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Emergency Management	Emergency Plan Implementing Procedures	For Additional Info: http://EDMS	Effective Date: 11/26/13
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Manual: 16E – Emergency Management – Emergency Plan
Implementing Procedures

USE TYPE 3

Change Number: 340513

*The current revision can be verified on EDMS.

1. PURPOSE AND SCOPE

This procedure provides instructions for completing initial and follow-up notifications to offsite authorities for an event at the Fort St. Vrain (FSV) Independent Spent Fuel Storage Installation (ISFSI).

For an emergency event, notifications provide prompt initial information to emergency response personnel and offsite authorities.

2. INITIATING CONDITION

An emergency or a non-emergency event occurs at the FSV ISFSI that requires (1) notifying offsite authorities, or (2) issuing a State Advisory to the Colorado Department of Public Health and Environment.

3. RESPONSIBILITIES

- 3.1 FSV EC: The FSV EC is responsible for ensuring that offsite notifications are completed and updated, as required by the Nuclear Regulatory Commission (NRC).
- 3.2 Warning Communications Center (WCC): The WCC is responsible for facilitating notifications to offsite authorities, as requested by the FSV EC.
- 3.3 FSVA: If requested by the FSV EC, the FSVA is responsible for ensuring that offsite emergency notifications are completed and updated, as required by the NRC.

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4. INSTRUCTIONS

4.1 Emergency Event Notifications

4.1.1 Completing Initial Notifications

4.1.1.1 FSV EC/FSVA: Within 15 min of declaration of emergency event classification, initiate the notification process and ensure initial notifications to offsite authorities are completed as follows:

NOTE: *The initial and follow-up notification forms are numbered sequentially. The initial notification form is No. 1.*

4.1.1.1.1 Complete Form 150.17, “Fort St. Vrain Independent Spent Fuel Storage Installation Emergency Event Notification Form.”

4.1.1.1.2 Contact the WCC at (208) 526-1515 and request they facilitate initial notifications to offsite authorities.

4.1.1.1.3 Immediately fax Form 150.17, “Fort St. Vrain Independent Spent Fuel Storage Installation Emergency Event Notification Form,” to the WCC at (208) 526-1929.

NOTE 1: *Emergency telephone numbers are identified in LST-26, “INL Emergency Telephone Numbers.”*

NOTE 2: *The time of notification is considered to be the time the WCC starts to read the information contained on the notification form to the offsite agencies they were able to contact. This stops the 15-min notification time frame.*

4.1.1.2 WCC: Make initial notifications to offsite authorities as follows:

4.1.1.2.1 Upon receipt of the notification form, notify the following offsite authorities by telephone and read them the information contained on Form 150.17, “Fort St. Vrain Independent Spent Fuel Storage Installation Emergency Event Notification Form” (see Appendix A for telephone numbers):

- Weld County

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- Colorado Department of Public Health and Environment.

4.1.1.2.2 As soon as possible, but no longer than 1 hr after declaration of emergency event classification, notify the following offsite authorities by telephone and read them the information contained on Form 150.17, “Fort St. Vrain Independent Spent Fuel Storage Installation Emergency Event Notification Form” (see Appendix A for telephone numbers):

- Department of Energy Idaho Operations Office (DOE-ID)
- DOE Headquarters (DOE-HQ)
- NRC Operations Center
- INL Emergency Management Duty Officer
- INTEC EAM.

NOTE: *If the WCC is requested to complete the notification form as dictated to the WCC operator by the FSV EC, the WCC operator should sign the notification form with the notation “per telecon with (name of EC).”*

4.1.1.2.3 WCC: Fax Form 150.17, “Fort St. Vrain Independent Spent Fuel Storage Installation Emergency Event Notification Form,” to the following offsite authorities (see Appendix A for fax numbers):

- Weld County
- Colorado Department of Public Health and Environment
- DOE-HQ
- NRC Operations Center.

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4.1.2 Completing Follow-Up Notifications

4.1.2.1 FSV EC/FSVA: Immediately following a significant change (e.g., change in emergency conditions, classification level, meteorological conditions, release data, protective action recommendations, security conditions, evaluations/assessments, or event termination), initiate the notification process and ensure follow-up notifications to offsite authorities are completed. Follow up notifications are performed as follows:

- 4.1.2.1.1 Complete Form 150.17, “Fort St. Vrain Independent Spent Fuel Storage Installation Emergency Event Notification Form.”
- 4.1.2.1.2 Contact the WCC at (208) 526-1515 and request they facilitate follow-up notifications to offsite authorities.
- 4.1.2.1.3 Immediately fax Form 150.17, “Fort St. Vrain Independent Spent Fuel Storage Installation Emergency Event Notification Form,” to the WCC at (208) 526-1929.

4.1.2.2 WCC: Upon receipt of the ISFSI Emergency Event Notification form, notify the following offsite authorities by telephone and read them the information contained on Form 150.17, “Fort St. Vrain Independent Spent Fuel Storage Installation Emergency Event Notification Form” (see Appendix A for telephone numbers):

- Weld County
- Colorado Department of Public Health and Environment
- INL Emergency Management Duty Officer
- DOE-ID
- DOE-HQ
- NRC Operations Center.

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NOTE: *If the WCC is requested to complete the notification form, as dictated to the WCC operator by the FSV EC, the WCC operator should sign the notification form with the notation “per telecon with (name of EC).”*

4.1.2.3 WCC: Fax Form 150.17, “Fort St. Vrain Independent Spent Fuel Storage Installation Emergency Event Notification Form,” to the following offsite authorities (see Appendix A for fax numbers):

- Weld County
- Colorado Department of Public Health and Environment
- DOE-HQ
- NRC Operations Center.

4.1.3 Transfer of Emergency Event Notification Function to the FSVA

4.1.3.1 FSV EC: Request the FSVA to assume the emergency event notification function.

4.1.3.2 FSV EC: Verify the FSVA has assumed the emergency event notification function.

4.1.3.3 FSV EC: Document the transfer of the emergency event notification function to the FSVA.

4.1.3.4 FSVA: Document acceptance of the emergency event notification function from FSV EC.

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4.2 Non-emergency Event Notifications

4.2.1 Completing Non-emergency Event Notifications

NOTE: *Notification times for Non-emergency Events are per MCP-2924, “NRC Licensee Event and Condition Reporting.”*

4.2.1.1 FSV ISFSI Manager/EC: Initiate the notification process and ensure notifications to offsite authorities are completed as follows:

4.2.1.1.1 Complete Form 150.18, “Fort St. Vrain Independent Spent Fuel Storage Installation Non-emergency Event Notification Form.”

4.2.1.1.2 Contact the WCC at (208) 526-1515 and request they facilitate notifications to offsite authorities.

4.2.1.2 WCC: Upon receipt of the ISFSI Non-emergency Event Notification form, notify the following offsite authorities by telephone and read them the information contained on Form 150.18, “Fort St. Vrain Independent Spent Fuel Storage Installation Non-emergency Event Notification Form” (see Appendix A for telephone numbers):

- DOE-ID
- NRC Operations Center
- INL EMDO.

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4.3 ORPS Occurrence Report Notifications

4.3.1 Completing ORPS Occurrence Report Notifications

NOTE: *Notification times for Occurrence Reports are determined with the assistance of the INTEC Plant Shift Manager per MCP-190, "Event Investigation and Occurrence Reporting."*

4.3.1.1 FSV ISFSI Manager/EC: Initiate the notification process and ensure notifications to appropriate authorities are completed as follows:

4.3.1.1.1 Contact the WCC at (208) 526-1515 and request they facilitate notification to the INTEC Plant Shift Manager.

5. RECORDS

Form 150.17, "Fort St. Vrain Independent Spent Fuel Storage Installation Emergency Event Notification Form"

Form 150.18, "Fort St. Vrain Independent Spent Fuel Storage Installation Non-emergency Event Notification Form"

6. APPENDIXES

Appendix A, Notification List

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Appendix A

Notification List

Authority	Phone Number		Time/Date of Notification	Name of Contact
	Type*	Number		
Colorado Department of Public Health and Environment	Normal working hours	(877) 518-5608		
	Cell	(303) 594-5219		
	Fax	(303) 691-7811		
DOE-HQ	Primary	(202) 586-8100		
	Fax	(202) 586-8485		
DOE-ID	Duty rotation	(208) 526-1515		
FSV EC at FSV Command Post	Primary	(970) 785-0684		
	Fax	(970) 785-0496		
ISFSI Management Department Manager	Primary	(208) 533-0380		
	Cell	(208) 521-8612		
NRC Operations Center	Primary	(301) 816-5100		
	Backup	(301) 951-0550		
	Fax	(301) 816-5151		
Weld County	Emergency dispatch	(970) 356-1212		
	Fax	(970) 304-6501		
INTEC Plant Shift Manager	Office	(208) 526-3100		
	Cell	(208) 521-0883		
* Duty rotation indicates that individuals filling a specified position are on a rotating schedule. The on-duty individual can be reached by contacting the WCC.				

Key: DOE-HQ Department of Energy Headquarters ISFSI Independent Spent Fuel Storage Installation
 DOE-ID Department of Energy Idaho Operations Office NRC Nuclear Regulatory Commission
 EC Emergency Coordinator WCC Warning Communications Center