

Lew W. Myers  
Senior Vice President412-393-5234  
Fax: 724-643-8069

December 29, 1999

L-99-193

U. S. Nuclear Regulatory Commission  
Attention: Document Control Desk  
Washington, DC 20555-0001

**Subject: Beaver Valley Power Station, Unit No. 1 and No. 2**  
**BV-1 Docket No. 50-334, License No. DPR-66**  
**BV-2 Docket No. 50-412, License No. NPF-73**  
**Beaver Valley Power Station Emergency Preparedness Plan**  
**Implementing Procedures (Volumes 2 and 3)**

In accordance with 10 CFR Part 50.4, this letter forwards a recent revision of the Beaver Valley Power Station Emergency Preparedness Plan Implementing Procedures (Volumes 2 and 3) to the Nuclear Regulatory Commission. The changes do not decrease the effectiveness of the Plan and the Plan, as changed, continues to meet the requirements of Appendix E of 10 CFR 50. Therefore, 10 CFR Part 50.54(q) requires that these changes be submitted for information only.

If there are any questions on this submittal, please contact Mr. M. S. Ackerman, Manager, Licensing at 412-393-5203.

Sincerely,



Lew W. Myers

## Enclosures

- c: Mr. D. S. Collins, Project Manager (w/o enclosures)
- Mr. D. M. Kern, Sr. Resident Inspector (w/o enclosures)
- Mr. H. J. Miller, NRC Region I Administrator (2 copies)

Mary E. O'Reilly  
FirstEnergy Legal Department  
76 South Main Street  
Akron, OH 44308

A845

## **ATTACHMENT**

### **Revisions to Beaver Valley Power Station Emergency Preparedness Plan Implementing Procedures (Volumes 2 and 3)**

- EPP/IP 1.1, "Notification"**
- EPP/IP 1.2, "Communications and Dissemination of Information"**
- EPP/IP 1.6, "Emergency Operations Facility (EOF)  
Activation, Operation and Deactivation"**
- EPP/IP 2.3, "Offsite Monitoring for Airborne Release"**
- EPP/IP 9.1, "Emergency Public Information  
Emergency Response Organization Controlling  
Procedure"**
- EPP/IP 9.3, "Activation, Operation and Deactivation of the  
Emergency Public Information Organization  
Emergency Operations Facility (EOF)"**
- EPP/IP 9.4, "Activation, Operation and Deactivation of the Joint  
Public Information Center (JPIC)"**
- EPP/IP 9.5, "Activation, Operation and Deactivation of the Penn  
Power Customer Account Services Department"**
- EPP/IP 10.1, "Emergency Response Organization Corporate  
Support"**

## Revisions to Emergency Preparedness Plan Implementing Procedures

### EPP/IP 1.1, "NOTIFICATIONS"

REV. 22

### CHANGES

PAGE	CHANGE	REASON
1	Added Condition Report 993020 to references.	Update Reference.
2	3.2 Changed Nuclear to Corporate, changed 5539 to 5201. 3.3 Changed Nuclear to Corporate.	Transition related title change and change in personnel for phone change.
3	7.0 Deleted "the BVPS (412) 393-XXXX phone numbers are Pittsburgh exchanges and, as such, a 9-1-1 call may activate the Pittsburgh area 9-1-1 system and not Beaver County's".	Extraneous information.
3	Step 9.0 – Deleted the words "the" and "Department".	Transition related change.
4	Added NOTE before Step 1, Faxing of the Initial Notification Form is NOT the "Official" notification to the Offsite Agencies and does NOT meet the 15-minute notification criteria. The 15-minute notification criteria is met and "Official" notification made when a representative of BVPS speaks with a representative of each Offsite Agency.	CR 993020.
5	Deleted Director.	Transition related change.

**EPP/IP 1.1, "NOTIFICATIONS"  
REV. 22 CHANGES**

PAGE	CHANGE	REASON
11	<p>Changed Gen. Mgr. Nuc. Ops to Mgr. Ops. Changed Tuite to Pearce with correct phone numbers. Deleted Div. V.P. Nuc. Ops. Changed Nuc. Services Group to BVPS. Changed Jain to L. Myers with correct phone numbers. Deleted Pres., Generation Group and Chief Nuclear Officer. Deleted 5255 and J. E. Cross 412-749-9427.</p>	Transition related change.
11	<p>Changed Kahler to Vicinie. Added Sasala with associated phone numbers.</p>	Transition related changes.
13	<p>Updated Westinghouse Representatives.</p>	Per Westinghouse letter DLC-99-769.
27	<p>Moved Ohio Emergency Management Agency to after Columbiana County Emergency Management Agency. Changed Nuclear to Corporate. Changed phone number.</p>	Transition related change.
29	<p>Updated Titles and phone numbers.</p>	Transition related change.
35	<p>Step 1.9.2 - Changed "EP" to "Emergency Preparedness and deleted "Department".</p>	Transition related change.
37	<p>Step 1.3.5 – Added STATE.</p>	Human factoring.
42	<p>Step 11.2 - Deleted the words "the" and "Department".</p>	Transition related change.
43	<p>Step 1.3.5 – Added STATE.</p>	Human factoring.
48	<p>Step 12.2 - Deleted the words "the" and "Department".</p>	Transition related change.

**EPP/IP 1.1, "NOTIFICATIONS"  
REV. 22 CHANGES**

<b>PAGE</b>	<b>CHANGE</b>	<b>REASON</b>
49	Step 1.3.5 – Added STATE.	Human factoring.
54	Step 12.2 - Deleted the words "the" and "Department".	Transition related change.
55	Step 1.3.5 – Added STATE.	Human factoring.
60	Step 12.2 - Deleted the words "the" and "Department".	Transition related change.
66	Step 6.2 - Deleted the words "the" and "Department".	Transition related change.
	NOTE: Deleted "the Director".	Transition related change.
69	Step 3.5 – Added STATE.	Human factoring.

**IP 1.2 – REV. 13  
CHANGES**

<b>PAGE</b>	<b>STEP</b>	<b>CHANGE</b>	<b>REASON</b>
3	1.4	Changed BVPS Nuclear to Corporate.	Transition change.
3	1.4.1	Changed phone number 6450 to 5201 and 412-393-4060 to 330-761-4055.	Transition change.
3	1.4.2	Changed phone number from (888) 393-7000, 7001 to 1-800720-3600.	Transition change.
4	1.6	Changed BVPS Nuclear to FirstEnergy Corporate.	Transition change.
4	1.7.1	Removed “or notify the BVPS System Operator and request that he”.	Transition change.
7	Att. 1	Deleted column for System Operator.	Transition change.
11	1.5	Deleted the words “the” and “Department”.	Organizational Change.
15	4.3	Deleted the words “the” and “Department”.	Organizational Change.
	5.0	Deleted reference to System Operator Direct Line. Renumbered the following steps.	Transition change.
19	1.2	Added “4380”.	BVERS II addition.
20	2.5	Deleted the words “the” and “Department”.	Organizational Change.
21	3.1	Changed TSC Communications area reference.	Relocated TSC Communications Area.
23	1.1	Deleted “the Director” and “or designee under the cognizance of the Manager, Management Services”.	Organizational Changes.
	3 <sup>rd</sup> Bullet	Deleted “Director”.	Organizational Change
	1.2	Deleted the words “the” and “Department”.	Organizational Change.
24	2.3	Deleted “the Director”.	Organizational Change.

**IP 1.2 – REV. 13  
CHANGES**

<b>PAGE</b>	<b>STEP</b>	<b>CHANGE</b>	<b>REASON</b>
26	2.2	Deleted “Duquesne Light Company personnel at the” and “Department”. Changed phone number 4060 to 5201 and 6450 to 4349	Transition change.
27	1.4	Deleted the words “the” and “Department”.	Organizational Change.
28	2.4	Deleted the words “the” and “Department”.	Organizational Change.
	3.4	Deleted the words “the” and “Department”.	Organizational Change.
	4.4	Deleted the words “the” and “Department”.	Organizational Change.
29	5.4	Deleted the words “the” and “Department”.	Organizational Change.

**EPP/IP 1.6 EOF ACTIVATION  
CHANGES-REV 12**

<b>PAGE</b>	<b>SECTION</b>	<b>CHANGE</b>	<b>REASON</b>
Cover & i	Header	Added Record Type List number.	Per Document Control Dept.
i		Deleted NOTE per Onsite Safety Committee request.	OSC considers NOTE redundant to their review and should not be included in the procedure.
3	NOTE	Replaced "DLC" with "BVPS".	Transition to FirstEnergy.
	1.1	Added ", or designee".	Allows status report to be given from other EOF personnel.
	1.3	Deleted "Emergency Director-Emergency Recovery Manager" and added "Status".	Corrected to reflect actual procedure title.
4	1.4	Added "as a minimum" and deleted "The Control Room" and reworded last sentence.	To allow information to be transferred via more than one method, if available. Also allows Plant page announcement from locations other than the Control Room, and reduces Control Room administrative burden.
	2.2	Deleted ""Operation of Technical Support Center Equipment", Attachment 3" and replaced with Technical Support Center, Activation, Operation and Deactivation" and EPP/IP 1.2 "Communications and Dissemination of Information".	Updated title and location of references.
	2.3	Added "The functional responsibilities of the individual EOF personnel are identified in Section 5 of the BVPS Emergency Preparedness Plan."	Provide reference for job responsibilities.
5	Attachments	Added reference to Figure 1.	Not previously listed.
7	Attachment 1	Reformatted, deleted year "19" and replaced with "date", deleted "DLC" and replaced with "BVPS"	Reformatting to improve usability of form, deleted "19" reference to date.
10	1.1	Added "ROC".	Turnover of dose projection activities.
	NOTE	Replaced "and", "Corporate Security and Nuclear Communications" and "access codes for" with "by BVPS Security and, by".	Access controlled and coordinated by BVPS Security, and key card use for building entry (no access codes).
	1.3	Deleted "codes".	Key card use for building entry (no access codes).



**EPP/IP 1.6 EOF ACTIVATION  
CHANGES-REV 12**

<b>PAGE</b>	<b>SECTION</b>	<b>CHANGE</b>	<b>REASON</b>
11	1.6	Deleted "AEOF".	Generic sign for only entrance to building in emergency.
	1.8	Replaced "DLC" with "BVPS".	Transition to FirstEnergy.
	1.9	Added "if necessary."	Equipment may already be activated.
	1.10	Added "A" to EOF	To clarify designation of Alternate EOF.
12	2.1	Added "ROC".	Turnover of dose projection activities.
	2.3	Deleted "AEOF". Deleted "Corporate" and replaced "DLC" with "BVPS".	Generic sign for only entrance to building in emergency. Designated Security personnel may be used, not limited to Corporate. Transition to FirstEnergy.
	2.4	Replaced "DLC" with "BVPS".	
	2.5	Added "if necessary."	Equipment may already be activated.
13	3.1	Replaced "Managers, Coordinators, Liaisons" with "On-Call Beeper Holders".	Better defines who reports to the AEOF.
	NOTE	Deleted "Corporate Security and" and "access codes for".	Access approval by Director, Nuclear Communications, and key card use for building entry (no access codes).
	3.2	Deleted "codes".	Key card use for building entry (no access codes).
14	3.7	Replaced "DLC" with "BVPS".	
	3.8	Added "if necessary."	Equipment may already be activated.
15	4.3	Deleted "the".	Wording.
20	NOTE	Deleted "via the NSS (U1) and STA (U2) lines".	New direct ringdown phones have separate phone lines at AEOF and are caller ID in Control Room.
21	Attachment 2.2	Reworded to incorporate new ARERAS/MIDAS hardware and software dial-in properties and added phone numbers.	Improve instructions for new ARERAS/MIDAS upgrade.
23	NOTE 1	Updated reference location.	Updated reference location.
	NOTE 2	Added "by pressing any key".	Additional instructions.
26	NOTE	Deleted "a Site Emergency" and "or".	Clarify information and reworded NOTE.

**EPP/IP 2.3 CHANGES-REV 8**

<b>PAGE</b>	<b>SECTION</b>	<b>CHANGE</b>	<b>REASON</b>
Cover		New Record Type List (RTL) number.	Per Document Control Department
i		New RTL number.	Per Document Control Department
	NOTE	Deleted "NOTE".	Per OSC request (redundant to OSC review).
		Title changes	Updated titles to current organization.
1	2.1	Deleted "DLC".	Reference general vehicle for use.
2	3.5	Deleted "DLC".	Reference general vehicle for use.
	NOTE	Deleted NOTE.	Procedure for emergency use, should not reference exercise activities.
4	1.6	Deleted "DLC".	Reference general vehicle for use.
	1.6.2	Deleted "DLC".	Reference general vehicle for use.
8	2.6.4	Replaced "Public Affairs" with First Energy Corporate" and updated phone number.	Transition to FirstEnergy.
9	3.2.1	Replaced "DLC" with "BVPS".	Transition to First Energy.
21		Deleted DLC logo from map.	Transition to First Energy
25		Deleted DLC logo from map.	Transition to First Energy
29		Deleted DLC logo from map.	Transition to First Energy
33		Deleted DLC logo from map.	Transition to First Energy

**EPP/IP 9.1 CHANGES**

<b>PAGE</b>	<b>SECTION</b>	<b>CHANGE</b>	<b>REASON</b>
Cover and i		New Record Type List number	Per Document Control.
Cover i		Changed Title	Transition to FirstEnergy
		Deleted NOTE per Onsite Safety Committee request.	OSC considers NOTE redundant to their review and should not be included in the procedure.
1	A	Changed "Nuclear Communications" to "Emergency Public Information"	Transition to FirstEnergy.
	C. 2.0	Deleted "Nuclear Communications"	Transition to FirstEnergy.
1	C. 3.0	Changed title.	Transition to FirstEnergy.
	C. 4.0	Replaced "Duquesne Light" with "FirstEnergy". Also replaced "the Beaver Valley Power Station" with "BVPS Unit 1 / 2".	Transition to FirstEnergy.
2	D. 1.3	Changed title.	Transition to FirstEnergy.
2	D. 2.2	Delete section	Transition to FirstEnergy: Function is routinely performed by FE Corporate Communications.
2	E. 1.0	Title Change	Transition to FirstEnergy.
2	E. 1.2	Title Change	Transition to FirstEnergy.
2	E. 1.3	Title Change and deletion of last two sentences.	Transition to FirstEnergy: Function is routinely performed by FE Corporate Communications.
3	E. 1.4	Title Change	Transition to FirstEnergy.
3	E. 2.1	Title Changes and changed locations from "three" to "two".	Transition to FirstEnergy.
3	E. 3.0	Title Change	Transition to FirstEnergy.
3	E. 3.1	Title Change	Transition to FirstEnergy.
3	E. 3.2	Title Changes	Transition to FirstEnergy.
3	E.3.3.1	Replaced "greater" with "higher"; Deleted "Nuclear Communications".	Clarification and consistency with other procedures; Transition to FirstEnergy
3	E. 3.3.2	Title Changes	Transition to FirstEnergy
3	E. 3.3.3	Title Changes	Transition to FirstEnergy
3	E. 3.3.4	Title Changes	Transition to FirstEnergy
4	E. 3.3.5	Title Changes	Transition to FirstEnergy
4	E. 4.0-4.1.4	Moved contents to section 4.2	Transfer of function to JPIC due to Transition to FirstEnergy

**EPP/IP 9.1 CHANGES**

<b>PAGE</b>	<b>SECTION</b>	<b>CHANGE</b>	<b>REASON</b>
5	E. 4.2.4,5,6	Moved from E 4.0-4.1.4	Transfer of function to JPIC due to Transition to FirstEnergy
5	E. 4.2.7-4.2.12	Changed procedure reference numbers.	Insertion of transferred E. 4.0 procedures
5	F. 1.0	Title Change	Transition to FirstEnergy
5	4.2.3	Replaced "to accommodate" with "for".	Clarification.
5	4.3.10	Changed "Media" to media".	Formatting.
	F.1.0	Changed title.	Organizational title change.

## EPP/IP 9.3 CHANGES

PAGE	SECTION	CHANGE	REASON
Cover and i		New Record Type List number	Per Document Control.
Cover And all page headings		New Title	Transition to FirstEnergy
i		Deleted NOTE per Onsite Safety Committee request.	OSC considers NOTE redundant to their review and should not be included in the procedure.
1	C.2.0	Added "BVPS".	Clarification.
2	C.1.3	Changed title.	Transition to FirstEnergy.
2	D.2.2	Changed title; Deletion of last sentence.	Transition to FirstEnergy; Function routinely provided by FirstEnergy Corporate Communications.
2	E.1.0	Title Change.	Transition to FirstEnergy.
2	E. 1.1	Title Change; Deletion of "sign in on the staffing board."	Transition to FirstEnergy; Action no longer necessary.
3	E.2.2.1	Changed title.	Transition to FirstEnergy.
4	E.2.2.4	Added "in the EOF".	Clarification.
4	E.3.1	Added "or designee".	Consistent with other procedures.
4	F.3.0	Changed title.	Transition to FirstEnergy.
5	1.	Changed title	Transition to FirstEnergy.
5	2.	Changed title	Transition to FirstEnergy.
5	6.	Added "(if activated)".	Clarification.
6	2.	Title Change	Transition to FirstEnergy.
6	4.	Title Change; Deleted "Corporate"	Transition to FirstEnergy; Function consolidated to JPIC.
7	1.	Title Change	Transition to FirstEnergy.
8	2.	Title Change	Transition to FirstEnergy.
9		Changed "Plant" to "plant"	Clarification.
11		Phone number change	Transition to FirstEnergy

**EPP/IP 9.3 CHANGES**

PAGE	SECTION	CHANGE	REASON
13		<p>Replaced “release” with “announcement” throughout Attachment. At News Announcement Sent to JPIC block, replaced “MRC” with “Information Manager”. At JPIC Admin Support block, replaced “JPIC Steno Coord” with “Admin Support”. At JPIC Admin Support, added Information Coordinator and replaced “JPIC Writer” with “Information Coordinator”. At JPIC Mgr block, replaced “MRC” with “Information Manager”.</p>	<p>Clarify “release and new announcement (not radioactive release). All other title replacements to be consistent with procedure and to improve timeliness of news announcement approval as determined by previous Drills/Exercises.</p>

**EPP/IP 9.4 CHANGES**

<b>PAGE</b>	<b>SECTION</b>	<b>CHANGE</b>	<b>REASON</b>
Cover and i		New Record Type List number	Per Document Control.
i		Deleted NOTE per Onsite Safety Committee request.	OSC considers NOTE redundant to their review and should not be included in the procedure.
1	1.3	Changed title.	Transition to FirstEnergy.
2	D.2.2	Changed title; Deleted last sentence	Transition to FirstEnergy; functions routinely provided by FirstEnergy Corporate Communications
2	D.2.3	Replaced "Duquesne Light Company (DLC)" with "BVPS".	Transition to FirstEnergy.
2	D.2.4	Title Change; Replaced "Broadcast" with "Alert"	Transition to FirstEnergy; official title change
2	E. Note	Delete "emergency response"	Redundant
2	E.1.0 Note	Deleted "Nuclear Communications"	Transition to FirstEnergy, deletion does not affect meaning.
3	E.1.1	Delete "Nuclear Communications"	Transition to FirstEnergy, deletion does not affect meaning.
3.	E.1.6	Title Change	Transition to FirstEnergy
5	E.2.3.3	Deleted "at the JPIC Corporate Offices"	Function now performed at the JPIC.
7.	2.	Title Change	Transition to FirstEnergy
9	8.	New.	Clarification of job duties.
10	JPIC act. 1.	Title Change	Transition to FirstEnergy
10	JPIC act. 5.	Deleted "DLC"	Transition to FirstEnergy further clarification not needed
10	JPIC act. 6.	Title Change	Transition to FirstEnergy
11	JPIC act. 10.	Title Change	Transition to FirstEnergy
11	JPIC act. 11.	Title Change	Transition to FirstEnergy
12	3.	Deleted "DLC"	Transition to FirstEnergy further clarification not needed
13	4.	Added "as appropriate".	To maintain consistent with wording in E.2.2.2.

**EPP/IP 9.4 CHANGES**

<b>PAGE</b>	<b>SECTION</b>	<b>CHANGE</b>	<b>REASON</b>
14.	2.	Deleted "per Nuclear Communications Manual"	Manual has been deleted and substituted with Attachment 2 page 2 of 2.
14	5.	Change "releases" to "announcements"	Clarification.
15	2	Deleted "regarding the Company's Nuclear Communications Emergency Response activities."	Redundant
15	3.	Added "Information regarding station events/activities should be given to the media only after it has been released by via a News Release or News Briefing."	Clarification of job duties.
15	6.-7.	Deleted "as listed in the Nuclear Communications Resource Manual."	Manual has been deleted and substituted with Attachment 2 page 2 of 2.
16	2.	Deleted Radio stations WOHI, WEIR and TV station WTRF. Added Radio station WKQV and TV station CNN.	Deleted radio stations with poor reception and added one with better reception. Replaced TV station for one with greater news coverage.
16	2.	Added the word "periodically"	Clarification
17	2.	Deleted old procedure	Function now being provided by JPIC
17	3	Added "and records"	Clarification.
17	5.	Change "Corporate Rumor Control Coordinator" to "Information Mgr."	Function now being performed at JPIC—consistent with other procedures.
18	10.	New.	Clarification of job duties.
20	7.	Title Change	Transition to FirstEnergy
21	All	Deleted "Telecommunications Representative" job function.; Delete "Following notification from the Nuclear Communications contact"	Function to be performed by "Engineering Communications Rep.— Duplication of job functions; Position is now a beeper call-out.
22	4.	Add "and maintenance"	Assumed duty from Telecommunication Rep.
23	4.	Added "Company".	Identify specific Company news announcements verse Offsite Agency news announcements .



**EPP/IP 9.4 CHANGES**

<b>PAGE</b>	<b>SECTION</b>	<b>CHANGE</b>	<b>REASON</b>
23	5.	Renumbered to 6.	Formatting.
23	6.	New.	Added per request of offsite agencies.
25		Replaced "Duquesne Light" with "BVPS".	Transition to FirstEnergy
25		Deleted invalid fax numbers; inserted new fax number for FirstEnergy .	Transition to FirstEnergy
25	Note	Deleted Note	Manual has been deleted.
26	All	Addition	From former Nuclear Communications Resource Manual
27		Deleted "Customer Service, Oxford Centre"	Transition to FirstEnergy
29	2.0, 4.0	Title Change	Transition to First Energy
30	5.0	Title Change	Transition to FirstEnergy
30	6.0	Delete second sentence	Only one access will be used.
30	7.0	Title Change	Transition to FirstEnergy.

**EPP/IP 9.5 CHANGES**

<b>PAGE</b>	<b>SECTION</b>	<b>CHANGE</b>	<b>REASON</b>
Cover and i		New Record Type List number	Per Document Control.
Cover i		Title Change	Transition to FirstEnergy
		Deleted NOTE per Onsite Safety Committee request.	OSC considers NOTE redundant to their review and should not be included in the procedure.
1	A.	Title Change	Transition to FirstEnergy
1	C.1.0	Title Change	Transition to FirstEnergy
1	C.2.0	Replaced "Duquesne Light" with "Company".	Transition to FirstEnergy
1	1.2	Changed title.	Transition to FirstEnergy.
2	D.2.2	Changed title.	Transition to FirstEnergy.
2	E. 1.1	Changed title	Transition to FirstEnergy.
2	E.2.1	Added "attachment 2".	Transferred from former Nuclear Communications Resource Manual
2	E.3.1	Title Change	Transition to FirstEnergy.
2	F.3.0	Title Change	Transition to FirstEnergy.
3	G 2.0-3.0	Title Change	Transition to FirstEnergy
5	1.,5.,7.	Title Changes	Transition to FirstEnergy.
7	Attachment 2	New Attachment	Transferred from former Nuclear Communications Resource Manual
9	Attachment 3	Title Changes	Transition to FirstEnergy

**EPP/IP 10.1 CHANGES**

<b>PAGE</b>	<b>SECTION</b>	<b>CHANGE</b>	<b>REASON</b>
1	A.	Delete "security"	Function being performed by BVPS security.
2	E.	Title change; Deletion of "and titles of individuals with that Group"	Transition to First Energy; FirstEnergy has different organizational structure
2	E.1.0-3.0	Title Changes	Transition to First Energy-different organizational structure
3	E. 4.0-9.0	Title Changes	Transition to First Energy-different organizational structure
3	F. 2.0	Deleted "director"	Clarification

**EPP/IMPLEMENTING PROCEDURES - EFFECTIVE INDEX****INSTRUCTIONS**

<b>EPP/I</b>	1.	Recognition and Classification of Emergency Conditions	Revision 7
	2.	Unusual Event	Revision 14
	3.	Alert	Revision 14
	4.	Site Area Emergency	Revision 14
	5.	General Emergency	Revision 15

**IMPLEMENTING PROCEDURES****EPP/IP****1 Series - Activation**

	1.1	Notification	Revision 22
	1.2	Communications and Dissemination of Information	Revision 13
	1.3	Turnover Status Checklist ED/ERM	Revision 7
	1.4	Technical Support Center (TSC) Activation, Operation and Deactivation	Revision 12
	1.5	Emergency Support Center (OSC/ROC) Activation, Operation and Deactivation	Revision 9
	1.6	Emergency Operations Facility (EOF) Activation, Operation and Deactivation	Revision 12
	1.7	Emergency Response Organization (ERO) Teams	Revision 4

**CONTROLLED  
BVPS UNIT 3**

**EPP/IMPLEMENTING PROCEDURES - EFFECTIVE INDEX****EPP/IP****2 Series - Assessment**

2.1	Emergency Radiological Monitoring	Revision 8
2.2	Onsite Monitoring for Airborne Release	Revision 8
2.3	Offsite Monitoring for Airborne Release	Revision 8
2.4	Offsite Monitoring for Liquid Release	Revision 6
2.5	Emergency Environmental Monitoring	Revision 7
2.6	Environmental Assessment and Dose Projection Controlling Procedure	Revision 10
2.6.1	Dose Projection - General Methods	Revision 8
2.6.2	Dose Projection - ARERAS/MIDAS With FSAR Defaults	Revision 11
2.6.3	Dose Projection - ARERAS/MIDAS With Real-Time Inputs	Revision 11
2.6.4	Dose Projection - ARERAS/MIDAS With Manual Inputs	Revision 12
2.6.5	Alternate Meteorological Parameters	Revision 9
2.6.6	Dose Projections By Hand Calculator - Known Isotopic Release	Revision 6
2.6.7	Dose Assessment Based on Field Measurements	Revision 7
2.6.8	Dose Assessment Based on Environmental Measurements and Samples	Revision 6
2.6.9	Integrated Dose Assessment	Revision 5
2.6.10	Ground Contamination Assessment and Protective Action	Revision 6

**EPP/IMPLEMENTING PROCEDURES - EFFECTIVE INDEX****EPP/IP****2 Series - Assessment**

	2.6.11	Dose Projection - Miscellaneous Data	Revision 9
	2.6.12	Dose Projection -ARERAS/MIDAS With Severe Accident Assessment	Revision 8
	2.7	Liquid Release Estimate	Revision 6
	2.7.1	Liquid Release Estimate - Computer Method	Revision 8

**EPP/IP****3 Series - Onsite Protective Actions**

	3.1	Evacuation	Revision 7
	3.2	Site Assembly and Personnel Accountability	Revision 8
	3.3	Emergency Contamination Control	Revision 7
	3.4	Emergency Respiratory Protection	Revision 8
	3.5	Traffic and Access Control	Revision 8

**EPP/IP****4 Series - Offsite Protective Actions**

	4.1	Recommendation of Offsite Protective Actions	Revision 10
--	-----	---	-------------

**EPP/IP****5 Series - Aid to Personnel**

	5.1	Search and Rescue	Revision 6
	5.2	RESERVED	
	5.3	Emergency Radiation Exposure Criteria and Control	Revision 7
	5.4	Emergency Personnel Monitoring	Revision 7

**EPP/IMPLEMENTING PROCEDURES - EFFECTIVE INDEX****EPP/IP****6 Series - Re-entry/Recovery**

- |     |   |            |
|-----|---|------------|
| 6.1 | Re-entry to Affected Areas -<br>Criteria and Guidance | Revision 8 |
| 6.2 | Termination of the Emergency and Recovery             | Revision 8 |

**EPP/IP****7 Series - Maintaining Emergency Preparedness**

- |     |   |             |
|-----|---|-------------|
| 7.1 | Emergency Equipment Checklist<br>and Maintenance Procedure            | Revision 10 |
| 7.2 | Administration of Emergency Preparedness<br>Plan Drills and Exercises | Revision 7  |

**EPP/IP****8 Series - Fire Fighting**

- |     |  |            |
|-----|--|------------|
| 8.1 | Fires in Radiologically Controlled Areas | Revision 8 |
|-----|--|------------|

**EPP/IP****9 Series - Nuclear Communications**

- |     |   |             |
|-----|---|-------------|
| 9.1 | Emergency Public Information<br>Emergency Response Organization<br>Controlling Procedure  | Revision 10 |
| 9.2 | Reserved  |             |
| 9.3 | Activation, Operation and Deactivation<br>of the Emergency Public Information Organization<br>Emergency Operations Facility (EOF) | Revision 3  |
| 9.4 | Activation, Operation and Deactivation<br>of the Joint Public Information Center (JPIC)   | Revision 4  |
| 9.5 | Activation, Operation and Deactivation<br>of the Penn Power Customer Account<br>Services Department                               | Revision 4  |

**EPP/IP****10 Series - Corporate Response**

- |      |  |            |
|------|--|------------|
| 10.1 | Emergency Response Organization<br>Corporate Support | Revision 3 |
|------|--|------------|

**EPP/IMPLEMENTING PROCEDURES - EFFECTIVE INDEX****EPP/IP****ANNEXES**

- Annex A - Emergency Response Plan, Water Reactor  
Division Westinghouse Electric Corporation
- Annex B - Radioactive Contamination Control For  
Injury Cases University of Pittsburgh  
Medical Center - Beaver Valley
- Annex C - Major Injury Involving Radioactive  
Contamination - The Medical Center, Beaver
- Annex D - Procedure for Transferring Radiation Casualties  
to the Department of Radiation Health -  
Presbyterian Hospital
- Annex E - Reserved



# **NOTIFICATIONS**

APPROVAL PAGE

Intent Related Revision \_\_\_ Yes X No

IF YES

OSC and Site Approval

OSC Meeting Number \_\_\_\_\_ Date \_\_\_\_\_

Reviewed \_\_\_\_\_  
Director, Emergency Preparedness \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_  
Manager, Management Services \_\_\_\_\_ Date \_\_\_\_\_

IF NO

Reviewed Robert E. Fobler  
Director, Emergency Preparedness \_\_\_\_\_ 11/23/99  
Date \_\_\_\_\_

Approved Gregory A. Hawkins  
for Manager, Management Services \_\_\_\_\_ 11-24-99  
Date \_\_\_\_\_

NOTIFICATIONS

EFFECTIVE INDEX

Issue 8 Rev.	0	OSC Approved	3-12-87
	1	OSC Approved	8-13-87
	2	OSC Approved	3-10-88
	3	OSC Approved	6-20-88
	4	Non-Safety Revisions	2-23-89
	5	Non-Safety Revisions	6-30-89
	6	OSC Approved	3-22-90
Issue 9 Rev.	0	OSC Approved	9-27-90
	1	Non-Intent Revision	6-28-91
	2	Non-Intent Revision	12-29-92
	3	Non-Intent Revision	1-27-93
Rev.	5	OSC Approved	11-10-93
Rev.	6	Non-Intent Revision	4-22-94
Rev.	7	Non-Intent Revision	7-29-94
Rev.	8	Non-Intent Revision	11-15-94
Rev.	9	Non-Intent Revision	1-20-95
Rev.	10	Non-Intent Revision	5-26-95
Rev.	11	Non-Intent Revision	9-1-95
Rev.	12	Non-Intent Revision	12-8-95
Rev.	13	Non-Intent Revision	2-1-96
Rev.	14	Non-Intent Revision	10-23-96
Rev.	15	Non-Intent Revision	1-29-97
Rev.	16	Non-Intent Revision	6-17-97
Rev.	17	Non-Intent Revision	1-16-98
Rev.	18	OSC Approved	4-1-98
Rev.	19	OSC Approved	7-1-98
Rev.	20	Non-Intent Revision	1-13-99
Rev.	21	Non-Intent Revision	9-28-99
Rev.	22	Non-Intent Revision	12-2-99

**NOTIFICATIONS**

**TABLE OF CONTENTS**

- A. Purpose
- B. References
- C. Responsibilities
- D. Action Levels/Precautions
- E. Procedure
- F. Final Condition
- G. Attachments

**NOTIFICATIONS****A. PURPOSE**

This procedure provides guidance for activation of the ERO and for making initial and follow-up notifications during an emergency.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan.
- 2.0 Commonwealth of Pennsylvania Disaster Operations Plan/Annex E.
- 3.0 State of Ohio Nuclear Power Plant Emergency Response Plan.
- 4.0 West Virginia Radiological Emergency Plan for A Fixed Nuclear Facility.
- 5.0 Title 10, Code of Federal Regulations Part 50, Appendix E.
- 6.0 NUREG-0654/FEMA-REP-1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".
- 7.0 Condition Report #971737.  
Condition Report #980706.  
Condition Report #991967.  
Condition Report #993020

**C. RESPONSIBILITIES**

The Communications and Records Coordinator (or qualified designated communicator, until properly relieved) is responsible to ensure that all required offsite notifications are completed within the proper time frame following the declaration of an emergency. Security is responsible for initial notifications to near-site buildings.

**D. ACTION LEVELS/PRECAUTIONS**

- 1.0 This procedure is to be initiated upon any of the following conditions:
  - 1.1 An emergency condition has been declared at the Beaver Valley Power Station as defined in the BVPS Emergency Preparedness Plan.
  - 1.2 An existing emergency condition has been reclassified to a higher emergency category, and/or, a significant deterioration in conditions has occurred.
  - 1.3 The emergency situation has been corrected, the emergency terminated, and recovery operations have begun.
- 2.0 Emergency communications will originate in the BV 1/2 Control Rooms. See EPP/IP 1.2 "Communication and Dissemination of Information" for details of the communication systems available.

**NOTIFICATIONS**

- 3.0 To minimize the spread of rumors and undue public anxiety, the following precautions should be followed:
  - 3.1 All initial and follow-up notifications to County and State agencies **SHALL** be made with the Bell telephone system as the primary means, with predesignated back-ups available in the event the telephone systems are inoperable. A code word is utilized to ensure only authorized individuals receive the information.
  - 3.2 Information **SHALL** be provided to only individuals whose identity is known, and whose organization is listed on the Emergency Notification Call-List EPP/IP 1.1, Attachment 2. Any requests for information should be relayed to Corporate Communications at 412-393-5201.
  - 3.3 No news announcements on the incident **SHALL** be made prior to completion of all required notifications. News announcements will be developed as coordinated by the Corporate Communications Department.
- 4.0 In the event of a forced Control Room evacuation, the Onshift Communications and Records Coordinator will relocate to the Communications Area of the TSC area of the ERF building, to make the required emergency notifications.
  - 4.1 The Onshift Communications and Records Coordinator should contact the Emergency Director for form approvals and log the Emergency Director's name on the appropriate form.

Unit #1 - 412-393-5827

Unit #2 - 412-393-5327

**NOTE:**

If necessary, Security may radio the officer assigned to the Emergency Director/NSS under Appendix R to relay information as needed.

- 5.0 Upon the initial declaration of an Alert, Site Area Emergency or General Emergency, Security personnel in the CAS will complete Attachment 6 of this IP.
- 6.0 All event notifications and escalations **SHOULD** be made to PEMA. Follow-Up Notifications **SHOULD** be directed to DEP/BRP. PEMA will ensure DEP/BRP is informed of the situation and contacts the plant for verification and assessment of the incident.

**NOTIFICATIONS**

- 7.0 Should any emergency situation require contacting the Beaver County Emergency Services Center (i.e., fire, ambulance), **DO NOT** use 9-1-1. **NOTIFY** Beaver County Emergency Services Center at (724) 775-0880.
- 8.0 Once the County Emergency Operations Centers (EOC's) are activated, the Coordinators may inform the BVPS emergency communicator of an alternate phone number to be utilized.
- 9.0 Should there be questions concerning the required notifications and/or the appropriate paperwork (notification forms, logs, etc.), personnel from Emergency Preparedness may be contacted for assistance.

**E. PROCEDURE**

**NOTE:**

Initial Notifications are to be made to the first six listed Agencies on the Emergency Notifications Call List, EPP/IP 1.1, Attachment 2 and **MUST** be made within 15 minutes of the event declaration. Subsequent notifications **MUST** still be made.

**NOTE:**

The BVPS Radio System is the alternate to the commercial phone system for notifications of offsite emergency response organizations. **EPP/IP 1.2 Attachment 3, Step 6.0** provides direction in its use.

**NOTE:**

If an emergency is reclassified and upgraded during the Follow-Up Notification process, the Communicator **SHALL** terminate the notification in progress and begin the upgraded Initial Notification process again per appropriate Attachment. If the Initial Notification Conference (INC) call is in progress, then the upgraded notifications **SHALL** be provided at this time. The 15-minute clock for the notifications will restart at the time of the upgraded declaration.

**NOTE:**

IF contact cannot be made with the State of West Virginia, contact Hancock County (WVa) stating West Virginia did not answer and request Hancock County Office of Emergency Services contact the State with the Initial Notification information. It does not need read again.

**NOTIFICATIONS**

**NOTE:**

Faxing of the Initial Notification Form is NOT the "Official" Notification to the Offsite Agencies and does NOT meet the 15-minute notification criteria. The 15-minute notification criteria is met and "Official" notification made when a representative of BVPS speaks with a representative of each Offsite Agency.

1.0 Initial Notifications

1.1 Complete Initial Notifications and document as thoroughly as possible according to the instructions provided.

1.2 Control Room personnel should utilize Part A of the applicable notification Attachment shown below.

- Unusual Event Notification Attachment 8
- Alert Notification Attachment 9
- Site Area Emergency Notification Attachment 10
- General Emergency Notification Attachment 11

1.3 TSC personnel should refer to Attachments 12 and 13.

2.0 Follow-Up Notifications

**NOTE:**

The follow-up notification provides technical information to those qualified to use the data and serves as a means to verify the authenticity of an emergency notification. The code word also provides verification.

**NOTE:**

Information for the Gaseous Follow-Up Notification Form is available via a MIDAS printout from Health Physics or EA&DP personnel.

2.1 Control Room personnel should utilize Part B of the applicable Notification Attachment shown below.

- Unusual Event Notification Attachment 8
- Alert Notification Attachment 9
- Site Area Emergency Notification Attachment 10
- General Emergency Notification Attachment 11

2.2 TSC personnel should refer to Attachment 12, Step 3.0.



**NOTIFICATIONS****3.0 Subsequent Notifications**

- 3.1 If it becomes necessary to reclassify the emergency, the Initial Notification Form is used and notifications are made in the same manner specified in Section E-1 of this procedure.
- 3.2 The Follow-Up Notification Form should be updated periodically (i.e., 2 times per shift) or at the discretion of the Emergency Director. This notification does not represent a change in classification.

**4.0 Transfer of Responsibility**

- 4.1 When TSC personnel are activated and have arrived onsite, a turnover **SHALL** be performed from the on-shift response organization to the TSC response organization.
- 4.2 When informed by TSC Communications and Records Coordinator, transfer communication responsibilities from the Control Room to the Technical Support Center.
- 4.3 Upon notification that the communication responsibilities have transferred to the TSC, the relieved Communications and Records Coordinator **SHALL** ensure the telephone "EPP switches" are in the "NORM" position.

**5.0 Termination**

- 5.1 When the emergency situation at BVPS has been terminated, make the appropriate termination calls per Attachment 5, Emergency Termination Checklist.

**F. FINAL CONDITIONS**

- 1.0 Use of this procedure **SHALL** be terminated when the emergency situation is corrected or when directed by the Emergency Director.
- 2.0 Attachment 5 (Emergency Termination Checklist) is to be completed for termination calls to offsite agencies for all emergency events.

**NOTE:**

Upon termination of the emergency situation and the subsequent termination of this IP, All originals of completed Attachments **SHALL** be forwarded to Emergency Preparedness.

**NOTIFICATIONS**

**G. ATTACHMENTS**

- 1.0 INITIAL NOTIFICATION FORM
- 2.0 EMERGENCY NOTIFICATION CALL-LIST
- 3.0 FOLLOW-UP NOTIFICATION FORM
- 4.0 NRC EVENT NOTIFICATION WORKSHEET (Example)
- 5.0 EMERGENCY TERMINATION CHECKLIST
- 6.0 NEAR-SITE BUILDING EMERGENCY NOTIFICATIONS
- 7.0 ACTIVATION OF THE ERO USING BEEPERS AND ERO VOICE MAIL SYSTEM
- 8.0 UNUSUAL EVENT NOTIFICATIONS
- 9.0 ALERT NOTIFICATIONS
- 10.0 SITE AREA EMERGENCY NOTIFICATIONS
- 11.0 GENERAL EMERGENCY NOTIFICATIONS
- 12.0 TSC EVENT NOTIFICATIONS
- 13.0 NOTIFICATION FORM FAXING INSTRUCTIONS (Example)
- 14.0 ERO BEEPER ACTIVATION INSTRUCTIONS (Example)
- 15.0 ACTIVATION OF THE INITIAL NOTIFICATION CONFERENCE (INC) CALL INSTRUCTIONS (Example)

BEAVER VALLEY POWER STATION

ATTACHMENT 1 (1 of 1)

# INITIAL NOTIFICATION FORM

THIS IS A DRILL                       ***THIS IS AN ACTUAL EVENT***

1. THIS IS BEAVER VALLEY POWER STATION, MY NAME IS \_\_\_\_\_ (Name).  
 THE CODE WORD IS \_\_\_\_\_  
 MAY I PLEASE HAVE YOUR NAME \_\_\_\_\_ (Document on IP 1.1 Attachment 2).  
 THE TIME IS \_\_\_\_\_ (Document on IP 1.1 Attachment 2).

2. EMERGENCY CLASSIFICATION

UNUSUAL EVENT                       SITE AREA EMERGENCY  
 ALERT                                       GENERAL EMERGENCY  
 THE EVENT HAS BEEN TERMINATED.

UNIT #1     UNIT #2    TIME: \_\_\_\_\_    DATE: \_\_\_\_\_

THIS PRESENTS A/AN  INITIAL DECLARATION  
 ESCALATION  
 NO CHANGE                      ] IN CLASSIFICATION STATUS

3. THE EMERGENCY ACTION LEVEL (EAL) NUMBER IS: \_\_\_\_\_  
 BRIEF NON-TECHNICAL DESCRIPTION OF EVENT \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. THERE IS  NO  
 AN AIRBORNE  
 A LIQUID                      ] NON-ROUTINE RADIOLOGICAL RELEASE IN PROGRESS

5. PROTECTIVE ACTION RECOMMENDATION (PAR) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. WIND DIRECTION IS FROM: \_\_\_\_\_ degrees AT 150';    WIND SPEED IS: \_\_\_\_\_ mph AT 35'

THIS IS A DRILL                       ***THIS IS AN ACTUAL EVENT***

APPROVED \_\_\_\_\_                      DATE \_\_\_\_\_

**NOTE:**  
 THIS PAPER IS INTENDED TO BE PINK FOR BVPS ONLY, IT IS WHITE TO ACCOMODATE FAXING.

**NOTIFICATIONS**

**INTENTIONALLY BLANK**

**INITIAL NOTIFICATION**  
 THE AGENCIES LISTED BELOW MUST BE NOTIFIED WITHIN FIFTEEN (15) MINUTES  
 AFTER THE EMERGENCY HAS BEEN DECLARED.

ORGANIZATION	CIRCLE ONE		CIRCLE ONE		CONTACT		FAX	INI.
	PRIMARY NUMBER	ALTERNATE NUMBER	EMERGENCY CLASS		NAME	TIME*		
1. Beaver County Emergency Management Agency Relay To: R. Chiodo, Director EOC Number: _____	724-775-0880 9-1-1 Dispatcher Beaver, PA	724-774-1049 BCEMA Director Director's Office	UE ALERT	SAE GE			Y N	
2. PA Emergency Management Agency Duty Officer	1-717-651-2001	Relay Thru BC-911 724-775-0880 BCEMA Director	UE ALERT	SAE GE			Y N	
3. Columbiana County Emergency Management Agency Relay To: J. Carter, Director EOC Number: _____	1-330-424-7255 Sheriff's Dispatcher Lisbon, OH	1-330-424-9725 CCEMA Director Director's Office	UE ALERT	SAE GE			Y N	
4. Ohio Emergency Management Agency Duty Officer  EOC Number: _____	1-614-889-7150 Columbus, OH	1-614-466-2660 Ohio Highway Patrol Dispatcher	UE ALERT	SAE GE			Y N	
5. West Virginia Office of Emergency Services Duty Officer	1-304-558-5380 Charleston, WV	1-304-564-4100 Sheriff's 9-1-1 Dispatcher New Cumberland, WV	UE ALERT	SAE GE			Y N	
6. Hancock County Office of Emergency Services Relay To: K. Sutton, Director EOC Number: _____	1-304-564-4100 Sheriff's 9-1-1 Dispatcher N. Cumberland, WV	1-304-564-4068 HCOES Dispatcher Dispatcher's Office	UE ALERT	SAE GE			Y N	

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## FOLLOW-UP NOTIFICATION

ORGANIZATION	CIRCLE ONE		CIRCLE ONE		CONTACT		FAX	INI.
	PRIMARY NUMBER	ALTERNATE NUMBER	CURRENT CLASSIFICATION		NAME	TIME*		
1. Beaver County Emergency Management Agency Relay To: R. Chiodo, Director EOC Number: _____	724-775-0880 9-1-1 Dispatcher Beaver, PA	724-774-1049 BCEMA Director Director's Office	UE ALERT	SAE GE			Y N	
2. PEMA / DEP/BRP	1-717-651-2001	Relay Thru BC-911 724-775-0880 BCEMA Director	UE ALERT	SAE GE			Y N	
3. Columbiana County Emergency Management Agency Relay To: J. Carter, Director EOC Number: _____	1-330-424-7255 Sheriff's Dispatcher Lisbon, OH	1-330-424-9725 CCEMA Director Director's Office	UE ALERT	SAE GE			Y N	
4. Ohio Emergency Management Agency Duty Officer EOC Number: _____	1-614-889-7150 Columbus, OH	1-614-466-2660 Ohio Highway Patrol Dispatcher	UE ALERT	SAE GE			Y N	
5. West Virginia Office of Emergency Services Duty Officer	1-304-558-5380 Charleston, WV	1-304-564-4100 Sheriff's 9-1-1 Dispatcher New Cumberland, WV	UE ALERT	SAE GE			Y N	
6. Hancock County Office of Emergency Services Relay To: K. Sutton, Director EOC Number: _____	1-304-564-4100 Sheriff's 9-1-1 Dispatcher N. Cumberland, WV	1-304-564-4068 HCOES Dispatcher Dispatcher's Office	UE ALERT	SAE GE			Y N	

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EPP/Implementing Procedure  
NOTIFICATIONS**

**EPP/IP 1.1  
A5.715DQ**

**EMERGENCY NOTIFICATION CALL-LIST (Cont'd)**

**ATTACHMENT 2 (3 of 10)**

The following are to be notified only for the emergency classifications listed in the Emergency Class column.

ORGANIZATION	CIRCLE ONE		CIRCLE ONE	CONTACT		INITIALS
	PRIMARY NUMBER	ALTERNATE NUMBER	EMERGENCY CLASS	NAME	TIME*	
7. U.S. Nuclear Regulatory Commission During Normal Working Hours	NRC/ENS FTS 2000 Phone FAX	1-301-816-5100  1-301-816-5151	UE SAE ALERT GE			
8. Contact one of the following: Mgr. Ops. - Notifies Plant Mgr. Notifies  Sr. V.P. BVPS	5101 7622 5512	W. Pearce - 724-643-4543 K. Ostrowski - 724-728-4934 L. Myers 330-757-7177	UE ONLY			
9. Corp. Comm. (Notify One) A. J. Fenwick T. M. Schneider R. G. Williams	5201 330-761-4055 330-761-4179	724-899-2396 330-659-6810 440-774-2606 (Pager 1-419-640-3229)	UE ONLY			
10. BVPS Emergency Preparedness (Notify One) S. L. Vicinie H. I. Szklinski J. C. Contreras J. M. Sasala	5767 5772 5773 5539	724-869-7165 724-457-9210 412-795-4931 724-538-3239	UE ONLY			
11. NRC BVPS Site Rep. (Notify One) D. Kern  G. Wertz  G. Dentel NRC Beeper	5570  5570  5570	412-264-3121 617-0208 (Beeper) 724-770-0393 617-0256 (Beeper) 617-0308 (Beeper) 412-571-4973	UE ONLY			

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

EMERGENCY NOTIFICATION CALL-LIST (Cont'd)

ATTACHMENT 2 (4 of 10)

The following organizations are notified only for the emergency classifications listed in the Emergency Class. column.

ORGANIZATION	NUMBER	CIRCLE ONE	CONTACT		INITIALS
		EMERGENCY CLASS	NAME	TIME*	
12. Bruce Mansfield Power Station	724-643-2300 724-643-5851	ALERT SAE GE			
13. Midland Water Plant	724-643-4920 (8:00-11:00 a.m. M thru F) Alternate: Beaver Co. EMA - 724-775-0880	Liquid Release			
14. East Liverpool Water Plant Contact: Mr. Clark	1-330-385-5050 1-330-385-8812	Liquid Release			
15. Chester, W. VA. Water Plant	1-304-564-4100 (24 hours) 1-304-387-2820	Liquid Release			
16. U.S Corps of Engineering a. New Cumberland Dam (Downriver) b. Montgomery Dam (Upriver)	1-740-537-2571 724-643-8400 Alternate: Beaver Co. EMA-724-775-0880	Liquid Release			
17. U.S. Coast Guard Marine Safety	412-644-5808 1-800-424-8802 Alternate: Beaver Co. EMA-724-775-0880	All offsite Releases - Actual or Imminent			
18. INPO	1-800-321-0614 (24 hr.) (Switchboard) FAX - 1-770-644-8549 FAX - 1-770-644-8567 FAX - 1-770-644-8594	ALERT SAE GE			

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_



EMERGENCY NOTIFICATION CALL-LIST (Cont'd)

ATTACHMENT 2 (5 of 10)

The following organizations are notified only for the emergency classifications listed in the Emergency Class. column.

ORGANIZATION	NUMBER	CIRCLE ONE	CONTACT		INITIALS
		EMER. CLASS	NAME	TIME*	
19. Westinghouse Atomic Power Division					
a. Site Rep. (Clark Candee)	724-770-0143 (H) 412-393-5461 (W) 412-638-1060 (C) 412-272-2498 (B)				
b. Ed Dzanis	412-374-5216 (W) 412-372-3534 (H) 412-634-359 ( (W) Beeper) 412-855-0505 (Car)	ALERT SAE      GE			
c. Bruce Garry	412-374-6605 (W) 724-327-9051 (H) 412-760-4863				
20. American Nuclear Insurers					
• Radiological Nuclear Emergencies	1-860-561-3433 (Ext. 500)	ALERT SAE      GE			

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

EMERGENCY NOTIFICATION CALL-LIST (Cont'd)

ATTACHMENT 2 (6 of 10)

The following organizations are not normally notified directly in the event of an emergency at BVPS, but may be contacted if particular emergency conditions warrant.

ORGANIZATION	NUMBER	CIRCLE ONE		CONTACT		INITIALS
		EMERGENCY CLASS		NAME	TIME*	
21. Pennsylvania DEP/BRP	1-717-787-2163	UE SAE	ALERT GE			
22. Ohio Dept. of Health Bureau of Radiation Protection	614-644-2727	UE SAE	ALERT GE			
23. Pennsylvania State Police (Brighton Barracks)	724-773-7400	UE SAE	ALERT GE			
24. BOC Gases	1-304-387-0889 (24 Hrs.)	UE SAE	ALERT GE			
25. Ashland Oil Co.	1-800-274-5263	UE SAE	ALERT GE			
26. Freedom Station Valvoline Oil	724-774-2020	UE SAE	ALERT GE			
27. Buckeye Pipeline Co.	1-800-551-1285 (24 Hrs.) 1-800-331-4115 (24 Hrs.)	UE SAE	ALERT GE			

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

EPP/Implementing Procedure  
NOTIFICATIONS

EPP/IP 1.1  
A5.715DQ

EMERGENCY NOTIFICATION CALL-LIST (Cont'd)

ATTACHMENT 2 (7 of 10)

The following organizations are not normally notified directly in the event of an emergency at BVPS, but may be contacted if particular emergency conditions warrant.

ORGANIZATION	NUMBER	CIRCLE ONE		CONTACT		INITIALS
		EMERGENCY CLASS		NAME	TIME*	
28. Eureka Pipeline Co.	1-304-480-2287 (Vienna, WV) 1-814-678-4693 (Oil City, PA)	UE SAE	ALERT GE			
29. Peoples Natural Gas	412-497-6549 (24 Hrs.) (Nuclear) 1-800-764-0111 (Gas)	UE SAE	ALERT GE			
30. DOE RAP/IRAP Brookhaven Area Office	1-516-344-2200 (24 Hrs.)	UE SAE	ALERT GE			
31. Medic-Rescue Ambulance Service	Relay through Beaver Co. EMA-724-775-0880 Alternate: 724-773-3104 724-728-3620 (Office)	UE SAE	ALERT GE			
32. Shippingport Fire Department	Relay through Beaver Co. EMA-724-775-0880 Alternate: 724-773-3100	UE SAE	ALERT GE			
33. Shippingport Borough	Relay through Beaver Co. EMA-724-775-0880 Alternate: Police 724-643-1371 Manager 724-643-4333 (W), 724-643-9661 (H)	UE SAE	ALERT GE			

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EPP/Implementing Procedure  
NOTIFICATIONS**

**EPP/IP 1.1  
A5.715DQ**

**EMERGENCY NOTIFICATION CALL-LIST (Cont'd)**

**ATTACHMENT 2 (8 of 10)**

The following organizations are not normally notified directly in the event of an emergency at BVPS, but may be contacted if particular emergency conditions warrant.

ORGANIZATION	NUMBER	CIRCLE ONE	CONTACT		INITIALS
		EMERGENCY CLASS	NAME	TIME*	
34. University of Pittsburgh Medical Center-Beaver Valley	724-857-1274  Alternate: Relay through Beaver Co. EMA-724-775-0880	UE    ALERT SAE    GE			
35. The Medical Center, Beaver, PA Emergency Room	724-728-7110  Alternate: Relay through Beaver Co. EMA-724-775-0880	UE    ALERT SAE    GE			
36. University of Pittsburgh Medical Center - Presbyterian Emergency Room	412-647-3333	UE    ALERT SAE    GE			
37. UPMC - Presby Radiation Emergency Response Program, Dept. of Radiation Medicine Radiation Safety Office	412-647-3595 412-624-2728	UE    ALERT SAE    GE			
38. West Virginia Department of Health /Radiation Protection	1-304-558-3526	UE    ALERT SAE    GE			
39. CSX Transportation Chief Dispatcher	1-800-593-6189 (24 Hrs.) 1-904-381-4051 (Office)	UE    ALERT SAE    GE			

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EPP/Implementing Procedure  
NOTIFICATIONS**

**EPP/IP 1.1  
A5.715DQ**

**EMERGENCY NOTIFICATION CALL-LIST (Cont'd)**

**ATTACHMENT 2 (9 of 10)**

The following organizations are not normally notified directly in the event of an emergency at BVPS, but may be contacted if particular emergency conditions warrant.

ORGANIZATION	NUMBER	CIRCLE ONE EMERGENCY CLASS		CONTACT		INITIALS
		NAME	TIME*			
40. US National Weather Service-Pittsburgh Forecast Office Coraopolis Office	412-262-1882 (24 Hrs.)	UE ALERT SAE GE				
41. US Corps of Engineers Emergency Management Divisions	412-395-7144	UE ALERT SAE GE				
42. EPA Region III	215-566-3255 (24 Hrs.) After 7/17/98 215-814-9016	UE ALERT SAE GE				
43. National Response Center-DC (All Hazards)	800-424-8802 (24 Hrs.)	UE ALERT SAE GE				
44. PA Dept. of Environmental Protection	412-442-4000 (24 Hrs.)	UE ALERT SAE GE				
45. PennDOT - Bridgeville Office Dist. Maint. Engr. - William Sacco	412-429-5002 (W) 724-693-8214 (H)	UE ALERT SAE GE				
46. PennDOT - Rochester Office Maint. Manager - Frank Bologna	724-774-6610 (W) 724-869-5296 (H)	UE ALERT SAE GE				

\* Contact Time = Time of Initial Contact With Individual

Comm&Records Coord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTIFICATIONS**

**EMERGENCY NOTIFICATION CALL-LIST (Cont.) ATTACHMENT 2 (10 of 10)**

**APPENDIX R PAX PHONES**

**Unit #1**

East Cable Vault (BIP Area)            5827

West Cable Vault                            5827

**Unit #2**

Alternate Shutdown Panel                5327

**NOTE:**    If necessary, CAS may radio the officer assigned to the Emergency Director/NSS under Appendix R, to relay information, as needed.

## FOLLOW-UP NOTIFICATION FORM

THIS IS A DRILL

*THIS IS AN ACTUAL EVENT*

**NOTE:**

NO IMMEDIATE CALLBACK IS REQUIRED. If you have not received a call verifying receipt of this FAX within 30 minutes, please call (724) 643-8000.

1. THIS IS: \_\_\_\_\_ AT BEAVER VALLEY POWER STATION  
UNIT 1/UNIT 2, THE CODE WORD IS \_\_\_\_\_. MAY I HAVE YOUR  
NAME PLEASE \_\_\_\_\_.

2. THE FOLLOWING DATA REPRESENT THE MOST CURRENT AND ACCURATE  
INFORMATION, PROJECTIONS, AND/OR PROGNOSIS AVAILABLE AS OF:

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

3. EMERGENCY CLASSIFICATION:

UNUSUAL EVENT  SITE AREA EMERGENCY

ALERT  GENERAL EMERGENCY

DECLARED AT: TIME \_\_\_\_\_ DATE \_\_\_\_\_

4. CAUSE OF EMERGENCY (EAL \_\_\_\_ ) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
APPROVED

#  
\_\_\_\_\_  
FOLLOW-UP NOTIFICATION

**NOTE:**

THIS PAPER IS INTENDED TO BE PINK FOR BVPS ONLY, IT IS WHITE TO ACCOMODATE FAXING.

BEAVER VALLEY POWER STATION

ATTACHMENT 3 (2 of 5)

**FOLLOW-UP NOTIFICATION FORM**

5. CURRENT PLANT STATUS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONDITIONS:	STABLE	<input type="checkbox"/>	UNSTABLE	<input type="checkbox"/>		
REACTOR:	SHUTDOWN	<input type="checkbox"/>	AT POWER	<input type="checkbox"/>		
EQUIPMENT DAMAGE:	NONE	<input type="checkbox"/>	MINOR	<input type="checkbox"/>	MAJOR	<input type="checkbox"/>
COOLING:	NORMAL COOLDOWN (FORCED FLOW)	<input type="checkbox"/>				
	NORMAL COOLDOWN (NATURAL CIRCULATION)	<input type="checkbox"/>				
	SAFETY INJECTION COOLDOWN (FEED AND BLEED)	<input type="checkbox"/>				
	N/A	<input type="checkbox"/>				

6. ACCIDENTAL RADIOLOGICAL RELEASE: (TSC Only, See EA&DP)

GASEOUS TO ATMOSPHERE	<input type="checkbox"/>
LIQUID TO OHIO RIVER	<input type="checkbox"/>
N/A	<input type="checkbox"/>

7. SURFACE CONTAMINATION ESTIMATES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. NON-PLANNED RADIOLOGICAL RELEASE: (TSC Only, See EA&DP)

NO ROUTINE BATCH RELEASES WAS IN PROGRESS PRIOR TO DECLARATION.	<input type="checkbox"/>
ANY ROUTINE BATCH RELEASE HAS BEEN DISCONTINUED	<input type="checkbox"/>
N/A	<input type="checkbox"/>

9. REQUEST FOR OFFSITE SUPPORT: Specify Needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:**  
THIS PAPER IS INTENDED TO BE PINK FOR BVPS ONLY, IT IS WHITE TO ACCOMODATE FAXING.



NOTIFICATIONS

GASEOUS

ATTACHMENT 3 (3 of 5)

**FOLLOW-UP NOTIFICATION FORM**

**NOTE:** Items numbered to coincide with MIDAS print-out.

[ 1 ] Time Prepared: \_\_\_\_\_

[ 2 ] Type of Accident: (Circle One)

- LOCA/WITH DBA ACTIVITY      • STM GEN TUBE RUPTURE      • FUEL HANDLING ACCIDENT
- SMALL LINE BREAK LOCA      • LOSS OF AC POWER      • WASTE GAS DECAY TANK
- LOCA/WITH GAP ACTIVITY      • RCCA EJECT      • FSAR BASIS
- LOCA/WITH RCS ACTIVITY      • MAIN STEAMLINE      • TID LOCA

[ 3 ] Time of Rx Trip or Accident start: \_\_\_\_\_

[ 4 ] Release Started: (Y) (N)      [ 5 ] Time: \_\_\_\_\_ (actual) (proj.)

[ 6 ] Release Stopped: (Y) (N)      [ 7 ] Duration: \_\_\_\_\_ (actual) (proj.)

[ 8 ] Potential For Additional Release: (Y) (N)

[ 9 ] Projected Release Based on: \_\_\_\_\_

[ 10 ] Noble Gas: \_\_\_\_\_ uCi/sec

[ 11 ] Iodine: \_\_\_\_\_ uCi/sec

[ 12 ] Total: \_\_\_\_\_ uCi/sec

[ 13 ] I/NG Ratio: \_\_\_\_\_

[ 14 ] Monitor ID: \_\_\_\_\_ U1 or U2 (Circle One)

[ 15 ] Reading: \_\_\_\_\_ cpm or uCi/cc (Circle One)      [ 16 ] Flow: \_ cfm

[ 17 ] 35ft Wind Speed: \_\_\_\_\_      [ 18 ] Delta-T: \_\_\_\_\_      [ 19 ] Stability: \_\_\_\_\_

[ 20 ] 150ft Direction: \_\_\_\_\_      [ 21 ] 500ft Direction: \_\_\_\_\_      [ 22 ] Precip: (Y) (N)

[ 23 ] Source: \_\_\_\_\_

**NOTE:**  
THIS PAPER IS INTENDED TO BE PINK FOR BVPS ONLY, IT IS WHITE TO ACCOMODATE FAXING.

**GASEOUS**

ATTACHMENT 3 (4 of 5)

**FOLLOW-UP NOTIFICATION FORM**

	Dist	Sectors (a)	TEDE (b)	Projected Thyroid CDE (c)
[ 24 ]	EAB	_____	_____ REM	_____ REM
[ 25 ]	2 mi	_____	_____ REM	_____ REM
[ 26 ]	5 mi	_____	_____ REM	_____ REM
[ 27 ]	10 mi	_____	_____ REM	_____ REM

[ 28 ] EDE-TO-TEDE Ratio: \_\_\_\_\_

[ 29 ] Actual Field Monitoring Results:

Time (a)	Point (b)	WB REM/Hr (c)	Thy REM/Hr (d)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OFFSITE PROTECTIVE ACTION RECOMMENDATION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NOTE:  
 THIS PAPER IS INTENDED TO BE PINK FOR BVPS ONLY, IT IS WHITE TO ACCOMODATE FAXING.

**LIQUID**

**ATTACHMENT 3 (5 of 5)**

**FOLLOW-UP NOTIFICATION FORM**

DATE \_\_\_\_\_ / TIME \_\_\_\_\_

1. Potential For Additional Release: Yes  No

LIQUID RELEASE ASSESSMENT:

PROCEDURE \_\_\_\_\_ ATTACHMENT(s) \_\_\_\_\_

2. RADIONUCLIDES IN SAMPLE:

H-3 = _____ uCi/ml	_____ = _____ uCi/ml
_____ = _____ uCi/ml	_____ = _____ uCi/ml
_____ = _____ uCi/ml	_____ = _____ uCi/ml
_____ = _____ uCi/ml	_____ = _____ uCi/ml
_____ = _____ uCi/ml	_____ = _____ uCi/ml
_____ = _____ uCi/ml	_____ = _____ uCi/ml

Actual

Projected

3. TIME OF RELEASE START	_____	_____
TIME OF RELEASE STOP	_____	_____
RELEASE DURATION	_____ Hrs	_____ Hrs.
RELEASE FLOW RATE	_____ gpm	_____ gpm
DILUTION RATE (Due to BVPS)	_____ gpm	_____ gpm
OHIO RIVER FLOW RATE	_____ cuft/sec	_____ cuft/sec

4. **TS/ODCM FRACTION** \_\_\_\_\_  
(TS/ODCM Limit = 10 x NRC-EC)

- No Emergency
- Unusual Event (TS/ODCM Fraction is > 2, and release ≥ 60 minutes)
- Alert Emergency (TS/ODCM Fraction is > 200, and release ≥ 15 minutes)

5. **EPA MPC FRACTION** \_\_\_\_\_

- No PAR required (EPA-MPC is < 12)
- PAR REQUIRED PER EPP/IP 4.1 (EPA-MPC > 12: NOTIFY THE MIDLAND WATER TREATMENT PLANT AND RECOMMEND THE PLANT STOP INTAKE FROM THE OHIO RIVER UNTIL NOTIFIED BY DEP/BRP. ALSO REFER TO EPP/IP 1.1 ATTACHMENT 2 FOR OTHER NOTIFICATIONS.)

**NOTE:**  
THIS PAPER IS INTENDED TO BE PINK FOR BVPS ONLY, IT IS WHITE TO ACCOMODATE FAXING.

**NOTIFICATIONS**

**INTENTIONALLY BLANK**



# EVENT NOTIFICATION WORKSHEET

NRC Form 351 (8-83) USNRC OPERATIONS CENTER

ADDITIONAL INFORMATION

**RADIOLOGICAL RELEASES: CHECK OR FILL IN APPLICABLE ITEMS (specific details/explanations should be covered in event description)**

<input type="checkbox"/> LIQUID RELEASE	<input type="checkbox"/> GASEOUS RELEASE	<input type="checkbox"/> UNPLANNED RELEASE	<input type="checkbox"/> PLANNED RELEASE	<input type="checkbox"/> ONGOING	<input type="checkbox"/> TERMINATED
<input type="checkbox"/> MONITORED	<input type="checkbox"/> UNMONITORED	<input type="checkbox"/> OFFSITE RELEASE	<input type="checkbox"/> T.S. EXCEEDED	<input type="checkbox"/> RM ALARMS	<input type="checkbox"/> AREAS EVACUATED
<input type="checkbox"/> PERSONNEL EXPOSED OR CONTAMINATED		<input type="checkbox"/> OFFSITE PROTECTIVE ACTIONS RECOMMENDED		*State release path in description.	

---

	Release Rate (Ci/sec)	% T.S. LIMIT	HOO GUIDE	Total Activity (Ci)	% T.S. LIMIT	HOO GUIDE
Noble Gas			0.1 Ci/sec			1000 Ci
Iodine			10 uCi/sec			801 Ci
Particulate			1 uCi/sec			1 mCi
Liquid (excluding tritium & dissolved noble gases)			10 uCi/min			8.1 Ci
Liquid (tritium)			0.2 Ci/min			5 Ci
Total Activity						

---

	PLANT STACK	CONDENSER/AIR EJECTOR	MAIN STEAM LINE	SG BLOWDOWN	OTHER
RAD MONITOR READINGS:					
ALARM SETPOINTS:					
% T.S. LIMIT (if applicable)					

---

**RCS OR SG TUBE LEAKS: CHECK OR FILL IN APPLICABLE ITEMS: (specific details/explanations should be covered in event description)**

LOCATION OF THE LEAK (e.g., SG #, valve, pipe, etc.):

LEAK RATE:	UNITS: gpm/gpd	T.S. LIMITS:	SUDDEN OR LONG TERM DEVELOPMENT:
LEAK START DATE:	TIME:	COOLANT ACTIVITY & UNITS: PRIMARY -	SECONDARY -

LIST OF SAFETY RELATED EQUIPMENT NOT OPERATIONAL:

---

EVENT DESCRIPTION (Continued from front)

## EMERGENCY TERMINATION CHECKLIST

**NOTE:** The Offsite agencies **DO NOT** maintain the Emergency Termination Checklist. Instruct the agency to log the termination information and inform the cognizant individual of their organization of the termination date and time.

"This is Beaver Valley Power Station. This notification is to inform you that the emergency situation at Beaver Valley Power Station has been terminated on

\_\_\_\_\_ Date \_\_\_\_\_ hours. Please complete all applicable procedures before terminating."

ORGANIZATION	PERSON CONTACTED	NUMBER	CONTACT TIME *	INITIALS
Beaver County Emergency Management Agency		724-775-0880		
PA Emergency Management Agency		1-717-651-2001		
Columbiana County Emergency Management Agency		1-330-424-7255		
Ohio Emergency Management Agency		1-614-889-7150		
Hancock County Office of Emergency Services		1-304-564-4100		
West Virginia Office of Emergency Services		1-304-558-5380		
U.S. Nuclear Regulatory Commission		1-301-816-5100		
Corporate Communications		412-393-5201		
Bruce Mansfield Power Station		724-643-2300		

\* Contact Time = Time of Initial Contact With Individual

Approved (ED/ERM) \_\_\_\_\_

Date: \_\_\_\_\_





NOTIFICATIONS

BEAVER VALLEY POWER STATION

ATTACHMENT 6 (1 of 2)

**SECURITY NEAR-SITE BUILDING**

**EMERGENCY NOTIFICATION INSTRUCTIONS**

- 1) At the initial declaration of an Alert, or higher, emergency classification or if a Site protective action is required as determined by the Emergency Director (NSS), Security personnel **SHALL** page each of the following facilities using the building page number shown below or contact a listed individual.

TIME NOTIFIED

- A) Training Building \_\_\_\_\_  
PAX 7003 Building Page
- B) Simulator Building \_\_\_\_\_  
PAX 7001 Building Page
- C) Site Engineering Building (SEB) \_\_\_\_\_  
PAX 7007 Building Page
- D) Warehouse 22 \_\_\_\_\_  
PAX 7002 Building Page
- E) Site Engineering Building Annex (K-Mart) \_\_\_\_\_  
412-393-5577  
Manager, BVPS Supply Chain \_\_\_\_\_  
412-393-7778  
Supervisor, Procurement \_\_\_\_\_

NOTIFICATIONS

BEAVER VALLEY POWER STATION

ATTACHMENT 6 (2 of 2)

**SECURITY NEAR-SITE BUILDING  
EMERGENCY NOTIFICATION INSTRUCTIONS**

- 2) Security personnel will circle or complete the following information per the Emergency Director (designee) and provide over the page/phone. Repeat message.

**PART I**

This is an ACTUAL EVENT. Beaver Valley Power Station Unit # 1 / 2 has declared an emergency classification of ALERT / SITE AREA / GENERAL EMERGENCY at (Time) \_\_\_\_\_. All Emergency Response Personnel **SHALL** report to their Emergency Response positions. This is an ACTUAL EVENT.

**PART II**

**NOTE:      READ ONLY IF A SITE EVACUATION IS REQUIRED.**

This is an ACTUAL EVENT. A Site Evacuation has been declared by the Emergency Director. All non-emergency response personnel:

- 1) Are dismissed to GO HOME.
- 2) REPORT TO THE Hookstown Grange Offsite Assembly Area, or
- 3) REPORT TO THE Western District Headquarters Raccoon Substation) Offsite Assembly Area to await further instructions.

This is an ACTUAL EVENT.

NOTIFICATIONS

ATTACHMENT 7 (1 of 5)

**ACTIVATION OF THE ERO  
USING BEEPERS AND ERO VOICE MAIL SYSTEM**

**A. PURPOSE**

This attachment is for using beepers and the Voice Mail System to make emergency event notifications to Emergency Response Organization (ERO) personnel and to verify that adequate ERO staffing levels are available.

**B. RESPONSIBILITY**

The Onshift Communications and Records Coordinator is responsible to ensure the actions outlined in this attachment are implemented.

**C. EQUIPMENT AND MATERIALS**

1.0 The following beeper notification system equipment is kept in CAS:

1.1 Alphamate auto paging device to set off beeper (backup use only).

1.2 ERO beeper.

2.0 The following are found in the Control Room EPP sealed drawer.

2.1 Beeper Holders List/Minimum Staffing Checklist

2.2 ERO Call List

2.3 Event Classification Packages

NOTIFICATIONS

ATTACHMENT 7 (2 of 5)

D. PROCEDURE

- 1.0 Beeper Activation, using ERO Voice Mail System by CAS.

**NOTE:**

If at any time prior to beeper activation utilizing the 5080 suffix, the beepers activate with the appropriate code and with 4370 or 4380 as the last four (4) digits, continue with the Initial Notifications in progress.

- 1.1 Upon the failure of the BVERS to actuate the ERO beepers, or at the discretion of the NSS/Emergency Director, the Onshift Communications and Records Coordinator **SHALL** call the Central Alarm Station (CAS), providing to the Nuclear Security Shift Supervisor or designee the following:
  - 1.1.1 Your name and position.
  - 1.1.2 EPP Code Word.
  - 1.1.3 Event Classification
  - 1.1.4 Appropriate beeper code:
    - 9999995080 ("Actual Event")
    - 0000005080 ("Actual Event--Site Inaccessible")
  - 1.1.5 Request a call back when CAS pager actuates with proper code.

**NOTIFICATIONS**

**ATTACHMENT 7 (3 of 5)**

1.1.6 Instructions as to which message to be used for the ERO Voice Mail System:

"Actual Event"

"Actual Event--Site Inaccessible"

1.2 Instruct the Nuclear Shift Security Supervisor to activate the beepers with the appropriate code.

1.2.1 Instruct the Nuclear Shift Security Supervisor to repeat the beeper activation two (2) times, 10 minutes apart to ensure that all appropriate personnel receive the call (i.e., 11:00 original call, 11:10 first recall, 11:20 second recall).

1.3 Once the ERO Voice Mail message has been changed, the Nuclear Security Shift Supervisor, or his designee, **SHALL** activate the ERO beepers.

**NOTE:**

The BVPS Radio System is the alternate to the commercial phone system for notification of offsite emergency response organizations. **EPP/IP 1.2, Attachment 3, Step 6.0** provides direction in its use.

1.4 Twenty minutes after the CAS pager has actuated, perform the following:

**NOTE:**

The ERO Voice Mail System has a maximum of 4 lines available. If no lines are available, a busy signal will be received.

1.4.1 From a touch-tone phone, dial PAX 5080 or (412) 393-5080.

## NOTIFICATIONS

## ATTACHMENT 7 (4 of 5)

1.4.2 When the message begins press #.

**NOTE:**

Any calls responding to the beeper activation that are received by CAS or the Control Room are also to be included in the ERO Beeper Holders List.

**NOTE:**

Pressing **1** will repeat the voice mail message, pressing **2** will go to the next message. **DO NOT ERASE** voice mail messages. You do not have to wait for the prompt to press **1** or **2**.

1.4.3 When prompted to enter a Mail Box Number, enter \* **1 1 3** for an Actual Event or \* **1 1 4** for an Actual Event-Site Inaccessible.

1.5 From the ERO Beeper Holders List:

1.5.1 Locate the names of the callers.

1.5.2 Verify the callers' ERO position.

1.5.3 Write in their estimated time of arrival (ETA).

1.5.4 If a caller reports that they are not "fit for duty", write N/A in the ETA column of the Beeper Holders List.

1.6 When done with messages on the ERO Voice Mail System, press \* \* to exit Voice Mail.

## NOTIFICATIONS

## ATTACHMENT 7 (5 of 5)

- 1.7 Complete the Minimum Staffing Checklist by filling in the names for the positions listed.

**NOTE:**

Attempts to contact designated coordinators or alternates of a position should be made using the current Emergency Response Organization Call List.

- 1.8 If no one for a designated position on the Minimum Staffing Checklist has responded, make follow-up calls to the designated coordinator **OR** alternates **UNTIL** a person qualified to fill that position has been contacted.
- 1.9 When all responses have been recorded on the ERO Beeper Holders List **AND** the Minimum Staffing Checklist, perform the following:
- 1.9.1 Deliver copies of all paperwork to the ED.
- 1.9.2 Retain the original paperwork and forward to the Emergency Preparedness upon termination of the event.
- 1.10 When the emergency terminates or at the direction of the NSS/Emergency Director or Communications and Records Coordinator, have CAS return the ERO Voice Mail message to the **NORMAL** message.
- 1.11 In the case of an actual emergency, Control Room personnel **SHOULD NOT** erase the incoming voice mail messages. They are to be retained for permanent records of the calls received during the emergency.
- 2.0 Return to EPP/IP 1.1, Notification Attachment in progress.

**NOTIFICATIONS**

**INTENTIONALLY BLANK**



NOTIFICATIONS

ATTACHMENT 8 (1 of 6)

UNUSUAL EVENT NOTIFICATIONS  
CONTROL ROOM

A. Onshift Communications and Records Coordinator Initial Notification Actions:

1.0 If requested by NSS, activate ERO, (otherwise proceed to Step 2.0).

1.1 Ask NSS/ED: SITE ACCESSIBLE or SITE INACCESSIBLE.

1.2 Activate ERO beepers by:

1.2.1 On EP Auto-Dialer, press button marked **BVERS OR**  
dial 9#-1-412-393-4370 (or from a PAX phone, dial 4370).

1.2.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.

1.2.3 When prompted, enter scenario number:

**SITE ACCESSIBLE** - XXXXX  
**SITE INACCESSIBLE** - XXXXX

1.2.4 When prompted, verify scenario number (9 for YES or 6 for NO).

1.2.5 Verify, when prompted, "You will cue SCENARIO XXXXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO)

1.2.6 Hang up.

1.3 Call Central Alarm Station (CAS) (PAX 5114/5115) and provide the following information:

1.3.1 EPP Communicator \_\_\_\_\_ (Give your Name) .

1.3.2 EPP CODE WORD \_\_\_\_\_ .

1.3.3 An UNUSUAL EVENT has been declared.

1.3.4 ERO pagers will be activated. Call back at PAX \_\_\_\_\_ when beeper activates.

1.3.5 STATE, "Begin Near-Site Building Emergency Notifications".

NOTIFICATIONS

ATTACHMENT 8 (2 of 6)

UNUSUAL EVENT NOTIFICATIONS  
CONTROL ROOM

- 2.0 Activate Off-Site Agency Initial Notification Conference (INC) Call.
  - 2.1 On EP Auto-Dialer, press button marked INC OR dial 9# 1-412-393-4380 (or from a PAX phone, dial 4380).
  - 2.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.
    - 2.2.1 IF unable to activate INC, GO TO PART B of this procedure.
  - 2.3 When prompted, enter the scenario number XXXX.
  - 2.4 When prompted, verify the scenario number (9 for YES or 6 for NO).
  - 2.5 Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
  - 2.6 Hang up.
- 3.0 Access Initial Notification Conference Bridge.
  - 3.1 On EP Auto-Dialer, press button marked **CONF. Bridge** OR dial 9#-1-412-393-1900 (OR from a PAX phone, dial 9-1-412-393-1900).
  - 3.2 When prompted, enter XXXX, then the # key.

NOTIFICATIONS

ATTACHMENT 8 (3 of 6)

UNUSUAL EVENT NOTIFICATIONS  
CONTROL ROOM

- 4.0 Provide Initial Notification to Offsite Agencies.
  - 4.1 Obtain completed Initial Notification form from the NSS/ED or Control Room FAX machine.
  - 4.2 As each Agency enters the INC call, state the following:
    - 4.2.1 "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ at Beaver Valley Power Station, the Code Word is \_\_\_\_\_. Please stand-by for an emergency message."
    - 4.2.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

\* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

- 4.3 Ask each agency if they received the Initial Notification Form FAX and if it is legible.
  - 4.3.1 IF YES, ask if there are any questions.
  - 4.3.2 STATE the Protective Action Recommendation.
  - 4.3.3 IF NO, provide information from Initial Notification Form.

NOTIFICATIONS

ATTACHMENT 8 (4 of 6)

UNUSUAL EVENT NOTIFICATIONS  
CONTROL ROOM

- 4.4 STATE "A Follow-Up Notification will be provided as information becomes available."
- 4.5 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 4.6 For any Agency not on the conference call, perform PART B for missing Agency(ies).
- 5.0 Verify ERO was activated (if required) otherwise proceed to Step 6.0.
  - 5.1 Contact Central Alarm Station (CAS) (PAX 5114/5115) (if they have not previously contacted the Control room).
  - 5.2 Verify CAS beeper activated.
    - 5.2.1 If CAS beeper did not activate, perform EPP/IP 1.1, Attachment 7.
  - 5.3 Notify the NSS/ED of ERO Initial Notifications completed and of ERO activation status.
    - Give NSS/ED the Execution Roster qualified Report from BVERS when it arrives on Control Room FAX machine (approximately one hour from ERO activation).
- 6.0 Place communications console phone switches to the EPP position.

NOTIFICATIONS

ATTACHMENT 8 (5 of 6)

UNUSUAL EVENT NOTIFICATIONS  
CONTROL ROOM

- 7.0 Contact the NRC within one (1) hour of the event declaration per EPP/IP 1.1, Attachment 2. (Licensed) personnel from the opposite unit should be used to perform this notification.
  - 7.1 Record notification to NRC on EPP/IP 1.1, Attachment 2.
- 8.0 Contact each of the remaining Personnel/Organizations, as required, per EPP/IP 1.1, Attachment 2
- 9.0 Conduct Follow-Up Notifications.
  - 9.1 Obtain a completed Follow-Up Notification Form from the NSS/ED or the Control Room FAX machine.
  - 9.2 20 minutes after FAX was sent, or after return FAX received in the Control Room, notify the six (6) Offsite Agencies INDIVIDUALLY using EPP/IP 1.1, Attachment 2 by:
    - 9.2.1 STATE "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
    - 9.2.2 STATE "The Code Word is \_\_\_\_\_".
    - 9.2.3 Record the contact time and the name of the agency representative on the Follow-Up Notification part of EPP/IP 1.1, Attachment 2.
    - 9.2.4 Ask agency if they received the Follow-Up Notification #XX FAX and if it is legible.
    - 9.2.5 If YES, ask if any questions.
    - 9.2.6 If NO, provide information from the Follow-Up Notification Form.
- 10.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).
  - 10.1 Place Communications Console phone switches back to NORMAL position.

NOTIFICATIONS

ATTACHMENT 8 (6 of 6)

UNUSUAL EVENT NOTIFICATIONS  
CONTROL ROOM

- 11.0 Upon termination of the emergency:
  - 11.1 When directed by NSS/ED, complete the Emergency Termination Checklist, EPP/IP 1.1, Attachment 5.
  - 11.2 Collect all original/completed attachments and forward to Emergency Preparedness.

**NOTE:**

ONLY perform this part to contact Offsite Agencies individually for Initial Notification.

- B. Individual Offsite Agency Initial Notification(s).
  - 1.0 Obtain completed Initial Notification Form from the NSS/ED or Control Room FAX machine.
  - 2.0 Contact each required Offsite Agency per EPP/IP 1.1, Attachment 2.
  - 3.0 Record the contact time and the name of agency representative on attachment.
  - 4.0 STATE "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
  - 5.0 STATE "EPP Code Word is \_\_\_\_\_."
  - 6.0 Ask each agency if they received the Initial Notification Form FAX and if it is legible.
    - 6.1 If YES, ask if there are any questions.
    - 6.2 STATE the Protective Action Recommendation.
    - 6.3 If NO, provide information from Initial Notification Form.
  - 7.0 Return to Part A, Step 5.0 of this attachment.

NOTIFICATIONS

ATTACHMENT 9 (1 of 6)

**ALERT NOTIFICATIONS**  
**CONTROL ROOM**

A. Onshift Communications and Records Coordinator Initial Notification Actions:

1.0 Activate ERO, if required (otherwise proceed to Step 2.0).

1.1 Ask NSS/ED: SITE ACCESSIBLE or SITE INACCESSIBLE.

1.2 Activate ERO beepers by:

1.2.1 On EP Auto-Dialer, press button marked BVERS OR  
dial 9#-1-412-393-4370 (or from a PAX phone, dial 4370).

1.2.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.

1.2.3 When prompted, enter scenario number:

**SITE ACCESSIBLE** - XXXXX  
**SITE INACCESSIBLE** - XXXXX

1.2.4 When prompted, verify scenario number (9 for YES or 6 for NO).

1.2.5 Verify, when prompted, "You will cue SCENARIO XXXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO)

1.2.6 Hang up.

1.3 Call Central Alarm Station (CAS) (PAX 5114/5115) and provide the following information:

1.3.1 EPP Communicator (Give your Name)

1.3.2 EPP CODE WORD \_\_\_\_\_

1.3.3 An ALERT has been declared.

1.3.4 ERO pagers will be activated. Call back at PAX \_\_\_\_\_ when beeper activates.

1.3.5 STATE, "Begin Near-Site Building Emergency Notifications".

NOTIFICATIONS

ATTACHMENT 9 (2 of 6)

**ALERT NOTIFICATIONS**  
**CONTROL ROOM**

- 2.0 Activate Off-Site Agency Initial Notification Conference (INC) Call.
  - 2.1 On EP Auto-Dialer, press button marked **INC** OR dial 9# 1-412-393-4380 (or from a PAX phone, dial 4380).
  - 2.2 Interrupt the greeting by **IMMEDIATELY** entering XXXXXX.
    - 2.2.1 **IF** unable to activate INC, GO TO PART B of this procedure.
  - 2.3 When prompted, enter the scenario number XXXX.
  - 2.4 When prompted, verify the scenario number (9 for YES or 6 for NO).
  - 2.5 Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
  - 2.6 Hang up.
- 3.0 Access Initial Notification Conference Bridge.
  - 3.1 On EP Auto-Dialer, press button marked **CONF. Bridge** OR dial 9#-1-412-393-1900 (**OR** from a PAX phone, dial 9-1-412-393-1900).
  - 3.2 When prompted, enter XXXX, then the # key.



**NOTIFICATIONS**

**ATTACHMENT 9 (3 of 6)**

**ALERT NOTIFICATIONS**  
**CONTROL ROOM**

- 4.0 Provide Initial Notification to Offsite Agencies.
  - 4.1 Obtain completed Initial Notification form from the NSS/ED or Control Room FAX machine.
  - 4.2 As each Agency enters the INC call, state the following:
    - 4.2.1 "This is       (Your Name)       at Beaver Valley Power Station, the Code Word is                                 . Please stand-by for an emergency message."
    - 4.2.2 Record the contact time and the name of the agency representative.

<b>Agency</b>	<b>Contact Time</b>	<b>Contact Name</b>	<b>INC</b>	<b>FAX</b>	<b>Initials</b>
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

\* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

- 4.3 Ask each agency if they received the Initial Notification Form FAX and if it is legible.
  - 4.3.1 IF YES, ask if there are any questions.
  - 4.3.2 **STATE** the Protective Action Recommendation.
  - 4.3.3 IF NO, provide information from Initial Notification Form.

NOTIFICATIONS

ATTACHMENT 9 (4 of 6)

ALERT NOTIFICATIONS  
CONTROL ROOM

- 4.4 STATE "A Follow-Up Notification will be provided as information becomes available."
- 4.5 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 4.6 For any Agency not on the conference call, perform PART B for missing Agency(ies).
- 5.0 Verify ERO was activated (if required) otherwise proceed to Step 6.0.
  - 5.1 Contact Central Alarm Station (CAS) (PAX 5114/5115) (if they have not previously contacted the Control room).
  - 5.2 Verify CAS beeper activated.
    - 5.2.1 If CAS beeper did not activate, perform EPP/IP 1.1, Attachment 7.
  - 5.3 Notify the NSS/ED of ERO Initial Notifications completed and of ERO activation status.
    - Give NSS/ED the Execution Roster qualified Report from BVERS when it arrives on Control Room FAX machine (approximately one hour from ERO activation).
- 6.0 Place communications console phone switches to the EPP position.

## NOTIFICATIONS

## ATTACHMENT 9 (5 of 6)

**ALERT NOTIFICATIONS**  
**CONTROL ROOM**

- 7.0 Complete **EPP SITE ACCOUNTABILITY FORM** (EPP/IP 3.2, Attachment 2) as time permits.
- 8.0 Contact the NRC within one (1) hour of the event declaration per EPP/IP 1.1, Attachment 2. (Licensed) personnel from the opposite unit should be used to perform this notification.
- 8.1 Record notification to NRC on EPP/IP 1.1, Attachment 2.
- 9.0 Contact each of the remaining Personnel/Organizations, as required, per EPP/IP 1.1, Attachment 2
- 10.0 Conduct Follow-Up Notifications.
- 10.1 Obtain a completed Follow-Up Notification Form from the NSS/ED or the Control Room FAX machine.
- 10.2 20 minutes after FAX was sent, or after return FAX received in the Control Room, notify the six (6) Offsite Agencies INDIVIDUALLY using EPP/IP 1.1, Attachment 2 by:
- 10.2.1 STATE "This is (Your Name) EPP Communicator".
- 10.2.2 STATE "The Code Word is \_\_\_\_\_".
- 10.2.3 Record the contact time and the name of the agency representative on the Follow-Up Notification part of EPP/IP 1.1, Attachment 2.
- 10.2.4 Ask agency if they received the Follow-Up Notification #XX FAX and if it is legible.
- 10.2.5 If YES, ask if any questions.
- 10.2.6 If NO, provide information from the Follow-Up Notification Form.
- 11.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).
- 11.1 Place Communications Console phone switches back to NORMAL position.

**NOTIFICATIONS**

**ATTACHMENT 9 (6 of 6)**

**ALERT NOTIFICATIONS**  
**CONTROL ROOM**

- 12.0 Upon termination of the emergency:
  - 12.1 When directed by NSS/ED, complete the Emergency Termination Checklist, EPP/IP 1.1, Attachment 5.
  - 12.2 Collect all original/completed attachments and forward to Emergency Preparedness.

**NOTE:**

ONLY perform this part to contact Offsite Agencies individually for Initial Notification.

- B. Individual Offsite Agency Initial Notification(s).
  - 1.0 Obtain completed Initial Notification Form from the NSS/ED or Control Room FAX machine.
  - 2.0 Contact each required Offsite Agency per EPP/IP 1.1, Attachment 2.
  - 3.0 Record the contact time and the name of agency representative on attachment.
  - 4.0 STATE "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
  - 5.0 STATE "EPP Code Word is \_\_\_\_\_."
  - 6.0 Ask each agency if they received the Initial Notification Form FAX and if it is legible.
    - 6.1 If YES, ask if there are any questions.
    - 6.2 STATE the Protective Action Recommendation.
    - 6.3 If NO, provide information from Initial Notification Form.
  - 7.0 Return to Part A, Step 5.0 of this attachment.

NOTIFICATIONS

ATTACHMENT 10 (1 of 6)

**SITE AREA EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

A. Onshift Communications and Records Coordinator Initial Notification Actions:

1.0 Activate ERO, if required (otherwise proceed to Step 2.0).

1.1 Ask NSS/ED: SITE ACCESSIBLE or SITE INACCESSIBLE.

1.2 Activate ERO beepers by:

1.2.1 On EP Auto-Dialer, press button marked BVERS OR  
dial 9#-1-412-393-4370 (or from a PAX phone, dial 4370).

1.2.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.

1.2.3 When prompted, enter scenario number:

**SITE ACCESSIBLE** - XXXXX  
**SITE INACCESSIBLE** - XXXXX

1.2.4 When prompted, verify scenario number (9 for YES or 6 for NO).

1.2.5 Verify, when prompted, "You will cue SCENARIO XXXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO)

1.2.6 Hang up.

1.3 Call Central Alarm Station (CAS) (PAX 5114/5115) and provide the following information:

1.3.1 EPP Communicator \_\_\_\_\_ (Give your Name) \_\_\_\_\_.

1.3.2 EPP CODE WORD \_\_\_\_\_.

1.3.3 A **SITE AREA EMERGENCY** has been declared.

1.3.4 ERO pagers will be activated. Call back at PAX \_\_\_\_\_ when beeper activates.

1.3.5 **STATE**, "Begin Near-Site Building Emergency Notifications".

NOTIFICATIONS

ATTACHMENT 10 (2 of 6)

**SITE AREA EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 2.0 Activate Off-Site Agency Initial Notification Conference (INC) Call.
  - 2.1 On EP Auto-Dialer, press button marked **INC OR** dial 9# 1-412-393-4380 (or from a PAX phone, dial 4380).
  - 2.2 Interrupt the greeting by **IMMEDIATELY** entering XXXXXX.
    - 2.2.1 **IF** unable to activate INC, GO TO PART B of this procedure.
  - 2.3 When prompted, enter the scenario number XXXX.
  - 2.4 When prompted, verify the scenario number (9 for YES or 6 for NO).
  - 2.5 Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
  - 2.6 Hang up.
- 3.0 Access Initial Notification Conference Bridge.
  - 3.1 On EP Auto-Dialer, press button marked **CONF. Bridge OR** dial 9#-1-412-393-1900 (**OR** from a PAX phone, dial 9-1-412-393-1900).
  - 3.2 When prompted, enter XXXX, then the # key.

**NOTIFICATIONS**

**ATTACHMENT 10 (3 of 6)**

**SITE AREA EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 4.0 Provide Initial Notification to Offsite Agencies.
  - 4.1 Obtain completed Initial Notification form from the NSS/ED or Control Room FAX machine.
  - 4.2 As each Agency enters the INC call, state the following:
    - 4.2.1 "This is       (Your Name)       at Beaver Valley Power Station, the Code Word is                     . Please stand-by for an emergency message."
    - 4.2.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

\* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

- 4.3 Ask each agency if they received the Initial Notification Form FAX and if it is legible.
  - 4.3.1 IF YES, ask if there are any questions.
  - 4.3.2 **STATE** the Protective Action Recommendation.
  - 4.3.3 IF NO, provide information from Initial Notification Form.

**NOTIFICATIONS**

**ATTACHMENT 10 (4 of 6)**

**SITE AREA EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 4.4 **STATE** "A Follow-Up Notification will be provided as information becomes available."
- 4.5 **STATE** "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 4.6 For any Agency not on the conference call, perform PART B for missing Agency(ies).
- 5.0 Verify ERO was activated (if required) otherwise proceed to Step 6.0.
  - 5.1 Contact Central Alarm Station (CAS) (PAX 5114/5115) (if they have not previously contacted the Control room).
  - 5.2 Verify CAS beeper activated.
    - 5.2.1 If CAS beeper did not activate, perform EPP/IP 1.1, Attachment 7.
  - 5.3 Notify the NSS/ED of ERO Initial Notifications completed and of ERO activation status.
    - Give NSS/ED the Execution Roster qualified Report from BVERS when it arrives on Control Room FAX machine (approximately one hour from ERO activation).
- 6.0 Place communications console phone switches to the EPP position.



## NOTIFICATIONS

## ATTACHMENT 10 (5 of 6)

**SITE AREA EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 7.0 Complete **EPP SITE ACCOUNTABILITY FORM** (EPP/IP 3.2, Attachment 2) and deliver to CAS (if required).
- 8.0 Contact the NRC within one (1) hour of the event declaration per EPP/IP 1.1, Attachment 2. (Licensed) personnel from the opposite unit should be used to perform this notification.
- 8.1 Record notification to NRC on EPP/IP 1.1, Attachment 2.
- 9.0 Contact each of the remaining Personnel/Organizations, as required, per EPP/IP 1.1, Attachment 2
- 10.0 Conduct Follow-Up Notifications.
- 10.1 Obtain a completed Follow-Up Notification Form from the NSS/ED or the Control Room FAX machine.
- 10.2 20 minutes after FAX was sent, or after return FAX received in the Control Room, notify the six (6) Offsite Agencies INDIVIDUALLY using EPP/IP 1.1, Attachment 2 by:
- 10.2.1 STATE "This is (Your Name) EPP Communicator".
- 10.2.2 STATE "The Code Word is \_\_\_\_\_".
- 10.2.3 Record the contact time and the name of the agency representative on the Follow-Up Notification part of EPP/IP 1.1, Attachment 2.
- 10.2.4 Ask agency if they received the Follow-Up Notification #XX FAX and if it is legible.
- 10.2.5 If YES, ask if any questions.
- 10.2.6 If NO, provide information from the Follow-Up Notification Form.
- 11.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).
- 11.1 Place Communications Console phone switches back to NORMAL position.

NOTIFICATIONS

ATTACHMENT 10 (6 of 6)

**SITE AREA EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 12.0 Upon termination of the emergency:
  - 12.1 When directed by NSS/ED, complete the Emergency Termination Checklist, EPP/IP 1.1, Attachment 5.
  - 12.2 Collect all original/completed attachments and forward to Emergency Preparedness.

**NOTE:**

ONLY perform this part to contact Offsite Agencies individually for Initial Notification.

- B. Individual Offsite Agency Initial Notification(s).
  - 1.0 Obtain completed Initial Notification Form from the NSS/ED or Control Room FAX machine.
  - 2.0 Contact each required Offsite Agency per EPP/IP 1.1, Attachment 2.
  - 3.0 Record the contact time and the name of agency representative on attachment.
  - 4.0 STATE "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator.
  - 5.0 STATE "EPP Code Word is \_\_\_\_\_."
  - 6.0 Ask each agency if they received the Initial Notification Form FAX and if it is legible.
    - 6.1 If YES, ask if there are any questions.
    - 6.2 STATE the Protective Action Recommendation.
    - 6.3 If NO, provide information from Initial Notification Form.
  - 7.0 Return to Part A, Step 5.0 of this attachment.

NOTIFICATIONS

ATTACHMENT 11 (1 of 6)

GENERAL EMERGENCY NOTIFICATIONS  
CONTROL ROOM

A. Onshift Communications and Records Coordinator Initial Notification Actions:

1.0 Activate ERO, if required (otherwise proceed to Step 2.0).

1.1 Ask NSS/ED: SITE ACCESSIBLE or SITE INACCESSIBLE.

1.2 Activate ERO beepers by:

1.2.1 On EP Auto-Dialer, press button marked BVERS OR  
dial 9#-1-412-393-4370 (or from a PAX phone, dial 4370).

1.2.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.

1.2.3 When prompted, enter scenario number:

SITE ACCESSIBLE - XXXXX  
SITE INACCESSIBLE - XXXXX

1.2.4 When prompted, verify scenario number (9 for YES or 6 for NO).

1.2.5 Verify, when prompted, "You will cue SCENARIO XXXXX. It  
will now be sent. Are you sure this is what you want to do?"  
(9 for YES or 6 for NO)

1.2.6 Hang up.

1.3 Call Central Alarm Station (CAS) (PAX 5114/5115) and provide the  
following information:

1.3.1 EPP Communicator \_\_\_\_\_ (Give your Name)

1.3.2 EPP CODE WORD \_\_\_\_\_

1.3.3 A GENERAL EMERGENCY has been declared.

1.3.4 ERO pagers will be activated. Call back at PAX \_\_\_\_\_ when  
beeper activates.

1.3.5 STATE, "Begin Near-Site Building Emergency Notifications".

NOTIFICATIONS

ATTACHMENT 11 (2 of 6)

**GENERAL EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 2.0 Activate Off-Site Agency Initial Notification Conference (INC) Call.
  - 2.1 On EP Auto-Dialer, press button marked **INC OR** dial 9# 1-412-393-4380 (or from a PAX phone, dial 4380).
  - 2.2 Interrupt the greeting by **IMMEDIATELY** entering XXXXXX.
    - 2.2.1 IF unable to activate INC, GO TO PART B of this procedure.
  - 2.3 When prompted, enter the scenario number XXXX.
  - 2.4 When prompted, verify the scenario number (9 for YES or 6 for NO).
  - 2.5 Verify, when prompted, "You will cue SCENARIO XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO).
  - 2.6 Hang up.
- 3.0 Access Initial Notification Conference Bridge.
  - 3.1 On EP Auto-Dialer, press button marked **CONF. Bridge OR** dial 9#-1-412-393-1900 (**OR** from a PAX phone, dial 9-1-412-393-1900).
  - 3.2 When prompted, enter XXXX, then the # key.

NOTIFICATIONS

ATTACHMENT 11 (3 of 6)

**GENERAL EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 4.0 Provide Initial Notification to Offsite Agencies.
  - 4.1 Obtain completed Initial Notification form from the NSS/ED or Control Room FAX machine.
  - 4.2 As each Agency enters the INC call, state the following:
    - 4.2.1 "This is       (Your Name)       at Beaver Valley Power Station, the Code Word is                                 . Please stand-by for an emergency message."
    - 4.2.2 Record the contact time and the name of the agency representative.

Agency	Contact Time	Contact Name	INC	FAX	Initials
Beaver County			Y/N	Y/N	
PEMA (State of Pennsylvania)			Y/N	Y/N	
Columbiana County			Y/N	Y/N	
OEMA (State of Ohio)			Y/N	Y/N	
Hancock County			Y/N	Y/N	
WVOES* (State of West Virginia)			Y/N	Y/N	

\* Hancock County can notify WVOES (State of West Virginia) if not on the Conference Call or not able to be contacted.

- 4.3 Ask each agency if they received the Initial Notification Form FAX and if it is legible.
  - 4.3.1 IF YES, ask if there are any questions.
  - 4.3.2 STATE the Protective Action Recommendation.
  - 4.3.3 IF NO, provide information from Initial Notification Form.

NOTIFICATIONS

ATTACHMENT 11 (4 of 6)

GENERAL EMERGENCY NOTIFICATIONS  
CONTROL ROOM

- 4.4 STATE "A Follow-Up Notification will be provided as information becomes available."
- 4.5 STATE "Beaver Valley Power Station is exiting the Initial Notification Conference Call. Agencies may remain on the Conference Call for further discussion."
- 4.6 For any Agency not on the conference call, perform PART B for missing Agency(ies).
- 5.0 Verify ERO was activated (if required) otherwise proceed to Step 6.0.
  - 5.1 Contact Central Alarm Station (CAS) (PAX 5114/5115) (if they have not previously contacted the Control room).
  - 5.2 Verify CAS beeper activated.
    - 5.2.1 If CAS beeper did not activate, perform EPP/IP 1.1, Attachment 7.
  - 5.3 Notify the NSS/ED of ERO Initial Notifications completed and of ERO activation status.
    - Give NSS/ED the Execution Roster qualified Report from BVERS when it arrives on Control Room FAX machine (approximately one hour from ERO activation).
- 6.0 Place communications console phone switches to the EPP position.

## NOTIFICATIONS

## ATTACHMENT 11 (5 of 6)

**GENERAL EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 7.0 Complete **EPP SITE ACCOUNTABILITY FORM** (EPP/IP 3.2, Attachment 2) and deliver to CAS (if required).
- 8.0 Contact the NRC within one (1) hour of the event declaration per EPP/IP 1.1, Attachment 2. (Licensed) personnel from the opposite unit should be used to perform this notification.
- 8.1 Record notification to NRC on EPP/IP 1.1, Attachment 2.
- 9.0 Contact each of the remaining Personnel/Organizations, as required, per EPP/IP 1.1, Attachment 2
- 10.0 Conduct Follow-Up Notifications.
- 10.1 Obtain a completed Follow-Up Notification Form from the NSS/ED or the Control Room FAX machine.
- 10.2 20 minutes after FAX was sent, or after return FAX received in the Control Room, notify the six (6) Offsite Agencies INDIVIDUALLY using EPP/IP 1.1, Attachment 2 by:
- 10.2.1 STATE "This is (Your Name) EPP Communicator".
- 10.2.2 STATE "The Code Word is \_\_\_\_\_".
- 10.2.3 Record the contact time and the name of the agency representative on the Follow-Up Notification part of EPP/IP 1.1, Attachment 2.
- 10.2.4 Ask agency if they received the Follow-Up Notification #XX FAX and if it is legible.
- 10.2.5 If YES, ask if any questions.
- 10.2.6 If NO, provide information from the Follow-Up Notification Form.
- 11.0 When contacted, turnover to Communications and Records Coordinator or (Communications Assistant) in the TSC (if ERO activated).
- 11.1 Place Communications Console phone switches back to NORMAL position.

**NOTIFICATIONS**

**ATTACHMENT 11 (6 of 6)**

**GENERAL EMERGENCY NOTIFICATIONS**  
**CONTROL ROOM**

- 12.0 Upon termination of the emergency:
  - 12.1 When directed by NSS/ED, complete the Emergency Termination Checklist, EPP/IP 1.1, Attachment 5.
  - 12.2 Collect all original/completed attachments and forward to Emergency Preparedness.

**NOTE:**

ONLY perform this part to contact Offsite Agencies individually for Initial Notification.

**B. Individual Offsite Agency Initial Notification(s).**

- 1.0 Obtain completed Initial Notification Form from the NSS/ED or Control Room FAX machine.
- 2.0 Contact each required Offsite Agency per EPP/IP 1.1, Attachment 2.
- 3.0 Record the contact time and the name of agency representative on attachment.
- 4.0 **STATE** "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator.
- 5.0 **STATE** "EPP Code Word is \_\_\_\_\_."
- 6.0 Ask each agency if they received the Initial Notification Form FAX and if it is legible.
  - 6.1 If YES, ask if there are any questions.
  - 6.2 **STATE** the Protective Action Recommendation.
  - 6.3 If NO, provide information from Initial Notification Form.
- 7.0 Return to Part A, Step 5.0 of this attachment.



**NOTIFICATIONS**

**ATTACHMENT 12 (1 of 6)**

**TSC EVENT NOTIFICATION**

**A. INSTRUCTIONS**

**1.0 Communications and Records Coordinator/Communications Assistant Actions:**

**1.1 Obtain copies of the forms faxed to the TSC by the Control Room from the TSC Fax machine located on the Communicator's desk.**

**1.2 Contact the Control Room for turnover.**

**1.2.1 When turnover is complete, have the Onshift Communications and Records Coordinator place phone switches to the NORMAL position.**

**1.3 Make copies of previously complete Initial and Follow-Up Notification Forms and distribute to the following:**

**1.3.1 TSC (5):**

- Emergency Director
- OEMA Liaison Communicator
- Communications Assts. (3)
- Communications and Records Coord.

**1.3.2 EOF (7):**

- Emergency/Recovery Manager
- Offsite Agency Liaison
- NRC
- DEP/BRP
- PEMA
- OEMA
- WVOES

**1.4 Obtain the EPP Notification Books from the Communicators desk, if not already done.**

**1.5 Continue with Notifications from the point the Onshift Communications and Records Coordinator stopped.**

NOTIFICATIONS

ATTACHMENT 12 (2 of 6)

TSC EVENT NOTIFICATION

2.0 Initial Notifications, Communications and Records Coordinator Actions:

**NOTE:**

Initial Notifications are to be made to the first six (6) listed Agencies on the **EMERGENCY NOTIFICATIONS CALL-LIST**, EPP/IP 1.1, Attachment 2 and **MUST** be made within 15 minutes of the event declaration. Subsequent notifications **MUST** still be made.

**NOTE:**

The BVPS Radio System is the alternate to the commercial phone system for notifications to offsite emergency response organizations. **EPP/IP 1.2, Attachment 3, Step 6.0** provides direction in its use.

**NOTE:**

If an emergency is reclassified and upgraded during the Follow-Up Notification process, the Communications and Records Coordinator **SHALL** terminate the notification in progress and begin the upgraded Initial Notification process again per appropriate Attachment. If the Initial Notification Conference (INC) call is in progress, then the upgraded notifications **SHALL** be provided at this time. The 15-minute clock for the notifications will restart at the time of the upgraded declaration.

- 2.1 Provide the Emergency Director with the following:
  - Initial Notification Form (EPP/IP 1.1, Attachment 1)
  - Follow-Up Notification Form (EPP/IP 1.1, Attachment 3)
- 2.1.1 Provide the NRC Worksheet to the TSC Ops Coordinator for completion.
- 2.2 Obtain completed **INITIAL NOTIFICATION FORM** from the Emergency Director.
- 2.3 Review **INITIAL NOTIFICATION FORM** for all lines completed.

**NOTIFICATIONS**

**ATTACHMENT 12 (3 of 6)**

**TSC EVENT NOTIFICATION**

- 2.4 Make three (3) copies of completed **INITIAL NOTIFICATION FORM**.
- 2.4.1 Provide copies of **INITIAL NOTIFICATION FORM** to Communications Assistants.
- 2.5 Remove the **NOTIFICATION FORM FAXING INSTRUCTIONS** from the Communications and Records Coordinator's EPP Notification Book.
- 2.5.1 Fax the **INITIAL NOTIFICATION FORM** following the steps on the **NOTIFICATION FORM FAXING INSTRUCTIONS** (Attachment 13 of this procedure).
- 2.6 Initiate the INC call, per Attachment 15.
- 2.7 Instruct another Communications Assistant to dial the INC, on another phone, to assist in monitoring the INC call.
- 2.8 As each Agency enters the INC call, state the following:
- 2.8.1 "This is       (Your Name)       at Beaver Valley Power Station, the Code Word is                     . Please stand-by for an emergency message."
- 2.8.2 Conduct a roll-call using EPP/IP 1.1, Attachment 2, Page 2, for Agencies 1-6 documenting names and contact time.
- 2.8.3 Verify from each Agency receipt of the appropriate Initial Notification Fax (i.e., Unusual Event, Alert, Site Area or General Emergency) and that the Fax is legible.
- IF YES, ask if any Agency has questions regarding the information provided on the fax. Inform the Agency that a Follow-Up Notification will be relayed as information becomes available.
  - IF NO, provide information from the Initial Notification Form **AND** inform the Agency that a Follow-Up Notification will be relayed as information becomes available.

**NOTIFICATIONS**

**ATTACHMENT 12 (4 of 6)**

**TSC EVENT NOTIFICATION**

- 2.8.4 If a party cannot be contacted in a reasonable period of time, bypass that party and proceed down the list. After other required notifications are complete, re-attempt to contact any bypassed parties. Every effort **MUST** be made to contact the organizations listed in Attachment 2 and all attempts **MUST** be documented.
  - 2.9 Notify the Emergency Director when the Initial Notification calls to the first six (6) Agencies have been made.
  - 2.10 Contact each of the remaining Personnel/Organizations, as required, per EPP/IP 1.1, Attachment 2.
  - 2.11 Verify the Ops Coordinator has given the **NRC WORKSHEET** to the OPS Communicator manning the NRC phone for relaying information. Log time contacted on EPP/IP 1.1, Attachment 2.
- 3.0 Follow-Up Notifications

**NOTE:**

The follow-up notification provides technical information to those qualified to use the data and serves as a means to verify the authenticity of an emergency notification. The **CODEWORD** also provides verification.

**NOTE:**

The Follow-Up Notification Form should be updated periodically (i.e., 2 times per shift) or at the discretion of the Emergency Director.

- 3.1 Obtain information for the **FOLLOW-UP NOTIFICATION FORM** (EPP/IP 1.1, Attachment 3).
- 3.2 Complete the **FOLLOW-UP NOTIFICATION FORM** and make three (3) copies to give to the Communications Assistants.

NOTIFICATIONS

ATTACHMENT 12 (5 of 6)

TSC EVENT NOTIFICATION

- 3.3 Fax the **FOLLOW-UP NOTIFICATION FORM** following the instructions on the **NOTIFICATION FORM FAXING INSTRUCTIONS** (Attachment 13 of this procedure).

**NOTE:**

If an emergency is reclassified and upgraded during the Follow-Up Notification process, the Communications and Records Coordinator **SHALL** terminate the notification in progress and begin the upgraded Initial Notification process again per appropriate Attachment. If the Initial Notification Conference (INC) call is in progress, then the upgraded notifications **SHALL** be provided at this time. The 15-minute clock for the notifications will restart at the time of the upgraded declaration.

**NOTE:**

The INC call **SHALL** not be used for Follow-Up Notifications. Offsite Agencies **SHALL** be called individually.

- 3.4 Upon receiving the TSC copy of the Follow-Up Notification Fax, or approximately 20 minutes after sending the Fax, begin Follow-Up Notifications to the first six (6) listed Agencies using EPP/IP 1.1, Attachment 2 "**EMERGENCY NOTIFICATION CALL-LIST**".

- 3.4.1 Begin call by stating "This is (Your Name) \_\_\_\_\_ at Beaver Valley Power Station, the Code Word is \_\_\_\_\_. This is a Follow-Up Notification verification call."

- 3.4.2 Record name and time of contact on EPP/IP 1.1, Attachment 2.

**NOTE:**

The Follow-Up Notifications # (Number) is Entered in the lower right corner of Attachment 3, page 1 of 5.

- 3.4.3 Verify receipt of Follow-Up Notification # XX Fax and that the Fax is legible.

- IF YES, ask if there are any questions.
- IF NO, provide information from the Follow-Up Notification Form.

NOTIFICATIONS

ATTACHMENT 12 (6 of 6)

TSC EVENT NOTIFICATION

3.4.4 If a party cannot be contacted in a reasonable period of time, bypass that party and proceed down the list. After other required notifications are complete, re-attempt to contact any bypassed parties. Every effort must be made to contact the organizations listed in Attachment 2 and all attempts must be documented.

4.0 Subsequent Notifications

4.1 If an emergency is escalated in classification, the **INITIAL NOTIFICATION FORM** is used and notifications are made in the same manner specified in Steps 2 and 3 of this procedure.

4.1.1 If an emergency is escalated in classification, and the INC call is ongoing, then confirm the upgraded receipt of the Initial Notification Fax on the current INC call.

4.1.2 If an Agency has not received the upgraded Fax, provide the information.

5.0 Site Assembly and Personnel Accountability

5.1 Provide information to Near-Site Assembly Area Coordinators per EPP/IP 3.2, Attachment 7.

6.0 Termination

6.1 Complete the **EMERGENCY TERMINATION CHECKLIST** (EPP/IP 1.1, Attachment 5).

6.2 Collect all originals of the completed attachments and forward to Emergency Preparedness.

**B. FINAL CONDITIONS**

1.0 Use of this procedure **SHALL** be terminated when the emergency situation is corrected or when directed by the Emergency Director.

2.0 Attachment 5 (Emergency Termination Checklist) is to be completed for termination calls to offsite agencies for all emergency events.

**NOTE:**

Upon termination of the emergency situation and the subsequent termination of this IP, All originals of completed Attachments **SHALL** be forwarded to Emergency Preparedness.

## NOTIFICATIONS

ATTACHMENT 13 (1 of 1)

**NOTIFICATION FORM FAXING INSTRUCTIONS****EXAMPLE**

- 1.0 Place completed Notification Forms on the Fax Machine (face down) and perform the following steps:

**NOTE:**

Not all voice prompts are listed here, only the key ones. Fax Speed Dial Numbers are pre-programmed only in the Control Room, TSC and JPIC.

- 2.0 Lift phone receiver on Fax Machine, or press the "**HOOK**" button.
- 3.0 Press Speed Dial number "**01**" on the Fax Machine labeled "**EPP FAX**", (or dial \_\_\_\_\_). This will connect you to a voice prompt which states "**WELCOME TO AT&T'S ENHANCED FAX**".
- 4.0 At the voice prompt "**ENTER THE SUBSCRIBER ID AND POUND SIGN**", Press Speed Dial number "**02**", (or enter the Subscriber ID number \_\_\_\_\_ followed by the "**#**" symbol).
- 5.0 At the voice prompt "**ENTER THE PASSWORD AND POUND SIGN**", Press Speed Dial number "**03**", (or enter the Password ID number \_\_\_\_\_ followed by the "**#**" symbol).
- 6.0 You will hear a voice prompt "**LOGGING IN, PLEASE WAIT**". At the voice prompt "**TO SEND MESSAGE, PRESS 1**". **PRESS 1** on the Fax number keys (do not wait for additional prompts).

**NOTE:**

To Fax a list, **PRESS \*L** or **\*5**, at prompt.

- 7.0 At the voice prompt "**ENTER RECIPIENT ADDRESS NUMBER**", enter the following buttons on the Fax number keys \_\_\_\_\_.
- 8.0 At the voice prompt "**WHEN FINISHED PRESS THE "\*" AND "#" KEYS**", press "**\*#**" buttons on the Fax number keys.
- 9.0 A voice prompt will inform you that "**YOUR MESSAGE ID IS XXXX AND WILL BE SENT TO XXXX RECIPIENTS**".
- 10.0 At the voice prompt, "**PLEASE START YOUR FAX MACHINE**", press the Fax "**START/COPY**" button.
- 11.0 Hang up the phone
- 12.0 Return to procedure/Attachment step in progress.

**NOTIFICATIONS**

**INTENTIONALLY BLANK**



**ERO BEEPER ACTIVATION INSTRUCTIONS (EXAMPLE)**

- 1.0 Ask NSS/ED: SITE ACCESSIBLE or SITE INACCESSIBLE
- 2.0 Activate ERO Beepers by:
  - 2.1 On EP Auto-Dialer, press button marked BVERS OR dial 9#-1-412-393-4370 (or from a PAX phone, dial 4370).
  - 2.2 Interrupt the greeting by IMMEDIATELY entering XXXXXX.
  - 2.3 When prompted, enter scenario number:
 

<u>SITE ACCESSIBLE</u>	<u>XXXXX</u>
<u>SITE INACCESSIBLE</u>	<u>XXXXX</u>
  - 2.4 When prompted, verify scenario number (9 for YES or 6 for NO).
  - 2.5 Verify, when prompted, "You will cue SCENARIO XXXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES or 6 for NO)
  - 2.6 Hang up.
- 3.0 Call the Central Alarm Station (CAS) (PAX 5114/5115) and provide the following information:
  - 3.1 EPP Communicator \_\_\_\_\_ (Give your Name)
  - 3.2 EPP CODE WORD \_\_\_\_\_
  - 3.3 A(n) \_\_\_\_\_ has been declared
  - 3.4 ERO pagers will be activated. Call back at PAX \_\_\_\_\_ when beeper activates.
  - 3.5 STATE, "Begin Near-Site Building Emergency Notifications".
- 4.0 Return to Procedure/Attachment Step in progress.

**NOTIFICATIONS**

**INTENTIONALLY BLANK**

**ACTIVATION OF THE INITIAL NOTIFICATION  
CONFERENCE (INC) CALL INSTRUCTIONS (EXAMPLE)**

**NOTE:**

For an ALERT, or higher emergency declaration, the ERO Beepers **SHALL** be activated prior to the initiation of the INC call. Part A.1 initiates the INC call computer program. Part A.2 provides direction for the Communicator to enter the conference call with the Offsite Agencies.

**A. INITIATING INC**

**NOTE:**

If BVERS is unavailable, go to Part B.1 of this Attachment.

- 1.0 Activate Offsite Agency Initial Notification Conference (INC) Call.
  - 1.1 On EP Auto-Dialer, press button marked **INC OR DIAL** 9# 1-412-393-4380 (or from a PAX phone, dial 4380).
  - 1.2 Interrupt the greeting by **IMMEDIATELY** entering XXXXXX.
    - 1.2.1 IF unable to activate INC, GO TO PART B of this procedure.
  - 1.3 When prompted, enter the **SCENARIO NUMBER** XXXXX.
  - 1.4 When prompted, verify the **SCENARIO NUMBER** (9 for YES OR 6 for NO).
  - 1.5 Verify when prompted, "You will cue **SCENARIO** XXXX. It will now be sent. Are you sure this is what you want to do?" (9 for YES OR 6 for NO).
  - 1.5 Hang up.
- 2.0 Access Initial Notification Conference Bridge.
  - 2.1 On EP Auto-Dialer, press button marked **CONF. Bridge** OR dial 9#-1-412-393-1900 (OR from a PAX phone, dial 9-1-412-393-1900).
  - 2.2 When prompted, enter XXXXXX, then the # key.
- 3.0 Return to Procedure/Attachment Step in progress.

**ACTIVATION OF THE INITIAL NOTIFICATION  
CONFERENCE (INC) CALL INSTRUCTIONS (EXAMPLE)**

- B. Individual Offsite Agency Initial Notification(s).
  - 1.0 Obtain completed Initial Notification Form from the NSS/ED or Control Room FAX machine.
  - 2.0 Contact each required Offsite Agency per EPP/IP 1.1, Attachment 2.
  - 3.0 Record the contact time and the name of agency representative on attachment.
  - 4.0 STATE "This is \_\_\_\_\_ (Your Name) \_\_\_\_\_ EPP Communicator".
  - 5.0 STATE "EPP Code Word is \_\_\_\_\_."
  - 6.0 Ask each agency if they received the Initial Notification Form FAX and if it is legible.
    - 6.1 If YES, ask if there are any questions.
    - 6.2 STATE the Protective Action Recommendation.
    - 6.3 If NO, provide information from Initial Notification Form.
  - 7.0 Return to Procedure/Attachment Step in progress.

**EPP/IP 1.2**  
**A5.735B**

**COMMUNICATIONS AND DISSEMINATION**  
**OF INFORMATION**

**Rev. 13**

COMMUNICATIONS AND DISSEMINATION OF INFORMATION

APPROVAL PAGE

Intent Related Revision \_\_\_ Yes X No

IF YES

OSC and Site Approval

OSC Meeting Number \_\_\_\_\_ Date \_\_\_\_\_

Reviewed \_\_\_\_\_  
Director, Emergency Preparedness \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_  
Manager, Management Services \_\_\_\_\_ Date \_\_\_\_\_

IF NO

Reviewed Robert E. Fisher \_\_\_\_\_ 11/23/99 \_\_\_\_\_  
Director, Emergency Preparedness \_\_\_\_\_ Date \_\_\_\_\_

Approved Julie St. Lawrence \_\_\_\_\_ 11-24-99 \_\_\_\_\_  
J.S. Manager, Management Services \_\_\_\_\_ Date \_\_\_\_\_

## COMMUNICATIONS AND DISSEMINATION OF INFORMATION

EFFECTIVE INDEX

Issue 8 Rev.	0	OSC Approved	3-12-87
	1	OSC Approved	6-20-88
	2	Non-Safety Revisions	7-13-89
	3	OSC Approved	3-22-90
Issue 9 Rev.	0	Non-Intent Revision	10-9-90
	1	Non-Intent Revision	8-30-91
	2	Non-Intent Revision	6-8-92
	3	Non-Intent Revision	12-29-92
Rev.	5	OSC Approved	11-10-93
	6	Non-Intent Revision	11-15-94
	7	Non-Intent Revision	9-1-95
	8	Non-Intent Revision	4-3-96
	9	Non-Intent Revision	6-17-96
	10	Non-Intent Revision	6-17-97
	11	Non-Intent Revision	4-1-98
	12	Non-Intent Revision	9-28-99
	13	Non-Intent Revision	12-2-99

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**TABLE OF CONTENTS**

- A. Purpose
- B. References
- C. Responsibilities
- D. Action Levels/Precautions
- E. Procedure
- F. Final Condition
- G. Attachments



**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**A. PURPOSE**

This procedure describes the locations and functions of the communications systems available for emergency use onsite and for contacting offsite agencies, their location and their functions. Attachments to this procedure describe specific operations for these systems, as necessary.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan.
- 2.0 Beaver Valley Power Station Operating Manual.
- 3.0 Title 10, Code of Federal Regulations Part 50, Appendix E.
- 4.0 NUREG-0654/FEMA-REP-1, "Criteria for Preparedness and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".
- 5.0 Title 10 Code of Federal Regulations Part 50.72.
- 6.0 NUREG-1394 Rev. 1, "Emergency Response Data System Implementation"
- 7.0 Condition Report #970711
- 8.0 Condition Report #971737

**C. RESPONSIBILITIES**

ERO personnel are responsible for proper use of communications systems as described in this IP.

**D. ACTION LEVELS/PRECAUTIONS**

This procedure is to be initiated upon any of the following conditions:

- 1.0 At the direction of the Emergency Director.
- 2.0 At the declaration of an emergency condition.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**E. PROCEDURE**

1.0 Communication Guidelines

- 1.1 To the maximum extent possible, all communications regarding the existence of severity of the event, or recommendations of protective actions, will be made on communications circuits which cannot be readily intercepted by persons outside of the emergency organizations. Telephone circuits shall be used as the primary means with radio used only as a backup. This protocol will minimize the spread of rumors, minimize congestion of telephone communications and minimize the undue public anxiety.
  - 1.1.1 When the radio communications are in use, the transmissions can be monitored and recorded by individuals located offsite. It is of extreme importance that safeguards information is not transmitted, nor information concerning physical plant security systems or conditions. As an example, information describing the exact location of a gate for ambulance or fire department use, or location of a breached Security fence should not be relayed over the radio. If such information is needed in the Control Room, the PAX or page party should be used.
- 1.2 In addition to the provisions of Step 1, messages should be worded to avoid possible errors in transcription/interpretation in accordance with the following guidelines as applicable:
  - 1.2.1 To the extent possible, avoid the use of technical jargon, particularly in communications with offsite agencies.
  - 1.2.2 Ensure that the message is complete. Do not assume that the message recipient can supply the proper missing words, etc., necessary to make the message complete.
  - 1.2.3 Avoid the use of abbreviations. For example, millirem - not "m-rem", "m-R". To the extent possible, utilize the phonetic alphabet.
  - 1.2.4 Read numbers "telephone number" style. Thus, 425 becomes "four-two-five" not "four hundred and twenty-five".

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

- 1.2.5 Avoid the use of codes.
- 1.2.6 Preface each communication with the title or name of the receiving party and your title or name. For example: "Beaver Valley Control Room, this is Monitoring Team Number 1.." Wait for the receiving party to acknowledge the contact prior to relaying any information.
- 1.2.7 Since some equipment in the radio system is voice actuated, it is wise to clear your throat or make another noise prior to starting your message. This will prevent the loss of the beginning of your message.
- 1.2.8 After the communication is complete, request the receiving party to read the message back, if appropriate (particularly if numerical data was relayed).
- 1.2.9 For radio communications, end message with an appropriate termination phrase. For example: "...Monitoring Team Number 1, out."
- 1.3 The Coordinator or designee will log appropriate communications on provided data forms.
- 1.4 To minimize the spread of rumors, refer all communications from news media or from the public to Corporate Communications.
  - 1.4.1 Inquiries from the media should be directed to (412) 393-5201 or 330-761-4055.
  - 1.4.2 Inquiries from the public should be directed to 1-800-720-3600. During non-business hours, inquiries from the public should be directed to 1-800-720-3600. They will be patched to the Joint Public Information Center and the applicable State rumor control line.
- 1.5 Once the Emergency Operations Facility (EOF) is activated, encourage authorized callers to contact the Offsite Agency Liaison at the EOF for information. This will minimize the number of communications and improve the accuracy of information disseminated.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

- 1.6 FirstEnergy Corporate Communications is responsible for providing briefings and press releases to the news media. FirstEnergy Corporate Communications will provide representatives to the ERF. ERF personnel shall provide information on the plant status as requested. No information should be held back from FirstEnergy Corporate by BVPS personnel. Station personnel shall ensure that the information provided to FirstEnergy Corporate Communications is current and consistent with the information provided to offsite emergency organizations. EPP/IP 9. 1, "Emergency Public Information", provides additional information on the release of information to the news media.
  
- 1.7 For emergencies in which the public is notified (sirens, EAS, etc.) the commercial Bell network near the plant (643 exchange) may be unavailable due to overloading. The PAX exchange (393) should be available.
  - 1.7.1 If the exchanges are overloaded, use the BVPS Industrial Radio System to make the emergency calls.
  - 1.7.2 To contact PEMA, notify either BCEMA or the Pennsylvania State Police, and request that they relay notification via a State teletype or radio/microwave network.
  - 1.7.3 To contact University of Pittsburgh Medical Center-Beaver Valley, The Medical Center, Beaver, PA, the ambulance service, or the fire department, use the BVPS Industrial Radio to contact BCEMA for relay via the County fire and EMS nets.
  - 1.7.4 The portable transceiver on frequencies 155.130 MHz and/or 155.610 MHz (Beaver County Net) in the CAS could be used to relay offsite notifications in the event the BVPS Industrial Radio System and commercial Bell System are unavailable.

**F. FINAL CONDITIONS**

Use of this procedure is to be terminated when directed by the Emergency Director or the Emergency/Recovery Manager at their respective facilities.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**G. ATTACHMENTS**

- 1.0 COMMUNICATIONS INTERFACE MATRIX
- 2.0 OPERATING INSTRUCTIONS FOR NRC ENS AND HPN HOTLINE PHONE
- 3.0 COMMUNICATIONS EQUIPMENT
- 4.0 EMERGENCY RESPONSE ORGANIZATION ACTIVATION EQUIPMENT
- 5.0 EMERGENCY PAGING DEVICES/BEEPERS
- 6.0 DISSEMINATION OF DATA BETWEEN RESPONSE CENTERS
- 7.0 ALTERNATE METHOD OF PROVIDING INITIAL NOTIFICATIONS AND PAR'S VIA RADIO

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**INTENTIONALLY BLANK**

COMMUNICATIONS INTERFACE MATRIX

	BELL	PAX	NRC/ ENS	NRC/ HPN	DEP/ BRP	OPS CIRCUIT	RADCON CIRCUIT	DED. RING DOWN	DED. RAD CON	BEEPERS	153.47	153.635	PAGE PARTY	STATION ALARMS
BV-1 CONTROL ROOM	X	X	X			X	X	X	X		X	X	1	X
BV-2 CONTROL ROOM	X	X				X	X	X	X			X	2	X
NSS OFFICE	X	X	X		X						X		3	
OSC	X	X	X			X	X	X	X		X		1	X
ROC	X	X		X		X	X		X		X		1	
TSC	X	X	X	X		X	X	X	X		X		1	
EOF	X	X	X	X		X	X	X			X			
EA&DP	X	X		X	X		X		X		X			
CAS	X	X				X	X			X			1	
PEMA	X				X									
DEP/BRP	X													
OEMA	X													
WVOES	X													
BCEMA	X										X			
CCEMA	X										X			
HCOES	X										X			
NRC	X		X	X										
FEMA	X													
INPO	X													
JPIC	X	X									X		1	
MONITORING TEAMS	X										X			
BVPS BRO	X									X				
AEOF	X	X				X	X	X	X		X	X		
U2 H.P.	X	X							X				2	

PAGE PARTY KEY      1 = BV1          2 = BV2          3 = BOTH

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**INTENTIONALLY BLANK**



COMMUNICATIONS AND DISSEMINATION OF INFORMATION

ATTACHMENT 2 (1 of 3)

**OPERATING INSTRUCTIONS FOR NRC  
ENS AND HPN HOTLINE PHONES**

**A. PURPOSE**

This attachment provides instructions for the use of the two (ENS and HPN) NRC hotline telephone systems. These phone systems are designated for emergency use only.

**B. DISCUSSION**

The FTS 2000 can be visualized as a telephone system which runs parallel to, but separate from the public Bell System throughout the Country. The system is operated by AT&T. The FTS 2000 operates in the same manner as the Bell System when placing a long distance phone call. Simply lift the receiver, wait for a dial tone and key in a ten digit phone number - the prefix "1" is not required. The FTS 2000 cannot access the Bell System, nor can it be accessed by the Bell System.

The NRC has installed several FTS 2000 phones at the BVPS. FTS 2000 replaces the auto-ringdown red phones (ENS-Emergency Notification System) and the HPN (Health Physics Network) phones. In addition, other FTS 2000 phones have been located in the ERF for use by the NRC in the event of an emergency at BVPS. These phones are red or beige in color and can be identified by their designated area code (700). The FTS 2000 phones are the property of the NRC and are designated for communications with the NRC only.

**C. PROCEDURE**

**NOTE:**

The NRC/HPN phone shall not be used by BVPS personnel, except for periodic phone checks or as directed by NRC personnel. The instructions which follow are provided in case such operation is required.

COMMUNICATIONS AND DISSEMINATION OF INFORMATION

ATTACHMENT 2 (2 of 3)

1.0 ENS/HPN Phone

- 1.1 Lift the receiver on the telephone instrument and listen for dial tone;
- 1.2 After receiving dial tone, dial the first number listed on the sticker\* located on the telephone instrument using all ten digits. If the first number is busy, use the second.

**NOTE:**

This procedure directs your call to the NRC Operations Center (NRCOC).

\* The sticker is located between the receiver cradle on the base of the instrument and displays the following phone numbers to the NRCOC.

Main	301-816-5100
FAX	301-816-5151

- 1.3 Once the information is relayed, stay on the line until relieved by another individual, or as directed by the NRC.

**NOTE:**

EPP/IP 1.4, Attachment 10 "NRC/BVPS Technical Information Flow" provides the NRC data sheets for the ENS and HPN lines in the event of ERDS failure.

- 1.4 Complete and relay EPP/IP 1.4, Attachment 10 (NRC/BVPS Technical Information Flow, if ERDS is unavailable) as requested by the NRC Operations Center.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 2 (3 of 3)**

- 1.5 The NRC, ENS and HPN lines **SHALL** be tested to meet the requirements of 10CFR50, Appendix E under cognizance of Emergency Preparedness.
- 1.6 Telephone line trouble should be reported to the NRCOC by the above procedure.
- 1.7 Telephone instrument trouble can be reported to EPP or Telecommunications

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**INTENTIONALLY BLANK**

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 3 (1 of 6)**

**COMMUNICATIONS EQUIPMENT**

**A. PURPOSE**

This attachment describes the independent systems for outside communication to Federal, State and County authorities, to corporate management, and to offsite support groups. These are:

**B. EQUIPMENT**

1.0 The Bell System

- 1.1. The Beaver Valley Power Station is provided with telephone service by Bell Atlantic. All Bell telephones are direct lines and can be used simultaneously.
- 1.2. The Bell System is the primary communications system due to its ability to provide communications with a large number of parties over a wide area, and for the privacy provided.
- 1.3. The Bell phones are routinely used by station personnel performing normal station activities, those numbers used for EPP communications are tested to meet the requirements of 10CFR50, Appendix E.

**NOTE:**

The "EPP" switch directs calls to the shared NSS office until the TSC is activated. Upon activation, the switch is reversed and calls are directed to the ERF.

- 1.4. There is normally an independent - ringing telephone line to the shared NSS office (724-643-8002). During emergencies, an "EPP" switch provides the capability for three sequential-ringing telephone lines (724-643-8000, 8001, 8002) with an open line search feature.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 3 (2 of 6)**

**2.0 The PAX (Private Automatic Exchange) System**

- 2.1 The PAX System includes switchboards in the SOSB and the ERF. The ERF and the SOSB switchboards are connected to each other and to a switchboard at One Oxford Centre via T1 carrier trunks, which in turn is connected to the public telephone network as well as to other DLC switchboards. The ERF and SOSB switchboards also have direct trunks to the public telephone network.
- 2.2 The PAX System has Direct Inward Dial capability for all telephone lines connected to any of the switchboards (412-393-XXXX). These telephone lines also have the capability of calling any other telephone line on the PAX System. Direct Dial calling to the public telephone network is also available.
- 2.3 During an emergency, PAX lines should be used for extended conversations and discussions thus allowing quick data transmission via the dedicated circuits.
- 2.4 The PAX System is routinely used by station personnel performing normal station activities and is tested to meet the requirements of 10CFR50, Appendix E.

**3.0 Beaver Valley Emergency Response System (BVERS)**

- 3.1 Refer to Attachment 4 for Emergency Response Organization Activation Equipment.
- 3.2 Gold Execute Conference for upper level management discussions and Protective Action Recommendations.

**4.0 Hotlines DEP/BRP**

- 4.1 There are two separate and independent "hotlines" which provide direct communications with the DEP/BRP over dedicated lines. These lines are immediately available during an emergency.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 3 (3 of 6)**

- 4.2 The DEP/BRP "white" hotline is an automatic ringdown system with a transceiver in the Control Room and at DEP/BRP headquarters in Harrisburg, Pa. This phone circuit has been designated for the dissemination of technical data on the emergency to DEP/BRP personnel to provide for offsite accident assessment.

The DEP/BRP "blue hotline" is an automatic ringdown system with a transceiver at the DEP/BRP area in the EOF used to provide radiological data to BRP.

- 4.3 The DEP/BRP white and blue phones shall be tested to meet the requirements of 10CFR50, Appendix E under cognizance of Emergency Preparedness.

5.0 Industrial Radio System

- 5.1 The Industrial Radio System that is used as part of EPP emergency communications network consists of two base stations for operating frequencies 153.47 MHz and 153.635 MHz. In addition, BVPS Security has exclusive use of 450 MHz repeater/hand held transceiver radio system.

- 5.2 The 153.47 MHz consists of the following: The Shippingport Hill base station, six (6) remote consoles located in the TSC, EOF, BV-1 ANSS station, the shared NSS office, and BV-2 Emergency Shutdown panel and five (5) hand held transceivers which have the capability to transmit and receive on either frequency.

Private line capability exists (153.47). These are as follows:

PL1 Used for communication with System Operator, distribution switching.

PL2 Used for emergency communications with BCEMA, HCOES, CCEMA and Pa State Police ONLY. (For Initial Notifications or PAR's, go to Attachment 7.)

## COMMUNICATIONS AND DISSEMINATION OF INFORMATION

## ATTACHMENT 3 (4 of 6)

PL3 Used for communications with offsite monitoring teams, and all other routine uses.

PL4 Spare.

The private line feature provides for tone-operated squelch on transmit and receive. When the PL is enabled, only transmitters broadcasting the appropriate PL tone (1, 2, or 3) will be heard on the console. If the PL is disabled (by lifting handset), the console or handset will receive any transmission. Any transmissions from the Control Room console or handsets will be received only by those receivers having the same PL selected as the Control Room console. Any remote receiver without a PL feature, or with the PL feature disabled will receive all transmissions, regardless of source.

The PL feature is not a means of carrying on four simultaneous conversations - only one conversation can be held at any one time - nor is it a means to establish privacy. The sole purpose of the PL feature is to prevent reception of unwanted message traffic.

- 5.3 The base stations at HCOES, CCEMA, and BCEMA always transmit on PL2, and will receive only PL2 transmissions, if the PL feature on the receiver is enabled. If the PL feature is disabled, these stations will receive all transmissions on 153.47. The transceivers located in the NSOF area and at the PA State Police Barracks, receive on PL2, but do not have PL on transmit.

The base station at the ERF receives and transmits on PL1. All walkie-talkies and BVPS mobile units receive on PL3, but do not have a PL on transmit.

- 5.4 A "takeover" button on the Control Room console will override any extension handsets.



COMMUNICATIONS AND DISSEMINATION OF INFORMATION

ATTACHMENT 3 (5 of 6)

- 5.5 A low band system on approximately 50 MHz is used by in-plant Radcon personnel at BVPS. There is no PL feature on the low band.
- 5.6 The BVPS Industrial Radio System is the primary means of communication with offsite monitoring teams and is an alternate to the Bell phone for notification of offsite emergency response organizations.
- 5.7 The system is routinely used by station personnel. The base stations are tested by substations and shops. The communications links from the Control Room, TSC and EOF to the three risk counties, and the Pennsylvania State Police are tested to meet the requirements of 10CFR50, Appendix E.

6.0 Station Page Party

**NOTE:**

There are 2 independent Page Party Systems at BVPS (Unit #1 and Unit #2). During routine operations, the systems maintain independent operation. During an actual emergency, the capability exists for the joint Control Room facility to perform a site-wide page or announcement. Discussions between the 2 systems are not possible in its present configuration.

- 6.1 Each Page Party System is a five line telephone system which uses loudspeakers to page an individual party. The system provides for paging individuals within the plant from any other page station, and if necessary, communicating with them. Since the five lines are common to all stations, conference calls are possible.
- 6.2 During emergency conditions, the PAX system, if available, should be used for answering a page in order to free the system for communications from emergency squad members, survey teams, and others not having access to PAX phones.

COMMUNICATIONS AND DISSEMINATION OF INFORMATION

ATTACHMENT 3 (6 of 6)

6.3 The ability to interface the Page Party with the PAX Phone System exists. This system allows personnel to access the Page Party System from any PAX phone to page either Unit. The PAX phone numbers for the Page Party are:

- Unit 1 - 5199
- Unit 2 - 5399

**NOTE:**

Emergency Response internal communications are discussed in Attachment 6.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 4 (1 of 4)**

**EMERGENCY RESPONSE ORGANIZATION ACTIVATION EQUIPMENT**

**A. PURPOSE**

This Attachment provides instructions for the identification, location and use of the Beaver Valley Emergency Response System (BVERS), the ERO Voice Mail System and Notifications Auto-dialer.

**B. EQUIPMENT DESCRIPTION AND LOCATION**

**1.0 Beaver Valley Emergency Response System**

1.1 Dialogics Communication Corp. Communicator located in the ERF Computer Room (UPS powered).

1.2 412-393-4370 or 4380 (PAX 4370/4380) is the designated call-in number. To facilitate call-ins, at least 24 lines are available. Either the computer assisted call-in system will answer or a busy signal will be received.

1.3 Faxes will be sent to various locations for verification of ERO call-in.

1.4 Preprogrammed messages are accessible. These messages are:

1.4.1 NORMAL OPERATIONS

1.4.2 DRILL AND PERIODIC OPERATIONAL SURVEILLANCE TEST (OST)

1.4.3 ACTUAL EVENT

1.4.4 ACTUAL EVENT--SITE INACCESSIBLE

1.5 The ability to provide messages for various occurrences (i.e., Unit specific transient).

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 4 (2 of 4)**

- 2.0 Emergency Response Organization Voice Mail System
  - 2.1 Panasonic KX-TVS100 Voice Processing System
  - 2.2 Located in the ERF Telecomm Room and connected to the Beaver Valley Power Station telephone system.
  - 2.3 412-393-5380 (PAX 5380), is the designated call-in number.
    - 2.3.1 Incoming calls are distributed to four available phone lines as they become available to a voice mail box.
    - 2.3.2 To verify each voice mail box is functional, a direct call can be accomplished by dialing PAX 7780, 7781, 7782 or 7783. This should only be done for troubleshooting, or as directed by procedure.
  - 2.4 Prerecorded messages are available for selection. They are:
    - 2.4.1 NORMAL OPERATIONS
    - 2.4.2 DRILL AND PERIODIC OPERATIONAL SURVEILLANCE TEST (OST)
    - 2.4.3 ACTUAL EVENT
    - 2.4.4 ACTUAL EVENT--SITE INACCESSIBLE
  - 2.5 The Emergency Response Organization Voice Mail System is tested to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.

COMMUNICATIONS AND DISSEMINATION OF INFORMATION

ATTACHMENT 4 (3 of 4)

- 2.6 Voice Mail messages are retrievable by use of a PAX line.

**NOTE:**

Actual Event incoming messages become permanent records. They are NOT to be erased. They are to be saved for the EP Section.

- 2.6.1 Dial PAX 7783.
- 2.6.2 When message begins, press # .
- 2.6.3 When prompted to enter the Mail Box number, enter  
\* 1 1 2 .
- 2.6.4 When prompted, press 1 to play back voice mail messages.
- 2.6.5 While playing voice mail messages, press 1 to go to next message or press 2 to repeat message. You do not have to wait for the prompt to press either key.
- 3.0 Auto-Dialer
- 3.1 Auto-dialers are located in the Control Room and TSC EPP Communications areas.
- 3.2 All auto-dialer phones are tested to meet the requirements of 10CFR50, Appendix E.
- 3.3 Instructions for using the Auto-Dialers, programming the Auto-Dialer numbers and the list of numbers in the Auto-Dialer are in Designated EPP Desk/Cabinet drawers in the Control Room and TSC.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 4 (4 of 4)**

- 3.3.1 The auto-dialer in the Control Room and TSC are designed to work by pushing the button next to the number listed that is to be called. The numbers are listed in EPP/IP 1.1, Notifications, Attachment 2.
- 3.3.2 The number dialed will appear on the LCD display area for all auto-dialer phones.
- 3.3.3 Upon reaching the appropriate party, commence the notification.

**ATTACHMENT 5 (1 of 2)**

**EMERGENCY PAGING DEVICES/BEEPERS**

**A. PURPOSE**

This Procedure provides instructions for the issuance, testing and maintenance of the Radio Paging (Beeper) device used to notify key personnel in the event of an emergency. The primary purpose for the paging devices is for non-work hour notification of Emergency Response personnel.

**B. PROCEDURE**

**1.0 Issuance of Paging Devices**

**1.1** Paging devices will be issued by Emergency Preparedness to key personnel as outlined below.

- Designated ERO positions in the emergency organization
- Selected alternates to other positions as needed.
- Others as agreed upon by the Department Managers and Emergency Preparedness.

**1.2** Personnel assigned a paging device are listed on the Emergency Response Organization Call-List. The Call-List is updated bi-monthly and is distributed by Emergency Preparedness.

**NOTE:**

The call for beeper activation **SHALL** be made before all other notifications from the Control Room.

**ATTACHMENT 5 (2 of 2)**

**EMERGENCY PAGING DEVICES/BEEPERS**

**2.0 Testing and Maintenance**

- 2.1** The paging and answering systems **SHALL** be tested as part of the Operating Surveillance Test (O.S.T.) Program, on a periodic basis. ERO members of the "On Call" Team **SHALL** respond during the test by calling the number designated in the beeper code and supplying the information requested.
- 2.2** Unannounced beeper activation tests will be conducted at the discretion of a designated EP representative.
- 2.3** Verification results are forwarded to Emergency Preparedness who is responsible for prompt resolution of any identified deficiencies.
- 2.4** Personnel assigned a paging device are responsible for proper care and use of the device as outlined in instructions provided with the device.



**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 6 (1 of 7)**

**DISSEMINATION OF EMERGENCY DATA  
BETWEEN EMERGENCY RESPONSE CENTERS**

**A. PURPOSE**

This Attachment describes the communications available for the transfer of data between the various emergency response facilities.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan and Implementing Procedures.
- 2.0 Title 10 Code of Federal Regulations Part 50
- 3.0 Beaver Valley Power Station Operating Manual Chapter 40.
- 4.0 NUREG-0654/FEMA-REP-1, "Criteria for Preparedness and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".

**C. RESPONSIBILITIES**

The designated ERO communicators are responsible to ensure all communication systems for internal communications are operable, all instructions followed and any malfunctions reported. The Communications Equipment Foreman, or designee, is responsible for addressing any reported malfunctions.

**D. ACTION LEVELS/PRECAUTIONS**

**1.0 ACTION LEVELS**

- 1.1 An emergency condition has been declared at Beaver Valley Power Station as provided in the BVPS Emergency Preparedness Plan.
- 1.2 The emergency organizations have been activated.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 6 (2 of 7)**

**DISSEMINATION OF EMERGENCY DATA  
BETWEEN EMERGENCY RESPONSE CENTERS**

- 1.3 Upon direction from the Emergency Director, all or part of the Emergency Response Organization has been activated.

**2.0 PRECAUTIONS**

- 2.1 This procedure provides general information on how technical and operational data are transferred between various individuals in the emergency organization. This procedure is intended to serve as guidance and need not be followed step-by-step.
- 2.2 Requests for information from members of the news media or from unidentified individuals shall be referred to Corporate Communications (412-393-5201) or the Joint Public Information Center (JPIC), when activated, (412-393-4349).
- 2.3 Each individual in the emergency organization must ensure that when information becomes available, it is forwarded to the appropriate individuals or groups and in a manner that it is likely to be understood by the recipient.
- 2.4 To the extent possible, the Emergency Director and/or the Emergency Recovery Manager shall minimize the amount of time spent on the communication circuits.
- 2.5 Written forms of communication should be used when appropriate. If no predesignated data sheet exists, a speed memo should be used with the copies distributed as follows:
  - 2.5.1 Top copy (original) to the Emergency Director.
  - 2.5.2 Second copy to the Emergency/Recovery Manager.
  - 2.5.3 Third copy to the individual responsible for taking action on the data.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 6 (3 of 7)**

**DISSEMINATION OF EMERGENCY DATA  
BETWEEN EMERGENCY RESPONSE CENTERS**

After the Emergency Director and/or Emergency/Recovery Manager have read the message, the sheet is forwarded to the status board keeper for recording and kept for documentation.

**E. PROCEDURE**

**1.0 RADIOLOGICAL HEADSET CIRCUIT**

- 1.1 This circuit provides constant and timely transfer of in-plant radiological data between the emergency response centers.
- 1.2 Communicators assigned by various coordinators will operate the headset at the locations shown in Attachment 1.
- 1.3 Persons requesting or volunteering information should identify themselves and the party to whom the message is directed prior to message transmittal.
- 1.4 This circuit is tested to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.

**2.0 OPERATIONS HEADSET CIRCUIT**

- 2.1 The operations circuit is used in conjunction with the Inplant Process Computer system, Safety Parameter Display System, or Emergency Response Facility Computer System. This circuit is used for disseminating Control Room information to other emergency facilities.
- 2.2 The Operations Communicator is assigned to the Control Rooms as part of the TSC staff and is identified in the emergency organization. Other communicators on the operations circuit are assigned by the various coordinators. Locations for the operations circuit are shown in Attachment 1.

COMMUNICATIONS AND DISSEMINATION OF INFORMATION

ATTACHMENT 6 (4 of 7)

**DISSEMINATION OF EMERGENCY DATA  
BETWEEN EMERGENCY RESPONSE CENTERS**

- 2.3 Persons requesting or volunteering information should identify themselves and the party to whom the message is directed prior to message transmittal.
- 2.4 This circuit is tested to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.
- 3.0 RADIOLOGICAL RESPONSE DEDICATED TELEPHONE
  - 3.1 This telephone system provides a means for onsite emergency response centers to plan and coordinate radiological response activities.
  - 3.2 This system is located in the plant areas as shown in Attachment 1, "Communications Interface Matrix".
  - 3.3 This system will be manned by communicators assigned by emergency coordinators. The phones will provide direct ringdown capability between each station but no "party-line" features between the stations.
  - 3.4 This circuit is tested to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.
- 4.0 TSC/EOF/CONTROL ROOM DEDICATED TELEPHONES
  - 4.1 The TSC/EOF/Control Room dedicated telephones are a dedicated ring down intercom circuit connecting the plant areas as shown in Attachment 1, "Communications Interface Matrix".
  - 4.2 The purpose of these circuits is to provide a reliable means of conducting longer term conversation between the personnel at each location.
  - 4.3 The dedicated phones receive power from the SOSB and ERF phone switches.
  - 4.4 This circuit is tested to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 6 (5 of 7)**

**DISSEMINATION OF EMERGENCY DATA  
BETWEEN EMERGENCY RESPONSE CENTERS**

**5.0 COMPUTERS**

- 5.1 Atmospheric Radioactive Effluent Release Assessment System (ARERAS). The ARERAS computer system will provide data needed for determination of meteorological conditions in the vicinity of the Beaver Valley Power Station and to assess and monitor actual or potential offsite consequences of a release during a radiological emergency condition.
- 5.2 Inplant Process Computer System (IPC-BV1, ERFCS-BV2). These systems perform data acquisition, trending, alarm reporting, logging, CRT displays, data storage and various human communication functions to provide for the monitoring of plant variables in the Control Rooms, the Technical support Center (TSC), and the Emergency Operations Facility (EOF). The equipment interfaces with the plants for inputs at several locations and provides analog outputs at the TSC for chart recorders.
- 5.3 Safety Parameter Display System (SPDS-BV1) - The SPDS provides a concise display of critical plant parameters to aid operators in rapidly and reliably determining the safety status of the plant during abnormal and emergency conditions. Duplicate displays are provided in the TSC and EOF in order to improve the exchange of information between these facilities and the Control Room. The SPDS is capable of trending and displaying current and recent parameter magnitudes as a function of time.
- 5.4 These systems are tested in the TSC and EOF to meet the requirements of 10CFR50, Appendix E, under the cognizance of Emergency Preparedness.

**6.0 STATUS BOARDS**

- 6.1 Status boards are provided in the response facilities for tracking data and response actions. The boards also aid in turnovers, documentation and overall assessment of the accident.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**ATTACHMENT 6 (6 of 7)**

**DISSEMINATION OF EMERGENCY DATA  
BETWEEN EMERGENCY RESPONSE CENTERS**

6.2 Designated status board keepers shall update the narrative board which provides sequential display of events as situations warrant.

7.0 PARTY PAGE

Internal communications related to the emergency response will be in the form of periodic announcements made to keep all site and response personnel apprised of events.

8.0 STATION ALARM

8.1 The station alarm shall be sounded over the station page system to alert station personnel an emergency condition exists.

8.2 The Control Room shall sound the station alarm anytime an emergency condition is declared, escalated or de-escalated. An announcement shall follow informing station and emergency response personnel of the current situation.

**F. FINAL CONDITIONS**

Use of this procedure shall be terminated at the time of TSC deactivation or when directed by the Emergency Director.

**G. FIGURES**

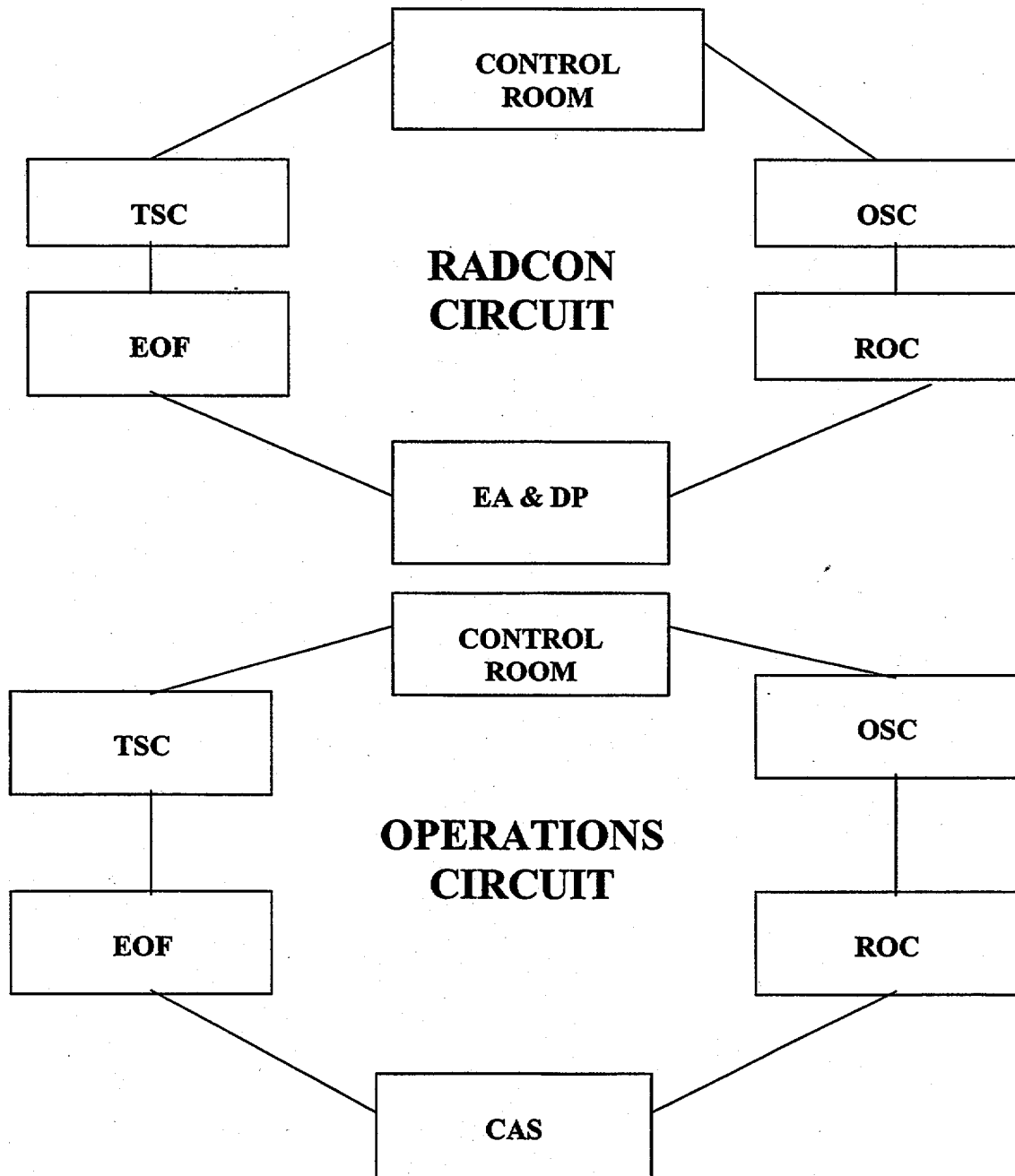
1.0 EMERGENCY HEADSET PHONE CIRCUITS

COMMUNICATIONS AND DISSEMINATION OF INFORMATION

ATTACHMENT 6 (7 of 7)

FIGURE 1

EMERGENCY HEADSET PHONE CIRCUITS



**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**INTENTIONALLY BLANK**



COMMUNICATIONS AND DISSEMINATION OF INFORMATION

ATTACHMENT 7 (1 of 1)

**ALTERNATE METHOD OF PROVIDING  
INITIAL NOTIFICATIONS AND PAR'S VIA RADIO**

- 1) From one of the remote 153.47 MHz radio consoles, press the PL2 button. This line is used for emergency communications with Beaver County Emergency Management Agency (Beaver County 911 Center), Columbiana County Emergency Management Agency, and Hancock County Office of Emergency Services.
  
- 2) Make the following announcement:  
  
"Beaver County 911, this is Beaver Valley Power Station, please acknowledge, Columbiana County Sheriff Dispatch, this is Beaver Valley Power Station, please acknowledge, Hancock County Sheriff Dispatch, this is Beaver Valley Power Station, please acknowledge."  
  
Repeat, as necessary.
  
- 3) Upon County acknowledgment, announce the following:  
  
"I have an Initial Notification/Protective Action Recommendation for you. Please acknowledge."  
  
Repeat, as necessary.
  
- 4) Provide Initial Notification and/or PAR and request acknowledgment.

**COMMUNICATIONS AND DISSEMINATION OF INFORMATION**

**INTENTIONALLY BLANK**

**EPP/IP 1.6**  
**A5.735B**

**EMERGENCY OPERATIONS FACILITY**  
**ACTIVATION, OPERATION AND DEACTIVATION**

**Rev. 12**

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**APPROVAL PAGE**

Intent Related Revision \_\_\_ Yes X No

**IF YES**

**OSC and Site Approval**

OSC Meeting Number \_\_\_\_\_ Date \_\_\_\_\_

Reviewed \_\_\_\_\_  
Director, Emergency Preparedness \_\_\_\_\_  
Date

Approved \_\_\_\_\_  
Manager, Management Services \_\_\_\_\_  
Date

**IF NO**

Reviewed Robert E. Kibler  
Director, Emergency Preparedness \_\_\_\_\_  
Date 11/23/99

Approved Jerry M. Hawkins  
for Manager, Management Services \_\_\_\_\_  
Date 11-24-99

**CONTROLLED  
BVPS UNIT 3**

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**EFFECTIVE INDEX**

Issue 8 Rev.	0	OSC Approved	3-17-87
	1	OSC Approved	4-12-90
Issue 9 Rev.	0	Non-Intent Revision	10-9-90
	1	Non-Intent Revision	6-28-91
	2	Non-Intent Revision	12-29-92
	3	Non-Intent Revision	2-9-93
Rev.	5	Non-Intent Revision	1-1-94
	6	Non-Intent Revision	11-15-94
	7	Non-Intent Revision	12-8-95
	8	Non-Intent Revision	4-3-96
	9	Non-Intent Revision	6-17-97
Rev.	10	Non-Intent Revision	1-1-98
	11	Non-Intent Revision	4-1-98
	12	Non-Intent Revision	12-2-99

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**TABLE OF CONTENTS**

- A. Purpose
- B. References
- C. Responsibilities
- D. Action Levels/Precautions
- E. Procedure
- F. Final Condition
- G. Attachments

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**A. PURPOSE**

This procedure provides guidance for the Emergency Operations Facility (EOF) staff in the activation, operation and deactivation of the Emergency Operations Facility and the Alternate EOF.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan and Implementing Procedures.
- 2.0 Beaver Valley Power Station Operating Manual.
- 3.0 Title 10 Code of Federal Regulations Part 50, Appendix E.
- 4.0 NUREG-0654/FEMA-REP-1 "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants."
- 5.0 NUREG-1394 "Emergency Response Data System (ERDS) Implementation".

**C. RESPONSIBILITIES**

The Assistant to the E/RM is responsible for ensuring the actions in Section E.1.1 and E.1.2 are completed. The Assistant to the E/RM, under the direction of the E/RM, is responsible for the actions outlined in Attachment 3 of this IP. The Support Services Manager is responsible for the completion of Attachment 1 to this IP. This attachment shall be completed for each contractor/vendor arriving onsite during an emergency response. The Offsite Agency Liaison is responsible for the actions outlined in Attachment 4 and Attachment 2, if applicable.

**D. ACTION LEVELS/PRECAUTIONS**

1.0 ACTION LEVELS

- 1.1 An emergency condition, classified as Site Area or General Emergency has been declared at Beaver Valley Power Station Unit 1, Unit 2 or as requested by the Emergency Director.

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**NOTE:**

If this procedure is being implemented from the AEOF, ensure the ERDS link(s) to the NRC have been activated per Attachment 2 of this procedure. NUREG-1394 requires activation of the ERDS link(s) within one (1) hour of the declaration of an Alert or higher classification.

**2.0 PRECAUTIONS**

**NOTE:**

Operability of the TSC and EOF is checked as part of Operations Manual, Chapter 58. Emergency activation of the TSC and EOF will include operability checks in addition to those mentioned above.

- 2.1 The Emergency Operations Facility (EOF) must be activated should an emergency condition be classified as a Site Area or General Emergency. However, the EOF may be activated upon the direction of the Emergency/Recovery Manager in conjunction with the Emergency Director. This activation may occur at any classification providing the minimum requirements outlined in Section E.1.0 of this IP are met.
- 2.2 The Emergency Operations Facility will provide the following functions:
- \* Overall management of licensee resources in response to an emergency having actual or potential environmental consequences.
  - \* Additional support to the TSC and reactor operators in the Control Room.

**NOTE:**

Upon EOF activation, EA&DP functions being performed by the TSC will become EOF responsibilities.



**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**E. PROCEDURE**

**1.0 ACTIVATION**

**NOTE:**

The EOF should be activated as soon as possible, but, in all cases, within one (1) hour of a SITE AREA EMERGENCY or higher classification. BVPS will continue to maintain an ERO and notification system which will have the objective of meeting the 30/60 minute response time criteria specified in NUREG-0654. It is recognized that 100% staff augmentation, within 30 minutes, may not be achievable under all circumstances. The Onsite staff shall be augmented as soon as reasonably achievable.

- 1.1 Upon declaration of an Alert or higher emergency, the Emergency/Recovery Manager will receive an EOF activation status report from the Assistant to the E/RM or designee. He will then report to the TSC and receive a briefing from the Emergency Director.
- 1.2 The Emergency/Recovery Manager shall inform the Emergency Director the EOF is ready for activation when the following have occurred:
  - 1.2.1 The Assistant to the E/RM, or the EOF Operations Coordinator, has determined that sufficient staffing is available. (reference Attachment 3)
  - 1.2.2 The Offsite Agency Liaison, in conjunction with the EOF Computer Operator, has determined the necessary emergency equipment is energized or operable. (reference Attachment 4)
- 1.3 Prior to activation, the Emergency/Recovery Manager will receive a turnover from the TSC Emergency Director, using EPP/IP 1.3 "Turnover Status Checklist", if necessary.

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

- 1.4 The Emergency/Recovery Manager, or designee, shall declare the EOF activated and inform the TSC Emergency Director. A formal activation announcement shall be made over the ERF page and the Operations/RadCon headset circuits, as a minimum. This information should also be relayed over the Plant Page Party System.

**2.0 OPERATION**

**NOTE:**

If access to the EOF is restricted due to radiological or other conditions, the EOF personnel shall relocate to the Alternate EOF (Attachment 2 of this procedure) until such time as access is available. The AEOF is provided with emergency equipment and materials to support initial response.

If problems are EOF specific, EOF personnel may co-locate with TSC personnel (in the TSC or other locations within the ERF Building) and not report to the AEOF.

If the TSC is inaccessible, TSC personnel will relocate per EPP/IP 1.4, Attachment 4, "Guidance For ERF Evacuation/Inaccessible".

- 2.1 The Emergency Operations Facility is located in the Emergency Response Facility. Equipment and facilities required for the implementation of the BVPS EPP are located in the EOF, including dedicated communication circuits.
- 2.2 Some of the EOF equipment will fall under the guidance of EPP/IP 1.4 "Technical Support Center Activation, Operation and Deactivation" and EPP/IP 1.2 "Communication and Dissemination of Information".
- 2.3 The functional responsibilities of the individual EOF personnel are identified in Section 5 of the BVPS Emergency Preparedness Plan.

**3.0 DEACTIVATION**

- 3.1 Upon joint concurrence from the Emergency Director and the Emergency/Recovery Manager, the EOF shall be deactivated.
- 3.2 Provisions shall be made with the Emergency Director to transfer responsibilities back to the TSC or a Recovery Organization per EPP/IP 6.2 "Termination of the Emergency and Recovery".

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

- 3.3 Emergency equipment/supplies shall be deactivated and restored to preactivation status.

**F. FINAL CONDITIONS**

This procedure shall be terminated after the following conditions have been met.

- 1.0 All records generated during the response have been provided to the Offsite Agency Liaison who will forward the records to Emergency Preparedness.
- 2.0 All functional equipment/supplies have been restored to preactivation status.
- 3.0 The EOF staff has been relieved of all duties associated with the operation of the EOF.
- 4.0 When normal operations are restored, or a recovery organization has been established.

**G. ATTACHMENTS**

- 1.0 CONTRACTOR/VENDOR AUGMENTATION PERSONNEL ASSIGNMENT (Example)
- 2.0 ALTERNATE EMERGENCY OPERATIONS FACILITY
  - FIGURE 1 - DIRECTIONS TO ALT. EOF
  - 2.1 AEOF EQUIPMENT ACTIVATION CHECKLIST
  - 2.2 AEOF ARERAS ACTIVATION/DEACTIVATION PROCEDURE
  - 2.3 ERDS ACTIVATION FROM THE AEOF
- 3.0 EOF STAFFING CHECKLIST (Example)
- 4.0 OFFSITE AGENCY LIAISON - ACTIVATION CHECKLIST (Example)

**EPP/Implementing Procedure**

**EPP/IP 1.6**

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**INTENTIONALLY BLANK**

**EPP/Implementing Procedure  
EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**EPP/IP 1.6  
A5.715DX  
Attachment 1 (1 of 1)**

**CONTRACTOR/VENDOR AUGMENTATION PERSONNEL ASSIGNMENT (Example)**

- 1) Name: \_\_\_\_\_
- 2) SSN: \_\_\_\_\_
- 3) Parent Company: \_\_\_\_\_
- 4) Occupation or Title: \_\_\_\_\_
- 5) You have been assigned to assist in emergency response activities at:  
\_\_\_\_\_  
(Location)
- 6) At this location, you will report to: \_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Title)
- 7) You are expected to report at \_\_\_\_\_ am/pm on \_\_\_\_\_  
(Date)
- 8) You will serve in the following capacity: \_\_\_\_\_  
\_\_\_\_\_
- 9) You will (will not) attend training at \_\_\_\_\_  
(Location)  
at \_\_\_\_\_ am/pm on \_\_\_\_\_  
(Date)

**NOTE:**

While you are performing emergency response or recovery efforts at the Beaver Valley Power Station, you will be expected to follow approved BVPS procedures, unless otherwise directed by BVPS Supervisory personnel. Vendor procedures and/or procedures of other utilities shall not be used at BVPS unless their use is specifically approved by the BVPS Onsite Safety Committee. **THERE SHALL BE NO EXCEPTION TO THIS RULE.** No onsite information shall be released to the news media or to members of the public except by BVPS Nuclear Communications personnel. If you are approached by news media personnel, refer all questions to the BVPS Joint Public Information Center.

**EPP/Implementing Procedure**

**EPP/IP 1.6**

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**INTENTIONALLY BLANK**

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

Attachment 2 (1 of 7)

**ALTERNATE EMERGENCY OPERATIONS FACILITY**

**A. PURPOSE**

The purpose of this attachment is to describe the activation of the Alternate Emergency Operations Facility (AEOF). Instructions will be provided for activation of the Alternate EOF during day-light working hours, for activation during non-day-light hours, and when the Joint Public Information Center (JPIC) is activated. Additionally, this procedure addresses activation of the ERDS Computer from the AEOF.

**B. REFERENCES**

NUREG 0696 - "Functional Criteria for Emergency Response Facilities"  
NUREG 1396 - "Emergency Response Data System (ERDS)" Implementation"

**C. RESPONSIBILITIES**

The Offsite Agency Liaison, or designee, under the direction of the Emergency/Recovery Manager is responsible for activating the Alternate EOF.

**D. ACTION LEVEL/PRECAUTION**

1.0 Action Level

1.1 A situation exists at the Beaver Valley Power Station which requires relocation of the EOF staff due to radiological or plant conditions.

or

Access to the Emergency Operations Facility is blocked due to radiological or other restrictive conditions.

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**Attachment 2 (2 of 7)**

**ALTERNATE EMERGENCY OPERATIONS FACILITY**

**E. PROCEDURE**

- 1.0 Alternate EOF activation (ERF Building activated/JPIC not activated).

**NOTE:**

The TSC and EOF are already staffed and activated. (EOF Evacuation)

**NOTE:**

NUREG-1394 requires activation of the ERDS Computer within one (1) hour of the declaration of an Alert or higher classification.

- 1.1 Upon direction by the Emergency/Recovery Manager (in conjunction with the Emergency Director), EOF personnel shall transfer appropriate responsibilities to the TSC, ROC, or Control Room, (overall command and control, dose projections, etc.) prior to proceeding to the AEOF. Managers, Coordinators, Liaisons, Offsite Agencies, etc. shall proceed to the AEOF. Assistants will report to Assembly Areas, or home as instructed by their respective Emergency Coordinators.

- 1.2 Proceed to the AEOF per Figure 1.

**NOTE:**

Designated personnel have been authorized by BVPS Security, notified and provided access to the JPIC Bldg.

- 1.3 Emergency/Recovery Managers and Offsite Agency Liaisons are pre-designated personnel possessing key-card access and shall enter the JPIC via the key-card door south entrance.



**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

Attachment 2 (3 of 7)

**ALTERNATE EMERGENCY OPERATIONS FACILITY**

**NOTE:**

There are two key-card readers outside the JPIC door. One card reader unlocks the door and the other card reader deactivates the alarm.

- 1.4 Personnel shall place their key-card onto the "Alarm" card reader first to deactivate the alarm system (green light). Then, place key-card on "Door" card reader and open door. (Additional instructions are on outside and inside of the door.)
- 1.5 Proceed to the AEOF. Using the key from the Break-glass Box by the AEOF door, unlock the door across from the Media Workroom (not the door in the Media Presentation Area).
- 1.6 Go the end of the hall and open the door to the north entrance and place the magnetic "Entrance" sign on the outside of the door. All personnel shall enter via this door.
- 1.7 All AEOF personnel shall park in the area shown in Figure 1.
- 1.8 All AEOF personnel shall show their BVPS ID card to Security at the AEOF door (same format as the ERF).
- 1.9 Use Attachment 2.1 "AEOF Equipment Activation Checklist", to activate facility lighting and communications, if necessary.
- 1.10 Contact the Emergency Director (and other applicable personnel at the appropriate locations) and transfer designated responsibilities back to AEOF personnel.

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**Attachment 2 (4 of 7)**

**ALTERNATE EMERGENCY OPERATIONS FACILITY**

2.0 Alternate EOF activation (JPIC activated).

**NOTE:**

The TSC and EOF are already staffed and activated (EOF Evacuation).

- 2.1 Upon direction by the Emergency/Recovery Manager (in conjunction with the Emergency Director), EOF personnel shall transfer appropriate responsibilities to the TSC, ROC, or Control Room, (overall command and control, dose projections, etc.) prior to proceeding to the AEOF. Managers, Coordinators, Liaisons, Offsite Agencies, etc. shall proceed to the AEOF. Assistants will report to Assembly Areas, or home per their respective Emergency Coordinators.
- 2.2 AEOF personnel shall park in the area shown in Figure 1.
- 2.3 Personnel shall enter the door labeled "Entrance" and present their BVPS ID card to Security at the building entrance.
- 2.4 Upon entering, proceed down the hall to the AEOF and present your BVPS ID card to BVPS Security at the Alt. EOF door (same format as the ERF).
- 2.5 Use Attachment 2.1, "AEOF Equipment Activation Checklist", to activate facility lighting and communications, if necessary.
- 2.6 Activate ERDS per Attachment 2.3.
- 2.7 Contact the Emergency Director (and other applicable personnel at the appropriate locations) and transfer designated responsibilities to Alt. EOF personnel.

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

Attachment 2 (5 of 7)

**ALTERNATE EMERGENCY OPERATIONS FACILITY**

- 3.0 Alternate EOF activation (ERF Building not activated/JPIC not activated).

**NOTE:**

The TSC and EOF are not staffed or activated. This may occur during off-hours or upon immediate declaration of an Alert (or greater classification) if the EOF is inaccessible or can not perform its function.

**NOTE:**

BVPS Security will dispatch personnel to the AEOF instead of the ERF Building. BVPS Security personnel will be posted inside the JPIC Building, but remain outside the AEOF door for access control. Security personnel will continue to use the "ERF Building EPP Security and Dosimetry Issuance Log" to allow personnel access to the AEOF.

- 3.1 Upon notification that the Site is inaccessible and to report to the Alternate Emergency Facility via beepers, plant page or by phone, EOF On-Call Beeper Holders shall report to the AEOF per Figure 1 and determine the requirements for additional personnel.

**NOTE:**

Designated personnel have been authorized and notified by Nuclear Communications and provided access to the JPIC Bldg..

- 3.2 Emergency/Recovery Manager and Offsite Agency Liaisons are pre-designated personnel possessing key-card access shall enter the JPIC via the key-card door south entrance.

**NOTE:**

There are two key-card readers outside the JPIC door. One card reader unlocks the door and the other card reader deactivates the alarm.

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

Attachment 2 (6 of 7)

**ALTERNATE EMERGENCY OPERATIONS FACILITY**

- 3.3 Personnel shall place their key-card onto the "Alarm" card reader first to deactivate the alarm system (green light). Then, place key-card on "Door" card reader and open door. (Additional instructions are on outside and inside of the door.)
  - 3.4 Proceed to AEOF using the key from the Break-glass Box by the AEOF door, unlock door across from the Media Workroom (not the door in the Media Presentation Area).
  - 3.5 Go the end of the hall and open the door to the north entrance and place the magnetic "AEOF Entrance" sign on the outside of the door. All personnel shall enter via the north door by the parking area.
  - 3.6 All AEOF personnel shall park in the area shown in Figure 1.
  - 3.7 All AEOF personnel shall show their BVPS ID card to Security at the AEOF door (same format as the ERF).
  - 3.8 Use Attachment 2.1, "AEOF Equipment Activation Checklist", to activate facility lighting and communications, if necessary.
  - 3.9 Activate ERDS per Attachment 2.3.
  - 3.10 Contact the Emergency Director (and other applicable personnel at the appropriate locations) and transfer designated responsibilities to AEOF personnel.
- 4.0 Deactivation
- 4.1 The AEOF shall be deactivated upon the direction of the Emergency/Recovery Manager and provisions should be made to transfer responsibilities back to the ERF or Control Room.
  - 4.2 Emergency equipment/supplies shall be deactivated and restored to preactivation status.

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

Attachment 2 (7 of 7)

**ALTERNATE EMERGENCY OPERATIONS FACILITY**

- 4.3 All records generated during the response have been provided to the Offsite Agency Liaison who will forward the records to Emergency Preparedness.

**F. FINAL CONDITIONS**

- 1.0 Radiological and/or plant conditions have been returned to normal.
- 2.0 The EOF has become habitable and a recovery organization established, if needed.
- 3.0 The last individual to exit the JPIC Building should re-activate the alarm system per instructions by the alarm box.

**G. FIGURES**

- 1.0 Directions to Alternate EOF

**H. ATTACHMENTS**

- 2.1 AEOF Equipment Activation Checklist (Example)
- 2.2 AEOF ARERAS Activation/Deactivation Procedure
- 2.3 ERDS Activation From the AEOF

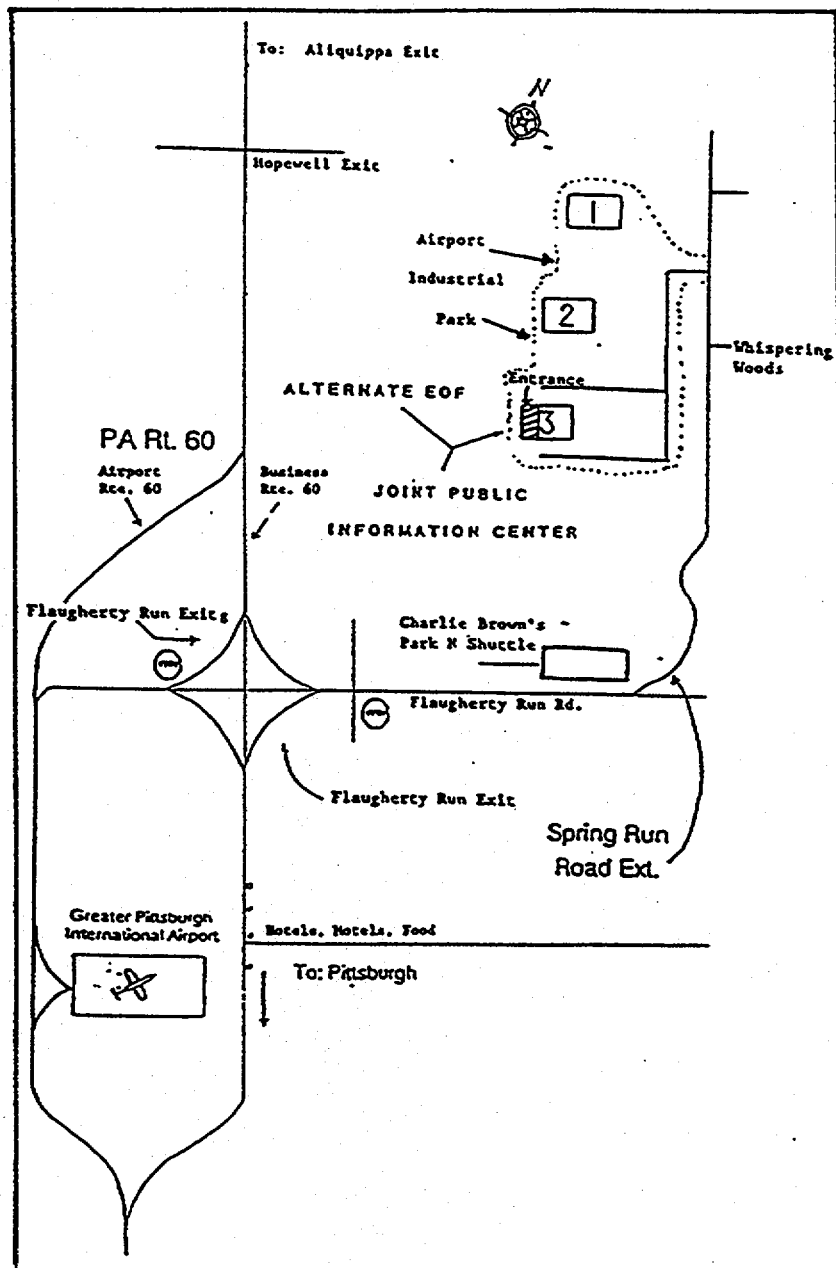
**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**INTENTIONALLY BLANK**

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

Figure 1

**DIRECTIONS TO ALT. EOF**



**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**INTENTIONALLY BLANK**



**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**Attachment 2.1  
(Page 1 of 2)**

<b>AEOF EQUIPMENT ACTIVATION CHECKLIST</b>
--

- **JPIC BUILDING LIGHTING**

If there is inadequate lighting in the JPIC or AEOF area, go to the Loading Dock area. On the wall opposite the entrance to the Loading Dock are the breaker panels. Open the last breaker box panel on the right and turn on appropriate breakers (breakers are labeled).

- **CHECK PAX PHONES**

If some PAX phones do **not** work, go to the TELECOMMUNICATIONS ROOM (the AEOF key will open this door) and throw the switch labeled AEOF "ON/OFF". This switch is located on the right wall approximately 10' from the door and approximately 6' off the ground. Some PAX phones are transferred from the EOF to the AEOF by this switch. If all PAX phones are operational, the switch is already "ON".

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**Attachment 2.1  
(Page 2 of 2)**

**AEOF EQUIPMENT ACTIVATION CHECKLIST**

**ACTIVATE THE OPERATIONS AND RADCON RINGDOWN PHONES AND HEADSET CIRCUITS.**

**NOTE:**

The OPERATIONS RINGDOWN PHONE will ONLY contact the Control Room. The RADCON RINGDOWN PHONE will ONLY contact the ROC via the EA&DP RSO line and the U1 and U2 Rad Monitor panels. No communications are possible with the ERF Building via the RINGDOWN lines. Also, the RINGDOWN PHONES do NOT ring at the AEOF, they only flash for incoming calls.

**ACTIVATE ERDS (IF NOT ALREADY DONE).**

Activate ERDS per EPP/IP 1.6, EMERGENCY OPERATIONS FACILITY ACTIVATION, OPERATION AND DEACTIVATION, Attachment 2.

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**AEOF ARERAS ACTIVATION/DEACTIVATION PROCEDURE**

**ACTIVATION**

- 1) Turn on ARERAS capable computer, if not already on.
- 2) Double click Dose Projection icon.
- 3) At the prompt type:

ATDT 5090, or  
ATDT 5573, or  
ATDT 5657, or  
ATDT 5659

(the specific PAX Phone number for accessing ARERAS from the AEOF).

- 4) When the word "Connect" appears on the screen, strike the Return key two times quickly.
- 5) This completes the LOGON process for ARERAS from the AEOF. Follow normal procedures (e.g.: EPP/IP 2.6.2 FSAR Defaults, EPP/IP 2.6.3 Real-Time Inputs, EPP/IP 2.6.4 Manual Inputs or EPP/IP 2.6.12 Severe Accident Assessment)

**DEACTIVATION**

- 1) Exit the ARERAS program normally.
- 2) When the words "No Carrier" appear on the screen, the modem connection has been terminated.
- 3) Shut down the computer.
- 4) Turn off the computer.

**EPP/Implementing Procedure**

**EPP/IP 1.6**

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**INTENTIONALLY BLANK**

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

Attachment 2.3 (1 of 4)

**ACTIVATION OF THE EMERGENCY RESPONSE DATA SYSTEM  
FROM THE AEOF**

**NOTE:**

If the ERDS Link(s) cannot be activated for any reason, inform the Emergency/Recovery Manager that the ERDS Link(s) are out of service and backup phone communications using EPP/IP 1.4 as guidance with the NRC should be established.

- 1.0 Obtain the necessary logon information (Username and password) from the envelope in the file cabinet containing the EPP/IP's. The information is maintained in an envelope on the inside of the top drawer.

**NOTE:**

Before attempting to power on the equipment, verify that the unit is powered off by pressing any key--not just in the screen saver mode. The NCD19C X terminal has a built-in screen saver facility. This screen saver facility will dim the display screen monitor if the keyboard or mouse has not been used for an extended period of time. If the X terminal is in screen saver mode, moving the mouse or pressing any key on the keyboard will cause the display monitor to be refreshed. If the display monitor remains blank after moving the mouse or depressing a key, then the NCD19C X terminal is either broken or powered off.

- 1.1 If not already powered on, power on the NCD19C X terminal using the power switch located on the rear of the NCD19C base unit.

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**Attachment 2.3 (2 of 4)**

**ACTIVATION OF THE EMERGENCY RESPONSE DATA SYSTEM  
FROM THE AEOF**

- 1.2 If not already powered on, turn on the HP LaserJet III laser printer using the power switch located on the right side of the unit.

After turning on power to the HP LaserJet III, the printer will perform a series of power-on self tests. If the power on self test successfully completes, all indicator lights on the operator panel will be off except the ONLINE indicator, and the status display will read "00 READY LETTER". If any other indication is present on the printer, then power-on self tests were not successfully completed and you will be unable to make hard copies of the screen displays. In either case, proceed with the activation procedure.

- 1.3 If not already powered on, turn on both of the Telebit T3000 modems using the power switch located on the left rear of each unit.

- 1.4 After completing the power on self tests, the modems will automatically connect with the corresponding modems located in the ERF Computer Room.

While attempting this connection process, you will be able to hear the modem "training" sequence. When a successful connection has been established, the modem speaker will be turned off and the modem will operate silently.

If a connection is successfully established, then the following status indicators on the front panel of the modem should be illuminated:

\* MR \* OH \* CD \* DTR \* RTS \* CTS

Under normal phone line conditions, the HS and EC lights should also be lit. Under poor phone line conditions, these two lights may not be illuminated.

- 1.5 The NCD19C is configured to automatically display a serial terminal session on the NCD19C X terminal after boot up. Press <RETURN> until the VMS logon prompt appears on the display screen.

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**Attachment 2.3 (3 of 4)**

**ACTIVATION OF THE EMERGENCY RESPONSE DATA SYSTEM  
FROM THE AEOF**

- 1.6 Enter the appropriate information from the card and press <RETURN> in response to the "Username:" prompt.
- 1.7 Enter the current password from the card and press <RETURN> in response to the "Password" prompt.

If the correct user name and password were entered, then the VMS system prompt (\$) will appear on the display screen.

- 1.8 Enter "XINITREMOTE" to initiate the XRemote X windows server. After two or three minutes, the initialized MMI display window with the "TOP MENU", "SCREEN UP", "SCREEN DOWN" and "PREV. SCREEN" function buttons will be displayed on the NCD19C X terminal.

**NOTE:**

If either of the phone lines between the AEOF and the ERF Computer Room are inadvertently lost, depress and release the T/D button located on the front panel of the Telebit T3000 modem and return to Step 1.4 and repeat the necessary steps.

- 1.9 Move the pointer to the dash in the upper left corner of the control menu box of the MMI display menu. Using the mouse, click once and select "Lower" from the pop-up menu.
- 1.10 Position the pointer to the lower left hand corner, double click on the "BVERDS" icon.
- 1.11 Position the pointer to "Applications" from the pop-up Session Manager menu. Click on "Applications" and select "DECterm" from the pop-up menu.
- 1.12 Type in "ERD", leave a space and "1" or "2" depending on the affected unit. Hit return and follow screen prompted instructions to activate link.

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**Attachment 2.3 (4 of 4)**

**ACTIVATION OF THE EMERGENCY RESPONSE DATA SYSTEM  
FROM THE AEOF**

- 1.13 While link is activating, "Link Status" will change from "Offline" to "Attempting Connection" to "Modem Connected" to "Online". Additionally, Link Status will change from "Offline" to "Connect Modem" to "Connect ERDS" to "Sending Data" or "Waiting".
- 1.14 Position the pointer to the dash in the upper left corner of the control menu box of the DECterm window. Using the mouse, click once and select "minimize" from the pop-up menu.

**NOTE:**

If both ERDS Links need to be activated due to an Alert declaration or higher, repeat steps 1.11 thru 1.14 for the opposite unit.



**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

Attachment 3 (Page 1 of 2)

**EOF STAFFING CHECKLIST**

**NOTE:**

This checklist is provided to aid the Assistant to the E/RM in the performance of his/her duties and determining the state of readiness of the EOF for activation. It is not intended to replace any portion of this IP.

**NOTE:**

Discuss staffing with the Technical Support Coordinator using the BVERS printout.

**Initials**

**Activity**

- \_\_\_\_\_ 1. Review EOF staffing. Inform the E/RM when sufficient EOF staff members have arrived. Depending on the emergency conditions, personnel necessary for the EOF may vary. Listed below is the suggested minimum staffing.

**Title**

- |       |       |   |                            |       |
|-------|-------|---|----------------------------|-------|
| _____ | _____ | * | Emergency/Recovery Manager | _____ |
| _____ | _____ | * | EA&DP Coordinator          | _____ |

- \_\_\_\_\_ 2. Obtain a copy of the Emergency Preparedness Plan and Implementing Procedures from EOF Cabinet #1.
- \_\_\_\_\_ 3. Update the EOF Event Classification status board.
- \_\_\_\_\_ 4. Prepare memo to E/RM providing status of EOF staffing.
- \_\_\_\_\_ 5. Identify problems and indicate action initiated to resolve.

\* Designates minimum positions per the Emergency Plan.

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**Attachment 3 (Page 2 of 2)**

**EOF STAFFING CHECKLIST**

**COMMENTS:**

---

---

---

---

---

---

---

---

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**Attachment 4 (Page 1 of 1)**

**OFFSITE AGENCY LIAISON - ACTIVATION CHECKLIST**

**NOTE:**

This checklist is provided as an aid for the Offsite Agency Liaison in the performance of his/her duties and determining the state of readiness of the EOF for activation. It is not intended to replace any portion of this IP.

**Initials**

**Activity**

- \_\_\_\_\_ 1. Distribute supply envelopes to each EOF location.
- \_\_\_\_\_ 2. Set up E/RM public address system (if applicable).
- \_\_\_\_\_ 3. In conjunction with the EOF Computer Operator, determine if the following is energized or operable and inform the E/RM.
  - Audio Communications to TSC and Control Room (PAX and/or Bell lines, Ops Circuit and RadCon Circuit) \_\_\_\_\_
  - SPDS/Unit Computer System \_\_\_\_\_
  - ERDS (AEOF only) \_\_\_\_\_
- \_\_\_\_\_ 4. Prepare speed memo to E/RM providing status of EOF equipment.
- \_\_\_\_\_ 5. Identify problems and indicate action initiated to resolve.

**NOTE:**

Be prepared to brief personnel arriving.

**COMMENTS:**

---



---



---



---

**EMERGENCY OPERATIONS FACILITY  
ACTIVATION, OPERATION AND DEACTIVATION**

**INTENTIONALLY BLANK**

**OFFSITE MONITORING FOR AIRBORNE**  
**RELEASE**

on S  
ites

APPROVAL PAGE

Intent Related Revision \_\_\_ Yes X No

IF YES

OSC and Site Approval

OSC Meeting Number \_\_\_\_\_ Date \_\_\_\_\_

Reviewed \_\_\_\_\_  
Director, Emergency Preparedness \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_  
Manager, Management Services \_\_\_\_\_ Date \_\_\_\_\_

IF NO

Reviewed Robert E. Fisher \_\_\_\_\_  
Director Emergency Preparedness \_\_\_\_\_ Date 11/23/99

Approved Henry W. Hawkins \_\_\_\_\_  
for Manager, Management Services \_\_\_\_\_ Date 11-24-99

CONTROLLED  
BVPS UNIT 3

**EFFECTIVE INDEX**

Issue 8 Rev.	0	OSC Approved	3-12-87
Issue 9 Rev.	0	Non-Intent Revision	10-9-90
	1	OSC Approved	12-6-90
	2	Non-Intent Revision	11-21-91
	3	Non-Intent Revision	12-29-92
Rev.	5	Non-Intent Revision	1-1-94
Rev.	6	Non-Intent Revision	10-7-94
Rev.	7	Non-Intent Revision	3-27-97
Rev.	8	Non-Intent Revision	12-2-99

**TABLE OF CONTENTS**

- A. OBJECTIVE
- B. RESPONSIBILITY
- C. ACTION LEVELS/PRECAUTIONS/PREREQUISITES
- D. PROCEDURE
- E. FINAL CONDITION
- F. REFERENCES
- G. ATTACHMENTS



**A. OBJECTIVE**

This procedure provides instructions to the field monitoring teams for performing offsite field monitoring in the event of an airborne release of radioactivity.

**B. RESPONSIBILITY**

This procedure is to be performed by the designated offsite monitoring teams.

**C. ACTION LEVELS/PRECAUTIONS/PREREQUISITES**

1.0 This procedure shall be implemented by the offsite monitoring teams when the teams are organized and directed to perform offsite field monitoring.

2.0 Precautions

2.1 Vehicles shall be used for monitoring team purposes. Personal vehicles shall generally not be used, unless no suitable vehicles are available. Owners volunteering the use of their personal vehicles shall be alerted to the fact that most insurance companies will deny any claim for damage due to radioactive contamination.

2.2 All monitoring equipment shall be stowed in the vehicle such that it will not effect the safe operation of the vehicle.

2.3 Monitoring team vehicles shall be operated in compliance with all motor vehicle laws, including speed limits and the use of seat belts.

3.0 The following prerequisites are required for successful completion of this procedure. If any of these prerequisites can not be met, request assistance from the TSC/EOF (393-5643, -5644) or the Radiological Operations Center (393-5120, -5124).

3.1 Inventoried monitoring team kit, and,

3.2 Hi-band Communications Radio and antenna, and,

3.3 Personal dosimetry, and,

**EPP/Implementing Procedure  
OFFSITE MONITORING FOR AIRBORNE RELEASE**

**EPP/IP 2.3  
A5.715EB**

**EPP/Implementing Procedure  
OFFSITE MONITORING FOR AIRBORNE RELEASE**

**EPP/IP 2.3  
A5.715EB**

- 3.4 PL Switch in Control Room in proper position
- 3.5 BVPS vehicle, or another vehicle, meeting the following criteria:
  - 3.5.1 Enclosed vehicle with sufficient room for the monitoring kit and fixed seating, with seat belts, for at least two persons, and,
  - 3.5.2 Operable cigarette lighter receptacle, and,
  - 3.5.3 At least 1/2 tank of gas, and,
  - 3.5.4 Current State motor vehicle inspection sticker.

**D. PROCEDURE**

1.0 Preliminary Actions

**NOTE:**

These preliminary steps are written with the assumption that the offsite monitoring teams will be dispatched from the Radiological Operations Center (ROC) or another inplant location, at the request of EA & DP personnel at the TSC/EOF.

If the TSC/EOF is not activated, all communications specified for EA & DP shall be directed to the Control Room.

If the team(s) are dispatched from an offsite location, (e.g., ERF, JPIC, home, etc.), the team is authorized to deviate from the preliminary steps provided below, as necessary, PROVIDED that the PREREQUISITE's listed above are met.

- 1.1 Record the following information:
  - 1.1.1 Procedure Start Date: \_\_\_\_\_
  - 1.1.2 Procedure Start Time: \_\_\_\_\_

- 1.2 Prior to leaving the ROC or the station, obtain the following dosimetry information on team members.

Name	Badge No.	Quarter TLD+SRD (mrem)	Expos Limit (mrem)	Current SRD (mrem)
------	-----------	------------------------	--------------------	--------------------

Team Leader:

\_\_\_\_\_

Driver::

\_\_\_\_\_

Addit'l::

\_\_\_\_\_

- 1.2.1 If any of these data not readily available, a reasonable estimate should be entered until data are available.

- 1.3 Prior to leaving the ROC obtain the key for the emergency key cabinet in the Unit 2 Cooling Tower Pump House.

**NOTE:**

The Pump House, itself, is not locked. There is a break glass, containing a key to the key cabinet, located within the Pump House.

- 1.4 If not already in their possession, team members shall obtain and don personal dosimetry, including a high-range SRD.

**NOTE:**

Team members will retain their dosimetry when they exit the station, and use this dosimetry while performing offsite monitoring.

If dispatched from other locations, (e.g., ERF, home, etc.), team members shall use dosimetry provided in monitoring kits.

- 1.5 Exit the station via the Primary Access Facility and proceed to the Unit 2 Cooling Tower Pump House.

- 1.6 Locate one of the vehicles for which keys are provided in the Pump House key cabinet. This vehicle shall meet the prerequisites of Section C.3.4, as directed by the ROC.
  - 1.6.1 If no vehicles are readily available, request the assistance of the ROC or the EA & DP in obtaining a suitable vehicle.
  - 1.6.2 If a vehicle cannot be obtained, a volunteered personal vehicle may be used if it meets the prerequisites of Section C.2.0.
- 1.7 Obtain monitoring equipment and prepare vehicle as follows:
  - 1.7.1 Obtain an airborne radiological monitoring team kit from the emergency cabinets in the Pump House.
  - 1.7.2 Perform operability checks on monitoring equipment, before leaving the Pump House, in accordance with instrument use procedures provided in kit.
    - 1.7.2.1 If any piece of equipment is missing or fails its operability check, obtain a calibrated replacement from other kits or from other station sources.
  - 1.7.3 Obtain a 60 watt monitoring team radio unit with magnetic mount antenna from the emergency cabinets in the Pump House.
  - 1.7.4 If the ROC has explicitly directed the use of protective clothing and/or respirators, this equipment shall be donned prior to leaving the station.
  - 1.7.5 Load monitoring team equipment into the vehicle so that it is safely restrained and will not affect the operation of the vehicle.
  - 1.7.6 Remove the survey maps, survey logs, procedures, the beta-gamma survey instrument, radios, and other equipment that may be needed enroute, from the monitoring kits and stow in a location accessible to the team leader while enroute.
  - 1.7.7 Install radio equipment on the vehicle.

- 1.7.8 Perform a radio check with EA & DP, to verify the operability of the radio equipment.
  - 1.7.8.1 If radio equipment is inoperable, obtain replacement equipment.
  
- 1.8 Provide the following information to the EA & DP personnel:
  - 1.8.1 Name and badge numbers of team members.
  - 1.8.2 Current pocket dosimeter reading and exposure limits.
  
- 1.9 Request a briefing from EA & DP and record the following information in the spaces provided below. If the TSC is not yet activated, obtain this information from the ROC or the Control Room.
  - 1.9.1 Team Identification: \_\_\_\_\_
  - 1.9.2 Emergency Classification: \_\_\_\_\_
  - 1.9.3 Has Release Started?  If so, when? \_\_\_\_\_
  - 1.9.4 Plume Type:  PUFF  GROUND LVL  ELEVATED
  - 1.9.5 Current 35' Wind Speed: \_\_\_\_\_ (mph)
  - 1.9.6 Current 150' Wind Direction: \_\_\_\_\_ (deg)
  - 1.9.7 Initial Survey Route Assignment:  
  
     NW  NE  SE  SW  
  
                                    - OR -  
  
    Initial Survey Location: \_\_\_\_\_
  - 1.9.8 Desire Measurements at Initial Location: \_\_\_\_\_  
  
\_\_\_\_\_
  - 1.9.9 Air Sampling:  Silver Zeolite  
                                     Charcoal  None

1.9.10 Public Protective Actions Implemented: \_\_\_\_\_  
\_\_\_\_\_

1.9.11 Special Precautions or Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.10 Obtain a copy of the Field Monitoring Team Log (Form 2.3-1, and complete the following entries in the spaces provided:

1.10.1 GAS TANK LEVEL -- indicate gas tank level by drawing a vertical line across the scale.

1.10.2 TEAM -- indicate the team designation by circling one of the numbers and circling "OFFSITE".

1.10.3 ROUTE -- if so assigned, indicate the assigned survey route by circling one of the distances and one of the quadrants. Otherwise, circle "N/A".

1.10.4 DATE -- Enter today's date.

1.10.5 TEAM MEMBERS -- print the name and badge number of team members.

1.10.6 INSTRUMENT SERIAL NUMBERS -- enter the serial number for survey instruments.

1.11 Proceed to the first survey location.

1.12 Perform requested surveys in accordance with the remaining steps of this procedure.

1.12.1 If the TSC/EOF is not yet activated, and the ROC or Control Room has not specified a first survey location, the monitoring team shall proceed as described in Step 3.0.

2.0 Continuing Actions

**NOTE:**

The instructions in this section are applicable during all offsite monitoring team activities, and shall be performed in conjunction with other steps as appropriate.

- 2.1 Team members shall periodically read their pocket dosimeter and report their cumulative radiation reading to the TSC/EOF no less than every 30 minutes.
- 2.2 Team members shall take appropriate actions to prevent the spread of detected contamination to their skin, clothing, survey equipment, and/or vehicle to the extent possible.
- 2.3 Team members shall not eat, drink, or smoke in areas with greater than background contamination or airborne activity.
- 2.4 Keep the radio equipment turned on at all times while away from the station.
- 2.5 All communications between the monitoring teams and EA & DP shall follow standard radio protocol (Attachment 7).
  - 2.5.1 Identify survey locations using predesignated survey locations to the extent possible.
  - 2.5.2 All survey data reports to EA & DP shall use the following format:

**NOTE:**

To facilitate the transfer of data, the Field Monitoring Team Log used by the monitoring team, and the Field Monitoring Worksheet used by EA & DP has similarly labeled blanks. It is only necessary to transfer the variable information. Fixed information such as column headings and units need not be relayed. This protocol will minimize communication errors.

- 2.5.2.1 Report all survey data on the worksheet in relation to its block number, rather than its parameter name. For example, "...Block 1 is A point one point one; Block 5 is four zero zero zero; Block 3 is zero point five;....".

2.5.2.2 Do not report units such as mR/hr, ft3.

2.6 If members of the public or the news media solicit information from the monitoring team, the team shall:

2.6.1 Be courteous.

2.6.2 Explain that the survey is a precautionary measure, that the survey data are raw data that have not been evaluated, and, that significant final data will be reported to State and local authorities.

2.6.3 Direct additional public questions to the local county information line. The telephone number is provided in the emergency response section (blue pages) of the telephone directory.

2.6.4 Direct additional news media questions to First Energy Corporate at 412-393-5201.

2.7 Remain alert to the status of consumable supplies, such as vehicle gas, sample media and survey meter batteries, and notify EA & DP of any pending shortfalls.

2.8 In the event of a monitoring team shift change associated with a longer term emergency response, the off-going monitoring team will complete the FINAL CONDITIONS of this procedure. The oncoming team will initiate a new copy of this procedure, re-performing or verifying the preliminary steps above, as directed by EA & DP or the ROC.

3.0 Default Survey

**NOTE:**

The steps in this section are performed whenever the ROC or the Control Room does not provide an initial survey assignment. This may occur during a quickly breaking incident prior to activation of the ROC or TSC/EOF. Generally, by the time that the team has completed the preliminary steps of this procedure, the TSC/EOF will have been activated.

3.1 Locate the survey map and the survey point index for the assigned map quadrant.



3.1.1 If the quadrant was not assigned, select the quadrant into which the wind is blowing:

<u>Wind Direction</u>	<u>Quadrant</u>
0 - 90	SW
90-180	NW
180-270	NE
270-360	SE

3.2 If weather permits, perform a moving dose rate survey (Step 4.0) while enroute to the first survey location.

3.2.1 If there is a BVPS monitoring team at that location, proceed to the next location on the survey route.

3.3 Perform a stationary dose rate survey (Step 5.0) at this location.

3.4 If the open window dose rate is greater than the closed window dose rate, obtain a 10 ft<sup>3</sup> air sample and perform field screening on the sample media as described in Step 6.0.

3.4.1 Use a silver zeolite cartridge for iodine sampling.

3.5 Record all data on the Field Monitoring Team Log.

3.6 Report the data to the ROC or Control Room.

3.7 Proceed to the next survey point on the route.

3.8 Repeat Steps 3.2 to 3.7 until directed otherwise.

4.0 Moving Dose Rate Survey

**NOTE:**

Moving dose rate surveys are performed to locate the boundaries of the plume, and/or, to locate plume centerline. The steps in this section are performed when enroute to the first survey location, while enroute between survey locations, and as directed by EA & DP.

**NOTE:**

Whenever possible an ion chamber instrument, such as the Eberline RO- series, should be used for making dose rate measurements. However, an instrument with an energy-compensated GM probe, such as the Eberline HP-270, is an acceptable substitute for gamma exposure measurements.

**NOTE:**

Team SRD readings should be reported to EA & DP approximately every 30 minutes or, in higher dose rate areas, every 100 mrem.

- 4.1 Select a beta-gamma instrument.
- 4.2 Close the beta window.
- 4.3 Open the vehicle window and hold the instrument at the opening.
- 4.4 Travel along the designated survey route at a low rate of speed (within speed limits, no greater than 30 mph).
- 4.5 Monitor instrument read-out and note changes in instrument response.
  - 4.5.1 Report the first increase ( $>1.0$  mrem/hr) in ambient dose rate above background to EA & DP and log the location on the Field Monitoring Team Log.

4.5.2 If the ambient dose rate increases to 100 mR/hr:

4.5.2.1 Immediately move away to an area of lower dose rate.

4.5.2.2 Notify EA & DP and request instructions.

4.5.3 If the survey is being performed to locate the leading and trailing edges of the plume also report significant decreases in ambient dose rates.

5.0 Stationary Dose Rate Survey

**NOTE:**

Whenever possible an ion chamber instrument, such as the Eberline RO- series, should be used for making dose rate measurements. However, an instrument with an energy-compensated GM probe, such as the Eberline HP-270, is an acceptable substitute for gamma exposure measurements.

5.1 Take a closed window reading.

5.1.1 Check the beta window closed.

5.1.2 Hold the instrument, or instrument probe parallel to, facing, and about 3 feet (e.g., waist height) above the ground.

5.1.3 Allow sufficient time for the instrument reading to stabilize.

5.1.4 Record reading, in mR/hr, on the Field Monitoring Team Log.

5.2 Take an open window reading.

5.2.1 Open the beta window.

- 5.2.2 Hold the instrument, or instrument probe parallel to, facing, and about 3 feet (e.g., waist height) above the ground. Allow sufficient time for the instrument reading to stabilize. Note the reading.
- 5.2.3 Rotate the instrument beta window to face upwards. Allow sufficient time for the instrument reading to stabilize. Note the reading.
- 5.2.4 Record the higher reading, in mR/hr, on the Field Monitoring Team Log.
- 5.2.5 Vary the height of the instrument, or probe, between waist height and 3 inches above the ground.
  - 5.2.5.1 If the open window reading is higher, closer to the ground, record and label the 3 inch reading in the REMARKS column.

- 5.3 If an air sample was requested for this location, proceed to Step 6.0.
- 5.4 When all measurements required at this location have been obtained, report the data (blocks 1 - 11) to EA & DP. Await further instructions.

6.0 Airborne Activity Sampling

**NOTE:**

If the open window dose rate measurement is about equal to the closed window reading, the survey location is not submerged in the plume and air samples will underestimate the plume concentration. Notify EA & DP if this is the case and request instructions.

- 6.1 Prepare sampler:
  - 6.1.1 If not already present, mark a flow arrow on the side of the charcoal or silver zeolite cartridge.

- 6.1.1.1 EA & DP will direct which iodine sample media to use.
- 6.1.2 Place a clean particulate filter, and the iodine sample cartridge, in the sample holder and install on the sampler.
  - 6.1.2.1 Air flow shall pass through the particulate paper first and then the cartridge in the direction of the arrow marked on the cartridge.
  - 6.1.2.2 If EA & DP does not request an iodine sample, use a single charcoal cartridge as a place-holder. Re-use this cartridge for all subsequent particulate sample.
- 6.1.3 Position the sampler so that the intake is not in close proximity to potentially contaminated surfaces. Protect the filter paper and iodine cartridge from rain.
- 6.1.4 If the air sampler has an integral battery, proceed to Step 6.2.

**CAUTION:**

In the steps to follow, use caution when connecting the sampler power leads to the vehicle battery. Specifically:

Avoid the fan, fan belt, and other engine moving parts when positioning and connecting power leads.

Avoid contact with battery acid corrosion residue.

To minimize the potential for hydrogen explosion, do NOT connect or disconnect the sampler power leads while the sampler is turned on.

- 6.1.5 Connect the sampler to the vehicle battery.

- 6.2 Obtain the sample:
- 6.2.1 Turn on the sampler
  - 6.2.2 Record the sample start time on an Air Sample Record Card.
  - 6.2.3 Read the flow rate, and determine the sampling time:  
$$\text{Sample Time, minutes} = \frac{\text{Desired Volume ft}^3}{\text{Sample Flow Rate, cfm}}$$
  - 6.2.3.1 The desired sample volume is 10 ft<sup>3</sup>, unless directed otherwise by EA & DP personnel.
  - 6.2.4 When the sample time has elapsed, stop the sampler and record the stop time on an Air Sample Record Card.
  - 6.2.5 Complete other data requested on Air Sample Record Card.
- 6.3 Using the E140N with a HP210 probe, obtain a background reading.
- 6.3.1 Check that the RESPONSE control is set for the slowest response.
  - 6.3.2 Position the probe over the location where the sample media will be counted.
  - 6.3.3 Evaluate background count rate.
    - 6.3.3.1 If the background exceeds 30,000 cpm, notify EA & DP and request clearance to move to an area of lower background.
  - 6.3.4 Note and record the background count rate in cpm on the Field Monitoring Team Log.

6.4 Perform field screening of the sample media.

**CAUTION**

Handle sample media in a manner that minimizes cross-contamination of sample media or the removal of activity from the sample media. As example:

Handle all sample media by the edges.

Place, do not slide, sample media into sample bags.

Do not shake sample bags, or squeeze sample bags together.

6.4.1 Remove the sample media from the sample holder.

6.4.2 Count the filter paper and the iodine cartridge separately.

6.4.2.1 Place the filter paper on a clean surface.

6.4.2.2 Hold the HP210 probe about 0.5 inches above the filter paper.

6.4.2.3 Record the gross instrument reading, in cpm, on the Field Monitoring Team Log.

6.4.2.4 Place the iodine sample cartridge on a clean surface, flow arrow pointing downward.

6.4.2.5 Hold the HP210 probe about 0.5 inches above the face of the sample cartridge.

6.4.2.6 Record the gross instrument reading, in cpm, on the Field Monitoring Team Log.

- 6.5 On the Field Monitoring Team Log,
  - 6.5.1 Record the sample volume in column 8.
  - 6.5.2 Circle the iodine sample time, if applicable, in column 9.
  - 6.5.3 Record the team member SRD readings in columns 10 and 11.
- 6.6 When all measurements required at this location have been obtained, report the data (blocks 1 - 11) to EA & DP. Await further instructions.

**E. FINAL CONDITIONS**

- 1.0 All sample media are properly bagged, labeled, and have been returned to the station for possible laboratory analysis.
- 2.0 All survey logs are complete, and signed by the team leader.
- 3.0 Survey logs shall be attached to this procedure, and the procedure forwarded to the EA & DP Coordinator in the TSC/EOF, and then upon termination of the emergency, to the Communications and Records Coordinator.
- 4.0 If the team has been directed to turnover to a relief team, the oncoming monitoring team has been briefed by the off-going team regarding the status of monitoring equipment, supplies, the vehicle, and other pertinent information.
- 5.0 If the team has been directed to return to the station without turnover, all monitoring equipment, including the vehicle, has been returned to the original storage location, or another location designated by EA & DP.
- 6.0 Procedure Complete
  - 6.1 Date/Time: \_\_\_\_\_
  - 6.2 Team Leader: \_\_\_\_\_



**F. REFERENCES**

- 1.0 DLC, "Airborne Radioactivity Sampling" HPM RP 7.3
- 2.0 DLC, Portable Air Samplers - Model H-809C, H-809V, H-809B2 (RADECO).  
HPM RIP-6.6

**G. ATTACHMENTS**

- 1.0 Worksheet 2.3-1, Field Monitoring Team Log
- 2.0 NW Offsite Survey Map
- 3.0 SW Offsite Survey Map
- 4.0 SE Offsite Survey Map
- 5.0 NE Offsite Survey Map
- 6.0 Air Sample Record Card
- 7.0 Radio Protocol

**INTENTIONALLY BLANK**



**ATTACHMENT 1 (2 OF 2)**

INSTRUCTIONS

One Time Entries

- a. GAS TANK -- Enter the gas tank level at the start of monitoring.
- b. TEAM -- Circle the appropriate team designation(s).
- c. ROUTE -- If assigned a specific route, circle the distance and quadrant designations. IF NOT, circle "N/A".
- d. DATE -- Enter the current date.
- e. TEAM MEMBERS -- Enter the name and badge number of the team members. Member #1 should be the team leader.
- f. INSTRUMENT SERIAL NUMBERS -- Enter the serial numbers of the instruments that will be used.
- g. TEAM LEADER -- The team leader signs the form when the form is complete.

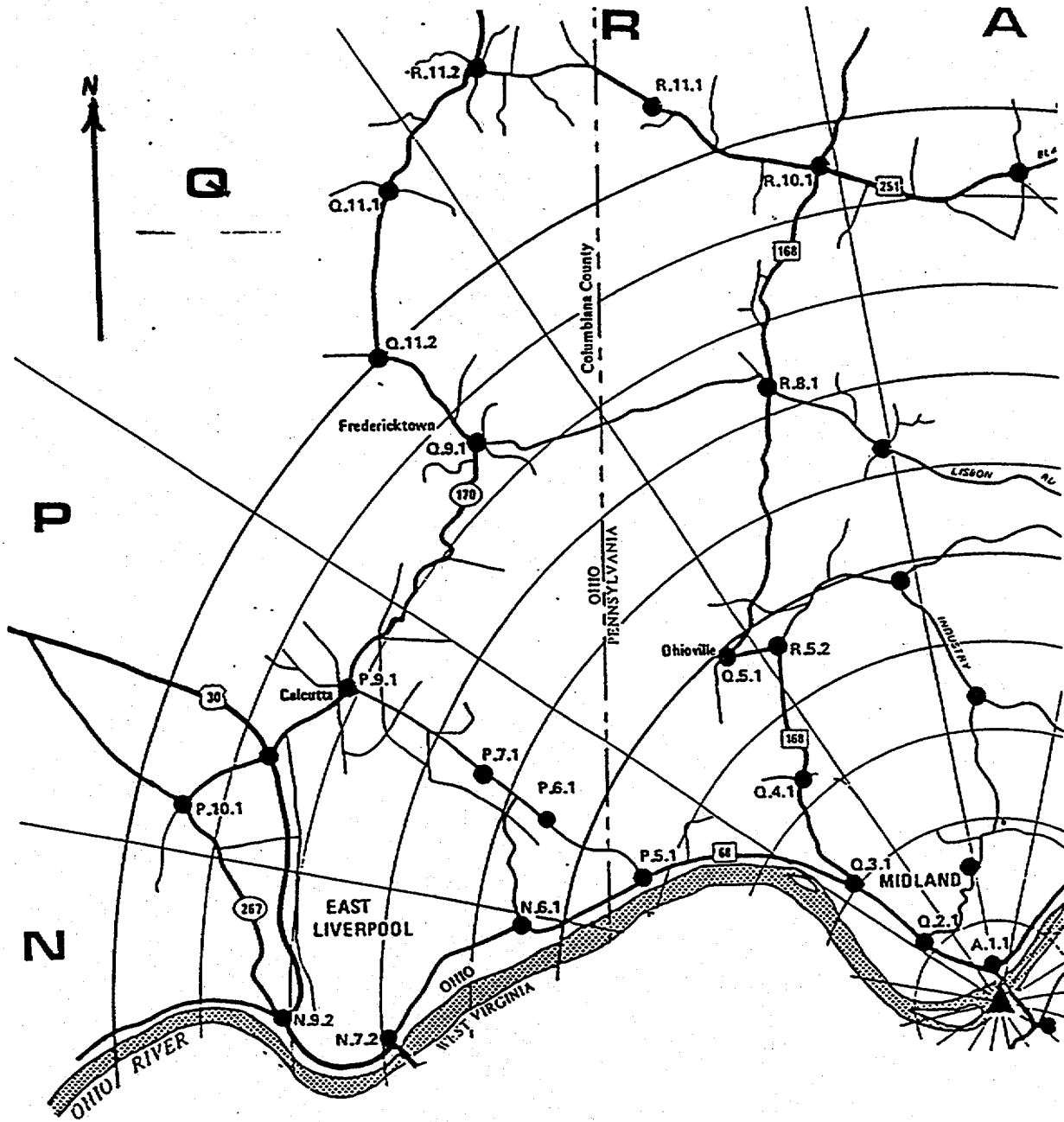
For Each Survey Point

1. SURVEY POINT -- Enter the survey point designation, (e.g., A.1.1. If a non-standard survey location, enter an asterisk in column 1 and put a description of the location in the remarks section.
2. TIME -- Enter the time that the measurements were taken. For air samples, use the start time of the sampling period.
- 3,4 DOSE RATE -- Enter the closed window B-G dose rate in mR/hr and the open window B-G dose rate in mR/hr in columns 3 and 4 respectively.
- 5,6,7 FIELD SCREENING -- Enter the gross count rates for particulate and iodine samples, and the background count rate, in cpm, in columns 5, 6 and 7 as appropriate.
8. SAMPLE VOLUME -- Enter the air sample volume in column 8.
9. CARTRIDGE TYPE -- Circle the iodine sample media type in column 9.
- 10,11 TEAM SRD, mR/hr -- Enter the team members self-reading dosimeter dose in columns 10 and 11. Use column 11 for team member #1 identified at the bottom of the log and column 12 for team member #2.
12. Enter any remarks necessary in the Remarks Column.

NOTE: When reporting these data back to EA & DP, report the data by column number and value. For example: "...column 1 A point 1 point 1, column 2 fourteen hundred, column 3 zero point zero one, column 2 zero point zero three, column 5 none..." Use "none" to report any columns for which data were not collected.

2.3-1

NW OFFSITE SURVEY MAP



**ATTACHMENT 2 (2 of 3)**

**NORTHWEST 5 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
Q.3.1	Intersection of Rt's 168 & 68	Good
P.5.1	Intersection of Rt. 68 and Calcutta-Smith Ferry Rd.	Good
P.6.1	Top of Hill Calcutta-Smith Ferry Rd.	Good
N.6.1	Intersection of Parkway Rd. & Ohio Rt. 39	Good

**NORTHWEST 10 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
A.1.1	Rt. 168 Bridge on Midland side of Ohio River	Good
Q.3.1	Intersection of Rt. 168 & 68	Good
Q.4.1	Rt. 168 & Eastwood Dr.	Good
Q.5.1	Ohioville Vol. Fire Dept. off Rt. 168	Good
R.8.1	Intersection of Rt. 168 & Lisbon Rd.	Good
R.10.1	Intersection of Rt's 251 & 168	Fair
R.11.1	Intersection of Rt. 251 & State Gamelands Rd.	Poor
R.11.2	Intersection of Rt's 170 & 251	Poor
Q.11.1	Intersection of Rt. 170 & Clarkson Pancake Rd.	Good
Q.11.2	Intersection of Rt. 170 & Frederickstown Clarkson Rd.	Good
C.9.1	Intersection of Rt. 170 & Frederickstown Rd.	Good
P.9.1	Intersection of Rt. 170 & Calcutta-Smith Ferry Rd.	Good
P.10.1	Intersection of Rt. 267 & T928 (Irish-Ridge Rd)	Good
N.9.2	Intersection of Rt's 267 & 39/7 (School)	Fair
N.7.2	Emergency stopping area before Ohio/W.Va. Bridge Rt. 30	Good
P.5.1	Intersection of Rt. 68 & Calcutta-Smith Ferry Rd.	Good

**ATTACHMENT 2 (3 of 3)**

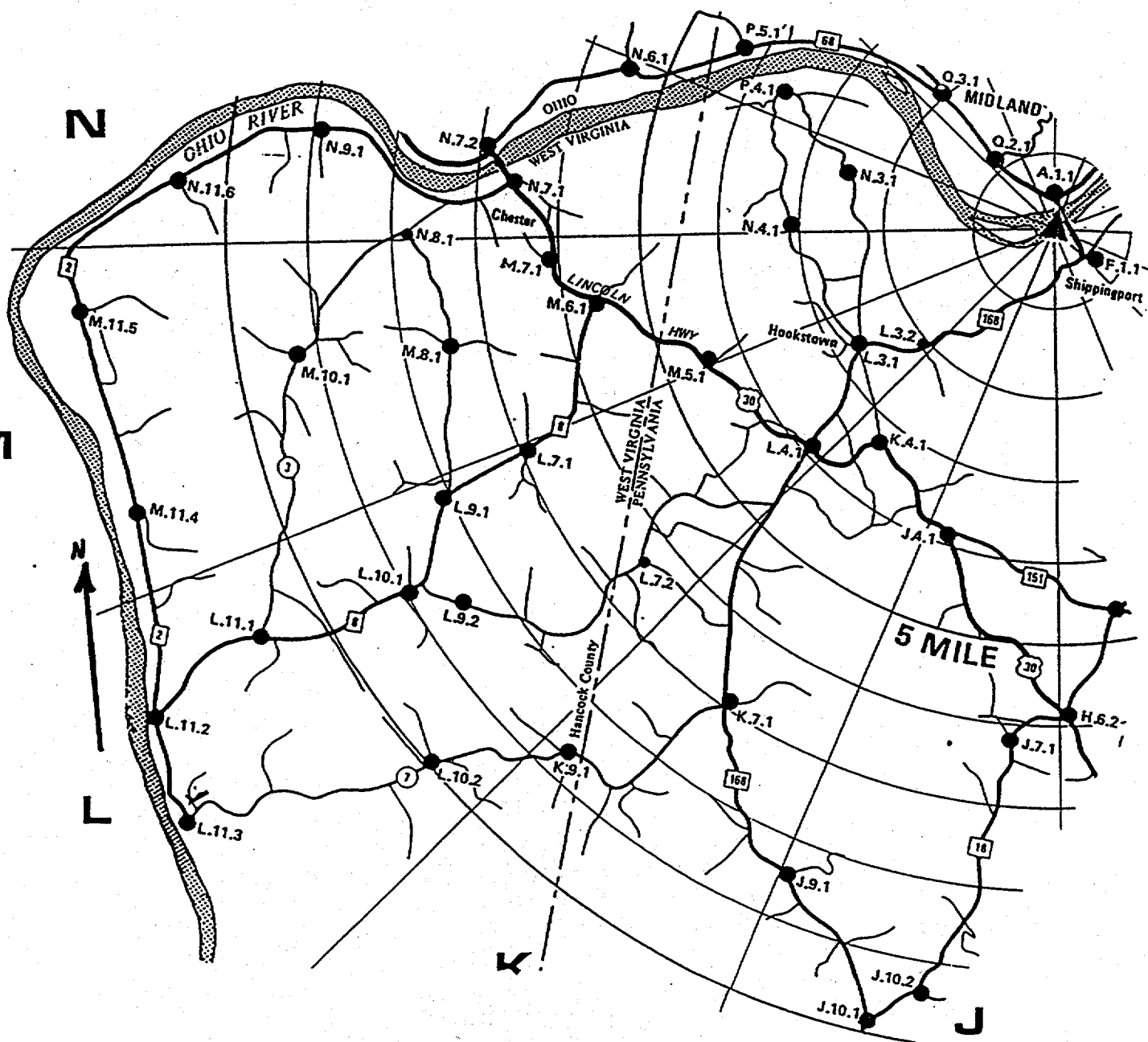
**NORTHWEST ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
A.1.1	Rt. 168 Bridge on Midland Side of Ohio River	Good
Q.3.1	Intersection of Rt. 168 & 68	Good
P.6.1	Top of Hill Calcutta-Smith Ferry Rd.	Good
N.6.1	Intersection of Fisher Rd. & Ohio Rt. 39	Poor
Q.4.1	Entrance to Meadowbrook Estates, Rt. 168 & Eastwood Dr.	Good
Q.5.2	Intersection of Tuscarawas Rd. and Rte. 168	Good
Q.5.1	Ohioville Vol. Fire Dept. off Rt. 168	Good
R.8.1	Intersection of Rt. 168 & Lisbon Rd.	Good
R.10.1	Intersection of Rt's 251 & 168	Fair
R.11.1	Intersection of Rt. 251 & State Gamelands Rd.	Poor
R.11.2	Intersection of Rt's 170 & 154	Poor
Q.11.1	Intersection of Rt. 170 & Clarkson Pancake Rd.	Good
Q.11.2	Intersection of Rt. 170 & Fredrickstown Clarkson Rd.	Good
Q.9.1	Intersection of Rt. 170 & Frederickstown Rd.	Poor
P.9.1	Intersection of Rt. 170 & Calcutta-Smith Ferry Rd.	Good
P.10.1	Intersection of Rt. 267 & T928 (Irish-Ridge Rd)	Good
N.9.2	Intersection of Rt's 267 & 39/7 (School)	Good
N.7.2	Emergency stopping area before Ohio/W.Va. Bridge Rt. 30	Good
P.5.1	Intersection of Rt. 68 & Calcutta-Smith Ferry Rd.	Good
P.6.1	Top of hill Calcutta-Smith Ferry Rd.	Good
P.7.1	Calcutta Church (Calcutta-Smith Ferry Rd.)	Good

**INTENTIONALLY LEFT BLANK**



SW OFFSITE SURVEY MAP



**ATTACHMENT 3 (2 of 4)**

**SOUTHWEST 5 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
L.3.1	Major Intersection in Hookstown	Good
L.4.1	Intersection of Rt. 168 & Rt. 30	Good
J.4.1	Intersection of Rt. 30 & Tr. 151	Good
H.5.1	Intersection of Rt. 151 & Rt. 18	Good
H.6.2	Intersection of Rt. 18 & Rt. 30	Fair
M.5.1	West on Rt. 30, 1.2 miles Past L.4.1 or East on Rt. 30, 1.2 miles Past M.6.1	Good
M.6.1	Intersection of Rt. 30 & Rt. 8	Good
N.7.1	West Virginia-Ohio Bridge, Rt. 30	Good
N.6.1	Intersection of Rt. 39 & Parkway	Good
Q.2.1	Entrance to J&L Steel, Rt. 68 Midland	Good
A.1.1	Midland Side of Rt. 168 Bridge	Good

**SOUTHWEST 10 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
L.3.1	Major Intersection in Hookstown	Good
L.4.1	Intersection of Rt. 168 & Rt. 30	Good
J.4.1	Intersection of Rt. 30 & Tr. 151	Good
H.5.1	Intersection of Rt. 151 & Rt. 18	Good
H.6.2	Intersection of Rt. 18 & Rt. 30	Fair
J.10.1	Intersection of Rt. 18 & Rt. 168	Good
J.9.1	Entrance to Youth Forestry Camp Rt. 168	Good
K.7.1	Intersection of Hanover Rd. & Rt. 168, 2.7 miles from J.9.1 or 3.3 miles from L.A.1	Good
K.9.1	Intersection of Rt. 7 & Rt. 24	Good
L.10.2	Intersection of Rt. 7 & Rt. 26, (Florence Rd.) Sewage Lift Station	Good
L.11.3	Intersection of Rt. 2 & Rt. 7, (Hardin's Run)	Fair

ATTACHMENT 3 (3 of 4)

SOUTHWEST 10 MILE ROUTE

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
L.11.2	Intersection of Rt. 2 & Rt. 8	Good
M.11.4	Bridge of Tomlinson Lake, Rt. 2	Good
M.11.5	Intersection of Rt. 2 & Rt. 208	Good
N.11.6	Intersection of Rt. 2 & Rt. 3/6, R.R. Crossing	Good
N.9.1	Intersection of Rt. 2 & Rt. 1	Good
N.7.1	West Virginia-Ohio Bridge, Rt. 30	Good
N.6.1	Intersection of Rt. 39 & Parkway	Good
Q.2.1	Entrance to J&L Steel Rt. 68 Midland	Good
A.1.1	Midland Side of Rt. 168 Bridge over Ohio	Good
L.4.1	Intersection of Rt. 168 & Rt. 30	Good

SOUTHWEST ROUTE

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
L.3.1	Major Intersection in Hookstown	Good
L.4.1	Intersection of Rt. 168 & Rt. 30	Good
J.4.1	Intersection of Rt. 30 & Tr. 151	Good
H.5.1	Intersection of Rt. 151 & Rt. 18	Good
H.6.2	Intersection of Rt. 18 & Rt. 30	Fair
J.10.1	Intersection of Rt. 18 & Rt. 168	Good
J.9.1	Entrance to Youth Forestry Camp Rt. 168	Good
K.7.1	Intersection of Hanover Rd. & Rt. 18, 2.7 miles from L.4.1	Good
M.5.1	West on Rt. 30, 1.2 miles Past L.4.1 or East or East on Rt. 30, 1.2 miles Past M.6.1	Good
M.6.1	Intersection of Rt. 30 & Rt. 8	Good
N.7.1	West Virginia-Ohio Bridge, Rt. 30	Good
A.1.1	Midland Side of Rt. 168 Bridge	Good
Q.2.1	Entrance to J&L Steel, Rt. 68 Midland	Good
N.6.1	Intersection of Rt. 39 & Parkway Rd.	Good

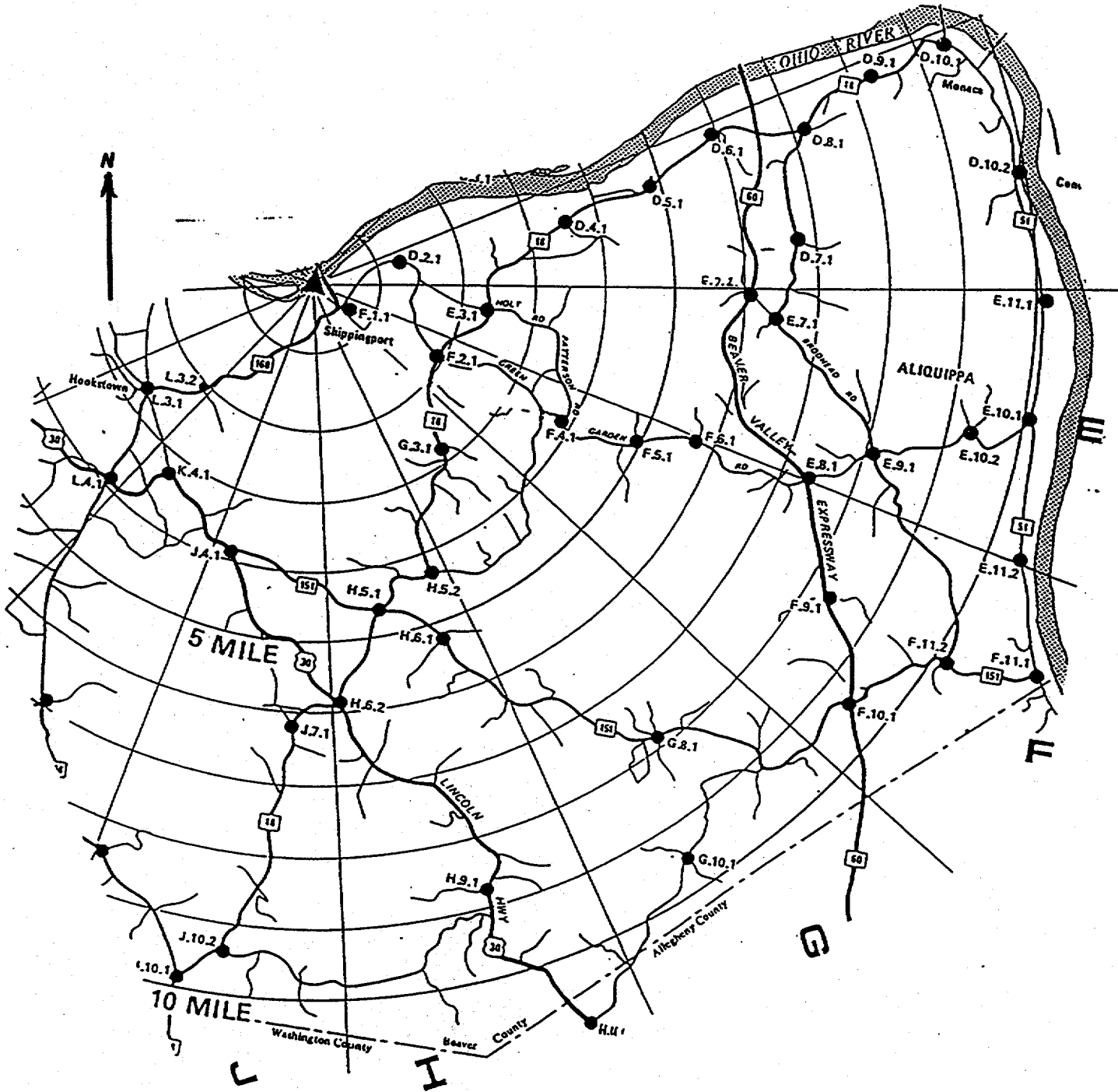
ATTACHMENT 3 (4 of 4)

SOUTHWEST ROUTE

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
N.4.1	Second Bridge Past Hookstown Intersection	Good
P.4.1	Dravo, Keystone Division	Good
N.3.1	Top of Hill Next to DLCO Radio Tower	Good
L.7.1	Intersection of Rt. 8 & Rt. 14	Good
L.9.1	Intersection of Rt. 8 & Rt. 5	Good
L.10.1	Tomlinson Run State Park Entrance, Rt. 8	Good
L.11.1	Intersection of Rt. 8 & Rt. 3	Good
L.9.2	Oak Glen High School, County Rd. 18	Good
L.7.2	Intersection of Rt. 33 & Rt. 14/2	Fair
N.9.1	Intersection of Rt. 2 & Rt. 1	Good
N.11.6	Intersection of Rt. 2 & Rt. 3/6, RR Crossing	Good
M.11.5	Intersection of Rt. 2 & Rt. 208	Good
M.11.4	Bridge Over Tomlinson Lake, Rt. 2	Good
L.11.2	Intersection of Rt. 2 & Rt. 8	Good
L.11.3	Intersection of Rt. 2 & Rt. 7, (Hardin's Run)	Fair
L.10.2	Intersection of Rt. 7 & Rt. 26, (Florence Rd.)	Good
K.9.1	Intersection of Rt. 7 & Rt. 24	Good
M.10.1	Intersection of Rt. 3 & Rt. 208	Good
N.8.1	Intersection of Rt. 3/2 & Rt. 5	Good
M.8.1	Intersection of Rt. 5 & Rt. 208	Good

ATTACHMENT 4 (1 of 4)

SE OFFSITE SURVEY MAP



**ATTACHMENT 4 (2 of 4)**

**SOUTHEAST 5 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
D.2.1	Bruce Mansfield Plant Entrance	Good
F.2.1	Intersection of Rt. 18 & Green Garden Rd.	Good
E.3.1	Intersection of Rt. 18 & Holt Rd.	Good
D.4.1	"Y" in road at Rt. 18 and Mowry Rd.	Good
D.5.1	Main Plant Entrance ARCO/POLYMERS, Rt. 18	Good
D.6.1	Zinc Corp. of American Entrance, Rt. 18	Good
E.7.2	Center Exit of Rt. 60	Good
E.8.1	Aliquippa Exit of Rt. 60	Good
F.6.1	Intersection of Penny Hollow Park Rd. & Green Garden Road	Good
F.4.1	Intersection of Green Garden Rd. & Patterson Rd.	Good
G.3.1	Superior Mobile Homes, Rt. 18	Good
H.5.1	Intersection of Rt's 18 & 151	Good
J.4.1	Intersection of Rt's 30 & 151	Good
L.3.1	Main Intersection in Hookstown	Good

**SOUTHEAST 10 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
D.2.1	Bruce Mansfield Plant Entrance	Good
F.2.1	Intersection of Rt. 18 & Green Garden Rd.	Good
E.3.1	Intersection of Rt. 18 & Holt Rd. 1.1 mile from F2.1	Good
D.4.1	"Y" in road at Rt. 18 and Mowry Rd.	Good
D.5.1	Main Plant Entrance ARCO/POLYMERS, Rt. 18	Good
D.6.1	Zinc Corp. of American, Rt. 18	Good
D.8.1	Intersection of Rt's 18 & 51, Beaver Valley Mall	Good
D.9.1	Gee Bee Shopping Center, Rt. 18/51	Good

**ATTACHMENT 4 (3 of 4)**

**SOUTHEAST 10 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
D.10.1	Phoenix Glass Parking Lot, Penn Ave., Monaca	Good
D.10.2	Intersection of Constitution Blvd. and Monaca Rd.	Good
E.11.1	Entrance to West Aliquippa, Constitution Blvd.	Good
E.10.1	Entrance to Aliquippa from Constitution Blvd.	Good
E.10.2	Intersection of Franklin Ave. & Kennedy Blvd., Aliq.	Good
E.11.2	Ambridge-Aliquippa Bridge, Constitution Blvd.	Fair
F.11.1	Phillips Power Station, Constitution Blvd.	Poor
F.11.2	Intersection of Rt's 51 & 151	Good
F.10.1	Intersection of Rt's 151 & 60, 60 overpasses 151	Good
G.10.1	2nd Intersection Past Booktown (off Rt. 151)	Good
H.11.1	Mazzaro Coal Right Side Rt. 30 - Allegheny Co.	Fair
H.9.1	Raccoon Park Entrance, Rt. 30	Fair
J.10.1	Intersection of Rt's 18 & 168	Good
H.6.2	Intersection of Rt's 18 & 30	Fair
J.4.1	Intersection of Rt's 30 & 151	Good
L.3.1	Main Intersection in Hookstown	Good

**SOUTHEAST ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
D.2.1	Bruce Mansfield Plant Entrance, Rt. 18	Good
F.2.1	Intersection of Rt. 18 & Green Garden Rd.	Good
E.3.1	Intersection of Rt. 18 & Holt Rd.	Good
D.4.1	"Y" in road at Rt. 18 and Mowry Rd.	Good
D.5.1	Main Plant Entrance ARCO/POLYMERS, Rt. 18	Poor
D.8.1	Intersection of Rt's 18 & 51, Beaver Valley Mall	Good
D.9.1	Gee Bee Shopping Center, Rt. 18/51	Good
D.10.1	Phoenix Glass Parking Lot, Penn Ave., Monaca	Good

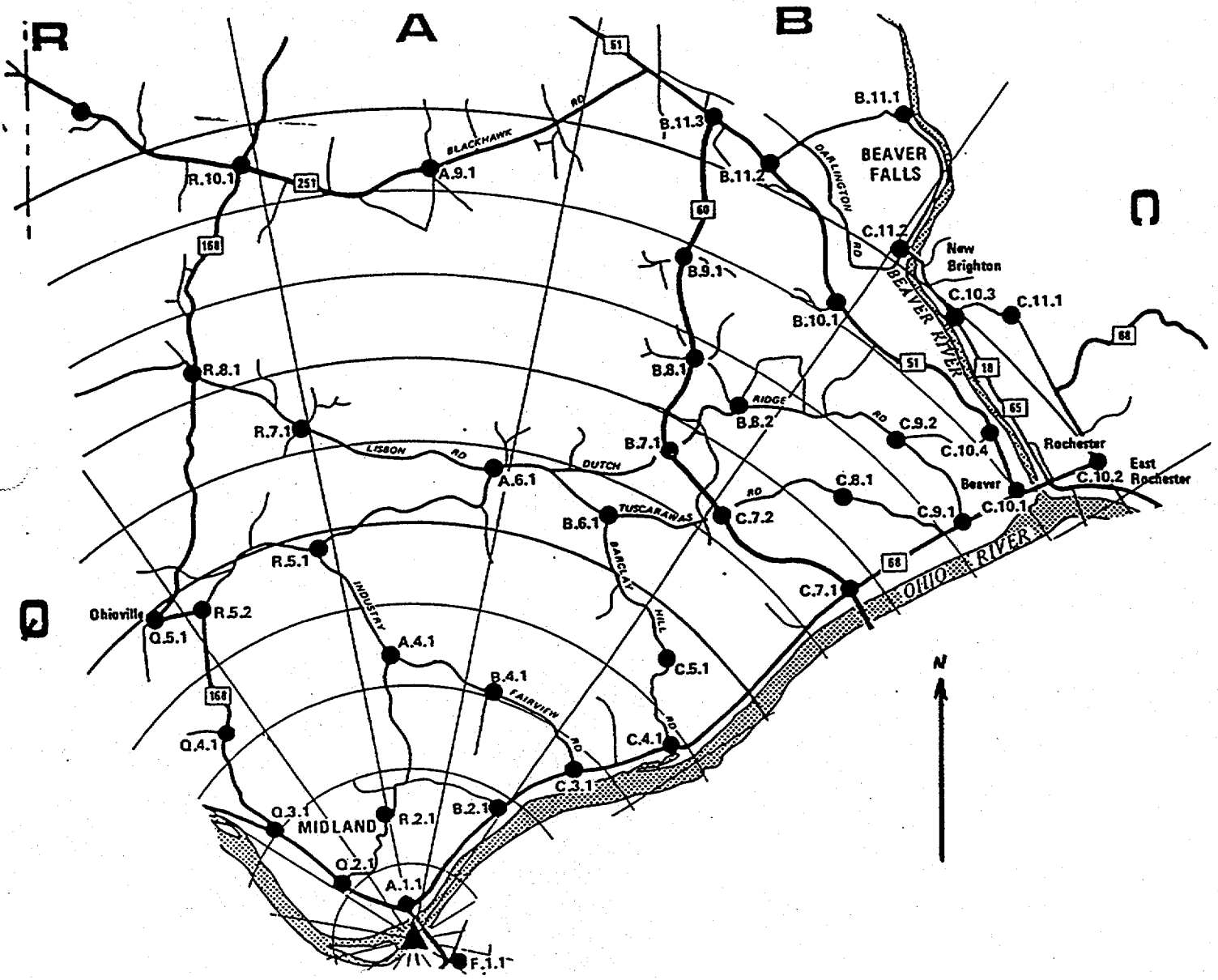
ATTACHMENT 4 (4 of 4)

SOUTHEAST ROUTE (Continued)

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
D.10.2	Intersection of Constitution Blvd. and Monaca Rd.	Good
E.9.1	Intersection of Rt. 51 and Kennedy Blvd.	Good
E.11.1	Entrance to West Aliquippa, Constitution Blvd.	Good
E.10.1	Entrance to Aliquippa from Constitution Blvd.	Good
E.10.2	Inter. of Franklin Ave. & Kennedy Blvd., Aliq	Good
E.11.2	Ambridge-Aliquippa Bridge, Constitution Blvd.	Fair
F.11.1	Phillips Power Station, Constitution Blvd.	Poor
F.11.2	Intersection of Rt's 51 & 151	Good
F.10.1	Intersection of Rt. 151 and Rt. 60, 60 overpasses 151	Good
H.11.1	Mazzaro Coal- right side Rt. 30 - Allegheny Co.	Fair
H.9.1	Raccoon Park Entrance, Rt. 30	Fair
J.10.1	Intersection of Rt's 18 & 168	Good
G.8.1	Steel Bridge on Rt. 151	Good
H.6.1	2 Miles east from 18 & 151 Intersection or 2 Miles west on Rt. 151 from G.8.1	Good
H.5.1	Intersection of Rt's 151 & 18	Good
H.6.2	Intersection of Rt's 18 & 30	Fair
G.3.1	Superior Mobile Homes, Rt. 18	Good
L.3.1	Main Intersection in Hookstown	Good
D.7.1	Entrance to Community College of Beaver County, Rt. 51	Good
E.7.1	KMART Shopping Center off of Rt. 60 Ramp	Good
E.7.2	Center Exit of Rt. 60	Good
F.9.1	Bridge on Rt. 60, 1.6 miles north from Center exit	Good
E.8.1	Aliquippa Exit of Rt. 60	Good
F.6.1	Penny Hollow Park Rd. & Green Garden Rd.	Good
F.4.1	Intersection of Green Garden Rd. & Patterson Rd.	Good
G.10.1	2nd Intersection past Booktown (off Rt. 151)	Good



NE OFFSITE SURVEY MAP



**ATTACHMENT 5 (2 of 4)**

**NORTHEAST 5 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
A.1.1	Rt. 168 Bridge on the Midland side of Ohio River	Good
B.2.1	Red Brick Bldg. on left side of Rt. 68, 1.5 m from A.1.1	Good
C.3.1	Intersection of Rt. 68 & Engle Rd.	Good
C.4.1	Intersection of Rt. 68 & Barclay Hill Rd.	Good
C.5.1	Inter. of John E. Gray Dr. & Barclay Hill Rd.	Good
B.6.1	Intersection of Barclay Hill Rd. & Tuscarawas Rd.	Good
A.6.1	Intersection of Lisbon Rd. and Tuscarawas Rd.	Good
R.5.1	Intersection of Engle Rd. & Tuscarawas Road	Good
R.5.2	Intersection of Tuscarawas Rd. & Rt. 168	Good
Q.4.1	Intersection on Rt. 168, Eastwood Rd.	Good
Q.3.1	Intersection of Rt. 168 and Rt. 68	Good

**NORTHEAST 10 MILE ROUTE**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
A.1.1	Rt. 168 Bridge on the Midland side of Ohio River	Good
B.2.1	Red Brick Bldg. on left side of Rt. 68, 1.5 m from A.1.1	Good
C.3.1	Intersection of Rt. 68 & Engle Rd.	Good
C.4.1	Intersection of Rt. 68 & Barclay Hill Rd.	Good
C.7.1	Intersection of Rt. 68 & Rt. 60 Rt. 68 overpasses Rt. 60	Good
C.9.1	Beaver County Courthouse, Rt. 68	Good
C.10.1	Intersection of Rt's 68 & 51, 68 overpasses 51	Good
C.10.2	Huntsman Funeral Home at right angle bend in Rt. 68	Good
C.11.1	Four way intersection at bottom of Marion Hill	Good

ATTACHMENT 5 (3 of 4)

NORTHEAST 10 MILE ROUTE (Continued)

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
C.10.3	Morrow Ford across bridge over Beaver River, Rt. 18	Good
B.11.1	3 way inter. at Geneva College Athletic complex	Fair
B.11.3	Intersection of Rt's 60 & 51 at Chippewa	Fair
C.11.2	Diamond Milling near N. Brighton/ Beaver Falls Bridge	Good
C.10.4	Inter. of Rt 51 & Beaver Hollow Rd.	Good
A.9.1	Blackhawk Public Golf Course, Rt. 251	Good
R.10.1	Intersection of Rt's 251 & 168	Fair
R.8.1	Intersection of Lisbon Rd. & Rt. 168	Good
Q.5.1	Ohioville Vol. Fire Dept., Rt. 168	Good
Q.4.1	Intersection on Rt. 168, 2.3m from Q.5.1	Good
Q.3.1	Intersection of Rt's 168 & 68, Midland	Good

NORTHEAST ROUTE

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
F.1.1	Plant Entrance	Good
Q.3.1	Intersection of Rt's 168 & 68, Midland	Good
A.1.1	Rt. 168 Bridge on the Midland side of Ohio River	Good
B.2.1	Red Brick Bldg. on left side of Rt. 68, 1.5 m from A.1.1	Good
C.3.1	Intersection of Rt. 68 & Industry Engle Rd.	Good
C.4.1	Intersection of Rt. 68 & Barclay Hill Rd.	Good
C.7.1	Intersection of Rt. 68 & Rt. 60 Rt. 68 overpasses Rt. 60	Good
C.9.1	Beaver County Courthouse, Rt. 68	Good
C.10.1	Intersection of Rt's 68 & 51, 68 overpasses 51	Good
C.10.2	Huntsman Funeral Home at right angle bend in Rt. 68	Good

**ATTACHMENT 5 (4 of 4)**

**NORTHEAST ROUTE (Continued)**

<u>POINT</u>	<u>LOCATION</u>	<u>RADIO COMMUNICATION</u>
C.10.3	Morrow Ford across bridge over Beaver River, Rt. 18	Good
B.11.1	Three-way Inter. at Geneva College Athletic Complex	Good
B.11.2	Intersection of Rt's 588 & 51	Good
B.10.1	Top of Fallston Hill Golf Course	Good
C.10.4	Intersection of Rt. 51 and Beaver Hollow Rd.	Good
C.8.1	Top of Hill on Tuscarawas Rd. at Walington Estates	Good
C.7.2	Intersection of Tuscarawas Rd. and Rt. 60	Good
C.5.1	Inter. of John E. Gray Dr. & Barclay Hill Rd.	Good
B.6.1	Intersection of Barclay Hill Rd. & Tuscarawas Rd.	Good
A.6.1	Intersection of Lisbon Rd. and Tuscarawas Rd.	Good
R.7.1	Intersection on Lisbon Rd. & Ridgemont Rd.	Good
R.8.1	Intersection of Lisbon Rd. & Rt. 168	Good
R.10.1	Intersection of Rt's 168 & 251	Poor
A.9.1	Blackhawk Public Golf Course, Rt. 251	Poor
Q.5.1	Ohioville Vol. Fire Dept., Rt. 168	Good
Q.4.1	Intersection on Rt. 168 & Eastwood Rd.	Good
Q.3.1	Intersection of Rt's 168 & 68	Good
B.11.3	Intersection of Rt's 60 & 51	Fair
B.9.1	Bridge on Rt. 60 over Brady's Run County Park	Good
B.7.1	Intersection of Dutch Ridge Rd. and Rt. 60	Good
C.7.2	Intersection of Tuscarawas Rd. and Rt. 60	Good
B.4.1	Western Beaver High School	Good
C.9.2	Beaver County Medical Center--Dutch Ridge Rd.	Good
R.5.1	Intersection of Engle Rd. & Tuscarawas Rd.	Good
R.5.2	Intersection of Tuscarawas Rd. and Rt. 168	Good

**ATTACHMENT 6 (1 of 1)**

**AIR SAMPLE RECORD CARD**

Air sample locations: \_\_\_\_\_

Date: \_\_\_\_\_ Surveyor: \_\_\_\_\_

Sampler ID# \_\_\_\_\_

Sampler Flow Rate ft/min \_\_\_\_\_

Sample time: (10 ft /Sampler Flow Rate - \_\_\_\_\_

Sample Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

Sample Volume: \_\_\_\_\_

**INTENTIONALLY BLANK**

**ATTACHMENT 7 (1 of 2)**

**RADIO PROTOCOL**

Because radio communications is one way at a time (unlike a telephone), the use of a standard protocol is necessary to minimize confusion, speed operation and insure accurate transfer of information.

- 1) Begin a transmission with the name of the receiving party followed by the name of the transmitting party. For example, "Beaver Valley EA & DP this is Field Monitoring Team One, over". Wait for the receiving party to acknowledge before relaying data. During a series of exchanges, terminate each transmission with "over" to indicate to the other person that they may transmit. End the final transmission of a series with an appropriate termination phrase. For example, "Monitoring Team One out".
- 2) Controlling group (EA & DP, ROC) communicators must avoid general statements such as, "Monitoring teams report your dosimeter readings". This can result in confusion due to simultaneous transmissions by two or more teams. Direct such inquiries to each team in sequence. The only exception to this is if no response is needed from the individual teams.
- 3) Certain letters of the alphabet can be confused when said (V and B, P and B, as examples). When spelling words for clarity or giving alphabetic designators, use the standard international phonetic alphabet shown below. Monitoring locations D.2.1 becomes "Delta point two point one". For a word like bat., say "I spell-bravo, alpha, tango", giving the phonetics slowly.
- 4) Give numerical information as digits rather than reading it as a number. 2432 becomes two, four, three, two rather than two thousand four hundred thirty two. 35.7 becomes three, five, point, seven rather than thirty five and seven tenths.
- 5) Report data as specified in the Field Monitoring EPP/IPs - that is by block location on the forms and without units such as mR/hr., cubic ft., or cpm. If units must be given, say them out - millirem per hour, counts per minute, etc. Avoid jargon and abbreviations.
- 6) Insure correct data transferal by obtaining repeat backs of all data sent and provide repeat back or acknowledgment of messages received.

**RADIO PROTOCOL**

- 7) Avoid exclamatory or alarming statements. When you press the microphone button, you are making a public announcement because of the many scanners that can receive business band communications.

**INTERNATIONAL PHONETIC ALPHABET**

A-ALPHA  
B-BRAVO  
C-CHARLIE  
D-DELTA  
E-ECHO  
F-FOXTROT  
G-GULF  
H-HOTEL  
I-INDIA

J-JULIETT  
K-KILO  
L-LIMA  
M-MIKE  
N-NOVEMBER  
O-OSCAR  
P-PAPA  
Q-QUEBEC  
R-ROMEIO

S-SIERRA  
T-TANGO  
U-UNIFORM  
V-VICTOR  
W-WHISKEY  
X-XRAY  
Y-YANKEE  
Z-ZULU



**EMERGENCY PUBLIC INFORMATION**  
**EMERGENCY RESPONSE ORGANIZATION**  
**Controlling Procedure**

APPROVAL PAGE

Intent Related Revision \_\_\_ Yes X No

IF YES

OSC and Site Approval

OSC Meeting Number \_\_\_\_\_ Date \_\_\_\_\_

Reviewed \_\_\_\_\_  
Director, Emergency Preparedness \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_  
Manager, Management Services \_\_\_\_\_ Date \_\_\_\_\_

IF NO

Reviewed Robert E. Keller \_\_\_\_\_  
Director, Emergency Preparedness \_\_\_\_\_ Date 11/23/99

Approved Henry M. Hawkins \_\_\_\_\_  
for Manager, Management Services \_\_\_\_\_ Date 11-24-99

**EFFECTIVE INDEX**

Issue 8 Rev.	0	OSC Approved	3-12-87
Issue 9 Rev.	0	OSC Approved	9-27-90
	1	Non-Intent Revision	11-21-91
	2	Non-Intent Revision	12-29-92
	3	OSC Approved	1-27-93
Rev.	5	Non-Intent Revision	1-1-94
	6	Non-Intent Revision	11-15-94
	7	OSC Approved	12-8-95
	8	Non-Intent Revision	10-23-96
	9	Non-Intent Revision	6-17-97
	10	Non-Intent Revision	12-2-99

**TABLE OF CONTENTS**

- A. PURPOSE
- B. REFERENCES
- C. RESPONSIBILITIES
- D. ACTION LEVELS/PRECAUTIONS
- E. NOTIFICATION PROCEDURE
- F. FINAL CONDITIONS
- G. ATTACHMENTS

**A. PURPOSE**

This procedure provides instructions to the Emergency Public Information Emergency Response Organization for the performance of tasks associated with the Public Information function. This controlling procedure is the entry point to other EPP/IP's related to Emergency Public Information.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan.
- 2.0 Title 10, Code of Federal Regulations, Part 50.
- 3.0 NUREG-0654/FEMA-REP-1 "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.
- 4.0 NPDAP 5.3, News Release and Notification.
- 5.0 EPP/IP 1.7, Emergency Response Organization Teams.

**C. RESPONSIBILITIES**

- 1.0 First Energy Corporate Communications has the responsibility to assure the notifications described in this procedure are completed, as necessary.
- 2.0 On-Call personnel assigned a beeper shall respond to their designated emergency facility upon beeper activation.
- 3.0 The Senior Nuclear Communications Representative or designee, in consultation with the Senior Vice President - Nuclear or designee has the responsibility for determination of activation of the JPIC.
- 4.0 First Energy is responsible for the preparation and issuance of all news announcements related to plant conditions at the Beaver Valley Power Station. State and county emergency management agencies are responsible for the issuance of public announcements relating to offsite conditions, including recommended emergency measures and evacuation requirements.

- 5.0 When the JPIC is activated, the Chief Company Spokesperson is the official source of verbal information to the news media regarding an emergency condition at Beaver Valley Power Station.

**D. PRECAUTIONS/ACTION LEVELS**

**1.0 ACTION LEVELS**

- 1.1 An emergency condition, classified as Alert, Site Area or General Emergency has been declared at Beaver Valley Power Station Unit 1, Unit 2 or as requested by the Emergency Director, or...
- 1.2 The ERO beepers have been activated, or ...
- 1.3 As deemed necessary by the Senior Nuclear Communications Representative or designee in consultation with the Senior Vice President - Nuclear.

**2.0 PRECAUTIONS**

- 2.1 All news announcements shall be approved by either the designated Emergency Director (prior to Emergency Operations Facility (EOF) activation) or the Emergency/Recovery Manager (after EOF activation), prior to Chief Company Spokesperson, or designee, review.

**E. PROCEDURE**

**1.0 Notification of Emergency Public Information Organization (EPIO)**

- 1.1 Upon declaration of an Alert, or greater emergency, the ERO beepers will be activated.
- 1.2 Control Room personnel will notify the Senior Nuclear Communications Representative, or designated alternate, of an emergency per EPP/IP 1.1 "Notifications". The information is recorded on the Initial Notification Form (from EPP/IP 1.1).
- 1.3 After completing the Initial Notification Form, the information should be forwarded to the Senior Nuclear Communications Representative who will prepare a news announcement.

- 1.4 Upon designated EPIO personnel arrival at the JPIC, personnel will determine the necessity of notifying and mobilizing other EPIO personnel via call-trees.

## 2.0 Organization

- 2.1 When activated, members of the EPIO are assigned to one of two locations: The Beaver Valley Power Station Emergency Operations Facility (EOF) or the Joint Public Information Center (JPIC) according to the organizational structure in Section 5 of the BVPS Emergency Preparedness Plan.

## 3.0 Response

Following notification from Beaver Valley Power Station of any event classified as an emergency according to the BVPS Emergency Preparedness Plan, the EPIO response is as follows:

- 3.1 The Senior Nuclear Communications Representative, or designee, should call the Control Room in approximately 10 minutes following initial notification of the event and receive information on the Follow-up Notification Form (from EPP/IP 1.1).

### 3.2 Unusual Event and Prior to JPIC Activation

The Senior Nuclear Communications Representative or designee prepares a news announcement using information provided on the Initial and Follow-up Notification Forms, per NPDAP 5.3.

### 3.3 Alert

- 3.3.1 Upon declaration of an Alert, or higher emergency, the ERO beepers will be activated. Designated On-Call personnel shall report to their appropriate emergency facilities.

- 3.3.2 Designated EPIO EOF personnel are notified and mobilized at an Alert Emergency and will activate per EPP/IP 9.3.

- 3.3.3 Designated EPIO JPIC personnel are notified and mobilized at an Alert Emergency and will activate per EPP/IP 9.4.

- 3.3.4 If situations warrant, additional EPIO JPIC staff may be activated per EPP/IP 9.4 and EPP/IP 9.5, respectively.

3.3.5 When activated, the EOF EPIO staff will begin news announcement writing responsibilities per EPP/IP 9.3.

3.4 Site Area Emergency and General Emergency

The EPIO is fully activated at this level of emergency, and continues to issue news announcements after approval by the ERM and Chief Company Spokesperson.

4.0 Facilities

The following is a description of the functions of the Nuclear Communications emergency facilities:

4.1 Emergency Operations Facility (EOF)-BVPS

When activated, the EOF staff is responsible for:

4.1.1 Gathering information and writing news announcements.

4.1.2 Acquiring and recording all necessary approvals of the written information to be released.

4.1.3 Distributing news announcements to First Energy Corporate Communications (until JPIC is activated), JPIC, ERF, and BVPS personnel.

4.1.4 Providing technical information for plant status updates to the JPIC.

4.1.5 Investigating and resolving rumored information concerning plant conditions and providing corrected information to the JPIC.

4.2 Joint Public Information Center (JPIC) - Coraopolis, PA

When activated, the JPIC is responsible for:

4.2.1 Issuing news announcements as significant events occur at the plant. In addition, media phone inquiries are handled at the JPIC.

4.2.2 Holding news briefings and distributing information to the news media.

4.2.3 Arranging for special requests of the news media.



- 4.2.4 Keeping company personnel notified of plant conditions, responding to reports of inaccurate information and distributing news announcements to all Company VP's for distribution through their respective groups.
- 4.2.5 Responding to calls from the general public.
- 4.2.6 Responding to calls from shareholders, investors and the financial community.
- 4.2.7 Coordinating distribution of information to local officials.
- 4.2.8 Participating in joint news announcements with county, state and federal government officials.
- 4.2.9 Maintaining liaison with information officers from the county, state and federal government agencies located at the JPIC.
- 4.2.10 Monitoring news media broadcasts to ensure accuracy of presented information.
- 4.2.11 Distributing news announcements to JPIC and Corporate Communications personnel.
- 4.2.12 Responding to calls from the media and the general public.

**F. FINAL CONDITIONS**

- 1.0 The use of this procedure may be terminated when the situation/classification, which warranted activation of this IP, has been resolved or, as deemed appropriate per the Senior Nuclear Communications Representative and Senior Vice President-Nuclear or designee.

**G. ATTACHMENTS**

None

**ACTIVATION, OPERATION AND**  
**DEACTIVATION**

**OF**

**EMERGENCY PUBLIC**

**INFORMATION ORGANIZATION**

**EMERGENCY OPERATIONS FACILITY (EOF)**

**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

**APPROVAL PAGE**

Intent Related Revision \_\_\_ Yes X No

IF YES

**OSC and Site Approval**

OSC Meeting Number \_\_\_\_\_ Date \_\_\_\_\_

Reviewed \_\_\_\_\_  
Director, Emergency Preparedness \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_  
Manager, Management Services \_\_\_\_\_ Date \_\_\_\_\_

IF NO

Reviewed Robert E. Kellen \_\_\_\_\_ 11/23/99 \_\_\_\_\_  
Director, Emergency Preparedness \_\_\_\_\_ Date \_\_\_\_\_

Approved Harry D. Hawkins \_\_\_\_\_ 11-24-99 \_\_\_\_\_  
for Manager, Management Services \_\_\_\_\_ Date \_\_\_\_\_

**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

**EFFECTIVE INDEX**

Rev. 0	OSC Approved	12-8-95
Rev. 1	Non-Intent Revision	10-23-96
Rev. 2	Non-Intent Revision	6-17-97
Rev. 3	Non-Intent Revision	12-2-99

**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

**TABLE OF CONTENTS**

- A. PURPOSE
- B. RESPONSIBILITY
- C. ACTION LEVELS/PRECAUTIONS
- D. PROCEDURE
- E. FINAL CONDITIONS
- F. REFERENCES
- G. ATTACHMENTS

**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

**A. PURPOSE**

This procedure provides guidance for the Emergency Public Information Organization (EPIO) Communications Emergency Operations Facility (EOF) staff in the activation, operation and deactivation of the EOF.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan.
- 2.0 Title 10, Code of Federal Regulations, Part 50.
- 3.0 NUREG-0654/FEMA-REP-1 "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants."
- 4.0 NPDAP 5.3, News Announcement and Notification.
- 5.0 EPP/IP 1.7, Emergency Response Organization Teams

**C. RESPONSIBILITIES**

- 1.0 The EOF Nuclear Communications Manager has overall responsibility for the implementation of this procedure.
- 2.0 The EOF Support Services Manager has responsibility to arrange for clerical support and resolve equipment problems per the BVPS Emergency Preparedness Plan Section 5.0.
- 3.0 Job Guidelines for EOF Nuclear Communications personnel are located in Attachment 1.

**D. ACTION LEVELS/PRECAUTIONS**

**1.0 ACTION LEVELS**

- 1.1 An emergency condition, classified as an Alert, Site Area or General Emergency has been declared at Beaver Valley Power Station Unit 1, Unit 2 or as requested by the Emergency Director or Emergency/Recovery Manager.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

- 1.2 The ERO beepers have been activated, or ...
- 1.3 As deemed necessary by the Senior Nuclear Communications Representative in consultation with the Senior Vice President per NPDAP 5.3.

**2.0 PRECAUTIONS**

- 2.1 All news announcements shall be approved by either the designated Emergency Director (prior to EOF activation) or the Emergency/Recovery Manager (after EOF activation).
- 2.2 Any significant policy announcement on subjects other than plant conditions must be coordinated with First Energy Corporate Communications, in consultation with the Senior Vice President-Nuclear.
- 2.3 News announcements concerning radioactive announcements shall be confirmed with the Radcon Coordinator and/or EA&DP Coordinator.

**E. PROCEDURE**

**NOTE:**

EOF emergency response personnel are activated in accordance with EPP/IP 1.7, "EMERGENCY RESPONSE ORGANIZATION TEAMS."

**1.0 ACTIVATION**

**NOTE:**

Designated EPIO EOF personnel will be notified and mobilized at an Alert Emergency via call-trees or beepers.

- 1.1 Upon notification, EPIO EOF personnel shall report to the EOF.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

- 1.2 The EOF Nuclear Communications Manager shall determine when adequate staff has arrived.
- 1.3 The EOF Nuclear Communications Coordinator shall notify the EOF Nuclear Communications Manager of equipment and supplies status.
- 1.4 The EOF Nuclear Communications Manager shall inform the JPIC and Corporate staffs when the EOF staff is activated.
- 1.5 The EOF Nuclear Communications Manager, or designee, shall inform the Emergency/Recovery Manager or Emergency Director that the Nuclear Communications staff operation is activated.

**2.0 OPERATION**

**2.1 Verbal Information**

- 2.1.1 The Nuclear Communications Technical Advisor EOF shall collect and disseminate plant status information according to established guidelines (Attachment 1).
- 2.1.2 The Nuclear Communications Coordinator shall investigate all rumored information at the request of the JPIC staff and provide follow-up.

**2.2 Written Information**

- 2.2.1 The Nuclear Communications Manager shall consult with the Senior Nuclear Communications Representative, or designee, to determine when to begin the process of writing news announcements per the guidelines in Attachment 1.
- 2.2.2 The Nuclear Communications Writers shall prepare all news announcements regarding plant conditions per Attachments 1 and 2.
- 2.2.3 The Nuclear Communications Manager shall obtain written approval of all news announcements per Attachment 4.



**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

2.2.4 The Nuclear Communications Coordinator shall ensure the distribution of all news announcements in the EOF as described in Attachment 3, "NEWS ANNOUNCEMENT DISTRIBUTION".

**3.0 DEACTIVATION**

3.1 Upon concurrence from the JPIC Manager or designee, the EOF Nuclear Communications Staff shall be deactivated.

3.2 Emergency equipment/supplies shall be restored to pre-activation status.

**F. FINAL CONDITIONS**

This procedure shall be terminated after the following conditions have been met:

- 1.0 Normal plant operations have been or are in the process of being restored.
- 2.0 News media interest has diminished to such an extent that pre-emergency media relations procedures can again be used.
- 3.0 The EPIO EOF staff has been relieved of all duties associated with the development and distribution of news announcements.

**G. ATTACHMENTS**

- 1.0 Job Guidelines
- 2.0 News Announcement Checklist
- 3.0 News Announcement Distribution
- 4.0 News Announcements Approval Process

**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

ATTACHMENT 1 (1 of 4)

**JOB GUIDELINES**

**EOF NUCLEAR COMMUNICATIONS MANAGER**

1. Upon beeper activation, reports to the Emergency Response Facility (ERF) or following notification from the primary Nuclear Communications contact, records emergency information, and notifies other members of the EPIO Response Team as necessary.
2. Once in the EOF, reports the arrival of the Nuclear Communications On-Site staff at the EOF to the Joint Public Information Center (JPIC) Information Coordinator (if JPIC is activated). If JPIC is not activated, contacts the Senior Nuclear Communications Representative, or designee.
3. Informs and verifies with the EPIO at the JPIC, if activated, all telephone numbers to be used in contacting the EPIO Communications On-Site staff.
4. As senior Nuclear Communications staff person in the EOF, interfaces with the Emergency Director and/or Emergency/Recovery Manager in resolving any conflicts involving news announcements from the EOF (depending on facilities activation stage).
5. Obtains approval of news announcements from the Emergency Director or Emergency/Recovery Manager (depending on facilities activation stage).
6. Furnishes all approved news announcements to EPIO staff located at the JPIC (if activated), and the EOF.
7. Investigates rumor inquiries from the JPIC Information Coordinator. If possible, provides correct information to the JPIC Information Coordinator for follow-up.
8. Maintains a working relationship with and responds to inquiries regarding news announcements from local, state and federal officials who are located on-site.
9. Maintains communications with JPIC via telephone or telephone headset, as necessary.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

**ATTACHMENT 1 (2 of 4)**

**JOB GUIDELINES**

**EOF NUCLEAR COMMUNICATIONS COORDINATOR**

1. Following notification from the EOF Nuclear Communications Manager, reports to the ERF.
2. Reports the arrival of the EPIO On-Site staff at the EOF to the Emergency Director and/or Emergency/Recovery Manager (depending on facilities activation stage).
3. Coordinates with EOF Support Services to ensure resources and/or services are provided for any federal, state or county public information personnel operating from the EOF.
4. Assures distribution of BVPS news announcements to EOF and TSC facilities and provides all approved BVPS news announcements to EPIO staff located at the JPIC.
5. Assures transmittal of all off-site agency news announcements generated in the EOF to the JPIC Information Coordinator.
6. Investigates rumor inquiries from the JPIC Information Coordinator. If possible, provides correct information to the JPIC Information Coordinator for follow-up.
7. Maintains a working relationship with and responds to inquiries regarding news announcements from local, state and federal officials who are located on-site.
8. Coordinates with Support Services personnel for shifts as needed.
9. Collects information as necessary from EOF or TSC personnel to support the development of news announcements.
10. Assists the EOF Nuclear Communications Writer in developing news announcements, as needed.
11. Maintains a log of activities, including all significant items, events, contacts, and approvals.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

**ATTACHMENT 1 (3 of 4)**

**JOB GUIDELINES**

**EOF NUCLEAR COMMUNICATIONS WRITER**

1. Prepares news announcements at the EOF in coordination with the Senior Nuclear Communications Representative as directed by the EOF Nuclear Communications Manager.
2. Prepares news announcements declaring any upgrading or termination of emergency classifications, (i.e., Unusual Event, Alert, Site Area and General Emergency) at BVPS.
3. Develops and writes periodic and timely news announcements based on up-to-the-minute plant conditions.
4. Uses Attachment 2, News Announcement Checklist to develop news announcements.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

**ATTACHMENT 1 (4 of 4)**

**JOB GUIDELINES**

**NUCLEAR COMMUNICATIONS TECHNICAL ADVISOR-EOF**

1. Collects briefing and status information from appropriate TSC and EOF personnel.
2. Provides EPIO EOF staff with status and interpretation of plant conditions.
3. Provides timely technical information via telephone and frequently consults with JPIC Technical Advisor, Chief Company Spokesperson and JPIC Information Manager regarding:
  - a. Emergency classification escalation and termination
  - b. Status of on-going radiological conditions
  - c. Current plant status
4. As necessary, provides technical review of news announcements generated at the EOF prior to review by the Emergency Director or Emergency/Recovery Manager (depending on facilities' activation stage).

**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

**ATTACHMENT 2**

**NEWS ANNOUNCEMENT CHECKLIST**

- \_\_\_\_ Date
- \_\_\_\_ Current as of: \_\_\_\_\_ (Time)
- \_\_\_\_ News announcement Number
- \_\_\_\_ Contact numbers
- \_\_\_\_ Headline
- \_\_\_\_ Dateline - Shippingport, PA --
- \_\_\_\_ Current level of emergency
- \_\_\_\_ Time declared
- \_\_\_\_ Reason for declaring emergency level
- \_\_\_\_ Brief recap of situation
- \_\_\_\_ Corrective measures being taken by company
- \_\_\_\_ Occurrence/status of radiation announcement
- \_\_\_\_ Notifications made by company
- \_\_\_\_ Explanation of emergency classification
- \_\_\_\_ Inclusion of phrase "as a precautionary measure" as appropriate
- \_\_\_\_ Provide update on status of plant employees
- \_\_\_\_ Impact on health and safety of public -- only in early stages of emergency
- \_\_\_\_ Add "Additional information will be provided as it becomes available" as appropriate
- \_\_\_\_ Periodically reference the company's on-going communication with NRC and state and local emergency management agencies
- \_\_\_\_ Page Numbers (i.e., Page 1 of \_\_, if applicable)
- \_\_\_\_ # # # to indicate end of news announcement

**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

**INTENTIONALLY BLANK**

**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

**ATTACHMENT 3**

**NEWS ANNOUNCEMENT DISTRIBUTION  
FOR: EMERGENCY OPERATIONS FACILITY**

Distribution checklist for all news announcements issued by BVPS, state, county and federal agencies as a result of an emergency at BVPS.

- \_\_\_\_\_ Transmit to JPIC (FAX #4011/4010)
- \_\_\_\_\_ Transmit to First Energy Corporate Communications at 330-384-4539.
- \_\_\_\_\_ Post EOF

**HAND CARRY TO:**

- \_\_\_\_\_ TSC Emergency Director
- \_\_\_\_\_ Emergency/Recovery Manager or Assistant (EOF)
- \_\_\_\_\_ NRC Public Information Officer or on-site TSC/EOF Representative
- \_\_\_\_\_ State Emergency Management Agency Representatives
  - \_\_\_\_\_ Pennsylvania
  - \_\_\_\_\_ Ohio
  - \_\_\_\_\_ West Virginia
- \_\_\_\_\_ Master Copy in Binder



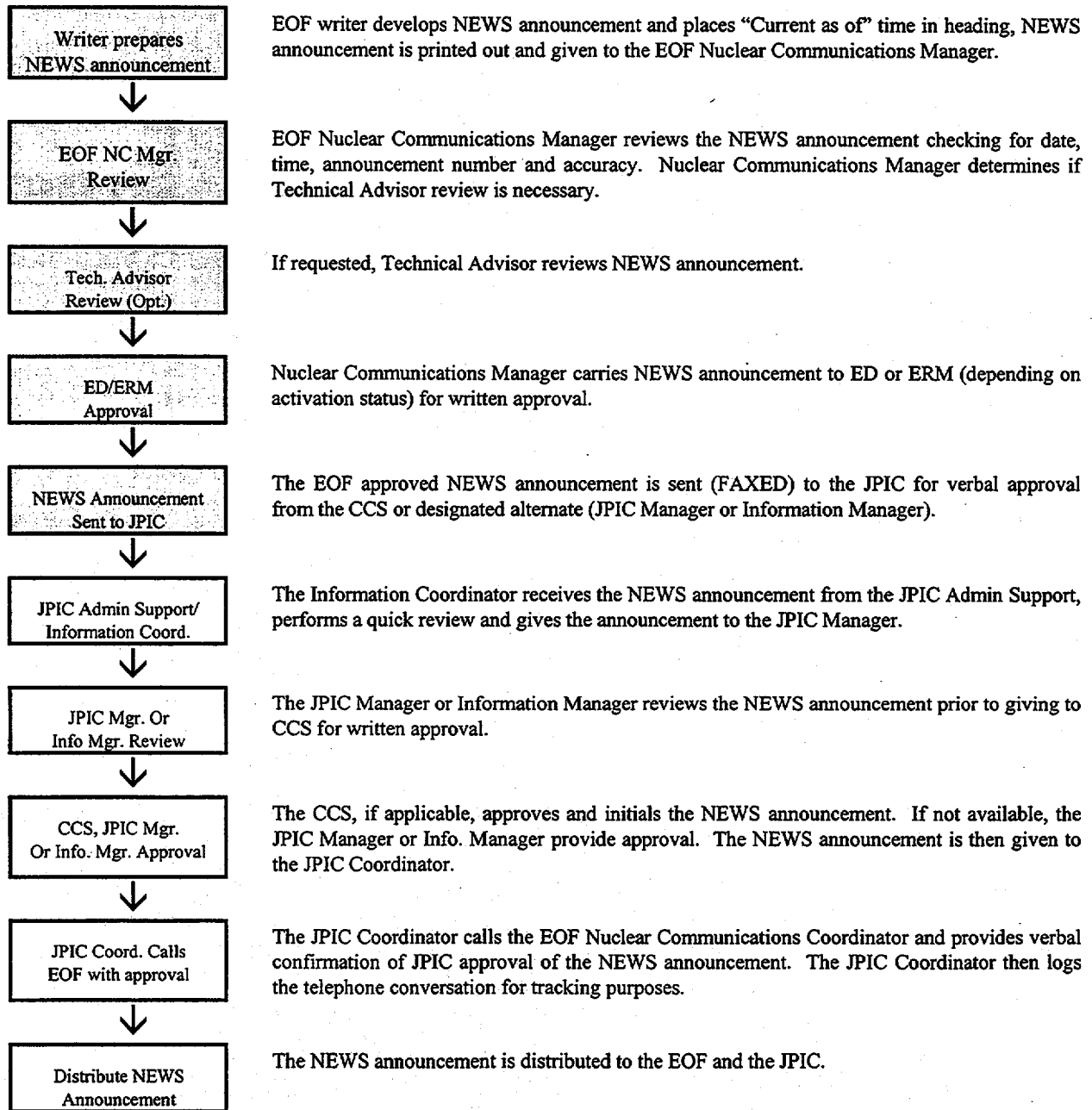
**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

**INTENTIONALLY BLANK**

**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

**ATTACHMENT 4**

**NEWS ANNOUNCEMENTS APPROVAL PROCESS**



**ACTIVATION, OPERATION AND DEACTIVATION OF  
EMERGENCY PUBLIC INFORMATION ORGANIZATION EOF**

**INTENTIONALLY BLANK**

**ACTIVATION, OPERATION AND**  
**DEACTIVATION**  
**OF THE**  
**JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**APPROVAL PAGE**

Intent Related Revision \_\_\_ Yes X No

**IF YES**

**OSC and Site Approval**

OSC Meeting Number \_\_\_\_\_ Date \_\_\_\_\_

Reviewed \_\_\_\_\_  
Director, Emergency Preparedness \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_  
Manager, Management Services \_\_\_\_\_ Date \_\_\_\_\_

**IF NO**

Reviewed Robert E. Keller \_\_\_\_\_  
Director, Emergency Preparedness \_\_\_\_\_ Date 11/23/99 \_\_\_\_\_

Approved Larry Sh. Hawkins \_\_\_\_\_  
for Manager, Management Services \_\_\_\_\_ Date 11-24-99 \_\_\_\_\_

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**EFFECTIVE INDEX**

Rev. 0	OSC Approved	12-8-95
Rev. 1	Non-Intent Revision	10-23-96
Rev. 2	Non-Intent Revision	6-17-97
Rev. 3	OSC Approved	1-1-98
Rev. 4	Non-Intent Revision	12-2-99

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**TABLE OF CONTENTS**

- A. PURPOSE
- B. RESPONSIBILITY
- C. ACTION LEVELS/PRECAUTIONS
- D. PROCEDURE
- E. FINAL CONDITIONS
- F. REFERENCES
- G. ATTACHMENTS

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**A. PURPOSE**

This procedure provides guidance for the Joint Public Information Center (JPIC) staff in the activation, operation and deactivation of the JPIC.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan.
- 2.0 Title 10, Code of Federal Regulations, Part 50.
- 3.0 NUREG-0654/FEMA-REP-1 "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".
- 4.0 NPDAP 5.3, News Release and Notification.
- 5.0 EPP/IP 1.7, Emergency Response Organization Teams.

**C. RESPONSIBILITIES**

- 1.0 The JPIC Manager has overall responsibility for the implementation of this procedure.
- 2.0 Job Guidelines for JPIC personnel are located in Attachment 1.

**D. ACTION LEVELS/PRECAUTIONS**

**1.0 ACTION LEVELS**

- 1.1 An emergency condition, classified as an Alert, Site Area or General Emergency has been declared at Beaver Valley Power Station Unit 1, Unit 2 or as requested by the Emergency Director, or ...
- 1.2 The ERO beepers have been activated, or ...
- 1.3 As deemed necessary by the Senior Nuclear Communications Representative in consultation with the Senior Vice President-Nuclear.



**ACTIVATION, OPERATION AND DEACTIVATION OF THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**2.0 PRECAUTIONS**

- 2.1 All news announcements must be approved by either the designated Emergency Director (prior to Emergency Operations Facility (EOF) activation) or the Emergency/Recovery Manager (after EOF activation).
- 2.2 Any significant policy announcement on subjects other than plant conditions must be coordinated with First Energy Corporate Communications, in consultation with the Senior Vice President-Nuclear.
- 2.3 Representatives of the State and the County emergency response agencies are encouraged to participate at the news briefings. BVPS may issue joint news announcements with these agencies.
- 2.4 The County and the State emergency management agencies have been asked to advise the Senior Nuclear Communications Representative of announcements issued to the news media or the Emergency Alert Stations.

**E. PROCEDURE**

**NOTE:**  
JPIC personnel are activated in accordance with EPP/IP 1.7, "EMERGENCY RESPONSE ORGANIZATION TEAMS."

**1.0 ACTIVATION**

**NOTE:**  
Designated JPIC personnel (beeper holders) shall be notified and mobilized at an Alert Emergency via beeper activation. Once the designated personnel arrive at the JPIC, additional personnel may be called-in, as necessary.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

- 1.1 Upon notification, JPIC personnel shall report to the JPIC and sign the staffing board.
- 1.2 The Information Coordinator shall notify the JPIC Manager when adequate staff has arrived.
- 1.3 The Logistics Coordinator shall notify the JPIC Manager when sufficient equipment and supplies are available for operation of the JPIC.
- 1.4 The Security Coordinator shall establish and maintain adequate security in accordance with Attachment 4 of this procedure.
- 1.5 The JPIC Manager shall make a formal activation announcement of the JPIC over the JPIC public address system.
- 1.6 Via telephone, the Information Coordinator shall inform the EPIO staff at the EOF that the JPIC has been activated.

**2.0 OPERATION**

- 2.1 News Announcements
  - 2.1.1 The Information Coordinator shall collect all news announcements that were approved prior to JPIC activation.
  - 2.1.2 Administrative Support personnel shall ensure the distribution of all news announcements as described in Attachment 2 of this procedure.
  - 2.1.3 The Information Coordinator shall continue to obtain current news announcements from the EOF in accordance with the guidelines in Attachment 1.
  - 2.1.4 The Information Coordinator shall ensure JPIC review, approval and distribution of subsequent news announcements in accordance with the guidelines in Attachment 1.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

2.1.5. The Information Coordinator shall verbally notify the EOF Nuclear Communication Manager of the approval of the news announcements.

**2.2 News Briefings**

2.2.1 Via telephone, the JPIC Technical Advisor shall contact the EOF Technical Advisor to discuss plant related information.

2.2.2 Via telephone conferencing, the JPIC Technical Advisor shall ensure the participation of the Chief Company Spokesperson and Information Manager in discussions per 2.2.1, as appropriate.

2.2.3 Information gathered during the conference call may be presented at news briefings by the Chief Company Spokesperson.

2.2.4 The JPIC Manager shall arrange for a pre-briefing meeting with the governmental Public Information Officers (PIOs) present at the JPIC, in preparation for the news briefing.

2.2.5 The Chief Company Spokesperson and the JPIC Manager, in consultation with the governmental PIOs, will determine the frequency of news briefings at the JPIC.

2.2.6 The Media Relations Coordinator will inform the news media of the time of upcoming news briefings.

2.2.7 The JPIC Manager will preside over news briefings. The Chief Company Spokesperson and governmental PIOs will provide information and answer news media questions regarding the status of the emergency.

2.2.8 JPIC personnel will record questions that could not be answered and provide answers for subsequent news briefings.

2.2.9 The JPIC Technical Briefer will provide generic information regarding plant systems to the news media.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**2.3 Information Management and Control**

2.3.1 The Media Contact Representatives shall receive and respond to telephone calls from the news media in accordance with the guidelines in Attachment 1.

2.3.2 The Media Monitoring Representatives shall monitor TV and radio news broadcasts in accordance with the guidelines in Attachment 1.

2.3.3 The Rumor Control Coordinator shall report any apparent misinformation received to the Information Coordinator in accordance with the guidelines in Attachment 1.

2.3.4 The EMA Contact Representatives shall provide information to and receive information from the governmental PIOs at the JPIC in accordance with the guidelines in Attachment 1.

**3.0 DEACTIVATION**

3.1 Upon concurrence from the JPIC Manager, the Chief Company Spokesperson and governmental PIO's, the JPIC shall be deactivated.

3.2 Emergency equipment/supplies shall be restored to preactivation status, by the Logistics Coordinator.

**F. FINAL CONDITIONS**

This procedure shall be terminated after the following conditions have been met:

1.0 Normal plant operations have been or are in the process of being restored.

2.0 News media interest has diminished to such an extent that pre-emergency media relations procedures can again be used.

3.0 The JPIC staff has been relieved of all duties associated with the development and presentation of news information.

**EPP/Implementing Procedure**

**EPP/IP 9.4**

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**EPP/Implementing Procedure**

**EPP/IP 9.4**

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**G. ATTACHMENTS**

- 1.0 Job Guidelines
- 2.0 News Announcement Distribution
- 3.0 Rumor Inquiry Form
- 4.0 Security Procedures
- 5.0 JPIC Floor Plans

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (1 of 17)**

**JOB GUIDELINES**

**CHIEF COMPANY SPOKESPERSON**

1. Reports to the JPIC and signs the staffing board.
2. Briefs and consults with the EPIO staff and governmental PIOs at the JPIC.
3. Presents regular, timely information at news briefings at the JPIC regarding the status of the plant.
4. Announces plant status and actions being taken to achieve plant stability, using current news announcements and information regarding plant status provided by the Technical Advisor.
5. Approves news announcements.
6. Announces any company policy decisions coming from the EOF regarding the protection and safety of on-site personnel.
7. Announces any upgrading or termination of emergency classification of the plant and the reason for the change.
8. Participates in interviews with the local, regional and national news media.
9. Frequently consults with the Emergency/Recovery Manager regarding present status of plant conditions and when possible participates in EOF briefings via phone.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (2 of 17)**

**JOB GUIDELINES**

**JPIC MANAGER**

1. Reports to the JPIC and signs the staffing board.
2. Announces the activation of the JPIC via the public address system once sufficient staff and equipment is in place as communicated by the Information and Logistics Coordinators.
3. Ensures JPIC logistical needs are met through interface with the Logistics Coordinator.
4. Continually observes the operation of the JPIC and recommends changes or improvements to facilitate media briefings.
5. Approves news announcements if Chief Company Spokesperson unavailable.
6. During news briefings, compiles a list of items that need to be followed up in subsequent briefings. This includes questions that need to be answered, evaluation of the effectiveness of each news briefing, and follow-up of incorrect information that was released to the public from whatever source.
7. Advises The Chief Company Spokesperson and points out potential questions to be answered in upcoming news briefings.
8. Deactivates the JPIC as outlined in Section E, Deactivation and Section F, Final Conditions of this procedure.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (3 of 17)**

**JOB GUIDELINES**

**INFORMATION MANAGER**

1. Reports to the JPIC and signs the staffing board.
2. In the absence or unavailability of the Chief Company Spokesperson and JPIC Manager, approves news announcements.
3. Participates in telephone discussions between the Chief Company Spokesperson and the Technical Advisors at the JPIC and EOF.
4. Maintains communications with the Information Coordinator to assure that news announcement approval, rumor control, media monitoring, and news media contact functions are being conducted properly and effectively. Also, reviews and signs, "Rumor Inquiry Form" (Attachment 3).
5. Prior to any joint news briefings arranges a coordination meeting with the Chief Company Spokesperson and the State and County officials located at the JPIC.
6. Coordinates the issuing of news announcements with those of the State and County to ensure timeliness and consistency.
7. Oversees the EMA Contact Representatives to assure that the needs of the State and County representatives at the JPIC are being met.
8. Provide feedback to Media Monitoring Representatives, Media Contact Representatives, or Rumor Control Coordinator concerning how rumors or mis-information is addressed.



**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

ATTACHMENT 1 (4 of 17)

**JOB GUIDELINES**

**INFORMATION COORDINATOR**

1. Reports to the JPIC and signs the staffing board.
2. Serves as Information Manager until the Information Manager arrives.

**Prior to JPIC activation:**

1. Ensures staff has signed-in with Security.
2. Ensures staff completes the staffing board.
3. Notifies the JPIC Manager when the JPIC is fully staffed and can be activated.
4. Requests that the EOF transmit the Initial Notification Form and all news announcements that have been approved and distributed.

**JPIC activation:**

1. Informs the ERM or Assistant, Sr. Nuclear Communications Representative and EOF staffs via telephone that the JPIC is activated.
2. Obtains current news announcements from the EOF and Chief Company Spokesperson, or designee, approval. Verbally notifies EOF Nuclear Communications Manager of JPIC approval of news announcement.
3. Collects all news announcements that were approved prior to JPIC activation and ensures distribution to JPIC staff.
4. Continually ensures that news announcements are being provided to the State, County and Federal agencies either through telephone communications or hard copy transmission.
5. Ensures that the status boards in the Government and Work Rooms are continuously updated with emergency events.
6. Maintains ongoing communications with First Energy Corporate Communications informing them of emergency events.
7. Continually directs rumor control activities and investigates rumors. Assures the Information Manager reviews and approves responses to rumors per Attachment 3.
  - a. After review and approval by the Information Manager, provide a copy of approved Rumor Inquiry form to individuals listed on form.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (5 of 17)**

**JOB GUIDELINES**

**INFORMATION COORDINATOR (CONTINUED)**

**JPIC activation:**

8. Consults with the Information Manager and fulfills requests as needed.
9. If necessary, ensures that a second shift is called-out.
10. Maintains an event log of all communications and activities and issues the log to the Senior Nuclear Communications Representative, at the conclusion of the emergency.
11. Collects event logs from JPIC at the conclusion of the emergency and forwards the logs to the Senior Nuclear Communications Representative.
12. Ensures distribution of news announcements to JPIC staff.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (6 of 17)**

**JOB GUIDELINES**

**INFORMATION COORDINATOR - ASSISTANT**

1. Reports to the JPIC and signs the staffing board.
2. Ensures the staff completes the staffing board and notifies the Information Coordinator when the JPIC is fully staffed.
3. Maintains and updates the status boards in the Government and Work Rooms with emergency events.
4. Maintains a log of the Information Coordinator's activities.
5. Ensures Media Monitors, Media Contact Representatives, and the Rumor Control Coordinator receive all news announcements.
6. Communicates event status to the Media Monitors and the Rumor Control Coordinator for information only.
7. Collects event logs from JPIC staff at the conclusion of the emergency and forwards the logs to the Information Coordinator.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (7 of 17)**

**JOB GUIDELINES**

**JPIC TECHNICAL ADVISOR**

1. Reports to the JPIC and signs the staffing board.
2. Maintains frequent contact with the EOF Technical Advisor to obtain up-to-the-minute information on plant status.
3. Keeps the Chief Company Spokesperson, JPIC Manager and Information Manager informed of the plant status and actions being taken to achieve plant stability and recovery.
4. Ensures that the Chief Company Spokesperson and the Information Manager are included in telephone discussions of plant status information with the EOF, as appropriate.
5. Takes written notes as needed to accurately convey information from the EOF Technical Advisor to the Chief Company Spokesperson, Information Manager or Information Coordinator.
6. Seeks information from the EOF Technical Advisor as requested by the Chief Company Spokesperson, JPIC Manager or Information Manager.
7. Consults with JPIC staff, as requested, in the interpretation and clarification of news announcements and other information regarding plant status and actions being taken to achieve plant stability and recovery.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (8 of 17)**

**JOB GUIDELINES**

**EMERGENCY MANAGEMENT AGENCY (EMA) CONTACT REPRESENTATIVE**

1. Reports to the JPIC and signs the staffing board.
2. Contacts the designated EMA officials and informs them that the Joint Public Information Center has been activated.
3. Provides a call-back number for the EMA's use to obtain information regarding plant and on-site status.
4. Provides plant status information via news announcements to the County or State Public Information Officers at the JPIC.
5. Keeps the Information Manager apprised of County and State public announcements and news announcements.
6. Provides liaison between Company and County and State Public Information Officers for logistical and ongoing administrative needs within the JPIC.
7. Keeps EMA's apprised of relevant rumor control activity as directed by the Information Coordinator.
8. Maintains a log during an emergency of all contacts, time of contact, along with any other pertinent information.
9. Following an emergency, issues a report to the Information Manager regarding emergency response activities.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (9 of 17)**

**JOB GUIDELINES**

**MEDIA CONTACT REPRESENTATIVES**

1. Reports to the JPIC and signs the staffing board.
2. Provides logistical information (location of plant, lodging near plant, etc.) to the media.
3. Answers basic media inquiries related to the emergency. Detailed inquiries are logged and given to the Information Coordinator for follow-up. Information regarding station events/activities should be given to the media only after it has been released via a news announcement or News Briefing.
4. Reports rumor information to the Information Coordinator using the Rumor Inquiry Form (Attachment 3).
5. Maintains a log during an emergency of all contacts, time of contact, along with any other pertinent information.
6. Refers all inquiries regarding protective measures for public to appropriate County emergency management agency, per EPP/IP 9.5, Attachment 2.
7. Refers all industry calls requesting news announcements to the INPO Nuclear Network.
8. At the conclusion of the emergency, provides recorded information and logs to the Information Coordinator.

**ACTIVATION, OPERATION AND DEACTIVATION OF THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (10 of 17)**

**JOB GUIDELINES**

**MEDIA MONITORING GUIDELINES**

1. Reports to the JPIC and signs the staffing board.
2. Monitors local radio and TV stations and reports to the Information Coordinator any information which appears to be misleading or incorrect. Stations to be periodically monitored are:

<b>RADIO</b>	<b>TV</b>
KDKA - 1020 AM (Pittsburgh)	KDKA-TV Channel 2 (Pgh, Pa)
WKQV - 1410 AM (Pittsburgh)	WKBN - Channel 27 (Youngstown, OH)
WBVP - 1230 AM (Beaver Falls)	CNN (Atlanta, GA)
WMBA - 1460 AM (Ambridge)	
WKBN - 570 AM (Youngstown, OH)	

3. Completes Rumor Inquiry Form (Attachment 3) and submits it to the Information Coordinator.
4. Receives rumor control information from the Information Coordinator, or designee, as appropriate and monitors media accordingly.
5. Maintains a log of all incorrect information with time and source.
6. Receives information from written news announcements and from Media Relations Coordinator on upcoming interviews and coverage and monitors accordingly.
7. At the conclusion of the emergency, provides recorded information and logs to the Information Coordinator.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (11 of 17)**

**JOB GUIDELINES**

**RUMOR CONTROL COORDINATOR - JPIC**

1. Reports to the JPIC and signs the staffing board.
2. Receives and records all requests for information, points of clarification, and rumored information.
3. Reports information to the Information Coordinator using the Rumor Inquiry Form (Attachment 3) for follow-up.
4. After investigation of received requests by the Information Coordinator, reports and records correct information to the Information Manager for follow-up.
5. Maintains a log of all rumors received and sources.
6. At the conclusion of the emergency, provides recorded information and logs to the Information Coordinator.



**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (12 of 17)**

**JOB GUIDELINES**

**MEDIA RELATIONS COORDINATOR**

1. Reports to the JPIC and signs the staffing board.
2. Continually observes the operation of the Joint Public Information Center and recommends changes or improvements to facilitate media briefings.
3. Advises Chief Company Spokesperson and points out potential questions to be answered in upcoming news briefings.
4. Coordinates requests from news media. This may include:
  - a. Arranging media tours to designated locations near the plant for photographic and filming purposes;
  - b. Recommending spokespersons and arranging media interviews with company officials;
  - c. Coordinating special parking requirements for national network or other trailers, etc.
  - d. Obtaining permission from plant security for aerial photography;
  - e. Providing press kits, photos, diagrams, etc., as requested.
5. Works with the Logistics Coordinator to ensure that the media briefing area at the JPIC is fully functional.
6. Semi-annually reviews and updates press kits at the JPIC.
7. Ensures that news announcements, biographies and news backgrounders are distributed in the JPIC media briefing area.
8. Maintains a log which contains a copy of all written information distributed to the mass media from the JPIC.
9. Compiles and issues a report to the Information Coordinator at the conclusion of the emergency.
10. Provides a brief written summary of major points of interest described during News Briefings to the Media Contact Representatives.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (13 of 17)**

**JOB GUIDELINES**

**TECHNICAL BRIEFER**

1. Reports to the JPIC and signs the staffing board.
2. Attends all news briefings to obtain information on the current status of various plant systems.
3. Consults with the JPIC Technical Advisor as needed on questions and requests for information related to systems affected by an emergency.
4. Answers media questions between news briefings concerning descriptions of plant systems and operating characteristics of these systems.

**NOTE:**

INFORMATION GIVEN TO THE NEWS MEDIA IS LIMITED TO DESCRIPTIONS OF THE OPERATION OF PLANT SYSTEMS. SINCE THE DISCUSSION ON ACTUAL PLANT CONDITIONS AND ACTIONS BEING TAKEN TO ACHIEVE PLANT STABILITY IS THE RESPONSIBILITY OF THE CHIEF COMPANY SPOKESPERSON, THE TECHNICAL BRIEFER WILL NOT SPECULATE ON SUCH MATTERS OR POTENTIAL FUTURE EVENTS.

5. Explains plant systems by using the plant visual schematics that are available in the Media Presentation Room.
6. Serves as advisor to the JPIC Staff on any technical matter.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (14 of 17)**

**JOB GUIDELINES**

**LOGISTICS COORDINATOR**

1. Reports to the JPIC and signs the staffing board.
2. Assures the timely delivery and set-up of all equipment and display material required for emergency response operation, including equipment that is stored at other locations.
3. Notifies Security Coordinator to initiate security measures at the JPIC properties.
4. Arranges for the accommodation of news trailers, and other media or corporate transportation equipment.
5. Assures the set-up of sufficient communications equipment at the JPIC.
6. Maintains supervision of all logistics during an emergency at the JPIC properties and acts as a liaison with the management of the JPIC.
7. Maintains a quarterly check and test of all JPIC equipment and reports any changes or problems to the Senior Nuclear Communications Representative.
8. Maintains up-to-date checklists and procedures for JPIC set-up and operation, revising quarterly. Also maintains current forms for JPIC use during emergency response.
9. Coordinates with the EOF Support Services Manager for JPIC clerical support and 24 hour staffing.
10. Compiles and issues a report of all emergency response logistics to the JPIC Manager at the conclusion of the emergency.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (15 of 17)**

**JOB GUIDELINES**

**SECURITY COORDINATOR**

1. Reports to the JPIC and signs the staffing board.
2. Implements security requirements for JPIC.
3. Assures that security officers are stationed at proper locations as outlined in Attachment 4 of this procedure.
4. Assures that only individuals with proper credentials as outlined in the EPIO Emergency Preparedness Plan are admitted to the JPIC.
5. Contacts local or State law enforcement officials should their assistance be required.
6. Maintains a log of personnel entering and leaving the JPIC.
7. Compiles and issues a report to the Logistics Coordinator at the conclusion of the emergency.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (16 of 17)**

**JOB GUIDELINES**

**ENGINEERING COMMUNICATIONS REPRESENTATIVE**

1. Reports to the JPIC and signs the staffing board.
2. Provides technical expertise and resolves telecommunication problems associated with emergency response operations.
3. Assists with the set-up, operation, and maintenance of all telecommunications equipment, as required.
4. Coordinates operation and maintenance of the necessary telecommunications channels and equipment that is required between the JPIC and outside governmental facilities (i.e., PEMA, Harrisburg Office).
5. Assures the timely acquisition of additional emergency telecommunications engineering support personnel, if necessary.
6. Compiles and issues a report to the Logistics Coordinator at the conclusion of the emergency.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 1 (17 of 17)**

**JOB GUIDELINES**

**ADMINISTRATIVE SUPPORT**

1. Reports to the JPIC and signs the staffing board.
2. Operates-facsimile and copy equipment.
3. Requests necessary materials, resources, personnel from Logistics Coordinator to ensure the smooth flow of information within and from the JPIC.
4. Distributes Company news announcements to JPIC staff and external locations in accordance with Attachment 2.
5. Aid the State, County and NRC in distributing their news announcements at the JPIC.
6. Compiles and issues a report to the Logistics Coordinator at the conclusion of the emergency.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**INTENTIONALLY BLANK**

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**EPP/IP 9.4**

**ATTACHMENT 2 (1 of 2)**

**NEWS ANNOUNCEMENT DISTRIBUTION  
FOR: JOINT PUBLIC INFORMATION CENTER**

Distribution checklist for all news announcements issued by BVPS, state, county and federal agencies as a result of an emergency at BVPS.

News Announcement # \_\_\_\_\_

\_\_\_\_\_ Revision received      \_\_\_\_\_ Revision Distributed  
\_\_\_\_\_ Time received      \_\_\_\_\_ Time Distributed

**FAX TO:**

_____	PR Newswire	888-568-0898
_____	EOF Nuclear Communications Staff	393-5994
_____	First Energy Corporate Communications	330-384-4539
_____	Beaver County EMA	724-775-1163
_____	Columbiana County EMA	330-424-9267
_____	Hancock County OES	304-564-4031
_____	Pennsylvania EMA	717-651-2021
_____	Ohio EMA	614-889-7183
_____	West Virginia OES	304-344-4538
_____	NRC (Region I, Public Affairs)	610-337-5241
_____	NRC (Washington D.C.)	301-415-2234
_____	INPO	770-644-8549
_____	Nuclear Energy Institute	202-739-8000

**HAND CARRY TO:**

_____	Information Manager
_____	Information Coordinator
_____	Information Coordinator Assistant
_____	Technical Advisor
_____	Chief Company Spokesperson
_____	Rumor Control Coordinator
_____	Media Relations Coordinator
_____	Media Monitoring Reps. (3)
_____	Post in JPIC (1)
_____	Copies For Reporters (as needed)
_____	Technical Briefer
_____	Emergency Management Contact Representatives (11)
_____	Pennsylvania Rep. (5)
_____	Ohio Rep. (3)
_____	West Virginia Rep. (3)



**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**EPP/IP 9.4**

**Attachment 2 (2 of 2)**

**NEWS ANNOUNCEMENT DISTRIBUTION  
FOR: JOINT PUBLIC INFORMATION CENTER**

**TELEPHONE CONTACTS**

1. NRC REGION 1 PUBLIC AFFAIRS .....610-337-5330  
    General Office number.....610-337-5000  
    WASHINGTON D.C. PUBLIC AFFAIRS .....310-415-8200  
        Weekends.....310-415-7000
2. PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY  
    General Number.....717-651-2001
3. BEAVER COUNTY EMERGENCY MANAGEMENT AGENCY  
    .....724-775-1049 or  
    .....724-775-1700  
    **Public Information (Site Area or General Emergency)** .....724-775-0344
4. OHIO EMERGENCY MANAGEMENT AGENCY .....  
    .....614-889-7153  
    Public Affairs Officer.....614-889-7000
5. COLUMBIANA COUNTY EMERGENCY MANAGMENT AGENCY  
    .....330-424-9725 or  
    .....330-424-7005  
    **Public Information (Site Area or General Emergency)** .....330-424-0861
6. WEST VIRGINIA OFFICE OF EMERGENCY SERVICES  
    .....304-558-5380
7. HANCOCK COUNTY OFFICE OF EMERGENCY SERVICES  
    .....304-564-4040  
    .....or 4041
9. FIRST ENERGY CORPORATE  
    Todd Schneider .....330-761-4055  
    Pager .....440-275-4899  
    Home.....330-659-6810  
    Ralph J. DiNicola, Dir., Public Relations.....330-384-5939  
    Home.....330-896-3380  
    Fax.....330-384-4539
10. INSTITUTE OF NUCLEAR POWER OPERATIONS (INPO)  
    Communications Division .....770-644-8216  
    EP Command Center.....1-800-321-0614
11. Nuclear Energy Institute (NEI).....202-739-8000  
    Fax.....202-785-4113
12. EDISON ELECTRIC INSTITUTE 24-hr. Press Hotline .....800-424-8897  
    General Switchboard.....202-778-6400

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 3 (1 of 1)**

**RUMOR INQUIRY FORM**  
**JOINT PUBLIC INFORMATION CENTER**

Rumor Received by:

Media Monitoring Rep.

Media Contact Reps.

Other \_\_\_\_\_

Date: \_\_\_\_\_

Time Received: \_\_\_\_\_

Rumor Source:  News Media  Employee  Public  Other \_\_\_\_\_

Name of Source: \_\_\_\_\_

Affiliation, if any: \_\_\_\_\_

Nature of Rumor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person Recording Rumor: \_\_\_\_\_

Response: \_\_\_\_\_

\_\_\_\_\_

Source of Response: \_\_\_\_\_

Information Mgr. (or designee) Approval Signature: \_\_\_\_\_

<p><b>Forward copy to:</b> <input type="checkbox"/> Media Monitoring Reps. <input type="checkbox"/> Media Contact Reps.</p> <p><input type="checkbox"/> JPIC Mgr. <input type="checkbox"/> Inform. Mgr.</p>
---

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**INTENTIONALLY BLANK**

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

ATTACHMENT 4 (1 of 2)

**SECURITY PROCEDURES**

**A. PURPOSE:**

This procedure provides guidance for controlling access and maintaining order within the Joint Public Information Center (JPIC) in support of the BVPS Emergency Preparedness Plan.

**B. SCOPE:**

These procedures shall apply to all individuals, both employees and non-employees, who are present at the JPIC when that facility is operated in support of the BVPS Emergency Preparedness Plan.

**C. PROCEDURES:**

- 1.0 The Security Coordinator for the JPIC shall be directly responsible for implementing and enforcing these procedures when the JPIC is activated in support of the BVPS Emergency Preparedness Plan, as well as during appropriate periods immediately prior to such activation when these procedures are deemed necessary to establish and maintain order at the JPIC.
- 2.0 To assist the Security Coordinator in implementing and enforcing these procedures, if needed, security officers will be positioned at various locations to control access and to help maintain order. All personnel within the JPIC must adhere to these procedures, and must accept the authority of the security officers to restrict access in compliance with these procedures.
- 3.0 Disorderly persons shall be removed from the JPIC, if such action is necessary to maintain proper order, and the Security Coordinator shall establish liaison with local law enforcement agencies to provide appropriate support for this purpose.
- 4.0 Properly identified Beaver Valley Power Station employees will be allowed access to the JPIC as necessary for the performance of their duties, but all BVPS employees must wear their company ID cards in the chest area in a visible manner whenever they are inside the JPIC when these procedures are in effect. Any questions regarding employee access or the proper display of company ID cards should be referred to the Security Coordinator.

**ACTIVATION, OPERATION AND DEACTIVATION OF  
THE JOINT PUBLIC INFORMATION CENTER (JPIC)**

**ATTACHMENT 4 (2 of 2)**

**SECURITY PROCEDURES**

- 5.0 All non-employees must enter through the marked doors at the front (North side) of the JPIC, and must be logged-in at the appropriate registration desk after presenting proper credentials from the organizations they represent. Any non-employees without proper credentials must have their access authorized by an appropriate Beaver Valley Supervisor. Each non-employee will be issued one of the following types of access badges when he or she is logged-in, and must wear the badge in the chest area in a visible manner at all times while within the JPIC:
- a) News Media Representatives - pink cards
  - b) Governmental Representatives - blue cards
  - c) Visitors - white cards
- 6.0 Prior to departing the JPIC for any reason, all non-employees must return their access badges and be logged-out. Any lost access badges must be reported to the Security Coordinator as soon as the loss is noticed.
- 7.0 Certain non-employees may be authorized limited access to the JPIC loading dock and adjacent Lunch Room for logistical purposes (i.e., delivery and removal of food, supplies, trash, etc.), without being logged-in or issued access badges, but such access must be specifically authorized by the Security Coordinator. A security officer or other designated representative of the Security Coordinator must accompany such persons at all times while they are within the JPIC. Under no circumstances will such persons be admitted to any areas of the JPIC other than the loading dock and adjacent Lunch Room.
- 8.0 If the Alternate EOF is activated, Alternate EOF personnel will enter the JPIC Building per EPP/IP 1.6, Attachment 2. BVPS Security will send a representative to be stationed inside the JPIC Building, but outside the Alternate EOF door. BVPS Security will control access to the Alternate EOF.

**ACTIVATION, OPERATION**  
**AND DEACTIVATION**

**OF**

**THE PENN POWER**

**CUSTOMER**

**ACCOUNT SERVICES**

**DEPARTMENT**

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5  
A5.735B**

**APPROVAL PAGE**

**Intent Related Revision \_\_\_ Yes X No**

**IF YES**

**OSC and Site Approval**

OSC Meeting Number \_\_\_\_\_ Date \_\_\_\_\_

Reviewed \_\_\_\_\_  
Director, Emergency Preparedness \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_  
Manager, Management Services \_\_\_\_\_ Date \_\_\_\_\_

**IF NO**

Reviewed *Robert E. Keller* \_\_\_\_\_  
Director, Emergency Preparedness \_\_\_\_\_ *11/23/99* \_\_\_\_\_  
Date

Approved *James H. Hawkins* \_\_\_\_\_  
*for* Manager, Management Services \_\_\_\_\_ *11-24-99* \_\_\_\_\_  
Date

**CONTROLLED  
BVPS UNIT 3**

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5**

**EFFECTIVE INDEX**

Rev. 0	OSC Approved	12-8-95
Rev. 1	Non-Intent Revision	10-23-96
Rev. 2	Non-Intent Revision	6-17-97
Rev. 3	OSC Approved	1-1-98
Rev. 4	Non-Intent Revision	12-2-99



**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5**

**TABLE OF CONTENTS**

- A. PURPOSE
- B. RESPONSIBILITY
- C. ACTION LEVELS/PRECAUTIONS
- D. PROCEDURE
- E. FINAL CONDITIONS
- F. REFERENCES
- G. ATTACHMENTS

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5**

**A. PURPOSE**

This procedure provides guidance on the activation, operation and deactivation of the Penn Power Customer Account Services Department (CASD).

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan.
- 2.0 Title 10, Code of Federal Regulations, Part 50.
- 3.0 NUREG-0654/FEMA-REP-1 "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants."
- 4.0 NPDAP 5.3, News Release and Notification.
- 5.0 EPP/IP 1.7 Emergency Response Organization Teams.

**C. RESPONSIBILITIES**

- 1.0 The CASD Representative is responsible for addressing incoming phone calls to the Company service board regarding an emergency condition at Beaver Valley Power Station as outlined in Attachment 1.

**D. ACTION LEVELS/PRECAUTIONS**

**1.0 ACTION LEVELS**

- 1.1 An emergency condition, classified as Site Area or General Emergency has been declared at Beaver Valley Power Station Unit 1, Unit 2 or as requested by the Emergency Director or Emergency/Recovery Manager.
- 1.2 As deemed necessary by the Senior Nuclear Communications Representative in consultation with the Senior Vice President, Nuclear or designee.

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5**

**2.0 PRECAUTIONS**

- 2.1 All news announcements must be approved by either the designated Emergency Director (prior to Emergency Operations Facility (EOF) activation) or the Emergency/Recovery Manager (after EOF activation).
- 2.2 Any significant policy announcement on subjects other than plant conditions must be coordinated with First Energy Corporate Communications or designee in consultation with the Senior Vice President, Nuclear, or designee.

**E. PROCEDURE**

**1.0 ACTIVATION**

- 1.1 Upon notification, CASD staff shall report to their respective offices.

**2.0 OPERATION**

- 2.1 The Customer Account Services Representative shall direct their staff to refer calls to the appropriate organization (Attachment 2).

**3.0 DEACTIVATION**

- 3.1 Upon concurrence from the JPIC Manager, the CASD Staff shall be deactivated.

**F. FINAL CONDITIONS**

This procedure shall be terminated after the following conditions have been met:

- 1.0 Normal plant operations have been or are in the process of being restored.
- 2.0 News media interest has diminished to such an extent that pre-emergency media relations procedures can again be used.
- 3.0 The CASD staff has been relieved of all duties associated with the development and distribution of news announcements.

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5**

**G. ATTACHMENTS**

- 1.0 Job Guidelines
- 2.0 BVPS Response to telephone inquiries.
- 3.0 Rumor Inquiry Form - Customer Account Services Department

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5**

**INTENTIONALLY BLANK**

**ATTACHMENT 1 (1 of 1)**

**JOB GUIDELINES**

**CUSTOMER ACCOUNT SERVICES DEPARTMENT REPRESENTATIVE**

1. Following notification from the EPIO contact, reports to the Customer Account Services Department.
2. Assures that the telephone service board is adequately staffed.
3. Provides copies of news announcements to Customer Services telephone service board staff for use in answering public inquiries.
4. Assures that information given to the public is confined to the material contained in the news announcements.
5. Reports possible misinformation to the Rumor Control Coordinator, for follow-up using Attachment 3, Rumor Inquiry – Customer Account Services Department.
6. As needed, contacts the JPIC Manager to obtain the most current plant status updates.
7. Following an emergency, issues a report of activities to BVPS Emergency Preparedness.

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5**

**INTENTIONALLY BLANK**

## BVPS RESPONSE TO TELEPHONE INQUIRIES

**DO NOT  
GIVE INFORMATION  
ON PLANT STATUS**

### IF CALLER IS:

- **MEDIA** → Refer them to FirstEnergy Corporate Communications at (412) 393-5201.
- **PUBLIC** → Non-Emergency  
Refer them to FirstEnergy Corporate Communications at (412) 393-5201
- Emergency Event – Questions about What to Do
  - Ask What State they are located in.
  - Refer them to the County Emergency Center:
    - Columbiana County, OH: (330) 424-7139
    - Hancock County, WVA: (304) 564-4054
    - Beaver County, PA: (724) 775-1700/  
(724) 728-2421
- EPP Event – Questions on Plant Status  
Tell them to tune to their local television and radio stations for updates.



**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5**

**INTENTIONALLY BLANK**

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5  
A5.715GM**

**ATTACHMENT 3 (1 of 1)**

**RUMOR INQUIRY  
CUSTOMER ACCOUNTS SERVICE DEPARTMENT**

PERSON TAKING CALL: \_\_\_\_\_

TIME : \_\_\_\_\_

CALLER'S NAME AND ORGANIZATION: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NATURE OF INQUIRY: \_\_\_\_\_

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

IS RESPONSE REQUESTED? \_\_\_\_\_ YES \_\_\_\_\_ NO

RESPONSE GIVEN: \_\_\_\_\_

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

TIME OF RESPONSE: \_\_\_\_\_

SOURCE OF INFORMATION: \_\_\_\_\_

Note: This form is to be given to the Customer Account Services Representative  
for follow-up.

**EPP/Implementing Procedure  
ACTIVATION, OPERATION AND  
DEACTIVATION OF THE PENN POWER  
CUSTOMER ACCOUNT SERVICES DEPARTMENT**

**EPP/IP 9.5**

**INTENTIONALLY BLANK**

**EMERGENCY RESPONSE ORGANIZATION**

**CORPORATE SUPPORT**

EMERGENCY RESPONSE ORGANIZATION - CORPORATE SUPPORT

APPROVAL PAGE

Intent Related Revision \_\_\_ Yes X No

IF YES

OSC and Site Approval

OSC Meeting Number \_\_\_\_\_ Date \_\_\_\_\_

Reviewed \_\_\_\_\_  
Director, Emergency Preparedness \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_  
Manager, Management Services \_\_\_\_\_ Date \_\_\_\_\_

IF NO

Reviewed Robert E. Kibler \_\_\_\_\_  
Director, Emergency Preparedness \_\_\_\_\_ 11/23/99 Date \_\_\_\_\_

Approved Gary J. Hawkins \_\_\_\_\_  
for Manager, Management Services \_\_\_\_\_ 11-24-99 Date \_\_\_\_\_

**EMERGENCY RESPONSE ORGANIZATION - CORPORATE SUPPORT**

**EFFECTIVE INDEX**

Issue 9 Rev.	0	OSC Approved	9-27-90
EPP/IP 9.2	1	Non-Intent Revision	11-21-91
EPP/IP 9.2	2	Non-Intent Revision	12-29-92
EPP/IP 9.2	5	Non-Intent Revision	1-1-94
<hr/>			
EPP/IP 10.1	0	Non-Intent Revision	12-1-95
	1	Non-Intent Revision	3-27-97
	2	Non-Intent Revision	1-1-98
	3	Non-Intent Revision	12-2-99

**EMERGENCY RESPONSE ORGANIZATION - CORPORATE SUPPORT**

**TABLE OF CONTENTS**

- A. PURPOSE
- B. REFERENCES
- C. RESPONSIBILITIES
- D. ACTION LEVELS/PRECAUTIONS
- E. PROCEDURE
- F. FINAL CONDITIONS
- G. ATTACHMENTS

**EMERGENCY RESPONSE ORGANIZATION - CORPORATE SUPPORT**

**A. PURPOSE**

This procedure is to be utilized to provide the necessary legal, administrative and financial support to fulfill the requirements of the approved BVPS Emergency Preparedness Plan.

**B. REFERENCES**

- 1.0 Beaver Valley Power Station Emergency Preparedness Plan and Implementing Procedures.
- 2.0 Title 10, Code of Federal Regulations, Part 50.
- 3.0 NUREG-0654/FEMA-REP-1 "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".

**C. RESPONSIBILITIES**

The Emergency Director has the overall responsibility for the implementation of this procedure. Individual Emergency Response Coordinators and/or Managers are responsible for initiating communications with the various corporate support groups identified within this procedure.

**D. ACTION LEVELS/PRECAUTIONS**

1.0 ACTION LEVELS

- 1.1 An emergency condition of an Alert or greater has been declared at BVPS and the Emergency Response Organization has been activated.

2.0 PRECAUTIONS

- 2.1 This procedure provides general information as to the support available to the BVPS Emergency Response Organization. This procedure is intended to serve as guidance and need not be followed step-by-step.



**EMERGENCY RESPONSE ORGANIZATION - CORPORATE SUPPORT**

**E. PROCEDURE**

Administrative, legal, financial and security support shall be provided by Corporate personnel as requested by various Emergency Response Coordinators and/or Managers. Listed below are various FirstEnergy Groups and titles of individuals within that Group that may be able to provide support.

**NOTE:**

Emergency Response Coordinators (TSC) and/or Managers (EOF) should develop their own contact lists of Corporate personnel who would be able to provide assistance when requested.

1.0 FirstEnergy Nuclear Operating Company

- Perry Nuclear Power Plant
- Davis-Besse Nuclear Power Plant

2.0 Finance

- Controller
- Treasurer
- Financial Systems

3.0 Legal and Communication Services

- Legal
- Sales
- Marketing
- Energy Services
- Business Development and Wholesale Transactions
- Energy Services and Business Group

**EMERGENCY RESPONSE ORGANIZATION - CORPORATE SUPPORT**

- 4.0 Administration
- 5.0 Corporate Affairs and Community Involvement
- 6.0 Business Planning and Ventures
- 7.0 Distribution
- 8.0 Fossil Generation
- 9.0 Transmission

**F. FINAL CONDITIONS**

- 1.0 This procedure shall be completed upon termination of the emergency condition.
- 2.0 All reports and documentation have been collected and forwarded to Emergency Preparedness.

**G. ATTACHMENTS**

- 1.0 None

**JAN 11 2000**

**EPP/Implementing Procedure**

**EPP/IP 10.1**

**EMERGENCY RESPONSE ORGANIZATION - CORPORATE SUPPORT**

**INTENTIONALLY BLANK**