which procedures are currently in use by Control Room personnel.

___ Obtain required documents from the facility Technical Reference Library and ascertain the bases for current and impending actions based on procedures currently in use by Control Room personnel.

6.2 - Subsequent Actions

Status

___ Keep the Emergency Coordinator advised of current / impending operator actions based on procedural direction and the grounds for those actions.

___ Maintain the Emergency Coordinator aware of operational impacts and projected consequences of events in progress.

6.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Emergency Coordinator after event termination.

7.0 - Emergency Maintenance Coordinator Function

Duties and Responsibilities

The Emergency Maintenance Coordinator is responsible for plant emergency repair. Duties include evaluation of hazards and coordination of repair / damage control. S/he provides overall direction and control of Emergency Repair Team response activities and is responsible for maintaining communications with the Operations Support Center Coordinator regarding repair team efforts.

The Emergency Maintenance Coordinator reports to the Emergency Coordinator in the Technical Support Center. There is no Onshift Emergency Organization counterpart for the Emergency Maintenance Coordinator.

7.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, establish contact with the Operations Support Center Coordinator via the Maintenance Control Line.

___ If emergency team dispatch is necessary, direct the Operations Support Center Coordinator to form the required team*(s)* and to designate communications requirements for the team leader. As necessary, determine the need for additional support personnel.

___ Obtain required documents from the facility Technical Reference Library, if necessary.

7.2 - Subsequent Actions

Status

___ Provide periodic update briefings to the Operations Support Center Coordinator regarding event status and availability of support personnel.

___ Advise the Fire Team Leader and Emergency Coordinator of any potential for toxic, chemical, fire, or medical hazards, if required.

___ Investigate / resolve annunciator alarms on TSC Panel AJ-SDN-UA-001.

7.2 - Subsequent Actions *continued...*

Repair

___ Maintain periodic communications with the following personnel:

- Emergency Coordinator
- Radiological Protection Coordinator
- Operations Support Center Coordinator *(Maintenance Control Line)*
- Repairs Coordinator *(Maintenance Control Line)*

Perform the following actions as required:

IF...	THEN...
problems with available plant equipment are noted	Assess operation of the following equipment: • mechanical • electrical • instrumentation / controls
the Emergency Coordinator requires a plant status update	Review the following items with the Emergency Coordinator: • deployment of Emergency Repair Teams • all repair operations in progress • those repairs which are crucial • estimated times for repairs • status of water supply inventories • status of support personnel • status of tools and spare parts • known radiological conditions
contamination is hampering repair efforts	Consult with the Emergency Coordinator to identify and decontaminate those areas requiring decontamination.

7.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Emergency Coordinator after event termination.

8.0 - Mechanical Engineering Function

Duties and Responsibilities

The Mechanical Engineer provides mechanical engineering analyses as required by the specific event*(s)* in progress.

The Mechanical Engineer reports to the Technical Engineering Manager in the Technical Support Center. There is no Onshift Emergency Organization counterpart for the Mechanical Engineer.

8.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, contact the Satellite Technical Support Center Shift Technical Advisor*(s)* and relieve responsibilities for mechanical engineering support.

___ Consult with the Technical Engineering Manager to determine and initiate immediate support functions required to aid engineering analyses.

8.2 - Subsequent Actions

Status

___ Support recommendations for actions associated with probabilistic risk assessment and mechanical engineering and determine corporate engineering staff requirements to support the recommendations.

8.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Technical Engineering Manager after event termination.

9.0 - Operations Coordinator Function

Duties and Responsibilities

The Operations Coordinator consults with the Operations Advisor in the Satellite Technical Support Center regarding technical and operational issues and maintains the flow of information between the Technical Support Center and the Satellite Technical Support Center / Control Room. S/he also assists the Radiological Protection Coordinator with necessary dose control measures.

The Operations Coordinator reports to the Emergency Coordinator in the Technical Support Center.

9.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, brief the USNRC Liaison Operations in the Technical Support Center.

___ Establish communications with the Operations Advisor in the Satellite Technical Support Center / Control Room.

___ Synchronize all clocks in the facility with that of the Affected Unit.

9.2 - Subsequent Actions

Status

___ Consult with the Operations Advisor in the Satellite Technical Support Center and evaluate information regarding technical and operational issues concerning the events in progress.

___ Keep the Emergency Coordinator Technical Assistant advised of the event*(s)* in progress, which procedures are currently in use by Control Room personnel, and Control Room actions in progress.

___ Establish provisions for Auxiliary Operator job assignment / tracking requirements to assist the Radiological Protection Coordinator with necessary dose control measures.

___ Maintain the Emergency Coordinator aware of current activities.

9.3 - Terminal Actions

Record Retention	___	Collect all documentation and associated logs from the USNRC Liaison Operations at event termination.
	___	Submit logs, data, and other documentation to the Emergency Coordinator after event termination.

10.0 - Plant Status Technician Function

Duties and Responsibilities

The Plant Status Technician maintains communications monitoring capability with the Unaffected Shift Technical Advisor in the Satellite Technical Support Center / Control Room and the Plant Status Technician in the Emergency Operations Facility when ERFDADS is unavailable. S/he is responsible for maintaining a concise knowledge level regarding technical and operational status of plant parameters and equipment functionality. Duties include the maintenance of accurate, current data on the facility plant status boards.

If staffed, the Plant Status Technician reports to the Technical Engineering Manager in the Technical Support Center.

10.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, establish communications monitoring capability with the Unaffected Shift Technical Advisor in the Satellite Technical Support Center / Control Room and the Plant Status Technician in the Emergency Operations Facility.

___ Record an initial set of current plant data on the facility plant status boards using the approved color code scheme.

10.2 - Subsequent Actions

Status

___ Maintaining open communications capability previously established, record accurate, current plant data on the facility plant status boards on a continuing basis using the approved color code scheme.

10.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Technical Engineering Manager after event termination.

11.0 - Probabilistic Risk Assessment Function

Duties and Responsibilities

Probabilistic Risk Assessment personnel provide contingency planning results based on current and/or proposed occurrences to determine potential short-term actions required for mitigation of events in progress.

Probabilistic Risk Assessment personnel report to the Technical Engineering Manager in the Technical Support Center.

11.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, collect all known facts and parameter trends concerning the events in progress.

11.2 - Subsequent Actions

Contingency

___ As necessary, identify contingency plans for the following areas:

- time remaining to uncover or melt the reactor core
- time remaining to reach the "point of no return" for operator recovery
- estimated Containment peak pressure

Status

___ If appropriate, determine optimum equipment recovery actions required which are compensatory and prudent.

11.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Technical Engineering Manager after event termination.

12.0 - Radiation Protection Support Technician Function

Duties and Responsibilities

The Radiation Protection Support Technician performs facility habitability surveys for the Technical Support Center and maintains radio and/or telephone communications with Protected Area Survey Teams. S/he also assists the Radiological Protection Coordinator with miscellaneous administrative functions.

The Radiation Protection Support Technician reports to the Radiological Protection Coordinator in the Technical Support Center.

12.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, determine the current deployment of Protected Area Monitoring Teams and their status.

___ Ensure that the facility radio communications equipment is operable and functioning properly.

___ Remove the Area Radiation Monitor from the emergency locker and place it into operation in the Technical Support Center.

___ Place the Technical Support Center Radiation Monitoring System monitor RU-13A into operation in accordance with the posted monitor instructions.

12.2 - Subsequent Actions

Status

Perform the following actions as required:

IF...	THEN...
Protected Area survey teams are currently deployed	Establish and maintain radio and/or telephone communications capabilities with the teams.
contamination control for the Technical Support Center is warranted	Establish a contamination control point for the facility as required.
habitability surveys are warranted	Perform the following actions: • Periodically ensure no upscale trends exist on RU-13A for gaseous, particulate, and Iodine activity. • Perform facility air sampling in accordance with 75RP-9RP21, Airborne Evaluation *(10 cubic feet air samples may be taken for ALARA considerations).* • *(Form EP-0481, Air Sample Data, may be used for calculations.)*
TSC RMS Monitor RU-13A alarms	Investigate / resolve annunciator alarms.
administrative functions need to be addressed	Assist the Radiological Protection Coordinator with administrative functions.

12.3 - Terminal Actions

Radiation Monitoring

___ Shut down the Technical Support Center Radiation Monitoring System monitor RU-13A in accordance with the posted monitor instructions.

Record Retention

___ Submit logs, data, and other documentation to the Radiological Protection Coordinator after event termination.

13.0 - Radiological Protection Coordinator Function

Duties and Responsibilities

The Radiological Protection Coordinator provides direction and control of Protected Area monitoring teams and has an overall responsibility for radiological controls in the Protected Area. S/he provides technical advice to the Emergency Coordinator regarding Protective Action Recommendations and ensures that habitability surveys and contamination control measures are taken in the Protected Area. Duties of the Radiological Protection Coordinator include authorizing personnel radiation exposures in excess of PVNGS Administrative Exposure Hold Points and advising the Emergency Coordinator on the use of Potassium Iodide and on the authorization of radiation exposures in excess of 10 CFR 20 limits. The Radiological Protection Coordinator maintains an open line of communications with Radiation Protection personnel in the Operations Support Center, the Control Room, and the Emergency Operations Facility.

The Radiological Protection Coordinator reports to the Emergency Coordinator in the Technical Support Center. S/he relieves the Radiation Protection Monitor in the Satellite Technical Support Center of duties and responsibilities upon Technical Support Center activation.

13.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, ensure that the Radiation Protection Support Technician is fully briefed.

___ Relieve the Radiation Protection Monitor in the Satellite Technical Support Center of responsibilities for Protected Area radiological controls.

13.2 - Subsequent Actions

Status

Perform the following actions as required:

IF...	THEN...
Protected Area radiological conditions could impact personnel	Ensure the following items are addressed: ◆ support personnel are briefed ◆ Security is informed of current conditions ◆ Operations Support Center habitability is maintained ◆ survey / repair teams are briefed ◆ team stay times have been calculated ◆ Auxiliary Operators are briefed, issued dosimetry, and tracked with the assistance of the Operations Coordinator
knowledge of personnel locations in the Protected Area is required	Determine the following: ◆ personnel traffic routes / areas ◆ entry and exit routes ◆ personnel protection requirements
an impact to Technical Support Center habitability exists	Advise the Emergency Coordinator of the need to relocate facility functions to the Emergency Operations Facility.
Assembly has been directed by the Emergency Coordinator	Evaluate Protected Area Assembly Areas for potential radiological impact.
Emergency Exposure Guidelines must be authorized and/or Potassium Iodide administration is indicated	Evaluate and determine the need for KI and/or Emergency Exposure Guideline authorization *(16IG-0EP051, Emergency Exposures and KI, may be referenced for further guidance).*
Site Evacuation is indicated	Determine the need for site evacuation *(16IG-0EP191, Site Evacuation, may be used for further guidance).*
additional personnel and/or materials are required	Contact Radiation Protection in the Unaffected Units for additional personnel and/or materials.

13.3 - Terminal Actions

Radiation Instrumentation	___	Ensure that dose rate meters from the emergency kit are transmitted to the calibration facility for calibration and required maintenance.
Recovery	___	If implementation of a recovery effort is appropriate, consult with the Emergency Operations Director regarding Radiation Protection support.
Record Retention	___	Collect all documentation and associated logs from the Radiation Protection Support Technician at event termination.
	___	Submit logs, data, and other documentation to the Emergency Coordinator after event termination.

14.0 - Reactor Analyst Function

Duties and Responsibilities

The Reactor Analyst performs detailed analyses of core physics and heat transfer parameters. Additional duties include assessment of reactor core status and evaluation of the integrity of the fuel cladding.

The Reactor Analyst reports to the Technical Engineering Manager in the Technical Support Center and assumes duties from the Shift Technical Advisor in the Satellite Technical Support Center upon Technical Support Center activation.

14.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, contact the Unaffected Unit Shift Technical Advisor in the Satellite Technical Support Center for a briefing on the current status of core thermal hydraulics parameters.

___ Access ERFDADS and assess the status of current core parameters *(16IG-0EP031, Core Damage Assessment, may be used as guidance).*

___ Request PASS samples from the Chemistry Coordinator, as required.

14.2 - Subsequent Actions

Status

___ Assess, evaluate, and conduct analyses of the integrity of plant systems.

___ As necessary, assist the Technical Engineering Manager with operational recommendations using additional technical support personnel.

14.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Technical Engineering Manager after event termination.

15.0 - Safety Analysis Engineer Function

Duties and Responsibilities

The Safety Analysis Engineer performs calculations to reduce or minimize offsite releases and uses the USNRC Response Technical Manual for comparisons.

The Safety Analysis Engineer reports to the Technical Engineering Manager in the Technical Support Center.

15.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, retrieve a current copy of the USNRC Response Technical Manual.

15.2 - Subsequent Actions

Status

___ As directed, and in coordination with the Radiological Assessment Coordinator and Dose Assessment Health Physicist in the Emergency Operations Facility, determine core reactivity assessments and projected Site Boundary and 10-mile radiation doses, considering the following effects on core cooling:

- time remaining to uncover or melt the reactor core
- estimated Core Damage Fraction

___ As necessary, consult with the USNRC Liaison Health Physics in the Emergency Operations Facility and determine comparisons using USNRC Response Technical Manual calculations.

___ Provide recommendations to the Technical Engineering Manager regarding methods to minimize or eliminate offsite radiological releases.

15.3 - Terminal Actions

Record Retention	___	Submit logs, data, and other documentation to the Technical Engineering Manager after event termination.

16.0 - Security Director Function

Duties and Responsibilities

The Security Director provides direction and control of the Onsite Security Force for areas of personnel accountability, access control, site security, evacuation, medical transportation, and personnel / equipment security control. S/he is responsible for notification to the Emergency Response Organization of the emergency event as directed by the Emergency Coordinator.

The Security Director reports to the Emergency Coordinator and resides in the Technical Support Center. S/he may assume duties from the Onshift Security Director upon Technical Support Center activation or may retain Security Director status if previously assumed.

16.1 - Initial Actions

Autodialer Emergency Notification

___ If necessary, assign a Security Shift Sergeant to report to Security Headquarters and fulfill the Security Team Leader duties and responsibilities.

___ If not previously performed, verify proper operation of the Technical Support Center emergency ventilation within 30 minutes of emergency declaration *(16IG-0EP055, Emergency Ventilation, may be used as guidance)*.

___ For off-normal shift hours only, activate the Autodialer *(16IG-0EP013, Autodialer Activation, may be used as guidance)*.

___ When emergency notifications have been completed, inform the Emergency Coordinator of any unaffirmed Emergency Response Organization positions.

16.2 - Subsequent Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, determine the need for and contact any additional Security personnel as required.

___ As necessary, specify job duties for Administrative Support personnel.

16.2 - Subsequent Actions *continued...*

Status

Perform the following actions as required:

FOR...	THEN...
facility security	◆ Maintain Technical Support Center security. ◆ Ensure facility personnel badging requirements are maintained. ◆ Ensure that 10 CFR 26.20(e) FFD requirements have been maintained. *(Form EP-0013 may be used for guidance.)*
Assembly	◆ Conduct area searches in all Units *(16IG-0EP012, Assembly, may be referenced for further guidance).* ◆ Lock down the Protected Area. ◆ Notify the Water Reclamation Facility Control Room of the Assembly directive to ensure WRF personnel are notified to assemble. ◆ Support the Emergency Coordinator with post-Assembly activities.
Accountability	◆ Ensure that the Emergency Coordinator receives a detailed Accountability report within 30 minutes following the request. ◆ Using the Unit Evacuation System and/or the site-wide page, locate any unaccounted individuals identified on the detailed Accountability Report. ◆ If necessary, coordinate with Fire Protection personnel to locate and assist unaccounted individuals identified on the detailed Accountability Report.

continues...

16.2 - Subsequent Actions *continued...*

Status *(continued)*

Perform the following actions as required:

FOR...	THEN...
vehicle control	◆ Coordinate with Radiation Protection to establish air and surface routes for arriving or departing traffic under radiological conditions. ◆ Obtain arriving vehicle / personnel information and transmit to Security personnel. ◆ Dispatch Security personnel to inspect and escort arriving vehicles and personnel.
Security deployment	◆ Coordinate with the Radiological Protection Coordinator for areas to avoid under radiological conditions.
offsite assistance	◆ As directed, restrict access to PVNGS using Local Law Enforcement Agency assistance. ◆ Request offsite emergency assistance as directed and advise the Emergency Coordinator on status. ◆ Authorize Protected Area access. ◆ Control access to vital areas when the Security Computer is unavailable or as requested. ◆ Refer all media inquiries to the Joint Emergency News Center.
suspension of Safeguards	Ensure Senior Reactor Operator approval is obtained prior to deferment of any required safeguards or security actions. *(Examples include search and identification of personnel, search of packages and vehicles, and use of ACADs within the Protected Area.)*

continues...

16.2 - Subsequent Actions *continued...*

Status *(continued)*

Perform the following actions as required:

FOR...	THEN...
site evacuation	◆ Direct the Security Coordinator to initiate the actions for evacuation organization and security measures *(16IG-0EP191, Site Evacuation, may be used as guidance)*. ◆ When the site has been evacuated, direct Security to conduct searches of all buildings and areas outside the Protected Area for non-essential personnel.

16.3 - Terminal Actions

Record Retention

___ Collect all documentation and associated logs from Administrative Support personnel.

___ Submit logs, data, and other documentation to the Emergency Coordinator after event termination.

17.0 - Shift Technical Advisor Function

Duties and Responsibilities

The Shift Technical Advisor monitors plant system data from the facility via ERFDADS and provides electrical and mechanical technical support.

The Shift Technical Advisor reports to the Technical Engineering Manager in the Technical Support Center. An additional Shift Technical Advisor, if stationed, assists the Emergency Coordinator with monitoring of ERFDADS.

17.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, access ERFDADS and assess the status of plant systems and critical plant parameters.

___ Contact technical support personnel as directed.

17.2 - Subsequent Actions

Status

___ Maintain a continual assessment of plant systems and critical plant parameters.

___ Advise the Plant Status Technician of any significant changes to plant status and the Technical Engineering Manager of proposed recommendations and any significant changes to plant status.

17.3 - Terminal Actions

Record Retention

___ Submit logs, data, and other documentation to the Technical Engineering Manager after event termination.

18.0 - Technical Engineering Manager Function

Duties and Responsibilities

The Technical Engineering Manager directs engineering and systems analyses and is responsible to provide procedure development and related efforts as required by emergency conditions. S/he maintains liaison with the Nuclear Steam Supply System vendor*(s)* and Architect-Engineer in regards to technical status and proposed recommendations. The Technical Engineering Manager maintains communications with the Technical Analysis Manager located in the Emergency Operations Facility and other technical support groups as required.

The Technical Engineering Manager reports to the Emergency Coordinator in the Technical Support Center.

18.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, provide a status briefing to the following personnel:

- Chemistry Coordinator
- Electrical Engineer
- Mechanical Engineer
- Plant Status Technician
- Probabilistic Risk Assessment
- Reactor Analyst
- Shift Technical Advisor

___ Organize a list of known equipment out-of-service and maintain current.

___ Determine the need for and contact any additional engineering and technical support personnel as required.

18.2 - Subsequent Actions

Status

___ As necessary, advise the Engineering staff of plant status and resources.

___ Consult with the Emergency Coordinator regarding current plant status and recommendations for additional resources required for plant stabilization and recovery.

___ If required, contact Nuclear Steam Supply System vendor*(s)*, the Architect Engineer, and other vendors regarding technical status or proposed recommendations.

Contingency

___ Develop a prioritized corrective action plan with the Emergency Maintenance Coordinator regarding the evaluation and restoration of plant systems and available Spray Pond water inventory, including the need for well drilling *(ultimate heat sink inventory)*, if required.

___ Consult with the Technical Analysis Manager in the Emergency Operations Facility regarding time remaining to uncover the core, if appropriate, and provide the information to the Emergency Coordinator.

___ Assist the Emergency Coordinator, as required, in areas regarding emergency classification, the assessment, analyses, and evaluation of plant systems integrity, and the need for offsite technical support.

___ Maintain the USNRC representative advised of current contingencies.

18.3 - Terminal Actions

Record Retention

___ Collect all documentation and associated logs from the following support personnel:

- Chemistry Coordinator
- Electrical Engineer
- Mechanical Engineer
- Plant Status Technician
- Probabilistic Risk Assessment
- Reactor Analyst
- Shift Technical Advisor

___ Submit logs, data, and other documentation to the Emergency Coordinator after event termination.

19.0 - USNRC Liaison Operations Function

Duties and Responsibilities

Upon Technical Support Center activation, the USNRC Liaison Operations assumes responsibility from the Shift Technical Advisor in the Satellite Technical Support Center for continuous communications with the USNRC regarding operational events and reactor plant status. S/he may be relieved of duties by a representative of the USNRC Emergency Response Team upon their arrival.

The USNRC Liaison Operations reports to the Operations Coordinator in the Technical Support Center.

19.1 - Initial Actions

Facility Activation

___ When duties have been assumed and an informational briefing has been received, contact the STA / RO / SRO in the Control Room for a briefing on the current USNRC communications status.

___ Using the FTS-2000 *(ENS)* telephone, assume continuous communications with the USNRC.

19.2 - Subsequent Actions

Status

___ Maintain continuous communications with the USNRC until relieved by a representative of the USNRC Emergency Response Team.

___ If the emergency classification changes, notify the USNRC within 60 minutes of the change or immediately following offsite agency notification upon event termination and provide details regarding the emergency classification change or termination.

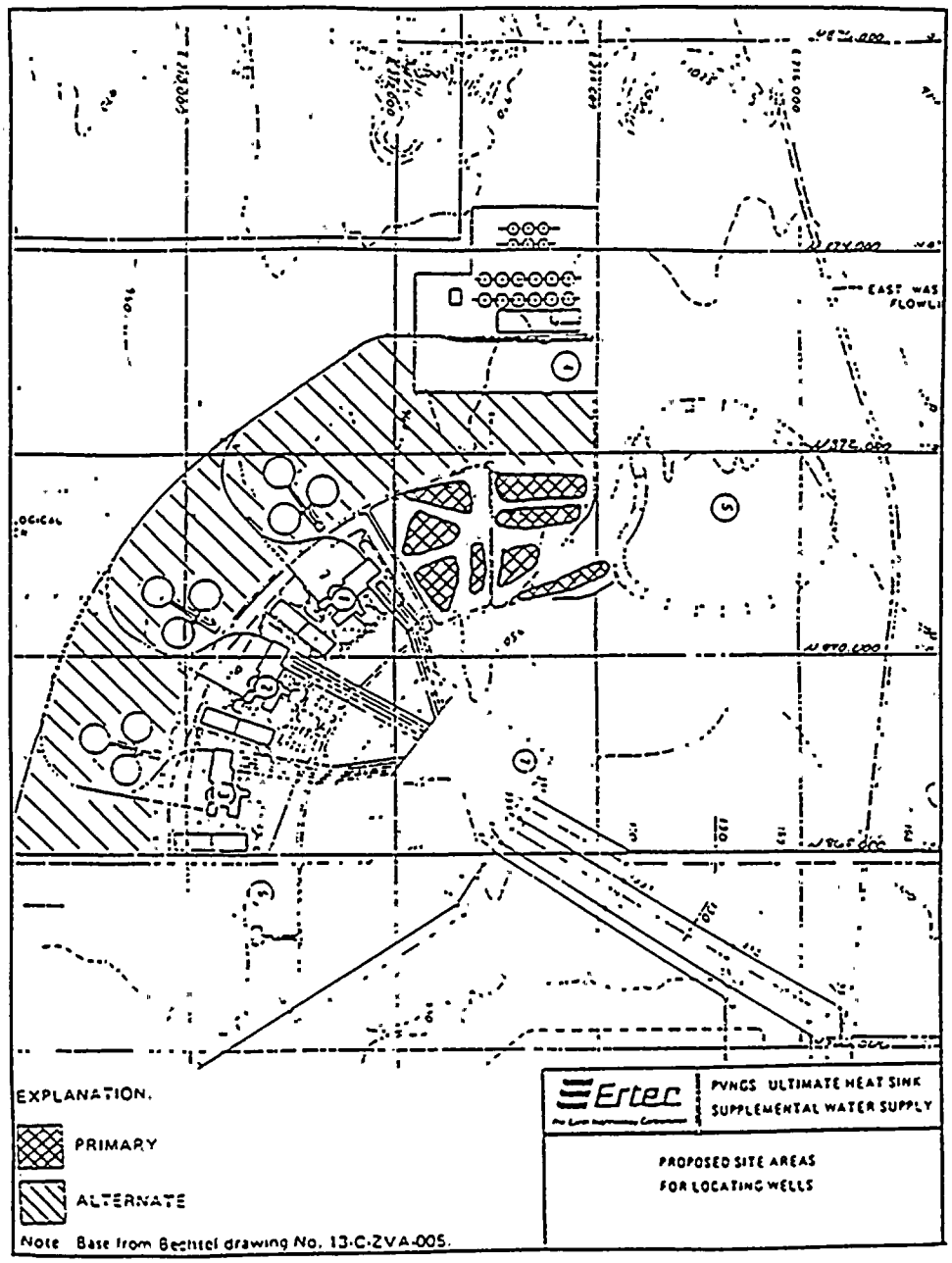
___ If facsimile transmissions *(FAX)* of information to the USNRC become necessary, receive prior Emergency Coordinator concurrence.

19.3 - Terminal Actions

Record Retention	___	Submit logs, data, and other documentation to the Operations Coordinator after event termination.

20.0 - Well Site Selections

ERTEC Drawing



NOTE: This Section is not electronically available.