

# EMERGENCY PLAN IMPLEMENTING PROCEDURES

## REVISION CONTROL SHEET

Revision No. \_\_\_\_\_

Revision Date.. 7/12/83

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# EMERGENCY PLAN IMPLEMENTING PROCEDURES

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## 1.0 PURPOSE

This procedure provides guidance for the overall maintenance of emergency preparedness at the DAEC.

## 2.0 APPLICABILITY

This procedure applies to the Emergency Planning Coordinator, staff assistants who may be assigned, and to selected DAEC Supervisory personnel who exercise responsibility in related aspects for functions directly related to the overall effort.

## 3.0 RESPONSIBILITIES

### 3.1 Emergency Planning Coordinator

- 3.1.1 Identify and schedule emergency planning activities on an annual basis.
- 3.1.2 Provide supervision and technical direction to the activities assigned to the DAEC Emergency Planning Assistant.
- 3.1.3 Verify that emergency response facilities including specialized equipment, computer programs and reference materials are maintained in a state of readiness and available for use.

### 3.2 DAEC Emergency Planning Assistant

- 3.2.1 Conduct or assist in the conduct of periodic reviews of the DAEC Emergency Plan and EIPs as required by 10CFR50 Appendix E.
- 3.2.2 Conduct or assist in conducting communication tests, as specified in EPIP 6.4, "Emergency Preparedness Communications Testing."
- 3.2.3 Coordinate with the DAEC Training Coordinator as directed by the Emergency Planning Coordinator to define and schedule emergency planning training.
- 3.2.4 Develop in coordination with the Emergency Planning Coordinator, the annual drill and exercise program.
- 3.2.5 Ensure that equipment inventories, operability checks and communication tests are conducted, as specified in EPIP 6.3, "Maintenance of Emergency Facilities Equipment and Supplies", and EPIP 6.4, "Emergency Preparedness Communications Testing."

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3.2.6 Periodically audit the maintenance of the DAEC Emergency Plan, EIPs, drawings and reference material located in the Technical Support Center (TSC), Control Room and Operational Support Center (OSC).

3.2.7 Periodically check the operational state of the TSC, OSC, and Control Room including specialized equipment, status boards and emergency management aids.

#### 4.0 INSTRUCTIONS

##### 4.1 Review and Update of the DAEC Emergency Plan

4.1.1 The DAEC Emergency Planning Assistant shall review and initiate revisions to the DAEC Emergency Plan, as required, to insure continued applicability considering equipment and facility capabilities at the DAEC; experience gained during the training, drill, and exercise programs; and regulatory requirements defined in 10 CFR 50.

- a) Such reviews shall be accomplished on an annual basis, as required by NUREG 0654.
- b) Reviews should also be conducted upon publication of changes to regulatory requirements or when significant changes are identified at the DAEC which impact upon emergency preparedness capabilities.

4.1.2 An evaluation shall be conducted of proposed changes to assure compliance with the requirements of 10CFR50.54(d).

- a) Such an evaluation shall be conducted by the originator of the proposed change.
- b) The evaluation thus conducted shall be documented on Attachment 1, "Evaluation of Proposed Changes to Emergency Plans."

4.1.3 Changes may be made without prior NRC approval providing:

- a) Such changes do not decrease the effectiveness of the plan.
- b) The plan, as revised, continues to meet the requirements of 10CFR50.47(b) and Appendix E.

4.1.4 Proposed changes that decrease the effectiveness of the approved plan shall not be implemented without prior NRC approval.

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4.1.5 Proposed changes to the plans shall be routed for review using a Review Record Form provided as an Attachment to the Nuclear Generation Project Instructions Manual procedure 903.07-1, "Review Record Form" to:

- a) Emergency Planning Coordinator
- b) Manager of the Nuclear Division
- c) The Operations Committee

4.1.6 Review and approval of such changes shall be accomplished, as specified in the Technical Specifications.

- a) The Operations Committee shall review all proposed changes and the evaluation documented on Attachment 1, "Evaluation of Proposed Changes to Emergency Plans".
- b) If the proposed changes are acceptable, the Operations Committee shall recommend approval of such changes to the Plant Superintendent-Nuclear, providing prior review by the NRC, as specified in 10 CFR 50.54(q), is not required.
- c) Approval of the Plant Superintendent-Nuclear shall be documented on the Review Record Form provided to the Operations Committee.

4.1.7 All changes to the DAEC Emergency Plan shall be approved by the Manager of the Nuclear Division and such approval reflected on the revision control sheet.

#### 4.2 Review and Update of the Emergency Plan Implementing Procedures(EIPs)

4.2.1 The DAEC Emergency Planning Assistant shall review and initiate revisions to the EIPs, as required, to insure their conformance to the requirements defined in the DAEC Emergency Plan; to account for experience gained during the training, drill, and exercise programs; and in response to facility, equipment and organizational capabilities at the DAEC.

- a) Assistance for such reviews may be provided by DAEC personnel as requested by the Assistant Plant Superintendent-Radiation Protection and Security.
- b) Such reviews should be accomplished annually and shall be conducted every two years.

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- c) Reviews shall also be conducted at any time based upon proposed changes to the plan and changes at the DAEC which impact upon emergency preparedness capabilities.

4.2.2 Proposed revisions to the EIPs shall be completed in accordance with the requirements contained in ACP 1402.2, "Revisions to Plant Procedures/Instructions."

- a) All proposed revisions shall be prepared using the basic format which exists in the current procedures unless otherwise directed by the Emergency Planning Coordinator.
- b) Unless extenuating circumstances are present, all proposed revisions to the EIPs shall be prepared as permanent revisions.

4.2.3 Permanent revisions shall be reviewed and approved as per ACP 1402.3, "Procedure/Instruction Review and Approval." In addition to the requirements defined therein:

- a) The Emergency Planning Coordinator shall review and approve the proposed change.
- b) The Emergency Planning Coordinator should insure that procedural changes which may impact Off-Site Agencies and Support Organizations are routed to responsible individuals within such agencies and organizations for their review and comments.

4.2.4 Distribution and implementation of revisions to the EIPs shall be accomplished following required review and/or training, as specified in Procedure No. 1413.1 of the DAEC Administrative Manual.

#### 4.3 Distribution of Approved Plans and Procedures

4.3.1 A distribution list which identifies individuals within Iowa Electric as well as Off-Site Agencies, support organizations and other groups to be provided controlled copies of the DAEC Emergency Plan and associated EIPs shall be maintained by the Corporate Emergency Planning Assistant.

- a) Should changes be desired to the distribution list, the DAEC Emergency Planning Assistant shall be advised.
- b) Changes to the distribution list shall be approved by the Emergency Planning Coordinator.



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4.3.2 Copies of the DAEC Emergency Plan and associated EIPs distributed in accordance with the distribution list shall be controlled.

- a) Revisions to the DAEC Emergency Plan shall be controlled and issued under the direction of the Corporate Emergency Planning Assistant as prescribed in CIP 4.1, "Maintenance of Emergency Preparedness."
- b) Permanent revisions to the EIPs shall be controlled and issued as per ACP 1402.4, "Control of Plant Procedures/Instructions."

#### NOTE

Copies of the plan and procedures which are distributed to personnel not identified on the distribution list shall be stamped, "For Information Only."

4.3.3 Distribution of the revised DAEC Emergency Plan and associated EIPs shall be made to the NRC within 30 days of implementation of such changes, as specified in 10CFR50.54(q) and 10CFR50, Appendix E.

- a) Two (2) copies of approved changes shall be submitted to the NRC in Washington, D.C.
- b) One (1) copy shall be submitted to NRC Region III.

#### 4.4 Training and Drills

4.4.1 As directed by the Emergency Planning Coordinator, the DAEC Emergency Planning Assistant shall consult with the DAEC Training Coordinator to determine the specific training needs appropriate for DAEC personnel on an annual basis.

- a) The training program thus defined shall be under the overall direction of the DAEC Training Coordinator.
- b) All emergency preparedness training for personnel assigned to the DAEC shall be conducted in accordance with the requirements defined in EIP 6.2, "Training and Drills."

4.4.2 The DAEC Emergency Planning Assistant shall periodically consult with the Assistant Plant Superintendent-Radiation Protection and Security to determine if changes in staffing or staffing assignments impact upon emergency preparedness requirements.

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- a) Where changes create an impact which can be resolved by conducting training, the DAEC Emergency Planning Assistant shall consult with the DAEC Training Coordinator to develop and assist in conducting special training sessions for the individuals involved.
- b) Where such changes create an impact on staffing levels, the DAEC Emergency Planning Assistant shall coordinate with the cognizant plant supervisor to insure that plans are in place to augment the required level of emergency response staffing.

4.4.3 The DAEC Emergency Planning Assistant shall determine the extent to which emergency preparedness drills shall be conducted for DAEC personnel on an annual basis.

- a) The drill program thus defined shall be approved by the Emergency Planning Coordinator and the Plant Superintendent-Nuclear.
- b) All emergency preparedness drills for personnel assigned to the DAEC shall be conducted in accordance with the requirements defined in EPIP 6.2, "Training and Drills."

#### 4.5 Emergency Equipment

4.5.1 Equipment and supplies such as survey meters, air samplers, air sampling cartridges, anti-contamination clothing and the like shall be stored in Emergency Lockers located at the OSC.

- a) Following each drill when the Emergency Lockers are opened and equipment is removed, the contents of the lockers will be checked against the inventory list posted on the inside door of each locker as prescribed in EPIP 6.2, "Training and Drills."
- b) Quarterly, the Radiation Protection Supervisor shall insure that an inventory and operability check, as appropriate, is made of the Emergency Locker contents as prescribed in EPIP 6.3, "Maintenance of Emergency Facilities Equipment and Supplies."

4.5.2 An inventory of first aid and medical supplies available within the First Aid Room at the Access Control Point shall be performed monthly under the direction of the Security Supervisor.

4.5.3 Equipment used to detect and extinguish fires shall be maintained, as required by the Technical Specifications and the DAEC Fire Plan.



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4.5.4 The DAEC Emergency Planning Assistant shall verify on a periodic basis the availability of vehicles which can be used in an emergency with the Security Supervisor.

- a) Under normal conditions, vehicles should be available for use by emergency response personnel within 30 minutes of declaration of an ALERT condition.
- b) If deficiencies are identified, the Assistant Plant Superintendent-Radiation Protection and Security shall be consulted and corrective action, as appropriate, initiated.

4.5.5 The DAEC Emergency Planning Assistant shall check the completed inventory lists on a quarterly basis.

- a) Should any discrepancies be discovered, the appropriate supervisor shall be contacted and corrective action initiated.
- b) Should changes be desired in the inventory of emergency equipment being maintained, the appropriate supervisor shall be contacted and action initiated, where appropriate, to procure additional equipment and supplies or otherwise modify the inventory of equipment and supplies being maintained.

#### 4.6 Communications Equipment

4.6.1 Communications equipment to be maintained in good working order includes the DAEC telephone system, telephone headsets, the direct ring telephones which interconnect the Emergency Response Facilities, the ENS and HPN telephones, the Operations and Security/Radiological Survey radio systems, the IWAS telephone and the VAX computer system.

4.6.2 The DAEC Emergency Planning Assistant shall insure that checks are made on a periodic basis of the voice communication systems as specified in EPIP 6.4, "Emergency Preparedness Communication Testing."

- a) When deficiencies are detected with the DAEC telephone system including the direct ring telephones, corrective action shall be initiated through the DAEC Support Services Supervisor.
- b) Should radio communication problems be experienced, corrective action shall be initiated through the DAEC Security Supervisor and, as necessary, with the System Communication Engineer.

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4.6.3 The DAEC Emergency Planning Assistant shall coordinate, as necessary, with the Process Computer Services Supervisor to assure operability of the VAX computer system.

4.6.4 Additional communication system capabilities which should be checked quarterly include:

- a) The operability of the automatic telephone dialing system used for "speed" calling Off-Site Agencies and key DAEC emergency response personnel.
- b) The operability of remote pagers ("beepers") carried by key DAEC emergency response personnel.

NOTE

These checks may be conducted during the quarterly notification drill identified in EPIP 6.2, "Training and Drills."

4.7 Emergency Response Facilities

4.7.1 The DAEC Emergency Planning Assistant shall verify quarterly, at a minimum, that the Control Room, Technical Support Center (TSC), and Operational Support Center (OSC) are being maintained in a state of readiness and that required reference materials, equipment and supplies are available and in an acceptable operational state.

- a) Furnishings and equipment required to be available in the OSC and TSC are identified in EPIP 2.1, "Activation and Operation of the Operational Support Center", and EPIP 2.2, "Activation and Operation of the Technical Support Center."
- b) Reference materials and supplies required to be available in the TSC and Control Room, exclusive of equipment and supplies contained in the Emergency Lockers, are listed on Attachment 2, "Emergency Preparedness Reference Materials and Supplies."

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4.7.2 DAEC supervisory personnel responsible for overall cleanliness and habitability of the associated Emergency Response Centers are as follows:

- a) Control Room - Operations Supervisor
- b) Access Control Point - Health Physics Supervisor
- c) First Aid Room - Security Supervisor
- d) Fire Brigade Storage Area - DAEC Fire Marshall
- e) OSC Locker Room - Support Services Supervisor
- f) OSC "Staging Area" - Support Services Supervisor  
(includes the 1st floor Admin. Bldg. hallway and the Emergency Assignment Tag Board area)
- g) Security Control Point - Security Supervisor
- h) Contractor Change House - Assigned Contract Supervisor
- i) Document Control Center - Support Services Supervisor
- j) TSC "Working Area" - Support Services Supervisor

4.7.3 Equipment and systems other than designated emergency and communications equipment essential to maintenance of emergency preparedness shall be operated and maintained in accordance with associated plant procedures.

a) Such equipment includes:

- 1) Meteorological Monitoring System
- 2) Effluent Monitoring System
- 3) Plant system instrumentation and alarms provided in the Control Room
- 4) TSC and Control Room Ventilation System

b) The DAEC Emergency Planning Assistant shall periodically check to insure that the equipment and systems are capable of functioning, as required, consistent with their importance to maintenance of emergency preparedness.

4.7.4 Where deficiencies are identified, the DAEC Emergency Planning Assistant shall coordinate, as required, with the appropriate plant supervisors to insure that corrective action is taken.

4.7.5 Verification that the Emergency Response Facilities are being maintained in an operational state shall be documented on Attachment 3, "Emergency Response Facilities Verification."

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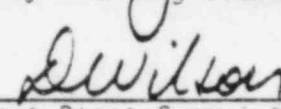
## 5.0 REFERENCES


- 5.1 Duane Arnold Energy Center Emergency Plan
- 5.2 10CFR50.4/(b)
- 5.3 10CFR50.54(q)
- 5.4 10CFR50, Appendix E

## 6.0 ATTACHMENTS

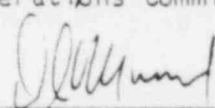
- 6.1 Evaluation of Proposed Changes to Emergency Plans
- 6.2 Emergency Preparedness Reference Materials and Supplies
- 6.3 Emergency Response Facilities Verification

Approved by:  Date June 1, 1983  
Emergency Planning Coordinator

Approved by:  Date 6-13-83  
Assistant Plant Superintendent-  
Radiation Protection and Security

Reviewed by:  Date 6-16-83  
ALARA Coordinator

Reviewed by:  Date 6-25-83  
Operations Committee Chairman

Approved by:  Date 7-1-83  
Plant Superintendent - Nuclear

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ATTACHMENT 1  
EVALUATION OF PROPOSED CHANGES TO EMERGENCY PLANS

INTRODUCTION

10CFR50.54(q) states in part, "The Nuclear Power Reactor Licensee may make changes to these plans without Commission approval only if such changes do not decrease the effectiveness of the plans and the plans, as changed, continue to meet the standards of Section 50.47(b) and the requirements of Appendix E to this part".

EVALUATION

1.0 Proposed changes are:

Revision \_\_\_\_\_ to the DAEC Emergency Plan

Revision \_\_\_\_\_ to the IELP Corporate Emergency Response Plan

2.0 What are the affected planning standards?

50.47(b)

Appendix E

3.0 Does the proposed revision still meet the standards identified in 2.0?

Yes

No

4.0 Please provide a description of the method used to determine the response to 3.0, including appropriate documentation or justification.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.0 Has the degree of effectiveness of the plan been decreased?

Yes

No

6.0 Please provide a description of the method used to determine the response to 5.0, including appropriate documentation or justification.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUMMARY

Do the proposed changes require NRC approval prior to implementation?

Yes

No

EVALUATION CONDUCTED BY:

\_\_\_\_\_  
Name Title Date

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ATTACHMENT 2  
EMERGENCY PREPAREDNESS REFERENCE MATERIALS AND SUPPLIES

Technical Support Center (TSC)

Reference Materials

1. DAEC Emergency Plan and Corporate Emergency Response Plan
2. Emergency Plan Implementing Procedures
3. Corporate Plan Implementing Procedures
4. Linn County Radiological Emergency Response Plan
5. Benton County Radiological Emergency Response Plan
6. Iowa Emergency Plan
7. NRC Region III Emergency Response Implementing Procedures
8. FEMA Region III Plan
9. Emergency Telephone Book
10. Technical Specifications
11. Plant Operating Procedures
12. Emergency Operating Procedures
13. DAEC Master Document - Rack Position List
14. Updated Final Safety Analysis Report
15. INPO Resource Manual

Supplies

1. Anti-contamination clothing and respiratory protection equipment for 6 people
2. Adequate office supplies including the following:
  - (a) Paper, tablets, folders and envelopes
  - (b) Pencils, colored pencils, porous tip pens, markers, and stamp pads
  - (c) Paper clips, staples, glue, tape and binder clips
  - (d) Rulers, compasses, scissors, and stapler
  - (e) Typing supplies
  - (f) Transparency film and projector bulbs



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ATTACHMENT 2 (Continued)  
EMERGENCY PREPAREDNESS REFERENCE MATERIALS AND SUPPLIES

Technical Support Center (TSC)

Reference Materials

16. Emergency Information Handbooks
17. Linn County Platt Book
18. Benton County Platt Book
19. Maps
  - (a) 10-mile Emergency Planning Zone Map (EPZ)
  - (b) Cedar Rapids, Hiawatha, Marion Map.
  - (c) EP Area Evacuation Map

Supplies

Comments:

PERFORMED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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ATTACHMENT 2 (Continued)  
EMERGENCY PREPAREDNESS REFERENCE MATERIALS AND SUPPLIES

Control Room

Reference Materials

1. DAEC Emergency Plan and Corporate Emergency Response Plan
2. Emergency Plan Implementing Procedures
3. Technical Specifications
4. Plant Operating Procedures
5. Emergency Operating Procedures
6. DAEC Master Document - Rack Position List
7. Emergency Telephone Book

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COMMENTS:

PERFORMED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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ATTACHMENT 3  
EMERGENCY RESPONSE FACILITIES VERIFICATION

Verify the availability and operability as applicable to the following items:

	Check One Yes or No	Action Taken
<u>Technical Support Center (TSC)</u>	.	
1. Low Level Iodine Sampling and Analysis Equipment	<input type="checkbox"/>	<input type="checkbox"/>
2. Continuous air monitor	<input type="checkbox"/>	<input type="checkbox"/>
3. VAX Computer terminals and printer	<input type="checkbox"/>	<input type="checkbox"/>
4. Two (2) Overhead Projectors	<input type="checkbox"/>	<input type="checkbox"/>
5. Copy machine	<input type="checkbox"/>	<input type="checkbox"/>
6. Telecopy machine	<input type="checkbox"/>	<input type="checkbox"/>
7. Telephone switchboard	<input type="checkbox"/>	<input type="checkbox"/>
8. Card printer	<input type="checkbox"/>	<input type="checkbox"/>
9. Microfilm reader	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

PERFORMED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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ATTACHMENT 3 (Continued)  
EMERGENCY RESPONSE FACILITIES VERIFICATION

Verify the availability and operability as applicable to the following items:

	Check One Yes or No	Action Taken
<u>Control Room</u>		
1. Evacuation and Fire Alarm Systems	<input type="checkbox"/>	<input type="checkbox"/>
2. Paging System	<input type="checkbox"/>	<input type="checkbox"/>
3. Area Radiation Monitoring System	<input type="checkbox"/>	<input type="checkbox"/>
4. High Range Effluent Monitoring System	<input type="checkbox"/>	<input type="checkbox"/>
5. Containment High Range Radiation Monitoring System	<input type="checkbox"/>	<input type="checkbox"/>
6. Instrumentation, as specified in DAEC Emergency Plan paragraphs 2.6 and 2.7 of Section H.	<input type="checkbox"/>	<input type="checkbox"/>
7. Plant Process Computer	<input type="checkbox"/>	<input type="checkbox"/>
8. VAX Computer terminal	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

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ATTACHMENT 3 (Continued)  
EMERGENCY RESPONSE FACILITIES VERIFICATION

Verify the availability and operability as applicable to the following items:

	Check One Yes or No	Action Taken
<u>Operational Support Center (OSC)</u>		
1. Emergency Assignment Tag Board	<input checked="" type="checkbox"/>	
2. Post Accident Sampling System	<input checked="" type="checkbox"/>	

COMMENTS:

PERFORMED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Iowa Electric Light and Power Company

July 19, 1983

NG-83-2517

50-332

Mr. Harold Denton, Director  
Office of Nuclear Reactor Regulation  
U.S. Nuclear Regulatory Commission  
Washington, DC 20555

Project: Duane Arnold Energy Center  
Subject: Transmittal of Emergency Planning Documents  
File: A-221

Dear Mr. Denton:

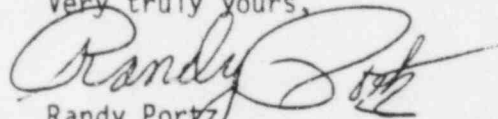
We are forwarding, in accordance with Appendix E to 10CFR50, three controlled copies (two to NRR and one to I&E) of our

<input type="checkbox"/>	Duane Arnold Energy Center Emergency Plan	Revision	_____
<input checked="" type="checkbox"/>	Emergency Plan Implementing Procedure (EPIPs)	Revision	16
<input type="checkbox"/>	Iowa Electric Light and Power Company Corporate Emergency Response Plan	Revision	_____
<input type="checkbox"/>	Corporate Plan Implementing Procedure (CPIPs)	Revision	_____

Insert the revised document(s) in your files and discard the obsolete one(s). Please acknowledge the receipt of the enclosed documents by signing and dating the section below and returning a copy of this letter to me.

Information considered proprietary to Iowa Electric has been marked with red brackets as specified in Mr. Eisenhut's letter of July 9, 1981.

Very truly yours,

  
Randy Portz  
Acting Emergency  
Planning Coordinator

RJP/dmh\*

cc: R. Salmon  
J. Keppler/NRC (1)

The document(s) listed above have been received by the NRC.

- Headquarters, NRR., \_\_\_\_\_, \_\_\_\_\_  
Control Copy Nos. 91-92 Date
- NRC Region III, \_\_\_\_\_, \_\_\_\_\_  
Control Copy Nos. 82 Date

X005  
1/2



TRANSMITTAL/ACKNOWLEDGEMENT  
MEMORANDUM

NRC-NRR 102 2010 NOTIFICATION NO.: 16  
DATE: July 12, 1983

SUBJECT: EMERGENCY PLAN IMPLEMENTING PROCEDURES MANUAL

X Procedures (/////Servers) Manual/M01/////

Revisions to your controlled copy of the manual, as checked above, are attached. As indicated below, please remove and discard the superseded material and insert the revised material, or perform the changes as directed herein.

MANUAL CONTENTS	REMOVE		INSERT	
	REV.	DATE	REV.	DATE
Revision Control Sheet	15	7/7/83	16	7/12/83
Index	7	7/7/83	8	7/12/83
EPIP 6.1	0	5/11/81	1	1/31/83

Please acknowledge that the above action has been taken by signing below and returning this memorandum to document control of the following organization. (PLEASE RETURN WITHIN 10 DAYS.)

☐ Quality Assurance  
☐ Design Engineering  
☐ Nuclear Lic. & Fuels  
☐ Purchasing

☒ DAEC - Support Services  
☐ Mechanical/Nuclear  
☐ Nuclear Generation Div.

I have inserted the above revisions in the Manual.

Signed \_\_\_\_\_

Date \_\_\_\_\_