

**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>			
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<b>VOLUME 2 Update List Dated March 3, 2000</b>			
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EAP-14.5	REPLACE ALL	14	

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

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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. 14	03/00	Informational

**EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 2  
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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 14

REVIEWED BY: PLANT OPERATING REVIEW COMMITTEE

MEETING NO. N/A DATE N/A

APPROVED BY: *M. [Signature]* DATE 3/2/2000  
RESPONSIBLE PROCEDURE OWNER

EFFECTIVE DATE: March 3, 2000

FIRST ISSUE

FULL REVISION

LIMITED REVISION

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PERIODIC REVIEW DUE DATE March 2005

## REVISION SUMMARY SHEET

REV. NO.	REASON FOR CHANGE
14	<p>Annual review and revision for consistency with AP-02.01, Procedure Writing Manual.</p> <p>Added asterisks after all of the procedure titles on pages 4, 5, 6 and 7.</p> <p>Added EAP-1.1, OFFSITE NOTIFICATIONS to sections 2.1 and 2.2.</p> <p>Changed EAP-17 to EAP-1.1 in section 4.2.1. A procedure change in EAP-1.1 allows the ED to activate facilities from that procedure without turning to EAP-17.</p> <p>Sections 4.1.2 and 4.4 were rewritten for clarification.</p> <p>Moved the note in section 4.3.1 to before step B.</p> <p>Added notes prior to sections 4.2 and 4.4 referring to attachments.</p> <p>Added Attachments 3 and 4 to the Table of Contents and Section 5.0.</p> <p>Attachments 3 and 4 were added in order to be used as a guide line during the event of an OSC Activation or RE-location.</p> <p>Added ability for the ED to re-locate the OSC to any acceptable area.</p> <p>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</p>

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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 CONTROLS\*
- 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. When directed by the Emergency Director, the alternate OSC may be located in any appropriate area giving first consideration to the old Work center adjacent to the Control Room or the remainder of the Old Administration building within the TSC ventilation pressure boundary.

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.

**NOTE:** Attachment 3, OSC Activation Checklist, maybe used as a guide during OSC Activation.

## 4.2 OSC Activation

4.2.1 The Emergency Director shall activate the OSC according to this procedure and EAP-1.1, OFFSITE NOTIFICATIONS\*.

- 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 (When Operational)

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 (4 way), emergency hotline.
- B. Synchronize clocks 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. If Accountability has been called for, 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 personnel 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.

**NOTE:** Attachment 4, Alternate OSC Activation Checklist, maybe used as a guide during AOSC Activation.

#### 4.4 Alternate Operational Support Center Activation

The Alternate OSC will be utilized if the primary OSC becomes uninhabitable or hazardous. When directed by the Emergency Director, the alternate OSC may be located in any appropriate area giving first consideration to the old Work Center adjacent to the Control Room or the remainder of the Old Administration building within the TSC ventilation pressure boundary.

- 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
- 3. OSC ACTIVATION CHECKLIST
- 4. ALTERNATE OSC ACTIVATION 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

## ATTACHMENT 3

OSC ACTIVATION CHECKLIST

DESCRIPTION	VERIFIED	
	INIT	TIME
Notify Emergency Maintenance Coordinator when OSC is Staffed IAW step 4.1.2.		
Notify Emergency Maintenance Coordinator when OSC is Operational.		
Brief facility every 60 minutes or sooner if conditions change, <u>utilizing OSC Briefing Checklist, Attachment 2</u>		
Designate a communicator/record keeper to man the 4-way hotline (use SRO if possible).		
Synchronize clocks with TSC.		
<b>IF</b> accountability has been called for, <b>THEN</b> designate supervisors to be responsible for continuous accountability (EAP-8) sign-in/sign-out.		
Designate individual to be responsible for keeping records of team actions - this will normally be the Team Supervisor in the OSC.		
<b>IF</b> the RP dose tracking computer fails, <b>THEN</b> designate an individual to be responsible for keeping records of team member dose.		
Request that the OPS Coordinator (in the Control Room) inform the OSC if operators are needed to staff the WCC.		
<b>WHEN</b> the OSC is Operational, contact the Control Room to transfer control of any repair teams to the OSC that were dispatched from the CR.		

DESCRIPTION	VERIFIED	
	INIT	TIME
Ensure communications equipment is ready for use. (Fax, Phones, 4 way, OSC-only Gai-tronics, security radios for use by damage control teams).		
Ensure Rad Protection Supervisor completes habitability surveys if required based on EAP-14.6		
<b>IF</b> the OSC is not habitable, <b>THEN</b> relocate to the alternate OSC utilizing the <u>Alternate OSC Activation Checklist</u> , Attachment 4, as a guide.		
<b>IF</b> a release is in-progress, <b>THEN</b> ensure foyer access is limited by RP and ensure all other accesses are secured.		
Assess the availability of full SCBA air cylinders and clean face pieces to support the damage control actions planned. Initiate on-site recharging of empty cylinders to maintain an adequate supply.		
<b>IF</b> additional staff is needed, <b>THEN</b> make requests through the Emergency Maintenance Coordinator.		

ATTACHMENT 4

ALTERNATE OSC ACTIVATION CHECKLIST

DESCRIPTION	VERIFIED	
	INIT	TIME
Notify Emergency Maintenance Coordinator that Alternate OSC is Operational.		
Verify that the Alternate OSC location is habitable.		
Select appropriate personnel to relocate to the Alternate OSC		
Direct remaining personnel to go to: _____  (identify location)		
NOTE: OSC personnel may be staged in any habitable areas such as the TSC and CR ventilation boundaries, remote buildings not affected by the incident, or they may be directed off-site.		
Take/obtain the following equipment: <ul style="list-style-type: none"> <li>• Protective clothing</li> <li>• Respiratory protection equipment</li> <li>• Records of teams activities</li> <li>• Records of personnel exposures</li> <li>• Emergency procedures</li> <li>• Telephone lists</li> <li>• Other equipment as needed</li> </ul>		
<b>WHEN</b> established, notify the Emergency Maintenance Coordinator and ED of phone numbers at AOSC location.		
Utilize OSC <u>Activation Checklist, Attachment 3</u> , to complete Alternate OSC activation		