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06/22/82

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THREE MILE ISLAND NUCLEAR STATION
UNIT NO. 1 ADMINISTRATIVE PROCEDURE 1051
EMERGENCY PREPAREDNESS DRILLS

Office of Nuc. Reactor Reg.

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Signature

6/21/82

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6-21-82

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6-22-82

Date

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THREE MILE ISLAND NUCLEAR STATION UNIT NO.1 ADMINISTRATIVE PROCEDURE 1051 EMERGENCY PREPAREDNESS DRILLS

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1.0 GENERAL

1.1 Purpose

This procedure delineates the requirements for performing, evaluating and documenting emergency drills as required by reference 1.3.2.

1.2 Scope

This procedure applies to the conduct of drills necessary to maintain the proficiency of emergency response personnel and to ensure a proper state of emergency preparedness at TMI-1.

1.3 References

- 1.3.1 TMI Unit I Emergency Plan Implementing Document
- 1.3.2 TMI Unit I Emergency Plan
- 1.3.3 TMI Fire Protection Plan

2.0 RESPONSIBILITIES

- 2.1 The Emergency Preparedness Manager is responsible for the planning, scheduling and coordinating of all Emergency Plan related drills and exercises.
- 2.2 The Manager, Environmental Controls TMI is responsible to assist the Emergency Preparedness Manager in conducting the emergency drills and annual Radiation Emergency Exercise (subsection 3.5).
- 2.3 The Manager, Industrial Safety and Health is responsible to assist the Emergency Preparedness Manager in conducting the Medical Emergency Drill (subsection 3.1).
- 2.4 The Manager, Radiological Controls TMI-1 is responsible to assist the Emergency Preparedness Manager in scenerio development and conducting the following drills:
 - 2.4.1 Annual Radiation Emergency Exercises (subsection 3.5)

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- 2.4.2 Radiological Monitoring Drill (subsection 3.6)
- 2.4.3 Radiological Controls Drill (subsection 3.7)
- 2.5 The Manager, Plant Maintenance TMI-1 is responsible to assist the Emergency Preparedness Manager in conducting the Repair and Damage Control Drill (subsection 3.3).
- 2.6 The Manager, Plant Operations TMI-1 is responsible to assist the Emergency Preparedness Manager in conducting the Communications Links Exercise (subsection 3.4), drill planning and scheduling.
- 2.7 Supervisor of Plant Analysis TMI-1 is responsible to assist the Emergency Preparedness Manager in scenerio development and conducting all drills.
- 2.8 The Manager, Training is responsible to assist the Supervisor Emergency Preparedness in planning and conducting all drills, as well as, retaining proper documentation of completed drill packet.

3.0 REQUIREMENTS

- 3.1 Medical Emergency Drill
 - 3.1.1 Involves the participation of some, if not all, of the local medical support personnel and organizations, will involve simulated cases of contaminated injured personnel and/or radiation overexposure.
 - 3.1.2 At least one drill shall be conducted every 12 (+3) months.
- 3.2 Fire Emergency Drill
 - 3.2.1 Fire Emergency Drills shall be conducted in accordance with Reference 1.3.3.

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- 3.3 Repair and Damage Control Drill
 - 3.3.1 At least one drill shall be conducted every 12 (+ 3) months, in order to test the Emergency Repair team.
- 3.4 Communications Links Exercise (See also reference 1.3)
 - 3.4.1 At least once per month the communications links to state and local government agencies within the 10 - mile EPZ shall be exercised (operationally checked).
 - 3.4.2 At least Quarterly, the communications links to federal emergency response organizations and state agencies within the 50 - mile EPZ shall be exercised (operationally checked).
 - 3.4.3 At least once every 12 (+ 3) months, the communications links between the nuclear facility, state and local emergency operations centers and field assessment teams shall be exercised (operationally checked).
- 3.5 Annual Radiation Emergency Exercise
 - 3.5.1 A major drill equivalent to a site or general emergency shall be conducted every 12 (+ 3) months.
 - 3.5.2 Conduct of the drill shall provide for the coordination with and participation of: offsite emergency response personnel, organizations and agencies; including those of state and county governments.
 - 3.5.3 An exercise must be started between 6:00 P.M. and midnight and another between midnight and 6:00 A.M. once every six years.

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- 3.5.4 The following schedule shall be followed in exercise preparation:
 - 3.5.4.1 Submit the exercise objectives to FEMA and NRC Regional Offices 75 days prior to the exercise for review.
 - 3.5.4.2 Submit the scenerio to FEMA and NRC Regional Offices 45 days prior to the exercise for review.
- 3.6 Radiological Monitoring Drill
 - 3.6.1 The drill shall include collection and analysis of all appropriate sample media for both onsite and offsite locations.
 - 3.6.2 At least one drill shall be conducted every 12 (\pm 3) months.
- 3.7 Radiological Controls Drill
 - 3.7.1 The drill will involve response to, and analysis of, simulated elevated airborne and liquid samples and direct radiation measurements in the environment.
 - 3.7.2 At least one drill shall be conducted semi-annually.
- 3.8 Drill Implementation and Evaluation
 - 3.8.1 All drills will be planned, developed and conducted by the Emergency Preparedness Manager or his designee, through the use of the Drill Packet.
 - a. The Drill Packet is a separate set of check-off procedures and forms that is used for emergency drills conducted at the TMI-1 Nuclear Station.

- b. The Drill Packet will:
 - 1. Provide a step-by-step procedure for conducting a drill to ensure that all aspects of the drill are completed.
 - 2. Provide a means of properly documenting the performance of the drill.

3.8.2 When a drill is required, the Emergency Preparedness Manager or his designee, shall obtain a Drill Packet and begin at step 1 Attachment 1 of the procedure and then follow the outline as indicated.

- a. The Emergency Preparedness Manager or his designee, shall be responsible for ensuring that the entire Drill Packet is completed and forwarded to the Training Department.

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DRILL PACKET CHECK-OFF SHEETS

1. Drill Classification and Scheduling

The Emergency Preparedness Manager or his designee shall check the appropriate box below and note the date and time the drill is to be held.

<u>DATE</u>	<u>INITIALS</u>		Date_____	Time_____
_____	_____	Shift Drill	Date_____	Time_____
_____	_____	Quarterly Drill	Date_____	Time_____
_____	_____	Repair and Damage Control Drill	Date_____	Time_____
_____	_____	Medical Emergency Drill	Date_____	Time_____
_____	_____	Annual Radiation Emergency Exercise	Date_____	Time_____
_____	_____	Radiological Monitoring Drill	Date_____	Time_____
_____	_____	Radiological Controls Drill	Date_____	Time_____

2. Scenario Development and Routing

The Emergency Preparedness Manager or his designee, shall be responsible for preparing the drill scenario.

<u>Date</u>	<u>Initials</u>	
_____	_____	Coordinate the date and time of the drill with the Operations and Maintenance Director, or his designee, and appropriate offsite agencies, if involved.
_____	_____	As appropriate meet with designated individuals from Radiological Controls, Operations or Shift Technical Advisor in order to develop the emergency drill scenerio.

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DRILL PACKET CHECK-OFF SHEETS

<u>Date</u>	<u>Initials</u>	
_____	_____	Completed scenerio and Enclosure 2 submitted to Emergency Preparedness Manager for review.
_____	_____	Forward emergency drill scenario to Operations and Maintenance Director or an alternate Emergency Director for review and approval if Drill is Annual Radiation Emergency Exercise.

3. Notification

The Emergency Preparedness Manager or his designee, is responsible for coordinating efforts with appropriate offsite agencies.

Notification has been made to the agencies indicated below, as applicable, to ensure they are made aware of the drill and to determine whether they wish to participate in, or observe the drill.

All notifications will be made by memo or phone contact no earlier than one week and no later than one day prior to scheduled drill date.

:	<u>NOTE:</u>	If utilizing off-site fire and/or ambulance personnel :
:		that are to be activated by the Tone Alert System :
:		(using 911 or county dispatcher), the Londonderry :
:		Fire Chief must be notified at least 14 days prior :
:		to the drill date. :

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DRILL PACKET CHECK-OFF SHEETS

3.1 Off-Site Agencies

<u>DATE</u>	<u>INITIALS</u>	
_____	_____	Pennsylvania Emergency Management Agency
_____	_____	Dauphin County Emergency Management Agency
_____	_____	York County Emergency Management Agency
_____	_____	Lancaster County Emergency Management Agency
_____	_____	Cumberland County Emergency Management Agency
_____	_____	Lebanon County Emergency Management Agency
_____	_____	State Police
_____	_____	State Bureau of Radiation Protection
_____	_____	Nuclear Regulatory Commission (NRC), Bethesda, MD
_____	_____	NRC Resident Inspector and Region I
_____	_____	Local Fire Companies
		(Specify) _____

_____	_____	Hershey Medical Center, Local Physicians
_____	_____	Fire Company Ambulance Services
		(Specify) - _____

_____	_____	Other
		(Specify) - _____

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DRILL PACKET CHECK-OFF SHEETS

3.2 TMI Departments

<u>DATE</u>	<u>INITIALS</u>	
_____	_____	VP/TMI - 1
_____	_____	VP/TMI - 2 (For an Annual Radiation Emergency Exercise only)
_____	_____	TMI-1 - Operations and Maintenance Director
_____	_____	Manager, Radiological Controls
_____	_____	Site Security Manager
_____	_____	Public Affairs/Communication Division

3.3 Observers

The Emergency Preparedness Manager is responsible for assigning observers to monitor personnel and areas involved in the drill.

DATE INITIALS Assign all observers and complete the Emergency Drill Observer Assignment Sheet.

3.4 Predrill Meeting

<u>DATE</u>	<u>INITIALS</u>	
_____	_____	Meet with all observers and other personnel involved with the drill to brief them on scope, sequence of events, and responsibilities (i.e., Training Attendance forms, etc.).
_____	_____	Pass out <u>Emergency Drill Observer Critique Sheets</u> to all observers.
_____	_____	Prepare and pass out <u>Drill Data Cards</u> and Message Cards to appropriate observers.

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DRILL PACKET CHECK-OFF SHEETS

DATE INITIALS

____ Discuss drillmanship techniques (i.e., Actual vs. simulated events, observer tags, synchronize watches, etc.).

3.5 Drill

The Drill Coordinator or his designee, is responsible for commencing the drill as scheduled under part 1 of this Drill Packet.

DATE INITIALS

____ Position all observers and ensure that the drill is initiated in a manner consistent with safe plant operations.

3.6 Post Drill Requirements

Upon completion of the drill, the Emergency Preparedness Manager is responsible for meeting with all observers and holding a critique to review and discuss deficiencies and corrective actions.

DATE INITIALS

____ If possible meet with all observers to review their significant comments first.

____ Hold drill critique to review drill comments with involved personnel.

: NOTE: Allow all participants the chance to comment on drill :
: performance. :

____ Collect all Training Program Administrative Form and Emergency Drill Observer Critique Sheets.

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DRILL PACKET CHECK-OFF SHEETS

3.7 Action Items

The Emergency Preparedness Manager or his designee, is responsible for initiating any Emergency Drill Critique Individual Action Item Assignment Sheets (Enclosure 3) based upon recommendations as a result of the drill.

DATE

INITIALS

_____ Initiate all required Emergency Drill Critique Individual Action Item Assignment Sheets (Enclosure 3) and incorporate into the Action Item Tracking System.

3.8 Documentation and Routing of Drill and Critique Results

The Emergency Preparedness Manager or his designee, is responsible for ensuring that all documents generated as a result of the drill are collected and forwarded to appropriate personnel and/or departments.

DATE

INITIALS

_____ Prepare and distribute to appropriate TMI Department Heads a memorandum detailing the results of the drill.

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DRILL PACKET CHECK-OFF SHEETS

DATE

INITIALS

Forward the completed drill packet to Training. Items included in the drill packet are the following:

- _____ Training Program Administrative Forms
- _____ Completed Drill Packet Check-Off Sheets (Enclosure 1)
- _____ Drill Scenario Checklist (Enclosure 2)
- _____ Emergency Drill Observer Assignment Sheet
- _____ Emergency Drill Observer Critique Sheets
- _____ Drill Data Cards
- _____ Copy of Drill memorandum sent to all Department Heads.

3.9 Action Item Assignment Sheets

The Emergency Preparedness Manager or his designee, shall maintain a file of "open" Individual Action Item Assignment Sheets for each drill. Once all action items for a particular drill are closed out, the Emergency Preparedness Manager or his designee, shall forward them to the Manager, Plant Training for filing with the Drill Packet.

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DRILL SCENARIO CHECKLIST

The Emergency Preparedness Manager, or his designee, shall insure the drill scenerio contains, as appropriate, the following pages to be numbered sequentially:

<u>DATE</u>	<u>INITIALS</u>	
_____	_____	Observer Assignment Sheet
_____	_____	Training Attendance Form
_____	_____	Observer Critique Sheets (2 minimum)
_____	_____	Drill Objectives/Scope
_____	_____	Initial Conditions
_____	_____	Drill Scenerio Sequence of Events
_____	_____	Plant Data
_____	_____	Message Cards
_____	_____	Radiological Data (to include In-Plant and Off-Site information)

Scenerio Preparer

Date

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DRILL SCENARIO CHECKLIST

The following scenario was developed by:

	NAME	TITLE	SIGNATURE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Review and Approval

Emergency Preparedness Manager

Date

*Current or previously qualified
SRO (as appropriate)

Date

*Radiological Engineering
(as appropriate)

Date

O and M Director or Alternate
Emergency Director (if Annual
Exercise)

Date

*(Not participating in drill)

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ENCLOSURE 3

TO:

EMERGENCY PREPAREDNESS ACTION ITEM REPORT FORM

RETURN TO: George J. Giangi, Trailer 67 DATE:

RE: Emergency Preparedness Action Item AISR Number 900

Request:

- () Close-out item, supporting data below/attached*
- () Extend completion date to _____.
Reason provided below.
- () Log interim status provided below.
- () Rewrite the action item as submitted below/attached.
- () Reassign responsibility as specified and justified below.
- () Modify the proposed solution as written below.

Remarks:

Signature

Extention

cc: _____

*NOTE: Upon close-out of this action item, Emergency Preparedness will forward this sheet to Training.

Form Rev. Jan 6, 1982

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