



Carolina Power & Light Company
Harris Nuclear Plant
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United States Nuclear Regulatory Commission
ATTENTION: Document Control Desk
Washington, DC 20555

SHEARON HARRIS NUCLEAR POWER PLANT
DOCKET NO. 50-400/LICENSE NO. NPF-63
CHANGES TO EMERGENCY PLAN IMPLEMENTING PROCEDURES

Dear Sir or Madam:

In accordance with 10 CFR 50, Appendix E, Carolina Power & Light Company is transmitting one copy each of recently revised Harris Nuclear Plant Emergency Plan implementing procedures. The enclosure to this letter identifies the emergency plan implementing procedures revised.

Questions regarding this submittal may be referred to Mr. J. H. Eads at (919) 362-2646.

Sincerely,

D. B. Alexander
Manager, Regulatory Affairs
Harris Nuclear Plant

MGW

Enclosure

c: Mr. J. B. Brady (NRC Senior Resident Inspector, HNP)
Mr. Rich Laufer (NRR Project Manager, HNP)
Mr. L. A. Reyes (NRC Regional Administrator, Region II) with two copies of procedures

CHANGES TO EMERGENCY PLAN IMPLEMENTING PROCEDURES

<u>PROCEDURE NUMBER</u>	<u>TITLE</u>	<u>EFFECTIVE DATE</u>
PEP-260, Revision 5	Activation and Operation of the Operations Support Center	01/28/00

CAROLINA POWER & LIGHT COMPANY
SHEARON HARRIS NUCLEAR POWER PLANT
PLANT OPERATING MANUAL
VOLUME 2
PART 5

PROCEDURE TYPE: Plant Emergency Procedure

NUMBER: PEP-260

TITLE: Activation and Operation of the Operations Support Center

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1.0 PURPOSE

1. This procedure implements Section 2.4 and Section 3.4 of the Emergency Plan PLP-201.
2. It specifies the actions taken by Emergency Response Organization (ERO) personnel who report to the Operations Support Center (OSC).

2.0 INITIATING CONDITIONS

1. An Alert or higher classification has been declared.
2. A decision has been made to activate the OSC.

3.0 PROCEDURE STEPS

NOTE: The steps in the checklists may be performed in any order, or more than once, as necessary.

1. Attachments 1-9 are to be used as guidance for the positions listed below.
2. If an action is not appropriate under existing conditions or was not necessary for the event enter N/A when completing documentation for submittal.

IF YOUR ERO POSITION IS:	REFER TO ATT:
EMERGENCY REPAIR DIRECTOR	1, 9
DAMAGE CONTROL COORDINATOR	2, 8
RADIOLOGICAL CONTROL COORDINATOR	3
CHEMISTRY COORDINATOR	4
MAINTENANCE PLANNER	5
OSC STOREKEEPER	6
OSC LOGKEEPER	7

4.0 GENERAL

1. All functional capabilities need not be staffed for the OSC to be activated if the Emergency Repair Director (ERD) determines that those missing functions are not presently required to adequately deal with the situation.
2. If a subordinate position with an augmentation time requirement is not filled, the supervisory position may fulfill the responsibilities provided they are trained to perform the activities.

5.0 REFERENCES

5.1 Emergency Plan References

1. Section 2.4, "Assignment of Responsibilities"
2. Section 3.4, "Operations Support Center"

5.2 Referenced Plant Emergency Procedures

1. PEP-310, "Notifications and Communications"
2. PEP-330, "Radiological Consequences"
3. PEP-350, "Protective Actions"
4. PEP-400, "Supplemental Procedure"

5.3 Other References

1. EPL-001, "Emergency Phone List"
2. AP-535, "Performing Work in Radiation Control Areas"
3. ADM-NGGC-0104, "Work Management Process"
4. CRC-821, "Post Accident RCS/RHR Sampling"
5. CRC-823, "Post-Accident Containment Air Sampling"

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

EMERGENCY REPAIR DIRECTOR CHECKLIST

Position Function: Direct and supervise the repair and damage control emergency response actions.

Responsibility/Activity

✓

1. Assume the position of Emergency Repair Director.
- a) Sign in on the facility organization chart.
- b) Perform a formal relief when permanently relieving another ERD.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- c) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Activate the facility.
- a) Verify that the personnel and equipment necessary to activate the facility are present.
- b) Verify that damage control, radiological control, and chemistry teams are available and ready.
- c) Inform the SEC-TSC that the OSC is ready to activate.
3. Maintain a log of activities per PEP-400.
4. Perform accountability for OSC personnel.
- a) Report missing personnel to the Security Director.
- b) Maintain accountability of personnel assigned to the OSC.

EMERGENCY REPAIR DIRECTOR CHECKLIST

Responsibility/Activity



5. Direct the onsite repair, equipment restoration, and maintenance activities.
- a) Supervise the activities of the Damage Control Coordinator.
 - b) Ensure adequate personnel and material resources are available for the onsite response.
 - 1) Request any materials or supplies not available on site from the ALM.
 - c) Coordinate activities with radiological and operations personnel as necessary.
 - d) Ensure that work activities are coordinated with the RCC and POD as necessary.

6. Coordinate support activities in accordance with the priorities established by the SEC-TSC.
- a) Ensure that the Coordinators, Team Leaders, and team members are kept informed of the overall focus of the emergency and existing radiological conditions.
 - b) Ensure that the Coordinators maintain an awareness of the activities and concerns of OSC team members and team leaders.
 - c) Ensure that mission priorities are consistent with the priorities established by the SEC-TSC.
 - 1) High (H): The mission is necessary to protect the immediate health and safety of the public. Plant conditions are allowing the rapid deterioration of safety barriers, or barriers have already been broken such that a release is either occurring or is imminent.
 - 2) Medium (M): Any task that requires action by the OSC and should be worked on at the immediate time period, but does not fit the criteria of a health and safety of the public related mission (for example, there is a leak, or there is a secondary plant problem, and so forth).
 - 3) Low (L): Any mission which can be worked on when resources permit (for example, an Aux Boiler will not light off, but is not immediately needed as the MSIVs have been shut due to a SI or RCB isolation signal).

EMERGENCY REPAIR DIRECTOR CHECKLIST

Responsibility/Activity

✓

- d) Inform the SEC-TSC of changing situations in the plant based on information received from dispatched teams.
- e) Ensure that the Mission Status Board is updated as new tasks are assigned, old tasks are completed, and as priorities are changed.
- 7. Develop special procedures and tasks to reduce consequences and implement recovery.
 - a) Obtain approval from an S-SO prior to deviating from any existing plant procedure or prior to performing an action for which no procedure exists, but would normally require a procedure per current station document control requirements.
 - b) The SEC-TSC is responsible for overall control of the plant. Obtain concurrence prior to directing any action which could adversely affect the operability of a plant system.
- 8. Maintain accountability of OSC personnel per PEP-350.
- 9. Evaluate a suitable location should the recommendation to relocate the OSC be given by the RCD.

NOTE: Radiological conditions which may warrant relocation of the OSC include:

- Exposure rates > 50 mRem/Hr
 - Projected doses > 1 Rem TEDE
 - Airborne concentrations > 0.25 DAC actual long lived (half life > 2 hours) particulate activity.
- a) The decision to relocate personnel should include the following:
 - 1) Current radiological conditions within the OSC.
 - 2) Radiological conditions at the proposed OSC.
 - 3) Radiological conditions en route.
 - 4) The adequacy of response from the alternate location.

EMERGENCY REPAIR DIRECTOR CHECKLIST

Responsibility/Activity

✓

- b) Consider the Turbine Building 261' North (Old First Aid Room) or the Technical Support Center as possible locations.
 - c) Coordinate evacuation of the OSC with the RCD and RCC.
 - 1) Announce the decision and new location over the PA system.
 - 2) Notify Security and ALM to instruct incoming personnel to report to the alternate OSC.
 - 3) Ensure all equipment and materials needed for the alternate OSC are packaged and delivered to the new location. Use Attachment 9 as a checklist for equipment/items needed for each location.
 - 4) Notify Security that a guard will be required for personnel access through Door 52 if the Turbine Building 261' North (Old First Aid Room) is used.
10. Provide all logs and records to the Damage Control Coordinator upon termination of the emergency.

DAMAGE CONTROL COORDINATOR CHECKLIST

Position Function: Coordinate and supervise the damage control, repair, and restoration activities necessary to establish or maintain safe shutdown of the plant.

Responsibility/Activity

✓

1. Assume the position of Damage Control Coordinator.
 - a) Sign in on the facility organization chart.
 - b) Upon arrival to the facility obtain the following information from the On-Shift Staff;
 - 1) Clearance Status.
 - 2) Work in progress.
 - 3) Turnover items pertinent to the emergency.
 - 4) A list of Out-of-Service equipment.
 - 5) A list of available personnel already in the field (On-Shift).
 - c) Perform a formal relief when permanently relieving another DCC.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities per PEP-400.
 - a) Document repair actions in accordance with ADM-NGGC-0104 as appropriate.
3. Supervise the activities of OSC personnel.

DAMAGE CONTROL COORDINATOR CHECKLIST

Responsibility/Activity

✓

4. Determine equipment damage and provide recommendations for corrective actions to the Emergency Repair Director.

a) Advise the Emergency Repair Director whether requested work is within the scope of existing plant procedures.

b) Ensure that mission preparation is completed as quickly as possible.

1) Dress mission personnel so they can rapidly respond to emergency priority situations.

5. Direct and monitor the activities of the Damage Control Teams.

NOTE: Use Attachment 8 for guidance during the briefing process.

a) Assign a Damage Control Team Leader (DCTL) for each mission to provide direct supervision of the Damage Control Teams and instruct the DCTL to:

1) Ensure Damage Control Teams are properly equipped for the specific mission.

2) Ensure adequate procedures, instructions and documents are available for the specific mission.

3) Assess the nature and extent of any identified damage or failures while dispatched.

4) Perform assessment, repair and mitigating actions.

5) Maintain accountability of personnel assigned to the Damage Control Team.

b) Ensure the Damage Control Teams are properly briefed on the mission and radiological or other hazards prior to dispatched.

c) Obtain clearance, dispatch and direct the activities of the Damage Control Teams.

d) Maintain accountability of dispatched personnel per PEP-350.

e) Provide mission status reports to the Emergency Repair Director.

6. Coordinate activities with the Radiological Control Coordinator.

DAMAGE CONTROL COORDINATOR CHECKLIST

Responsibility/Activity

7. Ensure adequate materials and supplies are available for assigned missions.
- a) Advise the Emergency Repair Director of the need for additional personnel, tools, supplies, or equipment that will be required.
- b) Request any materials, supplies, or personnel needs from the ALM.
8. Collect all OSC generated logs and records and provide them to Emergency Preparedness upon termination of the emergency.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

Position Function: Advise the Damage Control Coordinator regarding radiological monitoring requirements, appropriate radiation protection/ALARA, and contamination control measures for emergency response teams dispatched from the OSC. Supervise and coordinate the activities of the RP personnel assigned to the OSC.

Responsibility/Activity

✓

1. Assume the position of Radiological Control Coordinator.
- a) Sign in on the facility organization chart.
- b) Determine if restrictions on eating and drinking are in effect and ensure the Emergency Repair Director and OSC personnel are aware of the restrictions.
- c) Perform a formal relief when permanently relieving another RCC.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
- e) Report readiness status to the ERD and RCD when prepared to assume the RCC position.
2. Maintain a log of activities per PEP-400.
- a) Monitor plant RMS and maintain record of significant and unusual indications.
3. Assign Radiation Control personnel to assist in emergency response support activities.
- a) Provide personnel to conduct in-plant radiological surveys.
- b) Provide personnel to accompany Damage Control Teams requiring radiological support.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

Responsibility/Activity

✓

- c) Provide radiological support for the assessment, treatment, and transportation of contaminated injured personnel.
 - 1) Monitor patients for contamination and decontaminate as appropriate.

NOTE: Ensure personnel retrieving radioactive waste from a hospital are “shipping” qualified per plant procedures/qualifications.

- 2) Make arrangements to pick up personnel and radioactive waste from offsite treatment locations.
 - 3) Obtain concurrence from the SEC-TSC through the RCD prior to releasing the hospital’s Radiological Emergency Room or the ambulance for uncontrolled use.
- d) Brief emergency teams when they are assembled for a mission.
 - 1) Discuss dose limits, expected and maximum dose rates, and stay times. Advise team members to immediately contact or return to the OSC when dose rates or stay times approach the established limits.
 - 2) Discuss dosimetry requirements.
 - 3) Discuss protective clothing and respiratory protection requirements.
 - 4) Discuss ERWP and travel route requirements.
 - 5) Advise team members on monitoring and decontamination procedures following mission completion.
 - e) Dispatch radiological control teams to assist in the site evacuation per PEP-350.
 - 1) Relocate onsite personnel and vehicle monitoring stations if portal monitors are in alarm.
 - 2) Coordinate with the RCM to relocate monitoring activities to an offsite location if onsite monitoring is not possible.
 - f) Maintain continuous accountability of dispatched Radiation Control Team personnel.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

Responsibility/Activity

✓

4. Establish dosimetry, protective clothing, and other protective equipment requirements for onsite ERO personnel.
- a) At a minimum, specify requirements for Main Control Room, Radwaste Control Room, TSC, OSC, Security, and Damage Control Team personnel.
 - b) Use normal criteria when establishing requirements for dosimetry, protective clothing, and respiratory protection equipment whenever possible.
 - c) Ensure exposure data is entered into the Radiation Information Management System.
 - d) Direct radiological control team personnel to read TLDs if exposure limits are approached.
5. Ensure the specified access controls for radiologically affected and unknown areas are implemented.
- a) Notify the RCD and ensure SEC-TSC authorization for radiation exposures expected to exceed 5 Rem TEDE or when exposure rates > 25 Rem/Hr may be encountered.
 - b) Suspend any existing RWPs (except for members of security during a safeguards event) at an Alert or higher classification.
 - c) Suspend normal requirements of AP-535 for performing work in radiologically controlled areas if necessary.
 - d) Suspend radiological posting requirements for areas outside the normal RCA that are affected by the accident.

- NOTE:
- ERWP documentation may be deferred when immediate action is necessary to mitigate a situation that severely threatens plant or personnel safety.
 - The accompanying Radiation Control Team member becomes a "Walking ERWP" and may determine what radiological precautions are appropriate for the situation.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

Responsibility/Activity

✓

- e) Determine whether ERWPs are required.
 - 1) Ensure ERWPs are prepared as necessary.
 - 2) Ensure exposure histories and allowable dose for each individual are determined and entered on the ERWP.

- 6. Control the specified issuance of KI to onsite emergency workers per PEP-330 Section 3.4.

 - a) Direct team members to administer KI.
 - b) Record KI issuance information.
 - c) Evaluate iodine uptakes for persons issued KI.

- 7. Direct the decontamination efforts of personnel, equipment, and onsite areas as appropriate.

- 8. Ensure radiological and chemical habitability is established and periodic monitoring is conducted in occupied and assembly areas as necessary, particularly when a release is in progress.

 - a) At a minimum, verify habitability in the Main Control Room, TSC, OSC, and Security Building.
 - b) Determine the need for OSC relocation and recommend the area(s) to be utilized.
 - 1) Consider OSC relocation under the following conditions:
 - Dose rates > 50 mRem/Hr.
 - Projected doses > 1 Rem TEDE.
 - Long lived (half life > 2 hours) particulate airborne activity > 0.25 DAC.
 - 2) Survey alternate locations such as the Turbine Building 261' North (Old First Aid Room) or the Technical Support Center for habitability prior to relocation if possible.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

Responsibility/Activity

✓

9. Coordinate HNP radiological assistance for Immediate Response Organizations entering and leaving the site.
- a) Establish protective requirements for the responders.
 - b) Assign a member of the Radiation Control Team to accompany the responders if necessary.
 - c) Collect and read dosimetry and survey vehicles and personnel leaving the site as necessary.
10. Ensure adequate materials and supplies are available for assigned missions.
- a) Request any materials, supplies, or personnel needs from the ALM.
11. Provide all logs and records to the Damage Control Coordinator upon termination of the emergency.

CHEMISTRY COORDINATOR CHECKLIST

Position Function: Coordinate and supervise the plant chemistry emergency response actions.

Responsibility/Activity

✓

- 1. Assume the position of Chemistry Coordinator.
 - a) Sign in on the facility organization chart.
 - b) Perform a formal relief when permanently relieving another CC.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - c) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
 - 2. Maintain a log of activities per PEP-400.
- NOTE: Sample priority and requests are specified by the RCD.
- 3. Obtain status of current chemistry activities and sample requests in progress.
 - a) Collect data from chemistry activities that were directed by the MCR prior to OSC activation.
 - 4. Coordinate sampling activities with the RCC.
 - 5. Coordinate compensatory sampling measures with the Control Room if applicable.
- NOTE: When obtaining samples ensure Operations valve lineups are performed prior to going into the field.
- 6. Supervise the activities of the Chemistry Teams.

CHEMISTRY COORDINATOR CHECKLIST

Responsibility/Activity

✓

7. Assign, brief, and dispatch personnel to obtain chemistry samples as requested.
- a) Obtain the necessary ERWPs.
 - b) Brief chemistry teams on plant status.
 - c) Assign personnel to collect GRAB samples from the plant vent stacks.
 - d) Assign personnel to operate the PASS per CRC-821 and 823 and to obtain and analyze other samples for accident purposes.
 - 1) Ensure PASS samples are obtained and analyzed within 3 hours of the decision to take the sample.
 - 2) Ensure chloride samples are obtained and analyzed within 96 hours of the decision to take the sample.
 - e) Ensure that Chemistry Team personnel are briefed on radiological conditions prior to leaving the OSC.
8. Maintain accountability of dispatched Chemistry Team personnel.
9. Provide sample results to accident and dose assessment personnel (inform the RCD).
10. Monitor recirculation sump chemistry data to ensure proper NaOH concentrations.
11. Ensure adequate materials and supplies are available for assigned missions.
- a) Request any materials, supplies, or personnel needs not available on site from the ALM.
12. Provide all logs and records to the Damage Control Coordinator upon termination of the emergency.

CHEMISTRY COORDINATOR CHECKLIST

PASS SAMPLE CAPABILITIES

Sample Description	RHR ⁽¹⁾	RCS ⁽²⁾
Diluted Boron	✓	✓
Diluted Chloride ⁽³⁾	✓	✓
pH	✓	✓
Dissolved Oxygen	✓	
Fission Gases ⁽⁴⁾		✓
Hydrogen GRAB ⁽⁴⁾		✓
Hydrogen Meter		✓
Specific Activity ⁽⁵⁾	✓	✓
Undiluted Cask Sample ⁽⁶⁾	✓	✓

- (1) Samples collected from the RHR system when the RHR pumps are in service. One of the isolation valves (1RH-16 or 1RH-54) must be opened by the Main Control Room.
- (2) Sample flow from the RCS Hot Leg Loop 2 or 3. The Main control Room must provide valve alignment.
- (3) If a diluted chloride sample is collected, an undiluted sample must also be collected per CRC-821.
- (4) Stripped gas and hydrogen GRAB samples may only be collected when PASS is aligned to Hot Leg Loop 2 or 3. When PASS is operated in the RHR mode, the gas stripper is by-passed.
- (5) Nuclides readily identified in an accident sample would be Iodine and Cesium. Nuclides listed in PEP-342 may be identified in a gamma scan after sufficient decay time.
- (6) As required by NUREG-737, an undiluted chloride sample must be taken whenever a diluted chloride sample is drawn. The sample must be analyzed within 30 days.

CHEMISTRY COORDINATOR CHECKLIST

PASS SAMPLE CAPABILITIES

1. The Remote Sample Dilution Panel (RSDP) has the capability of sampling the Reactor Containment Building (RCB) atmosphere at various locations under postulated conditions⁽¹⁾.
2. The following GRAB samples can be obtained:
 - a) Hydrogen
 - b) Specific Activity⁽²⁾
 - c) Silver-Zeolite Cartridge for iodine⁽³⁾
3. The samples may be obtained from the following locations within the RCB:
 - a) Dome
 - b) Reactor Coolant Pump and Steam Generator 1A
 - c) Reactor Coolant Pump and Steam Generator 1B
 - d) Reactor Coolant Pump and Steam Generator 1C
 - e) Pressurizer
 - f) RCP area (below the flux mapping room)

- (1) Sampling is performed as per CRC-823, "Post Accident Containment Air Sampling."
- (2) To collect any samples, the containment hydrogen analyzer train A must be in operation.
- (3) These samples may be diluted to limit sample activity and does rate.

MAINTENANCE PLANNER CHECKLIST

Position Function: Provide support for the emergency damage control and repair efforts.

Responsibility/Activity

✓

1. Assume the position of Maintenance Planner.
- a) Sign in on the facility organization chart.
- b) Report readiness to the Damage Control Coordinator.
- c) Perform a formal relief when permanently relieving another Maintenance Planner.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities per PEP-400.
3. Assist the Damage Control Coordinator and the Emergency Repair Director in the development of missions and repair plans.
4. Determine necessary parts and equipment.
5. Assess the nature and extent of any identified damage or failures while dispatched.
6. Provide time estimates for repair tasks.
7. Provide all logs and records to the Damage Control Coordinator upon termination of the emergency.

OSC STOREKEEPER CHECKLIST

Position Function: Coordinate the acquisition of tools, parts, and equipment in support of the emergency repair efforts.

Responsibility/Activity

✓

- 1. Assume the position of OSC Storekeeper.

 - a) Sign in on the facility organization chart.
 - b) Report readiness to the Damage Control Coordinator.
 - c) Perform a formal relief when permanently relieving another OSC Storekeeper.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

- 2. Maintain a log of activities per PEP-400.
- 3. Research and obtain parts and equipment as requested.
- 4. Participate as a team member if dispatched to retrieve materials.
 - a) Act as or report to the team leader.
 - b) Receive a briefing prior to dispatch.
- 5. Provide all logs and records to the Damage Control Coordinator upon termination of the emergency.

OSC LOGKEEPER CHECKLIST

Position Function: Maintain a chronological log of all major OSC activities and decisions throughout the emergency.

Responsibility/Activity

✓

1. Assume the position of OSC Logkeeper.
- a) Sign in on the facility organization chart.
- b) Perform a formal relief when permanently relieving another OSC Logkeeper.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- c) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain the OSC log by recording OSC activities.
3. Adjust the PA speaker volume, if needed.
4. Update the Mission Status Board as new tasks are assigned, old tasks are completed, and as priorities are changed. Communicate with the TSC SRO position to ensure the TSC and OSC boards are the same.
5. Remind the ERD of predesignated briefing times.
6. Provide all logs and records to the Damage Control Coordinator upon termination of the emergency.

OSC/Damage Control Team Briefing Checklist

Team Number: _____ Date: ___ / ___ / ___ Team Leader: _____

As team leader you are responsible for the following items.

Mission: _____

Members: _____

- Team member qualifications have been verified.
- Team members are logged on the OSC status board and accounted for during the mission.
- Members sign on ERWP (# _____), if necessary and obtain HP/ALARA brief. (Team members practice ALARA during the mission)
- Proper clearances are obtained, if necessary.
- Heat Stress evaluation is needed for this job.
- Perform a radio check upon exiting the OSC to ensure adequate communications are established between the team and DCC.
- Updating the DCC upon arrival and inspection at the assigned location to provide preliminary results of the inspection.
- Provide timely status to the DCC of on-going mission activity.
- Team has appropriate tools/test equipment/keys/drawings necessary to perform mission.
- Procedure is needed for this activity.
- Transit routes have been established for the mission.

Post Mission Debrief

- Mission performed as planned.
- Mission scope changed (provide what & why changed): _____

- Additional work is required to complete repairs: WR/JO # _____
- Lessons learned from mission:
 - Preparation activities: _____
 - Communications: _____
 - Support group interface: _____
 - Work execution: _____

Comments: _____

Key Phone numbers:	Radio Channel: 2
Emergency Repair Director (ERD): 3036	Damage Control Coordinator (DCC): 3021
Radiological Control Coordinator (RCC): 3023	Mech. Planner: 3013 Electrical Planner: 3012
Accident Assessment : Mechanical: 3063	Electrical/I&C: 3064 Work Cont Center: 3007/3018

Form PEP-260-8-0

Alternate OSC Relocation Checklist

Note: This is for guidance only. Other equipment/items may or may not be required depending on the classification and type of the emergency.

Equipment/Item to be moved to new location	Turbine Building 261' North (Old First Aid Room)	Technical Support Center
Potassium Iodine (KI) Tablets	*	*
Flashlight with Batteries	*	Provided in facility
Telephone Directory, CP&L	*	Provided in facility
PEP Forms located in the rack	*	Provided in facility
Lantern Lights with Batteries	*	Provided in facility
OSC Activated Signs with Frisker Stand	*	Provided in facility
ERD Box, Access Keys, and Timer	*	*
Hand Held Radios w/ Batteries/Chargers	*	*
Dosimetry (TLDs and SRPDs) with charger	*	*
Table Nameplates	*	*
Emergency Phone Books	*	*
PEP and PLP-201 Procedures	*	Provided in facility
Protective Clothing	*	Provided in facility
OSC Tool Boxes with gag tool	*	*
Site Map	*	Provided in facility
OSC Mission Status Board	Provided in facility	Provided in facility
Emergency Classification Placards	*	*
Health Physics Instrument/Items 1. RO2 and RO2A or equivalent 2. L177 or equivalent 3. Teletectors (extenders) or equivalent 4. Portable Air Samplers 5. Smears, survey maps, air sample filters, charcoal cartridges	*	*
First Aid Kit	*	Provided in facility
Accountability Trakker	*	Provided in facility
Wall Clock	Provided in facility	Provided in facility
Facility Organization Chart	Provided in facility	Provided in facility
Telephones	Provided in facility (TB 261' Decon Cabinet)	Provided in facility
Tables and Chairs	Provided in facility (key with ERD keys)	Provided in facility

* Equipment/Items needed for relocation

Form PEP-260-9-0

Revision Summary for PEP-260, REV. 5

This revision is an administrative revision. Page 7 updated the AP-001 reference with 'current station document control requirements'.