

50-302

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# RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

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TITLE: REP INDEX

<u>PROCEDURE NO.</u>	<u>TITLE</u>	<u>REVISION</u>	<u>DATE</u>
REP-01	Cancelled (Refer to REP-03.)		
REP-02	Activation and Notification of the Emergency Operations Facility Organization		01/17/00
<b>CONTROLLED COPY NUCLEAR OPERATIONS</b> Holder # <del>69-1242</del>			
REP-03	Operation of the Emergency Operations Facility	27	05/28/99
REP-03A	Setup of the Emergency Operations Facility	0	05/18/98
REP-04	Off-Site Radiological Dose Assessment Methods for the Emergency Operations Facility	9	02/16/96
REP-05	Cancelled (Refer to REP-03.)		
REP-06	Schedule for Radiological Emergency Response Plan Maintenance (limited distribution)	20	03/10/99
REP-07	Cancelled		
REP-08	Dissemination of Information Following an Emergency at Crystal River Unit 3	6	02/16/96
REP-09	Dose Assessment Software Control Program (issued only to REP Dept. personnel)	1	02/16/96
REP-10	Radiological Emergency Planning Administrative Instructions (issued only to REP Dept. personnel)	7	12/10/97
REP-11	Conduct of Drills and Exercises Supporting the Radiological Emergency Response Plan (issued only to REP Dept. personnel)	2	01/26/99
REP-12	Emergency Operations Facility Accident Assessment Procedure (limited distribution)	0	01/26/99



**RADIOLOGICAL EMERGENCY  
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**ACTIVATION AND NOTIFICATION OF THE  
EMERGENCY OPERATIONS FACILITY ORGANIZATION**

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**REQUIRED APPROVALS**

  
\_\_\_\_\_  
Manager, Radiological Emergency Planning

1/12/00  
Date

  
\_\_\_\_\_  
Vice President, Nuclear Operations

01/14/00  
Date



# RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

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**TITLE: ACTIVATION AND NOTIFICATION OF THE  
EMERGENCY OPERATIONS FACILITY ORGANIZATION**

## 1.0 PURPOSE

This procedure provides instructions for the activation of the EOF Organization in response to an emergency at CR-3.

## 2.0 SCOPE

2.1 This procedure describes the activation of the EOF Organization and provides initial directions for assembly of emergency response personnel. It contains telephone directories for the emergency response personnel and facilities necessary for effective implementation of the RERP, and provides instructions for notifying response personnel of changes in emergency classification or of the need for a shift change.

2.2 A Safety Assessment was performed for this procedure. A determination was made that this procedure is outside the scope of 10 CFR 50.59.

## 3.0 APPLICABLE REFERENCE DOCUMENTS

FPC CR-3 "Radiological Emergency Response Plan"

## 4.0 DEFINITIONS AND ABBREVIATIONS

Terms used in this procedure are consistent with the definitions and abbreviations provided in the RERP.

### 4.1 DEFINITIONS

#### 4.1.1 Activation:

To provide notification to emergency response personnel of the need to respond to the EOF for staffing and operation.

#### 4.1.2 Operational:

The minimum functions and communication links are established and required equipment is in proper working order per the EOF checklist in REP-03.



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## 4.2 ABBREVIATIONS

CR-3 - Crystal River Unit 3  
ENC - Emergency News Center  
EOF - Emergency Operations Facility  
EPC - Emergency Planning Coordinator  
FPC - Florida Power Corporation  
OSC - Operational Support Center  
RERP - Radiological Emergency Response Plan  
TSC - Technical Support Center

## 5.0 RESPONSIBILITIES AND ACTIONS

### 5.1 INITIAL ACTIVATION

The EOF Director is notified of any emergency that results in implementation of the RERP. In the event that the emergency is classified as a SITE AREA EMERGENCY or GENERAL EMERGENCY, the EOF Director will activate the EOF Organization. Based on assessments between the EOF Director and the Emergency Coordinator, the initial level of support required will be determined. The EOF Director will then notify those EOF members necessary for further assessment and response.

### 5.2 LEVEL OF ACTIVATION

The level of involvement of the various members of the EOF Organization will depend strongly on the nature of the emergency and the actions required to respond and recover. Assessment by the EOF Director, therefore, is appropriate before notifying and assembling the complete EOF Organization. The following describes the levels of involvement associated with each of the emergency classes:

#### a. Unusual Event

The EOF Director is notified and will notify EOF Staff as the event warrants.

#### b. Alert

The Emergency Coordinator will notify the EOF Director, who will notify the EOF Facility Manager; the Assistant EOF Director; the EOF Technical Support Director; the Communications Director; and





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During normal working hours, notification of EOF members located at CR-3 may be via pagers and/or the plant public address system. If a SITE AREA EMERGENCY is declared, EOF members should report to the EOF immediately, regardless of whether he/she is the primary or alternate for that position. Before departing for the EOF, an individual in the EOF member's department should be notified in the event he/she is called while enroute. The EOF Director will determine final staffing as needed.

### 5.3.2 Special Considerations

The Corporate Security Specialist is not required to report directly to the EOF since he/she must maintain the mobility necessary for fulfillment of responsibilities. However, the Corporate Security Specialist must notify the EOF Director upon assuming his/her emergency role.

### 5.4 NOTIFICATION OF CHANGE IN EMERGENCY CLASSIFICATION

After initially notifying EOF members that an emergency situation exists at CR-3, subsequent events may result in a reclassification of the emergency. Depending on the initial classification of the emergency and whether the change indicates a more or less serious emergency situation, varying changes in support may be appropriate. To assure EOF members are informed of changes in emergency classification in an expeditious manner, the network utilized for notification described above shall also provide the basis for notification of changes in emergency class.

Upon notification by the Emergency Coordinator that a change in emergency classification has occurred, the EOF Director shall initiate notification of the EOF Organization. This may be accomplished by announcement at the EOF, supplemented by telephone contacts; however, each individual position responsible for initial notifications per the network described in Section 5.3 above shall assure that each designated contact of the network is informed of the classification change. Each EOF member shall then respond as appropriate to the new classification or per directions provided through the EOF Director.

### 5.5 SHIFT CHANGE

Should the emergency situation appear to require long-term response and support, the EOF Director shall assess the need for providing personnel assignments for continuing support. If a shift change is required, they shall identify the emergency response positions necessary to maintain adequate response. Each individual filling those positions shall then contact their alternate to report to the emergency response facility. In the event a suitable alternate cannot be located in a timely manner, then that member shall immediately inform his respective director to locate or identify a suitable replacement.



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Once the relief alternate arrives at the designated location, there shall be a briefing by the individual that has filled the position prior to the transferring of responsibilities. The briefing is to be as complete as possible and should entail, as a minimum, the scenario of the emergency, the impact on the emergency position, the contacts made, the response anticipated from inquiries made, the actions exercised, the justification for these actions, and conveyance of all forms and logs generated.

## **5.6 NOTIFICATION DIRECTORIES**

**5.6.1** As an integral part of this procedure, directories are provided for EOF personnel, support facilities, support organizations, and off-site organizations:

- a. Attachment 1 provides a directory of EOF personnel and office and home telephone numbers for notification purposes.
- b. Attachment 2 provides a directory of emergency response facilities and telephone numbers.
- c. Attachment 3 provides a directory of off-site technical organizations. The designated FPC contact is also provided.

**5.6.2** Each EOF member should inform the EPC within one week of known changes in personnel when such changes affect the EOF personnel and/or telephone numbers.

**5.6.3** The EPC shall be informed of changes to the listings for off-site organizations or miscellaneous support contacts.

**5.6.4** These changes will be made and distributed by the EPC to holders of this procedure.

**5.6.5** There shall be a quarterly review and update of the telephone numbers listed in the attachments of this procedure.

## **6.0 INTERPRETATION CONTACT**

The responsibility for the development and maintenance of this procedure rests with the EPC. The EPC shall be contacted regarding any clarification or interpretation of requirements of this procedure.







