

**NEW YORK POWER AUTHORITY  
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**FROM: CATHY IZYK - EMERGENCY PLANNING DEPARTMENT**

**SUBJECT: EMERGENCY PLAN AND IMPLEMENTING PROCEDURES**

Enclosed are revisions to your assigned copy of the JAFNPP Emergency Plan and Implementing Procedures. Please remove and **DISCARD** the old pages. Insert the attached, initial and date this routing sheet and return the completed routing sheet to ***Cathy Izyk in the Emergency Planning Department within 15 days.*** If this transmittal is not returned within 15 days, your name will be removed from the controlled list.

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<b>VOLUME 1 Update List Dated N/A</b>			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
	N/A		

<b>VOLUME 2 Update List Dated FEBRUARY 22, 2000</b>			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
INDEX	REPLACE	N/A	
EAP 14.5	REPLACE ALL	13	

<b>VOLUME 3 Update List Dated FEBRUARY 22, 2000</b>			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
INDEX	REPLACE	N/A	
SAP-1	REPLACE ALL	15	
SAP-6	REPLACE ALL	15	

A045

**EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 2  
UPDATE LIST**

CONTROLLED COPY # 31

Date of Issue: February 22, 2000

<b>Procedure Number</b>	<b>Procedure Title</b>	<b>Revision Number</b>	<b>Date of Last Review</b>	<b>Use of Procedure</b>
N/A	TABLE OF CONTENTS	REV. 19	02/98	N/A
IAP-1	EMERGENCY PLAN IMPLEMENTATION CHECKLIST	REV. 22	02/98	Continuous
IAP-2	CLASSIFICATION OF EMERGENCY CONDITIONS	REV. 20	12/98	Continuous
EAP-1.1	OFFSITE NOTIFICATIONS	REV. 42	04/99	Informational
EAP-2	PERSONNEL INJURY	REV. 22	02/98	Informational
EAP-3	FIRE	REV. 20	02/98	Informational
EAP-4	DOSE ASSESSMENT CALCULATIONS	REV. 29	12/98	Reference
EAP-4.1	RELEASE RATE DETERMINATION	REV. 10	12/98	Reference
EAP-5.1	DELETED (02/94)			
EAP-5.2	DELETED (04/91)			
EAP-5.3	ONSITE/OFFSITE DOWNWIND SURVEYS AND ENVIRONMENTAL MONITORING	REV. 6	02/98	Informational
EAP-6	IN-PLANT EMERGENCY SURVEY/ENTRY	REV. 15	02/98	Informational
EAP-7.1	DELETED (02/94)			
EAP-7.2	DELETED (02/94)			
EAP-8	PERSONNEL ACCOUNTABILITY	REV. 46	02/00	Reference
EAP-9	SEARCH AND RESCUE OPERATIONS	REV. 9	02/98	Informational
EAP-10	PROTECTED AREA EVACUATION	REV. 14	02/98	Informational
EAP-11	SITE EVACUATION	REV. 15	02/98	Informational
EAP-12	DOSE ESTIMATED FROM AN ACCIDENTAL RELEASE OF RADIOACTIVE MATERIAL TO LAKE ONTARIO	REV. 10	08/99	Reference
EAP-13	DAMAGE CONTROL	REV. 13	12/98	Informational
EAP-14.1	TECHNICAL SUPPORT CENTER ACTIVATION	REV. 20	12/98	Informational
EAP-14.2	EMERGENCY OPERATIONS FACILITY ACTIVATION	REV. 18	06/99	Informational
EAP-14.5	OPERATIONAL SUPPORT CENTER ACTIVATION AND OPERATION	REV. 13	02/00	Informational

**EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 2  
UPDATE LIST**

CONTROLLED COPY #     

Date of Issue: February 22, 2000

<b>Procedure Number</b>	<b>Procedure Title</b>	<b>Revision Number</b>	<b>Date of Last Review</b>	<b>Use of Procedure</b>
EAP-14.6	HABITABILITY OF THE EMERGENCY FACILITIES	REV. 14	10/98	Informational
EAP-15	EMERGENCY RADIATION EXPOSURE CRITERIA AND CONTROL	REV. 10	02/00	Informational
EAP-16	PUBLIC INFORMATION PROCEDURE	REV. 6	02/98	Informational
EAP-17	EMERGENCY ORGANIZATION STAFFING	REV. 88	02/00	Informational
EAP-18	DELETED (12/93)			
EAP-19	EMERGENCY USE OF POTASSIUM IODINE (KI)	REV. 19	03/98	Informational
EAP-20	POST ACCIDENT SAMPLE, OFFSITE SHIPMENT AND ANALYSIS	REV. 8	02/98	Reference
EAP-21	DELETED (12/85)			
EAP-22	DELETED (02/98)			
EAP-23	EMERGENCY ACCESS CONTROL	REV. 10	02/98	Informational
EAP-24	EOF VEHICLE AND PERSONNEL DECONTAMINATION	REV. 8	02/98	Informational
EAP-25	DELETED (02/94)			

NEW YORK POWER AUTHORITY  
JAMES A. FITZPATRICK NUCLEAR POWER PLANT  
EMERGENCY PLAN IMPLEMENTING PROCEDURE

OPERATIONAL SUPPORT CENTER ACTIVATION\*  
EAP-14.5  
REVISION 13

REVIEWED BY: PLANT OPERATING REVIEW COMMITTEE

MEETING NO. N/A DATE N/A

APPROVED BY: [Signature] DATE 2/18/00  
RESPONSIBLE PROCEDURE OWNER

EFFECTIVE DATE: February 22, 2000

FIRST ISSUE  FULL REVISION  LIMITED REVISION

***** * * INFORMATIONAL USE * * *****	***** * * TSR * * *****
***** * * ADMINISTRATIVE * * *****	CONTROLLED COPY # <u>34</u>

PERIODIC REVIEW DUE DATE February 2002

REVISION SUMMARY SHEET

REV. NO.

REASON FOR CHANGE

13

- Annual review and revision for consistency with AP-02.01, Procedure Writing Manual.
- Editorial changes to the following sections: 2.1, 2.2, 4.1.2, 4.2.1, 4.3.1, 4.3.3.D, 4.4

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## 1.0 PURPOSE

This procedure provides instructions for the activation and operation of the Operational Support Center (OSC) and Alternate Operational Support Center (AOSC). The OSC has been designed to provide services such that personnel designated to assist in bringing the emergency under physical control may be expeditiously contacted and dispatched. The AOSC may be activated if the primary OSC becomes uninhabitable.

## 2.0 REFERENCES

### 2.1 Performance References

2.1.1 EAP-8, PERSONNEL ACCOUNTABILITY

2.1.2 EAP-6, INPLANT EMERGENCY SURVEY/ENTRY

2.1.3 EAP-13, DAMAGE CONTROL

2.1.4 EAP-14.6, HABITABILITY OF THE EMERGENCY FACILITIES

2.1.5 EAP-15, EMERGENCY RADIATION EXPOSURE CRITERIA AND CONTROL

2.1.6 EAP-17, EMERGENCY ORGANIZATION STAFFING

2.1.7 EAP-1.1 OFFSITE NOTIFICATIONS

### 2.2 DEVELOPMENT REFERENCES

2.2.1 IAP-2, CLASSIFICATION OF EMERGENCY CONDITIONS

2.2.2 EAP-8, PERSONNEL ACCOUNTABILITY

2.2.3 EAP-13, DAMAGE CONTROL

2.2.4 EAP-14.6, HABITABILITY OF THE EMERGENCY FACILITIES

2.2.5 EAP-15, EMERGENCY RADIATION EXPOSURE CRITERIA AND

2.2.6 EAP-17, EMERGENCY ORGANIZATION STAFFING

2.2.7 EAP-1.1, OFFSITE NOTIFICATIONS

## 3.0 INITIATING EVENTS

3.1 An emergency has been declared in accordance with IAP-2, CLASSIFICATION OF EMERGENCY CONDITIONS, and

3.2 A decision has been made by the Emergency Director to activate the OSC.

#### 4.0 PROCEDURE

##### 4.1 Procedural Responsibilities

4.1.1 This procedure describes a method to activate the OSC/AOSC; Attachment 1, Facility Status Guidelines.

4.1.2 The Operational Support Center (OSC) is the central point from which personnel are assigned and scheduled to accomplish a variety of emergency tasks. The OSC is located on the first floor of the Administration Building and includes the Chemistry Lab. The alternate OSC is located in the old Work Center adjacent to the Control Room. The remainder of the third floor, within the TSC ventilation pressure boundary, may also be used. The alternate OSC shall only be used when directed by the Emergency Director.

A. The following functions should be able to be performed prior to declaring the OSC operational. However, the Emergency Director, Emergency Maintenance Coordinator, or OSC Manager may change the staff required based upon the event at hand. See EAP-17, EMERGENCY ORGANIZATION STAFFING, for full staffing complement.

OSC Manager (An Electrical, Mechanical or I&C Supervisor may function as OSC Manager while designated OSC Manager is en route to plant.)

Electrical Supervisor  
Electricians (as needed)  
Mechanical Supervisor  
Mechanics (as needed)  
Radiation Protection Supervisor  
Radiation Protection Technicians (as needed)  
I&C Supervisor  
I&C Technicians (as needed)  
Chemistry Technicians (as needed)  
Operators (as needed)  
Planners (as needed)  
OSC Support Personnel (as needed)

Functionally, the OSC should be able to coordinate maintenance, operational and survey actions in the physical plant.

##### 4.2 OSC Activation

4.2.1 The Emergency Director shall activate the OSC according to this procedure and OFFSITE NOTIFICATION.

- A. In-plant repair personnel assigned to the OSC (i.e. rad protection technicians, mechanics, electricians, I&C technicians, Buildings and Grounds, and warehouse personnel) shall report to the OSC area.
- B. Chemistry technicians assigned as OSC staff shall report to the Chemistry Lab.
- C. If a release is in progress, access through the foyer shall be limited by RES personnel.
- D. Upon initiation of accountability, access shall be in accordance with EAP-8, PERSONNEL ACCOUNTABILITY. Access through the west side roll-up door and personnel door shall be prohibited (unless a security guard has been assigned to these doors to perform continuous accountability).
- E. RES technicians in the Chemistry Lab shall proceed to the OSC office area for accountability.

#### 4.3 OSC Activities

4.3.1 The Radiation Protection Supervisor shall assure:

- A. A check of radiological conditions in the OSC shall be completed in accordance with EAP-14.6, HABITABILITY OF THE EMERGENCY FACILITIES.

**NOTE:** Normal radiation protection procedures and practices shall be adhered to prior to the need for implementing EAP-6, IN-PLANT EMERGENCY SURVEY/ENTRY.

- B. Consideration is given to implementing EAP-6, IN-PLANT EMERGENCY SURVEY/ENTRY and EAP-15, EMERGENCY RADIATION EXPOSURE CRITERIA AND CONTROL for dispatching OSC personnel as applicable.

4.3.2 The Emergency Maintenance Coordinator shall:

- A. Designate an individual to serve as the OSC Manager.
- B. Notify the Emergency Director when the OSC is staffed and operational.
- C. Provide detailed instruction to the OSC Manager in accordance with EAP-13, DAMAGE CONTROL.

## 4.3.3 The designated OSC Manager shall:

- A. Designate a communicator/record keeper (if possible, a licensed SRO) on the CR/OSC/TSC/EOF emergency hotline.
- B. Synchronize clock with TSC.
- C. Assure OSC activities are reported to the Emergency Maintenance Coordinator, Emergency Director or other appropriate individual. (This includes report to the Emergency Maintenance Coordinator that OSC is staffed and operational.)
- D. Request from the Emergency Maintenance coordinator additional staff or expertise as needed.
- E. Coordinate the development and review of any ad hoc procedures for damage control with the Emergency Maintenance Coordinator and the Emergency Director.
- F. Dispatch damage control teams under the guidance of the Emergency Maintenance Coordinator.
- G. Designate the OSC supervisors to be responsible for continuous accountability in the OSC. These individuals will ensure sign-in and sign-out through the security guard post using Attachment 3 of EAP-8, PERSONNEL ACCOUNTABILITY.
- H. Designate an individual to be responsible for keeping records of team actions and dose exposures.
- I. Ensure all teams are briefed regarding to corrective actions (i.e. EAP-13, DAMAGE CONTROL) and radiological conditions (i.e. EAP-6, IN-PLANT EMERGENCY SURVEY/ENTRY).
- J. Request the Operations Coordinator inform the OSC if operators are needed to staff the Work Center.
- K. Contact the Control Room to transfer control of any repair teams to the OSC who were dispatched prior to OSC activation. (Ensure teams are notified to report to the OSC.)
- L. Provide frequent briefings to OSC personnel; Attachment 2, OSC Briefing Checklist, provides guidance.

4.3.4 The designated OSC communicator shall:

- A. Test all communications equipment.
- B. Assure that OSC Manager is kept abreast of plant conditions and team results.
- C. Assure that information boards in the OSC are kept up-to-date.

#### 4.4 Alternate Operational Support Center Activation

The Alternate OSC will be utilized if the primary OSC becomes uninhabitable or hazardous. The Alternate OSC location is the old Work Center adjacent to the Control Room on the 300' elevation. The remainder of the third floor, within the TSC ventilation pressure boundary, may also be used.

- 4.4.1 If it is determined the primary OSC is uninhabitable, the Emergency Director will direct the OSC Manager to relocate to the Alternate OSC.
- 4.4.2 The OSC Manager will select appropriate personnel to relocate and to staff damage control teams. Other personnel will be relocated to habitable areas or offsite.
- 4.4.3 The OSC Manager will take the following equipment to the Alternate OSC: (and any other equipment/supplies that he deems necessary.)
  - A. Protective clothing and respiratory protection.
  - B. Records of teams; exposures.
  - C. Emergency procedures; telephone lists.
- 4.4.4 The Emergency Director, TSC Manager, or designee will announce on the public address system the relocation to affected personnel as well as the new telephone number for the OSC Manager.

#### 5.0 ATTACHMENTS

- 1. FACILITY STATUS GUIDELINES
- 2. OSC BRIEFING CHECKLIST

FACILITY STATUS GUIDELINES

These three conditions describe the various stages of facility readiness:

Activated - An order has been made to activate an emergency response facility, and the facility is in the process of being staffed.

Staffed - The emergency response facility has been activated and sufficient personnel are available to perform the required functions as determined by the facility manager.

Operational - The emergency facility has been activated and staffed, and has assumed responsibilities for performing its intended functions.

OSC BRIEFING CHECKLIST

Time: \_\_\_\_\_

**NOTE: Ensure all areas of the OSC are briefed**

OSC Manager should brief the facility **EVERY 60 MINUTES** or sooner if plant conditions change.

OSC Manager should call on group leaders to provide briefing information in their area of expertise.

I. Emergency Classification and Reason for: \_\_\_\_\_  
\_\_\_\_\_

II. Plant Status (Stable, Improving, Degrading) Changes in Plant Status since Last Briefing \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Offsite Protective Actions Implemented \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. Major Equipment Inoperative: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. Work directed out of OSC and priorities of that work included if working/planned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VI. General Onsite Radiological Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VII. Status of any of the following not previously covered:

- A. Accountability
- B. Search and Rescue
- C. Fire Brigade
- D. First Aid Team
- E. Radiological Survey Teams
- F. TSC Engineering Activities
- G. Offsite Agencies Assistance Requested
- H. Use of Potassium Iodide
- I. Emergency Dose to Workers

EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 3  
UPDATE LIST

CONTROLLED COPY # ~~31~~

Date of Issue: February 22, 2000

Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
N/A	TABLE OF CONTENTS	REV. 23	12/98	N/A
EAP-26	PLANT DATA ACQUISITION SYSTEM ACCESS	REV. 11	02/98	Informational
EAP-27	ESTIMATION OF POPULATION DOSE WITHIN 10 MILE EMERGENCY PLANNING ZONE	REV. 9	02/98	Informational
EAP-28	EMERGENCY RESPONSE DATA SYSTEM (ERDS) ACTIVATION	REV. 5	02/98	Reference
EAP-29	EOF VENTILATION ISOLATION DURING AN EMERGENCY	REV. 5	02/98	Informational
EAP-30	EMERGENCY TERMINATION AND TRANSITION TO RECOVERY*	REV. 0	12/98	Informational
EAP-31	RECOVERY MANAGER*	REV. 0	12/98	Informational
EAP-32	RECOVERY SUPPORT GROUP*	REV. 2	02/00	Informational
EAP-33	DEVELOPMENT OF A RECOVERY ACTION PLAN*	REV. 0	12/98	Informational
EAP-34	ACCEPTANCE OF ENVIRONMENTAL SAMPLES AT THE EOF/EL DURING AN EMERGENCY	REV. 3	02/98	Informational
EAP-35	EOF TLD ISSUANCE DURING AN EMERGENCY	REV. 6	02/98	Informational
EAP-36	ENVIRONMENTAL LABORATORY USE DURING AN EMERGENCY	REV. 4	02/98	Informational
EAP-37	SECURITY OF THE EOF AND EL DURING DRILLS, EXERCISES AND ACTUAL EVENTS	REV. 5	02/98	Informational
EAP-39	DELETED (02/95)			
EAP-40	DELETED (02/98)			
EAP-41	DELETED (12/85)			
EAP-42	OBTAINING METEOROLOGICAL DATA	REV. 13	04/99	Informational
EAP-43	EMERGENCY FACILITIES LONG TERM STAFFING	REV. 47	02/00	Informational
EAP-44	CORE DAMAGE ESTIMATION	REV. 4	02/98	Informational
EAP-45	EMERGENCY RESPONSE DATA SYSTEM (ERDS) CONFIGURATION CONTROL PROGRAM	REV. 5	02/98	Informational
SAP-1	MAINTAINING EMERGENCY PREPAREDNESS	REV. 15	02/00	Informational
SAP-2	EMERGENCY EQUIPMENT INVENTORY	REV. 28	06/99	Reference
SAP-3	EMERGENCY COMMUNICATIONS TESTING	REV. 66	02/00	Reference

EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 3  
UPDATE LIST

Date of Issue: February 22, 2000

Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
SAP-4	NYS/OSWEGO COUNTY EMERGENCY PREPAREDNESS PHOTO IDENTIFICATION CARDS	REV. 7	09/98	Informational
SAP-5	DELETED (3/98)			
SAP-6	DRILL/EXERCISE CONDUCT	REV. 15	02/00	Informational
SAP-7	MONTHLY SURVEILLANCE PROCEDURE FOR ON-CALL EMPLOYEES	REV. 34	02/98	Informational
SAP-8	PROMPT NOTIFICATION SYSTEM FAILURE/SIREN SYSTEM FALSE ACTIVATION	REV. 10	02/98	Informational
SAP-9	DELETED (02/94)			
SAP-10	METEOROLOGICAL MONITORING SYSTEM SURVEILLANCE	REV. 7	01/98	Informational
SAP-11	EOF DOCUMENT CONTROL	REV. 9	07/99	Informational
SAP-13	EOF SECURITY AND FIRE ALARM SYSTEMS DURING NORMAL OPERATIONS	REV. 3	03/98	Informational
SAP-14	DELETED (02/95)			
SAP-15	DELETED (11/92)			
SAP-16	UTILIZING EPIC IDT TERMINALS FROM DESTINY SYSTEM	REV. 3	02/98	Informational
SAP-17	EMERGENCY RESPONSE DATA SYSTEM (ERDS) QUARTERLY TESTING	REV. 6	02/98	Continuous
SAP-19	SEVERE WEATHER	REV. 3	03/98	Informational
SAP-20	EMERGENCY PLAN ASSIGNMENTS	REV. 17	06/99	Informational
SAP-21	PLACEMENT, TESTING AND OPERATION OF WIRELESS TELEPHONE EQUIPMENT IN PLANT ENVIRONS	REV. 2	10/98	Informational
SAP-22	EMERGENCY PLANNING PROGRAM SELF ASSESSMENT	REV. 1	10/98	Informational

NEW YORK POWER AUTHORITY  
JAMES A. FITZPATRICK NUCLEAR POWER PLANT  
EMERGENCY PLAN IMPLEMENTING PROCEDURE

MAINTAINING EMERGENCY PREPAREDNESS\*  
SAP-1  
REVISION 15

REVIEWED BY: PLANT OPERATING REVIEW COMMITTEE

MEETING NO. N/A

DATE N/A

APPROVED BY: [Signature]  
RESPONSIBLE PROCEDURE OWNER

DATE: 2/18/00

EFFECTIVE DATE: February 22, 2000

FIRST ISSUE

FULL REVISION

LIMITED REVISION

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PERIODIC REVIEW DUE DATE: February 2002

## REVISION SUMMARY SHEET

## REV. NO.

- 15 • Added step 4.5.2.c to include performance indicator data in Drill and Exercise Scenario Documentation package.
  
- 14 • Deleted Training Department and added "In Accordance with Records Retention Turnover Schedule" for Drill/Exercise Documentation in Sections 4.3.3, 4.3.4, and 4.3.5B.
  - Deleted "Annual" as it no longer applies in section 4.3.3
  - Periodic Review Due Date Changed to reflect AP-02.04 five year requirement - (Previously, E-Plan Department imposed a one year Periodic Review Due Date)
  
- 13 • Reformat per AP-02.01, Rev. 5.
  - Change reference section to accurately reflect procedure numbers and titles.
  - Change from "annual" exercise to "biennial" exercise.

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## 1.0 PURPOSE

This procedure details the actions to be taken to maintain emergency preparedness at the JAFNPP site. The procedure establishes a method for the conduct and evaluation of a drill or exercise at the JAFNPP. This procedure also outlines the management controls used to ensure that corrective actions are implemented.

## 2.0 REFERENCES

### 2.1 Performance References

None

### 2.2 Developmental References

- 2.2.1 NUREG-0654, Criteria for the Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in support of Nuclear Power Plants
- 2.2.2 JAFNPP Emergency Plan, Volume #1
- 2.2.3 TP-1.01, TRAINING RECORDS
- 2.2.4 TP-4.01, GENERAL EMPLOYEE TRAINING
- 2.2.5 ITP-12, EMERGENCY RESPONSE TRAINING
- 2.2.6 AP-02.01, PROCEDURE WRITING MANUAL
- 2.2.7 AP-02.03, EMERGENCY PREPAREDNESS
- 2.2.8 AP-02.04, CONTROL OF PROCEDURES
- 2.2.9 QA-18.1-J, QUALITY ASSURANCE AUDIT PROGRAM-PLANT
- 2.2.10 SAP-6, DRILL/EXERCISE CONDUCT
- 2.2.11 SAP-3, EMERGENCY COMMUNICATIONS TESTING
- 2.2.12 IAP-2, CLASSIFICATION OF EMERGENCY CONDITIONS
- 2.2.13 JAFNPP EMERGENCY PLAN IMPLEMENTING PROCEDURES, VOLUMES 2 and 3
- 2.2.14 10CFR50.54(t)
- 2.2.15 Volume 10 Code of Federal Regulations, Part 50.55
- 2.2.16 TP-4.02, FIRE AND RESCUE TRAINING

### 3.0 INITIATING EVENTS

None

### 4.0 PROCEDURE

#### 4.1 General

Emergency preparedness at JAFNPP is maintained through an integrated program of training, drills, exercises, plan and procedure maintenance, and audits.

- 4.1.1 Training - Plant staff and outside support agencies are given formal classroom training in accordance with ITP-12, EMERGENCY RESPONSE TRAINING. Formal training consists of classroom instruction and examinations. Drills and exercises are utilized to evaluate emergency preparedness, and the results of these are input to a formalized drill report with ACTS items, DERs lesson learned or other corrective actions.
- 4.1.2 Drills - A drill is a hands on, supervised instruction period aimed at developing, testing and maintaining skills in a particular operation. Drills at JAFNPP are conducted in accordance with the schedule and guidelines of section 4.3 of this procedure.
- 4.1.3 Exercises - As defined in NUREG-0654, an exercise is an event that tests the integrated capability and a major portion of the basic elements existing within emergency plans and organizations. Exercises at JAFNPP are conducted in accordance with the schedule and guidelines of section 4.4 of this procedure.
- 4.1.4 Plan and Procedure Maintenance - Maintenance of the JAFNPP Emergency Plan and Implementing procedures consists of document control activities including distribution control, change control, procedure review, and cross reference review. Plan and procedure maintenance is in accordance with AP-02.03, EMERGENCY PREPAREDNESS and AP-02.04, CONTROL OF PROCEDURES.
- 4.1.5 Reviews - NYPA Q.A. will conduct a review of the emergency preparedness program at least once every 12 months in accordance with Section 8 of the Emergency Plan. Findings and corrective action records shall be maintained by the QA department in accordance with their procedures.

- 4.1.6 Drill/Exercise Documentation - Documentation for drills and exercises shall be maintained by the Training Manager. Documentation shall be developed in accordance with section 4.5.
- 4.1.7 Drill/Exercise Conduct, Observation, Critiques and Deficiencies - A formalized method for evaluating a drill or exercise has been established. SAP-6, DRILL/EXERCISE CONDUCT, details the method for conducting the Drill/Exercise Observation Program, Critique, and Deficiency action.

## 4.2 Training

The responsibility for training is shared by the Training Manager and the Emergency Planning Coordinator.

- 4.2.1 Training Manager - The Training Manager is responsible for the formal classroom training of individuals who have duties in the emergency response organization. The Training Manager is also responsible for specialized training services such as fire fighting, first aid and search/rescue. The Training Manager is responsible for all documentation of fire brigade drills.
- 4.2.2 Emergency Planning Coordinator - The Emergency Planning Coordinator is responsible for communications, medical emergency (contaminated injury), radiological monitoring and radiation protection drills.
- 4.2.3 Initial training and periodic retraining shall be conducted in accordance with TP-1.01, TRAINING RECORDS, TP-4.01, GENERAL EMPLOYEE TRAINING and ITP-12, EMERGENCY RESPONSE TRAINING.
- 4.2.4 Formal training shall be documented using a Training Report (as defined by Training procedures).
- 4.2.5 The Training Manager shall be responsible for maintaining all Emergency Plan training records. This shall include records of all formal training sessions, drills and exercises.

## 4.3 Drills

Responsibility for the conduct of drills is divided between the Emergency Planning Coordinator (EPC) and the Fire Protection Supervisor (FPS)/Fire Protection Training Specialist. There are five drill areas:

4.3.1 Communication Drills - Emergency Planning Coordinator.

Communications with Federal, State and local governments within the Emergency Planning Zones shall be tested monthly. Communications between the nuclear facility, State and local emergency operations centers, and field assessment teams shall be tested annually. Communication drills shall also include the aspect of understanding the content of messages via the observer evaluation. Documentation for communication drills shall be in accordance with procedure SAP-3, EMERGENCY COMMUNICATIONS TESTING. Communication drills shall be reviewed by the Emergency Planning Coordinator or the Assistant Emergency Planning Coordinator.

4.3.2 Fire Drills - Fire Protection Supervisor/Fire Protection Training Specialist.

Fire drills shall be conducted in accordance with the plant administrative procedures, Fire Protection Procedures and Training Procedures. Fire Brigade drills are the responsibility of the Fire Protection Supervisor. Response to an actual fire may be counted as a drill. Documentation of Fire Drills shall be done by the Training Manager in accordance with TP-4.02, FIRE AND RESCUE TRAINING.

4.3.3 Medical Emergency Drills - Emergency Planning Coordinator.

A medical emergency drill involving a simulated contaminated individual and contains provisions for participation by the local support services agencies (i.e., Oswego Hospital, SUNY Health Science Center and the Oswego Fire Department Ambulance) shall be conducted annually. The medical drill may be performed as part of the required exercise. Response to an actual medical emergency may be counted as a drill. Documentation of Medical Emergency Drills shall be done by completing Attachment 1, Drill Subject Report, with a drill scenario and providing a completed copy in accordance with the JAF Records Retention Turnover Schedule.

Radiological Monitoring Drills - Emergency Planning Coordinator.

Plant environs and radiological monitoring drills (onsite and offsite) shall be conducted annually. These drills shall include collection and analysis of sample media (e.g., water, vegetation, soil and air), and provisions for communications and record keeping. This drill may be conducted as part of the JAFNPP Biennial Exercise. Documentation for Radiological Monitoring Drills shall be done by completing Attachment 1, Drill Subject Report, with a drill scenario and providing a completed copy in accordance with the JAF Records Retention Turnover Schedule.

4.3.4 Radiation Protection Drills - Emergency Planning Coordinator.

A. Radiation Protection drills shall be conducted semi-annually which involve response to, and analysis of, simulated elevated airborne and liquid samples and direct radiation measurements in the environment.

B. Analysis of in-plant liquid samples with actual or simulated elevated radiation levels including use of the post-accident sampling system shall be included in Radiation Protection drills. This drill may be conducted as part of the JAFNPP Biennial Exercise. Documentation of Radiation Protection Drills shall be done by completing Attachment 1, Drill Subject Report, with drill scenario and providing a completed copy in accordance with the JAF Records Retention Turnover Schedule. Response to an incident involving elevated airborne or liquid activity or elevated radiation levels may be counted as a drill.

4.3.5 Drill Scheduling - The Emergency Planning Coordinator shall be responsible for the scheduling of all drills with the exception of Fire Drills, which is the responsibility of the Fire Protection Supervisor/Fire Protection Training Specialist. To the greatest extent possible drills should be scheduled in conjunction with each other to minimize interference with plant operating schedules. (Example: Exercising fire, medical and communications aspects of the emergency plan in conjunction with the JAFNPP Biennial Exercise.).

#### 4.4 Exercises

An emergency response exercise is an event that tests the integrated capability of a major portion of the basic elements contained in the JAFNPP Emergency Plan. An exercise can be comprised of numerous drills conducted simultaneously.

The purpose of the exercise, as described in NUREG-0654, is to test a full scale response capabilities of the Plant, State, Local and Federal agencies. The Plant is directly involved and is evaluated on its response to the simulated emergency situation.

The JAFNPP is required to conduct an exercise biennially. The exercise shall either be a full scale exercise which will include full participation by State and Local agencies or a small scale exercise that shall include only limited participation of State and Local agencies.

- 4.4.1 All personnel at JAFNPP may participate in an emergency exercise. (Note: Only Fire Brigade personnel may participate in a fire drill.)
- 4.4.2 An exercise shall be developed and should include the Alert, Site Area or General Emergency.
- 4.4.3 The scenario should be varied from year to year such that all major elements of the plans and preparedness organizations are tested within a five year period. Once every six years an exercise shall be off-hours. Some exercises should be unannounced. The EPC shall maintain a five year schedule of all major elements to be tested.
- 4.4.4 Offsite support groups should be contacted and included in the development of a JAFNPP Exercise, and requested to supply observers.
- 4.4.5 Some exercises of emergency preparedness should simulate an emergency that results in offsite radiological releases which would require responses by offsite authorities.
- 4.4.6 Exercises should be conducted under various weather conditions. To facilitate this, since the Emergency Planning Coordinator cannot reliably schedule drills in advance to coincide with adverse weather, it is advisable not to cancel or postpone drills based on unexpected inclemencies unless continuation would constitute undue risk to the participants or to the plant.

4.4.7 The biennial exercises shall be planned in advance via a formal scenario incorporating simulated plant, environmental, and personnel related events (input by controllers) to guide the action and allow for free play.

4.4.8 Documentation of the exercise shall be conducted in a manner consistent with section 4.5 of this procedure.

#### 4.5 Drill and Exercise Development and Documentation

4.5.1 Development Responsibilities - The Emergency Planning Coordinator shall insure the development, planning, scheduling and coordination of all drills/exercises involving the JAFNPP Emergency Plan.

A. The Fire Protection Supervisor shall assist the Emergency Planning Coordinator in preparing drill/exercise scenarios, requiring use of the fire brigade. The Fire Protection Supervisor is responsible for the development and conduct of fire brigade drills.

B. The General Manager - Operations shall provide assistance to the Emergency Planning Coordinator in preparing drill/exercise scenarios.

C. The Radiological and Environmental Services Manager shall provide assistance to the Emergency Planning Coordinator in preparing drill/exercise scenarios.

D. The General Manager - Maintenance and the General Manager - Support Services shall provide assistance to the Emergency Planning Coordinator in preparing drill/exercise scenarios.

E. The Vice President of Public Relations shall provide assistance to the Emergency Planning Coordinator in preparing the drill/exercise scenarios.

F. A senior management representative shall review the drill/exercise scenarios.

4.5.2 Drill and Exercise Scenario Development and Documentation.

A drill scenario shall be developed, organized and documented in a manner chosen by the Emergency Planning Coordinator. As a minimum, the scenario package will contain the following:

- A. Drill Title: (e.g., Refueling accident, loss of coolant accident, etc.).
- B. Objectives: The basic objective of the drill.
- C. Performance Indicator Data: A narrative description of opportunities for personnel to demonstrate accurate event classification, notification and PARs appropriate to the event within specified time limits. The following information should be included:
  - 1. Expected emergency classifications
  - 2. Expected offsite notifications for initial classification and upgrade of classification
  - 3. Expected PAR (initial PAR and nay PAR change)
  - 4. Expected offsite notification for initial PAR or any change
- D. Summary: A narrative summary describing the conduct of the events. This may include such things as simulated casualties, offsite department assistance, rescue of personnel, evacuation required, use of protective clothing, deployment of radiological monitoring teams, and public information activities.
- E. Drill Subject Report: This report describes information pertinent to the understanding of the drill intent. The report also includes a sign-off sheet for the PORC representative or senior management reviewer, as well as a list of observers and controllers. Observers and controllers may also be designated by memo or other manner included in the drill or exercise package.

4.5.3 The Emergency Planning Coordinator may include in the drill or exercise package any or all of the following information, or any additional information as required:

- A. Scope: Date, time, duration, location, and participating onsite and offsite organizations.
- B. Rules and Guidelines: Includes all ground rules, scope, safety precautions and procedure for exercise conduct, and the date, time and location of observer briefings and critique.
- C. Event Information: Including reactor vessel level and pressure graphs, dose assessment displays and meteorological forecasts, etc.
- D. Safety Precautions: Safety precautions to be followed.
- E. Time Schedule: A time schedule of initiating events including expected or simulated plant alarms, indications, or emergency classifications.
- F. Meetings: A time schedule for training, badging, briefings, plant tours and critiques.
- G. Timeline: A time schedule of major events and emergency classifications.
- H. Messages: Includes completed sheets for use in the exercise detailing activities, events, time, and sequence.
- I. Data: Includes Emergency and Plant Information Computer (EPIC), ARM's and In-plant Rad Maps, PASS data, Environmental Sample Data, and Offsite Rad Data.
- J. Anticipated Actions: A timeline of anticipated actions that should be taken by emergency facilities.
- K. Method of Evaluation: Contents should include the standard to which evaluation shall be made and supporting documentation.
- L. EPIC Screens: An accurate list of EPIC screens will be developed and displayed on the EPIC terminals.

## 5.0 ATTACHMENTS

1. DRILL SUBJECT REPORT

James A. FitzPatrick Nuclear Power Plant  
Emergency Plan

Drill/Exercise Title

---

Drill/Exercise Date

---

The items checked in this drill or exercise package are expected to result from using the scenario that is attached.

---

Emergency Planning Coordinator

Date

---

Senior Management Reviewer

Date

Attach with copies of Observer/Controller List & Scenario and send to:

1. JAFNPP Emergency Planning Coordinator
2. JAFNPP Training Manager

SAP-1

Rev. No. 15

MAINTAINING EMERGENCY  
PREPAREDNESS\*

ATTACHMENT 1

Page 13 of 16

ELEMENTS THAT SHOULD BE EXERCISED EACH YEAR		CHECK
ELEMENT		
1	Accident Detection and Assessment	
2	Emergency Classification (LIST)	
3	Personnel Notifications	
	Notification of onsite responders	
	Notification of offsite responders	
4	Communications	
	RECS	
	NRC ENS Phone	
	Other Special (LIST)	
5	Radiological Exposure Control	
	Inplant air/liquid samples	
	Onsite air/liquid samples	
	Offsite air/liquid samples (field monitoring)	
	Personnel exposure control	
6	Protective Action Recommendations	
	Initial Protective Actions	
	Augmented Dose Assessment Protective Actions	
7	Staff Augmentation	
	Full facility activation	
	Shift change	
8	Shift Staffing	
	Partial facility staffing (mini drill)	
	EAP-43 staffing review	
NOTES:		
<hr/>		

ELEMENTS THAT SHOULD BE EXERCISED OVER A 5 YEAR PERIOD		CHECK
	ELEMENT	
1	Off-hours Staffing (6pm-4am)	
2	Activation of Joint News Center (JNC)	
	News release(s) will be prepared	
	Media briefing(s) will be conducted	
	Prompt Notification System/EBS	
3	Use of Fire Brigade	
	Onsite response	
	Offsite Scriba Volunteer Fire Department	
	Offsite other	
4a	Use of First Aid Team	
	Contaminated medical injury	
	Noncontaminated medical injury	
4b	Use of Search and Rescue Team	
5	Use of Medical Support Team	
	Onsite First Aid Team	
	Offsite Oswego Hospital	
	Offsite SUNY Health Science Center	
	Offsite City of Oswego Fire Department Ambulance	
	Offsite other (LIST)	
6	Use of security personnel to provide quick access for emergency equipment and support	
	Emergency equipment access	
	Sabotage/Bomb	
	Intruder	
	Accountability	
7	Use of backup communications	
	Radio (LIST)	
	Phone (LIST)	
	Other communication (LIST)	
8	Rumor Control	
9	Use of Emergency Power at Emergency Response Facility (ERF)	
10	Evacuation of ERFs and relocation to backups	
11	Ingestion Pathway Exercise (State site requirement)	
12	Field monitoring including soil, vegetation and water sampling	
	Collect environmental media	
	Sampling station collections/including TLDs	



NEW YORK POWER AUTHORITY  
JAMES A. FITZPATRICK NUCLEAR POWER PLANT  
EMERGENCY PLAN IMPLEMENTING PROCEDURE

DRILL/EXERCISE CONDUCT\*  
SAP-6  
REVISION 15

REVIEWED BY: PLANT OPERATING REVIEW COMMITTEE

MEETING NO. N/A

DATE: N/A

APPROVED BY:

*M. A. [Signature]*  
RESPONSIBLE PROCEDURE OWNER

DATE: 4/17/2000

EFFECTIVE DATE: February 22, 2000

FIRST ISSUE

FULL REVISION

LIMITED REVISION

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PERIODIC REVIEW DUE DATE: FEBRUARY 2002

## REVISION SUMMARY SHEET

## REV. NO.

- 15
- Revised Observer Evaluation forms (Attachment 2) to collect NRC performance indicator data points for Drill/Exercise Performance.
  - Revised Attachment 1 Drill or Exercise Conduct Checklist, to tabulate and calculate NRC performance indicators for Drill/Exercise Performance.
- 14
- Attachment 2, pages 46-48: deleted as these Observer Evaluation Forms are no longer required. HQ ERC is being eliminated as part of this revision.
  - In section 8.1, 8.2, & 8.3 - added "or designee".
  - Added "or designee" to sections 8.1, 8.2, & 8.3.
- 13
- Reformat per AP-02.01, Rev. 5.
  - Editorial changes.
  - Reference change to reflect current APs.

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**1.0 PURPOSE**

To establish a procedure for the conduct and evaluation of all Emergency Plan Drills and Exercises at JAFNPP. This procedure also outlines the management controls used to ensure that corrective actions are implemented.

**2.0 REFERENCES****2.1 Performance References**

None

**2.2 Developmental References**

2.2.1 NUREG-0654, Criteria for the Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants

2.2.2 JAFNPP Emergency Plan and Implementing Procedures, Volumes 1, 2 and 3

2.2.3 SAP-1, MAINTAINING EMERGENCY PREPAREDNESS

2.2.4 AP-02.03, EMERGENCY PREPAREDNESS

2.2.5 AP-02.04, CONTROL OF PROCEDURES

**3.0 INITIATING EVENTS**

None

**4.0 PROCEDURE**

4.1 Drill Conduct is discussed in Section 5 of this procedure. This section delineates the minimum acceptable activity for a drill at JAFNPP.

4.2 Exercise Conduct is discussed in Section 6 of this procedure. This section delineates the minimum acceptable activity for an exercise at JAFNPP.

4.3 Observer Conduct is discussed in Section 7 of this procedure. This section specifies the minimum acceptable, preparation, training and response required for an observer of a JAFNPP drill or exercise.

4.4 Critiques and Corrective Actions are discussed in Section 8 of this procedure. This section specifies the method in which problems with Emergency Preparedness at JAFNPP are handled.

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**5.0 DRILL CONDUCT**

- 5.1 Drills shall be directed with the frequency established by SAP-1, MAINTAINING EMERGENCY PREPAREDNESS.
- 5.2 Drills shall be directed by a Lead Controller who shall be responsible for conducting the drill in accordance with the drill scenario and the drill report.
- 5.2.1 The Lead Controller may conduct a briefing with drill participants. The intent of such a briefing would be to insure that drill participants understand their function and purpose in the drill. The Control Room briefing should be similar to a shift turnover briefing.
- 5.2.2 The Lead Controller may delegate controller responsibilities to other individuals. Controllers and observers can be used for this purpose. A controller shall be called such when that individuals sole responsibility is to assist in the conduct of a drill. An observer can function as a controller when assigned the task of providing information or instruction during a certain aspect of a drill.
- 5.2.3 The Lead Controller shall insure that plant safety is not compromised by a drill, and may stop a drill at any time if in his opinion plant safety may be affected.
- 5.2.4 The Lead Controller shall attempt to collect the signatures of as many participants as possible for training documentation. This responsibility can be delegated to other controllers, or observers.
- 5.2.5 The Lead Controller shall commence and end the Drill, upon approval from the JAFNPP Site Executive Officer.
- 5.2.6 The Lead Controller shall ensure that drill observers are stationed to properly observe the drill.
- 5.2.7 The Lead Controller should distribute a fact sheet to the Emergency Response Facilities describing plant conditions in effect approximately eight (8) hours prior to drill commencement.

- 5.3 During a drill, when (public address system) announcements are made, those announcements shall be prefaced or followed by the words "This is a Drill."
- 5.4 During a drill when contacting any offsite or non-NYPA institution, the individual shall insure that the organization fully realizes that no emergency exists onsite and that it is a test of the JAFNPP Emergency Plan.
- 5.5 Drills shall be conducted using the guidance established by Attachment 1, Drill or Exercise Conduct Checklist.
- 5.6 The Emergency Planning Coordinator shall conduct an observer meeting prior to a drill. The meeting shall be to inform the observers of their specific tasks.
- 5.7 Radiological Emergency Medical Drills are limited in scope and participation by plant personnel. Therefore, only one lead controller is necessary in the Control Room, one observer/controller accompanying the victim and one controller at the destination hospital. Each observer/controller may be briefed individually. The Control Room controller must be a NYPA employee and the other controllers/observers may be medical consultant personnel. Drill documentation will be a combination of NYPA drill report and Control Room Observer Evaluation Form (Attachment 2), supplemented by the medical consultant's evaluation of performance.

#### 6.0 EXERCISE CONDUCT

An Exercise shall include all items specified for a drill with the following differences:

- 6.1 Exercises shall be conducted with the frequency established by SAP-1, MAINTAINING EMERGENCY PREPAREDNESS.
- 6.2 A Lead Controller stationed in the Control Room shall be responsible for conducting the exercise in accordance with the written scenario. As a minimum, controllers shall also be present in the Technical Support Center, Operational Support Center, and the Emergency Operations Facility.
- 6.3 Every attempt should be made to include Federal, State and local input into the development of the exercise scenario.
- 6.3.1 The Exercise scenario shall be developed by a committee headed and organized by the Emergency Planning Coordinator at JAFNPP.

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**7.0 OBSERVER CONDUCT**

- 7.1 Observers shall be used to record all significant events and the time at which they occur during a drill or exercise using Attachment 2, Observer Evaluation Form. The drill or exercise scenario shall state the objectives of the drill or exercise which will determine the major areas for the observers to concentrate their observation. Actions to be observed include: the ability to control the emergency, timely and proper notification, availability and use of equipment and personnel for control and recovery, assessment of consequences of the emergency actions taken by emergency personnel, and the necessity for off-shift notifications.
- 7.2 Observers shall be selected with the concurrence of the Site Executive Officer.
- 7.3 Observers and controllers will be assigned as determined by the Emergency Planning Coordinator. The degree of observation shall be made based on the extent of the drill or scenario. As a general rule, however, observers shall be stationed to observe all expected major actions of the drill expected and as listed in objectives statement of the drill or exercise scenario. At least two observers must be available for drills and at least eight observers for an exercise.
- 7.4 In plant observers shall be badged following normal plant badging procedures, and are required to participate during accountability drills.
- 7.5 Observers shall be visibly identified as observers, and they should take no part in the action of the drill or exercise except to:
- 7.5.1 Indicate simulated conditions to the exercise or drill participants, (e.g., survey meter readings, contamination levels, etc.), but only after instructions by the lead controller or individual acting on behalf of lead controller.
  - 7.5.2 Observe poor communication techniques and procedures and note/correct such occurrences when they occur.
  - 7.5.3 Prevent the communication of simulated emergency conditions as actual conditions outside of the exercise or drill area and to ensure that radio or telephone messages are preceded and ended by the statement "This is a Drill."

- 7.5.4 Prevent actions which might create a hazard to personnel or equipment. In such cases, observers shall require personnel participating in the exercise or drill to indicate the action verbally.
- 7.6 Observers shall be briefed as to their duties prior to the commencement of the drill or exercise. Drill observers should be briefed within 24-hours of the commencement of a drill. Exercise observers should be briefed within 24 hours of the commencement of an exercise and written aids and procedures shall be provided for use by the observers. This 24-hour time frame may be adjusted to compensate for unannounced exercises.
- 7.7 Training shall be provided to observers by the JAFNPP Training Department and/or drill/exercise lead controllers. The training provided for observers will entail the briefing listed in Section 7.6. The briefing shall include a review of the drill or exercise scenario, the observer duties with regard to the assigned areas of observation, and the key points to be noted. The Emergency Planning Coordinator shall develop a list of observers to be trained. Exceptions to the qualified observer list may be made by the Emergency Planning Coordinator.
- 7.8 At the conclusion of the drill or exercise, the Emergency Planning Coordinator shall collect the completed Observer Evaluation Forms (Attachment 2), compile a list of participants and conduct a critique with the observers.
- 7.9 Observers shall familiarize themselves with the duties and action requirements of the personnel they are monitoring. The Drill Subject Report, Attachment 1 of SAP-1, Maintaining Emergency Preparedness, shall list Observers' Name, Organization, and Area of Responsibility. Observers shall review applicable procedures. Observers shall use the following as guidelines.

## 7.9.1 Control Room

The observer shall observe the action of personnel assigned to the Control Room and personnel who report to the Control Room for assignment. In addition, special attention will be given to the following:

- A. Notifications to onsite personnel and offsite agencies.
- B. Request for the call-in of off duty personnel.
- C. Operations handling of accident conditions.
- D. Instructions given to Search and Rescue, Repair and Corrective Action Teams and H.P. Techs by the Shift Manager (SM), as applicable.
- E. Does the SM handle the emergency by directing people or by trying to do the work himself?
- F. Are the time frames of actions by the SM reasonable enough?
- G. Actions of personnel in the Control Room.
- H. Communications with the EOF.
- I. Communications with the TSC.

## 7.9.2 Control Point

It is to be noted that all normal practices such as sign out and use of frisker and the portal monitor are to be accomplished unless the H.P. Technician gives other directions because of radiological conditions. The observer will pay special attention to the above along with the following.

- A. No one is wearing radiological protection clothing when leaving.
- B. All alarms from monitoring equipment are acknowledged.

## 7.9.3 Assembly Area

Observe the following for assembly area personnel:

- A. They seek out their assembly area, generally stay together as a group and remain orderly.
- B. Time of assembly and completed accountability.

## 7.9.4 Emergency Operation Facility

This is the command post for the Emergency and it should seem so to the observer. Look for the following things:

- A. The Emergency Director is in command of the EOF.
- B. Any extra personnel, spectators and those awaiting orders, are quietly standing out of the way.
- C. Has the Emergency Director contacted the TSC Manager?
- D. The Radiation Protection or Support Personnel are performing duties in an efficient manner and reporting results to the Emergency Director.
- E. Instrumentation/equipment in the EOF is placed as not to interfere with movement or cause a safety hazard.
- F. How problems with the radio and telephone are handled.
- G. Release rates, TEDE doses and CDE Thyroid doses to the offsite population are calculated quickly after the receipt of data from the Control Room or the Offsite Monitoring Team(s).
- H. The time frame of updates to offsite agencies and the reporting of exposure data and changes to site meteorological conditions, to those same agencies.
- I. The Emergency Director assigns, where possible, the duty of making routine calls to someone else thereby leaving himself free to command the action.
- J. How assessment teams make protective actions to offsite populations.

## 7.9.5 Off-Site Monitoring Teams

The observers shall observe the following items:

- A. Received KI dose, if necessary.
- B. Operational check performed on survey instruments, sample counter and air sampler before leaving the site.
- C. Equipment availability verified.
- D. Assignment of TLDs and dosimeters before leaving the site.
- E. Silver Zeolite Cartridges made available before leaving the site.
- F. Survey instrument operationally checked out and turned on prior to leaving to take field readings.
- G. Radio check out by communicating to EOF or TSC before leaving.
- H. Beta and gamma field surveys performed on the way to sample point.
- I. Sampling and field surveys performed at sample location.
- J. Instrument calibration performed and samples counted.
- K. Work performed in a professional manner.

## 7.9.6 On-Site Monitoring Team

On-site monitoring teams may be assigned field survey work along the perimeter of the site. Check on the following items:

- A. Where do they receive their instructions?
- B. Dosimeter and TLD are being worn.
- C. What type of survey instruments used.
- D. Do they have radio/cellular phone available?
- E. Radio/phone check performed.
- F. Field readings taken along the route to the designated area.
- G. Work performed in a professional manner.

## 7.9.7 Security Force

- A. Are all security personnel accounted for?
- B. Does security direct people to the assembly area for accountability?
- C. Are access and egress roads controlled?

## 7.9.8 Technical Support Center

- A. The area maintained as a controlled area.
- B. Are communications initiated?
- C. Are H.P. Surveys performed and by whom?

## 7.9.9 Operations Support Center

- A. How is it staffed?
- B. What and how many teams are brought to the OSC?
- C. Are phones continuously manned?
- D. Are H.P. Surveys performed and by whom?
- E. Who are survey results reported to? (CR and or TSC)
- F. Are accurate protective measures taken if an entry into the controlled area is required?

## 7.9.10 Fire Brigade

- A. Do they receive instructions and from whom?
- B. Are protective measures taken if an entry into a controlled area is required?
- C. Are Fire preplans consulted?
- D. Is assistance requested from local support fire departments?

7.10 Immediately following the exercise/drill, observers/controllers should conduct a short critique for participants in their assigned area.

**8.0 CRITIQUES AND CORRECTIVE ACTIONS**

8.1 A post exercise/drill critique should be held for observers and plant supervision by the Emergency Planning Coordinator or designee. The critique should be held within 24 hours of the drill/exercise, at a time and place specified by the Emergency Planning Coordinator or designee. This meeting shall be held to help resolve questions raised by various observers and plant supervisors and to develop a list of corrective actions as necessary. The observations should include those actions noted by the observers which were not in accordance with approved procedures. In addition, the exercise drill observers should identify any areas which require clarification, development or revision of procedures.

## 8.2 Emergency Plan Improvement Items/Lessons Learned Report

Following the critique, the Emergency Planning Coordinator or designee shall develop a list of Deviation and Event Reports (DERs), improvement items and lessons learned as a result of the drill or exercise. These items may be generated as a result of comments made at the critique, comments made by observers and controllers, or comments made by drill/exercise participants. The Emergency Planning Coordinator or designee shall review these comments and categorize significant comments into "DERs", "Lessons Learned" or "Improvement Items." This listing and associated proposed corrective actions shall be submitted to the General Manager - Support Services for concurrence and approval. From this listing, the General Manager - Support Services shall decide which of these items warrant entry into the JAFNPP Action Commitment Tracking System (ACTS) and assign a completion date. The administration of the ACTS is controlled by JAFNPP Administrative Procedure AP-03.08, Action Commitment and Tracking System\*.

8.3 The Emergency Planning Coordinator or designee shall, after the preparation and review of the Emergency Plan Improvement Items/Lessons Learned listing, present the listing to responsible plant management staff for correction.

8.4 Any items identified during the critique that pertain to the scenario package used for the drill/exercise shall also be used to improve the package for future use. Scenario packages do not need to be updated until subsequent use.

## 9.0 ATTACHMENTS

1. DRILL OR EXERCISE CONDUCT CHECKLIST
2. OBSERVER EVALUATION FORMS

## ATTACHMENT 1

Page 1 of 1

DRILL OR EXERCISE CONDUCT CHECKLIST

- \_\_\_\_\_ 1. Prepare a drill or exercise scenario.
- \_\_\_\_\_ 2. Prepare a drill or exercise report.
- \_\_\_\_\_ 3. Present the drill or exercise to the Plant Operating Review Committee Representative or senior plant management for approval.
- \_\_\_\_\_ 4. Brief observers on the entire drill or exercise.
- \_\_\_\_\_ 5. Brief the individual observers on specified tasks.
- \_\_\_\_\_ 6. Issue Observer Aids and Drill/Exercise Observation Sheet.
- \_\_\_\_\_ 7. Initiate the drill or exercise.
- \_\_\_\_\_ 8. Ensure the "flow" of activity throughout the drill or exercise.
- \_\_\_\_\_ 9. Terminate the drill or exercise when it's purpose is accomplished.
- \_\_\_\_\_ 10. Conduct a critique with participants or observers.
- \_\_\_\_\_ 11. Collect Drill/Exercise Observation Sheets.
- \_\_\_\_\_ 12. Complete a list of all deficiencies and recommendations.
- \_\_\_\_\_ 13. Tabulate PERFORMANCE INDICATOR (PI) data points for:
  - Number of successful emergency classifications
  - Number of timely notifications once classified/reclassified
  - Number of PARs (initial and PAR changes)

This information can be obtained from observation sheets, Shift Manager logs, Emergency Director logs, NRC event notification forms, etc., depending on extent of drill or exercise and participating facilities.
- \_\_\_\_\_ 14. Complete action required on deficiencies.

OBSERVER EVALUATION FORM

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_ CONTROL ROOM \_\_\_\_\_

OBSERVER: \_\_\_\_\_ CONTROLLER: \_\_\_\_\_

YES NO

1. Did the Shift Manager/ED demonstrate he is in charge? \_\_\_ \_\_\_
2. Did the Control Room classify the emergency correctly in accordance with IAP-2? \_\_\_ \_\_\_\*
3. Were notifications made to NYS and Oswego County within 15 minutes of event classification? \_\_\_ \_\_\_\*  
Were updates timely? \_\_\_ \_\_\_
4. Were Protective Action Recommendations made to NYS and Oswego County? \_\_\_ \_\_\_\*
5. Was timely notification made to the NRC (must be completed within one hour from event classification)? \_\_\_ \_\_\_\*
6. Were communications prefaced with "This is a drill?" \_\_\_ \_\_\_

7. Log the following times for event classification and notifications:

<u>EAL</u>	<u>Class.</u> <u>Time</u>	<u>RECS</u> <u>Time</u>	<u>Plant Staff</u> <u>Time</u>	<u>NRC</u> <u>Time</u>
NUE	_____	_____	_____	_____*
ALERT	_____	_____	_____	_____*
SAE	_____	_____	_____	_____*
GE	_____	_____	_____	_____*

Did the SM/ED direct Security to initiate call outs? (Not necessary during normal working hours.) \_\_\_ \_\_\_

8. Were timely briefings given to plant staff? \_\_\_ \_\_\_
9. Was the ENS phone manned? \_\_\_ \_\_\_
10. Did the Control Room experience any emergency plan equipment failures? \_\_\_ \_\_\_

If yes what were the failures and how was the problem addressed:

\_\_\_\_\_

\_\_\_\_\_

\* Performance Indicator Data Points

**OBSERVER EVALUATION FORM**

(Control Room Continued)

- |   | YES | NO  |
|---|-----|-----|
| 11. Did Control Room personnel adhere to procedures (EOPs, AOPs, Tech. Specs., etc.)?     | ___ | ___ |
| 12. Was staffing level adequate?  | ___ | ___ |
| 13. Was Emergency Director turnover from the SM thorough?                                 | ___ | ___ |
| Was plant staff advised of this transfer of responsibility?                               | ___ | ___ |
| 14. Once initiated, was accountability conducted and maintained throughout the emergency? | ___ | ___ |
| 15. Was shift turnover demonstrated?  | ___ | ___ |
| 16. Were logs properly maintained by key personnel?                                       | ___ | ___ |
| 17. Was the plant staff adequately informed regarding plant status?                       | ___ | ___ |
| 18. Was data flow between facilities and teams accurate, timely and complete?             | ___ | ___ |
| 19. Was habitability performed in accordance with EAP-14.6?                               | ___ | ___ |
| 20. Were all objectives met?  | ___ | ___ |

If not, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_



**OBSERVER EVALUATION FORM**

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_ TSC \_\_\_\_\_

OBSERVER: \_\_\_\_\_ CONTROLLER: \_\_\_\_\_

- |   | YES                          | NO                           |                                   |                                   |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
|---|------------------------------|------------------------------|-----------------------------------|-----------------------------------|---------------------------|-----|-------|-------|-------|--------|-------|-------|-------|-------|--------|-----|-------|-------|-------|--------|----|-------|-------|-------|--------|--|--|
| 1. Was the TSC activation process timely?<br><br>Time TSC was called for activation _____<br>Time TSC was staffed _____<br>Time TSC declared themselves operational _____   | ___                          | ___                          |                                   |                                   |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| 2. Was the TSC set-up in accordance with EAP-14.1?  | ___                          | ___                          |                                   |                                   |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| 3. Did the TSC Manager demonstrate he is in charge?   | ___                          | ___                          |                                   |                                   |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| 4. Were offsite notifications made in accordance with EAP-1.1?  | ___                          | ___                          |                                   |                                   |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| 5. Were onsite notifications made in accordance with EAP-1.1?   | ___                          | ___                          |                                   |                                   |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| 6. Were communications prefaced with "This is a drill?"   | ___                          | ___                          |                                   |                                   |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| 7. Log the following times for event classification and notifications (if applicable):  |                              |                              |                                   |                                   |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>EAL</u></th> <th style="text-align: center;"><u>Class.</u><br/><u>Time</u></th> <th style="text-align: center;"><u>RECS</u><br/><u>Time</u></th> <th style="text-align: center;"><u>Plant Staff</u><br/><u>Time</u></th> <th style="text-align: center;"><u>NRC</u><br/><u>Time</u></th> </tr> </thead> <tbody> <tr> <td>NUE</td> <td>_____</td> <td>_____</td> <td>_____</td> <td style="text-align: center;">_____*</td> </tr> <tr> <td>ALERT</td> <td>_____</td> <td>_____</td> <td>_____</td> <td style="text-align: center;">_____*</td> </tr> <tr> <td>SAE</td> <td>_____</td> <td>_____</td> <td>_____</td> <td style="text-align: center;">_____*</td> </tr> <tr> <td>GE</td> <td>_____</td> <td>_____</td> <td>_____</td> <td style="text-align: center;">_____*</td> </tr> </tbody> </table> | <u>EAL</u>                   | <u>Class.</u><br><u>Time</u> | <u>RECS</u><br><u>Time</u>        | <u>Plant Staff</u><br><u>Time</u> | <u>NRC</u><br><u>Time</u> | NUE | _____ | _____ | _____ | _____* | ALERT | _____ | _____ | _____ | _____* | SAE | _____ | _____ | _____ | _____* | GE | _____ | _____ | _____ | _____* |  |  |
| <u>EAL</u>  | <u>Class.</u><br><u>Time</u> | <u>RECS</u><br><u>Time</u>   | <u>Plant Staff</u><br><u>Time</u> | <u>NRC</u><br><u>Time</u>         |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| NUE   | _____                        | _____                        | _____                             | _____*                            |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| ALERT   | _____                        | _____                        | _____                             | _____*                            |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| SAE   | _____                        | _____                        | _____                             | _____*                            |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| GE  | _____                        | _____                        | _____                             | _____*                            |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| 8. Was staff familiar with their equipment and responsibilities?  | ___                          | ___                          |                                   |                                   |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| 9. Was the staffing level adequate?   | ___                          | ___                          |                                   |                                   |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| 10. Were periodic briefings held on plant status?   | ___                          | ___                          |                                   |                                   |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| 11. Were plant staff aware of changes in emergency classification?  | ___                          | ___                          |                                   |                                   |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| 12. Were status boards updated in a timely manner?  | ___                          | ___                          |                                   |                                   |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| 13. Were logs properly maintained by key personnel?   | ___                          | ___                          |                                   |                                   |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |
| 14. Did the technical staff support the Control Room?   | ___                          | ___                          |                                   |                                   |                           |     |       |       |       |        |       |       |       |       |        |     |       |       |       |        |    |       |       |       |        |  |  |

\* Performance Indicator Data Points

**OBSERVER EVALUATION FORM**

(TSC CONTINUED)

- |  | YES | NO   |
|--|-----|------|
| 15. Were corrective actions/solutions well thought out?  | ___ | ___  |
| 16. Did the TSC experience any emergency plan equipment failures?  | ___ | ___  |
| If yes, what were the failures and how was the problem addressed:  | ___ | ___  |
| 17. Did the Emergency Director classify/re-classify the emergency correctly?   | ___ | ___* |
| If reclassified, were offsite notifications made to NYS/Oswego County within 15 minutes and NRC within one (1) hour? | ___ | ___* |
| 18. Were protective action recommendations made to NYS/Oswego County?  | ___ | ___* |
| 19. Was a site evacuation called for?  | ___ | ___  |
| If yes, were local authorities and Niagara Mohawk notified?  | ___ | ___  |
| 20. Was the transfer of the Emergency Director and his responsibilities from the TSC to the EOF smooth and complete? | ___ | ___  |
| 21. Once initiated, was accountability conducted and maintained throughout the emergency?                            | ___ | ___  |
| 22. Was shift turnover demonstrated?   | ___ | ___  |
| 23. Was data flow between facilities and teams accurate, timely and complete?  | ___ | ___  |
| 24. Was habitability performed in accordance with EAP-14.6?  | ___ | ___  |
| 25. Were all objectives met?   | ___ | ___  |

If not, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Performance Indicator Data Points



**OBSERVER EVALUATION FORM**

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_ OSC \_\_\_\_\_

OBSERVER: \_\_\_\_\_ CONTROLLER: \_\_\_\_\_

- |   | YES | NO  |
|---|-----|-----|
| 1. Was the OSC activation process timely?   | ___ | ___ |
| a. Time OSC was called for activation _____   |     |     |
| b. Time OSC was staffed _____   |     |     |
| c. Time OSC declared operational _____  |     |     |
| 2. Was the OSC set up in accordance with EAP-14.5?  | ___ | ___ |
| 3. Did the OSC Manager demonstrate he is in charge?                                       | ___ | ___ |
| 4. Was the staffing level adequate?   | ___ | ___ |
| 5. Was shift turnover demonstrated?   | ___ | ___ |
| 6. Were logs properly maintained by key personnel?  | ___ | ___ |
| 7. Were status boards updated in a timely manner?   | ___ | ___ |
| 8. Log the following times OSC became aware of event classification.                      |     |     |
| NUE _____ Alert _____ SAE _____ GE _____  |     |     |
| 9. Were periodic briefings conducted in the OSC regarding plant status?                   | ___ | ___ |
| 10. Was data flow between facilities and teams accurate, timely and complete?             | ___ | ___ |
| 11. Did the OSC experience any emergency plan equipment failures?                         | ___ | ___ |
| If yes, what were the failures and how was the problem addressed:                         |     |     |
| _____   |     |     |
| _____   |     |     |
| _____   |     |     |
| 12. Once initiated, was accountability conducted and maintained throughout the emergency? | ___ | ___ |
| 13. Was habitability performed in accordance with EAP-14.6?                               | ___ | ___ |

**OBSERVER EVALUATION FORM**

(OSC CONTINUED)

- |  | YES | NO  |
|--|-----|-----|
| 14. Were repair team briefings adequate and timely?  | ___ | ___ |
| 15. Were repair team debriefings adequate and timely?  | ___ | ___ |
| 16. Were emergency exposure authorizations necessary?  | ___ | ___ |
| If yes, were actions consistent with procedures?   | ___ | ___ |
| 17. Were individual personnel exposure histories obtained in a timely manner for repair team personnel availability? | ___ | ___ |
| 18. Was status of repair teams adequately maintained?  | ___ | ___ |
| 19. Were emergency tasks prioritized and acted upon in assigned priority?  | ___ | ___ |
| 20. Were all objectives met?   | ___ | ___ |

If not, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



OBSERVER EVALUATION FORM

DATE: \_\_\_\_\_ LOCATION: REPAIR & CORRECTIVE  
ACTION TEAMS

OBSERVER: \_\_\_\_\_ CONTROLLER: \_\_\_\_\_

TEAM ACTIVITY: \_\_\_\_\_

- |   | YES | NO  |
|---|-----|-----|
| 1. Did the team consist of a minimum of two individuals?  | ___ | ___ |
| 2. Was a briefing conducted?  | ___ | ___ |
| If so, did it include:  |     |     |
| a. most direct route  | ___ | ___ |
| b. proper tools   | ___ | ___ |
| c. tasks understanding  | ___ | ___ |
| d. visual aids (maps, drawings, etc.)   | ___ | ___ |
| e. simulations  | ___ | ___ |
| f. radiation area dose rates  | ___ | ___ |
| 3. Were the OSC Manager and Emergency Maintenance Coordinator cognizant of all Repair and Corrective Action Team efforts? | ___ | ___ |
| 4. Did SM approve work on safety related items?   | ___ | ___ |
| 5. Was TSC direction obtained for engineering repair work?  | ___ | ___ |
| 6. Was RWP or Emergency Plant Entry Form prepared? (circle one)   | ___ | ___ |
| 7. Was dosimetry, protective clothing, etc. issued in accordance with the above form?                                     | ___ | ___ |
| 8. Were there any Emergency Plan equipment failures?  | ___ | ___ |
| If so, what were they and how was problem addressed?  |     |     |

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**OBSERVER EVALUATION FORM**  
(REPAIR & CORRECTIVE ACTION TEAMS CONTINUED)

- |                              | YES | NO |
|------------------------------|-----|----|
| 9. Was a debrief conducted?  | —   | —  |
| 10. Were all objectives met? | —   | —  |

If not, explain: \_\_\_\_\_

\_\_\_\_\_

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**OBSERVER EVALUATION FORM**

DATE: \_\_\_\_\_ LOCATION: FIRE BRIGADE

OBSERVER: \_\_\_\_\_ CONTROLLER: \_\_\_\_\_

- |  | YES | NO  |
|--|-----|-----|
| 1. Time Control Room notified of fire _____<br>Time fire alarm sounded _____<br>Time fire brigade dispatched _____<br>Time fire brigade responded to scene _____ |     |     |
| 2. Was fire alarm sounded and the announcement properly made over the plant page?  | ___ | ___ |
| 3. Was offsite assistance requested?<br>If yes, was Security directed to:  | ___ | ___ |
| a. allow immediate access  | ___ | ___ |
| b. provide dosimetry   | ___ | ___ |
| c. direct and escort fire company  | ___ | ___ |
| d. collect dosimetry upon exit   | ___ | ___ |
| 4. Were all unnecessary personnel evacuated from the fire area?  | ___ | ___ |
| 5. Was Rad Protection requested to perform a survey?   | ___ | ___ |
| 6. Were radiological conditions properly assessed?   | ___ | ___ |
| 7. Was emergency exposure criteria addressed and implemented?  | ___ | ___ |
| 8. Were all communications preceded with "This is a Drill?"  | ___ | ___ |
| 9. Were fire brigade members familiar with their duties?   | ___ | ___ |
| 10. Was the emergency classified correctly?  | ___ | ___ |
| 11. If the OSC was activated, was the fire brigade dispatched from the OSC with a radiation protection technician?   | ___ | ___ |
| 12. Were all objectives met?   | ___ | ___ |

If not, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**OBSERVER EVALUATION FORM**

DATE: \_\_\_\_\_ LOCATION: SECURITY/ACCOUNTABILITY

OBSERVER: \_\_\_\_\_ CONTROLLER: \_\_\_\_\_

- |   | YES | NO  |
|---|-----|-----|
| 1. Was the emergency classification posted at main security?                                      | ___ | ___ |
| 2. Were call-outs performed as directed by the SM/ED? (Not required during normal working hours.) | ___ | ___ |
| 3. Was site access controlled?  | ___ | ___ |
| 4. Were guards dispatched to access roads?  | ___ | ___ |
| 5. If accountability was called for:  |     |     |
| a. Time site access/egress was restricted   | ___ | ___ |
| b. Time accountability was initiated  | ___ | ___ |
| c. Time accountability completed  | ___ | ___ |
| 6. Did accountability clerks report to their assigned assembly areas when directed?               | ___ | ___ |
| 7. Were accountability readers and sign-in sheets used?   | ___ | ___ |
| 8. Did accountability clerks experience any emergency plan equipment failures?                    | ___ | ___ |
| If yes, explain:  |     |     |
| _____   |     |     |
| _____   |     |     |
| _____   |     |     |
| 9. Was movement of personnel between onsite facilities adequately controlled?                     | ___ | ___ |
| 10. Was movement of personnel badging offsite timely and orderly?                                 | ___ | ___ |
| 11. Was assembly in the Training Building auditorium controlled?                                  | ___ | ___ |
| Were personnel updated regarding plant conditions?  | ___ | ___ |
| 12. Was continuous accountability maintained for the remainder of the emergency?                  | ___ | ___ |

**OBSERVER EVALUATION FORM**  
(SECURITY/ACCOUNTABILITY CONTINUED)

13. Was site evacuation called for? \_\_\_ \_\_\_

If yes, were personnel directed to proceed to the Howard Road remote assembly area? \_\_\_ \_\_\_

If yes, did the maps distributed to evacuating personnel coincide with the selected evacuation route? \_\_\_ \_\_\_

14. Were all objectives met? \_\_\_ \_\_\_

If not, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**OBSERVER EVALUATION FORM**

DATE: \_\_\_\_\_ LOCATION: CHEMISTRY TECHNICIAN

OBSERVER: \_\_\_\_\_ CONTROLLER: \_\_\_\_\_

YES NO

1. Did he/she report to Control Room upon implementing the Emergency Plan? \_\_\_\_\_

2. What tasks were required by the ED for the Chemistry Technician?  
\_\_\_\_\_  
\_\_\_\_\_

3. Was the technician familiar with the procedures for the tasks? \_\_\_\_\_

4. What tasks were required by the Chemistry Supervisor for the technicians?  
\_\_\_\_\_  
\_\_\_\_\_

Were they familiar with the procedures for the tasks? \_\_\_\_\_

5. Did any emergency plan equipment fail to operate? \_\_\_\_\_  
If yes, what were the failures and how was the problem addressed?  
\_\_\_\_\_  
\_\_\_\_\_

6. If PASS was demonstrated, was the above 3-hour time commitment met? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**OBSERVER EVALUATION FORM**

DATE: \_\_\_\_\_ LOCATION: FIELD MONITORING

OBSERVER: \_\_\_\_\_ CONTROLLER: \_\_\_\_\_

- |   | YES | NO  |
|---|-----|-----|
| 1. Were teams assembled in a timely manner?   | ___ | ___ |
| 2. Were teams familiar with procedures?   | ___ | ___ |
| 3. Time the team was dispatched: _____<br>Team was dispatched from OSC/EOF (circle one)       |     |     |
| 4. Did team obtain the proper equipment prior to leaving? _____                               | ___ | ___ |
| 5. Were equipment checks performed prior to departure?  | ___ | ___ |
| 6. Were calibration dates current?  | ___ | ___ |
| 7. Were communication checks conducted prior to departure?                                    | ___ | ___ |
| 8. Was a vehicle/110V power supply check conducted?   | ___ | ___ |
| 9. Was the team briefing adequate?  | ___ | ___ |
| 10. Did the briefings include:  |     |     |
| a. Plant conditions/nature of release?  | ___ | ___ |
| b. Meteorological conditions?   | ___ | ___ |
| c. Projected dose rates/stay time   | ___ | ___ |
| d. Protective measures?   | ___ | ___ |
| e. Use of KI?   | ___ | ___ |
| f. Dosimetry recording?   | ___ | ___ |
| g. Types of readings/samples to be obtained?  | ___ | ___ |
| h. Means of communication?  | ___ | ___ |
| i. Emergency exposure limits?   | ___ | ___ |
| 11. Was the communications flow between team and dispatcher timely and accurate and complete? | ___ | ___ |
| 12. Were teams briefed frequently by the dispatcher?  | ___ | ___ |
| 13. Were survey results properly relayed to the dispatcher?                                   | ___ | ___ |
| 14. Were communications prefaced with "This is a Drill?"                                      | ___ | ___ |
| 15. Were teams proficient in proper survey/sampling techniques?                               | ___ | ___ |

**OBSERVER EVALUATION FORM**  
(FIELD MONITORING CONTINUED)

YES    NO

16. Were proper plume traversing techniques demonstrated?    \_\_\_    \_\_\_

If no, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Were vehicles and equipment checked for contamination upon return?    \_\_\_    \_\_\_

18. Was shift turnover demonstrated?    \_\_\_    \_\_\_

19. Did teams experience any Emergency Plan equipment failures?    \_\_\_    \_\_\_

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Were all objectives met?    \_\_\_    \_\_\_

If not, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**OBSERVER EVALUATION FORM**

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_ EOF \_\_\_\_\_

OBSERVER: \_\_\_\_\_ CONTROLLER: \_\_\_\_\_

- |   | YES | NO  |
|---|-----|-----|
| 1. Was the EOF activation process timely?   | ___ | ___ |
| a. Time EOF was called for activation _____   |     |     |
| b. Time EOF was staffed _____   |     |     |
| c. Time EOF declared themselves operational _____   |     |     |
| 2. Was the EOF activated in accordance with EAP-14.2?   | ___ | ___ |
| 3. Did the EOF Manager demonstrate he is in charge?   | ___ | ___ |
| 4. Was the transfer of command and control from the TSC to the EOF adequate?<br>Time ED assumed duties at the EOF _____ | ___ | ___ |
| 5. Were offsite notifications made in accordance with EAP-1.1?<br>(Note the time forms are issued in comments section.) | ___ | ___ |
| 6. Were communications prefaced with "This is a Drill?"   | ___ | ___ |
| 7. Log the following times for event classification and notifications (if applicable):                                  | ___ | ___ |

	<u>Class.</u> <u>Time</u>	<u>RECS</u> <u>Time</u>	<u>Plant Staff</u> <u>Time</u>	<u>NRC</u> <u>Time</u>
<u>EAL</u>				
NUE	_____	_____	_____	_____*
ALERT	_____	_____	_____	_____*
SAE	_____	_____	_____	_____*
GE	_____	_____	_____	_____*

- |  |     |      |
|--|-----|------|
| 8. Was staff familiar with their equipment and responsibilities? | ___ | ___  |
| 9. Was the staffing level adequate?                              | ___ | ___  |
| 10. Were periodic briefings held on plant status?                | ___ | ___  |
| 11. Was EOF staff aware of changes in emergency classification?  | ___ | ___  |
| 12. Were EALs classified correctly?                              | ___ | ___* |
| 13. Were status boards updated in a timely manner?               | ___ | ___  |

\* Performance Indicator Data Points

**OBSERVER EVALUATION FORM**

(EOF CONTINUED)

YES NO

14. Were logs properly maintained by key personnel?

15. Did the EOF experience any emergency plan equipment failures:

If yes, what were the failures and how was the problem addressed:

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16. Did the ED consult with state and county representatives regarding protective action recommendations?

17. Were protective action recommendations made to NYS/Oswego County?  \*

18. Was long term facility staffing considered in accordance with EAP-43?

19. Was shift turnover demonstrated?

20. Was data flow between facilities accurate, timely and complete?

21. Was the ED aware of plant decisions?

22. Was access control adequate?

23. If a release was in progress, were incoming personnel monitored to prevent spread of contamination?

24. Were all objectives met?

If not, explain: \_\_\_\_\_

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\* Performance Indicator Data Points



**OBSERVER EVALUATION FORM**

DATE: \_\_\_\_\_ LOCATION: DOSE ASSESSMENT

OBSERVER: \_\_\_\_\_ CONTROLLER: \_\_\_\_\_

	YES	NO
1. Did dose assessment personnel perform equipment checks upon arrival?	___	___
2. Were personnel familiar with the equipment?	___	___
3. Was the transfer of activities from the TSC to the EOF timely and complete?	___	___
4. Were meteorological forecasts obtained?	___	___
5. Were status boards updated and utilized?	___	___
6. Were Part II forms completed accurately and on time?	___	___
7. Were EAP-4 forms properly completed and utilized?	___	___
8. Was field survey data utilized for comparison with computer projected doses? Were discrepancies resolved?	___	___
9. Were field teams briefed periodically regarding plant status?	___	___
10. Were dose calculations and the determination of protective action recommendations performed efficiently and in a timely manner?	___	___
11. Was the interface with TSC radiological personnel (re: effluent monitor readings, effluent sample results, PASS samples, etc.) adequate?	___	___
12. Were offsite liaisons utilized for the exchange and comparison of field survey data and dose projections?	___	___
13. Was there someone available to interface with and answer questions for offsite liaisons?	___	___
14. Were offsite liaisons included in discussions regarding PARs?	___	___
15. Were the results of dose calculations and protective action recommendations correct and in accordance with established procedures?	___	___





OBSERVER EVALUATION FORM

DATE: \_\_\_\_\_ LOCATION: JNC

OBSERVER: \_\_\_\_\_ CONTROLLER: \_\_\_\_\_

- |  | YES | NO  |
|--|-----|-----|
| 1. Was the JNC activated in a timely manner?   | ___ | ___ |
| a. Time JNC was called for activation _____  |     |     |
| b. Time JNC was operational _____  |     |     |
| 2. Was the JNC set up in accordance with JNC procedures?   | ___ | ___ |
| 3. Was information flow between the plant, EOF and JNC accurate, timely and complete?              | ___ | ___ |
| 4. Did the utility effectively share information with state and county public information staff?   | ___ | ___ |
| 5. If technical information was required, was the information obtained from appropriate personnel? | ___ | ___ |
| 6. Were briefing notes reviewed by designated personnel prior to their release to the media?       | ___ | ___ |
| 7. Were news briefings and summary notes timely, accurate and complete?                            | ___ | ___ |
| 8. Was county activation of the EAS system timely?   | ___ | ___ |
| 9. Were county EAS messages appropriate, timely, and complete?                                     | ___ | ___ |
| 10. Was information provided to the media consistent with the EAS messages?                        | ___ | ___ |
| 11. Was information released understandable to the public?   | ___ | ___ |
| 12. If protective actions were implemented, were affected areas appropriately specified?           | ___ | ___ |
| 13. Were press briefings held frequently to give available information as conditions changed?      | ___ | ___ |
| 14. When conditions were static, were briefings held frequently to keep the media updated?         | ___ | ___ |
| 15. Did the media spokesperson present material effectively?                                       | ___ | ___ |

**OBSERVER EVALUATION FORM**

(JNC CONTINUED)

- |   | YES | NO  |
|---|-----|-----|
| 16. Were questions by the media handled properly by the media spokesperson?   | ___ | ___ |
| 17. Were status boards and displays updated accurately and timely?  | ___ | ___ |
| 18. Was the JNC staff aware of changes in emergency classification?   | ___ | ___ |
| 19. Did the rumor control staff respond promptly and accurately to calls?   | ___ | ___ |
| 20. Were measures taken to control the spread of rumors that threaten to have an adverse effect on adherence to protective actions? | ___ | ___ |
| 21. Were support functions such as registration and security performed effectively?   | ___ | ___ |
| 22. Did the JNC experience any emergency plan equipment failures?   | ___ | ___ |

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |  |     |     |
|--|-----|-----|
| 23. Were communications prefaced with "This is a Drill?" | ___ | ___ |
| 24. Was shift turnover demonstrated?                     | ___ | ___ |
| 25. Were all the objectives met?                         | ___ | ___ |

If not, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

