



ARKANSAS POWER & LIGHT COMPANY

Arkansas Nuclear One

TITLE: RECORD OF CHANGES AND REVISIONS

FORM NO. 1000.06A

EMERGENCY PLAN IMPLEMENTING PROCEDURE

REV. # 12 PC #

1903.51 REV. 3
TURNOVER OF RESPONSIBILITY

Safety Related YES ☒ NO ☐

UN-Controlled Copy # 104

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APPROVED BY:

James M. Lewis
(General Manager)

APPROVAL DATE

8/12/84

REQUIRED EFFECTIVE DATE:

8-27-84



PLANT MANUAL SECTION: EMERGENCY PLAN
IMPLEMENTING PROC. TURNOVER OF RESPONSIBILITY

PROCEDURE WORK PLAN TITLE:
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1.0 PURPOSE

The purpose of this procedure is to provide guidance for executing the turnover of responsibilities and authority within the Emergency Response Organization (ERO).

2.0 SCOPE

2.1 This procedure is applicable to emergency situations involving Unit 1 and/or Unit 2. This procedure specifies the requirements for conducting a turnover of the following activities (or functions) in the Emergency Response Organization:

2.1.1 Turnover of responsibility for overall direction of the control of the incident,

2.1.2 Turnover of the authority to make Protective Action Recommendations,

2.1.3 Turnover the responsibility to perform dose assessment,

2.1.4 Turnover of the authority to make offsite notifications.

2.2 As relates to these activities, this procedure will describe how turnover is to be conducted between the following staff/organizations:

2.2.1 Turnover from the normal plant staff to the Initial Response Staff (IRS),

2.2.2 Turnover from the Initial Response Staff to the Initial Response Organization (IRO),

2.2.3 Turnover from the Initial Response Organization to the Emergency Operations Facility Staff (EOFS).

3.0 REFERENCES

3.1 References used in procedure preparation:

3.1.1 Emergency Plan

3.2 References used in conjunction with this procedure:

NONE

3.3 Related ANO procedures:

3.3.1 1903.50, "Emergency Response Organization"

3.3.2 1903.51, "Command and Control"



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- 3.4 Regulatory correspondence containing NRC commitments which are implemented in this procedure:

3.4.1 Letter OCAN068320

4.0 DEFINITIONS

- 4.1 Initial Response Staff (IRS) - The emergency organization composed of plant staff personnel which must be able to augment the onsite personnel within 60 minutes of being notified.
- 4.2 Initial Response Organization (IRO) - The emergency response organization composed of the IRS, the Technical Support Center Staff, the Operational Support Center Staff, the emergency team members and Emergency Operations Facility Maintenance Coordinator.
- 4.3 Emergency Operations Facility Staff (EOFS) - The AP&L emergency response organization composed of plant and General Office personnel which is activated to augment the resources of the Initial Response Organization for more serious events. Portions of the EOFS may be located in the Little Rock Corporate Offices.
- 4.4 Emergency Response Organization (ERO) - The emergency response organization, formed by the augmentation of the IRO by the EOFS, which has the capability to provide manpower and other resources for long-term response to an emergency situation.
- 4.5 A formal turnover of responsibility and authority consists of a transfer of the responsibility and authority for an emergency response function. A turnover of responsibility and authority is made between the senior management representatives [Shift Operations Supervisor, Duty Emergency Coordinator (DEC), Emergency Coordinator (EC) and Emergency Operations Facility Director (EOFD)] as each arrives on site and after the representative receives a briefing on the status of the emergency response function.
- 4.6 A formal turnover of an emergency response function consists of the transfer of the performance of the function from one emergency response group to another. A turnover of function occurs between the IRS, IRO and EOFS. Turnover of a function shall be approved by the senior management representative on site. The function shall be transferred without interruption in performance.

Appropriate data to perform the task/function should be provided to the receiving group promptly. Historical records should be provided as agreed by the groups in a timely manner. A formal turnover may be made verbally. Documentation of formal turnover should be recorded in the historical event record in a timely manner. All transfers of the function requiring a formal turnover are discussed in Section 6.0 of this procedure.



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5.0 RESPONSIBILITIES

- 5.1 This procedure refers specifically to the responsibilities associated with acceptance for and transfer of the responsibility for the overall control of the direction of the incident, and for the authority to perform offsite Protective Action Recommendations, Dose Assessment and Notification. Additional duties/responsibilities are defined in the Emergency Plan and Implementing Procedures. As defined, only the DEC, EC, and EOFD can assume overall responsibility and only they can approve the transfer of offsite Protective Action Recommendations, Dose Assessment and Notifications between staff/organizations. They will also be the approving individual for all offsite Protective Action Recommendations.
- 5.2 In the event of an emergency, the Shift Operations Supervisor of the affected unit is in charge of all emergency-related activities until the roster-assigned DEC or EC arrives on site, receives a formal turnover and takes command. The Shift Operations Supervisor has the responsibility and authority to take the necessary emergency response actions, make decisions to notify appropriate authorities and make offsite protective action recommendations. The responsibility for making decisions to notify appropriate authorities and make offsite protective action recommendations shall not be delegated. After the Shift Operations Supervisor has turned over these responsibilities to the DEC, the Shift Operations Supervisor will continue to direct plant operations.
- 5.3 The line of succession for overall responsibility and direction of the response to the incident is the Shift Operations Supervisor (acting Duty Emergency Coordinator) to the DEC to the EC to the EOFD. Each succeeding emergency organization member stated above will assume overall responsibility for the incident once he arrives on site and has received a formal turnover for emergency response functions. The most senior management representative on site who has responsibility for overall direction of the incident is the sole approving authority for offsite Protective Action Recommendations and has the responsibility for making such recommendations. These recommendations shall be made to State, local, and/or other appropriate off-site authorities.
- 5.4 When activated, Emergency Response Organization personnel that do not have an active role in the Initial Response Organization shall proceed to their pre-assigned locations and from there call the Technical Support Center for further instructions.

6.0 DISCUSSION

- 6.1 Turnover from Normal Plant Organization to Initial Response Staff
- 6.1.1 The Shift Operations Supervisor of the affected unit shall have responsibility and authority for overall direction of the incident response until relieved by the DEC.



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6.1.2 The DEC shall typically report directly to the Control Room upon arrival at the site. However, the DEC may, at his option, report to the Technical Support Center or other appropriate response center based on the situation.

6.1.3 The DEC shall prepare for turnover by acquiring a briefing (from the Shift Operations Supervisor and designees) on the incident and the response tasks being performed. The Duty Emergency Coordinator shall notify the Shift Operations Supervisor when he is prepared to assume the responsibility and authority for all of the following tasks:

- A. Dose assessment
- B. Offsite protective action recommendations
- C. Notifications of NRC, State of Arkansas and other appropriate offsite authorities
- D. Overall response (includes A, B, and C above)

6.1.4 The Shift Operations Supervisor shall promptly turn over responsibility for the overall response as requested by the DEC. IRS members shall assume the appropriate position as designated by procedures. (The Fire Brigade, medical personnel, and operations staff shall report to the DEC through the Shift Operations Supervisor. Other IRS personnel shall report directly to the DEC.)

NOTE:

The DEC shall not delegate the responsibility for making offsite protective action recommendations or for making decisions to notify offsite authorities. (The actual performance of dose assessment and notifications are delegated to IRS members.)

6.2 Turnover from Initial Response Staff to Initial Response Organization

6.2.1 The Duty Emergency Coordinator shall have responsibility and authority for overall direction of the incident response until relieved by the Emergency Coordinator.

6.2.2 The EC shall typically report to the Technical Support Center upon arrival. However, the EC may, at his option, report to another response center based on the situation.

6.2.3 The EC shall prepare for turnover by acquiring a briefing (from the DEC and designees) on the incident and the response tasks being performed. The Emergency Coordinator shall notify the Duty Emergency Coordinator when he is prepared to assume the responsibility and authority for all of the following functions:

- A. Dose assessment
- B. Offsite protective action recommendations



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- C. Notifications of NRC, State of Arkansas and other appropriate offsite authorities
- D. Overall response (includes A, B, and C above)

6.2.4 The DEC shall promptly turn over authority and responsibility for the overall response as requested by the EC.

- A. DEC should announce the turnover to IRS.

6.2.5 The EC shall prepare the appropriate TSC staff for turnover. The EC shall notify the DEC and the IRS staff of the decision to turn over a functional responsibility to the TSC staff.

NOTE:

The EC shall not delegate the responsibility for making offsite protective action recommendations or for making decisions to notify offsite authorities. (The actual performance of dose assessment and notifications are delegated to IRO members.)

6.2.6 Once the Duty Emergency Coordinator has transferred functional responsibilities to the TSC staff, he shall begin functioning as directed by the Emergency Coordinator or under his position title in the ERO.

6.3 Turnover from Initial Response Organization to the EOFS

6.3.1 The Emergency Coordinator shall have responsibility and authority for overall direction of the incident response until relieved by the EOFD.

6.3.2 Upon arrival at the EOF, the EOFD shall prepare for turnover by acquiring a briefing (from the Emergency Coordinator and his designees) on the incident and the response tasks being performed. The EOFD shall notify the EC when he is prepared to assume the responsibility and authority for the following functions:

- A. Dose assessment
- B. Offsite protective action recommendations
- C. Notifications of NRC, State of Arkansas and other appropriate offsite authorities
- D. Overall response (includes A, B, and C above)

6.3.3 The EC shall promptly turn over authority and responsibility for the overall response as requested by the EOFD.

6.3.4 The EOFD shall prepare the appropriate EOFS members for turnover. The EOFD shall notify the EC and the IRO staff of the decision to turn over a functional responsibility to the EOFS.



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NOTE:

The EOFD shall not delegate the responsibility for making offsite protective action recommendations or for making decisions to notify offsite authorities. (The actual performance of dose assessment and notifications are delegated to EOFS members.)

7.0 ATTACHMENTS AND FORMS

None

50-313

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ARKANSAS POWER & LIGHT COMPANY

Arkansas Nuclear One

TITLE: TRANSMITTAL

FORM NO. 1013.02H

REV. # 20 PC #

Arkansas Nuclear One
Russellville, Arkansas
Date 8/18/84

MEMORANDUM

TO: 104-NRC Wash.

RETURN TO:

ARKANSAS NUCLEAR ONE
Document Control
Admin. Bldg. - 4th Floor

FROM: ANO DOCUMENT CONTROL

SUBJECT: ANO MASTER PLANT MANUAL UPDATE

PROCEDURE NUMBER 1903.51 REV. # 3 PC # TC #

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SIGNATURE

UPDATED

DATE

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A T T E N T I O N

THE ATTACHED PROCEDURE 1903.51 REV. 3 SHOULD BE
PLACED IN FRONT OF CURRENT PROCEDURE UNTIL EFFECTIVE DATE.

EFFECTIVE DATE 8-29-84

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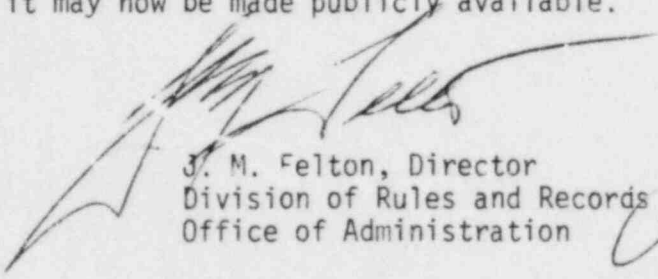
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September 14, 1984

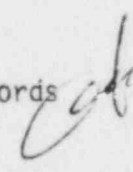
50-313/368 Arkansas Nuclear One

MEMORANDUM FOR: Chief, Document Management Branch, TIDC
FROM: Director, Division of Rules and Records, ADM
SUBJECT: REVIEW OF UTILITY EMERGENCY PLAN DOCUMENTATION

The Division of Rules and Records has reviewed the attached document and has determined that it may now be made publicly available.



J. M. Felton, Director
Division of Rules and Records
Office of Administration



Attachment: As stated

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 LEVINE, J.M. Arkansas Power & Light Co.
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